Step by Step Guide: Creating menus
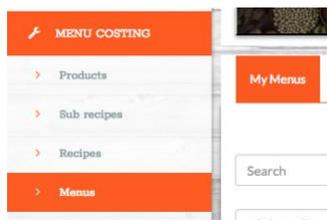
How to create a menu from the dishes you have created

Click on "CREATE MENU" on dashboard

OR

⇒ Click on "MENU COSTING"
⇒ Click on "MENUS"

⇒ Click on "ADD NEW"

⇒ Create a name for menu
    NB: This should be "YCO 2019 menu" Please do not add name or country here
⇒ Ignore Epos code
⇒ Ignore Rotation
⇒ Choose season as "Winter"
⇒ Choose a revenue outlet "Global"
⇒ Leave on "Standard Choice / set menu"
⇒ Choose Brand as "Global"
⇒ Choose product type- Food
⇒ Leave Bulk Change Menu Recipe Yields as 1

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Bulk change menu recipe yields

Change yield for all recipes

| 1 | Apply to all |

$\Rightarrow$ Type in or choose reporting category

Reporting categories

≡ | Starters/ Appetisers ▼

$\Rightarrow$ Search for recipe, choose and leave as 1

≡ STARTERS/ APPETISERS   YIELD

No items

≡ | Chicken Caesar salad | 1 | £

$\Rightarrow$ Add another reporting category

≡ | Main Courses/ Entrees ▼

$\Rightarrow$ Search for a recipe, choose and leave as 1

Continue to do this for each of your dishes.

Extras
Ignore this.

Costings

| Menu cost price (average) £3.63 | Suggested selling price £18.14 | Actual selling price £ 19 | Gross profit 77.08% | Gross profit amount £12.20 |
| Cost per person £3.63 | | Actual selling price per person £ 19.00 | Cost of sales 22.92% | |

The system calculates a "Suggested selling price" for you and then you can type in the "Actual Selling price". Both prices are inclusive of TAX/VAT/TAX (if applicable in the country you operate in)

The "Actual Selling price" calculates the Gross profit/ Cost of Sales and the Gross profit amount.
NB: you can leave "Actual Selling price" as blank or type in a selling price similar to your suggested selling price

Menu Notes and Allergens

Menu notes can be added for the judges about your menu if you wish. The allergens will be pulled through from the recipe's information
NB: If allergens are tagged to products and you change a product it will change the allergen on the recipe and the menu automatically. Also, all prices are linked to menus, so they will always get re-costed.

Viewing Options

When Creating a Menu you are given 4 different viewing options
⇒ Choose menu
⇒ Click on Actions
⇒ Choose from one of the following viewing options

View - Full menu costing sheet

View - Service spec sheet

View - Customer menu

View - Allergens table

a) **Full Menu costing sheet** - This gives you all of the costings and margins.
b) **Service spec sheet** - Gives the service team a spec sheet with all the service notes/ allergen data and if added Nutritional and calorific data.
c) **Customer menu** - Can be used for customers to filter allergens and also view details of menu.
d) **Allergens Table** - This list out all the allergens from every dish.

NB: All the information on these menus is live, so if you add or change anything it will automatically flow through from the products all the way through to the menus.