

32 Data Entry

This section describes basic data entry procedures. Data entry is the most basic and essential part of maintaining the IMS.

Highlights:

- Add New Address
- Add New Class
- Add New Department
- Add New manufacturer
- Add New Vendor
- Add New Item

Every item in the item table has 11 data field groups of information. This guide will go over 9 of those.

Data Field Groups For New Items

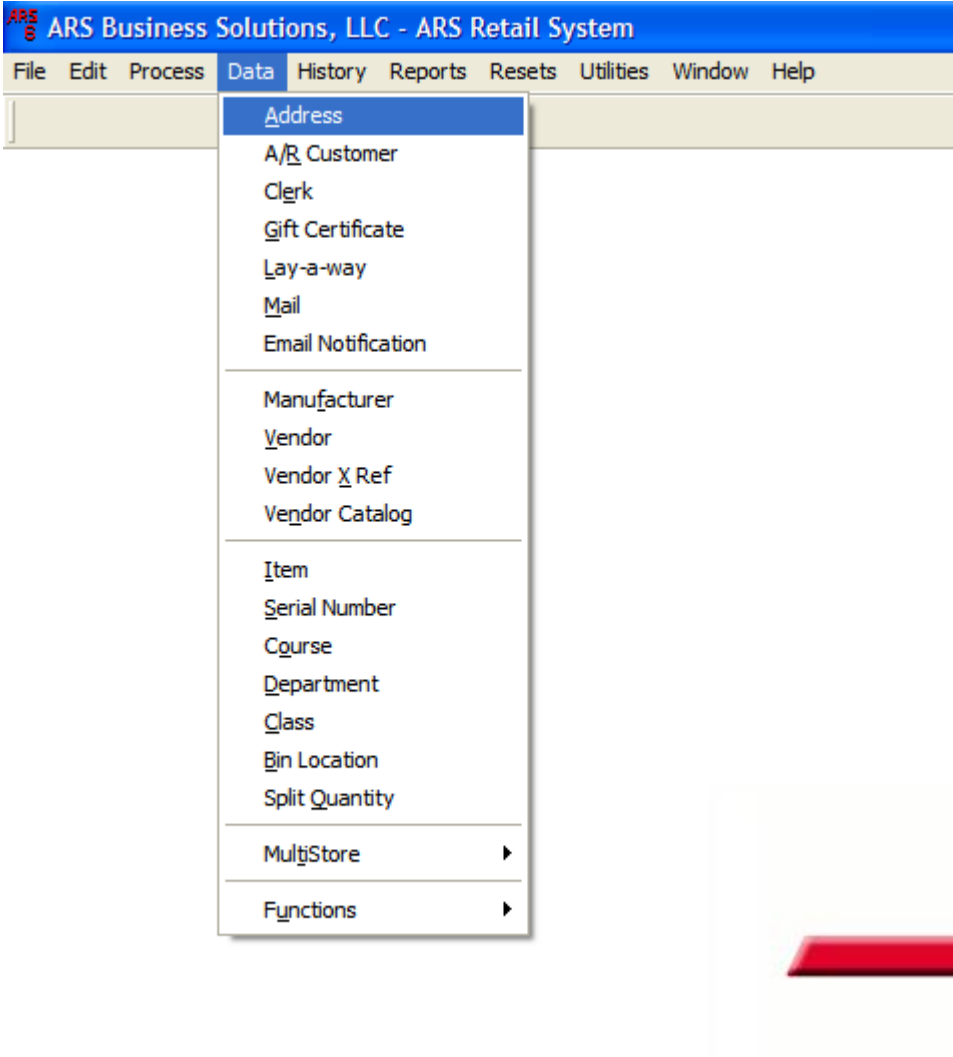
- General
- Cost/Price
- Setup
- Item Codes
- UDF
- Sales
- History and PY History
- Commission

32.1 Addresses

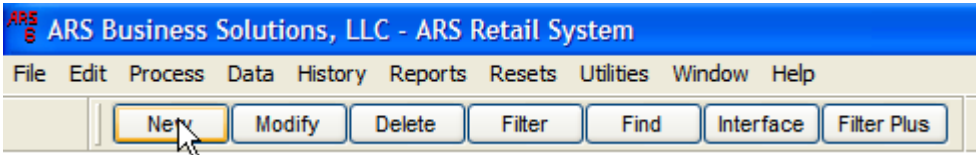
A new address needs to be created whenever adding a mail list, manufacturer, vendor, or A/R customer.

Steps to add a new address:

- 1.) Select Data → Address



- 2.) Select "New" from the basic tool bar



3.) Enter data into the proper fields.

The screenshot shows a software window titled "ARS Add Address". It has two tabs: "General" and "UDF". The "General" tab is selected and contains the following fields:

- Last Name:** Three sub-fields labeled "Last", "First", and "Middle".
- Address1** and **Address2**: Two text input fields.
- City State Zip:** Three sub-fields for "City", "State", and "Zip".
- Country**: A text input field.
- Phone #:** A field with a hyphen and a sub-field for "Ext #".
- Fax #:** A field with a hyphen.
- E-mail:** A text input field with a checked checkbox labeled "Allow Email".
- FFL:** A text input field with a sub-field labeled "FFL Exp." containing two slashes " //".

At the bottom right of the window are two buttons: "Add" and "Close".

Last Name must be filled out in order to add a address. If the address that is being added is a company and not a person with a last name; fill out the "Last Name" with the business name and leave first and middle blank.

All other fields are optional.

- E-mail: This feature will be used with the mass e-mail function of version 6. Having the "Allow Email" checked will allow that address to be emailed.
- FFL: Federal Firearm Licenses these fields are used for stores that sell guns.
- UDF: User Defined Fields tab can be used for any purpose UDFs generally do not show up in reports.

4.) Click Add

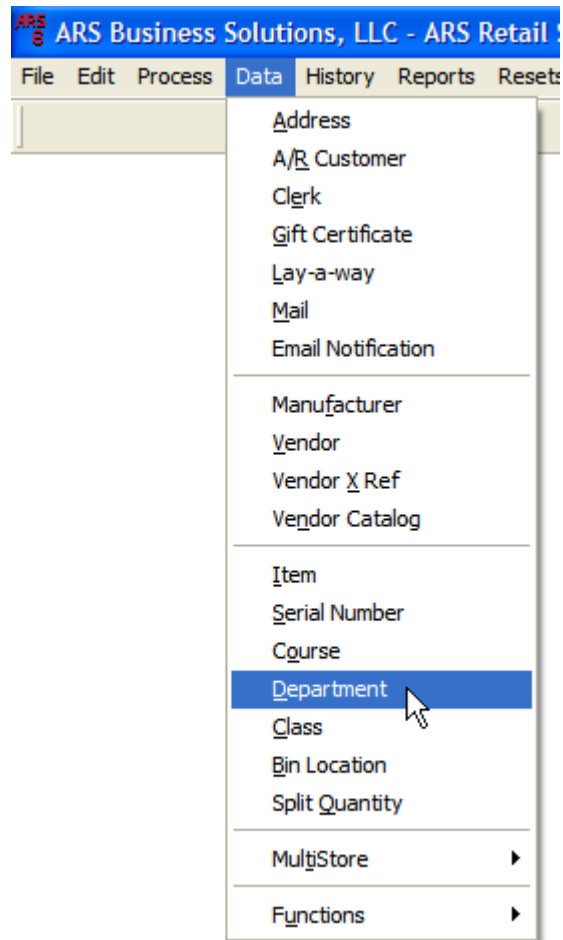
You have successfully created a new entry in your address table. This address may now be used in the manufacturer, vendor, mail, clerk, layaway, and A/R tables.

32.2 Departments

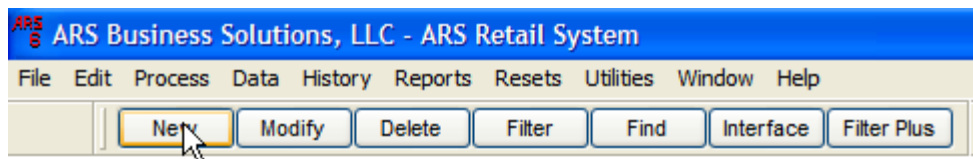
Departments are needed to sort classes for items and should be the first thing created after the address book.

Steps to add new departments:

- 1.) Select Data → Department



- 2.) Select “New” from the basic tool bar



3.) Enter Data into the proper fields

The screenshot shows a software window titled "ARS2 Add Department". It has two tabs: "General" and "Forecast". The "Forecast" tab is selected. The window contains the following fields:

- Dept Desc: [Text box]
- UDF C1: [Text box]
- UDF C2: [Text box]
- UDF C3: [Text box]
- UDF C4: [Text box]
- UDF C5: [Text box]
- UDF D1: [Text box containing //]
- UDF D2: [Text box containing //]
- First Date: [Text box containing 8/5/2010]
- Last Date: [Text box containing 8/5/2010]
- Notes: [Large text area]

At the bottom right, there are two buttons: "Add" and "Close".

“Dept Desc” field must be filled out in order to add a department. All other fields are optional.

- UDF: The User Defined fields are optional and can be customized.
- Forecast: The forecast tab is a version 6 exclusive that is used with ARS2.
[See Department Forecast IMS 6 Enhancement]

4.) Select Add

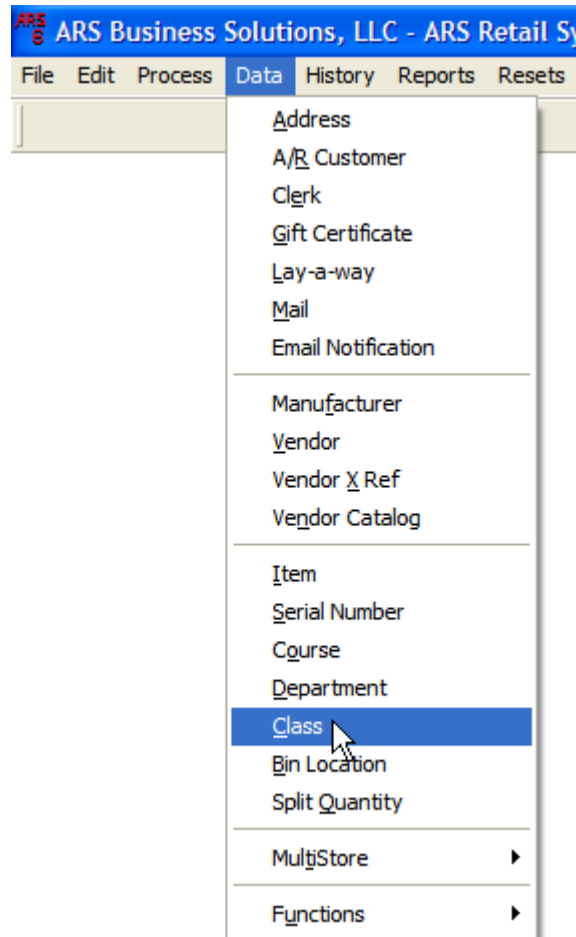
You have successfully added a new department to the department table. Departments will be used for reports and forecast with classes.

32.3 Classes

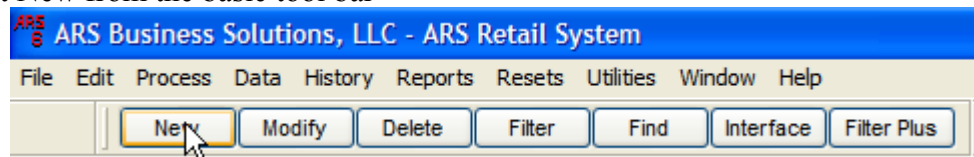
Classes must be added in order to add items to the Item table. Each class is linked to a department. Multiple classes can be linked to one department. Every class can be tracked using the General Ledger.

Steps to add a new class:

- 1.) Select Data → Class



- 2.) Select New from the basic tool bar



UDF Data Field Tab:

- UDF Fields: User defined fields are optional and customizable

	Quantity	Unit Cost	Sales	Markdowns	Purchases
Period To Date	12.00	10200.0000	22192.0000	1196.0000	18700.0000
Month To Date	10.00	8500.0000	18294.0000	1196.0000	11050.0000
Year To Date	12.00	10200.0000	22192.0000	1196.0000	18700.0000
Previous Year	0.00	0.0000	0.0000	0.0000	0.0000

Sales Data Field Tab:

- Sales Fields: Contains sales information for month to date, period to date, year to date and previous year. This includes quantity, unit costs, sales, markdowns and purchases.

APS Edit Class

General UDF Sales **History** PY History Budget Image

	Cost Of Sales	Sales	Mark Downs	Eom Value
January	0.0000	0.0000	0.0000	0.00
February	0.0000	0.0000	0.0000	0.00
March	0.0000	0.0000	0.0000	0.00
April	0.0000	0.0000	0.0000	0.00
May	0.0000	0.0000	0.0000	0.00
June	0.0000	0.0000	0.0000	0.00
July	0.0000	0.0000	0.0000	0.00
August	0.0000	0.0000	0.0000	0.00
September	0.0000	0.0000	0.0000	0.00
October	0.0000	0.0000	0.0000	0.00
November	0.0000	0.0000	0.0000	0.00
December	0.0000	0.0000	0.0000	0.00

OK Cancel

History Data Field Tab:

- History Fields: Contains the January to December class data for Costs of Sales, Sales Totals, Mark Downs, and End of Month Value of good in that class.

APS Edit Class

General UDF Sales History **PY History** Budget Image

	Cost Of Sales	Sales	Mark Downs
January	0.0000	0.0000	0.0000
February	0.0000	0.0000	0.0000
March	0.0000	0.0000	0.0000
April	0.0000	0.0000	0.0000
May	0.0000	0.0000	0.0000
June	0.0000	0.0000	0.0000
July	0.0000	0.0000	0.0000
August	0.0000	0.0000	0.0000
September	0.0000	0.0000	0.0000
October	0.0000	0.0000	0.0000
November	0.0000	0.0000	0.0000
December	0.0000	0.0000	0.0000

OK Cancel

PY History Data Field Tab:

- PY History Fields: Sames as History Fields but for the previous year.

Edit Class

General UDF Sales History PY History **Budget** Image

Budget

January	0.00
February	0.00
March	0.00
April	0.00
May	0.00
June	0.00
July	0.00
August	0.00
September	0.00
October	0.00
November	0.00
December	0.00

OK Cancel

Budget Data Field Tab:

- Monthly Budget for each class can be entered here.

Image Data Field Tab:

- Used with webstore

- 5.) The GL accounts must be assigned if planning on using the GL Function of the IMS. Once all fields have been filled out. Click the “OK” button.

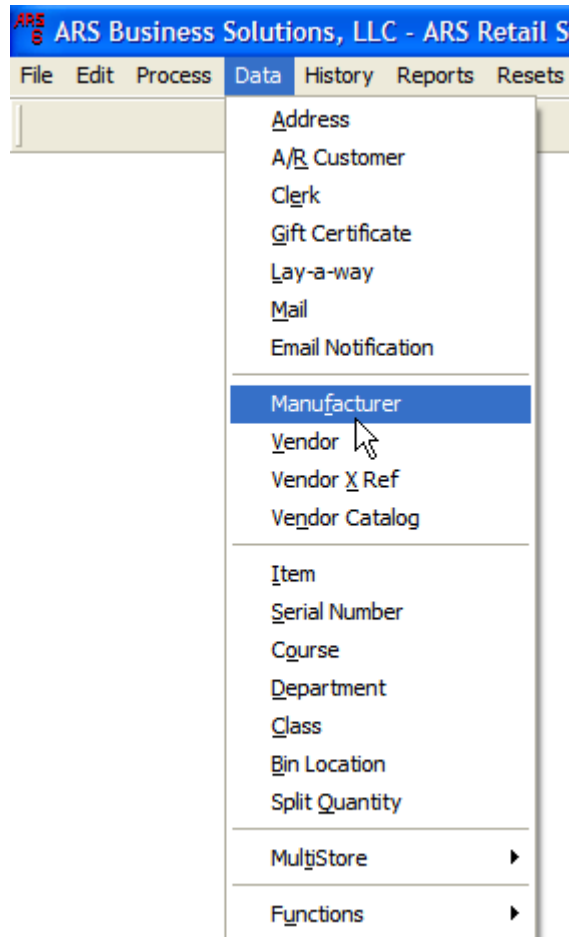
You have successfully created a class and assigned it to a department and assigned the proper GL accounts to the class. Repeat this until all classes have been added into the system.

32.4 Manufacturer

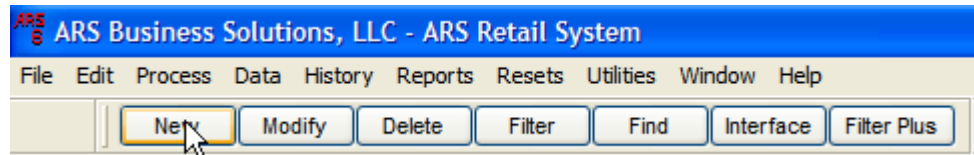
A manufacturer is essentially the “brand” of the item who makes it, not necessary the one it was bought from and shipped from. Some manufacturers directly sell to customers while others only go through vendors or distributors.

Steps to add a new manufacturer:

1.) Data → manufacturer



2.) Select the “New” from the basic tool bar.



- 3.) Enter the data for this manufacturer. The manufacturer field must be completed as well as the address field.

Add Manufacturer

General UDF Image

Manufacturer Coupon MFG#

Address

Last Name

Address1

Address2

City State Zip

Buyer

	Quantity	Purchases
Period to Date	<input type="text" value="0"/>	<input type="text" value="0.0000"/>
Month to Date	<input type="text" value="0"/>	<input type="text" value="0.0000"/>
Year to Date	<input type="text" value="0"/>	<input type="text" value="0.0000"/>
Previous Year	<input type="text" value="0"/>	<input type="text" value="0.0000"/>

Co-op %

Amt Used

General Tab:

- Manufacturer: Manufacturer Name. (REQUIRED)
- Address: Manufacturers address. (REQUIRED)
- Period to date: Quantity and Purchases by period.
- Month To Date: Quantity and Purchases by month.
- Year to date: Quantity and Purchases by year.
- Previous Year: Quantity and Purchases by previous year.

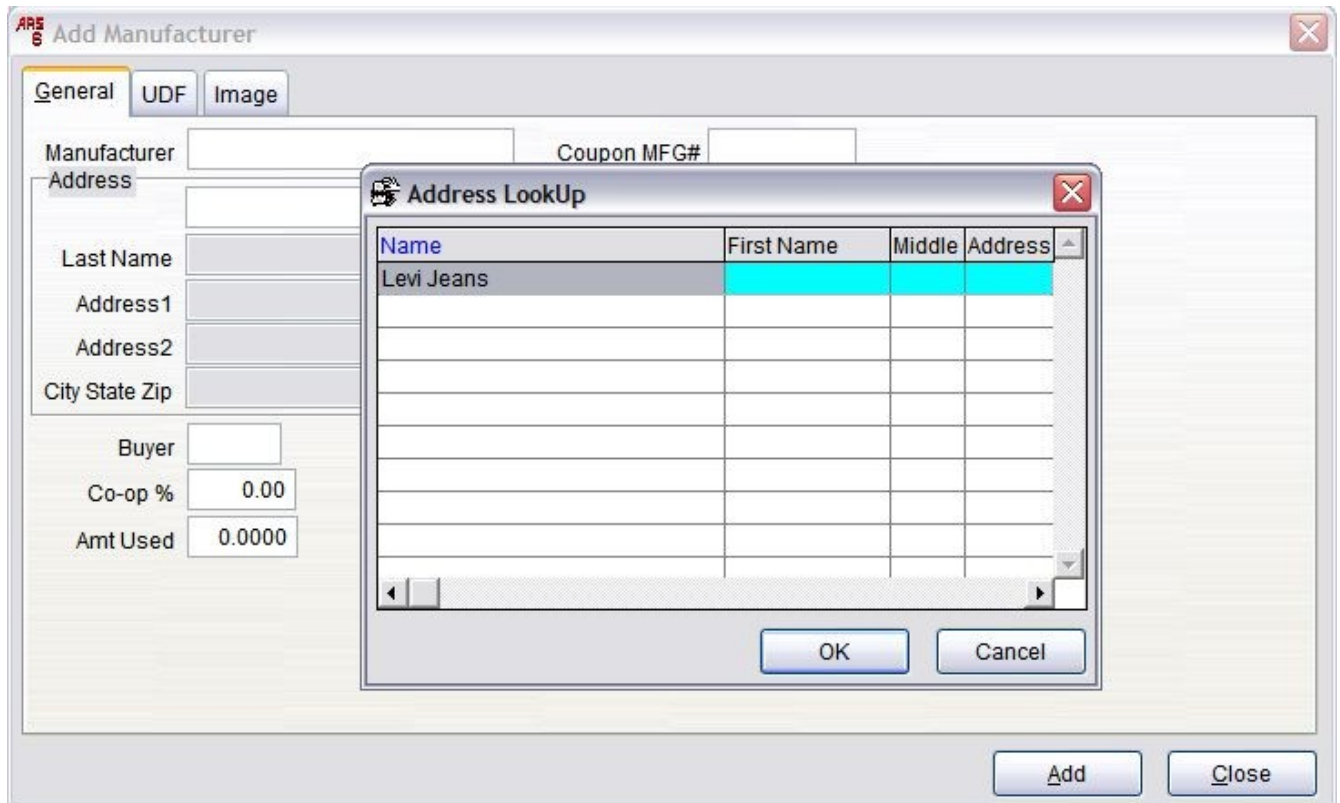
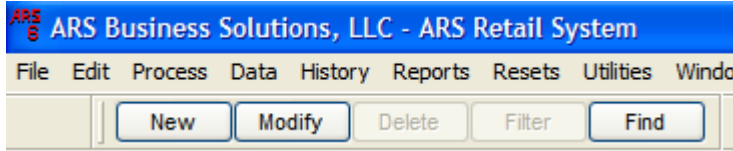
UDF Tab:

- Optional UDF Fields

Image Tab:

- Used By Web Store

- 4.) Click the “LookUp” button next to the Address field and choose an address for the manufacturer
 1. If the address is not present then click the “New” button in the main tool bar section to enter a new address into the address table. [Back to Address Entry]



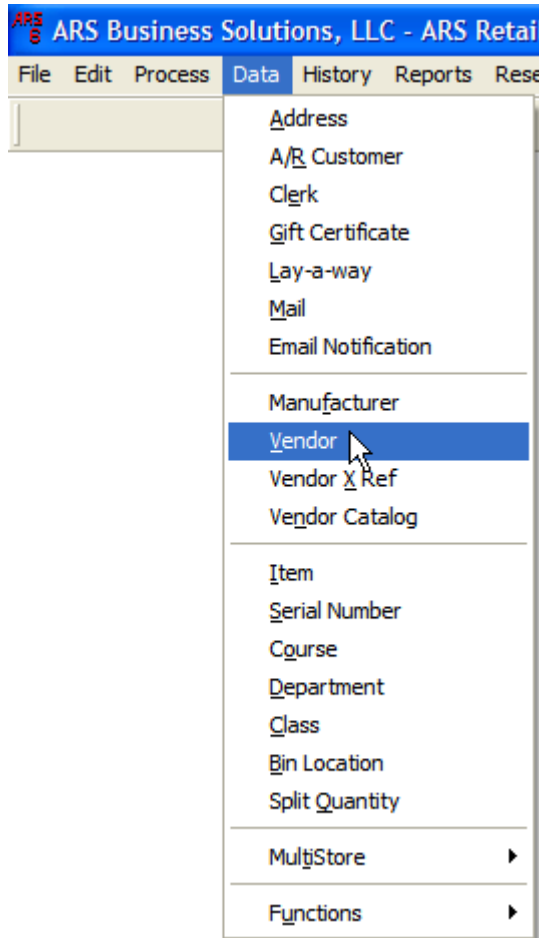
Click the “OK” button after choosing the address and then click the “add” button to add the manufacturer. You have successfully added a new manufacturer to the manufacturer table.

32.5 Vendor

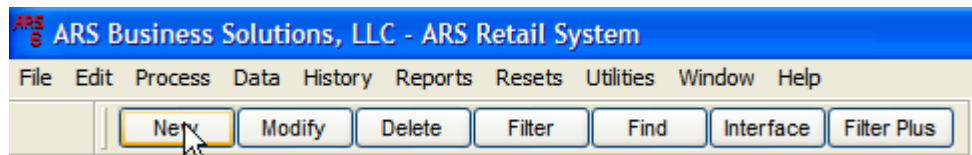
Vendors are the distributors of the product, a vendor can be a manufacturer. This is the company that is shipping the product.

Steps to adding a new vendor:

1.) Data → Vendor



2.) Select the “New” button from the basic menu.



3.) Enter the data for the vendor. The vendor field must be completed as well as the address field.

The screenshot shows the 'Add Vendor' dialog box with the following fields and values:

- Vendor: 1
- Address: (empty) [LookUp]
- Last Name: (empty)
- Address1: (empty)
- Address2: (empty)
- City State Zip: (empty)
- FFL: (empty)
- Phone #: (empty)
- Fax #: (empty)
- E-mail: (empty)
- Web Site: (empty)
- Customer ID: (empty)
- Ship Id: (empty)
- Terms: (empty)
- FOB: (empty)

General Data Field Tab:

- Vendor: Can be alpha-numeric (IE.. 1001 or Ellet Brothers) (REQUIRED)
- Address: Address for the vendor (REQUIRED)
- Customer ID: Carries over to accounts posting, purchase orders and invoices.
- Ship ID: Carries over to accounts posting, purchase orders and invoices.
- Terms: Carries over to accounts posting, purchase orders and invoices.
- FOB: Carries over to purchase orders.

UDF Data Field Tab:

- User defined fields are optional

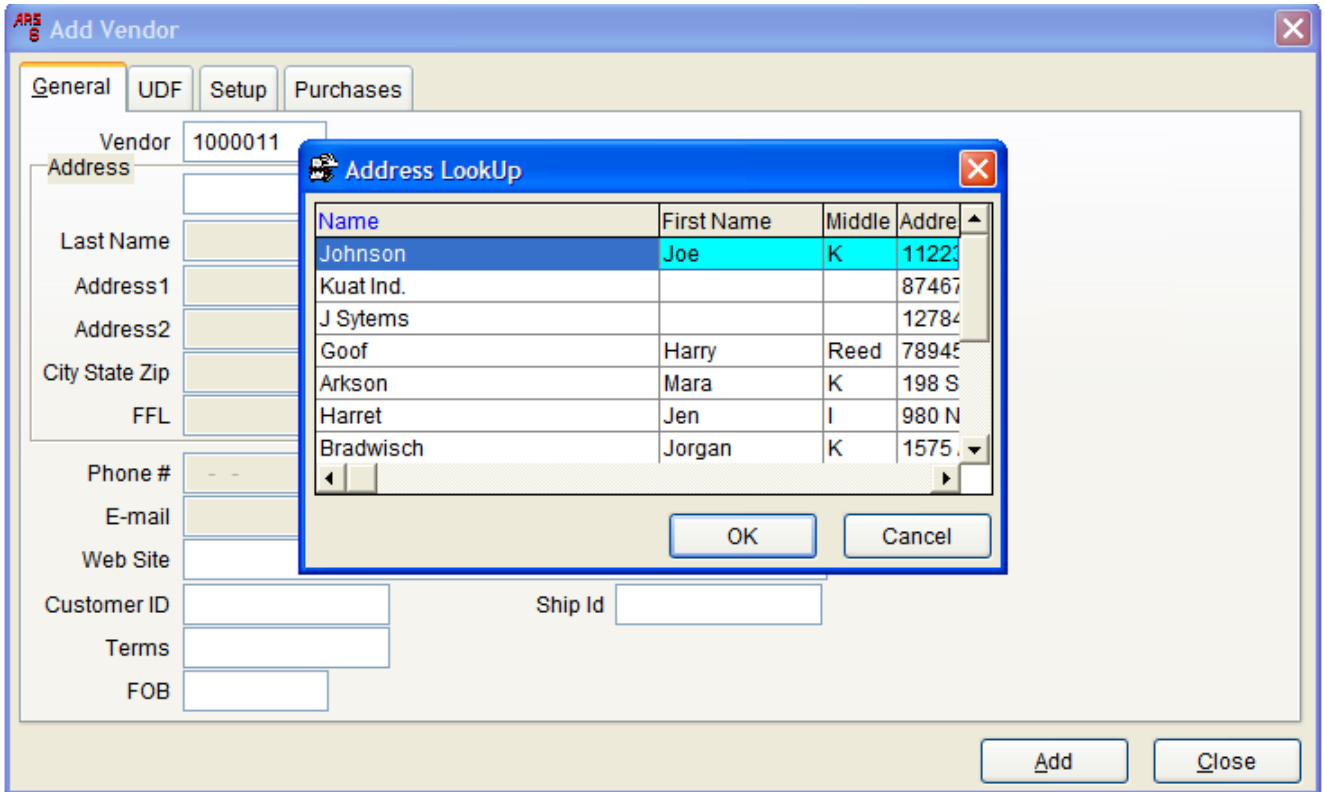
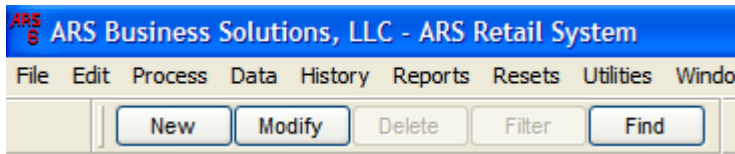
Setup Data Field Tab:

- Setup fields are for ARS2 Forecasting tools and EDI receiving tools set up by ARS.

Purchases Data Field Tab:

- Contains purchase details for quantity, purchases, and unapplied freight; by month, period, year, and previous year.

- 4.) Click “LookUp” next to the Address field and choose an address for the vendor.
1. If the address is not present then click the “New” button in the main tool bar section to enter a new address into the address table. [Back to Address Entry]



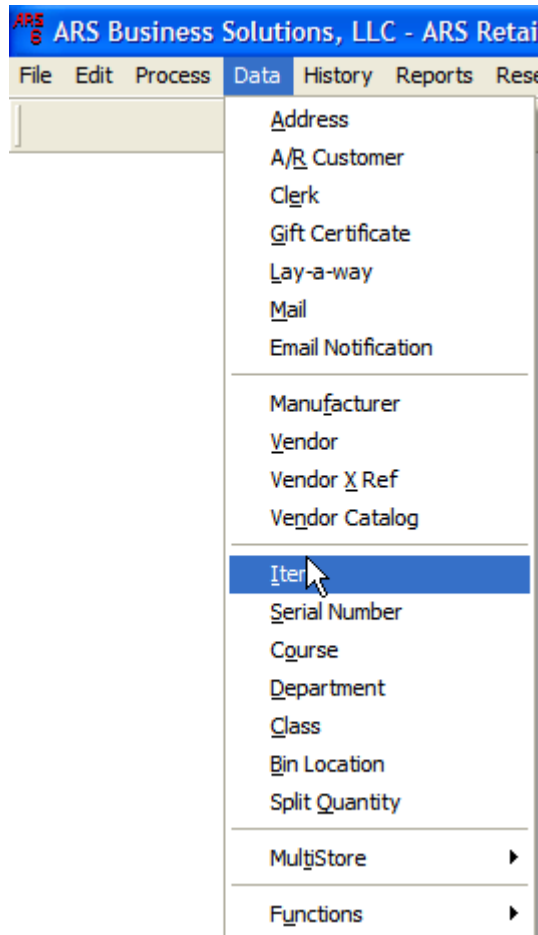
Click OK after selecting the address for the vendor and then click the “Add” button. You have successfully created a new vendor.

32.6 Items

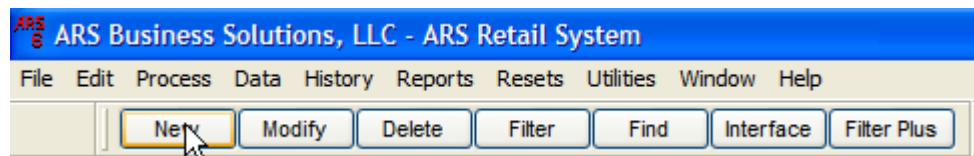
Adding items requires the knowledge of all the previous data entry steps. Each item in the store has multiple sets of fields that need data input from the user unless it is preloaded in your system or in the vendor catalog.

Steps to adding items to the item table.

1.) Data → Item



2.) Select the “New” button on the main tool bar.



3.) All items need Item #, Description 1, and Class filled out all others are optional.

The screenshot shows the 'Add Item' dialog box with the following fields and controls:

- Item #:** 1
- UPC:** (empty)
- Description 1:** (empty)
- Description 2:** (empty)
- Manufacturer:** (empty) with a **LookUp** button
- Style:** (empty)
- Size:** (empty)
- Color:** (empty)
- Other:** (empty)
- Class:** (empty) with a **LookUp** button
- Season:** (empty) with a **LookUp** button
- Letter:** (empty)
- Type:** (dropdown menu)
- Description:** (None) (dropdown menu)
- Cross Reference:**
 - Vendor:** (empty) with a **LookUp** button
 - Cross Ref #:** (empty)
 - Pkg Qty:** 1.00
 - Units/Pkg:** 1.00

- Item #: Automatically assigned when creating a new item, can be changed in the item codes tab.
- Description 1: Main Description of Item.
- Description 2: Not labeled but is to the right of Description 1, the second field.
- Manufacturer: List the manufacturer of the item.
- Style/Size/Color/Other: Detailed Descriptions of the item.
- Class: Class assigned for the item.
- Letter: Choose a unique letter that will print when sold in the POS.
- Cross Reference: This is for purchase orders or receiving by invoice, a cross ref # is generally the part number.

Each data field can be manually modified by the user. Also the Sales, Cost/Price, History and PY History will automatically be changed by the IMS as orders are taken and product is sold.

				Gp%	Gp \$
Avg Cost	0.0000	Price 1	0.0000	fx 0.00	0.0000
Last Cost	0.0000	Price 2	0.0000	fx 0.00	0.0000
L Cost Only	0.0000	Price 3	0.0000	fx 0.00	0.0000
QoH	0.00	Price 4	0.0000	fx 0.00	0.0000
On Order	0.00	Price 5	0.0000	fx 0.00	0.0000
Commit Qty	0.00	Sugg Retail	0.0000	0.00	
		P1-Disc	0.0000	0.00	0.0000
		Promotion			

Cost Price Data Field Group:

- Item #: Automatically assigned when creating a new item, can be changed in the item codes tab.
- Description 1: Main Description of the Item.
- Description 2: Not labeled but is to the right of Description 1, the second field.
- Avg Cost: Average Cost is automatically generated when entering a Purchase order or Receive by Invoice.
- Last Cost: Last cost entered on a purchase order is updated automatically.
- QoH: Quantity on hand in the store.
- Price 1-5: Each price level can be assigned to a mail list or A/R account. Price 1 is default.
- Sugg Retail: Suggested retail for the item to compare your Price 1-5 levels.
- P1-Disc: Discount attributed to Price 1 for a clearance item at the POS.
- Promotion: Created using the promotion process of the IMS.

Que Labels Button will que labels for the label type of this item and the quantity on hand of this item.

Setup Data Field Tab:

- Description 1 and 2: Are still editable in this tab.
- Serial Group: Assigns a serial group to this item. (Primarily for guns)
- Label Type: Assigns a label type to this item (See Bar-code label printing document)
- Label MSG: Places a unique label message for this product on the product label.
- TAX: Set tax code for the item. (IE Non-Tax or Taxable)
- Delete Date: Sets a date for the item to be deleted from the system.
- Linked Item: Links a smaller package quantity to this item. Used for item to item transfer.
- ID age: Sets age requirement to purchase an item on the POS.
- Min/Max Qty: Sets the minimum and maximum quantities for the purchase order interface.
- Matrix: Sets a matrix ID for using the matrix feature of the IMS.

Setup Data Field Check Boxes: Placing a check mark in any of the boxes will mark that item for that function in the IMS. Keep Detail History, Commissionable and Discountable are always marked when a new item is generated. It is not recommended to un-check Keep Detail history.

Add Item Data Field group:

- Add Button: Allows you to type/scan a new item code and hit add.
- Delete Button: Deletes current item code selected. (will not delete if primary item #, if only one item number is present)
- Make Primary: makes current selection the Item# Data Field.
- Make UPC: Will make current the itemcode the UPC that is printed on labels, if it is less then 11 digits long it will add 4 and then leading 0's to that item code. If its longer then 11 it wont allow it to become a UPC. (IE Item # 6 made into a UPC would be 40000000006)
- Clear UPC: Makes the UPC of a item blank.

Item # 6 UPC

Description 1 Levi 501 Instant Old 29 X 30

Pkg. Breaks 0.00

	Quantity	Costs	Sales	Discounts	Variance
Period to Date	0.00	0.0000	0.00	0.00	
Month to Date	0.00	0.0000	0.00	0.00	
Year to Date	0.00	0.0000	0.00	0.00	
Previous Year	0.00	0.0000	0.00	0.00	
Kit Qty	0.00				
Trnfr Qty	0.00				
WTD Qty	0.00				
Week1	0.00				
Week2	0.00				
Week3	0.00				
Week4	0.00				
			Last Cnt	//	
			Last Sold	//	
			Last Received	//	

Add Close

Sales data field group: Everything here can be changed, it is not recommended to change any data in here as the weekly, monthly, period and yearly resets will automatically calculate these totals.

	Eom Qoh	Sales Qty	Cost Of Sales	Sales	Mark Downs	Forecast Qty
January	0.00	0.00	0.0000	0.0000	0.0000	0.00
February	0.00	0.00	0.0000	0.0000	0.0000	0.00
March	0.00	0.00	0.0000	0.0000	0.0000	0.00
April	0.00	0.00	0.0000	0.0000	0.0000	0.00
May	0.00	0.00	0.0000	0.0000	0.0000	0.00
June	0.00	0.00	0.0000	0.0000	0.0000	0.00
July	0.00	0.00	0.0000	0.0000	0.0000	0.00
August	0.00	0.00	0.0000	0.0000	0.0000	0.00
September	0.00	0.00	0.0000	0.0000	0.0000	0.00
October	0.00	0.00	0.0000	0.0000	0.0000	0.00
November	0.00	0.00	0.0000	0.0000	0.0000	0.00
December	0.00	0.00	0.0000	0.0000	0.0000	0.00

Add Close

History and PY history data field group: Everything here can be changed, it is not recommended to change any data in here as the monthly and yearly resets will automatically calculate these totals.

Commission : See Your IMS Enhancement Commissions