

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:




What am I trying to find out?


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

General functions

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.

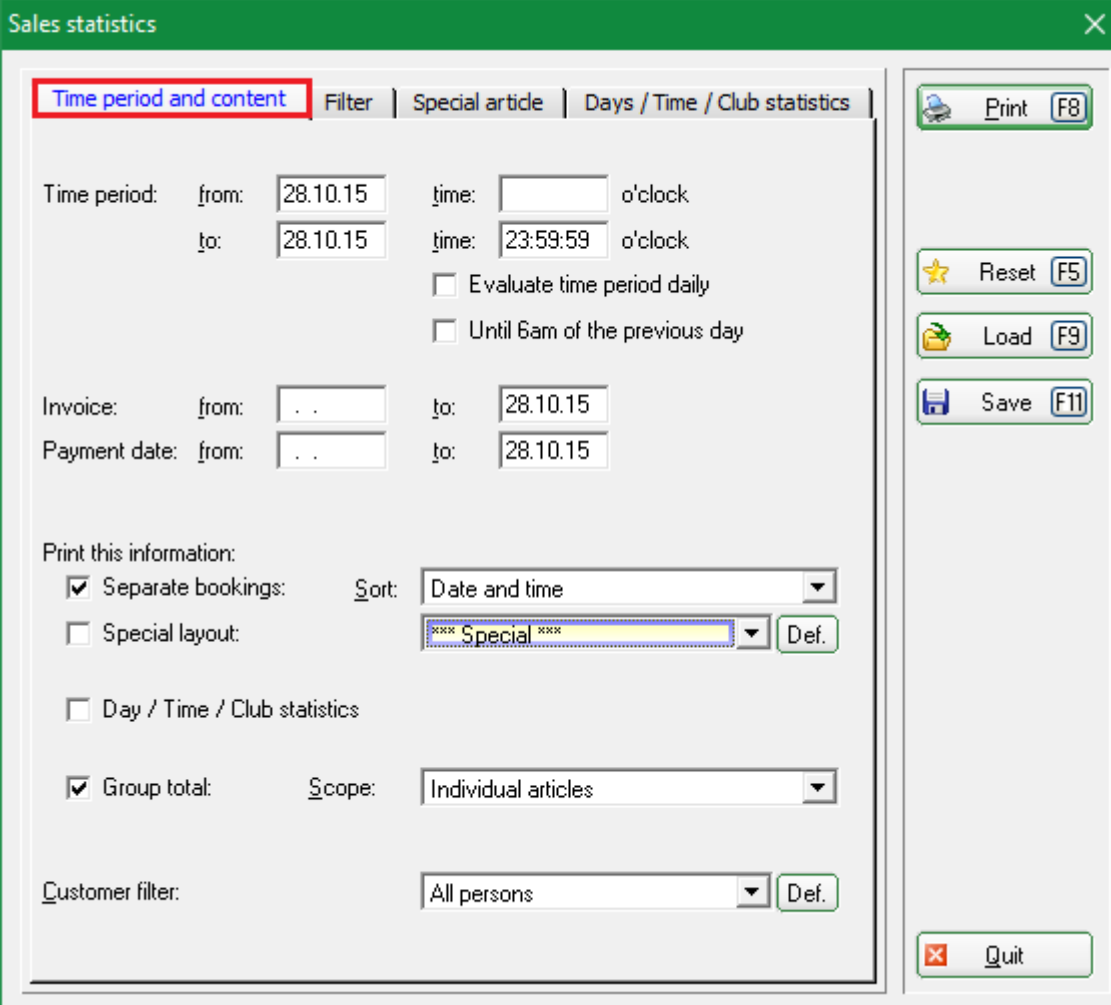
	Save allows you to save the statistics settings, so you can always use them again.
Save (3)	 Please save in the folder suggested by PC CADDIE. Pay attention to the file name - it is clear that it is a sales statistics but the actual content should be included in the file name.
Load (2)	If you Load a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

Important settings

 Sometimes less is more - fill out only as much as necessary, not as much as possible.

Time period and content

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



The screenshot shows the 'Sales statistics' dialog box with the 'Time period and content' tab selected. The 'Time period' section has 'from' and 'to' dates set to 28.10.15 and times set to o'clock. There are checkboxes for 'Evaluate time period daily' and 'Until 6am of the previous day'. The 'Invoice' and 'Payment date' sections have 'from' and 'to' fields. The 'Print this information' section has checkboxes for 'Separate bookings', 'Special layout', and 'Day / Time / Club statistics', and a 'Group total' checkbox. The 'Sort' dropdown is set to 'Date and time' and the 'Scope' dropdown is set to 'Individual articles'. The 'Customer filter' dropdown is set to 'All persons'. On the right side, there are buttons for 'Print (F8)', 'Reset (F5)', 'Load (F9)', 'Save (F11)', and '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.

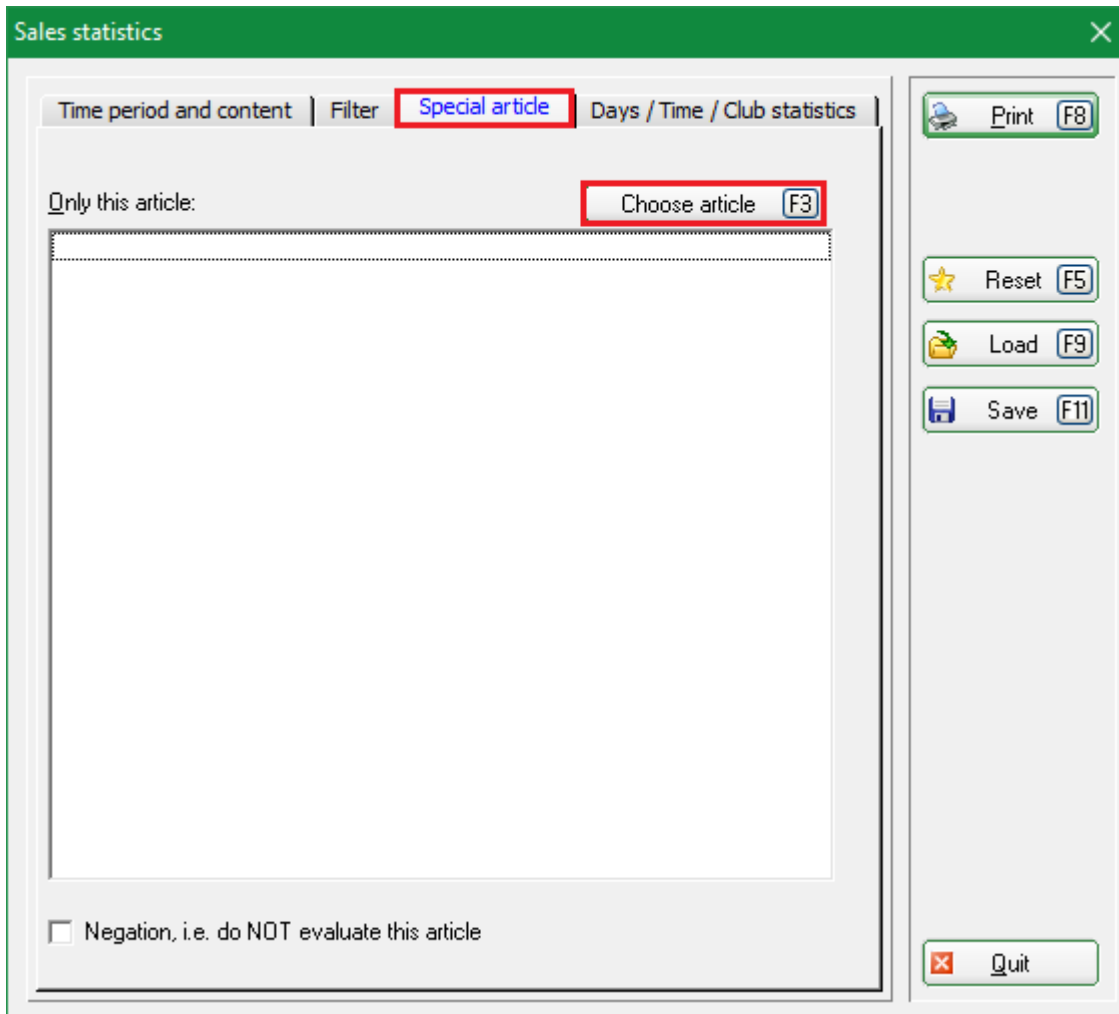
- **Separate bookings:** define whether you want to print out single postings or totals (in which case the box should not be checked). It is also possible to select different kind of orders such as customer name (alphabetical), invoice number or home club.
- **Total of groups:** here you can choose between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

Filtering

The screenshot shows the 'Sales statistics' application window with the 'Filter' tab selected. The 'Only this status' dropdown menu is open, showing a list of status options: '(neutral)', 'Offer/Prospect', 'To calculate', 'Invoice written', 'Partially paid', 'Invoice or partially paid', 'Done', and 'All booked'. The 'Amount area' is set from -999999.00 to 999999.00. The 'Categories' section at the bottom has checkboxes for Normal, Transfer, In-payment, Cash book, Family, Payments, and Other special categories.

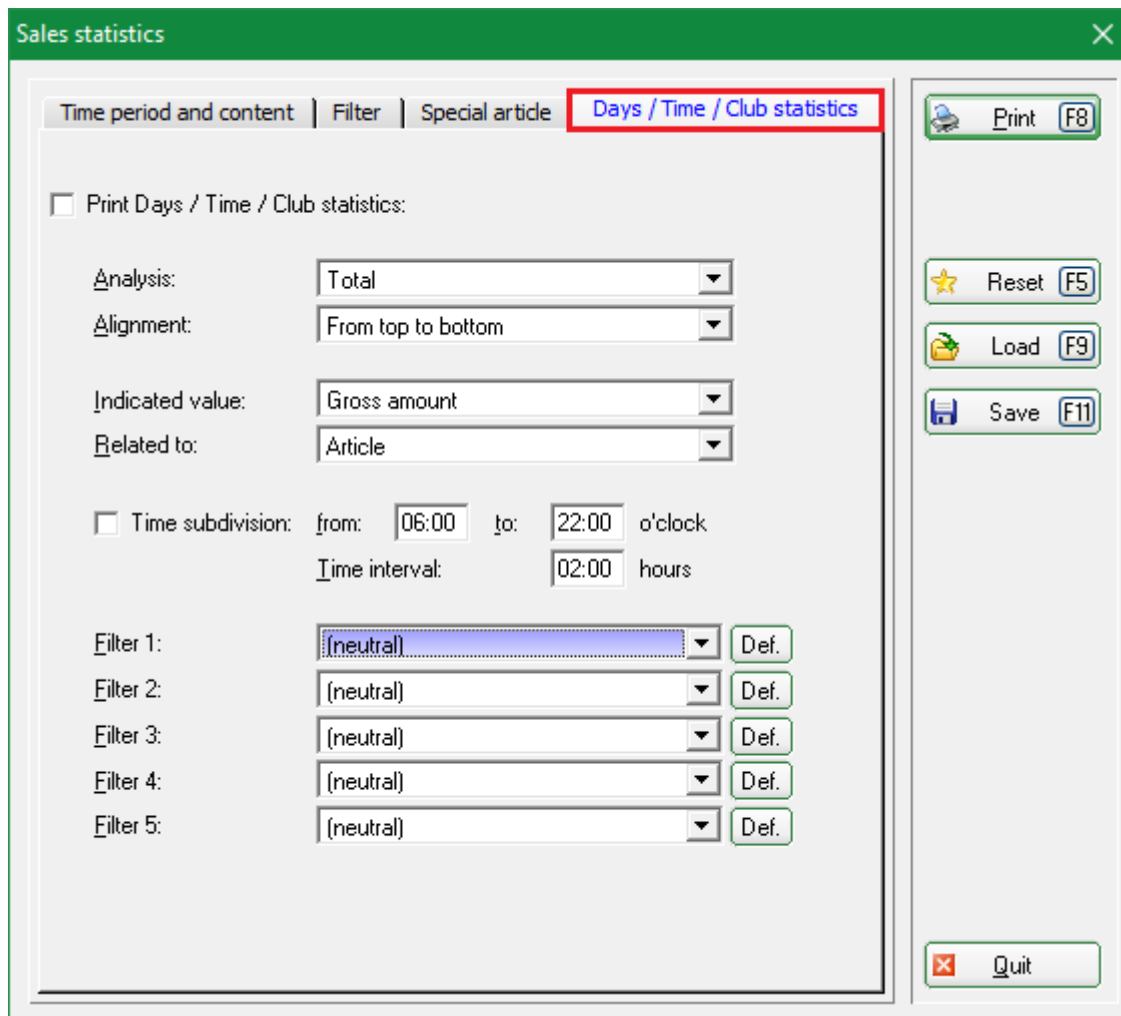
- Differentiate which article groups you want to be analyzed.
- **Only this status** is very useful (especially for the account area **CLUB**) as any kind of balance lists can be printed.

Special article



- 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



- 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 X

Time period and content | Filter | Special article | Days / Time / Club statistics

Time period: from: 01.01.16 time: o'clock
 to: 31.12.16 time: 23:59:59 o'clock
 Evaluate time period daily
 Until 6am of the previous day

Invoice: from: . . to: 16.09.16
 Payment date: from: . . to: 16.09.16

Print this information:
 Separate bookings: Sort: Customer name
 Special layout: Sales characteristics Def.
 Day / Time / Club statistics
 Group total: Scope: Individual articles

Customer filter: All persons Def.

Print (F8)
 1 Reset (F5)
 Load (F9)
 Save (F11)
 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 content Filter | Special article | Days / Time / Club statistics

Article groups: Select

Booking text:

Amount area: from: to:
 Only other than 0

VAT-Rate:

Only this status: ▼

FA-Export: ▼

FA-Accounts:

Cash register area:

Statistics area: Select

Booking person: Select

Payment method: Select

Discount rate:

Categories: Normal Transfer In-payment Cash book
 Family Payments Other special categories

Print F8

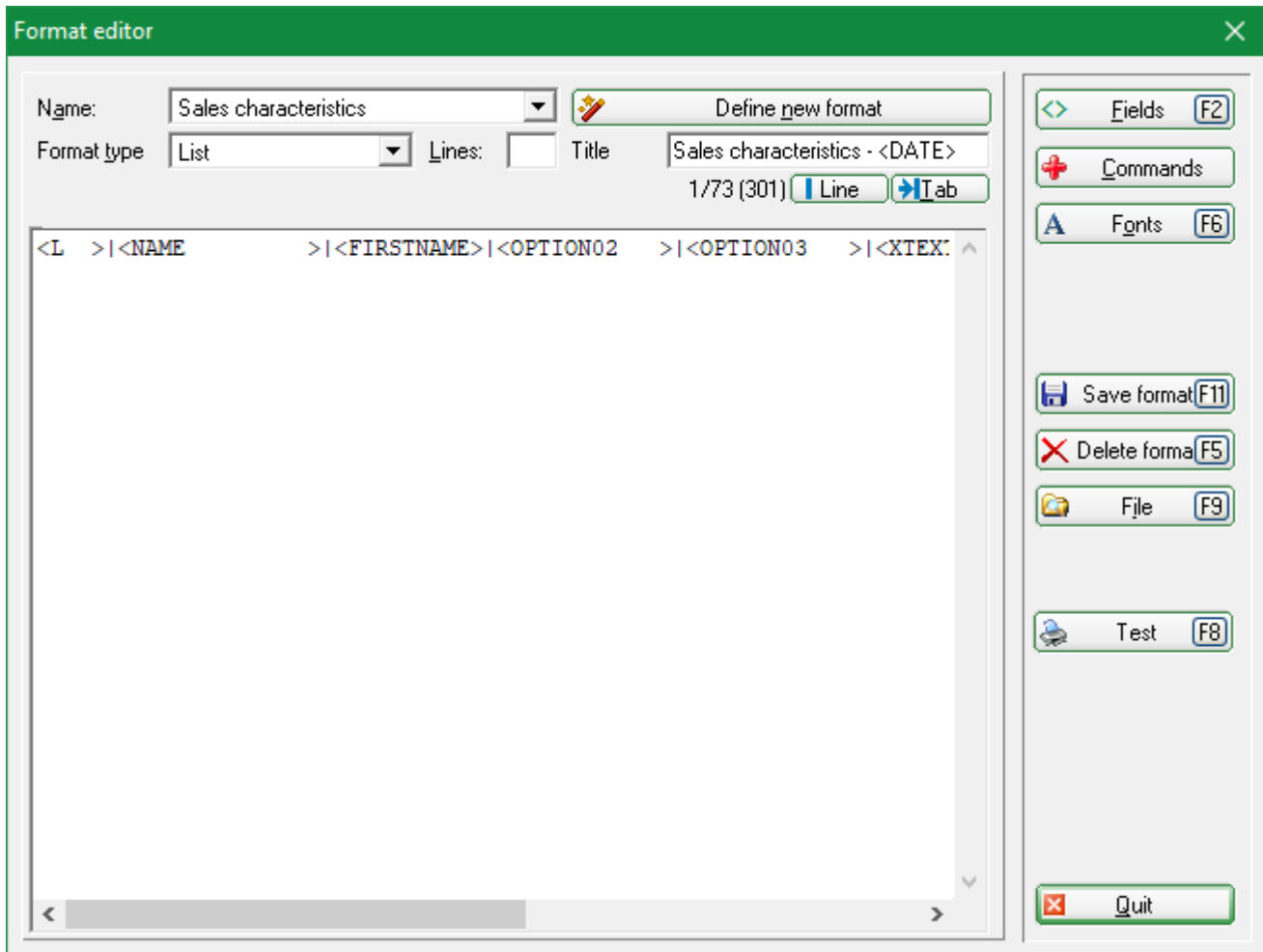
Reset F5

Load F9

Save F11

Quit

Layout



Layout to copy:

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

Result:

Turnover from 01.01.16 to 16.09.16

SALES

Status

all booked

Printed: 15.04.19, 14:06 h

No.	Name	First name	Membership	Status	Text	Gross	Entry	Leave

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**.

- Go to the tab **Time period and content** and enter the date from... to... in the tab **Time period**.
- Sort by „Customer name“ in the **Separate bookings** field.
- 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.
- Now switch to the tab **Filter** and select „to calculate“ for the field **Only this status**.
- Now click **Print**.



Here is the outcome:

Turnover from 01.01.15 to 28.10.15

CLUB

Status to calculate

List - sorted by name

No. Entry	Date	Time	VAT	Net €	Gross € S	Paid	Person
1 Annual fees active members	22.10.15		19,0	1050,42	1250,00 M		ghfa Ghisletti, Tamara
Total				1050,42	1250,00		ghfa Ghisletti, Tamara
2 Annual fees active members	22.10.15		19,0	1050,42	1250,00 M		rih1 Richter, Heike
Total				1050,42	1250,00		rih1 Richter, Heike
Total:				2100,84	2500,00 OK:		0,00 0,00

Total per group/article

Total list with the number of bookings

Article	Single		Net	Gross	No.	Net	Gross	No.
	Net	Gross						
			2100,84	2500,00	2	0,00	0,00	0
Annual fees			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**:

- 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 all 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

Print Days / Time / Club statistics:

Analysis: Weekdays

Alignment: From top to bottom

Indicated value: Quantity

Related to: Article

Time subdivision: from: 06:00 to: 22:00 o'clock
Time interval: 02:00 hours

Filter 1: (neutral) Def.

Filter 2: (neutral) Def.

Filter 3: (neutral) Def.

Filter 4: (neutral) Def.

Filter 5: (neutral) Def.

Print (F8)

Reset (F5)

Load (F9)

Save (F11)

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	0600e1	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 X

Time period and content | Filter | Special article | Days / Time / Club statistics

Print Days / Time / Club statistics:

Analysis: Total ▼

Alignment: From top to bottom ▼

Indicated value: Gross amount ▼

Related to: Article ▼

Time subdivision: from: 06:00 to: 22:00 o'clock
Time interval: 02:00 hours

Filter 1: (neutral) ▼ Def.

Filter 2: (neutral) ▼ Def.

Filter 3: (neutral) ▼ Def.

Filter 4: (neutral) ▼ Def.

Filter 5: (neutral) ▼ Def.

Print (F8)
Reset (F5)
Load (F9)
Save (F11)
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	0101ve	0600ve1	0100	gfp	gfsh	
All days	Total	10,00	1,00	1,00	1,00	2,00	2,00	3,00
	from 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 to the tab **Filter** and set the fields as presented in the following image:

The screenshot shows the 'Sales statistics' window with the 'Filter' tab selected. The 'FA-Export' dropdown menu is highlighted with a red box and set to 'NOT exported entries'. Other fields include 'Article groups', 'Booking text', 'Amount area' (from: -999999.99 to: 999999.99), 'VAT-Rate', 'Only this status' (neutral), 'FA-Accounts', 'Cash register area', 'Statistics area', 'Booking person', 'Payment method', 'Discount rate', and 'Categories' (Normal, Transfer, In-payment, Cash book, Family, Payments, Other special categories). The right sidebar contains buttons for 'Print (F8)', 'Reset (F5)', 'Load (F9)', 'Save (F11)', and 'Quit'.