

Consolidations

Why Do We Consolidate?

Consolidation is necessary to maintain organized and efficient backstock areas. Large orders and shipments often require additional space, and consolidating products ensures items fit properly on shelves. Consolidation also reduces the total number of boxes, making products easier to locate when needed.

Consolidation Procedure

1. Begin by checking the **consolidation sheet** posted on the bulletin board to identify which products or sections need to be reorganized.
2. Select a product and open the related boxes.
3. Move items from **nearly empty boxes** into boxes that have available space.
4. Make sure that any boxes placed **behind** another box contain the **same product** as the box in front.
5. Check the sales floor to confirm the product is fully stocked.

o **If items are missing, refill the sales floor with available sizes from backstock.**

6. If there are **no remaining boxes** of a product in backstock, remember to **clear the location in FileMaker**.

Proper consolidation helps keep backstock organized, improves efficiency, and ensures accurate inventory records.

(Below is a pic of the Stockroom tab within Receiving Log that has the “Clear Location” button)

Vendor: GANZ U.S.A., LLC Dept: 90 WEB ITEM

Description: GANZ SHIMMER CREATURES - MINI DRAGONS (24 PC PACK)

Color: MULTI

Catalog Number: H3D0016 Not On Floor: [dropdown]

Column: [dropdown] Row: [dropdown] SEE HISTORY TAB Season: [dropdown]

Item Status: Clearance: No Discontinue: No Retail Match: \$3.99
On Order: No Location UnFilled: Yes Item Created: 1/21/2026

Buttons: Print Location Label, Print Image Label, Web Info, Note(s), Art Image, **History**, Stockroom Locations

Size	Catalog Number	Sku	SCH	UN POSTD	On Order	Prop Order	QUARTERS				Total	Last Recv	Last Sale	Cost	Retail	Disc	Dept
							1st	2nd	3rd	4th							
None	H3D0016	12920730	24	0	0	0	0	0	0	0	1/20/2026	1/1/1970	\$1.50	\$3.99	N	90	