

SellWise User Group

Thursday, November 15, 2018

Presenters

Will Atkinson, President – CAP/Sellwise

Don Day, Team Lead, Shared Services



User Group Topics

- CAP Backup Process – CAP Backup
- Using Inventory Checker
- Inventory Value Analysis
- Printing a Gift Receipt
- Gift Cards with Sellwise
- Most common CAP Service calls
- Updates



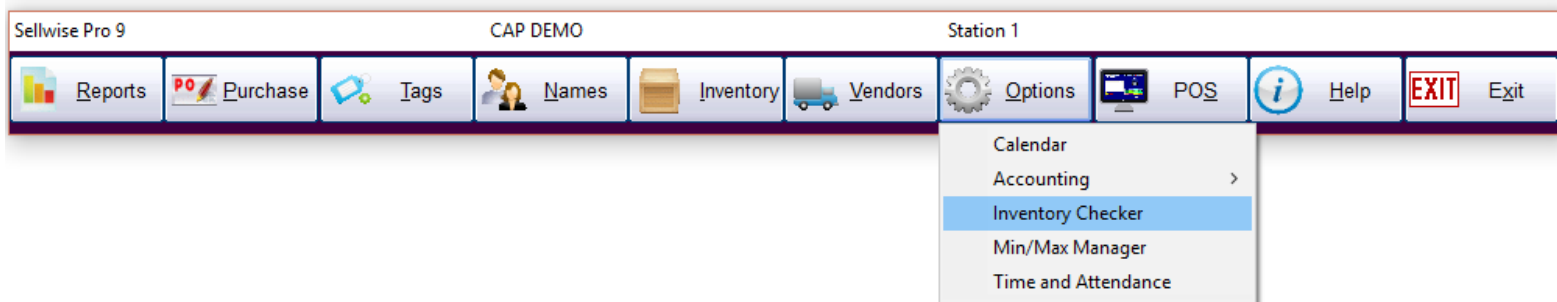
Backing up SellWise

- Is your data secure?
- New (added cost) service available
- Scheduled backup daily, runs automatically
- Creates an encrypted file stored securely to the cloud
- Reviewed daily for success by CAP
- We contact you if your system fails to backup
- CAP will restore your system if you have a failure
- AVAILABLE NOW. Contact CAP for Pricing



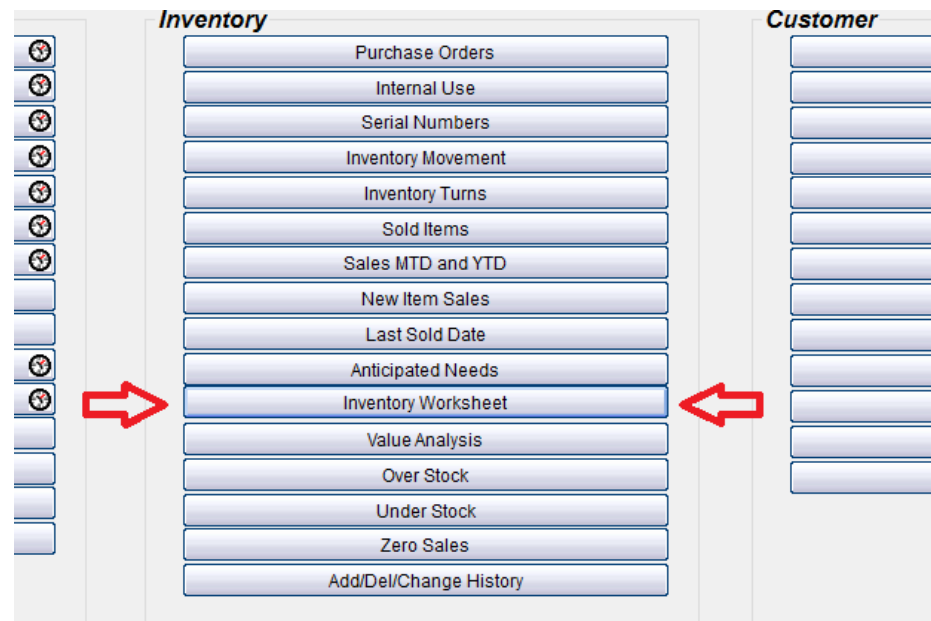
Using Inventory Checker

- SellWise Toolbar
- Click Options – Inventory Checker
- Use on a regular basis and at year-end
- Use a Portable Data Collector or Paper



Using Inventory Checker

- Take your physical inventory on Paper (no PDC)
- Create an Inventory Worksheet



Inventory Worksheet

Sort by

- Department
- Front Store Location
- Back Store Location
- Vendor

Secondary Sort

- Item ID
- Description
- Stock Locator

Include on Report

- Quantity on Hand
- Inventory Cost
- Price
- Blank Space
- Active Items Only (Sold or with quantity on hand)
- Stock Locator
- Non Decrementing Items

From

To

Departments

Exclude Department(s)

Front Location(s)

Back Location(s)



Inventory Worksheet

Inventory Worksheet

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	Count	SL	Item ID	Description	Quantity on Hand	Avg Cost	Total Cost	Price	Total Price																				
	Dept.																												
		267.	267	Football Jerseys	4																								
		268.	267-111	Football Jerseys	4																								
		269.	267-112	Football Jerseys	4																								
		270.	267-113	Football Jerseys	4																								
		271.	267-114	Football Jerseys	4																								
		272.	267-121	Football Jerseys	8																								
		273.	267-122	Football Jerseys	8																								
		274.	267-123	Football Jerseys	4																								
		275.	267-124	Football Jerseys	4																								
		276.	267-131	Football Jerseys	4																								
		277.	267-132	Football Jerseys	4																								
		278.	267-133	Football Jerseys	4																								
		279.	267-134	Football Jerseys	4																								
		280.	267-141	Football Jerseys	4																								
		281.	267-142	Football Jerseys	4																								
		282.	267-143	Football Jerseys	4																								
		283.	267-144	Football Jerseys	9																								
		284.	267-151	Football Jerseys	26																								
		285.	267-152	Football Jerseys	12																								
		286.	267-153	Football Jerseys	7																								
		287.	267-154	Football Jerseys	5																								
		288.	267-211	Football Jerseys	8																								
		289.	267-212	Football Jerseys	4																								
		290.	267-213	Football Jerseys	7																								
		291.	267-214	Football Jerseys	4																								
		292.	267-221	Football Jerseys	4																								



Inventory Checker

Inventory Checker

File

Intput Stock Counts

Check Shelf Prices

Reports

Primary Lookup

Stock Locator Item ID

Exit



Inventory Checker

Inventory Checker

Step 1 : Add Inventory Items | Step 2: Merge Data Files | Step 3: View Reports

Import File Name

New Import Name

Inventory All Items
 Inventory by Section

Load Data From

CipherLab Data Collector

Text File

Keyboard Entry

M3000/5000 Data Collector

Select File

View Selected File

Edit Selected File

Delete Selected File

Count File Location
C:\Demodata\Count\Count08Nov16

Last invoice posted before Count: 0000934

Main Menu



Inventory Checker

- After importing or keying in your inventory, you can merge your count files (if applicable) and then go to 'View Reports'.
- Review your count and your changes and then accept the changes to update your inventory.
- Go to <http://www.capretail.com/bsasupport/>
- There are PDF and Video tutorials available



Inventory Value Analysis

- The Value Analysis Displays:
 - Number of item records
 - Total number of physical items
 - Retail Value of your inventory
 - Net (last cost) Value of your inventory
 - True (actual cost) Value of your inventory
 - Summary or Detail Format
 - Runs automatically at month end
 - Can be run manually any time



SellWise Reports Menu

Reports Menu

Sales

- Sales Summary
- Transaction Summary
- Transaction Detail
- Tax
- Tender
- Credit Cards
- Gift Cards
- Cash Drawer
- Discounts
- Hourly Activity
- Sales by Department
- Sales by Item
- Sales by Vendor
- Store Performance
- Item Performance
- Vendor Performance

Inventory

- Purchase Orders
- Internal Use
- Serial Numbers
- Inventory Movement
- Inventory Turns
- Sold Items
- Sales MTD and YTD
- New Item Sales
- Last Sold Date
- Anticipated Needs
- Inventory Worksheet
- Value Analysis
- Over Stock
- Under Stock
- Zero Sales
- Add/Del/Change History

Customer

- Cust. Sales Summary
- Sales Detail
- Invoice Summary List
- Mailing Lists
- Customer Purchases
- Layaway
- New Customers
- Accounts Receivable
- Price Levels
- Frequent Buyer Awards
- Membership
- Work Orders

Employee

- Sales and Commission
- Exceptions
- Payroll Deductions
- Staff Performance

Custom

- Tender by Department
- Item Sale Detail
- Markdown Sales
- Department Activity Summary
- Cost Center Sales

Daily Reports

- Daily Reports

Graphs

- Yearly Comparison
- Profit Performance
- Clerk Performance

Export

- Excel

Select Store

Select Date Range

- Year to Date
1/1/2017-11/14/2017
- Last Year
1/1/2016-12/31/2016
- Month to Date
11/1/2017-11/14/2017
- Last Quarter
7/1/2017-9/30/2017
- Week to Date
11/12/2017-11/14/2017
- Last Month
10/1/2017-10/31/2017
- Yesterday
- Last Week
11/5/2017-11/11/2017
- Today
11/14/2017
- Current Selection
- All
12/10/2007-10/31/2017

Select Date and Time Ranges

11/14/2017 to 11/14/2017

12:00 AM to 11:59 PM

Select Period

Totals Only

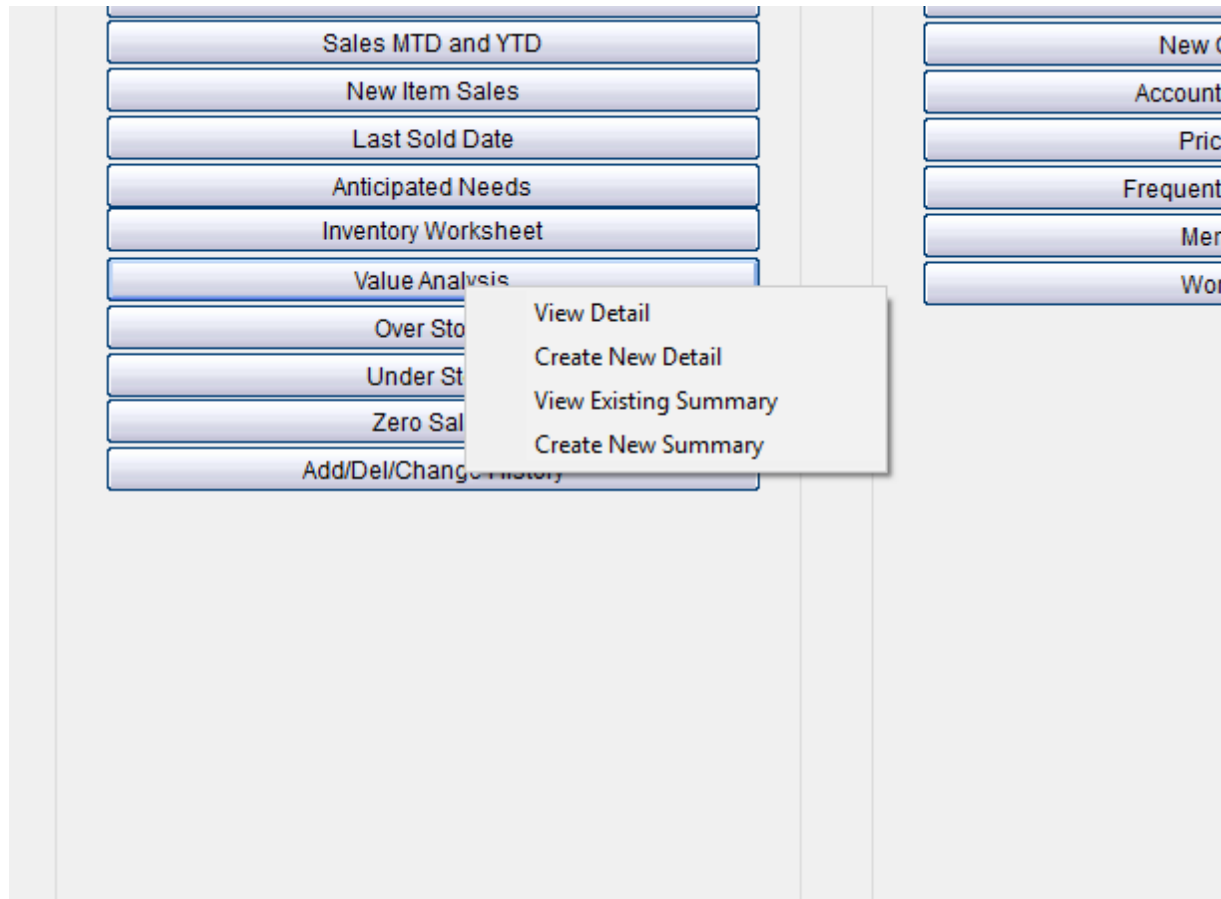
(used only for Sales Performance)

Help **Esc Exit**

Only Reports with this icon allow Time based sorting. All others are Date Range only



Value Analysis Options



Detail Selection – Saved Snapshots

The screenshot displays a software interface with a 'Select Criteria' dialog box open. The dialog box contains the following fields and options:

- Select Date:** A dropdown menu is open, showing a list of dates from 9/30/2017 down to 7/31/2016. The date 9/30/2017 is currently selected.
- Vendor:** A text input field with a 'Select' button next to it.
- Department:** A text input field.
- Show Details:** A checked checkbox.
- S/L Range:** A text input field containing the number '1'.
- Account:** A text input field with the text 'Acc' visible.

The background interface includes several buttons and sections:

- Buttons: 'Over Stock', 'Under Stock', 'Zero Sales', 'Add/Del/Change History', 'Exceptions', 'Payroll Deductions', 'Staff Performance'.
- Section: 'Employee'.
- Other elements: 'Vendor Analysis', 'Work Orders', and a vertical sidebar on the right with radio buttons.



Detail Output

Value Analysis as of 9/30/2017

Detail Analysis							
1	SL	Item ID	Description	Quantity	Retail Value	Net Value (Last Cost)	True Value (Average Cost)
3	1.	SNYCDX44	Component Cd Player	5	1512.50	1209.26	1208.89
4	3.	S1810081	Streamer- 24"	63	330.75	46.62	49.50
5	4.	B1814862	Balloons-Vinyl	45	93.15	40.05	40.05
6	5.	B1811588	Name Badges	45	180.00	104.06	104.06
7	7.	D0793601	Moonwood Deck Stain Blue	18	445.32	270.00	270.00
8	8.	D0795701	Moonwood Deck Stain Brown	23	493.12	299.00	299.00
9	13.	S315003	Screw	18	80.28	43.74	43.74
10	14.	C314989	Cover	9	122.76	66.96	66.96
11	15.	P315000	Plate	11	21.12	11.55	11.55
12	29.	ICE	Ice Bag Small	5	1662.45	2.50	2.50
13	54.	100-Ig03343	Aspirin- Bayer	30	195.00	90.00	90.00
14	221.	221	Hand Creme-Stress Relief	14	112.00	28.00	28.00
15	222.	AHG-11245	Antibacterial Hand Gel	6	40.50	9.00	8.92
16	223.	223	Bologna	72	143.28	54.00	30.00
17	224.	224	Rental Test Item	20	400.00	40.00	40.00
18	262.	262	Rental Car	14	140.00	28.00	28.00
19	268.	267-111	Football Jerseys	4	480.00	60.00	60.00
20	269.	267-112	Football Jerseys	4	480.00	200.00	200.00
21	270.	267-113	Football Jerseys	4	480.00	200.00	200.00
22	271.	267-114	Football Jerseys	4	480.00	120.00	120.00
23	272.	267-121	Football Jerseys	7	840.00	350.00	350.00
24	273.	267-122	Football Jerseys	8	960.00	400.00	400.00
25	274.	267-123	Football Jerseys	4	480.00	200.00	200.00
26	275.	267-124	Football Jerseys	4	480.00	200.00	200.00
27	276.	267-131	Football Jerseys	4	480.00	200.00	200.00
28	277.	267-132	Football Jerseys	4	480.00	200.00	200.00
29	278.	267-133	Football Jerseys	4	480.00	200.00	200.00
30	279.	267-134	Football Jerseys	4	480.00	200.00	200.00
31	280.	267-141	Football Jerseys	4	480.00	200.00	200.00
32	281.	267-142	Football Jerseys	4	480.00	200.00	200.00
33	282.	267-143	Football Jerseys	4	480.00	200.00	200.00
34	283.	267-144	Football Jerseys	9	1080.00	450.00	450.00
35	284.	267-151	Football Jerseys	26	3120.00	1300.00	1300.00
36	285.	267-152	Football Jerseys	12	1440.00	600.00	600.00
37	286.	267-153	Football Jerseys	7	840.00	350.00	350.00
38	287.	267-154	Football Jerseys	5	600.00	250.00	250.00
39	288.	267-211	Football Jerseys	8	960.00	400.00	400.00
40	289.	267-212	Football Jerseys	4	480.00	200.00	200.00
41	290.	267-213	Football Jerseys	7	840.00	350.00	350.00
42	291.	267-214	Football Jerseys	4	480.00	200.00	200.00
43	292.	267-221	Football Jerseys	4	480.00	200.00	200.00
44	293.	267-222	Football Jerseys	4	480.00	200.00	200.00
45	294.	267-223	Football Jerseys	4	480.00	200.00	200.00
46	295.	267-224	Football Jerseys	12	1440.00	600.00	600.00
47	296.	267-231	Football Jerseys	4	480.00	200.00	200.00
48	297.	267-232	Football Jerseys	4	480.00	200.00	200.00
49	298.	267-233	Football Jerseys	4	480.00	200.00	200.00
50	299.	267-234	Football Jerseys	4	480.00	200.00	200.00
51	300.	267-241	Football Jerseys	4	480.00	200.00	200.00
52	301.	267-242	Football Jerseys	4	480.00	200.00	200.00
53	302.	267-243	Football Jerseys	4	480.00	200.00	200.00
54	303.	267-244	Football Jerseys	4	480.00	200.00	200.00

Sort By
 S/L Description Item ID

Find

Print

Save as
Spreadsheet

Cancel



Summary

Anticipated Needs
Inventory Worksheet
Frequent Buyer Awards
Membership

Month to Date
11/1/2017-11/14/2017
Week to Date
11/2/2017-11/14/2017
Yesterday
Friday
11/14/2017
10/2007-10/31/2017
11/14/2017
12:00 AM
Select Period
Totals Only

Inventory Analysis 11/14/2017

Inventory Records in Analysis	291
Total Number of Items	1876.
Retail Value	65,884.62
Net Value (Using last cost)	34,204.09
True Value (Using actual cost)	34,192.14

Processing Inventory Records

Print Save as Spreadsheet Cancel



Value Analysis Recap


- It is a snapshot in time, not a date range
- You can view summary, or detail by item
- SellWise makes a snapshot at month end
- Can manually create at any time
- Auditors often want to see the value of your inventory at a point in time, this is what they need



Printing Gift Receipts

- Go to the Configuration under Help on the SellWise ToolBar
- Invoices and Receipts: Print Gift Receipt = YES
- Optional Gift Receipt Message

Print Gift Receipt	Yes
Gift Receipt Remarks	
Template for Message on Emailed Invoice/Receipt	



- Generate at main Tender Screen or on Operations – Find



Gift Receipts

PriceCheck Quantity Item Name

Qty = 1 Valued Customer

Qty	Item ID	Description	Price	Total
1	335	Mountain Dew Can	1.25	1.25

1 Item(s)

Sales Clerk
HELLO

Printer ON

Sub Total **1.25**

Tax **.08**

Total **1.33**

Hot Keys Open Dept Operations Exceptions Tender Remarks

Sub Total	1.25
Total Tax	.08
Total Sale	1.33
Cash	
2	
3	
4	
5	
Amount Due	1.33

Select Tender

\$1	\$5	\$10	Exact Change
\$20	\$50	\$100	

Cash	Check	Credit Crd	Debit	Gift Card
Gift Cert	Paypal	Online Order		

Packing List

Accept

Cancel

GiftReceipt

Email

Switch Printer



Gift Cards with SellWise

- WorldPay has a built-in gift card program
- Sell, redeem and reload gift cards in SellWise
- Great for parents and family!
- Custom logo or generic versions available
- Works with your VX805
- Can be setup on customer's phones with an app.
- Available Rewards Program
- Very affordable
- Contact CAP or your WorldPay rep to get going



Common CAP Service Calls

- User lockouts – Get the update!
- General Ledger questions
- Configuration questions

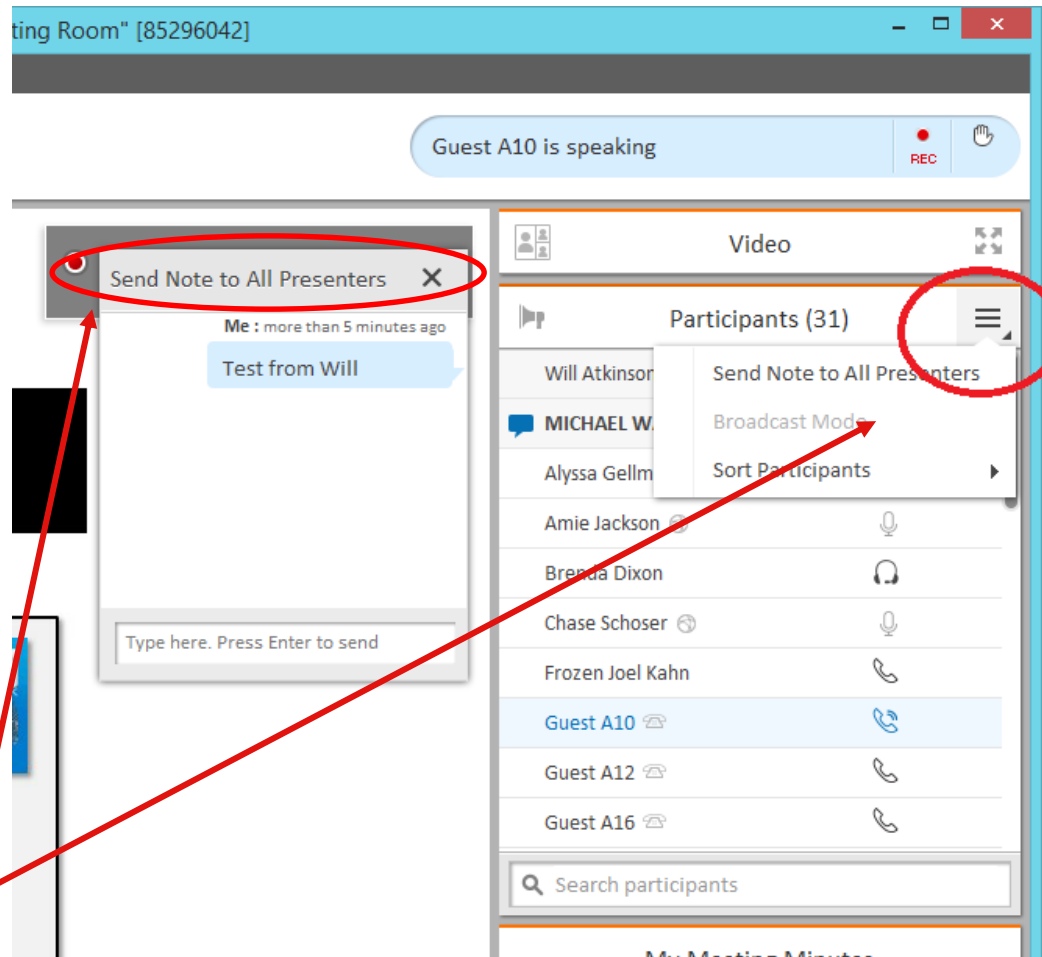
Updates

- How to ask Questions of the presenters
- Inventory myth
- Where this presentation will be online
- Customer Service Survey



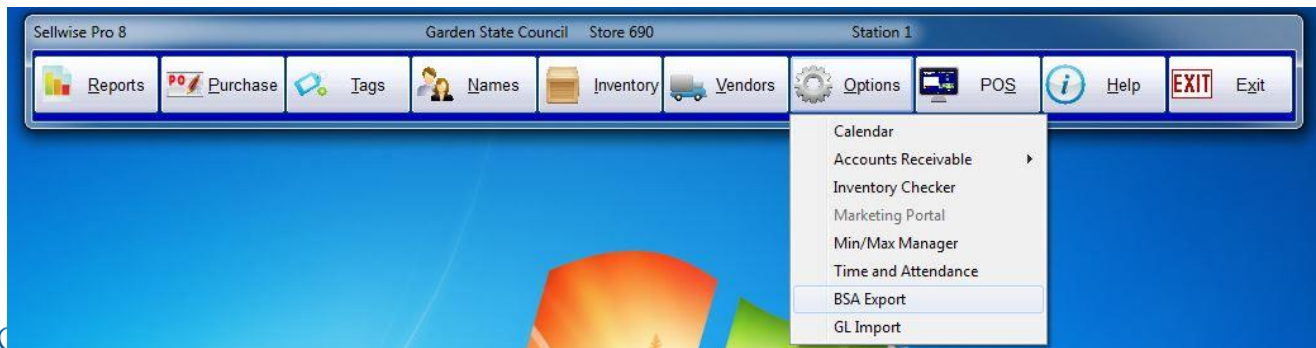
If you have questions:

1. Look for horizontal bars at top right of your screen
2. Click on the bars and a chat window opens
3. Type in your question and hit enter to send



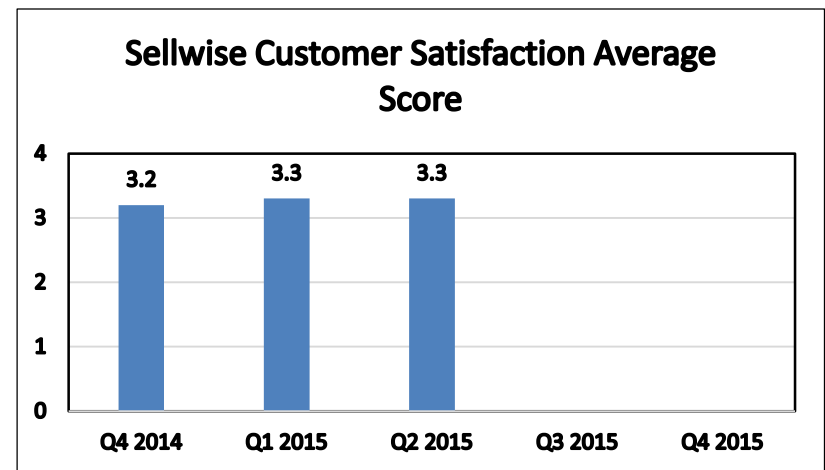
Common Myth: Inventory is once a year

- Truth – Inventory is a weekly process
- Check five to ten different items each week
 - Choose five to ten items and count total inventory on the shelf, in the back room, etc
 - Write the inventory counts on a piece of paper
 - Open Inventory Checker from ‘Options’ in SW



Customer Service Surveys

- CAP Software is continually trying to improve your customer experience
- BRIEF customer satisfaction survey link on every closed ticket email
- Average score in 2015 was 3.3 out of 4
- Tell us how we're doing!
- We're LISTENING and we CARE



SAMPLE SURVEY EMAIL

Dear BSA User,

Thank you for contracting CAP Sellwise Support. The detailed ticket from your call is attached.

If your issue is not completely resolved, please let us know.

If you need further assistance, please reply or call for support. If the follow-up is already scheduled, then please standby for further contact from CAP.

Please click the survey link below to rate this interaction and to help us continually improve our support services.

http://scouting.co1.qualtrics.com/SE/?SID=SV_6Yxn5YOGfV0DkTH

Sincerely,

Cap Technical Support

CAP SUPPORT TEAM



BOY SCOUTS OF AMERICA®

Prepared. For Life.®

Slides and recording posted on scouting.org/financeimpact
Look on the Council Fiscal Management Tab, then look at the bottom left for Sellwise Support/User Group link

The screenshot shows a navigation menu with tabs: Council Fiscal Management, Council Fund Development, Training, FID e-Letter, and Ba. The 'Council Fiscal Management' tab is active. Below the tabs is a breadcrumb trail: Finance Impact > Council Fiscal Management. The main heading 'Council Fiscal Management' is circled in red. Below it, a paragraph states: 'Council Fiscal Management provides councils with resources and stewardship through on-site support, training courses, sharing of bes'. There are three links: 'Webinar: Staying Tax-Exempt' (with a PDF icon), 'Read the Frequently Asked Questions' (with a PDF icon), and 'View the LiveStream presentation' (with an external link icon). A vertical list of links is on the left, with 'SellWise Support' circled in red. Below 'SellWise Support' are 'Document Library' and 'User Group Information'. A red arrow points from the text on the left to the 'SellWise Support' link.

Council Fiscal Management | Council Fund Development | Training | FID e-Letter | Ba

Finance Impact > Council Fiscal Management

Council Fiscal Management

Council Fiscal Management provides councils with resources and stewardship through on-site support, training courses, sharing of bes

Webinar: Staying Tax-Exempt - PDF version of February 26, 201

Read the Frequently Asked Questions

View the LiveStream presentation

Preferred Service Providers

- COUNCIL FISCAL MANAGEMENT
- 2013 National Annual Meeting
- 5-Year Financial Planning
- Budget Building Materials
- Council Finance Facts
- Fiscal Documents
- Payroll / Personnel
- Sample Policies
- Sphere (Kintera) Help
- PeopleSoft Documents
 - Accounts Payable
 - Asset Management
 - Audit Adjustments
 - Bank Reconciliation
 - Budget Tools
 - Communications
 - General Ledger
 - Month End
 - Point Of Sale
 - PeopleSoft User Group
 - PeopleSoft BSA User Guide
 - Webinars
 - Year End
- SellWise Support
 - Document Library
 - User Group Information



QUESTIONS!

Next Meeting

Thursday, December 13

10:00 am CST

2:00 pm CST

