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 \rightarrow Inventory \rightarrow Display Inventory if there are concerns we might already have it.)

👩 AIM	Isi	*Derek J. Wr	right							
1 File	2 Modul	les 3 Repor		4 Maintenance 5 Admin						
A new v	🕤 Dail	ily Posting	able	e. Your Version: 12.0.1.133 Late	t Versio	on: 12.0.1.135	Click to go to the Dov	wnload Page.		
1011 1		entory	•	Display Inventory		Mai	n Menu			Workstation #3
				Search Serialized Inventory		Mai	n menu			
	Cus	tomer	•	Inventory History						
ŝ	Con	ntract	•	Print Barcode Labels Print Single Labels		Γ	<u>R</u> e	eports 🔻		
6	🔀 Sen	vice	•	Print Hang Tags					1	
	A/P	•	,	Sales Exceptions			Main	itenance 🔻		
0				Establish Sale Parameters			- H <u>u</u> n			
_	Led	lger	•	Average Inventory						
\otimes	O POs	5	,	Depreciate Inventory				Help 🔻		
_				Vendor Info Add/Change Inventory		Andread		•		
	Ren	ntais	•	Consignment / Purchases		Add Inventor Change Inver				
	🔒 Sche	eduling	•	Flooring Options		Receive Inver	-			
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	Reti	urns	•	Physical Inventory	•	Receive E-Ca	rd			
				Stolen Items	•	E-Card Main	enance			
	CC/	/Autopay	•	Wish List	•	Change SKU/	Model/Serial			
	🛞 Emp	ployee	•	Utilities	•	Create New 9	Serial Number			
						Assemble Kit	s			
	Cust	tom				Assemble Se	rial Number			
						Open Access	ory Package			
	'									

Modules \rightarrow Inventory \rightarrow Add/Change Inventory

dd Inventory				шары	tation #2	?
id inventory						• •
tman EBF864 Ti	ubas All Locations			Today 8	/15/2019 👻	
<u>1 Main</u> 2	Skus <u>3</u> Locations <u>4</u> Serials <u>5</u>	Add-Ons				Select an item
		Add-015	[
Туре	Serialized 💌		Notes		▼ Notes	
Category	Tubas 🔻	Temporary Sku				
Sub Category	Tubas 🔻	Loyalty Exempt				
Mfg	Eastman 🔻					
Model	EBF864	ISS Audio		New	Item Setup	
Desc	Eastman EBF864 F Tuba	Sample	Loc	All Locations	Price A	6,552.0
		<u>I</u> mage	SKU(s)	EBF864	Price B	6,552.0
					Price C	6,552.0
		Setup Active-e		P6	active-e	0.0
			MPN	EBF864	Spiff	0.0
			Pr. Vend	100 Eastman Music Company	MM Code	Special Order
	P6		Ven Item		Season	
Unit			Barcode		Status	•
Weight	0.00		Cost	4,389.8	4 Warranty	24
Sel Code			Freight	0.0	Tax Code	
Ship Charge	0.00	Lease Pool	Wcost	4,389.8	Mix/Match	
Tax Depr			Retail	0.0	# Labels	Print Qty Rcvd
Book Depr	.		Our Price	6,552.0	ā	AutoPrice
QR Type			Min	0.0		Dreseed
QR Code]				Proceed
<u>S</u> ave	Cancel <u>R</u> etain Inf	o 🔲 Print Label When Sav	ved			<u>E</u> xit

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 \rightarrow Inventory \rightarrow Add/Change Inventory \rightarrow 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".

Add Inventory	W/o	? 8 X
Eastman EBF864 Eastman EBF864 F Tuba EBF864	Keller Toda	ay 8/15/2019 🔻
<u>1 Main</u> <u>2 Skus</u> <u>3 Locations</u> <u>4 Se</u>	rials <u>5</u> Add-Ons	EBF864
	Vendor Info	Attributes
Sku	Vend# Item# N. Cost L. Cost L. Date	
Contains:		
EBF864	100 EBF864 4,389.84 4,389.84 8/15/2019	
	Item # EBF864	
	N. Cost 4,389.84	
	Last Cost 4,389.84	
Sku EBF864	L. Date 8/15/2019	
Mpn EBF864	Vendor Qty 0.00	
Discontinued	Vend # 100 Eastman Music Company 🔻	
Rpic	Primary Save THIS VENDOR to All Sku's	
Disc	Delete	
AE Display Order		
AE Matrix Exempt	Barcodes	Active-e Variant Name Override
eBay Reverb	76	
	15	Delete Add
Save Cancel	Retain Info 🔲 Print Label When Saved	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.)

		Drag a column here to g	roup by	/ this column.		tup	2 Attributes	3 Inv Mgmt	4 Add-On	<u>5</u> WCost	6 Pricing		
	Cat	Cat Description	Sub	Sub Description		tup	Z Attributes	<u>2</u> inv mgmt	4 Add-011	<u>J</u> Websi	o Friding		
	Eq ⊽	Contains: V		Contains: V				A	ttribute				
	7	Hand Guards and Str	1	Hand Guards an		i7 Co	ontains:				V	2	
	8	Horn Bell Flares	1	Horn Bell Flares		Mo	odel						
	9	Maintenance and Oth 1 Maintenance and					e						
D	10	Mouthpiece and Emb	1	Mouthpiece and		Fin	ish						
	11	Mouthpieces	1	One-Piece Horn		Тур	pe					=	
	11	Mouthpieces	2	Horn Mouthpiec		Fit							
	11	Mouthpieces	3	Horn Mouthpiec		Color Verus V1 Mouthpiece Inner Diameter							
	11	Mouthpieces	4	Trumpet Mouthp									
	11	Mouthpieces	5	Trombone Mout									
	12	Music and Instrument	1	Music and Instru		Bad	ckbore						
	13	Mutes	1	Horn Mutes		-	Th	roat					
	13	Mutes	2	Trumpet Mutes		Cup Dept	p Depth						
	13	Mutes	3	Trombone Mutes	=	Rin	m Size						
	13	Mutes	4	Mute Accessories		Bo	re					-	
	14	Repair Parts	1	Repair Parts									
	15	Tuners and Metrono	1	Tuners and Metr				Set <u>P</u> rie	ority Order				
	16	Tubas	1	Tubas	-								
	16	Tubas	1	Tubas	-			<u>D</u> elete	<u>A</u> o	d	<u>E</u> xit		

If you need to create Attributes on the right-hand side, that is under Maintenance \rightarrow Inventory \rightarrow Maintain Sub Categories \rightarrow select the category you want \rightarrow 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.

astman EBF864 Eastman EBF864 F Tuba EBF864 Keller			Today 8/1	5/2019 🔻	
<u>1 Main</u> <u>2 Skus</u> <u>3 Locations</u> <u>4 Serials</u> <u>5</u> Add-Ons					EBF864
Serial #	Serial #		<u>I</u> SI	Locator	
Contains: V	Code	•	Print Appraisal	Vendor #	
	Stock #		ISK	Invoice	
	Cost	4,389.84	Available for STR	PO	
	Freight	0.00		Warranty	
	Wcost	4,389.84	wc	Source	
	Retail	0.00	AutoPrice	Sel Code	
	Ourprice	6,552.00		Date Rcvd	8/15/2019
	Min	0.00		In Service	
	Price A	6,552.00		Phs Inv	
	Price B	6,552.00		Cur/Tot Depr	0.00
	Price C	6,552.00		Contract Amt	
	Reserve	0.00		Notes	
	Spiff	0.00		Acct #	
	Tax Depr	Ψ.	Lease Pool		
	Book Depr	Ψ.	Attributes		
	Assmbl Date	•	Attributes		
	Assmbl By	-			
	Hours	0			
	Last Hours	•			Delete Ad

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.

🗊 AlMsi	*Kacie Wright					? _ @ %
1 File 2	Modules 3 Reports 4 Maintenance 5 Adr	dmin 6 Help				
A new ver	sion of AlMsi v12 is available. Your Version: 12.0.1.13	35 Latest Version: 12.0.1.139 Click HERE to go to the Download Page.				x
		Modules -> Inventory	-> Add/Change Inve	entory tation #4		
ŝ	Add Inventory	Change Inventory	<u>R</u> eceive Inventory	Receive Inventory Im	aport	
٢	Receive <u>T</u> rade-In	Change Inventory			? _ # %	
0	Create <u>N</u> ew Serial Number	Beyond Sky VERUSVG Verus Model VG VERUSVG Keller		Today 9/4/2019 👻 Se		
~		<u>1 Main</u> <u>2 Skus</u> <u>3 Locations</u> <u>4 Serials</u> <u>5 Add-Ons</u>			verusvg 👻	
\otimes		Serial #	Serial # 1810	ISI Locator		
		Contains:	Code New 🔻	Print Appraisal Vendor #	Tianjin Beyond Sky Brasswind W 👻	
		1810	Stock # 1	ISK Invoice		
		1817	Cost 1,077.00	Available for STR PO		
		1819	Freight 330.46	Detail Warranty	0*	
		1904	Wcost 1,407.46	<u>W</u> C Source		
		1905	Retail	toPrice Sel Code		
		1908	Ourprice 3,495.00	Label Date Rovd	3/27/2019 💌	
		1911 1912	Min	In Service		
		1912	Price A 0.00	Phs Inv		
		1953	Price B 0.00	Cur/Tot Depr	0.00 0.00	
		1954	Price C 0.00	Contract Amt	0.00	
		1955	Reserve 0.00	Notes		
		1957	Spiff 0.00	Acct #		
		1958		Lease Pool		
		1959	Book Depr 👻	Attributes		
		1960	Assmbl Date			
			Assmbl By		76	
			Hours 0			
			Last Hours 💌		Delete Add	
			Previous	Next	Delete <u>E</u> xit	
						AIMsi>>

nt LUGGAGET/ Main <u>2</u> Ski	AG Luggage Tags L								? _ 0
Main <u>2</u> Sk		UGGAGETAG K	leler			Т	oday 11/8/2019 👻		
	us <u>3</u> Locations	<u>4</u> Serials	5 Add-Ons	<u>6</u> Substitute	s			LUGGAGETAG	
St. Code		St. Locatio	on	Loc	Keller 👻		Locator		-
ntains:	Contains:		8	Qty	0		MM Code	Seasonal Product	-
	Keller			Min/Max			Season	TMEA/Spring Break	-
				Cost	0.99		Status	A	-
				Freight	0.30		Warranty		0
				Wcost	1.29	<u>w</u> c	Sel Code		-
				Retail	0.00	A <u>u</u> toPrice	Tax Code	Tax Rate 1	-
				Ourprice	2.00		Mix/Match		-
				Min	0.00		Sku Link		
				Price A	2.00		Single		
				Price B	2.00		# Labels	Print Qty Rcvd	-
				Price C	2.00		Qty Available for STR		0.00 🌲
				active-e	0.00				
				Spiff	0.00				
				Created	11/8/2019 💌				
				Phs Inv					
								Delete	Add
Save	Cancel	Retai	n Info 🔲 Print Lab	el When Sav	ed				<u>E</u> xit
	<u>Save</u>	Keller	Keller	Keller	Keller Min/Max Cost Freight Wcost Retail Ourprice Min Price A Price B Price C active-e Spiff Created Phs Inv	Keller Min/Max 0 +	Keller Min/Max Q + Q + Q + Keller Cost 0.99 Freight 0.30 Wcc Retail 0.00 AutoPrice Ourprice 2.00 Min Price A 2.00 Price B 2.00 Price B 2.00 Price C 2.00 Spiff 0.000 Created 11/8/2019 Phs Inv * * *	Kains: V V V Season Keller Cost 0.99 Status Cost 0.99 Status Freight 0.30 Warranty Wcost 1.29 WC Sel Code Retail 0.00 AutoPrice Tax Code Ourprice 2.00 Mix/Match Min 0.000 Sku Link Price A 2.00 # Labels Price C 2.00 Qty Available for STR Spiff 0.00 Created 11/8/2019 Phis Inv * * *	Kaller Min/Max 0 + 0 + 0 + 0 + 0 + 0 + 0 + 0 + 0 + 0 +

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.

<u>Status</u>	
А	Selling well.
В	Selling slowly, will bump up to A if it starts selling again.
С	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.

	Active-e Maintenance			? 🐹
<u>5</u> A	Un-Publish C	all to Order 🛛 Is Featured 🔽 Track Qty	Extended Pricing	Web Categories
-	Free Shipping	hip Separate 🗌 Hide Price 📄 Register Req.	Un-Publish 0 Qty No Buy Button	
-	Last Updated 8/1	5/2019 11:14 AM	ID	
-	Matrix Override	-	Date	
-	Dimension		Web#	
	Restricted Qtys		Master#	
١	Related Products		Qty Discount ID	
	Upsell Products		Min Order Qty	
	Requires Products			
	XML Package			
	Desc Override			
	Sales Prompt ID	0 → Mfg Order 0 → Cat Order 0 →	SE Title	
	Descriptions W	eb Description 👻		
0			Display Product Page On Site	
			Display Master Image	
			Display Local Image	
			Upload Item to Shopping Cart	
		76	Upload Images to Shopping Cart	*Categories highlighted red are unpublished
nfo	Save	<u>C</u> ancel		Exit

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.)