



QWICKSERVE MENU TEMPLATE

Customer Guide

Version 5.0

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Petrosoft LLC
290 Bilmar Drive, Pittsburgh, PA 15205

www.petrosoftinc.com

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WORKING WITH MENU TEMPLATE

To streamline the process of menu setup, you can prepare a menu template. The menu template is a file in the XLS format. In the menu template, you can provide information about all items that you want to add to a QwickServe menu: recipe items, ingredients, sets, add-ons and so on. The populated menu template is then used to set up the menu in QwickServe Cloud.

Categories	Recipe Items	Recipe Retail Price	PLU	Ingredients for Recipe Items (base items)	Portion Size	Measure Unit	Optional	Hidden	Unit Cost, USD	Total Amount, USD	Sets Included (choices)	Add-ons	
Sub-Category Name (if needed)	1	Template Recipe 1 - "Hamburger"	1.69	1003 Hamburger Bun	1.00	piece		hidden	\$ 0.20	\$ 0.20	Additional Items	Coca-Cola 20 oz	
				1002 Beef Patty	1.00	piece		\$ 0.55	\$ 0.55			Sprite 20 oz	A hamburger consisting of meat, usually
				1003 Onions	1.00	oz	optional	\$ 0.10	\$ 0.10				
				1006 Pickles	1.00	oz	optional	\$ 0.10	\$ 0.10				
				1004 Lettuce	2.00	oz	optional	\$ 0.10	\$ 0.20				
			31.85%						\$ 1.18				
	2	Template Recipe 1 - "Cheeseburger"	1.99	1003 Hamburger Bun	1.00	piece		hidden	\$ 0.20	\$ 0.20	Additional Items	Coca-Cola 20 oz	
				1002 Beef Patty	1.00	piece		\$ 0.55	\$ 0.55			Sprite 20 oz	A cheeseburg
				1000 American Cheese	1.00	piece	optional	\$ 0.25	\$ 0.25				
				1007 Tomatoes	2.00	oz	optional	\$ 0.10	\$ 0.20				
			39.70%						\$ 1.20				

To download a menu template, go to Petrosoft Cloud Help > QwickServe > Downloads: QwickServe.

General Workflow

The main workflow for using the menu template is the following:

1. A customer downloads a menu template and enters available data in the template. When entering the data, try to provide the most comprehensive information about the menu items. For more details, see [Preparing Menu Template](#).
2. Once the menu template is ready, the customer can contact a Petrosoft representative and send the prepared template to the representative. Together with the template, the customer can provide additional information that relates to the menu, for example, images or photos that need to be uploaded to the system.
3. The Petrosoft representative responsible for data input reviews the obtained menu template, makes all necessary edits (if necessary) and sends the updated template to the customer for approval.
4. Once the template is finalized and approved, the Petrosoft representative enters the menu data in the system using the prepared template.

Preparing Menu Template

To prepare the menu template, do the following:

1. Download the menu template using the link above.
2. Open the template.
3. Fill data in the sheets of the template document. You need to enter the following data:
 - o [Full Menu Version](#)
 - o [Sets](#)
 - o [PB Items Summary](#)

Full Menu Version

To fill the Full Menu Version data, follow the steps:

1. Open the **Full Menu Version** sheet.
2. In the **Category Name** cell, enter the name of a category that you want to add to the menu, for example, *Burgers*.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Optional ?	Hidden ?	Unit Cost, USD	Total Amount, USD	Sets Included (choices)	Add-ons
Burgers									
Category Description						#N/A	#N/A		
Enter the category name						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		

3. (Optional) In the **Category Description** cell, enter the category description.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Optional ?	Hidden ?	Unit Cost, USD	Total Amount, USD	Sets Included (choices)	Add-ons
Burgers									
Category for burgers and sandwiches									
Enter the category description						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		

4. (Optional) In the cell below, enter the name of a subcategory within the category, for example, *Steak Burgers*.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Optional ?	Hidden ?	Unit Cost, USD	Total Amount, USD	Sets Included (choices)	Add-ons
Burgers									
Category for burgers and sandwiches									
Steak Burgers						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		

5. In the **Recipe Items** cell, enter the name of a recipe item, for example, *Hamburger*.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Optional ?	Hidden ?	Unit Cost, USD	Total Amount, USD	Sets Included (choices)	Add-ons
Burgers									
Category for burgers and sandwiches									
Steak Burgers		Hamburger				#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		

6. In the **Recipe PLUs** cell, enter the PLU for the recipe item.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Optional ?	Hidden ?	Unit Cost, USD	Total Amount, USD	Sets Included (choices)	Add-ons
Burgers									
Category for burgers and sandwiches									
Steak Burgers	1000	Hamburger				#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		

7. In the **Recipe Retail Price** cell, enter the retail price for the recipe item.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Optional ?	Hidden ?	Unit Cost, USD	Total Amount, USD	Sets Included (choices)	Add-ons
Burgers									
Category for burgers and sandwiches									
Steak Burgers	1000	Hamburger	5.99			#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		
						#N/A	#N/A		

8. In the **Ingredients for Recipe Items** cells, enter the names for base ingredients.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	PLU	Ingredients for Recipe Items (base Items)	Portion Size	Measure Unit	Optional ?	Hidden ?
Burgers									
Category for burgers and sandwiches									
Steak Burgers	1000	Hamburger	5.99		#N/A Hamburger Bun		#N/A		
					#N/A Hamburger Patty		#N/A		
					#N/A Tomatoes		#N/A		
					#N/A Lettuce		#N/A		
					#N/A Onions		#N/A		
					#N/A Pickles		#N/A		
					#N/A Burger Sauce		#N/A		
					#N/A		#N/A		
					#N/A		#N/A		
					#N/A		#N/A		

9. In the **Portion Size** cells, enter the portion size for base ingredients.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	PLU	Ingredients for Recipe Items (base items)	Portion Size	Measure Unit	Optional ?	Hidden ?
Burgers									
Category for burgers and sandwiches									
Steak Burgers	1000	Hamburger	5.99	#/N/A	Hamburger Bun	1.00	#/N/A		
				#/N/A	Hamburger Patty	1.00	#/N/A		
				#/N/A	Tomatoes	2.00	#/N/A		
				#/N/A	Lettuce	1.00	#/N/A		
				#/N/A	Onions	1.00	#/N/A		
				#/N/A	Pickles	1.00	#/N/A		
				#/N/A	Burger Sauce	2.00	#/N/A		
				#/N/A			#/N/A		
				#/N/A			#/N/A		
				#/N/A			#/N/A		

Enter the portion size for base ingredients

10. Remove the blank lines.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	PLU	Ingredients for Recipe Items (base items)	Portion Size	Measure Unit	Optional ?	Hidden ?
Burgers									
Category for burgers and sandwiches									
Steak Burgers	1000	Hamburger	5.99	#/N/A	Hamburger Bun	1.00	#/N/A		
				#/N/A	Hamburger Patty	1.00	#/N/A		
				#/N/A	Tomatoes	2.00	#/N/A		
				#/N/A	Lettuce	1.00	#/N/A		
				#/N/A	Onions	1.00	#/N/A		
				#/N/A	Pickles	1.00	#/N/A		
				#/N/A	Burger Sauce	2.00	#/N/A		
				#/N/A			#/N/A		
				#/N/A			#/N/A		
				#/N/A			#/N/A		

Remove the blank lines

11. In the **Optional** and **Hidden** cells, mark the ingredients as optional or hidden.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	PLU	Ingredients for Recipe Items (base items)	Portion Size	Measure Unit	Optional ?	Hidden ?
Burgers									
Category for burgers and sandwiches									
Steak Burgers	1000	Hamburger	5.99	#/N/A	Hamburger Bun	1.00	#/N/A		hidden
				#/N/A	Hamburger Patty	1.00	#/N/A		
				#/N/A	Tomatoes	2.00	#/N/A	optional	
				#/N/A	Lettuce	1.00	#/N/A	optional	
				#/N/A	Onions	1.00	#/N/A	optional	
				#/N/A	Pickles	1.00	#/N/A	optional	
				#/N/A	Burger Sauce	2.00	#/N/A	optional	

Mark the ingredients as optional or hidden

12. (Optional) In the **Sets Included** cells, enter the sets descriptions, for example, *Burger Add-ons* and *Add Cheese*.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Ingredients for Recipe Items (base items)	Portion Size	Optional ?	Hidden ?	Sets Included (choices)	Add-ons
Burgers									
Category for burgers and sandwiches									
Steak Burgers	1000	Hamburger	5.99	Hamburger Bun	1.00		hidden	Burger Add-ons	
				Hamburger Patty	1.00			Add Cheese	
				Tomatoes	2.00	optional			
				Lettuce	1.00	optional			
				Onions	1.00	optional			
				Pickles	1.00	optional			
				Burger Sauce	2.00	optional			

Enter the sets descriptions

13. (Optional) In the **Add-ons** cells, enter the add-ons descriptions, for example, *Coke 20 oz.*

i As add-ons, you can only add items that exist in the Price Book.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Ingredients for Recipe Items (base items)	Portion Size	Optional ?	Hidden ?	Sets Included (choices)	Add-ons
Burgers									
Category for burgers and sandwiches									
Steak Burgers	1000	Hamburger	5.99	Hamburger Bun	1.00		hidden	Burger Add-ons	Coke 20 oz.
				Hamburger Patty	1.00			Add Cheese	
				Tomatoes	2.00	optional			
				Lettuce	1.00	optional			
				Onions	1.00	optional			
				Pickles	1.00	optional			
				Burger Sauce	2.00	optional			

Enter the add-ons descriptions

14. (Optional) In the **Description** cell, enter the recipe item description.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Ingredients for Recipe Items (base Items)	Portion Size	Optional ?	Hidden ?	Sets Included (choices)	Add-ons	Description
Burgers										
Category for burgers and sandwiches										
Steak Burgers	1000	Hamburger	3.99	Hamburger Bun	1.00		hidden	Burger Add-ons	Coke 20 oz.	It's simple. 100% Aussie beef, topped with tomatoes, lettuce, onions, pickles and a special burger sauce, all on a soft, fluffy bun.
				Hamburger Patty	1.00			Add Cheese		
				Tomatoes	2.00	optional				
				Lettuce	1.00	optional				
				Onions	1.00	optional				
				Pickles	1.00	optional				
				Burger Sauce	2.00	optional				

Sets

To fill the Sets data, follow the steps:

1. In the **Full Menu Version** sheet, copy the sets names.
2. Open the **Sets** sheet.
3. In the **Set Name** cells, enter the copied sets names.

Categories	Recipe PLUs	Recipe Items	Recipe Retail Price	Ingredients for Recipe Items (base Items)	Portion Size	Optional ?	Hidden ?	Sets Included (choices)	Add-ons
Burgers									
Category for burgers and sandwiches									
Steak Burgers	1000	Hamburger	3.99	Hamburger Bun	1.00		hidden	Burger Add-ons	
				Hamburger Patty	1.00			Add Cheese	
				Tomatoes	2.00	optional			
				Lettuce	1.00	optional			
				Onions	1.00	optional			
				Pickles	1.00	optional			
				Burger Sauce	2.00	optional			

Set Name	Min	Max	Ingredient Name	Q-ty	Max. Qty	Price 0+	Price 1+	Price 2+
Burger Add-ons						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
Add Cheese						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -

4. In the **Min** and **Max** cells, enter the minimum and maximum number of ingredients that the customer can choose:
 - o If the customer can choose nothing, the minimum quantity must be set to 0.
 - o If the customer can choose an infinite number of ingredients, the maximum quantity must be set to 0.

Set Name	Min	Max	Ingredient Name	Q-ty	Max. Qty	Price 0+	Price 1+	Price 2+	
Burger Add-ons	0	0				\$ -	\$ -	\$ -	
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
Add Cheese	0	1				\$ -	\$ -	\$ -	
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -

Enter the minimum and maximum number of ingredients that the customer can choose.

5. In the **Ingredient Name** cells, enter the names of ingredients that you want to add to the set.

Set Name	Min	Max	Ingredient Name	Q-ty	Max. Qty	Price 0+	Price 1+	Price 2+
Burger Add-ons	0	0	Tomatoes			\$ -	\$ -	\$ -
			Lettuce			\$ -	\$ -	\$ -
			Onions			\$ -	\$ -	\$ -
			Pickles			\$ -	\$ -	\$ -
			Cucumbers			\$ -	\$ -	\$ -
			Green Peppers			\$ -	\$ -	\$ -
			Grilled Red Peppers			\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
Add Cheese	0	1	American Cheese			\$ -	\$ -	\$ -
			Cheddar Cheese			\$ -	\$ -	\$ -
			Swiss Cheese			\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -

Enter the ingredients that you want to add to the set

6. In the **Q-ty** cells, enter the amount of ingredients in the set.

Set Name	Min	Max	Ingredient Name	Q-ty	Max. Qty	Price 0+	Price 1+	Price 2+
Burger Add-ons	0	0	Tomatoes	1		\$ -	\$ -	\$ -
			Lettuce	1		\$ -	\$ -	\$ -
			Onions	1		\$ -	\$ -	\$ -
			Pickles	1		\$ -	\$ -	\$ -
			Cucumbers	1		\$ -	\$ -	\$ -
			Green Peppers	1		\$ -	\$ -	\$ -
			Grilled Red Peppers	1		\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
Add Cheese	0	1	American Cheese	2		\$ -	\$ -	\$ -
			Cheddar Cheese	2		\$ -	\$ -	\$ -
			Swiss Cheese	2		\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -

Enter the amount of ingredients in the set

7. In the **Max. Q-ty** cells, enter the maximum amount for each ingredient. If the customer can choose an infinite amount of ingredients, the maximum number must be set to 0.

Set Name	Min	Max	Ingredient Name	Q-ty	Max. Qty	Price 0+	Price 1+	Price 2+		
Burger Add-ons	0	0	Tomatoes	1	0	\$ -	\$ -	\$ -		
			Lettuce	1	0	\$ -	\$ -	\$ -		
			Onions	1	0	\$ -	\$ -	\$ -		
			Pickles	1	0	\$ -	\$ -	\$ -		
			Cucumbers	1	0	\$ -	\$ -	\$ -		
			Green Peppers	1	0	\$ -	\$ -	\$ -		
			Grilled Red Peppers	1	0	\$ -	\$ -	\$ -		
								\$ -	\$ -	\$ -
Add Cheese	0	1	American Cheese	2	1	\$ -	\$ -	\$ -		
			Cheddar Cheese	2	1	\$ -	\$ -	\$ -		
			Swiss Cheese	2	1	\$ -	\$ -	\$ -		
								\$ -	\$ -	\$ -
								\$ -	\$ -	\$ -
								\$ -	\$ -	\$ -
								\$ -	\$ -	\$ -
								\$ -	\$ -	\$ -

Enter the maximum amount of ingredients that the customer can choose

8. In the **Price N+** cells, enter the price for each ingredient.
 If the first portion is for free, enter the price in the **Price 2+** cell. If the first two portions are for free, enter the price in the **Price 3+** cells and so on.

Set Name	Min	Max	Ingredient Name	Q-ty	Max. Qty	Price 0+	Price 1+	Price 2+		
Burger Add-ons	0	0	Tomatoes	1	0	\$ -	\$ -	\$ 0.20		
			Lettuce	1	0	\$ -	\$ -	\$ 0.20		
			Onions	1	0	\$ -	\$ -	\$ 0.20		
			Pickles	1	0	\$ -	\$ -	\$ 0.20		
			Cucumbers	1	0	\$ -	\$ -	\$ 0.20		
			Green Peppers	1	0	\$ -	\$ -	\$ 0.20		
			Grilled Red Peppers	1	0	\$ -	\$ -	\$ 0.20		
								\$ -	\$ -	\$ -
Add Cheese	0	1	American Cheese	2	1	\$ 0.40	\$ -	\$ -		
			Cheddar Cheese	2	1	\$ 0.45	\$ -	\$ -		
			Swiss Cheese	2	1	\$ 0.50	\$ -	\$ -		
								\$ -	\$ -	\$ -
								\$ -	\$ -	\$ -
								\$ -	\$ -	\$ -
								\$ -	\$ -	\$ -
								\$ -	\$ -	\$ -

Enter the price for each ingredient

PB Items Summary

To fill the PB Items Summary data, follow the steps:

1. In the **Full Menu Version** and **Sets** sheets, copy the ingredients names.
2. Open the **PB Items Summary** sheet.

3. In the **Ingredients** cells, enter the copied ingredients names.

Set Name	Min	Max	Ingredient Name	Q-ty	Max. Qty	Price 0+	Price 1+	Price 2+
Burger Add-ons	0	0	Tomatoes	1	0	\$ -	\$ -	\$ 0.20
			Lettuce	1	0	\$ -	\$ -	\$ 0.20
			Onions	1	0	\$ -	\$ -	\$ 0.20
			Pickles	1	0	\$ -	\$ -	\$ 0.20
			Cucumbers	1	0	\$ -	\$ -	\$ 0.20
			Green Peppers	1	0	\$ -	\$ -	\$ 0.20
			Grilled Red Peppers	1	0	\$ -	\$ -	\$ 0.20
								\$ -
Add Cheese	0	1	American Cheese	2	1	\$ 0.40	\$ -	\$ -
			Cheddar Cheese	2	1	\$ 0.45	\$ -	\$ -
			Cheddar Cheese	2	1	\$ 0.50	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -

#	Ingredients	PLU	Measure Unit	Measure Type	Price Book Item	Category	Department	Unit in Case	Case Qty
1	Hamburger Bun								
2	Hamburger Patty								
3	Tomatoes								
4	Lettuce								
5	Onions								
6	Pickles								
7	Burger Sauce								
8	Tomatoes								
9	Lettuce								
10	Onions								
11	Pickles								
12	Cucumbers								
13	Green Peppers								
14	Grilled Red Peppers								
15	American Cheese								
16	Cheddar Cheese								
17	Swiss Cheese								
18									

Copy the ingredients names and insert them to the Ingredients cells in the PB Items Summary sheet

4. In the **PLU** cells, enter the ingredients PLUs.

#	Ingredients	PLU	Measure Unit	Measure Type	Price Book Item	Category	Department	Unit in Case	Case Qty
1	Hamburger Bun	2000							
2	Hamburger Patty	2001							
3	Tomatoes	2002							
4	Lettuce	2003							
5	Onions	2004							
6	Pickles	2005							
7	Burger Sauce	2006							
8	Cucumbers	2007							
9	Green Peppers	2008							
10	Grilled Red Peppers	2009							
11	American Cheese	2010							
12	Cheddar Cheese	2011							
13	Swiss Cheese	2012							
14									

Enter the ingredients PLUs

5. In the **Measure Unit** cells, enter the measurement units for the ingredients.

#	Ingredients	PLU	Measure Unit	Measure Type	Price Book Item	Category	Department	Unit in Case	Case Qty
1	Hamburger Bun	2000	piece						
2	Hamburger Patty	2001	piece						
3	Tomatoes	2002	oz						
4	Lettuce	2003	oz						
5	Onions	2004	oz						
6	Pickles	2005	oz						
7	Burger Sauce	2006	oz						
8	Cucumbers	2007	oz						
9	Green Peppers	2008	oz						
10	Grilled Red Peppers	2009	oz						
11	American Cheese	2010	oz						
12	Cheddar Cheese	2011	oz						
13	Swiss Cheese	2012	oz						

Enter the ingredients measurement units

6. In the **Category** and **Department** cells, enter the category and department for ingredients. Typically, the 100 QwickServe department and category are used.

#	Ingredients	PLU	Measure Unit	Measure Type	Price Book Item	Category	Department	Unit in Case	Case Qty
1	Hamburger Bun	2000	piece			100 Qwickserve	100 Qwickserve		
2	Hamburger Patty	2001	piece			100 Qwickserve	100 Qwickserve		
3	Tomatoes	2002	oz			100 Qwickserve	100 Qwickserve		
4	Lettuce	2003	oz			100 Qwickserve	100 Qwickserve		
5	Onions	2004	oz			100 Qwickserve	100 Qwickserve		
6	Pickles	2005	oz			100 Qwickserve	100 Qwickserve		
7	Burger Sauce	2006	oz			100 Qwickserve	100 Qwickserve		
8	Cucumbers	2007	oz			100 Qwickserve	100 Qwickserve		
9	Green Peppers	2008	oz			100 Qwickserve	100 Qwickserve		
10	Grilled Red Peppers	2009	oz			100 Qwickserve	100 Qwickserve		
11	American Cheese	2010	oz			100 Qwickserve	100 Qwickserve		
12	Cheddar Cheese	2011	oz			100 Qwickserve	100 Qwickserve		
13	Swiss Cheese	2012	oz			100 Qwickserve	100 Qwickserve		

Enter the category and department for the ingredients

i If you do not need recipe costing, do not read the following information. If recipe costing is necessary, please follow the next steps.

7. In the **Price Book Item** cells, enter the names of the Price Book items matching the ingredients.

i You can only enter information about items existing in the Price Book.

Please pay attention that the measurement units of the Price Book item and measurement unit of the ingredient must be the same.

#	Ingredients	PLU	Measure Unit	Price Book Item	Category	Department	Unit in Case	Package Cost, USD
1	Hamburger Bun	2000	piece	Hamburger Bun	100 Qwickserve	100 Qwickserve		
2	Hamburger Patty	2001	piece	Hamburger Patty	100 Qwickserve	100 Qwickserve		
3	Tomatoes	2002	oz	Tomatoes	100 Qwickserve	100 Qwickserve		
4	Lettuce	2003	oz	Lettuce	100 Qwickserve	100 Qwickserve		
5	Onions	2004	oz	Onions	100 Qwickserve	100 Qwickserve		
6	Pickles	2005	oz	Pickles	100 Qwickserve	100 Qwickserve		
7	Burger Sauce	2006	oz	Burger Sauce	100 Qwickserve	100 Qwickserve		
8	Cucumbers	2007	oz	Cucumbers	100 Qwickserve	100 Qwickserve		
9	Green Peppers	2008	oz	Green Peppers	100 Qwickserve	100 Qwickserve		
10	Grilled Red Peppers	2009	oz	Grilled Red Peppers	100 Qwickserve	100 Qwickserve		
11	American Cheese	2010	oz	American Cheese	100 Qwickserve	100 Qwickserve		
12	Cheddar Cheese	2011	oz	Cheddar Cheese	100 Qwickserve	100 Qwickserve		
13	Swiss Cheese	2012	oz	Swiss Cheese	100 Qwickserve	100 Qwickserve		
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Enter the Price Book items for the ingredients

8. In the **Unit in Case** cells, enter the number of units in case for the ingredients.

#	Ingredients	PLU	Measure Unit	Price Book Item	Category	Department	Unit in Case	Package Cost, USD
1	Hamburger Bun	2000	piece	Hamburger Bun	100 Qwickserve	100 Qwickserve	100	
2	Hamburger Patty	2001	piece	Hamburger Patty	100 Qwickserve	100 Qwickserve	100	
3	Tomatoes	2002	oz	Tomatoes	100 Qwickserve	100 Qwickserve	100	
4	Lettuce	2003	oz	Lettuce	100 Qwickserve	100 Qwickserve	100	
5	Onions	2004	oz	Onions	100 Qwickserve	100 Qwickserve	100	
6	Pickles	2005	oz	Pickles	100 Qwickserve	100 Qwickserve	100	
7	Burger Sauce	2006	oz	Burger Sauce	100 Qwickserve	100 Qwickserve	100	
8	Cucumbers	2007	oz	Cucumbers	100 Qwickserve	100 Qwickserve	100	
9	Green Peppers	2008	oz	Green Peppers	100 Qwickserve	100 Qwickserve	100	
10	Grilled Red Peppers	2009	oz	Grilled Red Peppers	100 Qwickserve	100 Qwickserve	100	
11	American Cheese	2010	oz	American Cheese	100 Qwickserve	100 Qwickserve	100	
12	Cheddar Cheese	2011	oz	Cheddar Cheese	100 Qwickserve	100 Qwickserve	100	
13	Swiss Cheese	2012	oz	Swiss Cheese	100 Qwickserve	100 Qwickserve	100	

Enter the number of units in case for the ingredients

9. In the **Package Cost, USD** cells, enter the package cost. The unit cost will be calculated automatically.

#	Ingredients	PLU	Measure Unit	Price Book Item	Category	Department	Unit in Case	Package Cost, USD	Unit Cost, USD
1	Hamburger Bun	2000	piece	Hamburger Bun	100 Qwickserve	100 Qwickserve	100	\$ 100.00	\$ 1.00
2	Hamburger Patty	2001	piece	Hamburger Patty	100 Qwickserve	100 Qwickserve	100	\$ 120.00	\$ 1.20
3	Tomatoes	2002	oz	Tomatoes	100 Qwickserve	100 Qwickserve	100	\$ 30.00	\$ 0.30
4	Lettuce	2003	oz	Lettuce	100 Qwickserve	100 Qwickserve	100	\$ 31.00	\$ 0.31
5	Onions	2004	oz	Onions	100 Qwickserve	100 Qwickserve	100	\$ 32.00	\$ 0.32
6	Pickles	2005	oz	Pickles	100 Qwickserve	100 Qwickserve	100	\$ 31.00	\$ 0.31
7	Burger Sauce	2006	oz	Burger Sauce	100 Qwickserve	100 Qwickserve	100	\$ 30.00	\$ 0.30
8	Cucumbers	2007	oz	Cucumbers	100 Qwickserve	100 Qwickserve	100	\$ 35.00	\$ 0.35
9	Green Peppers	2008	oz	Green Peppers	100 Qwickserve	100 Qwickserve	100	\$ 36.00	\$ 0.36
10	Grilled Red Peppers	2009	oz	Grilled Red Peppers	100 Qwickserve	100 Qwickserve	100	\$ 34.00	\$ 0.34
11	American Cheese	2010	oz	American Cheese	100 Qwickserve	100 Qwickserve	100	\$ 40.00	\$ 0.40
12	Cheddar Cheese	2011	oz	Cheddar Cheese	100 Qwickserve	100 Qwickserve	100	\$ 45.00	\$ 0.45
13	Swiss Cheese	2012	oz	Swiss Cheese	100 Qwickserve	100 Qwickserve	100	\$ 50.00	\$ 0.50

Enter the package cost

The unit cost is calculated automatically

When the **PB Items Summary** sheet is finished, in the **Full Menu Version** sheet you will see that Measure Unit, Unit Cost, Total Amount and GPM are calculated automatically.

