

CostGenie Software  
12414 4<sup>th</sup> Street # 99 Yucaipa, Ca 92399 Toll Free: (877) 964-1199 or Fax: (909)  
797-1567 Email: [kenarone@costgenie.com](mailto:kenarone@costgenie.com)  
<http://www.costgenie.com>

WELCOMES YOU TO



# CATERING PRO

*Restaurant software, by restaurant people.*

**Let's Get Started...**

After you input the **PASSWORD: "demo"** The screen below will appear



Click on continue

And the main menu will appear.



These icons represent the Files ("Departments") for managing your restaurant in Cost Genie. For now, click on the **Catering** icon



You should now be looking at the Catering File

**Before We Go Any Further ... some basics**

**Files and Forms:**

**Files** are the (3) main “Departments” (**Inventory, Recipes, Menu Items**), Catering is a separate program which can be purchased and included in your Cost Genie

**Forms** are the areas within each File.

**Navigation:**

There are Three (3) means for navigating through Cost Genie.

1 – Notice the 3 icons on the top right of the form next to a Text Box displaying the File you are currently working on.



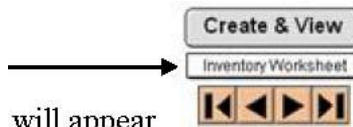
Clicking on another Icon takes you to another File or Department (Recipe, Menu Items or Inventory). Remember, the name of the file you are currently in will always show up at the:

**TOP RIGHT**

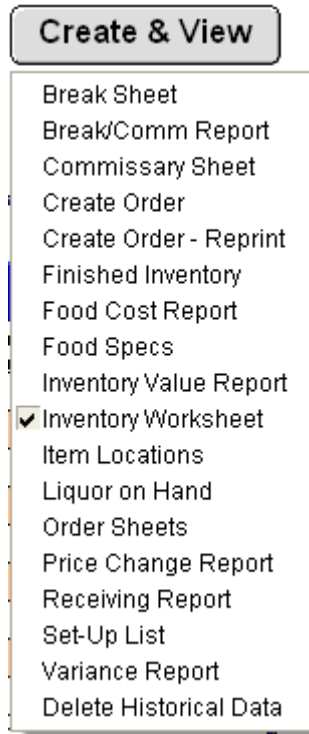
2 – Notice the 5 tabs that allow you to navigate to different Forms in the File you are currently in. The highlighted tab (“Inventory List” shown in black below) is the form you are currently viewing. Note: The last tab in the Inventory File is “History Report



3 – The field below the “Create & View” Icon lists reports and forms.



Click on the field and a list will appear. When you select a report or form from the list, it will now be displayed in the field and that will be the item “created” when the Create & View button is clicked



## And Now, Back To Our Program...

Click on the Catering List Tab



Click on the Catering Icon and you will be in the Catering File with the Event List Form displayed.

The screenshot shows the Cost Genie software interface. At the top left is the "COST GENIE" logo. Below it is a toolbar with icons for New, Show Curr., Import, Find, Omit, Delete, Replace, and Print. To the right is a "Catering" tab with sub-tabs for Inv, Recipe, and MItem. Below the toolbar are summary statistics: Average Cost (\$1,254), Average Price (\$3,897), Avg. Margin (\$2,203), and Margin % (56.5%). There are also buttons for Client Card, Proposal, Kitchen Sheet, and Shopping List. At the bottom is an "Event List" table with columns for I.D. No., Event Name, Curr. Event, Paid Full, Req. Date, Confirm Date, Event Type, Location, Guests, Total Cost, Total Price, and Margin.

I.D. No.	Event Name	Curr. Event	Paid Full	Req. Date	Confirm Date	Event Type	Location	Guests	Total Cost	Total Price	Margin
P1000	June 10th Luncheon	<input checked="" type="checkbox"/>	Yes	05/05/05	05/04/07	Luncheon	Drop Off	40	\$341	\$824	\$394
P1001	Byrd Wedding	<input checked="" type="checkbox"/>	No	03/12/05	05/09/07	Wedding	Banquet Room	200	\$2,168	\$6,969	\$4,011

The "Event SetUp" tab allows you to input all pertinent data for an Event.



**Catering**

Created: 11/07/0409:01:30  
 Modified: 07/03/0908:38:43  
 Record: 1 of 2  
 Found: 2

Event I.D.: P1000    % Tax Rate & Service Charge: 7.55%    15.00%  
 Event Name: June 10th Luncheon

Event List		Event Setup	Food Cost	Bar Cost	Other Costs	Contact Log	Pictures/Map	
<b>Event Planner:</b>	Mark Kerr		<b>Details:</b>		<b>Cost/Person</b>			
<b>Event Date:</b>	Thursday, May 5, 2005		Drop Off		<b>Food Cost:</b>	\$2.771	\$110.836	32.5%
<b>Occasion/Theme:</b>	Luncheon / No Theme		PickUp 2 PM		<b>Bar Cost:</b>	\$0.700	\$28.000	8.2%
<b>Service/Attre:</b>	Deliver/Set Up / No Service		Drop Off		<b>Staffing:</b>	\$2.000	\$96.800	28.4%
<b>Leave/Arrive:</b>	11:15 AM / 11:45 AM		Food Station		<b>Equipment:</b>	\$1.250	\$50.000	14.7%
<b>Event Begin/End:</b>	12:00 PM / 01:00 PM				<b>Other/Misc.:</b>	\$1.375	\$55.000	16.1%
<b>ServeTime/Hours:</b>	12:00 PM / 1.75 Hours				<b>Totals:</b>	\$8.096	\$340.636	100%
<b>Time Flexible:</b>	OK to Extend				<b>Evaluate Food Pricing:</b>			
<b>Deposit /Amount:</b>	36% / \$300.000		<b>Payment Received:</b>		<b>Desired Menu Price</b>	\$500.000	<b>Number of Guests</b>	40
<b>PickUp/Amt. Due:</b>	05/05/04 / \$586.556		Deposit: Yes		<b>Desired Food Price/Person</b>	\$12.500	<b>Invoice Price per Person</b>	\$12.500
<b>Client:</b>	New Client Show Card		Balance: Yes		<b>Desired Food Cost Percent</b>	22.2%	<b>Event Cost %</b>	41.3%
<b>Event Address:</b>		255.94		<b>MarkUp %</b>				
Acme Desk Company 123 First Street Eldon, MO 60250 Attn: Ms. Mary Smith Phone: (573) 365-1828		Same address - Set up in Conference Room B, on the second floor.		<b>Food Price:</b>		\$500.000	\$389.164	
				<b>Bar Price:</b>	0%	\$28.000	\$0.000	
				<b>Staffing:</b>	0%	\$96.800	\$0.000	
				<b>Equipment:</b>	10%	\$55.000	\$5.000	
				<b>Other/Misc.:</b>	0%	\$55.000	\$0.000	
				<b>Totals:</b>		\$824.320	\$394.164	

Click on the "Food Cost" tab to enter the Food Items for your catering event.



**Catering**

Created: 11/07/0409:01:30  
 Modified: 07/03/0908:40:12  
 Record: 1 of 2  
 Found: 2

Event I.D. & Name: P1000    June 10th Luncheon  
 Event Date & Contact: 05/05/05    Mary Smith

Event List		Event Setup	Food Cost	Bar Cost	Other Costs	Contact Log	Pictures/Map				
<b>Number of Guests:</b>	40	<b>Menu Price:</b>	\$500.000	<b>Food Margin:</b>		\$389.164	<b>Total Food Cost:</b>				
<b>Food is Entered By:</b>	<input type="radio"/> Guest <input checked="" type="radio"/> Event	<b>Price/Person:</b>	\$12.500	<b>Cost/Person:</b>	\$2.771	<b>\$110.84</b>					
		<b>Food Cost %:</b>	22.2%	<b>Price/Person:</b>	\$12.500	<input type="button" value="Clear Entries"/>					
Sort	X	Hint	Inv I.D.	Rec I.D.	Recipe/Ingredient Name	Pack/Recipe Yield	Price	Qty	Unit	Cost	Extension
1	<input type="checkbox"/>	clas		5	Classic Italian Sub Sandwich	40 / 1 Each	\$1.061	40	Each	\$1.061	\$42.434
2	<input type="checkbox"/>	ital		7	Italian Tortellini Salad	1 / 12 Serving	\$10.475	40	Serving	\$0.873	\$34.917
3	<input type="checkbox"/>	bak		31	Baked Beans	5 / 1.5 Quart	\$1.115	6	Quart	\$0.743	\$4.460
4	<input type="checkbox"/>	cond		11	Condiment, Tray	1 / 1 Tray	\$0.888	2	Tray	\$0.888	\$1.777
7	<input checked="" type="checkbox"/>	sod	1070		can soda	24 / 12 Ounce	\$6.750	2	Case	\$6.750	\$13.500
8	<input type="checkbox"/>	fru		22	Fruit Tray, Fresh with	5 / 1 Tray	\$13.749	1	Tray	\$13.749	\$13.749

Food Items work the same way as Recipes. Type in the first 3-4 letters of the item you are looking for however this time you will select from the inventory file or the recipe file.

RECAP

1. We have entered our customer into the "Client File"
2. We have created our Menu and have it posted out

3. **If liquor is to be served we have entered the items and cost.**
4. **We have inputted the number of staff, hours and cost.**
5. We have added in **Equipment and Other Costs.**
6. **We have analyzed our P&L for the event**
7. We have **created a Proposal**
8. We have **created an invoice**
9. We have **created a Shopping List**
10. We have **created a Kitchen Sheet (Load/Prep)**
11. **After the event we adjust our P&L for returns and additions**  
**To get an exact and total cost of the event.**

**These above mentioned items are included in our Cost Genie Catering Program.**

**We will give you a glimpse of some of these**



06/30/09, 1:06:14 PM

P1000

### Shopping List by Category

Upped

Bakery	ID No	Amount	Ingredient Name
	1037	40 Each	Roll, Hoagie Fresh 6"
Beverage	ID No	Amount	Ingredient Name
	1070	24 Each	Soda, Canned Assorted
Dairy	ID No	Amount	Ingredient Name
	1081	1.25 Pound	Cheese Provolone
Fresh	ID No	Amount	Ingredient Name
	1363	8 Pound	Tomato, 5x6 Fancy Fresh
	1267	3.54 Pound	Pepper Grm Bell Med
	1187	2 Pound	Grapes, Green Seedless
	1060	2 Pound	Grapes, Red Seedless
	1233	1.76 Pound	Onion Red Jumbo
	1268	.07 Case	Pepper Red Bell Choice
	1066	21772.8 Pound	Melon, Watermelon
	1177	1.25 Pound	Melon, Cantelope
	1013	1.25 Pound	Melon, Honeydew
	1056	.24 Case	Carrots, Fresh
	1229	1 Pound	Onion, Yellow # 1 Jmbo 50 #
	1178	1 Pound	Pineapple, Fresh
	1043	5,3 Bunch	Broccoli Bunch Iceless
	1186	2 Each	Oranges, Fresh
	1064	.1 Lug	Kiwi, Fresh 38-39 Ct
	1181	1 Case	Lettuce, Green Leaf Fresh
Groceries	ID No	Amount	Ingredient Name
	1051	.5 Box	Pasta Tortellini
	1099	4 Pound	Beans, Great Northern
	1057	.51 #10 Can	Catsup 33% Fancy





### Kitchen Load Sheet

June 10th Luncheon  
Thursday, May 5, 2005

Event I.D.: P1000

Guests: 40

<b>Client Information:</b> Acme Desk Company 123 First Street Eldon, MO 60250 Attn: Ms. Mary Smith Phone: (573) 365-1828		<b>Event Location:</b> Same address - Set up in Conference Room B, on the second floor		<b>Event Planner:</b> Mark Kerr	
				<b>Event Type:</b> Luncheon	
				<b>Event Attire:</b> No Service	
				<b>Leave Time:</b> 11:15 AM	
				<b>Arrive Time:</b> 11:45 AM	
Menu Item Required	Quantity Needed	Quantity Prepared	Loaded/Pick Up/Comment:		
Classic Italian Sub Sandwich	40 Each				
Italian Tortellini Salad	40 Serving				
Baked Beans	6-1/8 Qt.				
Condiment, Tray	2 Tray				
can soda	2 Case				
Fruit Tray, Fresh with Dressing	1 Tray				
<b>Comments:</b> 1 Fruit Tray is 20 servings					
<b>Loaded by:</b>			<b>Loaded Date/Time:</b>		

There are more features to Cost Genie that can be seen in the demo. Look for them

1. The ease of inputting nutrition data - **Inventory File**
2. We have a built in USDA Database file for nutrition, you may also create your own database for your particular items.- **Inventory File**
3. What was not shown was the Bar Inventory & Controls along the Order program for, food, non food and bar.- **Inventory file**
4. The ease of creating a sub recipe – **Recipe File**
5. The sales mix evaluation - **Menu Item File**

**If you have any questions please call us Kenny Arone 877 964-1199**

We are also available to give you an on line demonstration at no cost and it will only take 10 minutes/

Thank you for taking the time to see our demo.

Kenny Arone\  
President  
Cost Genie

This is the Kitchen Load Sheet for your Kitchen.



**Return**  
**Print**

### Kitchen Load Sheet

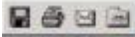
June 10th Luncheon  
Thursday, May 5, 2005

Event I.D.: P1000

Guests: 40

<b>Client Information:</b>		<b>Event Location:</b>		<b>Event Planner:</b> Mark Kerr	
Aome Desk Company 123 First Street Eldon, MO 60250 Attn: Ms. Mary Smith Phone: (573) 365-1828		Same address - Set up in Conference Room B, on the second floor		<b>Event Type:</b> Luncheon	
				<b>Event Attire:</b> No Service	
				<b>Leave Time:</b> 11:15 AM	
				<b>Arrive Time:</b> 11:45 AM	
Menu Item Required		Quantity Needed	Quantity Prepared	Loaded/Pick Up/Comment	
Classic Italian Sub Sandwich		40 Each			
Italian Tortellini Salad		40 Serving			
Baked Beans		6-1/8 Qt.			
Condiment, Tray		2 Tray			
can soda		1 Case			
Fruit Tray, Fresh with Dressing		1 Tray			

Here's a sample [Catering Proposal](#) automatically generated by CostGenie.



# Catering Proposal

Byrd Wedding  
Sunday, June 15, 2003



**Proposal No: P1001**

Cost Genie Restaurant  
105 Any Street  
Any Town, USA

<b>Client Information:</b> Barbara Byrd Wedding 56 Elm Ave. Osage Beach, MO 65065 Attn: Ms. Barbara Byrd Phone: (573) 239-8989 Fax:		<b>Event Location:</b> Wedding to take place at the Osage Beach Moose Lodge 1500 Main Street Cross Street - Main and 13th St.		<b>Occasion/Theme:</b> Wedding / Elegant <b>Service/Attire:</b> Buffet / Theme			
<p>Terms and Conditions of Proposal: I understand that we will be charged for the Guaranteed Guest count or the actual number of guests in attendance, whichever is greater. A final Guaranteed Guests count must be confirmed at least five (5) working days prior to your event. Should your guaranteed number decrease below the Guaranteed Guest count indicated at right, the price per person is subject to increase. Balance due is payable at the time of service. All deposits are non-refundable and are due upon execution of this agreement.</p>		<b>Arrive/Start/Serve:</b> 10:00 AM / 1:00 PM /		<b>End Time/Flexible:</b> 5:00 PM /			
		<b>Price per Person:</b> \$50.50		<b>Guarantee Guests:</b> 200			
		<b>Deposit Required:</b>		<b>Customer Pick Up:</b>		<b>Balance Due:</b> \$5,402.01	
		<b>Accepted by/Date:</b>					
<b>Menu Selections</b>				<b>Equipment Description Qty.</b>			
Fruit Tray, Fresh with Dressing A variety of fresh fruits with yogurt dressing		Beef, Strip New York		Place Settings 100			
Sandwich, Finger Devil Ham		Parsleyed Red Potatoes					
		Green Beans, Country					



Staffing Positions & Numbers	
Bartender (1)	
Bus/Cleanup (1)	
Event Coordinator (1)	
Server (3)	

<b>\$7,000.00</b> Food/Beverage	<b>\$9,394.80</b> Taxable Total
<b>\$551.76</b> Labor	<b>\$0.00</b> Non Tax Total
<b>\$1,132.76</b> Service Charge 15%	<b>\$704.61</b> Sales Tax 7.5%
<b>\$137.50</b> Equipment	<b>\$10,099.41</b> Grand Total
<b>\$287.50</b> Misc. Costs	<b>\$4,697.40</b> Less Deposit
<b>\$9,394.80</b> Sub Total	<b>\$5,402.01</b> Balance Due

Other Services/Products Qty.	
Flour Center Pieces (Small)	10

Inv. No.	Com. Item	Ingredient Name	Cur. Inv.	Loc. No.	Sub LocNo.	Main Category	Pack Description	Pack Price	Rec. Use	Inven. Unit	Inven. Price	OnHand Loc.	At Locs
1047	<input type="checkbox"/>	Butter, Unsalted	<input checked="" type="checkbox"/>	300		Dairy	36 / 1 Pound, Case	\$104.78	4	Pound	\$2.91		1
1112	<input type="checkbox"/>	Butter	<input checked="" type="checkbox"/>	300		Dairy	36 / 1 Pound, Case	\$104.78	1	Pound	\$2.91		1
1109	<input type="checkbox"/>	Coffee	<input checked="" type="checkbox"/>	100		Beverage	1 / 30 Pound, Case	\$96.00	1	Pound	\$3.20		1
1098	<input type="checkbox"/>	Chicken Breast Random	<input checked="" type="checkbox"/>	600		Meat	4 / 10 Pound, Case	\$75.00	1	Pound	\$1.88		1
1326	<input type="checkbox"/>	Sauce, Tabasco	<input checked="" type="checkbox"/>	100		Groceries	12 / 12 Ounce, Case	\$58.79	3	Each	\$4.90		1
1240	<input type="checkbox"/>	Oregano Leaves, Mex	<input checked="" type="checkbox"/>	100		Groceries	1 / 6 Pound, Cont	\$57.50	2	Case	?		1
1009	<input type="checkbox"/>	Bacon layr Sliced 18/22 Flat	<input checked="" type="checkbox"/>	600		Meat	1 / 15 Pound, Case	\$56.95	3	Pound	\$3.80		1

You are now in the Inventory List. You will see that there are items already in the program. This demo version contains over 382 ingredients. 163 Bar and 219 Food & Non Food.

## COST GENIE CAN UPLOAD YOU PRODUCT LIST INTO YOU PROGRAM

Inv. No.	Com. Item	Ingredient Name	Cur. Inv.	Loc. No.	Sub LocNo.	Main Category	Pack Description	Pack Price	Rec. Use	Inven. Unit	Inven. Price	OnHand Loc.	At Locs
1047	<input type="checkbox"/>	Butter, Unsalted	<input checked="" type="checkbox"/>	300		Dairy	36 / 1 Pound, Case	\$104.78	4	Pound	\$2.91		1
1112	<input type="checkbox"/>	Butter	<input checked="" type="checkbox"/>	300		Dairy	36 / 1 Pound, Case	\$104.78	1	Pound	\$2.91		1
1109	<input type="checkbox"/>	Coffee	<input checked="" type="checkbox"/>	100		Beverage	1 / 30 Pound, Case	\$96.00	1	Pound	\$3.20		1
1098	<input type="checkbox"/>	Chicken Breast Random	<input checked="" type="checkbox"/>	600		Meat	4 / 10 Pound, Case	\$75.00	1	Pound	\$1.88		1
1326	<input type="checkbox"/>	Sauce, Tabasco	<input checked="" type="checkbox"/>	100		Groceries	12 / 12 Ounce, Case	\$58.79	3	Each	\$4.90		1
1240	<input type="checkbox"/>	Oregano Leaves, Mex	<input checked="" type="checkbox"/>	100		Groceries	1 / 6 Pound, Cont	\$57.50	2	Case	?		1
1009	<input type="checkbox"/>	Bacon layr Sliced 18/22 Flat	<input checked="" type="checkbox"/>	600		Meat	1 / 15 Pound, Case	\$56.95	3	Pound	\$3.80		1

Now that you have the Inventory List, You will want to take inventory

Click on the last of the five tabs to the right, "History Report".



Make sure "Inventory Worksheet" is displayed in the field under the Create & View button, then click on the Create & View Button.



Click on "Submit"



A Menu will appear. Click "Continuous." This takes you to a preview of the Inventory Worksheet

Since we do not want to print at this time click “Cancel.” Then press Return.

**Note:** THE MOST IMPORTANT THING TO REMEMBER IS THE INVENTORY ORDER IS BY “SUB LOCATION”

*(Counting Process --If you had printed the Inventory Sheets, you would write in the quantities in the End Inv. Column for each item. Pay particular attention to the Inventory Unit before writing in the number.)*

Go to the “Ending Inven” Tab (in black below) and input your inventory.



The screenshot shows the 'Ending Inven.' menu option highlighted. Below it is a table of inventory items with columns for Inv. No., Ingredient, Loc No., Sub LocNo, Begin Inven., Received Total, Period Breaks, Units Used, Inventory Unit, Inventory Price, On Hand, Ending Inven., and Count Varies.

Inv. No.	Ingredient	Loc No.	Sub LocNo	Begin Inven.	Received Total	Period Breaks	Units Used	Inventory Unit	Inventory Price	On Hand	Ending Inven.	Count Varies
1010	Baking Powder	100						Cont	\$1.50			
1011	Baking Soda	100						Each	\$1.34			
1014	Base Beef	100						Case	\$54.34			
1015	Base Chicken	100						Case	\$56.79			
1018	Basil Leaves	100						Cont	\$4.67			
1105	Bay Leaves	100						Cont	\$4.67			
1023	Beans, Black	100						Pound	\$0.60			

Input your inventory from your inventory worksheets. The Ending Inventory Form will be in the same order as the Inventory Worksheet

More About The Inventory File...

Inventory

The foundation of **CostGenie** is the **Inventory File**:

- No limit on the amount of ingredients you can have
- Current USDA Database For Nutrient Facts
- Creates Inventory Worksheets
- Allows You To Categorize Ingredients For A Quick Find
- Provide Multiple Locations For Each Item
- Complete Ordering Program
- One Click, Switch From Food To Bar Inventory
- Allows You Commissary And Create An Invoice
- Allows You To Inventory Sub-Recipes (Sauces, Dressings, etc.)
- Allows You To Have Multiple Suppliers
- Maintains Data on Each Supplier and Creates A Weekly Supplier Order Sheet with Name of Supplier, Order Day, Receive Day, Telephone Number, Etc.
- Maintain A History Of Each Ingredient; Date And Ending Inventory, Price Changes By Supplier, And Amount Purchased And More

Let's Move On To The Recipe File...

The image shows three small icons labeled 'Inv', 'MItem', and 'Cater' on the left, and a large red button with the text 'Recipes' on the right.

You are now in the Recipe File with the "Recipe List" Form showing.

Recipe No.	Recipe Name	Curr. Menu	Menu Prep	Prod Sit	In Use	Recipe Category	Sub Category	Recipe Yield	Recipe Cost	Menu Unit	Menu Cost
1	Beans,Pinto Prepared	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Starch	Beans	1 / 1 Quart	\$1.924	Fl. Oz.	\$0.060
2	Pizza Dough	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	3	Dough		1 / 24 Ounce	\$1.418	Ounce	\$0.059
3	Texas Chili & Beans	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	1	Soup	Soup	1 / 1 Gallon	\$11.038	Fl. Oz.	\$0.690
4	Pan-Fried Chicken with Pan	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	1	Entree	Poultry	1 / 8 Each	\$6.042	Each	\$0.755
5	Classic Italian Sub Sandwich	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	1	Sandwich	Cold	40 / 1 Each	\$1.061	Each	\$1.061
6	BBQ Pork Sandwich	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	1	Sandwich	Hot Sandwich	1 / 1 Serving	\$1.184	Serving	\$1.184
7	Italian Tortellini Salad	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	Salad	Pasta	1 / 12 Serving	\$10.475	Serving	\$0.873
8	Cream Cheese Icing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		Sub Recipe	Cake	1 / 5.25 Pound	\$6.758	Oz. (w)	\$0.080

To create a new recipe or to see the "Item set up" you may click on the number to the left of the recipe name or click on the recipe and then select "Item SetUp" from the tab bar.

This is the Item SetUp" form

We've tried to eliminate as much typing as possible.

Look at the next screen shot. The arrow is pointing to a "Hint" column.

Simply type the first 3-4 letters of an ingredient and a Pop-up list of suggested items will appear.

Highlight the correct ingredient for your recipe and press the "Enter Button" and the entire description as previously entered in your inventory is filled in automatically.

**COST GENIE**

**Recipes**

Created: 
 Modified: 07/02/08 09:08:21

Record: 8 of 53

Found: 53

Recipe No.:

Recipe Name:

Recipe Yield: 
 Recipe Cost:

Menu Portion: 
 Portion Cost:

Cals/Serv: 626

Sort	X	Hint	Ingredient No. & Name	Prep	Pack Description	Price	Ref.	Cals	Qty	Unit	Cost	Extend
35	<input type="checkbox"/>	bis	1113 Biscuit, Buttermilk Lg		140 / 1 Ounce, Case	\$14.17	0	9,809	100	Each	\$0.101	\$10.120
36	<input type="checkbox"/>										\$0.000	\$0.000
37	<input type="checkbox"/>		<b>Cream Gravy Recipe</b>								\$0.000	\$0.000
38	<input type="checkbox"/>	chi	1007 Cracker, Saltines		1 / 1 Case, Case	\$10.50	0	0	1.75	Each	\$0.053	\$0.092
39	<input type="checkbox"/>	por	1115 Pork, Sausage		1 / 10 Pound, Case	\$25.00	0	17,926	13	Pound	\$2.500	\$32.500
40	<input type="checkbox"/>	oni	1029 Pork, Pulled BBQ	Chopped	1 / 50 Pound, Bag	\$12.50	10	36	3	Ounce	\$0.017	\$0.052
41	<input type="checkbox"/>	mar	1115 Pork, Sausage		30 / 1 Pound, Case	\$33.50	0	1,599	8	Ounce	\$0.070	\$0.558
42	<input type="checkbox"/>	flo			1 / 25 Pound, Bag	\$7.02	0	769	8	Ounce	\$0.018	\$0.141
43	<input type="checkbox"/>	mil			3 / 1 Gallon, Case	\$7.85	0	1,172	2	Quart	\$0.654	\$1.308
44	<input type="checkbox"/>	sal			24 / 26 Ounce, Case	\$7.85	0	0	1	Tbsp	\$0.008	\$0.008
45	<input type="checkbox"/>	pepp	1264 Pepper, Black Pure		1 / 16 Ounce, Cont	\$5.65	0	8	1.5	Tsp	\$0.027	\$0.040

There are two (?) types' recipe cards: Cooks Version & Manager Version



### Let's move on to the Menu Item file ...



Click on the Menu Item Icon and you will be in the Menus File with the Item List Form displayed.

Menu ID No	Menu Item Name	Cur.	Menu Type	Category	Sub Category	POS ID	Portion	Food Cost	Selling Price	Food Cost %	Gross Profit
1	Texas Style Chili	<input checked="" type="radio"/>	Main Menu	Soup		103	1 Serving	\$1.089	\$3.00	25.0%	\$1.91
2	Asapragus Leek Soup	<input checked="" type="radio"/>	Main Menu	Soup		102	1 Serving	\$0.586	\$3.50	35.0%	\$2.91
4	Beer Batter Onion Rings	<input checked="" type="radio"/>	Main Menu	Appetizer		100	1 Serving	\$0.656	\$2.62	25.0%	\$1.96

Click on the "Item SetUp" tab (in black below) to input or create a new Menu Item.

The screenshot shows the 'Item Setup' window for 'Texas Style Chili'. The 'Category' is 'Soup' and 'Sub Category' is 'Beef'. The 'Menu Portion' is '1 Serving' with a 'Food Cost' of '\$1.089'. The 'Selling Price' is '\$4.36', resulting in a 'Food Cost %' of '25.0%' and a 'Gross Profit' of '\$1.91'. The 'Menu Description' is 'Fresh homemade chili served with cheese, onions and crackers!'. A 'Nutrition Facts' label is displayed on the right, showing 485 calories and 183 fat calories. The 'Menu Engineering' section shows the report is 'ME by Item Profit' for the date '04/30/08'.

The "Components" tab is where you enter items. This form is the same as the Ingredients tab in the Recipe file. Use your Hint column and your Recipes will come up in a Pop-Up list to be entered into the menu item.

The screenshot shows the 'Components' tab for 'Texas Style Chili'. The 'Menu I.D.' is '1' and the 'Menu Type' is 'Main Menu'. The 'Menu Category' is 'Soup'. The 'Menu Cost' is '\$0.95' and 'Calories' are '275'. Below is a table of components:

Sort	X	Hint	Inv LD.	Rec LD.	Recipe/Ingr. Name	Pack/Recipe Yield	Price	Qty	Unit	Cals	Cost	Extend
1	<input type="checkbox"/>	tex		3	Texas Chili & Beans	1 / 1 Gallon	\$13.02	8	Oz. (m)	275	\$0.102	\$0.81
2	<input type="checkbox"/>		1042		Cracker, Oyster 150/5 ct	1 / 1 Case	\$10.50	2	Each	0	\$0.070	\$0.14

This is your Line Recipe Card for your line cooks and Managers card

Managers Version

## Books Menu Item Card

**1** Texas Style Chili

Return

Print w/Sub Recipes

Print

**Type:** Main Menu

**Category:** Soup

**Sub Cat:** Beef

**Fresh homemade chili served with cheese, onions and crackers!**

LP. No.	Component Base	Amount
R-3	Texas Chili & Beans	8 fl oz
I-1061	Cheddar, Mild Block	1 oz
I-1229	Yellow Onion	1 oz
I-1044	Cracker, Saltines 200/2 pk.	1 ea

Put an 8 ounce ladle of chili into a 10 Ounce Bowl

Place on a 9 Inch Plate.

Top with Shredded Cheddar Cheese and Chopped Onions

## More about the Menu Item file

Managers Version

## Menu Items

**Created:** 10/28/04:14:31:51

**Modified:** 07/03/09:07:49:04

**Record:** 1 of 22

**Found:** 22

**Menu ID & Name** 1 Texas Style Chili

**POS ID & Menu Type** 103 Main Menu

**Menu Description**

Fresh homemade chili served with cheese, onions and crackers!

**Nutrition Facts** NLEA Label

Sample Size: 1 Serving

**Calories 485** **Fat Calories 183**

% Daily Value\*

**Total Fat** 20g **31%**

Saturated Fat 9g **44%**

Trans Fat 0g

**Cholesterol** 49mg **10%**

**Sodium** 1211mg **50%**

**Total Carbs** 52g **17%**

Dietary Fiber 13g **52%**

Sugars 8g

**Protein** 27g

Vitamin A 2% • Vitamin C 0%

Calcium 4% • Iron 0%

\*Percent Daily Values are based on a diet of other people's misdeeds.

**Menu Portion** 1 Serving

**Food Cost** \$0.930

**Selling Price** \$3.72

**Food Cost %** 25.0%

**Gross Profit** \$2.07

Browse for Picture

**Menu Engineering**

**Report** ME by Item Profit

**Menu Type** Main Menu

**Category** Sandwiches

**Sub Cat**

**For Dates** 04/30/08 thru 04/30/08

**Summarize**

**Sub Cat?** No Submit

Print Menu

There are a lot of unique features in the Menu Item File

1. Print Menu

**Menu Engineering**

Report: ME by Item Profit

Menu Type: Main Menu

Category: Sandwichhwa

Sub Cat:

For Dates: 04/30/08 thru 04/30/08

Summarize Sub Cats?: No

2..

The concept of Menu Engineering is to help you to understand the relative profitability and popularity of your menu items so that you can make better menu planning, design and pricing decisions.

What Cost Genie does is to allows managers, owners and chefs to recognize the menu items that they want to sell (the most popular and profitable ones) and to eliminate those items that do not contribute to the restaurants bottom line.

It also allows for finer menu planning by revealing, for example, a popular but unprofitable item which can be "re-engineered" to provide more profit. Menu engineering places more emphasis on the concept of contribution margin as opposed to food cost percentage

3. " Nutrition Facts" – Cost Genie has nutrition a list for Menu Items and Recipes

Date Printed: 07/03/09

Menu Item Name	Calories and Calories from Fat	Total Fat (g) & % Daily Value	Saturated Fat (g) & % Daily Value	Cholesterol (mg) & % Daily Value	Sodium (mg) & % Daily Value	Carbohydrate (g) & % Daily Value	Dietary Fiber (g) & % Daily Value	Sugars (g) & Protein (g)	Vitamin A	Vitamin C	Calcium	Iron
Texas Style Chili	485 183	20 31%	9 44%	49 16%	1,211 50%	52 17%	13 52%	8 27	160%	20%	360%	10%
		Percent Daily Values										
Asparagus Leek Soup	128 104	12 18%	7 35%	35 12%	16 1%	6 2%	2 7%	1 2	130%	0%	60%	0%
		Percent Daily Values										
Beer Batter Onion Rings	803 457	51 78%	7 36%	0 0%	1,492 62%	79 26%	10 38%	31 10	30%	30%	210%	0%
		Percent Daily Values										
BBQ Pork Sandwich	466 198	22 34%	10 52%	101 34%	726 30%	32 11%	4 17%	21 39	120%	40%	390%	0%
		Percent Daily Values										
Classic Italian Sub	219 144	16 25%	5 25%	47 16%	924 39%	5 2%	1 4%	3 14	70%	10%	120%	0%
		Percent Daily Values										

More About The Menu Items File...

The Menu Items File:

- Allows You To Cost Out Each Menu Item
- Has Nutrient Data On Each Menu Item
- Allows You To Print A Working Menu
- Allows you to upload items sold from your POS system and input PLU's from your cash register.
- Maintains a History Of Menu Items Sold
- You Can Maintain A Projected Menu Mix to monitor your daily food cost and any changes based on invoice increase or changes in the recipe or

- menu item components. In other words, you can play “what if” anytime.
- Allows Multiple Menus
  - Prints Out A Detailed or Summary Reports of: Item Sold, % To Category And % To Total Item Sold, Gross Margin, Menu Item Food Cost as well as the Total Food Cost for the Day, Week Or Month
  - Keeps A Running Average Of Menu Items Costs
  - Allows You To Monitor Cost Of Each Menu Category
  - And More

Note Look for more additions at the end of the procedure