



HOW TO USE ITEMS IN SALES REPORTS

With your regular Account Statements, FlexiSchools sends you a list of your Orders for the period and your Items Sales.

The Items Sales Report is used to tell you the sales of the items on your menu. This can be used to highlight the top and bottom selling items, and how much money they made you.

1. Saving your Item Sales Report

You will receive an email like this:

FlexiMeals Account Statement: #24728 Queenwood | X

FlexiMeals Accounts to Queenwood [show details](#) 17 Jun RePLY

Dear Queenwood Canteen,

Please find attached FlexiMeals Statement: #24728.

Account Name: My Tuckshop - Queenwood

If you have any queries about this statement, please contact FlexiMeals (1300 361 769).

FlexiMeals Billing and Accounts.

FlexiMeals Pty Ltd
Customer Service Line: 1300 361 769
Website: <http://www.fleximeals.com.au>

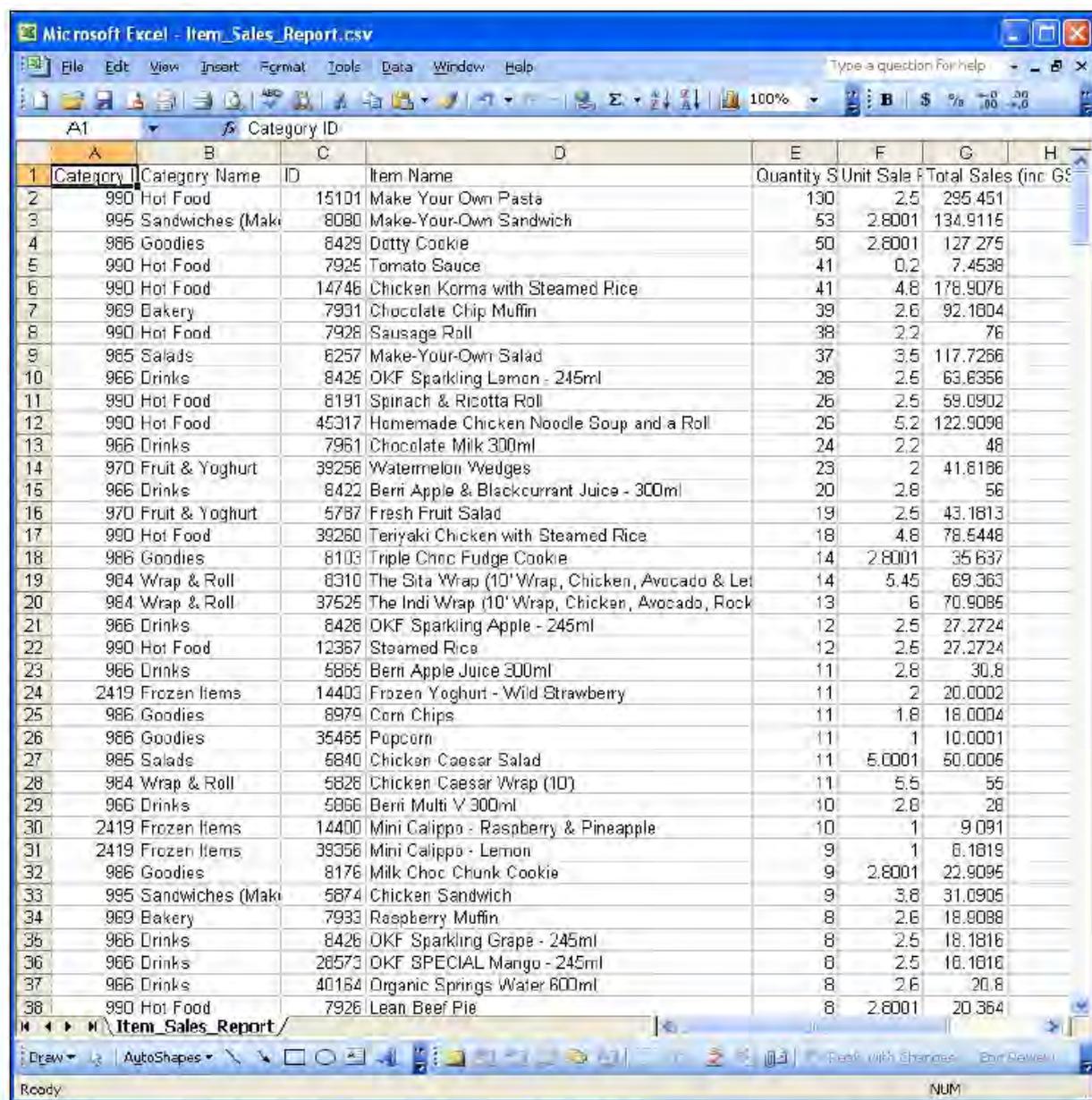
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3 attachments — [Download all attachments](#)

- FlexiMeals_Statement_24728.pdf**
37K [View](#) [Download](#)
- Order_List_88_24728.csv**
55K [Download](#)
- Item_Sales_Report_88_24728.csv**
20K [Download](#)

Download the Item_Sales_Report_88_24728.csv and save it as an Excel Spreadsheet, with an appropriate name.

You can then use the Excel functions to manipulate the data. It may be a good idea to remove the top line, and the second table of ingredients, leaving you with a sheet like this:



1	Category	Category Name	ID	Item Name	Quantity	Unit Sale Price	Total Sales (inc GST)
2	990 Hot Food		15101	Make Your Own Pasta	130	2.5	295.451
3	995 Sandwiches (Maki		8080	Make-Your-Own Sandwich	53	2.8001	134.9115
4	986 Goodies		8429	Dotty Cookie	50	2.8001	127.275
5	990 Hot Food		7925	Tomato Sauce	41	0.2	7.4538
6	990 Hot Food		14746	Chicken Korma with Steamed Rice	41	4.8	178.9076
7	969 Bakery		7931	Chocolate Chip Muffin	39	2.6	92.1804
8	990 Hot Food		7928	Sausage Roll	38	2.2	76
9	985 Salads		8257	Make-Your-Own Salad	37	3.5	117.7266
10	966 Drinks		8426	OKF Sparkling Lemon - 245ml	28	2.6	63.6356
11	990 Hot Food		8191	Spinach & Ricotta Roll	26	2.5	59.0902
12	990 Hot Food		45317	Homemade Chicken Noodle Soup and a Roll	26	5.2	122.9098
13	966 Drinks		7961	Chocolate Milk 300ml	24	2.2	48
14	970 Fruit & Yoghurt		39256	Watermelon Wedges	23	2	41.8186
15	966 Drinks		8422	Beri Apple & Blackcurrant Juice - 300ml	20	2.8	56
16	970 Fruit & Yoghurt		5767	Fresh Fruit Salad	19	2.5	43.1813
17	990 Hot Food		39260	Teriyaki Chicken with Steamed Rice	18	4.8	78.5448
18	986 Goodies		8103	Triple Choc Fudge Cookie	14	2.8001	35.637
19	984 Wrap & Roll		8310	The Sita Wrap (10' Wrap, Chicken, Avocado & Let	14	5.45	69.363
20	984 Wrap & Roll		37525	The Indi Wrap (10' Wrap, Chicken, Avocado, Rock	13	6	70.9085
21	966 Drinks		8428	OKF Sparkling Apple - 245ml	12	2.5	27.2724
22	990 Hot Food		12367	Steamed Rice	12	2.5	27.2724
23	966 Drinks		5866	Beri Apple Juice 300ml	11	2.8	30.8
24	2419 Frozen Items		14403	Frozen Yoghurt - Wild Strawberry	11	2	20.0002
25	986 Goodies		8979	Corn Chips	11	1.8	18.0004
26	986 Goodies		35465	Popcorn	11	1	10.0001
27	985 Salads		5840	Chicken Caesar Salad	11	5.0001	50.0006
28	984 Wrap & Roll		5828	Chicken Caesar Wrap (10)	11	5.5	55
29	966 Drinks		5866	Beri Multi V 300ml	10	2.8	28
30	2419 Frozen Items		14400	Mini Calippo - Raspberry & Pineapple	10	1	9.091
31	2419 Frozen Items		39356	Mini Calippo - Lemon	9	1	8.1819
32	986 Goodies		8176	Milk Choc Chunk Cookie	9	2.8001	22.9095
33	995 Sandwiches (Maki		5874	Chicken Sandwich	9	3.8	31.0905
34	969 Bakery		7933	Raspberry Muffin	8	2.6	18.9088
35	966 Drinks		8426	OKF Sparkling Grape - 245ml	8	2.5	18.1816
36	966 Drinks		26573	OKF SPECIAL Mango - 245ml	8	2.5	18.1816
37	966 Drinks		40164	Organic Springs Water 600ml	8	2.6	20.8
38	990 Hot Food		7926	Lean Beef Pie	8	2.8001	20.364

Select Row 1 and go to Data -> Filter -> Auto Filter to give you the options to sort and select items in the columns.

2. Top and bottom selling items

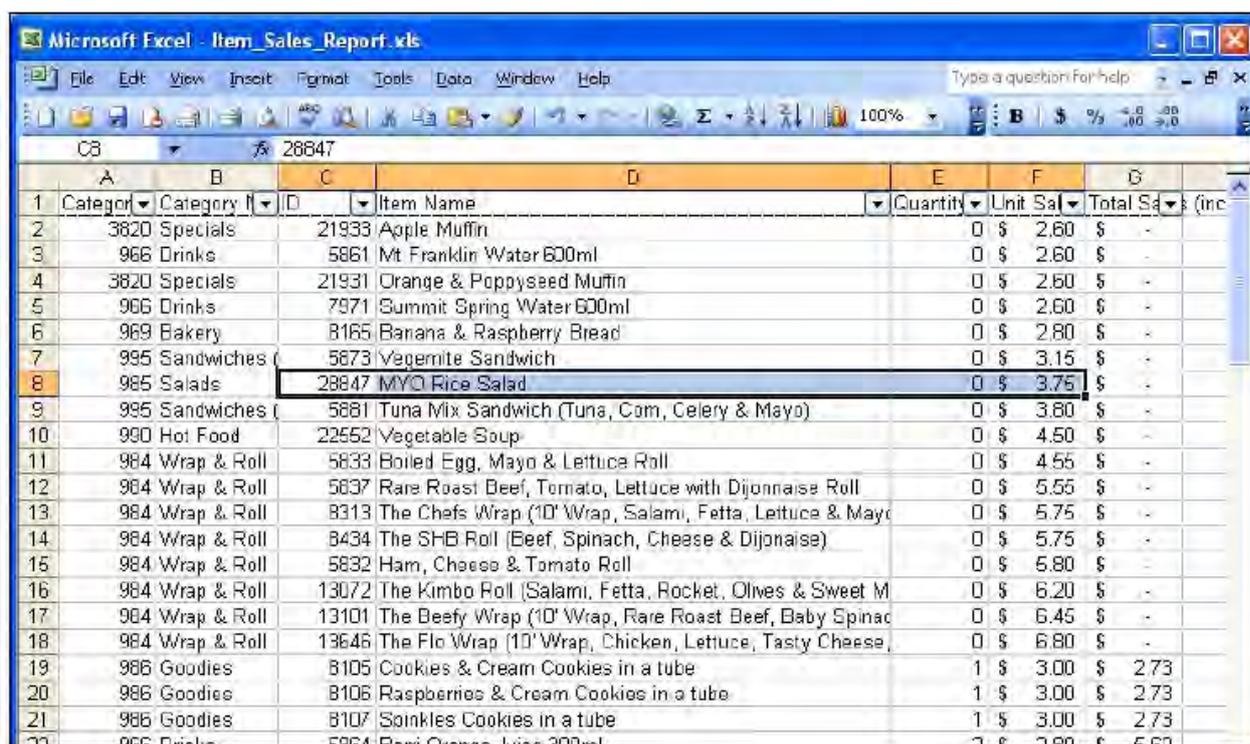
It is then very straight forward to pick off your top, and bottom, selling items using the options of the Auto Filter.

Top Selling Items

The above Items Sales Report, sorted by Sales Quantity, that shows us that the Hot Food is a good seller at this time of year, and that we sell most of items that we make ourselves. These homemade items will also be the most profitable. We can therefore look at the “off-the-shelf” items that we buy in (such as sausage rolls) and work out if we are charging the right prices for them.

Bottom Selling Items

The “bottom sellers” may be items that need your attention as stock being held is not moving. For example, they may need to be switched off the menu, or made more attractive by a change in presentation or price.



	A	B	C	D	E	F	G
1	Category	Category ID	ID	Item Name	Quantity	Unit Sa	Total Sa
2	3820	Specials	21933	Apple Muffin	0	\$ 2.60	\$ -
3	966	Drinks	5861	Mt Franklin Water 600ml	0	\$ 2.60	\$ -
4	3820	Specials	21931	Orange & Poppyseed Muffin	0	\$ 2.60	\$ -
5	966	Drinks	7971	Summit Spring Water 600ml	0	\$ 2.60	\$ -
6	969	Bakery	8165	Banana & Raspberry Bread	0	\$ 2.80	\$ -
7	995	Sandwiches	5673	Vegetemite Sandwich	0	\$ 3.15	\$ -
8	985	Salads	28847	MYO Rice Salad	0	\$ 3.75	\$ -
9	995	Sandwiches	5881	Tuna Mix Sandwich (Tuna, Com, Celery & Mayo)	0	\$ 3.80	\$ -
10	990	Hot Food	22552	Vegetable Soup	0	\$ 4.50	\$ -
11	984	Wrap & Roll	5833	Boiled Egg, Mayo & Lettuce Roll	0	\$ 4.55	\$ -
12	984	Wrap & Roll	5837	Rare Roast Beef, Tomato, Lettuce with Dijonnaise Roll	0	\$ 5.55	\$ -
13	984	Wrap & Roll	8313	The Chefs Wrap (10' Wrap, Salami, Fetta, Lettuce & Mayo)	0	\$ 5.75	\$ -
14	984	Wrap & Roll	8434	The SHB Roll (Beef, Spinach, Cheese & Dijonnaise)	0	\$ 5.75	\$ -
15	984	Wrap & Roll	5832	Ham, Cheese & Tomato Roll	0	\$ 5.80	\$ -
16	984	Wrap & Roll	13072	The Kimbo Roll (Salami, Fetta, Rocket, Olives & Sweet M)	0	\$ 6.20	\$ -
17	984	Wrap & Roll	13101	The Beefy Wrap (10' Wrap, Rare Roast Beef, Baby Spinac	0	\$ 6.45	\$ -
18	984	Wrap & Roll	13646	The Flo Wrap (10' Wrap, Chicken, Lettuce, Tasty Cheese,	0	\$ 6.80	\$ -
19	986	Goodies	8105	Cookies & Cream Cookies in a tube	1	\$ 3.00	\$ 2.73
20	986	Goodies	8106	Raspberries & Cream Cookies in a tube	1	\$ 3.00	\$ 2.73
21	986	Goodies	8107	Soinkles Cookies in a tube	1	\$ 3.00	\$ 2.73
22	966	Drinks	5864	Boni Orange Juice 300ml	2	\$ 2.90	\$ 5.60

These reports should help you adjust your menu, and orders.



3. Cost of goods

In order to analyse the profitability of your items, you can use the Invoices you receive from your Suppliers to calculate the cost of goods of the items on your menu. Along with the Items Sales Report, this will help you work out which items to drop from the menu, and which to re-price.

Here is an example spreadsheet that you may create:

	A	B	C	D	E	F	G	H	I	J	K
	Item	Purchase price	Pack Size	COGS ea	Sale inc GST ea	GST	Sale ea	Margin ea	COGS %	Notes	
3	Cookies										
4	Dotty Cookie	\$ 16.50	12	\$ 1.38	\$ 2.60		\$ 2.55	\$ 1.17	54.02%		
5	Milk Choc Chunk	\$ 16.50	12	\$ 1.38	\$ 2.60		\$ 2.55	\$ 1.17	54.02%		
6	Triple Choc Fudge	\$ 16.50	12	\$ 1.38	\$ 2.60		\$ 2.55	\$ 1.17	54.02%		
7	Tube Sprinkles	\$ 1.30	1	\$ 1.30	\$ 3.00		\$ 2.73	\$ 1.43	47.67%		
8	Meat Pies										
9	Meat Pies	\$ 34.50	24	\$ 1.44	\$ 2.60		\$ 2.55	\$ 1.11	56.47%		
10	Sausage Role	\$ 38.25	40	\$ 0.96	\$ 2.20		\$ 2.00	\$ 1.04	47.81%		
11	Chicken Pie	\$ 36.25	24	\$ 1.51	\$ 2.60		\$ 2.55	\$ 1.04	59.34%		
12	Spinach & Ricotta	\$ 47.50	40	\$ 1.19	\$ 2.50		\$ 2.27	\$ 1.09	52.26%		
13	OKFs	\$ 24.40	30	\$ 0.81	\$ 2.50		\$ 2.27	\$ 1.46	35.79%		
14	Orangic Springs 600m	\$ 9.00	24	\$ 0.38	\$ 2.10	N	\$ 2.60	\$ 2.23	14.42%		
15	Orangic Springs 350m	\$ 6.50	24	\$ 0.35	\$ 2.60	N	\$ 2.10	\$ 1.75	16.67%		
16	Flavoured Milk										
17	Flavoured Milk 300ml			\$ 0.61	\$ 2.20		\$ 2.00	\$ 1.39	30.50%		
18	Milk 300ml			\$ 0.50	\$ 2.00	N	\$ 2.00	\$ 1.50	25.00%		
19	Juice Flat Top 300ml			\$ 0.83	\$ 2.80	N	\$ 2.80	\$ 1.97	29.64%		
20	Juice 375ml			\$ 1.13	\$ 3.20	N	\$ 3.20	\$ 2.07	35.31%		
21	Pure Water Active			\$ 0.65	\$ 2.60	N	\$ 2.60	\$ 1.91	26.54%		
22	Banana Bread										
23	Banana Bread	\$ 15.80	15	\$ 1.05	\$ 2.60	Y	\$ 2.55	\$ 1.49	41.38%		
24	Ice Creams										
25	Splice	\$ 42.20	32	\$ 1.32	\$ 2.20		\$ 2.00	\$ 0.68	65.94%		
26	Calippo Gelato	\$ 19.80	42	\$ 0.47	\$ 0.80		\$ 0.73	\$ 0.26	64.52%		
27	Thick shake	\$ 21.40	18	\$ 1.19	\$ 2.00		\$ 1.82	\$ 0.63	65.39%		
28	Paddle Pop	\$ 25.30	32	\$ 0.79	\$ 1.50		\$ 1.36	\$ 0.57	57.96%		
29	Frozen Yoghurt	\$ 13.50	12	\$ 1.13	\$ 2.00		\$ 1.82	\$ 0.69	61.88%		
30	Miso	\$ 22.10	24	\$ 0.92	\$ 1.60		\$ 1.45	\$ 0.53	63.31%		
31	Icy Twist	\$ 19.00	32	\$ 0.59	\$ 1.00		\$ 0.91	\$ 0.32	65.31%		
32	Calippo	\$ 22.15	42	\$ 0.53	\$ 0.80		\$ 0.73	\$ 0.20	72.51%		
33	Ice Creams										
34	Ice Cream	\$ 25.20	24	\$ 1.05	\$ 2.50		\$ 2.27	\$ 1.22	44.20%		
35	Ice Creams										
36	Ice Cream	\$ 24.00	24	\$ 1.00	\$ 2.20	Y	\$ 2.00	\$ 1.00	50.00%		

4. Further Help

If you need further help with this, or have any other questions, please contact the Customer Services Team on 1300 361 769.