



FFL (Federal Firearms License) with CAP

“GETTING STARTED GUIDE”

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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)

PURCHASING	
Include Retail Price and Margin on PO	No
Purchase Order Items Display by	Stock Locator
Purchase Order Layout	Portrait
When Including Freight in Cost: Reset current cost to Vendor Cost?	No
Track FFL Information when Receiving Serialized Items	Yes

Adding Inventory:

- 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)

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

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)

Sent	Clerk	Order Date	Cancel Date	Ship Date	PO Number	Vendor	Amount
Yes	H	08/02/2016	08/02/2016	08/02/2016	00000651	Outdoor Products	659.00

Vendor Purchase Order 1 Order - Total \$659.00

Buttons: Add, Change, Delete, Receive PO, Receive Manual, Help, Suggested Order, Understock, Matrix Ordering, Transfers, On Order Report, Exit

2. 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)

Receive Serial Numbers

Product Information

Sig Sauer P229 DAK .40cal

ID 8321 SL 8321

Quantity Received 1

Serial Numbers

12456XKJ7454S

Serial Number 12456XKJ7454S

F2 Delete F3 Next

F4 Auto Number

Manufacturer SIG

Made in USA

Imported by Centrury Arms

F1 Help F10 Accept Esc Cancel

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

The screenshot shows the 'Inventory - 800 Records' window. At the top, 'Stock Locator' is 8321, 'Vendor Item #' is 8321, 'Description' is 'Sig Sauer P229 DAK .40cal', 'Sub-Description' is '40 Cal', and 'UPC(s)' is empty. 'Unit of Measure' is set to 'Ea - Each'. The 'Main' tab is active, showing 'Pricing Options' (Price Levels, Promo Prices, Quantity Prices), 'Kit Item' (Kit, Kit Plus, Add Kit), 'Matrix' (Matrix Root, Matrix Item, View Matrix), and 'Serialized Item' (Serialized: Yes, View Serialized, View Warranty). A 'Serialized Inventory' window is open, showing a table with columns: Stock Locator, Serial, Date Sold, Source #, Manufacture, Made in, Importer. The table contains one row: 8321, 8321000000000, , , SIG, USA, Century Arms. The 'Messages' tab shows 'Mix 'n Match Code', 'Break Pack Link to SL', and 'Item Link to SL'. The 'Notes' section is empty. At the bottom are buttons: Help, Add, Change, Delete, History, Print Tag, Accept, Cancel.

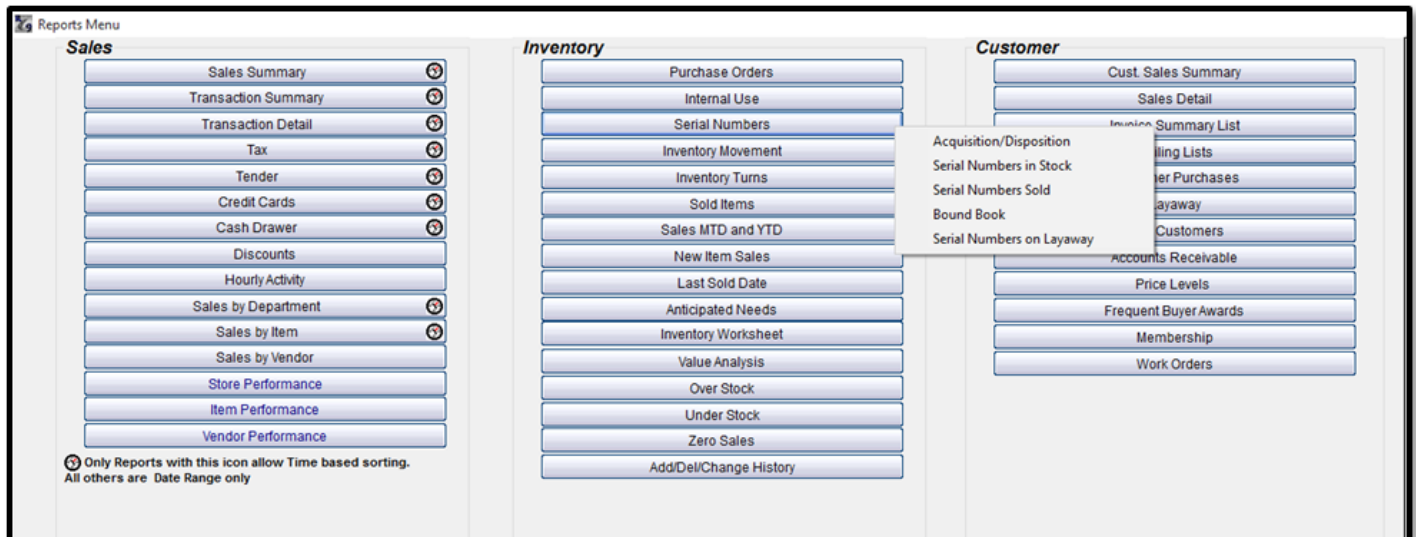
Selling:

- From the CAP Software toolbar select **Name** and then add the customer to the sale.
- 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)

The screenshot shows the CAP Software POS interface. The top toolbar includes PriceCheck, Quantity, Item, Name, Hot Keys, Open Dept, Operations, Exceptions, Tender, and Remark. The main area shows 'Qty = 1' and 'Smith Tom'. A table lists items with columns: Qty, Item ID, Description. The bottom section shows '0 Item', 'Sub Total .00', 'Tax .00', and 'Total .00'. A 'Tag Serial Numbers for Sig Sauer P229 DAK .40cal' window is open, showing 'Tagged 1 must equal Sold 1', 'Enter Serial Number', and a list of serial numbers with '8321000000000' selected. The right side shows payment options: \$10, \$100, Exact Change, TEST ITEM No Value, CHECK CASH, LOTTO, LOTTOOUT, Cash, Check, Credit Card, Gift Card, Gift Cert, Debit, EBT, Paypal, On Account, Six Pack, Single, Google, and Help.

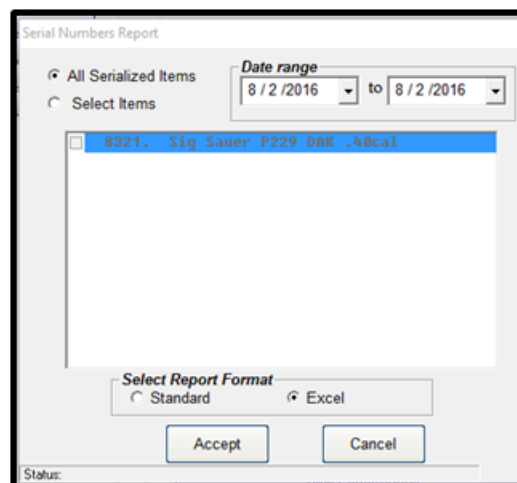
Reporting:

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

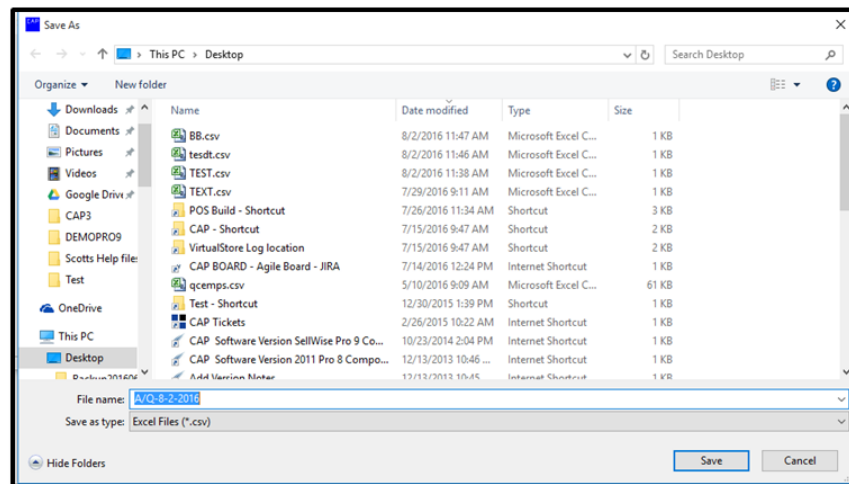


A) Acquisition/Disposition *FFL formatted

- 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)

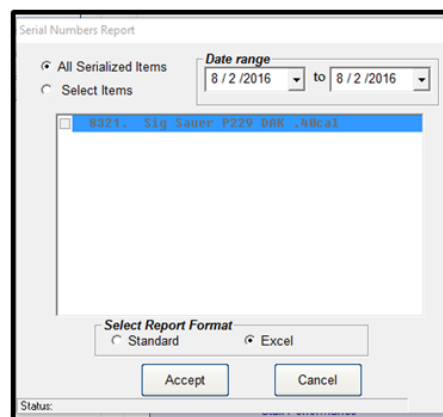


3. The report will open in Excel. (See image below)

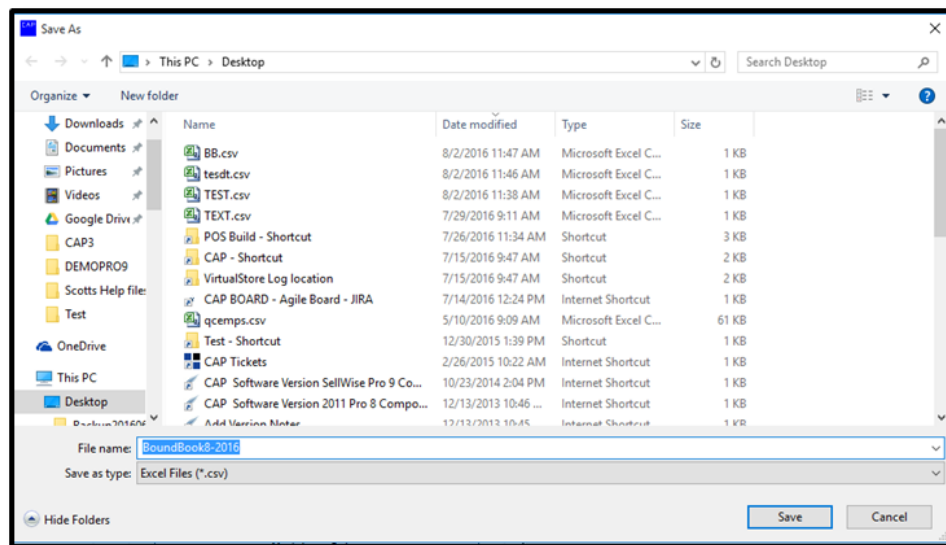
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Date Rcvd	Serial #	SL	Description	Sub Desc	Vendor	Manufact	Made In	Importer	Customer Name	Address	City, State, Zip	Invoice #	Sale Date		
1	8/2/2016	987FGK450WD		8321 Sig Sauer P229 DAK .40cal	40 Cal	Outdoor Products	SIG	USA	Centrury Arms	Tom, Smith	1234 Main St	Fort Worth TX	750	8/2/2016		
2																
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)



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



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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Date Rcvd	Serial #	SL	Description	Sub Desc	Vendor	Manufact	Made in	Importer	Customer Name	Address	City, State, Zip	Invoice #	Sale Date			
1	8/2/2016	987FGK450WD		8321 Sig Sauer P229 DAK .40cal	.40 Cal	Outdoor Products	SIG	USA	Centruy Arms	Tom, Smith	1234 Main St	Fort Worth TX 76611	750	8/2/2016			
2																	
3																	
4																	
5																	
6																	