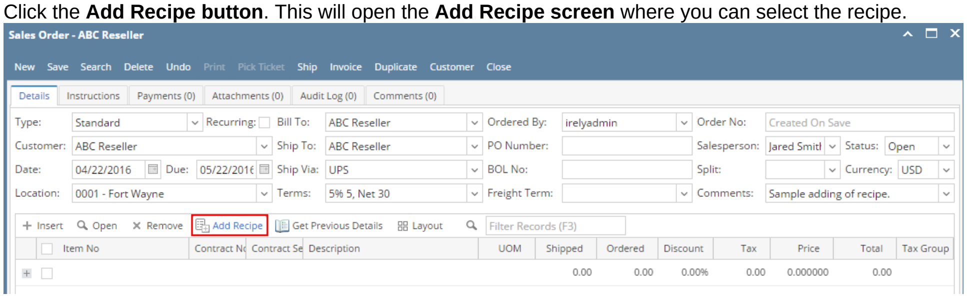
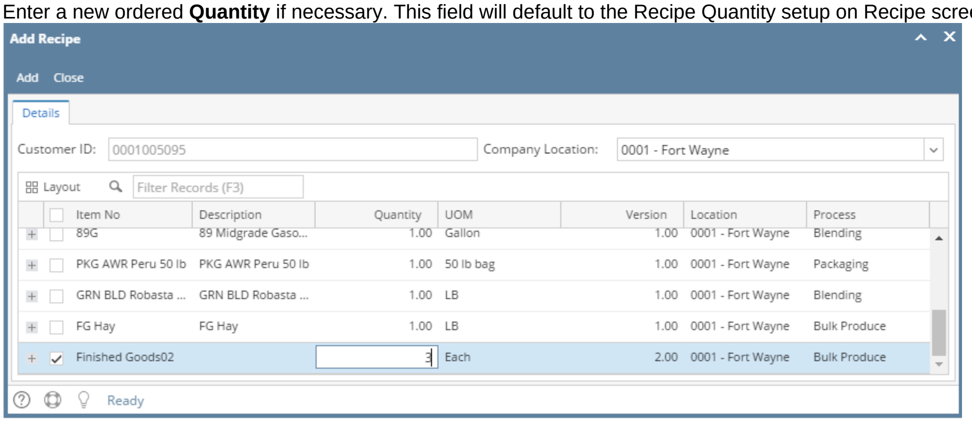
How to Add Recipe to Sales Transactions

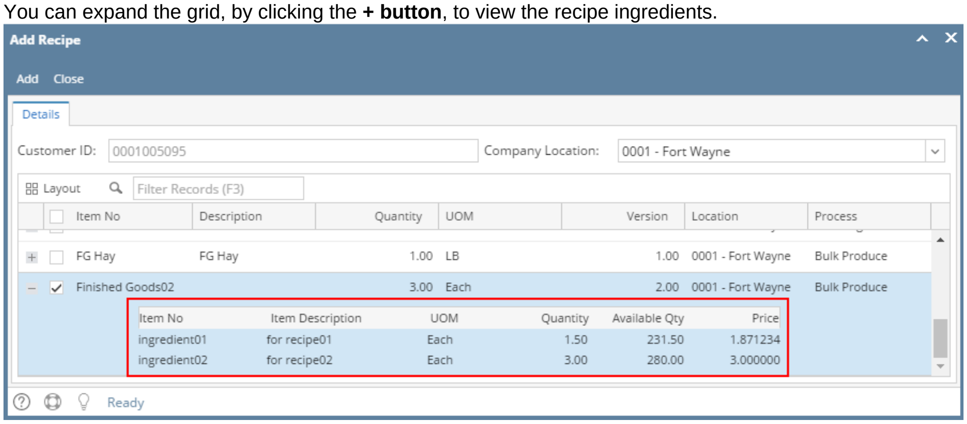
1. Before you proceed with the succeeding steps, make sure the Recipe has been created.
2. Open the transaction screen, e.g. Quote, Sales Order, Invoice, or Credit Memo , where you will add a recipe.
3. Fill out the necessary header details.
4. Click the **Add Recipe button**. This will open the **Add Recipe screen** where you can select the recipe.



5. Select a new **Company Location** if necessary. This field will filter the grid details by company location.
6. Enter a new ordered **Quantity** if necessary. This field will default to the Recipe Quantity setup on Recipe screen.



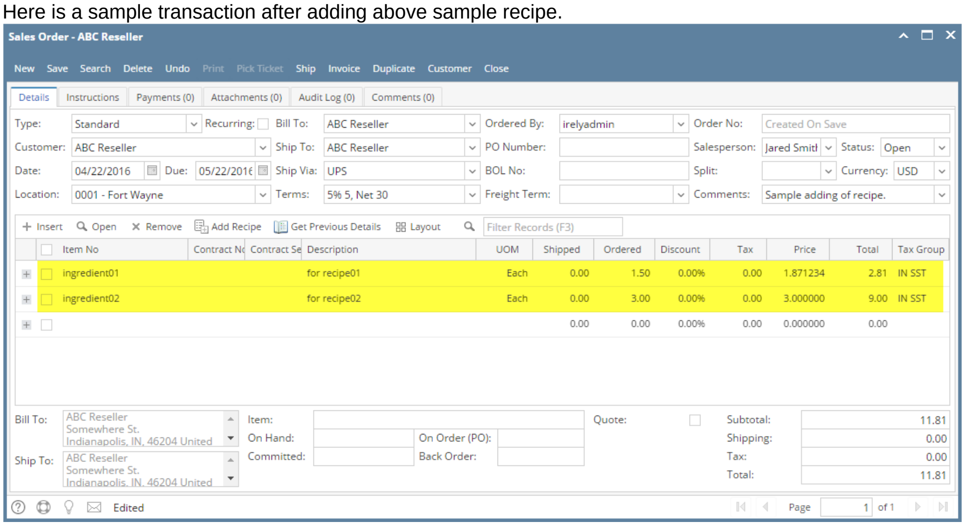
You can expand the grid, by clicking the **+ button**, to view the recipe ingredients.



7. Click **Add button** to add the ingredients to the sales transaction grid.

If one of the ingredients of the recipe do not have enough stock, the Recipe will not be added to the sales transaction.

Here is a sample transaction after adding above sample recipe.



8. **Save** or **Post** the transaction.