



CONNECT

Mosaic BOH ⚡ | A piece of cake:

# Building the Menu Planning Basics

PRESENTED BY DAVID HELMES



# Menu Planning Basics

- How to define a Menu and associate it with sites
- How to build a Menu and Reimbursable Meal Groups
- How to get Nutrient Analysis and Weekly Certification



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# Menus

# Menus...

- The Menu Maintenance screen provides various functions including modification, copying, viewing and printing of Menus.
- You also have access to Production Quantities, Nutrient Breakdown, and Weekly Requirement reports.

Home > Menus > Menu Search > Edit : 2 - Elementary Lunch

General Recipes Production Quantities Reports

Menu #: 2 Serving Period: Lunch  
Menu Name: Elementary Lunch Age/Grade Group: K-5 (age 5-10)

Today < > November, 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	31
01	02 Lunch x	03 Lunch x	04 Lunch x	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05

Import Cycle Menu Copy

Cancel

**Preview**

HAMBURGER ON A BUN: WW  
LETTUCE & TOMATO: 1 leaf, 2 slice  
FRENCH FRIES: oven heat  
PEACH COBBLER  
MUSTARD: individual PC  
KETCHUP: individual  
MILK, NONFAT CHOCOLATE, MOO-MOO DAIRY  
MILK, 1% LOWFAT, MOO-MOO DAIRY  
MILK, SKIM, MOO-MOO DAIRY

# Menus...

General

Sites

General

Menu #: 1

Menu Name:\* Elementary Breakfast

Menu Planning Options

Meal Pattern:\* HHFKA

Serving Period:\* Breakfast

Age/Grade Group:\* K-5 (age 5-10)

Nutrient Standards

Calories - Min: 350

Calories - Max: 500

Total Fat: % or less \*

Saturated Fat: 10 % (less than)

Cholesterol: mg\*

Sodium: 540 mg or less

Carbohydrate: g\*

Dietary Fiber: g\*

Protein: g\*

Iron: mg\*

Calcium: mg\*

Vitamin A: IU\*

Vitamin C: mg\*

Total Sugars: g\*

Added Sugars: g\*

\* Denotes User Defined Fields

Copy

Deactivate

Cancel

Save

- Create a Menu with Nutrient Standards

# Menus...

Mosaic BOH Training

Home > Menus > Menu Search > Edit : 2 - Elementary Lunch

General Recipes Meal Totals Reports

Menu Date: Thu, 01/30/2025 View Type: Portion Size

Prev Day Next Day

Menu Name: SPAGHETTI

<sup>1</sup> -denotes required nutrient values.  
<sup>2</sup> -Trans Fat value is provided for informational purposes only, not for monitoring purposes.  
 \* denotes combined nutrient totals with either missing or incomplete nutrient data.  
 \*N/A\* denotes a nutrient that is missing or incomplete for an individual ingredient.

	Recipe #	Description	Portion	Planned Reim- burse	Planned A La Carte	Cost	Calories <sup>1</sup> (kcal)	Saturated Fat <sup>1</sup> (g)	Saturated Fat CAL %	Sodium <sup>1</sup> (mg)	Total Sugars (g)	Added Sugars (g)	Total Sugars CAL %	Total Fat (g)	Total Fat CAL %	Trans Fat <sup>2</sup> (g)	Trans Fat CAL %	Chole- sterol (mg)
<input type="checkbox"/>	1	37 STAGECOACH SPAGHETTI w/CHEESE	2/3 CUP	10										12.8	40.0%	0.4*	1.2%*	
<input type="checkbox"/>	2	439 PEAS & CARROTS: frozen,boiled 1cup	CUP	10										0.7	7.9%	0.0	0.0%	
<input type="checkbox"/>	3	990088 PEACH COBBLER	SERVINGS	10										11.6	38.0%	0.0*	0.0%*	
<input type="checkbox"/>	4	990039 Milk, 1% Lowfat	HALF PINT	2										2.4	20.8%	*N/A*	*N/A*	
<input type="checkbox"/>	5	990038 Milk, Nonfat Chocolate	HALF PINT	2										2.5	14.3%	*N/A*	*N/A*	
<input type="checkbox"/>	6	990040 Milk, Skim	HALF PINT	2										0.2	2.1%	*N/A*	*N/A*	

### Daily Meal Pattern Requirements

Component	Required Min	Actual Min	
Meat/Meat Alt	1.000 oz eq	2.000	✓
Grain	1.000 oz eq	1.000	✓
Fruit	0.500 cup	0.500	✓
Vegetable	0.750 cup	1.250	✓
Milk	1.000 cup	1.000	✓

### Milk Offered Requirements

Component		
Skim/Fat Free/Unflavored	<input checked="" type="checkbox"/>	✓
Skim/Fat Free/Flavored	<input checked="" type="checkbox"/>	✓
Low-Fat(1% or less)/Unflavored	<input checked="" type="checkbox"/>	✓
Low-Fat(1% or less)/Flavored	<input type="checkbox"/>	✓
Reduced-Fat(2% or whole)	<input type="checkbox"/>	✓

23.5 31.7% 0.3\* 0.4%\*

Cancel Save

Add Replace Recipe Production Quantities Reim.Meal Groups Weekly Check

- Add Recipes and create Reimbursable Meal Groups

# Menus...

Elementary Lunch ▼ Drag items from left to right »

Skip Sat & Sun: No ▼ Copy Menus Only: No ▼ Copy Type: Append

Today < > 📅 January, 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 No School	31 No School	01 No School	02 No School	03 No School	04
05	06 Hamburg	07 Salad	08 Chicken BBQ	09 Lasagna/Chic	10 Burrito/Beef	11
12	13 Hamburg	14 Salad	15 Chicken BBQ	16 Lasagna/Chic	17 Burrito/Beef	18
19	20 CHX PATTY	21 FAJITAS	22 Hamburg	23 Salad	24 Chicken BBQ	25
26	27 Lasagna/Chic	28 Burrito/Pizza	29 SOFT TACO	30 SPAGHETTI	31 PIZZA	01
02	03 Lunch	04 Lunch	05 Lunch	06 Salad	07 Lunch	08

Preview

Today < > 📅 February, 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 Lasagna/Chic	28 Burrito/Pi	29 SOFT TACO	30 SPAGHET	31 PIZZA	01
02	03 Lunch	04 Lunch	05 Lunch	06 Salad	07 Lunch	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	01
02	03	04	05	06	07	08

2/10/2025

🔍 Copy Selection Done

- Copy Menus

# Menus...

Home > Menus > Replace Menu Recipe

**Original Recipe**

Recipe # or Description:

86 - ORANGES

**Replacement Recipe**

Recipe # or Description:

64 - APPLES,Fresh

Menu Type:

Menu Names:

Start Date:

End Date:

**Menu Preview**

Recipe Name

OATMEAL

EGG,HARD-BOILED

ORANGES

Milk, Nonfat Chocolate

<input type="checkbox"/>	Menu #	Menu Name	Menu Date	Planned Reimb	Planned AlaCarte	Serving Period	Grade/Age Group	Active
<input checked="" type="checkbox"/>	1	Elementary Breakfast	Wed, 02/19/2025	100	0	Breakfast	K-5 (age 5-10)	Yes
<input type="checkbox"/>	1	Elementary Breakfast	Wed, 02/26/2025	100	0	Breakfast	K-5 (age 5-10)	Yes
<input type="checkbox"/>	1	Elementary Breakfast	Wed, 03/05/2025	100	0	Breakfast	K-5 (age 5-10)	Yes
<input type="checkbox"/>	1	Elementary Breakfast	Wed, 03/12/2025	100	0	Breakfast	K-5 (age 5-10)	Yes
<input type="checkbox"/>	1	Elementary Breakfast	Wed, 03/19/2025	100	0	Breakfast	K-5 (age 5-10)	Yes

- Utilize the "Replace Menu Recipe" feature



# Menus...

The screenshot displays the Heartland Mosaic BOH (Back of the House) software interface. The top navigation bar is green with the text "Home > Menus". The left sidebar is dark grey and contains a list of menu items: Home, Community, Ingredients, Recipes, Menus (highlighted with a green calendar icon), Products, Inventory, Ordering, Reports, and Setup. The main content area is titled "Menus" and contains a table with three rows: "Maintenance", "Cycle Menu", and "Replace Menu Recipe". Each row has a green arrow icon on the right. A purple arrow points to the "Maintenance" row.

Menus	
Maintenance	→
Cycle Menu	→
Replace Menu Recipe	→

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# Reports

# Reports

## Menu Spreadsheets:



Nutritional  
Analysis

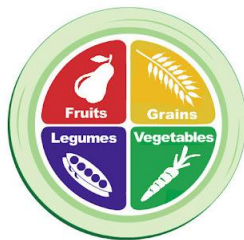


Production  
Qty's



Costing

## Weekly Requirements Report:



Reimbursable  
Meal Groups



USDA  
Requirements

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# Reports

Home > Menu > Menu Search > Edit : 2 - 2. Elementary Lunch

General Recipes

Menu Date: Mon, 02/26/24

Prev Day

Menu Name: Week 1 Day 1

### Weekly Requirements

Week of 2/26/2024  
Weekly Meal Pattern Requirements  
Lunch K-5 (age 5-10)

5 Day Week	Mon 02/26/24	Tue 02/27/24	Wed 02/28/24	Thu 02/29/24	Fri 03/01/24	Weekly Total	Weekly Rptmt. Check	Weekly Rptmt. Check	Weekly Fruit Juice Limit Check (no more than half of Total Fruit)	Total Weekly Fruit Juice	% of Total Fruit that is Juice	Weekly Rptmt. Check
Fruit: Minimum (cups)	2		1	1	0.5	2.5	2.5	Yes		2.5	0.5	25%
Vegetables: Minimum (cups)	2		0.75	0.75	1.125	2.625	3.75	NO				
-Dark Green	0		0.75	0.75	0	1.5	0.5	Yes				
-Red/Orange	0		0.375	0	0.675	1.25	0.75	Yes				
-Beans & Peas (Legumes)	0		0	0	0	0	0.5	NO				
-Starchy	0		0	0	0.125	0.125	0.5	NO				
-Other	0		0	0	0.125	0.125	0.5	NO				
Meat/Meat Alt: Minimum (oz eq)	2		2	2	2	6	8	NO				
Meat/Meat Alt: Maximum (oz eq)			2	2	2	6	10	Yes				
Grain: Minimum (oz eq)	0		2	0	2	4	8	NO				
Grain: Maximum (oz eq)	0		2	0	2	4	9	Yes				
Grain Based Dessert Total for all weekly meals						0	No more than 2 oz	Yes				
Whole Grain Rich Weekly Amount	Weekly Total	4	Weekly Whole Grain Rich Total	2.75	% of Whole Grain Rich	68.75%	80% Whole Grain Rich	NO				
Milk: Minimum (cups)	0		0	1	0	1	5	NO				
Variety: Skim/Fat-free unflavored, Skim/Fat-free flavored, Low-fat (1% or less) unflavored, Low-fat (1% or less) flavored	Yes	Yes	Yes	Yes	Yes							
Reduced fat (2%) or whole, unflavored and flavored												

\* Cells with this background color signal requirements not being met!

Meal Totals: 1,008 587 8.4

Add Replace Recipe Production Quantities Item/Meal Groups Weekly Check Delete

Home > Menu > Menu Search > Edit : 2 - 2. Elementary Lunch

General Recipes MealViewer Meal Totals Reports

Menu Date: Mon, 02/26/2024

Prev Day Next Day

Menu Name: Week 1 Day 1

### Weekly Nutrients

From Feb 26, 2024 to Mar 1, 2024  
2-HHFKIA-Lunch-K-5 (age 5-10)

Nutrient	Average	% of Cals	Weekly Target	% of Target <sup>1</sup>	Shortfall <sup>2</sup>	Overage <sup>1</sup>	Missing Data	Total ugars (g)	Added Sugars (g)	Total Sugars CALs %	Total Fat (g)	Total Fat CALs %	Trans Fat <sup>2</sup> (g)
Calories	314		350-650	93%	26.00			3.4*	"N/A"	3.6%	17.4	41.3%	0.3*
Saturated Fat	6.08 g	10.65%	<10.000%			0.66%		0.2	"N/A"	0.6%	8.2	42.4%	"N/A"
Sodium	925 mg		1110	83%				11.0	"N/A"	79.9%	0.2	2.9%	0.
Total Sugars	*31 g	*24.1%	6.00				*	12.5	"N/A"	59.9%	0.2	2.1%	"N/A"
Added Sugars	*0 g	*0.0%	6.00					37.5	"N/A"	95.2%	2.5	14.3%	0.
Total Fat	16.03 g	28.1%						12.7	"N/A"	49.5%	2.4	20.8%	"N/A"
Trans Fat	*0.25 g	*0.4%					*	3.6	"N/A"	84.2%	0.0	0.9%	0.
Cholesterol	55 mg		0										
Carbohydrate	66.90 g	51.8%	0.00										
Fiber	7.21 g		0.00										
Protein	27.67 g	21.5%	0.00										
Vitamin A	3516 IU		0										
Calcium	496.8 mg		0.00										
Vitamin C	24.84 mg		0.00										
Iron	4.05 mg		0.00										

<sup>1</sup> - Data comparisons are not available for date ranges outside of a valid menu week.  
<sup>2</sup> - Trans Fat value is provided for informational purposes only, not for monitoring purposes.  
 \* - denotes combined nutrient totals with either missing or incomplete nutrient data

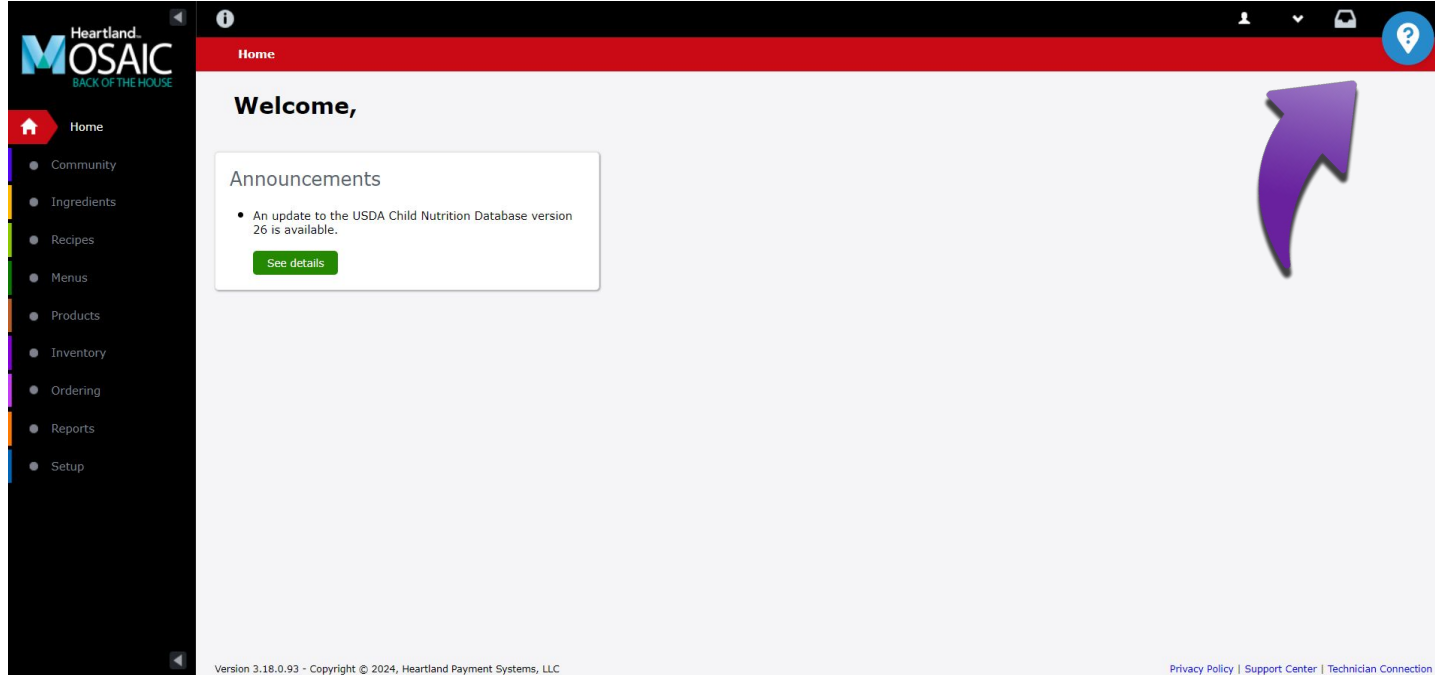
Done

Meal Totals: 1,008 587 8.4 12.95% 1820 29.7% "N/A" 20.2% 21.7 33.3% 0.3

Add Replace Recipe Production Quantities Item/Meal Groups Weekly Check Delete

# Gain Knowledge Using the Help Tab

- Access the support section for program walkthroughs, view the guides, and more!



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# Need Help ?

## Phone Support

1-800-724-9853, say "Mosaic  
Back of House"

## Email Support

[MosaicMPSupport@e-hps.com](mailto:MosaicMPSupport@e-hps.com)

## Additional Resources

[help.heartlandschoolsolutions.com](http://help.heartlandschoolsolutions.com)

## Available in the Help Menu

HSS University Training Videos

User Guides

Knowledge Articles



# **Thank you**

The logo consists of a white circle containing the word "CONNECT" in a sans-serif font. The "N" is orange, while the other letters are purple. The background features abstract, flowing shapes in shades of purple, blue, orange, and pink, with small clusters of dots in corresponding colors.

**CONNECT**