



Dashboard Set Up Report List

1. **PLAN** tab: Sales and Margin \$ by month for last 12 months
  - a. Footwear Sales and Margin
  - b. Apparel Sales and Margin
  - c. Total Sales and Margin
  
2. **INVENTORY** tab: Ending Inventory for the last 3 months (e.g. Aug 31, Sept 30, Oct 31)
  - a. Ending Footwear Units
  - b. Ending Apparel Units
  - c. Ending Total Cost
  - d. Ending Total Retail
  - e. Ending Footwear Cost
  - f. Ending Apparel Cost
  
3. **SALES LAST YEAR** tab: Monthly # of Transactions for last 12 months
  
4. **PAYROLL** tab: Monthly Payroll for Last 12 months with payroll taxes (excluding benefits and owner's comp)
  
5. **INVENTORY** tab: Annual Turnover Targets for each department
  - a. Footwear—4 Turns
  - b. Apparel—3 Turns
  - c. Accessories—5 to 6 Turns annually

Dashboard Maintenance—rock assignment

Daily Frequency

Updating Daily Sales--GM

Monthly Frequency

Updating Sales and Margin (**Plan Tab**)—GM

Updating Month End Inventory (**Inventory Tab**)—Senior Buyer

Updating Footwear Revisions (**Footwear Buying Tab**)—Footwear Buyer

Updating Apparel Revisions (**Apparel Buying Tab**)—Apparel Buyer

Entering Monthly Payroll (**Payroll Tab**)--Bookkeeper