MenuLink

How To: Import Recipes

Summary: The Recipe Import from an Excel spreadsheet can be used for Menu Items and Prep Item with the additional option to import Prep Station, Prep Worksheets Comment, Portion Size, Thaw Time, Shelf Life and Recipe Components information.

The Recipe Import will be processed using the followings steps in the sequence listed:

1. Validate that the MenuLink database is set up with the necessary data to proceed with the Recipes Import.

2. Review/understand the format/layout of Recipes.xls (Appendix A,B & C)

3. Set up External System **'Excel to BOANET'** to process the import.

4. Processing the Recipes Import in MenuLink System Management

5. Error handling messages and actions to take.

Use the details described below to help you prepare the Recipes.xls and process the Recipes Import into MenuLink.

Steps to be completed prior to import:

- Ingredient names (Raw Materials/Prep Items) must exist in the database with appropriate recipe unit and conversion prior to importing the recipes.
  - o Example: Importing a Menu Item Name *'Onion Soup'*
  - o The recipe calls out for an Ingredient Name *'Onions'.* Onions will need to exist in MenuLink System Management prior to processing import.
  - o The recipe calls for 8 oz of onions. *'oz* 'needs to exist as a unit name with the correct conversion factor for *'Onions'*.
- The following Data needs to exist in the MenuLink database prior to import:
  - o Category ID
  - o Default Recipe Unit
  - o Inventory List
  - o Optional Data:
    - ▪ Station
    - ▪ Plate – Configured for Menu Items only
    - ▪ Store – Configured for Prep Items only
- Best Practice: Create 3 worksheets from the Recipe.xls worksheet and import the data in 3 stages:
  - o Stage 1: Prep Item recipes with raw material ingredients only.
  - o Stage 2: Prep Item recipes with raw materials and/or other prep items as ingredients.
  - o Stage 3: Menu Item recipes with raw material ingredients and prep items.

Instructions for spreadsheet entry:

Recipes.xls is the name of the spreadsheet. This spreadsheet will be used to import Prep and Menu Items with associated recipes into your MenuLink database. Recipe Names and Prep/Menu Item IDs need to be unique.

The spreadsheet contains a header row followed by a row containing the letter 'I', as displayed in screenshot below. This row is required for the spreadsheet to import correctly. **Appendix A** identifies the fields columns that require the letter 'I' along with the formatting specifications for each field.

Example of letter 'I' required in second row of Recipes.xls:

	A	B	C	D	E	F	G	H
1	Header/Detail	Prep/Menu Item ID	Category	Category ID	Sales Price	PLU	Waste Item	Prep/Menu Item Name
2	I	I	I	I				I
3	H	M10181	Burgers	123-45678-9012-345676-89	5.00	10500		BURGER
4	D	M10181						
5	D	M10181						
6	D	M10181						
7	D	M10181						
8	D	M10181						
9	D	M10181						
10	D	M10181						
11	D	M10181						
12	D	M10181						
13	D	M10181						
14	D	M10181						
15	D	M10181						
16	D	M10181						
17	D	M10181						

The **Recipes.xls** file will have a Header and Detail Records.
- Headers – (displayed in Row 3) Reference **Appendix B** for Header Row Specifications
    - Identifies a header record for the recipe item being imported
    - Header records must proceed all corresponding detail records
- Detail – (displayed in rows 4 – 17) Reference **Appendix C** for Detail Row Specifications
    - Identifies a detail record the recipe item being imported
    - Detail records must follow the corresponding Header record.

> **WARNING: DO NOT MAKE ANY CHANGES TO LAYOUT OR FORMAT OF CELLS**
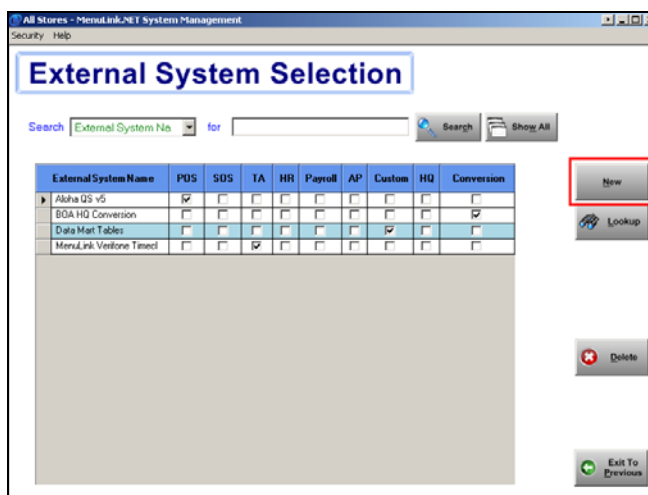> **DO NOT REMOVE THE SECOND ROW IN RECIPES.XLS**

MenuLink System Management Set Up:

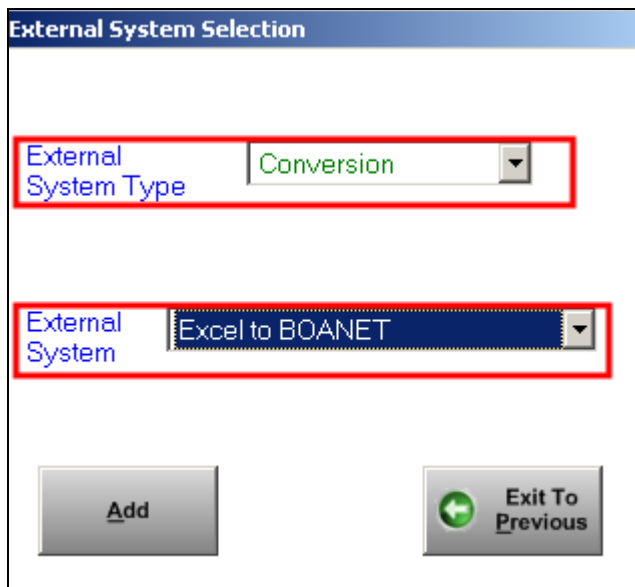To setup the Recipe Import in MenuLink System Management complete the following steps:

1. From MenuLink System Management **\ Import Export \ External System Maintenance**.

Note: Create a New External System following steps 2 through 11 if the 'Excel to BOANET' External System Name does not exist.
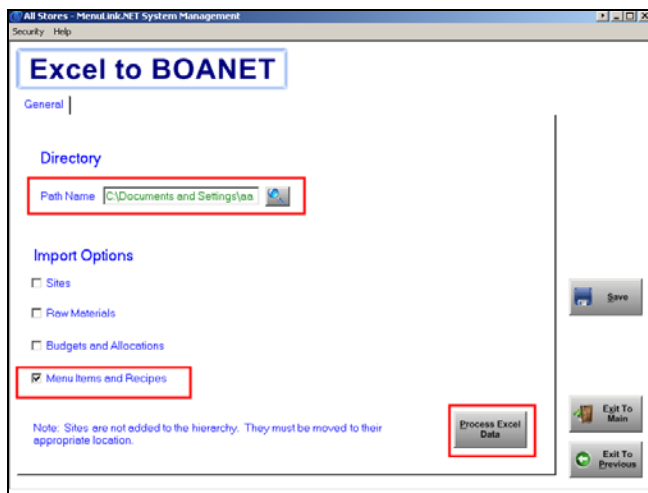
2. Select **New**

3. From the External System Selection screen, select **Conversion** in the External System Type field.

4. Select **Excel to BOANET** in the External System field.

5. Click **Add**.

6. The Excel to BOANET screen will appear.
7. In the Directory area, enter the path name of the location the Recipes.xls file will be located.
8. Click **Save** to save the path name.
9. From the Import Options area, select Menu Items and Recipes.
10. Click **Process Excel Data** to import the Menu and Prep Item recipes.

Note: The Recipes will Import to the site group where the Import is being processed.

11. During this process, the system will perform the following steps:
    a. Verifies the file exists in the path name indicated
    b. Checks the data for missing data or formatting issues. A message will appear if any required data is missing or the format of the spreadsheet has been modified.

   c. The Prep and Menu Item Recipes will
       be imported to the Site Group level
       where the Import is being processed
       once all errors have been addressed.

Note: Refer to the Error Handling section of this document for specific Error Messages and actions to take to correct any errors being reported.

Processing the Recipes Import:

Processing the *Excel To BOANET Recipe Import* occurs in 4 steps.

1. The first step checks that the path name exists and the Excel spreadsheet is located in the directory. (If directory not found, processing does not occur). Note: The name of the spreadsheet must be **Recipes.xls** in order for the import to work.

2. The next step looks at the data in the Recipes.xls spreadsheet and processes the data.

3. After the initial data is verified, the data is checked against the database in this order:

    a. Ingredient does not exist in the database (Note: An ingredient can be a raw material item or prep item)
    b. Categories defined at the site level that the import will take place (Example: Category and Category ID Account is different than what is currently defined in MenuLink)
    c. Standard Unit Errors: The item already exists in the database with a different Standard Unit defined. The Standard Unit in the spreadsheet will **need** to be corrected.
    d. Conversion Unit Errors: The item already exists in the database with the same conversion unit defined but with a different conversion factor. The conversion unit in the spreadsheet will **need** to be corrected.

    Most of these errors will direct you to the corrections that need to be made in the spreadsheet. At the end of reporting all of the errors encountered in the spreadsheet, MenuLink will generate a list of items or recipes that will not be imported due to the errors encountered. All valid Prep/Menu Items will be imported to the Site Group where the Recipes.xls file is being imported.

    Best Practice: Radiant Systems recommends that the administrator corrects all of the errors being reported in the Recipes.xls prior to proceeding with the import.

4. Finally, the Site which will have the data imported is displayed and the user can continue with the import or cancel.

    The Recipes.xls spreadsheet will be able to be run multiple times, skipping over items that already exist in the database.

> **WARNING: DO NOT MAKE ANY CHANGES TO LAYOUT OR FORMAT OF CELLS**
> **DO NOT REMOVE THE SECOND ROW IN RECIPES.XLS**

Appendix A: Recipes.xls Format

Excel Column	*2nd Row	Column Heading	Excel Data Type	Format	Required	Constraints
A	I	* Header/Detail	General	Abc123	Y	
B	I	* Prep/Menu Item ID	Number	####	Y	
C	I	* Category	General	Abc123	N	
D	I	* CategoryID	Number	####	Y	Must Match existing category in Database prior to import
E		Sales Price	Number	####	Y, if item is not prep	
F		PLU	Number	####	Y, if item is a not a prep item	
G		Waste Item	General	X or Null	N	Null = No X = Yes
H	I	* Prep/MenuItem Name	General	Abc123	Y	Must be unique name
I		Inactive Item	Number	0 or 1 X or Null	N	Null = No X = Yes
J		DateOf Inactivity	General	12/01/2007	N	
K	I	* Recipe Name	General	Abc123	Y, IF L, M, N, O, S, T, AU, AV, AW, AX, AY, BA IS NOT NULL	Must be unique name
L	I	* Raw Material Item ID	Text	Abc123	N	Must exist in MenuLink
M		RawMaterial Name	General	Abc123	N	Must exist in MenuLink
N		Ingredient Units	General	Abc123	N	Unit Must exist in database prior to Import
O		Quantity	Number	####	Y	
P		Start Recipe Date	Date	MM/DD/YYYY	Y, If K IS NOT NULL	
Q		End Recipe Date	Date	MM/DD/YYYY	N	
R	I	*Recipe Standard Unit	General	Abc123	Y	Unit Must exist in database prior to Import
S		RecipeMakes Amount	Number	####	Y	Only one entry per recipe
T		RecipeMakes Unit	General	Abc123	Y	Only one entry per recipe
U		RecipeMakes Unit Conversion to Standard	Number	####	Y	Only one entry per recipe
V	I	* Default Recipe Unit	General	Abc123	Y	Unit Must exist in database prior to Import
W	1.00	Default Recipe Unit Conversion to Standard	Number	####	Y	
X	I	* Item is Prep	General	X or Null	N	Null = No X = Yes
Y	I	* Conversion 1 Unit	General	Abc123	N	Unit Must exist in database prior to Import
Z		Unit 1 Conversion to Standard	Number	####	Y, if Y IS NOT NULL	

Excel Column	*2nd Row	Label Field	Excel Data Type	Format	Required	Constraints
AA	I	* Conversion 2 Unit	General	Abc123	N	Unit Must exist in database prior to Import
AB		Unit 2 Conversion to Standard	Number	####	Y, if AA IS NOT NULL	
AC	I	* Conversion 3 Unit	General	Abc123	N	Unit Must exist in database prior to Import
AD		Unit 3 Conversion to Standard	Number	####	Y, if AC IS NOT NULL	
AE	I	* Storage Location #1	General	Abc123	N	Storage Location must exist in database prior to import
AF	I	* Storage Location Name #2	General	Abc123	N	Storage Location must exist in database prior to import
AG	I	* Storage Name Location #3	General	Abc123	N	Storage Location must exist in database prior to import
AH	I	* Inventory List Name #1	General	Abc123	N	Inventory List must exist in database prior to import
AI	I	* Inventory List Name #2	General	Abc123	N	Inventory List must exist in database prior to import
AJ	I	* Inventory List Name #3	General	Abc123	N	Inventory List must exist in database prior to import
AK	I	* Inv Count Unit #1	General	Abc123	N	Unit Must exist in database prior to Import
AL		Inv Count Unit #1 Conversion Factor to Standard	Number	####	Y, if AK IS NOT NULL	
AM	I	* Inv Count Unit #2	General	Abc123	N	Unit Must exist in database prior to Import
AN		Inv Count Unit #2 Conversion Factor to Standard	Number	####	Y, if AM IS NOT NULL	
AO	I	* Inv Count Unit #3	General	Abc123	N	Unit Must exist in database prior to Import
AP		Inv Count Unit #3 Conversion Factor to Standard	Number	####	Y, if AO IS NOT NULL	
AQ	I	* Inv Count Unit #4	General	Abc123	N	Unit Must exist in database prior to Import
AR		Inv Count Unit #4 Conversion Factor to Standard	Number	####	Y, if AQ IS NOT NULL	
AS	I	* Inv Count Unit #5	General	Abc123	N	Unit Must exist in database prior to Import
AT		Inv Count Unit #5 Conversion Factor to Standard	Number	####	Y, if AS IS NOT NULL	

Excel Column	*2nd Row	Label Field	Excel Data Type	Format	Required	Constraints
AU	I	* Tools	General	Abc123	N	Data entered in this field must match a Prep Station already configured in the database.
AV	I	* Stations	General	Abc123	N	Data entered in this field must match a Prep Station already configured in the database.
AW	I	* Plate/Store	General	Abc123	N	Data entered in this field must match a Plate or Store already configured in the database.
AX	I	* Sensitivity	General	Abc123	N	Max Size 1000
AY	I	* Printed Shelf Life	General	Abc123	N	Max Size 20
AZ		Portion Size Amount	Number	####	Y, if 53 (Column BA) IS NOT NULL	Prep Items Only, not used for Menu Items. Only one Portion Size Unit Per Prep Item. Portion Size Unit must match one of the Conversion Units entered for the item. If populated Portion Size Amount must be populated.
BA	I	* Portion Size Unit	General	Abc123	Y, if 52 (Column AZ) IS NOT NULL	Prep Items Only, not used for Menu Items. Only one Portion Size Unit Per Prep Item. Portion Size Unit must match one of the Conversion Units entered for the item. If populated Portion Size Amount must be populated.
BB		Hold Time Days	Number	####	N	Prep Items Only, not used for Menu Items. Only one Hold Time Days Per Prep Item.
BC		Thaw Time Days	Number	####	N	Prep Items Only, not used for Menu Items. Only one Thaw Time Days Per Prep Item.
BD	I	* Prep Station	General	Abc123	N	Only one Prep Station Per Prep Item. Data entered in this field must match a Prep Station already configured in the database.
BE	I	* Prep Worksheet Comment	General	Abc123	N	Prep Items Only, not used for Menu Items. Only one Display Comment Per Prep Item.

Appendix B: Header (Row) Record Specification

1. Header/Detail – (*Column A)*
   - a. Identifies whether record is a header (H) record or a detail (D) record
   - b. Field will be populated with an H for all header records
   - c. Header records must precede all corresponding detail records
2. Prep/Menu Item ID – *(Column B)*
   - a. Used to create the Menu or Prep Item ID
   - b. If Prep/Menu Item ID exists update items with data in corresponding Header and Detail records
3. Category – *(Column C)*
   - a. Category Name
   - b. Only required in the Header record
   - c. Must match an existing Category configured in database at Site/Site Group level of import
4. Category ID – *(Column D)*
   - a. Used to select Menu Item or Prep Item category
   - b. Only required in the Header record
   - c. Must match an existing Category ID configured in database at Site/Site Group level of import
5. Sales Price – *(Column E)*
   - a. If item is a Menu Item, used to create the Sales Price of a Menu Item
   - b. If item is a Prep item field will be blank
6. PLU - *(Column F)*
   - a. If Item is a Menu Item, used to create PLU number
   - b. If item is a Prep Item field will be blank
7. Waste Item – *(Column G)*
   - a. Use to identify whether ingredient is a Waste Item
   - b. If X, Waste flag set to on
   - c. If Null, Waste flag set to off
8. Prep/Menu Item Name – *(Column H)*
   - a. Used to create Item Name
9. Inactive Item – *(Column I)*
   - a. Use to identify whether Item is Inactive
   - b. If X, Inactive flag set to on
   - c. If Null, Inactive flag set to off
10. Date Of Inactivity - *(Column J)*
    - a. Used to set the date when the item was set as inactive.
    - b. If Inactive field is populated with an X, Date of Inactivity must be populated with a date
11. Recipe Standard Unit – *(Column R)*
    - a. Used to identify the Menu/Prep Item Standard Unit.
    - b. Typically all Menu Item Standard Units = EA
12. Default Recipe Unit – *(Column V)*
    - a. Used to set the Default Recipe Unit
13. Default Recipe Unit Conversion to Standard – *(Column W)*
    - a. Used to set the conversion factor for the Default Recipe Unit to the Menu/Prep Item Standard Unit
    - b. Typically all Menu Item Standard Units = EA
14. Item is Prep – *(Column X)*
    - a. Use to identify whether ingredient is a prep item
    - b. X = Item is a Prep Item
    - c. If item is not a prep item field will be NULL
15. Conversion 1 Unit – *(Column Y)*
    - a. Prep Items Only
    - b. Used to set additional Conversion Units to be designated in the Conversion Unit Table
16. Unit 1 Conversion to Standard – *(Column Z)*
    - a. Prep Items Only
    - b. Used to set the conversion factor for the Conversion Units to the Menu/Prep Item Standard Unit (for Conversion 1 Unit)

17. Conversion 2 Unit – *(Column AA)*
    a. Prep Items Only
    b. Used to set Conversion Units designated in the Conversion Unit Table
18. Unit 2 Conversion to Standard – *(Column AB)*
    a. Prep Items Only
    b. Used to set the conversion factor for the Conversion Units to the Menu/Prep Item Standard Unit (for Conversion 2 Unit)
19. Conversion 3 Unit – *(Column AC)*
    a. Prep Items Only
    b. Used to set Conversion Units designated in the Conversion Unit Table
20. Unit 3 Conversion to Standard – *(Column AD)*
    a. Prep Items Only
    b. Used to set the conversion factor for the Conversion Units to the Menu/Prep Item Standard Unit (for Conversion 3 Unit)
21. Storage Location #1– *(Column AE)*
    a. Prep Items Only
    b. Used to set the Storage Location for the Prep Item
22. Storage Location Name #2 – *(Column AF)*
    a. Prep Items Only
    b. Used to set the Storage Location for the Prep Item
23. Storage Name Location #3 – *(Column AG)*
    a. Prep Items Only
    b. Used to set the Storage Location for the Prep Item
24. Inventory List Name #1 – *(Column AH)*
    a. Prep Items Only
    b. Used to set the Inventory Lists for the Prep Item
25. Inventory List Name #2 – *(Column AI)*
    a. Prep Items Only
    b. Used to set the Inventory Lists for the Prep Item
26. Inventory List Name #3 – *(Column AJ)*
    a. Prep Items Only
    b. Used to set the Inventory Lists for the Prep Item
27. Inv Count Unit #1 – *(Column AK)*
    a. Prep Items Only
    b. Used to set Inventory Units that will be available on the Inventory Count Sheet
28. Inv Count Unit #1 Conversion Factor to Standard – *(Column AL)*
    a. Prep Items Only
    b. Used to set the conversion factor for the Inventory Unit to the Menu/Prep Item Standard Unit (for Inv Count Unit #2)
29. Inv Count Unit #2 – *(Column AM)*
    a. Prep Items Only
    b. Used to set Inventory Units that will be available on the Inventory Count Sheet
30. Inv Count Unit #2 Conversion Factor to Standard – *(Column AN)*
    a. Prep Items Only
    b. Used to set the conversion factor for the Inventory Unit to the Menu/Prep Item Standard Unit (for Inv Count Unit #2)
31. Inv Count Unit #3 – *(Column AO)*
    a. Prep Items Only
    b. Used to set Inventory Units that will be available on the Inventory Count Sheet
32. Inv Count Unit #3 Conversion Factor to Standard – *(Column AP)*
    a. Prep Items Only
    b. Used to set the conversion factor for the Inventory Unit to the Menu/Prep Item Standard Unit (for Inv Count Unit #3)

33. Inv Count Unit #4 – *(Column AQ)*
    a. Prep Items Only
    b. Used to set Inventory Units that will be available on the Inventory Count Sheet
34. Inv Count Unit #4 Conversion Factor to Standard – *(Column AR)*
    a. Prep Items Only
    b. Used to set the conversion factor for the Inventory Unit to the Menu/Prep Item Standard Unit (for Inv Count Unit #4)
35. Inv Count Unit #5 – *(Column AS)*
    a. Prep Items Only
    b. Used to set Inventory Units that will be available on the Inventory Count Sheet
36. Inv Count Unit #5 Conversion Factor to Standard – *(Column AT)*
    a. Prep Items Only
    b. Used to set the conversion factor for the Inventory Unit to the Menu/Prep Item Standard Unit (for Inv Count Unit #5)
37. Hold Time Days – *(Column BB)*
    a. Enters the number into the Hold Time Days text box on the System Manager – Items – Menu / Prep Item – Prep Scheduling tab for the corresponding Item Recipe
    b. Only imported for Prep Items
38. Thaw Time Days – (Column BC)
    a. Enters the number into the Thaw Time Days text box on the System Manager – Items – Menu / Prep Item – Prep Scheduling tab for the corresponding Item Recipe
    b. Only imported for Prep Items
39. Prep Station – *(Column BD)*
    a. Selects the corresponding Prep Station on the System Manager – Items – Menu / Prep Item – Prep Scheduling tab for the corresponding Item Recipe
    b. The Prep Station must match an existing Prep Station configured in the database
    c. Each Prep Item may have only one Prep Station
    d. Only imported for Prep Items
40. Prep Worksheet Comment – *(Column BE)*
    a. If field is not null, Flags the Display Comment checkbox on the System Manager – Items – Menu / Prep Item – Prep Scheduling tab for the corresponding Prep Item
    b. Enters the text into the Display Comment text box on the System Manager – Items – Menu / Prep Item – Prep Scheduling tab for the corresponding Item Recipe
    c. Each Item Recipe may have only one Display Comment
    d. Only imported for Prep Items

Appendix C: Detail (Row) Record Specification

1. Header/Detail – *(Column A)*
    a. Identifies whether record is a header record or a detail record
    b. Field will be populated with an D for all detail records
    c. Detail records must follow the corresponding header record
2. Prep/Menu Item ID - *(Column B)*
    a. Used to match the detail record to the corresponding header record
3. Recipe Name – *(Column K)*
    a. Used to match the detail record to the corresponding header record
    b. Used to validate uniqueness of recipe
    c. A Menu/Prep Item is not required to have a recipe, but if a Recipe Name is entered every detail record must have a corresponding Recipe Name and Recipe Start Date.
4. Raw Material Item ID – *(Column L)*
    a. Used to match the raw material/prep item to the raw/prep existing in the database
5. Raw Material Name – *(Column M)*
    a. Not required, informational only

6. Ingredient Units – *(Column N)*
   a. Used to select the recipe unit of the ingredient
   b. Recipe unit must match recipe unit already existing in raw/prep item
7. Quantity - *(Column O)*
   a. Used to create quantity of recipe ingredient
8. Start Recipe Date – *(Column P)*
   a. Used to set the Recipe Start Date and to insert the recipe
   b. Every detail line must have a Recipe Start Date
   c. If an existing item recipe has a Start Date that does not match any of the items existing recipe Start Dates the following will occur:
      i. Validate that the Start Date does not overlap any existing recipes and send user error message that an overlapping recipes exists
      ii. If Start Date does not cause an overlapping recipes, insert an End Date of new recipe's (Start Date – 1 Day) for the active recipe and insert new recipe
   d. If an existing item recipe has a Start Date that matches any of the items existing recipe Start Dates the recipe will be overwritten with recipe data found in the spreadsheet.
9. End Recipe Date – *(Column Q)*
   a. Used to set the Recipe End Date
   b. Date must cause an overlap of an existing or importing Recipe Start Date for the designated Item
   c. Used for updating a Menu/Prep Item in order to end an existing recipe and start a new recipe
   d. Will be auto populated by system if a recipe is entered with a start date that is different and later than the existing recipes start date
10. Recipe Makes Amount – *(Column S)*
    a. Used to set the Recipe Makes Amount
11. Recipe Makes Unit – *(Column T)*
    a. Used to set the Recipe Makes Unit
12. Recipe Makes Unit Conversion to Standard – *(Column U)*
    a. Used to set the conversion factor for the Recipe Makes Unit to the Menu/Prep Item Standard Unit
    b. Populates the Unit to Standard conversion on the Items – Conversion Factors table
13. Tools – *(Column AU)*
    a. Flags the corresponding Tool in System Manager – Items – Menu / Prep Item – Modify Recipe – Component tab for the corresponding Item Recipe
    b. Must match an existing Tool configured in the database
    c. Each Item Recipe may have multiple Tools
14. Station – *(Column AV)*
    a. Flags the corresponding Station in System Manager – Items – Menu / Prep Item – Modify Recipe – Component tab for the corresponding Item Recipe
    b. Must match an existing Prep Station configured in the database
    c. Each Item Recipe may have multiple Stations
15. Plate / Store – *(Column AW)*
    a. Flags the corresponding Plate / Store in System Manager – Items – Menu / Prep Item – Modify Recipe – Component tab for the corresponding Item Recipe
    b. Must match an existing Plate or Store configured in the database
    c. Each Item Recipe may have multiple Plate / Stores
16. Sensitivity – *(Column AX)*
    a. If field is not null, Flags the Sensitivity checkbox on the System Manager – Items – Menu / Prep Item – Modify Recipe – Component tab for the corresponding Item Recipe
    b. Enters the text into the Sensitivity text box on the System Manager – Items – Menu / Prep Item – Modify Recipe – Component tab for the corresponding Item Recipe
    c. Each Item Recipe may have only one Sensitivity

17. Printed Shelf Life – *(Column AY)*
    a. If field is not null, Flags the Printed Shelf Life checkbox on the System Manager – Items – Menu / Prep Item – Modify Recipe – Component tab for the corresponding Item Recipe
    b. Enters the text into the Printed Shelf Life text box on the System Manager – Items – Menu / Prep Item – Modify Recipe – Component tab for the corresponding Item Recipe
    c. Each Item Recipe may have only one Printed Shelf Life
18. Portion Size Amount – *(Column AZ)*
    a. Enters the number into the Portion Size text box on the System Manager – Items – Menu / Prep Item – Modify Recipe – Ingredients tab for the corresponding Item Recipe
    b. If Portion Size Unit is populated then Portion Size Amount must be populated
19. Portion Size Unit – *(Column BA)*
    a. Selects the corresponding Portion Size Unit on the System Manager – Items – Menu / Prep Item – Modify Recipe – Ingredients tab for the corresponding Item Recipe
    b. The Portion Size Unit must match an existing Conversion Unit for the Menu / Prep Item
    c. If Portion Size Amount is populated then Portion Size Unit must be populated

Error Message Handling:

Error	Description	Action
Missing Recipe Name	Detail data listed in columns L, M, N, O, S, T, AU, AV,AW, AX, AY, BA in Recipes.xls spreadsheet without a corresponding Recipe Name	Do not proceed with the import, send user message detailing row in Recipes.xls that is missing the Recipe Name
Missing Recipe Start Date	No Recipe Start Date contained in a record that contains a Recipe Name	Do not proceed with the import, send user message detailing row in Recipes.xls that is missing the Recipe Start Date
Recipe Start Date Overlaps existing recipe	Recipe Start Date overlaps an existing Recipe	Do not proceed with the import, send user message detailing Recipe Start Date that is in Recipes.xls that is overlapping with existing recipe
Recipe End Date Overlaps existing recipe	Recipe End Date overlaps an existing Recipe	Do not proceed with the import, send user message detailing Recipe End Date that is in Recipes.xls that is overlapping with existing recipe
Tool Not Found	Tool does not match an existing Tool configured in System Manager – Inventory – Kitchen Tool Maintenance	Do not proceed with the import, send user message detailing Tool name that is in Recipes.xls but not in BOA.Net database.
Station Not Found	Station does not match an existing Prep Station configured in System Manager – Inventory – Prep Station Maintenance	Do not proceed with the import, send user message detailing Prep Station name that is in Recipes.xls but not in BOA.Net database.
Plate / Store Not Found	Plate / Store does not match an existing Plate / Store configured in System Manager – Inventory – Plate Store Maintenance	Do not proceed with the import, send user message detailing Plate / Store name that is in Recipes.xls but not in BOA.Net database.
Sensitivity exceeds maximum size	Text entered in Sensitivity exceeds 1000 characters	Do not proceed with the import, send user message listing the cell on the Excel spreadsheet which exceeds the max length.
More than one Sensitivity for the same Item Recipe	More than one Sensitivity for the same Item Recipe	Do not proceed with the import, send user message listing the cells on the Excel spreadsheet where the multiple Sensitivities exist.
Printed Shelf Life exceeds maximum size	Text entered in Printed Shelf Life exceeds 20 characters	Do not proceed with the import, send user message listing the cell on the Excel spreadsheet which exceeds the max length.
More than one Printed Shelf Life for the same Item Recipe	More than one Printed Shelf Life for the same Item Recipe	Do not proceed with the import, send user message listing the cells on the Excel spreadsheet where the multiple Printed Shelf Life exist.
Portion Size Amount entered and corresponding Portion Size Unit field is NULL	Portion Size Amount entered and corresponding Portion Size Unit field is Null	Do not proceed with the import, send user message listing the cells on the Excel spreadsheet where the required Portion Size Units are NULL.
Portion Size Unit entered and corresponding Portion Size Amount field is NULL	Portion Size Unit entered and corresponding Portion Size Amount field is Null	Do not proceed with the import, send user message listing the cells on the Excel spreadsheet where the required Portion Size Amount is NULL.
Portion Size Unit Not Found	Portion Size Unit does not match a Conversion Unit listed for the Prep Item	Do not proceed with the import, send user message listing the cells on the Excel spreadsheet where the Portion Size Unit that does not match one of the conversion units exists.

Error	Description	Action
More than one Portion Size Unit for the same Item Recipe	More than one Portion Size Unit for the same Item Recipe	Do not proceed with the import, send user message listing the cells on the Excel spreadsheet where the multiple Portion Size Unit exists.
Portion Size data entered for a Menu Item	Portion Sized data is associated with Prep Items only	Do not proceed with the import, send user message listing the cells on the Excel spreadsheet where the Portion Size data is entered for a Menu Item.
Hold Time Days entered for a Menu Item	Hold Times data is associated with Prep Items only	Do not proceed with the import, send user message listing the cells on the Excel spreadsheet where the Hold Time Days is entered for a Menu Item.
Thaw Time Days entered for a Menu Item	Thaw Times data is associated with Prep Items only	Do not proceed with the import, send user message listing the cells on the Excel spreadsheet where the Thaw Time Days is entered for a Menu Item.
Prep Station Not Found	Station does not match an existing Prep Station configured in System Manager – Inventory – Prep Station Maintenance	Do not proceed with the import, send user message detailing Prep Station name that is in Recipes.xls but not in BOA.Net database.
More than one Prep Station for the same Prep Item	More than one Prep Station for the same Prep Item	Do not proceed with the import, send user message listing the cells on the Excel spreadsheet where the multiple Prep Stations exist.
Prep Station entered for a Menu Item	Prep Station data is associated with Prep Items only	Do not proceed with the import, send user message listing the cells on the Excel spreadsheet where the Prep Station is entered for a Menu Item.
Display Comment exceeds maximum size	Text entered in Display Comment exceeds 70 characters	Do not proceed with the import, send user message listing the cell on the Excel spreadsheet which exceeds the max length.
Display Comment entered for a Menu Item	Display Comment data is associated with Prep Items only	Do not proceed with the import, send user message listing the cells on the Excel spreadsheet where the Display Comment is entered for a Menu Item.