# Reports & Exports in Repfabric

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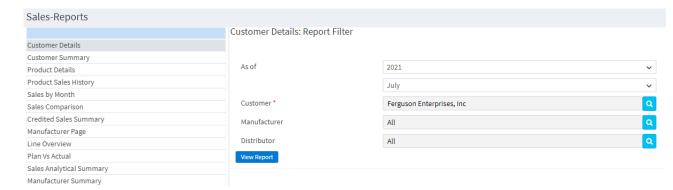
Living Report

Power BI Report

- Line by line of each sale that can be grouped by rep, by manufacturer, by sales team
- This could be helpful to cross-reference or troubleshoot any reconciling for commissions payout or sales numbers in general.
- Has variety of sort views. Requires customer name for look up. Will only show sales of the person logged in for any sales team they are on.

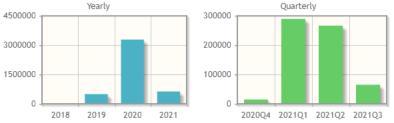
# **Sales Reports**

#### **Customer Details**



#### RepSalesForce **Customer Details**

Quarter: 2021-Q3, Month: July

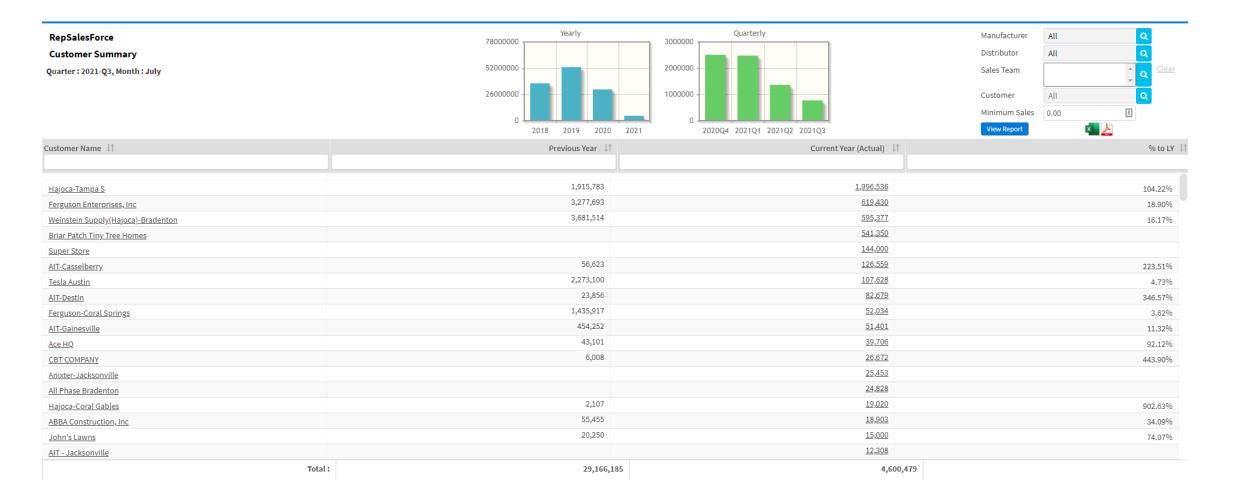


Manufacturer	All	Q
Distributor	All	Q
Customer	Ferguson Enterprises, Inc	Q
Run Report	x 🖟	

Ferguson Enterprises, Inc											
Manufacturer ↓↑	Previous Year ↓↑	Current Year ↓↑	Year RR ↓↑	2020Q4 ↓↑	2021Q1 ↓↑	2021Q2 ↓↑	Current Qtr ↓↑	Qtr RR ↓↑			
PBC Linear +	975,003	308,583	32.9%		143,689	132,763	75,851	57.1%			
RectorSeal	893,003	308,583	35.9%		143,689	132,763	75,851	57.1%			
Zoeller	78,447	1,132	1.6%	6,732	860	254	-706	-277.6%			
Leviton	78,447	1,132	1.6%	6,732	860	254	-706	-277.6%			
Legend	603,766										
Bel Fuse	601,459										
Sterling	24,137										
BRK	21,830										
QuantumFlow	800			226							
Signal Transformers	800			226							
Total	3,277,693	619,430		13,916	289,099	266,035	150,290				

- Lists by customer monthly sales summary. The only report where you can find "Summarize by Parent Company."
- Reference to totals for that customer for that month.
- Has variety of sort views. Requires customer name for look up.
   Will only show sales of the person logged in for any sales team they are on.

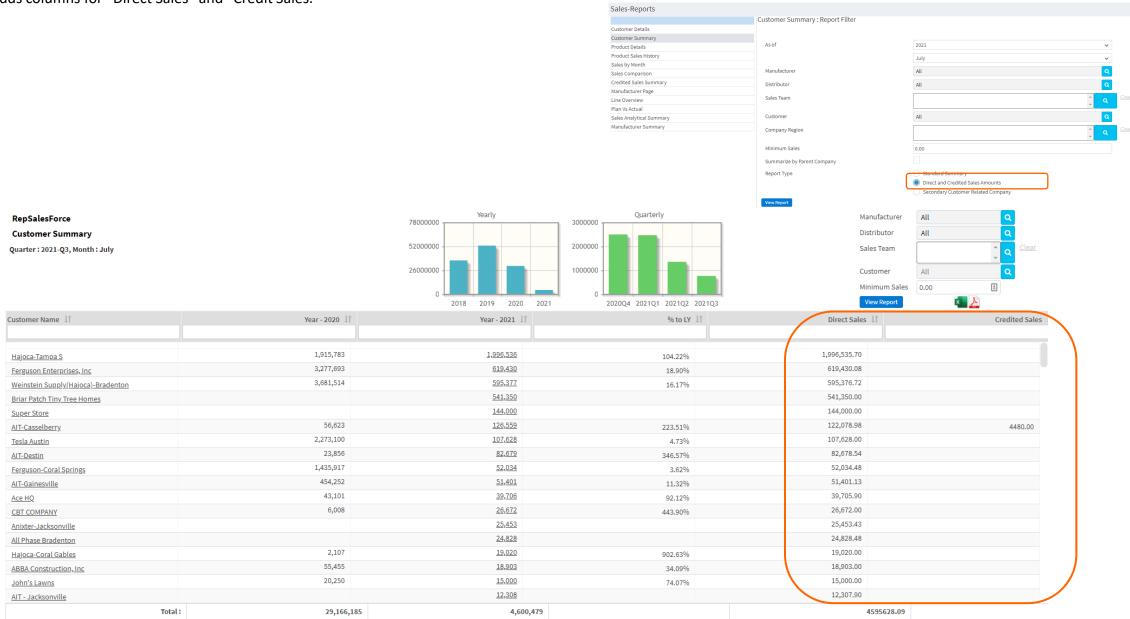
#### **Customer Summary – Standard Summary**



✓ This version adds columns for "Direct Sales" and "Credit Sales."

# **Sales Reports**

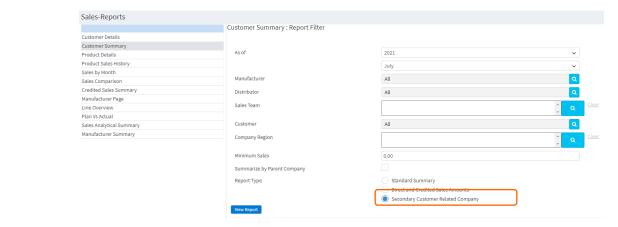
#### **Customer Summary – with Direct & Credited sales**

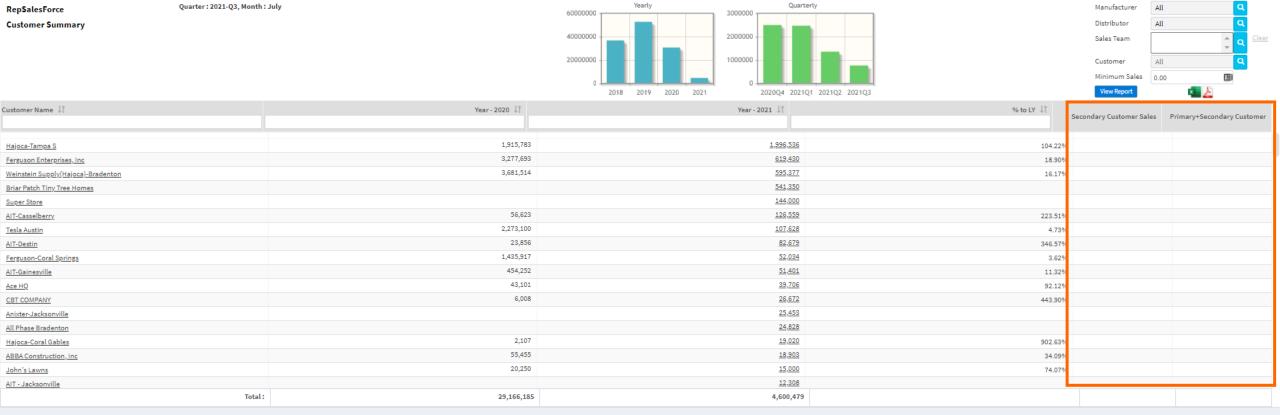


✓ This version adds columns for "Secondary Customer Sales" and
"credit sales."

# **Sales Reports**

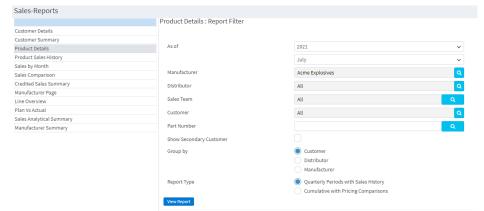
#### **Customer Summary – with Secondary Customer Related Company**

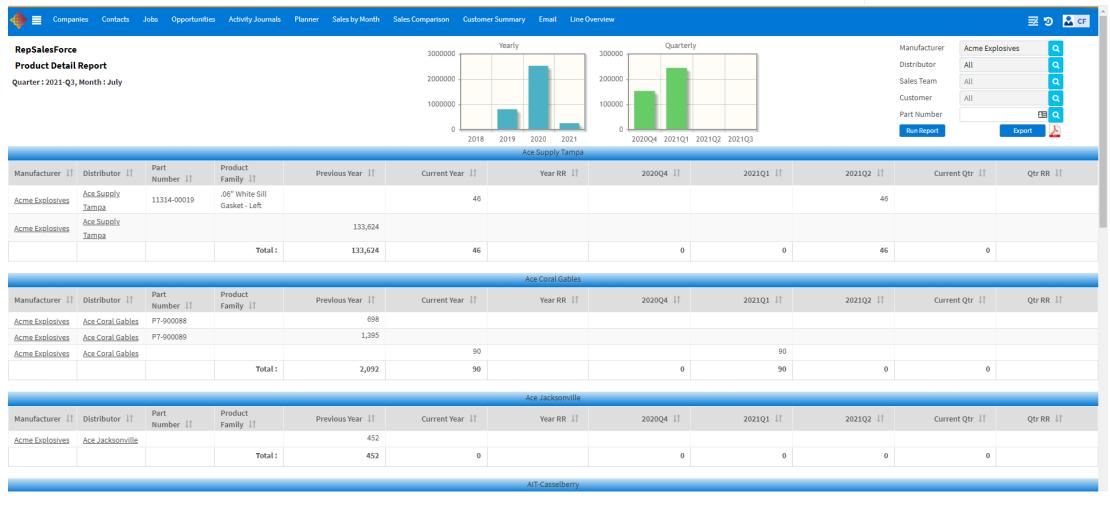




- With a part number to reference, find all sales of that part# by customer or distributor.
- Ideal for tracking current sales and which distributor also buys/sells that part.
- Has variety of sort views. Show "Secondary Customer," show by customer, distributor, or manufacturer.
- See quarterly periods with sales history or cumulative with pricing comparison.

Product Details – Quarterly Periods w/Sales History





✓ This version will show a cumulative view

Customer ↓↑

AIT-Casselberry

Ace Jacksonville

Ace Supply Tampa

Ace HQ

Lockmasters

AIT-Tampa-HQ

Ace HQ

Ace HO

Creative Technologies

33 West Monroe Associates LLC

AFCO Performance Group, LLC

Johnstone Supply-Tampa

Montaplast of North America

<u>Kirby - Muscle Shoals</u> <u>Fillauer, Inc.</u>

A.C.M.E. Incorporated

HAHN AUTOMOTIVE (GOLDSBORO)

33 West Monroe Associates LLC

BC Industrial Supply, Inc-Clermont

Detailed Development Solutions DDS

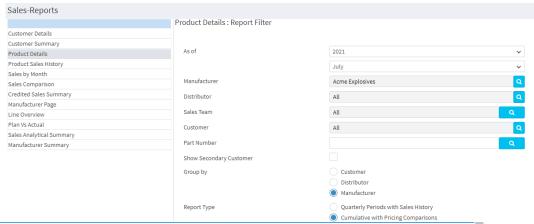
Part No. ↓↑

XL - 1222

XL - 1223

# **Sales Reports**

# Product Details – Cumulative w/Pricing Comparison



Manufacturer

Distributor

Sales Team

Customer

Acme Explosives

All

All

RepSalesForce Product Detail Report As of: 2021 - July

Distributor ↓↑

AIT-Casselberry

Johnstone Supply-Tampa

Ace Jacksonville

Ace Supply Tampa

Kirby - Muscle Shoals

AIT-Tampa-HQ

Ace Supply Tampa

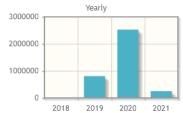
Ace HQ

Ace HO

Ace HQ

BC Industrial Supply, Inc-Clermont

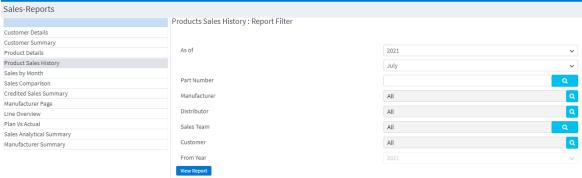
HAHN AUTOMOTIVE (GOLDSBORO)

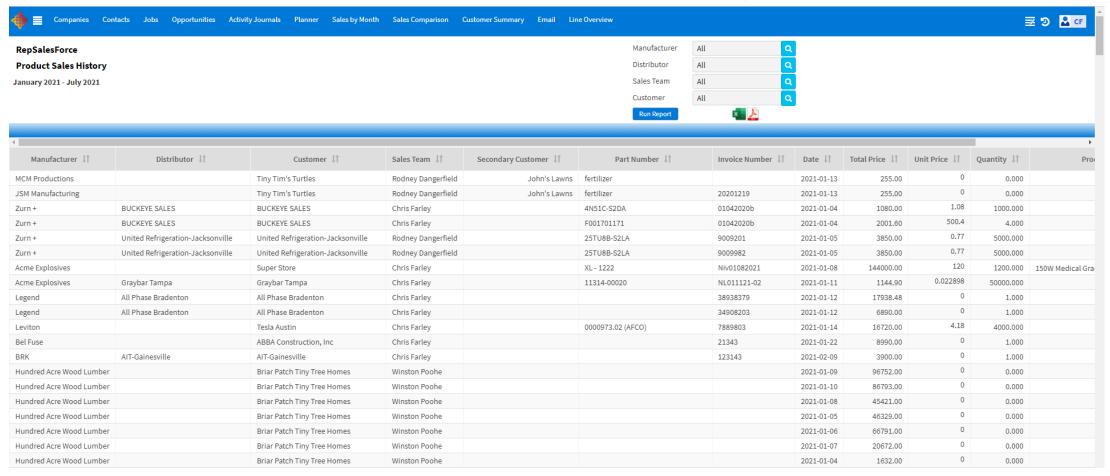


		Part Number	<b>⊞</b> Q
2018 2019 2020 2021		Run Report	Export
Acme Explosives			
Product Family ↓↑ Cumulative ↓↑	Previous Year ↓↑	Current Year ↓↑	Year RR ↓↑
	1,200		
	32,582		
	28,131		
	9,454		
	12,889		
	980		
	9,100		
	452		
	133,624		
150W MedUS 36V	1,440		
	70,422		
	408		
	251		
	11,492		
	876		
	500		
	1,200		
	500		
	125,000		
	12,456	990	8.1%

- Multiple views for comparing history, pricing and customers who purchased that part.
- To identify gaps in frequency, price fluctuations, or missed opportunities with distributors and increase sales through corrections in those areas.
- · Has variety of sort views.

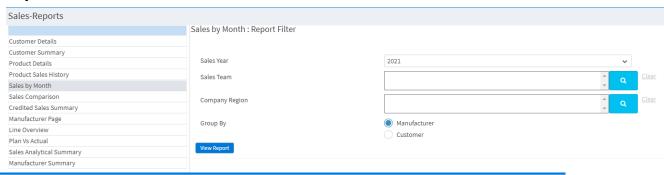
**Product Sales History** 

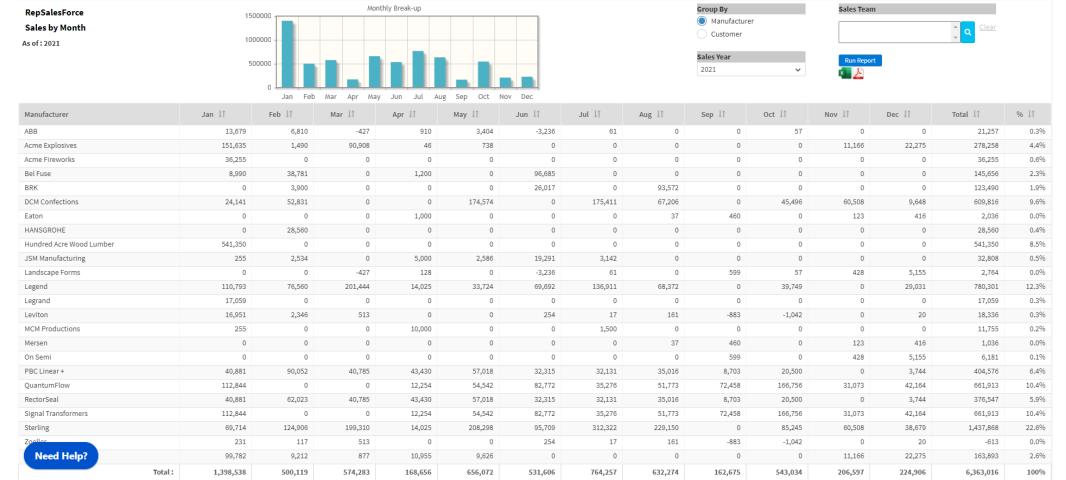




- Chart of all sales by month by manufacturer or by Customer.
- · Check annual progress in a month-by-month view.
- These numbers are based on the invoice dates that fall in the range of the month referenced.
- Show by manufacturer or customer.

#### Sales by Month





• Compares month and YTD to previous year numbers.

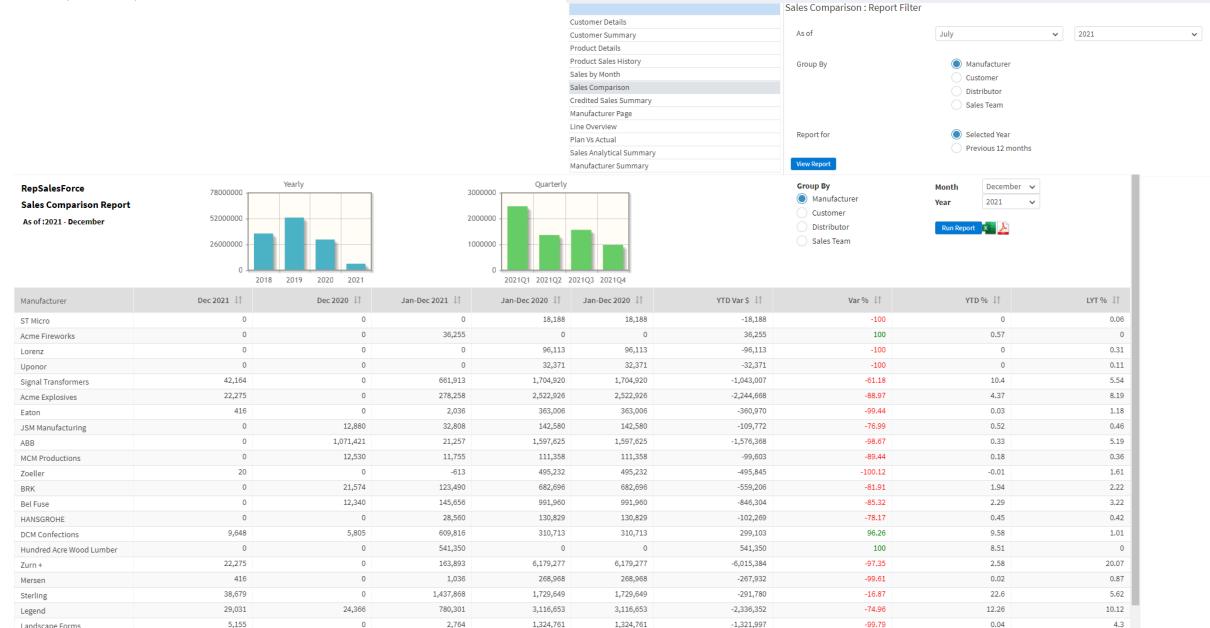
Landscape Forms

- See gains in dollars and percent for comparative time frames.
- Can be run for last year or previous 12 months and be shown by manufacturer, customer, distributor or sales team.

## **Sales Reports**

#### **Sales Comparison**

Sales-Reports



1,324,761

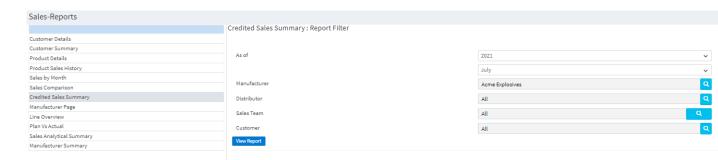
-99.79

0.04

2,764

- Shows sales amount credited to primary and secondary customer sales rep teams.
- To confirm if designers/builder 70/30 splits, part number splits took hold and credited a portion to the secondary customer account.
- There are three places to set the split application settings, in aliasing when the relationship is assigned for "commission split" and through part number exceptions.

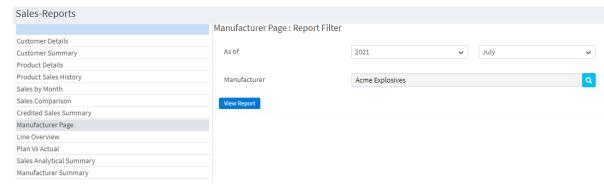
# Sales Reports Credited Sales Summary





- Shows color coded for actual vs. goals followed by top 10 customers and top distributors.
- Summary of overall account to review and create action plans to reach goals.
- To change the order of the Top 10 customers from highest current annual sales to alphabetical, click blue arrows in column header.

#### **Manufacturer Page**



Manufacturer

All

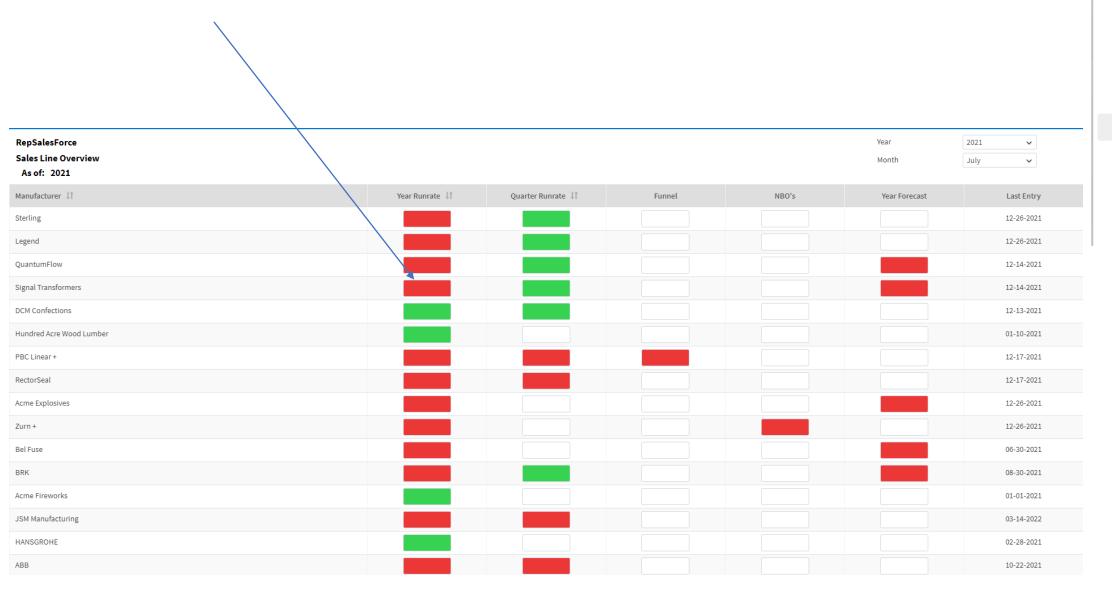
RepSalesForce

From: January 2021



- Color Key on health of sales. Lists sales in order of highest current annual sales first.
- Easy to use to run a sales meeting for high-level overview without revealing actual company revenue values.
- Click to dive deeper on colored square or blue word. The click through on a company name presents the Manufacturer Page report.

**Line Overview** 



Customer Details

Customer Summary

Product Details

Product Sales History

Sales by Month

Sales Comparison

Credited Sales Report

Manufacturer Page

Line Overview

Plan Vs Actual

Sales Analytical Summary

Manufacturer Summary

- Tracks current sales in relation to manufacturer goals for the year. Color coded.
- Tool for internal quarterly business reviews and team goal setting.
- Requires set up of Manufacturer forecasts in Dashboard > Data Management.

FEB

100,000

MAR

100,000

APR

100,000

MAY

100,000

JAN

100,000

Funnel

Actual

Plan

# **Sales Reports**

#### Plan vs Actual – Forecast w/Show Runrate & Show Actual

Run Report

AUG

100,000

SEP

100,000

OCT

100,000

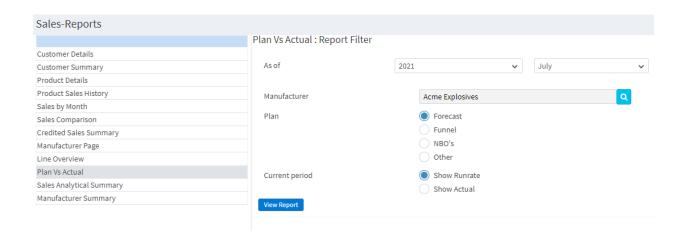
NOV

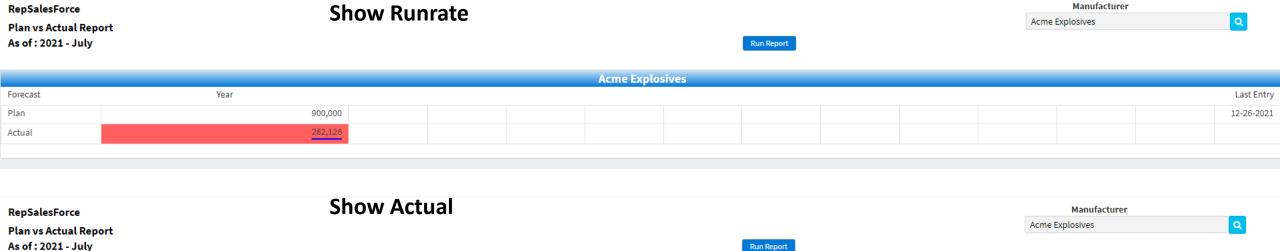
100,000

DEC

200,000

Last Entry





**Acme Explosives** 

150,000

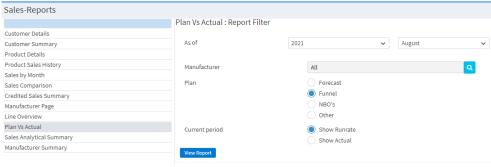
JUL

100,000

JUN



#### Plan vs Actual – Funnel w/Show Runrate & Show Actual

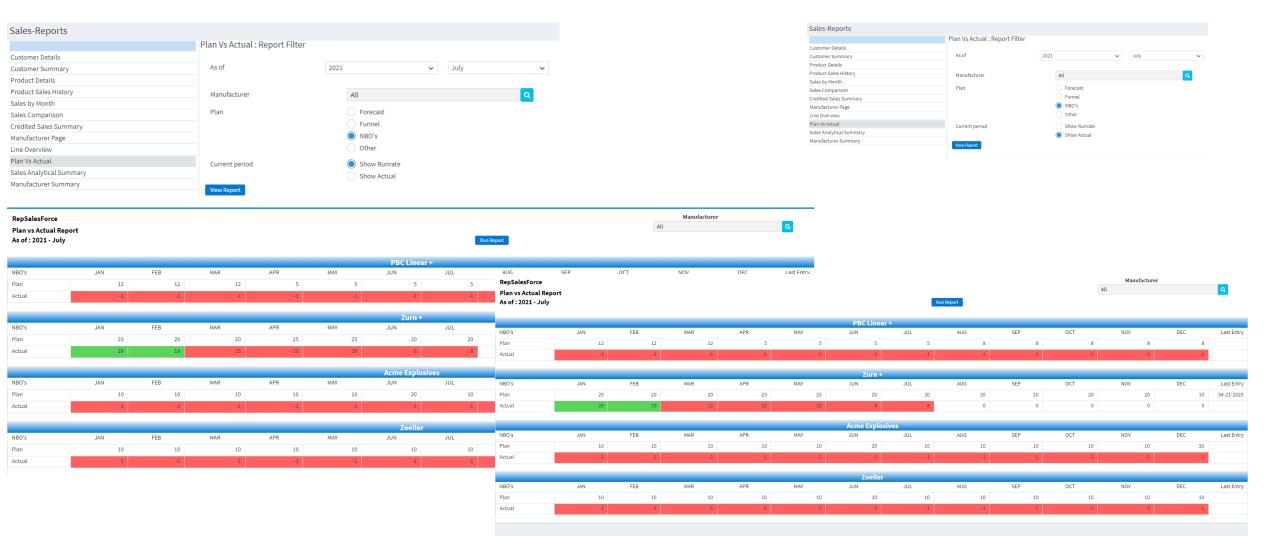




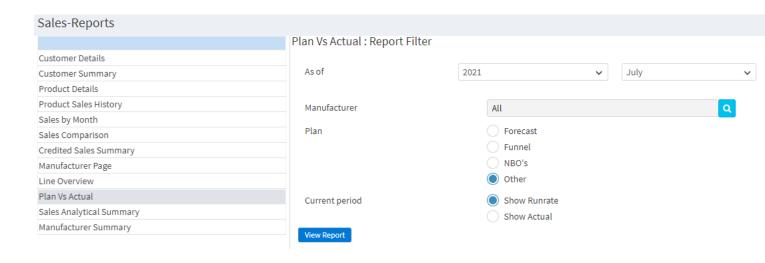


#### Plan vs Actual - NBO's w/Show Runrate & Show Actual

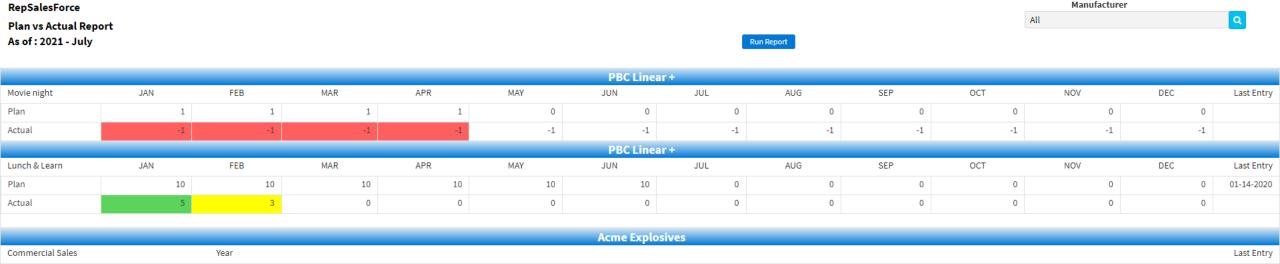
#### HOW ARE THESE DIFFERENT? Runrate vs actual



#### Plan vs Actual - Other w/Show Runrate & Show Actual



Manufacturer



Plan

Actual

867,999

- Color Key on health of sales. Lists sales in order of highest current annual sales first.
- Easy to use to run a sales meeting for high-level overview without revealing actual company revenue values.
- View by Manufacturer or Customer.

RepSalesForce

For: Chris Farley

SCOTT ELECTRIC COMPANY

SCOTT ELECTRIC Greensburg

WEBER ELECTRIC Ashtabula

Buccaneer Supply Tampa Weinstein Supply(Hajoca)-

Total:

As of: 2021

Customer ↓↑

Pittsburg

Hagerstown

**GEXPRO Pittsburg** SCOTT ELECTRIC COMPANY

WESCO Warrendale

CBT COMPANY CITY LIGHTING PRODUCTS

AIT-Gainesville

COMPANY

Bradenton

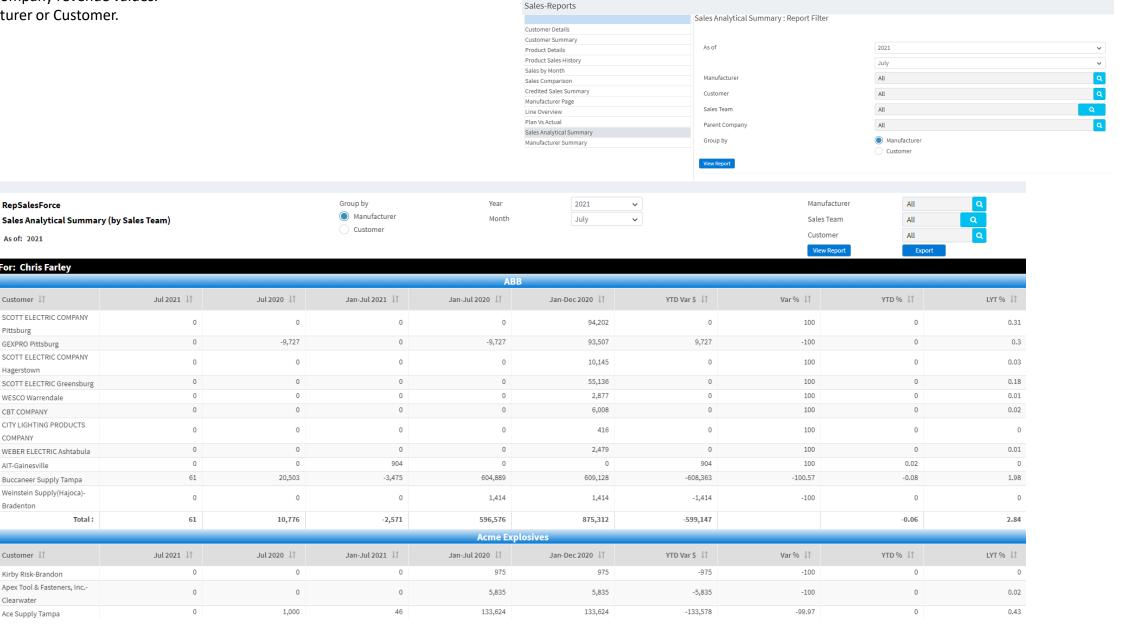
Customer ↓↑

Clearwater

Kirby Risk-Brandon Apex Tool & Fasteners, Inc.-

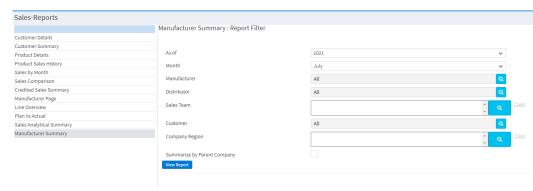
Ace Supply Tampa

#### **Sales Reports Sales Analytical Summary**



- Quick overview of each line for previous & current year and %LY
- Can be summarized by parent company.





-3,475



1,324,761

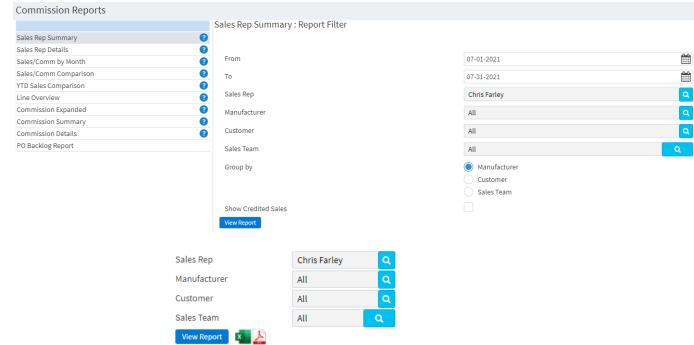
- Sales and commission summarized by manufacturer.
- Use it for sales rep's totals at month end.

Landscape Forms

• Check "Sales Team" in upper right corner. The default is to include commission earned for all the sales teams the rep is on combined.

# **Commission Reports**

#### **Sales Rep Summary**



-3,235.96

369,295.36

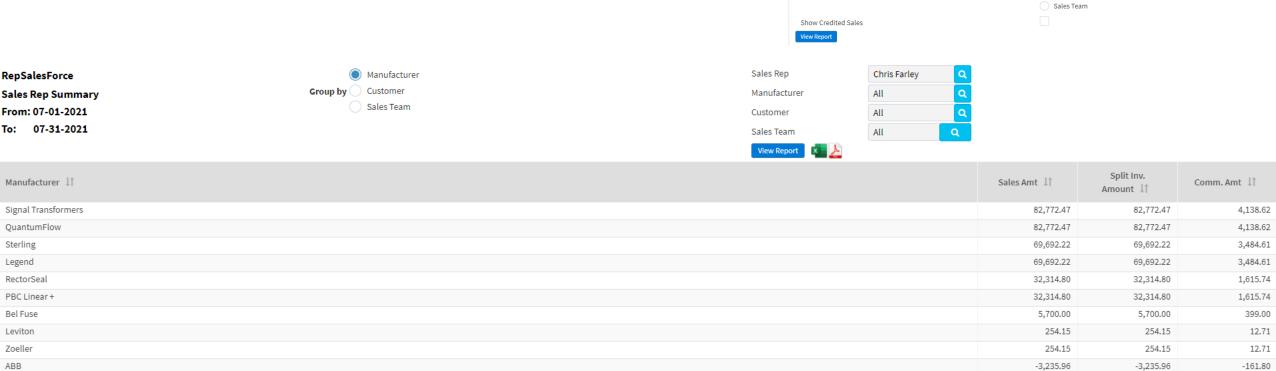
Total

-3,235.96

369,295.36

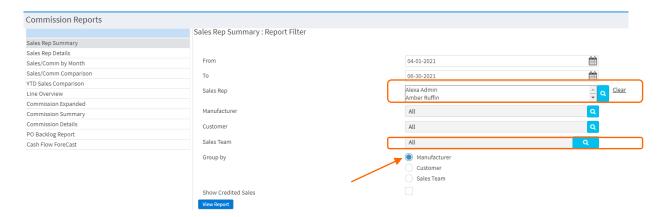
-161.80

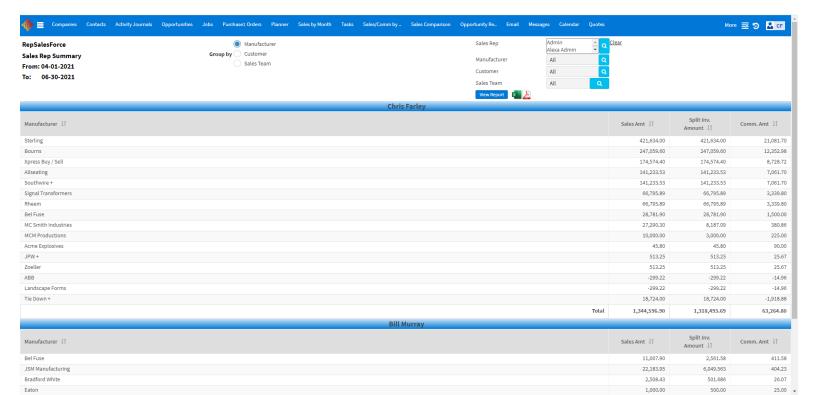
18,578.76



 Run this report for ALL "Sales Rep" and ALL "Sales Team" to surface a commission report for all sales reps to check their overall numbers.

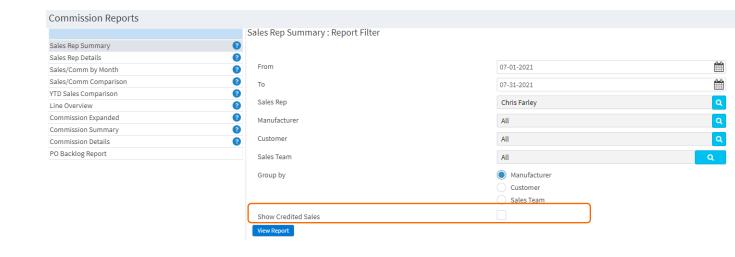
# Commission Reports Sales Rep Summary

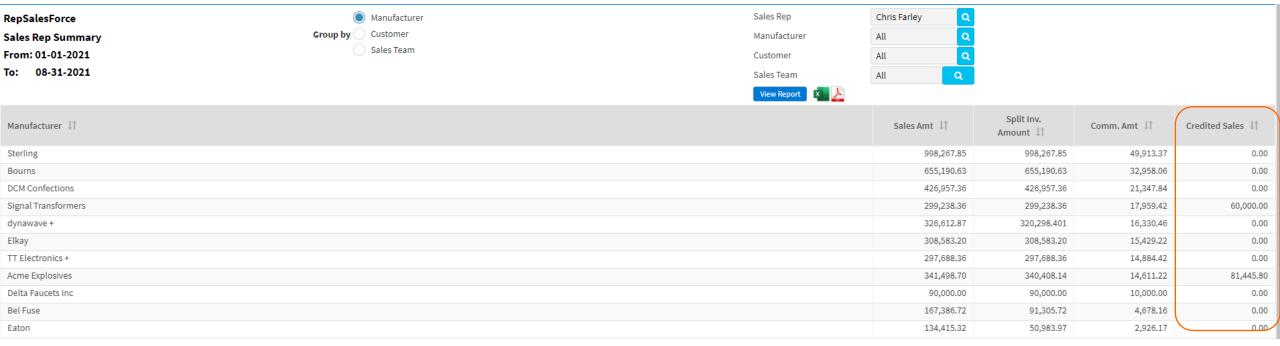




#### **Sales Rep Summary**

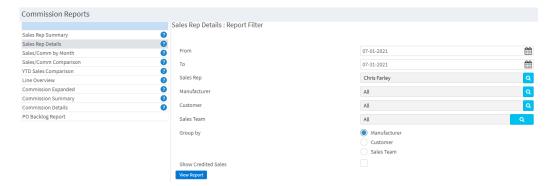
✓ This version adds columns for "Credited Sales."

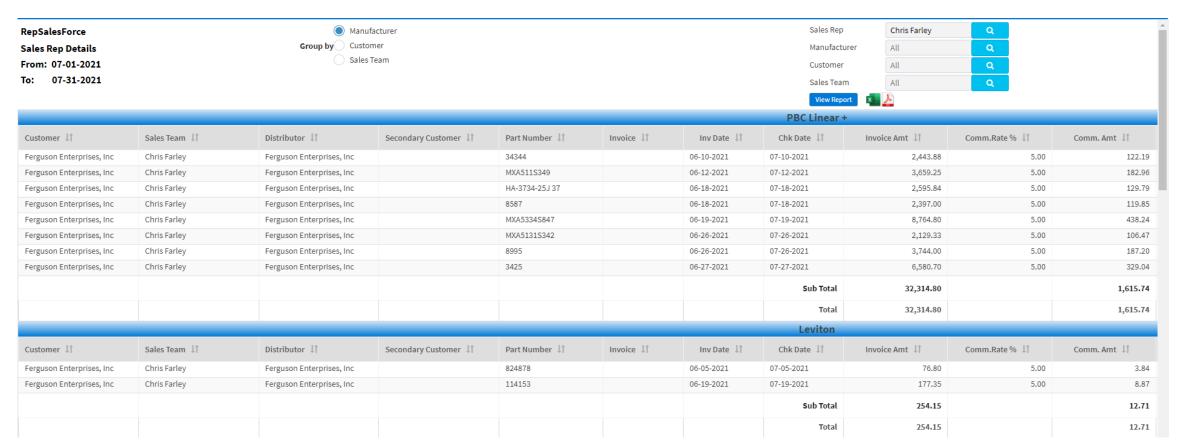




- Line by line, each sale and commission for sales rep.
- Use for sales rep's total at month end if details are required at lineitem or invoice level.
- Check "sales team" in upper right corner. The default is to include commission earned for all the sales teams the rep is on, combined.

**Sales Rep Detail** 



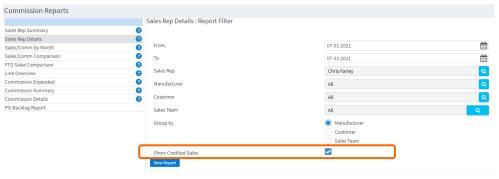


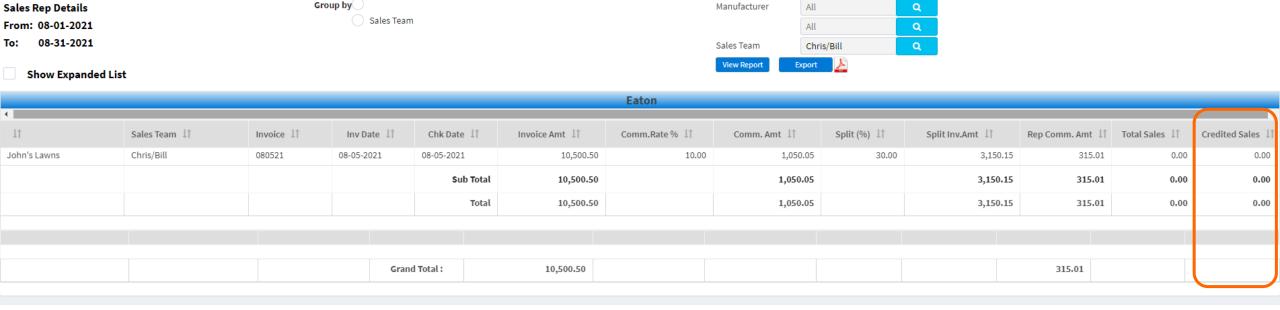
#### Sales Rep Detail – Show credited sales

✓ This version adds columns for "Credited Sales."

RepSalesForce

Manufacturer





Sales Rep

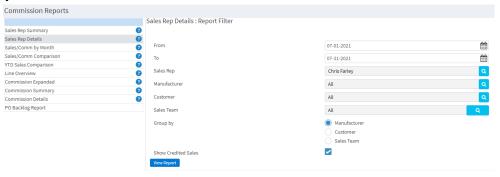
Chris Farley

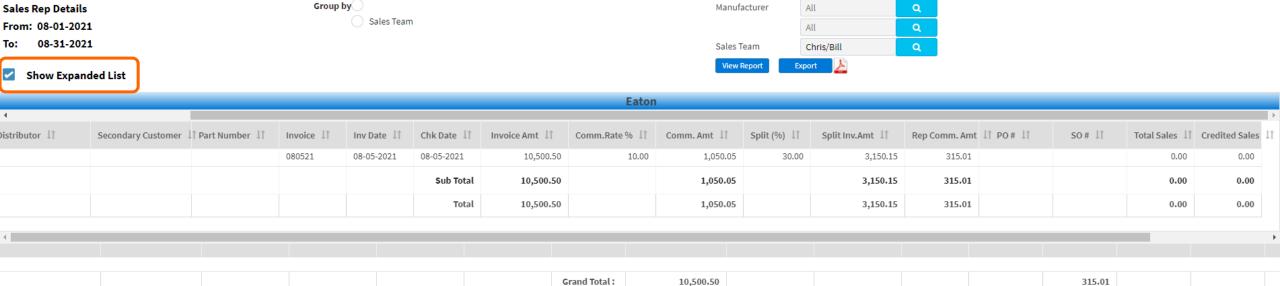
#### Sales Rep Details – Show credited sales expanded

✓ Allows for "Expanded Version" to see more details.

RepSalesForce

Manufacturer





Sales Rep

Chris Farley

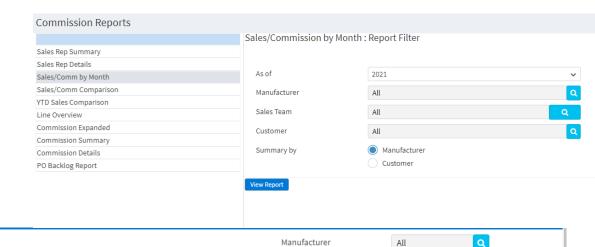
• Chart of all commissions by month by manufacturer with the total of Commission Reports invoices/sales compensated for in that check.

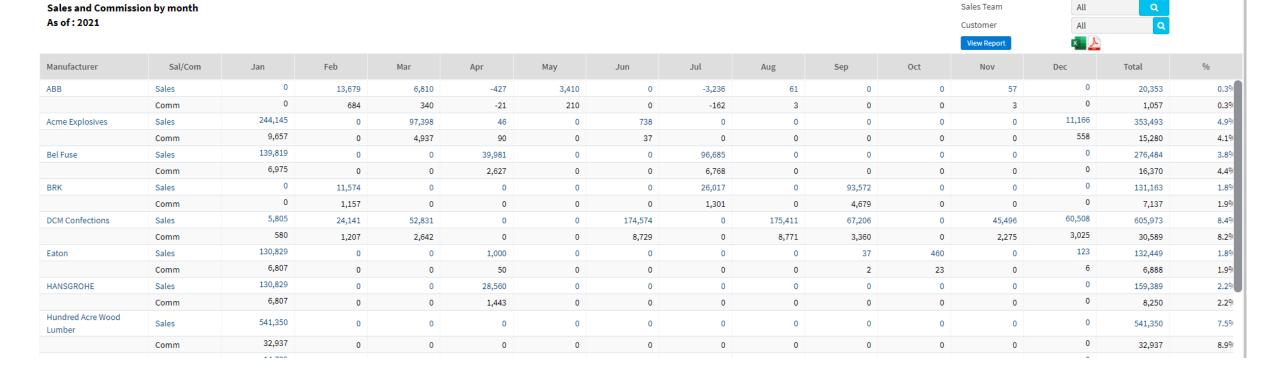
• Use immediately after completing a commissions import to affirm accuracy of import and posting.

• The commission value is raw and should match the check amount. The sales on the upper row may fall in different months than the actual check date. This combination view allows you to check verbatim numbers on the report and check in one place

RepSalesForce

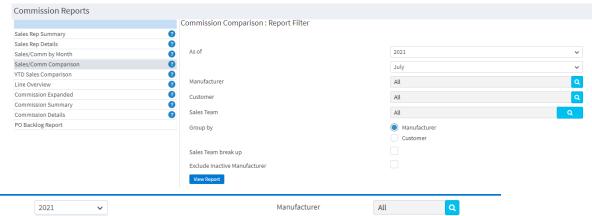
**Sales & Commission by Month** 





- Comparison of period specified with sales on the left and commissions on the right. Includes current year to prior year. This is the only report that offers average commission rate.
- · Helpful for accountability on growth per line.
- To see an average of commission received by commission RATE this
  is the only report to pull that from.
- You can exclude inactive manufacturers.

#### **Sales/Commission Comparison**





#### Sales/Commission comparison – w/Sales Team breakdown

✓ This version shows breakdown by sales team.

Customer ↓↑

Customer ↓↑

RepSalesForce

For: Chris Farley

Buccaneer Supply Tampa

Weinstein Supply(Hajoca)-Bradenton

33 West Monroe Associates LLC

AFCO Performance Group, LLC

Apex Tool & Fasteners, Inc.-Clearwater

All Points Screw Tampa HQ

Coburns Supply-Tampa

Ferguson Enterprises, Inc.

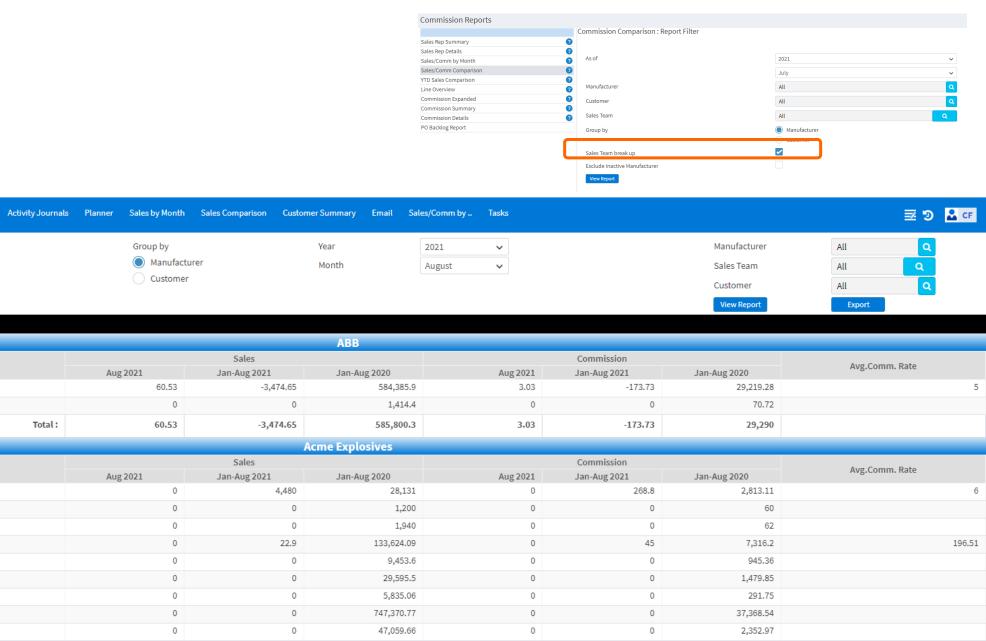
A.C.M.E. Incorporated

Ace Supply Tampa

Ace HQ

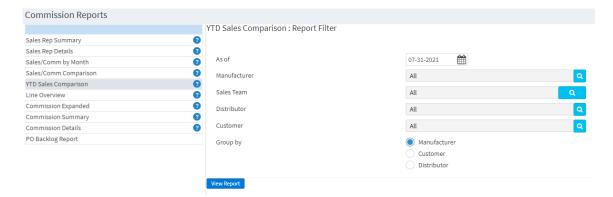
As of: 2021

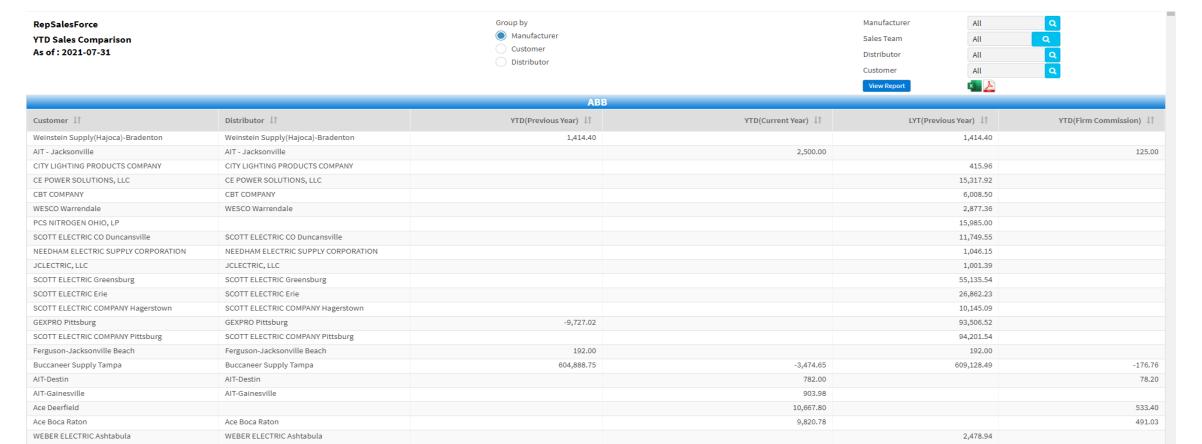
Commission to Sales Comparison



- Customer, distributor, previous year, current year, last year to date and year to date firm commission are listed here.
- Helpful for accountability on growth per customer and distributor.
- It could be used if your fiscal year is not aligned to calendar year. In other words, you could pull this report October - September if a principal wants to know the numbers according to their fiscal calendar.

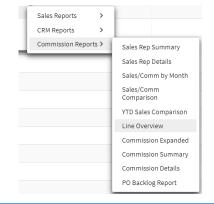
**YTD Sales Comparison** 





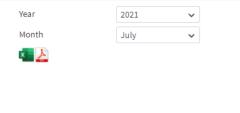
- Color Key on health of account. Lists in order of highest current annual sales first.
- Easy to use to run a sales meeting for high-level overview without revealing actual company revenue values.
- Click to dive deeper on colored square or blue word. The click through on a company name presents the Manufacturer Page report listing commissions brought in from that manufacturer.

**Line Overview** 



RepSalesForce
Commission Line Overview
As of: 2021

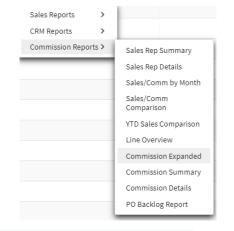




Manufacturer ↓↑	Q3-2021 ↓↑	Q3-2020 ↓↑	2021 ↓↑	2020 ↓↑	Year Pct ↓↑	Invoice Date ↓↑	Last Check
Sterling	31,859	31,726	<u>69,959</u>	91,308	-23%	12-26-2021	01-26-2022
Signal Transformers	8,491	25,046	<u>47,760</u>	87,565	-45%	12-14-2021	01-14-2022
Legend	13,749	30,655	<u>39,791</u>	157,418	-75%	12-26-2021	01-26-2022
Hundred Acre Wood Lumber			<u>32,937</u>			01-10-2021	01-21-2021
QuantumFlow	8,491	50,092	<u>30,987</u>	244,144	-87%	12-14-2021	01-14-2022
DCM Confections	12,131	10,615	<u>30,589</u>	15,245	101%	12-13-2021	01-13-2022
PBC Linear +	4,973	23,362	21,173	109,784	-81%	12-17-2021	01-17-2022
RectorSeal	4,973	38,093	18,640	165,477	-89%	12-17-2021	01-17-2022
Bel Fuse	6,768	10,549	17,270	44,610	-61%	06-30-2021	07-22-2021
Acme Explosives		15,207	<u>15,280</u>	170,321	-91%	12-26-2021	01-26-2022
Zurn+		25,339	10,237	366,461	-97%	12-26-2021	01-26-2022
Legrand			<u>8,366</u>			01-06-2021	03-25-2021
HANSGROHE			<u>8,250</u>			02-28-2021	04-08-2021
BRK	5,980	11,825	<u>7,137</u>	35,242	-80%	08-30-2021	09-30-2021
Eaton	2	189	6,888	13,895	-50%	12-01-2021	01-01-2022
Mersen	2		<u>6,838</u>	59,851	-89%	12-01-2021	01-01-2022

- Lists by month and by manufacturer commissions- only numbers.
- One way to see by sales team their monthly and year-to-date earnings.
- Looks like the sales by month report, except this is commissions only. Also, like Sales/Comms by month which lists both commissions and sales together.

# Commission Reports Commission Expanded



#### RepSalesForce Commission Expanded View As of :2021



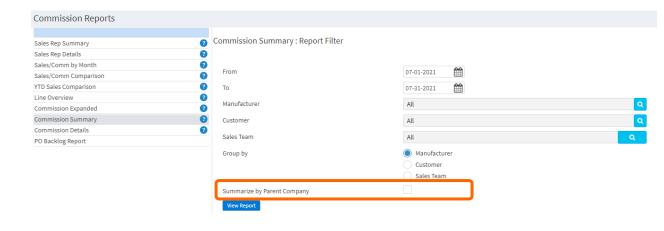
Manufacturer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	% ↓↑
ABB	0	684	340	-21	210	0	-162	3	0	0	3	0	1,057	0.3%
Acme Explosives	9,657	0	4,937	90	0	37	0	0	0	0	0	558	15,280	4.1%
Bel Fuse	6,975	0	0	2,627	0	0	6,768	0	0	0	0	0	16,370	4.4%
BRK	0	1,157	0	0	0	0	1,301	0	4,679	0	0	0	7,137	1.9%
DCM Confections	580	1,207	2,642	0	0	8,729	0	8,771	3,360	0	2,275	3,025	30,589	8.2%
DEMO - DOCUMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
Eaton	6,807	0	0	50	0	0	0	0	2	23	0	6	6,888	1.9%
HANSGROHE	6,807	0	0	1,443	0	0	0	0	0	0	0	0	8,250	2.2%
Hundred Acre Wood Lumber	32,937	0	0	0	0	0	0	0	0	0	0	0	32,937	8.9%
JSM Manufacturing	1,478	0	36	471	307	705	340	0	0	0	0	0	3,336	0.9%
Landscape Forms	0	0	0	-21	6	0	-162	3	0	30	3	21	0	0.0%
Legend	1,341	4,849	5,512	9,966	701	1,686	3,485	6,846	3,419	0	1,987	0	39,791	10.7%
Legrand	6,682	0	1,684	0	0	0	0	0	0	0	0	0	8,366	2.3%
Leviton	3,072	95	6	26	0	0	13	1	8	-44	-52	0	3,124	0.8%
Lorenz	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
MCM Productions	1,478	0	0	750	0	0	150	0	0	0	0	0	2,378	0.6%
Mersen	6,807	0	0	0	0	0	0	0	2	23	0	6	6,838	1.8%
On Semi	0	0	0	0	0	0	0	0	0	30	0	21	51	0.0%
PBC Linear +	0	4,577	3,101	2,039	2,172	2,851	1,616	1,607	1,751	435	1,025	0	21,173	5.7%
QuantumFlow	0	5,642	0	0	613	2,727	4,139	1,764	2,589	3,623	8,338	1,554	30,987	8.3%
RectorSeal	0	2,044	3,101	2,039	2,172	2,851	1,616	1,607	1,751	435	1,025	0	18,640	5.0%
Signal Transformers	272	5,642	0	0	613	2,727	4,139	1,764	2,589	3,623	8,338	1,554	31,260	8.4%

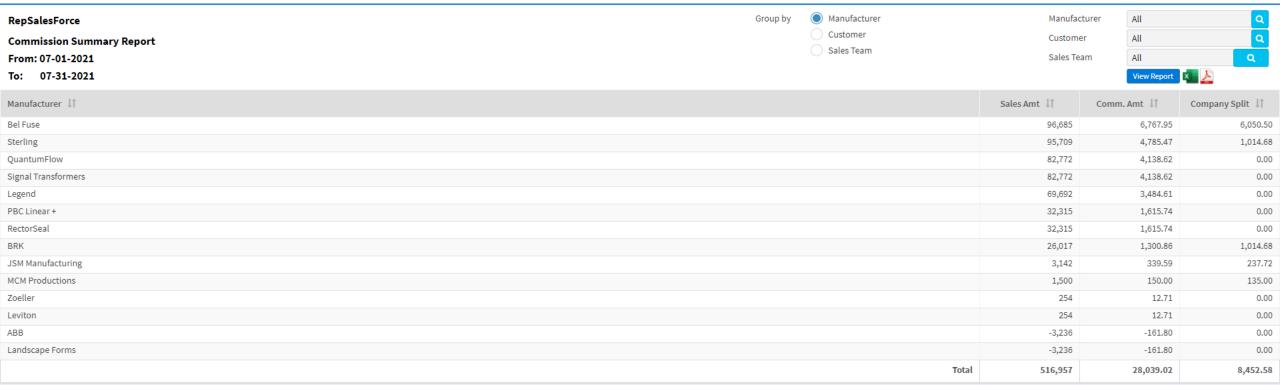
• Sales, commission and company split summarized by manufacturer. Commission Reports Can be run by rep or sales team.

• Report to use for sales rep total at month end.

- · Has variety of sort views. Will only show sales of the person logged in for any sales team they are on. Does include company split so it is typically not shared with reps.
- Can be summarized by parent company.

**Commission Summary** 



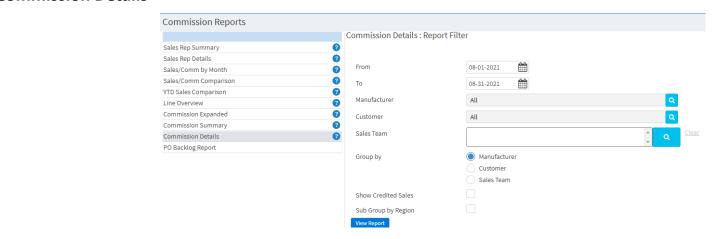


**Commission Details** 

- Line by line, each sale and commission with company split. Can be grouped by rep, manufacturer, or sales team.
- This could be helpful to cross-reference or troubleshoot any reconciling for commissions payout or sales numbers in general.
- Has variety of sort views. Will only show sales of the person logged in for any sales team they are on. Does include company split so might not be ideal for sharing with rep if that is a concern. Also shows a column for Paid as yes or no. This tool is for audit purposes only and is triggered line by line from the Commission Data Overview table column for paid. The default is no so it can be ignored on company reports. This report is generally not shared with reps.

Chris Farley

Ferguson Enterprises, Inc

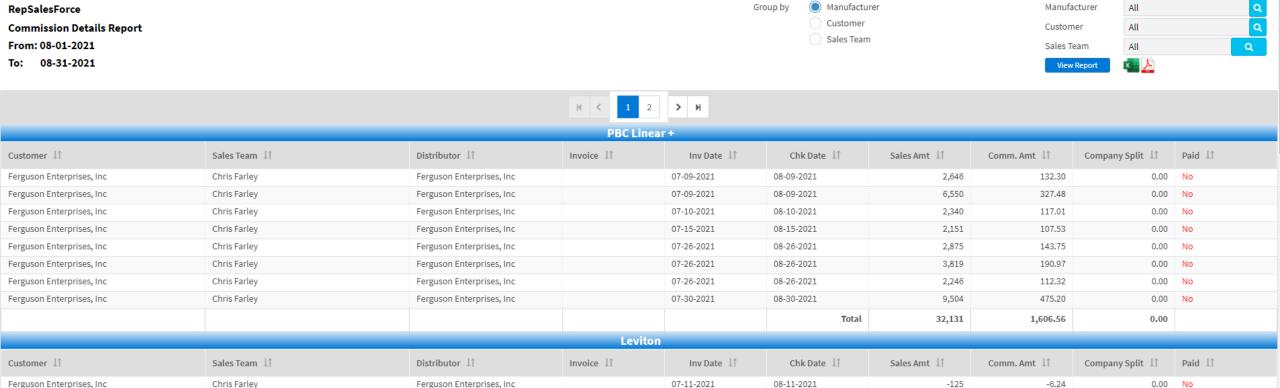


29

Manufacturer

1.47

0.00



Ferguson Enterprises, Inc.

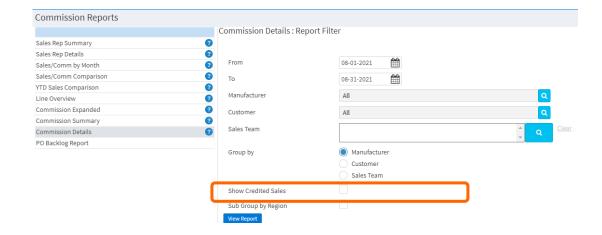
07-15-2021

08-15-2021

## **Commission Reports**

#### **Commission Details**

✓ This version shows credited sales.



Manufacturer

Customer

Sales Team

All

All

All

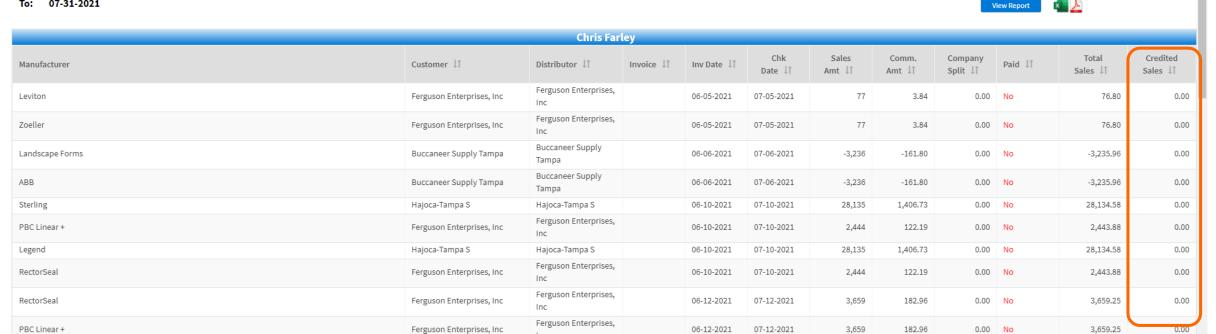
Manufacturer

Customer

Sales Team

RepSalesForce Commission Details Report From: 07-01-2021

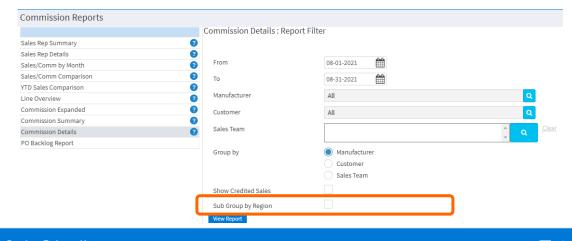
To: 07-31-2021

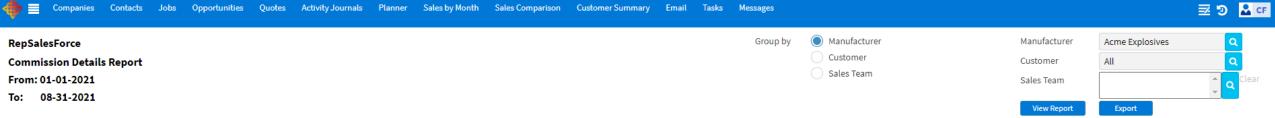


## **Commission Reports**

#### **Commission Details**

✓ This version shows report sub-grouped by region.





**Acme Explosives** 

Customer ↓↑	Region ↓↑	Sales Team ↓↑	Distributor ↓↑	Invoice ↓↑	Inv Date ↓↑	Chk Date ↓↑	Sales Amt ↓↑	Comm. Amt ↓↑	Company Split ↓↑	Paid ↓↑
33 West Monroe Associates LLC		Chris Farley	AIT-Casselberry	9098405	01-22-2021	03-18-2021	4,480	268.80	0.00	No
Tesla		Chris Farley	Ace Supply Tampa	879987	04-19-2021	04-19-2021	23	45.00	0.00	No
						Sub Total	247,503	9,913.80	0.00	
Graybar Tampa	FL West	Chris Farley	Graybar Tampa	NL011121-02	01-11-2021	01-11-2021	1,145	57.25	0.00	No
						Sub Total	1,145	57.25	0.00	
Ace Coral Gables	FL South	Barney Rubble	Ace Coral Gables	89201	01-04-2021	03-18-2021	90	8.00	4.00	No
						Sub Total	90	8.00	4.00	
AIT-Casselberry	FL North	Bill/Chris 50-50	AIT-Casselberry	9098405	01-22-2021	03-18-2021	1,920	115.20	11.52	No
Ace Supply Tampa	FL North	Chris Farley	Ace Supply Tampa	879987	04-19-2021	04-19-2021	23	45.00	0.00	No

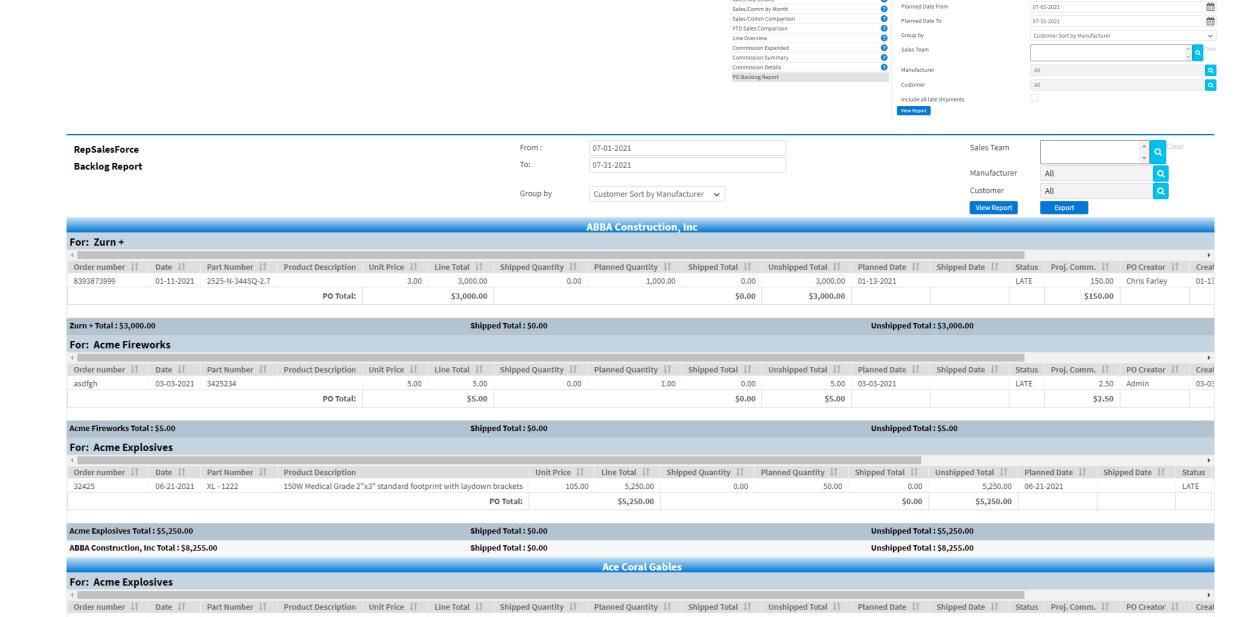
- This report can also be run from the PO/SO Module.
- Shows unshipped PO/SO.
- Can be set to show late shipments.

## **Commission Reports**

**PO Backlog** 

Commission Reports

Sales Rep Summary Sales Rep Details PO Backlog Report : Report Filter



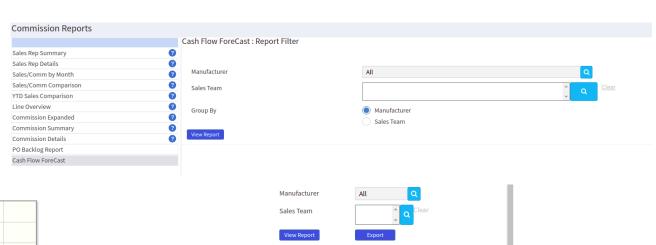
- This report includes invoices that have not been paid and open orders.
- In both cases, the values of commissions are advanced to the bucket that corresponds to 'lag days' (the number of days after an invoice date where the rep would expect to be paid). There can be exception lag days for special terms for customers.

RepSalesForce

## **Commission Reports**

#### **Cash Flow Forecast**

Cash Flow Forecast



Cash Flow Forecast Report	300000	00								
casii riow rorecast Report	200000	00 -						Sales Team	Q Clean	
	100000	00						View Report	Export	
		0								
			Months 3 Months 4 Month	s 5 Months 6 Months >6						
Sales Team ↓↑	Type ↓↑	Till Today ↓↑	1 Month ↓↑	2 Months ↓↑	ABB 3 Months ↓↑	4 Months ↓↑	5 Months ↓↑	6 Months ↓↑	> 6 Months ↓↑	Total ↓↑
		,								
Barney Rubble	0	47.25	0.00	0.00	0.00	0	0.00	0.00	0.00	47.2
Bill Murray	0	1255.93	0.00	0.00	0.00	0	0.00	0.00	0.00	1255.9
Bill Murray	S	1256.97	0.00	0.00	0.00	0	0.00	0.00	0.00	1256.9
Chris Farley	s	78.90	0.00	0.00	0.00	0	0.00	0.00	0.00	78.5
Rodney Dangerfield	0	1255.92	0.00	0.00	0.00	0	0.00	0.00	0.00	1255.9
Rodney Dangerfield	S	1255.92	0.00	0.00	0.00	0	0.00	0.00	0.00	1255.9
	Total	5150.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5150.8
					Acme Explosives					
Sales Team ↓↑	Type ↓↑	Till Today ↓↑	1 Month ↓↑	2 Months ↓↑	3 Months ↓↑	4 Months ↓↑	5 Months ↓↑	6 Months ↓↑	> 6 Months ↓↑	Total ↓↑
Barney Rubble	0	1.14	0.00	0.00	0.00	0	0.00	0.00	0.00	1.1
Bill Murray	0	246.83	0.00	0.00	0.00	0	0.00	0.00	0.00	246.8
Chris Farley	0	1640.42	0.00	0.00	0.00	0	0.00	0.00	0.00	1640.4
Chris Farley	S	9375.00	0.00	0.00	0.00	0	0.00	0.00	0.00	9375.0
Need Help?	0	1186.92	0.00	0.00	0.00	0	0.00	0.00	0.00	1186.
Rodney Dangerfield	c	240.00	0.00	0.00	0.00	0	0.00	0.00	0.00	240

## Data Management Reports

### **Data Management**

Contacts Jobs Opportunities

Companies

Contacts

Messages

Calendar Planner More CRM. Reporting

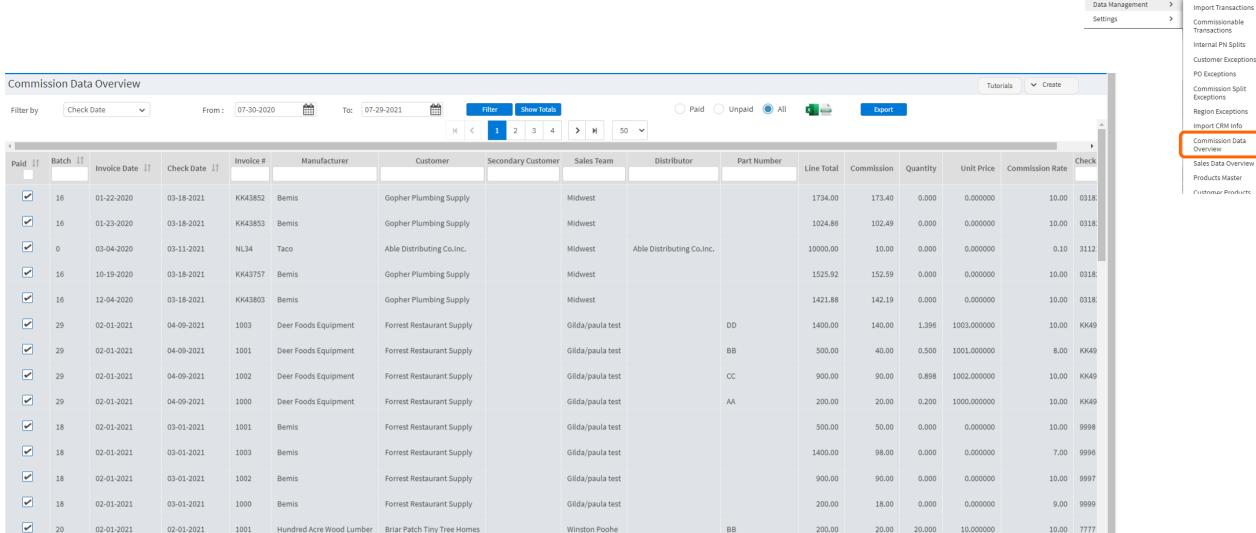
Email

Opportunities

Activity Journals Tasks

#### Commission Data Overview

- Shows each commission transaction that was imported.
- First column allows you to mark "paid" to rep.
- View by check date or invoice date.
- Shows secondary customers if applicable.
- Use "Show Totals" button to see a total of all transactons on screen.



- Shows each sales transaction that was imported.
- View by invoice date.
- Shows secondary customers if applicable.

## **Data Management**

**Sales Data Overview** 



Contacts Jobs Opportunities

Import Transactions

Customer Exceptions PO Exceptions Commission Split

Transactions Internal PN Splits

Exceptions Region Exceptions

Overview Sales Data Overview Products Master

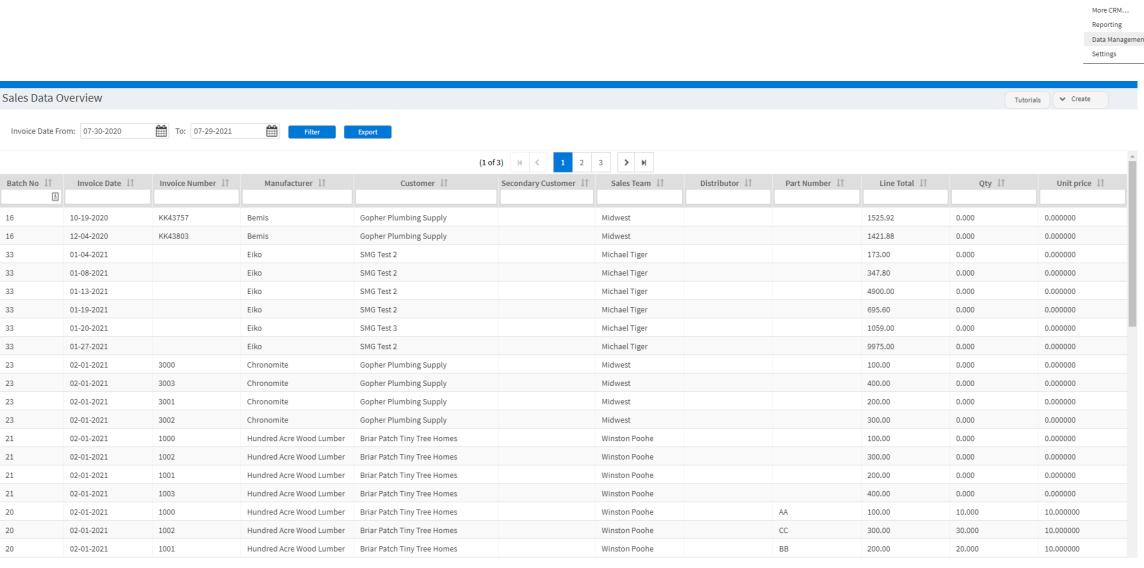
Import CRM Info Commission Data

Customer Products

Companies

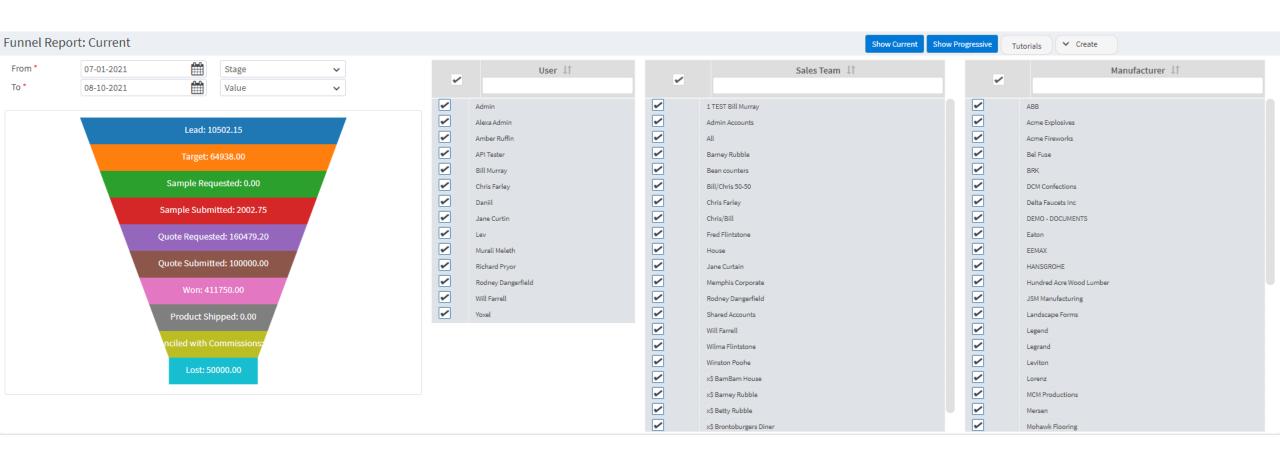
Contacts

Opportunities



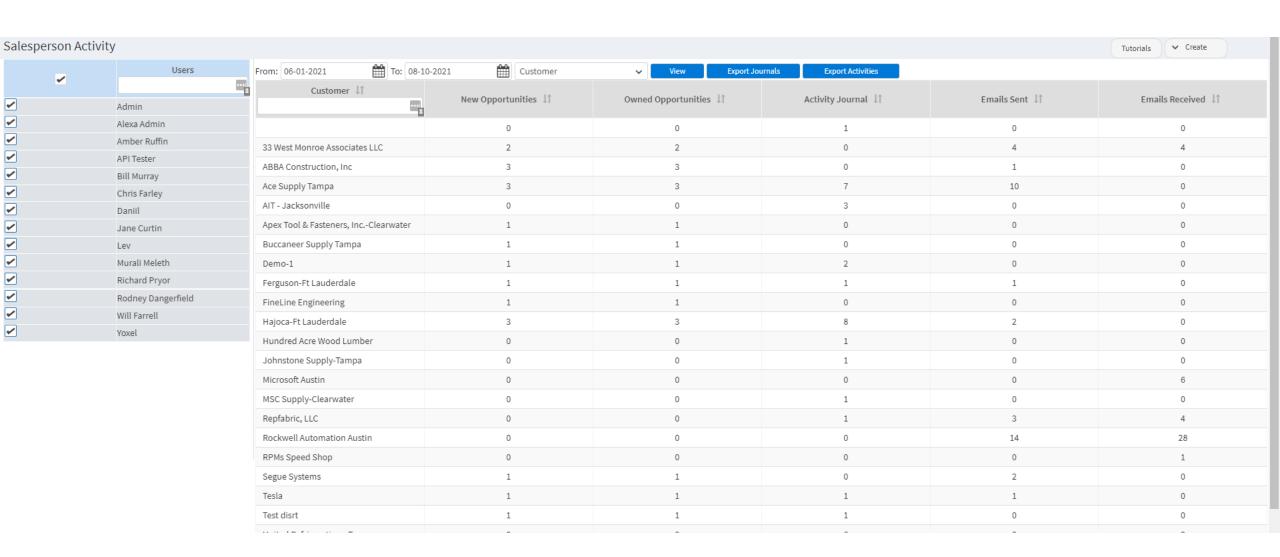
- Shows where opportunities are in the sales funnel.
- View by user, sales team, manufacturer, or any combination.
- View by activity or stage.
- View count or dollar values.

#### **Funnel Report**



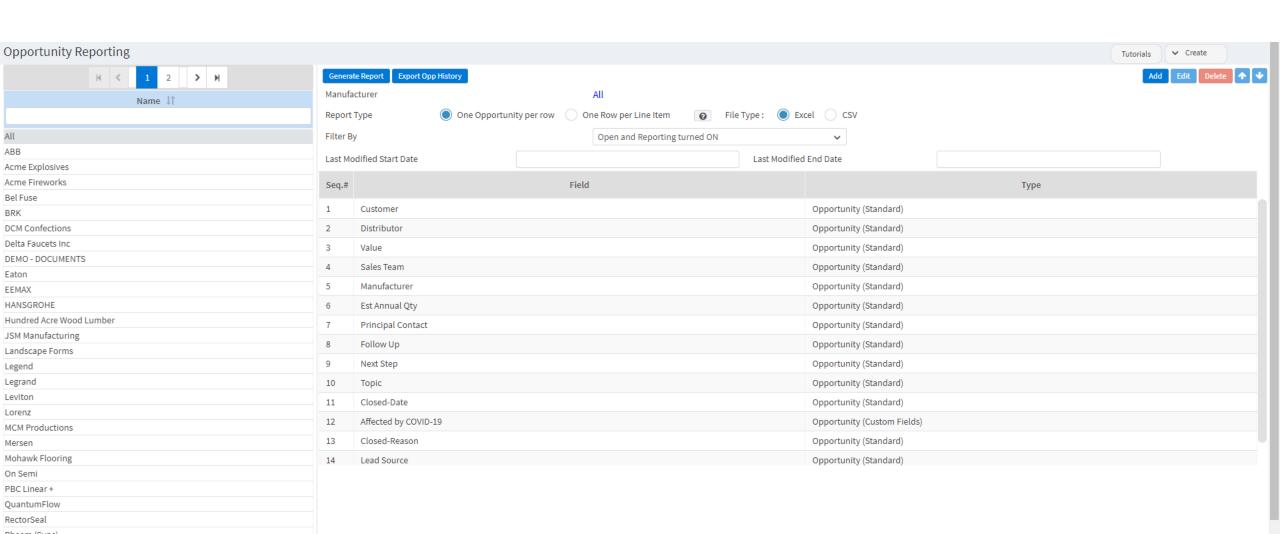
- Can show opportunity activity by customer, manufacturer or user.
- You can export opportunity activities or activity journals

#### **Salesperson Activity**



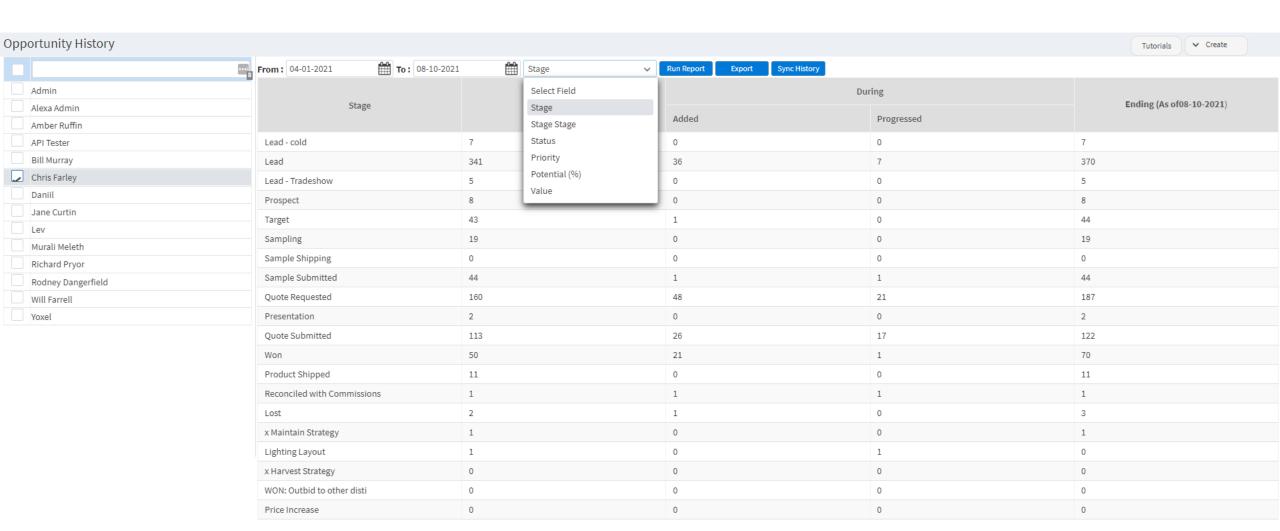
- Build a report by individual manufacturer or "All."
- Choose the fields to see in your report by using "Add" button in top right corner.
- "Generate Report" will export your choices to Excel.
- "Export Opp History" is a *different* report and will show detail of when and by whom an opp was updated.

#### **Opportunity Report**



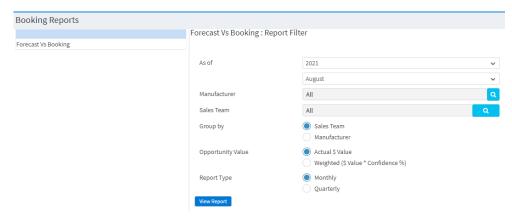
- Build a report by individual manufacturer or "All."
- Choose the fields to see in your report by using "Add" button in top right corner.
- "Generate Report" will export your choices to Excel.
- "Export Opp History" is a *different* report and will show detail of when and by whom an opp was updated.

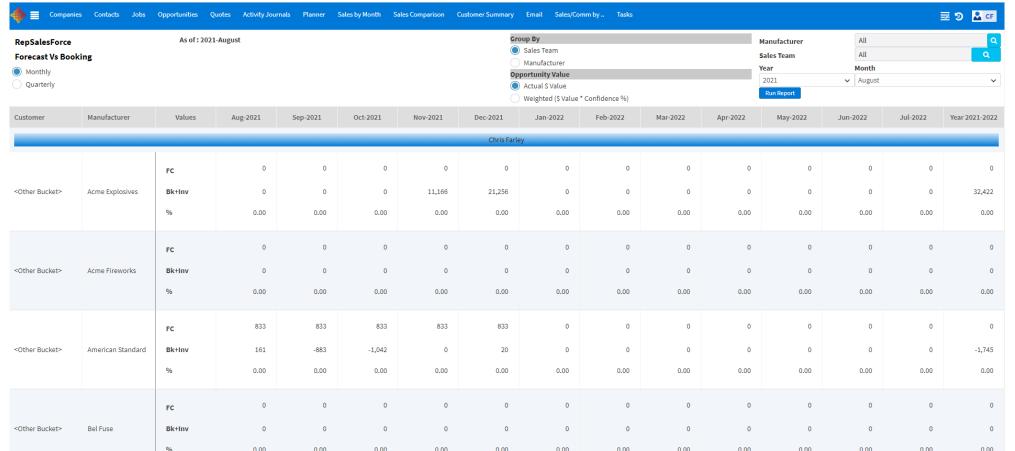
#### **Opportunity History**



- When you use Forecasting you can compare it to actual sales or a weighted value.
- Can be run by sales team or manufacturer.
- Choose actual value or weighted value (\$value x Confidence%).
- View by month or quarter.

Forecast vs. Booking

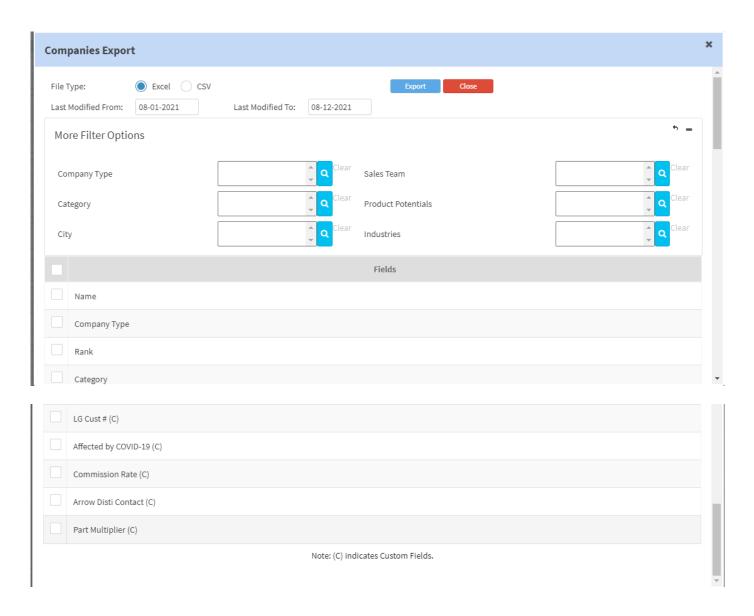




## **EXPORTS**

- Make sure to change or delete dates in the "Modified" fields.
- Use the filter boxes at the top to narrow down your list.
- Place a check mark next to all columns you want to see in your export. Fields at the bottom, marked with (C), indicates it's one of your custom fields.

## **Companies Export**



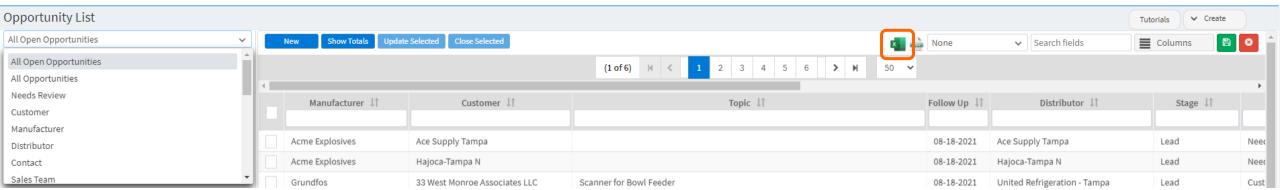
- Make sure to change or delete dates in the "Modified" fields.
- Use the filter boxes at the top to narrow down your list.
- Place a check mark next to all columns you want to see in your export. Fields at the bottom, marked with (C), indicates it's one of your custom fields.
- If you want a complete list, remove the check mark from "Exclude Do Not Email."
- "Email Blast List" will export a list compatible with MailChimp and other email programs. It includes "tags" to use for your campaigns.

## **Contacts Export**

Contacts Export				
File Type: Excel Last Modified From:	CSV Last Modified To:		Export Close	Email Blast List Send to Autoklose
More Filter Options				Saved Filters 5
Filter Name			Save	
Company Type		♣ Q Clear	Sales Team	Clear
Category		♣ Q Clear	Product Potentials	Clear
Companies		♣ Q Clear	Contact Group	Clear
Company Region		♣ Q Clear	Industries	Clear
Buying From		♣ Q Clear	Rank	Clear
Product Interest		Clear Q	Exclude Do not Email	Primary Only
		Fie	lds	
First Name				
Last Name				
Full Name				
Birthday (C)				
Anniversary (C)				
Sports Teams/Hobbies (C)				
Sharepoint Location (C)				
test status (C)				
Pet's Name (C)				
		Note: (C) indicates C	ustom Fields.	

## **Opportunity Export**

- Use the Excel icon to export exactly what is on the screen.
- The drop-down in top left will help you narrow down the list if you need to.
- Columns will be in the same order as on screen.

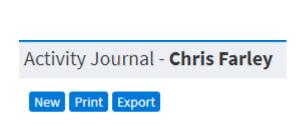


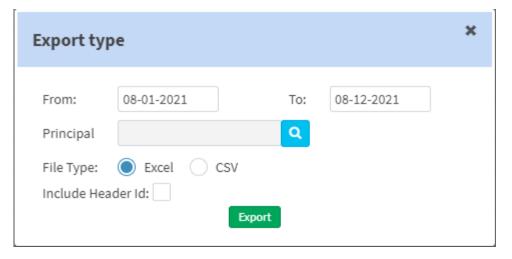
	В	C	D	E	F	G	H	I	J	K
1 ld	Manufacturer	Customer	Topic	Follow Up	Distributor	Stage	Status	Value	Next Step	Sales Team
2 1095	Acme Explosives	Ace Supply Tampa		08-18-2021	Ace Supply Tampa	Lead	Needs Review	0.00		Chris Farley
3 1094	Acme Explosives	Hajoca-Tampa N		08-18-2021	Hajoca-Tampa N	Lead	Needs Review	0.00		Chris Farley
4 1093	Grundfos	33 West Monroe Associates I	Scanner for Bowl Feeder	08-18-2021	United Refrigeration - Tampa	Lead	Customer Info Required	194400.00	Call: Delta for the Quote	Chris Farley
5 1092	Delta Faucets Inc	33 West Monroe Associates I	Amalie Arena Luxury Suite Upgrade	08-18-2021	Anixter-Boynton Beach	Quote Requested	Manufacturer Info Required	40974.50	Call: Delta for the Quote	Chris Farley
6 1091	Delta Faucets Inc	33 West Monroe Associates I	Amalie Arena Luxury Suite Upgrade	08-18-2021	Ace Supply Tampa	Quote Requested	Manufacturer Info Required	40974.50	Call: Delta for the Quote	Chris Farley
7 1090	Acme Explosives	Hajoca-Ft Lauderdale	funnel	08-16-2021	Hajoca-Ft Lauderdale	Lead	Customer Info Required	10501.00		Chris Farley
8 653	Acme Explosives	Graybar Tampa	22nd St. substation	08-10-2021	Graybar Tampa	Target	Customer Info Required	58698.00		Chris Farley
9 253	Mersen	Ace Boca Raton	Electric meter switch	08-10-2021	Ace Boca Raton	Sample Submitted	Customer Info Required	2002.75	Call: PP:1-2-3-4 #JC update quote	Rodney Dangerfield
10 1087	Zurn +	Buccaneer Supply Tampa	quote for 10k' pipe	08-04-2021	Buccaneer Supply Tampa	Quote Requested	Manufacturer Info Required	100000.00		Chris Farley
11 39	Lorenz	United Refrigeration - Tampa	150 unit Multifamily	08-04-2021	United Refrigeration - Tampa	Quote Requested	Manufacturer Info Required	379.20	new quotes required	Chris Farley
12 9	Acme Explosives	Tesla	2 tier boiler system	08-04-2021	Arrow Electronics	Quote Requested	Manufacturer Info Required	0.00	new quotes required #JC	Chris Farley
13 1086	Zurn +	Ferguson-Ft Lauderdale		08-03-2021	Ferguson-Ft Lauderdale	Lead	Customer Info Required	0.00		Bill Murray

#### • Use the "Export" button in top left corner.

## **Activity Journal Export**

• Enter the desired date range for export.

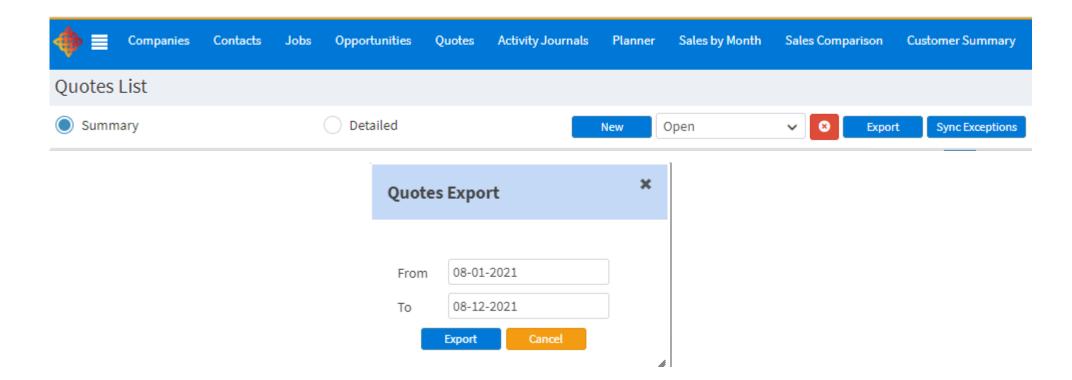




	Α	В	С	D	E	F	G	н	1	J
1		RepSalesForce						Reported On: 08-12-2021 11:1	7 AM	
2	1311 N. W	Vestshore Blvd. Suite 100Tamp	a, FL 33616			Date Range: 08-01-2021 - 08	3-12-2021			
3	Activity	Journal Report for Chri	s Farley							
4	Date	Purpose	Customer	Attendees	Call Type	General Rep Notes	Manufacturer	Comment	Follow Up	Sales Rep
5	08-12-202:	Sales call with Manufacturer	Ace Supply Tampa	Darnell Jerwood	Sales call with Manufacturer		Acme Explosives	The rolling Big Firework was a h		Chris Farley
6	08-12-202	Sales call with Manufacturer	Ace Supply Tampa	Darnell Jerwood	Sales call with Manufacturer		American Standard	We discussed our new shower of		Chris Farley
7	08-12-202	Sales call with Manufacturer	Ace Supply Tampa	Darnell Jerwood	Sales call with Manufacturer		Elkay	We covered our products. No in		Chris Farley
8	08-11-202	Најоса КС	Hajoca-Tampa N	Hogan Duddin, chris.farley@rep	Sales call		Acme Explosives	They're not really interested in	08-18-2021	Chris Farley
9	08-11-202	Најоса КС	Hajoca-Tampa N	Hogan Duddin, chris.farley@rep	Sales call		American Standard	We discussed our Cold Saw offe	08-17-2021	Chris Farley
10	08-11-202	price check	Segue Systems	Hank Hill	Lunch and Learn		American Standard	wanted pricning on 50 units. Ga		Will Farrell
11	08-11-202	Ace Supply	Ace Supply Tampa	Darnell Jerwood, chris.farley@r	Sales call		Acme Explosives	I met with him we had an explo	08-18-2021	Chris Farley
12	08-11-202	Ace Supply	Ace Supply Tampa	Darnell Jerwood, chris.farley@r	Sales call		Bradford White	zAM_Intro Call		Chris Farley
13	08-11-202	Ace Supply	Ace Supply Tampa	Darnell Jerwood, chris.farley@r	Sales call		American Standard	We talked about Pipe Notchers		Chris Farley
14	08-09-202:	Discuss various products	Hundred Acre Wood Lumber	Tom	Sales call		Acme Explosives	We covered our products. The r		Chris Farley
15	08-09-202	Discuss various products	Hundred Acre Wood Lumber	Tom	Sales call		American Standard	No interest at this time		Chris Farley

## **Quotes Export**

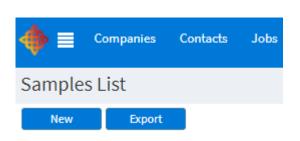
- Use the "Export" button in top left corner.
- Enter the desired date range for export.



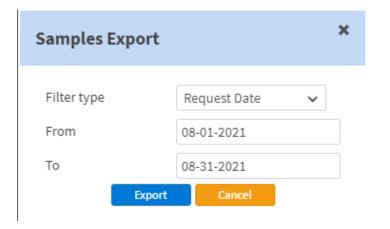
4	Α	В	С	D	E	F	G	н	l i	l j	К	L	М	N
1	RepSalesFo	orce	·				Reported On: 08-12-2021 03	:46 PM						
2	1311 N. Wests	hore Blvd. Suite 100Tampa	a, FL 33616	From:	01-01-2021	- To: 05-31-2021								
3	Quotes Re	oort												
4	Quote No.	Part No.	Quantity	EAU	Multiplier	Customer	Manufacturer	Sales Team	Distributor	Secondary Customer	Quote Date	Quote Value	Customer Contact	Customer Contact Email
5	QT00000078					MOSEBACH CED	Eaton	Jane Curtain	MOSEBACH CED		05-24-2021			
6	QT00000077	00001254DLT	150	150	1	33 West Monroe Associates LLC	Delta Faucets Inc	Chris Farley	Advance Plumbing Supply		05-17-2021	45487.5	Bill Jackson	bill.jackson@wma33rf.com
7	QT00000077	000121DLT	150	150	1	33 West Monroe Associates LLC	Delta Faucets Inc	Chris Farley	Advance Plumbing Supply		05-17-2021	45487.5	Bill Jackson	bill.jackson@wma33rf.com
8	QT00000077	1254565DLT	25	25	1	33 West Monroe Associates LLC	Delta Faucets Inc	Chris Farley	Advance Plumbing Supply		05-17-2021	45487.5	Bill Jackson	bill.jackson@wma33rf.com
9	QT00000077	0002545DLT	150	150	1	33 West Monroe Associates LLC	Delta Faucets Inc	Chris Farley	Advance Plumbing Supply		05-17-2021	45487.5	Bill Jackson	bill.jackson@wma33rf.com
10	QT00000076	33114-00175	1	2000	1	Tesla	Acme Explosives	Chris Farley	Ace Supply Tampa		04-19-2021	4348.76	Darnell Jerwood	djerwoodfj@acehardware.com
11	QT00000076	11314-00019	1	2000	1	Tesla	Acme Explosives	Chris Farley	Ace Supply Tampa		04-19-2021	4348.76	Darnell Jerwood	djerwoodfj@acehardware.com
12	QT00000075	LK500	45	0	1	Anixter-Daytona Beach	EEMAX	Rodney Dangerfield	Anixter-Daytona Beach		04-09-2021	12655.8	3	
13	QT00000075	Equipment	12	0	1	Anixter-Daytona Beach	ABB	Rodney Dangerfield	Anixter-Daytona Beach		04-09-2021	12655.8	3	
14	QT00000074	2525-N-344SQ-2.7	400	0	1	33 West Monroe Associates LLC	Lorenz	Chris Farley			03-16-2021	1200		

## **Samples Export**

- Use the "Export" button in top left corner.
- Choose "Date Required" "Request Date" or "Date Received."
- Enter the desired date range for export.







A	Α	В	С	D	E	F	G	Н	1	J	K	L	М	N	0
1	RepSalesForce						Reported On: 08-1	Reported On: 08-12-2021							
2	1311 N. Westshore	Blvd. Suite 100Tampa	, FL 33616	From:	01-01-2021 - To: 08-	31-2021									
3	Samples Repo	rt													
4	Customer	Customer Contact	Manufacturer	Topic	Sample Number.	Sales Team	Distributor	CEM	Part Number	Quantity	EAU	Request Date	Date Required	Date Received	Status
5	Ace Supply Tampa	Darnell Jerwood	Acme Explosives	Things	8498558	Chris Farley	Ace Supply Tampa	0	11314-00020	1	1	03-12-2021			Requested
6	Ace Supply Tampa	Darnell Jerwood	Acme Explosives	Things	8498558	Chris Farley	Ace Supply Tampa	0	11314-00025	1	1	03-12-2021			Requested
7															

## **Jobs Export**

- Use the Excel icon to export exactly what is on the screen.
- The drop-down in top left will help you narrow down the list if you need to.

4	A	В	С	D	Е	F	G	Н	I	J	K	L	M	N	0 🔺
1	Name	Stage	Туре	Specifier	Sales Person	Category	Last Modified Date	Creation Date	Follow Up Date	Job No.	Awarded To	Awarded Date	Value	Status	City
2	UPS Campus upgrades	Bid Submitted	LEED Certification	FineLine Engineering	Chris Farley	Industrial - Warehouse	05-20-2021 07:52 AM	09-05-2019 12:30 PM	03-24-2021	983793874	ABBA Construction, Inc			OPEN Ta	mpa
3	The Cloister	Bid Submitted	New Construction		Chris Farley	Multi-Residential - Condominiun	07-17-2020 11:40 AM	12-11-2019 01:39 PM	07-17-2020				120000.00	OPEN Ta	mpa
4	Target: Zoo Build Out	Bid Submitted	Renovation	Turner Engineering	Chris Farley	Playgrounds / Parks / Athletic F	07-17-2020 11:42 AM	04-15-2020 11:29 AM	07-17-2020	123423141				OPEN Ta	mpa
5	Remodel of Murphy's Irish Pub	Lighting Layout	Renovation	QUINE ENGINEERING	Chris Farley	Retail - Food Stores	07-17-2020 11:44 AM	04-22-2020 11:41 AM	07-08-2020					OPEN Jac	cksonville (
6	Carr Arena	Specifying	Addition, New Construction, Sit	A.C.M.E. Incorporated	Chris Farley		10-30-2020 01:10 PM	09-24-2020 02:16 PM	10-01-2020	DR 102930983			0.00	OPEN Au	stin
7	Islamorada Fish Company Remodel	Awarded	Renovation	Turner Engineering	Chris Farley	Retail - Food Stores	07-17-2020 11:42 AM	06-24-2020 11:35 AM	07-01-2020		ABBA Construction, Inc	07-17-2020		OPEN Da	
		Specifying	Target Account	BattleLink Group	Chris Farley		03-09-2021 12:13 PM				CDM Smith Inc - Maitland			OPEN Ft.	
9	Building 8 Renovation Marine Barracks V	Awarded	Renovation				07-17-2020 12:37 PM						0.00	OPEN Wa	ashington
10	QIAGEN Campus at Germantown Busine	POs Received	New Construction, Site Work	CDM Smith Inc - Maitland	Chris Farley	Office - General, Laboratories - (	07-17-2020 12:47 PM	07-17-2020 12:47 PM	07-24-2020	2406308	CDM Smith Inc - Maitland			OPEN Ge	rmantown
11	Chillicothe Road Residential Subdivision	Awarded	New Construction, Site Work	SLAM Collaborative	Chris Farley	Residential Subdivision	02-26-2021 10:03 AM	07-17-2020 12:47 PM	07-24-2020	3249640	Cuhaci & Peterson / Orlando	05-30-2020	22000000.00	OPEN Au	rora
12	Loveland Family Housing	Bid Submitted	New Construction, Site Work				02-26-2021 10:05 AM						9855170.00	OPEN Lo	veland
13	North Landing Villas Townhomes	Bid Submitted	New Construction, Site Work	Detailed Development Solutions D	Chris Farley	Multi-Residential - Townhomes	02-26-2021 10:03 AM	07-17-2020 12:47 PM	07-24-2020	3873723	Detailed Development Solution		15000000.00		
14	Bishop Tube Residential Subdivision / Ma	Bid Submitted	New Construction, Site Work	Fedco, LLC	Chris Farley		02-26-2021 10:05 AM				Fedco, LLC		30000000.00		
15	Westpark Golf Course Residential Subdiv	Awarded	New Construction, Site Work	RS&H, Inc	Chris Farley	Residential Subdivision	02-26-2021 10:05 AM	07-17-2020 12:47 PM	07-24-2020	4046538	RS&H, Inc		10500000.00	OPEN Le	esburg
16	Holiday Inn Express and Suites	Specifying	New Construction				02-26-2021 10:04 AM								/mouth Me
		Bid Submitted				Religious / Funeral - Place of W								OPEN Co	
18	Grosvenor Place Apartments	Awarded	New Construction, Site Work, F	Firewatch Contracting of Florida III	Chris Farley								8000000.00	OPEN CI	eveland
19	Davis Drive Apartments - Rebid	Awarded	New Construction, Site Work, F	GLF Construction Corporation - Ta	Chris Farley	Multi-Residential - Apartments	02-26-2021 10:18 AM	07-17-2020 12:47 PM	07-24-2020					OPEN Mo	
20	Eastondale Cottages	Awarded	New Construction, Site Work, F	Integrated Construction, LLC	Chris Farley	Residential Subdivision	02-26-2021 10:17 AM	07-17-2020 12:47 PM	07-24-2020	4416961	Integrated Construction, LLC	12-01-2019	10000000.00	OPEN Ea	ston

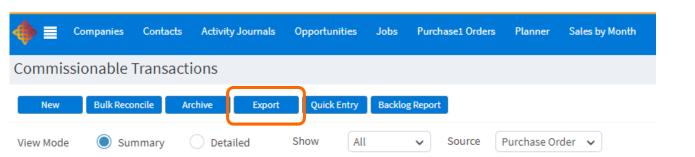
## **PO Export**

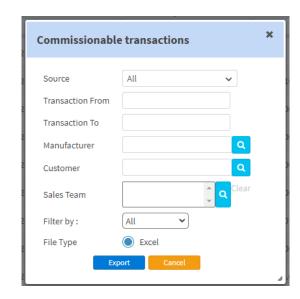
- "Export" button to export by PO# or SO#
- Choose a date range to export.

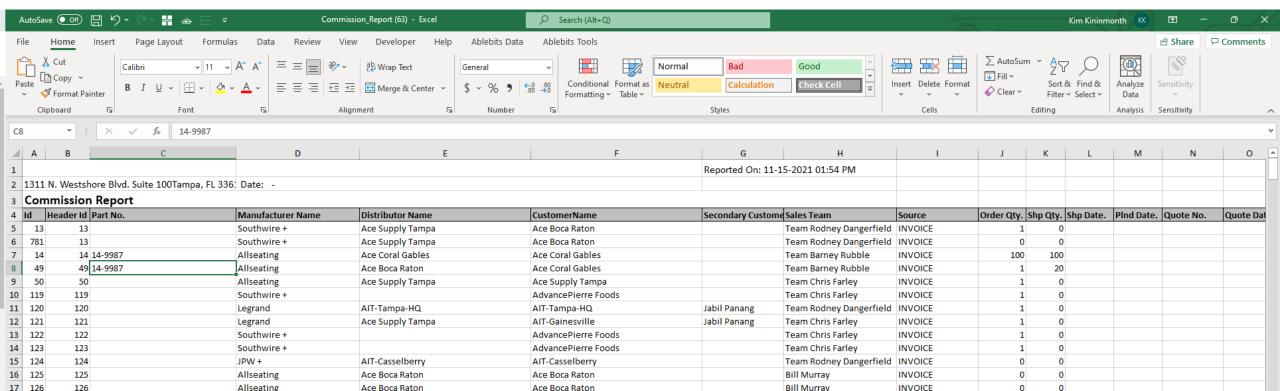
4	А	В	С	D	E	F	G	н	1 🔺
1	RepSalesForce						Reported On: 08-16-2021 10:43 A	M	
2	1311 N. Westshore Blvd. Suite 100	OTampa, FL 33616		From: 06-01-2021 - To: 08-16-2	021				
3	Purchase Order Report								
4	Manufacturer	Customer	Distributor	Secondary Customer	Sales Team	PO Number	PO Date	SO Number	SO Date
5	ABB	BattleLink Group			Chris Farley	049840	06-08-2021		
6	Acme Explosives	Ace Boca Raton	Ace Boca Raton		Rodney Dangerfield	90938	06-21-2021		
7	Acme Explosives	ABBA Construction, Inc			Chris Farley	32425	06-21-2021		
8	Acme Explosives	MSC Supply	MSC Supply		Rodney Dangerfield	123412	06-21-2021		
9	ABB	Anixter-Boynton Beach	Anixter-Boynton Beach		Bill Murray	904980	06-22-2021		
10	JSM Manufacturing	AIT-Casselberry	AIT-Casselberry	BRUNSWICK WINAIR CO	Rodney Dangerfield	9049840	07-16-2021		
11	Acme Explosives	Arrow Electronics	Arrow Electronics	Tesla	Chris Farley	123456	08-02-2021		
12	Artopex +	Tesla			Chris Farley	81121	08-11-2021		

- "Export" button to export by "Source" (Invoice, PO, etc.).
- Choose a date range to export.
- Pull for specific manufacturer, customer, or sales team.
- Filter by "Unreconciled" or "Reconciled."

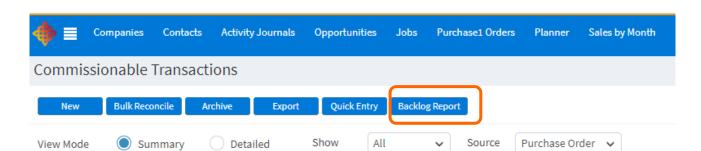
## Commissionable Transactions Export

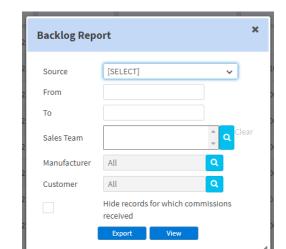


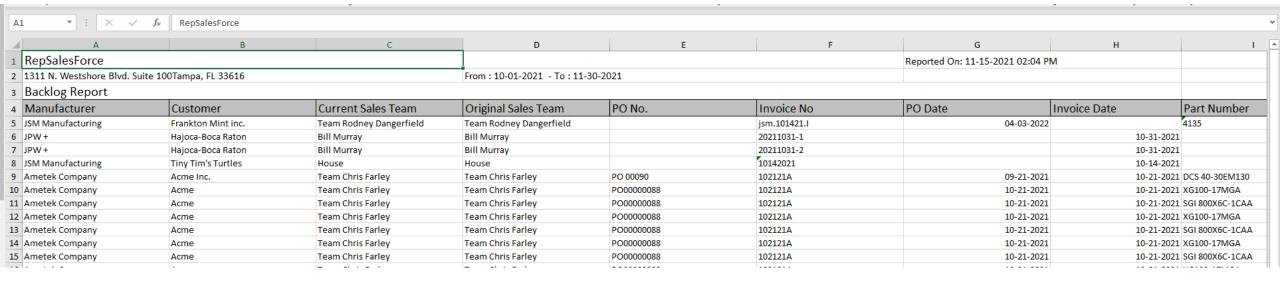




- Choose "Invoice" or "PO."
- Choose a date range to export.
- Pull for specific manufacturer, customer, or sales team.
- "Hide records for which commissions received" if you want to exclude paid items.







**Backlog Report** 

## Custom Reports - PBI & LR

## **Living Report**

- Create your own (<u>Click here to view tutorial</u>) or have a complimentary report created by us.
- Use for Ajs, Opps, Samples, Pos, user login history or commissions.



#### **Monthly Opportunties**

2									
3	Creation Date	▼ Modified Date ▼	Manufacturer ~	Customer	Sales Team	Distributor	Customer Type	Topic	Owner
4	2021-08-16	2021-08-16	US Floors	33 West Monroe Associates LLC	Chris Farley		Architect	Amalie Arena Flooring Upgrade	Chris F
5	2021-08-12	2021-08-12	Acme Explosives		Chris Farley	Ace Supply Tampa		kim test Marn	Chris F
6	2021-08-11	2021-08-11	Artopex +	33 West Monroe Associates LLC	Chris Farley	United Refrigeration - Tampa	Architect	Amalie Arena Luxury Suite Upgrade	Chris F
7	2021-08-11	2021-08-11	Acme Explosives		Chris Farley	Ace Supply Tampa			Chris F
8	2021-08-11	2021-08-11	Acme Explosives		Chris Farley	Hajoca-Tampa N			Chris F
9	2021-08-11	2021-08-11	Delta Faucets Inc	33 West Monroe Associates LLC	Chris Farley	Ace Supply Tampa	Architect	Amalie Arena Luxury Suite Upgrade	Chris F
10	2021-08-11	2021-08-11	Delta Faucets Inc	33 West Monroe Associates LLC	Chris Farley	Anixter-Boynton Beach	Architect	Amalie Arena Luxury Suite Upgrade	Chris F
11	2020-10-06	2021-08-10	Mersen		Rodney Dangerfield	Ace Boca Raton		Electric meter switch	Chris F
12	2020-08-19	2021-08-10	Acme Explosives		Chris Farley	Graybar Tampa		22nd St. substation	Chris F
13	2020-08-04	2021-08-10	OM Seating +		Chris Farley	Buccaneer Supply Tampa		Navien conversion	Chris F
14	2021-08-09	2021-08-10	Acme Explosives		Chris Farley	Hajoca-Ft Lauderdale		funnel	Chris F
15	2021-08-09	2021-08-09	Enwork +	Airgas	Barney Rubble	AIT-Tampa-HQ	Distributor	Tyson Foods Line 2 job [JOB]	Admin
16	2021-07-28	2021-08-03	OM Seating +		Chris Farley	Buccaneer Supply Tampa		quote for 10k' pipe	Chris F
17	2020-10-29	2021-07-29	Acme Explosives		Chris Farley	Ace Supply Tampa			Chris F
18	2019-08-05	2021-07-28	Acme Explosives	Tesla	Chris Farley	Arrow Electronics	OEM	2 tier boiler system	Jane C
19	2019-08-30	2021-07-28	Lorenz		Chris Farley	United Refrigeration - Tampa		150 unit Multifamily	Will Fa
20	2020-09-09	2021-07-27	OM Seating +		Chris Farley	United Refrigeration - Tampa		Mercy hospital	Chris F

### **MS Power BI**

- Connect your data to the updated PBI (<u>Click here to view tutorial</u>).
- 35+ different tabs with detailed information.
- Customized reports available as a professional service.

