



## **iLabPOS – Point of Sale and Stock Management Software Stock Adjustments and Stock Takes**

---

# **Version 1.1**

**January 2018**

# 1. Introduction

---

From time to time, either because of mistakes, or for other reasons, you will need to correct and adjust stock quantities for products in iLabPOS. You can also carry out a stock take where by physical stock levels are counted and matched with stock levels in iLabPOS.

If you rely on iLabPOS for stock levels and to make calculations of your cost of stock, then it is of utmost importance that your stock levels are kept up to date and correct. Different businesses use different methods to check and ensure that stock levels are kept up to date. You can carry out spot checks throughout the year, either by brand or by shelf, or on individual items. Alternatively you can run a full stock take for all your products at one go.

Whichever way you do it, always keep in mind that you may have products which in iLabPOS have a stock level above zero, but which are completely out of stock in your shop. Hence if you physically count each product on your shelves and match that with iLabPOS, it is not enough. You will need to extract a report for all articles which you have not gone through a stock take. This manual will also assist you on how it may be done.

Stock Takes can also be carried out using a Data Collector. Data Collectors have the capability to scan barcodes and store the stock quantity you type in after counting in bulk. Hence you would go around your shop scanning and counting each item, after which you will be able to upload and match the results on iLabPOS. iLabPOS is compatible and integrated with the TYSSO BCP 8000 data collector. You can either purchase one of these units, or else rent it from iLabMalta for a daily rental fee.



## 2. Negative stock and Non-Stockable Items

---

Before starting your stock take you can already start with some cleaning of your stock in iLabPOS. One of the first steps is to reset any negative stock levels to 0 (Zero).

Go to "Tools" >> "Zeroise Stock". Tick the checkbox "Include only articles with Negative Stock", and you may untick the checkbox "Exclude non-stockable Items". Then click on "Zeroise". The system will adjust the stock level to 0 for any articles which had a negative stock quantity.

It is also important to understand what Non-Stockable Items are. Non-Stockable items are non physical items which do not have a value for your cost of stock. An example is a repair item, or a service which you provide. Such items should be ticked as "Non-Stockable" so that they are not counted with your cost of stock report. In newer versions of iLabPOS you can use the "Bulk Article Web Editor" to quickly tick those items which are deemed as Non-Stockable. Otherwise you can tick the services one by one from the articles screen.

## 3. Single Stock Adjustments

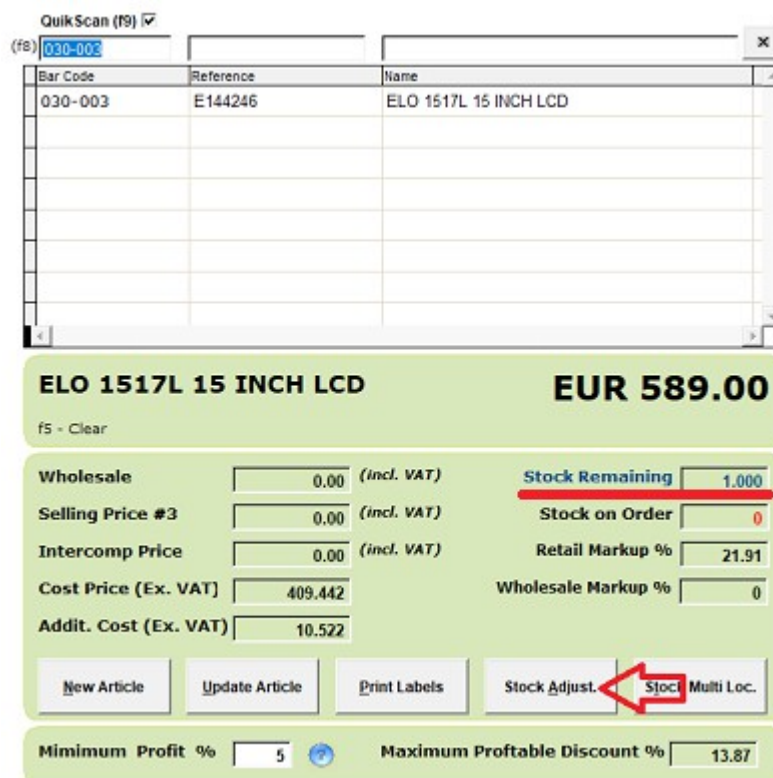
If you wish to adjust the stock level for one item, or for a few items one at a time, you can use the single stock adjustment feature. This feature is available both from the "Article QuikView" or from the Articles Screen.

*If you cannot see the "Stock Adjust." button, then it means that you are not authorised to carry out stock adjustments. Talk to your administrator.*

### 3.1 Single Stock Adjustment from the Article QuikView

Open the Article QuikView screen from "Sale" >> "Article QuikView". Scan the product you wish to adjust, or search for it by description or reference code.

As portrayed below, once you locate your product, you will see the current stock quantity according to iLabPOS at the moment next to "Stock Remaining". If you wish to adjust this stock quantity, click on the button at the bottom "Stock Adjust."



Bar Code	Reference	Name
030-003	E144246	ELO 1517L 15 INCH LCD

**ELO 1517L 15 INCH LCD** **EUR 589.00**

f5 - Clear

Wholesale	0.00	(incl. VAT)	Stock Remaining	1.000
Selling Price #3	0.00	(incl. VAT)	Stock on Order	0
Intercomp Price	0.00	(incl. VAT)	Retail Markup %	21.91
Cost Price (Ex. VAT)	409.442		Wholesale Markup %	0
Addit. Cost (Ex. VAT)	10.522			

Minimum Profit % 

 Maximum Profitable Discount %

Once you click on the "Stock Adjust" button, enter the new stock quantity, any comments if you wish, and click on "Save". You should notice that the new stock quantity is reflected accordingly.

*Note: iLabPOS will automatically create a "Transfer In" if the new quantity is less than the current quantity, or a "Transfer Out" if the new quantity is more than the current quantity. Such automatic adjustments are carried out on the last cost price for the product.*

## 3.2 Single Stock Adjustment from the Article Screen

Open the Article screen from "Stock" >> "Articles". Locate the product for which you wish to adjust the stock quantity and click on "Stock History". To adjust the stock quantity, click on the "Stock Adjustment" button.

**Single Stock Qty. Adjustment**

This feature allows you to make Stock Quantity Adjustments directly on 1 article. It works like the stock take module, ie, if the new quantity is higher than the current quantity, then an automatic Stock Transfer in is carried out.

If the new quantity is less than the current quantity, an automatic stock transfer out is carried out. This module should only be used for Stock Adjustments. Purchases should be carried out through the Stock Transfer in Module.

Stock Adjustments are always carried out according to the current cost price.

Article: 1000XDYMO11353 COMPATIBLE

Current Quantity: 38.00

New Quantity: 37.00

Comment:

**Save**      **Cancel**

Simply specify the new quantity, any comments and click on "Save" to confirm the new stock quantity.

## 4. Carrying out a Stock Take using Excel and iLabPOS

The stock take module in iLabPOS imports an excel sheet with 2 columns, "Barcode" and "Qty". The template (Template 1) can be generated from the "Template Generator" under the "Import/Export" menu. You will use this excel sheet to scan the barcode and enter the quantity of products counted manually.

Once you upload the excel sheet in the "Stock Take" module, iLabPOS will match the quantities in iLabPOS with the new quantities you specified in this excel sheet. Any differences are reported, and from here you can carry out quantity adjustments in bulk.

Rather than working on an empty excel sheet, you can also generate an excel sheet from iLabPOS with all your products and current stock quantities. In a new column you will type in the confirmed quantities after counting, and the same excel sheet can be uploaded to the stock take module for processing.

Both methods will be explained in detail below;

### 4.1 Excel Stock Take from an empty Sheet

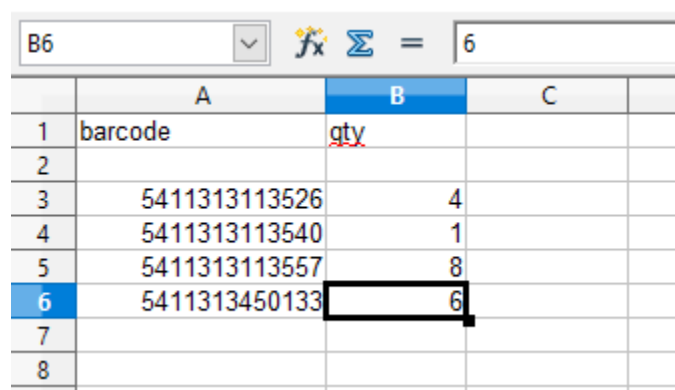
It is very important that while carrying out the stock take, no stock is sold, so ideally this is done while the shop is closed.

Generate an empty stock take template from "Import / Export", "Template Generator", "Template 1 - Barcode and Quantity". Save the excel sheet on your desktop and open it.

This is where the stock take starts. Ideally you will have one or two persons helping you here. In excel, whilst in the barcode column, scan the barcode. The barcode should appear. in the "qty" column, enter the quantity you counted. Repeat this process for all (or a set) your products so that finally you have an excel sheet with barcodes and quantities as portrayed below.

It is possible to list a product more than once in the excel sheet. For example, if you have a product both on a shelf but also in a store. When processing, iLabPOS will sum up both entries.

Always ensure that the excel sheet is saved as Excel 5 / 95 XLS.



	A	B	C
1	barcode	qty	
2			
3	5411313113526	4	
4	5411313113540	1	
5	5411313113557	8	
6	5411313450133	6	
7			
8			



## 4.2 Stock Take on a populated excel sheet

Rather than using an empty excel sheet and scanning each product, you can generate an excel sheet from iLabPOS with barcodes, product descriptions, etc... and work on that sheet so that eventually it is uploaded back to iLabPOS as a stock take.

Start by extracting a stock report from "Reports" >> "Stock Reports" >> "Stock Report". If you are carrying out a stock take for all your products, simply click on the "Export" button and save the excel file on your desktop or in a folder where you will find it. If you wish to tackle brand by brand, or supplier by supplier, save a stock report after specifying the various criteria.

Now open the excel sheet and remove any columns which you do not need. In the example below, all the columns were removed except for the barcode, reference code, description and quantity in stock registered in iLabPOS. A new column called "qty" needs to be included, this is where you will type in the quantity counted during the stock take.

	A	B	C	D	E	F
	barcode	article_ref	article	qtyinstock	qty	
	005-004	MK9540-37A38	HONEYWELL VOYAGER MK9540 USB	12		
	013-012	MK5145-32A38-EU	HONEYWELL ECLIPSE 5145 USB	3		
	013-020	7190G2USBX0	HONEYWELL ORBIT 7190 USB BLACK	1		
	013-026	MK358031A38	HONEYWELL QUANTUM-T 3580 BLACK	1		
	013-030	1202G-2USB-5	HONEYWELL VOYAGER 1202G KIT	5		
	025-001	1450G2D-2USB-1	HONEYWELL VOYAGER 1450G 2D USB	26		
	025-002	1452G2D-2USB-5	VOYAGER 1452G 2D USBKIT W/BASE	8		
	025-003	1902GSR-2USB-5BF	HONEYWELL XENON 1902GSR 2D	1		
	025-005	1602G1D-2USB-OS	HONEYWELL VOYAGER 1602G POCKET	1		
	025-007	7580G2	HONEYWELL 7580G2	4		
	025-008	3320G4USB0	HONEYWELL VUQUEST 3320G	1		

Once you have counted all products in the excel sheet, remove all columns except for the "Barcode" and "Qty". Now follow instructions in the previous section on how to upload the excel sheet in the stock take module.



### **4.3 How to find which products were not counted in a Stock Take**

You might face a situation where a product is listed as "in stock" in iLabPOS, whilst in reality it is out of stock in your shop or store. This means that you might effectively skip it all together in your stock take, but in reality the stock quantity needs to be adjusted to 0.

The stock report found under "Reports" >> "Stock Reports" >> "Stock Report" has a feature to list all products which were not processed in a stock take during the last 7 days. When using this feature, it is suggested that you also tick the checkbox "Exclude Stock Zero".