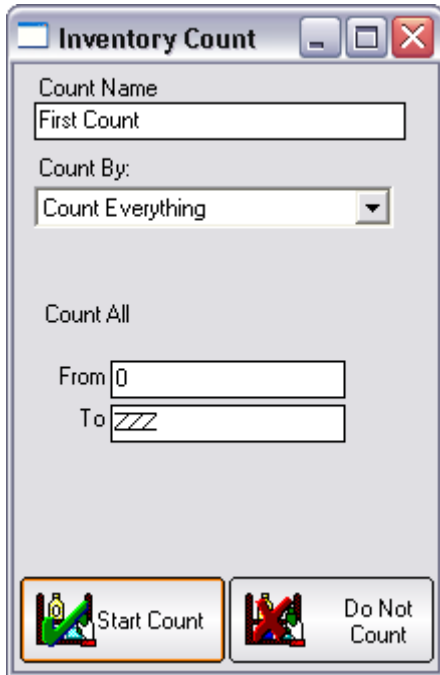


negative inventory

Selling product prior to receiving your initial order into SalonBiz®/SpaBiz® will result in negative inventory on hand quantities. Bring all negative quantities back to zero by following these steps.



Inventory Count

Count Name
First Count

Count By:
Count Everything

Count All

From 0

To ZZZ

Start Count Do Not Count

Setting On Hand Inventory Quantities To Zero

1. From the SalonBiz®/SpaBiz® menu bar, click on the Inventory icon.
2. Click on the Inventory Count button.
3. Name your count.
4. In the Count By field, leave on Count Everything.
5. Click on Start Count.
6. Answer Yes to the warning “Are you sure you wish to count your inventory? Not entering numbers for products will set your inventory to a quantity of zero. Are you sure you wish to continue?”
7. This will pull up a list of all of your products.
8. Click on the Process button at the bottom of your screen.
9. Answer Yes to the warning “Are you sure you wish to process this count? Remember all items not counted will be set to zero. Do you wish to continue?”
10. An Inventory Adjustment will automatically be created which will show you the variance between what was negative and then set back to zero. You may wish to view and print this document to keep for your records.
11. Now your inventory has been set to zero and you are ready to do your first receiving order.



first inventory count

Whether you are correcting negative on hand quantities or receiving your initial order, follow the steps below to receive your products.

Initial Receiving In Of Products

1. Make sure all products exist in Blueprints Inventory and that each has the correct vendor, purchase price and retail price linked to them.
2. From the SalonBiz®/SpaBiz® menu bar, click on the Inventory icon.
3. Click on the New PO button on the bottom left corner of the screen.
4. Select your vendor at the top left corner of the screen.
5. Click on the Add Item button.
6. Go to the List, drop down and select Manufacturer. This will list all products linked to the Manufacturer you have selected.
7. Click on Check All Products button. This will put an X on the far right next to each product.
8. Click on Select All Checked. This will put all these products onto the purchase order for you.
9. You may want to sort the PO by category. You can do this at the top left corner of your screen under vendor.
10. Click on the Print button. You can use this printout to walk around with and write down your physical count amounts.
11. Click on the Set PO to In Process button.
12. Answer Yes to the question "Are you sure you wish to process this PO?" This puts your PO in waiting until you are ready to receive your products in. Click the Return to Previous Screen button.
13. Repeat these steps for every vendor you have.

Product Code	Product Name	Cost	Retail	On Hand	On Order	Min	Max	Last Order	Last Sold
0180841100	A Little Soft Control	\$3.50	\$7.00	3	0	2	3	8/6/2002	2/27/2002
0180843612	Active Composition 2oz	\$9.00	\$18.00	4	0	2	3	3/17/2003	2/8/2002
0180847134	After shave Balm	\$5.50	\$11.00	3	0	2	3	11/25/2001	6/27/2002
0180848702	Agave Eye Liner	\$5.50	\$11.00	2	0	2	3	8/6/2002	3/17/2002
0180844088	Au O Sol 15oz	\$9.00	\$18.00	3	0	2	3	3/20/2003	12/21/2002
0180846330	Alabaster Glass	\$9.00	\$18.00	5	0	2	3	3/16/2002	No Date
0180841702	All Sensitive Body Formula	\$3.00	\$6.00	2	0	2	3	11/27/2002	No Date
0180841121	All Sensitive Cleanser 50ml	\$5.07	\$7.50	5	0	2	3	6/17/2002	6/12/2002
0180841151	All Sensitive Moisture 50	\$5.75	\$11.50	7	0	2	3	6/16/2002	6/4/2002
0180841121	All Sensitive Toner 50ml	\$3.75	\$7.50	6	0	2	3	6/16/2002	6/4/2002
0180842614	Almond Shadow	\$5.00	\$10.00	1	3	2	3	3/25/2002	3/23/2002

City	Rec	Item Number	Product Name	Type	Margin	Cost	Ext. Cost
1	0		nd Shadow	Retail	50.00	5.00	5.00
1	0		ze Pressed Powder	Retail	50.00	8.75	8.75
1	0		Eye Liner	Retail	50.00	5.50	5.50
1	0		Eye Liner	Retail	50.00	5.50	5.50
1	0	018084087039	Agave Eye Liner	Retail	50.00	5.50	5.50
1	0	018084111215	All Sensitive Toner 50ml	Retail	50.00	3.75	3.75
1	0	018084111215	All Sensitive Toner 50ml	Retail	50.00	3.75	3.75
1	0	018084112212	All Sensitive Cleanser 50ml	Retail	32.90	5.97	5.97

Receive The Product

1. Click on the Inventory icon. Go to View List drop down and select Purchase Order. This can be located on the bottom left corner of your screen. It is right above the new PO button.
2. Go to Filter By drop down and select In Process. This can be located to the right of View List. Your PO's will list in the top area of the screen. Highlight the PO by single clicking on it.
3. Click on the New RO from PO button at the bottom of your screen.
4. The purchase order now becomes a receiving order. You will notice the screen is now a red color.
5. Go to the REC (received) column and use your printout to type in what you physically counted for each product.
6. Once you have completed entering your count, click on Process PO and RO. This will update your inventory by locking in your cost and retail prices, as well as setting your on hand quantity.
7. Repeat these steps for all of the PO's that you created for each vendor.

ItemNum	Vendor#	Product Name	POQty	PORec	Rec	BO	Type	Margin	Cost	Ext. Cost
Calm Comp	018084215029		1	0	2		Retail	50.00	9.00	18.00
018084080429	0180840804	Brow & Lash Brush	1	0	6		Retail	50.00	4.00	24.00
018084083307	0180840833	Alabaster Glass	1	0	2		Retail	50.00	9.00	18.00
018084083307	0180840833	Alabaster Glass	1	0	4		Retail	50.00	9.00	36.00
018084083307	0180840833	Alabaster Glass	1	0	5		Retail	50.00	9.00	45.00
018084083345	0180840833	Almost Adbbe	1	0	7		Retail	50.00	9.00	63.00
018084084229	0180840842	Almost Dawn	1	0	10		Retail	0.00	9.00	90.00
018084085141	0180840851	Almond Shadow	1	0	6		Retail	50.00	5.00	30.00



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Frequently Asked Questions

What if everything does not show up on my inventory list?

If you are missing certain products or entire categories there could be an issue with the individual product file. In Blueprints under the Inventory icon highlight Products in the Table To Edit field. Type in the product that you are missing and open up the Product Information file. In the product information file make sure there is a category and sub-category linked to the product. Also verify the manufacturer and the vendor is correctly linked as well.

What if I only have a few items with negative quantities?

If there is a manageable amount of negative quantity items you can easily correct the on hand amounts by making an inventory adjustment. Make sure you enter in the amount to bring the negative back to zero as well as the correct amount on hand.

Is there a report to see how many items total are negative?

Yes. Under reports sub-categories products select the negative quantity products report. It will show you by vendor the products that are showing negative quantities.

When is the best time to do the inventory count?

Since this count is crucial to your beginning inventory it is highly recommended to do this count when you are closed. It is too difficult when you are open to keep track of sales and count your entire inventory.

What if I have open receiving orders that I have already processed?

If you have accidentally created duplicate receiving orders you can easily void the duplicate. From the Inventory icon go to Receiving Order in the View List field and view the Open Receiving Orders. Double click on the duplicate and click on the Void button.

Customer Support 888.809.2802

Our Customer Support team is ready to assist you.

