

SUPERPY WORK INSTRUCTION

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INTRODUCTION

WHAT

This work instruction describes how to use the program Superpy. This is a program to keep track of your purchases, sales inventory and making overviews of this.

WHY

It is important to work in a precise and proper manner to avoid mistakes which can create problems for you and your customers.

WHEN

Every time you buy a product or sell a product. Also when you need an overview of the current stock or would like to see a dashboard with information about this.

HOW

See next pages for detailed information about working with SuperPy.

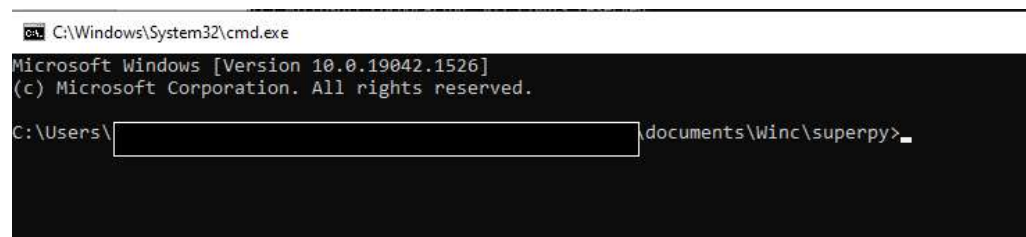
HOW

How to start the program

Make sure all the program files belonging to superspy are stored in one folder. To start the program surf to this folder and write cmd.

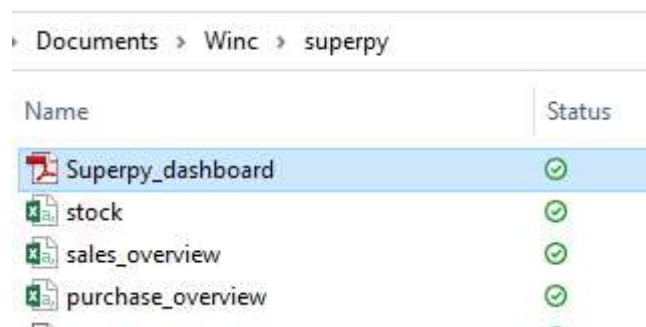


A command line interface will appear, with the exact location of this folder. Write `python superpy.py` and click 'Enter' to start superspy.



Superspy will start.

When you start working with superspy you will see some documents appear in the superspy folder.



How to work with the program

After starting the program you will see a screen with four sections. Clockwise: one section for purchasing, one section for sales, one shared section for stock update and advance date and one section for a dashboard. You see entry fields and buttons. If you would like to close the program you can just click 'X'.

The screenshot shows the SuperPy application window with a pink header bar containing the title "SuperPy" and the date "Today: 2022-02-28". The main area is divided into four sections:

- Purchase Section (Top Left):** Titled "Enter the details of your new purchase". It contains input fields for "Product name:", "Unit price:", "Expiration date (yyyy-mm-dd):", and "Buy quantity:". Below these are three buttons: "Purchase", "Refresh", and "Help".
- Sales Section (Top Right):** Titled "Enter the details of your new sales". It contains input fields for "Product name:", "Sale quantity:", and "Unit price:". Below these are three buttons: "Sales", "Refresh", and "Help".
- Stock update Section (Bottom Right):** Titled "Stock update". It contains an "Stock update" button and a "Help" button. Below this is a section titled "Enter the number of days to advance 'today'" with a "Days:" input field and three buttons: "Advance time", "Current date", and "Help".
- Dashboard Section (Bottom Left):** Titled "Create a new dashboard for the chosen period". It contains buttons for "Today", "Yesterday", "Current week", "Last week", "Current month", "Last month", "Current year", "Last year", and "Manual period". There is also a "Refresh" button. Below these is a section titled "For manual period (yyyy-mm-dd)" with input fields for "Enter the start date:" and "Enter the end date:".

You see '**Refresh**' buttons on thee of the sections. This button will clear the entry fields of the section.

All the sections have a '**Help**' button. This will give you some more information about the section and entry.

The screenshot shows the SuperPy application window. The title bar says 'SuperPy'. The main content area is divided into four sections, each with a header bar and a pink background.

Top Left Section: Purchase

Today: 2022-02-28

SuperPy

Enter the details of your new purchase

Product name: Unit price:

Expiration date (yyyy-mm-dd): Buy quantity:

Enter standard product name (single word or separated by underscore, "_").
Enter the amount in Euro's, use only numbers, rounded to 2 decimal places separated by a decimal point (2.50).
Enter the expiration date, format: year-month-day (2024-08-14).
Enter the quantity in pieces, if you buy a single piece, enter 1.
Always close purchase_overview.csv before adding new sales, otherwise purchase_overview.csv will not be updated with new purchase info.

Top Right Section: Sales

Enter the details of your new sales

Product name: Sale quantity:

Unit price:

Enter standard product name (single word or separated by underscore, "_").
Enter the amount in Euro's, use only numbers, rounded to 2 decimal places separated by a decimal point (2.50).
The stock will be checked to see if selling is possible.
Enter the quantity in pieces, if you sell a single piece, enter 1.
Always close sales_overview.csv before adding new sales, otherwise sales_overview.csv will not be updated with new sales information.

Bottom Left Section: Create a new dashboard for the chosen period

For manual period (yyyy-mm-dd)
Enter the start date: Enter the end date:

Superpy_dashboard.pdf will be created or updated.
Save this file under a new name if you would like to keep it.
Enter the dates in format: year-month-day (2024-08-14).
If you choose a period for which no information exist, the dashboard will not update and shows the information of your previous request.

Bottom Right Section: Stock update

Enter the number of days to advance "today"

Days:

Use negative number to go back in time:
The date in the top left corner will change.
The program will consider this date as today.
This date will be used as purchase date or sales date.
It also changes the dates of the dashboard section.
Use button Current day to set date back to current day.

Purchasing

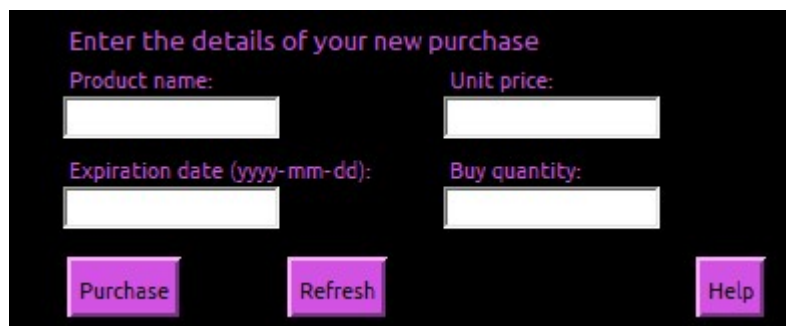
After you bought a product. Enter the product name, unit price and expiration date of this product.

Product name: Should be a single word. If you need more than one word separate the words with underscores '_'. Make sure your organization uses the same word for the same product every time.

Unit price: This is the purchase price per unit in euro's.

Expiration date: should be entered in the format: year-month-day.

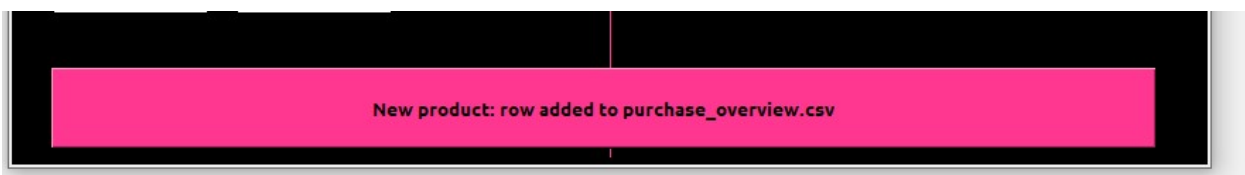
Buy quantity: is the amount of pieces in whole numbers.



After you entered the information click '**Purchase**'. This will lead to the creation of a new line in purchase_overview.csv.

8	307	paprika	1.4	2022-06-06	2022-02-17
9	308	persimmo	1.6	2022-03-28	2022-02-18
0	309	persimmo	1.6	2022-03-28	2022-02-18
1	310	rettich	0.3	2022-02-02	2022-02-18
2	311	rettich	0.2	2022-03-02	2022-02-18
3	312	rettich	0.36	2022-04-01	2022-02-18
4	313	rettich	0.36	2022-04-01	2022-02-18
5	314	rettich	0.34	2022-01-01	2022-02-18
6	315	apple	0.3	2022-04-02	2022-02-21
7					

The program will tell you this at the bottom of the screen.



Sales

If you are going to sell a product. Enter the product name and unit price of this product.

Product name: Should be a single word. If you need more than one word separate the words with underscores '_'. Make sure your organization uses the same word for the same product every time.

Unit price: This is the purchase price per unit in euro's.

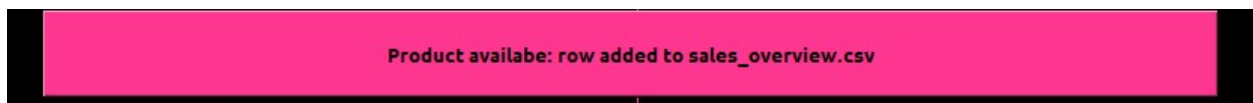
Sale quantity: is the amount of pieces in whole numbers.



After you entered the information click '**Sales**'. The program will update the stock file to check if the product is available and create a new line in sales_overview.csv.

9	248	coconut	4.15	2022-02-17
0	249	banana	1.77	2022-02-17
1	250	banana	1.345	2022-02-17
2	251	paprika	2.6	2022-02-17
3	252	persimmo	2.1	2022-02-18
4	253	persimmo	2.1	2022-02-18
5	254	rettich	0.8	2022-02-18
6	255	rettich	0.9	2022-02-18
7	256	apple	0.5	2022-02-21
8				

The program will tell you this at the bottom of the screen.

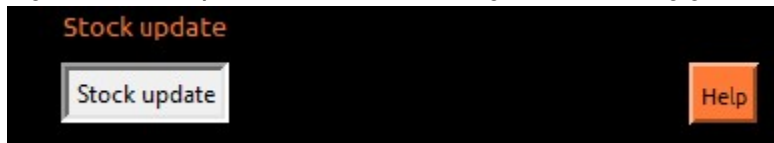


If the product is not in stock you will see a warning message:



Stock update

If you need a up to date overview of your inventory you can click '**Stock update**'.



This will lead to new or updated lines in stock.csv.

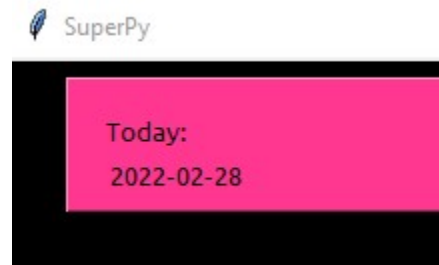
	id	name	qty	date of sale	date of purchase	price	cost	date of sale	qty		
6	315	apple	0.3	2022-02-21	2022-04-02		256	0.5	2022-02-21	0.2	8
7	316	apple	0.3	2022-02-21	2022-04-02						
8											

The program will tell you this at the bottom of the screen.

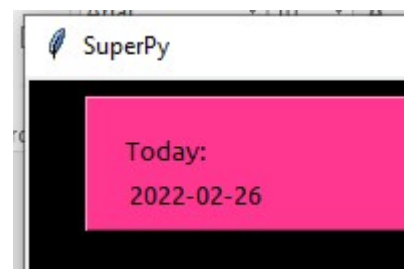
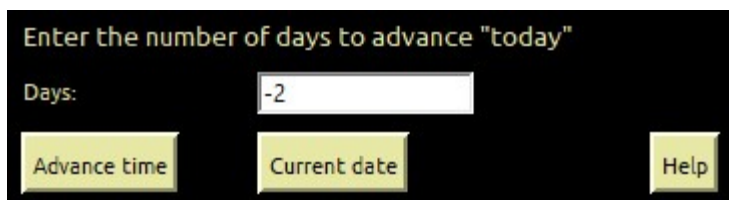


Advance date

If you would like the program to use another date as today you can enter the amount of days you would like to add to the day in the top left corner.



When you click '**Advance time**' you will see a new date appear.



This date will be the today date and influences all sections.

In section purchasing it will registrate this day as purchase date.

In the section sales it will use and registrate this date as sales date.

In the section stock update, products can seem expired/not expired if the date changes.

In the section dashboard it will use this date as today and influences all the not manual dates to choose.

Dashboard

For a new dashboard with information you can click one of the buttons in the dashboard section. There are eight standard periods to choose from, or you can enter a manual period.

If you click a standard button, for example '**Last week**', the dashboard file will update with information. Always first update the last information with stock update if you choose a recent period.

Create a new dashboard for the chosen period

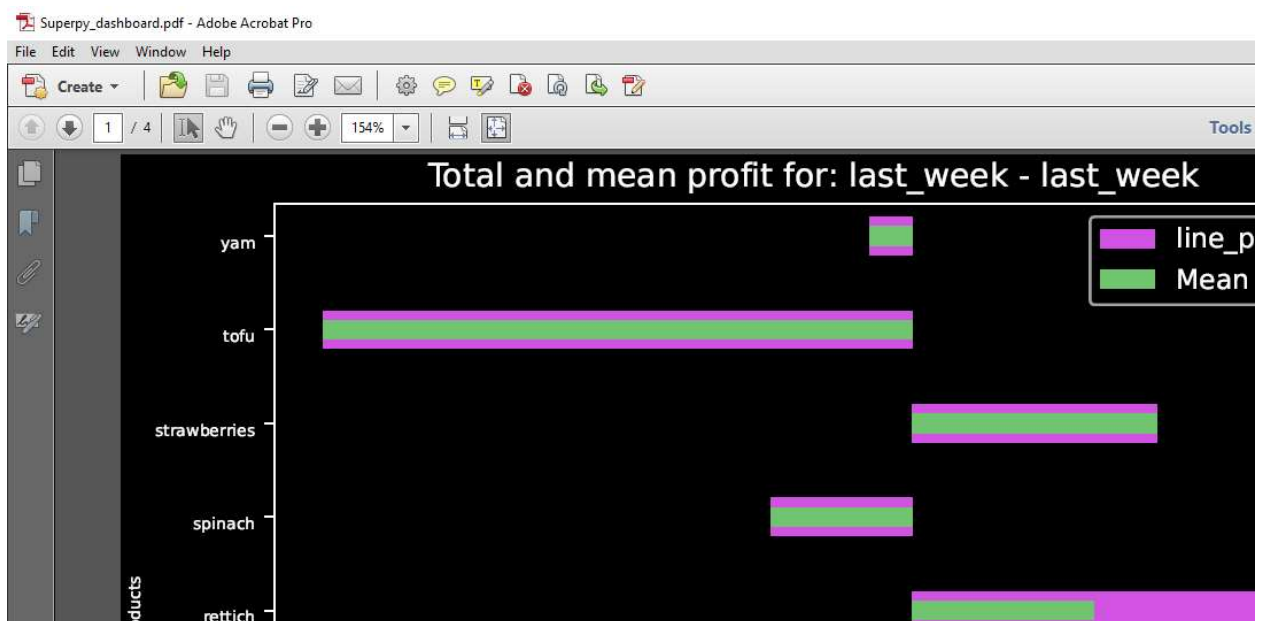
Today	Yesterday	Current week	Help
Last week	Current month	Last month	Refresh
Current year	Last year	Manual period	

For manual period (yyyy-mm-dd)

Enter the start date:

Enter the end date:

Dashboard for last week:



The program will tell you that the dashboard is ready at the bottom of the screen.

Dashboard information can be found in Superpy_dashboard.pdf

If you choose a manual period, first '**Enter the start date**' and '**Enter the end date**'. After this click '**Manual period**'.

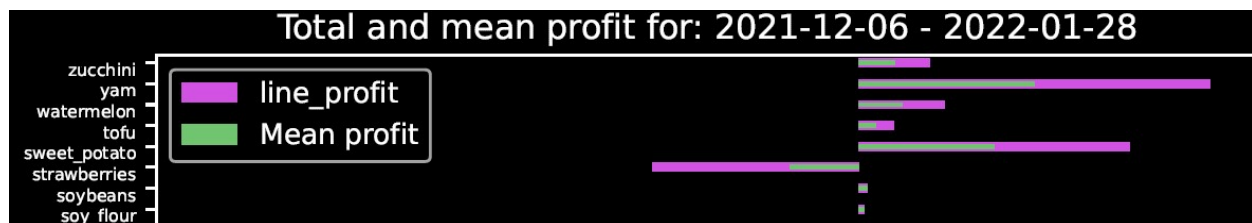
Create a new dashboard for the chosen period

Today	Yesterday	Current week	Help
Last week	Current month	Last month	Refresh
Current year	Last year	Manual period	

For manual period (yyyy-mm-dd)

Enter the start date: 2022-01-06 Enter the end date: 2022-01-28

The dashboard file will update with information about the manual period.



Important! If you would like to keep a dashboard to work with, save the dashboard with a new name and location.

How to understand the created files.

Four documents will be created in your superpy folder. These will be updated every time you use the superpy program.

Purchase_overview.csv

In the file purchase_overview.csv you will see 5 columns.

	A	B	C	D	E	F
1	purchase_id	product_name	unit_price	expiration_date	purchase_date	
2	1	apple	2	2021-02-14	2021-02-01	
3	2	apple	2	2021-02-14	2021-02-01	
4	3	apricot	2.2	2021-02-14	2021-02-01	
5	4	apricot	2.1	2021-02-14	2021-02-01	
6	5	asparagus	3	2021-02-18	2021-02-05	

Purchase_id: this will show you the id number of the purchase

Product_name: shows the product name you entered.

Unit_price: this will show the unit price you entered.

Expiration_date: this shows the date you entered.

Purchase_date: this tells you the date you added the product to the program.

Sales_overview.csv

In the file sales_overview.csv you will see 4 columns.

	A	B	C	D	E
1	sales_id	product_name	sales_unit_price	sales_date	
2	1	apple	2.1	2021-02-05	
3	2	apple	2.1	2021-02-05	
4	3	apricot	2.31	2021-02-05	
5	4	apricot	2.2	2021-02-05	
6	5	asparagus	3.15	2021-02-09	
7	6	banana	2.1	2021-02-10	
8	7	blueberries	4.83	2021-02-12	
9	8	blueberries	4.72	2021-02-13	
10	9	broad_beans	2.1	2021-02-20	
11	10	broccoli	0.84	2021-02-20	

Sales_id: this will show you the id number of the sales.

Product_name: this shows the product name you entered.

Sales_unit_price: this will show the unit price you entered.

Sales_date: this shows the date you added the product to the program.

Stock.csv

In the file stock.csv you will see 11 columns, which are retrieved from purchase_overview.csv, sales_overview.csv or calculated.

	A	B	C	D	E	F	G	H	I	J	K	L
1	stock_purchase_id	product_name	stock_purchase_price	stock_purchase_date	expiration_date	expired	stock_sales_id	stock_sales_price	stock_sales_date	line_profit	sales_week	
70	169	watermelon	2	2021-11-11	2021-11-24		155	2.12	2021-11-15	0.12	46	
71	170	yam	1.3	2021-11-25	2021-12-08		200	5.99	2021-12-31	4.69	52	
72	171	apple	3	2021-11-26	2021-12-09		157	3.18	2021-11-30	0.18	48	
73	172	apple	2	2021-11-27	2021-12-10		158	2.12	2021-12-01	0.12	48	
74	173	apricot	2.6	2021-11-28	2021-12-11		159	2.75	2021-12-02	0.15	48	
75	174	Brussels_sprouts	1.3	2021-11-29	2021-12-12	Expired				-1.3		
76	175	Brussels_sprouts	1.3	2021-11-30	2021-12-13	Expired				-1.3		
77	176	butter_beans	2	2021-12-01	2022-09-09							
78	177	cabbage	1	2021-12-02	2021-12-15		161	1.27	2021-12-07	0.27	49	

Stock_purchase_id: this will show you the id number of the purchase

Product_name: shows the product name you entered.

Stock_purchase_price: this will show the unit price you entered at the purchase section.

Stock_purchase_date: this shows the first date you added the product to the program.

Expiration_date: this shows the expiration date you entered.

Expired: If the product is expired before selling the word 'Expired' will appear. It will remain empty if the product is not expired or if it is sold.

Stock_sales_id: this will show you the id number of the line in the sales file. It will remain empty if the product is not yet sold.

Stock_sales_price: this will show the unit price you entered in the sales section. It will remain empty if the product is not yet sold.

Stock_sales_date: this shows the date you added the product to the sales section. It will remain empty if the product is not yet sold.

Line profit: tells you the difference between sales price and purchase price. Or just the negative purchase price in case the product is expired. It will remain empty if the product is not yet sold and not expired.

Sales week: shows the week in which the product has been sold. It will remain empty if the product is not yet sold.

Superpy_dashboard.pfd

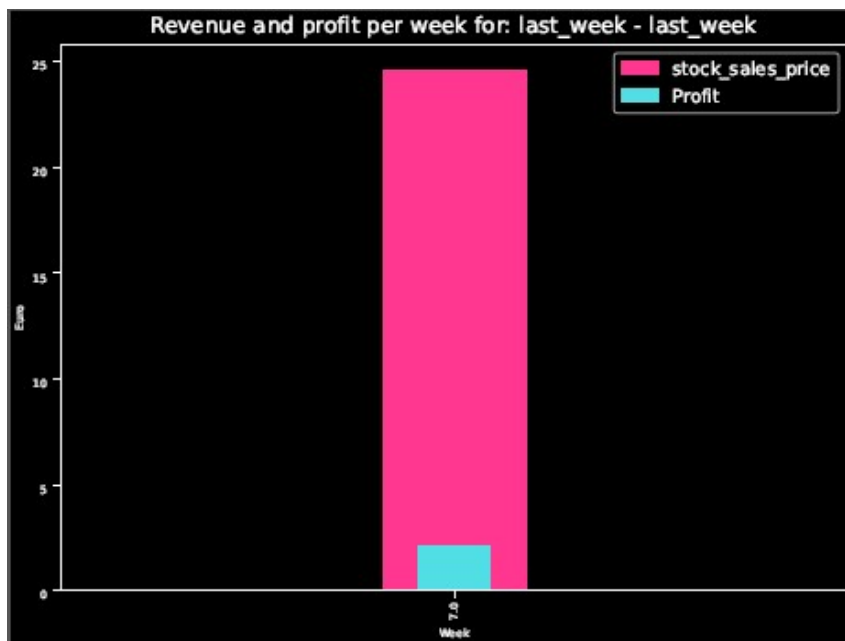
In the file superpy_dashboard.pdf you will find three graphs.



The first graph shows you the total and mean profit per product for the chosen period.



The second graph shows you the number of sold products for the chose period, per product.



The third graph shows the revenue and profit per week for the chosen period.

Possible issues and Errors:

- It is possible to manually correct data in the purchase or sales csv file if you made a mistake. Never change things in stock.csv, but update the stock file after correcting one of the other files.
- Never change the name or headers of the program, because the program will not recognize them anymore. If you accidentally did this, just change them back in the original ones.
- Save the files under a new name and in a other location if you would like to keep the data for other purposes.
- Always make sure the file of the section you use is closed if you work with the program.