

# SellWise User Group

Thursday, February 22<sup>nd</sup>, 2024

## Presenters

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

# User Group Topics

- Cost/Price Update file – how to view items
- GL Upload issues – GL item setup
- User Training
- Most common CAP Service calls
- Updates



# Cost Price Update File Review

- How to confirm items/prices updated
- Download the latest ccprice.dat file
  - Open in Notepad
  - Search by Description or Item ID
  - Confirm item is present
  - Check the cost/price on the item
  - If the item is NOT present, it will NOT be updated
  - Cost/Price may not match the online order price



# Cost Price Update File Review

ccprice.dat - Notepad

File Edit Format View Help

100	730176001005	Applique Embd FDL 4pk	EA	0000399000000299000001000029900A
10003	730176100036	Emb NYLT	EA	0000599000000449000024000933600A
101	730176001012	Pin FDL Silvertone 5/8"@	EA	0000399000000299000024000669600A
10202	730176102023	Emb Ptrl Antelope	EA	0000299000000227000024000487200A
10206	730176102061	Emb Ptrl Beaver	EA	0000299000000227000024000487200A
10209	730176102092	Emb Ptrl Bobwhite	EA	0000299000000227000024000487200A
10211	730176102115	Emb Ptrl Dragon	EA	0000299000000227000024000487200A
10212	730176102122	Emb Ptrl Eagle	EA	0000299000000227000024000487200A
10213	730176102139	Emb Ptrl Flaming Arrow	EA	0000299000000227000024000487200A
10215	730176102153	Emb Ptrl Fox	EA	0000299000000227000024000487200A
10221	730176102214	Emb Ptrl Lightning	EA	0000299000000227000012000243600A
10223	730176102238	Emb Ptrl Owl	EA	0000299000000227000012000243600A
10230	730176102306	Emb Ptrl Rattlesnake	EA	0000299000000227000012000243600A
10233	730176102337	Emb Ptrl Scorpion	EA	0000299000000227000012000243600A
10234	730176102344	Emb Ptrl Shark	EA	0000299000000227000012000243600A
10237	730176102375	Emb Ptrl Viking	EA	0000299000000227000012000243600A
10239	730176102399	Emb Ptrl Wolf	EA	0000299000000227000012000243600A
10240	730176102405	Emb Ptrl Blnk	EA	0000299000000227000024000487200A
103	730176001036	Emb Flag USA Unif	EA	0000199000000159000024000350400A
10302	730176103020	Emb Merit Camping	EA	0000359000000308000024000676800A
10303	730176103037	Emb Merit Citizen Communi	EA	0000359000000308000024000676800A
10304	730176103044	Emb Merit Citizen Nation	EA	0000359000000308000024000676800A
10305	730176103051	Emb Merit Citizensh World	EA	0000359000000308000024000676800A
10306	730176103068	Emb Merit Communications	EA	0000359000000308000024000676800A
10307	730176103075	Emb Merit Emerg Preparedn	EA	0000359000000308000024000676800A



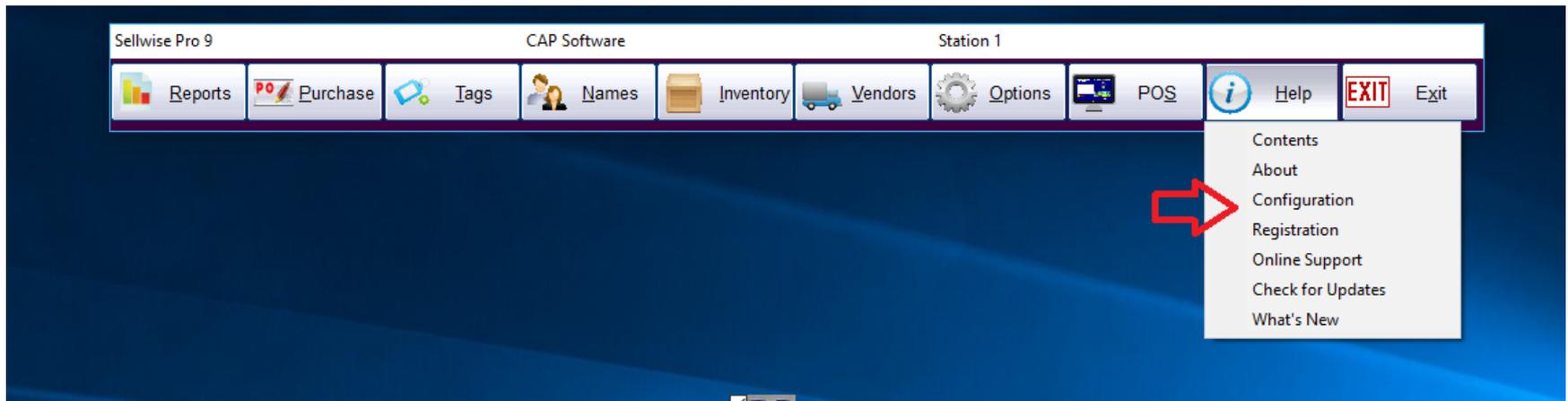
# Adding a Cash Receipt Items

- All fees and cash receipt items must be added to the SellWise inventory
- Must Include:
  - Description of Event/Fee
  - GL # in Sub-description (no spaces or dashes)
  - Vendor 90
  - Department 90
  - Non-decrementing = Y



# Adding Cash Receipt Items

- Verify Vendor 90 and Department 90 are present.



# Department 90

CAP Software Configuration

Station #1  
DataPath: C:\BSATEST

Store1

### Station Settings

- Station Settings
- Station Hardware
- Printers

### Store Settings

- Store Settings
- Sales Codes & Security
- Gender Settings
- Cash Dep / Check Drawing / Lottery / Layaway / Frequent Buyer / Delinets
- Invoices & Receipts
- Taxes
- Phone/Sponsors / Miscellaneous
- Litiles
- Short Cut Keys

### Program Definitions

- Additional Information
- Cost Centers
- Departments
- Internal Use Codes
- Membership Types
- Unit of Measure
- Terms Manager
- Templates

Esc Exit



# Department 90

- You MUST add Department 90 or verify it is in your Department list

049.000.000	Socks			0	0
050.000.000	CS Bookshelf			0	0
051.000.000	BS Bookshelf			0	0
052.000.000	Ladies			0	0
053.000.000	Mens Uniform Shirts			0	0
054.000.000	Adult Pants			0	0
055.000.000	BS Kaki Shelf			0	0
056.000.000	CS Blue Shelf			0	0
057.000.000	CS Hats & Necker			0	0
058.000.000	Wood Crafts			0	0
059.000.000	Scrapbooking			0	0
060.000.000	Hall Wood Shelf			0	0
061.000.000	T-Shirts			0	10
062.000.000	Jackets			0	0
063.000.000	Normandy				10
065.000.000	Special Request			0	0
070.000.000	Advancements			0	0
088.000.000		0		0	0
090.000.000	Cash Receipts			0	0

# Vendor 90

- Ensure Vendor 90 is in your Vendor List. If not, add Vendor 90, with vendor code '90'.

Vendor Lookup

FS Vendor	FS Vendor Code	FS Last Name	First Name	Street Address	City	State	FS Zip
Bsa1000	1000	Bsa1000	Bsa1000	Bsa1000	Dallas	Tx	76000
Bsa1001	1001	Bsa1001	Bsa1001	Bsa1001	Dallas	Tx	76000
Bsa1002	1002	Bsa1002	Bsa1002	Bsa1002	Dallas	Tx	76000
BSA Vendor 90	90						

# Item Setup

Inventory - S&P Records

Stock Locator: 9603718  
 Vendor Item #: =ADULT REG.FEE  
 Unit of Measure: EA - Each  
 Description: Adult Registration Fees  
 Sub-Description: 1230100000  
 UPC(s):  
 Non-Decrementing Item

Main		Additional Information		Messages	
<b>Cost/Price</b>					
Current Cost	0.00	Margin	%	Tax Code	Non Taxable
Actual Cost	0.00	Markup	%	Vendor	90
List Price	0.00			Alt. Vendor	
<b>Ordering Information</b>				Department: Dept Code 090.000.000 Dept --Sub Dept-- Cash Receipts Class Volumetric Tax \$ 0.00	
On Hand	0	Maximum	826		
On Order	0	Minimum	751		
Qty / Pack	1	Has Sold	Yes		
Currently Understocked	Yes	Last Sold	12/05/2017		
		Do not ReOrder	False		

Notes

Buttons: Help, Add, Change, Delete, History, Print Tag, Accept, Cancel Esc



# Non-Decrementing Item

Inventory: 5.037 Records

Stock Locator: 9603718  
Vendor Item #: -ADULT REG.FEE  
Unit of Measure: EA - Each

Description: Adult Registration Fees  
Sub-Description: 1230100000  
UPC(s):

4352

**Non-Decrementing Item**

**Main** | **Additional Information** | **Messages**

**Pricing Options**  
Price Levels  
Promo Prices  
Quantity Prices

**Kit Item**  
Kit | Kit Plus  
Add Kit

**Matrix**  
Matrix Root | Matrix Item  
View Matrix

**Serialized Item**  
Serialized: No  
View Serialized  
View Warranty

**Additional Information**

EBT Eligible	No
Sell by Weight	No
Sell by Dollar Amount	No
Discounts Allowed	Yes
Web Enabled	No
Non Decrementing	Yes
Commissionable	Yes
Verify Age	years

**Messages**

Mix 'n Match Code: View  
Break Pack Link to SL:  
Item Link to SL:

Add Picture  
Remove Picture

**Notes**

Edit  
Find  
Next

Help | Add | Change | Delete | History | Print Tag | Accept | Cancel



# Cash Receipt Items

- Must have Vendor 90
- Must have Department 90
- Must Have Full, Valid GL Number, with no formatting, in the Sub-Description field
- If the GL# is wrong or invalid, your upload to PeopleSoft will fail.
- Item can have a set price or open dollar price.



# User Training

- New to SellWise?
- Call us to get feature/function specific training
- Schedule an appointment for an hour of training if you prefer
- [www.posnation.com/tech](http://www.posnation.com/tech)
- [support@posnation.com](mailto:support@posnation.com)
- Let us help you get the most out of SellWise



# Common CAP Service Calls

- Housekeeping note: Please call BSA Customer Care and select SellWise to direct access to the best help (972) 580-2489
- General Ledger questions – Get the manuals before adding/changing if you're not sure
- Start thinking about summer camp!

# Updates

- CAP Backup
- If you have new staff, please call or e-mail for training, we're here to help!
- How to ask Questions of the presenters
- Inventory myth
- Where this presentation is located online

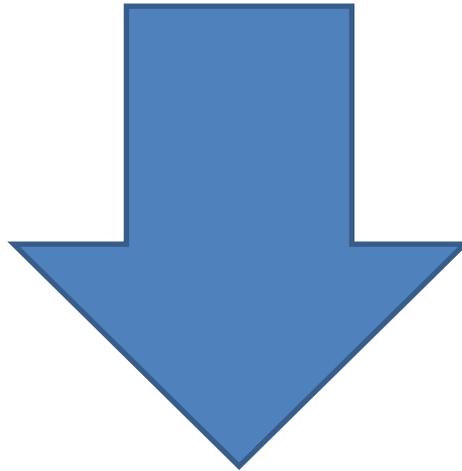
# Backing up SellWise

- Is your data secure?
- New (added cost) service available (\$225/year) Still!
- 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](https://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 and Finance

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

[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, March 21st

### 10:00am CST

