

# Using the Buy Books Module

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## Introduction

Anthology users who trade in used books can buy books in either one of two ways in Anthology.

- 1) You can use the Anthology Cash Register, switching in and out of Buy mode by using the Actions menu. This process is described the Anthology Help system under Special Topics | Working with Used Books | Using the Used Books Add-on.
- 2) You can use the Sales | Buy Books screen. The Buy Books screen offers extended functionality which is not provided when you buy books through the Cash Register screen. This document describes how to use the Buy Books screen.

## Overview

The Buy Books screen is located on the Sales menu for those users who have the Used Book module. (To see which optional modules are installed on your system, see Help | About Anthology | System features.)

The Buy Book screen has the familiar tabbed layout of other screens like Purchase Orders or Receiving. It has two tabs, List and Details. You can move between these tabs with the mouse, or by pressing [Alt]+L for the List tab and [Alt]+D for the details tab.

## Setup and Configuration

Before using the Buy screen it is import for you to understand the options for it that are listed on the *Tools | Options | Used Books* screen.

1. Default pay type for buys. Entering values here will automate the buying process. It is important to note that you will still have full control over the final buy prices.
  - a. Choose which payment method will be the default – these can toggled at the time of the buy if needed.
    - i. Trade Credit
    - ii. Cash
  - b. Next set the parameters for each type. You will need to set both parameters even if you plan to only use one.
    - i. You may have different amounts for each of the options (Trade or Cash).
    - ii. Enter the default amount for each as percent of the “original” list price for the book.  
Example: You entered 10.00% in the buy price field and 50.00% in the Sell field.

Original List = \$15.00 – your default buy price would be \$1.50 and the default sell price would be \$7.50

- c. You may select a default Department and/or Section – these will be the default assignments when you buy. These may be changed during the buy.
- d. In the “When Buying” section you can choose to Always, Never or have the system Ask if you want to serialize the record you’re adding (We recommend choosing Always).
- e. “Add automatically” - adds the book you are buying to your inventory automatically – if not checked you will be prompted to add the book via the inventory screen (Checked is recommended).
- f. “Enable new books for web upload by default” – is only used in conjunction with Anthology WebStore® and refers to “new” Used Books – not unused books.
- g. “Do not allow special order for used books” – Unchecked you will not be able to add a used book to a special order (Checked recommended).
- h. You may add a short message to bottom of the receipt of a Trade Credit buy.
- i. Amazon® Login – If you have a seller account with Amazon® you may enter the login here. This will allow Anthology to pull pricing information and sales ranking from Amazon and provide more insight to what a particular book is doing on the web.
- j. “Max trade credit as percentage of sale total” – This allows you set limit to how much of a SALE can be Trade Credit. This is not the same as buy. It gives you the ability to keep cash flow at your store only allowing so much of a sale to be Trade.

Options

General | Addresses | Cash Register | COs | POs | Accounting | WebStore | Credit Cards | UDF

External Data | **Used Books** | Email

Default pay type for buys:  Cash,  Credit

Cash buy price as a percentage of List: 10.00

Credit buy price as a percentage of List: 20.00

Sell price as a percentage of List: 50.00

Default Department: [ ] Default Section: (None)

When buying:

- Always serialize
- Never serialize
- Ask
- Add automatically
- Enable new books for web upload by default
- Do not allow special orders for used books

Trade credit coupon message: [ ]

Amazon login: tom@anthology.com

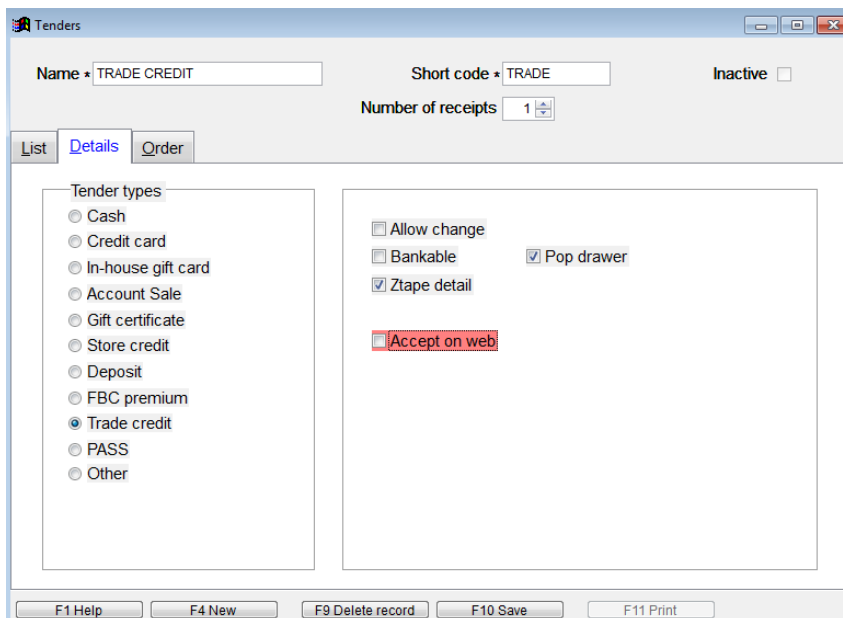
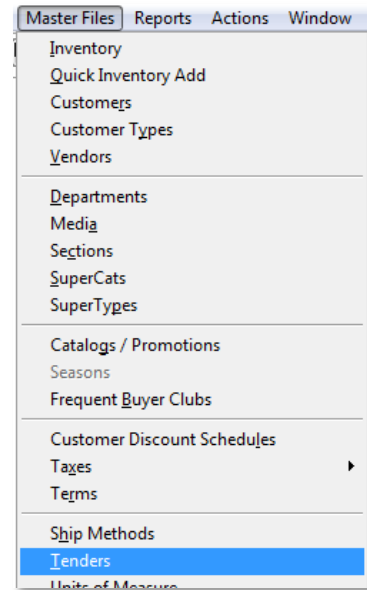
Max trade credit as percentage of sale total: 0.00

F1 Help | F10 Save

## Create a Trade Credit Tender

In order to use Trade Credits you'll need to create a special tender with the "tender type" of trade credit. This is found on the *Master Files / Tenders* menu. Choose F4 New and enter the name for your trade credit tender. Typically TRADE CREDIT is used.

- Choose the tender type "Trade Credit"
- Choose Ztape Detail
- Uncheck Bankable
- Uncheck Allow Change
- Choose Save.



## Screen Description

### The List tab

The List tab shows of your buys. By default, the Draft checkbox is selected, and so only Draft buys (i.e. Those in progress but not completed) are listed. Selecting "Complete" lists completed buy and "All" will display all buys, including historical buys.

Buy #	Customer	Status	Note	Date	Clerk	Qty	Total
000015	Customer, Sam	Draft		/ /	SUPER	4	-2.76

Click the Set button to change the view.

Filter  SaveSettings

Draft  Complete  All Set

## The Details tab – Making a Buy

You can begin a new buy by clicking on the F4 New Button (or simply by pressing the F4 key). When you choose to create a new buy, you will automatically be switched to the Details page.

F1 Help	F2 Lookup	F3 Payment	F4 New Buy	F5 New Line	F6 Get
F7 Delete Line	F8 Find Line	F9 Cancel	F10 Save	F11 Print	F12 Post

### Customer information

When you begin a new buy on the Details tab, the cursor will be in ISBN/SKU field. You can either begin to enter books immediately or, if you prefer, you can enter Customer information. (You may want to capture Customer information to meet a legal requirement when buying books or because you plan to put Trade Credits on the Customer's account.) To do so, either click on the Customer field or press [Shift]+[Tab] twice to reach the Customer field. This field and the Customer Assistant associated have already been described in connection with the Cash Register screen. You can enter Customer information at any point during the buy, not only at the beginning. You can also enter a Note that will be associated with this buy.

BB #  Customer  Note

Status  Date  Clerk

### Adding books to a buy

Books are added to a "buy" from the *Line Item Entry* section of the Details screen (Shown below).

ISBN / SKU	UOM	Qty	Retail	Buy price	Total	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="Enter line"/>	<input type="text" value="0.00"/>	
					Total Tended	<input type="text" value="0.00"/>
					Total Due	<input type="text" value="0.00"/>

Begin entering the books by scanning or entering the ISBN number of the book in the ISBN/SKU field. (You can also use the Inventory Assistant to select the book if it already exists in your inventory.) What happens next will depend on your Inventory and the book you have selected. Let's begin with a common scenario, where the book has never been in your inventory.

- If you have an external database of books in print (Bowker, Baker, or Ingram), when the ISBN is scanned Anthology will automatically search the database for the book. If it is found, a message will be displayed: "ISBN found in external inventory, add to your inventory?" Answer yes. A new record will added to the inventory and the information displayed on the buy screen.
  - If you have configured "buying automation" in the *Tools | Options | Used Books screen* then the calculated buy and sell prices are entered for you.

- If you have not you will need to manually adjust the prices.

**Note:** This record will be added to your Inventory only if you complete the buy.

Now let's describe the situation where you do have the book in your inventory

- If you already have one or more copies of the book being scanned in your inventory then Anthology needs to know what to base the newest copy on.
  - If there is only a single copy of the book (-01) the scanned book will become the second copy (-02) and no further information is needed. Anthology will base the newest copy on the "one" that already exists and present that information to the buyer. The buyer may keep the information as is or modify the buy price manually because of condition issues.
  - If there is more than one copy of the book then Anthology displays the Inventory Assistant which shows all the copies of that book currently in your inventory. You would then need to select the book that is the closes match to the item you're buying. Anthology copies this information into the "line item entry" section and you adjust the prices as needed.

The screenshot shows the 'Inventory Assistant' window with the following fields:

- ISBN / SKU: 0441009727-01
- Title / Descrip: Summer Country
- Item / UPC: 0441009727
- Department: Book
- Author: Hetley, James A
- OH: 0
- Retail: 7.00
- Section: (empty)
- Distributor1: (empty)
- OnHold: 0
- List: 2.80
- Section2: Scary Anthologies
- Publisher: (empty)
- Available CBO: 0
- Media: PAPERBACK
- Status: (empty)
- OO: 0

Below the form is a table with the following data:

ISBN / SKU	Title / Description	Onhand	Retail	Dept	Section	Author	List	Media	Pub
044100972	Summer Country	0	7.00	Book		Hetley, Jan	2.80	PAPERB	
044100972	Summer Country	0	7.00	Book		Hetley, Jan	2.80	PAPERB	

### Completing the Buy

When all the books have been entered and the pricing information is correct; it's time to complete the buy. This is done by selecting the F3 Payment button or pressing the F3 key on your keyboard.



There are many payment methods you may use. The most common are cash, trade credit or store credit.

- **Cash** – no requirements. Uses money from your cash drawer.
- **Trade Credit** – does not require a customer to be assigned to the buy but if there is not it will be much the same as store create in that the receipt will be treated like cash. You must have a trade credit tender in the Tenders screen. The Trade Credit balances are stored in the system for each customer provided one is assigned.

- **Store Credit** – no requirements. A printed receipt is prepared for the customer. The store credit balance is NOT stored in the system and the receipt is considered cash.

When you select F3 Payment the payment screen is displayed (Shown below). Notice the dollar values are negative (-); showing that you are paying out.

The screenshot shows a payment interface. On the left, a 'Tender type' list includes: 1 TRADE CREDIT (checked), 2 STORE CREDIT, 3 GIFT CARDS, 4 CASH, 5 CHECK, 6 VISA, 7 MASTER CARD, 8 DISCOVER, and 9 AMEX. In the center, the 'Amount' field contains '-9.99' and an 'Enter line' button. On the right, summary fields show: 'Total' as -9.99, 'Total Tendered' as 0.00, and 'Total Due' as -9.99.

Once you have selected the payment method you will be buying with the total is automatically applied to the “Amount” field. Simply press the enter key. Next you are asked to “Post” and you should answer yes. The final message asks if you want to print labels. If you choose no you can always print them later.

## Tools to enhance buying

Anthology has many useful tools built right into the Buy Books screen that give you extended information from not only your own inventory (purchase history) but also from your Amazon Seller account if you have one. With features like WebFetch for retrieving bibliographic information on new titles to “maximum copies to buy”, there is a wealth of information at your fingertips.

### Maximum copies to buy

Anthology allows you to set a value in the MAX field of a “used book” inventory record that will remind the buyer that the maximum number of that copy is being reached. In this way you can flag items you have too many of. This action may be overridden by the buyer at the time of the buy.

To use this feature you simply add a value to the MAX field of the -01 record of a book. This record is referred to as the “authoritative record”. Editing the max field may be done either at the time of purchase or you may go back and edit the value retroactively. If the field is set to zero (0) in the authoritative record then no evaluation will be done and no message will display

## Amazon lookup

Amazon lookup works in conjunction with your “Amazon Seller Account” and allows you quickly access Amazon pricing information and sales ranking for a given title using your Seller login.

							<input checked="" type="checkbox"/> <b>Get web prices</b>	<input type="checkbox"/> SaveSettings	
							<input type="checkbox"/> Add Fetched items automatically		
SKU1	Buy da	Buy pric	Retail	Sold da	Sell th		Low Price	0.00	
▶048642248	/ /	1.00	4.98 / /				Avg Low Price	0.00	
							High Price	0.00	
							Sales Rank	0	
<input type="button" value="Refresh pricing info"/>							Memo	<input type="text"/>	<input type="button" value="..."/>