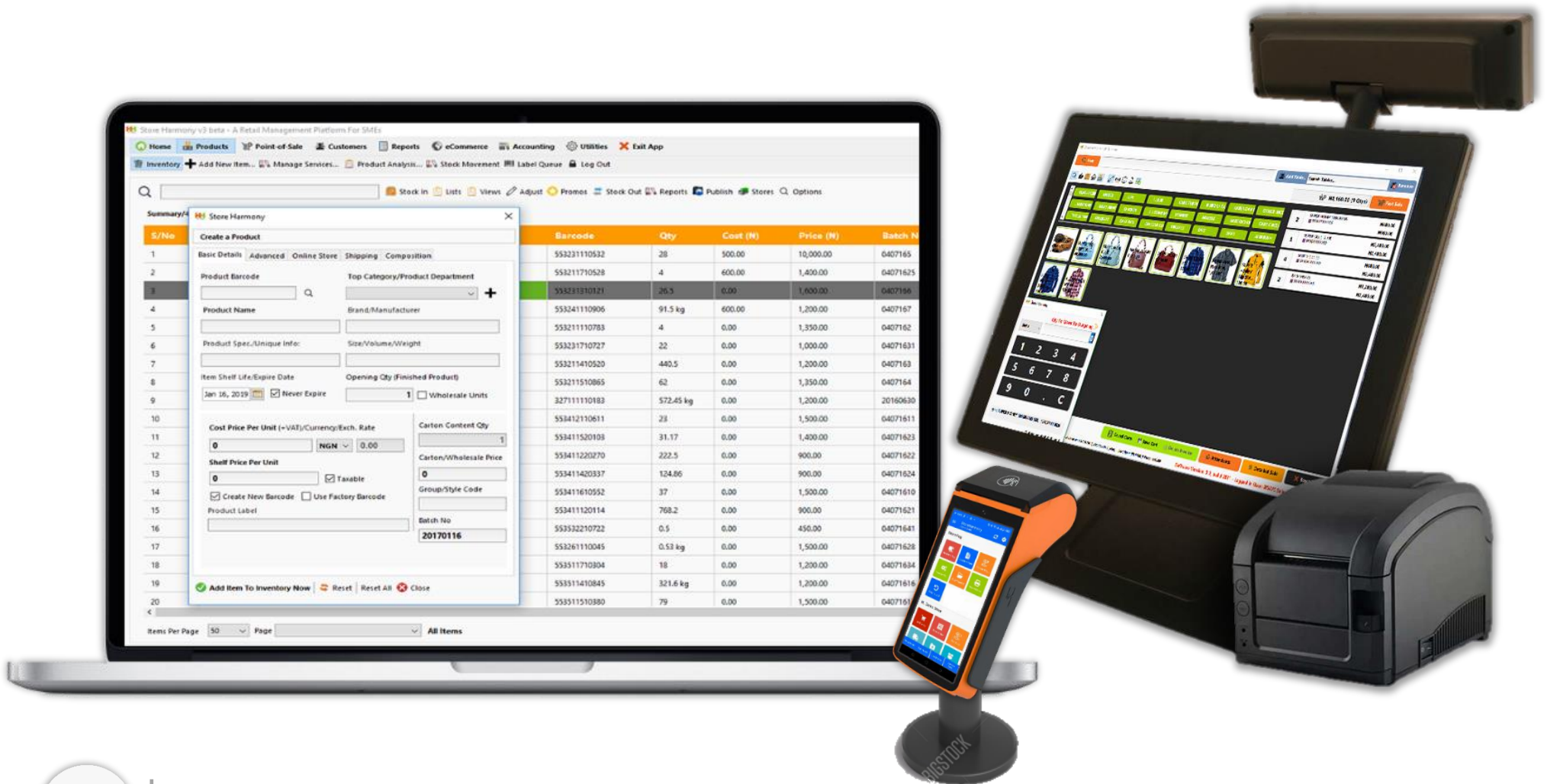




# STORE HARMONY SOFTWARE **USER GUIDE**

Storeharmony is a leading retail and inventory platform for merchants that wants to grow and scale their sales operation across multiple channels.



STORE HARMONY SOFTWARE  
**USER GUIDE**

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# Hardware Setup

## Introduction

Store Harmony® is an enterprise software solution for Small and Medium Business productivity. It delivers Inventory Management, Point-of-Sales (Invoicing, eCommerce) and Accounting for SMEs as a single integrated package that is affordable, indigenous and innovative. Businesses use Store Harmony to reduce the burden of inventory management and financial accounting while running so many other aspects of sales both on-premise sales and online sales.

Through a connected, integrated and automated system, it is able to help stores achieve better efficiency in the operation of their stores. Store Harmony is unique because of its straightforward design, which is manageable for day-to-day SME business owners. Also, by providing an in-built omni-channel and online enabled capabilities, it will also be a useful platform for facilitating B2C and B2B trade and Agency banking functions.

**For a complete checklist of a typical deployment and installation of store harmony, the following are important steps needed to be covered to ensure you have properly set up for business operation. The number of steps necessary will depend on how advanced the user requirements are. From the basics, we have:**

### A. Hardware + OS Setup



### B. Internet Connectivity Setup



### C. Printer & Hardware Drivers Setup



### D. Database Software Setup (MySQL)



### E. Store Harmony Software Setup



### F. Store Harmony Software License Setup

**A**

**Setup your Hardware with Windows 10 Operating System (Skip if you already have a working system).**

*N/B: Please note that Store harmony software still supports "windows 7" also but the recommended Operating Systems are Windows 10 and above.*

The hardware setup stage involves the setting up of your PC and deployment of the operating system such as Windows 10 (recommended OSes) if required. Please contact the store harmony technical team for special support for the deployment on MAC OS. Although a minimum of 4GB RAM is required for a smooth and reliable operation, for future expansion an 8GB RAM and above is highly recommended.

**B**

**Internet Connectivity Setup (If you already have a stable internet connection setup already, you can skip this step)**

This set up process requires you to have a stable internet connection, which is necessary for downloading the required installers, hardware drivers required and the most important Store harmony software licensing. Any reliable internet service provider is recommended.

**C**

**Setup your Printer & Hardware Drivers (skip if you are not ready to start printing)**

The printers will need to have a proper system driver installed. A driver is a special software that makes your peripherals function properly with your PC. Visit the website of your printer or hardware accessory manufacturer to download the latest drivers for your hardware.

## Chapter 1: **Hardware Setup**



## Downloading MySQL Installer (Database Software required)

You can download MySQL installer from the link provided below:

<https://www.storeharmony.com/download/mysql-5.5.23-win32.msi>



# Downloading Store Harmony Installer

If you are yet to download the latest version of Store Harmony software, Download the Store Harmony installer from <https://www.storeharmony.com> and double click on the downloaded file to get it installed. Please Consult your technical officer if you need help.

Store Harmony

HERE PRODUCTS SERVICES DOWNLOADS PRICING LOGIN APIS

## SOFTWARE DOWNLOADS.

### POS & INVENTORY MANAGEMENT SOFTWARE DOWNLOAD.

**Get Store Harmony Desktop**

Basic Requirements: Windows 10 PC, Min. RAM: 4GB, HDD 500GB and Internet Access for activation and remote admin functions

Server Requirements: Windows 10 PC, Min. RAM: 8GB, HDD 1TB, Networking Switch and Reliable Wired Network

**DOWNLOAD NOW**

[User Guide & Documentations](#)

**Get Store Harmony For Windows 7**

Basic Requirements: Windows 7 PC, Min. RAM: 4GB, HDD 500GB and Internet Access for activation and remote admin functions

**DOWNLOAD FOR WIN 7 POS**

[User Guide & Documentations](#)

**Get Store Harmony For MAC**

Basic Requirements: MAC OS, Min. RAM: 4GB, HDD 500GB and Internet Access for activation and remote admin functions. Note: POS for Cashier functions are not supported on MAC. Only provides support for inventory management

**DOWNLOAD MAC VERSION**

[User Guide & Documentations](#)

**Note:** Store harmony releases new updates weekly or biweekly, meaning the installer you are downloading may be several updates behind. After installation be sure to restart the software and wait for it to download new updates. Updates are received automatically, and the process may take btw 10 ~ 30 mins to complete depending on your internet speed.

**The installer highlighted in the image/snapshot above is compatible for both Windows Operating Systems 10 and 11.**

# Installing MySQL

The following sequence is important in the installations:

- Install MySQL Installer
- Followed by Store Harmony installer
- Followed by Store harmony linking to MySQL to establish a successful integration.

## Instructions of installing MySQL Installer.

Note: Please follow the following guidelines with the corresponding screenshots in deploying MySQL installer and configuration. Any missing step can result in a faulty deployment.



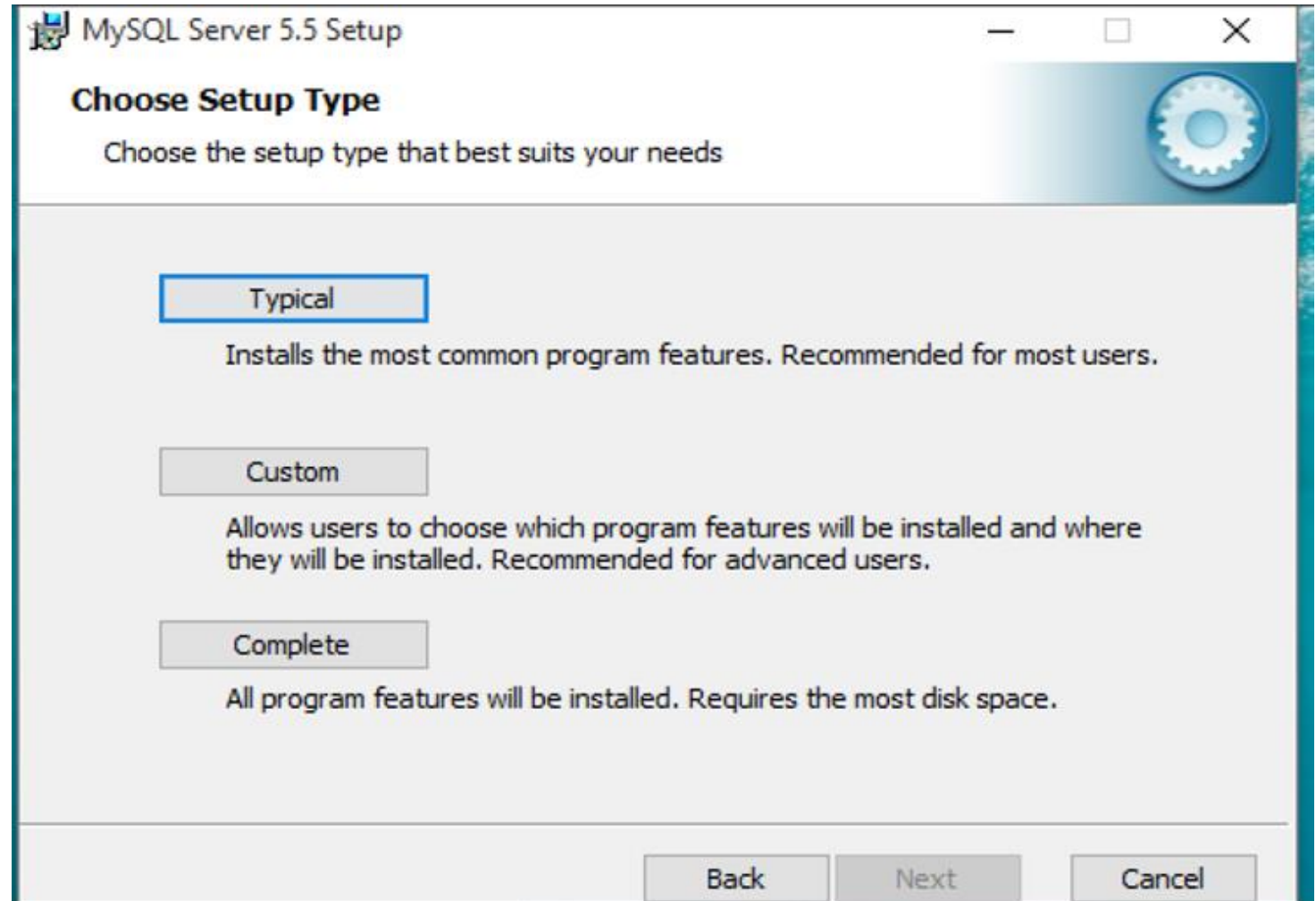
## Step 01:

Double click on the  
**MySQL Installer.**



## Step 02:

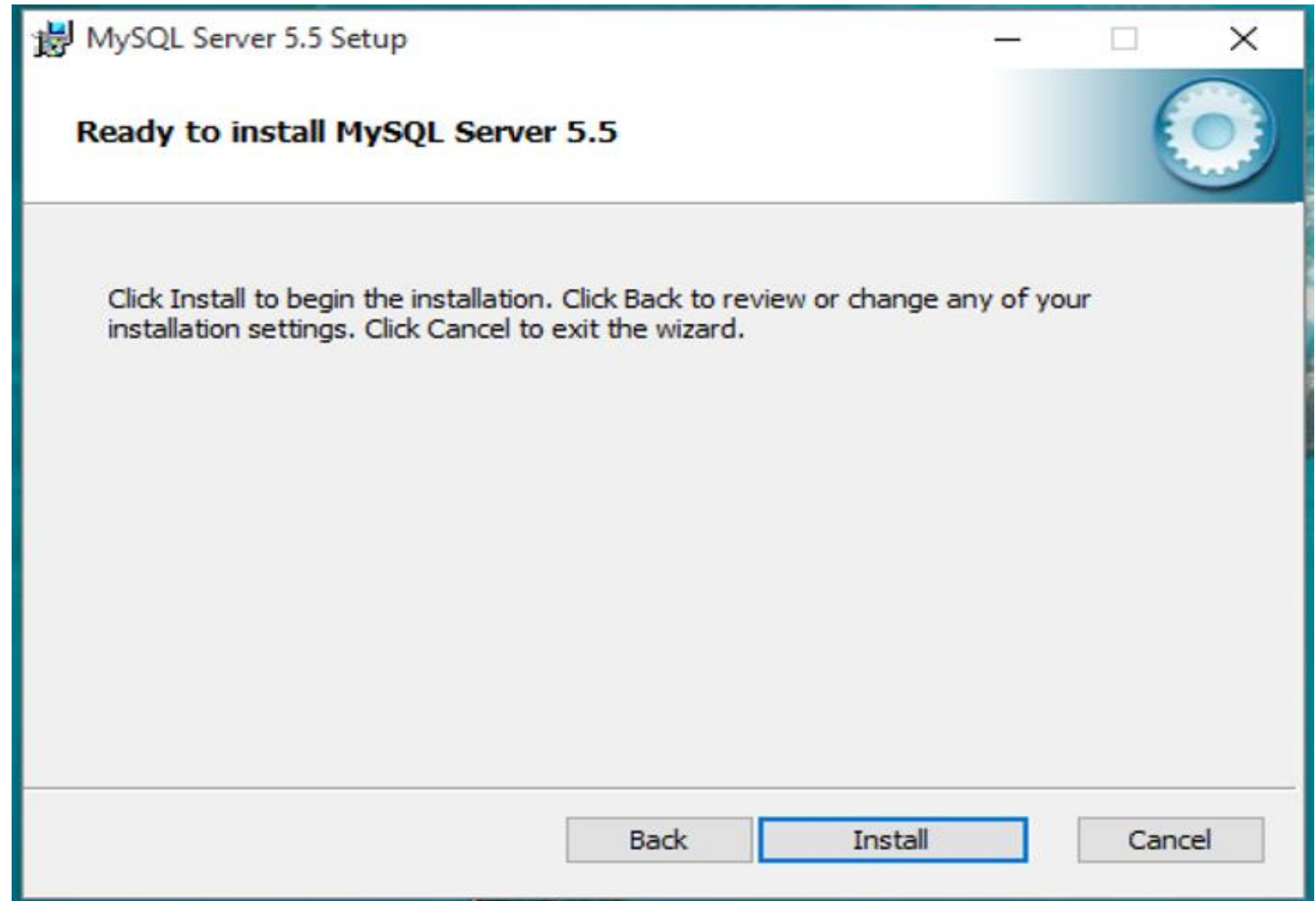
Select **Typical** and click **Next**



## Chapter 4: Installing MySQL

## Step 03:

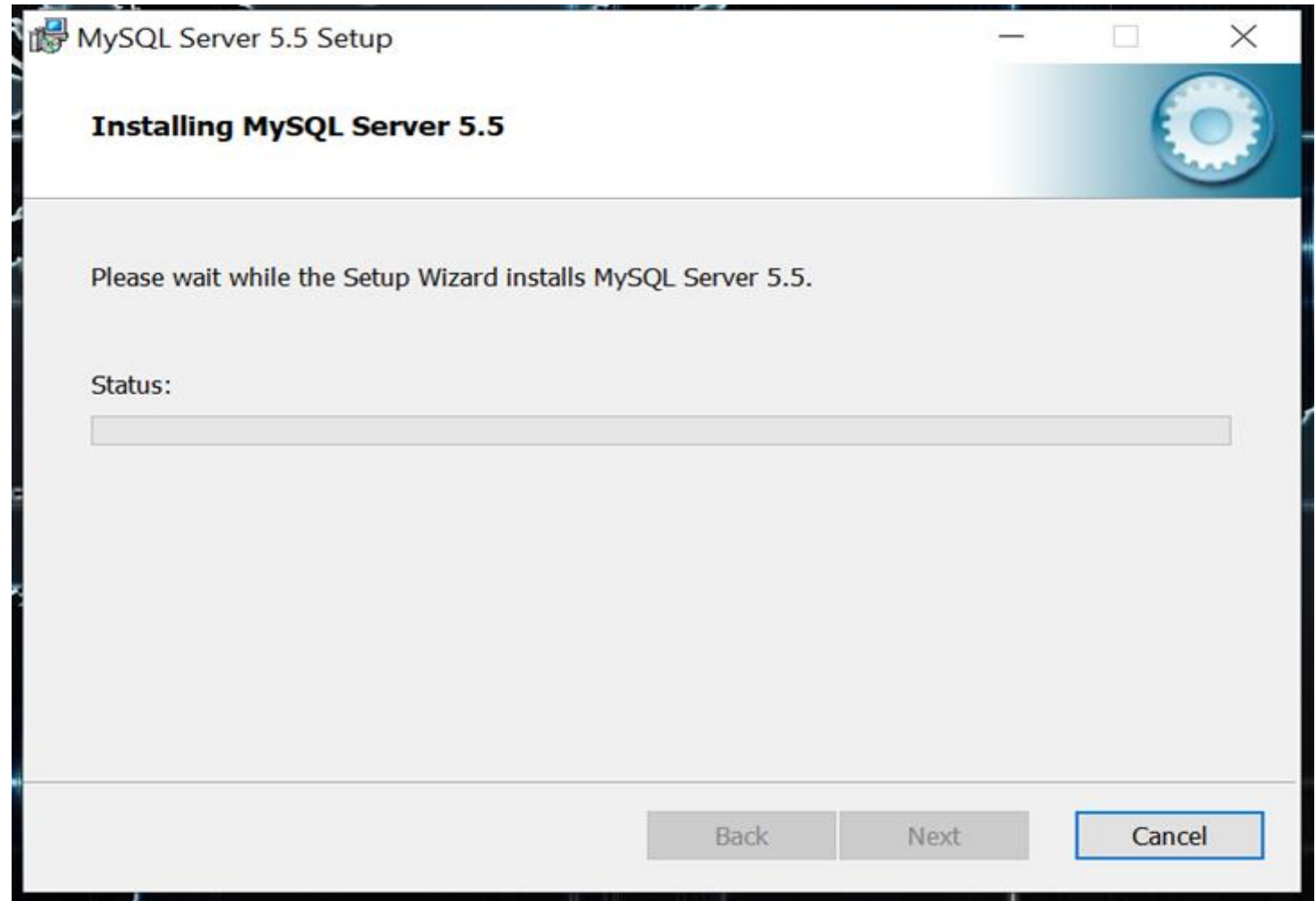
Click **Install**,



## Chapter 4: Installing MySQL

## Step 04:

Click **Next** (The activates after a windows prompt asking you to allow the app make changes to the device, N/b Click “Yes”)



## Chapter 4: Installing MySQL

## Step 05:

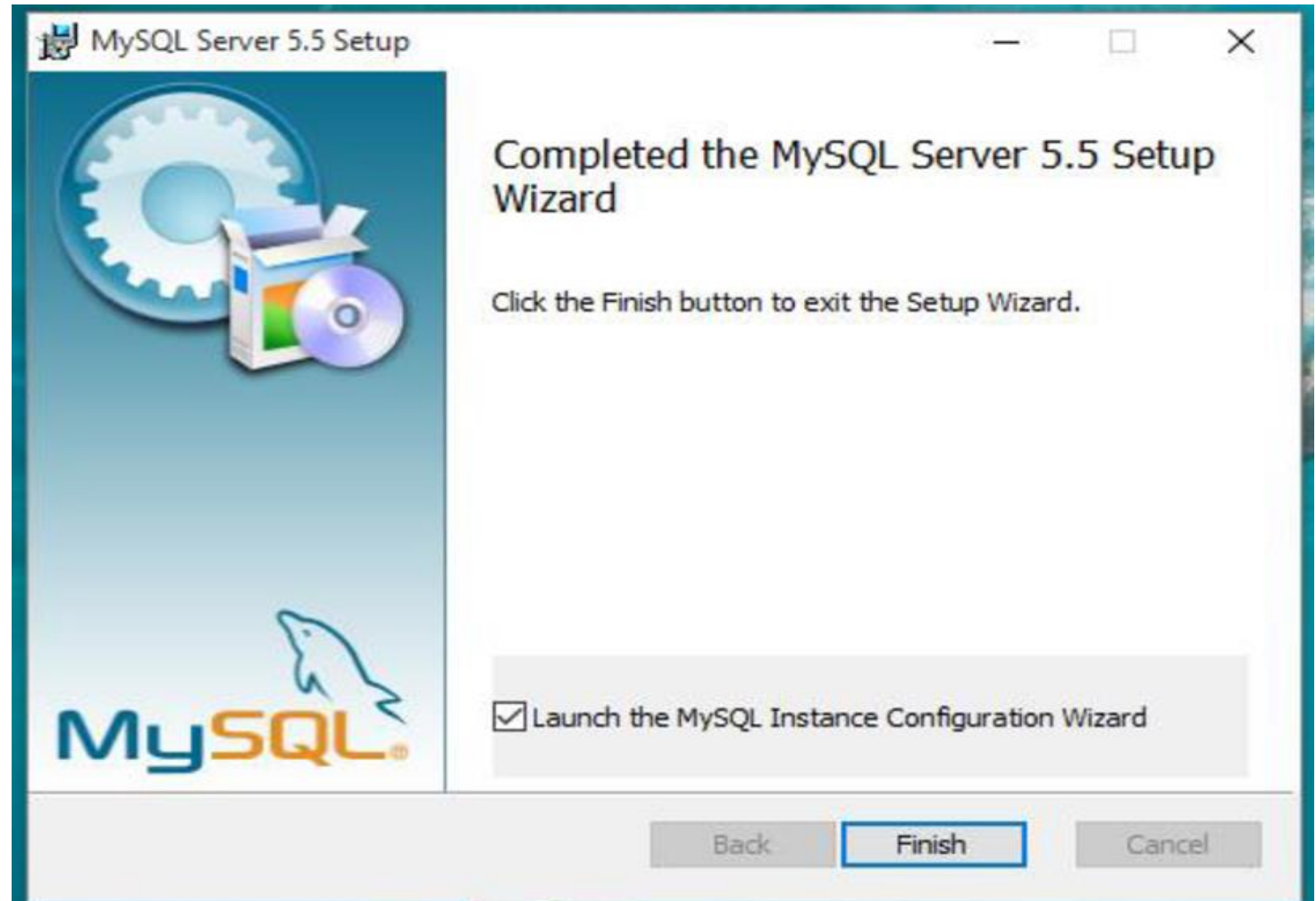
Click **Next**



## Chapter 4: Installing MySQL

## Step 06:

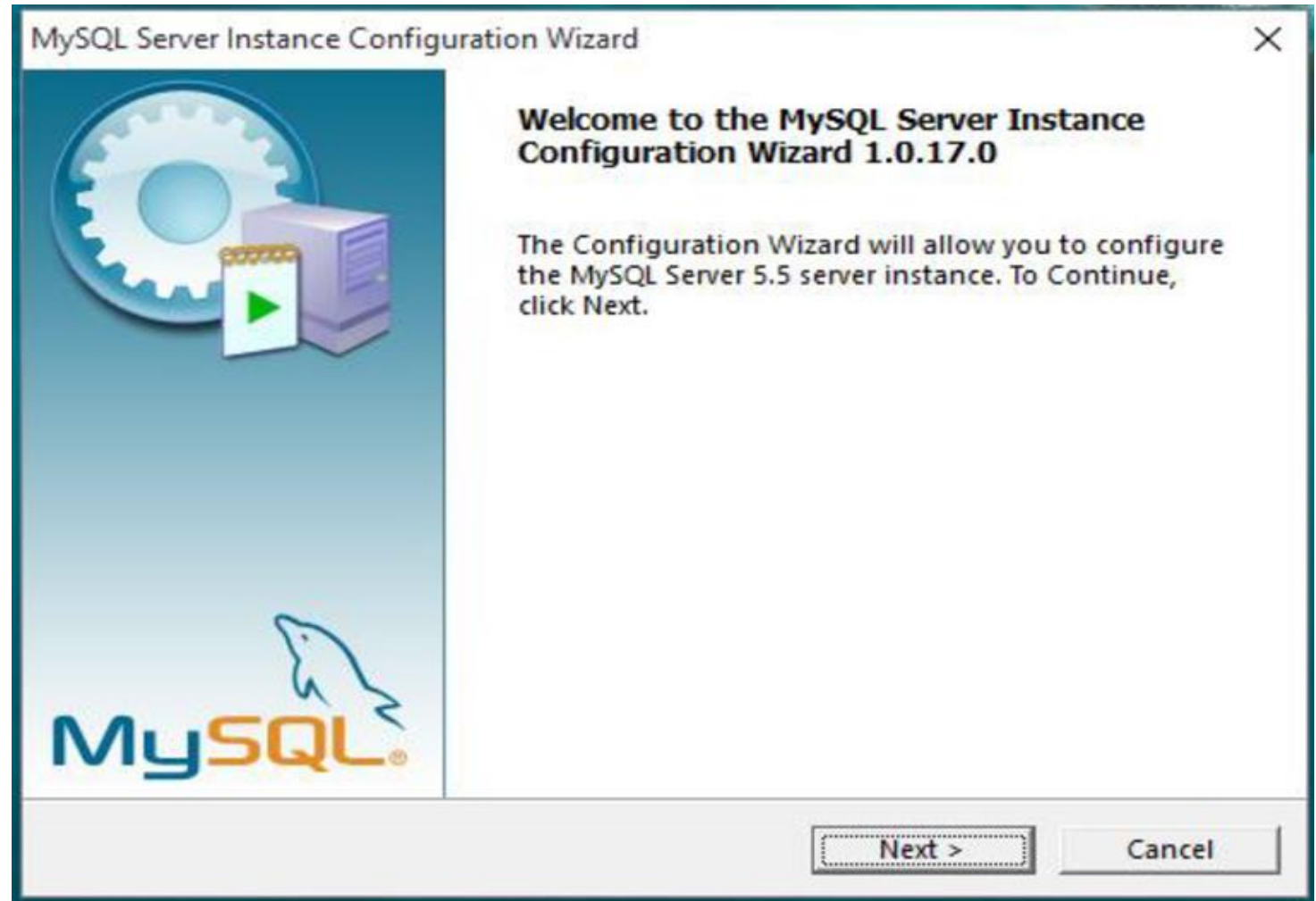
Click **Finish**



## Chapter 4: Installing MySQL

## Step 07:

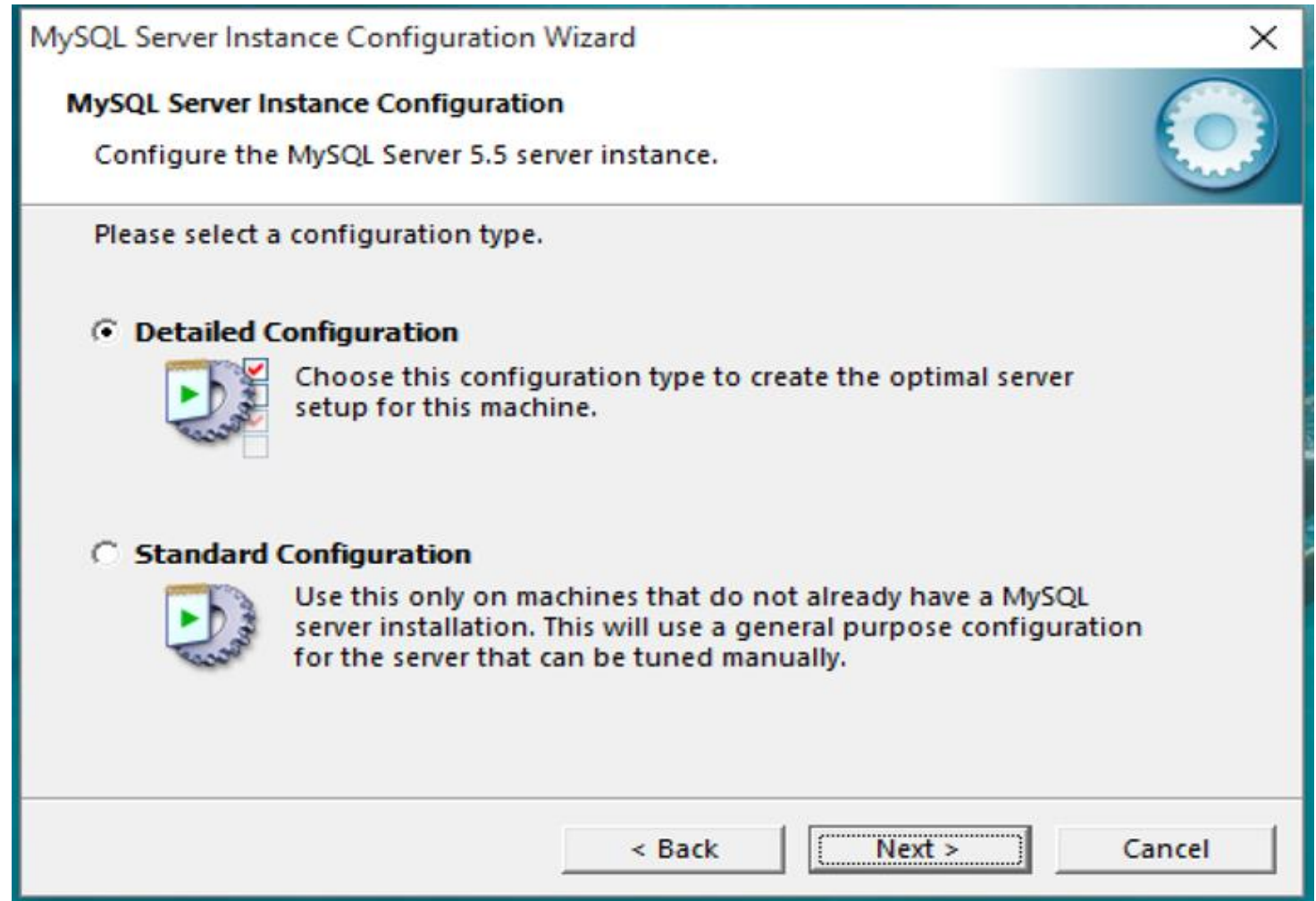
Click **Next**



## Chapter 4: Installing MySQL

## Step 08:

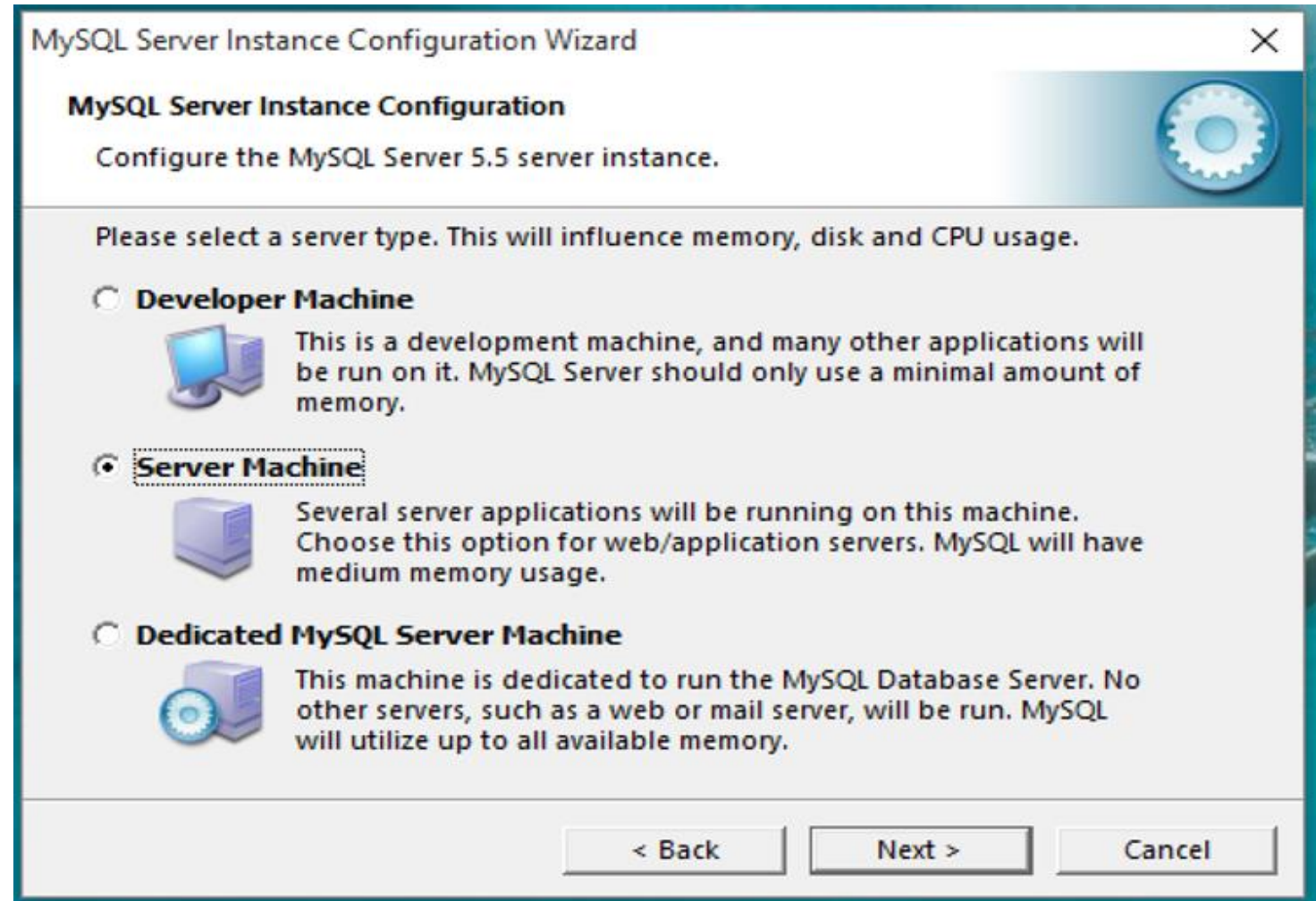
Select **Detailed Configuration**, then click **Next**.





## Step 09:

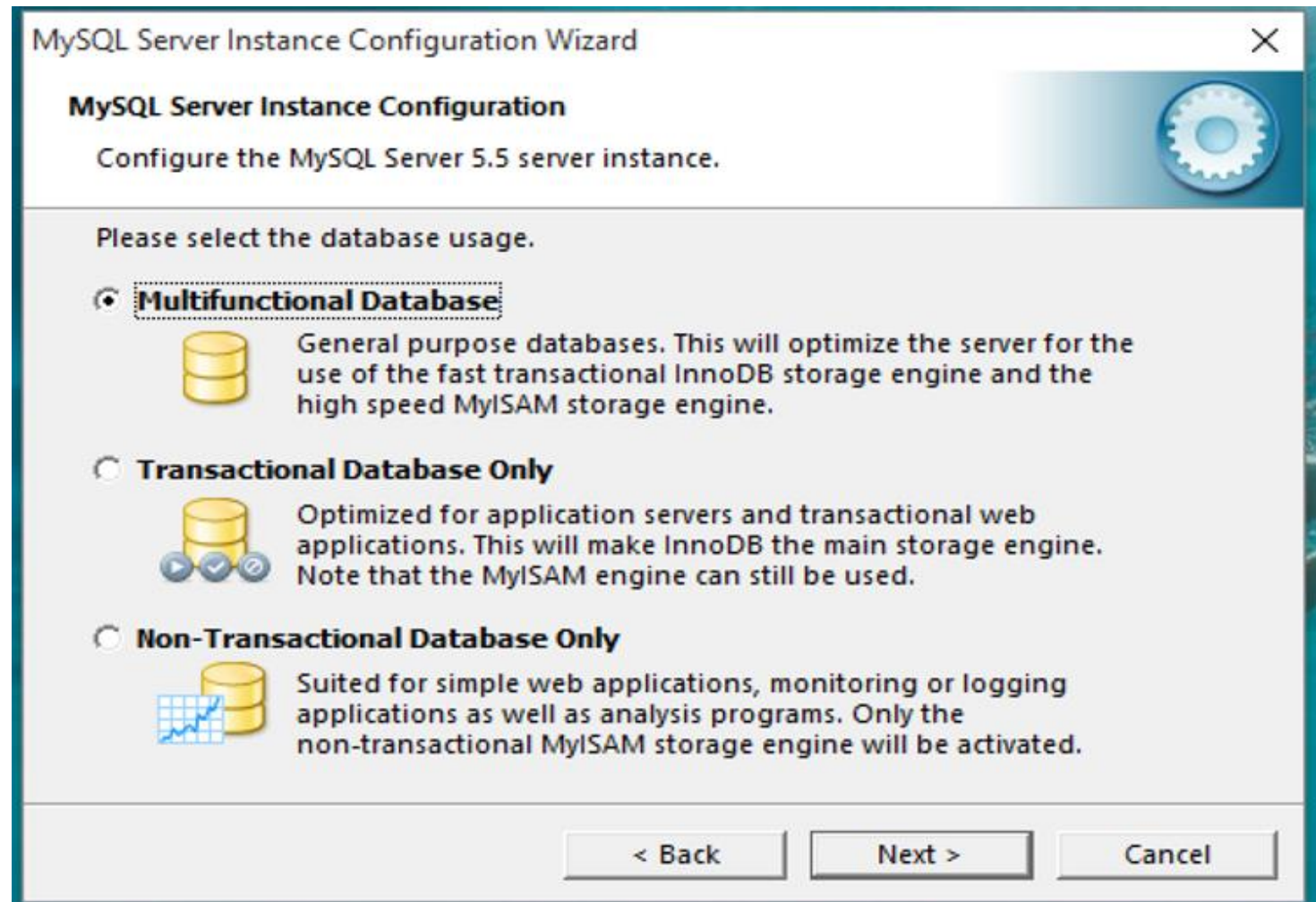
Select **Server Machine**,  
then click **Next**



## Chapter 4: Installing MySQL

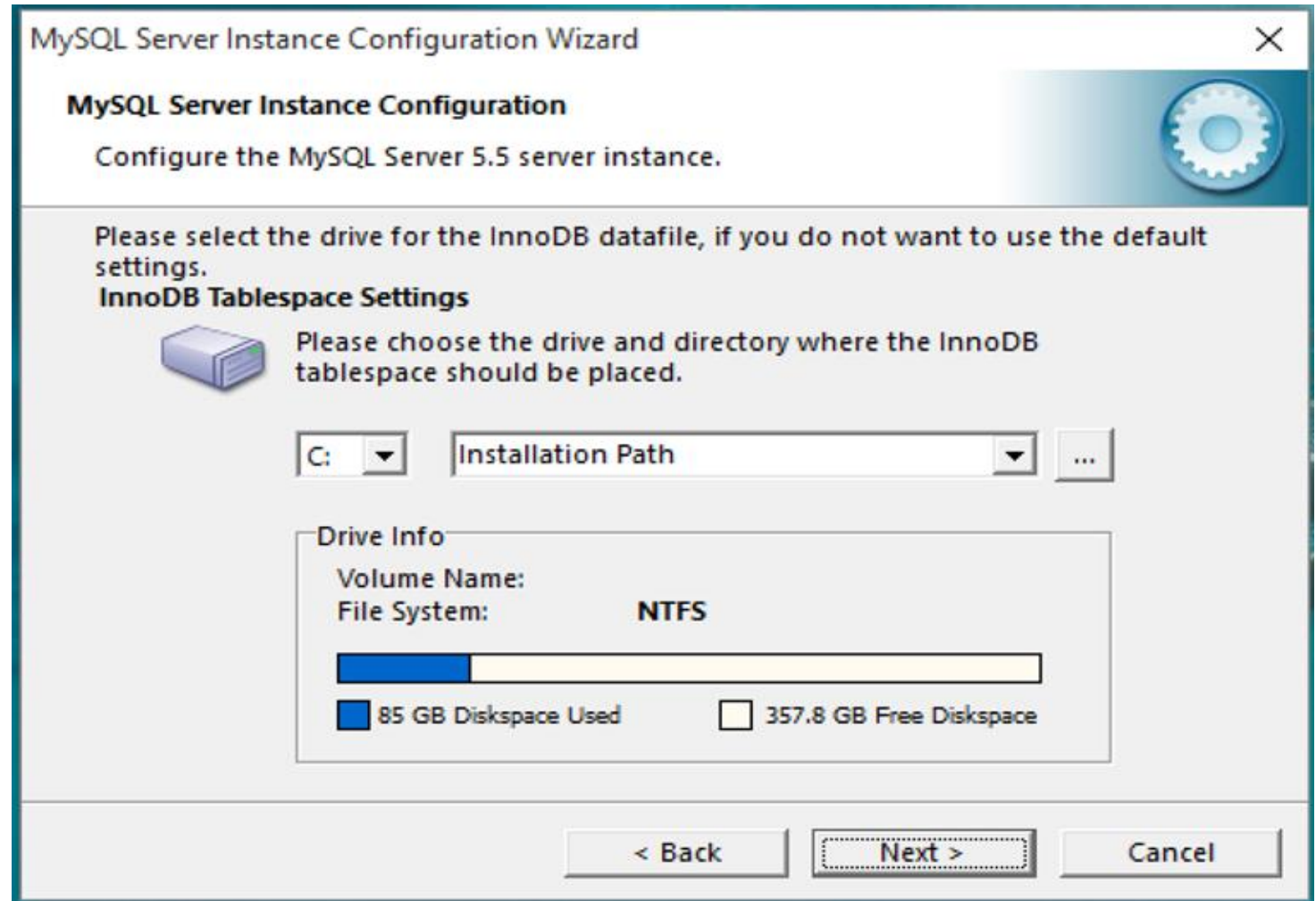
## Step 10:

Select **Multifunctional Database**, then click **Next**



# Step 11:

Click [Next](#)



## Step 12:

Select **Manual Setting**,  
Select the concurrent  
connections **20/30**, then  
click **Next**

MySQL Server Instance Configuration Wizard

MySQL Server Instance Configuration

Configure the MySQL Server 5.5 server instance.

Please set the approximate number of concurrent connections to the server.

**Decision Support (DSS)/OLAP**

Select this option for database applications that will not require a high number of concurrent connections. A number of 20 connections will be assumed.

**Online Transaction Processing (OLTP)**

Choose this option for highly concurrent applications that may have at any one time up to 500 active connections such as heavily loaded web servers.

**Manual Setting**

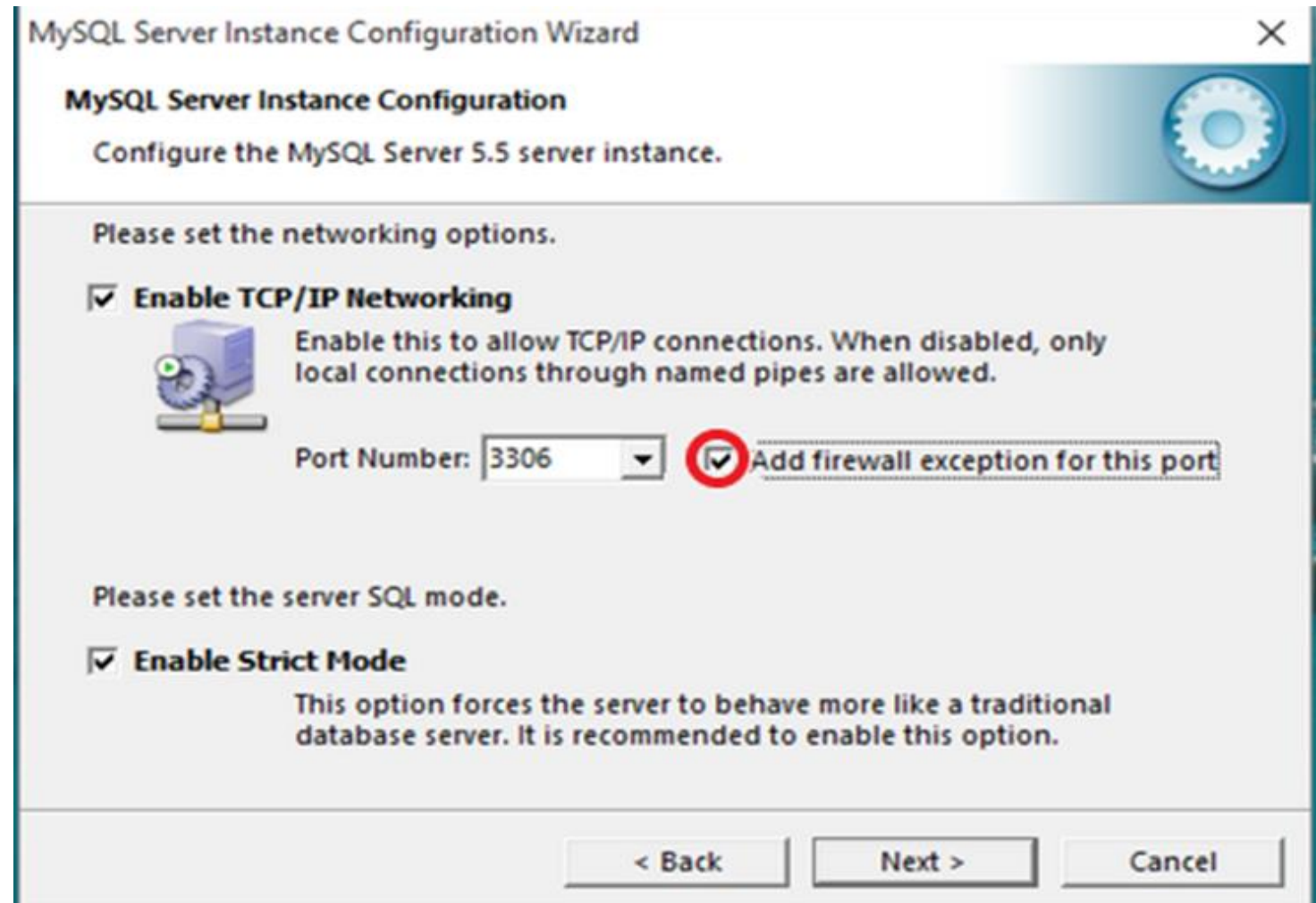
Please enter the approximate number of concurrent

Concurrent connections: 20

< Back    Next >    Cancel

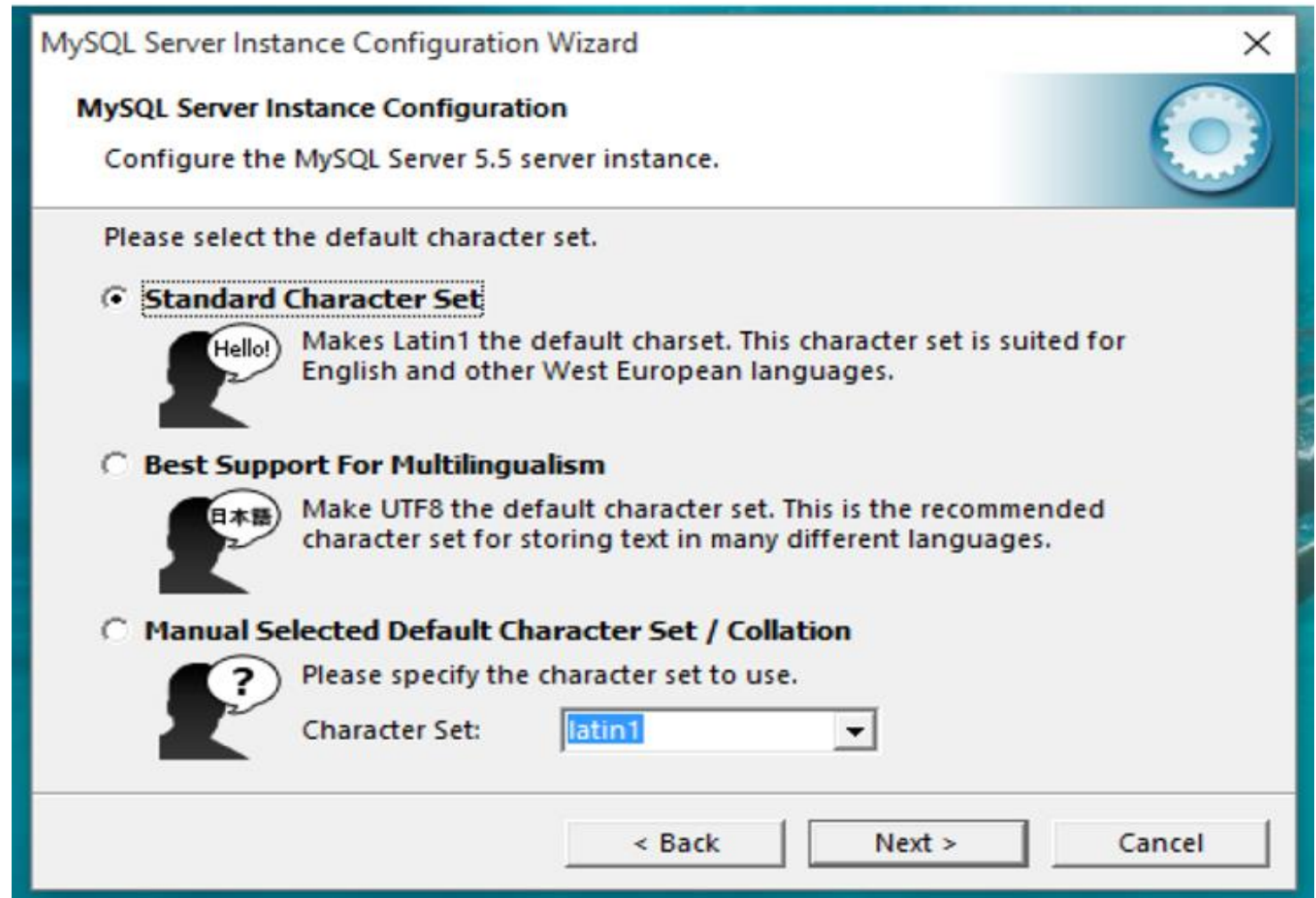
## Step 13:

Make sure the **Enable TCP/IP Networking**, **Enable Strict Mode** and **Add Firewall Exception For This Port** are checked, then click **Next**,



## Step 14:

Select **Standard Character Set**, then click **Next**



## Step 15:

Make sure the **Install As Windows Service**, **Launch the MySQL server automatically** and **Install Bin Directory in Windows PATH** are checked, then click **Next**,



## Step 16:


Uncheck the **Modify Security Settings**, then click **Next**

MySQL Server Instance Configuration Wizard

MySQL Server Instance Configuration  
Configure the MySQL Server 5.5 server instance.

Please set the security options.


**Modify Security Settings**

 New root password:  Enter the root password.

Confirm:  Retype the password.

Enable root access from remote machines

Create An Anonymous Account

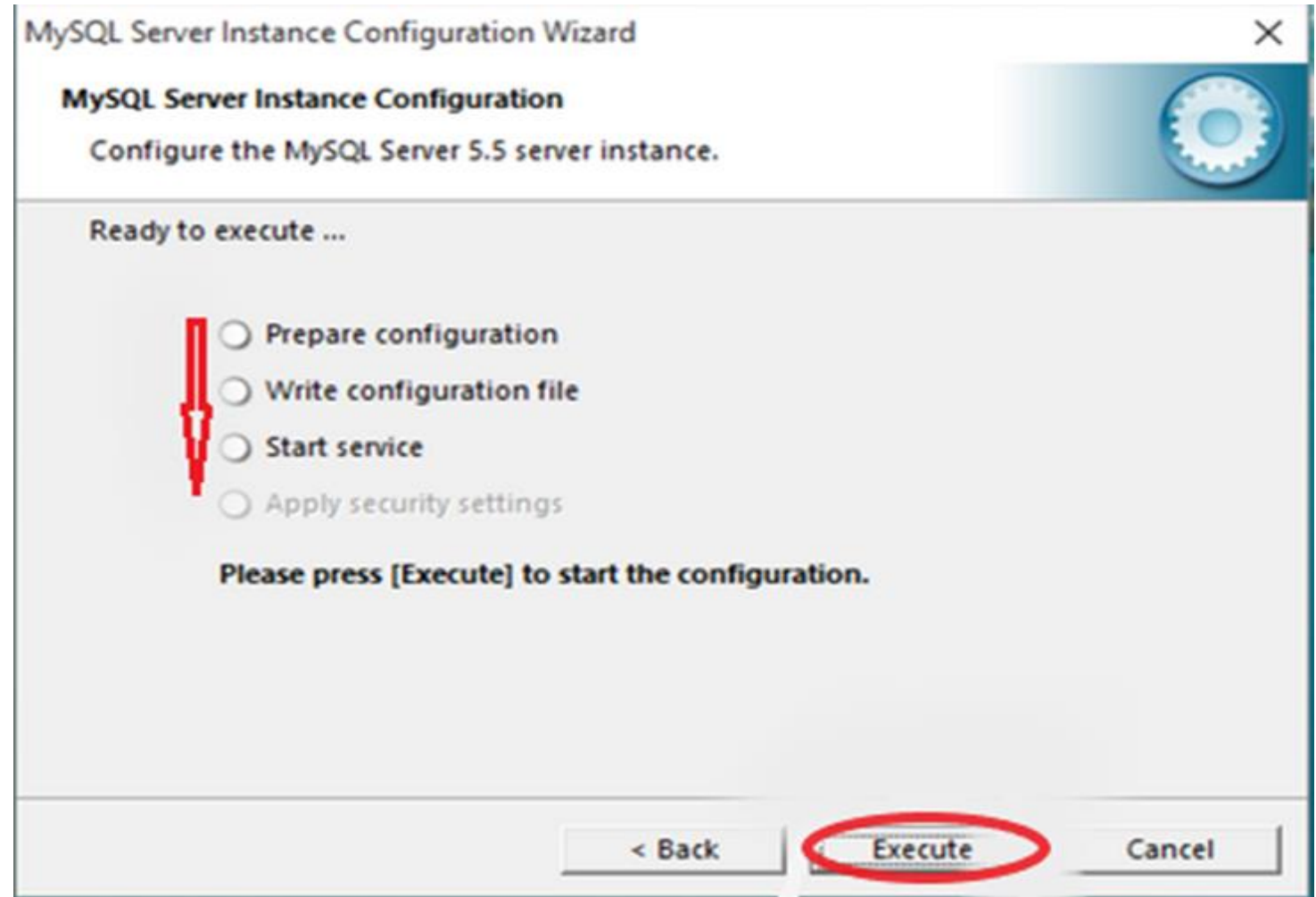
 This option will create an anonymous account on this server. Please note that this can lead to an insecure system.

< Back    Next >    Cancel



## Step 17:

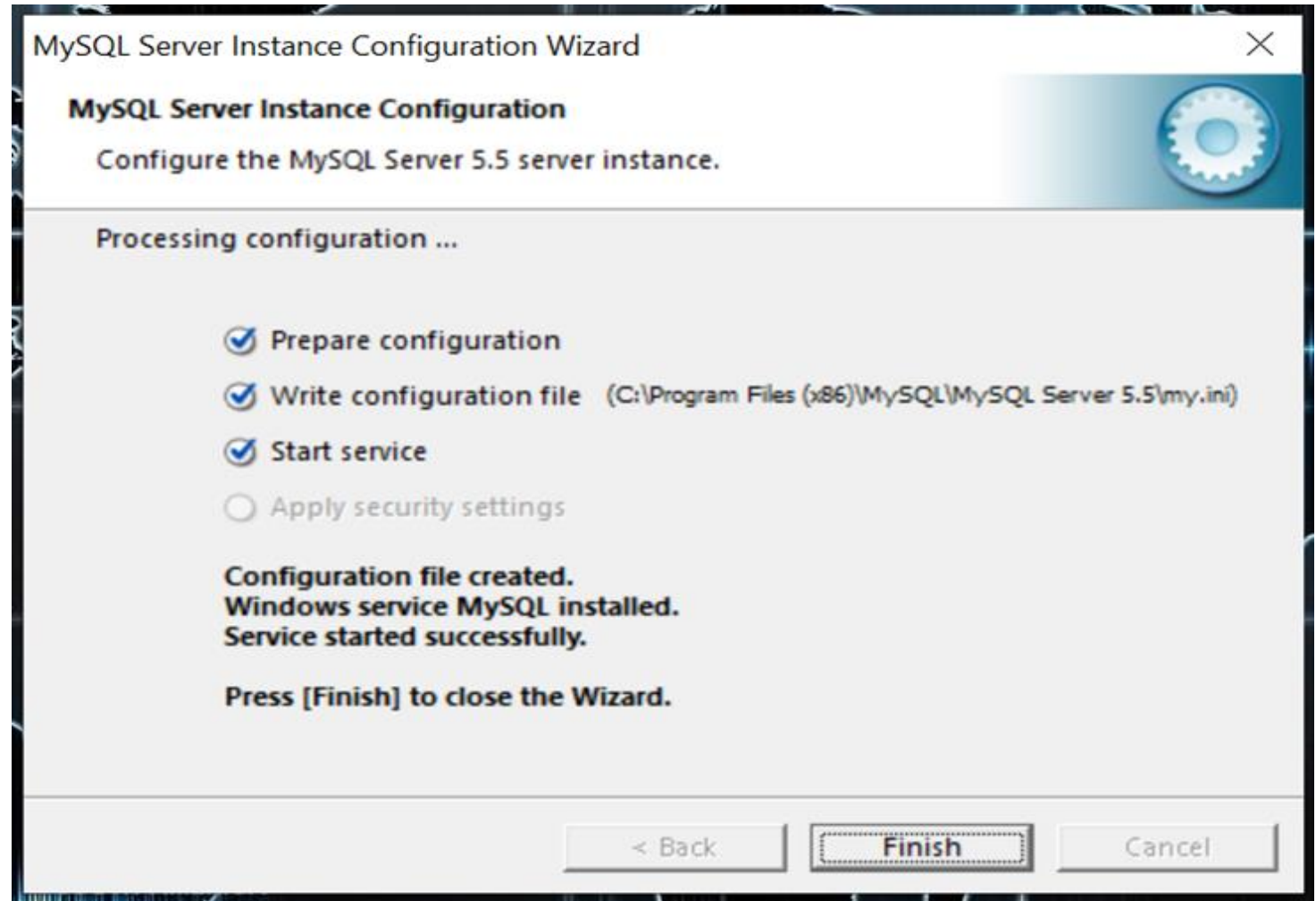
Click **Execute**,



## Chapter 4: Installing MySQL

## Step 18:

Once you see this page with all Configurations are checked, then MySQL has been successfully installed on the device, click **Finish**.

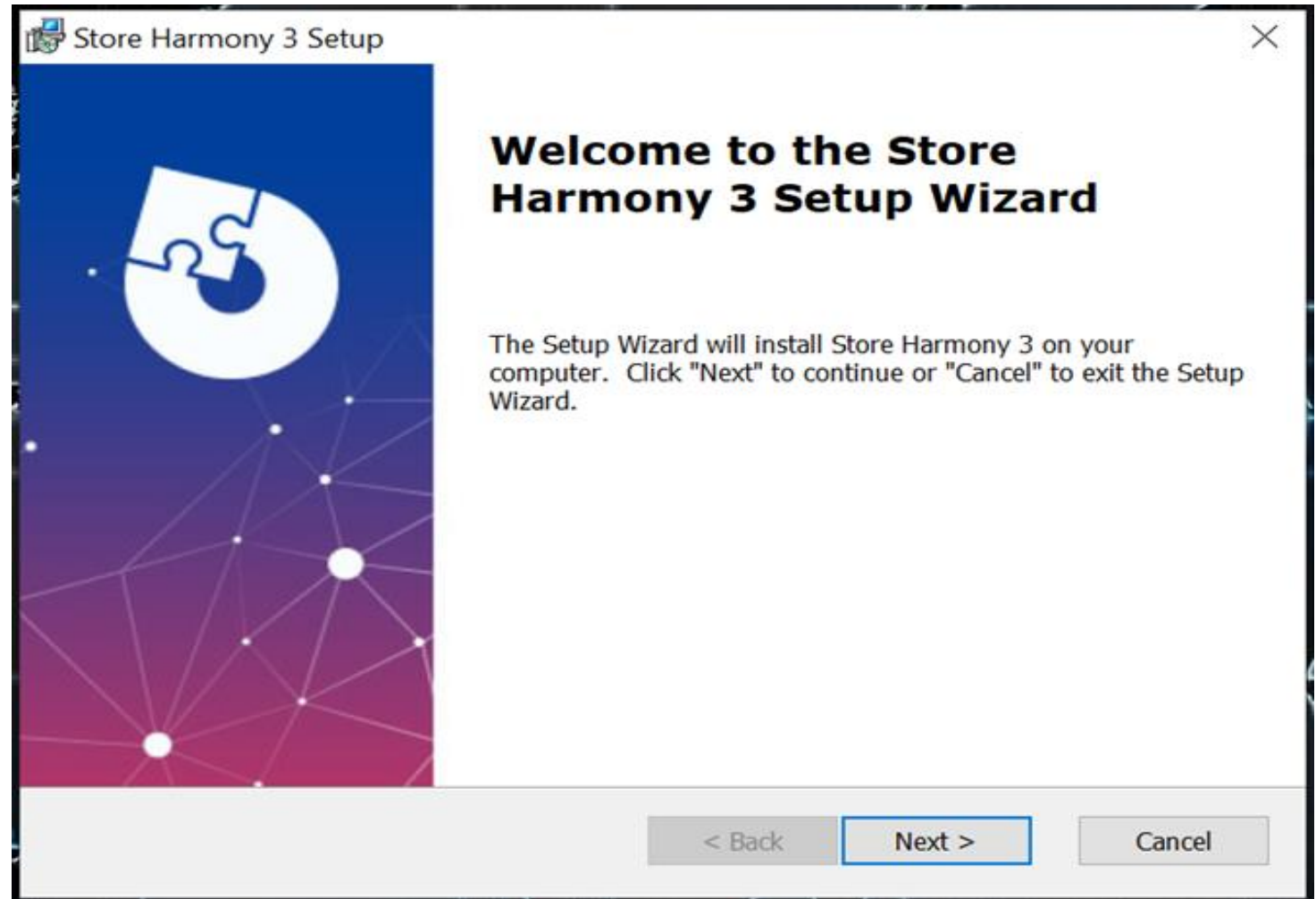


# Installing Store Harmony Software

Below are steps with screenshots on how to install store harmony software after downloading,

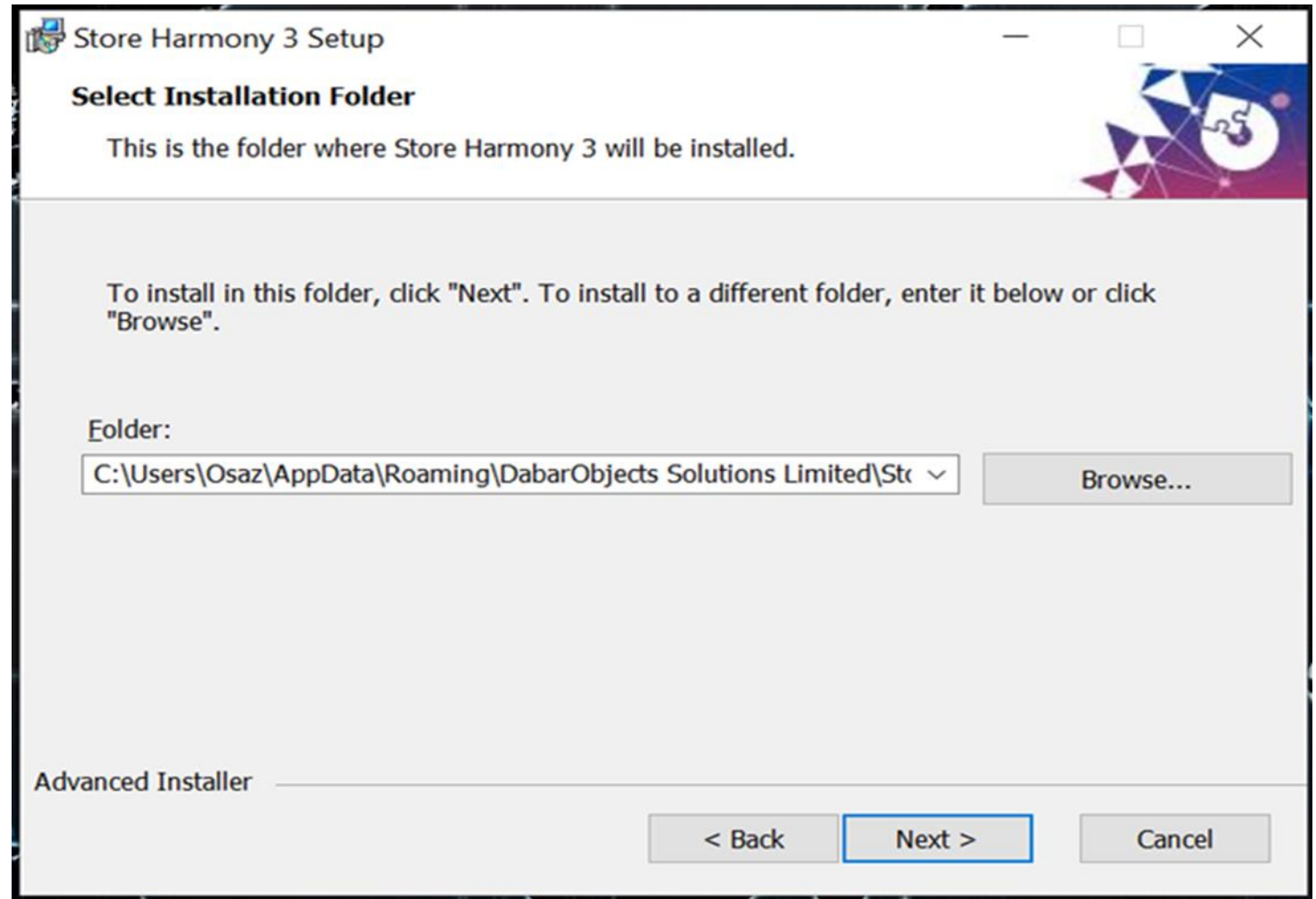
## Step 01:

Double click on store harmony installer, then click **Next**



## Step 02:

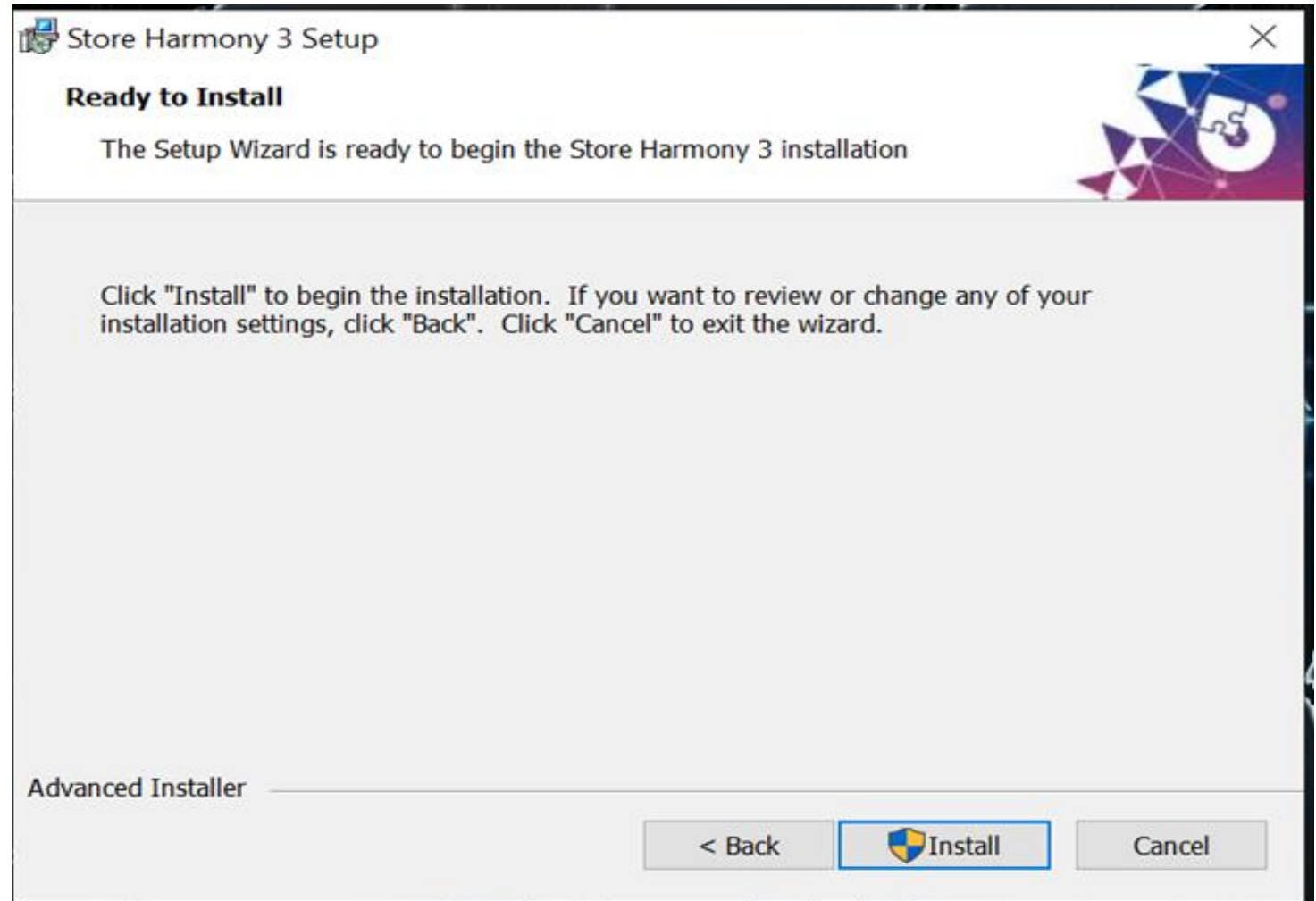
Click [Next](#)



## Chapter 5: Installing Store Harmony Software

## Step 03:

Click **Install**, and Select **Yes** to the window that displays asking to make changes to your device.

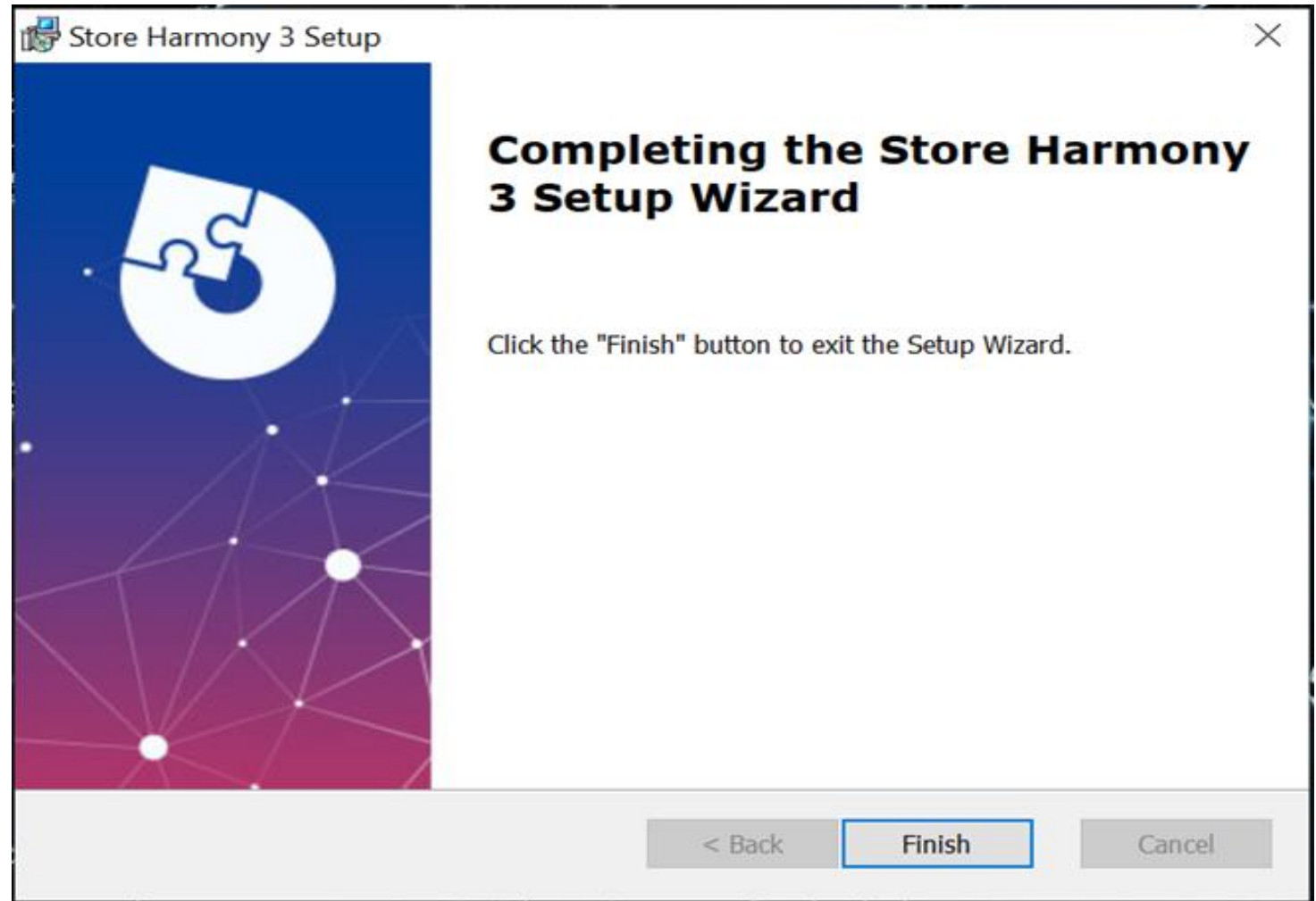


## Chapter 5: Installing Store Harmony Software

## Step 04:

Click **Finish**.

Two Store harmony shortcut icons are installed on the desktop, **StoreHarmony** and **StoreHarmony POS**.



## Chapter 5: Installing Store Harmony Software

# Configuration of Store Harmony Software

Below are step by step screenshots providing a guide to Store harmony configuration after installation,

*N/B : Set the time, time zone and date on your device to the current time.*

## Step 01:

Double click on “Store Harmony Shortcut”.

### Fill the Store Outlet details

- Fill in the name of the store or business.
- Fill the mobile no of the business owner (this will be used to create a central cloud admin account on the Store harmony cloud)
- Fill the email address of the business owner (this will be used to create a central cloud admin account on the Store harmony cloud)
- Choose the country and state and provide an Address (Locations outside Nigeria are only supported remotely).

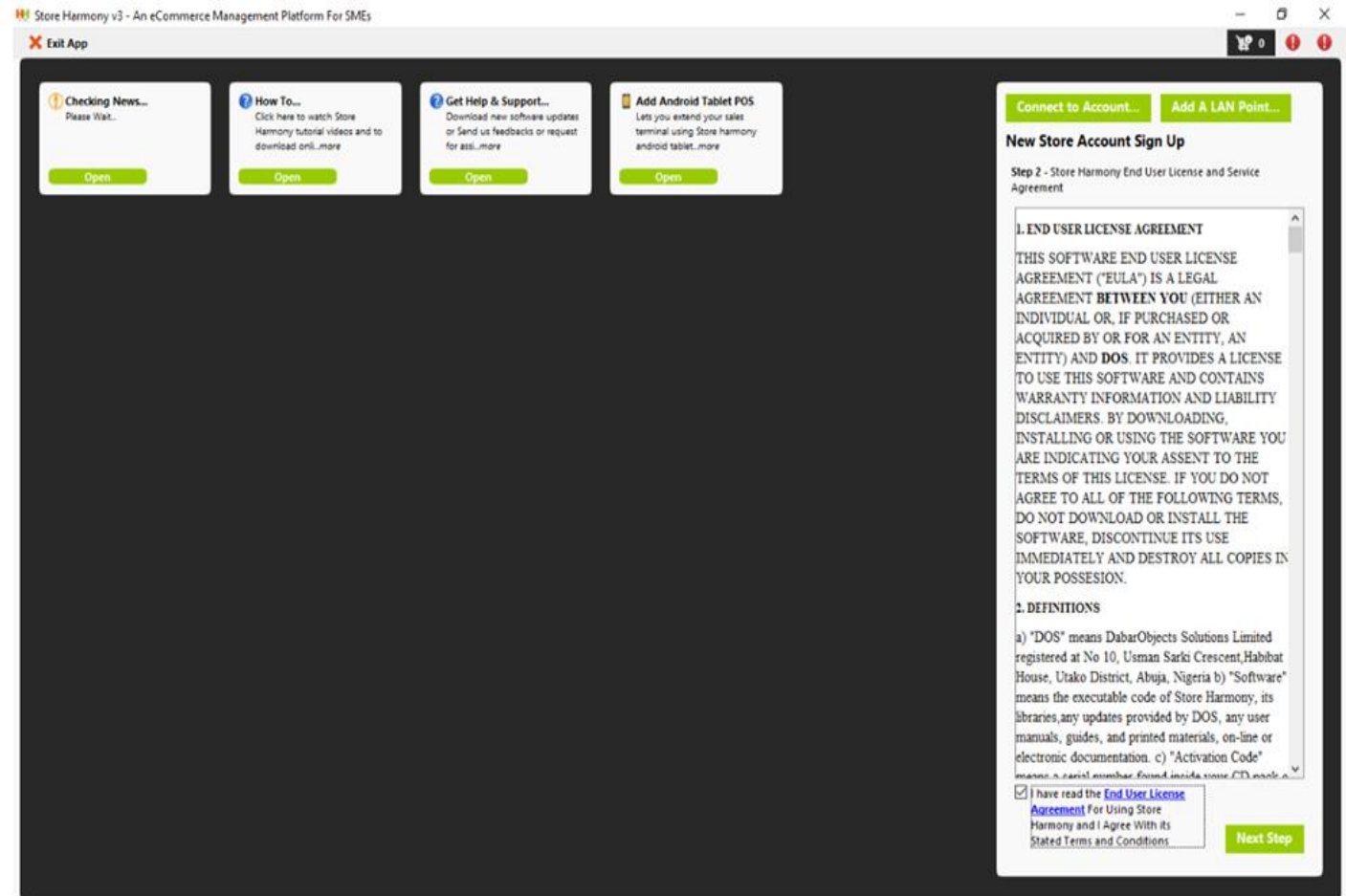
The screenshot displays the 'Store Harmony v3 - An eCommerce Management Platform For SMEs' interface. The main content area is titled 'New Store Account Sign Up' and includes the following fields and options:

- Store Name/Business Name:** MY SUPER STORE
- Email Address:** mystore@gmail.com
- Primary Phone No. (GSM):** 08031350000
- Country:** Nigeria
- State/Region:** Lagos
- Address:** Plot 12, Rd1, Ikota Villa Estate

Additional buttons and sections visible include 'Checking News...', 'How To...', 'Get Help & Support...', 'Add Android Tablet POS', 'Connect to Account...', 'Add A LAN Point...', and a 'Next Step' button at the bottom right.

## Step 02:

Accept the terms and condition and click on Next,



## Chapter 6: Configuration of Store Harmony Software



## Step 03:

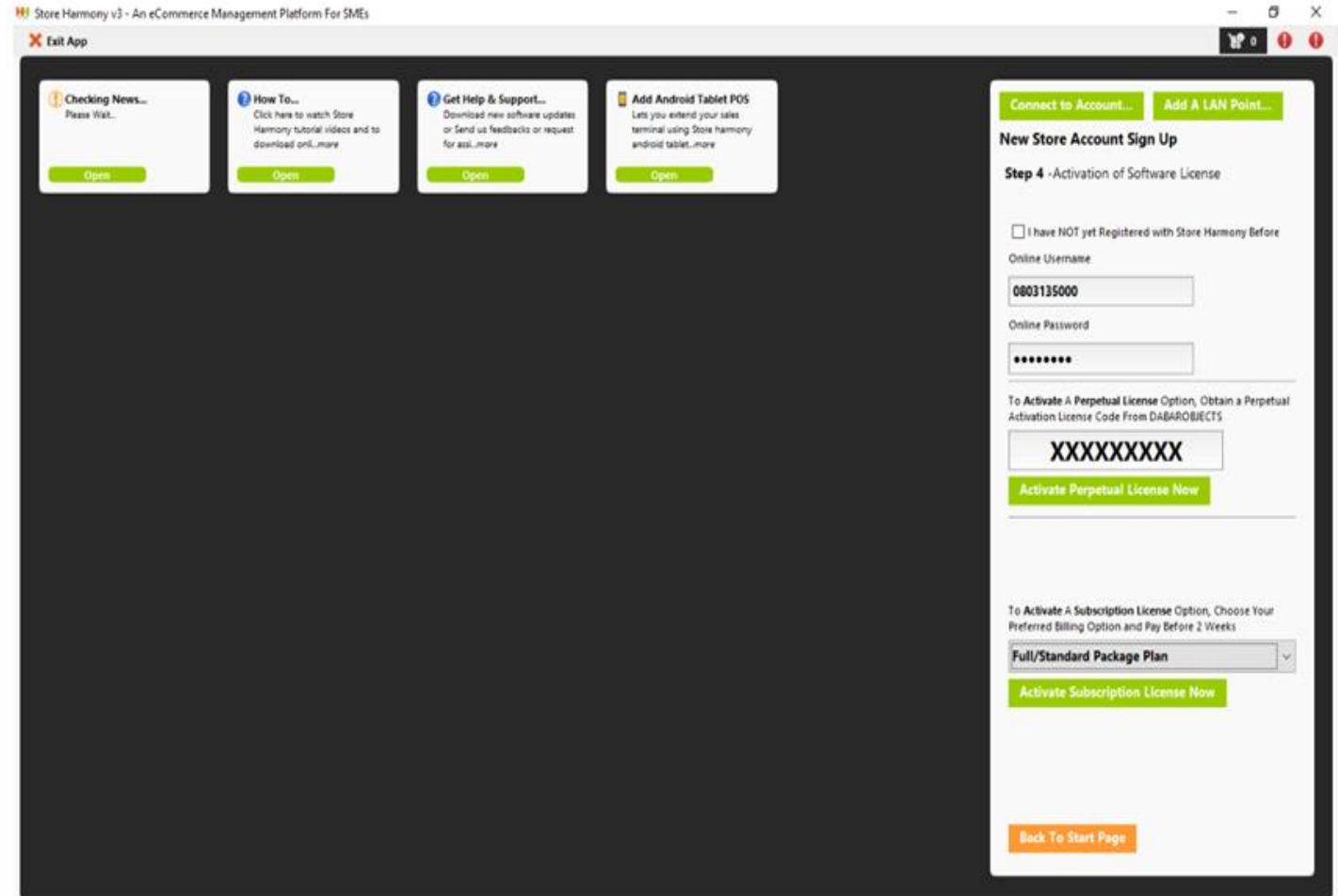
Fill the form using the credentials of the Store owner, click **Next Step**.

The screenshot displays the Store Harmony v3 software interface. The title bar reads "Store Harmony v3 - An eCommerce Management Platform For SMEs". The main content area is divided into two sections. On the left, there are four informational cards: "Checking News... Please Wait..." with an "Open" button; "How To... Click here to watch Store Harmony tutorial videos and to download cril...more" with an "Open" button; "Get Help & Support... Download new software updates or Send us feedbacks or request for assi...more" with an "Open" button; and "Add Android Tablet POS Lets you extend your sales terminal using Store harmony android tablet...more" with an "Open" button. On the right, there is a "New Store Account Sign Up" form. The form title is "New Store Account Sign Up" and the step is "Step 3 - Create The Store Owners Admin Account (or Director)". The form fields include: "Salutation" (Mr.), "Firstname" (Dayo), "Lastname" (ONOJOJILA), "Administrative Username (Controlling Account)" (admin), "Administrative Password (Must Be Kept Secret)" (masked with dots), and "Please Confirm Your Admin Password Once Again" (masked with dots). The "Store/Shop Classification" dropdown is set to "Clothing & Accessories". At the bottom of the form, there are two buttons: "Back To Previous" (orange) and "Next Step" (green).

## Chapter 6: Configuration of Store Harmony Software

## Step 04:

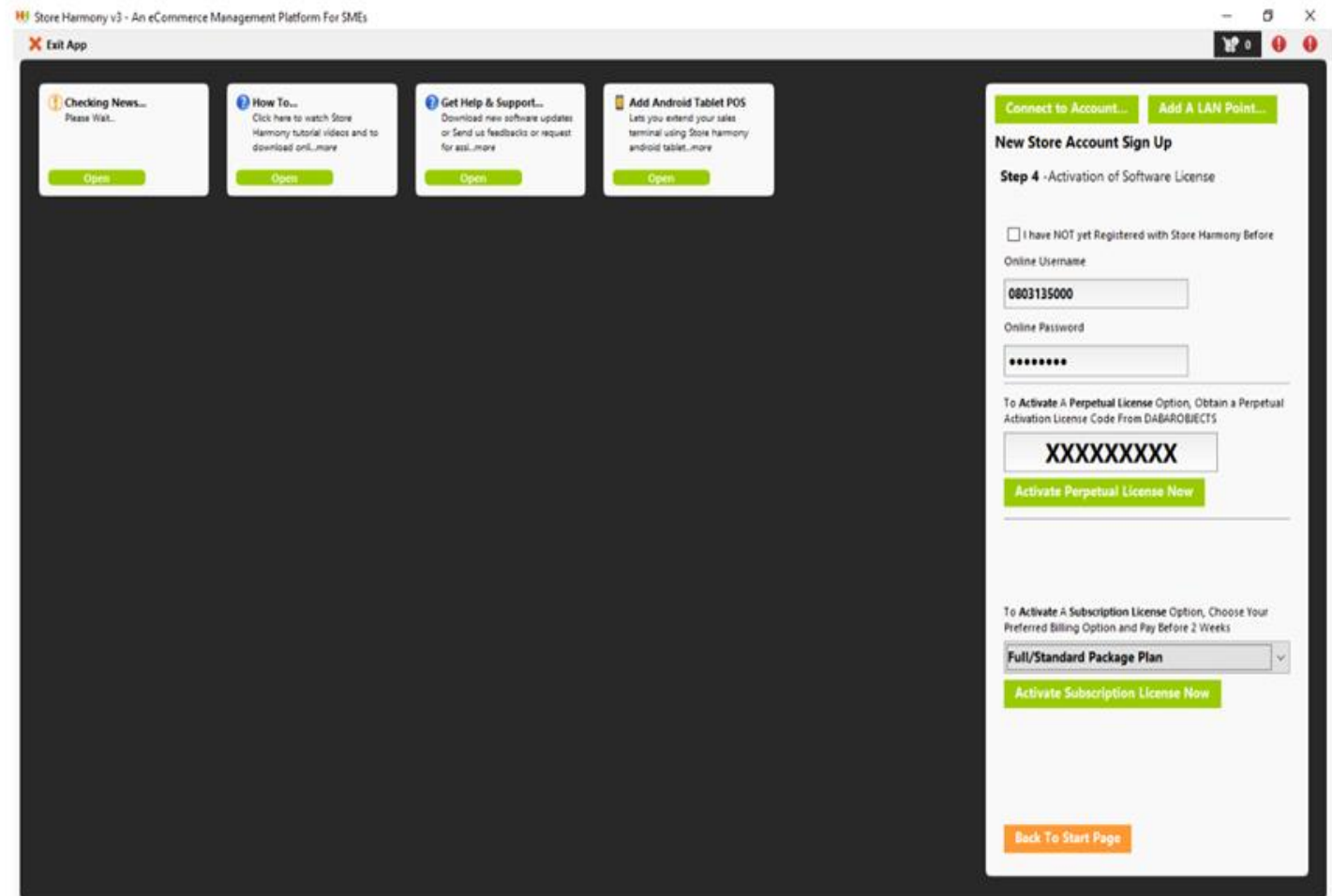
Select a License option (Recommended subscription is CLASSIC, it posses robust functions for any business), Click on **Activate Subscription License Now**,



## Chapter 6: Configuration of Store Harmony Software

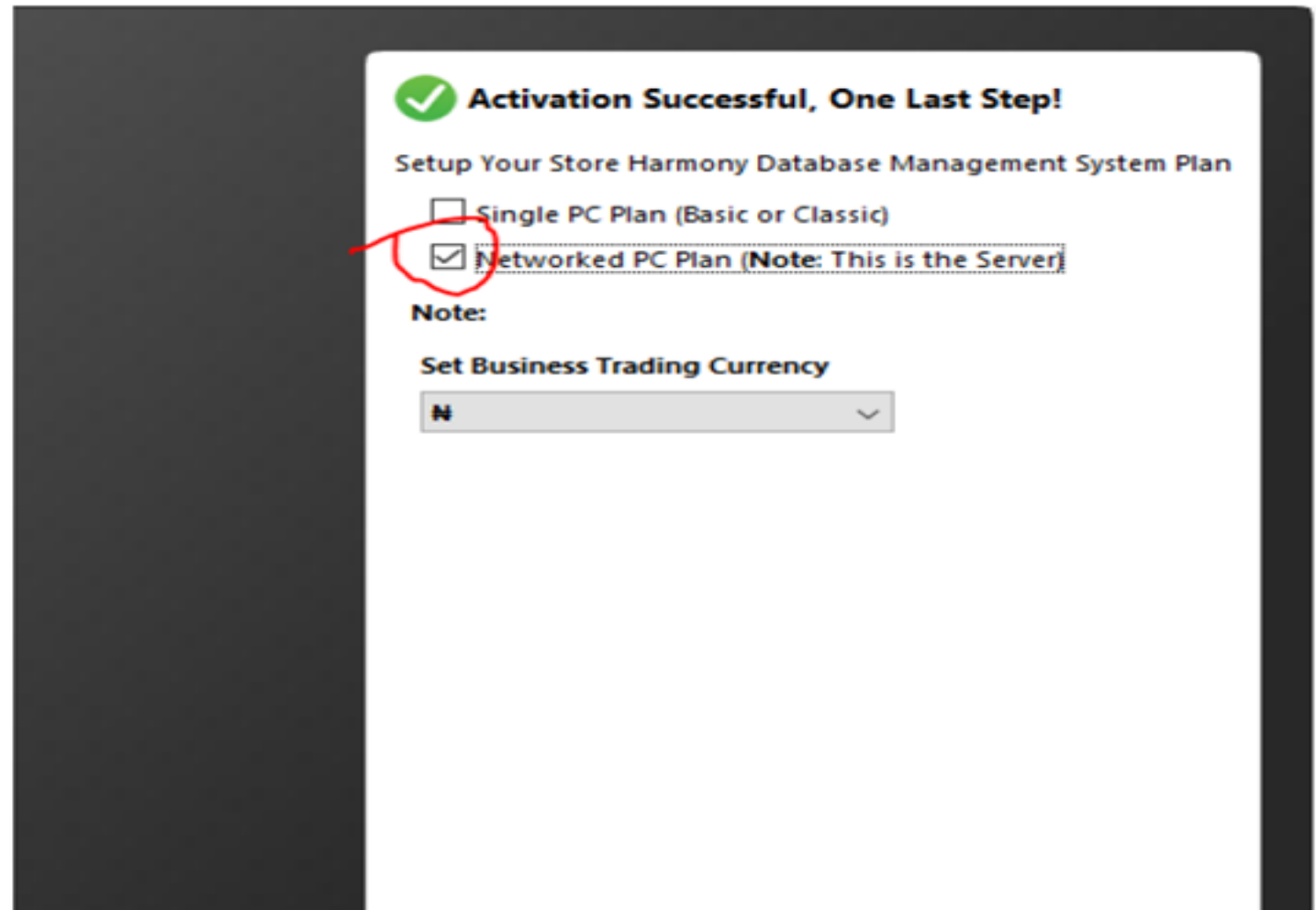
## Step 05:

For **Basic license** (If you selected in step 4)  
Select the option **Single PC plan**(**Basic or Classic**).



## Chapter 6: Configuration of Store Harmony Software

For **Classic license Subscription**, Select option **Networked PC plan**, then click on **Complete Account Restoration**



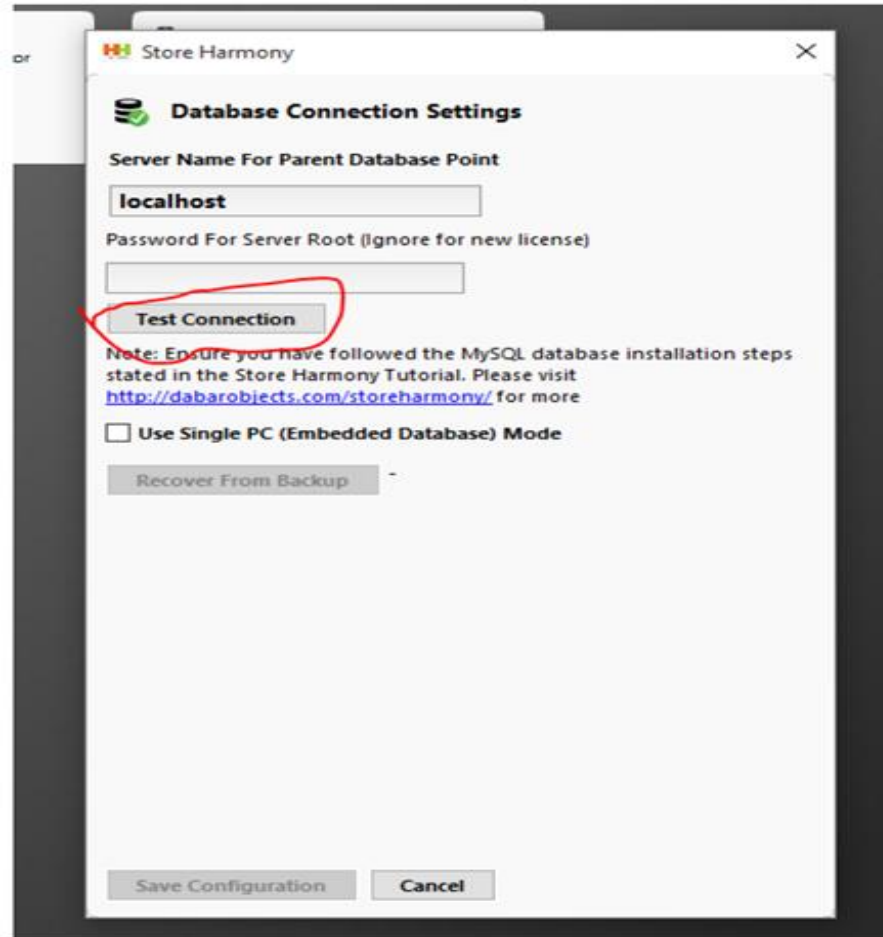
## Chapter 6: Configuration of Store Harmony Software

# Connecting Store Harmony Software to MySQL

## Step 01:

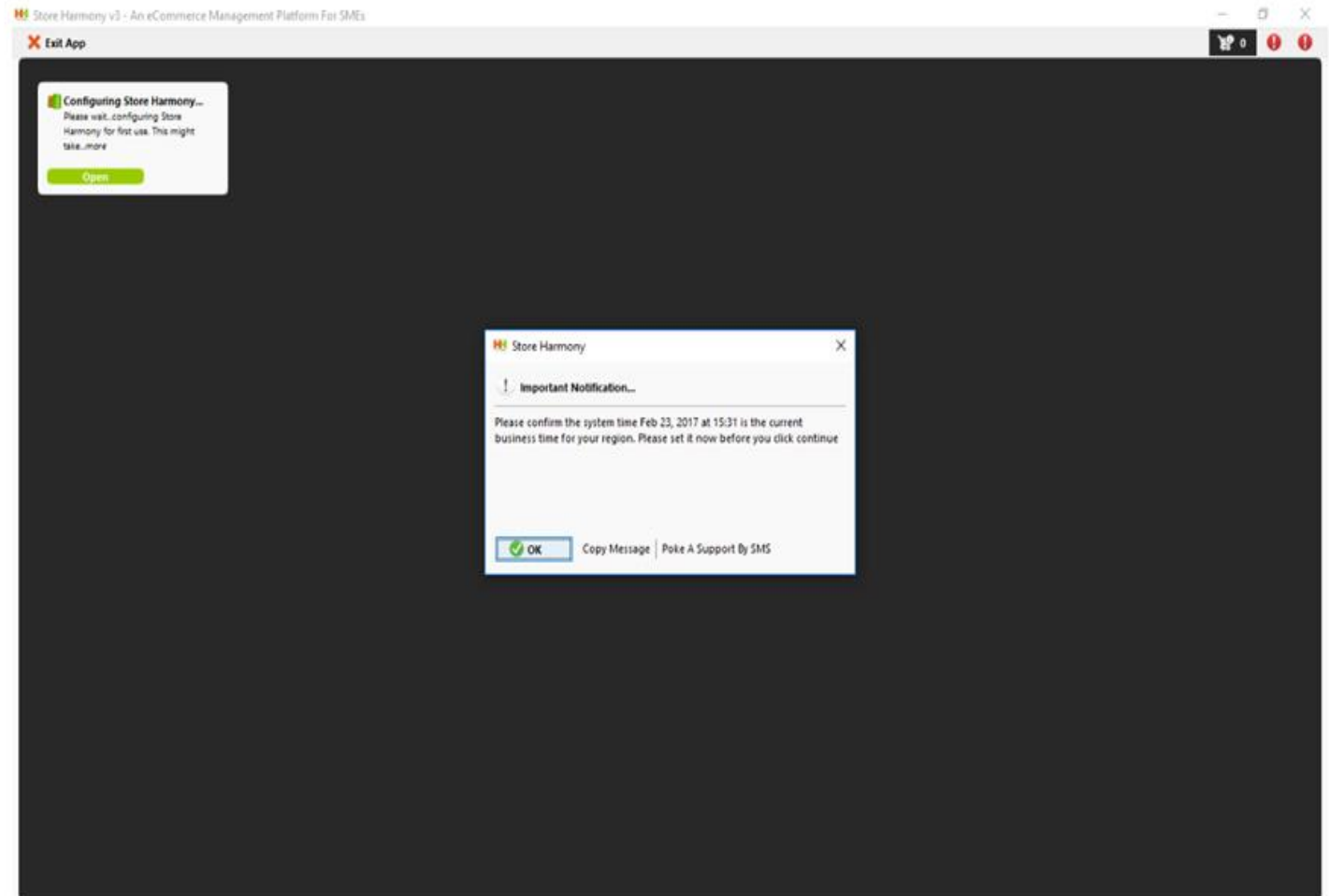
This window pops up just after step 5 of Installing store harmony. It's the mysql testing connection window. Click Test Connection, it displays Successful underneath, then Click Save Configuration.

**N/B:** If it displays Error! or failure, please contact a store harmony technical support officer.



## Step 02:

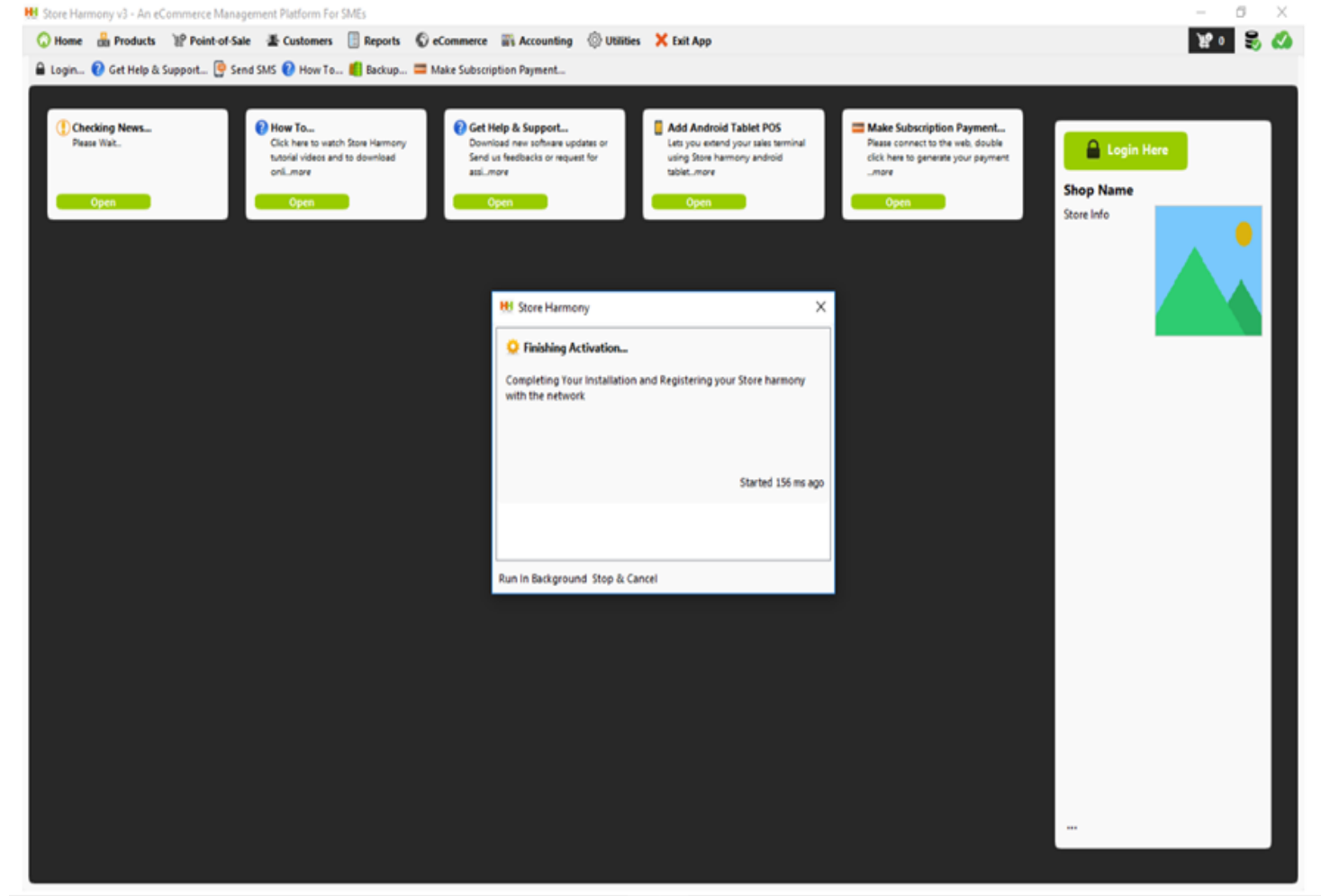
This step is critical to the configuration process, click **OK** if your time and date are correct.



## Chapter 7: Connecting Store Harmony Software to MySQL

## Step 03:

Installation is complete once you get to the window/page. Store harmony completes the final stage of completion and checks for the most recent update online.



## Chapter 7: Connecting Store Harmony Software to MySQL

# Configuration of Hardware Devices

## RECEIPT PRINTERS

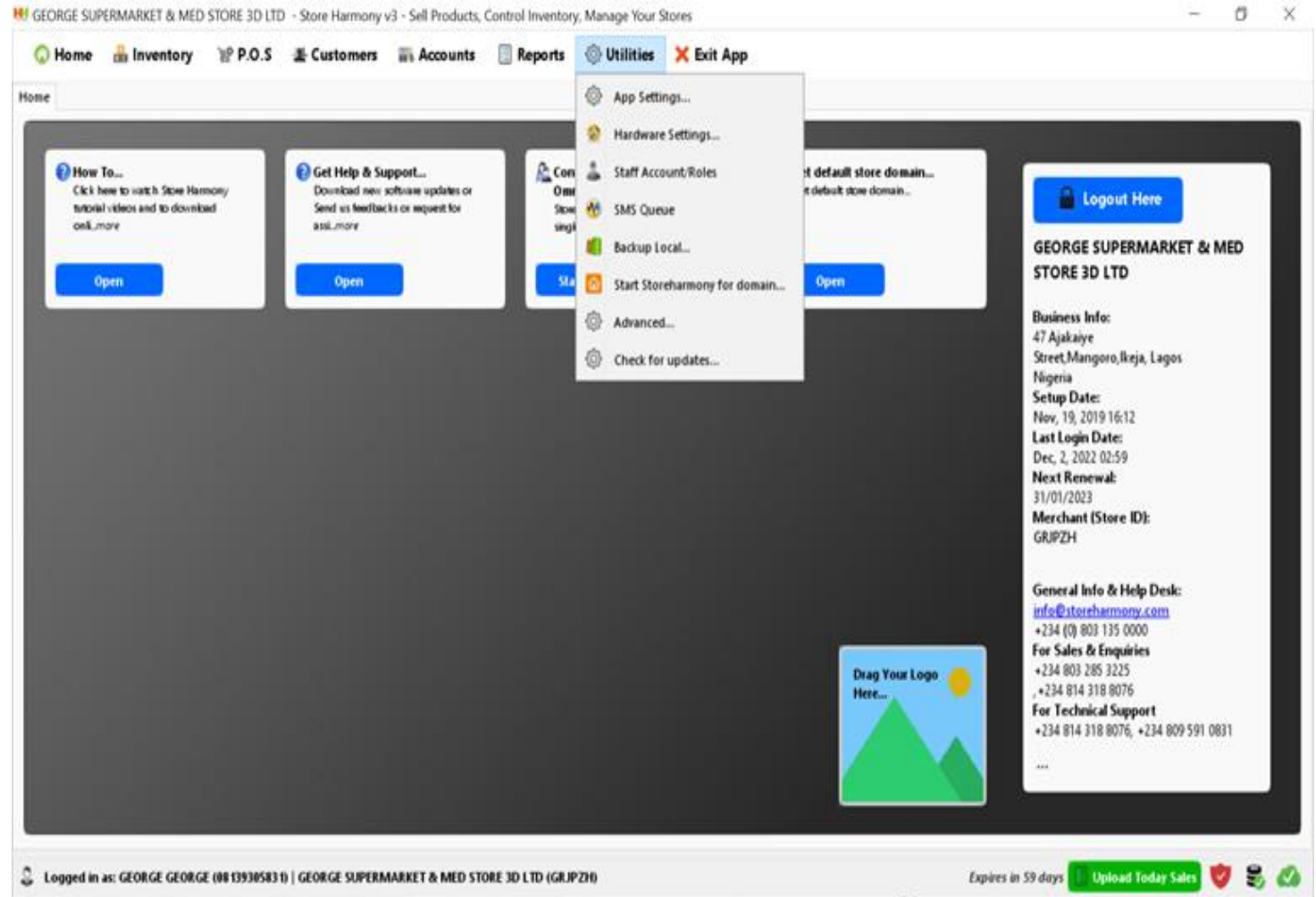
Store harmony supports numerous peripheral devices and models (example Scanners, printers, scales, terminals and so on). To configure a simple Receipt printer on store hardware, these are the steps below:

*N/B: Please note that these devices (Label & Receipt printer) must first be installed on the PC with their driver installer package.*



## Step 01:

Double click on **Store harmony desktop app**, login, select utilities, then click **Hardware Settings**.



## Chapter 8: Configuration of Hardware Devices | Receipt Printers

## Step 02:

Under the choose **Default Thermal printer**, pick the receipt printer installed, click on test **Printer**, Make sure it prints a **test copy**, then select **Save Device Settings**.

The screenshot displays the 'Store Harmony' software interface. On the left, a sidebar menu lists various hardware configuration options: Receipt Printer (selected), Barcode Reader, Label Printer, Customer Display, Scale Settings, POS Device (Fast Pay), Bluetooth Device (Beta), Webcam, and Save Device Settings. The main content area is titled 'Configure Your Receipt and Invoice Printing Hardware (Install Device Drivers First)'. It contains several sections for configuring different types of printers:

- Receipt Printer:** Includes radio buttons for 'Use Standard Deskjet Printer for Printing Receipts', 'Use Thermal Receipt Printers' (selected), 'Use Mobile Receipts/SMS', 'Do Not Print Receipt', and 'Let Me Choose'. Below this are 'Sales Receipts Printer Setting' with a dropdown menu set to 'Microsoft Print to PDF' and 'Test Printer' and 'Adjust Paper Print...' buttons.
- Invoice Printer Setting:** Includes radio buttons for 'Use Standard Receipt View' (selected) and 'Use Smaller Receipts View (out more de...)', and a checkbox for 'Display discounts in receipts'. It also has a dropdown menu set to 'Microsoft Print to PDF' and a 'Test Printer' button.
- eCommerce Orders Printer Settings:** Includes a dropdown menu set to 'Microsoft Print to PDF' and a 'Test Printer' button.
- Deskjet/Inkjet Printer Settings:** Includes a dropdown menu set to 'Microsoft Print to PDF' and a 'Test DeskJet Receipt Printer' button.

At the bottom of the configuration area, there is a section for 'Attach Letter Head Image For A4Prints (1200 by 360) JPEG' with a 'Choose Logo...' button. The right side of the interface shows a 'Logout Here' button and a sidebar with business information for 'GEORGE SUPERMARKET & MED STORE 3D LTD', including business info, setup date, last login date, next renewal, and merchant ID. At the bottom right, there are buttons for 'Upload Today Sales' and other utility icons.

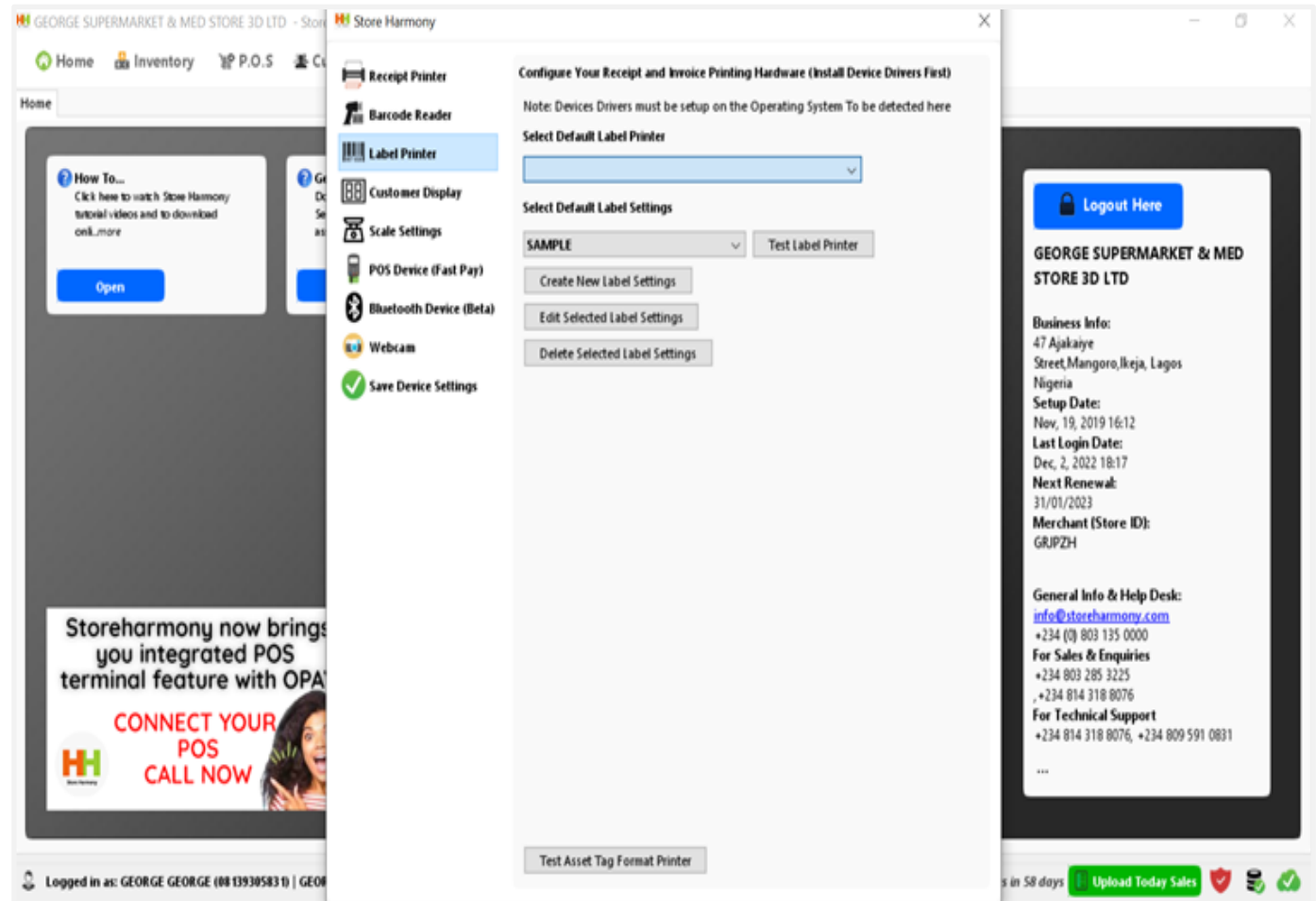
## Chapter 8: Configuration of Hardware Devices | Receipt Printers

## LABEL PRINTERS

A label prints out labels (barcodes) that are used to identify and attach SKUs to items in inventory. Store harmony supports label printers of different models and sizes but the most common label paper dimension is 50mm by 25mm. Below are steps to configure an installed label printer to store harmony;

### Step 01:

Select **Label Printer** on the left-hand section of the hardware settings page on store harmony,

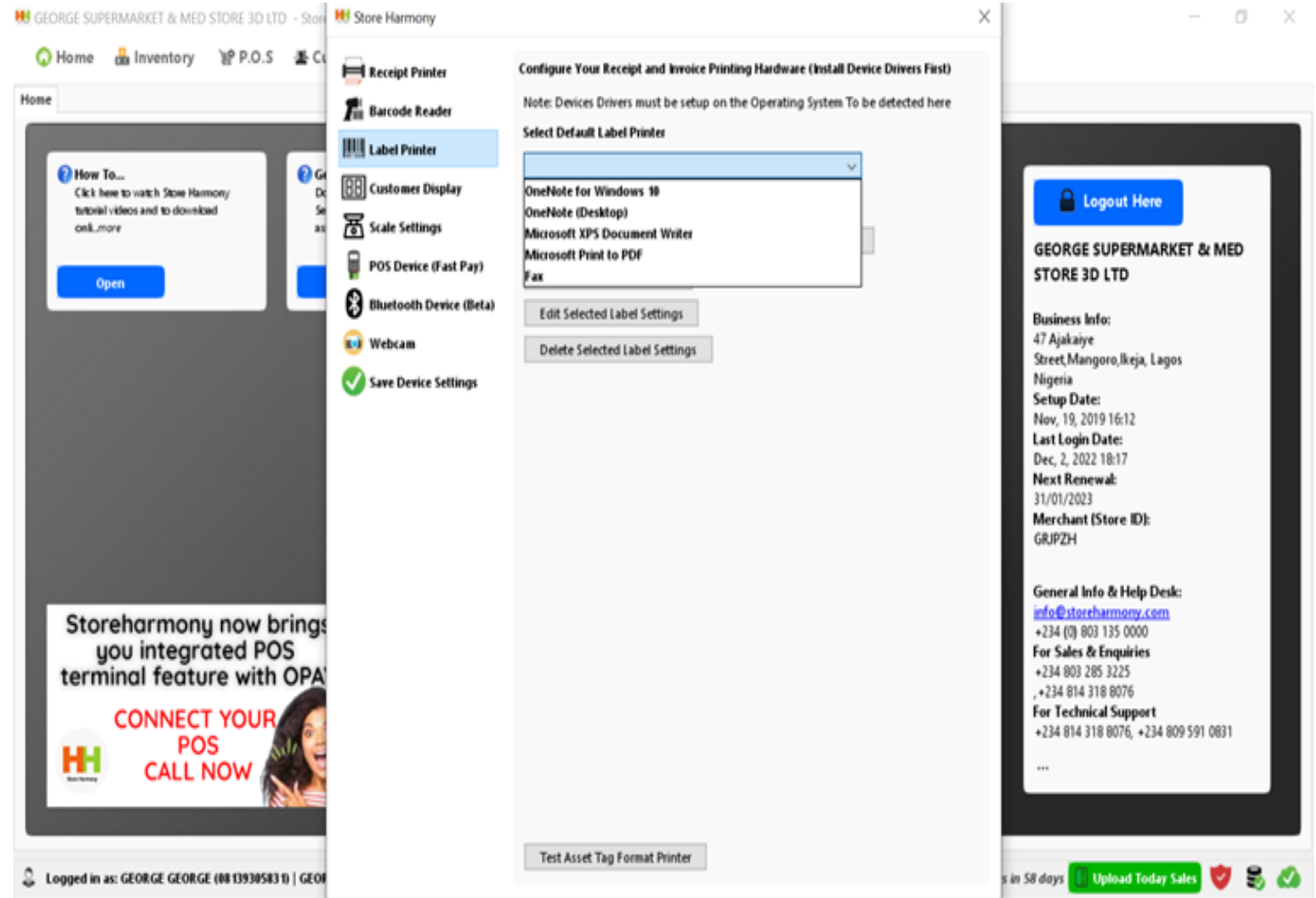


## Chapter 8: Configuration of Hardware Devices

## Step 02:

Choose from the option just below the **Select Default label printer**, if the label printer is installed correctly on the device, it would appear in the option list.

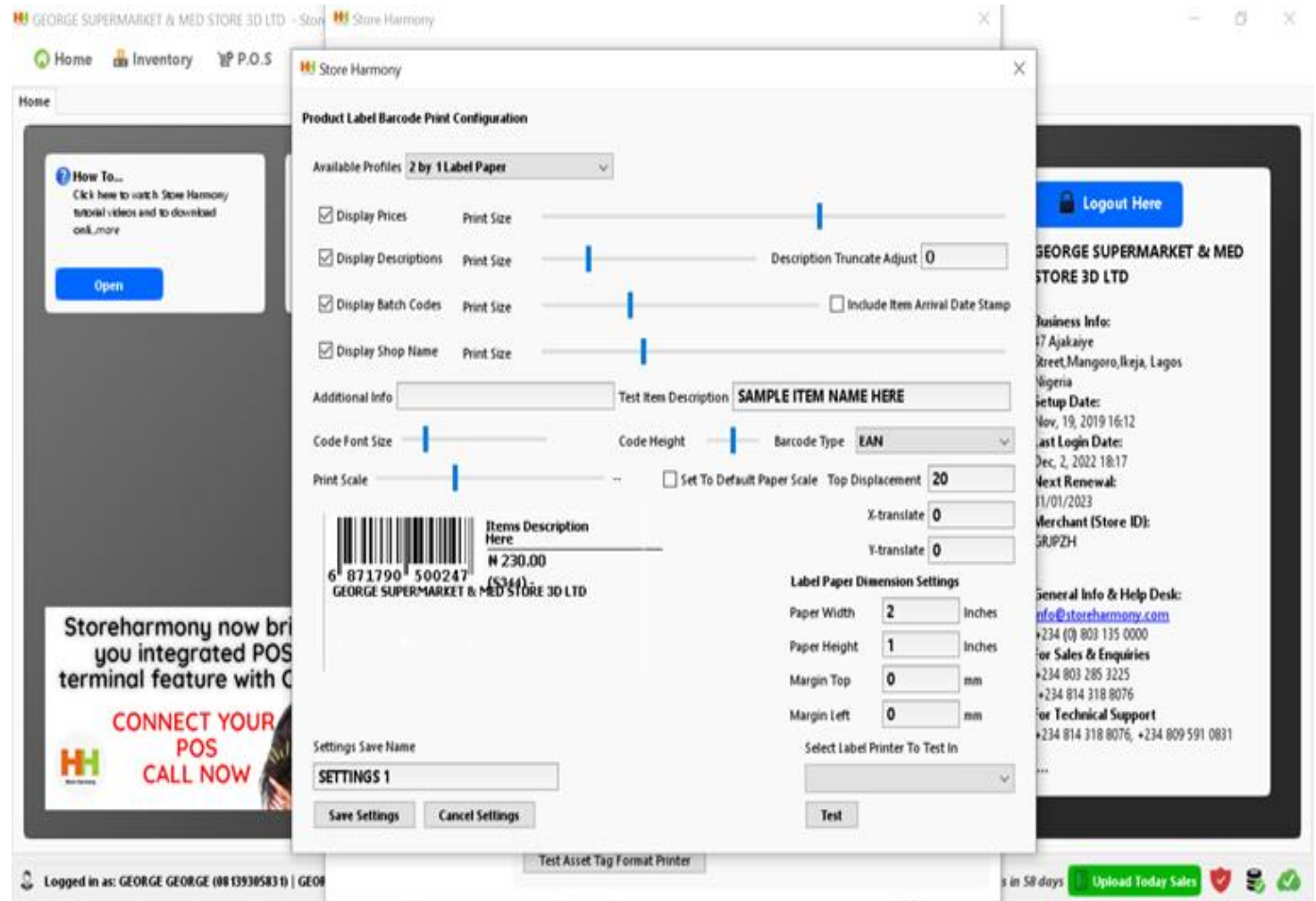
Once the label printer is selected, click the button **Create New label settings** (See the image in step 1).



## Step 03:

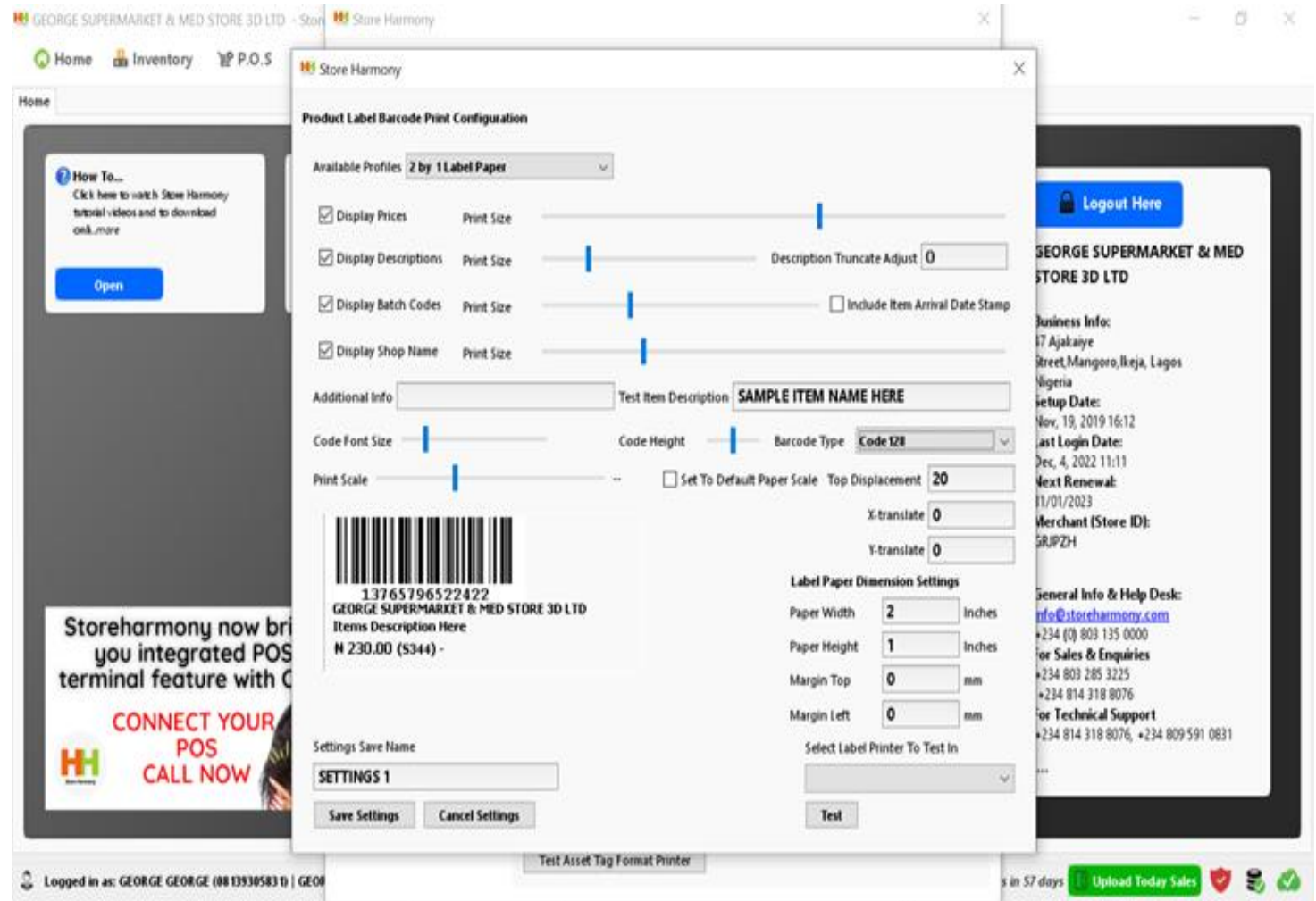
All the default settings are correct, the only option you can alter is the barcode type. These option gives you a barcode display type, **EAN**: Displays the barcode lines on the left and the item information at the right (just like the image above),

Another barcode type is the **CODE 128**: This barcode type Displays the item description/information below the barcode lines, this is shown in the figure below.



Once the barcode type of your choice is selected, change the name at the **Settings Save Name** textbox, then click **Save Settings**. You could click the test button to view the print layout.

Note: Provide you have the label dimensions 50mm by 25mm, the **Available Profile** is 2 by 1 Label Paper. If you have a longer label paper, you select a higher dimension/Profile.



## Chapter 8: Configuration of Hardware Devices | Label Printers

# Connecting Your OPAY Device (POS Terminal)

Store Harmony introduced this new feature where a payment terminal communicates with the software and data was exchanged seamlessly via Bluetooth (wireless technology). This feature allows transactions done from the software point of sale interface link to the payment terminal to complete the transaction automatically (This is very useful when the payment method is by card which is the most common transaction used in today's business world). Now for the steps to connect and enjoy this feature are stated below:



## Step 01:

The OPAY terminal which is an android mobile device is paired with the PC device(s) with which these transactions would be done.

This process involves sharing Bluetooth visibility amongst these devices and making sure they are paired successfully. Launch the mobile stocker on the OPAY terminal and login the customer's credential preferably a cashier's login details (which includes a phone number/email address registered on the software and their unique password).

## Step 02:

Connecting Store Harmony to the Terminal,

Store harmony POS is launched on the device, then a bluetooth icon appears at the top which signifies the devices are paired. Click on Connect to on the POS terminal (Fig A), select the device (Fig B),

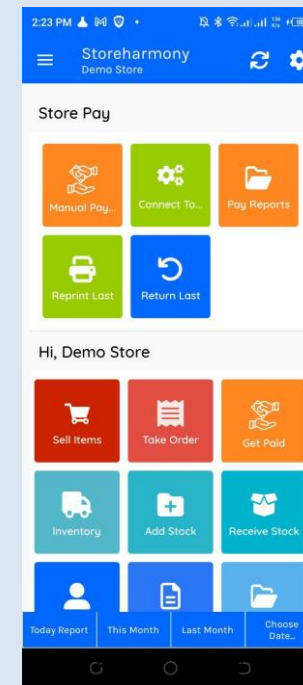


Figure A

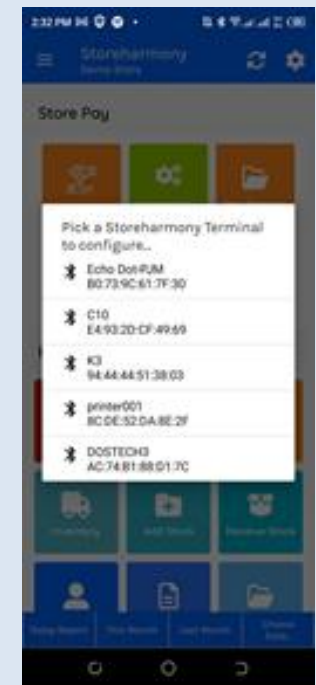
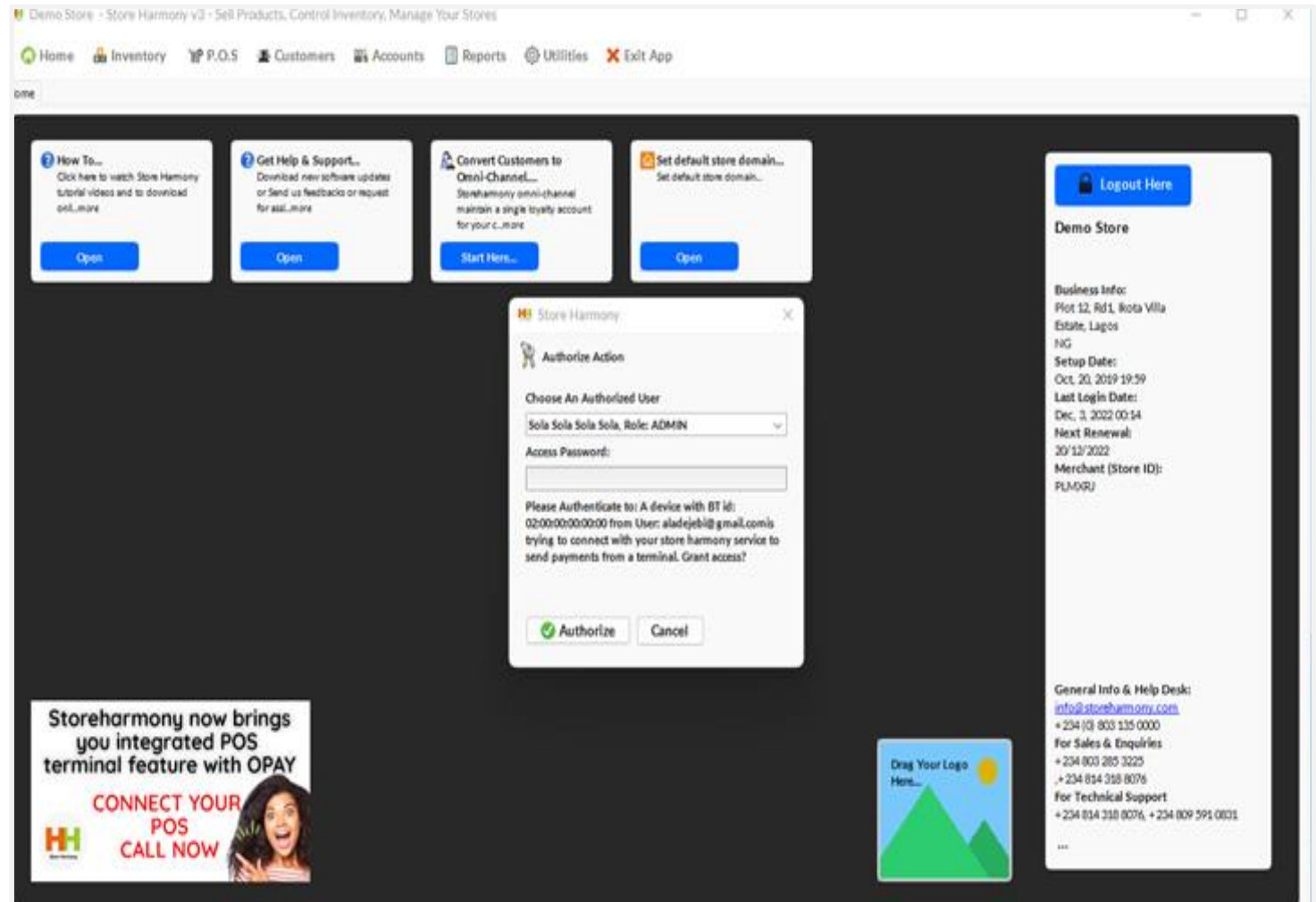


Figure B

## Step 03:

Once the device is selected in step 2, a small login appears on the store harmony interface (by default it displays the user logged in on the mobile stocker as the login credentials to input. once you are logged in Bluetooth icon appears on the sales interface.



## Chapter 9: Connecting Your OPAY Device



## Step 04:

The POS interface displays the device name on its interface (these appear as two action buttons).

Figure C



**Note:**

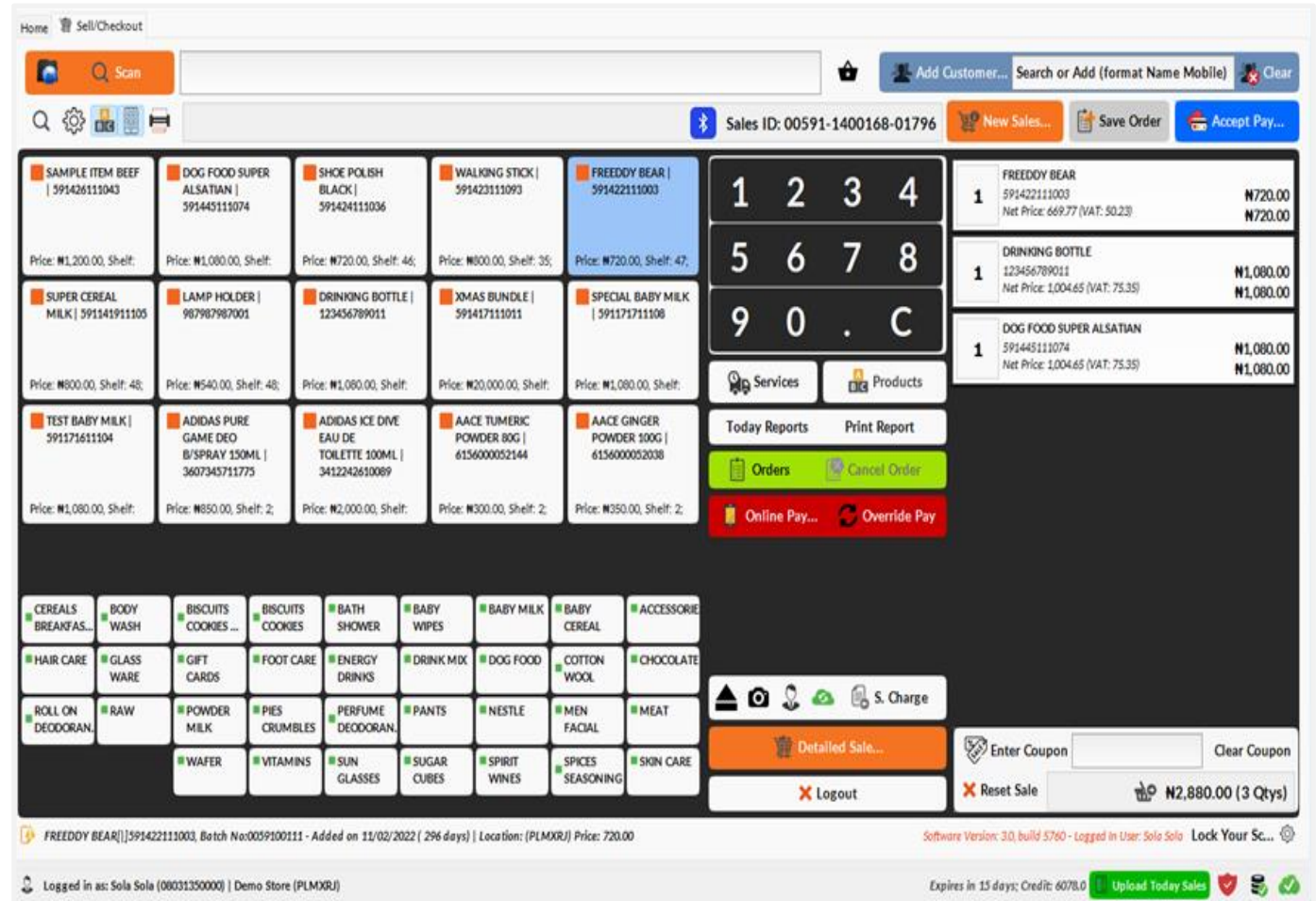
Figure C; **Dostech pay** and **Dostech peek** appeared on this terminal after it was paired with a PC named Dostech.

## HOW TO MAKE SALES WITH THE CONNECTED TERMINAL

### Step 01:

Once the devices are paired successfully on the store harmony desktop app, the next step is the applications. The following steps are displayed with screenshots but a simple analogy of the sales process with the device is described below:

Item selected and scanned — Quantity selected — Item added to cart — Customer's details added — Terminal connected — card payment processed on the terminal — payment successful — Terminal prints out 2 receipts (merchant & staff copies) — Store harmony acknowledges and prints out sales receipt.



## Chapter 9: Connecting Your OPAY Device

## HOW TO MAKE SALES WITH THE CONNECTED TERMINAL

### **Step 01: Cont'd...**

From the interface above(in the previous page), 3 different items were scanned and added to the cart, (Take note: a sales ID number with a Bluetooth icon appears at the top, this signifies the devices are still connected). Using **Figure C** above (step 4: *Connecting OPAY device*), we have the pay and peek functions. The pay function e.g., DOSTECH pay, processes the payment with the card inserted while the peek function e.g., DOSTECH peek lists the items selected and then a pay now button is clicked to go on with the transaction.

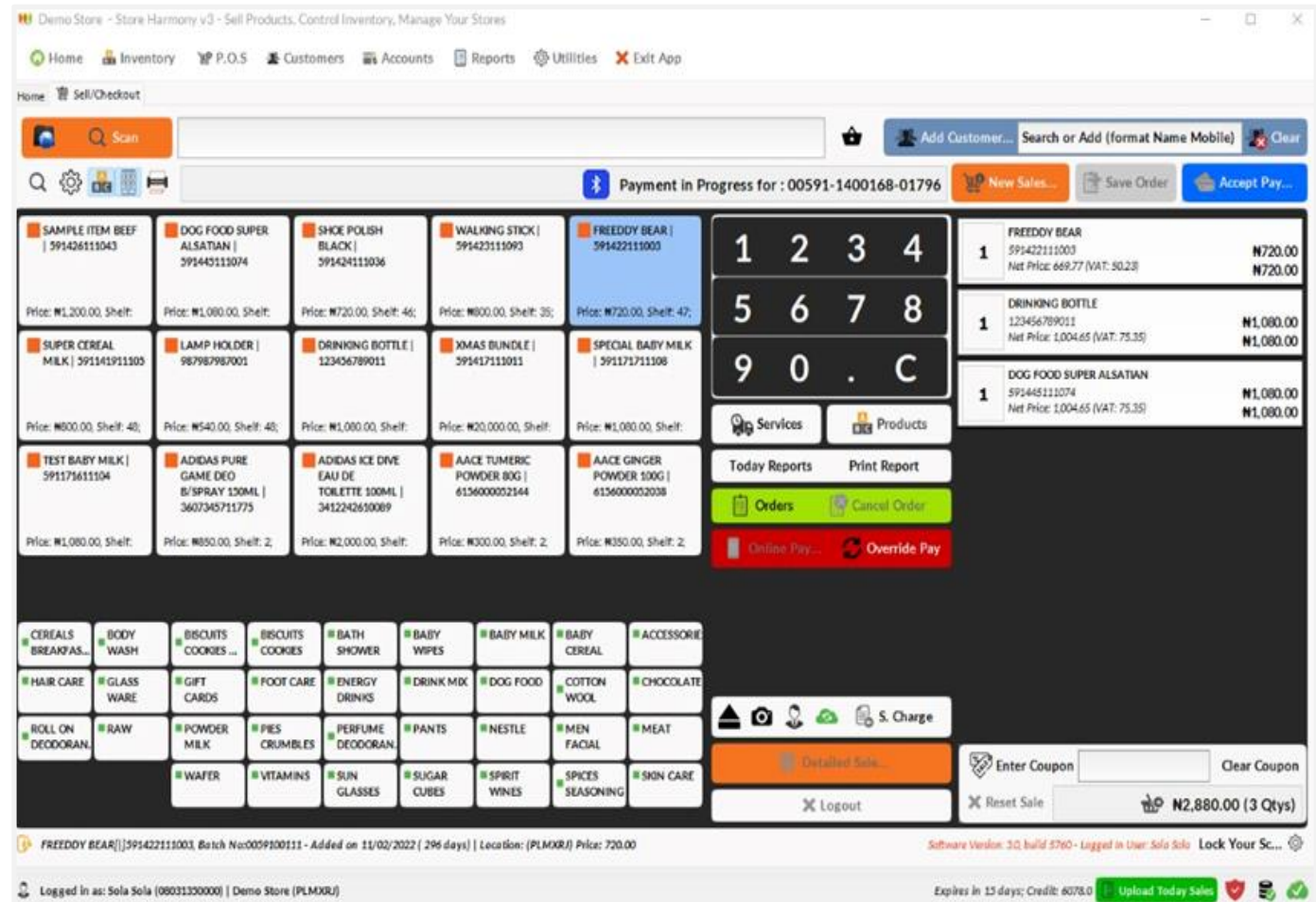
## Chapter 9: **Connecting Your OPAY Device**

## HOW TO MAKE SALES WITH THE CONNECTED TERMINAL

### Step 02:

Once payment is processed, the sales interface window displays a **Payment in Progress** at the Bluetooth icon section. Immediately the payment is successful, store harmony prints out 2 copies of receipts to acknowledge a successful sales was made.

**Note:** In a situation whereby, the transaction fails on the terminal (which is common when there is a bad network) or is canceled, a **“POS terminal payment Canceled”** appears on the interface page. (See the screenshot of interface on the next page.)



## Chapter 9: Connecting Your OPAY Device

## HOW TO MAKE SALES WITH THE CONNECTED TERMINAL

### Step 02: Cont'd...

The screenshot displays the Store Harmony v3 POS interface. At the top, there's a navigation bar with icons for Home, Inventory, P.O.S, Customers, Accounts, Reports, Utilities, and Exit App. Below this is a search bar with a 'Scan' button and a 'Sales ID: 00591-1400168-01796' display. The main area is a grid of product tiles, each showing a product name, barcode, and price. A numeric keypad is visible on the right side. An 'Important Notification...' dialog box is overlaid on the screen, displaying the message 'POS Terminal Payment cancelled...' with 'OK' and 'Copy Message' buttons. At the bottom, there's a status bar showing the current sale total of N2,880.00 (3 Qtys) and various system status indicators.

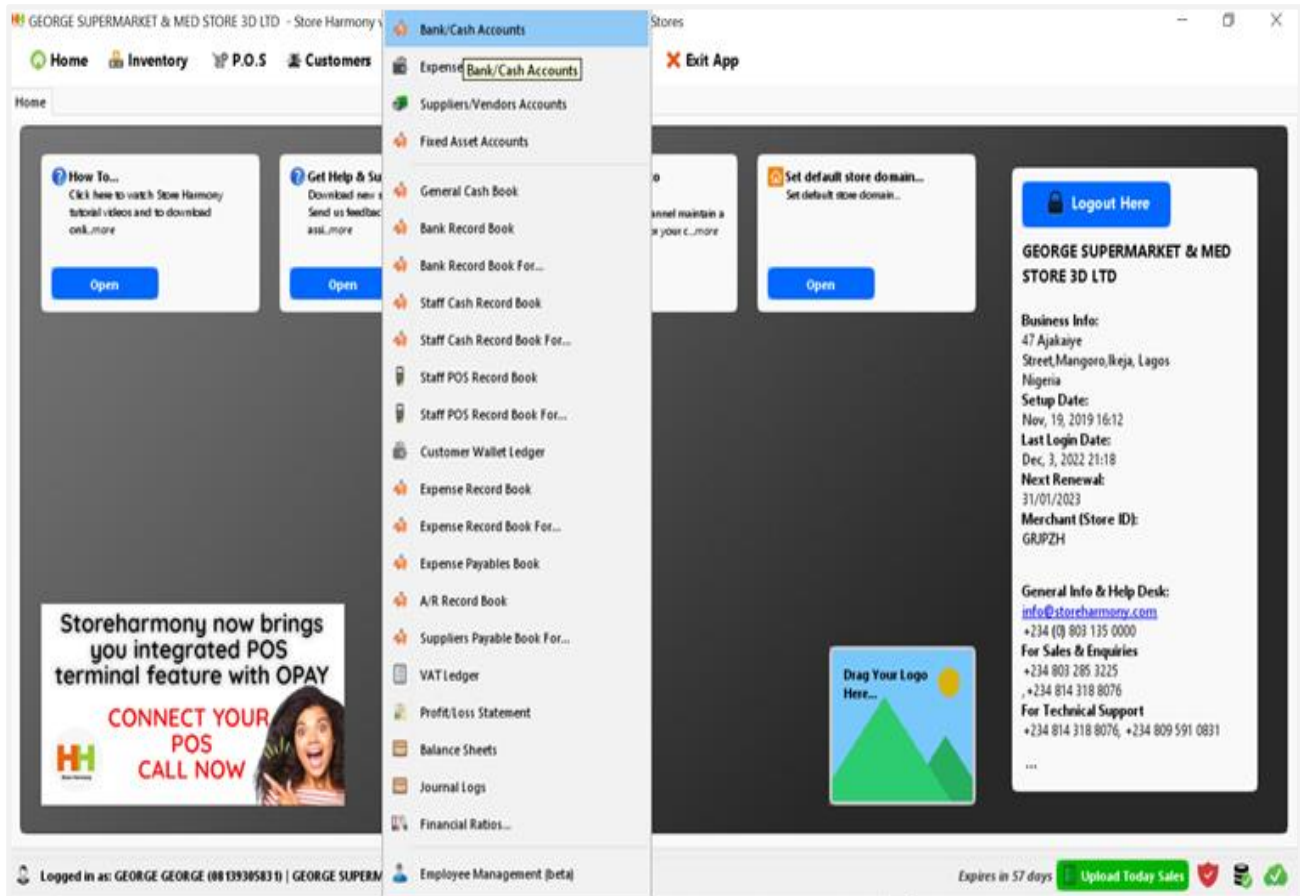
## Chapter 9: Connecting Your OPAY Device

# Adding a Bank Account

Store harmony desktop app supports bank information addition for record purposes, reconciliation and sales transactions. One of the most important functions of Store harmony is record tracking and storage. Store harmony allows an addition of multiple bank account information for transactions purposes. Below are the steps to add a bank account in store harmony:

## Step 01:

Under the **Accounts** drop down menu option, click **Bank/Cash Accounts**,



## Step 02:

After a fresh installation, the default options here are **Cash at hand** and **Petty Cash**, click **Create Accounts**.

S/N	Acc. Holder	Acc. No	Acc. Title	Op
1	ACCESS BANK PLC	0691853943	GEORGE 3D LTD	900,
2	GUARANTY TRUST BANK	0211463374	GEORGE 3D LTD	403,
3	GUARANTY TRUST BANK	0549176056	FRAILS AND FABLE ENTERPRISE	13,3
4	Cash at Hand	1001	Cash at Hand	-4,4
5	Petty Cash	1011	Petty Cash	1,01

## Chapter 10: Adding a Bank Account

## Step 03:

Select the **Create Bank Accounts** option,

GEORGE SUPERMARKET & MED STORE 3D LTD - Store Harmony v3 - Sell Products, Control Inventory, Manage Your Stores

Home Inventory P.O.S Customers Accounts Reports Utilities Exit App

Home Bank/Cash Accounts

+ Create Accounts... Posting... View Export Search... Cash and Bank Accounts | #2

S/N	Acc. No	Acc. Title	Op
1	0691853943	GEORGE 3D LTD	900,
2	0211463374	GEORGE 3D LTD	403,
3	0549176056	FRAILS AND FABLE ENTERPRISE	13,3
4	1001	Cash at Hand	-4,4
5	1011	Petty Cash	1,01

More... To Excel To Admin Mail Print Table

Payments Transactions

Date From To

04-Dec-2022 04-Dec-2022 Query Bank Records

Highligh a Bank Account Record

## Chapter 10: Adding a Bank Account



## Step 04:

Fill in the fields above with your bank information or the store bank information. All the field are necessary for proper record keeping. Once you are done click **Add Bank Account**. It saves automatically on the software.

*Note: For the classic License, you can add multiple bank Accounts.*

The screenshot displays the 'Cash and Bank Accounts' section of the Store Harmony v3 software. A table lists existing accounts, and a modal window is open for adding a new one.

S/N	Acc. Holder	Acc. No
1	ACCESS BANK PLC	0691853943
2	GUARANTY TRUST BANK	0211463374
3	GUARANTY TRUST BANK	0549176056
4	Cash at Hand	1001
5	Petty Cash	1011

The modal window 'Store Harmony' is titled 'Create An Account for a Bank or Fin Institution (e.g. Banks, Payment Processors or Mobile Money)'. It contains the following fields and options:

- Name of Financial Institution/Mobile Money Operator: [Dropdown menu]
- Account Number (Required): [Text input field]
- Account Name: GEORGE SUPERMARKET & MED STORE 3D LTD
- Bank Account Type: STANDARD [Dropdown menu]
- Bank Deductable Rates: 0.7 [Text input field]
- Currently Activated
- Buttons: Add Bank Account, Reset, Close

## Chapter 10: Adding a Bank Account

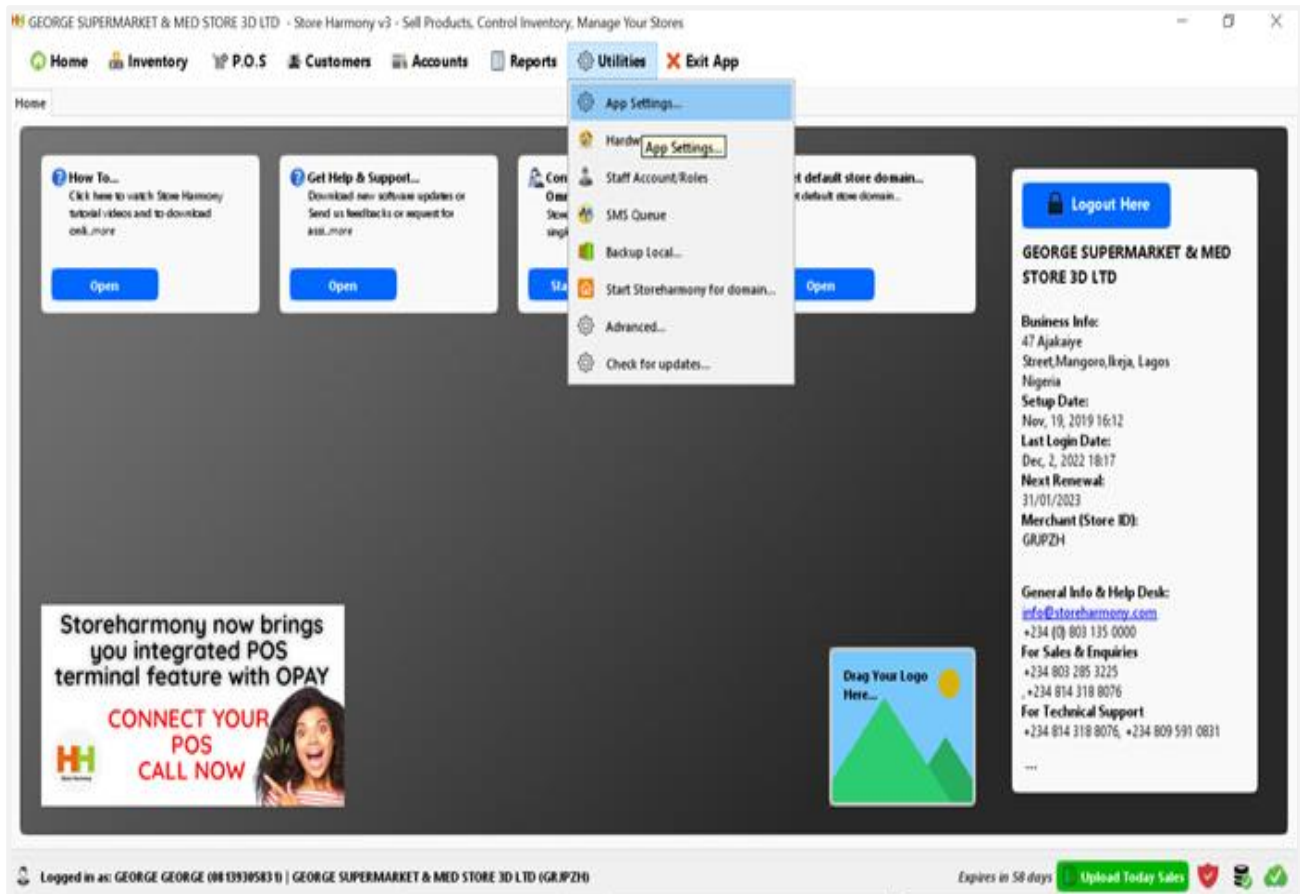
# VAT Configuration

VAT (VALUE-ADDED TAX): is a flat tax levied on an item. Store harmony supports the VAT implementation on items. The 2 major types of VAT store harmony supports are VAT inclusive and VAT exclusive. VAT inclusive is the VAT added to markup the sales price of an item while VAT exclusive is the VAT added to a sales item after it has been added to the cart items although in Nigeria businesses prefer to use VAT inclusive both options are provided by store harmony.

Below are the steps to configure VAT for your store on Store harmony.

## Step 01:

Select the **App settings** option from the **Utilities** drop down menu options,



## Step 02:

Select the sub menu option **Business & VAT**, Click on **Sales & VAT**

- ❑ Under the Default Value added Tax, input the VAT percentage you want to use (7.5% recommended by FIRS).
- ❑ Under the Supplier value added Tax, input the VAT percentage you want to use also (7.5% recommended by FIRS). This applies the VAT on the supplier/vendor item imputed to keep a record of your Cost VAT.
- ❑ The consumption tax (which is a tax typically levied on the purchase of goods and services and is paid directly or indirectly by the consumer in the form of retail sales taxes, VATs etc.) They are mostly used by restaurants, service-based businesses and others. So this can be used depending on your type of business.
- ❑ The check box VAT included in prices is VAT exclusive option. So if checked it means you are applying a VAT inclusive option but if not checked then a VAT exclusive option is applied.
- ❑ Store harmony also gives business owners the option to display these VAT figures on the customer receipts.

The screenshot displays the Store Harmony software interface. The main window is titled 'Store Harmony' and has a navigation menu with options: General, Inventory, Setting & POS, Business & VAT, and Cloud & Web. The 'Business & VAT' menu is selected, and the 'Sales & VAT' sub-menu is active. The 'VAT and VAT Report Settings' window is open, showing the following configuration options:

- VAT and VAT Report Settings**
  - Note: Individual products can have customized tax rates. What is set here is used as default. Ensure you check for the individual tax rate of an item if you notice any unusual price points.
  - Default Value added tax: 7.5
  - Default Supplier value added tax: 7.5
  - Use Consumption tax rate: 0.0
  - Note: When VAT Included is selected, prices you set will not change during checkout. However if you uncheck it, it means prices will add VAT during checkout and you will notice a price bump on your final price.
  - VAT Included In All Prices
  - Display VAT on Receipt
  - Notify me about debt when owing customer is buying
- POS Accounts & Transactions**
  - Enable POS reconciliation account
  - Note: Charge back commissions let you set a small rate to help calculate how much you should charge on the POS to help offset other bank charges on your POS.
  - Cashback Commissions Rate: 0.0
  - Use flat rate
  - Fiat charge per cashback: [Empty field]
  - Maximum rate before doubling flat charge: [Empty field]
- Business Statements & Reports**
  - Display An Inventory Review After Login
- Save & Upload Settings To Cloud**

The background interface shows a 'Home' dashboard with a 'How To...' section, a 'Logout Here' button, and business information for 'GEORGE SUPERMARKET & MED STORE 3D LTD'. The status bar at the bottom indicates 'Logged in as: GEORGE GEORGE (0813930583 D)' and '58 days' remaining, along with an 'Upload Today Sales' button and system status icons.

## Chapter 11: VAT Configuration

# Basic Inventory Management (How to Add Stock)

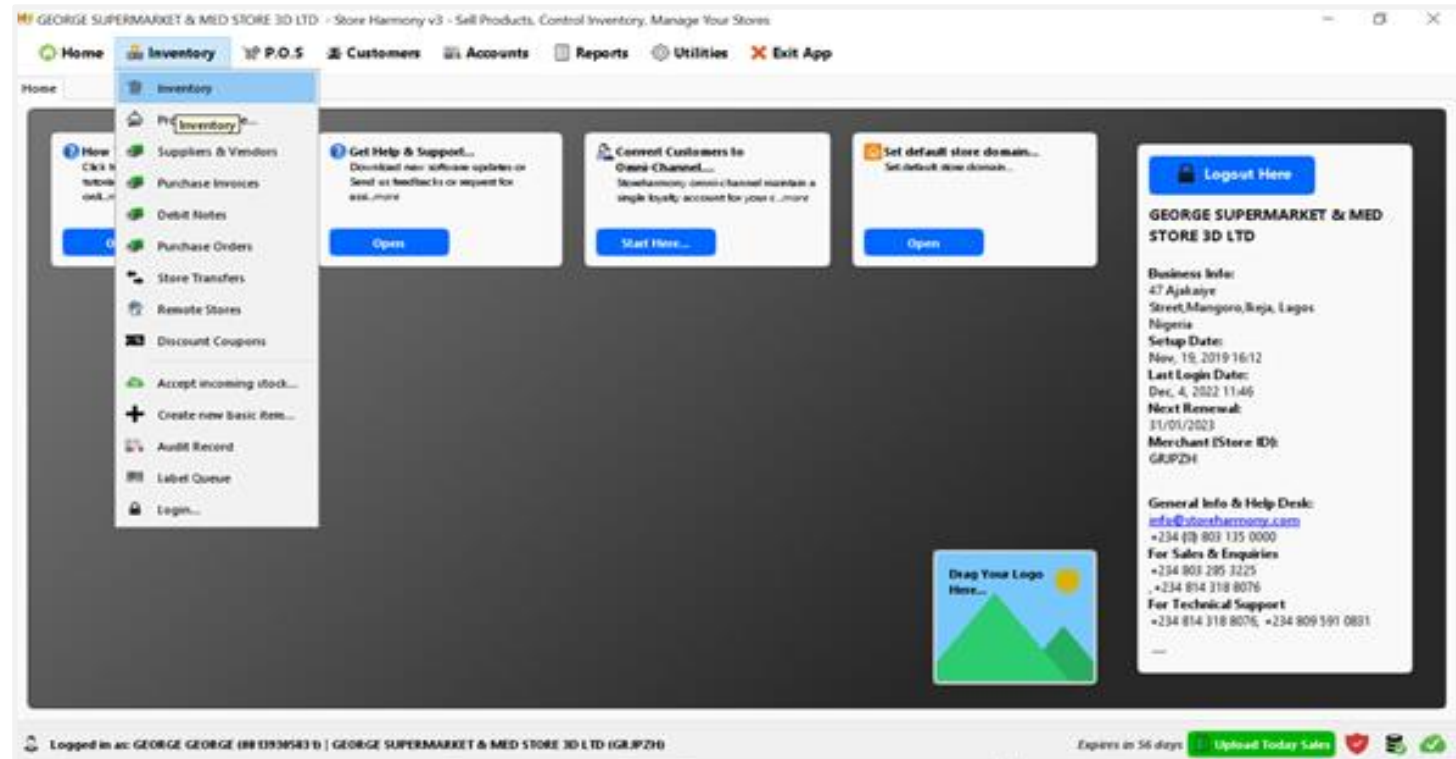
There are two major ways to enter inventory into Store Harmony:

- i. Manual inventory entry.
- ii. Excel upload inventory entry.

## i. MANUAL INVENTORY ENTRY.

### Step 01:

Login to store harmony app, Select the drop-down menu option **products/inventory**,



## Step 02:

Select the submenu **Stock in** then click **Create or Receive Item from Supplier**

The screenshot shows the 'Inventory' section of the Store Harmony v3 application. The 'Stock in' submenu is open, listing various options for adding items to the inventory. The main area displays a table of items available in the inventory for the 'Default Store (GRP21)'. The table has columns for SKU No, Qty, Price (M), Bulk (M), and Batch/Invoice. The 'Stock in' submenu is open, showing options like 'Create or receive new item from supplier...', 'Create or receive new raw material item...', and 'Create new purchase order from selected items...'. The table below shows a list of items with their respective SKUs, quantities, prices, and batch numbers.

SKU No	Qty	Price (M)	Bulk (M)	Batch/Invoice
5050083545191	6	3,050.00	3,050.00	20200526/0001906-1910
5010035063414	11	10.00	10.00	20200526/0001906-1910
7622210828569	13	1,300.00	1,300.00	20221115/12
5053827195331	7	2,400.00	2,400.00	20200526/0001906-1910
7622300491161	10	1,450.00	1,450.00	20200526/0001906-1910
7622300491215	17	1,450.00	1,450.00	20221123/1156
3057640319648	12	300.00	300.00	20200526/0001906-1910
3057640393648	12	300.00	300.00	20200526/0001906-1910
4006424087241	8	900.00	900.00	20200526/0001906-1910
4006424678234	8	900.00	900.00	20200526/0001906-1910
4006424906689	8	900.00	900.00	20200526/0001906-1910
4006424906702	8	900.00	900.00	20200526/0001906-1910
5110030000016	11	1,450.00	1,450.00	20200526/0001906-1910

Chapter 12: **Basic Inventory Management** | Manual Inventory Entry.

## Step 03:

Fill the information of the item to be added into the inventory,

- ❑ Add a new supplier/ vendor using the add symbol or Choose from the selected options for the supplier.
- ❑ Create a new invoice number using the add symbol or select from initially created invoice numbers.
- ❑ Select the expiry date for the item or choose never expire where applicable.
- ❑ Scan the barcode in the barcode text box or leave blank if the item has none.
- ❑ Input the item/product description in the description text box.(please keep it brief).
- ❑ Add a top category for the item and sub-category where necessary.
- ❑ Input the total retail quantity of the item
- ❑ Input the total line line cost for the items (Total cost of purchase of the items on the invoice).
- ❑ Input a shelf price for the item (after markup).
- ❑ Check that all the information provided for the item are correct, then click Add item to inventory Now.

The screenshot displays the 'Create a Product From Supplier Invoice' window in the Store Harmony software. The window is divided into several sections: 'Basic', 'Special Pricing', 'Variants', 'Composition', 'Picture', and 'Advanced'. The 'Basic' section is active and contains fields for 'Choose supplier account', 'Available Invoices for supplier', 'Item Shelf Life/Expire Date', 'Product Barcode/SKU', 'Product Print Title/Description', 'Top Category', 'Sub Category', 'Variant Brand Category', 'Variant Color Category', 'Variant Size Category', 'Qty per Carton', 'Cartons Qty', 'Total Retail Qty', 'Re-Order Level', 'Total Line Cost', 'EXCH. Rate', 'Markup rate (%)', 'Unit Invoice Cost price', 'Shelf Price', 'Carton/bulk unit price', 'Actual Price', 'VAT Price', 'VAT Payable', 'VAT-able Product', 'Print After Add', 'Virtual Store Address', and 'Shelf Label'. The 'Advanced' section is partially visible on the right, showing a table with columns for 'Bulk (M)', 'Batch/Invoice', and 'Ordering'. The background shows a list of items in the inventory, including Kellogg's Rice Krispies, Fox's Butter Crinkles, Cadbury Animals, and Oreo Baniadas.

Chapter 12: **Basic Inventory Management** | Manual Inventory Entry.

## Step 04:

This page is a confirmation & label printing page. If you intend to print a label for all the quantities, check the **Print all barcode when I approve** but if you just need a few label prints, you check the second option **Print only specified when I approve** (and input the number required), then click **Approve item**.

*N/B: In situations where you don't need to print any label, leave these options unchecked and click **Approve item**.*

The screenshot displays the 'Cash and Bank Accounts' page in the Store Harmony v3 application. The main window shows a table of existing accounts:

S/N	Acc. Holder	Acc. No
1	ACCESS BANK PLC	0691853943
2	GUARANTY TRUST BANK	0211463374
3	GUARANTY TRUST BANK	0549176056
4	Cash at Hand	1001
5	Petty Cash	1011

A modal window titled 'Store Harmony' is open, titled 'Create An Account for a Bank or Fin Institution (e.g. Banks, Payment Processors or Mobile Money)'. The form includes the following fields and options:

- Name of Financial Institution/Mobile Money Operator: [Dropdown menu]
- Account Number (Required): [Text input field]
- Account Name: GEORGE SUPERMARKET & MED STORE 3D LTD
- Bank Account Type: STANDARD [Dropdown menu]
- Bank Deductable Rates: 0.7 [Text input field]
- Currently Activated
- Buttons: Add Bank Account, Reset, Close

The background page shows navigation options like 'More...', 'To Excel', 'To Admin Mail', and 'Print Table'. At the bottom, there are date selection fields for 'Date From' (04-Dec-2022) and 'To' (04-Dec-2022), and a 'Query Bank Records' button.

# Basic Inventory Management (How to Add Stock)

## ii. EXCEL UPLOAD INVENTORY ENTRY

The second method of inventory onboarding requires the use of data saved in excel files saved in 97/2003 formats. This inventory is arranged in rows and columns with specific attributes and data. The most important column titles are Top Category, SKU(barcode), Product description, cost price, selling price, Bulk price and any other property needed. The file is saved in excel 97/2003 formats. This method of onboarding is very essential for business owners who are migrating from one POS software to store harmony. The following are the steps to upload these to store harmony app:

### Step 01:

Login to store harmony, Select the dropdown menu option products/Inventory, click on the drop-down submenu Stock in, Select the input or receive item via Excel file (only 97/2003 formats).

The screenshot shows the 'Store Harmony v3' application interface. The top navigation bar includes 'Home', 'Inventory', 'P.O.S', 'Customers', 'Accounts', 'Reports', 'Utilities', and 'Exit App'. The 'Inventory' section is active, showing a dropdown menu with options like 'Edit/Manage Categorizations', 'Create new item (basic)...', 'Create or receive new item from supplier...', 'Create or receive new raw material item...', 'Create new processed/composed item...', 'Create New Stock Invoice...', 'Bulk stock increase tool...', 'Create New Purchase Order from Selected Items...', 'Accept/Receive inventory transfer from remote store...', 'Import items from harmony transfer file...', 'Import or Receive Items via Excel file...(Only 97/2003 format)', and 'Restore All Inventory From Online Account...'. The 'Import or Receive Items via Excel file...' option is highlighted. Below the menu, a table displays inventory items with columns for SKU No, Qty, Price (N), Bulk (N), and Batch/Invoice. The table contains 13 rows of data for various products like 'VOLVIC STRAWBERRY S/F FLAVOUR WATER SOCL' and 'STUTE APPLE JUICE 1.5LITRE'. At the bottom, there are status indicators for 'Sync Selected To Cloud', 'Sync Basket To Cloud', and 'Re-Sync All With Cloud', along with a login status 'Logged in as: GEORGE GEORGE (0813938581) | GEORGE SUPERMARKET & MED STORE 3D LTD (GRJPZH)' and an 'Expires in 56 days' notification.

SKU No	Qty	Price (N)	Bulk (N)	Batch/Invoice
5050083545191	6	3,050.00	3,050.00	20200526/0001906-1910
5010035061414	11	10.00	10.00	20200526/0001906-1910
7622210828569	13	1,300.00	1,300.00	20221115/12
5053827195331	7	2,400.00	2,400.00	20200526/0001906-1910
7622300491161	10	1,450.00	1,450.00	20200526/0001906-1910
7622300491215	17	1,450.00	1,450.00	20221123/1156
3057640319648	12	300.00	300.00	20200526/0001906-1910
3057640393648	12	300.00	300.00	20200526/0001906-1910
4006424087241	8	900.00	900.00	20200526/0001906-1910
4006424678234	8	900.00	900.00	20200526/0001906-1910
4006424906689	8	900.00	900.00	20200526/0001906-1910
4006424906702	8	900.00	900.00	20200526/0001906-1910
5010035061414	11	1,450.00	1,450.00	20200526/0001906-1910



## Step 02:

- ❑ Browse the computer for the inventory excel file you want to onboard,
- ❑ Leave the sheet text box blank if the excel spreadsheet has one sheet, but if it has more than one, input the sheet name in this text box
- ❑ Map the columns of the excel sheet to the label above, e.g. If Top category is on column A in the excel file, then select A in the form above and so on.
- ❑ Input the process row, the first-row number and the last row number.
- ❑ Click on the sub menu **Invoice Settings** above

GEORGE SUPERMARKET & MED STORE 3D LTD - Stock

Home Inventory P.O.S

Home Inventory

Stock In Lists Adjust Stock Out Tran

Summary/50 unique Items (SKUs), Total Volume: 894.0

S/No	Item (Print) Title
1	KELLOGG'S RICE KRISPIES 700G
2	FOX'S BUTTER CRINKLES 200G
3	CADBURY ANIMALS 132G (6X22G)
4	KELLOGG'S SPECIAL K RED BERRIES 5
5	OREO BANADAS CHOCO BLANCO 2
6	OREO BANADAS CHOCO LECHE 240
7	VOLVIC STRAWBERRY S/F FLAVOUR
8	VOLVIC ORANGE PEACH FLAVOUR 1
9	STUTE APPLE JUICE 1.5LITRE
10	STUTE RED GRAPE 1.5LTRS
11	STUTE SUPERIOR MANGO 1.5LTR
12	STUTE TROPICAL FRUIT 1.5LTR
13	WEETABIX ANV...MAY...A...BY

Sync Selected To Cloud Sync Basket To Cloud

Logged in as: GEORGE GEORGE (08139305831) | GEORGE

### Inventory Import via Excel Manager

Note: Please Do Comply With The Acceptable Format and Convert Your Document To Microsoft Office Excel XP, 2003 format Before You Continue. Learn more from <https://www.storeharmow.com/docs>

Excel Configuration Preview Products Invoice Settings

Choose Location Of Excel File Containing The List of Stock (Only Excel 2000,2003,XP)

Browse Computer...

Excel Work Sheet Name (leave blank for default)

Note: You Will Now Map Columns From The Excel Fields To The Required Inventory Field. Choose [-] for empty fields

1. Top Category	A	Sub Category	--
1. Product Description	B	Brand/Man.	--
2. Item Barcode	C	Variant/Spec	--
3. Product Quantity	D	Sizes	--
4. Unit Price	E	Picture Link	--
5. Unit Cost Prices	F	Group Code	--
6. Bulk Prices	--	Shelf Address	--
7. Bulk Qty	--		--
8. Loyalty Price	--		--

Added Date

Expiry Date -- Default Expire 05-Dec-2024  Never

Remove Spaces and Characters From Barcodes  Generate New Barcodes For Irregular Barcodes

Process Data from Row No. 0 To 1000 Date Format MM/dd/yy HH:mm Test Date

Tally With Existing Barcodes and Update Quantity  Generate and Use Shorter Codes

Import & Preview Cancel Import

Import All To Store Now

Results Ordering

Bulk (M)	Batch/Invoice
050.00	20200526/0001906-1910
0.00	20200526/0001906-1910
300.00	20221115/12
400.00	20200526/0001906-1910
450.00	20200526/0001906-1910
450.00	20221123/1156
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
600.00	20200526/0001906-1910

56 days Upload Today Sales

## Step 04:

- ❑ Choose a supplier or add a new supplier
- ❑ Choose an invoice number or add an invoice number (very crucial to identifying these items after uploading).
- ❑ Uncheck the “Skip Entries with Zero Quantities”, (items that have an empty field will not be skipped while uploading).
- ❑ Click on **Excel Configuration** back

**Inventory Import via Excel Manager**

Note: Please Do Comply With The Acceptable Format and Convert Your Document To Microsoft Office Excel XP, 2003 format Before You Continue. Learn more from <https://www.storeharmony.com/docs>

Excel Configuration | Preview Products | Invoice Settings

Choose supplier account

Choose invoice for this upload

Virtual Store Address

Supplier VAT Receivable Rate%  
0.0  VAT included in entered cost prices

Update Quantities Based On Existing Barcodes  
 Skip Entries With Zero Quantities  
 Generate Descriptions from category information (adding color, size)  
 Update and Match Only Prices and Ignore Quantities (Requires Barcode Column)

Barcode Settings

Generate new internal barcodes for all and override any specified  
 Use specified barcodes when available and generate for those without barcodes  
 Print Labels After Save if printer is connected

Other General Settings

Taxable Products  
 Dont Sell If Expired  
 These are Raw Material or Liquid Stock Supply

Confirm Each Before Save (not recommended for large entries)

Import All To Store Now

S/No	Item (Print) Title
1	KELLOGG'S RICE KRISPIES 700G
2	FOX'S BUTTER CRINKLES 200G
3	CADBURY ANIMALS 132G (6X22G)
4	KELLOGG'S SPECIAL K RED BERRIES
5	OREO BANADAS CHOCO BLANCO 2
6	OREO BANADAS CHOCO LECHE 24G
7	VOLVIC STRAWBERRY S/F FLAVOUR
8	VOLVIC ORANGE PEACH FLAVOUR 1
9	STUTE APPLE JUICE 1.5LITRE
10	STUTE RED GRAPE 1.5LTRS
11	STUTE SUPERIOR MANGO 1.5LTR
12	STUTE TROPICAL FRUIT 1.5LTR
13	WEETARY ANV, MILK, M, A, DIV

Bulk (M)	Batch/Invoice
050.00	20200526/0001906-1910
0.00	20200526/0001906-1910
300.00	20221115/12
400.00	20200526/0001906-1910
450.00	20200526/0001906-1910
450.00	20221123/1156
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910

Upload Today Sales

## Step 04:

Click on **import & preview**, to go through what you are uploading and check for any errors,

**Inventory Import via Excel Manager**

**Note:** Please Do Comply With The Acceptable Format and Convert Your Document To Microsoft Office Excel XP, 2003 format Before You Continue. Learn more from <https://www.storeharmony.com/docs>

Excel Configuration | Preview Products | Invoice Settings

Choose supplier account

Choose invoice for this upload

Virtual Store Address

Supplier VAT Receivable Rate%  
0.0  VAT included in entered cost prices

Update Quantities Based On Existing Barcodes

Skip Entries With Zero Quantities

Generate Descriptions from category information (adding color, size)

Update and Match Only Prices and Ignore Quantities (Requires Barcode Column)

**Barcode Settings**

Generate new internal barcodes for all and override any specified

Use specified barcodes when available and generate for those without barcodes

Print Labels After Save if printer is connected

**Other General Settings**

Taxable Products

Dont Sell If Expired

These are Raw Material or Liquid Stock Supply

Confirm Each Before Save (not recommended for large entries)

Import All To Store Now

Bulk (M)	Batch/Invoice
050.00	20200526/0001906-1910
0.00	20200526/0001906-1910
300.00	20221115/12
400.00	20200526/0001906-1910
450.00	20200526/0001906-1910
450.00	20221123/1156
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910

Upload Today Sales

## Chapter 12: Basic Inventory Management | Excel Upload Inventory Entry

# Step 05:

Click on **Import All to store Now**, provided all these steps are followed correctly, the inventory will be onboarded successfully into store harmony.

**Inventory Import via Excel Manager**

Note: Please Do Comply With The Acceptable Format and Convert Your Document To Microsoft Office Excel XP, 2003 format Before You Continue. Learn more from <https://www.storeharmony.com/docs>

Excel Configuration | Preview Products | Invoice Settings

Choose Location Of Excel File Containing The List of Stock (Only Excel 2000,2003,XP)

Excel Work Sheet Name (leave blank for default)

Note: You Will Now Map Columns From The Excel Fields To The Required Inventory Field. Choose [-] for empty fields

1. Top Category: A Sub Category: --

1. Product Description: B Brand/Man.:

2. Item Barcode: C Variant/Spec:

3. Product Quantity: D Sizes: --

4. Unit Price: E Picture Link: --

5. Unit Cost Prices: F Group Code:

6. Bulk Prices: -- Shelf Address:

7. Bulk Qty:

8. Loyalty Price: --

Added Date:

Expiry Date: -- Default Expire: 05-Dec-2024  Never

Remove Spaces and Characters From Barcodes  Generate New Barcodes For Irregular Barcodes

Process Data from Row No. 0 To 1000 Date Format: MM/dd/yy HH:mm Test Date

Tally With Existing Barcodes and Update Quantity  Generate and Use Shorter Codes

Import & Preview Cancel Import

Import All To Store Now

Bulk (N)	Batch/Invoice
050.00	20200526/0001906-1910
0.00	20200526/0001906-1910
300.00	20221115/12
400.00	20200526/0001906-1910
450.00	20200526/0001906-1910
450.00	20221123/1156
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910
00.00	20200526/0001906-1910

# How to Get Support

You can contact our technical support:

[help@storeharmony.com](mailto:help@storeharmony.com)

Or Call: +234 (0) 701 6393920





STORE HARMONY SOFTWARE  
**USER GUIDE**