

Operations Report — sample source document

Regional Sales Q1

Region	Branch	Units	Revenue
North	Delhi	1,240	892,400
	Chandigarh	860	611,200
	Lucknow	705	498,350
	North subtotal	2,805	2,001,950
West	Mumbai	2,110	1,580,500
	Pune	1,180	845,600
	Ahmedabad	930	662,100
	West subtotal	4,220	3,088,200
South	Bengaluru	1,750	1,298,000
	Chennai	1,105	812,350
	South subtotal	2,855	2,110,350
	GRAND TOTAL	9,880	7,200,500

Inventory Ageing

Category	SKU	Qty	Value
Raw	RM-1001	480	144,000
	RM-1002	315	94,500
	Raw subtotal	795	238,500
WIP	WP-2001	190	133,000
	WP-2002	145	101,500
	WIP subtotal	335	234,500
Finished	FG-3001	620	558,000
	FG-3002	410	369,000
	Finished subtotal	1,030	927,000
	GRAND TOTAL	2,160	1,400,000