

Discount Summary Report Guide

The Discount Summary report lists all of the discounts that were used during the specified time frame.

When to create the report

We recommend reviewing this report monthly.

How to create the report

1. From the SalonBiz/SpaBiz menu bar, click on the Reports icon.
2. Double click on Discount Summary from the report side navigation. You will find it under the Sales Tickets category.
3. Enter the date range.

What it tells you

The report is separated into 4 areas:

- Ticket Line Discounts - discounts to individual line items on a ticket
- Ticket Line Discounts by Category - groups line discounts by the discount category you assigned them to
- Entire Ticket Discounts - discounts that were applied to the entire transaction - all items on a ticket
- Entire Ticket Discounts by Category - groups entire ticket discounts by the discount category you assigned them to

Ticket Line Discounts

- Discount - discount name
- Category - the discount category you assigned to the discount
- Number of Tickets - the quantity of tickets that were discounted
- Discount Quantity - the number of line items that were discounted
- Amount - the dollar value of the discount

Entire Ticket Discounts

- Discount - discount name
- Category - the discount category you assigned to the discount
- Number of Tickets - the quantity of tickets that were discounted
- Discounted Items - the number of items that were discounted
- Amount - the dollar value of the discount

How it's used

This report is used for measuring discounts. Since promotions are typically facilitated as discounts, you can measure the quantity and cost of each promotion.

This report also provides you with a total discount amount for your financial records.



Discount Summary from 4/1/2008 to 4/30/2008

Ticket Line Discounts

Discount	# of Tickets	Discount Qty	Amount
Air Spa Package	1	1	\$18.00
Birthday Spirit Free	5	5	\$100.00
Client Services Misbook	1	1	\$30.00
Corp. Employee Service .	3	3	\$24.00
Eco Bag Discount	1	1	\$30.00
Employee Haircut	2	2	\$90.00
Employee Retail	127	132	\$1,387.20
Guest Challenge/Service	1	1	\$9.00
Honor Due To Illness	1	1	\$17.00
Mall Employee Discount (10% Off Produc	7	7	\$12.90
Employee	17	17	\$347.50
Reservice	1	1	\$50.00
20% Off Service	4	2	\$39.00
Voucher07	1	1	\$28.00
Total		175	\$2,182.60

Ticket Line Discounts by Category

Category	# of Tickets	Discount Qty	Amount
Client Opportunities	3	3	\$76.00
Client Services	1	1	\$30.00
Employee	156	161	\$1,861.60
Occassions	5	5	\$100.00
Promotions	1	1	\$30.00
Spa Package	1	1	\$18.00
Special Event	1	1	\$28.00
Sponsor Discount	4	2	\$39.00
Total		175	\$2,182.60

Entire Ticket Discounts

Discount	# of Tickets	Discounted Items	Amount
	0	0	\$0.00
Total			\$0.00

Entire Ticket Discounts by Category

Category	# of Tickets	Discounted Items	Amount
		0	\$0.00
Total			\$0.00