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## Multi-Store Lookups and Transfers

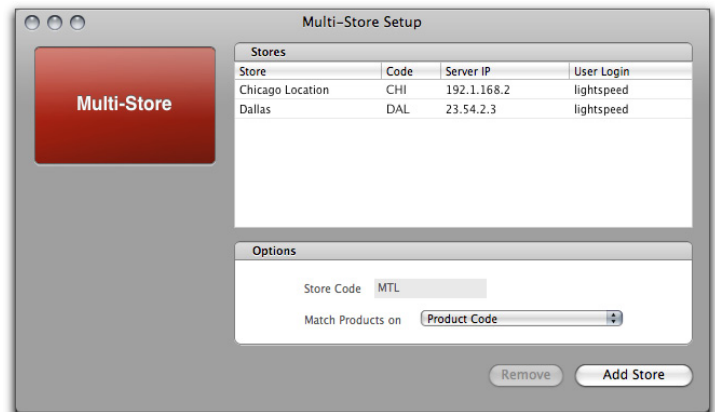
LightSpeed includes real-time inventory lookups in your other stores, possible from the POS screen, or in the Browser.

### Stores

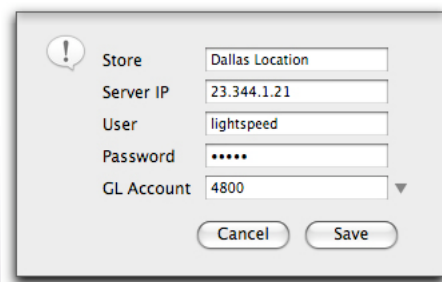
The ability to transfer inventory in or out requires that all other stores must be set up in your database as a Supplier, which is an automatic process when you add other stores to your Multi-Store Setup panel. Each store's Supplier card will include a *Transfer* tab which keeps the IP, username, and password information required for multi-store login.

### Set-Up

The Multi-Store Setup panel can be found in the *Tools* menu. Click the *Add Store* button at the bottom of the window to add a store you want access to. Name the store you're adding for *Store*, and enter the Server's outside IP. You can find this number by going to the website [www.whatismyip.com](http://www.whatismyip.com) on that server. Enter the User name that has



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been set up in the store's database for your access, and the password that has been set for this User.

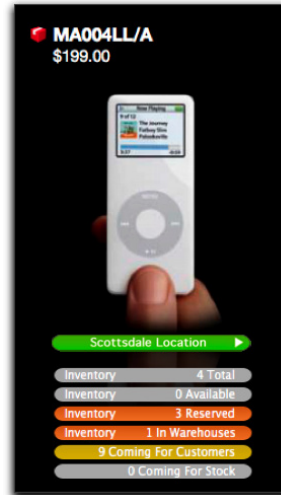


You must have a static IP for Mutli-Store functional-ity to work. If you have a dynamic IP, or if you're not sure, please see the *Networking* help document on the documentation page of our website.

In order for your copy of LightSpeed to communicate with another store, they must make a match on the Product being searched. There is an option at the bottom of the Multi-Store setup panel which will allow you to match solely on Product Code, or, if you have duplicate Product Codes, a combination of both the Product Code and the Family, the UPC, or the Supplier Code.

### Lookups

To look up a Product in another store, click the Lookup bubble that is revealed when the Inventory statuses are disclosed upon clicking the main Inventory bubble, either in the POS screen or the Preview Pane of the Browser. Click the store you wish to search, and the statuses that are displayed will be those of the other store.



Accessing Multi-Store in the POS

### Transfers

Managing your company's multiple stores is simple with Multi-Store Transfers, allowing you to quickly transfer stock into and out of separate databases, and streamlining the movement of inventory from one store to another.

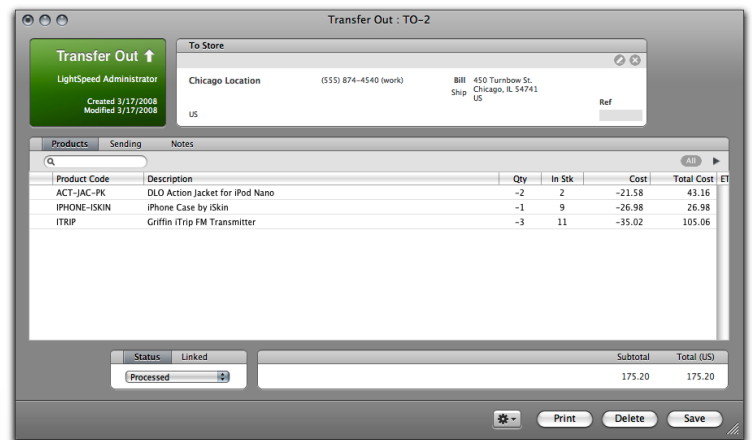
#### Transfers Out

To create a pending Transfer Out, choose *Send Transfer Out* from the *File* menu, and populate the Transfer with the Store and Product information. All Product quantities must be negative in order for the Products to be removed from your inventory when the Transfer is completed.

When you have physically gathered the Products and have readied them for shipment, enter the quantities in the *Sending* tab of the



All quantities in the *Qty Sent* column must be negative.



Transfer Out

Transfer. As with the receiving of Purchase Orders, serialized Products must have their serial number(s) entered before any quantities in the *Qty Sent* column can be saved. To enter serial numbers, first enter the quantity being transferred out, then click the Product once and scan or type the serial numbers into the search bar, and click *Return*. Click *Save* once all the quantities have been entered in the *Qty Sent* column.

You can view all of your Transfers Out in the Browser by clicking the *Transfers Out* source. The *Status* column will indicate the stage of the transfer, and will be updated to *Received* when the other store marks the transfer as received. Before the transfer is received, its status will read *In Transit*.

### Transfers In



To update the list of your pending incoming transfers, click the *Transfers In* icon in your Source list, and then click the *Receive Transfer In* icon at the bottom of the Browser. In the *Incoming Inventory Transfers* window, choose the store from which you're expecting the transfer(s). Select the pending transfers and click the *Create Transfer In* button to add the transfer(s) to your Browser.

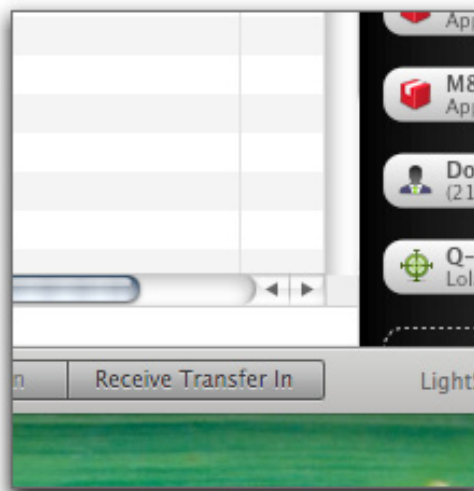
When you receive a transfer from another store, go to your LightSpeed Browser and click the *Transfers In* source to display a list of all outstanding transfers pending for your store. Locate the transfer to receive (normally found by the ID number), and double click it to open the transfer. Verify the Products you physically receive with the Products and quantities on the transfer, and enter those quantities in the *Receiving* tab of the transfer. Be sure to enter any serial numbers for serialized Products before saving. Click *Save* to bring the quantities into your inventory. Once a transfer is received, its status will automatically reflect the change.

## Cancelling

You can cancel transfers that are in the *In Transit* status by changing the status to **Cancelled**. This will bring the Products back into your inventory.

## GL Account

In the Supplier card of the other stores, you can set a liability GL account that will be included in the export file of transfers when you export transactions to QuickBooks or MYOB. This GL account will be the same for each of your stores. For more information, see the Accounting Exports help document on the documentation page of our website.



Receive Transfers In button in Browser



- Set up each location in the Multi-Store Setup panel
- Look up the inventory levels of other locations in the Product detail section of the POS or in the Preview Pane of the Browser
- Transfers leaving your inventory must be “sent” before the inventory is marked “In Transit”
- Transfers coming in must first be “recognized” in the Browser by using the “Receive Transfer In” button
- Assign GL accounts to your other stores to include transfers in your accounting export files if both stores are imported into one MYOB or QuickBooks datafile
- Product Codes must match between locations for lookups and transfers to work



For Inventory Lookups and Transfers to work, the same Product Code (as well as any other matching fields) must exist in each database.