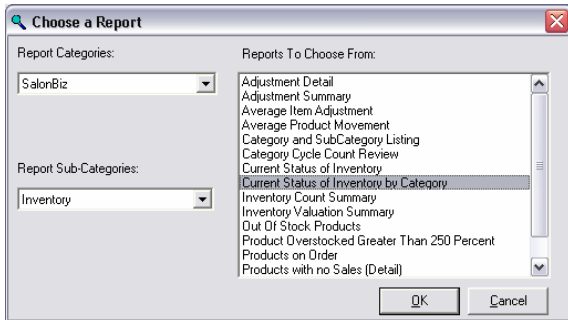


# year end recommendations

The following steps are recommended to complete the current year and prepare for the New Year.



## Current Status Of Inventory By Category Report (Before The Count)

*This report looks at the inventory you have “on-hand” at the time it is created. It is similar to taking a photograph – it takes a count of the inventory at a moment in time. Its purpose is to record the current inventory prior to the count.*

***This report cannot be generated for a past day or time frame.***

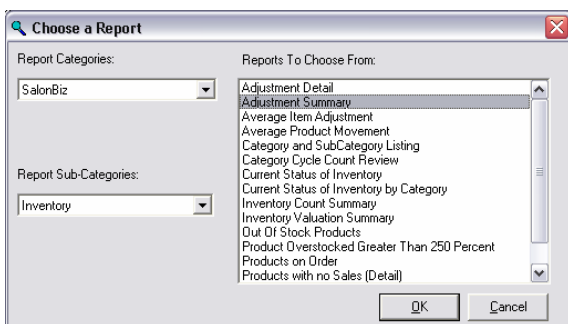
Create the report and print it prior to and immediately after doing a full inventory count.

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 drop down menu.
4. Select the Current Status of Inventory by Category report.
5. Click the Ok button.

## Full Inventory Count

*We recommend that you perform a full inventory count at the end of the year to ensure accurate inventory count posting. This will enable you to begin your new year with an updated inventory count as well as provide inventory cost to your financial advisors.*

If you need inventory count step-by-step assistance please view our inventory counts quick reference guide at:  
[http://www.extendedtechnologies.com/guide\\_inventory\\_count.php](http://www.extendedtechnologies.com/guide_inventory_count.php).



## 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.*

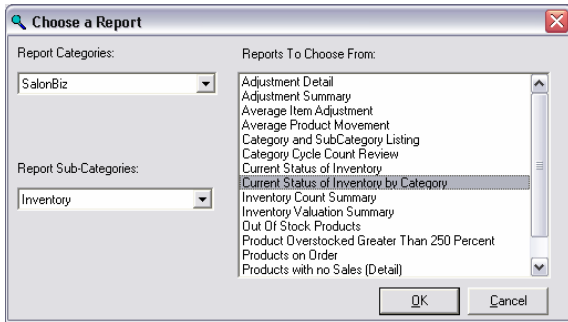
1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Click on the Open button.
3. Select Inventory in the Report Sub-Categories drop down menu.
4. Select the Adjustment Summary report.
5. Enter the date range for the report.



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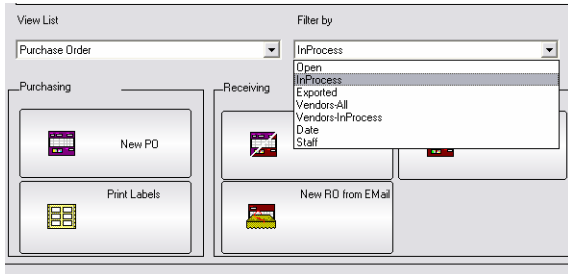
### Current Status Of Inventory By Category Report (After The Count)

*This is the same report mentioned above it is our recommendation to print it before and after your inventory count. Giving you a record of inventory after the count including adjustments that were made from the count, which provides an audit trail.*

***This report cannot be generated for a past day or time frame.***

It is imperative for you to print this report after you close the day on the last day of the year or before you open on the morning of the first day of the year (prior to any sales transactions being made).

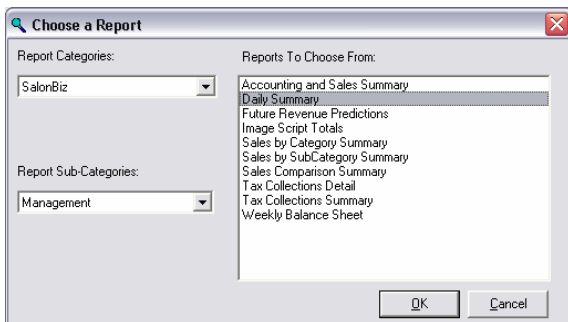
1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Click on the Open button.
3. Select Inventory in the Report Sub-Categories field.
4. Select the Current Status of Inventory by Category report.
5. Click the Ok button.



### In Process Purchase Orders

*This list displays all purchase orders that were “in process” at the end of the calendar year. It is important to print this list so that you know how much inventory is in transit at this time.*

1. From the SalonBiz®/SpaBiz® menu bar, click on the Inventory icon.
2. In the View List drop down menu, select Purchase Order.
3. Select InProcess from the Filter by drop down menu.
4. If there are any in-process purchase orders listed, click the Print List button.



### Year End Daily Summary Report

*This report displays payment, sales and ticket averages for the selected time frame. It is often created daily, monthly and at the end of the calendar year.*

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Click on the Open button.
3. Select Management in the Report Sub-Categories field.
4. Select the Daily Summary report.
5. Enter the date range.
6. The report will be displayed on the screen. Click the Print button.



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# Frequently Asked Questions

## **Why should I do a year-end count?**

To establish an accurate count of your on hand inventory quantities. In addition to determining your cost (what your retail is worth) for accounting purposes for the new year.

## **When should I print the Current Status of Inventory by Category report?**

It is very important that the Current Status of Inventory by Category report is created at the close of day on December 31, or before beginning sales transactions on your first business day of the New Year. It is our recommendation to print the report prior to and after a full inventory count.

## **Why should I print the Current Status of Inventory by Category Report?**

It is crucial to print this report after the close of day and before the first transaction takes place because this report cannot be generated for a past day or time frame. We advise printing the report before and after a full inventory count so that you have a record of inventory after a count, which includes all adjustments that were made from the count and will then provide you with an audit trail.

**Customer Support 888.809.2802**

Our Customer Support team is ready to assist you.

