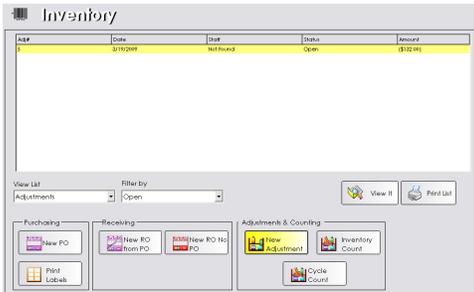# inventory adjustment

Creating an inventory adjustment is an effective way of altering your on-hand inventory without making a sale.

Making an Inventory Adjustment

1. From the SalonBiz®/SpaBiz® menu bar, click on the Inventory icon.
2. From the View List field, choose Adjustments.
3. Verify that there are no open adjustments on the list displayed. If there are open adjustments, double click on the open adjustment and follow steps 5-9 below.
4. Click on the New Adjustment button, the Inventory Adjustment screen will be displayed.
5. Click on the Item Number column then scan the item. If you are unable to scan an item, click in the Description field and type the first few letters of the name of the item. Then press the Enter key. Choose the item from the list by clicking once on it and then click the Select button.
6. Select the adjustment reason – all products used to perform a service should be adjusted to the Backbar / Professional Use reason.
7. Repeat step 5 for all items. Make sure to change the adjustment reason if the product was used for a different use than the one listed above it.
8. Verify that the correct quantity was recorded. The system defaults to negative one, so make sure that you change this number if you are removing more than one item or adding an item.
9. When you have completed entering all of the items to be adjusted, click the Process button.

frequently asked questions

When should I do an inventory adjustment?
Adjustments should be created as soon as the product is opened, damaged or received.

Can I create my own adjustment reasons?
Yes, from Blueprints, click on the Inventory button and go to the Table to Edit box at the top of the screen and scroll up until you see Adjustment Reasons. From here click on Adjustment Reasons and by clicking the Add icon you can create the reasons that you need. Adjustment reasons can also be edited or deleted from this screen.

When should I process an inventory adjustment?
All adjustments should be processed before you close the day.

What is the difference between Backbar and Tester?
A backbar adjustment is a product that is used within the salon/spa to perform a service. While a tester adjustment is a product that is used in the salon/spa to support a retail sale.

What if I make a mistake?
Mistakes can always be corrected by creating another adjustment.

How can I adjust my on-hand quantity from a negative to a positive?
An example of how to adjust a negative quantity to a positive on-hand quantity would be if you had a mistake in your regular inventory counts and now you are showing a –5 (negative 5), when you really have +5 (positive 5) on-hand. You would need to create an adjustment for +10 (positive 10) with the Adjustment Reason – Mistake In Count. It is important to remember you cannot just add 5; rather you need to add the appropriate amount to get back to even (zero) and then add what you actually have on hand.