# Anthology Webinar

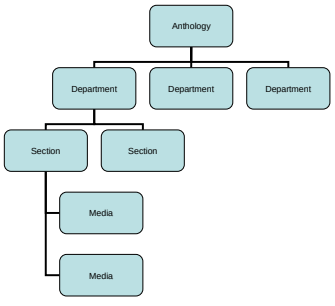
Entering Non Book Inventory

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

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

## Entering non-book inventory

Planning




## Planning

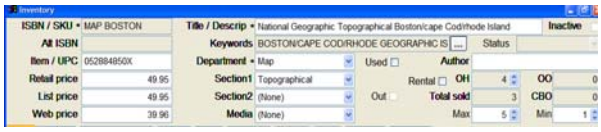
- Departments Sections and Media
- SKU 1
- Bar codes /naming conventions
- Item/UPC
- Cost & Pricing
- Level of Inventory Control
- PO or not to PO

# Planning

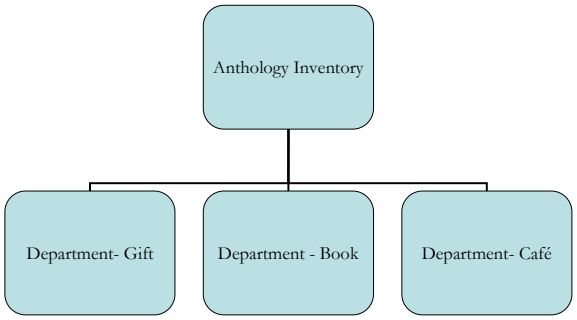
- Departments, Sections and Media
  - Visualizing the structure of your inventory

# Planning

Department, Section and Media

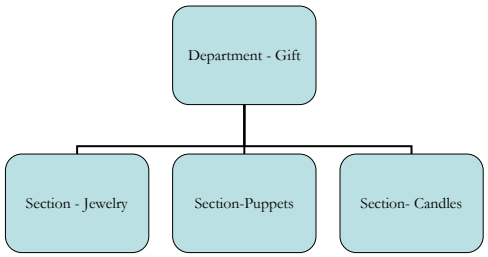


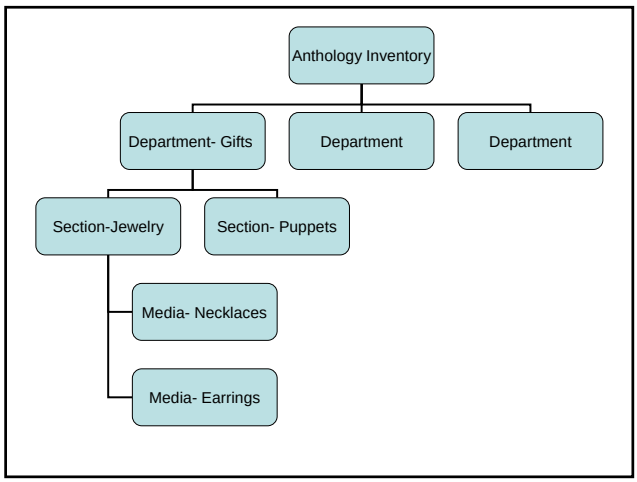

# Planning



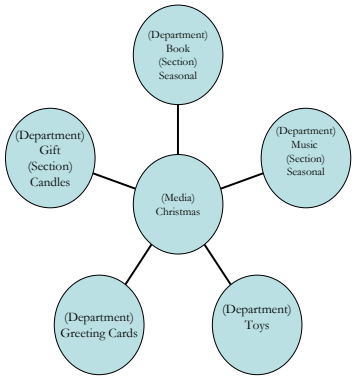

# Planning

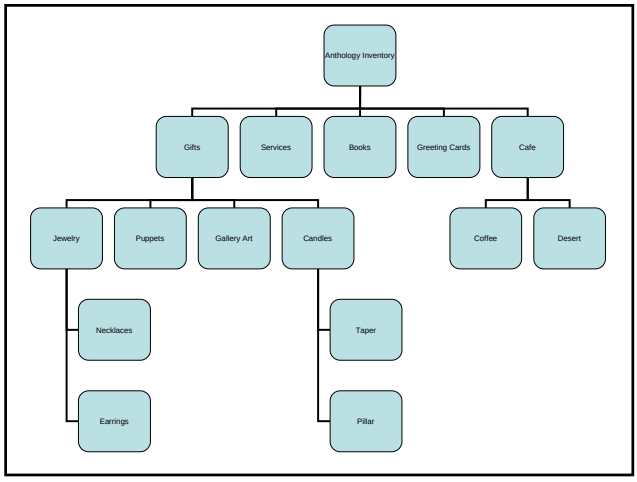
- Department and Sections






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



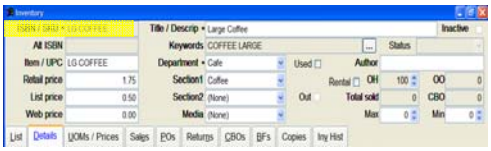




# Planning

- Checklist Point
  - SKU 1

# Planning

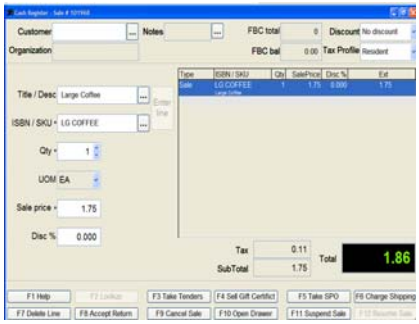
- SKU 1
  - Unique identifier
  - Alpha numeric field




# Planning

- SKU 1

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




# 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

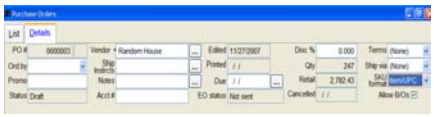
# Planning

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

## Planning

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

PO header



## Planning

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

## Planning

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

## Planning

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

      Book industry sets price and uses discounts
      - On inventory record, make List and Retail the same
      - On PO, fill in discount amount

# Planning

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

      Most non book items do not set price or use discounts
      - On Inventory record, enter your cost in List Field and enter your price in Retail Field
      - On PO, leave List and Retail different and do not enter a discount

# Planning

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

      Non discounted items (most non-book items)

      List = Cost

      Retail = Price

# Planning

- Checklist points
  - Cost & Pricing

Inventory

Non Book

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

PO's

Non Book

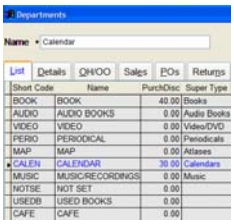
| List | Retail | Disc % |
|---|---|---|
| 13.50 | 27.00 | 0.000 |

Book

| List | Retail | Disc % |
|---|---|---|
| 15.95 | 15.95 | 40.000 |

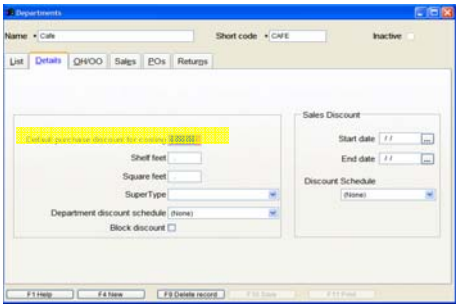
# Planning

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




| 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 | |
| USEDB | USED BOOKS | 0.00 | |
| CAFE | CAFE | 0.00 | |

## Planning




## Planning

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

## Planning

- Checklist points
  - Level of Inventory Control
    - Inventory record detail determines the level of control
      - Generic (Coffee)

        vs
      - Detailed records

        (Grande Mocha w/raspberry flavor and candy sprinkles)

## Planning

- Checklist points
  - Level of Inventory Control
    - Generic verses detailed inventory records
      - How much maintenance is required?

        Greeting cards vs. stuffed toys

## Planning

- Checklist points
  - Level of Inventory Control
    - Generic verses detailed inventory records
      - How much maintenance is required?
        Greeting cards vs. stuffed toys
      - Is it purchased as an assortment?

## Planning

- Checklist points
  - Level of Inventory Control
    - Generic verses detailed inventory records
      - How much maintenance is required?
        Greeting cards vs. stuffed toys
      - Is it purchased as an assortment?
      - Is it part of an assemble?
        Coffee – cup, lid, grounds, stir, cream, sugar

## Planning

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

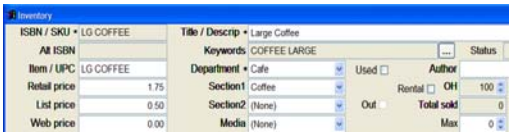
## Planning

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

# Planning

– Level of Inventory Control
  • Generic verses detailed inventory records

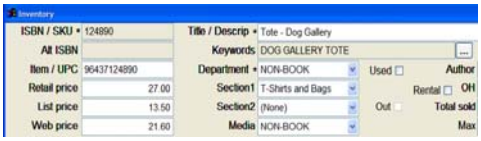
Generic record




# Planning

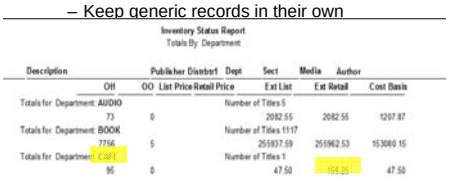
– Level of Inventory Control
  • Generic verses detailed inventory records

Detailed record




# Planning

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


Inventory Status Report
Totals By Department

| Description | Publisher Distrbtr1 | Dept | Sect | Media | Author | |
|---|---|---|---|---|---|---|
| OH | OO List Price Retail Price | | Ext List | Ext Retail | | Cost Basis |
| Totals for Department: AUDIO | | | Number of Titles 5 | | | |
| 73 | 0 | | 2082.55 | 2082.55 | | 1207.87 |
| Totals for Department: BOOK | | | Number of Titles 1117 | | | |
| 7756 | 5 | | 255937.59 | 255962.53 | | 153080.15 |
| Totals for Department: [illegible] | | | Number of Titles 1 | | | |
| 96 | 0 | | 47.50 | [illegible] | | 47.50 |

# Planning

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

## Planning

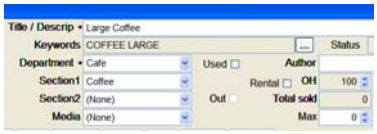
- Checklist points
  - PO or not to PO
    - Purchase orders help you control your inventory
    - Establishes a buying history – who you bought from and when
    - Establishes COGS for specific item
    - Is it a generic item? (coffee vs book mark assortment)
    - Will you reorder this item? (one time 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

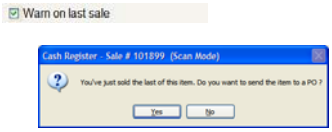
## Planning

- 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



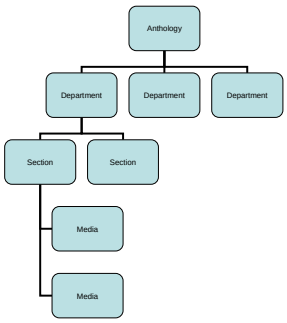

## Planning

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



## Entering non-book inventory

Planning
Setup




## Setup

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

## Setup

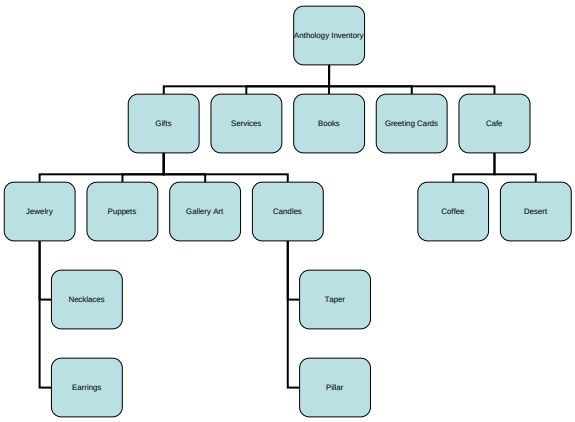
- Gather documents
  - Invoices
  - Packing Slips
  - Physical Inventory Sheets

## Setup

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

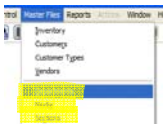
# Setup

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

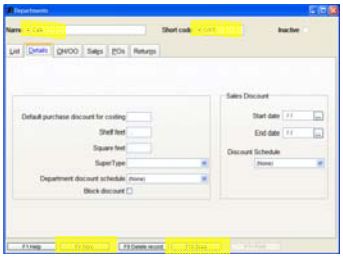



# Setup

- Enter Departments, Sections and Media



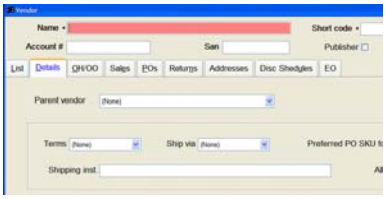

# Setup



Creating Department, Sections and Media requires 4 button clicks

# Setup

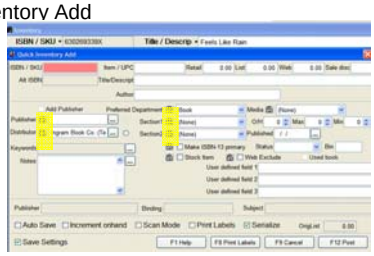
- Enter vendor record




# Setup

- Decide what tools to use
  - Quick Inventory Add

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



# 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