



iLabPOS – Importing Articles through Excel (XLS 3)

Version 1.1

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1. Introduction

iLabPOS has various Excel Templates which can be used to import or manipulate data. The articles import template can be used to import new articles (Products) or update existing ones.

The unique key for an article is the barcode. Hence, when importing an articles excel sheet, the system will lookup each barcode you provided in the excel sheet. If the barcode exists, it will update it with any details you have in the excel sheet. If the barcode does not exist, it will create a new product with that barcode and with whatever details you specified.

The articles import template does not include any stock quantities. A separate template exists for stock quantities. Hence you can import the same excel sheet twice or as many times you wish or need without any negative repercussion.

**** Important: Using Excel Sheets to import data is restricted to Advanced Users Only.*

**** If you are not sure of what you are doing, seek assistance.*

**** Always take a backup before running any Imports from Tools >> Backup*

**** Import Sheets should always be saved as Excel 5/95*

2. The Articles Excel Template

iLabPOS understands a specific Excel Template only. This excel template has a number of columns in a specific order. It is very important not to remove any columns from the template, or to change the order.

You can download the latest template from this link:

http://www.ilabmalta.com/ilabposmanual/templates/iLabPOS_ArticlesImport_Template_3.xls

You can also generate the template from iLabPOS by going to "Import / Export" >> "Template Generator". Then click on "Template 3", and save the empty template somewhere on your PC, such as your desktop.

However the template downloaded from our website is slightly better as it has colours to represent mandatory columns (Red and Blue) and also has automatic formatting to 3 decimal places for prices.

Following is a list of each column found in the articles excel template, explained in further detail.

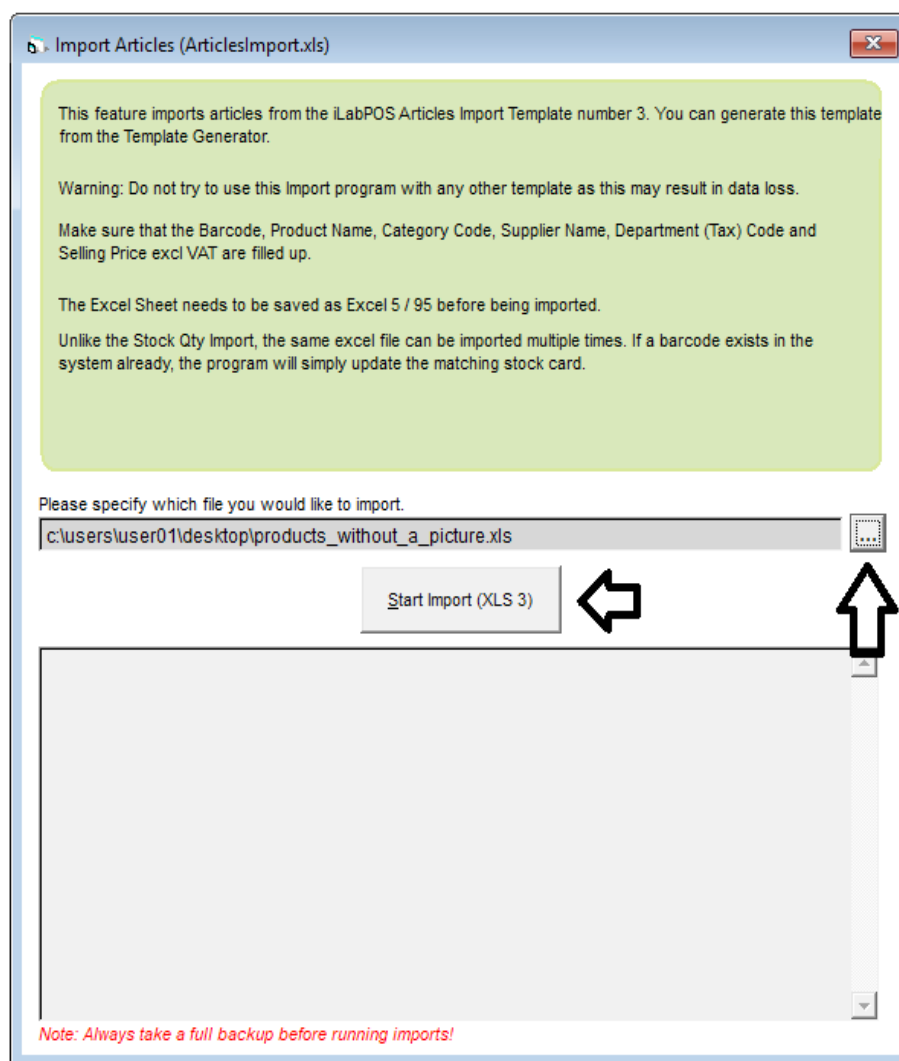
Column Name	Description	Mandatory
Barcode	Barcode or a unique item code such as the product reference if it does not have a barcode. Maximum 20 characters	YES
Description	The name of the product which will appear on the receipt. Should be 30 characters or less. In case of clothes, it is suggested to include the color and size here. In case of foods, include the weight or size when applicable, such as "Coca Cola 1 Ltr" and "Coca Cola 2 Ltrs".	YES
Supplier	The name of the supplier exactly as it is being inputted in iLabPOS. Maximum 50 characters	YES
Category	The category code exactly as it has been inputted in iLabPOS. Maximum 10 characters	YES

Department	VAT Rate. Specify E for Exempt (0%), F for Full (18%), R for Reduced (5%) 1 Character	YES
Cost_Price_Excl	Your cost price excluding VAT. You can use up to 3 decimal places for accuracy. (Specify 0 if you do not know it at the time of input)	YES
selling_1_excl	Your first selling price (usually the shop price) excluding VAT. It is important to use 3 decimal places for accuracy.	YES
selling_2_excl	Your second selling price (usually the wholesale price) excluding VAT. You can use up to 3 decimal places for accuracy. Leave empty if you are not selling wholesale.	
selling_3_excl	Your third selling price (used in particular cases) excluding VAT. You can use up to 3 decimal places for accuracy. Leave empty if not needed	
selling_4_excl	Your fourth selling price (used in particular cases) excluding VAT. You can use up to 3 decimal places for accuracy. Leave empty if not needed	
consumer_price	The RRP (Recommended Retail Price). This is used when selling wholesale to advise your customer how much a product sells off the shelf. It can also be used for the "You Saved" feature, to show your customers how much they are saving when purchasing a product. The RRP needs to be specified including VAT.	
reorder_point	The lowest amount of stock quantity before you want to re-order.	
reorder_qty	The quantity of stock you normally re-order	
color	The color of the product. This is mostly used for variants. Unless otherwise advised, colour should always be included with the item description. Maximum 30 characters	
size	The size of the product. This is mostly used for variants. Unless otherwise advised, size should always be included with the item description. Maximum 20 characters	
articleref	The product reference code. This is normally the supplier or manufacturer product code. Maximum 20 characters	
longdescription	A longer description of the product. This is normally only used when iLabPOS is integrated with an online shop.	

	Maximum 60 characters	
additionalcost	Included only for backwards compatibility. Do not use.	
brand	The brand name of the product exactly as it has been inputted in iLabPOS.	
shelf	The name of the shelf where the product is found, normally used in a warehouse. Maximum 30 characters	
pellet_qty	The quantity of this product found in a Pallet.	
case_qty	The quantity of this product found in a Case.	
nonstockable	Specifies that this product is a non-stockable item, such as a service you provide. Such products are then excluded from stock reports. Specify "YES" if is a non-stockable item, otherwise leave it empty or specify "NO".	
selling_5_excl	Your fifth selling price (used in particular cases) excluding VAT. You can use up to 3 decimal places for accuracy. Leave empty if not needed	

3. Importing the Excel Sheet

To import your excel sheet, first make sure it is saved as **"Excel 5" or "Excel 95"** and that it is closed. Then in iLabPOS go to "Import/Export", "Import Articles". Click on the button with 3 dots and locate the file you are importing. Then click on "Start Import (XLS 3)".



The software will first check your excel sheet for any missing information or mistakes. Usual mistakes are spelling mistakes in supplier names or category codes. The supplier name needs to exist and match exactly with how it is inputted in iLabPOS. Same goes for the category code.

Once verified, iLabPOS will import the articles accordingly.

4. Export and Re-Import

Let us say for example you wish to change the selling price of all products from a particular supplier, or from a particular brand. Normally you would need to edit each and every product in iLabPOS, which can be quite a lengthy process. Doing something like that from excel can be much faster.

In iLabPOS you can export all your products, or a subset of products by particular criteria to an excel sheet which is already prepared for re-import. You will make the necessary changes in this excel sheet, and then you can re-import everything back in iLabPOS when you are done.

To export your articles for eventual re-import, go to "Import / Export" >> "Export Articles".

Export Articles

This feature exports articles from iLabPOS to an Excel Sheet. If you need to make bulk changes to your articles, you can export a sheet (for import), make the required changes, and re-import everything back through the article import utility.

The export utility does not modify any data, it only makes a copy to excel.

The exported file can also be used to refresh article data between shops which are not connected via iLabCentral.

Supplier: *** ALL SUPPLIERS ***

Category Group: *** ALL CATEGORY GROUPS ***

Category: *** ALL CATEGORIES ***

Brand: *** ALL BRANDS ***

Include discontinued articles

Export (Raw Format) Export (For Import)

If you wish to work on all articles, simply click on the button "Export (For Import)". Otherwise first choose which articles to export by Supplier / Category / Brand. iLabPOS will prompt you where you will be saving the excel sheet. Save the excel sheet, make the necessary changes, and re-import it back following the same instructions as on Chapter 3.