

Use your "Food inventory template" to keep track of your inventory of food items, rate requirements, and plan costs for future purchases.

The worksheet contains 10 mini-tables, each is expanded by clicking the "+" sign to the left of the name of this table:

+	2	BAKERY
	27	
+	28	DAIRY
	53	
+	54	DRY FOOD

The contains 8 columns and with example values expanded table looks like below:

2	BAKERY							
3	Food item	Total current amount	Units	Purchase unit cost	Unit price	Need	Need to purchase	Expected purchase cost
4	Bread	50	pcs.	\$80,00	\$1,60	75	25	\$40,00
5	Baguette	25	pcs.	\$20,00	\$0,80			
6	Buns	10	pack	\$10,00	\$1,00	20	10	\$10,00
7	Muffins	12	pcs.	\$6,00	\$0,50	15	3	\$1,50
8								

Each table provided for a specific type of product, in the template these are:

- Bakery;
- Dairy;
- Dry food;
- Seafood;
- Fruits & vegetables;
- Herbs & spices;
- Meat;
- Multi portion;
- Sauces & dressings;
- Sweets & desserts.

Filling in the products you use by category will help you navigate faster and find the positions you need. Keep the product categories that are not relevant to you folded.

Each of the tables contains the following columns:

- "Food item" - enter the name/description of a specific type of product in this column;
- "Total current amount" - enter the numerical value of the product quantity in stock in this column;

- **"Units"** - in this column, mark the units of measurement for this product (pieces, liters, packs, etc.);
- **"Purchase cost"** - in this column, enter the value of the purchase price of the goods (per unit);
- **"Unit price"** - in this column, the total unit cost is calculated automatically (for example the cost of a liter of milk in a 5-liter package);
- **"Need"** - in this column, indicate the current demand for this product;
- **"Need to purchase"** - in this column, the required amount of this type of product, which still needs to be purchased, is automatically calculated as the difference between the "Need" and "Total current amount" columns.
- **"Expected purchase cost"** - this column automatically calculates the expected purchase cost based on the price of the previous purchase. If the price is different, you can manually change it in the formula for this column.

At the bottom of each table, there is a row of totals **"Required amount for the purchase"**, in which the required amount for the purchase of this category of goods is automatically calculated.