

The Boat Galley Inventory & Provisioning Spreadsheet

IMPORTANT NOTE: This spreadsheet requires Microsoft Excel to run. It *may* work with other spreadsheet programs if they will let you use a .xls file. This is **NOT** a stand-alone application.

I used this spreadsheet when provisioning. It calculates how many of every item you need to buy for any number of weeks, taking into account how many you already have and the minimum number you want to have when leaving. **Please don't use blindly use the amounts I used, or just buy those foods.** Change this to reflect what YOU eat and how much of it you eat.

Basic features include:

- Add or delete items according to what you use
- Inventory allows for listing items stored in up to 4 locations
- Print list of only the items you need to buy, arranged by category to make shopping easier

Here are the top few lines of the spreadsheet (I'll refer to this in the instructions):

	A	B	C	D	E	F	G	H	I	J	K	L
1			Number of weeks to plan for:	4								
2						TOTAL	Average	Minimum	ENTER AMOUNT(S) OF			
3				Number	Number	Number	Number	Number	ITEM THAT ARE			
4				to	needed	Already	used each	To Have	ALREADY ON BOARD			
5	Get	Category	Item	BUY	on trip	On Board	week	After Provisioning	A	B	C	D
6		Baking	Baking powder	0	1	1	0.1	1	1			
7	*	Baking	Baking soda, boxes	0.75	1	0.25	0.25	1	0.25			
8	*	Baking	Brown sugar, box	1.5	3	1.5	0.25	3	0.5	1		
9	*	Baking	Cocoa, large can	1.5	2	0.5	0.25	2	0.5			
10		Baking	Corn starch, box	0	0.5	1	0.1	0.5	1			
11	*	Baking	Flour, small bags	4	10	6	2.5	2	1	3	2	

To show how the spreadsheet works, at the very top (cell D1) you can see that I'm planning for 4 weeks (in other words, I think it will be four weeks before I do any significant re-provisioning). You can change this for any number of weeks.

I begin by taking inventory of what I have on hand, in columns I through L – I use multiple columns because I store many things in multiple lockers and it's easy to just mark each one separately. The spreadsheet automatically adds the various locations together and the total is in column F. The bottom row (11) is a good example of this – I keep some flour in a canister in the galley, some under a settee and some under the floor.

Column G shows how many of the item I use in an average week and H is the minimum number that I want to have on board when I leave – this is useful for things that you know may be hard to find for a longer period. In the first years that we were cruising Mexico, brown sugar was almost impossible to find, so when I found it, I wanted to have plenty – hence the minimum number of 3, despite using only a quarter box a week.

All of this info leads to the “shopping list” of columns A through D – an asterisk in column A means that the item needs to be purchased; column B tells the category so that it's easy to get everything in one aisle (or store) at a time; column C is the item and unit size; and column D is the number to buy. After doing the inventory, it's quick to sort the list by what needs to be purchased, arranged by category, and just print that to take shopping (don't worry if you don't know how to do this – I give directions).

In the instructions below, I assume that you have a basic understanding of how to use a spreadsheet, although all the formulas have already been done. For this spreadsheet to work as intended:

- Do NOT change anything in the shaded cells. Those values will change automatically, based on the numbers you put in the other cells.
- Do NOT delete columns, partial columns or partial rows. You may delete an entire row.
- Do NOT move the cell for the Number of Weeks to Plan For (D1).
- You may edit Item names (column C), Category (column B), Average Number Used (Column G) and Minimum Number (Column H) to your heart's content – that's what this spreadsheet is for.

Instructions

1. **Edit the List.** Begin by going through the item list and editing it for items you use. You can either edit cell contents or delete rows for things you don't use and add new items at the bottom. Once you get beyond the rows that have shading in them, you'll need to copy the formulas from the last row with shading (I put the formulas in 300 rows, but if you delete a lot of things instead of editing them, you may need more). Be sure to copy all the rows. For each item, be sure to make entries in ALL of these columns:
 - a. **Category:** You can change the categories from what I have, but keep them consistent from one use to the next. In other words, don't use an abbreviation in some rows and not in others. It won't sort correctly when you go to print it.
 - b. **Item:** Be sure to specify the units and use the same units when you're taking inventory and planning how many per week. Using Flour as an example, it was normally available in 2-pound bags, but once in a while there would be 5-pound bags. My standard unit was the small bag, and I knew that if I had a large bag to count it as 2-1/2 small bags.
 - c. **Average Number Used Per Week:** At first, you'll have to make some guesstimates here and adjust on future provisioning runs.
 - d. **Minimum Number:** This comes with knowing your cruising grounds and how long it may be before you find something again – and how well something stores and how much you can reasonably have on board. If you're new in an area, talking with other cruisers will help you figure out what's hard to get (cruising books are generally out of date by the time they're printed).
 - e. Save the file before going further – you don't want to risk losing all your work to this point.
2. **Inventory.** Go through all the lockers and enter how many of everything you currently have. Yes, this takes time – but it's also a great opportunity to check everything over, clean up any messes, throw stuff out that's spoiled, make sure "critters" haven't invaded, etc.
 - a. Start by deleting the contents of the cells in columns I through L. The easy way to do this is to highlight cells I6 over to L6 and then down as far as you have rows with items, then press delete. If you accidentally delete something in another column, you can click on the "Undo" arrow at the top of the screen and try again.
 - b. Then enter the amounts for each item in columns I through L. If you are totally out of an item, just leave the cells blank.
 - c. Periodically save the file as you're working, and **be sure to save it** before going on to the next step.
3. **Sort & Print.** Here, we're going to sort the spreadsheet so that you can print a provisioning list of only the items that you don't already have enough of, and have that shopping list sorted by category.
 - a. Highlight cells A5 to L5 (be sure to go all the way to column L or the number needed will be wrong after the sort), and then go down as far as you have items listed.

- b. Click Data. On the dropdown menu, click Sort. You'll see a menu that looks like the one on the right and you need to make the settings look just like those shown (NOTE: The appearance will vary slightly by the version of Excel you have.)
- c. The keys are to sort first by Get (Descending) and then by Category (Ascending). Be sure that "Header Row" is checked, then click "OK."
- d. The list will sort so that the items you need to buy are all on top (right below the headings), grouped by category. See the screenshot below – note that baking powder and corn starch are no longer in the list as I already had enough of them.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1			Number of weeks to plan for:	4									
2						TOTAL	Average	Minimum	ENTER AMOUNT(S) OF				
3				Number	Number	Numer	Number	Number	ITEM THAT ARE				
4				to	needed	Already	used each	To Have	ALREADY ON BOARD				
5	Get	Category	Item	BUY	on trip	On Board	week	After Provisioning	A	B	C	D	
6	*	Baking	Baking soda, boxes	0.75	1	0.25	0.25	1	0.25				
7	*	Baking	Brown sugar, box	1.5	3	1.5	0.25	3	0.5	1			
8	*	Baking	Cocoa, large can	1.5	2	0.5	0.25	2	0.5				
9	*	Baking	Flour, small bags	4	10	6	2.5	2	1	3	2		
10	*	Baking	Molasses	2	2	0	0.1	2					
11	*	Baking	Pancake mix	2	2	0	0.5	1					
12	*	Baking	Sugar, bags	6	6	0	1.5	1					

- e. I only print out the first 4 columns for the items I need (basically, I care about the category, the item name and what the unit size is, and how many I need).
 - f. Highlight cells A6 to D6, and then down as many rows as there are still asterisks in the first column. Click File/ Print Area/Set Print Area. It may take a few seconds to process.
 - g. Click the Print icon to print to the default printer, or click on File/Print/OK.
4. **After printing**, I like to sort the spreadsheet back so that everything in one category is back together, even if I didn't need to buy it, so that the next time I inventory, it's easy for me to find items on the list. The easy way to do this is to click Edit. The top item in the dropdown menu should be "Undo Set Print Area" – click it. Do this again and the top item will be "Undo Sort" and it will revert to the way it all was before you sorted it.
5. **Happy Shopping!** That reminds me – don't be surprised if you aren't actually able to find everything you wanted, particularly if you're outside the US. Be prepared to think about alternatives.

This spreadsheet and instruction sheet were developed by Carolyn Shearlock for her web site, [The Boat Galley](http://theboatgalley.com) (<http://theboatgalley.com>). To contact me with any questions or comments, please send an e-mail to Carolyn@TheBoatGalley.com