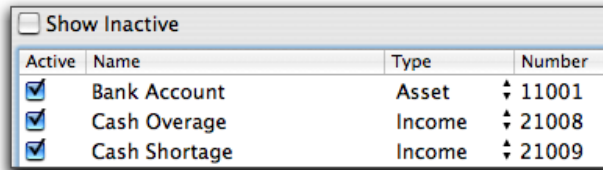




# **Finance Setup**

## Finance Setup: Accounts



Active	Name	Type	Number
<input checked="" type="checkbox"/>	Bank Account	Asset	11001
<input checked="" type="checkbox"/>	Cash Overage	Income	21008
<input checked="" type="checkbox"/>	Cash Shortage	Income	21009

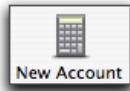
### Purpose

Accounts allow you to track accounting data and generate accounting reports for posting to your general ledger. Please consult your accountant or financial advisor if you have questions about account types and/or numbers. STX allows exporting of sales information for use with MYOB and QuickBooks.

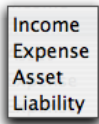
The account number to enter for each account must match the account numbers you have set up in MYOB. If they do not match, the export will fail and consequently, you will not be able to import the information into MYOB.

For QuickBooks, the names of the accounts must match exactly between STX and QuickBooks and are case sensitive. If they do not match, you will not be able to import the information into QuickBooks.

### Adding an Account



Click this icon in the toolbar.



Enter the new account and select the account type from the **Type** popup menu.

Double-click and enter your general ledger account number in the **Number** column (optional) and click the **Save** icon to save the account information.

### Changing an Account

Double-click on an account name or number and make the necessary changes using standard text editing techniques. You may also choose a new account type from the **Type** popup menu. Once your changes are complete, click the **Save** icon to save the changes.

**NOTE:** STX comes pre-set with several accounts already entered. It is not recommended these names be changed. Changing the names of the pre-set accounts could have an adverse affect on the exporting and importing of sales information for MYOB and/or QuickBooks.

## Making an Account Active/Inactive

Click the check or uncheck the **Active** checkbox in front of the account's name and click the **Save** icon. Unchecked accounts will only appear in the account list when the **Show Inactive** checkbox is checked.

## Removing an Account

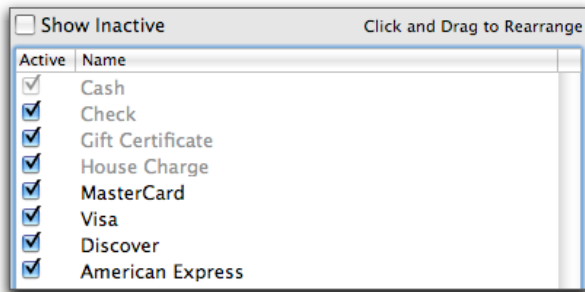


Highlight the account name that you wish to remove and click on the **Delete** icon in the toolbar. Now click the **Save** icon to save the changes. Note: You may not delete an account that is currently being used by any data. Make the account inactive as an alternative.

## Sorting Accounts

You may sort your account list by clicking on the **Active**, **Name**, **Type** or **Number** headers using standard sorting techniques.

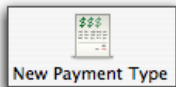
## Finance Setup: Payment Types



### Purpose

Set up the types of payment you accept and define how each works with the rest of the program. As well as the usual payment types, you may wish to consider a **Payment Type** of *Donation* to track donated Gift Certificates/Cards and possibly a *No Charge* to allow you to pay an employee on a ticket transaction without charging the client.

### Adding a Payment Type



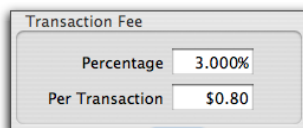
Click this icon in the toolbar. Enter the name of the **Payment Type**.

**Note: Payment type names must be unique.**

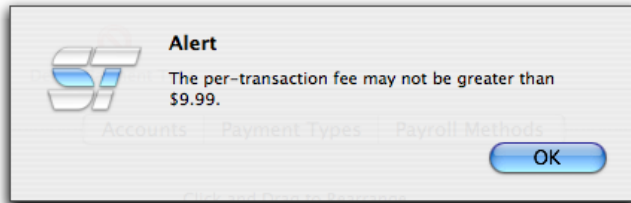


You may drag and drop the payment type's image over the **Icon** box, or click on the **Choose** button and use the open file sheet to find the image you wish to use.

**Payment Type** images may be bmp, gif, jpeg, png, ico or tiff image types of approximately .44 inch x .44 inch square. They may be created using a variety of available image editors for Mac OS X.



Enter the **Transaction Fee** percentage and/or per transaction fee, if applicable. If you are charged multiple fees by your financial institution, enter the totals here. These fees will appear on reports and may be deducted from payroll. You will get the following *Alert* sheet if you enter a **Per Transaction Fee** greater than \$9.99.



Click **OK** and adjust the **Per Transaction Fee** accordingly.

Enter an **Abbreviation** for the payment type that will appear in client service logs, client retail logs, and in the transaction list. **Note: These must be unique for each payment type.**

Click the **Process payments electronically** checkbox if you are using STX with AuthPayX to process credit cards electronically. You must have a merchant account with First Data in order to process payments electronically.

Click the **Uses Reference Field** checkbox if you want a reference to be entered when this payment type is used in a transaction. An example is approval codes for credit cards, or the reason why the ticket was a No Charge or Donation.

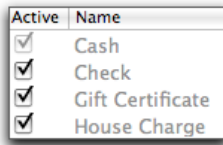
**Note: If you check this box, all payments of this type will require a reference to be entered when applying payment on the Client Visit ticket transaction. If you are processing payments electronically through STX and have already checked the *Process Payments Electronically* checkbox, the *Uses Reference Field* checkbox will automatically become checked.**

Click the **Uses Membership Billing** checkbox if you want this payment type to reference a member number. An example is a health club that bills charges to the member's health club account. Note: This feature is not currently supported.

Click on the **Account** popup menu to choose the account for the **Payment Type**. Click the **Save** icon to save the payment type.

## Changing a Payment Type

Double-click a **Payment Type** name and make changes using standard text editing techniques. Once your changes are complete, click the **Save** icon to save the changes.



**NOTE:** STX comes with several payment types pre-set for you. Some of these will appear in **GRAY** text. This is so the names of the payment types cannot be changed or edited. However, you are still allowed to make these payment types **Inactive**.

## Making a Payment Type Active/Inactive

Click the check or uncheck the **Active** checkbox in front of the **Payment Type** name. Click the **Save** icon. Unchecked payment types will only appear in the payment list when the **Show Inactive** checkbox is checked.

## Removing a Payment Type

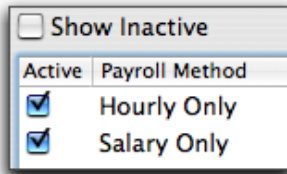


Highlight a **Payment Type** you wish to remove and click the **Delete** icon in the toolbar. Click the **Save** icon to save the changes. Note: You may not delete a **Payment Type** that is currently being used by any data and you may never delete the **Cash** payment type. Make the **Payment Type** inactive as an alternative.

## Rearranging Payment Types

Click on a **Payment Type** name, hold down the mouse button, and drag the **Payment Type** to a new position in the list. This order is used when displaying payment types and determines the printing order in various reports.

## Finance Setup: Payroll Methods



### Purpose

**Payroll Methods** allow STX to calculate gross pay for your employees. Once they are set up, you can assign both **Regular Pay** and **Other Period Pay** payroll methods to your employee's records in Employee Setup.

**Regular Pay** is your normal weekly, biweekly, etc., payroll. **Other Period Pay** may be used for additional pay that is not included in the regular paycheck or for another pay period such as retail commissions or bonuses.

### An Overview of Payroll Methods

Setting up a payroll method is simply taking your manual payroll steps and carrying them over to the payroll method. The example that follows is an hourly payroll method, and you should see the correlation to calculating the same method manually. This hourly payroll method is set up one time and selected for individual employees who can each have their own hourly rates. Each employee can also have 2 different types of hours worked/ hourly wages. If you pay an employee 2 different hourly rates for performing 2 different tasks, you will be able to track both.

Step	Action	Value	Of
1	Start with	# of Hours Worked	
2	Multiply by	Hourly Wage	
3	Start with	Secondary # of Hours Worked	
4	Multiply by	Secondary Hourly Wage	
5	Add	Result of Step #:	2

#### 1. Start With # of Hours Worked

*This step is gathering the number of hours the employee worked.*

#### 2. Multiply By Hourly Wage

*This step is multiplying the hours worked by the hourly wage.*

#### 3. Start With Secondary # of Hours Worked

*This step is gathering the number of secondary hours the employee worked.*

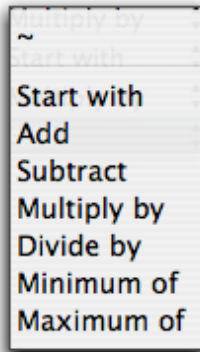
#### 4. Multiply By Secondary Hourly Wage

*This step is multiplying secondary hours worked by the secondary hourly wage.*

#### 5. Add Result of Step # 2

*This step is adding both sets of hourly wages for the employee.*

## “Action” Items

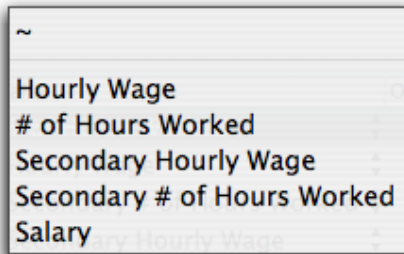


These tell the program what “actions” to take in each step.

## “Value” Items

There are many “value” items that tell the program what information to gather from the database. These items work with the “action” items to calculate a step result.

## Hourly and Salary “Value” Items



### Hourly Wage

Hourly wage set in the employee record.

### # of Hours Worked

Hours worked from Daily Hours if the employee clocks in/out. If the employee does not use the time clock feature, you can manually enter the hours worked on the *Process Payroll* screen.

### Secondary Hourly Wage

Secondary hourly wage set in the employee record.

### Secondary # of Hours Worked

Secondary hours worked from Daily Hours if the employee clocks in/out. If the employee does not use the time clock feature, you can manually enter the secondary hours worked on the *Process Payroll* screen. Some employees perform 2 different job functions at 2 different hourly rates.



## Salary

Salary amount set in the employee record. This amount should reflect what the salary is for the entire pay period. If you pay every 2 weeks, the **Salary** amount should reflect that. You will not enter the **Salary** for a single week and then process the payroll for a 2-week period. STX will pay only what is entered on the employee record, regardless of what the pay period is.

## Service “Value” Items

Other than *Gross Service*, *Salon Gross Service* and *Cost of Charge Cards*, you must set up departments, service groups, visit types, service packages, and service series prior to using these items in your payroll method.



### Gross Service

Total amount of services the employee performed during the pay period.

### Gross Service Department:

Total amount of services from within a specific department the employee performed during the pay period.

### Gross Service Service Group:

Total amount of services from within a specific group of services the employee performed during the pay period.

### Gross Service Visit Type:

Total amount of services from a specific client visit type that the employee performed during the pay period.

### Gross Service Package

Total amount of service packages sold by the employee during the pay period. The services from within the packages that were performed will be included in the **Gross Service** total.

**Gross Service Series**

Total amount of service series sold by the employee during the pay period. The services from within the series that were performed will be included in the **Gross Service** total.

**Salon Gross Service**

Total amount of services performed by the entire company during the pay period.

**Service Charge**

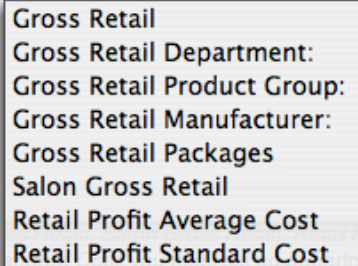
Total amount of service charges connected with services performed by the employee during the pay period.

**Cost of Charge Cards**

Total amount of credit card fees connected with the employee's ticket transactions that were paid by a credit card. This amount is calculated for payments during the pay period.

**Retail "Value" Items**

Other than *Gross Retail*, *Salon Gross Retail*, *Retail Profit Average Cost* and *Retail Profit Standard Cost*, you must set up departments, product groups, manufacturers, products and product packages prior to using these items in your payroll method.



Gross Retail  
Gross Retail Department:  
Gross Retail Product Group:  
Gross Retail Manufacturer:  
Gross Retail Packages  
Salon Gross Retail  
Retail Profit Average Cost  
Retail Profit Standard Cost

**Gross Retail**

Total amount of products the employee sold during the pay period.

**Gross Retail Department:**

Total amount of products from within a specific department the employee sold during the pay period.

**Gross Retail Product Group:**

Total amount of products from within a specific grouping of products the employee sold during the pay period.

**Gross Retail Manufacturer:**

Total amount of products from within a specific manufacturer the employee sold during the pay period.

**Gross Retail Packages**

Total amount of product packages the employee sold during the pay period.

**Salon Gross Retail**

Total amount of products sold by the entire company during the pay period.

**Retail Profit Average Cost**

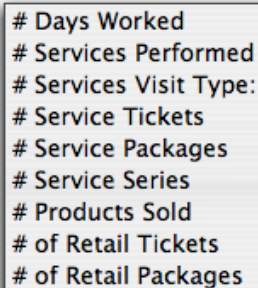
Total profit (retail price less average cost) on products sold by the employee.

**Retail Profit Standard Cost**

Total profit (retail price less standard cost) on products sold by the employee.

**Number (#) “Value” Items**

There are several Number (#) “value” items that tell the program what information to gather from the database. These items work with the “action” items to calculate a step result.



- # Days Worked
- # Services Performed
- # Services Visit Type:
- # Service Tickets
- # Service Packages
- # Service Series
- # Products Sold
- # of Retail Tickets
- # of Retail Packages

**# Days Worked**

The total number of days the employee worked during the pay period. Note: The employee is not considered to have “worked” if there are not Client Visit ticket transactions for any given day during the pay period.

**# Services Performed**

The total number of services the employee performed during the pay period.

**# Services Visit Type:**

The total number of services the employee performed based on a specific client **Visit Type** as set on the Client Visit ticket transaction.

### # Service Tickets

The total number of Client Visit ticket transactions containing any service(s) the employee performed during the pay period.

### # Service Packages

The total number of **Service Packages** sold by the employee during the pay period.

### # Service Series

The total number of **Service Series** sold by the employee during the pay period.

### # Products Sold

The total number of individual products sold by the employee during the pay period.

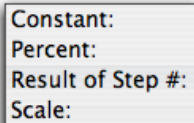
### # of Retail Tickets

The total number of Client Visit ticket transactions containing any product(s) the employee sold during the pay period.

### # of Retail Packages

The total number of retail packages sold by the employee during the pay period.

## Other “Value” Items



### Constant:

Allows you to pre-set a **Constant** value to work with the “action” item in the step.

### Percent:

Allows you to pre-set a **Percent** value to work with the “action” item in the step.

### Result of Step #:

Allows you to specify a particular result from a previous step to work with the “action” item in the current step.

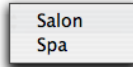
### Scale:

Allows you to establish a **Scale** value to work with the “action” item in the step.

## **“Of” Items Popup Menu**

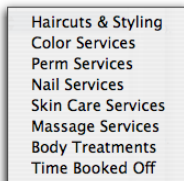
Some of the “value” items will allow you to make choices from the popup menu in the **Of** column. These items work to further define the options set in the “value” column. The popup menu choices will become activated if a “value” choice ends with a colon ( : ).

### **Gross Service Department:**



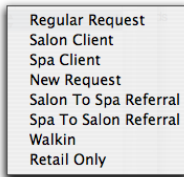
Allows you to specify which department for service sales.

### **Gross Service Service Group:**



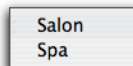
Allows you to specify which service group for service sales.

### **Gross Service Visit Type:**



Allows you to specify which visit type for service sales.

### **Gross Retail Department:**



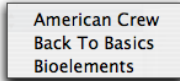
Allows you to specify which department for product sales.

### **Gross Retail Product Group:**



Allows you to specify which product group for product sales.

### Gross Retail Manufacturer:



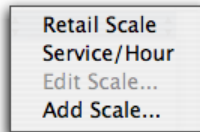
Allows you to specify which manufacturer for product sales.

### # Services Visit Type:



Allows you to specify which visit type for service sales.

### Scale:

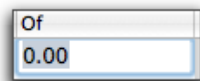


Allows you to specify which scale to use, create a new scale, or edit an existing scale.

### “Of” Items Amounts

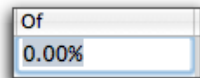
Some of the “value” items will allow you to enter amounts in the **Of** column. These items work to further define the options set in the “value” column. The amount field will become activated if a “value” choice ends with a colon (:).

### Constant:



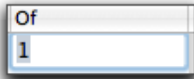
Allows you to enter a numeric value.

### Percent:



Allows you to enter a percentage value. This field already knows it is going to be a percentage. Type the percentage value in whole numbers, such as 50.00 so the correct percentage value will be used.

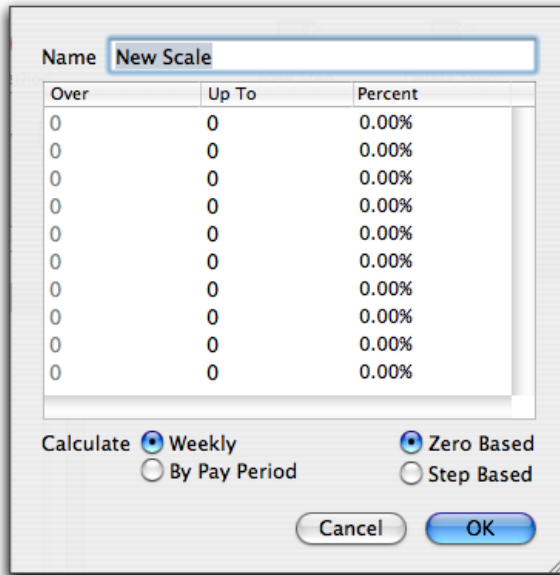
### Result of Step #:



Allows you to enter the previous step # that is in relation to the current step.

### “Of” Items Scale

When selecting **Add Scale...** or **Edit Scale...** the scale drop-down sheet will appear.



Over	Up To	Percent
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%

Calculate ☒ Weekly ☐ By Pay Period ☒ Zero Based ☐ Step Based

Cancel OK

### Add Scale...

Enter the **Name** of this scale and use the **Tab** key on the keyboard to tab to the first **Up To** field. Enter the appropriate value. Use the **Tab** key on your keyboard to tab to the **Percent** field. Enter the percentage amount in whole number, such as 40.00. Continue using the **Tab** key to tab through the rest of your scale. When you have reached the “cap” of the scale, enter **999999** in the **Up To** column.

To set how the scale will **Calculate**, choose either **Weekly** (based on a 7 day period) or **By Pay Period** (based on the date range of the pay period). Choose either **Zero Based** (pays higher percentage on entire amount) or **Step Based** (pays percentages based on each incremental level of the scale).

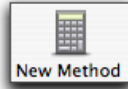
Once the scale is set the way you want, click the **OK** button to return to the payroll method.

### Edit Scale...

The **Name** of the scale, as well as the details of the scale, will already be filled in. Make the appropriate changes and click **OK**.

## Adding a Payroll Method

Active	Payroll Method
<input checked="" type="checkbox"/>	40% Commission
<input checked="" type="checkbox"/>	Hourly Guarantee
<input checked="" type="checkbox"/>	Hourly Only
<input checked="" type="checkbox"/>	Retail Commission
<input checked="" type="checkbox"/>	Salary Only



Click the **New Method** icon in the upper left-hand corner of the toolbar. Enter the name of the payroll method. **Note: Payroll method names must be unique.**



Click the **New Step** icon in the toolbar to add a step to the highlighted payroll method.



Click the **Delete Step** icon in the toolbar to remove a step from the highlighted payroll method.



When you have finished creating the payroll method, click the **Save** icon in the toolbar.

## Changing a Payroll Method

Double-click a payroll method's name and make the necessary changes using standard text editing techniques, or change the steps of the payroll method as described above. Once your changes are complete, click the **Save** icon to save the changes.

## Making a Payroll Method Active/Inactive

Click the check or uncheck the **Active** checkbox in front of the payroll method's name and click the **Save** icon. Unchecked payroll methods will only appear in the payroll method list when the **Show Inactive** checkbox is checked.



## Removing a Payroll Method



Highlight a **Payroll Method** you want to remove and click on the **Delete** icon in the toolbar. Click the **Save** icon to save the changes. Note: You may not delete a **Payroll Method** that is currently being used by any data, or still connected with an employee's record. Make the **Payroll Method** inactive as an alternative.

## Sorting Payroll Methods

You may sort your **Payroll Method** list by clicking on the **Active** or **Payroll Method** column headers using standard sorting techniques.

To rearrange the steps of a **Payroll Method**, click on a step number, hold down the mouse button and drag the step to a new position in the list. **Note: If the step you are moving involves the “value” item of Result of Step #, you must make sure you adjust the method so it will process correctly. Because the Result of Step # “value” item is in direct relationship with another step, the payroll method might not process correctly.**

## Finance Setup: Basic Payroll Methods

### Hourly

Step	Action	Value	Of
1	Start with	↕ # of Hours Worked	↕
2	Multiply by	↕ Hourly Wage	↕
3	Start with	↕ Secondary # of Hours Worked	↕
4	Multiply by	↕ Secondary Hourly Wage	↕
5	Add	↕ Result of Step #:	↕ 2

### Salary

Step	Action	Value	Of
1	Start with	↕ Salary	↕

### Service Commission

Step	Action	Value	Of
1	Start with	Gross Service	
2	Multiply by	Percent:	50.00%

### Retail Commission

Step	Action	Value	Of
1	Start with	Gross Retail	
2	Multiply by	Percent:	10.00%

### Service + Retail Commission

Step	Action	Value	Of
1	Start with	Gross Service	
2	Multiply by	Percent:	50.00%
3	Start with	Gross Retail	
4	Multiply by	Percent:	10.00%
5	Add	Result of Step #:	2

### Hourly + Commission

Step	Action	Value	Of
1	Start with	# of Hours Worked	
2	Multiply by	Hourly Wage	
3	Start with	Gross Service	
4	Multiply by	Percent:	30.00%
5	Add	Result of Step #:	2

### Hourly Guarantee

Step	Action	Value	Of
1	Start with	# of Hours Worked	
2	Multiply by	Hourly Wage	
3	Start with	Gross Service	
4	Multiply by	Percent:	50.00%
5	Maximum of	Result of Step #:	2

### Service Charge Deduction (off the “top”)

Step	Action	Value	Of
1	Start with	Gross Service	
2	Subtract	Service Charge	
3	Multiply by	Percent:	50.00%

### Service Charge Deduction (off the “bottom”)

Step	Action	Value	Of
1	Start with	Gross Service	
2	Multiply by	Percent:	50.00%
3	Subtract	Service Charge	

### Credit Card Fee Deduction (off the “top”)

Step	Action	Value	Of
1	Start with	Gross Service	
2	Subtract	Cost of Charge Cards	
3	Multiply by	Percent:	50.00%

### Credit Card Fee Deduction (off the “bottom”)

Step	Action	Value	Of
1	Start with	Gross Service	
2	Multiply by	Percent:	50.00%
3	Subtract	Cost of Charge Cards	

### Per Ticket Charge Deduction (off the “top”)

Step	Action	Value	Of
1	Start with	# Service Tickets	
2	Multiply by	Constant:	1.00
3	Start with	Gross Service	
4	Subtract	Result of Step #:	2
5	Multiply by	Percent:	50.00%

### Per Ticket Charge Deduction (off the “bottom”)

Step	Action	Value	Of
1	Start with	# Service Tickets	
2	Multiply by	Constant:	1.00
3	Start with	Gross Service	
4	Multiply by	Percent:	50.00%
5	Subtract	Result of Step #:	2

### Manager Bonus Salon Services Total

Step	Action	Value	Of
1	Start with	Salon Gross Service	
2	Multiply by	Percent:	5.00%

### Manager Bonus Percent of Total Services + Retail

Step	Action	Value	Of
1	Start with	Salon Gross Service	
2	Add	Salon Gross Retail	
3	Multiply by	Percent:	5.00%

## Finance Setup: Advanced Payroll Methods

### Service Commissions Based on a Scale

Step	Action	Value	Of
1	Start with	Gross Service	
2	Subtract	Service Charge	
3	Multiply by	Scale:	Service Scale

Name:

Over	Up To	Percent
0	600	45.00%
600	700	46.00%
700	800	47.00%
800	900	48.00%
900	1000	49.00%
1000	999999	50.00%
999999	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%

Calculate: ☒ Weekly ☐ By Pay Period ☒ Zero Based ☐ Step Based

Note: *Zero Based* (pictured left) will result in a higher commission than *Step Based*, pictured below.

Name:

Over	Up To	Percent
0	600	45.00%
600	700	46.00%
700	800	47.00%
800	900	48.00%
900	1000	49.00%
1000	999999	50.00%
999999	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%

Calculate: ☒ Weekly ☐ By Pay Period ☐ Zero Based ☒ Step Based

Scales set to **Calculate** on a *Weekly* basis will require the pay period be based on 7 day increments. Those set to **Calculate** on a *By Pay Period* basis will use the payroll dates you have entered and do not need to be based on any particular number of days.

## Retail Scale

Step	Action	Value	Of
1	Start with	Gross Retail	
2	Multiply by	Scale:	Retail Scale

Note: This would normally be used for an *Other Period Pay* payroll method.

Name

Over	Up To	Percent
0	100	0.00%
100	500	5.00%
500	1000	7.00%
1000	1500	10.00%
1500	99999	15.00%
99999	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%

Calculate ☒ Weekly ☐ By Pay Period ☒ Zero Based ☐ Step Based

Note: *Zero Based* (pictured left) will result in a higher commission than *Step Based*, pictured below.

Name

Over	Up To	Percent
0	100	0.00%
100	500	5.00%
500	1000	7.00%
1000	1500	10.00%
1500	99999	15.00%
99999	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%

Calculate ☒ Weekly ☐ By Pay Period ☐ Zero Based ☒ Step Based

Scales set to **Calculate** on a *Weekly* basis will require the pay period be based on 7 day increments. Those set to **Calculate** on a *By Pay Period* basis will use the payroll dates you have entered and do not need to be based on any particular number of days.

## Service + Retail Scales

Step	Action	Value	Of
1	Start with	Gross Service	
2	Multiply by	Scale:	Service Scale
3	Start with	Gross Retail	
4	Multiply by	Scale:	Retail Scale
5	Add	Result of Step #:	2

Name:

Over	Up To	Percent
0	600	45.00%
600	700	46.00%
700	800	47.00%
800	900	48.00%
900	1000	49.00%
1000	999999	50.00%
999999	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%

Calculate: ☐ Weekly ☒ By Pay Period ☒ Zero Based ☐ Step Based

Name:

Over	Up To	Percent
0	100	0.00%
100	500	5.00%
500	1000	7.00%
1000	1500	10.00%
1500	99999	15.00%
99999	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%

Calculate: ☐ Weekly ☒ By Pay Period ☒ Zero Based ☐ Step Based

## Service Commission by Department #1

Step	Action	Value	Of
1	Start with	Gross Service Department:	Nails
2	Multiply by	Percent:	60.00%
3	Start with	Gross Service Department:	Salon
4	Add	Gross Service Department:	Spa
5	Multiply by	Percent:	50.00%
6	Add	Result of Step #:	2

This will calculate a higher percentage rate for services within the Nails department than the services within the other departments. Note: Service Groups or Visit Types could be substituted for Service Department.

## Service Commission by Department #2

Step	Action	Value	Of
1	Start with	Gross Service Department:	Nails
2	Multiply by	Percent:	60.00%
3	Start with	Gross Service	
4	Subtract	Gross Service Department:	Nails
5	Multiply by	Percent:	50.00%
6	Add	Result of Step #:	2

This will calculate an extra percentage on the services within the Nails department compared to the total services in the Gross Service. In essence, this method is paying 10% extra for all nail services performed by the employee during the pay period. Note: Service Groups of Visit Types could be substituted for Service Department.

## Retail by Department

Step	Action	Value	Of
1	Start with	Gross Retail Department:	Boutique
2	Multiply by	Percent:	5.00%
3	Start with	Gross Retail	
4	Subtract	Gross Retail Department:	Boutique
5	Multiply by	Percent:	10.00%
6	Add	Result of Step #:	2

This will calculate a lesser percentage for products in the Boutique department compared to the total products sold by the employee. In essence, this method is paying ONLY a 5% commission on boutique items when all other products are paying a 10% commission. Note: This would usually be used as an *Other Period Pay* payroll method.

## Service Packages

Step	Action	Value	Of
1	Start with	Gross Service	
2	Multiply by	Percent:	50.00%
3	Start with	Gross Service Package	
4	Multiply by	Percent:	2.00%
5	Add	Result of Step #:	2

Note: Service Series could be substituted for Service Package.



## Retail Packages

Step	Action	Value	Of
1	Start with	Gross Retail	
2	Multiply by	Percent:	10.00%
3	Start with	Gross Retail Packages	
4	Multiply by	Percent:	2.00%
5	Add	Result of Step #:	2

Note: This would usually be used as an *Other Period Pay* payroll method.

## # Service Packages

Step	Action	Value	Of
1	Start with	Gross Service	
2	Multiply by	Percent:	50.00%
3	Start with	# Service Packages	
4	Multiply by	Constant:	1.00
5	Add	Result of Step #:	2

Note: # Service Series could be substituted for # Service Packages.

## Retail Profit

Step	Action	Value	Of
1	Start with	Retail Profit Average Cost	
2	Multiply by	Percent:	20.00%

This method is calculating 20% of any amount over the Average Cost of each product sold by the employee during the pay period. The Retail Profit Standard Cost could be substituted for Retail Profit Average Cost. Note: This would usually be used as an *Other Period Pay* payroll method.

## Retail to Service Percentage

Step	Action	Value	Of
1	Start with	Gross Retail	
2	Maximum of	Gross Service	
3	Start with	Result of Step #:	1
4	Divide by	Result of Step #:	2
5	Multiply by	Result of Step #:	1

Note: This would usually be used as an *Other Period Pay* payroll method.

## Retail to Service Percentage with a Maximum

Step	Action	Value	Of
1	Start with	Gross Retail	
2	Maximum of	Gross Service	
3	Start with	Result of Step #:	1
4	Divide by	Result of Step #:	2
5	Multiply by	Result of Step #:	1
6	Start with	Result of Step #:	1
7	Multiply by	Percent:	20.00%
8	Maximum of	Result of Step #:	5

This method is going to guarantee at least a 20% commission on retail products sold by the employee during the pay period. If the Retail to Service % yields a higher amount, then this method will pay the greater of the two. Note: This would usually be used as an *Other Period Pay* payroll method.

## Retail to Service Percentage with a Minimum and Maximum

Step	Action	Value	Of
1	Start with	Gross Retail	
2	Maximum of	Gross Service	
3	Start with	Result of Step #:	1
4	Divide by	Result of Step #:	2
5	Multiply by	Constant:	100.00
6	Multiply by	Scale:	Retail to S...
7	Multiply by	Result of Step #:	1
8	Start with	Result of Step #:	1
9	Multiply by	Percent:	20.00%
10	Maximum of	Result of Step #:	7

Name: Retail to Service

Over	Up To	Percent
0	10	0.00%
10	999999	100.00%
999999	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%

Calculate: ☐ Weekly ☒ By Pay Period ☐ Zero Based ☐ Step Based

Cancel OK

Note: This would usually be used as an *Other Period Pay* payroll method.

## Retail to Service Percentage with a Scale

Step	Action	Value	Of
1	Start with	Gross Retail	
2	Maximum of	Gross Service	
3	Start with	Result of Step #:	1
4	Divide by	Result of Step #:	2
5	Multiply by	Constant:	100.00
6	Multiply by	Scale:	Retail by %
7	Divide by	Result of Step #:	5
8	Multiply by	Result of Step #:	1

Name: Retail by %

Over	Up To	Percent
0	10	0.00%
10	20	8.00%
20	30	12.00%
30	999999	16.00%
999999	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%

Calculate: ☐ Weekly ☒ By Pay Period ☒ Zero Based ☐ Step Based

Cancel OK

Note: This would usually be used as an *Other Period Pay* payroll method.

## Double Hours Before Commission + Hours

Step	Action	Value	Of
1	Start with	Gross Service	
2	Subtract	Service Charge	
3	Start with	# of Hours Worked	
4	Multiply by	Hourly Wage	
5	Multiply by	Constant:	2.00
6	Start with	Result of Step #:	2
7	Subtract	Result of Step #:	5
8	Multiply by	Percent:	40.00%
9	Start with	Gross Retail	
10	Multiply by	Percent:	10.00%
11	Add	Result of Step #:	4
12	Add	Result of Step #:	8

This method also includes a 10% retail commission.

## Average Retail Per Client

Step	Action	Value	Of
1	Start with	Gross Retail	
2	Divide by	# Service Tickets	
3	Divide by	Constant:	15.00
4	Multiply by	Constant:	100.00
5	Multiply by	Scale:	Retail Avg ...
6	Divide by	Result of Step #:	4
7	Multiply by	Result of Step #:	1

Name: Retail Avg Client

Over	Up To	Percent
0	50	0.00%
50	100	10.00%
100	150	13.00%
150	200	15.00%
200	999999	20.00%
999999	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%

Calculate: ☐ Weekly ☐ Zero Based  
☒ By Pay Period ☒ Step Based

Cancel OK

Note: This would usually be used as an *Other Period Pay* payroll method.

## Double Salary Per Day Before Commission + Daily Salary

Step	Action	Value	Of
1	Start with	Salary	
2	Multiply by	# Days Worked	
3	Multiply by	Constant:	2.00
4	Start with	Gross Service	
5	Subtract	Result of Step #:	2
6	Multiply by	Percent:	45.00%
7	Add	Result of Step #:	2

Note: The **Value** option of **# Days Worked** is dependent on whether or not the employee has any *Client Visit* ticket transactions on each day. If the employee has NO ticket transactions, the program will NOT consider them as having worked that day.

## Commission – Ticket Charge + Retail to Service Percentage

Step	Action	Value	Of
1	Start with	Gross Service	
2	Multiply by	Percent:	50.00%
3	Start with	# Service Tickets	
4	Multiply by	Constant:	4.00
5	Start with	Result of Step #:	2
6	Subtract	Result of Step #:	4
7	Start with	Gross Retail	
8	Maximum of	Gross Service	
9	Start with	Result of Step #:	7
10	Divide by	Result of Step #:	8
11	Multiply by	Constant:	100.00
12	Multiply by	Scale:	Retail to S...
13	Divide by	Result of Step #:	11
14	Multiply by	Gross Retail	
15	Add	Result of Step #:	6

Name: Retail to Service %

Over	Up To	Percent
0	10	0.00%
10	11	10.00%
11	12	11.00%
12	13	12.00%
13	14	13.00%
14	15	14.00%
15	999999	15.00%
999999	0	0.00%
0	0	0.00%
0	0	0.00%

Calculate ☐ Weekly ☒ By Pay Period ☒ Zero Based ☐ Step Based

Cancel OK

## Commission Rate Based on Working 25 Hours Per Pay Period

Step	Action	Value	Of
1	Start with	# of Hours Worked	
2	Divide by	Constant:	34.99
3	Multiply by	Scale:	Hours
4	Divide by	Result of Step #:	2
5	Multiply by	Gross Service	

Name:

Over	Up To	Percent
0	1	50.00%
1	999999	55.00%
999999	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%

Calculate ☐ Weekly ☒ Zero Based  
☒ By Pay Period ☐ Step Based

## Hourly or Commission – Service Charge + New Request Bonus

Step	Action	Value	Of
1	Start with	# of Hours Worked	
2	Multiply by	Hourly Wage	
3	Start with	Gross Service	
4	Subtract	Service Charge	
5	Multiply by	Percent:	50.00%
6	Maximum of	Result of Step #:	2
7	Start with	# Services Visit Type:	New Request
8	Multiply by	Constant:	5.00
9	Add	Result of Step #:	6

## 2 Commission Rates based on Less Than or More Than \$2,500

Step	Action	Value	Of
1	Start with	Gross Service	
2	Subtract	Service Charge	
3	Multiply by	Scale:	< \$2,500
4	Start with	Gross Service	
5	Subtract	Service Charge	
6	Multiply by	Scale:	> \$2,500
7	Add	Result of Step #:	3

Name: < \$2,500

Over	Up To	Percent
0	2000	45.00%
2000	999999	50.00%
999999	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%

Calculate: ☐ Weekly ☒ By Pay Period ☐ Zero Based ☐ Step Based

Cancel OK

Name: > \$2,500

Over	Up To	Percent
0	2500	0.00%
2500	2500	5.00%
2500	999999	10.00%
999999	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%
0	0	0.00%

Calculate: ☐ Weekly ☒ By Pay Period ☐ Zero Based ☐ Step Based

Cancel OK

The first scale is calculating up to a 50% commission rate for all services performed by the employee during the pay period. The second scale is essentially calculating a bonus commission for all services performed by the employee totaling over \$2,500 during the pay period. If the employee performed more than \$2,500 in services they will receive up to a 10% bonus, but only on the amount over the \$2,500 limit.