

When creating a MOD or MOD LBW Recipe:

1. Under the General Tab:
 - a. Name the recipe, following the Recipe Naming Conventions document.
Example:
 - i. MOD Onions 2.5oz PUB
 - ii. MOD Onions –2.5oz PUB
 - iii. MOD Tomato 2oz Onion –2.5oz PUB
 - iv. MOD LBW Pineapple Syrup 3oz K324
 - v. There should ALWAYS be a restaurant initials at the end of a MOD or MOD LBW 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 or Food
 - b. Item Category 2 is Grocery
 - c. Item Category 3 is left blank
 - d. Inventory U of M is Each
 - e. Cost Account and Inventory Account should be autofilled
 - f. For Waste Account, use the Cost Account Category
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. Enter the correct items, based on the name of the recipe
 - b. Use the amount specified in the name of the recipe
 - i. If removing, it should be the OPPOSITE of the amount on the official PREP recipe.
 - ii. If adding, verify with the restaurant (including the Culinary Director in communication) what the amounts should be
 - c. If any items aren't available, or measurements do not work
 - i. Go back to General and start the name with an *
 - ii. Under Description, type what is missing/incorrect.
5. When all this is done, click Save – Save and Close