



Training Day 4

REPORTS

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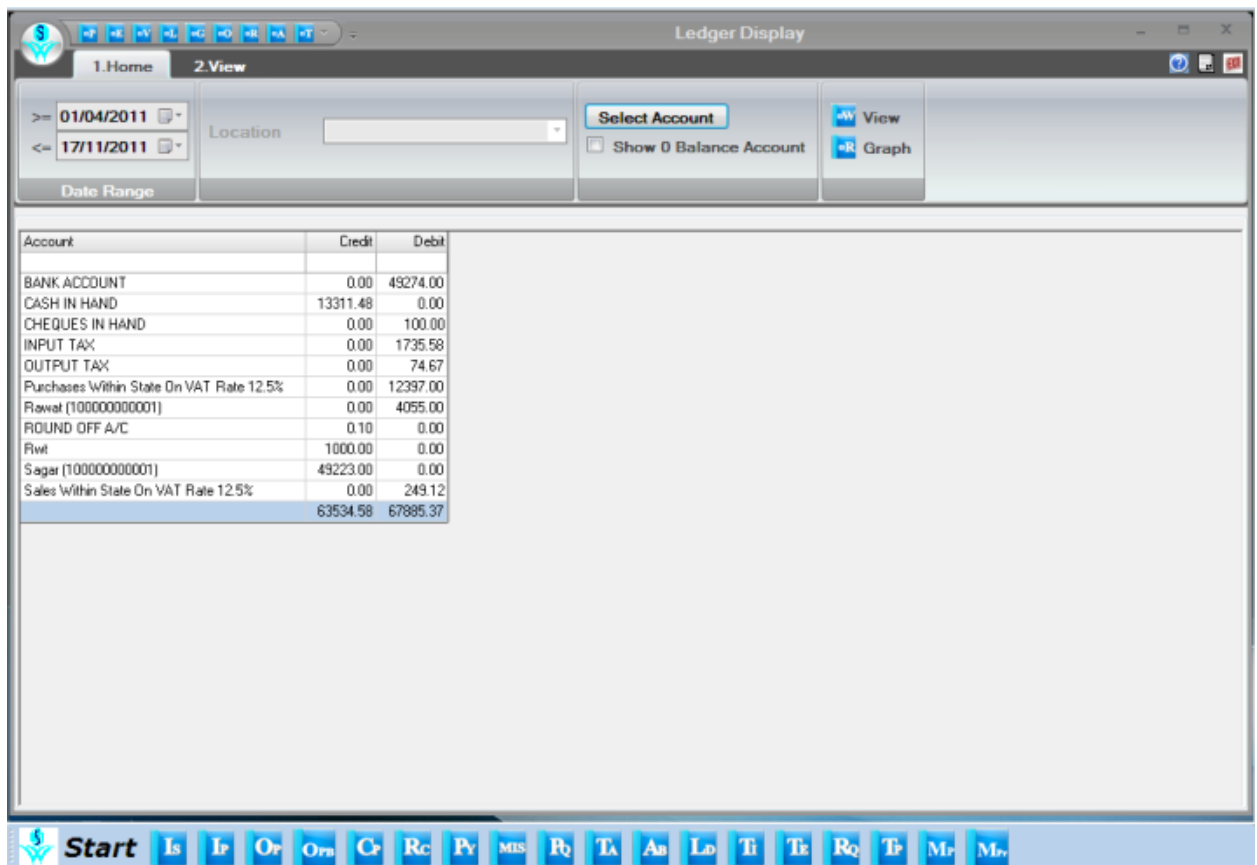
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In previous session we learned about receipts, payments, PDC handling, managing outstanding & accounts entries. You should now start receipts & payments and manage outstanding of customers & suppliers. This training session is dedicated to accounts 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



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
Rewat (100000000001)	0.00	4055.00
ROUND OFF A/C	0.10	0.00
Rwt	1000.00	0.00
Sagar (100000000001)	49223.00	0.00
Sales Within State On VAT Rate 12.5%	0.00	249.12
	63534.58	67885.37

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	SalesInvNo	NetAmt	ReceivedAmt	DusAmt	ReceiptDate	RcptNo	PaymentMode	RcptAmt	Interest	Rebate	PDCAmt	Balance	DueB
	All Customers		847.00	300.00	547.00				1526.00	0	0	0.00		
	Sagar		847.00	300.00	547.00				1526.00	0	0	0.00		
			0.00	0.00	0.00	31/10/2011	SCRN SCN1	Credit	213.00	0	0	0.00	-213.00	-
			0.00	0.00	0.00	31/10/2011	SCRN SCN2	Credit	355.00	0	0	0.00	-355.00	-
	31/10/2011	SDRN SDN1	142.00	0.00	142.00								142.00	-
	16/11/2011	SINV S4	355.00	0.00	355.00								355.00	-
			0.00	0.00	0.00	16/11/2011	SCRN A1	Credit	958.00	0	0	0.00	-958.00	-1
	16/11/2011	SDRN A1	350.00	300.00	50.00								50.00	-

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.

	PurchaseInvDate	NetAmt	DueAmt	PayAmt
All Vendors		1159.68	774.03	487.74
Rawat		1159.68	774.03	487.74
	01/11/2011	338.68	154.03	236.91
	16/11/2011	0.00	0.00	250.83
	17/11/2011	821.00	620.00	0.00

4. Inventory Reports

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

Prod Name	ProdAl	ProdMRP	ProdSaleRate	OpStock	OpRate	OpValue	PurchaseQty	PurchaseRate	PurchaseValue	PurchaseRepRate	In Stock
AB's Product Testing1	100000...	77.00	71.00	50.00	71.00	3550.00	34.00	64.00	2176.00	64.00	70.00
KB Product Testing11	100000...	96.00	91.00	50.00	91.00	4550.00	7.00	81.00	567.00	0.00	7.00
product Testing 3	100000...	150.00	150.00	0.00	0.00	0.00	10.00	100.00	1000.00	0.00	10.00
Product Testing 4	100000...	105.00	95.00	0.00	0.00	0.00	16.00	40.00	640.00	0.00	16.00
product Testing 6	100000...	186.00	186.00	0.00	0.00	0.00	50.00	150.00	7500.00	0.00	50.00
Product Testing2	100000...	100.00	100.00	0.00	0.00	0.00	20.00	70.00	1400.00	0.00	20.00
Grand Total				100.00		8100.00	137.00		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.

The screenshot displays the 'Product Query' window in the Retail Graph software. The window title is 'Retail Graph (MEENU) - DEMO COMPANY - DEMO' and the user is '2013 - 2014 (admin) (Head Office)'. The product selected is 'CARDACE 2.5 MG(10.0000 TAB)'. The date range is from 01/04/2013 to 05/06/2014. The report shows a table with the following data:

Check	Batch	MRP	Opening Balance (Alt+E)	Received (Alt+R)	Issued (Alt+S)	Stock As On	Current Stock	Unit
✓	454815451	110.50	0.00	160.00	160.00	0.00	0.00	TAB
✓	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
✓	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 Total			0.00	7190.00	880.00	6310.00	6310.00	

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.

The screenshot shows the 'Customer Query' window in the Retail Graph software. The window title is 'Retail Graph (MEENU) - DEMO COMPANY - DEMO' and the user is '2013 - 2014 (admin) (Head Office)'. The window has two tabs: '1.Home' and '2.View'. The '2.View' tab is active, showing a date range from '01/04/2013' to '05/06/2014' and a customer selection dropdown set to 'SHRI OM MEDICAL STORE (100000000002)'. There are buttons for 'Outstanding', 'Product', and 'View'. Below the controls, there are four tabs: 'Customer Detail', 'Transaction Detail', 'Product Detail', and 'Ledger Detail'. The 'Transaction Detail' tab is selected, displaying a table of transactions.

Transaction	TranAlias	Frequency	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

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.

Transaction	Frequency	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

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.

The screenshot displays the 'Rate & Stock Query' window for the product 'CARDACE 2.5 MG(10.0000 TAB)'. The interface is divided into several sections:

- Product Selection:** A dropdown menu shows 'CARDACE 2.5 MG(10.0000 TAB)'. Buttons for 'Set No. of Labels', 'Print Barcode', and 'View' are present.
- Rate Detail Table:**

Stock (TAB)	MRP	Sale Rate	Net Sale Rate	Purchase Rate	Batch	ExpiryDat
10.00	110.50	110.50	110.50	70.75	5155	05/12
5000.00	45.00	45.00	45.00	70.75	5231	12/16
60.00	110.50	87.09	87.09	70.75	5415	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
- Lot Detail Table:**

Location	Lot No	Stock (TAB)	SuggestedRate	Batch	Expiry	CostRate
Head Office	10000003	10.00	110.50	5155	05/12	70.75
- Vendor Detail Table:**

Vendor	Discount
GANPATI ENTERPRISES(1000000000003)	0.00
NATIONAL DRUG HOUSE(1000000000005)	1.00
AGRAWAL DISTRIBUTORS(1000000000001)	2.00
ALOK MEDICAL AGENCIES(1000000000002)	0.00
- Scheme Detail Table:**

Vendor	PromotionFromDt	PromotionToDt	PromotionDuring	PromotionApplyOn
	1/1/2014	2/7/2014	S	P

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.

Product	Barcode	CurStock	Lot No.	StockLocation	Batch	Color	MRP	SaleRate	SaleRateUnit	DistributionRate	TradeRate	PurchaseRate
AGIDEXA INJ 30 ML	99900000000004	95.00	10000022	Head Office	8415		20.00	20.00	ML	0.00	0.00	10.00
AGIDEXA INJ 30 ML	99900000000004	100.00	10000023	Head Office	8415		20.00	20.00	ML	0.00	0.00	10.00
AGIDEXA INJ 30 ML	99900000000004	100.00	10000024	Head Office	8415		20.00	20.00	ML	0.00	0.00	10.00
AGIDEXA INJ 30 ML	99900000000004	500.00	10000026	Head Office	8415		20.00	20.00	ML	0.00	0.00	10.00
AGIDEXA INJ 30 ML	99900000000004	1.00	10000014	Non Saleable Stock	8415		20.00	20.00	ML	0.00	0.00	10.00

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.

The screenshot displays the 'Category Wise Stock(Summary)' window with the following data:

Product Category	Stock(Unit1)	Stock(Unit2)	Stock Value
Catg1	6369.00	6369.00	395233.00
Catg2	42.00	42.00	3692.00
Grand Total	6411.00	6411.00	398925.00

Product Name	Product Category	Product Brand	Sold Quantity	Unit
Product Testing 4	Catg1		40.00	Pack
Grand Total			40.00	

Vendor	Total Purchase	Tax Amount	Net Amount
Rawat	720.00	100.80	820.80
Grand Total	720.00	100.80	820.80

Best Selling Items

Product Name: Product Testing 4 (100000000000014)

Sales Amount: 3332, 3333, 3334, 3335

The bar chart shows a single bar for 'Product Testing 4' with a sales amount of approximately 3333.