NILFORGE DIGITAL SOLUTIONS · USER MANUAL

Inventory & Stock Manager

Stock levels that update from every sale and delivery.

Version 3.0 · November 2026 · Screenshots show this exact version with sample data.

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1. What it does and who it is for

Small retailers and makers who want correct stock counts and a reorder list without inventory software.

Result: In about 15 minutes: items listed with reorder levels, movements logged, and a reorder list sorted by urgency.

- Log In / Out / Adjust movements
- Reorder list sorted by urgency
- Stock value at cost and at sale price
- Days of cover from recent sales

Capacity (tested): 300 items, 1,500 movements per file.

2. Requirements and compatibility

Program	Status
Microsoft Excel 2016 or newer (Windows)	Built for it: uses only Excel 2016 functions, no macros. Not yet tested in real Excel by Nilforge.
Excel for Mac	No macros are used. Not yet tested on a Mac.
Google Sheets	Not yet verified: use Excel for now. If you try it, sheet protection does not carry over.

LibreOffice Calc 24+	All calculations are verified against independent models in LibreOffice (automated tests).

3. Clean and demo versions

You receive two files. The **clean** file has no data. Use it for your business. The **_DEMO** file is the same tracker filled with sample data, so you can explore every feature first. Cream cells are for typing. Grey cells calculate automatically and are protected (no password).

4. Set up

1 Open the clean file

Use Nilforge_Inventory_Stock_Manager.xlsx for real data; the _DEMO file shows examples.

2 Settings

As-of date (leave =TODAY()) and the sales window in days used for 'sold' and days of cover.

Setting	Value	Notes
As-of date	11/28/2026	Leave =TODAY() for live figures
Sales window (days)	30	Used for units sold and days of cover
As-of date in use (calculated)	11/28/2026	If the as-of cell is blank or invalid, today's date is used

3 Add items

Items tab: SKU, name, cost, price, reorder level, opening quantity.

SKU	Item	Category	Unit cost	Sale price	Reorder level	Opening qty	Supplier
CND-001	Soy candle – Lavender	Candles	$4.20	$18.00	10	24	Wax Co (SAMPLE)
CND-002	Soy candle – Cedar	Candles	$4.20	$18.00	10	12	Wax Co (SAMPLE)
SOP-001	Oat soap bar	Soap	$1.80	$8.00	20	60	Lather Ltd (SAMPLE
SOP-002	Charcoal soap bar	Soap	$2.10	$9.00	20	15	Lather Ltd (SAMPLE
GFT-001	Gift box (small)	Packaging	$3.00	$0.00	15	40	BoxMart (SAMPLE)
DIF-001	Reed diffuser	Home scent	$6.50	$26.00	5	8	Wax Co (SAMPLE)

5. Everyday tasks

Log stock movements

1. Movements tab: date, SKU (dropdown), Type In / Out / Adjust, quantity.
2. Adjust can be negative (stock count corrections). Only rows whose Check says OK are counted.

Date	SKU	Type	Qty	Note	Check
10/01/2026	CND-001	Out	6	SAMPLE	OK
10/03/2026	SOP-001	Out	14	SAMPLE	OK
10/06/2026	CND-002	Out	4	SAMPLE	OK
10/10/2026	GFT-001	Out	10	SAMPLE	OK
10/13/2026	SOP-002	Out	9	SAMPLE	OK
10/16/2026	CND-001	In	24	SAMPLE	OK
10/21/2026	SOP-001	Out	18	SAMPLE	OK
10/29/2026	DIF-001	Out	3	SAMPLE	OK
11/03/2026	CND-002	Out	6	SAMPLE	OK

See what to reorder

1. Reorder tab lists every item at or below its reorder level, most urgent first, with a suggested order quantity.
2. The Dashboard shows the top 15 and a '+N more' counter.

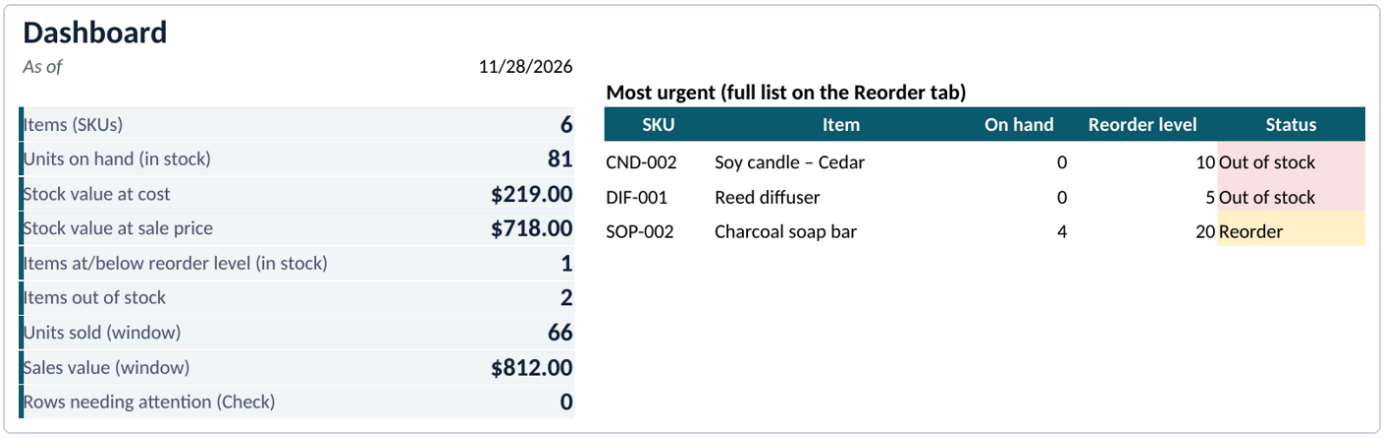
Reorder list (most urgent first)

3 item(s) need action

#	SKU	Item	On hand	Reorder level	Status	Suggested order	Supplier
1	CND-002	Soy candle – Cedar	0	10	Out of stock	20	Wax Co (SAMPLE)
2	DIF-001	Reed diffuser	0	5	Out of stock	10	Wax Co (SAMPLE)
3	SOP-002	Charcoal soap bar	4	20	Reorder	36	Lather Ltd (SAMPLE)

Read the dashboard

1. Items, units on hand, stock value at cost and price, sold in the window, and rows needing attention.



Dashboard

As of 11/28/2026

Items (SKUs)	6
Units on hand (in stock)	81
Stock value at cost	$219.00
Stock value at sale price	$718.00
Items at/below reorder level (in stock)	1
Items out of stock	2
Units sold (window)	66
Sales value (window)	$812.00
Rows needing attention (Check)	0

Most urgent (full list on the Reorder tab)

SKU	Item	On hand	Reorder level	Status
CND-002	Soy candle – Cedar	0	10	Out of stock
DIF-001	Reed diffuser	0	5	Out of stock
SOP-002	Charcoal soap bar	4	20	Reorder

6. Status meanings

Status	Meaning
OK	On hand is above the reorder level.
Reorder	On hand is at or below the reorder level.
Out of stock	On hand is 0 or less.

7. Check messages and how to fix them

Every data tab has a **Check** column. It says OK, or names the problem. Dropdowns block most typing mistakes. Pasted values skip dropdown rules, so the Check column is your safety net. Until you fix them, flagged rows can make totals wrong.

Message	What to do
Add cost and sale price	Type numbers in Unit cost and Sale price.
Choose a type	Pick In, Out or Adjust from the list. A pasted type such as Sold, Return or 'Out ' with an extra space is not counted until you fix it.
Cost and price cannot be negative	Type positive costs and prices.
Date missing or not a date	Type the movement date as a date.
Duplicate SKU	Each SKU must be unique on the Items tab.
Future date: not counted yet	The movement is dated after the as-of date; it will count from that date.

Opening qty must be a number (0 or more)	Type the opening quantity as a number (24, not '24 units').
Oversold: check movements	More went out than you had. Check the movements or record an Adjust after a stock count.
Qty must be a number	Type the quantity as a number.
Reorder level must be a number (0 or more)	Type the reorder level as a number.
SKU not on Items tab	Add the item on the Items tab first, or pick the SKU from the dropdown.
Use a positive qty	In and Out quantities are positive; use Adjust for negative corrections.
Date looks wrong: before 2000	Check the year: dates before 2000 are almost always a typing or paste error.
Qty too large: check it	A quantity over 1,000,000,000 is almost always a paste error.
Add a SKU	This item row has details but no SKU, so it isn't counted. Type a SKU in column A.

8. FAQ

Why a movement log instead of typing quantities?

It keeps history and lets the file calculate sales speed and reorder timing.

Can SKUs contain * or ?

Yes; they are matched exactly.

Limits?

300 items and 1,500 movements per file (tested).

Which edition (currency) should I use?

The download includes Canada, US, UK, Australia, EU and Universal editions. They differ only in currency symbol, date display and (Quotes) default tax name and rate; pick the one for where you work.

9. Troubleshooting

Problem	Fix
The Dashboard is blank when the file opens	Click **Enable Editing** (Excel Protected View). The numbers then calculate.

I can't type in a cell	Grey cells are protected calculations. Type only in cream cells. To change a formula: Review > Unprotect sheet (no password).
A dropdown rejects my entry	Add the item to its list first (e.g. the Clients or Categories tab), then pick it.
Dates show as numbers	Home > Number > Short Date.
Printing shows many blank pages	Print areas cover the full capacity, so no data is ever cut off. Filter out blank rows first (Data > Filter, untick Blanks), then print.
Totals look too low	Look at "Rows needing attention" on the Dashboard. Rows with a Check message can make totals wrong. Fix each flagged row (the message changes to OK).
I deleted a whole row and see #REF!	Use Undo (Ctrl+Z). If that's too late, copy the formulas down from the row above, or start again from the clean file. Always clear cells instead of deleting rows.

10. Backup, recovery and updates

- Save a dated copy each month (File > Save As, e.g. tracker_2026-11.xlsx). Keep one copy outside your computer (cloud drive or USB).
- To recover, open the latest copy. If a file is damaged, paste your cream-cell data into a fresh clean file.
- Updates: bug-fix versions are free through your Payhip download link. To move to a new version, copy your cream-cell data (values only: Paste Special > Values) into the new clean file, tab by tab.

11. Licence

For personal use, or use within one business. Do not resell or redistribute the file or its parts. © Nilforge Digital Solutions. This is an organisational tool, not accounting, tax or legal advice.

12. Support

Email **nilforge@gmail.com** with the product name, your program (Excel version) and a screenshot. Replies take up to 2 business days. If the file does not work as described, tell us within 14 days of purchase and we fix it or refund you in full. Custom changes are a paid service.

Manual for version 3.0, generated 2026-11-28 from the verified product specification. Screenshots are real renders of this version.