



MILLIONAIRE CHEF

Recipe Costing Tool

User Guide



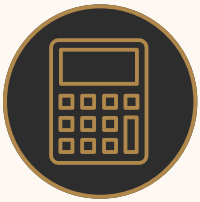
Build accurate ingredient, batch, and plated recipe costs
in one professional Excel system.

COST SMART, PRICE RIGHT, PROFIT MORE

MILLIONAIRE CHEF

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WHAT THIS TOOL DOES



Build an ingredient database with units, costs, suppliers, and notes.



Cost batch recipes such as sauces, doughs, creams, bases, garnishes, and prep recipes.



Cost plated menu items using ingredients and saved batch recipes.



Review batch recipe cost, Cost per Portion, Dish Cost, Sell Price, and Food Cost %.

BEFORE YOU START

Use this checklist before entering your own recipes:

-  Open the file in Microsoft Excel desktop.
-  Enable macros when Excel asks for permission.
-  Save a clean backup copy before editing.
-  Keep the file saved as an .xlsm file.
-  Do not save the file as .xlsx, because this can remove the tool's button and macro functionality.
-  Only type into the intended input areas.
-  Do not delete or rename workbook tabs.
-  Do not type over formulas, totals, IDs, or helper calculations.

If Excel blocks macros:

On Windows, right-click the downloaded file, choose Properties, select Unblock if available, then reopen the workbook.

The customer copy is delivered as a clean workbook. Save a backup copy before entering your own ingredients and recipes.

TOOL MAP

The main tabs in the Recipe Costing Tool are:

1

Welcome

Start page and navigation.

Use START COSTING to begin with Ingredients.

The QUICK INSTRUCTIONS button can open this User Guide

2

Dashboard

Review overall recipe-costing status, Current Food Cost %, Target Food Cost %, recipes above target, export activity, total ingredients, top ingredients, most-used batch recipes, and Currency Settings.

3

Ingredients

Use this first. Build and maintain your ingredient database.

4

Batch Recipes

Cost prep recipes, components, bases, sauces, creams, doughs, batters, garnishes, and other batch recipes.

5

Plated Recipes

Build finished menu items using individual ingredients and saved batch recipes.

6

Recipes and Export

Use this as your recipe index. Review saved plated and batch recipes, mark plated items Ready, export plated items to Menu Engineering, and clear saved recipe records when needed.

STEP 1: ADD INGREDIENTS

Start with the Ingredients tab.

Ingredients Database

ADD NEW INGREDIENTS

Name Supplier

Unit Notes

Cost per Unit

SAVE

CLEAR

ID	NAME	UNIT	COST PER UNIT	SUPPLIER	OTHER NOTES
ING-001	Cantaloup	kg	\$2.50	Providence Supplier	
ING-002	Strawberries	each	\$5.40	Providence Supplier	
ING-003	Heavy Cream	qt	\$3.50	Dairy Supplier	
ING-004	Sugar	kg	\$1.20	Providence Supplier	

In the Add New Ingredients area, enter:

Name > The ingredient name, written clearly and consistently.

Unit > The unit you buy or cost the ingredient by, such as oz, lb, kg, ea, qt, can, or unit.

Cost per Unit > The cost for one unit.

Supplied From > The supplier or source of the ingredient.

Notes > Optional notes, such as brand, pack size, quality, or ordering comments.

Then click SAVE.

The ingredient will be added to the ingredient database below.

Important:

Use consistent units. If your cost per unit is based on ounces, enter recipe quantities in ounces. If your cost per unit is based on kilograms, enter recipe quantities in kilograms. The tool does not guess or convert units automatically.

Use the CLEAR button to clear the input area without saving.

STEP 2: BUILD BATCH RECIPES

The screenshot shows the 'Manage Batch Recipes' interface. On the left is a sidebar with a 'MILLIONAIRE CHEF' logo and navigation links: Dashboard, Recipes, Manage (selected), Batch (highlighted), Plated, and Ingredients. The main area is titled 'Manage Batch Recipes' and contains a 'Load Existing Batch Recipe' button and a 'LOAD' button. In the top right corner are buttons for 'DELETE', 'PDF', 'SAVE' (with a circled 8), and 'CLEAR'. The central 'BATCH RECIPE COSTING CARD' form includes:

- 1. A text field for 'Name'.
- 2. A text field for 'Yield'.
- 3. A table with columns: ID, INGREDIENTS, PREPARATION, AMOUNT, UNIT, UNIT, TOTAL COST, and METHOD.
- 4. The 'AMOUNT' column in the table.
- 5. The 'PREPARATION' column in the table.
- 6. A 'COST PER RECIPE' field showing '\$0.00'.
- 7. A 'COST PER PORTION' field.
- 8. The 'SAVE' button.

Use the Batch tab for recipes that are made once and then used inside other recipes.

To create a batch recipe:

- 1 Enter the batch recipe name.
- 2 Enter the yield.
- 3 Add each ingredient in the ingredient table.
- 4 Enter the amount used for each ingredient.
- 5 Add preparation notes or method notes if needed.
- 6 Review the total recipe cost.
- 7 Review the cost per portion.
- 8 Click SAVE.

Optional:

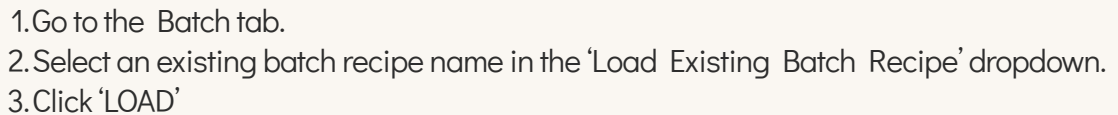
Use the PDF button if you want a clean batch recipe card for production, records, or team training. Save the latest recipe changes before exporting the PDF.

The tool pulls the unit and cost per unit from your Ingredients database. The total cost is calculated from the ingredient amount multiplied by the cost per unit. The yield should represent the number of usable portions, units, or servings produced by the batch recipe.

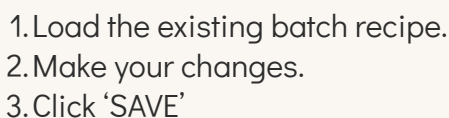
Example:

\$20 batch cost ÷ 40 portions = \$0.50 per portion.

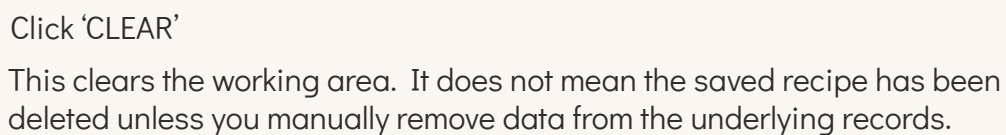
To load an existing batch recipe:



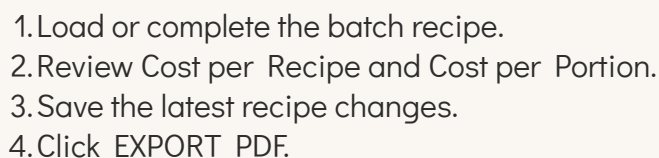
To update a batch recipe:



To clear the batch recipe card:



To export a batch recipe as PDF:



7

STEP 3: BUILD PLATED RECIPES

Use the Plated tab for finished menu items that you sell to guests.

To create a plated menu item:

- 1 Enter the menu item name.
- 2 Add the ingredients and saved batch recipes used in the dish.
- 3 Enter the amount used for each component.
- 4 Review the calculated dish cost.
- 5 Enter the sell price.
- 6 Review the food cost %.
- 7 Click 'SAVE'

Optional:

Use EXPORT PDF if you want a clean plated recipe card for records, costing review, or kitchen reference. Save the latest recipe changes before exporting the PDF.

You can use both individual ingredients and saved batch recipes inside a plated item.

Saved batch recipes use their stored Cost per Portion, so you do not need to rebuild the same sauce, base, dough, cream, or garnish every time.

HOW TO READ THE PLATED RECIPE RESULTS

Manage Plated Recipes

Load Existing Plated Menu

PLATED RECIPE COSTING CARD

Name: PLT ID:

ID	INGREDIENTS	PRESENTATION	AMOUNT	UNIT	COST PER UNIT	TOTAL COST	NOTES
DISH COST					\$0.00	COST PER RECIPE	\$0.00
SELL PRICE							
FOOD COST %					0.00%		

- Dish Cost
This is the calculated cost to produce one finished plated item.
- Sell price
This is the selling price entered for the item.
- Food cost %
This shows how much of the Sell Price is consumed by the Dish Cost.
- Formula:
$$\text{Food Cost \%} = \text{Dish Cost} \div \text{Sell Price}$$
- Example:
If a dessert costs \$3.00 to make and sells for \$12.00, the Food Cost % is 25%.
- How to use this:
 - If Food Cost % is too high, review portion size, ingredients, garnish cost, supplier cost, or Sell Price.
 - If Food Cost % is on target, keep the recipe consistent.
 - If Food Cost % is unusually low, check that all ingredients and batch components have been included correctly.

USE THE RECIPES TAB AS YOUR RECIPE INDEX

The Recipes tab gives you an overview of saved plated menu items and saved batch recipes.

For plated menu items, you can review:



- ID
- Date
- Menu item
- Dish cost
- Unit
- Sell price
- Food cost %
- Status

For batch recipes, you can review:



- ID
- Date
- Batch recipe
- Cost per recipe
- Yield
- Cost per portion
- Status

Status is important when using the Recipe Tool together with the Menu Engineering Tool.



- Ready
The plated menu item is ready to export.
- Exported
The plated menu item has already been exported.

If you update an existing plated recipe and want to send the new Dish Cost or Sell Price to Menu Engineering, keep the same Recipe ID, mark the item Ready again, and export it again.

Clear options on the Recipes tab:

Clear plated menu items only

Use this when you want to remove saved plated menu items but keep your ingredients and batch recipes.

Clear batch recipes + linked plated items

Use this only when you intentionally want to remove saved batch recipes and any plated menu items connected to those batch recipes.

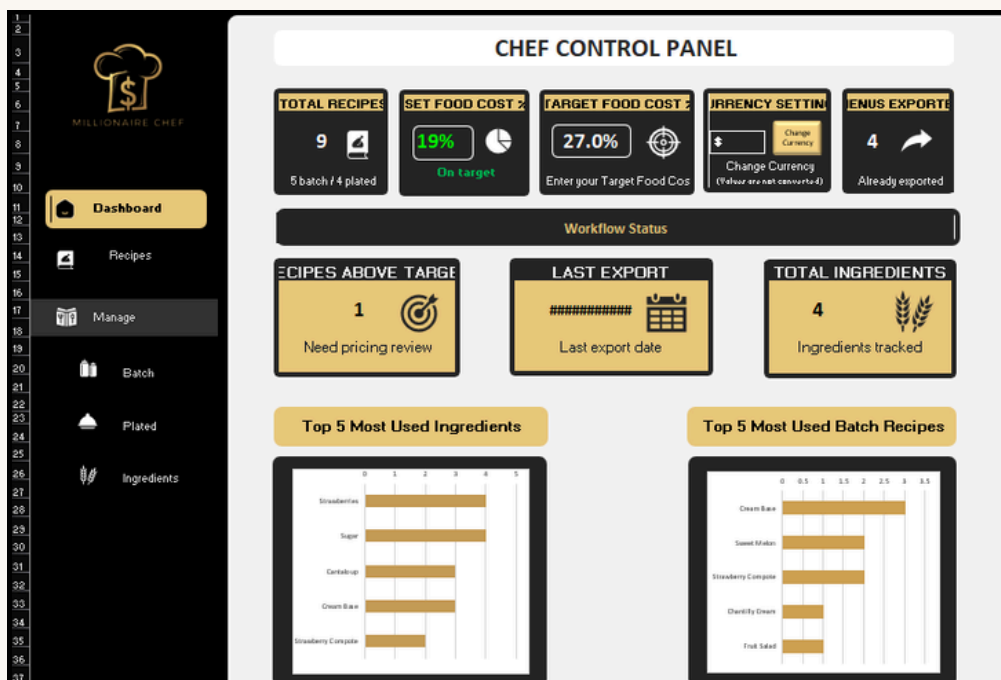


Important:

Save a backup copy before using either clear button. These buttons are designed for resetting recipe records, not for clearing the current recipe card.

DASHBOARD OVERVIEW

The Dashboard gives you a quick overview of your recipe costing file.



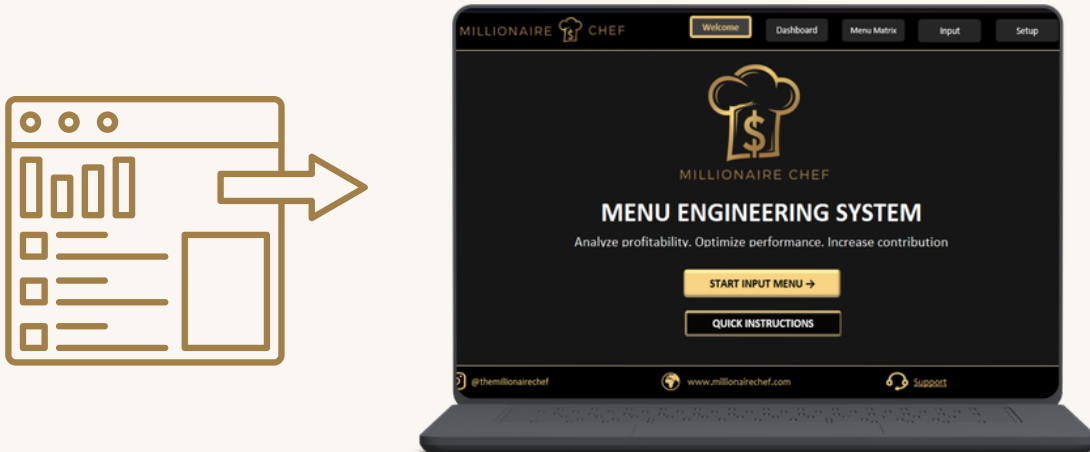
Key areas include:

- **Total Recipes**
Shows how many recipes are saved in the file.
- **Current Food Cost %**
Shows the current recipe-level food cost indicator used by the workbook..
- **Target Food Cost %**
Shows the target you want to compare against.
- **Currency Settings**
Choose the currency symbol you want to display, then click CHANGE CURRENCY. The selected symbol updates visible monetary formatting across Ingredients, Batch, Plated, and saved recipe areas. It does not convert values or use exchange rates.
- **Menus Exported**
Shows how many plated menu items have already been exported.
- **Recipes Above Target**
Highlights items that may need pricing, portion, or recipe review.
- **Last Export**
Shows the most recent export activity.
- **Total Ingredients**
Shows how many ingredients are currently tracked.
- **Top 5 Most Used Ingredients**
Shows which ingredients appear most often across recipes.
- **Top 5 Most Used Batch Recipes**
Shows which batch recipes are used most often in plated menu items.

The Dashboard helps you see whether your costing system is complete, current, and ready for menu analysis.

EXPORT TO MENU ENGINEERING TOOL

Use this step only if you also have the Menu Engineering Tool.



➤ Before exporting:

- Save the Recipe Costing Tool.
- Make sure both .xslm files are saved in the same folder.
- Keep the original connected-tool file names.
- Confirm the plated menu items you want to export are marked Ready.
- Click EXPORT MENU from the Recipes area.

➤ The Menu Engineering Tool does not need to be open before export. The Recipe Costing Tool can open it as needed when both files are saved correctly.

➤ The export sends:

- Recipe ID
- Menu Item
- Dish Cost
- Sell Price

➤ After a successful export:

The item status changes to 'Exported'.

➤ Previously exported Recipe IDs remain available in Menu Engineering. Re-exporting the same Recipe ID updates that recipe's exported data instead of removing the other exported recipes.

➤ If an item does not export:

Check that it is marked Ready, macros are enabled, both files are saved as .xslm in the same folder, and the connected file names have not been changed.

COMMON MISTAKES TO AVOID

Avoid these mistakes when using the Recipe Costing Tool:



Entering recipe quantities in a different unit than the ingredient cost per unit.



Forgetting to enter the ingredient cost per unit.



Clearing batch recipes without realizing linked plated menu items may also be removed.



Exporting a PDF before saving the latest recipe changes...



Saving the file as .xlsx instead of .xlsm.



Exporting before plated items are marked Ready.



Renaming the connected Menu Engineering Tool file.



Exporting before plated menu items are marked Ready.



Keeping the Recipe Tool and Menu Engineering Tool in different folders.



Assuming CHANGE CURRENCY converts values. It changes display formatting only.



Forgetting to save a backup before making major changes.



Using Google Sheets, Apple Numbers, or Excel Online instead of desktop Excel.



Using the Recipes tab clear buttons without saving a backup first..

The cleaner your ingredient database is, the more
reliable your recipe costs will be.

TROUBLESHOOTING & SUPPORT



Macros are blocked

Open the file in Excel desktop. If Windows blocks macros, right-click the file, choose Properties, select Unblock if available, then reopen the workbook.



A recipe cost looks wrong

Check the ingredient Cost per Unit, the amount used, and the unit. Most costing issues come from unit mismatches.



An ingredient does not appear in a recipe dropdown

Make sure the ingredient has been saved on the Ingredients tab. Type the first few letters in the dropdown cell if needed.



A batch recipe does not appear in a plated recipe

Make sure the batch recipe has been saved first.



A plated item does not export

Make sure the item is marked Ready and macros are enabled. Both .xlsm files must be saved in the same folder with their connected file names unchanged.



The export says the 'Menu Engineering Tool cannot be found'

Check the file name, file location, and whether both files are saved in the same folder. Menu Engineering does not need to be open before export.



I made a mistake or cleared records by accident

Close the file without saving if possible, or return to your clean backup copy..

For support, contact:

support@millionairechef.com



When asking for help, include:

- Which file you are using
- Which tab you are on
- What button you clicked
- A screenshot of the issue
- A short description of what you expected to happen

FINAL NOTES



Accurate costing leads to better pricing,
stronger margins and a more profitable kitchen.

COST SMART. PRICE RIGHT. PROFIT MORE.



*Thank you for being a
Millionaire Chef.*

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