Production Records Item Count Instructions for Bulk Items

On the **Item Counts** tab;
Enter the following information for each item moving from the left to right.

a. **Prepared column**- Enter the amount of servings prepared during production.
Example: Using R5555-Recipe yields 5 serving per bulk bag. Using **200** bags
    200 bags X 5 = 1000 servings prepared

b. **Added column-** Enter the amount of meal items add to production worksheet during the meal service.

c. **Leftover column**- Enter the number of serving's leftover from the serving period.
Example: Using R5555-Recipe yields 5 serving per bulk bag. **5** leftover bags.
    5 bags X 5 = 25 servings leftover

d. **Served column -**Amounts are automatically calculated for each item on the production record based on the difference between the amount prepared and the amount leftover**.**

e. **Adults** – No Adult Meals Entry in this column for any Bulk Items.

f. **Leftover Code-**Any item that is leftover, select the appropriate leftover code from the drop down box.

Freeze
Refrigerate
Serve Next Day
Dispose Of
Return To Stock
Served As Seconds
Other
Served Free To Students

1 -**Served Next Day**- For all meals that will be served the next day – This will put those items on the next day's production record

2 - **Return To Stock**- For leftover items that will not be used the next day

3 - **Disposed Of-** For items that need to be discarded

NOTE: Repeat the above steps for each bulk item. **See picture on next page**

| Item Counts | Pull Ticket | Item Types | Meals / Revenue | Daily Comment / Menu | Meal Patterns |

Stock Number	Stock Description	From Leftovers	Rec-ipe	Portion Size	Proj-ected	Exce-ption	Total Prepared	Added	Left-over	Served	Non Reimb.	Adult	Leftover Code
6557	CHICKEN CAESAR SALAD CS/2	☐	☐	1-Each Salad Bow	2050	0	600	0	30	570	0	144	Serve Next
2918	CHEESE MOZZ STRING CS/168	☐	☐	1-Each 1 oz	50	0	0	0	0	0	0	0	Return To S
1239	CRACKER CHEEZ-IT CS/175/.7	☐	☐	1-EACH PKG (0.7	50	0	0	0	0	0	0	0	Return To S
2417	KIWI STRAW JUICE SLUSH CS/	☐	☐	1-Each	50	0	(a)	0	0	0	0	(e) 0	(f) Re
7014	MILK CHOCO NON FAT 1/2PT	☐	☐	1-Each (1/2 pint)	2025	0		(b)	(c)	(d)		0	Se
7010	MILK 1 % LOW FAT 1/2 PT EC	☐	☐	1-Each (1/2 pint)	25	0	0	0	0	0	0	0	Return To S
1416	DRESSING CAESAR PC 60/1.5	☐	☐	1-Each 1.5 oz	1000	0	0	0	0	0	0	0	Serve Next
R5555	Caesar Salad+StringChse-5 svg	☐	☑	1-1 Serving	1000	0	1000	0	25	975	0	0	Return To S
2585	MUFFIN BLUEBERRY 1.8 OZ I.	☐	☐	1-Each Muffin	1000	0	0	0	0	0	0	0	Serve Next
3006	CARROTS BABY FRESH (1/2 C)	☐	☐	1-Each Bag (2.5 o	2000	0	0	0	0	0	0	0	Serve Next
3093	ORANGE LOCAL CS/138	☐	☐	1-Each Whole Ora	2000	0	0	0	0	0	0	0	Serve Next
2433	LEMON BERRY SWIRL CUP CS/	☐	☐	1-Each 4.4 Fl Oz	2000	0	0	0	0	0	0	0	Return To S
2648	PARADISE PUNCH JUICE SLUS	☐	☐	1-Each	2100	0	0	0	0	0	0	0	Serve Next