# *Mu*ddy Creek

# *S*ystem for

# *I*nventory

# *C*ontrol

# How to Fill in MuSIC
# Artist Inventory Forms

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**31 January 2025**

# Let's begin with a brief explanation

**Why do we need to do an Inventory and use Barcode Labels for our art work?**

- There are often 30-50 artists in any given show.  We use one cashier to process all show sales.  The barcode uniquely identifies each art piece by title, price and artist.  We use a hand scanner that reads the barcode at checkout.  This is the only way we can determine who sold what and ensure you get paid.
- The Inventory Chair combines all the inventories and generates unique barcodes as required.  All are combined in a large spreadsheet specific to this particular show.  About a week before the show the large spreadsheet will be migrated into the Square app, which we use to process payments.  Once items go into Square we will not make any adds or edits to the show inventory.

# Downloading the Form

Download the Show Specific blank Artist Inventory file from the website.  The file is stored on the Members Only section of the MCAG webpage under "Show Forms & Resources".  See your latest newsletter for the URL.  You <u>must</u> use the inventory form specifically created for this show.  The title in the upper left corner must be the name of this show or the import will fail.

- In the past we had two files, one for PC Users and one for MAC users.  One version will now work for both.  MAC users have a different process to save the file.  You must EXPORT your completed form to Excel.  File extension must be .xls or .xlsx.  MCAG uses Windows and we cannot read a MAC .numbers file.

# The MuSIC Artist Inventory Form

Here is the top of a past artist inventory form. You will only be able to enter information in the barcode field (the second column) and in all of the green boxes. The rest should be protected.  The upper left-hand box MUST show the title of the show you are applying for. Anything else in that field will cause your inventory to be rejected by the import process!  Be sure to download the form for this show.

If you would like reuse barcode labels from a prior show and would like to have an electronic copy of your last inventory with the barcode numbers completed, email Lisa Fairbank for a copy.  You can copy the Green fields and barcode numbers from that old inventory form into this new one to save time.

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | **Spring Show 2023** | | | Last Name > | **Fairbank** | | |
| 2 | *Artist Inventory Sheet* | | | First Name > | **Lisa** | | |
| 3 | | | | Street Address > | **1011 Branch View Ct** | | |
| 4 | *Muddy Creek* | | | City, State ZIP > | **Harwood, MD 20776** | | |
| 5 | | | | Email > | firelightartglass@gmail.com | | |
| 6 | *Artists Guild* | | | Phone Number > / to reach you during show hours | **443-386-1298** | *Inventory Total* | |
| 7 | | | | Tag ID > / assigned by MCAG | **LISA** | *$6,254.00* | |
| 8 | Seq. No. | Barcode | Qty | Medium | Description | Price per Item | Inventory Price |
| 9 | 1 | **101958** | **1** | **Glass** | **Glass Art by FireLightArtGlass.com** | **$95.00** | $95.00 |
| 10 | 2 | **101959** | **1** | **Glass** | **Glass Art by FireLightArtGlass.com** | **$85.00** | $85.00 |
| 11 | 3 | **101960** | **1** | **Glass** | **Glass Art by FireLightArtGlass.com** | **$75.00** | $75.00 |
| 12 | 4 | **101061** | **1** | **Glass** | **Glass Art by FireLightArtGlass.com** | **$65.00** | $65.00 |

**Show Items** | Lists

There are a few important rules for filling in the inventory sheet correctly so that MuSIC will properly import it.

- Artists must use the form that is distributed by the Inventory Manger. It will contain the name of the current show at upper left corner. MuSIC will look for the correct name before it imports the data.  If not exactly as defined, the application will be rejected.
- All 7 personal information fields are required: last name, first name, street address, city/state/ZIP, email, phone, and tag ID. Capitalization is unimportant here. Please provide a phone number where you can be reached during show hours.  When entering TAG ID be careful, if your Tag is the 1st 4 characters of your last name it will autofill your entire name.  Double check it.  Missing or invalid information will cause MuSIC to reject your form.
- If you do not have a Tag ID (or have forgotten yours) contact Lisa Fairbank 443-386-1298.
- Every item does NOT have to have a unique barcode.  If you have 10 different prints but they are all $40, you can create a single entry "Medium Bin Art-40" for example, and they all get the same barcode number.  This is helpful if you want to add another print later for $40.  No update to the inventory is required, just ask for an extra label or two on your inventory form and you can easily add it to the show at any point.  See the **(D) Qty** bullet below.
- If you setup your inventory by price point vs. defining specific art pieces/titles you can copy the barcode and green fields from your last show inventory into this inventory.  Mine looks identical with each show.  I use the same barcode numbers in every show.  This makes it very simple.

The columns of the form are mostly self-explanatory.

(A) **Seq. No.**  Don't try to change this; it is used internally by MuSIC.

(B) **Barcode.**  There are three possible things that can go into the barcode field:

1. ***Leaving it blank*** means that this is a new taxable item that does not have a pre-existing barcode. A new code will be assigned by the system and labels will be provided based on the Qty field.

2. ***If this item has a previously assigned <u>6-digit</u> barcode, enter that number here.*** The rest of the line still needs to be filled in. If you do fill in a previously-used barcode, it is *critical* that you get it correct! Every show I get barcodes requested that belong to another user.

    i. ***NOTE:*** there is no value in reusing an existing barcode if you are changing pricing. The point of reusing barcodes is that you have items with existing barcodes and you don't need labels. Simply activate the existing codes for this show by adding the barcode to your inventory and setting the quantity to 1. Old barcodes are removed from square after each show.

**(C)** ***Filling in a single "9"*** means that this is a new donation item requiring a new 900000-series barcode. Proceeds from the sale of this item benefits our Art Education Fund (School art programs).

**(D)** <u>Qty</u>. Enter the number of barcode stickers you need to have printed for this item. It defaults to 1 but you can change it to any number. **Please be realistic… labels cost money.**

   a. *NOTE: This number <u>does</u> **NOT** reflect the quantity of this item in the show. At check-in, it does not tell them anything. It only tells me how many barcode labels to print.*

   b. *The Qty field must be at least 1 in order to be imported into the inventory system and be active for the show. If all your stuff is already labeled, enter the barcodes with a Qty of 1. You can follow-up with an email to the inventory manger to let them know you don't need any labels printed, or which you need printed and save all the time & money wasted in printing labels we don't need.*

**(E)** <u>Medium</u>. You have access to a pulldown menu of art media types: glass, photography, bin art, jewelry, etc. Select one from the pulldown list that best describes your item. Please use "Note Cards" when applicable so we can pull out that number in final reports.

**<u>NOTE:</u>** I have heard the drop-down doesn't work on Apple devices. Open the tab "Lists" in the spreadsheet. This is where the drop-down comes from. It will show you the list of valid medium to choose from.

| | |
|---|---|
| Watercolor , Drawing or Pastel | Photography |
| Fiber Arts | Pottery, Ceramics |
| Glass Arts | Reproductions/ Bin Art |
| Jewelry | Sculpture |
| Mixed Media | Wood |
| Note Cards | Other Media |
| Oil and Acrylic | Arts Education Fund |

(F) **Description**. A brief title and/or description of the item.  The system doesn't like the same title in two different media types.   I see this mostly with Donations.  Use Donation in the description to change it slightly.

(G) **Price per Item.** Enter the sale price of the item.

(H) **Inventory Price**. This is a formula.  MuSIC fills this in by multiplying the price per item times the quantity (Qty) you specified.  Not a helpful field if you have modified quantity because you don't need all those labels.  If you wish to use this field for your own inventory accounting, you can modify the quantity field after you submit the form, saving a version for yourself with actual quantities and reinventory your stuff after the show.

(I) You may list a maximum of 250 separate line items on the Inventory form. There is no provision for exhibiting more than 250 uniquely defined items.

# Saving and Sending Your Completed Inventory

***Windows Users (Excel):***  Save your completed inventory in the same file format (*.xlsx*) it was when you downloaded it.  Give it a unique name using your Tag ID or last name.  Example: *LISA.xlsx*,  LISA-i*nventory.xlsx* or something similar.

***Apple Mac Users ("Numbers"):***  We are unable to read Mac, Numbers files.  You **MUST "EXPORT"** your file. Click the "File" menu at the top of your Numbers screen.  From the drop-down list, choose "Export to", and then "Excel".  Click Next, name the file with your unique Tag ID, and choose to save it to your desk top.  It should appear on your desk top with the suffix ".xlsx".  If it doesn't end in .xlsx you have done something wrong.  The MuSIC application can only read Excel files.

***Open Office Users (both Windows and Mac):***  Just as with Numbers, you **MUST EXPORT** to an .xlsx file and create a unique filename with your Tag ID.  Example: *LISA.xlsx*,  LISA-i*nventory.xlsx* or something similar.  Make sure your file has an .xlsx extension!

**ALL Users** - Attach the resulting file to an email and send it to the Inventory Manager (See contact info on page 5).

# Some Important Rules

**(1)** **Respect the deadline.** We understand that forces beyond your control (e.g., late delivery from a framer) may force you to make last-minute changes to your spreadsheet after the deadline, and we will do everything we can to accommodate.  Your inventory submittal must be on time and complete or you risk *not being in the show*.  If you think a piece may be ready in time, add it to your inventory.  There is no penalty for having items on your inventory that don't make it to the show.  Always assume you will sell your work and add some replacement pieces to your inventory.

**NOTE:** once we import all the inventories info one big file for the show, we perform a time consuming migration to Square. Once that occurs, nothing can be added or modified in Square. All I can do is print more labels for an item already on your inventory. Please understand this policy.

**(2)** **Before Check-in:** Affix the proper barcode number sticker to each item on your inventory list. Use the printed copy of your inventory that will be provided to you with your barcode stickers to properly match up barcode numbers with artwork. Be very careful to ensure the right label goes on the right piece of art or you risk not being properly paid for sold artwork.

**(3)** **Inventory Worksheet and Label Pickup/Delivery:** We have had big issues with the USPS and had to reprint hundreds of labels. Please make an effort to pick up your labels and inventory sheet in person. We will make them available a number of times and places. The Inventory manager will confirm successful import of your Inventory and let you know when & where they are ready for pick up. You can also pickup your labels at Check-in if you don't have a lot of them to apply.

- At this time Lisa Fairbank does the Inventory. She lives in Harwood and does the Farmers Market on Riva Road on Saturday mornings. You can pick-up your labels in either location with notice. Any labels that have not been picked up within a few days of Check-In for the show will be available at the Check-In table.

**All inventory forms _must_ be submitted by midnight on the due date or you will not be in the show. We need that time to import, print and deliver barcodes in addition to migrating the show inventory to the Square system and test it.**

**Submit completed Inventory forms via email to Lisa Fairbank,**
**firelightartglass@gmail.com – cel: 443-386-1298**