

# IQ LOCATION SOURCING

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 IQ Location Sourcing reference guide for IQ Enterprise software systems.

The document will aid in understanding and configuration of the IQ Location Sourcing for it to function correctly.

Although every effort has been made to keep this IQ Location Sourcing 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. This is due to the continuous development and improvement of IQ Enterprise.

Unfortunately, there will be a discrepancy from time to time. We do apologize for the inconvenience that it may cause. This document includes functionality as presented in Version 2017.1.0.0.

Should you feel that the IQ Location Sourcing 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 Location Sourcing document in some way or another.

Regards,

IQ Retail (PTY) LTD





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### INTRODUCTION

One guaranteed way to disappoint your customers is to have them search for a specific product form your product line they want to buy, only to find that it is out of stock. Customers who find that the stock item is unavailable to buy are likely to form a bad impression of a retailer and seek to buy the item from a competitor.

The purpose of the IQ Location Sourcing is that a client can walk into a Store to buy a stock item, but the store doesn't have the item in stock. The Store knows that the item is on-hand in the warehouse or at another store. Instead of sending the client to the other store or warehouse, the store can still sell the item to the client. The warehouse or other store gets the Deliveries and Collections transaction in their system. The stock item can be collected from or be delivered from the warehouse or other store. The Location Sourcing in IQ has automated this process and all the stock transfer transactions are automatically processed, once the stock item is issued to be collected or delivered.

This process also enables the store to sell an item in Johannesburg, let the warehouse in Cape Town know that the item must be sent to the store in Stellenbosch, from where the item can be collected or delivered.

There are three (3) methods of Location Sourcing:

- The client buys a stock item from a store who doesn't have the item on hand. The stock item can then be collected or delivered from the warehouse.
- The client buys a stock item from a store who doesn't have the item on hand. The item must be brought from the warehouse to the store, from where the stock item can be dispatched.
- The client buys a stock item from a store in Johannesburg. The warehouse in Cape Town must send the stock to the store in Stellenbosch from where the stock item can be collected or delivered.

The deliveries and collections instructions are sent automatically to the sourcing location and once the stock is issued for collection or delivery, all the transfer transactions are processed automatically.

Status-Deliver or Collect	
Client Collecting	
O Deliver to Client	
Location Source Action	
OC/WH to Client	Stock issued by the DC/WH to Client
ODC/WH to Own Store	Stock Issued by the DC/WH and delivered to own Store
ODC/WH to Other Store	Stock Issued by the DC/WH and delivered to the store below Other Store
$\overline{\mathbf{S}}$	*
<u>C</u> ancel	Accept



### SETUP

The setup must be done in all the companies or where sourcing for stock from alternative branches is required.

### **DEFAULT SETTINGS (1)**

From The IQ main menu  $\rightarrow$  Utilities  $\rightarrow$  Setup  $\rightarrow$  Company Details  $\rightarrow$  Default Settings (1).

Company Details   Company Logo   Control Numbers   Default Settings	(1) Default Settings (2) Enterprise Settings Closing Dates I	ntegration Accounts   Tax Rates   EMail   Extra Charges				
Default Settings - Page 1						
To quickly find	To quickly find an option, start typing. Up and down arrows move between highlighted items.					
Enable Tender Screen Security	Use Auto Manufacturing In invoicing	Display all available Prices for Custom Price list				
Enable Supervisor Overrides on Tender Screen	Auto-Generate References for Ledger Journals	Ask for Volumetric Detail Automatically				
Stock Adjustment Confirmation	Enable Wildcard / Partial Searching for Lookup Dialogs	Allow Document Scanning in Deliveries				
Link Major and Minor Departments	Automatically Allocate to Oldest Balance	Allow Multiselect processing of Documents				
Link Minor Departments and Stock Categories	Allow Changing of Line Total in Processing Module	Allow Mandatory field setup for Debtors/Creditors				
Link Stock Categories and Stock Ranges	Enforce Completion of User Defined Fields in Processing	Enable Debtors Account Verification				
Enable Quotes & Purchase Order Indicator	Enable Style Management	Auto-Save Bank Recon on Exit				
Link Job card Number to Purchase Order	Enable Cash Deposits in Order Modules	Location Source Line by Line				
Limit Quantity on GRV from Purchase Order	Enable Easy Identification in Quotes	Enforce delivery date for processing				
Enable External Charges	Enable Consolidated Ordering					
<ul> <li>Disable Dot Matrix Advanced Printing Options</li> </ul>	Enable Consolidated Ordering Auto Transfering					
Enable Weekly Age Analysis Reports	Relax Supplier Invoice No Checking (Limit To Supplier)					
Show Auto Generated Relations	Enable GRV Control Total					
Do order control on purchase orders	Enable Multiple Beeps on Item Not Found Errors					
Print Debtors Receipts in Invoicing	Enable Voucher Tender Validation					
Enable Deliveries and Collections	Clear Expired Vouchers on End of Day					
Show Supplier Code in Processing Module	Enable TV Licenses in Sales Orders					
Check for Duplicate Order Numbers in Processing Module	Enable One Step Warehouse Transfers					
Stock Multiple Bin Locations	Allow Line by Line Credit limit check					
PDF Exports - Use Embedded Fonts	Show Landed Cost in Processing					
Use Rep Per Line Item In Processing Module	Prevent Discount Tender % on Promotions					
Auto-Populate Account Numbers	Prevent Discount Tender % on Non Discount Items					
٤		>				
		Accept				

Enable Deliveries and Collections in all the companies, by ticking the box and selecting the processing modules where the setting should be activated.

Invoices and/or Recurring Charges Credit Notes Sales Orders Quotes	✓ ✓ ✓
Point of Sale	V
Selection ESC Cancel	F10 Accept



On the same Defaults Settings (1) screen, enable the "Location Source Line by Line" setting, by ticking the box next to the field and selecting the processing modules where the setting should be activated.

**NOTE**: The processing modules activated for Location Sourcing must be the same as the processing modules in Deliveries and Collections.

Invoices and/or Recurring Charges	▼
Sales Orders	▼
Quotes	▼
Selection ESC Cancel	F10 Accept

**NOTE**: IQ Location Sourcing Line by Line is not available in the Point of Sale module, as the process usually involves a bit of time and effort which can't be done at the Point of Sale. This can hold up the queue and potentially annoy customers. Location Sourcing is usually done by a sales person or supervisor

#### **CREATE STOCK GROUPINGS**

All the companies where Location Sourcing will be enabled, must belong to the same Stock Group.

From the IQ main menu  $\rightarrow$  Utilities  $\rightarrow$  Setup  $\rightarrow$  Module Parameters (Default Tables)  $\rightarrow$  Stock tab  $\rightarrow$  Select Stock Groupings  $\rightarrow$  Setup button at bottom of the screen.

Debtors	Creditors	Stock	Ledger	General	Services	Processing	CRM	API		
	<u></u>					0.5	<b>b</b> •	1.0.1		
		or Depart	ments			Obe	eliveries a	and Colle	ctions	
	○ Mino	r Depart	ments			⊖St	○ Stock Categories			
	⊖War	ehouses				⊖St	ock Rang	jes		
	🔿 Adju	istment C	Codes			⊖st	ock Style	s		
	Stoc	k Groupir	ngs			⊖St	ock Size	Grouping	s	
	◯Line	Item Col	ours			OW	eb Categ	jories		
	Auto	Re-Ord	ering Forn	nulas		O Stock Colour Groupings				
	O User Defined Table					O Price Variants Groupings				
	O Stock Adjustment Reasons				⊖St	ock Cycle	es			
	O Synchronization Setup					ito Stock	Code G	eneration		
	◯ Stock Transfers				⊖St	O Stock Lookup Fields				
	O Stock Colours				⊖GF	RV Pre-So	can Setu	þ		
	Stoc	k Sizes				⊖St	ock Notif	ications		



Q Maintain Groupings		? X
Groupings	Edit Data	
NUMBER DESCRIPTION	Group 001	
	Description Default	]
v		
Add Delete Search	Design Preview Acc	ep <u>t</u>

#### GROUPINGS

All the Stock Groups already created are listed in this grid.

#### EDIT DATA

#### GROUP

The Group can consist of three (3) alpha-numeric characters.

#### DESCRIPTION

The Group Description can consist of 30 alpha-numeric characters.

#### **BUTTON FUNCTIONALITY**

2	2		î.		*
Add	Delete	Search	D <u>e</u> sign	Preview	Accep <u>t</u>

ADD	The Add option allows the user to add Stock Groupings
DELETE	The Delete option allows the user to Delete a stock Grouping not in use. It is very important to ensure that a Stock Grouping is not in use, before it is deleted.
SEARCH	The search option allows the user to search for specific information on the grid.
DESIGN	The Design option allows the user to design the report listing the Stock Groups.
PREVIEW	The Preview option allows the user to preview and print the list of Stock Groups.
ACCEPT	The Accept option allows the user to save the changes made to the Stock Groups.



#### **ENTERPRISE SETTINGS**

From the IQ main menu  $\rightarrow$  Utilities  $\rightarrow$  Setup $\rightarrow$  Company Details  $\rightarrow$  Enterprise Settings tab.

Company Details Company Logo Control Nurr	bers   Default Settings (1)	Defau	It Settings (2) Enterprise Settings Closing Dates Integration Accounts Tax Rates EMail Extra Charges	
Settings				
Centralised Ledger	001	~	Settings Information	
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	-		
Setup & Maintain Ledger Departments	Click to Maintain			
Default Ledger Department	CORP	~		
	1			
Centralised Debtors	001	~		
Centralised Creditors	001	×		
Centralise Sales Representatives	Tick For Yes			
			1	
Enable Stock Group Synchronization	Tick For Yes	<ul> <li>Image: A start of the start of</li></ul>		
Stock Grouping	EPP	~		
Setup & Maintain Stock Groups	Click to Maintain			
Setup & Maintain Synchronization Options	Click to Maintain			
Stock Distribution Center	001	~		
Default Location		×		
Centralise Data Filters	Tick For Yes	✓		
Centralise Price Lists	Tick For Yes	✓		
Centralise Currency Tables	Tick For Yes	-	×	1
Centralise Stock Departments and Groups	Tick For Yes	✓		
Centralise Stock Adjustment Reason Codes	Tick For Yes	✓		
Prompt for Company in Processing Module	Tick For Yes			
Centralise Vat Rates	Tick For Yes	✓		
			Accept	

For IQ Location Sourcing to work, the Debtors of all the companies in the stock group must be Centralised. Select the correct main company from the drop-down menu next to Centralised Debtors field.

Enable the Stock Group Synchronization by ticking the box next to the field.

Select the correct Stock Group that your companies are in, by clicking on the drop-down menu next to the field. If the user has not yet defined the Stock Groups, they can be added or edited by clicking on the "Click to Maintain" button next to Setup & Maintain Stock Groups.

To setup the Synchronization options for a Stock Group: From the IQ main menu  $\rightarrow$  Utilities  $\rightarrow$  Setup  $\rightarrow$  Company Details  $\rightarrow$  Enterprise Settings tab  $\rightarrow$  select the "Click to Maintain" button next to Setup & Maintain Synchronization Options. The following Stock Synchronization screen will appear:



		Stock Master Data Fields	s
		Stock Group	EPP
	Selection here determines which fields in your	Group Companies	
Dotail	Stock Master table and Stock User Data table	Group Companies	
<b>I I I I I I I I I I</b>	are updated by other companies (within the		002 TO TRAINING - ERR WH
ENTERPRISE	enabled.		
		Enable Stock Synch	hronization on Sell Price Maintenance
		Enable Stock Synch	hronization on Multiple Barcodes
Stock Master Data Fields		Stoc	k Liser Data Fields
Field	Evisting Item New Item		
Code			
Barcode			
GenCode			
Descript			
Alt Descript			
SupplierCo			
Department			
SubDepartm			
Category			
Bange			
ItemCategory			
FixedCost			There are no fields defined for the Stock User Data Table
CostPerc			
PackSize			
- PackDes			
BinL			
- AvrgCost			
Cost_LVL5			
LtstCost			
HghsCost			
- PrevCost			
- PrevCostDate			
···· PrevSellPrice1			
PrevSellPrice1Date		*	
Cancel	Reports		Company Selection Accept

All the companies belonging to the Stock Group selected in Enterprise Settings, are listed in the top righthand screen. If a company is not on the list, the user can correct the Stock Group for the missing company in that company's Enterprise Settings.

Click on the Company Selection button at the bottom of the screen.

	Selection here determines whice	h companies are allowed to Synchronise to this company.
Company Selection		
	<ul> <li>Allow All Companies to Synchronise</li> <li>Allow only the following Companies</li> <li>Allow the following Companies to So</li> </ul>	to this company to Synchronise to this company surce from this Company}
	002 IQ TRAINING - EPP WH	
	003 IQ TRAINING SOMERSET	<b>v</b>
	IQR IQ TRAINING · TOKAI	
		~
Exit		Save

Click on the "Allow the following companies to Source from this company", which will the list of companies belonging to the same Stock Group.

Select the companies that can source to and from the current company.

Once the user has completed this, the information can be saved, by clicking on the Save button at the bottom of the screen.

Exit from the Stock Synchronization Company Selection screen and click on accept the save all the changes made to the Stock Synchronization and the Company Detail setup.



#### DELIVERIES AND COLLECTIONS STATUS SETUP

A delivery and collection status must be setup for each of the companies that uses IQ Location Sourcing, so that the correct status can be allocated in Deliveries and Collections.

These delivery and collection status options created will only be used for Location Sourcing and are different from the status options used for the normal day-to-day deliveries and collections.

From the IQ main menu  $\rightarrow$  Utilities  $\rightarrow$  Setup  $\rightarrow$  Module Parameters  $\rightarrow$  Stock tab  $\rightarrow$  Deliveries and Collections option  $\rightarrow$  Setup.

On the deliveries and Collections Setup screen, select the "Maintain Status Types" option and click on setup.

#### MAINTAIN STATUS TYPES

				Available Filters			
ſ	Code	Description		Goods Left Sto	re MustPrint	MuetSave	
ŀ				Epico	True	True	L.
ŀ		DELIVER		False	True	True	
	60	CO WITH CUSTOMER		True	True	True	
	E COI	S.COL		Ealeo	True	True	
ŀ	SUDE	C.DEI		False	True	True	
		5000		1 disc	nue	nue	
							*
	∰ <u>F</u> ilter	Select Visible	رکی Edit	Delete		Close	

Click on the add button at the bottom of the screen, to add new status options. Add a status with a Sourcing Delivery Status and a status that has a Sourcing Collection Status.

**NOTE**: The user must differentiate between the normal delivery and collection status options and the delivery and collection status options that will be used for IQ Location Sourcing. The status options for IQ Location Sourcing must be setup correctly, for the IQ Location Sourcing module to work correctly.



#### STATUS TYPE DETAILS

	21	
QRetail		
ENTERPRISE		
atus Type Details		
Code	S-COL	
Description	LS-COL	
Stock Has Left the Store	Tick For Yes	
Must Save Info when Processing	Tick For Yes	
Must Print Info when Processing	Tick For Yes	
Printer type	Report Printer 🗸 🗸	
Layout Number	Default Delivery And Collections Layout $\qquad \lor$	
Sourcing Collection Status	✓ Tick For Yes	
Sourcing Deliver Status	Tick For Yes	
Processing Modules Processing Module Invoices Credit Notes Sales Order Quotes	Allowed Default	
POS		
	ocation Sourcing only works in the	e Processing modules.
Cancel	Acce	pt

CODE	Use an easy identifiable Code which will appear in the status columns of the processing modules.					
DESCRIPTION	The description of the status type.					
STOCK HAS LEFT THE STORE	Tick this box if the stock is going to leave the store with the customer after the transaction.					
MUST SAVE INFO WHEN PROCESSING	Tick this box if the transaction must appear in the Deliveries and Collections module. This option must be ticked for Location Sourcing to function.					
MUST PRINT INFO WHEN PROCESSING	Tick this box if the Invoice Instruction must be printed with the invoice.					
PRINTER TYPE	Select the type of printer to be used for the printing of the Invoice Instructions. <b>EXAMPLE</b> : The Delivery Instruction can be printed in the warehouse, while the invoice in printed at the till.					
LAYOUT NUMBER	The Layout Number enables the user to select any one of 6 pre-defined layouts. If no other layouts have been designed, the user must select the Default Delivery and Collections Layout.					
SOURCING COLLECTION STATUS	Tick this option for the transaction to be created in the Deliveries and Collections in the company where the collection will be done, as to be collected. If this option is not ticked, the transaction for collection will appear in your own Deliveries and Collections.					



SOURCING DELIVER STATUS	Tick this option for the transaction to be created in the Deliveries and Collection in the company where the collection will be done, as to be collected. If this option is not ticked, the transaction for collection will appear in your own Deliveries and Collections.					
PROCESSING MODULES	Select the processing modules where the IQ Location Sourcing should be enabled.					
	<b>NOTE</b> : Location sourcing doesn't work in the POS module, only in the Processing modules.					

#### **ADDITIONAL SETUPS**

There are a few other Default IQ Location Sourcing settings that are not required, but can be set up if the user needs to.

The system will populate the Default Locations as set up in these options, in the location field in the processing module automatically. The user can however override the default settings, if need be, providing the user profile allows it.

All modules using IQ Location Sourcing will:

- The system will first look if a Default Location was set up on the Stock Item.
- Then system will look if a Default Location was set up on the Major Department.
- As the third option, the system will look if a Default Location was set up for the company in the Enterprise Settings in the Module Parameters.

If the user changes the Location on the transaction, the changed location will override all the default settings.

#### STOCK ITEM

From the IQ main menu  $\rightarrow$  Stock  $\rightarrow$  Maintenance  $\rightarrow$  select appropriate Stock Item  $\rightarrow$  Edit  $\rightarrow$  Ordering Tab.

S	tock Details	Stock Pricing	Multiple Barcodes	Item Suppliers	Additional Details	Associated Items	Transaction History	Ordering					
-	Default Orde	ring											
	Max	imum Level			150.00		Re-order Leve	ł					100.00
	Re-or	der Quantity			50.00		Ordering Metho	d b	Replenishment	¥	N/	/A	
	Exclude	from Ordering	Click for Op	tions									
	Change O	rder Level To 🤋	6 Click for Op	tions		_							
							Default Location 002	· •					

If the stock item is normally stored and delivered at the one location, this location can be entered as the Default Location for the selected item. Click on the drop-down menu next to the "Default Location" field and select the appropriate location.

Click on Accept to save the changes made.

The default location on a stock item can be overridden by a user with the necessary access.



#### **MAJOR DEPARTMENT**

The user can setup a major stock department's stock to be sourced at a specific location.

From the IQ main menu  $\rightarrow$  Utilities  $\rightarrow$  setup  $\rightarrow$  Module Parameters  $\rightarrow$  Stock Tab  $\rightarrow$  Major Departments  $\rightarrow$  Setup  $\rightarrow$  select appropriate Department  $\rightarrow$  Edit.

Department Name	001	
Description		
Ledger Department	CORP	
Local Sales Account Export Sales Account	2000.000.000.00 V 2001.000.000 V	
Cost Of Sales Account	1000.000.000 ~	
Stock Account	3500.000.000	
Purchases Account	1305.000.000 🗸	
Cost Of Sales Adjustment	1000.000.000	
Default Rep	✓	
Maximum Grv Variance%	þ.oo	
Apply Maximum Var	Tick for Yes	
Negative Department	Tick for Yes	
Auto Re-Ordering Method	Replenishment v N/A	
No Commision	Tick for Yes	
Target GP%	0.00	
Posting Method	Perpetual Stock Control (Post Sales/Stock/Costofsales)     OPeriodic Stock Control (Post Sales/Purchases Only)	
Company Default	Perpetual Stock Control (Post Sales/Stock/Costofsales)	
Delivery Status Inbound	S-DEL V S-DEL Default Location 002 V	
Deliverv Status Outbound		
<u>Cancel</u>		Accept

Click in Accept to save the changes made.

The default location on a major department can be overridden by a user with the necessary access.

#### WAREHOUSE SETUP

If the user has warehousing enabled in Company Details, a Sourcing Purchasing and Selling Warehouse must be created.

From the IQ main menu  $\rightarrow$  Utilities  $\rightarrow$  Setup  $\rightarrow$  Module Parameters  $\rightarrow$  Stock tab  $\rightarrow$  Warehouses  $\rightarrow$ Setup.

Select Layout Cayout 1 Cayout 2 Cayout 3 Cayout 4 Cayout 4 Cayout 5 Cayout 6	Available Filters	
Location	Description	



From the Warehouse Maintenance screen  $\rightarrow$  Process  $\rightarrow$  Add or Edit.

Retail	
Warehouse	EPP
Description	EPP WH
Delivery Inbound Status Delivery Outbound Status Exclude from Avaliable Stock	S-DEL V LS-DELIVER GO GO G
Location Selling Warehouse	
Location Purchase Warehouse	
Close	Accept

#### LOCATION SELLING / PURCHASE WAREHOUSE

Depending on the company structure, the user must setup the IQ Location Selling and Purchase Warehouse.

#### EXAMPLE:

If the company has a retail store where stock is sold and a warehouse where bulk stock is kept, the store would be setup as the Location Selling Warehouse and the warehouse would be setup as the Location Purchase Warehouse.

If a company does both purchasing and selling of stock, both the Location Selling - and Location Purchase Warehouse options can be ticked.

The default location on a stock item can be overridden by a user with the necessary access.

#### **COMPANY DEFAULTS - ENTERPRISE SETTINGS**

The user can setup a specific location as the Default Location from where stock items will be sourced.

From IQ main menu  $\rightarrow$  Utilities  $\rightarrow$  Setup  $\rightarrow$  Company Details  $\rightarrow$  Enterprise Settings tab.

Company Details   Company Logo   Control Numt	pers Default Settings (1)	Default :	Settings (2) Enterprise Settings
Settings			
Centralised Ledger		~	Settings Information
Branch Control	Trading Branch	~	
Setup & Maintain Branches	Click to Maintain		
Ledger Grouping For Trading Branches		~	
Setup & Maintain Trading Branch Groups	Click to Maintain		
Enable Dynamic Ledger Departments	Tick For Yes		
Setup & Maintain Ledger Departments	Click to Maintain		
Default Ledger Department	CORP	~	
Centralised Debtors		~	
Centralised Creditors	001	~	
Centralise Sales Representatives	Tick For Yes		
Enable Stock Group Synchronization	Tick For Yes	✓	
Stock Grouping	EPP	¥	
Setup & Maintain Stock Groups	Click to Maintain		
Setup & Maintain Synchronization Options	Click to Maintain		
Stock Distribution Center	002	~	
Default Location	002	~	
Centralise Data Filters	Tick For Yes		
Centralise Price Lists	Tick For Yes		
Centralise Currency Tables	Tick For Yes	•	
Centralise Stock Departments and Groups	Tick For Yes		
Centralise Stock Adjustment Reason Codes	Tick For Yes		
Prompt for Company in Processing Module	Tick For Yes		
Centralise Vat Rates	Tick For Yes		

Select the appropriate Default Location from the drop-down menu next to the "Default Location" field and click on accept to save the changes.

The default location on a company can be overridden by a user with the necessary access.



### **HOW DOES LOCATION SOURCING WORK?**

There are four (4) scenarios of stock movement, which will be explained in detail, with examples.

### **1) STORE TO CLIENT**

The first scenario to be explained is when a client goes to the store (Location A) and pays for the stock item and the stock item leaves with the client or is delivered directly to the client.

Location sourcing is not used for this scenario, as the store has the stock item on-hand. In other words, no other location is involved in the transaction.

A Point of Sale or Account invoice is done.

If the stock item is to be delivered to the client or to be collected by the client, the direct deliveries and collections process is followed. There is still no other location (store or warehouse) involved in the transaction.



#### LEDGER INTEGRATION

If a cash invoice was done through POS, the Ledger integration would be as follow:

IQ TRAINING - STELLENBOSCH	но	Da Le	ate Printed :24/02 edger audit 1		Page No 1	
Account	Description	Date	Reference	Description	Debit	Credit
2000.000.000.00	Sales Account	23/02/2017	P.O.S 1-3		0.00	200.00
4100.000.000.00	Vat Output	23/02/2017	P.O.S 1-3		0.00	28.00
1000.000.000.00	Cost of Sales	23/02/2017	P.O.S 1-3		114.00	0.00
3500.000.000.00	Stock on Hand	23/02/2017	P.O.S 1-3		0.00	114.00
3700.000.000.00	Cash on Hand	23/02/2017	P.O.S 1-3		228.00	0.00
					342.00	342.00

If an invoice was processed through the Processing module, the ledger integration would be as follow:

IQ TRAINING - STELLENBOSCH	но	Date Printed :24/02/201709:51:25								
Account	Description	Date	Reference	Description	Debit	Credit				
2000.000.000.00	Sales Account	23/02/2017	INV 102	CAS001 CASH ACCOUNT	0.00	200.00				
4100.000.000.00	Vat Output	23/02/2017	INV 102	CAS001 CASH ACCOUNT	0.00	28.00				
1000.000.000.00	Cost of Sales	23/02/2017	INV 102	CAS001 CASH ACCOUNT	114.00	0.00				
3500.000.000.00	Stock on Hand	23/02/2017	INV 102	CAS001 CASH ACCOUNT	0.00	114.00				
3600.000.000.00	Debtors Control	23/02/2017	INV 102	CAS001 CASH ACCOUNT	228.00	0.00				
					342.00	342.00				



### 2) STORE TO WAREHOUSE TO CLIENT

In this scenario, the client buys stock from Location A (Store) and the stock is issued by the Location B (Warehouse or another store) to the client. In other words, Location A (store) doesn't have the stock on-hand, but knows that there is on-hand stock in Location B (Warehouse or another store). The invoice is processed in Location A (Store) but the stock item either must be collected or delivered from Location B (Warehouse or another Store). A second location is involved in this transaction, thus Location Sourcing used.



There is no on-hand stock in Location A. There is however on-hand stock in Location B.

The user can continue with the selling of the stock item in Location A, which the client will then collect from the other store or warehouse, or from where the stock item will be delivered. (Location B)

**NOTE**: The capturing of a quote, sales order and an invoice is the same. Quotes and Sales Orders must be invoiced, to activate the Location Sourcing process.

Processing Debtors Creditors Account Details Account No GRE001 V Name and Address Details GREEN APPLE		Stock Ledger Invoice Details Invoice Date Invoice Number	Utilities	Support	Point of Sale Additional De Store Depart Source Docur	CRM tails ment nent	Windows Not Applicable	Help V	Shortcuts Stock Item Detail Item Code Description Pack Size	CEM001 CEMENT 0		Totals Invoi Y	ce Inclusive es	_ = X
v     v		Delivery Method Order Number Rep Number Invoice Memo Delivery Note No	1	The m the inv activity of activ	oment ti voice scr / screen vity.	he Loo een, t will o	cation is the Loca open to c	char tion S hoos	nged on Sourcing e the type			Interna Goods 1 Discour Vat Am	l Order No fotal t Amnt punt	0.00
	Description						T UNAD				Chathur	Total Q	uantity	0.00
* CEM001	CEMENT	UTI					P1	ice	114.00	2.00 001	GO	0.00	Total	114.00



#### INVOICE

If default locations have not been setup on the item or department, the company's own location is used. The moment this location is changed, the Location Source Action screen will be displayed. This is where the user can define if the client will Collect the item or if the stock item should be delivered.

In this Location Source Action (See screen below) the stock will be issued from Location B (warehouse or another store)) and be collected by the client.

Once the Invoice is processed, a deliveries and collections document is automatically created in the company from where the stock will be issued.

Location Source Action Screen

Status-Deliver or Collect		
Client Collecting		
O Deliver to Client	Whether the stock is to be	
Location Source Action	delivered or collected, the transactions stay the same	
DC/WH to Client	Stock issued by the DC/WH to Client	
ODC/WH to Own Store	Stock Issued by the DC/WH and delivered to own Store	
ODC/WH to Other Store	Stock Issued by the DC/WH and delivered to the store below	
	Other Store 🗸	

#### STATUS-DELIVER OR COLLECT

CLIENT COLLECTING	Because the Status to collect the stock item has been setup in Module Parameters as S-Col, the value in the Status field on the document will change automatically. In other words, the stock items are being paid for in Location A and sourced from Location B, where the client can collect the stock items.
DELIVER TO CLIENT	If this option is selected, the value in the Status field on the document will change automatically, as the status to deliver has been setup in Module Parameters as S-Del. In other words, the stock items are being paid for in Location A and sourced from Location B, from where the stock items can be delivered to the client.

#### LOCATION SOURCE ACTION

WAREHOUSE TO CLIENT	The stock is issued by the warehouse or other store to the client.
WAREHOUSE TO OWN STORE	The stock is issued by the warehouse or other store and delivered to your own store (store who did the sale), from where the stock can be dispatched.
WAREHOUSE TO ANOTHER STORE	The stock is issued by the warehouse and then delivered to another store, which is selected from the drop-down menu. The stock is then dispatched from the third location.
	<b>EXAMPLE</b> : The client can buy stock from a store in Cape Town. The stock is delivered by the warehouse in Johannesburg to a store in Pretoria from the stock item can be dispatched.

Once the Deliveries and Collections transaction is processed, location stock transfer transactions are automatically generated to update both companies' stock on-hand.

On the next two pages is a step-by-step explanation of how Location Sourcing works for this scenario.

Stock is invoiced in Location A, stock is issued at Location B back to the client.



#### LOCATION A - INVOICE PROCESSED

Processing Debtors Creditors	Stock Ledger Ut	il		Shortcuts			- 🗆 X
Account Details	Invoice Details	Status-Deliver or Collect		Stock Item Detail		Totals	
Account No GRE001 V	Invoice Date 15/	Client Collecting		Item Code	CEM001		
Name and Address Details				Description	CEMENT		
GREEN APPLE	Invoice Number	O Deliver to Client		Pack Size	0		
	Delivery Method			Pack Description			
	Delivery Method	Location Source Action		Department	001		
×	Order Number	_		Group Code		Internal Order No	
	Rep Number 1	DC/WH to Client	Stock issued by the DC/WH to Client	Sales Orders	0		
Tel				Purchase Orders	0	Goods Total	228.00
Email	Invoice Memo	0	Stock Issued by the DC/WH and	Deliveries	0	Discount Amnt	0.00
Invoice Disc % 0.00	Delivery Note No	ODC/WH to Own Store	delivered to own Store	Current Stock	0	Vat Amount	28.00
				Regular Supplier		Total Quantity	28.00
		DC/WH to Other Store	Stock Issued by the DC/WH and delivered to the store below			Total Quantity	2.00
Code Descriptio	n		Other Store	Qty	Location Statu	s Disc % Total	^
I CEM001 CEMENT				114.00	2.00 002 💌 S-CO	L 0.00	228.00
				/			
		Cancel	Accept				
				/			



#### LOCATION A - LOCATION SOURCING TRANSFER AUTOMATICALLY GENERATED

Stock Trans	ock Transfers Stock Transfer Requests Saved Transfers Saved Requests Location Sourcing									
Location So	ourcing Re	quest Location Sour	rcing Transfer							
			/				4			
Request	То	Request Number	Inv Number	Location To	Request Date		Request From	Location From	Expected Date	Status
002		TRR 102	INV101		15/03/2017		001			Pending
	LOCATION B – DELIVERIES & COLLECTION TRANSACTION AUTOMATICALLY GENERATED									
Document	Inv Num	Req Final Dest	Status	Doc Date Acc	Acc Name D	Del Date 🛛 Co	ode Stock	Descrip	Inv Qty Ref Qty Iss Qty	To Belss To Be Re
TRR 102	INV 10 1	001 002	S-COL	15/03/2017 GRE001	GREEN APPLE 30	0/12/1899 CE	EM001 CEMER	л	2 0 0	2 0

#### LOCATION B - ISSUE STOCK TO BE COLLECTED OR DELIVERED TO CLIENT

_															
	Stock Item	Stock Desc	Document	Credit Note	Deliv Area	Status	Status Desc	Inv Number	Requesting from	Final Dest	Status Qty	Avl Qty	Delivery Veh	lss Qty	
Ĩ	(CEM001	CEMENT	TRR102			S-COL	LS-COLLECT	INV101	001	002	2	2			2

#### LOCATION A - STOCK ENQUIRY AFTER STOCK WAS ISSUED FROM LOCATION B LOCATION B – STOCK ENOUIRY AFTER STOCK WAS ISSUED

Opening Stock	0.00
+ Purchases	0.00
-Returns	0.00
-Sales	2.00
+Credits	0.00
+Transfers In	2.00
-Transfers Out	0.00
Adjustments	0.00
WriteOffs	0.00
+ Sundry Receipts	0.0
- Sundry Issues	0.0
Other	0.00
Closing Stock	0.00



#### LOCATION A - LOCATION SOURCING REQUEST IS PROCESSED AND THE STOCK ON-HAND IS UPDATED

St	tock Transfers Stock Transfer Requests Saved Transfers Saved Requests Location Sourcing								
L	Location Sourcing Request Location Sourcing Transfer								
	Request To Request Number Inv Number Location To Request Date Request From Location From Expected Date Status								
Þ	001	TRR 102	INV101		15/03/2017	002			Processed

#### LEDGER INTEGRATION (LOCATION A)

IQ TRAINING - Date Printed : 16/03/2017 09:33:24 STELLENBOSCH HO Ledger audit Tracking #3						
Account	Description	Date	Reference	Description	Debit	Credit
2000.000.000.00	Sales Account	15/03/2017	INV101	GRE001 GREEN APPLE	0.00	200.00
4100.000.000.00	Vat Output	15/03/2017	INV 10 1	GRE001 GREEN APPLE	0.00	28.00
1000.000.000.00	Cost of Sales	15/03/2017	INV101	GRE001 GREEN APPLE	106.00	0.00
3500.000.000.00	Stock on Hand	15/03/2017	INV101	GRE001 GREEN APPLE	0.00	106.00
3600.000.000.00	Debtors Control	15/03/2017	INV 101	GRE001 GREEN APPLE	228.00	0.00
					334.00	334.00

IQ TRAINING -	
STELLENBOSCH	HO

Date Printed : 16/03/2017 09:35:06

Page No

#### Ledger audit Tracking #4

Account	Description	Date	Reference	Description	Debit	t Credit
3500.000.000.00	Stock on Hand	16/03/2017	TRF102	Source TRF	0.00	106.00
3520.000.000.00	Stock Transfers	16/03/2017	TRF102	Source TRF	106.00	0.00
					106.00	106.00

#### LEDGER INTEGRATION (LOCATION B)

IQ TRAINING - H	IQ TRAINING - EPP WH Date Printed : 16/03/2017 09:37:37					Page No
Account	Description	Date	Reference	Description	Debit	Credit
3500.000.000.00	Stock on Hand	15/03/2017	EFGINV123456	EFG001 EFG WHOLESALES	12 140.00	0.00
3800.000.000.00	Vat Input - Trade	15/03/2017	EFGINV123456	EFG001 EFG WHOLESALES	1 699.60	0.00
4000.000.000.00	Creditors Control	15/03/2017	EFGINV123456	EFG001 EFG WHOLESALES	0.00	13 839.60
3500.000.000.00	Stock on Hand	16/03/2017	TRF202	Source TRF	0.00	106.00
3520.000.000.00	Stock Transfers	16/03/2017	TRF202	Source TRF	106.00	0.00
					13 945.60	13 945.60

### 3) STORE TO WAREHOUSE TO OWN STORE

The client buys the stock item from Location A (store), which doesn't have the stock on hand. A request is sent to Location B (warehouse or another store). The stock item is transferred from Location B to Location A (own store) from where the stock item can be delivered or collected by the client. Location Sourcing will be used for this transaction.



There is no on-hand stock in Location A. There is however on-hand stock in Location B.

The user can continue with the selling of the stock item in Location A, which the client will then collect from the other store or warehouse, from where the stock item can be delivered. (Location B)

**NOTE**: The capturing of a quote, sales order and an invoice is the same. Quotes and Sales Orders must be invoiced, to activate the Location Sourcing process.

Processing	Debtors	Creditors 5	Stock Ledg	er Utilities	Support	Point of Sale	CRM	Windows	Help	Shortcuts						- e x
Account Details Account No RED001 ✓ Name and Address Details ReD ROSE ▼ Tel Tel Email		Invoice Details Invoice Data Invoice Data Invoice Number Delivery Metho Order Number Rep Number	28/02/201 r d	The m	Additional Det Store Departm Source Docum	e Loc	Not Applicable ation is cone Locati	hang	Shortcuts Stock Item D Item Code Description Pack Size ed on surcing tho type	Detail ST 0 Hino	001 0CK1		Totals Internal	Order No		
Email Invoice Disc %		0.00 🔻	Invoice Memo Delivery Note	No		vity.	wiii of		oose		e			Discount Vat Amo Total Qu	otai : Amnt unt iantity	684.00 0.00 84.00 3.00
Code I ST001		Description STOCK1						Type Unit Pr P1	ice	Q 228.00	ty	Location 3.00 002	Status S-COL	Disc %	Total	684.00

#### INVOICE

If default locations have not been setup on the item or department, the company's own location is used. The moment this location is changed, the Location Source Action screen will be displayed. This is where the user can define if the client will Collect the item or if the stock item should be delivered.

In this Location Source Action (See screen below) the stock will be issued from Location B (warehouse or another store)) and delivered to your own store from where the stock item can be collected or delivered to the client.

Once the Invoice is processed, a deliveries and collections document is automatically created in the company from where the stock will be issued.

#### LOCATION SOURCE ACTION SCREEN

Status-Deliver or Collect		
O Client Collecting		
Deliver to Client		
Location Source Action	Whether the stock is to be delivered or collected, the transactions stay the same	
ODC/WH to Client	Stock issued by the DC/WH to Client	<u> </u>
DC/WH to Own Store	Stock Issued by the DC/WH and delivered to own Store	
ODC/WH to Other Store	Stock Issued by the DC/WH and delivered to the store below Other Store	

#### STATUS-DELIVER OR COLLECT

CLIENT COLLECTING	Because the Status to collect the stock item has been setup in Module Parameters as S-Col, the value in the Status field on the document will change automatically. In other words, the stock items are being paid for in Location A and sourced from Location B, where the client can collect the stock items.
DELIVER TO CLIENT	If this option is selected, the value in the Status field on the document will change automatically, as the status to deliver has been setup in Module Parameters as S-Del. In other words, the stock items are being paid for in Location A and sourced from Location B, from where the stock items can be delivered to the client.

LOCATION SOURCE ACT	ION
WAREHOUSE TO CLIENT	The stock is issued by the warehouse or another store to the client.
WAREHOUSE TO OWN STORE	The stock is issued by the warehouse or other store and delivered to your own store (store who did the sale) from where the stock item can be delivered or collected.
WAREHOUSE TO ANOTHER STORE	The stock is issued by the warehouse and then delivered to another store, which is selected from the drop-down menu. The stock is then delivered to or collected by the client from the selected store.
	<b>EXAMPLE</b> : The client can buy stock from a store in Cape Town. The stock is delivered by the warehouse in Johannesburg to a store in Pretoria from where the stock item can be dispatched to the client.

Once the Deliveries and Collections transaction is processed, location stock transfer transactions are automatically generated to update both companies' stock on-hand.

On the next two pages is a step-by-step explanation of how Location Sourcing works for this scenario.



Stock is invoiced in Location A, sent from Location B back to Location A, from where the stock is issued to the client.

#### LOCATION A - INVOICE PROCESSED

Processing Debtors Creditors	Stock Ledger U	t Status Deliver or Collect		Shortcuts				- 0 >
Account Details	Invoice Details	Status-Deliver of Collect		Stock Item Detail			Totals	
Account No RED001 V	Invoice Date 15	Client Collecting		Item Code	ST001			
Name and Address Details				Description	STOCK1			
RED ROSE 💌	Invoice Number	Deliver to Client		Pack Size	0			
	Delivery Method			Pack Description				
	Order Number	Location Source Action		Department	001			
▼	Rep Number 1			Group Code			Internal Order No	
		O DC/WH to Client	Stock issued by the DC/WH to Client	Sales Orders	0			
Tel	Tauria Mana	-		Purchase Orders	0		Goods Total	684.00
Email	Invoice Memo	DC/WH to Own Store	Stock Issued by the DC/WH and	Deliveries	0		Discount Amnt	0.00
Invoice Disc % 0.00	Delivery Note No			Current Stock	0		Vat Amount	84.00
			Stock Issued by the DC/WH and	Regular Supplier			Total Quantity	3.00
Code Description			Other Store	Qty	Location	Status	Disc % Total	1
I STOO1 STOCK1				228.00	3.00 002	<ul> <li>S-DEL</li> </ul>	0.00	684.00
					1			
		Cancel	Accept					

#### LOCATION A – STOCK ENQUIRY AFTER INVOICE

Opening Stock	0.00	
+ Purchases	0.00	
-Returns	0.00	
-Sales	3.00	
+Credits	0.00	
+Transfers In	0.00	
-Transfers Out	0.00	
Adjustments	0.00	
WriteOffs	0.00	
+ Sundry Receipts	0.00	
- Sundry Issues	0.00	
Other	0.00	
Closing Stock	-3.00	

#### LOCATION A – LOCATION SOURCING TRANSFER AUTOMATICALLY GENERATED

Stock Transf	fers Stoc	ck Transfer Requests	Saved Transfers Sav	ed Requests Loca	tion Sourcing					
Location So	ourcing Re	quest Location Sour	cing Transfer							
			1							
Request	То	Request Number	Inv Number	Location To	Request Date		Request From	Location From	Expected Date	Status
▶ 002		TRR 302	INV301		15/03/2017		003			Pending
	LOCATION B – DELIVERIES & COLLECTION TRANSACTION AUTOMATICALLY GENERATED									
Document	Inv Num	Req Final Dest	Status	Doc Date Acc	Acc Name	Del Date	Code	Stock Descrip	Inv Qty Ref Qty Iss Qty To	b Belss To Be Re
TRR302	INV301	003 003	S-DEL	15/03/2017 RED001	RED ROSE	30/12/1899	ST001	STOCK1	3 0 0	3 0

#### LOCATION B - ISSUE STOCK TO LOCATION A

Stock Item	Stock Desc	Document	Credit Note	Deliv Area	Status	Status Desc	Inv Number	Requesting from	Final Dest	Status Qty	Avl Qty	Delivery Veh	lss Qty	
ST001	STOCK1	TRR302			S-DEL	LS-DELIVER	INV301	003	003	3	3			3

#### LOCATION A – STOCK ENQUIRY AFTER STOCK WAS ISSUED FROM LOCATION B LOCATION B – STOCK ENQUIRY AFTER STOCK WAS ISSUED

	Opening Stock	0.00				
	+ Purchases	0.00		Opening Stock	0.00	
	-Returns	0.00		+ Purchases	20.00	
	Sales	3.00		-Returns	0.00	
	-Sales	5.00		-Sales	0.00	
	+Credits	0.00		+Credits	0.00	
	+Transfers In	3.00		+Transfers In	0.00	
	-Transfers Out	0.00		-Transfers Out	3.00	
	Adjustments	0.00		Adjustments	0.00	
	WriteOffs	0.00		WriteOffs	0.00	
	+ Sundry Receipts	0.00		+ Sundry Receipts	0.00	
	- Sundry Issues	0.00		- Sundry Issues	0.00	
	Other	0.00		Other	0.00	
A Ker	Closing Stock	0.00	mpany	Closing Stock	17.00 8	ge <b>24</b> of <b>30</b>
						-

#### LOCATION A - LOCATION SOURCING REQUEST IS PROCESSED AND THE STOCK ON-HAND IS UPDATED

SI	ock Transfers Stock Transfer Requests Saved Transfers Saved Requests Location Sourcing											
L	ocation Sourcing Request Location Sourcing Transfer											
	Request To	Request Number	Inv Number	Location To	Request Date	Request From	Location From	Expected Date	Status			
	003	TRR302	INV301		15/03/2017	002			Processed			

The stock has however only been received in Location A, in other words the stock still needs to be issued for delivery or colletion to the client.

#### LOCATION A - DELIVERIES & COLLECTION TRANSACTION AUTOMATICALLY GENERATED

Document	Inv Num	Req	Final Dest	Status	Doc Date	Acc	Acc Name	Del Date	Code	Stock Descrip	Inv Qty	Ref Qty	lss Qty	To Be Iss	To Be Ret
TRR302	INV301	003	003	S-DEL	16/03/2017	RED001	RED ROSE	30/12/1899	ST001	STOCK1	3	0	0	3	i 0

#### LOCATION A - ISSUE STOCK TO BE DELIVERED OR COLLECTED TO CLIENT TO COMPLETE TRANSACTION

Stock Item	Stock Desc	Document	Credit Note	Deliv Area	Status	Status Desc	Inv Number	Requesting from	Final Dest	Status Qty	Avl Qty	Delivery Veh	lss Qty
ST001	STOCK1	TRR302			S-DEL	LS-DELIVER	INV301	003	003	3	3		3

#### LEDGER INTEGRATION (LOCATION A)

IQ TRAINING - 9	50MERSET	Da		Page No								
		Ŀ	Ledger audit Tracking #5									
Account	Description	Date	Reference	Description	Debit	Credit						
2000.000.000.00	Sales Account	15/03/2017	INV301	RED001 RED ROSE	0.00	600.00						
4100.000.000.00	Vat Output	15/03/2017	INV301	RED001 RED ROSE	0.00	84.00						
1000.000.000.00	Cost of Sales	15/03/2017	INV301	RED001 RED ROSE	342.00	0.00						
3500.000.000.00	Stock on Hand	15/03/2017	INV301	RED001 RED ROSE	0.00	342.00						
3600.000.000.00	Debtors Control	15/03/2017	INV301	RED001 RED ROSE	684.00	0.00						
					1 026.00	1 0 26.00						

IQ TRAINING - S	50MERSET	Da	ate Printed : 16/03/	2017 12:17:30		Page No
		Le	edger audit Ti	racking #2		
Account	Description	Date	Reference	Description	Debit	Credit
3500.000.000.00	Stock on Hand	15/03/2017	EFGINV123456	EFG001 EFG WHOLESALES	12 140.00	0.00
3800.000.000.00	Vat Input - Trade	15/03/2017	EFGINV123456	EFG001 EFG WHOLESALES	1 699.60	0.00
4000.000.000.00	Creditors Control	15/03/2017	EFGINV123456	EFG001 EFG WHOLESALES	0.00	13 839.60
3500.000.000.00	Stock on Hand	16/03/2017	TRF202	Source TRF	0.00	106.00
3520.000.000.00	Stock Transfers	16/03/2017	TRF202	Source TRF	106.00	0.00
L					13 945.60	13 945.60

#### **LEDGER INTEGRATION (LOCATION B)**

IQ TRAINING - I	EPP WH	Da	ate Printed : 16/03	3/2017 13:04:32		Page No
		L	edger audit '	Tracking #3		
Account	Description	Date	Reference	Description	Debit	Credit
2000.000.000.00	Sales Account	15/03/2017	INV 101	GRE001 GREEN APPLE	0.00	200.00
4100.000.000.00	Vat Output	15/03/2017	INV 10 1	GRE001 GREEN APPLE	0.00	28.00
1000.000.000.00	Cost of Sales	15/03/2017	INV 10 1	GRE001 GREEN APPLE	106.00	0.00
3500.000.000.00	Stock on Hand	15/03/2017	INV 10 1	GRE001 GREEN APPLE	0.00	106.00
3600.000.000.00	Debtors Control	15/03/2017	INV 10 1	GRE001 GREEN APPLE	228.00	0.00
3500.000.000.00	Stock on Hand	16/03/2017	TRF203	Source TRF	0.00	342.00
3520.000.000.00	Stock Transfers	16/03/2017	TRF203	Source TRF	342.00	0.00
					676.00	676.00



### 4) STORE TO WAREHOUSE TO ANOTHER STORE

The client buys stock from Location A (Store), the stock item is sent from Location B (the warehouse) to Location C (another store/warehouse), from where the stock item can be collected or delivered.



The client buys a stock item from Location A, but needs the stock to be delivered to a relative in another town.

Location C does however not have stock on-hand.

Location B (warehouse) has to deliver the stock item to location C, to be delivered to the relative.

Tel Email Invoice Disc % 0.00 ¥	Invoice Number Delivery Method Order Number Rep Number Invoice Memo Delivery Note No	The moment the invoice activity scree of activity.	nt the Locatic screen, the L een will open	Pack Size Pack Description on is char Location S to choos	nged or Sourcin	g ype		Internal O Goods Tot Discount A Vat Amour Total Quar	rder No al wint it itity	456.00 0.00 56.00 4.00
Code Description	1	Ту	pe Unit Price	Qty		Location	Status	Disc %	Total	^
CEM001 CEMENT		P1		114.00	4.00	002	S-DEL	0.00		456.00

#### INVOICE

If default locations have not been setup on the item or department, the company's own location is used. The moment this location is changed, the Location Source Action screen will be displayed. This is where the user can define if the client will Collect the item or if the stock item should be delivered.

In this Location Source Action (See screen below) the stock will be issued from Location B (warehouse or another store)) and delivered to Location C (warehouse or another store) from where the stock item can be collected by the client or be delivered.

Once the Invoice is processed, a deliveries and collections document is automatically created in the company from where the stock will be issued.



#### LOCATION SOURCE ACTION SCREEN

Status-Deliver or Collect	
• Deliver to Client	
Location Source Action	
O DC/WH to Client	Stock issued by the DC/WH to Client
ODC/WH to Own Store	Stock Issued by the DC/WH and delivered to own Store
DC/WH to Other Store	Stock Issued by the DC/WH and delivered to the store below
	Other Store 003 V
	*
Cancel	Accept

#### STATUS-DELIVER OR COLLECT

CLIENT COLLECTING	Because the Status to collect the stock item has been setup in Module Parameters as S-Col, the value in the Status field on the document will change automatically. In other words, the stock items are being paid for in Location A and sourced from Location B, where the client can collect the stock items.
DELIVER TO CLIENT	If this option is selected, the value in the Status field on the document will change automatically, as the status to deliver has been setup in Module Parameters as S-Del. In other words, the stock items are being paid for in Location A and sourced from Location B, from where the stock items can be delivered to the client.

LOCATION SOURCE ACT	ION
WAREHOUSE TO CLIENT	The stock is issued by the warehouse or other store to the client.
WAREHOUSE TO OWN STORE	The stock is issued by the warehouse or other store and delivered to your own store (store who did the sale) from where the stock item can be dispatched.
WAREHOUSE TO ANOTHER STORE	The stock is issued by the warehouse and then delivered to another store, which is selected from the drop-down menu. The stock is then delivered to or collected by the client from the selected store.
	<b>EXAMPLE</b> : The client can buy stock from a store in Cape Town. The stock is delivered by the warehouse in Johannesburg to a store in Pretoria from where the stock item can be dispatched.

In the location Sourcing Activity screen, the user can select that the stock item has to be sent from Location B to Location C, from where the stock item can be delivered or collected.

On the next two pages is a step-by-step explanation of how Location Sourcing works for this scenario.

Stock is invoiced in Location A, sent from Location B to Location C, from where the stock item is issued to the client.

All the Transfer documents are automatically generated and the stock on-hand is automatically updated.



#### LOCATION A - INVOICE PROCESSED

Processing Debtors Cr	reditors S	Stock Ledger	Util				Shortcuts					_ @ X
Account Details		Invoice Details		Status-Deliver or Collect			Stock Item Detail			Totals		
Account No SNO001	~	Invoice Date	15/0:	Client Collecting			Item Code	CEM001				
Name and Address Details							Description	CEMENT				
SNOW WHITE	<b>T</b>	Invoice Number		O Deliver to Client			Pack Size	0				
		Delivery Method					Pack Description					
		Order Number		Location Source Action			Department	001				
	•	Rep Number	1		0.1	de polymere de la	Group Code			Internal Orde	rNo	
7-1					Stock issued b	ly the DC/WH to Client	Sales Orders	0				
Fmail		Invoice Memo			0 - 1 T 1	- DCARL	Purchase Orders	0		Goods Total		456.00
Invite Dies 9/		Delivery Note No		ODC/WH to Own Store	delivered to o	wn Store	Current Stock	0		Discount Amn	.t	0.00
Invoice Disc %	0.00						Regular Supplier	-		Vat Amount		56.00
				DC MH to Other Store	Stock Issued to the	by the DC/WH and				Total Quantity	У	4.00
Code	Description			Cooperation of the store	Other Store	003	Qty	Location	n Status	Disc % Tot	tal	^
I CEM001	CEMENT						114.00	4.00 002	▼ S-COL	0.00		456.00
				Cancel		Accept						

#### LOCATION A - STOCK ENQUIRY AFTER INVOICE



#### LOCATION A - LOCATION SOURCING TRANSFER AUTOMATICALLY GENERATED

Stock Transfers	Stock Transfer Requests	Saved Transfers   S	Saved Requests Lo	cation Sourcing				
Location Sourcing	Request Location Sourc	ing Transfer						
•								
Request To	Request Number	nv Number	Location To	Request Date	Request From	Location From	Expected Date	Status
002	TRR402	INV401		15/03/2017	IQR			Pending
		/						
	/	LOCATION	<b>B</b> – <b>DELIVER</b>	RIES & COLLEC	TION TRANSAC	TION AUTO	MATICALLY GE	NERATED

Document	Inv Num	Req	. Final Dest	Status	Doc Date	Acc	Acc Name	Del Date	Code	Stock Descrip	Inv Qty	Ref Qt	y Iss Qtj	/ ToBel	ss To Be Ret
TRR402	INV401	IQR	003	S-DEL	15/03/2017	SNO001	SNOW WHITE	30/12/1899	CEM001	CEMENT	4	C	)	0	4 0

#### LOCATION B - ISSUE STOCK TO BE DELIVERED TO LOCATION C

Stock Item	Stock Desc	Document	Credit Note	Deliv Area	Status	Status Desc	Inv Number	Requesting from	Final Dest	Status Qty	Avl Qty	Delivery Veh	lss Qty	
CEM001	CEMENT	TRR402			S-DEL	LS-DELIVEF	INV401	IQR	003	4		4		4
		IQ.	TRAINING -	EPP WH			Date Printed	:16/03/2017 13:4	45:07				Page No 1	-
									t			/		
							SLOCK IFa	inster Docum	ient					
										Ad	dress:			1
		Doc	cument:	TRF204		D	ocument:	42810.5721	258449					
		Fro	m Company	002		Fi	rom Locatio	n:						
		То	Company:	003		Т	o Location:							
														ľ
		Cor	le	Descript	ion			DAL		OTY	Avra C	ost	Line Total	
		CEL		CEMENT				DIN		4 00	00	53.00	212.00	
		021		o E m E m						4.00		33.00	212.00	
		Tot	tal Value:	53.0	0									1
		Tet		4.0	0									
		101	anterns:	0.4	0									



#### LOCATION C – STOCK ENQUIRY AFTER STOCK RECEIVED FROM LOCATION B

0.00
0.00
0.00
0.00
0.00
4.00
0.00
0.00
0.00
0.00
0.00
0.00
4.00

#### LOCATION C - DELIVERIES & COLLECTION TRANSACTION AUTOMATICALLY GENERATED

Document	Inv Num	Req	Final Dest	Status	Doc Date	Acc	Acc Name	Del Date	Code	Stock Descrip	Inv Qty	Ref Qty	lss Qty	To Be Iss	To Be Ret
TRR402	INV401	IQR	003	S-COL	16/03/2017	SNO001	SNOW WHITE	30/12/1899	CEM001	CEMENT	4	0	C	1	4 0

#### LOCATION C - ISSUE STOCK TO BE DELIVERED OR COLLECTED BY CLIENT

Stock Item	Stock Desc	Document	Credit Note	Deliv Area	Status	Status Desc	Inv Number	Requesting fro	om 🛛 Final De	ist – Status Qty	Avl Qty	Delivery Vel	n Iss Qty
CEM001	CEMENT	TRR402			S-COL	LS-COLLEC	TINV401	IQR	003		4	4 .	
	IQ TRAI	INING - SOM	ERSET		Date Pr	inted : 16/03	/2017 14:02	:24			Page	No 1	
					Stock	Transfe	r Docume	nt					
	Docume	nt: TI	RF304		Docume	nt: 4	2810.583117	74537	Addres	S:			
	From Co	mpany: 00	)3		From Lo	cation:							
	To Com	pany: IC	R		To Loca	tion:							
	Code		Descript	ion			BIN	<u>0</u>	TY	Avrq Cost	Line	Total	
	CEM001		CEMENT						4.0000	53.00	2	12.00	
	Total Va	lue:	53.0	0									
	Total Ite	ms:	4.0	0									

#### LOCATION C – STOCK ENQUIRY AFTER STOCK DELIVERED OR COLLECTED BY CLIENT LOCATION A – STOCK ENQUIRY AFTER CLIENT RECEIVED STOCK

Opening Stock	0.00	Opening Stock	0.00
+ Purchases	0.00	+ Purchases	0.00
-Returns	0.00	-Returns	0.00
-Sales	0.00	-Sales	4.00
+Credits	0.00	+Credits	0.00
+Transfers In	4.00	+Transfers In	4.00
-Transfers Out	4.00	-Transfers Out	0.00
Adjustments	0.00	Adjustments	0.00
WriteOffs	0.00	WriteOffs	0.00
+ Sundry Receipts	0.00	+ Sundry Receipts	0.00
- Sundry Issues	0.00	- Sundry Issues	0.00
Other	0.00	Other	0.00
Closing Stock	0.00	Closing Stock	0.00

## LOCATION A – LOCATION SOURCING REQUEST IS PROCESSED AND THE STOCK ON-HAND IS UPDATED ONLY AFTER THE CLIENT RECEIVED THE STOCK

SI	ock Transfers   Stor	ck Transfer Requests   Sa	ved Transfers   Sav	ed Requests Locati	on Sourcing				
L	ocation Sourcing Re	equest Location Sourcing	Transfer						
	Request To	Request Number	Inv Number	Location To	Request Date	Request From	Location From	Expected Date	Status
	IOR	TRR 402	INV401		15/03/2017	002			Processed



### LEDGER INTEGRATION (LOCATION A)

IQ TRAINING - 1	TOKAI	Da	ate Printed : 16/03	3/2017 15:27:00		Page No					
		L	edger audit <sup>-</sup>	Tracking #6							
Account	Description	Date	Reference	Description	Debit	Credit					
2000.000.000.00	Sales Account	15/03/2017	INV401	SNO001 SNOW WHITE	0.00	400.00					
4100.000.000.00	Vat Output	15/03/2017	INV401	SNO001 SNOW WHITE	0.00	56.00					
1000.000.000.00	Cost of Sales	15/03/2017	INV401	SNO001 SNOW WHITE	212.00	0.00					
3500.000.000.00	Stock on Hand	15/03/2017	INV401	SNO001 SNOW WHITE	0.00	212.00					
3600.000.000.00	Debtors Control	15/03/2017	INV401	SNO001 SNOW WHITE	456.00	0.00					
					668.00	668.00					

IQ I RAINING -	TOKAL	Da	ate Printed : 16/03/.	Pager				
		L	edger audit fi	racking #2				
Account	Description	Date	Reference	Description	Debit	t Credit		
3500.000.000.00	Stock on Hand	15/03/2017	EFGINV123456	EFG001 EFG WHOLESALES	12 140.00	0.00		
3800.000.000.00	Vat Input - Trade	15/03/2017	EFGINV123456	EFG001 EFG WHOLESALES	1 699.60	0.00		
4000.000.000.00	Creditors Control	15/03/2017	EFGINV123456	EFG001 EFG WHOLESALES	0.00	13 839.60		
3500.000.000.00	Stock on Hand	16/03/2017	TRF202	Source TRF	0.00	106.00		
3520.000.000.00	Stock Transfers	16/03/2017	TRF202	Source TRF	106.00	0.00		
					13 945.60	13 945.60		

#### LEDGER INTEGRATION (LOCATION B)

IQ TRAINING -	EPP WH	Da	ate Printed : 16/03		Page No				
		Ledger audit Tracking #4							
Account	Description	Date	Reference	Description	Debit	Credit			
3500.000.000.00	Stock on Hand	16/03/2017	TRF102	Source TRF	0.00	106.00			
3520.000.000.00	Stock Transfers	16/03/2017	TRF102	Source TRF	106.00	0.00			
3500.000.000.00	Stock on Hand	16/03/2017	TRF204	Source TRF	0.00	212.00			
3520.000.000.00	Stock Transfers	16/03/2017	TRF204	Source TRF	212.00	0.00			
3500.000.000.00	Stock on Hand	16/03/2017	TRF304	Source TRF	0.00	212.00			
3520.000.000.00	Stock Transfers	16/03/2017	TRF304	Source TRF	212.00	0.00			
					530.00	530.00			

#### LEDGER INTEGRATION (LOCATION C)

age No		/2017 16:26:35	te Printed : 16/03	OMERSET	IQ TRAINING - S		
		racking #4	Ledger audit Tracking #4				
Credit	Debit	Description	Reference	Date	Description	Account	
106.00	0.00	Source TRF	TRF102	16/03/2017	Stock on Hand	3500.000.000.00	
0.00	106.00	Source TRF	TRF102	16/03/2017	Stock Transfers	3520.000.000.00	
212.00	0.00	Source TRF	TRF204	16/03/2017	Stock on Hand	3500.000.000.00	
0.00	212.00	Source TRF	TRF204	16/03/2017	Stock Transfers	3520.000.000.00	
212.00	0.00	Source TRF	TRF304	16/03/2017	Stock on Hand	3500.000.000.00	
0.00	212.00	Source TRF	TRF304	16/03/2017	Stock Transfers	3520.000.000.00	
530.00	530.00						

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