



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>
<a href="#">USF Active Products</a>	<a href="#">USF Product Catalog Override</a>
<a href="#">NON USF Products</a>	<a href="#">Active USF Product Audit</a>
<a href="#">Recipes</a>	<a href="#">Non USF Product List</a>
<a href="#">Menu Items</a>	<a href="#">Recipe List</a>
<a href="#">Meal Plans</a>	<a href="#">Menu Item List</a>
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<u><a href="#">Utilities</a></u>	<a href="#">Menu Engineering Detail</a>
<a href="#">CCP</a>	<a href="#">Menu Engineering Graph</a>
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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' window with various input fields for customer information. A red box highlights the 'Print Order Guide Price:' dropdown, which is set to 'N'. A red callout bubble with the text 'Must say "Y" to use MPP' points to this field. Other fields shown include 'Customer Name' (A VALUED CUSTOMER), 'Address' (USFS FORT MILL), 'City' (GREENSBORO), 'Sales Route' (checkbox checked), 'Sales Contact' (checkbox checked), 'Phone' ((366) 254-9995), 'Special Instructions' (dropdown), 'Call Days' (checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, Sun), 'Delivery Days' (checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, Sun), 'Business Category' (Major: Single Restaurant), 'Major Intersection' (N-S: [ ] E-W: [ ]), 'Allow Substitutions' (Y), 'Daily Schedule Tracking' (N), 'Short Order Communication' (Customer Service), 'Unit Ownership' (99), 'Buying Affiliation' (99), and 'Profit Mode' (99). The 'Print Order Guide Price:' dropdown is the primary focus of the red highlighting.

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.

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

- Step 1 - Recipe Information:** Contains fields for Recipe Name (Marinara Sauce), Recipe Yield Label (One Gallon), Share Recipe, Lock Recipe, and calculated values like Servings / 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:** Shows Servings Per Recipe: 32, Serving Size Qty: 4, Serving Size UOM: Liquid Oz.
- Step 3 - Save Recipe & Enter Ingredients:** Contains a grid of ingredients with columns for Sel, Seq, Replace, Product, SC, Product/Recipe Name, Type, Ingredient Instruction, QTY, UOM, and Ingredient Cost.
- Step 4 - Recipe Instructions:** Contains fields for Hide Steps in the ingredient list, Add Step, and Batch Recipe Options.

Three numbered circles (1, 2, 3) highlight specific areas of the interface:

- 1** Circles the top right corner of the Recipe Information section.
- 2** Circles the top right corner of the Ingredient Information section.
- 3** Circles the bottom right corner of the Recipe Instructions section.

## A completed recipe consists of four parts

1

**US. FOODS 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

Units Per Batch	Slice	Portion	Pound	Ounce	Gallon	Quart	Pint	Cup	Liquid Ounce	Tablespoon	Teaspoon	Serving
	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. Sauté 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 a table titled "Recipe List" with 15 numbered callouts pointing to specific elements:

- 1**: Filter By: Radio buttons for Recipe Name / ID and Recipe Ingredients.
- 2**: Update Price button.
- 3**: Check All Box (checkbox).
- 4**: Shared Column (checkbox).
- 5**: Locked Column (checkbox).
- 6**: Owner Column (checkbox).
- 7**: Recipe ID column.
- 8**: Recipe Name column.
- 9**: Serving Size column.
- 10**: Cost Per Serving column.
- 11**: Batch Recipe column.
- 12**: Recipe Yield Label column.
- 13**: Cost Per Recipe column.
- 14**: Options button.
- 15**: Delete button.

The table has columns for Owner, Shared, Locked, Recipe ID, Recipe Name, Serving Size, Cost Per Serving, Batch Recipe, Recipe Yield Label, Cost Per Recipe, Options, and Delete.

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.....

1

## Recipe Detail >> Marinara Sauce

[Options](#)
  
[Learn More >>](#)

<b>Step 1 - Recipe Information</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span style="color: red; font-size: 2em; border-radius: 50%; border: 1px solid red; padding: 2px 5px; margin-right: 10px;">a</span> <b>Recipe Name*</b>:  <input type="text" value="Marinara Sauce"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Recipe Yield Label:</b> <input type="text" value="One Gallon"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Share Recipe:</b> <input checked="" type="checkbox"/> <b>Lock Recipe:</b> <input type="checkbox"/> </div> <div style="text-align: center; margin-top: 10px;"><a href="#">Learn More &gt;&gt;</a></div>	<b>Step 3 - Save Recipe &amp; Enter Ingredients</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span style="color: red; font-size: 2em; border-radius: 50%; border: 1px solid red; padding: 2px 5px; margin-right: 10px;">c</span> <b>Calculated Values</b>      Svgs / Recipe: 32            Serving Size: 4.00 Liquid Oz            Recipe ID: 237476 Cost per Serving: \$0.21            Cost per Recipe: <b>\$6.63</b> </div> <div style="text-align: center; margin-top: 10px;"><a href="#">Learn More &gt;&gt;</a></div>	<b>Step 2 - Serving Size Information</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span style="color: red; font-size: 2em; border-radius: 50%; border: 1px solid red; padding: 2px 5px; margin-right: 10px;">b</span> <b>Servings Per Recipe*</b>: <input type="text" value="32"/></div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Serving Size Qty*</b>: <input type="text" value="4"/> <b>Serving Size UOM*</b>: <input type="text" value="Liquid Oz"/> </div> <div style="text-align: center; margin-top: 10px;"><a href="#">Learn More &gt;&gt;</a></div>	<b>Step 4 - Recipe Instructions</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span style="color: red; font-size: 2em; border-radius: 50%; border: 1px solid red; padding: 2px 5px; margin-right: 10px;">d</span> <input type="checkbox"/> Hide Steps in the ingredient list         </div> <div style="text-align: center; margin-top: 10px;"><a href="#">Add Step</a></div> <div style="text-align: center; margin-top: 10px;"><a href="#">Learn More &gt;&gt;</a></div>	<b>Batch Recipe Options</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span style="color: red; font-size: 2em; border-radius: 50%; border: 1px solid red; padding: 2px 5px; margin-right: 10px;">e</span> <b>Batch Recipe</b> <input type="checkbox"/>            Change number of servings to : <input type="text"/>  <input type="button" value="Change Servings"/> </div> <div style="text-align: center; margin-top: 10px;"><a href="#">Learn More &gt;&gt;</a></div>																																	
<b>Current Ingredients/Recipes</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span style="color: red; font-size: 2em; border-radius: 50%; border: 1px solid red; padding: 2px 5px; margin-right: 10px;">g</span> <input type="text" value="Add To List: Product Number"/> <input type="text" value="Ref Number"/> <input type="text" value="Description..."/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input type="text" value="Qty: *"/> <input type="button" value="-select-"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sel</th> <th>Seq ▲</th> <th>Replace</th> <th>Product</th> <th>SC</th> <th>Product/Recipe Name</th> <th>Type</th> <th>Ingredient Instruction</th> <th>QTY</th> <th>UOM</th> <th>Ingredient Cost</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>R</td> <td>4350138</td> <td></td> <td>OIL, OLIV EX VRGN IMP ITALY (4350138)</td> <td>US Foods</td> <td></td> <td>2</td> <td>Tablespoon</td> <td>\$0.20 X</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>R</td> <td>9326570</td> <td></td> <td>GARLIC, WHT WHL CLOVE PLD PLST (9326570)</td> <td>US Foods</td> <td></td> <td>2</td> <td>Ounce</td> <td>\$0.35 X</td> </tr> </tbody> </table>					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 X	<input type="checkbox"/>	2	R	9326570		GARLIC, WHT WHL CLOVE PLD PLST (9326570)	US Foods		2	Ounce	\$0.35 X
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 X																											
<input type="checkbox"/>	2	R	9326570		GARLIC, WHT WHL CLOVE PLD PLST (9326570)	US Foods		2	Ounce	\$0.35 X																											

- a) Recipe Information**  
Allows entry/editing of recipe name, and recipe yield label. Also includes check-boxes for recipe sharing and locking.
  - b) Serving Size Information**  
Enter serving quantity and unit of measure, as well as total numbers of servings in the recipe.
  - c) 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.
  - d) 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.
  - e) Calculated Values**  
System calculated recipe cost information based on the cost per recipe and cost per serving.
  - f) Batch Recipe Options**  
Allows option of scaling a recipe by number of servings. Adjusts ingredient quantities based on revised servings.
  - g) Current Ingredients/Recipes**  
Lists all ingredients and sub-recipes used in the recipes along with their individual ingredient costs.

## 2. Current Ingredients/Recipes

Current Ingredients/Recipes											
Add To List		Product Number	Product Number	Description...	Qty: *	-select-	Ingredient Cost				
Sel	Seq ▲	Replace	Product	SC	Product/Recipe Name	Type	Ingredient Instruction	QTY	UOM		
<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

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

(3)

Recipe Information		Ingredient Information																							
Recipe UOM	a	Recipe Instructions			b	Recipe Nutritionals			c	Recipe Allergens					d										
Slice:		EA/Portion:		Pound:		Ounce:		Gram:		Gallon:		Quart:		Pint:		Cup:		Liquid Oz:		Tablespoon:		Teaspoon:		Liter:	
Units Per Batch:	0	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		\$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	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$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

(4)

Recipe Information		Ingredient Information												
Ingredient Description	Ingredient UOM	Ingredient Nutritionals			Ingredient Allergens									
Product Number:	3328168				Pack Size:	6#10 CN								
Product Name:	SAUCE, SPAG TMTO FCY (3328168)				Case Price:	\$26.75								
Group:					Yield (1=100%):*	1								
Type:	US Foods				Usable Case Weight:	39.750								
Brand:	MONARCH-D				Ingredient Instruction:									
Status Code:					Quantity:*	1								
					UOM:*	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**.

The screenshot shows the USFood.com main menu with the 'Menus' tab selected. Under the 'Recipes' section, the 'Recipes' option is highlighted with a red circle labeled 'A'.

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

The screenshot shows the Recipe List screen. At the bottom right, there is a green button labeled 'Add New Recipe' with a red circle labeled 'B' around it.

- 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.

The screenshot shows the Recipe Detail screen. The left panel, 'Step 1 - Recipe Information', is highlighted with a red box. In the center panel, there is a green button labeled 'Save Recipe' with a red circle labeled 'C' around it.

- 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.

**D**

Step 2 - Serving Size Information

Servings Per Recipe\*: 32

Serving Size Qty\*: 4 Serving Size UOM\*: Liquid Oz

Automatically populates recipe UOM

Step 4 - Recipe Instructions

Add Step

Batch Recipe Options

Batch Recipe

Change number of servings to:

Change Servings

Learn More >>

Ingredient column headers

No Ingredients Found!

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

**Recipe Information**

Recipe UOM	Recipe Instructions																																							
<table border="1"> <tr> <td>Slice:</td> <td>EA/Portion:</td> <td>Pound:</td> <td>Ounce:</td> <td>Gram:</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </table>	Slice:	EA/Portion:	Pound:	Ounce:	Gram:	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<table border="1"> <tr> <td>Gallon:</td> <td>Quart:</td> <td>Pint:</td> <td>Cup:</td> <td>Liquid Oz:</td> <td>Tablespoon:</td> <td>Teaspoon:</td> <td>Liter:</td> </tr> <tr> <td>1</td> <td>4</td> <td>8</td> <td>16</td> <td>128</td> <td>256</td> <td>768</td> <td>3.79</td> </tr> <tr> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </table>	Gallon:	Quart:	Pint:	Cup:	Liquid Oz:	Tablespoon:	Teaspoon:	Liter:	1	4	8	16	128	256	768	3.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Slice:	EA/Portion:	Pound:	Ounce:	Gram:																																				
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\$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

- 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.

Spaghetti sauce

Home Orders Lists Reports Tools Invoices Menus **scoop**

Search  USF Product  My Lists  Non USF Product  Recipe

1

**Recipe Detail >> Marinara Sauce**

**Step 1 - Recipe Information**

Recipe Name\*: Marinara Sauce

Recipe Yield Label: One Gallon

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**

- 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

Search Catalog  within these results  new search

Browse Product Classes

SC	OG	Image	Description	Brand	Pack	Price	Qty	UOM
			SAUCE, BORGHESE FP KOSHER CALIFORNIA (1334028)	ROSELI	6/#10 CN	\$41.31 CS	<input type="text"/> 1	<input type="button" value="Select"/>
			SAUCE, PASTA TOMATO CLASSICO CALIFORNIA (135584)	ROSELI	6/#10 CN	\$36.59 CS	<input type="text"/>	<input type="button" value="Select"/>
			SAUCE, PASTA TOMATO PREMIUM CALIFORNIA (9330200)	ROSELI	6/#10 CN	\$42.92 CS	<input type="text"/>	<input type="button" value="Select"/>
			SAUCE, SPAGHETTI TOMATO FANCY (3328168)	MONARCH-D	6/#10 CN	\$26.75 CS	<input type="text"/> 1	<input type="button" value="Gallon"/>
			SAUCE, SPAGHETTI TOMATO (9008475)	ANGELA MIA	6/#10 CN	Get It	<input type="text"/>	<input type="button" value="--Select--"/>

3. 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.

*Recipe Detail >> Marinara Sauce*

<b>Step 1 - Recipe Information</b> Recipe Name*: <input type="text" value="Marinara Sauce"/> Recipe Yield Label: <input type="text" value="One Gallon"/> Share Recipe: <input checked="" type="checkbox"/> Lock Recipe: <input type="checkbox"/>  <a href="#">Learn More &gt;&gt;</a>	<b>Step 3 - Save Recipe &amp; Enter Ingredients</b> <a href="#">Learn More &gt;&gt;</a>	<b>Calculated Values</b> Servgs / Recipe: 32 Serving Size: 4.00 Liquid Oz Recipe ID: 237476 Cost per Serving: \$0.19 Cost per Recipe: <b>\$5.94</b>  <div style="border: 1px solid red; padding: 2px; width: fit-content;">Updated costs</div>																						
		3																						
<b>Step 2 - Serving Size Information</b> Servings Per Recipe: <input type="text" value="32"/> Serving Size Qty*: <input type="text" value="4"/> Serving Size UOM*: <input type="text" value="Liquid Oz"/>  <a href="#">Learn More &gt;&gt;</a>																								
<b>Step 4 - Recipe Instructions</b> Hide Steps in the ingredient list <input type="checkbox"/> <a href="#">Add Step</a>  <a href="#">Learn More &gt;&gt;</a>		<b>Batch Recipe Options</b> Batch Recipe <input type="checkbox"/> Change number of servings to: <input type="text"/> <a href="#">Change Servings</a>  <a href="#">Learn More &gt;&gt;</a>																						
<b>Current Ingredients/Recipes</b> Add To List: <input type="text" value="Product Number"/> Ref Number: <input type="text"/> Description: <input type="text"/> <div style="border: 1px solid red; padding: 2px; width: fit-content; margin-left: 10px;">3</div> <div style="margin-top: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sel</th> <th>Seq ▲</th> <th>Replace</th> <th>Product</th> <th>SC</th> <th>Product/Recipe Name</th> <th>Type</th> <th>Ingredient Instruction</th> <th>QTY</th> <th>UOM</th> <th>Ingredient Cost</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>R</td> <td>3328168</td> <td></td> <td>SAUCE, SPAG TMTO CAN SHLF (3328168)</td> <td>US Foods</td> <td></td> <td>1</td> <td>Gallon <input type="button" value="▼"/></td> <td>\$5.94 <input type="button" value="X"/></td> </tr> </tbody> </table> </div>			Sel	Seq ▲	Replace	Product	SC	Product/Recipe Name	Type	Ingredient Instruction	QTY	UOM	Ingredient Cost	<input type="checkbox"/>	1	R	3328168		SAUCE, SPAG TMTO CAN SHLF (3328168)	US Foods		1	Gallon <input type="button" value="▼"/>	\$5.94 <input type="button" value="X"/>
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#### 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.

*Current Ingredients/Recipes*

Add To List: <input type="text" value="9326570"/> Ref Number: <input type="text"/> Description: <input type="text"/> <div style="border: 1px solid red; padding: 2px; width: fit-content; margin-left: 10px;">1</div> <div style="margin-top: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sel</th> <th>Seq ▲</th> <th>Replace</th> <th>Product</th> <th>SC</th> <th>Product/Recipe Name</th> <th>Type</th> <th>Ingredient Instruction</th> <th>QTY</th> <th>UOM</th> <th>Ingredient Cost</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>R</td> <td>3328168</td> <td></td> <td>SAUCE, SPAG TMTO CAN SHLF (3328168)</td> <td>US Foods</td> <td></td> <td>1</td> <td>Gallon <input type="button" value="▼"/></td> <td>\$5.94 <input type="button" value="X"/></td> </tr> </tbody> </table> </div>										Sel	Seq ▲	Replace	Product	SC	Product/Recipe Name	Type	Ingredient Instruction	QTY	UOM	Ingredient Cost	<input type="checkbox"/>	1	R	3328168		SAUCE, SPAG TMTO CAN SHLF (3328168)	US Foods		1	Gallon <input type="button" value="▼"/>	\$5.94 <input type="button" value="X"/>
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#### 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.

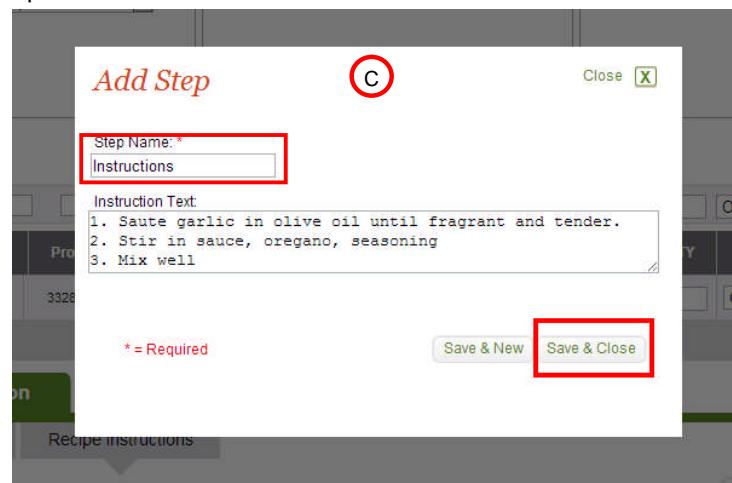
*Current Ingredients/Recipes*

Add To List: <input type="text" value="Product Number"/> Ref Number: <input type="text"/> Description: <input type="text"/> <div style="margin-top: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sel</th> <th>Seq ▲</th> <th>Replace</th> <th>Product</th> <th>SC</th> <th>Product/Recipe Name</th> <th>Type</th> <th>Ingredient Instruction</th> <th>QTY</th> <th>UOM</th> <th>Ingredient Cost</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>R</td> <td>3328168</td> <td></td> <td>SAUCE, SPAQ TMTO FCY (3328168)</td> <td>US Foods</td> <td></td> <td>1</td> <td>Gallon <input type="button" value="▼"/></td> <td>\$5.94 <input type="button" value="X"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>R</td> <td>4350138</td> <td></td> <td>OIL, OLIV EX VRGN IMP ITALY (4350138)</td> <td>US Foods</td> <td></td> <td>3</td> <td>Liquid Oz <input type="button" value="▼"/></td> <td>\$0.60 <input type="button" value="X"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>3</td> <td>R</td> <td>2132157</td> <td></td> <td>SEASONING, TLN NO MSG PLST (2132157)</td> <td>US Foods</td> <td></td> <td>1</td> <td>Teaspoon <input type="button" value="▼"/></td> <td>\$0.38 <input type="button" value="X"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>4</td> <td>R</td> <td>760850</td> <td></td> <td>SPICE, OREG LEAF DRIED PLST (760850)</td> <td>US Foods</td> <td></td> <td>1</td> <td>Tablespoon <input type="button" value="▼"/></td> <td>\$0.09 <input type="button" value="X"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>5</td> <td>R</td> <td>9326570</td> <td></td> <td>GARLIC, WHT WHL CLOVE PLD PLST (9326570)</td> <td>US Foods</td> <td></td> <td>2</td> <td>Ounce <input type="button" value="▼"/></td> <td>\$0.35 <input type="button" value="X"/></td> </tr> </tbody> </table> </div>										Sel	Seq ▲	Replace	Product	SC	Product/Recipe Name	Type	Ingredient Instruction	QTY	UOM	Ingredient Cost	<input type="checkbox"/>	1	R	3328168		SAUCE, SPAQ TMTO FCY (3328168)	US Foods		1	Gallon <input type="button" value="▼"/>	\$5.94 <input type="button" value="X"/>	<input type="checkbox"/>	2	R	4350138		OIL, OLIV EX VRGN IMP ITALY (4350138)	US Foods		3	Liquid Oz <input type="button" value="▼"/>	\$0.60 <input type="button" value="X"/>	<input type="checkbox"/>	3	R	2132157		SEASONING, TLN NO MSG PLST (2132157)	US Foods		1	Teaspoon <input type="button" value="▼"/>	\$0.38 <input type="button" value="X"/>	<input type="checkbox"/>	4	R	760850		SPICE, OREG LEAF DRIED PLST (760850)	US Foods		1	Tablespoon <input type="button" value="▼"/>	\$0.09 <input type="button" value="X"/>	<input type="checkbox"/>	5	R	9326570		GARLIC, WHT WHL CLOVE PLD PLST (9326570)	US Foods		2	Ounce <input type="button" value="▼"/>	\$0.35 <input type="button" value="X"/>
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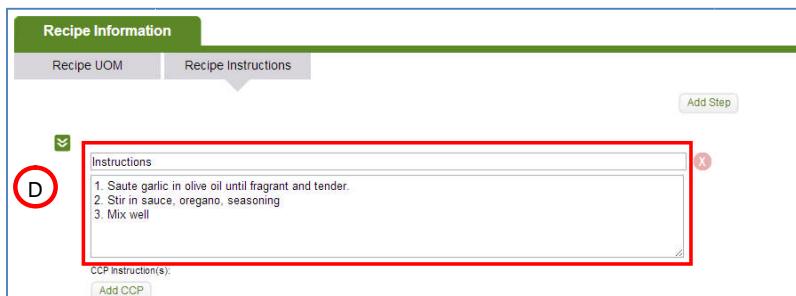
- B. Click on the 'Add Step' button to add the first step.



- 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.

Add To List:		Product Number	Ref Number	Description..	Qty: <input type="text"/>	-Select-				
Sel	Seq ▲	Replace	Product	SC	Product/Recipe Name	Type	Ingredient Instruction	QTY	UOM	Ingredient Cost
<input type="checkbox"/>	1	R	3328168		SAUCE, SPAG TMTO FCY (3328168)	US Foods		1	Gallon	\$5.94
<input checked="" type="checkbox"/>	2	R	4350138		OIL, OLIV EX VRGN IMP ITALY (4350138)	US Foods		3	Tablespoon	\$0.30
<input type="checkbox"/>	3	R	2132157		SEASONING, ITLN NO MSG PLST (2132157)	US Foods		1	Teaspoon	\$0.38
<input type="checkbox"/>	4	R	760850		SPICE, OREG LEAF DRIED PLST (760850)	US Foods		1	Tablespoon	\$0.09
<input checked="" type="checkbox"/>	5	R	9326570		GARLIC, WHIT WML CLOVE PLD PLST (9326570)	US Foods		2	Ounce	\$0.35

- 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.

Sel	Seq ▲	Replace	Product	SC	Product/Recipe Name	Type	Ingredient Instruction	QTY	UOM	Ingredient Cost
<input type="checkbox"/>	1	R	3328168		SAUCE, SPAG TMTO CAN SHLF (3328168)	US Foods		1	Gallon	\$5.94 <span style="color:red;">X</span>
<input checked="" type="checkbox"/>	2	R	4350138		OIL, OLV EX VRGN IMP ITALY (4350138)	US Foods		3	Tablespoon	\$0.30 <span style="color:red;">X</span>

- 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.

Sel	Seq	Replace	Product	SC	Product/Recipe Name	Type	QTY	UOM	Ingredient Cost
<input type="checkbox"/>	4	R	4350138		OIL, OLV EX VRGN IMP ITALY (4350138)	US Foods	3	Tablespoon	\$0.30 <span style="color:red;">X</span>
<input type="checkbox"/>	5	R	9326570		GARLIC, WHT WHL CLOVE PLD PLST (9326570)	US Foods	2	Ounce	\$0.35 <span style="color:red;">X</span>

- 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 selected. A red circle labeled 'I' highlights the 'Add Step' button. Below it, the 'Instructions' section contains three steps: '1. Sauté garlic in olive oil until fragrant and tender.', '2. Stir in sauce, oregano, seasoning.', and '3. Mix well.' A red box highlights the 'CCP Instruction(s):' section, which contains the instruction 'Cover or wrap. Date and return to refrigerated storage. Heat to 135° F before serving.' An 'Add CCP' button is at the bottom.

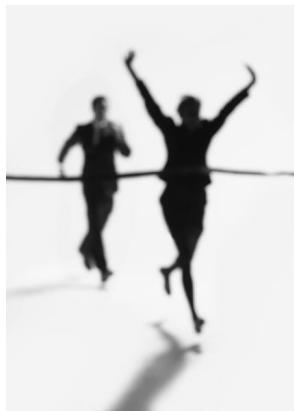
#### 4. Review Completed Recipe

- 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 the 'Step 1 - Recipe Information' and 'Calculated Values' sections. A red circle labeled 'A' is on the 'Calculated Values' section, which shows 'Svgs / Recipe: 32', 'Serving Size: 4.00 Liquid Oz', 'Recipe ID: 237476', 'Cost per Serving: \$1.82', and 'Cost per Recipe: \$58.26'. Red arrows point from this section to the 'Calculated Values' section of another screenshot below. Handwritten notes say 'Looks too high!' next to the calculated values and 'Should be Tablespoons!' next to the serving size dropdown. A red arrow also points from the serving size dropdown to the current ingredients table below.

- 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 interface as above, but with a different ingredient entry. A red circle labeled 'B' is on the 'Current Ingredients/Recipes' table, specifically on the 'UOM' column for the second row. The original value was 'Gallon', which was corrected to 'Tablespoon'. The cost per serving and total cost are now correctly calculated as '\$0.21' and '\$6.63' respectively. A red box highlights the 'Calculated Values' section.



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.