

FFL (Federal Firearms License) with CAP

"GETTING STARTED GUIDE"

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8/10/2016
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Configuration:

 From the CAP Software toolbar, select Help>Configuration> Store Settings. Under the *Purchasing* section, set *Track FFL Information when Receiving Serialized Items* to Yes. Press Accept and restart SellWise for the change to take effect. (See image below)

No
Stock Locator
Portrait
No
Yes

Adding Inventory:

1. Add the Inventory Item making sure to apply the **Description**, **Sub-Description**, **Cost**, **List Price**, **Tax Code**, **Vendor**, and **Department** which is all in the *Main* tab. (*See image below*)

	0004						01- 0 D220					
ock Locater	8321.					Description	Sig Sauer P229	DAK .40cal				900
ndor Item #	8321					Sub-Description	40 Cal					
						UPC(s)						
Unit of Measure	e Ea	- Each										
	٨	Aain		1		Additional Info	ormation	T T		Mes	sages	
ost/Price												
Current Co	st	659.00	Ма	irgin	25.00	%	Tax Code	A 8.25%		Volumetr	ic Tax \$	
Actual Co	st	659.00	Mar	kup	33.33	%	Vendor	омс				
List Pric	>e	878.67					Alt. Vendor					
Sell Price	90							Dept Code	DeptSub D	ept	Class	
							Department	084.001.000	Handguns - Sem	i-Auto		
rdering Informat	ion											
On Hand		0	Maximum		1							
On Order		0	Minimum		0							
Qty / Pack	4 (1	Has Sold		No							
Current	ly ed	No	Last Sold									
		Do	not ReOrder	Fals	e							
es												
											^	Edit
												Find
											,	Next
Hala			Channel		Delete				Daine Tan			Gameral Fr
							HIS HIS	uory	Print Iao	Acc		Lancel HS

2. From the *Additional Information* tab, set *Serialized Item* to **Yes** and press **Accept** to add the new inventory record. (*See image below*)

🛐 Inventory - 389 Records			- 0 X
Stock Locater 8321. Vendor Item # 8321 Unit of Measure <u>En - Each</u>	Description Sub-Description Edit UPC	ion Sig Sauer P229 DAK .40cal 40 Cal	900
Main	Additional Infe	Information Messages	
Price Levels Promo Prices Quantity Prices Kit Item Kit N Add Kit Matrix Matrix Serialized Item Serialized Nets View Matrix	EBT Eligible Sell by Weight Sell by Dollar Amount Discounts Allowed Web Enabled Non Decrementing Sign. Required FSA Commiscianable Verify Age	No No No Yes No No Yes years	View Edit Edit
Help	Change Delete	History Print Tag Accept	Esc Cancel

Purchasing:

1. A purchase order must be created in CAP to receive items into the inventory that are serialized. The link below will take you to the Purchasing guide that explains how PO's work in CAP:

http://www.capretail.com/content/Guides-and-Documents/Install-Guides+Checklists/Purchasing.pdf

Receiving:

1. Once a Purchase Order is created and the item/items are shipped and in the store ready to be received, from the CAP Software toolbar select **Purchase**>highlight the PO to receive and press **Receive PO**. (see image below)

CAP Purcha	sing						- 0 X
Sent	Clerk Or	der Date Cano	cel Date Ship Date	PO Number		Vendor	Amount
Yes	H 08	/02/2016 08/0	02/2016 08/02/2016	00000651	Outdoor Products		659.00
Vend	or Purchase Order	×				1 Order - Total	\$659.00
		Add	Change	Delete	Receive PO	Receive Manual	
	Help	Suggested Order	Understock	Matrix Ordering	Iransfers	On Order Report	Exit

 The purchase order will open. Press Accept and enter the Serial Number, Manufacturer, Made In, and Imported by fields. When finished, press Accept. (See image below)

Sig Sauer P229 DAK	.40cal	Received
ID 8321	SL 8321.	1
erial Numbers	Serial Number	
2456XKJ7454S	12456XKJ7454S	
	Manufacturer	SIG
	Made in	USA
	Imported by	Centruy Arms

• The item and serial number have now been received into Inventory. (See image below)

tock Locater	8321.	Description	Sig Sauer P229 DAK .40ca	al	900
endor Item #	8321	Sub-Description	40 Cal		
		UPC(s)	-	~	
Unit of Measur	Ea - Each	v			
	Main	Additional Info	ormation	Messages	
Pricing Options				Mix 'n Match Code	View
Pric	ce Levels	Serialized Inventory		Break Pack Link to SL	
Pron	mo Prices	Sig Sauer P229 DAK .40cal	21	brown Fuck Ellik to SL	
Quan	ntity Prices	Received Serial # Date Sold Invoid	e # Manufacturer Made in Importer	Item Link to SL	
Kit Item		600916 96770K459ND	50 USA Centry Arms		
🗆 Kit	Kit Plus				
A	Add Kit			Add Picture	
Matrix					
Matrix Root	Matrix Item			Remove	
Vie	w Matrix			Picture	
Serialized Item					
Serialized Ye	View Serialized				
	View Warranty	Print Find Ca	ncel		
tes				-	
					Edit
					Find
				,	Next

Selling:

- 1. From the CAP Software toolbar select **Name** and then add the customer to the sale.
- 2. Select/Scan the item you wish to sell. If any of the items are serialized on the sale, when selecting *Tender*, the clerk will be prompted to select the appropriate Serial Number for that specific item. You man then Tender and complete the sale. (*See image below*)



Reporting:

1. From the CAP Software toolbar, select **Reports>Serial Numbers**. There are 4 options. (See image below)

Sales			Inventory			Customer	
	Sales Summary	0		Purchase Orders		Cu	st. Sales Summary
	Transaction Summary	0		Internal Use			Sales Detail
	Transaction Detail	3		Serial Numbers		In	nico Summary List
	Tax	3		Inventory Movement	Acquisit	tion/Disposition	ling Lists
	Tender	3		Inventory Turns	Serial N	umbers in Stock	er Purchases
	Credit Cards	3		Sold Items	Bound I	umbers sold	ayaway
	Cash Drawer	3		Sales MTD and YTD	Serial N	umbers on Lavaway	Customers
	Discounts			New Item Sales		AC	counts Receivable
	Hourly Activity			Last Sold Date			Price Levels
	Sales by Department	3	Anticipated Needs	í F	Fre	quent Buyer Awards	
	Sales by Item	3		Inventory Worksheet			Membership
	Sales by Vendor			Value Analysis			Work Orders
	Store Performance			Over Stock			
	Item Performance			Under Stock			
	Vendor Performance			Zero Sales			
Only Repor	ts with this icon allow Time based so Date Pange only	orting.		Add/Del/Change History			

- A) Acquisition/Disposition *FFL formatted
 - 1. For FFL reporting, select the **Excel** option and press **Accept**. *It is necessary to have Microsoft Excel to view the report with the applicable information.*
 - The *Standard* printed report does not contain the extended FFL fields. (See image below)



2. Enter a *File name* and select a *location* and then press **Save**. (See image below)

Save As						×
	iis PC → Desktop			マ Ö Search Desk	op	P
Organize 👻 New folde	er				-	0
👆 Downloads 🖈 ^	Name	Date modified	Туре	Size		^
😭 Documents 🖈	BB.csv	8/2/2016 11:47 AM	Microsoft Excel C	1 KB		
📰 Pictures 🛛 🖈	K tesdt.csv	8/2/2016 11:46 AM	Microsoft Excel C	1 KB		
🔚 Videos 🛛 🖈	TEST.csv	8/2/2016 11:38 AM	Microsoft Excel C	1 KB		
🛆 Google Drive 🖈	TEXT.csv	7/29/2016 9:11 AM	Microsoft Excel C	1 KB		
CAP3	POS Build - Shortcut	7/26/2016 11:34 AM	Shortcut	3 KB		
DEMORROS	CAP - Shortcut	7/15/2016 9:47 AM	Shortcut	2 KB		
Contro Hala file	VirtualStore Log location	7/15/2016 9:47 AM	Shortcut	2 KB		
- Scotts neip nie	🧭 CAP BOARD - Agile Board - JIRA	7/14/2016 12:24 PM	Internet Shortcut	1 KB		
lest	🚳 qcemps.csv	5/10/2016 9:09 AM	Microsoft Excel C	61 KB		
a OneDrive	Test - Shortcut	12/30/2015 1:39 PM	Shortcut	1 KB		
	CAP Tickets	2/26/2015 10:22 AM	Internet Shortcut	1 KB		
Inis PC	CAP Software Version SellWise Pro 9 Co	10/23/2014 2:04 PM	Internet Shortcut	1 KB		
Desktop	CAP Software Version 2011 Pro 8 Compo	12/13/2013 10:46	Internet Shortcut	1 KB		
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File name: A/Q-	8-2-2016					~
Save as type: Excel	Files (*.csv)					\sim
Hide Folders				Save	Cancel	

3. The report will open in Excel. (See image below)

	j															
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	A1	• (°	fx Date Rcvd													
1	A	В	С	D	E	F	G	н	1	J	K	L	M	N	0	P
1	Date Rcvd	Serial #	SL	Description	Sub Desc	Vendor	Manufacti	Made in	Importer	Customer	Name	Address	City,State,Zi	p Invoice #	Sale Date	
2	8/2/2016	987FGK450WD	8321	Sig Sauer P229 DAK .40cal	40 Cal	Outdoor Products	SIG	USA	Centruy Ar	rms	Tom, Smith	1234 Main St	Fort Worth	TX 750	8/2/2016	
3																
4																

- B) Serial Numbers in Stock Choose Excel Output for FFL reporting.
- C) Serial Numbers Sold This is a standard report.
- D) Bound Book *FFL Formatted
 - 1. Select the *Excel* option and press Accept. (See image below)

Serial Numbers Report
 C All Serialized Items C Select Items
□ 8321. Sig Sauer P229 DAK .40cal
C Standard C Excel
Accept Cancel
Status:

2. Enter a *File name* and select a *location* and then press **Save**. (See image below)

Save As						×
	This PC > Desktop			~ Č	Search Desktop	م
Organize 👻 New 1	older					⊪ • ()
👆 Downloads 🖈	Name	Date modified	Туре	Size		^
🔮 Documents 🖈	BB.csv	8/2/2016 11:47 AM	Microsoft Excel C	1 KB		
📰 Pictures 🛛 🖈	a tesdt.csv	8/2/2016 11:46 AM	Microsoft Excel C	1 KB		
📕 Videos 🛛 🖈	TEST.csv	8/2/2016 11:38 AM	Microsoft Excel C	1 KB	1	
🛆 Google Drive 🖈	TEXT.csv	7/29/2016 9:11 AM	Microsoft Excel C	1 KB		
CAP3	POS Build - Shortcut	7/26/2016 11:34 AM	Shortcut	3 KB		
DEMORROS	🔂 CAP - Shortcut	7/15/2016 9:47 AM	Shortcut	2 KB	1	
Contto Hole file	VirtualStore Log location	7/15/2016 9:47 AM	Shortcut	2 KB	1	
Scotts Help file:	CAP BOARD - Agile Board - JIRA	7/14/2016 12:24 PM	Internet Shortcut	1 KB		
Test	🚳 qcemps.csv	5/10/2016 9:09 AM	Microsoft Excel C	61 KB		
a OneDrive	📙 Test - Shortcut	12/30/2015 1:39 PM	Shortcut	1 KB		
	CAP Tickets	2/26/2015 10:22 AM	Internet Shortcut	1 KB		
This PC	🐔 CAP Software Version SellWise Pro 9 Co	10/23/2014 2:04 PM	Internet Shortcut	1 KB		
E Desktop	🐔 CAP Software Version 2011 Pro 8 Compo	12/13/2013 10:46	Internet Shortcut	1 KB	1	
Packup201606	X Add Verrion Noter	12/12/2012 10-45	Internet Shortcut	1 KR		~ '
File name: 🚦	oundBook8-2016					~
Save as type: E	cel Files (*.csv)					~
Hide Folders					Save	Cancel

3. The report will open in Excel and will be formatted for FFL submission. (See image below)

2														BB.csv - Microsoft Excel									
Pas	Cut	t Painter	Calibri B Z U	•(⊞	11 - / - 🔕 -		8-	Text e & Center =	General \$ + %	• 124 .23	Conditio	nal Format	Norma	l Bad cell Explo	anatory	Good Input	Neutral Linked Cell	Calculation		Insert Dejete Format	Σ Auto Fill •	Sort &	
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1	Date Rovd	Rovd Serial #		SŁ	Det	cription	Sub Desc	Vendor		Manufact: Made in		Importer	Customer Name		Address		City,State,Zip	Invoice #	Sale Date			4	
2	8/2/20	16 987F	GK450WD		8321 Sig	Sauer P229 DAK .40ca	40 Cal	Outdoor P	roducts	SIG	USA	Centruy A	rms	Tom, Smith	1234 Ma	in St	Fort Worth TX 76611		750	8/2/2016			
3																							
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