

# Visual Anthology Users Manual

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records with the same name. You may edit this field but keep in mind that it must be kept unique. Visual Anthology will not accept duplicate short codes.

- ? Default: This is the profile that will be applied to all sales with the following exceptions. If a customer is assigned to the sale - the default profile is not used if the customer making the purchase has a tax profile assigned via the customer file. In this case, the system uses the profile assigned in the customer file.

**Special Note: There may only be one default profile - system wide. This means that the default profile is applied to both Cash Register as well as Customer Order sales. You may want to review which type of sales you do more often and set the default accordingly. If your primary type of sale is mail-order, you may want to set the default to the profile appropriate for mail-order sales. If your primary type of sale is in-store then you would want this profile to be the default.**

- ? In the grid section of the screen, you should see all taxes that have been created via the tax table screen. See Tax Table Configuration for detailed information. In this section, you will need to select all taxes that apply to the current profile. If you are creating a profile and your location has a state and city tax that need to apply to residents, then you would include both taxes when setting up the "resident" profile. There are two ways to mark a tax "included".
  1. Highlight the tax you want to include in the grid. Select the Action | Include menu option. A check mark will appear in the include column.
  2. Highlight the tax you want to include and click inside the Include column on the highlighted row. A check mark will appear.
- ? Show Included Taxes: Filters the grid to show only those taxes that are included in the current profile. You will need to have this turned off (unchecked) when creating a new profile. This is used more for troubleshooting.

### **Non-Tax Profiles**

This type of tax profile requires a slight deviation from the above procedure. In short, we want to create a profile but not include a tax.

This will cause Visual Anthology to omit any taxation and the sale(s) will be recorded in the Non-tax Sales section of the X/Ztape reports.

When setting up a non-tax profile, you should never create a tax in the Tax Tables screen with a zero (0) tax rate. If this happens, Visual Anthology will not recognize the sale as a non-tax sale and will include it in the Taxable Sales section of the X/Ztape report. This will be an undesirable result as there will be no way to separate the Non-Tax Sales from the Taxable ones.

- ? Select the Taxes | Tax Profiles menu option.
- ? Move to the Details tab.
- ? Select the New button from the Visual Anthology toolbar.
- ? Enter a name for the profile (e.g. Non-Tax).
- ? Move off the Name field and let Visual Anthology select the short code.
- ? Do not select (include) any taxes.
- ? If this is the default tax to be used on all new sale where a profile has not been assigned - check the default box.
- ? Save the record.

**Special Note: A non-tax profile is not the same as selecting (none). If you select none in the customer file, the default tax profile will be applied at the time of the sale for this customer. If you truly want the customer to be non taxable, you will need to set up a non-tax profile and assign it to the customer(s) in question.**

## Credit Card options

Options here are used to define processor information and default behavior when integrated credit card and gift card processing is used with Visual Anthology. The credit card processing module is a separate "add-on" to an existing Visual Anthology system and must be purchased as such. Currently, only PCCharge is supported. Integrated credit card processing offers a fast, reliable, and secure way of collecting and processing credit card information at the time of sale.

The screenshot shows the 'Options' window with the 'Credit Cards' tab selected. The window contains the following fields and controls:

- Card processor: (None) [dropdown arrow]
- Merchant number: [text box]
- Timeout: [text box]
- Capture credit card information offline:
- F1 Help button
- F10 Save button

### Credit Cards:

- ? Card Processor: Choose the name of the processor you are going to use. Visual Anthology provides a drop down list of supported processors.
- ? Merchant Number: Enter the merchant number assigned to you by the above processor.
- ? Timeout: Tells Visual Anthology how long to wait on each transaction for a response from the above processor. Currently both FTP and standard Modem Dial-up are supported. As a rule FTP is much faster and requires a far smaller time out value.

- ? Capture credit card information offline: This option is used with the Offline Sale module. If checked, the credit card information is stored on the offline computer and can be included in the batch processing when this information is imported. **If you are not using the Offline Sales module, leave this option unchecked.** With this option checked, Visual Anthology makes no attempt to validate the card, it only stores the card information to be processed later.

### Mask Credit Card Numbers on:

- ? Merchant copy of credit card slip: This option will encrypt the merchant's copy of the signed receipt. Some states require this setting.
- ? Master Files, Customers, Credit Cards: This option will encrypt credit card numbers that are stored in the customer file.

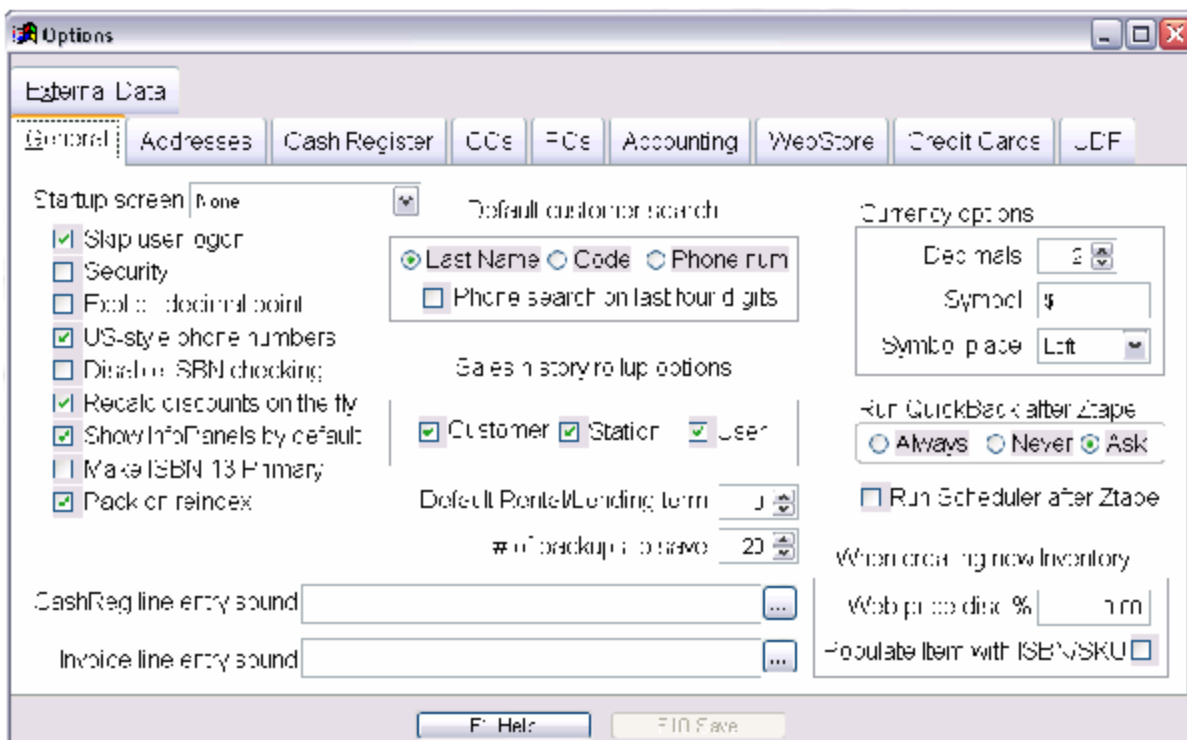
### Gift Cards:

- ? Card Processor: Choose the name of the processor you are going to use. Visual Anthology provides a drop down list of supported processors.
- ? User I D: Enter the User I D assigned to you by the above processor.
- ? Timeout: Tells Visual Anthology how long to wait on each transaction for a response from the above processor. Currently both FTP and standard Modem Dial-up are supported. As a rule FTP is much faster and requires a far smaller time out value.



## General options

The General page refers to settings that are used throughout the program. The options here could, and often do, have an affect on many parts of the software (i.e. Cash register, Inventory, Purchase Orders, etc.)



- ? Startup screen: This drop down list allows you to select a particular screen to be automatically loaded when the Visual Anthology starts.
- ? Skip user logon: Used in conjunction with the User file. If checked, Visual Anthology will bypass the user name and password logon screen. If left unchecked, Visual Anthology will require a user name and password that matches one already defined in the Users table. If a match cannot be found, Visual Anthology will not start.
- ? Security: If this option is checked, Visual Anthology will use security settings you defined in the Security section.
- ? Explicit decimal point: Inserts a decimal point just before the last two characters of the number. This is used to represent the

- "cent" portion of a currency field. Fields that contain standard numbers are not affected by this option.
- ? US-style phone number: This option formats the value of phone number fields to (###) ###-####.
  - ? Disable ISBN checking: When this option is not checked, (ISBN Checking Enabled) when you add an item to the Inventory that does not have a valid ISBN, a quick message will come up in the top right corner of the screen saying "Not a Valid ISBN". This prevents the item from then being Fetched. It does not prevent you from adding the item to the Inventory.
  - ? Recalculate discounts on the fly: When this option is checked, the totals on the Purchasing and Receiving detail screens will be calculated on the fly. If it is disabled, the totals will be calculated when the PO or RM are saved.
  - ? Show InfoPanels by default: Check this box if you want the InfoPanels to be displayed when a screen opens (where applicable). This option can be turned on and off via the Action menu of the currently active screen. By having the InfoPanels hidden (disabled), current individual screens may display more information, such as more individual line items of a Purchase Order.
  - ? Store ID: This field is only visible if the Multi-Store Module is installed. It is an informational field only and cannot be changed through the Options interface. This field defines the Store ID and is used to keep track of what transactions belong to which store.
  - ? # of backups to save: This option limits the number of Quick Backups to be saved and is based on date. When the threshold is met, the oldest backup is replaced with the newest.
  - ? Cash Reg line entry sound: You can assign a sound to be played each time a transaction completes.

### **Sales history roll-up options**

Sales History Rollup is the process of updating the data displayed in the InfoPanel's Sales Information grid. It is recommended that all three options be selected.

- ? Customer: includes customer information.
- ? Station: includes the station information in the transaction.

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- ? User: includes the user information. This will have no effect if you do not have the Login Options set to on.

### **Currency options**

To support foreign markets, Visual Anthology allows you to specify which currency symbol, decimal, and symbol placement to use. Visual Anthology does not calculate rates of exchange.

- ? Decimal
- ? Symbol
- ? Symbol placement

### **Run Quick Backup after Ztape**

You have the option to set the Quick Backup to run automatically when you finish running the Ztape.

- ? Always: does not ask - the process begins automatically when the Ztape finishes.
- ? Never: the backup process will only run if you manually select it from the Tools menu.
- ? Ask: after the Ztape finishes, a message box will appear asking if you would like to run the Quick Backup.

## Used books options

The Used Book Module is an add-on to your existing Visual Anthology software and must be purchased separately. If you have not purchased this add-on, you may skip this section.

The Used Books module is used to address the specific needs of buying, stocking, and selling used books. The options listed in this section allow you to define default buying and selling prices as well as whether or not to serialize the ISBN/SKU when used books are added to the inventory.

The screenshot shows the 'Options' dialog box with the 'Used Books' tab selected. The 'Values' section contains the following fields:

- Buy price as a percentage of List: 0.00
- Sell price as a percentage of List: 0.00
- Default Department: (None)
- Default Section: (None)

There are also two checkboxes on the right side:

- Add automatically
- Enable new books for web upload by default

The 'When buying' section has two radio button options:

- Always serialize
- Never serialize
- Ask

At the bottom, there are two buttons: 'F1 Help' and 'F10 Save'.

### Default Values

- ? Buy price as percentage of List: The value you enter here will determine the price you are willing to pay for a particular book as a percentage of the List price set by the publisher. For example, if you were to enter 25.00 or 25% and the list price for a book was \$10.00 - you

would pay \$2.50 for this book or 25% of the original list price.

- ? Sell price as a percentage of List: Basically the same as the "Buy Price" except this is the price you are selling the book. Using the same example, our book lists for \$10.00 - if we enter a value of 65.00 or 65%, we would be selling the book for \$6.50 or 65% of the original list price.

**Special Note: Remember as with all default values you can change them at the time of purchase or sale without affecting these default values.**

- ? Default Department: Allows you to assign the default department, if any, that used book acquisitions should be assigned to. For example, you may have a department called "Used Books" to keep them separate from the New books in the inventory. If the item already exists in the inventory the current department, section will be used.
- ? Default Section: Allows you to assign the default section, if any, that used book acquisitions should be assigned to. If the item already exists in the inventory the current department, section will be used.
- ? Add Automatically: If the SKU entered while buying books is found in your inventory or in the external database of books, Visual Anthology will create the record automatically based on the rules you set in the "When Buying" section. If left unchecked - shows the Inventory form for adding/editing.
- ? Enable new books for web upload by default: If you are uploading your inventory to a web page such as Anthology WebStore or Amazon.com (used books only) - you can set the default behavior when adding new inventory records to automatically enable them for web upload. Remember this applies to two areas of your inventory – those books marked as "used" and new books (All Books).
  - ? All Books - If selected, all new inventory records will be enabled web uploads by default. You would need to edit each record individually on the inventory details page to exclude them from upload.

- ? Used Books Only - if selected, all new inventory records for used books would be enabled for web uploads by default. You would need to edit each record individually on the inventory details page to exclude them from upload. **If selected, ONLY books marked as "used" will be enabled. All other new records will be EXCLUDED by default.** It is far better to select all books if:
1. You are using Anthology WebStore as your primary site for sales of either type of book – new or used.
  2. You are sending both new and used books to these third party sites.

Ask - The system can be set to ask you each time a used book purchase is made. This is the slowest method but allows you to decide on a purchase by purchase basis.

## External data options

Before we begin, it should be noted that this option will require a subscription to one of the supported Databases Of Books (DBOB). Currently, Visual Anthology only supports Title Source® (32bit version), Ingram BIP®, and Companion®. You must have one of these DBOB installed on your system prior to setting up this section.

The External Data page is used to define the location of the DBOB you will be accessing and any default values you may want to establish. This setup supports both the Fetch and Quick Inventory Add (QIA) functions provided by Visual Anthology.

The screenshot shows the 'Options' dialog box with the 'External Data' tab selected. The 'Fetch!' section includes a dropdown for 'External inventory source' (set to '(None)'), a text field for 'External inventory path' with a browse button, and an 'Add automatically' checkbox. The 'Default values' section has four dropdown menus for 'Default Distributor', 'Default Department', 'Default Section', and 'Default Media', all set to '(None)'. The 'Internet StockCheck' section has six text input fields for 'Ingram acct id', 'Ingram password', 'Ingram ship id', 'Bowker acct id', 'Bowker password', and 'Baker acct id', 'Baker password', and 'Baker ship id'. At the bottom, the 'Add as needed' section has four checkboxes for 'Publishers', 'Sections', 'Departments', and 'Media'. The footer contains 'F1 Help' and 'F10 Save' buttons.

### Fetch!

As mentioned above, this section defines the location of the DBOB that will be used to supplement your inventory file.

- ? External inventory source: Select the DBOB you are connecting to from the drop down list. Remember you will need to subscribe to that DBOB to begin using it.
- ? External inventory path: You can type in the path to the DBOB or use the Ellipsis button to the right of the edit box and select the location from a standard dialog screen. Remember that the location of the DBOB does not have to be on the same PC that Visual Anthology is installed on. This data may accessed directly from the CD ROM the vendor provided. The only requirement is that it accessible on the network.

**Special Note: In the case of Companion setup this field will contain an IP address (i.e. 192.168.255.255) which is an address used by TCP/IP networks that points to the computer that is running the Companion Server. When mapping to a TitleSource CD, you need only supply the drive letter of the CD drive. Your remote computers will need to be mapped to this drive.**

- ? Add automatically: This option, if selected, will disable the prompt when adding a new book. You will not have the opportunity edit the default values before posting the title to your inventory.

### Default Values

Default values are used for all new records added through the Fetch module. If you have the Add Automatically option turned off (unchecked), you can change these values for each imported book without affecting the values you enter here.

- ? Default Vendor: Select the vendor you want to set as the default from the drop down list. The list is populated with the data from your Vendor file. This information will need to be entered prior to selection.
- ? Default Department: Select the Department you want to set as the default from the drop down list. The list is populated with the data from your Departments file. This information will need to be entered prior to selection.
- ? Default Section: Select the Section you want to set as the default from the drop down list. The list is populated with the



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data from your Sections file. This information will need to be entered prior to selection.

- ? Default Media: Select the Media you want to set as the default from the drop down list. The list is populated with the data from your Media file. This information will need to be entered prior to selection.

## Book Fair Overview

The Book Fair module is designed to accommodate the sale of books that are being sent to another location. It is through this interface that you create the list of books that will go to the new location. You can also track book fair progress, including what has been sent out, what has sold, and what has been returned to the store.

The screen example below shows the field descriptions for both the Header and Details tabs. The List tab is covered in a general discussion in the Understanding List Pages section.

The screenshot displays the 'Book Fairs # 0000002' window with the 'Header' tab selected. The 'Filter' is set to 'Status = Draft, Open, History'. The interface is organized into several sections:

- Header Fields:**
  - EF #: 0000002
  - Deposit: 0.00
  - Status: Open
  - Created: 10/14/2002
  - Customer: MILTON, DONNA
  - Organization: Long Road High School
  - Checked out: 10/14/2002
  - Last updated: 10/14/2002
  - Tax profile: Non-Resident
  - Discount: 30%
  - Ship via: (None)
  - Terms: DUE CN RECEIPT
- Operational Fields:**
  - Start date: / /
  - End date: / /
  - Cancelled: / /
  - Customer PO: [ ]
  - Calculate extensions based on Sold:
  - Calculate extensions based on Send:
  - Packing slip printed: / /
  - Invoice printed: / /
  - Cancel notice printed: / /
- Address Fields:**
  - Billing Address:** Address: 105 Hcllowside Road, City: Greenwich, State: NY, Postal Code: 06870, Country: USA.
  - Fair Address:** Address: 105 Holowside Road, City: Greenwich, State: NY, Postal Code: 06870, Country: USA.
- Notes Section:** Document: [ ], Internal: [ ]
- Toolbar:** F1 Help, F2 Lookup, F3 Take Tenders, F4 New BF, F9 Void, F10 Save, F11 Print, F12 Post.

This information is common to both the Header and Detail pages:

- ? BF#: Displays the Book Fair number. This number is automatically generated by Visual Anthology when a new Book Fair is created.
- ? Deposit: Displays the dollar amount of deposit, if any has been applied to the Book Fair.

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- ? Status: Displays the current status of the Book Fair. Visual Anthology automatically updates this field.
- ? Created: Displays the date the Book Fair was created in Visual Anthology.
- ? Customer: Displays the name of the consignee responsible for the Book Fair. This information is contained in the Customer file.
- ? Organization: Displays the organization name assigned to the customer (if any). Visual Anthology automatically populates this field if data to support it exists in the customer file.
- ? Checked Out: This is calculated automatically when the Book Fair is checked out.
- ? Clerk: This field will be filled in automatically by Visual Anthology if the logon is required, via the Options screen <<See Options>>. If not available, this field will be left blank.
- ? Last Updated: This date is updated automatically when items are checked in. This may also be the result of multiple check ins.
- ? Tax Profile: This field is populated from the customer file. If the currently selected customer has a profile assigned, Visual Anthology will display that information. This field may be edited to accommodate local tax laws.
- ? Disc. Sched: This field is populated from the Customer file. If the selected customer has a discount schedule assigned, Visual Anthology will display that information.
- ? Ship Via: This allows you to select a ship method.
- ? Terms: This field is populated from the customer file. If the currently selected customer has terms assigned, Visual Anthology will display that information.

This information is unique to the Header page. The Header page displays information that generally applies to the Book Fair as a whole.

- ? Start Date: Used to track the date the Book Fair will begin. This is not the same as creation date or checked out date.
- ? End Date: Used with the Start Date to track the date the Book Fair will close.

- ? Customer Purchase Order: If required, this field will allow you to track the Book Fair with a purchase order number supplied by the customer.
- ? Canceled: Calculated by the system, this field records the date a Book Fair was canceled (voided).
- ? Calculate Extensions Based on Sold: Selecting this option will cause Visual Anthology to calculate the value of the Book Fair as items are checked in as being sold.
- ? Calculate Extensions Based on Send: Selecting this option will cause Visual Anthology to calculate the value of the Book Fair based on the total being sent.
- ? Packing Slip Printed: Calculated by the system, this field displays the date a packing list was printed for the Book Fair.
- ? Invoice Printed: Calculated by the system, this field displays the date a sale invoice was printed for the Book Fair.
- ? Cancel Notice Printed: Calculated by the system, this field records the date a cancel notice was printed for the Book Fair.
- ? Billing Address: This is the billing address from the customer file.
- ? Fair Address: This is the shipping address from the customer file.
- ? Document: This note field is visible on the printed documents.
- ? Internal: This note field is not visible on the printed documents.

**Book Fairs # 0000002** Filter: Status = Draft, Open, History

Partial Header Section

EF # 0000002 Customer MILTON, DONINA Tax profile Non-Resident  
 Deposit 0.00 Organization Long Road High School Discount 30%  
 Status Open Checked out 10/14/2002 Clerk: Ship via (None)  
 Created 10/14/2002 Last updated 10/14/2002 Terms DUE CN RECEIPT

Type	ISBN / SKU	Title / Description	UOM	Sold	Out	OnSite	Sold	Rtrn	F
Sale	0030646294	Biology: Visualizing Life	EA	5	5				
Sale	0030650364	United States: Charge And Challenge	EA	5	5				
Sale	0060012218	Geography Club	EA	20	14				
Sale	0520465278	Cop On The Beat: Officer Etevan Mayfield In New York City	EA	5	4				
Sale	0571535218	Ghost Tha: Followed Us Home	EA	5	2				
Sale	0312543602	Mysteries Of The Lost And Hidder Treasure	EA	5	5				
Sale	1990577090	Speechless In New York: Going To New Ycrk	EA	5	5				
Sale	0531163806	Energy Prjects For Young Scientists	EA	5	3				

Detail Grid

SBN / SKU	UOM	Cut	OnSite	Rtrn	Sold	Price	Disc %	SubTotal
0030646294	EA	5	0	0	0	55.01	30.000	0.00
Tax								0.00
Total								0.00

Allow all books  Do qty checking  Show completed items  
 Line Item Enter Section

F1 Help F2 Lookup F3 Take Tenders F4 New BF F5 New Line F7 Delete Line  
 F8 Find Line F9 Void F10 Save F11 Print F12 Post

## User defined field options

User Defined Fields (UDF) are empty storage fields that you provide the labels. These UDFs provide a means of tracking data that may be very specific to your needs, such as customer's birth dates or whether or not to include them on a Christmas card list. Three fields are available for each of the following screens: Inventory, Customers, and Vendors. They may contain a variety of data including dates, numbers, and characters. These fields are displayed on the Detail page of the corresponding Inventory, Customer, and Vendor screens. The information you provide here will become the label that is displayed on those screen. For example, the UDF 1 for the inventory section shows "Best Seller's List" - if you look at the Detail page of the inventory screen you will see a UDF with that label.

The screenshot shows the 'Options' window with the 'UDF' tab selected. The window is divided into three sections: Inventory, Customers, and Vendors. Each section contains three user-defined fields with their respective labels.

Section	User defined field 1	User defined field 2	User defined field 3
Inventory	Best Seller's List	User defined field 2	User defined field 3
Customers	User defined field 1	User defined field 2	User defined field 3
Vendors	User defined field 1	User defined field 2	User defined field 3

At the bottom of the window, there are two buttons: 'F1 Help' and 'F10 Save'.

Setup for this feature involves only one step. Assigning a name to the display label edit box.

- ? Locate the field you want to use: Inventory, Customer, or Vendor fields.

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- ? Replace the text "User Defined Field 1" with the new label text (e.g. Replace User Defined Field 1 with Birthday).
- ? Save your changes.

When you next access the General page of the corresponding screen, you will see the new field "Birthday" has been added.

## Address options

The address fields on this screen are used to populate pages and reports throughout Visual Anthology where your store address or billing and shipping information is needed. As a general rule, the store information is used on receipts and invoices that will be given to your customers. Billing and shipping address are displayed on Purchase Orders, Return Memos, and similar printed documents.

The screenshot shows a software window titled "Options" with a menu bar containing "External Data" and "Used Books". Below the menu bar are several tabs: "General", "Addresses" (highlighted), "Cash Register", "COs", "FOs", "Accounting", "WebStore", "Credit Cards", and "UCF". Inside the "Addresses" tab, there are three sub-tabs: "Store", "Billing", and "Ship". The "Store" sub-tab is active, showing a form with the following fields:

Store name	Your Store Name	Postal / Zip	12345-1234
Address1	100 Anystreet	Country	
Address2	PO Box 1	Phone	(000) 555-1212 x
City	Anytown	Fax	(000) 555-1212 x
State	MI	Email	

At the bottom of the window, there are two buttons: "F1 Help" and "F10 Save".

### Store tab

This tab displays the physical location of the store and your mailing address. The information is used to populate receipts and invoice type documents for your customers.

### Billing tab

This tab may display the same information as the Store tab. It is repeated here since this is the information that will populate Purchase Orders, etc., where a billing address is called for. Because this information may be different, when needed, it will be pulled from these fields.



## Shipping tab

This tab may display the same information as the Store tab. It is repeated here since this is the information that will populate Purchase Orders, etc., where a shipping address is called for. Because this information may be different, when needed, it will be pulled from these fields.

**Special Note: The contact field on the Billing and Shipping addresses is the same as an (ATTN TO) in the mailing address. This field may be omitted if you do not direct mail from within your company.**

### Options Overview

Visual Anthology uses the Options screen, found on the Tools | Options menu to define the default behaviors of the software and to setup the reoccurring data used throughout the program. For instance, the address information recorded here on the "Addresses" page will be used on all printed documents where the store address is appropriate - such as Purchase Orders or Invoices.

The tab pages separate the information according to where it is to be used in the program.

Many of these settings are used to set default behaviors of particular screens. In most cases, these default behaviors may be changed at the screen level without affecting the Option Screen settings. For instance, on the Options | Customer Order tab, you may set the default behavior for newly created Customer Orders to not allow backorders. This option, "No Backorders", is also available at the Customer Order screen level. Changing this option for an individual Customer Order will not affect the setting in the Options Screen. This is true for all options set via the Options screen.

## Creating Multi-tier Discount Schedules

Multi-tier discounts are used to define discounts where the amount of discount varies depending on either how much someone spends or how many items they purchase. For example, you could define a dollars based discount where purchases greater than \$50 receive a 10% discount. In addition, purchases greater than \$150 receive a 15% discount. Customers that have this discount assigned in their customer file will be eligible for the discount.

For the purpose of this example, we'll create a dollar based discount with two levels at 100 and 200 dollars.

1. Select the Master Files | Customer Discount Schedule menu option.
2. Select F4 New from the Visual Anthology button bar.
3. In the Name field, enter "General" and press Enter.
4. The short code is populated for you. However, you may modify this value to suit your needs. Remember that this field needs to be unique. Press Enter.
5. Because we said this is based on the amount of purchase, we will select the \$ option from the Type pull down list. If we had wanted this based on quantity we would have chosen QTY.
6. We want this based on the total purchase so we will leave Line basis unchecked for the entire transaction and then apply the discount. If Line basis were checked, the discount would be applied to those lines where the criteria has been met.
7. Click the F5 New Line button on the button bar. This will prepare the screen to enter the discount levels.
8. In the Dollar field, type in "100.00" and press Enter. This will be the first dollar amount where a discount will be granted.
9. In the Percent field, type "10.00" and press Enter. This will be the amount of discount granted.
10. Now click the Enter button to accept the changes. The cursor is now in the Dollar field to be entered.
11. Type in "200.00" and press Enter. This will be the second dollar amount where a discount will be granted.
12. In the Percent field, type "20.00" and press Enter. This will be the amount of discount granted.
13. Click on the Enter button to accept the changes. The cursor is now in the Dollar field to be entered.

14. If you are done entering levels, click on the Save button located on the

## Creating Single Tier Discount Schedules

Single tier discounts are used to define discounts where the amount of discount will not vary depending on either how much someone spends or how many items they purchase. The discount is based on a single purchase amount (units or dollars). Once this threshold is reached, the discount will be applied. This type of discount is usually used to create general discounts of a set amount. For example, you may create a discount called 10% that grants a ten percent discount on sales greater than 1 cent. You could assign this to customers on the fly as a one time discount, or assign it via the customer record so every sale for this customer will get the discount.

Let's create a single level discount for a preferred customer and set the threshold to 1 cent. This means that every sale will qualify customers that have been assigned this discount.

1. Select the Master Files | Customer Discount Schedule menu option.
2. Select F4 New from the Visual Anthology button bar.
3. In the Name field, enter "Preferred" and press Enter.
4. The short code is populated for you. However, you may modify this value to suit your needs. Remember that this field needs to be unique. Press Enter.
5. Because we said this is based on the amount of purchase, we will select the \$ option from the Type pull down list.
6. We want this based on the total purchase so we leave Line basis unchecked.
7. Click the F5 New Line button. This prepares the grid to accept the criteria for the discount.
8. In the Dollar field, type in "0.01" and press Enter. This will be the dollar amount for which the discount will be granted. Notice the amount is 1 cent. This means virtually all sales will qualify for a discount.
9. In the Percent field type "10.00" and press Enter. This will be the amount of discount.
10. Click on the Enter button to accept the changes. If you are done entering criteria, click on the Visual Anthology tool bar.

## Customer Discounts Overview

The basic concept of Customer Discount Schedules is to provide generalized discounting to cover a broad base of customers. For example, you may want to provide a "Student" discount to students from an area college - giving them a 15% discount on all merchandise they purchase. You would create a record in the Customer Discount Schedule screen called "Student" and assign a threshold of 1 cent and a 15% discount. This discount can be assigned to many different customers via the Customer screen or applied at the time of the sale by selecting the desired discount from the "discount" drop down list. The key is to make the discounts so they could apply to a large number of customers. You can also create truly generic discounts such as 10% , 20% , etc. These may also be applied to individual customers or at the time of sale.

**Special Note: Remember, to have a discount automatically applied, you need to have a customer chosen at the time of sale and have that customer assigned a Customer Discount Schedule in their customer record.**

- ? Name: Used to apply a "User Friendly" name to the discount schedule, such as 10% or Preferred.
- ? Short Code: Displays the short code that has been assigned to the current discount schedule.
- ? Inactive: Indicates whether the current record is active or inactive.
- ? Use discount schedules associated with departments:
- ? Type: Used to determine if the accumulator used is dollars (\$) or Qty.
- ? Line Basis: Used to determine if the criteria you define here should apply to the entire sale or to an individual line.
- ? Qty/Dollars: This field is labeled according to which type is selected. If you have chosen \$, the label will be Dollars, if Qty, then it will be labeled Qty. This field sets the lowest limit that must be reached before the discount percent is applied.
- ? Percent: This field displays the discount percent you are giving to the customer.

- ? Enter: Accepts the information for the new record and adds it to the Detail Grid.
- 

Customer Discounts are defined using the Customer Discount Schedule screen and assigned to individual customers via the customer screen. These discounts apply to all purchases for a given customer - provided the threshold is met. There are two basic types of discounts that may be created: single tier and multi-tier.

### **Single Tier Discount**

I want to give a flat discount of 10% on all purchases. This discount is not dependent on a minimum quantity or dollar amount purchased. See the topic Creating Single Tier Discount Schedules.

### **Multi-tier Discount**

Multi-tier Discounts allow you to assign different discounts at different break points. For example, a single discount schedule could give a 10% discount for purchases of more than \$50 and 30% for purchases greater than \$200. This is explained in detail in the topic Creating Multi-tier Discount Schedules. Because these discounts require that a level, either dollars or quantity be reached before a discount is applied, the system needs to know how to accumulate the totals. There are two ways for Visual Anthology to accumulate these totals. To make this discussion easier, let's assume we are creating a Sale Discount for our Book department.

1. Line Basis Un-checked: By leaving this option unchecked, Visual Anthology uses the overall purchases from within the Book department to determine if a level has been reached. For example, let's say your customer needs to purchase \$50 worth of books to receive a 10% discount. They purchase 5 different books at \$12 each. This discount would total all the line items from the Book department and grant the discount of 10%. The total of all merchandise sold from the Book department is greater than \$50 but less than \$200.



2. Line Basis Checked: By checking this option, Visual Anthology uses the current line item to determine if a level has been reached. Let's use the same example. Your customer needs to purchase \$50 worth of books to receive a 10% discount. They purchase 5 different books at \$12 each. This discount would evaluate each line item to determine if it had reached the \$50 threshold. In this case no discount would be granted because each line's value is only \$12. However, if they had purchased a single book worth \$59.95, that line would receive a 10% discount. It has met or exceeded the threshold.
- ? Multi-tier basically this is a Customer Discount Schedule that has multiple thresholds (levels) that will offer different levels of discount off the purchase price. These may be based on either the total purchase or on a line-by-line basis.
  - ? Flat is a Customer Discount Schedule with a single threshold. Once this level is met the discount is applied. This too may be based on the total sale or on a line-by-line basis.

Within each Customer Discount Schedule you may choose to have the thresholds evaluated in dollars or Qty (units) and this may be on a line-by-line or total basis.

- ? Dollars- This is the dollar value of the sale and is represented by the \$ sign.
- ? Qty- This is the number of items being purchased.

**Special Note: Values are set for the first value that must be reached before the discount will be applied (e.g. If you set the unit value to 5 - and do not select the "line basis" option). A customer assigned this discount would need to purchase at least 5 items to qualify for the discount).**

## Setting Up Users

### Special Printing Options

This section is used to setup label printing. It is important to note that this setup is required for each individual station where label printing is desired.

There are Three types of label print jobs that may be assigned: Customer Labels, Inventory Labels, and Vendor Labels. You may assign any combination of print options to any individual station. For example, you may have a specific computer (station) where you do your receiving. In such a situation, you may want to setup Inventory Label Printing for this station only. Conversely, you may want Inventory Label Printing for all stations on your network. Either option is available.

The output for these labels depends on the printing device being used. Visual Anthology provides a drop down list of the currently supported printing devices.

- ? Windows Printer - LaserJet, InkJet, etc. Sending the print job to this type of printer causes the labels to be printed three across. The labels will be sorted first across the page and then down.
- ? Dymo Label Printer - Requires a Dymo printer be installed on the system. Labels are printed in single column and are sorted ascending (A to Z).
- ? Barcode Blaster - Requires a Barcode Blaster printer be installed on the system. Labels are printed in single column and are sorted ascending (A to Z).
- ? Advantage- Requires a Blaster Advantage printer to be installed on the system. Labels are printed in single column and are sorted ascending (A to Z).

**Special Note:Special setup is required for Barcode Blasters and Blaster Advantage printers. The driver that ships with these printers does not always support the formatting options provided by Visual Anthology. Please follow the Blaster and Blaster Advantage setup instructions listed below.**

### Basic Setup

1. Select the Master Files | Stations menu option.
2. Move to the List Page and select the station you want to setup with special printing options.
3. Move to the Printing Page.
4. Select the F5 New Line button on the button bar.
5. Click on the down arrow of the Print Job Type drop down list and select the type of print job you want setup on this station.
6. Click on the Ellipsis button next to the Printer Name box. This will open a standard Windows dialog box allowing you to select from the installed printers on your system. (Barcode Blasters choose Generic/Text Only)

**Special Note: If the printer you are trying to assign is located on a different computer on your network - use the "Network..." button to create a map to the network printer. If you have already mapped to the printer through the Windows interface, that printer will appear in the Name drop down list.**

7. Select the type of printer from the drop down list.
8. Click the Enter line button to add the item to the display grid.
9. Press the F10 to save your changes.
10. Repeat steps 4-9 to add additional printing options.

### Setting Up Label Printing with Barcode Blasters

Visual Anthology does not use the driver provided by Cognitive for the Blasters. Instead information is sent to the printer as text. Visual Anthology uses the Generic/Text Only printer driver to interpret this information. This driver is provided by Windows (All versions). You will need to install a Generic/Text Only printer on your system to provide access to the Blaster from the Visual Anthology print screen.

1. Using the Windows interface, install a new local printer on the station where the Blaster is to be attached.


2. During the installation, you should choose "Generic/Text Only" printer.
3. Select the printer port the Blaster is attached to, either LPT1: or LPT2:.. All Anthology Turnkey systems ship with both these ports installed. You may need to check with the manufacturer to determine if your system has both.
4. It is recommended that you choose the default name (Generic/Text Only) when asked to enter the name for the printer (display name). You may change this name but remember the name must contain the string "Text Only". For example, you could name it - Blaster Text Only.
5. Once the Generic/Text Only printer is installed on your system you may proceed to the Basic Setup.

### **Setting Up Label Printing with the Blaster Advantage-**

There are additional setup notes and driver available from Anthology tech support

### **Setting Up Label Printing with Dymo Printers**

1. Using the Windows interface, install your Dymo printer as per the Dymo install instructions.
2. In Visual Anthology, select the Master Files | Station menu option.
3. In the Station screen, select the Printing tab.
4. Click the F5 New Line button to add a new printing label setup.
5. In the field Print Job Type, select "Customer Label" - this is the only type of label supported in Visual Anthology for the Dymo printer.
6. In the Printer Name field

use the Ellipsis button  to locate your Dymo printer from the list of installed printers.

7. In the Printer Type field, select the Dymo Label Printer option.

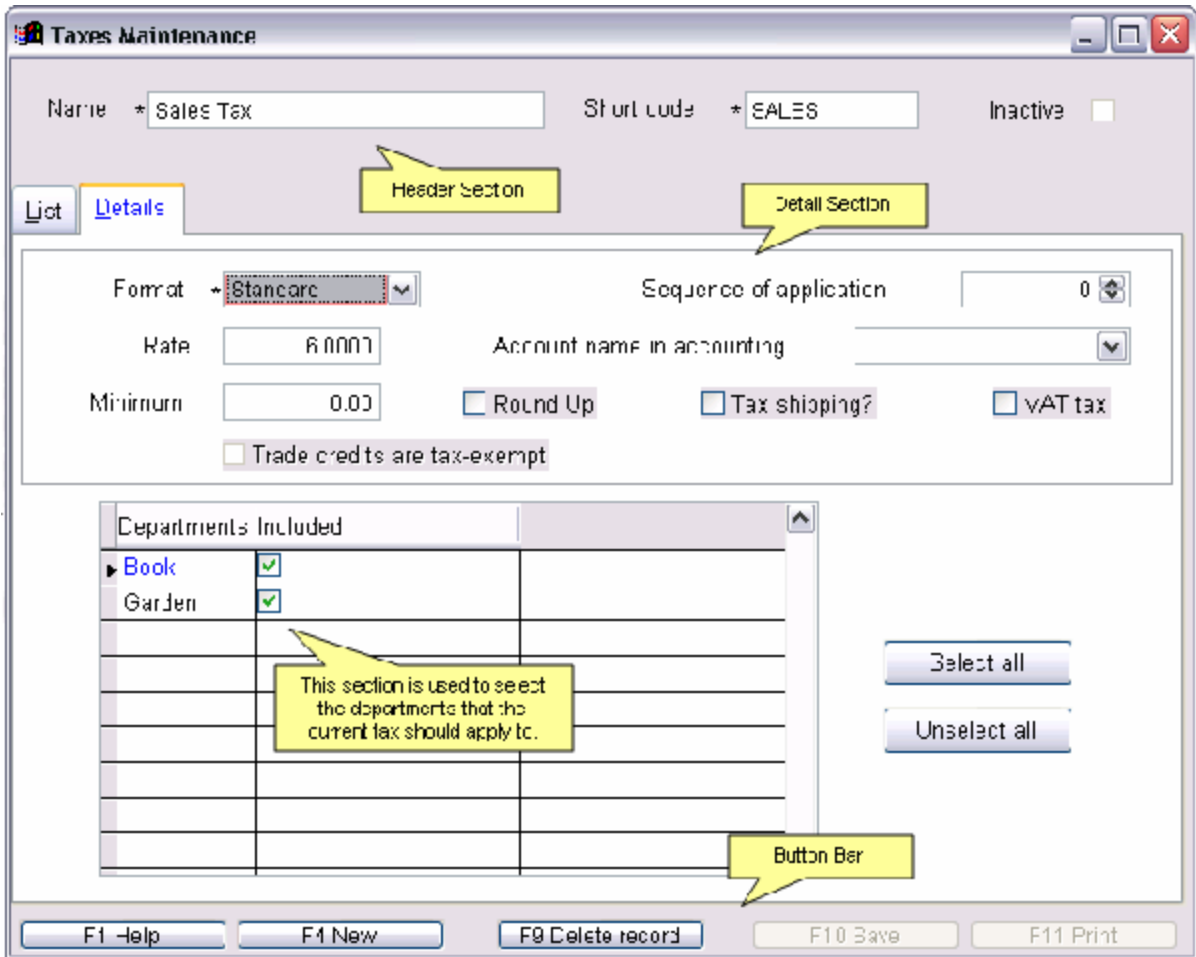
**Special Note: You will need to have the file CustLabel.lwl in your Anthology | Reports directory before this formatting will be functional. This file is part of the standard Visual Anthology install and upgrade process but could have been damaged or missing.**

## **Tax Information Overview**

Visual Anthology uses both Tax Tables and Tax Profiles together to create a model for collecting taxes. Tax laws vary from state-to-state and even within jurisdictions of the same state. Your area may have established taxes for state sales tax along with any additional city or county sales tax. These taxes may apply to all Inventory items or may exclude some items from taxation. Your tax laws may exclude some people groups such as clergy. You will need to have an understanding of the sales tax laws in your area and how they are applied.

### **Tax Tables**

Taxes, by definition, are the monies collected by the retailer at the time of sale and paid to the requesting entity; in most cases to state and local governments which establish these taxes and define their criteria. Visual Anthology allows you to store and maintain this tax information in the Tax Table master file.



### List Page

Information on this area is outlined in Understanding List Pages topic.

### Header Section

- ? Name: Displays the "User Friendly" name for the current tax.
- ? Short Code: Displays the short code that has been assigned to the current tax.
- ? Inactive: Identifies the Profile as either Active or Inactive.

### Detail Section

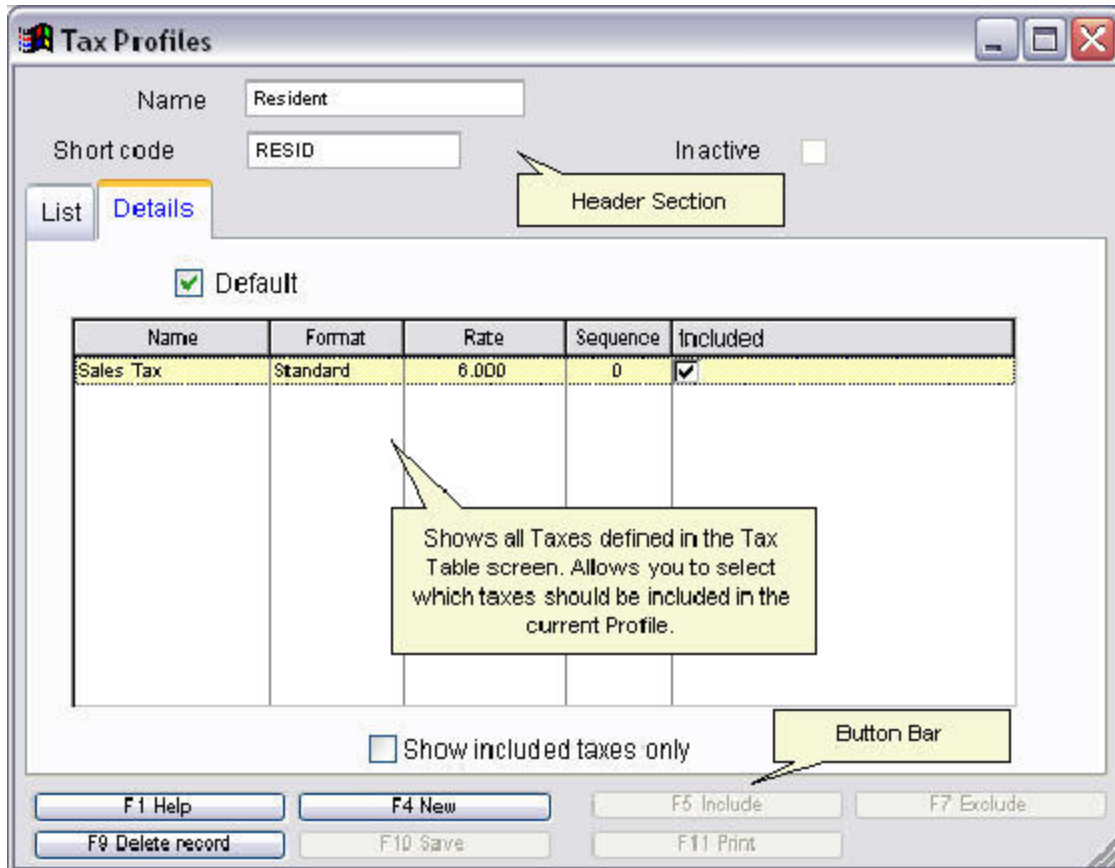
- ? Format: At this time standard is the only option. This field will be used in future releases for overseas users.

- ? Rate: Is the amount of tax to be applied. The format for this field is 6.000 = 6% or 6.25 = 6.25% .
  - ? Minimum: Is used where a minimum sale amount must be reached before tax is applied. If you are located in one of these areas you would enter that amount here. For standard tax setups, enter 0.00
  - ? Sequence of application: Some areas require that additional taxes be applied to sale after the sales tax has be added in. For example, a sequence of application of 1 instructs Visual Anthology to calculate and add this tax after all taxes with a sequence of 0 (zero) have been applied.
  - ? Account name in Accounting: This option works the QuickBooks Accounting Links add-on module. The drop down list is defined in the Options screen. See section on Accounting Options for detailed information.
  - ? Round Up?: This forces the tax to be rounded to the nearest whole cent. For example, if the tax for a given sale were calculated at \$1.625 - round up would cause it to round to \$1.63.
  - ? Tax shipping?: Some areas require that shipping charges be taxed. To include shipping as a taxable sale item you should have this option checked.
  - ? VAT Tax: Value Added Tax generally not applicable for US customers
  - ? Trade Credits are Tax Exempt:
- 

### **Tax Profiles**

Tax profiles define people groups and allow you to assign taxes from the Tax Table to these groups. In most cases you would have a single default group for the bulk of your customers, such as "Resident". This group or Profile would be assigned all taxes applicable to a resident of your state/province. You could also have a Tax Profile for people who are not charged tax, such as clergy. In this case, you would have a Tax Profile defined called Non Tax and not assign any taxes from the Tax Table master file.





### List Page

Information on this area is outlined in Understanding List Pages topic.

### Header Section

- ? Name: Displays the "user friendly" name for the current tax profile.
- ? Short Code: Displays the short code that has been assign to the current tax profile.
- ? Inactive: Identifies the Profile as either Active or Inactive.

### Details Page

- ? Default: This option flags the current tax profile as the system default to be used when no customer is selected or if the selected customer does not have a profile assigned via the Customer master record. If a customer is assigned to the sale - the default profile is not used if the customer making the purchase already has a tax profile assigned via the customer file.

In this case the system uses the profile assigned in the customer file.

- ? Show included taxes only: Filters the grid to display only those taxes which are included in the current Tax Profile.

## Users with Security

This section defines how to setup users with security. The security option gives you the means to allow or restrict access to various parts of Visual Anthology by applying Privileges. Privileges may be assigned on an individual basis or by using templates. For a complete discussion on creating and implementing Templates see topic User Templates.

This section defines the necessary steps to create a user file with security without using templates.

1. Open the User screen by selecting the Master Files | Users menu option.
2. Make sure the option "Users" is selected. This option is located at the bottom of the screen above the button bar.
3. Click the F4 New button at the bottom of the screen to create a new record.
4. The cursor should be positioned in the Name field of the Details page. If not, move to this field.
5. Enter the name you want to assign to this user. This should be an individual's name (e.g. Jon Smith). This is the display name when a user is logging in to the system. These should be kept unique so as not to add confusion to the process.
6. In the Short Code field, enter a unique short description of the user. You are allowed ten characters. For example John Smith could be JOHNSMI TH if you have a second user named John Smith you could enter JOHNSMI TH2.
7. The Password field stores the user's password. There is no password checking so be sure of what you are typing in this field.
8. Supervisor option: This is used only with the security option. Only users with the supervisor option checked are allowed to edit the privileges of another user. Also, supervisors have the option to override the lockout screen that appears when a user tries to access a part of the program they don't have permission to be in.

9. **Default view:** This option sets the default view for this user to be the same as the default view assigned by the system. See the [Tutorial on Maintaining Visual Anthology | Introduction to Maintain Views](#) for detailed information.
10. **Clear Settings:** This option will re-set all previous form positions, sizes, and preferences for the User in question.

### **Adding Privileges Without Templates**

To add User privileges without using a template, the following steps must be completed for each new user.

1. Move to the Privileges page.
2. In the tree view window, expand the folder you want to give privileges to. For example, if you want to grant privileges to the sales modules – expand the sales folder.
3. With the Sales folder expanded, you will see all the options for that area of the program. Options on the left are both read and write unless the additional option of Edit is present on the right.
4. Select the options you will be giving the user.
5. Save your changes.

### **Adding Privileges With Templates**

Templates make adding new users much faster and more accurate than when entered on an individual basis. You can assign a basic set of default privileges to be applied to everyone and modify as necessary. However, the template will need to be created before it can be used. Refer to the topic [User Templates](#) for complete instructions. The following steps must be completed for each new user you add.

1. Move to the Privileges page.
2. In the drop down list labeled Templates click the down arrow to right of the box. This will provide a list of available templates. Select the template you want to apply.
3. Click the Apply button.

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4. The tree view will be populated with the options that were selected when the template was created.
5. You may edit the privileges for this user without affecting the template that was used to create it. User's security levels are not updated when subsequent changes are made to the template they are based on.

## User Templates

Templates are used to create generic, default settings for people groups that will have specific security options assigned. For example, you could have a template for Sales Clerks and another for Managers. You could create templates based on levels of security and assign names such as Level One, Level Two, etc. You can define the default permissions for each and use them to quickly and accurately add new people to the user list. Each individual user's record may be edited without affecting the template they were created from.

We'll begin by creating a default template for Sales Clerks and set the permission levels for that user type.

1. Open the User screen by selecting the Master Files | Users menu option.
2. Choose the radio button labeled Templates located near the bottom portion of the screen. The screen will remain basically the same in appearance as it is when defining a user.
3. Move to the Details tab and click on the New button.
4. In the Name field, enter the description for this people group (e.g. Sales Clerk).
5. The Short Code is the description that will display on reports and in the grids of other screen throughout Visual Anthology. Remember this field must be unique or the system will reject the entry.
6. Move to the Privileges tab.
7. The drop down list labeled Template" lets you create a template based on an existing template. This will be covered in the next section. For now, just leave it blank.

### Setting Permissions

Before you actually begin to assign permissions, you may want to give some thought as to what tasks you want each template to carry out. The permission list is designed to mimic the Visual Anthology menu bar.

- ? There are two basic types of permissions:
  - ? Read - Grants the user permission to view the information contained in the record but not to make changes or add new ones.
  - ? Edit - Should not be assigned unless read permission is given. Allows the user to view and edit the records.
- ? There are two basic methods for setting permissions.
  - ? Check all and remove the permissions you don't want assigned.
  - ? Un-check all and add only the permissions you do want assigned.
- ? If you intend on setting the bulk of the permissions for this group you may want to choose the Check All button and un-check the options you do not want to assign.
- ? Select the permissions you want to assign to this level of user.
- ? Click the F10 Save button.

**Special Note: You can add or remove permissions any time. However, changing a template will not change the individual users whom have been assigned the template you are editing. These changes will need to be made on the individual record.**

### Using Templates in Templates

Using a template to establish a default set of permissions can be a real time saver. To apply a template, you simply select the desired template from the drop down list labeled "Template" and click the Apply button. All of the options selected in the template will be selected in the new template and the new template's properties can be changed without affecting the base (original) template.

Let's begin this section by creating a default template called BASE. This will be the minimum level of security for all users. We will use this to define all other templates. Following the steps above create a template and assign the name BASE in the Name field of the Details tab page. Assign the minimum level of security by assigning the desired permissions. For example, if you want everyone on your

system to be able to do Cash Register sales. You would need to assign these permissions here. Once all the permissions have been set, save your changes.

### **Using your New Template**

To use this template, we will need to begin by creating another new template. It may be necessary to completely close the users screen so the drop down list of templates will be refreshed.

1. Follow the steps listed above for creating a new template.
2. When you are ready to assign permissions, click on the down arrow of the drop down list labeled Template.
3. Select the template named BASE.
4. Your new template will be assigned all the permissions of the BASE template. Add or remove permissions as necessary.
5. Save your changes.



## **Setting Up Departments, Sections and Media**

### **Maintain Views Overview**

Views are basically screen configurations or arrangements made by the users during normal operation of the software. As columns are arranged and screens are sized to suit the users needs, Visual Anthology can be set to remember these settings for later use. These views can be at either a user level (user Login must be turned on), or at a system level.

They are saved on a screen by screen basis. That is, you must have a screen open in Visual Anthology before the menu options are available and the changes you save will apply to that screen only.

#### **User Level**

If user login has been turned on in the Options screen, Visual Anthology will remember how each screen is arranged and sized for that user. When a new user logs on to the system, new information is stored for that user. This allows each user of the system to have a preferred screen layout that enhances there work method.

#### **System Level**

If the user login is turned off in the Options screen, Visual Anthology remembers the arrangement of screens as if only one user existed, that is the system.

#### **System Default**

The Visual Anthology system maintains a set of default arrangements. This is how the screens looked when you first installed Visual Anthology.

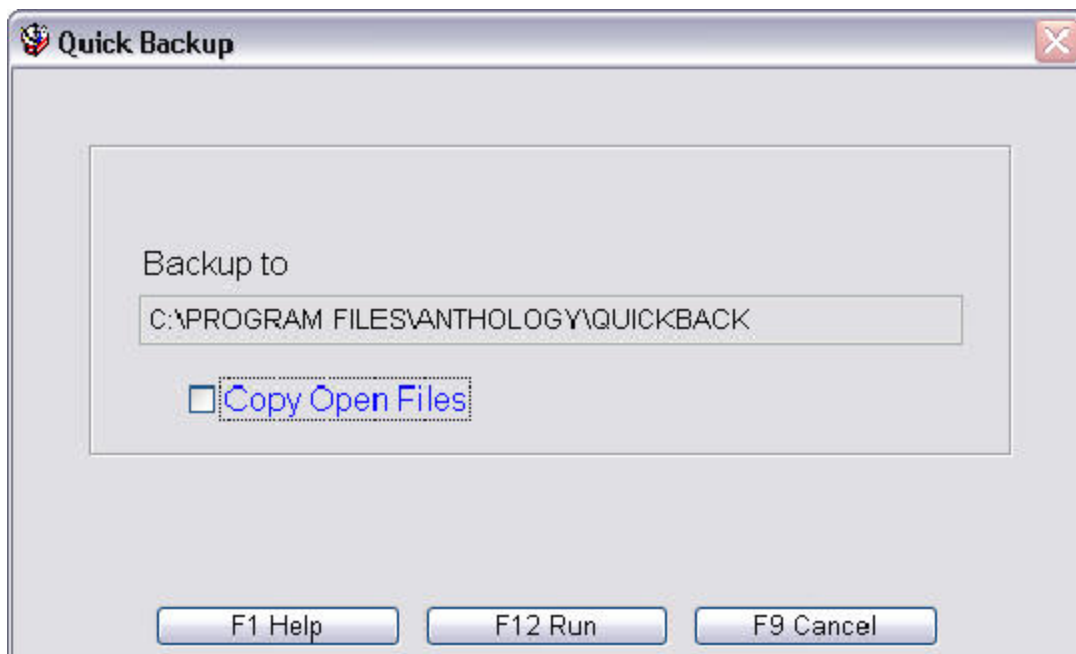
## Using Quick Backup

Quick Backup is a utility that copies and archives your Visual Anthology data, storing it for use in emergency situations. It should be noted that this utility is not intended to replace more sophisticated back up systems such as tape or compact disk systems.

You may run the backup utility whenever you feel you need to or you may have scheduled to run after you run the Ztape to finalize the day. This is the recommended method. Please refer to the section General options for complete instructions for setting this up.

Basically the Quick Backup screen has three options

- ? Copy open files. This causes the backup to make copies of files that may be open by another user.
- ? F12 Run to start the process.
- ? F9 Cancel to close the backup window without causing the backup to run. Note: This option will not stop the process once it has begun.



## Overview of Used Books

The Used Books module adds specific functionality to your Visual Anthology software which dramatically enhances your ability to track the sale and purchase of used books. Probably the most notable addition is the ability to automatically serialize the SKU / ISBN. This allows you to distinguish between individual copies of books in your inventory. Serialized books are treated as individual items but may share many of the same properties such as title, author, and media but may also contain different information such as pricing, quantity, or on hand.

Buying books takes place through the Cash Register. A special option located on the Action | Buy Books menu turns this feature on, allowing you buy books from your customer. In addition, this feature can be included - that is, turned on and off within a normal sale. This allows you to both buy and sell within the single transaction. When this feature is enabled, the title bar of the Cash Register screen will display the words "Buy Mode". When the Cash Register is in buy mode, Visual Anthology automatically sets the buying and selling prices for the item based on a percentage of the original or "cover price". These settings are defined in the Options screen by selecting the Tools | Options - Used Books menu option. See the topic Used books options for complete details on setting up the used books module.

If you have subscribed to a Database of Books such as B&T Title Source, Bowker BIP, or Ingram Companion, much of the information such as Title, Author, and Cover Price can be filled in automatically when the item's bar code is scanned in. This eliminates much of the data entry surrounding the buying of books.

## Understanding the Used Books Module

Instructions for setting up the Used Books Module are found in the Options section under the topic Used books options. It is important to remember that many of the settings found on the Options screen are system defaults. They will be applied as needed but may be overridden at the time of purchase without affecting the system defaults.

### Serialization

Serialization is nothing more than to arrange in a series. Visual Anthology accomplishes this by appending the series number to the end of the existing SKU. This demonstrated in the examples below. How you intend to purchase books will determine whether or not you will use serialization - that is, whether or not you need to keep track of individual copies a particular book, generally for the purpose of unique pricing. Below are three examples of how serialization works in Visual Anthology.

1. If your store buys primarily rare titles or collectable books, you may want to choose the option "Always Serialize". This way if the title exists in your inventory as 0312052545 and this title is entered a second time, Visual Anthology will serialize the ISBN to 0312052545-01 for the first copy, -02 for the second and so on. The on hand quantity is set to "1" by default.
2. At the other end of the scale if your store deals largely in books where condition isn't important to the price of the item then "Never Serialize" may work better. In this case, the ISBN 0312052545 would be entered into inventory with an on hand quantity of "1". If a second copy of the book is purchased, the ISBN would remain 0312052545 and the "on hand" quantity for that item would be incremented by the number of books purchased.
3. The third possibility falls somewhere in the middle. Your store deals in books where the condition will definitely affect pricing of some items and will not matter at all for others. In this case, the option "Ask" may be appropriate. This option will allow you to

decide at the time of purchase whether or not to serialize. This option offers the most control.

**Special Note:** As mentioned in the introduction page, if you have a Database of Books such as TitleSource or Companion the bibliographic information can be retrieved from the database for you. See *Working with Databases of Books* for information on setting up and using these sources of information.

### Pricing Information

The buy and sell price referred to in the Options screen setup are used to establish both Retail and List prices for books that are being entered into inventory as serialized copies. Remember that in those situations where you are not serializing, you are only incrementing the on hand quantity of an existing item and the pricing information from the record will be used. The pricing information is used in very specific situations. Below is an overview of when the prices will be automatically calculated and when they will not.

When are these fields used?

- ? If the book you are buying exists in your inventory as a "new" book (not marked as "used") and you are creating a second serialized copy, the current list and retail price of the original "new" book will be used and the options you set in the buy price and sell price will be applied. That is – the price of the serialized book will be a percentage of the original book's price.
- ? If the book you are buying is found in an external database of books it is treated the same above - that is Visual Anthology would apply the pricing options you set in the Options screen against the cover price of the book as listed in the database.

When are these fields not used?

- ? If the book you are buying is not found in your inventory or in an external database of books, then the inventory screen would open and you would enter the purchase price in the List field and the selling price in the Retail field. You would also need to enter any other information about

the book that you would normally require for inventory items; title, author, etc.

- ? If the book you are buying exists in your inventory only as a "used" book, then the serialized record would use the same information found in the original. You have the option to change this price as needed without affecting the original record.

### **Trade Credits**

Trade Credits are a special type of tender that allows you to track sales in the form of "credits" and are defined in the Tenders screen. See the section on [Creating a Tender for Trade Credits](#) for more information. You may apply (use) trade credits anywhere tenders are accepted in Visual Anthology, however, this is especially important when buying books via Cash Register. When your Cash Register is in "buy mode" the tender you choose represents the way you will pay the customer for the books they are selling. If you use the tender you have defined as a Trade Credit no money will change hands. There are two possible scenarios:

1. If you have a customer defined in the customer field of the Cash Register and a Trade Credit is used as the tender type – the amount that would normally go to the customer as payment for their books would be added to their Trade Credit account.
2. If you have NOT defined a customer in the customer field of the Cash Register, a credit slip will be printed.


## Setting Up Stations

### Understanding deposits in Customer Orders

In Visual Anthology, all payments received are applied to the merchandise that is being shipped. Deposits result from over payment, typically from items being backordered. Remember that Visual Anthology calculates the total due based on the ship quantities.

Deposits are maintained by Visual Anthology and don't require any interaction on the part of the user, that is you don't have to choose deposit as a tender. However, this must be setup in the tenders file prior to using. See "Setting Up Tenders - Deposit" for detailed information.

In the following example, we will not discuss the entire process of creating a Customer Order. Instead we will concentrate on taking tenders that will result in a deposit. To set this up, we will need a Customer Order created with two items. One will be marked as ship, the other backorder. When this is filled in correctly, you should see all items on the order totalled as if all were being shipped out. In this example, they are not all being shipped. However, the customer has sent payment that covers all items - not just the ones being shipped.

1. After taking the necessary steps to create an order according to the instructions, and with the Customer Order open on the General tab, press F3 to begin taking tenders.
2. Select "Check" or "Cash" as the payment method. You may use any tender type and have Visual Anthology retain a deposit. However, as we discussed in the credit card sales section, most retailers will not bill a customer's account until the item ships.
3. The Amount field now contains the total due for the entire order. We are assuming that the customer either wants to pay in full or has sent a check to cover the entire order.
4. Click the Accept  button to accept the amount shown.
5. Post? - you will then be asked by Visual Anthology if you want to post the record. Yes we do. This action records the information into the Visual Anthology system.
6. Ship Now? - you are now asked if you want to ship the item(s). Yes we do. In this case, we'll assume that the customer

requested that each item be shipped as it becomes available. This will cause a shipment document to be created with the same Customer Order number. This document will contain all information concerning the items that were shipped, and the tender information for this shipment.

7. Give change or Retain deposit? - because we have accepted a greater tender than is necessary to pay for the shipped items, Visual Anthology asks what you want to do with the left over money. You can retain it as a deposit or give change. We want to retain as a deposit since there is a balance due on the sale.

To complete this order, you will need to locate the "open" record in the list view. Open the General tab for this record and edit the number of items being shipped. Once this is done, you need only to post the order. Visual Anthology know there is a deposit associated with the order and uses as much of it as is necessary to cover the items being shipped.

To make setting ship and backorder values easier, set the Auto-fill checkbox to off (unchecked). This will allow you to determine the number of items being shipped. If left on, Visual Anthology looks to the inventory file to determine how many are available to ship (on hand qty).



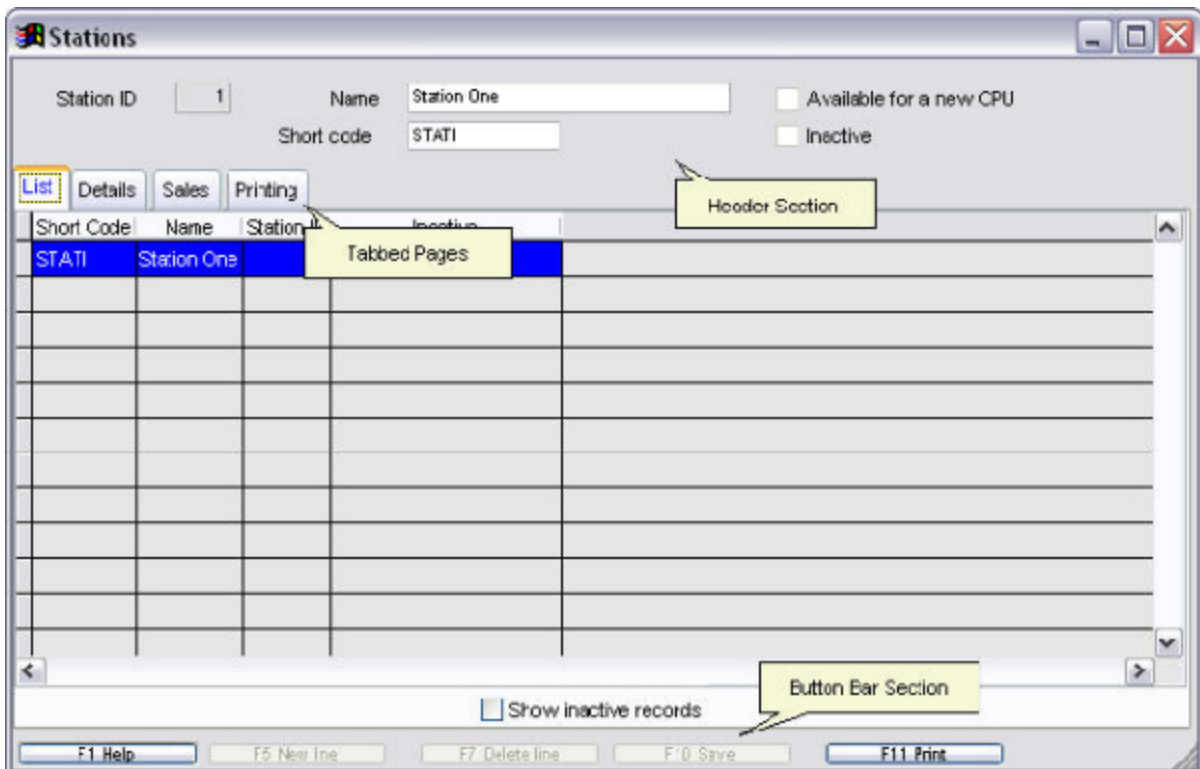
## Station Screen Overview

The Stations screen allows you to configure the options for each individual workstation in your Anthology network. Whether this is a stand alone system (single station) or a network of many computers.

Most of the setup is done behind the scenes when Visual Anthology is installed. When the system is started for the first time, the computer is assigned an ID number. This is the station ID. Visual Anthology then creates the Station record for this ID in the Stations table. Each time a new computer is added a new ID and station record is created until the User License maximum is reached (e.g. A five user license will allow a total of five computers to be assigned). Once the maximum is reached no more computer may be added to the system.

**Special Note: If you are setting up Visual Anthology to run on multiple stations, you should set up the station file after each new station is added.**

The main screen is separated into three basic areas Header, Tab Pages, and Button Bar.



### Header Section

- ? Station ID - Generated by Visual Anthology when the station is brought online for the first time. This is an internal number that is used by Visual Anthology to associate events with a physical computer on your Visual Anthology network.
- ? Name - Used to assign the station a user friendly name. For instance, if this computer is to be used as a cash register, you may want to call it "Register One". However, if the computer is to be used for purchasing and receiving you may want to name it "Back Room".
- ? Short Code - The short code is assigned automatically by the system. You may change this code if you wish, however, it must be unique. We recommend that you let the system assign these codes.
- ? Available for New CPU - This option is used by Anthology Support Technicians when taking a computer "off-line". It allows

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the Station ID to be used by another, generally a replacement, PC. It is not user editable.

- ? Inactive - When a computer on the Anthology network is taken off-line it becomes inactive.

### Details Page

- ? Receipt Printer - This field contains a fully qualified path to a local or network printer that will be used by Visual Anthology to print receipts. Using the ellipsis button to the right of the field opens a standard dialog screen listing all printers currently accessible from this station.
- ? Report Printer - This field will contain the path to the network or local printer that will be used to print reports.
- ? Cash Drawer Bell Code - This field is used by the Anthology Support staff to add additional "escape key codes" which are interpreted by the cash draw.
- ? Comment - This allows you to create a message for the bottom of your receipt.
- ? Text-only Receipt and Ztape - If you are using a text only printer you would select this option to insure proper printing. This refers to your printer driver - you should consult your printer's documentation for detailed information.
- ? Extra Linefeeds on Receipt - This is used to add additional blank lines to the bottom of a receipt. This may be necessary if your printer does not eject enough paper after printing.
- ? Payment Server Path - This field is used by Anthology Support staff during the setup of PCCharge credit card processing software. This is a third party software that allows Visual Anthology to process credit card sales.
- ? Color Highlight Current Field - Selecting this option will cause the currently selected field to be colored salmon (reddish). Having this feature turned on will make cursor location much faster.

### Printing Page

The printing page is used to setup special print functions and devices. This may include customer mailing labels, Vendor address labels, or Inventory barcode labels.

The screenshot shows the 'Stations' application window. At the top, there are input fields for 'Station ID' (value: 1), 'Name' (value: Station One), and 'Short code' (value: STAT1). To the right are two checkboxes: 'Available for a new CPU' and 'Inactive'. Below these are four tabs: 'List', 'Details', 'Sales', and 'Printing' (which is highlighted). The main area contains a table with three columns: 'Print Job Type', 'Printer Name', and 'Printer Type'. The first row has 'Inventory Label' in the first column, 'CHOOSE A REPORT PRINTER HERE' in the second, and 'Windows Printer' in the third. Below the table are three dropdown menus: 'Print Job Type' (selected: Inventory Label), 'Printer Name' (selected: CHOOSE A REPORT PRINTER HERE), and 'Printer Type' (selected: Windows Printer). At the very bottom, there are five function key buttons: 'F1 Help', 'F5 New line', 'F7 Delete line', 'F10 Save', and 'F11 Print'.

**Special Note: Printers must be installed and drivers configured on your computer or network prior to selecting them here. If you are trying to print to a networked printer you will need to create the link in your Windows/Printers screen first.**

- ? Print Job Type - This pull down list box lets you select the type of printing that will be done. Options include: Inventory, Vendor, and Customer labels.
- ? Printer Name - This option allows you to select a printer for the particular job.
- ? Printer Type - This option allows you to select the type of printer that will be used. Options include: Windows Printer, Dymo Printer, and Barcode Blaster.

## Creating a Tender for Cash Sales

The cash tender is used for recording payments made with currency. Visual Anthology only allows one tender of this type to be defined. It is defaulted to "bankable" and may not be changed.

The screenshot shows the 'Tenders' window with the following details:

- Name: CASH
- Short code: CASH
- Inactive:
- Number of receipts: 1
- Tender types:  Cash,  Credit card,  Debit card,  Account Sale,  Gift certificate,  Store credit,  Deposit,  FEC premium,  Other
- Options:  Allow change,  Bankable,  Validate,  Give store credit above cash change limit,  Accept on web
- Cash change limit: 999999.99
- Buttons: F1 Help, F4 New, F9 Delete record, F10 Save, F11 Print

### Header

1. In the Name field, enter CASH and press enter to move to the "short code" field.
2. This field is automatically updated by Visual Anthology. You may edit the contents of this field to conform to a preexisting format. Remember that this field must be unique or the system will reject it.
3. From the list of Tender Types, choose "Cash" by clicking the radio button next to the label Cash.

**Business Rules**

1. Allow Change: generally you would want to allow change to be given for this type of tender. However, it is not required. With this option selected (checked), you will also need to assign a change limit.
2. The option to not allow change does not automatically generate a store credit slip. This option must be set up for each individual tender being created.
3. Cash Change Limit: This is the amount of "cash" change you will give on sales using this tender. For example, if the limit is set to \$25.00 and a customer gives you a \$50 dollar bill for a \$10 dollar purchase, you will receive a system message saying "Cash change limit has been exceeded". You are not allowed to continue.

The examples below show two common settings:

1. In the "cash change limit" field, enter 999999.99. This means that you are essentially setting no limit to the amount of change for a cash sale
2. In the "cash change limit" field enter 100.00. This means if the change due exceeds \$100.00, then a system message is displayed and you are not allowed to continue.
4. Give store credit above change limit: this option works in conjunction with the cash change limit and instructs Visual Anthology to issue store credit for the amount of the change due. For example, if the limit is set to \$25.00 and a customer gives you a \$50 dollar bill for a \$10 dollar purchase, Visual Anthology issues store credit for the amount due and you are allowed to continue.
5. Bankable: determines where this information appears on the X/Ztape report. The general rule here is that it should be marked bankable if you need to deposit this tender type into your bank account. In this case, Visual Anthology sets this to bankable because this tender (Cash) is deposited.
6. Pop drawer: is used to trigger the cash drawer to open when the sale completes. Generally you would have this option selected (checked) for this type of tender.
7. Ztape detail: this option instructs Visual Anthology to include this information in the "Itemized Tender Recap" section of the

- X/Ztape reports. Generally you would have this option selected (checked) for this type of tender.
8. Accept on Web: this option is used in conjunction with Anthology WebStore (AWS) and will make this tender available on the web site.
  9. If you are an AWS user, you may not want this tender to show on your web page. However, selecting (checked) this option will make this option available on the web page (not recommended).
  10. If you are not an AWS user, this option has no effect. You would generally not select (un-check) this option in this case.

## Setting Up Tenders

### Creating an Inventory Level Discount

Inventory Level discounts are applied via the Inventory screen. This is the easiest type of discount to create since only a single value needs to be entered in the Sale Discount field of the Inventory Details page. However, it is also the easiest to overlook when you want to remove the discount. There is no automatic removal system and no way to search for items with sales discounts applied other than one at a time.

1. Open the Inventory screen by selecting the Master Files | Inventory menu option.
2. Locate the desired item and enter the discount to be applied in the Sales Discount field. Remember this should be entered as a decimal. In the example show here, 25.00 has been entered. This represents a 25% discount.

This discount will be available to all customers even when no customer is selected. This discount will override any Customer Discount Schedule that may have been applied.



## Vendor Records Overview

The Vendors screen is used to maintain information about the vendors you use to restock your inventory. Much of the information contained on this screen is used extensively throughout Visual Anthology when creating Purchase Orders, Overstock Returns, or Electronic Ordering. It is very important to have complete and accurate information in your vendor records.

The individual vendors determine most of the information presented on this screen. Addresses, Discount Schedules, and Electronic Ordering information are available from either the vendor itself or in many cases in the ABA Book Buyer' s Handbook. In the case of Electronic Ordering, you will need to establish an account with the vendors you plan to order from.

**Special Note: When going through the setup procedures it is a good idea to have the necessary information handy. This way an actual record may be entered as part of the instruction steps.**

There are four areas that we'll be working with to complete the vendor setup: the Details, Addresses, Discount Schedules, and Electronic Order pages. Each one of these sections is explained in its own section of the help system.

## Creating a Tender for Store Credit

Store credit is a way of issuing a credit to a customer to be redeemed at a later time. This tender is not required to give store credit, nor is it required to accept store credit slips, but, for accounting purposes, it is recommended.

Visual Anthology does not track store credits. The credit slips generated by the software are treated as cash and should be valued by the customer as such. If a customer were to lose his/her credit slip, there is no way of confirming that a credit is due via the software.

The screenshot shows the 'Tenders' window with the following fields and options:

- Name: STORE CREDIT
- Short code: STORE
- Inactive:
- Number of receipts: 2
- Navigation buttons: List, Details (selected), Order
- Tender types list:
  - Cash
  - Credit card
  - Debit card
  - Account Sale
  - Gift certificate
  - Store credit
  - Deposit
  - FEC premium
  - Other
- Options:
  - Allow change
  - Dankable
  - Validate
  - Pop crawler
  - Ztape detail
  - Accept on web
- Footer buttons: F1 Help, F4 New, F9 Delete record, F10 Save, F11 Print

### Header

1. In the Name field, enter STORE CREDIT and press Enter to move to the Short code field.

2. This field is automatically updated by Visual Anthology. You may edit the contents of this field to conform to a preexisting format. Remember that this field must be unique or the system will reject it.

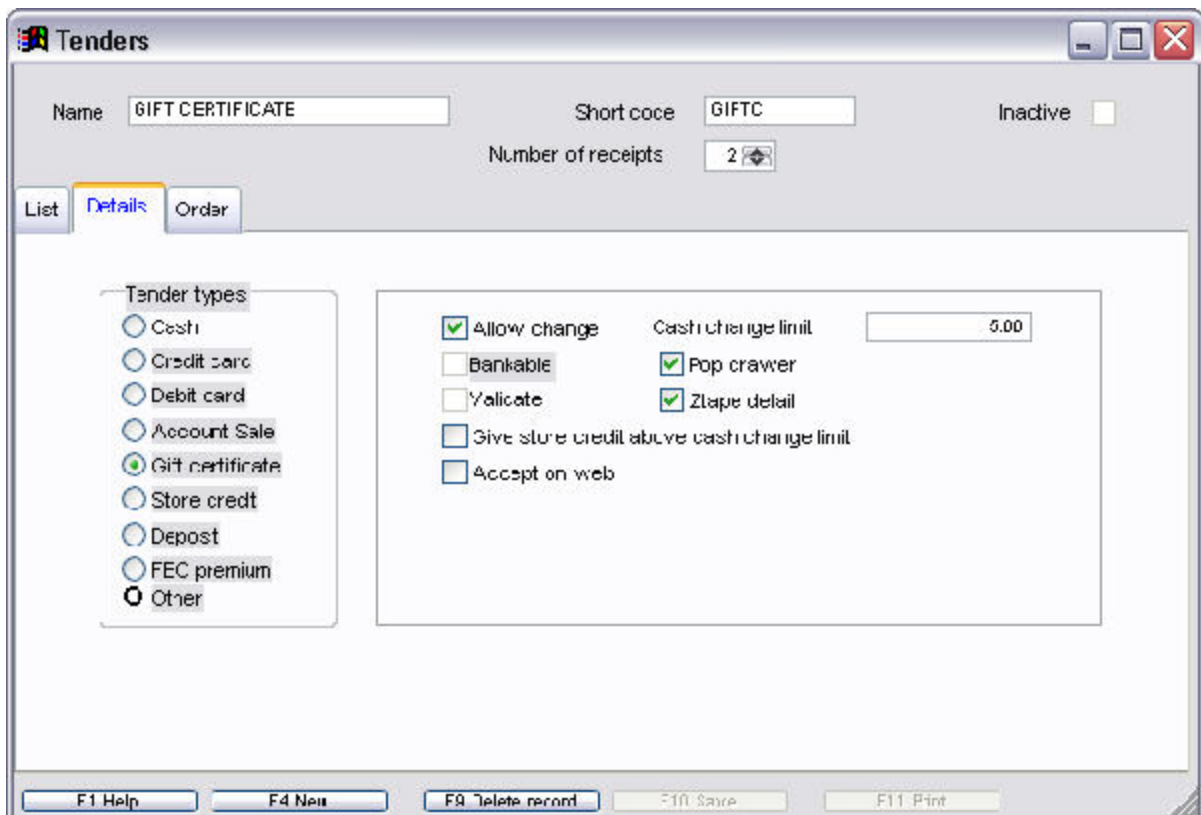
### **Business Rules**

1. From the list of Tender Types, choose "Store Credit" by clicking the radio button next to the label Store Credit.
2. Allow Change: generally you would want to allow change to be given for this type of tender. However, it is not required. With this option selected (checked) you will also need to assign a change limit.
3. Cash Change Limit: is the amount of "cash" change you will give on sales using this tender. For example, if the limit is set to \$25.00 and a customer gives you a \$100 dollar credit slip for a \$10 dollar purchase, you will receive a system message saying "Cash change limit has been exceeded". You not be allowed to continue. The examples below show some common settings:
  1. In the "cash change limit" field enter 999999.99. This means that you are essentially setting no limit to the amount of change for a cash sale.
  2. In the "cash change limit" field enter 100.00. This means if the changed due exceeds \$100.00, then a system message is displayed and you are not allowed to continue.
4. Give store credit above change limit: this option works in conjunction with the cash change limit and instructs Visual Anthology to issue store credit for the amount of the change due. For example, if the limit is set to \$25.00 and a customer gives you a \$100 dollar credit slip for a \$10 dollar purchase, Visual Anthology issues store credit for the amount due and you are allowed to continue.

5. Bankable: this option does not apply to store credits so it is unavailable. When a store credit issued as a result of taking a tender that has the "issue store credit above change limit" option set, then it is automatically included in the "Non-Bankable Tenders" section of the X/Ztape as Store Credits. When store credits are redeemed, they are included in the same section of the X/Ztape and will have a reversing affect on the numbers. See && X and Z Tape Reports for detailed information.
  
6. Pop drawer: is used to trigger the cash drawer to open when the sale completes. Generally you would have this option selected (checked) for this type of tender. This will allow you to store the credit slips in the cash drawer so they will be included in the tally at the end-of-day procedures.
  
7. Ztape detail: this option instructs Visual Anthology to include this information in the "Itemized Tender Recap" section of the X/Ztape reports. Generally you would have this option selected (checked) for this type of tender.
  
8. Accept on Web: this option is used in conjunction with Anthology WebStore (AWS) and will make this tender available on the web site (not recommended).
  1. If you are an AWS user, you may not want this tender to show on your web page. However, selecting (checked) this option will make this option available on the web page (not recommended).
  2. If you are not an AWS, user this option has no effect. You would generally not select (un-check) this option in this case.

## Creating a Tender for Gift Certificates

Gift Certificates are handled internally when sold (see Cash Register - Selling a Gift Certificate for detailed information). However, to redeem a Gift Certificate, you will need to create a tender to handle the transaction.



### Header

1. In the Name field, enter GIFT CERTIFICATE and press Enter to move to the Short code field.
2. This field is automatically updated by Visual Anthology. You may edit the contents of this field to conform to a preexisting format. Remember that this field must be unique or the system will reject it.

### Business Rules

1. From the list of Tender Types, choose "Gift Certificate" by clicking the radio button next to the label Gift Certificate.

2. **Allow Change:** generally you would want to allow change to be given for this type of tender. However, it is not required. With this option selected (checked), you will also need to assign a change limit.
3. **Cash Change Limit:** is the amount of "cash" change you will give on sales using this tender. For example, if the limit is set to \$25.00 and a customer gives you a \$50 dollar gift certificate for a \$10 dollar purchase, you will receive a system message saying " Cash change limit has been exceeded". You are not allowed to continue.

The examples below show two common settings:

1. In the "cash change limit" field, enter 999999.99. This means that you are essentially setting no limit to the amount of change for a cash sale.
2. In the "cash change limit" field, enter 100.00. This means if the changed due exceeds \$100.00, then a system message is displayed and you are not allowed to continue.
4. **Give store credit above change limit:** this option works in conjunction with the cash change limit and instructs Visual Anthology to issue store credit for the amount of the change due. For example, if the limit is set to \$25.00 and a customer gives you a \$50 Gift Certificate for a \$10 dollar purchase, Visual Anthology issues store credit for the amount due and you are allowed to continue.
5. **Bankable:** determines where this information appears on the X/Ztape report. The general rule here is that it should be marked bankable if you need to deposit this tender type into your bank account. In this case, Visual Anthology sets this to bankable because this tender (Cash) is deposited.
6. **Pop drawer:** is used to trigger the cash drawer to open when the sale completes. Generally you would have this option selected (checked) for this type of tender.
7. **Ztape detail:** this option instructs Visual Anthology to include this information in the "Itemized Tender Recap" section of the X/Ztape reports. Generally you would have this option selected (checked) for this type of tender.
8. **Accept on Web:** this option is used in conjunction with Anthology WebStore (AWS) and will make this tender available on the web site.

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1. If you are an AWS user, you may not want this tender to show on your web page. However, selecting (checked) this option will make this option available on the web page (not recommended).
2. If you are not an AWS user, this option has no effect. You would generally not select (un-check) this option in this case.

## Auto-generating Purchase Orders

You may choose to automatically generate Purchase Orders based on criteria you select on the Generate Purchase Orders screen. The following is intended to provide an overview of automatically generating Purchase Orders by defining the Auto-generate screen options. Because of the many combinations possible, it would be impossible to detail every scenario. Auto-generate is a powerful tool that can save hours of time if used properly. This tool also allows you to auto generate POs with imprints (see below).

From the main Visual Anthology menu, select Inventory Control | Auto-generate POs. The PO Auto-generate screen will open with the cursor in the Generation Method list box.

### Generation Method

You must choose a Generation Method. This option allows you to choose one of three methods that Visual Anthology will use to



determine how items are considered for selection. There are three options possible.

1. The "If at MIN order up to MAX" method will search the inventory file for merchandise that is at or below the minimum inventory level and will order up to the maximum level for that item. This means that any item where these values are not defined will not be considered.
2. The "Restock Based on Sales" method will search sales history for items sold within a specified period of time. With this method you will need to define a date range in the Filter section of this screen.
3. The "Customer Back Orders (Inc Special orders) only" method will create a PO for customer back orders or special ordered items only. It will not search either the inventory or sales records for items.

#### Order From

This option group allows you to determine which vendor or vendors the purchase orders will be created for. Depending on which option is selected, it is possible for multiple POs to be created. The first three of these options depend on how this information is defined in the Inventory and history files. If the information is not defined in inventory a PO will be created but, the vendor field will be blank.

For example, in your inventory you have a book titled "Reap the Wind". Its publisher is defined as Random House but DOES NOT have a preferred vendor assigned. It was last ordered from Baker & Taylor.

If you selected "Preferred Vendor" in the Order From section and ran the process - this title would be placed on a PO with the vendor field left blank.

**Special Note: This does not filter the search. All filtering is done in the Filter section of the Auto-generate screen. Order From determines vendor name on the PO and does not narrow down data.**

- ? Publisher: This option would create a purchase order for the vendor that has been selected as the Publisher on the Inventory screen for the item -- in our example, Random House.

- ? Last Vendor: Creates a purchase order for the vendor from whom the item was last ordered--in our example, Baker & Taylor.
- ? Preferred Vendor: Creates the PO for the vendor who has been set as the Preferred vendor in the inventory file. Since no Preferred Vendor was defined in our example, the book would be placed on a PO with no vendor assigned.
- ? Choose a Vendor: This allows you select a particular vendor to place the order with. This option does not look to outside sources for information - it simply creates a PO for the selected vendor.

Of course, typically the Generate POs process will pick up more than one item. If Choose a Vendor has been selected, all the items will be placed on a PO for that Vendor. If one of the other options has been selected, more than one PO may be created, depending on the status and histories of the individual items.

### **Adjust Order Quantity**

The check boxes in the Adjust Order Quantity section allow you to reduce or increase the amount of items ordered based on specific criteria.

- ? When the Qty on Hand check box is checked, the order for an item will be reduced by the quantity currently in inventory.
- ? When the Qty Already on Order check box is checked, the order for an item will be reduced by the quantity of the item already ordered but not yet received.
- ? When the Qty on Draft POs check box is checked, the order for an item will be reduced by the quantity on any current draft POs that contain the item.
- ? When the Customer B/O Qty check box is checked, the order will be increased by the amount of the item on back order.

### **Filters**

The date range selection area is dimmed unless the Generate Method "Restock based on sales" is selected - otherwise these options are dimmed. The options in the Filters section allow you to customize your search criteria. Using these options you can narrow or widen your search to include many books from a variety of vendors or only a few

books from a specific vendor. These filters may be used in combination to create very detailed searches for specific needs.

**Special Note: When filters are applied it assumes the condition "AND", for example, Section = Computer "and" Department = Book "and" Supplier = Ingram Book Co. This means all three conditions must be true or the item will not be considered.**

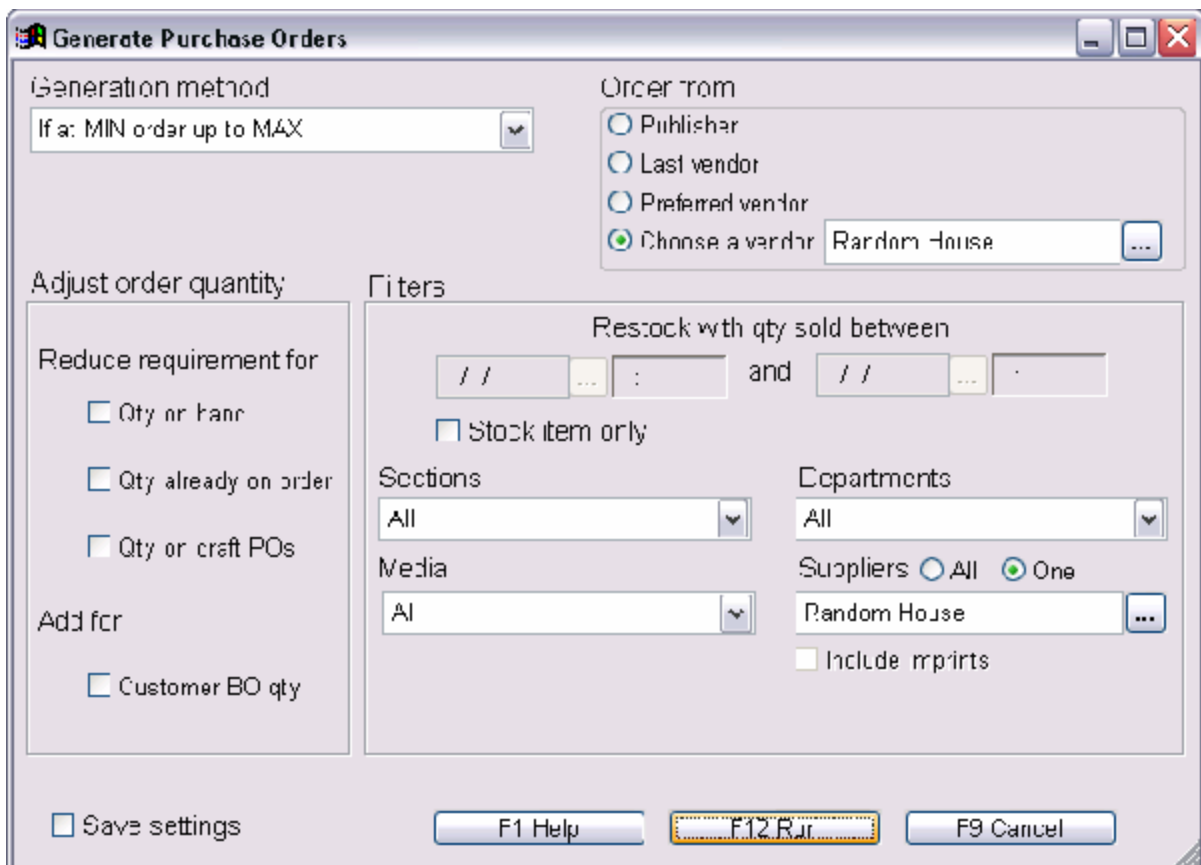
- ? The Restock with Qty Sold Between option lets you set a time frame for sales to use to restock inventory. This option is only available if the Restock Based on Sales Generation Method is chosen. You can choose both date and time to narrow the search to a specific hour of the day.
- ? The Departments option allows you to Auto-generate purchase orders by a single department or for all departments.
- ? The Sections option allows you to Auto-generate purchase orders by sections of the store. Like Departments this may be restricted to a single section or include all sections.
- ? The Media option allows you to Auto-generate purchase orders by Media. Like Departments and Sections, this may be restricted to a single media type or include all media types.
- ? The Suppliers option allows you to Auto-generate purchase orders by supplier. This is different than in the "Order From" section. This option has two options defined below.
  1. All Suppliers: This is essentially no filter at all. All Suppliers are considered.
  2. One Supplier: With this option selected the auto-generate process looks at inventory items where either the Publisher or Distributor matches the selected Supplier. Inventory items where a vendor has not been defined will not be considered.
    - a. Use Imprints: Imprints are smaller publishers or distributors that are owned by larger publishers. For example, Random House is the parent for such publishers as Bantam, Balantine and Delecorte. These are considered "imprints". If the Supplier you choose is listed in the vendor screen as the "parent" vendor for a particular vendor, the option to "Use Imprints" will be visible. Selecting this option will

cause the search to look at not only the parent but also all imprints.

- ? By checking the Save Settings check box, you can save your settings for future use.

## Auto-generating Purchase Orders

You may choose to automatically generate Purchase Orders based on criteria you select on the Generate Purchase Orders screen. The following is intended to provide an overview of automatically generating Purchase Orders by defining the Auto-generate screen options. Because of the many combinations possible, it would be impossible to detail every scenario. Auto-generate is a powerful tool that can save hours of time if used properly. This tool also allows you to auto generate POs with imprints (see below).



From the main Visual Anthology menu, select Inventory Control | Auto-generate POs. The PO Auto-generate screen will open with the cursor in the Generation Method list box.

### Generation Method

You must choose a Generation Method. This option allows you to choose one of three methods that Visual Anthology will use to determine how items are considered for selection. There are three options possible.

1. The "If at MIN order up to MAX" method will search the inventory file for merchandise that is at or below the minimum inventory level and will order up to the maximum level for that item. This means that any item where these values are not defined will not be considered.
2. The "Restock Based on Sales" method will search sales history for items sold within a specified period of time. With this method you will need to define a date range in the Filter section of this screen.
3. The "Customer Back Orders (Inc Special orders) only" method will create a PO for customer back orders or special ordered items only. It will not search either the inventory or sales records for items.

### Order From

This option group allows you to determine which vendor or vendors the purchase orders will be created for. Depending on which option is selected, it is possible for multiple POs to be created. The first three of these options depend on how this information is defined in the Inventory and history files. If the information is not defined in inventory a PO will be created but, the vendor field will be blank.

For example, in your inventory you have a book titled "Reap the Wind". It's publisher is defined as Random House but DOES NOT have a preferred vendor assigned. It was last ordered from Baker & Taylor. If you selected "Preferred Vendor" in the Order From section and ran the process - this title would be placed on a PO with the vendor field left blank.

**Special Note: This does not filter the search. All filtering is done in the Filter section of the Auto-generate screen. Order From determines vendor name on the PO and does not narrow down data.**

- ? Publisher: This option would create a purchase order for the vendor that has been selected as the Publisher on the Inventory screen for the item -- in our example, Random House.
- ? Last Vendor: Creates a purchase order for the vendor from whom the item was last ordered--in our example, Baker & Taylor.

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- ? Preferred Vendor: Creates the PO for the vendor who has been set as the Preferred vendor in the inventory file. Since no Preferred Vendor was defined in our example, the book would be placed on a PO with no vendor assigned.
- ? Choose a Vendor: This allows you select a particular vendor to place the order with. This option does not look to outside sources for information - it simply creates a PO for the selected vendor.

Of course, typically the Generate POs process will pick up more than one item. If Choose a Vendor has been selected, all the items will be placed on a PO for that Vendor. If one of the other options has been selected, more than one PO may be created, depending on the status and histories of the individual items.

### **Adjust Order Quantity**

The check boxes in the Adjust Order Quantity section allow you to reduce or increase the amount of items ordered based on specific criteria.

- ? When the Qty on Hand check box is checked, the order for an item will be reduced by the quantity currently in inventory.
- ? When the Qty Already on Order check box is checked, the order for an item will be reduced by the quantity of the item already ordered but not yet received.
- ? When the Qty on Draft POs check box is checked, the order for an item will be reduced by the quantity on any current draft POs that contain the item.
- ? When the Customer B/O Qty check box is checked, the order will be increased by the amount of the item on back order.

### **Filters**

The date range selection area is dimmed unless the Generate Method "Restock based on sales" is selected - otherwise these options are dimmed. The options in the Filters section allow you to customize your search criteria. Using these options you can narrow or widen your search to include many books from a variety of vendors or only a few books from a specific vendor. These filters may be used in combination to create very detailed searches for specific needs.

**Special Note: When filters are applied it assumes the condition "AND", for example, Section = Computer "and" Department = Book "and" Supplier = Ingram Book Co. This means all three conditions must be true or the item will not be considered.**

- ? The Restock with Qty Sold Between option lets you set a time frame for sales to use to restock inventory. This option is only available if the Restock Based on Sales Generation Method is chosen. You can choose both date and time to narrow the search to a specific hour of the day.
- ? The Departments option allows you to Auto-generate purchase orders by a single department or for all departments.
- ? The Sections option allows you to Auto-generate purchase orders by sections of the store. Like Departments this may be restricted to a single section or include all sections.
- ? The Media option allows you to Auto-generate purchase orders by Media. Like Departments and Sections, this may be restricted to a single media type or include all media types.
- ? The Suppliers option allows you to Auto-generate purchase orders by supplier. This is different than in the "Order From" section. This option has two options defined below.
  1. All Suppliers: This is essentially no filter at all. All Suppliers are considered.
  2. One Supplier: With this option selected the auto-generate process looks at inventory items where either the Publisher or Distributor matches the selected Supplier. Inventory items where a vendor has not been defined will not be considered.
    - a. Use Imprints: Imprints are smaller publishers or distributors that are owned by larger publishers. For example, Random House is the parent for such publishers as Bantam, Balantine and Delecorte. These are considered "imprints". If the Supplier you choose is listed in the vendor screen as the "parent" vendor for a particular vendor, the option to "Use Imprints" will be visible. Selecting this option will cause the search to look at not only the parent but also all imprints.
- ? By checking the Save Settings check box, you can save your settings for future use.



## Manually Generating a Purchase Order

Manually generating Purchase Orders is the most basic way of creating Purchase Orders in Visual Anthology. Each line item is entered one at a time as you build your order. This method offers the most control and is the preferred method for new users because it is the most straight forward approach.

### Header Section

Although there are many fields in this section, only Purchase Order Number and Vendor Name are required to complete a Purchase Order. However the balance of this information may be very useful and it is recommended that you complete as much as you can. As we go through these steps, many of the fields will be filled in for you if the information is available at the time of Purchase Order creation. For example, if you have filled in the vendor information for electronic ordering, your account number would be filled in automatically.

PO #	23524	PO Control	Edited	//	Disc %	C.C00	Terms	(None)
Order by		Ship Instructs	Printed	//	Qty	250	Ship via	(None)
Promo		Notes	Due	//	Retail	2784.00	OK	
Status		Acct #	EO status	No. sent	Cancelled	//	Allow B/O's	<input type="checkbox"/>

1. Select the desired Vendor from the pull down list provided.
2. Enter your name in the Order by input box.
3. Enter any special promotion, provided by the vendor, that will apply to this Purchase Order in the Promo field. This information is transmitted to the vendor.
4. Type in any shipping instructions for this order in the Ship Instructions field. These instructions will appear on the printed or transmitted purchase order when complete.
5. Enter any special notes for this order. These notes are only displayed on this screen and do not print on any documents, nor are they included in any electronic transmissions.
6. Place a check mark in the Delay bill check box if the payment for this order is to be billed.
7. In the Date Due field, enter the date you expect the order to arrive. This is a reminder field for your use. It does not transmit or print.

8. In the Disc% field, enter the discount (if any) that will apply to this order. This discount is used to override any discount schedule that may be automatically applied to this vendor. If you are using the Vendor Discount Schedules defined in the Vendor screen, you should leave this blank.
9. Enter the payment Terms by selecting one from the drop down list of terms. This list is user definable and is accessed from the Master Files | Terms menu. It is also important to note that if you are using the QuickBooks Accounting links, these terms directly affect you A/P exports.
10. Enter the shipping method by selecting from the Ship via drop down list. Shipping methods are user definable and are accessed through the Master Files | Shipping Method menu.
11. The Allow B/Os options may be checked by default depending on your Options setup. If you do not want to allow backorders for the current PO, un-check the box. This will have no affect on the default settings. To apply the status for the entire PO you must choose the Action | Flow BO Status Down menu option. This will override any existing entries in the individual lines.

### Line Item Entry Section

Let's begin by entering a single item using the Inventory Assistant to locate the item. The steps below are designed to add items that already exist in your inventory. If you are using a Database of Books, such as TitleSource® you quickly add items to a Purchase Order that don't exist as records in your inventory. This process is explained in the example Entering Line Items with Fetch.

1. Enter the SKU used to identify the item you want to order in the SKU field.
2. The Unit Of Measure (UOM) for the item will be selected for you. If the item has been assigned multiple UOM, you may select a different one here or accept the default.
3. Enter quantity to be Ordered.

4. The List Price field will automatically fill-in with the price associated with the item in the Inventory Master File. If this is the correct price for the item.
5. If this line item is to receive a special discount, apart from the vendor discount schedule, you may add this discount here (Disc%). This will "lock" the discount to the specified amount. When you press <Enter>, a lock icon will appear in the adjoining box.
6. The B/O OK check box may be selected. This check box will override status of the Allow B/O check box in the Header section. If you want to change the status for a particular item you can do so by checking or un-checking the B/O OK check box for that item. To change the status for the entire PO, you can easily do so by editing the "Allow BO" checkbox in the header and choosing the Action | Flow BO Status Down menu option.
7. The item now appears on the line item grid above and the Line Item Entry section is cleared for another item.
8. Before an order is posted any line item entered can be edited. Simply click on the item on the line item grid and it will appear in the Line Item Entry Section ready for editing.
9. To add a new line, place your cursor in the blank, gray area on the Line Item Entry area. <Right click>, choose New Line. The areas for entering information now become available and you may add the new item by clicking on the Accept button.
10. Once all items for the Purchase order are entered and correct, proceed to completing the Purchase Order.

#### **Completing the Purchase Order**

To complete a Purchase order, you would normally Post it to Receiving. However, you also have the option of merging it with another draft Purchase Order; you may send the order electronically to your vendor, or void the Purchase Order altogether. These options are located on the Action menu.

- ? The Post option assumes that all edits are done and moves the Purchase Order into the Visual Anthology Receiving module and allows for the receipt of shipments. You will be given the choice to print the Purchase Order after it is posted.

- ? The Merge option will allow you to merge this Purchase Order with another "draft" Purchase Order. When this option is chosen from the Action menu the Choose a Purchase Order to Merge With assistant screen will appear displaying all Purchase Orders in draft status and the PO Corral. Please refer to the section Using the Purchase Order Corral for more information on this topic. Select the Purchase Order you want to merge with by clicking on it, or moving to it with the <arrow> keys, and click the Merge button. The items in the current Purchase Order will be added to the Purchase Order it is merged with. See also Merging, Moving and Regrouping Purchase Order Items for more information.
  
- ? If the Vendor is set-up for electronic ordering, this choice will be active from the Action menu. Please see the section Configuring the Electronic Ordering Page for more information on this topic. When you choose this option you will be presented with the Electronic Ordering screen that will allow you to do a stock check (Do Stock Check) electronically, send the order to the vendor (Send Order), get a confirmation of an order (Get Confirmation), view the confirmation (View Confirmation), or cancel the electronic order (Cancel).

## Entering Line Items with Fetch

This option requires that you subscribe to a database of books. Visual Anthology supports Baker & Taylor TitleSource, Bowker Books in Print, and Ingram Companion.

1. In the SKU/ISBN field, enter the ISBN of the book you want to add to the Purchase Order. If the item is not in your inventory AND you subscribe to a DBOB such as B&T, the Fetch utility will search the Database of Books for the title. See Importing Inventory with CD Fetch for a complete discussion of this topic.
2. The Unit Of Measure (UOM) for the item will be selected for you. If the item has been assigned multiple UOM, you may select a different one here or accept the default.
3. Enter quantity to be ordered.
4. The List Price field will automatically fill-in with the price associated with the item in the Inventory Master File. If this is the correct price for the item.
5. If this line item is to receive a special discount apart from the vendor discount schedule, you may add this discount here (Disc%). This will "lock" the discount to the specified amount. When you press Enter, a lock icon will appear in the adjoining box.
6. The B/O check box may be selected. This check box will reflect the status of the Allow B/O check box in the Header section. If you want to change the status for a particular item, you can do so by checking or un-checking the B/O check box for that item.
7. The item now appears on the line item grid above and the Line Item Entry section is cleared for another item.
8. Before an order is posted, any line item entered can be edited. Simply click on the item on the line item grid and it will appear in the Line Item Entry Section ready for editing.
9. To add a new line, place your cursor in the blank, gray area on the Line Item Entry area. Right click and choose New Line. The areas for entering information now become available and you may add the new item by clicking on the Accept button.

10. Once all items for the Purchase order are entered and correct, proceed to completing the Purchase Order.

## Setting Up Tax Information

### Creating a Tender for Credit Cards

The credit card tender is used for recording payments made with various credit cards. You may assign as many credit cards as needed to this tender type (there is no limit). VI SA, MC, or AMEX would all be assigned this type. It will also be default to "bankable" and may not be changed.

In the setup procedure below, we will be entering information for a VI SA card. This procedure would be the same for all credit cards.

The screenshot shows a window titled "Tenders" with the following fields and options:

- Name: VISA
- Short code: VISA
- Inactive:
- Number of receipts: 1
- Buttons: List, Details (selected), Order
- Tender types list:
  - Cash
  - Credit card
  - Debit card
  - Account Sale
  - Gift certificate
  - Store credit
  - Deposit
  - FEC premium
  - Other
- Options:
  - Allow change
  - Bankable
  - Validate
  - Accept on web
  - Require entry of CC info
  - Pop crawler
  - Ztape detail
- Footer buttons: F1 Help, F4 New, F9 Delete record, F10 Save, F11 Print

#### Header

1. In the Name field, enter VI SA and press enter to move to the "short code" field.
2. This field is automatically updated by Visual Anthology. You may edit the contents of this field to conform to a preexisting format. Remember that this field must be unique or the system will reject it.

3. Press Enter to accept the default short code, or type in one of your own, then press Enter to accept.

### Business Rules

1. From the list of Tender Types, choose "Credit Card" by clicking the radio button next to the label Credit Card.
2. Bankable: determines where this information appears on the X/Ztape report. The general rule here is that it should be marked bankable if you need to deposit this tender type into your bank account. In this case, Visual Anthology sets this to bankable because this tender (Credit Cards) is deposited. Even though the deposit is made by your credit card processor directly.
3. Pop drawer: is used to trigger the cash drawer to open when the sale completes. Generally you would have this option selected (checked) for this type of tender.
4. Ztape detail: this option instructs Visual Anthology to include this information in the "Itemized Tender Recap" section of the X/Ztape reports. Generally you would have this option selected (checked) for this type of tender.
5. Accept on Web: this option is used in conjunction with Anthology WebStore (AWS) and will make this tender available on the web site. If you are not an AWS user, this option has no effect. You would generally not select (un-check) this option in this case.
6. Require entry of CC info: this option instructs Visual Anthology to expose fields for credit card number and expiration date on the Cash Register screen. With this option selected (checked), you will need to enter a valid card number and expiration date before you are allowed to continue. This option is only used in conjunction with Visual Anthology's internal credit card processing software (PCCharge®)

**Special Note:** This option should be left off (unchecked) if you are using a ZON terminal to verify card purchases. This way you can still record credit card sales on the X/Ztape reports and not be required to enter a credit card number into Visual Anthology.



## Creating a Tender for Other

The "Other" tender type may be used for a variety of tenders, such as traveler's checks or money orders. For example, you may setup checks to not allow change, but traveler's checks may be given as cash change. We will use Traveler Check as the example.

The screenshot shows the 'Tenders' application window. At the top, the 'Name' field contains 'TRAVELER CHECK', the 'Short code' field contains 'TRAVE', and the 'Inactive' checkbox is unchecked. Below these fields, the 'Number of receipts' is set to '1'. The window has three tabs: 'List', 'Details' (which is selected), and 'Order'. On the left side, under 'Tender types', a list of radio buttons includes 'Cash', 'Credit card', 'Debit card', 'Account Sale', 'Gift certificate', 'Store credit', 'Deposit', 'FEC premium', and 'Other', with 'Other' selected. On the right side, there are several checkboxes: 'Allow change' (checked), 'Junkable' (checked), 'Validate' (unchecked), 'Give store credit above cash change limit' (unchecked), and 'Accept on web' (unchecked). To the right of these checkboxes, there are two more checkboxes: 'Pop crawler' (checked) and 'Ztape detail' (checked). A 'Cash change limit' field contains the value '99999.99'. At the bottom of the window, there are five buttons: 'F1 Help', 'F4 New', 'F9 Delete record', 'F10 Save', and 'F11 Print'.

### Header

1. In the Name field, enter TRAVELER CHECK and press Enter to move to the Short code field.
2. This field is automatically updated by Visual Anthology. You may edit the contents of this field to conform to a preexisting format. Remember that this field must be unique or the system will reject it.
3. From the list of Tender Types, choose "Other" by clicking the radio button next to the label Other.

### Business Rules

1. Allow Change: generally you would want to allow change to be given for this type of tender. However, it is not required. With this option selected (checked), you will also need to assign a change limit.
2. Cash Change Limit: is the amount of "cash" change you will give on sales using this tender. For example, if the limit is set to \$25.00 and a customer gives you a \$50 dollar bill for a \$10 dollar purchase, you will receive a system message saying "Cash change limit has been exceeded". You are not allowed to continue.

The examples below show two common settings:

1. In the "cash change limit" field enter 999999.99. This means that you are essentially setting no limit to the amount of change for a cash sale.
2. In the "cash change limit" field enter 100.00. This means if the changed due exceeds \$100.00, then a system message is displayed and you are not allowed to continue.
3. Give store credit above change limit: this option works in conjunction with the cash change limit and instructs Visual Anthology to issue store credit for the amount of the change due if it exceeds the change limit.
4. Bankable: determines where this information appears on the X/Ztape report. The general rule here is that it should be marked bankable if you need to deposit this tender type into your bank account. In this case, you would want this to be bankable because this tender (Travelers Checks) are deposited.
5. Pop drawer: is used to trigger the cash drawer to open when the sale completes. Generally you would have this option selected (checked) for this type of tender.
6. Ztape detail: this option instructs Visual Anthology to include this information in the "Itemized Tender Recap" section of the X/Ztape reports. Generally you would have this option selected (checked) for this type of tender.
7. Accept on Web: this option is used in conjunction with Anthology WebStore (AWS) and will make this tender available on the web site.
  1. If you are an AWS user, you may not want this tender to show on your web page. However, selecting (checked) this

option will make this option available on the web page (not recommended).

2. If you are not an AWS user, this option has no effect. You would generally not select (un-check) this option in this case.

## Creating a Tender for Account Sales

Account Sales are a means of allowing a customer to make purchases where payment will be made at a later time. This is not the same as setting "terms", which are assigned via the customer screen. Terms define how and when the payment will be made. For detailed information, see Setting Up Accounting Links - Visual Anthology Terms for QuickBooks. Although customers should have terms setup in their customer file before allowing account sales, it is not necessary when granting an account sale. When using this tender during a sale, Visual Anthology checks to see if the customer has terms setup in their customer account. If not, Visual Anthology will warn you that the customer does not have terms. You will be given the option to continue using this tender or select another.

**Special Note: There is no mechanism in place within Visual Anthology to track account sale balances. However, Visual Anthology does offer Accounting Links to QuickBooks. See Setting Up Accounting Links for detailed information. Contact the Anthology Inc. sales department for more information at: [sales@www.anthology.com](mailto:sales@www.anthology.com).**

The screenshot shows the 'Tenders' window in Visual Anthology. The 'Name' field is 'ACCOUNT SALE', the 'Short code' is 'ACCSL', and the 'Inactive' checkbox is unchecked. The 'Number of receipts' is set to 1. The 'Details' tab is selected, showing a list of tender types on the left and configuration options on the right. The 'Account Sale' tender type is selected. The configuration options include 'Allow change' (unchecked), 'Banishable' (checked), 'Validate' (unchecked), 'Pop drawer' (checked), 'Ztape detail' (checked), and 'Accept on work' (unchecked). The bottom of the window has function key buttons: F1 Help, F4 New, F9 Delete record, F10 Save, and F11 Print.

Header

1. In the Name field, enter ACCOUNT SALE and press enter to move to the "short code" field. This field is automatically updated by Visual Anthology. You may edit the contents of this field to conform to a preexisting format. Remember that this field must be unique or the system will reject it.
2. From the list of Tender Types, choose "Account Sale" by clicking the radio button next to the label Other.

### **Business Rules**

1. Allow Change: This option should not be set for this type of tender. If this option is set (checked), you will also need to set a "cash change limit".
2. Bankable: this option is automatically set by Visual Anthology. When an account sale tender is used in a sale, it is automatically included in the "non-bankable tenders" section of the X/Ztape as Accounts Receivable. See && X and Z Tape Reports for detailed information.
3. Pop drawer: this option is used to trigger the cash drawer to open when the sale completes. Generally you would not need this option selected (checked) for this type of tender.
4. Ztape detail: this option instructs Visual Anthology to include this information in the "Itemized Tender Recap" section of the X/Ztape reports. Generally, you would have this option selected (checked) for this type of tender.
5. Accept on Web: this option is used in conjunction with Anthology WebStore (AWS) and will make this tender available on the web site.
6. If you are an AWS user, you may not want this tender to show on your web page. However, selecting (checked) this option will make this option available on the web page (not recommended).
7. If you are not an AWS user, this option has no effect what so ever. You would generally not select (un-check) this option in this case.

## Setting Up Customer Discounts Schedules

### Creating a Sales Discount

Sales Discounts are used to define a period of time that a discount will be applied to all items in a given Department, Section, or Media. Sales Discounts apply to all customers whether a customer is selected or not. These discounts will be applied to all purchases from within the specified area of the program. For example, if you apply a 10% discount to the Book department, as shown below, then all items assigned to that department will be given this 10% discount for the period of time specified.

This allows you to place merchandise on sale at the level of Department, Section or Media and have the sale end automatically.

The screenshot shows a software window titled "Insert - Departments". At the top, there are input fields for "Name" (containing "book") and "Dept code" (containing "BOOK"), along with an "Inactive" checkbox. Below these are several tabs: "Details", "CHOO", "Sales", "POS", and "Returns". The "Details" tab is active. The main area is divided into two panels. The left panel contains fields for "Default purchase discount for costing" (4.00), "Shelf life", "Square feet", "Order Type", and "Department discount schedule" (111). The right panel, titled "Sales discount", contains fields for "Start date" (6/12/2007), "End date" (6/30/2007), and "Discount percent" (10%). At the bottom, there are several function key buttons: F1 Help, F4 New, F9 Delete record, F10 Save, and F11 Print.

1. Select the Department, Section, or Media the sale should apply to. Sales may overlap.
2. Choosing a Time Frame - The time frame is established by the start date and end date. These values will need to be filled in

before the discount will be applied. Discounts may be applied for any number of days you want from one day to several years, depending on your needs.

3. Selecting a Customer Discount Schedule - When setting up these types of sales, you may use either a single tier or multi-tier discount schedule.
- 4.

## Customer Discounts Overview

Customer Discounts are those discounts that are applied at the time of sale. They may be assigned to an individual customer; they may apply to an entire sale or be assigned to individual line items of the sale with no customer defined, or you may assign discounts to sets of inventory records via Departments, Sections, or Media.

There are three basic areas where you can define discounts to be applied: Customer Discount Schedules, Line Item Discounts, and Inventory Discounts. These discounts can be applied in different areas of the application and at different times. Visual Anthology uses a specific order of operation for determining which discount should apply to a sale. This order is applied from most specific to most general.

- ? Customer Discount Schedules are the most general and will be overridden by both Line Item discounts and Inventory Level Discounts.
- ? Inventory Level Discounts will override all Customer Discount Schedules no matter how they are applied.
- ? Line Items Discounts are the most specific and override all other discounts.

When working with these discounts you have several options as to how they are applied. Listed below is a brief description of each discount and its application.

### Customer Discounts

- ? May be applied by selecting the discount from the drop down list discounts. This type of discount is applied to all items for a specific transaction. To apply this discount, you do not to have a customer selected.
- ? May be assigned to specific customers and are applied when that customer is selected during a transaction. This type of discount is applied to all items in the transaction but only for a specific customer.
- ? May be assigned to Sales Discounts in the Departments, Sections, and Media screens. These discounts are valid for a specific period of time and apply to all merchandise within the



respective area of the application, and apply to all transactions. In short, you are discounting a specific area of the inventory (Department, Section, or Media).

### Line Item Discounts

- ? Line Item Discounts are applied to a specific item. This is done on a line-by-line basis during a transaction. Line items discounts allow you enter a discount for an item that will supersede (override) all other discounts being applied to the item being sold.

### Inventory Discounts

- ? Inventory Level Discounts are very similar to line item discounts in that they are applied to a single item and the amount of the discount is entered manually. This discount is applied via the inventory screen. This discount also supercedes (override) all Customer Discount Schedules no matter how they are applied. It will be overridden by line item discounts.

### **Customer Discount Schedules**

The general rules for applying discount schedules is that they apply to the entire document they are associated with; all line items are affected. Both Inventory Level Discounts and Line Item Discounts override them. Typically, Customer Discount Schedules are generalized so they can be applied to the widest variety of situations. A typical Customer Discount Schedule file might contain records for such discounts as Preferred Customer, Student, 10%, etc.

When Customer Discount Schedules are applied to a document, the result is the discount being applied to the entire document (all line items). Remember that Customer Discount Schedules can be multi-tiered, meaning that the discount given is depended on the amount of an item being sold. If the Customer Discount Schedule is setup in this fashion, you could get undesired results. You should use caution when setting up Customer Discount Schedules and when you apply them so you always get the desired result.

### **Inventory Level Discounts**

A Sales Discount field is provided on the Inventory General page that allows you to specify a sales discount for individual inventory items. It's primarily used to lock the discount that may be applied to individual inventory items. This means if you have a Customer Discount set at 30% for Jon Smith and you set the Sales Discount field to 15% in the inventory screen for book 'A'. When Jon Smith purchases book 'A' he will not receive his normal 30% discount, instead he gets 15% on this item and 30% on everything else.

### **Line Item Discounts**

The basic rules for line item discounts are that they apply to only a single line item and they override all other discounts. They do not carry over from one sale to the next. These are applied at the time the item is being entered into the transaction. They are not limited to sales transactions and may be applied to purchasing and receiving transactions as well. A typical use for this type of discount at the register is to discount damaged goods.

## Creating Department Discounts

Department discounts are a specialized type of discount that is assigned from within the Customer Discount Schedule screen. It is intended to provide a diverse layer of discounting for wholesalers. This type of discounting allows you to assign different discount schedules to individual departments and apply those discounts at the time of sale via a single, "special", Customer Discount Schedule. When this discount is used the departments of the corresponding sale items are evaluated for associated "department discount schedule" information. If found, that discount schedule will be applied to the sale.

**Special Note: It should be noted here that you are only allowed to create one of this type of discount. There is no way to restrict the departments being looked at. When this option is selected, all other options are disabled.**

This type of discount is defined in three parts.

1. You will create standard Customer Discount Schedules, as needed.
2. You will assign these discounts to specific departments via the Departments screen.
3. You will create a Customer Discount Schedule using the option "Use discounts which will link this "special" discount to the discounts assigned to individual o

To illustrate this, let's create a discount that we can use to offer special discounts like those a wholesaler might use. We will need to create at least two Customer Discounts before we start. These discounts can be single or multi-tier. For this example, we'll create two single tier discounts. If you haven't already created Customer Discounts, please refer to the topic Creating Single Tier Discounts for instruction and create two discounts - one for 10% and a second for 20%.

1. Select the Master Files | Departments menu option to open the Departments screen List page and locate the desired department. In our example, we'll use Books.

- ? Using the drop down list on the Department screen's details page labeled "Department discount schedule" select the discount you are going to apply. In our example, we are using a 10% discount.
- ? Save your changes and select a second department. This time we'll use the Audio Books department.
- ? In the Department discount schedule field, select the 20% discount from the list.
- ? Before we can apply this discount to a sales transaction, we will need to create a Customer Discount Schedule that uses these departmental discounts.
- ? Select the Master Files | Customer Discount Schedules menu option. Create a new Customer Discount. Let's call it "Wholesale Discount".
- ? We select the option "Use discounts schedules associated with departments". This tells Visual Anthology that the discount schedule to use has already been assigned to specific departments.
- ? Now let's save our changes and exit this screen.

### **Test your results**

1. Open the Cash Register screen to begin a new sale.
2. In the discount drop down, select the "Wholesale Discount" from the list.
3. Sell an item from the Book department. It will receive a 10% discount.
4. If you sell an item from the Audio Books department it will receive a 20% discount.
5. However, if you sell an item from some other department such as Music, the discount is not applied. This is because the Discount Schedule assigned to the transaction is "Wholesale Discount" and it uses departmental discounts so only those departments, Books and Audio Books receive discounts.

## Setting Up Vendor Information

### Using the PO Corral

The PO Corral is a system level Purchase Order that always remains in draft. It can not be posted. It is a holding area for items that will be placed on a Purchase Order that will ultimately be sent to a vendor.

This purchase order may be merged completely with another draft Purchase Order or selected items may be moved from the Corral to an existing draft purchase order. This topic is discussed in the Merging and Moving Purchase Order Items section.

#### Adding items to the Corral

There are several ways that items may be placed in the Purchase Order Corral. Items may be entered via the Purchase Order screen by selecting the PO Corral and adding items manually as described in Manually Generating a Purchase Order. This method allows you take advantage of the Fetch utility and quickly adds items directly from a catalog.

When the last item is sold in either the Cash Register or Customer Order modules, a message similar to the one shown here will ask if you want to place this item on a Purchase Order. You may at this time choose the "Corral". In fact, you can choose any "draft" Purchase Order you would like.

Items may be added via the CD Import screen by choosing to import to "Purchase Orders", then choosing the "Corral". This topic is discussed in the Importing Inventory from CD Import section.

Items may also be selected from the inventory List page and sent to a Purchase Order using the Action menu or F12 key. Simply pick the "Corral". Using this method, you may select individual items one at a time and send them to the "Corral". By holding the [CTRL] key down when selecting, you may choose noncontiguous items. Holding down the [SHIFT] key selects blocks of items.



## Merging, Moving and Regrouping Purchase Order Items

Visual Anthology gives you the ability to Merge a Purchase Order into another one; or select individual items from your existing Purchase Order and move them to another. You may also regroup entire purchase orders into separate orders based on the listed publisher of the individual items. Although these may seem to be the same process, each has a specific task to perform and is used at different times.

These options are available on the *Action* menu when your Purchase Order or Receiving screen is open to the Details page and a Purchase Order is selected.

**Special Note: Remember, the Merge option will move all items from a draft or open PO to a new PO or RM; this includes any received items. You should use caution when using this option from the Receiving screen.**

### Merging

Merging is the process of moving the entire contents of a Purchase Order or Receiving Memo to an existing Purchase Order. The key difference between merging and Cascading or Moving is that, when in Receiving, even items that have already been received will be moved to the "other" Receiving Memo.

- ? This option requires that the new PO already exist.
- ? When this option is used from Receiving you must send to an existing Receiving Memo.

### Cascading

This is done automatically for Electronic Orders where backorders are not allowed on a PO. Only those items not filled during the EO process are moved or "cascaded" to new draft PO. On the original PO, the "cascaded" items are moved to the new "draft" PO. It will be as though they did not exist on the original order. The original order is marked 'complete' and a message is placed in the Note field letting you know that items were cascaded. This allows you the option of assigning a Vendor and resend the order for fulfillment.

There is no option to manually choose "Cascade". It is performed automatically when you order Electronically and have line items marked on the PO being sent.

### **Move To Another PO**

Moving differs slightly from merging in that you may select individual items from one Purchase Order and move them to another. Like merge, you may select all the items if desired.

- ? This option requires that the new PO already exist.
- ? When this option is used from Receiving, you must send to an existing Receiving Memo.

### **Copy to Another PO**

Copying differs slightly from moving in that the item you are copying will be on both the old and new PO.

- ? This option requires that the new PO already exist.
- ? This is not an option in Receiving.

### **Regrouping**

Regrouping creates new Purchase Orders for those items on the order grouped by the items listed publisher. If items on the order do not have a publisher listed as part of their inventory record, Anthology groups those items on to a single Purchase Order and asks you to provide a vendor.

For example, if your Purchase Order contained 10 items; 3 from Penguin; 3 from Random House; and the balance unknown, then after regrouping you would have 1 Purchase Order for Penguin with 3 books, 1 Purchase Order for Random House with 3 books, and 1 Purchase Order with no vendor defined with 4 books. Visual Anthology would be open on this final order with the cursor positioned in the Vendor field because this is a required field and the Purchase Order can not be saved without one.

- ? This is not an option in Receiving.



## Setting Up Ship Methods

### Creating a Tender for Trade Credits

Trade Credit is a special tender that is only available if you have the Used Books add-on module. It has two primary functions within Visual Anthology:

1. When used during a normal sale, it behaves in the same way as Store Credit except that it has the ability to debit (decrease) the Trade Credit account for a specific customer, if a customer with a Trade Credit balance is defined in the transaction.
2. When used as a tender during a "Buy Books" session, it has the ability to credit (increase) the Trade Credit account for a specific customer, if a customer with a Trade Credit balance is defined in the transaction.

Because the Cash Register module has the ability to both buy books and sell them within the same transaction, the trade credit is applied in a slightly different way when both transaction types are present in the same sale. In this situation, the sale is "netted" out. If the remainder is negative (more books being bought than sold), the balance would be applied to the customer's TC account or printed on a TC credit slip. If the reverse were true (more being sold than bought), the balance of the TC account would be applied to the sale.

The screenshot shows the 'Tenders' application window. At the top, there are fields for 'Name' (TRADE CREDIT), 'Short code' (TRADE), and 'Inactive' (checkbox). Below these is a 'Number of receipts' field set to 1. The main area has three tabs: 'List', 'Details' (selected), and 'Order'. Under 'Details', there is a 'Tender types' list with radio buttons: Cash, Credit card, Debit card, Account Sale, Gift certificate, Store credit, Deposit, FBC premium, Trade credit (selected), and Other. To the right of this list is a configuration area with checkboxes: Allow change, Bankable, Validate, Pop drawer (checked), Zape detail (checked), and Accept on web. At the bottom, there are function key buttons: F1 Help, F4 New, F9 Delete record, F10 Save, and F11 Print.

### Header

1. In the Name field, enter TRADE CREDIT and press Enter to move to the Short code field.
2. This field is automatically updated by Visual Anthology. You may edit the contents of this field to conform to a preexisting format. Remember that this field must be unique or the system will reject it.

### Business Rules

1. From the list of Tender Types choose "Trade Credit" by clicking the radio button next to the label Trade Credit.
2. Allow Change: generally you would want to allow change to be given for this type of tender. However, it is not required. With

this option selected (checked) you will also need to assign a change limit.

3. Cash Change Limit: is the amount of "cash" change you will give on sales using this tender. For example, if the limit is set to \$25.00 and a customer gives you a \$100 dollar credit slip for a \$10 dollar purchase, you will receive a system message saying "Cash change limit has been exceeded". You not be allowed to continue. The examples below show some common settings.
  1. In the "cash change limit" field enter 999999.99. This means that you are essentially setting no limit to the amount of change for a cash sale.
  2. In the "cash change limit" field enter 100.00. This means if the changed due exceeds \$100.00, then a system message is displayed and you are not allowed to continue.
4. Give store credit above change limit: this option works in conjunction with the cash change limit and instructs Visual Anthology to issue store credit for the amount of the change due. For example, if the limit is set to \$25.00 and a customer gives you a \$100 dollar credit slip for a \$10 dollar purchase, Visual Anthology issues trade credit for the amount due and you are allowed to continue.
5. Bankable: this option does not apply to trade credits and so is dimmed (unavailable). When a trade credit issued as a result of taking a tender that has the "issue trade credit above change limit" option set, then it is automatically included in the "Non-Bankable Tenders" section of the X/Ztape as Trade Credits. When trade credits are redeemed they are included in the same section of the X/Ztape and will have a reversing affect on the numbers.
6. Pop drawer: is used to trigger the cash drawer to open when the sale completes. Generally you would have this option selected (checked) for this type of tender. This will allow you to store the credit slips in the cash drawer so they will be included in the tally at the end-of-day procedures.

7. Ztape detail: this option instructs Visual Anthology to include this information in the "Itemized Tender Recap" section of the X/Ztape reports. Generally you would have this option selected (checked) for this type of tender.
  
8. Accept on Web: this option is used in conjunction with Anthology WebStore (AWS) and will make this tender available on the web site (not recommended).
  1. If you are an AWS user, you may not want this tender to show on your web page. However, selecting (checked) this option will make this option available on the web page (not recommended).
  2. If you are not an AWS user, this option has no effect. You would generally not select (un-check) this option in this case.

## Using the Used Books Add-on

Before you begin using the Used Books Add-on module, it is recommended that you read through both the Working with Used Books and Understanding the Used Books Module sections. These sections provide a background to elements of this topic that are important to understand.

Using the Used Books Add-on is virtually the same as any other Cash Register transaction except that the role has been reversed. Instead of increasing the amount due, the dollar amount is shown as a negative number reflecting the amount that is owed to the customer selling the book. Most of what the add-on does is automatic - based on the way you have set up the module.

In the following example, we'll walk through the basic process of using the Cash Register to buy books. We'll be using the Trade Credit tender type during this example – if you have not already created a tender of this type, please review the steps in the section "Setting Up Tenders – Creating a Tender for Trade Credits".

As mentioned above, buying books with the Used Book Module is an added function of the Cash Register so let's begin by opening the Cash Register screen.

1. Select the Sales | Cash Register menu option.
2. With the Cash Register screen open select the Action | Buy Books menu option. When this option is active, the Title bar of the Cash Register window adds the words "Buy Books Mode". This option can be turned on and off during a sale; allowing you to both buy and sell books within a single transaction. For now let's focus on buying books.

Once you have the Cash Register in Buy Mode, the procedures will differ slightly depending on how you are buying books, specifically which option for serialization you have chosen and if you are using

Trade Credits. Remember there are three different options available concerning serialization - Always, Never, and Ask. These are outlined in the topic Understanding the Used Books Module. There are two different options concerning Trade Credits – use them or not. The option to use trade credit is set “ad hoc” by selecting the trade credit tender type at the time of completing the sale.

3. Enter a customer in the field labeled Customer. This is important if you are using Trade Credits and want to apply the credit to a customer account. If a customer name is not entered and a Trade Credit is used as the tender, a credit slip will be printed in the form of a receipt. Trade Credits are explained in detail in the Setting Up Tenders - Creating a Tender for Trade Credits topic.
4. Enter the ISBN of the book you are buying in the ISBN/SKU field. For this example ISBN 0060392452 was used. If the book you are buying is listed in your inventory, a copy of the Inventory screen called “Insert – Inventory” will be opened. This allows you to view the serialized record's information and make any necessary changes.
5. This is the same method used if the item were found in an external database of books and imported via Fetch.

Insert - Inventory	
ISBN / SKU	0060392452-01
Item / UPC	0060392452
Retail price	6.24
List price	3.74
Web price	6.24
Sales discount	

Notice in the illustration above that the Primary ISBN/SKU has been serialized. The original ISBN is retained in the Item/UPC field. You should also notice that the pricing options that were set in the Options screen (Used books options) have been applied to the

Retail and List Prices as percentages of the original. Remember this action will depend on whether the original item is listed in inventory as "new" or "used". If the item is found in an external database of books it is treated as new

- ? If the original item is listed as "new" - the pricing options are applied.
  - ? If the original item is listed as "used" - the serialized record is created as an exact copy of the original "used" book record. Visual Anthology assumes that the prices listed in the original "used" record have already been priced accordingly. If the pricing options were applied a second time, the prices for the serialized record would be drastically understated.
1. You do not need to edit the on hand quantity. This number will be updated when the "buy" transaction is completed. If you enter an on hand quantity in the "Insert - Inventory" screen when the transaction is complete Visual Anthology will add the transaction amount to the on hand you entered here. However, this is the time you would make any necessary edits to the new record prior to saving.
  2. Click the F10 Save button to save the changes, if any and return to the Cash Register screen.
  3. The item should now be listed in the "Tape Section" of the Cash Register screen and the cursor positioned in the ISBN/SKU field ready to enter another item.

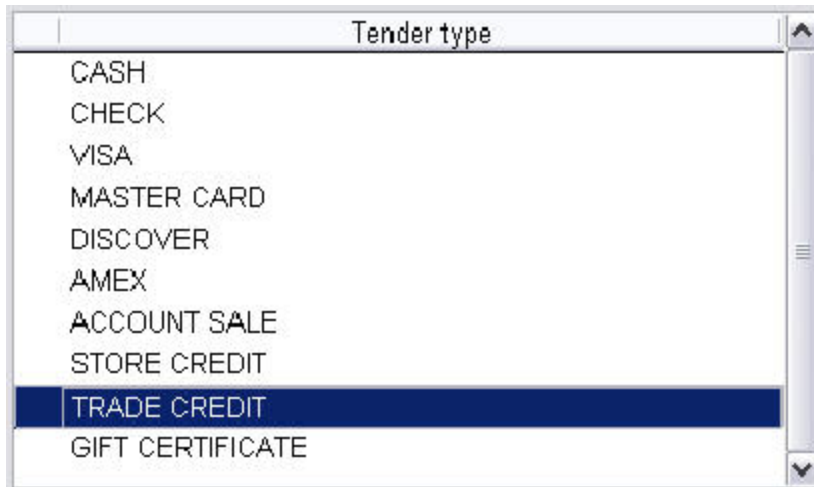
### **Taking Tenders**

When all the books are entered and you are ready to complete the transaction you must take Tenders. The steps for this part of the process are as follows:

1. Select the F3 Take Tenders button at the bottom of the Cash Register screen. Just like in a normal sale the Tender portion of the Cash Register screen is displayed. Visual Anthology does not block any of listed tenders although some tenders don't make sense to use if the transaction balance (amount due) will be given to the customer as payment for the books they are selling. For example, you wouldn't want to choose VI SA as a tender for buying used books. It would be impossible for the customer to

get the credit. CASH, STORE CREDIT, or TRADE CREDIT would be most appropriate in this situation.

2. For our example we'll choose Trade Credit. Unlike Store Credit, Trade Credits can be tracked via the Customer Master File. Remember that if you are applying this credit to a customer account you should have selected that customer at the beginning of the transaction. If you have not, a printed credit slip will be printed along with the regular receipt.



- 1.



## Using CBO Manager

The Customer Backorder Manager (CBO Manager) provides an interface for managing your customer backorders and special ordered items. Unlike the "Review SPO" screen, which is transaction based - the CBO Manager is "item" based. This view allows you to view all your backordered and SPO records for a single item (as shown below). As with any grid in your Visual Anthology system, you can sort columns by clicking on the column heading. This is shown in the example screen below. The ISBN/SKU column has been sorted so the grid is "grouped" by ISBN. You can see in this example that Brenda and Amanda have both ordered the same book "Complete Idiot's Guide to Asian Cooking".

In the far left column (Item Status), you can see that both items are listed as "in". There are two possibilities for this:

1. The item was ordered and has been received.
2. The item has an on hand quantity great enough to fill the order.

If we highlight a single line, Brenda's book - we can see on the inventory tab (screen bottom) that the item has an on hand qty of 2.

# Using Visual Anthology

## The Visual Anthology Interface

### Ordering Electronically

The Electronic Ordering interface in Visual Anthology provides booksellers with a quick and simple means via modem or Internet FTP (File Transfer Protocol) of sending Purchase Orders, created in Visual Anthology, to vendors that support Electronic Ordering. Electronic Ordering is a function of the Purchase Order screen but is setup and modified via the Vendor screen. Different vendors may require different setups depending on the protocol and format they use to transfer the order. During this connection, your order is transmitted. The vendor processes the order and a confirmation is sent back to your system for you to review.

**Special Note: A Vendor account will need to be established with your vendors prior to using the function.**

Typically, orders placed this way receive larger discounts from the vendor and require far less user interaction to complete. During the process, the order is sent to the vendor, processed, and a conformation file is returned. The conformation file in conjunction with the original Purchase Order contains all the information your Visual Anthology system needs to process the Purchase Order.

There are three very important factors that must be considered before we start.

1. You will need to establish an account with the vendor from which you wish to order. You will need this information to setup the Vendor screen correctly.
2. You will need a stable phone line to connect with. Excessive line noise and interruptions can create havoc with sensitive modem communications. Also, it is preferable to have this line dedicated to this purpose. Communications can be ended abruptly if a second user of a shared phone line attempts to connect while you' re connected.

3. Your modem will need to be compatible with the vendor to which you are trying to connect. Many vendors use older communication systems. Newer, faster modems often have trouble communicating with these older systems. One such case is the WinModem®. Ingram Book Company will not support the use of WinModems when connecting with their service.

Because it is impossible to Electronic Order without first having created a Purchase Order, we will begin there.

1. Open the Purchase Order screen by selecting the Inventory Control | Purchase Order menu option. We will be using the stock check option in this tutorial so please select a vendor that supports Flashback® such as Ingram Book Company.
2. Locate the Purchase Order you wish to submit electronically. (Remember you may only submit draft Purchase Orders).
3. Move to the Details page if you are not already there.
4. Inspect the document and make corrections as necessary. Save your changes. **Do not post**. The order will be posted for you as part of the Electronic Ordering process.
5. Select the Actions | Electronic Ordering menu option to view the Electronic Ordering screen. The options available are dependant on which vendor you choose. Vendors that support Flashback® will have the option to stock check where those who support BISAC may not.
6. For the purposes of this tutorial, we' ll be placing an order from Ingram®. Because Ingram supports Flashback we will have the option to stock check instead of placing an actual order. Choose the Do Stock Check button from the Electronic Ordering screen.
7. A small status window will appear on the upper left corner of the Visual Anthology screen. This window will let you know where you are in the process of communicating with the vendor.
8. When communication is complete, Visual Anthology displays a standard print dialog. You have three options available to you for storing, viewing, or printing the conformation file.
  - ? Report to printer: With this option selected the printed document will be sent to the assigned printer. Printer assignments are made from the Stations screen. You may also use the print setup button to assign a printer.

- 2. Report preview: This option will display a preview of the document, as it will appear when printed. You may choose to print from this screen as well. The display shown will vary greatly depending on which printer is assigned. For best results, you have either a laserjet or inkjet printer assigned as the default and the confirmation report to a text file on your system.
  - 2. Report to file: Selecting this option allows you to save. Click the Ellipsis button to display a standard File Save As dialog screen. Save the file to the desired location.
9. Clicking the Print button at the bottom of the screen will begin the process as defined above.

If this had been an actual order, Visual Anthology would have compared the confirmation file to the PO and updated the order. Once the order is updated, the PO is posted for you. Two things may have happened depending on what options you have set on the purchase order.

1. If you had requested NO BACKORDERS be sent, all items the vendor would have normally backordered are cascaded to a new PO for you.
2. If you had requested ALLOW BACKORDERS, all items the vendor would have normally backordered will be marked as such on the Receiving Memo.

#### **Electronic Ordering by Modem**

All information needed during this setup is available from your vendor. You will need to contact your representative to establish an account.

1. Protocol is the technical term for the communication procedures used by vendors. Currently, there is not a single standard for all vendors. However, Anthology provides a drop down list of the most commonly used.
2. Format is the file format used by a particular vendor. If the format is known Visual Anthology will populate this field for you. In some cases it may not be editable. There are two major electronic ordering file formats.

- 2. ? BI SAC: there are a number of variations of the BI SAC format. It is important that the variation you select matches the vendor' s preference. The format drop down box provides a list of the most common vendor formats. If you don't see your vendor' s preferred format on the drop down list, please contact Anthology support. We will determine whether you can use one of the existing formats to communicate with the vendor.
- 2. ? Flashback: The Ingram Book Co. invented the Flashback format, and many book wholesalers now accept orders in this format. Some fields are specific to Ingram orders and must have a valid entry before Ingram will accept an order. Other Flashback vendors may not require these fields to be filled in to process an Electronic Order.
- 3. Cust Pin / Login is specific to the Baker & Taylor and Spring Arbor's electronic ordering process. Please obtain this information from those vendors.
- 4. Confirm type radio buttons are for display purposes only. They will indicate the corresponding confirmation type for the ordering format you select.
- 5. Bill to Acct / User San has a dual role; what you enter depends on the Format you have selected.
- 6. If your have chosen the BI SAC format, this is where you enter your "User SAN" number.
- 7. If you have chosen the Ingram Flash format this is where you enter your "Bill to Account" number. Consult your representative to obtain the passwords for your account.
- 8. Phone number is the phone number provided by your vendor to transmit orders electronically.

Visual Anthology utilizes Windows - Modem Dialing properties during communication. Please take care to insure that your modem is set up correctly in Windows. Refer to your Windows manual for complete instructions on setting up your modem with the correct phone number to dial.

- 9. Ship to Acct / Vendor San has a dual role; what you enter depends on the format you have selected.

- ? If you have chosen the BI SAC format, this is where you enter your "Vendor SAN" number.
  - ? If you have chosen the Flash format, this is where you enter your "Ship to Account" number. Consult your representative to obtain the password for your account.
10. Cust Pin / SAD pswd is specifically for the Baker & Taylor and Spring Arbor Distributor (SAD). Consult your representative to obtain the password for your account.
  11. FB Warehouse Codes is used with the Ingram Book Co. only, and is required to order electronically. Visual Anthology provides a drop down list of all available Ingram warehouses. Consult your Ingram Book Co. representative for the proper warehouse code for your location.
  12. FB Bill pswd is for the Flashback "bill to" password. Consult your representative for the proper password for your account. Ingram Book Co. requires this information. However other vendors using flashback format may not.
  13. FB Green light is used for Ingram Book Co. indicating that you want them to supply Green Light titles. The default value is checked, meaning "Yes". You must contact Ingram to have this option turned on for your account.
  14. FB Ship pswd is for the Flashback "ship to" password. Consult your representative for the proper password for your account. Ingram Book Co. requires this information.
  15. Discdec - Some BI SAC vendors do not follow the exact rules of the BI SAC format for their discount format. The Discdec option provides the flexibility to set the implied decimal point for translating the vendor's confirmation file. Most vendors do not require a value in this field. Visual Anthology allows you to provide the value for those vendors that require a different setting from the default. You will need to contact Anthology Support for the correct settings.
  16. Cancel Days is the number of days before the backorder portion of your order is canceled.

You may set the allow backorders option on the purchase order to either on or off. This option is directly related to the cancel days. If off the cancel days means nothing. It should be noted that not all vendors respect this date.

17. FB Warehouse Pairs is used to indicate to Ingram that you want orders for titles not available in your primary warehouse routed to a secondary warehouse. This option is required for Ingram Book Co. orders, so the default is checked as "Yes". Ingram assigns a secondary warehouse for your store. You must contact Ingram to have this feature set-up for your account.
18. FB Order Type - Setting this option is required for Ingram Book Co. orders. The default is set to EO. Please consult Ingram for other available order types.
19. FB/BO Release: Required for Ingram orders. There are two options for this check box: checked for release, unchecked for hold. The box is unchecked by default so that any back ordered items will be shipped with your regular orders. A check in the box indicates to Ingram that you want back ordered items shipped as soon as they are available.
20. FB Ship Instructions - Visual Anthology provides a drop down list of acceptable shipping methods. When you select a preferred shipping method, this information will be transferred to Ingram Book Co. along with your order.

Ingram® is the registered trademark of Ingram Book Company Inc. Flashback® is the electronic ordering and confirmation system developed by Ingram Customer Systems Inc. Baker® is the registered trademark of Baker & Taylor Inc.

#### **FTP Ordering**

Both Baker & Taylor and Ingram Book Company allow their customers to transmit orders via a TCP/IP (internet) connection. Visual Anthology supports this via the Electronic Ordering module. Orders are sent and confirmations received using FTP (File Transfer Protocol) over your TCP/IP connection. To the Visual Anthology user, there is no difference in procedure between submitting an order this way or by a traditional modem connection. However, you must obtain a special account from Ingram and you will need to modify your Electronic Ordering Setup in the Vendor screen.

### Ingram Account Information

The first requirement is that you must have an existing Flashback® account with Ingram Book Company. Your new FTP account will be added to an existing Flashback account. Your current Bill-to Account Number, Ship-to Account Number, and Passwords will remain the same. You will be issued an additional FTP Login consisting of an IP Address to connect with, User ID, and Password.

This information may be obtained from

Ingram Book Company

(800) 234-6737

### Baker & Taylor Account Information

The first requirement is that you must have an existing account with Baker & Taylor Book Company. Your new FTP account will be added to an existing account. Your current Bill-to Account Number, Ship-to Account Number, and Passwords will remain the same. You will be issued an additional FTP Login consisting of an IP Address to connect with, User ID, and Password.

This information may be obtained from:

Baker & Taylor

Once the account information has been obtained, you are ready to set up your vendor in the Visual Anthology software. The following screen shot is used for all vendors.

The screenshot shows a dialog box titled "FTP Settings". It contains the following fields and controls:

- UserID**: A text input field.
- Password**: A text input field.
- IN Directory**: A text input field.
- OUT Directory**: A text input field.
- Vendor Site**: A dropdown menu.
- Minutes to Wait**: A spin box with a "0" value.
- Use FTP**: A checkbox.

- ? User ID: Vendor supplied.
- ? Password: This password is case sensitive, that is "MyPassword" is different than "mypassword". Be sure to enter it exactly as given to you.



## Revised Manual

- ? IN Directory: Defines the directory used for incoming orders. Vendor defined.
- ? OUT Directory: Defines the directory used for outgoing orders. Vendor defined.
- ? Vendor Site: URL to the vendor's order site. Vendor defined.
- ? Minutes to Wait: Instructs Visual Anthology how long to wait before giving up on the order. This is determined by the vendor but may be edited by the user.
- ? Use FTP: This is basically a switch to tell Visual Anthology to either use FTP or Standard Dial up for processing orders. This is user defined.

## Taking Special Orders

Jump to Quick Steps

Taking Special Orders and Selling Special Ordered items are two distinct types of sales within the Cash Register screen. Where taking Special Orders is really just collecting a deposit for the items to be ordered. Selling Special Ordered items is much like selling any other item from your inventory except that the sale item may have a deposit applied. It is very important to understand the differences in these two transaction types to avoid confusion later.

Taking Special Orders uses a special "sales type" called SPO within a Cash Register transaction and may be included as part of a transaction with other "sales type" defined (Sale, Return, etc.). This special "type" has two functions within the transaction.

1. It tells Visual Anthology that any monies associated with this item are to be treated as a deposit and therefore no tax is applied. Notice in the example that the Sale Price is \$22.95 and the extended price (Ext) is \$5.74. This represents a 25% deposit being applied to the sale line.
2. It flags the item as a Customer Backorder so it can be picked up when Auto-generating Purchase Orders (you can manually generate Purchase Orders for these items as well).

The key differences between "Taking a Special Order" and selling any other item from your inventory are listed below.

- ? A customer must be selected in the Customer field of the Cash Register screen before you can take a Special Order.

**Special Note: Special Ordered items are not linked directly to a particular customer. However the record created in the Special Order Review screen is. This screen keeps track of the items being ordered, the deposit amount and how much of that deposit has been applied when the item is sold (picked up), and whether or not the order containing the items have been received.**

2. Special receipt printing options are available for transactions with sales types of "SPO". These options are defined below under "Special Printing Options for Special Orders".

In all other cases this process is the same as any other Cash Register transaction.

### Understanding Deposits

Deposits for SPO items may be generated in two ways.

1. Automatically - (Recommended) You can assign a default deposit amount to be applied as Special Order items are taken. This information is defined in the Options screen. Please refer to the topic Cash Register Options for a detailed discussion. By setting up a default deposit you are ensuring that the deposit field is being populated (no human error). You will still have the ability to modify the value of the field as necessary during the transaction. For example, If your default deposit is set at 50% in the options screen and you take an SPO for a \$10 item. The default deposit would be \$5. If the customer wanted to pay a larger or smaller amount you would simply edit the deposit field to reflect this new amount.
2. Manually - This means that each time an SPO is taken you will enter the deposit amount in a blank deposit field.

**Special Note: Working with deposits can be problematic in the case where a customer wants to pay in full for the items they are placing on Special Order. Remember that taxes are not calculated on the deposit portion of the SPO and all items being entered as an "spotake" are treated as deposits. Even if the amount completely satisfies the purchase amount. You have two options in this situation.**

1. **Manually calculate the tax and add it to the deposit thus satisfying the total amount due when the item is sold.**
2. **Collect the tax when the item is sold and have the customer pay this additional amount.**

### Special Printing Options for Special Orders

Visual Anthology offers special printing of the receipts for transactions that contain SPO items. In general, you have the option to print multiple receipts from the Cash Register if the transaction contains an item with the sales type of "Spotake". This option is defined in the Options screen. Please refer to the topic Cash Register Options for a detailed discussion.

This does not apply to the sale of SPO items. In this case, the receipt printing process is handled by the settings in the Stations screen. See "Setting Up Stations | Introduction to Setting Up Stations" for detailed information.

### Quick Steps

1. Select Sales | Cash Register from the Visual Anthology menu.
2. To select a customer click on the Ellipsis button to right of the Customer field. This will open the Customer Assistant. After making your selection, Visual Anthology moves back to the Cash Register screen and fills in all available information for the selected customer.
3. Select Action | Take Special Order from the Visual Anthology menu.
4. Scan or type the ISBN/SKU for the merchandise to be placed on Special Order. Remember that if the item does not exist in your inventory it will need to be added to complete the transaction.

**Special Note: There are several methods of entering books into your inventory. Each is outlined in its own topic. Please refer to the Tutorial called Importing Books for more information. Items may also be entered via the inventory screen.**

5. The Deposit field is now visible on the Cash Register screen. This field reflects dollars of deposit. The default deposit is calculated based on an entry in the Options screen. You may change this dollar amount by typing in a new dollar value. This has no effect on the Options Master file.
6. Enter the quantity being placed on Special Order.
7. The Line Items section now shows the Type of sale as Spotake. Notice that the Sale Price amount is recorded as the full price. The Extension column shows the Deposit amount, if any. When the item is sold, the Deposit will be deducted from the original amount. Also notice no Tax is charged on the Deposit amount.

Tax is only charged at the time of sale and is calculated on the sale price for the item.

8. The system is now ready to accept the next sale item.
  1. If additional items are being sold as Special Order items, then you must select the F5 Take Special Order option button again.
  2. If additional items are not being sold as Special Order items but instead are part of a regular sale simply continue as defined in the Basic Sale section.
9. When all the items have been entered you are ready to accept tenders. There are four (4) ways to begin taking tenders.
  1. Pressing the Enter key on a blank ISBN/SKU field.
  2. Pressing the F3 function key. A button at the bottom of the cash register screen also represents this function.
  3. Selecting Action | Take Tenders from the Visual Anthology menu.
  4. Left click on the Take Tenders button.
10. You may select the desired tender by highlighting the correct tender. For example: Cash, Check, Visa, etc. This may be done by using the mouse or the up and down arrow keys. <double left click> or <enter> automatically enters the correct amount of the sale in the Amount field.
11. Enter the amount of the tender received. If the amount entered exceeds the total due, change will be given. If the amount entered is less than the total due, Visual Anthology requires you to enter a second or third tender to satisfy the total due.
12. Once this amount has been satisfied you are prompted to print. Select Print.

## Cash Register Overview

The Cash Register is designed to record sales of merchandise generally from "walk-in" customers. The screen is separated into five sections that contains data related to the different aspects of the sale.

At the top of the screen is the Customer Information section or header. This area contains the customer name, their tax and discount information, and the status of any Frequent Buyers Clubs they may belong to. The right side of the screen is the Tape section. This area displays the list of items for the current transaction. To the left of the tape section is the Current Line information. This area displays information about the item being sold, which includes historical information like "on hand", "on order", and "customer backorder" information. The Sale Value information is shown in the lower right of the screen. This area displays the totals for the current transaction, which includes the amount of tax, sub-total, and totals.

The screenshot shows the 'Cash Register - Sale # 101660 (Scan Mode)' window. It is divided into several sections:

- Header Section:** Customer: Abner, Tony; Terms: 1% 10 NET 30; FBC total Units: 0; Discount: 10%; Organization: ; Notes: ; FDC bal: 0.00; Tax Profile: State Tax.
- Current Line Section:** Author: Kte, Patricia L; Retail: 9.95; OnHand: 5; OnOrder: 0; CustBO: 0; Title / Desc: Gardening; ISBN / SKU: 0789461412; Qty: 1; UOM: EA; Sale price: 9.95; Disc %: 20.000.
- Tape Section:** A table listing items for sale:
 

Type	ISBN / SKU	Qty	SalePrice	Disc %	Ext
Sale	1580113738	1	9.99	10.000	8.99
Advanced Home Gardening					
Sale	1580172121	1	24.95	10.000	22.45
Storey's Joy Of Vegetable Gardening : Higher Yields, Great Taste, Less					
Sale	0789461412	1	9.95	20.000	7.96
Gardening					
- Sale Value Section:** Tax: 2.36; SubTotal: 39.40; Total: 41.76.
- Button Bar:** F1 Help, F2 Lookup, F3 Take Tenders, F4 Sell Gift Certifict, F5 Take SPO, F6 Charge Shipping, F7 Delete Line, F8 Accept Return, F9 Cancel Sale, F10 Open Drawer, F11 Suspend Sale, F12 Resume Sale.

The Button Bar allows you to define the type of sale for the current line item such as, special order, return, or gift certificate. Or, you can define what action should be taken on the transaction as a whole, (take tenders, suspend sale, or cancel the sale). These buttons may be accessed by either a mouse click or by the "function keys" on your keyboard. For example, pressing the F3 function key on your keyboard acts the same as clicking the Take Tenders button and will tell the Cash Register to begin taking tenders.

### Searching with Assistants

The Customer and Inventory Assistants are "lookup" screens that allow you to locate either a customer or an inventory item. There are several ways to launch either the Customer or Inventory Assistants.

- ? Type Ahead: Place the cursor in the field you want to search - Customer Name, SKU/Item, or Title. Type in the first few characters of the last name, ISBN, or title and press Enter. Depending on which field you were in when you typed, either the Customer or Inventory Assistants will open with the cursor positioned at the closest matching record from the corresponding file. Locate the desired record and press Enter to select.
- ? Click the Ellipsis button to the right of the either the Customer Name, Title, or SKU/Item fields. The appropriate Assistant will open with the cursor positioned at the first record in the corresponding file. Locate the desired record and press enter to select.
- ? You may enter the entire Customer Name, Title, or SKU/Item. Visual Anthology will locate the record. If the record is not found, the system will open the appropriate Assistant with the cursor positioned at the closest matching record. Be sure to include a space between the comma and the first name for customers.
- ? Toolbar access is provided by means of two icons. These icons may be used any time to access either of these assistant screens.

?  launches the Inventory Assistant

?  launches the Customer Assistant

### Many Sale Types - One Transaction

The Cash Register screen lets you include several types of sales in one transaction. Special orders, gift certificates, and accepting returned items are all "sale types" that may be contained within a single transaction. Each line of a transaction will display its type in the Type column. In the example shown here, you can see that the first two items are regular sales (the default), the third is a return, and the fourth is a Special Order (SPO).

**Special Note: On the special order item, the sale price is \$15.95 showing the price of the book. The extended price is \$3.99 showing the amount of deposit being taken.**

Access to the "sale types" for a given line item is available by way of the button bar located at the bottom of the Cash Register screen, or by using the Action menu.

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The following topics in this section will describe each of the basic sale types in detail. Because each is simply a variation of the basic sale, the most detailed information will be found in the "Basic Sale" topic. Any additional information found in the other sections will assume you have previewed and understand the concepts of the Basic Sale Technique.



## **Configuring the Electronic Ordering Page**

### Overview

The Electronic Ordering interface in Visual Anthology provides booksellers with a quick and simple means of sending Purchase Orders, created in Visual Anthology, to vendors that support Electronic Ordering. This is accomplished through modem communications between your system and the vendor. During this connection, your order is transmitted. The vendor processes the order and a confirmation is sent back to your system for you to review.

Electronic Ordering is a function of the Purchase Order module and may not be activated outside the purchase order screen. However, because it is vendor dependent, the setup is done via the Vendor screen. Different vendors may require different setups depending on the protocol and format they use to transfer the order. In addition to this, each vendor must establish an account with your store before processing can begin.

Electronic Ordering by Modem

FTP Ordering

## Using Review SPOs

Review Special Orders is a utility that gives you access to existing Special Orders and allows you to maintain them. This view is "transaction" based, meaning you select a particular transaction from the List view and edit the individual items that make up the transaction on the Details screen. Maintenance may include voiding an entire special order or canceling individual items from an open special order. Because Special Orders are directly associated with the Cash Register module, items may not be added through this interface. Also voiding a Cash Register sale that contains a Special Order will also void the special order.

**Special Note: It is important to note that Special Order items already on Purchase Orders will not be removed from the Purchase Order. If you have already placed items on orders, you will need to delete them manually.**

### Voiding an entire Special Order

1. Open the Review Special Orders screen by selecting the Sales | Review Special Orders menu option.
2. From the List view, select the Special Order you want to void.
3. There are two ways to void this order
4. Right click on the selected order in the List view and select "Delete Record" from the popup menu.
5. Select the Action | Void Special Order menu option.
6. You are presented with two print options.
  - ? Cancellation Document: You may cancel the special order and print a cancellation document.
  - ? None: No document will be printed. The deposit amount will be shown on the X/Ztape as a canceled deposit. If you want to refund the deposit amount, you will need to do a payout for the amount refunded. See "Sales | Payouts" for detailed instructions.

When voiding either an individual item or an entire order, you are given three options to dispose of the deposit, if one exists. In all three cases, the X/Ztape will reflect that the deposit has been canceled. This is found in the "Non-Sales" section of the X/Ztape report.

1. Store Credit: You may issue a store credit for the amount of the deposit. This action will print a "store credit" receipt to be given to the customer. This is reported on the X/Ztape report in the "Non-Bankable Breakout" section as Store Credits Issued. Using this action requires that you have
2. Cancellation Document: You may cancel the deposit and print a cancellation document that may be used by your accounting department to create a "paper trail" showing the deposit was kept but the order it was attached to has been deleted.
3. None: No action is taken the special order is canceled and the deposit, if any is retained.

It is important to note that Visual Anthology does not create a "hard link" between customers and special orders. By not creating such a link you are given much more freedom to enforce your stores policies and procedures. This becomes important when checking the status of a particular Special Order (e.g. If two customers order the same book (Woodworking for Dummies) on different days and Purchase Orders are generated for both. Purchase Order "A" is received meaning one copy of the book is "In". The Review Special Orders screen will report a status of "In" for both customers that have ordered this book. This is because Visual Anthology treats these as a first come first serve basis. Once a copy of the book is sold the status is changed to either "Notified" or "Complete", depending on what action was taken. The second copy of the book receives a status of "On Order" until it is received.

Special Order Review displays an overview of all Special Orders that have been generated on your Visual Anthology system. This allows you to quickly check the status of a particular Special Order.

### List

The List may be filtered to show only open Special Orders (e.g. Status = open) or both open and completed (e.g. Status = complete or cancelled) and contains customer and status information relevant to the order. An order may be canceled by selecting the Action | Void menu option.

## Details

The General page list all items associated with a particular order. Individual items may be removed from an order by selecting the Action | Void menu option.

**Special Note: It is important to note that Special Order items already on Purchase Orders will not be removed from the Purchase Order when voiding an Special Order. If you have already placed items on Purchase Orders (e.g. Using the Auto-generate feature), you will need to delete them manually.**

## **Making Sales**

## Cash Register

### Basic technique for Cash Register sales

This section covers a standard sale using a single payment type other than a credit card or account sale. These types of sales will be covered in their own sections. For this example, we will have "Scan Mode" turned off. This allows us to access each field during the process and discuss each one. We will cover the Customer Assistant, Inventory Assistant, and the basic information contained on the Cash Register screen. We are assuming that you have at least one inventory item, one customer, one tender set up in their respective files. If you have not completed this part of the setup procedures, you will need to do so before continuing. See the sections in Setup and Configuration for detailed information.


#### Quick Steps

- ? Open the Cash Register screen.
- ? Enter the ISBN/SKU or Titles for the items being sold.
- ? When all items are entered and you are ready to complete, press the F3 function key or click the Take Tenders button at the bottom of the screen.
- ? Arrow down to the desired tender (Cash) and press Enter to select.
- ? The cursor moves to the Amount Tendered field. Visual Anthology automatically fills this field in with the total due. Enter the dollar amount the customer has given you here, or accept the default amount by pressing Enter.
- ? On the message screen "Do you want to complete this sale?" Answer Complete.
- ? The screen remains filled with the current information so the clerk can see the change due field.
- ? Press Enter and you are ready for another sale.


#### Detailed Instruction

1. Open the Cash Register screen by selecting the Sales | Cash Register menu option.

**Special Note: If you have the option "id customer every sale" set to true on the Options screen, your cursor will be blinking in the customer field. You will not be able to continue with the sale until a customer name has been entered. If not, the cursor will be in the ISBN/SKU field. You may always select this field even if it is not required.**

2. If you are tracking customer information then enter the customer name. There are several methods available for locating customers we will use Customer Assistant for this example. Alternative methods are discussed in the Cash Register Overview topic.
  - ? Click the ellipsis button  to the right of the customer field. The Customer Assistant opens with the cursor positioned at the first record in the customer file. Locate the correct customer and press Enter.
3. If you are not tracking customer sales simply leave this field blank and begin by entering items.

**Special Note: Visual Anthology allows you to enter books either by Title or by ISBN/SKU. For the example in this section, we will use the ISBN/SKU field and the Inventory Assistant. The most common method would be via barcode scanner. This method is covered later in the Using your barcode scanner.**

4. Enter the ISBN/SKU for the item being sold.
  - ? Click the ellipsis button  to the right of the ISBN/SKU field. The Inventory Assistant opens with the cursor positioned at the first record in the inventory file. Locate the correct item and press Enter.
5. When the program returns to the Cash Register screen, the cursor will be positioned in the Qty field. Visual Anthology defaults to one (1).
  - a. Press the TAB key to move to the UOM field. Remember if your Cash Register is in scan mode these steps are impossible. You will need to have scan mode turned off. If the item you are selling has multiple UOMs assigned, you will be given the option to select something other than the

default. If there is only one UOM assigned, then the option is locked.

- b. If this information is correct press Enter. The item will be added to the "tape" section of the screen and the cursor is positioned in the ISBN/SKU field waiting for another item to be entered.
6. Once all items are entered, you will need to take tenders to complete the sale. There are four ways to begin taking tenders.
    1. Click the tenders button on the Visual Anthology toolbar.
    2. Press the F3 function key.
    3. Click the take tenders button on the button bar at the bottom of the screen.
    4. Press Enter while the cursor is positioned on an empty ISBN/SKU field.
      7. A popup message will ask if you want to begin taking tenders? Answer Yes.
    8. The "current line" section of the Cash Register screen changes to show the tender information. Using the arrow keys, move to the correct tender type (the method of payment the customer is using) and press Enter to select. A check will appear next to the selected tender as shown here.
    9. The total due field shows the total amount the customer needs to pay to satisfy the sale.
    10. The cursor is positioned in the amount tendered field. This is the amount of payment the customer is giving you. Visual Anthology automatically fills in this field with the amount due. However, you may overwrite this value if not correct (e.g. Total due is \$28.88 and the customer gives you \$20.00). Press Enter to complete the sale and print the receipt.
    11. The Cash Register screen is kept open with the current information shown while the receipt prints. This is so the clerk will be able to see the change due (if any). Press any key and the Cash Register is cleared, ready for another sale.

**Special Note: Remember that Visual Anthology assigns tax based on tax profiles. These profiles are assigned to individual customers. If a customer is not selected the default profile is used. Be sure the default is set to accommodate the most common type of sales you**



**do. See Setting Up Taxes and Profiles - Setting Up Tax Profiles for detailed information.**

## Selling Special Order items

### Jump to Quick Steps

Selling Special Ordered items and Taking Special Orders are two distinct types of sales within Visual Anthology. Where Taking Special Orders is really just collecting a deposit for the items to be ordered. Selling Special Ordered items is much like selling any other item from your inventory except that the sale item may have a deposit applied. It is very important to understand the differences in these two transaction types to avoid confusion later.

Special Orders are typically taken with a small deposit to ensure the customer returns for the merchandise. Selling a Special Order is the procedure for collecting the balance of the purchase price (sale price less the deposit). This section will cover the steps necessary to sell a Special Order item. It is based on the procedure for a standard sale using a single payment type other than credit card or account sale. These types of sales will be covered in their own sections. Before we begin, we need to have an item on special order. See Making Sales | Taking Special Order for instruction.

Special Order items are sold via the Cash Register screen the same way as any other item in your inventory with one notable exception; they may have a deposit associated with them. Remember that when you create a Special Order, Visual Anthology may apply a default deposit or you may have entered one of your own. This deposit will be linked to the special order. When you scan in an item listed in the special order file, a screen called SPO Pick displays. It will list all the Special Order associated with that item. You may choose to sell the SPO item or select Cancel to treat the item as a normal sale (you may have ordered extra copies for your stock). If you are selling a SPO item, you will need to select the appropriate SPO from the list and click Sell (the SPOs in this display are sorted by customer). This action tells Visual Anthology that the item being sold may have an associated deposit and should be used when completing the transaction.

If you have reduced the price of the item by overriding the price listed in the inventory record, the reduced price will not be selected by default. Visual Anthology will use the current pricing information as listed in the inventory record as the selling price. For this reason, it is

always a good idea to print two copies of any cash register receipt where a SPO has been taken. See Setting Up the Options | Cash Register Tab for complete information. This will allow you to file the receipt with the item when it arrives, giving you accurate information on the selling price at the time of placing the order.

### Quick Steps

1. Select Sales | Cash Register from the Visual Anthology menu.
2. To select a customer, click on the Ellipsis button to right of the Customer field. This will open the Customer Assistant. After making your selection, Visual Anthology moves back to the Cash Register screen and fills in all available information for the selected customer.
3. Scan or type the ISBN/SKU for the SPO item to be sold. The deposit will be figured in when tenders are taken.
4. The SPO Pick is displayed. Choose the correct SPO from the list of orders displayed in the grid. Remember, it is possible to have more than one SPO for a single item.
5. Double click the order to be processed. A check mark will appear to the left of the line.
6. Select the Sell button at the bottom of SPO Pick screen.
7. The cursor is now in the Qty field. By default one (1) is selected.
8. If you need to modify the selling price, you should do so now by using the down arrow or tab keys. Pressing Enter here accepts the transaction as shown. Remember you do not have to deduct the deposit – Visual Anthology will calculate this for you when tenders are taken.
9. For this example, we are only selling a single SPO item. In an actual sale situation, you may have several other items that will be purchased along with the SPO. Enter any additional sales items.
10. The Line Items section now shows the Type of sale as Sale. Notice that the Sale Price amount is recorded as the full price.
11. When all the items have been entered, you are ready to accept tenders. There are four (4) ways to begin taking tenders.
  1. Pressing the Enter key on a blank ISBN/SKU field.

2. Pressing the F3 function key. A button at the bottom of the cash register screen also represents this.
  3. Selecting Action | Take Tenders from the Visual Anthology menu.
  4. Left click on the Take Tenders button.
12. You may select the desired tender by highlighting the correct tender. For example: Cash, Check, Visa, etc. This may be done by using the mouse or the up and down arrow keys. <double left click> or <enter> automatically enters the correct amount of the sale in the Amount field.
13. Enter the amount of the tender received. If the amount entered exceeds the total due, change will be given. If the amount entered is less than the total due, Visual Anthology requires you to enter a second or third tender to satisfy the total due.
14. Once this amount has been satisfied, you are prompted to print. Select Print.

## Accounting options

The information on this page is used with the QuickBooks Accounting Links® module. If you have not purchased this module, you may disregard the items on this page. However, if you have purchased QuickBooks Links, you will need to review the setup instructions for this module in the Accounting Links section.

If you are new to QuickBooks and need help setting up your accounts, you can get help from Anthology Consulting services. Please contact our sales department for additional information and pricing. If you plan to deviate from the recommended setup, please contact Anthology Support for assistance.

The screenshot shows the 'Options' dialog box with the 'Accounting' tab selected. The 'A/R account names' section contains four rows: 'Checking' with 'Checking', 'Receivables' with 'Receivables', 'Sales invoice' with 'SalesInvoice', and 'Shipping' with 'Shipping'. The 'A/P account names' section contains four rows: 'Payables' with 'Payables', 'Inventory' with 'Inventory', 'COGS freight in' with 'COGS: FreightIn', and 'Shipping' with 'Shipping'. Below these sections is a 'Send in exports' section with two radio buttons: 'Code' (selected) and 'Name'. At the bottom, there are two text boxes for 'A/R accounting directory' and 'A/P accounting directory', each with a browse button (...). The dialog has a title bar with 'Options' and standard window controls. At the very bottom, there are two buttons: 'F1 Help' and 'F10 Save'.

The following fields are used to identify the account names used in your QuickBooks setup. The field names correspond to the account types in QuickBooks. The default names are used here. The colon (:) separates an account from a sub-account.

**Special Note: Any account names you use in QuickBooks to define these categories must be entered here. They must match exactly.**

A/R Account Names - All accounts in QuickBooks must use the Types shown here.

- ? Checking: Enter your QuickBooks name for your checking account. (e.g. Checking). Must be assigned the QuickBooks type of Bank.
- ? Receivables: Enter your QuickBooks name for your Accounts Receivable (e.g. Receivables). Must be assigned the QuickBooks type of Accounts Receivables.
- ? Sales Invoice: Enter your QuickBooks name for your Sales Account (e.g. Sales: Invoice this does not have to be in a sub category of Sales). Must be assigned the QuickBooks type of Income.
- ? Shipping: Enter your QuickBooks name for your Shipping Account (e.g. Shipping). Must be assigned the QuickBooks type of Other Expense.

Send In Exports

This option allows you to export your information to QuickBooks by either code (short code) or by Name. You may want to use the Code option here as it is less likely that this value will change. Since these fields require an exact match even changing the case (upper, lower, proper) could have an affect on the import being correct.

- ? Code - creates the export file using the Short Code.
- ? Name - creates the export file using the vendor name as it appears in the vendor file.

A/P Account Names - All accounts in QuickBooks must the Types shown here.

- ? Payables: Enter your QuickBooks name for your Accounts Payable (e.g. Payable). Must be assigned the QuickBooks type of Accounts Payable.
- ? Inventory: Enter your QuickBooks name for your Inventory Account (e.g. Inventory). Must be assigned the QuickBooks type of Other Current Assets.
- ? COSG/Freight In: Enter your QuickBooks name for your Freight-in Account (e.g. COGS:Freight-in). Must be assigned the

QuickBooks type of COGS. This does not have to be assigned to a sub category of COGS.

- ? Shipping: Not used for US businesses. This is for Canadian businesses to track GST.

The following two fields store the path to the directory where your export file will be located. This is where you have told your QuickBooks® program to look for the exported IIF files. These files will be used by QuickBooks during the import process.

- ? A/R Accounting Directory
- ? A/P Accounting Directory

**Setup for Accounts Receivable Account Names:**

- ? Checking: The account to be debited. It is used for accepting payments on account in Visual Anthology. TYPE: Bank.
- ? Receivables: The account to be debited. It is used for A/R invoice amounts. TYPE: Accounts Receivable.
- ? Invoice: The account to be credited. It is the subtotal of line items on invoices. TYPE: Income - sub-account of Sales.  
Anthology does not export invoice details into QuickBooks for a variety of reasons. All details can be monitored and reported from Anthology if needed.
- ? Shipping: The account to be debited. This is the shipping charged to the customer. It offsets shipping expense for the store. TYPE: Other Expense.
- ? Send In Export option: Code or Name -This is an option for AP only to provide backward compatibility for formers users of DOS Anthology. There is no such option for AR. QuickBooks requires unique ids for each customer. Since several people may share the same name, we must use the Visual Anthology Customer short code, which is always unique.
- ? A/R accounting directory: Browse and select the directory in which to place the export files. Anthology will create the INVOICES.IIF, CHARGES.IIF and PAYMENT.IIF files in this directory. We strongly recommend that you choose the QuickBooks directory; that way you will easily be able to find the export files from within QuickBooks. To avoid irregular accounting practice, always import INVOICES.IIF first, then CHARGES.IFF, then PAYMENT.IIF.

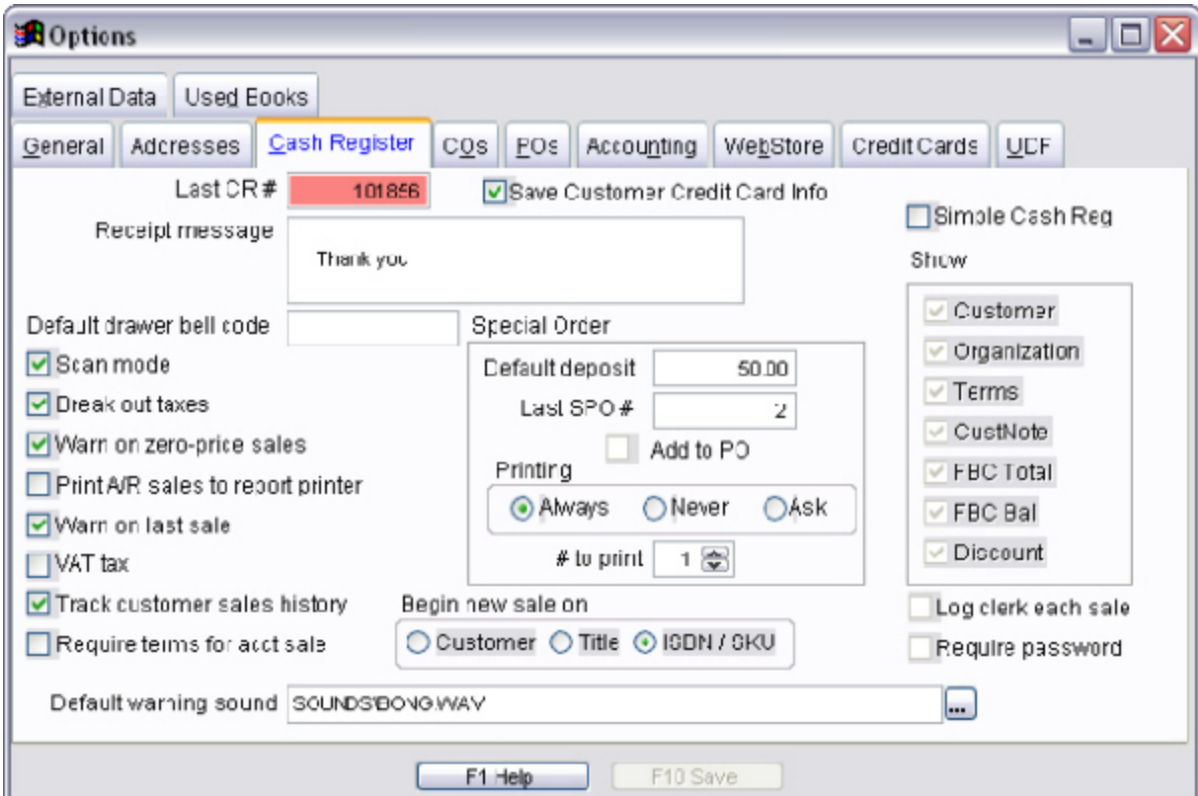
**Setup For Accounts Payable Account Names:**

- ? Payables: The account to be credited for A/P invoice amounts. TYPE: Accounts Payable.
- ? Inventory: The account to be debited for inventory purchased (invoice amount minus freight in amount). TYPE: Current Asset. Anthology does not export vendor invoice details into QuickBooks. All details can be monitored and reported from Anthology if needed.
- ? Freight In: The account to be debited for A/P invoice freight-in amounts. TYPE: Cost of Good Sold. Sub-account for COGS.
- ? Sends In Export: Determines whether Anthology sends the Vendor name or short code.
- ? A/P accounting directory: Browse and select the directory to save the export files. Anthology will create the PAYABLES.IIF files in this directory. We strongly recommend that you choose the QuickBooks directory; that way you will easily be able to find the export files from within QuickBooks.



## Cash Register options

The information on this page determines the default behavior of the Cash Register screens. This includes Special Orders, since special orders are taken and sold via the Cash Register screen.



- ? Receipt message: This is the text displayed at the bottom of the cash register receipt.
- ? Default drawer bell code: This field is generally set by an Anthology Support Tech when setting up a receipt printer that does not have this functionality built in. In normal situations, you will not need to edit this field and it should remain blank.
- ? Scan mode: Used with a bar code scanner to automatically enter items being sold. If not checked, items being scanned in at the cash register would require you to press the enter key to accept the quantity. Checking this box prompts the cash register to assume the default quantity of one is correct.

**Special Note: Items entered using "scan mode" are still editable by selecting the line you wish to edit from the tape section of the Cash Register screen.**

- ? Break out taxes: Used in locations where multiple taxes are applied to sale items. In some areas, it is desirable to show all applicable taxes on the sales receipt. In most cases, this is not used since only a single tax is applied to the sale.
- ? Warn on zero-price sales: (recommended) Used to display a warning message whenever an item with a retail price of zero is sold. Zero priced items are unique items from your inventory for which you want to track quantities on hand, amount sold (given away), and receiving history without charging your customer for the item. These are typically promotional materials. Visual Anthology treats the sale of zero price items differently than items with prices. If you sell only an item with a zero price, the cash register will not offer to take tenders but will instead complete the sale.
- ? Print A/R sales to report printer: Visual Anthology will send all "Account Sale" transactions to the report printer specified in the Stations screen for that station. If the current transaction has a tender of Account Sale used, the resulting receipt will be sent to the report printer instead of the receipt printer.
- ? Warn on last sale: Used to display a message reminding you that the item you just sold was the last one and asks if want to add the item to a PO.
- ? VAT tax: Stands for Value Added Tax. It is not used in the United States. Basically, this is a special tax calculation in which the sale price includes the tax for the item. **Please contact Anthology Support before selecting this option.**

The next two options work together to give you better control of "if" and "how" customer information is used on the Cash Register screen. Depending on your situation, you can completely disable the customer field (first option), or allow customer information to be used but not track purchases (first option checked - second option unchecked). Or, you can track both customer information and purchases (both options checked).

- ? Allow customer tracking: (checked recommended) Used to enable or disable customer tracking through the Cash Register screen.

With this option checked, the customer field on the Cash Register screen will be enabled. If left unchecked, it is disabled. Remember, if you are taking Special Orders, you will need to select a customer to complete the sale.

- ? Track customer sales history: Works with the Customer Tracking option and gives you the option of tracking your customer's purchases. **Critical Note: If this option is unchecked, your customer's names will not be displayed in Special Orders or Customer Back Orders, rendering these two modules ineffective.**
  
- ? **Begin new sale on:** This option group lets you decide which field the cursor is in when a new transaction begins. For example, it can be useful if you always want to record customer information first, or if your primary search is by title and not ISBN. Options are: Customer, Title, ISBN/SKU

#### **Special Order**

This option group lets you establish defaults for handling Special Order items.

- ? **Default deposit:** Used when taking a special order via the Cash Register screen. Many stores require the customer to pay a minimum deposit before any special orders are placed. If your store requires a deposit, enter the minimum amount, as a percentage. You should enter 25.00 for 25%. Leaving this field blank implies no deposit required.
- ? **Last SPO #:** Lets you assign a starting point for any new Special Orders created. This is helpful if you are coming from a different system and don't want to reuse numbers from that system. If you have been using your Visual Anthology system and creating Special Orders, you should use caution and not set the number too low. This could cause numbers to be eventually reused within the system.
- ? **Add to PO:** This is a trigger for the CDI mport screen. If you are using CDI mport to locate a book to be placed on Special Order for a customer, then having this option checked will automatically add the title to a purchase order when the item is imported.

**Special Note: If you are using this option, you should also check the option on the Purchase Order Auto-generate screen to "Reduce Requirement for Qty on draft Purchase Orders".**

**Printing**

There are three options for printing receipts that contain Special Ordered items.

- ? Always - Will print a receipt for SPO items even if no money (deposit) is taken.
- ? Never - Will only print a receipt for a SPO item if the transaction also contains a non-special order item.
- ? Ask - Will prompt you for the appropriate action.
- ? # to print: Allows you to select the number of receipts to print when SPO items are present.

## **Selling Gift Certificates**

Selling Gift Certificates in Visual Anthology does not require any additional setup or special inventory records. The entire process is handled internally. However, if you are selling Gift Certificates, you will need a tender setup to redeem them. Please refer to the topic Setting Up Tenders for detailed information.

Remember that Visual Anthology allows you to include multiple sale types in a single transaction so the following example can be a single sale or part of a larger transaction. You should notice that when you elect to sell a gift certificate, most of the controls in the "current line" section are disabled (dimmed). Visual Anthology isn't looking for an inventory item called "Gift Certificate" so the ability to select one is disabled.

1. Select Sales | Cash Register menu option.
2. Press F4 or click the Sell Gift Certificate button at the bottom of the Cash Register screen.
3. The cursor is positioned on the Qty field with the default value of "1" entered. If this is the correct amount, press Enter.
4. Enter the dollar value of the Gift Certificate being sold and press Enter.
5. Press the Accept button to add the item to the tape section of the Cash Register.
6. Complete the sale as usual.

When you close out for the day, this transaction is recorded on the Ztape report as a Gift Certificate sold. Since gift certificates are not considered "bankable" , the entry for this tenders section.

## Taking multiple tenders

There may be instances when a customer will not pay the full amount due of a transaction with a single method of payment. For example, the total due is \$77.40. Your customer pays \$50 in cash and remaining amount due, \$27.40 is placed on the customer's account by using the Account Sale tender type. This information is displayed in the "tape" section of the Cash Register screen as shown here.

As mentioned above, Visual Anthology requires you to enter a second or third tender until the total due is satisfied. This is called "Taking Multiple Tenders."

**Special Note: Some tender types may only be used once within a transaction. Credit cards and account sales may only be used once per transaction. For example, you could have a sale that totalled \$100. Your customer could put \$50 on their card and the balance on account. They could not place \$50 on Visa and \$50 on Master Card.**

### Quick Steps

1. Enter the SKU for the item you want to sell
2. Press Enter to accept the default quantity of one (1).
3. Press the F3 function key or click the Take Tenders button at the bottom of the screen.
4. Use your mouse or arrow down to the desired tender (Cash) and double click or press Enter to select.
5. The cursor moves to the Amount tendered field. Visual Anthology automatically fills this field in with the total due. Change the amount tendered to something less than the total due and press Enter.
6. The cursor is positioned in the tender list for you to select a second tender. Choose a second tender type (Account Sale) and double click or press Enter to select. Accept the amount due.
7. A message screen is displayed saying "Do you want to complete this sale?" - click the Complete button.
8. The screen remains filled with the current information so the clerk can see the change due field.
9. Press Enter and you are ready for another sale.

### Detailed Instruction

1. Once all items are entered in you will need to take tenders to complete the sale. There are five ways to begin taking tenders.
  1. Select the Action | Take Tenders menu option.
  2. Click the Tenders button on the Visual Anthology toolbar.
  3. Press the F3 function key.
  4. Click the Take Tenders button on the button bar at the bottom of the screen.
  5. Press Enter while the cursor is positioned on an empty ISBN/SKU field.
2. A message is displayed asking if you want to begin taking tenders? Answer "Yes".
3. The left side of the Cash Register screen changes to show the tender information.

Using the arrow keys, move to the correct tender type (the method of payment the customer is using) and press Enter to select.
4. The Total due field shows the total amount the customer needs to pay to satisfy the sale.
5. The cursor is positioned in the Amount tendered field. This is the amount of payment the customer is giving you. Visual Anthology automatically populates this field with the total amount due. Overwrite this value with the amount of the first tender being taken (e.g. Total due is \$79.95 and the customer gives you \$20.00 in cash). Press enter. The cursor is now placed in the Tender Selection area waiting for you to choose another tender type. Also the total due is reduced by the \$20 payment.
6. Choose a second payment type and press Enter. The cursor is now in the Amount tendered field. Overwrite this value with the amount of the second tender being taken (e.g. Total due is \$59.95 and the customer gives you a \$59.95 check). Press Enter to complete the sale and print the receipt.
7. You may repeat steps 5 and 6 as many times as necessary to satisfy the sale amount.
8. The Cash Register screen is kept open with the current information shown while the receipt prints. This is so the clerk

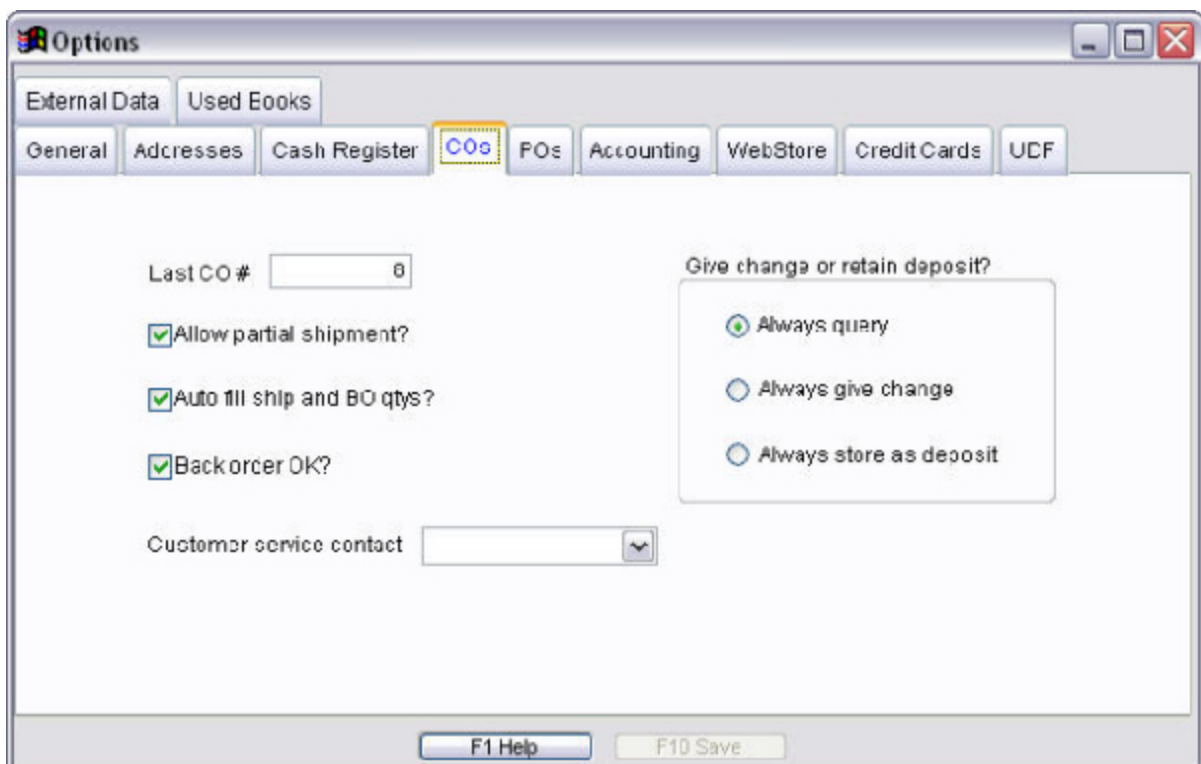
will be able to see the change due (if any). Press any key and the Cash Register is cleared, ready for another sale.



## Customer Order options

Many of these options are designed to help you establish default business rules, such as always shipping complete orders, to allow back orders, or how payments and deposits are handled. Setting these options correctly is vital to how Visual Anthology determines which action to take during Customer Order transaction.

When setting up the default behavior of the Customer Order module, you should understand how Visual Anthology calculates amounts due and the way in which deposits are retained. This will help you decide how to set the defaults to best suit your needs. Visual Anthology only looks at shipped items to calculate the totals due for a sale. Any amount tendered over this value is considered a deposit on future shipments. Visual Anthology provides the total dollar amount of the order (all items) in a field called Order Total located at the top left of the screen. This is the value that should be used if a customer wants to pay the total amount prior to shipping the complete order.



- ? Last CO #: Shows the last Customer Order number that was auto-generated by the system. You may edit this value if

needed. For example, you may be coming from another inventory management system and already have a number of Customer Orders created. Rather than repeat these numbers, simply start the numbering at a point higher in the sequence.

- ? Allow Partial Shipments: Sets the default behavior of new Customer Orders to allow partial shipments. This means if a Customer Order contains a backordered item you will be allowed to ship the ones that are available for shipment and wait for the backordered items to arrive. This process can take as many shipments as necessary to complete the order.

**Special Note: Allow partial shipments option is only used as a reminder. Having this unchecked will not prevent you from actually shipping a partial order. It will only prevent the reminder screen from coming up.**

- ? The next two options directly effect each other.
  1. Auto fill ship and BO qtys?: Sets the default behavior to automatically check inventory levels to see if the item is in stock and shippable. This check is made at the time of order creation and is not updated at the time the order posts. Because items may no longer be available at the time of posting, you should always "pick" the books before posting. This is the only sure way to know that an item is on-hand and shippable.
  2. Backorder OK?: Sets the default behavior to allow backordered items. If this option is unchecked, at the time of posting, all items not marked as shipped will be canceled. Again you should always pick books before posting.
- ? Customer service contact: This option is a drop down list of the users currently defined in your Visual Anthology system. The information is defined in your Master Files | Users screen. Please refer to "Setting Up Users" for detailed information. This option is primarily used in conjunction with the email templates of the Customer Order screen. The Visual Anthology user selected here will be the contact person shown on any email correspondence generated by Visual Anthology.
- ? Include Draft in CBO Quantities?: This option will add draft CBO quantities when auto generating Purchase Orders

- ? Give change or retain deposit: This section has three options. It is used to determine how over payments are handled on Customer Orders. See "Partial Shipments in Customer Order" or "Taking Deposits in Customer Order" for detailed information on these subjects.
  - ? Always Query: tells the Customer Order screen to always ask what to do in the case where the tender amount is more than the total of shipped items.
  - ? Always give change: if the primary use of your Customer Order system is for "in-store" sales, you may want to have this option set. You will not be prompted for an option. If the amount tendered is greater than the amount due the system will automatically give change.
  - ? Always store as deposit: like the option above - if the amount tendered is greater than the amount due the system will always retain the balance as a deposit.

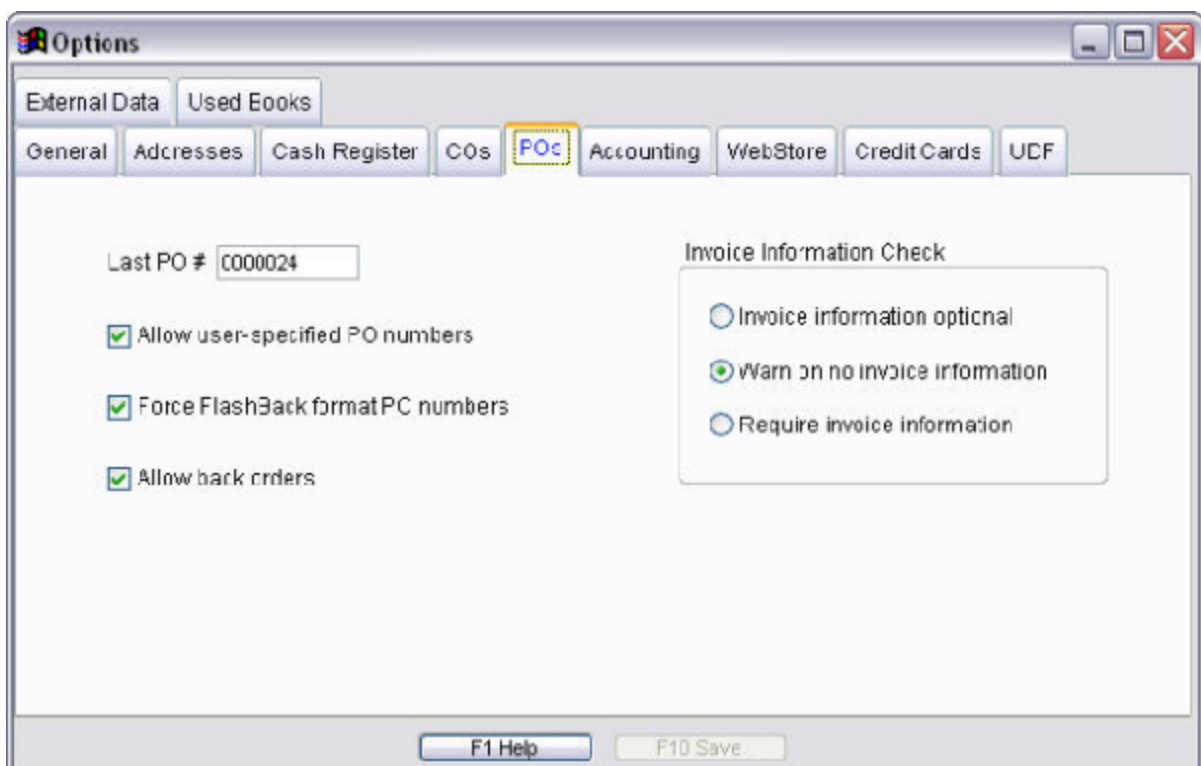
Visual Anthology calculates the amount due based on the items being shipped. As Customer Orders are created, there may be items on back order. Payment of the entire order (including backordered items) would result in a deposit being created for the backordered items.

- ? Save Customer Credit Card Info?: This option will save the credit card used for future reference.

## Special Orders

### Purchase Order options

The purpose of the Purchase Order tab is to establish business rules for your purchases involving vendors. These settings will become the default behavior when creating new Purchase Orders and will not effect or otherwise change the behavior of POs that already exist in the system. These options may be edited on individual Purchase Orders without changing the default behavior for subsequent orders.



- ? Last PO # : Allows you to set where you want the system to begin creating Purchase Order numbers. If you were coming from another management tool or had been creating Purchase Order manually you can avoid repeating these numbers by starting at a point higher the last Purchase Order number used.
- ? Allow User-specified PO Numbers: Setting this option causes Visual Anthology to display a small screen when creating new Purchase Orders that allows you to either accept the auto-

- generated number or enter one of your own. Remember these numbers need to be unique or Visual Anthology will reject them.
- ? Force Flashback format on PO numbers: You should pay special attention to this option if you are planning to order electronically. This option actually limits the number of characters that may be used in the PO number to conform to Flashback format. Flashback will truncate any number greater than eight (8) characters and as a result, you may not be able to order from Ingram electronically.
  - ? Allow backorders: This option is very important if you plan to order electronically. If this option is left unchecked, a message is sent to the vendor during the EO process telling them to cancel items that will be back ordered. When the confirmation comes back, Visual Anthology will mark those items as canceled, which effectively removes them from the PO.
  - ? Refresh PO prices after Edit Inventory: This option allows Inventory price edits to be replicated on any draft or open POs

#### **Invoice Information Check Section**

This set of options are used to control how you record Vendor Invoice Information when receiving items into inventory. This information is not required, however, not having this information can dramatically affect discounts on Returns. See the topic Vendor Invoice Information for detailed information. The following options let you decide how Visual Anthology acts when Receiving Memos are posted.

- ? Invoice Information Optional: No message. The option to enter the information is available on the Action menu while in the Receiving screen. You may post the Receiving Memo without adding this information and you will not be warned.
- ? Warn On No Invoice Information: Warning Message. The option to enter the information is available on the Action menu while in the Receiving screen. You may post the Receiving Memo without adding the information - you will be reminded if you have not entered Invoice Information.
- ? Require Invoice Information: Warning Message. The option to enter the information is available on the Action menu while in the Receiving screen. You are not allowed to post the Receiving Memo until you have entered valid invoice information.

**Special Note: Many vendors require invoice information when returning merchandise.**

## Customer Order

### Understanding the Action Menu

The Action Menu is an option located on the Main Anthology Menu. It is dynamic like its parent but has some basic differences.

Whereas most other menu options simply allow access to other parts of the program, the Action Menu is meant to extend the functionality of or provide for some additional "action" for the currently active screen.

Many of the options that appear on the Action menu are also shown as buttons on the currently active screen or may be accessed from the keyboard. For example, the Action menu for the Cash Register screen (shown) displays options like Take Special Order and Charge Shipping - both of which appear as buttons on the Cash Register screen. In addition to those found on the button bar, other options such as Print Gift Receipt and Attach Note are also available.

**Special Note: Some options may only be available via the Action menu. It is always a good idea to get familiar with this feature.**

Some options are un-available or "dimmed" until there is a need for them. For instance, Resume a Suspended Sale will only be available if you have Suspended Sales. Another example would be Electronic Ordering which will be dimmed on the Action menu of the Purchase Order screen if the current vendor has not been set up for electronic ordering, or if the PO has already been sent electronically.

## Users with No Security

Users are different from templates in that they are individuals rather than groups or types of users. However, you could just as easily assign generic names such as Clerk or Manager and create a generic Login. This would allow a group of people to use a single Login when working in Visual Anthology. Remember, the more generic your users list, the more generalized your reporting and tracking becomes.

It is possible to set up users without using the security options located on the Privileges page and in many cases, this will be the preferred method. This will grant any user who logs in to have complete access to every aspect of the Visual Anthology program. This option will allow you to track sales by user and determine who made changes on the system, such as on-hand edits to inventory items.

1. Open the User screen by selecting the Master Files | Users menu option.
2. Make sure the option "Users" is selected. This option is located at the bottom of the screen above the button bar.
3. Click the F4 New button at the bottom of the screen.
4. The cursor should be positioned in the Name field of the Detail page. If not, move to this field.
5. Enter the name you want to assign to this user. This should be an individual's name (e.g. John Smith). This is the display name when a user is logging into the system. These should be kept unique so as not to add confusion to the process.
6. In the Short Code field, enter a unique short description of the user. You are John Smith could be JOHNSMITH if you have a second user named John Smith.
7. The Password field stores the user's password. There is no password check in this field.
8. Supervisor option: This is used only with the security option enabled. Only supervisors are allowed to edit the permissions of another user. Also, supervisors have the option appears when a user tries to access a part of the program they don't have permission to.
9. Default view: This option sets the default view for this user to be the same as the user's default view. See the Tutorial on Maintaining Visual Anthology | Introduction to Maintaining Visual Anthology.
10. Clear Settings: This option will re-set all previous form positions, sizes, and colors.



## **Assigning Sections to SuperCats**

This example assumes you have already defined Sections within your Visual Anthology system. If not, refer to Sections and SuperCats for detailed information. Although there is no correct number of elements that should display on your left navigation bar, we recommend a maximum of 15 - 20. Remember, not all Sections need to be, nor should they be, assigned to a SuperCat.

1. Select the Master Files | Sections menu option.
2. From the List tab page, choose which section you want include as part of a SuperCat.
3. Double click your selection. This action also opens the General tab page for editing.
4. Using the SuperCat pull down selection field, select the SuperCat to be assigned to this section.
5. Click the Save button on the tool bar.
6. Continue to add Sections as necessary.

## Adding inventory items features

Before adding inventory items to your features list, it is always a good idea to preview the item on the web page itself. Items without cover art or annotations look bare and out of place. If you are using the Baker & Taylor Data Base Of Books for cover art and annotations, you should make sure it has cover art associated with it and that the cover art provided by the DBOB is appropriate for your site. Check for annotations. Did the DBOB provide one? Not all titles will have annotations; you may need to provide this information for the title you want to feature.

**Special Note: Items may only be featured on home pages.**

### Selecting the Home page

As outlined in the introduction, Interest Areas and Sections have home pages on which you display your featured items. These are the only places where featured items can be displayed. You may add items as features to any of the Sections or Interest Areas "home pages" but may not add them to the SuperCats as selecting SuperCats only displays it's associated Sections. In fact, there is no option to do so on the Featured Items Manager screen.

### Adding your inventory

Let's begin by adding an item to the main page since this is the first screen displayed when a potential customer views your site.

- ? Open the Featured Items Manager by selecting the Tools | Web | Featured Items Manager menu option.
- ? Select ' Home' from the pull down list box located on the top left portion of the screen under ' Super Type' . You may have noticed this is not an actual SuperType you created. This is true. When a customer accesses your site AWS has no way to know which Interest Area they will be selecting. Likewise, we need to build the left navigation bar from your uploaded Sections and SuperCats. In order to do this, we created a default Interest Area and Section known as ' Home' /' Home' . This allows AWS to build the navigation bars and to provide an opening screen for you customer to begin their navigation from.

- ? Select ' Home' from the pull down list box labeled Section.
- ? Place your cursor in the Item Locator field by clicking inside it. Click the ellipsis button next to the Item Locator. You should see the Inventory Assistant load. This provides you with filtered or unfiltered list of the inventory. When the Home/Home pages are accessed the list of inventory items will be unfiltered. This allows you to select from any item in your inventory.
- ? Locate item you want to feature and double click on it. Do not use the new button located at the bottom right of the screen. This is used to enter a new inventory item on the fly and does not apply here.

The next steps define how the item will be presented on the page. This is really a matter of personal preference, there is no wrong choice, so we will cover what each of the format types do and leave the decision up to you.

- ? Format – select a format based on the options listed below.
  - ? Wide: this option displays the item as wide as the available browse area. Wide will take up one row, no other items will display either to the right or left of it.
  - ? Narrow: this option displays the item in half the available space or “two up”. The first position to be filled is the left one the second. There is no control over this.
- ? Style – select a style based on the options listed below.
  - ? Classic: displays the image (if any) on the right; text on the left. It also contains the Headline and Title information along with order button and ISBN. It is the standard layout for displaying sale items.
  - ? Tribune: displays the image (if any) on the left; text on the right. Title information along with order button and ISBN.
  - ? Department: displays the image on the left; text on the right. No other information will display.
  - ? Internal: displays the image on the left; text on the right and headline information only.
  - ? TopOfPage: is not used at this time.
- ? Add items as necessary by repeating the above steps. Remember the images displayed here are the larger of the two.

Also the full text is displayed. As a result the features can be large. You should limit the number of features on any one home page.

### **Defining a Sliding Scale Ship Method (Dollar Based)**

The Sliding Scale method allows you to automatically alter the shipping charges based on the total number of units sold. This is accomplished by creating different levels or floors for a single shipping method (i.e. UPS Ground). Each floor is a number representing the minimum dollar amount that must be sold before the shipping charge will be applied. In the example below, the first entry is \$1 meaning that all purchases of \$1 or more (until the next level is reached) will be charged \$6.50 for shipping.

**Special Note: Remember these numbers represent "floors" so you must establish the FIRST level at which shipping charges will begin. If you began the number of units at 5, all sales of less than five units would be shipped for free. At the other end of the scale, if you enter upper limit of 25 and assign a ship charge of \$0.00, then orders of more than 25 items would be shipped for free.**

If you want the shipping charges to increase as the dollar value of the sale increases, you would assign another level. In our example, the next level is \$25. If total dollar amount of items purchased reaches \$25, the shipping charges will be changed to \$9.75. If there were only two levels assigned, the shipping will never be greater than that assigned by the last level. In our example, we have entered a third level - \$150.00 this level will given free shipping. This means that all sales where the total dollar amount is \$150 or greater, there will be no charge for shipping.

1. Open the Ship Method screen using the Master Files | Ship Method menu.
2. Click the F4 New button on the tool bar.
3. Enter the name of the new Ship Method ( i.e. UPS or FEDX. Remember that this is how it will appear on your AWS web site.)
4. Click the Show On Web check box if you want this method to be accepted on your AWS web site. Leave blank to exclude it from the web.
5. Select " Sliding Scale – Dollar Base" .
6. In the Dollars field, enter " 1.00" . This will be the minimum dollar amount of a sale before shipping is charged.

7. In the Ship Charge field, enter "6.50". This will be the amount of the shipping charge applied.
8. Click the Enter button to add this unit to the detail list.
9. The cursor is now back in the Dollars field. Enter "25.00".
10. In the Ship Charge field, enter "9.75". This will be the amount of shipping charged when the total sale amount reaches \$25.00.
11. The cursor is now back in the "Dollars" field. Enter "150.00".
12. In the Ship Charge field, enter "0.00". This will be the amount of shipping charged when the total sale amount reaches \$150.00. In this case, we are offering free shipping on sales greater that \$150.
13. Click Save on the tool bar.

The screenshot shows a software window titled "Shipping Methods" with two tabs: "List" and "Details". The "Details" tab is active. The window contains the following fields and controls:

- Name: Sliding Scale - Dollars
- Short code: SSU
- Type: Three radio buttons are present: "First item and upcharge" (unselected), "Sliding scale -- unit base" (unselected), and "Sliding scale -- dollar base" (selected).
- Inactive:
- Show on Web:
- Dollars field: A text box containing "0.00" with a "\$" symbol to its left.
- Ship charge field: A text box containing "0.00" with an "Enter" button to its right.
- Detail List: A table with two columns: "\$" and "Ship Charge".

\$	Ship Charge
1.00	6.50
25.00	9.75
150.00	0.00
0.00	0.00

At the bottom of the window is a toolbar with the following buttons: F1 Help, F4 New, F5 New Line, F7 Delete Line, F9 Delete record, F10 Save, and F11 Print.

## Using Web Updater Overview

Visual Anthology's Web Updater is a tool used primarily to communicate with your Anthology WebStore. The interface allows you to package your inventory data to be transferred to your web page, to retrieve orders from your site into your Customer Orders module, and to design and upload featured items. See "Introduction to Featured Items Manager" for detailed information. The process is all but automatic once the initial upload/download have taken place. After that, you simply run the Updater whenever you need to update the web site information or when you need to process orders.

The upload and download process may run as separate processes or together during a single internet connection. There is no real advantage to running them separately unless you don't want the upload to happen and you do want to process orders. In this case, you would want to process downloads only.

AWS depends on uploads to keep the inventory information current. For this reason, it is recommended that you process an upload daily.

### Non-Anthology Web Sites

The Updater may also export inventory data to one of four formats that may be used by a non-Anthology web site. You will need to confirm the correct format with your webmaster. The formats are listed below with a brief explanation of each.

- ? CSV: This is the commonly accepted extension for a comma delimited text file. In this format, the information for each column in your data file will be enclosed in double quotes ("column one"). Each column will be separated by a comma ("column one", "column two")
- ? DBF:
- ? Tab Delimited (ASCII): In this format, the information for each column in your data file will be enclosed in double quotes ("column one"). Each column will be separated by a tab. Tab characters are not displayed when viewing the TXT file. For this example, we will use <tab> to represent them. ("column one" <tab> "column two")

- ? Fixed Length (ASCII): In this format, the information for each column in your data file will be assigned a specific length. Basically each record will be export to a single line in the text document.

The Options Tab lets you select which fields will be exported. This allows you to control the data that will be uploaded to your non-Anthology web page.

Remember this section is for Non-Anthology sites. When exporting data to your Anthology WebStore (AWS) page, these settings are automatic.

See Also

[Working with Anthology WebStore](#)



## Book Fair

### Vendor Invoice Information

Vendor invoices are documents that accompany shipments from the vendor, however, they may be sent separate from the actual shipment. This will vary from vendor to vendor. They provide information about the number of items shipped as well as the actual discounts applied and current pricing. It is in fact the vendor's bill for shipped portion of an order.

**Special Note: The information collected from this screen is used by Anthology's A/P Accounting Links and QuickBooks to provide fast accurate Accounts Payable information for each shipment of an order (remember that it may take more than one shipment to complete an order). See Accounting functions overview for detailed information. This information is also used with Overstock Returns. Many vendors will require this information when returning items. See Overstock Returns Overview for detailed information.**

Vendor Invoice Information is accessed by selecting a Receiving record and choosing the Action | Vendor Invoice Information menu option. If invoice information has been saved for this record, it will show. If not, you may create it. The following steps will walk you through the process of adding Vendor Invoice Information to a shipment via the Receiving screen.

1. While in the Receiving screen, select the Action | Vendor Invoice Information menu option. Remember Invoices are associated with individual receiving memos.
2. The vendor name should already be displayed - if this information is not correct, select the correct vendor from the pull down list provided.
3. Enter the invoice number as it appears on the invoice document you received from the vendor. This information is required for QuickBooks to import properly.
4. Enter the packing slip number. This is not required but may prove to be useful if questions arise.

5. Enter the invoice date as it appears on the invoice document you received from the vendor. This information is required for QuickBooks to import properly.
6. Enter the due date as it appears on the invoice document you received from the vendor. This information is required by QuickBooks to import properly. QuickBooks uses this information when calculating "Reminders" and when aging your account.
7. Enter the total amount due as it appears on the invoice you received from the vendor. Visual Anthology will automatically insert the Receipt amount. The receipt amount is dollar total of the received items after discount. For example, if you ordered 2 books and received 2 books with a List price of \$29.99 and your discount was 40% - your Total Receipt would be \$35.99. This will not include shipping.
8. Enter the freight charges, if any, in the Freight field.
9. Enter any tax you were charged in the Tax field.
10. Click the Save button.

The screenshot shows the 'Vendor Invoice Info' dialog box with the following data:

Field	Value
Vendor	Eaker & Taylor (Test Account)
Invoice #	1234-1
Invoice date	10/7/2003
Packing slip #	1234-1
Due date	10/8/2003
Total invoice amount	155.21
Invoice sub-total	
Shipping	17.96
Receipt sub-total	
Tax	0.00

Sub Total	137.25
Shipping	17.96
Total	155.21
Invoice	0.00

When this information is entered, Visual Anthology will calculate the Invoice Sub-total field. This field and the Receipt Sub-total should match. If they do not, Visual Anthology will display a message informing you that the totals are different ("Invoice sub-total does not equal Receipt sub-total. Save anyway?"). You should check the following:

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- ? Be sure you have entered the above information correctly. Many times the problem is in Total Invoice Amount field. It is a natural reaction to break out shipping and taxes since they have fields of their own. This is not the correct method. You should enter the total - Visual Anthology breaks these out for you. If the total is \$155.21, enter this amount - then enter the amount of shipping \$17.96 and Tax \$0.00. This would be shown in the Invoice and Receipt sub-totals as \$137.25.
- ? Is the discount for all items the same on the receiving screen as shown on the invoice? Often times books you may think qualify for a particular discount do not.
- ? Is the price the same in receiving screen as shown on the invoice? Often prices change and you may not be aware of the change until you order.
- ? Does the amount received match the invoice?
- ? If you need to make changes to the receiving memo such as prices or discounts, you should answer "Yes". You can edit this information anytime before you import to QuickBooks. After that you will still be able to edit the information but will also need to make the changes in QuickBooks.

## Discounting Book Fairs

Both Customer Discount Schedule and Line Item Discounts may be applied during the creation of a Book Fair. The drop down list labeled Discount is located on the General tab page. Remember that Customer Discount Schedules apply to the entire transaction and Line Item Discounts override them.

Customer Discount Schedules may be applied manually by selecting the desired discount from the drop down list labeled Discount, or automatically when a customer is selected. For example, if a customer with an assigned Customer Discount Schedule is selected during the sale, that discount will be applied. The one exception to this is case where an item has been assigned a sales discount in inventory. Sales Discounts are designed to override all but line item discounts. Although this customer has an assigned discount, you may select a different one from the drop down list labeled Discount. This will have no effect on the assigned discount.

A line item discount may be applied to any or all items in the Book Fair by entering a value in the edit box labeled Disc% in the line item entry section. This value represents the percent of discount being applied to the item. Values should be entered as shown in the example (e.g. 25.00 = 25%). Percentages may be calculated to two decimal points (e.g. 23.50 = 23.5%). The Line Item Discount overrides any assigned discount, including the discount assigned at the inventory level. One key thing to remember about the Line Item Discount is that it must be applied to each item being discounted. It does not carry over from one item to the next.

## Auto-generating Overstock Returns

Overstock returns may be generated automatically based on criteria you establish via the Auto-generate screen. This criterion is based on sales, current on hands, or min/max values. You can generate returns for a single vendor or all vendors. You can also select specific Departments, Sections, or Media. You can base the criteria on different combinations to create wide or narrow searches for returns.

**Special Note: Due to the flexibility of this powerful tool, undesired results can be generated. You should always review the generated documents to insure correctness before posting.**

Example Using One Vendor

Example Using All Vendors

Let's begin by opening the Overstock Return screen. Select the Inventory Control | Generate Overstock Returns menu option. The following steps are a general description of creating a Return Invoice.

All options are explained here to provide the best overview of the topic. For specific examples, see those listed above.

#### Return To:

This section refers to the vendor for which the Overstock Return will be generated. You may choose to generate a Return Invoice for a single vendor by selecting the One Vendor option, or you may generate for multiple vendors. Each option has their own options available to them. The options for each are displayed in the Return To section when the option is selected.

##### One Vendor

1. With this option selected, you must provide the name of the vendor to which you are returning merchandise. This vendor may be different than the vendor you select as part of the selection criteria. An Overstock Return will only be generated for this vendor, regardless of which vendor is assigned to the individual books in inventory.
2. Select the vendor name from the drop down box provided.

##### All Vendors

1. Use Publisher: This option uses the publisher field in the inventory records to determine to whom the books should be returned. If the item meets the necessary criteria for a return, defined later, a Return Invoice will be generated for the publisher of record as defined in the inventory record. If no Publisher of Record can be found, a Return Invoice will be created showing ' No Publisher Found' in the Vendor field. For example, lets also assume you have chosen the All Vendors option and likewise selected Use Publisher. When the search is completed, a Return Invoice will be created for each Publisher of Record showing the books assigned to that Publisher that met the criterion you defined. A Return Invoice will also be created listing all the books that met the criterion but did not have a publisher of record assigned. This second Return Invoice can be reviewed for content and reassigned to a vendor, disregarded completely and voided, or merged with an existing Return Invoice.
2. Use Last Vendor: This option works the same the Publisher option except that the Return Invoice will be created for the last vendor items were ordered from. The second

Return Invoice created here uses ' No Vendor Found' in the Vendor field.

### Which Books?

Next, we need to decide which books should be considered in the search. It should be noted here that the sub-sections of the Which Books selection are cumulative and build the other sections. For example, by choosing Distributor " Ingram" from the Vendor Source section, Department " Books" , and last received before 11/01/02, you are limiting the search to inventory records where the distributor is Ingram and the department is Books and the last received date is before 11/01/02.

### Vendor Source

The Vendor Source section is used to select which vendors to look at when choosing candidates. Only items associated with the selected vendor will be considered. Remember that a vendor is someone you purchase from, not necessarily a distributor. It could be a publisher as well.

These options may be selected in any combination. However, these options are not cumulative. That means, by selecting multiple vendor sources, you could broaden your search criteria to the point where literally all books qualify. For example, something as simple as selecting B&T as the distributor and Random House would result in those titles where the publisher is Random House or the distributor is B&T. The fewer options selected, the more narrow the search will be.

1. All: This option will include all vendors as the search criteria.
2. Last Vendor: This option limits the search to receiving history to determine the vendor the item was last purchased from. For example, if you choose Ingram, the search would include all items where the last vendor was Ingram. Remember that a vendor is someone you purchase from, not necessarily a distributor. It could be a publisher as well.
3. Historical Vendor: This option limits the search to receiving history as in Last Vendor. However, it is not limited to the

last vendor but will include any item that was ever purchased from the selected vendor.

4. Publisher: This option limits the search to items where a publisher is listed in its inventory record. For example, if you choose Random House from the drop down list, only items where Random House is listed as the Publisher will be selected.
5. Distributor: This option limits the search to items where the selected vendor is assigned to the Distributor 1 field in the inventory record.

## Return Window

1. Within the return window only? : This option limits the book selection to those books whose receiving history is within the date range of the return window of the vendor the items are being returned to. Return windows are defined by each individual vendor and recorded in the Vendor file records. They specify the minimum number days you must keep the book and the maximum number of days allowed to return the item. With this option selected Visual Anthology looks at your receiving history for books that fall into the specified date range. This option is used differently depending on whether you have selected Return To One Vendor or All Vendors.

### One Vendor Selected

When the ' Within return window' is selected the Min, Max, and With Invoice only options are made available. This is the only time that "Return To" values are used in the search criteria. If the vendor you selected has a Return Window defined in the Vendor file, the min and max fields will be filled in with those values otherwise they are blank. If the values are missing or incorrect you may add or change them to suit your needs. This will not change the Vendor record. To make these changes permanent you will need to edit the vendor record.

1. Min: The value you enter here is used to determine the latest allowable invoice date for qualifying books. This means if the current date is 11/27/02 and you enter 90 in this field, the calculated date for the date field labeled " To" will be 8/29/02. Books received



after these dates are too new (have not met the minimum) to qualify.

2. Max: The value you enter here is used to determine the oldest allowable invoice date for qualifying books. This means if the current date is again 11/27/02 and you enter a value of 365 in this field, the calculated date for the date field labeled "From" will be 11/27/01. Any books that were received before this date are too old (have exceeded the maximum) to qualify.
3. With Invoice Only: During the receiving process you have the option to enter invoice information. See Working with Vendors | Vendor Invoice Information for details. This option limits the search to those items where invoice information is present.

#### All Vendors Selected

1. When 'Within return window' is selected the following options are available.
2. The Min and Max values are used to assign a default value for the return window. This is to be applied to all vendors that do not already have one assigned.
3. Min: The value you enter here is used to determine the latest allowable invoice date for qualifying books. This means if the current date is 11/27/02 and you enter 90 in this field, the calculated date for the date field labeled "To" will be 8/29/02. Books received after these dates are too new (have not met the minimum) to qualify.
4. Max: The value you enter here is used to determine the oldest allowable invoice date for qualifying books. This means if the current date is again 11/27/02 and you enter a value of 365 in this field, the calculated date for the date field labeled "From" will be 11/27/01. Any books received before this date are too old (have exceeded the maximum) to qualify.
5. With Invoice Only: During the receiving process you have the option to enter invoice information. See Working with Vendors | Vendor Invoice Information for details. This option limits the search to those items where invoice information is present.

No specified return window: You may decide how to handle those vendors where a return window has not been defined in the Vendor file. The three options below may not be compounded. You may only select one at a time.

1. Accept All: All books assigned to vendors without a return window will be accepted.
2. Reject All: All books assigned to vendors without a return window will be rejected.
3. Use default values: To use this option you must first set the Min/Max values then this option will be available. Selecting the option instructs Visual Anthology to apply the Min/Max values you defined whenever a vendor is found that does not already have them set.

### Departments, Sections, and Media

You may limit the search to specific Departments, Sections, or Media. If no choice is made the search will assume all Departments, Sections, and Media are to be included. You may select any one of the three or all three to limit the search to suit your needs.

### Age or Quantity

In this section you define whether to choose a candidate by age or by its quantity.

- ? Last Received Before: This option has two parts that need to be defined. These two options are linked with the word "AND" which means both conditions must be true before an item will be selected. Typically these two dates would be the same - however, by better understanding how they work, you can create selection criteria allowing you to catch slow moving merchandise as well as items that are approaching their "no return" window.
  1. Last Received Before: This defines the date of the Receiving Memo used to receive the books. The closer the date is to the current date the greater the number of books that will qualify. For example, if the current date is

July 1, 2004 and you chose April 15, 2004 - you are saying, don't consider books that were received between the dates of April 15 and <current date> July 1, 2204. You are setting the starting point at April and looking backwards. This is shown as the red arrow in the diagram below.

2. Not Sold Since: This defines the last time the item sold. Unlike above - the closer the date is to the current date the fewer the number of books will qualify. This is shown as the blue arrow in the diagram below.

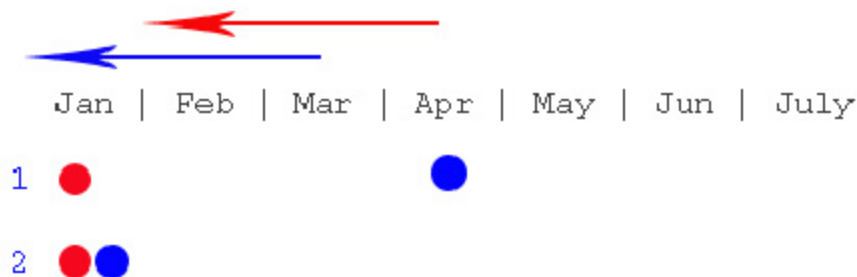
Example:

In the diagram below we see that book 1 & 2 were both purchased in January (red dots).

Book 1 sold in April & book 2 sold in January (blue dots). If we choose a "Last received before" date of April 15, 2004 (shown with red arrow) both books qualify, as they were both received prior to April 15, 2004.

Remember, both sides of the "AND" must be true before a book will qualify.

If the "Not sold since" date is set to March (as shown by the blue arrow) only book 2 would be selected because it is the only book where both conditions are true -- it was received prior to April and has not sold since March. Book 1 fails because although it was received prior to April -- it a copy sold in April (it has sold since March).



Blue arrow represents "Not Sold Since"  
 Blue dot represents date sold  
 Red arrow represents "Last Received Before"  
 Red dot represents date received

This process can be a powerful tool for selecting books that will ultimately be returned. You should carefully review the results prior to submitting the Return Invoice to the vendor. It is highly possible for books to fall into a selection that were not intended.

- ? On hand Stock Exceeds number of month' s sales: You may limit the search to items where the on hand quantity exceeds the total amount sold in a given number of months. For example if the current on hand quantity is ten (10) and total sales for the last four (4) months is three (3). An Overstock Return for the seven books would be generated.
- ? On hand > Max: This option limits the search to those inventory items where the current on hand quantity exceeds the assigned Max value. With this option selected you may optionally choose to return all the books that meet this criteria or reduce the on hand quantity to the assigned Max value. To insure proper book selection you will need to make sure that all your inventory items have a MAX value set.

After you have filled in the selection criteria to suit your needs you will click the Run button located at the bottom of the screen. No preview is generated for this screen. The Return Memos are created. You should review the newly created Overstock Return Memo using the Inventory Control | Overstock Return menu option.

## Off-site Sales

### Auto-generate Overstock Returns for All Vendors (example)

In this example, we'll create an Overstock Return using the all vendors option. In addition, we will be using the Use Last Vendor option. This will create a Return Invoice for the last vendor a candidate book was purchased from.

1. Open the Generate Overstock Return window. Select the Inventory Control | Generate Overstock Return menu option.
2. In the Return To section, select the All Vendor option.
3. For this example, we'll choose the Use last vendor option.

So far, we have selected the vendors where the books will be returned. However, at this moment, we don't know who they are. The Return Invoices are going to be created for the last vendor we received the book from. So, the book and receiving history are deciding for us.

Now, we need to decide which books from our inventory will be selected as candidates for return. We have decided that we want to look at all vendors and let the program sort out who the Return Invoice should be assigned to. Because I want to evaluate all books and I don't care who they are assigned to in the inventory file, I will select the All Vendors option here as well.

1. In the Vendor Source section, choose the All Vendors option.

At this point, we have decided where to send the books and what books to look at. If we ran the program as is, we would see every book in our inventory. We have to further limit the search. We could limit it to a specific department, section, or media if I wanted to return paperback books about history. For this example, we want to look at any book that isn't selling and has been on the shelf for a long time. We are going to use the 'Last Received Before' option to eliminate newly received books.

1. Since we only want to look at books, let's limit the search to only the Book department. Select Books from the drop down list of departments. If I want to narrow up a specific Section of my inventory, I could further limit the search to only selecting Computer Books in the drop down list of sections labeled Sections. The candidates will be in both the Book department and the Computer Books section.
2. Select the Last Received Before option and choose a date six months prior to the date the books were received in the last six months from being considered as a candidate.
3. We are looking for slow sellers. In the "and not sold since" date field, enter a date six months prior to the current date.

What have we accomplished thus far?

1. We have decided to let the program determine where to send the books by way of receiving history and use last vendor. (All Vendors = selected AND Use last vendor)
2. We have decided to only look at all books regardless of what vendor they are assigned to in inventory. (All Vendors = selected)
3. We limited the search for candidates to only the Book department and Computer Books section. (Department = Books AND Section = Computer Books)
4. We limited candidates to only those books that are at least six months old and have not sold in the past three months. (Last receive before = 9/1/02 AND not sold since = 11/1/02)

## Receiving against an open Receiving Memo

Receiving Memos are Purchase Orders that have been posted and are waiting for items to be received against them. If you don't see the Purchase Order you are looking for it may be that it has not yet been posted.

There are three statuses a Receiving Memo may be in. These are: Open, Shipment, and Complete.

- ? Open: When a Purchase Order is posted it is said to be an open Receiving Memo.
- ? Shipment: Each time items are received against open receiving memo a shipment document is created. This is true even if all items are received. This provides a "paper trail" or history of shipments for a particular Receiving Memo.
- ? Complete: Whenever a Receiving Memo has all items either received or canceled it is complete.

For our discussion, we need to focus on shipment and complete. This section will cover Receiving against an existing, posted purchase order and assumes that you have the supporting files set up in Visual Anthology such as Units Of Measure, Terms, Ship Methods, and Inventory. For this demonstration, we will need to have already created and posted a purchase order from the Purchase Order module. See the Purchasing section for detailed instructions on creating this order. We will be receiving against this purchase order.

### Opening the Receiving Module


1. Open the Receiving module by selecting the Inventory Control | Receiving menu option.
2. From the List view, select the Purchase Order you want to receive against.
3. Double click or press Enter to use the currently selected purchase order. This action will move you to the Details page for the current Purchase Order.

### Receiving Items

1. At this point you are ready to receive this shipment of books. There are several ways in which you can accomplish this task. These are listed below. Two of these methods will require you to make the necessary edits using the Line Item Entry section. The third "scan mode" is by in large automatic. Please see bullet point "Scan Mode" below.
  - ? By Exception: Select the Action | Receive all menu option. This action will assume that all the books for this order are being received. It changes the "Qty Recd" to match the "Ord" column of the "detail grid". You may then go through the order line by line and make any necessary edits to quantity, discount, status or price. This method may be the preferred method if your order shipped complete or near complete.
  - ? Line by line: In this method, you will locate the items in the "detail grid" of the receiving screen one line at a time. Edits are made to the quantity, discount, status or price as needed.
  - ? Scan Mode: This is the same as Line by Line except a bar code scanner is used to select the ISBN or Item number of the item. While using scan mode, scanned items are automatically added to the grid with the assumed quantity of one. It isn't necessary to edit the quantity of subsequent items of the same ISBN - as you scan items the Receiving Memo is searched to find matching ISBNs (item numbers). If found the quantity is incremented by 1 each time the item is scanned.
    1. Making changes to the pricing, discount or status information on the first item will be floated down to all other items scanned with the same ISBN.
    2. To make large quantity changes, select the item you wish to change in the "grid" and edit Line Item Entry section. You should note this action will turn off scan mode.
2. Locate the item being received in the Detail grid and select it.
3. Move to the Line Item Entry section.
4. The ISBN/SKU and Units Of Measure fields will be filled in automatically for the item.
5. Enter the number of items that were shipped in this shipment in the Recd field. If the number Recd is less than the number



Open, you will need to enter the reason for the shortage. Generally this will be BO (backordered). Enter the correct response in the Status field.

6. List Price is the price before the vendor discount is applied. The current pricing in the Inventory file is used for this item. You may change this value if the item has had a price change. When you post the Receiving Memo, Visual Anthology will ask if you want to update the Master Inventory file for this change.
7. Retail Price is the selling price of the item. Again, you may change the value expressed in this field. Visual Anthology will ask if you want to update the Inventory record to reflect these changes when you post.
8. In some cases, the actual discount given for an item may be different than the one used when the Purchase Order was created. In this case, you may enter the correct discount for an item in the Disc field.
9. Click the Accept button  to add this line to the Detail Grid.
10. Repeat steps 6 – 9 to add additional items.
11. Add any shipping charges for the shipment in the Shipping field.

### Adding Vendor Invoice information

1. Select the Action | Vendor Invoice Info menu option.
2. Enter the invoice data. See Vendor Invoice Information for detailed information.

### Posting

1. When all edits have been made, select Action | Post menu option or click the Post button on the tool bar. Items on back order will remain on the Receiving Memo waiting to be received and a Shipment record is created for this Receiving Memo.

## **Understanding Bar Codes**

Anthology allows you to use a bar code reader to enter data. Within the publishing industry, there are two types of bar codes commonly used: EAN-13, and UPC codes. A third type exists called CODE 39. Visual Anthology uses the CODE 39 bar code when labels are generated from within the Visual Anthology system. The reason for this is that CODE 39 supports both Alpha and Numeric characters. Since Visual Anthology does not restrict you from creating your own SKU to identify your products, it only makes sense to use CODE 39.

## Tips for QuickBooks Accounting Links

The success and ease of importing into QuickBooks is directly related to everyday procedures at the Register and/or in Receiving. Please train employees to be aware of the following procedural issues:

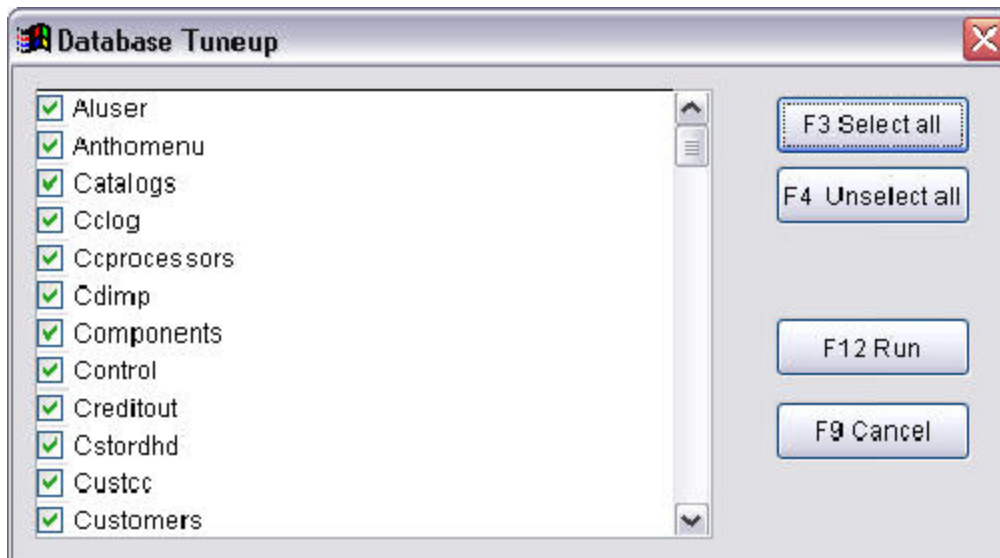
- ? A/R: On Account Sales, there can be only one tender type taken at the Cash Register/Customer Order screen. (Of course, that tender will be the Account Sale tender.) Store Credits and Gift Certificates count as a second tender.
- ? If a customer wants to pay some of the transaction in cash and some on Account, charge the whole transaction on Account and then do a Pay In for the amount they wanted to pay in cash. If you accept two tenders on a transaction, even though one of the tenders is Account Sale, the transaction will not import into QuickBooks.
- ? Special Orders and AR. Do not accept Account Sale tenders for SPO deposits. When the customer comes to pick up and pay for a SPO using Account Sale, the deposit will be considered a second tender. This is only when customer is paying by charging on Account. You can:
  - ? a) enter the transaction in Customer Order and have them pay in full. This places the item on order.
  - ? b) charge no deposit; or
  - ? c) not allow Account Sale as payment on a Special Order.
- ? Customer must have terms set up before the sale begins. If there are no terms assigned to a customer, a message will appear after the Account Sale tender type is used. The Cashier will need to exit the transaction, enter the customer terms, and then enter start the transaction again. If the Cashier completes the transaction without adding terms to the customer, the transaction will not export.
- ? A/P - Vendor Invoice Info must be filled on the receiving shipments. Invoice number and invoice date are critical. You can control whether entering invoice information is required before posting on Tools | Options | POs.

## Other Transactions

### Database Reindex

Indexes are used by the Visual Anthology database to speed sorting, searching, and even the displaying of your data. Visual Anthology maintains these indexes automatically as items are added and removed. However, outside forces such as operating system failure, accidental power loss, or improper shutdowns can have an adverse affect on these indexes. Because of this, it is recommended that re-indexing your files become part of a daily start-up schedule. It takes very little time and will enhance the performance of your system.

**Special Note: You should always re-index your files if an error occurs.**



- ? Make sure Visual Anthology is not running on any other computers. If it is, shut down Visual Anthology on those computers prior to re-indexing.
- ? Select the Tools | Database Re-index menu option from the Visual Anthology menu.
- ? Select (click) the All tables checkbox. Generally you re-index all tables. Selecting individual tables may be necessary if directed by a Visual Anthology Support Technician.
- ? Click the F12 Run button or press F12.

## **Inventory Control**

## Purchase Order

### Understanding the Toolbar

Visual Anthology conforms to Windows® standards for toolbars. Buttons that are grayed out or dimed are not available for selection. Hovering your mouse pointer over a button will display a brief description of the button's function.

Generally speaking, the toolbar options act on entire records of the currently active screen. That is - if you select Delete, you would be deleting an entire record from the current screen.

	The toolbar gives you quick access to the most common areas of the Visual Anthology software - such as Cash Register, Purchasing & Receiving, Inventory, and View SPO. You can use it to quickly launch to the area of the software you need to use.
	It also provides the same quick access to records associated with individual screens. For example, if the Purchase Order screen is active, selecting the New Record button would create a PO ready for data entry. Subsequently selecting the Delete Record button would delete the entire active record.
	Record navigation buttons allows you to move through the records of the active screen by clicking the Directional buttons. Double arrow button represent First and Last, while single arrow buttons represent Move Next or Move Previous.
	You can preform quick searches by launching either the Customer or Inventory Assistants. Visual Anthology's help system is also available from the toolbar.

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Visual Anthology uses what is known as a Dynamic Toolbar. This means that the contents of the toolbar (available buttons) will change as the program is used and different options become available.

Buttons may become dimmed, added, or removed from the toolbar as you move from screen to screen or as different parts of the active screen are accessed. Buttons may be dimmed (grayed out) until certain events have taken place. For example, the Save button will be dimmed until the system recognizes that a change has been made that requires a save. At that time, the button is activated (shown in color) allowing you save your changes.

## Understanding List Pages

Virtually every screen in the Visual Anthology system has a tab called "List". This List view provides just that - a view of the data in a spreadsheet style list. This view may be used to sort, filter or arrange the data of a particular screen. The List page may have added functionality associated with a particular screen. In those cases, the added functionality of the List will be discussed within the text of that help topic. For example, the List page of the Inventory screen has a popup menu with the option "Send to PO". This option is discussed in the Inventory Overview as well as in the Purchase Order topics.

### Basic Functions

#### Sorting

List views may be sorted by title by clicking on the column heading. Clicking the heading a second time reverses the sort order from ascending to descending. This can also be used as a form of grouping. For example, by highlighting a particular section and then clicking the column heading all references to that section are sorted together.

#### Filtering

Options for filtering are shown at the bottom of the screen. These options vary from screen to screen as the need dictates. Some screens will have only a single filter - show inactive records. Others, such as Purchase Order will have filter options for Draft, Open, or Historical. Basically, filtering is used to limit the items being displayed.

#### Layout

You can arrange the columns of the List page by left clicking the column heading and dragging it to a new location within the grid. These changes may be set as the system or user default for the current list by selecting the Tools | Maintain Views | Set As Default menu option.

#### Type Ahead



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This refers to the look up capabilities of the List - by placing the cursor in the desired column and typing the information you are looking for. For example, use type ahead to locate a title by placing the cursor in the Title field of a record (row) and type in the first few characters of the title. The type ahead feature also sorts the view according to the field you are searching.

### Scrolling

Scroll bars are provided for vertical and horizontal movement of the grid.

### Multi-Select

All list views are multi-selectable. This means by holding down the control key (CTRL), you may select non-contiguous items (i.e. select the first, third and seventh records). You may also select contiguous records by selecting the first desired record and while holding down the shift key select the last desired record (i.e. select records one through seven).

### Popup Menus

Many List pages will contain popup menus. Right clicking the grid area of the List accesses these Popup menus. Menu options will vary from screen to screen as the need for special functionality is arises.

**Special Note:** List views may not be edited from within the list. You may copy information from the fields using standard Windows® functions for cut and paste.

### **Importing Inventory Overview**

This is placeholder text for your template. To add content to the body, replace this text. To add a header or footer, click the Header or Footer button on the toolbar.

The heading in this template is a special field for topic titles, so generally you do not need to edit it.

For information about applying templates to topics, press F1.

## Using QuickBooks Accounting Links

### Exporting Anthology A/R transactions (customer invoices) into QuickBooks

Anthology recognizes a transaction as an AR transaction when the Account Sale tender type used for payment in the Cash Register or Customer Order modules, or in or the Payment On Account selection on the Pay In screen.

- ? To receive payment on account, go to Sales | Pay In.
- ? Once you have made AR transactions in the Cash Register, Pay In and/or Customer Order modules and are ready to send them to QuickBooks, you must tag the transactions for export. You can find the transactions listed in the A/R Transactions interface. From the main menu, choose Tools, and then select A/R transactions.
- ? The Type column identifies whether the line is an invoice, a payment or a credit. Source shows where the transaction was done. Date and Terms are essential for importing into QuickBooks.
- ? Use F3 to tag one invoice at a time or F6 to tag all invoices for export. After selecting invoices, select F12 Post. Depending on the types of transactions you are exporting, files named INVOICES.IIF, CHARGES.IIF or PAYMENTS.IIF will be created in the directory you specified in the Tools | Option screen.

### Importing your A/R file into your QuickBooks

To import a file in QuickBooks, you must be the administrator and in single user mode.

Remember: If you change a customer code in Anthology, you must change the code in QuickBooks as well before doing your export. This will keep the files in sync.

From the main menu, select File, Utilities, Import, IIF format. Browse to the directory where the INVOICES.IIF or PAYMENTS.IIF file was created. Select 'Open'. When you see "Import Completed", the process is done.

- ? If QuickBooks reports an error, note down the line number where the error occurred, and select OK to continue. Do not

attempt to import the same file again as it will duplicate the transactions in QuickBooks. Call 231-933-0093 or email support@anthology.com with the IIF file in question; we will be able to find the cause of the problem.

### **Exporting Anthology A/P transactions (Vendor Invoices) into QuickBooks**

- ? The Accounts Payable transactions that are imported into QuickBooks are entered in the Vendor Invoice Info screen (on the Inventory Control | Receiving | Actions menu).
- ? It is essential that you enter the invoice number and date when specifying Vendor Invoice information. This can be added anytime before exporting from Visual Anthology, but if an invoice with incomplete information is imported into QuickBooks without it, it will error on the import.
- ? To enter or modify invoice information before exporting, go to Receiving, find the specific Receiving Memo, click on the Details tab. Go to Actions | Vendor Invoice Info.
- ? Once you have made AP transactions through Receiving and are ready to send them to QuickBooks, you must tag the transactions for export. You can find the transactions listed in the A/P Transactions interface. From the main menu, choose Tools, and then select A/P transactions.
- ? The Vendor name, Vendor code, Invoice number, and Invoice date should be entered. For correct receiving (& inventory control), the Amount column should match the subtotal plus freight. This information can be filled in any time before export. Importing without entering this information will generate an error in QuickBooks. Note that the last two transactions shown above do not have Invoice dates and will not import into QuickBooks.
- ? Use F3 to tag one invoice at a time or F6 to tag all invoices for export. After selecting invoices, select F12 Post. One file named PAYABLES.IIF will be created in the directory you specified in the Tools | Option screen.

### **Importing your Anthology-exported AP files into QuickBooks**

Remember, if you change the vendor ID (name or code) in Anthology, you must change the ID in QuickBooks as well before doing your export. This will keep the files in sync.

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To import a file to QuickBooks, you must be the QuickBooks software-designated administrator and must be in single user mode.

From the main menu, select File, Utilities, Import, IIF format. Browse to the directory where the IIF files are created. Select 'Open'. When you see "Import Completed", the process is done.

- ? If QuickBooks reports any error, note down the line number where the error occurred, and select OK to continue. Do not attempt to import the same file again as it will duplicate the transactions in QuickBooks. Call 231-933-0093 or email [support@anthology.com](mailto:support@anthology.com) the IIF file; we will be able to find the cause of the problem.

## Importing Inventory with CD Fetch

Before you use the Fetch function, you must first subscribed to and install a Database Of Books (DBOB). You must also have already completed the setup in the Options screen under "External Data". See [Setting Up Options | External Data](#) for instructions. Once these two issues are completed, you may access the external DBOB data from anyone of several Visual Anthology screens.

### Basic Concepts

Generally this tool is used when adding your initial inventory or if your store is new to computerized inventory management. You could easily sell books directly from your shelves and populate your inventory file at the same time. You could just as easily enter a shipment of books directly to both Receiving and Inventory.

Using this feature requires knowledge of the ISBN, as it does not search by title or author. Searching for books by criterion other than ISBN is better done via the CD Import module. See [Importing Books | Working with CD Import](#) for detailed instruction.

Fetch is very close in appearance and functionality to the Quick Inventory Add (QIA) module with a few differences. Its primary function is searching for and adding single titles. Because of this, many of the features of the QIA are not found here.

- ? The defaults are reset each time, as there is no way to lock them on a value other than the default.
- ? There is no menu option to launch Fetch. It is launched from other screens within the program where the ISBN/SKU field is used.
- ? The ISBN/SKU field is not editable. This means that each time you want to search for another title Fetch must be called again.

There are two options when importing books via this function.

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1. Show the import screen. This option allows you to see each item as it is being entered. Adjustments may be made to the default settings prior to importing the item.
2. Add to inventory using the pre-defined defaults. The Fetch screen does not display and the item is added to the inventory file using the default values outlined in the Option screen.

### Using Fetch

As mentioned above, the Fetch module is launched from other screens where the ISBN/SKU is used.

1. Let' s begin by opening the Cash Register screen.
2. Select the Cash Register menu option.
3. Enter the ISBN of the title you wish to import. Moving off this field will activate the Fetch function.
  - ? If the default is set to show the import screen and the information is correct, then click the F12 Post button located at the bottom of the screen. The item will be added to your inventory and the current document. Remember, with this option set you may edit the default values prior to posting. You may edit the following information by selecting the desired information from the drop down lists with the corresponding labels. Changes made here will not affect the default settings in the Options screen.
    1. Publisher
    2. Distrbt1
    3. Departments
    4. Section
    5. Media
    6. Modify the on hand quantity is desired by changing the value in the field labeled O/H.
    7. Modify the Minimum and Maximum levels by changing the values in the fields labeled Min and Max.

- 2 If the default is set to not show the import screen, the title will be added to your inventory and the current document using the pre-defined values.



### **Updating your main system with Off-site data**

Updating the main system is a process of merging the data collected off-line with current on-line data. There are very few options concerning this procedure. Virtually all the work is done behind the scenes. The following is a brief explanation of what is happening during this process.

- ? First Cash Register sales are created that document the sales that took place off-line.
- ? Next the Book Fair is updated and closed.

It is important to note that doing Book Fairs by this method does not give you the option to update a Book Fair over a period of time as with the standard Book Fair. When the process is completed, the Book Fair will be closed.

- ? A summary record is created to document the Book Fair.
- ? The data on in the off-line version of Visual Anthology is first archived and then cleared – preparing the system for the next Off-line Sales event.

### **Updating the On-line data**

1. Start your On-line workstation. Remember that all preparation for your off-line sales is done in the On-line (workstation) version of Visual Anthology.
2. Select the Tools | Update Main System with Off-line Data menu option.
3. The On-line Data Path field is populated for you automatically and may not be edited. The path it selects is based on the settings found in your On-line Anthology' s icon properties. If the path being displayed is not the path to your on-line data, please contact Anthology Support.
4. Select the directory where your off-line data exist. Typically this will be in the Program Files\Anthology\Data directory on the local drive of the off-line computer. For example, the path may be C:\Program Files\Anthology\Data\ You may use the Ellipsis

button to the right of the text box to select the location via a standard selection dialog screen. This setting will be saved as the default and typically will not need to be modified.

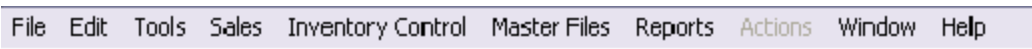
5. Click the F12 Run button located at the bottom of the Update screen.
6. The merge process begins.

## Receiving

### Understanding Menus

Visual Anthology conforms to Windows® standards for menus. These include the main menu located at the top of the program interface as well as the pop-up menus available throughout the program by right clicking the mouse.

The Visual Anthology menu looks like this:



All menus may contain sub-menus with additional options. For example, the menu option Maintain Views has four sub-menus: Set as Default, Restore User Defaults, Restore System Defaults, and Restore All Defaults.

#### Hot Keys

"Hot keys" are menu options with underlined letters in their name (e.g. Action). By holding down the [Alt] key and pressing the [A] key the menu is accessed. By continuing to hold the [Alt] down, you access the sub menu by pressing the key that represents the underlined letter. For example, if you hold down the [Alt] and press and release the [S] and then [V] keys you will access the Void screen.

**Special Note: If you don't see the Hot Keys in your menu system, hold down the [Alt] key. The Windows operating system has an option to only show hot keys when the [Alt] key is pressed.**

#### Dynamic Menus

Visual Anthology uses what is known as a dynamic menu system. The options shown on a menu may change depending on which screen is active. Options are dimmed (grayed out), added, or removed from the menu as different areas of the program are accessed. For instance, Electronic Ordering will be dimmed on the Action menu of the Purchase

Order screen if the current vendor has not been set up for electronic ordering, or if the PO has already been sent electronically.

## Station configuration

Before we begin, you should note that all the workstations and their options are available to all computers on the network. That is, if you are working on station 1 - you can open the Station screen and make changes to the station record for station 2. It is important therefore, to know which computer you are working from before making changes to the system.

This information is easily accessed from the Help | About Anthology menu option. Shown here is an example of the information you will find on this screen. At the bottom of the screen you will see the station ID and the station name in parentheses. In this case, the ID is "1" and the computer name is Station One. You can use this information to make sure you are working with the correct station prior to making changes.

### Understanding StationIDs

When you first start Visual Anthology after the initial installation, the software compares the Station screen information (empty) with the license file and a new Station record is created. This station will be assigned as StationID #1. Typically, this will be the server in a multi-user system. Each time a new PC is added, a new Station record is created and new ID assigned. This process will continue to happen until your user license is reached.

StationID numbers can not be edited or assigned manually.

### Configuration

These steps assume you have Visual Anthology running on one PC and that this PC will be either a stand alone system or the network server.

- ? Locate the station on the List page and make sure it is highlighted. The StationID number in the Header section will also display the ID for current station. In this case, the ID should be #1.
- ? In the Header section, in the Name field, enter the "User Friendly" description you want to assign to this station. For

example, "Station One", "POS One", or "Cash Register". Once you have entered the name, press the Enter key.

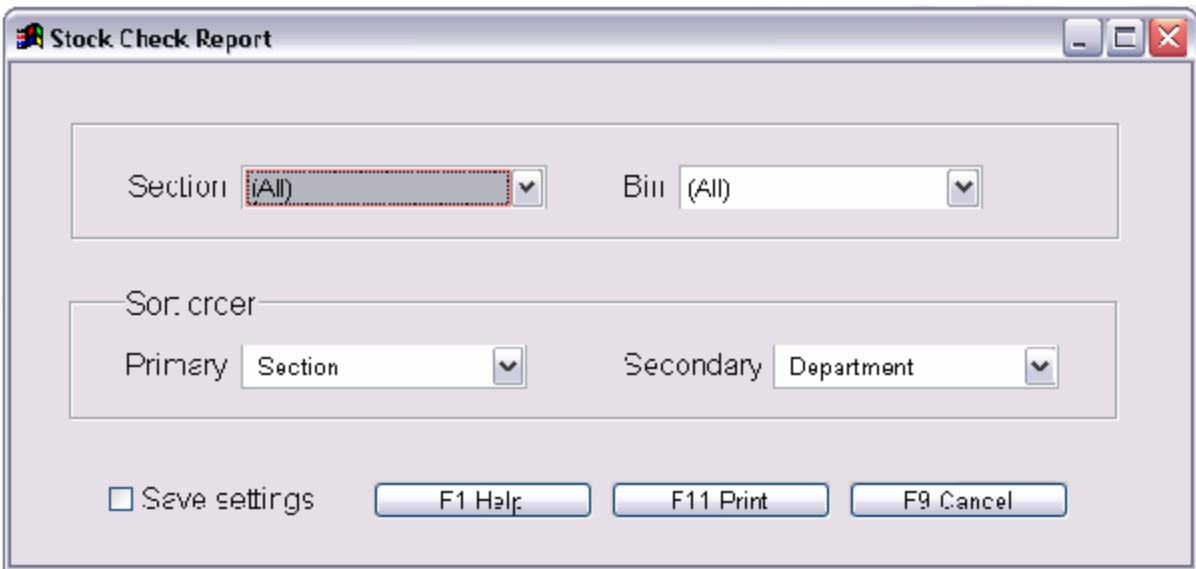
- ? The Short Code field is filled in for you automatically. You may change this value if desired but remember these values must be unique within the Visual Anthology system and will be rejected if you attempt to enter a duplicate short code.
- ? Move to the Details page and select the receipt printer you want assigned to this station.
- ? Now select the report printer you want assigned to this station.
- ? Leave the Cash drawer bell code field blank. This will be filled in by an Anthology Support Technician if necessary.
- ? Enter the receipt message you want to display at the bottom of your Cash Register receipts. If you do not want a message - leave this blank.
- ? If you want Visual Anthology to display the current field in a highlighted color, select the Color Highlight Current Field option.

**Special Note: The rest of the fields on the Details page should only be edited under the advisement of an Anthology Support Technician.**

Special Printing Options will be discussed in the topic labeled Special Printing Options.

### Stock Check Report

The Stock Check Report creates a report of all the items in Inventory. Its main purpose is to allow you spot check your inventory levels against what your Anthology system has listed.



Space is provided in the far left of the report for actual count to be entered.

**Your Store Name** Printed 5/19/2005  
3:30 PM

---

**Stock Check Report**  
Totals By Section, Department

OH	ISBN/SKU	Title/Descrip	Author	Pub	Media	Retail	OO	Cur	Math	Est	Math	YR
---	0 0600810376	Official Price Guide To	Becket, James		PAP	1.00	0	0	0	0	0	0
---	0 1584743756	American Silver 1700-1850 :	Spencer, Hebe		HRD	1.00	0	0	0	0	0	0
---	0 1357939050	Waterford : A Celebration Of	Mercer, Derek		HRD	1.00	0	0	0	0	0	0
---	0 4270019629	Modern Japanese Swords	Kapp, Laurel		HRD	1.00	0	0	0	0	0	0
---	0 9747315861	Woven Mystery Old Tibetan	Page, John		PAP	1.00	0	0	0	0	0	0

## Using Reporting Tools

Reporting is a powerful tool for compiling information into usable "snapshots". Many software programs only provide "canned" reports that present specific data in a specific format. While these reports are useful, many times you need to limit the information to a particular area of the software or perhaps within a specific date range to either conserve paper or just to make the report more concise.

Visual Anthology provides the best of both of these options by giving you a wide variety of canned reporting while also providing the means to generate reports based on criterion you define. The reports shown on the sample report menu to the right are what you might consider "canned" - that is Visual Anthology has prepared most of the formatting for you. These reports are access from the Reports menu option of the main screen.

Once a report is selected, Visual Anthology allows you to further "adjust" the data that will be displayed in the report. Some reports have a limited number of options (only allowing you to select the date range the data is contained in), while others offer a wide variety of options to choose from.

In the topics that follow, we'll explore these reports and define some basic features of each type.

### Data Selection:

Each of the report options available on the Reports menu allow you to customize the output criteria to one degree or another. These options act as filters - restricting the data being reported on to specific range of dates or to a single vendor, department, etc. Because options vary from report to report each report topic will discuss the options for that individual report.



## Overstock Returns

### Understanding List Pages

Virtually every screen in the Visual Anthology system has a tab called "List". This List view provides just that - a view of the data in a spreadsheet style list. This view may be used to sort, filter or arrange the data of a particular screen. The List page may have added functionality associated with a particular screen. In those cases, the added functionality of the List will be discussed within the text of that help topic. For example, the List page of the Inventory screen has a popup menu with the option "Send to PO". This option is discussed in the Inventory Overview as well as in the Purchase Order topics.

#### Basic Functions

##### Sorting

List views may be sorted by title by clicking on the column heading. Clicking the heading a second time reverses the sort order from ascending to descending. This can also be used as a form of grouping. For example, by highlighting a particular section and then clicking the column heading all references to that section are sorted together.

##### Filtering

Options for filtering are shown at the bottom of the screen. These options vary from screen to screen as the need dictates. Some screens will have only a single filter - show inactive records. Others, such as Purchase Order will have filter options for Draft, Open, or Historical. Basically, filtering is used to limit the items being displayed.

##### Layout

You can arrange the columns of the List page by left clicking the column heading and dragging it to a new location within the grid. These changes may be set as the system or user default for the current list by selecting the Tools | Maintain Views | Set As Default menu option.

### Type Ahead

This refers to the look up capabilities of the List - by placing the cursor in the desired column and typing the information you are looking for. For example, use type ahead to locate a title by placing the cursor in the Title field of a record (row) and type in the first few characters of the title. The type ahead feature also sorts the view according to the field you are searching.

### Scrolling

Scroll bars are provided for vertical and horizontal movement of the grid.

### Multi-Select

All list views are multi-selectable. This means by holding down the control key (CTRL), you may select non-contiguous items (i.e. select the first, third and seventh records). You may also select contiguous records by selecting the first desired record and while holding down the shift key select the last desired record (i.e. select records one through seven).

### Popup Menus

Many List pages will contain popup menus. Right clicking the grid area of the List accesses these Popup menus. Menu options will vary from screen to screen as the need for special functionality is arises.

**Special Note:** List views may not be edited from within the list. You may copy information from the fields using standard Windows® functions for cut and paste.

## **Cost Of Goods Sold (COGS)**

This article explains how Visual Anthology calculates the COGS for an item in inventory. It also covers how to re-calculate the COGS if the original information is either incorrect or missing. Of course the best way to insure accurate costing is with good information supplied up front. This means complete and accurate receiving information.

### **How does Visual Anthology find the Cost Of Goods Sold?**

Anthology calculates the cost of goods sold by using the FIFO (first in, first out) methodology. FIFO may be best explained by an example. The example below assumes that the item was received via the Receiving screen and now has history associated with it. The dates and numbers used are for illustration purposes.

- ? On Jan 1 you receive 5 copies of book "A". List and Retail prices are \$20 and the discount is 50%
- ? On Feb 1 you receive 4 copies of book "A". List and Retail prices are \$20 and the discount is 30%
- ? On Feb 10th you sell 1 copy of the book. This information is stored in the Inventory table as "total sold". Visual Anthology uses this information and counts back in receiving history to find the first time the item was received. This is the FIFO method (First In First Out). It is found in the Receiving done on Jan 1. Visual Anthology looks at the List Price - \$20 and Discount of 50% and determines that the COGS for this book is \$10. This information is stored in the Sales Detail record associated with the sale. This will be used in the Sale History report in the Cost column.
- ? Over the next few days you sell 4 more copies of the book and the same thing happens. Then you sell the 6th copy of the book. Visual Anthology counts back in receiving history (we are now on the receiving for Feb). It looks at the List price of \$20 and the discount of 30% and determines that the COGS for this sale is \$14.00.
- ? This action goes on behind the scenes every time books are received and sold. The COGS will fluctuate with changes in the List Price and discount.

- ? If you ran the Sales History report right now you would see Retail\$ = \$120.00 (6 books at \$20), Cost = \$64.00 (5 books at \$10 and 1 book at \$14), and the Profit would be \$56.00 (\$120 - \$64).

Items that are entered directly into inventory. Bypassing the Purchase Order and Receiving procedures will have an effect on the COGS. Remember that at the time of sale, Visual Anthology looks for Receiving History. If none is found, the default discount will be applied. If you are using NET pricing, you should leave the default discount in the Department screen blank.

#### **Sale History report breakdown**

- ? The Retail \$ column is not necessarily the retail price listed in Inventory. It is the price the item sold for. If you had a book that (in Inventory) showed a retail price of \$50 and you sold it \$30 the retail on this report would be \$30.
- ? The Cost column shows the cost of the item based on the FIFO method for inventory control. As items are sold, Visual Anthology calculates the COGS for the item based on the List price found in the receiving history. It then subtracts the discount listed in receiving history. If receiving history cannot be found Visual Anthology will look for a default discount first in the Department table and next in the Options table. If one cannot be found zero is used. In such a case, the List price becomes the cost for the item.
- ? The Profit column is the Retail \$ - Cost.
- ? The Margin% is the profit margin for the items sold. For example, if your retail\$ = 489.99 and your cost = 242.94 your margin would be 50.42% .
- ? The Markup% shows the amount of markup. In the example above the markup would be 101.69 % .

You need to remember that the first two columns, Retail\$ and Cost, are summary fields. If you sold a single title 3 times 1st =\$10, 2nd =\$10, and 3rd =\$8.50 the Retail\$ column would be \$28.50. If the book were received at a 50% discount at a List price of \$10, the Cost column would be \$15. This would show a profit of \$13.50

### How did I get negative numbers and zeros in the Profit column?

The most common way is by adding records directly to the Inventory file and bypassing the Receiving process. If you don't have default discounts setup in the Department or Options screens, the list price will become the Cost. If the cost and the selling price (retail) were the same, then the profit would be zero. If you had discounted the book at the time of sale, the selling price would be less than the cost and the item would show a negative profit.

### How do I fix this problem?

If the item has Receiving History, you can use the Edit Receiving History and Recalculate COGS functions available on the Action menu. These functions are available while on the Details page of the Receiving screen. They allow you to edit either the Retail Price, List Price, or Discount for items already received and recalculate the COGS in the Sale Detail records for those items. The Sales History report pulls information from the Sale Detail file when building the report.

If the items do not have Receiving History, you can still assign the Department or Options level default discount for costing. This adjustment is done through the Inventory screen using the Recalculate COGS menu option. This only works on items that do not have receiving history.

- ? First, in Inventory locate the item that is showing the 0.00 profits on the Sale History report.
- ? Move to the Details page. The Action menu options we need are not available unless you are on the Details page.
- ? Make sure you have assigned a default discount in either the Department or Options screen.
- ? Select the Action | Recalculate COGS menu option.
- ? Select the Zero Priced Sales option. This option applies the changes to only those items where the COGS are zero.
- ? Select the option labeled 'All'. This option will look at all sales of this item.
- ? Re-calculate starts the process.

### How does Anthology Calculate Cost for items that don' t have discounts, like Sidelines?

Remember that Visual Anthology will look in Receiving History first. If there is no discount associated with this item a zero is applied to the discount and the List Price becomes the Cost. If history cannot be found Visual Anthology checks to see if a default discount is used. If Visual Anthology cannot find either receiving history or a default discount, the List price in Inventory becomes the cost for the item. If the list price (cost) is less than the Retail price a profit will be shown. Here' s an example:

- ? If you received a sideline and paid \$20 for it – your List Price in receiving would be \$20.
- ? If you plan to sell the item for \$60 your Retail Price in receiving would be \$60.
- ? When the item is sold Visual Anthology counts back and finds the item in Receiving History. There is no discount associated with this item so the List Price is used (\$20). This becomes the Cost of the item. If the item is sold for more than the cost, a profit is shown.

## **Preparing your computer for Off-site sales**

Preparing your computer to go off-line is the process of transferring data from your on-line Visual Anthology to the off-line version of Visual Anthology on the computer that will be away from the store. As mentioned in the introduction, this computer is typically a laptop and is generally only connected to the Visual Anthology network when either preparing to go off-line or when transferring off-line sales to the main system. However, it may be used in the everyday operations of the store.

It is important to note that all preparation for off-line sales are done via the normal, on-line workstation connection of the off-line computer. With the Off-line module installed, the Visual Anthology menu will allow access to the Prepare This Computer to Go Off-line menu option (it is dimmed otherwise).

Remember that Off-line Sales is really an extension of the Visual Anthology Book Fair module. For this reason, you will need to either create a Book Fair before hand or let the Off-line Sales module create one for you. In either case, a Book Fair will be created. One of the methods described below will be used when you actually choose "Prepare this computer to go off-line" from the Tools menu. Listed below is an overview of each of the procedures. This will help you decide which method best suits your needs.

### **Pre-defined Book Fair**

- ? Using this method, you must first create a Book Fair. See Book Fair > Creating a Book Fair for detailed instruction. The main difference here is that you will not check the Book Fair out when it is completed. The Off-line Sales will automatically check it out and check it back in when you return. All you need to do is save it.
- ? When the message displays saying, "Is this Off-line session associated with a Book Fair", choose Yes.
- ? A pick list will display allowing you choose one of the current Book Fairs in your Visual Anthology system. Remember, this list only displays those Book Fairs that have not been checked out.

This is why it is important to ONLY save your book fair when preparing for an off-site event.

- ? A second message will display saying, " Check out this Book Fair?" . Choose Yes. If you should choose No, what you are really doing is aborting the process. If this happens you will need to select the Book Fair again.
- ? The download process begins and inventory file of the Off-line Sales Inventory file is populated. Only those items that appear on the selected Book Fair will have on hand quantities; all others are left as zero.

**Important Note: For reference, the on hand quantity for those items that are NOT part of the Book Fair will be displayed in the Max field. This way you can still use the searching functionality of Visual Anthology to locate books that customers may ask about but you didn't bring.**

#### *Auto-generated Book Fair*

Creating a Book Fair in this way has its advantages and shortcomings. One advantage is speed. You simply package the items you want to take and let Visual Anthology build a Book Fair as you make sales off line. The obvious disadvantage to this is not having an accurate record of which books/items actually left the store. Items could be lost in route, even stolen, and there would be no record of it in Visual Anthology. The preferred method is to pre-define a Book Fair.

- ? To auto-generate a Book Fair to be associated with an Off-line Sales event, you simply answer No when asked if this off-line session is associated with a Book Fair. Because the system is expecting to interact with the Book Fair module, the Off-line Sales module will create a shell for you. When the message displays saying, " Please assign a name to this off-line session" , choose OK.
- ? The Customer Assistant screen displays allowing you to pick the customer to which to assign the Book Fair. You must assign a name for the Book Fair.
- ? Because there are no pre-defined books, all inventory on hands are updated with the current values.



### Preparing the Off-line data

Based on the information above, we are now ready to transfer the data we need to go off-line and sell our books.

- ? Start your On-line workstation. Remember that all preparation for Off-line Sales is done on the On-line version of Visual Anthology.
- ? Select the Tools | Prepare this computer to go off-line menu option.
- ? The On-line Data Path field is populated for you automatically and may not be edited. The path it selects is based on the settings found in your On-line Anthology' s icon properties. If the path being displayed is not the path to your on-line data, please contact Anthology Support.
- ? Select the directory where your off-line data exist. Typically this will be in the Program Files\Anthology\Data directory on the local drive of the off-line computer. For example, the path may be C:\Program Files\Anthology\Data\. You may use the Ellipsis button to the right of the text box to select the location via a standard selection dialog screen. This setting will be saved as the default and typically will not need to be modified.
- ? Click the F12 Run button located at the bottom of the Prepare screen.
- ? You are prompted with a message box asking, "Is this off-line session associated with a book fair". As mentioned above, there are two methods for building a Book Fair to take off line. The method you have chosen will determine which answer you give.

### Pre-defined

- ? If you are using a pre-defined Book Fair you should choose Yes.
- ? Select the appropriate Book Fair from the list of draft Book Fairs shown in the list.
- ? Click the F12 Select button located at the bottom of Pick Book Fair screen.

### Auto-generate

- ? If you are letting Visual Anthology generate the Book Fair for you, you should choose No.

- ? Choosing the No option will cause Visual Anthology to prompt you with a message saying "Please assign a name to this off-line session" . Clicking the Cancel button will abort the preparation. Click Ok to continue.
- ? Visual Anthology will display the Customer Assistant. You may select a name to associate with auto-generated Book Fair here.
- ? Once all the data needed to create an Off-line Sales event has been entered, the process of downloading the data begins.

## **Importing Inventory**

### **Introduction to AWS**

Anthology WebStore (AWS) is a service of Anthology, Inc. that allows you to sell on the web, featuring your own store's inventory. Browsers who come to your site actually browse your store's inventory online, with your own comments and other content. Shoppers can order online, and orders are downloaded into Visual Anthology's Customer Order module for fulfillment.

## Basic Technique for Customer Order Sales


The Customer Order screen can seem a little overwhelming when first viewed. There is an enormous amount of data associated with this screen. Much of the information you see is either stored in a different module and linked to the order or is informational data only.

The basic Customer Order really requires very little input and may consist of nothing more than entering a customer on the Header page, adding a book on the Detail page and taking tenders. More complex orders may involve backordered items, multiple shipments and deposits.

**Special Note: A word about defaults. Some of the fields we will discuss are default settings that have been determined during your original setup. They are being mentioned here because their settings can have a profound effect on the Customer Order you are creating. You may change the default behaviors by accessing the appropriate screen (Vendor, Taxes, etc.) and making the changes there.**

1. Open Customer Order by selecting the Sales | Customer Order menu option.
2. Click the F4 New CO button on the toolbar.

First lets fill in the Header page information. As mentioned above not all fields are necessary and many will populated from other files, such as the customer's address, tax and discount information.

3. Enter a customer name in the customer field or click the ellipsis button  to launch the Customer Assistant screen. Once a customer is selected the tax and discount profile fields are populated based on the customer selected.

1. Tax profile: this field will default to the tax profile you have assigned to the chosen customer in their customer record. If you have not assigned a tax profile to the customer the default tax profile will be used. Please refer to Tax Profile Configuration and Tax Table Configuration topics for more information. You may change the tax information for this

order only without affecting either the default behavior or the customer's record. Choose a different profile from the drop down list or leave it as is if the current settings are correct.

2. Discount profile: this field will default to the Customer Discount profile, if any, you have assigned to the chosen customer in their customer record. You may change this information without affecting the default behavior. This discount will apply to all items sold on the current order.
4. Ship via: is a reference field that displays the method of shipment to be used for the Customer Order. Setting a value here will have no effect on how the order is shipped - that is, it is not linked to the ship method file and therefore shipping charges will not be applied.

**Special Note: Orders generated from an AWS web site will already have the ship via field filled in. Remember - the web customer has the option of selecting the method of shipment they desire at the time of the order.**

5. Terms: will default to the terms, if any that have been assigned to the chosen customer in their customer record.
6. Pro forma Invoice: having this option selected
7. Allow BO: this is an important field. If left unchecked all items not shipped will be canceled. The default setting is checked (allow BO) when Visual Anthology ships. You may choose to change the default (See Customer Order options for detailed information) or change the current setting. Remember changing the current setting will have no affect on the default setting.
8. Allow partial shipments: this field is informational (e.g. it will not stop you from shipping partial orders)
9. Shipping address: this information should be populated from the customer's file. You need only to make any necessary edits. If no data appears first check the customer file - the shipping information may not exist.

Move to the Details page. Most of the customer information comes over to the next page. This section is used to enter the sale items.

Auto-fill Ship and Backorder quantities: sets the default behavior of the Customer Order screen to automatically check inventory levels to see if the item is in stock and shippable. This check is made at the time of order creation and is not updated at the time the order posts. It is possible to post an order and find that the item is not on-hand. Therefore there is no substitute for actually "picking" the books before posting. This is the only sure way to know that an item is on-hand.

10. ISBN/SKU: Scan the book you want to sell. If the item is located in the inventory file the field will populate. If not the inventory assistant will load and you will need to select the title.
11. Ord: this field specifies the number of items to be ordered. Enter a value here and press enter.
12. Ship: if auto-fill is on this field will be populated based on the current on-hand quantity in the inventory file. If not you will need to enter a value here. Remember that ship quantities can not exceed order quantities.
13. BO: this is a calculated field (e.g.  $\text{Ord} - \text{Ship} = \text{BO}$ ). The value of the order and ship fields determine the value of the backorder field.
14. Price: this field is automatically populated by information supplied from the inventory table. You may edit this field to either increase or decrease the price of an item. Any change made here will have no affect on the original record in inventory.
15. Disc%: this allows you to discount an item on a line by line basis. This will overwrite any existing discounts - it does not add to them. As mentioned before Customer Discounts apply to all items on the order.
16. Pressing the return button adds the line to the detail grid.

Repeat 10 - 16 to add additional books.

17. When you are ready to finalize the order you will need to take tenders (receive payment). Click the F3 Tenders button.
18. Select the method of payment. The information in this display is found in the Tenders screen. See Setting Up Tenders for detailed information. Selection is made by double-clicking on the desired method. Selection is shown by a checkmark next to the chosen method.

19. The amount field is populated with the total for the sale. Visual Anthology is assuming that the customer is paying with the correct change. If you are taking a greater amount than is due - enter that amount here (e.g. Total due \$8.95 and the customer gives you \$10).
20. Visual Anthology asks if you want to post - this means finalize the order. Remember that posting does not mean ship. You need to post the order so the tenders will be part of the Ztape information at the end of day. This action also commits the items in inventory as being sold which reduces the on hand quantities accordingly.
21. Visual Anthology next asks if you want to ship the items being sold. Remember if you have items on the order that are being backordered you may want to hold the order until all items have been received. You also have the option to ship a partial order - this will be discussed in the next section. For now lets assume all orders are ready to be shipped and answer yes.

Remember that once these defaults are set to your liking many of the steps above will be eliminated. If the results are not what you expected - first look at the default settings. Often times these are the culprit.

## Receiving manually

In Visual Anthology, you may generate a Receiving Memo when no Purchase Order exists. Although not recommended, it may become necessary to create a Receiving Memo manually without creating a Purchase Order first. This would be necessary if you have outstanding purchase orders from another source which need to be received to your Visual Anthology inventory.

This section will cover the creation of a Receiving Memo manually and assumes that you have the supporting files set up in Visual Anthology such as Units Of Measure, Terms, Ship Methods, and Inventory. For this demonstration, we will use the Ingram Book Company as our vendor. We are simulating that we have placed an order with Ingram using a different system and all we have is the original Purchase Order document that was shipped with the order. We will be receiving against this purchase order.

1. Open the Receiving module by selecting the Inventory Control | Receiving menu option.
2. Select the New button from the tool bar.
3. The "Select New PO#" screen will show you the purchase order number being applied. (Remember that Receiving and Purchase Orders are the same document in different stages). Click the Apply button.

### Entering the Header Section Information

1. The screen focus is now transferred to the General tab on the Vendor field. Select the vendor for which the Receiving Memo is being created. We'll use "Ingram Book Co." for our example.
2. You may edit the following fields in the Header section:
  - ? Notes: Add any internal notes you want to be associated with this order.
  - ? Due: This information may not be necessary since you are receiving the order and the due date is mute.
  - ? Terms: This is a pull down list taken from the Vendor Master file. You will need to establish this information in the Vendor file




prior to using this field. It suggests that you have established terms of payment with the vendor.

- ? Ship Via: Also a pull down list generated by the Ship Methods Master file.
- ? Disc% : This is the global discount that is to be applied to the entire Receiving Memo. This is generally determined by the vendor at the time the Purchase Order was created and submitted.

### Entering the Line Item Section Information

1. Move to the Line Item Entry section.
2. Enter the SKU for the item being received.
3. Units Of Measure is filled in automatically for the item.
4. Because we are receiving against an order that has already been sent in, you will need to enter the number of items that were ordered in the Open field.
5. Enter the number of items that were shipped with this shipment in the Recd field.
6. If the number Recd is less than the number Open, you will need to enter the reason for the shortage. Generally this will be B/O (backordered). Enter the correct response in the Status field. This may not apply in this case since it is assumed that you are creating the Receiving Memo from a shipment of items and will be entering the actual number shipped.
7. List Price is the price before the vendor discount is applied. The current pricing in the Inventory file for this item will populate this field. You may change this value if the item came in at a different price than originally ordered. When you post the Receiving Memo, Visual Anthology will ask if you want to update the Master Inventory file for this change.
8. Retail Price is the selling price of the item. Again, you may change the value expressed in this field. Visual Anthology will ask if you want to update the Inventory record to reflect these changes when you post.
9. In some cases, the discount for an item may be different than the one used for the Receiving Memo as a whole. In this case, you may enter the correct discount for an item in the Disc field.

10. Click the Accept button  to add this line to the Detail Grid.
11. Repeat steps 6 – 9 to add additional items.
12. Add any shipping charges for the shipment in the Shipping field.

#### Adding Vendor Invoice information

1. Select the Action | Vendor Invoice Info menu option.
2. Enter the invoice data. See Vendor Invoice Information for detailed information.

#### Posting

When the order is all filled in, select the Action | Post menu option. Any items on back order will remain on the Receiving Memo waiting to be received and a Shipment record is created for this Receiving Memo. There can be many shipments for a single Purchase Order/Receiving Memo. Once all the items are either shipped or canceled, the order will be closed and the status will be changed to Completed.

**Using Review SPO (example)**

This is placeholder text for your template. To add content to the body, replace this text. To add a header or footer, click the Header or Footer button on the toolbar.

The heading in this template is a special field for topic titles, so generally you do not need to edit it.

For information about applying templates to topics, press F1.

# Accounting Functions

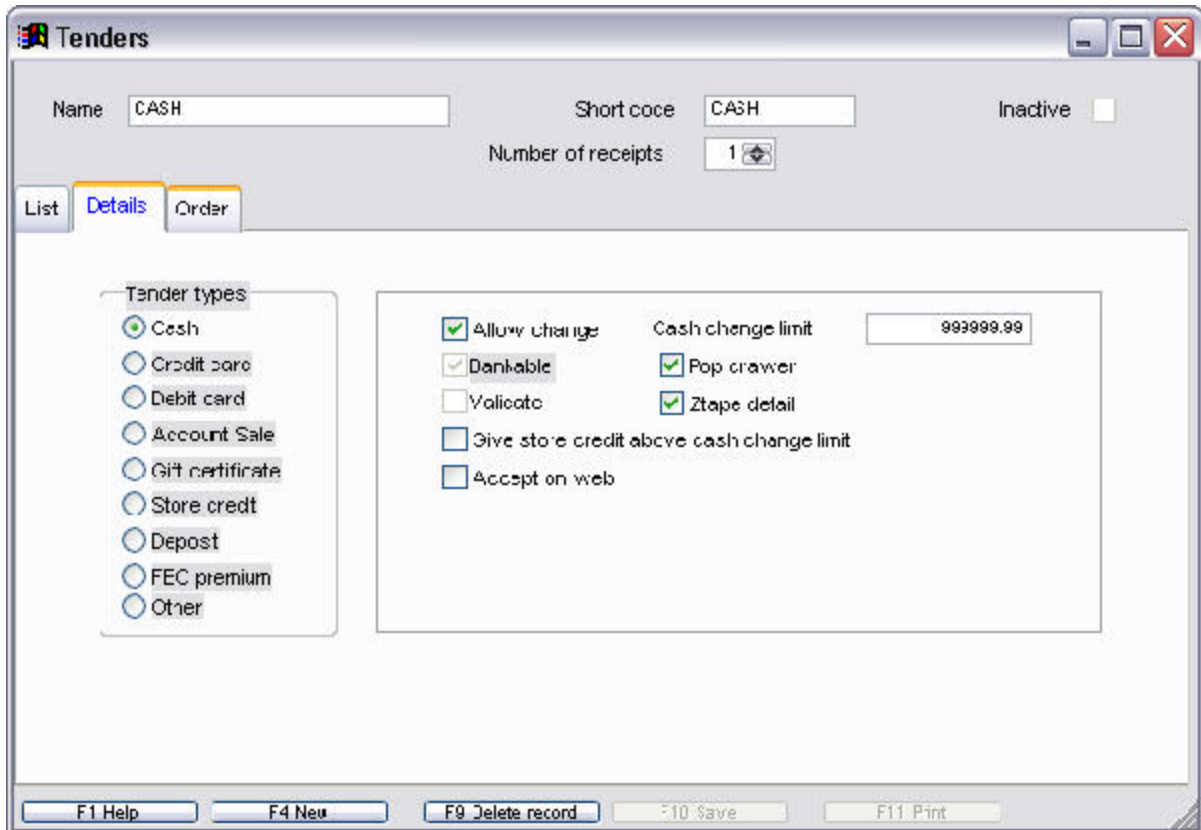
## Tenders Overview

Tenders are the "user defined" names given to the various methods of payment that Visual Anthology will accept for a given transaction. These include: CASH, CHECK, VI SA or MC.

Tender Types are the categories for the tender itself. Using VI SA, MC, AMEX and DI SC for example, all of these are individual tenders while their tender type is Credit Card. Visual Anthology uses these types to define business rules for each tender within the application. Some tender types, such as Cash, Account Sale, and Store Credit may only be assigned once. For example, you may have one tender called "Customer Accounts" and another tender called "Employee Accounts", but only one can be assigned the tender type of Account Sale.

Business Rules are used to further enhance the individual tender. Setting a change limit, for example, allows you to define the amount of cash change that may be given for a particular Tender and how the excess should be handled (e.g. you may only allow \$10 in change to be given for sales where check has been selected as the tender). You might also disallow cash change on Gift Certificates altogether. You may choose to have the cash drawer pop open or not. These options are available depending on which "tender type" is being defined. Each option will be discussed under the individual tender type's section.

**Special Note: The "bankable" business rule determines where this information is stored on the X/Ztape report. Some tender types, such as Cash, are set by default and may not be modified.**



**Header**

- ? Name: This is the name that will appear when tenders are taken in the Cash Register or the Customer Order modules.
- ? Short Code: Stores the description for the tender. (CASH, MC, VISA, GC, A/R...).
- ? Inactive: If the current record has been deleted, the inactive option will be checked.
- ? Number of Receipts: This option allows you to print multiple receipts for a single transaction. Select the number of desired receipts. The default is one.

**Tender Types**

This option is used to associate a tender with a particular payment type. Some types may only be used one time.

- ? Cash: Only one tender is allowed for this tender type, usually called "CASH." This tender refers to currency or coin.
- ? Credit Card: This applies to any credit card currently accepted at your location. Remember, if you are using a third party credit card processing program, such as PCCharge, you will need to

- notify Anthology tech support concerning setup and configuration.
- ? Debit Card: Not supported at this time.
  - ? Gift Card: Add on option for use with Givex Gift Cards
  - ? In-House Gift Card: Add on option for use with user supplied gift cards
  - ? Account Sale: Used for tracking internal charges to accounts you may have already established.
  - ? Gift Certificate: Used to track the use of Gift Certificates as payments.
  - ? Store Credit: Only one tender is allowed for this tender type. It is usually called "STORE."
  - ? Deposit: Visual Anthology requires that you create one tender set with this type. It is used internally to calculate and track deposits on Customers and Special Orders.
  - ? FBC Premium: Used in conjunction with FBC Rewards
  - ? Trade Credit: Used in conjunction with Trade sales
  - ? Other: A generic type that may be assigned to any special tender not specifically listed above.

**Special Note:**The next section of the screen allows you to specify the behavior for each tender/tender type. For example, you may want to allow change to be given for some tenders, such as cash, while not allowing change for others such as Visa. You may also limit this tender to in store sales only by un-checking the "accept on web" option. Not all of the following options will display for each tender.

#### **Business Rules**

- ? Allow Change: If checked, Visual Anthology will allow change to be given for this tender. Otherwise, no change will be allowed for this tender type. (If not checked, the Change Limit checkbox is not visible.)
- ? Change Limit: Used for allowing change up to a certain dollar value. There are two choices concerning "change." Either do not allow the transaction to continue if the change limit is exceeded or give store credit if the change limit is exceeded.

- ? Bankable: This refers to the section of the Ztape, "Bankable Payments." If checked, these types will be included in the Bankable section. These are tenders that will be part of an actual bank deposit; cash, check, etc..
- ? Pop Drawer: You can decide whether or not to open the cash drawer for a particular type of sale. An example would be to NOT open the drawer for Account Sales.
- ? Ztape Detail: Also known as "Itemized Tender Recap", this allows you to decide if this tender will be reported in itemized section of the Ztape.
- ? Give Store Credit Above Change Limit: Used in conjunction with the Change Limit option. If checked, all change above the limit will be in the form of a Store Credit.
- ? Accept on the Web: This option is used only with the Anthology Webstore (AWS) module.
- ? Require Entry of Card Info: This option is only used in conjunction with PCCharge credit card processing software.

## Discounting Customer Orders

Both Customer Discount Schedule and Line Item Discounts may be applied during a Customer Order sale. The drop down list labeled Discount is located on the Header tab page. Remember that Customer Discount Schedules apply to the entire transaction and Line Item Discounts override them.

Customer Discount Schedules may be applied manually by selecting the desired discount from the drop down list labeled Discount or automatically when a customer is selected. For example, if a customer with an assigned Customer Discount Schedule is selected during the sale, that discount will be applied. The one exception to this is case where an item has been assigned a sales discount in inventory. Sales Discounts are designed to override all but line item discounts. Although this customer has an assigned discount, you may select a different one from the drop down list labeled Discount. This will have no effect on the assigned discount.

A line item discount may be applied to any or all items in the sale by entering a value in the edit box labeled Disc%. This value represents the percent of discount being applied to the item. Values should be entered as shown in the example (e.g. 25.00 = 25%). Percentages may be calculated to two decimal points (e.g. 23.50 = 23.5%). The Line Item Discount overrides any assigned discount, including the discount assigned at the inventory level. One key thing to remember about the Line Item Discount is that it must be applied to each item being discounted. It does not carry over from one item to the next.



## **Making your Inventory WebStore compliant**

The inventory file is used to link all the elements together. That is, each item is assigned a Department and Section. There are no direct assignments of SuperTypes or SuperCats from within the inventory screen. The link is made between the child and parent (Section/SuperCat, Department/SuperType).

The most important thing about your site is how your inventory is presented to your shoppers. AWS gives you a number of ways of determining how your inventory will display. Listed below are a few things to consider when setting up your inventory file.

- ? Web Price: You may want to specify a special price for web sales of a particular item. If so, enter a value into the Web Price field of the Inventory record for that item. This price will display on the web instead of Retail Price. If however no value is entered into Web Price, the Retail Price will display on the web store.
- ? Exclude from web: If you want to block a particular item from displaying on the web page without blocking an entire Section or Department, you can block the individual item by checking the Exclude box from the Web option for the inventory file record.
- ? Text: If you have something to say to the world about one of your items, you can enter it in the Text field. The text you enter will appear under the item's title when that item is shown in a search or a browse. If you have signed up for the Baker & Taylor extended content, and if the item in question has a Baker & Taylor annotation, your content entered in the Text field will take precedence over the Baker & Taylor content and will appear in its place. If, on the other hand, you haven't entered any content and there is Baker & Taylor content, then that will display.
- ? Headline: If this item will be featured on one of your pages, you can enter a headline for the feature here.
- ? Title: For 'special' Inventory items (i.e. those not listed in the Baker & Taylor database), edit the Title field for clarity and

completeness. For items found in the Baker & Taylor database, Visual Anthology will use the title information found there.

In this example, we'll follow a single title from your Visual Anthology inventory to the web. We'll be looking at the book "Partner In Crime". As described above, I will create a general SuperType called "Books". This SuperType will have all book related Departments linked to it. Remember that departments themselves are not displayed on the web page.

1. First I created a SuperType in Visual Anthology called "Books" to be displayed on the top navigation bar of the AWS web site.
2. Next I created a Department called "Trade Books". This department is assigned to the SuperType "Books". I also have a Department called "Text Books". This too is assigned to the SuperType of "Books" but will not be discussed at this time.
3. Next I want to create a SuperCat called "History" to group all related history sections together. In my example, the two Sections would be American and World.
4. Now I need to open the inventory screen and locate the "Partner In Crime" book. Having done this I assign the Department "Trade Books"; the Section "Fiction, General".

Now the item may be displayed on the web site because it met or exceeded all the criteria for displaying items on the web. I have a valid SuperType (Books); it is assigned a valid Department (Trade Books); it has a valid Section (World). Remember that Sections may go to the web alone or with a SuperCat. Departments MUST be assigned to a SuperType.

## Working with Discounts

### Customer Discounts Overview

Customer Discounts are those discounts that are applied at the time of sale. They may be assigned to an individual customer; they may apply to an entire sale or be assigned to individual line items of the sale with no customer defined, or you may assign discounts to sets of inventory records via Departments, Sections, or Media.

There are three basic areas where you can define discounts to be applied: Customer Discount Schedules, Line Item Discounts, and Inventory Discounts. These discounts can be applied in different areas of the application and at different times. Visual Anthology uses a specific order of operation for determining which discount should apply to a sale. This order is applied from most specific to most general.

- ? Customer Discount Schedules are the most general and will be overridden by both Line Item discounts and Inventory Level Discounts.
- ? Inventory Level Discounts will override all Customer Discount Schedules no matter how they are applied.
- ? Line Items Discounts are the most specific and override all other discounts.

When working with these discounts you have several options as to how they are applied. Listed below is a brief description of each discount and its application.

#### Customer Discounts

- ? May be applied by selecting the discount from the drop down list discounts. This type of discount is applied to all items for a specific transaction. To apply this discount, you do not to have a customer selected.
- ? May be assigned to specific customers and are applied when that customer is selected during a transaction. This type of discount is applied to all items in the transaction but only for a specific customer.

- ? May be assigned to Sales Discounts in the Departments, Sections, and Media screens. These discounts are valid for a specific period of time and apply to all merchandise within the respective area of the application, and apply to all transactions. In short, you are discounting a specific area of the inventory (Department, Section, or Media).

### Line Item Discounts

- ? Line Item Discounts are applied to a specific item. This is done on a line-by-line basis during a transaction. Line items discounts allow you enter a discount for an item that will supersede (override) all other discounts being applied to the item being sold.

### Inventory Discounts

- ? Inventory Level Discounts are very similar to line item discounts in that they are applied to a single item and the amount of the discount is entered manually. This discount is applied via the inventory screen. This discount also supercedes (override) all Customer Discount Schedules no matter how they are applied. It will be overridden by line item discounts.

### **Customer Discount Schedules**

The general rules for applying discount schedules is that they apply to the entire document they are associated with; all line items are affected. Both Inventory Level Discounts and Line Item Discounts override them. Typically, Customer Discount Schedules are generalized so they can be applied to the widest variety of situations. A typical Customer Discount Schedule file might contain records for such discounts as Preferred Customer, Student, 10%, etc.

When Customer Discount Schedules are applied to a document, the result is the discount being applied to the entire document (all line items). Remember that Customer Discount Schedules can be multi-tiered, meaning that the discount given is depended on the amount of an item being sold. If the Customer Discount Schedule is setup in this fashion, you could get undesired results. You should use caution when setting up Customer Discount Schedules and when you apply them so you always get the desired result.

### **Inventory Level Discounts**

A Sales Discount field is provided on the Inventory General page that allows you to specify a sales discount for individual inventory items. It's primarily used to lock the discount that may be applied to individual inventory items. This means if you have a Customer Discount set at 30% for Jon Smith and you set the Sales Discount field to 15% in the inventory screen for book 'A'. When Jon Smith purchases book 'A' he will not receive his normal 30% discount, instead he gets 15% on this item and 30% on everything else.

### **Line Item Discounts**

The basic rules for line item discounts are that they apply to only a single line item and they override all other discounts. They do not carry over from one sale to the next. These are applied at the time the item is being entered into the transaction. They are not limited to sales transactions and may be applied to purchasing and receiving transactions as well. A typical use for this type of discount at the register is to discount damaged goods.

## Creating a Tender for Deposits

Deposits are automatically calculated and tracked by the software. This tender will not be visible in the tender list of either the Cash Register or Customer Order screens since it is not necessary for you to select this tender when applying a deposit to a sale. Setting up deposits are shown in the steps below.

**Special Note: The tender type "Deposit" is a required entry. You will need to setup this tender so Visual Anthology will be able to handle the deposits generated by Special Order and Customer Orders. Please refer to the section on "See Setting Up Tenders - Deposit" for detailed information.**

### Header

1. In the Name field, enter DEPOSIT and press Enter to move to the Short code field.
2. This field is automatically updated by Visual Anthology. You may edit the contents of this field to conform to a preexisting format. Remember that this field must be unique or the system will reject it.
3. Press Enter to accept the default short code, or type in one of your own, then press Enter to accept.

### Business Rules

1. From the list of Tender Types, choose "Deposit" by clicking the radio button next to the label Deposit.
2. In the behavior section, leave "Allow Change" blank (unchecked).
3. Choose "Ztape detail" and "Pop Drawer". (checked).
4. Save your changes by selecting the F10 Save button from the button bar.

## Configuring the Vendor Detail Page

The Details page defines information about the vendor that Visual Anthology uses to establish business rules for the vendor that may not be defined in the Options table. For example, you might need to know whether or not the vendor has a parent company, such as Random House is the parent company for Delecorte.

The screenshot shows the 'Vendor' window with the following details:

- Name:** Ingram Book Co. (Test Account)
- Short code:** INGRA
- Account #:** 1234507
- Sari:** 9870543
- Publisher:**
- Inactive:**
- Parent vendor:** (None)
- Terms:** 2110N
- Ship via:** UPCR0
- Allow back orders:**
- Shipping inst.:** [Empty field]
- Print SKU2:**
- Return Window:** Max: 0, Min: 0
- Note:** Click [...] button to expand.
- User defined fields:** 1, 2, 3 (all empty)
- Requires permission for returns:**
- Buttons:** F1 Help, F4 New, F9 Delete record, F10 Save, F11 Print

We will begin the setup by creating a new vendor record. This is done by first selecting the Master File | Vendor menu option on the main menu.

1. Select the F4 New button at the bottom of the Vendor screen.
2. Enter the complete name of the vendor. This information will be included in any printed material that Visual Anthology produces for this vendor. You should use the name the vendor uses in their own mailing address.

3. The Short Code is automatically added by the system. You may edit this information if necessary but keep in mind the information entered here must be unique and will be the display name used in the list views.
4. Account # is determined by the vendor. It is used by the system during Electronic Ordering and as a reference for your records.
5. San is determined by the vendor. It is used by the system for Electronic Ordering and as a reference for your records.
6. Publisher is used to distinguish between types of vendors. Checked indicates this vendor is a publisher. Un-checked (blank) indicates a distributor (e.g. Random House would be marked publisher, and Ingram would be marked distributor).
7. Parent Vendor is used to indicate if the vendor you are setting up is a subsidiary or "imprint" of a larger company. For example, setting up Bantam as a vendor you could include Random House as the parent. This is true because Bantam is an imprint of Random House. Clicking on the arrow exposes a drop down list of available vendors. This feature is used when auto-generating purchase orders. See Introduction on Auto-generating Purchase Orders -- Imprints for detail information.

**Special Note: When using this feature, you should set up the parent vendors first. The drop down contains vendors from within your vendor file.**

8. Terms are used to indicate if you have a payment schedule set up with a vendor (e.g. 2% 15 Net 30). This is a drop down list based on the terms you have defined in the Terms screen. See [Setting Up Terms](#) for detailed information. These terms are also used in the Accounting Links module when exporting AP information to QuickBooks. See [Using Accounting Links](#) for detailed information.
9. Ship Via indicates the preferred or standard method of shipping for a vendor. This information is printed on the purchase order in the ship via section of the document.
10. Allow Backorders is used by the system as the default setting for all purchase orders created for this vendor. A checkmark in the box indicates backorders are allowed. This option may be edited at the time the purchase order is created.



This information is printed on the purchase order document and is transmitted to the vendor during Electronic Ordering which indicates to the vendor NOT to backorder items on this order.

11. Shipping Instructions are special notes to the vendor indicating special shipping is required. This prints on the purchase order document and is sent to the vendor during Electronic Ordering.
12. Return Window is used to indicate the minimum number of days you must keep an item before it may be returned to the vendor. Similarly, the maximum field indicates the maximum number of days you may keep an item before you cannot return it. The vendor determines this information.
13. Requires permission for returns is a reference field and is not used internally by the system.
14. Notes is a reference field and is not used internally by the system.
15. User defined fields are reference fields that may be defined by you. These are defined in the Options screen. See Setting Up Options for detailed information.

## Creating a Book Fair

There are several ways to run a Book Fair and Visual Anthology uses the best of these. As a general rule, you would explicitly check out all books that will be included in the Book Fair, pull them from the shelves, and send them to the location of the Book Fair to be sold. This process is described in the steps show below.

1. Select Sales | Book Fair from the Visual Anthology menu.
2. Click the "F4 New" button at the bottom of the screen.
3. In the Customer Name field, select the customer who is to receive the Book Fair. Book Fairs are checked out individual customers. These people become the contact or the person responsible for the merchandise and money.
4. Once a customer is selected, review the contents of the Header Page to insure the information is correct. Some key fields to view are:
  - ? Tax Profile: Although tax laws will vary with the jurisdiction, generally speaking the tax status of the selling agent (the person or organization defined in the customer field) will define the tax profile.
  - ? Terms: Does this agent have an account set up with you and will you be accepting terms on the book fair's unpaid balance.
  - ? Calculate Extension Based on Sold or Sent Quantities: This is referring to the extended price of the items being sent. For example, Quantity of 5 at \$10 per copy = Extended price of \$50
    - ? Sold: This option cannot be used if you will be requiring a deposit on the book fair. Extended prices will be calculated when items are returned as sold. This is the preferred method.
    - ? Sent: Calculates the extended price as the items are chosen.
  - ? Address Information: verify the agents address information is correct.
5. When all the information is correct, click the Detail tab to begin entering items.

6. Items being sent to the Book Fair are added to the Line Item Grid via the Line Item Entry section. This is located just below the Line Item Grid.
7. Enter the SKU associated with the item or use the ellipsis button to launch the Inventory Assistant. See Common Features | Inventory Assistant for detailed information.
8. Enter the Unit of Measure associated with this item. Visual Anthology defaults to EA (each) since this is generally how books are sold.
9. At this time, the only field available to enter quantities is the Send field. Enter the total number of this item you are sending to the Book Fair.
10. The Price field is filled in automatically. You may change this value to reflect any special pricing surrounded with this Book Fair. These changes will not affect the inventory record for this item.
11. The Discount field is used to apply special discounts to a particular line or item. If you are using a Disc Schedule from the Header section to apply a global discount to the Book Fair, entering a value here will override the global discount even if it is less.
12. Click the Accept button to apply the line to the Line Item Grid.
13. Once all the items have been entered you are ready to Save and “check out” the Book Fair. You may save by clicking the Save button on the tool bar or move back to the List tab. You will be prompted to save changes.

## Checking out the Book Fair

1. Go to the Sales | Book Fair menu. You may also navigate to the List tab if the Book Fair screen is already open.
2. From the list of Draft Book Fair select the one you want to check out.
3. Move to the Details tab.
4. Click the Action | Check Out Book Fair menu option.
5. Visual Anthology will move you back to the List tab and change the status to Open.

## Checking In a Book Fair

There are two basic ways that the check-in process can be handled in Visual Anthology. You may check-in your book fair completely when the fair is over, or book fairs may be checked in over a period of time creating "update" records for each time you record sales. These basic styles are outlined below.

- ? Complete Check-in: All the books are checked out to a specific book fair. Check-in is done at the end of the Book Fair by either entering how many were sold or by entering how many came back (returned). All money transactions are settled at this time and the Book Fair is closed.
- ? Creating Updates: All the books are checked out to a specific book fair. Check-in is done on a day-by-day basis by entering how many were sold. All money transactions are settled at this time for the number of books sold that day. The Book Fair is left open and an update record is created with the same ID as the original Book Fair. When all items are accounted for (i.e., sold, returned, or canceled), the Book Fair is completed and may be closed.

The check-in process is the same for both methods listed above. The second (update method) only checks in part of the Book Fair and therefore the Book Fair is left open for additional check-ins (updates). Book Fairs remain open until all items are checked in (sold, returned, or canceled).

There are five methods of checking in the individual items. Visual Anthology refers to three of these as "Modes" which are located on the Action menu. These modes are used to determine how the items are being counted. You have the option to update your Book Fair by "Items Sold", "Items Returned", or "Items left OnSite".

**Special Note: Once you choose a mode, you must continue to use this mode for the current session. Use the Reset Mode option to choose a different mode.**

There are two additional methods available from the Action menu: Return All and Sold All. These methods act on all the items listed in the Book Fair and still allow you to edit individual lines. For example, if you had sent 50 titles to a Book Fair and were bringing back 10 titles that


did not sell, it may be easier to choose Sold All and edit the 10 titles individually. Otherwise, you would need to update the sold quantity for 40 titles.

The instructions below describe checking in a Book Fair using the Update Sold method (mode) and assumes that the Book Fair was checked out using the "Calculate extensions based on sold" option.

### Checking in items

1. Select the Sales | Book Fair menu option.
2. Select the Book Fair you want to work with from the List tab.
3. Move to the Details tab for the selected Book Fair.
4. Using the Action menu, select one of the Update Sold options.
5. Select an item in the Detail grid - an item you want to check in.
6. In the Sold field of the Line Item Entry section, enter the number you sold of that item and click the Accept button.
7. The Detail Grid is updated to show the quantity sold and the extended price is updated to reflect the number of that item that have been sold.
8. When you are done updating line items, click the Save button on the toolbar.
9. At this point, only the Book Fair has been updated. No supporting files have been updated. You will need to Post to make this happen. However, before you can post you must take tenders.

### Taking tenders

1. To take payment (tenders) for the items just sold, select the Action | Take Tenders option, or click the F3 Tenders button at the bottom of the screen.
2. You will be brought to a cash register-like screen where you can select the payment type. For this example, we'll use Cash. Double click on the Cash tender type.
3. The total due will be placed in the Amount field. Choose the Accept button. 

4. Once you complete the tender taking portion, you will be asked if you wish to Post, Cancel, or Edit the transaction. For this example, we'll use Post.
5. If only a few items out of many items were marked with a sold quantity, then you will be presented with a message asking if you wish to "Treat all titles not updated with Sold Quantities as Sold Out?"
  - ? Selecting the Yes option will mark all other book items not marked with a sold quantity as completely sold out.
  - ? Selecting the No option will allow you to proceed and will not affect any of the other items in the Book Fair.

**Special Note: Book Fair allows you to accept payment for the books that were sold but not at the time of sale, that is not at the book fair. Additionally, there is no record for each individual item. Tenders are taken for a group of items. For example, you send 100 items to a local school for a book fair (see [Creating a Book Fair](#)). On day one, 25 items sell. The book fair operator presents a list of the sold items and money to cover the sale of the 25 items. You "update" the book fair, (see [Checking In a Book Fair](#)), to show the sold items and account for the money.**

**This is different than the Off-site Sales Module, which allows you to take a computer, equipped with Visual Anthology, directly to the location. You make sales as if you were at the store using the Cash Register and pulling items from an off-line copy of your inventory. This is discussed in the section [Off-site Sales](#).**

## Off-site Sales Overview

All operations surrounding the transferring of data between the Off-line installation of Anthology and your live data is done from the "live" workstation installation of Anthology. You should not have the Off-line version running during these procedures.

During the installation and setup of Off-line Sales, an additional "off-line" version of Visual Anthology is installed on the computer that will be working away from the store. Because you must FIRST have at least a workstation installation of Anthology on this computer - the "Off-line" installation will create a second icon on the desktop of that computer for the off-line program. When the off-line computer is attached to your network, it can work as a normal on-line workstation for day-to-day operations using this workstation connection; the off-line version of Visual Anthology is simply not used.

The Off-line Sales module must be installed on a computer that belongs to your Visual Anthology network of computers. It is designed to work with the Visual Anthology Book Fair module and provides the additional functionality of allowing you to take your Visual Anthology software to other sales venues and update the main system with the off-line sales data when you return. Typically this module is installed on a laptop computer, however, it may be implemented on any computer that is part of your Visual Anthology network with the exception of the server.

When you are ready to move off-line this same computer requests a copy of the current Visual Anthology data using its on-line connection. The data is downloaded to the off-line Visual Anthology, which will be used while away from your store. When the computer returns to the store, the off-line data is uploaded to the main system and merged into the on-line data.

**Important Note: It is important to note here that the Off-line version of Visual Anthology is a "standalone" installation and does not connect to your on-line data directly. The requests for data and the uploading of off-line sales information are both made via your normal Visual Anthology workstation connection. This is done this**

**way to add a layer of separation and protection to your online data. There is simply no way to upload or download off-line data from the off-line version of Visual Anthology. You should not use the Off-line version for day-to-day sales, as it may not reflect your inventory accurately.**



## **Auto-generate Overstock Return for One Vendor (example)**

In this example, we'll create an Overstock Return for a single vendor and limit the search to only those items associated with that vendor. We are basing part of the selection on the age of the item and on how often it has sold. We are not using return windows so we won't worry about those now.

1. Open the Generate Overstock Return window. Select the Inventory Control | Generate Overstock Return menu option.
2. In the Return To section, select the One Vendor option.
3. For this example, we'll choose "Ingram" from the drop down of vendors.

We have just selected the vendor where the books will be returned. Now we need to decide which books from our inventory will be selected as candidates for return.

We have decided that we only want to look at books that we actually received from Ingram. To do this, choose the Historical Vendor option. This option will review my receiving history and select as candidates any book that was received from Ingram. To insure we are looking at all the books, we also want to include those books that have Ingram assigned as the Distributor in their inventory record.

1. In the Vendor Source section, choose "Ingram" from the drop down list of vendors labeled Historical Vendor.
2. Select Ingram from the drop down list of vendors labeled Distributor.

At this point, we have decided where to send the books and what books to look at. If we ran the program as is, we would see every book in our inventory that could be linked to Ingram. This would include books that may have been received only days ago. Because we don't want to send back books we just put in stock (the vendor would probably reject them anyway), we have to further limit the search. We could limit it to a specific department, section, or media if I wanted to

return paperback books about history. For this example, we want to look at any book that isn't selling and has been on the shelf for a long time. We are going to the Last Received Before option to eliminate newly received books.

1. Since we only want to look at books, let's limit the search to only the Book department. Select Books from the drop down list of departments labeled Departments.
2. Select the Last Received Before option and choose a date six months prior to today's date. This will eliminate any book received in the last six months from being considered as a candidate.
3. We are looking for slow sellers. In the "and not sold since" date field, enter a date only three months prior to today's date.

What have we accomplished so far?

- ? We have decided where to send the books. (One Vendor = Ingram)
- ? We have decided to only look at books we actually purchased from Ingram. (Historical Vendor = Ingram AND Distributor = Ingram)
- ? We limited the search for candidates to only the Book department. (Department = Books)
- ? We limited candidates to only those books that are at least six months old and have not sold in the past three months. (Last receive before = 4/21/03 AND not sold since = 7/21/03)

After running the Auto-generate Overstock Return process, a Return Invoice is generated for Ingram Book Co. The following is sample of what may have been generated.

**Overstock Returns** (Filter applied)

List **Details**

RI # 0000004 Vendor Ingram Book Co. (Test Account) ...

Acct # Vendor permission req'd

Clerk Ship Inst ...

Status Draft Notes ...

ISBN / SKU	Title / Description	Qty	UOM
0688168809	Watch Me Grow : I'm Three	5	EA
0030650364	United States : Change And Challenge	11	EA
0007133073	Rossllyn : Guardians Of The Secrets O	23	EA

## Reports

### Saving or Canceling your new report

When you are finished defining your report, click on the Finish button to save it and add it to the reports list in the Report Wizard. If you do not want to save the report, click on the Cancel button instead.

The screenshot shows a dialog box titled "New Quick Report Wizard - MY REPORT NAME HERE" with a close button in the top right corner. The dialog is currently on "Step 5 - Standard report options".

Fields and options include:

- Header: MY HEADER INFORMATION HERE
- Footer: MY FOOTER INFORMATION HERE
- Left margin: 0 (with up/down arrows)
- Allow report to be filtered:
- Allow report to be sorted:
- Allow report to be modified or deleted by other users:
- Allow report to be accessed by other users:
- Orientation:  Fit data to page,  Portrait,  Landscape

Buttons at the bottom: Help, Cancel, <Back, Next>, Preview, Finish.

## Downloading web orders from AWS

As customers order items from your AWS web site, you are notified by email that an order has occurred. These orders must be downloaded and processed as no transactions take place on the web page. Web orders are downloaded using the Web Updater tool. Downloading is the process of transferring the orders, new inventory items, and customer information from your AWS web page to your local Visual Anthology system. The downloaded information is processed and the Customer, Inventory, and Customer Order files are updated or created. New Customer Orders are created with the downloaded information ready for processing. See Processing Customer Orders from an Anthology WebStore for detailed information.

### Quick Steps: Download Only

1. Select the Tools | Web - Web Updater menu option.
2. On the Web Updater screen, make sure the following options are selected (checked). All other options should be unchecked: AWS Update, AWS Download
3. Click the Run button located at the bottom center of the screen.
4. If your system is not connected to the internet, Visual Anthology will attempt to create a connection.
5. If your system is connected to the internet, the upload process will begin.

### Other Options:

- ? Re-Process: This option in an internal process that will re-process information (orders) that has been downloaded. This process does not communicate with the web page and effectively disables other processes. Generally this option will not be used in day-to-day operations.

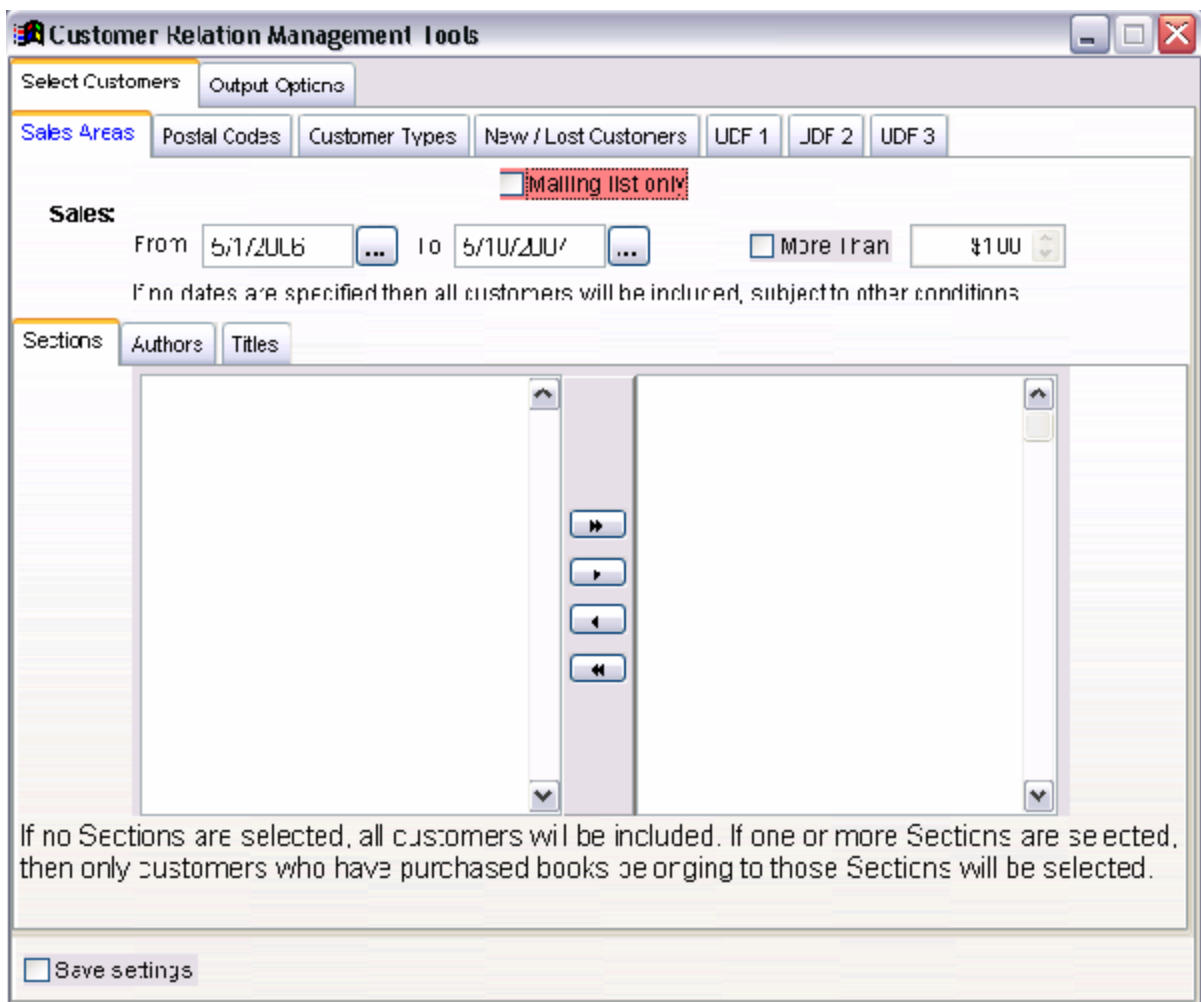
## **Editing an existing report**

The Edit function in the first step of the Report Wizard is disabled; this is because the steps 1 - 5 are available to you any time. Simply selected the report you wish to edit and use the same wizard you used when creating a new report to edit the existing report. The difference is, you are not saving the changes. You can edit the 5 elements of the report by following the same procedures described for creating a new report. See Creating a new report -- Step 1: Main Report Information.

## Selecting Customers in CRMT - Sales Areas

This tab is about searching based on sales history and by searching Sections, Authors, or Titles input from the Cash Register. Enter a From and To date range to use for this search, or click the Ellipsis button to open the calendar and select a valid date. You can narrow your search further by filtering the search by an amount a customer has spent by More than the amount chosen.

In the left pane, select sections (Sections tab), authors (Authors tab), and/or titles (Titles tab) that you would like to include in the search. Once the selections are made, use the arrow buttons to move the data to the right pane so they will be included in a sales history search.



By checking the Save Settings check box, you can save your settings for future use.

## Uploading your inventory to AWS

Uploading is the process of copying current inventory information to the AWS web page which either updates existing records or adds new ones. In most cases, only inventory records that have changed since the last upload will need to be sent and this is how the AWS Upload option works. This is done to reduce the amount of time needed to transfer and process the information. By keeping the number of records being transferred small, this process only takes a few minutes to complete. For normal day-to-day operations this is the option you will choose.

### Criteria:

During the upload selection process, certain criteria that must be met before an item may be included in an upload. Please refer to the section Maintaining Your AWS Inventory for complete instructions.

### Options:

- ? AWS Update: This option needs to be selected (checked) before any communication with the AWS web site can take place.
- ? AWS Download: Selecting this option will instruct the Updater to ask the AWS web server to send any downloads for your store.
- ? AWS Upload: Selecting this option causes the Web Updater to create and process an upload file. The records are chosen for this upload by looking to see if they have been changed since the last upload. If there has been changes the record will be included for upload to the web. All new records will be included in the upload.
- ? Save Settings: When selected Visual Anthology remembers the settings you have chosen and will attempt to use them in the next session.

The following options are generally not used in day-to-day operations. However, you may be advised to use one or a combination of these options by an Anthology Support person.

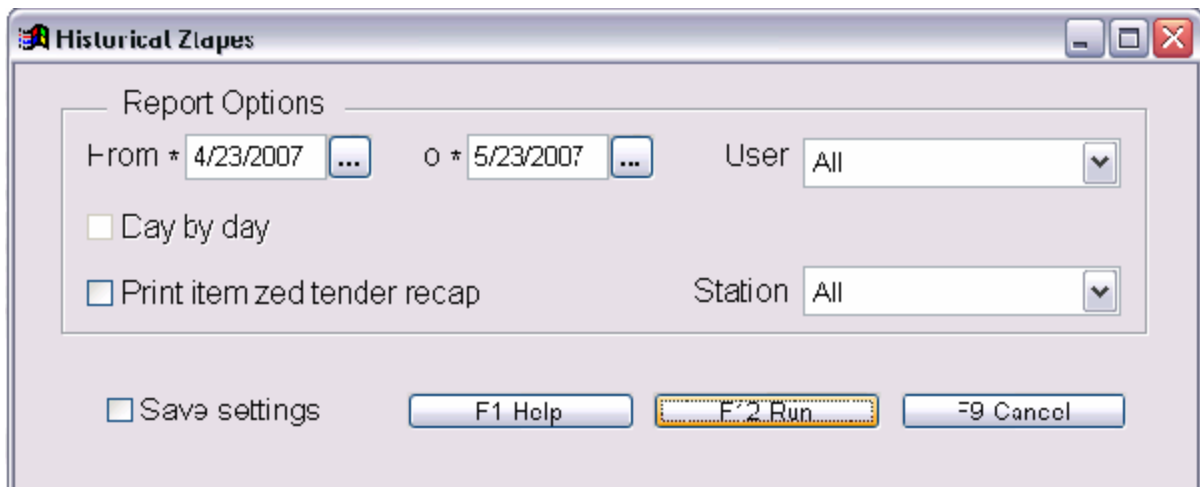


## Revised Manual

- ? Build Off-line: With this option set, the Web Updater will not communicate with the web site. Files are created and must be processed manually. This should only be used if you have been directed to do so by Anthology Support.
- ? Zip Upload: This option is used with Full Upload and Build Off-line and creates a zip file. This is just a zipped version of the build off-line data and it too should only be used if directed to do so by an Anthology Support Tech.
- ? Full Upload: It may become necessary to completely replace all inventory items on your web page with a fresh set. This option disregards the changed flag that is set when the record's information changes and creates an upload file with all inventory items that have been designated for the web. This option should only be used when directed to do so by an Anthology Support person.
- ? Re-Process: This option is an internal process that will re-process information (orders) that have been downloaded. This process does not communicate with the web page and effectively disables other processes.

## Historical Ztape Report

The Historical Ztape Report allows you to create a report of daily sales activity for a given date range. Further, you can limit the report output to show only those transactions from a single user (clerk) or station. Like the "daily" Ztape, you can print the report to show the "itemized tender recap", a listing of transactions according to tender. From the Report menu, select Historical Ztape. The following screen will appear:

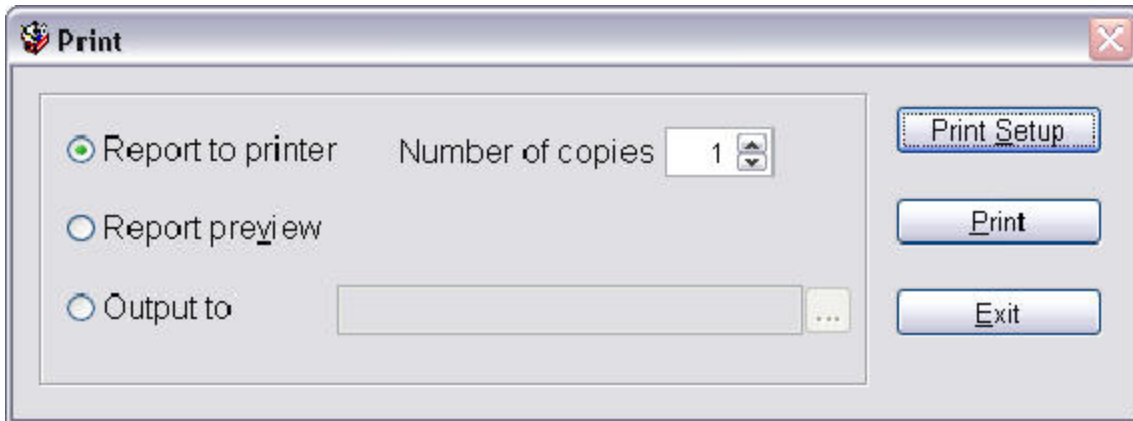


The screenshot shows a dialog box titled "Historical Ztapes". It has a "Report Options" section with the following controls:

- "From \*" text box containing "4/23/2007" and a calendar icon.
- "To \*" text box containing "5/23/2007" and a calendar icon.
- "User" dropdown menu with "All" selected.
- "Day by day"
- "Print item zed tender recap"
- "Station" dropdown menu with "All" selected.
- "Save settings"
- "F1 Help" button
- "F2 Run" button (highlighted with a yellow border)
- "F9 Cancel" button

**Special Note: The Historical Ztape report only displays information from "cleared" sales.**

The single biggest difference between the Historical Ztape and the Daily is that the Historical Ztape is based on a date range and the Daily simply clears all transaction from the last time you cleared sales, which can cover several dates depending on how often you clear sales. This means that it is possible for these two reports to show different figures for what seems like the same information.



This report, by default, will print to the receipt printer you have defined in your Stations screen. See Setting Up Stations for a complete discussion on this topic. You can change this printer option on a job-by-job basis. Once you have selected the F12 Run button you will be asked where to output the report. By selecting the Print Setup on this screen, you will be given the option to choose one of the printers installed on your system or network (if mapped). The following screen shows an example of this screen.

By selecting the printer shown in the drop down box, you will be routing the Historical Ztape's output to this printer. This setting is not saved and will need to be changed each time the report is run.

## Sales History Report

The Sales History report provides a method of reviewing your sales information for a single day or range of dates. The various options allow you to dial in the report you want by limiting the selection criteria to a particular Department, Media, Publisher, etc. The report contains three options for sorting your report: primary, secondary, and tertiary.

The report displays the following information: Department (by code), Section (by code), Media (by code), SKU, Description, Author, Units, Retail, Cost, Profit, Margin (by percent), Markup (by percent) on hand quantity, on order quantity, and total sold for the year (past 12 months).

**Your Store Name**

Printed 5/21/2005  
11:58 AM

Sales History Report														
For period beginning 4/12/05 thru 5/20/05														
Totals By Source, Department, Date														
Dept	Sect	Media	SKU	Description	Author	Units	Retail \$	Cost	Profit	Margin %	Markup %	OH	OO	VR
BOOK	FOLKL	FAP	000713073	Roselyn: Guardians of	Molloy-Murphy,	1	15.99	8.67	5.28	40.00	66.67	-1	0	1
BOOK	ORADS	HRP	000003304	United States: change		3	28.00	35.20	23.92	40.00	66.67	-3	0	3
<b>TOTAL WITH SIGNS</b>						<b>4</b>	<b>74.79</b>	<b>44.85</b>	<b>29.90</b>	<b>40.00</b>	<b>66.67</b>			

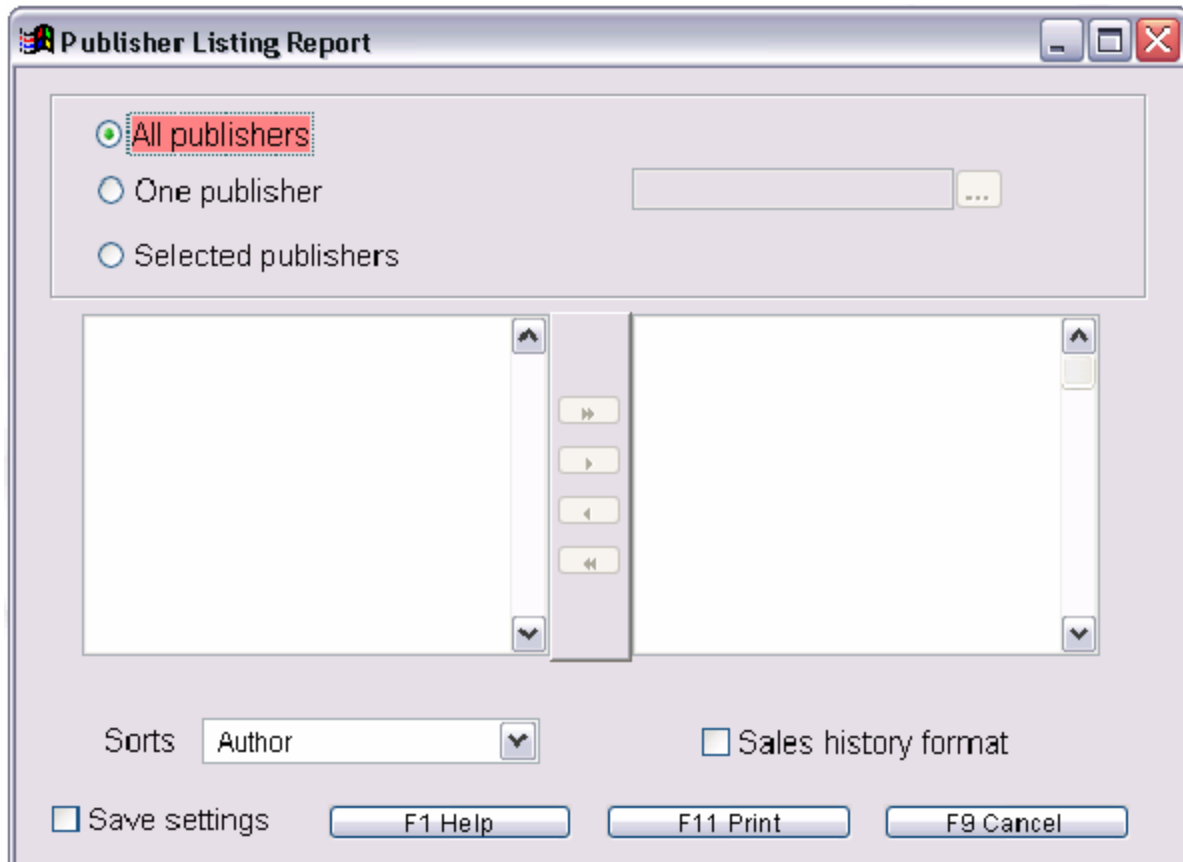
The Sales History Report is a very useful report for managing your store. It allows you to look at your inventory based on the sale performance and this look can be grouped by the specific areas of your store you are most interested in.

For example:

- ? You could run a report for Mother's Day last year to see what was selling. This could also be used for any event you choose, local or national.
- ? You could view the report by Customer Order only and see where you are in terms of sales generated by CO.
- ? Get a list of the Best Sellers for your local newspaper.
- ? Print a list of your A/R sales.
- ? And the list goes on - the information this report provides can be used in so many ways with myriad grouping and sorting.

## Publisher Listing Report

The Publisher Listing Report is useful in tracking what you bought from a publisher versus what you sold. This way you can evaluate the value of buying from a publisher and can the compare the performance between publishers in relationship to your store.



You can also review which titles are associated with a particular publisher.

This report shows you much of the information you would find on the Inventory screen such as ISBN/SKU, Publisher, Department. It also provides last sold, last received, and date the book went out of stock. In addition, it shows a comparison between the current year and previous year.

**Your Store Name**

Printed 5/20/200  
12:31 PM

**Publisher Listing Report**

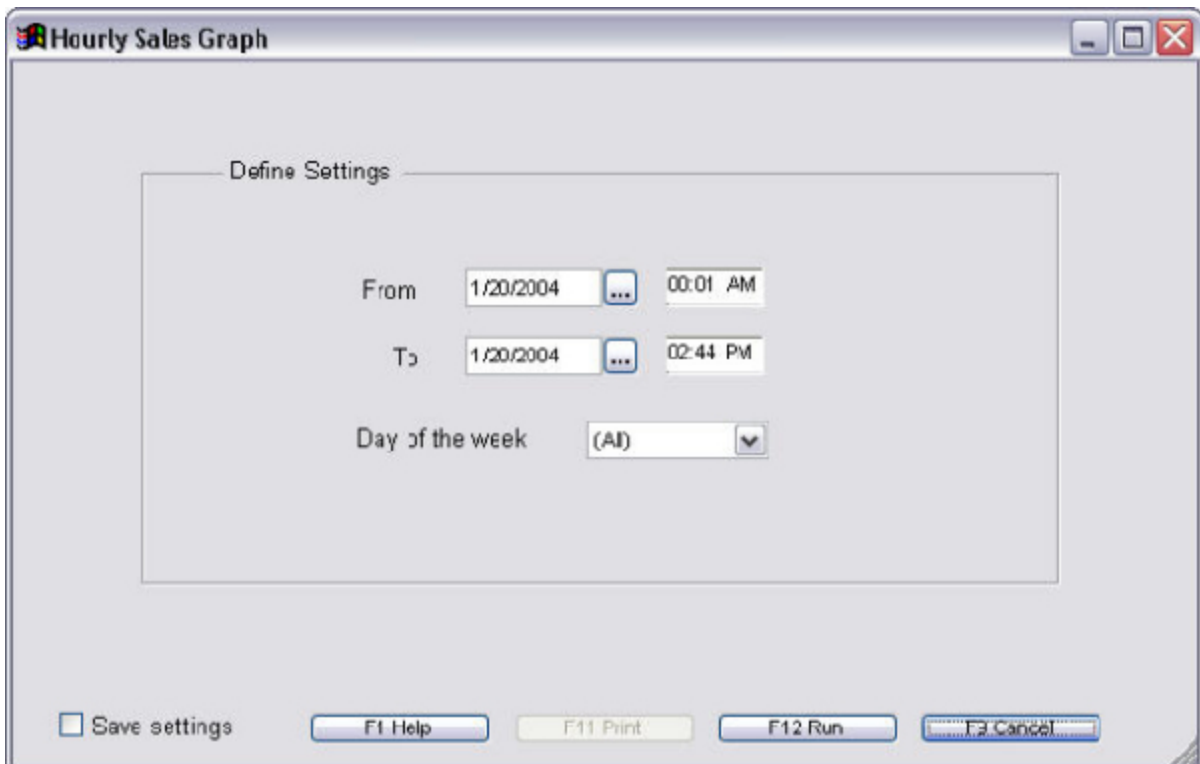
Sort by: Title/Descrip

ISBN/SKU	Title/Descrip		Media	SKU2	ON	OO	Last			YR	LYR
	Publisher	Dept					Sect	Sold	Recd		
0375420762	RAADIO	BOOK	NATUR	HRD	0	0	7/30/2001	/ /	/ /	0	C
0375401202	RAADIO	BOOK	CHLD	HRD	0	0	8/10/2002	/ /	/ /	0	C
037540516X	RAADIO	BOOK	DICT	HRD	0	0	8/10/2002	/ /	/ /	0	C
0679426159	RAADIO	BOOK	FACT	HRD	0	0	10/10/2002	9/27/2002	/ /	0	C

Totals for RAADIO: 4

## Hourly Sales Graph

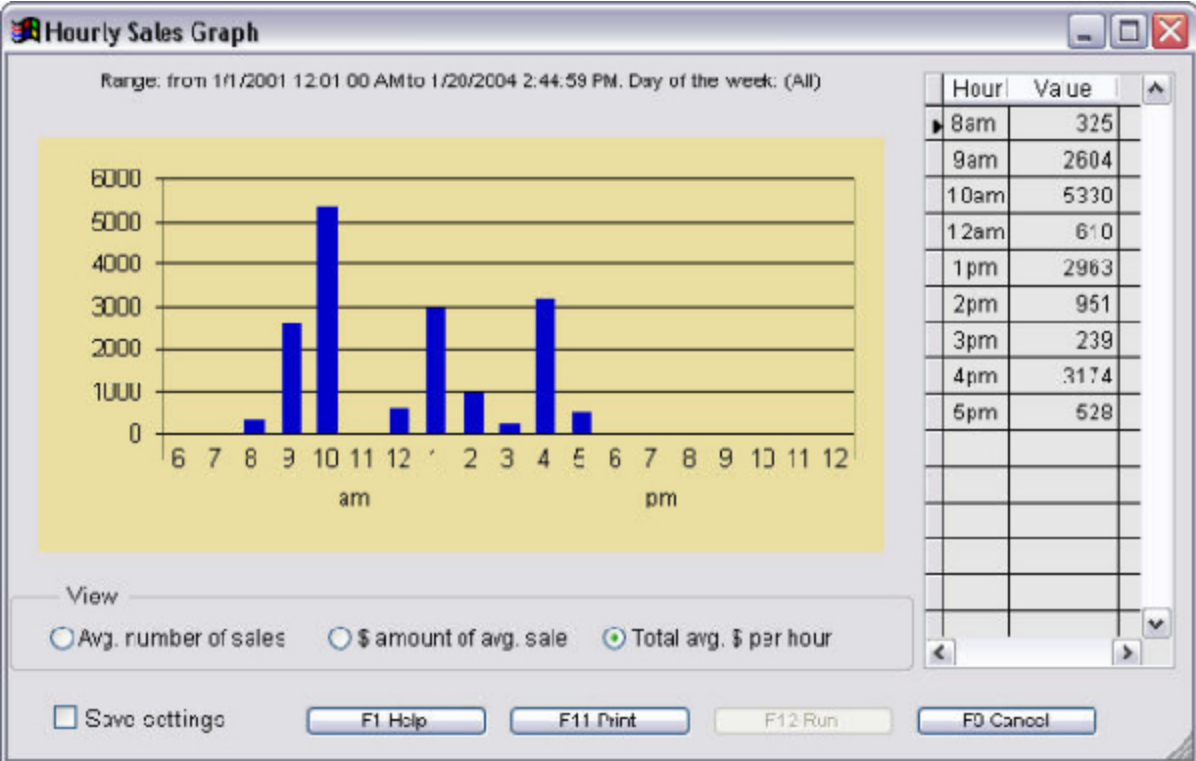
The Hourly Sales Graph allows you to view a snapshot of your sales according to hours of the day. You may choose a date range or single day, and you may block out a particular time of the day.



The screenshot shows a window titled "Hourly Sales Graph" with a "Define Settings" section. The "From" field is set to "1/20/2004" and "00:01 AM". The "To" field is set to "1/20/2004" and "02:44 PM". The "Day of the week" dropdown is set to "(All)". At the bottom, there is a "Save settings" checkbox and four buttons: "F1 Help", "F11 Print", "F12 Run", and "F3 Cancel".

This report can be very valuable if you are trying to determine the high sale times in order to better staff the store during these times.

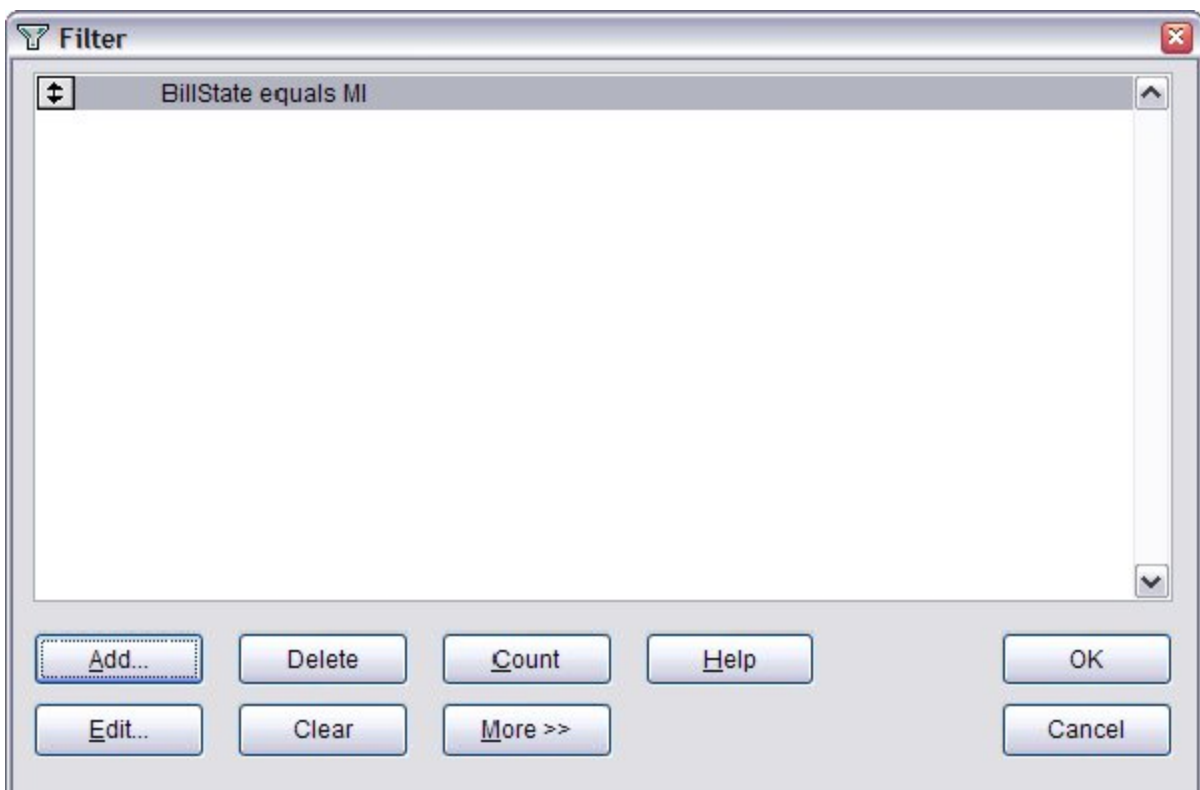




## Filter screen

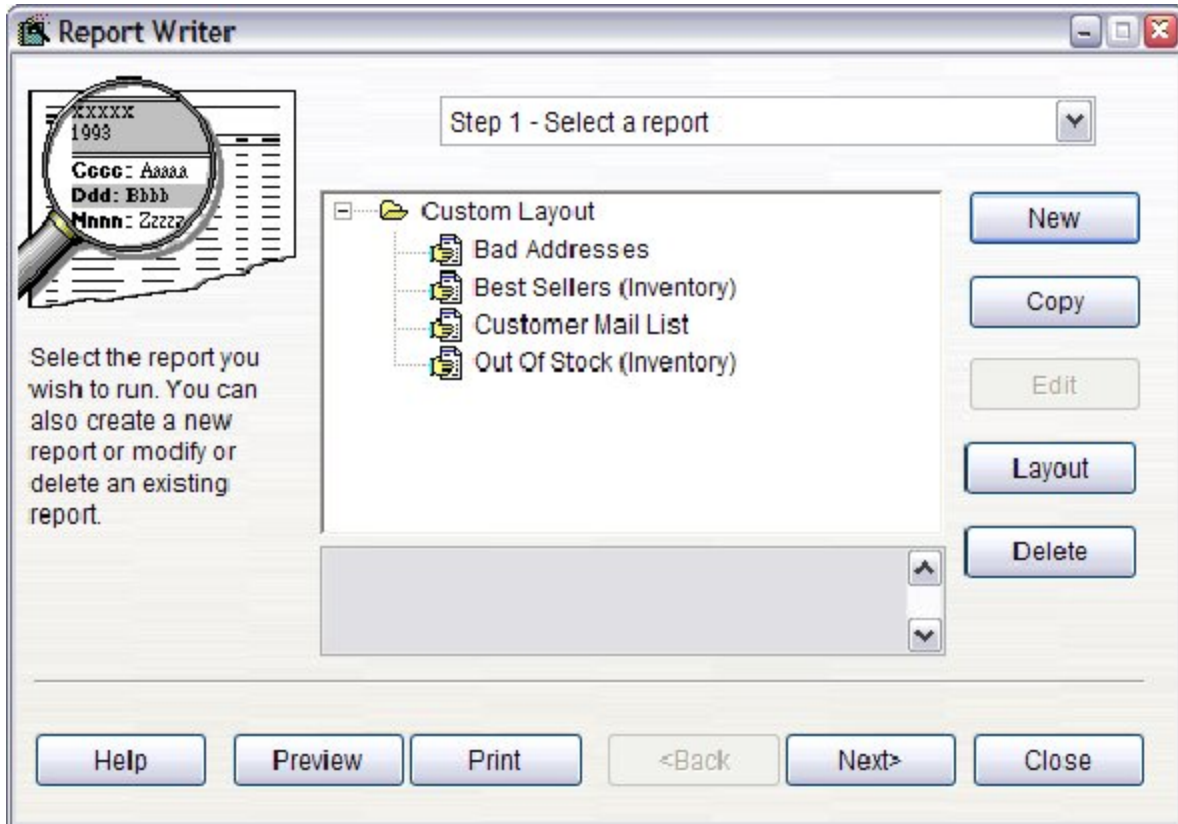
The filter dialog is displayed below. This dialog allows you to see the conditions that make up the filter, add new conditions, and edit or remove conditions. You may create a filter for a one-time situation or you may create and save it for future use.

The filter dialog has buttons that provide functions such as adding conditions, deleting conditions, etc. You can also choose these functions by right-clicking on the dialog and choosing the appropriate function from the menu (called a shortcut menu) that appears.



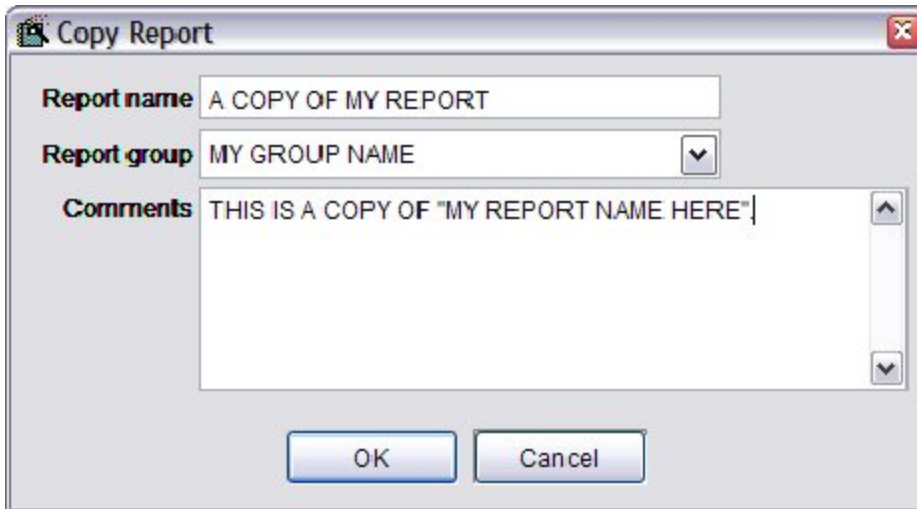
## Copying an existing report

You may find that you need to generate a report that is similar to an existing report. The Copy function in the first step of the Report Wizard allows you to copy an existing report. Then, you can edit the copy to create the desired report.



When you select the Copy button, the Copy Report dialog box appears. Here, you can enter the name for the copy of the report, the group it should be placed in, and comments for the report. You are not allowed to use the same report name as an existing report. After entering this information and selecting OK, the copy of the report will appear in the list in the Report Wizard.

Note: This button may not be enabled for all reports.



The image shows a 'Copy Report' dialog box with the following fields:

- Report name:** A COPY OF MY REPORT
- Report group:** MY GROUP NAME (with a dropdown arrow)
- Comments:** THIS IS A COPY OF "MY REPORT NAME HERE" (with a scroll bar)

At the bottom of the dialog are two buttons: **OK** and **Cancel**.

## Step 1: Selecting a report to view

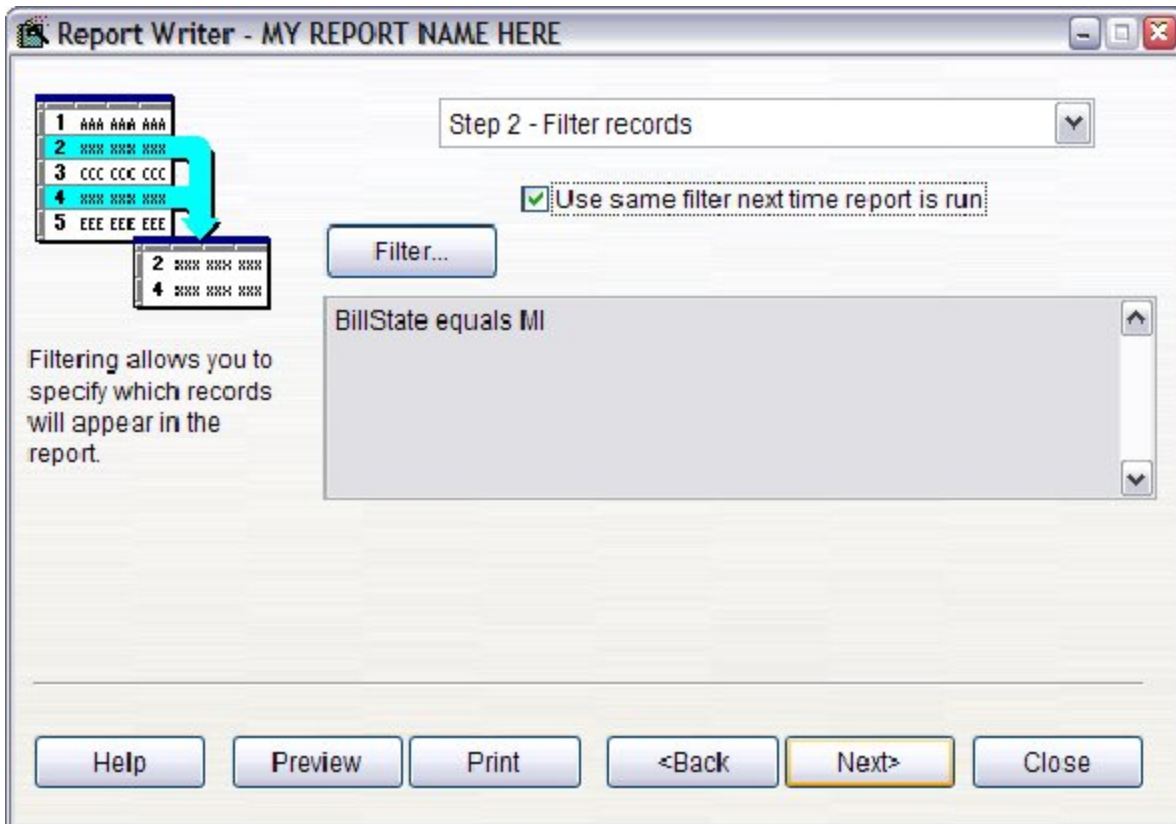
Until a report has been selected, many of the options in the Report Wizard are disabled. When a report has been selected, its name appears in the title bar of the report wizard (for example, 'My Report Name Here' when this report is selected).



A report can be selected from the list of reports shown in the first step of the Report Wizard by finding it in the list and then clicking on it. Reports are shown in report 'groups', which logically arrange the reports; groups make it easier to find a particular report when a number of reports are available. To expand a group, click on the + sign in front of the group name; the + sign will change to a - sign. To collapse a group, click on the - sign in front of the group name; the - sign will change to a + sign. The space below the report list shows any comments that were entered for the selected report.

## Step 2: Setting filter options

When you print a report, you often do not want every available record displayed or printed. Selecting a subset of records to work with is called filtering. The second step of the Report Wizard allows you to specify which records should be printed in the report. Note: this step may not be available for some reports.



This step has the following options:

- ? Use same filter next time report is run: If this option is checked, any filter specified will be used as the default filter the next time the report is selected. Of course, the filter can be changed the next time, but this option is handy if you usually use the same filter each time the report is run.
- ? Filter: Click on this button to display the Filter Conditions dialog.
- ? The space below the Filter button shows the filter that has been specified for this report.



### **Step 3: Sorting records for existing reports**

This is placeholder text for your template. To add content to the body, replace this text. To add a header or footer, click the Header or Footer button on the toolbar.

The heading in this template is a special field for topic titles, so generally you do not need to edit it.

For information about applying templates to topics, press F1.



## Report Writer

### Filter conditions overview

A filter is made up of one or more conditions. A single condition compares a field to a value. For example, 'Order Amount is greater than \$100.00' is a condition that only allows those records with an order amount of more than \$100.00 to be part of the subset.

How a field is compared to the value is called the "operator". There are several operators available; they are shown in the table below. Some operators use more than one value. For example, "is between" requires two values (as in 'Order Date is between 01/10/96 and 12/31/96'). Other operators do not use any value. For example, 'Zip code is blank' is either true or not without needing a value.

#### Operator Description

---

equals	<p>The data stored in the field must exactly match the value you specify.</p> <p>Example: LAST NAME equals JOHNS</p> <p>The resulting sub-set will be records that only have 'Johns' as the last name. Records with 'Johnston', 'Johnson', and 'Johnstone' will not be included.</p>
does not equal	<p>The data stored in the field may be anything but the value you specify.</p> <p>Example: CITY does not equal CALGARY</p>
begins with	<p>The data in the field will start with the value specified.</p> <p>Example: LAST NAME begins with JOHNS</p> <p>The resulting sub-set will be records that have 'Johns',</p>

'Johnston', 'Johnson', and 'Johnstone' as the last name.

\* This operator only appears for character and memo fields.

---

contains

The field has the specified value anywhere in the data it contains.

Example: OUTLINE contains Federal Gov

You will get all records with 'Federal Gov' somewhere in the Outline field.

---

\*This operator only appears for character and memo fields.

does not contain

The field does not have the specified value anywhere in the data it contains.

Example: OUTLINE does not contain Federal Gov

---

\*This operator only appears for character and memo fields.

is blank

Includes all records where the specific field is empty.

Example: ZIPCODE is blank

---

is not blank

Includes records where the specific field contains data.

Example: ZIPCODE is not blank

---

is known

Includes records where the specific field has any value.

Example: ZIPCODE is known

---

is not known

Includes records where the specific field has an unknown value, sometimes known as 'null'.

---

---

is greater than	Example: ZIPCODE is not known  The field contains a value in excess of the specified value. Example: AMOUNT is greater than 100 Example: CITY is greater than M
is greater than or equal	The field contains a value in excess of or equal to the specified value. Example: AMOUNT is greater than or equal to 100 Example: CITY is greater than or equal to M
is less than	The field contains a value under the specified value. Example: AMOUNT is less than 100 Example: CITY is less than M
is less than or equal	The field contains a value under or equal to the specified value. Example: AMOUNT less than or equal to 100 Example: CITY is less than or equal to M
is Yes	The field contains 'Yes'. Example: MARRIED is Yes  *This operator only appears for logical fields.
is No	The field contains 'No'. Example: MARRIED is No  *This operator only appears for logical fields.

---

is between

This operator allows the entry of a range of values.

Example: AMOUNT is between 150 and 250

Example: DATE STARTED is between 05/01/94 and 12/31/94

---

is one of

This operator allows for entry of up to ten different values for a single field. The equivalent expression would be created using ten separate 'equals' operations.

Example: CITY is one of TOKYO, CALGARY, NEW YORK

---

Conditions are connected together with a "connector". The connector can be either "and" or "or". The "and" connector means that the two conditions it connects must both be true for a record to be included in the subset, while the or connector means that either one or both can be true for a record to be included in the subset.

You can think of "and" as 'more restrictive'. For example, if the first condition is 'City equals San Francisco', that gives a certain subset of records. Adding a second condition such as 'Order Amount is greater than 100.00' using the "and" connector means that for any given record, the city must be San Francisco and the order amount must be greater than \$100.00. Since that excludes San Francisco records with an order amount of less than \$100.00 (which just specifying the first condition would include), these two conditions together are more restrictive (there are fewer records in the subset) than either of these conditions alone.

You can think of "or" as 'less restrictive'. For example, if the first condition is 'City equals San Francisco' and you add a second condition such as 'City equals Los Angeles' using the "or" connector, this means that for any given record, the city can either be San Francisco or Los Angeles. These two conditions together are less restrictive than either

of these conditions alone, since the subset includes the records matching both conditions.

Notice the use of "and" and "or" with filters can be the opposite of how these words are used in English. For example, someone might say 'print out all of our customers from San Francisco and Los Angeles'. You might think you would use the "and" connector in this case, but in fact you would use the "or" connector since you want records where the city is either San Francisco or Los Angeles. The way to think of it is this: for each record, check each condition. It is not possible, for example, for the city for any one record to be both San Francisco and Los Angeles at the same time. It could be either one, however, so or is the correct connector to use.

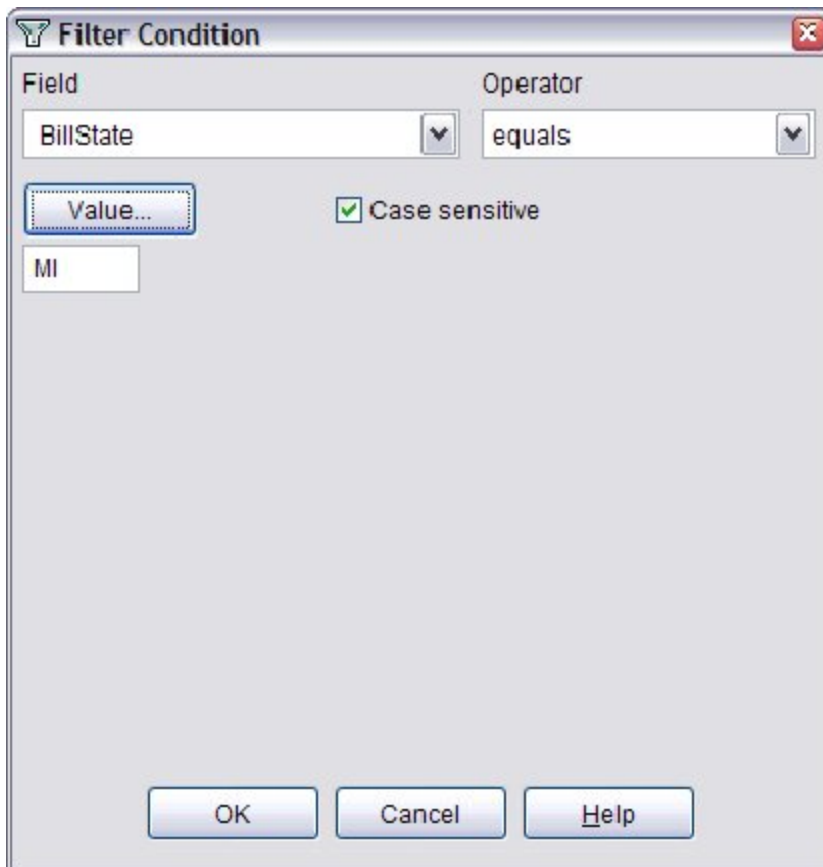
## **Creating a new report**

### **Clearing the filter list**

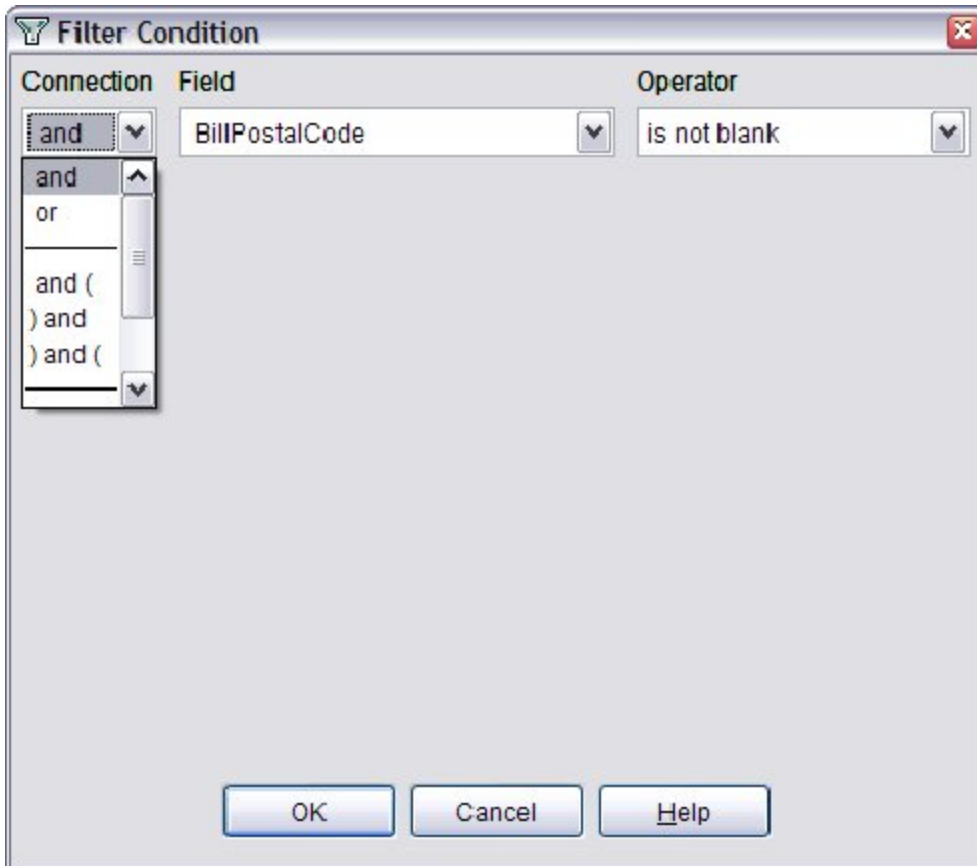
The Count button displays the number of records matching your filter. You can also right-click and choose Count Records from the shortcut menu.

### Adding a filter condition

To add a new condition to the filter list, select the Add button. You can also press the Insert key or choose Add Condition from the shortcut menu. If this is the first condition in your filter list, the Filter Condition dialog shown below will appear differently. You will notice in the next image that an additional field is added to the screen. This field is called the Connection. Connections are used to link filters together.



If you already have at least one condition in your filter list, the Filter Condition dialog appears with the connection field enabled. At this point, you will need to decide how to link the second condition to the first.



- ? Connection: Used to define how this condition is connected to the previous condition in your filter list. The default connection is "and", but you can also choose from one of various combinations of "and", "or" or "and with parentheses". The parentheses allow you to group your conditions and specify the order the conditions are evaluated. The system will automatically balance parentheses, so there is no need to worry about a starting or ending parenthesis.
- ? Field: Shows all fields you can filter on from each table (the table name is shown as a disabled bar in the drop down and is listed just above its fields it contains).
- ? Operator: After selecting a field, you select a comparison operator. The options that appear in this list will depend on the type of field selected. For example, for logical fields, the only choices that appear are Yes and No. Once you have selected an operator, you may enter a value to compare to the field. Again, this value option depends on which operator was selected - if you chose "is blank" you will not be given the option to choose a value. If you are not sure what values appear in the field or want to select a value without having to type it, choose the Value



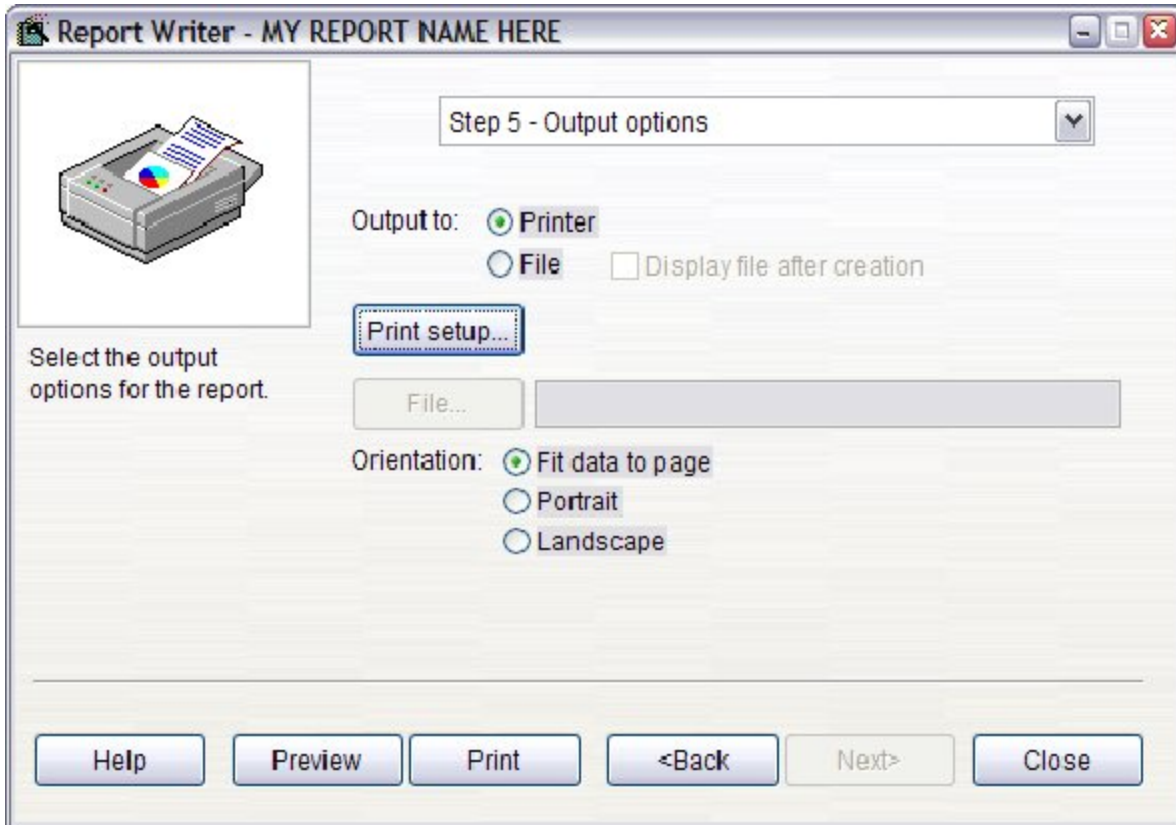
button. (This button only appears for character fields). A list of unique values from the field will appear in a dialog box. You can choose a single value or multiple values. To select more than one value, hold down the Shift key as you click on the desired values. If you choose more than one value, the operator will automatically be changed to "is one of".

If you have selected a character or memo field, the Case Sensitive checkbox may be enabled. If Case Sensitive is checked, only those records with the values that also match in case will be selected. For example, if you typed in "Jones" and the actual value was JONES, the record would be skipped because the case did not match.

If it is not checked, case does not matter. For example, entering 'Jones' would match 'Jones', 'JONES', 'JoNeS', or any other combination of case.

After you have completed entering the condition, press the OK button to save the condition and add it to the list. Choose Cancel to cancel the new condition. Note: if you do not enter a value to compare to the field, the operator will automatically be changed to is blank.

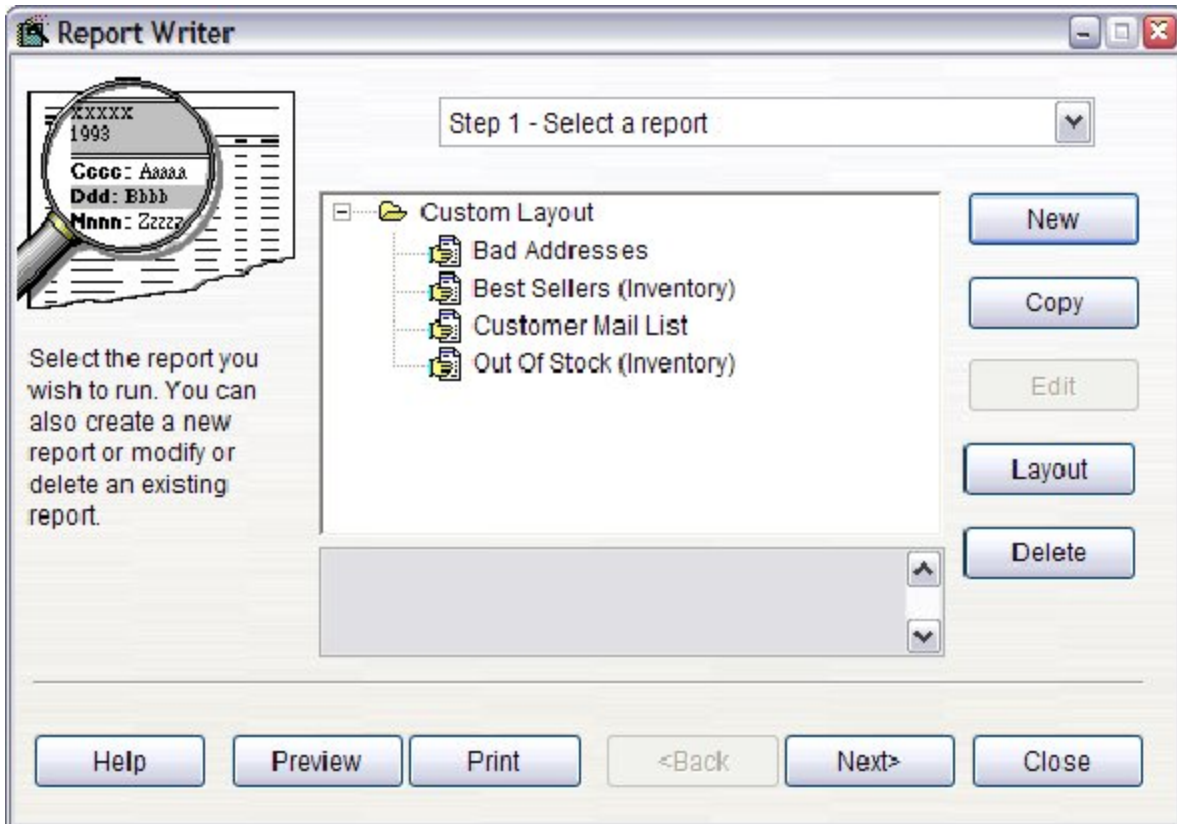
**Step 5: Output options for existing reports**



### Deleting an existing report

To delete a report from the Report List:

1. Selected the report you want to delete.
2. Choose the Delete button.



4. You will be asked to confirm that the report should be deleted.
5. If you confirm its deletion, the report is removed from the report list in the Report Wizard.

Note: This button may not be enabled for all reports.

**Editing an existing condition**

To edit a condition, select it in the list and choose the Edit button, or press Enter, or double-click on the condition. You can also choose Edit Condition from the shortcut menu. The Filter Condition dialog will appear, and you may change any of the items that make up the condition. Click the OK button to save any changes you made to the condition, or Cancel to cancel any changes.

**Deleting an existing condition**

To delete a condition, select it in the list and choose the Delete button. You can also press the Delete key or choose "Delete Condition" from the shortcut menu. The list will be adjusted as necessary.

**Counting matching record for a condition**

The Count button displays the number of records matching your filter. You can also right-click and choose Count Records from the shortcut menu.

## Viewing existing reports

### Setting Up Departments, Sections and Media Overview

Before you begin creating your departments, sections, and media records, some background may be helpful. This introduction will give the "big picture" on these topics and define how Visual Anthology interprets the data contained in these screens.

To categorize your inventory, Visual Anthology provides three basic levels of categorization - Departments, Sections, and Media. Each of these categorizations builds on the next to create a usable model for accessing your inventory items.

- ? Departments: are considered the most general description of your inventory and are at the top of the hierarchy. You may have a department called "Book" that will be assigned inventory items that are books. You could also have a department called "Side Line" that will be assigned to your side line items.
- ? Sections: these further define and separate your inventory (i.e. Biography, Cooking, etc.).
- ? Media: this assignment is used to distinguish the items physical characteristics such as "binding". Within a video department, for example, you may have a section for Nature programs. You may have several items that fall into that category, some VHS tapes, some DVDs. To keep these separate in your inventory, you would assign their respective media VHS or DVD. In this way, you can list them all together under Nature and still be able to identify them as being different.

Another important issue to keep in mind

The inventory items themselves serve to keep the items separate and eliminate the need for redundancy when creating your sections and media files. For example, you may have a departments called "book" and "video". You may also have sections called "sports", "cooking", and "nature". In your inventory, you may have several books about nature. Likewise, you may have several videos of the same subject. There is no need to define separate sections for book and video because the department separates them. You would simply assign your books to the department "Book" and section "Nature". Likewise,

you would assign your VHS or DVD's to the department "Video" and reuse the section "Nature". To better explain this concept, the image below shows how this would look if you could see it in Windows Explorer®.

In this example, the inventory items Book (1,2 and 3) have all been assigned to the department Book. They have also been assigned to the section Nature. The items DVD (1,2 and 3) have all been assigned to the department Video. They are also assigned to the section Nature. The department is making the distinction here.

This is the same way that Media can be reused and still keep a distinct definition of inventory items. Each of the items Book (1,2, and 3) could all be assigned a different media. For example, Book1 may have a media of "Hardbound" while Book2 is assigned "Paperback" and so on.

In the topics that follow each area - Departments, Sections, and Media are further explained and step-by-step instructions on how to setup these sections of the Visual Anthology software.



### Step 2: Setting filter options

#### Department Configuration

##### Header Page

The Header page contains the name, short code, and status information for the currently selected department.

- ? **Name:** This is the user friendly name that will be assigned to a given department. There is no restriction on whether or not this name is reused. It may be duplicated many time within your system. However, the short codes will be different for each one. Please use caution when creating new departments.
- ? **Short Code:** Short Codes are displayed in grids or anywhere that space is a concern. Short Codes are assigned automatically by Visual Anthology when you move off the name field. These codes may edited but must be kept unique. If you attempt to add a duplicate short code Visual Anthology will reject it.
- ? **Inactive:** To preserve historical information when reporting, Visual Anthology will not permanently remove a department if items are assigned to it. Instead, the department will be marked inactive and may be re-activated at any time.

##### Details Page

- ? **Default purchase discount for costing:** This value is used by Visual Anthology to determine a best guess discount when calculating the cost of a particular item in inventory. The system first looks to the receiving history to determine what discount the item was purchased at. If there is no receiving history for the item (this generally happens when items are added directly to inventory, bypassing the Receiving process) Visual Anthology looks to this value. If no value is found here the item is assumed to have no discount and will be calculated as such. This would result in overstating your inventory valuation report.
- ? **Shelf Feet:** This is an informational field provided to track shelf space that a particular department may use.
- ? **Square Feet:** This is an informational field provided to track square footage that a particular department may use.
- ? **SuperType:** This information is used only for Anthology WebStore™. For more information on setting up SuperTypes for

AWS go to Setting Up Anthology WebStore - Assigning Departments to SuperTypes.

- ? Department discount schedule: This is a drop down list of the currently available Customer Discounts defined in your Visual Anthology system. Selecting a discount schedule here will apply to all inventory items assigned to this department.
- ? Block Discount: This checkbox will block any discounts associated with a department.

### Sale Discount

This section is used to define sales events in your store that will run for a period of time. For example, you may want to discount all the items in a particular department for a two week sale. You would simply assign the start date; assign the ending date; and apply a discount from the discount schedule drop down list. If the discount you want to apply is not in the list - use the Customer Discount Schedule to create a new one. See Introduction to Setting Up Customer Discount Schedules for detailed information on this subject.

Start Date: This is used to define the beginning date of the sale.

End Date: This is used to define the ending date of the sale.

Discount Schedule: This is a drop down list of the discounts defined in your Customer Discount Schedules.

**Special Note: Discounts applied to inventory items will not be reflected on your AWS web page. The prices shown on your web page are based on either the web price or retail price of the item.**

The following pages do not require setup from within the Departments screen. They provide both current and historical information on the associated items.

#### OH/OO Page

This page provides a "real time" view of the inventory items assigned to the current Department.

#### Sales Page

This page provides a twelve month look at the sales activity for items assigned to the currently selected Department.

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### Purchase Order Page

This page provides a snap-shot of the Purchase Orders associated with items belonging to the currently selected Department.

### Returns Page

This page provides a snap-shot of the Return Memos associated with items belonging to the currently selected Department.

### Frequent Buyers Club Overview

Visual Anthology's Frequent Buyers Clubs are user defined discounts that apply to specific customers and are limited to inventory you define either by Department, Section, or Media. Further, you can limit the type and amount of reward that is applied, even determine the length of time the reward will be good.

Although assigning Frequent Buyers Clubs to customers is really a function of the customer screen, it is discussed here for consistency. The next section, Assigning customer to a buyers club covers this topic in more detail. You will have the option of viewing the assigned customers from the customer tab but edits are not allowed. A complete discussion of the Frequent Buyers Club is found in the setup section. See Creating Frequent Buyers Clubs for detailed information.

The screenshot displays the 'Frequent Buyer Clubs' configuration window. Key elements include:

- Name:** Computer Club
- Short code:** COMPU
- Message:** Thank you for your Book Club purchase
- Accumulation basis:** # of sales (Threshold: 0.00)
- Rewards:** Discount (20%)
- Include what:** Section based
- Sections list:** Antiques/Collectibles, Architecture, Atlases, Babies & Toddlers, Best Sellers list, Books, Business/Economics, Career/Job, Childcare/Parenting, Classical, Computer, General, Database

Callouts in the image provide additional context:

- 'Header Section' points to the top configuration area.
- 'Section to define what items will qualify' points to the 'Antiques/Collectibles' entry in the sections list.
- 'Sections for defining Accumulators, Rewards, and Discounts' points to the 'Include what' section.

Frequent Buyers Club rewards are not immediate and may not be applied to the sale in which the accumulator was reached. This is called the "qualifying sale". Visual Anthology will not offer the discount reward on this sale (e.g. if a customer needs one more purchase to qualify for his/her club discount, the sale in which that takes place

"qualifies" him/her for the club discount on their next purchase). Current sale discounts are provided through Customer Discount Schedules. See Working with Discounts for detailed information.

Rewards are applied to any subsequent sale. Visual Anthology does not restrict how a reward is applied. If a customer has qualified for a discount, that discount will be applied to their next purchase whether the items being purchased are part of the club or not. There is no way to restrict the discount to only club items.

**Special Note: Dollar premiums are awarded as they qualify (e.g. if a customer needs three purchases to qualify for a ten dollar premium and purchases four of the designated items. Their dollar premium slip will print with the sale and the accumulator will be set to one).**

The Customer page gives you a quick overview of the customers assigned to the current FBC. It shows the start date (when they were assigned to the club), their current FBC, and Accumulator totals. It also displays the last reward date and if applicable the premium amount last paid.

**Assigning customer to a buyers club**

Frequent Buyers Club membership is assigned to individual customers via the Master Files | Customer screen. The Buyers Club page shows all the active Frequent Buyers Clubs you have created. In the Enroll column, the check mark indicates that the current customer is part of that Frequent Buyers Club.

<span>List</span> <span>Details</span> <span>Sales</span> <span>CBOs / Sales Detail</span> <span style="border: 1px solid orange;">Buyer Clubs</span> <span>Credit Card</span> <span>Trade Credit</span>							
Name	Type	Required	Enroll	Current	Cumulative	Reward	
Computer Club	Sales	0	<input type="checkbox"/>				
Record Club	Units	2	<input checked="" type="checkbox"/>	0		2 2/10/2004	
Video Club	Units	2	<input type="checkbox"/>				

Customers are assigned by placing a check mark (clicking) in the corresponding box in the Enroll column.

1. Open the Customer screen by selecting the Master Files | Customers menu option.
2. Locate the customer you want to assign to an Frequent Buyers Club.
3. Move to the "Buyers Club" page.
4. Locate the appropriate club.
5. Click in the Enroll box for that club.

Your customer is now a member of this club. You can assign a customer to more than one club by selecting a second club.

**Special Note: if you have the Cash Register open and are in the process of creating a sale for the same customer you are assigning to the club, then the effects will not take place until the next sale.**

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### Section Configuration

#### Header Page

The header page contains the name, short code, and status information for the currently selected Section.

- ? Name: This is the user friendly name that will be assigned to a given Section. There is no restriction on whether or not this name is reused. It may be duplicated many times within your system. However, the short codes will be different for each one. Please use caution when creating new Sections.
- ? Short Code: Short Codes are displayed in grids or anywhere that space is a concern. Short Codes are assigned automatically by Visual Anthology when you move off the Name field. These codes may be edited but must also be kept unique. If you attempt to add a duplicate short code, Visual Anthology will reject it.
- ? Inactive: To preserve historical information when reporting, Visual Anthology will not permanently remove a section if items are assigned to it. Instead, the section will be marked inactive and may be re-activated at any time.

#### Details Page

- ? Sales Discount-
- ? Web Name: This is used with AWS. It is the name of the section as it will appear on your AWS web page. For example, some stores use a numbering system for their Sections (Section = 501). If you were to publish this information to your web page your customers would have a hard time locating the items they want to purchase. However, if section 501 has a published web name of "History", your customers know what to expect from this section of items.
- ? Exclude from Web: If this option is checked, the section and all items assigned to it in inventory will be hidden from the web page.
- ? SuperCat: This information is only used for Anthology WebStore™. For more information on setting up SuperCats for AWS, refer to the section Working with Anthology WebStore - Assigning Sections to SuperCats.

## Sale Discount

This section of the General page is used to define sales events in your store that will run for a period of time. For example, you may want to discount all the items in a particular Section for a two week sale. You would simply assign the start date; assign the ending date; and apply a discount from the discount schedule drop down list. If the discount you want to apply is not in the list, use the Customer Discount Schedule to create a new one. See Introduction to Setting Up Customer Discount Schedules for detailed information on this subject.

- ? Start Date: This is used to define the beginning date of the sale.
- ? End Date: This is used to define the ending date of the sale.
- ? Discount Schedule: This is drop down list of the discounts defined in your Customer Discount Schedule.

**Special Note: Discounts applied to inventory items will not be reflected on your AWS web page. The prices shown on your web page are based on either the web price or retail price of the item.**

The following pages do not require setup from within the Sections screen. They provide both current and historical information on the associated items.

## OH/OO Page

This page provides a "real time" view of the inventory items assigned to the current section.

## Sales Page

This page provides a twelve month look at the sales activity for items assigned to the currently selected section.

## Purchase Order Page

This page provides a snap-shot of the Purchase Orders associated with items belonging to the currently selected section.

## Returns Page



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This page provides a snap-shot of the Return Memos associated with items belonging to the currently selected section.

#### Processing Customer Orders with partial shipments

Partial shipments are Customer Orders that are shipped as items become available. This is generally the result of items being on backorder at the time the order is processed. There are two options available to you for handling these types of situations.

1. To hold all items until the order can be shipped complete.
2. To ship the items that are available and process a second shipment when the backordered items arrive.

We will be discussing the second option here. Called a "partial shipment", Anthology is well equipped to handle such situations giving you both shipping and payment options.

**Special Note: The checkbox on the Header page - "Allow partial shipments" does not restrict you from shipping partial orders. It is merely a reminder that either the customer has requested only complete shipments or it is a policy of your store to only ship complete.**

By default, Visual Anthology calculates Customer Orders based on ship quantity. Only those items that are being shipped will be included in the Total field - displayed in the lower right corner of the Customer Order screen. Backordered items will not be considered when totaling the order in regards to tenders. This is considered by many to be the preferred method of taking orders. Most merchants will only bill for merchandise that is actually shipped.


The upper left corner of the Customer Order screen displays the total value of the order including the backordered items. This is shown in the Order Total field. The deposit, if any, is also displayed - we'll discuss this a little later.

This means that if your order contains backordered items, Visual Anthology automatically treats it as if it is a partial shipment. You only need to decide how you will take payment and when you will ship. In the next two examples, we'll discuss the two most common scenarios: paying in full / retaining a deposit and taking payment as items ship.

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### Example One: Paying in full / retaining a deposit

Let's assume you have a Customer Order containing two books - book "A" costs \$21.95 and book "B" cost \$16.01. Let's also assume that book "B" is backordered. Your customer decides to pay in full for both books.

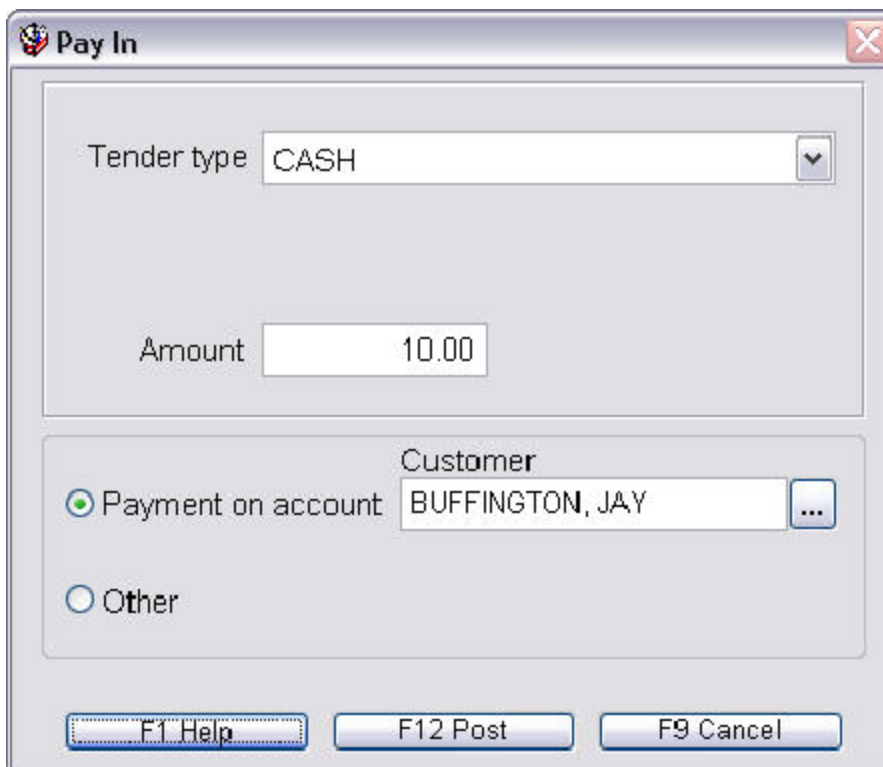
To complete this order, you will need to take tenders for the item being shipped, book "A". Click the F3 Take Tenders button on the Customer Order screen. Select a tender type. In this example, check and replace the number in the Amount field with the total due for the order - Order Total field in this example \$40.24. Click the Accept button .

When you post the Customer Order, Visual Anthology calculates the total due as \$10 plus applicable taxes and shipping. When the backordered item is received, you will need to charge the customer's credit card a second time.

## Using Pay-In and Pay-Out

## Pay-In

The Pay In screen is used to receive money into your cash drawer that does not directly involve a sale. That is to say they are separate from cash register transactions. Generally used to accept payments on customer' s accounts, they may be employed to handle a variety of non-standard transactions. By receiving money in this way, a record of the transaction will be recorded on the X and Z tape reports.



The screenshot shows a software window titled "Pay In". It contains the following fields and controls:

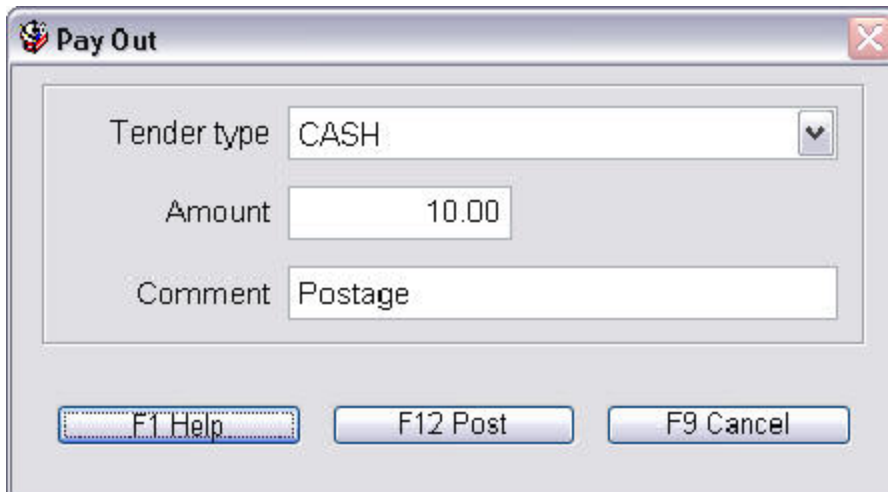
- Tender type:** A dropdown menu with "CASH" selected.
- Amount:** A text input field containing "10.00".
- Payment on account:** A radio button that is selected, followed by a text input field containing "BUFFINGTON, JAY" and a small blue button with three dots.
- Other:** A radio button that is unselected.
- Buttons:** At the bottom, there are three buttons: "F1 Help", "F12 Post", and "F9 Cancel".

1. **Tender type:** Specifies what form the money was in when accepted. Select a tender from the drop down list of tenders labeled Tender Type. For example if the money is to be received as a check then select check from the list.
2. **Amount:** You should enter the exact amount of money that will be added to the drawer.
3. **Payment on Account:** If the money is to be used as a payment on a customer account, you should select this option. You must provide a customer name to complete the transaction.

4. Other: This is used to record any non-standard transaction. You are not required to provide a comment in the note field however, it is recommended that you do so.

## Pay-Out

The Pay Out screen provides a means to track non-sale transactions where money will be removed from your cash drawer. For example, you may need to pay a small shipping charge for a local delivery and decide to take the money from the drawer rather than leave the store unattended while you go to the back room for the checkbook. By using the Pay Out screen whenever you remove money from your cash drawer, a notation of the transaction will appear on the X or Z tape reports. This allows you to track outgoing money and balance your drawer. There are three pieces of information that need to be filled in before you post the transaction.



The screenshot shows a window titled "Pay Out" with a close button in the top right corner. Inside the window, there are three input fields: "Tender type" with a dropdown menu showing "CASH", "Amount" with a text box containing "10.00", and "Comment" with a text box containing "Postage". At the bottom of the window, there are three buttons: "F1 Help", "F12 Post", and "F9 Cancel".

1. Tender Type: Specifies how the cash drawer will be depleted. Select a tender from the drop down list of tenders labeled Tender Type. For example if you are remove currency – then select cash.
2. Amount: This is the amount of money that will be removed from the drawer. It will not make change so be sure to enter the exact amount.
3. Comment: Although this is an optional field, it is always a good idea provide a comment of what the money was used for. This will be useful later when balancing your drawer.

**Processing Customer Orders using credit cards**

Credit card sales in Customer Order differ from those being made via the Cash Register screen. It is generally assumed that Cash Register sales result from customers browsing your store, selecting items to purchase and checking out at a point-of-sale (POS) station. Customer Orders differ in the sense that at the time the order is placed, some items may not be in stock and will require a backorder to fill. As a general rule, merchants will not bill credit cards until the item(s) ship. There are two options to accommodate this issue.

- ? Option one is simply hold the credit card information until all items are received and ready to ship. Once all items are either available or canceled, process the Customer Order as usual.
- ? Option two is ship those items that are available and ready to ship. As other items arrive simply bill the card a second time and ship.

Selecting "ship quantity extensions" on the Customer Order header tab will prevent the customer's credit card from being billed for the items not being shipped.

**Special Note: When taking tenders you are only allowed one credit card tender per transaction. The exception to this rule is when you are processing multiple shipments since each shipment is treated as a different transaction.**

In the following example, we will not discuss the entire process of creating a Customer Order. Instead we will concentrate on taking a credit card as the tender for our sale.

1. Once all items have been placed on the order and are represented accurately (e.g. all items marked as ship are on-hand), we will need to receive payment.
2. Click the F3 - Take Tenders button at the bottom of the Customer Order screen.
3. Choose "VISA" from the payment method screen.
  - ? If you have the "require CC information" set to Yes in the Tenders screen, two additional fields to display on the screen.

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1. Credit Card Number: used to enter the CC number.
2. Expire Date: used to enter the expiration date of the card.

With this option turned on, Visual Anthology tests the card number you enter to see if it is a valid number. Credit card numbers, like ISBN's, are the result of an algorithm. This means that only certain number sequences are valid for certain card types. If you get an invalid card number message, it does not mean the card was declined - only that the number is incorrectly entered for the type of card selected (e.g. If you select VISA and enter the number of a Master Card you will get this message).

- ? If your Visual Anthology system has been setup to do credit card processing, this information will be sent to your processor for approval. Pressing Enter to accept the amount due causes the approval process to begin.
4. The Amount field is automatically populated with the amount of the current sale. Generally for credit card sales you will not allow change to be given (e.g. Amount due = \$10 and customer want to charge \$25 in order to receive \$15 in cash change). If this is the case, simply press Enter while on the Amount field.

#### Processing Customer Orders from an Anthology WebStore

When sales generated by an AWS web site are downloaded, Customer Orders are automatically created. Processing of these orders is no different than any other type of sale in Customer Order with some notable exceptions.

- ? The type of tender is determined by the "web customer" and is automatically included in the order when a web order is downloaded from your AWS web site.
- ? Even though the order has been assigned a tender type it has not been posted.
- ? This means the credit card has not been validated (approved). You will need to use your CC processing software to validate the card prior to shipping the merchandise.
- ? Inventory levels have not been updated.

**Special Note: If the downloaded tender will not be used to completely satisfy the amount of the sale and a second tender is needed, use the tenders button on the toolbar to add additional tenders to the sale.**

#### Checking the order

After the download is complete, the list view of the Customer Order screen will show the new orders in bold print. At this time, you will need to review the order and make any necessary changes.

#### Taxes:

If you have a default tax profile established for new orders it may not be appropriate for all web orders. For example, if the default tax profile is set for "resident" and the customer is from another state, you may not want the state/local taxes to be applied.

#### Discounts:

This customer could also be an in-store customer or for some reason has a discount assigned to their account. If you offered special pricing to web purchases you may not want this discount to be applied to this sale as you would be over discounting the items.

#### Address Information:



You should check the address fields for correctness. For example, you could be looking at a joke order to some fictitious location like (No.9 Penny Lane - Kansas City, MO.). These are actually titles to three Beatles songs.

### Quantities:

Your AWS site does not represent your inventory on hands in real time. That is, depending on how often you upload to your site, your inventory could be out of sync. Visual Anthology has an option called "Auto-fill" that can save a lot of time and trouble. This is described in Customer Order options topic.

If you have the auto-fill option on, during the download process the quantity ordered is compared to the current inventory levels. The ship and backorder quantities are adjusted on the downloaded order. Remember that on hand quantities in inventory are committed when the order is posted. This means it is possible for an item to go out of stock before the order can be posted.

If you don't have this option turned on in your Tools | Options you can preform the same function from the Action menu by selecting the "Auto-fill all items" option.

**Special Note: You should always print a "pick list" for the order and confirm inventory levels before posting the order. This is the only way to know for sure the items are available for shipment.**

### Taking tenders

As mentioned above, the tender type has already been selected when the order was created on the web. This means that we need to use a slightly different method to retrieve this information. In the following example, we will not discuss the entire process of downloading a Customer Order. Instead we will concentrate on taking the tender for our sale.

1. Once all items have been confirmed on the order and are represented accurately (e.g. all items marked as ship are on-

hand), we will need to receive payment for that portion of the order that is being shipped. Remember Visual Anthology will only total items marked as shipped.

2. Use your mouse to select the tender line in the Line Items grid. This action will cause the tender information to be shown on the screen (e.g. if the tender is a credit card - you should see the card, expire date, and the total due).

Remember that the total due is the total of all items being shipped. It does not represent the total of the order. If you enter an amount greater than the total due for the sale, a deposit will be retained for the remaining monies.

3. The Amount field is automatically populated with the total amount for the items currently being shipped on this order. You may need to adjust this amount due to increases in shipping costs, etc.
4. Processing the order from this point is exactly the same as any other order. Please refer to the previous sections of this tutorial depending on which type of sale you are processing (e.g. basic sale, partial shipments, etc.).

### Defining an Up Charge Shipping Method

This type of Ship Method sets the price for shipping the first item and then adds a charges for each additional item shipped. For example, you might charge \$4.95 for the a single item and add \$0.85 for each additional item in a shipment.

- ? Open the Ship Method screen by selecting the Master Files | Ship Method menu option.
- ? Click the F4 New button on the tool bar.
- ? Enter the name of the new Ship Method ( i.e. UPS or FEDX. Remember that this is how it will appear in the pull down fields in Visual Anthology and on your AWS web site.)
- ? The short code will be filled in automatically when you move off the Name field. If you want to use a different short code, enter it here.
- ? Click the Show On Web check box if you want this method to be accepted on your AWS web site. Leave blank to exclude it from the web (AWS, optional).
- ? Select the First item and upcharge radio button.
- ? In the Base charge for first item field, enter "4.50". This will be the minimum shipping charge for any order.
- ? In the Upcharge field, enter "0.75". This will be the amount added to the base for each item added to the sale.
- ? Click the Save button on the tool bar.

The screenshot shows a window titled "Shipping Methods" with two tabs: "List" and "Details". The "Details" tab is active, showing the following information:

- Name: Upcharge Style
- Short code: UPCR6
- Type:  First item and upcharge,  Sliding scale -- unit base,  Sliding scale -- dollar base
- Base charge for first item: \$4.50
- Upcharge: \$0.75

At the bottom of the window, there are several function buttons: F1 Help, F4 New, F5 New Line, F7 Delete Line, F9 Delete record, F10 Save, and F11 Print.

In this example, an order of 3 items would result in a shipping charge of \$6.00.

### Defining a Sliding Scale Ship Method (Unit Based)

The Sliding Scale method allows you to automatically alter the shipping charges based on the total number of units sold. This is accomplished by creating different levels or floors for a single shipping method (i.e. UPS Ground). Each floor is a number representing the minimum number of units that must be sold before the shipping charge will be applied. In the example below, the first entry is "1" meaning that all purchases of one item or more (until the next level is reached) will be charged \$5.00 for shipping.

**Special Note: Remember these numbers represent "floors" so you must establish the FIRST level at which shipping charges will begin. If you began the number of units at 5, all sales of less than five units would be shipped for free. At the other end of the scale, if you enter upper limit of 25 and assign a ship charge of \$0.00 then orders of more than 25 items would be shipped for free.**

If you want the shipping charges to increase as the number of units sold increases, you would assign another level. In our example, the next level is 10. If ten items are purchased, the shipping charges will be changed to \$7.00. Since there is only two floors assigned, the shipping will never be greater than that assigned by the last floor. In our example, 10 is the last floor. This means that on a purchase of five hundred (500) items, the shipping will still be \$9.75. There is no limit to the number of floors you may assign so you can get as detailed as you want.

- ? Open the Ship Method screen using the Tools | Master Files | Ship Method menu.
- ? Click the New button on the tool bar.
- ? Enter the name of the new Ship Method ( i.e. UPS or FEDX. Remember that this is how it will appear on your AWS web site.)
- ? Click the Show On Web check box if you want this method to be accepted on your AWS web site. Leave blank to exclude it from the web.
- ? Select " Sliding Scale – Unit Base"
- ? In the Units field, enter "1". This will be the minimum number of items needed on a sale before shipping is charged.

- ? In the Ship Charge field, enter "5.00". This will be the amount of shipping charged.
- ? Click the Enter button to add this unit to the detail list.
- ? The cursor is now back in the Units field. Enter "10".
- ? In the Ship Charge field, enter "7.00". This will be the amount of shipping charged when the total number of items reaches 10.
- ? The cursor is now back in the Units field. Enter "15".
- ? In the Ship Charge field, enter "9.00". This will be the amount of shipping charged when the total number of items reaches 15.
- ? Click Save on the tool bar.

The screenshot shows a window titled "Shipping Methods" with two tabs: "List" and "Details". The "Details" tab is active. The form contains the following fields and controls:

- Name: Sliding Scale - Unit
- Short code: SSU
- Type: Radio buttons for "First item and upcharge", "Sliding scale -- unit base" (selected), and "Sliding scale -- dollar base".
- Units: A spinner box showing the value "1".
- Ship charge: A text box showing "5.00" and an "Enter" button.
- Inactive:
- Show on Web:
- Table: A table with columns "Units" and "Ship Charge" containing three rows of data.

Units	Ship Charge
1	5.00
10	7.00
15	9.00

At the bottom of the window is a toolbar with the following buttons: F1 Help, F4 New, F5 New Line, F7 Delete Line, F9 Delete record, F10 Save, and F11 Print.

## Media Configuration

### Header Page

- ? Name: Enter the user friendly name you want associated with this media type.
- ? Short Code: Short code will be added automatically when you move off the Name field. You may edit this field to comply with a pre-existing naming convention, however, the code must be unique. Visual Anthology will reject a duplicate entry.
- ? Inactive: To preserve historical information when reporting, Visual Anthology will not permanently remove a media type if items are assigned to it. Instead, the media will be marked inactive and may be re-activated at any time..

### Details Page

- ? Sales Discount-
- ? BIP Code-
- ? B&T Code-

Sale Discount Section- Visual Anthology allows you to discount items based on the media associated with them. For example, you could place all MASS MARKET books on sale. This sale discount must be for a given period of time. That is - it will have a starting and ending date.

- ? Start Date: Enter the date the sale discount will begin on.
- ? End Date: Enter the date the sale will end.
- ? Discount Schedule: Assign a discount schedule by selecting one from the drop down list. This list is derived from the Customer Discount Schedules defined in your Visual Anthology system. If you need a discount that does not exist here, you will need to create a new one in the Customer Discount Schedule screen and then select it here.

## Printing Reports

Visual Anthology uses a standard print dialog for its reports. The basic options are shown in the illustration to the right. They include send the output to your printer, a report preview, or to output to a file. With the output to a file option selected, you will also be given the option to select the type of file you want the output to be in. These ranged from simple text files to Excel spreadsheets and database files. The DBF format is a standard dBase IV® type. This file can be opened by any database program that supports this file extension such as Paradox®, MSAccess® and both DOS FoxPro and Visual FoxPro. Directing your output to a file such as these can be very useful for sharing information with non-Anthology users such as printers.

You have the option to direct the print job to one of the printers you have assigned on your system. You can modify the printer properties if the printer allows it.

**Special Note: It is recommended that you do not change the page orientation since these reports are designed to fit a particular page layout. Changing from landscape to portrait for example, will cause the document to print of the right edge of the page.**

If the report is being sent to the Preview screen, Visual Anthology will display the entire report on the screen for you to evaluate prior to printing the document. On this screen is a small "floating" toolbar that works with the preview screen only. From this menu several options are available for navigating through the report. These options are listed below.



.. moves the preview to the first page of the report.



.. moves the preview to the last page of the report.



.. moves the preview to the next page of the report.



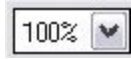
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.. moves the preview to the previous page of the report.



.. this option allows you to select a specific page to move to.



.. this option allows you to scale the preview to fit your entire window. Resizing the report here will have no effect on the output to the printer.



.. this option causes the report to print.



.. this closes the preview screen. No printing is sent to the printer. You are taken back to the previous screen.

## Creating Frequent Buyers Clubs

Creating a new Frequent Buyers Club begins by opening the Frequent Buyers Club screen. Select the Frequent Buyers Club option from the Master Files menu located on the main Anthology menu.

**Special Note: Remember you assign customers to the Club via the Customers screen. The Frequent Buyers Club screen provides a page named Customers which allows you to view all assigned customers along with their current levels. This information is also shown on the Customers screen - Buyers Club page.**

**Special Note: Rewards are not limited to club merchandise only. If your customer meets the requirements for a reward, it will be applied to their next purchase, regardless of what they are purchasing.**

### Header Information

- ? On the Frequent Buyers Club screen, click the F4 New button to create a new Frequent Buyers Club.
- ? Enter the name of the new club. The short code will be filled in automatically when you move off the name field.
- ? Enter the message, if any, that will appear on the coupon.
- ? You have the option to have this Frequent Buyers Club assigned to all new customers by default when their record is created. If you want, this behavior simply check the option - Assign New Customers by Default.

Name	Computer Club	Short code	COMPU	<input type="checkbox"/> Disabled	<input type="checkbox"/> Inactive
Message	Thank you for your Book Club purchase				
	<input type="checkbox"/> Assign new customers by default				

**Special Note: In this example, we chose the name "Computer Club". It will be based on titles relating to the computer section of our inventory.**

### What to Include

Now move to the Details page by selecting the Details tab. This is where you will decide what inventory items will be included in the Frequent Buyers Club. Remember that it is only when these items are

sold that the accumulators are added. This is discussed in the next section - Accumulators.

- ? First let's choose what areas of our inventory we want included in the Frequent Buyers Club. You have three options here.
  - ? Departments: This option looks only at selected departments. When you choose one of the departments listed in the grid you are including all inventory items that are assigned to that department in the Frequent Buyers Club. All sections and media are ignored. You may include more than one department.
  - ? Sections: This option looks only at the selected sections. When you choose one of the sections listed in the grid you are including all inventory items assigned to that section. All departments and media are ignored. Generally speaking there will be fewer items assigned to a specific section than to an entire department. You may include more than one section.
  - ? Media: This option looks only at selected media. When you choose one of the media listed in the grid you are including all inventory that are assigned to that media type. All departments and sections will be ignored. You may choose more than one media type.
- ? Within this section, you can choose to show included items only or to select or unselect all items in the list.

Sections	Included
Computer, General	<input checked="" type="checkbox"/>
Cooking, General	<input type="checkbox"/>
Country/Western	<input type="checkbox"/>
Crossword Puzzles	<input type="checkbox"/>
Dance	<input type="checkbox"/>
Database	<input checked="" type="checkbox"/>
Decorating	<input type="checkbox"/>
Desktop Publishing	<input checked="" type="checkbox"/>
Dictionaries	<input type="checkbox"/>
Diet/Nutrition	<input type="checkbox"/>
Family/Marriage	<input type="checkbox"/>
Fiction, Children	<input type="checkbox"/>
Fiction, General	<input type="checkbox"/>
Fiction, Romance	<input type="checkbox"/>

Show selected only           

**Special Note: Notice in the illustration above that the club is based on Section and only those sections containing Computer books are included.**

## Accumulators

Accumulators decide by what means Visual Anthology will track the sale of qualifying book club items. This will ultimately decide when the rewards are earned. Accumulators can be based on dollars (\$), units, or # of sales. The threshold determines the level that must be reached to qualify for a reward.

- ? Dollars: When dollars (\$) is selected, you are asking Visual Anthology to track the amount of the qualifying items. For example, in our sample club only items from the many computer books sections will qualify. If the sale contained a book from the "Database" section for \$10 and one from Fiction Romance for \$15, then the amount accumulated would be \$10.
- ? Units: When Units is selected you are asking Visual Anthology to track the number of the qualifying items being sold. For example, in our sample club only items from the many computer books sections will qualify. If the sale contained 2 books from the "Database" section and 1 from Fiction Romance, then the amount accumulated would be 2.

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- ? # of Sales: When # of Sales is selected you are asking Visual Anthology to count the entire sale if it contains qualifying sale items. For example, if a customer (belonging to a club) purchases 5 qualifying items the accumulator would increase by 1 - the number of sales. In the case of our example, you would need 3 qualifying sales to get the reward.

Accumulation basis	Threshold
<input type="radio"/> \$	0.00
<input type="radio"/> Units	0
<input checked="" type="radio"/> # of sales	3

## Rewards

The rewards section determines how your club customers will be rewarded for their purchases, either by offering a discount on future purchases or a cash reward. The illustration below shows both sections in their active state. Depending on the Reward basis chosen, either dollars or discount, one or the other will be unavailable.

### Dollar based

The dollar reward or premium has three options available.

- ? Fixed: If selected an amount will need to be supplied. This will be the amount of the reward. For example, \$10.00 would mean that every time a person reaches their club threshold a \$10 reward is granted.
- ? Averaged: This option is only available when the # of Sales option is selected in the accumulation section. This type of reward averages the qualifying sale items and gives this value as the reward. For example, if sale 1 has three books from a club section and two from another section only the sale amounts from those club books are included in the average.
- ? How to apply - only dollar based rewards have the option to print to coupon or file.
  - ? Print Coupon: If selected, the reward is printed on the receipt of the qualifying sale. This type of reward

is not automatically applied. The coupon should be treated as cash by the customer.

- ? Save to file: If selected, the reward is saved in the customer's record and will be applied automatically to the next sale. This means you won't be given a choice. The application of the FBC reward is automatic.

**Special Note: When using the Average option in conjunction with # of Sales the following formula is applied.  $\text{Sale1} + \text{Sale2} + \text{Sale3}$  divided by 3. If all sales were \$10 each the reward would be \$10.**

### Discount Based

The discount reward premium is based on discounts that you have already created in your Customer Discounts. Please refer to the section called Setting Up Customer Discounts Schedules for a complete discussion. These discounts are assigned in the same way that you would assign them to a customer. However, in this application they will be applied to qualifying sale for the customer who's name appears on the club. **You should keep in mind that Visual Anthology does not "piggyback" discounts - that is, if your customer has a customer discount of 25% assigned by way of Customer Discount Schedules and they are assigned to a book club which offers a 10% discount. When the accumulator for that club is reached the discount assigned in the Customer record will be changed to reflect the Frequent Buyers Club discount. If the Frequent Buyers Club is set to "One Time" and the customer uses this discount on the next purchase the discount associated with the customer record will be set to ZERO.**

**Special Note: Rewards are not limited to club merchandise only. If your customer meets the requirements for a reward, it will be applied to their next purchase, regardless of what they are purchasing.**

Unlike the dollar premium, you can choose how long the discount period will last - that is, it may be a one time discount or could be applied over a period of days.

- ? One Time: this option applies the reward once, on the next sale after the qualifying sale. Once the reward has been given the Frequent Buyers Club total is set to zero.

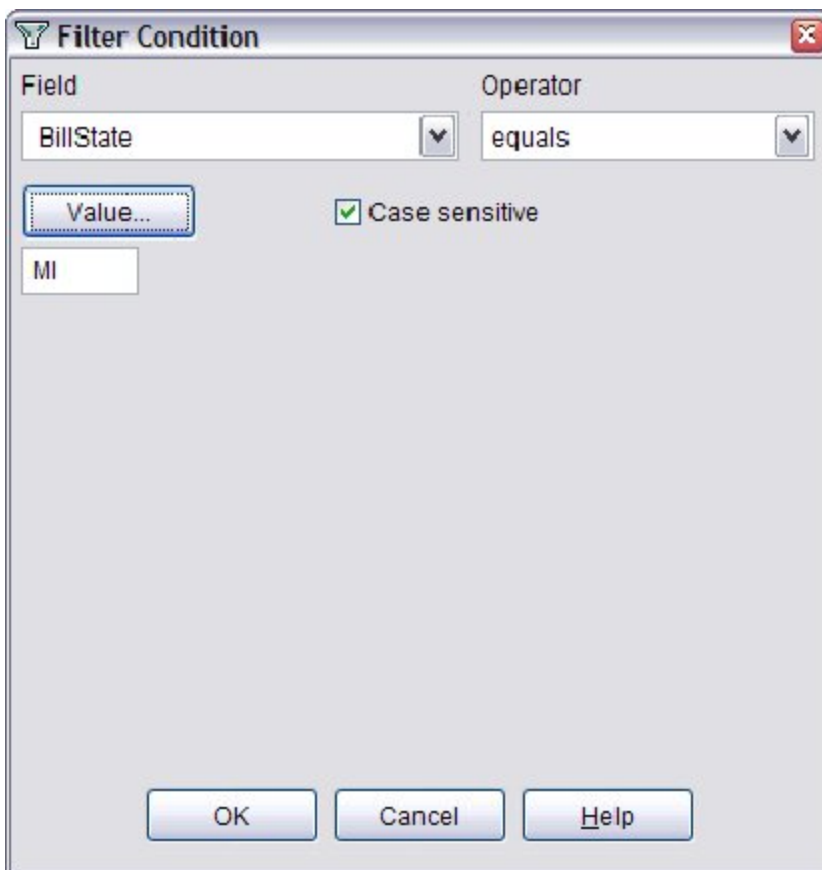
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- ? For Period (days): this option allows you to specify a period of time the reward will be honored. For example, your club criteria could be "purchase \$50 and receive a 10% discount on all purchases for 3 months". You would set the periods of days to 90.

## Customer Relationship Marketing Tool

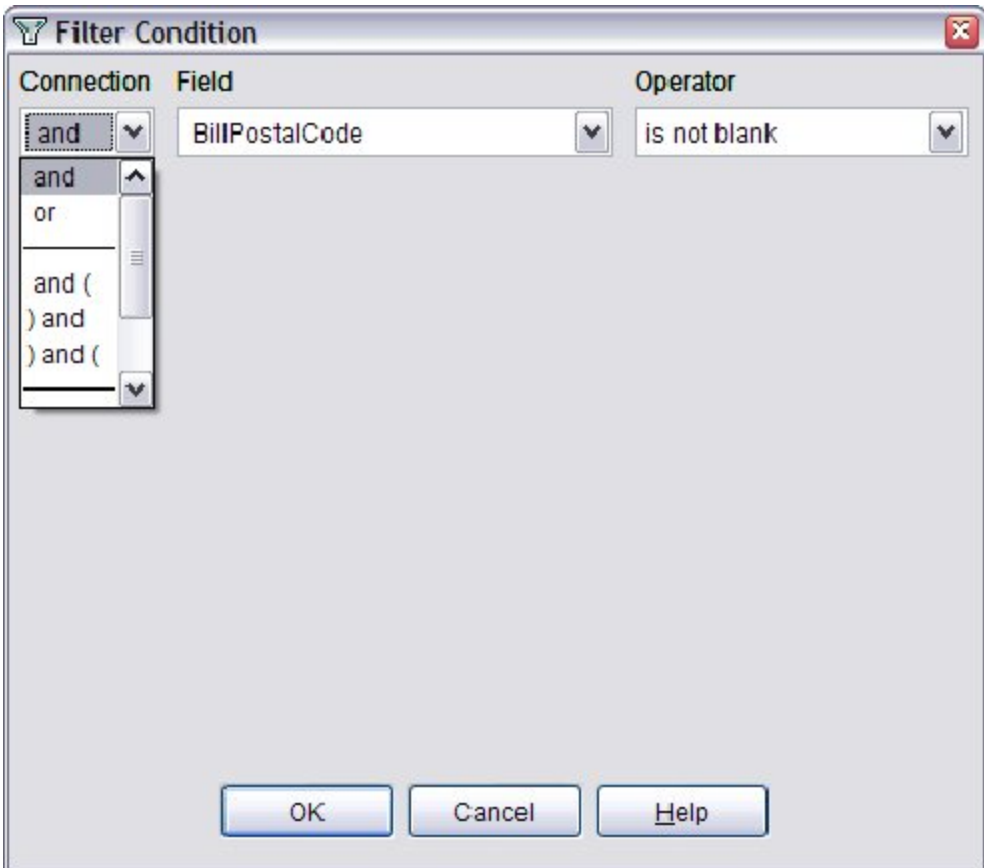
### Step 4: Report options for existing reports

To add a new condition to the filter, select the Add button. You can also press the Insert key or choose Add Condition from the shortcut menu. If you do not have any conditions in your filter yet, the Filter Condition dialog shown below will appear.



If you already have at least one condition in your filter, the Filter Condition dialog appears a little differently, as shown below.





- ? The Connection drop down list, which does not appear if this is the first condition for your filter, is used to define how this condition is connected to the previous condition in your filter. The default connection is and, but you can also choose one of various combinations of and and or.
  - ? The connections with parentheses allow you to group your conditions and specify the order in which conditions are evaluated. The system will automatically balance parentheses, so there is no need to worry about a starting or ending parenthesis.
- ? The Field drop down list shows all fields you can filter on from each table (the table name is shown as a disabled bar above its fields).
- ? After selecting a field, you select a comparison operator from the Operator drop down list. The options that appear in this list will depend on the type of field selected. For example, for logical fields, the only choices that appear are is "Yes" and is "No".

- ? Once you have selected an operator, you may enter a value to compare to the field. Again, the values you are given depend on operator you have selected.
  - ? If you are not sure what values appear in the field or want to select a value without having to type it, choose the Value button (this button only appears for character fields). A list of unique values from the field will appear in a dialog box. You can choose a single value or multiple values; to select more than one value, hold down the Shift key as you click on the desired values. If you choose more than one value, the operator will automatically be changed to "is one of".
  - ? If you have selected a character or memo field, the Case Sensitive checkbox may be enabled. If Case Sensitive is checked, only those records with the value in the same case (that is, upper and lower case characters) as you typed it will match. If it is not checked, case does not matter. For example, entering 'Jones' would match 'Jones', 'JONES', 'JoNeS', or any other combination of case.

After you have completed entering the condition, press the OK button to save the condition and add it to the list. Choose Cancel to cancel the new condition. Note: if you do not enter a value to compare to the field, the operator will automatically be changed to is blank.

### **Saving filters for repeated use**

Because filters can be complicated, you can save and retrieve commonly used filters. A saved filter can also be used as the basis for a new, slightly different filter. If you retrieve a stored filter and make changes to it (perhaps adding a new condition or changing an existing condition), you may re-save it with the same or a different name.

Choosing the More button expands the filter dialog as shown below. Choosing this button again (which then appears as Less) restores the dialog to its former appearance.

The Store button is enabled when you have at least one condition defined for your filter. When you choose this button, or choose Store Filter from the shortcut menu, a dialog will appear which allows you to enter a name for your filter. You might want to include your own name in the filter name so others can tell whose filter it is. A name like 'Ron's Filter - Jan/94' might be appropriate. You can also enter a more complete description of the filter if you wish. Type in the name and description and select the OK button. The name of the filter will appear below the Store button.

To retrieve a filter, press the Retrieve button or choose Retrieve Filter from the shortcut menu. A list of stored filters will be presented. Select the one you wish to retrieve and press the OK button to load the saved filter. The name of the filter will appear below the Store button and the filter conditions will display in the list.

To delete a saved filter, press the Remove button or choose Remove Filter from the shortcut menu. A list of saved filters is presented from which you can select the one to delete. Press OK to delete the selected filter.

## Frequent Buyers Club

### Rolling Sales History

Sales information is displayed throughout Visual Anthology on tab pages and as part of the InfoPanel. This information is updated during the closing procedures (Ztape - clear sales). You may update this information as needed by running the "roll sales history". See Reference | Tools - Roll Sales History for detailed information.



- ? Select Tools | Roll Sales History from the Visual Anthology menu.
- ? Select what information you want to preserve. [Customer, Station, User].
- ? Select the "scope" of records you wish to roll. [Unrolled, All history]. There isn't a notable difference in the time it takes to run either option on average sales history files.
- ? Click the F12 Run button to begin.

## Rebuilding Keywords

Keywords are extracted from the Title/Description field of your inventory records. These words are stored in a separate table and linked internally back to your inventory records. When you perform a keyword search, this table is accessed and returns all items linked to this word. As with indexes, keywords are maintained automatically by Visual Anthology. However, this functionality relies on indexes to operate and as discussed indexes may be damaged. Because of this it is recommended that rebuilding keywords become part of a daily start-up schedule.

**Special Note: You should always rebuild keywords any time you re-index your files. You may rebuild keywords anytime you like. You should always have everyone out of Visual Anthology and have it closed on all other computers.**



- ? Make sure Visual Anthology is not running on any other computers. If it is, shut down Visual Anthology on those computers prior to rebuilding keywords.
- ? Select the Tools | Rebuild Keywords menu option from the Visual Anthology menu.
- ? Click the F12 Run button or press F12.

## Using Maintain Views

### Setting the default view

As mentioned in the introduction section, layout of a particular screen may be saved for a individual user.

- ? Open the screen you wish to change settings for (e.g. Open Inventory).
- ? Rearranging the columns (e.g. Drag the Title/Description column to the first position).
- ? Select the Tools | Maintain Views | Set As Default menu option.
- ? Making this choice will cause Visual Anthology will remember the layout of the active screen and store it as the default view for the user currently logged in. In this case, the Inventory screen.

Remember if you are not using the User Login feature, Visual Anthology assumes there is a single user for the whole system. Setting a default view will effectively set the screen to appear this way as the default for everyone.

### Restoring a user default

This option acts on the currently active screen only. When you choose the Tools | Maintain Views | Restore User Default menu option Visual Anthology will restore the view to the last saved default for the currently logged in user (e.g. Restoring defaults for Jones has no effect on Smith). No screen is available for this option - selecting the option invokes the action.

### Restoring system defaults

This option acts on the currently active screen only. When you choose the Tools | Maintain Views | Restore System Default menu option. Visual Anthology will restore the views to the system defaults for the currently logged in user (e.g. If Jones is logged in - the defaults for Jones will be changed to the system defaults. Smith's views will not change.) No screen is available for this option - selecting the option invokes the action.

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### Restoring all defaults

This option will restore all screens to either the system or user defaults depending on what options are selected. You may choose to restore defaults for all users or select individual users from the drop down list. When you choose the Tools | Maintain Views | Restore All Defaults menu option a screen is displayed showing the available options.

**Special Note: Remember that until a default has been set for either the user or the system - the system default will be used.**

# Special Topics

## Working with Databases of Books

### Defining SuperCats

In this section, we will show you how to create a SuperCat. The first step in creating SuperCats is to decide which of your Sections can be usefully organized into this type of grouping. Using the example on Mad Moose sample site 'Computer Books' is a natural grouping (SuperCat) for such Sections as Database Related, Internet Related, Networking, or Programming.

1. Select Master Files | SuperCats menu.
2. Click the New button on the toolbar to create a new SuperCat. This action will also move the focus to the General tab, if not already open.
3. In the Name field, enter the internal use name for this element. This will be the name that Visual Anthology will use to designate this record.
4. In the WebName field, enter the name for this element, as you want it to appear on your WebStore left navigation bar.
5. Place a check in the Exclude From Web checkbox if this SuperCat will NOT be used on the web site.
6. Click the Save button on the toolbar.
7. Continue to create SuperCats as necessary.



## Defining Sections

In order to allow users to easily browse your Inventory, you will want to further categorize your merchandise. In your bricks and mortar facility, most booksellers accomplish this by shelving books according to content (Cooking, History, etc). In your Visual Anthology system, these shelving assignments are called Sections. In AWS, your Visual Anthology Sections are retained and used to provide the left navigation bar structure of the web site

For the Visual Anthology Sections that you intend to show on the web site, you will want to go through and edit them so they will display properly on the WebStore. This is largely a matter of adjusting their WebName so that it will appear as intended on your site. To accomplish this, we need to:

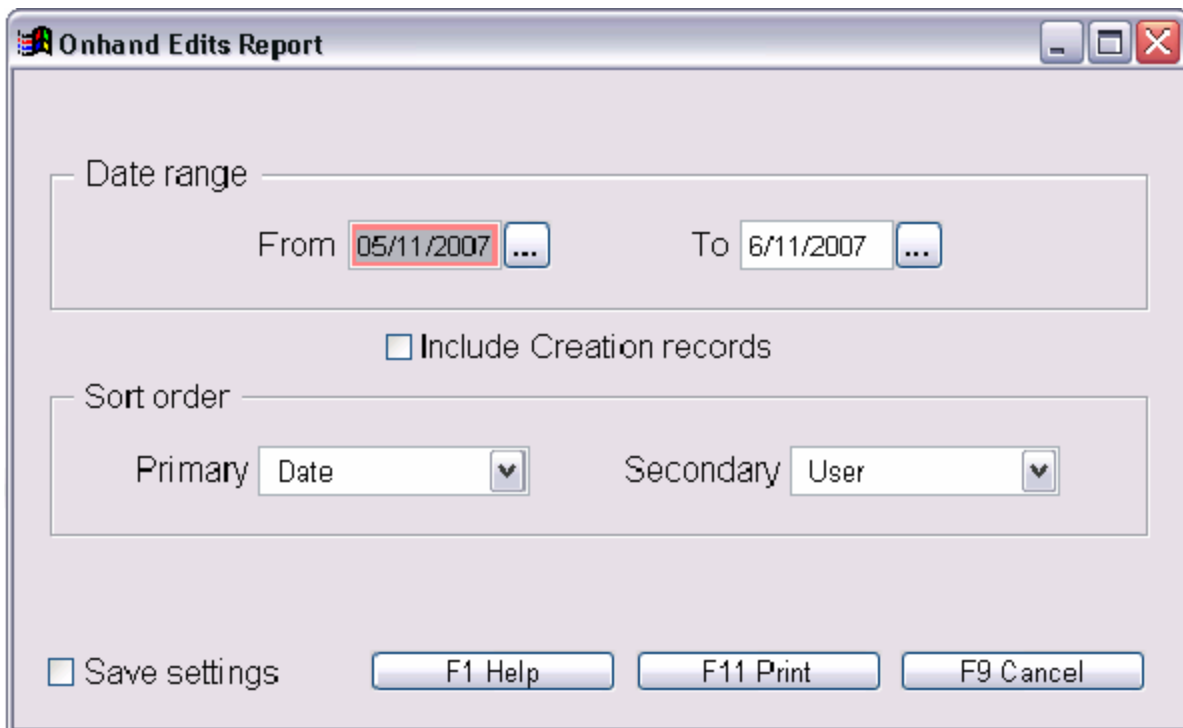
1. Select the Master Files | Sections menu option.
2. Display the General tab page, if not already displayed.
3. Move through the existing Sections and assign a WebName for each Section you plan to display on the web site.

To block an entire Section from showing on the WebStore, click the WebExclude field on the Visual Anthology Section maintenance screen.

## Understanding Bar Codes

### On Hand Edits Report

The Onhand Edits Report allows you to generate a report showing those inventory items that have had their on hand totals edited. The criteria form allows you to select both a date range and the primary and secondary sort order.



The screenshot shows a window titled "Onhand Edits Report" with standard Windows window controls (minimize, maximize, close). The form contains the following elements:

- Date range:** A section with "From" and "To" labels. The "From" date is "05/11/2007" (highlighted with a red box) and the "To" date is "6/11/2007". Both date fields have a small "..." button to their right.
- Include Creation records:** A checkbox that is currently unchecked.
- Sort order:** A section with "Primary" and "Secondary" labels. The "Primary" dropdown menu is set to "Date" and the "Secondary" dropdown menu is set to "User".
- Buttons:** At the bottom, there is a checkbox for "Save settings" and three buttons: "F1 Help", "F11 Print", and "F9 Cancel".

#### Sample

Shown below is a sample report created with the data from the screen above. You will notice that the user column is blank - no user log in is not required in the set. If this installation was set to require user log in, the column would have been populated.

# **Your Store Name**

Printed 2/23/2004  
4:30 PM

---

## **Onhand Edits Report**

Sort By Date, User

<b>Date</b>	<b>User</b>	<b>ISBN/SKU</b>	<b>Title/Descrip</b>	<b>OldOH</b>	<b>NewOH</b>	<b>RetailChng</b>	<b>CostChng</b>	<b>Reason</b>
2/23/2004		0007133073	Rosslyn : Guardians	23	21	-31.90	-18.50	Damaged - Cannot

## Code 39 (three of nine)

Code 39 is commonly used for bar coding labels in inventory and industrial applications. The symbolism of the Code 39 character set consists of bar code symbols representing characters 0-9, A-Z, the space character, and the following symbols: -, ., \$, /, +, %. All other symbols will be ignored by the code. Visual Anthology uses this type of code when generating or reading labels, which allows you to create SKUs that contain more than numbers.

**Special Note: When creating SKUs, you should keep the total length to 13 characters or less. Bar codes greater in length have a tendency to run off the label, causing the code to be read improperly.**

Sample Code



## UPC Bar Code

Some mass market books are printed with UPC codes on their back covers. UPC codes do not encode an ISBN and therefore cannot be converted to ISBNs by Visual Anthology. Generally these books will have the EAN-13 codes inside the front cover. You can still use UPC codes with Anthology if you so choose. But you must scan the code into the ISBN/SKU field in the Inventory file record for that book before Visual Anthology will be able to recognize a scanned UPC code. This is a good candidate for the Alternate SKU field in inventory. This way either code scanned will be located.

**Special Note: It is important to note here that publishers will not accept orders by UPC code. They require ISBN. This is typically the EAN-13 code.**

For those books which do not come with an EAN-13 code, with no bar code at all, or even with no ISBN, you may want to print out bar codes through Visual Anthology. These labels will encode whatever number has been entered into the ISBN number field in the Inventory file record for the books received (See CODE 39 for limitations). You can paste these labels on your books so that they can be scanned at the register.

### Sample Code



## EAN-13 Bar Code

EAN-13 codes can be found on most books being published today, either on the back cover or on the inside front cover. You can recognize EAN-13 codes by the 978 which will appear at the beginning of the number printed beneath the bar code. EAN-13 codes contain within them the ISBN numbers for the books on which they appear. Visual Anthology translates these codes into ISBNs automatically. You can use the bar code reader to enter ISBNs into inventory by scanning the code into the ISBN/SKU field. Because Visual Anthology automatically converts these numbers, you may simply scan the EAN-13 code on the book to locate the item in inventory during sales.

### Sample Code



## Special Calculations in Anthology

### Installation Guide

#### Installation

Instructions for installation are the responsibility of the vendor providing the Database Of Books (DBOB) software. If you do not have installation instructions, you should contact your vendor and request them.

#### Setup Issues

The only setup that Visual Anthology requires when using a DBOB is to provide Visual Anthology with the path to the data. However, each vendor has a slightly different export format. This format must match what Visual Anthology is expecting to find when it imports the file for that vendor. During the setup process, you may be asked to provide specific information relating to Visual Anthology and/or directory structures. Listed below is the information for the three DBOB that Visual Anthology supports.

#### Title Source

This vendor requires a specific export format be assigned. This can be created during the installation or you may edit the format of an existing installation. The following steps are used to modify an existing installation. The terms and options are the same in either case.

1. Open Title Source.
2. Select the Setup | Export Formatter menu option.
3. Select the following options.
  - ? Comma Delimited
  - ? Number Format: 0
  - ? Price Format: 0.00
  - ? Date Format: mm/dd/yy
  - ? Field Delimiter: , (comma)
4. Place a checkmark in the following options.
  - ? Quotes around numbers

- ? Quotes around prices
  - ? Quotes around dates
5. Select the following fields to be exported
    - ? ISBN
    - ? Title
    - ? Author
    - ? Binding
    - ? List Price
    - ? Pub Date
    - ? Pub Code

### **Companion**

This vendor requires a specific export file format be assigned.

1. Open Companion
2. Select the File | Display Formats menu option.
3. Move to the Export Formats tab page.
4. Select the following fields by dragging them from the bottom list to the top part of the window.
  - ? ISBN
  - ? Title
  - ? Contributor
  - ? BISAC Binding Type
  - ? Ingram List Price
  - ? Publication Date
  - ? BISAC Subject
  - ? Publisher Code
5. Click Save.
6. You will be prompted to give a format name. Enter "Anthology".

### **Books In Print**



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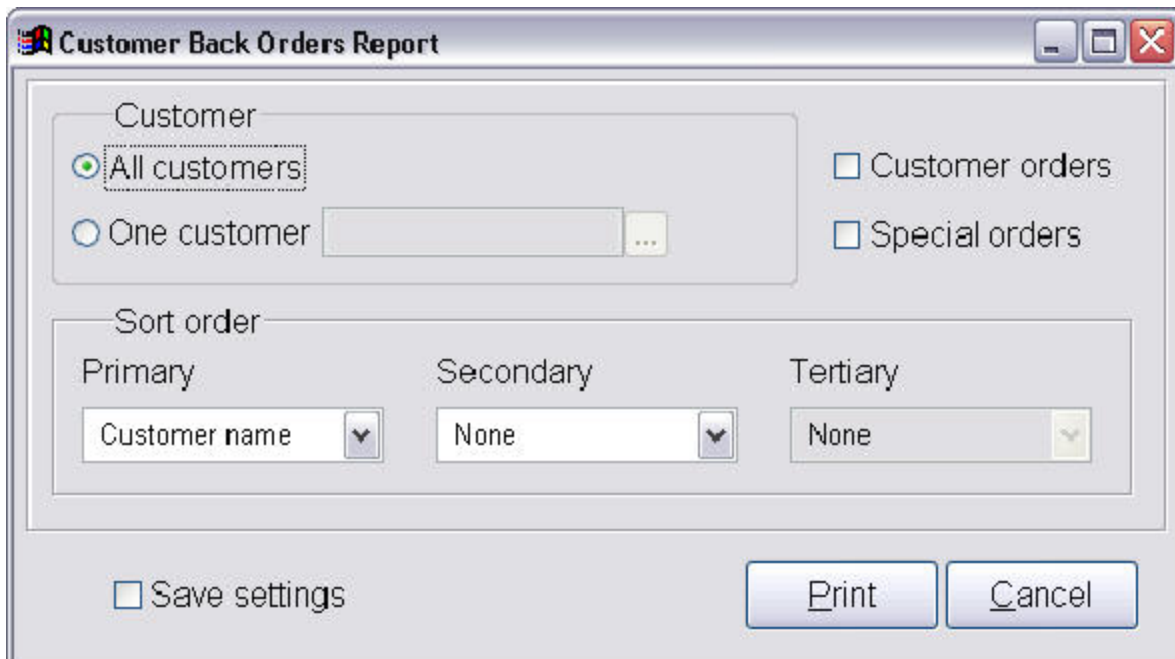
This vendor does not require specific format settings. However, there is a single setting that will allow you to choose the export format at the time of export.

1. Open BIP
2. Select the File | Admin Setup menu option.
3. Remove the checkmark from the Export Record Display option.

# Working with Anthology WebStore

## Customer Back Orders Report

The Customer Back Orders Report allows you to generate a report showing status of those items that have been placed on either Customer Back Order or Special Order. The Customer Order must be posted or the items will not show in the report. To learn about generating Purchase Orders for CBOs, see the topic Auto-generating Purchase Orders for more information on this subject.



The screenshot shows a dialog box titled "Customer Back Orders Report". It contains the following elements:

- Customer:** A group box containing two radio buttons: "All customers" (selected) and "One customer" (with an empty text field and a browse button "...").
- Order Types:** Two checkboxes: "Customer orders" and "Special orders", both currently unchecked.
- Sort order:** A group box containing three dropdown menus labeled "Primary", "Secondary", and "Tertiary". The "Primary" dropdown is set to "Customer name", "Secondary" is set to "None", and "Tertiary" is set to "None".
- Buttons:** A checkbox "Save settings" (unchecked), and two buttons "Print" and "Cancel".

### Criteria:

- ? This report can be modified to return a listing of all customers with orders or only a single customer.
- ? It can be further modified to return Customer Back Orders, Special Orders or both.
- ? You can modify the sort order by providing primary, secondary or tertiary criteria.
- ? All standard print options apply.

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## Sample Report:

In the sample below, you can see the customer's name, the type of transaction it is associated with, the transaction number, date of transaction, the item being ordered and title, and the order status - backordered, on hand or on order. If on order, the PO# field will contain the Purchase order number associated with the item and Vendor the item is ordered with.

Date: 1/21/2004

Customer Back Orders

Customer	Type	Tran #	Date	SKU	Title / Description	EO	OH	OO	PO #	Vendor
Adams, Leroy	SP0	1	10/10/20	0007133073	Revelyn : Conditions Of The Secrets Of The Holy Grail	1	23	0		
Adams, Leroy	SP0	4	9/21/20	9004122885	Low Countries As Crossroads Of Religious Beliefs	1	5	0		
Clarke, Michael	SP0	3	9/15/20	0060283270	If You Give A Pig A Pumpkin	1	8	0		
Furn, Rosie	OO	0010013	1/11/20	0060007028	Me & Neesie	1	8	0		
Jean, Amanda	OO	0010008	10/11/2	0030646294	Biology : Visualizing Life	1	-3	0		
Jean, Amanda	SP0	5	12/5/20	0030646294	Biology : Visualizing Life	1	-3	0		
Johnston, Pamela	SP0	7	1/21/20	0060087730	Hot Cookbook : An American Passion	1	0	0		
Patterson, Meg	SP0	6	12/5/20	0060011971	Bartholomew's Blessing	1	0	0		

## Daily Sales Report

The Daily Sales Report allows you to view a snapshot of a single day sales for the current day or one from history.

The screenshot shows a window titled "Daily Sales Report" with the following controls:

- Date:** A text field containing "12/9/2003" and a small calendar icon to its right.
- Sort order:** A section containing two dropdown menus. The "Primary" dropdown is set to "Department" and the "Secondary" dropdown is set to "ISBN/SKU".
- Total checkboxes:** Two checkboxes labeled "Total". The first checkbox is checked, and the second is unchecked.
- Buttons:** At the bottom, there are three buttons: "F1 Help", "F11 Print.", and "F9 Cancel".
- Save settings:** A checkbox labeled "Save settings" is located to the left of the buttons.

**Special Note: Because "take special orders" are not considered sales until the item is picked up, the daily sales report will not display these records.**

### Criteria:

Date selection is made from the Date field. You may sort (or group) the report according to the Primary and Secondary fields. The Primary sort acts on the report as a whole while the Secondary sorts the information within the Primary sort (grouping). Sort should always be set from most general to most specific. In the example above, the primary sort is on Department within this grouping the items will be sorted by ISBN/SKU.

You have the option to total these groupings by selecting the Total option, if available.

### Sample Report:

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In the sample shown below, you can see that the sales are grouped by the "Department" (Book and Music) and are in order by "I SBN/SKU" and that totals are displayed for each Department. "On Hand" and "On Order" quantities are also shown as is sale quantity of each item (Day column). The report shows the current month and last month total for an individual line as well as the current (YR) and last year (LYR).

**Your Store Name** Printed 1/21/2004  
3:37 PM

---

**Daily Sales Report**  
Totals By Department, ISBN/SKU  
Date: 12/9/2003

ISBN/SKU	Title/Descrip	Pub	Sect	Media	OH	OO	Day	Retail	CurMnth	LstMnth	YR	LYR
0023150802	Personal Financial Planning:		PERSO	HRD	10	0	1	17.56	1	1	0	12
0028542597	Complete Idiot's Guide To		HISTO	PAP	9	0	1	15.16	0	1	0	10
0060007028	Mr & Neese		KINDE	HRD	8	0	1	16.01	0	1	0	1
006029003K	Daddy's Little Eoy		GRAD	HRD	-1	0	1	10.49	0	1	0	0
0072348485	Nutrition And Diet Therapy		HEALT	HRD	6	0	-1	-84.15	0	-1	0	0
0618152539	Curious George In The Rig		BARF	PAP	9	0	1	7.95	0	1	0	0
0763615455	Ten Sleepy Sheep		KINDE	HRD	9	0	1	20.01	0	1	0	0
1566379334	Nutrition And Fitness :		DIET/	HRD	4	0	1	55.01	0	1	0	0
Totals for Department BOOK					54	0		50.04	1	6	0	23
6300304590	Blinds On Florida		POPR	(DVD)	4	0	1	9.58	0	1	0	0
Totals for Department MUSIC					4	0		9.58	0	1	0	0
<b>TOTAL:</b>					<b>58</b>	<b>0</b>	<b>7</b>	<b>67.62</b>	<b>1</b>	<b>7</b>	<b>0</b>	<b>23</b>

## Inventory Status Report

The Inventory Status Report allows you to view a snapshot of your current Visual Anthology inventory's status as it exists at the time the report is run. The report may be configured to show only items from a specific department, section, media or publisher, and distributor. These options may set individually or combined to limit the data to a very specific group of items. Further, you may limit the report to "Only on hand or on order" or Out of stock items. This is done by selecting the appropriate options in the lower left portion of the screen. You may group (sort) the report by a Primary, Secondary, or Tertiary sort options. You must select at least a Primary sort - the "None" option is dimmed (unavailable) from this pull down option.

**Special Note: Some sort options do not allow either a Total or additional sorting when selected as shown in the example above. This is because sorts "group" the report and, in the example, SKU1 is already the smallest grouping you can have. You should select sorting from most general (Departments) to most detailed (SKU1)**

You can format the report in one of two basic formats

- ? Detail: with this selected individual inventory items listed.
- ? Summary: with this selected individual inventory items are suppressed and only the totals are shown. If you select the "total" option, when available, you will see the summary broken out by the sorting you chose.

**Sample Report:**

In the example report shown below, the report was limited to only the Audio department by selecting a specific department with "one department" option. It was sorted with the Primary sort set to Section and the Secondary set to SKU1. The totals were set for Section only as the SKU1 total field was not available. As you can see, only titles from the Audio department are listed with sub-totals shown for the section FICTI and a grand total for the entire report.

If I had chosen the Summary format only the sub-total for FICTI and the grand totals would have displayed. On a similar note, if I had not totaled the section, only the summary totals would have shown.

<i><b>Your Store Name</b></i>											
Printed 1/22/2004 5:00 PM											
<b>Inventory Status Report</b>											
Totals By Section, SKU1											
SKU1	Description	Publisher	Distribtr1	Dept	Sect	Media	Author				
		OH	OO	List Price	Retail Price	Ext List	Ext Retail	Cost Basis			
0553713264	Love Of My Own	15	Baker & O	AUDIO	FICTI	CAS	Harris, E. Lynn				
				25.95	25.95	389.25	389.25	225.76			
0553713272	Love Of My Own	14	Baker & O	AUDIO	FICTI	CMD	Harris, E. Lynn				
				29.95	29.95	419.30	419.30	243.15			
0553714758	Nanny Diaries	15	Baker & O	AUDIO	FICTI	CAS	Mclaughlin, Emma/ Kraus,				
				25.00	25.00	375.00	375.00	217.50			
0553714767	Nanny Diaries	14	Baker & O	AUDIO	FICTI	CMD	Mclaughlin, Emma/ Kraus,				
				29.95	29.95	419.30	419.30	243.15			
Totals for Section: FICTI											
				Number of Titles 4							
<b>TOTAL:</b>		68	0			1602.85	1602.85	929.66			
Number of Titles 4		68	0			1602.85	1602.85	929.66			

## Overstock Returns Report

The Overstock Returns report allows you to view your current and historical Return Invoices within a specific date range. You can limit the criteria of the report by selecting one or a combination of options ranging from a specific vendor, department, media, or section to choosing the status of the Return Invoices to view.

The screenshot shows the 'Overstock Returns Report' dialog box. At the top, it displays the date range 'From 12/1/2003' to 'To 12/31/2003'. Below this, there are several filter sections:

- Vendor:** Radio buttons for 'All' (selected) and 'One' with a text input field.
- ISBN/SKU:** Radio buttons for 'All' (selected) and 'One' with a text input field.
- Department:** Radio buttons for 'All' (selected) and 'One' with a dropdown menu.
- Media:** Radio buttons for 'All' (selected) and 'One' with a dropdown menu.
- Section:** Radio buttons for 'All' (selected) and 'One' with a dropdown menu.

On the right side, there are additional filters:

- RI Status:** Checkboxes for 'Draft', 'Open' (highlighted with a yellow dashed box), and 'Complete'.
- Sort:** Two columns: 'Primary' and 'Secondary'. The 'Primary' column has a dropdown menu set to 'RI#' and a checkbox for 'Total'. The 'Secondary' column has a dropdown menu set to 'Date' and a checkbox for 'Total'.
- Detail/Summary:** Radio buttons for 'Detail' (selected) and 'Summary'.

At the bottom of the dialog, there are four buttons: a checkbox for 'Save settings', and three buttons labeled 'F1 Help', 'F11 Print', and 'F9 Cancel'.

The report can be grouped by selecting the sort options. The primary sort option will be the first group; that is, the report is first sorted according to this selection. The secondary sort will create a second group of records within the primary group and sort those records according to its selection.



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Within the Sort section, you may also choose to show totals for the sort option or group. Let's look at a quick example: In the primary sort, we will choose RI # and Total - in the Secondary sort option we choose Section and Total. We also need to select the Detail option in order to view all the items. When the report runs you would see all the items for the first Return Invoices grouped together by section. At the end of each Section you would Totals for that section and the Return Invoice listed.

## Transfer Status Report

The Transfer Status Report is used in conjunction with Anthology Multi-Store. The report allows you to review transfers that have been made within a certain time frame. The report may be grouped by Department, Media, or Section and may be restricted to a single ISBN or all.

Transfer Status Report

From 12/1/2003 ... To 12/31/2003 ...

Store

All  
 One

ISBN/SKU

All  
 One

Department

All  
 One

Media

All  
 One

Section

All  
 One

Type

Transfers In  Transfers Out

Transfer status

Draft  Complete

Sort

Primary Secondary

Transfer Type TransNo

Total  Total

Detail/Summary

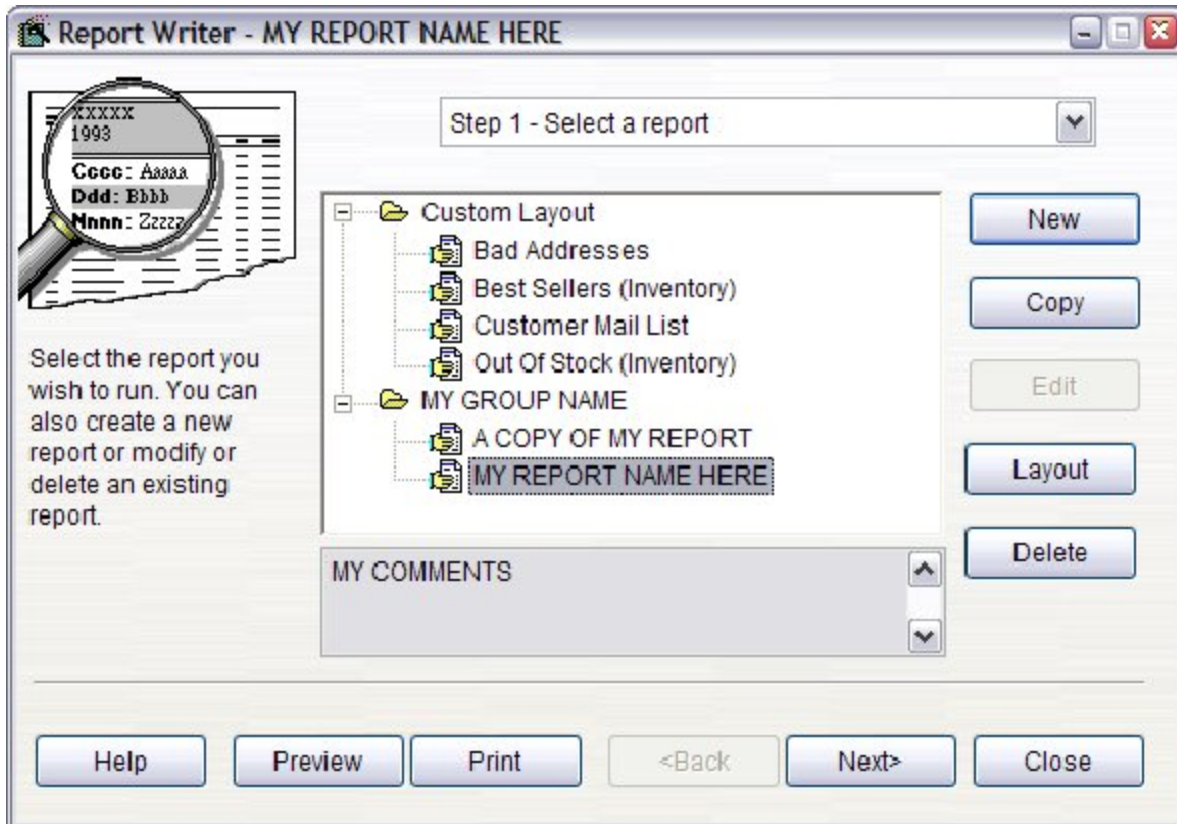
Detail  Summary

Save settings

F1 Help F11 Print F9 Cancel

## Using Report Writer

The Report Wizard appears as follows:



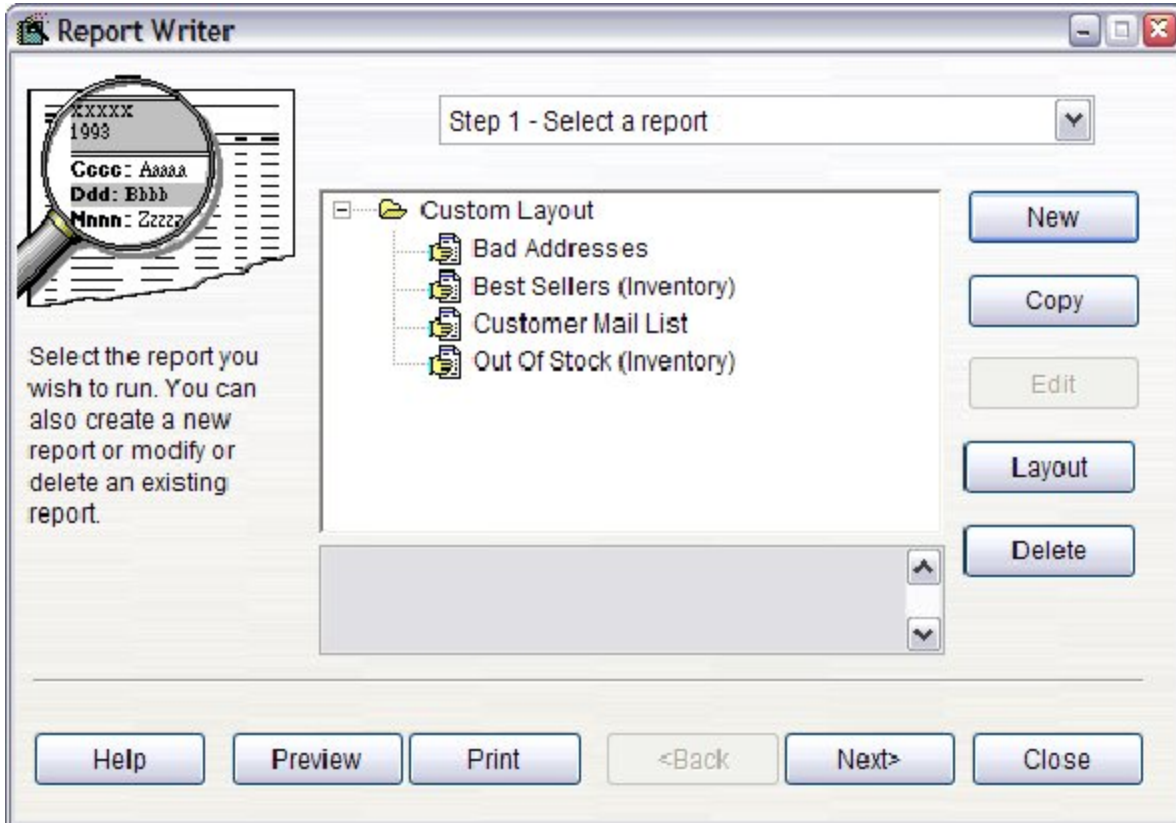
In this wizard, you can:

- ? Select which report to run (or add or maintain reports) in the first step.
- ? Choose which records to print in the report with the second step.
- ? Determine how the report should be sorted with the third step.
- ? Enter report options in the fourth step.
- ? Select the desired output destination (printer, file, or spreadsheet) in the fifth step.
- ? Print the report or preview it to the screen at any time.

Depending on the report you select, not all of these steps may be available. Also, once you select a report, you can print or preview it immediately without going through the other steps.

## Step 1: Main Report Information

The first step in this wizard is to select the New button. This will set up the program to begin creating a new report and guide you through the appropriate screens.



In step 1, you begin by entering the following information:

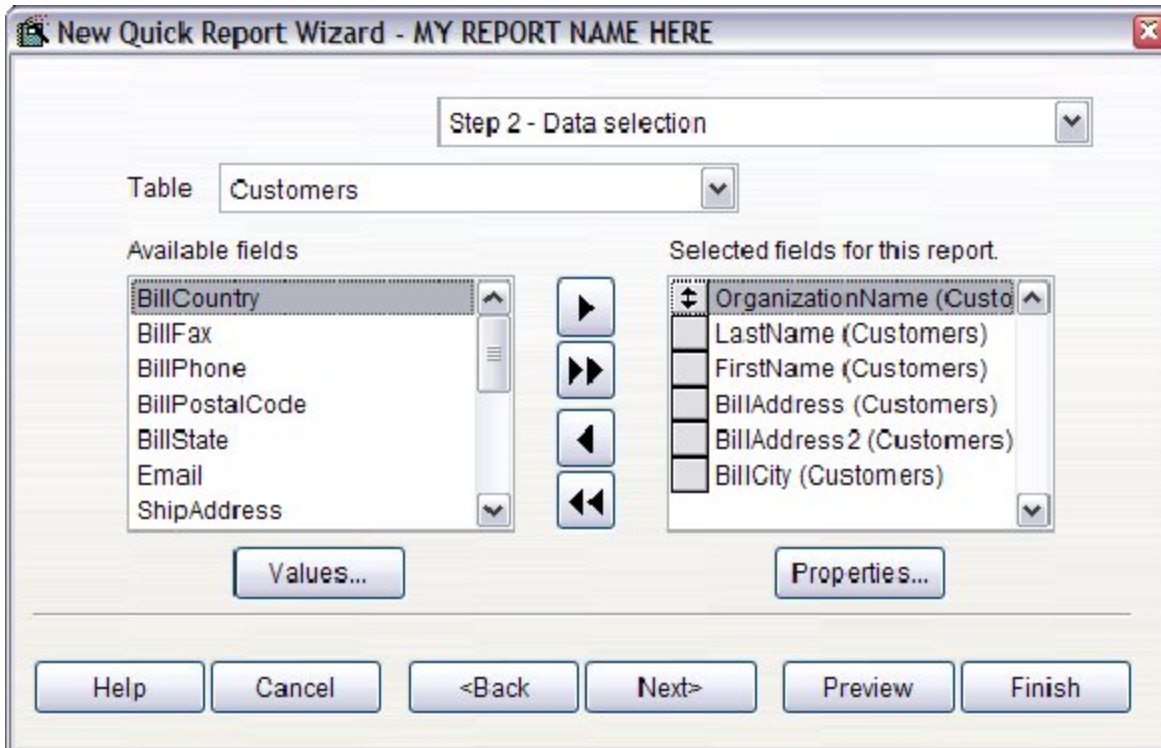
- ? Report name: The name of the report. If you enter the name of an existing report, you will be given an error message. You cannot go to the next step until you have entered a valid report name.
- ? Report group: The report group this report belongs in. You can select one of the existing groups from the drop down list, or type the name of the new group. You cannot go to the next step until you have selected or entered a group name.
- ? Comments: Any comments entered here appear in the Report Wizard when the report is selected.

The screenshot shows a window titled "New Quick Report Wizard" with a close button in the top right corner. Below the title bar is a dropdown menu showing "Step 1 - Main report information". The main area contains three input fields: "Report name" with the text "MY REPORT NAME HERE", "Report group" with a dropdown menu showing "MY GROUP NAME", and "Comments" with a text area containing "MY COMMENTS". At the bottom of the window, there are six buttons: "Help", "Cancel", "<Back", "Next>", "Preview", and "Finish".

Another option that may appear is a drop down list of data groups. A data group is a set of data that works together. For example, in an accounting system, the data might be organized into Accounts Receivable, Accounts Payable, and General Ledger data groups. Data groups make it easier to select tables in the next step; rather than choosing from hundreds of tables, you only have to choose from those tables in the data group you selected.

## Step 2: Data Selection

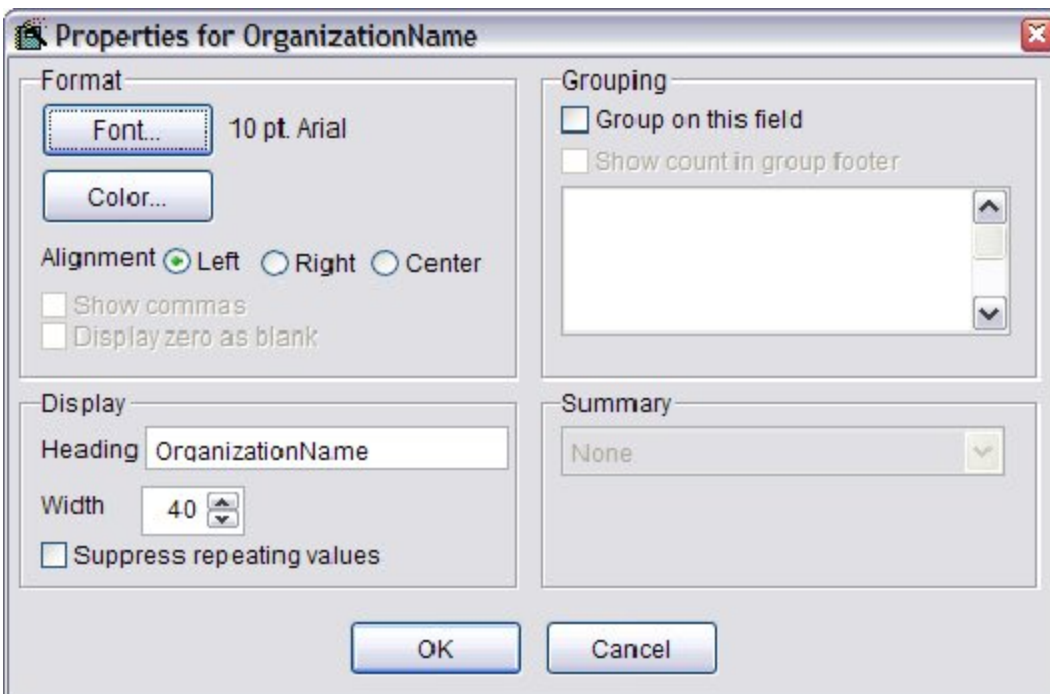
The next step is where you select which fields should appear in the report, shown here.



The options in this step are:

- ? Table: A drop down list that displays the names of the tables you can select fields from.
- ? Available fields: A list containing all reportable fields from the table shown in the Table list that have not already been selected.
- ? Selected fields for this report: A list showing the fields to be included in the report, with the table the field is from shown in parentheses. Fields in this list may be moved up and down to change the order in which the columns are printed on the report; to do this, click on the button in front of the field to move and drag the button up or down in the list.
- ? Add: Selecting this button will add the selected field in the Available list to the Selected list. You can also add the field by double-clicking on it in the Available list or selecting it and pressing Enter. The field will be removed from the Available list. Note: if you select a field from a table that is not related in any way to the other tables involved in the report, you will get a warning message.

- ? Add All: Selecting this button will add all fields from the selected table to the Selected list.
- ? Remove: Selecting this button will remove the selected field from the Selected list. You can also remove the field by double-clicking on it in the Selected list or selecting it and pressing Enter. The field will be added to the Available list (although you may not see it if the table the field is from is not the selected table).
- ? Remove All: Selecting this button will remove all fields from the Selected list, and will add them to the Available list (although you will only see those fields from the selected table).
- ? Field properties: displays the Field Properties dialog shown below. This dialog allows you to specify how the field should look, how grouping is performed, and whether summary totals are shown or not.



The options in this dialog are:

- ? Font: the font name, size, and style to use for this field. To change any of these, click on the Font button and select the desired font name, size, and style from the Font dialog that appears.



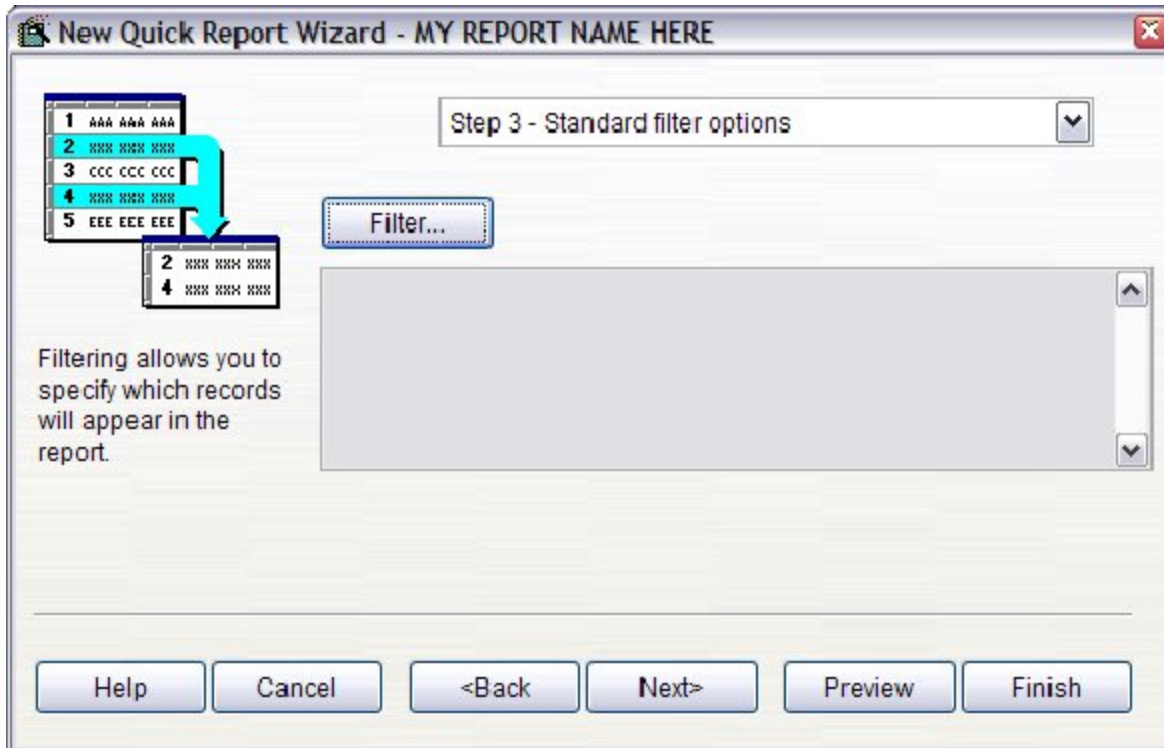
- ? Color: the color for the contents of the field. The default color is black; to change it, click on this button and select the color from the Color dialog that appears.
- ? Alignment: text alignment options for field headings and field contents. By default, numeric fields are right-aligned and all others are left-aligned.
- ? Show commas: if this option, which is only available for numeric fields, is checked, the data in the field will be formatted with commas.
- ? Heading: displays the description used for the column heading; the default heading is the field's caption.
- ? Width: the width for the field in the report; the default is the larger of the field width and the heading. You cannot make the width smaller than the heading. This value can be reduced to fit more columns on the page; the field will automatically wrap within the reduced width. Note: if the report is too wide to fit in portrait orientation, it will automatically be switched to landscape.
- ? Suppress repeating values: if this option is checked and several records in a row have the same value in this field, only the first occurrence will be printed; the field in subsequent records will appear blank.
- ? Group on this field: check this option to add this field to the grouping list shown in this dialog, or uncheck it to remove the field. If you group on a field, the report is automatically sorted on that field. Fields in this list may be moved up and down to change the order in which the data is grouped; to do this, click on the button in front of the desired field and drag the button up or down in the list.
- ? Show count in group footer: if this option, which is disabled if you have not grouped on this field, is checked, a count of the number of records in the group will appear at the end of the group in the report.
- ? Summary: this option, which is only available for numeric fields, allows you to specify whether a total ('sum') or average should appear for this field at the end of groups and at the end of the report. Choose the desired function from the drop down list, or 'None' for no total or average. Note: if you choose Sum, the field width is not automatically adjusted. As a result, you may find that the totals for a field are wider than can be displayed (the



totals will appear as a set of asterisks: \*\*\*\*\*)). You should increase the width of the field to account for totals.

## Step 3: Standard Filter Options

Step 3 allows you to specify a filter used by default for this report. You can skip this step if there is no filter that will normally be used.



To specify a filter, click on the Filter button, and enter the filter conditions using the same procedures described in the Creating a Filter section.

## Using Featured Items Manager

### Working with Master Files Overview

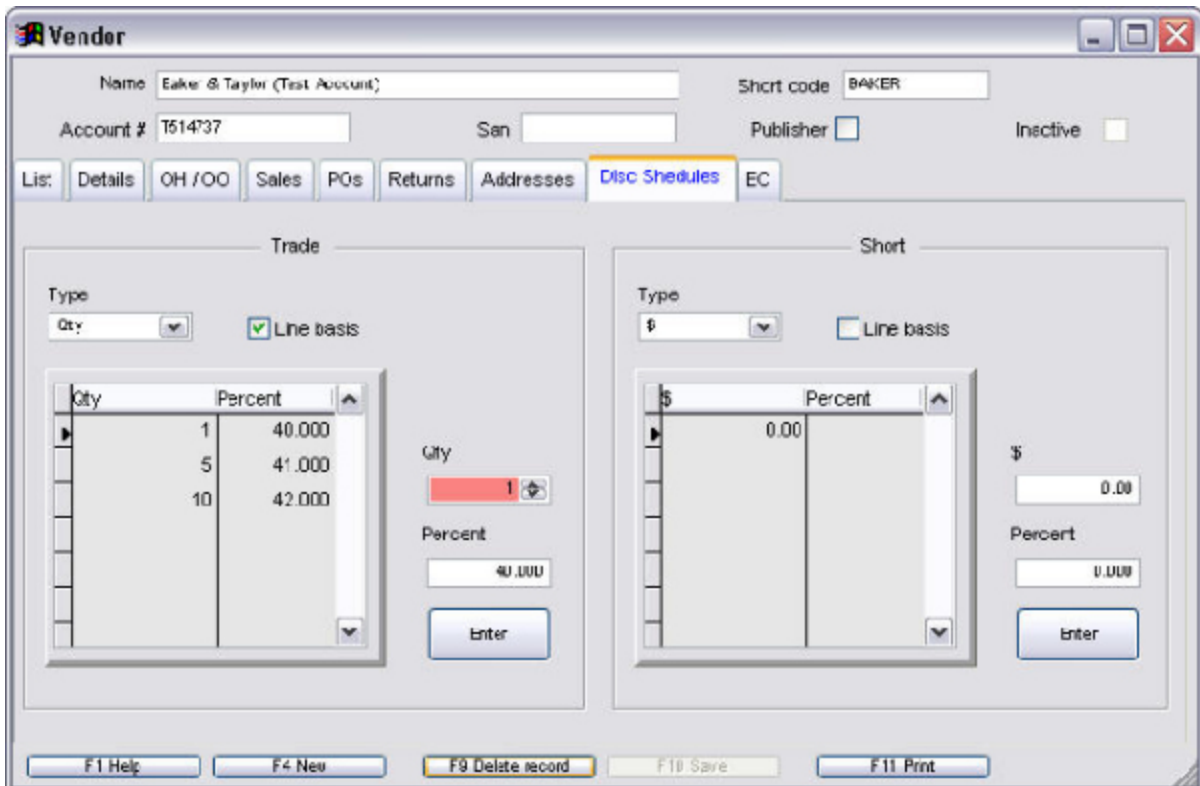
Master Files are those areas of the program that are accessed via the Master Files menu. These menu options allow direct access to the maintenance files of the Visual Anthology program. Files such as Inventory, Vendor, and Customers are all maintained from these screens.

Many of these files will be updated from other parts of the software during normal use of the Visual Anthology program. For example, your inventory records may be updated by way of Cash Register sales, Receiving or Importing from databases of books in print; new customers might be added via the Customer Order screen and so on. No matter how these files are updated, you may need to periodically review the data in them for correctness and completeness. This is where you would turn to the Master Files.

Other screens available from the Master Files menu such as Taxes, Terms, and Units of Measure are setup via this area of the software but are rarely accessed in a way one might consider as maintenance.

## Vendor Discounts Overview

Vendor Discounts are those discounts that your vendor defines and you apply to your purchasing and receiving records through the Visual Anthology interface. It is a page within the Vendors screen and is accessed by selecting the Master Files | Vendor menu option and then clicking the Disc Schedules tab.



The screen is separated into sections for both Trade Discounts and Short Discounts which allows you to define different discounts for each.

**Critical Note:** The buttons at the bottom of the screen for New, Delete Record, etc., act on the Vendor record as a whole and not the discount schedule you are defining. In the example above, if you choose the F9 Delete Record button, the entire record for

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Baker & Taylor would be removed. To delete an individual line you should "right click" inside the grid area to activate the popup menu shown here.

## Creating a Vendor Discount Schedule

Vendor Discount Schedules are defined by individual vendors and are likely to be slightly different for each one. The process of creating a Vendor discount schedule will be the same for all vendors and both Trade and Short discounts. How you actually set up the discount schedule will depend entirely on the information the vendor supplies. This information can be found in the ABA Book Buyers Handbook. You should be aware that the best source for this information is the vendor themselves.

The screenshot shows a software interface for configuring a trade discount schedule. At the top, the window is titled "Trade". Below the title, there is a "Type" dropdown menu currently set to "Qty" and a checked checkbox labeled "Line basis". A table with two columns, "Qty" and "Percent", is displayed. The table contains two rows of data: the first row has a quantity of 1 and a discount of 40.000, and the second row has a quantity of 5 and a discount of 41.000. To the right of the table, there are two input fields: one for "Qty" with the value 5, and one for "Percent" with the value 41.000. Below these fields is a blue "Enter" button.

1. Open the Vendor screen by selecting the Master Files | Vendor menu option.
2. Move to the Disc Schedule page.
3. The Type field is a drop down list. By clicking the arrow to the right of the box, you are shown a list of options. These options allow you to decide whether the purchase amount is based on the total units (QTY) or dollars (\$). A vendor may determine that you need to purchase a certain number of books to qualify for the discount. Others may want you to purchase a certain dollar amount.
4. Line Basis option is a check box. By clicking inside the small box, you select (check) the option. It works with the Type field and adds another condition. Some vendors may require you to

purchase a certain quantity of a single book to qualify for the discount. In the example above, if you purchase 4 copies of a book (Harry Potter) the vendor will offer a 40% discount. However, if you purchase 5 or more of the same title, the vendor offers 41%.

### **Adding Levels**

Generally, vendor discounts are multi-level. That is, the more you buy the bigger the discount. These levels are shown in the illustration below. Adding new levels (lines) is accomplished by right clicking in the grid and then choosing the "New Line" option. This is also the procedure for deleting lines.

1.

Right click in the grid area and select the new line option. The cursor moves to the Qty field where you enter the level. Enter the number of books you must buy to qualify for a discount. If you are following the example here, type "1" and press the Enter key (do not use the enter button at this time).

2. The cursor moves to the Percent field. Type 40.0 and click the enter button. This means that anything you purchase from this vendor will receive a 40% discount. Most vendors will offer more discounts so enter a second level.
3. Again, right click the grid and select new line.
4. In the Qty field, type the number 5 and press enter.
5. In the Percent field, type 41.0 and click the Enter button.

You should see something very similar to the example shown here. You can add more lines as your vendor requires.

### **Editing Existing Lines**

If you need to edit an existing line, simply left click on the that line in the grid. The information for that level is displayed in the corresponding fields. Make any changes necessary and click the enter button.

## Using Web Updater

### Load Data Overview

The Load Data tool in Anthology is used to load your inventory into the computer system by way of a small hand held scanner. You can walk around your store and scan in the ISBN' s from your books, doing about 250 at a time. You then draw the data from the scanner into your computer. Each batch can be verified for ISBN' s that will be retrieved. Every batch created can have a Section assigned to it so you can track what physical section the titles came from. As each batch is posted, the inventory items found in each batch will have the Section assigned to them.

### Preparing for Load Data

There are a some things you should do a few days in advance to get ready for the Load Data. These include:

- ? Setup CD Fetch using an external Database of Books. The Load Data utility does require you have already setup your CD Fetch using the Database of Books (DBoB) of your choosing.
- ? Decide on Section names and populate the Section listing. Do this by going to Master Files | Sections and pressing F4 New to add a new section. The Load Data utility looks to the Master Files listing for its Section names.
- ? Familiarize yourself with the various barcodes being used on your inventory. Know the difference between an EAN barcode and a UPC barcode. See Understanding Bar Codes for more information.
- ? Install and activate the handheld scanners. Connect the CS1504 scanners, install the driver, enter in the Authorization code (see Setting up Scanners) and test a few rounds of scanning items, downloading scanner contents, verifying and posting the batches.



## Resuming Cash Register Sales

Resuming a Cash Register sale is the process of activating your suspended sale to either be completed or canceled. The Resume Sale (F12) will be dimmed out (unavailable) if there are no sales suspended.

Resuming a sale:

1. With the Cash Register open (There must be a suspended sale).
2. Click the F12 Resume Sale button or press the F12 function key.
  1. If there is no current sale (Cash Register is blank), the "Resumed" sale will be displayed in the Cash Register.
  2. If you are working on a sale (Cash Register is not blank), you will be asked if you want to suspend the current sale.
    1. If yes - the current sale is suspended and the Cash Register displays the "Resumed" sale.
    2. If no - you will be asked if you want to cancel the current sale.
3. You are shown a list of suspended sales (shown below).
4. Select the desired sale.
5. Click the F12 Select button located at the bottom of the "Resume a Suspended Sale Screen" .
6. The suspended sale you are resuming will be displayed in the Cash Register.

## Physical Inventory Overview

Generally, a Physical Inventory is performed once a year to obtain an accurate count of the inventory remaining in your store. Although this information has many uses, probably the most significant of these is during tax time. Anthology has provided the Physical Inventory module to versions 4.4.203 and higher to assist in this task.

Using the Physical Inventory module is, in concept like receiving. When your order arrives from the vendor, you compare the actual items received against the invoice to make sure there is an exact match. If a discrepancy is found, adjustments are made before you post the Receiving Memo. In Physical Inventory, you are recording the number of individual items physically in your store with entries found in your inventory file. A discrepancy report is used to make adjustments before you post the Physical Inventory and adjust your on hand quantities.

The Physical Inventory module creates a "snapshot" of your inventory at that moment in time. This master record is used to compare against the actual count. Depending on whether you are doing a Full or Partial Count, you will have either a single master document (full) or several (one for each partial). At this point, the inventory is counted and a batch is created representing the portion of the inventory that was counted. The process for creating and posting batches varies slightly depending on which method you choose to count the inventory - manual, pos scanner, or portable hand held scanner. These processes are outlined in Creating and Posting Batches. When all your batches are posted, the master record is posted and the inventory on hand levels are updated. At this point there is no going back.

Central to the task of performing a Physical Inventory are planning and preparation. Please review the section Planning your Physical Inventory for suggestions and tips on organizing in the days before the inventory takes place.

There are two general methods in which Physical Inventory is performed. Which method you choose will depend on your individual circumstances.

1. Full Count: generally this involves closing your store and counting everything in the store at one time - that is, you are not trying to sell items as you count them. This has by far the most potential for accuracy. See Full Count Method for details.
2. Partial Count: generally this is done when the store is open and items are being sold from sections that are not currently being counted. This method has the greatest potential for error and special procedures to insure an accurate count need to be considered. See Partial Count Method for details.

The Physical Inventory module accepts four ways in which to enter your counted inventory:

1. Manual Count: To do this you would run Stock Check report from the Anthology Reports menu. Using the printed report you count the inventory and write down the quantities as you go. Once you have completed the count, you hand enter the count into the Physical Inventory and post the results to update the inventory records.
2. POS Scanner: This involves using one of your POS stations as a scan point. Using the existing barcode scanner to scan items into the Physical Inventory module. This means either bringing your inventory to the station to be entered or taking your station to the inventory. Obviously the latter will take some effort and planning and depending on the physical size of your store, may prove impossible.
3. Hand Held Scanners: Portable scanners such as the CS 2000 are barcode scanners that will store the ISBN in the scanner's memory as you scan. This information, once collected is upload from the scanner to the Physical Inventory module. Typically these scanners hold between 200 and 300 ISBNs - allowing you to upload a section at a time.
4. Third Party: Anthology supports RGI S conversions. RGI S is a professional physical inventory company that will come in and count your inventory for you. Anthology can convert this information and update your inventory. Contact our sales department to discuss the cost associated with this conversion.

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