

# Entering Preps

A Prep is any recipe that you make from stretch that you use as an ingredient in a product; for example Garlic Butter.

To Enter a Prep Recipe, select Prep from the button bar or you can access the window by clicking Recipes from the Menu and then clicking Prep. Click New in the prep selection window and the prep recipe window will appear.

**Description-** The Prep Name. Example- Garlic Butter

**Physical Yield-** The **Net** amount you end up with after preparing (Recipe Yield)

**Barcode-** Optional. This would be used with OC Mobile

**Include on Count Sheets-** Allows preps to be counted

**Storage Location-** (Only available if Count Sheets is checked off) This is where you store your prep or where you would like to see it appear on your count sheets

**Inventory Group-** The reporting group for this prep

**Tip: We recommend that you create a Prep or Batch group.**



**Actual Cost Per-** Automatically calculated once you enter your items into your prep recipe.

**Shelf Life-** Optional- A reference point for how long your prep is fresh (Does not effect counts)

The screenshot shows a software window titled "PREP RECIPE" with a red header. The window contains several input fields and dropdown menus:

- Description:** B-Garlic Butter
- Physical Yield:** 20.00 uom ounce
- Barcode:** (empty field with a barcode icon)
- Include on Count Sheets:**
- Storage Location:** Cooler
- Inventory Group:** In-Process (Food)
- Actual Cost Per oz:** \$0.2533
- Shelf Life:** 4 days

**Ingredients-** Select the ingredient(s), choose from Item or Prep. Type in the first few letters of the ingredient to narrow the search. If you want to add an item that is prepped, such as tomato slices or diced onion, you must prep those ingredients first



**Tip: Build your preps in order of being prepped.**

**Qty and UOM-** Enter in the Quantity that is used in the prep. When you entered the item (or prep), a recipe UOM was indicated. Each ingredient you choose will automatically have this unit of measure listed. You can use decimals; such as .25 ounces or 1.5 bottles. The default recipe UOM can be changed to any UOM where a conversion exists.

Continue adding ingredients until the Prep recipe is complete.

**Note-** you can only enter each ingredient once. If an ingredient is used it will not appear on the search list.

The Total Cost of the Prep will now be calculated. This amount is calculated by taking the **total cost** of this prep recipe and dividing it by the **physical yield**. Make sure that this amount makes sense to you, if it doesn't; check your physical yield and your recipe figures. Make sure you use the correct amounts for the UOM for each ingredient indicated.

When you are satisfied that everything is entered correctly, click **Save**.

Item	Qty	UOM	Cost
Butter/Unsalted	1.000	lb	\$4.5008
Fresh Garlic	4.000	oz	\$0.5660
Total:			\$5.0668