

Olympia Weavers Guild

Point of Sale Application Overview

Beginning with the 2016 Show and Sale, the Olympia Weavers Guild will use an electronic Point of Sale Application to manage the event. Questions should be addressed to Jay Myhre at jaymyhre@hotmail.com or Ardith Hamilton at ardithjh@hotmail.com.

What is it?

The OWG Point of Sale Application combines Excel and Access software in a specifically designed program to facilitate the Show and Sale process, maximize accuracy, minimize errors, streamline verification processes, and provide useful reports for Guild use.

Generally, how does it work?

Prior to the sale, artists list their items offered for sale on an Excel spreadsheet. This will be done via computer unless the artist does not have computer access, in which case a hand-prepared sheet can be used.

The completed spreadsheet is sent to a designated individual who downloads the spreadsheet into an Access database, creating a unique artist inventory number. Tags are generated from the information on the spreadsheet (determined by the artist) and sent to the artist who will print and complete the tags, cut them apart, and attach them to the items offered for sale.

As items are sold, the invoice is created electronically, selecting items from each artist's list by item number, adding the items sold and calculating sales tax and totals. Two copies of the invoice are printed immediately.

One copy is given to the customer. The second is utilized as the guild's record of the sale, annotated with payment method and customer information (name, phone number, check number if check is used).

Cut tags are attached to the invoice at the time of sale.

Artists will receive, at the end of the sale, a copy of their sales, allowing them to verify items on pick-up of items not sold.

Artists may "recycle" their spreadsheet, using it to track items from year to year. It will not be necessary to "retag" items as the system easily allows for "skipped" numbers.

Further instructions are available for each part of the system.