

Anthology Webinar

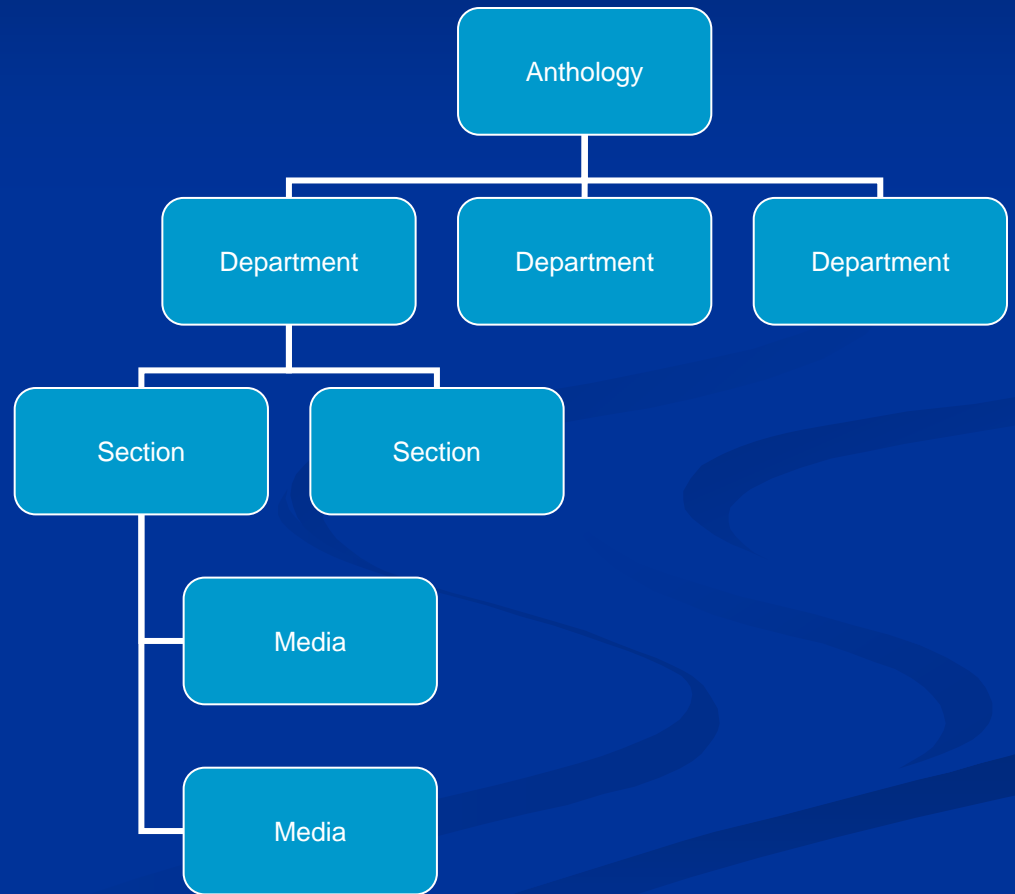
Entering Non Book Inventory

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

Inventory [-] [+] [X]

ISBN / SKU *	MAP BOSTON	Title / Descrip *	National Geographic Topographical Boston/cape Cod/rhode Island		Inactive	<input type="checkbox"/>
Alt ISBN		Keywords	BOSTON/CAPE COD/RHODE GEOGRAPHIC IS	...	Status	
Item / UPC	052884850X	Department *	Map	<input type="checkbox"/> Used	Author	
Retail price	49.95	Section1	Topographical	<input type="checkbox"/> Rental	OH	4
List price	49.95	Section2	(None)	<input type="checkbox"/> Out	Total sold	3
Web price	39.96	Media	(None)		Max	5
					Min	1
					OO	0
					CBO	0

Planning

Anthology Inventory

```
graph TD; A[Anthology Inventory] --- B[Department- Gift]; A --- C[Department - Book]; A --- D[Department- Café];
```

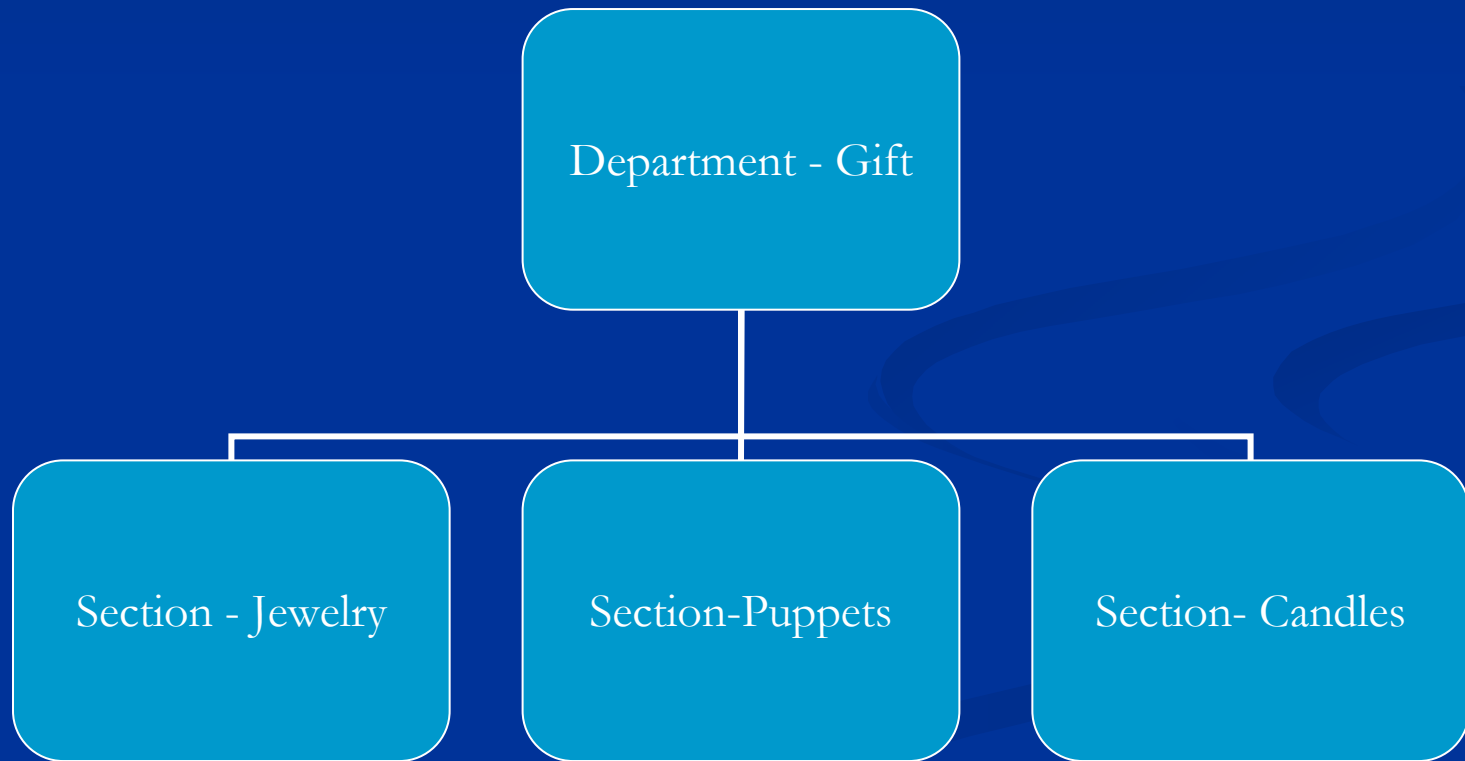
Department- Gift

Department - Book

Department- Café

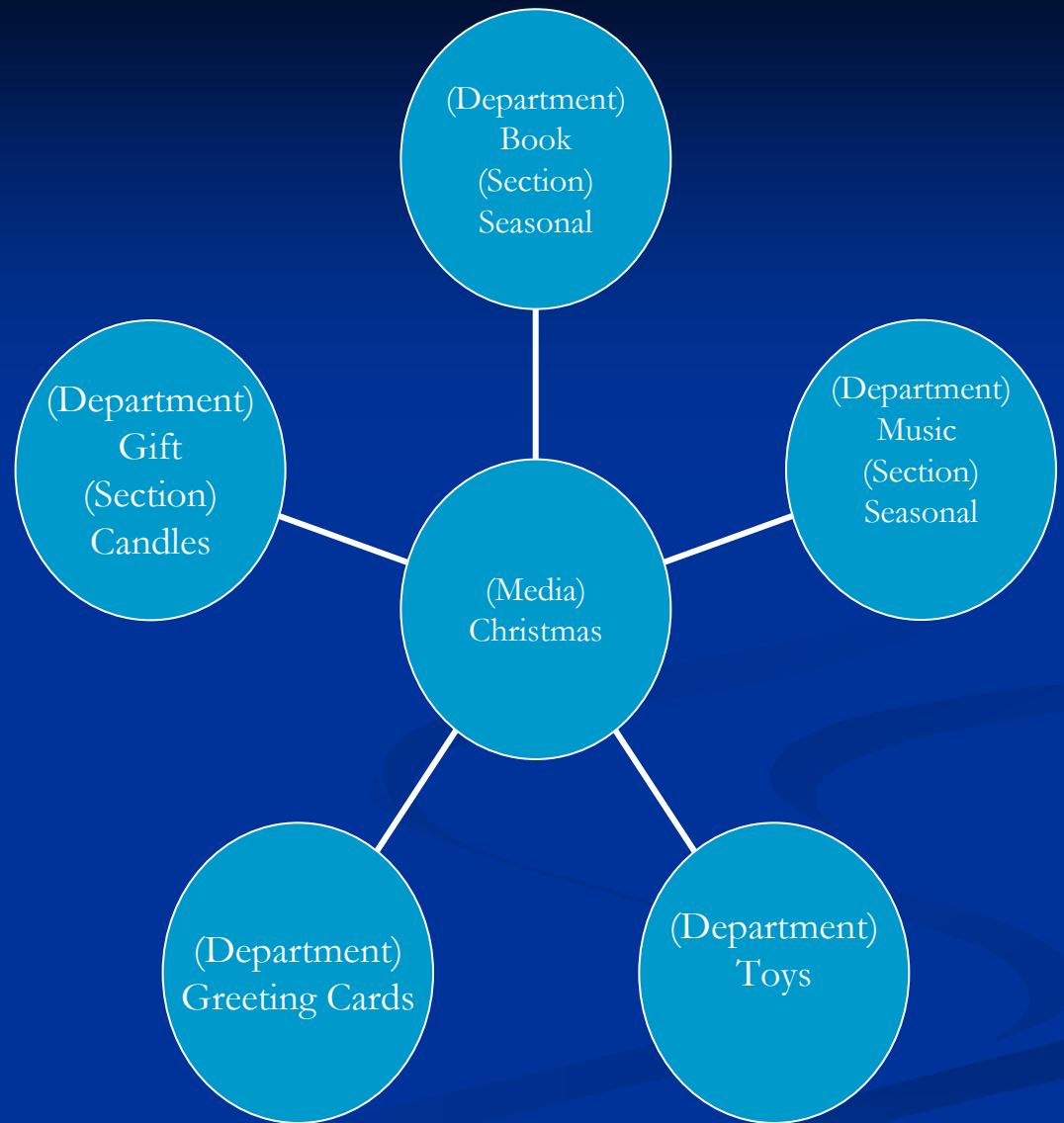
Planning

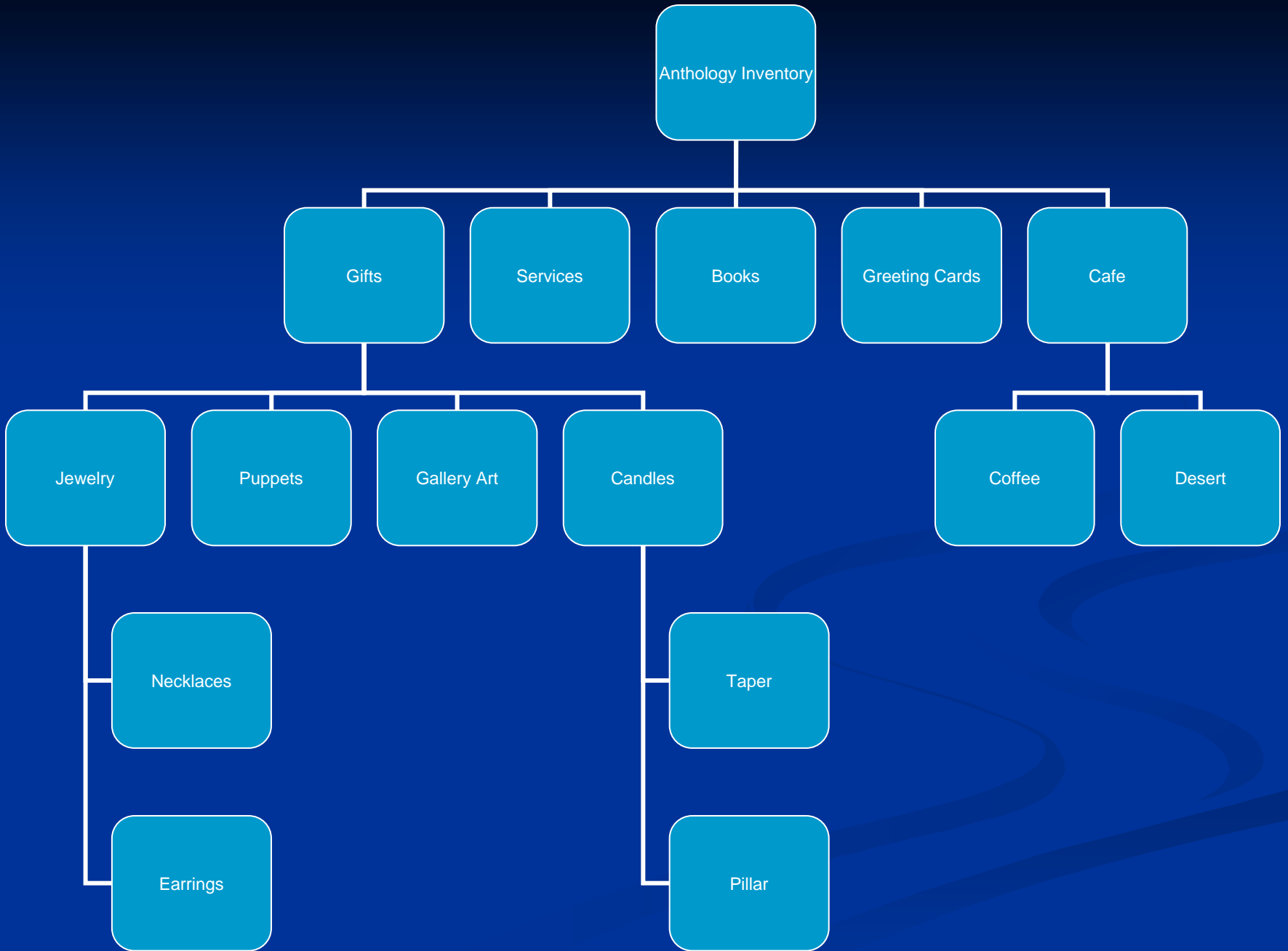
■ Department and Sections





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





Planning

- Checklist Point
 - SKU 1

Planning

- SKU 1
 - Unique identifier
 - Alpha numeric field

The screenshot shows a software window titled 'Inventory' with a blue title bar. The main area is a form for product details. On the left, there are input fields for 'ISBN / SKU *' (containing 'LG COFFEE'), 'Alt ISBN', 'Item / UPC' (containing 'LG COFFEE'), 'Retail price' (1.75), 'List price' (0.50), and 'Web price' (0.00). The central part of the form contains 'Title / Descrip *' (Large Coffee), 'Keywords' (COFFEE LARGE), 'Department *' (Cafe), 'Section1' (Coffee), 'Section2' ((None)), and 'Media' ((None)). On the right, there are checkboxes for 'Used' and 'Out', a 'Status' dropdown, and several numerical input fields: 'Author', 'Rental' (100), 'OH' (0), 'Total sold' (0), 'CBO' (0), 'Max' (0), and 'Min' (0). An 'Inactive' checkbox is also present. At the bottom, there is a navigation bar with buttons for 'List', 'Details' (highlighted), 'UOMs / Prices', 'Sales', 'POs', 'Returns', 'CBOs', 'BFs', 'Copies', and 'Iny Hist'.

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

Navigation: List, **Details**, UOMs / Prices, Sales, POs, Returns, CBOs, BFs, Copies, Iny Hist

Planning

■ SKU 1

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

Cash Register - Sale # 101968

Customer ... Notes ... FBC total Discount

Organization FBC bal Tax Profile

Title / Desc ... Enter line

ISBN / SKU * ...

Qty *

UOM

Sale price *

Disc %

Type	ISBN / SKU	Qty	SalePrice	Disc %	Ext
Sale	LG COFFEE Large Coffee	1	1.75	0.000	1.75

Tax Total

SubTotal

F1 Help F2 Lookup F3 Take Tenders F4 Sell Gift Certificat F5 Take SPO F6 Charge Shipping

F7 Delete Line F8 Accept Return F9 Cancel Sale F10 Open Drawer F11 Suspend Sale F12 Resume Sale

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 a software window titled 'Inventory' with a blue header. The main area is a form with several fields and sections:

ISBN / SKU *	6305643164	Title / Descrip *	Lost Songs:beatles Wrote Never Record		Inactive
Alt ISBN	9786305643166	Keywords	LOST NEVER RECORD SONGS:BEATLES WR ...	Status	
Item / UPC	6305643164	Department *	Music/Recordings	<input type="checkbox"/> Used	Author Various Artists-tribute B
Retail price	15.98	Section1	Pop/Rock	<input type="checkbox"/> Rental	OH 10
List price	15.98	Section2	(None)	<input type="checkbox"/> Out	Total sold 0
Web price	12.78	Media	CD/MUSIC	Max 4	Min 1

Planning

- Checklist points

- Item/UPC

- SKU format will print selected value on the printed PO

PO header

The screenshot shows a software window titled "Purchase Orders" with a blue title bar. Below the title bar, there are two tabs: "List" and "Details", with "Details" being the active tab. The main area of the window contains a form with various fields for purchase order information. The fields are arranged in a grid-like fashion. The "SKU format" field is highlighted with a red dashed border, and its value "Item/UPC" is visible. Other fields include PO #, Vendor, Edited date, Disc %, Terms, Ord by, Ship Instrcts, Printed date, Qty, Ship via, Promo, Notes, Due date, Retail, and Allow B/Os (checked). The status is "Draft" and the EO status is "Not sent".

PO #	0000003	Vendor *	Random House	...	Edited	11/27/2007	Disc %	0.000	Terms	(None) v
Ord by	v	Ship Instrcts	...	Printed	//	Qty	247	Ship via	(None) v	
Promo		Notes	...	Due	//	Retail	2,782.43	SKU format	Item/UPC v	
Status	Draft	Acct #		EO status	Not sent	Cancelled	//	Allow B/Os	<input checked="" type="checkbox"/>	

Planning

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

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

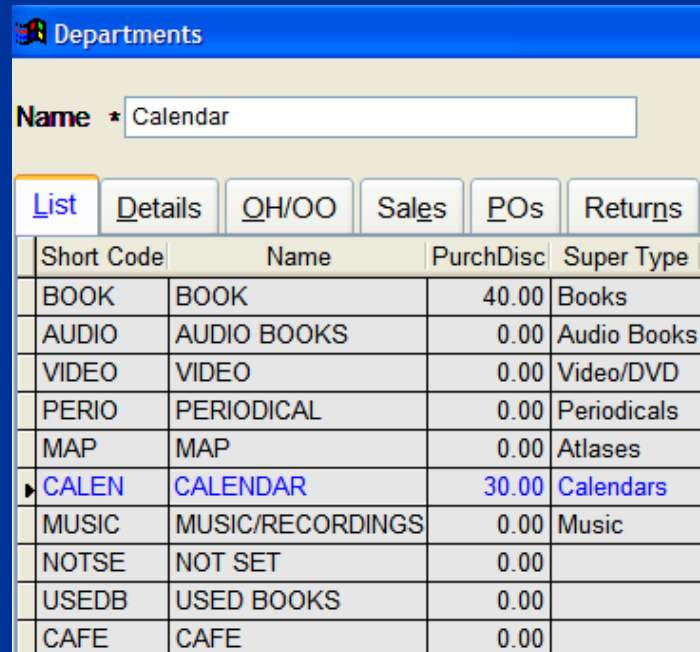
List	Retail	Disc %
13.50	27.00	0.000

Book

List	Retail	Disc %
15.95	15.95	40.000

Planning

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



The screenshot shows a software window titled "Departments" with a search field containing "Calendar". Below the search field are several tabs: "List", "Details", "QH/OO", "Sales", "POs", and "Returns". The "List" tab is active, displaying a table with the following data:

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	
USEDDB	USED BOOKS	0.00	
CAFE	CAFE	0.00	

Planning

Departments

Name * Cafe Short code * CAFE Inactive

List Details QH/OO Sales POs Returns

Default purchase discount for costing

Shelf feet

Square feet

SuperType

Department discount schedule (None)

Block discount

Sales Discount

Start date //

End date //

Discount Schedule

(None)

F1 Help F4 New F9 Delete record F10 Save F11 Print

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

- 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 through Purchase Orders

Planning

- Level of Inventory Control
 - Generic verses detailed inventory records

Generic record

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

Planning

- Level of Inventory Control
 - Generic verses detailed inventory records

Detailed record

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

Planning

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

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: CAFE					Number of Titles 1		
	95	0			47.50	166.25	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

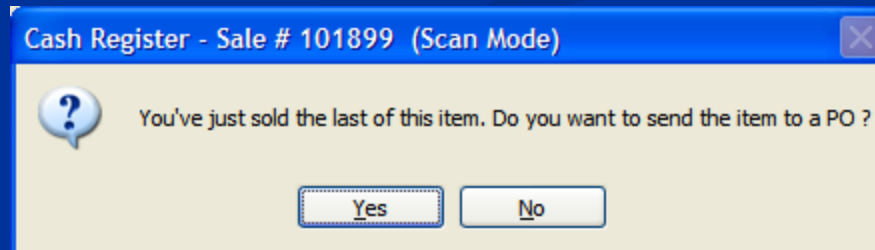
- Checklist points
 - PO or not to PO
 - If you are not tracking with a PO consider entering a high On Hand quantity when entering the record

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

Planning

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

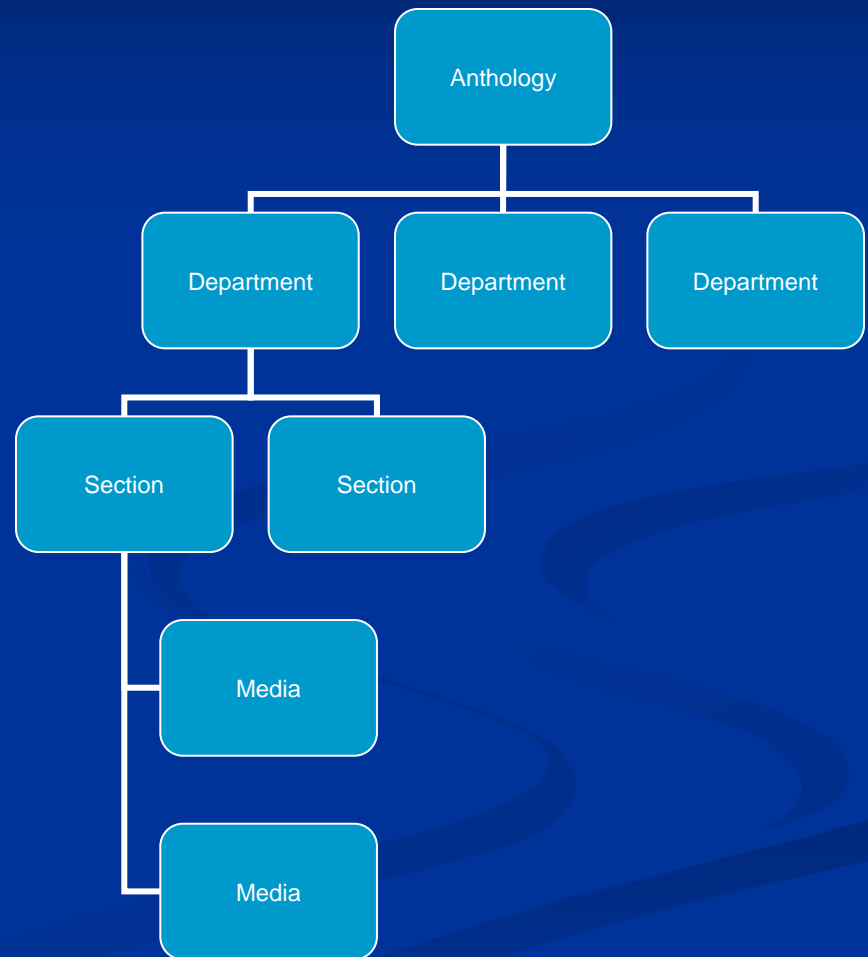
Warn on last sale



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

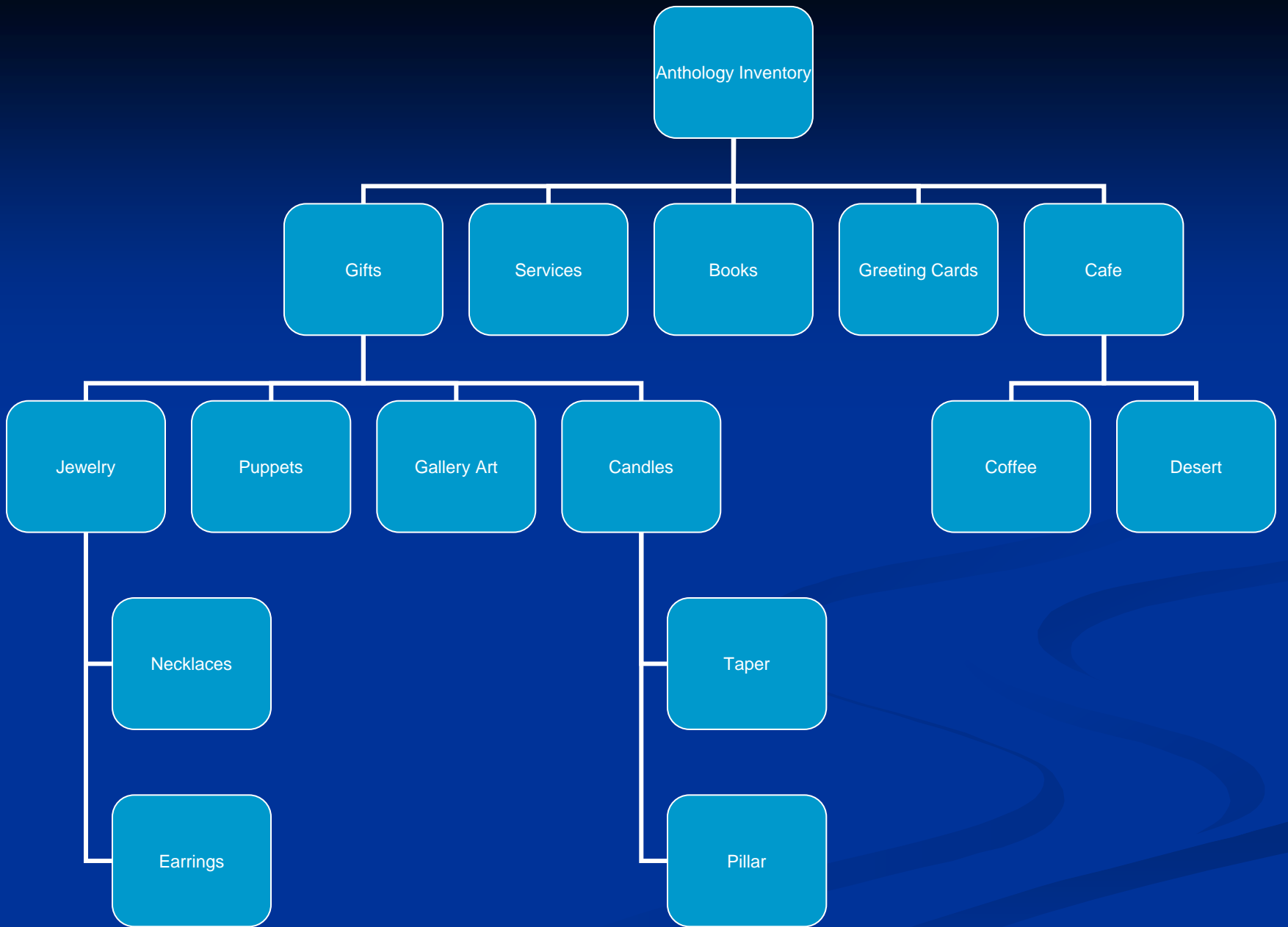
- Gather documents
 - Invoices
 - Packing Slips
 - Physical Inventory Sheets

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

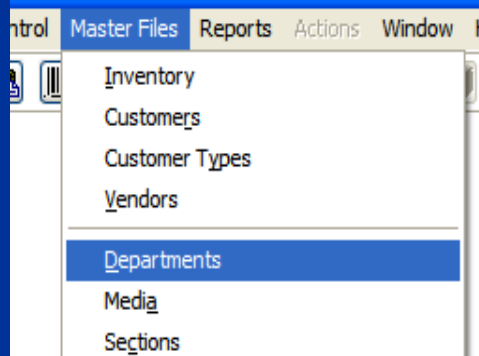
Setup

- 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

The screenshot shows a software window titled "Departments" with a blue title bar. The main area is divided into several sections:

- Header:** "Name * Cafe" (text input), "Short code * CAFE" (text input), and "Inactive" (checkbox).
- Navigation:** A row of buttons: "List", "Details" (highlighted with a yellow border), "QH/OO", "Sales", "POs", and "Returns".
- Main Content:**
 - Left Panel:** "Default purchase discount for costing" (text input), "Shelf feet" (text input), "Square feet" (text input), "SuperType" (dropdown menu), "Department discount schedule" (dropdown menu showing "(None)"), and "Block discount" (checkbox).
 - Right Panel:** "Sales Discount" section with "Start date" and "End date" (date pickers), and "Discount Schedule" (dropdown menu showing "(None)").
- Footer:** A row of function key buttons: "F1 Help", "F4 New", "F9 Delete record", "F10 Save", and "F11 Print".

Creating Department, Sections and Media requires 4 button clicks

Setup

- Enter vendor record

The screenshot shows a 'Vendor' setup window with the following fields and options:

- Name ***: A text input field with a red border, currently empty.
- Short code ***: A text input field, currently empty.
- Account #**: A text input field, currently empty.
- San**: A text input field, currently empty.
- Publisher**: A checkbox, currently unchecked.
- Navigation tabs**: A row of buttons including 'List', 'Details' (highlighted), 'QH/OO', 'Sales', 'POs', 'Returns', 'Addresses', 'Disc Schedules', and 'EO'.
- Parent vendor**: A dropdown menu with '(None)' selected.
- Terms**: A dropdown menu with '(None)' selected.
- Ship via**: A dropdown menu with '(None)' selected.
- Preferred PO SKU fo**: A text input field, partially visible.
- Shipping inst.**: A text input field, currently empty.
- All**: A text input field, partially visible.

Setup

- Decide what tools to use
 - Quick Inventory Add

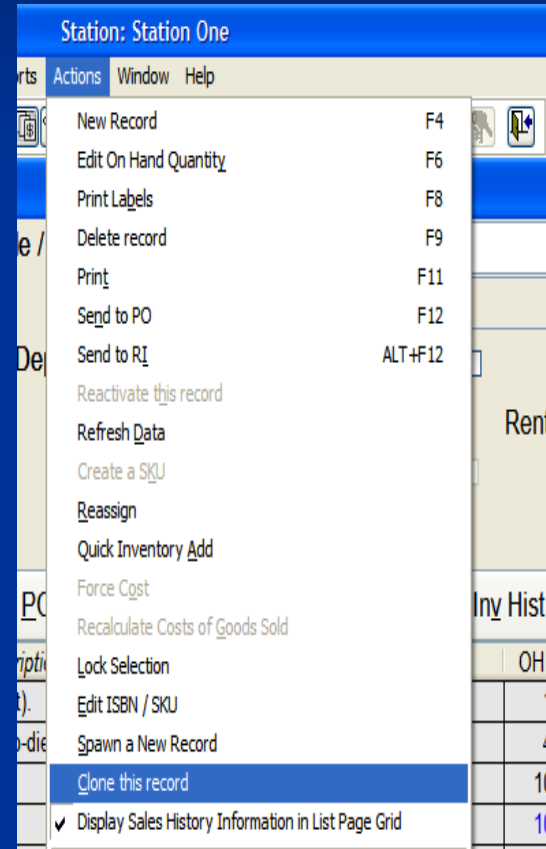
Go to Inventory then to the Actions menu and select Quick Inventory Add

The screenshot displays the 'Quick Inventory Add' dialog box. At the top, the main application window shows 'Inventory' with fields for 'ISBN / SKU * 630269339X' and 'Title / Descrip * Feels Like Rain'. The dialog box itself has a title bar 'Quick Inventory Add' and a close button. It contains several sections of input fields and options:

- ISBN / SKU:** A red-highlighted field containing '630269339X'.
- Item / UPC:** An empty text field.
- Retail:** A numeric field with '0.00'.
- List:** A numeric field with '0.00'.
- Web:** A numeric field with '0.00'.
- Sale disc:** An empty numeric field.
- Alt ISBN:** An empty text field.
- Title/Descript:** An empty text field.
- Author:** An empty text field.
- Options:** A series of checkboxes and dropdown menus including 'Add Publisher', 'Preferred Department' (set to 'Book'), 'Media' (set to '(None)'), 'Section1' (set to '(None)'), 'Section2' (set to '(None)'), 'Published' (set to '/ /'), 'Make ISBN-13 primary', 'Stock Item', 'Web Exclude', and 'Used book'.
- Keywords:** A text field with a search icon.
- Notes:** A large text area with a search icon.
- User defined fields:** Three empty text fields labeled 'User defined field 1', 'User defined field 2', and 'User defined field 3'.
- Publisher:** A text field with a search icon.
- Binding:** An empty text field.
- Subject:** An empty text field.
- Bottom Row:** A row of checkboxes for 'Auto Save', 'Increment onhand', 'Scan Mode', 'Print Labels', and 'Serialize' (which is checked). To the right is a numeric field for 'OrigList' with '0.00'.
- Buttons:** A row of buttons: 'Save Settings' (checked), 'F1 Help', 'F8 Print Labels', 'F9 Cancel', and 'F12 Post'.

Setup

- Decide what tools to use
 - Cloning



Setup

- You are ready
- Begin entering inventory

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

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