

Importing Opening Stock

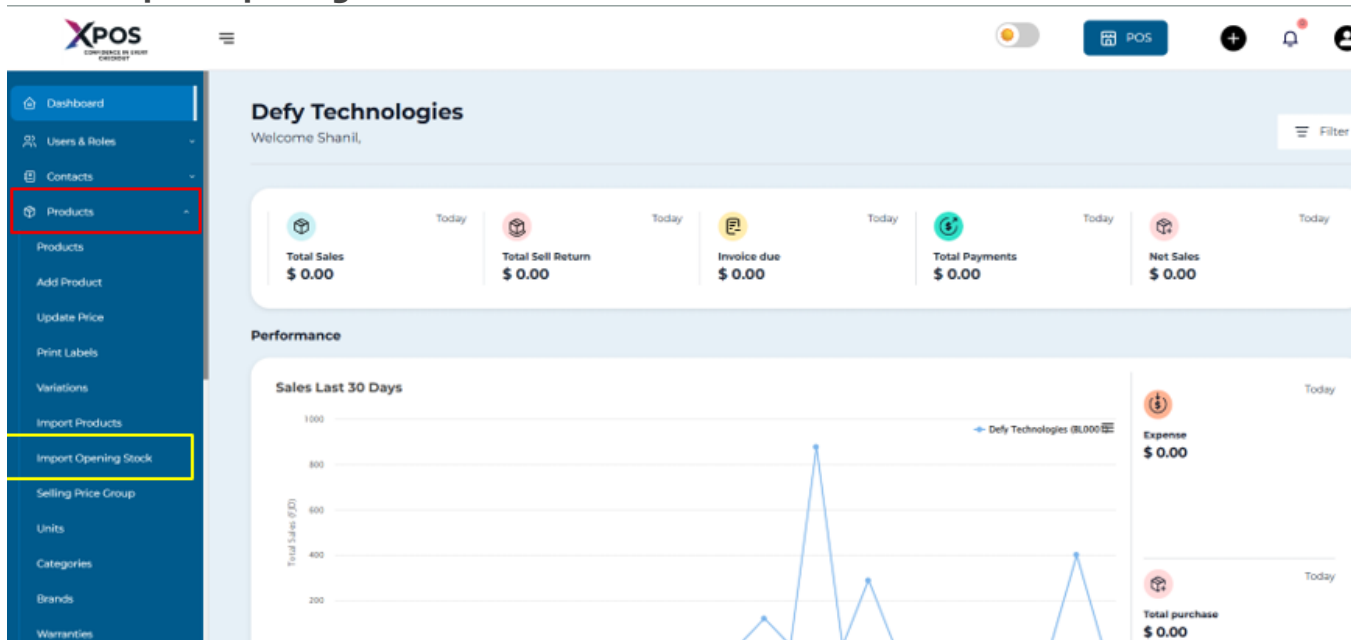
Import Opening Stock

Import Opening Stock allows you to upload the initial stock quantities for multiple products at once using a file, instead of entering them individually.

Importing Opening Stock

Follow the steps below to import opening stock:

1. Go to **Products**.
2. Select **Import Opening Stock**.



3. Download the sample import file (if required).

The screenshot shows the XPOS 'Import Opening Stock' page. On the left is a blue sidebar with a menu including Dashboard, Users & Roles, Contacts, Products, Add Product, Update Price, Print Labels, Variations, Import Products, Import Opening Stock (highlighted), Selling Price Group, Units, Categories, Brands, and Warranties. The main content area has tabs for Stock Transfers, Stock Adjustment, and Import Opening Stock. Below the tabs is the 'Import Opening Stock' header and 'Stock Manager' sub-header. A 'File To Import:' section contains a 'Choose File' button and the text 'No file chosen', followed by a blue 'Submit' button. A green button labeled 'Download template file' is highlighted with a red box. Below this is an 'Instructions' section with a paragraph: 'Follow the instructions carefully before importing the file. The columns of the file should be in the following order.' This is followed by a table with 3 columns: Column Number, Column Name, and Instruction.

Column Number	Column Name	Instruction
1	SKU (Required)	
2	Location (Optional) If blank first business location will be used	Name of the business location
3	Quantity (Required)	
4	Unit Cost (Before Tax) (Required)	
5	Lot Number (Optional)	
6	Expiry Date (Optional)	Stock expiry date in Business date format mm/dd/yyyy

4. Enter the opening stock quantities in the file.

5. Upload the completed file.

6. Click **Submit** to apply the changes.

This screenshot is identical to the previous one, showing the XPOS 'Import Opening Stock' page. In this view, the 'Submit' button is highlighted with a red box, indicating the final step in the process.

The uploaded quantities will be recorded as the opening stock for the corresponding products.

Editing Imported Opening Stock or Setting It to Zero

If opening stock has already been imported and needs adjustment, follow the steps below.

Adjust Imported Opening Stock

1. Navigate to **List Products**.

2. Click **Products > Import Opening Stock**.
3. Prepare a new import file with adjustment values.
4. Enter the adjustment quantity:
 - Use a **positive value** to increase stock.
 - Use a **negative value** to reduce stock.
5. Upload the file and complete the import.

Adjustment Examples

- If the existing opening stock is **10**:
 - Enter **-10** to reduce the stock to 0.
 - Enter **-4** to adjust the stock to **6**.
 - Enter **5** to increase the stock to **15**.

The system updates stock based on the adjustment values provided in the import file.

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