

How to Set the Stock to Zero

!! PLEASE REMEMBER!!

This will remove all on=hand quantities...

If you need to recount stock for a department and wish to zero the quantity and start again:

1. Log in to myPOS back office
2. Select 'Back office' and then 'Sync Tills' - run through standard nightly procedure to download all latest stock entries
3. When complete select 'Stock Take'
4. Select 'Step 1' to take snapshot, answer Yes to overwrite any files if asked
5. Select yes to read all quantities
6. Select 'Stock Take' again and pick 'Step 2' to enter quantities
7. Click on 'Find record' and pick the option 'Show all for a department'
8. Pick the department e.g. 'Nails'
9. Click on the count column for the first item, enter 0 and press the enter key
10. Put in a zero for all items for that department (just keep repeating 0 and pressing enter)
11. Click on Exit when all entered
12. Select 'Stock Take' again and pick 'Step 4' to update files
13. Click on 'Update'

This will essentially mark all items in that department to an onhand of 0

Next you may want to count that department correctly, to do this:

1. Log in to myPOS back office
2. Select 'Back office' and then 'Sync Tills' - run through standard nightly procedure to download all latest stock entries
3. When complete select 'Stock Take'
4. Select 'Step 1' to take snapshot, answer Yes to overwrite any files if asked
5. Select Yes to read all quantities
6. Select 'Stock Take' again and pick 'Step 2' to enter quantities
7. Click on the left on 'Print List', select option 'List all uncounted for a department'
8. Pick the department e.g. 'Nails'
9. Print the report
10. Go and count the items, enter the count on the report
11. Click on 'Find record' and pick the option 'Show all for a department'
12. Pick the department e.g. 'Nails'
13. Click on the count column for the first item, enter quantity counted and press enter
14. Click on Exit when all entered
15. Select 'Stock Take' again and pick 'Step 4' to update files
16. Click on 'Update'