



Training Day 2

TRANSACTIONS

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1. Opening Stock Entry

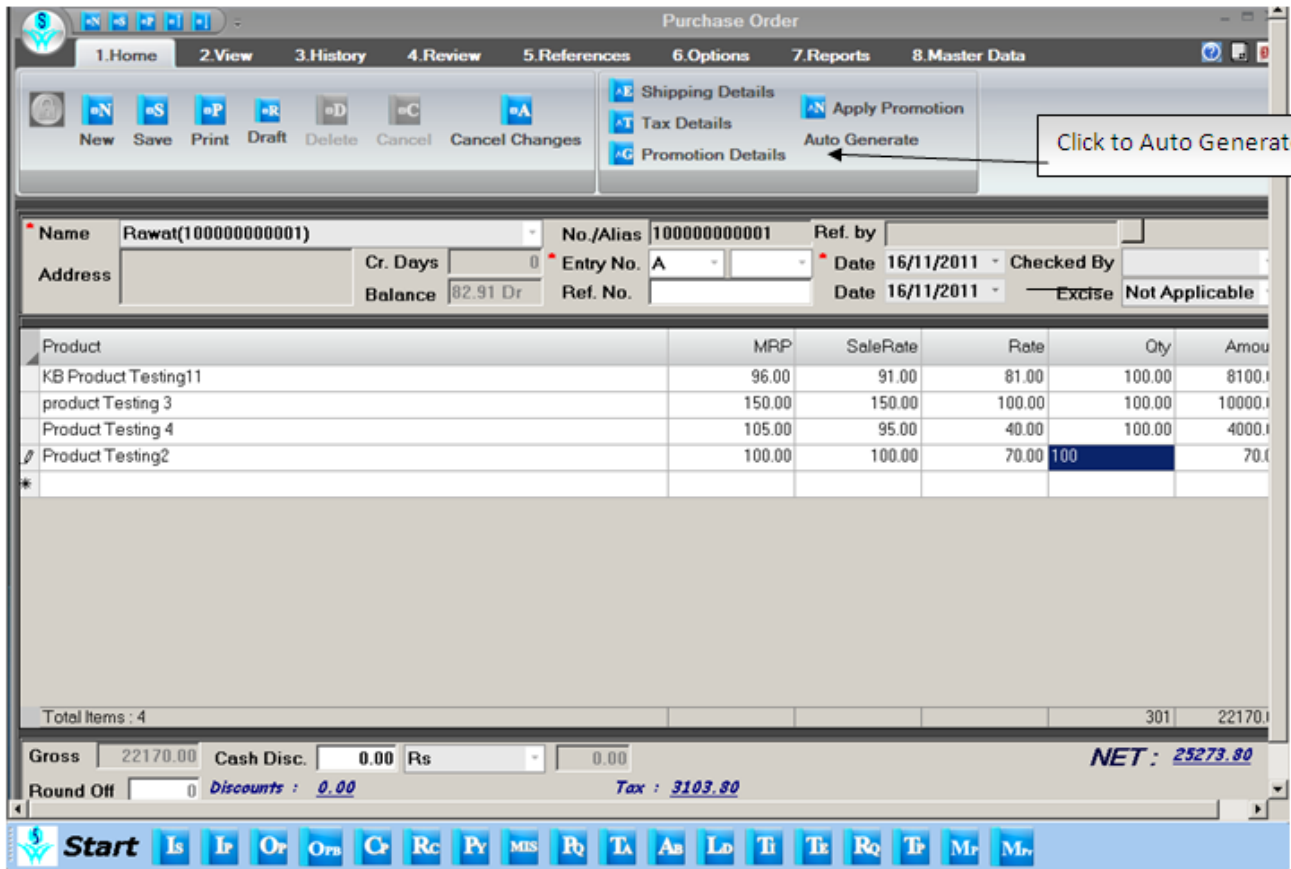
In the previous training session, we concentrated on setting up RetailGraph and implement RetailGraph in your business. You must have completed your master data entries by now. In this training session we will learn to make in entries in opening stock entry, ordering, purchase entries and purchase return.

After completing the master data entry, please use Opening Stock Entry option from Inventory menu to quickly enter the product wise opening stock. Please understand the process of entering opening stock by creating 2-3 entries.

The screenshot shows the 'Opening Stock Entry' window. At the top, there are 'Save' and 'Cancel Changes' buttons. Below them, a dropdown menu shows 'dabur TP (10 PCS)'. To the right, there are input fields for 'Min. Stock' (0) and 'Max. Stock' (0), and a 'Shelf No.' field. A 'Print Bar Code' button is also present. Below this is a 'Lot Details' table with columns: LotNo, Batch No., Color, Mfg. Date, Expiry Date, MRP, Sale Rate, Trade Rate, Distribution Rate, Suggested Rate, Sale Unit, and Purchase Rate. Two rows are visible, with the first row highlighted in blue. Below the table is a 'Location' section with columns: Location, Op. Qty (Pack), Curr. Qty (Pack), InStock, and OutStock. Two rows are visible: 'Head Office' and 'Hold Stock'. To the right of the location table is a 'UniqueID For' section with columns 1, 2, and 3, and an 'Auto Generate' button. Several callout boxes provide instructions: 'Enter Minimum & Maximum stock level' points to the Min. Stock and Max. Stock fields; 'Print Bar Codes of the items after entering opening stock' points to the Print Bar Code button; 'Click & Drag the bar to increase or decrease column size' points to a bar in the Suggested Rate column of the Lot Details table; 'Select Location to enter lot wise opening stock' points to the Location table; and 'Enter Unique IDs for opening stock entry of electronic items & mobile' points to the UniqueID For section.

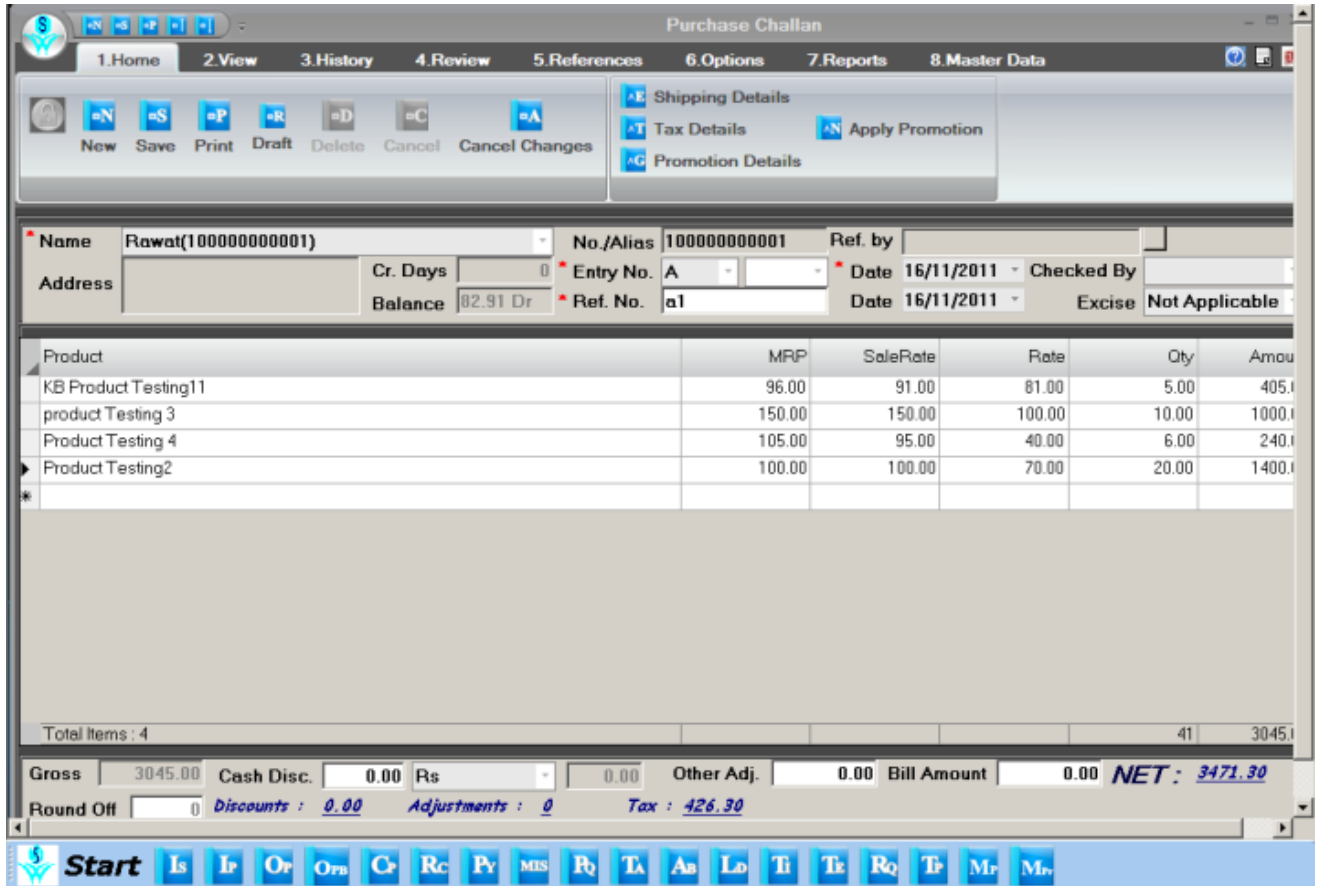
2. Purchase Order

You can create order for short items in stock for a particular supplier using this option. You can also auto generate order based on maximum & minimum stock levels based on last sales.



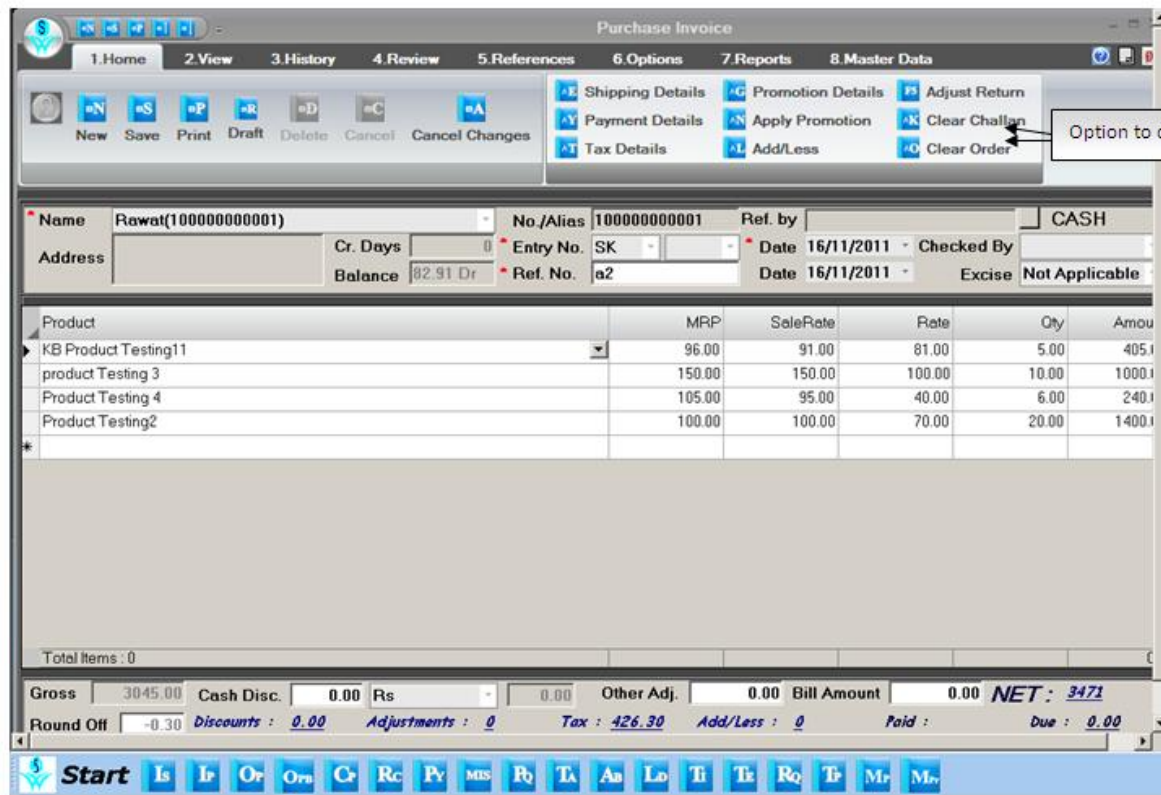
3. Purchase Challan

You can use **Purchase->Challan** create Challan to purchase items and also convert your order to Challan from here. You can clear multiple Challan in the same purchase invoice. You can use Ctrl+F9 keys to call Challan option.



4. Purchase Invoice

You can enter your purchase invoice using this option. Please ensure that the calculated amount of the invoice is matching with the purchase invoice amount. You can clear pending Challan or pending orders using 'Clear Challan' & 'Clear Order' buttons in the header part. You can also use Ctrl+F8 keys to call Purchase Invoice.



5. Purchase Return

You can create purchase return entries for saleable/damaged/expired/non moving/non saleable/excess stock using this option. You can mention Invoice No. & Date through which goods were purchased. You can also auto generate return entry using “Auto Generate” option for non moving items, non saleable stock & excess stock. You can convert this return entry to Debit Note using Debit Note option in Purchase menu. You can also convert this return entry to Replacement Note using Replacement option in Purchase menu.



6. Credit/Debit Note

Debit :

You can create debit note against sales return, breakage, expiry, price difference etc. In RetailGraph you can create debit Note against multiple return entries. You need to select Date & Return No. to create debit note against returns to the supplier.

Purchase Debit Note Last Entry No was : A 4

1.Home 2.View 3.History 4.Review 5.References 6.Options 7.Reports 8.Master Data

New Save Print Convert To Draft Delete Cancel Cancel Changes

Shipping Details Promotion Details Non Moving Items
 Payment Details Apply Promotion Non Saleable Stock
 Tax Details Add/Less Excess Stock
 Clear Return Auto Generate

Name: 1000000000 ALOK MEDICAL AGENCIES(1000000000) Refer by: Entry No. A 4 Date: 04/03/2014
 Address: FILM COLONY, JAIPUR- 302003 Cr. Days: 0 Price/Disc. Ref.: Ref. No. A4 Date: 04/03/2014
 Balance: 21440.6300 Checked By: Excise: Not Applicable Credit

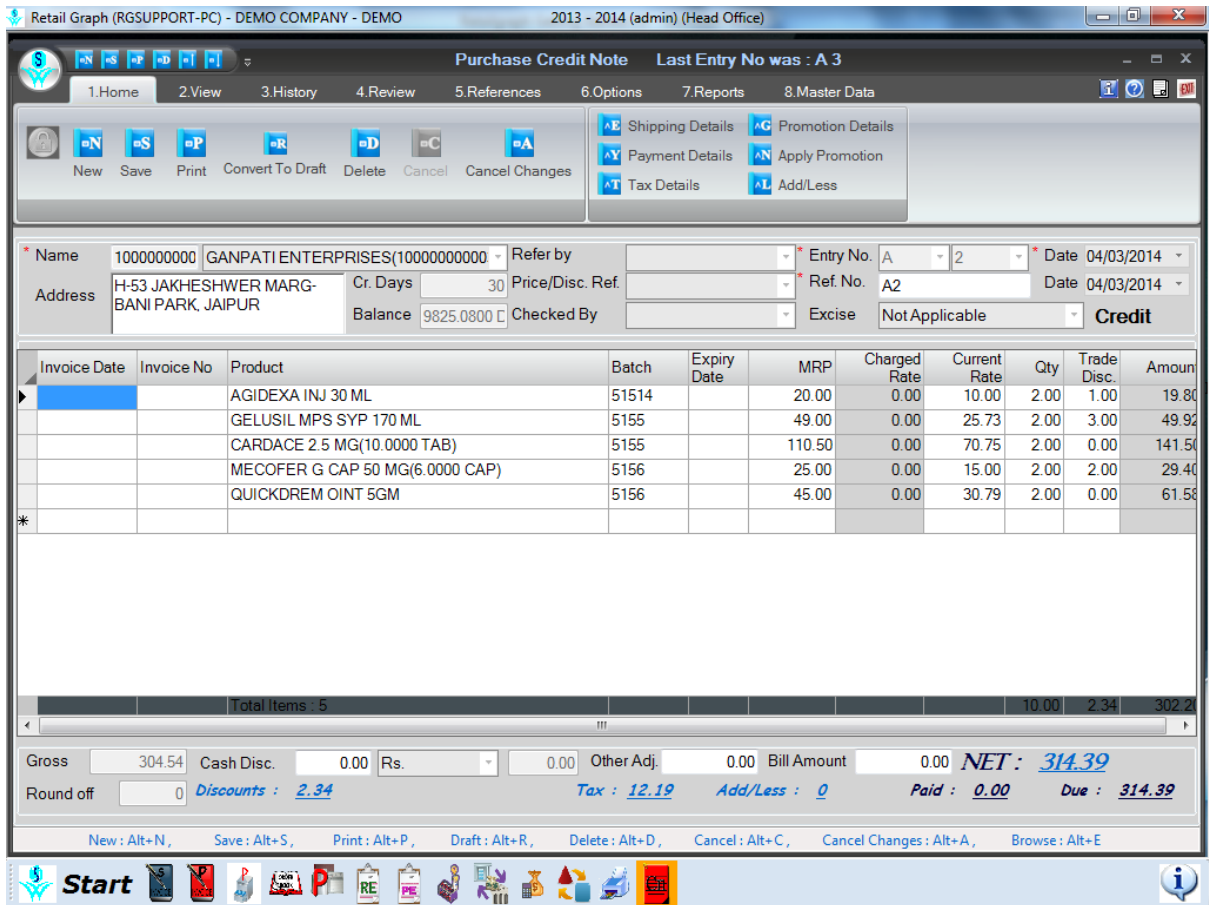
ReturnType	InvoiceDate	InvoiceNo	Product	Batch	Expiry Date	MRP	Sale Rate	Rate	Qty	Free Qty	Trade Disc.	Amount
Saleable			AGIDEXA INJ 30 ML	8415	09/11	20.00	16.00	10.00	1.00	0.00	1.00	9.9
Price Differe			CARDACE 2.5 MG(10.0000 TAB)	5231		45.00		70.75	1.00	0.00	1.00	70.0
Saleable			GELUSIL MPS SYP 170 ML	252525		49.00	49.00	25.73	1.00	0.00	1.00	25.4
Received S			MECOFER G CAP 50 MG(6.0000 CAP	564		25.00	25.00	15.00	1.00	0.00	1.00	14.8
Saleable			QUICKDREM OINT 5GM	FRW1236	10/11	45.00	45.00	30.79	1.00	0.00	1.00	30.4
* [Dropdown]												
Total Items : 5									5.00	0.00	1.53	150.7

Gross: 152.27 Cash Disc: 2.00 % Of Net Valu: 3.17 Other Adj: -0.78 Bill Amount: 155.00 NET: 154.67
 Round off: 0 Discounts: 1.53 Tax: 7.88 Add/Less: 0 Paid: 0.00 Due: 155.00

Vendor Margin : 0 Customer Margin : 0 Gross Margin : 0

Credit :

You can create credit note to supplier against price difference. In RetailGraph you can create one credit note against multiple entries. You need to select Date & Return No. to create credit note while creating credit note for the supplier.



7. Product Promotion

In **RetailGraph** you can define different promotions (schemes) from **Masters->Others->Promotions** option. You can define promotions as trade discount, free product or free quantity based on product/marketing company & invoice value. Promotions can also be defined based on date & timings.

The screenshot shows the 'Purchase' promotion configuration window in RetailGraph. It includes a toolbar with 'New', 'Save', and 'Cancel Changes' buttons. The 'Applicable During' section is set for 'Purchase' transaction, 'Rawat(100000000001)' vendor, from '01/12/2011' to '31/12/2011', and from '00:00' to '23:59'. The 'Apply On' section is set for 'Product' promotion, 'AB's Product Testing1' product, 'Head Office' location, and 'PCS' unit. The 'Promotion' section is set for 'Free Product' promotion, 'KB product Testing 5' product, with 'Free Qty' of 1 unit and 'Free Qty Value' of 100. The 'Qualifying Qty' is 5 and 'Qualifying Amt.' is 0.00. The 'Promotion Amount' is 0.00 and 'Discount (%)' is 0.00.

Same can be done in case of sales also.

The screenshot shows the 'Sales' promotion configuration window in RetailGraph. It includes a toolbar with 'New', 'Save', and 'Cancel Changes' buttons. The 'Applicable During' section is set for 'Sales' transaction, 'Sagar (100000000001)' customer, from '15/12/2011' to '31/12/2011', and from '00:00' to '23:59'. The 'Apply On' section is set for 'Product' promotion, 'KB product Testing 5' product, and '5' 'Qualifying Qty'. The 'Promotion' section is set for 'Free Qty.' promotion, with 'Free Qty' of 2 units and 'Free Qty Value' of 0.00. The 'Qualifying Amt.' is 0.00. The 'Promotion Amount' is 0.00 and 'Discount (%)' is 0.00.



8. Product Conversion

You can use this option to convert items from higher unit to lower unit i.e. in case you purchase sugar in bags and sales in 1 kg packs. In the upper Input Product part you have to enter the higher unit product that you have purchased and in the lower Output Product part you have to enter the lower unit product in which it is to be converted. It will automatically reduce the stock of higher unit item and will increase the stock of lower unit item. This option is also useful to create Product Kits or Packaging where various products are clubbed together to create one product kit (basket).

Entry No. A Date 16/11/2011

Input Product					
Product	MRP	Rate	Qty	Amount	
product Testing 6	186.00	150.00	10.00	1500.00	
Total Items : 1					
			10	1500.00	

Output Product					
Product	MRP	SaleRate	Rate	Qty	Amount
Product Testing 4	105.00	95.00	40.00	20.00	800.00
product Testing 3	150.00	150.00	100.00	20.00	2000.00
Total Items : 2					
			40	2800.00	

9. Sales Order

If you have registered software for Retail Store then in Sales Menu you will have options for Invoice, Order, Challan, Return, Replacement, Credit Note, Debit Note, Counter Sales, Payment Counter & Invoice Summary.

RetailGraph gives you complete ordering & delivery system. You can enter your orders using this option and then can clear pending orders while making invoices. You can also see reports related with orders received and pending orders. You can also use this option to prepare Performa invoice & quotation. You can select the mode of order web/email/phone/In person and can also mention other details like sales person, delivery date, referred by etc. You can also enter prescriptions or standard orders here in standing orders that can be selected at the time of billing.

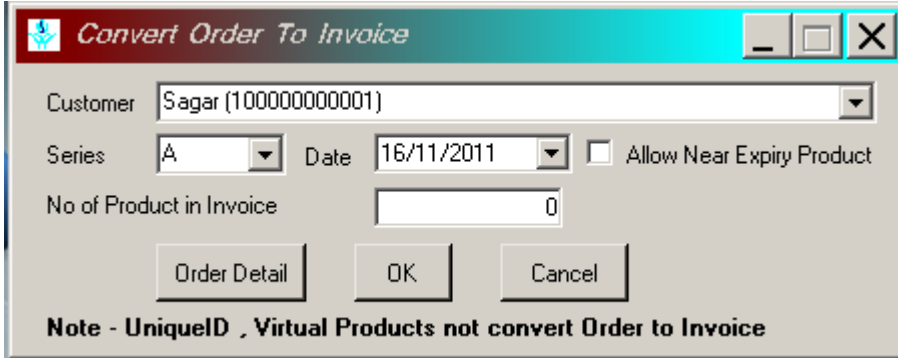
Convert Order to Invoice: In **RetailGraph**, you can use “Convert Order to Invoice” option available in Sales menu to do the same

Name Sagar (100000000001) **No./Alias** 100000000001 **Ref. by**
Address **Cr. Days** 0.00 **Entry No.** A 2 **Date** 16/11/2011 **Checked By**
Balance 574.00 Dr **Ref. No.** **Date** 16/11/2011 **Excise** Not Applicable

Product	MRP	Rate	Qty	Amount
KB Product Testing11	96.00	91.00	5.00	399.12
product Testing 3	150.00	150.00	2.00	263.16
Product Testing2	100.00	100.00	4.00	350.88

Total Items : 3 11.0000 1013.16

Gross 1155.00 Cash Disc. 0.00 Rs 0.00 **NET : 1155.00**
 Round Off 0 Discounts : 0.00 Tax : 141.84



Convert Order To Invoice

Customer: Sagar (1000000000001)

Series: A Date: 16/11/2011 Allow Near Expiry Product

No of Product in Invoice: 0

Order Detail OK Cancel

Note - UniqueID , Virtual Products not convert Order to Invoice

10. Sales Challan

You can issue good on packing slip/Challan using this option & can convert Challan to invoice as and when required using 'Convert Challan to Invoice' option in Sales Menu. You can also issue Challan against the pending order of the party using 'Clear Order' button. While making Challan you can also enter returns (saleable/damaged/expired/received short) using F5 key.

Convert Challan to Invoice: In **RetailGraph** you can also convert Challan directly to Invoice. You can use "Convert Challan to Invoice" option available in Sales menu to do the same.

Product	MRP	Rate	Qty	Amount
KB Product Testing11	96.00	91.00	5.00	399.12
product Testing 3	150.00	150.00	2.00	263.16
Product Testing2	100.00	100.00	4.00	350.88
KB Product Testing11	96.00	91.00	2.00	159.65
KB Product Testing11	96.00	91.00	2.00	159.65

Convert Challan To Invoice

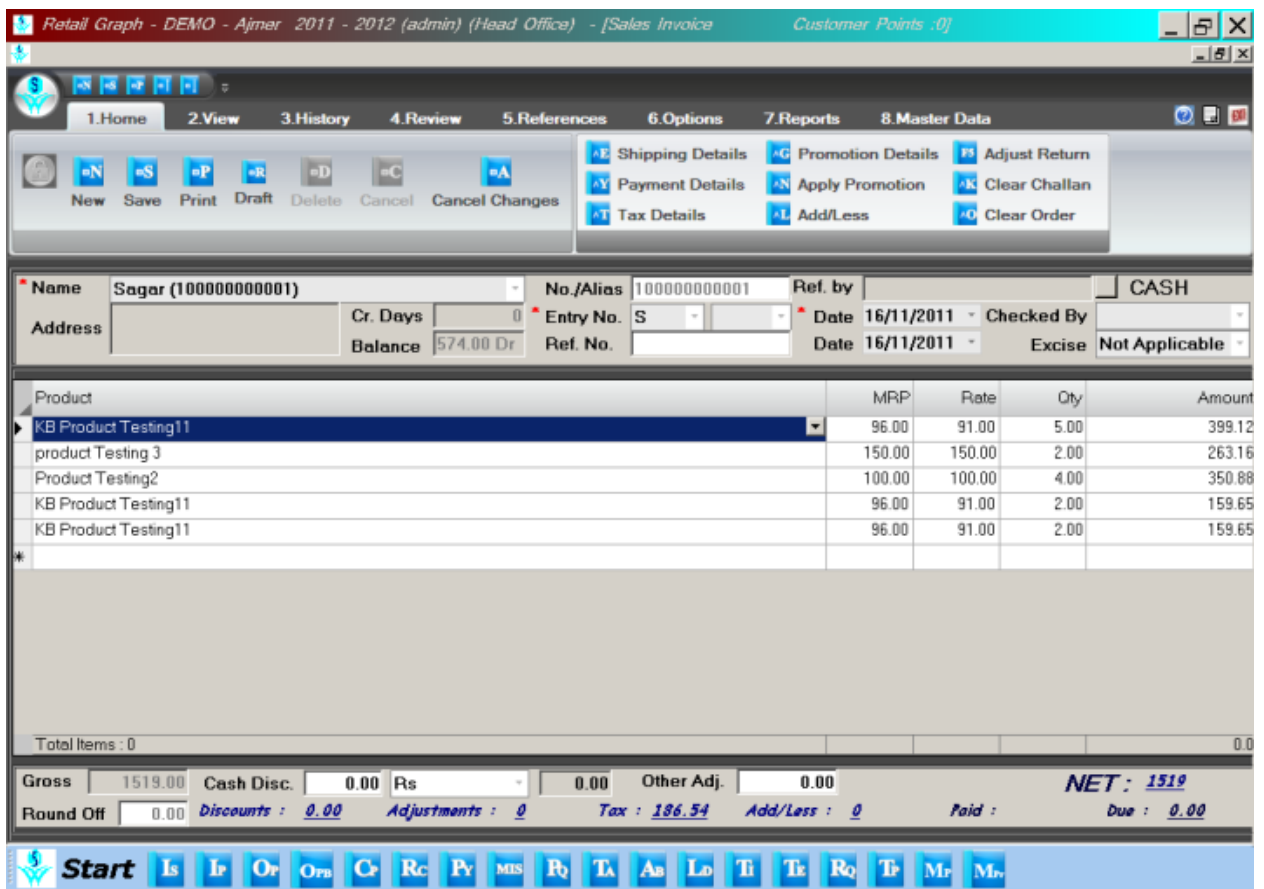
Date Range
 From: 16/11/2011 To: 16/11/2011 Series: A

Date Of Invoice: 16/11/2011 Net Amt >=: 0.00

Customer List | Challan List | Ok | Cancel

11. Sales Invoice

Sales Invoice screen is designed in such a manner that the invoice can be prepared with ease and speed. Columns that are not applicable in your business can be removed from the grid using Set Grid Layout button. You can also resize the columns and change their positions in the grid as per your need & convenience. You can also create or adjust sales return entries (credit slip) in invoice using F5 key. You can call Sales Invoice by pressing Shift+F3 keys from anywhere in the program.



Product	MRP	Rate	Qty	Amount
KB Product Testing11	96.00	91.00	5.00	399.12
product Testing 3	150.00	150.00	2.00	263.16
Product Testing2	100.00	100.00	4.00	350.88
KB Product Testing11	96.00	91.00	2.00	159.65
KB Product Testing11	96.00	91.00	2.00	159.65

Total Items : 0

Gross: 1519.00 Cash Disc.: 0.00 Rs: 0.00 Other Adj.: 0.00 **NET: 1519**
 Round Off: 0.00 Discounts: 0.00 Adjustments: 0 Tax: 186.54 Add/Less: 0 Paid: Due: 0.00

12. Sales Return

You can create sales return entry using this option. You can mention Invoice No. & Date through which goods were purchased. You can leave the credit slip entry pending for adjustment in the next sales invoice. You can also refund payment to the party immediately to settle the credit slip.

Name: Sagar (100000000001) **No./Alias:** 100000000001 **Ref. by:** CASH

Address: **Cr. Days:** 0 **Entry No.:** A **Date:** 16/11/2011 **Checked By:** **Balance:** 574.00 Dr **Ref. No.:** **Date:** 16/11/2011 **Excise:** Not Applicable

Return Type	Product	MRP	Rate	Qty	Amount
Saleable	KB Product Testing11	96.00	91.00	1.00	79.83
Damaged	Product Testing 4	105.00	95.00	1.00	83.33
Saleable	Product Testing2	100.00	100.00	2.00	175.44

Total Items : 3

Gross 386.00 Cash Disc. 0.00 Rs - 0.00 Other Adj. 0.00 **NET : 386.00**

Round Off 0 Discounts : 0.00 Tax : 47.40

13. Credit/Debit note

Debit:

You can create and issue debit notes to the parties against price difference. In RetailGraph you can issue one Debit Note against multiple entries. You need to select Date & Return No. to create debit note while creating debit note to the party.

Sales Debit Note Last Entry No was : A 2 (429.26) (Print Count 0)

1.Home 2.View 3.History 4.Review 5.References 6.Options 7.Reports 8.Master Data

New Save Print Convert To Draft Delete Cancel Cancel Changes

Shipping Details Promotion Details
Payment Details Apply Promotion
Tax Details Add/Less

* Name: SVMPS SHREE VISHKARMA MEDICAL AND P Refer by: Entry No. A 2 Date 04/03/2014
 Address: SHYAM NAGAR, NEAR LAZEE HOTEL, NEW SAGANER ROAD, SODALA Cr. Days: 0 Price/Disc. Ref.: Ref. No.: Date 04/03/2014
 Balance: 568.4600 Dr Checked By: Excise: Not Applicable Credit

Invoice Date	Invoice No	Product	Batch	Expiry Date	MRP	Charged Rate	Current Rate	Qty	Trade Disc.	Amount	
		AGIDEXA INJ 30 ML	151025	12/11	20.00	0.00	16.00	2.00	0.00	30.48	
		CARDACE 2.5 MG(10.0000 TAB)	51515	11/11	110.50	0.00	87.09	2.00	0.00	165.89	
		GELUSIL MPS SYP 170 ML	656	10/12	10.00	0.00	36.69	2.00	0.00	73.38	
		MECOFER G CAP 50 MG(6.0000 CAP)	4656456	09/11	25.00	0.00	22.00	2.00	0.00	38.60	
		QUICKDREM OINT 5GM	45658	01/12	45.00	0.00	35.35	2.00	0.00	70.70	
Total Items : 5									10.00	0.00	379.05

Gross: 429.26 Cash Disc: 0.00 Rs. 0.00 Other Adj.: 0.00 **NET: 429.26**
 Round off: 0.00 Discounts: 0.00 Tax: 15.21 Add/Less: 35.00 Paid: 0.00 Due: 429.26

New : Alt+N, Save : Alt+S, Print : Alt+P, Draft : Alt+R, Delete : Alt+D, Cancel : Alt+C, Cancel Changes : Alt+A, Browse : Alt+E

Credit:

You can create and issue credit notes to the parties against sales return, breakage, expiry, price difference etc. In Retail Graph you can issue one Credit Note against multiple return entries. You need to select Date & Return No. to create credit note against returns received from the customer.

Sales Credit Note Last Entry No was : A 4 (1010.80) (Print Count 0)

1.Home 2.View 3.History 4.Review 5.References 6.Options 7.Reports 8.Master Data

New Save Print Convert To Draft Delete Cancel Cancel Changes

Shipping Details Promotion Details
Payment Details Apply Promotion Clear Return
Tax Details Add/Less

Name: SVMPS SHREE VISHKARMA MEDICAL AND P Refer by: Entry No. A 4 Date: 04/03/2014
Address: SHYAM NAGAR, NEAR LAZEE HOTEL, NEW SAGANER ROAD, SODALA Cr. Days: 0 Price/Disc. Ref.: Ref. No.: Date: 04/03/2014
Balance: 568.4600 D Checked By: Excise: Not Applicable **Credit**

ReturnType	InvoiceDate	InvoiceNo	Product	Batch	Expiry Date	MRP	Rate	Qty	Free Qty	Trade Disc.	Amount
Saleable			AGIDEXA INJ 30 ML	52151	10/13	20.00	16.00	5.00	1.00	1.00	75.43
Saleable			CARDACE 2.5 MG(10.0000 TAB)	5415	12/16	110.50	87.09	5.00	1.00	1.00	410.50
Saleable			GELUSIL MPS SYP 170 ML	a5151	10/13	49.00	36.69	5.00	1.00	1.00	181.63
Saleable			MECOFER G CAP 50 MG(6.0000 CAP)	sdf5225	12/13	25.00	22.00	5.00	1.00	1.00	95.50
Saleable			QUICKDREM OINT 5GM	rgew2525	12/13	45.00	35.35	5.00	1.00	1.00	165.11
Total Items : 5								25.00	5.00	9.85	928.20

Gross: 1000.65 Cash Disc: 0.00 Rs. 0.00 Other Adj: 0.00 **NET : 1010.80**
Round off: 0.00 Discounts: 9.85 Tax: 47.53 Add/Less: 15.00 Paid: 0.00 Due: 1010.80

New : Alt+N, Save : Alt+S, Print : Alt+P, Draft : Alt+R, Delete : Alt+D, Cancel : Alt+C, Cancel Changes : Alt+A, Browse : Alt+E