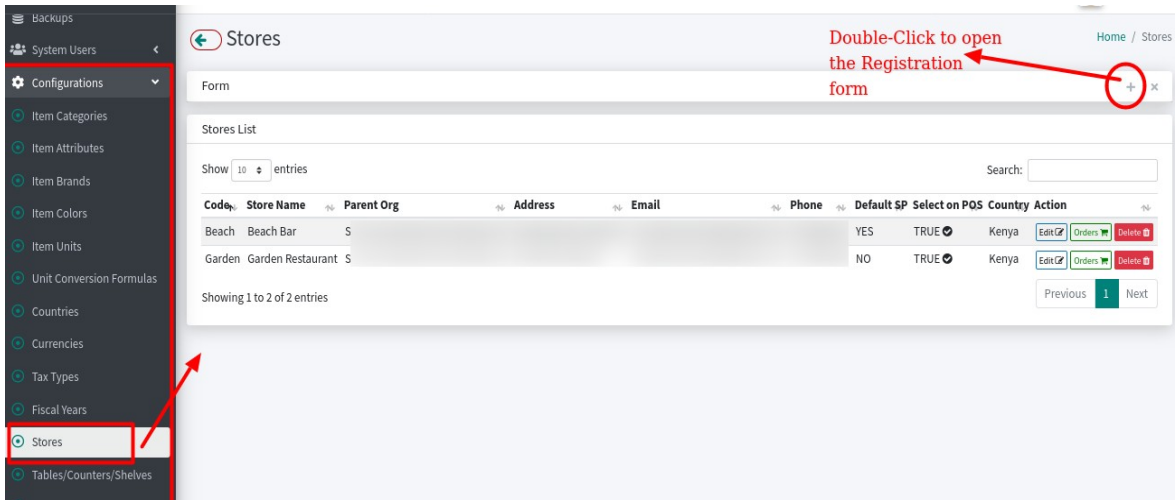


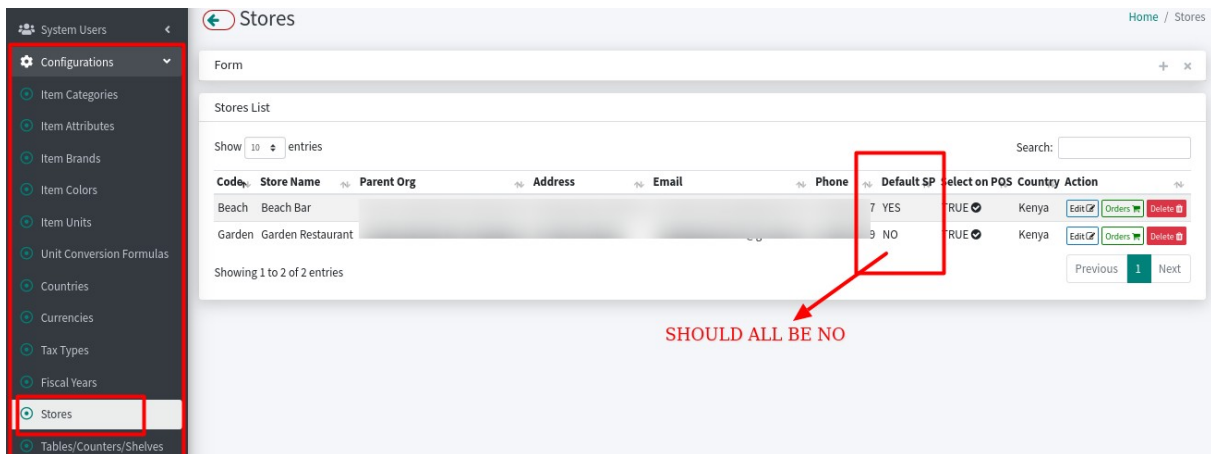
How to Configure Multi-Store

1. Create the new branch/store

Navigate to **Configuration > Stores** and create the new store.



NOTE: Ensure **No** store is marked as a **Default SP**. If you find any marked as Default SP(Yes), edit the store and check the **No** option then click the **Update** button.



2. Map categories

Navigate to **Configurations > Categories**

If you want to share the already registered categories across the stores, then ensure you **Unlock Categories** from store as shown in the image.

THIS IS IN SHARED MODE

Unlock Category from Store(s)

Edit all the categories mapping them to the desired stores/branches

Category Name	Org/Store/Shop	Visibility on POS	Narrative	Active	Image	Action
Alcohol		Hidden		True		Edit Delete
Alcoholic Drinks		Visible		True		Edit Delete
Beer		Visible		True		Edit Delete
Bites		Visible		True		Edit Delete
Breakfast		Visible		True		Edit Delete
Cigarettes		Visible		True		Edit Delete
Cocktails		Visible		True		Edit Delete
Curries		Visible		True		Edit Delete

Do the vise-versa if you want every store to have unique categories.

IN THIS CASE, EVERY CATEGORY PER STORE IS UNIQUE; NOT SHARED

Lock Category to Store(s)

Category Name	Org/Store/Shop	Visibility on POS	Narrative	Active	Image	Action
Alcohol	Beach Bar	Hidden		True		Edit Delete
Alcoholic Drinks	Beach Bar	Visible		True		Edit Delete
Beer	Beach Bar	Visible		True		Edit Delete
Bites	Beach Bar	Visible		True		Edit Delete
Breakfast	Beach Bar	Visible		True		Edit Delete
Cigarettes	Beach Bar	Visible		True		Edit Delete
Cocktails	Beach Bar	Visible		True		Edit Delete
Curries	Beach Bar	Visible		True		Edit Delete

3. Map and distribute Items

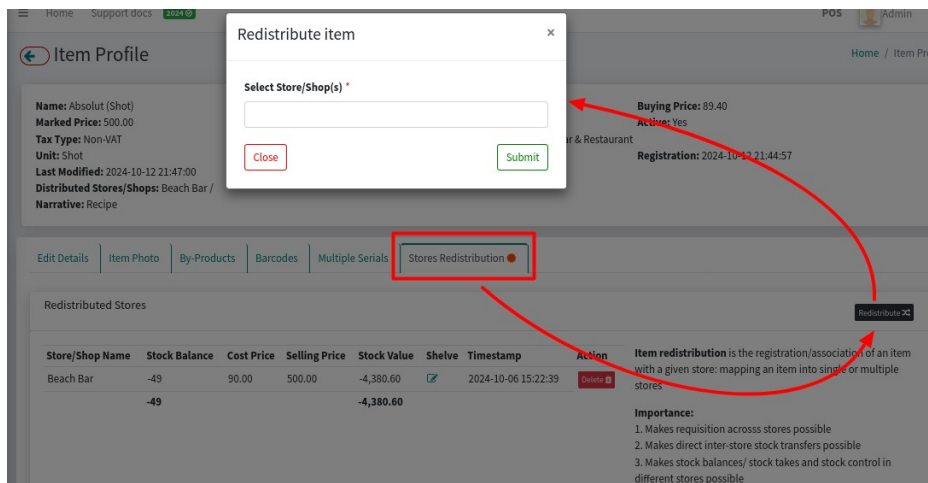
Note: Items are registered once in the system, through the normal item registration process. Register any new item(which is not already registered into the system).

Redistribute the desired item(s) to the new store or branch. You can do this through the options given below:

- **Per item**

This is done from the item profile, Store Redistribution tab

Click redistribute item then select the new store/branch added then submit

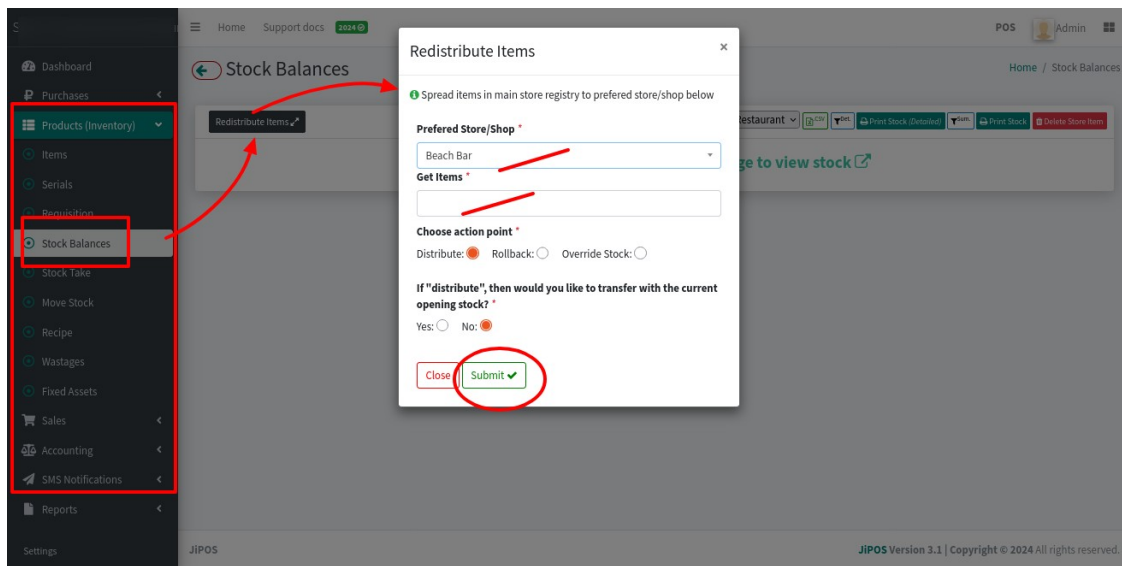


- **Bulk redistribution**

Navigate to **Products(Inventory) > Stock Balances**

Click **Redistribute Items** button to redistribute the items to the new store.

Select the items you'd like to redistribute and the store, then click submit.



YouTube tutorial: https://youtu.be/TVhcbDZ_M40

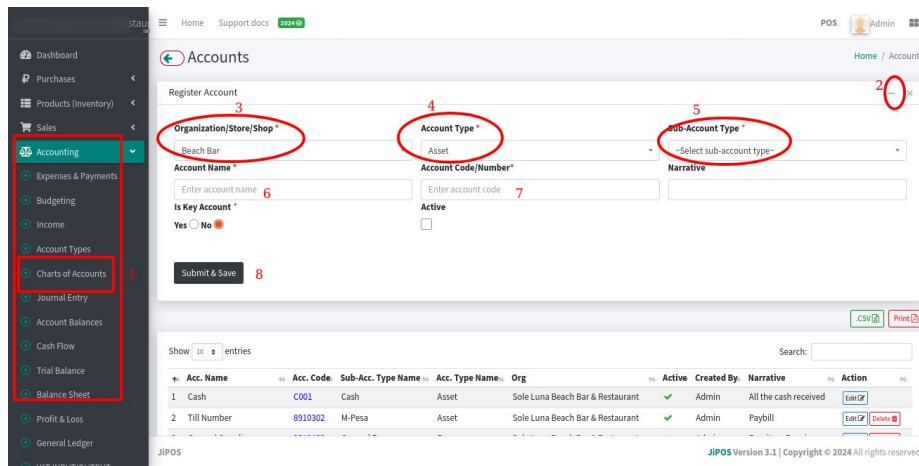
- **4. Map the payment modes**

All the payment modes must now be created/mapped per store/branch

Navigate to **Accounting > Charts of Accounts**

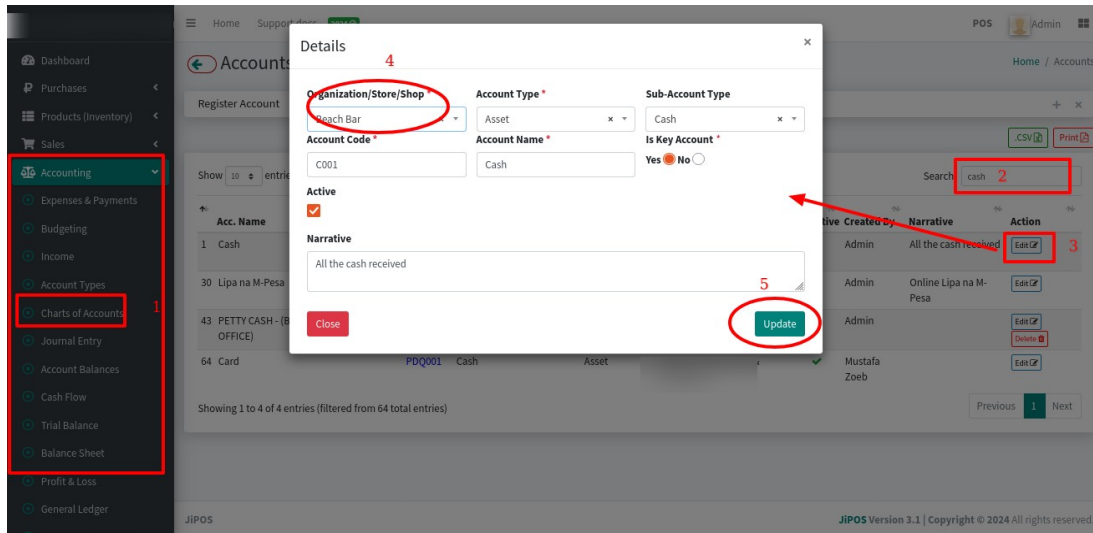
- **Creating a new payment mode**

Select the store/organization, account type, sub-account type, account name and code then submit



- **Editing existing payment mode**

On the same page, search for the payment modes from the account list, click Edit and change the store/organization then update.



5. Map users

After registering users the normal way, navigate to the **System Users > System Users** page. Search for the user and click **View** button in the action column. Scroll down and change the **Org/Shop/Store** selection to the newly created store/branch then save changes. This ties this user to only this store/ branch.

Home Support docs 2024 POS Admin

Active Yes
System Role Agent
Super User No
Last Modified 2024-10-06 16:41:16
Registration 2024-10-06 16:41:16

New Password
your new password
confirm password
Change

Details

First Name * Beach
Second Name * Boys
Last Name
Phone *
Email *
ID/Passport *
Gender * M: F:
Date of birth min / dd / yyyy
Org/Shop/Store * Sole Luna Beach Bar & Restaurant
System Role Agent
Super User
Active

Save

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YouTube tutorial: <https://youtu.be/CznrXmy3DJw>

6. Switch the system to strict multi-store mode

This becomes the last configuration after all the above have been achieved.

Navigate to **Organization > Orgs**

From the business settings tab, change the **Default Store Source** from *System Organization* to *User Organization* then Save Changes.

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Lock Shift Closing?
Yes: / No:

Table/Counter Sharing
Restricted Mode: / Open Mode:

Default store source
User Organization: System Store:

Simple or Comprehensive Receipt
Simple: Comprehensive:

Active

Tax Integration Mode None
Payment Vendor MPesa

Receipt footer text NA
Narrative

Save Changes

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7. End