

Monthly Sales Tracker — Food & Beverage

RPS Stop The Bleed
Restaurant Profit Systems

RPS Daily S.O.P. — Instructions

Updated November 2025

How to use this monthly sales tracker

Goal: Track daily food and beverage sales for one full month. You need this data for Prime Cost calculations.

1. Get your daily POS report. POS = Point of Sale system (Square, Toast, Clover, etc.).
2. Find NET sales. Net sales = sales AFTER discounts, comps, refunds, and tax are removed.
3. Write the date in the Date column. Use any format: 11/1/2025, Nov 1, or 11-01-25.
4. Write food sales in the Food Sales (Net) column. Use dollars and cents: \$1,450.00.
5. Write beverage sales in the Beverage Sales (Net) column. Use dollars and cents: \$380.00.
6. Repeat every single day for the entire month. Missing days = bad data.
7. At month end, add up all food sales. Use a calculator. Write total in the bottom box.
8. Add up all beverage sales. Write total in the bottom box.
9. Add food + beverage together to get Total Net Sales.

What NET SALES includes:

- ✓ Money from food sold to customers
- ✓ Money from drinks sold to customers

What NET SALES does NOT include:

- ✗ Sales tax (government gets that)
- ✗ Tips or gratuities (staff gets that)
- ✗ Discounts you gave (that money never came in)
- ✗ Comps or free meals (free = \$0)
- ✗ Refunds (you gave money back)
- ✗ Gift card sales (not a sale until they USE the card)

Example: Your POS report shows Food Sales (Net): \$1,450.00 and Beverage Sales (Net): \$380.00. You write those numbers in today's row. At month end, you add all 30 days and get Total Food Sales: \$48,500.00, Total Beverage Sales: \$12,800.00, Total Net Sales: \$61,300.00.

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Track your daily food and beverage sales for one month. Net sales = sales after discounts, comps, refunds, and tax.

[illegible]

Total Monthly Net Sales (Food + Beverage): \$_____