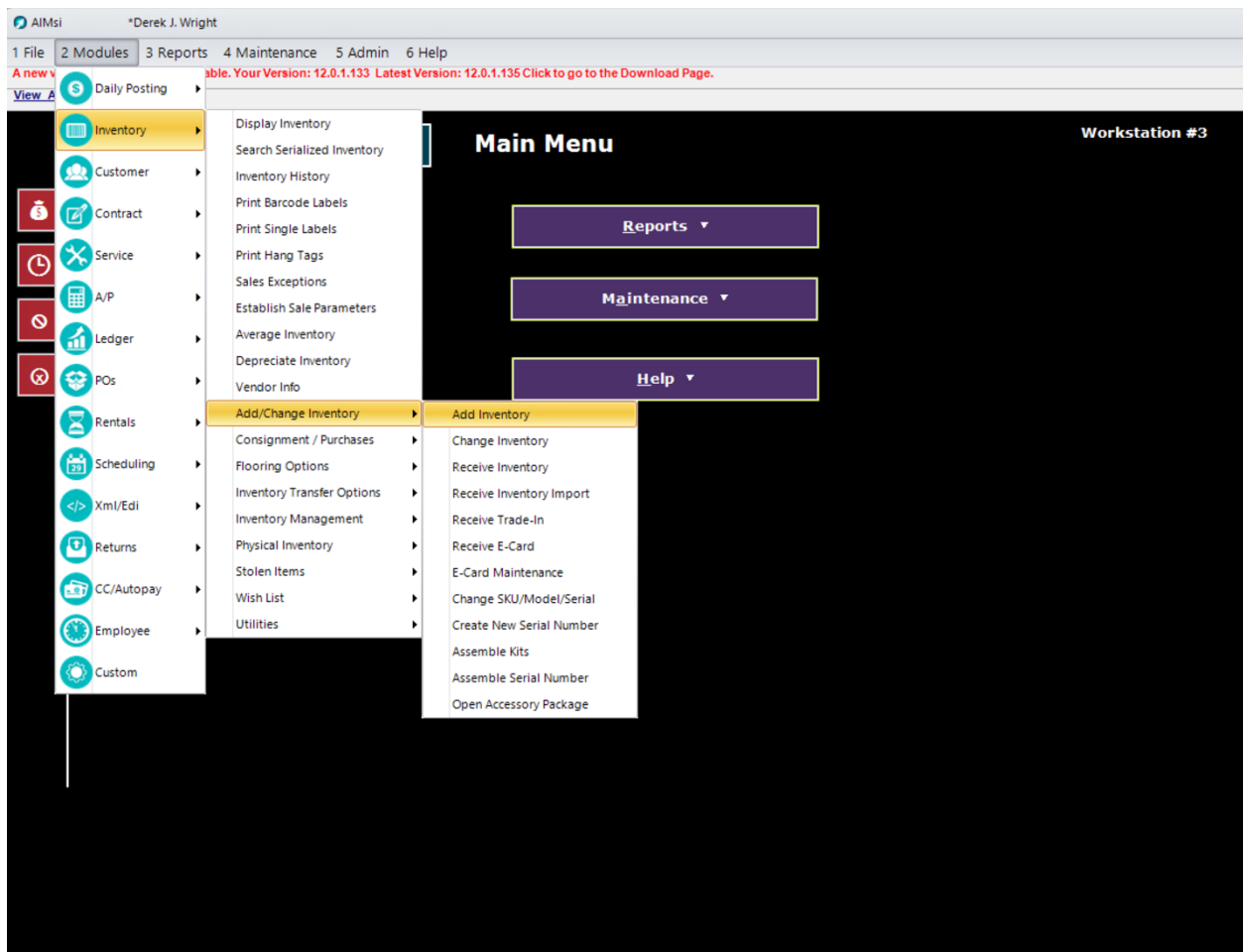


Creating a Product

(Only follow these instructions if you are **ABSOLUTELY CERTAIN** this does not already exist as a product in AIMsi. Search for it first using several possible names under Modules → Inventory → Display Inventory if there are concerns we might already have it.)

Modules → Inventory → Add/Change Inventory



Most products will need all of the above fields filled in.

If you don't know the exact Cost, always fill in your best guess. As a rule of thumb, estimate the cost at 70% of the price.

Use the manufacturer's model name, SKU, and MPNs as much as possible for new merchandise.

If you must create a model name, SKU, serial, or MPN, keep it to 12 characters or fewer and also make it easy to remember. No spaces or special characters. Try to use the same name, or use a consistent naming pattern, across the product.

EXAMPLES:

--Use 48257 as the model, SKU, and serial for a pre-owned instrument with the serial #48257.

--Use BACHABC as the model for a Bach ABC mouthpiece. Call the variation SKUs BACHABC175 for the 17.5 mm and BACHABC18 for the 18 mm.

Sometimes AIMsi will not let you input the model, SKU, or serial you want. You can always go to Modules → Inventory → Add/Change Inventory → Change SKU/Model/Serial to fix it so that they are consistent across the product.

“Description” will display on price tags & receipts. Make sure it is short and sweet but contains information that will clearly identify the instrument to staff and customers. Proofread carefully. For example: “Conn 8D Elkhart – Serial #: 82491”.

Only click “Setup Active-E” if the product should be displayed on the website immediately. If there should be a delay (i.e., this instrument that will be in the repair shop for two weeks before it is ready for sale), leave Active-E alone for now. Turn it on when the product is ready for sale.

Hit “Proceed” to go on to the next page. Fill in the boxes as shown below.

If the product is a consignment instrument, EXIT THIS PRODUCT IMMEDIATELY WITHOUT SAVING. Follow the instructions for “Entering a Consignment” instead.

If the product is a pre-owned instrument that is owned by the shop, set the Vendor to “161 Pre-owned”.

Eastman EBF864 Eastman EBF864 F Tuba EBF864 Keller

Today 8/15/2019

EBF864

1 Main 2 Skus 3 Locations 4 Serials 5 Add-Ons

Sku

Contains:

EBF864

Sku EBF864

Mpn EBF864

☐ Discontinued

Rplc

Disc

AE Display Order 0

☐ AE Matrix Exempt

eBay Reverb

Save Cancel ☐ Retain Info ☐ Print Label When Saved

Vendor Info

Vend#	Item#	N. Cost	L. Cost	L. Date
Equ... 100	Contains: EBF864	Equ... 4,389.84	Equ... 4,389.84	Equals: 8/15/2019

Item # EBF864

N. Cost 4,389.84

Last Cost 4,389.84

L. Date 8/15/2019

Vendor Qty 0.00

Vend # 100 Eastman Music Company

☒ Primary ☐ Save THIS VENDOR to All Sku's

Delete Add

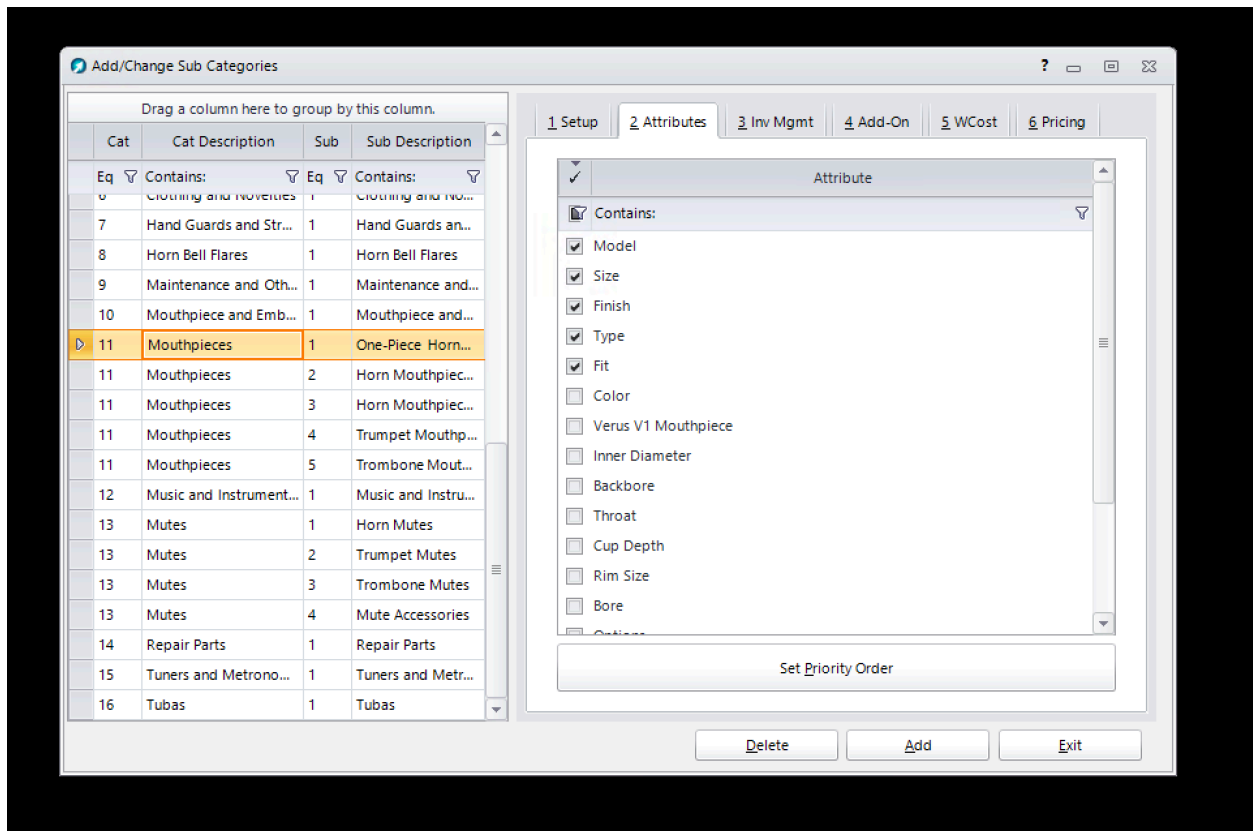
Barcodes

Active-e Variant Name Override

Delete Add

Exit

Click “Add” in the bottom-right corner to add more variations (SKUs) to the main product. (The other “Add” button lets you add multiple vendors to the same product; probably not something we will ever use.)



If you need to create Attributes on the right-hand side, that is under Maintenance → Inventory → Maintain Sub Categories → select the category you want → Attributes. There you can add Size, Color, Bore, Material, etc. to distinguish the variations from each other.

Be careful which order you put the attributes in – if one attribute’s description is too long, it can overrun another attribute on the price tag. Maybe put a short attribute like “Blue” as highest priority and a long attribute like “Sterling silver plated” as lowest priority.

Before you leave the SKUs tab, click through each SKU one more time and make sure each has a Vendor and a Cost.

The screenshot shows the 'Add Inventory' application window. The title bar includes 'Add Inventory' and 'Workstation #2'. The main window has a header with 'Eastman EBF864 Eastman EBF864 F Tuba EBF864 Keller' and a date dropdown set to 'Today 8/15/2019'. Below the header is a tabbed interface with '1 Main', '2 Skus', '3 Locations', '4 Serials', and '5 Add-Ons'. The 'Serials' tab is active, showing a list of serial numbers on the left and a detailed form on the right. The form contains various fields for inventory tracking, including 'Serial #', 'Code', 'Stock #', 'Cost', 'Freight', 'Wcost', 'Retail', 'Ourprice', 'Min', 'Price A', 'Price B', 'Price C', 'Reserve', 'Spiff', 'Tax Depr', 'Book Depr', 'Assmbl Date', 'Assmbl By', 'Hours', and 'Last Hours'. There are also checkboxes for 'Print Appraisal', 'ISK', 'Available for STR', 'WC', 'AutoPrice', 'Lease Pool', and 'Attributes'. A 'Notes' section is at the bottom right. At the bottom of the window are buttons for 'Save', 'Cancel', 'Retain Info', 'Print Label When Saved', 'Delete', 'Add', and 'Exit'.

Then click through the Locations tab and the Serials tab.

Make sure there is a Cost, WCost ,and Our Price under the Locations tab for each SKU.

YOU MUST ALSO click through each serial number for each SKU on the Serials tab to make sure they have a Cost, WCost, Our Price, and Vendor.

AIMsi *Kacie Wright

1 File 2 Modules 3 Reports 4 Maintenance 5 Admin 6 Help

A new version of AIMsi v12 is available. Your Version: 12.0.1.135 Latest Version: 12.0.1.139 Click HERE to go to the Download Page.

Modules -> Inventory -> Add/Change Inventory

Buttons: Add Inventory, Change Inventory, Receive Inventory, Receive Inventory Import, Receive Trade-In, Create New Serial Number

Change Inventory

Beyond Sky VERUSVG Venus Model VG VERUSVG Keller

Today: 9/4/2019 Search: verusvg

Serial # 1810

Code: New

Stock # 1

Cost: 1,077.00

Freight: 330.46

Wcost: 1,407.46

Retail: 3,495.00

Ourprice: 3,495.00

Min: 0.00

Price A: 0.00

Price B: 0.00

Price C: 0.00

Reserve: 0.00

Spill: 0.00

Tax Depr: 0.00

Book Depr: 0.00

Assembl Date: 0.00

Assembl By: 0.00

Hours: 0.00

Last Hours: 0.00

Locator: Tianjin Beyond Sky Brasswind W

Vendor #

Invoice

PO

Warranty

Source

Sel Code

Date Recd: 3/27/2019

In Service

Pts Inv

Cur/Tot Depr: 0.00

Contract Amt: 0.00

Notes

Acct #

Buttons: Previous, Next, Delete, Exit

AIMsi>>>

The screenshot shows the 'Add Inventory' window for '4imprint LUGGAGETAG Luggage Tags LUGGAGETAG Keller'. The window has tabs for 'Main', 'Skus', 'Locations', 'Serials', 'Add-Ons', and 'Substitutes'. The 'Main' tab is active. On the left, there is a table with columns 'St. Code' and 'St. Location'. The first row has '1' in 'St. Code' and 'Keller' in 'St. Location'. Below this table are 'Contains:' dropdowns. The main area contains various input fields: 'Loc' (Keller), 'Qty' (0), 'Min/Max' (0, 0, 0), 'Cost' (0.99), 'Freight' (0.30), 'Wcost' (1.29), 'Retail' (0.00), 'Ourprice' (2.00), 'Min' (0.00), 'Price A' (2.00), 'Price B' (2.00), 'Price C' (2.00), 'active-e' (0.00), 'Spiff' (0.00), 'Created' (11/8/2019), and 'Phs Inv'. On the right, there are more dropdowns: 'Locator', 'MM Code' (Seasonal Product), 'Season' (TMEA/Spring Break), 'Status' (A), 'Warranty', 'Sel Code', 'Tax Code' (Tax Rate 1), 'Mix/Match', 'Sku Link', 'Single', '# Labels' (Print Qty Rcvd), and 'Qty Available for STR' (0.00). At the bottom right are 'Delete' and 'Add' buttons. At the bottom left are 'Save', 'Cancel', 'Retain Info', and 'Print Label When Saved' checkboxes. An 'Exit' button is at the bottom right.

Is the product one-time-only or seasonal? Then fill out this section.

MM Code & Season

Exempt	AIMsi will not automatically adjust min/max (pre-owned).
Seasonal Product	Only stock in one season (i.e. carols at Christmastime).
Seasonal Stock	Keep some in stock year-round but load up before one season (i.e., order extra Fhraps before TMEA).
Special Order	One-time special order by a customer.
Season	Select the season for which you will need to order extra.

Status

A	Selling well.
B	Selling slowly, will bump up to A if it starts selling again.
C	Not selling well at all. AIMsi will not ask you to order more. You will need to manually bump this back up to A.
D	Selling terribly. AIMsi will prompt you to delete the product.

Don't forget to set MM codes and seasons on each individual SKU.

When you are finished here, Save.

The screenshot shows the 'Active-e Maintenance' window. At the top, there are several checkboxes: 'Un-Publish', 'Call to Order', 'Is Featured', 'Track Qty' (which is checked and circled in red), and 'Extended Pricing'. Below these are more checkboxes: 'Free Shipping', 'Ship Separate', 'Hide Price', 'Register Req.', 'Un-Publish 0 Qty', and 'No Buy Button'. The main area contains various input fields: 'Last Updated' (8/15/2019 11:14 AM), 'Matrix Override', 'Dimension', 'Restricted Qty', 'Related Products', 'Upsell Products', 'Requires Products', 'XML Package', 'Desc Override', 'Sales Prompt ID' (0), 'Mfg Order' (0), 'Cat Order' (0), 'ID', 'Date', 'Web#', 'Master#', 'Qty Discount ID' (0), 'Min Order Qty' (0), 'SE Title', and 'Descriptions' (Web Description). On the right, there is a 'Web Categories' section with a large empty box. At the bottom, there are buttons for 'Display Product Page On Site', 'Display Master Image', 'Display Local Image', 'Upload Item to Shopping Cart', and 'Upload Images to Shopping Cart'. The 'Save' and 'Cancel' buttons are at the bottom left, and the 'Exit' button is at the bottom right. A note at the bottom right states: '*Categories highlighted red are unpublished'.

Check "Track Qty" so the product will appear on the website. Give the shiniest, cleanest example of the product to Kacie so she can photograph it and make the product page display neatly on the website. (Leave "Track Qty" unchecked if the product should not appear on the website at this time.)