

# Entering Products

A product is anything that you sell to your customers i.e. your menu items

To create Product Recipes select Product from the button bar or you can access the window by clicking Recipes from the Menu and then clicking Products. Click New in the product selection window and the product recipe window will appear.

**Product Description-** Name of the Product. *Example- Club Sandwich*

**POS ID#-** Number you use to identify the product in your POS system

**POS Description-** How the Product appears in your POS system

**Sales Group-** Group you identify it with on your menu. *Example- Appetizer*

**Barcode-** Optional with OC Mobile

**Actual Product Cost-** Calculated Automatically

**Selling Price-** Price you sell the menu item for

**Gross Margin, Cost Percent, Gross Profit-** Calculated Automatically

**Tax Group-** The province/states tax rate

**Selling Price Inc. Tax-** Calculated Automatically



**Tip: Build your Product first to see the cost associated then enter the Selling Price to get your margins**

| PRODUCT RECIPE          |                             |
|-------------------------|-----------------------------|
| Description:            | Club Sandwich               |
| POS ID#:                | 1004                        |
| POS Descrip:            | THE CLUB                    |
| Sales Group:            | Sandwiches & Burgers (Food) |
| Barcode:                |                             |
| Actual Product Cost:    | \$3.5974                    |
| Selling Price:          | \$13.00                     |
| Gross Margin:           | \$9.40                      |
| Cost Percent:           | 27.67%                      |
| Gross Profit % (GP%):   | 72.33%                      |
| Tax Group:              |                             |
| Selling Price Inc. Tax: | \$13.00                     |
| Comments:               |                             |

**Build your Product-** Choose from Items, Preps and Products, type in the first few letters of the ingredient to narrow the search.



**Tip: Don't forget the condiments (if you are tracking them)**  
i.e. napkins, ketchup, straw etc.

**Qty and UOM-** Enter the quantity used in the recipe. When You created the item, prep of product a recipe unit was Indicated. Each ingredient will automatically have this UOM Listed. You can use decimals; such as .25 ounces or 1.5 bottles. The default recipe UOM can be changed to any UOM where a conversion exists.

Continue adding ingredients until the Product recipe is complete. **Note-** you can only enter each ingredient once. If an ingredient is used it will not appear on the search list.

Total cost of this product will to listed in the **Actual Product Cost**. Enter your selling price, and review it to make sure that It is within the desired Cost Percentage Margin. If it is not, enter the desired cost percentage in the Cost percent field Optimum will calculate your new selling price.

When you are satisfied that everything is entered correctly, click **Save**.

| Item                     | Qty   | UOM   | Cost     |
|--------------------------|-------|-------|----------|
| Lettuce/Iceberg          | 2.000 | oz    | \$0.2238 |
| Turkey/Breast Oven Roast | 2.000 | oz    | \$1.1210 |
| Tomato/Hot House         | 4.000 | oz    | \$0.6032 |
| Onion Sprouts            | 1.000 | pinch | \$0.1793 |
| Bacon 16/18 Sliced       | 2.000 | oz    | \$0.3132 |
| Cheese/Cheddar Old Whit  | 1.000 | oz    | \$0.3432 |
| B-Cranberry Mayonnaise   | 1.500 | fl oz | \$0.1594 |
| Bread/Harvest 12-Grain   | 3.000 | slice | \$0.6543 |

**Note:** Construct Product here to obtain cost  
When complete, set the "Selling Price"

Total: \$3.5974