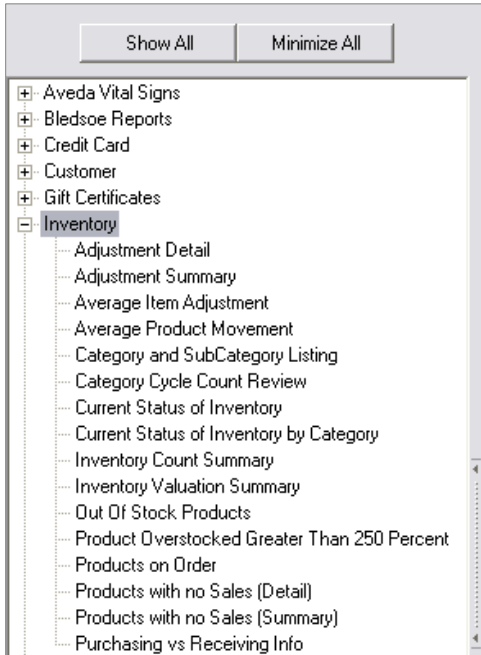


inventory reports

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 primarily used to set inventory levels.

1. From the SalonBiz[®]/SpaBiz[®] menu bar, click on the Reports icon.
2. Double click on Average Product Movement from the report list side navigation. You will find it under the Inventory category.
3. Enter the date range for the report.
4. 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. Double click on Adjustment Summary from the report list side navigation. You will find it under the Inventory category.
3. 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. Double click on Current Status of Inventory by Category from the report list side navigation. You will find it under the Inventory category.

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. Double click on Out of Stock from the report list side navigation. You will find it under the Inventory category.

