



## Spreadsheets – Don’t Get Tied Up in Them Unless There is a Very Good Reason!

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I’m going to give you an easy way to improve the efficiency of your business. Look at all your departments, their daily tasks, and see what spreadsheets people are using to assist their work flow. Ask yourself, “Why are we doing this?”, “How long does it take us?”, and “Doesn’t our software have a way of handling this task?”.

What I have found is that usually people use spreadsheets to assist with the processes of their business, because they are implementing a “crutch” to bypass some function that is not being performed correctly, or that they are unaware of the full capabilities of their business system.

These are some spreadsheets I have seen in place in and why they do not need them when using PROFIT *professional*:

Spreadsheet	Why you don’t need it – the on-demand and automatic system’s equivalent.	In PROFIT <i>professional</i>
Daily cash report	Cash receipts edit list and register	Print/Transactions/Cash and Activities/Receivables/Post/Cash
Monthly sales	Sales Analysis – written or delivered summary	Print/Reports/Sales/Analysis
AR debt owed spreadsheet	AR aging	Print/Reports/Receivables/Aging
Slow moving items list	Markdown report	Activities/Sales/Generate Sale Prices
Best seller list	Sales Analysis – items detail ranked by margin	Print/Reports/Sales/Analysis
Transfer list	Merchandise Transfer Order	Print/Reports/Inventory/Open Merchandise Transfers
Price tag data	Auto price tags	Print/Labels and Tags/Price Tags
Commissions spreadsheet	Commissions due report	Print/Reports/Sales/Commissions Due
Container listing with due dates	Open purchase order reports by container number	Print/Reports/Orders/Open
Current line-up list	PROFIT <i>lineup</i>	Print/Reports/Inventory/Lineup
Payables	Open payables report	Print/Reports/Payables/Open
Financial statement spreadsheet	Financial statements on demand	Print/Reports/Ledger/Financial Statements
Financial statement 12 month comparisons	12 month financial statements that automatically pull from the systems data	Custom Access program
Bank Reconciliation	System bank reconciliation capability and report	Activities/Ledger/Reconcile Bank Statement
Traffic report	Integrated system traffic counter	Print/Reports/Customer Care



		Center/Traffic
Up listing	Sales floor activity screen	View/Customer Care Center/Sales Floor Activity
Appointments scheduled	Task and appointment scheduler	View/Customer Care Center/Priority List
Close ratio, average sale, RPU, and number of opportunities	Customer Care Center with Salesperson Effectiveness report	Print/Reports/Customer Care Center/Salesperson Effectiveness
Delivery schedule and logs	View delivery schedules, manifests, and complete for delivery reports	View/Sales/Delivery Schedules and Print/Reports/Sales/Delivery Receipts

If you are using spreadsheets like these or others, and there is not a very good reason, chances are something is being done wrong in your business. You should determine what it is and implement a process to do it right.

Your entire company and future depends on having proper systems and procedures to produce the greatest profit. Do not compromise your business and your people's efficiency with an unnecessary "crutch" spreadsheet.

You can contact me for professional guidance at 719.330.8583 or [davidm@profitsystems.net](mailto:davidm@profitsystems.net).