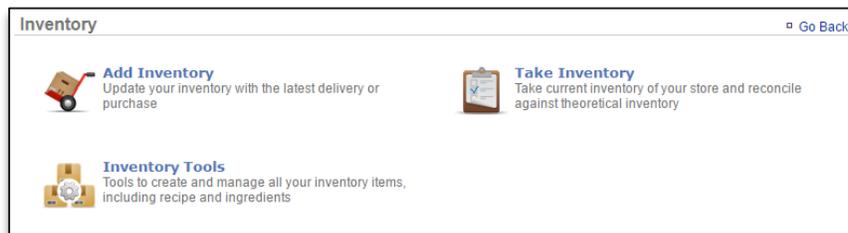

CREATING RECIPES

The Inventory Management module of NCR Console allows you to build item recipes using your list of raw ingredients. For example, a hamburger recipe might include the ingredients bun and beef. This allows you to have detailed ingredient level inventory tracking for your store.

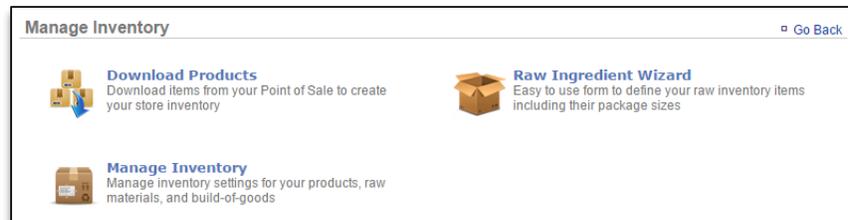
Note: Keep in mind that if you are a part of a franchise brand with NCR Console Inventory Management, this feature may not be accessible within your account.

This is a multi-step process. The following list goes step by step to help create recipes:

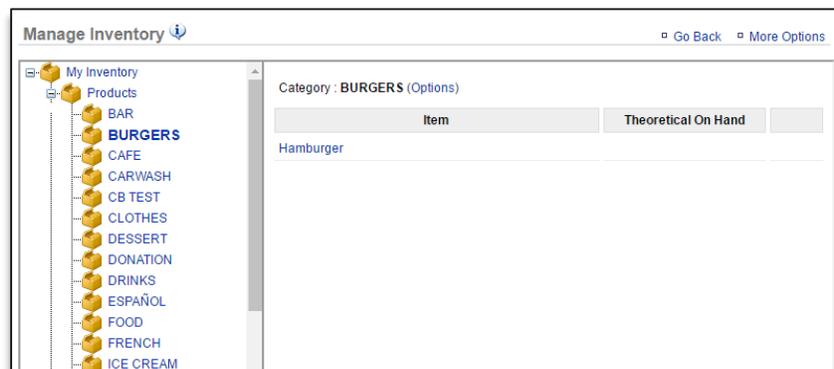
1. Log into NCR Console, go to the **Store** tab and click **Product**
2. Click **Inventory**
3. Click **Inventory Tools**



4. Click **Manage Inventory**



5. You will see a list of folder on the left of the screen. Click the **Products** folder to the expand the category
6. Click a subcategory. In the image below, you can see we clicked Products > Burgers



7. Click an **item** within the sub category to access the item information

8. Click **Edit Recipe** in the **Recipe** heading box

The screenshot shows the 'Item: Hamburger' page. At the top, there are 'Go Back' and 'More Options' links. Below is the 'Item Information' section with the following details:

Name: Hamburger	Cost:
Category: BURGERS	Price: \$8.00
Description:	Unit Type: Each
SKU:	Theoretical On Hand:
Model Number:	Minimum Quantity:
Manufacturer:	Maximum Quantity:
Vendor:	Taxable: No
Vendor Product Name:	Discontinued: No
Vendor Product ID:	Identified on the POS as: Hamburger

At the bottom right of the 'Item Information' section is a link 'Edit Item Information >>'. Below this is the 'Recipe' section, which currently shows 'Not Applicable' and a link 'Edit Recipe >>'.

9. Click the circle next to **Select Recipe Items**

10. Click **Add New Item**

The screenshot shows the 'Edit Item: Hamburger' page with the 'Recipe' tab selected. There are two radio buttons: 'Not Applicable' (unselected) and 'Select Recipe Items' (selected). Below the radio buttons is a 'List of Items' table with columns for 'Item' and 'Quantity'. An 'Add New Item' link is located below the table. Below the table, there is a text prompt: 'The recipe above produces the following quantity of Hamburger:' followed by a text input field and a 'Select a unit' dropdown menu. At the bottom right are 'Save' and 'Cancel' buttons.

11. Click the **Raw Ingredients** folder to expand the selection

The screenshot shows the 'Edit Item: Hamburger' page with the 'Add Item' dialog box open. The dialog box has a tree view of the inventory structure:

- My Inventory
 - Products
 - Raw Ingredients
 - Bag
 - Bread
 - Carton/Can
 - Dairy
 - Frozen
 - Meat
 - Burger
 - chicken breast
 - ground beef
 - pork butt
 - shrimp
 - top sirloin steak

Below the tree view, the 'Add Item' dialog shows 'Item Name: Burger', 'Quantity: 1', and 'Units: Each'. There are 'Save' and 'Cancel' buttons at the bottom of the dialog. The background page shows the 'List of Items' table and the 'Add New Item' link.

-
12. Select desired subcategory and Select applicable item within the subcategory
 13. Enter quantity and Select Unit of measurement
 14. Click **Save**
 15. Each item will appear within the list of items for this recipe
 - Continue adding items until you have completed your recipe
 - Keep in mind that quantity and units will vary based off of how you receive the item
 - It is important that the recipe usage compliments the unit of measure that the raw ingredient is set up with. For example:
 - i. If you set up Burger Patties as a raw ingredient and they are delivered as a case of 100 patties, the recipe units should reference the number of patties used to create that recipe (e.g. 1 each)
 - ii. If you set up a Ketchup as a raw ingredient and it is delivered as a 1 gallon container, the recipe units should reference the number of ounces used to create that recipe (e.g. 2 ounces)
 16. Enter the quantity of the item that the recipe build yields. For example:
 - For a hamburger, the total quantity for the recipe items shown is used for 1 each (or 1 hamburger)

Item Information | Recipe

Not Applicable
 Select Recipe Items

List of Items

Item	Quantity
[Edit] [Delete] Burger	1 Each

Add New Item

The recipe above produces the following quantity of *Hamburger*:

Select a unit ▼

Save Cancel

17. Click **Save**
18. You will be redirected to the Item Information screen which now reflects the cost of goods for that item. Click **Go Back** to navigate back to the Manage Inventory screen to continue building recipes

Item: *Hamburger* [Go Back](#) [More Options](#)

Item Information

Name: Hamburger	Cost:
Category: BURGERS	Price: \$8.00
Description:	Unit Type: Each
SKU:	Theoretical On Hand:
Model Number:	Minimum Quantity:
Manufacturer:	Maximum Quantity:
Vendor:	Taxable: No
Vendor Product Name:	Discontinued: No
Vendor Product ID:	Identified on the POS as: Hamburger

[Edit Item Information >>](#)

Recipe

Name	Quantity	Cost
Burger	1 Each	\$0.51
Total Cost		\$0.51
Price		\$8.00
COGS %		6.3%
Margin		93.7%

The recipe above produces **1 Each** of *Hamburger*.

[Edit Recipe >>](#)