

# The Wallace Haines Company

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## Design a System to Match Your Business

**D**oing business your way is a non-stop challenge as you seize opportunities, move in new directions, and constantly evaluate company strategy. Wallace Haines software supports change, innovation and flexibility. Our software is strong and resilient--just as you need to be to survive and thrive as an independent business. Wallace Haines software puts your vision to work.

Wallace Haines software gives music sellers and book sellers solid roots and room to grow--from a single store to multiple sites; from one neighborhood to many; and from a single strategy to diverse markets.

Here are some master software tools:

### Company Setup

Company Master  
 Set up Stores  
 Set up Profit Centers  
 Set up Sales Staff

### Reporting Design

Define Reporting Periods  
 Define Reporting Levels  
 Set up Recommendation Codes  
 Define Terminal Home Base and Restrictions

### Stock Item Master

Set up Titles and Prices  
 Multi-Store Section Change  
 Set up Sale Prices by Store

### Master System Changes

Mass Change Levels by Specified

### Criteria

Delete Titles/ Mass Delete of Unused Titles

### File Import

Load Secondary Title Database  
 [Books\_in\_Print/ Baker & Taylor/  
 Ingram/ SuperD/ AEC/ Phantom]  
 Import Descriptive Abstracts  
 Define Database Cross-references

### Master Setup

Set basic company parameters in the company master: Single or Multi-Store buying? Warehousing? Define company financial parameters, including fiscal year-end.

Wallace Haines software is designed for seamless transition from single store to multi-Store operation. Simply fill in the information on additional stores. Choose multi-store or single store buying. Set up accounting to evaluate financial performance of each store by designating each site as a separate profit center or group a number of sites into a single profit center.

Set up employee home stores and enter PunchCard passwords.

### Reporting Design

Define reporting periods, including the day on which a week begins, and yearly beginning and ending dates.

System users define reporting

levels and determine whether or not sales history is kept under that level. So you can decide whether to keep sales history by label, imprint or category. Levels can be linked together in a hierarchy, for example, specific country (primary section) to travel guides (general section) or record label to distributor. Users control descriptions of level names. Users establish level codes and descriptions.

For date-sensitive levels, such as status and expected ship date of vendor back orders, you can link descriptions to dates.

Establish ad hoc, freelance indices, recommendations or special lists (by staff members or outside groups, for example, the head children's' buyer or the Newberry & Pen/Faulkner award winners). Do on-screen inventory search by index or print out lists by recommendation codes.

### Stock Item Master

Establish sales prices company-wide or by store. Restrict sale prices to a range of dates.

### Master System Changes

Make global changes to inventory records. For example, change imprints from one publisher to another or change music labels from one distributor to another. Change a group

## BookSeller/ MusicSeller\_Master File Maintenance

of items from one section to another. Restrict changes to affect only particular parts of your database.

Keep a clean title database by deleting unused titles or titles with no activity.

### File Import

Gulp in auxiliary title updates. The Wallace Haines system now accepts database updates from Books In Print®, Baker & Taylor, and Ingram (for BookSellers); SuperD, AEC and Phzntom (for MusicSellers).

### Case Studies: A Sampling of Wallace Haines Clients

#### Case 1: MusicSeller with stores in Chicago and London.

Six stores. Chicago stores on line with each other. London stores on line. Polling between Chicago and San Francisco for inventory and special orders. Awards customer credit to 'sellers.' Keeps detailed history of buying prices by condition for used and rare LPS.

Specialty: Used CDs, DVDs and LPs.

#### Case 2: North American Distributor of Children's Books and Music

Central U.S. warehouse ships music to stores, schools and organizations throughout the continent. Home office in Canada accepts orders, coordinates sales network and manages client needs.

Specialty: Children's literature and music. Accepts orders for shipment at scheduled release dates.

#### Case 3: Technical Bookseller with Off-site Convention Sales

Main store handles retail sales, mail orders, corporate accounts, educational sales, Internet sales and satellite convention setups. Multi store ordering allocates inventory to convention 'stores' with polling of sales data.

Specialty: Books on computers, engineering and communication.

#### Case 4: Book & Music Seller with Seven On-line Stores

Each online store sees inventory for all other stores. Special orders, stock transfers and referrals efficiently unite the entire store network. Independent store and subject buyers integrate vendor orders for cost savings. Customer Courtesy Cards reward frequent buyers with bonus credit redeemable at any system store. On-line Books In Print® brings the power of auxiliary references to each system workstation. Loyal customer base returns again and again.

Specialty: General interest books and music with generous customer service and wise recommendations.

#### Case 5: Multi-store Music Retailer

MusicSeller with nine stores and a central warehouse organizes central ordering and distribution.

Specialty: Pop and Classical music.

#### Case 6: BookSeller with Independent Technical and Professional Bookstore

Single store. Retail, mail order and institutional sales blanket potential markets. Communication with a large mailing list informs buyers of special order status, new arrivals and recent

news.

Specialty: Informed, selective service for professionals and students.

### For more information...

Consult the **Payroll** packet for staff scheduling and compensation.

Purchasing and sales review programs accommodate single store or multi store structures. Multi store Recommended Purchases Report recommends reorders or transfers to fast-moving sites from sites with slower sales. Sales reports consolidate reporting or expand views to individual store detail. **See the Sales and Purchasing Packets.**

**General Ledger** programs are flexible financial management tools with audits and reporting for single company, several related companies and multi profit centers.

### The Future is Now In Progress...

The World is shrinking. Marketing through the Internet links savvy, aggressive, independent booksellers and musicsellers with global customers. Wallace Haines clients are downloading inventory lists, new title lists, rare collections and customer status information for instant worldwide review.