



iLabPOS – Using the Bulk Price Tool and other methods to adjust prices in bulk

From time to time you will need to change several prices in bulk. There are 2 main ways how this can be done:

- Through the Bulk Price Tool in iLabPOS
- Through export and re-import of your article stock cards

Version 1.0

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1. Bulk Price Tool

The Bulk Price Tool can be accessed from "Tools" >> "Bulk Price Tool".

Bulk Price Tool

This tool allows you to change prices in bulk. Discontinued articles are not processed.
It is suggested that you make a backup before proceeding!

Set Equal To - %

Include only items in this Category

Include only items from this Supplier

Include only Items in this Tax Category

Sheet below shows how the pricing will look like once you apply the bulk changes. Discontinued items are not included.

Barcode	Article	Cost (Excl)	Selling 1 (Excl)	Selling 2 (Excl)	Selling 3 (Excl)	Selling 4 (Excl)	RRP (Incl)
8928389299	COCA COLA 500ML	0.610	1.017	0.915	0.000	0.000	0.000
938458345-B	FANTA 500ML	0.900	1.017	0.915	0.000	0.000	0.000
496099974491-B	FITGAR 500ML	0.000	2.000	1.800	0.000	0.000	0.000

3 rows retrieved.

This tool works as follows:

- Choose which price you are changing (Set)
- Choose which price you are basing the new price on (Equal To)
- Choose "+" or "-"
- Specify the Percentage Mark Up or Mark Down
- Choose any applicable filters
- Click Refresh

At this point you will see how the prices will be changed, but will not change until you click on "Apply Bulk Changes". Check well that the new price calculation is correct and how you wish it before applying the changes. You can also save the proposed the sheet to excel for further analysis before applying the changes.

In the above example we are setting the second price at 10% less of the first price for articles in the category "Cold Drinks".

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Set Equal To + %

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Include only items in this Tax Category

Sheet below shows how the pricing will look like once you apply the bulk changes. Discontinued items are not included.

Barcode	Article	Cost (Excl)	Selling 1 (Excl)	Selling 2 (Excl)	Selling 3 (Excl)	Selling 4 (Excl)	RRP (Incl)
8928389299	COCA COLA 500ML	0.610	1.068	0.000	0.000	0.000	0.000
938458345-B	FANTA 500ML	0.900	1.068	0.000	0.000	0.000	0.000
496099974491-B	FITGAR 500ML	0.000	2.100	0.000	0.000	0.000	0.000

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In the above example we are marking up the first price by 10%

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Sheet below shows how the pricing will look like once you apply the bulk changes. Discontinued items are not included.

Barcode	Article	Cost (Excl)	Selling 1 (Excl)	Selling 2 (Excl)	Selling 3 (Excl)	Selling 4 (Excl)	RRP (Incl)
8928389299	COCA COLA 500ML	0.610	1.017	0.000	0.000	0.000	1.200
938458345-B	FANTA 500ML	0.900	1.017	0.000	0.000	0.000	1.200
496099974491-B	FITGAR 500ML	0.000	2.000	0.000	0.000	0.000	2.360

3 rows retrieved.

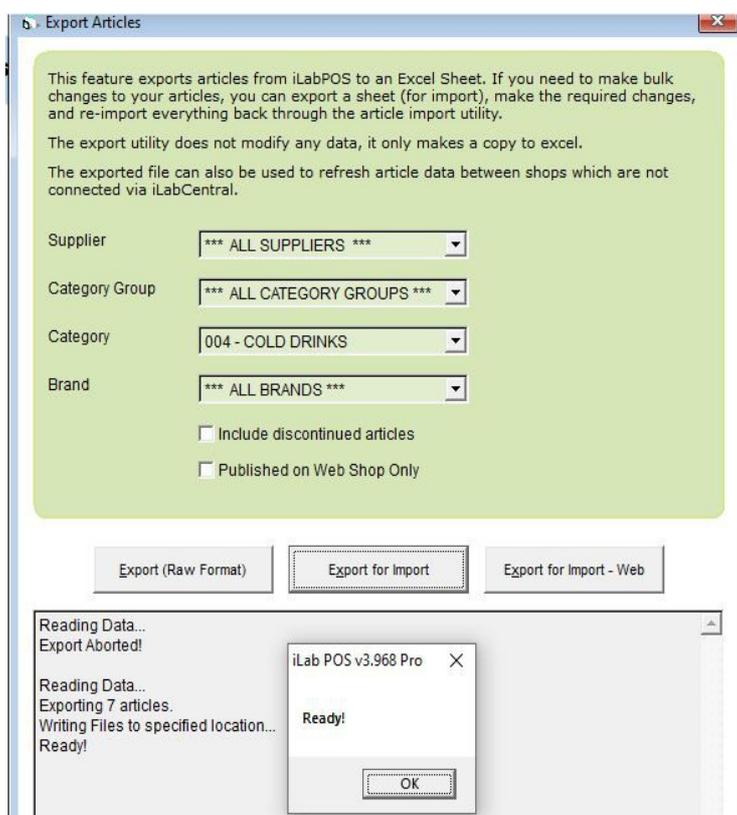
Above we are refreshing the RRP at 18% VAT above the first price.

Note that the cost price and all selling prices are excluding VAT. The RRP is including VAT.

2. Through Excel

Changing prices through excel could give you more flexibility, however be sure that you are fluent in using Excel before using this method. It is always suggested to take backups before making such bulk changes through Excel.

Otherwise the process is fairly straightforward. From "Import / Export" >> "Export Articles", choose which articles you wish to work on by filtering through Category, Supplier, and so on. You could also extract the whole list of articles by not specifying any filters as well. Then click on "Export for Import" so save the extracted excel sheet. In fact technically you could keep a backup of all your article data by extracting the full article list for export.



In the above example we have extracted all articles in a specific category.

At this stage, use Excel to make any bulk price changes and once done, save it as Excel 5/95 and re-import it back to iLabPOS through the Article Import Utility found under "Import / Export" >> "Import Articles". The manual "Importing articles through Excel" should guide you if you have never done this.