

## Creating Recipes in existing Batch/Menu Items

This Manual insert is for Creating Recipes in New Batch and Menu Items. Most of you already have your Batch and Menu Items created. In order to add recipes to these existing items, select “**Management**” from the Splash Screen. From the pop up, select either “**Batch Items**” or “**Menu Items**”.



This will pop you into the Batch/Menu Items File List.

Number	GL Account	Item	Amount	Batch Unit	Cost	Amount	Portion Unit	Cost
B*11	Food/Other	Au Jus	4	Gallon	4.56	512	Ounce	0.008
B*45	Food/Other	Baker Topping	1	Each	0.32	1	Each	0.320
B*44	Produce	Baker/Veg Batch	80	Each	7.44	80	Each	0.093
B*73	Food/Other	Burger Condiments	1	Each	0.17	1	Each	0.175

From here, select the item you want to add the recipe to by double clicking it. It will pop you into the following screen.

Batch Name: Chicken Salad

Item No: 515

Location: [Empty]

GL Account: Food/Other

Par: 0

Batch Unit: Pound | Portion Unit: Ounce

Batch Amt: 2.75 | Portion Cnt: 44

Batch Cost: \$0.000 | Portion Cost: \$0.000

Prep Instructions: [Empty]

Ingredients: [Empty]

Recipe Adjustment: [Empty]

Once within the Item, follow steps 4 through 12 on the “Creating a New Batch/Menu Item” Recipe Management instructions.