

Aspect Software, Inc.
Back-office software for restaurateurs

BWW NEW MENU ITEMS

Support Guide for Entering in New Menu Items into Aspect

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Step 1 – The first step is to enter in your new POS items into your POS System.

If you are using H.S.I., you will need to assign a PLU and REF number to each new item. The PLU and REF number needs to be unique for each item.

If you are using Panasonic, you will need to assign a PLU number to each new item. The PLU number needs to be unique for each item.

If you are using Aloha, OnePOS, or Micros, you will simply need to add the item. A PLU or REF number is not required as the POS system automatically assigns a unique number.

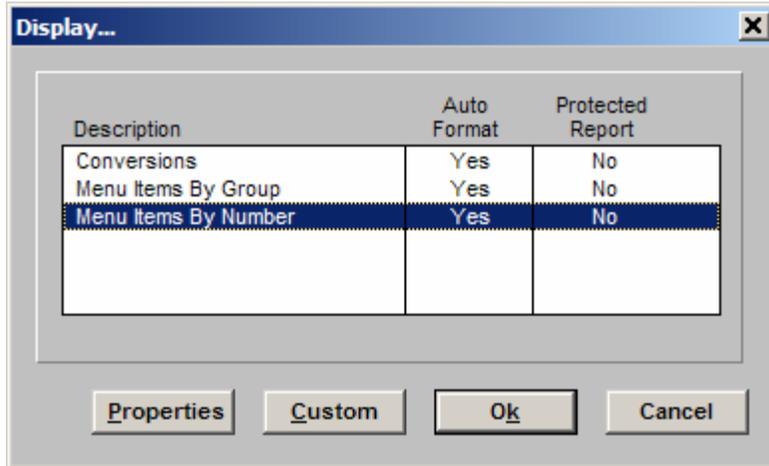
If you are unsure on how to accomplish this, please contact your POS Provider.

Step 2 – The second step is to determine what PLU or REF numbers are available.

Open Aspect > Inventory > Edit Recipes

Menu Number	Name	Serving Size	Sale Price	Prep Cost	Gross Profit	Cost Percent	Last Modified
	Brunch	Serving	0.40	0.11	0.29	28.61	01-23-03
	Batch - Buffy	Serving		0.23	-0.23		01-23-03
	Batch - Cheese	Serving		0.00	-0.00		09-04-03
	Batch - Dressing	Serving		0.20	-0.20		01-20-03
	Batch - Fajita S	Serving		5.37	-5.37		01-20-03
	Batch - Jar-sauce	Serving		1.60	-1.60		01-21-03
	Batch - Kola	Serving		0.89	-0.89		01-21-03
	Batch - Pop pickt	Serving		0.26	-0.26		01-21-03
	Batch - Ques	Serving		0.55	-0.55		01-23-03
	Batch - Rum	Serving		0.32	-0.32		01-21-03
	Batch - Salad Mix	Serving		0.01	-0.01		01-23-03
	Batch - Salasalc	Serving		0.19	-0.19		01-23-03
	Batch - Sauce	Serving		0.00	-0.00		01-23-03
	Batch - Slaw Mix	Serving		42.11	-42.11		10-23-02
	Batch - Sandwichest	Serving		0.28	-0.28		01-28-03
	Batch - Soda	Serving		0.16	-0.16		10-01-03
	Batch - Soda Cup	Serving		0.07	-0.07		01-24-01
	Batch - sw ranch	Serving	0.40	0.10	0.30	25.73	01-21-03
	Batch - Swatson R	Serving		0.10	-0.10		01-20-03
	Batch - Tacosalad	Serving		0.82	-0.82		01-30-03
	Batch - Tea Mix	Serving		3.16	-3.16		08-25-03
	C	Serving					08-05-03
	C	Serving					08-05-03
	C	Serving					08-05-03
10001	Blue Cheese	Serving	0.40	0.13	0.27	31.54	01-22-03
10002	Swatn	Serving	0.40	0.00	0.40	0.99	01-20-03
10003	Ranch	Serving	0.40	0.11	0.29	28.61	01-22-03
10004	30 Wings	Serving	0.30	0.19	0.11	81.78	01-21-03
10005	50 Leuk	Serving	0.50	0.16	0.34	32.74	01-20-03
10006	10 Wings	Serving	3.00	1.87	1.13	62.33	01-21-03
10007	12 Wings	Serving	3.60	2.24	1.36	62.26	01-21-03
10008	15 Wings	Serving	4.50	2.81	1.69	62.41	01-21-03
10009	18 Wings	Serving	6.40	3.37	2.03	62.32	01-21-03
10010	20 Wings	Serving	6.00	3.74	2.26	62.26	01-21-03
10011	24 Wings	Serving	7.20	4.48	2.72	62.20	01-21-03
10012	25 Wings	Serving	7.50	4.66	2.84	62.19	01-23-03
10013	30 Wings	Serving	9.00	5.60	3.40	62.22	01-23-03
10014	5 Wings	Serving	1.50	0.94	0.56	62.82	01-21-03
10015	6 Wings	Serving	1.80	1.13	0.67	62.65	01-21-03
10036	5 on Side	Serving					01-21-03
10037	Sadd Bacon	Serving	0.50	0.26	0.25	49.95	01-21-03
10038	Sadd Cheese	Serving	0.40	0.05	0.35	20.37	01-21-03
10039	Sadd Chomps	Serving	0.50	0.02	0.40	3.21	01-21-03
10040	Sbecon Wilcheese	Serving	0.00	0.33	0.47	41.00	01-21-03
10041	Slack & Bleu	Serving	0.00	0.20	0.60	24.70	01-20-03
10042	Spoun	Serving	0.20	0.01	0.19	5.76	01-20-03
10043	Schil	Serving	0.50	0.20	0.30	39.44	01-21-03
10044	Scrate Of Sauce	Serving	13.99	4.81	9.10	34.36	01-24-01
10047	Sdressing	Serving	0.40		0.40		01-21-03
10048	Sentra Pity	Serving	1.50	0.51	0.99	34.20	01-21-03
10049	Spcamole	Serving	0.50		0.50		01-21-03
10050	Ssakpeno	Serving	0.40	0.11	0.29	20.39	01-20-03
10051	Spar Of Sauce	Serving	3.78	1.60	2.18	42.25	01-24-01
10053	Srol	Serving	1.00	0.16	0.84	16.34	01-21-03
10054	Ssalsa	Serving	0.40	0.15	0.25	37.20	01-21-03
10055	Ssauce	Serving	0.50	0.16	0.32	35.07	01-20-03
10056	Ssathoma Wlchz	Serving	0.80	0.09	0.71	11.63	01-21-03
10057	Ssaur Cream	Serving	0.40	0.07	0.33	18.34	01-21-03
10058	Ssweatm Topping	Serving	0.80	0.38	0.42	46.98	01-21-03
10218	Sdouble	Serving	1.75				
10220	Srocka-Zoz	Serving	0.50				
10221	Ssp	Serving	0.50		0.50		

Next, click on the Binoculars, choose “Menu Items by Number”, and hit OK



A list will appear by number. Simply assign a logical non-used number to the item in the POS system based on this list.

Step 3 – Import from your POS System

If you are using H.S.I., you may import real time data by choosing Action / Import POS Totals.

If you are using Panasonic, Aloha, OnePOS, or Micros, you will need to wait until the following day until the files are created by the POS System. Once they are created, you may import data by choosing Action / Import POS Totals.

Step 4 - Setup Recipe

Once the information is imported from the POS System, you may now add the correct ingredients to cost out the new menu item. To add to the new menu item, simply go to Inventory > Edit Recipe > Double click on the new item and you will see an Edit Recipe Box. The menu item name, group, sale price and menu number all come from the POS system. DO NOT change them.

Edit Recipe

Name: \$RANCH Gross Yield: 1 - Serving Ok

Group: \$.30/\$.50 Serving Size: 1 - Serving Cancel

Menu #: 0 - 0 Code: 10003 Sale Price: 0.40

Ingredient	Ingredient Size	Recipe Quantity	Conversion	Price	Cost	Cost %
2oz Lids	Case	Each	Cs = 2500-Ea	24.53	0.0098	2.45
2oz Plastic Cups	Case	Each	Cs = 2500-Ea	20.12	0.0080	2.01
Bulk Ranch	Gallon	2-Fluid Oz	Gl = 128-Fz	6.18	0.0966	24.14
					0.1144	28.61

Insert Delete Edit Display Print

When you list the ingredients used to prepare the menu item, they will produce some quantity, usually one serving. This is the 'Gross Yield'. Practically every menu item will have a 'Gross Yield' and 'Serving Size' of 1 serving. The only exceptions will be batch recipes.

To begin adding ingredients, click on the Insert button. Select an inventory item and enter the quantity that should be used in the recipe. The 'Description' field is not required. Some quantities can be confusing and the description is used to further explain why you entered '.16 each' for example. You might enter 'one slice' in the description.

You are free to use any sizes you like when adding ingredients. If the program does not know how to convert from one size to another it will pop up a window asking you for the conversion.

If you don't know the exact BWW recipe, please contact BWW Support to obtain the proper recipe ingredients and quantities.

Once done, simply click OK.