



# Anthology & Square Sales Integration

## Overview

Starting version 9.6.535 Anthology enables options for exporting Inventory items to the Square system as well as import sales summary values back into Anthology bookfair. Contact [Sales@AnthologySoftware.com](mailto:Sales@AnthologySoftware.com) for more details on licensing and implementing the Square module.

To sell with Square you will of course need a Square account. Visit [Squareup.com](https://squareup.com) to sign up for an account. Please remember that although sales are made through Square on your cell, tablet or square device directly note that managing your inventory and importing and exporting files with information about Square inventory and sales are best done on a desktop your Anthology computer, through the [Squareup.com](https://squareup.com) website.

**Note:** Depending on what square device or application you may be using an external barcode scanner or a model with a built in scanner. Verify this ahead of time with your system. You will also need to set up you taxes when setting up your Square account. Important – the Tax profile name and amount in Square must match the one in Anthology.

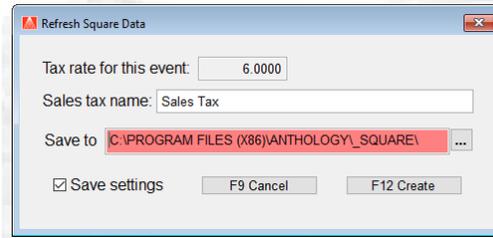
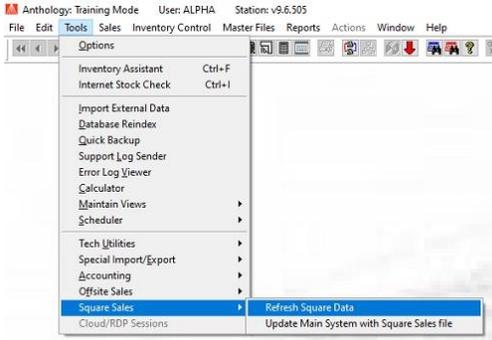
## Exporting Inventory for Square Sales

Setting up Square to sell the books on your Anthology Book Fair can be done either as a bulk initial upload of all your inventory or as more focused smaller batches from specific bookfairs.

### Exporting all inventory - initialization

Once the Square module has been enabled on your system, an initial full inventory file can be exported from Anthology and imported into Square to populate your library (aka Location).

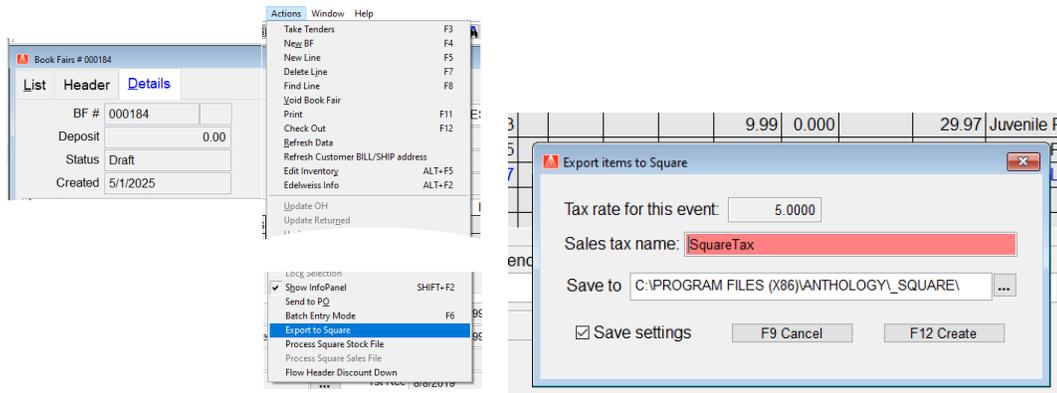
- 1) Go to Tools | Square Sales | Refresh Square Data.
- 2) A prompt appears displaying what should be your default tax rate and name of the tax profile. You can edit both the % and Sales Tax Name, must match your Square account defaults. If you named your Tax setup in Square to be “Square Sales Tax” then that name should be entered into the pop up.
- 3) Choose the destination to save the bulk inventory export, making note of the location you save to. The default export file name for the bulk export is “Square\_YYYY-MM-DD-10\_HH-MM-SS\_itemsbulk.csv”.



## Exporting Bookfair specific items into Square

Alternatively, instead of a onetime full inventory initialization into Square you can opt to update Square with just items from a specific bookfair. This same bookfair will be used later to populate with a square sales file.

- 1) Go to Sales | Bookfairs – select an existing DRAFT Bookfair or create a new one. Items can be sent to a BF from the Purchase Orders Action menu.
- 2) From the Draft BF Actions menu select “Export to Square”. New pop up shows the tax rate % and name for the sales tax profile to be used. The % and Sales Tax Name can be edited if needed, noting that the **Sales Tax Name must exactly match the library name** already defined in Square or an error will fire during importing. The exported file will have its filename set to the “Square\_YYYY-MM-DD-10\_HH-MM-SS\_LastName\_BF#.csv”. Make note of where you save the file.



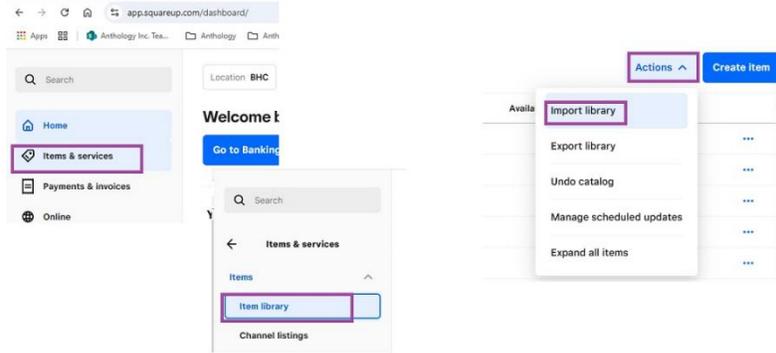
Note: Make sure to F12 Checkout to move the Book Fair Status to Open

## Importing Inventory into Square

Once the export has been done from Anthology as a full or BF, the next step is to upload the file to your Square system. Note that Square offers options for tracking inventory as separate locations such as two different events w different inventory, possibly different tax rates. You can opt to populate your Items Library with the overall inventory records and then select specific items for specific Locations. See Square help system and support for more details.

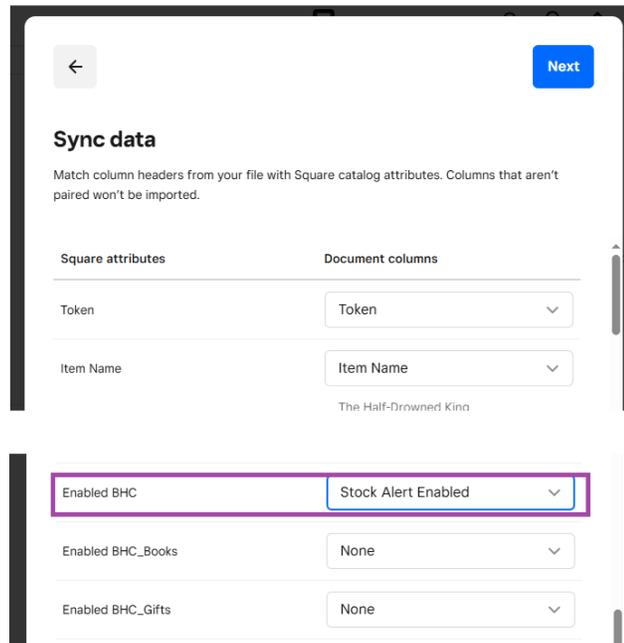
- 1) Log into your Square account, select HOME | Items & Services from the main menu.
- 2) Select the “Item Library” button at left.

- 3) At top right of items list, select ACTIONS | Import Library. A prompt appears for the file name and if you wish to overwrite existing inventory in Square library or not, choose accordingly.



- 4) A secondary prompt appears for “Sync Data”. This prompt allows you to designate which LOCATION the imported items will be assigned to. IMPORTANT! If the “Location” in Square does not match the store name in Tools | Options | Addresses Tab, you will need to select the preferred location by setting the “Enabled xxx” to “Stock Alert Enabled”. If you have multiple locations, set the ‘Enabled’ option for each one you wish to be able to sell items from. For example, the image below shows three separate locations; “BHC”, “BHC\_Books” and “BHC\_Gifts”. Note that only the BHC location is set to Stock Alert Enabled.

- 5) After setting the ENABLED square attribute to STOCK ALERT ENABLED, click Next.



## Selling in Square

You are now ready to start selling items in Square on your iPad or other tablet. For help with selling in Square, please consult the Square Help files or contact Square technical support. Please see the Square Help files for more information on setting up a Favorites page.

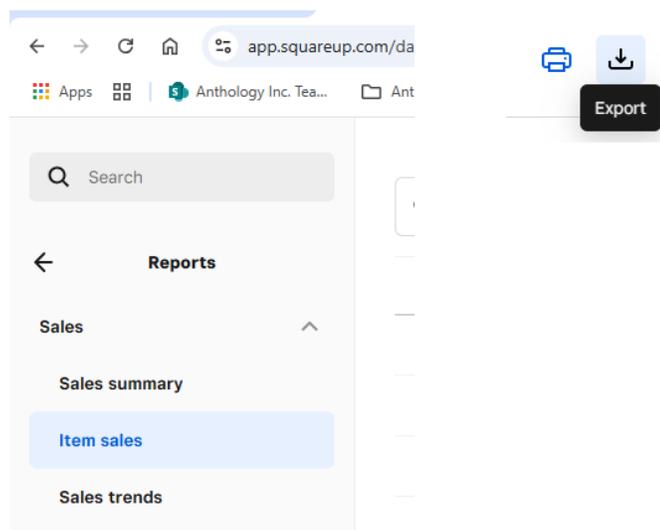
## Updating Anthology with Square Sales

As the event is completed and all sales have been rung and accounted for on Square, the next steps are to import those sales into an Anthology Bookfair. Once imported, users will want to review the quantities, \$ amounts in case of discounts and Tender/Tax calculations in case of discrepancies and possible shrinkage of any unaccounted-for units.

### Exporting Square Sales Summary

Once the event using Square has completed you can export the item summary and import into Anthology. Transactions rung through the Square App or Square Device are stored in your Square account under HOME | Transactions.

- 1) Go to your Square account | Home menu | Reports | Item Sales. Set date range filters as needed.

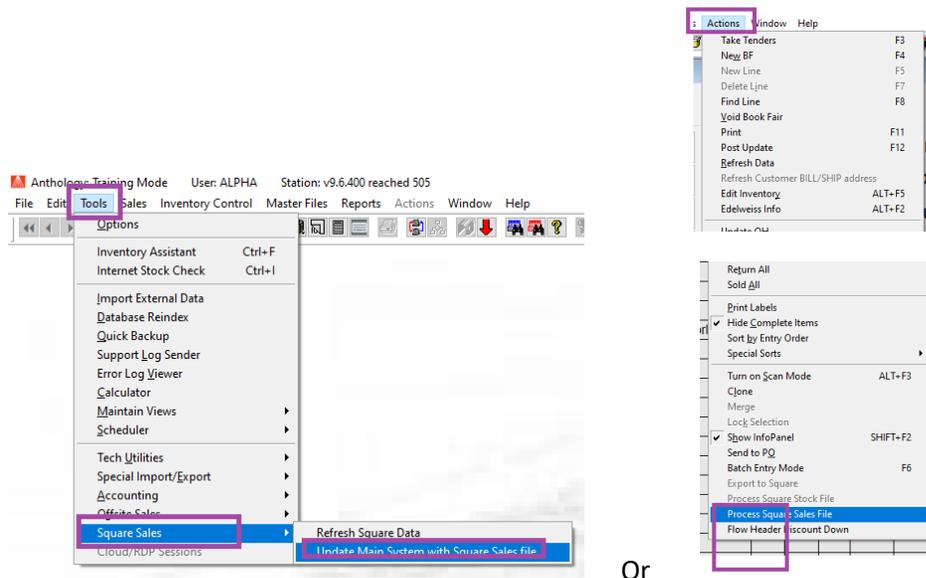


- 2) Click the EXPORT button at top right, choosing the option for “Items Summary CSV”, at the bottom of the Export list options. Be sure to select “Items Summary” at the bottom of the list and not the options for “Transactions” or “Items Detail”.
- 3) The file name will have a daterange showing when the items were sold, make note of where you save the file to for the next step.

## Importing Square Sales into Anthology Bookfair

Once the Items Summary file has been downloaded, the next step is to import into Anthology and start reconciling the qty sent vs qty sold and qty unsold to return back to the store.

- 1) First ensure a recent quickbackup has been done in Anthology before starting the return process.
- 2) The import can either be done from the Tools | Square Sales | "Update Main System with Square Sales file" or from the Bookfair Actions | "Process Square Sales File" in Anthology choosing to or it can be done from a specific bookfair .
- 3) Browse for the file and choose to Import.
- 4) Once the process is done the system will create a new Draft BF if imported from the main Tools menu with a special customer name. If imported via an existing BookFair it will be updated.
- 5) Next steps are to reconcile the calculated tenders, the dollar amounts and units sold vs unsold items to reshelve.



## Reconciling Bookfair & Square Sales

If an initial Bookfair was used to populate Square, anything unsold at the event and tenders need to be finalized. Once the Square sales have been synced back to Anthology, the BF module will now show your outgoing Bookfair as OPEN status. There will also be a historical record of the sales done offline with a status of "Offline Sales" showing what items, dollar amounts, discounts and tenders taken at the event.

To complete and close out of the Bookfair, any items that were unsold at the event need to be marked as having been RETURN, as well as any shrinkage/missing items unaccounted for need to be marked as SOLD. This can be quickly done using the scanner to record the unsold units, using the steps noted below.

- 1) Note the Open BF will show the original SEND numbers alongside the OUT values. The OUT represents what units are still considered unaccounted for when the main system is updated with offsite sales and the sold units are recorded.

Type	ISBN / SKU	Title / Description	UOM	Send	Out	OnSite	Sold	Rtrn	Price	Disc %	DiscLock	Ext	
Sale	9781481465816	Genesis Begins Again	EA	10	7				8.99	0.000		0.00	Juvenile
Sale	9781534419131	Jump at the Sun: The True Life Tale of Unstoppable S	EA	10					17.99	0.000		0.00	Juvenile
Sale	9781481465830	Mid-Air	EA	10					17.99	0.000		0.00	Juvenile
Sale	9781534495296	The Talk	EA	10	9				18.99	0.000		0.00	Juvenile
Sale	STICKER	Bookish Sticker	EA	10	10				11.97	0.000		0.00	
Sale	9780735211292	Atomic Habits: An Easy & Proven Way to Build Good	EA	77	65				27.00	0.000		0.00	Busines
Sale	9781427871527	Disney Manga: Marcy's Journal - A Guide to Amphibi	EA	33	27				29.99	0.000		0.00	Childrer

- 2) Go to Actions | Update Returned - this primes the BF for incrementing the qty in the RETURN field, locking out the SOLD field so only one type of changes can be recorded in this stage. Note only the RETURN field in the entry line is now editable.

1.6.400 reached 500

Reports Actions Window Help

- Take Tenders F3
- New BF F4
- New Line F5
- Delete Line F7
- Find Line F8
- Void Book Fair
- Print F11
- Post Update F12
- Refresh Data
- Edit Inventory ALT+F5
- Edelweiss Info ALT+F2
- Update OH
- Update Returned**
- Update Sold
- Reset Mode
- Return All

OnSite	Rtrn	Sold	Price
10	0	0	0

Show completed items

- 3) Next we want to prime the RETURNED field so our scanning will deduct units from the Rtrn field, treating them as Sold. Go to Actions | RETURN ALL. Answer YES to the prompt about "Treat all books otherwise unaccounted for as returned?". You will see the OUT qty now copied over to the RTRN field. This is just a prep stage, items are not truly sold yet.

Edelweiss Info	ALT+F2	Send	Out	OnSite	Sold	Rtrn	Price	Disc %
Update OH		2	2	0	0	2	34.95	0.000
Update Returned		1	1	0	0	1	141.30	0.000
Update Sold		3	3	0	0	3	16.95	0.000
Reset Mode		4	4	0	0	4	17.95	0.000
<b>Return All</b>		2	2	0	0	2	19.95	0.000
Sold All		1	1	0	0	1	34.95	0.000

- 4) Next you will compare what you brought back from the event to what is in the return column. Ideally what you bring back will match what is in the Rtrn column. If you adjust the return quantities, you'll see the fields in the grid changing. Anything leftover after the returns are checked are items that may be missing, sold but not recorded or misplaced. Those items still need to have their OnHand reduced by way of a SOLD unit in the BF, typically tendered out with a special tender to keep for your reporting.

Once the qty's returned have been marked, check the OPEN column to see if there are any qty's not accounted for. Missing copies should be considered shrinkage and still marked as Sold in order to properly reduce the OnHand and make a record of the loss. We recommend posting the actual returns separately from the missing copies. When doing F12 Post you can choose to either update all remaining copies as returned or only those qty's specified.

For any missing qty's, it's best to mark those after posting the actual returned items. This will provide a separate historical record of the shrinkage, as well as let you use a specially named tender you created such as "ShrinkageLoss". Your accountant may need to track actual returns vs. losses separately.

You can run a Sales History report, setting the "SOURCE" as Offline Bookfair to focus on just those sales while done offline.