
Managing Multiples and Editions

This guide describes how to set up a master stock record for an item which is made up of multiple elements. The most common use of this routine is where you have a print which is available as an edition, but it can also be used if you have “recurring” stock items such as books.

Some limitations apply to the use of this feature. Stock items set up as multiples cannot be consigned in nor can individual elements of an edition be consigned out. If you need to use either of these methods you should set up each element as an individual item (the “replicate stock item” function can actually make this very fast and straightforward). If you have only some of the individual items from an edition and these vary significantly (perhaps in terms of condition or description) you should also consider setting them up as individual items in their own right.

1. Setting up a multiple or edition

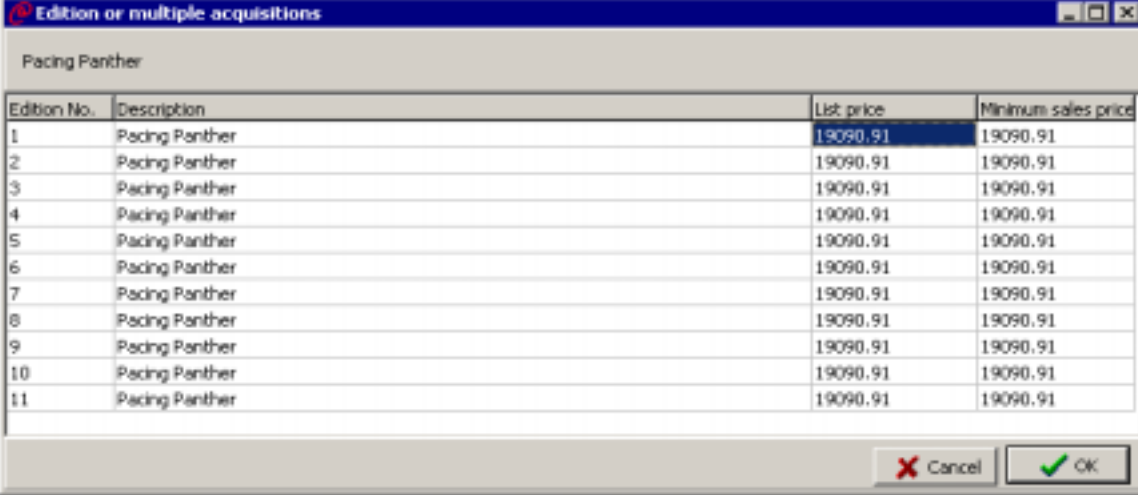
Begin the Inventory and Stock wizard as you would for a normal “single” item bearing in mind that you must be “Purchasing”. Using any of the other acquisition methods will not give you the special options described below.

Complete the first screen as normal until you reach the Purchase Price and Published List Price sections. Since you are setting up a “master” record for the edition you must put in the total values for the edition. For example if you have an edition of 10, each of which will resell for £10,000, you should put £100,000 in the Published List Price field – similarly the Purchase Price should relate to the entire edition not to an individual item.

Once you have completed this screen click “Finish” to move to the next screen. Locate the field labelled “Quantity if edition” as shown in the screen shot below. Use the up and down arrows or type into the box to enter the number of individual items within the edition.



Once the desired number has been entered click on the light bulb icon to the right of this field to bring up the details of each individual item as in the screen below:

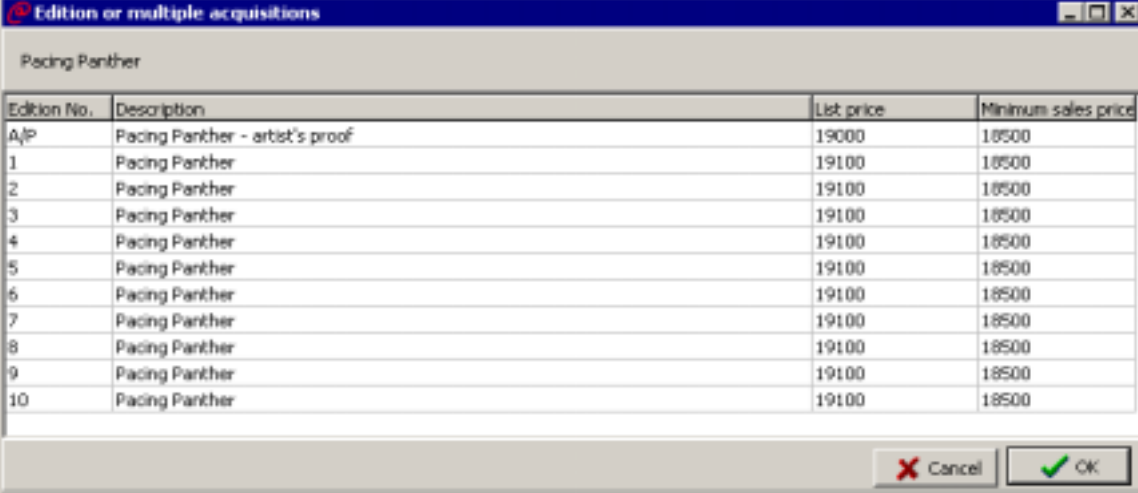


The screenshot shows a window titled "Edition or multiple acquisitions" for the item "Pacing Panther". It contains a table with 11 rows, each representing an edition. The columns are "Edition No.", "Description", "List price", and "Minimum sales price". All list prices are 19090.91 and all minimum sales prices are 19090.91. The first row is highlighted.

Edition No.	Description	List price	Minimum sales price
1	Pacing Panther	19090.91	19090.91
2	Pacing Panther	19090.91	19090.91
3	Pacing Panther	19090.91	19090.91
4	Pacing Panther	19090.91	19090.91
5	Pacing Panther	19090.91	19090.91
6	Pacing Panther	19090.91	19090.91
7	Pacing Panther	19090.91	19090.91
8	Pacing Panther	19090.91	19090.91
9	Pacing Panther	19090.91	19090.91
10	Pacing Panther	19090.91	19090.91
11	Pacing Panther	19090.91	19090.91

The screen shot above shows an edition of 11 items with a total list price of £210,000. At this stage the items are numbered sequentially and the list price is a straight division of the total.

You can edit any of these fields if required. The screen below shows the result of such changes:



The screenshot shows the same window after editing. The first row is now labeled "A/P" and has a list price of 19000 and a minimum sales price of 18500. The remaining 10 rows are numbered 1 through 10, each with a list price of 19100 and a minimum sales price of 18500.

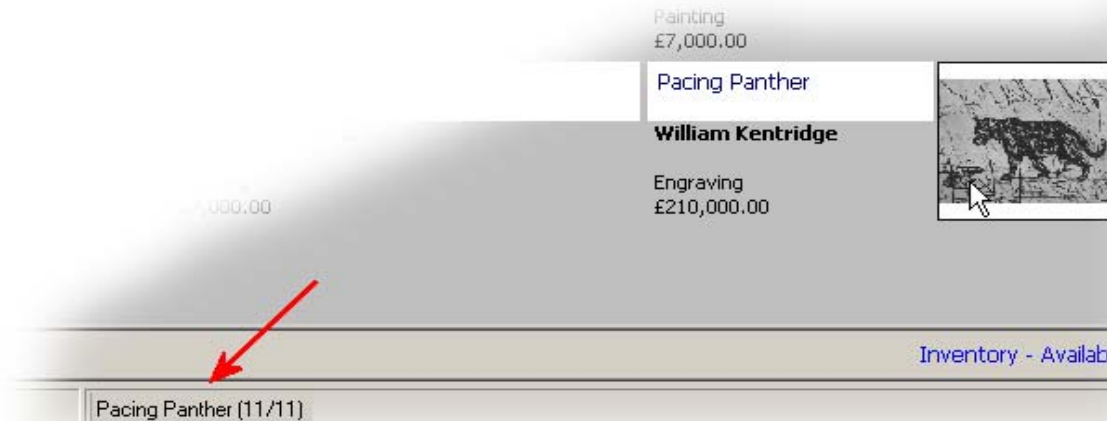
Edition No.	Description	List price	Minimum sales price
A/P	Pacing Panther - artist's proof	19000	18500
1	Pacing Panther	19100	18500
2	Pacing Panther	19100	18500
3	Pacing Panther	19100	18500
4	Pacing Panther	19100	18500
5	Pacing Panther	19100	18500
6	Pacing Panther	19100	18500
7	Pacing Panther	19100	18500
8	Pacing Panther	19100	18500
9	Pacing Panther	19100	18500
10	Pacing Panther	19100	18500

Once you have completed your changes click OK and continue with the Inventory and Stock wizard in the normal way.

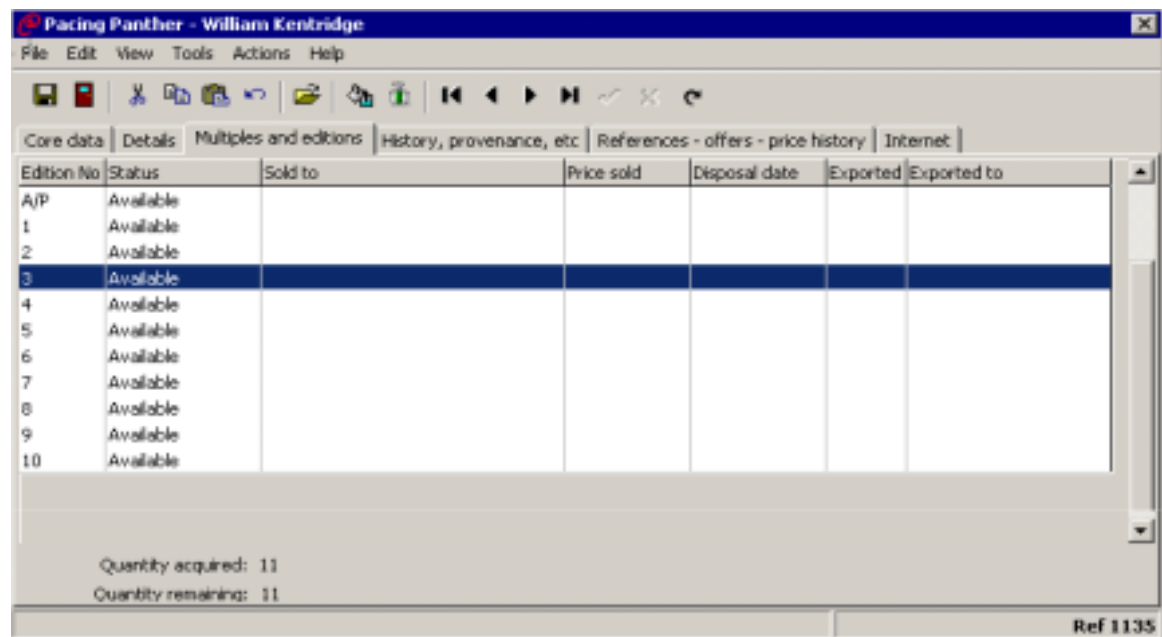
2. Looking at the stock record

The result of the acquisition process described above will be to place a new single record in your database.

If you hover your mouse over the stock item you will see on the bottom bar of the screen a message telling you how many items within the edition are still available – in the case of the screenshot below no items from the edition of 11 have been sold.



Double clicking on the stock record reveals an additional tab labelled “Multiples and Editions”.



This screen shows the status of each item within the edition and will be updated as an individual item is sold. If you wish to edit any of the details (Edition No. Description etc.) of an individual item right click anywhere on this screen and choose Edit.

If the edition will be appearing on your web site please remember to edit the price details on the Internet tab which will by default show the price for the whole edition. Ensure also that information about the edition (number of items, proofs etc.) has been entered to a field which is reflected on your web site.

3. Selling an item

If you wish to sell one (or more) of the items from within the edition, start the sales process in the normal way. The first screen will look as below:

ID	Item	List	Agreed
1135	Pacing Panther William Kentridge	£210,000.00	£210,000.00

Total agreed sale value	£210,000.00
Total extras	£0.00
**Net total	£210,000.00
Taxes	£0.00
Grand total	£210,000.00

At this stage, as you can see from the agreed sale value, Artlook is assuming that the client is buying the entire edition. This will only be the case for the first sale of any of the items within the edition. Once any of the items have been sold Artlook will assume that the “next” item in the edition is to be sold. Click on the Next button.

On this screen you must perform the following steps in the sequence in which they appear:

1. Place a tick mark in the box labelled "Limit sale to a single edition"
2. Pick the number (or code) of the individual item you wish to sell from the selection box which appears
3. Click on the Apply button

Inventory and stock wizard

Add/edit item

Stock number 1135
Pacing Panther (no. A/P)
William Kentridge
-


Tax scheme Standard
Tax rate 17.50

Mark as shipped

List price £19,000.00
Agreed price 19000.00

Limit sale to single edition

Select edition number A/P
Pacing Panther - artist's proof



Selected items (1)

ID	Item	List	Agree
1135	Pacing Panther William Kentridge (no. A/P) Edition id: 1136	£19,000.00	£19,000.00

Total agreed sale value	£19,000.00
Total extras	£0.00
Net total	£19,000.00
Taxes	£3,325.00
Grand total	£22,325.00

Dispose | **Sell** | **Davies, Charles**

At this stage the charges will change to reflect the individual item's cost. If a discount is being applied to this item, change the Agreed Price field (or right click and use the discount calculator) and then click Apply.

If you wish to include further items from the edition right click anywhere on the right hand side of the screen (below the selected item) and choose "Add from Edition". Choose the edition number and hit apply as before.

Complete the transaction as normal.

3. Returning an item

If you wish to cancel the sale of an individual item within an edition (and potentially credit the client), open the edition's stock record and choose the Multiples and Editions tab. Right click on the item you wish to return and select from the normal sale reversal options as shown below:

