ANTHOLOGY

Building Out Inventory

This series will give an overview of the various methods used to build out your inventory records. Whether you are an existing store just adding a computerized system, switching from an existing computer system to Visual Anthology, or a brand-new store, this document should help give you some material for deciding on the best method for your store.

Adding Inventory Records

There are many ways you can build out your Anthology inventory. Most stores use a combination of methods. To some degree you may be needing to decide on how quickly you are looking to get the records in the system, along with how accurate you want the costing (cost of good – COGS) to be for this initial inventory. Due to time constraints some stores opt for speed and forgo costing concerns on initial inventory. Below is a list of the various options for adding inventory records.

- Master Files | Inventory | Actions | Quick Inventory Add (QIA)

- Inventory Control | Purchase Order/Receiving Memo

- Import External – Order files downloaded or custom created spreadsheet

- 3rd Party Data Conversion

- Load Data

- Cash Register

- Used Books – CR Buy vs. Buy vs. QIA

Adding records via Master Files | Inventory | Actions |QIA

Pros:

- Used often in daily work for adding titles and quite often for entering in existing Used Book items.
- Can opt to leave OnHand as zero and put items on Receiving memo for later (best) or enter OnHand value from the start.
- Can be used to populate records manually or with fetch functionality to pull in title, price, author, etc., detail from external DBoB (database of books)
- Allows for "Locking" of various fields so a batch of similar items can be input very quickly. Change settings, and work through another pile of different items.
- Learned Associations in relation to Fetch setup can auto populate many fields such as Publisher, Department, Section, Media.
- Can set QIA window to print barcode labels with every record saved/posted.
- Aver some practice using fetch tools, some stores can enter 200-400 titles a day per user.

Cons:

- One item at a time, can be time consuming
- If items are not "fetchable" it means manually entering all the information, sidelines especially
- If an OnHand edit is recorded here, it bypasses the normal and recommended Receiving/Costing methods. Does not give accurate receiving history.

Inventory Control | Purchase Order/Receiving Memo

Pros:

- The most popular and recommended way for new stores to build out inventory in the most accurate way.
- Record ordered amounts vs. actually received amounts and expected status.
- Takes care of both adding new record, entering COGS info, recording new addition to OnHand numbers, developing receiving history, recording vendor invoice information (costing).

Cons:

- Does require accuracy
- Dealing with multiple details simultaneously, could be confusing at first

Import External – Order files downloaded or custom created spreadsheets

Pro:

- Build inventory quickly from Carts/Lists/Order files downloaded from Ingram Ipage, Ingram Companion, B&T TSource III, Tsource CDs, BIP, Edelweiss, Above the Treeline.
- Get an early start on building spreadsheets of existing sideline items begore Anthology system arrives.
- Allows importing of groups of items such as an entire Section or Media type.
- Mass Highlight/Reassign controls for fine tuning import file
- Add items to inventory only or also directly to Purchase Orders, Receiving Memos, Customer Orders, etc.
- Variety of formats supported

Cons:

- Requires file to be downloaded from vendor site in proper format
- Does not fetch title information, file must contain al information desired for importing
- Requires some basic understanding of downloading and then locating file on your hard drive.
- Does not support 3rd party initial orders such as Ingram Rosi or Baker Steps order, those are handled as a special data conversion

3rd Party Data Conversion

Pros:

- Anthology Consulting Services can take an external file such as Rosi/Steps order and merge into your existing Anthology system
- Can be used for IBID, Wordstock, Booklog data conversions
- -Can be used for other database exports
- Record cleanup can be requested. Missing record detail can be added to the data conversion records such as Section, Title, Author, etc.
- Instant inventory

Cons:

- Non-Rose/Steps conversions require sample data ahead of time to ensure conversion is possible

- Some situations may require system not be used for a period (overnight usually) while we inject the new records into your dataset and return to you.
- Due to possible inaccuracies in originating data, a physical inventory count is suggested within a couple of months

Load Data

Pros:

- Ideal for existing stores carrying mostly new books
- Multiple rental scanners are used to collect data, then fetch titles in batches
- Allows for populating Section1 information per batch
- Ensures OH information is correct for copies scanned, even if across multiple batches

Cons:

- Can take a few days to complete for larger stores, best to have store closed during this time for utmost accuracy
- Only works with TitleSource CD or Ingram Companion CD, is not compatible with Bowker WebFetch
- Is not recommended for Used Books that must be serialized
- Rental scanners may not be available during typical year end physical inventory time

Cash Register

Pros:

- Allows you to concentrate on using CR for sales immediately
- Enables early reporting of sale history
- Concentrate on entering on item at a time

Cons:

- Slower method for building inventory, may be more time consuming
- Introduces extra work for clerks when they are dealing with long lines
- Store must still eventually begin to populate inventory with existing inventory

Used Books

Used Books are a special subcategory of building out inventory. There are some central topics to consider with Used Books.

- Building out Used Book Inventory
- Uploading Used Books to 3rd party systems such as Amazon, Alibris, etc.
- Selling Used Books & Redeeming Trade Credits
- Buying Used Books & Issuing Trade Credits

Building out Used Book Inventory

The previously mentioned methods of building out inventory can apply to Used Books in most cases, some methods are more ideal than others. For specific information on how to add a UB record please watch the Customer Zone video titled "Used Book Webinar" and review the document titled "Used Book Manual".

- Best Methods
    - Quick Inventory Add
    - CR Buy (track trade credits at same time)
    - Buy Book module (track trade credits at same time)
- Possible but less ideal
    - Load Data – does not serialize but will fetch
    - Import External – spreadsheet must have all information including already serialized information, will not fetch

Uploading Used Books to 3rd Party Systems

Visual Anthology allows you to upload New and/or Used titles to 3rd party systems such as Amazon, Alibris, etc.

- 2 common formats available, UIEE and Tab Delimited. Each format has its own special requirements for what information is stored in various fields.
- Review the Customer Zone documentation on "Understanding 3rd Party Uploads" and "Amazon Upload Field Definition" prior to building out your Used Book inventory.
- To ensure UB titles are not rejected for improper formatting reasons, consider doing small test batches early on.

Selling Used Books & Redeeming Trade Credits

Selling a UB title to your customers is done primarily in the Cash Register module but can also be done in the Customer Order module as well for your mail/web orders. Selling a UB is the same as selling a new book. Trade credits are issued in both modules and can be adjusted in the Customer record directly.

- Sales | Cash Register
- Sales | Customer Order

Buying Used Books & Issuing Trade Credits

Buying Used books from your customers is another dimension f building out your used book inventory. "Buying" in this case means tracking Trade Credits issued to your customers and creating the new UB inventory record. There are three common areas of the program to do so.

- Sales | Cash Register | Action menu | Buy Book mode (alt+F6)
- Sales | Buy Book module
- Master Files | Inventory | Actions menu | Quick Inventory Add.
  - Add. Combine this with going to Master Files | Customers | Trade Credit tab | Actions | Adjust Trade Credits
    - This particular method bypasses recording the actual titles you've bought from your customer.