Excel Cheat Sheet – Sales & Inventory Analysis

To Find characters/words:

• Highlight the column(s) OR row(s) you wish to search within:

		-	-	-	-	-	-						
	A	В	C	D	E	F	G	н	I	J	ĸ	L	
1	Section 1	BALANCE TO BUY"											
2	N E	TWORK											
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		TIIDN	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	<i>\$3,915</i>	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			
17													
18													
19													
20													
21													

*NOTE – if you wish to search the whole sheet, simply click on the triangle at the column/row intersection (top left of your screen):

A	L		\sim \sim	Jx									
	А	В	С	D	E	F	G	Н	I	J	к	L	
K	Chine -	BIG BALANCE TO BUY											
2	State N E	TWORK											
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	<i>\$531</i>	0.30	<i>\$3,915</i>	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		
17													

• Hold down the Ctrl button and hit F:

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2	🦋 N E	TWORK											
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	ABC 126		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	ABC 128		0	\$0	\$0	\$17,178	34	\$505	0.00	\$0	0	0%	
14	Totals		158	\$69,578	\$440	\$229,28 0	432	\$531	0.30	<i>\$3,915</i>	7	2%	
15	Sku		Units	Cost	Avg Cost	Cost	Units	Avg Cost	TUDN	Cost	Units	%Aged	_
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• Type in the characters/words you wish to search for and hit Find Next to highlight each cell containing the search entry one by one:

	А	В	С	D	E	F	G	Н	I.	J	К	L	М
1	hefter =	BIG			В	ALAN	ІСЕ то І	BUY™					
2	State N E	TWORK											
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	\$67,23	5 120	\$560	0.43	\$1,130	4	2%	
9	100121		33	\$15,100	\$458	\$41,10	3 80	\$514	0.37	\$0	0	0%	
10	ABC125	2	28	\$11,888	\$425	\$37,44	3 76	\$493	0.32	\$0	0	0%	
11	ABC126		21	\$10,923	\$520	\$42,77	8 72	\$594	0.26	\$2,270	1	5%	
12	ABC127		11	\$3,040	\$276	\$23,54	5 50	\$471	0.13	\$515	2	2%	
13	ABC128		0	\$0	\$0	\$17,17	8 34	\$505	0.00	\$0	0	0%	
14	Totals		158	\$69,578	\$440	\$229,28	0 432	<i>\$531</i>	0.30	<i>\$3,915</i>	7	2%	
15	Sku		Units	Cost	Avg Cost	Cost Onhand	Find and Renl	Avg Cost				?	×
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	А	В	С	D	E	F	G	н	I.	J	К	L	N
1 2	N E	BALANCE TO BUY											
3						Demo I	Retailer						
4			Sales b	etween 0	1/01/202	2 and 04	1/28/2022	2.Stock a	s of 04/28	3/2022			
5	Categories: All, Retailers: Demo, Store Number: All, Metal: All, TranType: All,												
6			SALES	COST OF	GOODS		INVENTORY		TURN	AGED			
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14	Totals		158	\$69,578	\$440	\$229,280	432	\$531	0.30	<i>\$3,915</i>	7	2%	
15	Sku		Units	Cost	Avg Cost	Cost	Unite	Avg Cost	THOM	Cost	Unite	%Aged	_
16			SALES	COST OF	GOODS	Find	and Replace					? >	<
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27													
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• OR hit Find All for a list of cells in which the search entry appears: