

Use this checklist if you've recently imported a fresh product database. Following these steps will set you up for inventory success.

**Perform a Full Inventory Count**

A full count is important so that your system knows exactly what you have available to sell and professional items to use. It is best to count on a day that you are closed. Before getting started, make sure to:

- ▶ Close all open tickets
- ▶ Close all old open shifts and days
- ▶ Close all open inventory adjustments
- ▶ Close all open receiving orders
- ▶ Void any old open inventory counts

**Set Mins & Maxes**

Setting your product minimum and maximum levels will drastically impact your inventory management and allow you to auto-create purchase orders.

**Set Cycle Counts**

Performing regular inventory counts will ensure that your inventory is always up-to-date. Counting will enable you to see if mistakes are occurring during the receiving process, alert you to items that are out of stock and bring to mind any shrinkage you may be experiencing. Cycles group your stock so that there are not as many items to count at one time. Our recommended cycle saves tons of time and keeps your on-hand quantities accurate.

<b>Week</b>	<b>Retail</b>	<b>Professional</b>
1	Hair Care	Professional Hair Care
2	Makeup	Professional Color
3	Skin Care Body Care Lifestyle	Professional Skin Care Professional Body Care Professional Lifestyle
4	Travel Tower * Other Items Includes other products carried by the salon and seasonal products (BCA, Earth Month, Holiday)	Support Material

## Inventory 101

Managing your inventory is an important part of the success of your business. An emphasis should be placed on creating and maintaining systems so that costs and revenue can be properly calculated. We are here to support you! Check out our [Inventory 101 guide](#) or join our Education team for a free [online workshop](#) held each week.