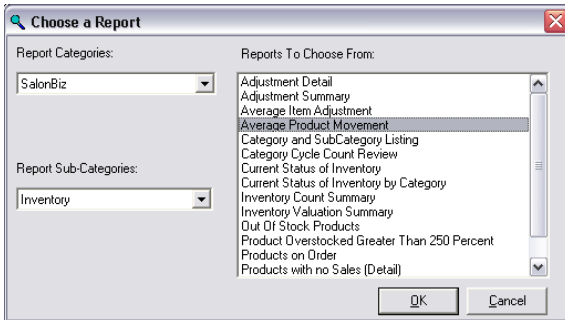


inventory reports

Use this guide as a reference tool for the top inventory reports.



Average Product Movement Report

The Average Product Movement report will let you know which items are selling, provides a weekly sales average, and displays your current min/max and reorder quantity. It is used to set inventory levels.

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Click on the Open button.
3. Select Inventory in the Report Sub-Categories field.
4. Select the Average Product Movement report.
5. Enter the date range for the report.
6. Enter 7 as the number of days in the period.

Adjustment Summary Report

The Adjustment Summary report lets you view the reasons items are being adjusted, their product category and the staff responsible for the adjustment. Run this report weekly to prevent adjustment abuse.

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Click on the Open button.
3. Select Inventory in the Report Sub-Categories field.
4. Select the Adjustment Summary report.
5. Enter the date range for the report.

Current Status Of Inventory By Category

The Current Status of Inventory report lets you know the total cost and total retail cost for your entire inventory on hand. It is typically created at the end of a month for accounting purposes. It gives you a picture of your current inventory as it is right now.

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Click on the Open button.
3. Select Inventory in the Report Sub-Categories field.
4. Select the Current Status of Inventory by Category report.

Out Of Stock Products

The Out Of Stock Products report will let you know what (the computer thinks) is out of stock. It is a great report to run daily for the makeup unit.

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Click on the Open button.
3. Select Inventory in the Report Sub-Categories field.
4. Select the Out of Stock report.

Customer Support 888.809.2802

Our Customer Support team is ready to assist you.



303 S. Pine St. < Hammond, LA 70403

extendedtechnologies.com

: < 888.809.2802 sales < 800.632.5527