Excel Cheat Sheet – Sales & Inventory Analysis

To Freeze Headers for easy scrolling:

• Highlight the row BELOW the bottom row of the header you wish to freeze:

	А	A B C D		E	F	G	Н	1	J	K	L	N				
1	hete = B	BIG BALANCE TO BUY														
2	🐨 N E	TWORK														
3						Demo F	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	<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						

• Select the View menu at the top of page, click on Freeze Panes drop down menu, and select Freeze Panes:

File Home Insert Page Layout Formulas Data Review View Help																				
	Default				🗹 Ruler	✓ Formul	a Bar (7	+=		1	Split	C View Side by Side	Ģ				
G	Кеер	🕵 Exit	🗣 Nev	v ≣≡ Optio	ns Nor	mal Page Bre Preview	ak Page v Layout	Custom Views	Gridlines	🖌 Headin	gs Z	oom 10	0% Zoon Select	n to tion	New Window	Arrange All	Freeze Panes ~	Unhide	Reset Window Position	Switch Windows ~
_	Sheet View Workbook Views							Show Zoom									reeze Panes			
A	3	▼ : × ✓ fx ABC123															Keep rows	and colurions visible while the heet second (based on current s	rest of election).	
	A B C D E F G H I J K L												М	N	*	Freeze To Keep the t	op <u>R</u> ow op row visible while scrolling t	hrough		
1	BIC BALANCE TO BUY"															the rest of	the worksheet.			
3	1000	Demo Retailer													*	Freeze Fi	r <mark>st <u>C</u>olumn</mark> irst column visible while scroll	ina		
4	Sales between 01/01/2022 and 04/28/2022.Stock as of 04/28/2022																through th	he rest of the worksheet.		
5	Categories: All, Retailers: Demo, Store Number: All, Metal: All, TranType: All,																			
6	SALES			COST OF	COST OF GOODS INVENTO		INVENTORY	TURN			AGED									
7	Sku			Units	Cost	Avg Cost	Cost Onhand	Units	Avg Cost OH	OVER	Cost	Units	%Ag	ed						
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%						

• You are now ready to scroll without losing sight of your header!