

# **Training Day 4**

# **REPORTS**

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	LEDGER ACCOUNTSSALES REPORTS PURCHASE REPORTS INVENTORY REPORTS PRODUCT QUERY CUSTOMER QUERY VENDOR QUERY RATE & STOCK QUERY STOCK QUERY MIS VIEW

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In previous session we learned about receipts, payments, PDC handling, managing outstanding & accounts entries. You should now start receipts & payments and manage outstanding of customers & suppliers. This training session is dedicated to accounts reports & queries, VAT forms and various MIS reports related with sales, purchase, inventory & profit analysis

**RetailGraph** is integrated with financial accounting upto Balance Sheet. **RetailGraph**provides you the option to get branch (location) wise trial balance, profit & loss account, trading account & balance sheet so that you can evaluate the position of every branch separately.

#### **1. Ledger Accounts**

It displays all the entries of a ledger. User has the option to see location and account wise ledgers

S 2 2 3 2 2 2 3 3 4		Ledger Dis	- 1	s x						
1.Home 2.View									<b>(</b>	
		_		-		T	_			
>= 01/04/2011				Salast As	tauro		View			
Location			· ·	Select AD	count		AIGM			
<= 17/11/2011				Show 0	Balance Acc	count	Graph			
Date Range										
Account	Credit	Debit								
BANK ACCOUNT	0.00	49274.00								
CASH IN HAND	13311.48	0.00								
CHEQUES IN HAND	0.00	100.00								
INPUT TAX	0.00	1735.58								
OUTPUT TAX	0.00	74.67								
Purchases Within State On VAT Rate 12.5%	0.00	12397.00								
Rawat (100000000001)	0.00	4055.00								
ROUND OFF A/C	0.10	0.00								
Bwt	1000.00	0.00								
Sagar (10000000001)	49223.00	0.00								
Sales Within State On VAT Rate 12.5%	0.00	249.12								
	63534.58	67885.37								
4										
41										
1										
				Dames in the second	-	-		Income Community		
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Apart from accounting reports, the user has also option of viewing different types of sales, purchase, inventory and analysis reports.

#### 2. Sales reports

In the section of sales report, user has the option of viewing product wise, refer by wise and customer wise detailed sales reports.

1         2         *         SalesInvDate         SalesInvDate <th>1/2 *         Salestim/Date         Salestim/Date         Rep/Mode         RopMode         <thropmode< th="">         RopMode         RopMode</thropmode<></th> <th>01/04/2011 C 01/04/2011 C 17/11/2011 Date Range</th> <th>al c o a 2.View ∵ ⊽ Sh ;• Repo</th> <th>now on A/C</th> <th>) = Transactions Detail</th> <th>Custo</th> <th>mer Ledg</th> <th>ger(Detail) Fro</th> <th>om Date(1/4/2 W View R Graph</th> <th>011) To Da</th> <th>te(17/11,</th> <th>/2011)</th> <th></th> <th></th> <th>X 1</th>	1/2 *         Salestim/Date         Salestim/Date         Rep/Mode         RopMode         RopMode <thropmode< th="">         RopMode         RopMode</thropmode<>	01/04/2011 C 01/04/2011 C 17/11/2011 Date Range	al c o a 2.View ∵ ⊽ Sh ;• Repo	now on A/C	) = Transactions Detail	Custo	mer Ledg	ger(Detail) Fro	om Date(1/4/2 W View R Graph	011) To Da	te(17/11,	/2011)			X 1
12         Calescin/Cale         Heckin         Heckin/Cale         Data (%)         Page 1000         Page 10000         Page 10000         Page 10000         Page 10000 <th< th=""><th>1     2     3desiring data     Additional     Televise     Televis     Televise</th></th<> <th>1 2 × SalesleyDate</th> <th>SaladimAlo</th> <th>Notómt</th> <th>Bacejugdômt</th> <th>Dueánt</th> <th>ReceiptDate</th> <th>Reptile</th> <th>PaymentMode</th> <th>Bentômi</th> <th>Interact</th> <th>Rebate</th> <th>PDCAmt</th> <th>Ralarce</th> <th>Due</th>	1     2     3desiring data     Additional     Televise     Televis     Televise	1 2 × SalesleyDate	SaladimAlo	Notómt	Bacejugdômt	Dueánt	ReceiptDate	Reptile	PaymentMode	Bentômi	Interact	Rebate	PDCAmt	Ralarce	Due
Sagar         B47.00         300.00         547.00         1526.00         0         0.00           0.00         0.00         0.00         31/10/2011         SCRN SCN1         Cedit         213.00         0         0.00         -213.00           31/10/2011         SDRN SDN1         142.00         0.00         10.00         16/11/2011         SCRN SCN2         Credit         355.00         0         0.00         -355.00           16/11/2011         SINV S4         355.00         0.00         300.00         550.00         -         -         -         355.00         -         355.00         -         355.00         -         355.00         -         355.00         -         355.00         -         355.00         -         355.00         -         355.00         -         355.00         -         355.00         -         355.00         -         355.00         -         355.00         -         355.00         -         355.00         -         355.00         -         -         -         50.00         -         -         50.00         -         50.00         -         50.00         -         50.00         -         50.00         -         50.00         -	Sagar         947.00         300.00         547.00         1526.00         0         0.00           0.00         0.00         0.00         31/10/2011         SCRN SCN1         Credit         213.00         0         0         0.00         -355.00           31/10/2011         SDRN SDN1         142.00         0.00         142.00         -         -         142.00           16/11/2011         SDRN SDN1         142.00         0.00         142.00         -         -         355.00         0         0         0.00         -355.00           16/11/2011         SDRN SA         0.00         0.00         16/11/2011         SCRN SCN1         Credit         958.00         0         0         0.00         -355.00           16/11/2011         SDRN A1         350.00         300.00         50.00         -         -         -         -         50.00         -         50.00         -         50.00         -         50.00         -         50.00         -         50.00         -         50.00         -         50.00         -         50.00         -         50.00         -         50.00         -         50.00         -         50.00         -         50.00	All Customers	300000000	847.00	300.00	547.00	neceiptorate	поречо	r ayner kwode	1526.00	0	nebale	0.00	Dalarice	DUBL
0.00         0.00         0.00         31/10/2011         SCRN SCN1         Credit         213.00         0         0.00         -213.00           31/10/2011         SDRN SDN1         142.00         0.00         142.00         142.00         142.00         142.00         142.00         142.00         142.00         142.00         142.00         142.00         142.00         142.00         142.00         142.00         142.00         142.00         142.00         142.00         142.00         167.11/2011         SDRN SDN1         142.00         395.00         142.	Image: state	Sagar		847.00	300.00	547.00				1526.00	0	0	0.00		
Image: style	Image: state	- ogo:		0.00	0.00	0.00	31/10/2011	SCRN SCN1	Credit	213.00	0	0	0.00	-213.00	
31/10/2011         SDRN SDN1         142.00         0.00         355.00         142.00         355.00         142.00         355.00         355.00         355.00         142.00         355.00         35	31/10/2011         SDRN SDN1         142.00         0.00         142.00         355.00         35			0.00	0.00	0.00	31/10/2011	SCRN SCN2	Credit	355.00	0	0	0.00	-355.00	
16/11/2011         SINV S4         395.00         0.00         395.00         0.00         395.00         300.00         395.00         300.00         300.00         50.00         300.00         50.00         300.00         300.00         50.00         300.00         300.00         50.00         300.00         300.00         50.00         300.00         300.00         50.00         300.00	16/11/2011         SINV 54         395.00         0.00         395.00         0.00         395.00         0.00         998.00         0         0.00         998.00         0.00         998.00         998.00         0.00         998.00         998.00         0.00         998.00         998.00         0.00         998.00         998.00         0.00         998.00         998.00         0.00         998.00         998.00         0.00         998.00         998.00         0.00         998.00         998.00         0.00         998.00         998.00         0.00         998.00         998.00         0.00         998.00	31/10/2011	SDRN SDN1	142.00	0.00	142.00								142.00	
0.00         0.00         16/11/2011         SCRN A1         Credit         958.00         0         0         0.00         -956.00           16/11/2011         SDRN A1         350.00         300.00         50.00	Id/11/2011         SDRN A1         0.00         0.00         16/11/2011         SCRN A1         Credit         958.00         0         0         0.00         -958.00           16/11/2011         SDRN A1         350.00         300.00         50.00         10/11/2011         SCRN A1         Credit         958.00         0         0         0.00         -958.00           16/11/2011         SDRN A1         350.00         50.0	16/11/2011	SINV S4	355.00	0.00	355.00								355.00	
16/11/2011 SDRN A1 350.00 50.00 50.00 50.00 50.00 50.00	16/11/2011 SDRN A1 350.00 300.00 50.			0.00	0.00	0.00	16/11/2011	SCRN A1	Credit	958.00	0	0	0.00	-958.00	2
		16/11/2011	SDRN A1	350.00	300.00	50.00								50.00	

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# **3. Purchase Reports**

In section of purchase report, user has the option of viewing product wise, refer by wise and vendor wise detailed purchase reports.

8 1.Hom	e 2.View		) =	Vendor Ledg	jer(Daily S	ummary) Fi	rom Date(1	1/4/2011)	Fo Date(1	7/11/201	1)	- =	× 100
>= 01/04/2011 <= 17/11/2011 Date Rang	∎ I I I I I I I I I I I I I I I I I I I	how on A/C ort Type	Transactions Day Wise	5	Ve	ndor	View Graph						
1 2 * Purchaselm Al Vendors Rawat 01/11/2011 16/11/2011 17/11/2011	Date NetAmi 1159.66 338.66 0.000 821.00	DueAmt 774.03 774.03 154.03 0.00 620.00	PayAmi 487.74 487.74 236.91 250.83 0.00										
😽 Start	ls le	Or Ors	Cr Rc	Py MIS	B₀ T.	As Lo	Т	e Ro	Te Me	мь			

# 4. Inventory Reports

In this section, User has the option to view stock reports by different product attributes.

ProdName         ProdMax         ProdMRP         ProdSaleRate         OpStock         OpStock         OpStock         OpStock         OpStock         PurchaseQty	1.Home >= 01/04/2011 [ <= 17/11/2011 [ Duration	Sales And Stock Statement: Detail From Date(1/4/2011) To Date(17/11/2011) - = × 1.Home 2.View >= 01/04/2011 • Report Type Detail • Product Grouping Levels Duration Sales And Stock Statement: Detail From Date(1/4/2011) To Date(17/11/2011) - = × Wiew Sales And Stock Statement: Detail From Date(1/4/2011) To Date(17/11/2011) - = × © • • • • • • • • • • • • • • • • • • •												
Prod Name         Prod Name <t< th=""><th></th><th></th><th>0.0400</th><th></th><th>0.01.1</th><th></th><th>0.111</th><th></th><th>0.1.0.1</th><th></th><th></th><th>1.00.1</th></t<>			0.0400		0.01.1		0.111		0.1.0.1			1.00.1		
AB 5 Product reting1 100000. 56:00 91:00 10000 96:00 91:00 55:700 0.00 77:00 700 10000 90:00 10000 0.00 1000 10000 0.00 1000 100	Prod Name	ProdAli.	ProdMRP	ProdSaleRate	OpStock	OpRate	OpValue opro.co	PurchaseQty	PurchaseRate	PurchaseValue	PurchaseRepIRate	In Stock		
KB Frodect Teting 1     100000     150.00     150.00     100.00	AB's Product Testing1	100000.	77.00	/1.00	50.00	/1.00	3550.00	34.00	64.00	21/6.00	64.00	70.00		
Product Testing 4         100000         15000         0.00         0.00         10000         0.00         0.00         100000         10000         100000	NB Product Testing 1	100000	35.00	91.00	0.00	91.00	4000.00	7.00	100.00	567.00	0.00	10.00		
Model Testing 6         1000000         100000         100000         <	Product Testing 3	100000	105.00	95.00	0.00	0.00	0.00	16.00	40.00	640.00	0.00	16.00		
Product Testing2         100000100.00         100.00         0.00         0.00         20.00         70.000         100.00         0.00         20.00           Grand Total         100.00         100.00         0.00         8100.00         137.00         13283.00         3         173.00	moduct Testing 4	100000	195.00	196.00	0.00	0.00	0.00	50.00	150.00	7500.00	0.00	50.00		
Grand Total         Total <thtotal< th="">         Total         Total</thtotal<>	Product Testing 0	100000	100.00	100.00	0.00	0.00	0.00	20.00	70.00	1400.00	0.00	20.00		
	Grand Total	100000-	100.00	100.00	100.00	0.00	8100.00	137.00	10.00	13283.00	3	173.00		
	•											,		

#### 5. Product Query

In Product query option we can have all the details of a product on which date how much quantity of a product is in and out with lot wise and location wise details. Here we can get stock as on of a product in selected date range and current stock simultaneously. In product query report we have columns named "Issued(ALT+S)" and "Received(ALT+R)". If we do double click on these columns then we get respective details of sales and purchase transactions. So product query is a very useful tool to have transaction history of a product.

🔆 Retail G	raph (MEENI	J) - DEM	O COMPANY - DEM	10		2013	- 2014 (admi	- 7 🛛		
8	P 💀 🕶 💶	<b>-</b> 0	🐱 🚾 × 🚾 × 🗸				Р	roduc	t Query	- = ×
I 🖤 🛛	1.Home	2.View								🧭 🗔 🕬
>= 01/04 <= 05/00 Dat	4/2013 🗐 - 5/2014 🗐 - te Range	Produ Barco	uct CARDACE ode(SKU) ot Wise	2.5 MG(10.0	000 TAB)	Y Y	Recalcula	te Prod	uct Balances	
							^			
Check	Batch	MRP	Opening Balance (Alt+E)	Received (Alt+R)	lssued (Alt+S)	Stock As On	Current Stock	Unit		
	454815451	110.50	0.00	160.00	160.00	0.00	0.00	TAB	1	
	454815451	110.50	0.00	10.00	0.00	10.00	10.00	TAB	_	
	454815451	110.50	0.00	10.00	0.00	10.00	10.00	TAB		
Image:	5102	110.50	0.00	30.00	30.00	0.00	0.00	TAB		
	5155	110.50	0.00	50.00	40.00	10.00	10.00	TAB		
	5231	45.00	0.00	5080.00	80.00	5000.00	5000.00	TAB		
	536	110.50	0.00	100.00	100.00	0.00	0.00	TAB		
	536	110.50	0.00	40.00	0.00	40.00	40.00	TAB		
	536	110.50	0.00	10.00	0.00	10.00	10.00	TAB		
	5415	110.50	0.00	60.00	0.00	60.00	60.00	TAB		
	565156	110.50	0.00	60.00	0.00	60.00	60.00	TAB		
	8584	110.50	0.00	160.00	110.00	50.00	50.00	TAB		
	8584	110.50	0.00	20.00	0.00	20.00	20.00	TAB		
	98454	110.50	0.00	1130.00	200.00	930.00	930.00	TAB		
	BH001	110.50	0.00	210.00	160.00	50.00	50.00	TAB	_	
	BH001	110.50	0.00	60.00	0.00	60.00	60.00	TAB		
Grand T	otal		0.00	7190.00	880.00	6310.00	6310.00			
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#### 6. Customer Query

In Customer query tab we can get all the transactions of a customer which were made in the selected date range. In customer query we can find outstanding of the customer as well as ledger detail also. Products which were sold to customer also can be found here.

Re	etail Graph (MEENU)	) - DEMO CO	MPANY - DEMO	)		2013	- 2014 (admin) (Head Office)	
	D D N N 0	-G 🖸 🗖	a v 🖬 v 🗢				Customer Query	_ = ×
	1.Home 2.	View						😟 🗔 👰
>= <=	01/04/2013 • • 05/06/2014 • •	Customer	SHRI OM MED	DICAL STOR	E (10000000	0002)	Outstanding     Product     View	
CL	istomer Detail Tran	saction Det	ail Product De	etail Ledg	ger Detail			
	Transaction	TranAlias	Freequency	Amount	Tax Amt	Adjust Amt		]
	Sales Invoice	SINV	1	615.00	17.61	0.00		
	Sales Challan	SPSL	1	1064.19	52.97	127.50		
	Sales Return	SRTN	1	622.45	37.75	0.00		
	Sales Credit Note	SCRN	1	224.33	0.00	0.00		
	Sales Replacement	SGRN	1	622.45	0.00	622.45		
	Pending Sales Challan	PSPSL	1	1064.19	52.97	127.50		
	Start ไ	🔀 🏄	🕮 Pi 🖡		1	💰 🏠	ź <mark>2</mark> .	į

## 7. Vendor Query

In Vendor query tab we can get all the transactions of a vendor which were made in the selected date range. In vendor query we can find outstanding of the vendor as well as ledger detail also. Details of products which were purchased from the vendor also we can get from here.

Retail Graph (MEENU)	- DEMO COMP	ANY - DEM	0		201	3 - 2014 (a	dmin) (Head Of	fice)		- 7
<b>S N N N N</b>	- 19 🔤 🕶	<b>•</b> •					Vendor Que	ry		_ = ×
1.Home 2.Vi	ew									💿 🗔 🕺
>= 01/04/2013 •• <= 05/06/2014 •• Date Range	Virtual Produ Vendor [	ICT	AL AGENCIE	6(100000000	002)	[	Outstanding	Product	w View	
Transaction Detail Pro	duct Detail L	edger Det	ail							
Transaction	Freequency	Amount	Tax Amt							 
Purchase Invoice	2	23456.41	1119.08							
Purchase Challan	2	1081.12	75.14							
Purchase Order	1	1415.87	55.54							
Purchase Return	1	219.29	8.07							
Cr/Dr Note	1	155.00	8.22							
Make Payment	1	1000.00	0.00							
Purchase Replacement	2	178.65	0.00							
Start 🖹	🖌 🏄 🖉	a <b>P</b> in 6		1 🔣	3 👌					į

#### 8. Rate & Stock Query

In Rate & Stock query option we can find a product's rate detail, lot detail, Vendor detail and scheme detail. Here we can generate barcodes of a product from any lot no. with required no. of labels but for that lot no. must have that much required stock.

😵 Retail Graph (MEENU) - DEMO COMPANY - DEMO	2013 - 2014 (admin) (Head Office)	- 7 🛛
<u>     অ অ অ অ অ অ অ অ • অ • </u>	Rate & Stock Query	_ = ×
1.Home 2.View 3.Product Detail		🕐 🖬 💷
Location/Rate wise	Set No. of Labels	
Product CARDACE 2.5 MG(10.0000 TAB)	Print Barcode	
	Barcode	
Rate Detail	Lot Detail	
Stock (TAB) MRP Sale Rate Net Sale Rate	Purchase Rate Batch ExpiryDat Location Lot No Stock (TAB) SuggestedRate Batch Expiry	CostRate
	70.75 5155 05/12 Head Office 10000003 10.00 110.50 5155 05/12	70.75
5000.00 45.00 45.00 45.00 60.00 110.50 87.09 87.09	70.75 5231 12/16	
50.00 110.50 110.50 110.50	70.75 8584 11/11	
930.00 110.50 110.50 110.50	15.20 98454 12/16	
50.00 110.50 110.50 110.50	70.75 BH001 10/12	
		>
Vendor Detail	Scheme Detail	
Vendor Discoun	tt Vendor PromotionFromDt PromotionToDt PromotionDuring Promotion	ApplyOn
GANPATIENTERPRISES(10000000003) U.U.		
AGBAWAL DISTRIBUTORS(10000000001) 2.00	0	
ALOK MEDICAL AGENCIES(10000000002) 0.00	0	
		>
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# 9. Stock Query

In stock query tab we can find a product by just putting Barcode, Lot, Manufacturer, Color, Batch, MRP in given relative field. So stock query is quite a very useful option to find a product if we know one or more thing about the product that is mentioned earlier.

😓 Retail Graph (MEEN	U) - DEMO COMPANY - I	DEMO		2013 - 2	014 (a	dmin) (He	ad Office)			- 7 🛛
S • • • •		) <del>.</del>				Stock	Query			_ = ×
1.Home	2.View									🙋 🖬 👰
Barcode	Color	×								
Lot	Batch	8415	Show Nill St	ock Lots		Product	w View			
Manuracturer	MBP	20								
			1							
Product	Barcode CurSt	ock Lot No. S	tockLocation	Batch	Color	MRP	SaleRate SaleRateUnit	DistributionRate	TradeRate	PurchaseRat
AGIDEXA INJ 30 ML	9990000000004 95	5.00 10000022 H	ead Office	8415		20.00	20.00 ML	0.00	0.00	10.0
AGIDEXA INJ 30 ML	9990000000004 10	0.00 10000023 H	ead Office	8415		20.00	20.00 ML	0.00	0.00	10.0
AGIDEXA INJ 30 ML	9990000000004 10	J.UU 10000024 H	ead Uffice	8415		20.00	20.00 ML	0.00	0.00	10.0
AGIDEXA INJ 30 ML	9990000000004 50	J.UU 10000026 H	ead Uffice	8415 0415		20.00	20.00 ML	0.00	0.00	10.0
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#### 10. MIS View

In MIS View option we can have category wise stock value, Best selling item, Best selling products. For Inventory (items) there are analysis report which are based on marketing company wise Stock Value, Highest Stock Item qty, Item not sold, Item below Min. Level, Item above Max. level. Over here we can get vendor wise ,Category wise ,Product wise, Date wise, Tax code wise, Brand wise, Marketing co. wise purchase and purchase return transactions which have been made in a selected date range. Likewise sales and sales return analysis reports which are based on customer wise, Product wise, Sales Persons wise, Category wise, Tax code wise, Brand wise, Date wise , Marketing co. wise are generated in MIS view. There is also a payroll column in which we can get information about in service employee, registered employee and by this report we also come to know who are the top 10 sales persons.

S. 🖸 🖬 🕻		• •		Cate	egory Wise Sto	ck(Summary)			-	= X
1.Store	s 2.Inventory[Ite	ems] 3.Pur	chase 4.P	urchase Return	5.Sales 6.	Sales Return	7.Accounts	8.Payroll	9.View	🥑 🖬 🕬
View R Graph										
Product Category	Stock(Unit1)	Stock(Unit2)	Stock Value		Product Name	Product Category	Product Brand	Sold Quar	tity Unit	
Catg1	6369.00	6369.00	395233.00		Product Testing 4	Catg1		40	.00 Pack	
Catg2	42.00	42.00	3692.00		Grand Total			40	.00	
Grand Total	6411.00	6411.00	398925.00							
	Cated	ory Wise Sto	ock		<		Best Selling	Items		
Vendor	Total Purchase	TaxAmount	Net Amount							
Rawat	720.00	100.80	820.80				1			
Grand Total	720.00	100.80	820.60		auno ViProduct Product	Testing 4 (100	0000000014)- 333	32 3333 Sale	3334 s Amount	3335
	Vendo	r Wise Purch	ase				Best Selling P	roducts		
Start	Is Ir Or	Om Cr	Rc Pr	маз Ро Та	As Lo	li Te Ro	<b>Ъ</b> М.	Mr		