

cycle counts

Cycle counts are a way to count your inventory by grouping it so that there are not so many items to count at one time.

Adding a Cycle Count

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Inventory button.
3. Choose Cycle from the Table to Edit box.
4. Type the name of the cycle you wish to add and click the Add button.
5. Choose Category in the Cycle By field.
6. Click the Add Count button.
7. Type the name of the count (within the cycle) that you wish to add.
8. Click in the Select a Category to Add field and choose the category.
9. Click the Add Category button.
10. Repeat steps 7-9 for each count you wish to have within this cycle.

Cycle Count

1. Make sure ALL open sales tickets are processed.
2. Process ALL open inventory adjustments.
3. Make sure there are no open Receiving Orders.
4. Verify that ALL Purchase Orders are in process and are accurate.
5. From the SalonBiz®/SpaBiz® menu bar, click on the Inventory icon.
6. Click the Cycle Count button.
7. In the Add a New Count area, choose the cycle to count from the Cycle field. For this example Week 1 – Hair Care and Supplies Professional.
8. Choose Hair Care from the Count field (or the first one in your list), click the Add Count button.
 - Repeat this step for all items in the Count drop down menu.
9. Click the Start Count button.
10. Answer Yes to the message “Are you sure you wish to create this count?” Note: if you are counting while the store is open, void this count and recreate it again when you are ready to enter the quantities.
11. Physically count all of the items on the list and record the quantity in the Count column on the Inventory Count Sheets.
12. Enter the number of products counted in the Count column. Press the Enter key after each entry to move to the next item.
13. Click the Process button.
14. A confirmation screen will notify you that an Inventory Adjustment was automatically created to adjust the items with errors. Answer Yes to view the adjustment.
15. Review the Inventory Adjustment and follow your inventory procedure for recording and/or filing the count sheets and the adjustment.
16. Click the Return to Previous Screen button.
17. Repeat steps 5-17 for any other categories in this week’s cycle count.

Product	Item#	Location	Staff	Qty	Count	Error	Sleep
1 Natural Black	01 8044354621	-1	-1	0			
2 Natural Lightest Blonde	01 8044357002	-1	-1	4			
3 Natural Dark Brown	01 8044354643	-1	-1	2			
4 Natural Medium Brown	01 8044354657	-1	-1	0			
5 Natural Light Brown	01 8044354659	-1	-1	0			
6 Natural Lightest Brown	01 8044354670	-1	-1	0			
7 Natural Dark Blonde	01 8044354629	-1	-1	0			
8 Natural Medium Blonde	01 8044354644	-1	-1	0			
9 Natural Light Blonde	01 8044354646	-1	-1	0			
10 Natural Very Light Blonde	01 8044354652	-1	-1	0			Beep
Aveda Smock Large	01 8044354626	-1	-1	0			
Aveda Smock Medium	01 8044354627	-1	-1	1			
Aveda Smock Small	01 8044354628	-1	-1	0			
Aveda Spray Bottle	01 8044357229	-1	-1	0			
88 Aveda Retail Lotion 1.7oz	01 8044357226	-1	-1	0			
89 Aveda Retail Pump 5.0z Count	01 8044354432	-1	-1	0			



frequently asked questions

Why should I do cycle counts?

Performing cycle counts will ensure that your inventory is up-to-date. Performing the counts 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.

When should I count my Backbar/Professional cycle?

You may wish to create a count that includes your supplies and professional items. Follow the steps listed above to create these counts. Due to the importance these products play in your business, we recommend that the Supplies and Professional counts be performed each week to ensure accuracy.

Why do I need to void the count if I am counting while open?

Mistakes in your on hand quantities are common if you create a count while you are actively open for business. The computer takes a snapshot much like a Polaroid picture of your inventory when a count is created. If you sell several items in between the time you create your count and actually enter in the inventory, those items sold will not be accounted for from the sale (they are still on the picture).

Can I leave the count screen and come back to it?

Sure, if the Inventory Count is no longer displayed on the computer screen, click the Inventory button from the SalonBiz®/SpaBiz® menu. Then choose Inventory Count from the View List field, choose Open from the Filter By field, and double click on the count you created earlier.

When should I do my cycle counts?

It is best to perform your counts when your business is closed or on a slower day of the week so that you can focus on counting while transactions are limited or not taking place.

