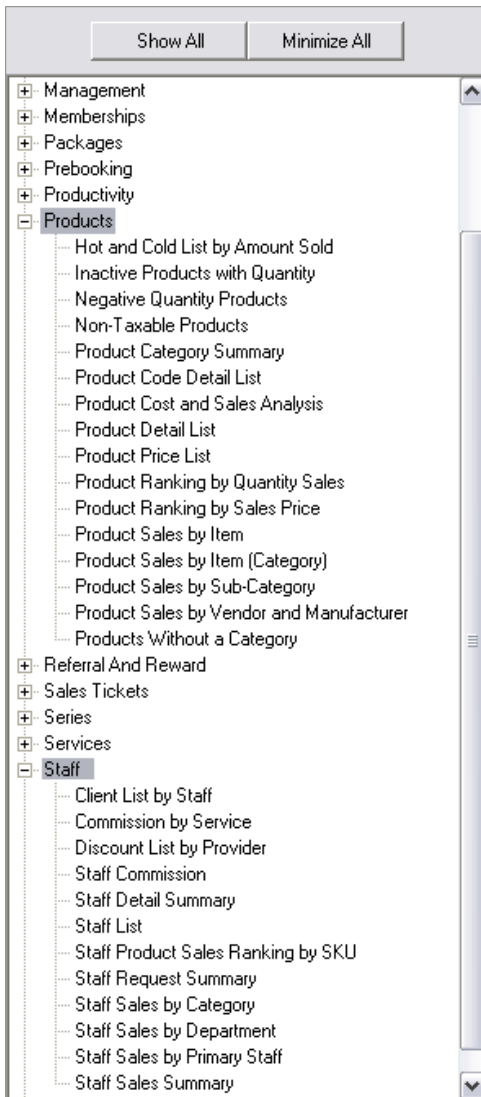


sales reports

Use this guide as a reference tool for the top sales reports.



Product Ranking By Quantity Sales Report

The Product Ranking by Quantity Sales report ranks your products from the highest quantity sold. Use this to determine your top 25 products.

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Double click on Product Ranking by Quantity Sales from the report list side navigation. You will find it under the Products category.
3. Enter the date range for the report.

Product Sales By Item (Category) Report

The Product Sales by Item (Category) report lists your sales by domain. If you set up categories for Men and Gift Sets, this is a great report to create to see your sales in each category.

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Double click on Product Sales by Item (Category) from the report list side navigation. You will find it under the Products category.
3. Enter the date range for the report.
4. From the drop down menu, select the first product in the list. Then select the last product in the list.

Staff Product Sales Ranking By SKU Report

The Staff Product Sales Ranking report is a great tool for staff contests.

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Double click on Staff Product Sales Ranking by SKU from the report list side navigation. You will find it under the Staff category.
3. Enter the date range for the report.
4. Enter the product item number to determine your staff's sales for that item. Note: You may scan the item in the starting SKU field and the ending SKU field.

