# Global Bike – Electronic Database

A new Database Spreadsheet for Customers and Inventory Management

## Overview

After several meetings with our store managers, it has been discussed that many stores are using an outdated paper-based recording of sales and inventory calculations.

To help us improve efficiency in recording transactions and data, I have introduced a digitalized spreadsheet. The spreadsheet will help you record and analyze information for reporting purposes.

## **Highlights**

Within excel, you will find three worksheets, each designed to help in recording transactions and reporting revenues and inventory.

### Customer Data

In the customer data worksheet, you will find information on customers that have bought bikes at your store location. This will contain valuable information, such as their customer ID, name, phone number, email, location, and the company they represent.

### Transaction Data

Here you will find information on all transactions and invoices at your GlobalBike store location. This will contain information such as the invoice number, date of purchases, product ID, quantities sold, and transaction information. Multiple rows must be added for multiple products on a singular invoice.

### Inventory Data

Here you will find more compact information on the total amount of inventory sold. Columns in this sheet represent the product ID, total quantities sold, and total revenue. Formulas within the sheet are designed to help store managers avoid doing calculations by hand.

## Takeaways

This spreadsheet will better help store managers and accountants log transactions. This will greatly improve efficiency in the workplace, allowing managers to focus on other important tasks.