## Balance to Buy ${ }^{\text {TM }}$ Pro Tip - Salesperson YTD Comparison Report

OBJECTIVE: Analyzing Salesperson performance on a year to date basis.
Solution: A Year to Date, Period Report for Salespeople. (Reminder: this type of report can be run for Vendors, Categories, Levels, etc.)

Step 1: Under the Summary-Detail Reports tab, select Sales Associate

| Summary-Detail Reports |
| :--- |
| Styles |
| Stores |
| Categories |
| Vendors |
| Price Points |
| Consultant Group |
| Levels |
| Customer |
| Customer Zip |
| Sales Associate |
| Customer Invoice |
| Sub Categories |
| Departments |
| Company |

Step 2: To compare the Year to Date performance for salespeople, change the Sales Start Date to $1 / 1 / 2015$, leave the Sales End Date to the default date. (this will work for as far back as we have been receiving your data.)

Step 3: In the By Period box, select YTD. Keep the Summarize Sales Associate box checked and then Apply Filters


The report will now show each of your Sales Associates, compare their sales for the last 3 years on a Year to Date basis, units sold, average ticket, the gross profit and gross profit percentage.

|  |  | Sales | OC | An | ysis Re | AL <br> ort for |  | oN |  | ted | $6 / 14 / 20$ |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | egori | All, Ve | dor | ales b <br> All, | tween 0 ore Num | /01/ ber: |  |  |  | $\begin{aligned} & 017 \\ & \text { nTy } \end{aligned}$ | e: All, | wn | ship |  |  |  |
|  |  |  | ALES |  | COST OF G | OODS |  | ENTOR |  | RN |  | OFIT |  |  | AGED |  |
| Sales Associate | Period | Sales | Units | $\begin{aligned} & \text { Avg } \\ & \text { Ticket } \end{aligned}$ | Cost | Avg Cost | Cost Onhand | Units | $\begin{aligned} & \text { Avg } \\ & \text { Cost } \end{aligned}$ | OVER | GP\$ | GP\% | GMROI | Cost | Units | \%Aged |
| Sales Associate \#1 | 2017 YTD | \$519,118 | 335 | \$1,548 | \$265,722 | \$792 | \$0 | 0 | \$0 | 0.00 | \$253,396 | 0.49 | \$0.00 | \$0 | 0 | 0\% |
| Sales Associate \#1 | 2016 YTD | \$554,013 | 309 | \$1,791 | \$286,188 | \$925 | \$0 | 0 | \$0 | 0.00 | \$267,825 | 0.48 | \$0.00 | \$0 | 0 | 0\% |
| Sales Associate \#1 | 2015 YTD | \$710,095 | 424 | \$1,677 | \$357,969 | \$845 | \$0 | 0 | \$0 | 0.00 | \$352,126 | 0.50 | \$0.00 | \$0 | 0 | 0\% |
| Sales Associate \#1 |  | \$1,783,226 | 1,068 | \$1,670 | \$909,879 | \$852 | \$0 | 0 | \$0 | 0.00 | \$873,347 | 0.49 | \$0.00 | \$0 | 0 | 0\% |
| Sales Associate \#2 | 2017 YTD | \$225,370 | 243 | \$929 | \$115,246 | \$475 | \$0 | 0 | \$0 | 0.00 | \$110,123 | 0.49 | \$0.00 | \$0 | 0 | 0\% |
| Sales Associate \#2 | 2016 YTD | \$168,003 | 199 | \$844 | \$81,360 | \$409 | \$0 | 0 | \$0 | 0.00 | \$86,643 | 0.52 | \$0.00 | \$0 | 0 | 0\% |
| Sales Associate \#2 | 2015 YTD | \$286,943 | 196 | \$1,468 | \$144,700 | \$740 | \$0 | 0 | \$0 | 0.00 | \$142,244 | 0.50 | \$0.00 | \$0 | 0 | 0\% |
| Sales Associate \#2 |  | \$680,316 | 638 | \$1,066 | \$341,306 | \$535 | \$0 | 0 | \$0 | 0.00 | \$339,010 | 0.50 | \$0.00 | \$0 | 0 | 0\% |
| Sales Associate \#3 | 2017 YTD | \$184,623 | 183 | \$1,007 | \$93,062 | \$508 | \$0 | 0 | \$0 | 0.00 | \$91,560 | 0.50 | \$0.00 | \$0 | 0 | 0\% |
| Sales Associate \#3 | 2016 YTD | \$177,784 | 137 | \$1,296 | \$92,277 | \$673 | \$0 | 0 | \$0 | 0.00 | \$85,507 | 0.48 | \$0.00 | \$0 | 0 | 0\% |
| Sales Associate \#3 | 2015 YTD | \$187,212 | 231 | \$810 | \$92,153 | \$399 | \$0 | 0 | \$0 | 0.00 | \$95,059 | 0.51 | \$0.00 | \$0 | 0 | 0\% |
| Sales Associate \#3 |  | \$549,618 | 551 | \$997 | \$277,492 | \$504 | \$0 | 0 | \$0 | 0.00 | \$272,126 | 0.50 | \$0.00 | \$0 | 0 | 0\% |

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