

negative inventory

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

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.

Inventory Count

Count Name

Count By:

Count All

From

To

 Start Count

 Do Not Count

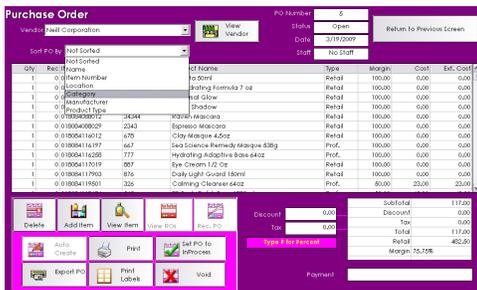


first count

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 automatically put all of 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 and write down your physical count amounts.
11. Click on the Set PO 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.



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 (right above the new PO button).
2. Go to the Filter By drop down menu and select In Process. This can be located to the right of View List. Your PO's will be listed in the top area of the screen. Highlight the PO by clicking on it once.
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 the Process PO and RO button. 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.



frequently asked questions

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

If you are missing certain products or entire categories of products, 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. Verify the manufacturer and the vendor is correctly linked and price is accurate.

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 appropriate amount to bring the negative back to zero as well as the correct amount on hand.

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.

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

Yes, under the product sub-category of reports, select the negative quantity products report. It will show you by vendor each of 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.

