

# SellWise User Group

Thursday, December 13, 2018

## Presenters

Will Atkinson, President – CAP/Sellwise

Don Day, Team Lead, Shared Services



# User Group Topics

- CAP Backup Process – CAP Backup
- Using Inventory Checker
  - Deep dive demonstration
  - Data collectors
  - Get started now!
- Inventory Value Analysis
- Most common CAP Service calls
- Updates



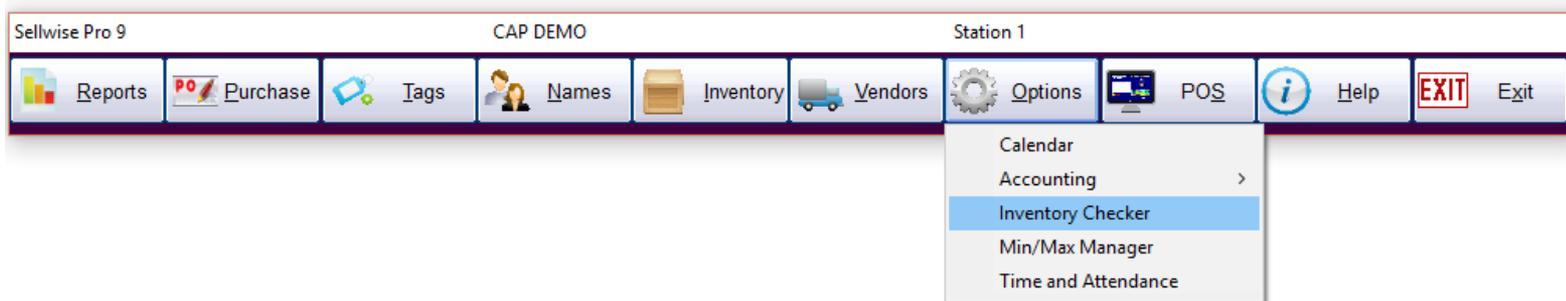
# Backing up SellWise

- 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



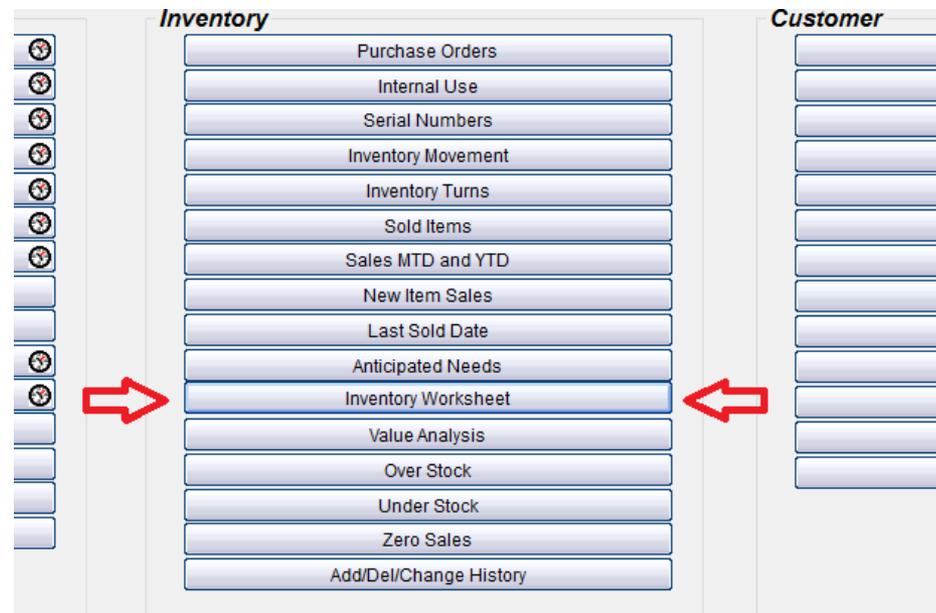
# Using Inventory Checker

- 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																				
	<b>Dept.</b>																												
		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

**I**ntput Stock Counts

**C**heck Shelf Prices

**R**eports

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

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

**Select Date and Time Ranges**

11/14/2017 to 11/14/2017  
12:00 AM to 11:59 PM

**Select Period**

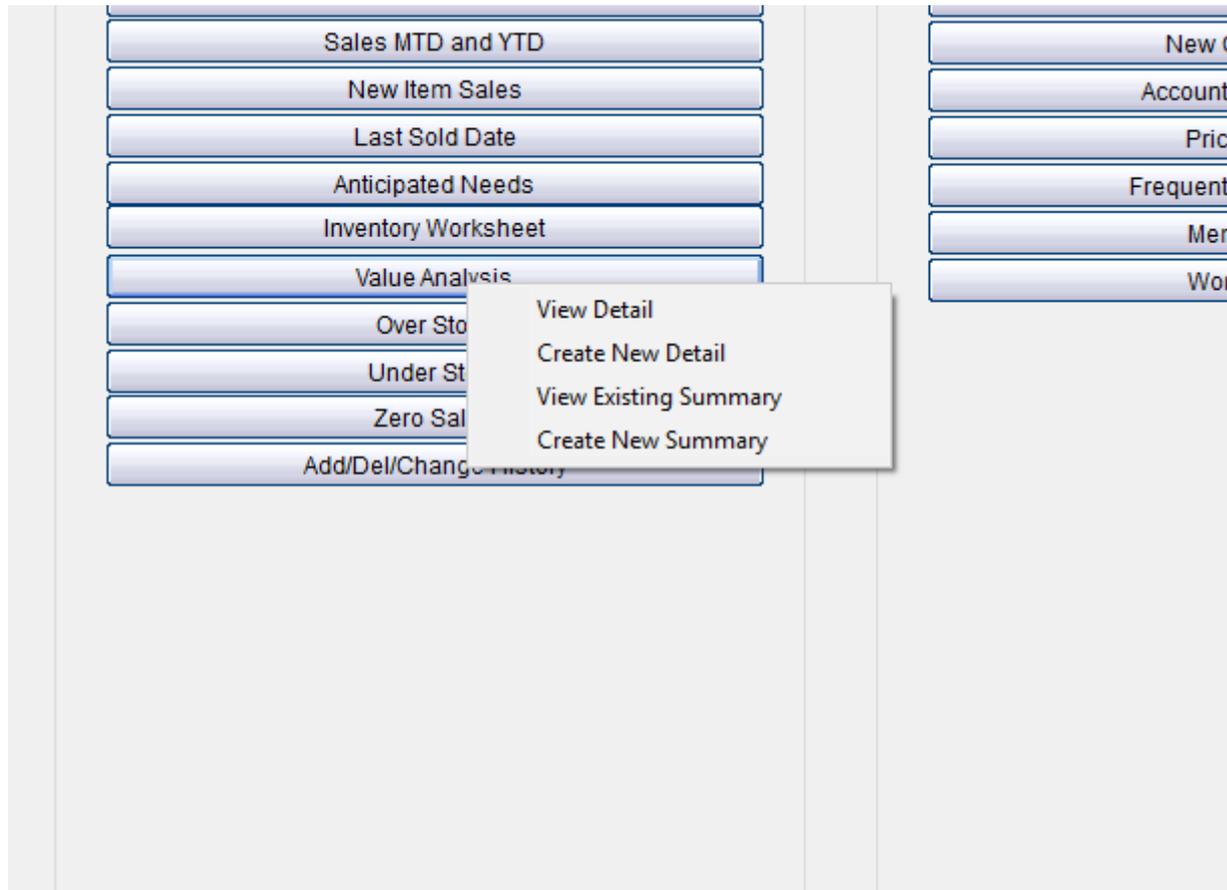
Totals Only

*(used only for Sales Performance)*

**Help** **Esc Exit**



# 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.

In the background, there are several buttons and sections of the main interface:

- 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

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

11/14/2017  
12:00 AM  
Select Period  
Totals Only



# 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



# Common CAP Service Calls

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

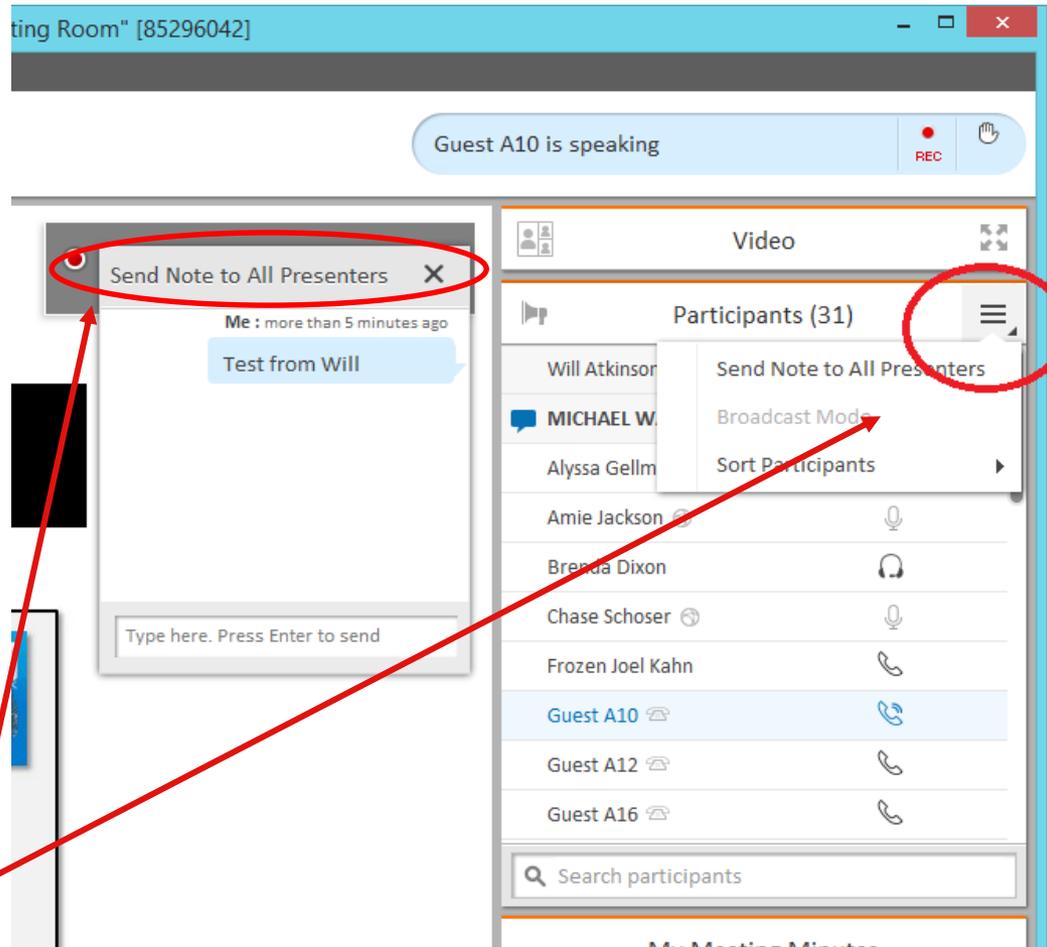
# Updates

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



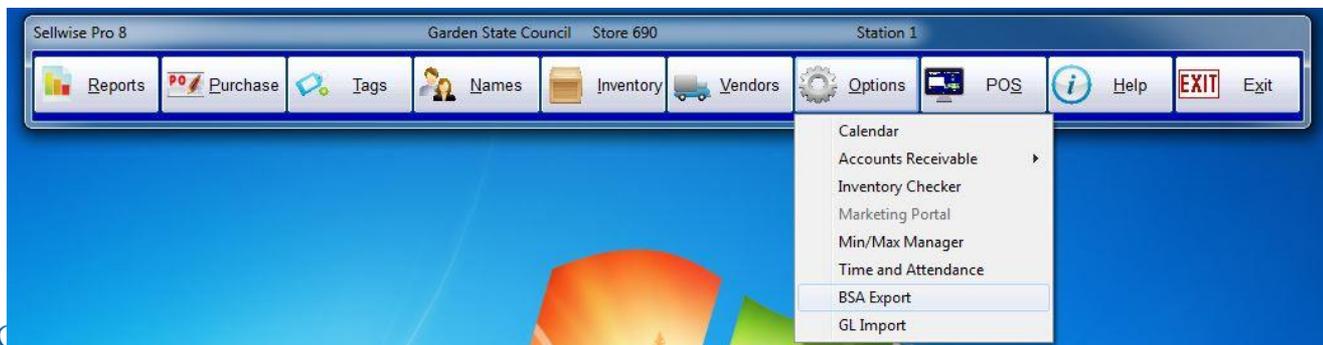
## If you have questions:

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



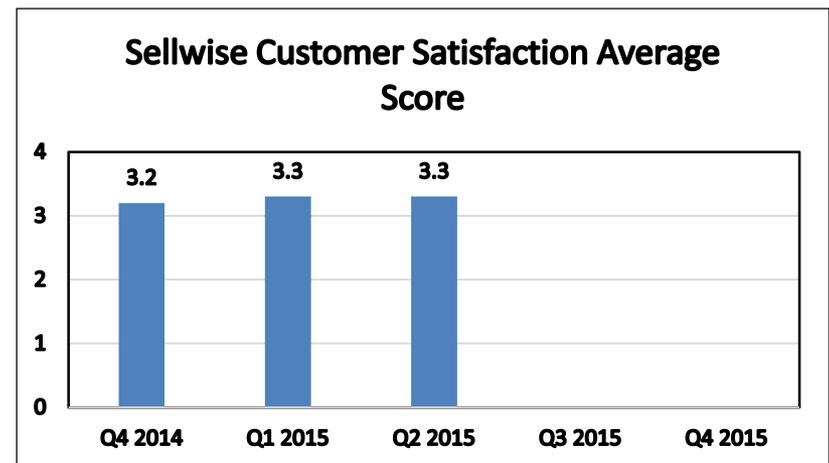
# Common Myth: Inventory is once a year

- 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 2018 was 3.5 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](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](https://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, the breadcrumb path is 'Finance Impact > Council Fiscal Management'. The main heading 'Council Fiscal Management' is circled in red. A red arrow points from the text 'Look on the Council Fiscal Management Tab' to this heading. Another red arrow points from the text 'look at the bottom left for Sellwise Support/User Group link' to the 'SellWise Support' link in the left sidebar, which is also circled in red. The sidebar contains a list of links: 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, and User Group Information. The main content area on the right includes a description of Council Fiscal Management, a webinar link 'Webinar: Staying Tax-Exempt - PDF version of February 26, 201', a link to 'Read the Frequently Asked Questions', and a link to 'View the LiveStream presentation'. Below this is a section for 'Preferred Service Providers'.



# QUESTIONS!

## Next Meeting

Thursday, January 17, 2019

10:00 am CST

2:00 pm CST

