efi PrintStream

User Guide

Sales Reporting
V21.1.0200

EFI PrintStream | *V21.1.0200 Sales Reporting User Guide*

Patents

This product may be covered by one or more of the following U.S. Patents: 4,716,978, 4,828,056, 4,917,488, 4,941,038, 5,109,241, 5,170,182, 5,212,546, 5,260,878, 5,276,490, 5,278,599, 5,335,040, 5,343,311, 5,398,107, 5,424,754, 5,442,429, 5,459,560, 5,467,446, 5,506,946, 5,517,334, 5,537,516, 5,543,940, 5,553,200, 5,563,689, 5,565,960, 5,583,623, 5,596,416, 5,615,314, 5,619,624, 5,625,712, 5,640,228, 5,666,436, 5,745,657, 5,760,913, 5,799,232, 5,818,645, 5,835,788, 5,859,711, 5,867,179, 5,940,186, 5,959,867, 5,970,174, 5,982,937, 5,995,724, 6,002,795, 6,025,922, 6,035,103, 6,041,200, 6,065,041, 6,112,665, 6,116,707, 6,122,407, 6,134,018, 6,141,120, 6,166,821, 6,173,286, 6,185,335, 6,201,614, 6,215,562, 6,219,155, 6,219,659, 6,222,641, 6,224,048, 6,225,974, 6,226,419, 6,238,105, 6,239,895, 6,256,108, 6,269,190, 6,271,937, 6,278,901, 6,279,009, 6,289,122, 6,292,270, 6,299,063, 6,310,697, 6,321,133, 6,327,047, 6,327,050, 6,327,052, 6,330,071, 6,330,363, 6,331,899, 6,340,975, 6,341,017, 6,341,018, 6,341,307, 6,347,256, 6,348,978, 6,356,359, 6,366,918, 6,369,895, 6,381,036, 6,400,443, 6,429,949, 6,449,393, 6,476,927, 6,490,696, 6,501,565, 6,519,053, 6,539,323, 6,543,871, 6,546,364, 6,549,294, 6,549,300, 6,550,991, 6,552,815, 6,559,958, 6,572,293, 6,590,676, 6,606,165, 6,633,396, 6,636,326, 6,643,317, 6,647,149, 6,657,741, 6,662,199, 6,678,068, 6,707,563, 6,741,262, 6,748,471, 6,753,845, 6,757,436, 6,757,440, 6,778,700, 6,781,596, 6,816,276, 6,825,943, 6,832,865, 6,836,342, RE33,973, RE36,947, D341,131, D406,117, D416,550, D417,864, D419,185, D426,206, D439,851, D444,793.

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Introduction

Overview

Sales Reporting in PrintStream has several forms and many functions. The variety of products, services and tracking techniques for items sold in the Print, Mail and Fulfillment industries dictate that a similar variety of sales analysis, commission reporting and cost accounting take place. A management tool like PrintStream facilitates this analysis but will not be able to provide an answer to all sales questions.

PrintStream's methodology is to contrast expenses, or costs, of production to income, or revenue, of sales. This comparison is only truly available to the site which uses all of the PrintStream modules: estimating, labor data collection, valued inventory tracking, job cost entry and AR invoicing. The amount of use or techniques used in these modules may also affect your ability to use some of the tools provided in this document.

There are some general rules regarding sales dollars in PrintStream reports:

- Postage usage billing and postage deposit refunding are never included in PrintStream sales reports as a sales dollar amount.
- Sales tax applied to an invoice line using a Sales Tax code is not included in PrintStream sales.
- Freight items charged on an invoice using a Freight code or allocated to the Freight Revenue Control Account are never included in PrintStream sales report. However, some reports listed below will provide the option to exclude/include freight.

The PrintStream AR Invoicing Entry program does not allow or require users to enter an Activity Code for invoice line items. Therefore, there will be no detailed direct comparison between the actual time/material spent on a job and the revenue that activity generated.

A Customer Service Representative (CSR) is not required on a job, thus any report filtered by CSR may have inconsistencies with other reports. If you wish to use these reports for CSR information, you must verify that a CSR is selected when creating a job.

The Salesrep on an invoice may or may not be the same as the default Salesrep for the customer and may be different between the quote/estimate/job and the invoice itself. Miscellaneous invoices, created without a job number, do not have a Salesrep nor do they have a product type. The appearance on reports for miscellaneous invoices is restricted to the reports from AR Reporter.

Job costs logged as Rework and Spoilage generally appear separate from Normal and Authors costs and are, therefore, not generally included in a total cost number.

The sales reports listed in this document are found in several different areas. Listed below are the PrintStream program names; menu location and program name may be different per site. Many other reports are available to help analyze sales. The reports included here provide summary information comparing costs to sales, listing sales for commission calculations or comparing sales between periods.

Report Name	Found in program	Features
Sales Reporting	Stands alone as its own program	Month, quarter, year sales by Salesrep, CSR, product type for customer, Options to print with or without Freight.
Estimate vs. Actual Report	Job Cost Reports	3 level detail: activity, cost center or department comparison of Estimated Cost to Actual Cost to total Invoiced Revenue. Freight not included.
Job Cost Summary Report	Job Cost Reports	Quoted and Actual Revenue comparison with Freight cost/revenue and job cost detail including a calculated profitability percentage.
Prebilled vs. Invoiced Report	Sales Prebill	Quoted vs. Prebilled vs. Invoiced amount by job.

Report Name	Found in program	Features
Customer Sales Volume Report	AR Reporter	12 Period total of sales for a year by customer and product type or summarized.
Commissions Report	Stands alone as its own program	Commission by invoice calculated as percentage of sales by product type.
Quote to Job Conversion Report	Stands alone as its own program	Number of quotes vs. number of jobs generated in a time period.
Commission by Salesrep Report	AR Reporter	Invoiced net sales by date range listed by paid/unpaid invoice and including user-defined commission dollar, can include Freight.
Sales Summary by SIC Code	AR Reporter	Month to date, YTD option to include prior year sales dollars by customer or SIC code.
Job Bookings Period Report	AR Reporter	Shows jobs booked by date range with start, due, shipped, invoiced date comparing quote to invoice with value added calculation.
.Net Sales Budget Report	Stands alone as its own program	Reporting tool that allows for importing of 'budgets' or target sales by Sales Rep and by Customer.

Contact Information

EFI Support

US Phone:	855.334.4457 (First select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157
US E-mail:	printstream.support@efi.com

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.

Note 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

US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProServices@efi.com

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.

Sales Reporting

This is a standalone module which will produce reports by month, quarter, or year, with sales by Salesrep, CSR, or product type for customer. The report can be generated including/excluding Freight or Sales Tax and grouped by CSR/Salesrep,/Customer/Product Type, Product Type/ (CSR or Salesrep) /Customer, Salesrep, Customer, or Product Type.

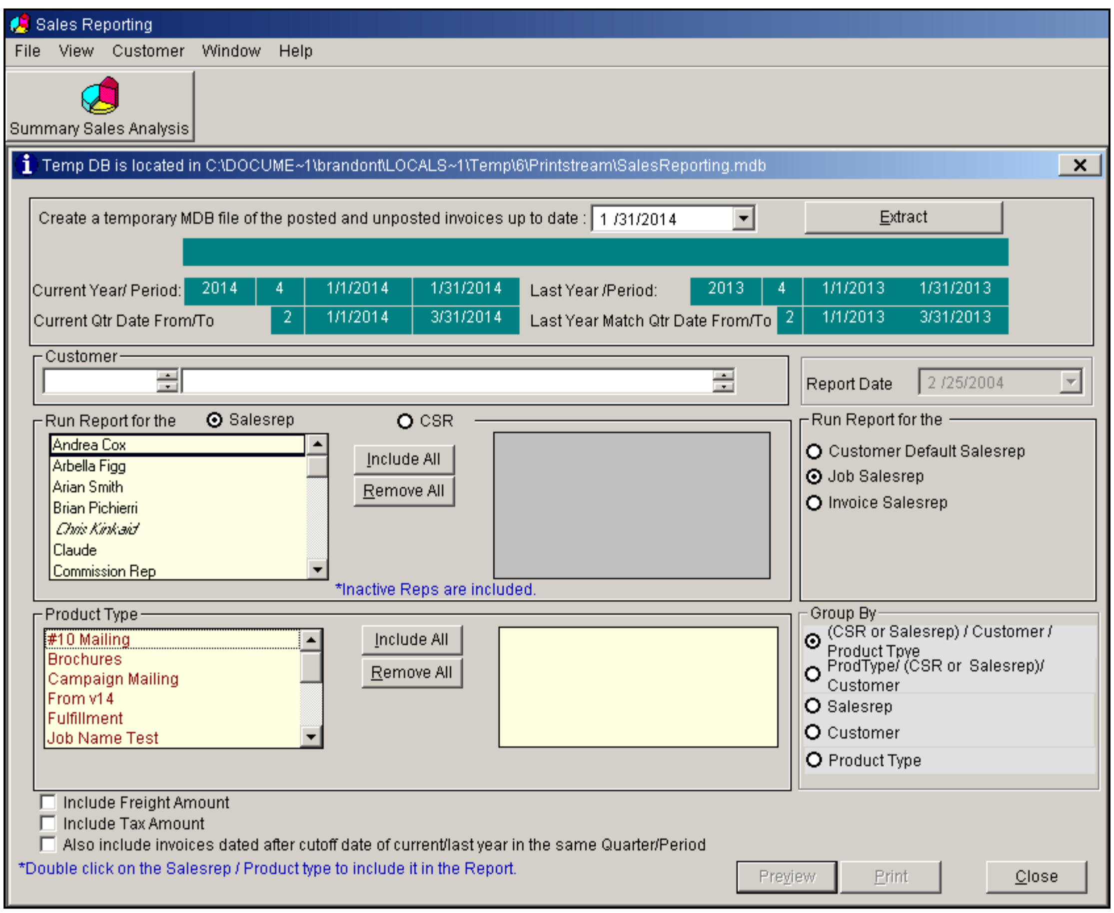
Setting up the extract file

After selecting this stand-alone program, you may be prompted with a warning: Do you want to kill previously created data? This indicates that the workstation has previously extracted sales data for this report. Because the extract is relatively quick and you may be unaware of users entering data, it is suggested that you select yes. If the extract was recently done and no more sales have been entered before the cutoff date indicated then you can select no.

This information is extracted to the local\temp\salesreporting.mdb.

When opening the program, the suggested extract date defaults to the last day of the most recently closed AR period. Thus, if you have closed the accounts receivable module for January 2014, the extract will default to 1/31/2014 (assuming a normal calendar period 1/1- 1/31). The extract will include invoicing data prior to 1/31/2014. It will not include any invoicing data with transaction dates earlier than the first period in your previous fiscal last year. For example, if the fiscal year is 10/1 through 9/30, in the example previous it would extract data from 10/1/2013 through 1/31/2014 (fiscal current year is 10/1/2013 – 9/30/2014, fiscal previous year is 10/1/2012 – 9/30/2013).

The periods and dates will auto populate with the information for Current Year/Period, Last Year/Period, Current Quarter Date From/To and the Last Year matching Quarter From and To.



Any invoicing done in the future will not be included in this extract nor in the reports generated from this file. The extract would need to be re-run to pick up additional items.

The extract will use posted and un-posted invoices – thus suggesting that you extract closed periods only. However, if you extract frequently, you can obtain accurate data on a daily basis. Invoices on the report which are not yet posted may change, however, so you should carefully watch open month figures.

Selecting the Report Date

Current period information on the report will usually refer to the date of the extract. However, once the extract has been done on this workstation, you can change the Report Date. Do not press the **Extract** button again to obtain current period information on the new date entered. This extract does not work properly with a date entered in a previous year; the current extract goes back just 2 years.

If you select a date which is only partially into a quarter, you may run the report with the same number of days in the previous year's quarter. For example, if you ran the report for Current Period January 2014, which is only one month into the second quarter of the year, the Previous Year's Second Quarter figures would also only include the first month of the second quarter. This technique allows you to compare this year's quarter to last year's quarter without skewing the last year data with February and March sales.

Options to include freight and sales tax amounts from the invoices are also available.

Also include invoices dated after the cutoff date of current/last year in the same Quarter/Period:

An alternate technique allows you to compare this year's progress to last year. By clicking the box Also include invoices dated after cutoff date of current/last year in the same Quarter/Period your report may also have 1/21/14 through 3/31/14 (depends on the cutoff date of your extraction) and will have 1/21/13 through 3/31/13.

Once the filters and options have been selected, you can preview or print the report. The report format and details will vary based on the selected options and filters.

The following report is sorted by Salesrep.

01

Sales Analysis Report

Fiscal Period :	1/1/2014 to 1/31/2014	10/31/2014	3:15:34PM
Customer's List Selection :	For All Customers	Printed For the User :	BRANDON
CSR/Salesrep List Selection	Run for All Salesreps		
Jobs Product Type List Select	Run For All Product Types		
Grouping Option:	Grouped for Salesrep/CSR The Job's Salesrep reported The Cutoff Date for the Current Year Reporting is 1/31/2014 The Cutoff Date for the Previous Year Reporting is 1/31/2013		

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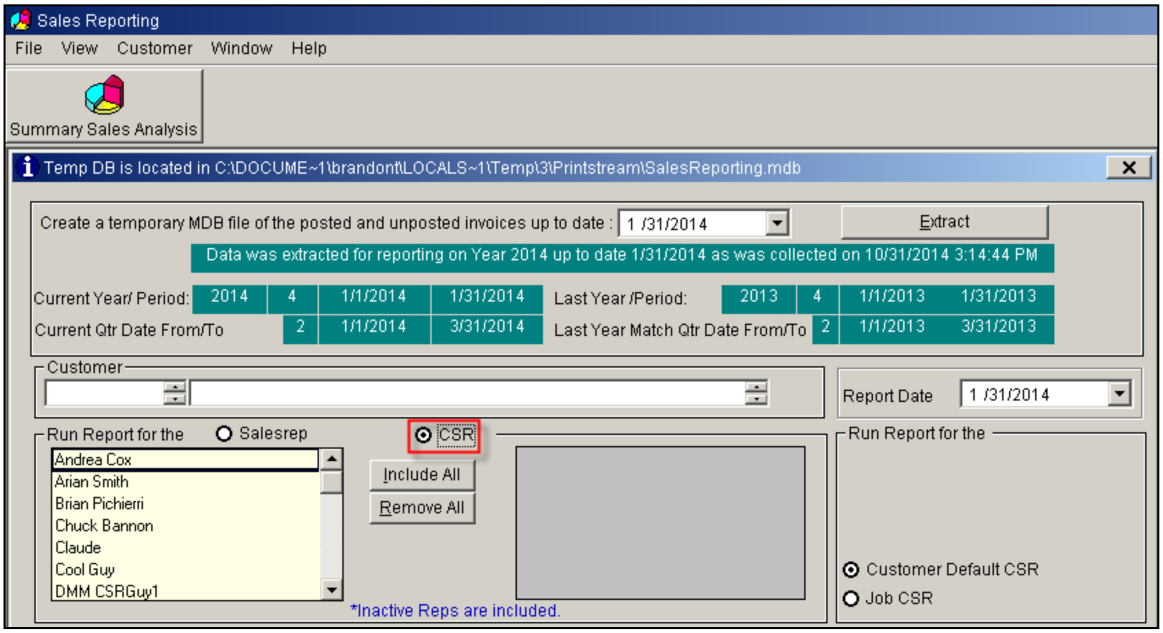
	Current Year Current Period 1/1/2014 to 1/31/2014	Previous Year Current Period 1/1/2013 to 1/31/2013	Current Year Current Quarter 1/1/2014 to 1/31/2014	Previous Year Current Quarter 1/1/2013 to 1/31/2013	Current Year YTD Sales 10/1/2013 to 1/31/2014	Previous Year YTD Sales 10/1/2012 to 1/31/2013
Andrea Cox						
Brian Pichierri	4,830.11	6,432.51	4,830.11	6,432.51	28,124.68	8,265.42
Claude		12,828.76		12,828.76		13,173.84
Cornelius Fudge						
DMM Sales Guy					68,850.06	68,850.00
Gabrielle Allen	162,617.30		162,617.30		187,918.11	1,766.25
House Account	7.30	48.00	7.30	48.00	(777.09)	1,197.54
Leah Misisian						268,593.79
Leah VanWynsberghe	38,672.40		38,672.40		50,867.20	4,389,281.35
Linda Pollard					4.04	5.00
Matt Van					129.00	26,650.00
Michelle						
Non Defined					151,600.00	624,211.63
Sales Person						
Test Sales						
Test With Gina					2,955.51	
Grand Total:	206,127.11	19,309.27	206,127.11	19,309.27	489,671.51	5,401,994.82

Report Selection by CSR

The CSR field in the creation of the job is not a PrintStream required field. However, if the Master File record for the customer you are selecting has CSR defined, then the job will have that CSR as the default. If most of your customer records have a CSR, this sales report may be useful to see by CSR rather than by Salesreps.

Any records which do not have a CSR defined will appear on the report with a blank assignment. They may be excluded from the report by verifying that the Non-Defined CSR is not in the list.



Estimate vs. Actual Report

The Estimate vs. Actual Report is found in the Job Cost Reports module. This report can be used to show three levels of detail: activity, cost center or department. It provides a comparison of Estimated Cost to Actual Cost to total Invoiced Revenue. Estimated and Actual costs are calculated from hours and quantities multiplied by the hourly rate and quantity prices. Invoiced Revenue is the total invoiced amount for that job less sales tax and postage. Freight revenue is included in the Invoiced Revenue figure (because freight estimated and actual is also included). Markup is not included in the est/actual dollar amounts.

This report is at the level of Activity code. Each activity code has total figures in the estimated hours/ quantity and actual hours/quantity columns. (Actuals are logged via Shopfloor, Timesheet, inventory issues, purchase orders, etc.)

Job :		Product Type		Salesrep		CSR			Last Invoice Date		Latest Invoice Cost Status		
1474	JobVEndor Rep Comm	Campaigns		MGD					4/6/2007		F		C
		Qty		Hours		Labor		Material		Buyouts		Total	
		Est	Actual	Est	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual	Cost	Revenue
30010	DP SETUP			0.67	4.00	40	240						
32005	DATA ENTRY (Buyout)		1.00							1,000	1,000		
34005	PROGRAMMING (Buyout)		1.00							500	500		
34037	SORT RECORDS			6.35	3.00	382	180						
36013	OUTPUT TO PIGGYBACK LABELS			47.72		2,863							
83021	INSERT, METER, SORT 6x9 1pc			153.53		12,284							
86010	TABBER SETUP			1.00	1.25	50	63						
90000	WAREHOUSE MATERIALS							19,089					
Subtotal Job Number: 1474				209.27	8.25	15,619	483	19,089		1,500	1,500	1,983	39,839
Job :		Product Type		Salesrep		CSR			Last Invoice Date		Latest Invoice Cost Status		
1484	JobCommiss job	Brochures		MGD		House			5/14/2007		F		C
		Qty		Hours		Labor		Material		Buyouts		Total	
		Est	Actual	Est	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual	Cost	Revenue
31005	PURCHASE LIST		268,818.00							1,000	1,000		
34011	PROGRAMMING			1.00	2.00	60	120						
34032	GENDERIZE			21.50		1,290							
34035	KEYCODE			2.23		134							
34036	ADDRESS STANDARDIZATION			2.23		112							
36011	OUTPUT TO CHESHIRE LABELS			26.87		1,613							
80001	POSTAGE - CHARGEABLE												
83010	INSERTER SETUP			2.00		160							
83011	INSERT, METER, SORT #10 1pc			77.63	4.00	6,211	320						
85011	SORTING-BASIC			672.87	2.00	23,551	70						
86011	AFFIX ONE TAB, WHITE			54.17		2,709							
87011	STAMPING: OFF-LINE			384.02		19,201							
90000	WAREHOUSE MATERIALS							0					
95014	FEDEX		150.00						150				
95017	DELIVER TO POST OFFICE			1.00		50							
95020	Best Way Freight Charges		200.00								200		
Subtotal Job Number: 1484				1,245.52	8.00	55,092	510	0	150	1,000	1,200	1,860	27,326
Job :		Product Type		Salesrep		CSR			Last Invoice Date		Latest Invoice Cost Status		

The report with the least amount of detail is run by Production Department. This example is sorted by Salesrep:

Subtotal for	**Jon Doe**			14.30	0.03	860	2		0			2	
MGD													
Job :		Product Type		Salesrep		CSR			Last Invoice Date		Latest Invoice Cost Status		
1474	JobVEndor Rep Comm	Campaigns		MGD					4/6/2007		F		C
		Qty		Hours		Labor		Material		Buyouts		Total	
		Est	Actual	Est	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual	Cost	Revenue
3	DATA PROCESSING		2.00	54.73	7.00	3,285	420			1,500	1,500		
8	MAILING			154.53	1.25	12,334	63						
9	WAREHOUSE							19,089					
Subtotal Job Number: 1474				209.27	8.25	15,619	483	19,089		1,500	1,500	1,983	39,839
Job :		Product Type		Salesrep		CSR			Last Invoice Date		Latest Invoice Cost Status		
1484	JobCommiss job	Brochures		MGD		House			5/14/2007		F		C
		Qty		Hours		Labor		Material		Buyouts		Total	
		Est	Actual	Est	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual	Cost	Revenue
3	DATA PROCESSING		268,818.00	53.83	2.00	3,210	120			1,000	1,000		
8	MAILING			1,190.68	6.00	51,832	390						
9	WAREHOUSE		350.00	1.00		50		0	150		200		
Subtotal Job Number: 1484				1,245.52	8.00	55,092	510	0	150	1,000	1,200	1,860	27,326
Job :		Product Type		Salesrep		CSR			Last Invoice Date		Latest Invoice Cost Status		

Job Cost Summary Report

This report is also found in the Job Cost Reports section. It provides a Quoted and Actual Revenue comparison with Freight cost/revenue and job cost detail, including a calculated profitability percentage. It has the same selection screen as the Estimate vs. Actual report, but always summarizes job information onto just 1 line of information.

This report is most powerful when analyzing whole customers, salesreps, or months of activity. One example would be to run the report for one customer for the year.

This report also provides an option for further summarization. Once you select to either sort and subtotal by Salesreps, Product Type, and Customer or Open/Closed for Cost jobs, you may summarize that selection.

Job Cost Summary Report

Selection criteria: All Jobs, list of salesreps, All Customers . Jobs are Not Billed with Final Delivery date between 11/4/2006 and 11/4/2006. Grouped by Salesrep

GENERAL			REVENUE			COST					PROFITABILITY			
	Job #	Customer	Quoted	Actual	Freight	Mat/Buyouts	Labor	Freight	TOTAL	AA	$ Profit Rework Incl	$ Profit Rework Excl	% Profit Rework Incl	% Profit Rework Exc
													Page 1 of 1	
		Rob Hales												
0	1404	1222 Monika's test custome	31,791										N/A	N/A
0	1411	100 The Perfect Storm				500			500		(500)	(500)	N/A	N/A
0	1412	100 The Perfect Storm				833			833		(833)	(833)	N/A	N/A
0	1413	100 The Perfect Storm				222			222		(222)	(222)	N/A	N/A
0	1416	1222 Monika's test custome	1,020										N/A	N/A
0	1430	1222 Monika's test custome	404,196										N/A	N/A
0	1433	1203 Matthew's Toy Shop	9,287										N/A	N/A
0	1436	100 The Perfect Storm	1,900										N/A	N/A
0	1437	1222 Monika's test custome											N/A	N/A
0	1438	1222 Monika's test custome	135										N/A	N/A
0	1441	1203 Matthew's Toy Shop	166										N/A	N/A
0	1443	100 The Perfect Storm											N/A	N/A
0	1446	1222 Monika's test custome	960										N/A	N/A
0	1452	100 The Perfect Storm											N/A	N/A
0	1468	1222 Monika's test custome	2,850										N/A	N/A
0*	1472	1222 Monika's test custome	16,575			100			100		(100)	(100)	N/A	N/A
0	1477	1222 Monika's test custome	524										N/A	N/A
0	20131	1222 Monika's test custome											N/A	N/A
Rob Hales			469,403	0	0	1,655	0	0	1,655		(1,655)	(1,655)	N/A	N/A
Grand Total			469,403	0	0	1,655	0	0	1,655		(1,655)	(1,655)	N/A	N/A

Column definitions for the Job Cost Summary Report

General:

In the first column, F or P indicates that the job has been Partially or Finally invoiced.

O or C indicate the job is Open for further job cost, or Closed. FO indicates that while the job has been final invoiced, it is still open for costs because the final invoice has not been posted to the General Ledger.

An Asterisk next to the open/closed status indicates there are open, non-AP invoiced purchase orders for that job.

Revenue:

Quoted = the estimated revenue when the job is created.

Actual = the billed services amount for the job. Sales tax, postage and freight are excluded from this figure.

Freight = the billed freight amount for the job. Any allocation to the GL account defined as the Freight Revenue account for that company will be counted as "freight revenue".

Actual:

Mat/Buyouts = any job cost logged using an activity code with type M for material or S for subcontract.

Labor = any job cost logged using an activity code with type L for labor.

Freight = any job cost logged using an activity code which is linked to the GL account defined as the Freight Revenue account.

AA = the total of any job cost logged using a Charge Type of Authors.

Some Actual costs may show in their own column, in red – these are costs logged as Charge Type of Spoilage/Rework. These transactions also appear in the normal columns – but are separated into their own column and profitability analysis area.

Profitability:

$ Profit = (Actual + Freight revenue) – Total Costs

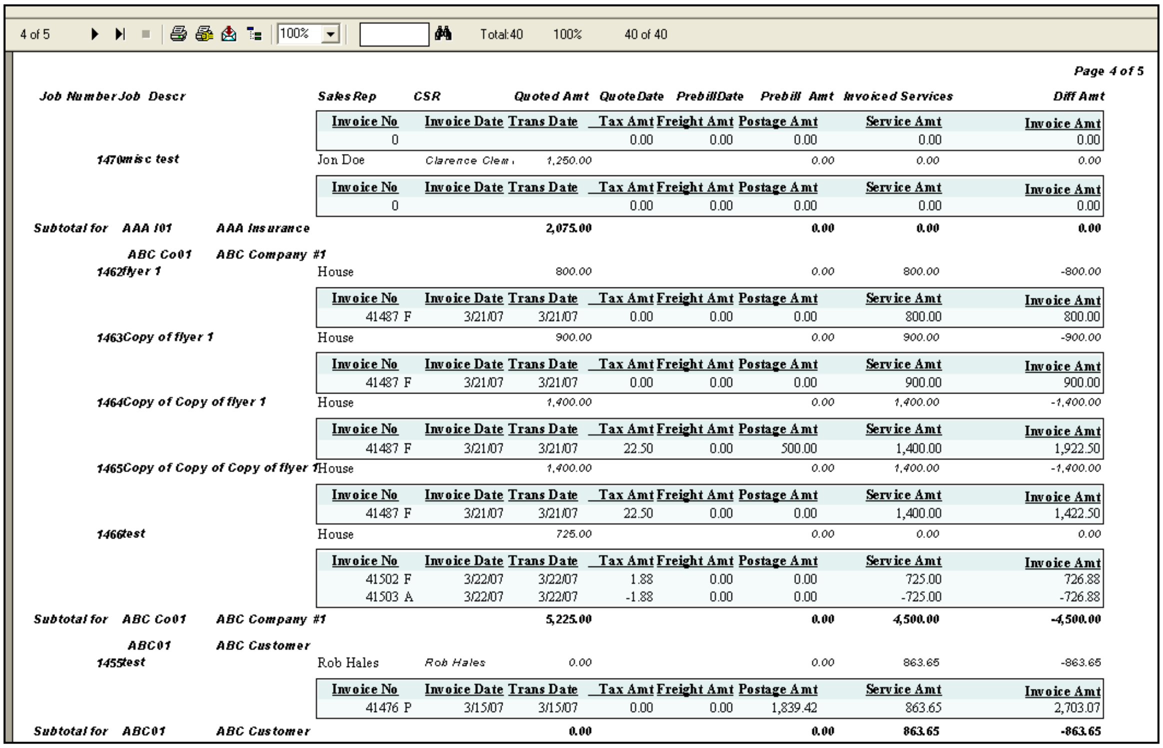
% Profit = $ Profit divided by (Actual + Freight revenue)

Notes The information which prints about each job will always be real time. This means that it includes all job costing or invoicing data; regardless of when the data entries were made. The selection screen is for selecting which jobs appear on the report; not for selecting which costs or invoices print. For example, there may be costs after the selected date, or even additional invoicing – and these amounts will be on the report. The date selection only determines that a job with a last mail date selected will not appear on the report.

Prebilled vs. Invoiced Report

This report can be found in the Run Reports option on the main Prebill screen.

This report can be generated for a specific job, salesreps, or customer, as well as for all salesreps, csr's and customers. There are additional filters that allow the report to be run for jobs that have only been prebilled, but not invoiced, and to suppress the invoice details, if the invoice amount is zero.



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Job Number	Job Descr	Sales Rep	CSR	Quoted Amt	Quote Date	Prebill Date	Prebill Amt	Invoiced Services	Diff Amt

Invoice No	Invoice Date	Trans Date	Tax Amt	Freight Amt	Postage Amt	Service Amt	Invoice Amt
0			0.00	0.00	0.00	0.00	0.00

Job Number	Job Descr	Sales Rep	CSR	Quoted Amt	Quote Date	Prebill Date	Prebill Amt	Invoiced Services	Diff Amt
1470	misc test	Jon Doe	Clarence Clem	1,250.00			0.00	0.00	0.00

Invoice No	Invoice Date	Trans Date	Tax Amt	Freight Amt	Postage Amt	Service Amt	Invoice Amt
0			0.00	0.00	0.00	0.00	0.00

Subtotal for AAA I01	AAA Insurance			2,075.00			0.00	0.00	0.00
ABC Co01	ABC Company #1								
1462	flyer 1	House		800.00			0.00	800.00	-800.00

Invoice No	Invoice Date	Trans Date	Tax Amt	Freight Amt	Postage Amt	Service Amt	Invoice Amt
41487 F	3/21/07	3/21/07	0.00	0.00	0.00	800.00	800.00

1463	Copy of flyer 1	House		900.00			0.00	900.00	-900.00

Invoice No	Invoice Date	Trans Date	Tax Amt	Freight Amt	Postage Amt	Service Amt	Invoice Amt
41487 F	3/21/07	3/21/07	0.00	0.00	0.00	900.00	900.00

1464	Copy of Copy of flyer 1	House		1,400.00			0.00	1,400.00	-1,400.00

Invoice No	Invoice Date	Trans Date	Tax Amt	Freight Amt	Postage Amt	Service Amt	Invoice Amt
41487 F	3/21/07	3/21/07	22.50	0.00	500.00	1,400.00	1,922.50

1465	Copy of Copy of Copy of flyer 1	House		1,400.00			0.00	1,400.00	-1,400.00

Invoice No	Invoice Date	Trans Date	Tax Amt	Freight Amt	Postage Amt	Service Amt	Invoice Amt
41487 F	3/21/07	3/21/07	22.50	0.00	0.00	1,400.00	1,422.50

1466	test	House		725.00			0.00	0.00	0.00

Invoice No	Invoice Date	Trans Date	Tax Amt	Freight Amt	Postage Amt	Service Amt	Invoice Amt
41502 F	3/22/07	3/22/07	1.88	0.00	0.00	725.00	726.88
41503 A	3/22/07	3/22/07	-1.88	0.00	0.00	-725.00	-726.88

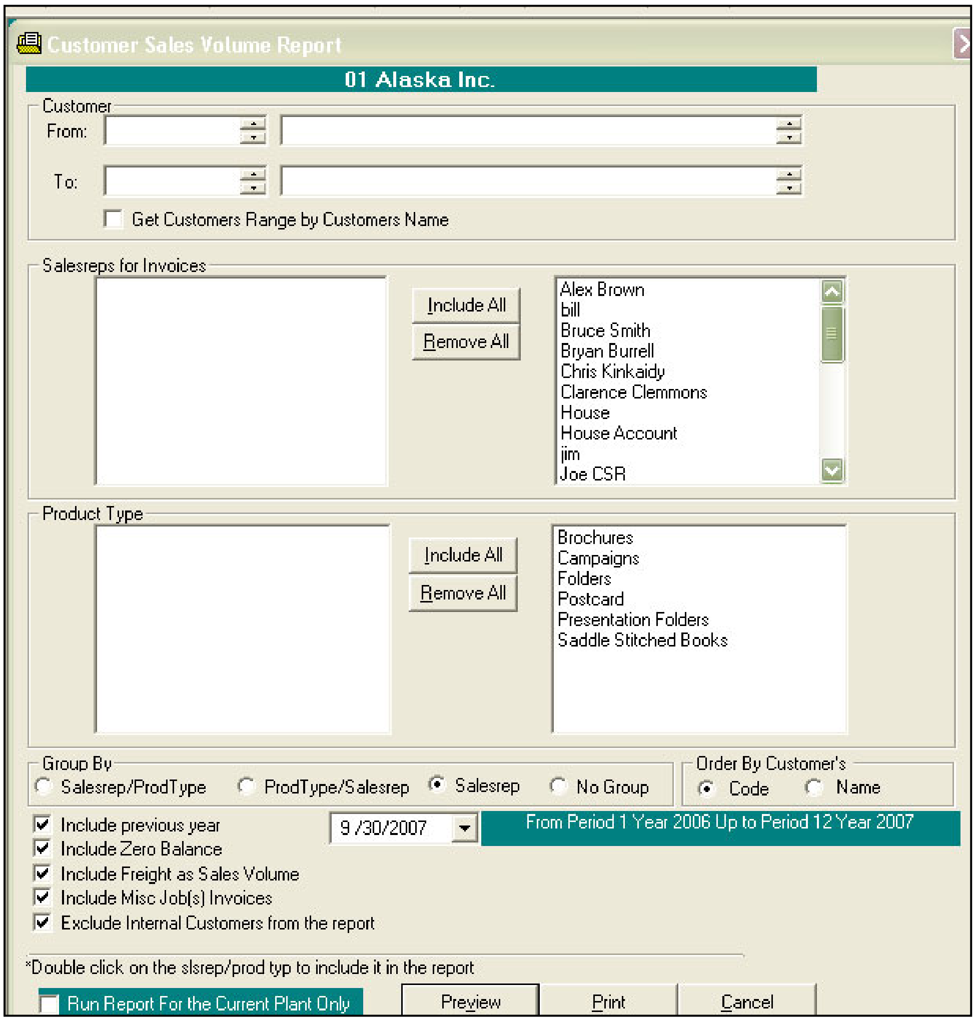
Subtotal for ABC Co01	ABC Company #1			5,225.00			0.00	4,500.00	-4,500.00
ABC01	ABC Customer								
1455	test	Rob Hales	Rob Hales	0.00			0.00	863.65	-863.65

Invoice No	Invoice Date	Trans Date	Tax Amt	Freight Amt	Postage Amt	Service Amt	Invoice Amt
41476 P	3/15/07	3/15/07	0.00	0.00	1,839.42	863.65	2,703.07

Subtotal for ABC01	ABC Customer			0.00			0.00	863.65	-863.65

Customer Sales Volume Report

This report is located in AR Reporter under the Customer Reports section. The report shows a 12 Period total of sales for a year by customer and product type or summarized. A comparison to a previous year may also be added. Miscellaneous invoices, because they do not have a job number, do not have a Salesrep. However, they can be included on the report, and will appear with the Salesrep assigned to the customer in the Customer Master File.



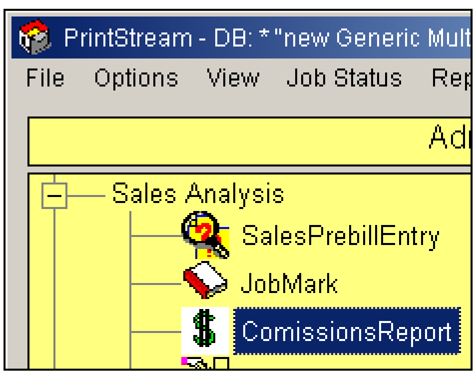
Using these filters options the following report style is generated:

Acct#	Customer Name	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	YTD Total
Rob Hales														
Product Type: Combined														
1	Pollard Consulting													
	Sales Volume For Year 2007							$507.50						$507.50
100	The Perfect Storm													
	Sales Volume For Year 2006	$88,783.78	$4,549.10	$280.37	$50,231.56	$36,547.44	$500.00	$200.00	$700.00	$1,158.00	$782.16	$2,715.00		$196,547.41
	Sales Volume For Year 2007		$50.07				$21,696.84		($7,480.28)					$14,265.63
1122	Anderson Direct & CO													
	Sales Volume For Year 2006									$65.00				$65.00
1222	Monika's test customer													
	Sales Volume For Year 2006											$9,492.37	$1,652.00	$11,144.37
	Sales Volume For Year 2007	$47,235.22	$39,682.90	$277,239.22	$5,155.49		$52,064.50	$11,194.18	$82,455.67					$515,027.18
200	Lighthouse Management													
	Sales Volume For Year 2006								$2,261,153.50					$2,261,153.50
AAA101	AAA Insurance													
	Sales Volume For Year 2006													
ABC01	ABC Customer													
	Sales Volume For Year 2006									$15,125.00	$435.63			$15,560.63
	Sales Volume For Year 2007						$5,863.65							$5,863.65
Bailey01	Bailey's Gift Shop - Inserts													
	Sales Volume For Year 2006	$15.00			($92.82)									($77.82)
	Sales Volume For Year 2007		$132.00											$132.00
DAY01	Days of Printing													
	Sales Volume For Year 2006					$1,000.00								$1,000.00
fran1	Franchise 1													
	Sales Volume For Year 2006										$100,000.00			$100,000.00
fran2	Franchise 2													

When printed using the No Group option, the report shows one line per customer without dividing invoices by Product Type or Salesreps.

Commissions Report

Calculating sales commission in the print, mail and fulfillment industries varies from company to company. PrintStream has several tools to assist in these individual calculations. The Commission's Report is a stand-alone report which must be added to the menu.



It provides a straight percentage commission rate by invoice calculated as percentage of sales by product type. Miscellaneous invoices, because they do not have a job number, do not have a Salesrep. They can be included on the report, however, and will appear with the Salesrep assigned to the customer in the Customer Master File. The date range is determined by the Transaction Date of the invoice.

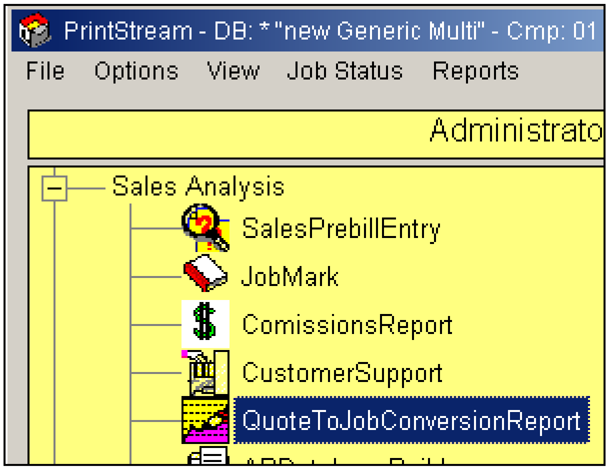
Commissions by Sales Rep Report

This report is found in the Sales Report menu of the AR Reporter program. It prints the invoiced net sales by date range listed by paid/unpaid invoice and including a user-defined commission dollar. The user-defined commission dollar <u>must</u> be entered in the Miscellaneous tab of AR Invoicing Entry <u>before</u> the invoice is posted to the GL.

The invoices which appear on the report are determined by the date range entered. This range refers to either the payment date or the transaction date of the invoice, depending on your selection criteria.

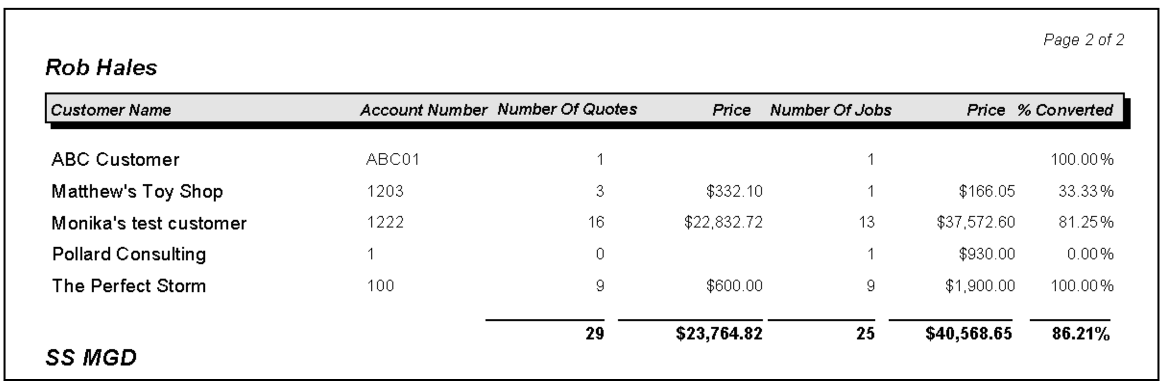
Quote to Job Conversion Report

This standalone program creates a report that shows the number of quotes vs. number of jobs generated in a time period.



Not all quotes get turned into jobs. This report also shows the ratio between the quoted price and the price generated to the job. The actual invoiced amount for that quote/job is not included.

This report can be generated for estimators, CSR’s, Salesreps, or Job Type.



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Rob Hales

Customer Name	Account Number	Number Of Quotes	Price	Number Of Jobs	Price	% Converted
ABC Customer	ABC01	1		1		100.00%
Matthew's Toy Shop	1203	3	$332.10	1	$166.05	33.33%
Monika's test customer	1222	16	$22,832.72	13	$37,572.60	81.25%
Pollard Consulting	1	0		1	$930.00	0.00%
The Perfect Storm	100	9	$600.00	9	$1,900.00	100.00%
		29	**$23,764.82**	**25**	**$40,568.65**	**86.21%**

SS MGD

Sales Summary by SIC code

This report, in the AR Reporter module, prints month to date, YTD and prior year sales dollars by customer. The SIC, or Standard Industry Code, can be used for its true definition or by a user defined system. It is defined in the Customer Master File. Using the codes defined, each customer is assigned a SIC code. This determines where the customer appears on the report. A customer must have a code assigned in Customer Master File for the information to appear on this report.

Job Bookings Period Report

This report shows jobs booked by date range with start, due, shipped, invoiced date comparing quote to invoice with value added calculation. It is in AR Reporter, Jobs/Invs Reports. This report can be created for a specific Salesrep.

Alaska Inc.

Job Bookings Period Report *

Printed : *6/4/2007* *11:26:33AM*

For : *LS*

Date Range : ***4/1/2007 To 5/30/2007 (Due Date based on First Due Date)***

Page 1 of 1

Description : ***Report includes Invoiced Jobs and Shipped Jobs.***

SalesRep Selection : ***All Salesreps***

Job No	Started	Customer Name	JobTitle	DueDate	Shipped	Inv Date	Final	Invoice No	Inv $Amount	$Quoted Price	$ValueAdded	Rep
1472	4/3/2007	Monika's test customer	Copy of Copy of Copy of Postage Class Job	4/19/2007			-		$0.00	$16,574.87	$16,574.87	49
1473	4/6/2007	Michelle CO	PR Rep comm test	4/30/2007		4/6/2007	Final	41512	$41,751.68	$41,751.67	$20,208.42	5
1474	4/6/2007	A Company Inc.	VEndor Rep Comm test	5/15/2007		4/6/2007	Final	41513	$39,838.95	$39,838.96	$19,250.16	48
1475	4/10/2007	A Company Inc.	comm test	4/10/2007		4/10/2007	Final	41516	$1,000.00	$1,000.00	$1,000.00	101
1476	4/20/2007	The Perfect Storm	Title	4/20/2007		5/25/2007	Part	41535	$0.00	$0.00	$0.00	49
1477	4/20/2007	Monika's test customer	Copy of test	5/22/2007			-		$0.00	$523.85	($18,185.15)	49
1478	4/23/2007	A Company Inc.	test	4/23/2007		4/23/2007	Final	41520	$0.00	$0.00	$0.00	101
1479	4/25/2007	PREPAY	testing prepayment reports	4/25/2007			-		$0.00	$5,000.00	$5,000.00	5
1480	4/27/2007	A Company Inc.	Demo	5/1/2007		4/27/2007	Part	41524	$2,475.00	$2,575.00	$2,450.00	101
1481	4/27/2007	Michelle CO	title	4/27/2007		4/27/2007	Final	41522	$2,500.00	$5,000.00	$5,000.00	14
1482	4/30/2007	A Company Inc.	title	5/11/2007			-		$0.00	$0.00	$0.00	48
1483	5/9/2007	A Company Inc.	sdfsdaf	5/9/2007		4/27/2007	Final	41525	$50.00	$225.00	$225.00	101
1484	5/14/2007	A Company Inc.	Commiss job	5/15/2007		5/14/2007	Final	41526	$27,325.62	$27,326.66	$26,326.66	48
1485	5/15/2007	A Company Inc.	Suttle job	5/31/2007		5/15/2007	Final	41527	$27,325.63	$27,326.66	$26,326.66	5
1486	5/18/2007	A Company Inc.	job t9itle	5/18/2007		5/21/2007	Final	41534	$12,500.00	$1,000.00	$1,000.00	48
1487	5/21/2007	Black Angus Doggie Day Care	monoiho	5/31/2007			-		$0.00	$0.00	$0.00	200
1488	5/22/2007	A Company Inc.	Job Title	5/22/2007		5/22/2007	Final	41532	$0.00	$1,000.00	$1,000.00	48
1489	5/22/2007	A Company Inc.	test	5/25/2007			-		$0.00	$975.00	($8,125.00)	48
1490	5/23/2007	A Company Inc.	Sourcelink Purchasing Demo	5/25/2007			-		$0.00	$38,350.21	$29,167.65	48
1491	5/30/2007	A Company Inc.	test	5/30/2007		5/30/2007	Final	41538	$0.00	$175.00	$175.00	48
20131	4/11/2007	Monika's test customer	576	4/19/2007			-		$0.00	$0.00	$0.00	49
21		Period Totals							$154,766.88	$208,642.88	$127,394.27	

Job Bookings Report Column Definitions

Started: Quote Date

Due Date: First Mail Date

Shipped: Date Final Shipped

Inv Date: date of most recent invoice for that job

Final: Invoice status, partial or final. Adjustment invoice shows as “final”

Invoice No: number of most recent invoice

Inv $Amount: Postage usage billing and postage deposit refunding are never included in PrintStream sales reports as a “sales dollar” amount. Sales tax applied to an invoice line using a Sales Tax code is never included in PrintStream sales report. Freight items charged on an invoice using a Freight code or allocated to the Freight Revenue Control Account is never included in PrintStream sales report.

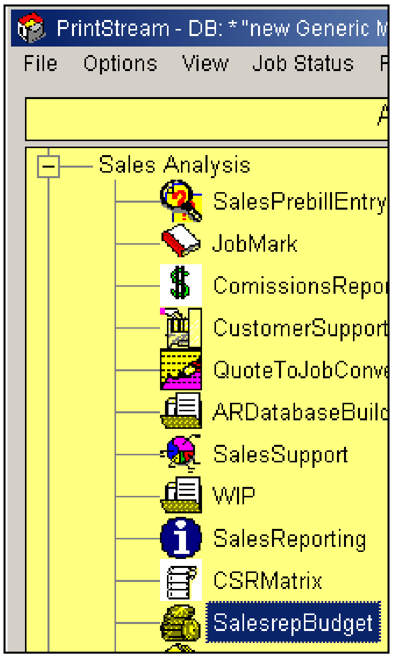
$Quoted Price: Quoted Total

$ValueAdded: Quoted labor plus markup amount

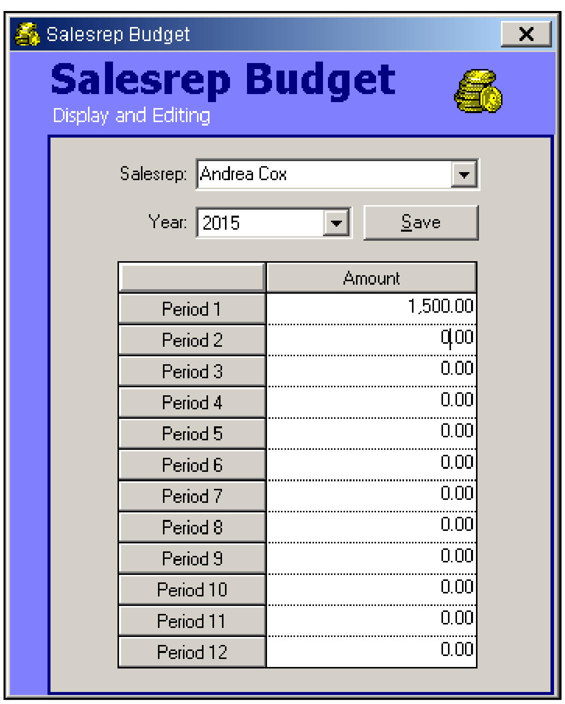
Rep: Salesperson’s number from Customer Master File

Salesrep Budget

Periodical dollar amounts, which pull through to the Sales vs Budget By Salesrep report, in the Sales Support module, are entered here.



Manually enter/edit at least one Period Amount and hit the **Tab** key on your keyboard to activate the **Save** button.



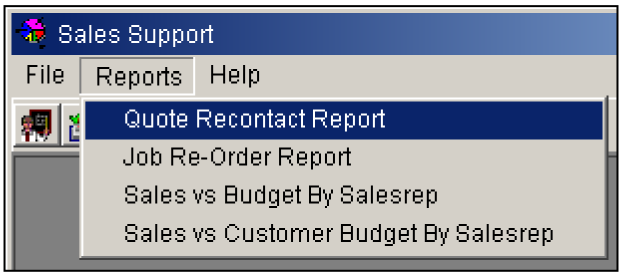
Sales Support

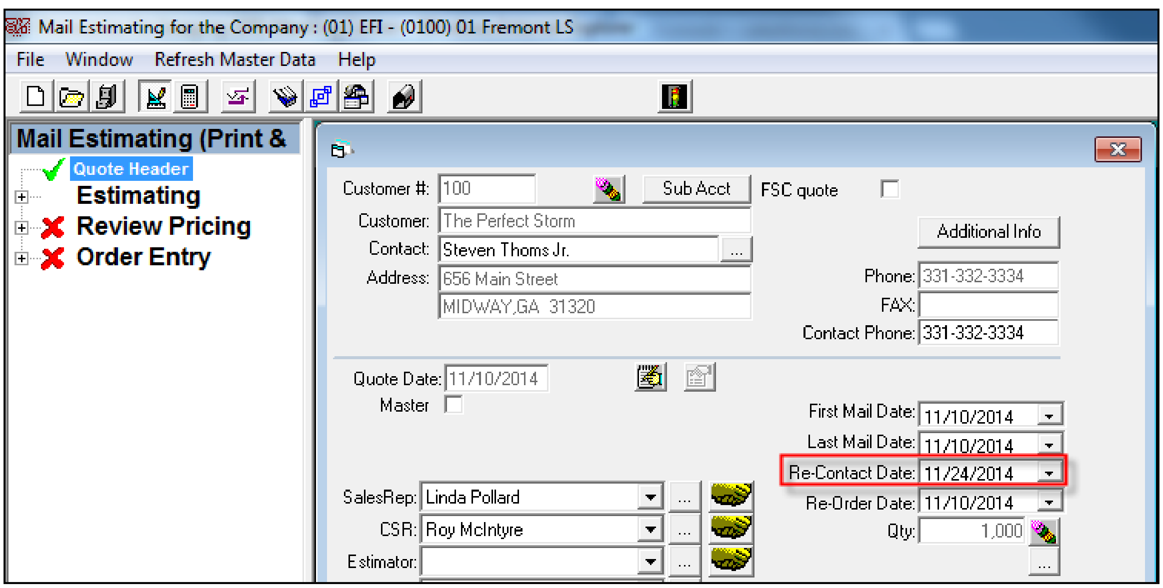
Overview

This is a standalone report module containing the four following reports: Quote Recontact Report, Job Re-Order Report, Sales vs Budget By Salesrep and Sales vs Customer Budget By Salesrep.

Quote Recontact Report

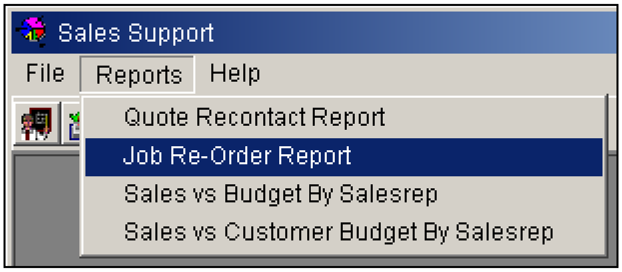
This reports according to the Re-Contact Date held in the Quote Header section in Print and Mail Estimating module.

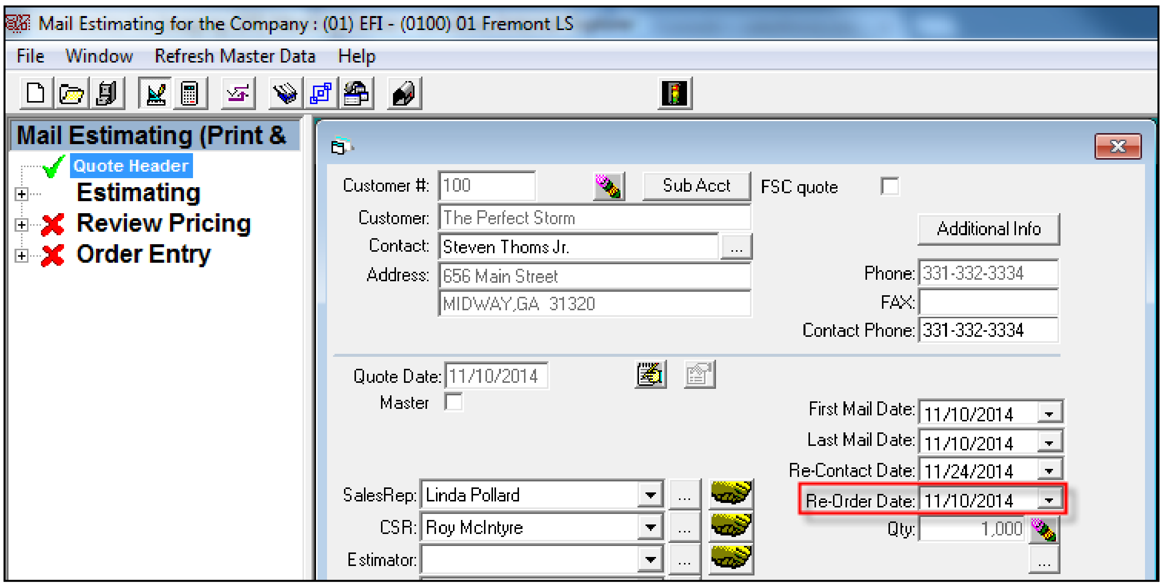




Job Re-Order Report

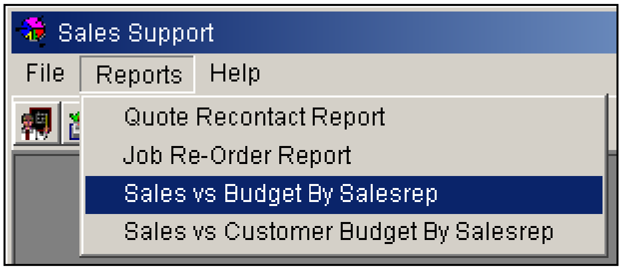
This reports according to the Re-Order Date held in the Quote Header section in Print and Mail Estimating module.



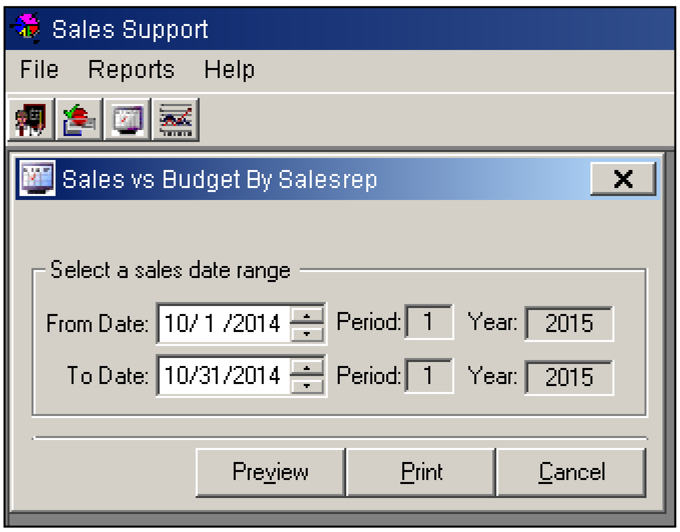


Sales vs Budget By Salesrep

Actual sales amounts will be compared to previously entered budget amounts. See the section of this document titled Salesrep Budgets for details on the budget entering process.

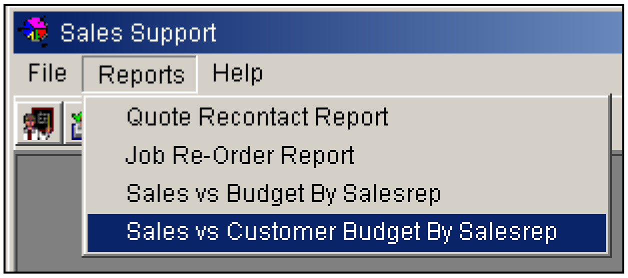


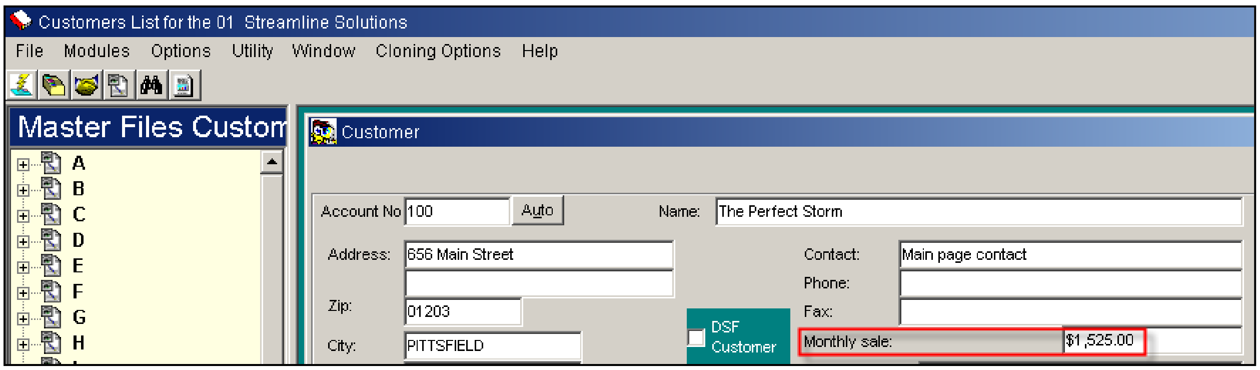
Selected the desired date range and click either the **Preview** or **Print** button.



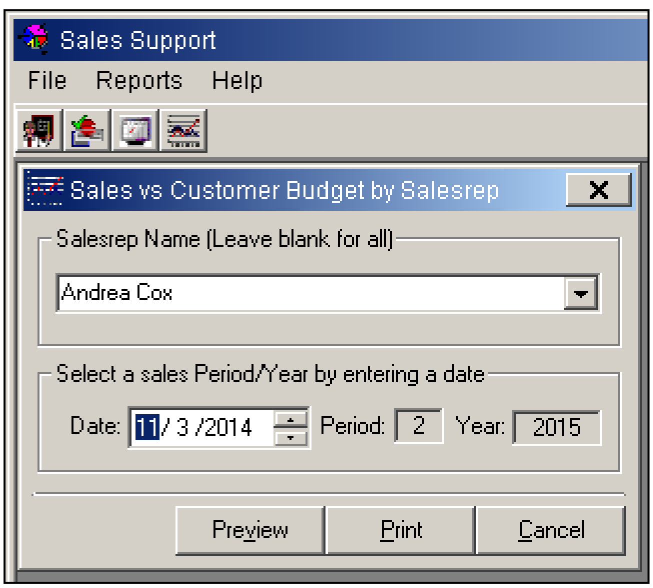
Sales vs Customer Budget By Salesrep

Actual sales amounts will be compared to the figure entered in the **Monthly Sale** field, in the Master File record for the customer.





Enter a Salesrep Name (or leave blank for all) and any date in the desired cutoff period. Then click either the **Preview** or **Print** button.



Sales Budget Report

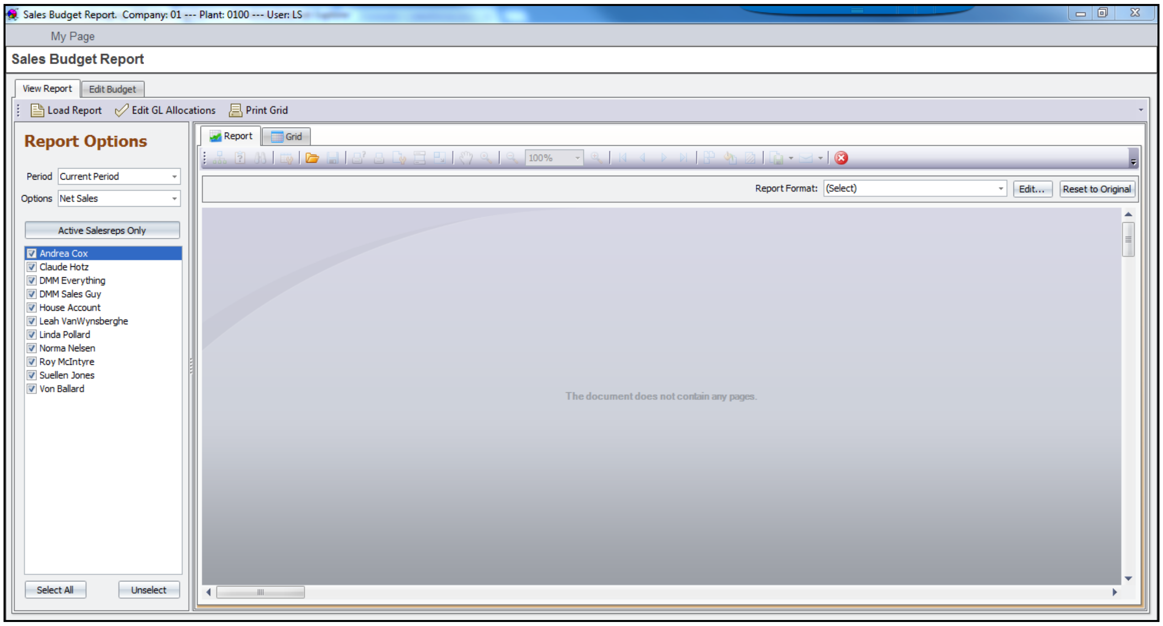
Overview

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 Full 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.

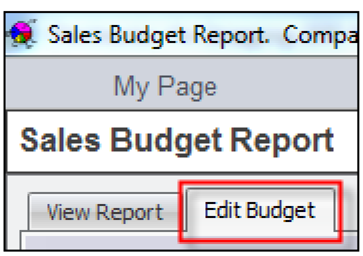
The report may also be generated by all Sales Reps or by selectively choosing those Sales Reps you are interested in reviewing. In addition, there is an option to exclude or include inactive reps.



Set up

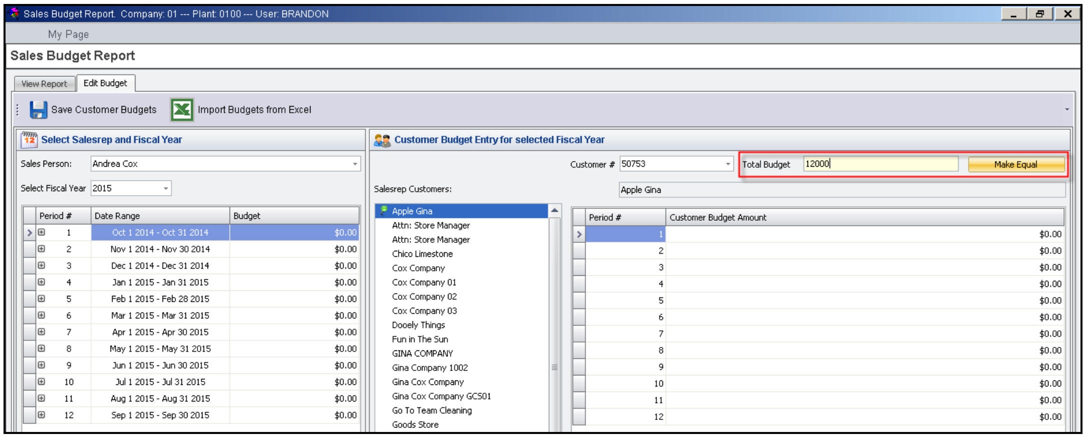
In order to use this report effectively you should first create budgets. There are two options available for entering budgets; manual input or by using a spreadsheet import.

Click the **Edit Budget** tab to begin.

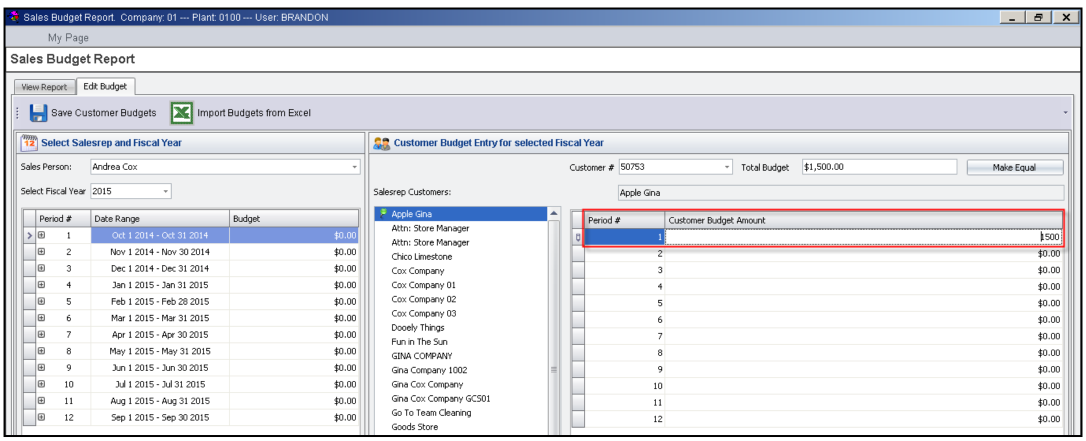


Manual Input

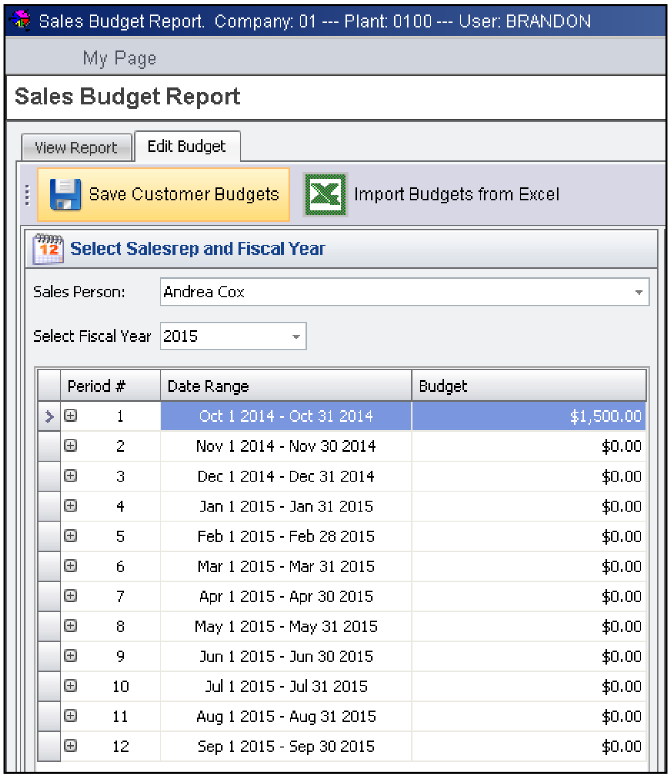
1. Here you can manually define the budgets by period for each Sales Person by entering the numbers for each customer assigned to the Sales Person.
2. Begin by selecting a Sales Person and adjusting year (as needed). A total customer budget figure can be entered and divided equally across the twelve periods by entering the amount in the **Total Budget** field and clicking the **Make Equal** button.



3. Or different amounts for each period may be entered by clicking the appropriate field under the **Customer Budget Amount** column and entering the amount.

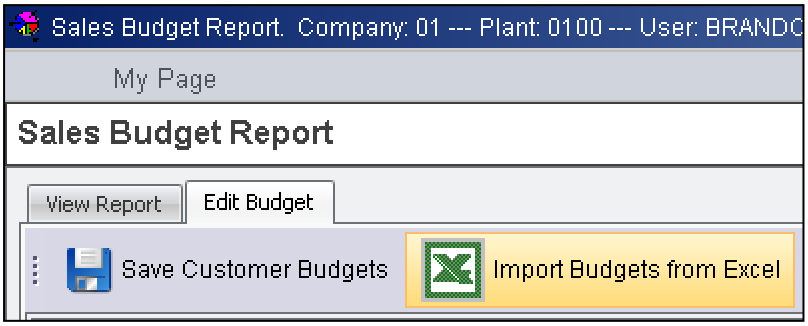


4. Clicking the **Save Customer Budgets** button will include any customer amounts in total period budget for the Sales Person.

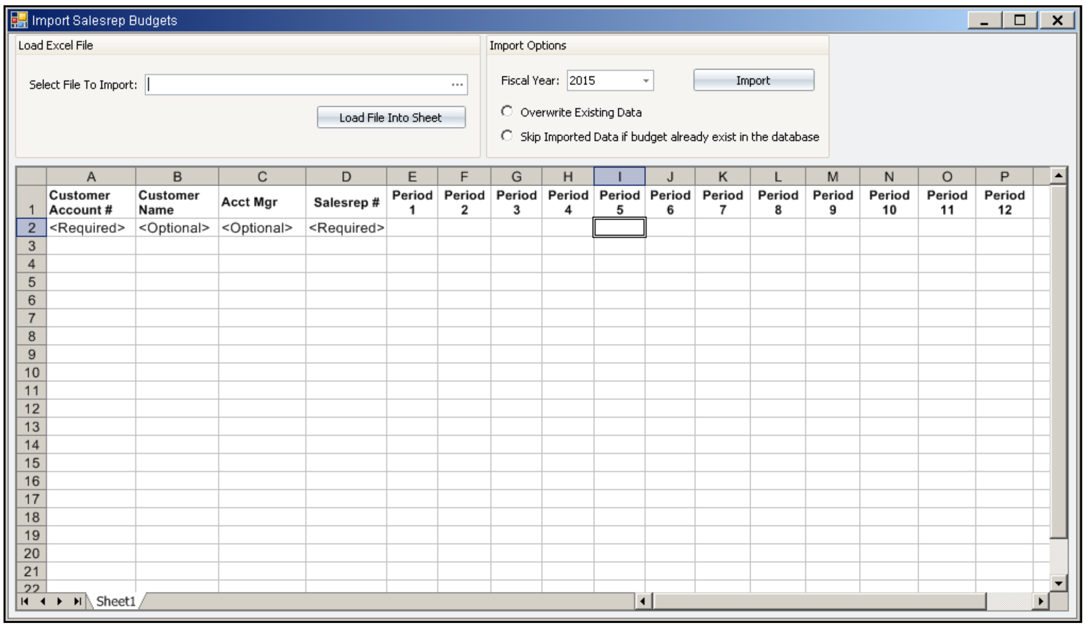


Excel Import

1. Click the **Import Budgets from Excel** option to begin.



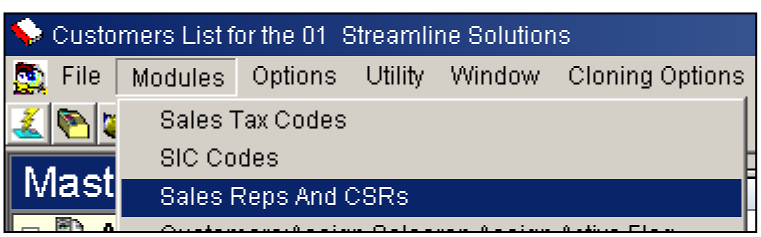
2. The following screen will open. From within the grid area of this screen you can highlight the sheet, then using ctrl C you may copy the format from this screen and paste it into a blank excel file.



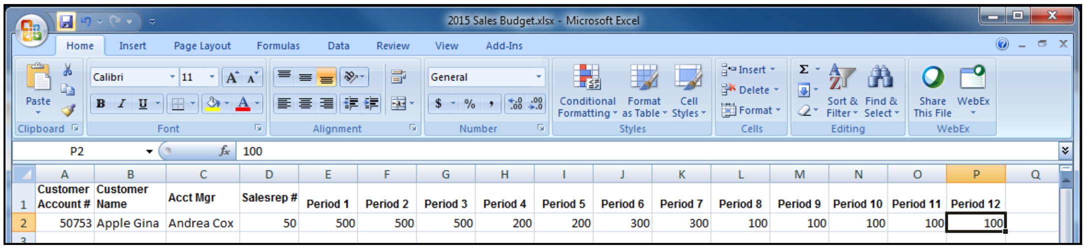
3. Within the new excel spreadsheet, complete the fields for each customer and sales rep for whom you wish to establish budgets or target sales amounts.

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

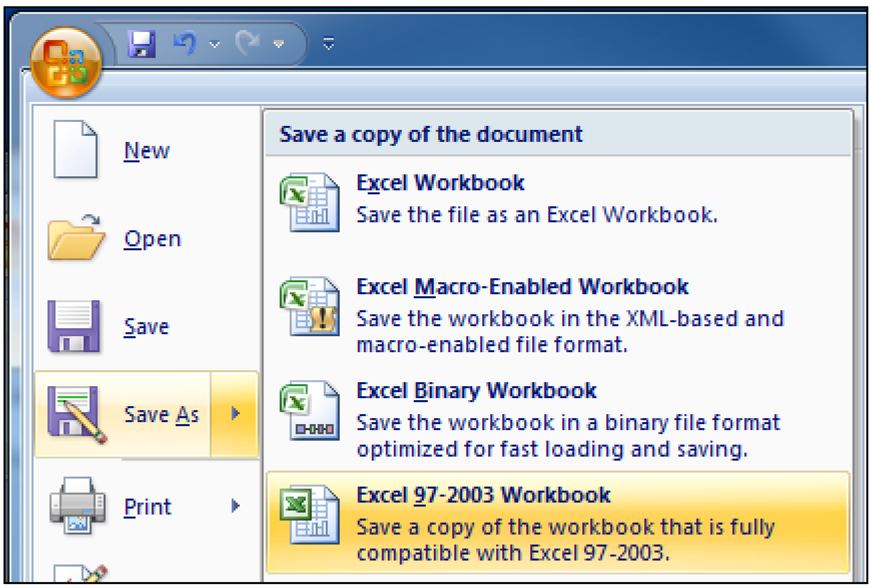
The sales rep number can be found in Master File Customer module.



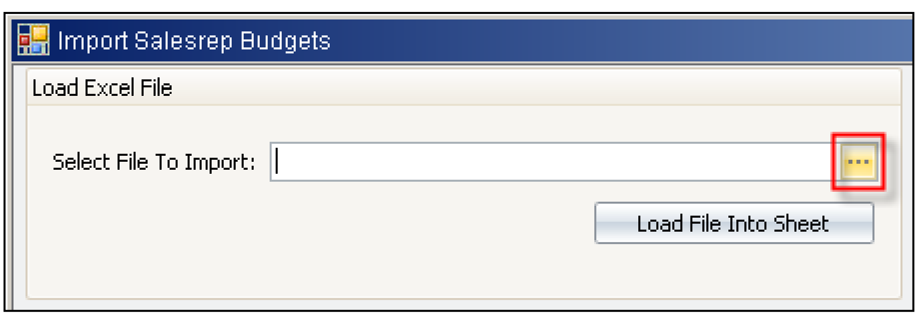
4. The spreadsheet may be imported multiple times, so you may want to work with one rep at a time, or you can combine multiple reps into the same spreadsheet.



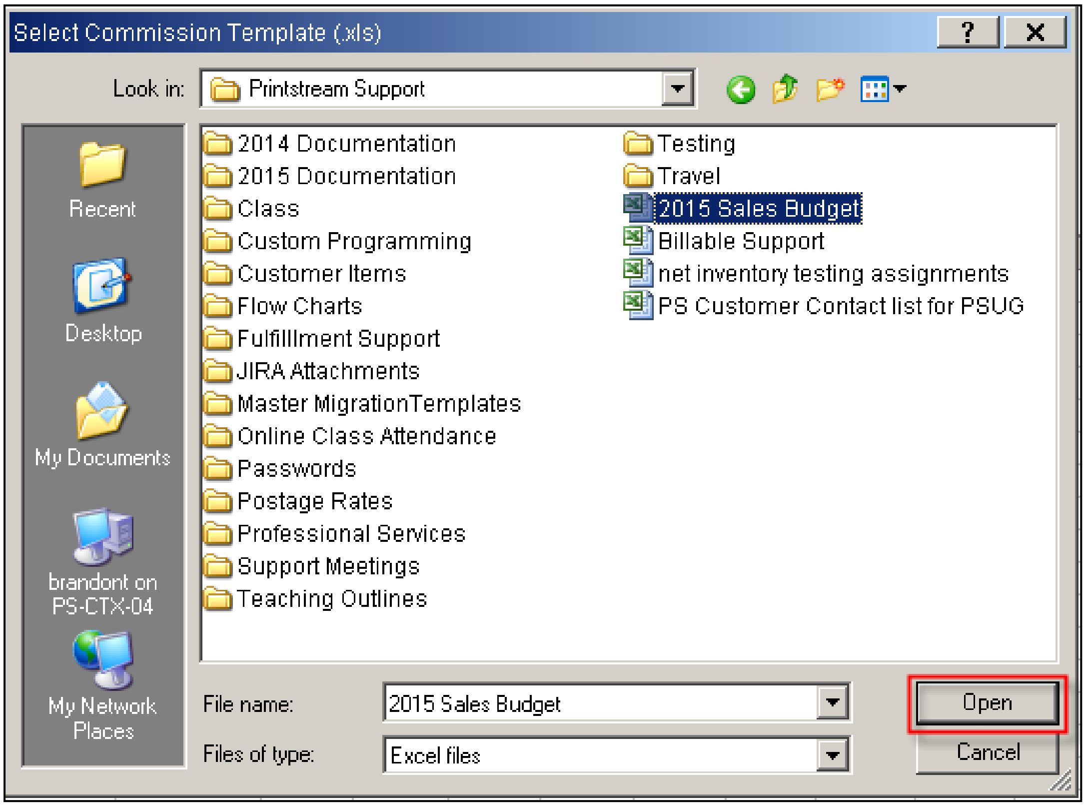
5. Once complete, save the excel file to a location on your computer where it can be easily accessed. Be sure to save it in the 97-2003 Workbook format.



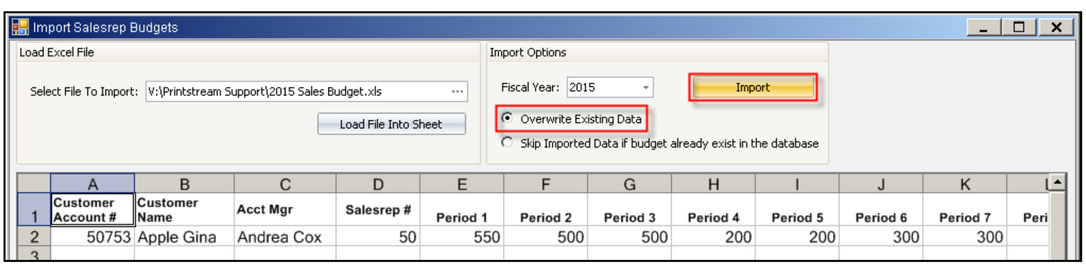
6. When ready to import, click the **ellipses** button to the right of the **Select File To Import** field to browse and locate the spreadsheet to import.



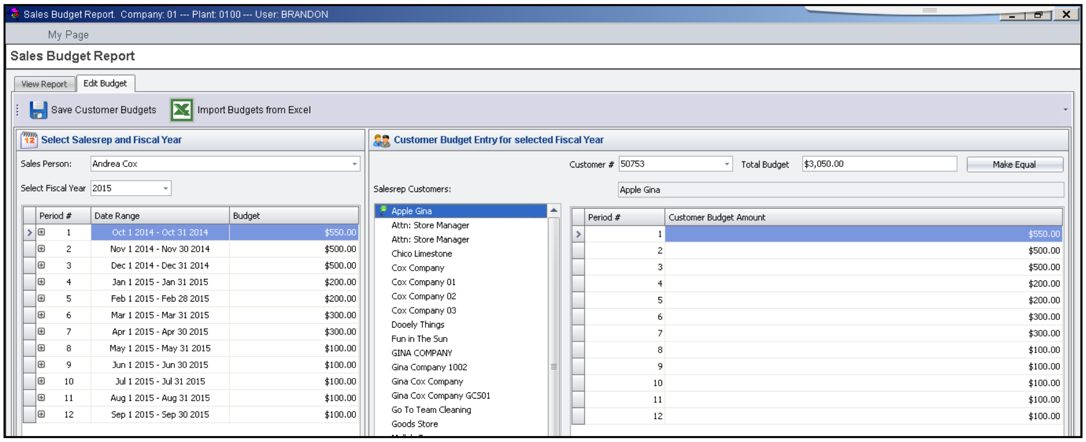
7. Select the file by highlighting it and then clicking **Open**.



8. Data from the spreadsheet will populate the grid. At this point, data in the grid can be manually edited, prior to import. Be aware that once the Import Salesrep Budget window is closed the grid will clear. There is not a way to save data in the grid. One of the options to either **Overwrite Existing Data** (meaning data already imported) or **Skip Imported Data if budget already exist in the database** must be selected. When ready, click the **Import** button to bring the grid data into the database.

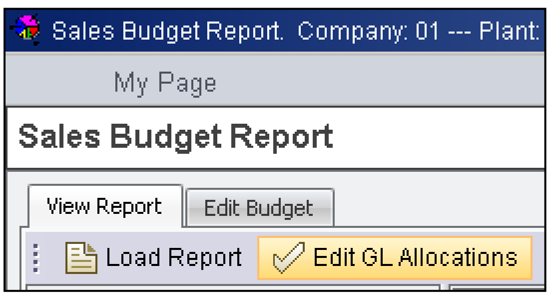


9. You may then select the **Sales Person** from the drop-down selection. The period totals will display in a column and may be edited by selecting that period and editing the amount in the budget amount field in the right portion of the screen if necessary.

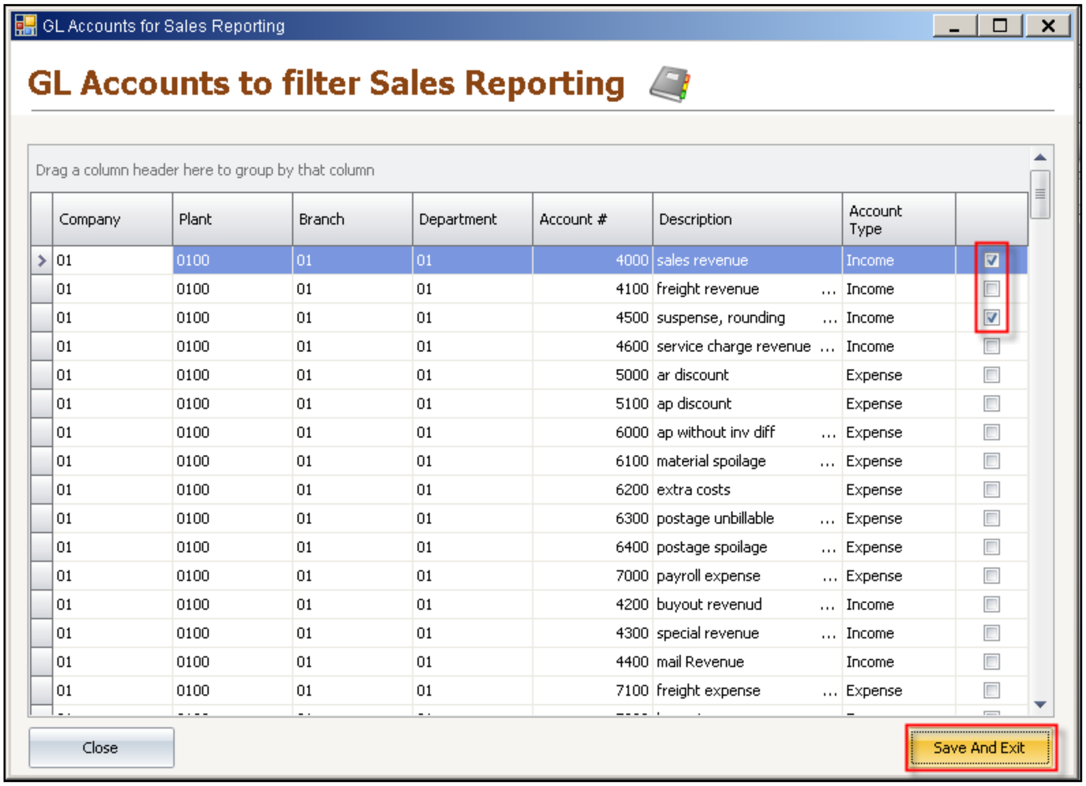


10. Budget information is now loaded, and reports may be generated.

11. Additional set up will allow report filtering for certain general ledger accounts. To define, click the **Edit GL Allocations** option.



12. Select the check box to the far right of those accounts to be included, when generating the report **Run for GL Allocations**. This screen can be sorted and filtered using standard .net tools. Click the **Save And Exit** button when finished.

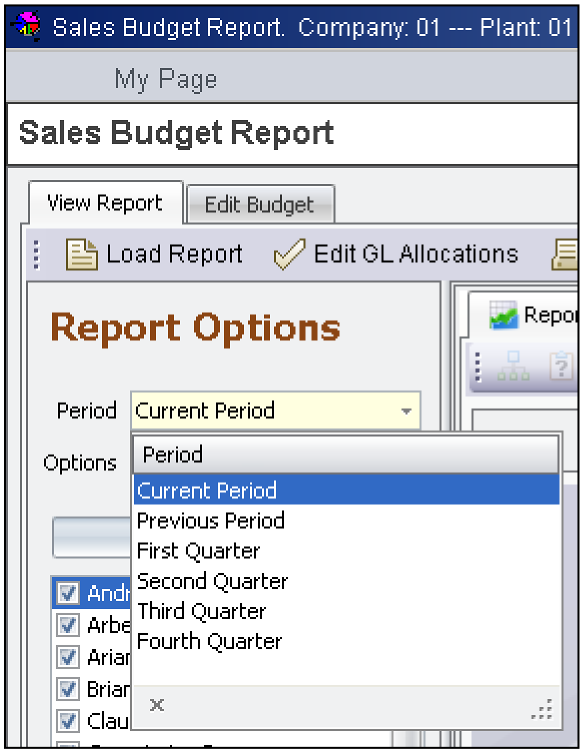


Company	Plant	Branch	Department	Account #	Description	Account Type	
01	0100	01	01	4000	sales revenue	Income	☑
01	0100	01	01	4100	freight revenue …	Income	☐
01	0100	01	01	4500	suspense, rounding …	Income	☑
01	0100	01	01	4600	service charge revenue …	Income	☐
01	0100	01	01	5000	ar discount	Expense	☐
01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

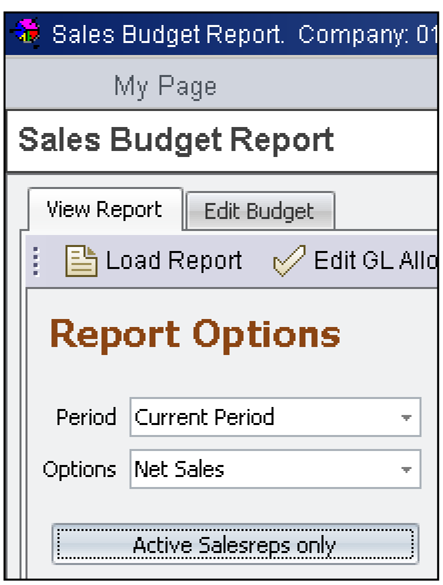
Note You will see that there are expense allocations available for selection in this screen. They can be included on the report but only if an actual invoice line item has been coded to that expense account. Expenses coming through as “true expenses” will not be included in the sales amount for this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

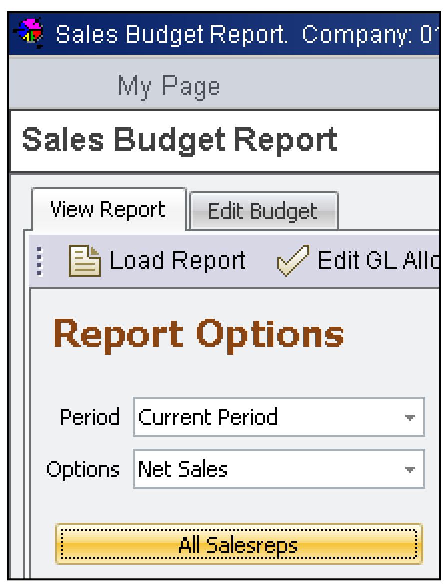
Generating a report

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

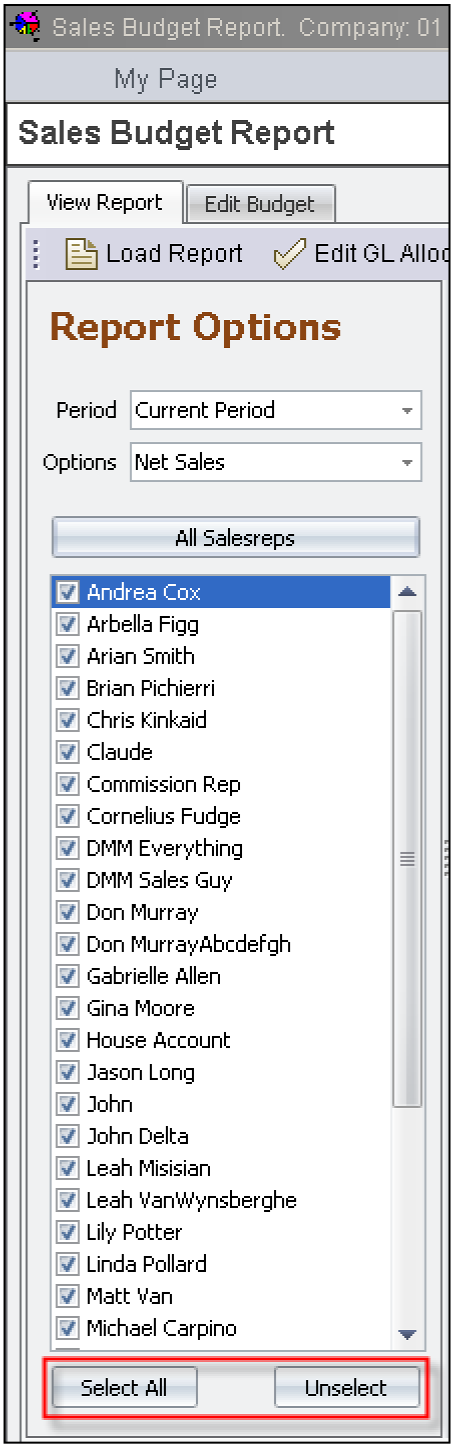


2. Select to include **Active Salesreps only** or **All Salesreps**.

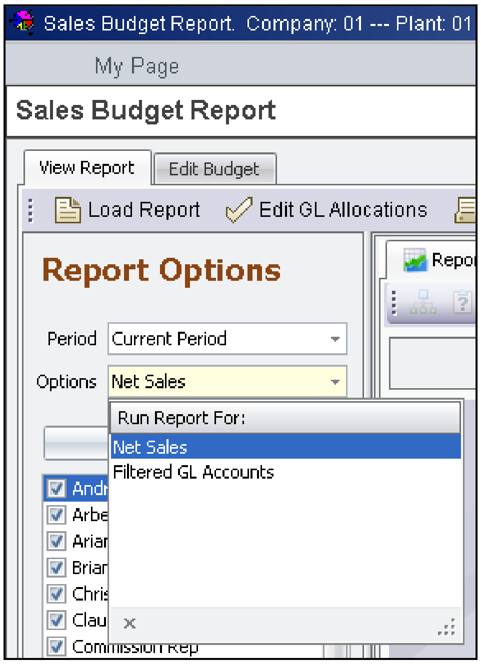




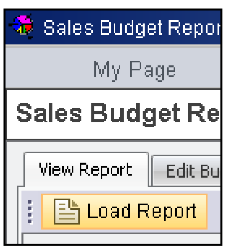
3. Select those Sales Reps you would like to include on the report and note the **Select All** and **Unselect** options at the bottom of the list.



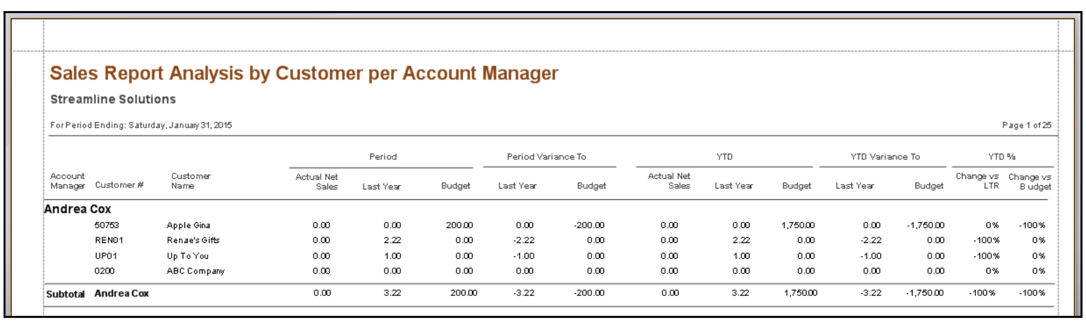
4. Select the report you wish to generate; either **Net Sales** or **Filtered GL Accounts**.



5. Click the **Load Report** button to create the report.



Example shown below.



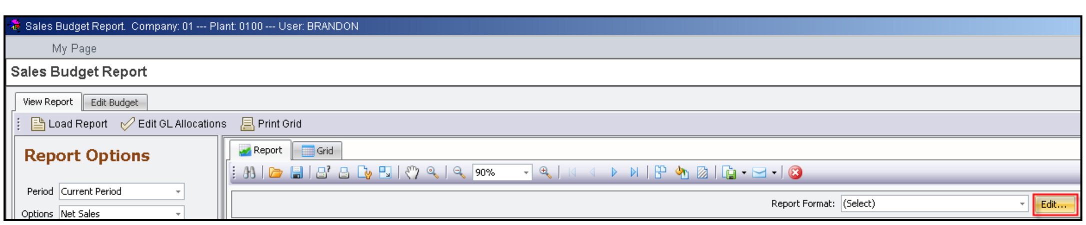
Sales Report Analysis by Customer per Account Manager

Streamline Solutions

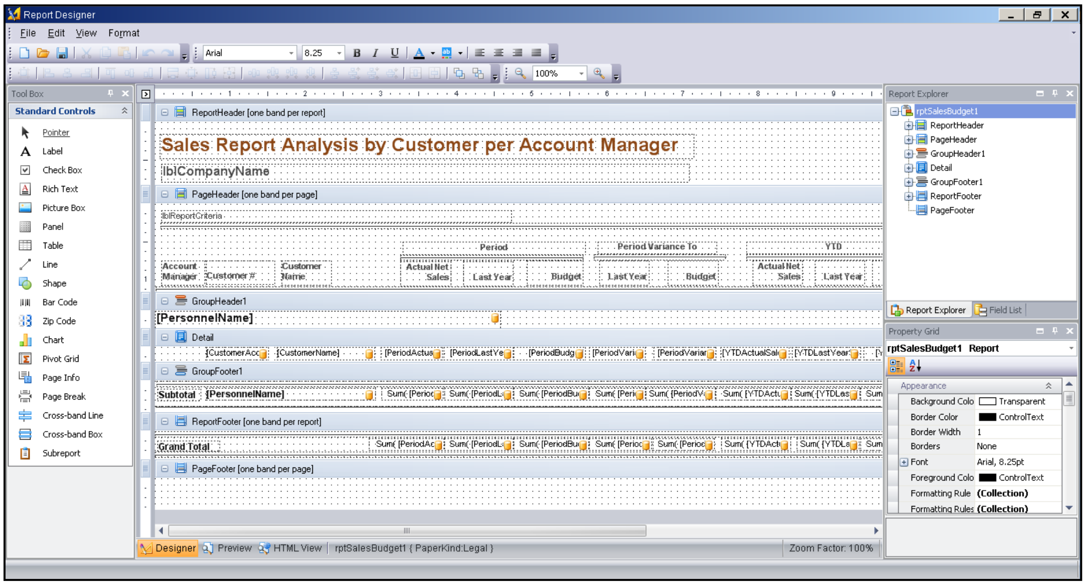
For Period Ending: Saturday, January 31, 2015 — Page 1 of 25

			Period			Period Variance To		YTD			YTD Variance To		YTD %	
Account Manager	Customer #	Customer Name	Actual Net Sales	Last Year	Budget	Last Year	Budget	Actual Net Sales	Last Year	Budget	Last Year	Budget	Change vs LTR	Change vs Budget
Andrea Cox														
	50753	Apple Gina	0.00	0.00	200.00	0.00	-200.00	0.00	0.00	1,750.00	0.00	-1,750.00	0%	-100%
	REN01	Renae's Gifts	0.00	2.22	0.00	-2.22	0.00	0.00	2.22	0.00	-2.22	0.00	-100%	0%
	UP01	Up To You	0.00	1.00	0.00	-1.00	0.00	0.00	1.00	0.00	-1.00	0.00	-100%	0%
	0200	ABC Company	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
Subtotal	Andrea Cox		0.00	3.22	200.00	-3.22	-200.00	0.00	3.22	1,750.00	-3.22	-1,750.00	-100%	-100%

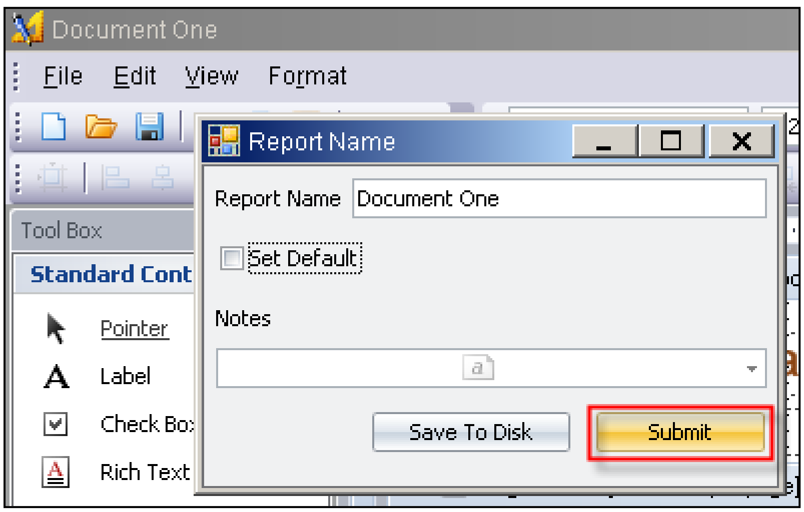
6. As with other .Net applications, there is a built-in report editing tool. If you wish to make custom changes, click the **Edit** button in the upper right section of the form.



This will open the DevExpress Report Designer.



7. Make desired changes, save the new report, and click **Submit**.



The new format will now be available from the **Report Format** drop-down selection.