



A Taste of What's Cooking at US Foods

MPP Online

Creating Complex 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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Introduction

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

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 ongoing support.
- **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.

The screenshot shows the 'Modify Customer' form with the following details:

- Customer Name: A VALUED CUSTOMER
- Address: USFS FORT MILL
- City: GREENSBORO
- State: NC
- Zip Code: 27455
- Phone: (366) 254-9995
- Business Category: Major: Single Restaurant
- Invoice Price Recap: N
- Print Order Guide Price: N (highlighted in a red box)

Figure 1

- **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.

Creating a complex recipe – Overview

A **complex recipe** is defined as a recipe that may include USF products, Non USF products and/or one or more recipes as ingredients. For example, a lasagna recipe could include the recipe for marinara sauce, along with lasagna noodles, ricotta cheese etc. sourced from US Foods and/or other vendors.

Creating a complex 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.

Set	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
<input type="checkbox"/>	2	R	100001		Ricotta Cheese - Whole Milk (100001)	Non US Foods		3	Cup	\$2.44
<input type="checkbox"/>	3	R	6327266		BEEF, GRND 80/20 RAW FZN BULK (6327266)	US Foods		1	Pound	\$3.18
<input type="checkbox"/>	4	R	990382		OIL, OLIV CNOLA EX VRGN 50/50 (990382)	US Foods		1	Tablespo	\$0.07
<input type="checkbox"/>	5	R	5382403		CHEESE, MOZZ PROV 4 BLND SHRD (5382403)	US Foods		8	Cup	\$5.87
<input type="checkbox"/>	6	R	9326570		GARLIC, WHT WHL CLOVE PLD PLST (9326570)	US Foods		2	Ounce	\$0.35
<input type="checkbox"/>	7	R	2132157		SEASONING, ITLN NO MSG PLST (2132157)	US Foods		2	Tablespo	\$0.31
<input type="checkbox"/>	8	R	156969		Marinara Sauce (156969)	Recipe		8	Cup	\$3.43

A completed recipe consists of four parts

1

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

Recipe Name: Lasagna - Demo Recipe Id: 225655	Recipe Yield Label: 9X13 Pan	Cost Per Recipe: \$ 17.53
Servings Per Recipe: 12	Serving Size: 1 EA/Portion	

2

	Slice	Portion	Pound	Ounce	Gallon	Quart	Pint	Cup	Liquid Ounce	Tablespoon	Teaspoon	Serving
Units Per Batch	0.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00
Cost Per Unit	\$ 0.00	\$ 1.46	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1.46

3

Seq	Description	Ingredient Cost	Qty	Meas.Un.	Product Number	Ingredient Instructions	Brand
1	PASTA, LSG SMTH 10" CURLY EDGE	\$ 1.88	1.00	Pound	2328656		ROSELI
2	Ricotta Cheese - Whole Milk	\$ 2.44	3.00	Cup	100001		Robusto
3	BEEF, GRND 80/20 RAW FZN BULK	\$ 3.18	1.00	Pound	6327266		CATTLEMAN'S SELECTION
4	OIL, OLIV CNOLA EX VRGN 50/50	\$ 0.07	1.00	Tablespoon	990382		ROSELI
5	CHEESE, MOZZ PROV 4 BLND SHRD	\$ 5.87	8.00	Cup	5382403		ROSELI
6	GARLIC, WHT WHL CLOVE PLD PLST	\$ 0.35	2.00	Ounce	9326570		CROSS VALLEY FARMS
7	SEASONING, ITLN NO MSG PLST	\$ 0.31	2.00	Tablespoon	2132157		MCCORMICK
8	Marinara Sauce	\$ 3.43	8.00	Cup	156969		

Recipe Instructions:

4

Instructions

1. Preheat oven to 375 degrees
2. Bring a large pot of lightly salted water to a boil. Add noodles and cook for 8 to 10 minutes or until al dente; drain and set aside.
3. Cook meat in olive oil over medium high heat until evenly brown. Stir in marinara sauce. Simmer over medium-low heat for 30 minutes, stirring occasionally.
4. In a large bowl, combine ricotta cheese with seasonings.
5. In a 9x13 inch baking dish, place 2 layers of noodles on the bottom of dish; layer 1/2 of the cheese mixture, 1/2 of the mozzarella cheese and 1/2 of the sauce; repeat layers.
6. Cover with aluminum foil and bake in preheated oven for 30 to 40 minutes. Remove foil and bake for another 5 to 10 minutes; let stand for 10 minutes before cutting; serve.

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, there is a title 'Recipe List' and a note: 'Click on any of the column headers to re-sort the list of recipes.' To the right, it says 'Last Price Update: Thu, May 23, 2013' and 'Nutritionals will be Updated' next to an 'Update Price' button. Below this is a filter section with 'Filter By: Recipe Name / ID' selected and a 'Filter list by...' dropdown. A 'Show Items' dropdown is set to 'Display 500'. The main table has columns: Owner, Shared, Locked, Recipe ID, Recipe Name, Serving Size, Cost Per Serving, Batch Recipe, Recipe Yield Label, Cost Per Recipe, and an 'Options' column. The 'Options' column contains 'Options' buttons and 'X' delete buttons. A 'Manage Selected' button is at the top left of the table, and an 'Add New Recipe' button is at the top right.

1. **Filter By** – Used to search for recipes by name, or ingredients
2. **Update Price** – Used to download price updates once per week
3. **Check All Box** – Used to select or de-select all recipes
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 customer cost for a single serving of this recipe.
11. **Batch Recipe** – Indicates if this is a batch recipe. Batch recipes produce a specific quantity of servings, such as a pan of 3”X3” brownies.
12. **Recipe Yield Label** – The label assigned that describes the 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 four sections.

1. Recipe Header

This section.....

Recipe Detail >> Lasagna - Demo
Options
Learn More >>

Step 1 - Recipe Information 1

Recipe Name*:

Recipe Yield Label:

Share Recipe: Lock Recipe:

[Learn More >>](#)

Step 3 - Save Recipe & Enter Ingredients 3

[Learn More >>](#)

Calculated Values 5

Svgs / Recipe: 12
Serving Size: 1.00 EA/Portion

Recipe ID: 225655
Cost per Serving: \$1.46
Cost per Recipe: **\$17.53**

[Learn More >>](#)

Step 2 - Serving Size Information 2

Servings Per Recipe*:

Serving Size Qty*: Serving Size UOM*:

[Learn More >>](#)

Step 4 - Recipe Instructions 4

Hide Steps in the ingredient list

[Add Step](#)

[Learn More >>](#)

Batch Recipe Options 6

Batch Recipe

Change number of servings to:

[Change Servings](#)

[Learn More >>](#)

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

1. **Recipe Information** - Allows entry/editing of recipe name, and recipe yield label. Also includes check-boxes for recipe sharing and locking.
2. **Serving Size Information** - Enter serving quantity and unit of measure, as well as total numbers of servings in the recipe.
3. **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.
4. **Recipe Instructions** - Allows creation of recipe instructions through the use of steps and Critical Control Points (CCP) Also provides option for hiding steps in the ingredient list.
5. **Calculated Values** - System calculated recipe cost information based on serving size, servings per recipe and cost of all ingredients entered.
6. **Batch Recipe Options** - Allows option of scaling a recipe by number of servings. Adjusts ingredient quantities based on revised servings.
7. **Current Ingredients/Recipes** - Lists all ingredients and sub-recipes used in the recipes along with their individual ingredient costs.

2. Current Ingredients/Recipes

2

Current Ingredients/Recipes											
Add To List: Product Number <input type="text"/> Ref Number <input type="text"/> Description... <input type="text"/> Qty: * <input type="text"/> --select-- <input type="text"/>											
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

- 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 Tab

3

Recipe Information **Ingredient Information**

Recipe UOM **a** Recipe Instruction **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	12	0	0	0	0	0	0	0	0	0	0	0
Cost Per Unit: *	\$0.00	\$4.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	#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:	0	0	0	0	0	0	0	0	0	0	0	0	0
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

	1oz Ladle:	2oz Ladle:	3oz Ladle:	4oz Ladle:	5oz Ladle:	6oz Ladle:	8oz Ladle:	12oz Ladle:
Units Per Batch:	0	0	0	0	0	0	0	0
Cost Per Unit: *	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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. Ingredient Information Tab

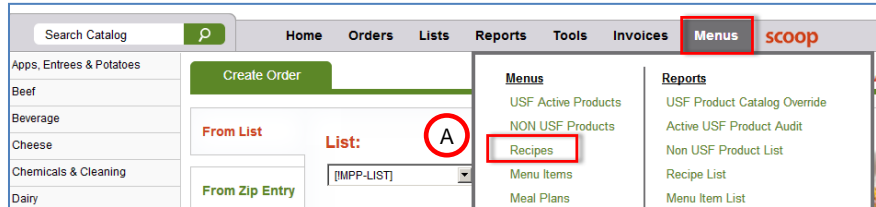
This tab also has 4 sub tabs.

- a) **Ingredient Description**- Shows the key data for the selected ingredient allows user to enter product yield, ingredient description, quantity and unit of measure.
- b) **Ingredient Unit of Measure** - Shows the unit(s) of measure for the ingredient and the corresponding cost
- c) **Ingredient Nutritionals** - Displays the nutritional data for the selected ingredient
- d) **Ingredient Allergens** (future functionality) - Displays the allergen information for the selected ingredient

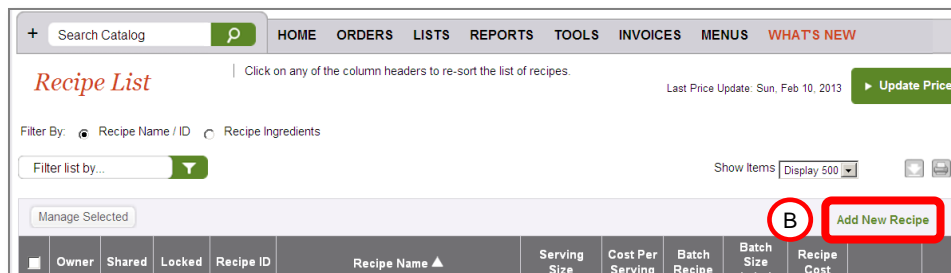
Create a complex recipe - Detail

1. Create the recipe header

- A. From the main menu on USFood.com, click on Menus. Next click on Recipes. The Recipe List screen will appear.



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



- C. Enter all of the required information in steps 1, 2 & 3. Ingredients cannot be added until the recipe header information is added.
 1. Enter the recipe name and yield label. Share Recipe and Lock Recipe are explained in the Glossary of Key Terms document. Default is Share is checked, Lock is unchecked
 2. Enter serving size information. **Servings per recipe** is the number of servings the recipe is expected to yield. **Serving size quantity** is the numeric portion of a single serving. **Serving Size UOM** is the measurement portion of the serving.
 3. Click on the **Save** button.

The screenshot shows a multi-step form for creating a recipe. Step 1 (Recipe Information) includes fields for Recipe Name* (Lasagna - Demo), Recipe Yield Label (9X13 Pan), and checkboxes for Share Recipe (checked) and Lock Recipe (unchecked). Step 2 (Serving Size Information) includes Servings Per Recipe* (12), Serving Size Qty* (1), and Serving Size UOM* (EA/Portion). Step 3 (Save Recipe & Enter Ingredients) features a prominent Save Recipe button. Step 4 (Recipe Instructions) has an Add Step button. On the right, there are sections for Optional - Upload Image and Calculated Values (Food Cost: 0.00, Food Cost %: 0.00, Gross Profit: 0.00).

4. Once the Save button is clicked, the screen will refresh. The save button will disappear and the ingredient column headers will appear.

This screenshot shows the form after the recipe has been saved. The Save button is no longer present. A red callout box labeled 'D' points to the 'Ingredient column headers' section, which includes a table with columns: Sel, Seq, Replace, Product, SC, Product/Recipe Name, Type, Ingredient Instruction, QTY, UOM, and Ingredient Cost. Below the table, it says 'No Ingredients Found'.

2. Add Ingredients and Recipes

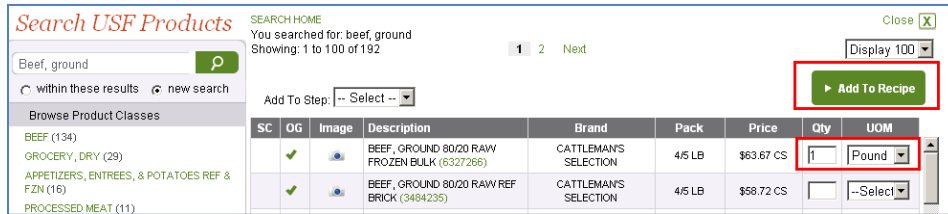
There are two ways to enter US Foods ingredients. You can search the product catalog or key the product number using 'Zip Add'. Recipes and Non USF products are added by using the search function.

A. Search the product catalog

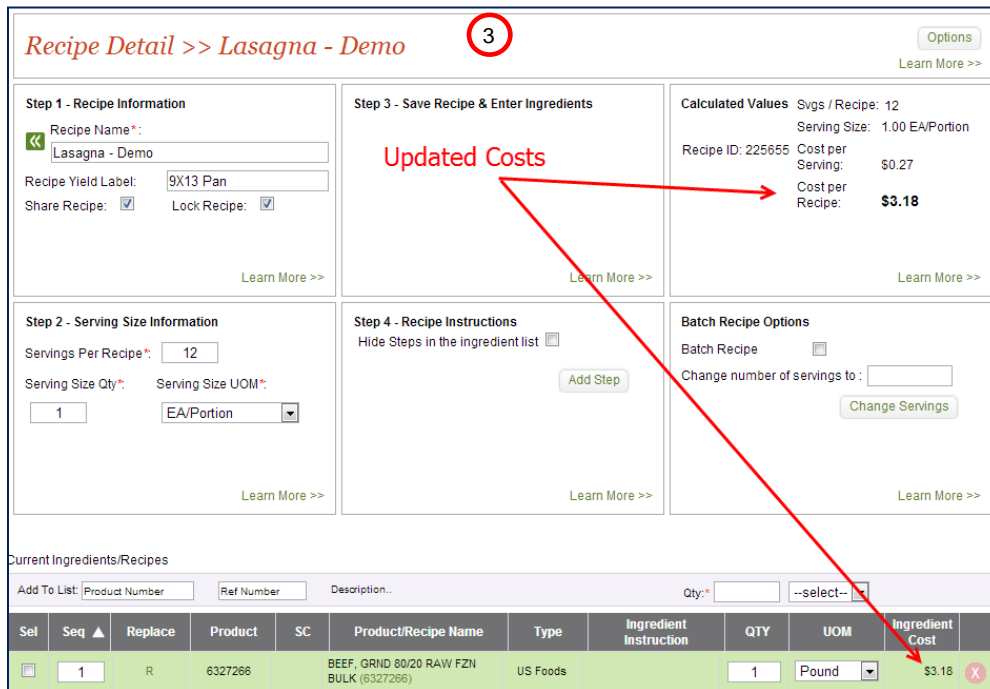
1. Enter the ingredient name in the Search field. Select Search USF Product, Non USF Product, Recipe or My Lists. Click on the search icon or press the Enter key.

The screenshot shows the search interface. A search bar contains 'beef ground' with a search icon. Below the search bar, radio buttons allow selecting 'USF Product', 'My Lists', 'Non USF Product', or 'Recipe'. The search results show a 'Recipe Detail >> Lasagna - Demo'. The recipe detail includes Step 1 information (Recipe Name: Lasagna - Demo, Yield Label: 9X13 Pan, Share Recipe: checked, Lock Recipe: checked) and Step 3 information (Save Recipe & Enter Ingredients). On the right, Calculated Values are shown: Svgs / Recipe: 12, Serving Size: 1.00 EA/Portion, Recipe ID: 225655, Cost per Serving: \$1.46, Cost per Recipe: \$17.53.

- 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.

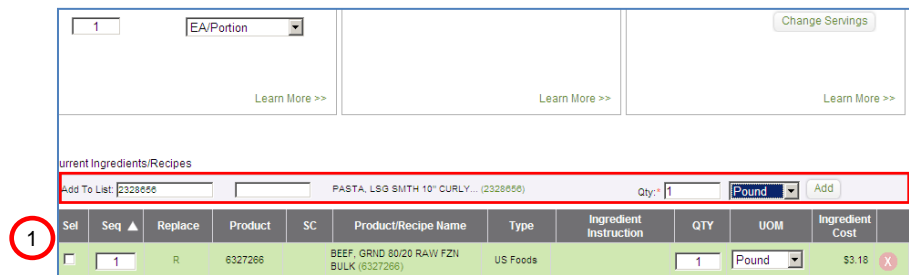


- The product will be added to the recipe and the recipe detail screen will reappear. All of the cost fields will update with the ingredient cost information.



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.



- 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 >> Lasagna - Demo

Step 1 - Recipe Information
 Recipe Name*: Lasagna - Demo
 Recipe Yield Label: 9X13 Pan
 Share Recipe: Lock Recipe:

Step 2 - Serving Size Information
 Servings Per Recipe*: 12
 Serving Size Qty*: 1
 Serving Size UOM*: EA/Portion

Step 3 - Save Recipe & Enter Ingredients
 Hide Steps in the ingredient list

Calculated Values
 Svgs / Recipe: 12
 Serving Size: 1.00 EA/Portion
 Recipe ID: 225655
 Cost per Serving: \$0.42
 Cost per Recipe: **\$5.06**

Current Ingredients/Recipes

Seq	Replace	Product	SC	Product/Recipe Name	Type	Ingredient Instruction	QTY	UOM	Ingredient Cost
1	R	6327266		BEEF, GRND 80/20 RAW FZN BULK (6327266)	US Foods		1	Pound	\$3.18
2	R	2328656		PASTA, LSG SMTH 10" CURLY EDGE (2328656)	US Foods		1	Pound	\$1.88

Add an Existing Recipe

- Enter the recipe name in the product search window, and click the 'Recipe' search button.

Search: marinara

Recipe Detail >> Lasagna - Demo

Step 1 - Recipe Information
 Recipe Name*: Lasagna - Demo
 Recipe Yield Label: 9X13 Pan
 Share Recipe: Lock Recipe:

Step 3 - Save Recipe & Enter Ingredients
 Hide Steps in the ingredient list

Calculated Values
 Svgs / Recipe: 12
 Serving Size: 1.00 EA/Portion
 Recipe ID: 225655
 Cost per Serving: \$0.42
 Cost per Recipe: **\$5.06**

- Select the desired recipe, enter the quantity and unit of measure to be used in the recipe, and click 'Add to Recipe.'

Search Recipe

Filter list by...

Add To Step: -- Select --

Add To Recipe

Recipe ID	Recipe Name	Recipe Yield Label	Serving Size	Servings Per Recipe	Batch Recipe	Cost Per Recipe	Qty	UOM
156969	Marinara Sauce	1 Gallon	1 Liquid Oz	128	N	\$6.96	8	Cup

- The Marinara Recipe now appears in the Lasagna Recipe with the 'Type' field displayed as a recipe. The recipe cost has been updated to reflect the addition of the marinara sauce to the Lasagna recipe.

Recipe Detail >> Lasagna - Demo

Options
Learn More >>

Step 1 - Recipe Information

Recipe Name*:

Recipe Yield Label:

Share Recipe: Lock Recipe:

Step 3 - Save Recipe & Enter Ingredients

Calculated Values Svgs / Recipe: 12

Serving Size: 1.00 EA/Portion

Recipe ID: 225655 Cost per Serving: \$0.71

Cost per Recipe: **\$8.49**

3

Sel	Seq	Replace	Product	SC	Product/Recipe Name	Type	Ingredient Instruction	QTY	UOM	Ingredient Cost
<input type="checkbox"/>	1	R	2328656		PASTA, LSG SMITH 10" CURLY EDGE (2328656)	US Foods		1	Pound	\$1.88
<input type="checkbox"/>	2	R	156969		Marinara Sauce (156969)	Recipe		8	Cup	\$3.46

Add a Non-USF Product

Use the same process to add items from the user's Non-USF product listing.

1. Click on 'Non USF Product' when searching for the item.

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

Search USF Product My Lists Non USF Product Recipe **1**

Recipe Detail >> Lasagna

Options
Learn More >>

2. Select the item and add as in previous step.

Search NON US Foods Products Close X

Filter list by...

Show Items | Display 500

Add To Step: -- Select -- **2**

Product Number	Product Name	Brand	Pack Size	Case Price	Qty	UOM
50001	Ricotta Cheese - Whole Milk	Robusto	4/5 Lb	\$30.00	3	Cup

3. Enter Instructions

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

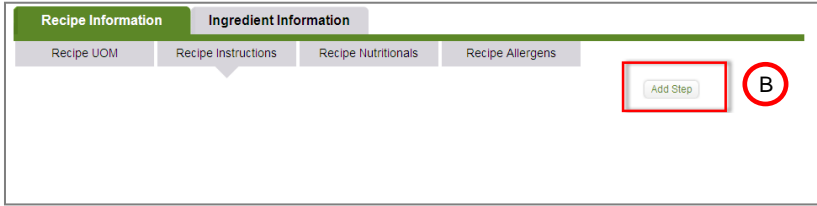
Add To List: Qty: --select--

Sel	Seq	Replace	Product	SC	Product/Recipe Name	Type	Ingredient Instruction	QTY	UOM	Ingredient Cost
<input type="checkbox"/>	1	R	6327266		BEEF, GRIND 80/20 RAW FZN BULK (6327266)	US Foods		1	Pound	\$3.18
<input type="checkbox"/>	2	R	2328656		PASTA, LSG SMITH 10" CURLY EDGE (2328656)	US Foods		1	Pound	\$1.88
<input type="checkbox"/>	3	R	9326570		GARLIC, WHT WHL CLOVE PLD PLST (9326570)	US Foods		2	Ounce	\$0.35
<input type="checkbox"/>	4	R	5382403		CHEESE, MOZZ PROV 4 BLND SHRD (5382403)	US Foods		8	Ounce	\$1.47
<input type="checkbox"/>	5	R	156969		Marinara Sauce (156969)	Recipe		8	Cup	\$3.53
<input type="checkbox"/>	6	R	2132157		SEASONING, ITLN NO MSG PLST (2132157)	US Foods		2	Tablespoc	\$2.27
<input type="checkbox"/>	7	R	50001		Ricotta Cheese - Whole Milk (50001)	Non US Foods		3	Cup	\$2.81

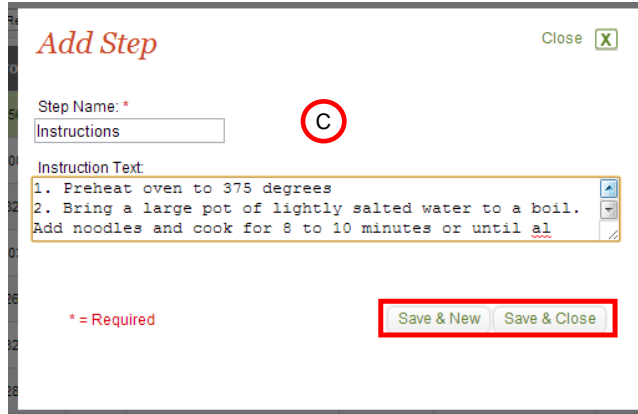
Recipe Information **A** **Ingredient Information**

Recipe UOM **Recipe Instructions** Recipe Nutritionals Recipe Allergens

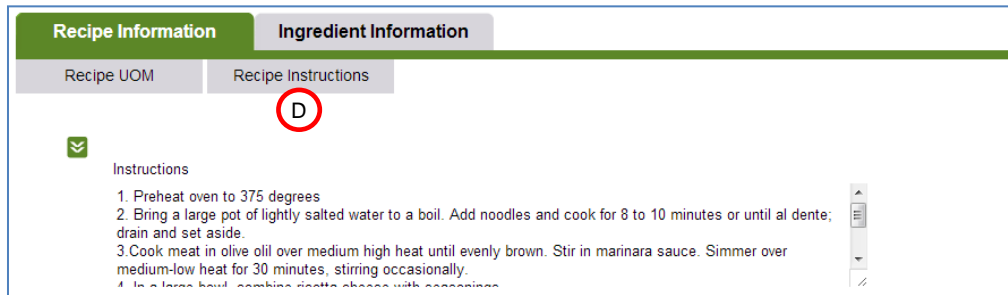
B. Click on the 'Add Step' button to add the first step.



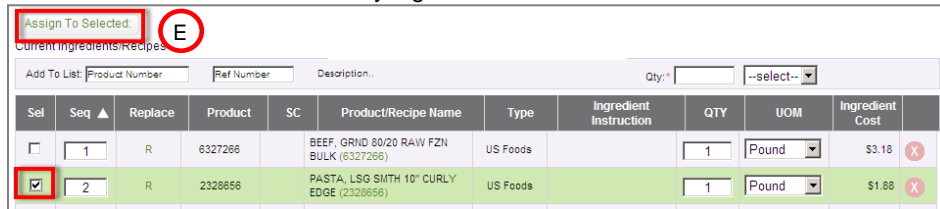
C. This will open the 'Add Step' dialog box. Name the step, and enter the instructional text. Click 'Save & New' if you would like to enter another step, or 'Save and Close' if you are finished entering steps.



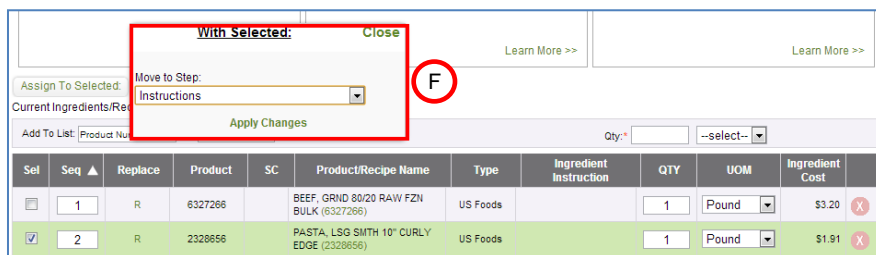
D. The step and its instructions now appear in the recipe instructions portion of the screen.



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.



The ingredient is 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.

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

Step 4 - Recipe Instructions

Hide Steps in the ingredient list

Batch Recipe Options

Batch Recipe

Change number of servings to:

Change Servings

Current Ingredients/Recipes

Set	Seq	Replace	Product	SC	Product/Recipe	Type	Ingredient Instruction	QTY	UOM	Ingredient Cost
<input checked="" type="checkbox"/>	1	R	2328656		PASTA, LSG SMTH 10" CURLY EDGE (2328656)	US Foods		1	Pound	\$1.91

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

Instructions

1. Preheat oven to 375 degrees
2. Bring a large pot of lightly salted water to a boil. Add noodles and cook for 8 to 10 minutes or until al dente; drain and set aside.
3. Cook meat in olive oil over medium high heat until evenly brown. Stir in marinara sauce. Simmer over medium-low heat for 30 minutes, stirring occasionally.
4. In a large bowl, combine ricotta, cheese with seasonings.

CCP Instruction(s):

H. A list of pre-formatted CCP's will appear. Choose one or more CCP's and click 'Add.'

Add CCP

Close [X]

Add

CCP
<input type="checkbox"/> HOLDING/SERVING: Critical Control Point: Serve at or above 135° F. Critical Control Point: Serve at or below 41° F.
<input type="checkbox"/> COOLING: Critical Control Point: Cool from 135° F to 70° F within 2 hours; 70° F to below 41° F in an additional 4 hours for a total cooling time of 6 hours.
<input type="checkbox"/> MARINATING: Critical Control Point: Cover product and marinate at or below 41° F. Discard excess marinade before cooking.
<input type="checkbox"/> HANDLING FOOD: Critical Control Point: Wash hands before handling food, after handling raw foods or any interruption that may contaminate hands.
<input type="checkbox"/> CRITICAL CONTROL POINT: Return ingredients to refrigerated storage if preparation is interrupted.
<input type="checkbox"/> WORK SPACE: Critical Control Point: Use clean, sanitized equipment and utensils
<input type="checkbox"/> Critical Control Point: Serve at or below 41° F.
<input checked="" type="checkbox"/> Cover or wrap. Date and return to refrigerated storage. Heat to 135° F before serving.

Add

I. The selected CCP now appears with the instructional step.

Instructions

1. Preheat oven to 375 degrees
2. Bring a large pot of lightly salted water to a boil. Add noodles and cook for 8 to 10 minutes or until al dente; drain and set aside.
3. Cook meat in olive oil over medium high heat until evenly brown. Stir in marinara sauce. Simmer over medium-low heat for 30 minutes, stirring occasionally.
4. In a large bowl, combine ricotta, cheese with seasonings.

CCP Instruction(s):

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

4. Review Completed Recipe

It is important to always check the accuracy of any recipe after entering it into MPP. In general, the first areas to check involve the recipe, serving 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.

Step 1 - Recipe Information

Recipe Name*: Lasagna - Demo

Recipe Yield Label: 9X13 Pan

Share Recipe: Lock Recipe:

Step 2 - Serving Size Information

Servings Per Recipe*: 12

Serving Size Qty*: 1 Serving Size UOM*: EA/Portion

Step 3 - Save Recipe & Enter Ingredients

Calculated Values

Svgs / Recipe: 12

Serving Size: 1.00 EA/Portion

Recipe ID: 225655

Cost per Serving: \$2.92

Cost per Recipe: \$35.07

Step 4 - Recipe Instructions

Hide Steps in the ingredient list

Batch Recipe Options

Batch Recipe

Change number of servings to:

Change Servings

Current Ingredients/Recipes

Sel	Seq	Replace	Product	SC	Product/Recipe Name	Type	Ingredient Instruction	QTY	UOM	Ingredient Cost
<input checked="" type="checkbox"/>	1	R	2328656		PASTA, LSG SMTH 10" CURLY EDGE (2328656)	US Foods		1	Pound	\$1.88
<input checked="" type="checkbox"/>	2	R	5382403		CHEESE, MOZZ PROV 4 BLND SHRD (5382403)	US Foods		8	Pound	\$23.48

- A. In this example we accidentally entered 8 pounds of mozzarella instead of 8 cups.
- B. Changing to the correct unit of measure brings the cost to the correct level.

Step 1 - Recipe Information

Recipe Name*: Lasagna - Demo

Recipe Yield Label: 9X13 Pan

Share Recipe: Lock Recipe:

Step 3 - Save Recipe & Enter Ingredients

Calculated Values

Svgs / Recipe: 12

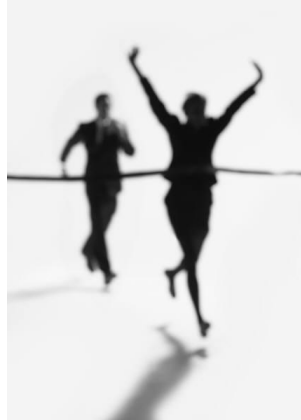
Serving Size: 1.00 EA/Portion

Recipe ID: 225655

Cost per Serving: \$1.46

Cost per Recipe: \$17.46

Sel	Seq	Replace	Product	SC	Product/Recipe Name	Type	Ingredient Instruction	QTY	UOM	Ingredient Cost
<input type="checkbox"/>	2	R	5382403		CHEESE, MOZZ PROV 4 BLND SHRD (5382403)	US Foods		8	Cup	\$5.87



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