Anthology Webinar

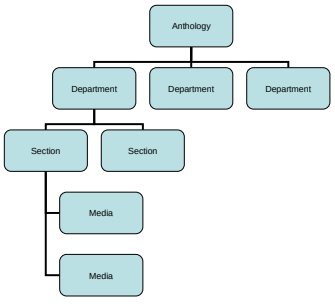
Entering Non Book Inventory

Overview of Today's topic: Entering non-book inventory

- Planning
- Setup
- Examples
- Non-Book Q & A

Entering non-book inventory

Planning



Planning

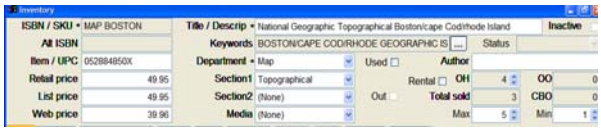
- Departments Sections and Media
- SKU 1
- Bar codes /naming conventions
- Item/UPC
- Cost & Pricing
- Level of Inventory Control
- PO or not to PO

Planning

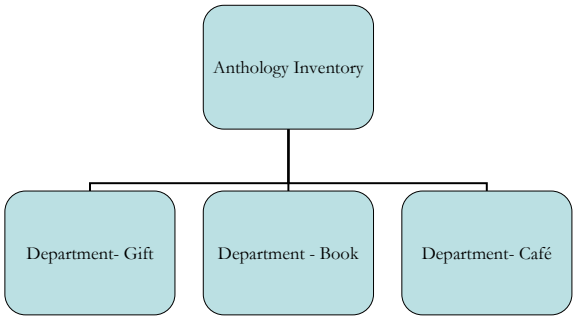
- Departments, Sections and Media
  - Visualizing the structure of your inventory

Planning

Department, Section and Media

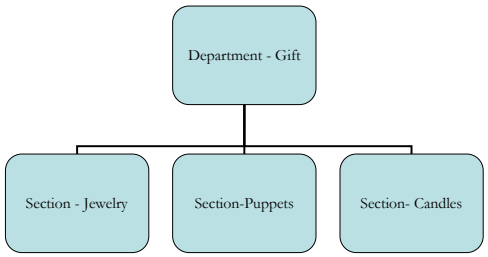


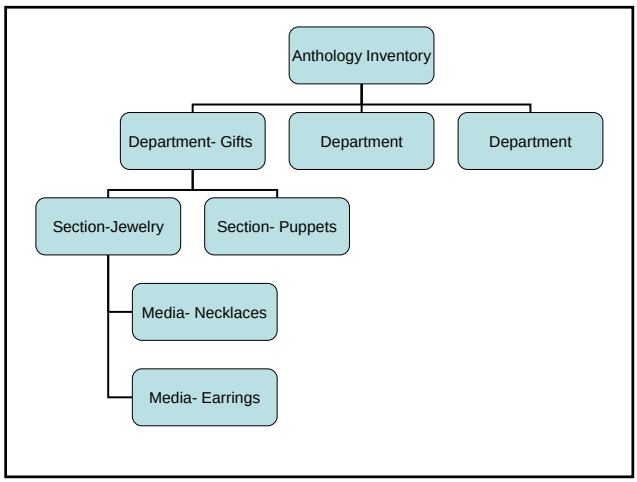
Planning



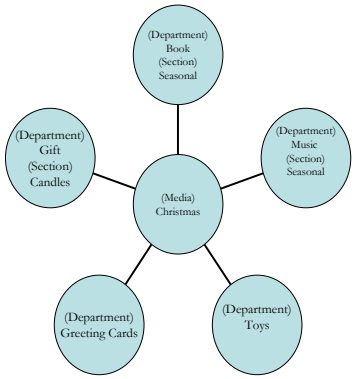
Planning

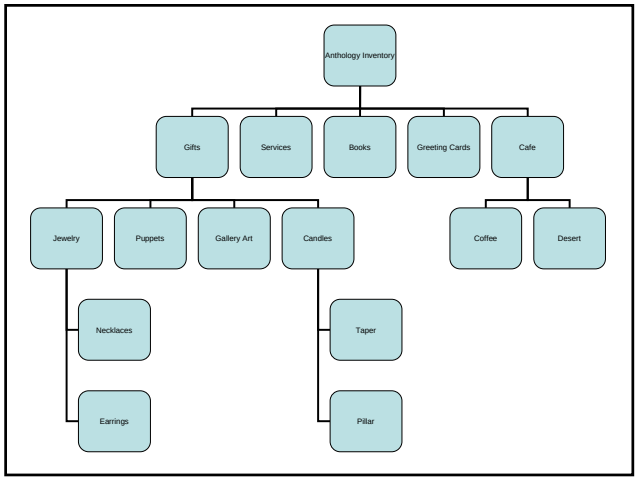
- Department and Sections





Anthology's inventory structure is non linear, non hieratical and flexible



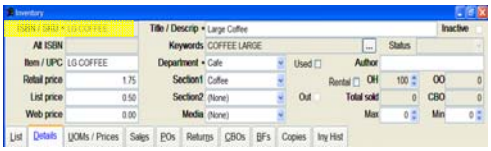


Planning

- Checklist Point
  - SKU 1

Planning

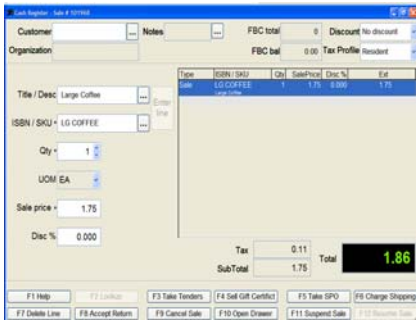
- SKU 1
  - Unique identifier
  - Alpha numeric field



Planning

- SKU 1

  Cashier – what does the cashier need to bring it up at the cash register?



Planning

- Checklist points
  - SKU 1
  - Bar codes /naming conventions
    - Use/not use manufacturer's printed UPC barcode
    - Print own barcodes
    - Naming convention

      Card 1.99, Unicorn BM, Pen, Lg Coffee, etc
    - Use barcode catalog next to the cash register

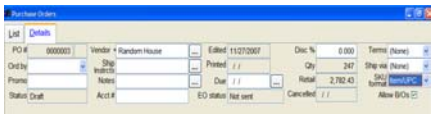
Planning

- Checklist points
- Item/UPC – Vendor's reorder number
  - UPC barcode typically not vendor's reorder number

Planning

- Checklist points
  - Item/UPC
    - SKU format will print selected value on the printed PO

PO header



Planning

- Checklist points
  - SKU 1
  - Bar codes /naming conventions
  - Item/UPC
  - Cost & Pricing

Planning

- Checklist points
  - Cost & Pricing
    - Discounts vs. non discounts

Planning

- Checklist points
  - Cost & Pricing
    - Discounts vs. non discounts

      Book industry sets price and uses discounts
      - On inventory record, make List and Retail the same
      - On PO, fill in discount amount

Planning

- Checklist points
  - Cost & Pricing
    - Discounts vs. non discounts

      Most non book items do not set price or use discounts
      - On Inventory record, enter your cost in List Field and enter your price in Retail Field
      - On PO, leave List and Retail different and do not enter a discount

Planning

- Checklist points
  - Cost & Pricing
    - Discounts vs. non discounts

      Non discounted items (most non-book items)

      List = Cost

      Retail = Price

Planning

- Checklist points
  - Cost & Pricing

Inventory

Non Book

Inventory	
ISBN / SKU *	124890
Alt ISBN	
Item / UPC	96437124890
Retail price	27.00
List price	13.50
Web price	21.60

PO's

Non Book

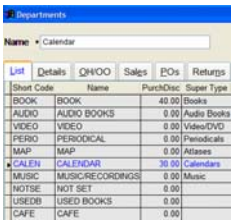
List	Retail	Disc %
13.50	27.00	0.000

Book

List	Retail	Disc %
15.95	15.95	40.000

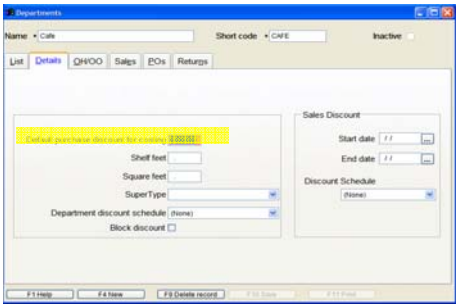
Planning

- Checklist points
  - Cost & Pricing
    - Discounts vs. non discounts
      - Departmental purchase discounts



Short Code	Name	PurchDisc	Super Type
BOOK	BOOK	40.00	Books
AUDIO	AUDIO BOOKS	0.00	Audio Books
VIDEO	VIDEO	0.00	Video/DVD
PERIO	PERIODICAL	0.00	Periodicals
MAP	MAP	0.00	Atlases
CALEN	CALENDAR	30.00	Calendars
MUSIC	MUSIC/RECORDINGS	0.00	Music
NOTSE	NOT SET	0.00	
USEDB	USED BOOKS	0.00	
CAFE	CAFE	0.00	

Planning



Planning

- Checklist points
  - SKU 1
  - Bar codes /naming conventions
  - Item
  - Cost & Pricing
  - Level of Inventory Control

Planning

- Checklist points
  - Level of Inventory Control
    - Inventory record detail determines the level of control
      - Generic (Coffee)

        vs
      - Detailed records

        (Grande Mocha w/raspberry flavor and candy sprinkles)

Planning

- Checklist points
  - Level of Inventory Control
    - Generic verses detailed inventory records
      - How much maintenance is required?

        Greeting cards vs. stuffed toys

Planning

- Checklist points
  - Level of Inventory Control
    - Generic verses detailed inventory records
      - How much maintenance is required?
        Greeting cards vs. stuffed toys
      - Is it purchased as an assortment?

Planning

- Checklist points
  - Level of Inventory Control
    - Generic verses detailed inventory records
      - How much maintenance is required?
        Greeting cards vs. stuffed toys
      - Is it purchased as an assortment?
      - Is it part of an assemble?
        Coffee – cup, lid, grounds, stir, cream, sugar

Planning

- Checklist points
  - Level of Inventory Control
    - Generic items
      - Allows you track multiple items with one record
      - Allows you to track sales without high maintenance
      - For accounting purposes, needs to be in a Department with only generic items in it
      - Consider entering a high On Hand quantity for the cash register

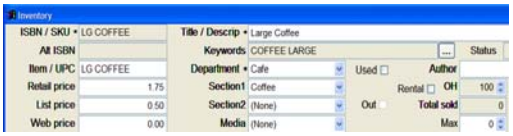
Planning

- Checklist points
  - Level of Inventory Control
    - Generic items
      - Lose COGS info
      - Does not use the manufacturer's printed UPC codes
      - Need a naming convention or a barcode printed for the Cashier
      - Are not typically maintained though Purchase Orders

Planning

– Level of Inventory Control
  • Generic verses detailed inventory records

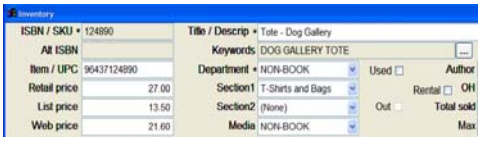
Generic record



Planning

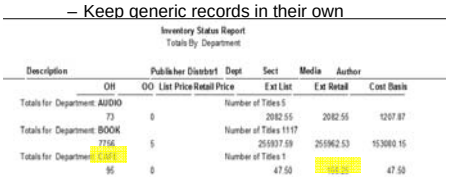
– Level of Inventory Control
  • Generic verses detailed inventory records

Detailed record



Planning

– Level of Inventory Control
  • Generic verses detailed inventory records
    – Keep generic records in their own


Inventory Status Report
Totals By Department

Description	Publisher Distrbtr1	Dept	Sect	Media	Author	
OH	OO List Price Retail Price		Ext List	Ext Retail		Cost Basis
Totals for Department: AUDIO			Number of Titles 5			
73	0		2082.55	2082.55		1207.87
Totals for Department: BOOK			Number of Titles 1117			
7756	5		255937.59	255962.53		153080.15
Totals for Department: [illegible]			Number of Titles 1			
96	0		47.50	[illegible]		47.50

Planning

- Checklist points
  – SKU 1
  – Bar codes /naming conventions
  – Item
  – Cost & Pricing
  – Level of Inventory Control
  – PO or not to PO

Planning

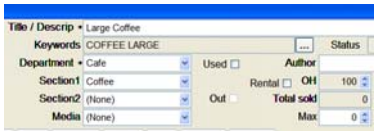
- Checklist points
  - PO or not to PO
    - Purchase orders help you control your inventory
    - Establishes a buying history – who you bought from and when
    - Establishes COGS for specific item
    - Is it a generic item? (coffee vs book mark assortment)
    - Will you reorder this item? (one time seasonal items)

Planning

- Checklist points
  - If you are using a PO consider:
    - Create the inventory record first and then send to PO
    - What vendor name you will use for beginning inventory?
      - Original vendor – research and create multiple POs
      - Your store name – Beginning inventory on one PO

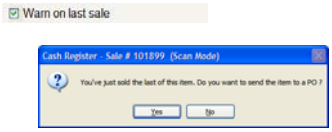
Planning

- Checklist points
  - PO or not to PO
    - If you are not tracking with a PO consider entering a high On Hand quantity when entering the record



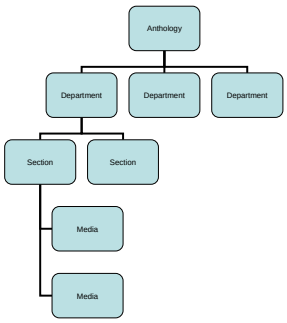
Planning

- Checklist points
  - PO or not to PO
    - Entering a high On Hand quantity
      - Save time at the Cash Register



Entering non-book inventory

Planning
Setup



Setup

- Gather documents
- Organize non book items
- Enter Departments, Sections and Media
- Decide what tools to use
  - Begin entering data

Setup

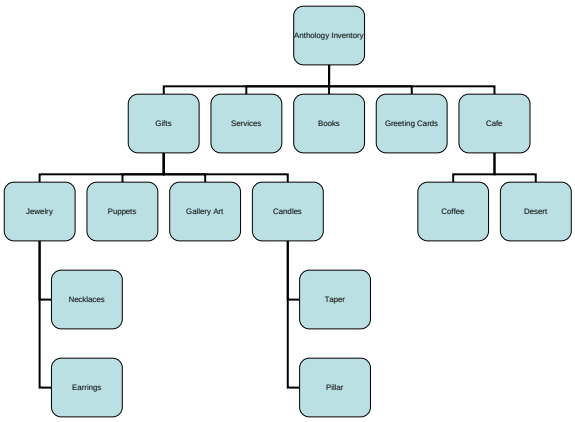
- Gather documents
  - Invoices
  - Packing Slips
  - Physical Inventory Sheets

Setup

- Organize non book items
  - Map out items to enter
  - Existing Store
    - Store open or closed
    - Enter slowest moving first
    - Consider tagging entered items – record at Cash Register
  - Enter by physical items or by document or both

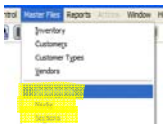
Setup

- Review the item you are entering
  - How are you tracking this item?
    - Generic vs. detailed
  - Do you plan on using a PO?
  - Do you purchase using a discount?
  - How does this item fit into your inventory structure?
    - Department, section, media

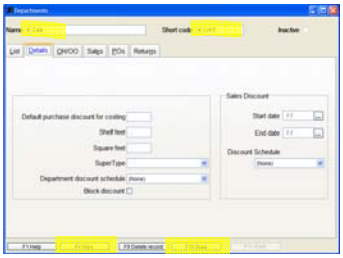


Setup

- Enter Departments, Sections and Media



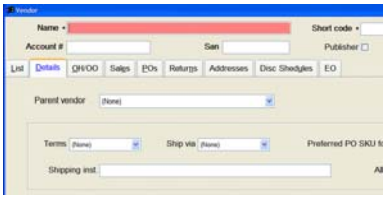
Setup



Creating Department, Sections and Media requires 4 button clicks

Setup

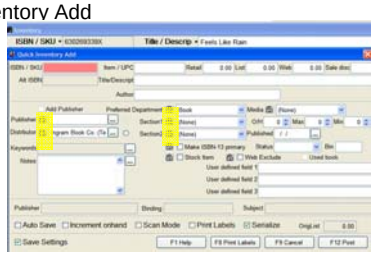
- Enter vendor record



Setup

- Decide what tools to use
  - Quick Inventory Add

Go to Inventory then to the Actions menu and select Quick Inventory Add



Setup

- Decide what tools to use
  - Cloning

Setup

- You are ready
- Begin entering inventory

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- Planning
- Setup
- Examples
- Non-Book Q & A