Table Of Contents

11. Introduction – Daily Sales Analysis 1
11.1 Generating A Daily Sales Analysis Report 1
11.2 Page 1 - Daily Sales Analysis 3
11.3 Page 2 - Month To Date Sales Analysis 3
11.4 Page 3 - Daily Receipts Register 4
  11.4.1 Receipt Codes 3 and 4 5
11.5 Page 4 - Daily Tender Receipts 5
11.6 Page 5 - Open Orders By Counterman 5
11.7 Page 6 - Outstanding Layaway Orders 6
11.8 Balancing The Daily Sales Analysis 6
11.9 Gross Profit Calculations 7
11.10 Limited Daily Sales Analysis 7
11.11 Fields Of Information 7

11. Introduction – Daily Sales Analysis

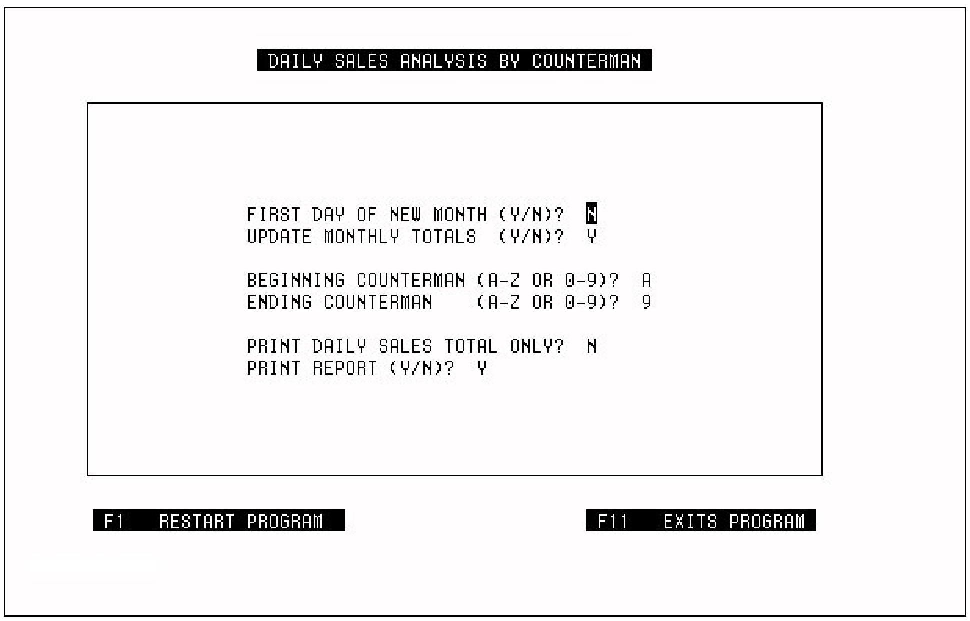
As a function of the normal day end closing procedures, the Daily Sales Analysis report must be run every day in order to update the counterman records, balance the cash and for preparing a bank deposit. The report will produce six pages with the following information:

- Page 1: Daily sales analysis for the current day
- Page 2: Month to date sales analysis
- Page 3: Daily applied receipts register
- Page 4: Daily tender receipts report
- Page 5: Open orders by counterman code
- Page 6: Outstanding special orders

11.1 Generating A Daily Sales Analysis Report

- From the *Autologue Main Menu*, enter **`10`** (*Daily Sales Analysis*) and press **`<Return>`**.

  The *Daily Sales Analysis By Counterman* screen will now be displayed as shown:



<u>Warning:</u> The report MUST be generated with all users logged off the system!

The screen will display the default daily sales analysis (**`Dsa`**) field values that are setup through the *System Commands - Specify System Setup Options* menu selection.

- With the cursor positioned at the **`FIRST DAY OF NEW MONTH (Y/N)?`** prompt, enter **`Y`** or **`N`** and press **`<Return>`** or just press **`<Return>`** to use the default value.

It's important to only enter a **Y** to this prompt on the first day of the new month (the first working day of the new month). When **Y** is entered, the counterman's monthly sales totals are cleared to prepare for the new month. If the date is NOT the 1st day of the new month, enter **N** and press **<Return>**.

Entering **Y** will automatically answer **Y** to the **UPDATE MONTHLY TOTALS (Y/N)?** prompt and position the cursor at the **BEGINNING COUNTERMAN (A-Z OR 0-9)?** prompt.

Enter **Y** at the **UPDATE MONTHLY TOTALS (Y/N)?** prompt at the end of each day and press **<Return>**. Entering **Y** will add the counterman's daily sales totals to the counterman's monthly sales totals and clear out the daily totals to prepare for the next day's business activity.

To generate a test Daily Sales Analysis report, enter **N** to both the **FIRST DAY OF NEW MONTH (Y/N)?** and **UPDATE MONTHLY TOTALS (Y/N)?** prompts. The report will print and none of the daily or monthly sales totals will be updated or cleared.

- With the cursor positioned at the **BEGINNING COUNTERMAN (A-Z OR 0-9)?** prompt, enter the beginning counterman code to run the report from and press **<Return>** or just press **<Return>** to use the default value.

  It is recommended that the beginning counterman code be **A** to begin the report and eliminate any chance of forgetting to update a counterman's monthly sales totals by mistake.

- With the cursor positioned at the **ENDING COUNTERMAN (A-Z OR 0-9)?** prompt, enter the ending counterman code to run the report to and press **<Return>** or just press **<Return>** to use the default value.

  It is recommended that the ending counterman code be **9** to end the report and eliminate any chance of forgetting to update a counterman's monthly sales totals by mistake.

- With the cursor positioned at the **PRINT DAILY SALES TOTAL ONLY?** prompt, enter **Y** or **N** and press **<Return>** or just press **<Return>** to use the default value.

  Entering **Y** will print only the daily sales activity and a listing of all applied receipts.

  Entering **N** will print the full six-page Daily Sales Analysis report.

- With the cursor positioned at the **PRINT REPORT (Y/N)?** prompt, enter **Y** or **N** and press **<Return>** or just press **<Return>** to use the default value.

  Entering **N** will return the cursor to the first prompt and allows new values to be entered.

  While the report is being printed, a ***PRINTING IN PROGRESS*** message will be displayed in the lower right hand corner of the screen.

  The ↑ arrow key can be used to move to prior fields for values to be reentered or to correct incorrect responses.

To enter set default answers for the Daily Sales Analysis, see the *System Commands - Specify System Setup Options* section of the user's manual for details on setting default values. Each question should be answered as it normally would on a daily basis.

By presetting the answers, any user can run the daily sales analysis correctly without supervision. The user must only remember to enter **`Y`** at the **`FIRST DAY OF NEW MONTH (Y/N)?`** prompt on the first working day of the month.

11.2 Page 1 - Daily Sales Analysis

Page 1 of the Daily Sales Analysis prints a detailed sales analysis for all active counterman codes. Active counterman codes means that the counterman has finalized at least one invoice or applied at least one receipt.

It will print sales, profit percentages, number of invoices and various other fields of information by counterman and supply grand totals for the purposes of balancing the cash drawers and invoice totals.

When an asterisk (**`*`**) is printed to the left of the counterman's name, this signifies this counterman performed a price override during the day. For more detailed information on all price overrides, refer to the *Transaction Register – Unit Price Overrides* user's manual section.

```
MM/DD/YY                                          D S A - SALES ANALYSIS BY COUNTERMAN                          PAGE 1
                                                      Autologue Demonstration Software

   1st DAY OF NEW MONTH (Y/N) N                          UPDATE MONTHLY TOTALS (Y/N) N                           COUNTERMAN A THRU B
 COUNTERMAN NAME
      NET   COST OF PROFIT     GROSS      CORE       CASH     CHARGE    TAXABLE TAX/GST     A/R       GROSS    # OF  LINE     LABOR    MISC
     SALES   SALES     %       PROFIT     SALES      SALES     SALES     SALES  COLLECT  RECEIPTS   RECEIPTS   INV ITEMS    SALES    SALES
D A I L Y

* A JOHN SMITH
   2010.81  1012.22 49.7%     998.59    925.00      7.55   2003.26   2003.26  120.20      0.00        7.55    35    82      0.00     0.00
                                                                             0.00

  B BOBBY THOMAS
    874.32   563.24 35.6%     311.08     75.00    562.31    312.01    475.36   28.52      0.00      562.31    15    36      0.00     0.00
                                                                             0.00

* DAILY TOTALS *
   2885.13          45.4%            1000.00              2315.27            148.72                569.86          118              0.00
            1575.46        1309.67             569.86              2478.62    0.00      0.00                  50             0.00

  DAILY INVOICE TOTALS:      2885.13     NON-TAXABLE SALES:        257.79

  BANK DEPOSIT:               569.86
```

11.3 Page 2 - Month To Date Sales Analysis

Page 2 of the Daily Sales Analysis prints a detailed month to date sales analysis for all active counterman codes in the present month. These totals continue to accumulate until **`Y`** is entered at the **`FIRST DAY OF NEW MONTH (Y/N)?`** prompt when the Daily Sales Analysis report is run.

Daily and month to date sales totals by counterman can be screen displayed at any time by accessing the *Counterman File* menu option and viewing each counterman code individually.

```
MM/DD/YY                                          D S A - SALES ANALYSIS BY COUNTERMAN                     PAGE 2
                                                     Demonstration Software

   1st DAY OF NEW MONTH (Y/N) N                        UPDATE MONTHLY TOTALS (Y/N) N                           COUNTERMAN A THRU B
 COUNTERMAN NAME
      NET   COST OF PROFIT    GROSS     CORE      CASH    CHARGE   TAXABLE TAX/GST     A/R       GROSS   # OF  LINE    LABOR    MISC
     SALES   SALES    %      PROFIT    SALES     SALES     SALES    SALES  COLLECT  RECEIPTS   RECEIPTS   INV ITEMS    SALES   SALES
M O N T H L Y

* A JOHN SMITH
   7674.02  3911.76  49.0%  3762.26  2457.50    756.22   6917.80   4154.56  249.28    100.00     856.22   147   507   100.00   10.00
                                                                              0.00
  B BOBBY THOMAS
   2126.31  1364.56  35.8%   761.75   175.00  1342.31    784.00   1127.50   67.65     20.00    1362.31    51   138    30.00    5.00
                                                                              0.00
* * MONTH-TO-DATE TOTALS
   9800.33          46.2%            2632.50             7701.80            316.93              2218.53         645            15.00
            5276.32         4524.01            2098.53             5282.06    0.00    120.00              198         130.00
 MONTHLY INVOICE TOTALS:     9800.33     NON-TAXABLE SALES:         4201.34
```

11.4 Page 3 - Daily Receipts Register

Page 3 of the Daily Sales Analysis prints all the payment information applied for the day, through the **<F2>** (*APPLY RECEIPTS*) mode within point of sale.

In addition to listing all payments, the report will total the receipts by categories and supply grand totals, allowing cash drawers to be balanced.

Listed below are the following receipt codes used through the **<F2>** (*APPLY RECEIPTS*) mode within point of sale and the Daily Sales Analysis report:

Code 0	Credits Created
Code 1	Cash Receipts to Old Balance
Code 2	Cash Receipts to Current Balance
Code 3	Statement Discounts Taken
Code 4	Service Charges Canceled
Code 5	Service Charges Paid
Code 8	Special Order Deposits

```
 MM/DD/YY                                         D S A - SALES ANALYSIS BY COUNTERMAN                      PAGE 3

   1st DAY OF NEW MONTH (Y/N) N                        UPDATE MONTHLY TOTALS (Y/N) Y                           COUNTERMAN A THRU B

                                                  R E C E I P T S

  DATE    CODE  CHECK #                  AMOUNT      CUST #  AND NAME
MM/DD/YY     1  2256                    5000.00         252  CHUCK AND SAMS AUTOMOTIVE
MM/DD/YY     5  2261                     110.67         252  CHUCK AND SAMS AUTOMOTIVE

CODE 0 CREDITS CREATED                    0.00
CODE 1 CASH RECEIPTS OLD BALANCE       5000.00
CODE 2 CASH RECEIPTS CUR BALANCE          0.00
CODE 3 DISCOUNTS TAKEN                    0.00
CODE 4 FINANCE CHARGES CANCELED           0.00
CODE 5 FINANCE CHARGES PAID             110.67

CODE 8 SPECIAL ORDER
DEPOSITS RECEIVED TODAY                   0.00
```

11.4.1 Receipt Codes 3 and 4

Code 3 (Discounts Taken) and Code 4 (Finance Charges Canceled) involve no actual moneys being collected. They are used to maintain accurate statement accounting and must be subtracted from gross receipts to balance out the cash drawers.

Code 3 (Discounts Taken) refers to a discount available to a customer for quick prompt payment of his statement balance. Normally a 2% discount is made available for payment within 10 days.

Code 4 (Finance Charges Canceled) refers to the canceling of a service charge owed by a customer.

11.5 Page 4 - Daily Tender Receipts

Page 4 of the Daily Sales Analysis prints the cash tendering information (when the **NEW_TENDER** uservar and the cash tendering options are enabled). The information is listed and subtotaled by cash invoices, check invoices, check receipts and credit card invoices.

```
MM/DD/YY                                          D S A - SALES ANALYSIS BY COUNTERMAN                           PAGE 4
                                                     Demonstration Software

   1st DAY OF NEW MONTH (Y/N) N                        UPDATE MONTHLY TOTALS (Y/N) N                            COUNTERMAN A THRU B

                 D A I L Y  T E N D E R   R E C E I P T   R E P O R T

                 Number                         Amount Invoice #
-------------------------------------------------------------------------------

Invoice Cash
                                                 23.10 10060
                                                 12.90 10061
                                                 13.88 10062
                                                 11.88 10063
                                                 11.88 10064
                                          ------------
                                                 73.64

Invoice Check
                 2254                             3.91 10067
                 Identification   CA2794245 10/03/98   10067
Receipt Check
                 2261                           110.67 0
                 2256                          5000.00 0
                                          ------------
                                               5114.58

Invoice Credit Card
                 4726 2358 662 325 VISA          10.00 10067
                                          ------------
                                                 10.00

                              Grand Total ------------
                                               5198.22
```

11.6 Page 5 - Open Orders By Counterman

Page 5 of the Daily Sales Analysis prints the dollar value and profit percent of open orders (Workspaces) by counterman. Open orders should be reviewed each night because any part numbers on an open workspace are reserved and unavailable for sale to another customer. If a counterman inadvertently left a stock check or price quote on a workspace, access point of sale and delete all line items on the open workspace.

Open orders can remain in the system for an indefinite time period but should be removed when performing the *Month End Processing* to provide accurate inventory values, turnover ratios and sales values.

```
MM/DD/YY                                          D S A - SALES ANALYSIS BY COUNTERMAN                          PAGE 5
                                                     Demonstration Software

   1st DAY OF NEW MONTH (Y/N) N                        UPDATE MONTHLY TOTALS (Y/N) N                          COUNTERMAN A THRU B
 COUNTERMAN NAME
                 COST OF       PROFIT       CORE
  NET SALES       SALES          %          SALES

                                                  O P E N   O R D E R S

* A JOHN SMITH
     222.70       130.65        41.3%        0.00

* * OPEN ORDER TOTALS * *
     222.70       130.65        41.3%        0.00
```

11.7 Page 6 - Outstanding Layaway Orders

Page 6 lists all open layaway orders by counterman that were created through the **`<F10>`** (*Layaways*) mode of point of sale. These outstanding layaway workspaces should be reviewed to ensure that all part numbers have been ordered. Remember, creating a layaway order through point of sale does not automatically create a purchase order for that part number. It must be manually added onto a purchase order through the Purchasing program. See the *Purchasing - Creating A Special Order Purchase Order* section of the user's manual for more information.

```
MM/DD/YY                                          D S A - SALES ANALYSIS BY COUNTERMAN                          PAGE 6
                                                     Demonstration Software

   1st DAY OF NEW MONTH (Y/N) N                        UPDATE MONTHLY TOTALS (Y/N) N                          COUNTERMAN A THRU B
                                        O U T S T A N D I N G   S P E C I A L   O R D E R S

  COUNTERMAN NAME
  PART NUMBER            UNIT PRICE  QUANTITY  ITEM TOTAL

* * SPECIAL ORDER TOTALS * *

  TOTAL ITEMS      1         137.50        1      137.50
```

11.8 Balancing The Daily Sales Analysis

To balance the cash drawers against the Daily Sales Analysis report, subtract the totals of discounts taken (Code 3) from the gross receipts totals.

Totals for the discounts taken and finance charges canceled are listed on the Daily Receipts page of the Daily Sales Analysis report. The amount of finance charges canceled does not take part in the balancing of the cash drawers.

The gross receipts total is the sum of cash sales plus the A/R receipts collected. Cash sales equals the sum of cash sales plus cash core sales plus tax collected on cash sales.

The total should be equal to the **`BANK DEPOSIT:`** figure listed on the Daily Sales Analysis page (1st page) of the Daily Sales Analysis report.

Invoice totals of all cash and charge invoices can be compared to the **`DAILY INVOICE TOTALS:`** figure listed on the Daily Sales Analysis page (1st page) of the Daily Sales Analysis report. The **`DAILY INVOICE TOTALS:`** is equal to the bottom line total of all cash and charge invoices. Invoice totals include labor, miscellaneous and core sales plus tax collected.

11.9 Gross Profit Calculations

The Daily Sales Analysis computes the gross profit percentage by first determining the gross profit dollars and then dividing that value by the net sales as shown:

Gross Profit Dollars = ***Net Sales - Cost of Sales***

$$\textit{Gross Profit Percent} = \frac{\textit{Gross Profit Dollars}}{\textit{Net Sales}}$$

The Daily Sales Analysis does not track profitability of labor and miscellaneous sales. To track the profitability of non-merchandise sales, establish separate product lines for each type of sales. The *Product Line File* will track 24 months of sales and profitability for each product line.

11.10 Limited Daily Sales Analysis

A shortened version of the six-page Daily Sales Analysis report is available by entering **`Y`** to the **`PRINT DAILY SALES TOTAL ONLY?`** prompt.

The shortened version will only contain daily sales, applied receipts and cash tendering totals information for the current day. Monthly sales totals information, open orders and layaway order information will not be printed.

It is recommended that the full Daily Sales Analysis report be run at least once a week and always during *Month End Processing*.

11.11 Fields Of Information

The Daily Sales Analysis report is based upon information stored within the Counterman File records. Most of the fields of information are located within the Counterman File. See the ***Counterman Update - Fields Of Information*** section of the user's manual for additional information on a field that is listed.

Listed below are fields within the report that are not in the Counterman File:

Bank Deposit:	The total of all cash sales and A/R receipts applied for the counterman range selected. It does *not* include canceled finance charges or discounts taken on the cash invoice.
Daily Invoice Totals:	The total of all invoices, including core sales and returns, and all labor and miscellaneous sales for the counterman range selected.
Net Sales:	The total of merchandise sales only. This does not include tax collected, core sales, labor and miscellaneous sales.
Gross Receipts:	This is all cash and A/R receipts for the counterman range selected.
Non-Taxable Sales:	The total of cash and charge sales less the taxable sales less the tax collected for the counterman range selected.