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	rts 4	4 Maintenance 5 Admin	6 Help)				
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	Inve	entory	•	Display Inventory		Mai	n Monu			Workstation #3
				Search Serialized Inventory		Mai	n menu			
	Cus	tomer	1	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 T		
0				Establish Sale Parameters			- H <u>u</u> n			
_	Led	lger	•	Average Inventory						
\odot	O POs	5	,	Depreciate Inventory				Help 🔻		
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	Ren	ntais	•	Consignment / Purchases		Change Inventor	y nton/			
	🔒 Sche	eduling	•	Flooring Options		Receive Inver	ntory			
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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			
	Cus	tom				Assemble Se	rial Number			
						Open Access	ory Package			
	'									

Modules \rightarrow Inventory \rightarrow Add/Change Inventory

d Inventory				шары		? _
id inventory						• •
tman EBF864 Ti	ubas All Locations			Today 8	/15/2019 👻	
1 Main 2	Skus 3 Locations 4 Serials 5	Add Ops				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]				Floceed
<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:	Equ ∇ Contains: ∇ Equ ∇ Equ ∇ Equals: ∇	
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 0		
AE Matrix Exempt	Barcodes	Active-e Variant Name Override
eBay Reverb		
	15	Delete
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.		tun	2 Attributes	3 Inv Mamt	4 Add-On	5 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	Eq 🖓	Contains: V				A	ttribute			
D	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		Siz	e					
	10	Mouthpiece and Emb	1	Mouthpiece and		Fin	ish					
	11	Mouthpieces	1	One-Piece Horn		V Type						=
	11	Mouthpieces	2	Horn Mouthpiec		Fit						
	11	Mouthpieces	3	Horn Mouthpiec		Co	lor					
	11	Mouthpieces	4	Trumpet Mouthp		Ve	rus V1 Mouthpie	ce				
	11	Mouthpieces	5	Trombone Mout		Inner Diameter						
	12	Music and Instrument	1	Music and Instru		Bad	ckbore					
	13	Mutes	1	Horn Mutes		Th	roat					
	13	Mutes	2	Trumpet Mutes		Cup Depth Rim Size Bore						
	13	Mutes	3	Trombone Mutes	=							
	13	Mutes	4	Mute Accessories								
	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</u> Main <u>2</u> Skus <u>3</u> Locations <u>4</u> Serials <u>5</u> Add-Ons					EBF864	
Serial #	Serial #		<u>I</u> SI	Locator		
Contains:	Code	-	Print Appraisal	Vendor #		
· · · · · · · · · · · · · · · · · · ·	Stock #		ISK	Invoice		
	Cost	4,389.84	Available for STR	PO		_
	Freight	0.00		Warranty		24
	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	C
	Price C	6,552.00		Contract Amt		C
	Reserve	0.00		Notes		
	Spiff	0.00		Acct #		
	Tax Depr	-	Lease Pool			_
	Book Depr	*	Attributes			
	Assmbl Date	•	Attributes			
	Assmbl By	-				
	Hours	0 🚖				_
	Last Hours	•			Delete	dd

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 Ad	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	arch re	
2		<u>1 Main</u> <u>2 Skus</u> <u>3 Locations</u> <u>4 Serials</u> <u>5 Add-Ons</u>			verusvg 👻	
۱		Serial #	Serial # 1810	ISI Locator		
		Container 🗸	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	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	Tax Depr 👻	Lease Pool		
		1959	Book Depr 👻	Attributes		
		1960	Assmbl Date			
			Assmbi By			
			Hours 0			
			Last Hours		Delete Add	
			Previous	Next	Delete	

inventory										? - 0
rint LUGG/	AGETAG Lug	igage Tags LUC	GGAGETAG K	eller			То	oday 11/8/2019 🔻		
Main	2 Skus	3 Locations	4 Serials	5 Add-Ons	<u>6</u> Substitute	s			LUGGAGETAG	
St. C	ode		St. Locatio	n	Loc	Keller 👻		Locator		-
ontains:	8	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	Retair	n Info 🔲 Print Lab	el When Sa	ed				Exit
	Aain St. Contains:	rint LUGGAGETAG Lug Main <u>2</u> Skus St. Code ontains: St. Code	rint LUGGAGETAG Luggage Tags LUG Main 2 Skus 2 Locations St. Code ontains: ⊽ Contains: Keller Save Çancel	rint LUGGAGETAG Luggage Tags LUGGAGETAG Kr Main 2 Skus 2 Locations 4 Serials St. Code St. Locatio ontains: ⊽ Contains: Keller	rint LUGGAGETAG Luggage Tags LUGGAGETAG Keller Main 2 Skus 2 Locations 4 Serials 5 Add-Ons : St. Code St. Location ontains: ♥ Contains: ♥ Keller Save <u>Cancel</u> <u>Retain Info</u> Print Lab	init LUGGAGETAG Luggage Tags LUGGAGETAG Keller Main 2 Skus 2 Locations 4 Serials Σ Add-Ons S Substitute St. Code St. Location Loc ontains: ♥ Contains: ♥ Retail Keller Keller Cost Freight Wcost Retail Ourprice Min Price A Price A Price C active-e Spiff Created Phs Inv Save	init LUGGAGETAG Luggage Tags LUGGAGETAG Keller Main 2 Skus 2 Locations § Substitutes St. Code St. Location Loc Keller ontains: ♥ Contains: ♥ 0+ 0+ Keller Min/Max 0+ 0+ 0+ Keller 0 0 0 0+ 0+ Keller 0 0 0 0 0+ 0+ Keller 0 0 0 0+ 0+ 0+ 0+ Keller 0 0 0+ <	init LUGGAGETAG Luggage Tags LUGGAGETAG Keller Image: Contains: § Add-Ons § Substitutes St. Code St. Location Image: Contains: V O Keller Qty O Min/Max O O St. Code St. Location Image: Contains: V V O Keller Qty O Min/Max O O WC Retail 0.00 AutoPrice Ourprice Outprice Outprice Ourprice 0.00 Price A 0.00 Price B 0.00 Price B 0.00 Spiff 0.00 Created 11/8/2019 Pris Inv Save Cancel Retain Info Print Label When Saved Print Label When Saved	Init LUGGAGETAG Luggage Tags LUGGAGETAG Keller Today 11/0/2019 ▼ Main 2 Skus 2 Location 4 Serials 5 Add-Ons 6 Substitute St. Code St. Location Of y 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Init LUGGAGETAG Luggage Tags LUGGAGETAG Keller Today 11/8/2019 Main 2 Skus 2 Locations £ Add-Ons £ Substitutes LUGGAGETAG St. Code St. Location Loc Keller MM Code Seasonal Product ontains: V Contains: V 0 Min/Max 0 0 0 9 Season A Preight 0.33 WCost 1.28 WC Sel Code A Ourprice 0.200 Min/Math 0 Min/Math 0 Min/Math Preight 0.33 WCost 1.28 WC Sel Code Tax Code Tax Rate 1 Ourprice 0.200 Min/Math 0 0.000 Sku Link Image: Code Tax Code Tax Rate 1 Ourprice 0.200 Min/Math 0.000 Sku Link Image: Code Single Image: Code Price B 0.200 # Labels Print Cdg Road Single Image: Code Image: Code Image: Code Image: Code Price C 0.000 Spirt 0.000 Sku Link Image: Code Image: Cod

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>	
A	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			? 23
<u>5</u> A	Un-Publish Call to Or	der 🔲 Is Featured 🔽 Track Qty	Extended Pricing	Web Categories
-	Free Shipping Ship Sepa	arate 🗌 Hide Price 📄 Register Req.	Un-Publish 0 Qty 🔲 No Buy Button	
-	Last Updated 8/15/2019	11:14 AM 💌	ID	
-	Matrix Override	-	Date	
-	Dimension		Web#	
	Restricted Qtys		Master#	
١	Related Products		Qty Discount ID	
	Upsell Products		Min Order Qty 0	
	Requires Products			
	XML Package			
	Desc Override			
	Sales Prompt ID 0 🖉 N	lfg Order 0	SE Title	
	Descriptions Web Descr	ription 🔻		
			Display Product Page On Site	
			Display Master Image	
5			Display Local Image	
al				
			Upload Item to Shopping Cart	
		76	Upload Images to Shopping Cart	*Categories highlighted red are unpublished
nfo	Save C	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.)