

# sales stats

Use this guide to calculate, view and print statistics in the Sales Statistics Viewer.

Report Year: All Staff, Single Staff

Last updated at 12:30 PM

	Services	Qty	Products	Qty	Gift Certificates	Qty
Today	\$3,564.00	94	\$1,392.00	55	\$175.00	3
This Week	\$3,564.00	94	\$1,392.00	55	\$175.00	3
This Month	\$3,564.00	94	\$1,392.00	55	\$175.00	3
Last Year Same Month	\$0.00	0	\$0.00	0	\$0.00	0
This Quarter	\$5,632.00	160	\$2,815.92	140	\$1,563.00	16
Last Year Same Quarter	\$0.00	0	\$0.00	0	\$0.00	0
This Year-to-Date	\$6,867.00	181	\$6,623.43	357	\$1,763.00	17
Last Year-to-Date	\$0.00	0	\$0.00	0	\$0.00	0
This Year	\$6,867.00	181	\$6,623.43	357	\$1,763.00	17
Last Year	\$195.00	4	\$3,283.00	257	\$0.00	0
Past 12 Months	\$7,022.00	195	\$3,906.43	614	\$1,763.00	17

## All Staff

1. From the main menu bar click the SBLauncher (Light Bulb icon) button, and then, click the Sales Stats button (or double click the Sales Statistics desktop shortcut).
2. If needed, from the Location drop-down list, select a store name.
3. Click the All Staff button (the program defaults to All Staff view).
4. Click the Calculate button.

Report Year: All Staff, Single Staff

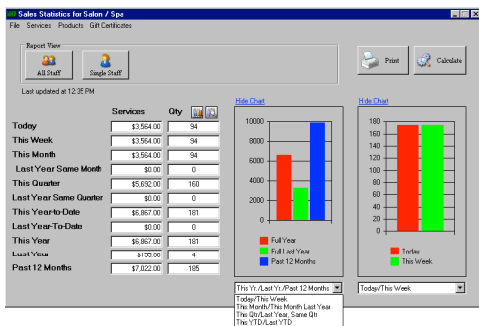
Staff Code: [Dropdown]

Last updated at 12:31 PM

	Services	Qty	Products	Qty	Gift Certificates	Qty
Today	\$784.00	26	\$1,392.00	55	\$175.00	3
This Week	\$784.00	26	\$1,392.00	55	\$175.00	3
This Month	\$784.00	26	\$1,392.00	55	\$175.00	3
Last Year Same Month	\$0.00	0	\$0.00	0	\$0.00	0
This Quarter	\$1,373.00	45	\$1,725.90	245	\$175.00	3
Last Year Same Quarter	\$0.00	0	\$0.00	0	\$0.00	0
This Year-to-Date	\$1,888.00	53	\$2,483.29	104.5	\$375.00	4
Last Year-to-Date	\$0.00	0	\$0.00	0	\$0.00	0
This Year	\$1,888.00	53	\$2,483.29	104.5	\$375.00	4
Last Year	\$90.00	2	\$95.00	4	\$0.00	0
Past 12 Months	\$1,898.00	55	\$2,530.29	108.5	\$375.00	4

## Single Staff Member

1. Start the Sales Statistics program.
2. If needed, from the Location drop-down list, select a store name.
3. Click the Single Staff button.
4. From the Staff Code drop-down list, select a staff member.
5. Click the Calculate button.



## Show Charts

1. Start the Sales Statistics program.
2. If needed, from the Location drop-down list, select a store name.
3. If needed, from the Staff Code drop-down list, select a staff member.
4. At the top right of any column, click a Chart icon.
5. At the bottom of the chart, select the comparison you want to illustrate.
6. To close the chart, click the Hide Chart link text.

## Print Information

1. When viewing the main screen, from the File menu, click the Print button.  
OR  
When viewing data drilled down by category or viewing Product, Service or Gift Certificate data by items, click the Print button.

Category	Total	Quantity
Hair Care	\$810.00	18
Makeup	\$130.00	3
Massage	\$800.00	8
Nail Care	\$1,170.00	42
Shipping	\$0.00	0
Skin Care	\$450.00	6
Waxing	\$204.00	17

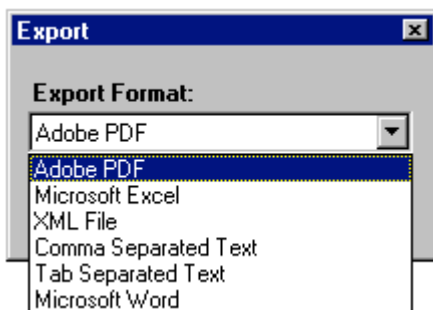
### Drill Down by Categories or Types

1. From the Location drop down list, select a location.
2. If needed, click the Single Staff button and from the Staff Code drop-down list, select a staff member's name.
3. At the top right of any column, click a Details icon.  
*Sales Statistics displays the Product, Service, or Gift Certificates by Category dialog box.*
4. From the Periods drop-down list, select the statistic to drill down.
5. From the Sort By drop-down list, select from Name, Total, or Qty.
6. To save the information in a file, click the Export This Information link.
7. To view the data for a category, double-click on the category's row.

Service Name	Total	Quantity
Express Manicure	\$180.00	12
Express Pedicure	\$210.00	7
Polish Change	\$30.00	3
Spa Manicure	\$250.00	10
Spa Pedicure	\$500.00	10

### Drill Down a Category by Items

1. When viewing Product or Service data drilled down by category, double-click a category row.  
*Sales Statistics displays the Product or Service Sales in Category Name dialog box.*
2. From the Periods drop-down list, select a statistic name.
3. From the Sort By drop-down list, select from Name, Total, or Qty.
4. To return to the By Category view, click the Return to Category Listings link.
5. To save the information in a file, click the Export This Information link.



### Export Information

1. When viewing the main screen, from the File menu, click Export.  
*OR*  
When viewing data drilled down by category or viewing Product, Service or Gift Certificate data by items, click the Export This Information link.  
*The Export dialog box will display.*
2. From the Export Format drop-down menu, select from Adobe PDF, Microsoft Excel, XML File, Comma Delimited Text, Tab Delimited Text, or Microsoft Word.
3. Click the OK button.
4. In the Save As dialog box, select the path to and give a name to the new file and click the Save button.

**The following describes the different statistics:**

- **Today**  
The total amount earned and volume sold for the current day.
- **This Week**  
The total amount earned and volume sold since Sunday.
- **This Month**  
The total amount earned and volume sold since the first day of the current month.
- **Last Year Same Month**  
The total amount earned and volume sold throughout the same month during the previous year.
- **This Quarter**  
The total amount earned and volume sold since the first day of the current month and three months before the current month.
- **Last Year Same Quarter**  
The total amount earned and volume sold for the same date one year before and since the first day of that month and three months before that month.
- **This Year-To-Date**  
The total amount earned and volume sold since January 1 of the current year to the current date.
- **Last Year-To-Date**  
The total amount earned and volume sold from January 1 of the previous year to the same date in the previous year.
- **This Year**  
This is the same as This Year-To-Date.
- **Last Year**  
The amount earned and volume sold from January 1 to December 31 during the previous year.
- **Past 12 Months**  
The amount earned and volume sold from the current date back to the same date 1 year before the current date.

# frequently asked questions

## **How often does the program update data when minimized?**

The Sales Statistics program will automatically update information every five minutes. You can manually update the information at anytime by clicking on the Calculate button.

## **Can I set my own fiscal year?**

No, the calendar year is hard-coded in the program and set from January to December.

## **How is this different from the Sales Summary Report on the ticket screen?**

While the Sales Summary Report is a great tool, the Sales Statistics program is faster, provides comparative data at a glance and utilizes informative visual representation through the use of graphs.

## **Does this program calculate net or gross?**

The totals generated are net, or the total dollars after discounts.

## **Can I view all of my locations at one time?**

No, the Sales Statistics program is currently set to view the three main components of your business (service, products and gift certificate sales) one location at a time. You can, however, export the specific information for all locations one at a time for easy comparison.

## **Do you have to close and reconcile a day to make sure that the calculations are accurate?**

No, you don't have to close your day for the calculations to be accurate. You do, however, have to make sure that the tickets you want included are processed.