



# Menu Analysis Application Tour Guide

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# welcome to menu analysis

The Menu Analysis application is an online tool for creating menus and plates that helps you manage food costs and maximize profits.

Menu Analysis provides easy access to all product, plate, and menu information and associated cost and profitability calculations. You can quickly perform plate analysis, then choose and order attractive alternative products to help you save time and money.

With Sysco Menu Analysis you can:

- Create menus and plates
- Create plate analysis simulations to ensure target food costs and profitability
- Easily print plates for reference

# accessing menu analysis

To access Menu Analysis from Sysco Market:

1. Select the ① Order heading, *Sysco Market Express Ordering* displays.



2. If you have access to multiple accounts, select the account.
3. Select the Menu Analysis ② heading. The Menu Analysis application displays.



# indicators & buttons

Indicators and buttons display across the Menu Analysis application. The list below describes these indicators and buttons.



## Alert

Under the Menu heading, any menu that does not meet the percentage for maintaining target food cost displays an alert. Under the Plates heading, any discontinued items display an alert next to the product. Any plate that does not meet the percentage for maintaining target food cost displays an alert. Hover over an alert to view an explanation of the alert.

## Add Ingredient

### Add Ingredient

Click to add ingredients from your custom ingredients, your order guide, or the product catalog.

## Add Ingredient Recipe

### Add Ingredient Recipe

Click to add an ingredient recipe to your plate.

## Create New

### Create New

Click to create a new plate.

## Add to Menu

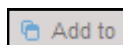
### Add to Menu

Click to add the selected plate to a new or existing menu.

## Update Pricing

### Update Pricing

Click to update pricing information for items within a plate or plate analysis.



### Add to

Click to add ingredients to a new or existing plate.

## Upload Image

### Upload Image

Click to add a photo of your plate.



### Remove

Click to delete an existing plate or ingredient.



### Move Up

Move item up in a list of ingredients.



### Move Down

Move item down in a list of ingredients.



### Sysco

Sysco product brand.

Welcome, Om\_exp1

**Sysco Market**  
Menu Analysis

Search Product Catalog

My Active Account ▼ Locations  
Account #: 1000000578  
Account: Heavener Public Sc...

Home Menus Plates Ingredients

**Account Information**

**Welcome**  
Om\_exp1 Om\_exp1

**User ID**  
OM\_EXP1

**Operating Company**  
OpCo: 1050 - Sysco  
Arkansas  
Payer #: 9000000041  
Phone #: 918-653-4307

**Account**  
Heavener Public School

**Account #**  
1000000578

**Address**  
East 4th & Ave. G St.,  
Heavener, OK 74937

**Get Started**

### Welcome to the Newly Designed Menu Analysis

The new and improved Menu Analysis is now available! We have made changes to provide you with a powerful tool to help you manage your plate costs, in an easier to use application. Menu Analysis will help you breakdown the various cost components that make up a recipe, group of recipes, or a menu item for the purpose of identifying opportunities for improved menu performance and increased profitability. Now you can easily:

- Establish and control food cost
- Make decisions that will increase profit dollars
- Identify your high and low profitable menu items
- Track portions, ingredients, and recipes for consistency of plate presentation

1	Select the Home icon to return to the <i>Menu Analysis</i> homepage.	5	Click the Get Started button to create a new menu or plate.
2	View custom-created or shared menus, or create new menus from the Menus heading.	6	Use the Search Product Catalog field to search for products to add to your new or existing plate.
3	View custom-created or shared plates, or create new plates from the Plates heading.	7	Switch your account by expanding the Locations heading. <i>Note:</i> The Locations heading is only visible for those customers who have access to multiple accounts.
4	Click the Ingredients heading to access Sysco ingredients in your existing recipes, the order guide, or product catalog, or to access your custom ingredients.		

# plates summary page

Click to display the  
*Plates Summary* page.

Change the target  
food cost percentage.

Create a new plate by  
adding products and  
custom ingredients.

Create a new plate using  
plate details from an  
existing plate.

The screenshot shows the Sysco Market interface. At the top, there's a header with the Sysco Market logo, a search bar, and user account information. Below the header is a navigation bar with tabs for Menus, Plates, and Ingredients. The 'Plates' tab is selected. On the left, a sidebar shows 'Plates Summary' as the active section, with links for 'My Plates', 'Sysco Recommended', and 'Shared Plates'. The main content area is titled 'Plates' and features a 'Target Food cost %' input field set to 35.00. There are two buttons: 'Create New' and 'Import Plate'. Below these are three sections: 'My Plates (30)', 'Sysco Recommended Plates (15)', and 'Shared Plates (453)'. Each section contains a table with columns for Category, Menu Name, Plate Name & Description, Owner, Price, and Cost%. The 'My Plates' table has one row: 'Uncategorized', 'None', 'lunch plate', 'CRP\_000107', '0.00', '0.00'. The 'Sysco Recommended Plates' table has one row: 'APPETIZER', 'me040901', 'Allen's Plate local 1', 'CRP\_000107', '11.50', '22.26'. The 'Shared Plates' table has one row: 'ENTREE', 'me040901', 'recipe 1 local 3', 'CRP\_000107', '120.00', '9.00'. Each table has a 'View all' link at the bottom right.

Plates

Plates Summary

My Plates

Sysco Recommended

Shared Plates

Plates

▼ My Plates (30) Target Food cost % 35.00

Column Settings Clear Settings

Category	Menu Name	Plate Name & Description	Owner	Price	Cost%
Uncategorized	None	lunch plate	CRP_000107	0.00	0.00

View all My Plates

▼ Sysco Recommended Plates (15)

Column Settings Clear Settings

Category	Menu Name	Plate Name & Description	Owner	Price	Cost%
APPETIZER	me040901	Allen's Plate local 1 alien can eat	CRP_000107	11.50	22.26

View all Sysco Recommended Plates

▼ Shared Plates (453)

Column Settings Clear Settings

Category	Menu Name	Plate Name & Description	Owner	Price	Cost%
ENTREE	me040901	recipe 1 local 3 Description...	CRP_000107	120.00	9.00

View all Shared Plates

Click a plate category to  
view all My Plates, Sysco  
Recommended Plates,  
or Shared Plates.

Click a plate name to display  
the *Plate details* screen.

# my plates page

Click to display the My Plates page.

Add plates to a new or existing menu.

Change how and which columns display in the grid.

Group plates by menu or category.

Sysco Market Menu Analysis

Search Product Catalog

My Active Account Location  
Account #: 1000000280  
Account: Little Rock Ath Do...

Menus Plates Ingredients

Plates > My Plates

Plates Summary

My Plates

Sysco Recommended

Shared Plates

▼ My Plate(s) (4) Target Food cost % 95.00 Create New Import Plate

Delete Copy Share Send Print Update Price Order Group by

Add to Column Settings Clear Settings

	Category	Image	Menu Name	Plate Name & Description	Owner	Price	Cost%
<input type="checkbox"/>	SANDWICH		None	Chicken Sandwich	OM_EXP2	5.50	0.00
<input type="checkbox"/>	ENTREE		None	Steak	OM_EXP2	12.50	8.75
<input type="checkbox"/>	ENTREE		None	Fried Chicken	OM_EXP2	8.75	0.00
<input type="checkbox"/>	ENTREE		None	Egg Breakfast	OM_EXP2	3.00	0.00

Select the checkbox to copy, delete, share, send, print, or order a plate.

All created or imported plates display in the plate grid.

The alert icon indicates plate exceeds target food cost.



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## plate management

With Menu Analysis, you can create plates, perform menu analysis, and easily print or email the results.

In this section, the following topics are detailed:

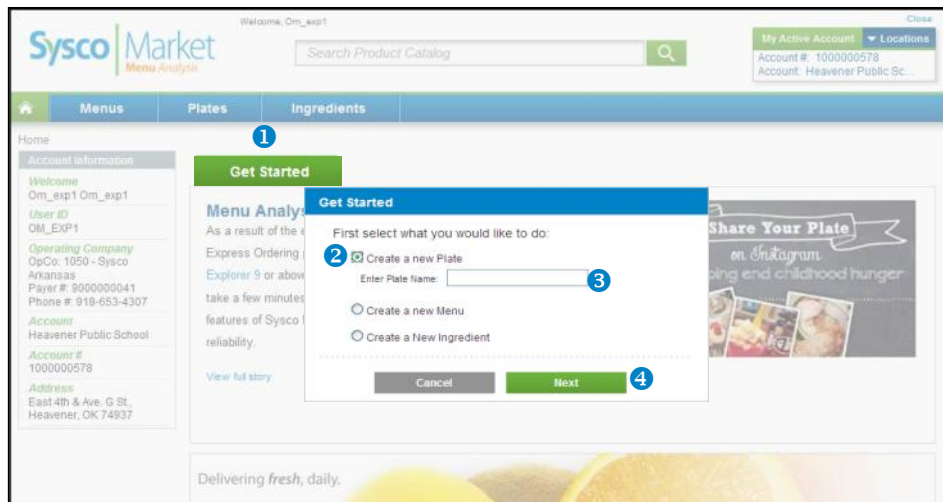
- Adding and deleting plates and plate details
- Determining the difference between Sysco products and custom ingredients
- Adding and deleting products, ingredients, and recipes to plates
- Entering products and ingredient attributes
- Scaling plates
- Sending or sharing plates

# adding and deleting plates

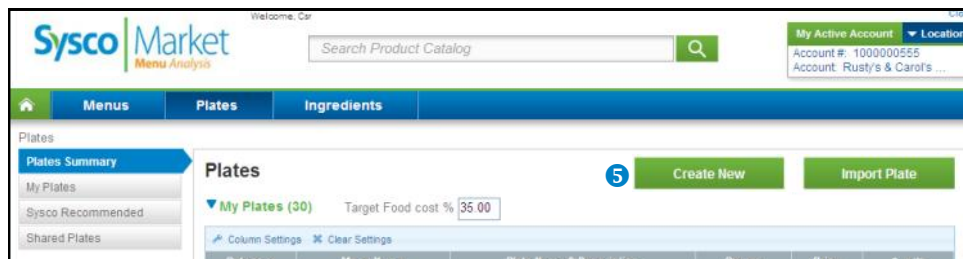
As you start creating new plates, the application displays them in the Plate grid. You can group them into menus (see *Creating and Editing Menus*). Use the *Plate details* screen to create plates by adding Sysco products, custom ingredients, and existing plates.

To add a plate:

1. From the *Menu Analysis* homepage, click ① **Get Started**.
2. Select the ② **Create a new Plate** radio button.
3. Type a name for your new plate in the ③ **Enter Plate Name** field.
4. Click ④ **Next**. The *Plate details* screen displays, where you can continue customizing your plate.



You can also add a plate from the *Plates Summary* page by clicking ⑤ **Create New**.



To delete a plate:

1. From the *My Plates* page, select the checkbox next to the plate.
2. Click **Delete**. A delete confirmation window displays.
3. Click **Yes**.

# adding plate details

To customize your plate on the *Plate details* screen:

1. In the ① Name field, enter a plate name.
2. From the ② Category drop-down list, select a category. For example, Appetizer, Entrée, Side, etc.
3. Click ③ Add Ingredient or Add Ingredient Recipe to add ingredients to your plate.
4. Add ④ Waste and Labor costs.
6. Enter ⑤ Plate Instructions.
7. Click ⑥ Save.

Sysco Pro Menu Analysis

Welcome, Manager


Search Product Catalog

My Active Account Location  
Account #: 1000000555  
Account: Rusty's & Carol's

Menus Plates Ingredients

Plates > Edit Plate

Chicken Sandwich ①

 Servings: 1 ② Produces: 1.0 EA Options: [X]

Category: SANDWICH Plates Served: 1 per [ ] Day [X] Week [ ] Month

Description: [ ]

Remove

Ingredient List

Alert	Seq	Ingredient	QTY	QTY Unit	Yield	Scale	SUPC	Brand	Unit Cost (USD)	Total Cost	Recipe Cost%	Price Lock	X
	1	Chicken Brst Grill Pck Mbe	1.00	EA	100		7034384	Sys Ck	0.97/EA	0.97	39.27		X
	2	Cheese Queso Asadero ...	1.00	OZ	100		5918988	Jamto	0.93/OZ	0.93	37.65		X
	3	Bread Ciabatta Artisan	1.00	EA	100		4427712	Bkrsmp	0.29/EA	0.29	11.74		X
	4	Lettuce Romaine Crown ...	2.00	OZ	100		6640494	Sys Nat	0.14/OZ	0.28	11.34		X

Plate Instructions/Notes

⑤

Analysis

	Simulation (\$)	Simulation (%)
Price	4.50 ④	
Cost	0.00	0.00
Waste	0.05	1.11
Labor	0.20	4.44
Other	0.20	4.44
Profit	4.05	90.00
Last Updated -	04/25/2014	

Update Pricing

Add Ingredient Add Ingredient Recipe Profit for a year: \$210.60 90.00 % Cancel Add to Menu Save ⑥

# Sysco products and custom ingredients

When creating a plate, you can add Sysco products, custom ingredients, or a mixture of both.

- 1 Select Sysco Ingredients to add Sysco ingredients that are currently used in your plates or ingredient recipes.
- 2 Select Custom Ingredients to add new or existing custom ingredients to your plate. If you select a new custom ingredient, you will be able to manually add ingredient information.
- 3 Select Order Guide or Browse Catalog to add Sysco products. Sysco provides product information such as volume, weight, and portion that you can easily add to a plate for analysis.

## The list of ingredients to add from:

- 1 ☒ Sysco Ingredients
- 2 ☐ Custom Ingredients
- 3 ☐ Order Guide
- ☐ Browse Catalog

Cancel

Submit

# adding Sysco products

To begin building your plate, use the *Plate details* screen to add Sysco products, custom ingredients, and existing plates.

To add Sysco products from the Catalog:

1. Click **1** Add Ingredient.
2. Select the **2** Browse Catalog radio button.
3. Click **3** Submit. The application displays the *Product Catalog* screen.
4. Search for products by expanding the category in the left pane.
5. Select the checkbox next to the items to add to the active plate.
6. Click Add to. The *Plate details* screen displays.
7. Repeat steps 1–6 to add more products to the active plate.
8. Click **4** Save to save products to the active plate.

**Tip:** To delete an ingredient from a plate, click the Delete icon for the ingredient in the plate.

# adding Sysco products

To add Sysco products from your Order Guide:

1. Click Add Ingredient.
2. Select the Order Guide radio button.
3. Click Submit.
4. The application displays 2 months of order history. To view items older than 2 months, select a range (such as Last 2 Months, Last 3 Months, Custom, etc.) from the ❶ Filter Order Guide dropdown. You can view your order history as far back as 14 months. You can also filter your displayed results by Previously Ordered, Category, Brand, Pack, Size, Stock Indicator, and Storage type.
5. Select the ❷ checkbox next to the items to add to the active plate.
6. Click ❸ Add to. The *Plate details* screen displays.
7. Repeat steps 1–6 to add more products to the active plate.
8. Click Save to save products to the active plate.

Welcome, Cm\_exp1

My Active Account  
Account #: 1090000877  
Account: Hob Nob

Search Product Catalog

Menus Plates Ingredients

Item History  
▼ Filter Order Guide  
Please select a date range for viewing your item purchase history.  
Last 2 months ❶  
▼ Narrow Your Results  
Filter your list with the options below.  
☐ Previously Ordered  
Category:  
Brand:  
Pack:  
Size:  
Stock Indicator:  
Storage:  
☐ Halal Certified  
☐ Kosher Certified  
☐ Organic Certified  
Reset Filter

Showing all 473 item(s) purchased within the past two months.  
☐ Group by Sysco Category  
Search within items ❸  
Add to Column Settings Clear Settings  

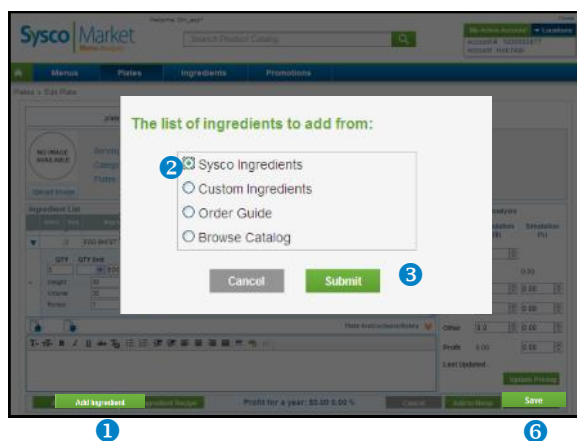
	Qty	Last Out	Stock Type	Product Name	Sysco UPC	Pack/Size	Brand	Category	Hist. Qty	Original Price(\$)	Current Price(\$)
<input type="checkbox"/>		01/29	Stock	Cookie Choc Chip Double Ivy	0148031	72/2 oz	Oslapm	Frozen	4 cs	34.55 cs	
<input type="checkbox"/>		01/29		Potato Sweet Mashed Seasoned	0152561	8/5 lb	Sys Cla	Frozen	5 cs	32.64 cs	
<input checked="" type="checkbox"/>	❷	01/29		Potato Sweet Center Cut	0180919	8/5 lb	Sys Cla	Frozen	1 cs	35.25 cs	
<input type="checkbox"/>		01/29	Remote Stock	Sweeper Floor Elect Sweep N Go	0212882	1/ea	Oreck	Supp & Eq...	3 cs	85.58 cs	
<input type="checkbox"/>		01/29		Pasta Lasagna Egg Sheet Preckd	0222877	40/4 oz	Arezzio	Frozen	3 cs	21.09 cs	
<input type="checkbox"/>		01/29		Potato Sweet Candied Patties	0265058	224/1.5 oz	Sys Cla	Frozen	3 cs	23.16 cs	
<input type="checkbox"/>		01/29	Remote Stock	Pan Sheet Cde N-6x11" Dp	0306870	1/17x11"	Bakrac	Supp & Eq...	3 cs	9.26 cs	
<input type="checkbox"/>		01/29		Dough Cookie Choc Chip	0326615	107/3 oz	Chipery	Frozen	2 cs	54.68 cs	
<input type="checkbox"/>		01/29	Remote Stock	Salami Sopressata Sweet	0338404	6/18avg lb	Murrays	Meats	3 cs	17.1400 lb	
<input checked="" type="checkbox"/>	❷	01/29	Remote Stock	Cookie Choc Chip Gluten Free	0342582	36/1 oz	Gtn Fr	Canned A...	1 cs	88.81 cs	
<input type="checkbox"/>		01/29	Remote Stock	Pasta Gnocchi Rat Sweet Potato	0415558	1/12 lb	Nuovo	Frozen	1 cs	135.60 cs	
<input type="checkbox"/>		01/29	Remote Stock	Cookie Mix Choc Chip Gtn Free	0427904	6/10 oz	Gtnfr	Canned A...	2 cs	51.44 cs	
<input type="checkbox"/>		01/29		Leaving Soon Paper Butcher Roll Wht 1000'	0447805	1/18"	Sysco	Paper & Di...	1 cs	21.37 cs	
<input type="checkbox"/>		01/29		Paper Butcher Roll Wht 1000'	0447896	1/36"	Sysco	Paper & Di...	2 cs	41.95 cs	
<input type="checkbox"/>		01/29		Mix Pancake Sweet Crm	0505541	6/5 lb	Krsteaz	Canned A...	18 cs	28.25 cs	
<input type="checkbox"/>		01/29		Cake Pkpin Bndt	0796635	36/5.3 oz	Sweetst	Frozen	16 cs	63.05 cs	
<input type="checkbox"/>		01/29	Remote Stock	Ice Pack Sheet	0806901	1/18x6"	Daydota	HMCariho...	2 cs	4.74 cs	
<input type="checkbox"/>		01/29		Cheesecake Blubry Wht Choc Ch	0866349	2/10" cs	Sweetst	Frozen	2 cs	50.53 cs	

# adding Sysco ingredients

The Add Ingredient button allows you to quickly add Sysco ingredients that you have currently used in your existing plates or ingredient recipes.

To add existing Sysco ingredients to a plate:

1. Click the **1** Add Ingredient button.
2. Select the **2** Sysco Ingredients radio button.
3. Click **3** Submit. The *Sysco Ingredients* list displays all ingredients that are currently used in your plates or ingredient recipes.



4. Select the **4** checkbox next to the items to add to the active plate.
5. Click **5** Add to. The *Plate details* screen displays.
6. Repeat steps 1–5 to add more products to the active plate.
7. Click **6** Save.

Menu

Plates

Ingredients

Sysco Ingredients

Sysco Ingredients

Custom Ingredients

Order Guide

Browse Catalog

Ingredient Recipes

Sysco Ingredients

(Sysco Ingredients currently used in your Plates/Ingredient Recipes)

Search within items

Add to

Column Settings

Clear Settings

Group by Sysco Category

▼

Narrow Your Results

Filer your list with the options below.

Previously Ordered

Category

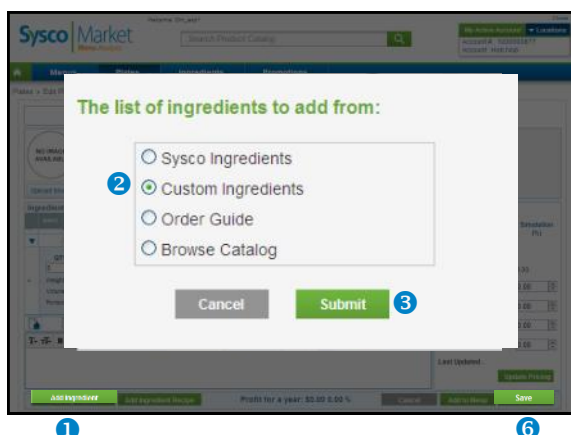
<div><div></div><div>Agg.</div></div>	Last Ord.	Stock Type	Product Name	Plate/Recipe Name	Sysco UPC	Pack/Size	Brand	Category	Price(\$)
<div><div><div></div><div>✓</div><div></div></div></div>	04/16	Demand Status	Swordfish Loaf	Multiple	6442008	1/10#avg lb	Packer	Seafood	8333.33 cs
<div><div><div></div><div>✓</div><div></div></div></div>	03/22	Demand Status	Beef Brisket Ch	Multiple	5882188	1/10#avg lb	Freedman	Meats	2.2100 lb
<div><div><div></div><div></div><div></div></div></div>	03/20	7-10 Days	Chicken Brst 1/2 Bls Wht Zip	Multiple	0767483	48/5 oz cs	Sys Cts	Poultry	0.50 cs
<div><div><div></div><div></div><div></div></div></div>	03/19	Demand Status	Apple Lady Pnk	Multiple	5982160	1/88 ct	Packer	Produce	66.62 cs
<div><div><div></div><div></div><div></div></div></div>	03/14	Demand Status	Apple Fresh Pnk Lady	Multiple	3680436	1/113ct	Packer	Produce	76.98 cs
<div><div><div></div><div></div><div></div></div></div>		Demand Status	Cheese Feta Dom	Multiple	1159383	1/113ct	Sys Imp	Dairy Products	55.44 cs
<div><div><div></div><div></div><div></div></div></div>	03/12	Demand Status	Beef Tenderloin Pkts 100g	Multiple	1826874	12/5#up cs	Packer	Meats	15.3376 lb

# adding custom ingredients

The Add Ingredient button allows you to add custom ingredients to plates. For example, you can add ingredients from a local farmers market. Use the *Custom Ingredients* screen to add new custom ingredients or select existing custom ingredients from the ingredient list.

To add existing custom ingredients to a plate:

1. Click the ① Add Ingredient button.
2. Select the ② Custom Ingredients radio button.
3. Click ③ Submit. The *Custom Ingredients* list displays ingredients created by you that are currently used in your plates or ingredient recipes.



4. Select the ④ checkbox next to the items to add to the active plate.
5. Click ⑤ Add to. The *Plate details* screen displays.
6. Repeat steps 1–5 to add more products to the active plate.
7. Click ⑥ Save.

Home	Menus	Plates	Ingredients	
Custom Ingredients				
Sysco Ingredients				
Custom Ingredients (Ingredients created by you that are currently used in your Plates/Ingredient Recipes)				
Order Guide				
Browse Catalog				
Ingredient Recipes				
Custom Ingredients				
Search within items				
Add To				
Create New				
Ingredient Name				
Yield				
Product Code				
Brand				
Pack/Size				
Price(\$)				
Thyme, fresh				
Gravy, brown				

To create new custom ingredients:

1. From the Custom Ingredients list, click Create New.
2. Enter the ingredient name, quantity, pack, size, etc.
3. Click Save. The ingredient is added to the *Custom Ingredient* list.

To delete custom ingredients:

1. From the *Custom Ingredient* list, select the ④ checkbox next to the ingredient to delete.
2. Click the Delete (red X) icon.
3. Click Yes at the *confirmation* screen.


**Important:** Deleting a custom ingredient from the *Custom Ingredient* list deletes the ingredient from ALL plates/ingredient recipes within Menu Analysis.



# adding ingredient recipes

The Add Ingredient Recipe button allows you to add existing recipes or a subplate. For example, click the Add Ingredient Recipe button to add an existing side salad plate to a steak plate.

To add an existing ingredient recipe:

1. From the *Plate details* screen, click the Add Ingredient Recipe button. The *Ingredient Recipes* screen displays. Click the ①  symbol to expand the desired category.
2. Click the ② *View all* link under the grid to display all the ingredient recipes in a category.



Ingredient Recipes

(Recipes you have created for your ingredients)

Create New

① My Ingredient Recipes (5)

Column Settings Clear Settings

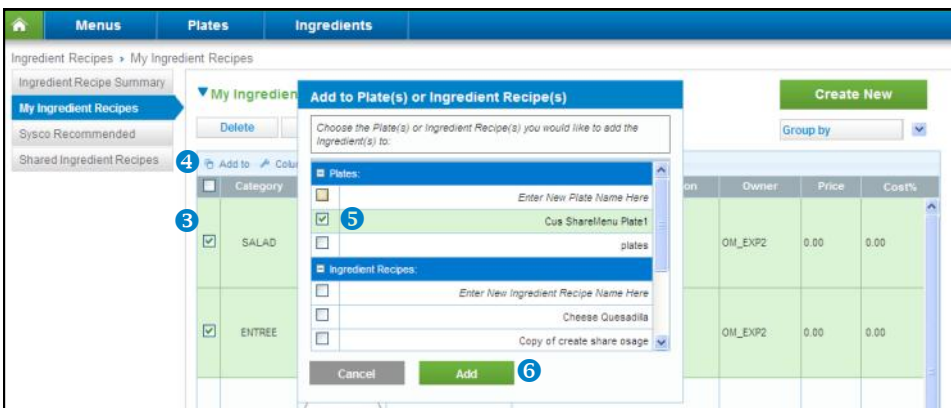
Category	Plate Name	Ing. Recipe Name & Description	Owner	Price	Cost%
Uncategorized	None	Spinach Salad	OM_EXP2	0.00	0.00

② View all My Ingredient Recipes

Sysco Recommended Ingredient Recipes

Shared Ingredient Recipes (2)

3. Select the ③ checkbox next to the ingredient recipes to add to the plate.
4. Click ④ Add to.
5. Select the ⑤ checkbox next to the plates or ingredient recipes you want to add the selected ingredient recipes to, and click ⑥ Add > OK.



Ingredient Recipes > My Ingredient Recipes

My Ingredient Recipes

Delete

④ Add to

③

Category

SALAD

ENTREE

⑤

Enter New Plate Name Here

Cus ShareMenu Plate1

plates

Ingredient Recipes

Enter New Ingredient Recipe Name Here

Cheese Quesadilla

Copy of create share usage

Cancel Add ⑥

Create New

Group by

on	Owner	Price	Cost%
OM_EXP2	0.00	0.00	
OM_EXP2	0.00	0.00	

# creating ingredient recipes

To add a new ingredient recipe:

1. From the *Ingredient Recipes* screen, click **1** Create New.

The screenshot shows the 'Ingredient Recipes' screen. At the top, there are tabs for 'Menus', 'Plates', and 'Ingredients'. Below the tabs, there's a sidebar with options: 'Sysco Ingredients', 'Custom Ingredients', 'Order Guide', 'Browse Catalog', 'Ingredient Recipes' (selected), 'My Ingredient Recipes', 'Sysco Recommended', and 'Shared Ingredient Recipes'. The main area is titled 'Ingredient Recipes' and contains a sub-header '(Recipes you have created for your ingredients)'. To the right of this sub-header is a green button labeled 'Create New' with a circled '1' next to it. Below the sub-header, there's a section for 'My Ingredient Recipes (5)' with a table showing columns: Category, Plate Name, Ing. Recipe Name & Description, Owner, Price, and Cost%. The table has one row: 'Uncategorized', 'None', 'Spinach Salad', 'OM\_EXP2', '0.00', and '0.00'. Below the table, there's a link 'View all My Ingredient Recipes'. At the bottom, there are sections for 'Sysco Recommended Ingredient Recipes' and 'Shared Ingredient Recipes (2)'.

2. In the **2** Name field, type a name for the Ingredient Recipe.
3. From the **3** Category drop-down menu, select a category. For example, Appetizer, Entrée, Side, etc.
4. From the Unit of Measure drop-down menu, select the appropriate value.
5. Type the number of servings, number of plates served in selected time frame, and a description.
6. Click **4** Add Ingredient or Add Ingredient Recipe to add ingredients to your ingredient recipe.
7. Add **5** Waste and Labor costs.
6. Enter any **6** Instructions or notes for the Ingredient Recipe.
7. Click **7** Save.

The screenshot shows the 'Edit Ingredient Recipe' screen. At the top, there are tabs for 'Menus', 'Plates', and 'Ingredients'. Below the tabs, there's a sub-header 'Ingredient Recipes > Edit Ingredient Recipe'. The main area is titled 'Pasta Salad' with a circled '2' next to it. Below the title, there's a section for 'Serving' and 'Produce' with input fields. The 'Serving' field has a value of '1' and the 'Produce' field has a value of '1.00'. Below these fields, there's a section for 'Category' and 'Description'. The 'Category' dropdown is set to 'SALAD' and the 'Description' field is empty. Below the 'Category' and 'Description' fields, there's a section for 'Ingredient List' with a table showing columns: Alert, Seq, Ingredient, QTY, Unit, Yield, Scale, SUPP, Brand, Unit Cost (USD), Total Cost, Recipe Cost%, Price, Lock, and X. The table has four rows: 1. 'Pasta Cavatappi', 2. 'Sliced Kit Pasta Chdr W/...', 3. 'Shrimp Bld Int Mini 44-S...', and 4. 'Pea Snap Frsh'. Below the 'Ingredient List' table, there's a section for 'Ingredient Recipe Instructions/Notes' with a text area and a circled '6' next to it. To the right of the 'Ingredient List' table, there's a section for 'Analysis' with input fields for 'Simulation (\$)' and 'Simulation (%)'. The 'Simulation (\$)' field has a value of '0.00' and the 'Simulation (%)' field has a value of '0.00'. Below the 'Analysis' section, there's a section for 'Waste' and 'Labor' with input fields. The 'Waste' field has a value of '0.00' and the 'Labor' field has a value of '0.00'. Below the 'Waste' and 'Labor' fields, there's a section for 'Profit' with input fields. The 'Profit' field has a value of '0.00'. At the bottom, there's a section for 'Last Updated' and a green button labeled 'Update Pricing'. Below the 'Update Pricing' button, there's a green button labeled 'Save' with a circled '7' next to it. At the bottom left, there's a green button labeled 'Add Ingredient' and a green button labeled 'Add Ingredient Recipe'. Below these buttons, there's a text area for 'Profit for a year: \$0.00 0.00 %'.

# entering products and ingredient attributes

Use the *Plate details* screen to complete product and ingredient attributes according to plate specifications. Menu Analysis calculates unit cost based on portion, weight, quantity, or volume.

To enter product and ingredient attributes:

1. From the *Plate details* screen, click the ❶ arrow next to the product or ingredient to display details (QTY, QTY Unit of Measure, or Yields).
2. Complete the ❷ fields.
  - Review to ensure that the portion, weight, and volume values assigned to Sysco products meet your plate specifications.
  - To calculate unit cost for custom ingredients, enter one of the following fields: portion, weight, or volume. You must enter these values manually.

Sysco Market  
Menu Analysis

Welcome, On\_exp1

Search Product Catalog

My Active Account ▼ Locations  
Account #: 1000000877  
Account: Hob Nob

Menus Plates Ingredients

Plates > Edit Plate

Chicken Sandwich

Servings: 1 Produces: 1.00 EA Options: [v]  
Category: All Plates Served: 1 per Day Week Month  
Description: [ ]

Remove

Ingredient List

Alert	Seq	Ingredient	QTY	QTY Unit	Yield	Scale	SUPC	Brand	Unit Cost (USD)	Total Cost	Recipe Cost%	Price Lock	X
❶	1	Chicken Bst Grill Pck Mbe	1.00	EA	100		7034384	#Sys Cts	0.97/EA	0.97	39.27		

QTY: 1 QTY Unit: EA Ingredient: Chicken Bst Grill Pck Mbe Yield: 100 Pack: 40 Size: 4 OZ Pack Size Measure: OZ

Weight: 10.00 Case Cost Unit(USD): 38.62 Case Cost Split Cost Per Pound Cost  
Volume: 0.00 Split Cost Unit(USD): 0.00 Unit Cost(USD): 0.97 per EA  
Portion: 40 EA Per Pound(USD): 0.00 Portion Override

Plate Instructions/Notes

Analysis

	Simulation (\$)	Simulation (%)
Price	11.5	
Cost	2.47	21.48
Waste	0.25	2.17
Labor	0.25	2.17
Other	0.25	2.17
Profit	8.28	72.00
Last Updated	01/27/2014	

Update Pricing

Profit for a year: \$2152.80 72.00 %

Add Ingredient Add Ingredient Recipe Cancel Add to Menu Save

3. Click ❸ Save. You are prompted to select if you want to save changes to the product/ingredient locally or globally.
  - Select Locally to change the attributes for this product/ingredient ONLY within the active plate.
  - Select Globally to change the attributes for this product/ingredient in ALL plates/menus containing the product within Menu Analysis.

# scalingplates

Use the Servings field to easily scale plate products and ingredients according to desired servings produced. Scaling adjusts the unit cost as well as the analysis component.

To scale a plate:

1. From the *Plate details* screen, select the **1** Scale checkbox next to each product and ingredient.
2. Enter a value in the **2** Produces field.
3. Change **3** QTY Unit of Measure, which represents the amount that the plate creates. For example, vegetable soup produces 5 GAL.
4. In the **4** Servings field, enter the number of servings. For example, a 5 gallon quantity of vegetable soup produces 100 servings.
5. Click **5** Save.

Wellcome\_Om\_exp1

Close

My Active Account Locations

Account #: 100000977

Account: Hob Nob

Search Product Catalog

Menu Plates Ingredients

Plates > Edit Plate

Chicken Sandwich

Servings: 1 Produces: 1.00 EA Options

Category: All Plates Served: 1 per Day Week Month

Description

Remove

Alert	Seq	Ingredient	QTY	QTY Unit	Yield	Scale	SUPC	Brand	Unit Cost (USD)	Total Cost	Recipe Cost's	Price Lock	X
	1	Chicken Brat Grill Pck Mbe	1.00	EA	100	<input checked="" type="checkbox"/>	7034384	Sys Cls	0.97/EA	0.97	39.27	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	2	Cheese Queso Asadero	1.00	OZ	100	<input checked="" type="checkbox"/>	5918968	Jaimto	0.93/OZ	0.93	37.65	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	3	Bread Ciabatta Artisan	1.00	EA	100	<input checked="" type="checkbox"/>	4427712	Bkrsimp	0.29/EA	0.29	11.74	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	4	Lettuce Romaine Crown	2.00	OZ	100	<input checked="" type="checkbox"/>	6640494	Sys Nat	0.14/OZ	0.28	11.34	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	5	Wine Cooking Sherry	0.00		100	<input checked="" type="checkbox"/>	4042487	Regina	0	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	6	Potato Sweet Center Cut	0.00		100	<input checked="" type="checkbox"/>	0180919	Sys Cls	0	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	7	Cookie Choc Chip Gluten	0.00		100	<input checked="" type="checkbox"/>	0342582	Qtn Fr	0	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Plate Instructions/Notes

Analysis

Simulation (\$) Simulation (%)

Price: 11.5

Cost: 2.47 21.48

Waste: 0.25 2.17

Labor: 0.25 2.17

Other: 0.25 2.17

Profit: 8.28 72.00

Last Updated: 01/27/2014

Update Pricing

Add Ingredient Add Ingredient Recipe Profit for a year: \$2152.80 72.00 % Cancel Add to Menu Save

# sending plates

Use the *Send* feature to send a copy of your selected plate to other users. Sending a plate gives the user their own copy of the plate, which they can save and modify. Any modifications you make to your plate after sending it will not be visible to other users.

To send a plate:

1. From the *My Plates* screen, select the ❶ checkbox next to the plate to send.
2. Click ❷ *Send*.
3. On the *Sent Plate* screen, select the ❸ checkbox next to the account and users to send the selected plate to. *Note:* You must have access to the account.
4. Click ❹ *Send*.

The screenshot shows the 'My Plate(s) (4)' screen. At the top, there's a 'Target Food cost %' field set to 35.00. Below it are buttons: Delete, Copy, Share, Send (labeled ❷), Print, Update Price, Order, and a 'Group by' dropdown. A modal titled 'Send Plate' is open, showing a list of accounts and users. The first account is 'Account 1000004500 - Little Rock Athletic Club - 4610 Sam Peck Rd, Little Rock, AR 72223-2159'. It has a checkbox (labeled ❸) checked, and a list of users: DEE RUST (checked), J\_CUS0002 (checked), and undefined (unchecked). The second account is 'Account 1000022834 - Centerplate No 00745 - 650 S Griffin St, Dallas, TX 75202-5005'. It has a checkbox unchecked, and a list of users: CHARLEY PASHLEY, BRIAN CLIFT, TAMI HAGE, and THOMAS SLEDGE. The third account is 'Account 1000029301 - Which Wich - 3511 E Race Ave, Searcy, AR 72143-6211'. It has a checkbox unchecked, and a list of users: DEE RUST and THOMAS SLEDGE. At the bottom of the modal are 'Cancel' and 'Send' (labeled ❹) buttons. The background table has columns: Category, Image, Menu Name, Plate Name & Description, Owner, Price, and Cost%. The first row is a SANDWICH with owner JM\_EXP2, price 5.50, and cost 0.00. The second row is an ENTREE with owner JM\_EXP2, price 12.50, and cost 0.00. The third row is an ENTREE with owner JM\_EXP2, price 8.75, and cost 0.00. The fourth row is an ENTREE with owner JM\_EXP2, price 3.00, and cost 0.00.

5. The Success message displays. Click OK.

A success message dialog box with a green header 'SUCCESS!'. The text reads: 'Your Plate was successfully sent.' Below this are three numbered points: 1. Your Plate is located in "My Plates". 2. Any edits to your Plate will not be visible to other users. 3. The names selected now have a copy of your Plate and rights to edit their Plate. At the bottom is an 'OK' button.

# sharing plates

Use the *Share* feature to share your plate with allow all users with access to the account. The shared plate will display in the Shared Plates category, and they will not be able to edit the plate details.

To share a plate:

1. From the *My Plates* screen, select the ❶ checkbox next to the plate to share.
2. Click ❷ *Share*.
3. On the *Share Plate Options* screen, click ❸ *Share*.

The screenshot shows the 'My Plate(s) (4)' screen. At the top, there's a 'Target Food cost %' of 35.00. Below this are buttons: Delete, Copy, Share (highlighted with a blue circle 2), Send, Print, Update Price, Order, and a 'Group by' dropdown. A table lists four plates: SANDWICH, ENTREE, ENTREE, and ENTREE. The first row is highlighted in green, and its checkbox is checked (highlighted with a blue circle 1). A modal dialog titled 'Share Plate Options' is open in the center. It shows a document icon being shared to a group of people icon. Text inside the dialog says: 'Sharing will allow anyone with account login access to view this Plate.', 'I want to continue. Please share my Plate.', and 'This Plate is currently being shared. Do you wish to continue sharing this Plate?'. At the bottom of the dialog are 'Cancel' and 'Share' buttons. To the right of the dialog, a table shows the details of the shared plate.

Owner	Price	Cost%
OM_EXP2	5.50	0.00
OM_EXP2	12.50	0.00
OM_EXP2	8.75	0.00
OM_EXP2	3.00	0.00

4. The *Success* message displays. Click OK.

A success message dialog box with a green header 'SUCCESS!'. The text says 'Your Plate is now shared.' followed by two numbered points: '1. Your Plate is located in "Shared Plates".' and '2. All users with access to this account can now view this Plate in "Shared Plate".' At the bottom is a green button labeled 'OK'.

The shared plate now displays in the Shared Plates category. Other users can view the plate, however they cannot modify to plate.

*Tip:* To unshare the plate, select the plate and click Unshare > Do Not Share.

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## target food cost and profitability

To help minimize cost and maximize profitability, you can set an ideal percentage for maintaining target food cost for all plates and menus created in Menu Analysis.

Menu Analysis compares the *target food cost percentage* to the *total food cost percentage* of each plate.

If the plate has a food cost percentage that is higher than the target food cost percentage, Menu Analysis displays the Food Cost Alert icon for the plate in the Info Column.

If a menu contains plates that exceed the target food cost percentage, the Food Cost Alert icon displays in the Info Column for the menu.

If either icon displays, you can analyze the plate/menu and address items that fall outside of the parameter settings to increase profitability.

# adjusting target food costs

To set the Target Food Cost indicator:

1. From the *Menus* or *Plates Summary* screen, enter the desired percentage in the ❶ Target Food Cost % field.
2. Click outside the window. The application displays the *Confirmation* screen.
3. Click ❷ Yes to change the target food cost.

**Tip:** Any change to the target food cost will reflect on both the *Menus Summary* screen and *Plates Summary* screen. The menu and plate target food cost is always in sync.

The screenshot shows the Sysco Market Menu Analysis application interface. At the top, there is a header with the Sysco Market logo, a search bar labeled 'Search Product Catalog', and a user account section titled 'My Active Account' showing 'Account # 1000011424' and 'Account: Osage County Jail'. Below the header is a navigation bar with tabs for 'Menus', 'Plates', and 'Ingredients'. The 'Plates' tab is selected. On the left, a sidebar shows 'Plates Summary' with sub-items 'My Plates', 'Sysco Recommended', and 'Shared Plates'. The main content area is titled 'Plates' and features a 'Target Food cost %' field set to '35.00', marked with a circled '1'. To the right of this field are 'Create New' and 'Import Plate' buttons. Below the field, there are sections for 'My Plates', 'Sysco Recommended', and 'Shared Plates'. A 'Warning' dialog box is open in the center, asking 'Do you wish to change your ideal food cost?' with 'No' and 'Yes' buttons, the 'Yes' button being marked with a circled '2'.



# calculating profitability

After you specify the quantity, product, and ingredient attributes, Menu Analysis automatically calculates total food cost and profitability. To calculate profit, you must enter a Menu Item Price. Use the Analysis component to change these figures to meet business needs such as profit, labor, and waste.

To calculate plate profitability:

1. From the *Plate details* screen, ensure all products and ingredients have QTY and QTY Unit of Measure and that the ❶ Weight, Volume, or Portion fields are completed.
2. In the Analysis column, enter a ❷ menu item price.
3. Using the arrow steppers, add Waste, Labor, and Other costs.
4. Click ❸ Save.

The screenshot displays the Sysco Market Menu Analysis interface. At the top, there's a navigation bar with 'Menu', 'Plates', 'Ingredients', and 'Promotions'. The 'Plates' tab is active, showing 'Plates > Edit Plate'. The main area is titled 'Chicken Sandwich' and includes a 'Remove' button. Below this is an 'Ingredient List' table with columns for Alert, Seq, Ingredient, QTY, QTY Unit, Yield, Scale, SUPC, Brand, Unit Cost, Total Cost, and Recipe Cost. A pop-up window is open over the 'Chicken Brst C' ingredient, showing fields for QTY (0.6), QTY Unit (EA), Weight (10.00), Volume (0.00), and Portion (40). To the right, the 'Analysis' panel shows 'Simulation (\$)' and 'Simulation (%)' columns. It includes input fields for Price (11.5), Cost (1.48), Waste (0.25), Labor (0.25), Other (0.25), and Profit (9.27). The 'Last Updated' date is 01/27/2014. At the bottom, there are buttons for 'Add Ingredient', 'Add Ingredient Recipe', 'Add to Menu', and 'Save'. A status bar at the very bottom shows 'Profit for a year: \$89648.00 50.00 %'.

Alert	Seq	Ingredient	QTY	QTY Unit	Yield	Scale	SUPC	Brand	Unit Cost	Total Cost	Recipe Cost
		Chicken Brst C	0.6	EA			7034384	Sys Cls	0.97/EA	8.65	31.60

Analysis	
Simulation (\$)	Simulation (%)
Price	11.5
Cost	1.48
Waste	0.25
Labor	0.25
Other	0.25
Profit	9.27
Last Updated - 01/27/2014	

---

## plate analysis

You can perform plate analysis simulations to determine which product or ingredient in a plate controls cost and increases profitability. These *what if* scenarios provide a side-by-side comparison between the actual and proposed plate and forecast profitability for the day, week, month, or year.

Use plate analysis to help you make informed decisions about product choices and determine the plates to include in your menu.

In this section, the following topics are detailed:

- Performing a plate analysis
- Updating pricing
- Copying a plate
- Importing a plate
- Creating a plate PDF
- Creating and editing menus
- Creating an open order

# performing a plate analysis

Performing a plate analysis allows you to identify ingredients and products that negatively affect profitability and then select alternatives to increase profitability.

For example, you may be using whole-head lettuce for a recipe, unaware that waste is decreasing profits. Substituting chopped lettuce (even at a higher per case cost) might increase your profitability.

To perform a plate analysis:

1. From the *My Plates* page, click the plate to analyze.
2. From the Options drop-down menu, select **\$ Comparison Analysis**. The *Plate Analysis* screen displays (read-only mode in left column and editable copy of existing plate in right column; see next page).

The screenshot shows the Sysco Market Menu Analysis software interface. At the top, there's a header with the Sysco Market logo, a search bar, and account information. Below the header is a navigation bar with tabs for Menus, Plates, and Ingredients. The main area is titled 'Plates > Edit Plate' and shows a 'Chicken Sandwich' recipe. A dropdown menu is open, showing options like 'Options', 'Copy', 'Send', 'Share', 'Delete', 'Export', 'Print', and 'Comparison Analysis' (highlighted with a red circle and a '1'). The 'Comparison Analysis' screen is displayed, showing a table of ingredients and their costs, and a summary of the analysis results.

Alert	Seq	Ingredient	QTY	QTY Unit	Yield	Scale	SUPC	Brand	Unit Cost (\$/lb)	Total Cost
	1	Bun Hamburger Sesame S"	0.00	100	100	✓	2626760	#Sys Cla	0	0.00
	2	Cheese Mozzarella Sl Intf	0.00	100	100	✓	9227307	#Borimp	0	0.00
	3	Lettuce Green Leaf Fdvc	0.00	100	100	✓	1908268	#Sys Imp	0	0.00
	4	Chocolate Chip Semi-sw...	0.00	100	100	✓	4425765	#Hershey	0	0.00
	5	Tomato 2 Layer Fresh 4x5	0.00	100	100	✓	1008648	#Sys Imp	0	0.00
	6	Wine Cooking Sherry	0.00	100	100	✓	4042487	#Regina	0	0.00

Analysis	
Simulation (\$)	Simulation (%)
Price 5.50	
Cost 0.00	0.00
Waste 0.25	4.55
Labor 0.25	4.55
Other 0.25	4.55
Profit 4.75	86.36
Last Updated - 05/07/2014	

Profit for a year: \$247.00 86.36 %

# performing a plate analysis

- Click **2** Add Ingredient or Add Ingredient Recipe to substitute alternative products that increase profitability.
  - Modify the plate analysis according to desired specifications. For example, reduce labor and waste cost by substituting fresh produce with comparable pre-portioned and sliced products.
  - Adjust **3** Waste, Labor, Other, and Profit to desired levels.
- Note:** If you adjust the profit to a higher percentage, Menu Analysis overwrites the current price to reflect the increased margin with an adjusted price.
- Select **4** number of plates served and frequency to forecast plate profitability (Plates Served Day-Week-Month).
  - From the Options drop-down menu, select **5** Print to print the plate analysis or Copy to retain a copy of the plate analysis.
  - To overwrite your current plate and product/ingredient information (left column) with the adjusted recipe (right column), click **6** Done.
- Important:** Do not click Done unless you want to overwrite your existing plate (left column) with the modified plate (right column).
- To discard your modifications, click **7** Cancel. The *Plate* details screen displays.

**Note:** *Reset* returns the analysis and the product/ingredient information to those of the current plate (only works if analysis has not been saved).

**Plate Analysis**

Plate: Chicken Sandwich

	Current(\$)	Current(%)		Current(\$)	Current(%)
Price	5.50	5.50	Waste	0.25	4.55
Cost	0.00	0.00	Labor	0.25	4.55
Profit	4.75	86.36	Other	0.25	4.55

1.0 Plates Served per Week

Ingredient	QTY	QTY Unit	SUPC	Brand	Unit Cost (USD)	Total Cost	Recipe Cost%
Bun Ham...	0.00		2626760	✓Sys Cts	0	0.00	0.00
Cheese...	0.00		9227307	✓Bbrlmp	0	0.00	0.00
Lettuce...	0.00		1908268	✓Sys Imp	0	0.00	0.00
Chocolat...	0.00		4425765	✓Hershey	0	0.00	0.00
Tomato 2...	0.00		1008648	✓Sys Imp	0	0.00	0.00
Wine Co...	0.00		4042487	✓Regina	0	0.00	0.00

Profit for a year: \$247.00 86.36 %

**Simulated Plate**

Options: **5**

	Simulation(\$)	Simulation(%)		Simulation(\$)	Simulation(%)
Price	5.50		Waste	0.25	4.55
Cost	0.00	0.00	Labor	0.25	4.55
Profit	4.75	86.36	Other	0.25	4.55

Reset **4** Plates Served 1.00 per Day Week Month

Alert	Seq	Ingredient	QTY	QTY Unit	Yield	SUPC	Brand	Unit C	Total Cost	Recs Cost	X
	1	Bun Hamburger ...	0.00		100	2626760	✓Sys ...	0	0.00	0.00	✗
	2	Cheese Mozzar...	0.00		100	9227307	✓Bbrl...	0	0.00	0.00	✗
	3	Lettuce Green L...	0.00		100	1908268	✓Sys ...	0	0.00	0.00	✗
	4	Chocolate Chip ...	0.00		100	4425765	✓Her...	0	0.00	0.00	✗
	5	Tomato 2 Layer ...	0.00		100	1008648	✓Sys ...	0	0.00	0.00	✗
	6	Wine Cooking Sh...	0.00		100	4042487	✓Regina	0	0.00	0.00	✗

**2** Add Ingredient Add Ingredient Recipe Update Pricing

Profit for a year: \$247.00 86.36 %

**7** Cancel **6** Done

# updating pricing

You can update pricing on a regular basis to ensure plate costing is accurate. You can also lock pricing on products where market pricing is volatile. For example, you might want to include an average price for an item rather than the market low or high price, to ensure profitability is maintained.

Pricing does not automatically update; however, after you click the Update Pricing button, Menu Analysis changes your prices.

**Tip:** Pricing is only changed for the selected plate. Menu Analysis does not update the subplates. Also, you cannot undo pricing updates, so you should proceed with caution.

To update pricing for selected ingredients:

1. From the *Plate details* screen, select the **1** Price Lock checkbox for the items you do not want to change (clear if you want to update).
2. Click **2** Update Pricing. The application retrieves all current pricing for the selected plate.

**Note:** Menu Analysis does not update pricing for locked products.

The screenshot shows the Sysco Market Menu Analysis interface. At the top, there's a navigation bar with 'Menus', 'Plates', and 'Ingredients' tabs. The 'Plates' tab is active, and the 'Edit Plate' screen is displayed for the 'Chicken Sandwich'. The interface includes a search bar, a 'My Active Account' dropdown, and a 'Location' dropdown. The 'Chicken Sandwich' plate is shown with a burger icon and details: Servings (1.0), Produces (1.00), EA (dropdown), Options (dropdown), Category (SANDWICH), Plates Served (1.0), and Description (empty). Below this is the 'Ingredient List' table with columns: Alert, Seq, Ingredient, QTY, QTY Unit, Yield, Scale, SI/PC, Brand, Unit Cost, Total Cost, Recipe Cost, Price Lock, and X. The table lists 6 ingredients: Bun Hamburger Sesame S, Cheese Mozzarella Sl Infr, Lettuce Green Leaf Foldrc, Chocolate Chip Semi-sw..., Tomato 2 Layer Fresh 4x5, and Wine Cooking Sherry. The 'Price Lock' column has checkboxes, with the first one (Bun) checked and numbered '1'. To the right of the table is the 'Analysis' section with 'Simulation (\$)' and 'Simulation (%)' columns. It shows values for Price (5.50), Cost (0.00), Waste (0.25), Labor (0.25), Other (0.25), and Profit (4.75). The 'Last Updated' date is 05/07/2014. At the bottom, there's a green 'Update Pricing' button numbered '2'. The footer shows 'Profit for a year: \$247.00 86.36 %' and buttons for 'Add Ingredient', 'Add Ingredient Recipe', 'Cancel', 'Add to Menu', and 'Save'.

Alert	Seq	Ingredient	QTY	QTY Unit	Yield	Scale	SI/PC	Brand	Unit Cost	Total Cost	Recipe Cost	Price Lock	X
	1	Bun Hamburger Sesame S	0.00		100	✓	2626760	Sys Cia	0	0.00	0.00	<input checked="" type="checkbox"/>	
	2	Cheese Mozzarella Sl Infr	0.00		100	✓	9227307	Borlomp	0	0.00	0.00	<input type="checkbox"/>	
	3	Lettuce Green Leaf Foldrc	0.00		100	✓	1908268	Sys Imp	0	0.00	0.00	<input type="checkbox"/>	
	4	Chocolate Chip Semi-sw...	0.00		100	✓	4425765	Hershey	0	0.00	0.00	<input type="checkbox"/>	
	5	Tomato 2 Layer Fresh 4x5	0.00		100	✓	1008648	Sys Imp	0	0.00	0.00	<input type="checkbox"/>	
	6	Wine Cooking Sherry	0.00		100	✓	4042487	Regina	0	0.00	0.00	<input type="checkbox"/>	

	Simulation (\$)	Simulation (%)
Price	5.50	
Cost	0.00	0.00
Waste	0.25	4.55
Labor	0.25	4.55
Other	0.25	4.55
Profit	4.75	86.36

Last Updated: 05/07/2014

**2** Update Pricing

Profit for a year: \$247.00 86.36 %

Add Ingredient Add Ingredient Recipe Cancel Add to Menu Save

To update pricing for a plate:

1. From the *My Plates* screen, select the checkbox next to the plate to update.
2. Click Update Price. Menu Analysis retrieves all of the current pricing for the selected plate.

**Note:** Products or Ingredients that have been locked are not updated. To lock prices, go to the *Plate details* page.

# copying a plate

Use the Copy Plate function to easily create plates that are similar to existing plates. For example, adding onion rings to a hamburger to create a hamburger basket.

To copy a plate:

1. From the *My Plates* page, click a plate to copy. The *Plate details* screen displays.
2. From the Options drop-down menu, select **1** Copy. The *Copy Plate* dialogue box displays.
3. Type a **2** name for the new plate.
4. Click **3** Save. The new plate displays in the *My Plates* page.

The screenshot shows the Sysco Market Menu Analysis interface. At the top, there's a search bar and account information. The main area displays details for a 'Chicken Sandwich' plate. A 'Copy Plate' dialog box is open in the center, prompting for a 'New Plate Name' (labeled with a blue '2') and showing 'Cancel' and 'Save' buttons (labeled with a blue '3'). The background interface includes an 'Ingredient List' table, a 'Plate Instructions/Notes' section, and a 'Price' section with various cost and profit metrics.

Alert	Seq	Ingredient	Q
	1	Chicken Brat Grill Pok Mbe	0.8
	2	Cheese Queso Asadero ...	0.8
	3	Bread Ciabatta Artisan	0.8
	4	Lettuce Romaine Crown ...	1.2
	5	Wine Cooking Sherry	0.0
	6	Potato Sweet Center Cut	0.0
	7	Cookie Choc Chip Gluten	0.0

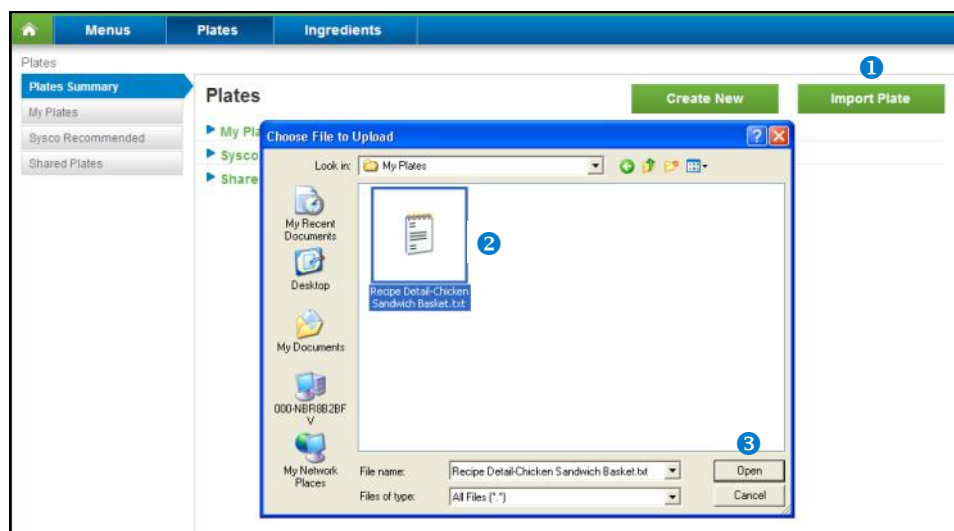
	Price	Cost	Waste	Labor	Other	Profit
	11.5	1.48	0.25	0.25	0.25	9.27
		12.87	2.17	2.17	2.17	80.61

# importing a plate

Use the Import Plate function to easily add already existing plate details to a new plate in Menu Analysis.

To import a plate:

1. From the *Plates Summary* page, click **1** Import Plate. The *file finder* window displays.
2. Click a **2** plate file to import.
3. Click **3** Open.



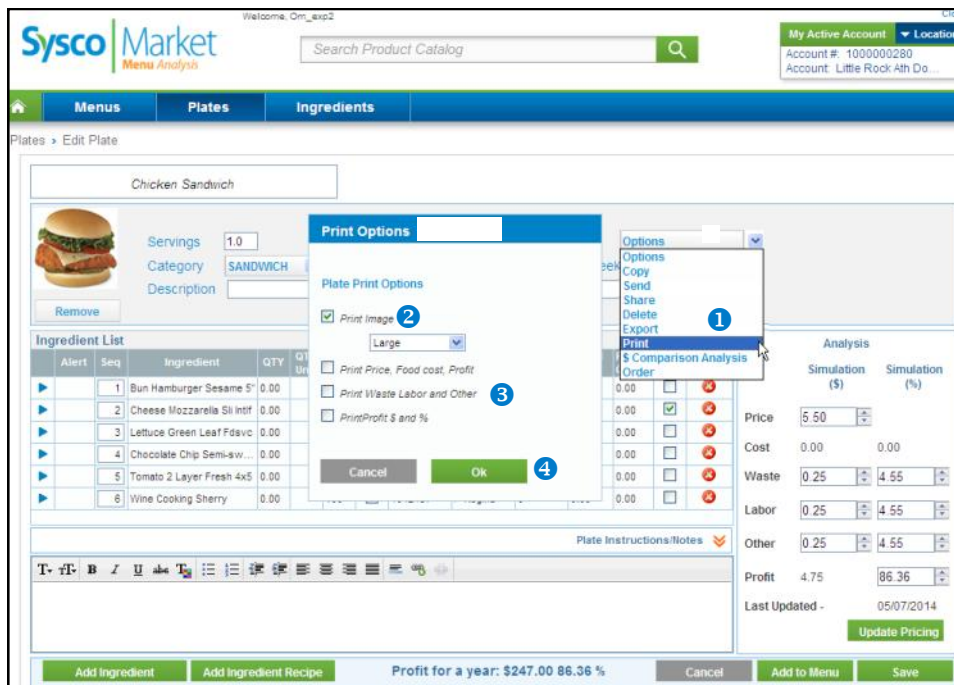
4. A Success message displays. Click OK. The new imported plate displays in the *My Plates* page.

## creating a plate PDF

You can easily create a plate PDF that you can download and print for easy reference.

To create a plate PDF:

1. From the *My Plates* page, click a plate. The *Plate details* screen displays.
2. From the Options drop-down menu, select ❶ Print. The *Print Options* window displays.
3. Select the ❷ Print Image checkbox if you want to print a copy of the plate.
4. Select the ❸ checkbox next to the options to include in the PDF.
5. Click ❹ OK. The plate PDF displays.
6. Right-click the file and select Save to save the PDF file to a desired location.



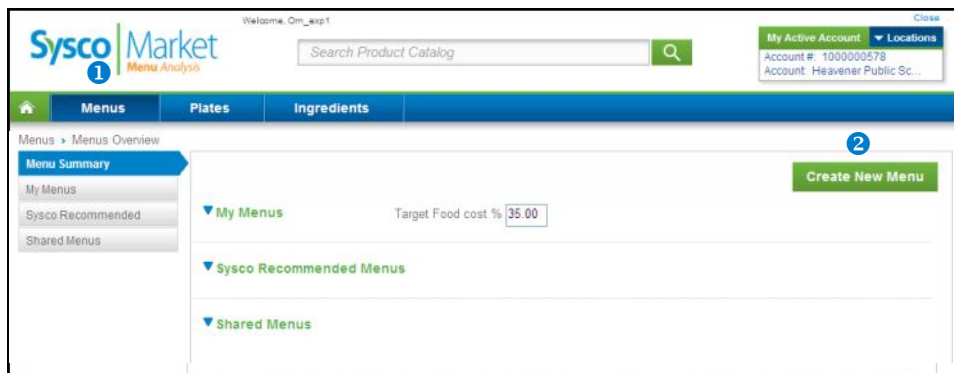


# creating and editing menus

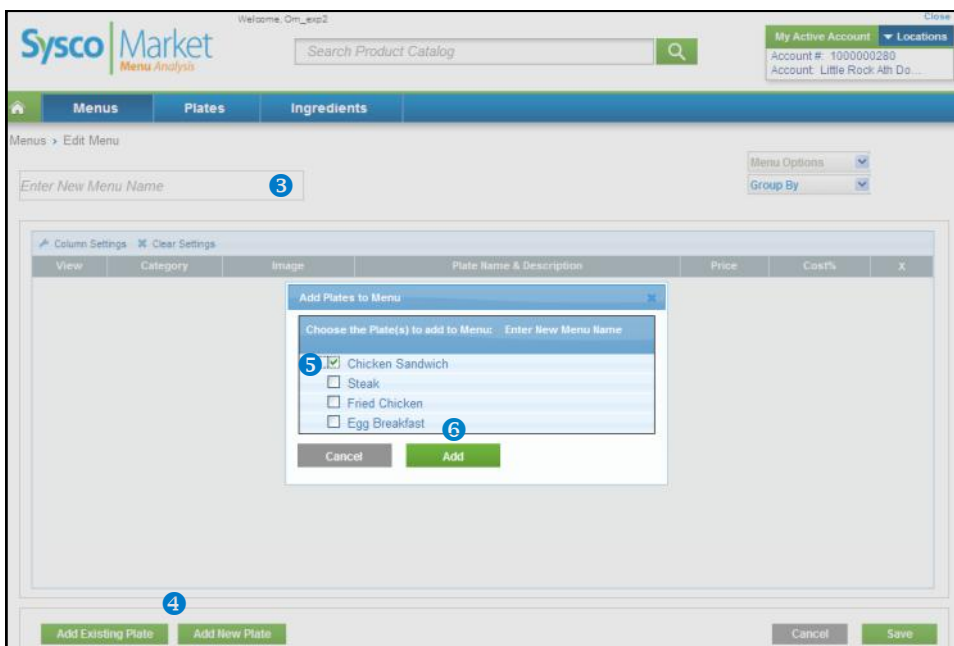
Use the *Menus* screen to create and edit menus.

To create and edit a menu:

1. From the *Menu Analysis* homepage, click ① **Menus**. The *Menus Summary* page displays.
2. Click ② **Create New Menu**.



3. Type a ③ name for the new menu.
4. To add an existing plate, click ④ **Add Existing Plate**, select a ⑤ plate to add, and click ⑥ **Add**.
5. To add a new plate, click ④ **Add New Plate**. See *Adding Plate Details* to configure your new plate.
6. Click **Save**.



# creating an order

After you create a menu, you can easily order products right from Menu Analysis. Use the *Menus* screen to initiate an order, and then use Order Management to review or change your order. Menu Analysis adds the list of products to an active order in Order Management where you can validate and submit it them.

To create an order:

1. From the *Menus Summary* page, click the menu category ❶ to display the desired menus.
2. Select the ❷ checkbox next to the menu to order.
3. Click ❸ Order.

The screenshot shows the Sysco Market Menu Analysis interface. The top navigation bar includes 'Menu', 'Plates', and 'Ingredients'. The left sidebar shows 'Menu Summary' and 'My Menus'. The main area displays 'My Menus (3)' with a table of menu items. The table has columns for 'Alerts', 'Menu Name', 'Menu Owner', and 'Number of Plates'. The 'Lunch' item is selected with a checkbox (❷). The 'Order' button (❸) is visible in the top right of the menu list area.

Alerts	Menu Name	Menu Owner	Number of Plates
<input type="checkbox"/>	Dessert	OM_EXP2	0
<input type="checkbox"/>	Dinner	OM_EXP2	0
<input checked="" type="checkbox"/> ❷	Lunch	OM_EXP2	1

3. The application displays the *confirmation* screen with the order number. Note the order number and click ❹ OK.

**Note:** Your order will remain in open status until you review and submit it.

The screenshot shows a confirmation screen titled 'Order Alert'. It displays the message 'Order created successfully with order No: 4500429890'. At the bottom, there is a green 'OK' button (❹).

4. Log on to Order Management to review or change the order, and then submit it.

**Tip:** All items in your order default to a quantity of 1 regardless of the quantity specified in the plate.

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## plate photos

# adding and deleting plate photos

After creating a plate, you can add a photo of a plate for quick reference. You can also create a plate booklet for your kitchen staff by printing the finished plates.

To add a plate photo:

1. From the *Plate details* screen, click **1** Upload Image. The *file finder* window displays.
2. Click a **2** plate picture to upload.
3. Click **3** Open. The application displays the image thumbnail.
4. Click **4** Save to save the photo to the plate details.

To delete a plate photo, click Remove.

**Note:** The file format must be a JPG or GIF file. The application automatically compresses files to the required 300 kb maximum file size.

The screenshot shows the Sysco Market application interface. At the top, there's a navigation bar with 'Menus', 'Plates', and 'Ingredients'. The 'Plates' section is active, showing 'Plates > Edit Plate'. The main content area displays details for a 'Chicken Sandwich'. On the left, there's a circular placeholder for a plate image with a red '1' and the text 'NO IMAGE AVAILABLE' and 'Upload Image'. To the right of this are fields for 'Servings' (set to 5), 'Category' (set to 'All'), and 'Plates Served' (set to 5). Below these is an 'Ingredient List' table with columns 'Alert', 'Seq', and 'Ingredient'. The table lists 7 ingredients: Chicken Brist Grill Pk, Cheese Queso Asadero, Bread Cabatta Arisan, Lettuce Romaine Crown, Wine Cooking Sherry, Potato Sweet Center Cut, and Cookie Choc Chip Gluten. On the right side of the application, there's an 'Analysis' section with 'Simulation (\$)' and 'Simulation (%)' columns, showing values like 1.5, 48, 25, 2.17, and 2.17. At the bottom, there's a 'Profit' section showing 'Profit 9.27' and '80.61', and a 'Last Updated' date of '01/27/2014'. A green 'Update Pricing' button is at the bottom right. A 'Choose File to Upload' dialog box is open in the center, showing the 'My Pictures' folder. A file named 'ChickenSandwich.jpg' is selected, indicated by a red '2'. The dialog has 'File name' and 'Files of type' fields, and 'Open' and 'Cancel' buttons. A red '3' is next to the 'Open' button. At the bottom of the application, there are buttons for 'Add Ingredient', 'Add Ingredient Recipe', 'Cancel', 'Add to Menu', and 'Save'. A red '4' is next to the 'Save' button.

Alert	Seq	Ingredient
	1	Chicken Brist Grill Pk Mbe
	2	Cheese Queso Asadero ...
	3	Bread Cabatta Arisan
	4	Lettuce Romaine Crown ...
	5	Wine Cooking Sherry
	6	Potato Sweet Center Cut
	7	Cookie Choc Chip Gluten

Simulation (\$)	Simulation (%)
1.5	
48	12.87
25	2.17
25	2.17
25	2.17

Profit 9.27 80.61  
Last Updated - 01/27/2014  
Update Pricing

Add Ingredient Add Ingredient Recipe Profit for a year: \$2410.20 80.61 % Cancel Add to Menu Save

## menu management

### What is menu analysis?

Performing a menu analysis breaks down a recipe's total food cost by products and ingredient units of measure to help understand what is contributing to menu item profitability.

### Can I place an order from the menu analysis application?

Yes. You can convert a menu into an open order. This process creates an open order in Order Management that you can edit and submit. A confirmation number displays in the Menu Analysis application.

### I am not getting any costs associated with my choice of products. What should I do?

Make sure that you have indicated a quantity. The menu analysis application does not display cost without an associated quantity. Also, ensure that the volume, weight, and portion fields have values or else the application will not calculate.

### What does it mean when I see a Food Cost Alert icon?

The Food Cost Alert icon indicates that your recipe has exceeded the amount that you set for your target food cost % and will result in a reduced profit.

### What is the difference between a recipe analysis and a profitability analysis?

A profitability analysis shows you cost breakdowns and profit margins. A recipe analysis is a *what-if* scenario that allows you to substitute alternate products to reduce cost and compare recipes side by side.

### Do I have to start from scratch each time I add a recipe or can I leverage other recipes and menus?

No. You can copy a recipe and modify it to meet your current needs.

## system access

### How do I access the menu analysis application?

You can access the menu analysis application through Sysco Market using the following path Manage My Business > Tools > Menu Analysis or from within Express Ordering under the Menu Analysis tab.

### Whom do I call for help with the Menu Analysis application?

Contact your Sales Associate or Sysco Business Services for help 1-800-SYSCO CS.

# frequently asked questions

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## recipe management

Is there a way to block the application from updating prices for certain products?

Yes, select the lock price checkbox next to the product. This selection locks the current price and does not change it during the next update.

How does the application account for product yields?

You have the ability to indicate yield amount of a product as well as add waste and labor costs to ensure an accurate analysis.

How do I scale a recipe?

To scale a recipe, select the scale checkbox next to the recipe products and ingredients. Then, type in the desired number of servings.

What is the difference between a product and a custom ingredient?

Sysco offers products while custom ingredients are not purchased from Sysco.

When I search for a product I get too many results. How can I get a more manageable list just for the items I need?

You can use the product search filters to narrow your search results by brand, pack, size, category, storage, and stock indicator.



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