

# COMMISSION/WAGES REPORT - EXTENDED

Tools > Reports > Employees > Commission/Wages Report - Extended

The Extended Commission report shows a breakdown of commissions and wages for each employee. The information in this report is based on the settings configured in the Extended Commissions feature.

For each employee, you can view details such as their sales figures, number of clients, commission amount, hours worked, wages, and their total pay. You can click on an employee's name to view a more detailed breakdown of their sales and commission.

This report allows you to allocate custom commissions and wages to your employees, and can assist you with analysing employee performance.

## EMPLOYEE

You can click on an employee's name to view a detailed breakdown of their commission. See page 2 for an example of this.

## REPORT SETTINGS

This section shows the settings that have been selected in the Extended Commissions feature.

## TOTAL CLIENTS

The number of tickets for this employee.

## Extended Commission Report

**From** Monday, 11 January 2016  
**To** Sunday, 17 January 2016  
**Time Period** 7 Days ( 1.0 Week )



Employee *	Request Clients	Total Clients	Take			Retail Cost	Commission	Hours Worked	Wages	Pay
			Service	Retail	Sundry					
<a href="#">Anna Thompson</a>	7	18	\$1,262.71	\$98.95	\$0.00	\$0.00	\$62.75	42.00	\$924.00	\$986.75
<a href="#">Chris Glasshouse</a>	6	15	\$1,004.55	\$111.59	\$0.00	\$0.00	\$37.92	27.00	\$540.00	\$577.92
<a href="#">James Turner</a>	1	14	\$743.14	\$472.05	\$0.00	\$0.00	\$39.04	24.00	\$504.00	\$543.04
<a href="#">Kate Simmons</a>	0	11	\$445.45	\$228.95	\$0.00	\$0.00	\$8.45	27.00	\$540.00	\$548.45
<a href="#">Lucy O'Connor</a>	2	9	\$490.89	\$99.95	\$0.00	\$0.00	\$2.00	42.00	\$840.00	\$842.00
<b>Report Total</b>	<b>16</b>	<b>67</b>	<b>\$3,946.74</b>	<b>\$1,011.49</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$150.15</b>	<b>162.00</b>	<b>\$3,348.00</b>	<b>\$3,498.15</b>

### Report Settings

Calculation Period: Same as Report Period  
 Commission Split: Stylist = 100%, Receptionist = 0%  
 Commission Type: Sundry  
 Wage Schedule: Roster  
 Bill Fee: 0  
 Tips Processing: Exclude Tips  
 Remove Cost of Service: No  
 Remove Cost of Stock: No  
 Retail Commission: Bands  
 Banding Type: Cumulative  
 Pay Service Full Price: No  
 Tax: Excludes

## REQUEST CLIENTS

The number of clients who requested the employee.

## PAY

The total amount to be paid to the employee. Depending on your settings, this could be wages + commission, or it could be the highest value between wages or commission.

## WAGES

This column shows the wages earned by each employee (if you have chosen to include wages in the report).

## HOURS WORKED

The number of hours worked by the employee during the calculation period.

## COMMISSION

The commission amount earned by the employee.

## RETAIL COST

The total cost amount for retail items sold. If you have 'remove cost of retails' set to yes, this amount is excluded from takings when calculating retail commissions.

## TAKE

This section displays each employee's total service, retail and sundry sales.

**James Turner**

**From** Monday, 11 January 2016  
**To** Sunday, 17 January 2016

123 Berry Street  
Ashgrove 1234

	Amount	Deductions	Adjusted Amount	Commission	
<b>Clients</b>					
All Clients	14				
Request Clients	1				
<b>Service</b>					
Non Technical	\$506.77	\$0.00	\$506.77		
Technical	\$236.37	\$0.00	\$236.37		
<b>Total</b>	<b>\$743.14</b>	<b>\$0.00</b>	<b>\$743.14</b>	<b>\$22.16</b>	
<b>Retail (Credited to Employee)</b>					
Rate 1	\$472.05	\$0.00	\$472.05		
Rate 2	\$0.00	\$0.00	\$0.00		
Rate 3	\$0.00	\$0.00	\$0.00		
Rate 4	\$0.00	\$0.00	\$0.00		
Rate 5	\$0.00	\$0.00	\$0.00		
<b>Total</b>	<b>\$472.05</b>	<b>\$0.00</b>	<b>\$472.05</b>		
<b>Retail (Till Operator Only)</b>					
Rate 1	\$0.00	\$0.00	\$0.00		
Rate 2	\$0.00	\$0.00	\$0.00		
Rate 3	\$0.00	\$0.00	\$0.00		
Rate 4	\$0.00	\$0.00	\$0.00		
Rate 5	\$0.00	\$0.00	\$0.00		
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
		<b>Adjusted Retail Total</b>	<b>\$472.05</b>	<b>\$16.88</b>	
<b>Sundry</b>	\$0.00			\$0.00	
		<b>TOTAL COMMISSION</b>		<b>\$39.04</b>	
		<b>TOTAL WAGE</b>		<b>\$504.00</b>	
		<b>TO PAY</b>		<b>\$543.04</b>	
		<i>Basic Wage:</i>	\$0.00		
		<i>Hours Worked:</i>	24.00		
		<i>Hourly Rate:</i>	\$21.00		
<b>BANDS</b>					
		Band 1	Band 2	Band 3	Band 4
<b>Services</b>	<b>Lower Limit</b>	\$0.00	\$500.00	\$1,000.00	\$10,000.00
	<b>Percentage</b>	2.00%	5.00%	10.00%	0.00%
<b>Retail</b>	<b>Lower Limit</b>	\$0.00	\$100.00	\$500.00	\$10,000.00
	<b>Percentage</b>	2.00%	4.00%	8.00%	0.00%
<b>Sundry</b>	<b>Lower Limit</b>	\$0.00			
	<b>Percentage</b>	0.00%			
<b>PERIOD SUMMARY</b>					
Service:	\$743.14	Service Commission:	\$22.16	Clients	14
Retail:	\$472.05	Retail Commission:	\$16.88	Hours Worked	24.00
Sundry:	\$0.00	Sundry: Commission:	\$0.00	Takings per Client	\$86.80
<b>Total:</b>	<b>\$1,215.19</b>	Service Deductions:	\$0.00	Takings per Hour	\$50.63

**NON TECHNICAL SERVICE**  
Non-technical services are services that do not require visit notes.

**TECHNICAL SERVICE**  
A technical service is a service that requires visit notes.

**RETAIL (CREDITED TO EMPLOYEE)**  
This section shows the allocated amounts for when the employee appeared next to an item at the point of sale.

**RETAIL (TILL OPERATOR ONLY)**  
This section shows the allocated amounts for when the employee was logged on at the point of sale.

**BASIC WAGE**  
This section shows the employee's base salary, if applicable.

**BANDS**  
This section shows the rates that apply to the employee for each commission band.

**PERIOD SUMMARY**  
This section shows key information such as the employee's takings and commissions for services, retail and sundry items.

**COMMISSION**  
The commission amount earned.

**ADJUSTED AMOUNT**  
This is the 'amount' minus any deductions for product/service costs.

**DEDUCTIONS**  
This column shows any deductions for service and retail costs.

**AMOUNT**  
The amount of takings generated.

**RATES**  
If you set up commission rates for particular retail lines, the amounts will be displayed next to the relevant rates.

**ADJUSTED RETAIL TOTAL**  
The combined adjusted amount for all retail sales for this employee.

**TOTALS**  
The employee's total commission and total wage are displayed here.

**TO PAY**  
The total amount to be paid to the employee.

**TAKINGS PER CLIENT**  
The employee's average takings per ticket.

**TAKINGS PER HOUR**  
The employee's average takings per hour.