CRUNCHTIME! ENTERPRISE MANAGER

Configure a Recipe for Prep and Purchase

Quick Start Guide

Document Details

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Overview

This document shows how to properly configure a recipe for companies that use “purchased finished items” at some locations and “produce/make” that same item in other locations (without having to create multiple iterations of the recipe).

Be sure to grab the latest version of this document here:

https://links.crunchtime.com/EMQS-ConfigureRecipesForPrepAndPurchase

OR by scanning the QR code to the left.

Related User Group Permissions

Screen Name	Control Name	Description
Recipe Summary	Add	Add a new recipe from the summary screen.
Recipe	Save	Make and save changes to a recipe.
Recipe Components	Add/Delete/Save	Add and remove components for a recipe.
Company Product Details	Add/Delete/Save	Add information to company products.
Company Products List	Assign Storages	Assign storage locations to company products.
Bid Sheet - Vendor Bids	Add/Delete/Save	Enter vendor bids for each vendor and market.

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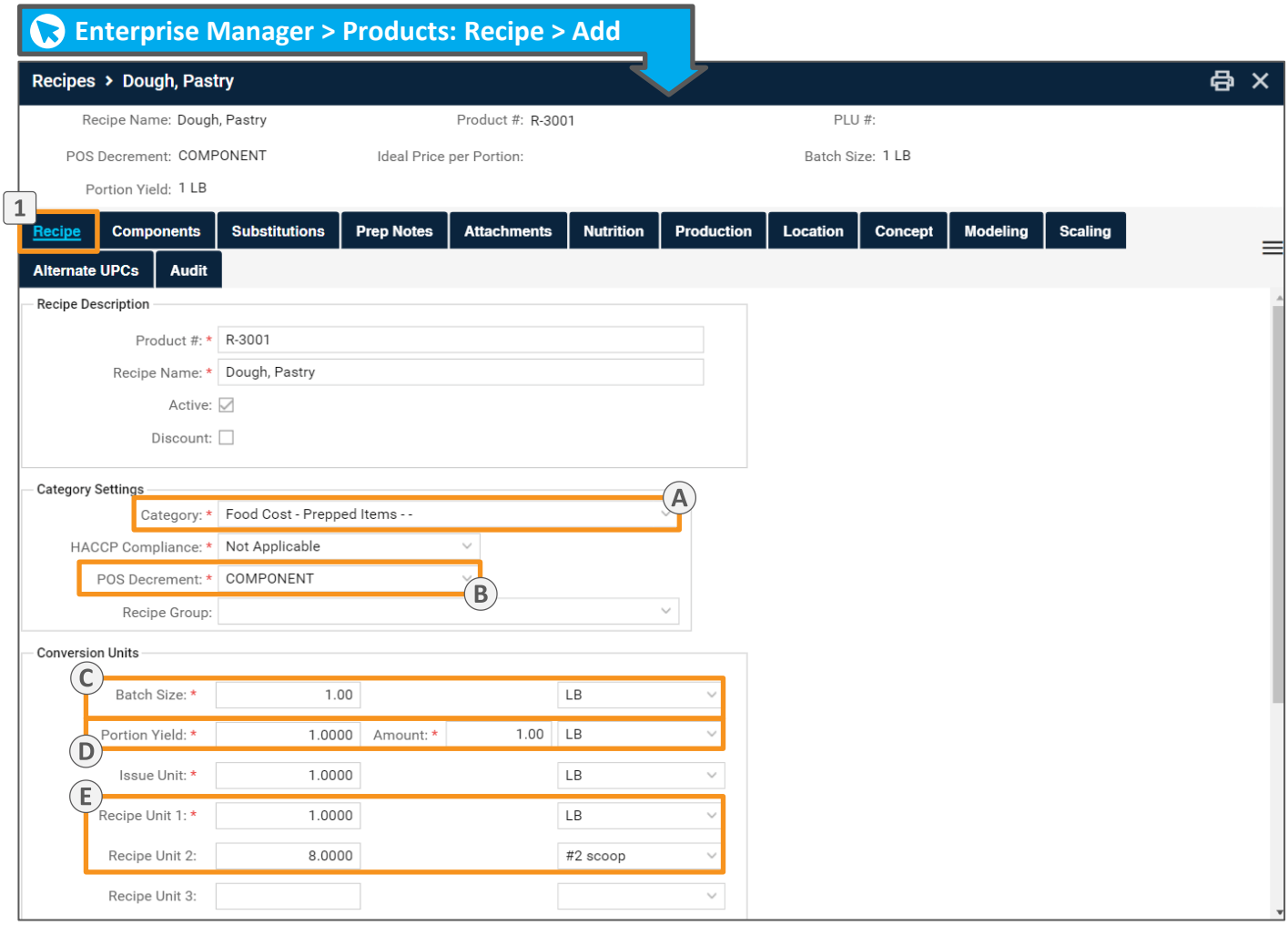
Configure a Recipe for Prep and Purchase

Business Case

A recipe item may be bought by one location but produced by a different location. This document shows you how to configure a recipe to allow either or both options at each location.

For example, say one location makes the dough for their cinnamon rolls, while another location buys pre-made dough from a vendor or commissary. In either case, the dough will be a sub-recipe component of the cinnamon rolls, i.e. the parent recipe.

Create the Sub-Recipe



1 Create the sub-recipe ("Dough, Pastry" in this example). On the *Recipe* tab, define the following:

- A *Category* – Assign the recipe to a "COGS" category.
- B *POS Decrement* – This defaults to 'Component'; leave it as is.
- C *Batch Size* – Determine the total amount and size of the recipe produced at one time.
- D *Portion Yield* & *Amount* – Select the desired Unit and enter the number of portions (Yield) and size of each (Amount) in 1 Batch; keep in mind, this will be the recipe's Inventory Unit.
- E *Recipe Unit(s)* – Define one or more units for measuring how much of this recipe will be used in other recipes (e.g. Cinnamon Rolls) and enter how many of the unit is in 1 Batch.

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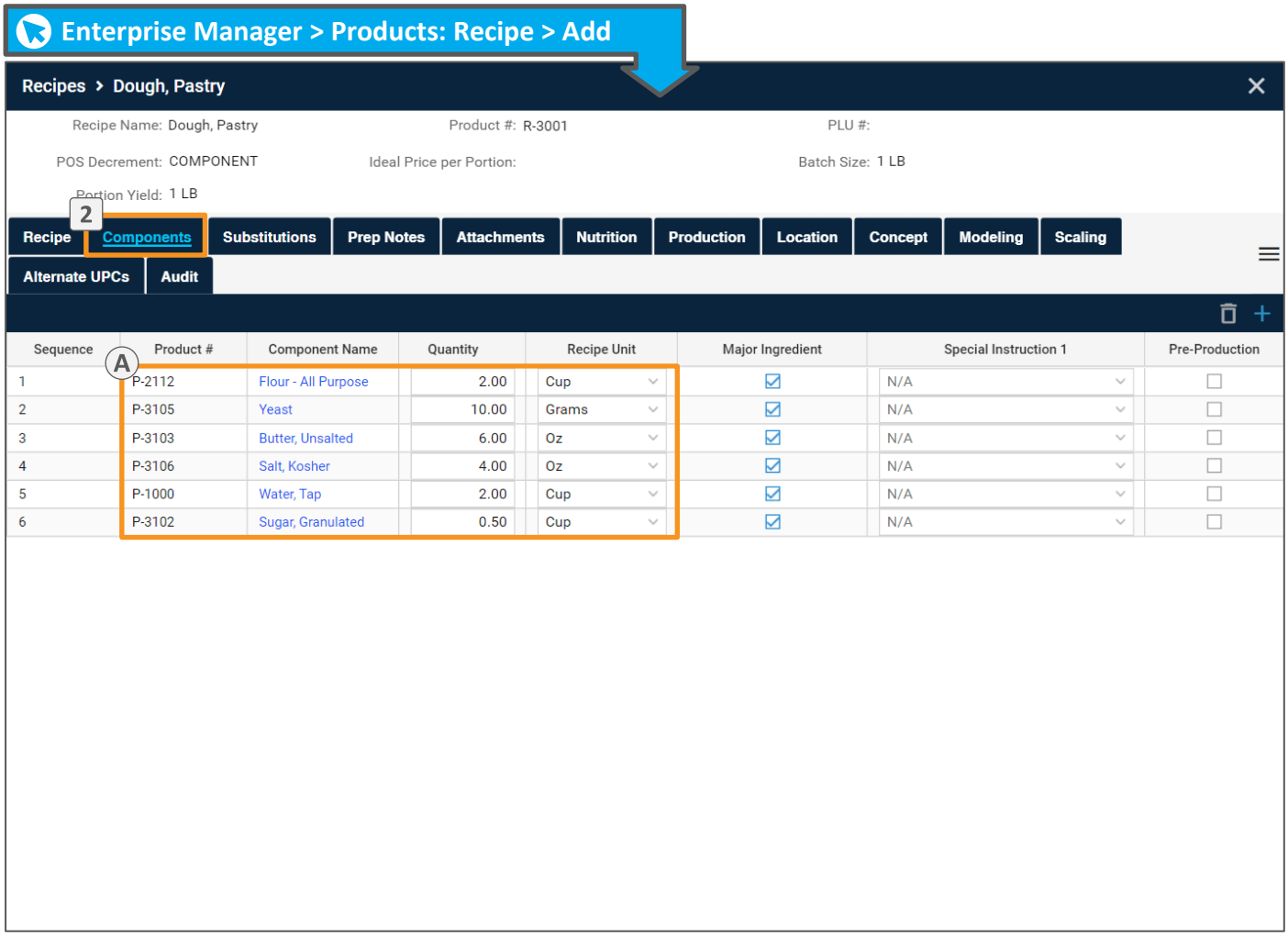
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Create the Sub-Recipe (Continued)

Add Components



2 Select the *Components* tab.

A Add the components needed to make the recipe; for each component, use the Quantity and Recipe Unit fields to indicate how much is needed to make 1 Batch of this recipe.

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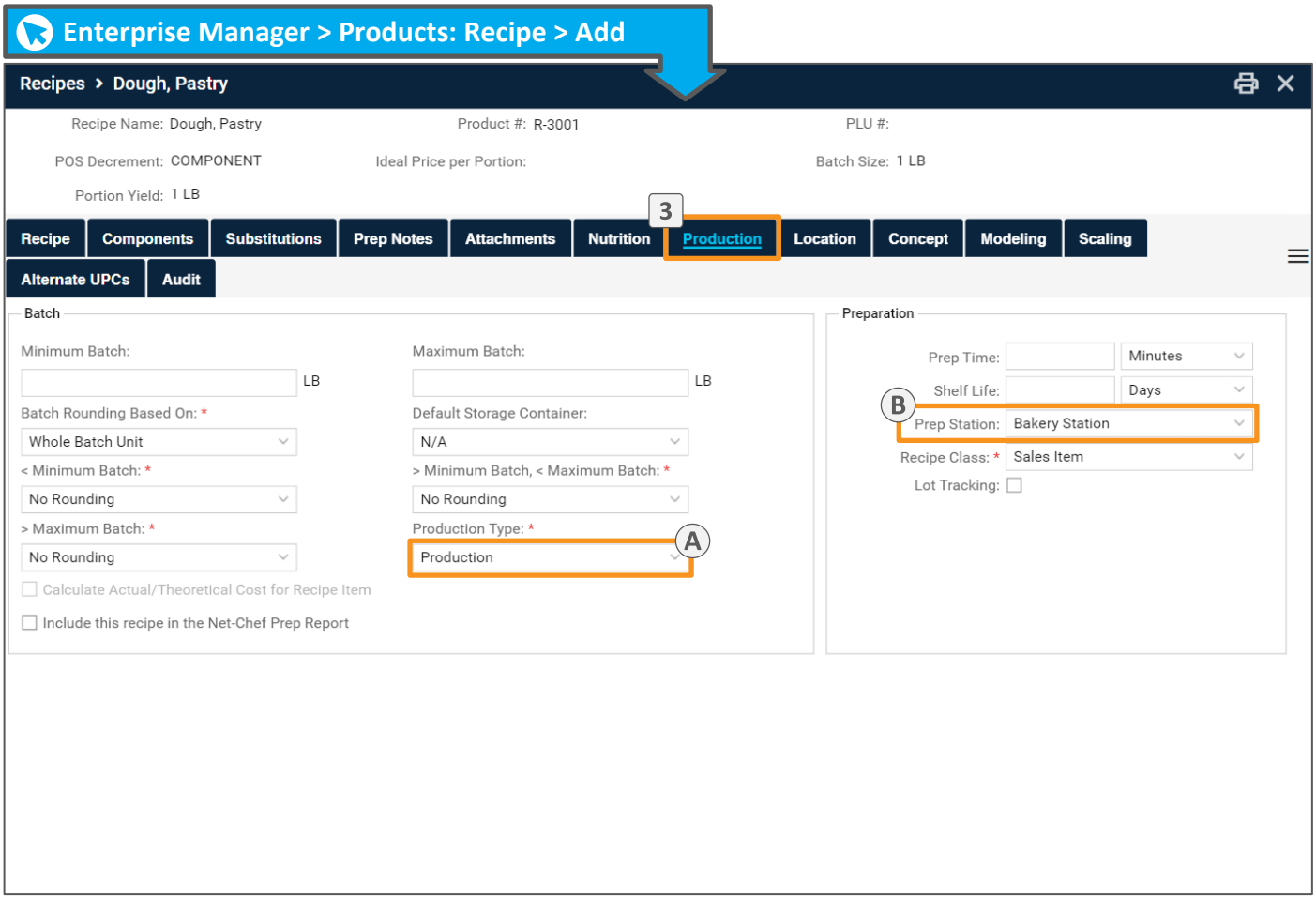
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Create the Sub-Recipe (Continued)

Define Production Settings



3 Select the *Production* tab.

- A *Production Type* – This defaults to 'Production'; leave it as is.
- B *Prep Station* – This determines where in the kitchen this recipe will be prepped; required if any location is producing the recipe in-house.

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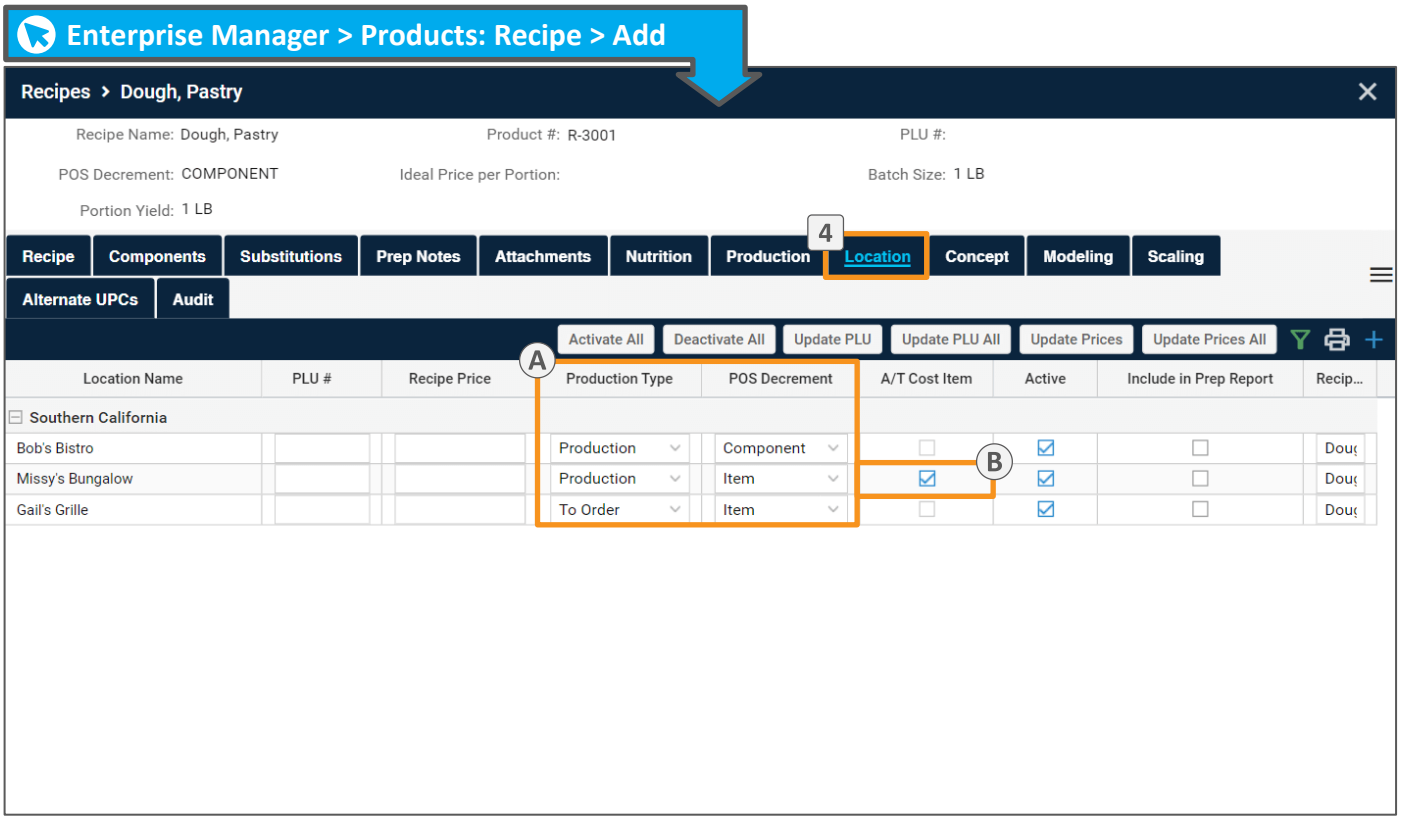
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Create the Sub-Recipe (Continued)

Define Location Settings



4 Select the *Location* tab.

Ⓐ For each location, choose the proper "Production Type" and "POS Decrement" setting to determine whether the location will make or purchase this recipe, or be able to do both.

- Select **Production & Component** if the location (Bob's Bistro) will not order the dough or produce it using Daily Prep. This means the dough will not be inventoried. When the dough is made and used in another recipe (e.g. cinnamon rolls), its components will be depleted when the parent recipe is sold.
- Select **Production & Item** if the location (Missy's Bungalow) will produce the dough using Daily Prep and/or purchase it from a vendor or commissary. Whichever occurs, when the dough is used in another recipe, the finished item of dough will be depleted when the parent recipe is sold.

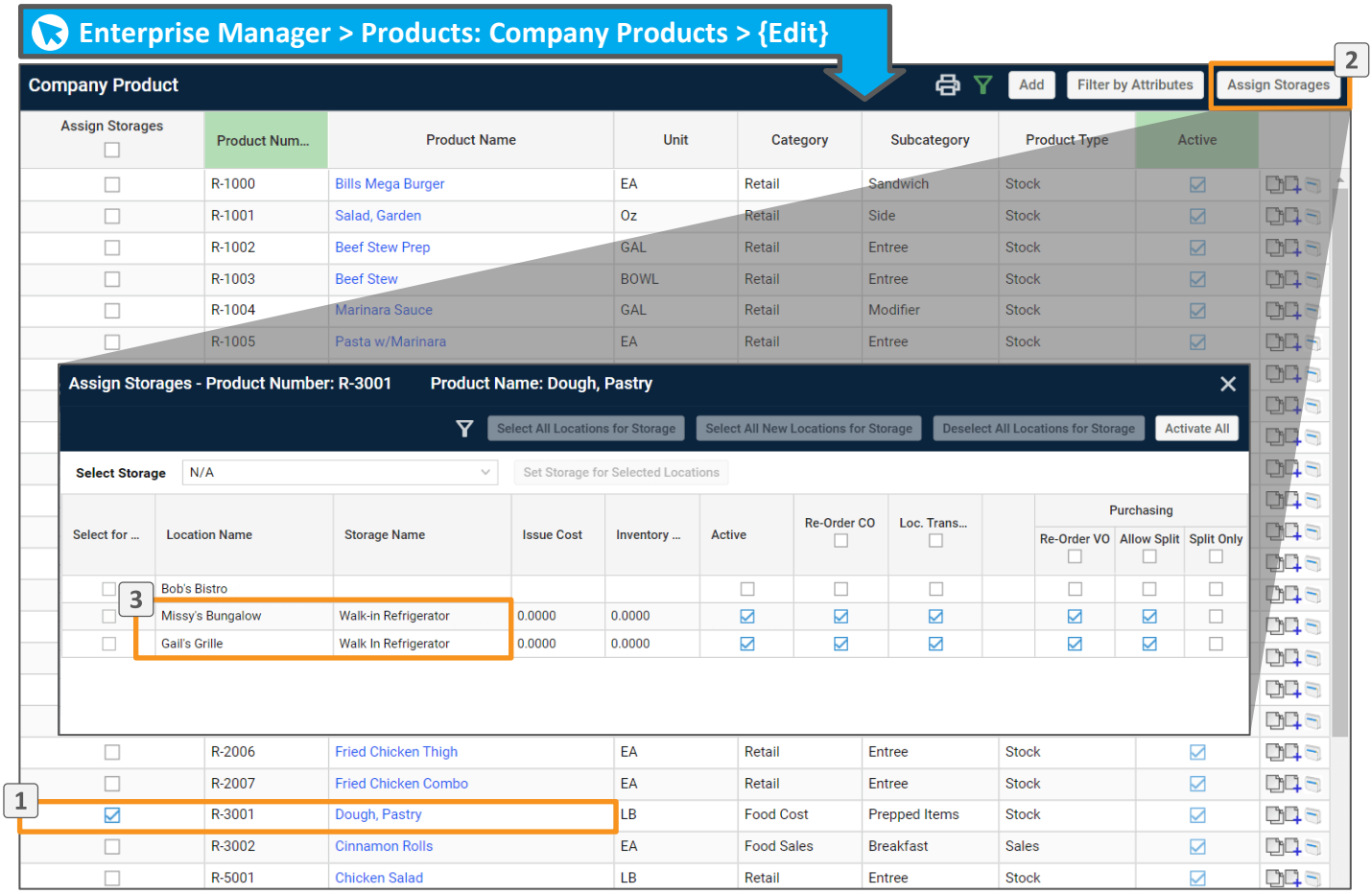
  Ⓑ The *A/T Cost Item* flag MUST be checked for this combination in order for the Actual/Theoretical Cost report to capture the cost details correctly.
- Select **To Order & Item** if the location (Gail's Grille) will only purchase the recipe as an item from a vendor or commissary. When the dough is used in another recipe, the dough will be depleted when the parent recipe is sold.

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Add the Sub-Recipe as a Location Product



From the Company Products screen:

1. Locate the sub-recipe ("Dough, Pastry") and check the *Assign Storages* box. (*Use the Filters if necessary*.)
2. Select the *Assign Storages* button.
3. Assign the recipe to a Storage Location for each location producing or purchasing it.

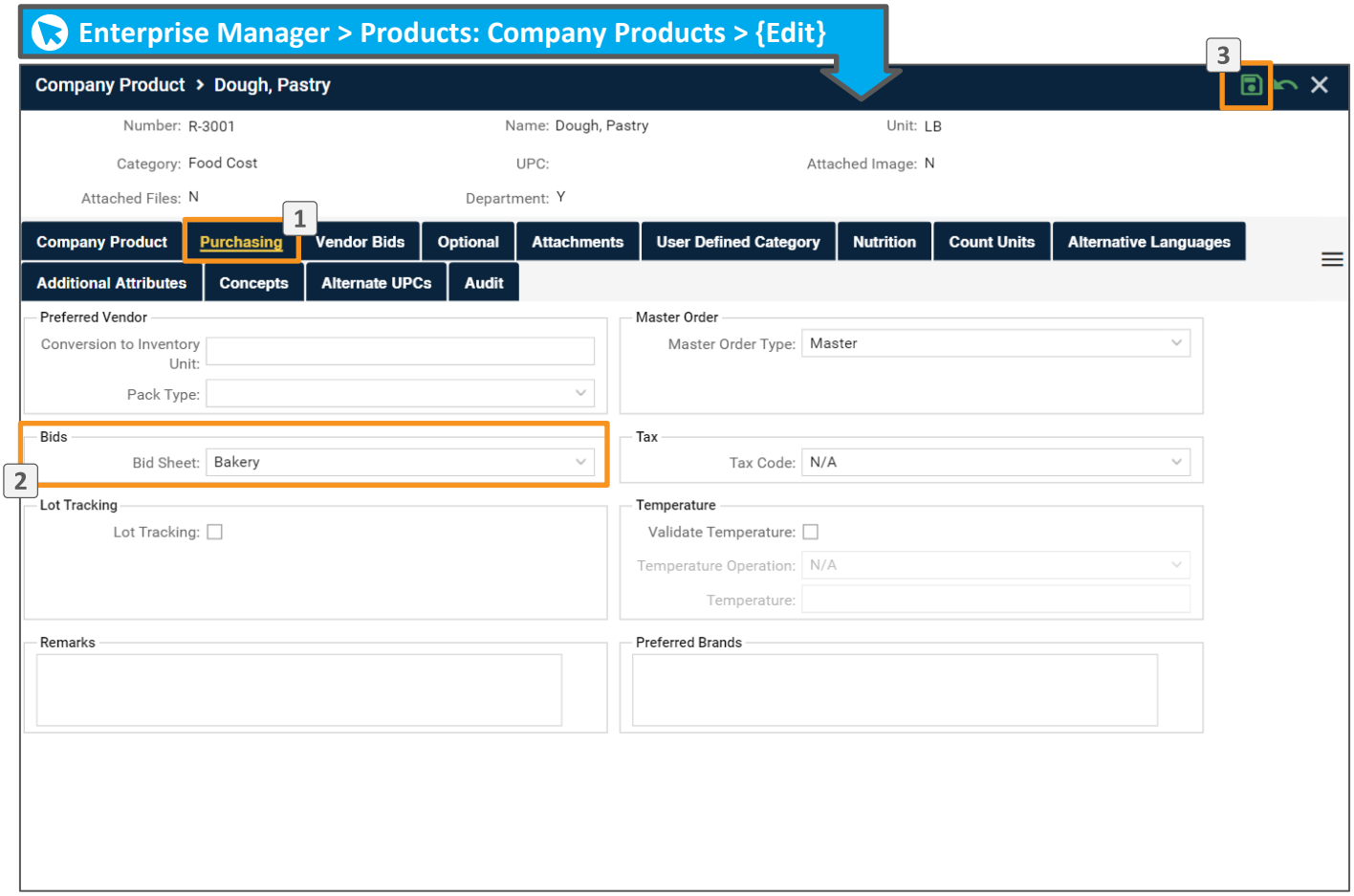
Setup: Make sure the "Re-Order VO" and/or "Re-Order CO" boxes are checked, to allow them to be purchased by Vendor Order and Commissary Order respectively.

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Add the Sub-Recipe to a Bid Sheet



From the Company Products screen, locate the sub-recipe ("Dough, Pastry") and select the Recipe Name hyperlink to open the record. In the details screen:

1. Go to the *Purchasing* tab.
2. Select the desired *Bid Sheet*.
3. *Save* your changes.

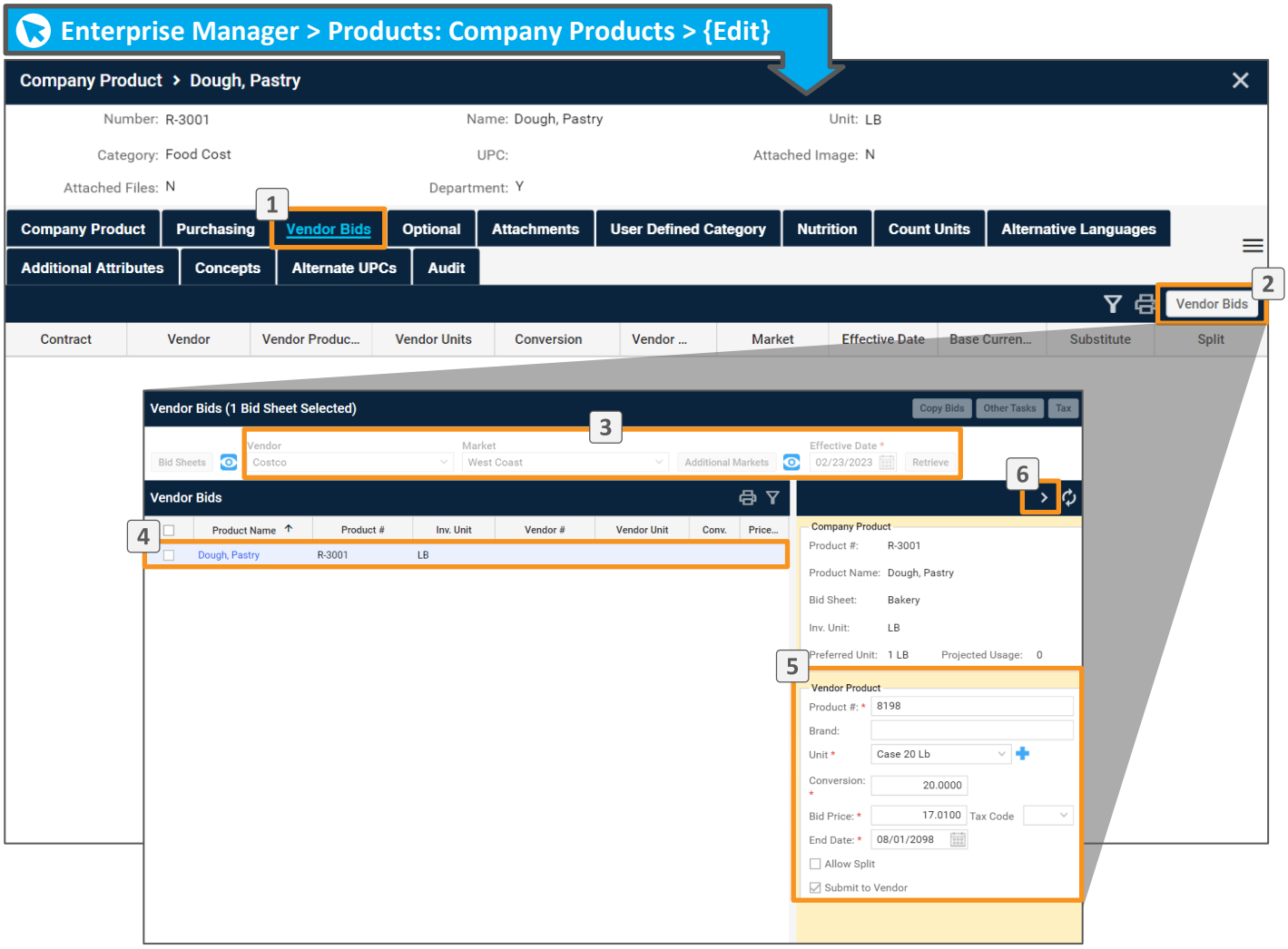
Tip: Adding the recipe to a bid sheet and entering vendor bids are only necessary if the recipe is being purchased from a vendor. You can skip these steps if buying the recipe from a Commissary.

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Add Vendor Bids for the Sub-Recipe



From the Company Products Details screen:

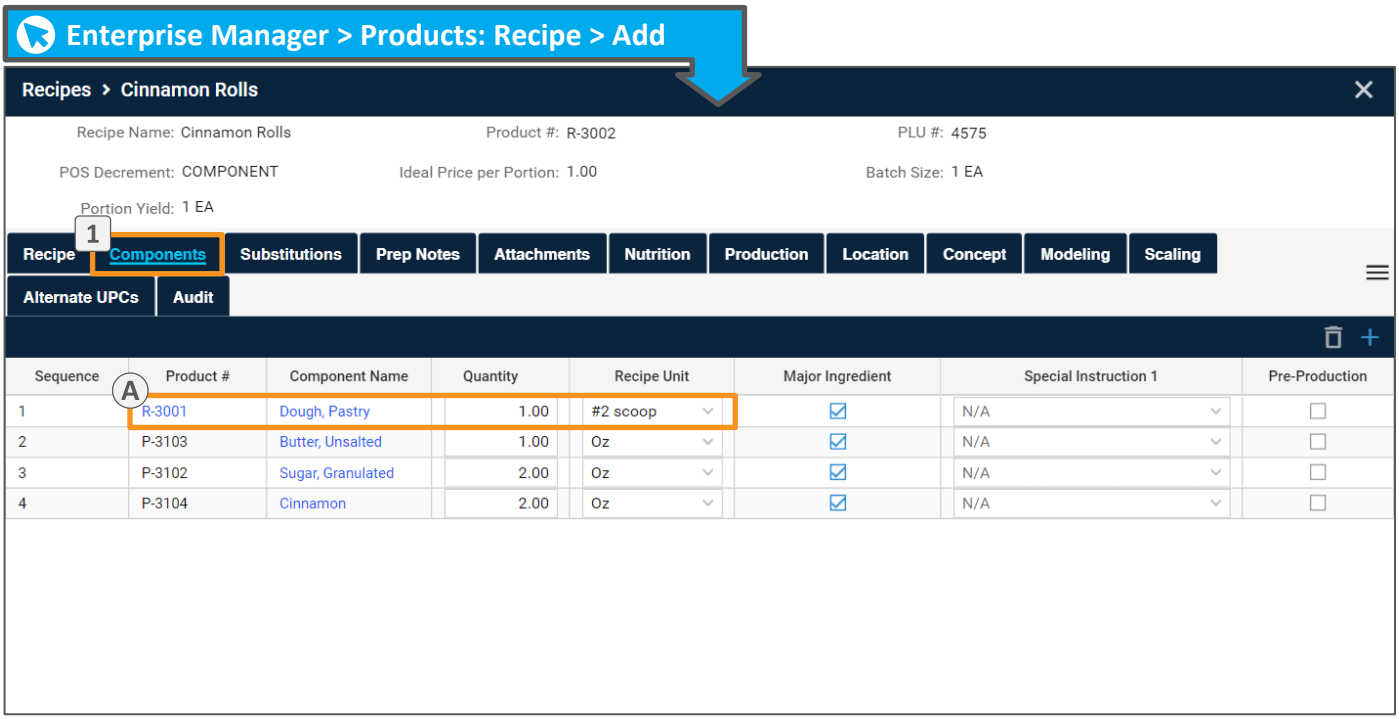
1. Go to the *Vendor Bids* tab.
2. Select the *Vendor Bids* button.
3. In the pop-up header, choose the desired *Vendor* and *Market*. Edit the *Effective Date* (if necessary) and select *Retrieve*.
4. Select the product row to open the bid entry pane.
5. Enter bid information in the following required fields:
   - (Vendor) *Product #*
   - (Vendor) *Unit*
   - *Conversion*
   - *Bid Price*
6. Select the *Collapse* (>) icon to save your bid.

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Add the Sub-Recipe to the Parent Recipe



1 Create the parent recipe ("Cinnamon Rolls"). On the *Components* tab:

- (A) Add the sub-recipe ("Dough, Pastry") along with the other components needed to make the Cinnamon Rolls.

Results

By following this process:

- Each location can determine how they will use the recipe based on the "Production Type" and "POS Decrement" settings defined on the recipe's *Location* tab (see Page 5).
- Prep Stations are required if any location will be producing the recipe using Daily Prep.
- In order to buy the recipe from a vendor, it will need to be added to a bid sheet AND one or more vendor bids will need to be created (i.e. the recipe will need to be treated as if it were a location product that was going to be purchased).

This will help you streamline your operations by using the same recipe in different ways at different locations.

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