



User Guide

Sales Budget Report  
V21.1.0200

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EFI PrintStream | V21.1.0200 Sales Budget Report User Guide

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# Introduction

## Overview

This document provides user instructions for the EFI PrintStream Sales Budget Report.


## Contact Information

### EFI Support

<b>US Phone:</b>	855.334.4457 (first select option 3, then press option 8, then press option 1)
<b>US Fax:</b>	415.233.4157
<b>US E-mail:</b>	<a href="mailto:printstream.support@efi.com">printstream.support@efi.com</a>
Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.	
<b>Note</b>	For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

### EFI Professional Services

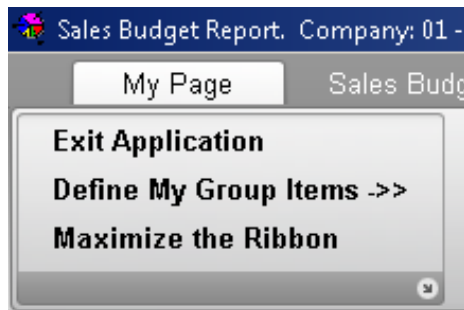
<b>US Phone:</b>	651.365.5321
<b>US Fax:</b>	651.365.5334
<b>E-Mail:</b>	<a href="mailto:ProfessionalServicesOperations@efi.com">ProfessionalServicesOperations@efi.com</a>
EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.	



## My Page

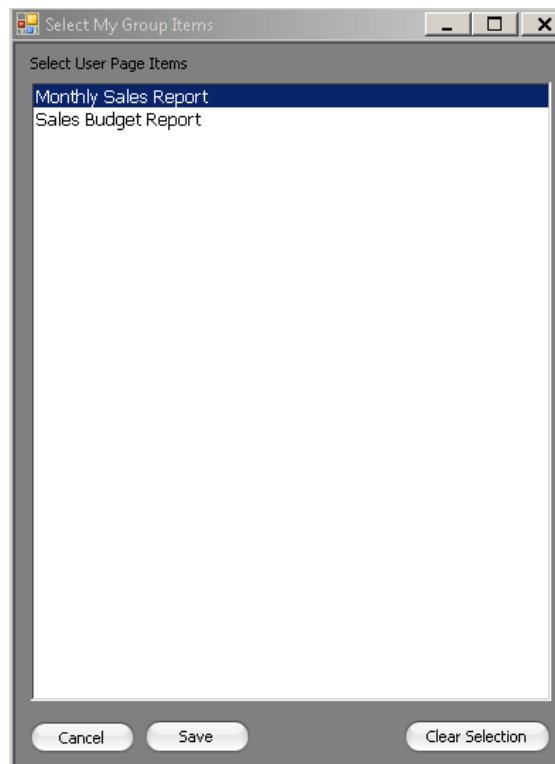
This tab gives users options for customizing the menu settings in a particular module. Settings are retained for the particular user each time they open the module. The **My Page** tab is located in all .Net versions of the various modules.

To close the Sales Budget Report program, selecting **Exit Application**.

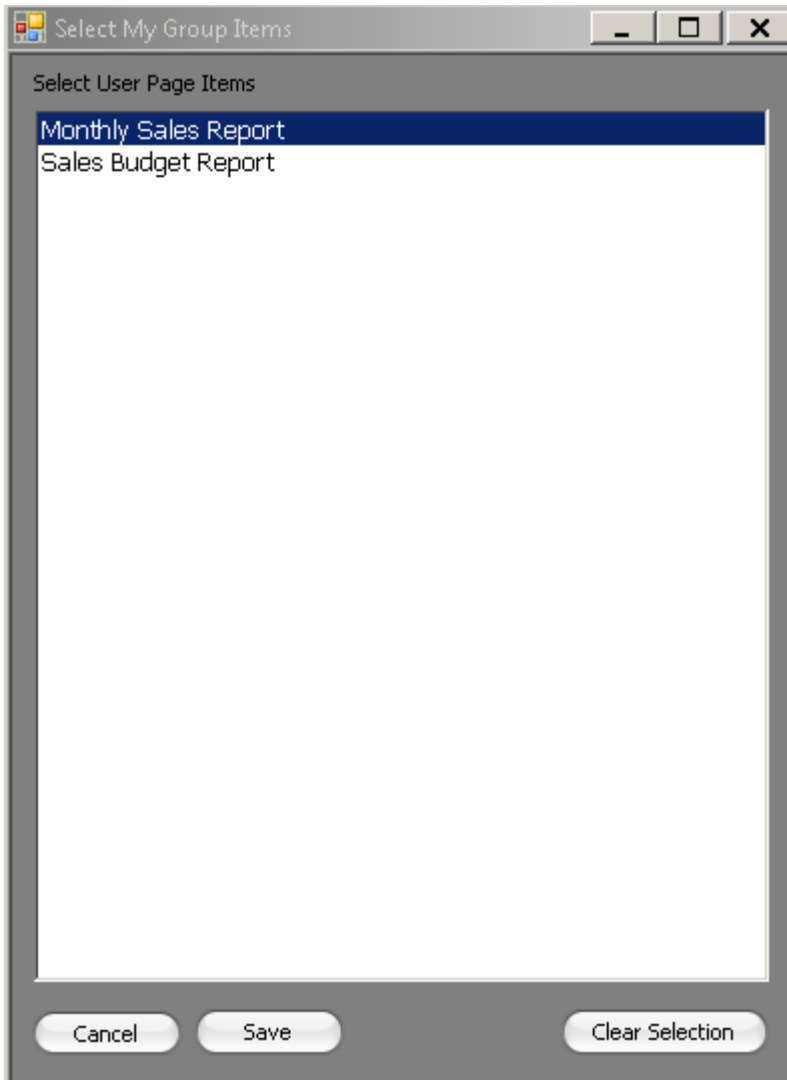


To allow quick access to any or all of the sections available in the module, customize the menu bar by selecting **Define My Group Items**.

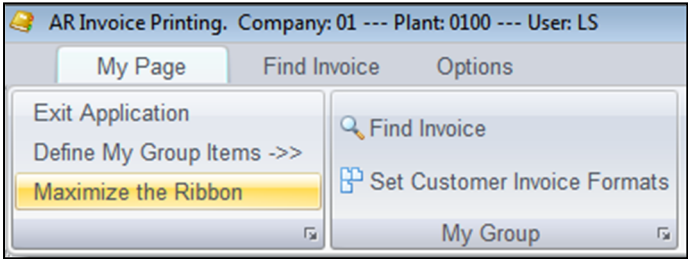
Select the items you wish to have on your page by clicking them in the list. The Shift and Ctrl keys on your keyboard can be used for selecting multiple items. Once your selections have been made, remember to click **Save**.



These selections are user specific and are in place whenever the user opens the module.



Selecting **Maximize the Ribbon** allows the **My Page** tab information to remain open while using the module. Again, this setting is user specific and is in place when the user opens the module.



When maximized, the option changes to **Minimize the Ribbon**. Click to hide the **My Page** tab information.

# Sales Budget Report

The Sales Budget Reporting tool allows for importing of 'budgets' or target sales by Sales Rep and by Customer.

Reporting options include:

- Current Period
- Previous Period
- First, Second, Third or Fourth Quarter.

The report may be generated by Net Sales (Invoice amount minus freight, sales tax and postage), or by selected General Ledger accounts which may be defined in a special set up area contained within the report screen.

The report may also be generated by all Sales Reps or by selectively choosing those Sales Reps you are interested in reviewing. In addition, there is an option to exclude or include inactive reps.

**Sales Budget Report**

View Report Edit Budget

Load Report Edit GL Allocations Print Grid

**Report Options**

Period: Current Period

Options: Net Sales

Active Salesreps Only

- ☒ Andrea Cox
- ☒ Arbella Figg
- ☒ Arian Smith
- ☒ Billy Long Stockings for real lor
- ☒ Brian Pichierri
- ☒ Claude
- ☒ Commission Rep
- ☒ Cornelius Fudge
- ☒ DMM Everything
- ☒ DMM Sales Guy
- ☒ Don Murray
- ☒ Don MurrayAbcdefgh
- ☒ Gabrielle Allen
- ☒ Gina Moore
- ☒ House Account
- ☒ Jason Long
- ☒ John Delta
- ☒ Leah Missian
- ☒ Leah VanWynsberghe

Select All Unselect

Report Format: (Select) Edit... Reset to Origin

The document does not contain any pages.

# Setup – Creating Budgets

Before you can generate the Sales Budget report you must first create your budgets. There are two options available for entering budgets: Manual input of budgets, or using a spreadsheet import option.

*To create a budget manually*

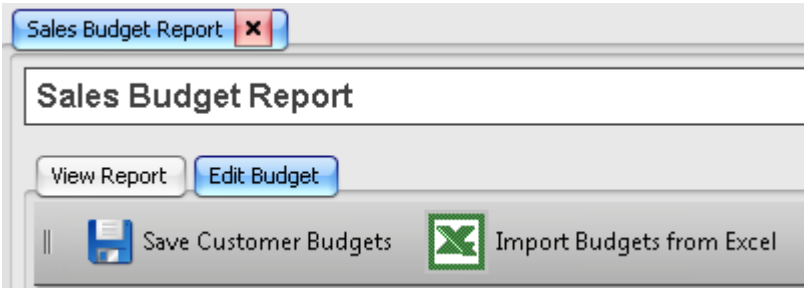
- 1. Click **Edit Budget** tab.

- 2. Select a salesperson and year from the fields provided. Select a customer in the field provided. To define the budget, you can either manually enter a budget amount per period by clicking in each cell for the period and keying in the budget amount. Or you can equally allocate the budget per period by entering a dollar amount in the Total Budget field and clicking on **Make Equal**. You can then edit each period by double clicking in the cell and entering a new budget amount. You can enter Budgets for multiple sales people to the same customer. Select Save when done.

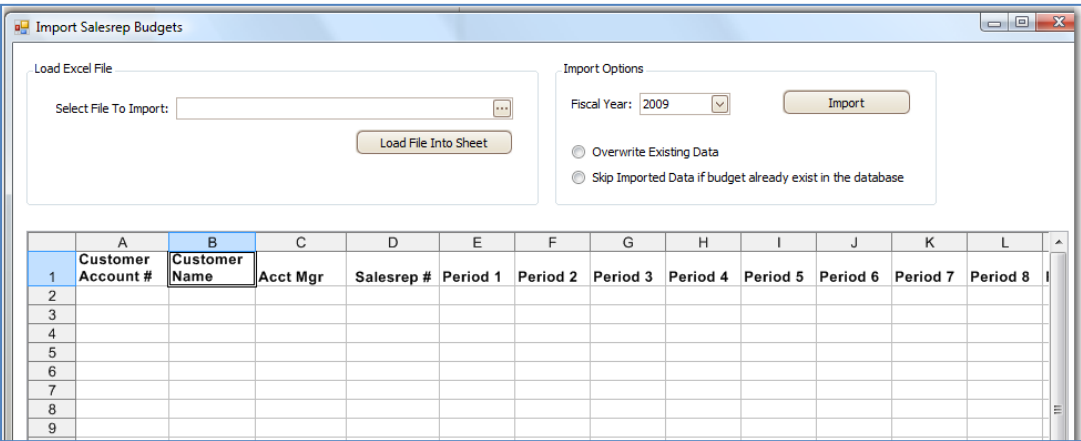


**To import a budget**

1. Click the **Edit Budget** tab and then click **Import Budgets**.



2. From within the grid area of this screen you can highlight the sheet, then copy (Ctrl+C) the format from this screen and paste it into a new excel file.



3. Within Excel, complete the fields for each customer and sales rep for which you wish to establish “budgets” or target sales amounts. Once complete save the Excel file to a location on your computer where it can be easily accessed.

Number: 13

Name: Leah VanWynsberghe

Title: Sales Associate

Territory: DS

Type

Sales reps ☒ Estimator ☐ CSR ☐

Manager ☐ Planner ☐

\* Can select only up to three types.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Customer Account #	Customer Name	Acct Mgr	Salesrep #	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
1																
2	100	Perfect Storm	Shelly	1	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000
3	200	Mailing Company	Shelly	1	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000
4	300	Printing Company	Shelly	1	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000
5																

**Hints** The cell labeled Acct Mgr is for the Sales Rep name.

The sales rep number may be located in Customer Master File > Modules > Sales Rep and CSR's.

The spreadsheet may be imported multiple times, so you may want to work with one rep at a time, or you can combine multiple reps into the same spreadsheet.

4. Once the spreadsheet or multiple spreadsheets are complete, return to the Sales Budget Report program and click the ellipsis button to the right of Select File to Import field. Locate and select the Excel file then click **Load File Into Sheet**.
5. There are options at this point to either **Override Existing Data**, or **Skip Imported Data if budget already exist in the database**. Select one and confirm the **Fiscal Year**, then click **Import**.

Budget information is now loaded and reports may be generated.

There are additional set up options available to define how to run these same reports for certain general ledger accounts. To define filtering for certain GL accounts, click **Edit GL Allocations** and select the check box for those accounts for which you want to include when generating the report “Run for GL Allocations”. This screen can be sorted and filtered using standard .net tools.

GL Accounts for Sales Reporting

## GL Accounts to filter Sales Reporting

Drag a column header here to group by that column

Company	Plant	Branch	Department	Account #	Description	Account Type	
> 01	0100	01	01	4000	sales revenue	Income	<input checked="" type="checkbox"/>
01	0100	01	01	4100	freight revenue ...	Income	<input type="checkbox"/>
01	0100	01	01	4500	suspense, rounding ...	Income	<input checked="" type="checkbox"/>
01	0100	01	01	4600	service charge revenue ...	Income	<input type="checkbox"/>
01	0100	01	01	5000	ar discount	Expense	<input type="checkbox"/>
01	0100	01	01	5100	ap discount	Expense	<input type="checkbox"/>
01	0100	01	01	6000	ap without inv diff ...	Expense	<input type="checkbox"/>
01	0100	01	01	6100	material spoilage ...	Expense	<input type="checkbox"/>
01	0100	01	01	6200	extra costs	Expense	<input type="checkbox"/>
01	0100	01	01	6300	postage unbillable ...	Expense	<input type="checkbox"/>
01	0100	01	01	6400	postage spoilage ...	Expense	<input type="checkbox"/>
01	0100	01	01	7000	payroll expense ...	Expense	<input type="checkbox"/>
01	0100	01	01	4200	buyout revenud ...	Income	<input type="checkbox"/>
01	0100	01	01	4300	special revenue ...	Income	<input type="checkbox"/>
01	0100	01	01	4400	mail Revenue	Income	<input type="checkbox"/>
01	0100	01	01	7100	freight expense ...	Expense	<input type="checkbox"/>

Close Save And Exit

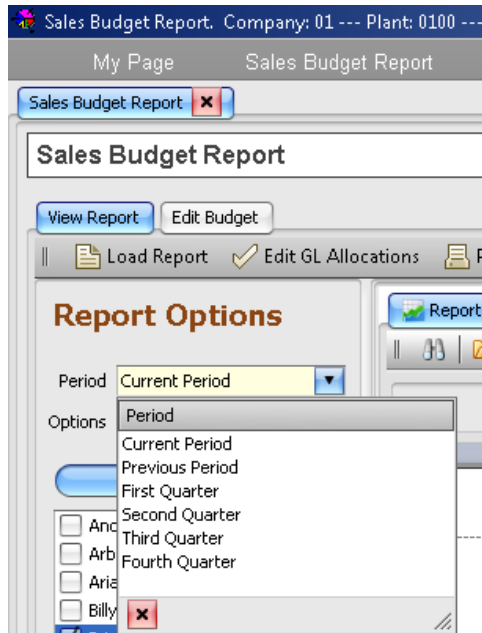
**Note** There are expense allocations available for selection in this screen. They can be included on the report but only if an actual invoice line item has been coded to that particular expense account. Expenses coming through as "true expenses" will not be included in the sales amount for this report.

## Create a Report

Now that your budgets have been set up you can generate a Sales Budget Report.

### ***To create a Sales Budget Report***

1. Select the period for which you would like to generate the report.



2. Select Active Salesreps Only if you only want to auto select all active Salesreps.

Active Salesreps Only

<input checked="" type="checkbox"/>	Andrea Cox
<input checked="" type="checkbox"/>	Arbella Figg
<input checked="" type="checkbox"/>	Arian Smith
<input checked="" type="checkbox"/>	Billy Long Stockings for real lor
<input checked="" type="checkbox"/>	Brian Pichierri
<input checked="" type="checkbox"/>	Claude
<input checked="" type="checkbox"/>	Commission Rep
<input checked="" type="checkbox"/>	Cornelius Fudge
<input checked="" type="checkbox"/>	DMM Everything
<input checked="" type="checkbox"/>	DMM Sales Guy
<input checked="" type="checkbox"/>	Don Murray
<input checked="" type="checkbox"/>	Don MurrayAbcdefgh
<input checked="" type="checkbox"/>	Gabrielle Allen
<input checked="" type="checkbox"/>	Gina Moore
<input checked="" type="checkbox"/>	House Account
<input checked="" type="checkbox"/>	Jason Long
<input checked="" type="checkbox"/>	John Delta
<input checked="" type="checkbox"/>	Leah Misisian
<input checked="" type="checkbox"/>	Leah VanWynsberghe

Select All      Unselect

Use the Unselect and Select All buttons as necessary.

4. Select the report you wish to generate. Either **Net Sales** (net revenue) or by **GL Allocations**. Clicking this button will create the report.

Click Load Report.

For Period Ending: Thursday, July 30, 2009												Page 2 of 9		
Account Manager	Customer #	Customer Name	Period		Period Variance To		YTD		YTD Variance To		YTD %			
			Actual Net Sales	Last Year	Budget	Last Year	Budget	Actual Net Sales	Last Year	Budget	Last Year	Budget	Change vs LTR	Change vs Budget
Chris Kinkaid														
	100	The Perfect Storm	0.00	0.00	5,000.00	0.00	-5,000.00	0.00	0.00	50,000.00	0.00	-50,000.00	0%	-100%
	50021	General Company Inc.	0.00	0.00	0.00	0.00	0.00	1,022.50	0.00	0.00	1,022.50	1,022.50	0%	0%
	ALASKA	Alaska Inc.	0.00	0.00	0.00	0.00	0.00	218.06	0.00	0.00	218.06	218.06	0%	0%
	JWEB	Streamline Solutions	0.00	0.00	0.00	0.00	0.00	228.92	2,221.52	0.00	-1,992.60	228.92	-90%	0%
	021544	ABBA10	0.00	0.00	0.00	0.00	0.00	0.00	125.00	0.00	-125.00	0.00	-100%	0%
	61064	Streamline Solutions	0.00	0.00	0.00	0.00	0.00	0.00	125.00	0.00	-125.00	0.00	-100%	0%
	ABBA1	Abba Inc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
Subtotal Chris Kinkaid			0.00	0.00	5,000.00	0.00	-5,000.00	1,469.48	2,471.52	50,000.00	-1,002.04	-48,530.52	-41%	-97%

The Grid tab will load the data, based on the criteria selected, to a grid. The .net tools can be used in this grid (sorting, filtering, etc.)

Sales Budget Report: X

**Sales Budget Report**

View Report Edit Budget

Load Report Edit GL Allocations Print Grid

**Report Options**

Period: Current Period

Options: Net Sales

Active Salesreps Only

- Andrea Cox
- Arbelia Figg
- Arian Smith
- Billy Long Stockings for real for
- Brian Pichieri
- Claude
- Commission Rep
- Corneliu Fudge
- DMM Everything
- DMM Sales Guy
- Don Murray
- Don MurrayAbdeldeh
- Gabrielle Allen
- Gina Moore
- House Account
- Jason Long
- John Delta
- Leah Mission
- Leah VanWynsberghe

Select All Unselect

Report Grid

Drag a column header here to group by that column

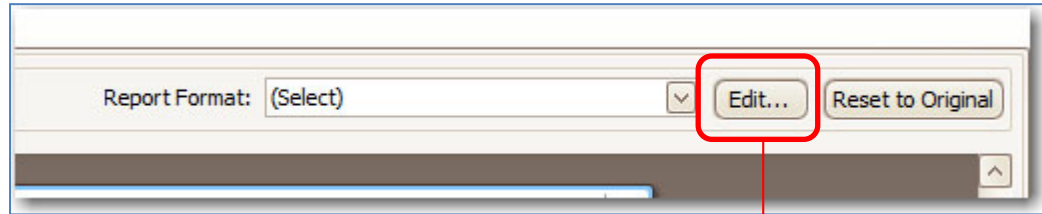
Sales Person	Customer #	Customer Name	Period Actual	Period Last Year Sales	Period Budget	Period Variance	Period Variance	YTD Actual Sales	YTD Last Year Sales	YTD Budget	YTD Variance	YTD Variance	YTD % Change To	Y C
Andrea Cox	COX01	Cox Company	\$0.83	\$0.00	\$0.00	0.83	0.83	\$0.83	\$0.00	\$0.00	0.83	0.83	0%	
Andrea Cox	REN01	Renae's Gifts	\$39.94	\$0.00	\$0.00	39.94	39.94	\$66.56	\$119.81	\$0.00	66.56	-53.25	-44%	
Andrea Cox	UP01	Up To You	\$1.10	\$0.00	\$0.00	1.1	1.1	\$2.10	\$3.31	\$0.00	2.1	-1.21	-37%	
Brian Pichieri	KEL	Kelly Marke...	\$11,104.92	\$0.00	\$0.00	11104.92	11104.92	\$18,508.20	\$26,117.04	\$0.00	18508.2	-7608.84	-29%	
Brian Pichieri	0200	ABC Company	\$0.00	\$0.00	\$12,500.00	-12500	0	\$0.00	\$0.00	\$87,500.00	-87500	0	0%	
Brian Pichieri	50017	Hasbro-Bria...	\$0.00	\$0.00	\$0.00	0	0	\$4,164.45	\$0.00	\$0.00	4164.45	4164.45	0%	
Brian Pichieri	50862	Hasbro	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$81.36	\$0.00	0	-81.36	-100%	
Brian Pichieri	50864	Max3 Inc	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$45.25	\$0.00	0	-45.25	-100%	
Brian Pichieri	764	Tax 4 Inc	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$120.29	\$0.00	0	-120.29	-100%	
Claude	50093	Claude's Te...	\$23.68	\$0.00	\$0.00	23.68	23.68	\$39.46	\$71.01	\$0.00	39.46	-31.55	-44%	
Claude	50890	Riverview S...	\$0.00	\$0.00	\$0.00	0	0	\$7,507.50	\$0.00	\$0.00	7507.5	7507.5	0%	
Claude	50909	Tax 9 Inc	\$0.00	\$0.00	\$0.00	0	0	\$497.76	\$0.00	\$0.00	497.76	497.76	0%	
Claude	50017	Hasbro-Bria...	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$916.96	\$0.00	0	-916.96	-100%	
Claude	BRI-200	Hasbro Inc.	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$113.91	\$0.00	0	-113.91	-100%	
Commission...	50746	Commission...	\$106.36	\$0.00	\$0.00	106.36	106.36	\$177.27	\$319.06	\$0.00	177.27	-141.79	-44%	
Cornelius F...	HOGW	Hogwarts I...	\$13.22	\$0.00	\$0.00	13.22	13.22	\$22.03	\$39.65	\$0.00	22.03	-17.62	-44%	
DMM Every...	DMMALT	DMM Test A...	\$114.45	\$0.00	\$0.00	114.45	114.45	\$190.75	\$343.35	\$0.00	190.75	-152.6	-44%	
DMM Sales ...	ALASKA	Alaska Inc.	\$8,249.98	\$0.00	\$0.00	8249.98	8249.98	\$19,247.70	\$17,105.27	\$0.00	19247.7	2142.43	13%	
DMM Sales ...	JCT01	JC Transpo...	\$45.00	\$0.00	\$0.00	45	45	\$75.00	\$135.00	\$0.00	75	-60	-44%	

## Editing a Report

As with other .Net applications, there is a built in report editing tool.

### To edit the report

1. Click the **Edit** button.



The image shows a report preview tool with a tree view on the left and a report preview on the right. The tree view includes sections for ReportHeader, PageHeader, ReportCriteria, GroupHeader1, Detail, GroupFooter1, Subtotal, ReportFooter, Grand Total, and PageFooter. The report preview on the right shows a table with columns for Account Manager, Customer Name, Period, and various financial metrics like Actual Net Sales, Last Year, Budget, and YTD. The title of the report is 'Sales Report Analysis by Customer per Account Manager'.

2. Edit the report and save it. The new format will now be available from the Report Format drop down selection. You may also choose to define an alternate report format as the default.

## Monthly Sales Report

The Monthly Sales Report is customized programming. This report will provide a listing of customers, the monthly sales, previous monthly sales, year to date sales and previous year's year to date sales.

Monthly Sales Report										
<div> Load Grid Preview Grid Export To Excel </div>										
Filter Criteria										
Select Period 4/27/2016 7 2016										
Monthly Sales Report										
Drag a column header here to group by that column										
Customer Account	Customer Type Code	Customer Name	Customer Type Description ▲	Customer Class	Customer Class Description	Plant	Month Sales	Previous Year's Month Sales	Year To Date Sales	Previous Year's Year to Date Sales
> ABBA1		Abba Inc.				0100	105,786.46	0.00	176,310.75	211,572.90
BABA1		Babba Inc.				0100	6,954.75	0.00	11,591.28	13,933.81
HAWAII		Hawaii Inc.				0100	157.62	0.00	367.78	326.88
ALASKA		Alaska Inc.				0100	8,249.98	0.00	42,072.70	17,105.27
SLOC		The Salt lake oily committee				0100	12,098.48	0.00	20,164.10	24,196.91
9876543		Boulder Outdoor Center				0100	374,092.09	0.00	623,486.82	748,184.17
98877		coke				0100	210.51	0.00	350.85	631.53
JJD		J. J. Dean				0100	27,949.42	0.00	65,215.28	78,963.90
Strada		Strada Cycles				0100	2.92	0.00	4.86	7.98
STREAM		Internal Customer 01				0100	1.98	0.00	3.31	3.98
PRINT		PrintStream				0100	85.48	0.00	199.46	171.61
HEN01		Student Loans				0100	19,835.01	0.00	33,058.35	39,670.03
KEL		Kelly Marketing 7892123456789...				0100	11,104.92	0.00	0.00	26,117.04
DMMTEST		DMM Test Company				0100	16,498.93	0.00	0.00	39,813.04
DMMALT		DMM Test Alternate				0100	114.45	0.00	0.00	343.35
LV50026		Leah				0100	6,216.56	0.00	0.00	12,433.13
50027		Madison Print & Mail				0100	95.32	0.00	0.00	281.05
							701,408.58	5,342.42	1,011,226.62	1,838,574.98