ANTHOLOGY

3rd party Custom Data Conversions

Welcome to Anthology!

As part of implementing Anthology at your store, you may be considering a data conversion of your electronic files into your Anthology database. This document covers some basic information on converting files. In most cases you may have already provided a sample of your data files to us for an initial review of feasibility.

Data Conversion Overview & Cost Estimate

There are a variety of systems you may have been storing your data in prior to implementing Anthology. We have successfully converted many data sets from several third-party inventory control systems such as IBID, Wordstock, etc., along with MS Excel files, MS Access files, CSV, TXT, etc. In most cases these conversions were of Inventory files, Publishers/Distributors and Customers. Bear in mind that certain data structures are required to convert history type files.

On average a standard data conversion takes a day or two depending on the size of the data and the quality of the data. Live data conversions can only be scheduled and started after a period of review and discussion with your conversion specialist as they'll need time to understand the structure of your data files and how you use the various fields/values. They may ask you to experiment with some sample data ahead of the live conversion to ensure a good fit with your data and how it is converted. Note that overnight/weekend conversions are not available.

Typical Conversion Items

If you are providing XLS/CSV/TXT based files, each major data type has a baseline cost, with any data cleanup and manipulation being charged an additional hourly basis of $125/hr. Early testing will help spot any data issues and give you time to address ahead of the live conversion.

Major Data Types available for Conversion

- **Note this requires an initial XLS/CSV/TXT file with clear record labels in first row. Data cleanup/manipulation done $125/hr**
- Inventory records ($300) – Fields available: ISBN/UPC, Title, Author, Department, Section/Category, Media/Binding, Publisher, Distributor, PubDate, Retail price, List/CostBase price, Onhand, Notes, TotalSold, Monthly Sales bucket #'s for last 24 months.
- Customer records (contact information only – phone numbers may need cleanup $150) – does not include detailed customer sales history
- Vendor records (contact information only – phone numbers may need cleanup $150) – does not include draft, open, or completed receiving history
- Inventory supporting files: Section, Department and Media ($125)
- Frequent Buyers Book club/reward balances ($175) – Requires initial verification of club methodology trigger/reward system.
- Gift Card # & Balance amount ($175)
- Customer Trade Credit/UsedBook balance ($175)
- Please note **– NOT NORMALLY CONVERTIBLE** – Detailed Sales & Receiving History, outstanding Purchase Orders, or outstanding Customer Back Orders. Only "TotalSold" and monthly sales totals for 2018 and 2019 can be converted if provided.

Important items to keep in mind:

- Likely several other stores are looking to convert their data around the same time your store may be. It is critical to get this process started right away and allow enough lead time. Data conversions cannot be done on short notice. If you must delay, rescheduling the live conversion date must be done at least 2 weeks in advance to ensure availability. Data conversions are not done on weekends or overnight, they are done only during regular office hours (M-F 9-5pm EST).

- Because of widely different methods of data storage/structure, it is not possible to convert detailed sales or receiving history. Some summary details may be possible and will be reviewed on a case by case basis.

- Once the sample data has been reviewed, the data for live conversion must be in the same layout and format. Changing layout and formats in between will require additional review & time. Files must either contain a field name as an initial row or be accompanied by an explanation of each data field, it's type (i.e. character vs numerical vs integer) and usage.

- It's best to hold off on using your install of Anthology until the initial data review has been completed. Depending on the timing of the live conversion, your data, and conversion requirement, populating your Anthology program with inventory records, customers, sales/receiving too soon could lead to lost information when the live converted data is put into place. Your implementation and conversion specialists will help you decide when it's safe to start adding new records to your Anthology database.

- Consider how you use your current data set. Are there some fields you use differently than how the field is labeled? For example, do you possibly use an "Author" field in inventory to track the Edition of an item? Is your "List" price your true Cost or the publishers' printed Cover price? Do you need to be able to search the contents of some fields versus just sort the contents in a report? It's best to assume your conversion specialist may not guess accurately how you use some of your data. Let your conversion specialist know of any special situations with your data and how you typically use the information. They can help decide if some data should be converted into a different field of Anthology.