

# Adjustment Summary Report Guide

The Adjustment Summary report displays the reasons that items were adjusted in and out of your inventory stock. It also gives you the dollar amounts associated with those adjustments.

## When to create the report

We recommend reviewing this report weekly and monthly.

## How to create the report

1. From the SalonBiz/SpaBiz menu bar, click on the Report icon.
2. Double click on Adjustment Summary from the report side navigation. You will find it under the Inventory category.
3. Enter the beginning date and ending date for the report.

## What it tells you

The report is separated into 3 areas:

- Adjustments by Reason - the reason items were adjusted
- Adjustments by Staff - who is performing the adjustment
- Adjustments by Categories - the product categories that are being adjusted
  
- - Adj Qty - the number of products that were adjusted out and removed from your on-hand inventory stock
- - Adj Cost - the dollar amount associated with the products that were adjusted out and removed from your on-hand inventory stock
- + Adj Qty - the number of products that were adjusted in and added to your on-hand inventory stock
- + Adj Cost - the dollar amount associated with the products that were adjusted in and added to your on-hand inventory stock

## How it's used

This report is used for calculating your professional product cost - the cost of products associated with performing services. We recommend creating "professional use/backbar" adjustment reasons for each service department so that you can view that department's product usage. This gives you the ability to calculate the percentage of product cost for that department as a percentage of its total sales.

It is also used in tracking your cost associated with retail testers. It tracks products that were damaged and items that were transferred to your other locations. It can also be used to track donations, making it easy to total in tax season.



## Adjustment Summary for 4/1/2008 to 4/30/2008

### Adjustments by Reasons

Reason	(-) Adj. Qty	(-) Adj. Cost	(+) Adj. Qty	(+) Adj. Cost
Backbar/ Color	-1,109	(\$6,441.68)	0	\$0.00
Backbar/ Design	-80	(\$709.03)	0	\$0.00
Backbar/ Spa	-53	(\$512.05)	0	\$0.00
Damaged / Broken	-5	(\$19.50)	0	\$0.00
Mistake In Count	-93	(\$697.00)	66	\$656.66
Shrinkage	-1,298	(\$7,814.40)	1,264	\$9,695.45
Supplies	-188	(\$257.09)	101	\$65.85
Tester / Internal Use	-29	(\$291.00)	0	\$0.00
Transfer -	0	\$0.00	13	\$78.15
Transfer -	0	\$0.00	2	\$44.70
Transfer -	-2	(\$21.00)	0	\$0.00
Transfer -	0	\$0.00	27	\$116.20
<b>Total</b>	<b>-2,857</b>	<b>(\$16,762.75)</b>	<b>1,473</b>	<b>\$10,657.01</b>

### Adjustments by Staff

Staff	(-) Adj. Qty	(-) Adj. Cost	(+) Adj. Qty	(+) Adj. Cost
B	-1,382	(\$7,946.59)	357	\$1,629.52
C	-4	(\$27.80)	0	\$0.00
E	0	\$0.00	1	\$70.00
J	-173	(\$973.96)	52	\$435.76
N	-1,298	(\$7,814.40)	1,063	\$8,521.73
<b>Total</b>	<b>-2,857</b>	<b>(\$16,762.75)</b>	<b>1,473</b>	<b>\$10,657.01</b>

### Adjustments by Categories

Category	(-) Adj. Qty	(-) Adj. Cost	(+) Adj. Qty	(+) Adj. Cost
Accessories	-13	(\$58.50)	8	\$85.08
Air Care	-1	(\$9.25)	0	\$0.00
Aveda Men	-4	(\$39.00)	19	\$173.00
Discontinued Items	0	\$0.00	12	\$144.00
Earth Month 2008	-1	(\$10.00)	0	\$0.00
Gift	0	\$0.00	39	\$246.78
Hair Care	-102	(\$898.00)	5	\$97.50
Makeup	-11	(\$68.50)	0	\$0.00
No Category	-1,298	(\$7,814.40)	1,265	\$9,702.55
Personal Blends	-8	(\$149.60)	0	\$0.00
Purefume & Lifestyle	-1	(\$35.00)	0	\$0.00
Skin Care	-5	(\$50.50)	0	\$0.00
Supplies	-183	(\$217.21)	100	\$58.75
Supplies Professional	-1,230	(\$7,412.79)	25	\$149.35
<b>Total</b>	<b>-2,857</b>	<b>(\$16,762.75)</b>	<b>1,473</b>	<b>\$10,657.01</b>