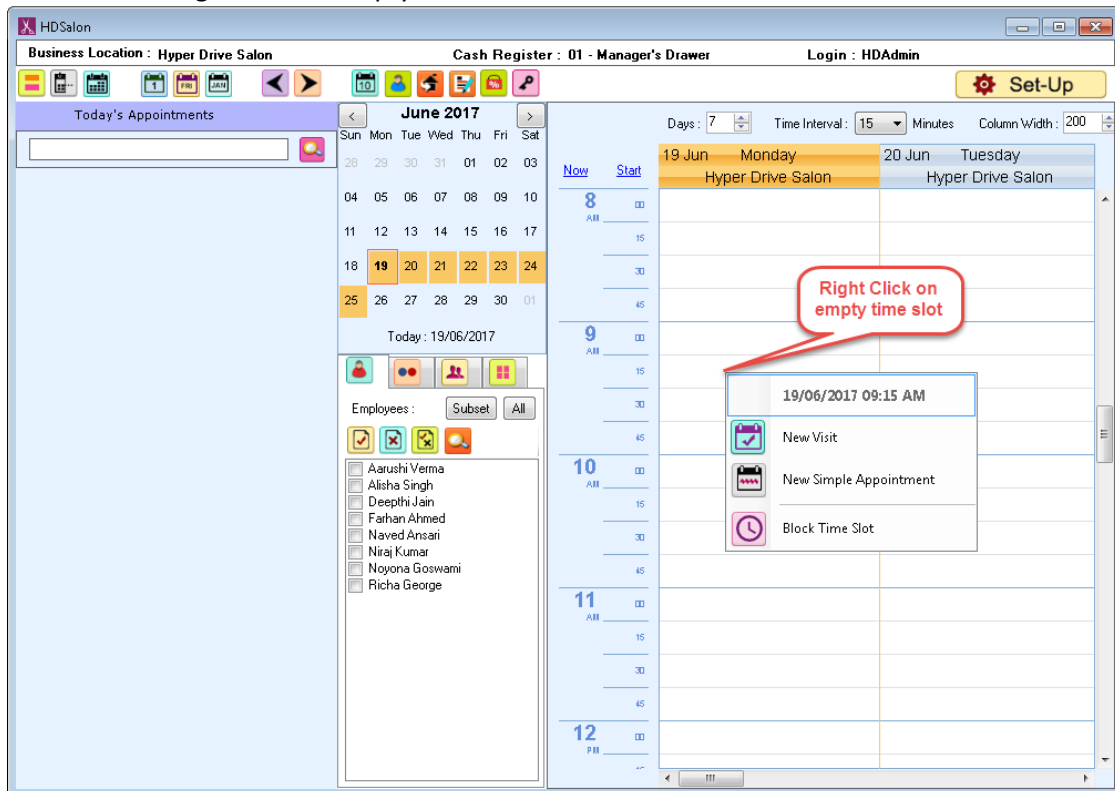


How to give commission between your employees using split commission in HDSalon?



Some times in Salon more than one employee will provide the same service to the customer. In such situations you may want to give commission to your employees based on the service they have provided. In order to split the commission between the employees in HDSalon, you have to follow the below steps:

1. Run HDSalon. Right click on empty time slot from Main Screen and then click on New Visit.





2. This will open **Appointment Details** window as shown below.

The screenshot shows the 'Appointment Details' window with the following information:

- Customer: Anshi Verma
- Employee: Aarushi Verma
- Service: Basic Makeup
- Start Date: 19/06/2017 09:15 AM
- End Date: 19/06/2017 09:45 AM
- Duration: 0 hrs 30 mins
- User Field List: Tail End Comb, Blow Dryer, Barber Scissors
- Notes: (Empty)
- Total: Rs. 0.00

- **Customer:** Select the customer for whom you are creating the appointment.
- **Employee:** Select the employee who is providing the service.
- **Service:** Select the service by clicking on 3 dotted button.
- **Start Date:** It shows the date and time that was selected from the main screen.
- **Duration:** It shows the service duration that was specified at the time of item creation.
- **End Date:** It will show the date and time based on the duration specified.
- **User Field List:** Select the resources that are required for the selected service.
- Click on **OK** button to save the appointment details.





3. This will take you to **Add Visit Details** window. Select the service and click on **Split Appointment** tool strip button.

Add Visit Details

Select Business Location: Hyper Drive Salon Select Cash Register: 01 - Manager's Drawer

Number: HDS-V100076 Creation Date: 19/06/2017

Customer: Anshi Verma

Customer Email: anshi@abc.com Send email to Customer Referral: _____

Customer Mobile Number: 9100000003 Send sms to Customer Created By: _____

Date	Emply Name	Start Time	Service	Durati (min.)	Price	Package Name	Package Number
19/06/2017	Aarus...	09:15 AM	Basic Makeup	30	Rs.799.00		

Products Used Up **Additional Purchases**

Barcode: _____ SearchCode: _____ Barcode: _____ SearchCode: _____

Name: _____ Name: _____

Item Name	Barcode	Quantity	Total Amount
-----------	---------	----------	--------------

Item Name	Barcode	Quantity	Price	Total Amount
-----------	---------	----------	-------	--------------

Notes: _____

Total: **Rs. 799.00**





4. This will open **Split Appointment** window as show below.

Employee Code	Employee Name	Commission Weightage
E00008	Aarushi Verma	35
E00005	Alisha Singh	35
E00003	Deepthi Jain	30

Note

Commission weightage is used for specifying how total invoice amount will be considered for individual employee's commission. For example: if invoice total is 200 and if employee 'X' has commission weightage 25%, amount of 50 will be considered as basic invoice amount for calculating commission for employee 'X'.
Even if employee commission percentage is not specified in employee details, commission weightage specified here can be used to generate final commission reports.

- **Select Employee:** Here you can add the employee who is providing the service.
- **Commission Weightage:** You can specify the commission weightage for the employees. The sum of commission weightage of the employees has to be 100.
- **Distribute Commission Equally checkbox:** Selecting this checkbox will distribute commission weightage equally between the employees.
- Click on **OK** button.



5. This will add the selected employees in the grid. Click on **Save** button to save the visit details.

Add Visit Details

Select Business Location: Select Cash Register:

Number: Creation Date:

Customer:

Customer Email: Send email to Customer Referral:

Customer Mobile Number: Send sms to Customer Created By:

Date	Employ Name	Start Time	Service	Durati (min.)	Price	Package Name	Package Number
19/06/2017	Aarus...	09:15 AM	Basic Makeup	30	Rs.799.00		
19/06/2017	Alisha...	09:15 AM	Basic Makeup	30	Rs.0.00		
19/06/2017	Deept...	09:15 AM	Basic Makeup	30	Rs.0.00		

Products Used Up

Barcode: SearchCode:

Name:

Item Name	Barcode	Quantity	Total Amount

Additional Purchases

Barcode: SearchCode:

Name:

Item Name	Barcode	Quantity	Price	Total Amount

Notes:

Total Rs. **799.00**

6. In the main screen you will see visit with 3 different employees.

HD Salon

Business Location: Cash Register: Login:

Today's Appointments

June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	01	02	03	
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	01

Today: 19/06/2017

Employees:

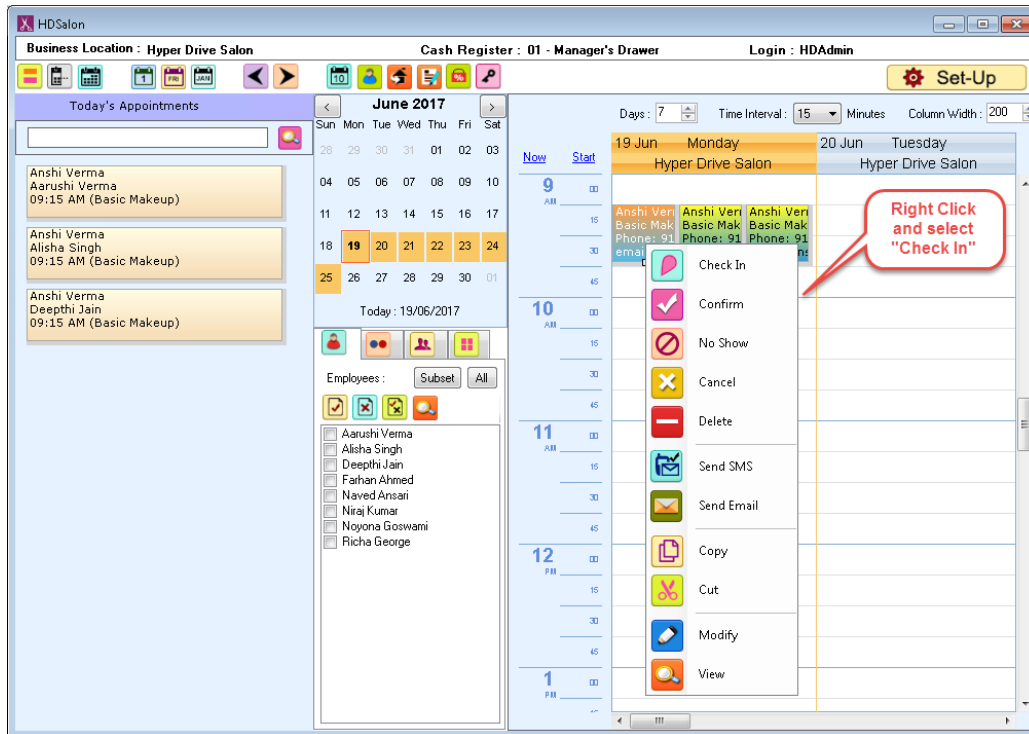
- Aarushi Verma
- Alisha Singh
- Deepthi Jain
- Farhan Ahmed
- Naved Ansari
- Niraj Kumar
- Noyona Goswami
- Richa George

Days: Time Interval: Minutes Column Width:

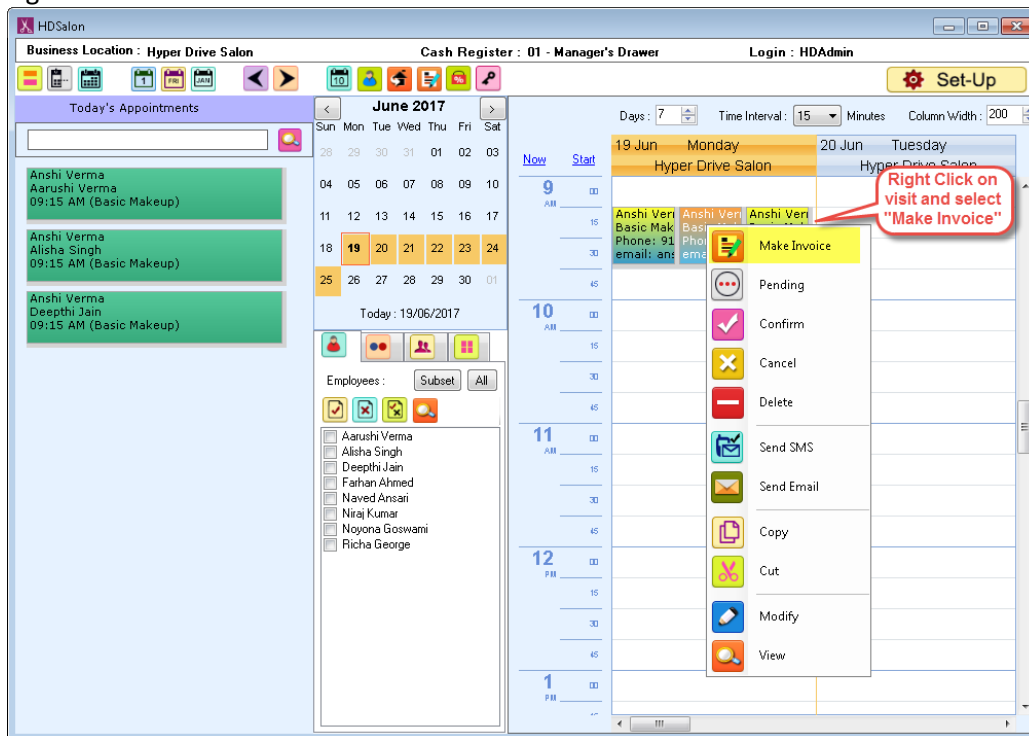
Now	Start	19 Jun	Monday	20 Jun	Tuesday
		Hyper Drive Salon	Hyper Drive Salon	Hyper Drive Salon	Hyper Drive Salon
9 AM	00	Anshi Veri Basic Mak Phone: 91 email: ans	Anshi Veri Basic Mak Phone: 91 email: ans	Anshi Veri Basic Mak Phone: 91 email: ans	
10 AM	00				
11 AM	00				
12 PM	00				
1 PM	00				



7. Right click on visit and select **“Check In”**.

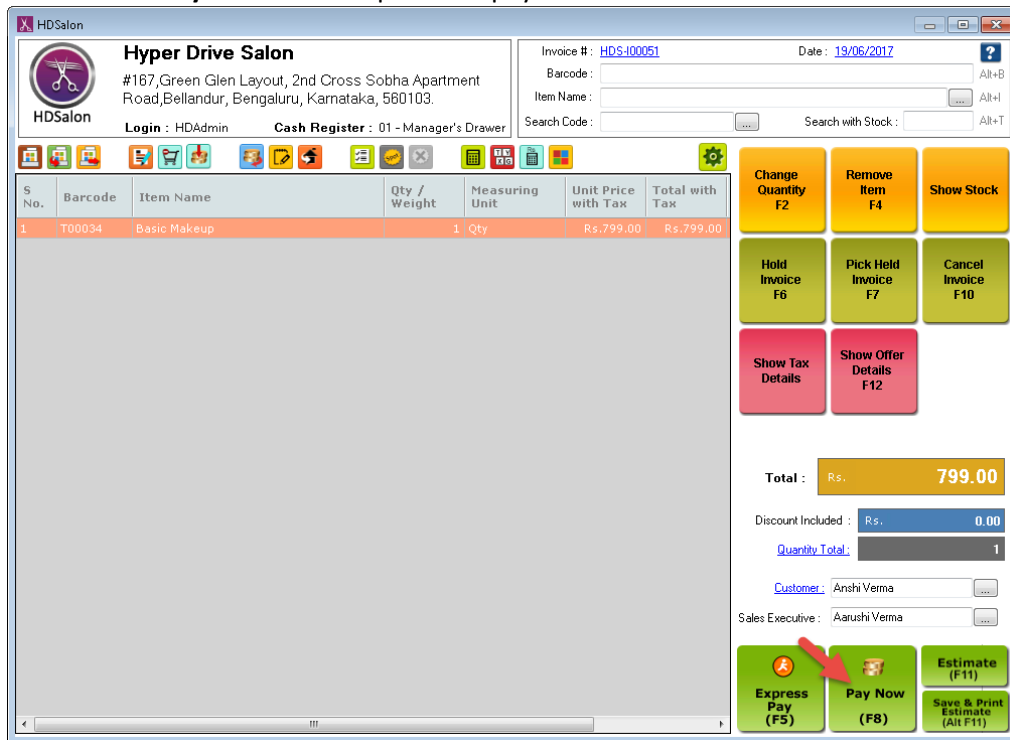


8. Right click on visit and select **Make Invoice**.





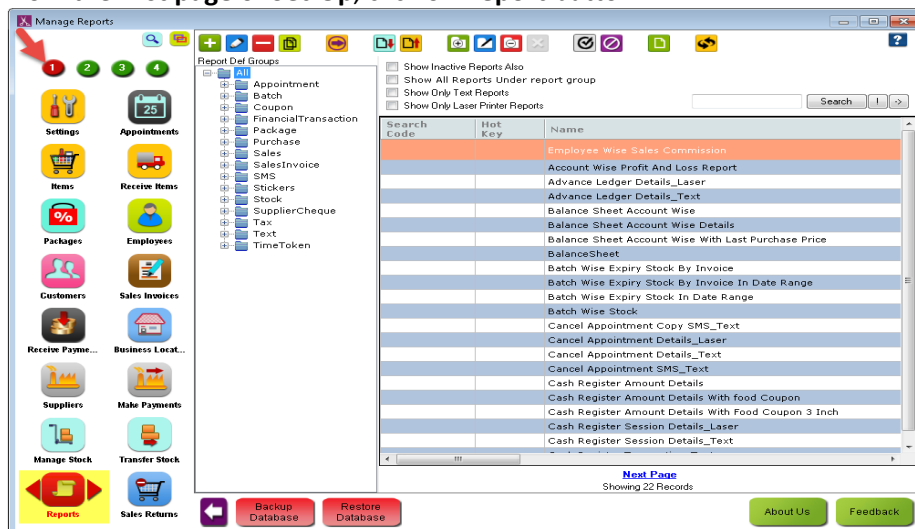
9. Now click on **Pay Now** and complete the payment for invoice.



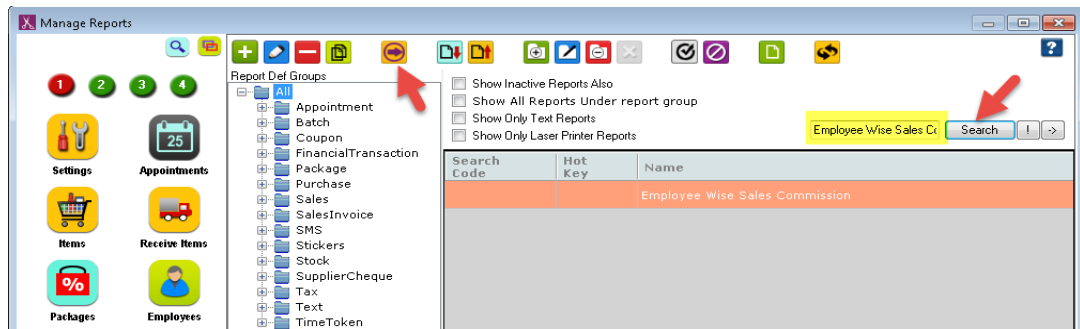
Note: When you are creating an invoice from the visit, employee selected in your visit will be selected by default in Sales Executive field in Invoice screen which will also calculate commission on Invoice level for that employee. You can remove the sales executive, if you do not want to give commission on Invoice level.

10. View the Sales Invoice to know the commission earned by employees, go to **1st page**, and click on **Report**.

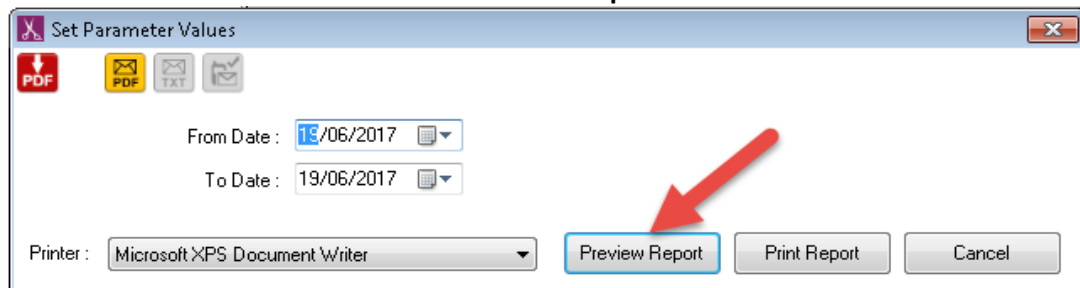
- From the **first page of Set-Up**, click on **Report** button.



- Search the report “Employee Wise Sales Commission”.
- Click on Run.



- Select To date and From Date. Click on Preview Report.



- You can see Employee wise sales commission detail on the report.

Employee Wise Sales Commission						
From Date: 19/06/2017				Printed on: 19/06/2017		
Employee Name: Aarushi Verma				To Date: 19/06/2017		
Inv Date	Inv Number	Invoice Total	Calculation Base Amount	Commission Percent	Commission Type	Commission Amount
19/06/2017	HDS-I00050	Rs.914.00	Rs.914.00	5	Invoice Level	Rs.45.70
19/06/2017	HDS-I00051	Rs.799.00	Rs.279.65	5	Split Level	Rs.13.98
19/06/2017	HDS-I00051	Rs.799.00	Rs.799.00	5	Invoice Level	Rs.39.95
Total Commission :						Rs.99.63
Employee Name: Alisha Singh						
Inv Date	Inv Number	Invoice Total	Calculation Base Amount	Commission Percent	Commission Type	Commission Amount
19/06/2017	HDS-I00051	Rs.799.00	Rs.279.65	5	Split Level	Rs.13.98
Total Commission :						Rs.13.98
Employee Name: Deepthi Jain						
Inv Date	Inv Number	Invoice Total	Calculation Base Amount	Commission Percent	Commission Type	Commission Amount
19/06/2017	HDS-I00051	Rs.799.00	Rs.239.70	3	Split Level	Rs.7.19
Total Commission :						Rs.7.19
Grand Total Commission :						Rs.120.81