


Excel Cheat Sheet – Sales & Inventory Analysis

To Filter

- Highlight header row to which you want to add filter:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1			BALANCE TO BUY™										
2													
3	Demo Retailer												
4	Sales between 01/01/2022 and 04/28/2022. Stock as of 04/28/2022												
5	Categories: All, Retailers: Demo, Store Number: All, Metal: All, TranType: All,												
6		SALES	COST OF GOODS		INVENTORY			TURN	AGED				
7	Sku	Units	Cost	Avg Cost	Cost Onhand	Units	Avg Cost OH	OVER	Cost	Units	%Aged		
8	ABC123	65	\$28,628	\$440	\$67,235	120	\$560	0.43	\$1,130	4	2%		
9	ABC124	33	\$15,100	\$458	\$41,103	80	\$514	0.37	\$0	0	0%		
10	ABC125	28	\$11,888	\$425	\$37,443	76	\$493	0.32	\$0	0	0%		
11	ABC126	21	\$10,923	\$520	\$42,778	72	\$594	0.26	\$2,270	1	5%		
12	ABC127	11	\$3,040	\$276	\$23,545	50	\$471	0.13	\$515	2	2%		
13	ABC128	0	\$0	\$0	\$17,178	34	\$505	0.00	\$0	0	0%		
14	Totals	158	\$69,578	\$440	\$229,280	432	\$531	0.30	\$3,915	7	2%		
15	Sku	Units	Cost	Avg Cost	Cost Onhand	Units	Avg Cost OH	TURN	Cost	Units	%Aged		
16		SALES	COST OF GOODS		INVENTORY			OVER	AGED				


- Select the Data menu at the top of the page and click Filter:

File Home Insert Page Layout Formulas **Data** Review View Help

Get Data Text/CSV From Web From Table/Range Recent Sources Existing Connections Refresh All Queries & Connections Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns Flash Fill

Get & Transform Data Queries & Connections Sort & Filter

A7 Sku

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	 BALANCE TO BUY™												
2													
3	Demo Retailer												
4	Sales between 01/01/2022 and 04/28/2022. Stock as of 04/28/2022												
5	Categories: All, Retailers: Demo, Store Number: All, Metal: All, TranType: All,												
6		SALES	COST OF GOODS		INVENTORY			TURN	AGED				
7	Sku	Units	Cost	Avg Cost	Cost Onhand	Units	Avg Cost OH	OVER	Cost	Units	%Aged		
8	ABC123	65	\$28,628	\$440	\$67,235	120	\$560	0.43	\$1,130	4	2%		

- Click the down arrows next to the header column you want to filter on, and unclick (Select All):

The screenshot shows a spreadsheet with columns A through F. The 'Sku' column (A) has a dropdown menu open. The menu includes the following options:

- Sort A to Z
- Sort Z to A
- Sort by Color
- Sheet View
- Clear Filter From "Sku"
- Filter by Color
- Text Filters
- Search
- ☒ (Select All)
- ☒ ABC123
- ☒ ABC124
- ☒ ABC125
- ☒ ABC126
- ☒ ABC127
- ☒ ABC128
- ☒ Sku
- ☒ Totals
- ☒ (Blanks)

The spreadsheet data is as follows:

	A	B	C	D	E	F
1	THE BIG NETWORK			BALANCE		
2						
3	Demo R					
4	Sales between 01/01/2022 and 04/					
5	Categories: All, Retailers: Demo, Store M					
6			SALES	COST OF GOODS		
7	Sku		Units	Cost	Avg Cost	Cost Onhand
8	ABC123					\$67,235
9	ABC124					\$41,103
10	ABC125					\$37,443
11	ABC126					\$42,778
12	ABC127					\$23,545
13	ABC128					\$17,178
14	Totals					\$229,280
15	Sku					Cost Onhand

- You are now ready to select the items you want to filter in or out by checking (in) and unchecking (out) boxes!