

The Gravity Food Cost, Inventory & P

Digital Control Center | Founding Year Release 1.1 | Thomas Monroe Books

STEP	WHAT TO DO
1	Complete Settings and Definitions Sources.
2	Load a small verified test period into the operating sheets.
3	Review Dashboard and Checks before making a management decision.
4	Choose no more than three priority actions at one review.
5	Verify results and retain evidence before closing.

NON-NEGOTIABLE RULES	
1	Use the current approved source and definition.
2	Do not type over formula cells.
3	Do not copy sensitive source records into this workbook unless the approved process requires it.
4	Do not improve a metric by weakening safety, legality, quality, hospitality, or approved standards.
5	Archive replaced workbook versions and preserve one controlled current copy.

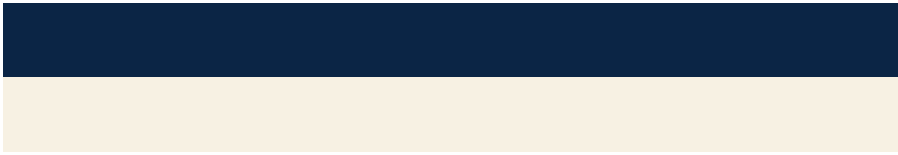
Purchasing System

| Thomas Butler

WHY IT MATTERS	CONTROL
----------------	---------

The workbook cannot interpret data consistently without a period, owner, sources, and definitions.	Do not skip source control.
A test catches mapping, unit, date, and formula issues before live use.	Resolve Checks before scaling.
A dashboard without control checks can make bad data look authoritative.	Failed checks require action.
Too many actions dilute ownership and closure.	Use Action Log and due dates.
Completion is not proof that a control worked.	Close only with evidence.

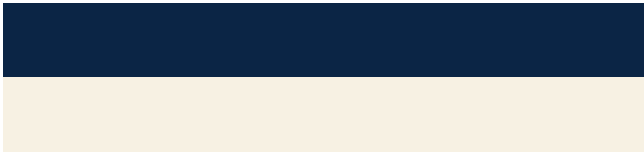




SETTINGS & CONTROL DEFINITIONS

Complete before interpreting the dashboard.

SETTING	VALUE
Restaurant / location	
System owner	
Review period start	
Review period end	
Weekly review day	
Monthly review owner	
Default target / threshold source	
Evidence folder / link	
Current local version	
Last source review	
	1.0

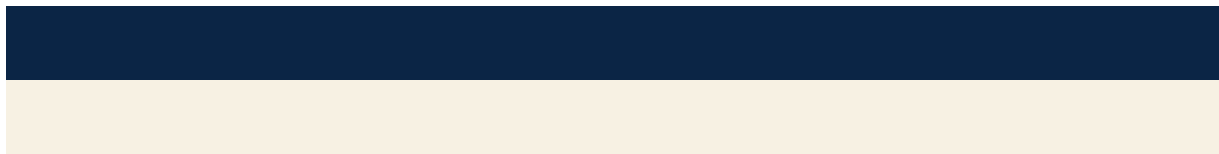


OFFICIAL TOOL INDEX

GRV-F01 through GRV-F30

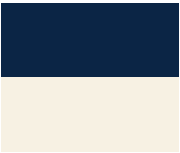
Tool ID	Tool Title	Owner
GRV-F01	Weekly Food Cost Tracking Checklist	GM / Kitchen Manager
GRV-F02	Core Calculation Worksheet	GM / Kitchen Manager
GRV-F03	Inventory Area Setup Checklist	Kitchen Manager
GRV-F04	Storage Area Map Worksheet	Kitchen Manager
GRV-F05	Unit of Measure Setup Worksheet	Inventory Manager
GRV-F06	Inventory Count Sheet	Inventory Team
GRV-F07	Weekly Inventory Routine Checklist	Inventory Manager
GRV-F08	Inventory Accuracy Review Form	GM / Inventory Manager
GRV-F09	Ordering Responsibility Checklist	GM / Kitchen Manager
GRV-F10	Sales Forecast & Ordering Planner	Ordering Manager
GRV-F11	Par Level Builder Worksheet	Kitchen Manager
GRV-F12	Order Guide Template	Ordering Manager
GRV-F13	Supplier Order Review Form	Ordering Manager
GRV-F14	Receiving & Invoice Check Form	Receiver / Manager
GRV-F15	Daily Waste Log	Shift Manager
GRV-F16	Food Waste Category Tracker	Kitchen Manager
GRV-F17	Spoilage & Expired Product Log	Shift Manager
GRV-F18	Returned Food & Remake Tracker	FOH / Kitchen Manager

GRV-F19	Weekly Waste Pattern Review	Kitchen Manager
GRV-F20	Portion Tool Checklist	Kitchen Manager
GRV-F21	Recipe Portion Standard Page	Chef / Kitchen Manager
GRV-F22	Portion Audit Form	Kitchen Manager
GRV-F23	Prep List Builder Worksheet	Prep Lead / Kitchen Manager
GRV-F24	Daily Prep Plan	Prep Lead / Kitchen Manager
GRV-F25	Production & Usage Tracker	Kitchen Manager
GRV-F26	Theoretical vs. Actual Food Cost Variance Review	GM / Cost Owner
GRV-F27	Purchase Price & Vendor Variance Tracker	Purchasing Owner / GM
GRV-F28	Recipe & Batch Yield Verification	Chef / Kitchen Manager
GRV-F29	Food Cost Corrective Action Log	GM / Kitchen Manager
GRV-F30	Monthly Food Control Scorecard & 90-Day Improvement Plan	Owner / GM



Frequency	Purpose
Weekly	Confirms the period, source reports, beginning inventory, purchases, ending inventory, food sales, and unresolved adjustments before management interprets food cost.
Weekly	Calculates approved food-cost measures from documented source values and records the definition used so different managers do not calculate the same metric differently.
At setup and quarterly	Defines every count area, ownership, count sequence, storage boundary, and exclusion before inventory is used as management evidence.
At setup and when changed	Maps where controlled products are stored so count sheets, pars, transfers, receiving, and accountability use the same physical boundaries.
At setup and when products change	Standardizes purchase, count, recipe, and usage units so conversions are documented instead of guessed.
Weekly	Captures item-level quantity and unit-cost evidence for a controlled count period.
Weekly	Verifies count timing, count team, area sequence, open-item rules, recounts, extensions, review, and filing.
Weekly	Tests count quality through recounts, unusual movement, unit-cost changes, missing items, negative usage, and unexplained extensions.
At setup and quarterly	Clarifies who forecasts, builds orders, approves exceptions, submits orders, receives product, resolves credits, and updates pars.
Before each order cycle	Connects an approved demand assumption to on-hand quantity, expected usage, par, lead time, and order decision.
At setup and monthly	Sets and reviews item pars using demand, lead time, delivery rhythm, storage capacity, safety stock, waste risk, and service requirements.
Each order cycle	Creates one controlled item list with vendor, pack, unit, current on-hand, par, suggested order, approved order, and exception notes.
Each order cycle	Reviews order value, unusual quantities, substitutions, price changes, minimums, unavailable items, and approval before submission.
Each delivery	Matches delivered product to order and invoice, records shortages, substitutions, damage, price differences, credits, and management follow-up.
Daily	Records discarded product by item, quantity, value estimate, reason, station, shift, and immediate response.
Weekly	Groups waste into controllable categories such as overproduction, spoilage, trim, error, remake, expired product, or service recovery so patterns become visible.
As found; weekly review	Documents product lost to date control, storage failure, quality breakdown, missed rotation, or purchasing error and assigns correction.
Daily	Separates guest returns and remakes from ordinary waste and identifies whether the cause was quality, accuracy, timing, specification, or service recovery.

Weekly	Summarizes repeated waste by item, reason, station, shift, dollar exposure, and root-cause hypothesis before selecting corrective action.
Weekly	Verifies scales, scoops, ladles, cups, cut guides, dispensers, and other portion tools are available, identified, usable, and matched to current standards.
For each recipe; at change	Defines approved yield, portion, ingredient quantity, unit, production notes, and verification method for one recipe or batch.
Weekly and spot checks	Samples actual portions against the approved standard and records variance, cause, coaching, equipment, and retest evidence.
At setup and menu change	Builds a repeatable prep requirement from forecast, on-hand usable quantity, par, batch yield, carryover, and approved buffer.
Daily	Turns the approved prep requirement into assigned quantities, priorities, completion times, batch owners, and unresolved shortages.
Daily	Compares produced quantity, transfers, carryover, waste, and estimated usage so overproduction and unrecorded movement can be investigated.
Weekly or monthly	Compares theoretical food cost from verified recipes and sales mix with actual food cost, states limitations, and routes material variance to investigation.
Weekly	Tracks current versus prior or contracted pricing, pack changes, credits, substitutions, and estimated cost impact before accepting the change as normal.
At recipe setup and quarterly	Measures actual usable yield against the approved recipe or prep yield and records cost, portion, and specification effects.
Weekly	Closes a verified food-control failure with cause, required correction, owner, due date, evidence, retest, and final disposition.
Monthly and quarterly	Combines inventory accuracy, food cost, waste, price variance, portion compliance, yield, receiving exceptions, and open actions into the next controlled 90-day plan.



Status

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

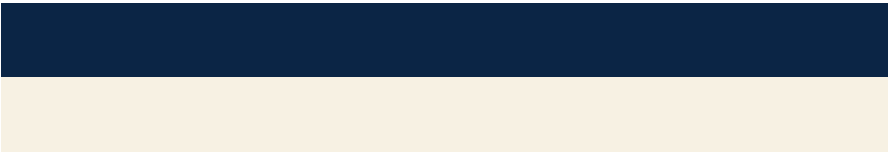
Active

Active

CORRECTIVE ACTION LOG

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Action ID	Open Date	Tool ID	Issue / Failed Control
-----------	-----------	---------	------------------------



Priority	Owner	Due Date	Status

Evidence / Result	Closed Date	Days Open	Overdue?

REVIEW CALENDAR

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Review	Owner	Frequency	Last Review
--------	-------	-----------	-------------

NOT SET

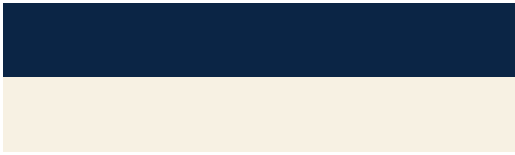
DEFINITIONS, BOUNDARIES & OFFICIAL SC

Use current sources; retain review dates and local authority references.

TYPE	REFERENCE
Official / operating source	Restaurant source records
Official / operating source	FDA Retail Food Protection
Official / operating source	U.S. Small Business Administration - business financial planning
System boundary	GRV-P Performance & Profitability
System boundary	GRV-FS Food Safety & Sanitation
System boundary	GRV-SF Sales Intelligence & Forecasting
System boundary	SOP Library / GRV-S
System boundary	Accounting / POS / Vendor records

SOURCES

SOURCE / DEFINITION	LAST VERIFIED
POS sales reports; inventory counts; recipes; invoices; credits; receiving records; production and waste records; approved vendor agreements.	2026-08-17
https://www.fda.gov/food/guidance-regulation-food-and-dietary-supplements/retail-food-protection	2026-08-17
https://www.sba.gov/business-guide/manage-your-business/manage-your-finances	2026-08-17
Uses verified food-cost and recipe inputs for profit decisions; it does not own ordering, counts, receiving, waste, or recipe records.	2026-08-17
Owns safety authority, employee health, time/temperature, contamination, sanitation, and inspection evidence. GRV-F owns cost and product-control evidence.	2026-08-17
Provides demand forecasts that may inform ordering and prep assumptions. GRV-F owns the approved order, par, count, waste, and production decisions.	2026-08-17
Provides task procedures. GRV-F verifies that the required food-cost and product-control records are completed, reviewed, corrected, and retained.	2026-08-17
Remain source systems. GRV-F does not replace invoices, POS records, accounting ledgers, or supplier contracts.	2026-08-17



WEEKLY FOOD COST

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Period	Food Sales	Beginning Inventory	Purchases	Ending Inventory	Adjustments
--------	------------	---------------------	-----------	------------------	-------------

Actual Food Cost	Food Cost %	Target %	Variance pp	Status

INVENTORY COUNT CONTROL

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Count Date	Area	Item	Qty	Unit Cost
------------	------	------	-----	-----------

Extended Value	Recount Qty	Qty Difference	Difference Value	Verified By	Status

ORDER & PAR CONTROL

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date	Vendor	Item	On Hand	Par

Forecast Use	Suggested Order	Approved Order	Unit Price	Order Value	Prior Price

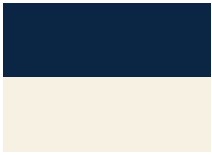
Price Change %	Exception

RECEIVING & INVOICE EXCEPTIONS

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date	Vendor	Invoice	Item
------	--------	---------	------

Ordered Qty	Received Qty	Qty Variance	Order Price	Invoice Price	Price Var %	Credit Due



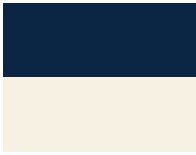
Status	

WASTE & REMAKE CONTROL

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date	Item	Category	Qty	Unit Cost
------	------	----------	-----	-----------

Waste Value	Station	Cause	Action



Reviewed?

PORTION & YIELD VERIFICATION

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date	Item	Standard Portion	Sample Avg	Portion Var %
------	------	------------------	------------	---------------

Standard Yield	Actual Yield	Yield Var %	Status

PRODUCTION & USAGE CONTROL

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date	Item	Planned Qty	Produced Qty	Carryover
------	------	-------------	--------------	-----------

Waste Qty	Estimated Usage	Over/Under	Status

VENDOR PRICE VARIANCE

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Date	Vendor	Item	Prior Price	Current Price

Change \$	Change %	Volume Basis	Estimated Period Impact	Decision

THEORETICAL VS ACTUAL

Blue-tinted cells are intended for input. Cream cells contain formulas or control output.

Period	Theoretical Cost	Actual Cost	Variance \$	Variance %

Primary Cause	Action ID	Status

FOOD COST, INVENTORY & PURCHASING D.

Management summary | Review Checks before interpreting.

Current Food Cost %
0.0%

Inventory Reviews
0

MANAGEMENT CONTROL	CURRENT RESULT
Source control	Confirm Settings and Definitions Sour
Failed checks	See Checks sheet
Open actions	See Action Log
Review cadence	See Review Calendar

ASHBOARD

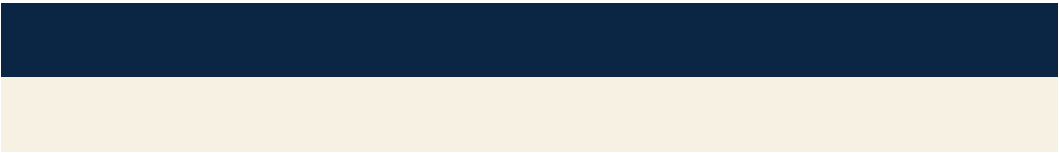
Food Cost Variance pp

0.0%

Price Variance \$

\$0.00

STATUS / LIMIT	NEXT ACTION
Required before interpretation	Update source map
Do not ignore FAIL	Assign corrective action
Keep priorities small	Close with evidence
Overdue reviews weaken control	Schedule next review



Waste \$
\$0.00

Receiving Reviews
0

Open Actions
0

Overdue Actions
0

CONTROL CHECKS

Resolve failed setup, source, overdue-action, and review controls before interpr

CHECK	RESULT
Restaurant/location set	FAIL
System owner set	FAIL
No overdue actions	PASS
No receiving review backlog	PASS
Inventory review backlog controlled	PASS
Review calendar current	PASS

eting results.

WHY IT MATTERS

Dashboard context depends on location.

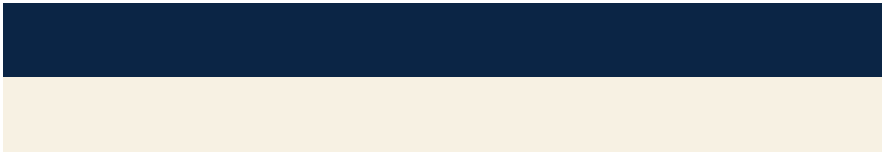
Open actions need accountable ownership.

Overdue corrective action means the control loop is open.

Unresolved receiving exceptions can distort cost and credits.

Count discrepancies weaken all food-cost conclusions.

Stale reviews allow drift.



REQUIRED ACTION

- Complete Settings.
- Assign system owner.
- Review Action Log.

- Close receiving exceptions.
- Recount/investigate.
- Schedule overdue reviews.

FOOD COST, INVENTORY

Use this page to run the monthly management review

REVIEW FIELD
Month / period
Reviewed by
What changed
Largest risk / cost exposure
Strongest control result
Failed or weak control
Root cause / limitation
Decision 1
Decision 2
Decision 3
Cross-system handoff
Next review date
90-day priority

& PURCHASING MONTHLY REVIEW

Review and set the next three actions.

MANAGEMENT RECORD

