Reconciling a delivery in a shared spreadsheet

Set up four columns: Item, Ordered boxes, Received boxes and Difference. Enter Cups 12 and 10, Napkins 8 and 8, Trays 5 and 6. Use one row per item and boxes as the unit throughout.

Run the exercise

In D2 enter =C2-B2 and copy it down. A negative value means fewer boxes arrived than were ordered. Temporarily change the cups received to 12 and confirm the difference becomes zero. Restore the original 10.

Compare your decision

The differences are −2, 0 and +1. Orders total 25 and receipts total 24. A total shortfall of one box hides two separate problems. Give the cups shortage and the extra tray box separate follow-up entries.

Try a second check

Before handing over, confirm the shared file and owner. If sorting, include all four columns together. Match one item and its quantities against the original note after the sort. Record the person responsible for checking each variance.

Check the handover

Can the next shift locate the current file, explain both variances and identify who will resolve each one?

Use this on shift

Resource page and fillable working record · Read the online guide · Course details