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

### Data Dictionary & Instructions

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- **Tab: Sales**

Fill one row for each sale, or summarize at the end of the day.

| Column                | What it means                                                                                  |
|-----------------------|------------------------------------------------------------------------------------------------|
| A – Date              | The day you made the sale. Double-click the cell to pick it from a calendar.                   |
| B – Order No          | Any number you like (001, 002). Leave it blank if you do not use order numbers.                |
| C – Customer Name     | Who bought the item. Use the same spelling every time. The Customer List matches on this text. |
| D – Customer Phone    | The customer's phone number. Use it to call them back.                                         |
| E – Product           | What you sold. Use the same name as the Product List.                                          |
| F – Category          | The group the product belongs to (Beverage, Noodles, Soap).                                    |
| G – Quantity          | How many you sold.                                                                             |
| H – Unit Cost         | How much you paid for one piece or pack.                                                       |
| I – Selling Price     | How much the customer paid for one piece or pack.                                              |
| J – Total Cost (auto) | Quantity multiplied by Unit Cost.                                                              |

| Column                 | What it means                                                        |
|------------------------|----------------------------------------------------------------------|
| K – Total Sales (auto) | Quantity multiplied by Selling Price, less the Discount in column M. |
| L – Profit (auto)      | Total Sales minus Total Cost. This is the money you keep.            |
| M – Discount           | How much you reduced the price. Write 0 if you gave no discount.     |
| N – Payment Method     | Cash, Transfer, POS, or Card. Pick it from the list.                 |
| O – Staff Name         | Who made the sale. Use this to pay commission later.                 |
| P – Notes              | Anything special about the sale.                                     |

- **Tab: Stock Movement**

Fill one row each time new stock arrives.

| Column                           | What it means                                                        |
|----------------------------------|----------------------------------------------------------------------|
| A – Date                         | The day the new stock arrived.                                       |
| B – Product                      | The item you restocked. Spell it the same as in the Sales tab.       |
| C – Category                     | The group the product belongs to.                                    |
| D – Qty Added (Restock)          | How many pieces or packs you brought in.                             |
| E – Unit Cost                    | How much you paid for one piece or pack this time.                   |
| F – Total Cost of Restock (auto) | Qty Added multiplied by Unit Cost.                                   |
| G – Qty Sold                     | How many you sold since the last restock. Type this figure yourself. |
| H – Current Stock Balance (auto) | How many pieces or packs are left after this row.                    |

| Column            | What it means                             |
|-------------------|-------------------------------------------|
| I – Supplier Name | Who you bought the stock from.            |
| J – Invoice No.   | The supplier's invoice or receipt number. |

- **Tab: Expenses**

Write every payment here on the day you pay it. This tab has no formulas.

| Column           | What it means                                                         |
|------------------|-----------------------------------------------------------------------|
| A – Date         | The day you spent the money.                                          |
| B – Expense Type | What you spent on. Rent, NEPA, Fuel, Salary, Transport, or Packaging. |
| C – Amount       | How much you spent, in naira.                                         |
| D – Paid To      | Who received the money.                                               |
| E – Notes        | Anything special about the payment.                                   |

- **Tab: Customer List**

Add each customer once, the first time they buy. The rest fills itself.

| Column                        | What it means                                                          |
|-------------------------------|------------------------------------------------------------------------|
| A – Customer ID               | A short code for each customer (CUST0001, CUST0002).                   |
| B – Customer Name             | Spell it exactly as in the Sales tab. The formulas match on this text. |
| C – Customer Phone            | The customer's phone number.                                           |
| D – Total Spent So Far (auto) | Everything this customer has paid you.                                 |
| E – Last Visit Date (auto)    | The date of their most recent order.                                   |
| F – Visits Count (auto)       | How many times they have bought from you.                              |

| Column                        | What it means                                                           |
|-------------------------------|-------------------------------------------------------------------------|
| G – Loyalty Points (optional) | Your own reward points. Type these yourself, or leave the column blank. |

### Key formulas (already inside)

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

| Column                  | Formula (already in Row 2, do not touch)                     | What it does                        |
|-------------------------|--------------------------------------------------------------|-------------------------------------|
| Total Cost (auto) – J2  | =ARRAYFORMULA(IF(A2:A="", "", G2:G*H2:H))                    | Quantity × Unit Cost                |
| Total Sales (auto) – K2 | =ARRAYFORMULA(IF(A2:A="", "", G2:G*I2:I-M2:M))               | Quantity × Selling Price – Discount |
| Profit (auto) – L2      | =ARRAYFORMULA(IF(A2:A="", "", (G2:G*I2:I-M2:M)-(G2:G*H2:H))) | Total Sales – Total Cost            |

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

| Column                            | Formula (already in every row, do not touch)                   | What it does                                                                |
|-----------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------|
| Total Cost of Restock (auto) – F2 | =D2*E2                                                         | Qty Added × Unit Cost for that row                                          |
| Current Stock Balance (auto) – H2 | =SUMIFS(\$D\$2:D2,\$B\$2:B2,B2)-SUMIFS(\$G\$2:G2,\$B\$2:B2,B2) | Everything restocked minus everything sold for that product, up to this row |

The Sales and Customer List formulas sit in Row 2, one per auto column, and each one covers the whole column. The Stock Movement formulas are already in every row down to row 1000. Do not drag any of them and do not type over them. Sheets shows a

**warning if you try. A Sales row fills as soon as you enter a date. A Customer List row fills when you enter a customer name.**

Current Stock Balance shows what you had left of that product after that row. The last row for a product shows what you have now.

- **Tab: Customer List (Row 2)**

| Column                         | Formula (already in Row 2, do not touch)                                                                            | What it does                              |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Total Spent So Far (auto) – D2 | <b>=ARRAYFORMULA(IF(B2:B="", "", SUMIF(Sales!C:C, B2:B, Sales!K:K)))</b>                                            | <b>Adds every sale for this name</b>      |
| Last Visit Date (auto) – E2    | <b>=ARRAYFORMULA(IF(B2:B="", "", IFERROR(VLOOKUP(B2:B, SORT({Sales!C:C, Sales!A:A}, 2, FALSE), 2, FALSE), "")))</b> | <b>The newest sale date for this name</b> |
| Visits Count (auto) – F2       | <b>=ARRAYFORMULA(IF(B2:B="", "", COUNTIF(Sales!C:C, B2:B)))</b>                                                     | <b>Counts the orders for this name</b>    |

Last Visit Date stays empty until that customer has a sale. It never shows a placeholder date.

A customer whose name is spelled two ways counts as two customers. Check the spelling before you add a new row.

## Instructions

1. Open the file every day.
2. Fill one row in the Sales tab for each sale.
3. Fill the Date column as dd/mm/yyyy, the same way in every row. Never type a date in the future. inView reads the last date in your file, so one wrong year empties your forecast.
4. Write the customer name the same way every time.
5. Fill one row in the Stock Movement tab each time new stock arrives.
6. Write every payment in the Expenses tab on the day you pay it.
7. Add a new customer to the Customer List once, when they first buy.
8. Never delete Row 1.
9. Never rename a column.
10. Never rearrange the columns.

11. Never rename a tab.
12. Never rearrange the tabs.
13. Never type in a column marked (auto).
14. **inView will then tell you:**
  - Who your top customers are.
  - Which items are finishing.
  - Your real profit after expenses.
  - Which staff member sells the most.

### How to load into inView

| On a computer                                                                                       | On your phone (Google Sheets app)                                                                                                     |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| 1. Click Share at the top right of the sheet.                                                       | 1. Tap the three dots at the top right, then Share & export, then Share.                                                              |
| 2. Under General access, change Restricted to Anyone with the link. Leave the role as Viewer.       | 2. Tap Manage access. Under General access, change Restricted to Anyone with the link. Leave the role as Viewer.                      |
| 3. Click Copy link, then click Done.                                                                | 3. Tap Copy link.                                                                                                                     |
| 4. Go to <a href="https://inview.magbyte.biz">inview.magbyte.biz</a> , sign in, and paste the link. | 4. Leave the app, open your browser, go to <a href="https://inview.magbyte.biz">inview.magbyte.biz</a> , sign in, and paste the link. |

Copy the link from the Share box every time. The web address at the top of your browser looks the same but does not prove the sheet is shared, and inView cannot read a sheet that is not shared. This is the most common reason a sheet fails to load.