## **Monthly Sales Reports**

## Increases and deficits by Product group

Open sales cube and refresh data
Open "product group by rep" tab
Select rep at the top "customer account. Sales rep"

Using column labels filter select correct year to month end date for current year and previous
Open new excel sheet and copy and paste columns A—D and row 4 to bottom

Whilst highlighted add filters and format columns to auto fit on width

Change cell D1 from "grand Total" to difference

Cell D2 add formula "=C2-B2" and copy down column

Highlight all of column D and format to currency, 2 decimal places, £ symbol and -£number in red

Sort column D using filter largest to smallest cut and pasting grand total back to the bottom if required

Rename tab after account manager using initials

Repeat for each account manager using tab 2 and 3 back to step 4 and save "increases and deficits by product group YTD"

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