

The Wallace Haines Company

274 National Highway / LaVale, Maryland 21502-7125
info@wallacehaines.com / 1-800-289-2976

Inventory Tools Unlock *MusicSeller* Inquiries, Lists, Ledgers, Reports, Adjustments, and Physical Counts

Staying on top of inventory keeps business humming and brings customers back. Buyers, managers, sales-floor staff and on-line operators want to know stock levels and generate internal reports.

Prospective customers want accurate, up-to-date inventory information--on quantities, publication dates, release dates and order status. Sometimes it helps to come up with extras--such as custom inventory lists, well-written abstracts, a list of staff picks or a list of best sellers. Inventory control alerts staff, informs managers & locks in profit. Wallace Haines software manages these tasks and more with tools for inventory managers.

Inquiries & Reporting

Stock Item Inquiry
 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, artist, subject, SKU, selection number, index, word or any two or three words in the title or artist field.

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, distributor, label, or more. Limit or exclude categories. Design the report as you want it to print. Choose the level of detail that will show on printed reports. Print complete listings, showing full bibliographic information or quick lists by title and ISBN/ SKU.

Use Stock Ledger reports for

BookSeller/MusicSeller_Inventory

comprehensive internal review of inventory activity 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 from opening values through purchases, 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 inventory adjustments with paper or online audit trails.

Physical Inventory

Taking periodic inventory requires organization and precision. 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.

Enter inventory counts directly or download complete counts taken by 'outside' inventory contractors.

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.

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

Use the **Physical vs Book Valuation** report to estimate shrinkage. Wallace Haines software supports hand-held portable terminals for inventory counting as well as disk download of inventory counts.

Generate a recommended reorder report for titles that change from positive quantities to zero.

Case Studies: Wallace Haines Software at Work

Case 1: Master Inventory Lists on the Internet

An independent music seller generates topical inventory lists for their web site. They send title lists to a file on their internet server and generate custom inventory lists for in-store inquiries or mailing to customers. Using design options, they produce inventory reports in almost any format.

Case 2: Inventory Searches in Alternate Databases

MusicSellers are no longer confined to the boundaries of their stores, their neighborhoods or their cities. And the inventory they consult is no longer limited to the walls of their stores.

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. 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 for whatever levels keep sales history--distributors, vendors, publishers, imprints, labels, or subjects. See the packet on **Sales** programs.

Selling previously owned music is a speciality with increasing appeal. Consult the **Used Product Folio** packet for information on inventory control for used product.

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

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