



Managing Store Transfers Using HTP

PREPARING A BATCH OF ITEMS TO SEND

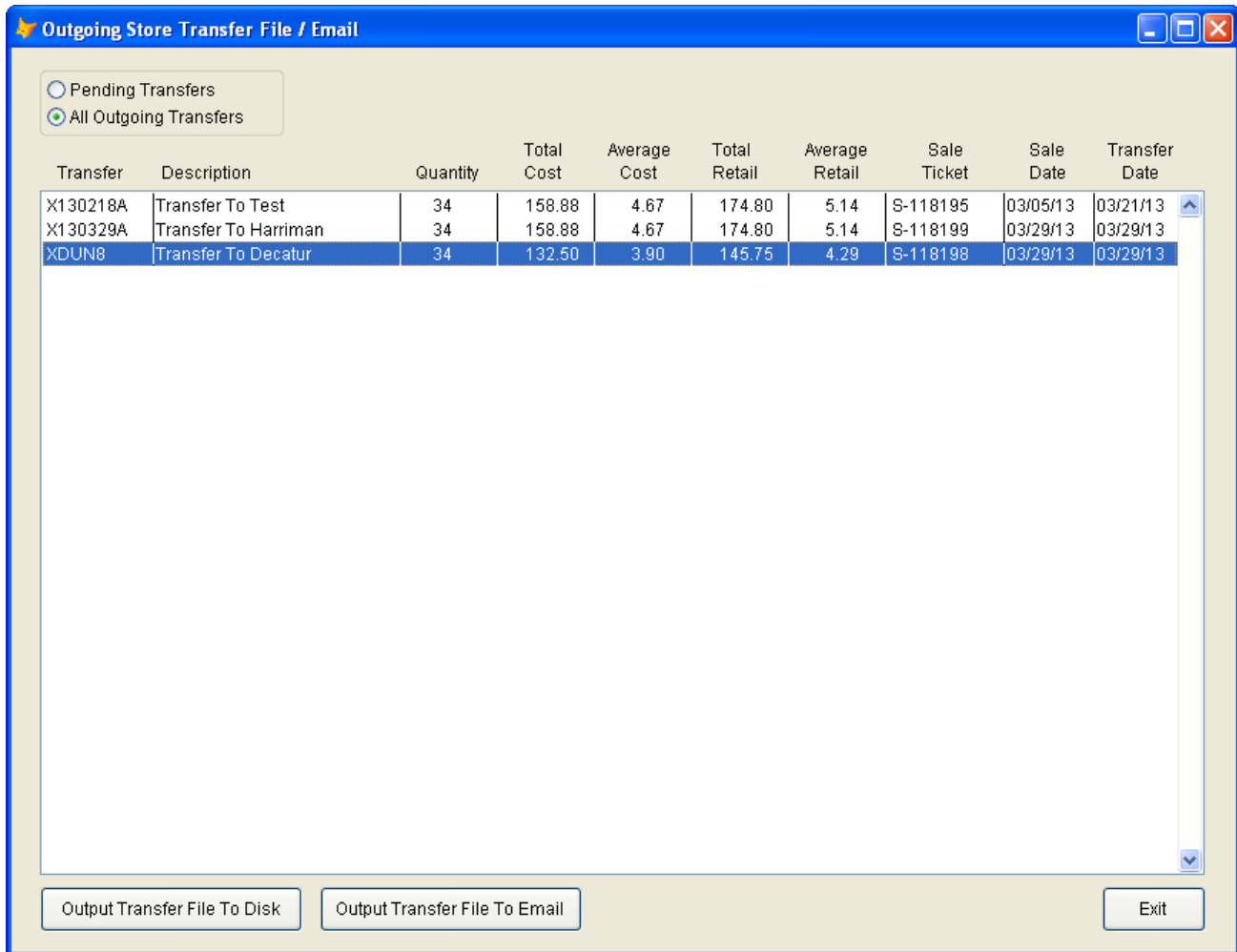
The first step in the inventory transfer process is to prepare one or more groups of items to be sent to the receiving store. Below is a step by step guide of the procedure:

1. Go to your INVENTORY menu tab and select BUCKETS & STORE TRANSFERS
2. Click the ADD BUCKET button at the bottom
3. Click the checkbox labeled STORE TRANSFER BATCH
4. Notice the bucket ID is filled in automatically with "X" followed by the date and the letter A-Z. You can change this to any bucket ID you wish to use but it must be unique and it cannot be re-used in the future.
5. The description is automatically filled in with "Transfer To" so you can just add the receiving store name but you're free to use any description you like then click SAVE.
6. Notice at the top of bucket manager you can select ONLY STORE TRANSFERS to only show your store transfers
7. You also have 3 new columns in the bucket list, TYPE will say "TRANSFER" for unshipped store transfers, "BUCKET" for regular inventory buckets and "S-#####" for transfers that have been processed. The S-#### indicates the transfer sale ticket number. Completed transfers can be viewed by clicking the checkbox labeled "SHOW COMPLETED TRANSFERS" at the top of the bucket manager screen. The other two columns show the date of the transfer sale and the date a transfer file was actually saved to a flash drive or emailed.
8. Highlight the new transfer bucket you created and click MANAGE BUCKET
9. You may now begin adding items to your store transfer bucket, there are several ways you can add items and you are free to leave this screen and come back to it over several days as you build your list of items
10. Adding Items method 1 - Place your cursor in the IMMEDIATE ADD TO BUCKET WITH ITEM # box and start typing individual item numbers and hit (enter) to add them, alternatively you can use your bar code scanner and just start scanning items. As you scan or type in each item you will see it added to the list immediately.
11. Adding items method 2 - Click the ADD ITEMS button to popup a screen where you can search for items by description or category. Click the checkbox next to each item you wish to add then click the ADD TAGGED ITEMS button.
12. Adding items method 3 - You may have a situation where you would like to send items from your buckets directly to a bucket at the receiving store. For example let's say you have a DVD bucket with several hundred DVDs in it and you wish to send 500 of them to your receiving store, instead of adding these items one by one simply exit the MANAGE BUCKET screen and return to the BUCKET & STORE TRANSFERS master screen. Highlight your DVD bucket and choose MANAGE BUCKET. Click your cursor into the AUTO TAG items quantity box and type the number of items you want to send then click the AUTO TAG button. You will see the list of items automatically tag the desired number of items in the bucket. Next click the MOVE TAGGED button and select your transfer bucket as the bucket you want to move these items to and they are immediately transferred to your transfer batch. The big benefit of doing this is that the original bucket ID these items came from will be sent to the receiving store so that they can be automatically added to their DVD bucket if desired.
13. You can use the SET RETAIL button on the left hand side of the BUCKET MANAGER to set the retail price of your items as a markup percentage based on each item's cost or use a flat retail price. Be aware of the fact that whatever retail price is on your items will be the price they will show when received at the other store, this is not the amount you are charging the other store for these items. If the items you are sending have a price label on them they can be sold with that same label at the receiving store so if you change an items retail price you should also re-label it. THE ITEM RETAIL PRICE IS NOT THE AMOUNT YOU ARE CHARGING THE OTHER STORE FOR THE ITEM, this is discussed in the next section.

income journal entry to today's accounting report showing the store transfer balance owed which will keep your cash drawer balanced at the end of the day. EXPENSE ENTRY does the same thing but allows you to add the journal entry as an expense or asset entry in your chart of accounts which also keeps your cash drawer balanced today.

- Once everything has been set to your satisfaction click SAVE & PRINT to get a sales receipt which can be used as a packing list when shipping the items to the receiving store. If for any reason you made a mistake or need to change anything about the transfer you can simply void the resulting sales ticket and everything will be reversed.

SHIPPING A STORE TRANSFER



- Once you have processed your outgoing store transfer sale you are ready to send it via a flash drive or email attachment to the receiving store.
- On the INVENTORY MENU choose STORE TRANSFER FILE / EMAIL to open the outgoing transfers screen (pictured above)
- If you wish to transfer these items with a flash drive, insert the flash drive now then highlight the batch to send and click OUTPUT TRANSFER FILE TO DISK. Browse to the drive or folder you wish to use and click SELECT to create it. Remove the flash drive and send it to the receiving store with the items.
- If you wish to transfer these items via email you will first need to setup email using the EMAIL MANAGER on the SETUP MENU and add the email addresses you will be using. Then highlight the batch to send and click OUTPUT TRANSFER FILE TO EMAIL. When the email screen appears click the checkbox of the receiving email account then click SEND. You will receive a confirmation if the email was sent successfully.

RECEIVING A STORE TRANSFER

1. If the incoming store transfer file came on a flash drive then insert the flash drive or if was sent via email then save the email attachment to your computer.
2. On the INVENTORY MENU select STORE TRANSFER INCOMING and the receive transfer screen will appear (pictured above)
3. In the upper left corner select the store account you are receiving the transfer from or you can click CREATE STORE ACCOUNT to add a new one. Make sure the account is flagged as a VENDOR account on their customer edit screen to prevent the transfer items from being police reported again and to avoid having a hold period for the items.
4. Next click SELECT TRANSFER BATCH and use the file browser to locate the store transfer file. Store transfer files will be named in the following way "TRANSFER (DATE) (SALE TICKET#) (TRANSFER BUCKET ID) (COMPANY NAME).DBF" to avoid any mistakes in selecting the correct store transfer file.
5. When you select the incoming file it is first checked for any items that were sent from a bucket belonging to the sending store. If any items were sent from a bucket you will be prompted to select the bucket at the receiving store you want to merge the items into or you can choose to not add them to any bucket.
6. Next you will be presented with a merge category screen for each unique category of items in your batch. Because the sending and receiving stores may have completely different inventory categories you will need to confirm the category to be used for each group of items at the receiving store. Best matches are automatically displayed and you can manually select any category you like for each group.
7. Now the screen pictured above will be showing all the transfer items much like a standard BUY TICKET. If you are consigning these items click the CHANGE TO CONSIGNMENT MODE button at the bottom. You can use the same button to switch back to BUY MODE if needed.

8. If you are using the HTP bank account and check register features and have enabled them for purchase transactions you will only be given the accounting option USE BANKING METHODS which means you will have the option to pay by cash drawer, checking account or adding a company loan journal entry to balance your drawer once you save the transaction. If you are not using the bank account manager you can use this form to specify if you would like to make an accounting adjustment for any money not actually being paid today. If your store is paying some but not the full amount today you can enter that amount in the PAID TODAY box in the upper right. The BALANCE box shows the amount that you will still owe on today's accounting. In order to keep your cash drawer balanced when the sending store is not being paid today you will need to choose one of the accounting options at the top right. NO ADJUSTEMENT will simply leave your cash drawer over by the amount unpaid today. JOURNAL ENTRY NON P & L will add a miscellaneous income journal entry to today's accounting report showing the store transfer balance owed which will keep your cash drawer balanced at the end of the day. EXPENSE ENTRY does the same thing but allows you to add the journal entry as an expense or asset entry in your chart of accounts which also keeps your cash drawer balanced today.
9. Finally click SAVE & PRINT to complete the store transfer purchase. The purchase receipt will list all of the items with their new item numbers and also their original item numbers from the sending store. These items can then be sold using the original item number from the sending store (as it appears on their label) or you can print a new price label and sell the items with your item number instead.
10. Anywhere in the software you type in an item number including sales, layaways, searches, verification etc the software will show if there are multiple items using that number (from other stores) and allow you to select the correct item.

ACCOUNTING & REPORTS

The following changes have been made to HI-Tech Pawn's accounting engine and reports to accommodate dealing with store transfers:

1. DAILY CASH REPORT - SALES, PURCHASES and PROFIT ON SALES are all now broken down into 3 groups, PAWNSHOP (customer items), VENDOR (items from vendors except store transfer items) and TRANSFER (items involved in store transfers).
2. TRANSACTION REPORT - Purchase and sale transactions can be filtered to just store transfer transactions allowing you to easily audit all incoming and outgoing store transfers.
3. INVENTORY REPORTS - All inventory reports now have options to exclude transfer items or to only show store transfer items. These include the inventory verification, inventory items sold and inventory items purchased reports.
4. Automatic journal or expense entries may be generated when doing a transfer to keep the cash drawer balanced when no cash is changing hands on a transfer transaction. These journal entries will use descriptions that say "Incoming Transfer Buy #####" when receiving and "Outgoing Transfer Sale #####" when sending.