The Wallace Haines Company

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Purchasing, Receiving, Returns and Transferring Programs Keep Inventory Trim, Fit and in Good Shape

Software Tools for purchasing, receiving and transferring guide businesses to Just-in-Time orders, returns and transfers. Just-in-Time inventory doesn't mean cutting corners. It means keeping the right inventory levels so that sales move briskly, customers stay happy and accounting watchdogs quiet down.

Admittedly, purchasing books and music is an art. The best practitioners are rewarded with brisk sales and returning customers. Wallace Haines purchasing programs give buyers and managers the tools they need.

Timing and judgment are everything. Buyers and inventory managers combine risk-taking (deciding what future customers will want) with business acumen (deciding what investments will pay off). Skilled buyers know when to rely on intuition and when to depend on hard numbers and solid reporting.

Wallace Haines purchasing programs are finely honed information tools for buyers and managers.

Here are program components:

Recommended Purchases Report
Design Report

Enter Buying Decisions

Dynamic Ordering
Enter New Titles for Ordering
Import Books-in-Print Titles
Edit To-be-Ordered Summary Report
Stream Completion of Purchase Orders
One-Step Purchasing
Edit Purchase Orders

Reporting
Out-of-Stock Purchase Orders
Purchase Order/ Receipts Inquiry
Out-of-Stock Report

Electronic Ordering
Set up Purchase Orders
Translate Confirmation
Print Confirmation Report
Send PUBnet Orders
Receive PUBnet Acknowledgment

Receiving
Enter Receipts
Print Labels from Receiving
Periodic Receiving Review
Receipts History Inquiry

Transfers
List, Enter & Edit Transfers
Print Transfer Packing List
Confirm Transfer Receipts
Audit/ Title Treasure Hunt

Returns
Recommended Returns
Picking Lists
Vendor Authorization Requests
Track Outstanding Credits

Recommended Purchases Report

❑ The **Recommended Purchases Report** (RPR) is a buyer's primary tool. The RPR **reviews sales in the past day, past week or over any range of dates**. Buyers control RPR design, so the report sorts and displays to their liking.

❑ The RPR shows sales in the last four weeks and last three months. It also reaches back and **profiles sales in the corresponding period one year ago**. So as buyers reorder perennial spring sellers they see sales last spring and summer. The RPR **suggests reorder quantities** (according to a buyer's chosen formula), based sales performance and inventory status. Buyers, for example, might build a 'recommendation rule' that looks at activity in the past six weeks and adds a safety factor of 10%.

❑ The RPR combines sales review with immediate entry of buying decisions. Buyers choose reorder

quantities as they review sales and inventory status. Instead of reordering, buyers can transfer stock from a warehouse or from other stores.

❏ While entering Buying Decisions, buyers can open windows to other programs, consult alternative databases, such as Books-in-Print®, and send quantities to the To-be-Returned file.

Dynamic Ordering

❏ **Single store or multi-store buying** options give a high degree of buying flexibility. With single store buying, buyers in each store decide on reorders and transfer requests for that store. Under multi-store buying a central buyer (or specialized buyers for subject or product lines) orders stock for all stores.

❏ In a multi-store system buyer have a choice of either sending reorders to vendors or transferring stock among sites. In the RPR buyers choose the best option for replenishing inventory: **transfer stock, confirm suggested reorder quantities or initiate orders to vendors**.

❏ The **Enter/ Edit New Titles** program allows eighty (80) characters for title (or forty characters each for title and subtitle). Titles are fully searchable by any word or combination of two words.

❏ New title entry accepts **full Upper and Lower case format and complete punctuation**. Title searches work independently of punctuation marks and case and find all applicable titles. Inventory lists and customer reports reproduce professional looking title entries.

❏ Title **import from Books in Print®** speeds title entry and accuracy. Title editing from the Books

in Print information refreshes in-house data.

Reporting

❏ Buyers, managers and bookkeepers can call up and consult receiving history records to confirm receipt dates, quantities, prices and receiving personnel.

❏ Outstanding purchase order reports show unreceived titles by vendor for a range of dates. Buyers can turn outstanding vendor purchase orders into vendor queries.

Electronic Ordering

❏ Electronic Ordering is available for Baker & Taylor, PubNet, and Ingram. Music EDI ordering can be set for any EDI trading partner.

❏ The To_be_Ordered Summary and Analysis gives totals by type of product and cost figures by publisher.

❏ A streamlined ordering process reduces the time normally taken to order from major publishers.

❏ A publisher information database maintains each publisher's minimum purchasing requirements, discount schedules, terms and rules for returns.

❏ Return unconfirmed electronic orders to the to-be-ordered file.

Receiving

❏ Enter Receipts by the method that fits the shipment: (1) mass receiving with exceptions; (2) line-by-line receiving; or (3) single-title exception.

❏ Enter received quantities, prices and vendor discounts.

❏ Record status of backordered titles

from vendor invoice reports.

❏ Receiving history saves invoice number and date for accounts payable verifications and returns. Call up receipts history by title (using any title search method) or invoice number.

❏ Label printing of received titles automatically flags special orders by printing out customer name, address, and quantity ordered so that received special order titles are reserved rather than shelved.

❏ Receipts history inquiry and periodic receiving reports track receipts activity.

Transfers

❏ Enter transfer requests when making an inventory inquiry or entering a buying decision Determine the source and the requested quantity. Let store or department managers enter transfer requests pending buyer approval before final transfer. Transfer from warehouses or other sites.

❏ Recommended Purchases Report recommends transfers as well as vendor reorders, so buyers don't place unnecessary reorders for titles when transfer reallocation makes more sense.

❏ Printed packing lists accompany transfers, just a packing lists accompany vendor reorders.

❏ Mass receive transfers, scan in title bar codes or receive individual items.

❏ Audit transfer movement by date, origin, destination or type of product. Recall all transfer activity or just review exceptions (transfers not received). Conduct 'Treasure Hunts' for wayward title movement.

Returns

❏ Returns programs parallel ordering programs. Buyers sometimes order too much or misjudge customer interests. And the book and music buying public shifts its tastes. A Recommended Returns Report takes a cold, objective look at book sales and book inventory, recommending return quantities when sales are too slow.

The Recommended Returns report builder follows instructions to pick out likely candidates for return. Pick our titles continuously in stock for six weeks, 10 weeks or any date. Pick out titles that "haven't sold since____any date in the past. Pick out titles where stock on hand is greater than sales for the past ____weeks. Let the Recommended Returns Report builder find suspect titles.

❏ Enter returns decisions online based on the recommend returns report builder. acking lists include quantities and invoice numbers.

❏ Print returns packing lists. Returns packing lists include quantities and invoice numbers.

❏ Send authorization requests to publishers or distributors before shipping out returns.

❏ Clean up the to-be-returned file to match current inventory quantities just before picking for returns.

Case Studies: Wallace Haines Software at Work

Case 1:
RPR Design Options
A Washington area independent retailer stocks seven regional stores with books and music. Buyers design Recommended Purchases Reports (RPRs) to fit buying patterns. Book buyers like RPRs sorted by subject and then alphabetically by author. Music buyers sort titles first by class (Pop, Classical or International) and then by label. Buyers generate "Daily" RPRs, so they see what sold the previous day. [Day is a flexible notion; on Monday buyers review weekend sales.]

Buyers look at sales and inventory in all stores. As a result, they decide whether it makes more sense to reorder or to transfer stock from a slow-selling store to fast-moving store. And the RPR helps them decide by recommending stock transfers or reorder quantities, based on algorithms buyers set in advance.

Buyers complete the RPR in sections (set to their liking) so the children's buyer works independently of the fiction buyer and can send completed decisions to the To-be-Ordered files as soon a section is finished.

Case 2:
Sales Profiles
At any time, buyers can generate ad hoc "All-titles" reports for special review. So buyers can take a fresh look at subjects or distributors before conventions, book fairs, holidays, or seasonal sales spurts.

Another Wallace Haines client sees an annual sales spike beginning with perennial Spring Cherry Blossoms. For titles that are themselves perennial bestsellers, buyers see 'sales profiles' showing how those titles sold last spring.

Similarly, Wallace Haines speciality bookseller clients have ready access to sales profiles of spring and summer travel and camping books.

Case 3: Transfers
Retail selling space commands premium rents. Some Wallace Haines clients stock excess in a central warehouse and transfer titles to the fastest-selling sites. The result =efficient inventory management.

For more information...

A **Books in Print® Connection** links the Wallace Haines system to a parallel on-line database of Books in Print titles. You can import BIP titles for immediate ordering. Consult the BIP information packet to learn more. Ingram and Baker & Taylor distribute books and music as well as licensing title databases. The Wallace Haines Company works with title databases to build secondary title databases for immediate constulation and comparison with in-house tile inventories.

MusicSellers have title database tools as well. Valley Media distributes databases of album titles and song titles with weekly updates. The Wallace Haines Company has programs to import those titles or build secondary title databases.

MusicSellers and BookSellers should consult the **Used Product Folio** for information on buying Used Product, receiving Used Product, awarding sellers's credit, converting 'new' titles to used analogues, and assigning prices by product condition.

Special orders post immediately to the to-be-ordered file. Identifying marks on special orders allow 'fast ordering' of special orders alone. Receiving labels identify special destinations. Received special orders automatically go to customer files for Mail Order sale or Invoicing. Consult the **Special Order** information packet.