

Accounting and Sales Summary Report Guide

The Accounting and Sales Summary report provides you with a snapshot of the sales, payments and ticket statistics for side-by-side comparison in two formats, daily for a week or monthly for a year.

When to create the report

We recommend reviewing this report weekly and monthly.

How to create the report

1. From the SalonBiz/SpaBiz menu bar, click on the Reports icon.
2. Double click on Accounting and Sales Summary from the report side navigation. You will find it under the Management category.
3. Choose report type: Daily for a week or Monthly for a year.
4. Enter the start date for the report.

What it tells you

The report is separated into 3 areas:

- Sales - provides a summary of sales by type and dollar amount
- Payment Income - provides a summary of payments & revenue
- Ticket Statistics - provides a breakdown of ticket types within the date range

How it's used

This is a key accounting report. It is used for analyzing sales, payments and ticket statistics.



Accounting and Sales Summary from 01/01/2009

Monthly For A Year

Sales Income													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Product Sales	\$30,922.23	\$28,770.15	\$30,333.78	\$29,360.53	\$28,926.91	\$27,666.33	\$29,517.99	\$25,108.43	\$28,615.26	\$31,546.98	\$23,253.49	\$32,094.50	\$346,116.58
Service Sales	\$119,659.00	\$111,618.47	\$118,394.62	\$124,344.41	\$125,312.20	\$122,331.40	\$125,982.38	\$118,094.60	\$116,918.88	\$134,121.58	\$110,718.21	\$114,134.64	\$1,441,630.39
Gift Cert. Sales	\$1,118.40	\$1,943.00	\$1,494.00	\$1,688.00	\$3,184.78	\$1,140.00	\$974.20	\$2,444.17	\$1,746.00	\$1,214.00	\$1,296.00	\$7,408.20	\$25,650.75
Gift Recharge Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Series Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Card Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Total	\$151,699.63	\$142,331.62	\$150,222.40	\$155,392.94	\$157,423.89	\$151,137.73	\$156,474.57	\$145,647.20	\$147,280.14	\$166,882.56	\$135,267.70	\$153,637.34	\$1,813,397.72
Tax Total	\$2,540.69	\$2,368.02	\$2,494.84	\$2,415.98	\$2,373.21	\$2,274.95	\$2,426.85	\$2,068.24	\$2,353.39	\$2,600.21	\$1,916.60	\$2,628.14	\$28,461.12
Tip Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Sales Income	\$154,240.32	\$144,699.64	\$152,717.24	\$157,808.92	\$159,797.10	\$153,412.68	\$158,901.42	\$147,715.44	\$149,633.53	\$169,482.77	\$137,184.30	\$156,265.48	\$1,841,858.84

*** The New and Return customers are not summed for the week or year because the total can include some customers twice if they were new and returned to the store in the same period. Please see the Ticket Summary or the Daily Summary for accurate New and Return customer counts for a period.

Payment Income												Total	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Your Count Total	\$158,962.74	\$148,357.06	\$156,339.31	\$161,425.75	\$163,437.82	\$157,572.43	\$162,902.07	\$151,387.39	\$153,087.93	\$173,363.13	\$140,901.38	\$158,003.35	\$1,885,740.36
Less Starting Cash & Entries	\$4,886.32	\$4,634.77	\$4,259.66	\$4,469.55	\$3,977.26	\$4,360.65	\$4,539.18	\$4,150.68	\$4,536.01	\$4,671.31	\$3,882.11	\$3,673.23	\$52,040.73
Payment Over/Short	(\$323.88)	(\$1,141.35)	(\$637.59)	(\$852.72)	(\$336.54)	(\$525.28)	(\$532.93)	(\$553.73)	(\$1,081.61)	(\$941.17)	(\$165.03)	(\$1,708.61)	(\$8,800.44)
Total Payment Income	\$154,400.30	\$144,863.64	\$152,717.24	\$157,808.92	\$159,797.10	\$153,737.06	\$158,895.82	\$147,790.44	\$149,633.53	\$169,632.99	\$137,184.30	\$156,038.73	\$1,842,500.07
Less Non Revenue	\$6,469.64	\$5,063.20	\$6,013.75	\$5,679.45	\$5,313.20	\$4,846.61	\$5,230.98	\$5,097.10	\$5,051.66	\$3,828.99	\$3,472.30	\$4,627.73	\$60,694.61
Total Revenue	\$147,930.66	\$139,800.44	\$146,703.49	\$152,129.47	\$154,483.90	\$148,890.45	\$153,664.84	\$142,693.34	\$144,581.87	\$165,804.00	\$133,712.00	\$151,411.00	\$1,781,805.46
Deposits	\$35,559.90	\$32,437.63	\$34,304.19	\$33,205.63	\$32,839.40	\$32,937.22	\$31,150.34	\$33,317.28	\$30,209.75	\$33,595.33	\$27,163.09	\$30,873.33	\$387,593.09

Ticket Statistics												Total	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Total Tickets	1,916	1,779	1,861	1,974	1,971	1,949	2,038	1,951	1,887	2,159	1,788	1,873	23,146
Service Tickets	1,657	1,556	1,641	1,723	1,720	1,738	1,796	1,706	1,647	1,933	1,565	1,602	20,284
Product Tickets	850	786	789	800	807	752	807	740	774	831	700	788	9,424
Service Only	1,056	976	1,064	1,161	1,134	1,186	1,219	1,195	1,101	1,316	1,073	1,017	13,498
Product Only	248	205	209	238	224	199	231	229	224	213	210	204	2,634
Service & Product	597	579	576	560	580	551	574	510	546	616	489	576	6,754
Master Tickets	0	0	0	0	0	0	0	0	0	0	0	0	0
Walk-In Customers	2	3	3	2	6	8	10	10	6	1	2	4	57
New Customers	170	172	192	174	154	198	0	208	162	182	174	161	***
Return Customers	94	102	108	111	145	129	190	221	222	355	689	1,143	***
Avg Value w/o Tax	\$79.18	\$80.01	\$80.72	\$78.72	\$79.87	\$77.55	\$76.78	\$74.65	\$78.05	\$77.30	\$75.65	\$82.03	\$78.35
Avg Value w/ Tax	\$80.50	\$81.34	\$82.06	\$79.94	\$81.07	\$78.71	\$77.97	\$75.71	\$79.30	\$78.50	\$76.73	\$83.43	\$79.58

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