

Workshop 4

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Report type & ID	Type: Summary Report Name: Poppel Sales Summary Report ID: AA001
Report Objectives	-Provide an overview of the state of the sales activities at Poppel. -Shows the different trends happening in the sales volume. -Share current stock analysis. -Allow for prediction to happen for future sales. -Track departmental performance.
Audience	-Managers -Marketing Clerks -Sales directors -Market analysts -Creditors
Layout	Column, row , block, landscape
Report Content	-Sales volume -Revenue -Costs -Stock -Quantity
Selection	The selection will be made on region to provide a summary per region
Sequence	Ascending order.
Grouping / Summarisation	The report will record the sales activity over a particular period of time. It will detail what reps have been up to, reveal whether the team is on track to meet its quota, and alert management to any potential issues. Group by sales volume.
Media to be used	Google drive
Frequency, Timing, Delivery	Weekly, Monday mornings, Email
Distribution	The report will be distributed across every department in organisation as well as creditors.
Privacy, Security, & Integrity Constraints	-All email transmissions will be encrypted -Access control will be enabled -Emails should have signatures

Poppel Sales Summary Report



Income Sales August 2021						
Item	Cost Per Item	Price	Total Units Sold	Total Revenue	Profit per Item	Total Income
Item 1	R10,00	R20,00	1000	R20 000,00	R10,00	R10 000,00
Item 2	R11,00	R22,00	1250	R27 500,00	R11,00	R13 750,00
Item 3	R9,50	R19,00	750	R14 250,00	R9,50	R7 125,00
Item 4	R7,90	R15,80	250	R3 950,00	R7,90	R1 975,00
Item 5	R10,00	R20,00	1700	R34 000,00	R10,00	R17 000,00
Item 6	R11,50	R23,00	950	R21 850,00	R11,50	R10 925,00

Region Sales August 2021	
Region	Sales per Region
Area 1	R4 051,67
Area 2	R10 129,17
Area 3	R20 000,00
Area 4	R3 376,39
Area 5	R10 129,17
Area 6	R13 088,61



Date:
01/09/2021