



Training Day 1

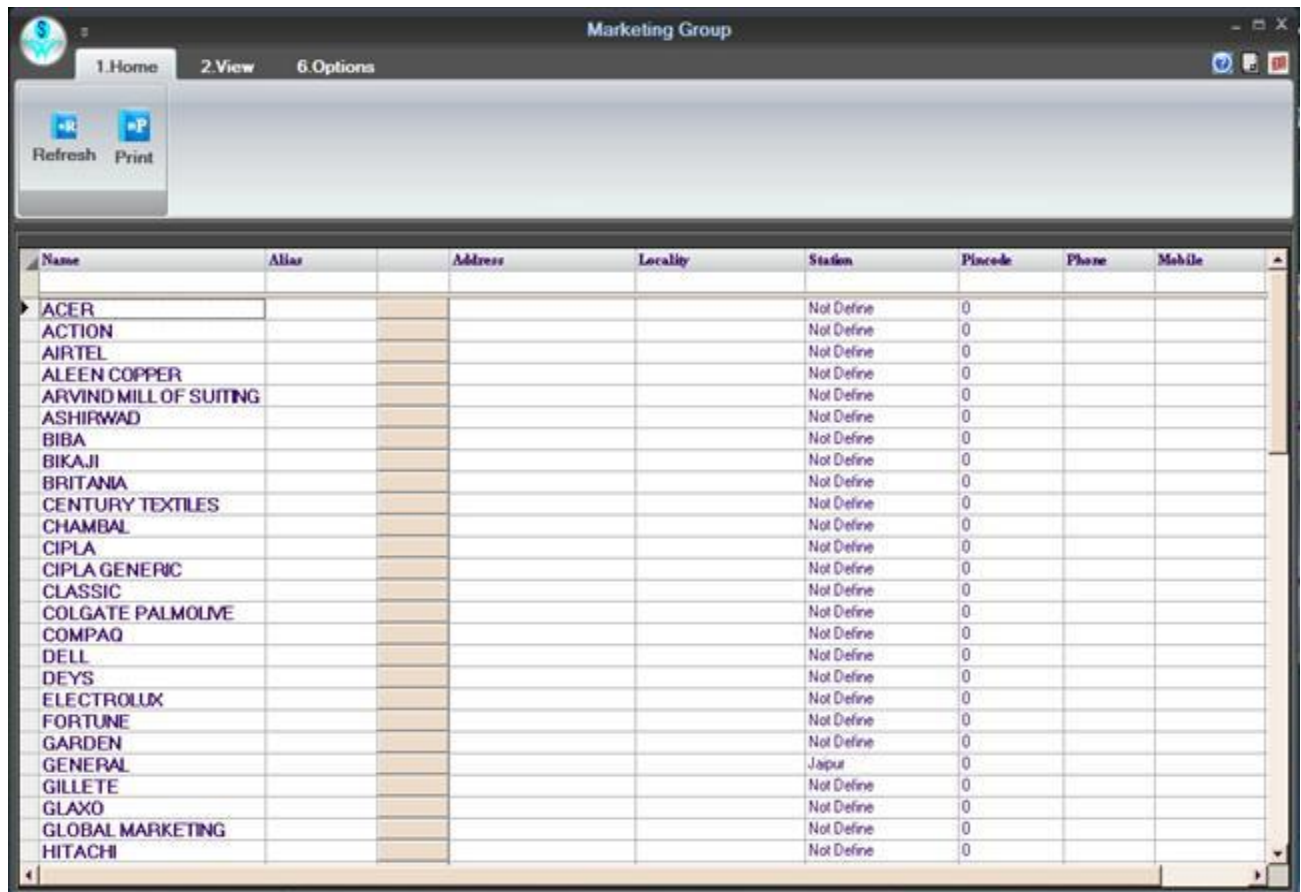
MASTER DATA ENTRY

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1. Marketing Group

User should understand that all the marketing (principal) companies of the products he is dealing in will be created under Marketing Group.



The screenshot shows a web application window titled "Marketing Group". The window has a navigation bar with "1.Home", "2.View", and "6.Options". Below the navigation bar are "Refresh" and "Print" buttons. The main content area displays a table with the following columns: Name, Alias, Address, Locality, Station, Pincode, Phone, and Mobile. The table contains a list of company names, with "ACER" selected. The "Station" column for most companies is "Not Define", while "GENERAL" is "Japur".

| Name | Alias | Address | Locality | Station | Pincode | Phone | Mobile |
|------------------------|-------|---------|----------|------------|---------|-------|--------|
| ACER | | | | Not Define | 0 | | |
| ACTION | | | | Not Define | 0 | | |
| AIRTEL | | | | Not Define | 0 | | |
| ALEEN COPPER | | | | Not Define | 0 | | |
| ARVIND MILL OF SUITING | | | | Not Define | 0 | | |
| ASHIRWAD | | | | Not Define | 0 | | |
| BIBA | | | | Not Define | 0 | | |
| BIKAJI | | | | Not Define | 0 | | |
| BRITANIA | | | | Not Define | 0 | | |
| CENTURY TEXTILES | | | | Not Define | 0 | | |
| CHAMBAL | | | | Not Define | 0 | | |
| CIPLA | | | | Not Define | 0 | | |
| CIPLA GENERIC | | | | Not Define | 0 | | |
| CLASSIC | | | | Not Define | 0 | | |
| COLGATE PALMOLVE | | | | Not Define | 0 | | |
| COMPAQ | | | | Not Define | 0 | | |
| DELL | | | | Not Define | 0 | | |
| DEYS | | | | Not Define | 0 | | |
| ELECTROLUX | | | | Not Define | 0 | | |
| FORTUNE | | | | Not Define | 0 | | |
| GARDEN | | | | Not Define | 0 | | |
| GENERAL | | | | Japur | 0 | | |
| GILLETE | | | | Not Define | 0 | | |
| GLAXO | | | | Not Define | 0 | | |
| GLOBAL MARKETING | | | | Not Define | 0 | | |
| HITACHI | | | | Not Define | 0 | | |

2. Product Category

User should understand that to start, product category master needs to be created first. User can club similar tax type products under one category. After entering Category name, applicable Sales & Purchase Tax types are to be defined. Also different categories can be clubbed under one Category Group that can be defined in Category Group. Multi level grouping of categories is also possible in **RetailGraph**. Explain that rate, margin and discount methods are defined in Category Master to calculate sales rate.

The screenshot shows the 'Product Category Master' window with the following fields and callouts:

- Name:** SHIRTS
- CategoryGroup:** (empty)
- Sale Tax:** SV1
- Purchase Tax:** PV1
- Alias:** 10000000001
- Buttons:** New, Save, Cancel Changes, Auto Generate
- Sale Rate (Incl. VAT) Calculation Method:**
 - MRP-Discout
 - On Net Purchase Rate + Margin %
 - From Product Master
 - From Product Master (User Defined)
- Discount On:**
 - On Sales Rate
 - On Sales Rate - Discount
 - On Margin
- Margin On:**
 - On Net Purchase Rate
 - On Sales Rate
 - On MRP
- MRP Calculation:**
 - MRP = SalesRate X 0.00
 - Round Off Factor 0.00
- Deduction % For Return:**
 - For Damaged Products 0
 - For Expired Products 0
- Trade Rate Calculation Method:** Trade Rate + Margin %
- Distribution Rate Calculation Method:** Distribution Rate + Margin %
- Unique ID Editor:** No. Of Prompt, Prompt1, Prompt2, Prompt3, Width

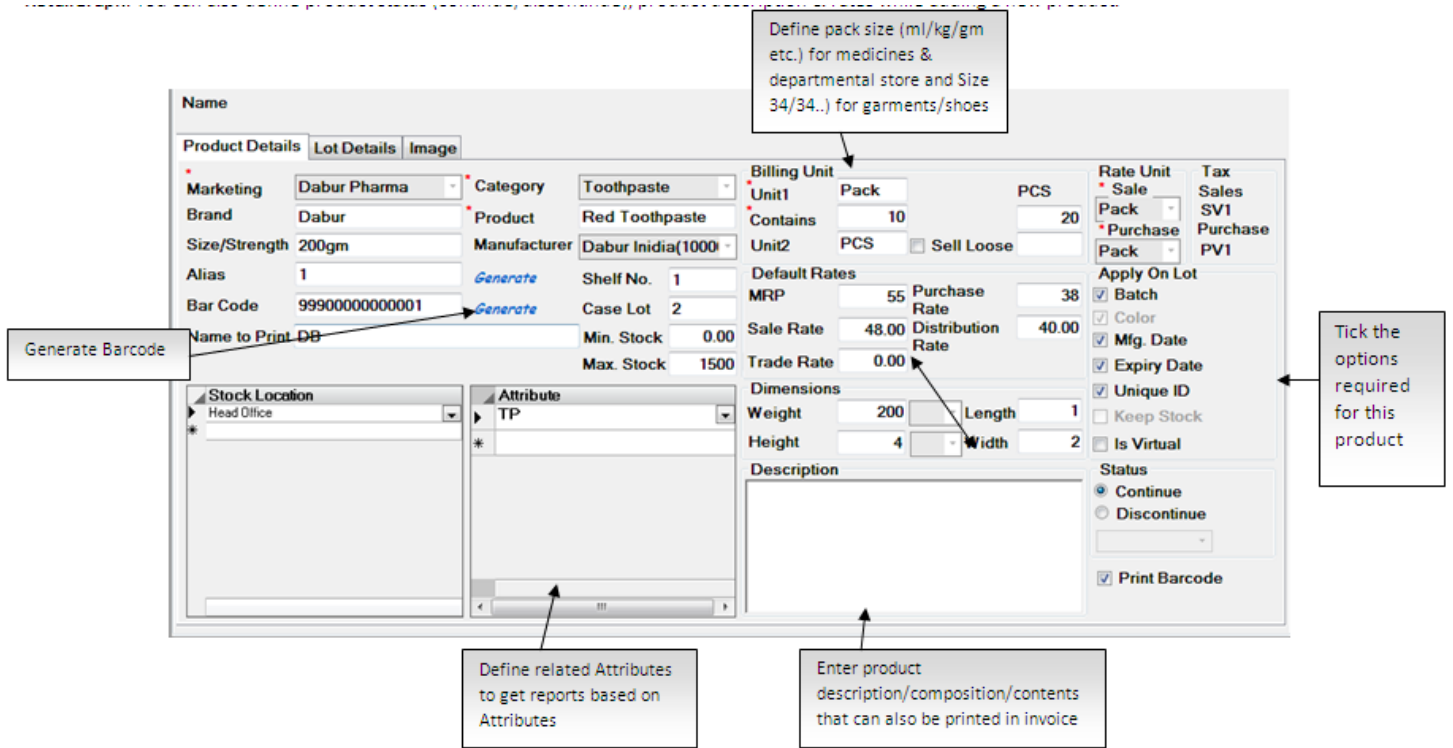
Callouts and their targets:

- Define discount calculation:** Points to the 'Discount On' section.
- Define Sales and Purchase Tax Types:** Points to the 'Sale Tax' and 'Purchase Tax' dropdowns.
- Select Rate Calculation Method:** Points to the 'Sale Rate (Incl. VAT) Calculation Method' radio buttons.
- Margin calculation on:** Points to the 'Margin On' radio buttons.
- Define Prompts for Unique ID:** Points to the 'Unique ID Editor' fields.
- MRP Calculation Method:** Points to the 'MRP Calculation' section.
- Define Deduction % for return:** Points to the 'Deduction % For Return' section.

3. Product Master

Besides using Masters->Inventory->Product option to open the product master, you can also use Ctrl+F1 key to open Product Master from anywhere in the program. Product Master is divided in four tabs i.e. Product Detail, Lot Details & Image.

- i. Product Details: In product detail screen marketing company, Category, Product, Billing Unit & Rate Unit fields (* marked) are mandatory and rest of the fields can be used depending upon your requirements. For example you can define Brand name of the product in Brand field and get various Brand wise reports. Please enter proper Size/Strength of the product in gm/ml/kg whatever is applicable. Also ensure that you define proper Unit of the product. In RetailGraph you can maintain different units in Box/Loose, Kg/Gm, Pkt/Pcs etc. You can also define product code or can generate the code in Alias field. If you want to generate your own bar code than please click on Generate link to do the same. Here you can also enter the manufacture's Bar code given on the product, especially in case if you are dealing FMCG items. If you want to maintain Lot/Batch wise Bar codes than please leave the Bar Code blank. You can define the features that will be required for the particular product in "Apply on Lot" part. Here you can check box on Size, Batch, Color, Mfg Date, Expiry Date etc field that are required for the product. You can also create different attributes like Fast Moving items, Cold Storage items, Costly items etc. and can select different attributes you want to associate with a particular product. You can get various reports based on these attributes in RetailGraph. You can also define product status (continue/discontinue), product description & rates while adding a new product.



- i. **Lot Details:** To enter opening stock or view Lot wise stock position please click on Lot Detail Tab. In Lot Details entry screen, you can enter Location wise opening stock. In **RetailGraph** whenever you make purchase of any item it creates a new Lot with unique Lot No. and a subsequent Bar Code for that Lot is generated automatically. For the items that have Unique IDs like in case of electronic items, mobile phones etc. you can define Unique ID wise stock in this screen.

Name

Product Details Lot Details Image

| LotNo | Batch No. | Color | Mfg. Date | Expiry Date | MRP | Sale Rate | Trade Rate | Distribution Rate | Suggested Rate | Sale Unit | Purchase Rate |
|---------|-----------|-------|-----------|-------------|------|-----------|------------|-------------------|----------------|-----------|---------------|
| 1000000 | 20000 | | 11/11 | 01/12 | 55.0 | 48.00 | 0.00 | 40.00 | 48.00 | Pack | 38 |

Generates new Lot no. on every purchase to calculate cost for every purchase

Enter Batch/Lot in case of medicine/departmental store & Size for garments

| Location | Op. Qty (Pack) | Curr. Qty (Pack) | InStock | OutStock | Unique ID For | Auto Generate |
|--------------------|----------------|------------------|---------|----------|---------------|---------------|
| Head Office | 50.00 | 50.00 | 0.00 | 0.00 | 1 2 3 | |
| Non Saleable Stock | 100.00 | 100.00 | 0.00 | 0.00 | | |

Location wise Opening & Current Stock Position

Enter Unique IDs for Electronics/Mobile Business

ii. **Image** : Please use Image Tab to store the image.

4. Tax Category

You can create different tax type related with VAT, Tax on MRP etc using this option. You need to define tax rate & related posting accounts while creating a tax type. Please create one tax type & explain how it is linked with product in product master.

The screenshot shows the 'Tax Category' configuration window. It includes a toolbar with 'New', 'Save', 'Delete', and 'Cancel Changes' buttons. The main configuration area is divided into several sections:

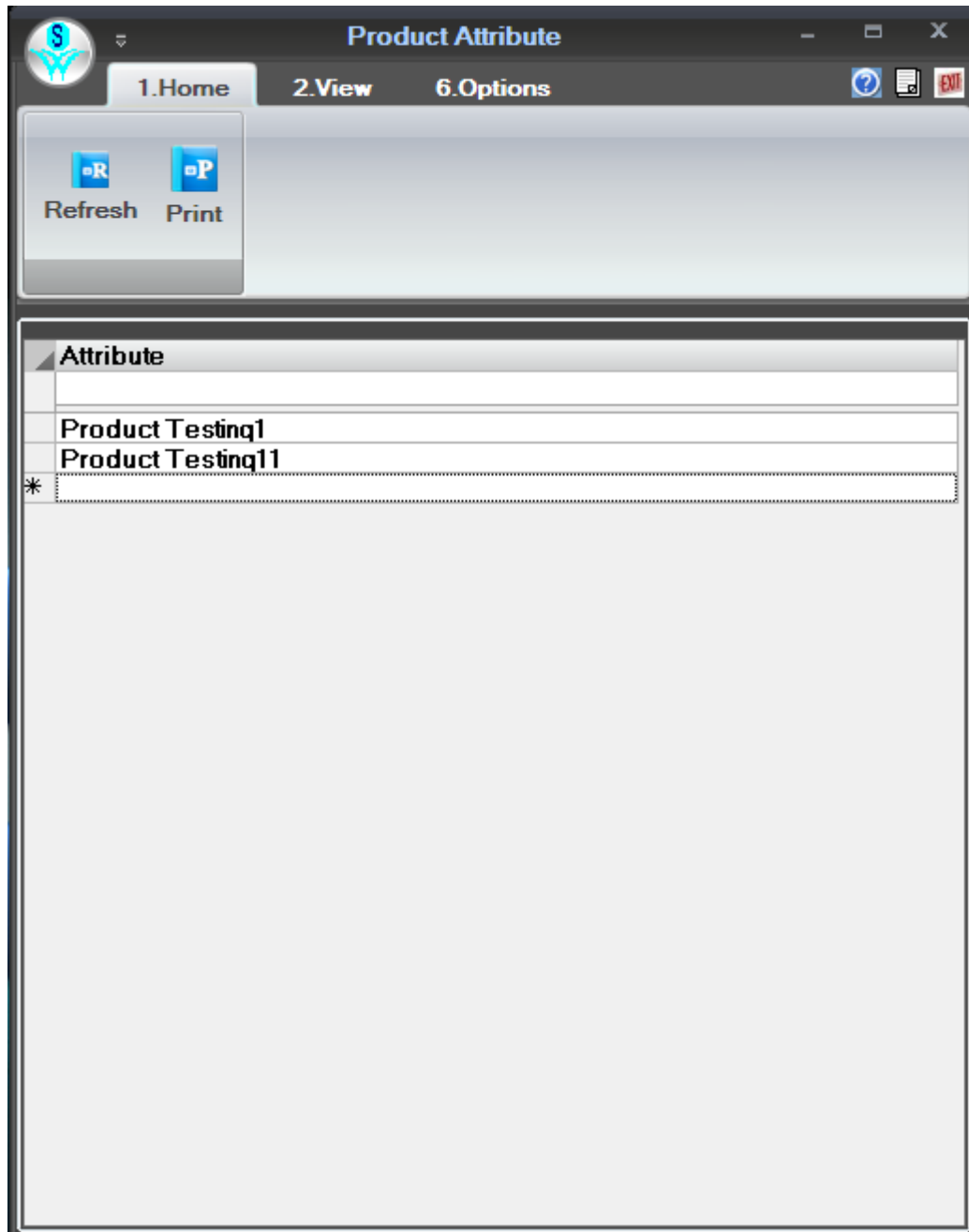
- Applied On:** Radio buttons for 'Sales' (selected) and 'Purchase'.
- Within State:** 'Tax Type' dropdown set to 'VAT' and 'Tax Rate Category' dropdown set to '12.5%'.
- Inter-State:** A checked checkbox and empty dropdowns for 'Form Type' and 'Rate'.
- Tax Code:** 'SV2_1' with a 'For VAT' checkbox.
- Description:** 'Sales Within State On VAT Rate 12.5%'.
- Posting A/c:**
 - Tax: 'Claims Received Within State On VAT Rate 12.5%'
 - Sales: 'CASH IN HAND'
 - S.C.: (empty)
 - Sales Return: 'CREDIT NOTE'
 - Add S.C.: (empty)
 - Claims Allowed: 'Capital A/c'

At the bottom, there is a table for defining tax rates:

| | Description | Rate % | On Free Goods | On MRP | Deduct Taxable Value By % | For |
|----------------|-------------|--------|-------------------------------------|-------------------------------------|---------------------------|-----|
| I.C. Rate | | 0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | |
| Tax Rate | VAT | 12.5 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | |
| S.C. Rate | | 0 | SC Applicable On | | Tax Value | |
| Add. S.C. Rate | | 0 | Add. SC Applicable On | | Tax Value | |

5. Product Attribute

You can create different attributes like Fast Moving items, Cold Storage items, Costly items etc. and can select different attributes in product master so that you can get various reports based on these attributes.



6. Customer Master

You can create new Customers, Vendors, Bank, Carrier (Transport), Refer by Masters from **Masters->Customer**

The screenshot shows the 'Customer' entry form in the Retail Graph application. The form is divided into several sections: 'Customer Details', 'Price List', 'Licence Details', and 'Payment Mode'. Callouts provide instructions for various fields and options:

- Enter Station & Locality:** Points to the 'Station' and 'Locality' dropdown menus.
- Enter Mobile No. to use SMS:** Points to the 'Mobile' field.
- Enter Email ID to use Email Facility:** Points to the 'E-Mail' field.
- Enter MSR/Sales Person or Refer By to Get Various Report in RetailGraph:** Points to the 'Refer By' field.
- Enter Customer Wise Price list:** Points to the 'Price List' tab.
- Enter License Details:** Points to the 'Licence Details' section.
- Print Customer Card to issues for Discount/Reward Points:** Points to the 'Print Card' button.
- Define Credit Days and Limit For Outstanding:** Points to the 'Credit Limit' and 'Credit Days' fields.
- Select Payment Mode:** Points to the 'Payment Mode' dropdown.

The form contains the following data for the customer 'AGRAWAL MEDICOSE':

- Name:** AGRAWAL MEDICOSE
- Alias:** 100000000001
- Address:** 15, SUNDER MARKET NEAR SMS HOSPITAL
- Station:** JAIPUR
- Locality:** (Empty)
- Pincode:** 302004
- Fax:** 2568874
- Phone:** 2568745
- Mobile:** 9824578965
- E-Mail:** rajesh2456@rediffmail.com
- DOB:** 01/01/1980
- DOW:** 30/06/2010
- Bank:** AXIS BANK
- Carrier:** Jaipur Gold
- Posting A/C:** AGRAWAL MEDICOSE (100000000001)
- Contact Person:** Mr. Rajesh Agarwal
- Price/Disc. Ref.:** (Empty)
- Refer By:** (Empty)
- Licence Details:**
 - TIN: 151546484, Issue Date: 01/04/2011, Valid Till: (Empty)
 - CST No: 458445855, Issue Date: 01/04/2011, Valid Till: (Empty)
 - DL No: 85894884, Issue Date: 01/04/2011, Valid Till: 31/12/2011
 - PAN No: 54148574, Issue Date: 01/04/2011, Valid Till: 31/12/2011
 - License 5: 854844441, Issue Date: 01/05/2011, Valid Till: (Empty)
- Payment Mode:** (Empty)
- Credit Limit:** 1000.00
- Credit Days:** 30
- OverDue Days:** 2
- Opening Points:** 0

In the above Customer Master Entry screen, you can enter complete details including email ID, phone numbers, date of birth/wedding, credit days/limit, payment mode etc. You can also print the cards for customers using “Print Card” option. You can also define customer’s license details, customer wise price list in customer master.

7. Vendor Master

In Vendor Master Entry screen, you can enter complete details including email ID, phone numbers, date of birth/wedding, credit days/limit, payment mode etc. Approved product list with discount & price list can also be maintained vendor wise. Please to create 2-3 customers.

8. Export-Import Master Data

In **RetailGraph** you have the facility to export the master data to excel sheets, do the change required and import the data back in **RetailGraph**. You can export blank template files for master data creation using Export/Import Master Data option from Options menu. You can open these template files in Excel and can enter your master data in Excel and then import these file back into **RetailGraph** to add master data from these files. This feature not only saves a lot of time but also allows a chance to import already entered data in other software or Excel.

How to Export template files to Excel

To export template files to excel, please select the master you want to export from Export/Import Master Data in Options menu i.e. product, customer, vendor etc. For example when you select Product a list will fields will appear on your screen. Now please select the fields you want to export and click on Export Data button at the bottom. It will automatically open the excel sheet with exported data that you can save on your computer.

How to Import data from Excel files

After addition/deletion in the exported list again select the same option from Export/Import Master Data in Options menu. For example to import the exported product master, please click on Product and you will get the same screen displaying the list of field to import. Now please select the fields in which you have added/changed data and click on Import Data button and select the file from which you want to import the data. It will automatically update the master data from the selected excel sheet.

9. How to Backup & Restore Data

How to Backup Data?

Data backup must be taken daily. You can either use CD or Pen drive to take your backup. Six sets of CDs should be kept in order to maintain daily backup for the complete week. Each CD should be named as week days i.e. Monday, Tuesday, Wednesday, Thursday, Friday & Saturday. On month end backup should be taken in new CD and should be kept safely. So there will be 6 CDs for the daily backup & 12 CDs of monthly backup in a year.

To backup your data you can use Data Backup option available in Option Menu. It will ask you the path where the backup file is to be created. You can create backup file on your server hard disk and then can copy the backup file on the CD.

How to Restore Data?

You can restore your data using "**Restore Database**" option from Data Link Properties Link available at Login Screen (refer database restore) but please be careful before you restore the backup because it will overwrite your current data and you can restore any old data on your current data by mistake. It's always better to call our customer care centre before restoring the data backup.

If you need to format Hard disk or restore data because of a virus attack or some other reason, please make sure to take fresh backup of your program folder \SWIL and all data in SQL Server.

Please make sure that backups are taken regularly at the end of the day. In case of a data loss due to the virus attack or a hardware failure or some other reason, restoring data from backups is the only remedy with us.