

Balance to Buy™ Pro Tip – Special Orders

Objective: Knowing how much we special order by Category or Vendor.

Do you know how much you do in Special Order business? How about how much Special Orders amount to by Category or Vendor? Knowing and understanding your Special Order business is key when working on inventory budgets and planning. Without factoring them in you are at risk of becoming over inventoried.

Solution: Category (or Vendors) by Transaction Type – **(This report will only work if you use the Special Order function in your Point of Sale program.)**

Step 1

Choose Categories **OR** Vendors from the drop down menu in the Summary – Detail Reports

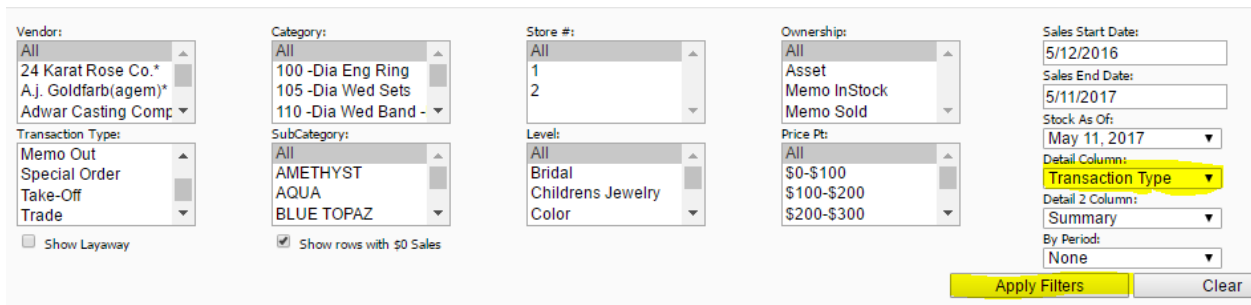


Step 2

In the 1st Detail column select Transaction Type

Step 3

Apply Filter



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The report shows the Dollar amount sold in inventory as well as special orders. The first category of Diamond Wedding Bands has a 45% special order rate. Whereas the Dia two stone category only has a 10% Special Order rate. If you set a budget based on total sales and current inventory, without taking into account your special orders, you will be in danger of becoming over inventoried.

Category		SALES			COST OF GOODS		INVENTORY			TURN OVER	PROFIT			AGED		
		Transaction Type	Sales	Units	Avg Ticket	Cost	Avg Cost	Cost Onhand	Units		Avg Cost OH	GP\$	GP%	GMROI	Cost	Units
110 -Dia Wed Band -Lds	Faux Sample	\$0	0	\$0	\$0	\$0	\$2,045	135	\$15	0.00	\$0	0.00	\$0.00	\$2,045	135	100%
110 -Dia Wed Band -Lds	Inventory	\$51,549	83	\$621	\$24,116	\$291	\$18,234	55	\$332	1.32	\$27,433	0.53	\$1.50	\$7,939	18	44%
110 -Dia Wed Band -Lds	Special Order	\$41,949	51	\$823	\$18,165	\$356	\$2,199	3	\$733	8.26	\$23,784	0.57	\$10.82	\$0	0	0%
110 -Dia Wed Band -Lds	Total	\$93,498	134	\$698	\$42,281	\$316	\$22,478	193	\$116	1.88	\$51,217	0.55	\$2.28	\$9,984	153	44%
132 -Dia Two Stn Ring	Inventory	\$68,639	71	\$967	\$30,660	\$432	\$16,664	29	\$575	1.84	\$37,979	0.55	\$2.28	\$3,356	5	20%
132 -Dia Two Stn Ring	Special Order	\$7,852	8	\$982	\$3,415	\$427	\$0	0	\$0	0.00	\$4,438	0.57	\$0.00	\$0	0	0%
132 -Dia Two Stn Ring	Total	\$76,491	79	\$968	\$34,075	\$431	\$16,664	29	\$575	2.04	\$42,416	0.55	\$2.55	\$3,356	5	20%
122 -Dia Three Stn Ring Dtr	Inventory	\$60,253	44	\$1,369	\$29,003	\$659	\$22,369	24	\$932	1.30	\$31,250	0.52	\$1.40	\$3,829	3	17%
122 -Dia Three Stn Ring Dtr	Special Order	\$6,697	3	\$2,232	\$3,530	\$1,177	\$329	1	\$329	10.74	\$3,167	0.47	\$9.64	\$0	0	0%
122 -Dia Three Stn Ring Dtr	Total	\$66,950	47	\$1,424	\$32,533	\$692	\$22,697	25	\$908	1.43	\$34,416	0.51	\$1.52	\$3,829	3	17%

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