

# Anthology Webinar

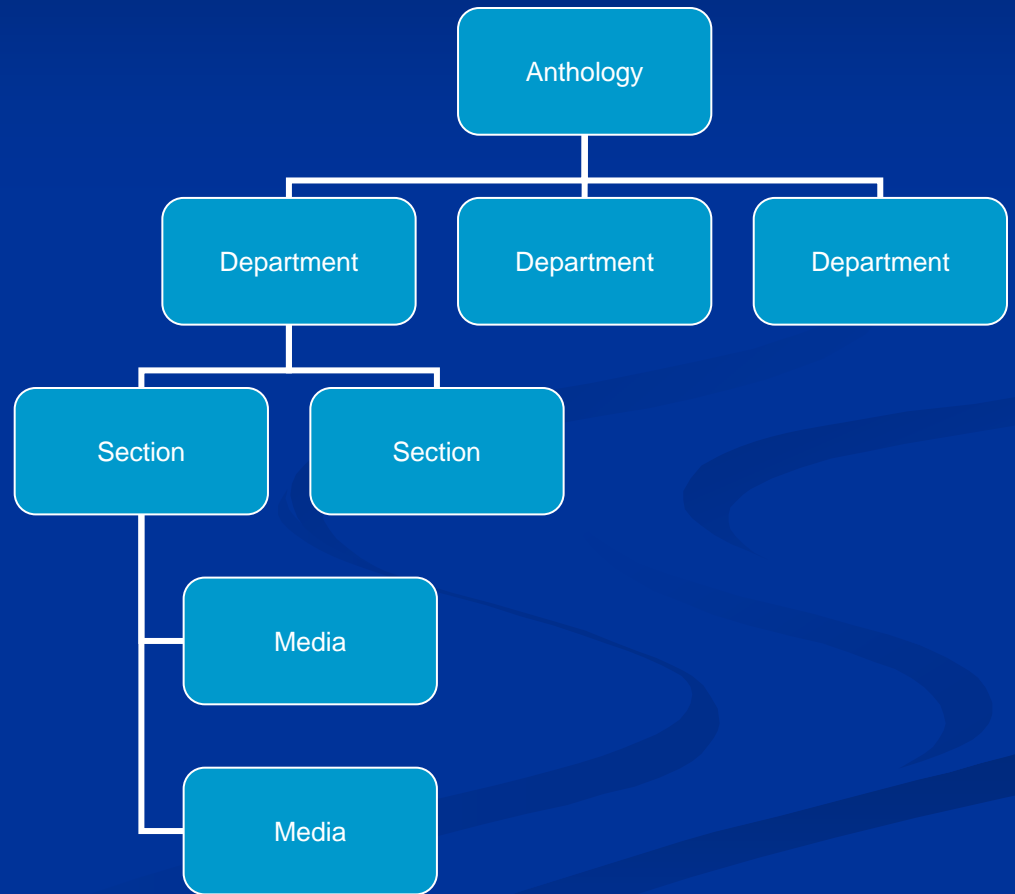
Entering Non Book Inventory

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

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

# Entering non-book inventory

Planning



# Planning

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

# Planning

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

# Planning

## Department, Section and Media

Inventory [ - ] [ + ] [ X ]

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

# Planning

Anthology Inventory

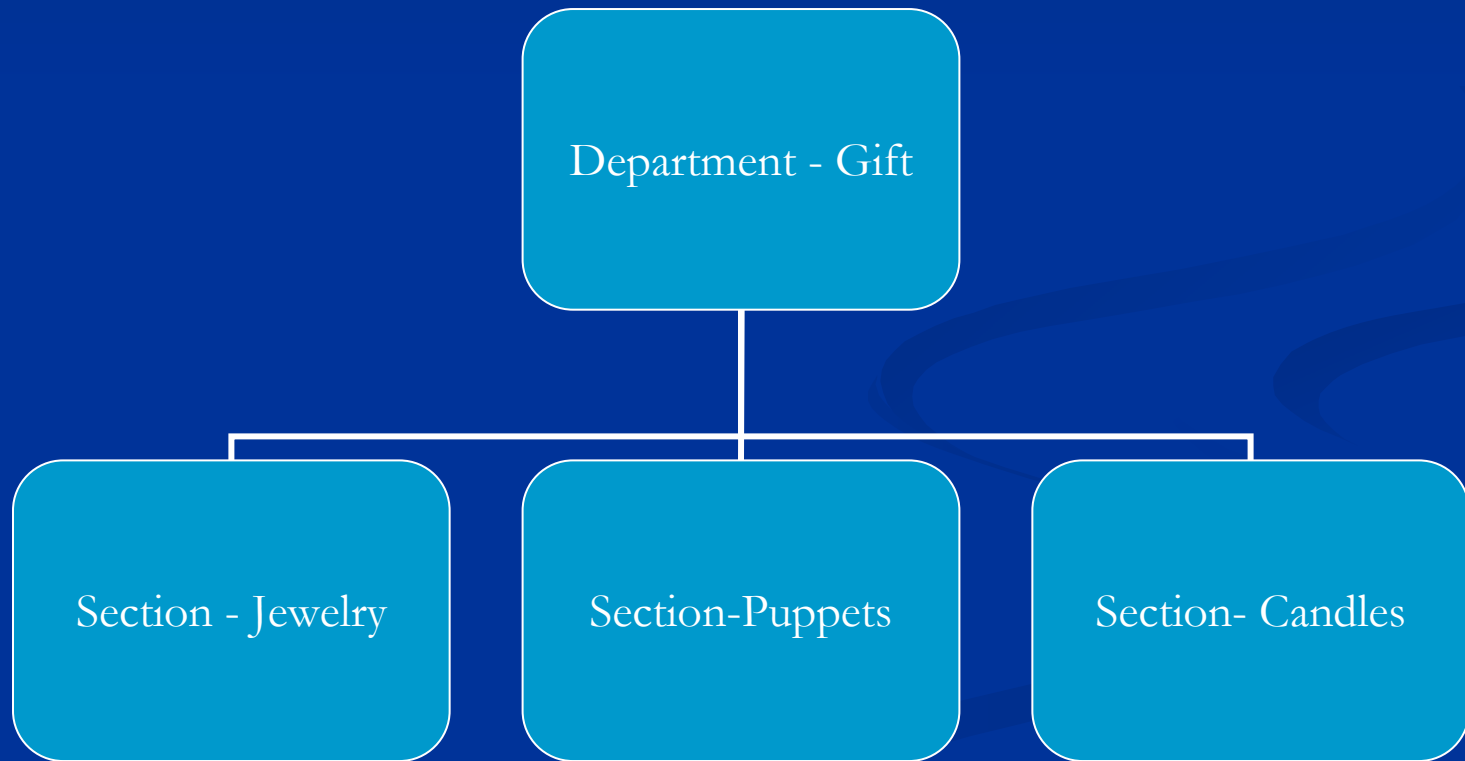
Department- Gift

Department - Book

Department- Café

# Planning

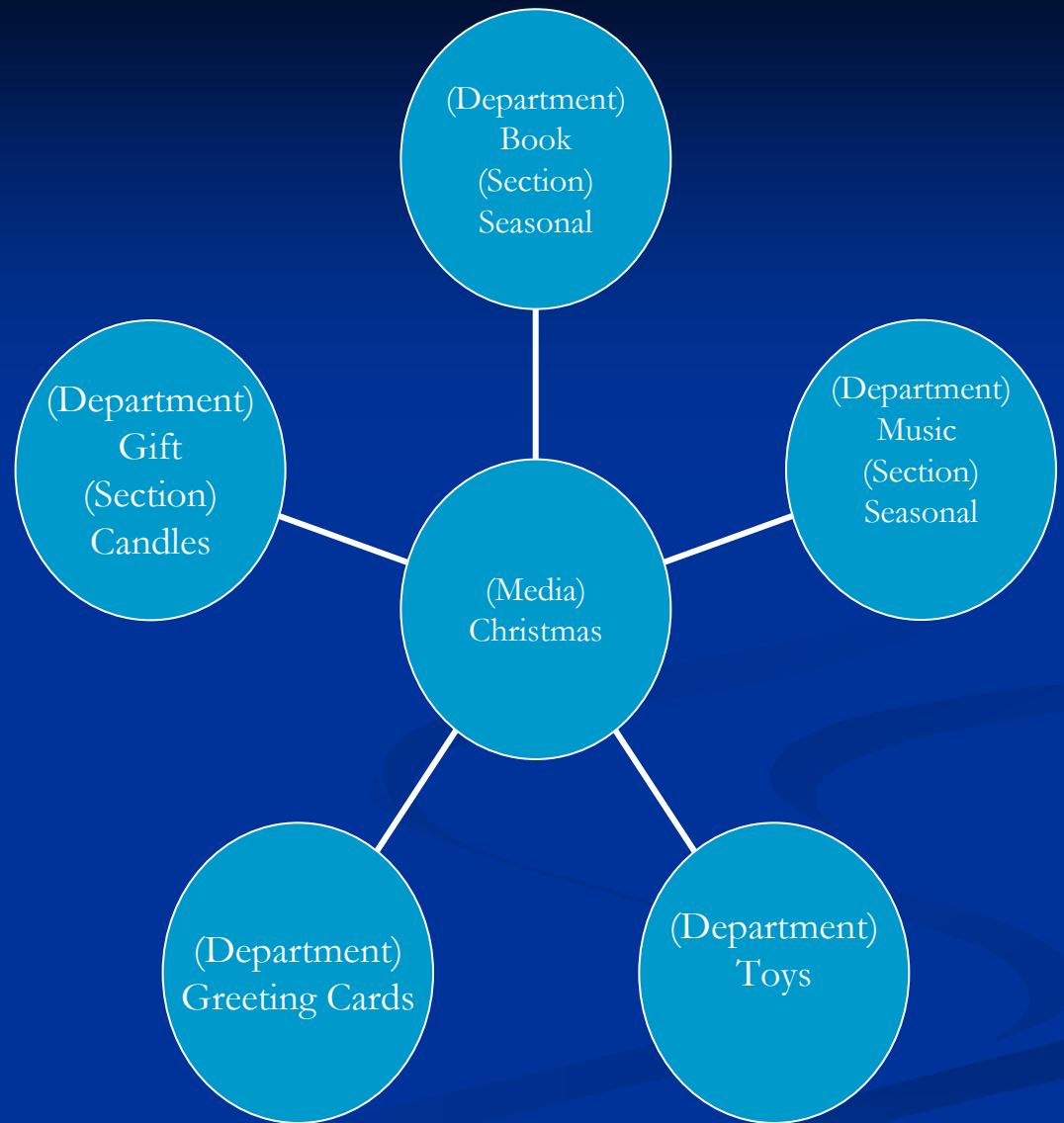
## ■ Department and Sections

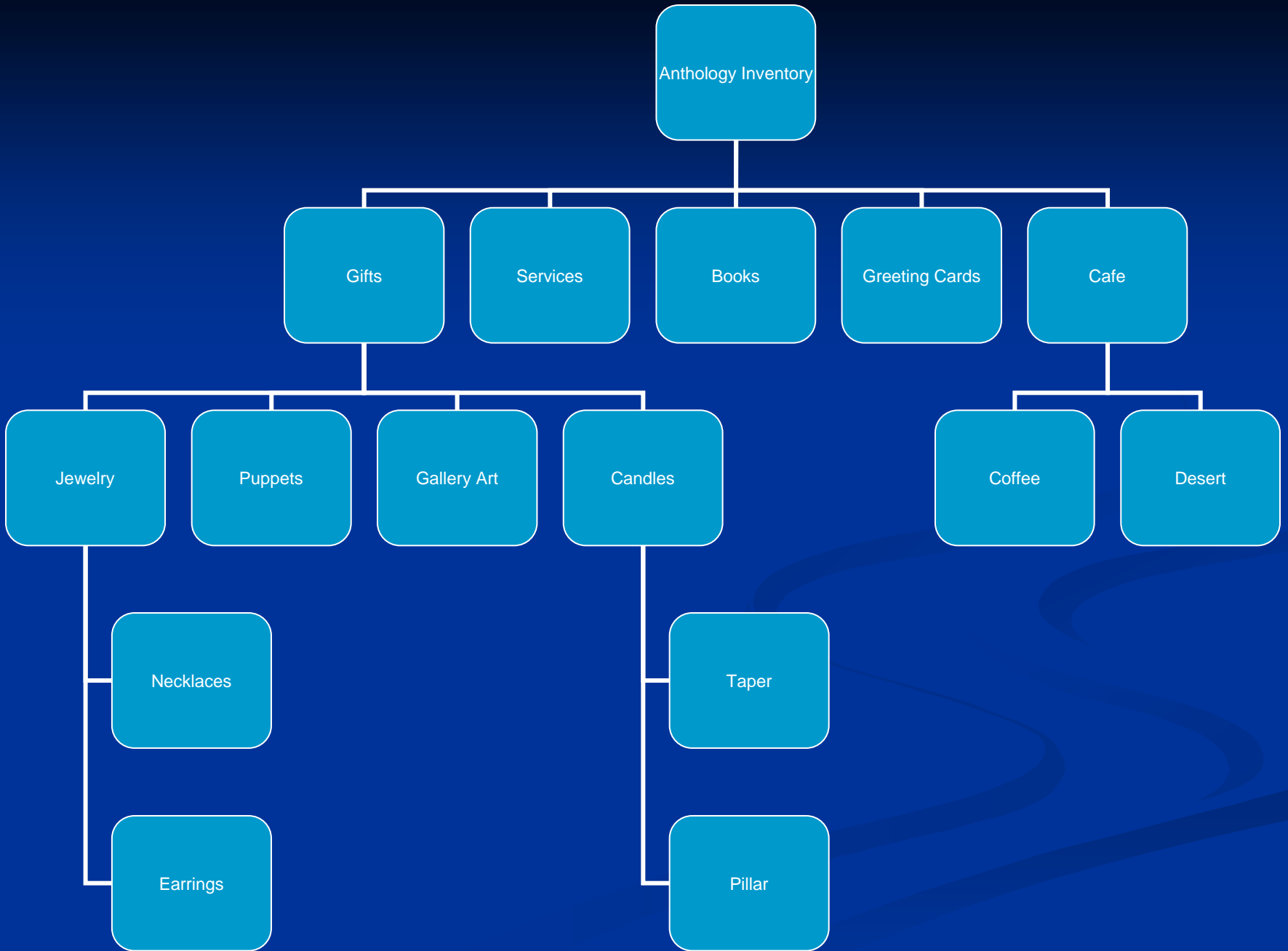






Anthology's  
inventory  
structure is  
non linear,  
non hieratical  
and flexible





# Planning

- Checklist Point
  - SKU 1

# Planning

- SKU 1
  - Unique identifier
  - Alpha numeric field

The screenshot displays a software window titled 'Inventory' with a blue title bar and standard window controls. The main area is a form for product details. On the left, there are input fields for 'ISBN / SKU \*' (containing 'LG COFFEE'), 'Alt ISBN', 'Item / UPC' (containing 'LG COFFEE'), 'Retail price' (1.75), 'List price' (0.50), and 'Web price' (0.00). The central section contains 'Title / Descrip \*' (Large Coffee), 'Keywords' (COFFEE LARGE), 'Department \*' (Cafe), 'Section1' (Coffee), 'Section2' ((None)), and 'Media' ((None)). On the right, there are checkboxes for 'Used', 'Rental', and 'Out', along with an 'Author' field. At the bottom right, there are numerical input fields for 'OH' (100), 'Total sold' (0), 'Max' (0), 'OO' (0), and 'Min' (0). A status field is set to 'Inactive'. At the bottom, a navigation bar includes buttons for 'List', 'Details' (which is highlighted), 'UOMs / Prices', 'Sales', 'POs', 'Returns', 'CBOs', 'BFs', 'Copies', and 'Iny Hist'.

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

Navigation: [List](#) | [Details](#) | [UOMs / Prices](#) | [Sales](#) | [POs](#) | [Returns](#) | [CBOs](#) | [BFs](#) | [Copies](#) | [Iny Hist](#)

# Planning

## ■ SKU 1

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

Cash Register - Sale # 101968

Customer  ... Notes  ... FBC total  Discount

Organization  FBC bal  Tax Profile

Title / Desc  ... Enter line

ISBN / SKU \*  ...

Qty \*

UOM

Sale price \*

Disc %

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

Tax  Total

SubTotal

F1 Help F2 Lookup F3 Take Tenders F4 Sell Gift Certificat F5 Take SPO F6 Charge Shipping  
F7 Delete Line F8 Accept Return F9 Cancel Sale F10 Open Drawer F11 Suspend Sale F12 Resume Sale

# Planning

- Checklist points
  - SKU 1
  - Bar codes /naming conventions
    - Use/not use manufacturer's printed UPC barcode
    - Print own barcodes
    - Naming convention
      - Card 1.99, Unicorn BM, Pen, Lg Coffee, etc
    - Use barcode catalog next to the cash register

# Planning

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

The screenshot shows a software window titled 'Inventory' with a light blue header. The main area is a form with a light beige background, divided into several sections. On the left, there are input fields for 'ISBN / SKU \*' (6305643164), 'Alt ISBN' (9786305643166), 'Item / UPC' (6305643164), 'Retail price' (15.98), 'List price' (15.98), and 'Web price' (12.78). The right side contains a 'Title / Descrip \*' field with the text 'Lost Songs:beatles Wrote Never Record' and an 'Inactive' status indicator. Below this is a 'Keywords' field with the text 'LOST NEVER RECORD SONGS:BEATLES WR' and a 'Status' field. Further down are 'Department \*' (Music/Recordings), 'Section1' (Pop/Rock), 'Section2' (None), and 'Media' (CD/MUSIC). There are also checkboxes for 'Used', 'Rental', and 'Out'. The 'Author' field contains 'Various Artists-tribute B'. At the bottom right, there are numerical fields for 'OH' (10), 'Total sold' (0), 'Max' (4), and 'Min' (1), along with a 'CBO' field.

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



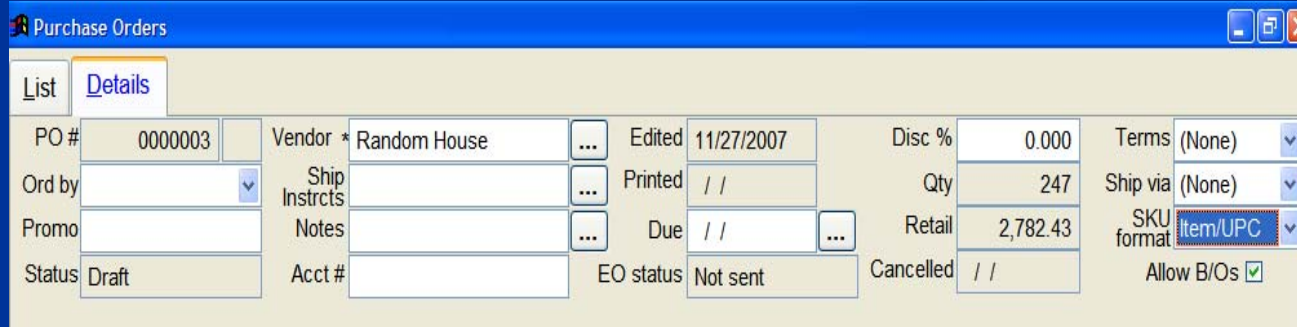
# Planning

- Checklist points

- Item/UPC

- SKU format will print selected value on the printed PO

## PO header



The screenshot shows a software window titled "Purchase Orders" with a blue title bar. Below the title bar, there are two tabs: "List" and "Details", with "Details" being the active tab. The main area of the window contains a form with various fields for purchase order information. The fields are arranged in a grid-like fashion. The "SKU format" field is highlighted with a red dashed border, and its value is "Item/UPC".

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

# Planning

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

# Planning

- Checklist points

- Cost & Pricing

- Discounts vs. non discounts

- Book industry sets price and uses discounts

- On inventory record, make List and Retail the same
        - On PO, fill in discount amount

# Planning

- Checklist points

- Cost & Pricing

- Discounts vs. non discounts

Most non book items do not set price or use discounts

- On Inventory record, enter your cost in List Field and enter your price in Retail Field
      - On PO, leave List and Retail different and do not enter a discount

# Planning

- Checklist points

- Cost & Pricing

- Discounts vs. non discounts

- Non discounted items (most non-book items)

- List = Cost

- Retail = Price

# Planning

- Checklist points
  - Cost & Pricing

## Inventory

Non Book

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

## PO's

Non Book

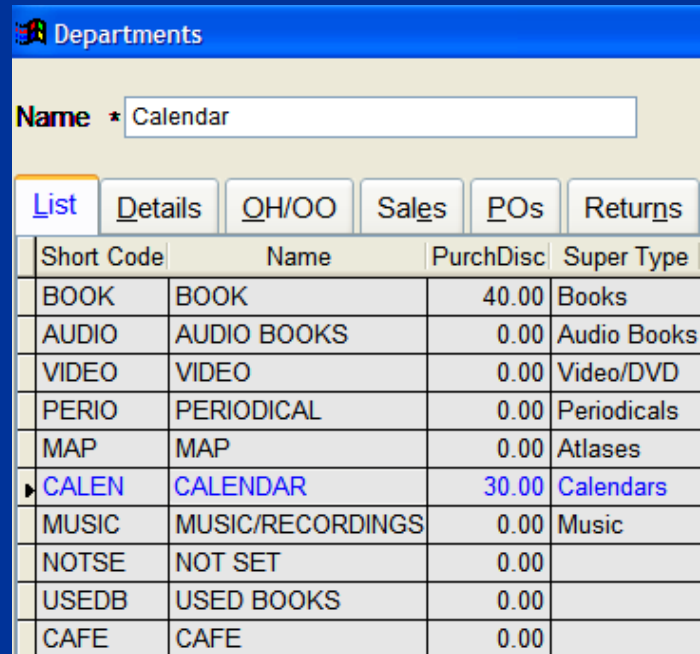
List	Retail	Disc %
13.50	27.00	0.000

Book

List	Retail	Disc %
15.95	15.95	40.000

# Planning

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



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

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

# Planning

Departments

Name \* Cafe Short code \* CAFE Inactive

List Details QH/OO Sales POs Returns

Default purchase discount for costing

Shelf feet

Square feet

SuperType

Department discount schedule (None)

Block discount

Sales Discount

Start date //

End date //

Discount Schedule

(None)

F1 Help F4 New F9 Delete record F10 Save F11 Print



# Planning

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

# Planning

- Checklist points

- Level of Inventory Control

- Inventory record detail determines the level of control

- Generic (Coffee)

vs

- Detailed records

(Grande Mocha w/raspberry flavor and candy sprinkles)

# Planning

- Checklist points

- Level of Inventory Control

- Generic verses detailed inventory records

- How much maintenance is required?

- Greeting cards vs. stuffed toys

- Is it purchased as an assortment?

- Is it part of an assemble?

- Coffee – cup, lid, grounds, stir, cream, sugar

# Planning

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

# Planning

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

# Planning

- Level of Inventory Control
  - Generic verses detailed inventory records

Generic record

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

# Planning

- Level of Inventory Control
  - Generic verses detailed inventory records

Detailed record

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

# Planning

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

Inventory Status Report							
Totals By Department							
Description	Publisher	Distrbtr1	Dept	Sect	Media	Author	
	OH	OO	List Price	Retail Price	Ext List	Ext Retail	Cost Basis
Totals for Department: <b>AUDIO</b>							
	73	0			2082.55	2082.55	1207.87
Totals for Department: <b>BOOK</b>							
	7756	5			255937.59	255962.53	153080.15
Totals for Department: <b>CAFE</b>							
	95	0			47.50	166.25	47.50



# Planning

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

# Planning

- Checklist points

- PO or not to PO

- Purchase orders help you control your inventory
    - Establishes a buying history – who you bought from and when
    - Establishes COGS for specific item
    - Is it a generic item? (coffee vs book mark assortment)
    - Will you reorder this item? (one time seasonal items)

# Planning

- Checklist points

- If you are using a PO consider:

- Create the inventory record first and then send to PO
    - What vendor name you will use for beginning inventory?
      - Original vendor – research and create multiple POs
      - Your store name – Beginning inventory on one PO

# Planning

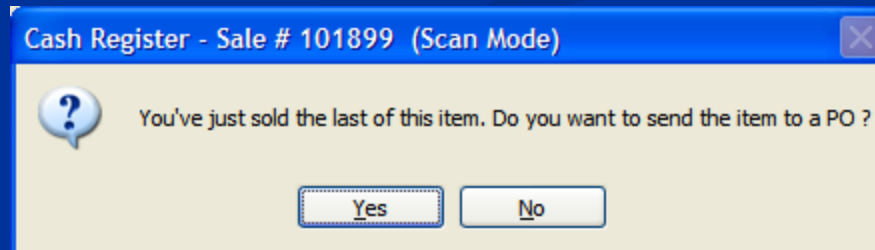
- Checklist points
  - PO or not to PO
    - If you are not tracking with a PO consider entering a high On Hand quantity when entering the record

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

# Planning

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

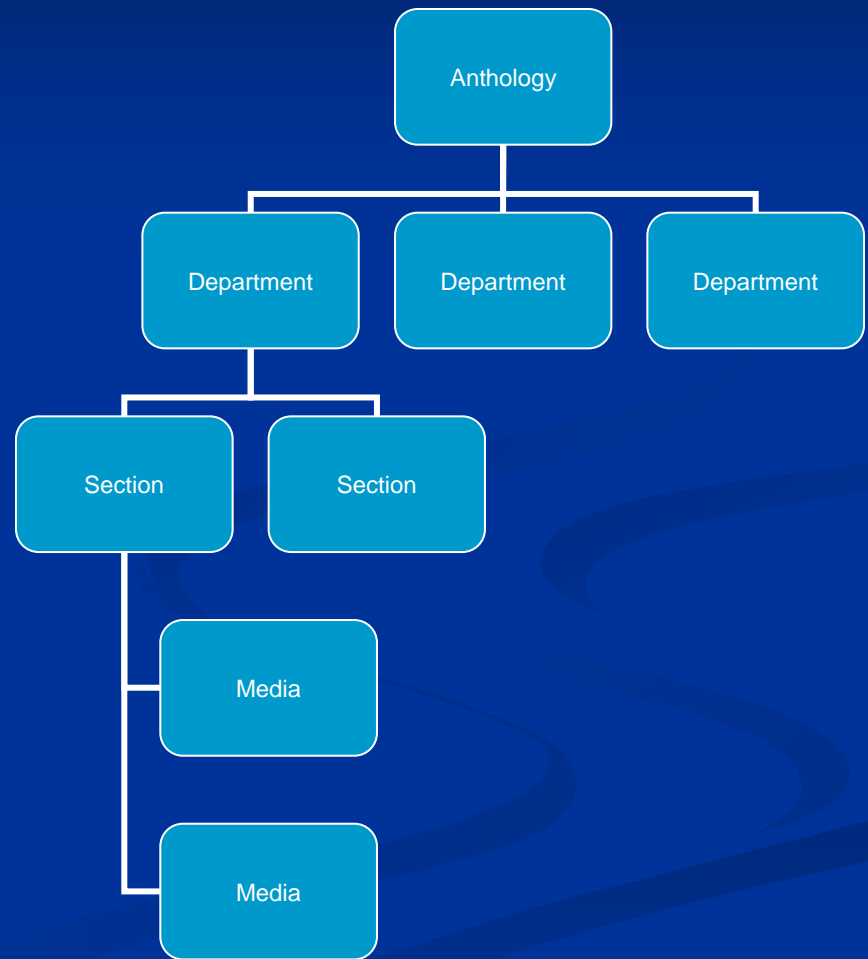
Warn on last sale



# Entering non-book inventory

Planning

Setup



# Setup

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

# Setup

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

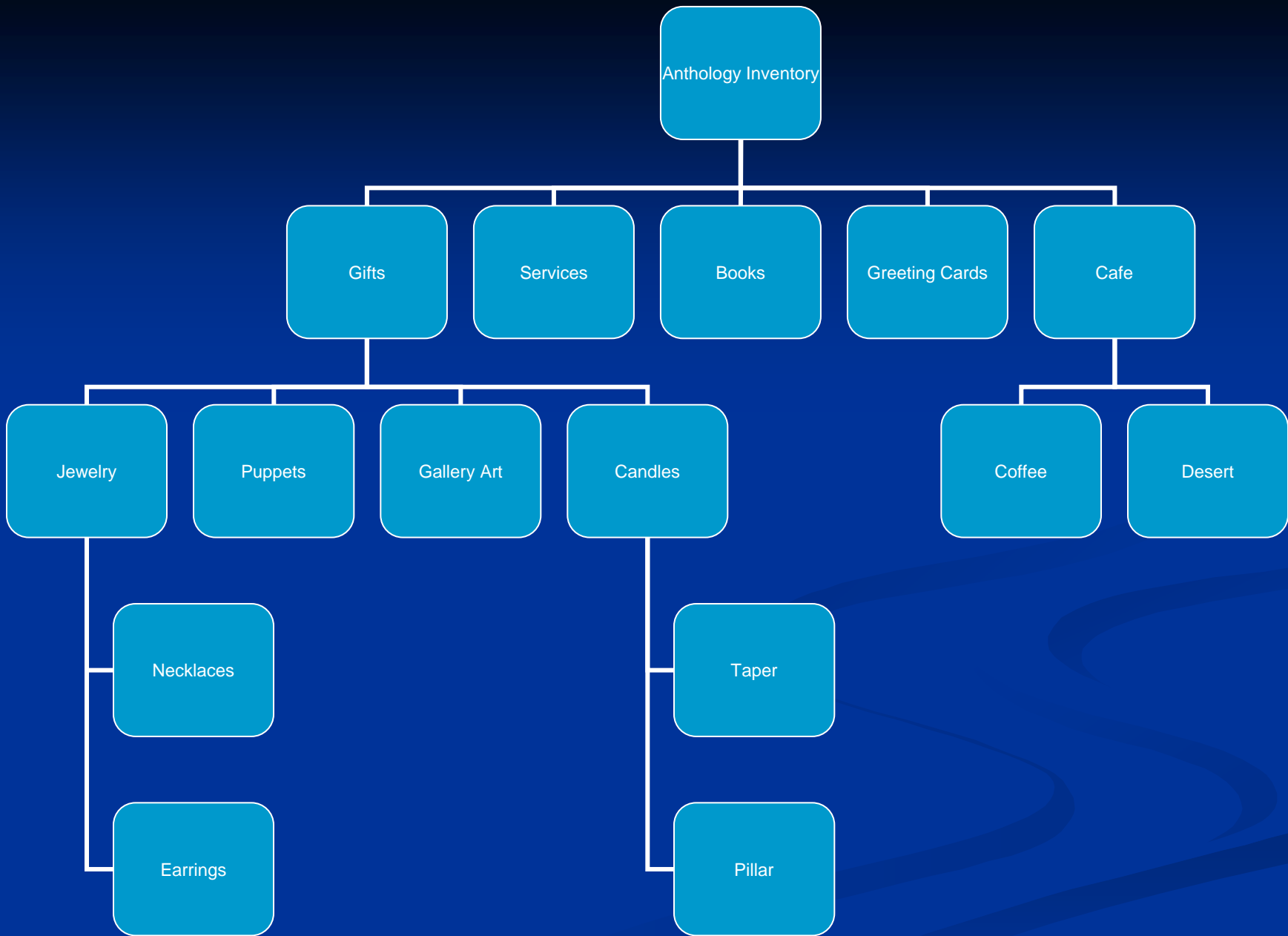


# Setup

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

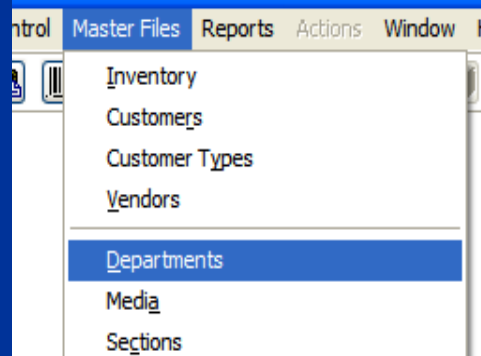
# Setup

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



# Setup

- Enter Departments, Sections and Media



# Setup

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

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

Creating Department, Sections and Media requires 4 button clicks

# Setup

- Enter vendor record

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

- Name \***: A text input field with a red border.
- Short code \***: A text input field.
- Account #**: A text input field.
- San**: A text input field.
- Publisher**: A checkbox.
- Parent vendor**: A dropdown menu with '(None)' selected.
- Terms**: A dropdown menu with '(None)' selected.
- Ship via**: A dropdown menu with '(None)' selected.
- Preferred PO SKU fo**: A text input field.
- Shipping inst.**: A text input field.

The navigation bar at the top includes the following tabs: **List**, **Details** (highlighted), **QH/OO**, **Sales**, **POs**, **Returns**, **Addresses**, **Disc Schedules**, and **EO**.

# Setup

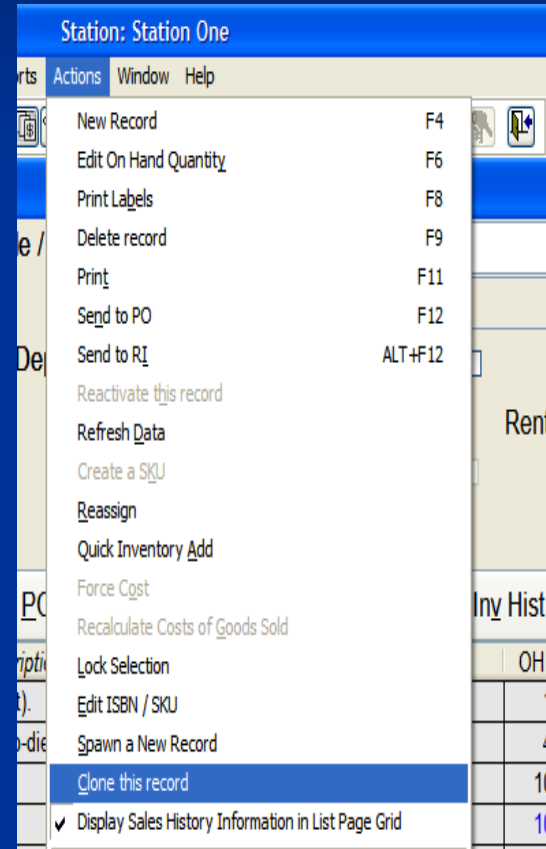
- Decide what tools to use
  - Quick Inventory Add

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

The screenshot displays the 'Quick Inventory Add' dialog box. At the top, the main window title is 'Inventory'. Below it, the dialog title is 'Quick Inventory Add'. The main input area shows 'ISBN / SKU' as 630269339X and 'Title / Descrip' as Feels Like Rain. Below this, there are fields for 'Retail', 'List', 'Web', and 'Sale disc', all set to 0.00. The 'Alt ISBN' and 'Title/Descript' fields are empty. The 'Author' field is also empty. There are several checkboxes and dropdown menus for metadata: 'Add Publisher' (unchecked), 'Preferred Department' (Book), 'Media' (None), 'Publisher' (empty), 'Section1' (None), 'O/H' (0), 'Max' (0), 'Min' (0), 'Distributor' (Ingram Book Co. (Te...)), 'Section2' (None), 'Published' (//), 'Keywords' (empty), 'Make ISBN-13 primary' (unchecked), 'Status' (empty), 'Bin' (empty), 'Stock Item' (unchecked), 'Web Exclude' (unchecked), 'Used book' (unchecked). There are three 'User defined field' boxes (1, 2, 3) which are empty. At the bottom, there are checkboxes for 'Auto Save' (unchecked), 'Increment onhand' (unchecked), 'Scan Mode' (unchecked), 'Print Labels' (unchecked), 'Serialize' (checked), and 'OrigList' (0.00). There is also a 'Save Settings' checkbox (checked). At the very bottom, there are four buttons: 'F1 Help', 'F8 Print Labels', 'F9 Cancel', and 'F12 Post'.

# Setup

- Decide what tools to use
  - Cloning





# Setup

- You are ready
- Begin entering inventory

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

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