SERVICE MANAGER TRAINING: Please get with your Accounting Office and input the following #'s to bring with you to class You can use Year End Data or Recent YTD Data	Enter your Data Below	
Enter Number of service advisors in your department	8	1
Enter the # of working days in your Month - ie, # of days your department is open. If you are open 8 am to 12 pm on Saturday, that counts as 1/2 a day. OPTIONAL-We can add during class	25	
Enter # of working weeks in Month- Usually 4 - OPTIONAL-We can add during class	4	
Enter your Current Effective Labor Rate Formula is: Total Labor Sales Sold divided by # of hours sold	$114.13	2
Enter your Total Avg Monthly Billable Hours Sold for your department	$4,164.23	3
Enter your Total Service Department Gross Profit Year To Date - Usually on line 2 of Income Sheet Page for Service	$4,058,905	4
Enter your Total Service Department Sales Revenue Year to Date - Usually on line 1 of Income Sheet Page for Service	$5,703,316	5
Enter the Statement month for the date you are inputting ie May = 5 November = 11	12	6
Based on your Current Avg Month Department Operating Profit, enter a Profit Goal that is attainable but still a challenge	$40,000	7
Enter your Total Service Department Expense YTD (Everything, Fixed, Selling etc),usually found on Income Statement page for Service	$3,616,949	8