

# Adding Catalog Items to Inventory

You have the Catalog installed in your Eagle and you probably use it to look up items.

But did you know that with a couple clicks you can easily add an item from the catalog to your inventory?

You can, and what's more, it's a quick, efficient way to add items and specify the correct department, class, and other supporting information at the same time.

In this module, you'll learn how to set up the Catalog Constants, set up Catalog Preferences, and then add an item to your inventory using the catalog.

## Topics

- Set Up Constants
- Set Up Preferences
- Add Items to Inventory

## Set Up Constants

Before you start adding catalog items to your inventory, you will want to make sure the MTCC – your catalog constants – are set up.

This has to be done before you can access any of the catalog items.

If you have more than one catalog on your system—remember, you can have up to five—the constants will have to set up for each of them.

Let's begin with a review of these constants and what they mean to you.

Keep in mind as we discuss each one that the defaults will be used when you're adding a catalog item to inventory from the Point of Sale posting screen.

If you add a catalog item to inventory directly from the catalog, you'll see an Add Item dialog that allows you to change the defaults before adding the item to IMU.

Start by opening the Catalog from the Eagle Browser or type in CAT in the launch bar of the Eagle.

Next, open the Miscellaneous menu and select #2 – Maintain Catalog Constants.

MTCC opens and you can select the catalog you want to work with from the drop-down menu here.

Don't forget to click Display after making your selection.

The first option is the catalog name.

Notice that it's already populated in the first field.

This cannot be changed.

Next, you'll enter the default vendor code for this catalog.

To do this, just click the Value field and type the vendor name in the box.

Press Enter to return to MTCC.

You'll also need to enter a default department.

This is normally the Miscellaneous department you have in your inventory.

You have the option to always use the default department code you entered above or to use it only when an item doesn't have a valid department code.

Typically, you'll enter S to use the default code only when necessary.

If you set the last option to S, you can choose to use an alternate department in place of the default.

This is usually set to No.

These three options allow you to use the catalog fineline, class and mfg. vendor to update an item's record in IMU.

Enter Yes if you want to use the designations from the catalog.

Keep in mind, this may result in the addition of an invalid code.

The next set of options allows you to add a code to IMU if the catalog you're working on has either of these fields.

You can also add a code to IMU to indicate that an item was added to inventory from the catalog.

If you have more than one store, you'll use the Add to Stores option to indicate where an item should be added.

For instance, to add the item to IMU in all stores in your system, enter an asterisk.

To just add it to certain stores, type the store numbers with no spaces or punctuation.

For instance, 347 in this option tells Eagle to add the item to store #3, #4, and #7.

For more ways to configure this field, please review the MTCC information in Online Help.

Next up is Show Store Retail.

Entering a Y in this option tells Eagle to display the retail price from IMU if the item exists in your inventory.

If you leave this field blank, the catalog retail price will always display in the catalog.

Finally, you can set a default order point for catalog items here.

If you add an item from the catalog into inventory, Eagle will use the number you enter here as the quantity in the Order Point field.

After reviewing and changing the catalog constants, you must click Change before your selections take effect.

Repeat these steps for each of the catalogs you use.

## Set Up Preferences

Once you have completed and saved all your catalog constants you have a few more choices to make.

You can adjust the catalog hierarchy—that is, the order in which catalogs are searched when you are looking for an item that you don't stock.

Whichever catalog is listed as 1 is also the default that opens when you launch the Catalog application.

To set the hierarchy, select #1 from the Miscellaneous menu and enter the correct number for the current catalog.

Next you'll want to set your catalog preferences.

Open the Tools menu and select Options.

Then check the options that you'd like to use for the catalog shown in the drop-down menu.

Remember, you'll need to set your preferences for each catalog if you use more than one.

The choices you make will have to be done on every PC that has access to the catalog.

Here are a few things you need to consider when deciding which options to check.

Do I want to have an item from the catalog added automatically to IMU with no chance to review or customize the fields?

If No, then leave both "Quick Add" boxes blank.

The Add Item box will display whenever you select an item to be added to inventory, allowing you to change any information necessary before adding the catalog item to inventory.

Are my catalogs accessible to customers?

If so, you may want to check Display Coded Cost.

True Value catalogs may also select Display Alternate Coded Cost.

The actual code used varies by catalog and is explained in Online Help.

Just keep in mind that if you create your own catalogs using the Catalog Import Tool, you cannot display coded costs.

Finally, do I want to hide the Retail Price or Catalog Cost? If so, check the appropriate box.

## Add Items to Inventory

Now that you have set up all the constants and preferences for each of your catalogs, you can start adding items to your inventory.

Keep in mind that, in order to add an item to inventory from your catalog, employees will need security bit 284.

Let's start in Inventory Maintenance.

Click Catalog in the toolbar or press F2 to open the catalog.

In the catalog window, look up the item by entering the SKU, Mfg Number or UPC Code, or search for the item you want to add to inventory by entering the Description, Mfg Name, or Fineline.

Once you have found the item in the catalog, just press Add.

If you selected Quick Add in the Catalog Preferences window, the item is automatically added to IMU using the default values that you entered in MTCC.

Otherwise, you'll see this pop up window displaying information about the item from the catalog.

You can either leave the defaults that the catalog has or you can change the information.

For example, you may want to show a higher or lower retail than the catalog suggests.

If so, you can change it here.

Once you have reviewed all the default information and made any necessary changes, press Add.

As you can see, once you've set up the constants for each catalog that you use, you can add items from your catalog into inventory without a lot of extra keystrokes.

I'd encourage you to give this a try!

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