Inventory Checker
Software Downloaded/Updated After October 2, 2012

"GETTING STARTED GUIDE"

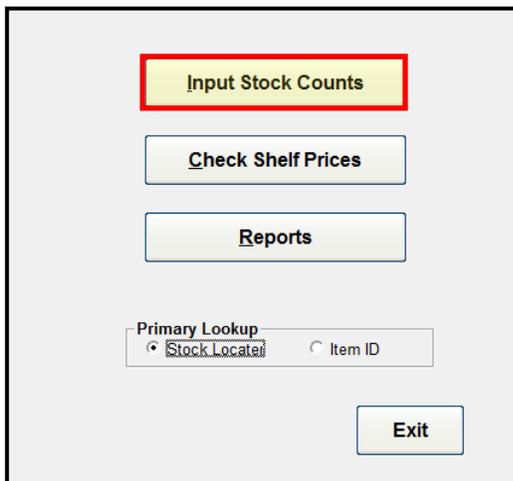## Table of Contents
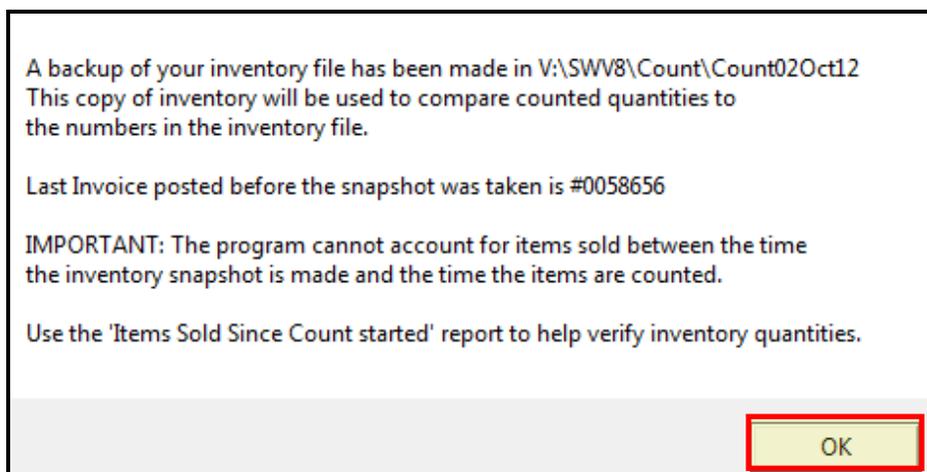
Inventory Checker - Input Stock Counts

1. Open **CAP SellWise Pro**.
2. Within the **'Options module'**, select **Inventory Checker**. *(See Images Below)*

3. Select **Input Stock Counts**. *(See Images Below)*

4. A message will appear advising where the inventory files will be contained. Select **OK**. This message is a snapshot that will track any changes to the inventory after the count has started. Please note items sold after this snapshot will need to be adjusted manually from the Stock Variance Report that is created when the inventory was updated. *(Please see Images below)*

If an Input Stock Count has already been started, a message will appear asking if this is a part of the Inventory Valuation that was started a certain number of days ago. Select **Yes** or **No** depending on what is appropriate for the business. *(Please see Images below)*

Inventory Checker - Add Inventory Items

1. The "*Add Inventory Items*" section allows the merchant to enter the counted inventory quantities for variance comparison and to correct incorrect quantities in the store. It is only necessary to enter physically counted items into the count files. Do NOT add items with a quantity of 0 as those items will be ignored.
2. Enter an appropriate **File Name** as this file will eventually have the new inventory counts. If inventory will be taken of the entire business, make sure **Inventory All Items** is selected. *(Please see Images below)*

If inventory will not be taken of the entire store and instead, inventory items will be compared by Vendor or a Department, select **Inventory by Section** *(shown in the image above)* and then choose **Select Departments(s)** or **Select Vendor**. Next, select the appropriate criteria and press **Accept**. *(Please see images below)*
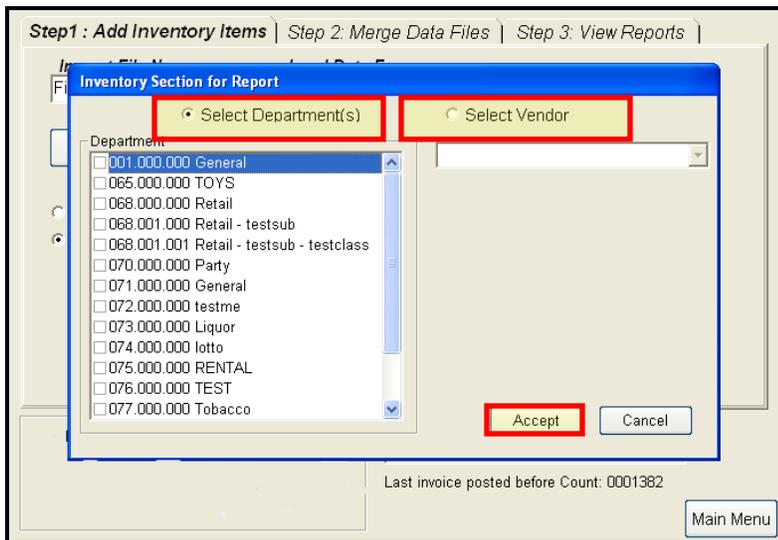
Inventory Checker – Load Data From:

Load Data Using a Cipher Lab Data Collector:

1. Select **Cipher Lab Data Collector** beneath *Load Data From.* Also, **Select a Number Greater than any Inventory quantity**. *(Please view the Cipher 8000 documentation from our website at www.capretail.com if needing instructions to setup and configure the Cipher Lab 8000).*
2. Connect the Cipher Lab 8000 unit to the computer and cradle and prepare to send the file. A message will appear saying, "**Please Press SEND from Device then place in the CRADLE**." Press **OK** and press **Send** on the Cipher Lab unit. *(Please see images below)*
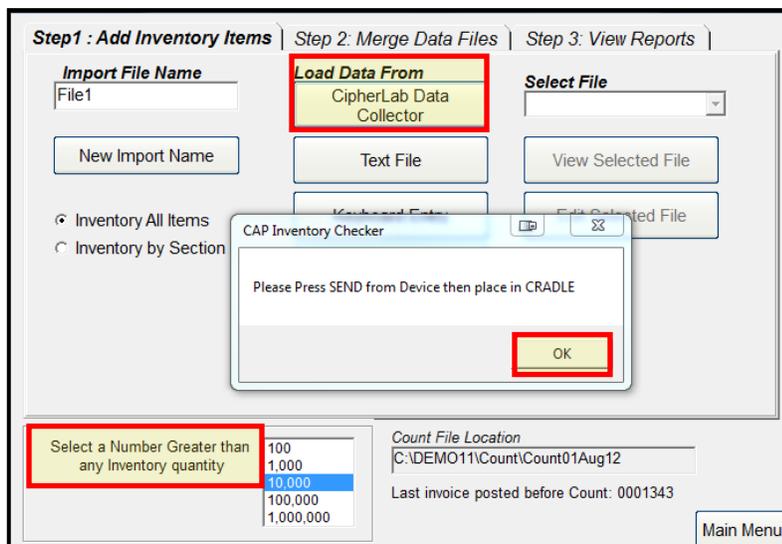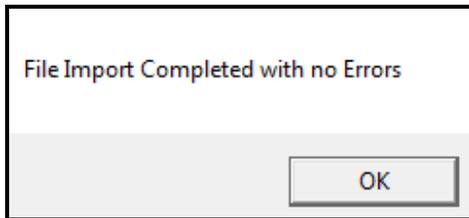
A message will appear advising, **"*Please Press OK After You hear the Beep*."** Press **OK**. *(Please see images below)*

Please Press OK After You hear the Beep.

OK
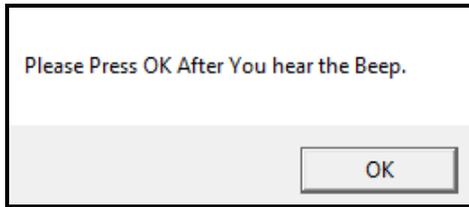
3. Once the files import, a message will appear advising, **"*File Import Completed with no Errors*."** Press **OK**. *(Please see images below)*

File Import Completed with no Errors

OK

If errors occur due to items were scanned that are not currently included in the inventory, a message will appear advising, **"*X Data Errors during upload. Press OK to view errors*."** Press **OK**. *(Please see images below)*

1 Data Errors during upload. Press OK to view errors

OK   Cancel
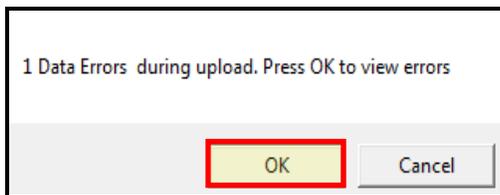
A report will appear showing the item/items not found. The item that was not found is located in the left column with the Item *ID section*. The "Last Known Item" within the *Problem* section is the last item that is recognized in the file. The Last Known Item is reported so the merchant will know where in the store the item with the error can be found. It is necessary to locate the item with the error and edit the file so that the proper *Item ID* and *Counted Quantity* are accounted for in the inventory. *(Please see images below)*

8/15/2012		File: File1.rcv		
Item ID	Counted Quantity	Problem		Item Description
071641818033	55.	Item not found. Last known Item:783665222221		Cover

F1 Help   Print List   Esc Cancel

Load Data Using Text Files:

1. CAP Software supports many file formats for importing. The text file should only contain the part number and the quantity.
2. Once completing steps 1 and 2 in the *"Inventory Checker – Add Inventory Items section",* select **Text File**. *(Please see images below)*


3. Select the appropriate **File Format** and **Select File to Import** to browse to the necessary file that was saved in the *Add Inventory Items* section. Press **Accept**. From the image above, the Import File Name is "File 1."*(Please see images below)*

If using a Denso unit, it is necessary to browse to the device once it is connected via USB. The Denso unit appears in Windows as a Handy Terminal device, not as a Drive letter. *(Please see images below)*
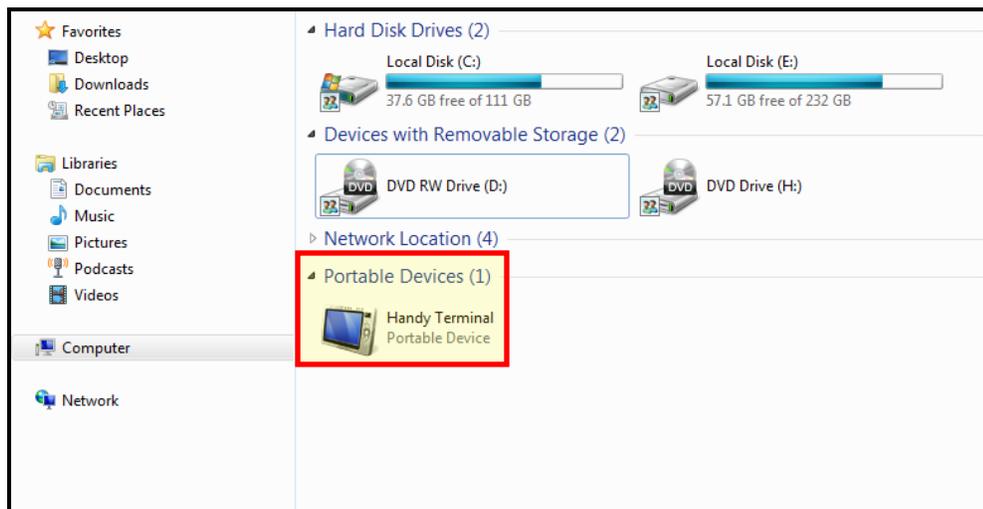
Files that are imported and verified from the Denso unit follow the same process as the Cipher Lab unit. Please see the section named, *"Load Data Using a Cipher Lab Data Collector"* for more information.

Once the Denso unit is finished importing the data, a message will appear advising, ***"Delete file from 'Denso' unit now?"*** Select **Yes** as this will allow the Denso unit to clear so the unit can count new and/or different items. *(Please see images below)*
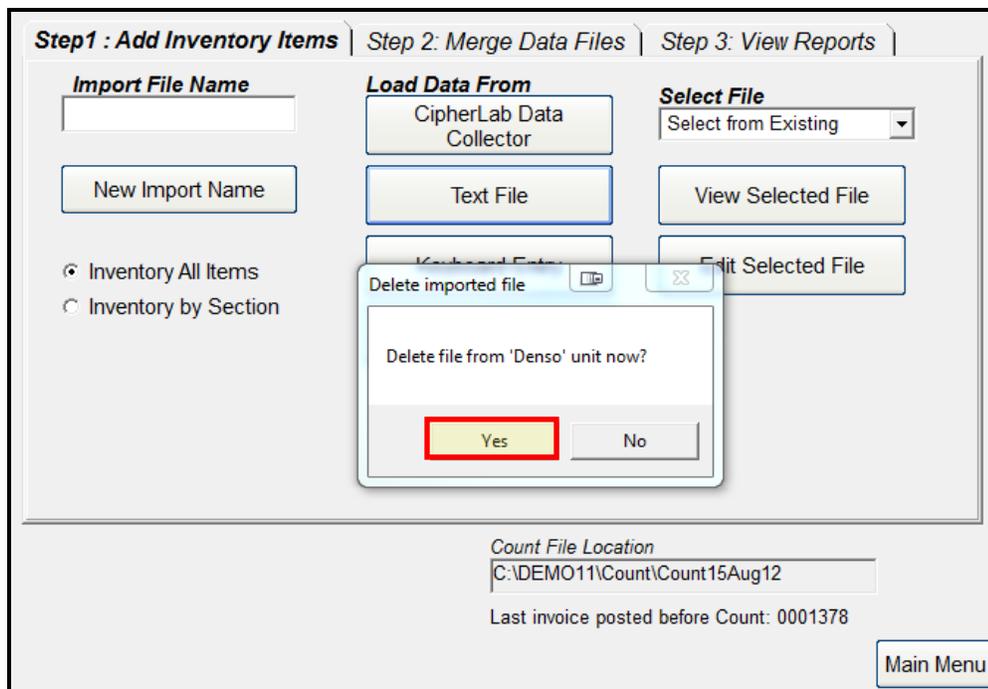
Load Data Using Keyboard Entry:

1. Once completing steps 1 and 2 in the *"Inventory Checker – Add Inventory Items section",* select **Keyboard Entry**. *(Please see images below)*

2. Keyboard Entry allows the merchant to manually enter items and quantities. Type the **S/L, Item ID or UPC** and then type the **Quantity** of that item and press **Enter** on the keyboard. Continue this process until all items and quantities have been added. Once all items have been added, press **Accept**. *(Please see images below)*

Load Data Using a M3000/5000 Data Collector:

1. Connect the M3000/5000 via the Y cable.
2. Once completing steps 1 and 2 in the *"Inventory Checker – Add Inventory Items section",* select **M3000/5000 Data Collector**.
3. A message will appear advising to "***Initiate Upload on Data Collector***." Press **Send** on the Hand Held M3000/5000. *(Please see images below)*

4. Once the file has been uploaded, the merchant will hear a beep. Press **F10** on the keyboard. *(Please see Images below)*

5. Files that are imported and verified from the M3000/5000 follow the same process as the Cipher Lab unit. Please see the section named, *"Load Data Using a Cipher Lab Data Collector"* for more information. A message will appear advising, **"File Import Completed with no Errors."** Press **OK** to continue. *(Please see images below)*
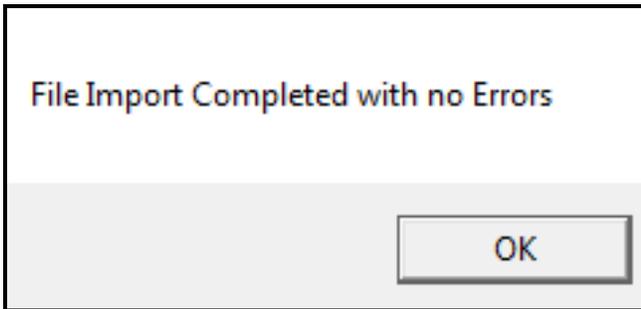
6. A message will appear advising **"Upload Complete."** The merchant can now receive any additional files if necessary. *(Please see images below)*
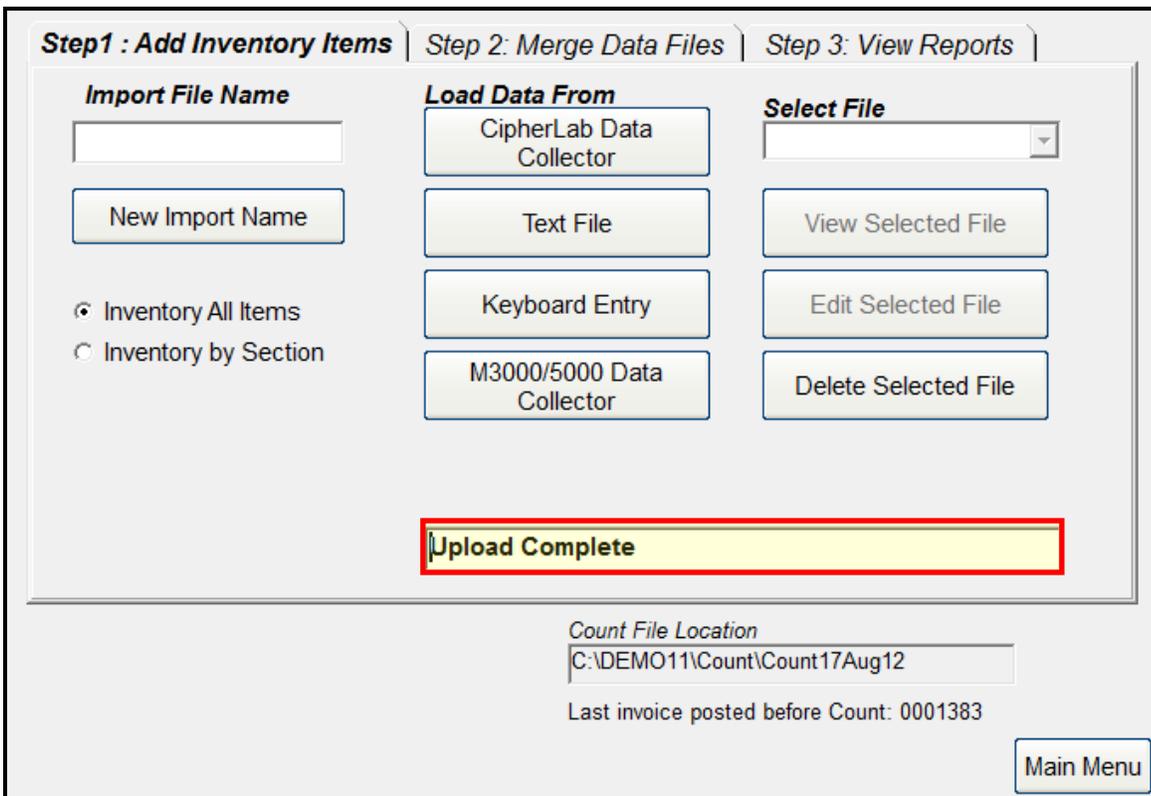
Inventory Checker – View, Edit, Delete Files

1. Once all data has been created and imported, the merchant can then **View Selected File**, **Edit Selected File** and/or **Delete Selected Files** necessary by using the drop down beneath *Select File.* Simply select the appropriate file and select the necessary options. *(Please see images below)*

2. **View Selected File** is a printable list that shows the merchant all items that were imported. *(Please see images below)*

3. **Edit Selected File** allows the merchant to make changes to the *Quantity* field only. Press **Accept** after all necessary changes have been made. If the merchant needs to add additional items, this must be initiated through ***Keyboard Entry*** within the *Load Data From* column. Please see the section named, *"Adding Inventory Items Using Keyboard Entry." (Please see images below)*

4. **Delete Selected File** allows the merchant to delete the selected file. A message will appear asking to delete the file? Press **Yes** to delete the selected file or press **No** if the incorrect file was selected to delete. *(Please see images below)*

Inventory Checker – Merge Data Files

1. Once all of the inventory items have been added, it is then necessary to merge them into one master file. Merging all of the counts into one file will combine all items in the files to one total quantity value per item. At this point, the one master file can be the only file that is used to update inventory.
2. Within Inventory Checker, click on the **Step 2: Merge Data Files** tab.
3. Enter a **Master Count File** name and click to select all of the necessary files the merchant wishes to merge together.
4. Select **Merge Selected Files** to combine all of the selected files into one master file. *(Please see images below)*

5. Once there is a Master Count File, the merchant can now select **View Master File** and/or **Edit Master File** if necessary. *(Please see images below)*

Inventory Checker – View Reports

1. Once all of the files are merged to one Master File Count, it is necessary to View Reports as this is the section where the merchant will report stock variances and update the inventory quantities as necessary.
2. Within the Inventory Checker, click on the **Step 3: View Reports** tab.
3. Please carefully read and configure each of the options that are necessary for the business and select Yes or No to *"Change negative Quantities on Hand to Zero before posting counted"*, *"Set Items not Scanned to Zero"* and *"If you are using Break Pack Links."*
4. Select *View Variance Reports on:* **Master File (used to update inventory)** and select **Run Reports**. *(Please see images below)*
5. ** When counting Break Pack link Items you must enter a count for Cases and Packs and Singles as applicable.*

6. The list of reports should be done in order from top to bottom. *(Please see images below)*

Variance Filename
MasterAug15

- Variance Report
- Items Not Included on Variance Report
- View Summary
- Items Sold Since Count Started
- Print Report
- Save Reports to File
- Update Inventory
- Esc Cancel

7. **Variance Report** shows a list of items where the quantity entered does not match the quantity from the inventory file. Items that match will not show in the Variance Report as there is no variance. *(Please see images below)*

			Quantities		Variance	
Item ID	S/L	Description	Counted	Inventory	Qty	Cost
C314989	14	Cover	3.	-1	4.	$32.00
L5030	2	Monster Truck Conv Kit:rc10	1.	4	-3.	($47.58)
S1810081	3	Crepe Streamer Dk Blue	1.	4	-3.	($8.46)
S315003	13	Screw	2.	-1	3.	$7.29
SNYCDX44	1	Component Cd Player 4x	35.	0	35.	$8,464.82
					Total	$8,448.07

Stock Variance Report on File MasterAug15

8. **Items Not Included on Variance Report** show items that have quantities but were not counted in the Master File. *(Please see images below)*

				Plus	+Total	Minus	-Total
Report of Items not Inventoried							
Report shows items that are in stock but have not been counted							
S/L	Item ID	Description		Qty	Value	Qty	Value
17	17	Leather Jacket		2	100.00		
18	17-111	Leather Jacket		8	400.00		
19	17-121	Leather Jacket		10	500.00		
21	17-211		3	4	200.00		
22	17-221	Leather Jacket		3	166.67		
23	17-231	Leather Jacket		4	200.00		
9	514M	Star Sweater Red/blue		11	11.00		
98	98	FLYING FISH		2	1.98		
99	99	test99		1	5.00		
5	B1811588	Name Badges		1	1.00		
33	Cert	Gift Certificate		1	0.00		
7	D0793601	Moorwood Deck Stain Blue		7	105.00		
			Total		1690.65		0.00

If the items are in stock and should be included in the Master File, it is necessary to create a new **Input Stock Count** and merge that new file into the Master File and **Run Reports** over again.

9. **View Summary** gives the merchant a total cost from the **Variance Report** and the total value from the *Items Not Inventoried Report* and adds the two totals together to provide a *Total Variance* amount. Press **Close** in order to view additional reports. *(Please see images below)*

August 5, 2012

|	
Variance Report Total	8,448.07
Items Not Scanned	1,690.65
Total Variance	10,138.72

Print   Close

10. **Items Sold Since Count Started** shows items that were sold after the inventory count began; therefore the software cannot provide an accurate count for the items. It is necessary for the merchant to verify the quantity

of the items from this report and manually adjust the count in the inventory to insure the correct quantity on hand. *(Please see images below)*

| 1	SL	Item ID	Description	Qty Sold	Counted
2	2.	L5030	Monster Truck Conv Kit:rc10	1	___
3	1.	SNYCDX44	Component Cd Player 4x	1	___
4					
5		If you did not complete your count before starting to sell again,			
6		we recommend to ensure an accurate count that you recount			
7		these items and then adjust for quantity sold.			
8					
9					

11. **Print Report** allows the merchant to select any report and then select **Print Report**. CAP Software highly recommends printing each report to be able to reference it if ever needed in the future.

12. **Save Reports to File** allows the merchant to select any report and then select **Save Reports to File**. Once selecting Save Reports to File, the computer will prompt the merchant to select which file to save the report in. CAP Software highly recommends saving each report to be able to reference it if ever needed in the future.

13. **Update Inventory** is the final step to update the quantities on hand in the inventory file. Once selecting Update Inventory a message will appear asking, *"Update inventory quantities on hand?"* Select **Yes**. *(Please see images below)*

Variance Master File MasterAug15

Update inventory quantities on hand?   Yes   No

Help   Cancel
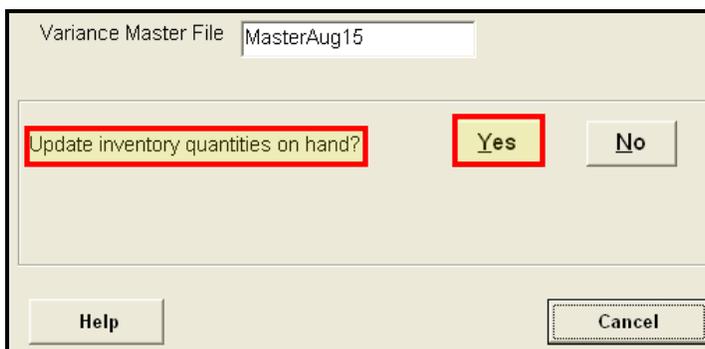
14. A message will appear asking, **"Have you finished counting your inventory?"** Select **Yes**. *(Please see images below)*
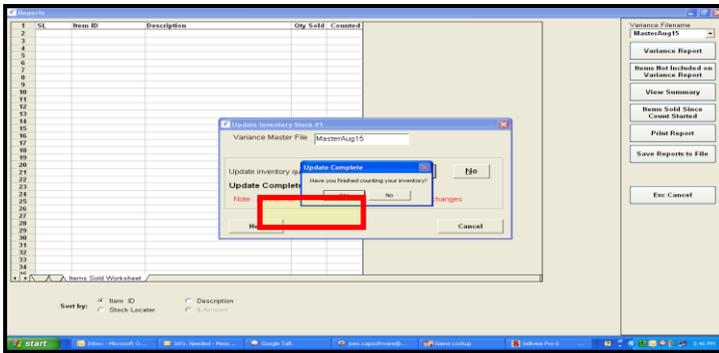
15. Internal use invoices will be created for all items for proper accounting. A message will appear advising, **"An Internal Use invoice will be created to record changes."** Press **Cancel**. *(Please see images below)*
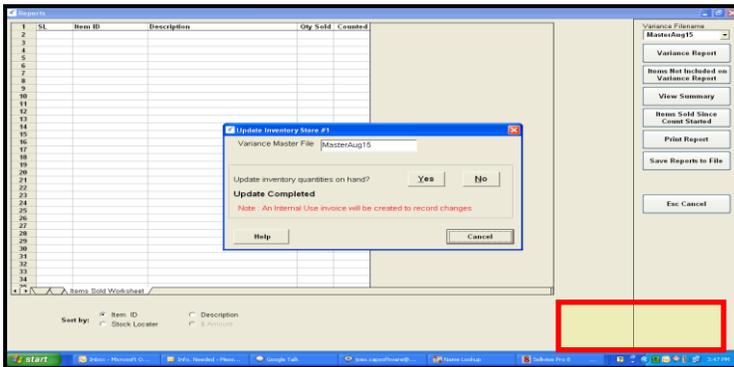
16. CAP Software highly suggests running **Value Analysis** within the **Reports** module. Under the *Inventory* section, select **Create a New Detail** and **Create a New Summary Value Analysis.**