



# INVENTORY COMMITTEE

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## **Overview:**

The Inventory Committee shall be responsible for maintaining and updating of the inventory database that will incorporate the online store items. This includes accurately and efficiently managing Artisans' inventory using the Point-of-Sale system. The Committee ensures that inventory price tags are available to members if they are requested in advance.

## **Committee Tasks:**

- See Guidelines below
- Requests should ALWAYS be made in advance of an Inventory Committee member working at the store. Requests may be to add a new item, do a price change, or request additional price tags.
- Members must leave the Inventory Entry form in the Inventory mailbox (in the storage room). When working, an Inventory Committee member will enter the inventory items and print necessary price tags.
- Instructions for the Inventory Entry form can be found on the website in the Members Login section under forms.
- Print square price tags, as requested, notify member and place tags on bulletin board in the back of store with the Inventory Entry form for the requesting member to pick up.
- Members who have wall art must print a wall card on their home computer or they can print them in the store. Inventory Committee is NOT responsible for printing wall cards\*.
- Ascertain that new Associates and Consignors understand inventory procedures and have appropriate forms (inventory form and instructions). Consignor price tags are left on bulletin board and are put on items by a Consignor Committee member.
- The Chair of the Committee shall train new Inventory Committee members how to do the required tasks. Detailed instructions will be given to the Committee members in writing.

## **Associated With:**

- Inventory requests and Display Change Out
- Addition of a new Associate or Consignor

### **Communicates and Coordinates With:**

- Jury Committee – advises Inventory Committee when new Associate or Consignor is accepted
- Treasurer – advises Inventory Committee when new Associate or Consignor is added and has paid fees
- New Associates – must explain inventory procedure to new Associate, answer questions
- Associates and Consignors – request inventory additions or changes
- Inventory Committee members - those permitted and trained to add/edit inventory
- Board – communicate problems and/or needs
- E-Commerce Committee – This committee enters all inventory for online store

### **Essential Skills for Committee Members:**

- Inventory Committee members must understand how to correctly add/edit inventory items in the POS system.
- Must have computer capabilities and will be training on the POS system

**\*Note: Each wall artist is responsible for printing their own wall cards on card stock paper from home or at the store. The forms are available on the website under the “Member Login” page.**

## **Guidelines:**

### **Table of Contents**

1. Overview.....	4
2. New Associate or Consignor .....	4
3. Logging In .....	4
4. Non-E-Commerce Price Tag Information.....	5
6. Search for Existing Item.....	6
7. Adding a New Item with New Item Name .....	6
8. Price Change for Existing Item.....	9
9. Printing Square Price Tags.....	10
10. Item Too Small or Too Numerous for Tag.....	11
11. Logging Out of the Inventory System.....	12
APPENDIX .....	13

## 1. Overview

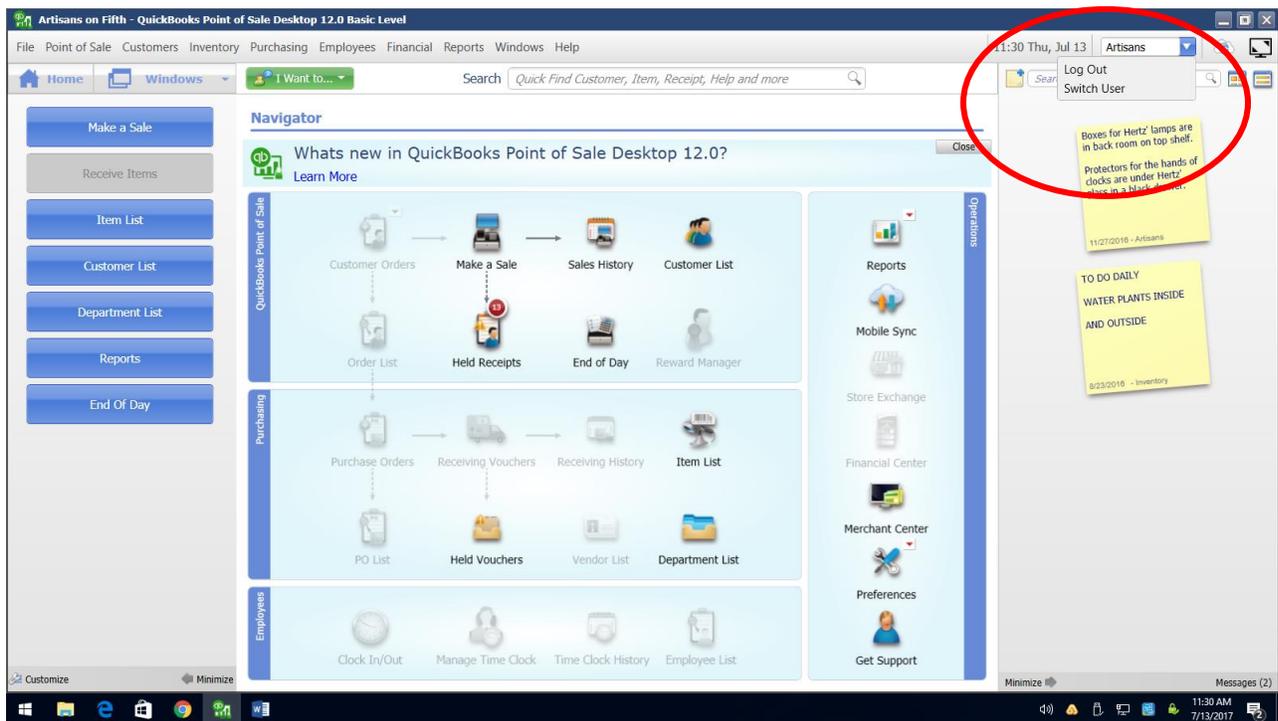
Artisans uses a point-of-sale computer system for inventory of all items sold in the shop. Each item must be entered manually into the inventory system and a price tag printed and attached to the item, before it can be put on the sale floor. Certain Associates, on the Inventory and E-Commerce Committees, have been trained and given the password to access the inventory system. They are the only people who may use this procedure. There must not be any duplication of Item Names in this system. The 3-letter initials for the artist cannot be duplicated.

## 2. New Associate or Consignor

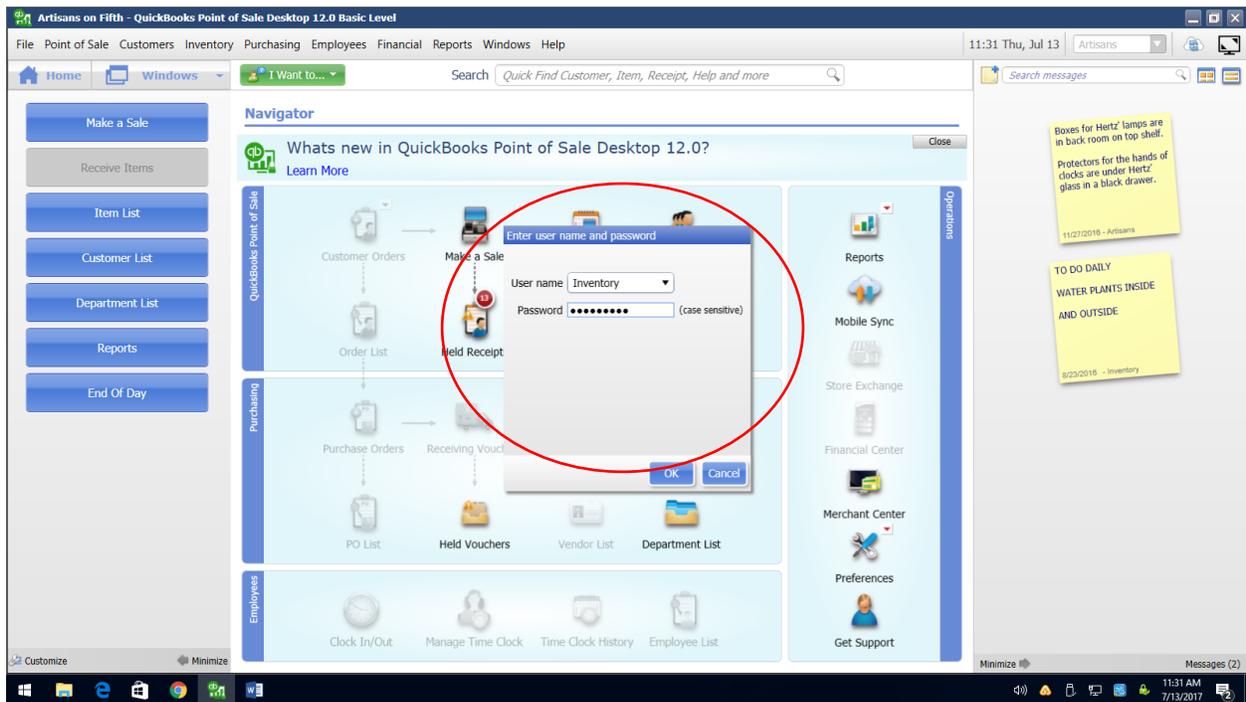
- The Finance Committee must add the new Associate or Consignor as a Vendor and set up their 3-letter Item Name Code before Inventory Committee can enter the inventory in the POS system. This is not done until a contract is signed and fees are paid.
- Once the Finance Committee has set up the new Vendor, this procedure can be followed to add the inventory for the new member.
- The New Artist Inventory Instructions should be emailed to the new artist. (See Appendix).

## 3. Logging In

- Associates who are on the Inventory and E-Commerce Committees and have been trained on how to use it will be given the password.
- Select the pull-down box in upper right corner that should say “Artisans”, then “Switch User”



c. Select "Inventory" and enter the password.



#### 4. Non-E-Commerce Price Tag Information

a. The price stickers (tags) look like this. They are comprised of several parts:

- 1) MDH = Artist's initials/3-letter code. This is part of the Item Name with a space after initials
- 2) MDH 25 = This is the full **Item Name** assigned by Inventory Team. It is the assigned initials followed by a space then price or other identifier (See "Item Name" for instructions).
- 3) \$25.00 = Price the item is to be sold for
- 4) 11513 = System-generated **Item Number** with corresponding bar code.



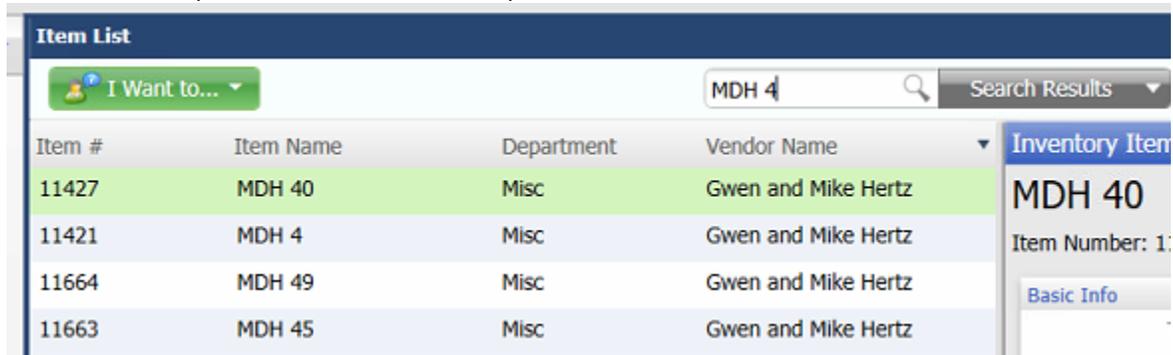
#### 5. E-Commerce Price Tags

- a. The tags for items that have been put on the online store are different than the Non-Ecommerce tags. The Item Names are artist initials (space)E(space) sequential numbers starting with 0001 and a letter if the item is a variant, i.e. MDH E 0007.
- b. There will normally be only one tag printed for each item, because they are all unique Item Names. The tag printing function should be disabled after printing the one tag.
- c. If the artist bring in more of exactly the same item as the one on the online store, another tag can be printed by the E-Commerce Committee who will ensure the inventory count and Shopify information all match.

## 6. Search for Existing Item

a. It is very important to not duplicate Item Names. To prevent a duplicate from being entered into the system, enter in the Search box the Item Name from the Inventory Entry Form to see if it is already in the system. This search is very specific, so if a space was entered previously and you search for an Item Name without the space, it will not find it.

1) This illustrates a search for all Item Names for a specific artist whose initials are MDH (Gwen and Mike Hertz) that start with "4".



Item #	Item Name	Department	Vendor Name
11427	MDH 40	Misc	Gwen and Mike Hertz
11421	MDH 4	Misc	Gwen and Mike Hertz
11664	MDH 49	Misc	Gwen and Mike Hertz
11663	MDH 45	Misc	Gwen and Mike Hertz

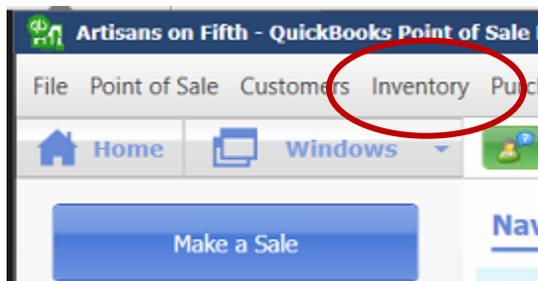
2) If it is in the POS system, determine from the Inventory Entry Form if the artist wants: a new item, a price change or more price tags. Follow the steps below for each request. If they want a New Item, that Item Name cannot be entered again. In this case the Inventory Committee member will have to determine what the Item Name will be. Follow the Guidelines below. Note the new Item Name on the Inventory Entry Form so the artist knows you changed the Name.

3) If it is NOT in the POS system, follow the procedure for Adding a New Item with New Item Name.

## 7. Adding a New Item with New Item Name

a. **From the TOP menu, select "Inventory".** **Note: Do not use left menu, use the "Inventory" in the TOP menu only.** Selecting "Inventory" from the left menu will cause the new item to be put on Hold, which we do not want.

b. Select from the left menu "New Item". The Add Inventory Item screen appears.



- c. NON-E-COMMERCE ITEM NAME: The Item Name is the most important part of this entire process. It is one of the keys to finding records in the inventory system. There are very specific instructions below about how to enter this name. The Item Name is made up of the 3 Letter Artist's Initials plus numbers or letters. Enter a space after the 3 Letter Artist's initials, always use this standard format.
- d. E-COMMERCE ITEM NAME: If the item will be in the online store, the format of the Item Name is as stated above. The number will be determined by the E-Commerce Committee and will be put into QuickBooks inventory by the E-Commerce Committee.

**Inventory Chair will speak with all new Artists to determine which option from below will be used. All numbers will be created by the Inventory Committee.**

- 1) The **preferred** method for setting up Item Names is Artist's initials followed by a space, then the price of the item (without any description). This may work well for those with large inventories or those who want an even simpler

- system. For example: AAA 10, AAA 15, AAA 20, etc. depending upon the prices the artist assigns to their artwork. Do not enter cents. Using this method is very easy for the Inventory Committee and for the artist who may need to print more price tags later. These are easy to find and identify in the POS system and are unique Item Names because all the initials are unique.
- 2) The second option is to use the Artist's initials followed by a space, then the category within each medium with the price as the last part of the inventory number. For example: **Pottery**: AAA Bowl-25, AAA Bowl-50, AAA Cup-15, AAA Cup-18, etc. **Jewelry**: AAA Neck-180, AAA Brac-125, AAA Ear-55, AAA Ear-60, AAA Ear-65, etc. **Wall Art**: AAA F810M-50, AAA F1114NM-65, etc.

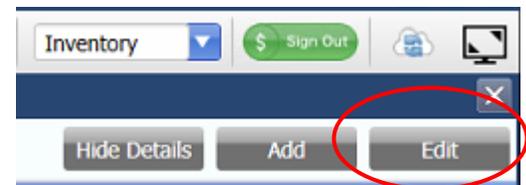
- e. **DEPARTMENT.:** The Inventory Committee member will need to determine the correct Dept. that is appropriate for the item being entered. There are many “Departments” that relate to the type of artwork i.e. Photography, Oil Painting, Jewelry – Bracelet etc. This should be on the Inventory Entry Form, but artists

don't have access to the full list of Departments, so it is up to the Inventory Committee member to select the correct Department.

- f. ITEM DESCRIPTION: Enter the description the artist put on the Inventory Entry Form. It should be brief. This field is optional for non-e-commerce item. It is required for e-commerce items. The item title would be entered here plus the Item Name from the previous inventory system. This is entered so that artists can tell what has sold when they get their report of sales at the end of the month.
- g. SIZE: This is used only for wall art. Enter the size of the wall art piece that the artist put on the Inventory Entry Form. If there isn't a size, skip it.
- h. ATTRIBUTE: Skip this
- i. REG PRICE: Enter the regular price the artist has noted on the Inventory Entry Form. Be very careful with this entry to make sure it is accurate so that someone's artwork is sold for the correct price. "00" will automatically be entered if no decimal point is entered. Most prices will be in whole dollars.
- j. AVG. UNIT COST: Skip this
- k. ON-HAND QTY: For E-Commerce items, this quantity must be exactly the number of items that have been put on the online store. For non-e-commerce items, enter 100.
- l. TAX, UPC, QUICK PICK GROUP, ITEM NO. ALU: Skip all of these.
- m. VENDOR: Scroll down the drop-down menu for the artist's name. If the name is there more than once, ask the Treasurer which Vendor name to select. Do not select any names that say "Expense". For artwork by Gwen or Mike Hertz, select the Vendor Name "Gwen and Mike Hertz".
- n. QUICKBOOKS OPTIONS: The COGS box should indicate "Associate -Payment to Artist" for Associates or "Consignor – Payment to Artist" for Consignors. Double check that this information is correct. If a member changes status, this should be updated in their inventory.
- o. Select "Save and Next" at the bottom left corner of the screen to add more inventory items, or "Save" if no more items are to be entered.

## 8. Price Change for Existing Item

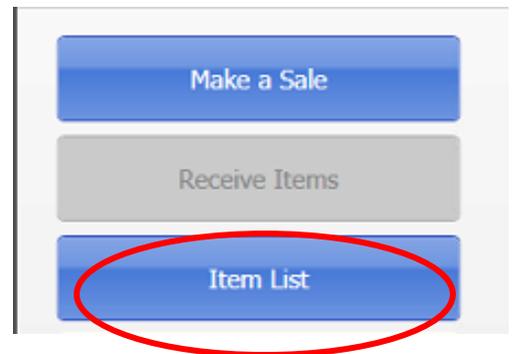
- a. A price change is done when an artist wants to change the price of an item. The artist or cashier may do this themselves and the instructions for doing it are in the Cashier Manual.



- b. To do this from within the Inventory System, follow the steps above to Search for the item in the system.
  1. Select the desired item.
  2. Select “Edit” from the far right
  3. Select the “Reg Price” and change it to the new price.
  4. Select “Save”

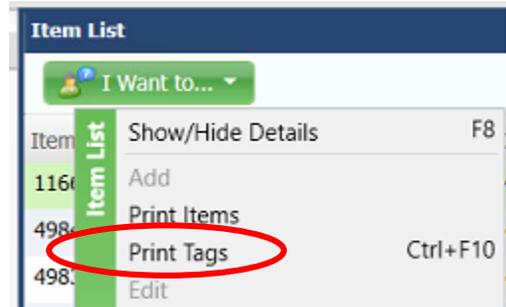
## 9. Printing Square Price Tags

- a. Associates can print their own price tags for items that have already been entered into the Inventory system. If they are new, the Inventory Committee prints them the first time.
- b. Click on Item List on the Desktop or on the left menu (shown).
- c. In the Search box at the top of the screen, enter the Item Name of the item for which you need a sticker.
- d. A list of your items will be displayed and the desired item should be at the top of the list.
- e. Select the green box that says “I Want to....” and from the list select “Print Tags”.



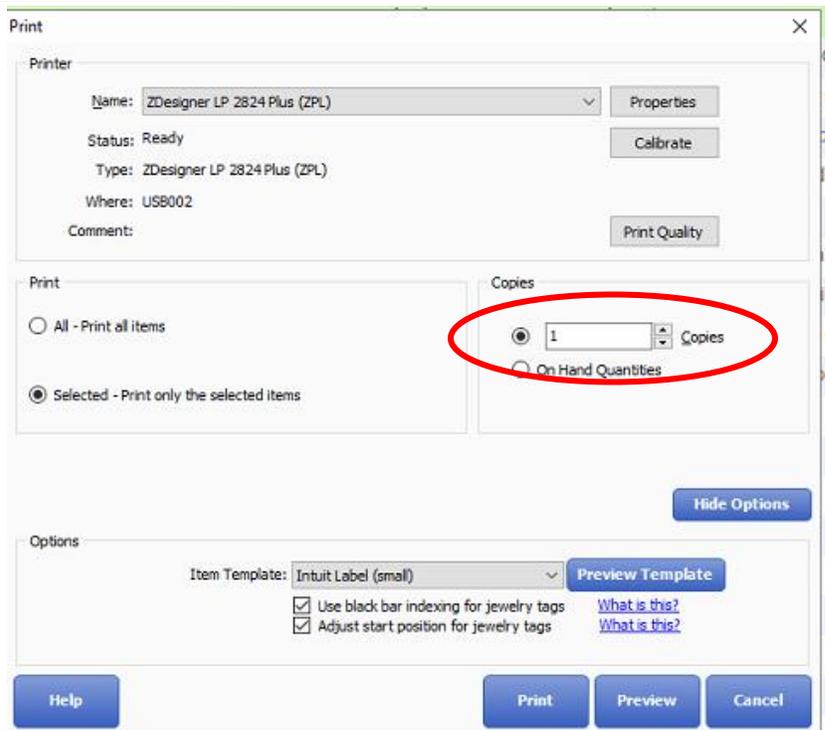
Item #	Item Name	Department	Vendor Name	Item Description
11664	MDH 49	Misc	Gwen and Mike Hertz	Anything \$49

- f. The Print screen will be displayed as shown below. All of the default settings are correct for printing a standard price sticker.
- g. Enter the number of stickers you need in the “Copies” box. The select “Print”. They will print on the small printer.
- h. If you run out of stickers in the printer, there are more in the supplies box in the storage room. If you install the last roll of stickers, add “Price Stickers” to the Office Supplies List.
- i. Install the stickers the same way the previous ones were installed.



### 10. Item Too Small or Too Numerous for Tag

- a. If the item is too small or numerous for a price tag to be attached, the price tag should be put in the “Price Tag Notebook.” Check to see if the tag is already in the notebook, if not, put it in with a description of the item and the artist’s name. Each artist has their own page(s) in the notebook. When entering inventory for items that have their price tags in the notebook, make a note on the Inventory Entry Form for the artist to let him/her know the tag is in the Price Tag Notebook, so they will not be looking for the tags.



## **11. Logging Out of the Inventory System**

- a. Sales cannot be done while the computer is set to the “Inventory” user, however when you are finished with the inventory system, you **MUST LOG OUT** of it. Select the drop-down box in the upper rights corner that says “Inventory”. “Switch User” then “Artisans”.

## APPENDIX

Dear New Artisans Member:

Welcome!! This letter will provide you some additional information about Artisans' Inventory System in addition to the Inventory Entry Form itself.

All new Item Names (SKU number) will be created by the Inventory team.

Items MUST have price tags on them before they can be placed on display in the shop.

Your first time setting up your inventory numbers will be with the Inventory Chair. After that any of the available Inventory Committee associates can enter them for you. The Inventory Chair will tell you who is on the committee.

After your numbers are entered you can print your price tags as you need them. Please only print tags you need, not a lot of extra ones.

Your **Item Name** will be your **three initials**, followed by **a space**, then your **item number** as described below. The last part of your number will always be the price of the item.

1. The first option available to you is categories within your medium, with the price as the last part of the inventory number.

For example, for this artist with initials AAA:

*Pottery:* AAA Bowl-25, AAA Bowl-50, AAA Cup-15, AAA Cup-18, etc.

*Jewelry:* AAA Neck-180, AAA Brac-125, AAA Ear-55, AAA Ear-60, AAA Ear-65, etc.

*Wall Art:* AAA F810M-50, AAA F1114NM-65, etc. (F=framed, M=matted, NM=no mat)

2. Another simpler option available is to have your initials and the price without any description. This may work well for those with large inventories, (such as jewelry) or those who want an even simpler system. It would be Artist initials, space, price (AAA 10, AAA 15, AAA 20, etc. or whatever prices you would need).

If you have any questions, please contact the Inventory Chair directly at

\_\_\_\_\_.

Thank you.