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IQ CONSOLIDATED ORDERING

P R E F A C E

This is the IQ Consolidated Ordering guide for IQ Retail (PTY) Ltd Accounting Software Systems. It will cover in detail, the technical aspects which are applicable to the IQ Enterprise 7 Accounting Software system.

The IQ Consolidated Ordering document will by no means make an expert of you, but it will aid in configuration of the IQ Consolidated Ordering for it to function correctly with the IQ Enterprise 7 Accounting Software system.

Although every effort has been made to keep this IQ Consolidated Ordering document up to date, some of the screen examples may not be 100% the same as the ones reflected in previous versions of IQ Consolidated Ordering. This is due to the continuous development and improvement of the IQ Consolidated Ordering.

Unfortunately, there will be a discrepancy from time to time. We do apologize for the inconvenience that it may cause.

Should you feel that the IQ Consolidated Ordering document is inadequate or requires further explanation or more and better examples, please feel free to email us.

We would love to have some feedback to improve the IQ Consolidated Ordering document in some way or another.

Regards,

IQ Retail (PTY) LTD

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IQ CONSOLIDATED ORDERING

INTRODUCTION

Before the user can start with IQ Consolidated Ordering, he needs to understand the difference between the DC (Distribution Center) ordering method and the Branch ordering method, as this will determine what needs to be done in every individual system.

DC ORDERING

This method is used when the DC orders stock items on behalf of branches and/or for itself. The DC will prepare the Consolidated Order, generate a Purchase order and then Receive the stock items. The DC will then do a Stock Transfer to transfer stock items out to each branch as per the Consolidated Order. If the system is setup to Auto Transferring, the system will prompt you to transfer the stock automatically after the Good Receiving is done.

Each branch only must Transfer the stock items in from the DC.

BRANCH ORDERING

This method is used when a branch or head office orders stock items for multiple branches. The Consolidated order is done in one branch, but the system automatically creates separate purchase orders in each branch for the stock ordered. Each branch will do its own goods receiving.

WHAT IS CONSOLIDATED ORDERING?

The IQ Enterprise Consolidated Ordering module is an additional ordering module which is accessed from within the IQ Enterprise system. This module allows the user to generate Consolidated Order documents for multiple companies or branches in its Stock Group, convert them to Purchase Orders and GRV those Purchase Orders. It is used in conjunction with the Stock Grouping and Centralized Creditors features provided by the IQ Enterprise system.

This is very helpful when you have for example one warehouse that orders the stock for multiple of the company's branches. One Consolidated order is created and the system keeps track of which branch should get what quantity of the ordered stock items and automatically transfers the stock to the correct branch.

This document will discuss the following elements: Setup and Creation of Standard Consolidated Orders, Setup and Creation of Style Management Consolidated Orders, Purchase Order Generation of DC (Dispatch Centre) and Branch Consolidated Orders, generation of GRV documents from Purchase Orders containing Consolidated Order information, and Automatic Stock Transfers.

NOTE: The user must synchronize the creditors and stock items in each of the companies.

NOTE: The user must setup the correct Auto Re-Ordering Formulas for all stock items in all the available companies for the Consolidated Ordering module to work correctly.

There are two methods of doing Consolidated Ordering:

STANDARD CONSOLIDATED ORDERING

Standard Consolidated Ordering provide for the ordering of any stock which needs to be ordered for the branches and or the warehouse.

STYLE MANAGEMENT CONSOLIDATED ORDERING

Style Management Consolidated Ordering provide for specific styles of stock to be ordered, for example for a quantity of brown size medium V-neck T-shirts to be ordered for multiple branches.

STANDARD CONSOLIDATED ORDERING

SETUP

The settings required for the use of Standard Consolidated Ordering within the system, can be setup within the Company Details module. Access the module by selecting the menu options: Utilities, Setup and Company Details.

CONTROL NUMBERS


Setup a document prefix on the Control Numbers tab. The Consolidated Orders Number and Prefix will be used to create a unique document identifier for each document created within the company.

Company Details | Company Logo | Control Numbers | Default Settings (1) | Default Settings (2) | Enterprise Settings | Closing Dates | Integration Accounts | Tax Rates | EMail | Extra Charges

Control Numbers

Control numbers should not be amended unless required. If amendments are required, please ensure that all users are logged out of the system. To enable editing of control numbers, click the Checkbox below.

Document Type	Number	Prefix	# Tabs when scanning
Invoice	323	INVHO	0
Credit Note	20	CRNHO	0
Quote	29	QTEHO	0
Sales Order	31	SALHO	0
Purchase Order	78	PURHO	0
Job Card	37	JOBHO	0
GRV Number	126	GRVHO	0
Return Note Number	11	RTSHO	0
Transfer Number	17	TRFHO	
Transfer Request Number	7	TRRHO	
Receipt No	67		
Cheque No	13		
Manufacturing Number	24	MANHO	
Batch Number	1	BTNHO	
Stock Take Number	8		
Deliveries And Collections Number	28	DACHO	
Sundry Issues and Receipts	18	SIRHO	
Claim	12	CLMHO	
Supplier Delivery Note	18	SDNHO	
Requests For Quote	0	REQHO	
Consolidated Orders Number	31	CONHO	



DEFAULT SETTINGS (1)

Enable Consolidated Ordering on the Default Setting (1) tab, by clicking on the "Enable Consolidated Ordering" tick box.

Company Details | Company Logo | Control Numbers | **Default Settings (1)** | Default Settings (2) | Enterprise Settings | Closing Dates | Integration Accounts | Tax Rates | EMail | Extra Charges

Default Settings - Page 1

To quickly find an option, start typing. Up and down arrows move between highlighted items.

<input type="checkbox"/> Force Negative stock check in RTS	<input type="checkbox"/> Enable Tender Screen Security	<input type="checkbox"/> Use Auto Manufacturing In invoicing
<input type="checkbox"/> Enable stock custom line colours	<input type="checkbox"/> Enable Supervisor Overrides on Tender Screen	<input type="checkbox"/> Auto-Generate References for Ledger Journals
<input checked="" type="checkbox"/> Allow preview on documents	<input type="checkbox"/> Stock Adjustment Confirmation	<input checked="" type="checkbox"/> Enable Wildcard / Partial Searching for Lookup Dialogs
<input type="checkbox"/> Do credit control on sales orders	<input type="checkbox"/> Link Major and Minor Departments	<input type="checkbox"/> Automatically Allocate to Oldest Balance
<input type="checkbox"/> Disable sales order control on COD Accounts	<input type="checkbox"/> Link Minor Departments and Stock Categories	<input type="checkbox"/> Allow Changing of Line Total in Processing Module
<input type="checkbox"/> Enable sales order picking slips	<input type="checkbox"/> Link Stock Categories and Stock Ranges	<input type="checkbox"/> Enforce Completion of User Defined Fields in Processing
<input type="checkbox"/> Update work in progress in ledger	<input type="checkbox"/> Enable Quotes & Purchase Order Indicator	<input checked="" type="checkbox"/> Enable Style Management
<input type="checkbox"/> Disable Credit Limit Check in Quotes	<input type="checkbox"/> Link Job card Number to Purchase Order	<input type="checkbox"/> Enable Cash Deposits in Order Modules
<input type="checkbox"/> Disable Credit limit Check in Job Cards	<input type="checkbox"/> Limit Quantity on GRV from Purchase Order	<input type="checkbox"/> Enable Easy Identification in Quotes
<input type="checkbox"/> Disable Credit limit Check in Sales Orders	<input checked="" type="checkbox"/> Enable External Charges	<input checked="" type="checkbox"/> Enable Consolidated Ordering
<input type="checkbox"/> Show Line Comments in Invoicing	<input checked="" type="checkbox"/> Disable Dot Matrix Advanced Printing Options	<input checked="" type="checkbox"/> Enable Consolidated Ordering Auto Transferring
<input type="checkbox"/> Show Line Comments in Credit Notes	<input type="checkbox"/> Enable Weekly Age Analysis Reports	<input type="checkbox"/> Relax Supplier Invoice No Checking (Limit To Supplier)
<input type="checkbox"/> Show Line Comments in Sales Orders	<input checked="" type="checkbox"/> Show Auto Generated Relations	<input type="checkbox"/> Enable GRV Control Total
<input type="checkbox"/> Show Line Comments in Purchase Orders	<input type="checkbox"/> Do order control on purchase orders	<input type="checkbox"/> Enable Multiple Beeps on Item Not Found Errors
<input type="checkbox"/> Show Line Comments in Quotes	<input type="checkbox"/> Print Debtors Receipts in Invoicing	<input type="checkbox"/> Enable Rebates
<input type="checkbox"/> Show Line Comments in Job Cards	<input type="checkbox"/> Enable Deliveries and Collections	<input checked="" type="checkbox"/> Enable EFT Validation
<input type="checkbox"/> Show Line Comments in GRV's	<input type="checkbox"/> Show Supplier Code in Processing Module	<input type="checkbox"/> Clear EFT Validation on End of Day
<input type="checkbox"/> Show Line Comments in RTS's	<input type="checkbox"/> Check for Duplicate Order Numbers in Processing Module	
<input checked="" type="checkbox"/> Enforce Price Lists if they exist	<input checked="" type="checkbox"/> Stock Multiple Bin Locations	
<input checked="" type="checkbox"/> Save History In Processing Module	<input checked="" type="checkbox"/> PDF Exports - Use Embedded Fonts	
<input checked="" type="checkbox"/> Automatically Log Off Supervisor after Invoice	<input type="checkbox"/> Use Rep Per Line Item In Processing Module	
<input type="checkbox"/> Allow Quotes on Inactive Accounts	<input type="checkbox"/> Auto-Populate Account Numbers	

ENTERPRISE SETTINGS

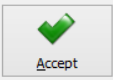
Select the Enterprise Settings Tab.

Company Details | Company Logo | Control Numbers | Default Settings (1) | Default Settings (2) | **Enterprise Settings** | Closing Dates | Integration Accounts | Tax Rates | EMail | Extra Charges

Settings

Centralised Ledger	001	
Branch Control	Trading Branch	
Setup & Maintain Branches	Click to Maintain	
Ledger Grouping For Trading Branches	001	
Setup & Maintain Trading Branch Groups	Click to Maintain	
Enable Dynamic Ledger Departments	Tick For Yes	<input type="checkbox"/>
Setup & Maintain Ledger Departments	Click to Maintain	
Default Ledger Department	CORP	
Centralised Debtors	001	
Centralised Creditors	001	
Centralise Sales Representatives	Tick For Yes	<input type="checkbox"/>
Enable Stock Group Synchronization	Tick For Yes	<input checked="" type="checkbox"/>
Stock Grouping	002	
Setup & Maintain Stock Groups	Click to Maintain	
Setup & Maintain Synchronization Options	Click to Maintain	
Stock Distribution Center	001	
Centralise Data Filters	Tick For Yes	<input checked="" type="checkbox"/>
Centralise Price Lists	Tick For Yes	<input checked="" type="checkbox"/>
Centralise Currency Tables	Tick For Yes	<input checked="" type="checkbox"/>
Centralise Stock Departments and Groups	Tick For Yes	<input type="checkbox"/>
Centralise Stock Adjustment Reason Codes	Tick For Yes	<input checked="" type="checkbox"/>
Prompt for Company in Processing Module	Tick For Yes	<input type="checkbox"/>
Centralise Vat Rates	Tick For Yes	<input checked="" type="checkbox"/>

Settings Information



When documents need to be created with the Branch Order Method, the user need to select the Centralized Creditors Company (to which the Creditors integrate). This should be the company from which all the creditors are available and where they are setup. All transactions will be stored in this company.

Enable Stock Group Synchronization which will ensure that all items added to the Consolidated Order are available in all selected companies.

Select the Stock Grouping, as only companies within the same stock grouping will be available for selection during the creation of a Consolidated Order.

If documents are created with the DC Order method, select the Stock Distribution Centre to indicate which company within the system is the DC.

CREATE A STANDARD CONSOLIDATED ORDER

The Consolidated Ordering module can be accessed from the IQ main menu by selecting Stock, Utilities and Consolidated Ordering.



Or by navigating to the Purchase Orders maintenance screen, selecting the Processing button and clicking on Consolidated Ordering.

The screenshot shows the iQRetail software interface. At the top, there is a menu bar with options: Processing, Debtors, Creditors, Stock, Ledger, Utilities, Support, Point of Sale, CRM, Windows, Help, Shortcuts. Below the menu bar, there are several control panels: 'Sort Order' with radio buttons for Account, Account Name, Document, Order Number, and Order Date; 'Show Which' with radio buttons for Invoiced Date, Changed Date, Int. Order Num, and Document Type; 'Select Layout' with radio buttons for Layout 1 through 6; and a 'Legend' section with status indicators for Not Invoiced, Partially Invoiced, and Fully Invoiced. An 'Available Filters' section is also present. The main area contains a table titled 'Data - Multiselect [OFF]' with columns: Document Number, Order No, Name, Account, Start Date, GRV Date, Changed Date, and Total. A context menu is open over the table, listing options: New, Edit, Delete, Copy, GRV, SDN, Imports, and Consolidated Ordering. At the bottom, there is a toolbar with icons for Visible Fields, Export, Filter, Search, User Data, Processing, Report Options, Reports, Auto Generate, SMS, and Multiselect.

Document Number	Order No	Name	Account	Start Date	GRV Date	Changed Date	Total
PURHO32		DDDD Distributors	DDD	01/09/2014	01/09/2014		117.65
PURHO33		DDDD Distributors	DDD	01/09/2014			586.24
PURHO37		DDDD Distributors	DDD	02/09/2014			615.60
PURHO38		XYZ Wholesalers	XYZ001	02/09/2014			14 154.28
PURHO39		XYZ Wholesalers	XYZ001	02/09/2014			9 804.00
PURHO40		DDDD Distributors	DDD	02/09/2014			513.00
PURHO41		DDDD Distributors	DDD	02/09/2014			1 140.00
PURHO42		DDDD Distributors	DDD	02/09/2014			615.60
PURHO43.1		DDDD Distributors	DDD	02/09/2014		04/09/2014	513.00
PURHO44.1		XYZ Wholesalers	XYZ001	02/09/2014		02/09/2014	51.30
PURHO48		XYZ Wholesalers	XYZ001	04/09/2014			4 560.00
PURHO49		XYZ Wholesalers	XYZ001	04/09/2014			500.18
PURHO52.2		XYZ Wholesalers	XYZ001	04/09/2014		05/09/2014	4 679.70
PURHO53.2		XYZ Wholesalers	XYZ001	04/09/2014		05/09/2014	9 362.13
PURHO55		ABC Whole Sales	ABC001	05/09/2014			899.20
PURHO56		ABC Whole Sales	ABC001	05/09/2014			433.20
PURHO57.1		Star Wholesalers	STAR001	05/09/2014		05/09/2014	1 151.40
PURHO61	CONHO4	DDDD Distributors	DDD	10/09/2014			4 332.00
PURHO71	CONHO19	Star Wholesalers	STAR001	16/09/2014			798.00
PURHO72	CONHO18	Star Wholesalers	STAR001	16/09/2014			399.00
PURHO73	CONHO14	Star Wholesalers	STAR001	16/09/2014			26 971.50
PURHO74	CONHO17	Star Wholesalers	STAR001	16/09/2014			50 084.96
PURHO77	CONHO17	Star Wholesalers	STAR001	17/09/2014			49 552.76

Both these methods will open the Consolidated Ordering module.

The screenshot shows the iQRetail software interface for the Consolidated Ordering module. The menu bar is the same as in the previous screenshot. The control panels are different: 'Colour Indicator' with 'Pending Approval' and 'Approved' options; 'Sort Order' with radio buttons for Document, Reference, Account, and Record Number; and 'Available Filters' with a 'Clear Filter' button. The main area contains a table titled 'Consolidated Orders - Multiselect [OFF]' with columns: Number, Document, Reference, Account, Method, Created, and Modified. A toolbar at the bottom includes icons for Select Visible Fields, Maintenance, Rebuild, Processing, Filter, Search, Export, Report, Generate Purchase Order, and Multiselect.

Number	Document	Reference	Account	Method	Created	Modified
10	CONHO10	Bulk Order	DDD	DC Order	15/09/2014 10:00:28	
11	CONHO11	Bulk Order	STAR001	DC Order	15/09/2014 10:22:00	
12	CONHO12	Std Order	STAR001	DC Order	15/09/2014 10:47:46	
13	CONHO13	Std Order	STAR001	Branch Order	15/09/2014 10:48:52	
14	CONHO14	Bulk Order 0010	STAR001	DC Order	15/09/2014 11:14:24	15/09/2014 16:24:24
15	CONHO15	Bulk Order 0001	STAR001	DC Order	15/09/2014 12:11:52	
16	CONHO16	Bulk Order	STAR001	DC Order	15/09/2014 12:16:43	17/09/2014 10:45:19
17	CONHO17	Bulk01	STAR001	DC Order	16/09/2014 09:32:24	17/09/2014 10:42:01
18	CONHO18	bulk 2	STAR001	Branch Order	16/09/2014 09:43:02	17/09/2014 10:44:59
19	CONHO19	Aldi	STAR001	DC Order	16/09/2014 10:53:45	16/09/2014 10:54:25
22	CONHO20	poijojoi	FC5001	DC Order	16/09/2014 12:22:34	17/09/2014 10:42:16
23	CONHO21	poijojoi	FC5001	DC Order	16/09/2014 12:24:09	
24	CONHO22	bulk Order	STAR001	DC Order	16/09/2014 12:24:27	
25	CONHO23	963	DDD	DC Order	16/09/2014 12:48:51	
26	CONHO24	Style1	STAR001	DC Order	16/09/2014 15:10:36	
27	CONHO25	STYLE1	ABC001	DC Order	16/09/2014 15:37:31	16/09/2014 15:48:27
28	CONHO26		ABC001	DC Order	16/09/2014 16:45:42	
29	CONHO27	StyleT1	ABC001	DC Order	17/09/2014 08:59:24	17/09/2014 09:14:33
30	CONHO28	STYLE12	ABC001	Branch Order	17/09/2014 09:17:11	17/09/2014 10:14:41
31	CONHO29	Style Order01	ABC001	DC Order	17/09/2014 11:06:09	25/09/2014 11:23:39
32	CONHO30	Style Order02	ABC001	DC Order	17/09/2014 11:26:49	17/09/2014 13:17:58
4	CONHO4	789	DDD	DC Order	15/07/2014 13:52:29	10/09/2014 16:20:21
5	CONHO5	Bulk Order T-shirts	STAR001	Branch Order	10/09/2014 12:44:05	17/09/2014 10:39:10
6	CONHO6	95959634	DDD	DC Order	11/09/2014 11:47:58	
7	CONHO7	Bulk Order	STAR001	DC Order	15/09/2014 09:50:16	
8	CONHO8	bulk Order	STAR001	DC Order	15/09/2014 09:53:35	
9	CONHO9	123	DDD	DC Order	15/09/2014 09:56:23	

BUTTON FUNCTIONALITY

SELECT VISIBLE FIELDS

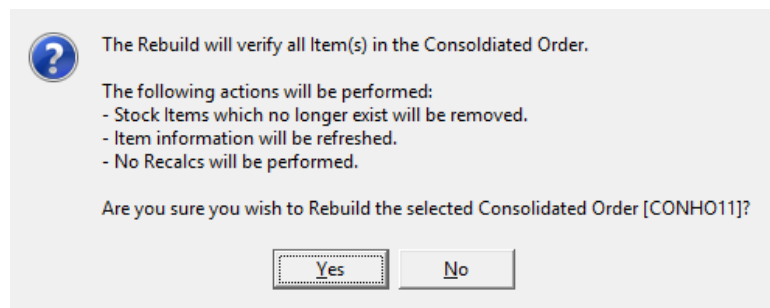
Allows the user to change the layout of the grid.

MAINTENANCE

The maintenance option allows the user to access the following maintenance elements: Stock, Colours, Sizes, Categories, Ranges, Styles, Size Groupings, Colour Groupings and Cycles.

REBUILD

The Rebuild option allows the user to rebuild the selected Consolidated Order. Once a Consolidated Order has been created the user has the option of rebuilding the document. When rebuilding a Consolidated Order, there are several actions that the system need to perform. The actions performed differ for standard and style management orders. Actions for the standard CO rebuild include:



All Stock items that were added to the Consolidated Order and which were afterwards deleted from the stock maintenance will be removed.

The following item information will be refreshed:

Fields to be Refreshed	
Fieldname	Field Description
Barcode	Barcode
GenCode	Generic Code
Descript	Description
SupplierCo	Supplier Code
Department	Department
SubDepartM	Minor-/Sub-Department
Category	Category
Range	Range
Style	Style
ColorMatrix	Colour Number
SizeMatrix	Size Number

The quantities specified per stock item per company will remain unchanged, as it is assumed that the quantities that have been specified are what is required.

NOTE: If the user has selected to rebuild a Consolidated Order that has been Approved, the rebuild will reset the status of the Consolidated Order to Un-Approved and the user will be required to Re-Approve the document before proceeding with the Purchase Order generation.

PROCESSING

The processing option allows the user to create a **new** Consolidated Order document, **edit** an existing document, **delete** the selected document or to **copy** the selected document.

FILTER

The filter option allows the user to filter for specific information on the Consolidated Orders grid.

SEARCH

The search option allows the user to search for specific information on the Consolidated Orders grid.

EXPORT

The export option allows the user to export information on the Consolidated Orders grid into any of the following formats CSV, TXT, HTML, XML and XLS(Excel).

REPORT

The Report option allows the user to Preview, Print or Design the Consolidated Orders list.

GENERATE PURCHASE ORDER

This option allows the user to generate a Purchase Order from the selected Consolidated Order document(s). If the user has selected to do a DC order, only one purchase order will be created in the DC system. If the user has selected to do a Branch order, the system will generate a purchase order in every company's system.

MULTISELECT

The MultiSelect option allows the user to switch the Multiselect functionality ON or OFF on the grid. The status is displayed at the top left within the caption of the grid. If the function is ON, it allows the user to delete multiple Consolidated Orders.

MAINTENANCE SCREEN

COLOUR INDICATOR

The colour options namely Black and Blue represent the two Colours displayed on the grid. If a document on the grid is Black, it indicates the document has not yet been approved for Purchase Order generation. If the document is displayed in Blue, the document has been approved and the user will be able to generate a Purchase Order from it.

SORT ORDER

The Sort Order box displays a list of available sort orders.

AVAILABLE FILTERS

The available filters box displays a list of filters that have been saved for use on the grid.

GRID INFORMATION



As documents are created they are added on the screen within the grid. The columns displayed on the grid contain the following information:

NUMBER

The record number of the document.

DOCUMENT

The document number of the document which consists out of a Consolidated Order Number and a Prefix as setup by the user.

REFERENCE

The Reference field contains a reference for the document, as entered by the user.

ACCOUNT

The Account is the Supplier Account that has been linked to the Consolidated Order.

METHOD

There are two ordering methods that can be used. The DC order or the Branch Order method.

CREATED

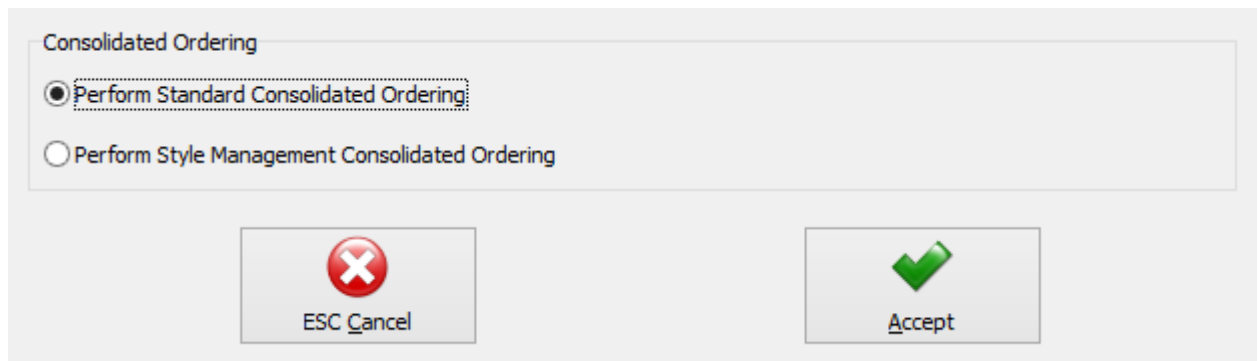
The Created field indicates the day and time the Consolidated Order was first created.

MODIFIED

The modified field indicates the day and time the Consolidated Order was last modified.

CREATING A CONSOLIDATED ORDER

Click on the Processing button and select the New option.



Consolidated Ordering

Perform Standard Consolidated Ordering

Perform Style Management Consolidated Ordering

ESC Cancel

Accept

Select the option to Perform Standard Consolidated Ordering and click on accept. (The Style Management Order will be discussed later in this document).

The user will be presented with an IQ Consolidated Ordering Wizard screen. This screen allows for the selection of a Supplier, Reference, Order Method and Companies, as well as for the adding of stock items and the manipulation of quantities to be ordered.

Consolidated Order Document Detail		Order Formula Information
Supplier Account	STAR001	Default: The order formula set up on the stock item in each company will be used to calculate the required quantities.
Document Number		Normal: Quantities will be calculated based on the Normal order formula.
Reference	Bulk Order T-Shirts	Replenishment: Quantities will be calculated based on the Replenishment order formula.
Order Method	Branch Order	Custom: Quantities will be calculated based on the selected custom order formula from the current company.
Last Executed	Never	Not To Use: No order formula will be used to calculate quantities.

Select Companies to be included in the Consolidated Order		
Company ID	Company Name	Include
001	IQ HO	<input checked="" type="checkbox"/>
002	IQ TAK1	<input checked="" type="checkbox"/>

Edit Ordering Formula	Utilities	Amendments	Add Items	Previous	Next	Recalculate	Save	Save & Exit	Approve & Exit

CONSOLIDATED ORDER DOCUMENT DETAIL

The detail section allows the user to select information which is global to the CO document:

SUPPLIER ACCOUNT

If the supplier number is known, the user can type it in, or the user can select a supplier from a list of Creditors setup in the Company.

DOCUMENT NUMBER

The system automatically generates a unique document number which consists of the Consolidated Order document number and a Prefix and is only visible after the "Next" button has been pressed.

NOTE: This field is not editable by the user.

REFERENCE

This field allows the user to enter a reference for the selected document.

ORDER METHOD

The order Method allows for the selection between two types of order methods which will be used when generating a Purchase Order from this document. The user can either select the DC order method or the Branch order method.

LAST EXECUTED

This field indicates when last a Purchase Order has been generated from the Consolidated Order.

ORDER FORMULA INFORMATION

This section provides information about the different order formulas selectable per stock item. The selected order formula is then used to calculate the required quantities for the stock item per company.

DEFAULT

The order formula set up on the stock item in each company, will be used to calculate the required quantities.

NORMAL

Quantities to be ordered will be calculated based on the Normal order formula.

REPLENISHMENT

Quantities to be ordered will be calculated based on the selected custom order formula from the current company.

CUSTOM

Quantities to be ordered will be calculated based on the selected custom order formula from the current company.

NOT TO USE

No order formula will be used to calculate the order quantities.


COMPANIES TAB

When creating a new Consolidated Order, the companies tab will be the first visible tab on the wizard. This is a list of companies found within the same Stock Grouping as the current company. When a company is selected to be included in the Consolidated Order, quantities will be calculated per stock item for the company. Select Companies by clicking on the check box in the include column or by right clicking on one of the lines and selecting the "Select All" option. To exclude all the companies available, from the Consolidated Order, select the "Deselect All" option.

The columns on the companies Tab contain the Company ID, The Company Name and indicates if the company should be included or excluded from the Consolidated Order.

After selecting the required companies, click on the "Next" button on the bottom of the screen. The system will evaluate the selection and display any errors if they occur. These errors found per selected company will prevent the user from continuing to the next tab. The errors include:

- Central Creditors need to be set to [CompanyID] to perform Branch Ordering.
*Error can only occur when Order Method has been set to Branch Order.
- Consolidated Ordering hasn't been enabled.
*Error can only occur when Order Method has been set to Branch Order.

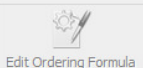











Supplier Account	STAR001
Document Number	
Reference	Bulk Order T-Shirts
Order Method	Branch Order
Last Executed	Never


Order Formula Information
Default: The order formula set up on the stock item in each company will be used to calculate the required quantities.
Normal: Quantities will be calculated based on the Normal order formula.
Replenishment: Quantities will be calculated based on the Replenishment order formula.
Custom: Quantities will be calculated based on the selected custom order formula from the current company.
Not To Use: No order formula will be used to calculate quantities.

Companies

Company ID	Company Name	Include
001	IQ HO	<input checked="" type="checkbox"/>
002	IQ TAK1	<input checked="" type="checkbox"/>

During the Company selection checking process, the Stock Distribution Centre for the company is also checked, if the Order Method has been set to DC Order. If the company does not match the selected Stock DC a warning will appear warning the user that they are trying to create a Consolidated DC Order within a non-DC branch. A security option is available which can be used to prevent a user from continuing without a security override.

 You are trying to create a DC Order in Company [002] which has not been set as the Distribution Center. Do you wish to Continue?

STOCK ITEMS TAB

After pressing the "Next" button, the next tab that will be displayed is the Stock Items tab. The grid contains the stock items that have been added to the Consolidated Order.

CODE

Displays the Stock Item code. This field is editable.

DESCRIPTION

The stock description as defined in the Item Maintenance section will be displayed.

BARCODE

Displays the Barcode of the Stock Item.

DEPARTMENT

Displays the Major Department of the Stock Item.

SUB-DEPARTMENT

Displays the Sub-department or the minor department of the Stock Item.

CATEGORY

Displays the Category of the Stock Item.

RANGE

Displays the Range of the Stock Item.

STYLE

Displays the Style Code of the Stock Item.

COLOUR

Displays the Colour Description of the Stock Item.

SIZE

Displays the Size Description of the Stock Item.

ORDER FORMULA

Displays the order formula to be used on the Stock Item. This field is editable.

FORMULA NUMBER

Displays the selected Formula Number on this Stock Item. This field contains a "-1" value when the order formula of the stock item has not been set to "Custom". When the "Custom" formula is selected, the index of the selected Formula Number will be displayed.

ADDING STOCK ITEMS

Items can only be added, edited and/or removed while on the Stock Items tab.

There are two methods which can be used to add items to the Consolidated Order:

The first method is by adding the items one-by-one on the grid, by selecting a stock code within the code field and entering through the grid.

NOTE: Once the stock item code has been entered, the rest of the fields are automatically completed with the information of the item as it was setup in the Stock Maintenance module. On Standard Consolidated Ordering, the user will only be able to edit the Order Formula on this screen. The user can click on the Order Formula for the item and select from the down arrow, Default, Normal, Replenish, Custom or Not To Use.

The second method of adding items allows the user to add items in bulk by pressing on the "Add Items" button. After clicking on the "Add Items" button, the IQ Consolidated Ordering Item Wizard will be displayed.

The "Filter Options" tab on the Wizard is split into two main sections:

DYNAMIC STOCK FILTERING OPTIONS

This section allows the user to apply different filtering ranges. When a range has been enabled (by ticking the selection box) its defined start and end range will be used to generate the required stock items. The "Additional Range" includes an option called "Exclude Items not from this Consolidated Order Supplier". This option filters on the Regular Supplier field on Stock Items with the same Regular Supplier as the Consolidated Order.

ORDERING FORMULA

The order Formula section allows the user to select an Order Formula for the batch. The customize button is only available when the Order Formula is set to "Custom" as it allows the selection of a "Custom" order formula to be used.

Press the Next button to accept the filter options. The wizard will generate a "Stock Preview" tab with the selected items. The grid has the same layout as found on the Stock Maintenance Grid.

Additional stock filtering can now be applied to remove items not required. The Delete button can also be used to remove single items.

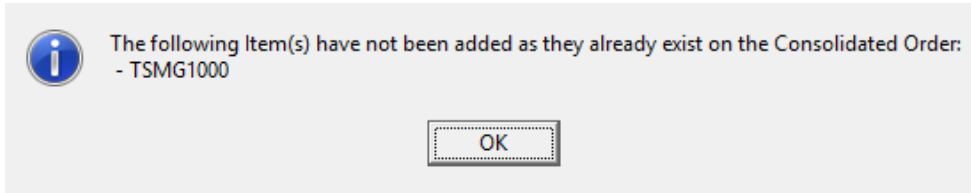
The screenshot shows the IQRetail software interface. At the top left is the IQRetail logo. On the right, there is a list of 'Available Filters' including 'Clear Filter', 'BOQ Items', 'Multi Bin Items', 'Stock items', and 'T-Shirts'. Below this is a tabbed interface with 'Filter Options' and 'Stock Preview' tabs. The 'Stock Preview' tab is active, displaying a table with the following columns: Code, Description, Barcode, Dept, Bin, PackSi..., Onhand, and Supplier. The table contains 20 rows of data for various golf t-shirts. At the bottom of the interface is a control bar with buttons for 'Close', 'Delete', 'Previous', 'Next', and 'Filter'.

Code	Description	Barcode	Dept	Bin	PackSi...	Onhand	Supplier
TSMGS0101	Golf T-Shirt - Black - Small	TSMGS0101	008		1	29	T1
TSMGS0102	Golf T-Shirt - Black - Medium	6009660900686	008		1	91	
TSMGS0103	Golf T-Shirt - Black - L	TSMGS0103	008		1	42	
TSMGS0104	Golf T-Shirt - Black - XL	TSMGS0104	008		1	56	
TSMGS0201	Golf T-Shirt - Brown - Small	TSMGS0201	008		1	88	
TSMGS0202	Golf T-Shirt - Brown - M	TSMGS0202	008		1	150	
TSMGS0203	Golf T-Shirt - Brown - L	TSMGS0203	008		1	100	
TSMGS0204	Golf T-Shirt - Brown - XL	TSMGS0204	008		1	100	
TSMGS0301	Golf T-Shirt - Red - S	TSMGS0301	008		1	0	
TSMGS0302	Golf T-Shirt - Red - M	TSMGS0302	008		1	0	
TSMGS0303	Golf T-Shirt - Red - L	TSMGS0303	008		1	0	
TSMGS0304	Golf T-Shirt - Red -XL	TSMGS0304	008		1	0	
TSMGS0401	Golf T-Shirt - Blue - S	TSMGS0401	008		1	0	
TSMGS0402	Golf T-Shirt - Blue - M	TSMGS0402	008		1	0	
TSMGS0403	Golf T-Shirt - Blue - L	TSMGS0403	008		1	0	
TSMGS0404	Golf T-Shirt - Blue -XL	TSMGS0404	008		1	283	
TSMGS0501	Golf T-Shirt - Green - S	TSMGS0501	008		1	0	
TSMGS0502	Golf T-Shirt - Green - M	TSMGS0502	008		1	0	
TSMGS0503	Golf T-Shirt - Green - L	TSMGS0503	008		1	0	
TSMGS0504	Golf T-Shirt - Green -XL	TSMGS0504	008		1	0	
TSMGS0601	Golf T-Shirt - White - S	TSMGS0601	008		1	0	

When only the required items are left on the grid, the user can Press the "Next" button.

A confirmation dialog box is shown with a question mark icon. The text inside reads: "16 Record(s) have been found and will be added to the Consolidated Order. This process is resource intensive. Do you wish to Continue?". Below the text are two buttons: "Yes" and "No".

The wizard will prompt the user with the quantity of records found on the filtered selection and ensure if you want to continue. If the user selects the Yes button, the items will be added to the list of items to be ordered for this Consolidated Order. If the user selects No, you will be able to do the filtering and selection of items again.



NOTE: If a selected item is already on the list of items to be ordered, the system will prompt you to say that the item has not been added as it already exist on the Consolidated Order.


Click on the Next button to accept the Stock Items to be ordered.

STOCK QUANTITIES TAB

Once the Stock Items have been accepted, the Stock Quantities Tab will be displayed. The grid contains all the stock items that have been added to the Consolidated Order. Each of the selected companies will have a column with the quantities calculated by the specified order formula for that item. Only the quantities generated under each company can be edited, which allows the user to dynamically modify the quantities to be ordered.

REMOVING ITEMS FROM THE CONSOLIDATED ORDER

The user can only remove items from the current order while he is on the Stock Items tab. There are two methods of removing items, the first is by selecting the item and pressing the Ctrl+Delete combination on the keyboard. The second method is by selecting the item and the pressing the F5 key on the keyboard. If the user has accidentally deleted the wrong item from the order, he can just close the order without saving it and reopen it again.



Consolidated Order Document Detail

Supplier Account	STAR001
Document Number	CONHO16
Reference	Bulk Order
Order Method	DC Order
Last Executed	Never

Order Formula Information

Default: The order formula set up on the stock item in each company will be used to calculate the required quantities.

Normal: Quantities will be calculated based on the Normal order formula.

Replenishment: Quantities will be calculated based on the Replenishment order formula.

Custom: Quantities will be calculated based on the selected custom order formula from the current company.

Not To Use: No order formula will be used to calculate quantities.

Companies | Stock Items | **Stock Quantities**

Enter correct quantities to be used in Consolidated Order

Code	Barcode	Department	Sub-Department	Category	Range	Style	Color	Size	001	002
TSMGS0304	TSMGS0304	008	0003				RED		0	10
ABC003		001					Not Defined	Not Defined	5	0
BHW001	BHW001	001					Not Defined	Not Defined	13	13
BM001	BM001	002	0008				Not Defined	Not Defined	20	20
BM002		002	0008				Not Defined	Not Defined	39	38
BM003		002	0008				Not Defined	Not Defined	23	23
RC003	RC003	001					Not Defined	Not Defined	10	10
TSMGS0504	TSMGS0504	008	0003				Not Defined	Not Defined	65	65

BUTTONS ON CONSOLIDATED ORDERING WIZARD

EDIT ORDERING FORMULA

This option will only be available when a stock item has a "Custom" order formula. When the user click on it, the Stock Ordering formulas for the company will be available. The user can then change them where necessary, which will result in the recalculation of all the item quantities.

Available Filters
Clear Filter
Use Replenish

Code	Description	Order Level	Onhand	Order Qty	Max Level	POOrders	Sorders	WIP	Laybyes	Pack-Size
1	DEFAULT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Ordering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Period Ordering - Purchases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Lisa Test Items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stock Ordering Formulas

Select Visible Fields | Filter | New | Edit | Delete | Print Options | Apply To Stock Items | Export | Accept

UTILITIES

On the Utilities button, there are two options available: Forecast and Item Details.

FORECAST

Date Range

Code: TSMGS0504
Golf T-Shirt - Green - XL

Start Date: 01/10/2013
End Date: 26/09/2014

Options

Zerorize Non Forecasted Combinations
 Retain Non Forecasted Combinations

Forecasting

Please select a Start and End Date Range and Press Prepare.

Cancel | Collapse All | Expand All | Prepare | Report | Delete | Multiselect | Apply

For the Forecast option on the Utilities button to become available, the user must be on the Stock Quantities Tab. This option allows the user to select an item and to forecast how much stock will be needed within the next selected period, depending on the history of the transactions in the selected period. The forecast screen is divided into 3 main sections:

DATE RANGE

Provides information about the item being forecasted on. Start en End Date selectors allow the user to specify which period in transaction history on the item should be considered for the calculation of the order quantity.

OPTIONS

Zerorize Non-Forecasted Combinations: This option will load the forecasted company values, but will set all the Company Values which information has not been forecasted for, to 0 (zero).


Retain Non-Forecasted Combinations: This option will load the forecasted Company values, but will not alter the values for Companies which have not been forecasted.

To get a forecast on an item, select the item and click on the Utilities button and select the forecast option. Select the start date and the end date for the period needed. This will only take the selected periods history into account when calculating the ordering quantity, depending on the order formula set for the item. Click then on the Prepare button.

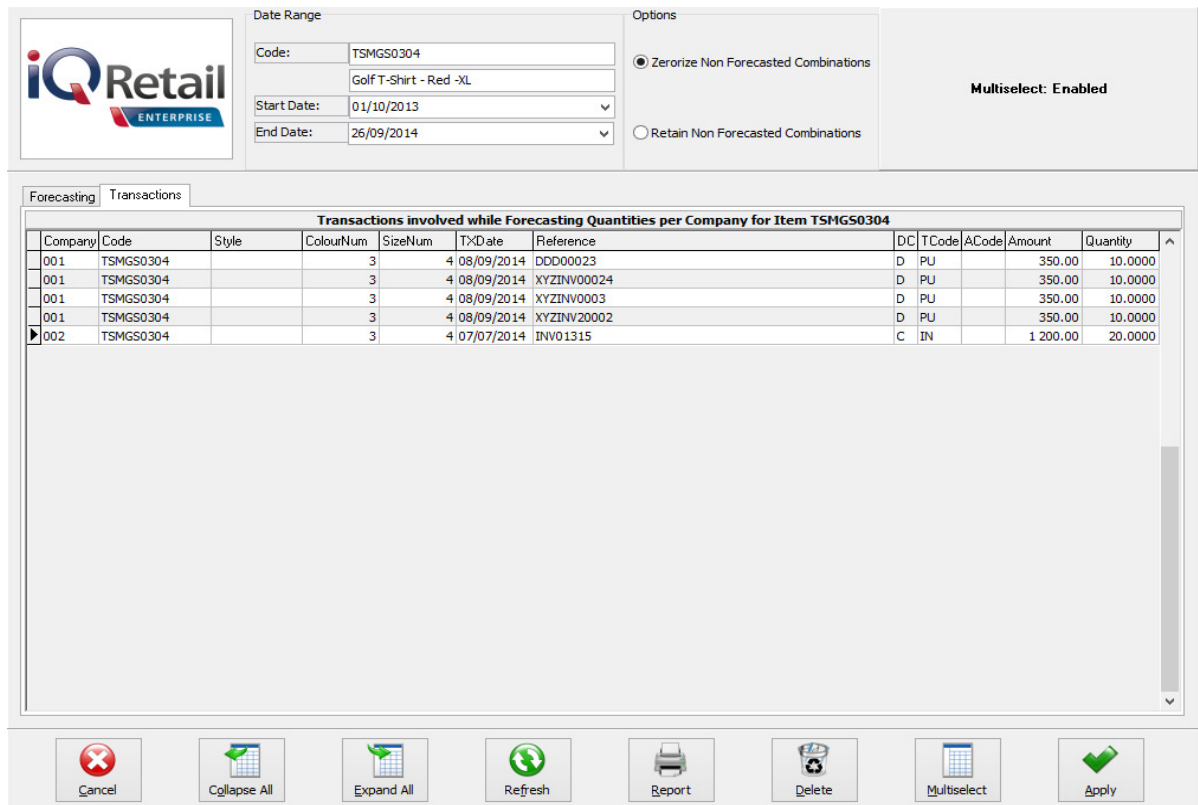
Forecast of Quantities per Company for Item TSMGS0304				
Code	Total Sales Quantity	Total Purchase Quantity	Total Transfer Out Quantity	Total Transfer In Quantity
TSMGS0304	20	130	20	20
Company	Sales Quantity	Purchase Quantity	Transfer Out Quantity	Transfer In Quantity
001	0	130	20	0
002	20	0	0	20
				Order Quantity
				130
				0

On the Forecasting Tab, there are two levels of information available.

Level 1: The Total quantities of Sales, Purchases and Transfers for this item on all the selected companies are visible. Depending on the order formula, these quantities will be used to calculate the order quantity.

Level 2: Click on the  or the user can select the Expand All Button. This will show the quantities per company. The Order Quantity per item can be edited if needed.

Once the Prepare button has been pressed, a transaction tab becomes available.




Company	Code	Style	ColourNum	SizeNum	TXDate	Reference	DC	TCode	ACode	Amount	Quantity
001	TSMGS0304			3	4 08/09/2014	DDD00023	D	PU		350.00	10.0000
001	TSMGS0304			3	4 08/09/2014	XYZINV00024	D	PU		350.00	10.0000
001	TSMGS0304			3	4 08/09/2014	XYZINV0003	D	PU		350.00	10.0000
001	TSMGS0304			3	4 08/09/2014	XYZINV20002	D	PU		350.00	10.0000
002	TSMGS0304			3	4 07/07/2014	INV01315	C	IN		1 200.00	20.0000

The Transaction tab shows all the transactions within the selected period used to calculate the order quantity for this item. The user can delete the transactions which should not be considered for the reordering quantity by selecting the transaction and clicking on the delete button. If there are a lot of transactions that need to be deleted, click on the Multiselect button and hold the Ctrl button in to select all the transactions. Click then on Apply.

NOTE: After deleting transactions to be excluded from the forecast, the user needs to press the "Refresh" button on the Transaction Tab, which will then refresh the information on the "Forecasting" tab. Please note that all combinations will be refreshed.

ITEM DETAILS

The other option under the Utilities button, which is available is the Item Details option. This option is available from both the Stock Items and Stock Quantities Tabs.



Visible Fields

Quantity

Values

Stock Details | Stock Performance

Stock Item Detail

Item Code	TSMGS0304		
Description	Golf T-Shirt - Red -XL		


Pack Size	1	Retail Price	62.95	Exclusive	Estimated (GP%)
Pack Description		Whole Sale Price	51.07	55.22	0.00%
Department	008	Alternative Price 1	50.27	44.80	0.00%
Group Code	0003	Alternative Price 2	49.48	44.10	0.00%
Sales Orders	10 ...	Alternative Price 3	47.88	43.40	0.00%
Purchase Orders	200 ...	Average Cost	0.00	42.00	0.00%
Deliveries & Collections	1	Latest Cost	35.00		
Current Stock	0.00	Current Line Total	0.00		Exclusive
Regular Supplier	ABC001	Estimated Line GP%	0.00%		
Suggested Retail Price	55.22	Current Total	0.00		Exclusive
		Estimated GP%	0.00%		

Press escape to close.

STOCK DETAILS TAB

This Tab shows the user detailed information about the selected Stock Item.

STOCK PERFORMANCE



Visible Fields

Quantity

Values

Grouping

Daily

Weekly

Monthly

Performance Date Ranges

Date Selection

Start : 01/09/2014 End : 26/09/2014

Today

This Week

This Month

This Year

Stock Details | Stock Performance

Stock Performance

Date	Invoices Qty	Credit Notes Qty	Net Sales Qty	Purchases Qty	Returns Qty	Net Purchases Qty	Packs Sold
08/09/2014	0	0	0	50	0	50	5
▶ 16/09/2014	0	0	0	80	0	80	2

Press F3 to display/hide Graph.

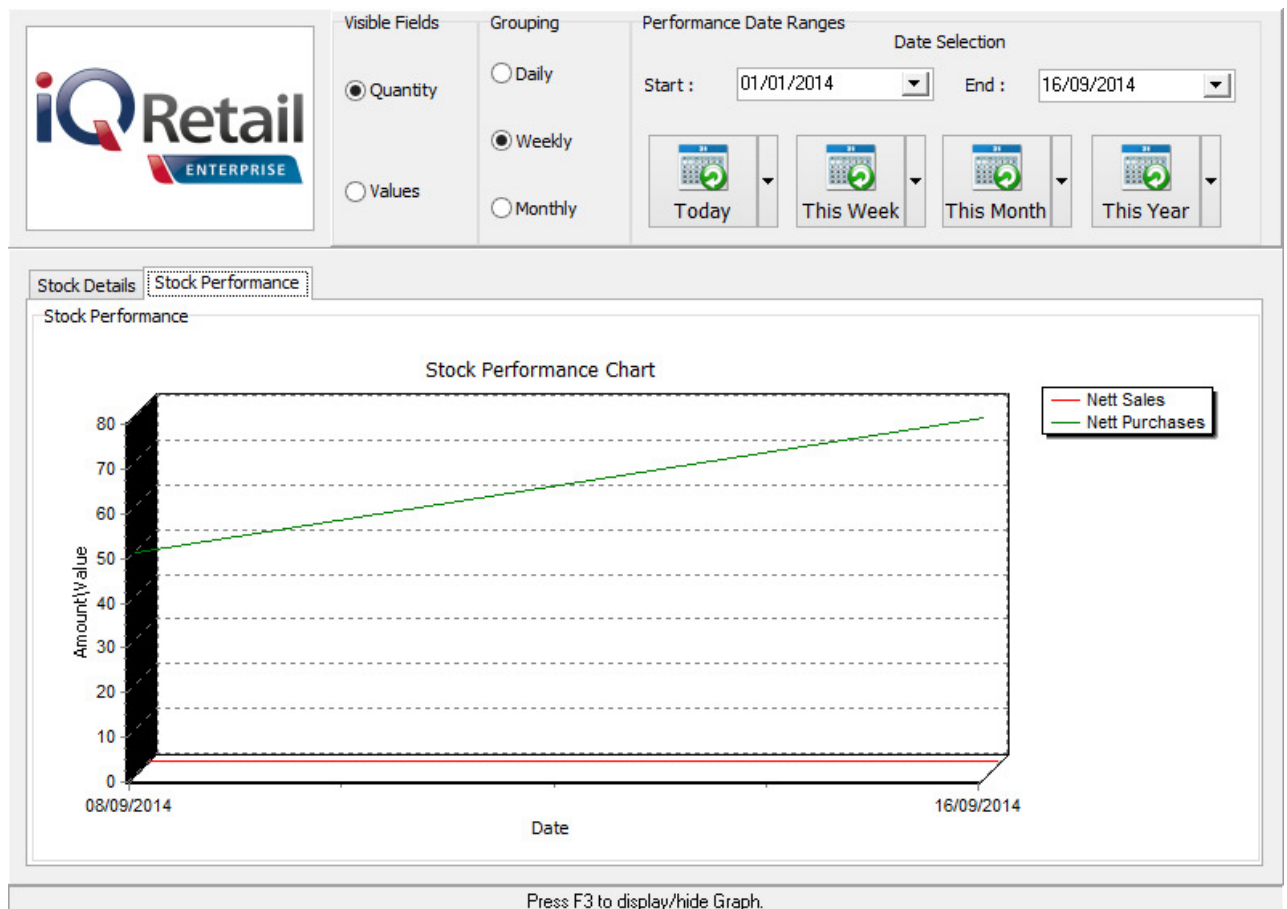
This tab provides information about the performance of this selected stock item over a period.

Visible Fields: The statistics are either shown in quantities or as currency values.

Grouping: Statistics can be provided daily, Weekly or Monthly.

Performance Date Ranges: The begin and start dates can be selected for the period to be visible.

There are also buttons that show the statistics for Today, This Week, This Month and This Year.



A graph to show the Stock Item Performance is available, Press the F3 key on the keyboard to display or to hide it.

AMENDMENTS

To change the order quantities or the order formula on a specified item, the user can click on the amendments button. This will open the Stock Maintenance screen for this item, which can be amended.

ADD ITEMS

This option has already been discussed.

PREVIOUS

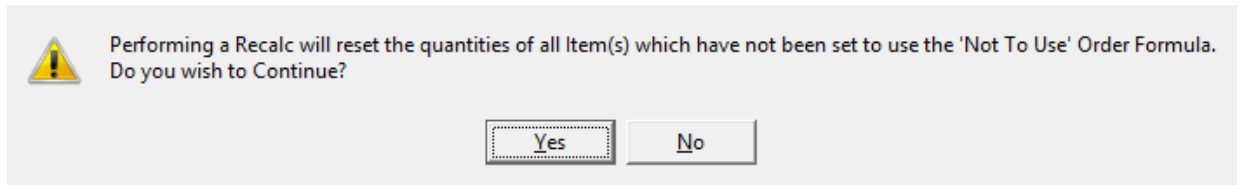
The previous button will take the user back to the previous Tab.

NEXT

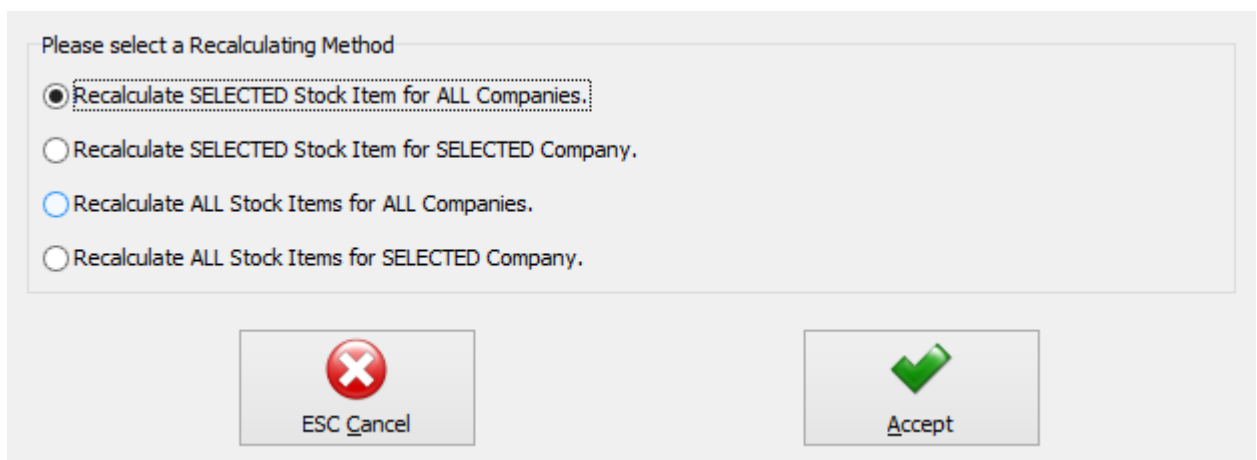
The Next button will take the user to the next tab.

RECALCULATE

The recalculate button will recalculate the order quantities based on each item's selected order formula. After clicking on the button, a warning will appear informing the user that items on the order with an order formula of "Not To Use" will not be recalculated.



After accepting the warning, four recalculating methods will appear:

**Recalculate SELECTED Stock Item for ALL Companies**

This option will recalculate the quantities for the selected companies for the stock item currently selected on the grid.

Recalculate SELECTED Stock Item for SELECTED Company

This option will recalculate the quantities for the stock item currently selected for the selected company. The required company can be selected by clicking on the item in the column of the company.

Recalculate ALL Stock Items for ALL companies

This option will recalculate the quantities of all stock items for all companies on the Consolidated Order.

Recalculate ALL Stock Items for SELECTED company

This option will recalculate the quantities for all stock items for the selected company. The required company can be selected by clicking in the column of the company.

SAVE

The user can click on the Save button to save all changes made to the Consolidated Order. If a mistake was made, the user can just close the order and not save the changes. The saved order will open again when the user wants to edit it again.

SAVE & EXIT

This option allows the user to save the Consolidated Order and to Exit the Consolidated Ordering Wizard.

APPROVE & EXIT

After confirming that all the required stock items have been added to the order and that the quantities to order for each company is correct, the user can approve the order. After a Consolidated Order has been approved, the document will be displayed in blue on the grid and will be available for Purchase Order generation.

STYLE MANAGEMENT CONSOLIDATED ORDERING

Style Management Consolidated Ordering system, enables one company or the DC to manage the styles and sizes of stock items, to generate Consolidated Ordering documents and ordering of Style Items for multiple companies in a specified Stock Group.

NOTE: Style Management Consolidated Ordering will only be available if the user used the Style Management option to create Stock Items. The system will not allow the user to link normal stock items to styles, but Style items can be ordered on the Standard Consolidated Ordering system too.

Setup

The settings required for the use of Style Management Consolidated Ordering within the system, can be setup within the Company Details module. Access the module by selecting the menu options: Utilities, Setup and Company Details.

CONTROL NUMBERS

Setup a document prefix on the Control Numbers tab. The Consolidated Orders Number and Prefix will be used to create a unique document identifier for each document created within the company.

Company Details | Company Logo | Control Numbers | Default Settings (1) | Default Settings (2) | Enterprise Settings | Closing Dates | Integration Accounts | Tax Rates | EMail | Extra Charges

Control Numbers

Control numbers should not be amended unless required. If amendments are required, please ensure that all users are logged out of the system. To enable editing of control numbers, click the Checkbox below.

Document Type	Number	Prefix	# Tabs when scanning
Invoice	323	INVHO	0
Credit Note	20	CRNHO	0
Quote	29	QTEHO	0
Sales Order	31	SALHO	0
Purchase Order	78	PURHO	0
Job Card	37	JOBHO	0
GRV Number	126	GRVHO	0
Return Note Number	11	RTSHO	0
Transfer Number	17	TRFHO	
Transfer Request Number	7	TRRHO	
Receipt No	67		
Cheque No	13		
Manufacturing Number	24	MANHO	
Batch Number	1	BTNHO	
Stock Take Number	8		
Deliveries And Collections Number	28	DACHO	
Sundry Issues and Receipts	18	SIRHO	
Claim	12	CLMHO	
Supplier Delivery Note	18	SDNHO	
Requests For Quote	0	RFQHO	
Consolidated Orders Number	31	CONHO	

Accept

DEFAULT SETTINGS (1)

On the Default Setting (1) tab, enable Style Management by clicking on the "Enable Style Management" tick box. If this option is enabled, the Style Management features will be included during the Stock Maintenance process.

Enable Consolidated Ordering by clicking on the "Enable Consolidated Ordering" tick box.

Company Details | Company Logo | Control Numbers | **Default Settings (1)** | Default Settings (2) | Enterprise Settings | Closing Dates | Integration Accounts | Tax Rates | EMail | Extra Charges

Default Settings - Page 1

To quickly find an option, start typing. Up and down arrows move between highlighted items.

<input type="checkbox"/> Force Negative stock check in RTS	<input type="checkbox"/> Enable Tender Screen Security	<input type="checkbox"/> Use Auto Manufacturing In invoicing
<input type="checkbox"/> Enable stock custom line colours	<input type="checkbox"/> Enable Supervisor Overrides on Tender Screen	<input type="checkbox"/> Auto-Generate References for Ledger Journals
<input checked="" type="checkbox"/> Allow preview on documents	<input type="checkbox"/> Stock Adjustment Confirmation	<input checked="" type="checkbox"/> Enable Wildcard / Partial Searching for Lookup Dialogs
<input type="checkbox"/> Do credit control on sales orders	<input type="checkbox"/> Link Major and Minor Departments	<input type="checkbox"/> Automatically Allocate to Oldest Balance
<input type="checkbox"/> Disable sales order control on COD Accounts	<input type="checkbox"/> Link Minor Departments and Stock Categories	<input type="checkbox"/> Allow Changing of Line Total in Processing Module
<input type="checkbox"/> Enable sales order picking slips	<input type="checkbox"/> Link Stock Categories and Stock Ranges	<input type="checkbox"/> Enforce Completion of User Defined Fields in Processing
<input type="checkbox"/> Update work in progress in ledger	<input type="checkbox"/> Enable Quotes & Purchase Order Indicator	<input checked="" type="checkbox"/> Enable Style Management
<input type="checkbox"/> Disable Credit Limit Check in Quotes	<input type="checkbox"/> Link Job card Number to Purchase Order	<input type="checkbox"/> Enable Cash Deposits in Order Modules
<input type="checkbox"/> Disable Credit limit Check in Job Cards	<input type="checkbox"/> Limit Quantity on GRV from Purchase Order	<input type="checkbox"/> Enable Easy Identification in Quotes
<input type="checkbox"/> Disable Credit limit Check in Sales Orders	<input checked="" type="checkbox"/> Enable External Charges	<input checked="" type="checkbox"/> Enable Consolidated Ordering
<input type="checkbox"/> Show Line Comments in Invoicing	<input checked="" type="checkbox"/> Disable Dot Matrix Advanced Printing Options	<input checked="" type="checkbox"/> Enable Consolidated Ordering Auto Transferring
<input type="checkbox"/> Show Line Comments in Credit Notes	<input type="checkbox"/> Enable Weekly Age Analysis Reports	<input type="checkbox"/> Relax Supplier Invoice No Checking (Limit To Supplier)
<input type="checkbox"/> Show Line Comments in Sales Orders	<input checked="" type="checkbox"/> Show Auto Generated Relations	<input type="checkbox"/> Enable GRV Control Total
<input type="checkbox"/> Show Line Comments in Purchase Orders	<input type="checkbox"/> Do order control on purchase orders	<input type="checkbox"/> Enable Multiple Beeps on Item Not Found Errors
<input type="checkbox"/> Show Line Comments in Quotes	<input type="checkbox"/> Print Debtors Receipts in Invoicing	<input type="checkbox"/> Enable Rebates
<input type="checkbox"/> Show Line Comments in Job Cards	<input type="checkbox"/> Enable Deliveries and Collections	<input checked="" type="checkbox"/> Enable EFT Validation
<input type="checkbox"/> Show Line Comments in GRV's	<input type="checkbox"/> Show Supplier Code in Processing Module	<input type="checkbox"/> Clear EFT Validation on End of Day
<input type="checkbox"/> Show Line Comments in RTS's	<input type="checkbox"/> Check for Duplicate Order Numbers in Processing Module	
<input checked="" type="checkbox"/> Enforce Price Lists if they exist	<input checked="" type="checkbox"/> Stock Multiple Bin Locations	
<input checked="" type="checkbox"/> Save History In Processing Module	<input checked="" type="checkbox"/> PDF Exports - Use Embedded Fonts	
<input checked="" type="checkbox"/> Automatically Log Off Supervisor after Invoice	<input type="checkbox"/> Use Rep Per Line Item In Processing Module	
<input type="checkbox"/> Allow Quotes on Inactive Accounts	<input type="checkbox"/> Auto-Populate Account Numbers	

ENTERPRISE SETTINGS

Select the Enterprise Settings Tab.

Company Details | Company Logo | Control Numbers | Default Settings (1) | Default Settings (2) | **Enterprise Settings** | Closing Dates | Integration Accounts | Tax Rates | EMail | Extra Charges

Settings

Centralised Ledger	001	
Branch Control	Trading Branch	
Setup & Maintain Branches		Click to Maintain
Ledger Grouping For Trading Branches	001	
Setup & Maintain Trading Branch Groups		Click to Maintain
Enable Dynamic Ledger Departments	Tick For Yes	<input type="checkbox"/>
Setup & Maintain Ledger Departments		Click to Maintain
Default Ledger Department	CORP	
Centralised Debtors	001	
Centralised Creditors	001	
Centralise Sales Representatives	Tick For Yes	<input type="checkbox"/>
Enable Stock Group Synchronization	Tick For Yes	<input checked="" type="checkbox"/>
Stock Grouping	002	
Setup & Maintain Stock Groups		Click to Maintain
Setup & Maintain Synchronization Options		Click to Maintain
Stock Distribution Center	001	
Centralise Data Filters	Tick For Yes	<input checked="" type="checkbox"/>
Centralise Price Lists	Tick For Yes	<input checked="" type="checkbox"/>
Centralise Currency Tables	Tick For Yes	<input checked="" type="checkbox"/>
Centralise Stock Departments and Groups	Tick For Yes	<input type="checkbox"/>
Centralise Stock Adjustment Reason Codes	Tick For Yes	<input checked="" type="checkbox"/>
Prompt for Company in Processing Module	Tick For Yes	<input type="checkbox"/>
Centralise Vat Rates	Tick For Yes	<input checked="" type="checkbox"/>

Settings Information

Accept

When documents need to be created with the Branch Order Method, the user need to select the Centralized Creditors Company (to which the Creditors integrate). This should be the company from which all the creditors are available and where they are setup. All transactions will be stored in this company.

Enable Stock Group Synchronization which will ensure that all items added to the Consolidated Order are available in all selected companies.

Select the Stock Grouping, as only companies within the same stock grouping will be available for selection during the creation of a Consolidated Order.

If documents are created with the DC Order method, select the Stock Distribution Centre to indicate which company within the system is the DC.

CREATE A STYLE MANAGEMENT CONSOLIDATED ORDER

The Consolidated Ordering module can be accessed from the IQ main menu by selecting Stock, Utilities and Consolidated Ordering.



Or by navigating to the Purchase Orders maintenance screen, selecting the Processing button and clicking on Consolidated Ordering.

IQ Enterprise: IQ HO - [Purchase Order Maintenance Version 2014.0.1.2]

Processing Debtors Creditors Stock Ledger Utilities Support Point of Sale Windows Help Shortcuts

Sort Order: Account Invoiced Date Current Document Order Number Order Date

Show Which: Account Account Name Document Order Number Order Date

Select Layout: Layout 1 Layout 2 Layout 3 Layout 4 Layout 5 Layout 6

Legend: Not Invoiced Partially Invoiced Fully Invoiced Locked by User

Available Filters: Clear Filter, No Order Number, PO FOR ABC

Document Number	Order No	Name	Account	Start Date	GRV Date	Changed Date	Total
PURHO02		DDDD Distributors	DDD	01/09/2014	01/09/2014		117.65
PURHO33		DDDD Distributors	DDD	01/09/2014			588.24
PURHO37		DDDD Distributors	DDD	02/09/2014			615.60
PURHO38		XYZ Wholesalers	XY2001	02/09/2014			14 154.24
PURHO39		XYZ Wholesalers	XY2001	02/09/2014			9 804.00
PURHO40		DDDD Distributors	DDD	02/09/2014			513.00
PURHO41		DDDD Distributors	DDD	02/09/2014			1 140.00
PURHO42		DDDD Distributors	DDD	02/09/2014			615.60
PURHO43.1		DDDD Distributors	DDD	02/09/2014	04/09/2014		513.00
PURHO43.1		XYZ Wholesalers	XY2001	02/09/2014	02/09/2014		513.00
PURHO48		XYZ Wholesalers	XY2001	04/09/2014			4 560.00
PURHO49		XYZ Wholesalers	XY2001	04/09/2014			500.18
PURHO52.2		XYZ Wholesalers	XY2001	04/09/2014	05/09/2014		4 679.70
PURHO53.2		XYZ Wholesalers	XY2001	04/09/2014	05/09/2014		9 382.43
PURHO55		ABC Whole Sales	ABC001	05/09/2014			889.20
PURHO56		ABC Whole Sales	ABC001	05/09/2014			433.20
PURHO57.1		Star Wholesalers	STAR001	05/09/2014	05/09/2014		1 151.40

Related Documents - Auto Generated

Generated Document | Document Type

Visible Fields | Export | Filter | Search | User Data | Processing | Report Options | Reports | Auto Generate | SMS | Multiselect

Context Menu: New, Edit, Delete, GRV, SDN, Imports, Consolidated Ordering

Both these methods will open the Consolidated Ordering module.

Processing Debtors Creditors Stock Ledger Utilities Support Point of Sale CRM Windows Help Shortcuts

Sort Order: Document Reference Account Record Number

Available Filters: Clear Filter

Number	Document	Reference	Account	Method	Created	Modified
10	CONHO10	Bulk Order	DDD	DC Order	15/09/2014 10:00:28	
11	CONHO11	Bulk Order	STAR001	DC Order	15/09/2014 10:22:00	
12	CONHO12	Std Order	STAR001	DC Order	15/09/2014 10:47:46	
13	CONHO13	Std Order	STAR001	Branch Order	15/09/2014 10:48:52	
14	CONHO14	Bulk Order 0010	STAR001	DC Order	15/09/2014 11:14:24	15/09/2014 16:24:24
15	CONHO15	Bulk Order 0001	STAR001	DC Order	15/09/2014 12:11:52	
16	CONHO16	Bulk Order	STAR001	DC Order	15/09/2014 12:16:43	17/09/2014 10:45:19
17	CONHO17	Bulk01	STAR001	DC Order	16/09/2014 09:32:24	17/09/2014 10:42:01
18	CONHO18	bulk 2	STAR001	Branch Order	16/09/2014 09:43:02	17/09/2014 10:44:59
19	CONHO19	Aldi	STAR001	DC Order	16/09/2014 10:53:45	16/09/2014 10:54:25
22	CONHO20	poiopoi	FCS001	DC Order	16/09/2014 12:22:34	26/09/2014 11:25:32
23	CONHO21	poiopoi	FCS001	DC Order	16/09/2014 12:24:09	26/09/2014 11:29:31
24	CONHO22	bulk Order	STAR001	DC Order	16/09/2014 12:24:27	26/09/2014 11:44:37
25	CONHO23	963	DDD	DC Order	16/09/2014 12:48:51	
26	CONHO24	Style 1	STAR001	DC Order	16/09/2014 15:10:36	
27	CONHO25	STYLE1	ABC001	DC Order	16/09/2014 15:37:31	16/09/2014 15:48:27
28	CONHO26		ABC001	DC Order	16/09/2014 16:45:42	
29	CONHO27	StyleT1	ABC001	DC Order	17/09/2014 08:59:34	17/09/2014 09:14:33
30	CONHO28	STYLE12	ABC001	Branch Order	17/09/2014 09:17:11	17/09/2014 10:14:41
31	CONHO29	Style Order01	ABC001	DC Order	17/09/2014 11:06:09	25/09/2014 11:23:39
32	CONHO30	Style Order02	ABC001	DC Order	17/09/2014 11:26:49	17/09/2014 13:17:58
33	CONHO31	Bulk T-Shirt Order	FCS001	DC Order	26/09/2014 11:01:40	
4	CONHO4	789	DDD	DC Order	15/07/2014 13:52:29	10/09/2014 16:20:21
5	CONHO5	Bulk Order T-shirts	STAR001	Branch Order	10/09/2014 12:44:05	17/09/2014 10:39:10
6	CONHO6	95959634	DDD	DC Order	11/09/2014 11:47:58	
7	CONHO7	Bulk Order	STAR001	DC Order	15/09/2014 09:50:16	
8	CONHO8	bulk Order	STAR001	DC Order	15/09/2014 09:53:35	
9	CONHO9	123	DDD	DC Order	15/09/2014 09:56:23	

Select Visible Fields | Maintenance | Rebuild | Processing | Filter | Search | Export | Report | Generate Purchase Order | Multiselect

BUTTON FUNCTIONALITY

SELECT VISIBLE FIELDS


Allows the user to change the layout of the grid.

MAINTENANCE

The maintenance option allows the user to access the following maintenance elements: Stock, Colours, Sizes, Categories, Ranges, Styles, Size Groupings, Colour Groupings and Cycles.

REBUILD

The Rebuild option allows the user to rebuild the selected Consolidated Order. Once a Consolidated Order has been created the user has the option of rebuilding the document. When rebuilding a Consolidated Order, there are several actions that the system needs to perform. The actions performed differ for standard and style management orders. Actions for the Style Management CO rebuild include:

 The Rebuild will verify all Style(s) in the Consolidated Order.

The following actions will be performed:

- Colour-Size combinations for a Style which no longer exist will be removed.
- New Colour-Size combinations for a Style will be added.
- Style information will be refreshed.
- No Recalcs will be performed.

Are you sure you wish to Rebuild the selected Consolidated Order [CONHO27]?

All Colour-Size combinations for stock styles that were added to the Consolidated Order and which were afterwards deleted from Style Management, will be removed.

All New Colour-Size combinations for stock styles, which were created after the Consolidated Order was created, will be added.

The following item information will be refreshed:

Fields to be Refreshed	
Fieldname	Field Description
Barcode	Barcode
GenCode	Generic Code
Descript	Description
SupplierCo	Supplier Code
Department	Department
SubDepartM	Minor-/Sub-Department
Category	Category
Range	Range
Style	Style

ColorMatrix	Colour Number
SizeMatrix	Size Number

The quantities specified per style for each of its colour-size combinations will remain unchanged, as it is assumed that the quantities that have been specified is what is required.

NOTE: If the user has selected to rebuild a Consolidated Order that has been Approved, the rebuild will reset the status of the Consolidated Order to Un-Approved and the user will be required to Re-Approve the document before proceeding with the Purchase Order generation.

PROCESSING

The processing option allows the user to create a **New** Consolidated Order document, **Edit** an existing document, **Delete** the selected document or to **Copy** the selected document.

FILTER

The filter option allows the user to filter for specific information on the Consolidated Orders grid.

SEARCH

The search option allows the user to search for specific information on the Consolidated Orders grid.

EXPORT

The export option allows the user to export information on the Consolidated Orders grid into any of the following formats CSV, TXT, HTML, XML and XLS(Excel).

REPORT

The Report option allows the user to Preview, Print or Design the Consolidated Orders list.

GENERATE PURCHASE ORDER

This option allows the user to generate a Purchase Order from the selected Consolidated Order document(s). If the user has selected to do a DC order, only one purchase order will be created in the DC system. If the user has selected to do a Branch order, the system will generate a purchase order in every company's system.

MULTISELECT

This option allows the user to switch the Multiselect functionality ON or OFF on the grid. The status is displayed at the top left within the caption of the grid. If the function is ON, it allows the user to delete multiple Consolidated Orders.

MAINTENANCE SCREEN

COLOUR INDICATOR

The colour options namely Black and Blue represent the two Colours displayed on the grid. If a document on the grid is Black, it indicates the document has not yet been approved for Purchase Order generation. If the document is displayed in Blue, the document has been approved and the user will be able to generate a Purchase Order from it.

SORT ORDER

The Sort Order box displays a list of available sort orders.

AVAILABLE FILTERS

The available filters box displays a list of filters that have been saved for use on the grid.

GRID INFORMATION

As documents are created they are added to the screen within the grid. The columns displayed on the grid contain the following information:

NUMBER

The record number of the document.

DOCUMENT

The document number of the document which consists out of a Consolidated Order Number and a Prefix as setup by the user.

REFERENCE

The Reference field contains a reference for the document, as entered by the user.

ACCOUNT

The Account is the Supplier Account that has been linked to the Consolidated Order.

METHOD

There are two ordering methods that can be used. The DC order or the Branch Order method.

CREATED

The Created field indicates the day and time the Consolidated Order was first created.

MODIFIED

The modified field indicates the day and time the Consolidated Order was last modified.

CREATING A CONSOLIDATED ORDER

Click on the Processing button and select the "New" option.

Select the option to Perform Style Management Consolidated Ordering and click on accept.

The user will now be presented with an IQ Consolidated Ordering Wizard screen. This screen allows for the selection of a Supplier, Reference, Order Method and Companies, as well as for the adding of Stock Styles and the manipulating of quantities to be ordered.

Company ID	Company Name	Include
001	IQ HO	<input checked="" type="checkbox"/>
002	IQ TAKI	<input checked="" type="checkbox"/>

CONSOLIDATED ORDER DOCUMENT DETAIL

The detail section allows the user to select information which is global to the CO document:

SUPPLIER ACCOUNT

If the supplier number is known, the user can type it in or the he can select a supplier from a list of Creditors setup in the Company.

DOCUMENT NUMBER

The system automatically generates a unique document number which consists of the Consolidated Order document number and a Prefix and is only visible after the "Next" button has been pressed.

NOTE: This field is not editable by the user.

REFERENCE

This field allows the user to enter a reference for the selected document.

ORDER METHOD

The order Method allows for the selection between two types of order methods which will be used when generating a Purchase Order from this document. The user can either select the DC order method or the Branch order method.

LAST EXECUTED

This field indicates when last a Purchase Order has been generated from the Consolidated Order.

ORDER FORMULA INFORMATION

This section provides information about the different order formulas selectable per stock style. The selected order formula is used to calculate the required quantities for the stock style per company.

DEFAULT

The order formula set up on the stock style in each company, will be used to calculate the required quantities.

NORMAL

Quantities to be ordered will be calculated based on the Normal order formula.

REPLENISHMENT

Quantities to be ordered will be calculated based on the selected custom order formula from the current company.

CUSTOM

Quantities to be ordered will be calculated based on the selected custom order formula from the current company.

NOT TO USE

No order formula will be used to calculate the order quantities.

COMPANIES TAB

When creating a new Consolidated Order, the companies tab will be the first visible tab on the wizard. This is a list of companies found within the same Stock Grouping as the current company. When a company is selected to be included in the Consolidated Order, quantities will be calculated per stock style for the company. Select Companies by clicking on the check box in the include column or by right clicking on one of the lines and selecting the "Select All" option. To exclude all the companies available, from the Consolidated Order, select the "Deselect All" option.

The columns on the companies Tab contain the Company ID, The Company Name and indicates if the company should be included or excluded from the Consolidated Order.

After selecting the required companies, click on the "Next" button on the bottom of the screen. The system will evaluate the selection and display any errors if they occur. These errors found per selected company will prevent the user from continuing to the next tab. The errors include:

The following prerequisites for IQ Consolidated Ordering have not been met for the selected companies. Please review and ensure these are addressed prior to continuing.

Number	Company	Error
1	002	Style Management hasn't been enabled.
2	002	Central Creditors needs to be set to [001] to perform Branch Ordering.
3	002	Consolidated Ordering hasn't been enabled.

Buttons: Search, Export, Select Visible Fields

- Style Management hasn't been enabled.
 - *Error can only occur when creating/editing a Style Management Consolidated Order.
- Central Creditors need to be set to [CompanyID] to perform Branch Ordering.
 - *Error can only occur when Order Method has been set to Branch Order.
- Consolidated Ordering hasn't been enabled.
 - *Error can only occur when Order Method has been set to Branch Order.

During the Company selection checking process, the Stock Distribution Centre for the company is also checked if the Order Method has been set to DC Order. If the company does not match the selected Stock DC a warning will appear warning the user that he is trying to create a Consolidated DC Order within a non-DC branch. A security option is available which can be used to prevent a user from continuing without a security override.

The following Style(s) have not been added as they already exist on the Consolidated Order:
- 00000001

Buttons: OK

STOCK STYLES TAB

After pressing the "Next" button, the next tab that will be displayed is the Stock Styles tab. The grid contains the stock styles that have been added to the Consolidated Order. The columns displayed on the grid contain the following information:

Consolidated Order Document Detail

Supplier Account	ABC001
Document Number	CONHO29
Reference	Style Order01
Order Method	DC Order
Last Executed	Never

Order Formula Information

Default: The order formula set up on the stock item in each company will be used to calculate the required quantities.

Normal: Quantities will be calculated based on the Normal order formula.

Replenishment: Quantities will be calculated based on the Replenishment order formula.

Custom: Quantities will be calculated based on the selected custom order formula from the current company.

Not To Use: No order formula will be used to calculate quantities.

Select Stock Styles to be included in the Consolidated Order

Style	Description	Order Formula	Formula No
Click here to add a new row			
<No data to display>			

Toolbar: Edit Ordering Formula, Forecast, Amendments, Add Styles, Previous, Next, Recalculate, Save, Save & Exit, Approve & Exit

STYLE

Displays the Stock Style code. This field is editable.

DESCRIPTION

The style description as defined in the Style Management Maintenance section (In Default Tables – Stock Styles) will be displayed.

ORDER FORMULA

Displays the order formula to be used on the Stock Style. This field is editable.

FORMULA NUMBER

Displays the selected Formula Number on this Stock Style. This field contains a "-1" value when the order formula of the stock style has not been set to "Custom". When the "Custom" formula is selected, the index of the selected Formula Number will be displayed.

ADDING STOCK STYLES

Styles can be added, edited and/or removed while on the Stock Styles tab.

There are two methods which can be used to add styles to the Consolidated Order:

The first method is by adding the styles one-by-one on the grid, by selecting a stock style within the Style field and entering.

Consolidated Order Document Detail

Supplier Account	ABC001
Document Number	CONHO29
Reference	Style Order01
Order Method	DC Order
Last Executed	None

Order Formula Information

Default: The order formula set up on the stock item in each company will be used to calculate the required quantities.

Normal: Quantities will be calculated based on the Normal order formula.

Replenishment: Quantities will be calculated based on the Replenishment order formula.

Custom: Quantities will be calculated based on the selected custom order formula from the current company.

Not To Use: No order formula will be used to calculate quantities.

Select Stock Styles to be included in the Consolidated Order

Style	Description	Order Formula	Formula No
00000001	NIKE PANTS	Normal	1

Buttons: Edit Ordering Formula, Forecast, Amendments, Add Styles, Previous, Next, Recalculate, Save, Save & Exit, Approve & Exit

NOTE: Once the stock style code has been entered, the rest of the fields are automatically completed with the information of the style as it was setup in the Stock Style Management Maintenance module. On Style Management Consolidated Ordering, the user will only be able to edit the Order Formula on this screen. The user can click on the Order Formula for the style and select from the down arrow, Default, Normal, Replenish, Custom or Not To Use. The user will not be able to enter the same Stock Style more than once on the grid.

The second method of adding styles, allows the user to add styles in bulk by pressing on the "Add Styles" button. After clicking on the "Add Styles" button, the Add Stock Styles Range selection screen will be displayed.


Start Style: 00000001

End Style: 00000010

Order Method: Normal

Selection: ESC Cancel, F10 Accept

After selecting a Start Style, End Style, Order Method and pressing the "Accept" button, the grid will be loaded with all the styles within the specified range. All the styles within the range which do not currently exist in the CO will now be added to the Consolidated Order with the selected Order formula. The user will be provided with a list of styles not added to the Consolidated Order list, after the adding process was finished.


 The following Style(s) have not been added as they already exist on the Consolidated Order:

- 00000001
- 00000002
- 00000003

If a selected style is already on the list of styles to be ordered, the system will prompt you to say that the style has not been added as it already exist on the Consolidated Order.

VIEWING THE STOCK STYLES QUANTITIES

Each style has a plus sign [+] next to the style code. When clicking on the + sign, the Colour and Size combinations are displayed for the selected style.



Consolidated Order Document Detail

Supplier Account	ABC001
Document Number	CONHO29
Reference	Style Order01
Order Method	DC Order
Last Executed	Never

Order Formula Information

Default: The order formula set up on the stock item in each company will be used to calculate the required quantities.

Normal: Quantities will be calculated based on the Normal order formula.

Replenishment: Quantities will be calculated based on the Replenishment order formula.

Custom: Quantities will be calculated based on the selected custom order formula from the current company.

Not To Use: No order formula will be used to calculate quantities.

Companies Stock Styles

Select Stock Styles to be included in the Consolidated Order

Style	Description	Order Formula	Formula No												
Click here to add a new row															
<input checked="" type="checkbox"/> 00000001	NIKE PANTS	Normal	-1												
	<table border="1" style="font-size: small;"> <tr> <th>Colour</th> <th>Not Defined</th> <th>SMALL</th> <th>MEDIUM</th> <th>LARGE</th> <th>X-LARGE</th> </tr> <tr> <td>BLACK</td> <td>0</td> <td>2</td> <td>20</td> <td>0</td> <td>0</td> </tr> </table>	Colour	Not Defined	SMALL	MEDIUM	LARGE	X-LARGE	BLACK	0	2	20	0	0		
Colour	Not Defined	SMALL	MEDIUM	LARGE	X-LARGE										
BLACK	0	2	20	0	0										
<input checked="" type="checkbox"/> 00000002	NIKE T-SHIRTS	Not To Use	-1												
<input checked="" type="checkbox"/> 00000003	NIKE SOCKS	Normal	-1												
<input checked="" type="checkbox"/> 00000004	NIKE SHORTS	Normal	-1												
<input checked="" type="checkbox"/> 00000005	NIKE JOGGING SHORTS	Normal	-1												
<input checked="" type="checkbox"/> 00000006	NIKE JOGGING SHIRT	Normal	-1												
<input checked="" type="checkbox"/> 00000007	NIKE ROAD RUNNING SOCKS	Normal	-1												
<input checked="" type="checkbox"/> 00000008	NIKE OFFROAD RUNNING SOCKS	Normal	-1												
<input checked="" type="checkbox"/> 00000009	NIKE ALL TERRAIN RUNNING SOCKS	Normal	-1												
<input checked="" type="checkbox"/> 00000010	NIKE ROAD RUNNING SHOES	Normal	-1												

Edit Ordering Formula

Forecast

Amendments

Add Styles

Previous

Next


Recalculate

Save

Save & Exit

Approve & Exit

The colours displayed are related to the items linked to the selected style. The sizes displayed are related to the Size Groupings linked to the selected Style. The quantity displayed in each column displays the total quantity to be ordered for the Style-Colour-Size combination across all companies selected on the Companies Tab. When clicking on the + of another style, the previously expanded style will close and the currently selected style will expand. To view all the Colour-Size combinations of all the styles on the grid, the user can right-click on the grid and select the "Expand All". Please note that when all styles are expanded, all the sizes setup in the current company will be displayed. The user can also use the right-click "Collapse all" to close all the styles.



Consolidated Order Document Detail

Supplier Account	ABC001
Document Number	CONHO29
Reference	Style Order01
Order Method	DC Order
Last Executed	Never

Order Formula Information

Default: The order formula set up on the stock item in each company will be used to calculate the required quantities.

Normal: Quantities will be calculated based on the Normal order formula.

Replenishment: Quantities will be calculated based on the Replenishment order formula.

Custom: Quantities will be calculated based on the selected custom order formula from the current company.

Not To Use: No order formula will be used to calculate quantities.

Companies | Stock Styles

Select Stock Styles to be included in the Consolidated Order

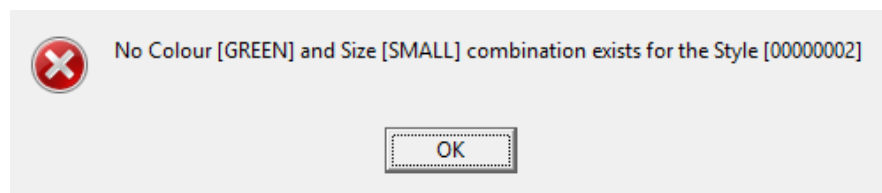
Style	Description	Order Formula	Formula No
Click here to add a new row			
00000001	NIKE PANTS	Normal	-1
Sizes			
Colour	Not Defined	SMALL	MEDIUM
BLACK	0	2	20
< >			
00000002	NIKE T-SHIRTS	Not To Use	-1
Sizes			
Colour	Not Defined	SMALL	MEDIUM
YELLOW	0	0	0
GREEN	0	0	0
< >			
00000003	NIKE SOCKS	Normal	-1
Sizes			
Colour	Not Defined	SMALL	MEDIUM
<No data to display>			
< >			
00000004	NIKE SHORTS	Normal	-1
Sizes			
Colour	Not Defined	SMALL	MEDIUM
<No data to display>			
< >			

MODIFYING STOCK STYLES QUANTITIES

There are two methods to modify the quantities for a Style-Colour-Size combination, the first is by allocating the required quantity for each company for a combination which in turn will then update the total for the combination. The second is by modifying the total quantity for the combination and then allocating the correct amounts to the correct companies.


NOTE: Both these methods require the selected style to be expanded to allow for selecting a specific Colour-Size combination.

With the first method of modifying, the required quantity per company can be accessed by selecting the appropriate column (Colour-Size) and double-click on it. The system will check if the selected Colour-Size combination does exist. If it doesn't exist, an error message will appear indicating to the user that the combination does not exist.



NOTE: This means that the specific size has been linked to the Styles size grouping, but no item with the selected size has been linked to the selected size. To fix this, the user will have to go to Stock Maintenance and add a Style Management item for the selected Colour-Size combination.

If the combination does exist, the Quantities per Company will appear.



Please specify the quantity allocation per company for the current [Style, Colour, Size] Combination.

Style Detail

Style Code
00000002

Style Description
NIKE T-SHIRTS


Colour: YELLOW Size: LARGE

Original Required Quantity Total
0.00


Company Quantities

Company	Quantity Required
001	5
002	5

10.00



Cancel



Accept

This screen provides the user information about the selected Style-Colour-Size combination, the "Original Required Quantity total", which is the quantity total for the combination as seen on the styles grid, and a company split grid. The company split grid lists all the companies previously selected and the quantities to be ordered for each. After modifying the required quantities per company and pressing "Accept", the total quantity to be ordered as seen on the bottom of the grid, will be displayed on the styles grid for the Colour-Size combination. Press "Cancel" to retain all the originally allocated quantities.

The second method of modifying, allows the user to change the total quantity for the combination and then to allocate the required quantities to each company. After changing the quantity in the column and pressing "Enter", the "Quantities Per Company" screen will be displayed, if the required combination exists. If the combination does not exist, the error message will appear (as previously mentioned) to inform the user and the total value will revert to 0 (zero). If the combination does exist, the "Quantity Per Company" screen will allow the user to allocate the correct quantities to each company. If the user "Cancels" the input, the initial quantity will be retained. If the user does not allocate the exact quantity to the companies, the total to be ordered will be updated to reflect the total of the quantities allocated to each company.


REMOVING ITEMS FROM THE CONSOLIDATED ORDER

There are two methods of removing styles, the first is by selecting the style and pressing the Ctrl+Delete combination on the keyboard. The second method is by selecting the item and the pressing the F5 key on the keyboard. If the user has accidentally deleted the wrong item from the order, the user can just close the order without saving it and reopen it again.

BUTTONS ON CONSOLIDATED ORDERING WIZARD

EDIT ORDERING FORMULA

This option will only be available when a stock style has a "Custom" order formula. When the user click on it, the Stock Ordering formulas for the company will be available. The user can then change them where necessary, which will result in the recalculation of all the item quantities.



Available Filters


Clear Filter

Use Replenish

Stock Ordering Formulas

Code	Description	Order Level	Onhand	Order Qty	Max Level	POOrders	Sorders	WIP	Laybyes	PackSize
1	DEFAULT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Ordering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Period Ordering - Purchases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Lisa Test Items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FORECAST



Date Range

Style: 00000001

NIKE PANTS

Start Date: 01/10/2013

End Date: 26/09/2014

Options

Zerorize Non Forecasted Combinations

Retain Non Forecasted Combinations

Forecasting

Please select a Start and End Date Range and Press Prepare.

For the Forecast option on the Utilities button to become available, the user must be on the Stock Quantities Tab. This option allows the user to select a style and to forecast how much stock will be needed within the next selected period, depending on the transaction history within the selected period. The forecast screen is divided into 3 main sections:

DATE RANGE

Provides information about the style being forecasted on. Start and End Date selectors allow the user to specify which period in transaction history on the style should be considered for the calculation of the order quantity.

OPTIONS


Zerorize Non-Forecasted Combinations: This option will load the forecasted Colour-Size combinations, but will set all the Colour-Size combinations for which information has not been forecasted for, to 0 (zero).

Retain Non-Forecasted Combinations: This option will load the forecasted Colour-Size combinations, but will not alter the values for Colour-Size combinations for the style which have not been forecasted.


To get a forecast on a style, select the style and click on the forecast option. Select the start date and the end date for the period needed. This will only take the selected period's history into account when calculating the ordering quantity, depending on the order formula set for the style. Click on the Prepare button.

On the Forecasting Tab, there are two levels of information available.

Level 1: The Total quantities of Sales, Purchases and Transfers for this style on all the selected companies are visible. Depending on the order formula, these quantities will be used to calculate the order quantity.

Level 2: Click on the  or the user can select the "Expand All" button. This will show the quantities per company. The Order Quantity per style can be edited if needed.

Once the Prepare button has been pressed, a transaction tab becomes available.



Date Range

Style: 00000001
NIKE PANTS

Start Date: 01/10/2013

End Date: 26/09/2014

Options

Zerorize Non Forecasted Combinations

Retain Non Forecasted Combinations

Multiselect: Disabled

Forecasting | Transactions

Transactions involved while Forecasting Colour and Size Quantities per Company for Style 00000001

Company	Code	Style	ColourNum	SizeNum	TxDate	Reference	DC	TCode	ACode	Amount	Quantity
001	000000010101	00000001		1	17/09/2014	ABBC1	D	PU		500.00	10.0000
001	000000010102	00000001		1	2 17/09/2014	ABBC1	D	PU		300.00	10.0000
001	000000010103	00000001		1	3 17/09/2014	ABBC1	D	PU		500.00	10.0000
001	000000010101	00000001		1	1 16/09/2014	INVHO322	C	IN		187.50	3.0000
001	000000010102	00000001		1	2 16/09/2014	INVHO322	C	IN		375.00	10.0000
001	000000010103	00000001		1	3 16/09/2014	INVHO322	C	IN		625.00	10.0000
001	000000010101	00000001		1	1 17/09/2014	85	D	PU		100.00	2.0000
001	000000010102	00000001		1	2 17/09/2014	85	D	PU		600.00	20.0000
001	000000010103	00000001		1	3 17/09/2014	85	D	PU		4 000.00	80.0000
001	000000010101	00000001		1	1 17/09/2014	TRFHO17	C	TO		50.00	1.0000
001	000000010102	00000001		1	2 17/09/2014	TRFHO17	C	TO		300.00	10.0000
001	000000010103	00000001		1	3 17/09/2014	TRFHO17	C	TO		2 000.00	40.0000
001	000000010101	00000001		1	1 17/09/2014	58	D	PU		50.00	1.0000
001	000000010102	00000001		1	2 17/09/2014	58	D	PU		300.00	10.0000
002	000000010101	00000001		1	1 17/09/2014	58	D	PU		50.00	1.0000
002	000000010102	00000001		1	2 17/09/2014	58	D	PU		300.00	10.0000
002	000000010103	00000001		1	3 17/09/2014	58	D	PU		2 000.00	40.0000

The Transaction tab shows all the transactions within the selected period used to calculate the order quantity for this style. The user can delete the transactions which should not be considered for the reordering quantity by selecting the transaction and clicking on the delete button. If there are a lot of transactions that need to be deleted, click on the Multiselect button and hold the Ctrl button in to select all the transactions, click then on Delete. Click on Apply to apply the selected transaction calculation.

NOTE: After deleting transactions to be excluded from the forecast, the user needs to press the "Refresh" button on the Transaction Tab, which will then refresh the information on the "Forecasting" tab. Please note that all combinations will be refreshed.

AMENDMENTS

To change the order quantities or the order formula on a specified style, the user can click on the amendments button. This will open the Stock Maintenance screen for this style, which can be amended.

ADD STYLES

This option has already been discussed.

PREVIOUS

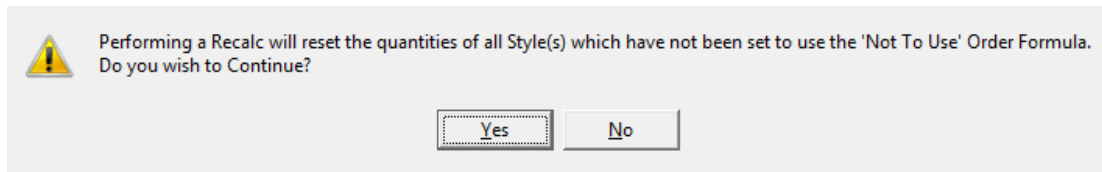
The previous button will take the user back to the Companies Tab.

NEXT

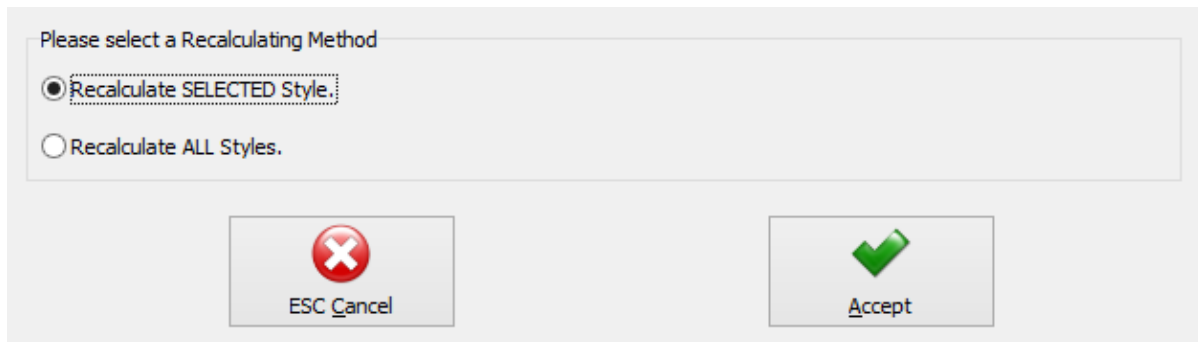
The Next button will take the user to the next tab.

RECALCULATE

The recalculate button will recalculate the order quantities based on each style's selected order formula. After clicking on the button, a warning will appear informing the user that all Style(s) on the order with an order formula of "Not To Use" will not be recalculated.



After accepting the warning, two recalculating methods will appear:



Recalculate SELECTED Style

This option will recalculate the quantities for the selected companies for all the Colour-Size combinations for the style currently selected on the grid.

Recalculate ALL Styles

This option will recalculate the quantities of all the companies for all the Colour-Size combinations for all the styles on the grid.

SAVE

The user can click on the Save button to save all changes made to the Consolidated Order. If a mistake was made, the user can just close the order and not save the changes. The saved order will open again when the user wants to edit it again.

SAVE & EXIT

This option allows the user to save the Consolidated Order and to Exit the Consolidated Ordering Wizard.

APPROVE & EXIT

After confirming that all the required stock styles have been added to the order and that the quantities to order for each company is correct, the user can approve the order. After a Consolidated Order has been approved, the document will be displayed in blue on the grid and will be available for Purchase Order generation.

DUPLICATING A CONSOLIDATED ORDER

After a Consolidated Order has been created, the user is able to duplicate the order to create a new one with the same information. Do this by using the "Copy" function which can be accessed by clicking on the "Processing" button and selecting Copy.

DELETING A CONSOLIDATED ORDER

After a Consolidated Order has been created, the user will be able to delete an order. To delete Consolidated Orders one-by-one, the user need to select the order, click on the "Processing" button on the Consolidated Ordering Maintenance menu, and select the "Delete" option. The other option available to delete Consolidated Order documents, is to use the "Delete" option in conjunction with the "Multiselect" switched on. How to perform a "Multiselect" delete:

- Switch on "Multiselect" by clicking on the "Multiselect" button.
- Select the documents to be deleted by using the "Space" bar when selected on the document or by holding the "Ctrl" key and left clicking on each document.
- Press the "Processing" button and select the "Delete" option.

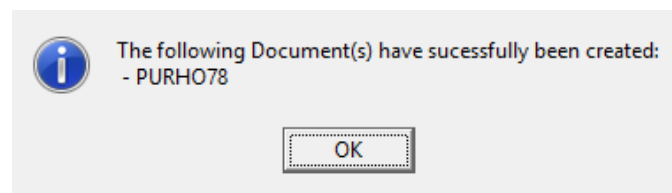
PURCHASE ORDER GENERATION

After a Consolidated Order has been "approved" the document is ready to be converted into a Purchase Order. This can be done by selecting the blue Consolidated Order and pressing on the "Generate Purchase Order" button. Purchase Order generation differs for DC consolidated Orders and Branch Consolidated Orders.

DC CONSOLIDATED ORDER PURCHASE ORDER GENERATION

ORDER GENERATION

When a DC Consolidated Order is converted into a Purchase Order, a single purchase Order is generated within the DC Company (Current company), which contains consolidated order information in the background. Once a Purchase Order has successfully been generated, a dialog will appear on the screen displaying the document number of the newly created Purchase Order.




The consolidated order's status will be changed to unapproved and the "Last Executed" field is populated with the relevant date and time information and the "Last Executed By" field is populated with the user number of the user that generated the Purchase Order. At the point of generating a DC Purchase Order, the system builds a table in the background namely "DCOrderItems" which will contain the transaction number (automatically incremented), the stock code of an Item, a specific company linked to the Stock Item and a pending quantity for a company.

NOTE: When a Style Management Consolidated Order document is generated into a Purchase Order, the Purchase Order will be loaded with the items linked to each Style-Colour-Size combination found on the Styles Grid.


ERRORS WHILE GENERATING PURCHASE ORDER

After a Purchase Order has been generated, a screen will appear if a Consolidated Order contained any stock items which no longer exist within the company. This screen will indicate which stock item could not be found in which company and the document it would have been generated on.




The following list contains Item(s) which could not be added to the Purchase Order in the related Company. Please see the reason specified.


Number	Company	Document	Code	Barcode	Description	Style	Colour	Size	Reason
1	001	PURHO88	RC003	RC003	Levy			0	0 Non Stock Item



Search



Export



Select Visible Fields

EDITING AN ORDER

When editing an order with Consolidated Order information, the "Order Quantity" of a line item, is a combined total for all the companies selected on the Consolidated Order.

The screenshot shows the main order entry window. At the top, there are menu tabs: Processing, Debtors, Creditors, Stock, Ledger, Utilities, Support, Point of Sale, CRM, Windows, Help, and Shortcuts. The interface is divided into several sections:

- Account Details:** Account No: STAR001, Name and Address Details: Star Wholesalers, 4545 Main Road, Strand, 7150.
- P/Order Details:** P/Order Date: 29/09/2014, Estimate Date: 29/09/2014, P/Order Number: PURHO88.1, Delivery Method: CONHO16, Order Number: CONHO16, P/Order Memo: Bulk Order, Delivery Note No.
- Additional Details:** Store Department.
- Stock Item Detail:** Item Code: BHW001, Description: How To Build a Pizza Oven, Pack Size: 0, Pack Description: EA, Department: 001, Group Code, Sales Orders: 0, Purchase Orders: 52, Deliveries: 15, Current Stock: 56, Regular Supplier: ABC001.
- Totals:** P/Order Inclusive: Yes, Warehouse: 001, Internal Order No., Goods Total: 48911.96, Discount Amnt: 0.00, Vat Amount: 6006.73, Total Quantity: 349.00.

Below these sections is a table of line items:

Code	Description	Type	Unit Price	Ord Qty	Remain	Disc %	Total
TSMGS0304	Golf T-Shirt - Red -XL	PO	39.90	60.00	60.00	0.00	2 394.00
BHW001	How To Build a Pizza Oven	PO	604.20	26.00	26.00	0.00	15 709.20
BM001	Cement PVC 50kg	PO	168.07	40.00	40.00	0.00	6 722.80
BM002	Tiles	PO	245.00	77.00	77.00	0.00	18 865.00
BM003	Wood	PO	26.76	46.00	46.00	0.00	1 230.96
TSMGS0504	Golf T-Shirt - Green -XL	PO	39.90	100.00	100.00	0.00	3 990.00

At the bottom of the window, there are various utility icons and a 'Total' field showing 48911.96.

Changing the quantity allocated to each company can be done in two ways. The first way is to change the Order Quantity for the item, by changing the required quantity in the "order qty" column. After changing the quantity, the "Quantities per Company" screen will appear allowing the user to allocate the quantities correctly. The second method is by double-clicking on the order quantity for the selected item, which will then display the Quantities per Company screen.

The screenshot shows the 'Quantities per Company' screen. At the top left is the IQ Retail logo. The main heading says 'Please specify the quantity allocation per company for the current Stock Item.'

The screen is divided into two main sections:

- Stock Detail:** Stock Code: TSMGS0304, Stock Description: Golf T-Shirt - Red -XL, Original Requested Quantity Total: 60.00, Original Required Quantity Total: 60.00.
- Company Quantities:** A table showing allocation for two companies.

Company	Quantity Requested	Quantity Required	Quantity Remain
001	50	50	50
002	10	10	10

At the bottom of the table, there are summary values: 60.00, 60.00, and 60.00. At the bottom of the screen, there are two buttons: 'Revert To Original' and 'Accept'.

The Quantities per Company screen provides the user information about the selected Stock Item/Style generated from the Consolidated Order document. The "Original Required Quantity Total" is the quantity total for the Stock Item/Style as seen on the grid. The company split grid lists all the companies previously selected, the quantities originally requested, the Quantity required and the quantity remaining (related to partial GRVing). After modifying the required quantities per company and pressing "Accept", the total quantity as seen on the bottom of the grid (Quantity Required column) will be displayed on the items grid for the item. The user can press the "Revert To Original" button to revert the quantities to the original quantities in the "Requested" column.

ORDER REPORT

The order report has been modified to display the Consolidated Order information for the Order.

Purchase Order					
IQ HO 1st Floor, Rhino House 23 Quantum Road Techno Park, Stellenbosch 7600			Telephone: 021 8800420 Fax: 021 8800488 E Mail: Vat Registration No: 45111111111 GRV Date: Not received yet		
Purchase Order From Star Wholesalers Po Box 1212121 Strand 7150			Deliver To Star Wholesalers 4545 Main Road Strand 7150		
Account No	Order Date	Order Number	Representative	Order Number	Page
STAR001	29/09/2014	CONHO16	-1	PURHO88.2	1 of 1

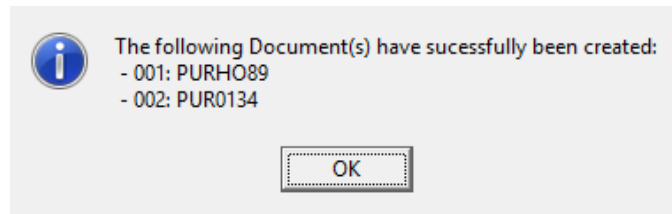
Item Code	Description	Original Qty	Outstanding	Unit Price	Disc %	Vat Amt	Line Total
TSMGS0304	Golf T-Shirt - Red -XL	60.00	60.00	35.00		294.00	2 100.00
	Company Quantity Splits:						
	001:	50.00	50.00				
	002:	10.00	10.00				
BHW001	How To Build a Pizza Oven	30.00	30.00	530.00		2 226.00	15 900.00
	Company Quantity Splits:						
	001:	15.00	15.00				
	002:	15.00	15.00				
BM001	Cement PVC 50kg	40.00	40.00	147.43		825.61	5 897.19
	Company Quantity Splits:						
	001:	20.00	20.00				
	002:	20.00	20.00				
BM002	Tiles	77.00	77.00	214.91		2 316.75	16 548.25
	Company Quantity Splits:						
	001:	39.00	39.00				
	002:	38.00	38.00				
BM003	Wood	46.00	46.00	23.47		151.17	1 079.79
	Company Quantity Splits:						
	001:	23.00	23.00				
	002:	23.00	23.00				
TSMGS0504	Golf T-Shirt - Green - XL	100.00	100.00	35.00		490.00	3 500.00
	Company Quantity Splits:						
	001:	50.00	50.00				
	002:	50.00	50.00				

Extra Charges	Number of Items	Subtotal (Exclusive) 45 025.23
	353	Discount
		Vat 6 303.53
		Total 51 328.76

BRANCH CONSOLIDATED ORDER PURCHASE ORDER GENERATION

ORDER GENERATION

When a Branch Consolidated Order is converted into a Purchase Order, multiple Purchase Orders are generated within the each one of the companies (branches) selected on the Consolidated Order. This means that each branch will then handle the GRVing of products on their own, instead of the DC handling the GRVing and transferring stock to all the branches. These orders function as normal orders as they do not have any consolidated Order information sitting in the background. After all the Purchase Orders have successfully been generated, a dialog will appear on the screen displaying all the companies and the document numbers of the newly created Purchase Orders within them.



The Consolidated Order will now have a status of unapproved and the "Last Executed" and "Last Executed By" fields will be populated with the relevant information. No tables are required to run in the background for Branch Orders. Editing of these generated orders function the same as it would function for normal Purchase Orders.

ERRORS WHILE GENERATING PURCHASE ORDER

After an order has been generated, a screen will appear if a Consolidated Order contained any stock items which no longer exist within the company. This screen will indicate which stock item could not be found in which company and the document it would have been generated on.

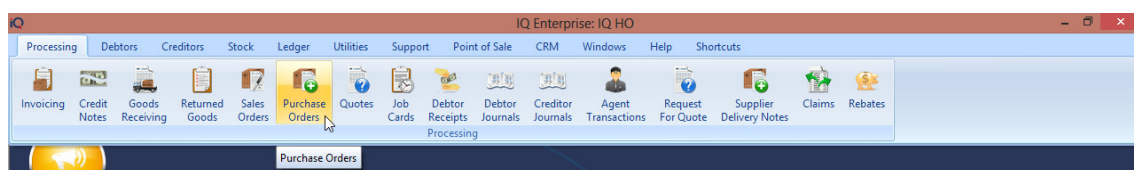
MULTISELECT CONSOLIDATED ORDER PURCHASE ORDER GENERATION

The Multiselect feature can be used while generating Purchase Order documents. This feature allows the user to select more than one Consolidated Order document and generate a single purchase order document which contains the information of all the selected Consolidated Order documents. Only Consolidated Order documents with the following criteria can be generated together:

- All selected documents need to be Approved first.
- All selected documents need to be linked to the same Creditor Account.
- All selected documents need to be DC Orders. Branch Orders are not supported for the Multiselect Purchase Order generation.

GRVing A PURCHASE ORDER

This section will only discuss the GRVing of a DC Consolidated Order document, as orders generated from Branch Consolidated Orders function normally when GRVing.



From the IQ main menu, select the Processing Tab and click on Purchase Orders.

The CONXX is the Consolidated Order used to generate a Purchase order.

Document No	GRV Date	Changed Date	Total
PURHO32	01/09/2014		117.65
PURHO33			588.24
PURHO37	02/09/2014		615.60
PURHO38	02/09/2014		14 154.24
PURHO39	02/09/2014		9 804.00
PURHO40	02/09/2014		513.00
PURHO41	02/09/2014		1 140.00
PURHO42	02/09/2014		615.60
PURHO43.1	02/09/2014	04/09/2014	513.00
PURHO44.1	02/09/2014	02/09/2014	51.30
PURHO48	04/09/2014		4 560.00
PURHO49	04/09/2014		500.18
PURHO52.2	04/09/2014	05/09/2014	4 679.70
PURHO53.2	04/09/2014	05/09/2014	9 382.43
PURHO55	05/09/2014		889.20
PURHO56	05/09/2014		433.20
PURHO57.1	05/09/2014	05/09/2014	1 151.40
PURHO61	10/09/2014		4 332.00
PURHO71	16/09/2014		798.00
PURHO72	16/09/2014		399.00
PURHO73	16/09/2014		26 971.50
PURHO74.1	16/09/2014	29/09/2014	0.00
PURHO77.1	17/09/2014	29/09/2014	49 552.76
PURHO78.1	26/09/2014	26/09/2014	5 529.00
PURHO79	26/09/2014		855.00
PURHO80	26/09/2014		456.00
PURHO81	26/09/2014		456.00
PURHO82	26/09/2014		456.00
PURHO84	26/09/2014		0.00
PURHO85	26/09/2014		0.00
PURHO86	26/09/2014		68.40
PURHO87	26/09/2014		109.44
PURHO88.2	26/09/2014		51 328.76
PURHO89	26/09/2014		0.00

Select the Processing button at the bottom of the page and click on GRV.

COMPLETE GRVing

When GRVing an order with Consolidated Order information, the "Quantity" of a line item, is the combined total of the remaining quantities for all the companies selected on the Consolidated Order.

Code	Description	Type	Unit Price	Additional Cost (Excl)	Qty	Disc %	Total
TSMG50304	Golf T-Shirt - Red -XL	PO	39.90		20.00	0.00	798.00
TSMG50304	Golf T-Shirt - Red -XL	PO	39.90		60.00	0.00	2 394.00
BHW001	How To Build a Pizza Oven	PO	598.89		26.00	0.00	15 571.14
BM001	Cement PVC 50kg	PO	167.58		40.00	0.00	6 703.20
BM002	Tiles	PO	245.00		77.00	0.00	18 865.00
BM003	Wood	PO	26.77		46.00	0.00	1 231.42
TSMG50504	Golf T-Shirt - Green - XL	PO	39.90		100.00	0.00	3 990.00

When the GRV is processed the quantities for each item will be GRVed into the current company and a report of the GRV indicates the quantities required in each company. The stock items, need to be transferred to the other companies (branches).

Goods Received Voucher	
IQ HO 1st Floor, Rhino House 23 Quantum Road Techno Park, Stellenbosch 7600	Telephone 021 8800420 Fax 021 8800488 E Mail Vat Registration No 45111111111 Invoice Date 29/09/2014
Supplier Star Wholesalers Po Box 1212121 Strand 7150	Deliver To Star Wholesalers 4545 Main Road Strand 7150

Account No	GRV Date	Order Number	Representative	GRV Number	Page
STAR001	29/09/2014	CONHO17	-1	9631	1 of 1

Item Code	Description	Quantity	Unit Price	Disc %	Vat %	Line Total
TSMGS0304	Golf T-Shirt - Red -XL	20.00	35.00	0.00%	14.00%	700.00
Company Quantity Splits:		001: 10.00				
		002: 10.00				
TSMGS0304	Golf T-Shirt - Red -XL	60.00	35.00	0.00%	14.00%	2 100.00
Company Quantity Splits:		001: 50.00				
		002: 10.00				
BHW001	How To Build a Pizza Oven	26.00	525.34	0.00%	14.00%	13 658.89
Company Quantity Splits:		001: 13.00				
		002: 13.00				
BM001	CementPVC 50kg	40.00	147.00	0.00%	14.00%	5 880.00
Company Quantity Splits:		001: 20.00				
		002: 20.00				
BM002	Tiles	77.00	214.91	0.00%	14.00%	16 548.25
Company Quantity Splits:		001: 39.00				
		002: 38.00				
BM003	Wood	46.00	23.48	0.00%	14.00%	1 080.19
Company Quantity Splits:		001: 23.00				
		002: 23.00				
TSMGS0504	Golf T-Shirt - Green - XL	100.00	35.00	0.00%	14.00%	3 500.00
Company Quantity Splits:		001: 50.00				
		002: 50.00				

Extra Charges			
No Description	0.00	Number of Items	
			Subtotal (Exclusive) 43 467.33
			Discount 0.00

PARTIAL GRVing

Partial GRVing can be processed by not GRVing the total quantity per item per company. Changing the quantity allocated to each company can be done in two ways:

- The first method is to change the total quantity for the item. After changing the total Quantity for the selected item, the "Quantities Per Company" screen will appear, allowing the user to reallocate the quantities correctly.
- The second method is to double-click on the "Quantity" field which will then display the "Quantities Per Company" screen.

Please specify the quantity allocation per company for the current Stock Item.

Stock Detail		Company Quantities			
Stock Code	TSMGS0304	Company	Quantity Requested	Quantity Required	Quantity Remain
Stock Description	Golf T-Shirt - Red -XL	001	50	50	50
Original Requested Quantity Total	60.00	002	10	10	10
Original Required Quantity Total	50.00			60.00	60.00


Revert To Original Accept

This screen provides the user information about the selected Stock Item, the "Original Requested Quantity Total", which is the quantity total for the stock item, as seen on the Consolidated Order document and a company split grid. The company split grid list all the companies previously selected, the quantities originally requested, the quantity required and the quantity remaining (still to be GRVed). After modifying the required quantities per company and pressing "Accept", the total quantity as seen on the bottom of the grid (Quantity required column) will be displayed on the items grid for the item. The user can press "Revert to Original" to revert to the "Quantity Remain column".

EDITING A PARTIAL GRVed PURCHASE ORDER

Select the Processing button on the bottom of the Purchase Order Maintenance screen and click on GRV. The partially received Purchase Orders on this screen are displayed in **Green**.

When editing a purchase order which has previously been GRVed, the "Order Quantity" and the "Remain Quantity" fields of certain items will differ indicating the quantity for each item which still needs to be GRVed. This is also indicated on the Quantity Per Company screen per company.



Please specify the quantity allocation per company for the current Stock Item.

Stock Detail

Stock Code
BM003

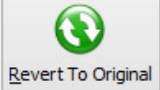
Stock Description
Wood

Original Requested Quantity Total
10.00


Original Required Quantity Total
10.00

Company Quantities

Company	Quantity Requested	Quantity Required	Quantity Remain
001	23	5	5
002	23	5	5
		46.00	10.00



Revert To Original



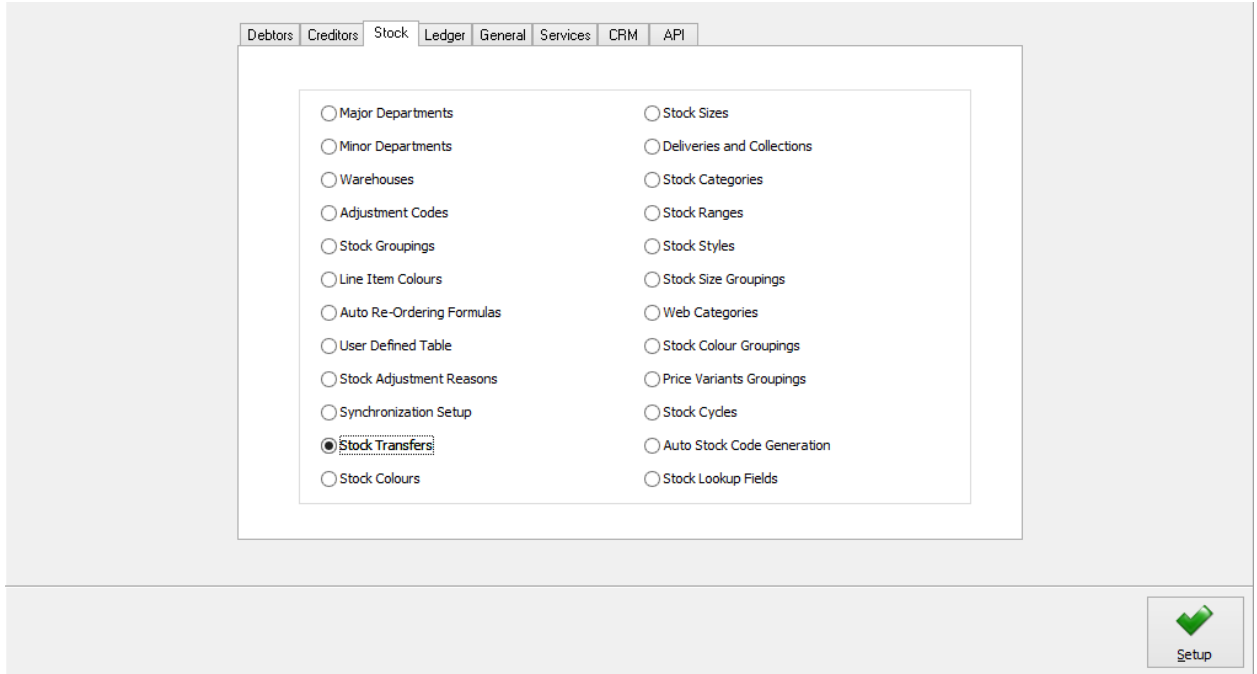
Accept

When the required quantity is changed at this point, the Remaining Quantity will also be adjusted upwards or downwards depending on the change made.

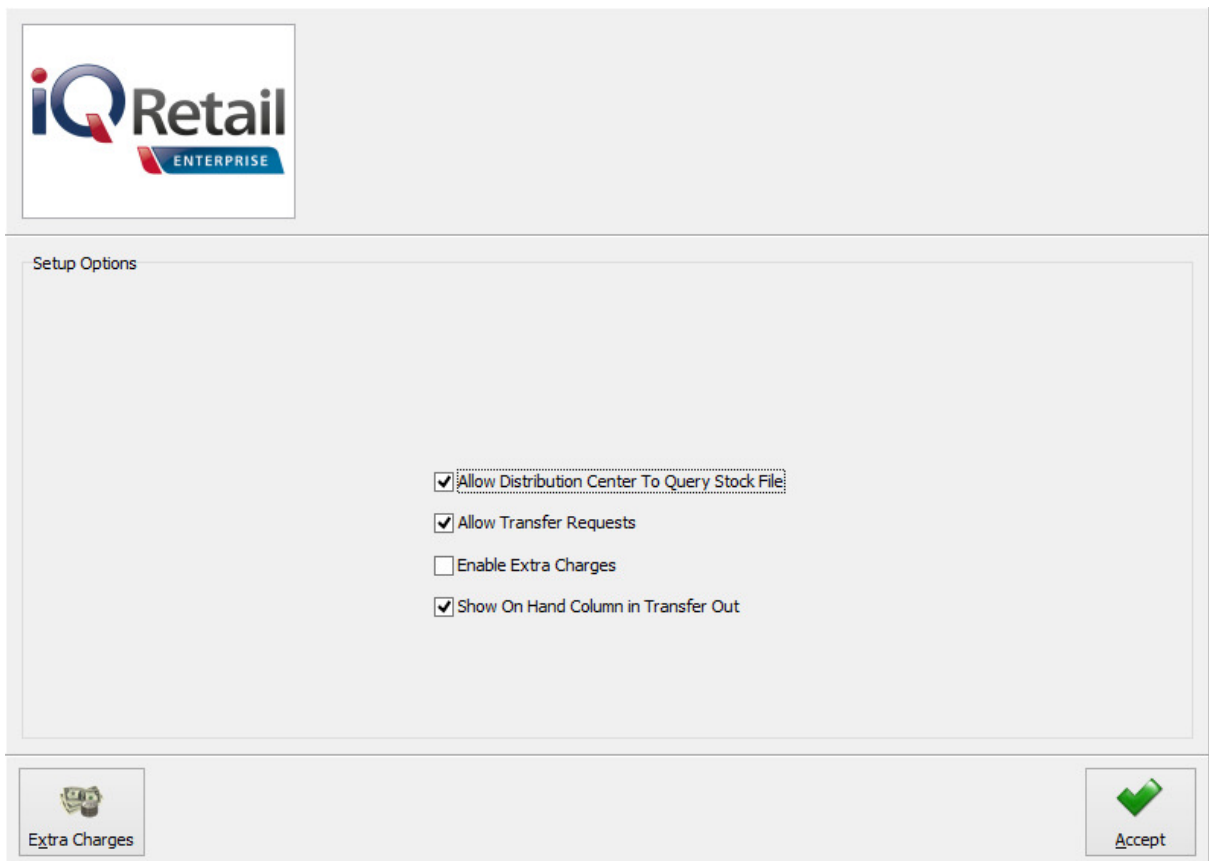
TRANSFERRING OF STOCK

SETUP

From the IQ main menu, select Utilities, Setup and click on Module Parameters (Default Tables).
Select the Stock Tab, click on Stock Transfers and click on Setup.



The stock transfers option allows one to select specific options for the stock transfers within the IQ system.



ALLOW DISTRIBUTION CENTER TO QUERY STOCK FILE

The allow distribution center to query stock file option allows the branch where the transfer out is being processed, to look at the stock file of the branch where the stock is being transferred to.

ALLOW TRANSFER REQUESTS

The allow transfer requests option allows the user to process transfer request meaning that stock may be requested from various branches. This option is very handy for transfer records.

ENABLE EXTRA CHARGES

The enabling of extra charges allows the user to add additional extra charges for stock transfers. These extra charges may be setup for transfer in and transfer out transactions.

Click on the Extra Charges button at the bottom of the screen to setup the extra charges.

Extra Charges Type

Transfer In

Transfer Out

Extra Charges

Description	Ledger Account	Percentage	Amount
Delivery Fee	1254.000.000.00	0	100
*		0	0

Cancel Accept

EXTRA CHARGES

DESCRIPTION

The description option allows the user to add a description for the relevant extra charge.

LEDGER ACCOUNT

The ledger account option allows the user to select the relevant ledger account where the extra value will be posted to in the general ledger.

PERCENTAGE

The percentage option allows the user to add the extra charge as a percentage of the total amount, rather than a value.

AMOUNT

The amount option allows the user to add a set amount for the relevant extra charge when either doing a transfer in or a transfer out.

CANCEL

The cancel option will discard any changes made or incorrect selections of extra charges for stock transfers.

ACCEPT

The accept option allows the user to apply newly changes or accept the existing setup of stock transfer extra charges.

SHOW ON HAND COLUMN IN TRANSFER OUT

The show on hand column in transfer out option allows the user to see the on-hand column of the stock item being transferred.

ACCEPT

The accept option allows the user to apply newly changes or accept the existing setup of stock transfers.

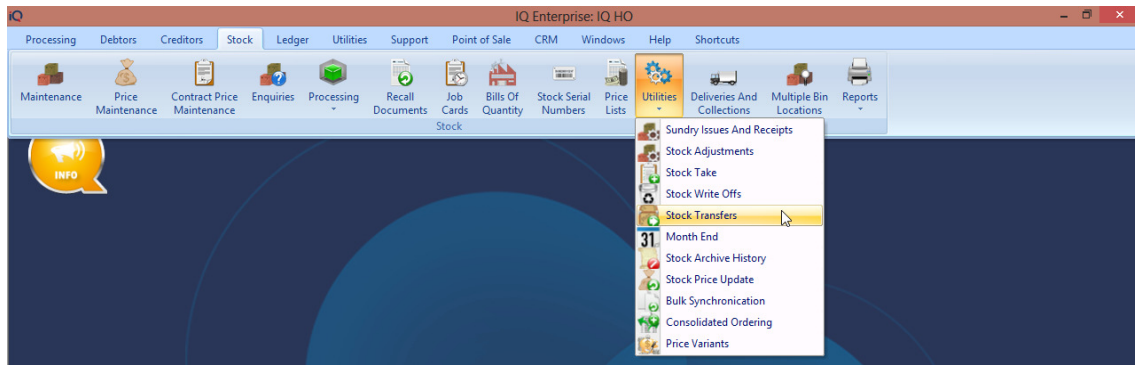
With a DC Consolidated Order, the stock ordered for each company needs to be transferred to the companies, as per the selected companies on the Consolidated Order. There are two ways to transfer the received stock out to the branches, or other companies:

MANUAL TRANSFERRING OF STOCK


After GRVing the stock received, all the items on the Consolidated Order have been received in the DC stock. The stock needs to be Transferred Out to the Branches or other companies. The GRV document can be used to see which quantity of which stock item has been ordered for which branch or company.

Goods Received Voucher						
IQ HO 1st Floor, Rhino House 23 Quantum Road Techno Park, Stellenbosch 7600			*** Copy of Original ***			
Supplier ABC Whole Sales 45 Orange Road Somerset West 7150			Deliver To ABC Whole Sales 45 Orange Road Somerset West 7150			
Account No	GRV Date	Order Number	Representative	GRV Number	Page	
ABC001	29/09/2014	CONHO33	-1	321654	1 of 1	
Item Code	Description	Quantity	Unit Price	Disc %	Vat %	Line Total
000000090201	NIKE ALL TERRAIN RUNNING SOCKS BF	8.00	12.00	0.00%	14.00%	96.00
Company Quantity Splits:		001:	5.00			
		002:	3.00			

To Transfer Stock Out, the user needs to select Stock from the IQ Main screen, select Utilities and click on Stock Transfers.



The Stock Transfer screen will be displayed.



Display Date
Report Type
Sort Order

Current

 History

Detail

 Summary

Order Number

 Out Document

 In Document

Available Filters
 Clear Filter

Stock Transfers

Stock Transfer Requests

Order Number	Out Document	In Document	Out...	In...	Out...	In...	Out Date	In Date	Out Total	In Total	COMPL...
002	TRF2	TRF0118	001	002			03/01/2012	29/09/2014	1 581.43	1 581.43	<input checked="" type="checkbox"/>
1	TRF8		001	002	003	001	27/03/2013	30/12/1899	29.99	0.00	<input type="checkbox"/>
2	TRF9		001	002			27/03/2013	30/12/1899	90.00	0.00	<input type="checkbox"/>
201409101346310	TRF0115	TRFHO19	002	001		001	10/09/2014	29/09/2014	2 888.71	2 888.71	<input checked="" type="checkbox"/>
201409160933590	TRFHO16	TRF0117	001	002	001		16/09/2014	16/09/2014	350.00	350.00	<input checked="" type="checkbox"/>
201409170921070	TRFHO17		001	002	001		17/09/2014	30/12/1899	2 350.00	0.00	<input type="checkbox"/>
201409261606480	TRFHO18		001	002	001		26/09/2014	30/12/1899	150.00	0.00	<input type="checkbox"/>
3	TRF10		001	002	002	001	27/03/2013	30/12/1899	650.00	0.00	<input type="checkbox"/>
321456	TRFHO28		001	002	001	001	29/09/2014	30/12/1899	36.00	0.00	<input type="checkbox"/>
9632	TRFHO25	TRF0122	001	002			29/09/2014	29/09/2014	2 189.26	2 189.26	<input checked="" type="checkbox"/>
ABPLD0305	TRF13	TRF13	001	002			05/03/2014	05/03/2014	499.80	499.80	<input checked="" type="checkbox"/>
COK852	TRFHO27	TRF0120	001	002			29/09/2014	29/09/2014	47.99	47.99	<input checked="" type="checkbox"/>
LISA 06 FEB 13	TRF7	TRF6	001	002			06/02/2013	06/02/2013	360.00	360.00	<input checked="" type="checkbox"/>
LISA 14/05/2013	TRF11	TRF7	001	002	003	001	14/05/2013	14/05/2013	47.99	47.99	<input checked="" type="checkbox"/>
LISA JAN 13	TRF6	TRF5	001	002	001	001	09/01/2013	09/01/2013	186.93	186.93	<input checked="" type="checkbox"/>
LISA2603	TRF14	TRF14	001	002			26/03/2014	26/03/2014	35.99	35.99	<input checked="" type="checkbox"/>
ORDER NO	TRF5	TRF5	001	002			17/07/2012	17/07/2012	1 020.00	1 020.00	<input checked="" type="checkbox"/>
PO59	TRFHO20	TRF0124	001	002			29/09/2014	29/09/2014	6.00	6.00	<input checked="" type="checkbox"/>
PO75	TRF0121		002	001			29/09/2014	30/12/1899	1 031.65	0.00	<input type="checkbox"/>

Search

Filter

Transfer Stock

Request Stock

Delete

Report Options

DISPLAY DATE


CURRENT

The current option will show all the current Transfer documents, which means any new Transfer document that is created will display under the current option.

HISTORY

The history option will show all the Transfer documents that have been deleted from current. This means that if a Transfer is completed, the stock has been transferred out from the current system and Transferred in on the Branch's system, a tick will appear in the completed column next to the document. Once a Transfer document is deleted from current, it will be listed under the history option.

NOTE: Remember to Delete completed transactions on a regular basis, to keep the Transfer list manageable.

 A Kerridge Commercial Systems Company

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REPORT TYPE

There are two types of reports the user can choose from: Detail and Summary.

DETAIL

The Detailed report allows the user to see the detail on a selected Stock Transfer transaction.

IQ HO		Date Printed: 30/09/2014		1 of 1	
Stock Transfers Detail Current					
Data Filter: No Filter Specified					
Order Number:	3	Completed:	Yes		
Out Document:	TRF10	In Document:	TRF0131		
Out Branch:	001	In Branch:	002		
Out Location:	002	In Location:	001		
Out Date:	27/03/2013	In Date:	29/09/2014		
Out Total:	650.00	In Total:	650.00		
<u>In</u>	<u>Out</u>	<u>Description</u>	<u>Quantity</u>	<u>Cost</u>	<u>Additional Cost</u>
TSMGS0404	TSMGS0404	Golf T-Shirt - Blue -XL	10.00	65.00	0.00
*** END OF REPORT ***					

SUMMARY

The Summary report allows the user to see the summary of all the Transfer Transactions.

SORT ORDER

ORDER NUMBER

The Order Number option allows the user to see all the Transfer Transactions in Order Number order.

OUT DOCUMENT

The Out Document option allows the user to see all the Transfer Out documents.

IN DOCUMENT

The In Document option allows the user to see all the Transfer In documents.

AVAILABLE FILTERS

The Available Filters box displays a list of filters that have been saved for use on the grid.

GRID INFORMATION

STOCK TRANSFERS

ORDER NUMBER

The order number field shows the order number as it was entered on the transfer out document.

OUT DOCUMENT

This field shows the document number that was generated by the system automatically when the transfer out was processed.

IN DOCUMENT

This field shows the document number that was automatically generated by the system when the transfer in was processed.

OUT BRANCH

This field shows the branch from where the items are transferred out from.

IN BRANCH

This field shows the branch where the items are being transferred to.

OUT LOCATION

This field shows the warehouse location from where the items are transferred out.

IN LOCATION

This field shows the warehouse location to where the items are being transferred.

OUT DATE

The Date Out field will automatically be updated as soon as the transfer out has been processed.

IN DATE

The Date In field will automatically be updated as soon as the transfer in has been processed.

OUT TOTAL

The Total Out value is the value of all the stock items that are being transferred out. These values are the cost of the items therefore these will be exclusive values.

IN TOTAL

The Total In value is the value of all the stock items that are being transferred in. These values are the cost of the items therefore these will be exclusive values.

COMPLETED

The Tick box in the Completed column will remain empty until the Stock items which were Transferred Out from the DC, is received by doing a Transfer In at the Branch.

BUTTON FUNCTIONALITY**SEARCH**

The search option allows the user to search for any information that is displayed on the Stock Transfers screen.

FILTER

The filter option allows the user to filter for specific information on the Stock Transfers grid.

TRANSFER STOCK

The Transfer Stock option allows the user to Transfer Stock In from another branch, or the Transfer Stock Out to a requesting branch.

TRANSFER OUT

Transfer Details

Branch Number	Warehouse
Transfer From: 001	001
Transfer To: 002	003
Out	In
Transfer Date: 30/09/2014	30/09/2014
Order Number	BRANCH TRF 0111

Company Details

Company	IQ TAK1
Address 1	1st Floor, Rhino House
Address 2	23 Quantum Road
Address 3	Techno Park, Stellenbosch
Address 4	7600
Email	

Items

Code	Description	OnHand	Quantity	Cost
000000090201	NIKE ALL TERRAIN RUNNING SOCKS BRS		5	3.0000
*				0.0000

Transfer Summary

Transfer Value	36.00
Total	36.00

Search

Auto Order

Design

Process

Import

Flash

TRANSFER DETAILS

BRANCH NUMBER

The branch number field shows the branch where the transfer is coming from. In other words, this will be the branch where the goods are being transferred from.

WAREHOUSE

The warehouse option allows the user to choose a specific warehouse where the goods are being transferred from. In other words, the warehouse could be a place where goods are just stored for transferring purposes.

TRANSFER FROM

The transfer from field shows the company from where the goods will be transferred. Meaning that the goods will be transferred from the selected company into another company.

TRANSFER TO

The transfer to field shows the company to where the goods will be transferred to. Meaning that the goods will be transferred from another company into the selected company.

TRANSFER DATE

The Transfer Date defaults to the date on which the Transfer Out is being processed. The Transfer Date Out-field can be edited by retyping the date or by selecting a date from the pull-down menu next to the field.

ORDER NUMBER

The order number field allows the user to enter an internal order for the transferring of the goods to the different branches. This option is very handy when the user needs to keep track of transfers between different branches.

NOTE: Once the relevant stock items have been added to the transfer, select the process option for the system to transfer out these stock items. Upon process the system will generate a transfer out document.

COMPANY DETAILS

COMPANY

The company field displays the Company / Branch name where the goods are being transferred to.

ADDRESS 1, 2, 3, 4

The address fields 1 to 4 displays the physical address of the company / branch where the goods are being transferred to.

EMAIL

The Email Field displays the email address of the company / branch where the goods are being transferred to.

GRID INFORMATION

ITEMS CODE

The code field is the where the stock item is selected from the drop-down list.

NOTE: If the code is known then it may be typed in.

DESCRIPTION

The description field shows the description of the item that will be transferred.

ONHAND

The Onhand value, displays the Onhand quantity in the company / branch where the stock items are being Transferred from.

QUANTITY

The quantity field is where the quantity of the item is entered. This means that the quantity that is entered, will be the quantity that will be transferred out to the other branch.

COST

The cost is the actual stock items cost price. This cost will be used for transferring the goods to another branch.



BUTTON FUNCTIONALITY

SEARCH

The search option allows one to search for any or specific information regarding a transfer or transfers.

AUTO ORDER

If the system was setup to automatically re-order stock when needed, this option will be available for auto ordering of required stock items.

DESIGN

The design option allows the user to design the existing report layout.

PROCESS

The process option allows the user to process the current transfer.

IMPORT

The Import option allows the user to import a .CSV (comma delimited) file into the Transfer Out screen. The file to import, should have a column for Stock code and the quantity to be transferred. Don't use headings for the import columns.

TSMGS0304, 5
TSMGS0404, 5
|

The format of the file must be CODE and QTY. In this example, the code is TSMGS0101 and the quantity is 5.

FLASH


The flash option allows one to call up a flash report by either selecting the flash button or one can use the "alt" button. To call up a flash report using the "alt" option, hold down the "alt" button and then press either number 1 – 9 this will bring up the flash report that corresponds to the relevant number.

Once the Transfer transaction has been processed, a Stock Transfer document will appear.

IQ HO		Date Printed :01/10/2014 11:21:36		Page No 1	
Stock Transfer Document					
Document:	TRFH031	Document:	TRANSFER OUT2	Address:	
From Company:	001	From Location:	001	1st Floor, Rhino House	
To Company:	002	To Location:	002	23 Quantum Road	
				Techno Park, Stellenbosch	
				7600	
<u>Code</u>	<u>Description</u>	<u>QTY</u>	<u>Avrq Cost</u>	<u>Line Total</u>	
TSMGS0304	Golf T-Shirt - Red -XL	5.0000	35.00	175.00	
TSMGS0404	Golf T-Shirt - Blue -XL	5.0000	65.00	325.00	
Total Value:	500.00				
Total Items:	10.00				
*** END OF REPORT ***					


TRANSFER IN

NOTE: The very first time a Transfer In is done, the system will look for any existing pending transfers that need to be processed.




Outstanding Transfers

Order Number	Document		Branch		Location		Date		Total	
	Out	In	Out	In	Out	In	Out	In	Out	In
PO14	TRF0134		002	001			29/09/2014	30/12/1899	49.81	0.00
PO56	TRF0135		002	001			29/09/2014	30/12/1899	49.81	0.00
PO75	TRF0121		002	001			29/09/2014	30/12/1899	1 031.65	0.00



Cancel



Accept

All the Outstanding Transfers for the current company will be displayed in Order Number order.

GRID INFORMATION

ORDER NUMBER

The order number field shows the order number as it was entered on the transfer out document.

OUT DOCUMENT

This field shows the document number that was automatically generated by the system when the transfer out was processed.

IN DOCUMENT

This field shows the document number that was automatically generated by the system when the transfer in is processed. This field will be empty, as the Transfer In is not yet processed.

OUT BRANCH

This field shows the branch from where the items are transferred out from.

IN BRANCH

This field shows the branch where the stock items must be received.

OUT LOCATION

This field shows the warehouse location from where the items are transferred out.

IN LOCATION

This field shows the warehouse location to where the items are being transferred.

OUT DATE

The date out field was automatically updated when the Transfer Out has been processed.

IN DATE

The date in field will automatically be updated as soon as the transfer in has been processed.

OUT TOTAL

The Total Out value is the value of all the stock items that need to be Transferred In. These values are the cost of the items therefore these will be exclusive values.

IN TOTAL

The Total In value will be zero (0), as the value will only appear when the Transfer In is processed. These values are the cost of the items therefore these will be exclusive values.

BUTTON FUNCTIONALITY**CANCEL**


The cancel option will exit the current screen and the processing of the Transfer In will not take place. However, the Transfer In can be done at a later stage.

ACCEPT

Select the accept option to proceed and capture the Transfer In.

The user need to select the relevant Transfer In document which needs to be processed and click on the Accept option.


The Stock Branch Transfers – Incoming screen will appear.





Transfer Details	
Branch Number	Warehouse
Transfer From	002
Transfer To	001
Out	In
Transfer Date	29/09/2014
Order Number	PO75


Items					Cost	
Requested Code	Transferred Code	New Code	Description	Quantity	Processed	Extra Charges
TSMGS0804	TSMGS0804	TSMGS0804	Golf T-Shirt - Pink - XL	14.0000	27.637	37.51
TSMGS0803	TSMGS0803	TSMGS0803	Golf T-Shirt - Pink - L	20.0000	32.236	62.49


Transfer Summary	
Extra Charges	Amend
	Auto Allocate
	100.00
Transfer Value	1031.65
Total	1131.65


Search


Design


Process


Import


Flash

TRANSFER DETAILS

BRANCH NUMBER

The branch number field shows the branch where the transfer is coming from. In other words, this will be the branch where the goods are being transferred from.

WAREHOUSE

The warehouse option allows the user to choose a specific warehouse where the goods are being transferred to. In other words, the warehouse could be a place where goods are just stored for transferring purposes.

TRANSFER FROM

The transfer from field shows the company from where the goods will be transferred. Meaning that the goods will be transferred from the selected company into the current company.

TRANSFER TO

The transfer to field shows the company to where the goods will be transferred to. Meaning that the goods will be transferred from another company into the selected company.

TRANSFER DATE

The Transfer Date defaults to the date on which the Transfer In is being processed. The Transfer Date In-field can be edited by retyping the date or by selecting a date from the pull-down menu next to the field.

ORDER NUMBER

The order number field allows the user to enter an internal order for transferring of the goods to the different branches. This option is very handy when the user needs to keep track of transfers between different branches.

ITEM INFORMATION

REQUESTED CODE

The requested code field will only appear if a Stock Request has been done. Meaning that the codes in this column, are the Item codes which were requested.

TRANSFERRED CODE

The original code field is the original code that was used when the item was transferred out.

NOTE: The Transferred code is the code of the item as it was transferred out. If the item codes in the different branches are different then the new code field will show the item code as it is in the other branch.

NEW CODE

The New Code field is the Stock Item codes of the received stock on the current company. If a Transfer Request was done, this code will be the same as the Requested code. However, the new code will only show a different code if the item codes between the 2 different branches are not the same.

DESCRIPTION

The description field shows the description of the item that will be transferred in.

QUANTITY

The quantity field is the quantity of the item that was transferred. This means that the quantity that appear will be the quantity that will be transferred into the current branch.

NOTE: The Quantity Transferred In can't be edited. If the user received than what was ordered, changes can be made in Stock Adjustments.

The quantity field is where the quantity of the item is entered. This means the quantity entered will be the quantity that will be transferred in from the other branch.



COST

- The **cost processed** is the actual stock items cost price that is used at the time of the transfer. This cost will be used for transferring the goods in from another branch.
- The cost **Extra charges** option is there to add any additional costs to transfer the goods. This may be additional costs like courier fees or collection fees.

EXTRA CHARGES

The system will automatically add the predefined extra costs to the Transfer Value. If there were more than one extra cost defined, the system will add all the costs together.

If the user want to change the Extra Charges, he needs to select the Amend option. This will provide a list of all the extra costs. Change the amounts where applicable.

There are two ways to allocate the Extra charges to the line items:

- The first method to allocate the Extra Charges is by adding them manually to the items.
- The second method is to use the Auto-Allocate button, which will allocate the Extra Charges proportionally among the items.

BUTTON FUNCTIONALITY

SEARCH

The search option allows one to search for any or specific information regarding a transfer or transfers.

DESIGN

The design option allows the user to design the existing report layout.

PROCESS

The process option allows the user to process the current transfer.

IMPORT

The Import option allows the user to import a .CSV (comma delimited) file into the Transfer Out screen. The file to import, should have a column for Stock code and the quantity to be transferred. Don't use headings for the import columns.

```
TSMGS0304, 5
TSMGS0404, 5
|
```

The format of the file must be CODE and QTY. In this example, the code is TSMGS0101 and the quantity is 5.

FLASH

The flash option allows one to call up a flash report by either selecting the flash button or one can use the "alt" button. To call up a flash report using the "alt" option, hold down the "alt" button and then press either number 1 – 9 this will bring up the flash report that corresponds to the relevant number.

Once the Transfer transaction has been processed, a Stock Transfer document will appear.

IQ HO		Date Printed :02/10/2014 13:23:01			Page No 1	
Stock Transfer Document						
Document: TRFH033		Document: PO32		Address:		
From Company: 001		From Location: 001				
To Company: 002		To Location: 002				
<u>Code</u>	<u>Description</u>	<u>QTY</u>	<u>Avg Cost</u>	<u>Line Total</u>		
000000090201	NIKE ALL TERRAIN RUNNING SOCKS BRS	2.0000	12.00	24.00		
000000010102	NIKE PANTS BM	5.0000	30.00	150.00		
Serial Numbers Out						
<u>Code</u>	<u>Serial</u>					
Total Value:	224.00					
Total Items:	7.00					
*** END OF REPORT ***						

REQUEST STOCK

The Request Stock option allows the user to query the stock files of the other branches, to get their Order methods and quantities.

DELETE

The Delete option moves the Completed Transfer transactions from the Current screen to the History screen.

The Delete option allows the user to either **Delete** the **Single** selected transaction, or the user can filter for one or more specific transactions and use the **Delete Filtered** option to delete them.

NOTE: Only *COMPLETED* entries can be deleted.

REPORT OPTIONS

The Report options allows the user to Design, Preview or Print a Detail report of a transaction or a summary of the selected transactions.

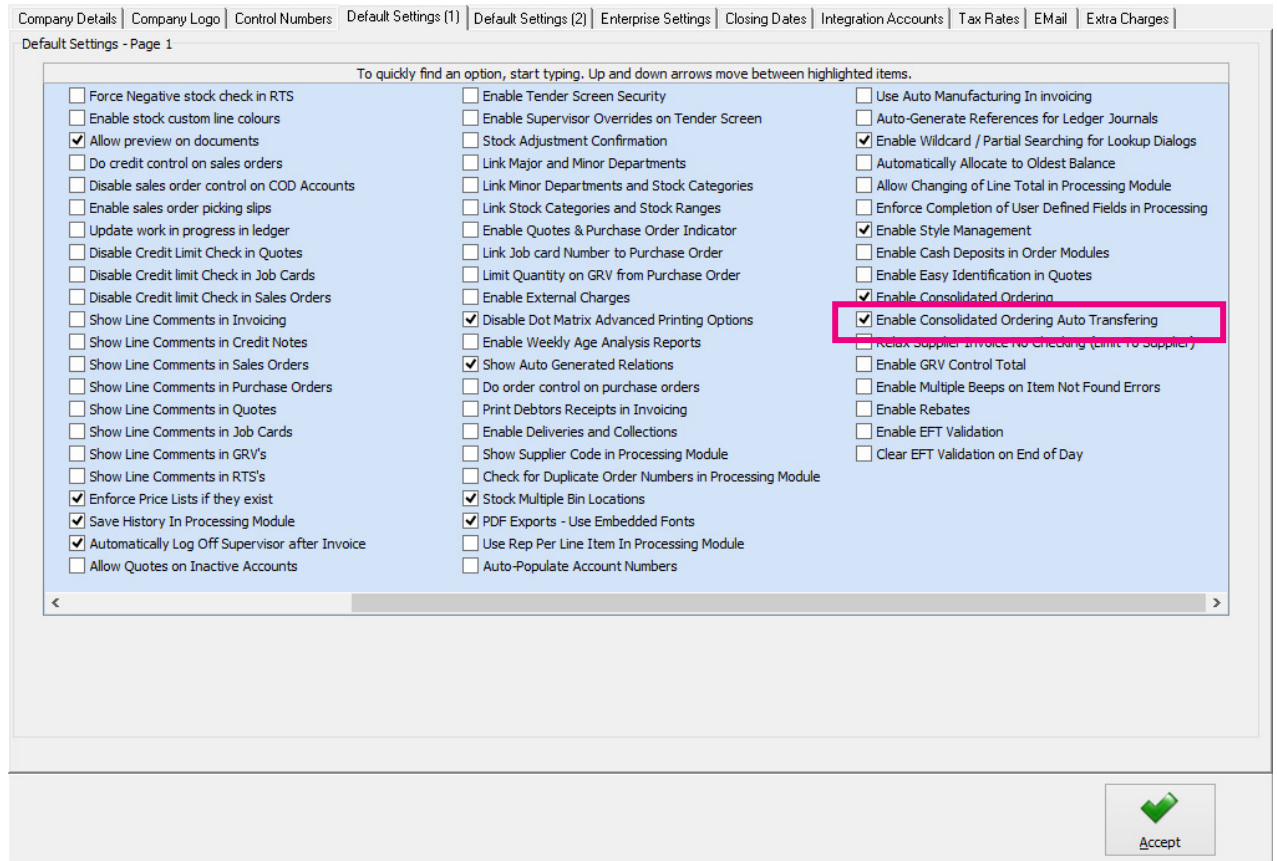
IQ HO		Date Printed: 02/10/2014									1 of 1	
Stock Transfers Summary												
Current												
Data Filter: No Filter Specified												
<u>Order Num</u>	<u>Date In</u>	<u>Doc In</u>	<u>Company In</u>	<u>Location In</u>	<u>Total In</u>	<u>Date Out</u>	<u>Doc Out</u>	<u>Company Out</u>	<u>Location Out</u>	<u>Total Out</u>	<u>Completed</u>	
PO75	00:00:00	TRF0121	001		0	29/09/2014	TRF0121	002		1031.65	No	
PO14	00:00:00	TRF0134	001		0	29/09/2014	TRF0134	002		49.81	No	
PO56	00:00:00	TRF0135	001		0	29/09/2014	TRF0135	002		49.81	No	
TRF OUT 0132	00:00:00	TRFH029	002	003	0	30/09/2014	TRFH029	001	001	36.00	No	
TRANSFER	00:00:00	TRFH030	002	002	0	01/10/2014	TRFH030	001	001	500.00	No	
TRANSFER	00:00:00	TRFH031	002	002	0	01/10/2014	TRFH031	001	001	500.00	No	
PO32	00:00:00	TRFH033	002	002	0	02/10/2014	TRFH033	001	001	224.00	No	
TOETS OUT 1	00:00:00	TRFH034	002	002	0	02/10/2014	TRFH034	001	001	212.50	No	
*** END OF REPORT ***												

AUTOMATIC TRANSFERRING OF STOCK

Automatic Transferring of Stock is a feature which can be used in conjunction with Purchase Orders that contain Consolidated Order information to generate Transfer Out documents when stock is GRVed into the DC.


SETUP

The setting required for the use of Auto Transferring of Stock within the system can be setup within the Company Details module. This module can be accessed by selecting the following menu option: Utilities-Setup-Company Details. The setting "Enable Consolidated Ordering Auto Transferring" on the Default Settings (1) needs to be enabled. This can be done by clicking on the tick box.



AUTO TRANSFERRING

The auto transferring feature is activated after a DC Consolidated Order has been GRVed (Complete or Partially). After the process button is clicked, the IQ Consolidated Ordering Automatic Transferring screen will appear. This screen will contain a grid of all items, their quantities and the companies they need to be transferred to, as well as buttons providing the user with additional functionality.



Colour Indicator

Normal
Has Serials


Sort Order

Code


Company

Transfers


Code	Description	Company	Quantity	Cost
TSMGS0101	Golf T-Shirt - Black - Small	002	80.00	3 640.24
COK001	Coke Single Can	002	5.00	34.46
MON001	Monitor LED 23 " - Serial Number Item	002	2.00	3 140.35




Cancel



Maintain Serials



Report



Transfer

BUTTON FUNCTIONALITY

CANCEL

The Close option closes the form and prevent the auto transferring from continuing. The user will then need to perform a manual transfer to move the stock from the DC to the required branches.

MAINTAIN SERIALS

The Maintain Serials option allows the user to maintain the serial numbers to be transferred with the selected stock item to the appropriate company. This button will only be visible if serial numbers have been enabled.

Items in **Blue** require serial numbers to be allocated to them, which can be done by clicking on the "Maintain Serials" button or by double-clicking on the record. If the user has selected to initiate the transfer process without allocating enough serials, a warning will appear asking the user if they wish to continue. If the user has enabled the "Strict Serials", the user will be prevented from continuing until the correct number of serials has been allocated.

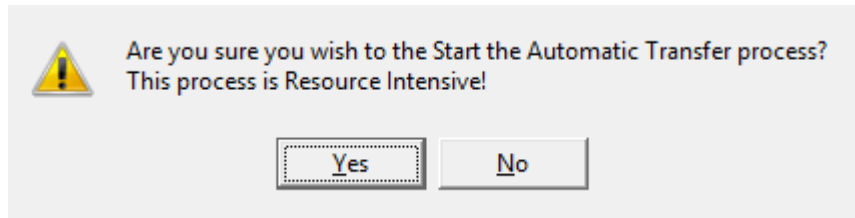
REPORT

The Report option allows the user to Preview, Print or Design the Pending Consolidated Order Automatic Transfers report.

IQ HO		Date Printed: 02/10/2014		1 of 1	
Pending Consolidated Order Automatic Transfers					
<u>Code</u>	<u>Description</u>	<u>Company</u>	<u>Quantity</u>	<u>Cost</u>	
00000010101	NIKE PANTS BS	002	1.00	50.00	
00000010102	NIKE PANTS BM	002	10.00	300.00	
000000110303	ADDIDAS JOGGING SHIRT BL	002	21.00	525.00	
000000110403	ADDIDAS JOGGING SHIRT GL	002	21.00	525.00	
000000110502	ADDIDAS JOGGING SHIRT BLM	002	20.00	500.00	
000000110503	ADDIDAS JOGGING SHIRT BLL	002	20.00	500.00	
*** END OF REPORT ***					

TRANSFER

The Transfer option allows the user to initiate the Automatic Transferring process.



The system will prompt the user to make sure if the Automatic Transfer process can start. If the user select NO, the Automatic Transfers screen will re-appear.

If the user select the Yes option, the GRV will be provided, with the Company Quantity Splits under each line item to show who should get what.

Goods Received Voucher	
IQ HO 1st Floor, Rhino House 23 Quantum Road Techno Park, Stellenbosch 7600	Telephone 021 8800420 Fax 021 8800488 E Mail Vat Registration No 45111111111 Invoice Date 02/10/2014
Supplier ABC Whole Sales 45 Orange Road Somerset West 7150	Deliver To ABC Whole Sales 45 Orange Road Somerset West 7150

Account No	GRV Date	Order Number	Representative	GRV Number	Page
ABC001	02/10/2014	CONHO30	-1	654	1 of 1

Item Code	Description	Quantity	Unit Price	Disc %	Vat %	Line Total
000000010101	NIKE PANTS BS	2.00	50.00	0.00%	14.00%	100.00
	Company Quantity Splits:	001: 1.00				
		002: 1.00				
000000010102	NIKE PANTS BM	20.00	30.00	0.00%	14.00%	600.00
	Company Quantity Splits:	001: 10.00				
		002: 10.00				
000000110303	ADDIDAS JOGGING SHIRT BL	42.00	25.00	0.00%	14.00%	1050.00
	Company Quantity Splits:	001: 21.00				
		002: 21.00				
000000110403	ADDIDAS JOGGING SHIRT GL	42.00	25.00	0.00%	14.00%	1050.00
	Company Quantity Splits:	001: 21.00				
		002: 21.00				
000000110502	ADDIDAS JOGGING SHIRT BLM	40.00	25.00	0.00%	14.00%	1000.00
	Company Quantity Splits:	001: 20.00				
		002: 20.00				
000000110503	ADDIDAS JOGGING SHIRT BLL	40.00	25.00	0.00%	14.00%	1000.00
	Company Quantity Splits:	001: 20.00				
		002: 20.00				
00000080302	NIKE OFFROAD RUNNING SOCKS YM	5.00	10.00	0.00%	14.00%	50.00
	Company Quantity Splits:	001: 5.00				
		002: 0.00				

If there was stock ordered for the DC company, the GRV will add only its own stock into their system and each branch will have to do a Transfer In to add the stock that they required into their own company's system.

---End of Document---