

commission by service

Use this guide to create service commission levels for your staff. This feature is available in addition to or as an alternative to having one service commission rate per staff member, now you can provide your staff different commissions on each service they sell.

Commission by Service Setup

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Service button.
3. Click on Commission by Service in the Table to Edit field.
4. Click the Add button and then type in the name of your service commission and commission code in the appropriate fields. Click the Add button.
5. From the Commission by Service screen:
 - Select a service name
 - Enter a commission amount
 - Indicate whether the commission is a dollar amount or percent
6. Click the Add button.
7. Continue to add any additional services within this commission category following step 5.
8. Repeat the above steps as necessary for any additional commission levels.

Service Name	Service Code	Commission Amt	Type
Facial 60	Facial	3.00	Percent
Massage 45	Massage	3.00	Percent
Massage 60	Massage	3.00	Percent

Service: Facial 60
Commission: \$3.00
 Amount in Dollars
 Percentage

Service	Service Code	Price	Base	Process	Ivan	Extra Time
Base	0.00	0.00	0.00	0.00	0.00	0.00
Color	00.00	0.15	0.45	0.45	0.15	0.15
Facial	01	20.00	0.45	0.45	0.45	0.15
Facial	02	50.00	0.45	0.00	0.00	0.00
Facial	03	25.00	0.20	0.00	0.00	0.00
Massage 45	Massage	50.00	0.00	0.00	0.00	0.00
Massage 60	Massage	100.00	1.15	0.00	0.00	0.15
Massage 90	Massage	150.00	1.20	0.00	0.00	0.00
Shampoo	Wash	75.00	0.45	0.00	0.00	0.00
Shampoo	Pre	42.00	0.20	0.45	0.45	0.15

Service: Massage 90
Category: Massage
Commission by Service

Assign Commission

1. To link the commission by service to the staff member. Click on the Blueprints icon and then click the Staff & Book button.
2. Click on Staff in the Table to Edit field.
3. Select the appropriate staff member from the list and then click on their Service List tab.
4. From the Service Commission Template drop down menu, assign the desired template for the staff member, and then click the Return to Previous Screen button.
5. Follow the above steps to add additional service commission templates.
 - ❖ You can only link one service commission category per staff member.

Report

1. For each pay period, generate the Service Commission report by clicking the Reports icon.
2. Double click on Commission by Service from the report list side navigation. You will find it under the Staff category.
3. Enter the beginning date and ending date for the report.
4. Select a product charge option from the drop down list.
5. Click the OK button.

Select Product Charge Option

Deduct before commission is calculated

OK Cancel

