

SellWise User Group

Thursday, May 19th, 2022

Presenters

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BOY SCOUTS OF AMERICA®

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User Group Topics

- Reconciling Credit Card Batches
- General Ledger Tender Type
- Most common CAP Service calls
- Updates



Reconciling Credit Card Batches

- POS Nation recommends periodically checking your credit card reports in CAP against the activity in your online portal
- Ensures all transactions are being recorded correctly
- Confirms batches are settling
- Best practice for accepting credit card payments



Reconciling Credit Card Batches

- CAP Reports
 - Tender Type Summary Report
 - Tender Type Detail Report
 - Credit Card Report



Reconciling Credit Card Batches

- Tender Type Summary Report

CAP Software
Tender Type Summary Report
From 5/18/2022 To 5/18/2022

Description	Quantity	Amount	Sub Total
Cash	3	320.30	
Check	1	146.96	467.26
AMEX - Credit	1	110.35	577.61
VISA - Credit	2	345.29	922.90
Master Card - Credit	1	103.81	1,026.71
Sub Total	---	1,026.71	
Cash Drop		-320.00	
Grand Total	---	706.71	



Reconciling Credit Card Batches

- Tender Type Detail Report

CAP Software
Tender Type Detail Report
From 5/18/2022 To 5/18/2022

	Qty	Date	Invoice	Amount	Reference
Cash					
		05/18/2022	Cash In 467	320.30 -320.00	Cash Drop
	<u>3</u>			320.30	Cash
Check					
		05/18/2022	469	146.96	158796
	<u>1</u>			146.96	Check
AMEX - Credit					
		05/18/2022	464	110.35	3
	<u>1</u>			110.35	AMEX - Credit
VISA - Credit					
		05/18/2022	462	109.38	4
			468	235.91	4
	<u>2</u>			345.29	VISA - Credit
Master Card - Credit					
		05/18/2022	463	103.81	5
	<u>1</u>			103.81	Master Card - Credit
				1,026.71	Sub Total
				<u>-320.00</u>	Cash Drop
				706.71	Grand Total



Reconciling Credit Card Batches

- Credit Card Detail

CAP Software
Credit Card Sales
05/18/2022 to 05/18/2022

Date	Invoice #	ARCode	Total Sale	Type	Card Number	Description	Auth #
05/18/2022	0000462		109.38	Credit	4	VISA	
	0000463		103.81	Credit	5	Master Card	
	0000464		110.35	Credit	3	AMEX	
	0000468		235.91	Credit	4	VISA	
05/18/2022		Total	559.45	Credit			
05/18/2022		GrandTotal	559.45	Credit			



Reconciling Credit Card Batches

- WorldPay IQ Portal:
<https://www.accessmyiq.com/>
- Login provided with sign-up
- If login info is needed, e-mail
merchantservices@posnation.com
- Helpful tips and guides on using the IQ portal:
<https://worldpay.egain.cloud/kb/Help/browse/503200000005057/My-iQ>



Reconciling Credit Card Batches

- WorldPay IQ Portal:
 - Login to view batches, statements, chargebacks and other useful information
 - Access 1099K tax information
 - Access Virtual Terminal for online transactions



Reconciling Credit Card Batches

- WorldPay IQ Portal:
 - To view daily batches, navigate to the Merchant Tab:

View your batch	• From the Merchant	• From the Merchant
totals	<p>Summary results above, click on magnifying glass to the left of the Settlements option</p> <ul style="list-style-type: none">• Batch totals will display	<p>Summary above, scroll down to the Settlements area. Click the “By Payment Method” link, then on “Show Batches.”</p> <ul style="list-style-type: none">• Details on your batches—including totals—will display.



General Ledger Charges at POS

- Users can setup a “miscellaneous” General Ledger Tender Type for use at the POS
- Allows manual entry of desired GL number
- Not hard coded to previously entered items or accounts



General Ledger Charges at POS

- Go to CAP Configuration → Tender Types



General Ledger Charges at POS

- Go to CAP Configuration → Tender Types
 - Select 'Add'

Dept Xfer	Inactive	N	No
Bill to	Inactive	N	No

F1 Help

F4 Add

F6 Change

F5 EDC



General Ledger Charges at POS

- Go to CAP Configuration → Tender Types
 - Create new type 'Other'
 - Description must be 'GL Acct'

The screenshot shows the 'Add Tender Type' dialog box. The 'Tender Type' dropdown menu is open, displaying a list of options: Check, Credit Card, Debit Card, Gift Certificate, Gift Card, Currency Exchange, Other, Inactive, EBT, FSA, and Bill to:. The 'Other' option is highlighted with a blue background and is enclosed in a red rectangular box. To the right of the dropdown, the 'EDC' field is set to 'No'. At the bottom of the dialog, there are buttons for 'F1 Help' and 'Esc Cancel'.

The screenshot shows the 'Add Tender Type' dialog box with the 'Tender Type' dropdown set to 'Check'. The 'Description' dropdown is set to 'GL Acct' and is enclosed in a red rectangular box. To the right of the dropdown, the 'EDC' field is set to 'No' and is also enclosed in a red rectangular box with a red arrow pointing up to it. Below the 'Description' field, the 'Open Drawer' field is set to 'No' and is also enclosed in a red rectangular box with a red arrow pointing up to it. At the bottom of the dialog, there are buttons for 'F1 Help', 'F10 Accept', and 'Esc Cancel'.



General Ledger Charges at POS

- Using the GL Tender Type at the POS



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

 Cash	 Check	 Credit	Camping Voucher	Grants
Popcorn Voucher	Campership	Pinewood Derby Vouch	Eagle Kit Voucher	Free Rank Advancemen
GL ACCT				



General Ledger Charges at POS

- User inputs the GL Number in the Reference Field
- No spaces
- No dashes
- No letters

The screenshot shows a POS system interface with a dark blue header bar containing six icons: Hot Keys, Open Dept, Operations, Exceptions, Tender, and Remark. Below the header, the main area is divided into two columns. The left column has a 'Balance' field with the value '1.99' and a 'Reference' field which is empty. The right column has a 'GL ACCT' field with the value '1.99' and an 'Amount' field. Below these fields are buttons for 'Accept', 'Cancel', 'Clear', 'PinPad', and 'Voucher'. At the bottom of the screen, there is a numeric keypad with buttons for '7', '8', '9', and a 'Back' button.



General Ledger Charges at POS

- This will charge the items or fees to the General Ledger Account manually entered by the user
- No other tender type is required
- The GL Acct must be present in the chart of accounts



Common CAP Service Calls

- Price Import – how to, confirmation of process, user guide available online
- General Ledger questions – Get the manuals before adding/changing if you're not sure
- Configuration questions



Updates

- CAP Backup
- How to ask Questions of the presenters
- Inventory myth
- Where this presentation is located online



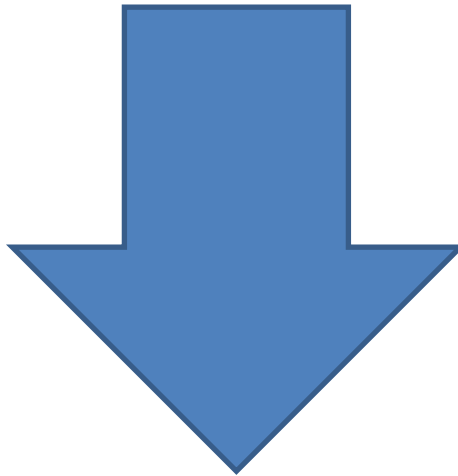
Backing up SellWise

- Is your data secure?
- New (added cost) service available (\$225/year)
- Scheduled backup daily, runs automatically
- Creates an encrypted file stored securely to the cloud
- Reviewed daily for success by POS Nation
- We contact you if your system fails to backup
- POS Nation will restore your system if a failure
- AVAILABLE NOW. Contact POS Nation for pricing



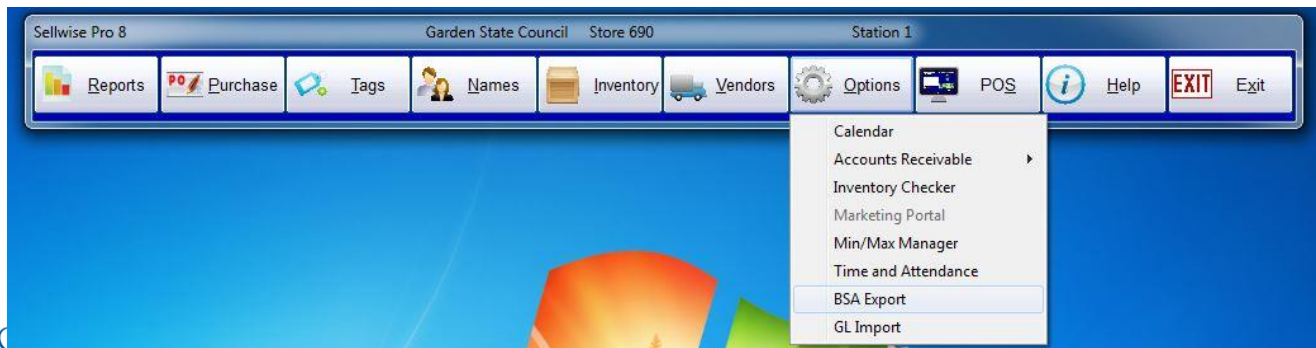
If you have questions:

1. Look for horizontal bars at bottom of your screen
2. Click on “chat”
3. Type in your question and hit enter to send to all participants



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



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

The screenshot shows the Boy Scouts of America website. The top navigation bar includes links for Join, Give, Shop, and My.Scouting Login. The main content area is titled "Council Funding and Finance" and includes a breadcrumb trail: Home > Council Support > Council Funding and Finance. The left sidebar lists various support topics, with "Council Funding and Finance" highlighted in green. The right sidebar lists specific resources, with "Council Administration" highlighted in yellow and circled in red. Other resources listed include Financial Planning, Funding the Council, Local Council Financial Audits, Back Office Business Solutions, and BSA-COVID-19 Financial Resources.

Council Support

- Council Management Support
- Contact Council Management Support
- Council Assessments
- Council Board Resources
- Council Business Practices
- Council Fiscal Management and Training
- Journey to Excellence
- Council Funding and Finance**
- Financial Planning
- Funding The Council
- Council Administration**

Council Funding and Finance

Home > Council Support > Council Funding and Finance

Council Funding and Finance

Funding a Council and assuring proper financial management of the Council Board. The material presented in this Section provides information that is designed to be used by both Volunteers and Council Staff.

[Financial Planning](#)

[Funding the Council](#)

[Council Administration](#)

[Local Council Financial Audits](#)

[Back Office Business Solutions](#)

[BSA-COVID-19 Financial Resources](#)



QUESTIONS!

Next Meeting

Thursday, June 16th

10:00am CST

