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# Inventory – Quick Start Guide

Guide 1.00 for using the eManage VMS Cloud

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## Intro to Inventory

When dealing with inventory there are typically two main areas where inventory exists, the products in the machine and the products in your 'storage area'. Toucan already helps you keep track of product counts in the machine by utilizing data that you provide when you service/fill a machine and processing that data with the cash/credit transactions that are reported from your machines. So Toucan helps you keep track of your inventory in your machines.

The Inventory application in your eManage VMS cloud helps take care of the other part. Tracking your products in your storage area, where you purchased those products and when, product expiration dates, costs you incurred when you made the purchase, as well as other components that are part of your storage inventory.

This inventory data can then be used in conjunction with the other data in your cloud. For example, as a product vends from a machine, not only does your VMS cloud keep track of machine product levels like it currently does through Toucan, but now with the product purchase data from the Inventory module it can combine those vends with your inventory purchase information so you can see how much that vend cost you in cost of goods sold, and therefore how much were you able to profit from it.

So the inventory data that is made up from your storage area does not stand alone. It becomes part of the synergy that exists within your cloud to pull all the information together and help you stay on top of what is happening in your business.

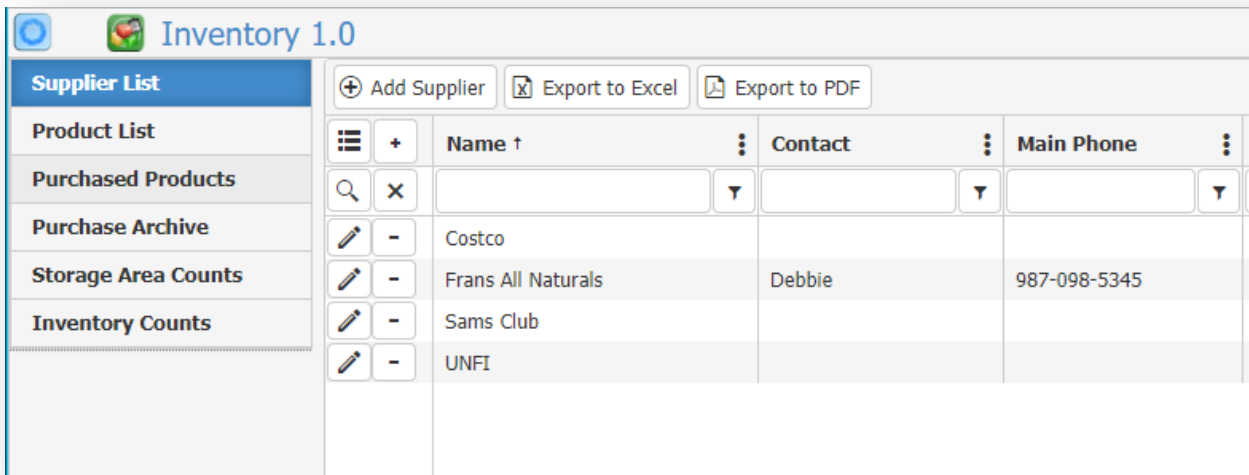
You will soon discover that once you know how to navigate and use your data in one cloud application, you will pretty much know how to do everything in the other applications. All of the applications have the same form of navigation, search screens, edit screens, exporting options and reports so they are all consistent with each other. This makes your learning curve so much shorter and easier because once you know one of them, you know all of them.

## Suppliers

As you read in the intro, once you learn one of your VMS cloud applications you will already be familiar with all the others. So if you have already used Toucan, you will already know exactly how to work with your supplier data in the cloud.

Suppliers are the entities that you acquire your products from. UNFI, Costco, Sams Club are some of the big national ones but local suppliers are frequently also part of your business. So any person, place, or organization that you get your product for your vending machine from is one of your suppliers.

## Adding and Editing Suppliers



Click the Supplier List button in the navigation panel on the left to open the Supplier List screen. The supplier list has the same search bar as Toucan for searching, sorting, exporting and organizing your supplier list. On the supplier search screen you can use the Add Supplier button in the button bar at the top to open the Add Supplier screen and add new suppliers to your list

The screenshot shows the 'Edit Supplier' dialog box. It has a title bar with a close 'X' button. The form contains the following fields: '\*Name:' with the value 'Frans All Naturals', 'Contact:' with the value 'Debbie', and 'Days Of Business:' with the value 'M-Sa 9-6' and a sub-label '(Days Of Biz)'. There is a checkbox labeled 'Active' which is checked. Below these fields is a section with two tabs: 'Address' (selected) and 'Phone'. Under the 'Address' tab, there are fields for 'Address 1:' (153 W Frampton Ave), 'Address 2:' (empty), 'City:' (Santa Clara), 'State:' (CA), 'Zip:' (90213), and 'County:' (empty). At the bottom of the dialog are three buttons: 'Delete' (with a trash icon), 'Save' (with a checkmark icon), and 'Cancel' (with an 'X' icon).

Clicking the Edit button (pencil icon) next to any of the suppliers in your list will open an Edit Screen for that supplier

## Deleting Suppliers

Clicking the Delete button (minus sign [-]) next to a Supplier will allow you to delete it from your list and from your cloud as long as that Supplier is not currently a supplier of product in your Purchased Products section. In other words, if you have product in your Purchased Products section of your inventory that was purchased from that supplier, then you can't delete that supplier yet. You would need to either 'Archive' or delete any purchased product from your Purchased Products list for that supplier first, and then you could delete that supplier from your Supplier List.

## Product List

Your product list in your Inventory app is the same product list you already have in Toucan. They both share the same product list. So anything you add, delete, or change in one of them will be reflected in the other one. In fact they are exactly the same and the inventory product list gives you everything you already have in your Toucan product list but the inventory app gives you some extra fields that you don't have in Toucan.

**UPCCode** – this is the code you see along with the bar code usually on the back of the product packaging. You can record the UPC Code here.

**Critical Level** – this is similar to the 'Low Level' amount in Toucan. In Toucan when a product level in a coil reaches its Low Level amount you can get an email alert and the machine turns red in your working location list. Your Critical Level in Inventory is where you can set the low water mark for the products in your storage area. So when the amount of product in your storage area reaches its Critical Level, you can get an email alert, and it turns red on your 'Storage Area Counts' screen and will now show up in the Reorder List.

**Vend Amount** – this is how much of the product, in relation to its storage type, gets vended from the machine with a single vend. For example, let's say we are vending PopChips from our machines, and the storage type we set for PopChips in our product list is 'Bags'. The Vend Amount for PopChips is going to be 1 since a single Bag is vended with each vend. If it's a Kind Bar and the storage type is 'Bars' then the vend amount for the kind bar is also 1, since a single bar vends with each vend. If it's an Honest Tea drink being vended and our storage type is 'Can', or 'Bottle', or '16 oz Bottle' our vend amount is still going to be 1, since it's a single Can, Bottle, or 16 oz Bottle that vends with each vend. As you can see almost always your vend

The screenshot shows the 'Edit Product' window with the following fields and values:

- \*Name: Apple Chips
- UPCCode: (empty field, circled in blue)
- Calories/Serving: 120
- Critical Level: (empty field, circled in blue)
- Vend Amount: 1 (circled in blue)
- Tax Type: Gluten
- Category: (empty dropdown)
- Storage Type: Bags
- Active: ☒
- Buttons: Delete, Save, Cancel

amount is going to be 1 because you are always vending a single thing from the machine – so much so that the Add Product screen just defaults to 1 for any new product you add. Even if you have setup a ‘Multi Product’ vend option, like a Meal Deal. The customer purchases a Meal Deal and they get 1 Bag of PopChips, and 1 Bottle of Honest Tea, so the vend amount for each is still 1.

The times when you may have a vend amount other than 1 is if you have a coffee machine or some other machine that dispense a certain amount of a bulk product. Your storage type for Coffee might be something like ‘Ounces’ or ‘Grams’. In which case with each vend the machine dispenses .5 ounces. The Vend Amount is therefore .5 for Coffee. The Creamer may have a storage type of ounces as well and with each vend the machine dispenses 6.5 ounces of creamer (my kind of cup) so the Vend Amount for the creamer is 6.5. That is how the Vend Amount is used.

*\*\* In the big picture of your Inventory, as you put product in a machine and record that amount in ‘Amount Added’ using Toucan or Toco, in the Service/Fill info for the Working Location – the cloud reduces that ‘amount added’ to the machine of that product from your storage area counts and the machine counts for that product go up. Total inventory of that product remains the same, it just moved from storage to the machine. Then as Cash/Credit transactions are processed from your card reader (or, if you didn’t have a card reader it would be the ‘Fill Vends’ for that coil) the machine counts go down and that is when the total inventory for that product is reduced \*\**

## Purchased Product

Inventory 1.0						
Supplier List	<a href="#">+ Add New Purchase</a> <a href="#">Export to Excel</a> <a href="#">Archive Used Purchases</a>					
Product List						
Purchased Products						
Purchase Archive						
Storage Area Counts						
Inventory Counts						
		Product Name ↑	Purchased ↑	Supplier	Expires	On Hand
	Q X					
		Apple Chips	7/1/17 00:00	Costco	9/6/17	64
		Bargs Natural Root Beer	8/1/17 00:00	UNFI	12/1/17	288
		Bugles	5/1/17 00:00	Frans All Naturals	9/29/17	360
		Cheese Peanut Butter Crac...	7/1/17 00:00	Costco	2/1/18	90
		Cliff Bar Peanut	6/6/17 00:00	Frans All Naturals	10/5/17	96
		Cliff Bar Peanut	8/1/17 00:00	Frans All Naturals	12/1/17	210
		Cliff Bar Peanut	8/30/17 00:00	Costco	1/31/18	168

Whenever you make a purchase of new products to add to your storage area, this is where you come to do it. Even if it’s the same product from a different supplier or the same product from the same supplier, like the Cliff Bar Peanut above, you enter each purchase you make into your Product Purchase area. This screen essentially becomes your Product Purchase history and will show you all the times you purchased something (until you archive any old purchases).

**Color Codes :** **Bold** – Product is expired (Apple Chips 7/1/17), **Red** – Product will expire in 30 days or less (Bugles 5/1/17 and Cliff Bar Peanut 6/6/17)

**Adding new purchases** – To add a new purchase click the Add New Purchase from the Purchased Products search screen to open the Add Product Purchase screen. A ‘purchase’ is not just the product you are buying. An entire purchase consists of the product, the supplier, and the date you purchased it.

The screenshot shows the 'Add Product Purchase' dialog box. It includes fields for Product, Supplier, UPC Code, Purchase Date, Expiration Date, and Critical Level. A 'Purchase Detail' section contains fields for Total Cost, StorageType (Units), Cases Purchased, Units/Case, Cost/Case, Units Purchased, Units On Hand, Cost/Unit, Cost/Vend, and Vend Amount. The dialog also features an 'Adjust' button and 'Save'/'Cancel' buttons at the bottom.

Use the Product and Supplier drop downs to pick the Product purchased and the Supplier it was purchased from. When you pick the product the UPC Code, Critical Level, Vend Amount and Storage Type will be displayed for that product (if they are entered in the product list). You can use the Plus [+] buttons next to each drop down if it's a new product or supplier that is not already in your cloud. Then enter the Purchase Date (and time if you are buying the same product from the same supplier on the same day, different time).

**Expiration Date** – (Required) – The expiration date of the product you are purchasing. If you are purchasing a batch of product with varying expiration dates, then you can break up the purchase into different batches by the expiration date. Enter each batch, same supplier, same product, same purchase date, but with the different expiration dates of each batch.

**Total Cost** – (Required) – The total cost of this product from this supplier on the purchase date.

**Cases Purchased** – (Optional) – If you purchased your product in cases you can enter in the number of cases and the Units/Case. Cost/Case, Units Purchased, Units On Hand and Cost/Unit will all be computed for you but you can alter them if needed. Cost/Vend will also be computed as long as there is a Vend Amount supplied for the product on the product's Edit screen.

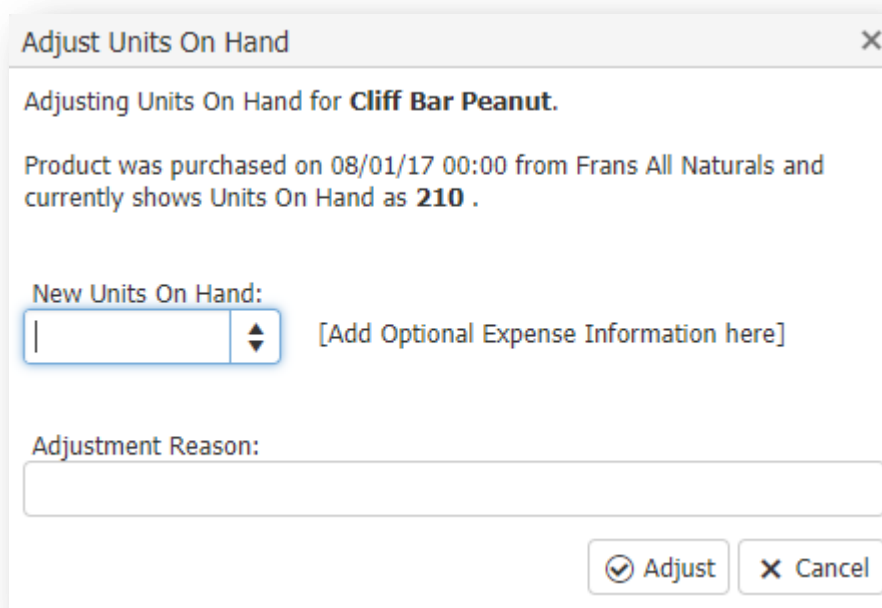
**Cost/Vend** – (Required) – this is how much each vend costs you. The inventory app will figure this based on the Cost/Unit and the Vend Amount but you can change it if you need to. This value is used in the cost of goods sold report when computing the cost per vend.

**Units On Hand** – (Required) – this is the number of products you have in your storage area. This number you get to set when you create the purchase so you set the starting point. After you save it this number will be greyed out (ghosted) on this screen. If you need to adjust the units on hand then you will use the Adjust button. Whenever you add this product into a machine and record how much you added using the Amount Added field of the Working Location (in Toucan or Toco); that amount that gets entered will be deducted from the Units On Hand of your storage area. So as you fill your machines with product, your machine inventory will go up and your storage area will be reduced. The Amount Added field in your Working Location screen of Toucan/Toco and your Units On Hand field of your Storage Area work together to get that done.

*\*\* The inventory module will use a FIFO (First in First out) method to reduce the storage area counts. As product is added to machines the Inventory app will look at all of the purchases for the product being added and find the oldest one (by expiration date) that still has Units On Hand and use those units until they are exhausted and go to 0, then it will begin drawing from the next oldest purchase of that product \*\**

**Adjust Units On Hand** – Use this Adjust button when you need to change the Units on Hand of a purchase. The button is not active when you are adding a new purchase, only when you are editing an existing purchase. When editing a purchase the Adjust button will be active and the Units on Hand will be greyed out.

In the Adjust Units On Hand screen you get to adjust and set the Units On Hand to what you want the new value to be. You can also make a note as to why you are making the adjustment. Like 'Product Samples', 'Spoilage', 'Expiration', 'Munchie Attack' or whatever it may be. If the adjustment caused you to incur an expense then you can also record the cost of the adjustment as an expense.



## Purchase Archive (Archive Used Purchases)

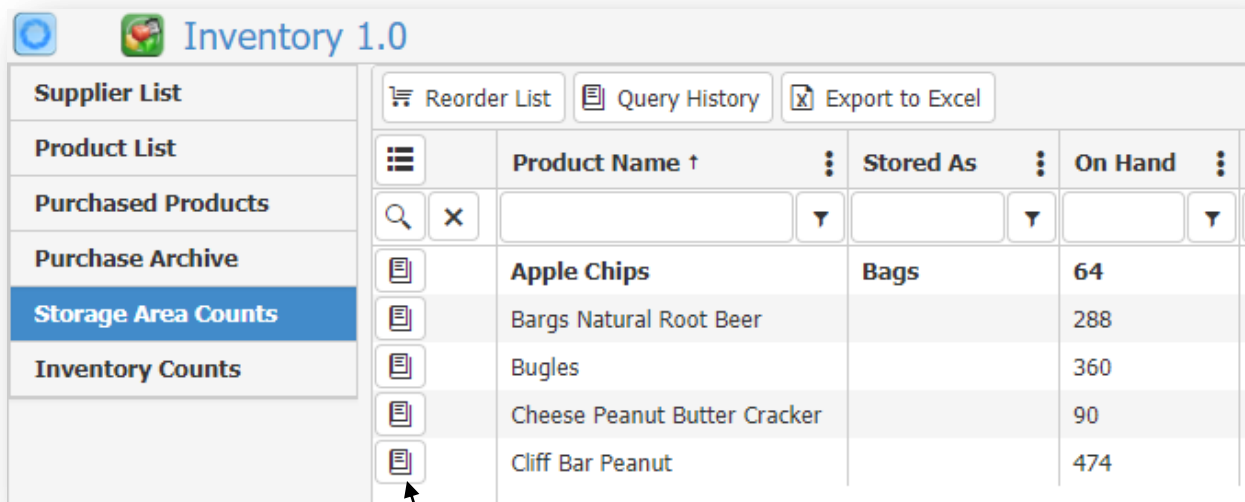
When the Units On Hand of one of your purchases goes to 0 and its all spent you can leave it in your Purchased Products list or you can choose to archive it off. In the button bar on the Purchased Products screen is the 'Archive Used Purchases' button. When you click this button



all purchases in your Purchased Products screen that have a Units on Hand of 0 will be removed and put in your Purchase Archive List.

## Storage Area Counts

This screen aggregates all of your purchases together to give you the total counts of products in your storage area



Supplier List	Reorder List	Query History	Export to Excel
Product List	Product Name ↑	Stored As	On Hand
Purchased Products			
Purchase Archive			
<b>Storage Area Counts</b>			
Inventory Counts			
	<b>Apple Chips</b>	<b>Bags</b>	<b>64</b>
	Bargs Natural Root Beer		288
	Bugles		360
	Cheese Peanut Butter Cracker		90
	Cliff Bar Peanut		474

While your Purchased Products will show every purchase you have entered for a single product your Storage Area Counts will show that product just once and total all of the units on hand of that product for you. Like the Cliff Bar Peanut above. You don't need to ever add or edit your Storage Area Counts, this screen is built and maintained for you as you record product purchases, make adjustments, and add products to machines. Any product where the units on hand drops to or below its Critical Level (set in your product list) will show in **bold** on this screen, like Apple Chips.

**Query History** - This is a button in the button bar of the Storage Area Counts screen. It will open a blank history search window and allow you to search all of the product history.

**Reorder List** – Any product that falls at or below its critical/par level will be added to the Reorder List. Click that button in the button bar to create the list of products below their critical/par level

**Product History** – You can click the history button next to any product to see the history of that product



Export to Excel							
	Product	Action	ActionDate ↑	#Units	On Hand	Location	Machine
	Bugles						
	Bugles	Purchase	05/01/17 00:00	360	360		
	Bugles	Amount Added	08/25/17 01:12	2	358	Abbots Sports Lounge	Abbots Sports Lounge
	Bugles	Amount Added	09/01/17 01:11	0	352	Avalon Nursing Home	HY-900
	Bugles	Amount Added	09/05/17 01:12	6	352	Abbots Sports Lounge	Abbots Sports Lounge
	Bugles	Amount Added	09/07/17 01:11	2	350	Avalon Nursing Home	HY-900

The history screen will show you all of the history of your product. Things like purchases, adjustments up or down, amount added and where, if the product was replaced and how much was added back to storage. The history screen is query-able so you can use it to focus on something specific, like all purchases made for one product or all products used at a certain location or coil, or all products purchased from a specific supplier.











**Action** – if the action was a Purchase, Adjustment up or down, Amount Added to a machine, Added Back if the product was replaced in a machine

**#Units** – The number of units involved in the action to create the units On Hand.

## Inventory Counts

# Inventory 1.0



Supplier List	<div>  Refresh          Export to Excel       </div>				
Product List		Product Name ↑	In Storage	In Machines	Total Unit
Purchased Products		Apple Chips	59	61	120
Purchase Archive		Apple Slices		61	61
Storage Area Counts		Bargs Natural Root Beer	271	98	369
Inventory Counts		Blue Diamond Almonds		57	57
		Bugles	350	49	399
		Cappuccino		13	13
		Cheese Peanut Butter Cracker	85	118	203

The inventory counts screen gives you a high level view of your inventory. It is another screen that you don't need to add or edit directly. Instead it is built and maintained for you as you record purchases, add product to machines, process cash/credit transactions, etc. The inventory counts screen will show you your total inventory counts, what you have in your storage area and machines, essentially the total amount of product in your business and where it is.

The inventory counts list will list all of your products being used. If they are in storage you will see the total amount on hand in storage, if they are currently in machines you will see the total

number of products that are in machines and the total amount of that product that exists in your business

Next to each product in the Inventory Counts list is a search button. Clicking the search button (search glass) next to a product will trigger the inventory app to query for all of the machines that contain that product and will list out the machines and the coils that contain that product and the product levels. The inventory counts screen above is showing 360 in Storage and 49 in machines. If we click the search button next to Bugles we can see where those 49 are

Locations Vending - Bugles					
 Print List  Export to Excel					
Location	Machine	Coil	Level	As Of	
Abbots Sports Lounge	Abbots Sports Lounge	A3	7	9/7/17 23:59	▲
Avalon Nursing Home	HY-900	A2	7	9/7/17 23:59	
Costco	HY008	A3	3	9/3/17 23:59	
Durfrain Law Office	Durfrain Law Office	A3	6	9/7/17 23:59	
Jet Service Hanger	HY900-43234	A3	5	9/7/17 23:59	
Jet Service Hanger	Jet Service Hanger	A3	5	9/7/17 23:59	
Ogio Sport Bags	Ogio Sport Bags	A3	7	9/7/17 23:59	
Terra's Auto Parts	Terra's Auto Parts	A3	6	9/3/17 23:59	
Valley View HS	Valley View HS	A3	3	9/7/17 23:59	

## Reports

### Cost of Goods Sold

One of the reasons for going through the effort of keeping track of your storage area and how much you paid for a particular product is to analyze how much that product cost you when it was vended so you can compare that with how much revenue the product made when it was vended to get an idea of the net revenue that product is bringing into your business. That is the role of the Cost of Goods Sold report. To use the report give it a beginning and ending date range to use and click Generate Rpt

Cost Of Goods Sold Report

Begin Date: 12/01/2017

End Date: 12/19/2017

Generate Rpt

Print List

Export to Excel

Product +	QtySold	eCash	eCredit	Gross Rev	AvgPrice	AvgUnitCost	Total Cost	Net Rev	ProfitMargin
Apple Slices	4	\$2.00	\$1.50	\$3.50	\$0.83				
Bargs Natural Root Beer	5	\$2.00	\$3.75	\$5.75	\$1.15	\$0.31	\$1.55	\$4.20	73.04 %
Blue Diamond Almonds	7	\$2.00	\$4.50	\$6.50	\$0.92				
Bugles	4	\$2.00	\$2.00	\$4.00	\$1.00	\$0.35	\$1.40	\$2.60	65.00 %
Cappuccino	1	\$1.75	\$0.00	\$1.75	\$1.75				
Cheese Peanut Butter Cracker	4	\$0.00	\$6.50	\$6.50	\$1.50	\$0.63	\$2.52	\$3.98	61.23 %
Cheetos	8	\$3.75	\$3.75	\$7.50	\$0.96				
Cheez It	3	\$0.85	\$2.25	\$3.10	\$1.03				
Cherry Coke	3	\$2.05	\$1.95	\$4.00	\$1.00				
Chex Mix	3	\$1.75	\$3.50	\$5.25	\$1.75				
Chocolate Pretzels	10	\$5.25	\$3.50	\$8.75	\$0.89				
Cliff Bar Choc Chip	5	\$2.00	\$5.00	\$7.00	\$1.31				
Cliff Bar Peanut	4	\$3.00	\$0.50	\$3.50	\$0.88	\$0.53	\$2.12	\$1.38	39.43 %
Coke Cola	2	\$0.00	\$2.50	\$2.50	\$1.25				

**QtySold** – The amount of product that sold during the date range supplied for the report.

**AvgPrice** – The average price of the product for vends that occurred during the date range used. Since the price can be different across multiple locations this tells you the overall average price of that product.

**AvgUnitCost** – This is the average cost/unit of the product based on the product currently in your storage area. This is a weighted average so if you have 10 units of cliff bars purchased at \$1 each and 50 units of cliff bars purchased at \$.89 each – more weight will be given to the \$.89 cost when computing the average unit cost. If products still exist in your storage area (products that have an Amount On Hand greater than 0) those purchase costs are used to compute the avg unit cost. If a product does not exist in storage (it is added to Product Purchases but currently Amount On Hand is 0 for all purchases). Then inventory will use all of the purchases it can find for that product and compute a standard, non weighted, avg unit cost.

**TotalCost** – The cost to you for the product sold, Cost of Goods Sold

**Net Rev** – Gross Revenue less the Total Cost – the Net Revenue

**ProfitMargin** – The percent of profit, or the percentage amount of the Gross Revenue that you are able to net.

## Product Vend Ratio

The Product Vend Ratio gives you data on the performance of products at each machine and location so you can see how a product is selling both for that machine, location and overall. Product purchases are not required for this report to produce data, so even if you are not using any of the inventory features, this report will still run.

Product Vend Ratio Report

Begin Date: 12/01/2017End Date: 12/19/2017

Generate Activity Rpt

Collapse All

Expand All

Export to Excel

	Product ↑	First Vend	QtySold ↓	AvgPrice	Gross Rev	Machine Ratio	Location Ratio	Overall Ratio
Avalon Nursing Home - Qty Sold: 43								
	HY-900 - Qty Sold: 43							
	Dr. Pepper	12/11/17	7	\$1.00	\$7.00	16.28 %	16.28 %	4.27 %
	Sprite	12/14/17	5	\$1.00	\$5.00	11.63 %	11.63 %	3.05 %
	Pepsi	12/10/17	4	\$1.25	\$5.00	9.30 %	9.30 %	2.44 %
	Root Beer	12/12/17	4	\$2.25	\$9.00	9.30 %	9.30 %	2.44 %
	Cherry Coke	12/11/17	3	\$1.00	\$4.00	6.98 %	6.98 %	1.83 %
	Chex Mix	12/9/17	3	\$1.75	\$5.25	6.98 %	6.98 %	1.83 %
	Hansens Natural Soda	12/15/17	3	\$0.50	\$1.50	6.98 %	6.98 %	1.83 %
	Nut Chrisp Bar	12/11/17	3	\$1.00	\$3.00	6.98 %	6.98 %	1.83 %
	V8 Juice	12/9/17	3	\$2.25	\$6.75	6.98 %	6.98 %	1.83 %
	Bargs Natural Root Beer	12/10/17	2	\$1.00	\$2.00	4.65 %	4.65 %	1.22 %
	Dole Pineapple Juice	12/11/17	2	\$1.00	\$2.00	4.65 %	4.65 %	1.22 %
	Bugles	12/12/17	1	\$1.00	\$1.00	2.33 %	2.33 %	0.61 %
	Cappuccino	12/9/17	1	\$1.75	\$1.75	2.33 %	2.33 %	0.61 %
	Cheetos	12/12/17	1	\$1.00	\$1.00	2.33 %	2.33 %	0.61 %
	Honest Tea	12/11/17	1	\$1.75	\$1.75	2.33 %	2.33 %	0.61 %

**First Vend** – The date, within the date range you are searching for, that the product first vended. This helps you have a better perspective on the Qty Sold for each product as a product may have just been added to a machine towards the end of the date range.

**AvgPrice** – The sales price of the product averaged out over the date range given.

**Gross Revenue** – The sum of the Cash and Credit transactions during the time period given (not Qty Sold \* Avg Price)

**Machine Ratio** – The percentage of how often this product vended from the machine in terms of the total vends for the machine over the date range given. This helps you see how often the product is vended in relation to the total vends from the machine for the time period you are analyzing.

**Location Ratio** – The percentage of how often this product vended from all of the machines at this location in terms of the total vends for the location over the date range given. In other words, how popular the product is for the entire location.

**Overall Ratio** – The percentage of vends for this product in terms of the vends from all locations for the given time period.