

Staff Commission Report Guide

The Staff Commission report determines the amount of service and product sales payable to your staff based on the commission structures you create. This report also gives you the option of deducting a product service charge from the totals before or after their commission is calculated or not at all.

When to create the report

We recommend reviewing this report as needed for payroll reporting.

How to create the report

1. From the SalonBiz/SpaBiz menu bar, click on the Report icon.
2. Double click on Staff Commission from the report side navigation. You will find it under the Staff category.
3. Enter a beginning date and ending date range for report.
4. Select a commission option.

What it tells you

The report is separated into 4 main areas:

1. Service
 - Service totals - gross dollars in service sales
 - Product charge - product usage cost of performing the service
 - Net service - gross service dollars after product charge is removed
 - Service quantity - number of services performed
2. Productivity
 - Potential- total number of book hours available for services
 - Booked - total number of hours booked with services
 - Booked % - percent of total time booked
3. Product
 - Product totals - gross dollars in product sales
 - Product quantity - number of products sold
4. Commission
 - Service - gross service commission payable
 - Product - gross product commission payable
 - Total - total service plus product commission payable

How it's used

This report is used for payroll purposes. It will calculate what is intended of your total service and product sales within the period to be paid to your staff members. Additionally it will give you productivity statistics.



Staff Commission for 7/20/2008 to 8/3/2008

Includes Split Staff Calculation

Staff	Service Totals	Product Charge	Net Service	Service Quantity	Potential	Booked	Booked %	Product Totals	Product Quantity	Service Commission	Product Commission	Total Commission
D	\$1,260.00	\$16.92	\$1,243.08	18	45.50	20.00	43.96%	\$84.50	6	\$550.08	\$8.45	\$558.53
B	\$0.00	\$0.00	\$0.00	0	157.50	0.00	0.00%	\$225.50	11	\$0.00	\$0.00	\$0.00
L	\$1,974.00	\$13.33	\$1,960.67	46	98.00	37.75	38.52%	\$137.50	13	\$934.19	\$13.75	\$947.94
L	\$1,649.17	\$14.49	\$1,634.68	32	60.00	21.50	35.83%	\$203.50	8	\$727.64	\$20.35	\$747.99
B	\$1,551.00	\$5.85	\$1,545.15	34	60.75	30.00	49.38%	\$481.00	27	\$692.10	\$48.10	\$740.20
A	\$0.00	\$0.00	\$0.00	0	157.50	0.00	0.00%	\$814.30	46	\$0.00	\$0.00	\$0.00
Total:	\$6,434.17	\$50.59	\$6,383.58	130	579.25	109.25	18.86%	\$1,946.30	111	\$2,904.01	\$90.65	\$2,994.66

* - Service, Net, and Product Totals may not match other reports depending on the pay commission setting on any discounts that may have been applied to tickets within the date range. Discounts will be deducted from the totals only if the discount is not set to pay commission regardless of the discount amount.