

iLabPOS – Configuring BCRS Phase 1



1. Introduction

The Beverage Container Refund Scheme (BCRS) is starting on the 14th of November. As from that day the fiscal receipt issued from iLabPOS will need to show:

- your BCRS Registration number
- any deposits collected, shown separately
- any BCRS vouchers redeemed

Follow this step by step user manual to configure iLabPOS so that your receipt becomes compliant to BCRS requirements.

Note: This is Phase 1 of works related to BCRS which will cover the minimum requirements to reach BCRS compliance. There is no additional charge from iLabMalta if you can follow this user manual without requiring any additional assistance. Once the BCRS scheme starts operating and stabilizes itself, iLabMalta will probably develop new features and reports to facilitate BCRS functionality further. This will be Phase 2 and there will be additional charges to upgrade.

This user manual applies to customers who have iLabPOS v3.60 and above. iLabMalta cannot guarantee BCRS compliance with older versions of iLabPOS.

BCRS Mobile App

Make sure you install the BCRS Mobile App on your Phone or Tablet to be able to redeem the BCRS Vouchers for your customers. As informed by BCRS, this should be working similar to how the Covid Vouchers worked.



2. Configuration

Step 1 – Create new Department

Go to "Stock" >> "Departments". Click on the + icon to add a new	User: ADM ARTICLE DEPARTMENTS Terminal: Shop
Department.	Department Code Department Name Constrained V.A.T. Rate E EXEMPT P FULL 13% R REDUCED 5% VAT 5%
Department Code input M Department Name input BCRS Tax Rate choose Non-Taxable Press Save when ready (The blue diskette)	Image: ADM Image: ADM Image: ATICLE DEPARTMENT - DETAIL Terminal: Shop Department Code M Department Name BCRS Tax Rate Non-Taxable

Step 2 – BCRS Registration No.

The BCRS Registration Number should be shown on all receipts and involves.	User: ADM	CUSTOMISABLE TEXTS	T Terminal: Shop
Go to File >> Customisable Text and input your BCRS registration number in field Cash Sale Title (and	** Here you can customize so invoice Tile (Located top left under logo) TAX Statement or Misc. Inf. (At the bottom in the middle) Default Payment Terms (At the bottom in the middle) Default Terms if Credit Exceeded (At the bottom in the middle) Footer (Greyed out at the bottom)	me text that appears on your invoice BCRS 9999 Terms: Strictly 30 Days Strictly Cash on Delivery Switch	Terms if exceeded
Invoice title if you also issue invoices) If by any chance you already have another number in the Cash Sale Title, place the 2 next to each other with a slash / in between.	** Here you can customize so Cash Sale Tile (Located top left under logo) Cash Sale Statement 1 (At the bottom in the middle) Cash Sale Statement 2 (Below statement 1) Cash Sale Footer (Greyed out at the bottom) ** Here you can customize so	me lext that appears on your cash sale	
Important Note – If you have more than 1 terminal, this setting needs to be applied on all the terminals.	Delivery Note Statement 1 (At the bottom in the middle) Delivery Note Statement 2 (Below statement 1) Delivery Note Footer (Greyed out at the bottom) ** Here you can customize so Quote Statement 1 (At the bottom in the middle) Quote Statement 1 Quote Statement 1) Quote Statement 1) Quote Statement 1) Quote Statement 1)	me text that appears on your Quote Quote is valid for 30 days	

Step 3 – Create 2 new Items

Go to "Stock" >> "Articles" and click on "+"	Bar Code / Code BCRSD Article ref. code
to add a new article.	Article Name BCRS REFUNDABLE DEPOSIT (For optimum use with i-Touch, use a space after every 13 chars)
	Full Name BCRS REFUNDABLE DEPOSIT
	Stock Category 001 - GENERIC CATEGORY Department (VAT%) M - BCRS
- In Barcode input: BCRSD	1st Supplier GENERIC SUPPLIER Brand NOT SPECIFIED
	Date Added 28/10/2022 Last Sold 11/11/2022 Discontinued T 🕐
- In Article Name input: BCRS REFUNDABLE	€ excl. VAT € incl. VAT € incl. VAT Shop Price 0.100 0.00% Used for weight articles. Click help for more info. Stop Price 0.100 0.00% Istandard Barcode Decimals ↓ Ø
	Wholesale Price 0.000 0.000 Marrath Beried
DEPOSIT	Not Used #1 0.000 0.000 (Displayed on Sale below each item, ex. 1 Year)
	Not Used #2 0.000 0.000 Re-order Point -1 🕐 Show on Sales 🗸 💎
- Stock Category: Choose any category you	Price wo 0.000 0.000 0.000 Pallet QTY Pallet QTY 0 Consumer Price (rrp) 0.000 6 (ind VAT) 7 Stock Units SKU (SKU, Kgs, Metres etc) Pallet QTY 0
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wish, but in you have a couch screen you	Last Cost 0.100 M-BCRS Color @ No QuikScan @
might wish to add it to a Category visible on	Last Additional Cost 0.000 € Size Last Expiry Date //
iTouch, or as an iTouch Direct Product.	(Freight / Labour etc.) Loyalty Points 0.00 ITouch Direct (Button 8 -
	Non Stockable 🔽 🕐 Kitchen 🥐 MA 💌
- Department (VAT%): Choose M – BCRS	
Beparament (WATA). Choose Wir Bens	This item will be used to charge the client 10 cents for each
	returnable container sold.
- Supplier: Choose any supplier you wish	
- In Shop Price incl VAT input: 0.10	
- In Last Cost input: 0.10	
- At the bottom tick: Non Stockable (If	
available if not it is not important)	
available, if not it is not important)	
When ready press Save.	
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Click on + again to add another item as	Bar Code / Code BCRSI Article ref. code Article Name Code Code Code (For cotinum use with information and the wave (13 chars) (For cotinum use with information and the rever (13 chars))
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Steps 1 to 3 can be safely prepared before the 14th November.

3. Sales – Manual Adding of BCRS 10 cents Refundable Deposit

There are 2 ways how the BCRS Refundable Deposit of 10 cents can be added to the bill, either manually, or automatically through the use of kits. We shall first explain the simple method of adding it manually.

Client (F12) 1 CASH CLIENT MISC HOBZA KBIRA € 0.90	Find Client	New CI OLD RINKS UTS € 8.00	lient GIFTS CHEESE COUNTER € 0.00	History TABACCO	Cashier Sale No. ZIGARELLI BCRS DEPOSIT € -0.1	ADMINISTRA 67 BCRS REFUNDABLI 0 € 0.10	TOR SC E € 0.00	Switc i−To MISC R € 0.0	h Cashier OUCh ISC F 10 € 0.00	, ()	Total € 2.60 Change € 0.00 Terminal: Shop Friday 28/10/2022
3ar Code (f8)	.000	0.000	Disc %	0.00 S	tock	0 Add	x1	Add x2	Add x?	Add -x?	Price
No. Bar Code	Article	47		Unit Incl.	Qty.	Total inc. VAT	VAT	VAT Rate Dis	sc %	Net Total	2.23
2 BCRSD	BCRS REF	UNDABLE [DEPOSIT	0	.10 2.000	0.20	0.000	0.00	0.000	V.A.T.	0.37
1 938458345	FANTA 500	ML		1	.20 2.000	2.40	0.366	18.00	0.000	Sub-Total	2.60
										Discount 🔽	0.00
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										Received	0.00
									_	Iss	ue Gift Voucher
										B	edeem Points
									_	C	ash Drawer (f7)
•									×	L	oad as Return
Remove 2nd	Price Quik:	Scan D 9)	liscount	Discount %	Receive	ed Load Crec Note	lit Repr Re	int Last ceipt	QuickCash (f5)	Save	Exit

When selling, simply add the item with barcode BCRSD (BCRS REFUNDABLE DEPOSIT) to the bill multiplied by the quantity of containers applicable to BCRS. In the example above we added the deposit x 2 when selling 2 Fanta 500ml Bottles.

Also note in the example above how we placed the 2 BCRS Articles in the iTouch Direct buttons 7 and 8 for quick access. To place them in the iTouch Direct Buttons, update the articles and choose the which button you would like them in at the bottom right side.	Last Expiry Date / / iTouch Direct ⑦ Button 8 ▼ Kitchen ⑦ N/A ▼
ACME Company Main Road Melieha MLH02 BCRS 9999 28/10/2022 13:34:42 Cashler: ADMINISTRATOR Terminal 1 - Shop Receipt Number: 000067 Qty Description Amount 2 FANTA 500ML 3 BCRS REFUNDABLE DEPOSIT 4 Berne 4 Items VAT M - 0% 19% 62.40 4 Items VAT M - 0% 19% 62.40 19% 6.03 19% 6.03 Hare a nice day ILabPOS Software - wwwilabraita.com	When saving the bill, this is how it should appear. The sample receipt on the left is Format 11. This is the suggested format for BCRS. If you have a logo, then use Format 17. Change your Cash Sale Receipt Format from "File" >> "Print Sizes and Layouts".

Note – iLabMalta can also provide you with barcode stickers to scan so that the BCRSD item is entered through the barcode scanner, especially useful for those without a touch screen. These are distributed free of charge and can be picked up at iLabMalta offices in Mosta.

4. Redeeming the Vouchers

When you need to redeem the customer's BCRS voucher, first verify the voucher on the BCRS mobile app. If ok, add the item BCRSV multiplied by the quantity of bottles returned. In the example below the customer returned 3 bottles, so we will deduct 30 cents from the bill.

Client (F12) 1 CASH CLIENT MISC DBZA BIRA € 0.90	Find Clien	nt New COLD DRINKS NUTS €8.0	Client GIFTS CHEESE COUNTER 0 € 0.00	History TABACCO	Cashier Sale No ZIGARELLI BCRS DEPOSIT € -0.1	ADMINISTRA 68 BCRS M REFUNDABLI 0 € 0.10	TOR 	Switc i−T MISC R € 0.0	h Cashier OUCH MISC F	2	Total € 1.50 Change € 0.00 Terminal: Shop Friday 8/10/2022
ar Code (f8) elling Price C <i>Excl. VA</i>	0.000	• •.000 VAT	Disc %	0.00	Stock	O Add	Ix1	Add x2	Add x?	Add -x?	Price
No. Bar Code	Article			Unit Inc	:l. Qty.	Total inc. VAT	VAT	VAT Rate Dis	sc %	Net Total	1.50
2 BCRSV	BCRS D	EPOSIT RE	FUND		-0.10 3.000	-0.30	0.000	0.00	0.000	V.A.T.	0.00
1 01	HOBZA	KBIRA			0.90 2.000	1.80	0.000	0.00	0.000	Sub-Total Discount I 0. Discount I Received	1.50 00 0.000 % 0.00 e Gift Voucher
										Re	deem Points h Drawer (f7)
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Remove <u>2</u> nd	Price Qu	uik Scan (f9)	Discount	Discount %	6 Receiv	ed Load Cre Note	dit Repi	int Last eceipt	QuickCash (f5)	Save	Exit



5. Sales – Automatic mode using Kits

With this method we shall construct a kit that includes both the bottle (or can) and the BCRS refundable deposit so that when you scan the bottle, the refundable deposit is added automatically.

Note: we do not advise you to start using this method immediately when BCRS starts on 14th November. Furthermore, you cannot prepare the kits before BCRS actually kicks off. We prefer that for now you use the manual method described above as maybe experience in a few months time will teach us that there are better ways to handle this. But if you are finding the manual method difficult to manage then try this method out and if you like how it works, proceed with all items that carry the 10 cents refundable deposit.

Main Detai	ls)	Cor	nments and Option	ons	Start by m at the end	odifying the k of it.	oarcode o	of the ite	m and add -b
Bar Code / Code Article Name Full Name	938458345-E FANTA 500M FANTA 500M	A L		Article re					
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	(Articles: 1	Exclude Non-Str	ockable 🗆 Lo	w Stock not Set	
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Variant" Button.					▶ 938458345-B	FANTA 500ML	Kel: Code	MIZZI	COLD DRINKS
					After updating or ac	ding a new article, click on refr	resh to refresh this	list. 🔽 De	fault Style 🦳 Web Shop
					<u>S</u> ale	Points & Offers Kit	ts & Combos	opy To Variant	Print <u>Labels</u> Pic <u>t</u> ures
Bar Code / Code 938458345		Article ref. code		-	For this ite	em use the ac	tual bard	ode, and	I tick the "Kit"
Article Name FANTA 500ML		(For optimum use wit	I h i-Touch, use a space after eve	ery 13 chars)	box. Other	wise everythir	ng can re	main the	same.
Full Name FANTA 500ML				<u> </u>		-	-		
Stock Category 004 - COLD DF	RINKS _	Department (VAT9	6) F - FULL 18%	•					
1st Supplier MIZZI	•	Brand	NOT SPECIFIED	-					
Date Added 28/10/2022		Last Sold	// Discor	ntinued 🗖 📀					
€ excl. VAT Shop Price 1.017	€ incl. VAT	Used for weight artic	les. Click help for more info. Decimals						
Wholesale Price 0.000	0.000	Werrenty Deried							
Not Used #1 0.000	0.000	wananty Period	(Displayed on Sale below eac	ch item, ex. 1 Year)					
Not Used #2 0.000	0.000	Re-order Point	-1 🕝						
Price #5 0.000 Consumer Price (rm)	0.000	Stock Units	(SKU, Kgs	. Metres etc)					
0.000		Shelf							
Excl. VAT, incl. A	dditional Cost - Per Unit	Color		0					
€ LastAdditional Cost 0.000	e	Size							
(Freight / Labour	etc)	Loyalty Points	No Points	→ 0.00					
Average Cost (excl.) 0.000	e 🕐	Non Stockable		Kit? 🔽 📀					

Back in the article listing you should now see 2 articles when searching by the product's barcode. Highlight	Bar Code	938458345	-	
the Kit you just added and click on the "Kits and	Article Name			-
Combos" button.	Category			-
	Brand			_
	brand		_	
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	🗖 Show Kits On	ly 🗌 Published	on Web Shop O	nly
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	Articles. 2			Stock not set
	Bar Code 938458345-B	Article Name	Ref. Code	Supplier MIZZI
	938458345	FANTA 500ML		MIZZI
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	After updating or add	ing a new article, click on refres	h to refresh this li	st. 🔽 I
	<u>S</u> ale	Points & Offers Kits	& Combos Cop	y To Variant
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Image: Shop Image: Shop Image: Shop Terminal: Shop	click on "Save"	part, scarr the barc		item anu
When this article is chosen in a Cash Sale/Invoice, add instead the following kit of articles:				
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Modify Bemove Kit Selling Price incl. VAT (C): 0.00 Kit Selling Price excl. VAT (C): 0.00				
Kit Cost Price excl. VAT (C): 0.00 xicm Count: 0				
Bar Code 938458345-B FANTA 500ML Save>				
M 1 Price per Unit 1.017 1.200 € excl. VAT incl. VAT				
When this article is chosen in a Cash Sale/Invoice, add instead the following kit of articles: Barcode Article Ref. Article Qty. Price (ncl. VAT) Price (excl. VAT)	Add also 1 X B	CRSD, so in the ex-	ample show	vn on the
938458345-B FANTA 500ML 1.00 1.200 1.017 BCRSD BCRS REFUNDABLE DEPOSIT 1.00 0.100 0.100	as it should be	in this case		EUK 1.50,
Modify Remove Kit Selling Price etc. (VAT (C): 1.30 Kit Selling Price etc.) VAT (C): 1.12				
KIT LOST PRICE EXCL. VAI (E): 0.90 Item Count: 2				
Scan the product in iTouch. The BCRS refundable c	leposit of 10 cer	nts should be addec	l automatic	ally!