**Memorandum**

**To: Mr. Tarkio, Madison’s Department Store**

**From: Patrick Ha, 004**

**RE: Productivity Workbook**

**September 25, 2017**

You requested an analysis of the performance of your sales staff.

**Five sales representatives who received highest commissions last week.**

|  |  |
| --- | --- |
| **Last Name** | **Commission** |
| Mazza | $ 1,520.53 |
| Fetchik | $ 870.94 |
| Porterfield | $ 868.24 |
| Huang | $ 862.26 |
| Hauch | $ 640.98 |
| **Grand Total** | **$ 4,762.95** |

**Sales representatives who received above average commissions last week.**

|  |  |  |
| --- | --- | --- |
| **Last Name** | **First Name** | **Commission** |
| Mazza | Pamela | $ 1,520.53 |
| Fetchik | Vearl | $ 870.94 |
| Porterfield | Jimmy | $ 868.24 |
| Huang | Woody | $ 862.26 |
| Hauch | Joann | $ 640.98 |
| Harpole | Frank | $ 354.59 |
| Craddock | David | $ 287.39 |
| Stanton | Catrina | $ 205.96 |
| Lessert | Linda | $ 195.25 |
| Monac | Levitica | $ 189.28 |

**Excluding Furniture Department, sales representatives who received commissions above average last week.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** | **First Name** | **Department** | **Commission** |
| Stanton | Catrina | Women's | $205.96 |
| Lessert | Linda | Linens | $195.25 |
| Monac | Levitica | Men's | $189.28 |

**Sales staff who made their quotas at least 60% of the time, and sales staff that did not achieve this goal.**

|  |  |  |
| --- | --- | --- |
| **Last Name** | **First Name** | **Quota Average** |
| Schoemann | Dale | 50.00% |
| Fiddes | Rick | 40.00% |
| Ketakea | Loraine | 40.00% |
| Stone | David | 40.00% |
| Lenfestey | Kionna | 33.33% |
| Picazo | Luciano | 25.00% |
| Wilson | Jay | 25.00% |
| Bolyard | Pat | 20.00% |
| Bourque | Elizabeth | 20.00% |

**Sales staff that made highest sales in each department.**

|  |  |
| --- | --- |
| **Department Last Name** | **Sales** |
| **Children's** |  |
| Crouse | $12,448.05 |
| **Cosmetics** |  |
| Stone | $8,800.54 |
| **Furniture** |  |
| Huang | $59,984.31 |
| **Housewares** |  |
| Lax | $10,655.25 |
| **Linens** |  |
| Lessert | $14,154.63 |
| **Men's** |  |
| Monac | $15,463.78 |
| **Women's** |  |
| Stanton | $16,069.11 |

**On average, the frequency the sales staff make their quota.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** | **Days Worked** | **Quota Met** | **Average of Quota Met** |
| Furniture | 37 | 30 | 81.46% |
| Women's | 42 | 32 | 78.75% |
| Men's | 43 | 34 | 78.70% |
| Children's | 35 | 26 | 76.05% |
| Housewares | 31 | 23 | 73.61% |
| Cosmetics | 33 | 22 | 68.33% |
| Linens | 36 | 23 | 65.10% |
| **Grand Total** | **257** | **190** | **74.96%** |

**Commissions and total sales for each sales position by department.**

|  |  |  |
| --- | --- | --- |
| **Department/Position** | **Commission** | **Sales** |
| **Children's** |  |  |
| AM | $ 50.44 | $ 9,197.74 |
| PT1 | $ 111.98 | $ 15,197.88 |
| PT2 | $ 29.59 | $ 3,673.08 |
| S1 | $ 266.22 | $ 24,505.68 |
| S2 | $ 75.79 | $ 9,553.87 |
| **Children's Total** | **$534.01** | **$62,128.25** |
| **Cosmetics** |  |  |
| AM | $ 60.39 | $ 8,800.54 |
| PT2 | $ 182.62 | $ 19,585.03 |
| S1 | $ 51.03 | $ 12,180.26 |
| S2 | $ 50.06 | $ 8,023.60 |
| **Cosmetics Total** | **$ 344.09** | **$ 48,589.43** |
| **Furniture** |  |  |
| AM | $ 1,520.53 | $ 58,684.18 |
| PT1 | $ 641.98 | $ 68,418.63 |
| PT2 | $ 1,503.25 | $105,186.10 |
| S1 | $ 1,742.32 | $100,122.77 |
| **Furniture Total** | **$ 5,408.07** | **$332,411.68** |
|  |  |  |
| **Housewares** |  |  |
|  |  |  |
| AM | $ 59.98 | $ 9,289.89 |
| PT1 | $ 56.06 | $ 7,606.25 |
| PT2 | $ 42.88 | $ 4,502.29 |
| S1 | $ 166.58 | $ 19,621.57 |
| S2 | $ 50.55 | $ 6,456.81 |
| **Housewares Total** | **$ 376.06** | **$ 47,476.81** |
| **Department/Position**  **Linens** | **Commission** | **Sales** |
| AM | $ 14.01 | $ 6,404.31 |
| PT1 | $ 74.74 | $ 9,025.85 |
| PT2 | $ 52.49 | $ 5,999.60 |
| S1 | $ 236.70 | $ 20,107.73 |
| S2 | $ 337.39 | $ 26,507.09 |
| **Linens Total** | **$ 715.34** | **$ 68,044.58** |
| **Men's** |  |  |
| AM | $ 108.31 | $ 10,730.69 |
| PT1 | $ 12.50 | $ 2,549.76 |
| PT2 | $ 214.34 | $ 19,134.18 |
| S1 | $ 211.54 | $ 18,884.46 |
| S2 | $ 219.93 | $ 24,913.53 |
| **Men's Total** | **$ 766.61** | **$ 76,212.62** |
| **Women's** |  |  |
| AM | $ 172.92 | $ 11,957.08 |
| PT1 | $ 156.38 | $ 21,688.48 |
| S1 | $ 321.39 | $ 26,692.80 |
| S2 | $ 278.39 | $ 21,856.98 |
| **Women's Total** | **$ 929.08** | **$ 82,195.34** |
| **Grand Total** | **$9,073.27** | **$717,058.71** |

**Base pay, commission, and gross pay categorized by sales position.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Base Pay** | **Commission** | **Gross Pay** |
| AM | $ 6,533.00 | $ 1,986.58 | $ 8,519.58 |
| PT1 | $ 2,047.50 | $ 1,053.65 | $ 3,101.15 |
| PT2 | $ 2,373.50 | $ 2,025.17 | $ 4,398.67 |
| S1 | $ 7,492.50 | $ 2,995.77 | $ 10,488.27 |
| S2 | $ 5,535.00 | $ 1,012.11 | $ 6,547.11 |
| **Grand Total** | **$23,981.50** | **$9,073.27** | **$33,054.77** |

**Total salaries and hours worked by department.**

|  |  |  |
| --- | --- | --- |
| **Department** | **Sum of Hours Worked** | **Sum of Gross Pay** |
| Children's | 220 | $ 3,809.01 |
| Cosmetics | 223 | $ 3,704.34 |
| Furniture | 220 | $ 8,567.32 |
| Housewares | 182 | $ 3,193.56 |
| Linens | 233 | $ 4,297.84 |
| Men's | 259 | $ 4,682.61 |
| Women's | 262 | $ 4,800.08 |
| **Grand Total** | **1599** | **$33,054.77** |

**Department staff that met their quotas more often than other departments, and department staff that met their quotas least often is:**

The Men’s department has met their quotas more often than other departments with 34, and Cosmetics department met their quotas least often with 22.

**Salespersons that received more than $1500 in commissions last week, and salespersons that did not receive commissions last week is:**

Pamela Mazza has received more than $1500 in commissions last week with $1520.53, and no salesperson did not receive commissions last week.

**Total Commissions paid by each department, percentage of total commissions paid by each department, and total sales for each department.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** | **Commission** | **Commission Percentages** | **Sales** |
| Children's | $ 534.01 | 5.89% | $ 62,128.25 |
| Cosmetics | $ 344.09 | 3.79% | $ 48,589.43 |
| Furniture | $ 5,408.07 | 59.60% | $ 332,411.68 |
| Housewares | $ 376.06 | 4.14% | $ 47,476.81 |
| Linens | $ 715.34 | 7.88% | $ 68,044.58 |
| Men's | $ 766.61 | 8.45% | $ 76,212.62 |
| Women's | $ 929.08 | 10.24% | $ 82,195.34 |
| **Grand Total** | **$ 9,073.27** | **100.00%** | **$ 717,058.71** |