

Anthology Webinar

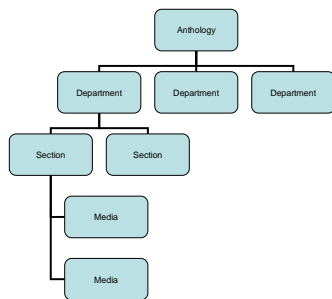
Entering Non Book Inventory

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

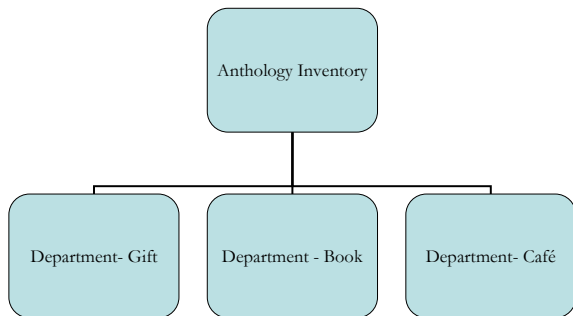
Planning

Department, Section and Media

The screenshot shows a software interface for an inventory item. The title bar reads 'Inventory'. The main window displays the following information:

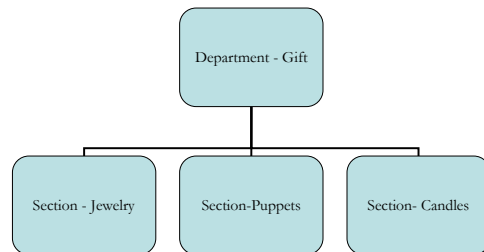
ISBN / SKU	MAP BOSTON	Title / Descrip	National Geographic Topographical Boston:cape Cod:rhode Island	Status	Inactive
Alt ISBN		Keywords	BOSTON:CAPE COD:RHODE GEOGRAPHIC IS		
Item / UPC	052884850X	Department	Map	Used	<input type="checkbox"/>
Retail price	49.95	Section1	Topographical	Rental	<input type="checkbox"/> OH 4
List price	49.95	Section2	(None)	Out	<input type="checkbox"/> 3 CBO 0
Web price	39.99	Media	(None)	Total sold	5
				Max	5
				Min	1

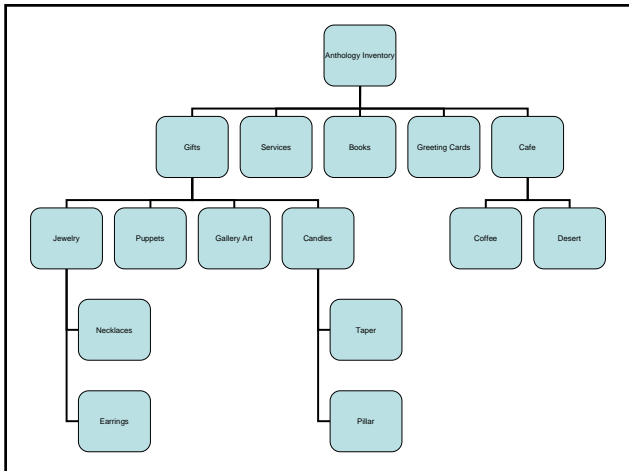
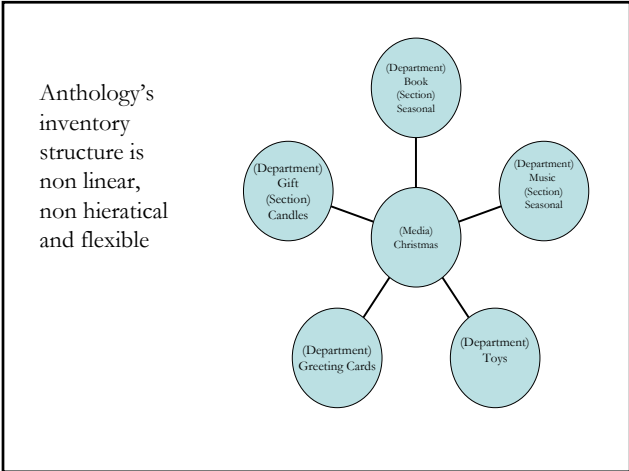
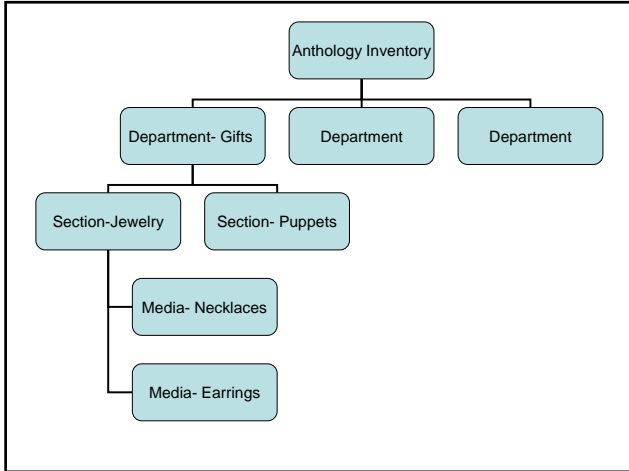
Planning



Planning

- Department and Sections





Planning

- Checklist Point
– SKU 1

Planning

- SKU 1
 - Unique identifier
 - Alpha numeric field

The screenshot shows an inventory record for 'Large Coffee'. The 'Item / UPC' field contains 'LG COFFEE'. The 'Retail price' is 1.75, 'List price' is 0.50, and 'Web price' is 0.00. The 'Section1' is 'Coffee' and 'Section2' is '(None)'. The 'Status' is 'Inactive'. The 'Keywords' field contains 'COFFEE LARGE'. The 'Department' is 'Cafe'. The 'Rental' is 100, 'OH' is 00, and 'CBO' is 0. The 'Total sold' is 0. The 'Max' and 'Min' values are 0.

Planning

- SKU 1
 - Cashier – what does the cashier need to bring it up at the cash register?

The screenshot shows a cashier interface for a sale. The 'Title / Desc' is 'Large Coffee'. The 'Item / UPC' is 'LG COFFEE'. The 'Sale price' is 1.75. The 'Tax' is 0.11. The 'SubTotal' is 1.75. The 'Total' is 1.86. The 'F11 Suspended Sale' button is highlighted.

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

The screenshot shows an inventory record for 'Lost Songs Beatles White Noise Record'. The 'Item / UPC' is '191942104 1371179'. The 'Retail price' is 15.99, 'List price' is 15.99, and 'Web price' is 12.70. The 'Section1' is 'Pop/Rock' and 'Section2' is '(None)'. The 'Status' is 'Inactive'. The 'Keywords' are 'LOST NEVER RECORD SONGS BEATLES WR'. The 'Department' is 'Music/Recordings'. The 'Rental' is 10, 'OH' is 00, and 'CBO' is 0. The 'Total sold' is 0. The 'Max' is 4 and 'Min' is 1.

Planning

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

PO header



The screenshot shows a 'Purchase Order' header form with the following fields and values:

PO #	000000	Vendor	Random House	Edited	11/27/2007	Disc %	0.000	Terms	(None)
Ord by		Ship		Printed	/ /	Qty	247	Ship via	(None)
Phone		Notes		Date	/ /	Retail	2,782.43	SKU format	Item/UPC
Status	Draft	Acct #		EO status	Not sent	Cancelled	/ /	Allow B/Cs	

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

Departments			
Name * Calendar			
List	Details	PHOO	Salcs
			POs
			Returns
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	MUSICRECORDINGS	0.00	Music
NOTISE	NOT SET	0.00	
USEDI	USED BOOKS	0.00	
CAFE	CAFE	0.00	

Planning

Departments

Name: Cafe Short code: CAFE Inactive

List Details QH00 Sales EOs Returns

Default purchase discount for pricing: 0.0000

Shelf feet

Square feet

Super Type

Department discount schedule (None)

Block discount

Sales Discount

Start date

End date

Discount Schedule (None)

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

Inventory		Title / Descrip		Keywords		Status	
ISBN / SKU * LG COFFEE		Title / Descrip * Large Coffee		Keywords * COFFEE LARGE			
All ISBN		Department	Cafe	Used	<input type="checkbox"/>	Author	
Item / UPC	LG COFFEE	Section1	Coffee	Rental	<input type="checkbox"/>	OH	100
Retail price	1.75	Section2	(None)	Out	<input type="checkbox"/>	Total sold	0
List price	0.50	Media	(None)			Max	0
Web price	0.00						

Planning

- Level of Inventory Control
 - Generic verses detailed inventory records

Detailed record

Inventory		Title / Descrip		Keywords		Status	
ISBN / SKU * 124890		Title / Descrip * Title - Dog Gallery		Keywords * DOG GALLERY TOTE			
All ISBN		Department	NON-BOOK	Used	<input type="checkbox"/>	Author	
Item / UPC	96437124890	Section1	T-Shirts and Bags	Rental	<input type="checkbox"/>	OH	
Retail price	27.00	Section2	(None)	Out	<input type="checkbox"/>	Total sold	
List price	13.50	Media	NON-BOOK				
Web price	21.60						

Planning

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

Inventory Status Report
Totals By Department

Description	OH	OO	List Price	Retail Price	Ext List	Ext Retail	Cost Basis
Totals for Department: A0200					Number of Titles 5		
73	0				2082.55	2082.55	1257.87
Totals for Department: B000K					Number of Titles 1817		
7756	5				251837.59	255862.43	153080.15
Totals for Department: C000E					Number of Titles 1		
95	0				47.50	47.50	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

The screenshot shows a software window with the following fields and values:

Title / Descrip	Large Coffee	
Keywords	COFFEE LARGE	Status
Department	Cafe	Used <input type="checkbox"/>
Section1	Coffee	Rental <input type="checkbox"/>
Section2	(None)	OH 100
Media	(None)	Total sold 0
	Out <input type="checkbox"/>	Max 0

Planning

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

Warn on last sale

The dialog box contains the following text:

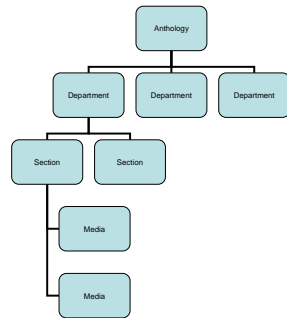
Cash Register - Sale # 101899 (Scan Mode)

You've just sold the last of this item. Do you want to send the item to a PO?

Yes No

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

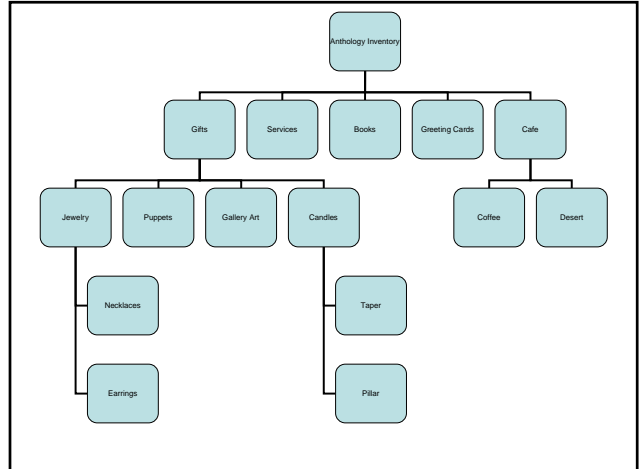
- Gather documents
 - Invoices
 - Packing Slips
 - Physical Inventory Sheets

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

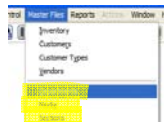
Setup

- 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

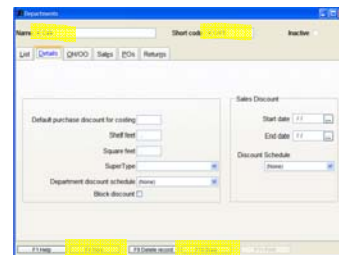


Setup

- Enter Departments, Sections and Media



Setup



Creating Department, Sections and Media requires 4 button clicks

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

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