

SMART VENDOR

SALES TRACKER

- HOME
- INVENTORY
- PURCHASES
- SALES



TOTAL REVENUE



₦18,000

TOTAL PROFIT



₦6,000

TOTAL

LAST SALE

DATE:

PRODUCT:

Pr

REVENUE:

₦

PROFIT:

TODAY	
REVENUE	₦18,000
PROFIT	₦6,000
QTY SOLD	8
NO OF SALES:	3

SALES ON
ANY DATE

SELECT DATE

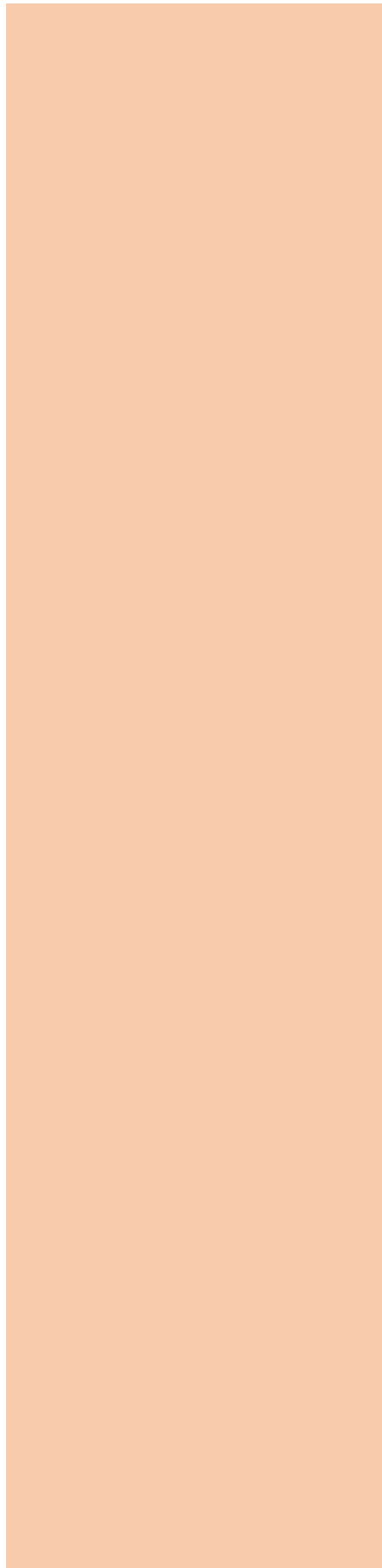
6/8/2026



REVENUE:

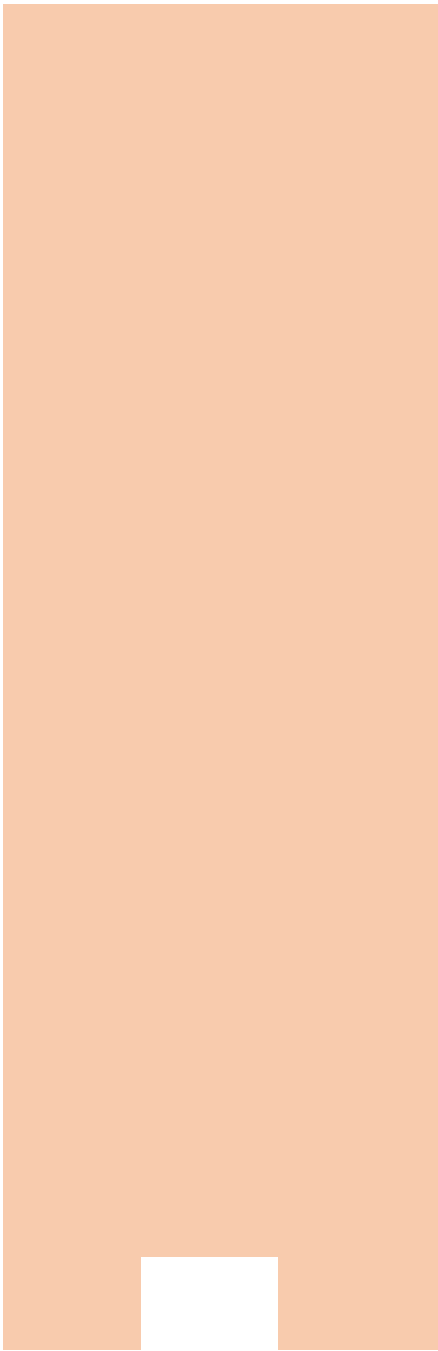
PROFIT:

QTY SOLD:



NO OF SALE

PRODUCT S



BUSINESS DASHBOARD

Last Updated
Monday, June 22

TOTAL PURCHASES


₦23,000

TOTAL PRODUCTS


2

QTY SOLD


8

TOTAL SALES


3

BUSINESS STATUS

5/8/2026

Product B

₦12,000

₦4,000


PROFIT

INVENTORY ALERT

LOW STOCK

1

 OUT OF STOCK

0

THIS MONTH

REVENUE ₦18,000

PROFIT ₦6,000

QTY SOLD 8

NO OF SALES: 3

THIS YEAR

REVENUE

PROFIT

QTY SOLD

NO OF SALES:

₦18,000

₦6,000

8

IS:	3
-----	---

OLD:	3
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2026

LES

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STOCK

₦18,000

₦6,000

8

3

2

0

₦18,000 Monday, June 22, 2026

1

₦18,000 ~~₦6,000~~

0

3

₦6,000

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PROFIT

8

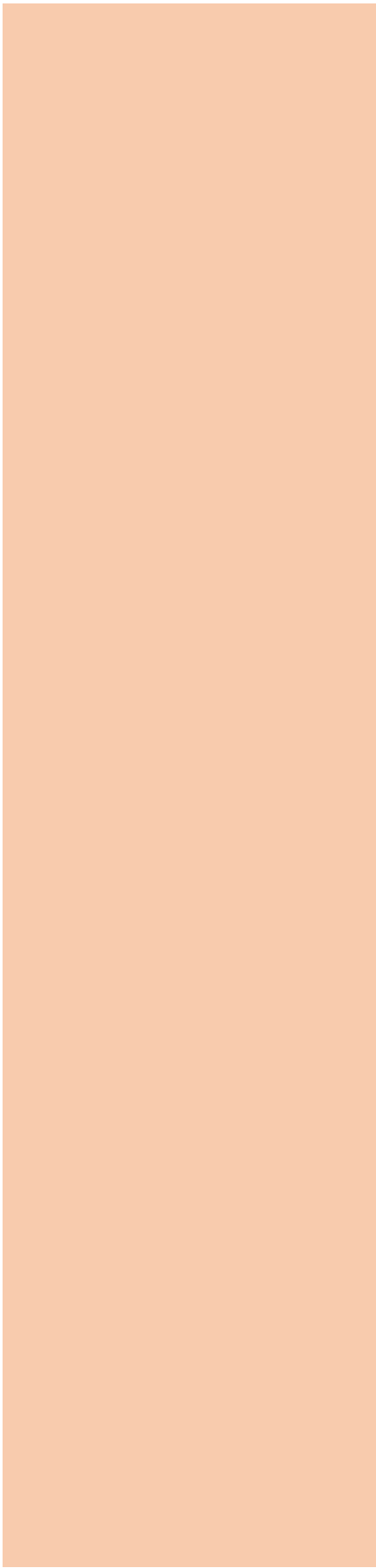
₦18,000

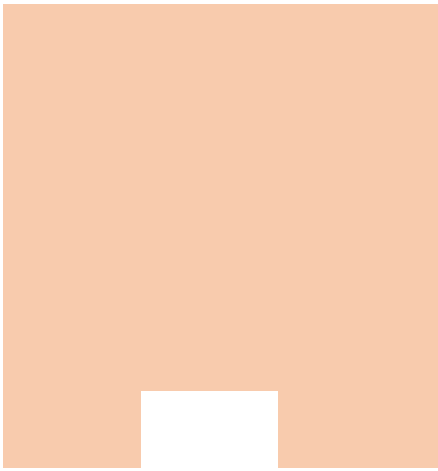
₦23,000	8	
3		3
3	3	
Product B	8	3
₦12,000		₦18,000
₦4,000		₦6,000
#VALUE!		3
#VALUE!	₦18,000	#VALUE!
8	₦6,000	8
#VALUE!	₦18,000	
	₦6,000	

11

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SALES





INVENTORY

[illegible]

SMART VENDOR

SALES TRACKER

HOME

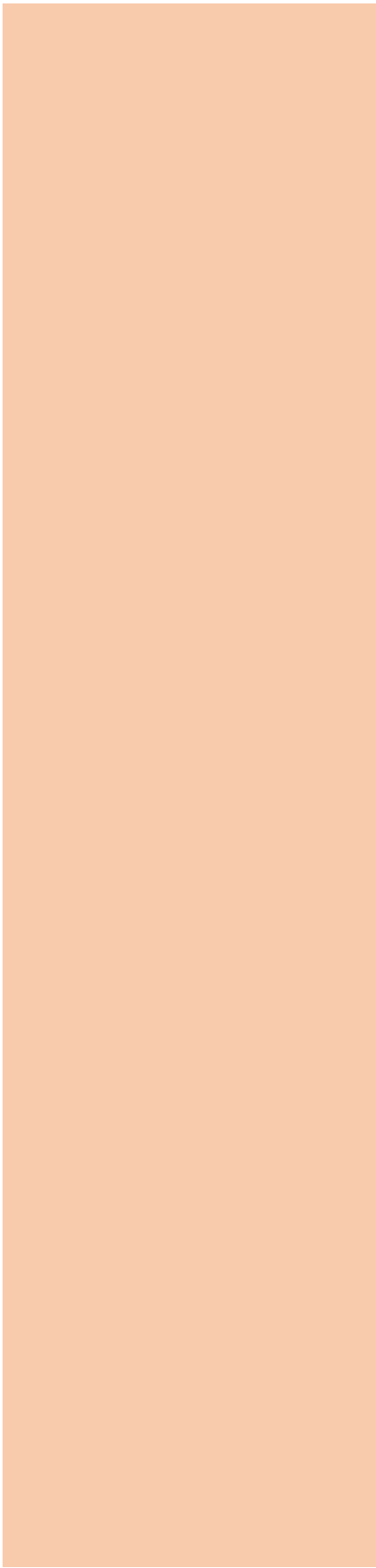
INVENTORY

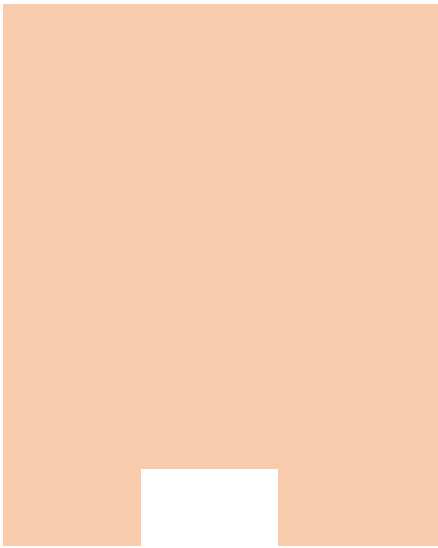
PURCHASES

SALES

PUR

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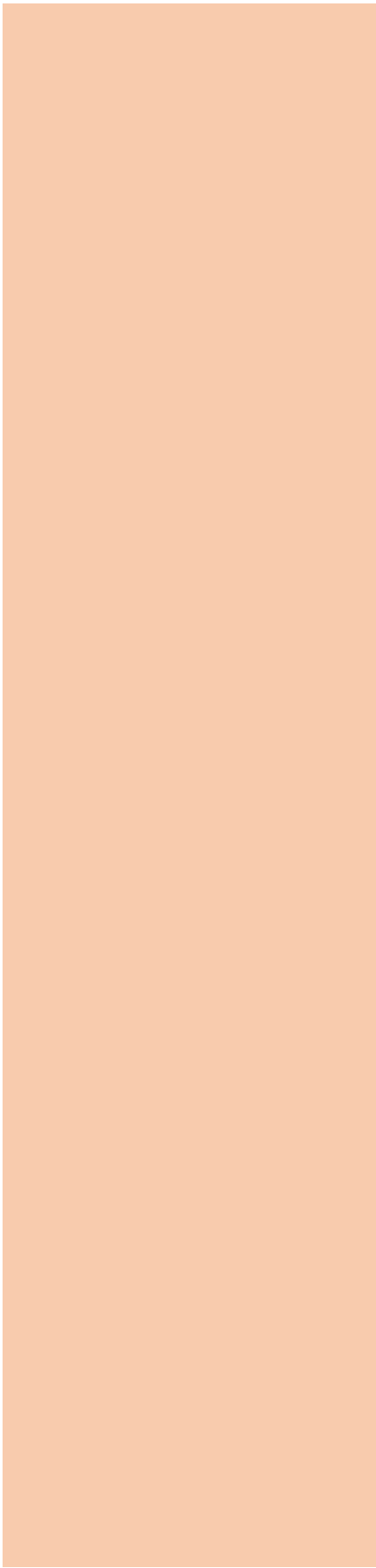
CHASES

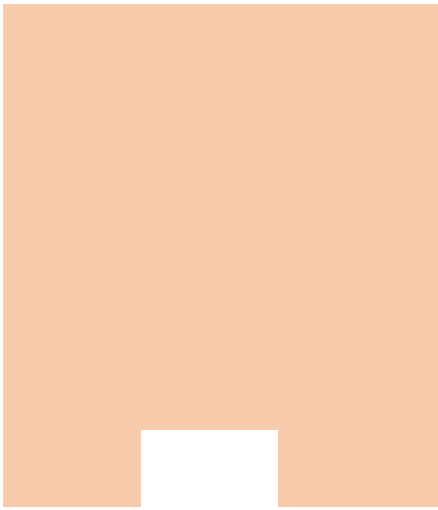
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SALES TRACKER

SALES

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SALES

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SMART VENDOR SALES TRACKER

USER GUIDE

Description

The Smart Vendor Sales Tracker is an easy-to-use inventory and sales management workbook designed for very small businesses.

Simply enter your products into the Inventory sheet, then record purchases and sales using the Product ID and the tracker will automatically update inventory levels, calculate revenue and profit, and refreshes the dashboard in real time. No manual calculations are required.

Sample data has been included for demonstration purposes. You may delete the sample records and start entering your own transactions.

IMPORTANT DATE FORMAT

All dates must be entered in the following format:

YYYY-MM-DD

Examples:

2026-06-10

2026-07-15

2026-12-01

Format Meaning:

YYYY = Year

MM = Month

DD = Day

Using this format ensures that all dashboard reports, monthly summaries, yearly summaries, and date filters work correctly.

HOW TO USE

Step 1: Add Products

Go to the **Inventory** sheet and enter:

Product ID

Product Name

Quantity in Stock

Cost Price

Selling Price

The tracker will automatically monitor stock levels and inventory alerts.

Step 2: Record Purchases

Go to the **Purchases** sheet and enter:

Date

Product ID

Quantity Purchased

The tracker will automatically:

Retrieve the Product Name

Retrieve the Cost Price

Calculate Total Cost

Calculate Total Cost
Update Inventory Stock

Step 3: Record Sales

Go to the **Sales** sheet and enter:

Date

Product ID

Quantity Sold

The tracker will automatically:

Retrieve the Product Name

Retrieve the Cost Price

Retrieve the Selling Price

Calculate Revenue

Calculate Profit

Update Inventory Stock

Dashboard Overview

The Dashboard automatically displays:

Business Summary

Total Revenue

Total Profit

Total Purchases

Total Products

Quantity Sold

Total Sales

Last Sale

Displays details of the most recent sale recorded.

Business Status

Shows whether the business is currently operating at a Profit or Loss.

Inventory Alert

Displays:

Low Stock Items

Out of Stock Items

Today

Shows:

Revenue

Profit

Quantity Sold

Number of Sales

for the latest sales date recorded.

This Month

Shows:

Revenue

Profit

Quantity Sold

Number of Sales

for the current month.

This Year

Shows:

-

Revenue

Profit

Quantity Sold

Number of Sales

for the current year.

Sales on Any Date

Enter a date in the **Select Date** box to view:

Revenue

Profit

Quantity Sold

Number of Sales

for that specific date.

Note

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Quantity. The tracker

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ork correctly.

