

SellWise User Group

Thursday, October 27th , 2022

Presenters

Will Atkinson, VP of Customer Experience POS Nation
Don Day, Team Lead, Shared Services



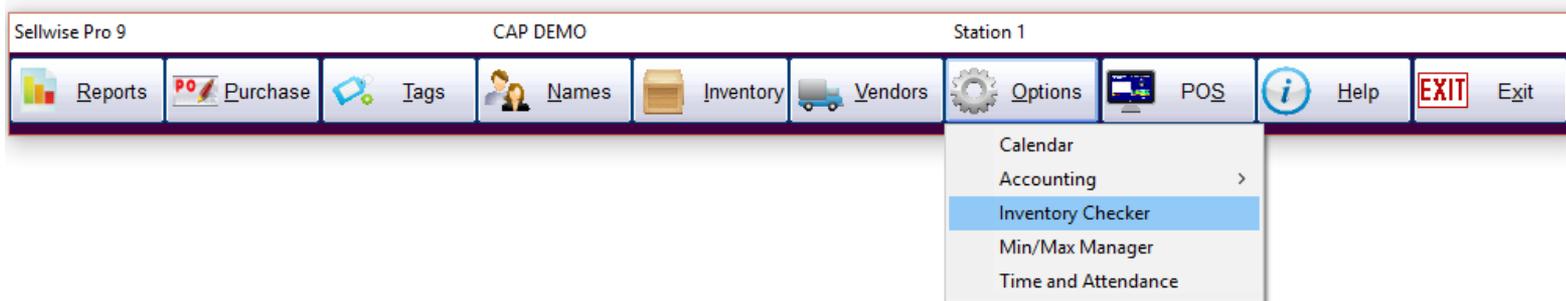
User Group Topics

- Inventory Checker Training
- Inventory Checker Steps
- Cost/Price Update Process
- Value Analysis Reminder
- Most common CAP Service calls
- Updates



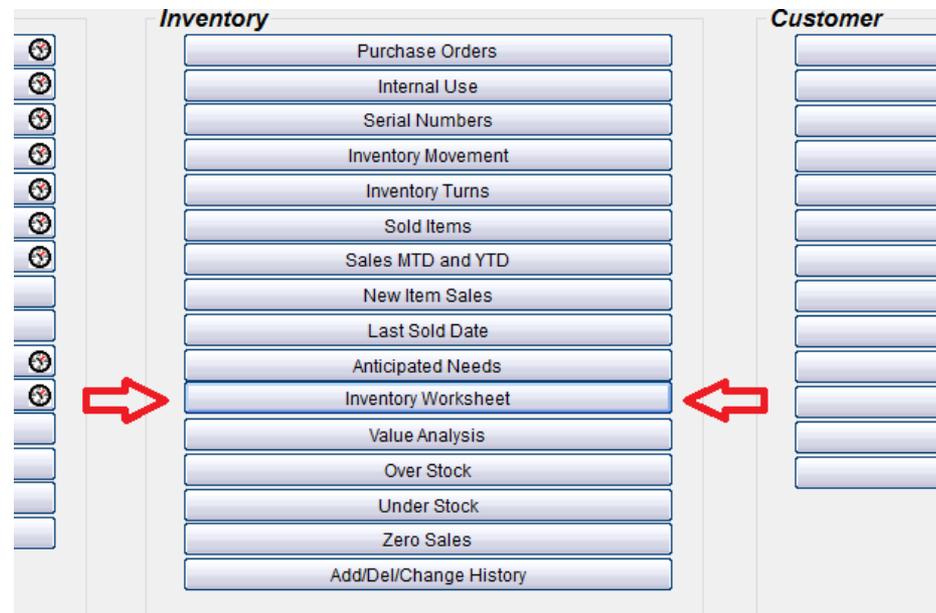
Using Inventory Checker

- 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

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



Inventory Checker

Inventory Checker

File

Input 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

Select File

Count File Location

Last invoice posted before Count: 0000934



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: <https://www.posnation.com/bsa-resources>
- There are PDF and Video tutorials available



Cost/Price Update



Cost/Price Update Tips

- Files are found via MyBSA

The screenshot displays the MyBSA website interface. At the top, there is a header with the date 'Wed, April 27, 2022', a user greeting 'Welcome Russell!', a 'Logoff' link, a 'Communities' dropdown menu, a 'Go' button, and a 'My.Scouting' link. A search bar labeled 'Search MyBSA' is also present. Below the header is a navigation bar with tabs for 'Home', 'Membership', 'Program', 'Funding', 'Point of Sale', and 'ScoutNET'. The 'Point of Sale' tab is circled in red, and a red arrow points from it to the 'National Council News Update' section. The main content area includes a 'Support' section with links like 'ACH Report for STEM Bulk Upload' and 'Change My Password'. The 'National Council News Update' section features a list of links for BSA news, including 'www.BSArestructuring.org', 'Workplace', 'Scouting Wire', 'Scouting Newsroom', and 'Bryan on Scouting'. Other sections include 'The BSA Game Plan', 'Career Center', and 'Council Flash'. A 'Reporting Setup' section at the bottom left shows a dropdown for 'BSA Structure' set to '082 National Capital Area Council' and a 'Sequence' dropdown set to 'Ascending (worst to best)', with 'Submit' and 'Reset' buttons.



Cost/Price Import Tips

- Download available files and view instructions here:
- Download to C:\SW\Maintenance

MyBSA | National Capital Area Council (082)

POS Resource Links

- E-Invoices
- Purchase Orders from Council POS
- SellWise
- SellWise User Guide
- POS Quick Reference Manual
- SellWise Cost/Price Update
- Cost/Price Update Installation Instructions

Point of Sale PO Upload

The Point of Sale PO Upload page replaces the "Purchase Orders from Council Point of Sale User Interface for uploading purchase orders and viewing the process confirmation reports older than 14 days will be displayed."

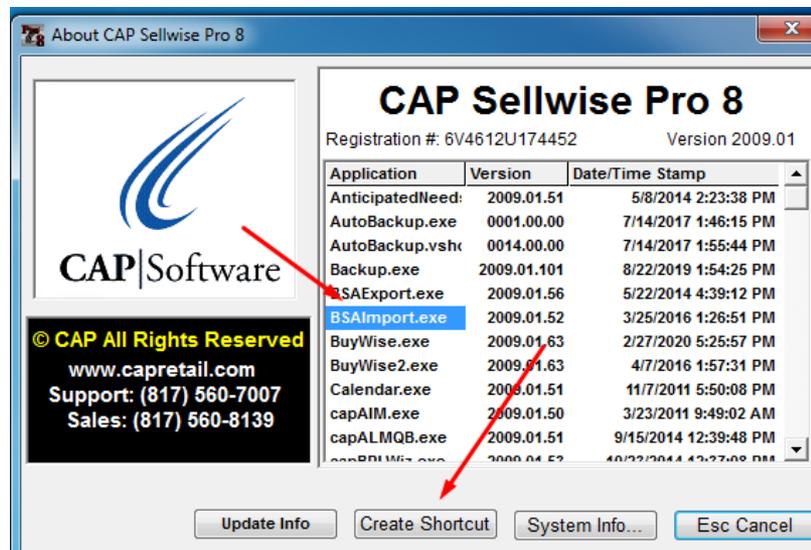
Back Refresh Upload File

HOME

<input type="checkbox"/> All	Name	Size	Modified On
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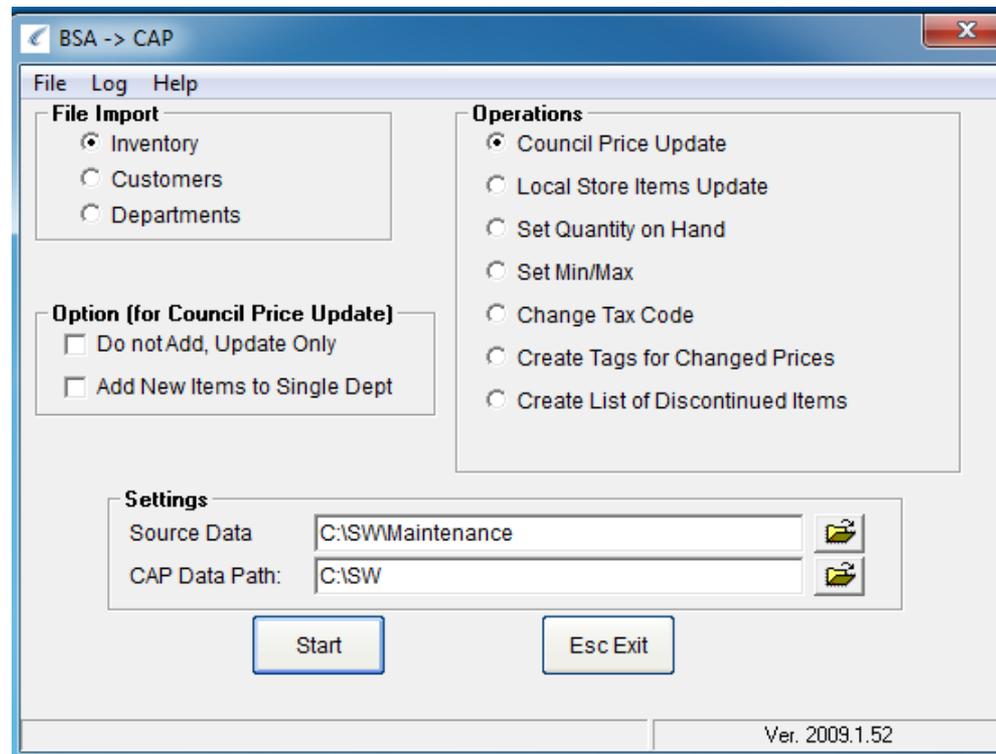
Cost/Price Update Tips

- Make sure you have a shortcut on your desktop for the BSAImport.exe



Cost/Price Import Tips

- Run the program and select the new file:



Inventory Value Analysis



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

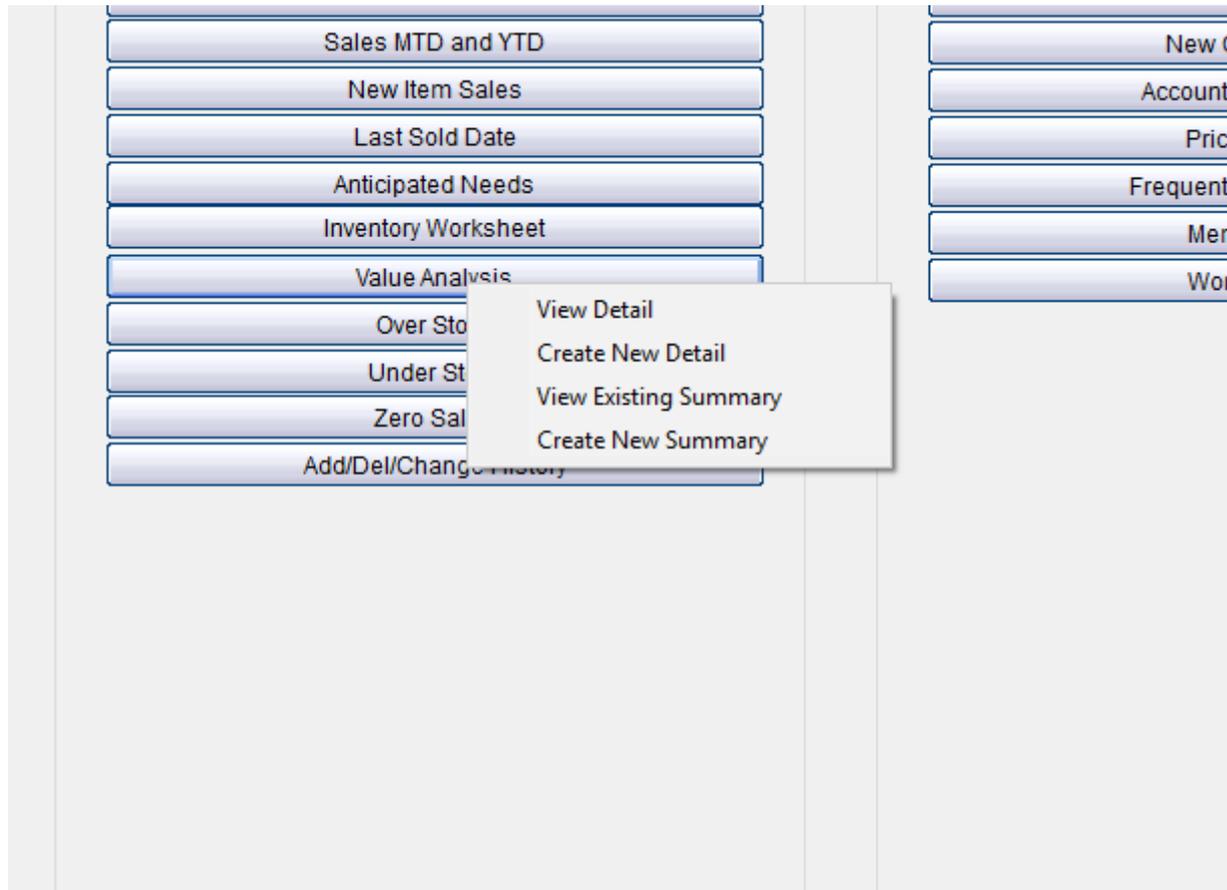
Totals Only

(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 an 'Acc' button next to it.

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: WORK Orders.
- Section: Employee.
- Section: Sa.



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

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

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



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

- 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
- Inventory Checker!
- Configuration questions



Updates

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



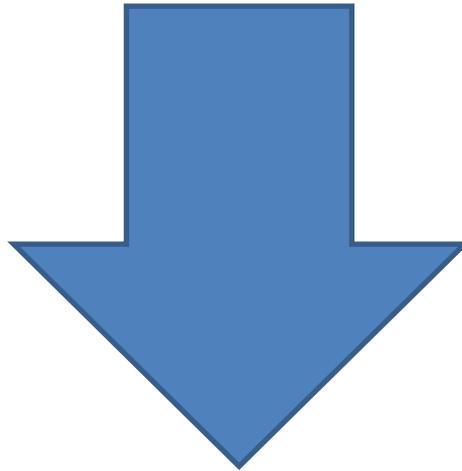
Backing up SellWise

- 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 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



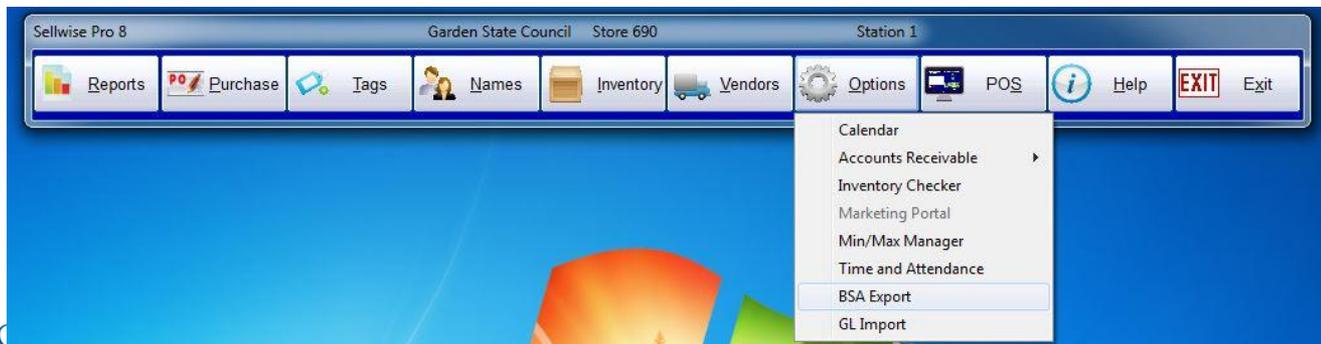
If you have questions:

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

Join Give Shop My.Scouting Login

Home > Council Support > Council Funding and Finance

Council Funding a

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 Members.

[Financial Planning](#)

[Funding the Council](#)

[Council Administration](#)

[Local Council Financial Audits](#)

[Back Office Business Solutions](#)

[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**



QUESTIONS!

Next Meeting

Thursday, November 17th

10:00am CST

