
BASIC LEVEL – Just Starting Out

Data Dictionary & Instructions

Column	What it means
Date	The day you made the sale
Order No.	Any number you like (001, 002...) or leave blank
Product	What you sold (e.g. Coca-Cola, Indomie, Milo)
Category	The group it belongs to (Beverage, Noodles, Soap, etc.)
Quantity	How many you sold (2, 5, 10...)
Unit Cost	How much YOU paid for one piece/pack, or how much it COST you to get it
Selling Price	How much customer paid for one piece/pack
Total Cost	Quantity × Unit Cost
Total Sales	Quantity Sold × Selling Price
Profit	Auto-calculated – this is your money!
Payment Method	Cash / Transfer / POS
Notes	Anything special (e.g. "gave discount")
2Re-order Level	Do your customers re-order in 'pieces' or 'packs' per product, specify the amount

Key formulas (already inside)

Tab: Daily Sales (start formulas in Row 2 and drag down)

Column	Formula (Row 2 → drag down)	What it does
H – Total Cost	$=E2 * F2$	Quantity × Unit Cost
I – Total Sales	$=E2 * G2$	Quantity × Selling Price
J – Profit	$=I2 - H2$	Money you keep

Tab: Product List → No formulas needed (just reference table)

Instructions

1. Open the file every day.
2. Fill one row for each sale (or summarise at night).
3. When you restock, update the "Product List" tab with a new cost price.
4. Never delete Row 1.
5. Never rename or rearrange the tabs (Daily Sales & Product List).
6. Do not fill the columns that have '(auto)'
 - a. E.g; Total Cost, Total Sales, Profit.
7. That's all – you will instantly see your daily profit and best-selling items!