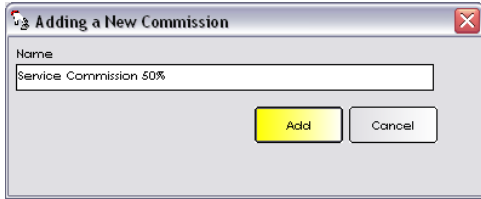


# commission - payroll

Create an easy to manage motivating commission structure.

## Creating a Commission

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Staff & Book button.
3. In the Table to Edit box, highlight by clicking once on Commission.
4. Click on the Add button.
5. Type in the name of a commission you wish to create.
6. Click on the Add button.



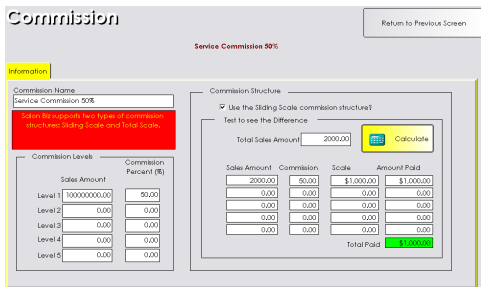
Adding a New Commission

Name  
Service Commission 50%

Add Cancel

## Single Level Commission

1. Verify correct commission name in the Commission Name field.
2. Type in the commission percent in the Commission Percent column Level 1 row.
3. Type in one million under the Sales Amount column Level 1 row. You want to enter a number so large that it is virtually unattainable so if you run your commission for a year you will get an accurate report by not surpassing the sales amount.
4. To test that you have set the commission up correctly type in a dollar amount in the Total Sales Amount field.
5. Click on the Calculate button.
6. Verify commission in the Total Paid field.
7. Click the Return to Previous Screen button.



Commission

Service Commission 50%

Return to Previous Screen

Information

Commission Name  
Service Commission 50%

Use the Sliding Scale commission structure?

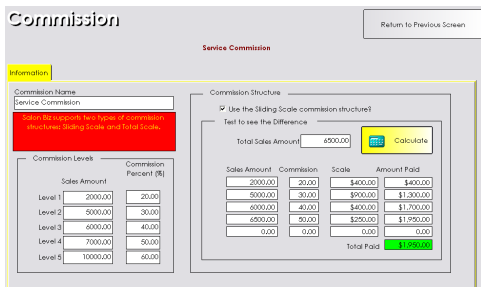
Test to see the Difference

Total Sales Amount 2000.00 Calculate

Sales Amount	Commission	Scale	Amount Paid
10000000.00	50.00	\$1,000.00	\$1,000.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
Total Paid			1000.00

## Multiple Level Commissions

1. After adding the commission verify correct commission name in the Commission Name field.
2. In the Commission Level field enter in the Sales Amount and Commission Percent for each level. You may enter up to five levels.
3. Type in one million under the Sales Amount column for your last level. You want to enter a number so large that it is virtually unattainable so if you run your commission for a year you will get an accurate report by not surpassing the sales amount.
4. If you are planning on using the sliding scale place a check in the Use the Sliding Scale commission structure box.
5. To test that you have set the commission up correctly type in a dollar amount in the Total Sales Amount field.
6. Click on the Calculate button.
7. Verify commission in the Total Paid field.
8. Click the Return to Previous Screen button.



Commission

Service Commission

Return to Previous Screen

Information

Commission Name  
Service Commission

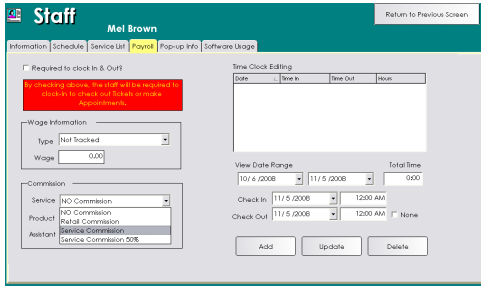
Use the Sliding Scale commission structure?

Test to see the Difference

Total Sales Amount 4500.00 Calculate

Sales Amount	Commission	Scale	Amount Paid
2000.00	20.00	\$400.00	\$400.00
5000.00	30.00	\$900.00	\$1,300.00
6000.00	40.00	\$240.00	\$1,700.00
8000.00	50.00	\$400.00	\$1,900.00
10000.00	60.00	0.00	0.00
Total Paid			1400.00





## Linking Commission to the Staff File

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Staff & Book button.
3. In the Table to Edit box, select Staff.
4. Double click on the staff name.
5. Click the Payroll tab.
6. Click the View Payroll Information button.
7. In the Commission field:
  - Service drop down menu select a commission
  - Product drop down menu select a commission
  - Assistant drop down menu select a commission
8. Click the Return to Previous Screen button.

