

# SellWise User Group

Thursday, December 12, 2019

## Presenters

Will Atkinson, President – CAP/Sellwise

Don Day, Team Lead, Shared Services



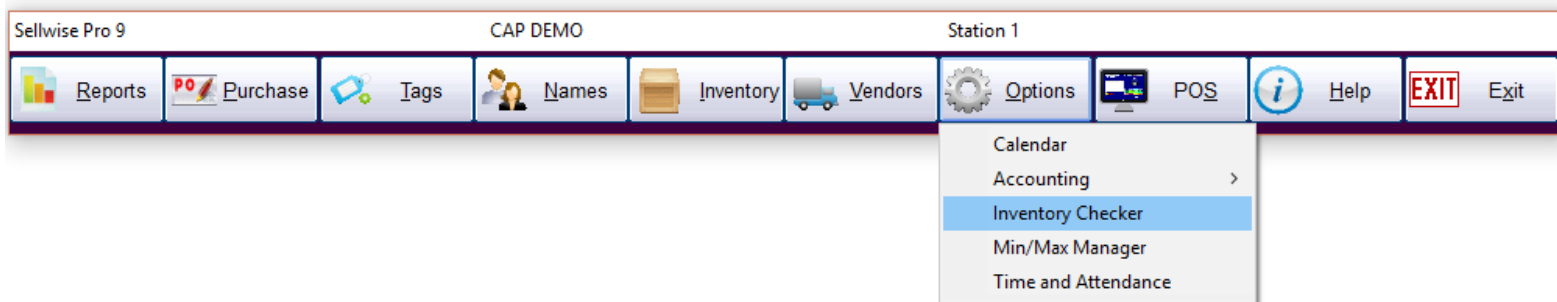
# User Group Topics

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



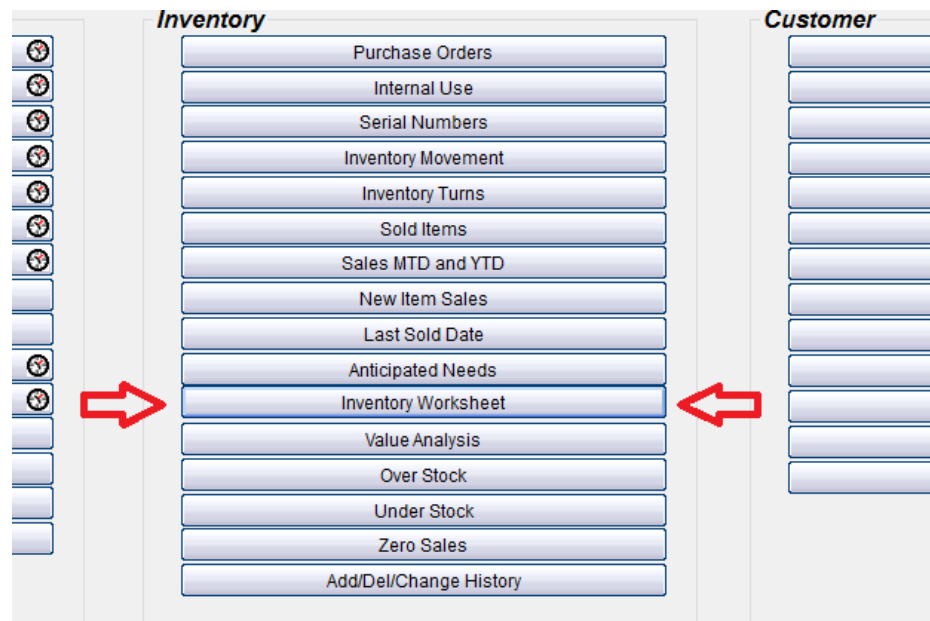
# Using Inventory Checker

- 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

<b>Sort by</b>		<b>Include on Report</b>	
<input checked="" type="radio"/> Department		<input checked="" type="checkbox"/> Quantity on Hand	
<input type="radio"/> Front Store Location		<input checked="" type="checkbox"/> Inventory Cost	
<input type="radio"/> Back Store Location		<input checked="" type="checkbox"/> Price	
<input type="radio"/> Vendor		<input checked="" type="checkbox"/> Blank Space	
<b>Secondary Sort</b>		<input checked="" type="checkbox"/> Active Items Only (Sold or with quantity on hand)	
<input checked="" type="radio"/> Item ID		<input checked="" type="checkbox"/> Stock Locator	
<input type="radio"/> Description		<input type="checkbox"/> Non Decrementing Items	
<input type="radio"/> Stock Locator			
	<b>From</b>		<b>To</b>
Departments	<input type="text"/>		<input type="text"/>
Exclude Department(s)	<input type="text"/>		<input type="text"/>
Front Location(s)	<input type="text"/>		<input type="text"/>
Back Location(s)	<input type="text"/>		<input type="text"/>



# 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	Load Data From	Select File
<input type="text"/>	CipherLab Data Collector	<input type="text"/>
<input type="text" value="New Import Name"/>	Text File	View Selected File
<input checked="" type="radio"/> Inventory All Items <input type="radio"/> Inventory by Section	Keyboard Entry	Edit Selected File
	M3000/5000 Data Collector	Delete Selected File

Count File Location

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
- Internet Use
- Serial Numbers
- Inventory Movement
- Inventory Turns
- Sold Items
- Sales MTD and YTD
- New Item Sales
- Last Sold Date
- AR/OP/MS Needs
- Inventory Worksheet
- Sales Analysis**
- Out Stock
- Under Stock
- Zero Sales
- Add/Change History

**Customer**

- Cost Sales Summary
- Sales Detail
- Invoice Summary List
- Mailing Lists
- Customer Purchases
- Loyalty
- 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
- Client Performance

**Export**

- Excel

**Select Store**

**Select Date Range**

- Year to Date: 1/1/2017-11/14/2017
- Last Year: 11/2016-12/31/2016
- Month to Date: 11/6/2017-11/14/2017
- 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: 11/14/2017
- Last Week: 11/5/2017-11/11/2017
- All: 12/16/2007-10/31/2017
- Current Selection

**Select Date and Time Ranges**

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

**Select Period**

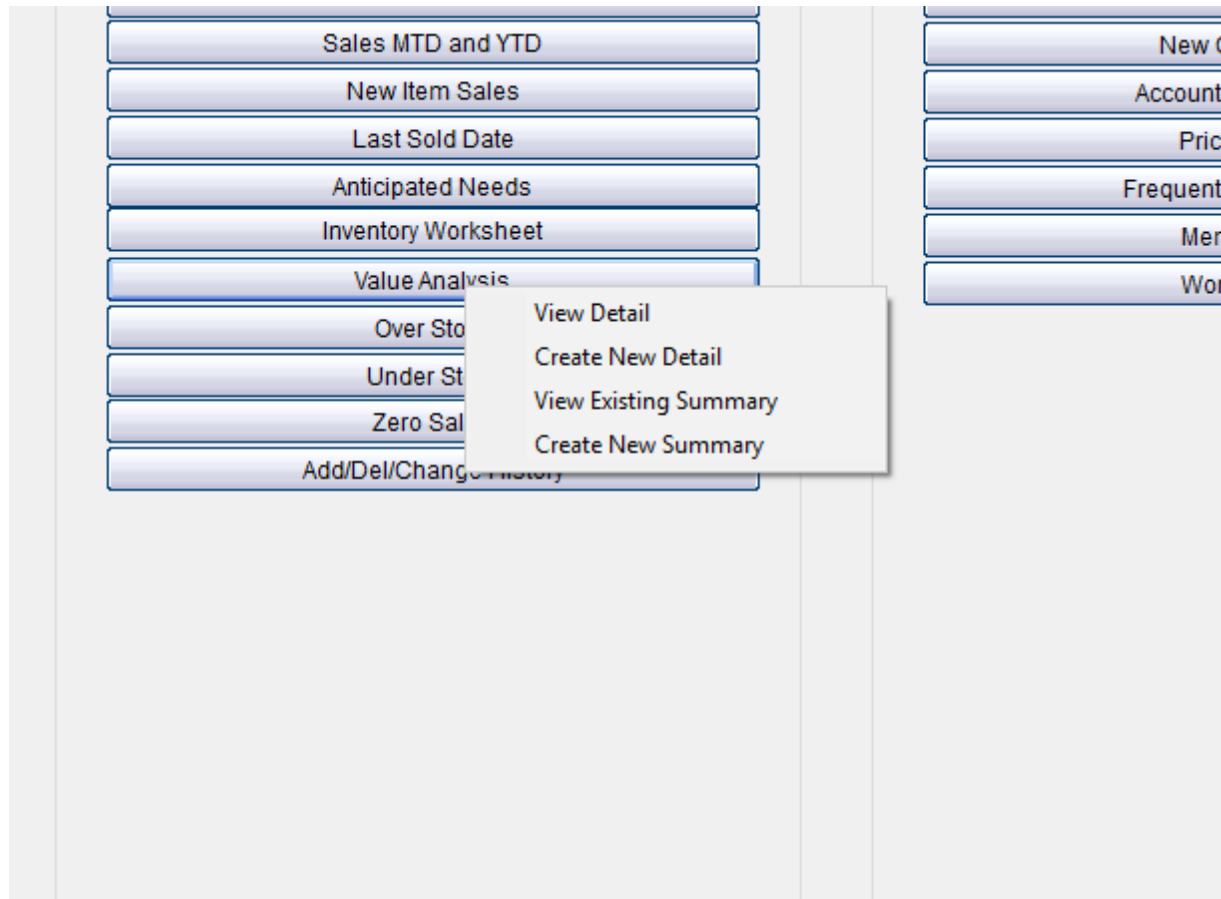
Totals Only

(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.

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)
2							
3	1	SNYCC044	Component Cd Player	5	1512.50	1209.25	1209.89
4	3	5-1810001	Steamer-2F	63	336.75	46.62	49.50
5	4	B1814862	Balloons-Vinyl	45	93.15	40.05	40.05
6	5	B1811588	Name Badges	45	180.00	104.05	104.05
7	7	D0783601	Moorewood Deck Stain Blue	18	445.32	270.00	270.00
8	8	D0786701	Moorewood Deck Stain Brown	23	493.12	295.00	299.90
9	13	5315003	Screw	18	80.28	43.74	43.74
10	14	C314869	Cow	9	122.76	66.96	66.96
11	15	P315000	Plate	11	21.12	11.55	11.55
12	29	KCE	Ice Bag Small	5	180.00	2.00	2.50
13	54	100-ig03343	Apron- Baya	39	195.00	96.00	96.00
14	221	221	Hand Cream- Stress Relief	14	112.00	28.00	28.00
15	222	AHG-11245	Antibacterial Hand Gel	5	40.50	5.00	8.52
16	223	223	Biogins	72	143.28	54.00	39.00
17	224	224	Rental Test Item	29	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:  
 SL  Description  Item ID



# Summary

Anticipated Needs      Frequent Buyer Awards

Inventory Worksheet      Membership

Month to Date  
11/1/2017-11/14/2017

Week to Date  
11/2/2017-11/14/2017

Thursday

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





# Common CAP Service Calls

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

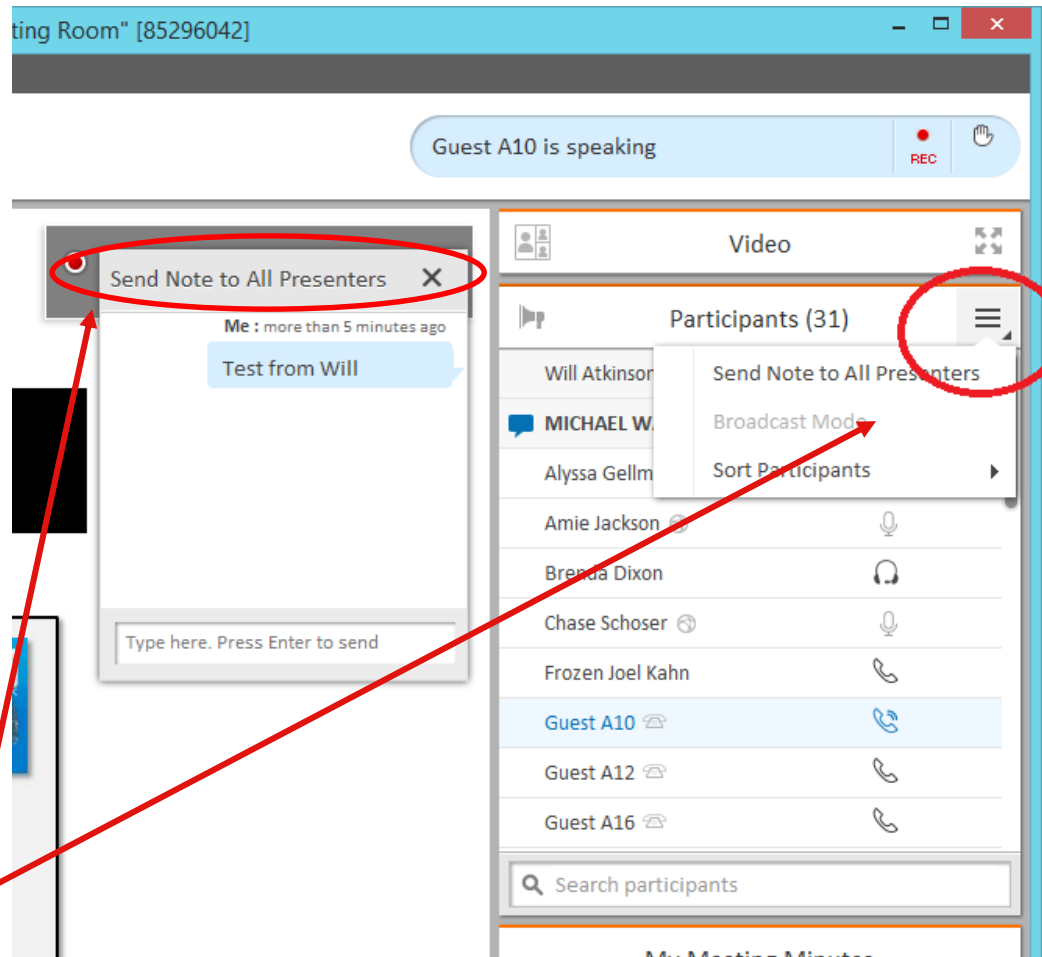


# Updates

- 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



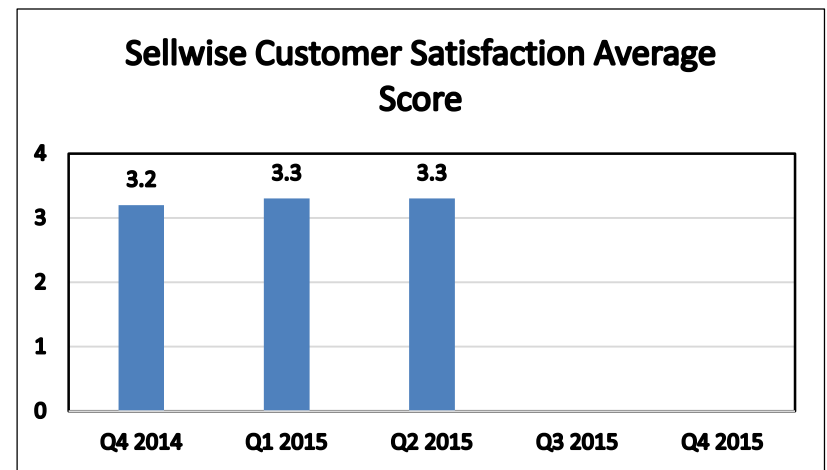
# Common Myth: Inventory is once a year

- 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](http://scouting.co1.qualtrics.com/SE/?SID=SV_6Yxn5YOGfV0DkTH)

Sincerely,

Cap Technical Support

CAP SUPPORT TEAM



BOY SCOUTS OF AMERICA®

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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 selected. Below the tabs, the breadcrumb path is 'Finance Impact > Council Fiscal Management'. The main heading 'Council Fiscal Management' is circled in red. A list of links is provided, with 'SellWise Support' circled in red. A red arrow points from the text on the left to the 'SellWise Support' link. Another red arrow points from the text on the left to the 'Council Fiscal Management' heading.

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 best practices, and more.

Webinar: Staying Tax-Exempt - PDF version of February 26, 2014  
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, January 18

10:00 am CST

2:00 pm CST

