

Create Daily Prep

Quick Start Guide

Document Details

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Overview

Looking to plan faster, reduce waste, and help your Prep Cooks complete their daily tasks? This guide will help Net-Chef users get started with Daily Prep by showing how to use forecasted prep and current on-hand values to create both an accurate and efficient prep plan.



Download the latest version of this document here:

<https://links.crunchtime.com/NCQS-CreateDailyPrep>

... or scan the QR code to the left.



Watch the video tutorials:

[NCP 101 - Introduction to Daily Prep](#)

[NCP 102 - Print & Finalize Prep](#)

[NCP 103 - Advanced Prep I](#)

[NCP 104 - Advanced Prep II](#)

Related User Group Permissions

Screen Name	Control Name	Description
NC-Daily Store Tasks	Create Daily Prep	Enables "Create Daily Prep" on the Production menu.
NC-Daily Store Tasks	Daily Prep	Enables "Recent Daily Prep" on the Production menu.
NC-Daily Prep	Allow Finalize to make Avail Qty < 0.00	Allow users to finalize Daily Prep when one or more components have an insufficient quantity in inventory. This will also allow users to finalize a Prep transaction with negative quantities that makes a recipe's Available Quantity fall below 0.00.
NC-Recipe Cost	View	Displays the Cost column in the <i>Scale Recipes</i> screen in Net-Chef.

Related Documentation

- KSRG – Using Kitchen Sync Tablet: <https://links.crunchtime.com/KSRG-UsingKitchenSyncTablet>

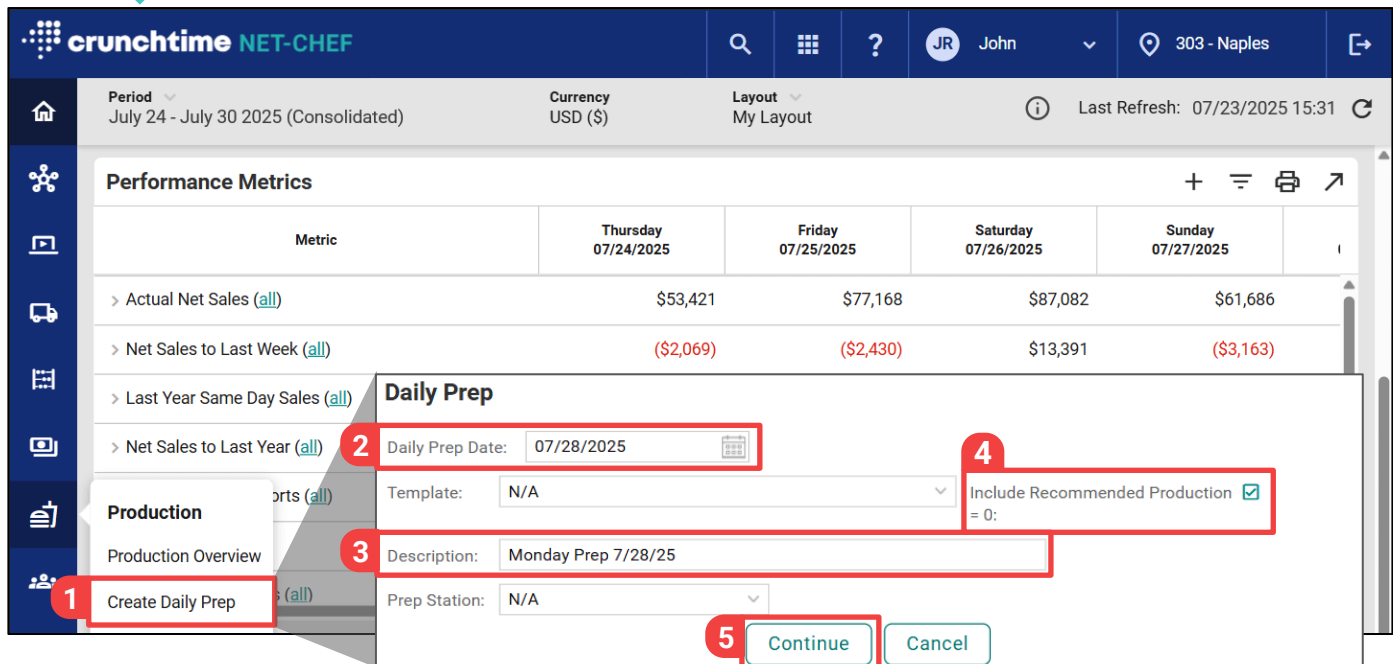
Create Daily Prep

Getting Started

A Prep Cook can access Daily Prep via Net-Chef or the prep-specific KitchenSync and Mobile App. The following steps will guide a user through creating Daily Prep transactions in Net-Chef.

For more details on KitchenSync, go here: <https://links.crunchtime.com/KSRG-UsingKitchenSyncTablet>

Net-Chef > Production: Create Daily Prep



Performance Metrics

Metric	Thursday 07/24/2025	Friday 07/25/2025	Saturday 07/26/2025	Sunday 07/27/2025
> Actual Net Sales (all)	\$53,421	\$77,168	\$87,082	\$61,686
> Net Sales to Last Week (all)	(\$2,069)	(\$2,430)	\$13,391	(\$3,163)
> Last Year Same Day Sales (all)				
> Net Sales to Last Year (all)				

Daily Prep

1. Create Daily Prep

2. Daily Prep Date: 07/28/2025

3. Description: Monday Prep 7/28/25

4. Include Recommended Production = 0: ☒

5. Continue

- 1 From the Production menu, select *Create Daily Prep*.
- 2 Select the *Daily Prep Date*.
- 3 Always check *Include Recommended Production = 0*. Net-Chef calculates which recipes need to be produced based on how much is typically used. Checking this box will allow you to see all recipes, regardless of the calculation, in case you would like to overrule Net-Chef.
- 4 Enter a *Description* to help you find this Prep transaction at a later time. If you don't enter a description, this field will update to today's date.
- 5 Select *Continue*.



Tip: Dayparts, Start Times, and Templates can be used to further specify the scope of your Daily Prep Transactions.

- *Daypart* – Select a Daypart to specify what portion of the day you are prepping for. When a Daypart is selected, Net-Chef will calculate prep suggestions just for this period of time.
- *Start Time* – Select a Start Time to indicate when prep for these recipes will begin. The recipe's Prep Time and Shelf Life will be taken into consideration when calculating prep suggestions.
- *Template* – Selecting a Template will narrow down the list of Recipes you see on the screen. Templates are very helpful if you often Prep different Recipes in the morning versus the afternoon.

(Continued)

Create Daily Prep

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Review and Finalize Daily Prep

Here you can see what Net-Chef thinks you need to make. Review each Recipe and fill out the Actual Production column with how much a Prep Cook *should* make based on the projections.

The basic formula for Recommended Prep is what you **Need** minus what you already **Have**.

Net-Chef > Production: Create Daily Prep > Continue

Product Number	Recipe Name ↑	Batch Qty	Batch Unit	Shelf Life	Prep Time	Min Par	Current Available	Proj. Cons. for Day	Rec. Prod. for Prep	Actual Prod. ➔
R-1002	Beef Stew Prep	1.00	GAL	2.00 days	3.00 hrs	3.00	3.00	5.00		5.00
R-2002	Cold Brew Prep	4.00	Liter	5.00 days	12.00 hrs	2.00	0.00	2.00	4.00	4.00
R-2004	Hummus Prep	6.00	Kg	4.00 days	30.00 mins	2.00	0.00	4.00	6.00	6.00
R-1004	Marinara Sauce	1.00	GAL	3.00 days		3.00	3.94	2.75	3.00	3.00
R-1009	Pasta Salad	1.00	Batch	3.00 days		5.00	16.50	0.50	0.00	0.00
R-1006	Pizza, Pepperoni	1.00	Pie	1.00 days		10.00	10.00	6.00	10.00	10.00
R-1007	Pizza, Vegetarian	1.00	Pie	1.00 days		10.00	9.00	10.00	11.00	11.00
R-1008	Shepherd's Pie	1.00	TRAY	2.00 days	90.00 mins	3.00	2.00	1.00	3.00	3.00

6 Enter the *Actual Production* quantity of each Recipe you would like to prep.



A Tip: Love the Net-Chef suggestions? The *Use Recommended* (->) button in the Actual Prod column to populate this column with the "Rec. Prod. For. Prep" quantities. Don't worry, these quantities can be edited afterwards.

7 Select *Prep Sheet* to print a physical copy of the prep plan. The "Planned Qty" column on the Prep Sheet will be automatically populated with the quantities from the "Actual Prod." column. This helps the prep cook know what they should make for the day or shift.

8 Select *Save and Close* for now. You'll complete the transaction after the actual prep is done.

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Create Daily Prep

(Continued)

Review and Finalize Daily Prep (Continued)

Once the actual prep is done, return to Net-Chef to complete the transaction.

Net-Chef > Production: Create Daily Prep > Continue

crunchtime NET-CHEF

Search, Grid, Help, User: JR John, Location: 303 - Naples

Daily Prep

Daily Prep Date: 08/15/2022 Description: Monday Prep 8/15/22 Daypart(s): All Day
 Forecasted Sales: €5,000 Forecasted Guests: 350 Start Time: 11:00
 Filter by Template: N/A Sort by Template Sequence: ☐
 Filter by Prep Station: N/A

Buttons: Daypart, Scale Recipes, Pre Production, Validate Sub-Recipes, Validate Components, Picklist, Prep Sheet, Retrieve, **Projected Consumption** (highlighted), Finalize and Close, Finalize and Create New, Save and Close

Product Number	Recipe Name ↑	Batch Qty	Batch Unit	Shelf Life	Prep Time	Min Par	Current Available	Proj. Cons. for Day	Rec. Prod. for Prep	Actual Prod. 9
R-1002	Beef Stew Prep	1.00	GAL	2.00 days	3.00 hrs	3.00	3.00	5.00		5.00
R-2002	Cold Brew Prep	4.00	Liter	5.00 days	12.00 hrs	2.00	0.00	2.00	4.00	4.00
R-2004	Hummus Prep	6.00	Kg	4.00 days	30.00 mins	2.00	0.00	4.00	6.00	6.00
R-1004	Marinara Sauce	1.00	GAL	3.00 days		3.00	3.94	2.75	3.00	3.00
R-1009	Pasta Salad	1.00	Batch	3.00 days		5.00	16.50	0.50	0.00	0.00
R-1006	Pizza, Pepperoni	1.00	Pie	1.00 days		10.00	10.00	6.00	10.00	10.00
R-1007	Pizza, Vegetarian	1.00	Pie	1.00 days		10.00	9.00	10.00	11.00	11.00
R-1008	Shepherd's Pie	1.00	TRAY	2.00 days	90.00 mins	3.00	2.00	1.00	3.00	3.00

9 Update the *Actual Production* column with the amount of each recipe that was actually prepped by the prep cook. If they prepped exactly as much as planned then you can skip this step.

10 Select *Finalize and Close* to complete your Daily Prep. At this time, all prepped recipes are added to inventory, and the components of those recipes are removed from inventory.



Daily Prep Review: If this preference is enabled for the Location, users will be required to review a Daily Prep transaction before finalizing it. The *Finalize* buttons will be replaced with a *Review* button. This helps ensure accurate component depletion and recipe costing.

That's the basics of Daily Prep! You can stop reading here, or continue reading to learn a few advanced tools that can make prep faster and more accurate.

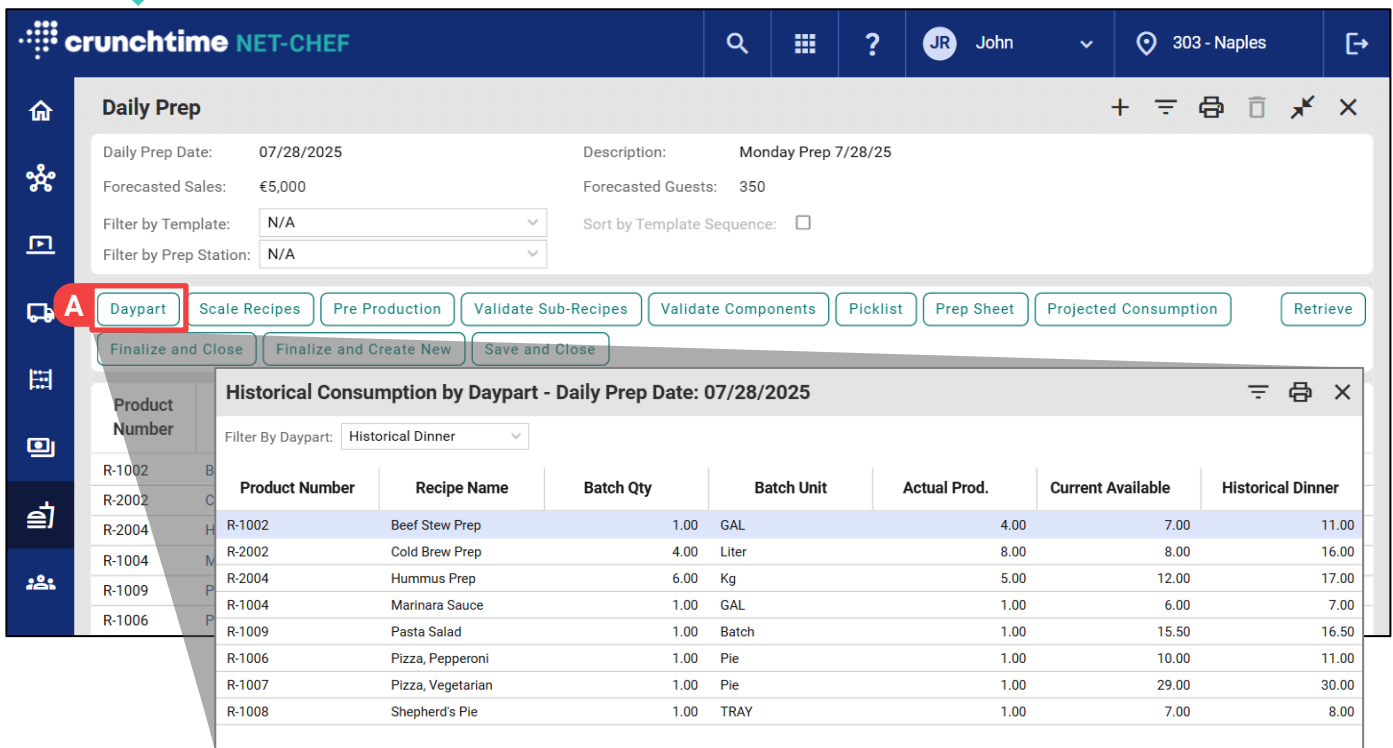
Advanced Daily Prep

Overview

This section will highlight some additional Daily Prep features that allow you to anticipate daily trends, scale recipes for production, and ensure you have everything you need on hand before you get started.

Daypart

Net-Chef > Production: Create Daily Prep > Continue



The screenshot shows the Net-Chef interface for the 'Daily Prep' screen. The 'Daypart' tab is selected and highlighted with a red box and a red 'A' icon. The interface displays the following information:

- Daily Prep Date:** 07/28/2025
- Description:** Monday Prep 7/28/25
- Forecasted Sales:** €5,000
- Forecasted Guests:** 350
- Filter by Template:** N/A
- Sort by Template Sequence:** ☐
- Filter by Prep Station:** N/A

Below the filters, there are several tabs: **Daypart** (selected), Scale Recipes, Pre Production, Validate Sub-Recipes, Validate Components, Picklist, Prep Sheet, Projected Consumption, and Retrieve. There are also buttons for 'Finalize and Close', 'Finalize and Create New', and 'Save and Close'.

The 'Historical Consumption by Daypart - Daily Prep Date: 07/28/2025' window is open, showing a table of historical consumption data. The table has the following columns: Product Number, Recipe Name, Batch Qty, Batch Unit, Actual Prod., Current Available, and Historical Dinner. The data is filtered by 'Historical Dinner'.

Product Number	Recipe Name	Batch Qty	Batch Unit	Actual Prod.	Current Available	Historical Dinner
R-1002	Beef Stew Prep	1.00	GAL	4.00	7.00	11.00
R-2002	Cold Brew Prep	4.00	Liter	8.00	8.00	16.00
R-2004	Hummus Prep	6.00	Kg	5.00	12.00	17.00
R-1004	Marinara Sauce	1.00	GAL	1.00	6.00	7.00
R-1009	Pasta Salad	1.00	Batch	1.00	15.50	16.50
R-1006	Pizza, Pepperoni	1.00	Pie	1.00	10.00	11.00
R-1007	Pizza, Vegetarian	1.00	Pie	1.00	29.00	30.00
R-1008	Shepherd's Pie	1.00	TRAY	1.00	7.00	8.00

A Select *Daypart* to see the average historical consumption of each prep recipe for one day, broken down by daypart. This allows you to determine the relative demand of each recipe throughout the day. The historical consumption is determined by taking the average consumption of these recipes (based on Menu Mix depletion) for the corresponding week's day at this location.



Setup Note: The dates referenced when calculating historical consumption may be from recent post periods, from the same time last year, or a combination of both, depending on the location's "Historical Driven By" Recommended Order setting.

(Continued)

Advanced Daily Prep

(Continued)

Projected Consumption

Net-Chef > Production: Create Daily Prep > Continue

Daily Prep

Daily Prep Date: 07/28/2025 Description: Monday Prep 7/28/25
 Forecasted Sales: €5,000 Forecasted Guests: 350
 Filter by Template: N/A Sort by Template Sequence: ☐
 Filter by Prep Station: N/A

Buttons: Daypart, Scale Recipes, Pre Production, Validate Sub-Recipes, Validate Components, Picklist, Prep Sheet, **Projected Consumption**, Retrieve, Finalize and Close, Finalize and Create New, Save and Close

Projected Consumption

Filter by Daypart: N/A Filter by Prep Station: N/A Filter by Template: N/A
 Sort by Template Sequence: ☐ Summarize By: * Daypart Exclude Recipes with Proj. Cons. = 0: ☐ Retrieve

Product Number	Recipe Name ↑	Batch Qty	Batch Unit	Shelf Life	Actual Prod.	Current Available
R-1002	Beef Stew Prep	1.00	GAL	2 days	4.00	7.00
R-2002	Cold Brew Prep	4.00	Liter	5 days	8.00	8.00
R-2004	Hummus Prep	6.00	Kg	4 days	5.00	12.00
R-1004	Marinara Sauce	1.00	GAL	3 days	1.00	6.00
R-1009	Pasta Salad	1.00	Batch	3 days	1.00	15.50
R-1006	Pizza, Pepperoni	1.00	Pie	1 days	1.00	10.00
R-1007	Pizza, Vegetarian	1.00	Pie	1 days	1.00	29.00
R-1008	Shepherd's Pie	1.00	TRAY	2 days	1.00	7.00

B Select *Projected Consumption* to see how much of each recipe you're expected to use for the selected day. This information is also broken down by daypart to allow you to determine when you're likely to need this recipe throughout the day.



Setup Note: To see Projected Consumption data, a Sales Forecast for the selected prep date must be entered and saved in Net-Chef. If you aren't seeing any projected consumption values, make sure you have a sales forecast entered and saved for the current day.



Alert: The *Projected Consumption* button will **not** be available if any of the following are true:

- The Projected Consumption values for this date were imported.
- The location is aggregating consumption (the "Aggregate" box is checked for the location's Recommended Order setup in Enterprise Manager).
- The selected Daily Prep transaction originated from KitchenSync.

Advanced Daily Prep

(Continued)

Scale Recipes

Net-Chef > Production: Create Daily Prep > Continue

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John

303 - Naples

Home

Navigation icons

Daily Prep

07/28/2025

Monday Prep 7/28/25

€5,000

350

N/A

N/A

Buttons: Daypart, Scale Recipes, Pre Production, Validate Sub-Recipes, Validate Components, Picklist, Prep Sheet, Projected Consumption, Retrieve, Finalize and Close, Finalize and Create New, Save and Close

Scale Recipes - Daily Prep Date: 07/28/2025

Product Number	Product Number	Product Name	Quantity	Comments	Cost (€)	Actual Prod.
R-1002	B	Beef Stew Prep Batch Quantity: 4.00 GAL				4.00
R-2002	C	P-1024 Meat - Beef Tenderloin	8 LB	Pre-cook Dice	15.92	8.00
R-2004	H	P-1031 Produce - Potatoes	8 LB	Peel Dice	5.50	5.00
R-1004	N	P-1032 Produce - Carrots	8 LB	Peel Dice	5.66	2.00
R-1009	P	P-1029 Produce - Onions	4 LB	Peel Dice	2.97	0.00
R-1006	P	P-1009 Tomato - Paste	4.00 Can		9.79	
		P-1000 Water, Tap	3 GAL		0.00	
		Portion Cost (€): 9.96			Recipe Cost (€): 39.83	
		Cold Brew Prep Batch Quantity: 8.00 Liter				
		P-2101 Coffee Beans	2.00 Kg		8.03	
		P-1000 Water, Tap	8.00 Liter		0.00	
		Portion Cost (€): 1.00				

Cold Brew Prep

Procedure: 1. Grind coffee beans on medium grind 2. Place filter in cambro 3. Add coffee to filter 4. Pour over water. 5. Let brew for 12 hours

C Select *Scale Recipes* to view or print the list of components needed for each prep recipe in this transaction. This list will display the required quantity (in Recipe Units) of each component needed to produce the recipe quantity entered in the "Actual Prod" column. The window will also display any "Special Instructions" associated with each component, as well as each component's cost, the total cost, and cost per portion of the recipe.



Setup Note: Users must have the "NC-Recipe Cost > View" user group permission enabled to see the recipe cost information in this window.



D Tip: Select the *Procedure* hyperlink to see the prep and plating instructions for this recipe. These instructions are set by your corporate team in Enterprise Manager.

Advanced Daily Prep

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Pre-Production

Net-Chef > Production: Create Daily Prep > Continue

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John

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Daily Prep

Daily Prep Date: 07/28/2025

Description: Monday Prep 7/28/25

Forecasted Sales: €5,000

Forecasted Guests: 350

Filter by Template: N/A

Sort by Template Sequence: ☐

Filter by Prep Station: N/A

Daypart

Scale Recipes

Pre Production

Validate Sub-Recipes

Validate Components

Picklist

Prep Sheet

Projected Consumption

Retrieve

Finalize and Close

Finalize and Create New

Save and Close

Pre-Production Components - Daily Prep Date 07/28/2025

Daily Prep Date: 07/28/2025

Description: Monday Prep 7/28

Start Time: N/A

Print Date: 07/24/2025

Print Time: 07:33 PM

Product Name ↑	Recipe Ingr.	Quantity	Special Instruction 1	Special Instruction 1		Special Instruction 2
				Action Date	Action Time	
Beef Stew Prep Batch Quantity: 4.00 GAL						
Meat - Beef Tenderloin	N	8.0000 LB	Pre-cook	07/28/2025	10:30	Dice
Produce - Carrots	N	8.0000 LB	Peel			Dice
Produce - Onions	N	4.0000 LB	Peel			Dice
Produce - Potatoes	N	8.0000 LB	Peel			Dice

Prod. Num

R-1002

R-2002

R-2004

R-1004

R-1009

R-1006

4.00

8.00

5.00

2.00

0.00

11.00

E Select *Pre-Production* to view or print a list of recipe components that have been identified as pre-production items in Enterprise Manager, along with any denoted “Special Instructions”. An “Action Date” will also be included if the Special Instruction has an associated length of time other than zero. The “Action Time” will let you know when the Special Instruction task needs to be started in order for the component to be ready by the Daily Prep’s Start Time. This allows you to plan for additional preparations that need to be completed before a prep recipe can be started.

Advanced Daily Prep

(Continued)

Validate Sub-recipes and Components

Net-Chef > Production: Create Daily Prep > Continue

The screenshot shows the 'Daily Prep' window in the Net-Chef application. The window has a header with the 'crunchtime NET-CHEF' logo and user information (JR John, 303 - Naples). Below the header, there are fields for 'Daily Prep Date' (07/28/2025), 'Description' (Monday Prep 7/28/25), 'Forecasted Sales' (€5,000), and 'Forecasted Guests' (350). There are also dropdown menus for 'Filter by Template' (N/A) and 'Filter by Prep Station' (N/A), and a checkbox for 'Sort by Template Sequence'. A row of buttons is visible: 'Daypart', 'Scale Recipes', 'Pre Production', 'Validate Sub-Recipes', 'Validate Components', 'Picklist', 'Prep Sheet', 'Projected Consumption', and 'Retrieve'. The 'Validate Sub-Recipes' and 'Validate Components' buttons are highlighted with a red box, and a red 'F' icon is placed above them. Below this row, there are buttons for 'Finalize and Close', 'Finalize and Create New', 'Save and Close', and 'Retrieve'. At the bottom, a table titled 'Validate Components - Daily Prep Date 07/28/2025' is displayed.

Recipe Name	Recipe Actual Prod. Qty. ↑	Recipe Batch Unit	Required Component Qty. (Inv. Unit)	Component Inv. Unit
Component: Tahini - P-2106				
Inv. Unit: BTL		On Hand: 0.2666 BTL		
Available: 0.27 BTL		Incoming: 0.0000 BTL		
Hummus Prep	5.00	Kg	0.3333	BTL
Total Required Component Qty:			0.3333	
Short Qty:			0.0667	

F Select either *Validate Sub-Recipes* or *Validate Components* to display any missing prep recipe ingredients that may prevent you from completing the Daily Prep transaction:

- *Validate Sub-Recipes* will check all recipes that contain one or more prep recipes as a component (sub-recipes) and verify whether these sub-recipe products have sufficient “Available” quantities to produce enough for each associated main recipe that has been included for prep.
- *Validate Components* will test whether there is sufficient “Available” quantities of all active, “Major Ingredient” recipe components to produce the entered quantities of the Daily Prep recipes, prior to finalizing the transaction. This includes components of any Daily Prep sub-recipes that are themselves set to deplete by “Component” at the point-of-sale.



Tip: When validating availability, you may receive the following message:

“There are no Recipes in this Daily Prep transaction with insufficient Available quantities of any Recipe Components/Sub-Recipe Components”

This is a good thing! This message indicates there are enough components or sub-recipes on-hand at your location to complete this prep transaction.



Setup Note: Users must have the “NC-Recipe Cost > View” user group permission enabled to see the recipe cost information in this window.

Advanced Daily Prep

(Continued)

Picklist

Net-Chef > Production: Create Daily Prep > Continue

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John

303 - Naples

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Daily Prep

Daily Prep Date: 07/28/2025
Forecasted Sales: €5,000
Filter by Template: N/A
Filter by Prep Station: N/A

Description: Monday Prep 7/28/25
Forecasted Guests: 350
Sort by Template Sequence: ☐

Daypart

Scale Recipes

Pre Production

Validate Sub-Recipes

Validate Components

Picklist

Prep Sheet

Projected Consumption

Retrieve

Finalize and Close

Finalize and Create New

Save and Close

Prod Num

303 - Naples 12 Via Guiseppe Martucci, Naples,

Daily Prep Picklist

07/24/2025 19:38

Daily Prep Date: 07/28/2025
Description: Monday Prep 7/28/25
Start Time: N/A

Product Number	Product Name	Quantity Required	Inv. Unit	Avail. Quantity	Storage Location
P-1013	Cheese - Cheddar, Mild	1.5000	LB	1,985.0000	Walk In
P-2105	Chickpeas, Canned	0.8333	Can	117.1700	Dry Good Stores
P-2101	Coffee Beans	2.0000	Kg	57.7500	Dry Good Stores
P-1010	Corn, Creamed	2.0000	Can	249.0000	Dry Good Stores
P-1014	Dough, Pizza	0.2000	CS	87.6000	Walk In
P-1011	Garlic, Chopped	0.1434	JAR	217.2658	Deli Cooler
P-2108	Lemon Juice	0.3333	BTL	18.8700	Produce Cooler
R-1004	Marinara Sauce	0.0938	GAL	6.0024	Prep Kitchen Cooler
P-1024	Meat - Beef Tenderloin	8.0000	LB	890.0000	Prep Kitchen Cooler
P-1023	Meat - Ground Beef	5.0000	LB	1,455.0000	Prep Kitchen Cooler
P-1022	Meat - Pepperoni, Sliced	0.5000	LB	1,700.0000	Prep Kitchen Cooler
P-1012	Oil - Olive Oil	0.1534	Can	457.7294	Deli Cabinet
P-1015	Pasta - Rotini	1.0000	Box	752.0000	Dry Good Stores
P-1032	Produce - Carrots	8.0000	LB	920.0000	Produce Cooler
P-1033	Produce - Mushrooms	0.7500	LB	1,990.0000	Produce Cooler
P-1029	Produce - Onions	5.7500	LB	891.0000	Produce Cooler
P-1031	Produce - Potatoes	13.0000	LB	1,085.0000	Produce Cooler
P-1034	Produce - Tomatoes	0.7500	LB	1,127.0000	Produce Cooler
P-2106	Tahini	0.3333	BTL	23.4700	Dry Good Stores
P-1009	Tomato - Paste	5.0000	Can	279.0000	Dry Good Stores
P-1008	Tomato - Stewed	2.0000	Can	190.0000	Dry Good Stores
P-1003	Wine - Red, Merlot	0.6400	BTL	199.7600	Wine Stores

Prod.

4.00

8.00

5.00

2.00

0.00

11.00

G Select *Picklist* to download a PDF containing the list of components along with the appropriate quantities required to make all of the recipes that have an *Actual Production* quantity entered. This makes it easy to grab all the necessary ingredients before beginning prep.