

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

From time to 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



1. Bulk Price Tool

is suggested that y	ou make a backup before pro	ceeding!					
et Price 2 (Ex	xcl. VAT) Equal To Price 1 (Excl. VAT) - 10.00 %						
iclude only items in	this Category	004 - COLD DRIN	IKS	-			
nclude only items fr	om this Supplier						
		ALL SUPPLIE	KS ***	<u> </u>		Defeat	
clude only Items in	this Tax Category	*** ALL DEPART	IENTS ***	_	<u></u>	Refresh	
Barcode	Article	Cost (Excl)	Selling 1 (Excl)	ISelling 2 (Excl)	Selling 3 (Excl)	ISelling 4 (Excl)	IRRP (Incl)
Barcode	Article	Cost (Excl)	Selling 1 (Excl)	(Selling 2 (Excl)	[Selling 3 (Excl)	ISelling 4 (Excl)	IRRP (Incl)
Barcode 8928389299	Article COCA COLA 500ML	Cost (Excl) 0.610	Selling 1 (Excl) 1.017	Selling 2 (Excl) 0.915	Selling 3 (Excl) 0.000	Selling 4 (Excl) 0.000	0.000
Barcode 8928389299 938458345-B	Article COCA COLA 500ML FANTA 500ML	Cost (Excl) 0.610 0.900	Selling 1 (Excl) 1.017 1.017	Selling 2 (Excl) 0.915 0.915	Selling 3 (Excl) 0.000 0.000	Selling 4 (Excl) 0.000 0.000	0.000 0.000
Barcode 8928389299 938458345-B 4960999974491-	Article COCA COLA 500ML FANTA 500ML B FITGAR 500ML	Cost (Excl) 0.610 0.900	Selling 1 (Excl) 1.017 1.017 2.000	Selling 2 (Exc) 0.915 0.915 1.800	Selling 3 (Excl) 0.000 0.000 0.000	0.000 0.000 0.000	0.000 0.000 0.000
Barcode 8928389299 938458345-B 4960999974491-	Article COCA COLA 500ML FANTA 500ML B FITGAR 200ML	Cost (Exc) 0.610 0.900	Selling 1 (Excl) 1.017 1.017 2.000	(Selling 2 (EXCI) 0.915 0.915 1.800	Selling 3 (Excl) 0.000 0.000 0.000	Selling 4 (EXCI) 0.000 0.000 0.000	0.000 0.000 0.000 0.000
Barcode 8928389299 938458345-B 4960999974491-1	Article COCA COLA 500ML FANTA 500ML B FITGAR 200ML	Cost (Exc) 0.610 0.900	Selling 1 (Excl) 1.017 1.017 2.000	Selling 2 (EXd) 0.915 0.915 1.800	Selling 3 (Excl) 0.000 0.000 0.000	Selling 4 (EXC) 0.000 0.000 0.000	0.000 0.000 0.000
Barcode 8928389299 938458345-B 4960999974491-1	Article COCA COLA 500ML FANTA 500ML B FITGAR #00ML	Cost (Exc) 0.610 0.900	Selling 1 (Excl) 1.017 1.017 2.000	Selling 2 (EXd) 0.915 0.915 1.800	Selling 3 (Excl) 0.000 0.000 0.000	Selling 4 (EXd) 0.000 0.000 0.000	RRP (Inc) 0.000 0.000 0.000

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

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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This tools allows yo t is suggested that y	u to change prices in bulk. Dis you make a backup before pro	scontinued articles a oceeding!	re not processed	1.			
Set Price 1 (E)	(cl. VAT) 💽 Equal To	Price 1 (Excl. VAT)	• + •	5.00 %	i.		
nclude only items ir	this Category	004 - COLD DRIN	KS	•			
nclude only items fr	om this Supplier	*** ALL SUPPLIE	RS ***	-			
nclude only Items in	this Tax Category	*** ALL DEPARTIN	IENTS ***	•		<u>R</u> efresh	
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heet below shows Barcode 8928389299	how the pricing will look like of Article	Cost (Excl) 0.610	ulk changes. Dis Selling 1 (Excl) 1.068	continued items Selling 2 (Excl) 0.000	are not included Selling 3 (Excl) 0.000	Selling 4 (Excl) 0.000	RRP (Incl) 0.000
heet below shows Barcode 8928389299 938458345-B	how the pricing will look like of Article COCA COLA 500ML FANTA 500ML	Cost (Excl) 0.610 0.900	ulk changes. Dis Selling 1 (Excl) 1.068 1.068	continued items Selling 2 (Excl) 0.000 0.000	are not included Selling 3 (Excl) 0.000 0.000	Selling 4 (Excl) 0.000 0.000	RRP (Incl) 0.000 0.000
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Barcode 8928389299 938458345-B 4960999974491-	how the pricing will look like of Article COCA COLA 500ML FANTA 500ML B FITGAR 500ML	Dince you apply the b Cost (Excl) 0.610 0.900 0.000	ulk changes. Dis Selling 1 (Excl) 1.068 1.068 2.100	Continued Items Selling 2 (Excl) 0.000 0.000 0.000	are not included Selling 3 (Excl) 0.000 0.000 0.000	Selling 4 (Excl) 0.000 0.000 0.000	RRP (Incl) 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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et RRP (Incl.	VAT) Equal To	Price 1 (Excl. VAT)	• + •	18.00 %	b		
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Barcode	Article	Cost (Excl)	Selling 1 (Excl)	Selling 2 (Excl)	Selling 3 (Excl)	Selling 4 (Excl)	RRP (Incl)
Barcode 8928389299	Article COCA COLA 500ML	Cost (Excl) 0.610	Selling 1 (Excl) 1.017	Selling 2 (Excl) 0.000	Selling 3 (Excl) 0.000	Selling 4 (Excl) 0.000	RRP (Incl) (1.200
Barcode 8928389299 938458345-B	Article COCA COLA 500ML FANTA 500ML	Cost (Excl) 0.610 0.900	Selling 1 (Excl) 1.017 1.017	Selling 2 (Excl) 0.000 0.000	Selling 3 (Excl) 0.000 0.000	Selling 4 (Excl) 0.000 0.000	RRP (Incl) 1.200 1.200
Barcode 8928389299 938458345-B 4960999974491-	Article COCA COLA 500ML FANTA 500ML B FITGAR 500ML	Cost (Excl) 0.610 0.900 0.000	Selling 1 (Excl) 1.017 1.017 2.000	Selling 2 (Excl) 0.000 0.000 0.000	Selling 3 (Excl) 0.000 0.000 0.000	Selling 4 (Excl) 0.000 0.000 0.000	RRP (Incl) 1 1.200 1.200 2.360
Barcode 8928389299 938458345-B 4960999974491-	Article COCA COLA 500ML FANTA 500ML B FITGAR 500ML	Cost (Exci) 0.610 0.900 0.000	Selling 1 (Excl) 1.017 1.017 2.000	Selling 2 (Excl) 0.000 0.000 0.000	Selling 3 (Excl) 0.000 0.000 0.000	Selling 4 (Excl) 0.000 0.000 0.000	RRP (Incl) 1.200 1.200 2.360
neer below \$10ws Barcode 8928388299 938458345-B 4960999974491-	Article COCA COLA 500ML FANTA 500ML B FITGAR 500ML	Cost (Excl) 0.610 0.900 0.000	Selling 1 (Excl) 1.017 1.017 2.000	Selling 2 (Exd) 0.000 0.000 0.000	Selling 3 (Excl) 0.000 0.000 0.000	Selling 4 (Excl) 0.000 0.000 0.000	RRP (Incl) 1 1.200 1.200 2.360

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.

changes to your and re-import ev	rts articles from iLabPOS to an Excel Sheet. If you need to make bulk articles, you can export a sheet (for import), make the required changes, ervthing back through the article import utility.
The export utility	does not modify any data, it only makes a copy to excel.
The exported file connected via iLa	can also be used to refresh article data between shops which are not bCentral.
Supplier	*** ALL SUPPLIERS ***
Category Group	*** ALL CATEGORY GROUPS ***
Category	004 - COLD DRINKS
Brand	*** ALL BRANDS ***
	Include discontinued articles Published on Web Shop Only
Export (F	Raw Format) Export for Import Export for Import - Web
Reading Data Export Aborted! Reading Data	iLab POS v3.968 Pro X
reading bata	

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 reimport 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.