

# Bimonthly Tasks for April Weeks 2-4

60 pts each both will work together on this and show evidence of completion on or before the due date. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All department members receive the same points based on completion of their required tasks. Print this sheet and turn it in by April 26th to verify the tasks.

## Sales Department

Department Points \_\_\_\_\_/60pts

### Division of Labor:

Meet as a department and decide who will do which tasks for the next 3 weeks. Fill in task sheet with names and who is responsible for each task. Make two copies and turn them into the teacher and Chief officers. Due to the New York Trip and some many people missing we will not be awarding work points for the Month of April.

### Task 1: March Sales Commission Report:

Gather all sales orders from the month and calculate the total sales amount, total sales by person and sales commission for any sales people that sold during those events. Send the completed report to the payroll associate so that they can add the bonus commissions to the employee paycheck for May 1st.

\_\_\_\_\_ 10 pts Evidence: Sale Commission Report → Canvas April 2-4  
Employee responsible for this task

### Task 2: Complete Grand Opening sales:

Create a log of all sales from the grand opening and that includes; date, name, items purchased, sub total, shipping, sales tax and final total. Once the orders have been logged on an Excel sheet, send them to be processed by Southern California Regional Director who will process them for payment into the company account.

\_\_\_\_\_ 5 pts Evidence: Grand Opening Sales Log → Canvas April 2-4  
Employee responsible for this task

### Task 3: Monthly Inventory Tracking & Wholesale Order:

After the order forms have been verified, review all of the order forms from March. Breakdown of products and amounts sold, Inventory tracking & Wholesale restock order both cost of goods (COGS) for business contract and retail orders. Send the inventory report to the accounting associate who plays your company expenses each month.

\_\_\_\_\_ 5pts Evidence: March Product Inventory Report → Canvas April 2-4  
Employee responsible for this task

### Task 4: March Sales Report:

Using the sales report template and complete the report for March. This report should include the company business contract, online sales and the total orders from the company grand opening.

\_\_\_\_\_ 10pts Evidence: Monthly Sales report for March → Canvas March 1-2  
Employee responsible for this task

### Task 5: Year End Sales Evaluation Report:

Write a year end report of the company sales department. This report will be your departments contribution to the company annual report that will be completed in May. In the report, address the effectiveness of the company sales training program, trade show sales performance and the comparison of the sectors of the company sales that includes; business to business sales, walk-up and sales and internet sales. In the conclusion of each section, discuss the issues the department had during the year and suggest recommendations to improve the performance and effectiveness of the use of each sales area for the coming year. Each report section will be worth 10 pts and should be combined into one report to submit as evidence of completion. When finished send or share a copy of the report with your CEO.

\_\_\_\_\_ 10 pts Evidence 5.1: Sales Training section completed → Canvas April 2-4  
Employee responsible for this task

\_\_\_\_\_ 10 pts Evidence 5.2: Trade Show Performance section completed → Canvas April 2-4  
Employee responsible for this task

\_\_\_\_\_ 10 pts Evidence 5.3: Sales Sector section completed → Canvas April 2-4  
Employee responsible for this task