



## **iLabPOS – Point of Sale and Stock Management Software Resetting Stock to Zero**

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# Version 1.0

# 1. How To

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You might come to a situation where you want to reset stock quantities in iLabPOS to ZERO.

There is no functionality in iLabPOS to do so in 1 or 2 clicks, however this can be achieved through a Data Export & Import. Please be sure of what you are doing before proceeding. If in doubt, contact support.

## Step 1

Take a backup of iLabPOS. Backups should always be taken on external media and stored on a safe place. Ideally execute this procedure outside office hours, so that a restore won't be problematic in case it is needed.

## Step 2

Extract a Stock report from Reports >> Stock Report

(If you are only resetting stock for a particular supplier or a particular category, choose the criteria before extracting)

Open the stock report and delete any rows where the stock quantity is 0 (Zero).

Insert a new column in this excel sheet and recalculate the stock quantity figure by multiplying it x -1 (Minus one).

## Step 3

Open an empty iLabPOS Stock Qty Import Template and paste barcode / Qty / Supplier extracted from Step 2. (The Qty figure needs to be the recalculated x -1 (minus one))

If the report extracted in step 2 gave you the following:

Barcode: 198200001201

Supplier: Armani

Qty: -5

The Stock Qty Import Template should look as follows:

	A	B	C
1	<b>Barcode</b>	<b>Qty. In.</b>	<b>Supplier Name</b>
2			
3	198200001201	5.00	Armani
4			
5			
6			

Similarly, if the current stock qty was 5, when multiplying x -1 (minus one), the result in the import template should be in the negative, ie -5 (minus five).

Ensure that the Stock Import Excel Sheet is saved as "Excel 95"

#### Step 4

Run a final check on the Import Template. Example, if in iLabPOS you have an item with stock qty -2, your import template should have an entry with the same barcode of qty 2.

Now go to "Import / Export >> Import Stock Qts", locate your template and import the stock quantities.

This should do the trick. Extract a new stock report and ensure that the stock quantities you have reset are set at 0.