Vending Machine Route Collection, Restock and Profit Tracker: how to use it

Start here:

Yellow cells are yours to fill in. Green-grey cells hold formulas: leave them alone and they fill themselves.

Drop-down cells only take values from the lists on the Settings tab. Edit the lists and the drop-downs follow.

The example file is filled with fictional collections, restocks and expenses so you can see every number working. The blank file is the same workbook, empty. Use the blank one for your business.

Google Sheets: File > Import > Upload the .xlsx (or open it from Google Drive), then File > Save as Google Sheets. Excel: just open it (Excel 2010 or newer, Windows or Mac). Numbers on Mac also opens it.

Set up (4 minutes):

1. Settings: each machine or location (up to 15) with the commission % you pay the host (0 if none), your expense categories (up to 15), the year (F2), the tax set-aside % (F4) and the check date (F6).

2. Collections: one row per route visit: date, location, cash taken out, card sales since the last visit, what the restock cost you, and any refunds or stock lost (expired, stolen, jammed).

Gross sales = cash + card. Host commission = gross x the location's %. Profit on visit = gross - commission - restock - losses.

3. Expenses: machine loan or lease, fuel, card reader fees, repairs, insurance, licences, software. One row each, the day you pay it.

What you get:

Dashboard: visits, gross sales, host commission, product and losses, overhead, profit and tax set-aside by month; every location with visits, sales, profit before overhead and profit per visit, so you can see which machine to move.

Use the Year cell on Settings to start a new year in a copy of the file.

This is a record-keeping tool, not tax advice. Sales tax rules differ by place: record sales the way your local rules need.

Help:

Something wrong, or a column you need? Message us; we fix it and update the download for every buyer.

Designed by Tuper. Built with AI tools and tested by us; tell us if anything breaks.