

# inventory counts

Performing inventory counts will ensure that your inventory is up-to-date.

**Inventory Count**

Count Name  
January - Aircare

Count By:  
Category

Categories in Count  
Aircare

Select a Category to Add  
Aircare

Add Category Delete Category

Start Count Do Not Count

## Inventory Counts

1. Make sure ALL open sales tickets are processed.
2. Process ALL open inventory adjustments.
3. Make sure there are no open Receiving Orders they need to be processed before creating the count.
4. Verify that ALL Purchase Orders are in process and are current and accurate.
5. From the SalonBiz®/SpaBiz® menu bar, click on the Inventory icon.
6. Click the Inventory Count button.
7. Click in the Count Name field and name the count.
8. Choose Category in the Count By field.
9. Click in the Add Category field and choose the category you wish to add.
10. Click the Add Category button.
11. Click the Start Count button.
12. Answer Yes to the message “Are you sure you wish to count your inventory? Not entering numbers for products will set your inventory to a QTY of Zero (0). Are you sure you wish to continue?”
13. Click the Print button to print the Inventory Count Sheets.
14. Click the Return to Previous Screen Button.
15. Repeat steps 6-13 for the remaining product categories you wish to count.
16. Physically count all of the items on the list and record the quantity in the Count column on the Inventory Count Sheets.
17. If the Inventory Count is no longer displayed on the computer screen, click the Inventory button from the menu bar. Then choose Inventory Count from the View List field, choose Open from the Filter By field, and double click on the count you created earlier.
18. Enter the number of products counted in the Count column. Press the Enter key after each entry to move to the next item.
19. Click the Process button.
20. Answer Yes to the message “Are you sure you wish to process this count? Remember all items NOT counted will be set to Zero (0). Do you wish to continue?” to view the automatically created adjustment.
21. The inventory adjustment will be displayed on the screen. Click on the Print button to print out the adjustment.
22. Review the Inventory Adjustment and follow your inventory procedure for recording and/or filing the count sheets and the adjustment.

**Inventory Count** Number: 13 Status: Processed Return to Previous Screen

Sort Count By: Name Date

Product	ItemNum	Location	Staff	Qty	Count	Error	Beep
Euphoric Candle	018084211793			2	2	0	
Euphoric Refill	018084212158			0	2	2	
Euphoric Tea-light	018084505335			2	2	0	
Lavandou Candle	018084211953			3	3	0	
Lavandou Refill	018084212189			3	3	0	
Lavandou Tea-light	018084502020			2	0	2	
Love Circle Of Love	018084807200			2	2	0	
Love Tealight	018084807217			10	10	0	
Madagascar Candle	018084211908			0	5	5	
Madagascar Refill	018084212172			3	0	3	Beep
Madagascar Tea-light	018084505342			3	3	0	
Rainforest Refill	018084212165			5	5	0	
Rainforest Candle	018084211809			2	2	0	
Rainforest Tea-light	018084505328			3	3	0	
Valencia Candle	018084211960			3	3	0	

Add Product Delete View Product Process Void Print Move Up Move Dn



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# Frequently Asked Questions

## **When should I do an inventory count?**

It is best to perform your counts when your business is closed or on a slower day of the week so that you can focus on counting while transactions are not taking place.

## **What does Beep mean?**

Beep is merely a placeholder. It occurs every ten lines to help you stay on the correct lines between your physical count sheets and entering them into the computer.

## **Can I count by Vendor?**

Yes. Follow steps 1-7 above and then in the Count By field select Vendor. In the Select a Vendor to Add drop down menu click on the vendor you wish to count. Click on the Add Vendor button and then click on the Start count button.

## **Can I create the count sheets before I am ready to actually count?**

Sure. You most certainly can print off any count sheets before you are ready to count. After the count sheets print make sure you click the void button and void the count.

## **Why do I need to void the count if I am pre-printing a count?**

Mistakes in your on hand quantities are common if you create a count before you are actually ready to count. The computer takes a snapshot much like a Polaroid picture of your inventory when a count is created. If you sell several items in between the time you create your count and actually count the inventory, those items sold will not be accounted for from the sale (they are still on the picture).

## **What does the red and blue mean in the error column?**

The error column is the difference between the QTY column (your on hand quantity in the computer) and the Count column (what you physically counted). The red signifies a shortage between the two columns and the blue, an overage.

## **Customer Support 888.809.2802**

Our Customer Support team is ready to assist you.

