CRUNCHTIME! ENTERPRISE MANAGER

Prepare to Import Recipes

Setup Guide

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Overview

This guide will prepare you to import your Recipe Headers and Components into your CrunchTime Database. The goal of the import is to get your Recipes into the database accurately and quickly as they are required for everything you produce or sell. They are at the heart of an accurate inventory as they are used to deplete inventory.

System Requirements

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

https://links.crunchtime.com/EMSG-PrepareToImportRecipes

Watch the eLearning: The following course is a faster way to see what it is and how it works. Click the course link (or copy the URL into your browser):

- Recipe Basics - https://links.crunchtime.com/EMS104hcmw

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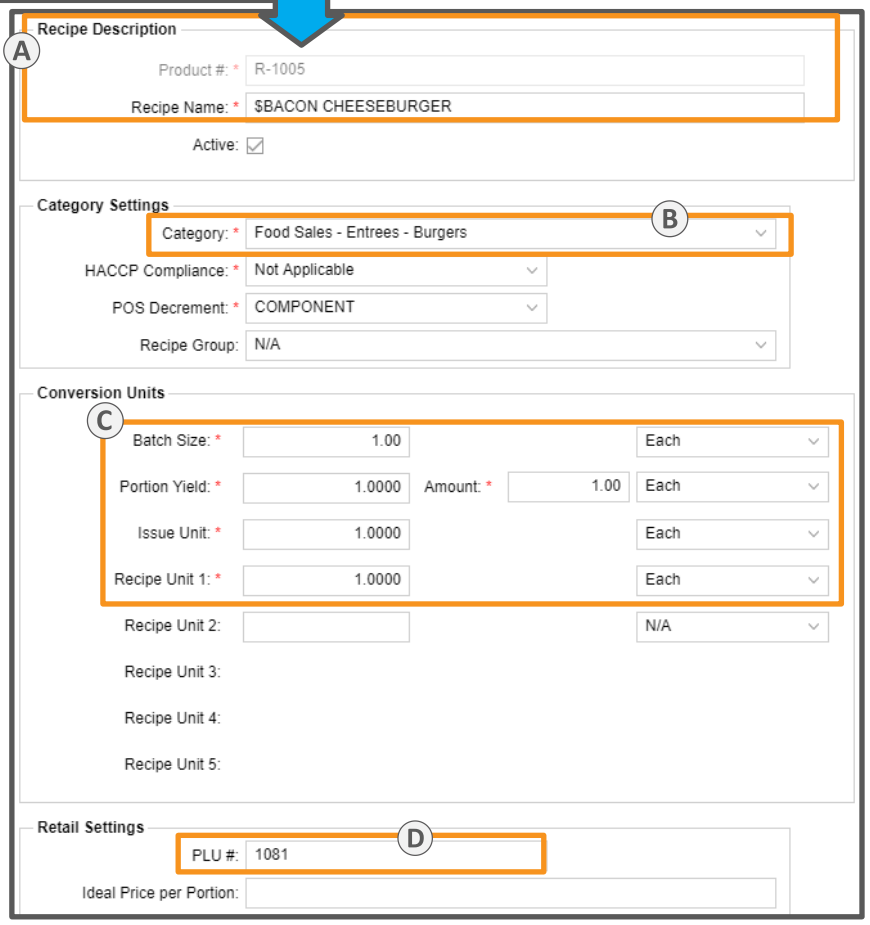
Prepare to Import Recipes

How do we use Recipes in CrunchTime?

Recipes are critical for depleting inventory. There are two types of Recipes:

- POS Recipes – Everything that you sell through the POS System (Menu Items)
- Prep Recipes – Everything that your Prep Cook makes

Enterprise Manager > Products: Recipes > Edit > Recipe Tab



(A) **Recipe Description:** Recipes require a unique Name and Number that does not match any other Company Product or Recipe in the application. The number can be auto-populated by CrunchTime.

Standards should be set for naming formats (eg. All caps, mixed caps, dashes, dollar signs) to make reading reports and lists easier.

Prep Recipe Names should start with 'Prep' and POS Recipes often start with a '$' to identify them in a list.

Recipe numbering should begin with an 'R' to easily identify Products vs. Recipes when they are combined in reports and lists.

(B) **Category:** Recipes require a Category/Subcategory/Microcategory assignment for reporting and to link the Recipes to a General Ledger account. Prep Recipes should be assigned to a Cost of Goods Category/GL; POS Recipes should be assigned to a Sales Category/GL.

(C) **Batch Size:** Describes how much the Recipe makes. The Yield should always be 1 and the Batch Unit is what the prep cook's will see on prep sheets. For Prep Recipes this unit should be specific so prep cooks always know exactly how much one Batch makes (eg. '5 Gal Batch').

Issue Unit: Used when a Commissary is supplying the finished item to a Location.

Portion Yield: Becomes the Inventory Unit for the Recipe (How you'll count it). It should be a sensible unit such as a weight or pan size (eg. Lbs., Quart, 1/9 Pan). The Yield is the conversion of how many Portion Units are in a Batch Unit. Portion Amount is always 1.

Recipes Units: Recipes have up to 5 different Recipe Units in order to use the finished product as a Component, or ingredient, in another Recipe. The yield for each Recipe Unit is how many Recipe Units are in the Batch Unit.

(D) **PLU #:** Required for all POS Recipes. This is brought over from the POS in our Menu Mix File and is used to capture the sale, relate that sale back to a Recipe in EMW, and therefore deplete its Components from Inventory.

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Prepare to Import Recipes

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Import Recipes

Recipe Headers define what each Recipe is and how we use it. The fastest and most accurate way to add Recipes to your database is by using the Data Import Worksheet provided to you by your deployment team. If you are adding additional Recipes after your initial deployment, the "090" Recipe Import is outlined in the Standard Interface Guide.

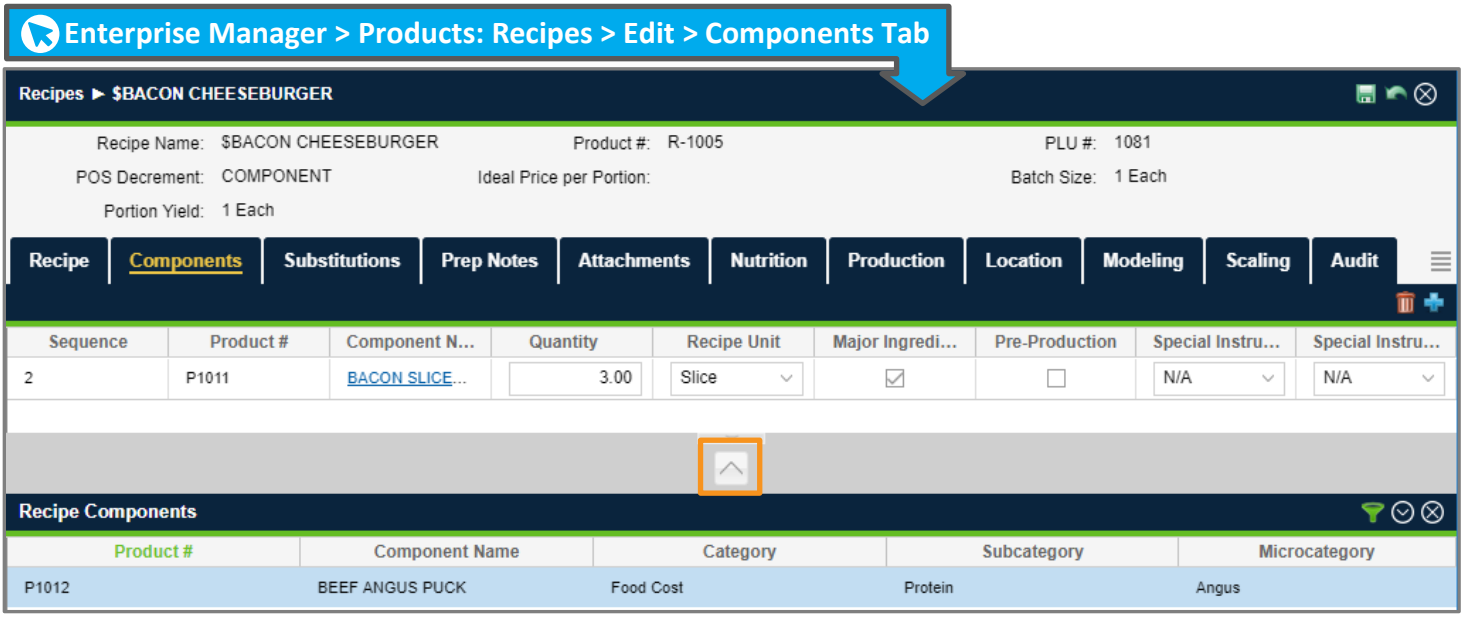
Always = 1	Must be unique, cannot exist as a Company product	Must be unique	Defaults to Y					Leave blank	Leave blank	POS recipes = EA, Prep = Batch Size	Usually 1	Inventory/ reporting unit		Always = 1	Matches to column N	Matches to column O		
Record Type (1) 1=Header	**Recipe Name** (80)**	**Recipe Number** (40)**	**Active (1) Y/N**	**Category (120)**	**Subcategory (120)**	**Microcategory (120)**	**PLU # **(12)**	**POS Decrement (C/I)**	**Recipe Status**	**Batch Unit**	**Batch Yield**	**Portion Package Type**	**Portion Yield**	**Portion Amount**	**Issue Unit 1 Package Type**	**Issue Unit 1 Yield**	**Recipe Unit 1 Package Type**	**Recipe Unit 1 Yield**
1	Sample Prep, Tomato Sauce	R1000		Food Cost	Prep	Produce				16 Oz. Batch	1	Oz.	16	1	Oz.	16	Oz	16
1	Sample Pasta Entrée	R1001		Food Sales	Entrees	Pasta	112233			EA	1	EA	1	1	EA	1	EA	1

Tip: As outlined in the Sample Paste Entrée POS Recipe above, all of the Units and Yields should be "1 Each" for POS Recipes as you only sell one Recipe at a time.

When do I add my Ingredients?

You have two options to add your Components (Ingredients) to your Recipes. It does not have to be a part of the initial Recipe Import, but it absolutely can be.

- **Import:** Are you comfortable using excel to outline and organize your recipes? If yes, continue using the Data Import Worksheet to associate Components to Recipe Headers using the Header Recipe Number. (eg. Tomatoes are a component of Recipe R1000)
- **Manually:** Looking to get a feel for the application? Try adding your Recipe Components directly in the application! Filter for the component you're looking for, highlight, and click the arrow to add.



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Prepare to Import Recipes

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Other Recipe Component Attributes

Major Ingredient: Determines whether the Component should be depleted for Inventory. An example of a Non-Major Ingredient would be Tap Water. This needs to be a part of the Recipe, but isn't something we deplete or value in our Inventory.

Pre-Production Flag: Components can be flagged for Pre-Production, meaning they require additional action before they can be used in the Recipe (eg. 24 Hour Thaw, Peeling, Dicing). There are Reports to view all Pre-Production Components.

Warning: Don't forget to save! Not sure if you made any changes or not? The text on the tabs will turn yellow if there are any unsaved changes. We recommend saving after editing each tab.

Recipe Depletion Settings

When we buy Products they go into Inventory, both literally on our shelves and as a quantity in CrunchTime. But how do we deplete inventory?

1. **POS Recipes:** Menu mix files are imported from the POS system and contain all the Recipes that were sold that day. We differentiate between POS Recipes by looking for the Menu Mix PLU # that matches a Recipe in CrunchTime. Once we know what Recipe we're talking about, we also know how much of each Ingredient that Recipe contains and can deplete the correct amount of products from Inventory.
2. **Prep Recipes:** Through a module called Daily Prep, prep cooks make a batch of a certain Recipe (eg. Tomato Sauce) using raw Products. During the Daily Prep process, we take all of the ingredients that are used to make Tomato Sauce, deplete them from Inventory, and in turn add a new finished Recipe to our shelves. This Recipe can be counted during inventory and also used as an ingredient to other Recipes.

But we're not done yet...

There are a couple settings that go along with the two POS and Prep Recipe scenarios above. We need to assign the Production Type and POS Decrement for our Recipes. Ask yourself the following questions for each Recipe?

- **Production Type:** Do you Produce the Recipe in house or order it from elsewhere (eg. A Commissary)?
- **POS Decrement:** Do you want CrunchTime to deplete the Recipe's components, or the Recipe as an entire item, when it's rung into the POS?

Recipe	Production Type	POS Decrement
Apple Pie (Ordered from Commissary)	To Order	Item
Tomato Sauce (Prep Recipe)	Production	Item
Bacon Cheeseburger (POS Recipe)	Production	Component

Note: While Production Types and POS Decrements are very important, your deployment team is here to help! Focus on getting your Recipes and Components added to CrunchTime and we will work together to set up an import that'll quickly change these settings to what they need to be.

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