

Daily Figures – May 2024

The daily calculation of Daily Figures enables the site and area management to assess daily progress towards monthly benchmarking.

1. Attaining **total monthly sales** target as per the Turnover Calculator completed each Wednesday; and
2. Achieving the **desired Purchases/Consumables** equation of 20% of total monthly sales

The necessary information to calculate your **Pending, Active - On Go, Invoiced, Purchases** and **Consumables** amounts is contained in the following document.

PENDING (\$)

Purchases *
%

Consumables *
%

Pending *
\$

Active *
\$

Invoiced *
\$

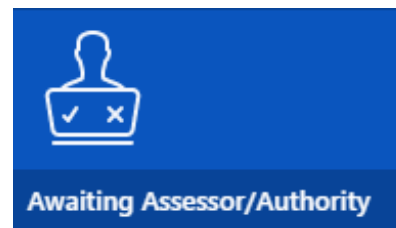
Pending (\$) consists of jobs that are **ON-SITE** and:

- Awaiting Authority, or
- Awaiting Quoting
- Written estimates not yet sent for authority
- Exclude any jobs that are borderline write-offs

****Remember to be conservative with the value you put on unauthorised jobs, e.g If you quote \$10,000 then only count that job as \$8,000 in your Daily Figures. ****

Awaiting Authority

1. Add up job value in Awaiting Assessor/Authority tile
2. Run Job Register report to include any **unauthorised Supplementary's**
 - a. Click the Reports tile
 - b. Select the Job Register report on the left-hand menu
 - c. Set up search criteria (as per diagram on right)
 - i. In the *From* date box, go back 6 months
 - ii. In the *To* date box, select the end of the current month
 - iii. Status – select Active
 - iv. Include total figure of 'Not Authorised' column



Job Register

Job Issued

User Defined ▼

From To

01/01/2017 31/05/2017

Debtor

(Select a Debtor) ▼

Status

Active ▼

Awaiting Quoting

1. Estimate job value of jobs that are yet to be quoted but are **on site** (*For instance, include jobs that may have arrived on the drive way that day*)

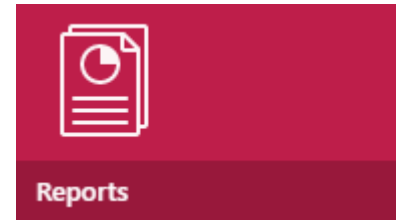
Combine both amounts to determine your **Pending** figure

ACTIVE (\$)

Purchases *	<input type="text" value="ex: 15%"/>
	%
Consumables *	<input type="text" value="ex: 5%"/>
	%
Pending *	<input type="text" value="ex: \$100,000"/>
	\$
Active *	<input type="text" value="ex: \$150,000"/>
	\$
Invoiced *	<input type="text" value="ex: \$50,000"/>
	\$

Active consists of jobs which are:

1. On site
2. Authorised Have a job number
3. **To be invoiced**



Job Register

Job Issued

User Defined ▼

From To

01/01/2017 31/05/2017

Debtor

(Select a Debtor) ▼

Status

Active ▼

We determine this figure by running a *Job Register* report:

1. Click the Reports tile
2. Select the Job Register report on the left-hand menu
3. Set up search criteria (as per diagram on right)
 - a. In the *From* date box, go back 6 months
 - b. In the *To* date box, select the end of the current month
 - c. Status – select Active

****Please note that your *Active* figure doesn't include jobs that have been invoiced****

INVOICED (\$)

Purchases *	<input type="text" value="ex: 15%"/>
	%
Consumables *	<input type="text" value="ex: 5%"/>
	%
Pending *	<input type="text" value="ex: \$100,000"/>
	\$
Active *	<input type="text" value="ex: \$150,000"/>
	\$
Invoiced *	<input type="text" value="ex: \$50,000"/>
	\$

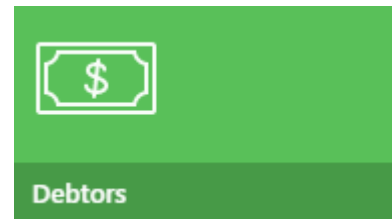
Invoiced consists of jobs you have invoiced for that month. To calculate the Invoiced figure, navigate your way to the Sales Register.

- 1) Click the **Debtors** tile
- 2) Select **Reporting** tab in top left hand corner
- 3) Select **Sales Register**

Once in the **Sales Register**, ensure the search criteria is:

- *Period* – is This Month-to-date
- *Transaction Type* – is Invoices and Credits
- (as per diagram on right)

Total in the Ex-GST column is your **Invoiced** figure.



Sales Register

Period
This Month-to-date ▼

From 01/05/2017 To 17/05/2017

Sort Order
Date ▼

Debtor
▼

Sales Type
All Sales ▼

Transaction Type
Invoices and Credits ▼

TOTAL (\$)

Pending	Active	Invoiced	Total	Turnover Target
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You will now see a **Total** column added to the daily figures that are sent each afternoon.

This figure is the sum of your **Pending, Active and Invoiced** figures. This column will give you an easy way to determine how your month is tacking in relation to your turnover target.

PURCHASES & CONSUMABLES (%)

Purchases *

ex: 15%

%

Consumables *

ex: 5%

%

Pending *

ex: \$100,000

\$

Active *

ex: \$150,000

\$

Invoiced *

ex: \$50,000

\$

Your **Purchases** percentage figure is determined by using:

- The sum of Active - On Go and Invoiced
- Total dollar value of your Purchases for the month so far (MYOB)

$(\text{Total Purchases } \$) / (\text{Active} + \text{Invoiced}) \times 100 = \text{Purchases } \%$

Your **Consumables** percentage figure is determined by using:

- The sum of Active - On Go and Invoiced
- Total dollar value of your Consumables for the month so far (MYOB)

$(\text{Total Consumables } \$) / (\text{Active} + \text{Invoiced}) \times 100 = \text{Consumables } \%$