# **Statistics**

Sales statistics can be used in all account areas, so please select the correct account area. The statistics offer a lot of functions so it is handy to know what kind of analysis you need. So ask yourself:



You get to the sales statistics via *Accounts/Statistics*.

# **General functions**

ales statistics	×
Time period and content   Filter   Special article   Days / Time / Club statistics	Print F8
Time period:       from:       28.10.15       time:       o'clock         to:       28.10.15       time:       23:59:59       o'clock         Evaluate time period daily       Until 6am of the previous day         Invoice:       from:       .       to:       28.10.15	1 ☆ Reset F5 2 ☆ Load F9 3 등 Save F11
Payment date:       from:       to:       28.10.15         Print this information:       ✓       Separate bookings:       Sort:       Date and time         ✓       Separate bookings:       Sort:       Date and time       ✓         ✓       Special layout:       ✓       ✓       Def.	
✓ Group total: <u>S</u> cope: Individual articles	
Customer filter:	Quit

Reset (1) Please always press the button **Reset** before you start entering your settings, to restore the default settings.

**Reset** enables all the tests, as you can always restore the default settings.

Save (3)	<b>Save</b> allows you to save the statistics settings, so you can always use them again.
	Please save in the folder suggested by PC CADDIE. Pay attention to the file name - it is clear that it is a sales statistics but the actual content should be included in the file name.
Load (2)	If you <i>Load</i> a saved statistic you only need to adjust the time <i>Time period</i> . Both fields must be adjusted.

### **Important settings**



#### Time period and content

The settings most frequently used can be set with the following information::

Sales statistics	×
Time period and content Filter Special article Days / Time / Club statistics	Print F8
Time period:       from:       28.10.15       time:       o'clock         to:       28.10.15       time:       23:59:59       o'clock         Evaluate time period daily       Until 6am of the previous day         Invoice:       from:        to:       28.10.15         Payment date:       from:        to:       28.10.15	<ul> <li>★ Reset F5</li> <li>▲ Load F9</li> <li>▲ Save F11</li> </ul>
Print this information:         ✓ Separate bookings:       Sort:         □ Special layout:       Image: Special mathematical	
Day / Time / Club statistics	
✓ Group total: <u>S</u> cope: Individual articles	
Customer filter:	🛛 Quit

- *Time period*: always enter the relevant time period.
- **Evaluate time period daily**: this relates to the daily turnover for a certain period and a given time-frame, for example between 10am and 2pm, from 01.01.10 to 31.12.10
- Until 06:00 o'clock of previous day: checking this is especially important for catering, if the

revenues are to be expected after midnight.

- **Separate bookings**: define whether you want to print out single postings or totals (in which case the box should not be checked). It is also possible to select different kind of orders such as customer name (alphabetical), invoice number or home club.
- Total of groups: here you can choose between individual items or product groups.
- **Customer filter**: select the group of persons . Please create a listing filter if you need a "single person"!

#### Filtering

ales statistics		×
Time period and conte	ent Filter Special article Days / Time / Club statistics	Print F8
<u>A</u> rticle groups: Booking text:	Select	
Amount area:	from: -9999999.00 <u>t</u> o: 99999999.00	👷 Reset FS
<u>V</u> AT-Rate:		Save F11
Only this status:	(neutral)	
<u>F</u> A-Export:	(neutral)	
EA-Accounts:	To calculate	
<u>C</u> ash register area:	OPartially paid     Opartially paid     Opartially paid	
<u>S</u> tatistics area:	✓Done Select	
Booking person:	All booked Select	
Payment method:	Select	
Discount rate:		
<u>C</u> ategories: <b>∨</b> Norm <b>∨</b> Fami	nal 🔽 Transfer 🔲 In-payment 🔽 Cash book ly 🔲 Payments 🔲 Other special categories	🛛 <u>Q</u> uit

- Differentiate which article groups you want to be analyzed.
- **Only this status** is very useful (especially for the account area **CLUB**) as any kind of balance lists can be printed.

#### **Special article**

Sales statistics	×
Time period and content   Filter Special article   Days / Time / Club statistics	
Only this article: Choose article 3	★     Reset     FS       ▲     Load     FS       ↓     Save     F11
Negation, i.e. do NOT evaluate this article	<mark>⊠ Q</mark> uit

- You can select the required articles with *Choose article* and import them to the window with *OK*.
- Note the **Negation** option.

#### Days/Time/Club statistics

Sales statistics		Х
Time period and content	Filter Special article Days / Time / Club statistics	<u>Print</u> F8
🔲 Print Days / Time / Clul	o statistics:	
<u>A</u> nalysis:	Total	👷 Reset F5
<u>A</u> lignment:	From top to bottom	👌 Load F9
Indicated value:	Gross amount	Save F11
<u>R</u> elated to:	Article	
Time subdivision:	from: 06:00 to: 22:00 o'clock Time interval: 02:00 hours	
<u>F</u> ilter 1:	[neutral]	
<u>F</u> ilter 2:	(neutral)	
<u>F</u> ilter 3:	(neutral) 🔽 Def.	
<u>F</u> ilter 4:	(neutral)	
<u>F</u> ilter 5:	(neutral)	
		<u>Quit</u>

- This feature can be very handy for a green fee analysis. The fluctuation at certain time periods can be determined.
- With *Analysis* you can analyze individual days, weekdays, clubs, person filters or users.
- The *Indicated value* can be displayed as "gross-net-value" or "amount".
- With *Time subdivision* you get the information about how often an article was posted in this time period. This can be very useful for evaluating green fees.
- The *Filters* allow you to differentiate even more between specific groups of persons.

## **Statistics examples**

HINT: Please do not forget to save useful and individual statistic settings, to ensure that you can always reuse them.

#### Sales statistics with individual layout

Statistics with member characteristics, account text and gross amount in the account

Sales statistics settings:

Sales statistics	×
Time period and content   Filter   Special article   Days / Time / Club statistics	
Time period:       from:       01.01.16       time:       o'clock         time:       23:59:59       o'clock         Evaluate time period daily       Until 6am of the previous day         Invoice:       from:       .         payment date:       from:       .	1 ★ Reset F5 Load F9 Save F1
Print this information:         Image: Separate bookings:       Sort:         Image: Special layout:       Customer name         Image: Special layout:       Sales characteristics	
Day / Time / Club statistics	
Group total: Scope: Individual articles	
Customer filter:	🛛 Quit

- 1. Reset
- 2. Define date
- 3. Sort
- 4. Layout
- 5. Check-mark on payment (next screenshot) under the tab Filtering

Sales statistics		×
Time period and conte	ent Filter Special article Days / Time / Club statistics	Print F8
<u>A</u> rticle groups:	Select	
Booking text: Amount area:	from: -999999.00 to: 9999999.00	👷 Reset FS
<u>V</u> AT-Rate:		Save F11
Only this status:	(neutral)	
EA-Export:	(neutral)	
<u>F</u> A-Accounts:		
<u>C</u> ash register area:		
<u>S</u> tatistics area:	Select	
Booking person:	Select	
Payment method:	Select	
Discount rate:		
<u>C</u> ategories: <b>I</b> ✓ Norm	al 🔽 Transfer 🔲 In-payment 🔽 Cash book	
Famil	y Payments Dther special categories	Quit

#### Layout

Format editor	×
Name:       Sales characteristics <ul> <li>Define new format</li> <li>Format type</li> <li>List</li> <li>Lines:</li> <li>Title</li> <li>Sales characteristics - <date></date></li> <li>1/73 (301)</li> <li>Line</li> <li>Line</li> <li>I_ab</li> <li><li><li><li><li><li><li><li><li><li></li></li></li></li></li></li></li></li></li></li></ul>	<ul> <li>&lt;&gt; Fields F2</li> <li></li></ul>
	Save format F11         Control Control         Control         File
	a Test F8
< >	⊠ <u>Q</u> uit

Layout to copy:

```
<L>|<NAME>|<FIRSTNAME>|<OPTION02>|<OPTION03>|<XTEXT>|<XGRS
>|<ENTRYDATE>|<LEAVINGDATE>|
```

Result:

# Turnover from 01.01.16 to 16.09.16 SALES

		Status		booked Printed: 15.04.			15.04.19, 14:06 1		
	No.	Name	First name	Membership	Status	Text	Gross	Entry	Leave
I			1					1	1

#### Cost control after fee transfer

You have transferred the annual fees to the accounts, and now you want to check everything before printing the invoices?

1. Click the button Reset.

- 2. Go to the tab *Time period and content* and enter the date from... to... in the tab *Time period*.
- 3. Sort by "Customer name" in the **Separate bookings** field.
- 4. Please set the *Customer filter* to "All persons", as this option allows you to check if there have been any fee transfers to other people by accident.
- 5. Now switch to the tab *Filter* and select "to calculate" for the field *Only this status*.
- 6. Now click **Print**.



# Turnover from 01.01.15 to 28.10.15

CLUB								List - sorted
Status	t	o calcu	late					by name
No. Entry	Date	Time	VAT	Net €	Gross € S Paid	Person		
1 Annual fees active members Total	22.10.15		19,0	1050,42 1050,42	1250,00 M 1250,00	ghta ghta	Ghisletti, Tamara Ghisletti, Tamara	Losone a Losone
2 Annual fees active members Total	22.10.15		19,0	1050,42 1050,42	1250,00 M 1250,00	rih1 rih1	Richter, Heike Richter, Heike	Markgräflerlai Markgräflerland, GC
Total:				2100,84	2500,00 OK:	0,0	0 0,00	

	Total per group/article		Total list with the number of bookings							
Article		Net	Gross	Net	Gross	No.	Net	Gross	No.	
				2100,84	2500,00	2	0,00	0,00	0	
Annua	lfees			2100,84	2500,00	2	0,00	0,00	0	
jakt	Annual fees active members	1050,42	1250,00	2100,84	2500,00	2	0,00	0,00	0	
				2100,84	2500,00	2	0,00	0,00	0	

#### List of individual payment methods

Do you need an overview of your sales that where paid in cash or with a debit card (e.g. for your cash register account)?

- Again, go to **Accounts/Sales statistics** and click the **Reset** button on the right to ensure you start with the default settings.
- Go to the tab *Time period and content* and enter the desired dates for the period and if necessary - remove the check mark for *Print individual postings*.

Then go to the tab Filter:

les statistics		×
Time period and co	ntent Filter Special article Days / Time / Club statistics	Print F8
Article groups:	Select	
<u>B</u> ooking text:	I	👷 Reset F5
Amount area:	from: -9999999.99 to: 99999999.99	load E9
	Only other than 0	
<u>V</u> AT-Rate:		Save F11
Only this status:	(neutral)	
<u>F</u> A-Export:	(neutral)	
<u>F</u> A-Accounts:		
<u>C</u> ash register area:		
<u>S</u> tatistics area:	Select	
<u>B</u> ooking person:	Select	
<u>P</u> ayment method:	cash Select	
Discount rate:		
Categories: 🔽 No	ormal 🔽 Transfer 🔲 In-payment 🔽 Cash book	
□ Fa	mily 🦳 Payments 🥅 Other special categories	🛛 🖸 🛛 🛛

- In the row "Payment methods" *Select* the payment method. They can usually be found at the end of the article list.
- Create lists one after the other with the needed payment methods.
- If you select more than one payment method, the totals of each payment method will be summed up.
- Press **Print**(F8) to start the printing process.

#### Green fee revenue by day of the week or time of the day

- Select your account area, for example **SALES** and go again to the statistics under **Accounts/Statistic**. Press **Reset** to use the default settings.
- Input the *Time period* under the tab *Time period and content*.
- Uncheck the **Separate bookings**.
- Switch to the tab *Filter*. Choose the category GREEN FEE for the *Article groups* field. If the category GREEN FEE contains many items, you may encounter the problem that they cannot be completely printed on the statistics. if this is the case, please select individual items. When you evaluate <u>all</u> the articles in the GREEN FEE category you will see the complete number of green fees for the day of the week in the 1st column .
- Click on the Days/Time/Club Statistics and check the Print Days/Time/Club Statistics.
- Select "Weekdays" in the **Analysis** field.
- Select "Quantity" in the *Indicated value* field.

Sales statistics		×
Time period and content	Filter Special article Days / Time / Club statistics	<u> Print</u> F8
Print Days / Time / Clu	b statistics:	
<u>A</u> nalysis:	Weekdays 💌	👷 Reset FS
<u>A</u> lignment:	From top to bottom	Load F9
Indicated value:	Quantity	
<u>R</u> elated to:	Article	
Time subdivision:	from:         06:00         to:         22:00         o'clock           Time interval:         02:00         hours	
<u>F</u> ilter 1:	(neutral)	
<u>F</u> ilter 2:	(neutral)	
<u>F</u> ilter 3:	(neutral) Def.	
<u>F</u> ilter 4:	(neutral)  Def.	
<u>F</u> ilter 5:	(neutral) Def.	
		uit Quit

Press **Print** and you will see the following:

## Turnover from 01.10.15 to 28.10.15 PROSHOP

Article group			GF						Printed: 28.10.15. 17:34 h
Period		Total	gf18	0101ve	0600 e	1 0100	gfp	gfsh	
Monday	Total	3,00	0,00	0,00	1,00	0,00	1,00	1,00	
Tuesday	Total	3,00	0,00	0,00	0,00	2,00	0,00	1,00	
Wednesda	Total	4,00	1,00	1,00	0,00	0,00	1,00	1,00	
Total		10,00	1,00	1,00	1,00	2,00	2,00	3,00	

You can also print a list with time-divisions when you make small changes in the tab **Days/Time/Club** statistics (see figure below).

- Select "Total" in the **Analysis** field.
- Check the *Time subdivision* box and input your desired time frame.

Sales statistics		×
Time period and content	Filter   Special article   Days / Time / Club statistics	Print F8
🔽 Print Days / Time / Clu	b statistics:	
<u>A</u> nalysis:	Total	👷 Reset F5
<u>A</u> lignment:	From top to bottom	Load F9
Indicated value:	Gross amount	Save F11
<u>R</u> elated to:	Article	
Time subdivision:	from:         06:00         to:         22:00         o'clock           Time interval:         02:00         hours	
<u>F</u> ilter 1:	(neutral)	
<u>F</u> ilter 2:	(neutral)	
<u>F</u> ilter 3:	(neutral) 🔽 Def.	
<u>F</u> ilter 4:	(neutral) 🔽 Def.	
<u>F</u> ilter 5:	(neutral) 🔽 Def.	
		Quit

You will receive the following list where you can see the time of the day when most green fees are booked.

# Turnover from 01.10.15 to 28.10.15 PROSHOP

	Article group			GF				
Period		Total	gf18	0101we	e 0600ve	1 0100	gfp	gfsh
All days	Total	10.00	1.00	1.00	1.00	2.00	2.00	3.00
	fro 00:00 to 06:00	0,00						-
	to 08:00	0,00						
	to 10:00	0,00						
	to 12:00	0,00						
	to 14:00	0,00						
	to 16:00	0,00						
	to 18:00	10,00	1,00	1,00	1,00	2,00	2,00	3,00
	to 20:00	0,00						
	to 22:00	0,00						
	to 24:00	0,00						
Total		10,00	1,00	1,00	1,00	2,00	2,00	3,00

Hint: You can always restore the default setting with **Reset** and then test new settings.

#### FA-Export, not exported bookings

This list is of interest only in connection with the module Export accounting data.

There are two common mistakes when using the module Export accounting data (for example for DATEV export):

- 1. The booking cannot be exported because the article lacks the FA account number.
- 2. The booking cannot be exported because it has been posted to a date in the past, and that date has already been handed over to DATEV.

You can check with the sales statistics whether the bookings were posted, and find out which were not. In this case, check the **Separate bookings** in the tab **Time period and content**. Now go the the tab **Filter** and set the fields as presented in the following image:

Sales statistics		×
Time period and conte	ent Filter Special article Days / Time / Club statistics	lea Print F8
Article groups:	Select	
<u>B</u> ooking text:		👷 Reset F5
Amount area:	from: -9999999.99 to: 99999999.99	👌 Load F9
<u>V</u> AT-Rate:	Only other than 0	Save F11
Only this status:	(neutral)	
<u>F</u> A-Export:	NOT exported entries	
<u>F</u> A-Accounts:		
<u>C</u> ash register area:		
<u>S</u> tatistics area:	Select	
Booking person:	Select	
Payment method:	Select	
Discount rate:		
<u>C</u> ategories: 🔽 Norm	al 🔽 Transfer 🦳 In-payment 🔽 Cash book	
Famil	y 🔲 Payments 🔲 Other special categories	🛛 Quit