



Commission by Service Report Guide

This report displays commissions to staff members following the Commission by Service settings rather than the Service/Product commission settings. This approach defines a different commission amount or rate for each service in different commission templates. Each staff member will then attain commissions depending on which service commission template their management has assigned to them.

When to create the report

We recommend reviewing this report as needed for payroll purposes.

How to create the report

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

What it tells you

This report is separated by staff member into 4 main areas

1. Service—The service sold
2. Service Total—gross dollars in service sales
3. Product Charge (if applicable)-- product usage cost of performing the service
4. Net service-- gross service dollars after product charge is removed
5. Service quantity -- number of services performed
6. Commission (Staff Totals and Store Totals)—the total commission earned by the staff member according to the rules specified by the user's SalonBiz setup

How it is used

This report is used for payroll purposes. It will calculate what is intended of your total service commission within the period to be paid to your staff members.

Commission By Service for 8/26/2016 to 8/26/2016

Becky Barber

| Service | Service Total | Product Charge | Net Service | Service Qty | Commission |
|---------------------|---------------|----------------|-------------|-------------|------------|
| All Over Color | \$55.00 | \$5.00 | \$50.00 | 1 | \$24.00 |
| Brow Wax | \$60.00 | \$0.00 | \$60.00 | 2 | \$40.00 |
| Staff Totals | \$115.00 | \$5.00 | \$110.00 | 3 | \$64.00 |
| Store Totals | \$115.00 | \$5.00 | \$110.00 | 3 | \$64.00 |