

HANDLING OF ITEMS ON DEPOSIT FOR RETURN

25 Quantum Road | Moonstone Building | First Floor | Technopark | Stellenbosch | 7600 Tel: +27 21 880 0420 | Fax: +27 21 880 0488 | Email: info@iqretail.co.za | www.iqretail.co.za VAT Number: 4760205510 | Company Reg. 2000/020305/07

PREFACE

This is the reference guide for handling of items on deposit for return, for IQ Business & IQ Enterprise software systems.

The document will aid in understanding and configuration of the handling of items on deposit for return, for it to function correctly.

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

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 handling of items on deposit for return 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 handling of items on deposit for return document in some way or another.

Regards,

IQ Retail (PTY) LTD



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INTRODUCTION

This document is prepared to explain the handling of items on deposit for return in the IQ Enterprise and IQ Business systems. In other words, this document explains how to handle and keep track of empty containers, that are refunded on their return.



SETUP

For the IQ Enterprise & IQ Business systems to handle single, packs and cases of the same item, cascading items must be enabled in Default Settings (1) in Company Details. A few items also must be created in Stock Maintenance.

DEFAULT SETTINGS (1)

From the IQ main menu \rightarrow Utilities \rightarrow Setup \rightarrow Company Details \rightarrow Default Settings (1) tab and tick the option "Enable Cascading items" and Click on the Accept button at the bottom of the screen to save the setting.

Enabling cascading Items, enables you to link Sub items (bulk item) to report to Main Items (usually singles) i.e. One Case of 24 Cokes reports to a single can of Coke.

Company	y Details	Company Logo	Control Numbers	Default Settings (1)	Default Settings (2)	Enterprise Settings	Closing Dates	Integration Accounts	Tax Rates	EMail Extra Ch	arges Month End
Default	Settings -	-Page 1									
				To quickly find an	option, start typing, I	Up and down arrows i	move between h	niahliahted items.			
	Print D	Debtor Receipts			Force Negative st	ock check in RTS		Enable Ten	der Screen Sec	curity	
	Print (Creditor Payment	ts		Enable stock custo	om line colours		Enable Sup	ervisor Overrio	les on Tender Scre	een
	Enable	e Cascading Item	ıs		Allow preview on a	documents		Stock Adju	tment Confirm	ation	
		e Gerial Numbers			Do credit control o	n sales orders		Link Major	and Minor Depa	artments	
	Disabl	e Serials in Job C	Cards		Disable sales orde	r control on COD Acco	ounts	Link Minor [epartments a	nd Stock Categorie	es
	Strict	Serial Number Ch	necking		Enable sales order	picking slips		Link Stock (ategories and	Stock Ranges	
	🗹 Enable	e Colours and Siz	es		Update work in pro	ogress in ledger		🗹 Enable Quo	tes & Purchas	e Order Indicator	
	Ask fo	or password cont	inuously		Disable Credit Limi	t Check in Quotes		🗌 Link Job ca	d Number to P	urchase Order	
	Do Se	Ilprice Maintenan	ice In Processing		Disable Credit limit	Check in Job Cards		🗹 Limit Quant	ity on GRV from	m Purchase Order	
	Auton	natically print Lab	pels		Disable Credit limit	Check in Sales Order	s	🗹 Enable Exte	rnal Charges		
	Print (GRV Labels after	Purchase Order Pro	cessing	Show Line Comme	nts in Invoicing		🗹 Disable Dot	Matrix Advan	ced Printing Option	ns
	Auton	natically print new	w Shelf Talkers		Show Line Comme	nts in Credit Notes		🗹 Enable We	kly Age Analy	sis Reports	
	Contro	ol both weight ar	nd Units		Show Line Comme	nts in Sales Orders		Show Auto	Generated Re	lations	
	Enable	e multiple stock w	varehouses		Show Line Comme	nts in Purchase Order	s	🗹 Do order co	ntrol on purch	ase orders	
	Stock	Warehouse per l	line Item		Show Line Comme	nts in Quotes		Print Debto	rs Receipts in I	Invoicing	
	🗹 Enable	e Stock Lookup D	escription Generato	r	Show Line Comme	nts in Job Cards		📃 Enable Deli	veries and Coll	ections	
	Check	terms in Sales			Show Line Comme	nts in GRV's		Show Supp	ier Code in Pro	cessing Module	
	🗹 Show	all prices in Invoi	icing		Show Line Comme	nts in RTS's		🗹 Check for 🛛	uplicate Order	Numbers in Proce	assing Module
	Post A	All Invoices/Credi	it notes to POS		Enforce Price Lists	if they exist		Stock Multi	le Bin Location	าร	
	Lock E	Date in Processin	g Module		Save History In Pr	ocessing Module		PDF Export	s - Use Embed	ded Fonts	
	Invoid	e Date defaults	to Sales Order Date		Automatically Log	Off Supervisor after 1	Invoice	🗹 Use Rep Pe	r Line Item In	Processing Module	ž: .
	GRV D	ate defaults to F	Purchase Order Dat	e	Allow Quotes on In	nactive Accounts		Auto-Popul	ate Account N	umbers	
<											,
											~



MODULE PARAMETERS

You must set up a negative department, which can be used for the processing of empties, returns or item deposits.

To set up a Negative Department, from the IQ main menu \rightarrow Utilities \rightarrow Setup \rightarrow Module Parameters \rightarrow Stock Tab \rightarrow Major Departments. Create the department as normal, but remember to enable the option for by ticking the box.

Department Name	012	
Description	CRATE - BOTTLE	
Ledger Department	CORP	~
Local Sales Account	2000.000.000.00	~
Export Sales Account	2000.000.000.00	~
Cost Of Sales Account	1000.000.000.00	~
Stock Account	3500.000.000.00	~
Purchases Account	1305.000.000.00	~
Cost Of Sales Adjustment	1000.000.000.00	~
Default Rep	~	
Maximum Grv Variance%	0.00	
Apply Maximum Var	Tick for Yes	_
Negative Department	Tick for Yes	
Auto Re-Ordering Method	Replenishment V	A
No Commision	Tick for Yes	
Target GP%	0.00	
Dealine Mathed	Perpetual Stock Control	ol (Post Sales/Stock
Posting Method	O Periodic Stock Control	(Post Sales/Purchas
Company Default	Perpetual Stock Control (Pr	st Sales/Stock/Cos
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ncel		

Stock items linked to a negative department (module parameters) have a reversed effect of the transaction on the stock and ledger accounts. It is used to keep track of empty containers that are refunded on their return.

Example: Processing empties, returns or item deposits, is to enter the quantity of the crate for the negative item when invoicing a case of cold drinks and the client returns an empty crate.

The empty crate would be entered on the invoice as a positive quantity (using the negative item code) and the case of cold drinks would be entered as per normal. The system displays the quantity as negative on the screen and on the slip. When the invoice is processed, the system will increase the On-Hand quantity for the empty crate received and reduce the cold drinks.

Tax Invoice										
Till 1 Sal	e #147 14	:12:05	11/04/2018							
Code	Description	Qty	Total							
COK002	COKE CAS	E(1	500.00							
EMC006	EMPTY CR	ATI -1	-20.00							
Vat Include	d		62.61							
Subtotal			480.00							



STOCK MAINTENANCE

The system caters for multi relational products, when an item is purchased in bulk and then broken into separate packs or sub-items that are sold as individual products. The On-Hand quantity and all the transactions on the cascading items will only reflect on the Main Item.

Stock items can be associated with other stock items, to be automatically processed if the main item is processed. For example, if a case of cold drinks is sold, the system will automatically add the crate to the document.

To explain the whole process, the following stock items were created in Stock Maintenance:

Code	Description	Barcode	Main Supplier	Supplier Code	Dept	Bin	PackSize	ORD_LVL	ORD_QU/ ^
COK001	COKE BOTTLE - SINGLE	COK001	ABC001	C1	001	FR1	1	520.0000	48.00
COK002	COKE BOTTLE - CASE	COK002			001	FR1	24	0.0000	0.00
COK003	COKE BOTTLE 330ML - 6PACK				001	FR1	6	0.0000	0.00
COKE001	COKE CAN 330ML	COKE001	STAR001		001		0	0.0000	0.00
CRA001	CRATE (Associated Item)	CRA001			001		0	0.0000	0.00
EMC006	EMPTY CRATE (BOTTLES)	EMC006			012		0	0.0000	0.00

MAIN ITEM

The single item is usually setup as the Main Item, which is linked to the bulk items as the sub-items.

Description COKE BOTTLE - SINGLE Alternative Description Tick for Yes Minor Department 001 > Soft Drinks Categories 003 Stock Category 3 Ranges	Item Code	COK001	Default Line Rep	~
Description COKE BOTTLE - SINGLE Alternative Description Item Category Major Department 001 Coke Minor Department 001 Sode Item Category Stock Item Report to Item Category Stock Category 3 Report to Item Ranges Cotegory 3 Cycle 1 > Stock Category 3 Barcode COK001 Cost Allocation on GRV General Code The smallest item Should not have any Report to I entered. Stock Type Cost Allocation on GRV Colour 0 Not Defined Tick for Yes Stock Type Stock for Options Barod BS1 Brand BS1 Brand Setup 1 Miximum Discount % 0.00 Supplier Herarchy Maximum Discount % 0.00 Supplier Herarchy Storage / BIN Location R1 Colour Department Maximum Discount % 0.00000 Tark for Yes Supplier Herarchy Storage / BIN Location R2 Itechnical Specif			Vat Rate	1
Alternative Description Item Category Stock Item Major Department 001 OO1 Soft Drinks Categories 003 OO1 Soft Drinks Categories 003 Vide 1 Stock Category 3 Ranges - Cycle 1 Stock Type General Code Golour 0 Stock Type Colour 0 Not Defined Line Colour Type - Stock for Options Allow Discount O Click for Options Allow Discount % 0.00 Section 7 Exempt Tick for Yes Di Item Code Itick for Yes O Item Code 0 Unit of Measure(Holding) 0 Vint of Measure(Holding) 1.000000 Unit of Measure(Holding) Inits Disallow Decimals Tick to Disallow Status 1.000000	Description	COKE BOTTLE - SINGLE	Store Serial Numbers	Tick for Yes
Item Category Stock Titem Minor Department 001 Soft Diriks Categories 003 Stock Category 3 Ranges Cycle 1 Stock Cycle 1 Barcode COK001 General Code Stock Type Colour 0 Not Defined Line Colour Type 8 - not selected Item on Hold Click for Options Allow Discount % 0.00 Suppler Thearth > Discle OC Citem Code Maximum Discount % 0.00 Discle Or Code Item on Hold Click for Options 0.00	Alternative Description		Scale Item	Tick for Yes
Major Department 001 ✓ Coke Minor Department 001 ✓ Soft Drinks Categories 003 ✓ Stock Category 3 Ranges ✓ ✓ Cycle 1 ✓ Stock Cycle 1 Barcode COK001 ✓ General Code ✓ ✓ Stock Type ✓ ✓ Colour 0 ✓ Not Defined ✓ Size 0 ✓ Not Defined ✓ Iter Colour Type 8 - not selected ✓ Item on Hold Click for Options 0.00 Allow Discount ✓ O Viot Defined ✓ ✓ Brand BS1 Ørand Setup 1 Model Maximu Discount ✓ Olick for Options Allow Discount ✓ Olick for Yes ✓ DC Item Code ✓ ✓ Technical Specifications 3 ✓ Technical Specifications 3 Supplier Department ✓ ✓ ✓ Supplier Herarchy ✓ DC Item Code ✓ ✓ ✓ ✓ ✓	Item Category	Stock Item 🗸	Report to Item	
Minor Department 001 Soft Drinks Categories 03 Stock Category 3 Ranges - - Cycle 1 Stock Cycle 1 Barcode COK001 - General Code - - Stock Type - - Colour 0 Not Defined - Size 0 Not Defined - Line Colour Type 8 - not selected - - Item on Hold Click for Options - Model MS2 Model Setup 1 Maximum Discount % 0.00 - - - - - Section 7 Exempt Tick for Yes 0 - - - - - Discount % 0.00 0 - 0 -	Major Department	001 v Coke		
Categories 003 Stock Category 3 Ranges Cycle 1 Stock Cycle 1 Barcode COK001 General Code Stock Type Colour 0 Not Defined Size 0 Not Defined Size 0 Not Defined Item colour Type 8- not selected Maximum Discount Click for Options Brand BS1 Brand Setup 1 Model MS2 Model Setup 2 Technical Specifications 3 Supplier Herarchy Storage / BIN Location R1 Pack Description 300ML Pack Size 1.000000 Unit of Measure(Holding) Units Inport Type Disallow Decimals Tick to Disallow 3 Buyer 3 Buyer Setup 3 Allow Seling under cost Tick for Yes Buyer 3 Buyer Setup 3	Minor Department	0001 V Soft Drinks	Under Batch Com	ck for Yes
Ranges Cyde 1 Barcode COK001 General Code Stock Type Colour 0 Not Defined Size 0 Item colour Type Allow Discount Click for Options Maximum Discount % 0.00 Storage / BIN Location Rt1 Pack Description 30ML Pack Description 30ML Pack Description 30ML Disallow Decimals	Categories	003 V Stock Category 3	The smallest item	should not have any Depart to It
Cyde 1 ✓ Stock Cyde 1 Barcode COK001 General Code ✓ Stock Type ✓ Colour 0 ✓ Not Defined Size 0 ✓ Not Defined Line Colour Type 8 - not selected ✓ Item on Hold Click for Options Brand Allow Discount ✓ Click for Options 0.00 Section 7 Exempt Tick for Yes ✓ DC Item Code ✓ Material Unit of Measure(Holding) Units ✓ Disallow Decimals ✓ Tick to Disallow ✓ Status ✓ Material ✓ Unit of Measure(Holding) ✓ ✓ Gaurantee Terms 2 Gaurantee Terms Saurentee Terms Setup 2 Buyer 3 Buyer Setup 3 Allow Seling under cost Tick for Yes	Ranges	~	- The smallest item	should not have any keport to it
Barcode COK001 General Code	Cycle	1 v Stock Cycle 1	entered.	
General Code Stock Type Colour 0 Not Defined Size 0 Not Defined Line Colour Type Srand Setup 1 Brand BS1 Brand Setup 1 Model MS2 Model Setup 2 Technical Specifications 3 Technical Specifications 3 Allow Discount Click for Options 0.00 Section 7 Exempt Tick for Yes 0 DC Item Code 0 Naterial Vint of Measure(folding) Units 0 Import Type Pack Size 1.000000 Unit of Measure(folding) Units Disallow Decimals Tick to Disallow 3 Buyer 3 Buyer Setup 3 Allow Seling under cost Tick for Yes 3 Buyer Setup 3 Allow Seling under cost Tick for Yes	Barcode	COK001	Exclude from Extra Charge	Tick for Yos
Stock Type Colour 0 Not Defined Size 0 Not Defined Line Colour Type 8 - not selected Item on Hold Click for Options Model Allow Discount Click for Options 0.00 Section 7 Exempt Tick for Yes 0.00 Storage / BIN Location FR1 Supplier Department Pack Description 30ML Assembly Type Vinit of Measure(Input) Vinit of Measure(Input) Color Detailed Disallow Decimals Tick to Disallow Supplier Times 2 Gaurentee Terms Setup 2 Buyer 3 Supplier Setup 3 Allow Seling under cost Tick for Yes	General Code		Cost Allocation on GRV	L fick for res
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Section 7 Exempt Tick for Yes DC Item Code Material Life Time (Days) 0 Storage / BIN Location FR1 Pack Description 330ML Pack Size 1.000000 Unit of Measure(Holding) V Unit of Measure(Input) V Disallow Decimals Tick to Disallow Status Allow Selling under cost	Maximum Discount %	0.00	Supplier Department	~
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Life Time (Days) 0 Storage / BIN Location FR.1 Pack Description 330ML Pack Size 1.000000 Unit of Measure(Holding) Units Unit of Measure(Input) > Disallow Decimals Into to Disallow Status Into to Disallow	DC Item Code		Material	~
Storage / BIN Location FR 1 Pack Description 330ML Pack Size 1.000000 Unit of Measure(Holding) Units Unit of Measure(Input) Disallow Decimals Into to Disallow Status Into to Status	Life Time (Days)	0	Assembly Type	~
Color Detailed Color Detailed Pack Size 1.000000 Unit of Measure(Holding) Units Unit of Measure(Input) Color Detailed Disallow Decimals Inco Terms Status Inco Terms	Storage / BIN Location	FR1	Import Type	~
Pack Size 1.00000 Unit of Measure(Holding) Units Unit of Measure(Input) Disallow Decimals Inco Terms Status Inco Terms	Pack Description	330ML	Color Detailed	~
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Unit of Measure(Input) Buyer 3 Buyer Setup 3 Allow Selling under cost Tick for Yes	Unit of Measure(Holding)	Units ~	Guarantee Terms	2 V Gaurentee Terms Setup 2
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Disallow Decimals Tick to Disallow Status			Allow Selling under cost	Tick for Yes
Status	Disallow Decimals	Tick to Disallow		
	Status			

NOTE: Please remember to make sure that the smallest item (single Coke) does not have any information entered in the Report To Item field.



SUB-ITEM

The conversion rate is very important when using cascading items. To determine the conversion rate to use when using cascading items, is calculated as follows: The item with the biggest pack size: Coke Case = 24, divide that by the item with the smallest pack size: Coke Single. The result is 24, thus will the conversion rate be 24 for the Coke Case.

Item Code	COK002	Default Line Rep	~	
		Vat Rate	1	
Description	COKE BOTTLE - CASE	Store Serial Numbers	Tick for Yes	
Alternative Description		Scale Item	Tick for Yes	
Item Category	Stock Item	Report to Item	COK001	
Major Department	001 ~ Coke	Item Conversion Rate		24.0000
Minor Department	0001 V Soft Drinks			
Categories	~	The Item must report to the	main item (Single) and the	
Ranges	~	The item must report to the	inamitem (Single) and the	
Cycle	~	correct Conversion Rate mu	st be entered.	
Barcode	COK002			
General Code		Cost Allocation on GRV	L lick for Yes	
Stock Type				
Colour	0 v Not Defined	Generic Type	~	
Size	0 v Not Defined	Brand	~	
Line Colour Type	8 - not selected	Model	~	
Item on Hold	Click for Options	Technical Specifications	~	
Allow Discount	Click for Options	Supplier Hierarchy	~	
Maximum Discount %	0.0	Supplier Department	~	
Section 7 Exempt	Tick for Yes	Tariff Code	~	
DC Item Code		Material	~	
		Assembly Type	~	
Storage / BIN Location	FR1	Import Type	~	
Pack Description		Color Detailed	~	
Pack Size	24.0000	Inco Terms	~	
Unit of Measure(Holding)	Units ~	Guarantee Terms	~	
Unit of Measure(Input)	~	Buyer	~	
		Allow Selling under cost	Tick for Yes	
Disallow Decimals	Tick to Disallow]		
Status		1		
		-		

The same can be done for the 6 Pack of Coke. The convertion rate on the 6 Pack will however be 6 and the main item is still the Single Coke.

NOTE: An item can only be cascaded if the item has a zero (0) On Hand. If the item does have stock On-Hand, a stock adjustment must first be done, to zero the On-Hand. Only after the On-Hand has been zeroed, can the item be cascaded.

ASSOCIATED ITEM

To associate one item with another, there is an additional tab on Stock Maintenance named "Associated Items". This section of stock Maintenance allows you to link one stock item to another (excluding linking of an item to itself). You can specify the price (either Inclusive / Exclusive), Quantity and Line Discount for the item. The associated items feature can be enabled / disabled per stock item and for each of the various processing modules. For example: this allows you to make use of Associated Items during GRV's and Invoices, and to disable the feature for all the other modules.

The effect of using associated items, is when ringing up the main item (to which other items have been linked), the linked items will automatically be added to the document.

NOTE: The quantity entered on the linked item (in the Stock Association Section of Stock Maintenance) will be multiplied to the quantity of the main item that has been rung up on the document.

EXAMPLE: Edit the Case of Coke (Item COK002) \rightarrow select the Associated Items Tab. Enable the Processing modules where the Association should be allowed \rightarrow add the Association Item (the Crate).

Details de Description Alo1 CRATE (Associated Item) 21,74 25,00 1,000 19,57 22,50 Add	Price Exc Price Inc Quantity Discount % Total Exc Total Inc	
Details Details de Description Price Exc Price Inc Quantity Discount % Total Exc Total Inc A001 CRATE (Associated Item) 21.74 25.00 1.0000 10.00 19.57 22.51	Description Price Exc Price Inc Quantity Discount % Total Exc Total In	
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	Add Edit Delete Apply To Many	
	Agd Edit Delete Apply To Many	
au Links	Agd Edit Delete Apply To Many	. A
au Linta	Add Edit Delete Apply To Many	*
au Linta	Add Edit Delete Apply To Many	*
au Hista	Add Edit Delete Apply To Many	*
ACCODE .	Add Edit Delete Apply To Many	*
ACC ACC	Add Edit Delete Apply To Many	

NOTE: You can add more than one associated item, to one main item.

IMPORTANT: Negative stock items cannot be associated with other items.

NOTE: Unwanted Associated Line Items can be deleted if not required, before the document is finalised or processed.



NEGATIVE ITEM

Example: Processing empties, returns or item deposits, is to enter the quantity for the negative item when invoicing a case of Coke and the client returns an empty crate. The empty crate would be entered on the invoice as a positive quantity (of the negative item) and the case of Coke would be entered as per normal. When the invoice is processed, the system will increase the On Hand quantity for the empty crate received and reduce the quantity of Cokes.

	EMC006	Default Line Rep	~	
		Vat Rate	1	
Description	EMPTY CRATE (BOTTLES)	Store Serial Numbers	Tick for Yes	
Alternative Description		Scale Item	Tick for Yes	
Item Category	Stock Item 🗸	Report to Item		
Major Department	012 V CRATE - BOTTLE	L		
Minor Department	0009 v Empty (Negative)	Under Batch Control	Tick for Yes	
Categories		Override GRV Label Qty	Override	
Ranges	~	ABC Classification	Not Defined	
Cycle	~	L		
Barcode	EMC006	Exclude from Extra Charge		
General Code		Cost Allocation on GRV		
Stock Type	~			
Colour	0 v Not Defined	Generic Type	~	
Size	0 v Not Defined	Brand	~	
Line Colour Type	•	Model	~	
Item on Hold	Click for Options	Technical Specifications	~	
Allow Discount	Click for Options	Supplier Hierarchy	~	
		Supplier Department	~	
Section 7 Exempt	Tick for Yes	Tariff Code	~	
DC Item Code		Material	~	
Life Time (Days)	0	Assembly Type	~	
Storage / BIN Location		Import Type	~	
Pack Description		Color Detailed	~	
Pack Size	0.000000	Inco Terms	~	
	Units V	Guarantee Terms	~	
Unit of Measure(Holding)		Buyer	~	
Unit of Measure(Holding) Unit of Measure(Input)	~			
Unit of Measure(Holding) Unit of Measure(Input)	~	Allow Selling under cost	Tick for Yes	
Unit of Measure(Holding) Unit of Measure(Input) Disallow Decimals	Tick to Disallow	Allow Selling under cost	Tick for Yes	

A negative item alone can't be invoiced or received alone, the system will not allow a negative total on an invoice or a GRV.

We have therefore created an extra stock item (CRA001) which is cascaded to the Negative Item at a 1:1 ratio.



	CRA001	Default Line Rep	~
		Vat Rate	1
Description	CRATE (Associated Item)	Store Serial Numbers	Tick for Yes
Alternative Description		Scale Item	Tick for Yes
Item Category	Stock Item 🗸	Report to Item	EMC006
Major Department	001 ~ Coke	Item Conversion Rate	1.0
Minor Department	0009 v Empty (Negative)	L	1
Categories	~	Override GRV Label Qty	Override
Ranges	~	ABC Classification	Defined
Cycle	~		
Barcode	CRA001	The Item must repo	rt to the negative item and the co
General Code		Conversion Rate to a	use is 1.1
Stock Type	~	conversion nate to t	use is 1.1.
Colour	0 Vot Defined	Generic Type	~
Size	0 v Not Defined	Brand	~
Line Colour Type	·	Model	~
Item on Hold	Click for Options	Technical Specifications	~
Allow Discount	Click for Options	Supplier Hierarchy	~
		Supplier Department	~
Section 7 Exempt	Tick for Yes	Tariff Code	~
DC Item Code		Material	~
		Assembly Type	~
Storage / BIN Location		Import Type	~
		Color Detailed	~
Pack Description		Inco Terms	~
Pack Description Pack Size	0.000000		
Pack Description Pack Size Unit of Measure(Holding)	0.000000	Guarantee Terms	~
Pack Description Pack Size Unit of Measure(Holding) Unit of Measure(Input)	0.000000	Guarantee Terms Buyer	~
Pack Description Pack Size Unit of Measure(Holding) Unit of Measure(Input)	0.000000	Guarantee Terms Buyer Allow Selling under cost	
Pack Description Pack Size Unit of Measure(Holding) Unit of Measure(Input) Disallow Decimals	0.000000	Guarantee Terms Buyer Allow Selling under cost	

This Stock Item CRA001 will not have any On Hand quantities and all the transactions will be reflected on the Negative Item (EMC001).

DIAGRAM OF HOW THE STOCK ITEMS FIT TOGETHER:



PROCESSING OF ITEMS ON DEPOSIT FOR RETURN

GOODS RECEIVING

When you order Coke from the supplier, the supplier invoice will state that there was quantity bottles Coke and they were packed in quantity crates.

EXAMPLE 1

For this example, the supplier delivered the ordered 240 bottles of Coke and they were packed in 10 crates.

Document Details										
Account Details		GRV Details			Additional Details		Totals			
Account No ABC001	\sim	GRV Date	12/04/2018	-	Store Department			/ Inclusive	O N-	
Name and Address Details		Orig. Doc Date	12/04/2018	-	Control Total	0	.00	res	() NO	
ABC Whole Sales		GRV Number			Control Difference	-2829	.00			
45 Orange Road		Delivery Method			Source Document	Not Applicable				
Somerset west	~	Order Number			J Source Document	Hot Applicable		10.1		
			VAT Type	1 ~			Inter	al Order N		
Tel 0218885555		Supplier Invoice No	ABC9654328]		Good	Total	245	
Email abc@somewhere.co.za		GRV Memo					Disco		210	0.00
VAT		Delivery Note No	DEL789789546		Ī		Vat A	nount		0.00
GRV Disc	0.00				1		Tatal	Oursetitu	30	9.00
%	0.00						Total	Quartury	25	5.00
Code Dev	escription			Type	Unit Price	Additional Cost (Excl)	Otv	Disc %	Total	
СОК001 СО	OKE BOTTLE - S	SINGLE		CL	10.00		240.00	0.00	2 400	.00
CRA001 CR	RATE (Associat	ted Item)		СР	6.00		10.00	0.00	60	.00

You must GRV the bottles of Coke and the crates received. Complete the GRV by using the single item code and the Crate (associated) item to enter the stock into the On-Hand quantities.

NOTE: At this stage, the system only allows you to setup auto-ordering formulas on the single (main) stock item.

EXAMPLE 2

Document Details									
Account Details		GRV Details			Additional Details		Totals		
Account No ABC001	\sim	GRV Date	12/04/2018	•	Store Department		GRV	Inclusive	(A)
Name and Address Details		Orig. Doc Date	12/04/2018	-	Control Total	0	.00	es	() NO
ABC Whole Sales		GRV Number			Control Difference	-2808	30		
45 Orange Road		Delivery Method			Control Difference	-2000			
Somerset West	<u></u>	Order Number			Source Document	Not Applicable	_		
	~	order Number					Interna	Order No	p
			VALType	1 V					
Tel 0218885555		Supplier Invoice No	ABC9654328				Goods	Total	2442.00
Email abc@somewhere.co.za		GRV Memo					Discoun	t Amnt	0.00
VAT		Delivery Note No	DEL789789546				Vat Am	ount	366.30
GRV Dis	C 0.00 -						Total O	uantity	247.00
%o									217100
Code	Description			Туре	Unit Price	Additional Cost (Excl)	Qty	Disc %	Total
COK001	COKE BOTTLE -	SINGLE		CL	10.00		240.0000	0.00	2 400.00
CRA001	CRATE (Associa	ted Item)		CP	6.00		10.0000	0.00	60.00
EMC006	EMPTY CRATE (BOTTLES)		CP	6.00		-3.0000	0.00	-18.00
*					0.00		0.000	0.00	0.00

If you have a few empty crates which must be returned to the supplier, those crates can be entered on the GRV too. Enter the empties to return on an extra line and use the negative item code.

The GRV document will display each line individually, thus will you know that 240 bottles of Coke and 10 Crates were received from the supplier. It also displays that 3 Empty Crates were returned.

Account No	GRV Date	Order Number	GR	V Number	Page		
ABC001	12/04/2018		1	GRV		1 of 1	
Item Code	Description		Quantity	Unit Price	Disc %	Vat %	Line Total
COK001	COKE BOTTLE	- SINGLE	240.00	10.00	0.00%	15.00%	2 400.00
CRA001	CRATE (Assoc	iated Item)	10.00	6.00	0.00%	15.00%	60.00
EMC006	EMPTY CRATE	(BOTTLES)	-3.00	6.00	0.00%	15.00%	-18.00



The result of the processed GRV document is as follows:

Mai	n User Data							
Dat	a							
C	ODE	DESCRIPT	BARCODE	DEP	PACKSIZE	AVRGCOST	SELLPRI	ONHAND 🔺
C	OK001	COKE BOTTLE - SINGLE	COK001	001	1.00	10.00	13.04	240.0000
C	OK002	COKE BOTTLE - CASE	COK002	001	24.00	240.00	434.78	0.0000
C	OK003	COKE BOTTLE 330ML - 6PACK		001	6.00	60.00	21.74	0.0000
	OKE001	COKE CAN 330ML	COKE001	001	0.00	3.00	8.70	0.0000
C	RA001	CRATE (Associated Item)	CRA001	001	0.00	6.00	21.74	0.0000
E	MC006	EMPTY CRATE (BOTTLES)	EMC006	012	0.00	6.00	17.39	7.0000

NOTE: There is no On-Hand quantity on the cascading items for the Coke, the On-Hand is only displayed on single (main) item.

There is no On-Hand quantity displayed on the Crate (associated) item. All the crates are displayed on the empty crate (negative) item.

This makes it easier to count the crates and the Coke bottles.

EXAMPLE 3

You have a few crates that must be returned to the supplier. The system will not allow you to process a GRV with a negative total. Thus, can the GRV be processed for the goods received and a Returned Goods to supplier be done.

Document Details							
Account Details	Return Details		Additional Details		Totals		
Account No ABC001	Return Date	12/04/2018	Store Department		- Return	n Inclusiv	e () N-
Name and Address Details	Orig. Doc No	GRV121	/			s	(INO
ABC Whole Sales	Return Number						
45 Orange Road	Delivery Method		7				
Somerset West	Order Number						
	~	VAT Type 1			Internal	Order No	
	Supplier Credit Note	VAL Type 1					
Tel 0218885555			_		Goods To	otal	18.00
Email abc@somewhere.co.za	Return Memo		_		Discount	: Amnt	0.00
VAT	Delivery Note No				Vat Amo	unt	2.70
Return Disc %	.00 🗸				Total Qu	antity	3.00
Code Descript	tion	Туре	Unit Price	Additional Cost (Excl)	Qty	Disc %	Total 🔨
CRA001 CRATE	(Associated Item)	CL	6.00		3.0000	0.00	18.00
*			0.00		0.0000	0.00	0.00

You have to use the crate (associated & positive) item on the returned goods document.

Details											
NUMBER	CODE	TXDATE	REFERENCE	DC	TCODE	AMOUNT	GLAUDIT	QUANTITY	ONHAND		^
1670	EMC006	12/04/201	GRV121	D	PU	60.0000	787	10.0000		10	
1671	EMC006	12/04/201	GRV121	D	PU	-18.0000	787	-3.0000		7	
1672	EMC006	12/04/201	RTS32	С	RT	18.0000	788	3.0000		4	

On the stock enquiry above, you bought 10 crates and returned 3 crates immediately with the truck (one Reference number). Then 3 crates were sent back at a later stage.

EXAMPLE 4

You receive bottled goods from a supplier where they are charged separately for the bottles and the content, but only receive discount on the content bought.

It is suggested that two (2) extra non-stock item codes be created that will only be used to facilitate the GRV-process.

	Code	Description	Barcode
►	BOT001	BOTTLE 330ML (NS Assoc Item)	BOT001
	FLU001	FLUID 330ML (NS Assoc Item)	FLU001

Associate both these non-stock items to the complete item, which will be sold to the customer (for our example COK001).



Stock	k Details	Stock Pricing User I	Defined Data	Multiple Barcodes	Item Suppliers	Additional D	etails	Associated Iten	s Transa	ction Hist	ory Ordering					
Asso	ociated Ite	ems														
	Enabling this feature allows you to add associated items to this stock item. These items will be automatically added to your document when adding the main stock item. You can add your items in the Items layout below by using the Add, Edit and Delete buttons.															
	Enable Processing of Associated Items In Modules															
	Allocate Non Stock Cost To Main Item															
				l de la companya de l												
Iten	m Details															
C	ode	Descript	tion			Price Exc		Price Inc	Quantity	6 - C	Discount %	Total Exc		Total Inc		^
B	OT001	BOTTLE	330ML (NS As	soc Item)			2.00	2.3)	1.0000	0.0	00	2.00		2.30	
FI	LU001	FLUID 3	330ML (NS Asso	oc Item)			10.00	11.5	0	1.0000	0.0	0	10.00		11.50	

Add both the non-stock items as associated items to the item COK001. Enable Processing of Associated Items only in the Goods Receiving, Returns and Purchase Order modules.

Invoices and/or Recurring Charges	
Credit Notes	
Goods Receiving	
Returns	
Purchase Orders	
Sales Orders	
Quotes	
Job Cards	
Point of Sale	
Stock Transfers	
Selection	
ESC Cancel	F10 Accept

Click on Accept to save the module selection.

Tick the box to "Allocate Non-Stock Cost to Main Item". This allows you to enter cost prices to these Non-Stock items, which will then be used to calculate the Actual cost of the main item.

You can enter the cost prices of both items into the added fields.

NOTE: The discount on the content of the bottles, on which you receive discount) can be entered the Discount % field.

1	Item Details										
	Code	Description	Price Exc	Price Inc	Quantity	Discount %	Total Exc	Total Inc			
	BOT001	BOTTLE 330ML (NS Assoc Item)	2.00	2 30	1.0000	0.00	2.00	2.30			
Ī	FLU001	FLUID 330ML (NS Assoc Item)	10.00	11.50	1.0000	5.00	9.50	10.92			

Click on Accept to save the changes made to the main item.

IMPORTANT: Remember to allow Discount on the content (FLU001) item, where the supplier provides discount. From IQ main menu \rightarrow Stock \rightarrow Maintenance \rightarrow select item \rightarrow Edit.

Stock Details	Stock Pricing	User Defined	Data	Multiple Ba	rcodes	Item S	uppli				
Γ	Item C	ode	FLUO)1							
	Descrip	otion	FLUID	330ML (NS	Assoc It	tem)					
	Alternative D	escription									
	Item Cat	tegory	Stock Item								
	Major Dep	artment	013	~	NS ASS	ITEMS					
[Minor Dep	artment		~							
[Catego	ories		~							
[Rang	es		~							
Γ	Cyc	le		~							
	Barco	de	FLU00)1							
	General	Code									
	Stock 1	ype									
[Colo	ur	0	~	Not Def	ined					
[Size	2	0	~	Not Def	ined					
Γ	Line Colou	ur Type									
_	Item on	Hold		ick for Optio	ns						
	Allow Dis	count	QCI	ick for Optio	ns						



Say you received 96 bottles of Coke, and receives a 3.34% discount on the content only, on the Goods Receiving Voucher, you will do the following:

Description to be to the											
Document Details											
Account Details		GRV Details			Additional Details		Т	Totals			
Account No ABC001	\sim	GRV Date	12/04/2018	-	Store Department		~	GRVI	nciusive		
Name and Address Details		Orig. Doc Date	12/04/2018	-	Control Total	(.00	Ore	S	() NO	
ABC Whole Sales	-	GRV Number									
45 Orange Road			-		Control Difference	-128.	.93				
Somerset West		Delivery Method			Source Document	Not Applicable					
	~	Order Number						Internal	Order N		
			VAT Type	1 ~	•			Incention		·	
		Supplier Invoice No	ABC968656498		Ī						
Tel 0218885555		CDV Momo			-			Goods To	otal		1119.94
Email abc@somewhere.co.za		GRV Memo			4		- I I	Discount	Amnt		0.00
VAT		Delivery Note No						Vat Amo	unt		167.99
GRV Dis	C 0.00 -							Total Qu	antity		288.00
76											
Code	Description			Туре	Unit Price	Additional Cost (Excl)	Qty		Disc %	Total	^
COK001	COKE BOTTLE S	SINGLE		CL	0.00	400 - 560	9	96.0000	0.00		0.00
BOT001 BOTTLE 330MI		(NS Assoc Item)		P1	2.00	1		96.0000	0.00		192.00
FLU001	FLUID 330ML (N	NS Assoc Item)		P1	10.00		9	96.0000	3.34		927.94
*					0.00			0.0000	0.00		0.00

Enter the Main item (Coke Bottle 330ml – Single = COKE001) and enter the Qty (quantity) only of 96 units. The two associated items will automatically appear on the GRV and you can enter or edit the unit prices for each of the.

NOTE: If the discount doesn't appear in the discount column, or the discount entered is not displaying, remember to check on the item maintenance if discount was allowed for the item.

INVOICING

EXAMPLE 1

The customer buys a crate of Coke bottles. The Case of Coke bottles was associated with the crate, thus as soon as one case of Coke is entered, the crate will automatically appear on the document. If it happens that the customer doesn't want to take the crate, the crate can be removed from the transaction by clicking on the crate and then pressing the F5 key on the keyboard.

Document Details										
Account Details	Invoice Details		Additional	Details			Total			
Account No GRE001 V	Invoice Date	11/04/2018 💌	Store Dep	artment					ONe	
Name and Address Details			Source Do	cument		Not Applicable		Tes		
Green	Invoice Number						_			
454 Beach Road	Delivery Method									
Strand	Order Number									
×	Rep Number						Inte	nal Order N	0	
	rep Hamber	· · · · · · · · · · · · · · · · · · ·								
Tel 021 854 000 000	Transfer Manua						Goo	s Total	52	5.00
Email Green@somewhere.co.za	Invoice Memo						Disc	unt Amnt		0.00
VAT	Delivery Note No						Vat	mount	6	8.48
Invoice 0.00							Tota	Quantity		2.00
					_					
Code Description			F	Rep T	ype	Unit Price	Qty	Disc %	Total	^
COK002 COKE BOTTLE -	CASE			1 P	1	500.0000	1.0	0.00	500.0	000
CRA001 CRATE (Associat	ed Item)			2 P	1	25.0000	1.0	0.00	25.0	000
×						0.0000	0.0	00 0.00	0.0	000

EXAMPLE 2

If it happens that the customer is returning 1 crate, the returned crate can be added to the document.

Document Details											
Account Details	~	Invoice Details	11/04/2018	Additiona	al Details			Totals Invo	ice Inclusi	ve	
Name and Address Details Green	•	invoice build		Store De	ocumen	t	Not Applicable	<u>́</u>	es	⊖ No	
454 Beach Road Strand		Invoice Number Delivery Method									
	~	Order Number Rep Number	1 VAT Type 1 V					Interna	al Order N	D	
Tel 021 854 000 000		Invoice Memo						Goods	Total	505.	00
Email Green@somewhere.co.zz	3	Delivery Note No						Discour Vat Am	nt Amnt ount	0.	00 87
Invoic Disc १	e 0.00 v							Total C	uantity	1.	00
Code	Description				Rep	Type	Unit Price	Qty	Disc %	Total	1^
COK002	COKE BOTTLE - C	CASE			1	P1	500.000	1.000	0.00	500.000	0
CRA001	CRA001 CRATE (Associated Item)				2	P1	25.000	1.000	0.00	25.000	0
EMC006	EMPTY CRATE (B	OTTLES)			1	P1	20.000	-1.000	0.00	-20.000	10
*							0.000	0.000	0.00	0.000	0

Each line is displayed individually on the invoice, so that there is no confusion of what happened.

EXAMPLE 3

The customer is only returning a crate and wants his deposit on it, you will have to process a credit note.

	ocument Det	ails																
Account Details				CR Note Details			Additiona	Additional Details			Tota	Totals			f			
1	Account No	GRE001		\sim	CR Note Date	11/04/2018	-	Store De	partmen	nt				K NOTE INC	usive	0.11		
	Name and Ad	dress Details			Orig. Doc No		~							res		ONO		
	Green				CR Note Number		_											
454 Beach Road					Delivery Method		_											
	Strand				Delivery method		_											1
				\sim	Order Number								Inte	rnal Order I	No [1
					Rep Number 1 VAT Type 1 V													
1	Tel 02185	4 000 000											Goo	ds Total	Г	2	5.00	
E	Email Green@	Domewhere.c	to.za		CR Note Memo		~						Disc	ount Amot	ŀ	-	0.00	1
	VAT				Delivery Note No								Vat	Amount	ŀ		0.00	
		C	R Not										Val	Amount	-		3.26	1
		Di	isc %	0.00									Tot	al Quantity	L		1.00	1
E										_	r				_			ŝ
	Code			Description					Rep	Type	Unit Price		Qty	Disc %	Tot	al		^
	CRA001			CRATE (Associat	ed Item)				1	L P1		25.0000	1.0	000 0.0	0	25.0	000	1
×			-									0.0000	0.0	000 0.0	0	0.0	000	1

POINT OF SALE

If the Point of Sale module was selected when the Item Association was set up, the associated item will automatically appear on the Point of Sale screen when the main item is sold.

Goods Receiving	
Returns	
Purchase Orders	
Sales Orders	
Quotes	
Job Cards	
Point of Sale	
Stock Transfers	

EXAMPLE 1

NOTE: For each case of Coke sold, the crate will automatically appear on the Point of Sale screen.

INTEGRATED	Retail ACCOUNTING SOFTWARE Commercial Systems Company	POS ACCOUNTING PAYROLL HOSPITALITY CRM ERP			SALE TOTAL 525.00
Tax Invoice Code COK002 CRA001	Description COKE BOTTLE - CASE CRATE (Associated Item)	Price Qty 500.00 25.00	Total 1.00 500.00 1.00 25.00	Cashier Discount Quantity Stock Code Description Unit Price	1 - 0.00 1.00 0.00 0.00
F1 - Subtotal F	2- Void Line F3 - Suspend F4 -	Void Sale F5 - Customer	2.00 525.00 F7	- Customer Info	ogon F12 For More Options



EXAMPLE 2

If the customer is buying only a six pack of Coke and returning a crate previously bought, the transaction will look like this.

INTEGRATED	ACCOUNTING SOFTWARE Commercial Systems Company	SALE TOTAL 5.00
Tax Invoice Code COK003 EMC006	Description Price Qty Total COKE BOTTLE 330ML - 6PACK 25.00 1.00 25.00 EMPTY CRATE (BOTTLES) 20.00 -1.00 -20.00	Cashier 1 -
		Discount 0.00 Quantity 1.00 Stock Code ✓
		Unit Price 0.00
	0.00 5.00	F12 For More Options
F1 - Subtotal F	2-2 Void Line F3 - Suspend F4 - Void Sale F5 - Customer F7	Customer Info F8 - Supervisor Logon F10 - Turn Printer Off F11 - Services

EXAMPLE 3

If the customer is only returning a crate, previously bought and wants a deposit, you will process a Cash Refund.

INTEGRATED	Retail ACCOUNTING SOFTWARE Commercial Systems Company	POS ACCOUNTING PAYROLL HOSPITALITY CRM ERP			REF	UND TOTAL 25.00	
Refund				-		2	
Code CRA001	Description CRATE (Associated Item)	Price Qty 25.00	Total 1.00 25.0	Cashier	1-	U	
				Discount		0.00	
				Quantity		1.00	
				Stock Code		~	
				Unit Price		0.00	
			1.00 25.00		F12 For More Options	i	
F1 - Subtotal F	2 - Void Line F3 - Suspend F4	- Void Sale F5 - Custome	r F	7 - Customer Info	isor Logon F10	- Turn Printer Off	

-- End of Document --

