

The **LEO** Automatic Office

## SALES STATISTICS

JOB NO. 1.5d

### GENERAL

This job covers the maintenance of sales statistics and the calculation of commission for goods supplied under an invoicing system carried out as a separate job by this LEO Automatic Office.

### SALES TARGETS

To meet management requirements, the eighty items covered by this system have been reduced to fifty by putting similar articles into one category. A sales target is set by the management for the quantity in each category and total value of goods to be sold in each salesman's territory. From data, which it has itself prepared automatically as a by-product of the invoicing system, LEO produces the following weekly reports:

- (a) *For the sales manager*: a report on the country as a whole, and for each of eleven divisions.
  - (b) *For the divisional superintendent*: a report on his division and for his territories.
  - (c) *For the salesman*: a report for his own territory.
- Three copies of the report are automatically printed on prepared stationery showing:

The territory or division and the week.

The total value of sales above or below the weekly target.

For each of the fifty commodity groups the quantity by which sales fall short of the target for the week and for the quarter to date.



Additional statements are prepared showing the total sales of each item for the country as a whole, and the number of orders, if any, taken by each representative where the value is below the minimum allowed carriage free.

### COMMISSION

LEO carries forward each week the aggregated total targets and sales, for each salesman. At the end of each four-week period LEO automatically calculates the amount of commission payable to each salesman and prepares a schedule of payments for incorporation in the payroll routine.

### ADDITIONAL FACILITIES

Target totals and sales are carried forward to the end of each quarter when a statement is automatically printed showing how the total value of sales in each division and the total quantity of each commodity group compares with the target.

The flow chart shows the logical sequences performed by LEO to produce the required results.

