Food Inventory Sheet — Weekly/Monthly Count

RPS Stop The Bleed
Restaurant Profit Systems

Instructions — How to Take Inventory & Calculate COGS

Updated November 2025

What this sheet does:

- Helps you count all the food in your restaurant (cases, units, and individual items).
- Calculates the dollar value of your inventory.
- Calculates your COGS (Cost of Goods Sold) — the total cost of food you actually used/sold.
- Shows you how much food you used during the period so you can control waste and theft.

Important Definitions:

Cases: Full unopened boxes as they came from your supplier. Example: 6 cans per case.
Units: Opened cases where you're counting individual items. Example: 4 cans left from that case.
Eaches: Individual items not in cases. Example: 1 bag of onions, 1 steak.
Case Pack: How many items come in one case. Example: Case pack = 6 means 6 cans per case.
Case Cost: What you paid for one full case. Example: $24.00 per case.
Unit/Each Price: What you paid for ONE item. Example: $4.00 per can.
Extended Value: Total dollar value. Multiply quantity × price. We'll show you how below.
COGS: Cost of Goods Sold. This is the dollar value of food you used/sold during the period.

Step-by-Step Instructions:

1. Write the item name. Example: Tomato Sauce.
2. Count full cases. Write the number in 'Cases' column.
3. Count opened cases. Write individual items in 'Units' column.
4. Count individual items (not in cases). Write in 'Eaches' column.
5. Write case pack (how many per case). Example: 6.
6. Write case cost (what you paid per case). Example: $24.00.
7. Write unit/each price (price per item). Example: $4.00.
8. Calculate extended values:
- Cases Extended = Cases × Case Cost
- Units Extended = Units × Unit Price
- Eaches Extended = Eaches × Each Price
9. Add all three extended values to get Item Total.
10. Add all item totals to get Ending Inventory Value.
11. Write your Beginning Inventory (last period's ending).
12. Write Purchases (food bought during this period).
13. Calculate COGS using the formula shown at bottom.

Example: Tomato Sauce — You have 2 full cases, 4 cans from an opened case,
(Cost of Goods Sold): Case pack = 6. Case cost = $24.00. Unit price = $4.00 $24/6=$4/can.

Math: Cases Extended: 2 cases × $24.00=$48.00 +

($4x4cans=$16)=$24(cases) + $16(eaches/open cases)=$60 Extended cost

COGS=BeginningInventory+Purchases-Ending Inventory
Example:
Beginning Inventory(fromlast count): $12,500.00
Purchases (food bought this period): $8,200.00
Ending Inventory (from today's count): $11,800.00

Math:
$12,500 + $8,200 = $20,700
$20,700 - $11,800 = $8,900
COGS = $8,900 (This is what you used/sold)

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Inventory Date: _______________
Period: __________ to __________

Count all food items. Calculate extended values by multiplying quantity × price. Add all item totals to get Ending Inventory Value. Use COGS formula at bottom.

Item Name	Cases	Units	Eaches	Case Pack	Case Cost	Unit/Each Price	Cases Extended	Units Extended	Eaches Extended	Item Total

ENDING INVENTORY VALUE: $_______________

COGS Calculation (Cost of Goods Sold)

Beginning Inventory:
(Last period's ending inventory)
$_______________

Purchases (this period):
(Food bought from suppliers)
$_______________

COGS Formula:
Beginning + Purchases - Ending
$_______________

Example: Beginning $12,500 + Purchases $8,200 = $20,700. Then $20,700 - Ending $11,800 = COGS $8,900. This $8,900 is the food you used/sold.