



ANTHOLOGY

Features and functionality

Anthology is a richly-featured, robust inventory control and POS system especially designed for booksellers. This document introduces some of Anthology's highlights and special or unique features. For a full description of Anthology see the Help system or the Manual; or for more information any aspect of Anthology, please contact Anthology Sales at (800) 819-0095 ex: 103 or sales@anthology.com.

Table of Contents

| | |
|---|----|
| Three ways to run | 2 |
| Interface / General | 2 |
| Sales | 6 |
| Cash register | 6 |
| Special Orders..... | 9 |
| Customer Orders | 10 |
| Book Fairs | 12 |
| Optional offsite sales module | 12 |
| Web sales support | 13 |
| X and Ztapes | 13 |
| Credit cards | 13 |
| Inventory Control | 14 |
| Purchase Orders | 14 |
| Auto Generate Purchase Orders | 16 |
| Receiving..... | 16 |
| Overstock Returns | 17 |
| Generate Suggested Overstock Returns..... | 18 |
| Transfers In and Transfers Out..... | 18 |
| Physical Inventory | 18 |
| Master Files | 18 |
| Inventory | 18 |
| Customers | 21 |
| Vendors..... | 22 |
| Taxes..... | 23 |
| Customer Discount Schedules | 23 |
| Tenders..... | 23 |
| Reporting | 24 |
| A/R Sales Summary Report..... | 24 |
| Sales History report | 24 |
| Customer Back Orders report | 25 |
| Daily Sales report | 25 |
| Inventory Status report..... | 25 |
| Purchase Order Status report | 26 |
| Overstock Returns report..... | 26 |
| Historical Ztapes report | 26 |
| Receiving History / Co-op report..... | 26 |
| Hourly Sales Graph | 27 |

| | |
|--|----|
| Comparative Sales History report | 27 |
| Business Center..... | 27 |
| Customer Relationship Marketing | 28 |
| Security | 28 |
| Utilities | 29 |
| Help and Support | 30 |
| Optional Used Book module | 30 |
| Optional Multi-store module..... | 30 |

Three ways to run

Anthology offers three different ways to run:

Anthology Classic the original Anthology, for stores that prefer to own their software, data, and computer hardware, the classic LAN-based setup of Anthology with a one-time license purchase offers a proven, cost effective solution implemented in over a thousand bookstores in the US and around the world. Available as either a turnkey solution with Dell computers or on hardware you supply.

Anthology Private Cloud is revolutionizing the way businesses operate. With an Anthology Private Cloud™ server subscription, Anthology provides and maintains the server for you. An ongoing monthly subscription fee covers the server, its support and regular maintenance. Your program and data are securely hosted on an Anthology-supplied computer at your store, not in a data center somewhere on the internet. This provides the best up-time and performance. Anthology Private Cloud can runs on Windows 7 Professional or higher operating systems.

Anthology RDS for stores that want a Private Cloud architecture but prefer to own a perpetual license and their own hardware, Anthology RDS offers the power and security of a Windows Server 2008 or 2016 operating system. This solution is ideal for larger stores, especially those requiring advanced speeds and the desire to provide remote access for manager, buyers, or even remote sales events.

All three Anthology solutions—Classic, Private Cloud and RDS—provide the same unmatched functionality of Anthology. Here follow some of its outstanding and unique features.

Interface / General

- **Familiar Windows** interface is easy for staff to master, with mouse-friendly drop-down menus, toolbar, shortcut menus, etc.
- Extensive use of **hotkeys** for menus and commands allow fast data entry

Date
8/4/2007
8/4/2007
9/4/2007
12/5/2007
1/4/2008

- Multiple windows (e.g., POs and Inventory) can be open at the same time
- Extensive **drill-down** capabilities: edit Inventory, Customer, or Vendor master file records from within almost any transaction; jump to parent transactions from InfoPanel and other displays
- **ISBN-13 ready**

- Support new 979 ISBNs, as well as both current 10-digit ISBNs and their 13-digit (978) forms
- Optionally make ISBN-13 form primary or individual vendor

| | |
|------------|---------------|
| ISBN / SKU | 0393312445 |
| Alt ISBN | 9780393312447 |

- **Inventory, Customer, Vendor, and Calendar assistants** are always available to help with data entry and to respond to customer inquiries

- The **Assistant button** can be found next to every ISBN, customer, vendor, and date field to help you quickly and easily search for and enter data
- **Inventory Assistant** lets you search by Keyword, Title, Author, Title, or Reverse ISBN (type 073 to get 0007133073—fast!)



| | | |
|---|------------------|-------|
| DEAD AND GONE | Search Inventory | Reset |
| Search by: <input type="radio"/> Keywords <input type="radio"/> Author <input type="radio"/> ISBN / SKU <input checked="" type="radio"/> Title / Description <input type="radio"/> Reverse ISBN / SKU | Fetch | |

- Get on hand, on order, customer back order (i.e., special orders), on hold, and available quantities information instantly
- Search for **customers** by code, name, or phone number

| | | |
|-----------|--------|----|
| Tim | OH | 22 |
| Inst Acco | OnHold | 0 |
| Available | CBO | 0 |
| 22 | OO | 0 |

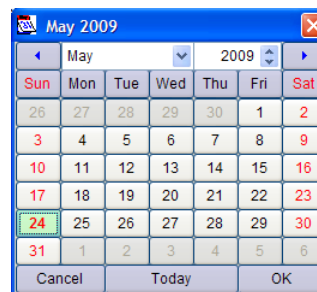
| | | | | | |
|--------|-----------|-------|---------------------------|----------------|--------|
| LYNCHL | Lynchburg | Laura | | (888) 555-1212 | 545 Si |
| MILTOD | Milton | Donna | Long Road High School | (888) 555-1212 | 105 H |
| NEVINT | Nevinson | Tom | Saginaw Harbor Yacht Club | (888) 555-1212 | 710 Si |
| PATTEM | Patterson | Meg | | (888) 555-1212 | 27 Co |
| RUSHTJ | Rushtorn | John | | (888) 555-1212 | 21543 |

Search by: Last Name Code Phone num Phone search on last four digits

See summary customer information; make edits or add new customers on the fly; go to full customer record with one keystroke

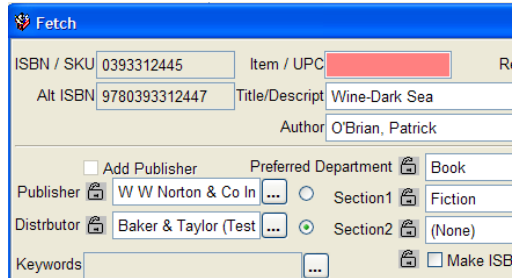
| | | | | | | |
|--------------|-------|---------|---------------------|---|-------------|----------|
| First Name | Sue | Phone # | (888) 555-1212 | x | FBC balance | 0.00 |
| Last Name | Brown | Fax # | | x | Disc Sched | |
| Organization | | Email | subrown@webmail.net | | Tax Profile | Resident |

- **Calendar Assistant** makes entering date values easy and accurate

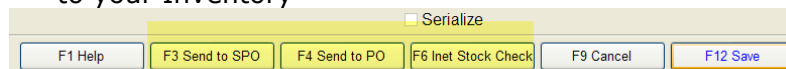
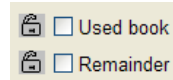


- Clicking on any column head sorts that column. **Columns** can be resized and rearranged and preferences saved, either system-wide or by user
- Fetch and SuperFetch** make for easy, accurate data entry

- Automatically Fetch rich bibliographic information from within any screen simply by scanning or entering an ISBN; or **SuperFetch** by searching keyword, author, or title.

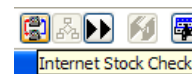


- Web-based data sources provide widest coverage, most up-to-date data and most out-of-print titles.
 - Use databases from **authoritative vendors** like R.R. Bowker, Baker & Taylor, and Ingram Book Company; or the free Simple Fetch service from Anthology.
 - Specify default values or lock down session values for Distributor, Department, Section, or Media and other fields
 - Optionally **categorize items** as used books or remainders, stock or non-stock items, etc before adding them to your Inventory
 - Access instant stocking information on Fetched titles from publishers and distributors via Internet StockCheck (see below)
 - Rich "**Learning**" functionality memorizes associations between vendor categories and your native subjects, departments, etc., reducing tedious editing and data entry
 - Send Fetched titles to a PO, to a special order, or just add them to your Inventory



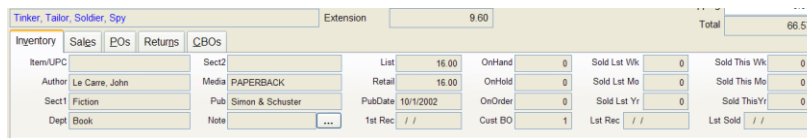
- Instant, accurate stocking information is always available via **Internet StockCheck** including the discount and return status

- Internet StockCheck is **available on the toolbar** from within any screen



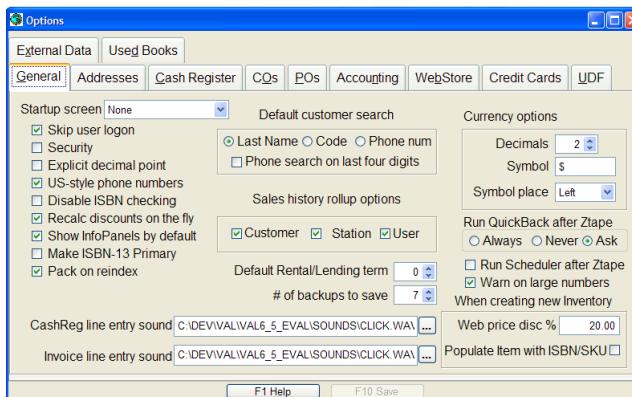
- Quickly and easily check availability of stock at **major distributors** like Baker & Taylor and Ingram for any title at any time
- Check stock at participating **Pubnet** publishers
- Seamlessly access vendor stocking information via Internet StockCheck when Fetching
- Get instant, detailed vendor information regarding **on order and back order status** for titles from Pubnet publishers
- Detailed information on current item can be found in Anthology's exclusive **InfoPanel** displays

- InfoPanels are available on Purchase Order, Receiving, and many other screens
- InfoPanels have **tabbed display** to show summary inventory information, sales history, information on purchase orders



(POs) and receiving, overstock returns, and customer back orders (CBOs), including special orders

- Show or hide InfoPanels with hotkey; set default in Options
- **Highly customizable**
 - **Options screen** on the Tools menu gives control of literally dozens of options in every area of the program

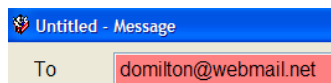



- A few customizable options:
 - Enable or disable ISBN checking to warn when 10 or 13-digit SKUs fail check digit test
 - Optionally either **recalculate** discounts on the fly or not for faster data entry in POs, receiving, and customer orders
 - Customize # of decimals, currency symbol and symbol place for display and printing for non-US currencies
 - Optionally specify **sounds** for line entry on Cash Register, POs, and other screens
 - Separate **addresses** for physical store, billing, and shipping
 - Customize **screen** layouts; each user can have their own layout restored on login
 - Optionally enable "**cash register**" **style entry of currency values**
 - Optionally format phone numbers to US style
 - And many, many more

- Print **bar code labels** as needed



- **Email integration throughout**



- The email icon  on the toolbar lights up green when current customer or vendor has a **valid email address** on file. Simply click on the icon to compose an email message
- Email messages can optionally use **customizable, user-defined templates**

Sales

Cash register

- **Sell books and non-book items**, gift cards and gift certificates on a single sale

| Type | ISBN / SKU | Qty | Price | Tax | Disc... | Ext |
|-------|-------------------------------|-----|-------|-----|---------|-------|
| Sale | 0441017150 Dead and Gone | 1 | 25.95 | ✓ | 0.000 | 25.95 |
| Sale | LATTE_LG Large Latte | 1 | 3.50 | ✓ | 0.000 | 3.50 |
| Gfact | Inhouse Giftcard 123456789 | 1 | 20.00 | | 0.000 | 20.00 |

- Optionally control dozens of functions through Security settings, including optional supervisor overrides
- **Highly customizable:**
 - Specify **message** to print on receipt
 - Break out individual taxes or not in multi-tax jurisdictions
 - Optionally warn when selling Inventory items with a price of 0.00
 - Optionally send **AR invoices** to report printer
 - Optionally require customer to have Terms on AR sales
 - Optionally warn on sale of last copy of a SKU
 - Optionally track **detailed customer sales history** or not
 - Begin new sale on customer, title, or ISBN field
 - Show or hide the following fields: Customer, Organization, Terms, Customer Note, FBC Total, FBC Balance, Discount
 - Optionally force **logging** of clerk on each sale; optionally require password

- Optionally **specify customer for any sale**; add new customers or edit existing customers on the fly
 - Customer organization, Terms, and optional Notes display on screen for easy reference



- Also display **customer frequent buyer club totals and balance**

- Quickly find and display **complete customer sales history** with a single keystroke

| Source | Tran # | ISBN / SKU | Title / Description | Qty | UOM | Date | Price | Disc% |
|--------|-----------|------------|------------------------------------|-----|-----|-----------|-------|-------|
| CO | 0000004-1 | 031666343 | Lovely Bones | 1 | EA | 4/5/2008 | 21.95 | 0.00% |
| CR | 101871 | 0007133073 | Rosslin : Guardians Of The Secrets | 1 | EA | 12/5/2007 | 15.95 | 0.00% |
| CR | 101884 | 0631232761 | Learning By Design : Building Sust | 1 | EA | 1/4/2008 | 55.01 | 0.00% |
| CR | 101788 | 0374199698 | Middlesex | 1 | EA | 9/4/2007 | 20.01 | 0.00% |
| CR | 101801 | 630686091 | My Sacrifice | 1 | EA | 8/4/2007 | 9.98 | 0.00% |
| CR | 101801 | 6306864504 | Human Clay | 1 | EA | 8/4/2007 | 28.98 | 0.00% |
| CR | 101857 | 6305672822 | Best of Beethoven | 1 | EA | 1/10/2008 | 8.98 | 0.00% |
| CR | 101857 | 6306778931 | Discase Mv | 1 | EA | 1/10/2008 | 13.98 | 0.00% |

- Specify a **discount schedule** for a sale as a whole; also optionally specify override discounts on any individual line
 - An unlimited number of discount schedules can be created and used

- Specify a **Tax Profile** for sale (Tax Profiles can include one or more taxes); default Profile is assigned to every sale

- Optionally display Author, Retail, OnHand and OnOrder qtys for current item

- Multiple, customizable **Frequent Buyer Clubs** (loyalty programs) can be configured to count, items, dollars,

or sales; and to give rewards in the form of either coupons or discounts.

- Frequent Buyer Club totals update dynamically during a cash register sale; total turns red when customer passes reward threshold

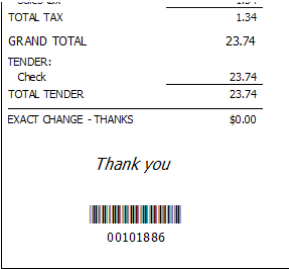
FBC total \$ 107.84
- Enter items by ISBN/SKU or by Title/Description
- Accept payments on account and other Pay Ins; make Pay Outs
- Sell and accept Anthology InHouse **gift cards**
 - Sell gift cards as a line item along with other items on a single sale
 - Issue gift cards in lieu of store credits **for returns, change on gift certificates**, etc.
- Support bar code scanners
- **Scan mode** makes line item entry fast and easy; no keyboard input required
- **Return Manager** ensures that books sold at a discount are not returned at full price, avoiding costly errors

| Type | ISBN / SKU | Qty | Price | Tax | Disc % | Ext |
|-----------------|------------|-----|-------|-----|--------|--------|
| Retur... | 1416594884 | 1 | 28.00 | ✓ | 20.000 | -22.40 |
| Most Wanted Man | | | | | | |

- **Void sales**
- Optionally support multiple Units of Measure (UOM) for any item; sell individually or by the box, dozen, etc.
- Line items on the current sale all displayed on the "tape area" on the right of screen

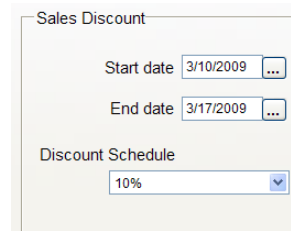
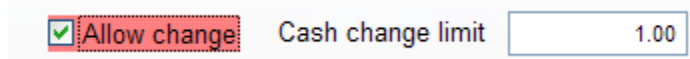
of items
3
- Inventory Assistant makes lookup of Inventory items for data entry or for responding to customer enquiries fast and easy

- **Barcoded transaction numbers** are printed at the bottom of each receipt, facilitating fast, accurate returns
- Sales, returns, and special orders can all be included on a single transaction

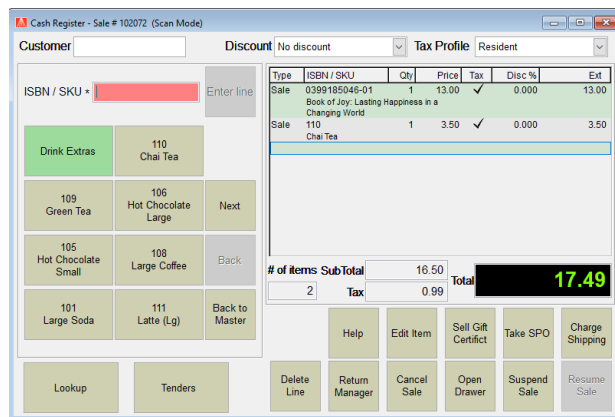


- **Suspend and Resume** an unlimited number of sales
- Gift receipts
- Multiple receipts can be printed for any sale
- **Reprint receipts** from any day, even months or years ago
- **Notes** can be attached to any sale and optionally printed on receipt
- **Number of items** listed for easy cross check when bagging items.

- Unlimited number of tenders can be used on any sale
- List of tenders and their associated rules (allow change, maximum change amount, etc) are user-maintainable
- Change due automatically calculated and prominently displayed
- Schedule **sales events** by item, department or section



- **Optional touchscreen Cash Register** interface is easy to use in



cafes and newsstands; list of items and their order is user-specifiable

Special Orders

- **Quickly and easily** take special orders (SPO) through Cash Register screen
- Control number of receipts to print, default deposits for SPOs through Options screen
- Quickly and easily find bibliographic information for customer requests through **Fetch**, **SuperFetch**, and integration with databases of books in print
- Get up to date availability information through **Internet StockCheck** in real-time including on hand, on order, discount and return status

- Attach notes to SPOs
- When special order is picked up, any **deposit**, is automatically applied
- **Prepay option** allows customer to pre-pay SPOs, including tax for easy pickup

| Tender | Deposit | 8.00 |
|--------|---------|------|
|--------|---------|------|

- Optionally take deposits; deposits calculated using user-defined default percentage value
- Optionally **automatically add new SPOs to a PO**
- Include SPOs on POs when auto-generating POs
- Track SPOs through every step of purchase order/receiving process
- Check purchase order status, customer notification status and other information for one or all SPOs through **CBO (customer back order) Manager** or Review Special Orders screens; review both open and completed SPOs

| Item | Status | Source | Tran # | Date | CustCode | Customer | Phone | ISBN/SKU | Title/Descrip |
|------|--------|--------|--------|-----------|----------|------------------|----------------|------------|------------------------------|
| | Draft | SPO | 000003 | 1/10/2009 | JOHNSP | Johnston, Pamela | (888) 555-1212 | 0345449746 | Fall from Grace |
| | In | SPO | 000004 | 1/10/2009 | GROSSE | Gross, Elena | (888) 555-1212 | 1885173598 | Deadly Kin |
| | New | SPO | 000005 | 4/6/2009 | MILTOD | Milton, Donna | (888) 555-1212 | 0743457900 | Tinker, Tailor, Soldier, Spy |

- **Send items to a PO** from the CBO Manager (or any other screen) using Send to PO toolbar icon



- Flag SPOs at receiving; print notices to call or mail customers; or **notify via email**



- Print SPO wrappers at Receiving to make locating books easy behind the sales counter
- Handle pickup of SPOs through Cash Register screen; **SPO pickups** can be mixed with other line types (Sale, Return, etc) on a single transaction

Customer Orders

- Customer Orders screen handles **mail, email, fax, or web sales**
- Track **multiple shipments and back orders**

The screenshot shows the 'Customer Orders' window with the following details:

- CO #:** 0000010
- Customer:** CLARKE, MICHAEL
- Status:** Draft
- Deposit:** 0.00
- Order Total:** 21.15
- Organization:** (blank)
- Source:** (blank)
- Pro forma invoice:**
- Allow BO:**
- Ship via:** (None)
- Terms:** (None)
- Created:** 7/21/2005
- Shipping Address:** 2042 Front Street, Milford, NY, 06460, USA
- Billing Address:** 2042 Front Street, Milford, NY, 06460, USA
- Attn:** Michael Clarke

- Accommodates **complex discount schedules and tax profiles**
- Optionally show InfoPanel with detailed information about each line item
- Order header accommodates both shipping and billing addresses; notes; special messages to print on shipments and invoices; customer PO numbers; and much more
- Create **pro forma invoices (quotes)**

Pro forma invoice CO# 0000008 - 1

Your Store Name
100 AnyStreet
PO Box 1
Anytown, MI 12345-1234

Amanda Jean
1453 Burdock Dr.
Kingston, NY 10011
USA

ATTN:
CODE: JEAN

IMPORTANT: please refer to above number on all correspondence and packages.

Amanda Jean
1453 Burdock Dr.
Kingston, NY
USA

| DATE | CUST PO | TERMS | WEIGHT | | | | SHIP VIA | |
|-----------------------|--|-------|--------|------|-----|-------|----------|-----------|
| 3/4/2003 | | | | | | | | |
| SKU# | Title/Description | Ord | UOM | Ship | B/O | Price | Disc | Extension |
| Sale 1860942296 | Imperial College Handbook Of Maternal | 1 | EA | 1 | 0 | 62.00 | 15.000 | 52.70 |
| Sale 0070701830 | Differential Diagnosis Of Chronic Pain : | 1 | EA | 0 | 1 | 65.00 | 15.000 | 55.25 |
| Shipping | | | | | | | | 0.00 |
| Sub-total | | | | | | | | 107.95 |
| Tax | | | | | | | | 6.48 |
| TOTAL | | | | | | | | 114.43 |
| Total Tendered | | | | | | | | 0.00 |
| Total Due | | | | | | | | 114.43 |

- Calculate total weight of shipment
- Optionally send line items to a PO

- Allow or forbid partial shipments
- Charge shipping
- Print customer labels
- Allow or forbid back orders (BOs)
- Set default behavior to give change or retain deposit

- Specify which documents to print at posting

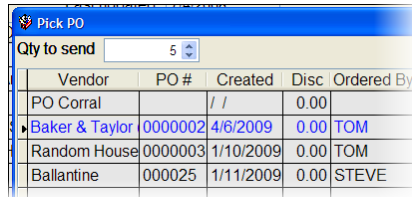
- Specify a default **email** for customer service contact
- Optionally pre-fill Ship and BO QTYs based on Inventory OH
- Optionally include QTYs on draft orders or not when calculating customer back order QTYs

Book Fairs

- Check out and check in items sent out of store for sale at **book fairs and other events**
- Calculate QTYs sold by counting copies returned; counting copies at remote site; or entering sold QTYs directly
- Scan Mode uses barcode scanner to rapidly count books returned
- Post multiple updates for a single open book fair

| Type | ISBN / SKU | Title / Description | UOM | Send | Out |
|------|------------|--------------------------------------|-----|------|-----|
| Sale | 003064629 | Biology : Visualizing Life | EA | 5 | 5 |
| Sale | 003065036 | United States : Change And Challenge | EA | 5 | 5 |
| Sale | 006001221 | Geography Club | EA | 20 | 14 |

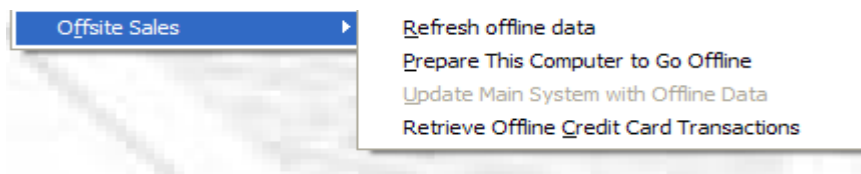
- Track QTYs sent and QTYs still out to the book fair
- Optionally integrate with **Offsite Sales module** to capture transaction details and eliminate data entry on return
- Send more copies to a book fair through Transfers Out function
- Clone archived book fairs to eliminate or minimize data entry
- Optionally send book fair list to a PO
- Send list of items received on a shipment in Receiving to a book fair
- Optionally check QTYs to be checked out against Inventory On Hand
- Print professional invoices for book fairs
- Optionally guard against entering books not checked out on return
- Notes can be printed on invoices and other documents or associated with book fairs for internal use



| Vendor | PO # | Created | Disc | Ordered By |
|----------------|---------|-----------|------|------------|
| PO Corral | | / / | 0.00 | |
| Baker & Taylor | 0000002 | 4/6/2009 | 0.00 | TOM |
| Random House | 0000003 | 1/10/2009 | 0.00 | TOM |
| Ballantine | 000025 | 1/11/2009 | 0.00 | STEVE |

Optional offsite sales module

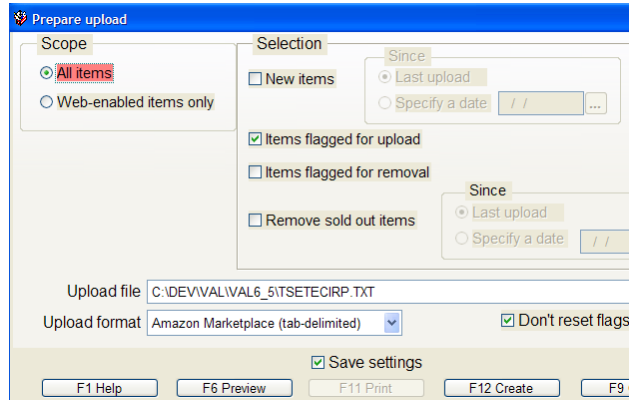
- Take one or more **laptops** offsite to book fairs or other events
- Import offsite sales into main system on return for reporting and inventory update



- Take **special and customer orders** offsite and fulfill them from main system
- In Anthology Private Cloud or RDS, simply add a logon to sell offsite. Or use the special offsite module for APC and RDS to assign special tax rules, etc.

Web sales support

- Create uploads in a variety of standard formats for upload to **your own website or third-party sites**



X and Ztapes

- Run **Xtapes** during the day to close out shifts; **Ztape** at end of day to summarize and close day; **Historical Ztapes** for any day or range of days in the past
- Optionally print itemized tender recap
- Summarize **bankable and non-bankable tenders**; non-sale transactions; customer deposits; returns; discounts and markdowns; sales by department; sales by hour; and more
- Run for single user or all users; one station or all stations
- Send report to printer or export to Excel, pdf, other file formats

| Bankable Tendere | |
|-----------------------------------|-------------------|
| AMEX | \$63.07 |
| CASH | \$5453.93 |
| CHECK | \$3557.52 |
| DISCOVER | \$20.78 |
| INHOUSE | \$17.97 |
| MASTER CARD | \$2643.36 |
| VISA | \$7129.74 |
| Total bankable tendere | \$18886.37 |
| Non-Bankable Tendere | |
| Accounte receivable | \$0.00 |
| Gift certificatee | \$0.00 |
| Store credite | (\$12.75) |
| FBC credite | \$0.00 |
| TRADE CREDIT | \$0.00 |
| INHOUSE | \$17.97 |
| Total non-bankable tendere | \$5.22 |
| Total tendere | \$18891.59 |
| Special Transactione | |
| Acct receivable - Salee on acct | \$0.00 |
| Acct receivable - Payment on acct | \$0.00 |
| Net change | \$0.00 |
| Gift certificatee - Redeemed | \$0.00 |

Credit carde

- Secure credit card authorization.
- Ease PCI compliance End to End Encryption (E2EE)
- Optionally save and re-used customer credit card paymente with PASS (Payment Account Secure Storage)

- Support credit card swipe and EMV Chip Pin (depending upon configuration)
- Support **authorization via internet**

Inventory Control

Purchase Orders

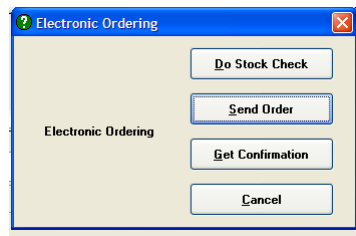
- Create, print and electronically send POs
- Track draft, open, and completed POs
- Create POs manually or autogenerate
- **PO Corral** provides a holding area for customer and staff suggestions, books to order, etc
- Include Shipping Instructions on POs
- Print POs in either 10-digit or 13-digit ISBN format
- Customize special message to print on every PO
- Specify whether Back Orders are allowed or not for whole PO with optional line by line override
- Specify discounts for PO as a whole, with optional line by line override
- POs can use vendor discount schedules as entered in Vendors file
- Electronically order with all major distributors (including **Baker & Taylor, Ingram, and others**) and publishers (including **Random, Simon, Harper Collins and others**)

| SubTotal | Shipping |
|---|----------|
| 5,398.77 | 0.00 |
| <input checked="" type="checkbox"/> Draft <input type="checkbox"/> History <input type="checkbox"/> Open <input type="checkbox"/> All <input type="checkbox"/> Exported | |

000025


IMPORTANT - ABOVE NUMBER must appear on all correspondence, invoices, shipping papers and packages

Your Store Name Ship
 The Manager/Owner
 100 Anystreet
 Anytown MI 12345-1234
 Phone: (000) 555-1212 Fax: (000) 555-1212



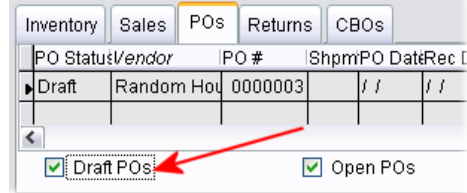
- Electronically send StockCheck to supporting vendors
- View and print confirmation files receiving during

electronic ordering

- Apply confirmation files from EO to POs to adjust for QTYs shipped, back orders, and cancellations
- **Cascade** cancelled items to a new PO so they can be ordered from another vendor
- Full support for **Pubnet and PubEasy**
- **Email POs** to vendors 

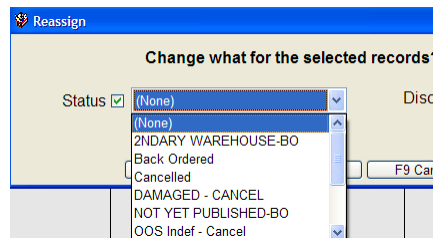
- Customer back orders like special orders are flagged on PO; details available on the InfoPanel at bottom of screen Send any item to a PO at any time using **Send to PO toolbar button**

- **InfoPanel** displays show detailed information on each line item, including PubDate; 1st and Last Received Date; OnHand; OnOrder; Customer Back Orders outstanding; and Sold This Week and Last Week, This Month and Last Month; This Year and Last Year. Sales page show graphical sales chart by month or by week. POs, Returns, and CBOs (customer back order) tabs show details of status.



- InfoPanel can be toggled on and off with hotkey combination to show more line items or to zoom in on information about a particular item
- **Regroup** option takes cancelled items on a distributor PO and places them on POs for their publishers of record
- Reprint or view again last EO confirmation
- Find Line function for searching within a large PO
- **Merge** one PO into another
- **Move or copy** one or a group of line item(s) to another PO
- Send selected line item(s) to a Book Fair

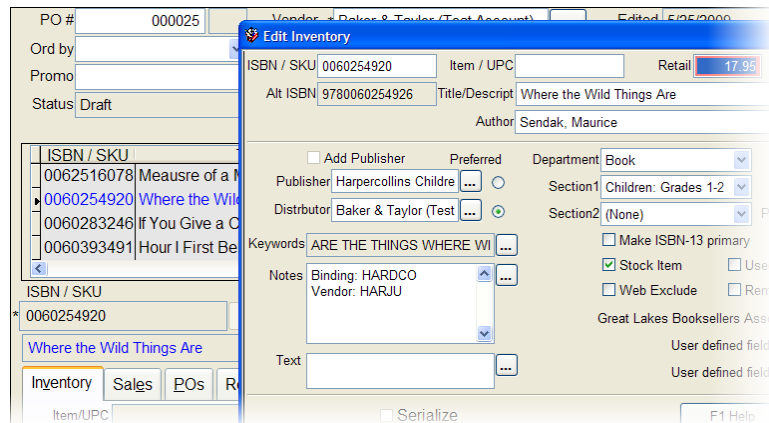
- Globally change status (Not Yet Published, etc) for selected items



- Use Fetch and SuperFetch to search and enter new items from within a PO

- Import frontlist on floppy information into a PO

- **Edit inventory items** from within the PO screen



- SuperDelete option deletes item from Inventory as well as removing it from the PO

- Quick and easily check on stock availability using Internet StockCheck

- Allow user-specified PO numbers or not
- Optionally force FlashBack format PO numbers
- Optionally allow **back orders** or not by default

Auto Generate Purchase Orders

- AutoGenerate POs function allows for **automated creation of POs**
- Compare On Hand QTYs with user-defined **Minimum and Maximum** stock level values; or use **detailed sales history**; or create POs containing customer back orders only

- QTYs to order can optionally be adjusted for QTY on hand, QTY already on order, QTY on draft POs, or **customer back orders**

- POs can be created for publisher of record of each item, last vendor, preferred vendor as specified in the Inventory file, or a single, specified vendor
- Evaluate all Sections or just one, all Departments or just one, all Media or just one, and all vendors or just one.
- Optionally include books from **all imprints** of a specified vendor
- Optionally exclude used books and non-stock items

Receiving

- Quickly and easily receive merchandise with or without a PO

| ISBN / SKU | UOM | Open | Recd | S |
|----------------------|-----|------|------|---|
| * 0763617482 | EA | 0 | 1 | |
| Root Beer and Banana | | | | |

- Search for POs by Vendor, PO #, or ISBN/SKU
- Scan mode makes counting received items fast and easy
- **Quick Receive** ("invoice-oriented receiving") allows for fast receiving without worrying about POs
- Receive All function moves Open QTYs into Received QTYs for fast receiving of small orders
- Assign Back Ordered, Cancelled and other statuses while receiving; statuses are visible on Inventory record and through Inventory Assistant

- **Price changes** received via electronic ordering confirmations automatically applied
- Edit Inventory master file record from within Receiving
- View EO confirmation
- Print SPO notices or email SPO customers
- Send **email** to vendors or customers using customizable templates



- Merge receiving memo with another receiving memo

Receiving Memo

0000010

Baker & Taylor (Test Account)
251 Mt. Olive Church Rd.
Commerce GA 30599 USA
Phone: (800) 775-1100 Fax: (800) 775-7490
ATTN:

IMPORTANT - ABOVE NUMBER must appear on all correspondence, invoices, shipping papers and packages

S Your Store Name Bill
I The Manager/Owner
L 100 Anystreet
E PO Box 1
T Anytown MI 12345-1234
O Phone: (000) 555-1212 Fax: (000) 555-1212

S Your Store Name Ship
H The Manager/Owner
I 100 Anystreet
P Anytown MI 12345-1234
T Phone: (000) 555-1212 Fax: (000) 555-1212
O

- Send selected items to a PO

| DATE | ACCT # | SHIP VIA | TERMS | INVOICE # | INVOICE DATE | INVOICE AMT | | | | | | | | |
|-------------------------|---------|----------|--------------|-----------|--------------|-------------|----------------|--------|-------|----------|-------------------|------------------|-----------------|--------|
| 5/24/2009 | T514737 | | 2% 10 NET 30 | | | | | | | | | | | |
| CBC | QTY ORD | QTY OPEN | QTY RECD | STA TUS | UOM | ITEM # | DESCRIPTION | SECT 1 | LIST | NEW LIST | RETAIL | DISC. % | EXTEN SION | |
| | 4 | 4 | 4 | 4 | EA | 6306864504 | Human Clay | | 28.98 | ! | 28.98 | 40.000 | \$69.55 | |
| | 4 | 4 | 4 | 4 | EA | 6306801995 | With Arms Wide | | 11.98 | | 11.98 | 40.000 | \$28.75 | |
| | 4 | 4 | 4 | 4 | EA | 6306152784 | 1 | | 18.98 | | 18.98 | 40.000 | \$45.55 | |
| | 4 | 4 | 4 | 4 | EA | 6306154213 | Kryptonite | | 11.98 | | 11.98 | 40.000 | \$28.75 | |
| | 4 | 4 | 4 | 4 | EA | 6306810994 | Breathe | | 24.98 | | 24.98 | 40.000 | \$59.95 | |
| Ordered Received | | | | | | | | | | | Discount % | List | 387.60 | |
| 20 | | | | | | | | | | | 20 | 0.000 | Discount | 155.05 |
| | | | | | | | | | | | | Sub Total | 232.55 | |
| | | | | | | | | | | | | Shipping | 0.00 | |
| | | | | | | | | | | | | TOTAL | 232.55 | |

- Print labels

- Edit receiving history to reflect new invoice or discount information, etc.; recalculate cost of goods sold based on new information

- Filters to hide or show completed items or short-shipped items
- Optionally require entry of vendor invoice information before posting

Overstock Returns

- Create Return Invoices to return overstock merchandise to vendors
- Support vendor permission required or not
- Invoices tab on InfoPanel makes it easy to select and assign vendor invoice information to each line item; system suggests more recent invoice to minimize data entry
- Reasons for return include Overstock, Damaged, Not Ordered, and more
- Flag items for deletion from Inventory after return
- Auto-generate Return Invoices based on a range of criteria, including Not Sold Since, On Hand Stock exceeds X months of sales, etc

| Reason | Invoice |
|--------|---------------|
| DAM | Damaged |
| DC | Damaged Cas |
| DEF | Defective |
| DI | Damaged Item |
| MIS | Short shipped |
| NOR | Not ordered |
| OVR | Overstock |

Generate Suggested Overstock Returns

- Powerful Generate Overstock Returns screen lets you create draft Overstock Return memos for one or all vendors according to standards you define

Transfers In and Transfers Out

- Transfers In and Transfers Out screens allow audit trail of merchandise entering or leaving your inventory through "non-standard" ways -- e.g., donations; or, with the Multi-store Version of Anthology, between stores or between a store and the central office

| Destination * | | |
|----------------------|----------|----------|
| Shady Hill School, | #0000002 | 7/4/2008 |
| Grayling Jr. High S, | #0000003 | 7/4/2008 |

- Transfer merchandise to an open book fair

Physical Inventory

- Physical Inventory function allows comparison of a physical count of inventory with On Hand values as recorded in the Inventory file
- Update On Hand QTYs in Inventory with physical counts; produce exception reports
- Use optional scanners to simplify counting process or enter counts by hand
- Batches, either from scanners or manual entry, are tracked for audit purposes

| ISBN / SKU | UOM | InvQty | CountQty | TotCount | Items | CountQty |
|--|-----|--------|----------|----------|--------|----------|
| 1564743756 | EA | 8 | 8 | 0 | 1,679 | 0 |
| American Silver 1700-1900 - The Mrs. John Emerson Marble Collection at the Huntington Library, Art | | | | | InvQty | TotCount |
| | | | | | 13,916 | 0 |

Master Files

Inventory

- The Inventory screen provides you with comprehensive, tabbed display of critical information about your inventory

- The **List tab** provides an overview of all your inventory. As with all Anthology grids, its columns can be sorted and rearranged to suit your style

| List | Details | UOMs / Prices | Sales | POs | Returns | CBOs | BFs | Copies | Inv Hist |
|------------|----------------------------|------------------|-------|-----|---------|--------|------|--------|----------|
| ISBN / SKU | Title / Description | Author | OH | OO | List | Retail | Dept | Sect1 | Me |
| 0810993139 | Diary of a Wimpy Kid | Kinney, Jeff | 3 | 0 | 12.95 | 12.95 | BOOK | CHIL7 | HF |
| 0810994739 | Diary of a Wimpy Kid : Roc | Kinney, Jeff | 2 | 0 | 12.95 | 12.95 | BOOK | CHIL7 | HF |
| 081298062X | Shadow Country | Matthiessen, P | 3 | 0 | 16.00 | 16.00 | BOOK | FICT4 | PA |
| 0819568309 | Black Mirror and Other Sto | Rottensteiner, F | 6 | 0 | 85.00 | 85.00 | BOOK | SCIE2 | HF |
| 0819568317 | Black Mirror and Other Sto | Rottensteiner, F | 6 | 0 | 27.95 | 27.95 | BOOK | SCIE2 | PA |
| 0843961139 | Killing Castro | Block, Lawrenc | 6 | 0 | 6.99 | 6.99 | BOOK | MYST | PA |

- The **Details tab** provides a summary of important information about each inventory item:

- Display full title (up to 100 characters) and author information; optionally add special keywords for searching

| | | | |
|-----------------|---|--------|---------------------------|
| Title / Descrip | Why Is This a Holiday : A Guide to American Celebrations of God and Country | | |
| Keywords | A AMERICAN AND CELEBRATIONS CC | Author | Johnson, Kevin Orlin, Ph. |

- Define both primary and secondary sections

| | |
|----------|------------------|
| Section1 | Sociology |
| Section2 | History American |

- Show both **ISBN-10 and ISBN-13 forms** where applicable

| | |
|------------|---------------|
| ISBN / SKU | 9780965366083 |
| Alt ISBN | 0965366081 |

- Optionally specify List, Retail, and Web prices

| | |
|--------------|-------|
| Retail price | 22.01 |
| List price | 22.01 |
| Web price | 17.60 |

- Specify publisher and up to three distributors; optionally specify a **preferred choice for ordering**

| Vendors | Preferred | | |
|---------------|--------------------|-----|----------------------------------|
| Publisher/Mfg | Bibiotech Inc | ... | <input type="radio"/> |
| Distrbtr1 | Baker & Taylor (Te | ... | <input checked="" type="radio"/> |
| Distrbtr2 | | ... | <input type="radio"/> |
| Distrbtr3 | | ... | <input type="radio"/> |

- Three **user-definable fields**. You can freely define these fields in the Options screen; use them in sales history reporting and queries

| |
|-------------------------------|
| Great Lakes Booksellers Assoc |
| GLBA Fall catalog |
| User defined field 2 |
| User defined field 3 |

- Specify headline and text (unlimited length) for **export to your web site or catalog**

| | |
|--|-----|
| Web / Catalog | |
| Headline | |
| A Wonderful Celebration of American Celebrations | |
| Text | |
| This comprehensive | ... |
| <input type="checkbox"/> Exclude from web | |

- Display **quantities for On Hand and On Order**; On Hold (special orders waiting for pickup or books otherwise being held for customers); Available (On Hand less On Hold); customer back orders (including special orders and mail or web orders) Available

- Optionally assign a variety of Stocking settings, including whether or not to reorder, whether discounts are allowed, etc.

Stocking

Bin

Returnable
 Stock Item
 Label Print
 No discount

Trade
 Short

Sales discount

Weight

- The **Sales tab** shows detailed sales history by month or week, with values for Retail, Cost, Margin, and Markup, in both spreadsheet and graph form

| | Yr | M |
|-----------|-------|---|
| Retail \$ | 29.90 | |
| Cost \$ | 17.94 | |
| Margin \$ | 11.96 | |
| Margin % | 40.00 | |
| Markup % | 66.67 | |

- The **POs tab** shows full purchasing history, including orders and receiving history, invoice numbers and dates

| List | Details | UOMs / Prices | Sales | POs | Returns | CBOs | BFs | Copies | Inv Hist |
|------|---------------------|---------------|-----------|-----------|---------|---------|-------|-----------|----------|
| | PO Status Vendor | PO # | PO Date | Rec Date | Ord | TotRecd | Open | InvDate | Shpm |
| | Complete Bookazine | 0000006 | 2/11/2008 | / / | 2 | 2 | 0 / / | | |
| | Shipment Bookazine | 0000006 | 2/11/2008 | 2/11/2008 | 2 | 0 | 2 | 12/8/2005 | |
| | Complete Bookazine | 0000007 | 2/12/2008 | / / | 8 | 8 | 0 / / | | |
| | Shipment Bookazine | 0000007 | 2/12/2008 | 2/12/2008 | 8 | 0 | 8 | 12/9/2005 | |
| | Complete Baker & Ta | 0000008 | 2/22/2008 | / / | 10 | 10 | 0 / / | | |

- The **Customer Back Orders (CBO)** tab shows a summary view of all the current customer back orders, including special orders, for the current item

| List | Details | UOMs / Prices | Sales | POs | Returns | CBOs | BFs | Copies | Inv Hist |
|------|----------------------|-------------------|----------------|--------|---------|---------|-----|-----------|----------|
| | Item Status CustCode | Customer | Phone | Source | Tran # | OrigOrd | BO | Sent/Sold | PO # |
| | New BROWNS | Brown, Sue | (888) 555-1212 | SPO | 000008 | 1 | 1 | 0 | |
| | Draft MILTOD | Shady Hill School | (888) 555-1212 | SPO | 000005 | 1 | 1 | 0 | 0000002 |

- The **Inventory History (Inv Hist)** tab shows all complete history for any item, filterable and sortable by data, transaction type, etc.

| List | Details | UOMs / Prices | Sales | POs | Returns | CBOs | BFs | Copies | Inv Hist |
|------|--------------|---------------|-------|-----|---------|--------|-------------------------------|--------|----------|
| | Type Date | Transno | Qty | UOM | Price | Disc% | Name | Code | |
| | CR 8/4/2007 | 101808 | 8 | EA | 15.95 | 0.000 | | | |
| | CR 8/4/2007 | 101810 | 1 | EA | 15.95 | 0.000 | | | |
| | CR 9/4/2007 | 101675 | 1 | EA | 15.95 | 0.000 | | | |
| | CR 9/4/2007 | 101779 | 1 | EA | 15.95 | 0.000 | | | |
| | CR 10/4/2007 | 101707 | 1 | EA | 15.95 | 0.000 | | | |
| | CR 12/5/2007 | 101671 | 1 | EA | 15.95 | 0.000 | Buffington, Jay | BUFFI | |
| | CR 12/5/2007 | 101780 | 4 | EA | 15.95 | 0.000 | | | |
| | CR 1/4/2008 | 101794 | 1 | EA | 15.95 | 0.000 | | | |
| | RM 2/11/2008 | 0000006-1 | 2 | EA | 15.95 | 42.000 | Bookazine (Test Account) | BKAZN | |
| | RM 2/12/2008 | 0000007-1 | 8 | EA | 15.95 | 42.000 | Bookazine (Test Account) | BKAZN | |
| | RM 2/22/2008 | 0000008-1 | 10 | EA | 15.95 | 42.000 | Baker & Taylor (Test Account) | BAKER | |

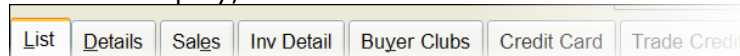
- **Print labels**; edit On Hands with audit trail; send one or more items to PO or return invoice; create a cloned copy of an inventory record; globally reassign Section, Department, Publisher and other criteria for selected records
- **Powerful Quick Inventory Add** feature pulls bibliographic information from database of books in print; facilitates quick entry of large numbers of Inventory records
- **Query and reporting functionality** allows you to create, name and save ad hoc reports; selected records can be printed or exported to a PO or external file format like XLS or CSV file

The screenshot shows a complex query and reporting interface. It includes several sections for filtering data:


- Section2**: Radio buttons for 'All' and 'One', with a dropdown menu.
- Bin**: Radio buttons for 'All' and 'One', with a dropdown menu.
- Published**: A date range selector with dropdowns for start and end dates.
- First Received**: A date range selector.
- Last Sold**: A date range selector.
- User defined field 3**: Radio buttons for 'All' and 'One', with a dropdown menu.
- Web exclude only**: A checkbox.
- Exclude "Web exclude"**: A checkbox.
- Include inactive Records**: A checkbox.
- Show Only Inactive Records**: A checkbox.
- Created**: A date range selector.
- Out of Stock**: A date range selector.
- Last Received**: A date range selector.
- Sold Last 6 Mos**: A dropdown menu.
- Sold This Year**: A dropdown menu.
- Sold Last Year**: A dropdown menu.
- Retail price**: A dropdown menu.
- List price**: A dropdown menu.
- Web price**: A dropdown menu.

Customers

- In a **tabbed** display, the Customers screen shows a summary List



view; Details: sales history; list of purchases, returns and special orders; current frequent buyer club details; and trade credits details (with optional used book module)

- **Details** include, in addition to name and address information, special tax and discount information, and email address for integrated email communications with customers in special orders handling screens and elsewhere. (When the email icon on the toolbar lights up in green  you have a valid email address for the current customer and can send them email using customizable templates.)

- Sales history information for the customer is available with monthly totals in spreadsheet grid/graph form on the **Sales** tab; and item by item on the **Inv Details** tab

| ISBN / SKU | Title / Description | Sold | Ord | BO | Item Sta |
|------------|---------------------------------------|------|-----|----|----------|
| 0316666343 | Lovely Bones | 1 | 0 | 0 | |
| 068982937X | What Sisters Do Best/ What Brothers | 1 | 0 | 0 | |
| 0399234985 | When It's the Last Day of School | 1 | 0 | 0 | |
| 0023150602 | Personal Financial Planning : Your Gu | 1 | 0 | 0 | |
| 6306864504 | Human Clay | 1 | 0 | 0 | |
| 0446611778 | Last Man Standing | 0 | 1 | 0 | |
| 0446611778 | Last Man Standing | 1 | 0 | 0 | |
| 0060007028 | Me & Neesie | 0 | 1 | 0 | |
| 6306864504 | Rough Guide to Bengali | 0 | 1 | 0 | |

- **Buyers Club** tab shows a list of all the store's book clubs, the type of each club (counting dollars spent in this case), whether or not the customer is enrolled, their current level, a cumulative total of dollars spent counted for this club, and the last date a reward was earned

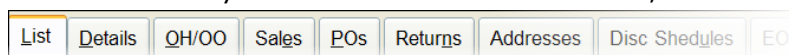
| Name | Type | Required | Enroll | Current | Cumulative |
|---------------------|------|----------|-------------------------------------|---------|------------|
| Your Bookstore Club | \$ | 100.00 | <input checked="" type="checkbox"/> | 83.89 | 83.89 |

- Show customer's current **trade credit** information (with the used book module only)


- Construct **queries** that let you select a group of customer records for editing, reporting, export to a mailing list, or other operations.

Vendors

- In tabbed display, the **Vendors** screen shows a summary List view of all vendor records; details



including terms, preferred ISBN format, and standard shipping instructions; on hand, on order and other information about all books associated with the vendor; sales history information in monthly grid or graph formats; a complete list of all PO history with the vendor (inc. orders and receiving); addresses; discount schedule information for the vendor; and electronic ordering information

- **Electronic ordering** with all major vendors
- Address fields include email addresses for billing, ordering, and shipping contacts. When the email icon on the toolbar lights up in green  you have a valid email address for the current vendor and can send them messages using customizable templates (for example, when a damaged or wrongly shipped book arrives in receiving) or **email POs**
- Imprints can be assigned to parent vendor for consolidated ordering

- Construct **queries** that let you select a group of vendor records for editing, reporting, export to a spreadsheet, or other operations.

Publisher

Requires return permission

OH =

OO =

CBO =

VBO =

ExtRetail =

ExtCost =

Include Inactive Records

Taxes

- Taxable or non-taxable classes of merchandise (Departments) can easily be flagged
- **Tax profiles** (resident, student, etc) can be created for multiple taxes; easily deal with complex tax situations
- Complete sales tax reporting via the Historical Ztape (see below)

Taxes Maintenance

Name * Sales Tax

List Details

Format * Standard

Rate 6.0000

Minimum 0.00

Trade credits are

| Departments | Included |
|------------------|-------------------------------------|
| Audio Books | <input checked="" type="checkbox"/> |
| Book | <input checked="" type="checkbox"/> |
| Cafe | <input checked="" type="checkbox"/> |
| Calendar | <input checked="" type="checkbox"/> |
| Map | <input checked="" type="checkbox"/> |
| Music/Recordings | <input checked="" type="checkbox"/> |
| NOT SET | <input checked="" type="checkbox"/> |
| Periodical | <input checked="" type="checkbox"/> |

F1 Help F4 New

Customer Discount Schedules

- **Multiple customer discount schedules** can be created with multiple levels and other options; associate discount schedules with customers or individual orders; optionally use discounts as frequent buyer club reward

Customer Discount Schedules

List Details

| Short Code | Name | Type | Line basis |
|------------|-----------|---------|------------|
| PREFF | Preferred | Dollars | No |
| STUDE | Student | Dollars | Yes |
| GENER | General | Dollars | No |
| 10% | 10% | Qty | No |
| 20% | 20% | Qty | No |
| 30% | 30% | Qty | No |

Tenders

- An unlimited number of tenders can be created

Tenders

Name * INHOUSE Short code * INHOU

Number of receipts 1

List Details Order

Tender types

Cash

Credit card

In-house gift card

Account Sale

Gift certificate

Store credit

Deposit

FBC premium

Trade credit

Other

Allow change Cash change limit 1.00

Bankable Pop drawer

Ztape detail

Give store credit above cash change limit

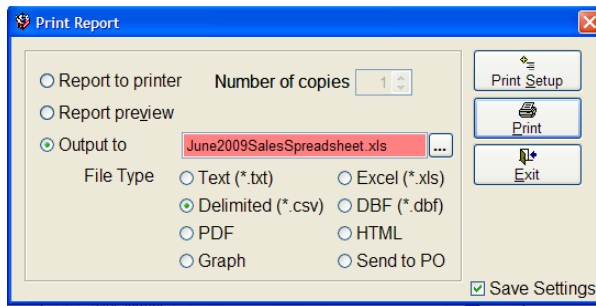
Accept on web

Require entry of card info

- Specify order in which tenders appear in the Cash Register; assign numeric codes for fast data entry
- Specify tender type, whether or not to allow change, and a number of other options. For example, specify a dollar amount above which store credits or a gift card must be given rather than cash.

Reporting

- Anthology has **dozens of built-in reports**, many highly customizable, for sales history, inventory status, purchasing and receiving history, etc., a sample of which are shown below
- Powerful **Query and reporting functionality** allows user to create, name and save ad hoc reports on Inventory, Customers, and Vendors (as described above); selected records can be printed or exported to a PO or external file format like XLS or CSV file
- Most reports can be exported to files as well as sent to the printer. File formats include XLS, CSV, DBF, PDF and HTML



A/R Sales Summary Report

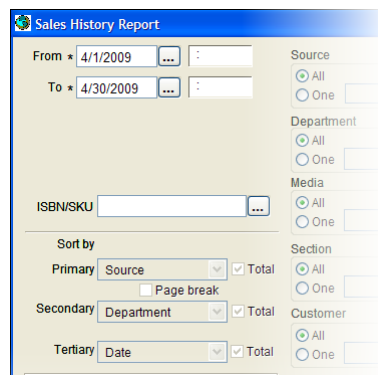
- The A/R Sales Summary Report allows you to see those **sales made on account** to a customer:

A/R sales summary
For period beginning 2/5/2003 thru 2/28/2003
Totals By Customer Name, Title/Descript

| SKU | Description | Units | Retail \$ | OH | 00 |
|--------------------------|---|----------|--------------|----|----|
| 0064472299 | Extra Innings | 1 | 5.99 | 9 | 0 |
| 0060291613 | Meow : Cat Stories From Around The World | 1 | 20.01 | 9 | 0 |
| 0023150602 | Personal Financial Planning : Your Guide To A | 1 | 21.95 | -1 | 0 |
| | Totals for Customer Name: Adams Larry | 3 | 47.95 | | |
| 1563708558 | 200 Best Jobs For College Graduates | 1 | 16.95 | 9 | 0 |
| | Totals for Customer Name: Maule Tom | 1 | 16.95 | | |
| Total books sold: | | 4 | 64.90 | | |

Sales History report

- **Highly customizable** Sales History report allows for filtering by

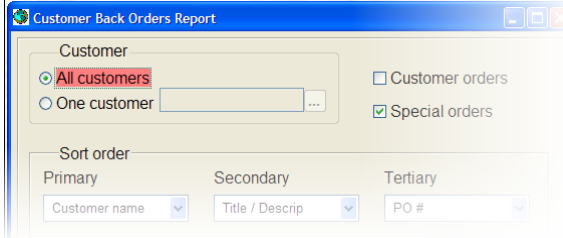


department, section, customer, vendor, user defined fields, and many other options; specify **sorts** with sub-totals up to three levels deep; available in a variety of report formats; results can be printed or **exported** to a spreadsheet or Anthology purchase order.

- Special **bestseller and slow sellers** options

Customer Back Orders report

- Customer Back Orders report can report on one customer or all customers; on customer order back orders or **special orders** only, or both



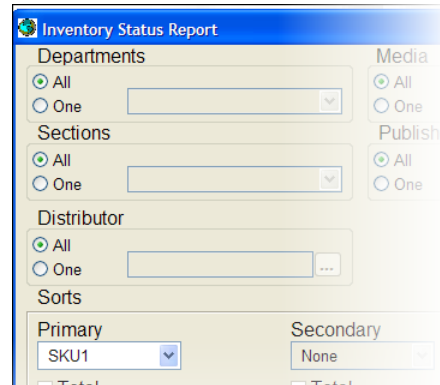
Daily Sales report

- Daily Sales report gives a **quick snapshot** of the day's sales. Sort by vendor, section, ISBN, etc.;

| Daily Sales Report | | | | | | | | | | | |
|-------------------------------|-----------------------------------|-----------------|------------------|------------|----|----|-----|--------|---------|---------|----|
| Totals By Publisher, ISBN/SKU | | | | | | | | | | | |
| Date: 1/11/2009 | | | | | | | | | | | |
| ISBN/SKU | Title/Descrip | Author | Pub | Sect Media | OH | OO | Day | Retail | CrrMnth | LstMnth | YR |
| 6311612704 | A Salsa Tribute To The Beatles | Various Artists | B & t | | 5 | 0 | 1 | 12.98 | 0 | 0 | 1 |
| 0345485793 | Charlemagne Pursuit | Berry, Steve | Ballantine Books | FICT4 HRD | 6 | 0 | 1 | 26.00 | 0 | 0 | 1 |
| 0345495004 | Loving Frank: A Novel | Horan, Nancy | Ballantine Books | FICT4 PAP | 3 | 0 | 1 | 14.00 | 0 | 0 | 1 |
| 0385340990 | Guernsey Literary and Potato Peel | Shaffer, Mary | Bantam Dell Pub | FICT4 HRD | 3 | 0 | 1 | 22.00 | 0 | 0 | 1 |
| 038534239X | Going To See the Elephant | Fishburne, | Bantam Dell Pub | FICT4 HRD | 6 | 0 | 1 | 22.00 | 0 | 0 | 1 |
| 0385342586 | Lima Nights | Arana, Marie | Bantam Dell Pub | FICT4 HRD | 6 | 0 | 1 | 25.00 | 0 | 0 | 1 |
| 0385526199 | Blindspot | Kamensky, Jane | Bantam Dell Pub | FICT4 HRD | 6 | 0 | 1 | 24.95 | 0 | 0 | 1 |
| 0553806793 | Face at the Window | Graves, Sarah | Bantam Dell Pub | MYST2 HRD | 6 | 0 | 1 | 22.00 | 0 | 0 | 1 |
| 0553807137 | Your Heart Belongs to Me | Koontz, Dean R. | Bantam Dell Pub | FICT4 HRD | 6 | 0 | 1 | 27.00 | 0 | 0 | 1 |
| 0425224988 | Defending Angels | Stanton, Mary | Berkley Pub | MYST2 PAP | 6 | 0 | 1 | 7.99 | 0 | 0 | 1 |

Inventory Status report

- Inventory Status report can produce a wide variety of reports, including **total value of inventory at both cost and retail**; out of stock books, on order books; books received after a certain date, etc.



Purchase Order Status report

- Report on draft POs, open POs, or completed POs. Report shows quantities and dollar values at both cost and retail. Filter by vendor, department and PO status

| Vendor | PO # | ShipDate | Status | SKU1 | SKU2 | Title | Department | Pub Date | Qty Ord | UOM | Qty Rec | Outst | Unit Cost | Total Cost | Open Bal | Retail Price |
|---------|--------|-------------|--------|------------|------------|-------------|------------|----------|---------|-----|---------|-------|-----------|------------|----------|--------------|
| Baker & | 000027 | 01 04/29/09 | Open | 0866367802 | 6306152784 | Roomstyling | Book | 05/11/03 | 1 | EA | 0 | 1 | 11.97 | 11.97 | 11.97 | 19.95 |

Overstock Returns report

- Track overstock returns; filter on draft returns, open returns (out to the vendor for approval), or completed returns. Reports show either summary or details, with units, value at cost, and value at retail

Historical Ztapes report

- The Historical Ztapes report allows you to reprint Ztapes for **any day or any range of days**; useful for sales tax reporting,

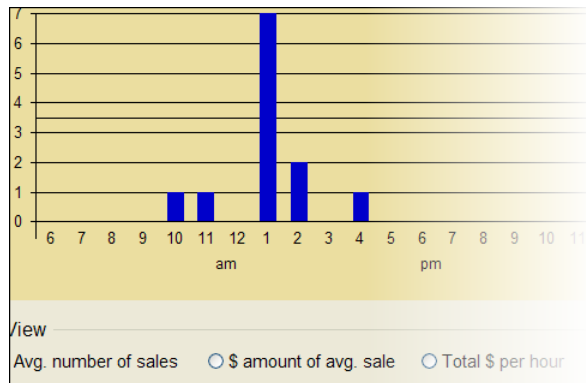
credit card tenders reporting, and research.

Receiving History / Co-op report

- The Receiving History / Co-op report can be used to report on totals received from any given vendor; it also can be used to generate direct and indirect totals for any given publisher (i.e., totals of a given publisher's books purchase directly from the publisher and indirectly through distributors); these numbers will show the size of the **co-op pool** for the publisher

Hourly Sales Graph

- The Hourly Sales Graph report shows averages in terms of average number of sales, average amount of sale, and total dollars per hour for any specified range of dates. Very useful for **planning staffing**.



Comparative Sales History report

- The Comparative Sales History report makes possible the comparison of year-over-year comparisons of a given department, section, or media type

| Department: Music/Recordings | | |
|--|------------------------|-------------------|
| Wednesday, October 01, 2008 - Friday, October 31, 2008 | | \$0.00 |
| Monday, October 01, 2007 - Wednesday, October 31, 2007 | | \$140.84 |
| Totals for Department: Music/Recordings | TOTAL: | \$140.84 |
| | CHANGE: | -\$-140.84 |
| | PERCENT CHANGE: | -100.00% |
| Totals for Section: | | |

Business Center

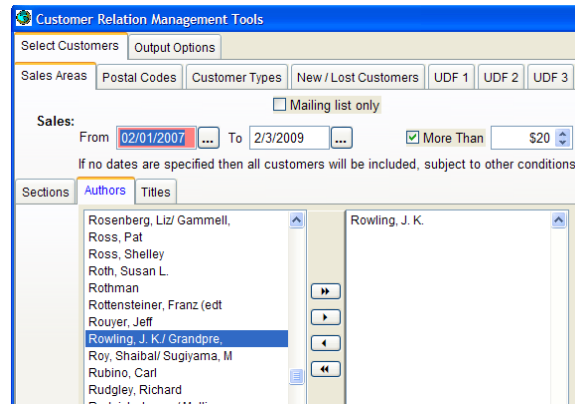
- The Business Center provides a central focal point for tracking every aspect of your business: inventory levels, sales, receiving, and more

| Business Center | | | | |
|-------------------------------|------------|-----------------|------------|-------|
| Overview | | Sales/Inventory | | |
| Inventory | | | | |
| | # of items | @Cost | @Retail | |
| OnHand | 14245 | 252349.94 | 383218.70 | |
| Onhold | 67 | 1189.16 | 1542.32 | |
| OnOrder | 21 | 556.57 | 423.55 | |
| Purchase Orders | | | | |
| | # of POs | # of line items | # of units | @Cost |
| Draft | 3 | 154 | 380 | 536 |
| Open | 2 | 6 | 21 | 24 |
| Receiving | | | | |
| | | # of Shipments | | |
| Today | | 0 | | |
| Yesterday | | 0 | | |
| This Wk (05/24/09 - 05/30/09) | | 0 | | |
| Lst Wk (05/17/09 - 05/23/09) | | 0 | | |
| This Mo (05/09) | | 0 | | |
| Lst Mo (04/09) | | 0 | | |
| 13 months ago (05/08) | | 0 | | |

And **dozens of other reports**, including Daily Sales, Inventory Levels, Used Books, Sales and Returns, Gift Cards, New Books, On Order, Sales and Receiving Analysis, and Book Fairs.

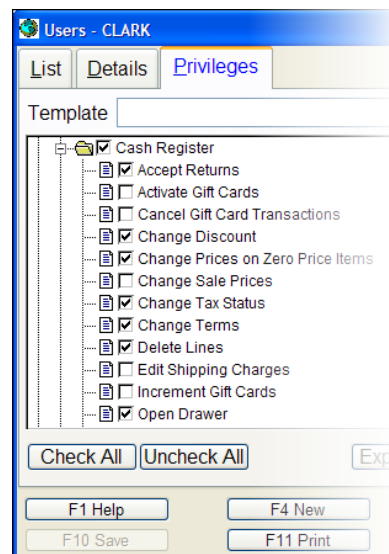
Customer Relationship Marketing

- Optionally track **detailed or summary sales history** for customers through Cash Register, Customer Orders and other sales modules
- **Customer Relationship Marketing Tool** allows creation of mailings to groups of customers based on sales history, interest, geographic location and other factors. Highly customizable.
- **Upload selected or all customers in a list** to Constant Contact and other services; print labels; print reports or export to spreadsheet or other file formats



Security

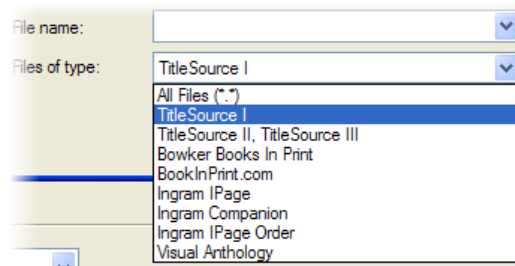
- Optionally control scores of functions for every user; Cash Register alone has 14 different controllable functions
- Supervisor overrides
- Templates make it easy to assign privilege sets to new employees
- Optionally skip or force user login
- Optionally force logging of clerk on each sale; optionally require password



Utilities

- **Powerful Import External Data screen allows import of data from a variety of third-party sources**

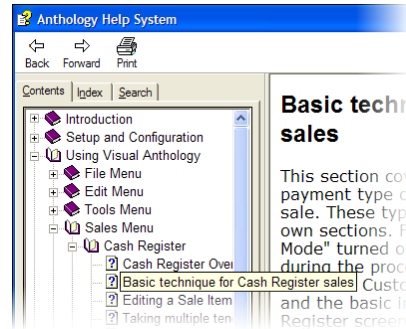
- Import data from Bowker Books In Print, Ingram Companion, Baker & Taylor TitleSource, Above the Treeline, and other third-party sources



- Send data to Inventory Only, or add to PO, Customer Order, Return Invoice, etc.
 - Use Reassign to globally change Section, Department, Media, Distributor, or Qty in imported data
- **LogSender** optionally sends logs to Anthology via ftp for support analysis
 - Built-in calculator
 - **LoadData** utility leverages books in print databases to make initial data acquisition quick and easy
 - Export data to 3rd party web sites
 - Utilities for database reindex, rebuild keywords, ensure database consistency
 - **Quick Backup** saves archived (zip) data for backup
 - Specify number of Quick Backups to save
 - **Built-in Scheduler** automates Quick Backup, database reindex, Above the Treeline export and other tasks
 - Tasks can be assigned to run at fixed times or linked to one another
 - Scheduler can be optionally set to begin waiting immediately after Ztape
 - Optionally export AP transactions to **QuickBooks** or Excel
 - Optionally export AR transactions to QuickBooks or Excel
 - Optionally export to **Above the Treeline**

Help and Support

- Built-in, context sensitive **Help system** provides detailed information and step-by-step instructions
- Anthology.com website offers FAQs, user forums, tips and tutorials
- Frequent, **free webinars** introduce new features and functionality; feature presentations by partners like Co-optimize and RR Bowker.
- Professional, courteous tech support available during regular business hours; emergency tech support after hours and on certain holidays for customers with a maintenance contract
- Maintenance contract entitles **free upgrades**; recent Version upgrade contained dozens of new features and enhancements



Optional Used Book module

- Powerful **Buy Books screen** lets you dynamically calculate buy and sell prices based on store sales history, Amazon sales information, and predefined rules. Wants tab lights up red when there is a customer request on file for a title; provides full details and contact info

| Inventory | Sales | Wants | OH New | | SKU1 | Buy date | Buy price | Retail | Sold date | Sell thru | Low Price |
|-------------------------------------|-------|-------|--------|--|---------------|-----------|-----------|--------|-----------|-----------|-----------|
| Author: Vaz, Mark Cotta | | | 0 | | 0316043133-01 | 3/17/2009 | 4.25 | 8.50 | 3/17/2009 | | 6.29 |
| Pub: Little Brown & Co | | | 2 | | 0316043133-02 | 3/17/2009 | 4.25 | 8.50 | 3/17/2009 | | 6.99 |
| PubDate: 10/29/2008 | | | 1 | | 0316043133-03 | 3/17/2009 | 4.25 | 5.00 | 3/17/2009 | | 9.00 |
| Section: Children: Young Adult (Gr. | | | | | | | | | | | 326 |

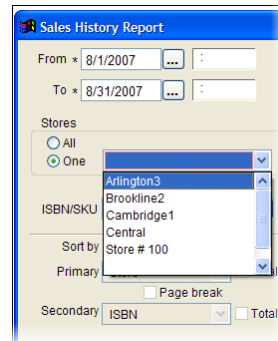
- Serialize (i.e., provide unique SKUs) for multiple copies of same ISBN; specifying condition, etc for each copy
- Manage issuing and redemption of **trade credits**
- Specify message to print on trade credit receipt
- **Upload** to Amazon, Fillz, ABE, and other 3rd-party sites

Optional Multi-store module

- Manage your whole organization from a **central location**

| List | Details | UOMs / Prices | Sales | POs | Returns | CBOs | BFs | Iny Hist | Stores |
|-------|---------|---------------|------------|-----------|-----------|-----------|-----|----------|--------|
| Store | OnHand | LastSold | OutOfStock | LstRcvd | 1stRcvd | Available | | | |
| ARL3 | 0 | 12/7/2007 | 12/7/2007 | 4/4/2006 | 9/11/2007 | 0 | | | |
| BRK2 | 12 | 5/9/2007 | // | 2/28/2007 | 2/28/2007 | 12 | | | |
| CAM1 | 20 | 12/23/2007 | // | 4/6/2006 | 4/14/2007 | 20 | | | |

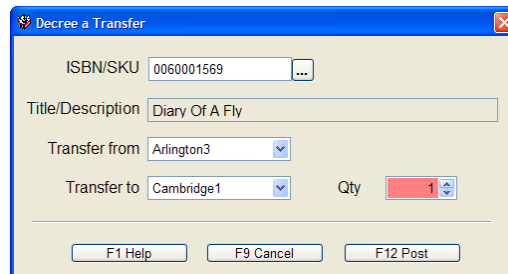
- Get full reporting in **near-real time** on sales, receiving, transfers and every other aspect of your business



- Create **consolidated POs** with allocations for individual stores; drop ship to the stores or receive centrally and transfer to the stores

| | ISBN / SKU | Title / Description | Store | CBO | Ord | List |
|---|------------|---------------------------|----------|-----|-----|------|
| - | 0061075507 | It's Baseball Season, Aga | (Master) | | 7 | 3.50 |
| | 0061075507 | It's Baseball Season, Aga | CAM1 | | 2 | 3.50 |
| | 0061075507 | It's Baseball Season, Aga | BRK2 | | 1 | 3.50 |
| | 0061075507 | It's Baseball Season, Aga | ARL3 | | 1 | 3.50 |

- **Transfers** between stores and between stores and central; stores can request transfers; central office can quickly and easily **decree transfers** between stores



- Customers can share **gift cards, trade credits, or frequent buyer credits between stores**; purchases made at any store can count toward frequent buyer club totals.
- Stores can easily **check on hand levels at sister stores** using toolbar button; and request transfers



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