



INTERMEDIATE LEVEL – Growing Shop (regular customers + proper stock control)

Data Dictionary & Instructions

Column	What it means
Customer Name/Phone	So you know who buys the most
Discount	How much you reduced (write 0 if none)
Staff Name	Who made the sale (so you can pay commission later)
Stock Movement tab	Every time you bring in new goods, fill this tab
Current Stock Balance	Auto-shows how many you have left – never run out again!
Expenses tab	Rent, light bill, transport, salary – everything you spend

Key formulas (already inside)

- **Tab: Sales** (Row 2)

Column	Formula (Row 2 → drag down)
Total Cost	=G2*H2 (Quantity × Unit Cost)

Total Sales (auto) **=G2*I2**
(Quantity × Selling Price)

Profit (auto) **=K2-J2**
(Total Sales – Total Cost)

Discount Given Write the discount amount (or 0)

- **Tab: Stock Movement** (Row 2)

Column Formula (Row 2 → drag down)

Total Cost of Restock (auto) **=D2*E2**
(Quantity Added × Unit Cost)

Current Stock Balance (auto) Use this **single formula** in the “Current Stock Balance” column (adjust product names if needed):
=SUMIFS('Stock Movement'!D:D, 'Stock Movement'!B:B, B2) - SUMIFS('Stock Movement'!G:G, 'Stock Movement'!B:B, B2)

→ This auto-adds restock and subtracts sales for that exact product

- **Tab: Customer List** – all auto (no typing)
 - In the Customer List tab (create once):

Column Formula (Row 2 → drag down)

Total Spent So Far (auto) **=SUMIFS(Sales!K:K, Sales!C:C, B2)**
(K = Total Sales column, C = Customer Name)

Last Visit Date (auto) **=MAXIFS(Sales!A:A, Sales!C:C, B2)**

Visits Count (auto) **=COUNTIFS(Sales!C:C, B2)**

Instructions

1. Do not fill the columns that have '(auto)'
 - E.g; Total Cost, Total Sales, Profit.
2. Fill the "Sales" tab after every sale (or end of day).
3. When you buy new stock, open the "Stock Movement" tab and fill one row.
4. Write daily expenses in the "Expenses" tab.
5. Never delete Row 1.
6. Never rename or rearrange the tabs (Sales, Customer List, Stock Movement e.t.c).
7. The file will automatically tell you:
 - Who your top customers are
 - Which items are finishing
 - Your real profit after expenses