

Staff Sales Summary

The Staff Sales Summary report lists a summary of sales for each staff member. It displays the staff name, service net sales, service quantity, service average, product net sales, product quantity, product average, other net sales, other quantity, other average and product versus service percentage. A grand total of the sale amount is listed at the bottom of the report.

When to create the report

We recommend reviewing this report each pay period.

How to create the report

1. From the SalonBiz®/SpaBiz® menu bar, click on the Report icon.
2. Double click on Staff Sales Summary from the report side navigation. You will find it under the Staff category.
3. Enter the beginning date and ending date for the report.

What it tells you

- Staff Name-The staff member's name.
- Service Net Sales-The net dollar amount of services sold on tickets processed in the date range.
- Service Sales Quantity-The quantity of services sold on tickets processed in the date range.
- Service Sales Average-The average dollar value of each service sold.
- Product Net Sales-The net dollar amount of products sold on tickets processed in the date range.
- Product Sales Quantity-The quantity of products sold on tickets processed in the date range.
- Product Sales Average-The average dollar value of each product sold.
- Other Net Sales-The net dollar amount of other items sold on tickets processed in the date range.
- Other Sales Quantity-The quantity of other items sold on tickets processed in the date range.
- Other Sales Averages-The average value of other items sold.
- Product as a Percentage of Service-The dollar amount of product sales on processed tickets as a percent (divided by) the dollar amount of service sales on processed tickets for the date range.

How it's used

The Staff Sales Summary is used to track the sales of individual staff member's products and services, for payroll. It also tracks sales averages for coaching purposes.



Staff Sales Summary for 12/1/2008 to 12/30/2008

Includes Split Staff Calculation

Staff 1 Sales

Staff	Service Net Sales	Service Quantity	Service Average	Product Net Sales	Product Quantity	Product Average	Other Net Sales	Other Quantity	Other Average	Product vs. Service Percentage
	\$7,590.77	153	\$49.61	\$2,357.75	106	\$22.24	\$25.00	1	\$25.00	31.06%
Total	\$7,590.77	153	\$49.61	\$2,357.75	106	\$22.24	\$25.00	1	\$25.00	31.06%

Staff 2 Sales

Staff	Service Net Sales	Service Quantity	Service Average	Product Net Sales	Product Quantity	Product Average	Other Net Sales	Other Quantity	Other Average	Product vs. Service Percentage
	\$0.00	0	\$0.00	\$3.00	1	\$3.00	\$0.00	0	\$0.00	0.00
Total	\$0.00	0	\$0.00	\$3.00	1	\$3.00	\$0.00	0	\$0.00	0.00

Grand Total Sales	\$7,590.77	153	\$49.61	\$2,360.75	107	\$22.06	\$25.00	1	\$25.00	
--------------------------	-------------------	------------	----------------	-------------------	------------	----------------	----------------	----------	----------------	--

***NOTE: Quantity column totals may not match other reports due to split staff calculation.