



iLabPOS – Supplier Purchase Invoices
Support Manual

Version 1.0

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1.0 Introduction

Welcome to the iLabPOS Purchase Invoices User Manual. Before proceeding with this manual you should ideally go through the Quick Start Guide to learn how to create new products and suppliers .

This manual will guide you on how to input a purchase invoice. If you intend to use iLabPOS also for stock control purposes, purchase invoices which you receive from your supplier need to be keyed in the system so that iLabPOS can keep track of your stock levels.

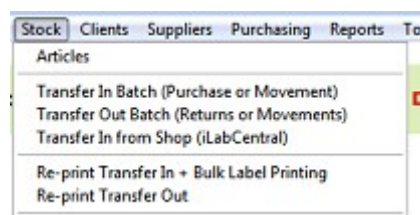
Purchase Invoices can either be keyed in manually, but can also be imported from an excel sheet.

2.0 Purchase Invoices

2.1 Inputting a Purchase Invoice

STEP 1: Open the Transfer in Batch Screen

From the Stock menu select the Transfer in Batch (Purchase or Movement). The transfer stock in screen will appear.



STEP 2: The Invoice Header

The screen is divided into two blocks, In the upper block you need to specify the invoice header.

 A screenshot of a software form titled 'TRANSFER STOCK IN (PURCHASE OR MOVEMENT)'. The form has a light green background and contains the following fields and controls:

- Supplier: A dropdown menu with '22' selected, showing 'C-PLANET IT SOLUTIONS LTD'.
- Invoice No.: A text field with '18795'.
- System Reference: An empty text field.
- Update Prices/Expiry: A checked checkbox.
- Invoice Date: A text field with '01/06/2018' and a calendar icon.
- Description: An empty text field.
- Transfer In Type: A dropdown menu with 'Purchase Invoice' selected.
- A 'Start >>>' button is located at the bottom right.

 Above the form, there are several icons: a left arrow, a document, a refresh, a close (X), a printer, a search, and a 'T' icon. The user is identified as 'ADM' and the terminal as 'MOSTA-SHOP'.

Choose the **supplier** by clicking on the little arrow next to the Supplier Field. If the purchase invoice is from a new supplier, you need to input the supplier from the suppliers module first.

Then input the **invoice number** and the **invoice date**. The **transfer in type** should be set to "Purchase Invoice" automatically. You can also specify an invoice description if you wish, however this is optional and is only for your reference in the future.

The tick box "Update Prices" is automatically ticked. When ticked, if any cost or selling prices have changed from the last invoice, the prices on the stock card will be updated automatically when saving the invoice. If un-ticked, whilst the cost price is saved with this invoice for average cost calculation, the cost and selling price you specify will not be reflected in the Stock Card.

STEP 3: The Invoice Detail

When ready with the invoice header, click on start to proceed with the detail. Here you need to input each product, quantity, cost and selling price for each item in your purchase invoice.

There are two methods to specify the product, either by text search or by barcode. To change the setting, go to File >> Preferences and Tick/Un-tick "Textual Article Pick Mode (Transfers)". If you also tick "Search Article Ref (Text Pick Mode Only)" you will also be able to search the article by the reference code. If you choose to specify products by barcode, you can always search in detail by clicking on the arrow next to the Barcode field.

User: ADM **TRANSFER STOCK IN (PURCHASE OR MOVEMENT)** Terminal: MOSTA-SHOP

Supplier: 76 C-PLANET IT SOLUTIONS LTD Invoice No.: 992832

System Reference: 76\2018\1 Update Prices/Expiry: Invoice Date: 26/04/2018

Description: C-PLANET IT SOLUTIONS LTD - 26/04/2018

Transfer In Type: Purchase Invoice Start >>>

Article: AOC New Article Purchase History

Shop Price: (incl. VAT) 0.000 EUR Cost Price: (excl. VAT) 0.000 EUR Additional Cost: 0.000 EUR

Qty.: / / Add (f5) >>

All Prices (Selling)

When using Textual Article Pick Mode, start typing the product name or reference code, use the up and down arrows to choose which one you wish, and press the enter key when you make the correct choice.

Now confirm (or input) the **1st Selling Price**, the **RRP** (only if you sell wholesale or if you are using the "You Saved" feature) and the **cost price**. Finally specify the quantity you purchased and click on "Add".

To speed up this process, from File >> Preferences tick the check box "Auto Add when pressing enter on Qty". If this option is ticked, then when you press enter while on the Qty. field, the items is added automatically.

Repeat this process until all products in your invoice have been inputted. In case you encounter a product in your invoice which is still not inputted in the system, you can click on the button "New Article" to add it while inputting the invoice. Through the purchase history button you can see prices on previous purchases while inputting the invoice. The purchase history feature is convenient to match past prices the supplier has given you.

STEP 4: Confirm the Total Cost and Total Qtys with the supplier's invoice

Once all the products in your invoice have been keyed in, make sure that the Total Cost excl. VAT on the bottom right matches the total cost on your supplier's invoice. If not, then there must be a mistake somewhere. You can modify or remove a line item in your invoice by first highlighting it and then clicking on the buttons "Remove" or "Modify" at the right side.

Total Cost (excl. VAT & excl. Additional Cost): EUR 40.20
Total Cost after Discount: EUR 40.20
Total Additional Costs: EUR 0.00
Total Qtys: 3.00

STEP 5: Freight and other additional costs

If you paid freight on the invoice (or any other additional cost, such as bank charges or customs handling), tick the check box next to "Equally spread a global additional cost" and input the total additional cost for the whole invoice in this field. Press the blue refresh button, at which point you should notice that the system will calculate an additional unit cost per item, using a formula based on the cost price of each item.

The screenshot shows a software interface with a table at the top and a control panel below. The control panel features a blue refresh button (circular arrows) in the top right. Below it are three buttons: "Load (XLS 1)", "Load Full (XLS 5)", and "Load PO". At the bottom of the control panel, there are two rows of settings:

- A checked checkbox labeled "Equally spread a Global Additional Cost" followed by a text input field containing "30.00" and a blue question mark icon.
- A checkbox labeled "Apply an Overall % Discount on unit costs" followed by a text input field containing "7.00" and a blue question mark icon.

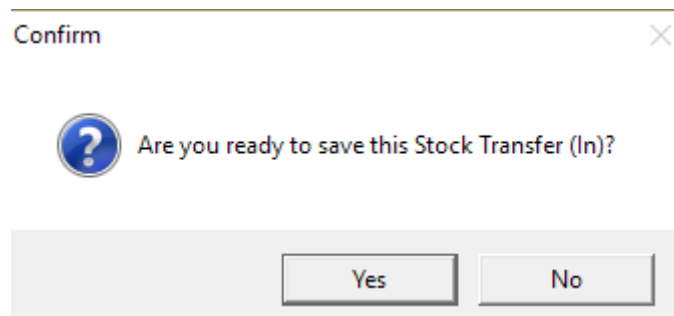
STEP 6: Overall Discount on the Invoice

There are also instances where a supplier gives you a global discount say 7% on the total invoice. This can be entered in Overall % discount field. Press the refresh button and the discount will be applied.

STEP 7: Saving

Once you are 100% sure that the invoice is perfectly correct, and that the total cost and total quantities match, press the save button.

The following pop up will appear, press Yes to confirm, or No to make further amendments before saving.



STEP 8: After you confirm the transfer in, another pop up will offer you the possibility to save a one line entry for the invoice in the expenses module. The expensed module is a small accounting utility to record all your expenses.

Note: It is not a problem if you split an invoice in 2. Since you will specify the same invoice number it will still be easy to trace them both together. This can come in handy when you have very large invoices.

2.2 Free Items in a Purchase Invoice

Some suppliers will give you "Frees" with certain quantities, such as 6 + 1. In this case you will first input 6 at the actual cost price, and then you will input 1 separately with the cost price set to 0.

Bar Code	Article Name	Qty.	Unit Cost (ex VAT)	Unit Addit. Cost	Total Cost (Ex VAT)	Discounted Cost
8056099400544	4+ PROTEIN CHIPS SALT&BLACK	6.00	4.750	0.000	28.500	28.500
8056099400544	4+ PROTEIN CHIPS SALT&BLACK	1.00	0.000	0.000	0.000	0.000

When calculating the average cost, iLabPOS will then automatically calculate an average including the freebie.

2.3 Purchase Invoice from excel

If your supplier can provide you with an excel invoice, instead of keying in the quantities one by one you can upload the invoice at one go. There are two types of transfer in templates that can be used;

Template 1 – A simple template which contains

- barcode
- quantities

In this case, the current prices on your stock card will be used.

Template 5 – A detailed template which contains

- barcode
- quantities
- unit Selling price
- unit Suggested Retail Price unit
- unit Cost excluding tax,
- unit Additional cost excluding tax,
- Expiry date

The decision whether to use Template 1 or 5 is simple. Normally you will always use Template 5 since prices in this invoice are probably different from current prices in the stock card. However if you are sure prices have not changed, or if you have already updated the prices in the stock card, then you can use Template 1.

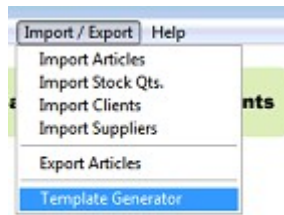
*** All articles need to be inputted in iLabPOS before you can upload an invoice ***

Follow these steps to transfer in from a template;

STEP 1

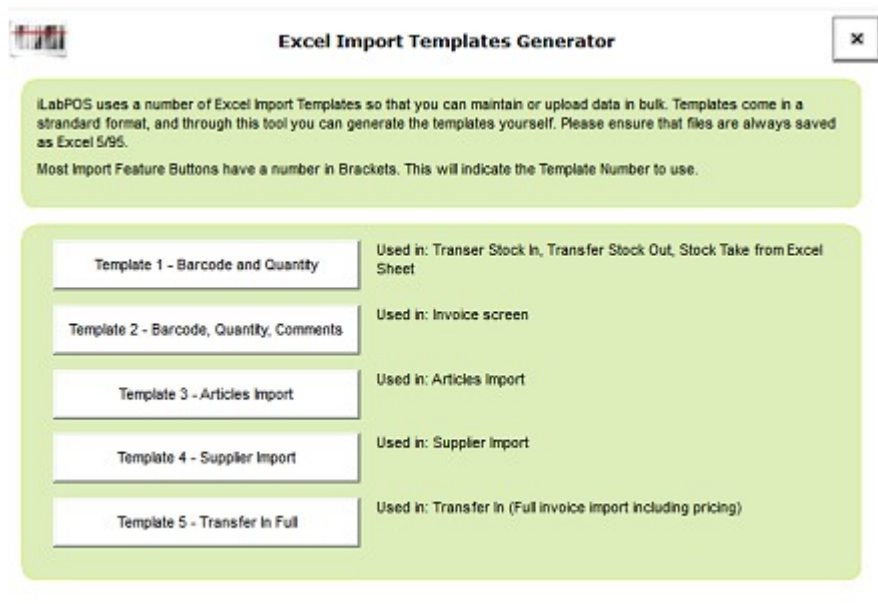
Go to Import/ Export >> Template Generator

The Template generator screen will appear.



STEP 2

Select the template you require and save it in the desired file location. The easiest option is to save it on the desktop. The default file name will be ilabpos_template_1 (or 5)



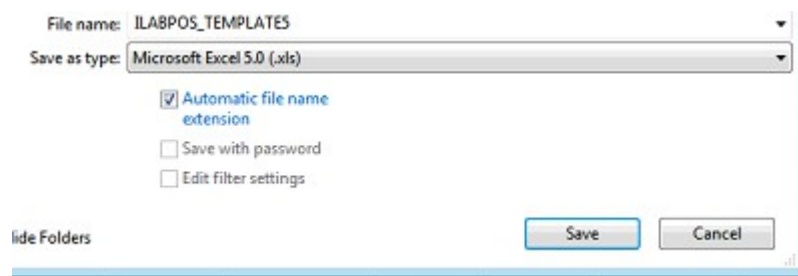
STEP 3

Open the excel sheet and fill in the necessary details. For template 1 you need to input the barcode and the quantities only. For template 5 you can insert also the cost, additional cost, selling price, RRP and expiry dates (if applicable).

	A	B	C	D	E	F	G
1	barcode	qty	unitsellingexcl	unitmpinc	unitcostexcl	unitaddcostexcl	expirydate
2	12345687	10	9	12	4	0.5	01/12/18

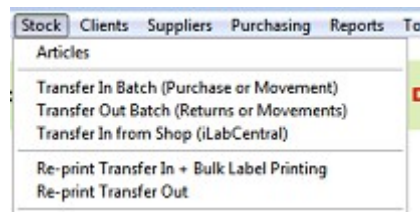
STEP 4

Save the file in Microsoft excel 5.0/95 (.xls) format



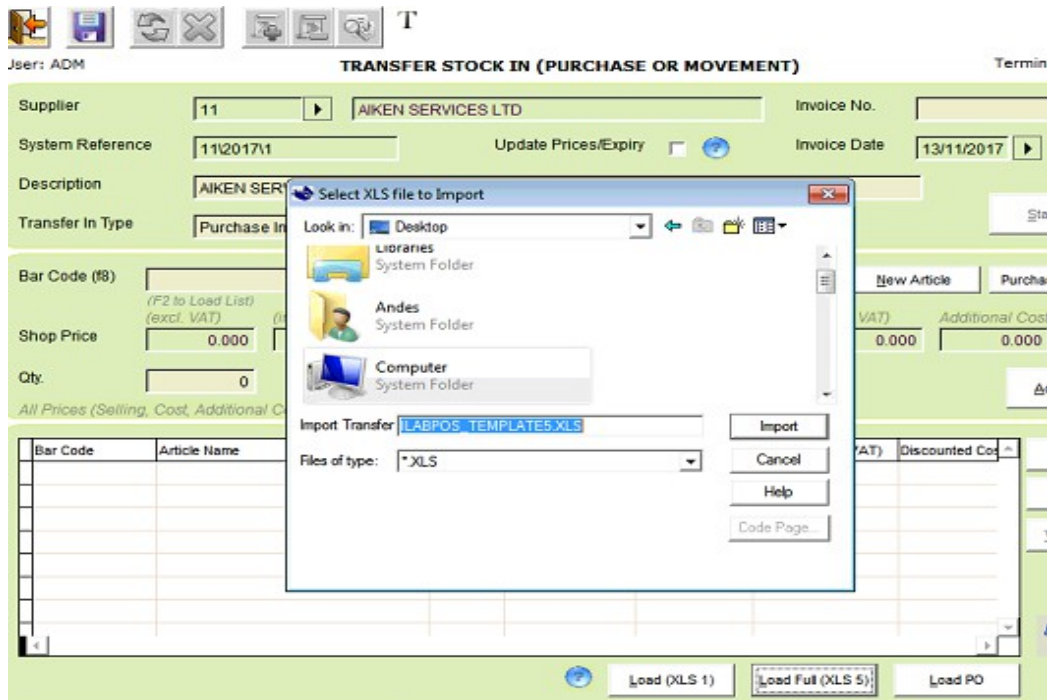
STEP 5

From the Stock menu select the Transfer in Batch (Purchase or Movement). The transfer stock in screen will appear.



STEP 6

Enter the invoice header details as explained earlier and click on start. Now either click on "Load XLS 1" for Template 1, or "Load Full XLS 5" for Template 5. Locate the invoice file you created and press the load button.



Make sure the excel sheet is saved as excel 5/95 before trying to upload it, and that it has been closed in excel.

STEP 8

The items in the excel sheet will load automatically. Check that the invoice totals are correct. Should you wish to edit something, double click on the article you wish to modify, make the necessary changes, and then save.

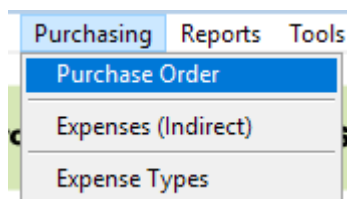
2.3 Creating a Purchase Order and receiving it as a Purchase Invoice

Creation of Purchase Orders is not compulsory. However if you do create a purchase order, you can then load the purchase order and transform it to a purchase invoice without having to re-specify the order detail.

Follow these steps to first prepare a purchase order;

STEP 1

Go to Purchases >> Purchase Order



User: ADM Terminal: Shop

PURCHASE ORDERS


Purchase Order No. Date

Supplier Status

Contains Article

No.	Reference	Supplier	Status	Date Created	Date Sent	Date Stock Rec.	
1	PO20171110/001	INTERNATIONAL SPORT	On Order	10/11/2017	//	//	

STEP 2

Press the  button to start a new purchase order.

STEP 3

Select the supplier. You can optionally also specify a purchase order reference, however the system will suggest a PO number automatically.

Optionally you can also specify the Estimated date of arrival, and any additional comments.

User: ADM Terminal: Shop

PURCHASE ORDER - Create

Supplier: 19 B.A.S. LTD
 Purchase Order Ref.: PO20171113/001
 Purchase Order No.: 2 Status: On Order Date Created: 13/11/2017
 Date Sent to Supplier: // Estimated Arrival: // Date Stock Received: //
 Comments: Order of Gas Cartridge

Bar Code: 2KG/F GAS CYLINDER 2KG FULL Add
 Qty: 5 Cost Price (excl VAT): 18.000 Stock: 0

Bar Code	Article	Qty.	Cost Price	Total
1KG/F	GAS CYLINDER 1KG FULL	15.00	12.000	180.00

Remove

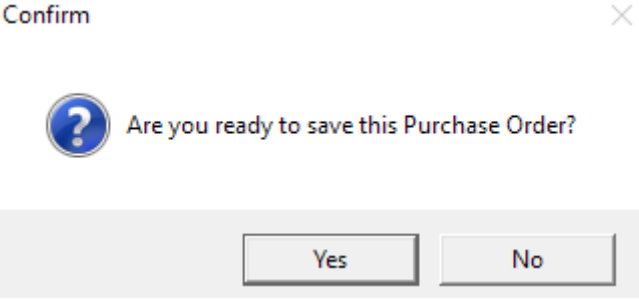
Total Cost excl VAT: € 180.00

STEP 4

Now start filling up the purchase order item by item. Any products being included in the Purchase Order need to exist already in iLabPOS.

STEP 5

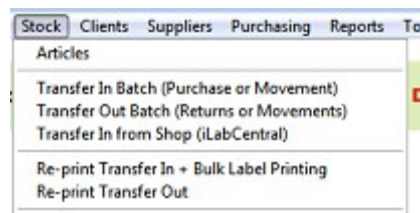
Once all the items have been specified, press the save button to save the purchase order. Press the yes button on the pop up to confirm the purchase order.



Once you confirm the purchase order, it will appear in printable format. You can print it by clicking on the printer icon.

STEP 6

When the purchase order is delivered, start a purchase invoice as described earlier. From the Stock menu select the Transfer in Batch (Purchase or Movement). The transfer stock in screen will appear.



STEP 7

Choose the supplier, specify the Invoice Number and click on Start. Now press the "Load PO" button at the bottom right. Locate the Purchase order from the list of pending purchase orders and press the load button. Only pending purchase orders will appear in this list.

STEP 8

All products in the purchase order should load automatically. If necessary, make any amendments to the original purchase order and from here on you may proceed as explained in the earlier sections.

2.4 Returning Stock to a Supplier

In case you need to return stock back to the supplier, follow these steps.

STEP 1

From the Stock menu select the Transfer out Batch (Returns or Movement). The transfer stock out screen will appear.



STEP 2

The screen is divided into two blocks, In the upper block you would need to specify the **transfer out reason** from the dropdown menu, a **transfer description** (optional) the **supplier** and the **transfer date**.

The screenshot shows the 'TRANSFER STOCK OUT' interface. At the top, there are navigation icons and the text 'User: ADM' and 'Terminal: Shop'. The main form has several sections:

- Transfer Reference:** 2017\3
- Transfer Out Reason:** A dropdown menu is open, showing options: Other reason, Returns - Damaged Goods, Returns - Expired Goods (highlighted), Returns - Other, Returns - Unsold Goods, Stock Correction, Transfer to Shop Recall, Transfer to other shop, and Written off.
- Transfer Desc.:** EXPIRED
- Supplier:** 79 INTERNATIONAL SPORT NU
- Transfer Date:** (empty)
- Destination (Location):** (empty)
- Destination (Other):** (empty)
- Bar Code (f8):** (empty)
- Shop Price:** (excl. VAT) 0.000, (incl. VAT) 0.000, RRP (incl. VAT) 0.000 €
- Cost Price:** (excl. VAT) 0.000
- Qty.:** 0, Qty. Available: 0
- Add (f5) >>** button
- Table:**

Bar Code	Article Name	Qty.	Unit Cost	Total Cost	
8000000010353	4+ EGG+ 1KG ZABAIONE	6.00	0.000	0.00	
8000000000798	4+ CUT FOR HIM+ 120C	6.00	0.000	0.00	
80000000041777	4+ FORCE BAR CHOCOLA	24.00	0.000	0.00	
- Remove** button

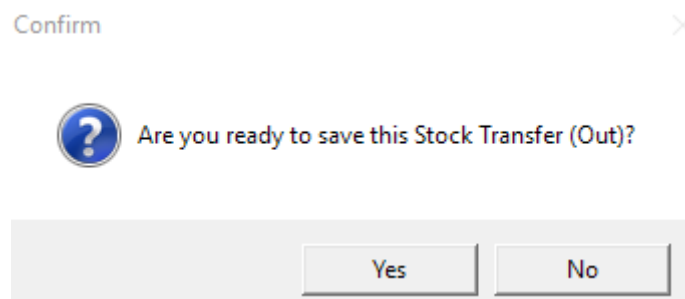
STEP 3

Now similarly to when keying in the purchase invoice, enter the articles and quantities you want to transfer out.

Should you need to remove an article from the list just highlight and press the remove button.

STEP 4

When all the items being returned are keyed in, press the save button.

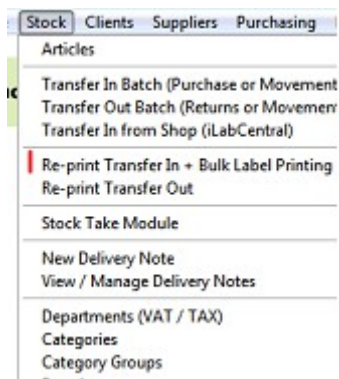


The system will ask you whether to print a Supplier Credit Note. You can print this Credit Note and ask the supplier to sign it when collecting back the returned stock.

2.5 Purchase Invoice History and Printing barcodes in bulk by invoice

Any purchase invoice you input is retained in the system and be referred to in the future. Further more, you can print barcode labels for all items in a purchase invoice in bulk.

Go to Stock >> Reprint Transfer in + Bulk label printing



You will automatically be shifted to the bottom of the list where you will see the last invoice you keyed in. You can now search for past invoices by the various criteria at the top. Each time you specify some search criteria, click on the blue arrows to refresh the result list.

The screenshot shows the 'RE-PRINT STOCK TRANSFER IN (PURCHASE INVOICE)' interface. At the top, there are navigation icons and a 'Refresh Button' (blue arrow) pointing to the search criteria fields. The search criteria fields include: Supplier, Invoice No. (with a blue arrow pointing to it and the text 'Search Criteria'), Between (// // and // //), System Ref., Transfer In Type (dropdown menu with '****ALL****'), and Description. Below the search criteria is a table with the following data:

Date	System Ref.	Supplier	Description	User	Invoice No.	Qty.	Total Cost (exc)	Total Addit. Cos	Type
01/06/2018	222018M	C-PLANET IT SOLUTIONS	C-PLANET IT SOLUTIONS LT	ADM	18795	4.000	67.39	30.00	Purchase

A blue arrow points to the first row of the table with the text 'Result List'. At the bottom of the interface, there are several buttons: 'Print Labels', 'Preview', 'Print (...)', 'Export Detail', and 'Edit Header'. A blue arrow points to these buttons with the text 'Action Buttons'.

Once you locate the invoice you desire, you can click on "Preview" to view it on screen, or "Print" to reprint it. You can also export the invoice to excel by clicking on "Export Detail". If you wish to amend the header detail, such as the Invoice Number or the Supplier, click on "Edit Header".

Kindly note that like sales invoices, purchase invoices cannot be amended. To correct a mistake you need to make an adjustment which clearly shows a trace of what went on.

If you wish to print labels for all products in that invoice, click on "Print Labels". You will see all the items you transferred in for the selected invoice, with the option to print them all at one go, or a few at a time.

User: ADM **TRANSFER STOCK IN - PRINT LABELS** Terminal: Shop

Bar Code	Article Ref.	Article	Selling incl. VAT	Qty. to Print
887850210380	L369344	SALO PLASTIC SHELF X10	3.500	4

Title:

Sub-Title:

Barcode Type:

Label Size:

Printer:

2.6 Correcting Mistakes on a Purchase Invoice

It can happen that after you save a purchase invoice, you realise that you made a mistake. To limit abuse, once a purchase invoice is saved, the quantities and cost prices cannot be changed. However you can make a reversal and re-input.

2.6.1 Reversing a purchase invoice in full

If you wish to reverse a whole purchase invoice, take note of the "System Ref. Number", and reverse it from "Tools" >> "Reverse Stock Transfer In". An exact reversal of the Purchase Invoice will be created, after which you can re-input the purchase invoice.

2.6.2 Adjusting the cost price

If you made a mistake on the cost price of an item (or more), start a new purchase invoice and specify the same invoice number. Take a look at the example below.

Bar Code	Article Name	Qty.	Unit Cost (ex VAT)	Unit Addit. Cost	Total Cost (Ex VAT)	Discounted Cost	
900005	ARC PEN DRIVE 8GB	-10.00	4.000	0.000	-40.000	-40.000	Remove
900005	ARC PEN DRIVE 8GB	10.00	3.000	0.000	30.000	30.000	Modify
							View Article

In the example shown, 10 items were purchased at EUR 4.00 excl. VAT per unit. However the actual cost price was EUR 3.00 per unit. We specified +10 at EUR 3.00 and -10 at EUR 4.00.

Once you save, both the stock quantities and the average cost price is adjusted accordingly.

Note that in older versions of iLabPOS, you will not be able to specify a negative quantity. In such cases, specify 1, then modify it to the negative quantity after.

2.6.2 Adjusting the Quantities

If you made a mistake on the quantity, start a new purchase invoice and specify the same invoice number. If you need to include more items, add with a positive quantity. If you need to reduce items from the invoice, add with a negative quantity.