

When creating a liquor SPEC Recipe:

1. Under the General Tab:
 - a. Name the recipe, following the Recipe Naming Conventions document.
Example:
 - i. SPEC Monte Alban Silver 1.5oz
 - ii. SPEC DBL Monte Alban Silver 2.25oz
 - iii. There should NEVER be a restaurant name on a Liquor recipe
 - b. Measure Type is Each
 - c. Reporting U of M is Each
 - d. Check Available in Inventory
2. Under the Inventory Cost Tab:
 - a. Item Category 1 is LBW
 - b. Item Category 2 is Liquor
 - c. Item Category 3 is the type of Liquor, if you know it and it is available.
Otherwise, leave blank
 - d. Inventory U of M is Each
 - e. Cost Account and Inventory Account should be autofilled
 - i. 514500 – Liquor Cost
 - ii. 144500 – Liquor Inventory
 - f. For Waste Account, use the Cost Account Category (514500 – Liquor Cost)
3. Under the Recipe Tab:
 - a. Yield Qty is 1
 - b. Yield U of M is 1
 - c. Portion Size is 1
 - d. Portion U of M is 1
4. Under the Ingredients tab:
 - a. For Select Item, start typing in the name of the liquor, as it appears on your Inventory
 - b. Qty is
 - i. For Singles
 1. 1.5
 2. 2
 - ii. For Doubles
 1. 2.25
 2. 3
 - c. For Select Unit of Measure, use oz-fl
5. When all this is done, click Save – Save and Close

