

RETAIL BOOKKEEPING SYSTEM - USER GUIDE

QUICK START (5 MINUTES)

Step 1: Record Stock Received (30 seconds per entry)

Sheet: "Stock Entry"

- Enter date received
- Select product
- Enter quantity received
- Enter price paid
- Done: Stock levels update automatically

Example:

Date: 15/01/2025

Product: Phone Cases

Quantity: 50 units

Price: 8,000 UGX each

→ Stock level now: 50 units

Step 2: Record Sales (30 seconds per sale)

Sheet: "Daily Sales"

- Enter date of sale
- Select product sold
- Enter quantity
- Enter selling price
- Done: Revenue calculated, stock reduced

Example:

Date: 15/01/2025

Product: Phone Case

Quantity: 3 units

Selling Price: 12,000 UGX each

→ Revenue: 36,000 UGX

→ Stock reduced: 47 units

→ Profit: 12,000 UGX

Step 3: Monitor Performance (Daily - 2 minutes)

Check:

- ✓ Current stock levels (any items low?)
- ✓ Today's sales revenue
- ✓ Profit margin
- ✓ Best-selling products
- ✓ Items to reorder

HOW IT WORKS

System Architecture:

1. Stock Entry: Records inventory received
2. Daily Sales: Records what sold
3. Automatic Calculations:
 - Current stock = Stock received - Stock sold

- Profit = (Selling price - Purchase price) × Quantity
- Revenue = Quantity sold × Selling price

Key Formulas:

- Current Stock = Stock Received - Stock Sold
- Profit per Unit = Selling Price - Purchase Price
- Total Profit = Profit per Unit × Quantity Sold
- Revenue = Quantity × Selling Price

SHEETS EXPLAINED

Stock Entry Sheet:

- Record all inventory received
- Track supplier purchases
- Running stock balance

Daily Sales Sheet:

- Record daily sales transactions
- Automatic revenue calculation
- Profit per transaction

Cumulative Performance Sheet:

- Product profitability
- Margin analysis
- Identify best/worst performers

Stock Remaining Sheet:

- Real-time inventory levels
- Low stock alerts
- Reorder recommendations

Dashboard Sheet:

(Still in development, feedback and suggestions are welcome)

TIPS FOR SUCCESS

- ✓ Record sales daily (don't let them pile up)
- ✓ Review stock levels weekly
- ✓ Check Cumulative Performance monthly
- ✓ Adjust prices for low-margin products
- ✓ Reorder before stockouts

TROUBLESHOOTING

Problem: Formulas not calculating

Solution: Enable automatic calculation

(Excel → Formulas → Calculation Options → Automatic)

Problem: Can't edit certain cells

Solution: Protected cells (by design). Only input cells editable.

PERFECT FOR:

- Retail shops (phone accessories, clothing, electronics)
- Market vendors (produce, household goods)
- Agricultural businesses (seeds, equipment, grain)
- Service businesses with inventory (salons, repair shops)

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