

Adding stock from the till

How to book a delivery in, or correct a count, using the orange **Stock Counts** button on the left side of the till.

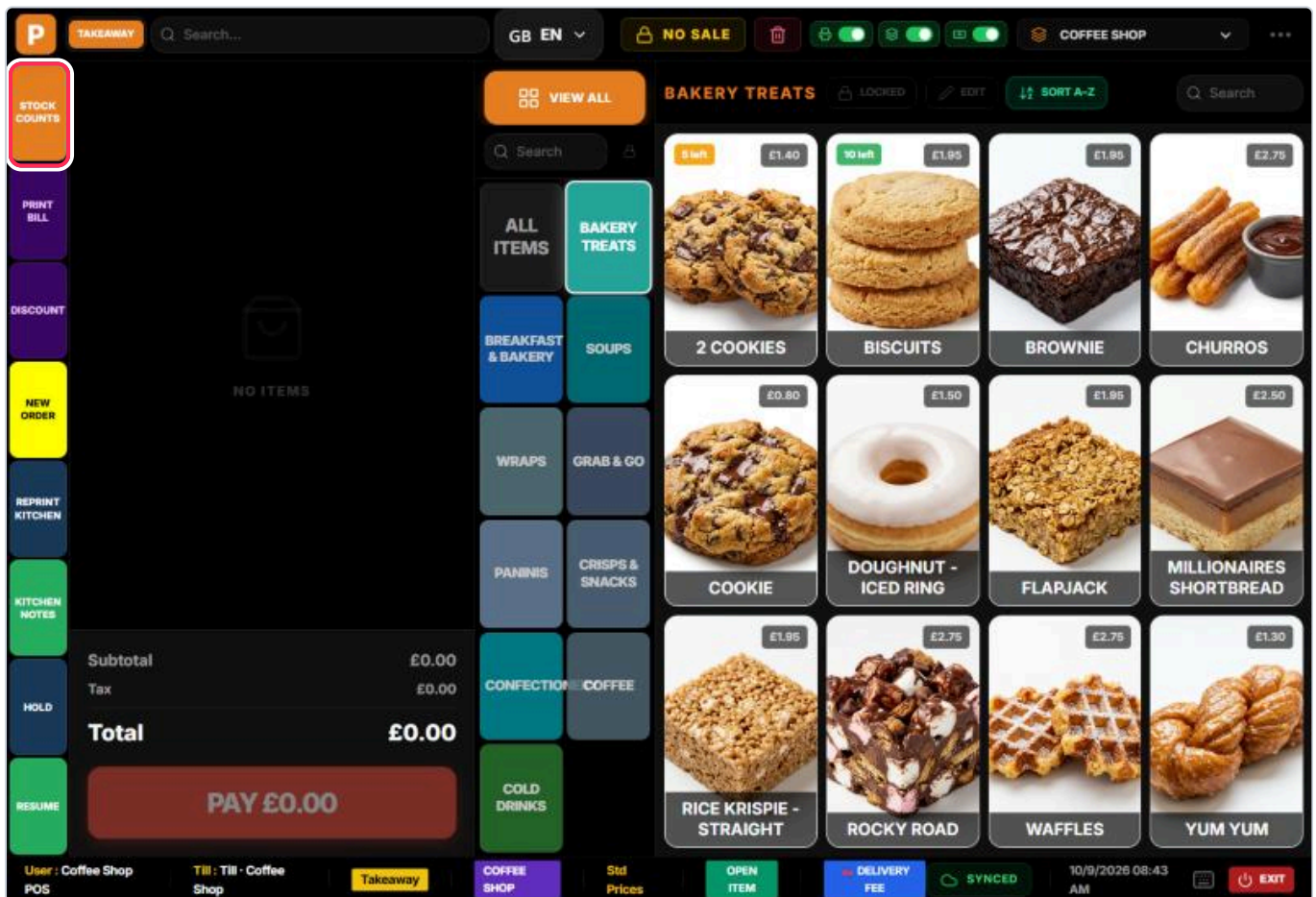
Screenshots taken on a live till at app.posso.co.uk, 9 October 2026. Your products and stock locations will be different. On some sites the button is labelled **Stock Management**.

The short version

- Tap **STOCK COUNTS** at the top of the left side bar.
- Open the category, then tap **STOCK** next to the product.
- On **your location's row**, type how many arrived in the **Receive** box and tap **IN**.
- Tap **×** **CLOSE** to go back to the till.

1 Tap Stock Counts

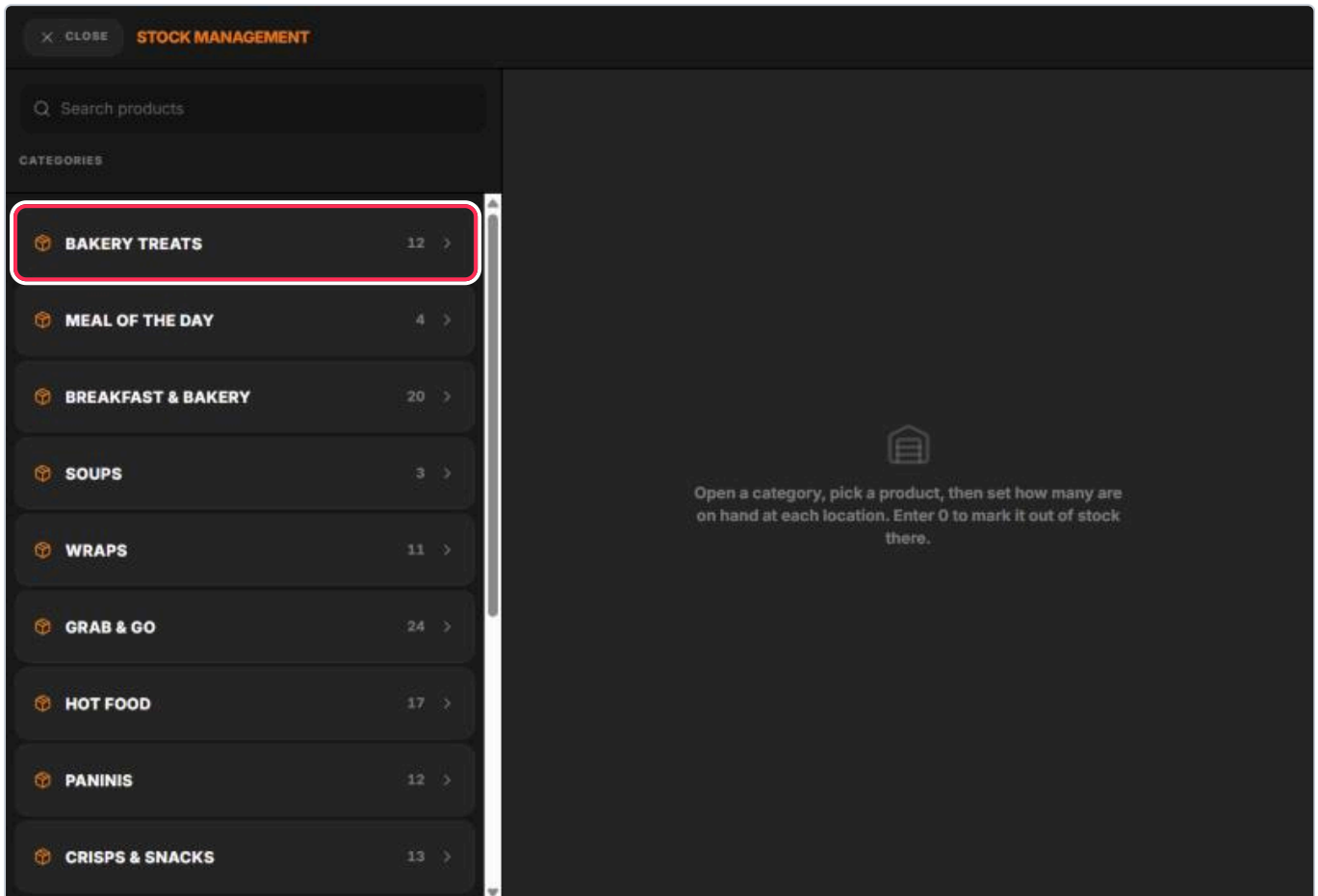
On the till screen, the orange **STOCK COUNTS** button is the first button in the left side bar. Tap it. You do not need to start or finish an order first.



2

Open the category

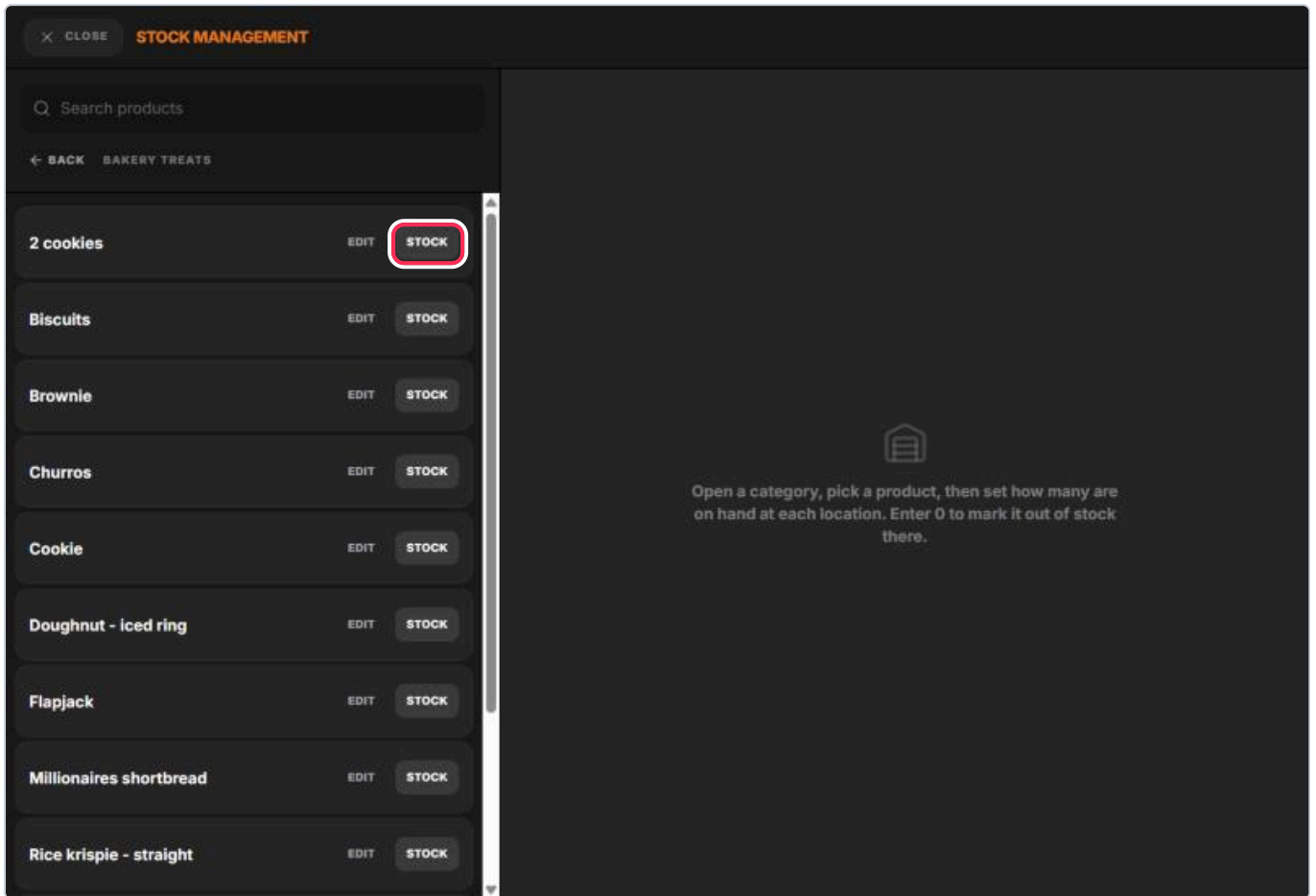
The **Stock Management** screen opens over the till. Tap the category the product is in, for example **Bakery Treats**. The number on the right is how many products are in that category.



3

Tap STOCK next to the product

Find the product and tap its **STOCK** button. Leave **EDIT** alone: that opens the product's price and settings, not its stock.



4 Find your location's row

The white panel shows one row for each stock location your site has set up (three in this example). **On hand** is what the system thinks is there now. Work on the row for the location where the stock physically is.

CLOSE

STOCK MANAGEMENT

Q Search products

← BACK BAKERY TREATS

2 cookies

EDIT

STOCK

Biscuits

EDIT

STOCK

Brownie

EDIT

STOCK

Churros

EDIT

STOCK

Cookie

EDIT

STOCK

Doughnut - Iced ring

EDIT

STOCK

Flapjack

EDIT

STOCK

Millionaires shortbread

EDIT

STOCK

Rice krispie - straight

EDIT

STOCK

EDIT STOCK LEVELS

2 cookies

EDIT PRODUCT

STOCK LEVELS

On-hand for this product, and for anything on its recipe.

2 cookies

1 sale uses 1 each

On site: 16 each No cost per unit yet

LOCATION	ON HAND	COUNT	RECEIVE
	2 each	2 COUNT	0 IN
Spectrum	10 each	10 COUNT	0 IN
Coffee Shop	5 each	5 COUNT	0 IN
Unassigned	-1 each	-1 COUNT	0 IN

5 Type the amount and tap IN

In the **Receive** box on your row, type how many have arrived, then tap the green **IN** button. In this example 12 cookies are being added to the Coffee Shop, which takes it from 5 to 17.

The screenshot shows a 'STOCK MANAGEMENT' screen with a list of products on the left and a detailed view of '2 cookies' on the right. The '2 cookies' view shows a table of stock levels across different locations. The 'Coffee Shop' row is highlighted, and the 'RECEIVE' column for that row shows a value of 12, which is being entered into the 'RECEIVE' box. The 'ON HAND' column for 'Coffee Shop' shows 5, and the 'COUNT' column shows 5. The 'RECEIVE' button is green and labeled 'IN'.

LOCATION	ON HAND	COUNT	RECEIVE
	2 each	2	0
Spectrum	10 each	10	0
Coffee Shop	5 each	5	12
Unassigned	-1 each	-1	0

It saves the moment you tap

There is no "are you sure?" step. Check the number and the row before you tap **IN**. When it has saved, the Receive box empties and **On hand** shows the new total.

6

Close and check the till

Tap **✕ CLOSE** at the top left to return to the till. Products that are being counted show a small badge such as **5 left** on their tile. On a site with more than one stock location, each till shows the figure for its own location, not the site total.

Receive or Count: which one?

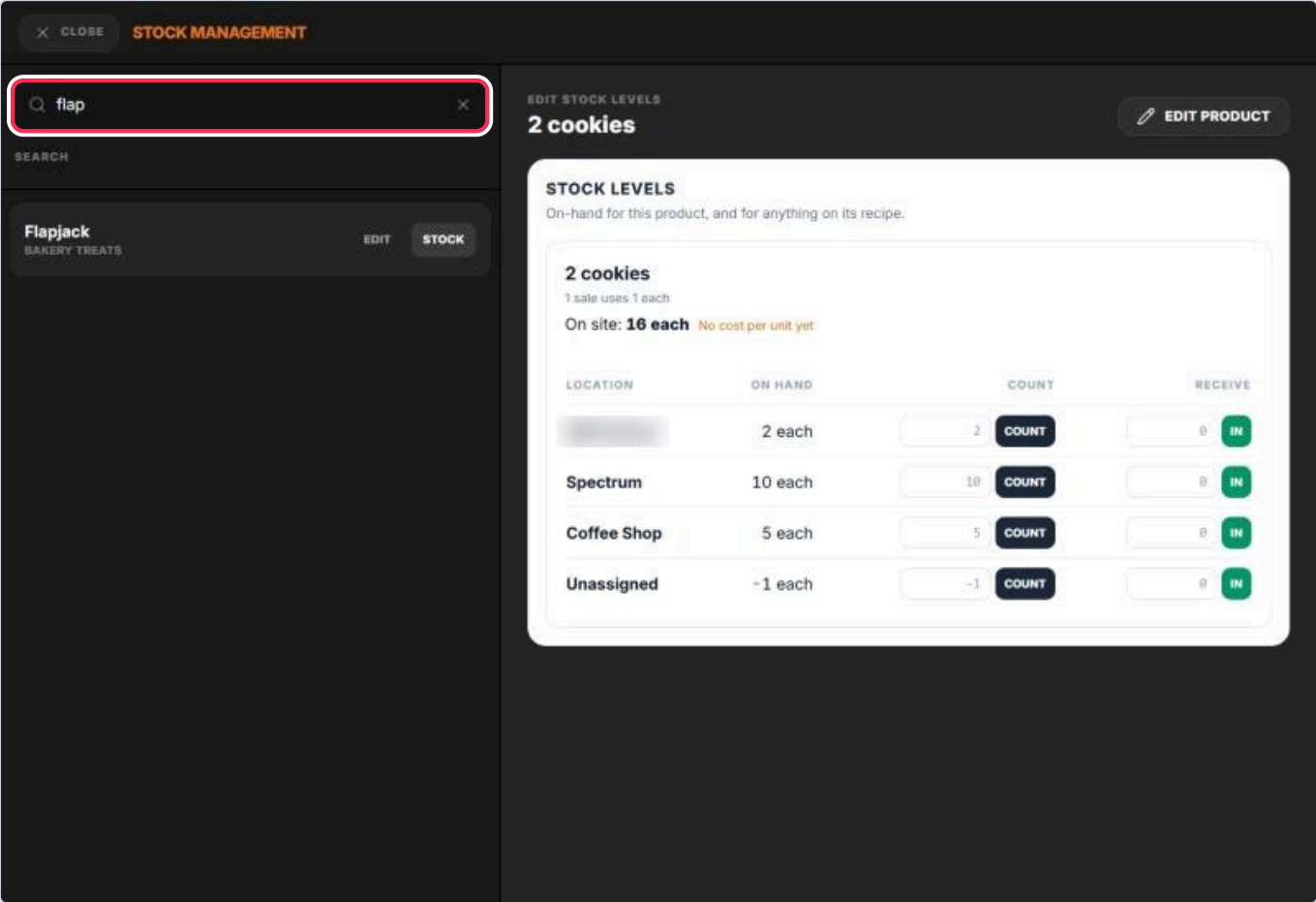
You want to...	Use
Add a delivery to what is already there	Receive box, then IN . Type only what arrived (12 arrived → type 12).
Correct the figure after counting the shelf	Count box, then COUNT . Type the total you counted (17 on the shelf → type 17). This replaces the On hand figure.
Mark it sold out at your location	Count box, type 0 , then COUNT .

Made a mistake? There is no undo. Count the shelf and use **COUNT** to set the right figure.



Quicker: search for the product

Instead of opening a category, tap **Search products** at the top and type part of the name. Then tap **STOCK** as before.



? If something looks different

What you see	What to do
"Stock isn't set up yet" and a green Count this product button	This product has never been counted. Tap Count this product once; the location rows then appear and you can carry on from step 4. Only do this for items bought in ready to sell.
A row called Unassigned	Stock that is not tied to a location. Do not add deliveries there; use your own location's row. Tell your manager if it shows a minus figure.
No Stock Counts button on the side bar	Your login does not have stock permission, or the button has been hidden. Ask your manager.
"Receive failed" or "Count failed"	Nothing was saved. Check the till shows SYNCED at the bottom and try again.
The till badge has not changed	Check you added to the right location's row. A till only shows its own location's figure.

