

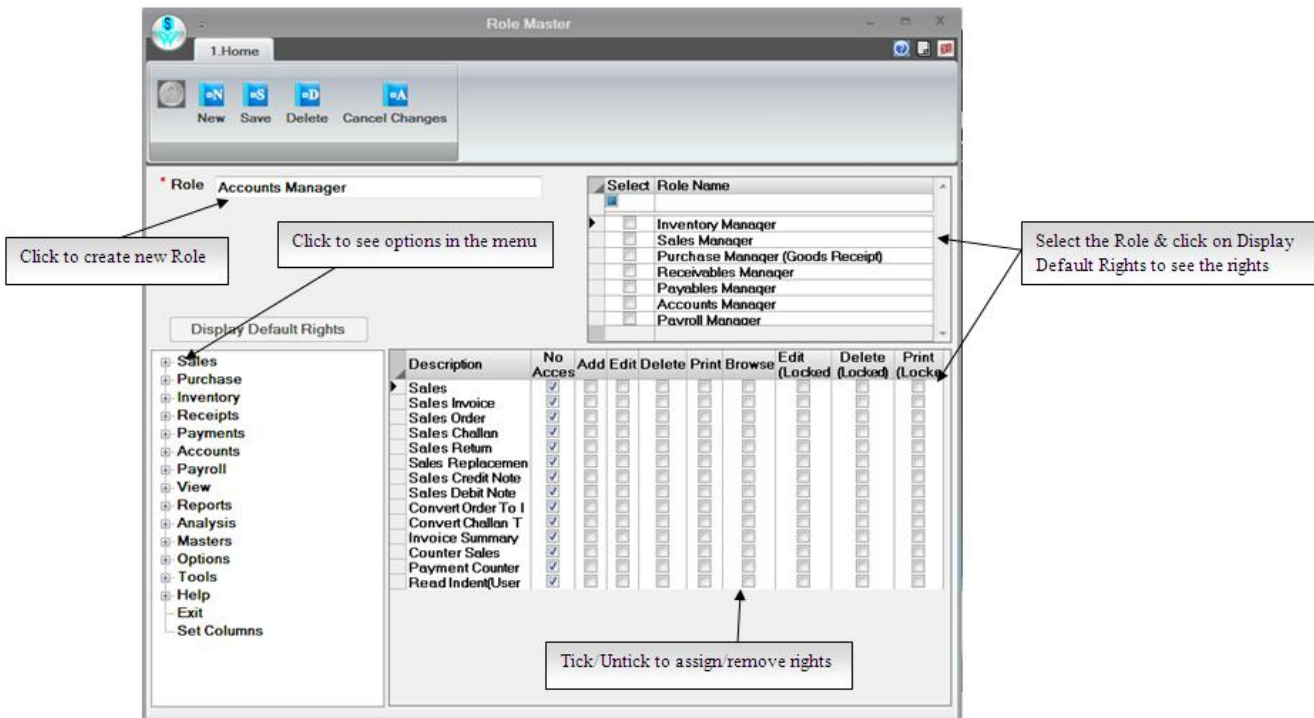


# Advanced Training

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## 1. User Role/Rights



### What is a Role?

The actions and activities assigned to or required or expected of a person or group is called a Role. In **RetailGraph** you will find some predefined roles that we have in a business like Inventory Manager, Sales Manager, Store Head etc. In **RetailGraph** you can create department wise Roles and can assign department wise rights to every role as per its area of operations.

### How to create New Role?

To create a new role simply click on New tab as shown in the figure and enter all the required information.

### How to assign rights to a Role?

In **RetailGraph** you can even assign particular rights (add/edit/browse/delete/print etc.) for a particular transaction in Role. To assign rights in a Role for a particular transaction please modify the Role and select the transaction type & click on **“Display Default Rights”** button. Associated rights for that transaction type will appear

in list that you can change as per your requirement by ticking or removing the tick from the check box.

## User

User simply is the person who is going to use the software. You can create different users for logging in the software. RetailGraph offers you the facility to restrict every user only to its assigned area of operations. You can assign department wise role & user wise access rights for Inventory, Purchase, Sales, Accounts, Payroll, Store head & other departments.

### How to create a User?

To create a new user simply click on New tab as shown in the figure and enter all the required information.

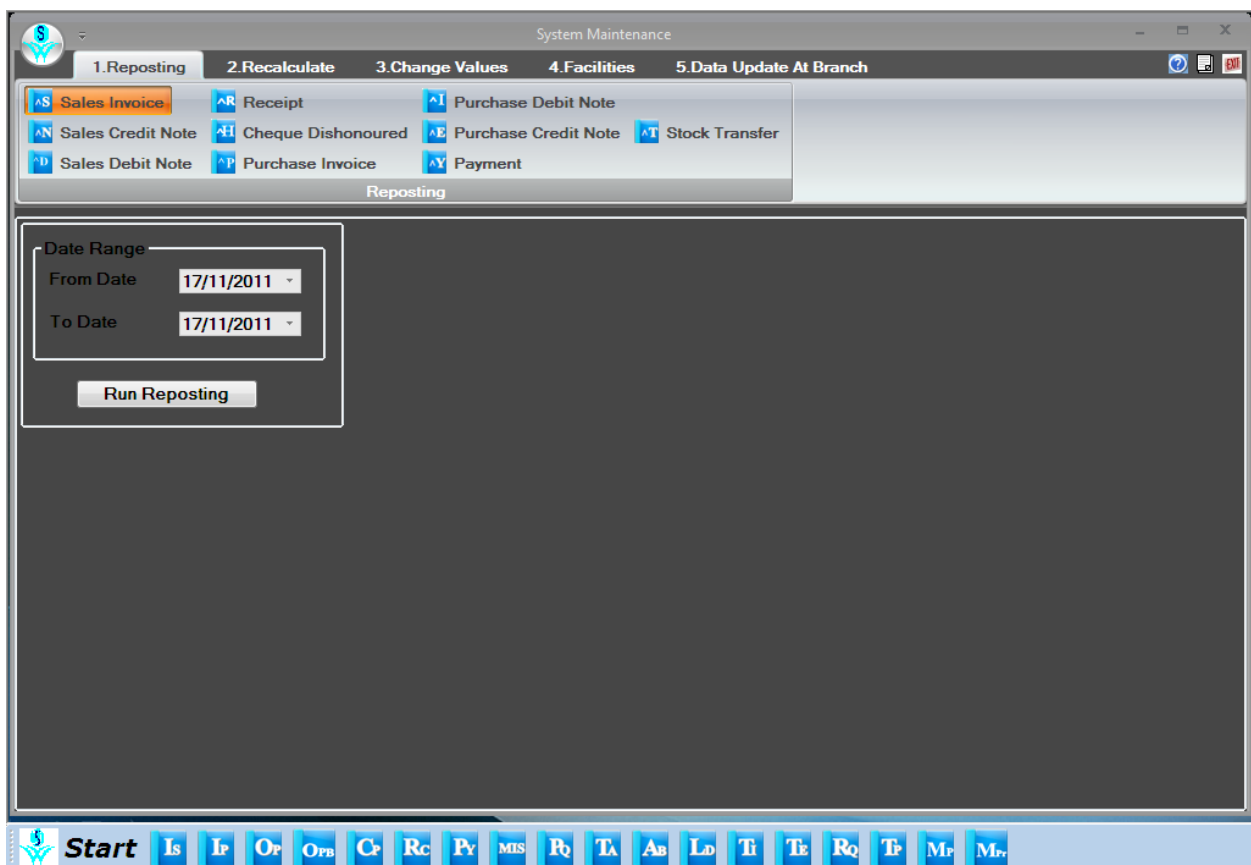
The screenshot shows the 'Create User' window with the following details:

- User Section:**
  - Login ID: admin
  - Password: masked with dots
  - Employee: Administrator
  - Expiry Date: 01/01/9998
  - Role: Store Head (Administrator)
  - Default Form: (empty)
  - Lock Date: (empty)
  - Default Series: (empty)
- Rights Section:**
  - Apply For Sales:**
    - Edit Date
    - Edit Rate
    - Edit Discount
    - Edit Cash Discount
    - Edit Batch
    - Edit Color
    - Edit MRP
    - Re Calculate Sale Rate
    - Edit No./Alias of Customer
    - Edit Payment Mode
    - Allow Product Selection In Sales Return
  - Apply For Purchase:**
    - Edit Date
    - Edit Rate
    - Edit Discount
    - Edit Payment Mode
- Select Location:**
  - Head Office (checked)
- Other Fields:**
  - Status: Active
  - Type: Employee
  - Lock Days: 0
  - Allow Sales Above Credit Limit:

## 2. Reposting

In the last session we learned accounting and MIS part of RetailGraph. Now in this session we will know about the different options that are required for troubles shooting

In **RetailGraph** posting of invoices & other entries is controlled through Transaction Series Master. If due to some reason the posting of any invoice or any other entry is changed or removed from accounts, you can repost the entries using reposting options available in Options->System maintenance->Reposting menu. You can also find options to re-calculate account balances of customers, vendors & other accounts in this menu.



### 3. Recalculating Product Balances

Sometimes you may need to recalculate product balances especially if you have imported some entries from excel sheet then you can use Recalculate Product Balances option from Options menu. When it finds difference in items it will show the list of items in which difference is found in stock and will give you the option to “Update Stock”, Create Shortage/Surplus or Keep Stock As It is” so you can select the option as per your requirement.

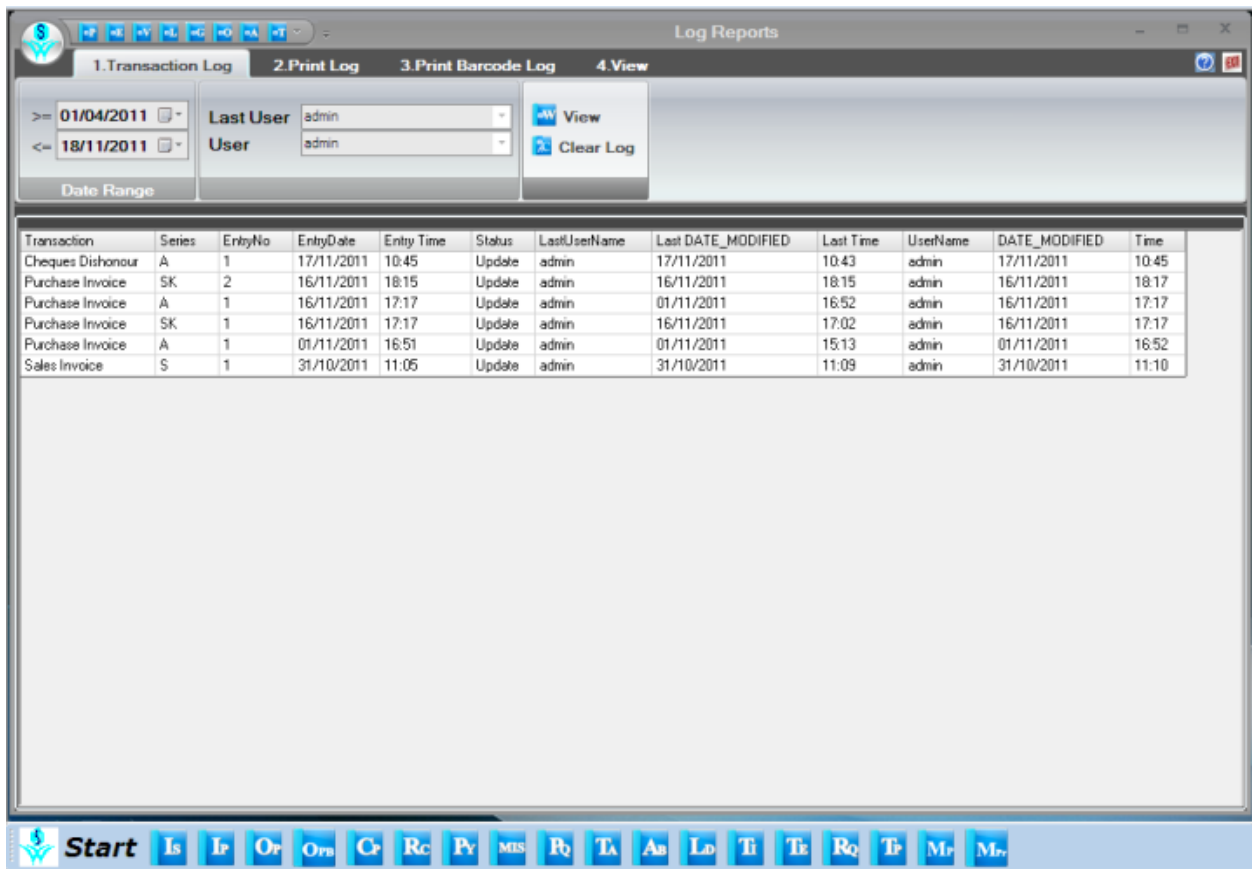
The screenshot displays the 'ReCalculate Product Balance' dialog box within a software application. The dialog features a table with the following columns: Product, LotNo, StockLocation, Batch, Color, MRP, OpStock, In Stock, Out Stock, Current Stock, and Calculated St. A single row is highlighted in blue, representing the product 'KB Product Testing11'. The data for this row is as follows:

Product	LotNo	StockLocation	Batch	Color	MRP	OpStock	In Stock	Out Stock	Current Stock	Calculated St
KB Product Testing11	10000001	Chitakoot Colony			96.00	0.000000	0.000000	7.000000	0.000000	-7.000000

Below the table, there are three buttons: 'Keep Stock As It', 'Update Stock', and 'Create Shortage/Surplus'. The application's main menu is visible at the bottom, showing options like Start, Is, Ir, Or, Ovs, Cr, Rc, Py, MIS, Rb, Ta, Ab, Ld, Ti, Tr, Rq, Tr, Mr, and Mv.

## 4. Log

**RetailGraph** keeps the log of all the transactions that are modified after printing. You can see the original transaction entry (before modification) using Log. You can always have an eye on the changed/modified transactions. Besides getting Log details from Options->Log menu you can also check following check list report available in Reports menu to see the summary & details of transactions done by a user.



The screenshot shows the 'Log Reports' window in RetailGraph. The window has a title bar with 'Log Reports' and standard window controls. Below the title bar are four tabs: '1.Transaction Log', '2.Print Log', '3.Print Barcode Log', and '4.View'. The '1.Transaction Log' tab is active. The window contains a date range selector with '01/04/2011' and '18/11/2011', a 'Last User' dropdown set to 'admin', and a 'User' dropdown set to 'admin'. There are 'View' and 'Clear Log' buttons. Below the controls is a table with the following data:

Transaction	Series	EntryNo	EntryDate	Entry Time	Status	LastUserName	Last DATE_MODIFIED	Last Time	UserName	DATE_MODIFIED	Time
Cheques Dishonour	A	1	17/11/2011	10:45	Update	admin	17/11/2011	10:43	admin	17/11/2011	10:45
Purchase Invoice	SK	2	16/11/2011	18:15	Update	admin	16/11/2011	18:15	admin	16/11/2011	18:17
Purchase Invoice	A	1	16/11/2011	17:17	Update	admin	01/11/2011	16:52	admin	16/11/2011	17:17
Purchase Invoice	SK	1	16/11/2011	17:17	Update	admin	16/11/2011	17:02	admin	16/11/2011	17:17
Purchase Invoice	A	1	01/11/2011	16:51	Update	admin	01/11/2011	15:13	admin	01/11/2011	16:52
Sales Invoice	S	1	31/10/2011	11:05	Update	admin	31/10/2011	11:09	admin	31/10/2011	11:10

At the bottom of the window is a navigation bar with a 'Start' button and a series of icons for various reports: Is, Ir, Or, Ovn, Cr, Rc, Py, MS, Rb, Ta, Ab, Ld, Ti, Te, Rq, Tr, Mr, Mv.

User Check List

The screenshot displays the 'User Check List' application window. At the top, there are navigation tabs for '1.Home' and '2.View'. Below the tabs, a date range is set from '01/04/2011' to '17/11/2011'. A 'User' button and 'View'/'Graph' options are also present. The main area contains a table with the following data:

User	Purchase Invoice		Payment Receipt		Receipt Entry		Make Payment		Journal Voucher		Receipt Voucher		Payment Voucher	
	Created	Modified	Created	Modified	Created	Modified	Created	Modified	Created	Modified	Created	Modified	Created	Modified
admin	4	4	3	0	0	0	9	0	0	0	1	0	0	0
Rawat	6	2	0	0	0	0	0	0	0	0	0	0	0	0
Sagar	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	10	6	3	0	0	0	9	0	0	0	1	0	0	0

At the bottom of the window, there is a navigation bar with the following items: Start, Is, Ir, Or, Ors, Cr, Rc, Py, MIS, Rq, Ta, Ab, Ld, Ti, Te, Rq, Tp, Mr, Mr.

## 5. Facilities

There are many more features like Alert Message, SMS facility, Text editor, Calculator, spread sheet etc. that help you in managing your business more efficiently.

### Close Financial Year (10 m)

You can close the current financial year using Close Financial Year option available in Option menu. You can close the financial year transaction series wise. Please note that it will not allow you to add any entry in the series once it is closed.

