ADVANCED LEVEL – Big Shop / Multiple Branches

Data Dictionary & Instructions PDF

TAB: Sales

Column	What it means
Branch	Which shop made the sale (for multi-branch control)
Staff Name	Who sold the item so you can track performance and commission
Product Code	Unique ID of the product for accurate stock tracking
Discount	Amount reduced from the price (write 0 if none)
Total Cost (auto)	What the product cost you (Quantity × Unit Cost)
Total Sales (auto)	Money collected from the customer
Profit (auto)	What you made after removing your cost and discount

TAB: Master Stock

Column	What it means
Current Stock (All Branches)	Auto → Total quantity available across every branch
Minimum Stock Level	The lowest quantity before you should reorder
Re-order Alert (auto)	Tells you "Reorder Now!" when stock is low

TAB: Stock Movement

Column	What it means
Qty Added	New stock coming into the branch
Qty Removed	Items removed because of damage, theft, expiry, or error
Reason	Why items were removed (expiry, broken, missing)
New Balance (auto)	Auto → Updated stock after adding or removing items

TAB: Expenses

Column	What it means

Branch	Which shop spent the money
Expense Category	Type of spending (fuel, salary, generator, POS charges, rent)
Approved By	Who signed off the spending (owner or manager)

TAB: Staff Records

Column	What it means
Total Sales Made (auto)	Auto → Total value of sales done by the staff
Commission Earned (auto)	Auto → Their bonus based on sales
Salary	Monthly fixed pay

TAB: Customer Database

Column	What it means
Total Spent (auto)	Auto → How much this customer has spent so far
Number of Visits (auto)	Auto → How many times the customer bought from you

| Last Visit Date (auto) | Auto → Last time the customer bought from you |
| Loyalty Tier | Your own customer level (Bronze, Silver, Gold) |

TAB: Debt Management

Column	What it means
Type	Customer Debt or Supplier Credit
Amount Owed	Total money owed
Amount Repaid	How much the customer or supplier has paid back
Balance Remaining (auto)	Auto → What is left to pay

Key formulas (already inside)

Tab: Sales (Row 2)

Column	Formula (Row 2 → drag down)
Total Cost (auto)	**=J2*K2** (Quantity × Unit Cost)

Total Sales (auto)	**=J2*L2**	(Quantity × Selling Price)
Profit (auto)	**=N2−M2**	(Total Sales − Total Cost)

Tab: Master Stock – live stock across all branches

Column	Formula (Row 2 → drag down)
Current Stock (All Branches (auto))	**=SUMIFS('Stock Movement'!D:D, 'Stock Movement'!C:C, A2) − SUMIFS('Stock Movement'!G:G, 'Stock Movement'!C:C, A2)** (D = Qty Added, G = Qty Removed, C = Product Code)
Re-order Alert (auto)	**=IF(D2>E2, "RE−ORDER NOW!", "OK")** (D = Current Stock, E = Minimum Stock Level)

Tab: Stock Movement

Column	Formula (Row 2 → drag down)
Total Cost of Restock (auto)	**=D2*E2** ((Quantity Added × Unit Cost))
New Balance (auto)	**=IFERROR(** **VLOOKUP(C2,'Master Stock'!A:I,8,FALSE)**

+SUMIFS(D:D,C:C,C2,B:B,B2)

−SUMIFS(G:G,C:C,C2,B:B,B2)

−SUMIFS(Sales!J:J,Sales!F:F,C2,Sales!B:B,B2),

0)

Tab: Staff Records – auto sales & commission

Column	Formula (Row 2 → drag down)
Total Sales Made (auto)	**=SUMIFS(Sales!N:N, Sales!C:C, B2)** (N = Total Sales column, C = Staff Name column)
Commission Earned (auto)	**=F2*0.03** (or whatever % you pay – change 0.03 to your rate)

Tab: Customer Database

Column	Formula (Row 2 → drag down)
Total Spent So Far (auto)	**=SUMIFS(Sales!N:N, Sales!F:F, A2)** (N = Total Sales, F = Customer Phone)
Visit Count (auto)	**=COUNTIFS(Sales!F:F, A2)** (F = Customer Phone)
Last Visit Date (auto)	**=MAXIFS(Sales!A:A, Sales!E:E, B2)**

Tab: Debt Management

Column	Formula (Row 2 → drag down)
Balance Remaining (auto)	**=D2−G2** (D = Amount Owed, G = Amount Repaid)

You now have full control:

- See which branch makes more money
- Know exactly what every staff sells
- Track customer and supplier debts
- Never lose stock to theft or expiry
- Get monthly profit & loss automatically

Instructions

Simple Daily Routine

1. Every sale → fill "Sales" tab
2. New stock arrives → fill "Stock Movement" tab
3. Pay any bill → fill "Expenses" tab
4. Give credit → fill "Debt Management" tab
5. Everything else calculates itself!
6. Never delete Row 1.
7. Never rename or rearrange the tabs (Sales, Expenses, Customer Database, Stock Movement e.t.c).
8. Do not fill the columns that have '(auto)'
   a. E.g; Total Cost, Total Sales, Profit

When you connect this file to the MagByte app later, you will get beautiful live dashboards + paid forecasting.