CLIENT DATA CHECKLIST

Start with what you have

Use this after your introductory call. No exports are needed to book or attend the first conversation.

You do not need to format a new spreadsheet. Existing CSV or Excel exports are preferred. If a field is missing, send the available files and tell us what is missing. We will confirm which analyses are supported before proceeding.

1. The essentials for your first review

Send	What to include
Sales by item	Item/SKU, date or month, quantity and net sales. Three complete months to start; 12 months is helpful for seasonality. Keep each month identifiable.
Costs and selling prices	Item/SKU, current unit cost and current price. State whether sales include tax, discounts, returns or delivery fees.
Categories	Your existing category or menu grouping. Include this in the sales file if it is already there.

2. Add only what applies

Analysis	Additional information
Inventory / cash trapped	Dated on-hand quantities, unit cost, stock-item identifiers and units of measure. Opening/closing or periodic balances for average inventory.
Supplier trends (Growth / Pro)	Dated invoice lines or an export: supplier, item, quantity, unit/pack size, cost and credits. QuickBooks exports are welcome; a live connection is not required.
Multiple locations (Pro)	Separate location identifiers on sales, costs and inventory, including transfers where relevant.

3. Send the files and a short note

Email **gabrielwind@clearindex.co** with your business name, location(s), reporting period, POS/accounting system and your main question. For large files, share a restricted Drive or Dropbox link with that address; avoid public links and do not send account passwords.

Need help exporting? Tell us the system you use and we will help identify the right report. Your delivery date is agreed after we receive and check the required files. Any priority turnaround starts from an agreed complete-data handoff, not automatically at month close.

OPTIONAL REFERENCE

When more detail helps

Keep this page for export guidance and restaurant-specific requirements.

Restaurant and food-service businesses

Menu items sold and ingredients purchased are different records. For margins, include recipe quantities, ingredient unit costs, portion/yield assumptions and packaging. An existing recipe-cost sheet is useful.

For ingredient inventory, include count dates, ingredient IDs and units (pounds, cases or bottles). For spoilage, add dated waste quantities and reasons. Temperature and rotation records help investigate causes; sales alone cannot establish storage failure.

Which report should I look for?

Data	Look for a report named something like
Sales	Item Sales, Sales by Product, Product Sales or Menu Item Sales. Export by date/month and location.
Costs / categories	Item Catalog, Product Master, Cost List or Recipe Costing. Check whether costs are current or historical.
Inventory	Inventory Count, Stock on Hand or Inventory Valuation, with its snapshot date and unit of measure.
Supplier costs	Bill Detail, Purchase Line Items, Vendor Purchases or invoice exports with quantities and pack sizes.

Report names vary by system and subscription. Supplier totals alone cannot establish item-level cost trends.

What we can do with partial data

Sales only: trends and velocity. **Add costs:** margin review. **Add inventory:** stock value and coverage. **Add historical invoice lines:** matched-item supplier trends. Missing inputs are identified before analysis; unsupported metrics are omitted.

For July versus the previous three complete months, send April-July. A shorter baseline is labeled explicitly. Remove unnecessary customer or employee personal details before sharing.