4. Weekly Inventory Count Sheet

Companion tool for Chapter 7

What it is for

Count in shelf order with standard units, value the count and total it by category.

How to use it

1. List items in the order they sit on the shelves: walk-in, reach-ins, freezer, dry storage.
2. Write the count unit once and never change it. Count open product in the smaller unit, never as a guessed fraction.
3. Enter the quantity. If an item was not counted, put X in the Not counted column. A blank is not a zero.
4. Enter unit prices from your price book. Category totals and total value calculate on the Summary tab.
5. Finalize the count, then compare it to expected usage with the Inventory Variance Investigation.

Good to know

- Blue cells are inputs. White cells with formulas calculate for you; do not type over them.
- Rows shaded yellow and starting with EXAMPLE are sample data to show how the tool works. Unless a row says otherwi
illustrative, not from a real restaurant. Delete or overwrite them before you use the tool.
- Count on the same day and time every week, before the delivery.

Count date: Counted by: Checked by:

Storage area	Item	Category	Count unit	Quantity
Walk-in	EXAMPLE Chicken thighs	Protein	case (40 lb)	3.5
Walk-in	EXAMPLE Ground beef	Protein	lb	18
Walk-in	EXAMPLE Shredded cheese	Dairy	lb	7
Dry storage	EXAMPLE Crushed tomatoes	Dry goods	can	

Not counted (X)	Unit price	Extended value
	$96.00	$336.00
	$5.50	$99.00
	$3.10	$21.70
X	$4.75	

Category	Value
Protein	$435.00
Seafood	$0.00
Dairy	$21.70
Produce	$0.00
Dry goods	$0.00
Frozen	$0.00
Beverage	$0.00
Other	$0.00
Total inventory value	$456.70
Items not counted	1