

Goals at a glance

This form is to be prepared at the beginning of each week by entering the sales goals for each day, the cumulative goal for each day, and the total goal for the week, also the employee names and the sales goal for the day for each employee.

Actual sales and other figures are to be filled out at the end of each day. It is important to fill in the sales figures for each employee at the end of the day, not the end of the shift. If after leaving for the day an employee has a return that return must be included in the sales for the day.

For each employee that works in your shop at the end of the day you must fill in their sales, customer count, and value of miscuts even if the employee did not work that day. A non-working employee may have had a return charged to his sales. This will count as negative sales, a customer count, and miscut keys. The sales for the employee are taken from a "sales flash" reading on the Sears register.

At the top of the form the "Actual sales" are the sales for each employee added up. The "Cumulative sales" are the sales for the week so far, for example the cumulative sales for Tuesday are the total sales for Sun, Mon, & Tue. The "Variance to goal" is the "Cumulative sales" minus the "Cumulative goal."

For each employee the ADS is the sales divided by the number of customers. The MC% is the value of the miscuts divided by the sales, X 100. Once you have calculated the figures for each employee add them up for the "Shop totals" near the bottom of the form. NOTE; Since ADS and MC% are percentages you cannot add them up for each employee and put the total on "Shop totals." You must calculate them from the shop totals for Sales, Cust#, and M-Cut.

At the bottom of the form enter the "Payroll hours" actually worked. This will not include hours paid but not worked, for example; vacation, sick, etc. will not be included. "Shop refund" comes from the Sears register closing receipt line labeled "RETURNS TOTAL", however you must subtract the sales tax from this figure before entering it on the form. "Electronic keys" are the number of them that you have sold. "Promo" are the number of them that you have sold.

In the Sears hub office is printed daily a "Month to date" sales form. Your sales will be listed on the "Div acct" line 195080. This is a cumulative sales figure for the month so far. To find the sales for today you must subtract the sales from the previous day's "Month to date" form from today's. "Sales flash total" is the same figure as the "Actual sales" from the top of the form. "Variance" is the two above lines subtracted.

At the end of the week you must total each line across and enter the total in the "Total" column. Remember that the lines with percentages (ADS, MC%) cannot be added and must be calculated from the other figures in the "Total" column. For each employee and the "Shop totals" you must calculate the % to budget by dividing the total sale / total goal X 100.