

How to maintain sales figures in effectmanager

This guide shows you how to maintain Sales In, Sales Out, and Baseline figures in effectmanager.

This guide is only of relevance if you have the promotion module in effectmanager.



The advantage of uploading sales figures to effectmanager is that it gives you the possibility to evaluate your promotions based on expected sales figures and realized sales figures.

Sales Figures like Sales In, Sales Out, and Baseline are used for various KPI calculations in effectmanager.

You can maintain Sales figures by uploading them to effectmanger or directly in effectmanager.

If you need a guide that show you how to upload sales figures to effectmanager, please see our guides [How to upload Sales In](#), [How to upload Sales Out](#) or [How to upload Baseline](#)

Maintaining Sales Figures in effectmanager

You can maintain sales in effectmanger on product level for each chain. In the Sales Tables in effectmanager, you can maintain [Sales per Product](#) or [Sales per Chain](#).

The Sales In is maintained on Consumer Units and is imported to promotions on Delivery Units. If you have a GS1 integration with effectmanager, you must maintain Sales In on Delivery Units.

The Sales Out is maintained on Consumer Units and is imported to promotions on Consumer Units.

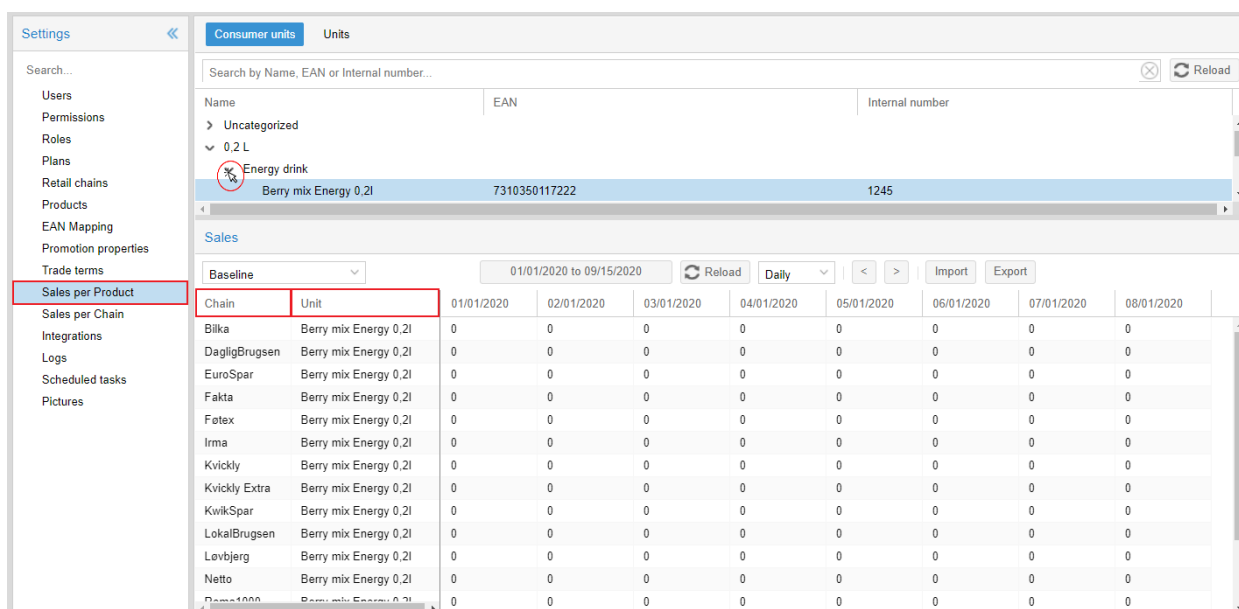
The Baseline is maintained on Consumer Units and is imported to promotions on Consumer Unit. If allowed in [Settings - Products](#), you can maintain your Baseline on Delivery Units.

Maintain Sales per Products

In settings go to *Sales per Product*. In this, you can maintain Sales In, Sales Out, and Baseline on chains per product.

1. In the top window, select the product you want to maintain the Sales Figure for by opening the Product Group to a lower level.

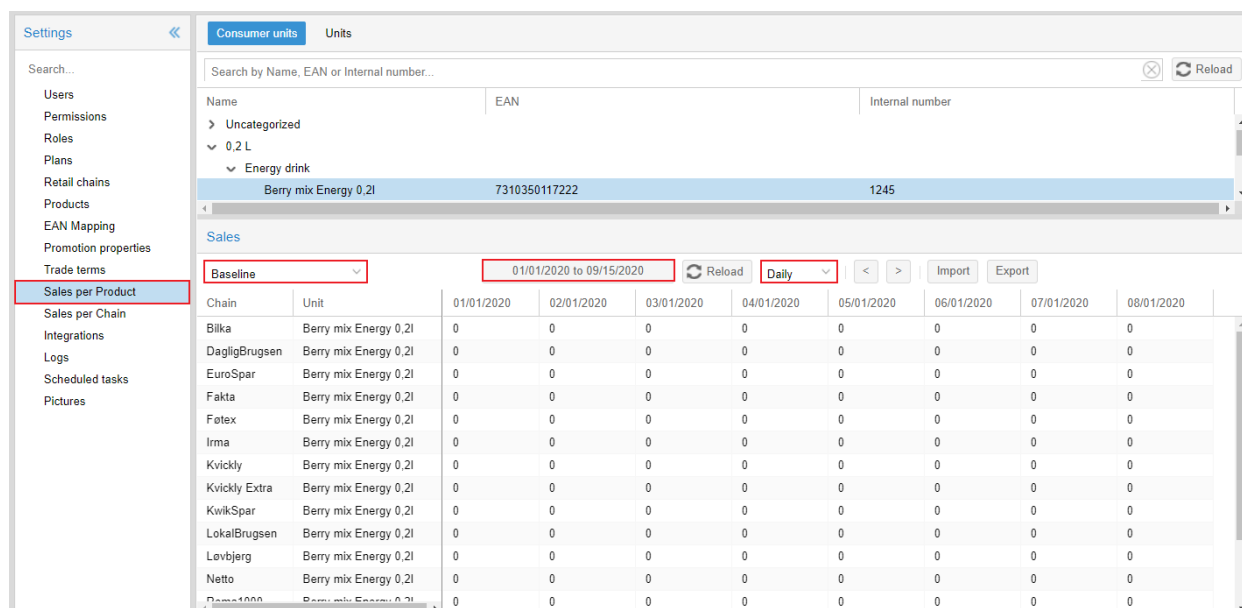
⚠ OBS! Selecting the tab Units is important if:
 You maintain Sales In and have a GS1 integration with effectmanager
 You have allowed maintaining Baseline on delivery Units.



The screenshot shows the 'Settings' window in effectmanager. The left sidebar has 'Sales per Product' highlighted. The main window is titled 'Consumer units Units'. A search bar is at the top. Below it, a tree view shows the product hierarchy: 'Uncategorized' > '0,2 L' > 'Energy drink' > 'Berry mix Energy 0,2l' (EAN: 7310350117222, Internal number: 1245). Below this, the 'Sales' tab is active, showing a table with columns for 'Chain', 'Unit', and dates from 01/01/2020 to 08/01/2020. The 'Sales per Product' menu item in the sidebar is highlighted with a red box.

Chain	Unit	01/01/2020	02/01/2020	03/01/2020	04/01/2020	05/01/2020	06/01/2020	07/01/2020	08/01/2020
Bilka	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
DagligBrugsen	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
EuroSpar	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
Fakta	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
Fotex	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
Irma	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
Kvickly	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
Kvickly Extra	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
KwikSpar	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
LokalBrugsen	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
Lovbjerg	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
Netto	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
Prima1000	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0

2. In the Sales Table, select the Sales Figure, the date period, and the Level (Daily, Weekly, Monthly, or Yearly).



The screenshot shows the 'Sales' table in the effectmanager interface. The 'Sales per Product' menu item is highlighted in red. The table displays sales figures for various chains from 01/01/2020 to 08/01/2020. The 'Baseline' dropdown is also highlighted in red.

Chain	Unit	01/01/2020	02/01/2020	03/01/2020	04/01/2020	05/01/2020	06/01/2020	07/01/2020	08/01/2020
Bilka	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
DagligBrugsen	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
EuroSpar	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
Fakta	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
Fotex	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
Irma	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
Kvickly	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
Kvickly Extra	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
KwikSpar	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
LokalBrugsen	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
Lovbjerg	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
Netto	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0
Prima	Berry mix Energy 0,2l	0	0	0	0	0	0	0	0

3. In the Sales Table, you will now be able to maintain the selected Sales Figure for the selected period. It will show all chains added to the product - if a chain is missing you must add it to the product.

If you need a guide that shows you how to add chains to products, please see our guide [How to manually create products - front end](#)

In the example in the next page, I can now insert the Baseline for Berry Mix Energy 0,2l per Chain that it is listed in.

Consumer units Units

Search by Name, EAN or Internal number... ⊗ ↻ Reload

Name EAN Internal number

- > Uncategorized
- ▼ 0.2 L
- ▼ Energy drink

Berry mix Energy 0.2l	7310350117222	1245
-----------------------	---------------	------

Sales

Baseline 01/01/2020 to 09/11/2020 ↻ Reload Daily < > Import Export

Chain	Unit	01/01/2020	02/01/2020	03/01/2020	04/01/2020	05/01/2020	06/01/2020	07/01/2020	08/01/2020	09/01/2020
Bilka	Berry mix Energy 0.2l	0	0	0	0	0	0	0	0	0
DagligBrugsen	Berry mix Energy 0.2l	0	0	0	0	0	0	0	0	0
EuroSpar	Berry mix Energy 0.2l	0	0	0	0	0	0	0	0	0
Fakta	Berry mix Energy 0.2l	0	0	0	0	0	0	0	0	0
Fetex	Berry mix Energy 0.2l	0	0	0	0	0	0	0	0	0
Irma	Berry mix Energy 0.2l	0	0	0	0	0	0	0	0	0
Kvickly	Berry mix Energy 0.2l	0	0	0	0	0	0	0	0	0
Kvickly Extra	Berry mix Energy 0.2l	0	0	0	0	0	0	0	0	0
KwikSpar	Berry mix Energy 0.2l	0	0	0	0	0	0	0	0	0
LokalBrugsen	Berry mix Energy 0.2l	0	0	0	0	0	0	0	0	0
Levbjerg	Berry mix Energy 0.2l	0	0	0	0	0	0	0	0	0
Netto	Berry mix Energy 0.2l	0	0	0	0	0	0	0	0	0
Netto 1000	Berry mix Energy 0.2l	0	0	0	0	0	0	0	0	0

Maintain Sales per Chain

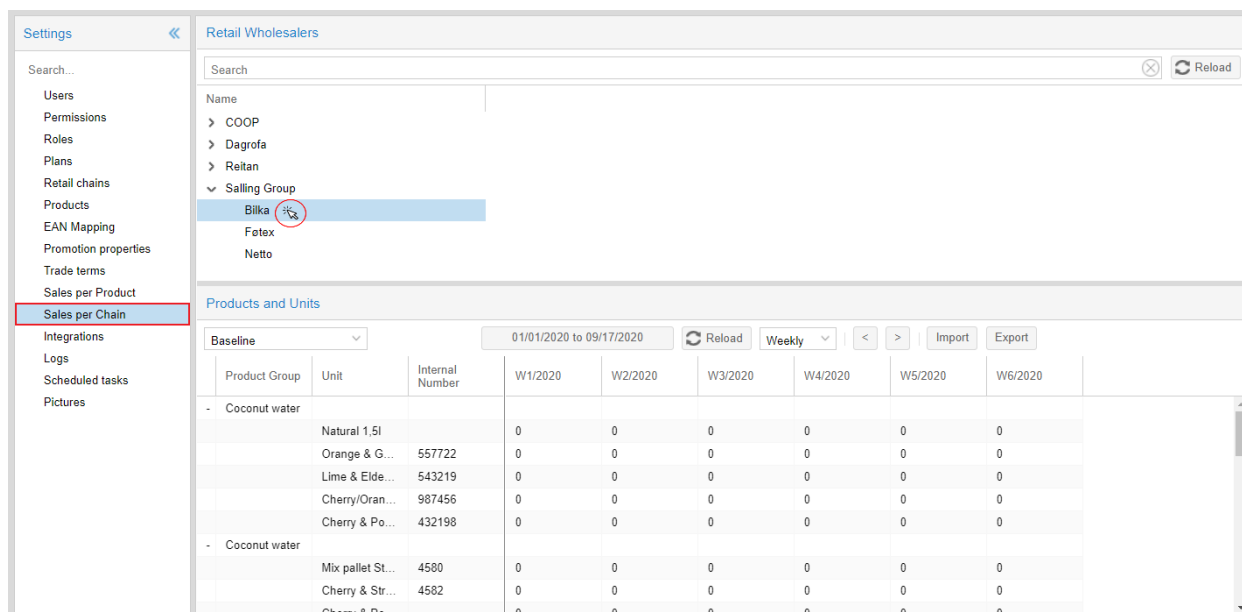
In settings go to *Sales per Chain*. In this, you can maintain Sales In, Sales Out, and Baseline on Products per Chain.

1. In the top window, select the Chain you want to maintain the Sales Figure for.

⚠ OBS! In this Sales Table, both Consumer Units and Delivery Units are displayed together.

Remember to maintain Sales In on Delivery Units if you have a GS1 integration with effectmanager

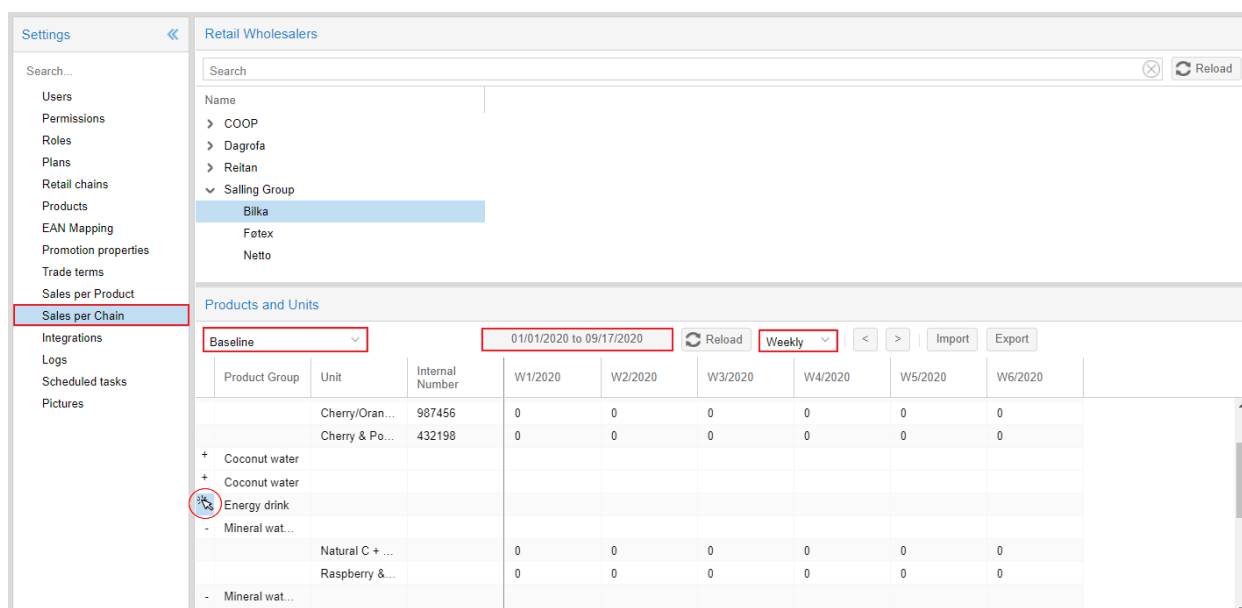
Remember to maintain Baseline on delivery Units if you have selected this in settings.



Product Group	Unit	Internal Number	W1/2020	W2/2020	W3/2020	W4/2020	W5/2020	W6/2020
- Coconut water								
	Natural 1.5l		0	0	0	0	0	0
	Orange & G...	557722	0	0	0	0	0	0
	Lime & Elde...	543219	0	0	0	0	0	0
	Cherry/Oran...	987456	0	0	0	0	0	0
	Cherry & Po...	432198	0	0	0	0	0	0
- Coconut water								
	Mix pallet St...	4580	0	0	0	0	0	0
	Cherry & Str...	4582	0	0	0	0	0	0
	Cherry & Po...		0	0	0	0	0	0

2. In the Sales Table, select the Sales Figure, the date period, and the Level (Daily, Weekly, Monthly, or Yearly).

In this window, Product Groups are displayed in the left column, then the Unit name, and Internal Number. You can collapse and expand the Product Groups by pressing the + or -

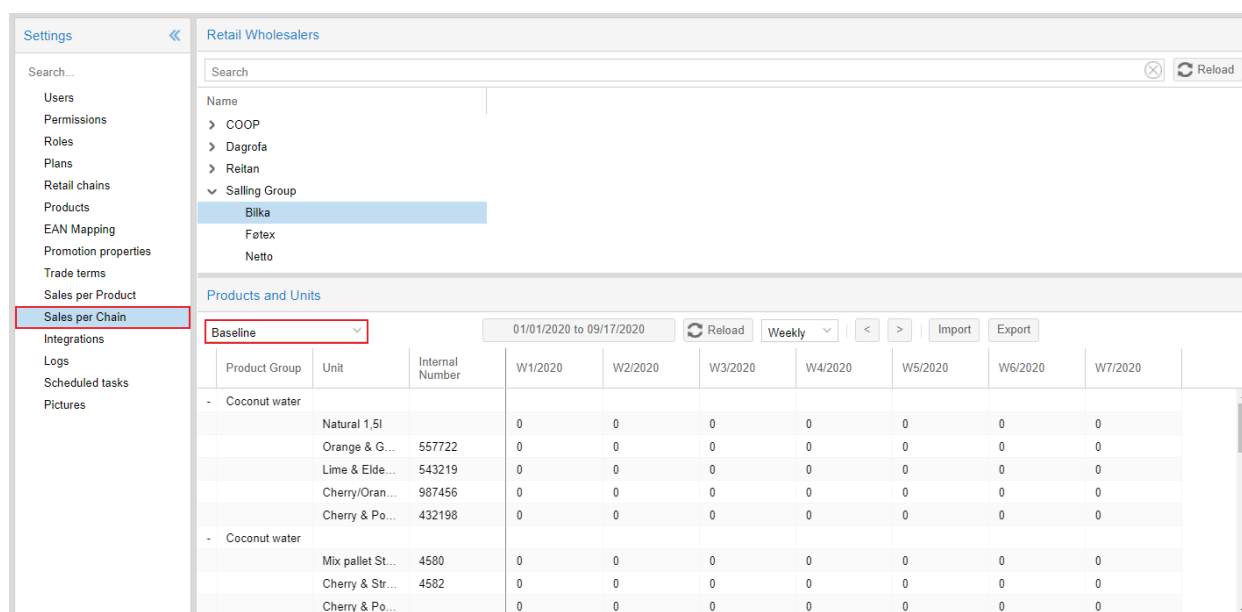


Product Group	Unit	Internal Number	W1/2020	W2/2020	W3/2020	W4/2020	W5/2020	W6/2020
	Cherry/Oran...	987456	0	0	0	0	0	0
	Cherry & Po...	432198	0	0	0	0	0	0
+ Coconut water								
+ Coconut water								
+ Energy drink								
- Mineral wat...								
	Natural C + ...		0	0	0	0	0	0
	Raspberry & ...		0	0	0	0	0	0
- Mineral wat...								

3. In the Sales Table, you will now be able to maintain the selected Sales Figure for the selected period. It will show all Products where the selected chain is added - if a product is missing you must add the chain to the product.

If you need a guide that shows you how to add chains to products, please see our guide [How to manually create products - front end](#)

In the example below, I can now insert Baseline figures for all products listed in Bilka.



Product Group	Unit	Internal Number	W1/2020	W2/2020	W3/2020	W4/2020	W5/2020	W6/2020	W7/2020
- Coconut water	Natural 1,5l		0	0	0	0	0	0	0
	Orange & G...	557722	0	0	0	0	0	0	0
	Lime & Elde...	543219	0	0	0	0	0	0	0
	Cherry/Oran...	987456	0	0	0	0	0	0	0
	Cherry & Po...	432198	0	0	0	0	0	0	0
- Coconut water	Mix pallet St...	4580	0	0	0	0	0	0	0
	Cherry & Str...	4502	0	0	0	0	0	0	0
	Cherry & Po...		0	0	0	0	0	0	0