

# MONTHLY BREAKDOWN

The Monthly Breakdown report displays each employee's service statistics for each week of the month. For each week, the report shows the service revenue, and the number of clients broken down by service reporting category. The report also shows information such as the total amounts for retail, sundry and service sales, as well as the average daily sales for each employee. Each employee has their own page, and at the end of the report, you can view totals for all employees. The Monthly Breakdown will assist you in analysing employee performance, by allowing you to easily view each employee's services over the month.

Tools > Reports > Employees > Monthly Breakdown

## EMPLOYEE


The employee's name is displayed here. Each employee has their own page in the report.

## SERVICE REPORTING CATEGORIES

For each category, the number of clients and the service revenue is displayed.

## TOTAL RETAIL

The number of clients that purchased a product.

Employee Monthly Breakdown																	
<b>From:</b> Monday, 3 October, 2016 <b>To:</b> Sunday, 30 October, 2016 <b>Time Period:</b> 28 Days ( 4.0 Weeks )															 <b>Peppermint Park</b>		
<b>For Employee:</b> Anna																	
<b>Employee:</b> Anna																	
Week Ending	Clients	Massage	Tanning	Injectables	Facials	Makeup	Hair Styling	Mens Cuts	Ladies Cuts	Hair Colouring	Waxing & IPL	Total Retail	Retail \$	Sundry \$	Service \$	Total \$	Avg Daily \$
9/10/2016	7	0	0	0	0	0	0	0	0	0	0	7	221.50	18.18	0.00	239.68	119.84
16/10/2016	14	3	2	0	1	1	1	3	1	2	3	3	117.72	0.00	863.62	981.34	490.67
23/10/2016	20	1	2	0	1	1	0	2	1	0	2	2	13.06	609.12	382.71	1,004.89	251.22
30/10/2016	12	0	0	0	1	0	0	0	0	0	0	3	43.54	354.55	245.45	643.54	643.54
<b>Totals</b>	<b>53</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>15</b>	<b>395.82</b>	<b>981.85</b>	<b>1,491.78</b>	<b>2,869.45</b>	

## WEEK ENDING

This column shows the date when each week ended.

## CLIENTS

The number of clients that purchased a product or service from the employee.

## TOTALS

This section shows the totals for this employee.

## RETAIL \$

The amount of retail revenue.

## SUNDRY \$

The amount of sundry revenue.

## SERVICE \$

The amount of service revenue.

## AVG DAILY \$

The employee's average sales revenue per day.

## TOTAL \$

The total amount of revenue.