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FREE CHECKLIST

Multi-branch software checklist

Use this when you compare inventory and billing software for more than one shop, clinic or pharmacy. Tick what a product can show you in a real demo, not just what the brochure says.

Stock and inventory

- [ ] One view of every branch, filterable by branch
- [ ] Stock tracked separately at each branch
- [ ] Batch and expiry tracking (if you sell medicines, cosmetics or food)
- [ ] Reorder levels and low-stock alerts per branch
- [ ] Stock transfers recorded at both ends
- [ ] Reports for fast movers, dead stock and near-expiry items

Billing and GST

- [ ] GST-ready invoices, created quickly
- [ ] Returns and credit notes handled properly
- [ ] Split payments (for example cash and UPI)
- [ ] A day-close that compares the till with the system
- [ ] Clear invoice numbering for each branch
- [ ] Exports to Excel or CSV for your accountant

People and access

- [ ] Roles: cashier, manager, owner see different things
- [ ] Permissions that can be set per branch
- [ ] An audit log of who changed what
- [ ] A new hire can learn it in an hour, not a week

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Reports and growth

- [ ] Sales, stock and staff numbers across all branches
- [ ] No exporting and stitching files at month-end
- [ ] Pricing that stays clear as you add staff or branches
- [ ] You can export all your data at any time

Rolling out calmly

- [ ] Clean your item list first (merge duplicates, fix names)
- [ ] Pilot at one branch for a week or two
- [ ] Run old and new side by side for a few days
- [ ] Train the front desk first and name one person to ask
- [ ] Add the other branches one at a time

Ask every vendor

- [ ] What does adding a branch look like, step by step?
- [ ] What does the price become with the team I will have in two years?
- [ ] Can I try it with my own real scenarios?
- [ ] Who do I speak to when something goes wrong?
- [ ] What happens to my data if I leave?

This is general guidance. For GST registration and tax questions about your branches, confirm with your accountant. Read more in our guides: ilayantech.com/blog/multi-branch-inventory-and-billing-software/ and ilayantech.com/blog/gst-billing-software-for-multiple-branches/

Want a second opinion on your setup?

Write to info@ilayantech.com. We reply within one business day. ProjectRD, our platform for multi-branch businesses: projectrd.ilayantech.com