

Running Regional Fleet Sales Reports

Introduction

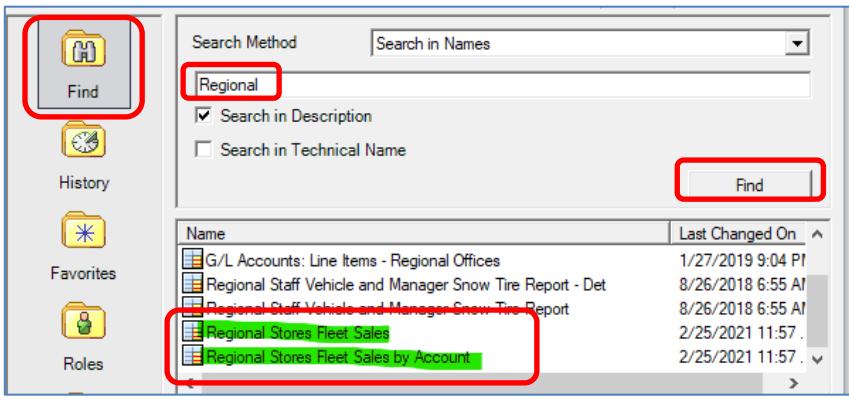
Follow these instructions to run the Regional Stores Fleet Sales and Regional Stores Fleet Sales by Account reports and to save report data.

Accessing reports

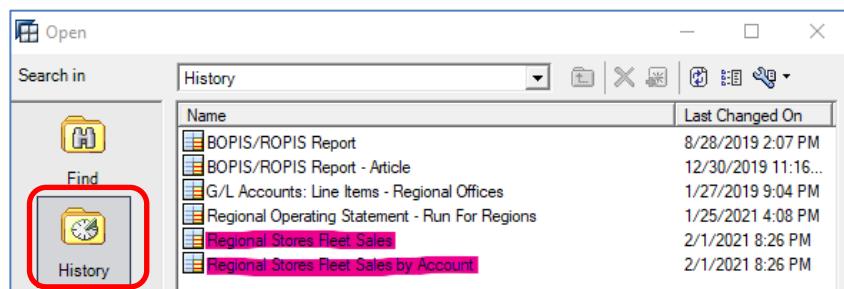
Follow these steps to access the Regional Fleet Sales Reports:

Step	Action
1	After launching and logging into Bex Analyzer: Select the Add-Ins tab on the Excel toolbar ribbon.
2	Select the  icon or the BEx Analyzer dropdown menu.

FIRST TIME ONLY:

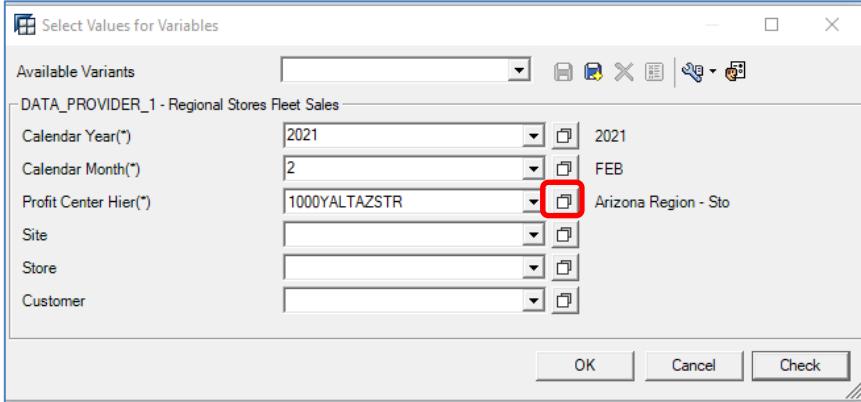
3	<p>Select Find.</p> 
4	Enter Regional in the Search Method field and select the Find button.
5	Scroll to the bottom to find the reports. Select the first report, select Open , and run the report.
6	Repeat these steps (3 - 5) again for the second report.

After you have run each of these reports at least once, you can access them by selecting **History**:



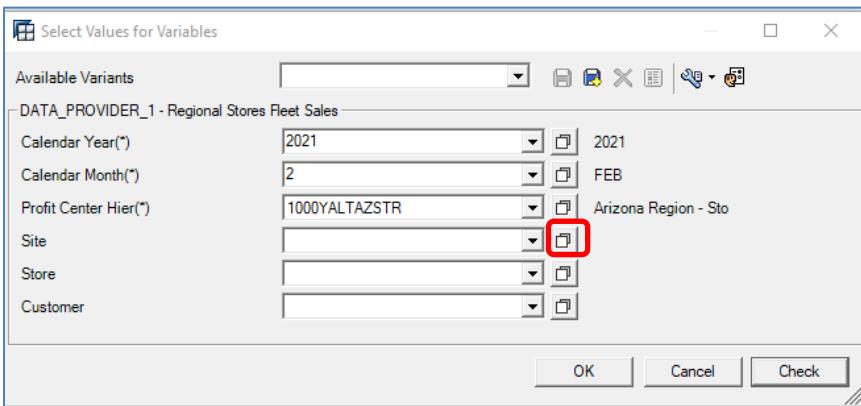
Running reports

Follow these steps to run each of the reports:

Step	Action
1	Select a report.
2	<ol style="list-style-type: none"> 1. Select your variable values of Year and Month. 2. Select your region under Profit Center Hierarchy by clicking the double box button to the right side of the field between the dropdown arrow and where it says Alternate View. <i>Once you have run this report once your region will be available by clicking the dropdown arrow.</i> 3. Select Check to validate entries. <i>Error box will appear if variables selected are not valid.</i> 
3	Select OK to run report.

Note: Running the Regional Stores Fleet Sales by Account report with just your region under **Profit Center Hierarchy** will show all stores in the region.

To run it for only one specific store in the region, click the double box button next to the **Site** field. *Once you have run this report once the site will be available by clicking the dropdown arrow.*



Reports**Regional Stores Fleet Sales report:**

The top line in yellow is the total YOY sales for the entire region with each store shown below. Sales are shown for current year against the same month the year prior.

Table									
Region	Store	Site	Net Sales 2021	Net Sales 2020	Net Sales YOY	GM% 2021	GM% 2020	GM% YOY	
AZP	Result		\$ 25,427.01	\$ 191,565.45	-\$ 166,138.44	75.0 %	57.8 %	17.2 %	
AZP	AZF 02	1425		\$ 11,856.76	-\$ 11,856.76		52.5 %	-52.5 %	
AZP	AZN 02	1441		\$ 12,636.81	-\$ 12,636.81		53.7 %	-53.7 %	
AZP	AZP 03	1005		\$ 11,388.73	-\$ 11,388.73		56.0 %	-56.0 %	
AZP	AZP 09	1011		\$ 11,232.72	-\$ 11,232.72		56.1 %	-56.1 %	
AZP	AZP 10	1012		\$ 7,332.47	-\$ 7,332.47		53.3 %	-53.3 %	
AZP	AZP 20	1022	\$ 25,427.01	\$ 23,325.61	\$ 2,101.40	75.0 %	81.3 %	-6.3 %	
AZP	AZP 22	1024		\$ 9,048.58	-\$ 9,048.58		55.2 %	-55.2 %	
AZP	AZP 24	1026		\$ 6,708.43	-\$ 6,708.43		54.5 %	-54.5 %	
AZP	AZP 32	1418		\$ 5,928.38	-\$ 5,928.38		52.2 %	-52.2 %	

Regional Stores Fleet Sales by Account report:

This report shows the YOY sales by account for each store location in the region.

Table									
Region	Store	Site	Customer		Net Sales 2021	Net Sales 2020	Net Sales YOY		
AZP	AZF 02	1425	22594	ABC AWNING CO			\$ 11,856.76	-\$ 11,856.76	
AZP	AZF 02	1425	Result				\$ 11,856.76	-\$ 11,856.76	
AZP	AZN 02	1441	22594	ABC AWNING CO			\$ 12,636.81	-\$ 12,636.81	
AZP	AZN 02	1441	Result				\$ 12,636.81	-\$ 12,636.81	
AZP	AZP 03	1005	22594	ABC AWNING CO			\$ 11,388.73	-\$ 11,388.73	
AZP	AZP 03	1005	Result				\$ 11,388.73	-\$ 11,388.73	
AZP	AZP 09	1011	22594	ABC AWNING CO			\$ 11,232.72	-\$ 11,232.72	
AZP	AZP 09	1011	Result				\$ 11,232.72	-\$ 11,232.72	
AZP	AZP 10	1012	22594	ABC AWNING CO			\$ 7,332.47	-\$ 7,332.47	
AZP	AZP 10	1012	Result				\$ 7,332.47	-\$ 7,332.47	
AZP	AZP 20	1022	18500	BENNETT DESIGN & LANDSCAPE	\$ 9,833.96	\$ 17,059.18	-\$ 7,225.22		
AZP	AZP 20	1022	18501	BMW OF SAN DIEGO	\$ 1,296.00	\$ 3,451.18	-\$ 2,155.18		
AZP	AZP 20	1022	18515	LEXUS SAN DIEGO	\$ 2,592.00			\$ 2,592.00	
AZP	AZP 20	1022	18606	BMW OF PALM SPRINGS	\$ 1,117.00	\$ 2,382.50	-\$ 1,265.50		
AZP	AZP 20	1022	18861	ABC PLUMBING & ROOTER CO	\$ 226.64			\$ 226.64	
AZP	AZP 20	1022	22594	ABC AWNING CO	\$ 1,735.59			\$ 1,735.59	
AZP	AZP 20	1022	24867	ABC CONSTRUCTION CO INC	\$ 1,217.44	\$ 432.75		\$ 784.69	
AZP	AZP 20	1022	29892	ELEMENT	\$ 4,098.40			\$ 4,098.40	
AZP	AZP 20	1022	29894	ENTERPRISE FLEET MANAGEMENT	\$ 1,134.98			\$ 1,134.98	
AZP	AZP 20	1022	31641	MERCHANTS FLEET	\$ 2,175.00			\$ 2,175.00	
AZP	AZP 20	1022	Result		\$ 25,427.01	\$ 23,325.61		\$ 2,101.40	
AZP	AZP 22	1024	22594	ABC AWNING CO			\$ 9,048.58	-\$ 9,048.58	
AZP	AZP 22	1024	Result				\$ 9,048.58	-\$ 9,048.58	

Your report will look like this if running for only one store in your region:

Table									
Region	Store	Site	Customer		Net Sales 2021	Net Sales 2020	Net Sales YOY		
AZP	AZP 20	1022	18500	BENNETT DESIGN & LANDSCAPE	\$ 9,833.96	\$ 17,059.18	-\$ 7,225.22		
AZP	AZP 20	1022	18501	BMW OF SAN DIEGO	\$ 1,296.00	\$ 3,451.18	-\$ 2,155.18		
AZP	AZP 20	1022	18515	LEXUS SAN DIEGO	\$ 2,592.00			\$ 2,592.00	
AZP	AZP 20	1022	18606	BMW OF PALM SPRINGS	\$ 1,117.00	\$ 2,382.50	-\$ 1,265.50		
AZP	AZP 20	1022	18861	ABC PLUMBING & ROOTER CO	\$ 226.64			\$ 226.64	
AZP	AZP 20	1022	22594	ABC AWNING CO	\$ 1,735.59			\$ 1,735.59	
AZP	AZP 20	1022	24867	ABC CONSTRUCTION CO INC	\$ 1,217.44	\$ 432.75		\$ 784.69	
AZP	AZP 20	1022	29892	ELEMENT	\$ 4,098.40			\$ 4,098.40	
AZP	AZP 20	1022	29894	ENTERPRISE FLEET MANAGEMENT	\$ 1,134.98			\$ 1,134.98	
AZP	AZP 20	1022	31641	MERCHANTS FLEET	\$ 2,175.00			\$ 2,175.00	
AZP	AZP 20	1022	Result		\$ 25,427.01	\$ 23,325.61		\$ 2,101.40	

Saving report data There are two ways to save report data:

- Select **File > Save As**

Note: The **Save As** option will preserve format including the filter labels. Once the report has been saved, the filter will no longer function, but will be visible.

- **Copy** the desired data and **Paste** to the desired location.

Contact If you have questions about running the Fleet reports, please contact Dan Meadows at 602-735-180 or Dan.Meadows@discounttire.com.
