

# Visual Anthology Multi-Store (MSV)

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ANTHOLOGY

## Overview

Visual Anthology Multi-store (MSV) is an extension of Visual Anthology (VAL) which allows for the management of multi-store operations.

This manual is meant to focus on MSV specific tasks. For more detailed “How to” information on standard Visual Anthology topics such as Purchasing and Receiving please go to Help | “Help on the Web” and use the reference material provided there. This manual assumes the user already has basic working knowledge of Visual Anthology.

Visual Anthology Multi-Store allows an organization with multiple store locations to have a central administrative resource. This “Central” or “Admin” copy of Anthology is a collection of the inventory records, on hand amounts, customers, vendors, sales history, etc. of all store locations. Having a centralized/overview copy of the store data sets enables a manager to control inventory levels by handling Purchasing/Receiving tasks or by making PO recommendations for each location. Along with the MSV ability to centralize Purchasing control comes the ability to report across stores as well as other inventory, customer, and vendor management functions.

Visual Anthology Multi-store edition (MSV) allows for:

- Quick and easy checking of inventory status at sister stores from the VAL interface
- Transfers of merchandise between stores, with transfer information being uploaded and downloaded via the internet
- Central based Purchase Order (PO) generation and management of multi-store PO's

Each of these functions will be discussed in more detail below.

## Data Synchronization

Transfer of information between store locations is accomplished quickly via a utility called “Syncclient” that connects the stores and Central over the internet. Store sites do not have to run IIS or any other web-server; they simply need a connection to the internet (ideally a persistent, high-speed connection like DSL or cable). With each store running the Syncclient utility the following data updates are possible:

- New and edited Master File records are synchronized throughout the organization. Whenever a new Inventory, Vendor, Customer, Department, or other Master File record is created or edited, this new information is optionally synchronized throughout the various stores and other facilities in the organization. For example if an item on a PO or a transfer does not already exist in the destination store's Inventory file, it will be added. Similarly, new Vendors added at one store are automatically sent to the other stores. The built-in security features in Visual

Anthology can be used to prevent unauthorized users from making changes that will proliferate throughout the organization.

- Consolidated reporting from the special “Central” or “Admin” MSV (aka Store 99) program. In the MSV Admin program the current on hand quantities for all stores can easily be viewed on the Inventory screen. The MSV Admin can produce consolidated sales history and other reports either for the organization as a whole or for any individual store. Reports can also be run at the individual stores and sent as spreadsheets or text files to the central office.

## MSV Data Control & Flow

Every site will likely have a manager, but there needs to be one general person in charge of the entire organization. This person should be at the Central site and can manage the PO/RM’s and various other organizational tasks for an MSV system. In a new organization setup the MSV Admin person would work in the central (or Admin, Store 99) copy to start populating common items such as Departments, Tenders, Sections, etc.

As part of the data synchronization that occurs constantly, pieces of information will flow in different paths. Some data may flow up, some sideways, and some down. For example sales history information will flow up from the store level to the central store copy but it will not flow sideways to the sister stores. New inventory records entered, no matter where entered, will flow down from Central to all of the stores.

Following is a short list of some of the most common data fields and the direction they will flow:

- Inventory, Customers, Vendors, Departments, Sections, Media, Customer Discount Schedules, Frequent Buyer Clubs, Terms, Ship Methods, Tenders, and Units of Measure will all flow down from Central to the stores; or, if made at a store, up from the store to Central and from there down to the other stores.
- In-House Gift Cards can be used across stores. Once a new card is activated at any location, after a few minutes the other stores in the organization should be able to recognize that In-House gift card for redemption. Note that only MSV Admin will be able to see the complete history on all of the card numbers.
- Taxes must be controlled at each store location due to possible different tax laws. They will not flow sideways to other stores. Tax tables and profiles will flow up to central for tracking.
- Items such as Purchase Orders, Users, Customer Orders, SPO’s, Sales will flow up from the stores to central/admin but not sideways to sister stores.
- Transfer Requests made at one store will be routed appropriately to other stores in order to facilitate the transfer of inventory from one store to another.

- Accounts Payable and Accounts Receivable links for QuickBooks can be exported either at the MSV Admin or from each of the stores.

## MSV Initialization

For an existing organization or existing stores to get started using MSV there is a process that every location must do first. This is called initialization; it is a special one-time event at each location where inventory, customers, vendors, etc. are analyzed to determine if a matching record exists at the other locations. The first store initialized has a special status in that during initialization its departments, sections, etc. will establish the standard for subsequent stores. In other words if the first store initialized was Store 1, then if Store2 has ISBN 1234567890 classified as a Paperback Department item but Store1 has that same item as a Book Department item the initialization process will change that ISBN at Store 2 to have the Store1 classification of Book Department. Ultimately the first store initialized controls how items will be classified in subsequent stores by way of the initialization process. When two different stores join in an MSV organization there will be some adjustment for the second store's classifications for Department, Section, Media, etc. change to match the first store's values.

As part of the implementation process a copy of every store will be gathered and analyzed for any possible duplicate/orphaned record concerns as well as any store procedural needs before the initialization process can be scheduled or started. This process of analysis can take several days as it is critical the data sets are in the best possible shape ahead of the initialization. If the same customer has a record at both locations and has a frequent buyers book club balance at both locations then the Store2 customer will have its shortcode modified in order to ensure no merging is done during the initialization. This allows the Admin to later review and merge those customer records that are truly the same.

Most often the initialization process is done in the evening after the store has closed and one store per night. The Store 99 and Store1 data sets are initialized first. Typically the initialization process runs overnight with some review the next morning to ensure the process completed correctly before the store can start using the program.

## MSV Program Features

When the MSV Initialization process is completed and MSV is fully operational there will be a few additions to the store copies as well as some special options from the MSV Admin/St99 copy. These features focus primarily on providing information on items at various stores.

**Note:** In areas where a new grid column has been added, such as the "Store" column in the MSV Admin's PO details tab, those new columns will start out on the far right of the grid. Most stores prefer to move this column to the front of their grid for easy identification and sorting. Simply scroll over to the right, left click and hold on the column header and then drag the column to whatever position you wish on the far left. Once you have the columns arranged in the sequence you want you can lock that

display down for that particular station by going to Tools | Maintain Views | “Set as Default for current form”.

## Store copy

- The Master Files | Customers screen will now show an additional field on the top left to indicate which store the customer record originated from.
- At each store the Master Files | Inventory screen will now show inventory records for all locations, not just the local store.
- The Master Files | Inventory screen will have a new tab called “Stores”. This tab will allow a store to see basic details from the other stores on that particular inventory item. For instance Store2 would be able to see how many copies OnHand Store1 has.
- The Inventory Control menu will now have an option for “Transfer Requests” where one store can request copies of items from another location.
- The Inventory Control, Purchase order module now has an Actions menu option of “Submit Request”. This allows individual stores to build draft purchase orders of items they would like to have central order for them.

## MSV Admin copy

The MSV Admin/St99 copy looks very similar to a standard store copy of Anthology with a few additions:

- Master Files | Inventory List tab now has a special filter setting to allow viewing of all stores, a specific store, or just the MSV Admin records.



- Areas like Purchase Orders, Receiving, Transfers, etc. will have an additional column marked “Store” to indicate which store ‘owns’ the memo or where it originated from.

PO #	Status	Store	PoType	Shpmt	Vendor
000002	Draft	99	Central		2 GRRRL
000087	Draft	STORE2	Local		9Learning
000079	Draft	STORE1	Local		HACHET
000082	Draft	STORE1	Local		HARPER
000093	Draft	STORE1	Local		Heian Int
		99	Local		PO Corre
		STORE1	Local		PO Corre
		STORE2	Local		PO Corre
000174	Draft	STORE1	Local		Simon &

- Most reports have an additional filter setting to allow for specific store reporting.

## MSV Inventory Management

With the centralized data comes the ability for the Admin to create or manage purchasing and receiving for the various store locations. The four major areas the Admin has control over are Purchasing, Receiving, Transfers, and Returns. The Admin can generate a purchase order for restock of items sold at specific store or all stores. The Admin can decide how many copies of an ordered item will go to each location. The Admin can decree how many copies of items should be transferred to one location from another. The Admin also has the ability to generate Overstock vendor return memos for each location.

## Purchasing

MSV allows managers to do as much or as little centralized ordering as they like. The following options and functions are supported:

- Each store can create its own purchase orders and send them electronically to their own vendors.
- Purchase orders can be created at the store level and then sent up to central where they can be edited, posted, or merged with other Pos.
- Orders for multiple stores can be created centrally. Quantities can be allocated store-by-store using "Store Allocation" lines and a consolidated PO sent to the vendor.
- Consolidated POs can be received centrally or as drop shipments. If received centrally, merchandise can be broken out according to its per-store allocations which will result in the creation of Transfers for each store location.

### PO Types

To indicate how a purchase order will be used, either at a store or centrally the MSV system makes use of "PO Types". These four classifications are used to control the stages (and locations) each purchasing task is done from. The Purchase Order List tab at the MSV Admin copy has a special set of filters to allow searching for specific PO Types as well as statuses and stores.

- **Request type PO:** are prepared at the stores and uploaded to Central for review, editing, and possible consolidation with other POs.
- **Central PO:** Allows you to note how many copies will be ordered and specify allocation quantities for each store location. Traditionally this type is used for creating one large PO for the entire organization and then sending electronically via EO FTP. The entire consolidated order goes to the Vendor who then ships all items to the Central location based on the address in the account on record with the vendor. The MSV Admin does the receiving at central noting any shortages and which store gets the received qty's. Upon posting the Receiving memo batches the system automatically creates Transfer Out memos for each location specified in the Store Allocation Lines.
- **Drop Ship PO:** Also allows you to specify quantities ("allocations") for each of your store locations for each line item as you work. When you choose to print, a separate PO is printed for each store that has titles being ordered for it. Once the overall order is built and the allocation lines created the Actions menu item of "Break out for EO" is used to split the PO into smaller, store location-oriented orders. This allows Central to still manage the EO FTP process but do an order for each store location using a separate Vendor record for each EO account. The vendor then ships the items to the address in their records for the EO account used. Stores that use the

Drop Ship method for EO FTP will need to have a vendor record for each store location's account. When the confirmation is received and processed, or if the PO is posted manually, an Open Receiving memo record is created at each store who will be receiving a shipment.

- **Local PO:** This PO type indicates the items on the order are solely for the location ordering the items. In some MSV setups the MSV Admin/St99 is treated like a warehouse in which excess inventory is kept until needed at other locations. When an individual store site creates a new PO it is also automatically assigned the PO Type of Local.

Instructions for how to create and edit each of the PO Types will be covered in following sections.

## Store Allocation Lines

When creating a Central or Drop Ship type PO the Admin has the option to specify the qty's for the entire organization, Auto-Allocate, or manually enter in the individual qty's for each store.

### Setting Store Allocation Percentages

The MSV Admin copy can be set to specify the desired default percentage of quantity for each location when using the "auto-allocate" option. For example, if you want Store 1 of your three-store chain to get a larger share of the merchandise ordered, you could assign it a 50% share, with only 25% each going to the other two stores. The percentage split is controlled in the MSV Admin copy under Tools | Options | Multi-store.

By default the initialization process sets an even split across all locations.

- To change the percent splits select the store you wish to modify
- Use the Percent field below the grid to enter in the amount desired, for example change Store1 from 33 percent to 50 percent.
- Set the "Send Change to" Store99 to take the needed amount away from Store99 and add to Store1.
- Click the Enter Line button to finalize the change and display the results in the grid above.
- Continue selecting stores and modifying the percent field and the store to send the adjustment to. F10 to Save changes. Close and reopen the MSV Admin copy for the changes to take effect. Allow a few minutes for the Syncclient to process changes and communicate to all stores.

Options

General | Addresses | Cash Register | COs | POs | Accounting | WebStore | Credit Cards | UDF | External Data | Used Books | Multi-store

PO allocation weights

Id	Code	Name	Percent
1	STORE1	3 Rivers	33
2	STORE2	Sturgis	33
99	99	Central	34

Store: STORE1    Percent: 33    Send change to: [Dropdown]

[Enter line]    [F6 - Restore defaults]    [F1 Help]    [F10 Save]

## Using Store Allocation Lines

Following is basic information on how to input, use, and manipulate these special lines in a PO/RM. The steps below describe the various methods you can use when starting to add a new line item to a Central or Drop Ship PO.

1. If a new line is not already available press F5 New Line.
2. Enter in the ISBN or select from InvAssistant. The focus moves to the Order field.
3. If you plan on entering in only the total for the entire organization-
  - Fill in the total amount needed for the entire organization and press Tab until the focus reaches the Store field at the end of the manual entry area. To indicate only the qty for the overall organization only choose "Central" and press the Enter button to add the item to the grid above.
  - Later on if you do wish to split out the order qty's amongst the stores by the percentage split values go to the Actions menu and choose "Auto-Allocate all lines".
4. If you plan on manually specifying a qty for each store, not using the percentage split amounts-
  - Enter in the order qty and press tab until you reach the Stores field. You can begin typing the name of the store you want to allocate for, or choose it from the drop down list. Press enter button to add that store qty to the grid above.

- If you wish to enter a qty for the same item but for the next store press ALT+F12. The screen will automatically add the last ISBN used and automatically select the next store in the list. Press Enter twice to add the line to the PO
5. If you want Visual Anthology to auto-allocate the Ord qty you have entered-
    - Enter in the order qty for the entire organization and tab until you reach the Stores field. Choose Auto-allocate from the Store list. Press Enter to add the line to the PO. You will see one green line for the master store allocation and individual gray lines below for each store.
  6. You can also specify a share for the warehouse if you choose. If you choose 0% for the warehouse, then when a PO line is auto-allocated, no allocation line will be created for the warehouse.
  7. If you need to modify the qty for a store on an item already added to the grid above, select that particular store's gray allocation line and modify the order qty there. Pressing the Enter line button will make the changes in the grid above.

## Using PO Types

### Request type POs

At the store level creating a PO is the same as done from the standard Visual Anthology program. If a store wants to create a list of suggested items to order to be sent to central they merely create a draft PO and add the desired items. Once the draft PO is built the local store manager goes to the Action menu and chooses the "Submit Request". The PO changes from a "Local" type PO to a "Request" type and becomes disabled which the local store cannot modify. Once the Syncclient processes the change the MSV Admin will begin to see the new request PO in their system. From there the Admin can edit or add items, or merge with another PO, or even move specific line items to other Po's.

### Central type POs

Created at the MSV Admin copy the Central type of PO is used to record the qty's needed for the entire organization. The Admin can build one large PO for the entire organization and send the order via EO FTP to the vendor account for Central. The vendor will ship all items to the central location, from whence they can be transshipped to the stores. When using electronic ordering, this type of PO requires only that there be one vendor record with the EO FTP account info for central. If store allocation lines are noted a Transfer Out to each specified store will be automatically created once the Receiving memo has been posted.

### To manually create a Central type PO

1. Go to Inventory Control, Purchase Orders, and select F4 New

2. Select the desired vendor, fill in the estimated Discount %, any Promo info, optional user, Ship Inst, Notes, Due date, etc.
3. Select the PO Type of Central from the upper right hand side of the screen.
4. For more detail on these and other PO fields, choose Help from the Help menu and navigate to Using Visual Anthology, Inventory Control, Purchase Orders, Manually Creating a Purchase Order.
5. F10 to save changes
6. Begin adding items to the purchase order noting the total qty desired. At the end of the manual entry line is the field marked "Store". This drop-down list will contain an entry for each store location along with the options for "Central" and "Auto Allocate". Choosing Central means all qty's are intended for the central warehouse inventory. Choosing Auto Allocate means you wish to have that total qty ordered split out to a store allocation line based on the percentages established in Tools | Options | Stores tab.

ISBN / SKU	UOM	Order	List price	Disc %	Lock	B/O OK	Sub Total	
* 1432944177	EA	5	8.99	0.000	<input type="checkbox"/>	<input type="checkbox"/>	44.95	
Lizards							Shipping	0.00
Extension							44.95	
Store							Central	
Total							44.95	

Inventory Sales POs Returns Stores CBOs

7. You have the option of leaving the Store value as Central in order to quickly fill out the total amounts wanted. At the end of building the PO you can go to Actions and choose "Auto Allocate all lines" to split all titles out at once and then fine tune any details.

Store	ISBN / SKU	Title / Description	CBO	Ord	List	Disc%	DiscLock	B/O OK	Ext	TotRecv	Status	Sect1	TrdShrt	Pub	Total
(Master)	0002184915	Illustrated Dictionary of		9	29.00	0.000			261.00	0			Trd		9
STORE1	0002184915	Illustrated Dictionary of		5	29.00	0.000			145.00	0			Trd		9
STORE2	0002184915	Illustrated Dictionary of		4	29.00	0.000			116.00	0			Trd		9

ISBN / SKU	UOM	Order	List price	Disc %	Lock	B/O OK	Sub Total	
* 0002184915	EA	5	29.00	0.000	<input type="checkbox"/>	<input type="checkbox"/>	305.95	
Illustrated Dictionary of							Shipping	0.00
Extension							145.00	
Store							3 Rivers	
Total							305.95	

8. F10 to save changes
9. To electronically send the order for central, to have all items shipped to the central location, ensure that the vendor selected has the EO information setup for an account whose address on file is the central location. Be careful not to select the wrong store's vendor record. Otherwise

if the order will be phoned/faxed/emailed in you can manually post the draft central PO to an open Receiving memo by pressing F12 post.

10. Once the confirmation has been received and processed or the order has manually been posted to an open Receiving memo the Admin can begin marking the various received copies. Please see the Receiving section later in this document for details.
11. After the RM is completed draft Transfer Out memos will be created automatically for any store noted in the Store Allocation lines.

## **Drop Ship type POs**

Created at the MSV Admin copy the Drop Ship type of PO is used to record the qty's needed for each store location. The Admin can easily build one large PO with qty's for the entire organization and then quickly split out a PO for each store to send separate orders. If sent via EO FTP the vendor will ship the items to the store account used to send the order with. This type of EO method requires that each store have its own Vendor record and EO Account setup in advance.

### **To manually create a Drop Ship type PO**

Follow the same steps above as for Central type PO, to step number 8.

1. If only the total qty wanted for the organization was entered use the Actions menu option of "Auto-Allocate all lines" to split out the qty's based on the Tools | Options | Stores tab percentages for each store. You will have the ability to edit the individual store allocation qty to adjust the master allocation total as well.
2. If you plan to order electronically, once the PO contains all the line items and store allocation qty's go to the Actions menu and choose "Break Out for EO".
3. A new draft PO will be created for each store noted in the store allocation lines. If the PO # of the original was 0004 you will see modified PO's for each new draft PO such as 0004-01 for a store 1 order, and 0004-02 for a store 2 order.
4. Go to the Vendor for each of these EO split PO's and reselect the proper vendor record. This should be a special version of your vendor that contains the EO account credentials for the store you wish to order from. For example, many stores will create a different version of Partners for each store they'll be ordering from such as "Partners-St1" and "Partners-St2".
5. Use F6 EO to send each order electronically. Once the confirmation file is received and processed each draft Drop Ship po will move to an Open Receiving memo.
6. If you are not ordering electronically, but simply are going to mail or fax your orders ink then you can simply Post the drop ship PO. Individual POs will be created with appropriate address information, etc for each store.

7. After a few minutes of the Syncclient processing changes the destination stores should start seeing Open Receiving memos with the titles they should expect to receive in a few days. The store locations themselves will do the actual receiving of the physical items. As they post their RM's their OnHand amounts will increase and the MSV Admin copy will start showing the OnHand changes and completed RM's.

## Local type POs

Created at the stores or Central, the Local type of PO specifies the qty's needed for a single location only. Creating these POs is done the same way as if creating a Draft PO at a store location.

## Auto-generating POs

This topic to be populated later. Please refer to the Help | Help on the Web | Using Anthology | Inventory Control | Purchase Order topic for general information on generated Pos.

## Additional PO Details

- The grid on the PO screen that displays the PO line items can be sorted on any of its columns. If for some reason you are sorted on a column like Store, then the allocation lines for a given SKU will not sort together. To get them to sort together, click on the column header for ISBN/SKU.
- When you have entered a line, you should be given a new line automatically. But if you ever lose your new line, you can get one by using F5 New Line. Use F10 to Save your work frequently
- Note: Saving your work is a good idea on general principles; it also creates the Master line when you have entered a series of allocation lines.
- The master line for each SKU on the PO shows the total quantity to be ordered for that item; the associated allocation SKUs show the quantities allocated to each store. The master store allocation line is generally green with the individual store allocation lines being grey.
- While working on POs, you may want to get an overview, or to focus in on detail about individual lines. You can hide all the store allocation lines by choosing Hide Store Allocation Lines from the Actions menu. You can show all the store allocation lines by choosing how Store Allocation lines from the Actions menu.
- You can also manually expand and collapse store allocation information by clicking on the (+) sign in the leftmost column or (-) column to collapses.
- Use Shift-F2 to show or hide the InfoPanel
- When on a PO, looking at the infopanel tabs below shows the OH amount for the record selected. If the green "master store allocation" line is selected then the total OnHand will be shown for the entire organization. If the gray store allocation line for a specific store is selected then the OnHand qty shown on the infopanel tab will be for that particular store location.

- If only the total qty for the organization has been defined in either a Central or a Drop ship PO has been defined you can go to the Actions menu and chose “Auto Allocate all lines”. This will split out a line for each store location based on the store percentages found in the MSV Admin Stores menu under Master Files. This option can also be used to force a complete recalculation and split of existing quantities.

## Receiving

The methods for receiving in the MSV Admin copy are similar to receiving done in regular Visual Anthology with a few minor additions. The same basic functions of F6 Receive All, F3 Scan, F10 Save, etc. will still be used. The sequence of events from the time of EO confirmation or manual posting of a draft PO varies slightly depending on the PO Type used.

### Local PO type receiving

The PO type of Local indicates that either the PO was created at a store and ordered or the PO was created at Central to receive their own copies as in a warehouse situation. In this case the process of receiving is exactly the same as in standard Visual Anthology. There will be no Store Allocation lines to maintain. Stores have the standard options of using F6 Receive All, Actions | Unreceive all in case the PO had been EO'd, as well as the F3 Scan option. Stores would receive as normal, filling in any vendor invoice information and discounts, then save changes and F12 Post the RM. After a few moments of the Syncclient processing and communicating the changes the central system or other stores will start to see the new OnHand amounts on the received items.

### Drop ship receiving

As described previously Drop Ship type PO's are created first at Central by the MSV Admin. There they started by creating one large PO, specifying the total quantities for the entire organization as well as the quantities for each store as noted in the Store Allocation lines. Once the order is built the admin then uses the Actions menu option of "Break Out for EO" or simply posts the PO, depending on how they plan to send the store POs. This creates one draft PO for each store location. The PO is then either posted manually or sent as an EO FTP. Once the confirmation is received and processed the PO's change to Open Receiving memos as usual. The Syncclient processes and communicates the changes and the individual stores start showing an Open Receiving Memo for the items they should expect to receive shortly. Ultimately each store will have the items shipped directly to them from the Vendor and each store does its own receiving.

From here each store does its receiving, much like a Local type order discussed above. Once the store marks the received quantities, enters in discounts, adjusts prices, enters in vendor invoice info they can F12 Post the batch to completion.

### Central receiving

As described previously Central type PO's are created first at Central by the MSV Admin. There they start by creating one large PO and notes the total quantities for the entire organization as well as noting in the Store Allocation lines how many copies each location will get. The Admin then either posts the PO manually or sends it via EO FTP. Once the confirmation is processed the order goes to an Open Receiving memo.

In central receiving, all the merchandise on the PO is sent to the central location that ordered it. Central does the receiving on the items in the open RM and posts the batch. When the batch is posted, the quantities allocated each store are put onto a draft Transfer Out for central to pack up and send to the stores. When central posts the draft Transfer Out the Syncclient processes and communicates the changes to the other stores who will begin to show a draft Transfer In.

### Working with Store Allocation Lines

As part of central based receiving you will be working with Store Allocation lines. Special color coding is used to indicate if an ISBN's allocation lines are out of balance. Note the pink and green lines in the image below. Both colors indicate "Master" store allocation lines, the grand total ordered for that particular ISBN. In this example of an electronic order, 7 copies of "Java Programming" were ordered but only 6 were indicated to be shipped with the 7<sup>th</sup> being BO'd. Since there is a shortage the MSV system colors the master allocation line in pink to highlight the discrepancy. In the case of "Practical C++" all 10 copies are expected to be received, the quantities balance and so the master line is colored green.

Status		Open	Notes	...	Received	///	Retail	589.20	PO Type	Central						
Acct #		2030834	Delay bill	<input type="checkbox"/>	Created	12/8/2010	Cancelled	///	EO sent	///	Store	99				
											CBOs	<input type="checkbox"/>	Allow B/Os	<input type="checkbox"/>		
	Store	ISBN / SKU	Title / Description	CBO	Ord	Tot Recd	Open	Recd	Status	List	Retail	Disc%	Ext	B/O OK	Sect1	NewPri
-	(Master)	0596000871	Java Programming With Ora		7	0	7	6	BO	39.95	39.95	40.000	143.82			
	STORE1	0596000871	Java Programming With Ora		4	0	4	4		39.95	39.95	40.000	95.88			
	STORE2	0596000871	Java Programming With Ora		3	0	3	3		39.95	39.95	40.000	71.91			
-	(Master)	1565921399	Practical C++ Programming		10	0	10	10		34.95	34.95	40.000	209.70			
	STORE1	1565921399	Practical C++ Programming		5	0	5	5		34.95	34.95	40.000	104.85			
	STORE2	1565921399	Practical C++ Programming		5	0	5	5		34.95	34.95	40.000	104.85			

During receiving the Java title would need to have one of its store allocation lines adjusted to show the change in quantity received in order put the ISBN back into balance.

																	CBOs	<input type="checkbox"/>	Allow B/Os	<input type="checkbox"/>
	Store	ISBN / SKU	Title / Description	CBO	Ord	Tot Recd	Open	Recd	Status	List	Retail	Disc%	Ext	B/O OK	Sect1	NewPri				
-	(Master)	0596000871	Java Programming With Ora		7	0	7	6	BO	39.95	39.95	40.000	143.82							
	STORE1	0596000871	Java Programming With Ora		4	0	4	4		39.95	39.95	40.000	95.88							
	STORE2	0596000871	Java Programming With Ora		3	0	3	2		39.95	39.95	40.000	47.94							
-	(Master)	1565921399	Practical C++ Programming		10	0	10	10		34.95	34.95	40.000	209.70							
	STORE1	1565921399	Practical C++ Programming		5	0	5	5		34.95	34.95	40.000	104.85							
	STORE2	1565921399	Practical C++ Programming		5	0	5	5		34.95	34.95	40.000	104.85							

Upon posting this batch the RM would stay open to show the outstanding 1 copy of Java still on BO.

	Store	ISBN / SKU	Title / Description	CBO	Ord	Tot Recd	Open	Recd	Status	List	Retail	Disc%	Ext	B/O OK	Sect1	NewPri
-	(Master)	0596000871	Java Programming With Ora		7	6	1	0	BO	39.95	39.95	40.000	0.00			
	STORE1	0596000871	Java Programming With Ora		4	4	0	0		39.95	39.95	40.000	0.00			
	STORE2	0596000871	Java Programming With Ora		3	2	1	0		39.95	39.95	40.000	0.00			
+	(Master)	1565921399	Practical C++ Programming		10	10	0	0		34.95	34.95	40.000	0.00			

## Receiving a Central based order

Following are details on the process of central receiving. When the books arrive at the Central location, take the following steps:

1. In the MSV Admin copy, go to Inventory Control | Receiving. Locate the Central based order to be received and select Details tab.
2. If you prefer to use the Scan Mode method-
  - a. If this order was EO'd first go to the Actions menu and choose "Unreceive All". You will be prompted to zero out Qty Rec and/or Statuses. Many stores choose to keep the statuses for easy reference.
  - b. Put the RM into Scan mode by pressing F3 Scan. The ISBN field should change from coral colored to green indicating scan mode.
  - c. Begin scanning in items, noting that the master store allocation line will accumulate the qty's.
  - d. If there are any discrepancies the master allocation line will be colored pink, if all lines balance the master allocation line will be green.
3. If you prefer to manually edit only those items with a discrepancy-
  - a. Ensure the F6 Receive all is selected to fully populate all Open qty values into the REC(eived) field.
  - b. Use F8 to find the master allocation line or simply scroll through the list to select the particular store needing its REC qty adjusted.
4. You can adjust the allocations by editing the qtys of the allocation lines directly, or you can choose Auto-allocate This Line from the Actions menu. If you choose Auto-allocate, the program will adjust the allocations according to the percentages specified on Tools | Options | Multi-store in the MSV Admin copy.
5. You can also wait until you have edited the receiving qtys for the master allocation lines only, and then go to Actions to choose Auto-Allocate Entire PO. This will split out the master allocation qty's in the REC column down to the store allocation lines based on the percentages specified in Tools | Options | Multi-store
6. Finalize any price changes, discounts, etc. and F10 save changes.

7. Go to Actions | Vendor Invoice Info to enter in any packing list or invoice information available. Remember you can always go back in later to the shipment records and add/modify this information.
8. When you post a Central type PO in Receiving, qtys that were allocated to the St99/warehouse will be updated directly to the warehouse inventory. Note that the Central copy will show those OnHand amounts until the next stage where the Transfer Out is posted.
9. Any store allocation lines with a qty REC will have a Draft Transfer Out created in the MSV Admin copy with the appropriate Destination store selected.
10. Pack up and transport the items noted in the TO and F12 Post the transfer out. After the Syncclient processes and communicates the changes the destination stores will begin to see a draft Transfer In. Note that at the moment Central posts it's TO the OnHands at central will be reduced.
11. When the merchandise arrives at the stores, these Transfers In can be posted at the store to update its Inventory qtys. After the Syncclient processes and communicates the changes the MSV Admin/Central copy will start to see the OnHand changes for the received items. Bear in mind that until the destination store posts their TI, those quantities will not show as being OnHand for central or the destination store. Use the MSV Admin | Master Files | Inventory | InvHist tab to track the outgoing TO qty's against incoming TI quantities.

## Transfers

Inventory can be moved between stores using the VAL Transfers Out (TO) and Transfers In (TI) functions on the Inventory Control menu. When a Transfer is posted the Synccient system will process the changes and communicate the information to the stores. When the goods arrive at the destination store, all the information about the transfer will be waiting. Transfers are used to move inventory in and out of a system without incurring any costing concerns. While a dollar amount is shown it is purely for reference only and should not be considered to be any type of “cost” for the receiver of the items.

### Transfer Out

Transfer Out (TO) memos can be created by the process of Central type PO's. When a central based receiving memo is posted the MSV Admin will automatically create a draft Transfer Out for Central to each of the destination stores.

Any store can also create a TO in order to indicate items being moved out of its inventory. This could be a charitable donation, from a Decreed transfer (discussed later), items being added to an existing open Bookfair, or more likely items being transported to another store location.

### Creating a manual TO

At the particular location removing items from inventory:

1. Go to Inventory Control | Transfer Out. Press F4 New
2. Immediately select the Destination and F10 Save.
  - a. If these items will go to a sister location select “Store” and use the dropdown list to select the destination store.

The screenshot shows the 'Visual Anthology' application window with the 'Transfers Out' form. The form has a menu bar (File, Edit, Tools, Sales, Inventory Control, Master Files, Reports, Actions, Window, Help) and a toolbar. The form is divided into 'List' and 'Details' tabs. The 'Details' tab is active, showing the following fields:

TO #	000005	Destination*	<input checked="" type="radio"/> Store <input type="radio"/> Book fair <input type="radio"/> Other	Ship via	(None)	
Status	Draft		Sturgis	Instructions	...	
Req Total	134.75		Shipped	/ /	Notes	...

- b. If these items will be sent to an already checked out and open Bookfair select “Bookfair” and use the dropdown list to select the open Bookfair record.
    - c. If these items will be donated or simply removed from inventory (no costing) then choose “Other”. The dropdown list will turn to an open text field for you to note the recipient of the items for your records. **NOTE:** Once you post a TO using the “Other” notation, no other store will get a matching TI. **ONLY** use the “Other” option if the qty's are being removed from this store's OnHand amounts and are not going to any other

location. Once posted the removal of OnHand amounts **cannot** be undone except by manually editing the OH amount of each item.

3. Begin entering in the ISBN's you wish to transfer, either by turning on Scan Mode in the Actions menu or manually keying in the ISBNs.
4. Enter in a quantity for Requested and for Shipped. If more copies are requested than are available to ship you can use these fields to note the discrepancy.
5. Continue building the TO until all items are noted. F10 Save changes.
6. Press F12 Post when done to remove the quantities noted from the inventory OnHand amounts in the case of a store transfer or an "other" type transfer. For adding items to an Open Bookfair the OnHand amount will not change until the Bookfair sales detail has been posted.

## Transfer In

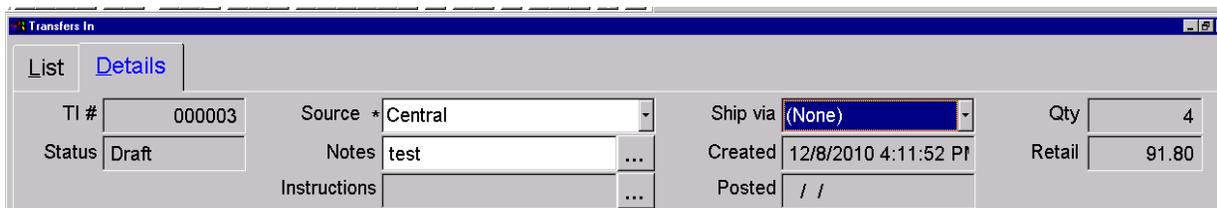
A Transfer In (TI) can be used to increment the OnHand amounts at a store without incurring any cost considerations. A TI could be created as a result of another store posting a TO with a sister store as a destination, a Decreed Transfer from Central, or manually created to bring in items the store has received at no cost.

**Note:** that as of version 7.3.151 a manually created TI will demand a "Source" even though the items are not officially being removed from another store's OnHand amounts. If an official between store transfer is being done it should be started with a regular TO, Decreed TO, or TO Request.

### Creating a manual TI

At the particular location removing items from inventory:

1. Go to Inventory Control | Transfer In. Press F4 New
2. Immediately select the Source and F10 Save.



The screenshot shows a software window titled "Transfers In" with a "Details" tab selected. The form contains the following fields:

TI #	000003	Source *	Central	Ship via	(None)	Qty	4
Status	Draft	Notes	test	Created	12/8/2010 4:11:52 PM	Retail	91.80
		Instructions		Posted	/ /		

3. Begin entering in the ISBN's you wish to transfer, either by turning on Scan Mode in the Actions menu or manually keying in the ISBNs.
4. Enter in a quantity for Requested and for Received. If more copies are requested than are available to Receive you can use these fields to note the discrepancy.

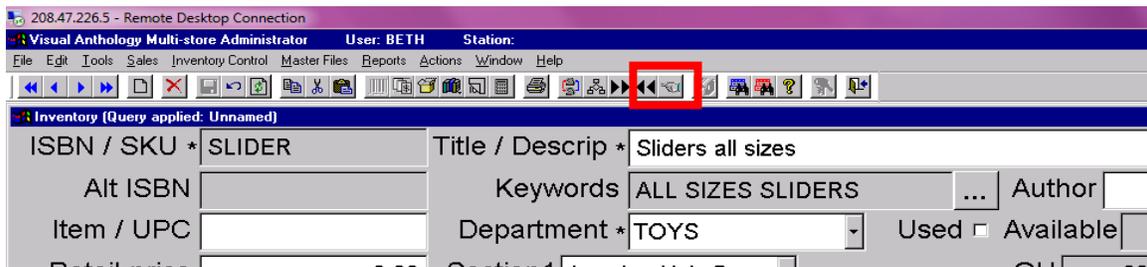
- Continue building the TI until all items are noted. F10 Save changes.
- Press F12 Post when done to add the quantities noted to the inventory OnHand. Again, note that a manually created TI will not affect the OnHand amounts of the Source location.

## Decreed Transfers

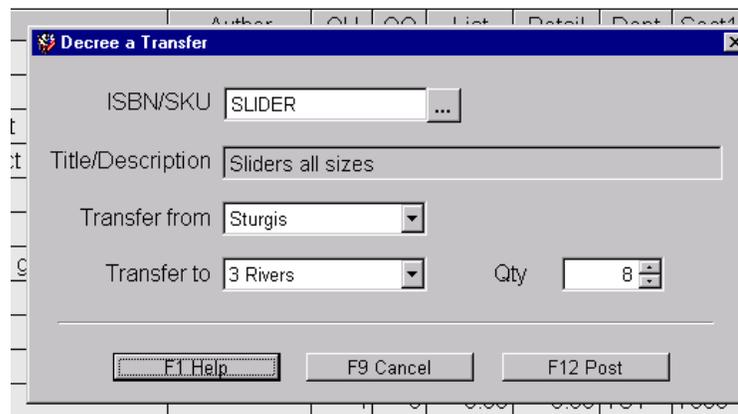
A Decreed Transfer takes place when the Admin wants one sister store to transfer a quantity for one particular ISBN to another location. This process is started from the MSV Admin/Central data copy by selecting the “Decree a Transfer” button and populating details such as what ISBN, the source and destination and the quantity.

### Creating Decreed Transfers

- At the MSV Admin copy select the “Decree a Transfer” button (a hand pointing to the left) from the quick tools menu. This can be done while on a record from Master Files | Inventory or any other area of the program.



- If on an inventory record already the Decree Transfer pop-up will appear with the selected ISBN already filled in.



- Upon selecting F12 Post you will be prompted to either “Send Now?” or “Add to Draft” or “Cancel”.
- If Send Now is selected the MSV system will create a draft TO at the source location. If Add to Draft is selected a new Transfer request will be created at the Central location as

a holding bin until the Admin is ready to send the request to the Source store by F12 posting the request. For information on how TR's are handled, see following.

## Transfer Requests

Transfer Requests (TR) are done between sister stores. One store will create a request for a set of titles and quantities to be sent over from another store. The requesting store posts the draft TR and a Transfer Out will appear at the store being requested from. Once that store posts their Transfer Out and the Syncclient has communicated the changes the destination store will see a new Transfer In. Following is an example of a Transfer Request:

1. St1 creates a new draft Transfer Request, noting the store they wish to request the copies from, in this example Store 2.
2. St1 then posts the TR to an Open status.
3. After a cycle or two, St2 should start seeing a Draft Transfer Out. They gather the items, double check qty's and then Post to completion.
4. After a cycle or two, St1 should start seeing a Draft Transfer In. They double check qty's and then post to completion.

Note that the TR #'s change slightly as they go through the cycle. Initially when a TR is created at Store1 it might be numbered 00006-01 to indicate st1 started it. When Store2 gets the Draft TO it may be numbered 00006-01-02 to indicate where it came from. When Store1 gets the draft TI it may be numbered 00006-01-02-01.

## **Vendor Returns**

Creating Vendor Returns (Overstock Returns) in MSV Admin is similar to creating RI's in regular Anthology.

This topic to be populated at a later time. Please refer to the [Help | Help on the Web | Using Anthology | Overstock Returns](#).

## Additional Information

### Inventory Cross Check

Inventory at sister stores can be quickly and easily checked using the Inventory Crosscheck icon located in the middle of the VAL toolbar. Clicking the ICC icon reports on these quantities.



### QuickBooks Links

If your organization has opted to use the Accounts Payable and/or the Accounts Receivable module for QuickBooks then the function can set up at the Admin/Central location or at each individual store. We do recommend using the central setup method as this allows one central system would be used to export AP/AR transactions for all locations.

### Recommended Maintenance Tasks

Most of the maintenance tasks are the same as regular Anthology setups. While some items are for the benefit of your Anthology program, many are general computer maintenance tasks that should be done on a regular basis to keep your valuable investment in good shape.

#### Daily

- Close and restart the Syncclient at each location, including the Admin/St99 one. Most stores opt to do this as part of their opening procedures.
- X/Ztape at each store location.
- Quickbackup, Reindexing, Rebuild Keywords, etc. at each location including especially the Admin/St99 copy. Most stores use the Tools | Scheduler to queue up such tasks. Bear in mind that even if you do not use the Admin/St99 copy every day it should still have the maintenance tasks done as the Syncclient are constantly adding data to the St99 copy.
- Backup to CD/DVD/external source. Ensure you have a backup system that will copy the data to a disk/drive that can be taken offsite.

#### Weekly

- Shut down Syncclient, server, and workstations at all locations. Allow at least one minute for the machines to be off before bringing up the server and then the workstations. Some stores also opt to power off their internet modems and router/switches as well while the computers are turned off.
- Check for windows updates (optional)
- Verify anti-virus programs have latest updates and that full disk virus scanning takes place at least once a week.
- Defrag/scandisk/clean temp files on server (optional)

#### Monthly

- Run an “inventory status” report at St99 or at each location to have a monthly snapshot of inventory value.
- Verify that backup system is working, either by checking log files of your backup program or reading the contents of a recent backup disk to ensure recently changed files are present.
- Defrag/scandisk/clean temp files on server and any other heavily used workstations.
- Clean out inside of computer tower with compressed air (optional)
- Check for windows updates

### Yearly

- Run an “inventory status” report at St99 or at each location to have a year end snapshot of inventory value.
- Verify that backup system is working, either by checking log files of your backup program or reading the contents of a recent backup disk to ensure recently changed files are present. Consider making a once a year special backup to be stored offsite or in a fire-proof safe.
- Defrag/scandisk/clean temp files on server and any other heavily used workstations.
- Clean out inside of computer tower with compressed air.

### Other Tips

- When the Ztape process, quickbackup, scheduler is run, or Tools | options window is opened the SyncClient.exe will automatically shut down and restart once the process is completed.
- Each site can choose to display ISBN10 or ISBN13 for the same item, different from the other stores.