**Krunchbox Store Vs State**

**STATE REPORT**

Reports 101 Weekly Sales

Category -> Watering

Attributes –> Keycode & Bunnings Description

Put in your dates – Custom period TY vs LY

Select State – WA

Krunch – export

Save as “STATE”

Clean report – delete everything except Keycode, Product description, Net $ BP (change heading to State $)

Delete the two rows of WA totals (just under the headings)

Highlight the table -> unmerge cells

Click on the DATA tab (up the top), press “SORT”

Sort by $ TY column -> largest to smallest.

Once sorted, add a column between product and State $ with the heading State Rank. Place number 1,2,3 in the cells beneath and copy the formula down the column.

**STORE REPORT**

Go back to Krunchbox -> Change State to Storename, choose a store. Example ‘Armadale’

Krunch-> Export.

Clean the report -> delete every column except Keycode, description, Net $ RP (Armadale sales last year), Net $ BP (Armadale sales this year), Closing SOH BP & Weeks stock on hand.

Change headings -> Armadale $ LY, Armadale $ TY, CSOH, WSOH,

Add 3 columns between product description & Armadale $ LY (Armadale Rank, State Rank, Rank VAR)

Highlight table -> unmerge cells

DATA -> ‘SORT’ by Armadale $ TY largest to smallest.

Follow same steps as ‘State report’ by adding Armadale’s Rank 1,2,3 into the column titled Armadale Rank.

VLOOKUP into State Rank.

In the Rank VAR column -> =State Rank – Armadale Rank, enter. COPY formula down the column.

Add column between Armadale $ TY & CSOH add a title = $ VAR

Same steps as the Rank VAR column -> =Armadale $ TY – Armadale $ LY, enter. Copy formula down the column.

Clean report (black headings, white writing, ect).

DONE!