Record your first sale

From a purchase receipt to realized profit and remaining stock.

Use Sales_Inventory_Tracker.xlsx for your own records. The separate example workbook contains fictional entries you can explore. Enter or paste values in the pale blue fields.

Enter records in this order

1 Purchases	Assign a unique Batch ID. Enter the date, source, total paid including inbound costs, and number of sellable units.
2 Inventory	Create an Item ID, enter a name, choose the Batch ID and enter the quantity received. Group identical units from the same lot.
3 Sales	Enter a sale-line ID, date, Item ID, platform, quantity, total item revenue and net fees. Record actual shipping, packaging and refunds.

Try a $100 wholesale purchase

Buy 10 notebooks for $100. Enter one inventory group with 10 units. Sell two notebooks at $30 each. On the sale line, enter 2 units, $60 total item revenue, $5 shipping collected, $8 fees, $5 postage and $1 packing.

$51	$31	$80
Cash retained	Profit on items sold	Remaining stock at cost

On Overview, select your Batch ID. Cash still to recover is $49. The two notebooks you sold cost $20, so the $51 retained from the sale leaves $31 of item profit.

Quick check. Change the selling fee from $8 to $10. Cash retained should become $49 and profit should become $29. Undo the change if you are keeping the example.

Read the lot at a glance

The filled example contains four purchases and six sale lines.

What the selected purchase tells you

Open the example and select B001, the wholesale notebook purchase. Five of the ten notebooks have sold. This excerpt comes directly from the example workbook.

Selected purchase			
Choose a batch ID	B001	Selected purchase totals	
Purchase description	Wholesale notebooks	Units purchased	10
Purchase cost	$100.00	Units sold after returns	5
Cash retained from sales	$96.00	Units still owned	5
Cash still to recover	$4.00	Units to catalog	0
Profit on items sold	**$46.00**	Remaining stock at cost	**$50.00**

The seller retained $96 from sales. After $50 of sold stock cost, that leaves $46 profit. Another $4 in retained cash will cover the original $100 purchase. Five notebooks remain at a combined cost of $50.

Handle changes to a sale

For a refund, update the original sale line with the cumulative refund, revised net fees and all postage. Restock only returned units you can sell again. Record a resale on a new line. For a multi-item order, distribute shared fees and shipping across the sale lines once.

When a number is missing

If Overview shows an entry issue, read the issue column at the right of each ledger. Correct the marked entry. A missing required fee needs an explicit 0 for a fee-free sale. Financial totals return when the issues are resolved.

Each workbook has 100 purchase rows, 200 inventory groups and 500 sale lines. Keep linked records together. Item profit is measured before overhead and income tax. Stock value uses purchase cost.