Anthology, Inc.

Basic Receiving Methods Overview

Receiving is the process by which new inventory is received into Anthology. Some booksellers are unclear why they need to work through the process of receiving items. Receiving is important because it:

- Updates the quantity on hand
- Tracks price paid for a specific item -which gives you accurate costing information (COGS)
- Tracks where an item is at within the ordering process (i.e., came in on shipment #2, backordered last week, canceled, etc.)
- Defines what exactly you owe your vendors, and what they owe you
- Tracks the wholesale value of your inventory.

Anthology has identified seven areas of receiving that are critical to check during the receiving process. We've named them for your convenience:

- Quantity –venders do not always deliver the quantity they intend to. It is critical to accurately record the quantity received.
- Price – the price of the book can change from the time you originally entered the inventory record to the time you receive the item.
- Discount – The discount you received for that item may be different then what you recorded on your receiving memo in Anthology
- ISBN – an ISBN can change. For example, it changes when it is published by a different publisher. If you don't check this during the receiving process, you will add a new inventory record to Inventory and a new item to your Receiving Memo incorrectly.
- Omission – You ordered it, but the vendor's records don't show that in their system. Items on the receiving memo are neither listed on the packing list nor in the box, but they are on your receiving memo in Anthology.
- Replacement / addition- The vendor replaces or adds a book you didn't order.
- Damaged – Are there any items that arrived damaged?

The status of a PO changes as it moves through the ordering process:

- Draft – While a PO is in the Purchase Orders screen, it has a status of Draft. A Draft PO is just what the name implies—a work in progress. Its items are not yet on order. When you are ready to place your order, select F12 Post. The PO moves from the Purchase Order screen to the Receiving screen and the status changes from Draft to Open. When you place an electronic order and process the confirmation file, the PO is posted automatically.

- Open – When you Post your Draft PO, you are telling Anthology that you placed an order with your vendor and Anthology is now ready to receive. The PO has moved to the Receiving screen and the On Order fields are updated. An open PO is the same as a Receiving Memo.

- Shipment – When a shipment arrives from your vendor, you will edit the Receiving Memo to reflect what you have and have not received. When you Post these changes, a Shipment document is created. A single PO may have multiple Shipments associated with it.

- Complete – When all its shipments have been posted and all items on the PO have been resolved (either received or canceled) then the status of the PO changes from Open to Complete.

Because it is critical to check these seven areas of concern, Anthology recommends you check your packing list to your Anthology Receiving Memo regardless of the method you choose for receiving, including Receive All.

Anthology also recommends that you fill in Vendor Invoice Information. It's optional and there will be times when it's not opportune to do so. If you do fill in the information you will cross checking the accuracy of your receiving.

New booksellers want to work through the receiving process as quickly as possible, but it's critical to do your receiving properly. Our experience tells us that the speed booksellers gain in the beginning of the receiving process – they pay for in the end. All three methods below have possible shortcuts. Some may use the invoice information as a shortcut, assuming that if the invoice matches the receiving memo, the seven areas of concern have been covered. This is a reasonable assumption, but not always accurate. Its inaccuracy would depend on which method of receiving you chose.

We are not recommending shortcuts. Only you can decide what is best for your business.

Broadly speaking, there are two different receiving situations:

- Receiving electronic orders you created in Anthology and sent as an electronic order to your vendor. You received an electronic confirmation as part of that

process. This is the easiest case, where receiving may involved little more than pressing F12 Post.

- Manual receiving the order you created in Anthology and then sent to the vendor by mail, fax, or email. This is still the most common way that receiving gets done, and it is potentially also the most complex.

Receiving electronic orders

Receiving electronic orders will be discussed in a future documentation.

Manual receiving

This document assumes that you created a Purchase Order in Anthology, placed that order with your vendor and now have a shipment to receive. This document also assumes that you did not order your inventory electronically. The dynamics of receiving against open receiving memo electronically placed are different and will be covered elsewhere.

There are many ways to receive non-electronic orders in Anthology; this document will cover three of them: Receiving against a Packing List, Receiving by Exception and Receiving in Scan Mode. No matter which way you decide to receive your shipment, wait until you've entered the shipment into Anthology and posted it before you shelf the books.

Receiving against a Packing List

Receiving against a packing list and receiving by exception are very similar. You begin by comparing the packing list with the items received in the shipment. Next you will compare the packing list with your Receiving Memo in Anthology. Consider if you want to receive by exception or not. If you received the majority of your Purchase Order, receiving by exception method may be more efficient.

In both cases you will start at the top of the receiving memo/packing list and work your way down line by line, comparing the details of each item from the packing list to the receiving memo, checking for the seven areas of concern.

Quick Steps for Receiving against a Packing List:

1. Compare Packing List with the items in the shipment
2. Find the Receiving Memo in Anthology
3. Reorganize the grid
4. Compare Packing List to the Receiving Memo
5. Starting at the top, edit each item as needed, checking for the seven areas of concern
6. Save the change into the grid

7. Continue until the items received are entered into the Receiving Memo
8. Verify your Receiving Memo and enter the Vendor Invoice information
9. F12 Post

Details:

1. Begin by comparing the books in the shipment to the packing list that accompanies the shipment. Mark how many you've received of each item, mark any items that show as being shipped but was not in the shipment, write in items that you received but didn't order, and mark the books that were damaged.

2. Locate your Anthology Purchase Order number on the packing list. (This document assumes all the merchandise in the shipment was ordered on a single PO. Sometimes vendors will send items (usually back orders) from several POs in a single shipment. This case will be covered elsewhere.)

3. Locate the open Receiving Memo on the List page in Anthology (Inventory Control | Receiving.) You can do this by searching on PO # or by searching on Vendor name. Once you select the correct PO, click on the Details tab.

4. Re-organize the grid. Note what order the packing list is in: ISBN/SKU or title/description order. The most common is title/description order. On the Receiving Memo click on either the ISBN or the Title/Description column heading. The grid will re-organize. Organizing the grid will increase your speed and ease during receiving.

5. Compare items on the packing list to the receiving memo: after reorganizing the receiving memo, select the first item in the grid. This should be the first item on your packing list. Did you receive this item? How many? If you received some but not all, what reason did the vendor give for the short shipment?

6. Enter/edit the details: the Line Item Entry Fields begins below the grid. Find the received (Rec'd) field and change it to the quantity on the packing list. If you didn't receive the full quantity of this item, go to status field and select the reason code closest to the vendor's reason. If the price has changed, edit the Retail and List price to reflect that change. If the discount is different or missing edit the Disc% field. If you didn't receive this item at all, press the down arrow on your keyboard to drop down to the next line.

7. Enter your changes: click on the Save Line Item arrow to save your edits to the grid. Anthology automatically drops down to the next line. Repeat steps 5 & 6. It automatically drops down to the next line. Continue until the packing list has been completely entered on the receiving memo. You may want to save your work periodically using the F10 key.

8. Item is not on the PO: if you come across an item that was shipped to you but was not on your original PO, you need to decide if you will keep it. If you decide to keep it you can add it by using F5 New Line. Before you do, verify that it is not a changed ISBN or a backorder from another PO. If the item does not have a Master File Inventory record associated with it, Anthology will prompt you to create it.

9. Verify the receiving memo before posting. Double check your work. Are the quantity received, prices, discounts and status all correct? If you know the shipping charge - did you enter it? If you are entering invoices, did you enter the vender invoice information? (Actions | Vendor Invoice Information) Does the Vendor invoice information match the receiving memo? If it does not, your receiving is not accurate. Recheck your work.

10. Post the shipment: when you are confident that information entered in the receiving memo is correct and complete, F12 Post. Note that a shipment record has been created on the List tab and the quantity on hand for the items received has gone up accordingly.

11. When you receive the full amount of an item ordered and you post it, the line (the item) becomes complete and the line item entry fields gray out on the Receiving Memo. You can no longer edit the receiving for this item on this PO.

12. PO has a status of Open: the receiving memo has a status of open because there are still items to be received. Before entering future shipments look for the Show Completed Items check box on the bottom right-hand side of the screen and uncheck it. Un-checking this box will show you only the items that are open to be received.

13. Completing the PO: when all shipments have been posted and all items have been resolved (received, canceled, out of stock, out of print, etc) then the status will change to Complete.

Receive by Exception

Receiving against a packing list and receiving by exception are very similar. You begin by comparing the packing list with the items received in the shipment. Next you will compare the packing list with your Receiving Memo in Anthology. Consider if you want to receive by exception or not. If you received the majority of your Purchase Order, receiving by exception method may be more efficient.

In both cases you will start at the top of the receiving memo/packing list and work your way down line by line, comparing the details of each item from the packing list to the receiving memo, checking for the seven areas of concern.

Quick Steps for Receiving by Exception:

1. Compare Packing List with the items in the shipment
2. Find the Receiving Memo in Anthology
3. Reorganize the grid
4. F6 Receive All
5. Compare Packing List to the Receiving Memo
6. Starting at the top, edit each item as needed, checking for the seven areas of concern
7. Save the change into the grid
8. Continue until the items received are entered into the Receiving Memo
9. Verify your Receiving Memo, enter the Vendor Invoice information and shipping charges
10. F12 Post

Details:

1. Begin by comparing the books in the shipment to the packing list that accompanies the shipment. Mark how many you've received of each item, mark any items that show as being shipped but was not in the shipment, write in items that you received but didn't order, and mark the books that were damaged.

2. Locate your Anthology Purchase Order number on the packing list. (This document assumes all the merchandise in the shipment was ordered on a single PO. Sometimes vendors will send items (usually back orders) from several POs in a single shipment. This case will be covered elsewhere.)

3. Locate the open Receiving Memo on the List page in Anthology (Inventory Control | Receiving.) You can do this by searching on PO # or by searching on Vendor name. Once you select the correct PO, click on the Details tab.

4. Re-organize the grid. Note what order the packing list is in: ISBN/SKU or title/description order. The most common is title/description order. On the Receiving Memo click on either the ISBN or the Title/Description column heading. The grid will re-organize. Organizing the grid will increase your speed and ease during receiving.

5. Mark all items as received: select F6 Receive All. Select "Yes" to move outstanding quantities to rec'd fields.

6. Compare items on the packing list to the receiving memo: after reorganizing the receiving memo, select the first item in the grid. This should be the first item on your packing list. Did you receive this item? How many? If you received some but not all, what reason did the vendor give for the short shipment?

7. Check/Edit the details: the Line Item Entry Fields begins below the grid. Find the received (Rec'd) field. If you didn't receive the full quantity of this item, change it to the quantity on the packing list. Then go to status field and select the reason code closest to the vendor's reason. If the price has changed, edit the Retail and List price to reflect that change. If the discount is different or missing edit the Disc% field.

8. Enter your changes: click on the Save Line Item arrow to save your edits to the grid. Anthology automatically drops down to the next line. If none of the details changed, press the down arrow on your keyboard to drop down to the next line. Repeat steps 6 & 7. Continue until the packing list has been completely checked against the receiving memo. You may want to save your work periodically using the F10 key.

9. Item is not on the PO: if you come across an item that was shipped to you but was not on your original PO, you need to decide if you will keep it. If you decide to keep it you can add it by using F5 New Line. Before you do, verify that it is not a changed ISBN or a backorder from another PO. If the item does not have a Master File Inventory record associated with it, Anthology will prompt you to create it.

10. Verify the receiving memo before posting. Double check your work. Are the quantity received, prices, discounts and status all correct? If you know the shipping charge - did you enter it? If you are entering invoices, did you enter the vender invoice information? (Actions | Vendor Invoice Information) Does the Vendor invoice information match the receiving memo? If it does not, your receiving is not accurate. Recheck your work. When you receive by exception you are vulnerable to the issue of Omission.

11. Post the shipment: when you are confident that information entered in the receiving memo is correct and complete, F12 Post. Note that a shipment record has been created on the List tab and the quantity on hand for the items received has gone up accordingly.

12. When you receive the full amount of an item ordered and you post it, the line (the item) becomes complete and the line item entry fields gray out on the Receiving Memo. You can no longer edit the receiving for this item on this PO.

13. PO has a status of Open: the receiving memo has a status of open because there are still items to be received. Before entering future shipments look for the Show Completed Items check box on the bottom right-hand side of the screen and uncheck it. Un-checking this box will show you only the items that are open to be received.

14. Completing the PO: when all shipments have been posted and all items have been resolved (received, canceled, out of stock, out of print, etc) then the status will change to Complete.

Receiving in Scan Mode

Scan mode is a fast and simple way to enter the received quantities. Scanning alone will not attend to the seven areas of concern listed at the beginning of the document. **Anthology recommends that you compare the packing list line by line to the receiving memo when you are done entering in the received quantities** (Scanning)**.**

In Scan Mode, Anthology takes the following actions every time a SKU is scanned (or typed) into the ISBN/SKU field in the Line Item Entry area:

- Find the item on the receiving memo
- Assume a quantity of 1
- Enter that quantity into the grid
- Clear the Line item ISBN/SKU field to accept the next ISBN number.

If the next scan is for the same title, the Recd quantity in the grid will be incremented by 1; if a different title is scanned, it will be located and incremented, and so on.

Quick Steps for Receiving in Scan Mode

1. Bring the Shipment to the receiving computer
2. Find the Receiving Memo in Anthology
3. Find the EAN-13 on the first book and scan it
4. Continue until the items received are entered into the Receiving Memo
5. F10 save and fill in the statuses, continue until F10 is grayed out
6. Reorganize the grid
7. Compare Packing List to the Receiving Memo, checking for the seven areas of concern, enter the Vendor Invoice information and shipping charges
8. F12 Post

To Receive using Scan Mode, take the following steps:

1. Begin by placing the shipment boxes near the computer used for receiving.

2. Turn on Scan Mode: on the Details page of Receiving, go to Actions | Scan to turn Scan Mode on. You will notice "Scan Mode" in the color header (usually blue or silver) at the top of the screen. You will also notice that the Line Item Entry ISBN field is now open and ready to receive an ISBN number, and that the other fields in the Line Item Entry area are dimmed out.

3. Find the EAN-13 barcode: pick up a book and find the EAN-13 barcode. EAN-13s are typically on the back cover, but it is common for some mass market paperbacks, cookbooks, and children's books to print the EAN-13 inside front cover instead. Do not scan the UPC code! If you are not sure what the EAN-13 looks like; look at an example in the help system under Special Topics | Understanding Barcodes.

4. Scan the EAN-13 with your barcode scanner. You will hear a beep and then see a flash in the Line Item Entry field. The field will then be blank with the cursor waiting in the ISBN/SKU field for the next scan.

5. If you look at the grid, you will notice that the Recd column has been incremented by 1. Do not click in the grid. (Clicking in the grid will take you out of Scan Mode.) If you are out of scan mode follow the directions above to go back into Scan Mode.

6. Item is not on the PO: if you receive a message that the ISBN "…does not appear on this transaction" it may mean that an item was shipped to you that was not on your original PO. You need to decide if you will keep it. If you decide to keep it you can select "add" or you can add it later by using F5 New Line. Before you do, verify that it is not a changed ISBN or a backorder from another PO. If the item does not have a Master File Inventory record associated with it, Anthology will prompt you to create it.

7. To enter large quantities of an item by hand, simply press <Esc> after scanning the first copy. You will be taken out of Scan Mode and can then change the Recd quantity as needed. Re-enter Scan Mode as described above.

8. Continue scanning EAN-13's. Occasionally check to see that you are still in Scan Mode.

9. Saving your changes: when you click on F10 Save to save your changes, Anthology will prompt you for status on any line partially received. This can be problematic if you want to save it before you completed scanning your shipment. Future versions will prompt for the statuses at Post instead of at Save. In version 4, click on the list tab and Anthology will ask you if you want to save without prompting for the status.

10. Filling in the Statuses: Anthology will prompt you to fill in the Status for each item that was partially received. Select the status that comes closest to the vendor's reason for short shipping as given on the packing list. Click on the Save Line Item arrow to enter the new status into the grid. Select F10 save again. Continue until all statuses have been filled in. When the last one is filled in, the program will no longer prompt you and the F10 save button will gray out.

11. Re-organize the grid. Note what order the packing list is in: ISBN/SKU or title/description order. The most common is title/description order. On the

Receiving Memo click on either the ISBN or the Title/Description column heading. The grid will re-organize.

12. Verify the receiving memo before posting. Go through the packing list and receiving memo line by line. Are the quantity received, prices, discounts and status all correct? If you know the shipping charge - did you enter it? If you are entering invoices, did you enter the vender invoice information? (Actions | Vendor Invoice Information) Does the Vendor invoice information match the receiving memo? If it does not, your receiving is not accurate. Recheck your work.

13. Post the shipment: when you are confident that information entered in the receiving memo is correct and complete, F12 Post. Note that a shipment record has been created on the List tab and the quantity on hand for the items received has gone up accordingly.

14. When you receive the full amount of an item ordered and you post it, the line (the item) becomes complete and the line item entry fields gray out on the Receiving Memo. You can no longer edit the receiving for this item on this PO.

15. PO has a status of Open: the receiving memo has a status of open because there are still items to be received. Before entering future shipments look for the Show Completed Items check box on the bottom right-hand side of the screen and uncheck it. Un-checking this box will show you only the items that are open to be received.

16. Completing the PO: when all shipments have been posted and all items have been resolved (received, canceled, out of stock, out of print, etc) then the status will change to Complete.

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Tips and Tricks

- No matter which method you use, if the ISBN number you enter is not on the receiving memo, Anthology will ask you if you want to add it. If the item does not have a Master File Inventory record associated with it, Anthology will prompt you to create it or try to find it in your database of books in print via Fetch.
- Expanding the grid allows you to see more items and increases your speed. To expand it, hide the InfoPanel by choosing Actions | Show InfoPanel. The same action will show the InfoPanel again if you need it.
- To edit information in a Master Inventory file record: right click with your mouse on the ISBN/SKU field in the Line Item Entry Area. Select Master File to make those changes.

- If you are confused about locations of fields mentioned in this document, like the grid, line item entry field, InfoPanel, etc., go to the Help System under Using Visual Anthology | Inventory Control | Receiving.
- Anthology does not require that you enter vendor invoice information when posting a shipment. (You can enter it later when you have it in hand, or not at all). When there is no invoice information, you have the option to require or to warn only. To select your preference go to Tools | Options | POs. (Remember that Options requires exclusive use - all other workstations must be out Anthology and all modules, Cash Register, Purchase Orders, etc. must be closed to edit the Options).
- Anthology can't require you to always compare the packing list to the items received, but we recommend it. This will ensure the packing list is accurate and you are paying for what you actually received.