Add Additional Store Accounts

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Jackrabbit is preset with one standard *Store* account, which operates as a general account to enter transactions that are not recorded on a family account. You'll find it looks very similar to a family account (except it only has *Summary*, *Transaction*, *Notes*, and *Resources* tabs). To see a listing of all Store accounts, go to the *Store* (*menu*) > *Store* Accounts.

Add a Store Account

All store accounts are added from the *Store (menu)*. Select one of the options below to add a new account. If you have multiple Locations in Jackrabbit, you may want to create a store for each Location.

Option 1

1. Go to the **Store** (menu) > **Add Store**.

		Ad	d Store	
Enter New Name Location	CCD ¥	SAVE	CANCEL	Duplicate?

- 2. Enter a New Name.
- 3. Check for a **Duplicate**.
- 4. Select a Location from the drop-down if you have multiple locations.
- 5. Click **Save**. The full store account page opens with different tabs, and additional details can be entered.

Option 2

- 1. Go to the Store (menu) > Store Accounts.
- 2. Click the Add Store button.

List Stores									
~	RETUF	RN							
Add Store									
0		Loc	Name	Address	City	State	Zip	Balance	Status
		Search	Search	Search	Search	Search	Search	Search	Search
	Ŵ	EDU	Pro Shop		Huntersville	NC	28078	0.00	Active
	前	EDU	Concession		Huntersville	NC	28078	0.00	Anthrea

- 3. Enter a New Name.
- 4. Check for a **Duplicate**.
- 5. Select a Location from the drop-down if you have multiple locations.

		Ad	d Store	
Enter New Name				Duplicate?
Location	CCD V			
		SAVE	CANCEL	
		t		

6. Click **Save**. The full store account page opens with different tabs, and additional details can be entered.



If you decide not to use a Store account, use the Pencil icon to make the store inactive by changing the status, or delete the store using the Trash Can icon.