

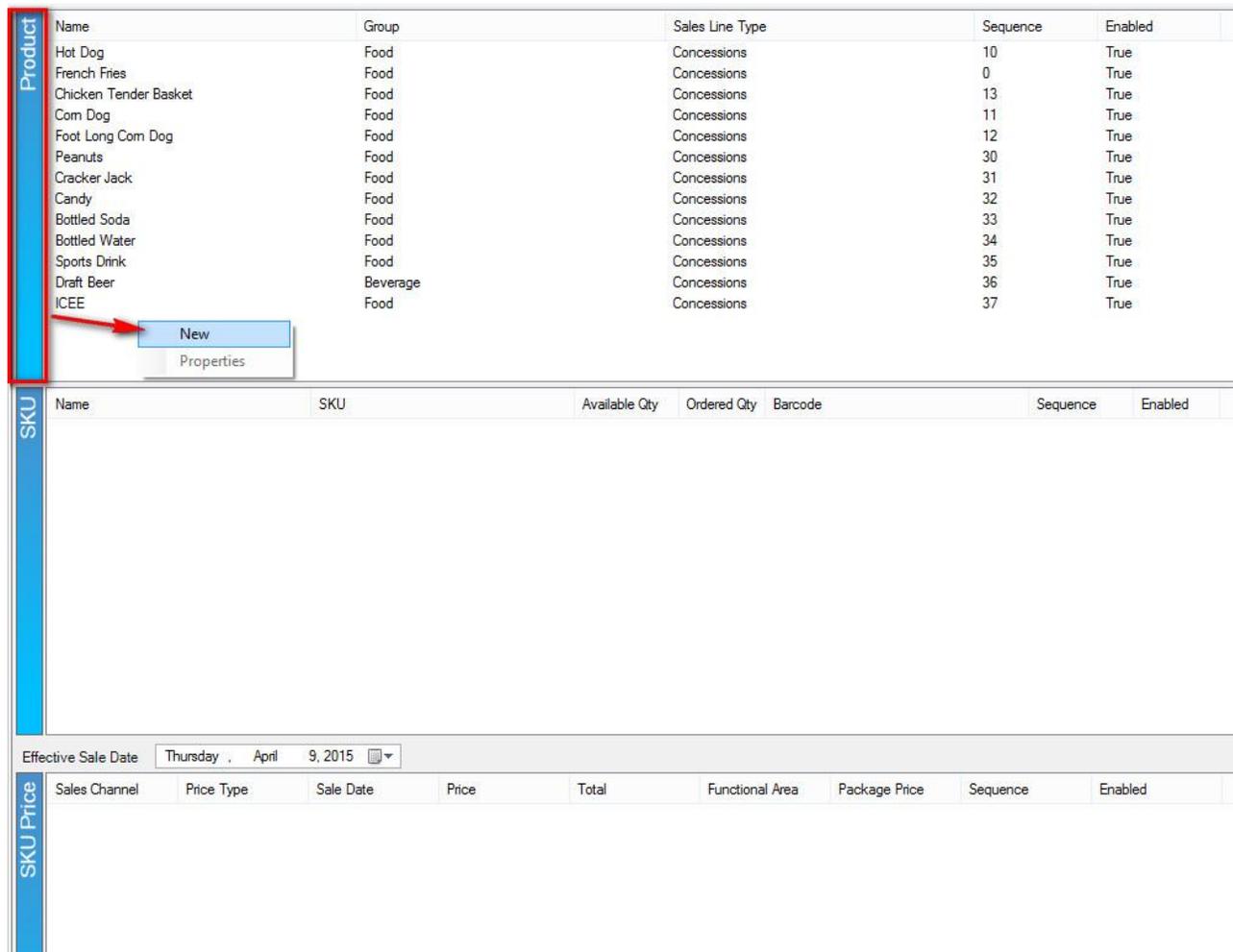
Catalog Items can be used to create Merchandise or Concessions inventory to sell through AMS. Use these steps to create concession and merchandise items in **Administration**.

1. In **Administration**, click on your **Corporate Organization**  icon.

2. Click on your **Sales Organization**  icon that has been set up for your concessions or merchandise items. **NOTE:** Check with your system administrator to confirm which **Sales Organization(s)** these items need to be built.

3. Once you are in the correct **Sales Organization** folder, double click on the catalog icon  to start entering your items.

4. The **Product** area is where you will input all of the different types of items. To add an item; right click in white space and select **New** (See Image 2).



The screenshot displays the AMS interface with a 'Product' sidebar on the left. The main area shows a table of products with columns for Name, Group, Sales Line Type, Sequence, and Enabled. A context menu is open over the 'ICEE' row, showing 'New' and 'Properties' options. Below the product list is an 'SKU' section with a table for item details and an 'Effective Sale Date' dropdown set to Thursday, April 9, 2015. At the bottom is an 'SKU Price' section with a table for pricing information.

Name	Group	Sales Line Type	Sequence	Enabled
Hot Dog	Food	Concessions	10	True
French Fries	Food	Concessions	0	True
Chicken Tender Basket	Food	Concessions	13	True
Corn Dog	Food	Concessions	11	True
Foot Long Corn Dog	Food	Concessions	12	True
Peanuts	Food	Concessions	30	True
Cracker Jack	Food	Concessions	31	True
Candy	Food	Concessions	32	True
Bottled Soda	Food	Concessions	33	True
Bottled Water	Food	Concessions	34	True
Sports Drink	Food	Concessions	35	True
Draft Beer	Beverage	Concessions	36	True
ICEE	Food	Concessions	37	True

Name	SKU	Available Qty	Ordered Qty	Barcode	Sequence	Enabled

Effective Sale Date: Thursday, April 9, 2015

Sales Channel	Price Type	Sale Date	Price	Total	Functional Area	Package Price	Sequence	Enabled

Image 2

5. A **Catalog Product** window will appear. (See Image 3).

The screenshot shows a window titled "Catalog Product: New" with a "Concessions" icon and tab. The "General" tab is selected, displaying the following fields:

- Sales Line Type: Concessions (dropdown menu with an ellipsis button)
- Product Group: (empty dropdown menu with an ellipsis button)
- Product Name: (empty text box)
- Internal Name: (empty text box)
- Display Sequence: 0 (spin box)
- Color: (empty dropdown menu)
- Project Code: (empty dropdown menu with an ellipsis button)
- Enabled:

At the bottom right, there are buttons for "OK", "Cancel", and "Apply".

Image 3

A. General Tab

Sales Line Type: A **Sales Line Type** defines the actual items being sold. A **Sales Line Type** is established under a sales line to define what is being sold regardless of the underlying mechanics (**Sales Line**) being used to process the sale. Select the correct **Sales Line Type** from the drop down. If there isn't a category in the drop down, click on the **Ellipsis** button to the right of the drop down and create a new Sales Line Type category. (See Image 4).

This image shows a close-up of the "Sales Line Type" dropdown menu. The menu is open, displaying the following options:

- Concessions (highlighted)
- Merchandise
- Vouchers

Ellipsis buttons are visible to the right of both the "Sales Line Type" and "Product Group" labels.

Image 4

Product Group: **Product Group** allows you to group like items together (i.e. Popcorn, Cookies, Candy are all items that can be grouped together under the **Product Group** "Food")(See Image 5).

Product Group Beverage ...

Product Name Food

Image 5

Product Name: This is the actual name of the item. The **Product Name** should be the true title or name of the item that will appear if you sell this item online.

Internal Name: This is the name of the item that will appear in AMS or in the POS screen at the box office or concessions stand.

Display Sequence: Display Sequence allows you to assign a sort order number to list the item in the box office or online.

Color: You can assign a color to an item that will designate the item button on the POS screen. (i.e. T-shirts are assigned the color blue and the button on the POS screen will appear blue).

B. Sales Channel Tab

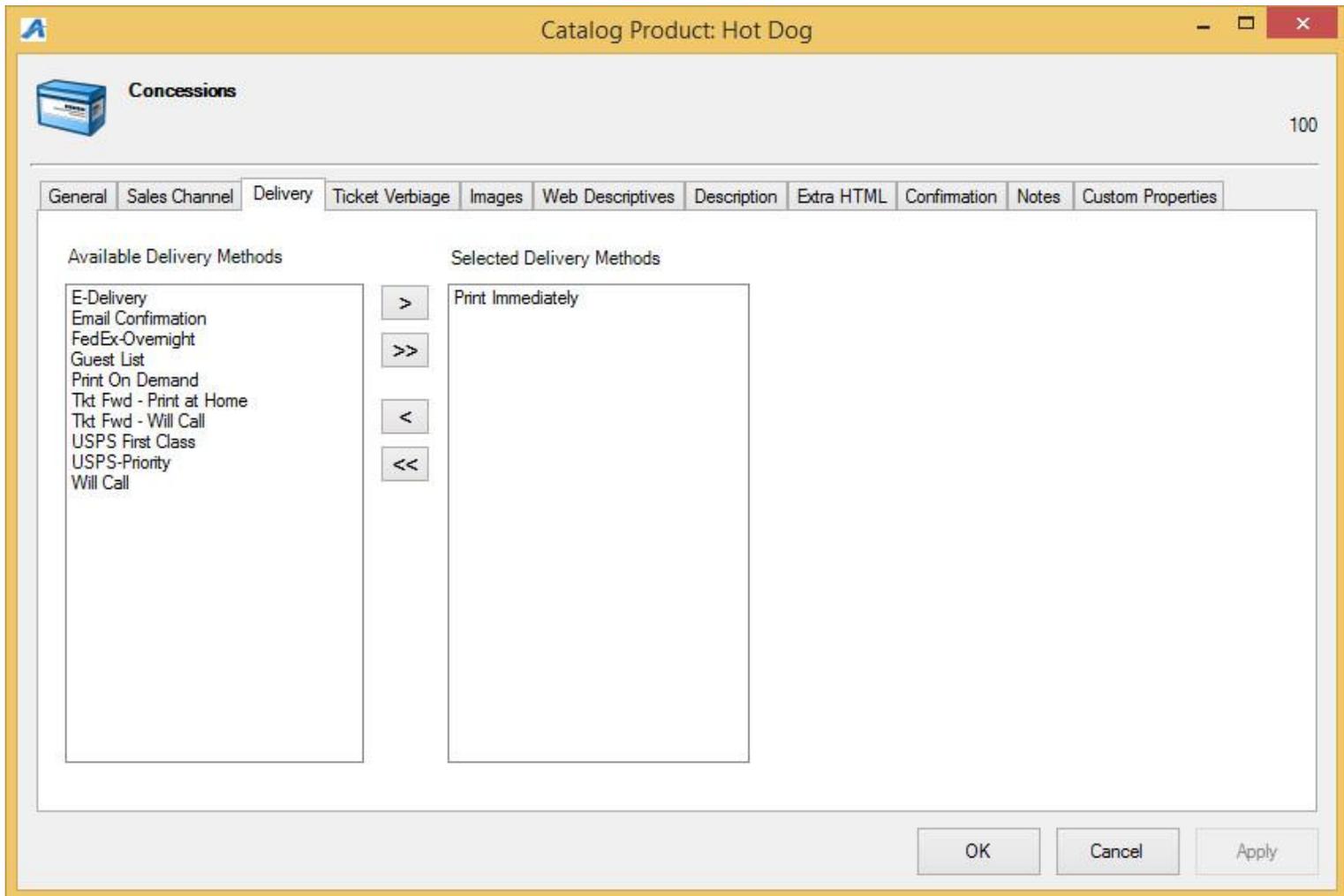
This is where you will select the on sale **Start Date** and **End Dates** as well as selecting the **Sales Channels** that you want the items to be available for purchase. Check mark the **Sales Channel(s)** and set the dates and times for sales (See Image 6).

NOTE: If this is a concession item, **AMS Box Office** will be the only box you want checked as most organizations do not sell concession items through the web.

General Sales Channel Delivery Ticket Verbiage Images Web Descriptives Description Extra HTML Confirmation Notes Custom Properties									
Sales Channel	Start Date	End Date	Enabled	Display					
<input type="checkbox"/> AMS Advanced			<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/> Web Advanced			<input type="checkbox"/>	<input type="checkbox"/>					
<input checked="" type="checkbox"/> AMS BoxOffice	04/09/2015 12:00 AM	04/09/2020 12:00 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

Image 6

C. Delivery: move the desired forms of delivery from the left side to the right side by selecting them and then clicking on the ">" to move it over or by simply double clicking the item.



NOTE: Concession items should be set to **Print Immediately** since this is the default and the customer will get the item at the time of order. Merchandise ordered online may require the item to be mailed, so you will need to select the proper form of delivery for those items.

D. Ticket Verbiage: This tab is generally not used for merchandise or concessions. If you are using catalog for ticketing items, please contact your system administrator about your verbiage needs.

E. Images: Upload a picture of the item as a visual aid. Images uploaded in the product setup will appear both online and as an image on the POS button for that item. (See Image 7).

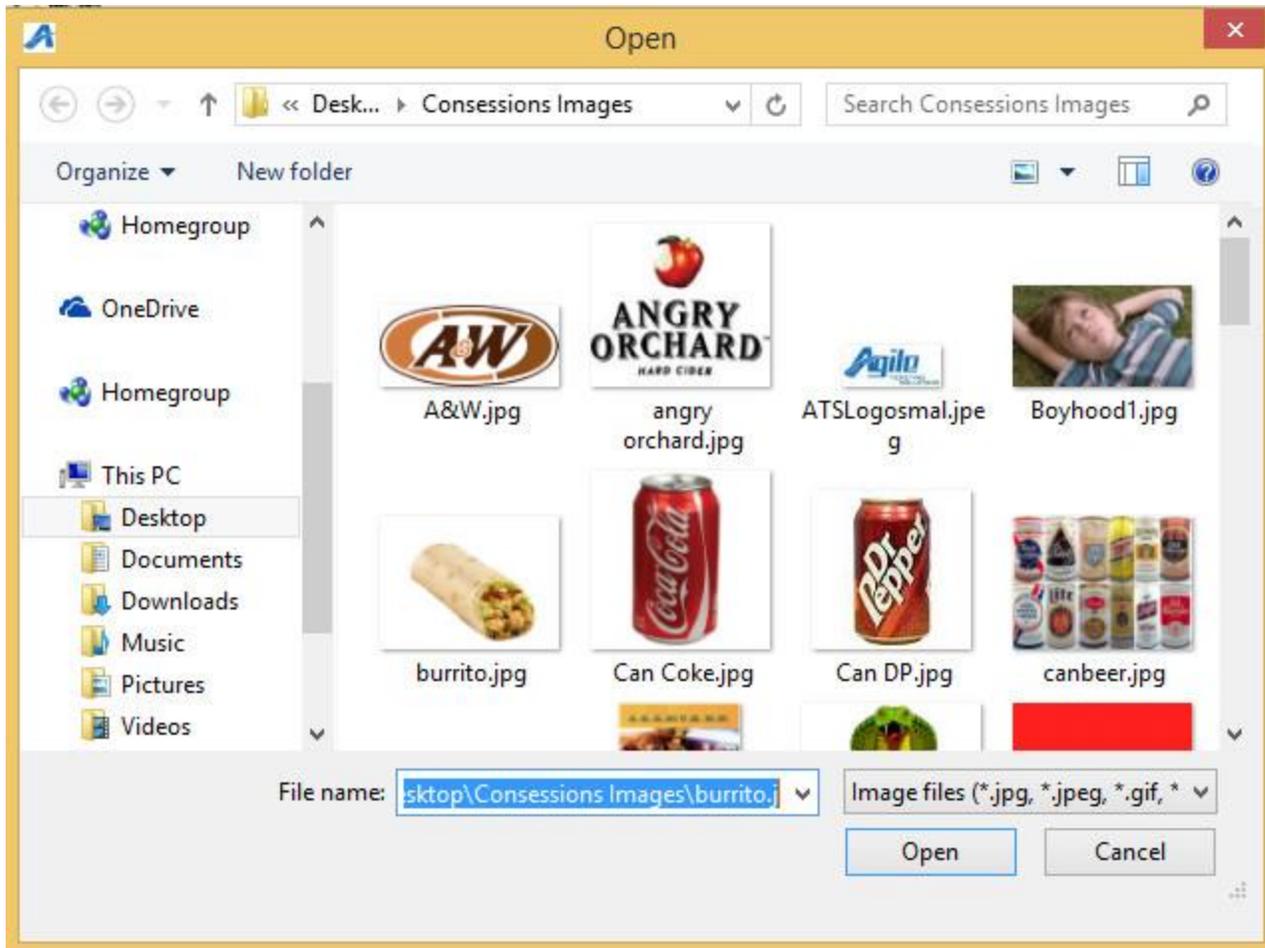


Image 7

F. Web Descriptives: If selling merchandise online you would add a description of the item here (See Image 8).

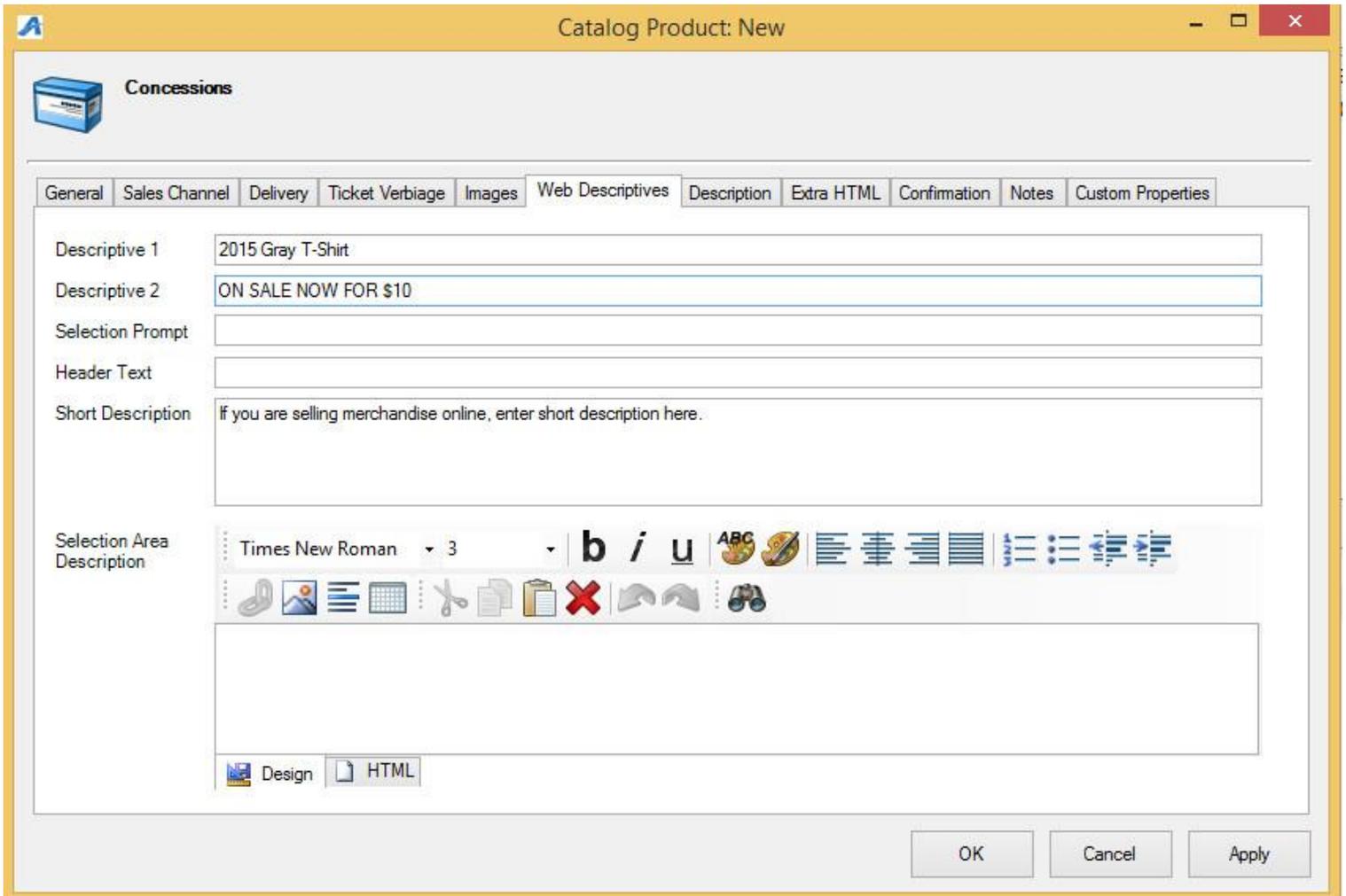


Image 8

G. Description: You can add a longer description here about the product (See Image 9).

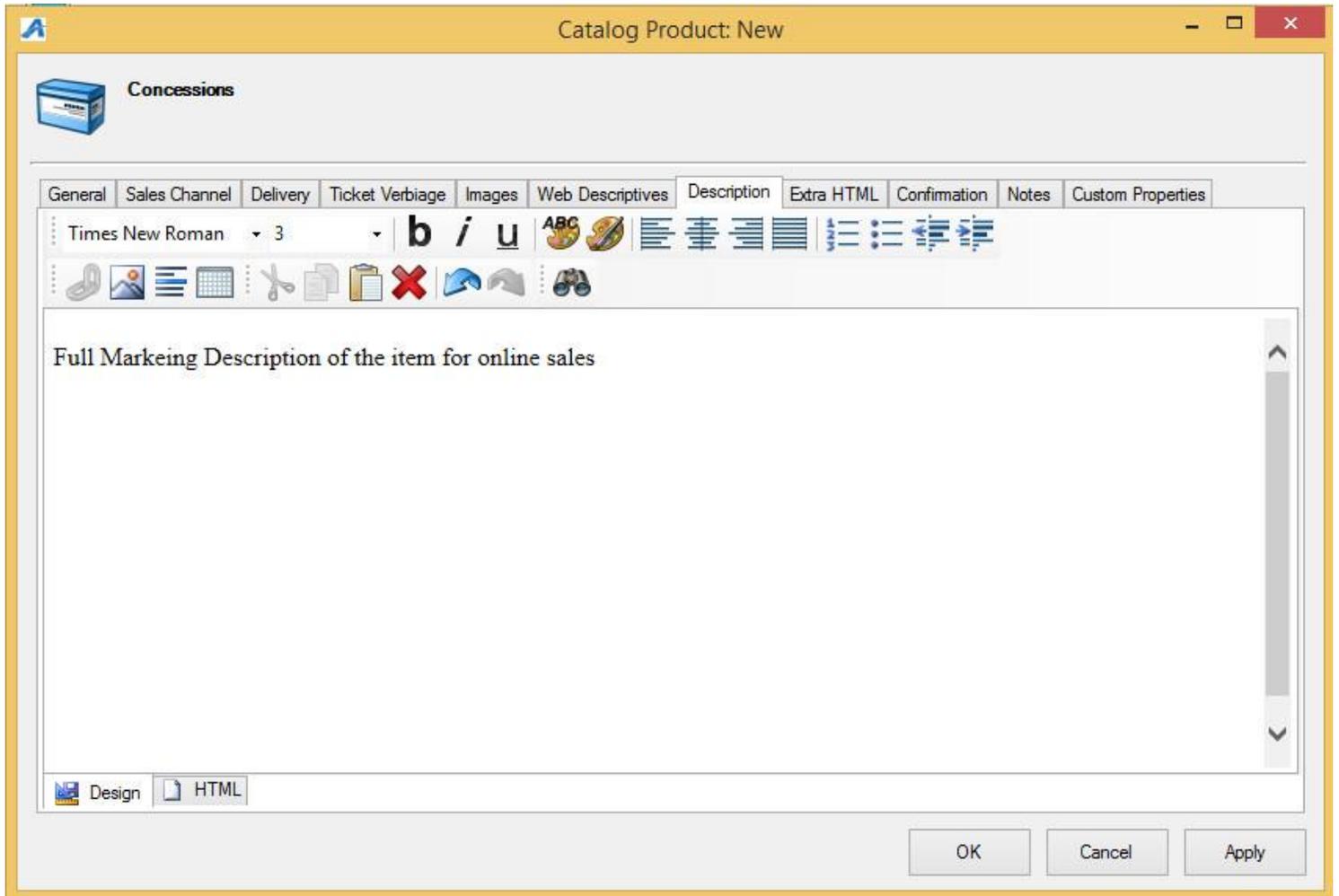


Image 9

H. Extra HTML: This are allows you to have more description text if you use all of the character limitations in the description area. (See Image 10).

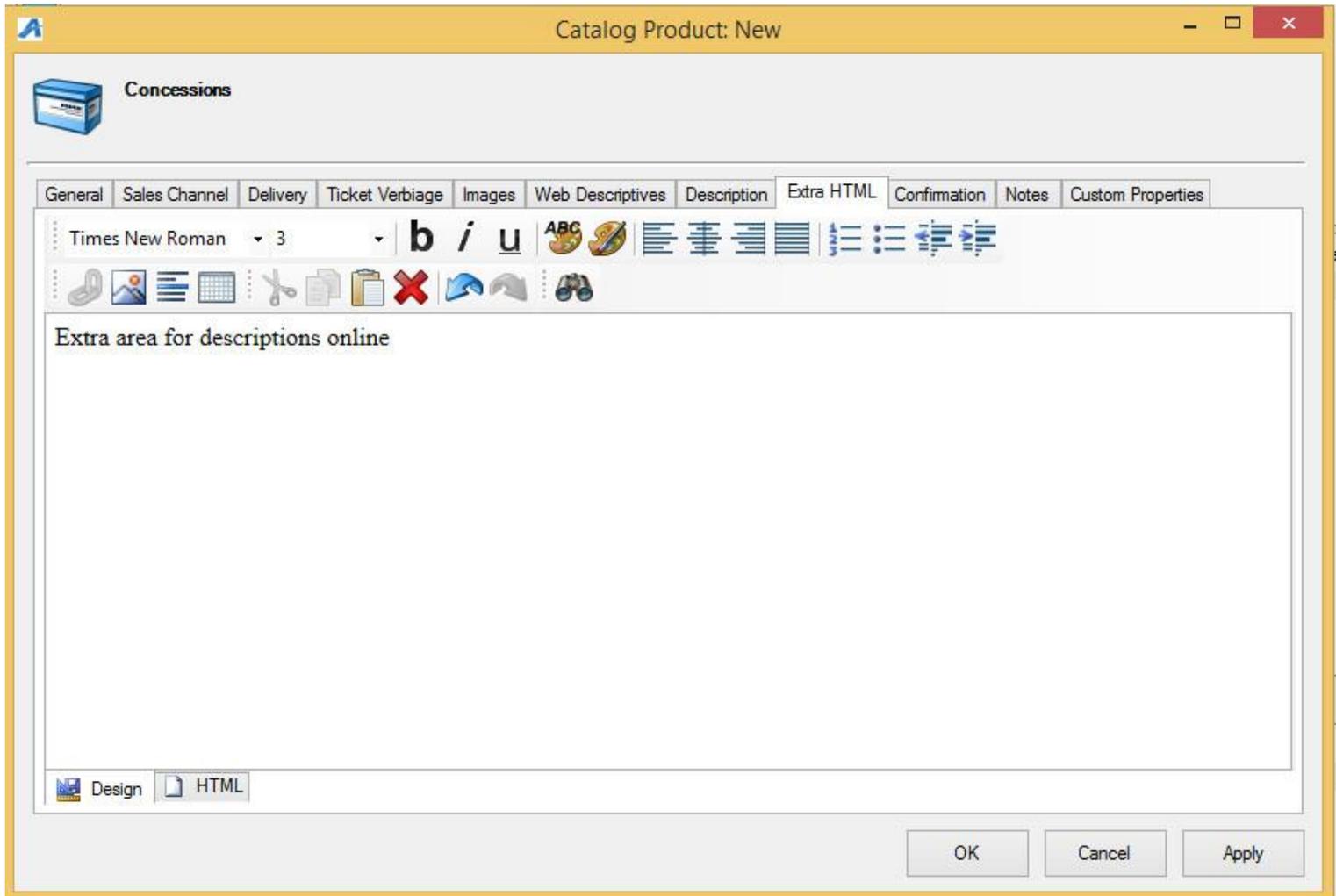
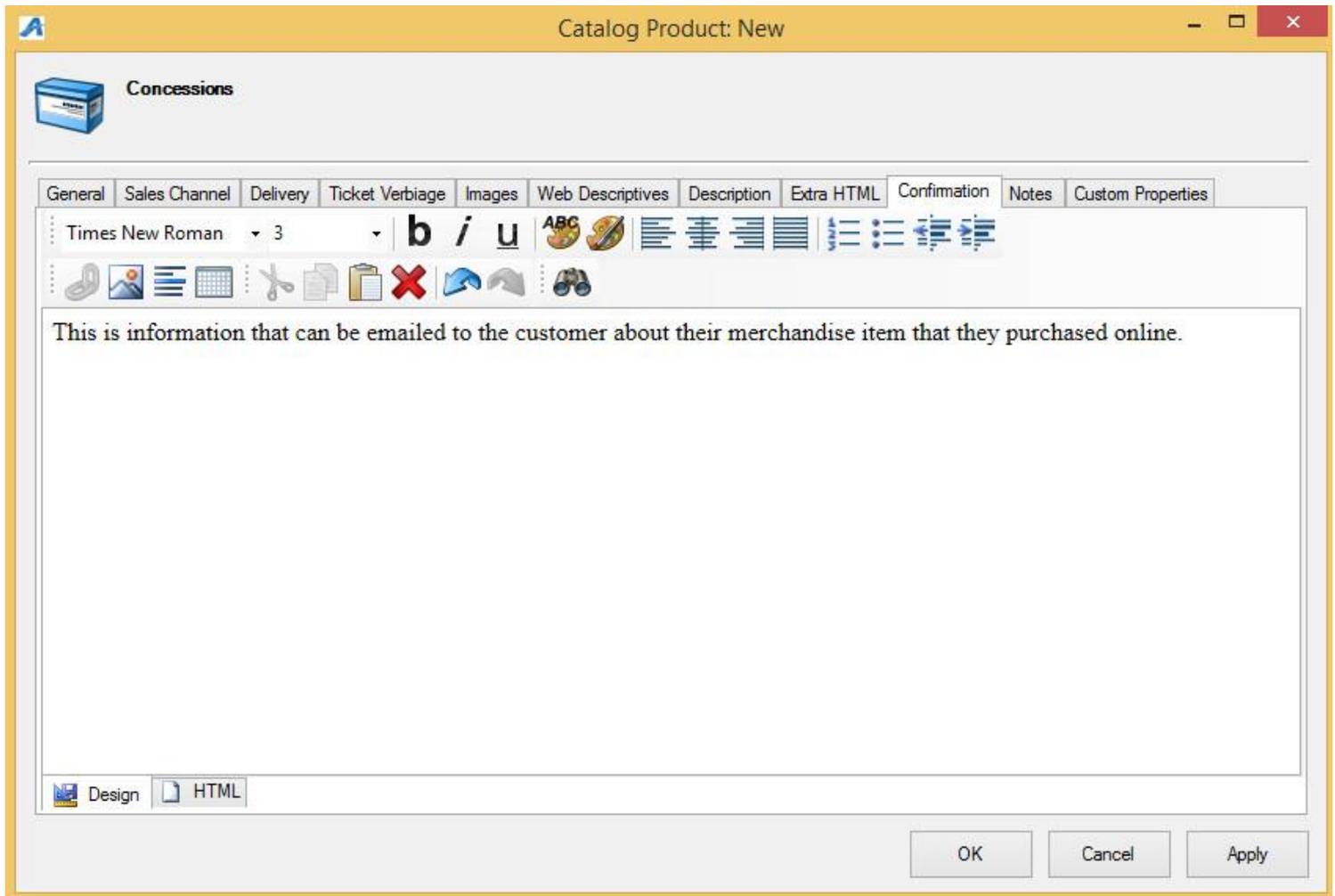


Image 10

I. Confirmation: This is where you can add information about the item which will be emailed to the customer once an order has been finalized (generally only used for items sold online) (See Image 11).



J. Notes: The Notes tab allows you to add any special notes about the item. Notes only appear in the Administration area. Customers do not see these notes.

K. Custom Properties: This is generally used for events or shows. If you think you will need to use Custom Properties for catalog events, please contact your System Administrator for further instructions.

Once you have completed the product information, you are ready to set up the **SKU/ Inventory**.

6. Highlight the item in the product area and then right click in the **SKU** section and select **New** (See Image 12).

Product

Name	Group	Sales Line Type	Sequence	Enabled
Hot Dog	Food	Concessions	10	True
French Fries	Food	Concessions	0	True
Chicken Tender Basket	Food	Concessions	13	True
Com Dog	Food	Concessions	11	True
Foot Long Com Dog	Food	Concessions	12	True
Peanuts	Food	Concessions	30	True
Cracker Jack	Food	Concessions	31	True
Candy	Food	Concessions	32	True
Bottled Soda	Food	Concessions	33	True
Bottled Water	Food	Concessions	34	True
Sports Drink	Food	Concessions	35	True
Draft Beer	Beverage	Concessions	36	True
ICEE	Food	Concessions	37	True

SKU

Name	SKU	Available Qty	Ordered Qty	Barcode	Sequence	Enabled
Regular	000007		4	000007	0	True

New
Properties

Effective Sale Date: Tuesday, April 14, 2015

Sales Channel	Price Type	Sale Date	Price	Total	Functional Area	Package Price	Sequence	Enabled

User: sa Terminal: stew87 Agile Demo\Agile Sports\Non Admission Items\Concessions\Catalog

Image 12

7. The **Product SKU** window will appear. (See Image 13).

The image shows a software window titled "Product SKU: New" with a yellow header bar. Inside the window, there is a "Concessions" icon and a tabbed interface with four tabs: "General", "Inventory", "Image", and "Notes". The "General" tab is selected and contains the following fields:

- Name: Text input field containing "Super Small"
- SKU: Text input field containing "SSM"
- Barcode: Empty text input field
- Display Sequence: Spin box containing "0"
- Color: Dropdown menu with a downward arrow
- SKU Cost: Empty text input field
- Enabled: Checkmark box that is checked

At the bottom of the window, there are three buttons: "OK", "Cancel", and "Apply".

Image 13

A. General Tab

This is where you will name the specific grouping for this item (i.e. Small, Medium, Large, 16 oz, 24, oz. etc.)

B. Inventory:

This is where you will set up inventory for your item (See Image 14).

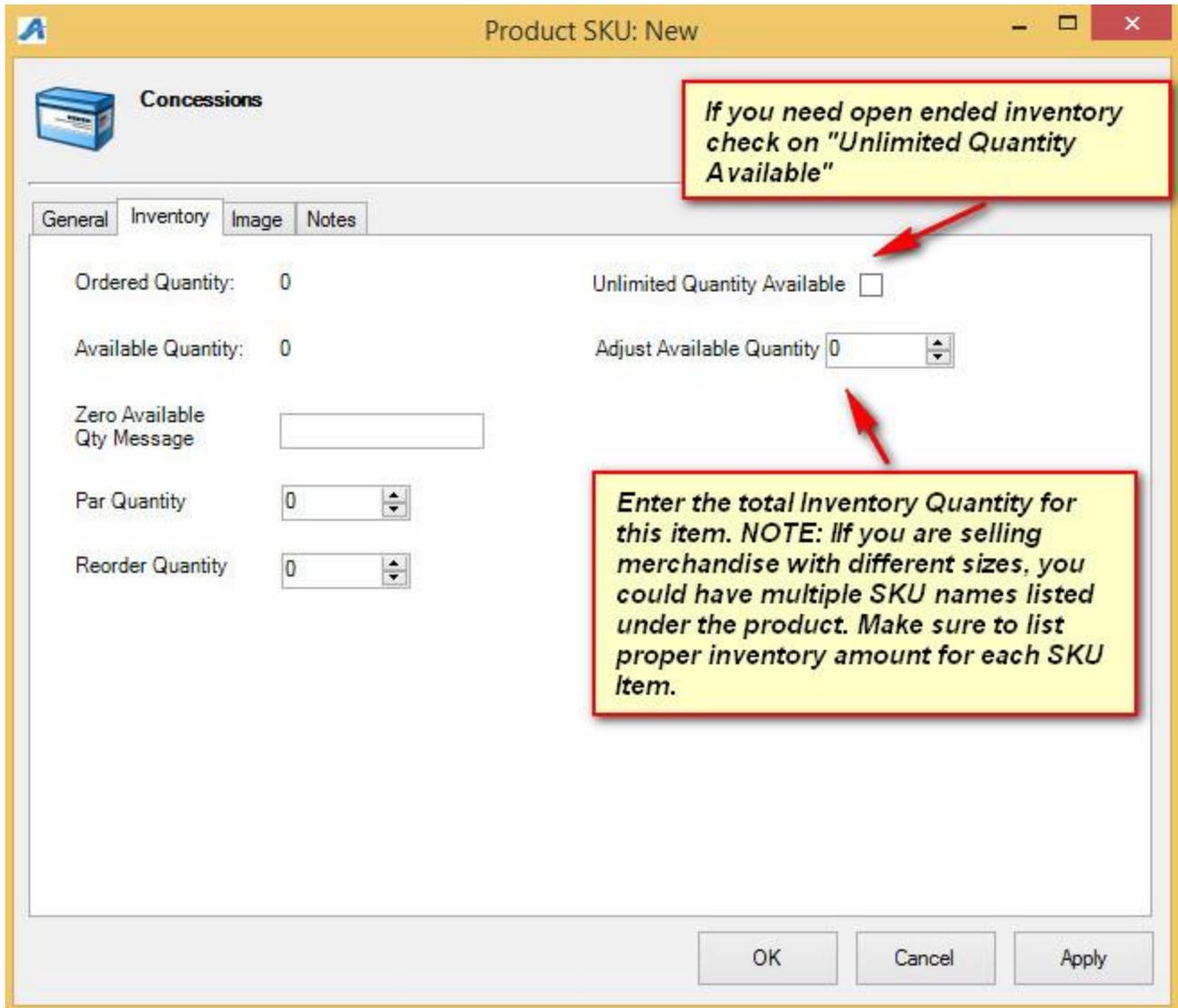


Image 14

C. Image: You can upload a picture of the item as a visual aid on the POS screen.

D. Notes: This is where you can put information or notes just for your staff (i.e. Vendor information on where you order this item when you are out of inventory).

9. The **SKU Price** is where you will create the prices for each item you wish to put on sale (See Image 15).

Product	Name	Group	Sales Line Type	Sequence	Enabled
	Hot Dog	Food	Concessions	10	True
	French Fries	Food	Concessions	0	True
	Chicken Tender Basket	Food	Concessions	13	True
	Com Dog	Food	Concessions	11	True
	Foot Long Com Dog	Food	Concessions	12	True
	Peanuts	Food	Concessions	30	True
	Cracker Jack	Food	Concessions	31	True
	Candy	Food	Concessions	32	True
	Bottled Soda	Food	Concessions	33	True
	Bottled Water	Food	Concessions	34	True
	Sports Drink	Food	Concessions	35	True
	Draft Beer	Beverage	Concessions	36	True
ICEE	Food	Concessions	37	True	
Pretzels	Food	Concessions	50	True	

SKU	Name	SKU	Available Qty	Ordered Qty	Barcode	Sequence	Enabled
	Super Small	SSM		0			0

Effective Sale Date		Thursday, April 9, 2015							
SKU Price	Sales Channel	Price Type	Sale Date	Price	Total	Functional Area	Package Price	Sequence	Enabled

Image 15

10. Highlight the Product and SKU for the item that needs prices built. In the SKU Price right click and select NEW. (Image 16)

Product	Name	Group	Sales Line Type	Sequence	Enabled
	Trail Mix	Food	Concessions	6	True
	Cookie	Food	Concessions	7	True
	Water	Food	Concessions	2	True
	Morsels	Food	Concessions	9	True
	Scone	Food	Concessions	10	True
	Iced Tea	Food	Concessions	0	True
	Pretzels	Food	Concessions	0	True
	Puddle/Zenn	Food	Concessions	5	True
	Fountain Drink	Food	Concessions	0	True
	Bottled Drinks	Food	Concessions	1	True

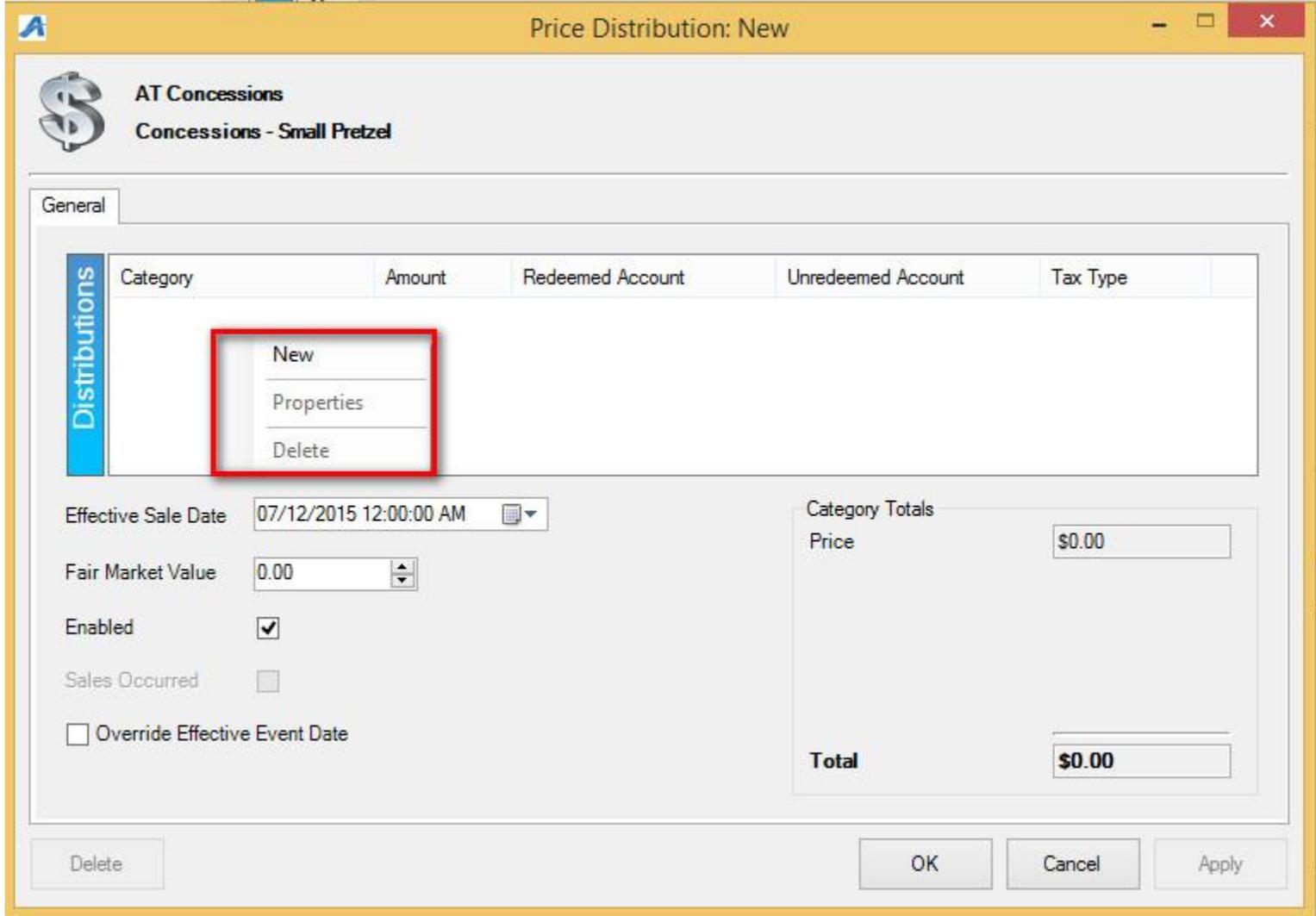
SKU	Name	SKU	Available Qty	Ordered Qty	Barcode	Sequence	Enabled
	Small	SM		0		0	True
	Large	Large		0	LG	10	True

Effective Sale Date: Sunday, July 12, 2015

SKU Price	Sales Channel	Price Type	Sale Date	Price	Total	Functional Area	Package Price	Sequence	Enabled
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>New</p> <p>Properties</p> <p>Delete</p> </div>									

11. The **Product Price** window will appear. In the **Product Price List** select the price that you would like to add OR right click and select **New Price** to create a new price for your product. (Image 17)

13. In the **Price Distribution** pop up window, right click in the **Distributions** field and select **New**.



The screenshot shows a software window titled "Price Distribution: New" with a yellow header bar. The window contains a "General" tab and a "Distributions" table. The table has columns for "Category", "Amount", "Redeemed Account", "Unredeemed Account", and "Tax Type". A context menu is open over the "Distributions" column header, with the "New" option highlighted by a red box. Below the table, there are fields for "Effective Sale Date" (07/12/2015 12:00:00 AM), "Fair Market Value" (0.00), "Enabled" (checked), "Sales Occurred" (unchecked), and "Override Effective Event Date" (unchecked). To the right, a "Category Totals" section shows "Price" and "Total" both set to "\$0.00". At the bottom, there are "Delete", "OK", "Cancel", and "Apply" buttons.

14. In this window, you will need to select the **Price Category**, add the **Price Amount** and then assign to the **Redeemed** and **Unredeemed Distribution Accounts**. NOTE: If you are required to collect sales tax, you will also want to choose the **Tax Rate** when building a price. Click **OK**.

Price Distribution: New

AT Concessions
Small Pretzel - \$0.00

General

Price Category: Price

Amount: 2.00

Tax Rate:

Unredeemed Account: Concession Revenue

Redeemed Account: Concession Revenue

Delete OK Cancel Apply

15. In the **Price Distribution** screen, confirm that the price is correct, the **Effective Sales Date** is selected to the correct date and then click **OK** to close this screen.

Price Distribution: New

AT Concessions
Concessions - Small Pretzel

General

Category	Amount	Redeemed Account	Unredeemed Account	Tax Type
Price	\$2.00	Concession Revenue	Concession Revenue	

Select the date you want this price to be effective.

Effective Sale Date: 07/12/2015 12:00:00 AM

Fair Market Value: 2.00

Enabled:

Sales Occurred:

Override Effective Event Date

When done, click "Apply"

Category Totals

Price	\$2.00
Total	\$2.00

Delete OK Cancel **Apply**

16. Highlight the price from the **Product Pricing** list.

Product Price: New

AT Concessions

General Description Promotions Questions Benefit Groups Donor Management

Effective Sale Date 7/12/2015

Name	Comp	Price	Total
197188Regular	False	\$3.00	\$3.00
198188Regular	False	\$3.00	\$3.00
199188Regular	False	\$3.00	\$3.00
200188Regular	False	\$3.00	\$3.00
201188Regular	False	\$2.00	\$2.00
202188Regular	False	\$4.00	\$4.00
203188Regular	False	\$3.00	\$3.00
204188Regular	False	\$3.00	\$3.00
205188Regular	False	\$1.00	\$1.00
197188Friend Comp	False	\$0.00	\$0.00

Sales Channel: AMS BoxOffice Enabled

Price Type: ... Include Service Fee

Functional Area: Level 0 - Default Unrestricted Price Allow Package Sale

Catalog Ticket Format: No Ticket Print Sales Occurred

Package Ticket Format: No Ticket Print

Display Sequence: 0

Quantity Restriction: Min Per Order 0 Max Per Order 10

Add New Delete OK Cancel Apply

17. Choose the **Sales Channel**, the **Price Type**, and the **Display Sequence** to complete building the **Product Price**. Click **OK** to close the window.

Product Price: New

AT Concessions

General Description Promotions Questions Benefit Groups Donor Management

Effective Sale Date 7/12/2015

Name	Comp	Price	Total
Small Pretzel	False	\$2.00	\$2.00

Sales Channel AMS BoxOffice

Price Type Cinnamon

Display Sequence 10

Buttons: Add New, Delete, OK, Cancel, Apply

Annotations:

- Select Price from the price list
- Choose your Sales Channel
- Choose the name of the price type for that item.
- Set the Display Sequence
- Click Apply and then OK to save the price types.