

Sales Floor Performance Summary

Profitable Spreadsheets one at a time

This workbook is designed for the Vehicle Sales Manager which needs to track the sales effectiveness of their staff. It may be used on a daily basis for summarizing Month-to-Date Sales activities with the end results being a Monthly Sales Analysis and Performance report which may be used for sales employee evaluations and retraining.

With a little work and ingenuity 12 individual monthly performance reports can be created within this workbook with an the final analysis report summarizing Year-to-Date sales activity per salesperson.

Spreadsheet Instructions

Color Coding is utilized to simplify usage of this spreadsheet. The only field that a user may input data is **YELLOW** in color. There are **Help-Comment** boxes on this spreadsheet, look for the **RED** triangle and place your arrow over them for instructions.

- 1) Finish reading these simple instructions and review the Sales Floor Performance Spreadsheet.
- 2) Enter the Names of your Sales Personnel on the Performance Spreadsheet.
- 3) Enter the up to date on the spreadsheet, format (mm/dd/yyyy) within the Report Date Cell/Box.
- 4) Entering some sample data within the Yellow cells to see how the worksheet will perform. "Zeroing" prior to actual usage.
- 5) Zero and Clear sample data entered prior to actual usage.
- 6) **Enjoy and Good Luck .. Sell ... Sell ... Sell ...**

As time progresses you'll establish in-house **dealership benchmarks** by monitoring and collecting the sales data made available within this performance analysis report and be able to utilize these numbers to manage individual sales personal.

How to create additional monthly worksheets.....

New Worksheet Creation Procedure:

- Right Click on the Original Worksheet Tab.
- Select "Move or Copy".
- Click on "Create an Copy" box.
- Then Click "OK"

Rename your new worksheet:

- * It is suggested that you do not rename the original spreadsheet, retain it as a master unused copy
- Right Click on Sheet Tab.
- Select "Rename".
- Then type new name in highlighted tab area. e.g. the month

General Workbook Information

Original Worksheet is protected to prevent formula corruption and contain **No Active Macros**.

Workbook Created: December 5, 2005
Workbook Last Update: June 20, 2009
Workbook Current size: 50.0 KB

Last and most importantly, if you have any questions concerning these spreadsheets or how to use them; E-mail or Call, IntactAuto Support: Support@IntactAuto.com or visit: www.IntactAuto.com for contact information.

Excel® Workbooks designed specifically for the Retail Automotive Dealership & Automobile Industry

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Sales Floor Performance Summary

Report Date: January 1, 2005

Salesperson Name	Sales Opportunities			Be-Back	Vehicle Demo Activity			Negotiations Activity			Sold Units & Closing Activity				
	Floor-Up's	Be-Back	Total Up's	% of Up's	Demo	NO Demo	Demo %	Price Quote	% Floor-Up	% Demo	New	Used	Total	Closing %	Neg. %
Sample Salesperson	15	9	24	37.5%	11	13	45.8%	15	62.5%	136.4%	3	2	5	20.8%	33.3%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
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	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
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	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
	0	0	0	0.0%	0	0	0.0%	0	0.0%	0.0%	0	0	0	0.0%	0.0%
GRAND TOTALS	15	9	24	37.5%	11	13	45.8%	15	62.5%	136.4%	3	2	5	20.8%	33.3%