

# The Wallace Haines Company

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## Inventory Toolbox has Inquiries, Lists, Links, Ledgers, Reports, Adjustments, Valuations & Physical Counts....

**S**taying on top of inventory keeps business humming and brings customers back. Buyers, managers, sales-floor staff and on-line operators need stock levels and internal ledger reports. Prospective customers want accurate, up-to-date inventory information--on quantities, publication dates, release dates and order status. It often helps to come up with something extra: best sellers, custom inventory lists, well-written abstracts or staff recommendations.

Inventory control programs count stock, alert staff, inform managers & lock in profit. Wallace Haines software manages these tasks and more with tools for inventory managers.

### Inquiries & Reporting

Stock Item Inquiry  
Abstracts & Indices  
Restocking List  
Master Inventory List  
Stock Ledger  
Inventory Valuation Report

### Price Changes

Mass Price Change System  
Print Price Change Labels

### Inventory Adjustments

Add or Subtract Inventory  
Correction of Quantities on Hand  
Manual Adjustments Audit

### Physical Inventory Counts

'Capture' Book Inventory  
Enter Physical Counts  
Physical Count Inquiry  
Physical vs. Book Valuation  
Physical Count Restocking List  
Update Physical Inventory to Book

### Inquiries & Reporting

Look up inventory in **Stock Item Inquiry** by title, subtitle, author, subject, ISBN, index, publisher, word or any words in a title. Search Books in Print® with the same search tools.

Windows to inventory inquiry are available throughout the Wallace Haines system. So whether you are entering new titles or entering reorders, you can easily call up complete inventory descriptions for reference or confirmation.

Review multistore on-hand quantities, sales quantities and on-order quantities. Call up profiles of sales activity over the past year. See capsule reviews of recently weekly sales history or recent purchase orders. In all, 'Inventory Inquiry' is a gateway to vast stock information.

Make on-line notes and link them to custom names. Send quick messages to buyers. Initiate ad-hoc transfer requests. Take special orders. Call up windows for weekly sales

detail, purchase order history or special order status. Do all this from 'Stock Item Inquiry.

Searches are available in all modules of the Wallace Haines system.

See immediate on-line quantity reductions after sales and returns. Observe quantity increases immediately after receiving.

Attach narrative Abstracts to each title. Call up the abstracts on screen. Print them out on Master Inventory Lists. Make a list of titles or groups of titles under indices of words or phrases. Retrieve indexed titles for on-screen searches or inventory lists. Mark 'recommended' titles.

Print Restocking Lists showing items sold and remaining on-hand quantities. Use restocking list to pull from overstock shelves, back rooms or warehouses.

Generate Master Inventory Lists by subject, publisher, imprint or more. Limit or exclude categories. Design the report as you want it to print. Choose the detail that shows on reports. Print complete listings, with full bibliographic information or quick lists by title and ISBN/ SKU.

## BookSeller/MusicSeller\_Inventory

❑ Stock Ledger reports inventory by month or by year. The Stock Ledger shows opening inventory, changes and closing inventory by quantity, retail value and cost value. The Stock Ledger tracks inventory changes from opening value through receipts, transfers, returns, adjustments, and sales to the closing value.

### Price Changes

❑ The **Mass Price Change System** manages price changes for single store or multistore systems.

### Inventory Adjustments

❑ Correct quantities on hand. Add or subtract inventory. Audit trails archive inventory adjustments.

### Physical Inventory

❑ Wallace Haines software supports hand-held portable terminals for inventory counting as well as disk and file download of inventory counts. Wallace Haines programs manage inventory taking from preparation to conclusion--by taking a picture of (Capturing) pre-inventory conditions, monitoring count totals and reporting discrepancies between 'book' values and physical count quantities.

❑ Inventory counts from **portable, hand-held terminals reduce counting errors**. Portable units let stock counters move freely, record quantities immediately and download counts in batches. Outside inventory contractors can **post 'count files' on the internet for direct download**. Or you can always enter inventory counts directly ..

❑ Analyze discrepancies between 'book' values and 'count' values before updating physical inventory through the **'Physical vs. Book Valuation' report**. Error-checking means more accurate counts. Update inventory after reviewing count exceptions. Use the **Physical vs Book**

**Valuation** report to estimate shrinkage.

❑ Replace missing shelf titles with overstock quantities. Reports show items that are counted in overstock warehouses, but not in retail display.

❑ Generate a sales history and recommended reorder report for titles that change from positive quantities to zero.

### In-House Inventory and Secondary Database Inventory

Baker & Taylor and Ingram carry broad and deep title inventories. Both secondary vendors produce daily warehouse inventory updates. Import the daily secondary vendor file. You will see, for example, Baker & Taylor onHand, Price and Discount for each title on the In\_House database, as well as titles on the Baker & Taylor, Ingram or Books-in-Print® title databases.

#### Case Studies: Wallace Haines Software at Work

##### Case 1:

##### Master Inventory Lists on the Internet

A technical bookseller posts inventory lists to web server. They also generate custom inventory lists for in-store inquiries, mailing or faxing to customers. Because the inventory listing program has many options, they can design inventory reports in almost any format.

##### Case 2:

##### Inventory Searches in Alternate Databases such as Books-in-Print® or titles@ingram®

Booksellers and MusicSellers are no longer confined to the boundaries of their stores, their neighborhoods or their cities. Secondary databases can show regularly updated warehouse inventories.

##### Case 3:

##### Rare and Collectible Music Lists

A MusicSeller generates customer inventory lists that show LP condition (Mint, Near Mint, Very Good & Good)--each with separate prices and stock levels for each condition. Inventory inquiry also displays 'conditional' inventory levels. [All these features result from the link between inventory programs and the Wallace Haines 'Used Product Folio'.]

### For more information...

Inventory control works hand in hand with purchasing, transfers and returns. Buyers and store managers select reorders, transfer requests and return adjustments based on optimal inventory levels. Consult the **Purchasing** packet for details.

Optimal inventory depends on sales. Sales review programs calculate percentage contributions and turns under whatever categories keep sales history-- publishers, imprints, labels or subjects. See the **Sales** packets.

For a description of how Books In Print® works as an auxiliary database partner, see the **BIP** packet. You can generate lists of Books in Print titles that show quantities on hand.

Consult the **Used Product Folio** packet for information on inventory control works for used product.

Special order require accurate and timely inventory information--for store managers and for customer reports.. See the packet on **Special Orders** for more information.

Financial statement integrity depends on accurate and timely reporting of stock ledgers. You can depend on updated inventory ledgers. See the packet on **Financial Management**.