

Bookseller Tips Per Reporting Pre-Order Sales to the NYT Bestseller List

1. Anthology

- A.) On day of order:
1. Enter "SPO" (special order) for customer (do not complete transaction)
 2. Highlight title. Under "actions" select "pre-paid" and enter
 3. "Take Tenders" - select payment method. Transaction is completed and counted as a "pre-paid" special order.

On pub date (or anytime after)

1. Process transaction as you would any other sale. Make sure you have selected correct customer.
2. Transaction will automatically complete as a sale but with 0.00 "tenders" due.

OR

- B.)
1. Ring up the pre-order as a pre-pay deposit.
 2. Do a pick-up for all pre-orders when the book goes on sale.

2. Basil

Pre-sales of Ticketed Events and/or Pre-Orders (Pre-Sku)

Creating a PRESKU

1. In Basil, go to Purchasing / Receiving → Receipts.
2. Click on "New Receipt" in the upper right hand corner to create a new receiving memo. Basil will respond by bringing up a blank receiving screen.
3. Enter the vendor name for the title in question.
4. Now click on the "Manual Book" icon in the center left portion of the screen. Basil will pop up a new title data entry screen.
5. In the ISBN field, enter the PRESKU code. ** This will vary by store **
6. Click on the little book icon to the right of the Details box to enter the title of the book. Make sure you include the word PRESKU after the title so that no one confuses the PRESKU with the actual book.
7. Fill out the rest of the bibliographic information. Click the OK icon to add the record.
**Be careful to ensure that the price put in for the PRESKU matches the actual price of the book.
8. Receive and post a copy of the PRESKU. Then go back and use Basil's editing function to zero the on hand quantity for the PRESKU. Wait a minute or so for Basil's cloud to catch up with your data entry, and the PRESKU will be ready for use.

Moving PRESKU Sales Over to Week of On Sale Sales

1. Look up the PRESKU, and find out how many were sold.

2. Go to Basil's sales register screen. Put in the PRESKU, and enter it onto the sale screen.
3. Double click on the PRESKU line, to bring up a sale detail box.
4. Change the sale quantity from the default 1 to the negative of however many copies we sold of the PRESKU. Then click OK.
5. Now enter the title's regular ISBN. Enter a sales quantity equal to the number of PRESKUs sold.
6. The net amount should be zero.
7. If the net amount is zero, go ahead and process the sale. Basil will not ask for a tender type.
8. You will now be showing on hand quantities of the PRESKU. Use Basil's editing function to go to the PRESKU record and zero that quantity.

3. Booklog

1. Create special order deposit and execute the sale in the special order module.
2. When the customer picks up the book the sale is processed as a pre- paid sale through the cash register module.

4. IBID/ie

1. Ring the pre-order as a pre-paid special order.
2. When customer picks up the book ring the order through and report to the NYT sales for the on-sale date.

5. IMerchant

A.) Prepaid Special Orders

1. When creating the Customer order:
 - a. In the **Header** section of the **Customer Order** screen:
 - b. Set **Origin** to *Prepaid*.
 - c. Select the **Tax Area** for your store (this is for stores that have multiple locations in different cities)
 - d. Press **Save**
2. In **Point of Sale**:
 - a. Select **Find Menu** → **Find Customer Order**
 - b. Find the Customer Order (via order number or customer)
 - c. In the upper window taskbar, click the **Deposit/Prepayment** icon
 - d. The **Deposit Percent** should be *100* and the **Balance of Order** should reflect the retail price plus sales tax.
 - e. Click **Add Deposit to POS**
 - f. Collect payment as usual
3. When the customer is picking up their special order:

- a. In **Point of Sale**, scan the Customer Order label or use **Find Menu** → **Find Customer Order** to pull the order into the sale.
- b. The **Tender - Balance Card** screen will pop up with the Account Number and Amount filled in. Press **OK**.
- c. Another prompt will appear asking if you'd like to finish the sale or add more items. Select the appropriate option and continue as usual.

OR

- B)
 1. Ring up the pre-order sale as a special order item through the register (the title is not identified on the customer's receipt). The special order is entered in imerchant at 100% discount.
 2. When the customer picks up the books, scan the bar-code on the special order ticket and it rings up at 0.00 but sells the correct title.
 3. Report all sales to NYT the week of the on-sale date

6. Wordstock

- A) Online Paid Pre-Orders (majority of pre-paid orders for sample store)
 1. In your e-commerce site, create a custom order status (for example, we use "Processing Pre-Order and "Completed Pre-Order") to keep track of paid pre-orders.
 2. On the title's release date:
 - a. Run a report through your e-commerce site that includes just the paid pre-orders.
 - b. Ring in pre-paid online orders through the register
 - b. Use the Discount Function, and ring each order at a 100% discount
 - c. This creates a reportable sale on the day the book is released.

*Note: Creating a custom order status through your e-commerce site also helps to keep track of online pre-orders before they are rung up through Wordstock, and can be used as a data point for internal marketing, promotion, and buying purposes. Titles for which you only expect a handful of pre-orders or less, you can also create a special order in Wordstock. Then, sell each order as above when you contact the customer. That way you don't need to create a report for one or two copies of a book.

- B) In-Store Paid Pre-Orders – Wordstock does not seem to have a way to collect a deposit for a pre-order without recording the sale until release date.