

Daily Summary Report Guide

The Daily Summary report provides you with a summary of the business' activity. It is typically used for reconciliation at the end of the day and in calculating key indicators.

When to create the report

We recommend reviewing this report daily, weekly and monthly.

How to create the report

1. From the SalonBiz/SpaBiz menu bar, click on the Reports icon.
2. Double click on Daily Summary from the report list side navigation. You will find it under the Management category.
3. Enter the beginning and ending date.

What it tells you

The report is separated into 7 areas:

- Payments - the types of payment that were used
- Sales - a summary of sales by type, quantity and dollar amount
- Ticket Information - ticket quantities and detail breakdown
- Customers - the amount of new, returning and walk-in customers
- Ticket Averages - averages that assist in measuring your business
- Discounts - the discounts applied to items that were sold
- Gift Certificate, Product, Series and Service Totals - the summary of items sold in each category

How it's used

This is a key accounting report. It is used in analyzing your overall business activity and for monitoring key indicators.



Daily Summary for 4/1/2008 to 4/30/2008

Payment Type	Starting Balance	Payment Quantity	Payments Received	Change Out	Drawer Entries	Your Count	Over/Short	Deposit
Cash	\$4,407.73	239	\$14,306.41	(\$2,253.79)	(\$75.93)	\$16,288.20	(\$96.22)	\$11,888.20
Check	\$0.00	239	\$22,714.71	\$0.00	\$500.00	\$23,214.71	\$0.00	\$23,214.71
Store Credit	\$0.00	49	\$1,421.80	\$0.00	\$0.00	\$1,421.80	\$0.00	\$0.00
Cust Owes	\$0.00	1	\$159.20	\$0.00	\$0.00	\$159.20	\$0.00	\$0.00
Gift	\$0.00	48	\$2,236.36	\$0.00	\$0.00	\$2,236.36	\$0.00	\$0.00
Visa/MC/	\$0.00	1,058	\$87,436.33	\$0.00	\$306.60	\$87,578.93	(\$164.00)	\$0.00
AMEX/DISCOVER	\$0.00	147	\$15,168.25	\$0.00	\$0.00	\$15,168.25	\$0.00	\$0.00
Series	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
no charge	\$0.00	12	\$897.89	\$0.00	\$0.00	\$897.89	\$0.00	\$0.00
donation	\$0.00	4	\$151.11	\$0.00	\$0.00	\$0.00	(\$151.11)	\$0.00
awards	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MasterBill	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$4,407.73	1,797	\$144,492.06	(\$2,253.79)	\$730.67	\$146,965.34	(\$411.33)	\$35,102.91

Sales	Quantity	Amount
Total Service Sales	2,550	\$110,373.42
Total Product Sales	1,767	\$28,445.39
Total Gift Cert. Sales	16	\$1,058.20
Total Gift Recharges	0	\$0.00
Total Series Sales	0	\$0.00
Total Membership Sales	0	\$0.00
Total Sales	4,333	\$139,877.01
Tip Total		\$0.00
Tax Total		\$2,346.26
Total Sales Income		\$142,223.27
Your Count Total		\$146,965.34
Less Starting Cash & Entries		\$5,138.40
Less Over/Short		(\$411.33)
Total Payment Income		\$142,238.27
Payment vs Sales Error		\$15.00
Total Payment Income		\$142,238.27
Less Non-Rev Payments		\$4,715.25
Total Revenue		\$137,523.02

Ticket Numbers	
Tickets with Services and No Products	950
Tickets with Products and No Services	202
Tickets with Both Services & Products	615
Tickets with Only Non-Revenue Items	10
Total Number of Tickets	1,778

Number of Master Tickets	0
Tickets with at least one Service	1,565
Tickets with at least one Product	817
Tickets with only Service	947
Tickets with only Product	202
Tickets with Product Multiple Unit Sales	438
Tickets with Service and Product Multiple Unit Sales	223

Customers	
New Customers	166
Return Customers	1,334
Walk-In Customers	8

Ticket Averages	
Average Ticket Value (w/out Tax & Tips)	\$78.67
Average Ticket Value (with Tax, w/out Tips)	\$79.99
Average Service \$ per Ticket	\$62.08
Average Service \$ per Service Ticket	\$70.53
Average Product \$ per Ticket	\$16.00
Average Product \$ per Service Ticket	\$13.84
Average Product \$ per Product Ticket	\$34.82
Average Product \$ per Service Ticket w/ Products	\$46.25
Product as % of Service	25.77%

% of Cust Purchasing Product	45.95%
% of Cust Purchasing Service	88.02%
% of Cust with a Service Purchasing a Product	39.30%
% of Product Multiple Unit Sales per Ticket	24.63%
% Value Added Services per Product Ticket	1.35%

Discount Totals

Discount Amount on Services	\$2,058.58
Discount Amount on Products	\$1,185.00
Discount Amount on Other Items	\$8.80
Discount Total	\$3,252.38

Product Charge Total

Product Charges	\$7,335.00
Charge as % of Service	6.65%

Gift Certificate Totals	Total Qty	Gross Sales	Discount	Net Sales
General Use	16	\$1,067.00	\$8.80	\$1,058.20
SubTotal	16	\$1,067.00	\$8.80	\$1,058.20

Product Totals	Total Qty	Gross Sales	Discount	Net Sales
A	2	\$34.50	\$2.25	\$32.25
A	21	\$326.70	\$25.60	\$301.10
CHRISTMAS	1	\$75.00	\$0.00	\$75.00
DISCONTINUED	22	\$236.50	\$5.50	\$231.00
HAIRCARE	1,121	\$20,281.00	\$690.64	\$19,590.36
MAKEUP	140	\$2,135.00	\$87.81	\$2,047.19
PERSONAL BLENDS	39	\$589.50	\$28.00	\$561.50
SKIN/BODY CARE	186	\$3,633.25	\$137.60	\$3,495.65
D	17	\$221.00	\$21.90	\$199.10
G	3	\$58.50	\$10.22	\$48.28
H	13	\$1,604.87	\$174.24	\$1,430.63
I	10	\$50.00	\$1.00	\$49.00
PRO HAIRCARE	25	\$250.47	\$0.00	\$250.47
PRO SKIN AND BODY	5	\$85.90	\$0.00	\$85.90
PRO SUPPORT	16	\$19.20	\$0.24	\$18.96
RETAIL	145	\$15.00	\$0.00	\$15.00
S	1	\$14.00	\$0.00	\$14.00
SubTotal	1,767	\$29,630.39	\$1,185.00	\$28,445.39

Service Totals	Total Qty	Gross Sales	Discount	Net Sales
COLOR	537	\$37,238.00	\$641.58	\$36,596.42
DESIGN & STYLE	1,330	\$65,142.00	\$1,187.59	\$63,954.41
FACIAL	48	\$3,150.00	\$22.00	\$3,128.00
HAIR REMOVAL	167	\$3,234.00	\$52.80	\$3,181.20
HAIR TREATMENT	1	\$82.00	\$0.00	\$82.00
LASH AND BROW TINT	10	\$150.00	\$3.00	\$147.00
MAKE UP	6	\$295.00	\$85.00	\$210.00
MASSAGE	1	\$60.00	\$0.00	\$60.00
MODELS	60	\$15.00	\$0.00	\$15.00
NEW ARTIST COLOR	34	\$1,245.00	\$28.00	\$1,217.00
NEW ARTIST CUT	96	\$1,821.00	\$38.61	\$1,782.39
RETAIL	260	\$0.00	\$0.00	\$0.00
SubTotal	2,550	\$112,432.00	\$2,058.58	\$110,373.42

Grand Total	4,333	\$143,129.39	\$3,252.38	\$139,877.01
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