



A Taste of What's Cooking at US Foods

Menu Profitbuilder Pro Online

Creating Simple Recipes

Covered in this tutorial:

<u>Menus</u>	<u>Reports</u>
USF Active Products	USF Product Catalog Override
NON USF Products	Active USF Product Audit
Recipes	Non USF Product List
Menu Items	Recipe List
Meal Plans	Menu Item List
POS Data	Meal Plan List
<u>Utilities</u>	Menu Engineering Detail
CCP	Menu Engineering Graph
Menu Item Categories	Theoretical Case Usage



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IMPORTANT!

Before you begin....

These steps will help ensure a successful introduction of Menu ProfitBuilder Pro to your customer.

- **Qualify customer** – Menu ProfitBuilder Pro requires that a customer has basic computer skills, and a fundamental understanding of food cost and gross profit calculation. MPP is NOT meant to be turned on for a customer without the TM and local division providing adequate training and assistance.
- **CPR logic** – Ensure that the CPR backup logic has been properly established for this customer. If unsure how to do this, please speak with the training manager from your division.
- **EDGE configuration** – make sure ‘print order guide pricing’ is turned on (figure 1). This allows customers to see product pricing USFood.com as well as MPP online.
- **Collect and code top 10 recipes** – Obtain the ingredient list for recipes and menu items that make up your customer’s top ten menu items, and spend some advance time entering them into MPP. This will enable you to demonstrate the process to your customer.
- **Shopping list / order guide cleaned up** (get rid of products that customer is not using) – think about starting with Usage Report, and remove all unused and discontinued items.
- **Enter key non-USF products – especially water** - This is accomplished through the Non-USF Product List in the MPP menu. You may also refer to the document [USFood.com MPP Users Guide-Non-USF Products.docx](#) located in the MPP section of Technology Training on the Sharepoint Site.

The screenshot shows the 'Modify Customer' form with the following fields and values:

- Customer Name: A VALUED CUSTOMER
- Customer Nbr: 4661
- Address: USFS FORT MILL
- District: 2250
- City: GREENSBORO
- State: NC
- Zip Code: 27455
- Phone: (366) 254-9995
- Business Category: Major: Single Restaurant, Minor: USF All other
- Print Order Guide Price: N (highlighted in red)

Figure 1

Introduction

Welcome to the menu profit builder pro online training. This tutorial will show the basic steps required to create a simple recipe.

A **simple recipe** is defined as any recipe that contains *only ingredients purchased from US Foods*.

Create a simple recipe – Overview

Creating a simple recipe consists of four steps:

1. Create the recipe header – this is the key information about the new recipe. Ingredients cannot be added until the header is created and saved.

2. Add ingredients – Since MPP Online is fully integrated with USFood.com, any product stocked by the division can be added as an ingredient. The user adds ingredients to a recipe the same way that they add them to an order – by searching the full product catalog or keying in the product number.

3. Enter instructions – Instructions can be added at any time. You can also add instructions to groups of ingredients. This step also allows inclusion of Critical Control Points (CCP)

4. Review completed recipe – this is the final step to make sure that the information was entered correctly.

Step 1 - Recipe Information

Recipe Name*:

Recipe Yield Label:

Share Recipe: Lock Recipe:

Step 3 - Save Recipe & Enter Ingredients

Calculated Values

Svgs / Recipe: 32
 Serving Size: 4.00 Liquid Oz
 Recipe ID: 237476
 Cost per Serving: \$0.21
 Cost per Recipe: **\$6.63**

Step 2 - Serving Size Information

Servings Per Recipe*:

Serving Size Qty*: Serving Size UOM*:

Step 4 - Recipe Instructions

Hide Steps in the ingredient list

Batch Recipe Options

Batch Recipe

Change number of servings to:

Current Ingredients/Recipes

Seq	Seq ▲	Replace	Product	SC	Product/Recipe Name	Type	Ingredient Instruction	QTY	UOM	Ingredient Cost
<input type="checkbox"/>	1	R	4350138		OIL, OLIV EX VRGN IMP (ITALY) (4350138)	US Foods		2	Tablespoi	\$0.20
<input type="checkbox"/>	2	R	9326570		GARLIC, WHT WHL CLOVE PLD PLST (9326570)	US Foods		2	Ounce	\$0.35
<input type="checkbox"/>	3	R	3328168		SAUCE, SPAG TMTD CAN SHLF (3328168)	US Foods		1	Gallon	\$5.94
<input type="checkbox"/>	4	R	2132157		SEASONING, ITLN NO MSG PLST (2132157)	US Foods		1	Teaspoon	\$0.05
<input type="checkbox"/>	5	R	760850		SPICE, OREG LEAF DRIED PLST (760850)	US Foods		1	Tablespoi	\$0.09

Recipe Information | **Ingredient Information**

Recipe UOM: Recipe Instructions:

Instructions

1. Saute garlic in olive oil until fragrant and tender.
 2. Stir in sauce, oregano, seasoning
 3. Mix well

CCP Instruction(s):
 Cover or wrap. Date and return to refrigerated storage. Heat to 135° F before serving.

A completed recipe consists of four parts

1

Recipe Detail Cost

Division: CHICAGO (2099)
Customer: TEST CUSTOMER MPP ONLINE

Recipe Name: Marinara Sauce
Recipe Id: 237476

Recipe Yield Label: One Gallon

Cost Per Recipe: \$ 6.63

Servings Per Recipe: 32

Serving Size: 4 Liquid Oz

2

	Slice	Portion	Pound	Ounce	Gallon	Quart	Pint	Cup	Liquid Ounce	Tablespoon	Teaspoon	Serving
Units Per Batch	0.00	0.00	0.00	0.00	1.00	4.00	8.00	16.00	128.00	256.00	768.00	32.00
Cost Per Unit	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6.63	\$ 1.66	\$ 0.83	\$ 0.41	\$ 0.05	\$ 0.03	\$ 0.01	\$ 0.21

3

Seq	Description	Ingredient Cost	Qty	Meas.Unit	Product Number	Ingredient Instructions	Brand
1	OIL, OLIV EX VRGN IMP ITALY	\$ 0.20	2.00	Tablespoon	4350138		BELLAGIO
2	GARLIC, WHT WHL CLOVE PLD PLST	\$ 0.35	2.00	Ounce	9326570		CROSS VALLEY FARMS
3	SAUCE, SPAG TMTO CAN SHLF	\$ 5.94	1.00	Gallon	3328168		MONARCH-D
4	SEASONING, ITLN NO MSG PLST	\$ 0.05	1.00	Teaspoon	2132157		MCCORMICK
5	SPICE, OREG LEAF DRIED PLST	\$ 0.09	1.00	Tablespoon	760850		MONARCH

4

Recipe Instructions:

Instructions

1. Saute garlic in olive oil until fragrant and tender.
2. Stir in sauce, oregano, seasoning
3. Mix well

CCP Instruction(s):

Cover or wrap. Date and return to refrigerated storage. Heat to 135° F before serving.

1. **Recipe header** – this provides key data on the completed recipe, including the total cost per recipe.
2. **Cost** - Displays the recipe cost by applicable units of measure.
3. **Ingredients** – List of all ingredients used in this recipe, as well as the cost for each.
4. **Instructions** - Displayed as steps, this section allows the user to provide specific preparation and handling instructions.

Overview of recipe entry screens

Recipe List

This is the first screen that you will see when you click on “Recipes” from the main menu.

The screenshot shows the 'Recipe List' screen. At the top left is the 'Recipe List' title (1). To its right is a link to re-sort the list (2). Further right is the 'Last Price Update' date and an 'Update Price' button (2). Below the title is a 'Filter By' section with radio buttons for 'Recipe Name / ID' and 'Recipe Ingredients', and a 'Filter list by...' search box (3). To the right of the filter box is a 'Show Items' dropdown set to 'Display 25' and two icons (4). The main table has a header row with columns: 'Owner' (4), 'Shared' (5), 'Locked' (6), 'Recipe ID' (7), 'Recipe Name' (8), 'Serving Size' (9), 'Cost Per Serving' (10), 'Batch Recipe' (11), 'Recipe Yield Label' (12), 'Cost Per Recipe' (13), 'Options' (14), and 'Delete' (15). The table contains three rows of recipe data.

<input type="checkbox"/>	Owner	Shared	Locked	Recipe ID	Recipe Name	Serving Size	Cost Per Serving	Batch Recipe	Recipe Yield Label	Cost Per Recipe	Options	Delete
<input type="checkbox"/>	T916026	Y	N	237476	Marinara Sauce	4 Liquid Oz	0.21	N	One Gallon	\$6.83	Options	X
<input type="checkbox"/>	T916026	Y	N	178650	INGREDIENT LIST FOR LASAGNA	1 Ounce	14.51	N	UOM DATA ONLY	\$14.51	Options	X
<input type="checkbox"/>	T916026	Y	N	156970	Lasagna	1 EA/Portion	1.46	N	9X13 Pan	\$17.53	Options	X

1. **Filter By** – Used to search for recipes by name, or ingredients
 2. **Update Price** – Used to perform price updates once per week
 3. **Check All Box** – Used to select or un-select all recipes / Used to select or un-select recipes from the list
 4. **Owner Column** – Shows the user ID of the recipe owner.
 5. **Shared Column** – Indicates if recipe has been marked for sharing with others
 6. **Locked Column** – Indicates if recipe has been locked to prevent changes by others
 7. **Recipe ID** – A unique ID number assigned to each recipe automatically.
 8. **Recipe Name** – The name given to a recipe when it is created.
 9. **Serving Size** – Displays the quantity and unit of measure in a serving.
 10. **Cost Per Serving** – The cost for a single serving of this recipe.
 11. **Batch Recipe** – Indicates if this is a batch recipe. Batch recipes are scaled only based on a fixed number of servings such as a pan of 24 brownies...which can only be scaled in increments of 24.
 12. **Recipe Yield Label** – The label that describes the standard recipe yield.(Not used in calculations)
 13. **Cost Per Recipe**– Customer cost for the entire recipe as prepared
- NOTE: The recipe listing can be sorted by clicking on any of the above headings.**
14. **Options** – Allows selection of three recipe options;
 - a. **Copy** – Duplicates the recipe so that it can be renamed and altered i.e. copy marinara sauce, name the new recipe pizza sauce, now modify pizza sauce as needed.
 - b. **Rename** – Allows you to change the recipe name
 - c. **Export** – Exports the recipe to an Excel spreadsheet.
 15. **Recipe Delete button**

From this list you can:

- Add new recipes
- Delete or copy selected recipes
- Open individual recipes
- Filter the list to display only those recipes that match your key words
- Change the display to show 25, 50, 100, 250 or 500 recipes per page
- Sort the list by columns
- Download the list as a Microsoft Excel spreadsheet
- Print the list as a PDF report
- Copy, rename and export recipes (as MS Excel spreadsheets)

Recipe Detail Page

Once you open a recipe or create a new one, you will see the Recipe Detail screen. The Recipe Detail page has 4 sections.

1. Recipe Header

This section.....

The screenshot shows the 'Recipe Detail >> Marinara Sauce' page. It is divided into several sections:

- Step 1 - Recipe Information (a):** Includes fields for Recipe Name (Marinara Sauce), Recipe Yield Label (One Gallon), and checkboxes for Share Recipe and Lock Recipe.
- Step 2 - Serving Size Information (b):** Includes fields for Servings Per Recipe (32), Serving Size Qty (4), and Serving Size UOM (Liquid Oz).
- Step 3 - Save Recipe & Enter Ingredients (c):** A large empty area for entering ingredients.
- Step 4 - Recipe Instructions (d):** Includes a checkbox for 'Hide Steps in the ingredient list' and an 'Add Step' button.
- Calculated Values (e):** Displays Sygs / Recipe: 32, Serving Size: 4.00 Liquid Oz, Recipe ID: 237476, Cost per Serving: \$0.21, and Cost per Recipe: \$6.63.
- Batch Recipe Options (f):** Includes a 'Batch Recipe' checkbox and a 'Change number of servings to:' field with a 'Change Servings' button.
- Current Ingredients/Recipes (g):** A table listing ingredients and their costs.

Sel	Seq	Replace	Product	SC	Product/Recipe Name	Type	Ingredient Instruction	QTY	UOM	Ingredient Cost
<input type="checkbox"/>	1	R	4350138		OIL, OLIV EX VRGN IMP ITALY (4350138)	US Foods		2	Tablespoon	\$0.20
<input type="checkbox"/>	2	R	9326570		GARLIC, WHT WHL CLOVE PLD PLST (9326570)	US Foods		2	Ounce	\$0.35

- Recipe Information**
Allows entry/editing of recipe name, and recipe yield label. Also includes check-boxes for recipe sharing and locking.
- Serving Size Information**
Enter serving quantity and unit of measure, as well as total numbers of servings in the recipe.
- Save recipe header**
When creating a new recipe, the user must click save before entering ingredients. Once saved, proceed to bottom of page for ingredient entry.
- Recipe Instructions**
Allows creation of recipe instructions through the use of steps and Critical Control Points (CCP). Also provides option for displaying and hiding steps within the ingredient list.
- Calculated Values**
System calculated recipe cost information based on the cost per recipe and cost per serving.
- Batch Recipe Options**
Allows option of scaling a recipe by number of servings. Adjusts ingredient quantities based on revised servings.
- Current Ingredients/Recipes**
Lists all ingredients and sub-recipes used in the recipes along with their individual ingredient costs.

2. Current Ingredients/Recipes

Sel	Seq ▲	Replace	Product	SC	Product/Recipe Name	Type	Ingredient Instruction	QTY	UOM	Ingredient Cost	
<input type="checkbox"/>	1	R	2328656		PASTA, LSG SMTH 10" CURLY EDGE (2328656)	US Foods		1	Pound	\$1.88	X
<input type="checkbox"/>	2	R	100001		Ricotta Cheese - Whole Milk (100001)	Non US Foods		3	Cup	\$2.44	X
<input type="checkbox"/>	3	R	6327266		BEEF, GRND 80/20 RAW FZN BULK (6327266)	US Foods		1	Pound	\$3.18	X
<input type="checkbox"/>	4	R	990382		OIL, OLIV CNOLA EX VRGN 50/50 (990382)	US Foods		1	Tablespoon	\$0.07	X
<input type="checkbox"/>	5	R	5382403		CHEESE, MOZZ PROV 4 BLND SHRD (5382403)	US Foods		8	Cup	\$5.87	X
<input type="checkbox"/>	6	R	9326570		GARLIC, WHT WHL CLOVE PLD PLST (9326570)	US Foods		2	Ounce	\$0.35	X
<input type="checkbox"/>	7	R	2132157		SEASONING, ITLN NO MSG PLST (2132157)	US Foods		2	Tablespoon	\$0.31	X
<input type="checkbox"/>	8	R	156969		Marinara Sauce (156969)	Recipe		8	Cup	\$3.43	X

- Select Checkbox** – allows user to select a one or more ingredients for deletion.
- Ingredient Sequence Number** – Provides a method for re-sequencing the order in which ingredients are displayed.
- Replace Product** – Initiates the replace ingredient process, enabling the user to replace an item in all recipes and menu items where it is used.
- Product Number** – Unique product number for US Foods ingredients, Non USF ingredients, as well as recipes.
- Status Code** – Displays special characters to designate product status such as discontinued, special order, JIT etc.
- Product/Recipe Name** – Text description of each ingredient/recipe used in the recipe.
- Ingredient Type** – Indicates if ingredient is a USF product, Non USF product, or recipe.
- Ingredient Instruction** – Allows the user to enter a description of how the ingredient will be used i.e. chopped, sliced, diced etc.
- Ingredient Quantity** – Numeric portion of the ingredient to be used i.e. the “4” in 4 ounces.
- Ingredient Unit of Measure** – Weight, volume or serving measurement of the ingredient i.e. “ounce” in 4 ounces.
- Ingredient Cost** – The cost this ingredient contributes to the total recipe cost.
- Ingredient Delete** – Allows the user to delete an ingredient.

Recipe Information
Ingredient Information

3

a
b
c
d

	Slice:	EA/Portion:	Pound:	Ounce:	Gram:	Gallon:	Quart:	Pint:	Cup:	Liquid Oz:	Tablespoon:	Teaspoon:	Liter:
Units Per Batch:	0	0	0	0	0	1	4	8	16	128	256	768	3.79
Cost Per Unit:*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.92	\$2.48	\$1.24	\$0.62	\$0.08	\$0.04	\$0.01	\$2.62

	#6 Scoop:	#8 Scoop:	#10 Scoop:	#12 Scoop:	#16 Scoop:	#20 Scoop:	#24 Scoop:	#30 Scoop:	#40 Scoop:	#50 Scoop:	#60 Scoop:	#70 Scoop:	#100 Scoop:
Units Per Batch:	23.88	32	42.11	48.48	64	80	95.98	120.3	160	200	239.88	280.7	400
Cost Per Unit:*	\$0.42	\$0.31	\$0.24	\$0.20	\$0.16	\$0.12	\$0.10	\$0.08	\$0.06	\$0.05	\$0.04	\$0.04	\$0.02

	1oz Ladle:	2oz Ladle:	3oz Ladle:	4oz Ladle:	5oz Ladle:	6oz Ladle:	8oz Ladle:	12oz Ladle:
Units Per Batch:	128	64	42.67	32	25.6	21.33	16	10.67
Cost Per Unit:*	\$0.08	\$0.16	\$0.23	\$0.31	\$0.39	\$0.47	\$0.62	\$0.93

3. Recipe Information Tab

This tab consists of 4 sub-tabs

- a. **Recipe Unit of Measure**
Displays units of measure for the ENTIRE recipe
- b. **Recipe Instructions**
Shows preparation steps and critical control points for the entire recipe
- c. **Recipe Nutritionals** (optional)
Displays the combined nutritional data for all ingredients and recipes in this recipe
- d. **Recipe Allergens** (future functionality)
Displays any allergen information for all ingredients and recipes in this recipe

Recipe Information
Ingredient Information

4

a
b
c
d

Ingredient Description	Ingredient UOM	Ingredient Nutritionals	Ingredient Allergens
Product Number:	3328168	Pack Size:	6#10 CN
Product Name:	SAUCE, SPAG TMT0 FCY (3328168)	Case Price:	\$26.75
Group:		Yield (1=100%):*	<input type="text" value="1"/>
Type:	US Foods	Usable Case Weight:	39.750
Brand:	MONARCH-D	Ingredient Instruction:	<input type="text"/>
Status Code:		Quantity:*	<input type="text" value="1"/>
		UOM:*	<input type="text" value="Gallon"/>
		Ingredient Cost:	\$5.94

4. Ingredient Information Tab

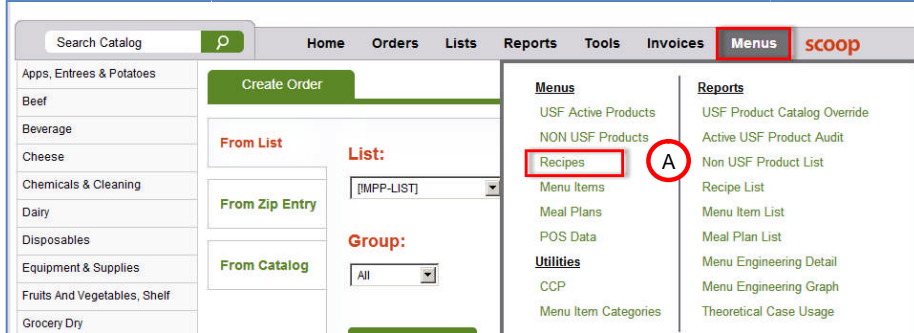
This tab also consists of 4 sub-tabs

- a. **Ingredient Description**
Shows the key data for the selected ingredient allows user to enter product yield, ingredient description, quantity and unit of measure. Also allows user to enter product-specific instruction such as “chopped”, “fine dice” etc.
- b. **Ingredient Unit of Measure**
Displays units of measure for the SELECTED ingredient. Pre-populated with full case weight. Additional UOM based on case volumes, slices and/or portions can also be added.
- c. **Ingredient Nutritionals**
Displays the nutritional data for the selected ingredient
- d. **Ingredient Allergens** (future functionality)
Displays the allergen data for the selected ingredient

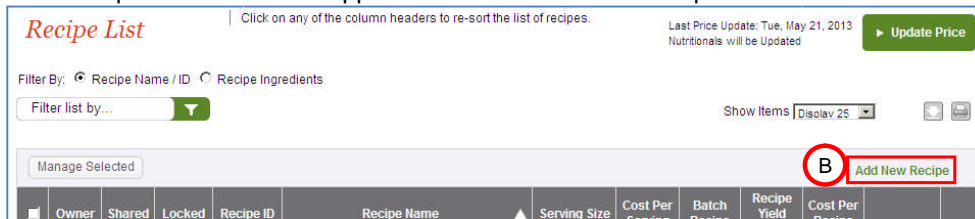
Create a simple recipe - Detail

1. Create the recipe header.

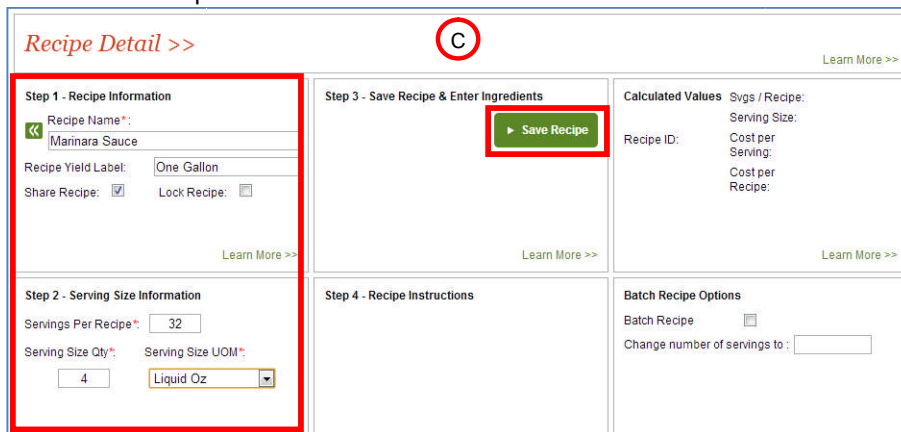
A. From the main menu on USFood.com, click on **Menus**. Click on **Recipes**.



B. The Recipe List screen will appear. Click on Add New Recipe.



C. The **Recipe Detail** screen will appear. Enter all of the required information in steps 1 and 2. For serving size, you may enter the lowest common serving size, such as 1 ounce. You may also enter a serving size such as 4 ounces or 1 cup etc. Be sure your servings per recipe are consistent with your serving size. Click on the **Save** button in step 3. Ingredients cannot be added until the recipe header information is saved.



D. Once the Save button is clicked, the screen will refresh. The save button will disappear and the ingredient column headers will appear in the bottom half of the screen.

Step 2 - Serving Size Information

Servings Per Recipe*: 32

Serving Size Qty*: 4

Serving Size UOM*: Liquid Oz

Step 4 - Recipe Instructions

Batch Recipe Options

Batch Recipe

Change number of servings to: []

Change Servings

Automatically populates recipe UOM

Ingredient column headers

Current Ingredients/Recipes

Sel	Seq	Replace	Product	SC	Product/Recipe Name	Type	Ingredient Instruction	QTY	UOM	Ingredient Cost
No Ingredients Found!										

Recipe Information

Recipe UOM

	Slice	EA/Portion	Pound	Ounce	Gram	Gallon	Quart	Pint	Cup	Liquid Oz	Tablespoon	Teaspoon	Liter
Units Per Batch:	0	0	0	0	0	1	4	8	16	128	256	768	3.79
Cost Per Unit:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Note: When you enter the Serving Size and Servings per Recipe it will automatically populate this information on the Recipe Unit of Measure (UOM) portion of the screen.

2. Add Ingredients

There are two ways to enter US Foods ingredients. You can search the product catalog or key the product number.

A. Search the product catalog

1. Enter the ingredient name in the Search field. Select Search USF Product or Search My Lists. Click on the search icon or press the Enter key.

Search: Spaghetti sauce

Home Orders Lists Reports Tools Invoices Menus scoop

Search: USF Product My Lists Non USF Product Recipe

Recipe Detail >> Marinara Sauce

Step 1 - Recipe Information

Recipe Name*: Marinara Sauce

Recipe Yield Label: One Gallon

Share Recipe: [x] Lock Recipe: []

Step 3 - Save Recipe & Enter Ingredients

Calculated Values

Svgs / Recipe: 32

Serving Size: 4.00 Liquid Oz

Recipe ID: 237476

Cost per Serving: \$0.21

Cost per Recipe: \$6.63

2. The search results screen will appear. Select the product to add to the recipe by entering the qty and UOM. Click on Add to Recipe.

Search USF Products

SEARCH HOME

You searched for: sauce spaghetti

Showing: 1 to 19 of 19

Display 100

Add To Step: -- Select --

Add To Recipe

SC	OG	Image	Description	Brand	Pack	Price	Qty	UOM
	✓		SAUCE, BORGHESE FP KOSHER CALIFORNIA (1334028)	ROSELI	6/#10 CN	\$41.31 CS	[]	--Select
	✓		SAUCE, PASTA TOMATO CLASSICO CALIFORNIA (1355684)	ROSELI	6/#10 CN	\$36.59 CS	[]	--Select
	✓		SAUCE, PASTA TOMATO PREMIUM CALIFORNIA (9330200)	ROSELI	6/#10 CN	\$42.92 CS	[]	--Select
	✓		SAUCE, SPAGHETTI TOMATO FANCY (3328168)	MONARCH-D	6/#10 CN	\$26.75 CS	1	Gallon
			SAUCE, SPAGHETTI TOMATO (9008475)	ANGELA MIA	6/#10 CN	Get	[]	--Select

- The product will be added to the recipe and the recipe detail screen will reappear. All of the cost fields will update with the ingredient cost information.

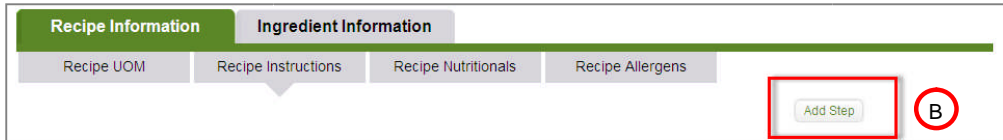
B. Key the product number using 'Zip Add'

- Key the product number into the Product Number field. Press Enter or the tab key. The product description will appear. Enter the quantity and unit of measure. Click on the Add button.

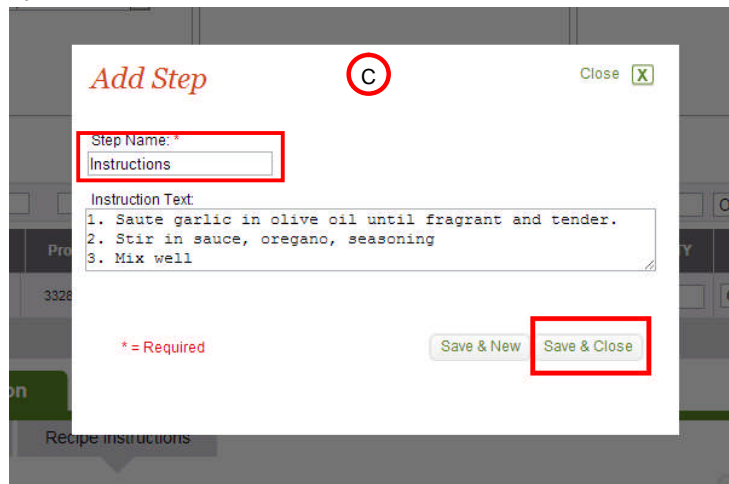
3. Enter Instructions

- On the Recipe Detail screen, select the 'Recipe Information' tab, and the sub tab 'Recipe Instructions'. This will open the Recipe Instructions screen.

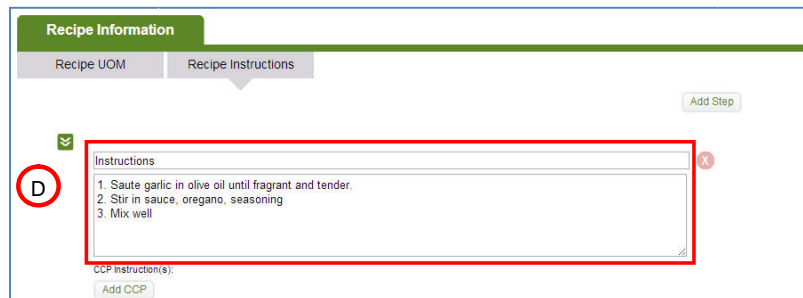
B. Click on the 'Add Step' button to add the first step.



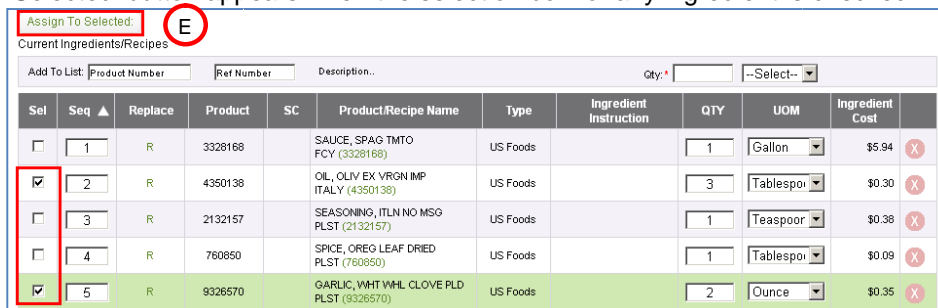
C. This will open the 'Add Step' dialog box. Name the step, and enter the instructional text. Click 'Save & New' if you would like to enter another step, or 'Save and Close' if you are finished entering steps.



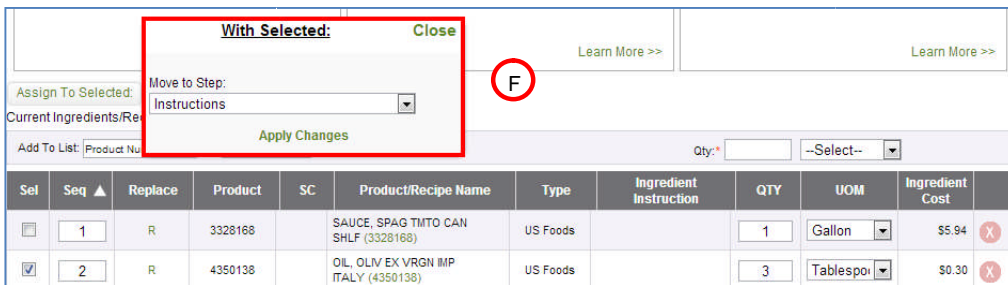
D. The step and its instructions now appear in the recipe instructions portion of the screen.



E. By selecting an ingredient, you can assign this ingredient to a specific step. The 'Assign to Selected' button appears when the selection box for any ingredient is checked.



F. Clicking the 'Assign to Selected' button opens a dialog box allowing the user to select which step they would like the ingredient associated with.

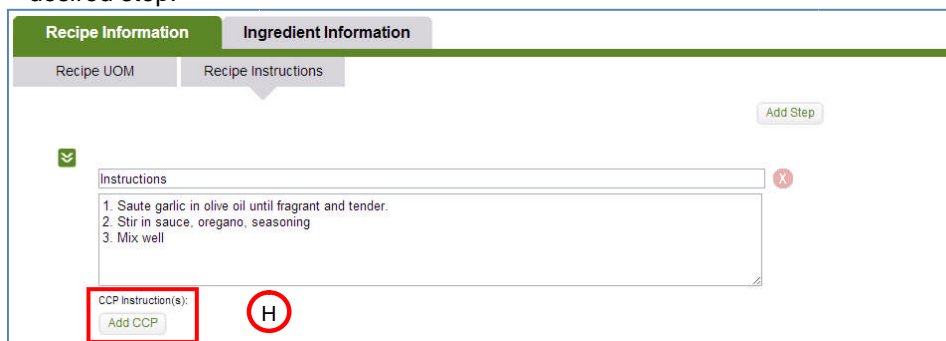


G. The ingredients are now displayed as part of the Step we named Instructions. This process can be repeated for all ingredients, and additional steps can be added as desired. Ingredients that are NOT assigned to an instructional step will appear at the top of the list.

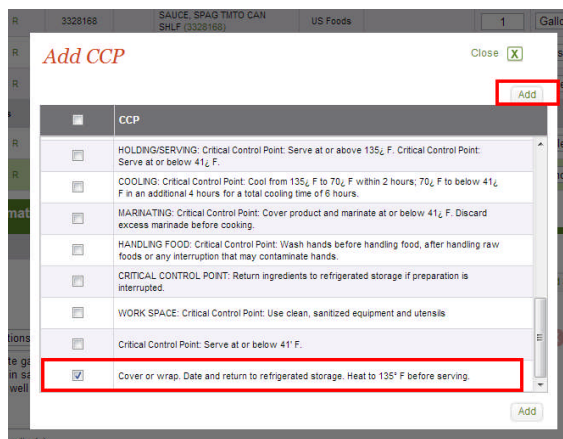
PLEASE NOTE: The instructional steps can be hidden at any time by clicking the 'Hide Steps' checkbox.



H. To add a Critical Control Process (CCP) to any step, click on the 'Add CCP' button within the desired step.



I. The standard CCP selection box will appear. Select all that apply. If finished, click the 'Add' button



J. The selected CCP's now appear with the instructional step.

The screenshot shows the 'Recipe Information' tab with the 'Ingredient Information' sub-tab selected. Under 'Recipe Instructions', there are three numbered steps: 1. Saute garlic in olive oil until fragrant and tender. 2. Stir in sauce, oregano, seasoning. 3. Mix well. Below this, a red box highlights the 'CCP Instruction(s):' section, which contains the text: 'Cover or wrap. Date and return to refrigerated storage. Heat to 135° F before serving.'

4. Review Completed Recipe

A. It is important to always check the accuracy of any recipe after entering it into MPP. Areas to check include the cost per recipe, cost per serving, servings per recipe, serving size and ingredient costs. Look for costs that appear out of line, paying close attention to the number of servings the recipe produces, and the cost of a single serving.

The screenshot shows a multi-step recipe review interface for 'Marinara Sauce'. Annotations include: 'A' pointing to the 'Calculated Values' section where 'Cost per Recipe' is \$58.26 (labeled 'Looks too high!') and 'Cost per Serving' is \$1.82; and 'Should be Tablespoons!' pointing to the 'Ingredient Instruction' table where the quantity is 2 Gallons.

Calculated Values	Svgs / Recipe:	32
	Serving Size:	4.00 Liquid Oz
Recipe ID: 237476	Cost per Serving:	\$1.82
	Cost per Recipe:	\$58.26

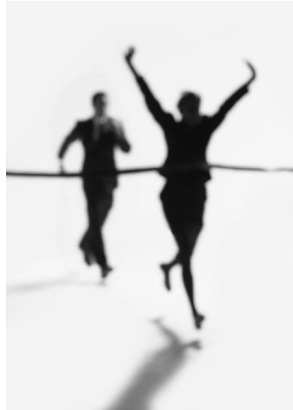
Ingredient Instruction	QTY	UOM	Ingredient Cost
OL_OLIV EX VRGN IMP ITALY (4350138)	2	Gallon	\$51.83

B. In this example we accidentally entered 2 gallons of olive oil instead of 2 tablespoons. Changing to the correct unit of measure brings the cost to the correct level

The screenshot shows the same recipe review interface after the unit of measure for olive oil has been corrected from 'Gallon' to 'Tablespoon'. Annotations include: 'B' pointing to the 'Calculated Values' section where 'Cost per Recipe' is now \$6.63 (highlighted in a red box); and another 'B' pointing to the 'Ingredient Instruction' table where the unit is now 'Tablespoon' and the cost is \$0.20 (highlighted in a red box).

Calculated Values	Svgs / Recipe:	32
	Serving Size:	4.00 Liquid Oz
Recipe ID: 237476	Cost per Serving:	\$0.21
	Cost per Recipe:	\$6.63

Ingredient Instruction	QTY	UOM	Ingredient Cost
OL_OLIV EX VRGN IMP ITALY (4350138)	2	Tablespoon	\$0.20



Congratulations! You have now created a simple recipe. If you have additional questions, or wish to view other MPP user guide documents, please contact your US Foods Sales Representative.