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# **Shortcuts Extended Commissions Report**

User Guide

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# Introduction

The Shortcuts Extended Commissions (SEC) application is an advanced add-on module which is designed to expand on the existing commissions system within the Shortcuts Point of Sale software. The module comprises of a new report which is visible through Shortcuts and is available alongside existing Shortcuts reports. This report can be customised to a salon's individual preference by selecting options via the Extended Commissions application.

Major features of the Extended Commissions application include:

- **Tax Inclusion/Exclusion** – Calculate commission totals either including or excluding tax.
- **Commission Calculation period** – A variable date selection allows you to cover any commission period. The commission calculation can be different from the pay period.
- **Cumulative or Fixed Target Based Calculations**
- **Referral Commissions** – Allows you to pay commissions on referral services (e.g a stylist referring chemical work).
- **Hourly Rate Wage Calculations** – Calculate wages using either the roster or logged on hours.
- **Remove set fee per bill or apply service charge before commission calculations** – A salon fee can be deducted from each bill or a cost of each service can be entered into the service set up screen.
- **Remove tip % from total stylist tips** – Deduct a set tip percentage fee from the totals in order to account for tax, salon fees etc.
- **Split commission rates between stylist & receptionist for retail sales** – This allows receptionists to receive a commission, split on retail sales sold by stylists.
- **Fallback Wage** – Option to pay a stylist a minimum wage or commission total, whichever is greater.
- **Variable Service Commission** – Apply different commission rates for styling or technical services.
- **Request Client Count Commission Calculations** – Pay commission on request client totals. This can also be banded to increase incentive for staff.
- **Up to five variable retail commission rates for different companies or lines** – Select up to five different rates for individual lines within a company (e.g. Shampoo's 20%, Treatments 25%, Styling Products 15%, Electrical 5%, Brushes 10%).

## Software Requirements

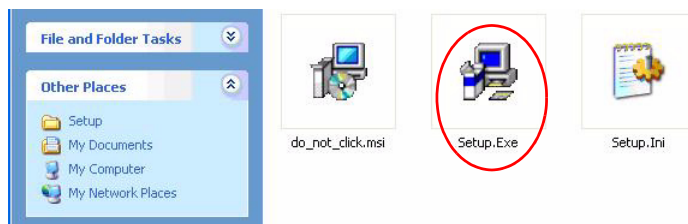
The Extended Commissions application has the following software requirements:

- Shortcuts Point of Sale (POS) version 7.1 (or later)
- Microsoft .NET Framework 1.1 (or later). This is automatically installed on Microsoft Windows XP onwards and is also available for download from <http://www.microsoft.com/downloads/>

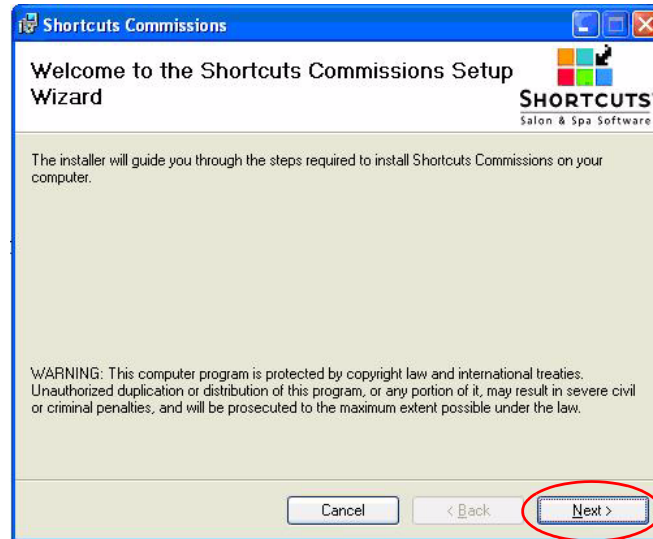
## Installing the Extended Commissions Application

Follow the steps below to install the Extended Commissions application on your computer:

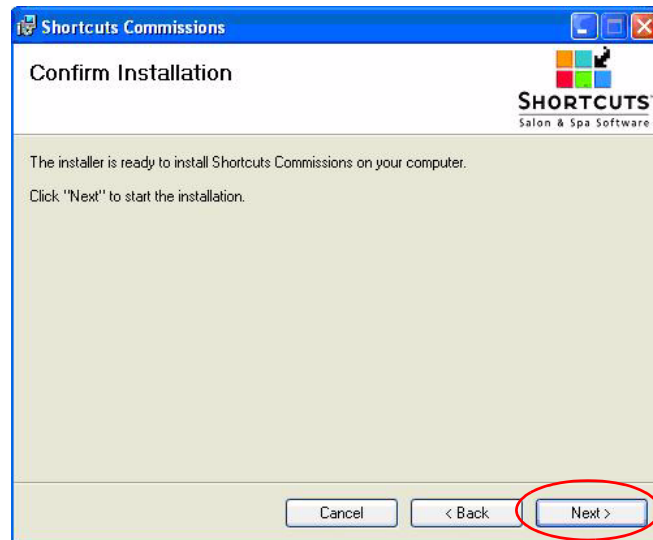
1. Browse to the directory where the Extended Commissions installation files are located and double-click on the **Setup.exe** file. The Shortcuts Commissions Setup Wizard will start.



2. Click **Next** to continue. The Confirm Installation window will appear.



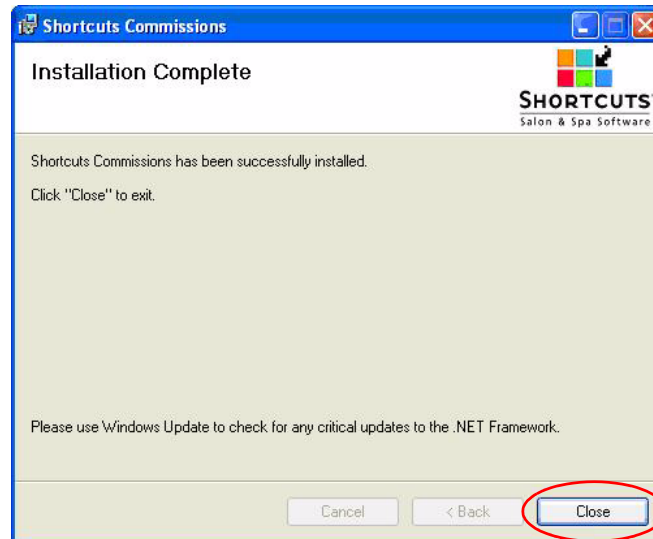
3. Click **Next** to begin the installation process. This will take a minute or two. Once the installation is complete, the Shortcuts Commissions Information window will appear.



4. Please read the Shortcuts Commissions Information window carefully as it contains important instructions on running the Extended Commissions application. Once you have finished reading the instructions, click **Next** to continue. The Installation Complete window will appear.



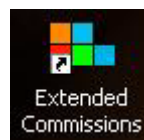
5. Click **Close** to complete the installation process.



## Accessing the Extended Commissions Application

There are two ways of accessing the Extended Commissions application:

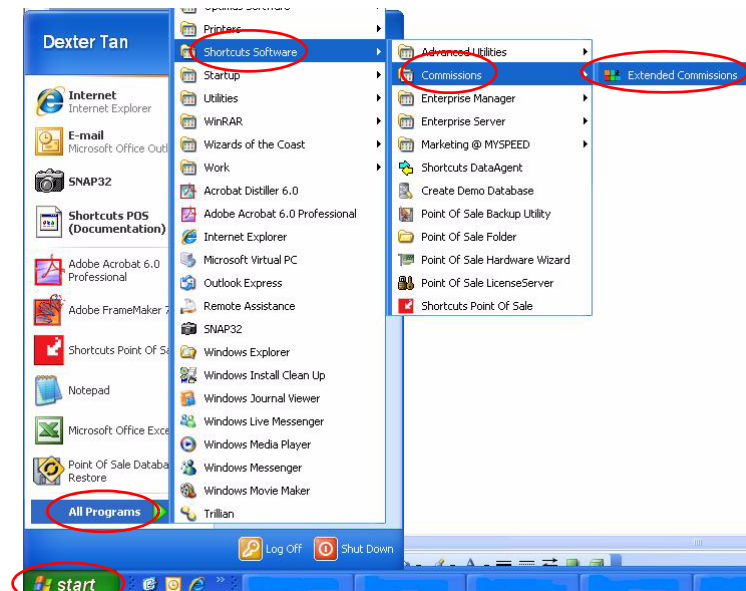
- **Via the Desktop Shortcut**



Simply double-click on the Extended Commissions icon on your Desktop to launch the application.



- **Via the Start Menu**

Click on the **Start** button, then select **Programs, Shortcuts Software, Commissions, and Extended Commissions**. This will launch the application.



# Using the Extended Commissions Application

The Extended Commissions application is used to customise how your commissions structure is handled within Shortcuts. By changing the various settings within the application, you can determine the type and amount of information that is displayed in the final report.

 *You can click on the Help icon  beside any of the options in the application to receive more information about the option in question.*


There are three major steps involved in using the Extended Commissions application:

1. **Setting up your Commission Schedule Names and Linking to Employees**
2. **Creating Commission Bands for each Schedule**
3. **Configuring Extended Options for Commissions (if applicable)**

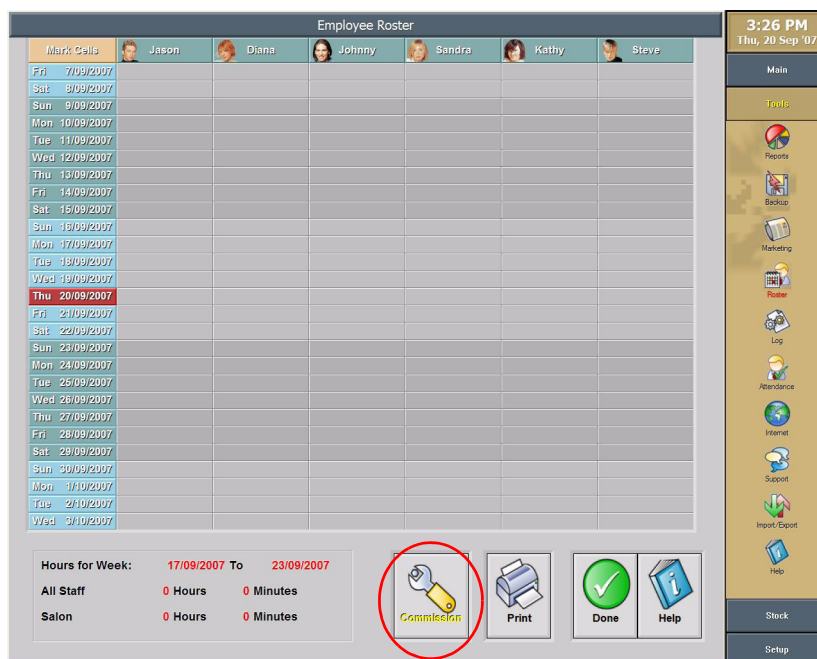
Each step will be covered in more detail below.

## 1. Setting up your Commission Schedule Names and Linking to Employees

The first thing you should do before running the Extended Commissions application for the first time is to create your commission schedules and attach them to the relevant employees.

 *If you already have pre-existing commission schedules and have assigned them to your employees, you can re-use your existing ones. If this is the case, you can skip this section and go straight to “2. Creating Commission Bands for each Schedule” on page 5.*

1. In the Roster screen in Shortcuts, click on the **Commission** button. The Commission Setup window will appear.



- If you have already setup your commission, make sure that the various schedules displayed in the Commission Schedule drop down list are the schedules you want to use, then go to Step 5.

If you have not yet setup your commission schedules, click the **New** button. The New Commission Schedule window will appear.

- Type in the name of the new schedule, then click the **Done** button.
- Repeat Steps 2 - 3 for each commission schedule you want to use for your business.
- In the Setup Menu, click on the **Employees** icon. The Employees screen will appear.

- Click to select your first employee from the **Alias** drop down list.
- Click to select the desired commission schedule from the **Commission** drop down list.
- Repeat Steps 6 - 7 for each employee.
- Click the **Done** button to save your changes.

You now need to configure your commission bands in the Extended Commissions application.

## 2. Creating Commission Bands for each Schedule

Now that you've created your schedules, you need to setup your commission bands for each schedule. The commission bands dictate how much commission (%) an employee will earn for a certain amount of business revenue generated. For example, a particular band may be 5% commission for revenue generated from the figures of \$1000 to \$2999. The next band is 10% commission from the figures of \$3000 to \$4999. A third band is 15% commission for anything above \$5000.

Each commission schedule can have up to 3 different types of bands:

- Service** - This band type allows you to pay commissions on all services such as haircuts, foils, massages etc.

- **Retail** - This band type allows you to pay commissions on retail products.
- **Sundry** - This band type allows you to pay commissions on sundry income items such as gift certificates.

You can replace the Sundry band type with one of a number of additional types:

- **Chemical** - This band type allows you to pay commissions on all chemical services such as colours, perms etc.
- **Refer** - This band type allows you to pay commissions to an employee when they refer a client to another employee (e.g. the stylist refers the client to a technician for further chemical work; the stylist would receive a partial commission for any chemical work carried out).
- **Client Count** - This band type allows you to pay service commissions based on the number of clients processed by the employee, instead of by revenue generated. **Note that using the Client Count band type will disable the Service band type.**

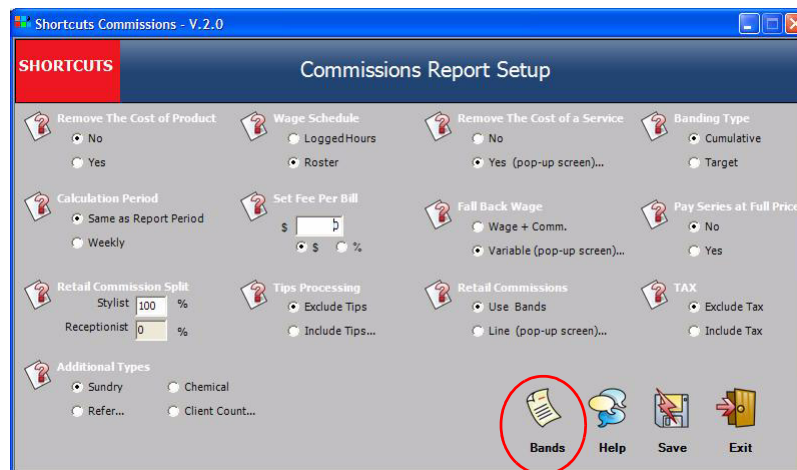
Each band type can have up to 8 commission bands. Note that you don't need to use all the different band types for each commission schedule; you can choose to use one, two, or all three types per commission schedule as required.

Steps are provided for creating commission bands for each band type below. Simply choose whichever is appropriate for you!

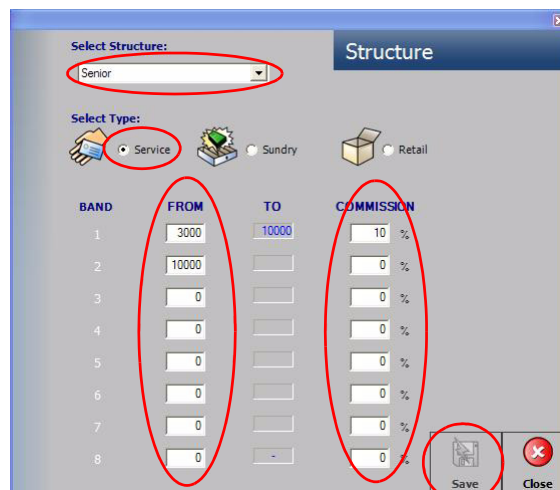
## 2.1 Creating Service Commission Bands

This procedure will take you through the steps necessary to create commission bands for your services.

1. Click on the **Bands** icon. The Structure window will appear.



2. Click to select the relevant commission schedule from the Structure drop down list.



3. Click to select the **Service** type.
4. Click to select the **FROM** column for the first band, and type in the lower end of the first band.



5. Press **Tab** to move to the FROM field for the second band, and type in the lower end of the second band.

**i** *The Extended Commissions application will automatically assume the lower end of the second band is the higher end of the first band. For example, if your first band started at 3000 and your second band started at 10,000, the application will assume your first band ranges from 3000 to 9999.*

6. Repeat Steps 4 - 5 until you have defined the limits of each of your bands for your Services.

7. Click to select the **COMMISSION** column for the first band, and type in the percentage that employees under this schedule will receive for the first band.

8. Press **Tab** to move to the COMMISSION field for the second band, and type in the percentage for the second band.

9. Repeat Steps 7 - 8 until you have defined the commission percentages for each of your bands for your Services.

10. Click on the **Save** button to save your changes.

11. You have finished creating your service commission bands for this commission schedule!

If you want to create more service commission bands for another schedule, click to select a new commission schedule from the Structure drop down list, then repeat Steps 3 - 10 for the new schedule.

12. Once you have finished creating your service commissions, click **Close** to close the Structure window.

BAND	FROM	TO	COMMISSION
1	3000	10000	10 %
2	10000		0 %
3	0		0 %
4	0		0 %
5	0		0 %
6	0		0 %
7	0		0 %
8	0		0 %

## 2.2 Creating Retail Commission Bands

This procedure will take you through the steps necessary to create commission bands for your retail products.

**i** *Retail commissions can be assigned on a line by line basis instead of by bands. For more information, see “3.9 Retail Commissions” on page 17.*

1. Click on the **Bands** icon. The Structure window will appear.

SHORTCUTS Commissions Report Setup

Remove The Cost of Product: ☐ No ☐ Yes

Wage Schedule: ☐ Logged Hours ☐ Roster

Remove The Cost of a Service: ☐ No ☐ Yes (pop-up screen)...

Banding Type: ☐ Cumulative ☐ Target

Calculation Period: ☐ Same as Report Period ☐ Weekly

Set Fee Per Bill: \$  %

Fall Back Wage: ☐ Wage + Comm. ☐ Variable (pop-up screen)...

Pay Series at Full Price: ☐ No ☐ Yes

Retail Commission Split: Stylist  % Receptionist  %

Tips Processing: ☐ Exclude Tips ☐ Include Tips...

Retail Commissions: ☐ Use Bands ☐ Line (pop-up screen)...

TAX: ☐ Exclude Tax ☐ Include Tax

Additional Types: ☐ Sundry ☐ Chemical ☐ Refer... ☐ Client Count...

Bands Help Save Exit

2. Click to select the relevant commission schedule from the Structure drop down list.

BAND	FROM	TO	COMMISSION
1	500	1000	10 %
2	1000		0 %
3	0		0 %
4	0		0 %
5	0		0 %
6	0		0 %
7	0		0 %
8	0		0 %

3. Click to select the **Retail** type.

**i** You have the option of calculating commissions for retail products by “units sold” instead of by total amount. To do this, click to select the Units Sold option under the Retail Type section in the Retail screen of the SEC application. Note that selecting the Units Sold option will treat the bands as a ‘target’ instead of as a cumulative total (i.e. the employee will only gain the commission from one single band, instead of being eligible for the commissions across all bands).

4. Click to select the **FROM** column for the first band, and type in the lower end of the first band.

5. Press **Tab** to move to the FROM field for the second band, and type in the lower end of the second band.

**i** The Extended Commissions application will automatically assume the lower end of the second band is the higher end of the first band. For example, if your first band started at 3000 and your second band started at 10,000, the application will assume your first band ranges from 3000 to 9999.

6. Repeat Steps 4 - 5 until you have defined the limits of each of your bands for your Retail products.

7. Click to select the **COMMISSION** column for the first band, and type in the percentage that employees under this schedule will receive for the first band.

8. Press **Tab** to move to the COMMISSION field for the second band, and type in the percentage for the second band.

9. Repeat Steps 7 - 8 until you have defined the commission percentages for each of your bands for your Retail products.

10. Click on the **Save** button to save your changes.

11. You have finished creating your retail commission bands for this commission schedule!

If you want to create more retail commission bands for another schedule, click to select a new commission schedule from the Structure drop down list, then repeat Steps 3 - 10 for the new schedule.

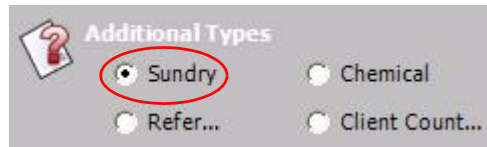
12. Once you have finished creating your retail commissions, click **Close** to close the Structure window.

BAND	FROM	TO	COMMISSION
1	500	1000	10 %
2	1000		0 %
3	0		0 %
4	0		0 %
5	0		0 %
6	0		0 %
7	0		0 %
8	0		0 %

## 2.3 Creating Sundry Commission Bands

This procedure will take you through the steps necessary to create commission bands for your sundry items.

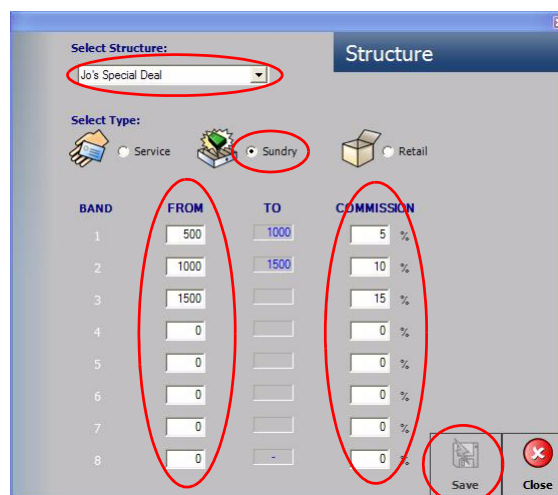
1. In the Commissions Report Setup screen, ensure the **Sundry** type is selected in the **Additional Types** option.



2. Click on the **Bands** icon. The Structure window will appear.



3. Click to select the relevant commission schedule from the Structure drop down list.



4. Click to select the **Sundry** type.
5. Click to select the **FROM** column for the first band, and type in the lower end of the first band.
6. Press **Tab** to move to the FROM field for the second band, and type in the lower end of the second band.

**i** The Extended Commissions application will automatically assume the lower end of the second band is the higher end of the first band. For example, if your first band started at 3000 and your second band started at 10,000, the application will assume your first band ranges from 3000 to 9999.

7. Repeat Steps 5 - 6 until you have defined the limits of each of your bands for your Sundry items.
8. Click to select the **COMMISSION** column for the first band, and type in the percentage that employees under this schedule will receive for the first band.
9. Press **Tab** to move to the COMMISSION field for the second band, and type in the percentage for the second band.
10. Repeat Steps 8 - 9 until you have defined the commission percentages for each of your bands for your Sundry items.
11. Click on the **Save** button to save your changes.

12. You have finished creating your sundry commission bands for this commission schedule!

If you want to create more sundry commission bands for another schedule, click to select a new commission schedule from the Structure drop down list, then repeat Steps 4 - 11 for the new schedule.

13. Once you have finished creating your sundry commissions, click **Close** to close the Structure window.

The screenshot shows a window titled "Structure" with a dropdown menu set to "Jo's Special Deal". Below this, there are three radio buttons for "Select Type": "Service", "Sundry" (which is selected), and "Retail". A table with four columns: "BAND", "FROM", "TO", and "COMMISSION" is displayed. The table contains 8 rows of data. At the bottom right, there are "Save" and "Close" buttons, with the "Close" button circled in red.

BAND	FROM	TO	COMMISSION
1	500	1000	5 %
2	1000	1500	10 %
3	1500		15 %
4	0		0 %
5	0		0 %
6	0		0 %
7	0		0 %
8	0		0 %

## 2.4 Creating Chemical Commission Bands

This procedure will take you through the steps necessary to create commission bands for your chemical services.

1. In the Commissions Report Setup screen, ensure the **Chemical** type is selected in the **Additional Types** option.

The screenshot shows the "Additional Types" section of the "Commissions Report Setup" screen. It contains four radio buttons: "Sundry", "Chemical" (which is selected and circled in red), "Refer...", and "Client Count...".

2. Click on the **Bands** icon. The Structure window will appear.

The screenshot shows the "Commissions Report Setup" screen with various options. At the bottom, there are four icons: "Bands" (circled in red), "Help", "Save", and "Exit".

3. Click to select the relevant commission schedule from the Structure drop down list.

The screenshot shows the 'Structure' window with the following data:

BAND	FROM	TO	COMMISSION
1	1000	3000	5 %
2	3000	5000	10 %
3	5000		0 %
4	0		0 %
5	0		0 %
6	0		0 %
7	0		0 %
8	0		0 %

4. Click to select the **Chemical** type.

5. Click to select the **FROM** column for the first band, and type in the lower end of the first band.

6. Press **Tab** to move to the FROM field for the second band, and type in the lower end of the second band.

**i** *The Extended Commissions application will automatically assume the lower end of the second band is the higher end of the first band. For example, if your first band started at 3000 and your second band started at 10,000, the application will assume your first band ranges from 3000 to 9999.*

7. Repeat Steps 5 - 6 until you have defined the limits of each of your bands for your Chemical services.

8. Click to select the **COMMISSION** column for the first band, and type in the percentage that employees under this schedule will receive for the first band.

9. Press **Tab** to move to the COMMISSION field for the second band, and type in the percentage for the second band.

10. Repeat Steps 8 - 9 until you have defined the commission percentages for each of your bands for your Chemical services.

11. Click on the **Save** button to save your changes.

12. You have finished creating your chemical commission bands for this commission schedule!

If you want to create more chemical commission bands for another schedule, click to select a new commission schedule from the Structure drop down list, then repeat Steps 4 - 11 for the new schedule.

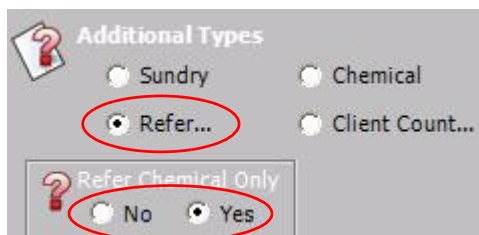
13. Once you have finished creating your chemical commissions, click **Close** to close the Structure window.

The screenshot shows the 'Structure' window with the same data as the previous screenshot. The 'Close' button is highlighted with a red circle.

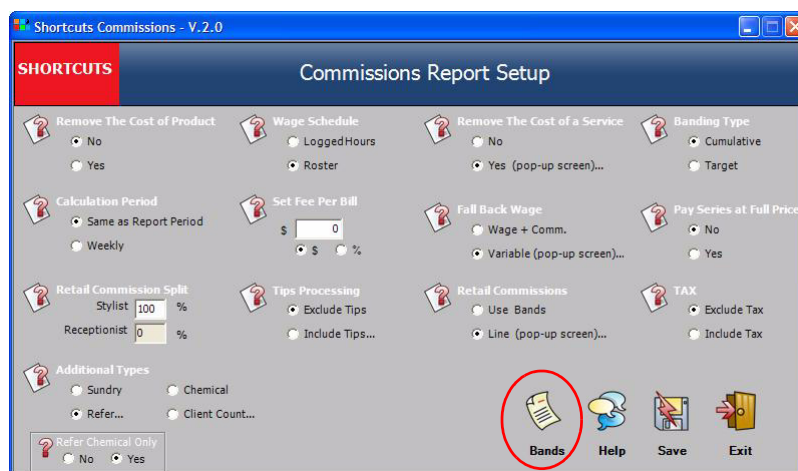
## 2.5 Creating Referral Commission Bands

This procedure will take you through the steps necessary to create commission bands for your referral services; that is, services (e.g. Chemical) that have been referred by the original stylist.

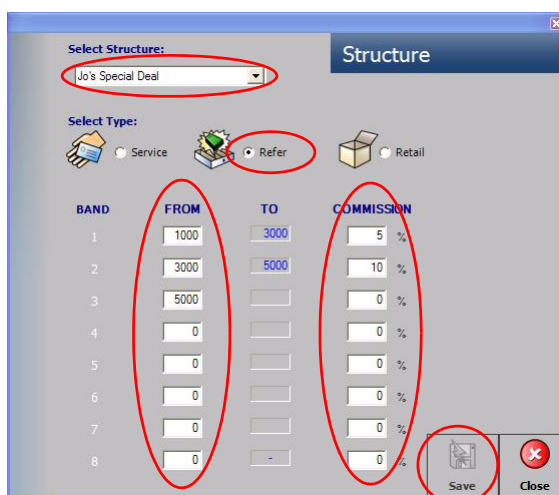
1. In the Commissions Report Setup screen, ensure the **Refer** type is selected in the **Additional Types** option. An extra Refer Chemical Only option will appear.



2. Click to select either the "Yes" or "No" option to indicate whether only Chemical service referrals will count towards commissions. By default, this value is set to "Yes".
3. Click on the **Bands** icon. The Structure window will appear.



4. Click to select the relevant commission schedule from the Structure drop down list.



5. Click to select the **Refer** type.
6. Click to select the **FROM** column for the first band, and type in the lower end of the first band.
7. Press **Tab** to move to the FROM field for the second band, and type in the lower end of the second band.

**i** *The Extended Commissions application will automatically assume the lower end of the second band is the higher end of the first band. For example, if your first band started at 3000 and your second band started at 10,000, the application will assume your first band ranges from 3000 to 9999.*

8. Repeat Steps 6 - 7 until you have defined the limits of each of your bands for your Referral services.



9. Click to select the **COMMISSION** column for the first band, and type in the percentage that employees under this schedule will receive for the first band.
  10. Press **Tab** to move to the COMMISSION field for the second band, and type in the percentage for the second band.
  11. Repeat Steps 9 - 10 until you have defined the commission percentages for each of your bands for your Referral services.
  12. Click on the **Save** button to save your changes.
  13. You have finished creating your referral commission bands for this commission schedule!
- If you want to create more referral commission bands for another schedule, click to select a new commission schedule from the Structure drop down list, then repeat Steps 5 - 12 for the new schedule.
14. Once you have finished creating your referral commissions, click **Close** to close the Structure window.

## 2.5 Creating Referral Commission Bands

This procedure will take you through the steps necessary to create commission bands for client count services; that is, services that pay commissions on the number of clients serviced, rather than by revenue generated.

1. In the Commissions Report Setup screen, ensure the **Client Count** type is selected in the **Additional Types** option. An extra Refer Client Target option will appear.

2. Click to select either the **"Yes"** or **"No"** option to indicate whether only clients who requested the employee will count towards commissions. By default, this value is set to **"Yes"**.
3. Click on the **Bands** icon. The Structure window will appear.

4. Click to select the relevant commission schedule from the Structure drop down list.

The screenshot shows the 'Structure' window with the following details:

- Select Structure:** A dropdown menu showing 'Jo's Special Deal'.
- Select Type:** Three radio buttons: 'Service' (unselected), 'Client Count' (selected), and 'Retail' (unselected).
- Table:** A table with 8 rows (BAND 1 to 8) and 3 columns (FROM, TO, COMMISSION). The 'FROM' column contains values 50, 100, 200, 0, 0, 0, 0, 0. The 'TO' column contains values 100, 200, and is empty for the rest. The 'COMMISSION' column contains percentage values 5%, 10%, 20%, and 0% for the rest.
- Buttons:** 'Save' and 'Close' buttons at the bottom right. The 'Close' button is highlighted with a red circle.

5. Click to select the **Client Count** type.

6. Click to select the **FROM** column for the first band, and type in the target number of clients for the first band.

7. Press **Tab** to move to the FROM field for the second band, and type in the target number of clients for the second band.

8. Repeat Steps 6 - 7 until you have defined the limits of each of your bands for your Referral services.

9. Click to select the **COMMISSION** column for the first band, and type in the percentage that employees under this schedule will receive for the first band.

10. Press **Tab** to move to the COMMISSION field for the second band, and type in the percentage for the second band.

11. Repeat Steps 9 - 10 until you have defined the commission percentages for each of your bands for your Referral services.

12. Click on the **Save** button to save your changes.

13. You have finished creating your referral commission bands for this commission schedule!

If you want to create more referral commission bands for another schedule, click to select a new commission schedule from the Structure drop down list, then repeat Steps 5 - 12 for the new schedule.

14. Once you have finished creating your referral commissions, click **Close** to close the Structure window.

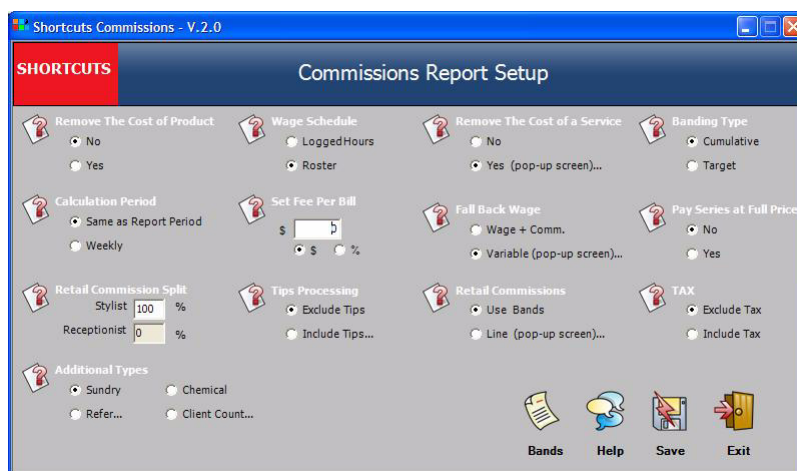
The screenshot shows the 'Structure' window with the following details:



- Select Structure:** A dropdown menu showing 'Jo's Special Deal'.
- Select Type:** Three radio buttons: 'Service' (unselected), 'Client Count' (selected), and 'Retail' (unselected).
- Table:** A table with 8 rows (BAND 1 to 8) and 3 columns (FROM, TO, COMMISSION). The 'FROM' column contains values 50, 100, 200, 0, 0, 0, 0, 0. The 'TO' column contains values 100, 200, and is empty for the rest. The 'COMMISSION' column contains percentage values 5%, 10%, 20%, and 0% for the rest.
- Buttons:** 'Save' and 'Close' buttons at the bottom right. The 'Close' button is highlighted with a red circle.



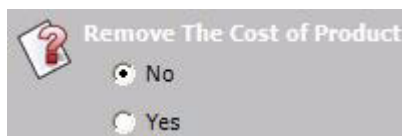
### 3. Configuring Extended Options for Commissions

You can configure what sort of information you'd like your New Commissions Report to display via several options available in the Extended Commissions application. Unless specified, these options are based on schedules and bands. Each of the individual options will be explained in greater detail below:



 You can click on the Help icon  beside any of the options in the application to receive more information about the option in question.

#### 3.1 Remove The Cost of Product




If you want to deduct the cost of a product before calculating commissions on retail products, click to select the **Yes** option. By default, this option is set to 'No'.

#### 3.2 Calculation Period



This option refers to the period of time that the commission is calculated for (which may be different from the pay period). The secondary option can be customised to your needs (by default, it is Weekly). By default, this option is set to 'Same as Report Period'.

 Your entered bands (see “2. Creating Commission Bands for each Schedule” on page 5) must match the calculation period. For example, if you selected the Weekly option here to pay commissions on weekly targets, your bands must also be setup for a weekly period.

#### 3.3 Retail Commission Split



This option allows receptionists to be on commission, even if the retail totals count towards the stylist's (the employee selected against the product/service) totals. Type the appropriate commission percentage into the **Stylist** field. The Receptionist field will be automatically calculated. By default, the Stylist receives 100% commission.

In the example below, the commission split has been set up as 90% Stylist/10% Reception. Celine (the receptionist who is the currently logged on employee) sells the retail at Reception for \$11.00. The total retail amount remains with the employee who did the service (Kim).

Client

Walkin: 3

Club Name

Club ID

Points Available

Expires

Remove Client

Trans# 4

Employee	Product/Service	Qty.	Price	Disc.	VAT	Total
Kim	Styling Ladies Cut & Finish	1	39.50	0.00	5.88	39.50
Kim	The Bumble Seaweed Shampoo 8oz	1	11.00	0.00	1.64	11.00

£0.00

£0.00

£0.00

£0.00

£0.00

£0.00

Discount

0.00

TIP

0.00

VAT

7.52

Total

50.50

Received

0.00

Outstanding

50.50

Card

End Sale

History

No Sale

01:13PM  
Mon, 20 Nov '16

Main

Appointments

Point Of Sale

Clients

Performance

Exit

Tools

Stock

Setup

Celine Reception

The employee who is selected against the product/service

The logged-on employee receptionist

Therefore Kim (the Stylist) will get 9.90 (90%) and Celine (the Receptionist) will get 1.10 (10%) towards their retail take.

### 3.4 Wage Schedule

Wage Schedule

☐

Logged Hours

☒

Roster

This option allows you to specify whether hours are calculated using the Roster or actual logged on hours. The hourly rate is set up in the Employees screen in Shortcuts under the Pay Details section. By default, this option is set to "Roster".

### 3.5 Set Fee Per Bill

Set Fee Per Bill

\$

0

☒

\$

☐

%

This option allows you to deduct a fixed amount from each bill/transaction before any commissions (as setup in the bands) are calculated. Note that the deduction is only taken out of the services and not the retail sales.

Click to select either the \$ or % option, then type in the appropriate amount into the \$/% field. By default, no fee is deducted from bills/transactions.

### 3.6 Tips Processing

Tips Processing

☒

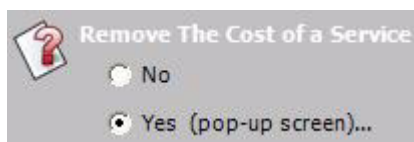
Exclude Tips

☐

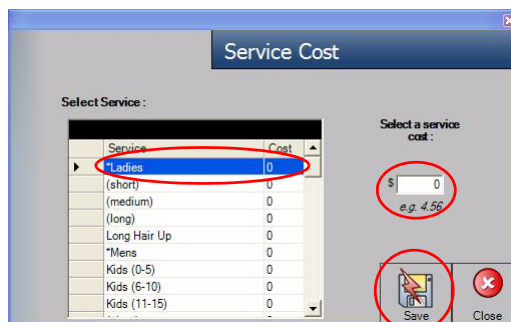
Include Tips...

This option allows you to include or exclude tips processed through Shortcuts from the report. Click to select the appropriate option. By default, tips are excluded from the report.

### 3.7 Remove The Cost of a Service

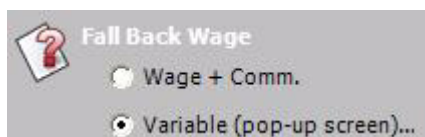


This option allows you to deduct a specified 'cost' of a service before any commissions are calculated. Clicking on the "Yes" option will bring up a pop-up window where you can enter a cost for any relevant services.



Click to select the appropriate service, then type in the cost for the service in the field on the right. Once you have finished assigning costs to all relevant services, click on the **Save** button, then click on the **Close** button to close the window.

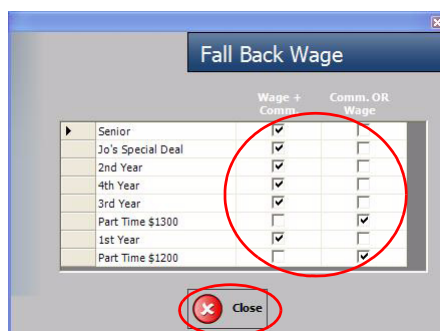
### 3.8 Fall Back Wage



A fall back wage is the wage paid to an employee if they do not make their targets for the commission period. This option allows you to specify whether employees will receive their wages and all of their commissions, or they receive their wage OR commissions, whichever is greater.

If you want all employees to receive their wages and their commissions, regardless of circumstances, click to select the **Wage + Comm.** option. A confirmation window will appear asking if you want to set all employees to this system. Click **Yes** to continue.

If you want to specify which commission schedules will receive wages + commissions OR their wage or commission, whichever is greater, click on the **Variable** option. The Fall Back Wage window will appear.



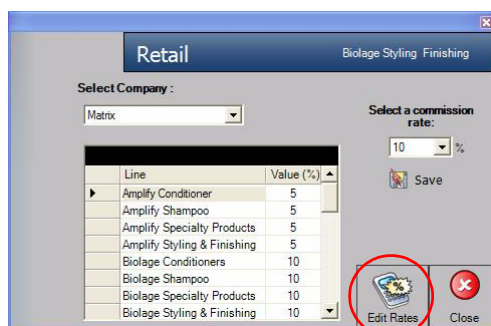
The Variable option allows you to apply specific settings for each commission schedule. Click to place a tick in the appropriate column for each commission schedule, then click **Close** to save your changes and close the window.

### 3.9 Retail Commissions

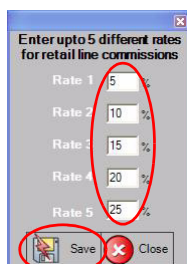


This option allows you to calculate retail commissions based on the retail bands previously setup by yourself, or to assign different commission rates for individual product lines. If you use the Line option, it will apply for all commission schedules. By default, the retail bands are used for calculating commissions.

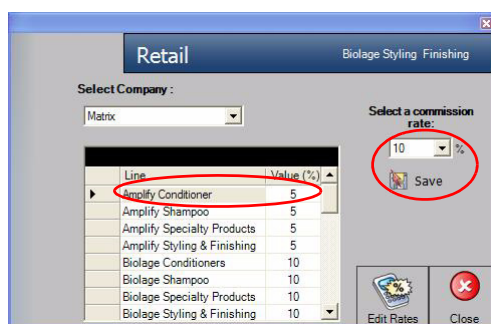
1. If you want to calculate retail commissions by individual lines, click to select the **Line** option. The Retail window will appear.



2. You will first need to add some commission rates. Click on the **Edit Rates** button. The Rates window will appear.

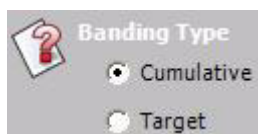


3. Enter up to five different rates you want to use for your retail commissions. (You don't need to fill out all five rates if you only use two different rates, for example.)
4. Click the **Save** button once you have finished entering your rates, then click the **Close** button to close the window.
5. Back in the Retail window, click to select the relevant product line, then click to select the appropriate commission rate from the **Commission Rate** drop down list.



6. Click **Save** to save the commission rate for the product line.
7. Repeat Steps 5 and 6 until you have assigned commission rates to all of your product lines.
8. Click the **Close** button to close the Retail window.

### 3.10 Banding Type



This option allows you to calculate commissions based on a single target band, or on a cumulative basis calculated on each stage of the commission bands. Click to select either the **Cumulative** or the **Target** option. By default, this option is set to "Cumulative".

As an example, if an employee brought in \$3500 of sales under the following bands:

BAND	FROM	TO	COMMISSION
1	500	1000	20 %
2	1000	2000	25 %
3	2000	5000	30 %
4	5000		0 %

- **Under a Cumulative Banding** - the employee will be paid 20% of 500 (Band 1) plus 25% of 1000 (Band 2) plus 30% of 1500 (takings above Band 3). The total commission = \$800
- **Under a Targeted Banding** - the employee will be paid 30% of 3500 (Band 3). The total commission = \$1050

### 3.11 Pay Series at Full Price



This option allows you to pay your employees commission based on the full price of the treatments that are part of the series. For example, if a series works out to be 80% cheaper by buying a series rather than by purchasing each treatment individually, the staff member will get paid commission based on the full price (i.e. a percentage of 100% of the cost of the service), rather than the discounted price (i.e. a percentage on the 80% of the series cost).

Click to select the **No** option if you want employees to be paid commission based on the redemption value of the series, or click to select the **Yes** option if you want employees to be paid commission based on the original cost of the individual services. By default, this option is set to "No".

### 3.11 TAX

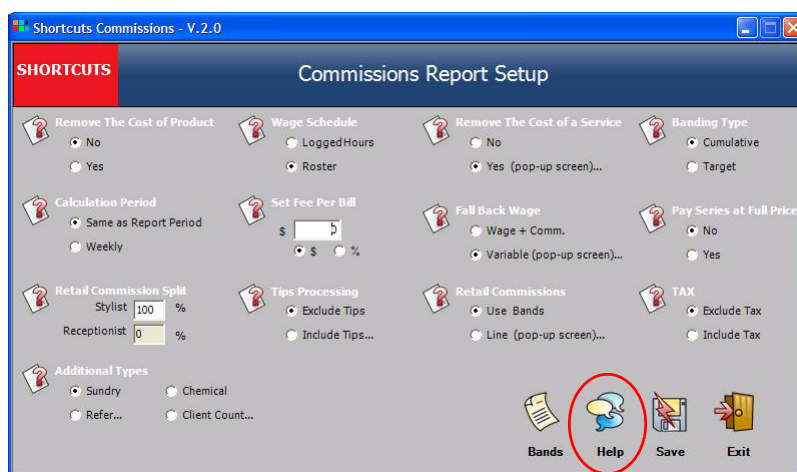


This option allows you to calculate commissions including or excluding tax.

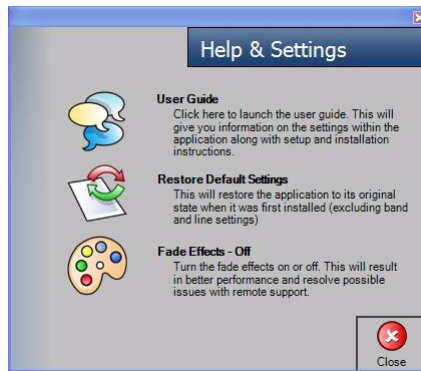
Click to select the **Exclude Tax** option or the **Include Tax** option, as appropriate. By default, this option is set to "Exclude Tax".

## Using the Help Function

To access the Extended Commission application's Help screen, click on the **Help** icon. The Help & Settings window will appear.



The Help & Settings window allows you to access the following functions:



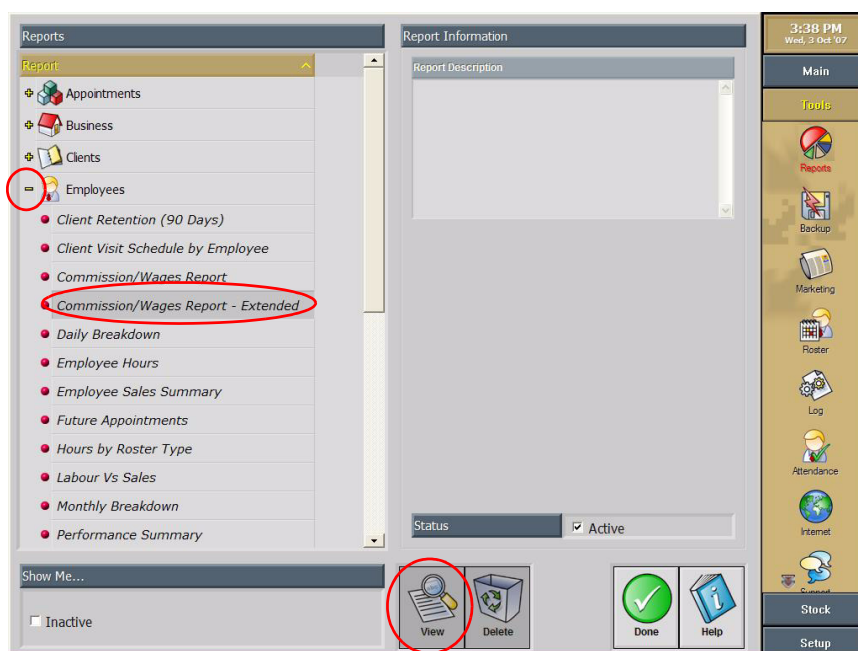
- **User Guide** - Click on this button to access the Shortcuts User Guide.
- **Restore Default Settings** - Click on this button to restore all settings in the Extended Commissions application to their default settings. Note that this will delete any custom settings, bands or commission schedules you have entered, so make sure you want to do this before confirming the restoration.
- **Fade Effects** - If you are experiencing graphical issues with the Extended Commissions application, click this button to turn the Fade Effects off.

## Running the Extended Commissions Report

### Tools Menu (Navigation Bar) → Reports Icon

The Extended Commissions Report is accessed through the Shortcuts Reports screen like all other reports.

1. Click on the Reports icon in the Tools menu of the Navigation Bar. This will take you to the Reports screen.
2. Double click on the **Employees** category to view the Employee reports, then click to select the **Commissions/Wages Report - Extended** report.





3. Click the **View** button. The Date Range window will appear.

Options: Date Range, Misc

Date Range

Please enter the date range for this report

Reference: Wednesday, 3 October 2007

From: Monday, 1 October 2007

To: Wednesday, 31 October 2007

Save, Previous, Next, View, Cancel

4. Click to select a default date range from the **Ranges** section (e.g. Month, which will collect all information about commissions in the current month.)

**OR**

Click on the **Range** button to select two separate dates that the report will search between.

5. Click on the **View** button to have the program generate your report.

Extended Commission Report

From: Monday, 1 October, 2007

To: Wednesday, 31 October, 2007

Time Period: 31 Days ( 4.4 Weeks )

Shortcuts Software Demo Salon

Employee *	Request Clients	Total Clients	Take Service	Retail	Sundry	Commission	Hours Worked	Wages	Pay
Diane Johnson	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
Jason Grey	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
John Rich	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
Kathy Wilson	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
Liam Smith	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
Sandra White	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
Steve Brown	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
Vandy Jones	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
Report Total	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00

Report Settings

Calculation Period: Same as Report Period

Commission Split: 0.00% - 1.00% - 0.00% - 0.00%

Previous, Next, Search, Zoom, Refresh, Setup, Print, Export, Done

6. Click on the **Print** button if you wish to print a copy of this report.

7. You can also drill down on specific employees by clicking on the employee's name. The Employee Details screen will appear, showing breakdowns of Service, Sundry and Retail bands.

**Jason Grey**  
**From:** Monday, 1 October 2007  
**To:** Wednesday, 31 October 2007

	Amount	Deductions	Adjusted Amount	Commission
<b>Clients</b>				
All Clients	1			
Request Clients	0			
<b>Service</b>				
Non Technical	\$0.00	\$0.00	\$0.00	
Technical	\$54.55	\$0.00	\$54.55	
<b>Total</b>	\$54.55	\$0.00	\$54.55	\$0.00
<b>Retail (Credited to Employee)</b>				
Rate 1	\$0.00	\$0.00	\$0.00	\$0.00
Rate 2	\$0.00	\$0.00	\$0.00	\$0.00
Rate 3	\$0.00	\$0.00	\$0.00	\$0.00
Rate 4	\$0.00	\$0.00	\$0.00	\$0.00
Rate 5	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Retail (Till Operator Only)</b>				
Rate 1	\$0.00	\$0.00	\$0.00	\$0.00
Rate 2	\$0.00	\$0.00	\$0.00	\$0.00
Rate 3	\$0.00	\$0.00	\$0.00	\$0.00
Rate 4	\$0.00	\$0.00	\$0.00	\$0.00
Rate 5	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Adjusted Retail Total</b>			\$0.00	
<b>Sundry</b>	\$0.00		\$0.00	

Navigation buttons: Previous, Next, Search, Zoom, Refresh, Setup, Print, Export, Done.

Right sidebar: Main, Tools, Reports, Backup, Marketing, Roster, Log, Attendance, Internet, Stock, Setup.

8. Click on the small **Printer** icon in the top left corner of the screen if you want to print a copy of this Employee Details screen.
9. Click the red **X** in the top left corner to return to the Extended Commission report screen, or click the **Done** button to return to the main Reports screen.