



IQ MULTIPLE WAREHOUSES

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PREFACE

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

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

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

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

Should you feel that the IQ Multiple Warehouses 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 in order to improve the IQ Multiple Warehouses document in some way or another.

Regards,

IQ Retail (PTY) LTD



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IQ MULTIPLE WAREHOUSES

INTRODUCTION

Multiple Warehouses are used for the purpose of stock being stored in different locations. This means that one branch or company can have multiple warehouses setup as stock locations. The user can even have different branches, each with its' own set of accounts, and then each branch can have multiple warehouses to store the stock. A branch or company is usually setup to have a few warehouses or locations where stock is stored and then has at least one retail location / store where sales are done. The warehouses need to be stocked and then transfers are done to move the stock between the different locations or warehouses.



The only requirement for different branches or companies will be to belong to the same ledger group. This allows site of warehouses within branches to allow stock transfers between branches and warehouses within branches. Setup the ledger group in Enterprise Settings in company Details.

Warehousing can be defined as the stock keeping locations in a company to help the user to keep track of stock quantities within the various warehouses.

Another term which will be explained later in this document is bin locations. Bin locations can be defined as the house keeping location of where stock is kept according to a floor or shelf plan.



SETUP

In order to enable Multiple Stock Warehouses, from the IQ main menu \rightarrow Utilities \rightarrow Setup \rightarrow Company Details.



DEFAULTS SETTINGS (1)

Company Details Company Logo Control Numbers Default Settings (1) Default Settings (2) Enterprise Settings Closing Dates Integration Accounts Tax Rates EMail Extra Charge Default Settings - Page 1 To quickly find an option, start typing. Up and down arrows move between highlighted items. Image: Company Logo Image:	
Default Settings - Page 1 To quickly find an option, start typing. Up and down arrows move between highlighted items. Print Debtor Receipts Force Negative stock check in RTS Enable Tender Screen Security	
To quickly find an option, start typing. Up and down arrows move between highlighted items. Print Debtor Receipts Force Negative stock check in RTS Enable Tender Screen Security	
Print Debtor Receipts Force Negative stock check in RTS Enable Tender Screen Security	
V Print Creditor Payments Enable stock custom line colours Enable Supervisor Overrides on Tender Screen	
Enable Cascading Items Allow preview on documents Stock Adjustment Confirmation	
Enable Serial Numbers Do credit control on sales orders Link Major and Minor Departments	
Disable Serials in Job Cards Disable sales order control on COD Accounts Link Minor Departments and Stock Categories	
Strict Serial Number Checking Enable sales order picking slips Link Stock Categories and Stock Ranges	
Enable Colours and Sizes Update work in progress in ledger Enable Quotes & Purchase Order Indicator	
Ask for password continuously Disable Credit Limit Check in Quotes Link Job card Number to Purchase Order	
✓ Do Sellprice Maintenance In Processing Disable Credit limit Check in Job Cards Limit Quantity on GRV from Purchase Order	
✓ Automatically print GRV Labels Disable Credit limit Check in Sales Orders ✓ Enable External Charges	
Print GRV Labels after Purchase Order Processing Show Line Comments in Invoicing 🗹 Disable Dot Matrix Advanced Printing Options	
Automatically print new Shelf Talkers Show Line Comments in Credit Notes Enable Weekly Age Analysis Reports	
Control both weight and Units Show Line Comments in Sales Orders	
Enable multiple stock warehouses Show Line Comments in Purchase Orders Do order control on purchase orders	
Stock Warehouse per line Item Show Line Comments in Quotes Print Debtors Receipts in Invoicing	
Enable Stock Lookup Description Generator	
Check terms in Sales Show Line Comments in GRV's Show Supplier Code in Processing Module	
Show all prices in Invoicing Show Line Comments in RTS's Check for Duplicate Order Numbers in Processin	g Module
✓ Post All Invoices/Credit notes to POS ✓ Enforce Price Lists if they exist ✓ Stock Multiple Bin Locations	
✓ Lock Date in Processing Module ✓ Save History In Processing Module ✓ PDF Exports - Use Embedded Fonts	
Invoice Date defaults to Sales Order Date 🗹 Automatically Log Off Supervisor after Invoice Use Rep Per Line Item In Processing Module	
GRV Date defaults to Purchase Order Date Allow Quotes on Inactive Accounts 🗹 Auto-Populate Account Numbers	

If the user wishes to set up Multiple Stock Warehouses / Locations, the "Enable Multiple Stock Warehouses" option has to be enabled, by ticking the box next to the option. This option will allow the user to process stock items from within a specific Stock Warehouse. It will also allow the user to keep track of the stock holding for each of these warehouses (see Stock Listings.)



<u>A</u>ccept

The user also has the option to specify warehouses per line item and not per document in transactions. If the user wishes for this, the setting "Stock Warehouse per line item" in Default Settings (1) has to be enabled.

iQ		Company Details Version 2015.0.4.3	? ×
Compa	any Details Company Logo Control Numbers Default Settings (1] Default Settings (2) Enterprise Settings Closing Dates Inte	egration Accounts Tax Rates EMail Extra Charges
Defau	It Settings - Page 1		
	Ta avidu Gada		
	To quickly find a	Force Negative stack check in DTS	Enable Tender Screen Con vity
	Print Debtor Receipts		Enable Tender Screen Security
	Print Creditor Payments	Enable stock custom line colours	Enable Supervisor Overrides on Tender Screen
	Enable Cascading Items	Allow preview on documents	Stock Adjustment Confirmation
	Enable Serial Numbers	Do credit control on sales orders	Link Major and Minor Departments
	Disable Serials in Job Cards	Disable sales order control on COD Accounts	Link Minor Departments and Stock Categories
	Strict Serial Number Checking	Enable sales order picking slips	Link Stock Categories and Stock Ranges
	Enable Colours and Sizes	Update work in progress in ledger	Enable Quotes & Purchase Order Indicator
	Ask for password continuously	Disable Credit Limit Check in Quotes	Link Job card Number to Purchase Order
	✓ Do Sellprice Maintenance In Processing	Disable Credit limit Check in Job Cards	Limit Quantity on GRV from Purchase Order
	✓ Automatically print GRV Labels	Disable Credit limit Check in Sales Orders	Enable External Charges
	Print GRV Labels after Purchase Order Processing	Show Line Comments in Invoicing	✓ Disable Dot Matrix Advanced Printing Options
	Automatically print new Shelf Talkers	Show Line Comments in Credit Notes	Enable Weekly Age Analysis Reports
	Control both weight and Units	Show Line Comments in Sales Orders	Show Auto Generated Relations
	 Enable multiple stock warehouses 	Show Line Comments in Purchase Orders	Do order control on purchase orders
	 Stock Warehouse per line Item 	Show Line Comments in Quotes	Print Debtors Receipts in Invoicing
	Enable Stock Lookup Description Generator	Show Line Comments in Job Cards	 Enable Deliveries and Collections
	Check terms in Sales	Show Line Comments in GRV's	Show Supplier Code in Processing Module
	Show all prices in Invoicing	Show Line Comments in RTS's	Check for Duplicate Order Numbers in Processing Module
	Post All Invoices/Credit notes to POS	 Enforce Price Lists if they exist 	✓ Stock Multiple Bin Locations
	 Lock Date in Processing Module 	 Save History In Processing Module 	✓ PDF Exports - Use Embedded Fonts
	Invoice Date defaults to Sales Order Date	 Automatically Log Off Supervisor after Invoice 	Use Rep Per Line Item In Processing Module
	GRV Date defaults to Purchase Order Date	Allow Quotes on Inactive Accounts	✓ Auto-Populate Account Numbers
Ľ	C		>
			Accept

The user will have to select all the modules where warehouses per line can be activated.

iQ	Select Processing Module Version 2015.0.4.3	? 🗙
Invoices and/or Recurring	Charges	
Credit Notes	undiges	 ▼
Goods Receiving		✓
Returns		
Purchase Orders		✓
Sales Orders		✓
Quotes		
Job Cards		
Point of Sale		
Selection ES(C Cancel F10 Accept]



Other options that are very usefull when working with Multiple Warehouses, are to do consolidated ordering between branches and to automate the transfers from the Destribution Centre (DC) to the branches.

Company Details Company Logo Control Numbers Default Setting	s (1) Default Settings (2) Enterprise Settings Closing Dates	Integration Accounts Tax Rates EMail Extra Charges
Default Settings - Page 1		
To guiddy fin	d an option, start typing. Up and down arrows move between hi	ighlighted 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	
Link Stock Categories and Stock Ranges	Enforce Completion of User Defined Fields in Processing	
Enable Quotes & Purchase Order Indicator	 Enable Style Management 	
Link Job card Number to Purchase Order	Enable Cash Deposits in Order Modules	
Limit Quantity on GRV from Purchase Order	Enable Easy Identification in Quotes	
 Enable External Charges 	 Enable Consolidated Ordering 	
 Disable Dot Matrix Advanced Printing Options 	 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	
1		
		<u>A</u> ccept

To enable Consolidated Ordering and Auto Transferring of Consolidated Orders, from IQ main menu \rightarrow Utilities \rightarrow Setup \rightarrow Company Details \rightarrow Default Settings (1) Tab.

Enable both processes by ticking the boxes next to them and click on Accept to save the changes.



ENTERPRISE SETTINGS

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

The user is required to setup the Ledger Grouping for Trading Branches for different branches or companies, for Multiple Warehouses to work. All the warehouses and branches or companies doing interbranch transactions, have to belong to the same Ledger Grouping. This allows site of warehouses within branches to allow stock transfers between branches and warehouses.

antrailean I annar	001		Settings Information
ranch Control	Trading Branch	~	
etup & Maintain Branches	Llick 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	~	
Centralised Debtors	001	~	
Centralised Creditors	001	~	
Centralise Sales Representatives	Tick For Yes		
Enable Stock Group Synchronization	Tick For Yes		
Stock Grouping	002	~	
Setup & Maintain Stock Groups	Click to Maintain		
Setup & Maintain Synchronization Options	Click to Maintain		
Stock Distribution Center	001	~	
Centralise Data Filters	Tick For Yes	~	
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	-	

Once the Default Settings (1) and Enterprise settings have been set, the user can click on the Accept button on the bottom of the screen to save the changes.

OTHER

In order to setup Multiple Warehouses, from the IQ main menu, select Utilities, Setup and click on Module Parameters (Default Table).

Debto	ors Creditors Stock Ledger General Service	s Processing API	
	O Major Departments	🔾 Stock Sizes	
	Minor Departments	O Deliveries and Collections	
	Marehouses	◯ Stock Categories	
	Adjustment Codes	◯ Stock Ranges	
	◯ Stock Groupings	◯ Stock Styles	
	◯ Line Item Colours	◯ Stock Size Groupings	
	O Auto Re-Ordering Formulas	○ Web Categories	
	O User Defined Table	Stock Colour Groupings	
	Stock Adjustment Reasons	OPrice Variants Groupings	
	O Synchronization Setup	◯ Stock Cycles	
	◯ Stock Transfers	O Auto Stock Code Generation	
	O Stock Colours	◯ Stock Lookup Fields	
			Setup

Select the Stock tab and click on Warehouses. Click on the Setup button on the bottom of the screen.

MAJOR STOCK DEPARTMENTS

The user has the option to add default locations or warehouses to each Major Stock Department.

All modules using multiple warehousing will:

- i. Use the Default Warehouse as set up on the Stock Item (if it exists) as first option.
- ii. Use the Default Warehouse as set up on the Major Department (if it exists) as second option.
- iii. Use the Default Warehouse as setup under POS (Terminal) hardware setup as the third option.
- iv. Use the document warehouse as the alternative option (if none of the above are available).

To enable the user to setup default warehouses on stock departments, select Utilities from the IQ main menu. Select Setup and Module Parameters.

Debtors	Creditors Stock Ledger General Services	Processing API	
	Major Departments	🔿 Stock Sizes	
	Minor Departments	 Deliveries and Collections 	
	○ Warehouses	◯ Stock Categories	
	O Adjustment Codes	🔵 Stock Ranges	
	◯ Stock Groupings	🔾 Stock Styles	
	O Line Item Colours	◯ Stock Size Groupings	
	O Auto Re-Ordering Formulas	○ Web Categories	
	O User Defined Table	Stock Colour Groupings	
	O Stock Adjustment Reasons	O Price Variants Groupings	
		🔾 Stock Cycles	
	◯ Stock Transfers	O Auto Stock Code Generation	
	Stock Colours	◯ Stock Lookup Fields	
			Setup

Select the stock tab and click on the "Major Departments" option and click on the Setup button on the bottom of the screen.

Default Sales and Purchasing Warehouses can be set up for each of the Stock Major Departments, by select an existing Stock Department and clicking on Edit, or Adding a new Department.



	Department Name	001		
	Description	Coke		
	Ledger Department	CORP	/	
	Default Sales Warehouse	001	/	
	Default Purchasing Warehouse	003	/	
	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	2 V Tommy Percy		
	Maximum Cru Varianco®/	10.00	_	
	Apply Maximum Var	10.00		
	Negative Department	V lick for Yes		
	Auto Do Ordering Method			
	No Commision	Repienishment V N/A		
	Target CB%			
	Target GP %	0.00		
	Posting Method	Perpetual Stock Control (Post Sales/Str Periodic Stock Control (Post Sales/Purc	ock/Costofsales) hases Only)	
	Company Default	Perpetual Stock Control (Post Sales/Stock/G	ostofsales)	
Cancel				Accept

DEPARTMENT NAME

The Department name is the code used to identify the Major Stock Department. The name or code is limited to four (4) alpha-numeric characters.

DESCRIPTION

The Description is used to describe the Major Stock Department. The description is limited to thirty (30) alphanumeric characters.

LEDGER DEPARTMENT

Use the down arrow to select the Ledger Department. The ledger department allows the user to specify per department for the purpose of splitting the ledger. In other words, when the transaction is posted the system will show the specific ledger department when viewing the transaction within the ledger enquiries screen.

Ledger Departments are created on the Ledger Tab of the Module Parameters.

DEFAULT SALES WAREHOUSE

Click on the down arrow next to the "Default Sales Warehouse" field and select the appropriate warehouse which should be used when sales are done for this department.

DEFAULT PURCHASING WAREHOUSE

Click on the down arrow next to the "Default Purchasing Warehouse" field and select the appropriate warehouse which should be used when purchases are done for this department.

LOCAL SALES ACCOUNT

The local sales account is the ledger account which must be updated with the sales value of the item, whenever an item belonging to this department, is sold. Use the search facility (Alt and the down arrow) to search for account numbers in the general ledger.



EXPORT SALES ACCOUNT

The Export Sales account is the ledger account which must be updated with the export sales value of each of the items, whenever an item belonging to this department, is sold. Use the search facility (Alt and the down arrow) to search for account numbers in the general ledger.

COST OF SALES ACCOUNT

The Cost of Sales Account is the ledger account which must be updated with the cost of the item, whenever an item belonging to this department, is sold. Use the search facility (Alt and the down arrow) to search for account numbers in the general ledger.

STOCK ACCOUNT

The Stock Account is the ledger account which must be updated whenever an item belonging to this department, is sold. Use the search facility (Alt and the down arrow) to search for account numbers in the general ledger.

PURCHASE ACCOUNT

The Purchase Account is the ledger account which must be updated whenever an item belonging to this department, is purchased. Use the search facility (Alt and the down arrow) to search for account numbers in the general ledger.

NOTE: This account will only be used if the Post Sales/Purchase Only stock posting method is selected.

COST OF SALES ADJUSTMENT

The Cost of Sales Adjustment account is the ledger account which must be updated whenever an item belonging to this department, is sold and adjustments to the cost price of the item is made. Use the search facility (Alt and the down arrow) to search for account numbers in the general ledger.

DEFAULT REP

A specific Department can be allocated to a specific sales representative, who is responsible for the stock in that department. Use the search facility (Alt and the down arrow) to search for the correct sales representative from the available list.

MAXIMUM GRV VARIANCE%

This is the maximum percentage whereby the price of the stock items in this department may vary in the GRV and Purchase Order from the previous cost price that was entered.

EXAMPLE: With a 10% variance, if the cost of the item as R50 then the GRV or Purchase Order will only allow a price range between R45 and R55. Only the Supervisor or administrator will be able to override this option.

APPLY MAXIMUM VAR

This option enables the maximum GRV Variance percentage. In other words, if this option "Apply Maximum Var" is not ticked, then the system will not apply the maximum GRV variance percentage.

NEGATIVE DEPARTMENT

This option reverses the normal effect of a transaction on the stock and ledger accounts. It is used to keep track of empty containers that are refunded on their return. If the stock department is a negative, remember to enable the option by putting a tick in the box.

AUTO RE-ORDERING METHOD

The Auto re-ordering method option allows the user to select any of the custom ordering formulas that have been setup. This option enables the user to specify the selected ordering method per department.



NO COMMISSION

This option allows the user to select which departments are excluded from the calculation of sales representative commissions. Tick the box to exclude the department from commission.

TARGET GP%

A Target GP (Gross Profit) percentage on average cost can be set for each department. This is used for Selling Price Maintenance when GRV's are done.

POSTING METHOD

PERPETUAL STOCK CONTROL (POST SALES/STOCK/COST OF SALES)

This is for a system that requires a continuous record of all receipts and withdrawals of EACH INDIVIDUAL ITEM of stock inventory. The above accounts will be posted to when an invoice is processed. Therefore, the cost of EACH item in a transaction is calculated. This option is most commonly used.

PERIODIC STOCK CONTROL (POST SALES/PURCHASES ONLY)

This option will only post to the Sales and Purchase accounts. There is no record of each stock item's individual cost. The cost is calculated periodically and is done in the ledger.

EXAMPLE: Restaurant's where the cost can't be calculated per item sold, or service industries where the cost of Services Rendered is calculated periodically.

COMPANY DEFAULT

The Company Default is the default Stock Posting method as it was selected in the Company Default Settings (2).

CANCEL

The Cancel option will discard any changes that have been made to the department.

ACCEPT

The Accept option will update all the necessary stock department information and this information will be saved.



MULTIPLE WAREHOUSES IN POS

Each POS till can be setup to sell out of a specific location.

All modules using multiple warehousing will:

- i. Use the Default Warehouse as set up on the Stock Item (if it exists) as first option.
- ii. Use the Default Warehouse as set up on the Major Department (if it exists) as second option.
- iii. Use the Default Warehouse as setup under **POS** (Terminal) hardware setup as the third option.
- iv. Use the document warehouse as the alternative option (if none of the above are available).

To set Multiple Warehouses up in Point of Sales, select Point of Sales from the IQ main menu. Select Setup and then Hardware setup.

iQ	Hardware Configuration Version 2015.0.2.3	? ×
Options		
Till Number	Till1 v	
Pos Printer Port	Not Installed	
Pos Cutoff String	027-105-000-000	
Lines Before Cut	3	
Pole Display Port	Not Installed	
Pole Display Initialize	000-000-000-000	
Pole Display Top Left	000-000-000-000	
Pole Display Bottom Left	000-000-000-000	
Pole Display Text Alignment:	Right Align	
Cash Drawer Port	Direct to Printer	
Open Drawer Command	027-112-000-100-150	
Open Drawer with:	Cash Drawer Port	
CCTV Printer Port	Not Installed	
Selling Warehouse	001 Warehouse A001	
Purchasing Warehouse	003 Warehouse A003	
Fingerprint Only Access		
CashGuard Port	COM Not Installed	
Brinter Test	Printer Qutter Test Display Test Drawer Test	<u>Accept</u>

SELLING WAREHOUSE

Use the down arrow next to the field to select the appropriate location / warehouse. This will be the warehouse where the stock items will be updated to, when sales are done.

PURCHASING WAREHOUSE

Use the down arrow next to the field to select the appropriate location / warehouse. This will be the warehouse where the stock items will be updated to, when purchases are done.



STOCK MAINTENANCE

All modules using multiple warehousing will:

- i. Use the Default Warehouse as set up on the Stock Item (if it exists) as first option.
- ii. Use the Default Warehouse as set up on the Major Department (if it exists) as second option.
- iii. Use the Default Warehouse as setup under POS (Terminal) hardware setup as the third option.
- Use the document warehouse as the alternative option (if none of the above are available). iv.

The user can select a default sales and default purchasing warehouse for each stock item. To select the default settings: from the IQ main menu, select stock and then Maintenance.

If a new stock item needs to be added, the user will click on the Add button to start capturing the stock data. Work through each of the screens to capture the data and the default warehouses can be selected on the Ordering Tab.

If the stock item already exists, select the appropriate stock item and click on Edit.

iQ				Stock Amendme	nts IQ HO Version 20)15.0.2.3			? ×			
Stock Det	tails Sto	ock Pricing Us	er Defined Data Multiple Barco	odes Item Suppliers Additio	nal Details Associated Ite	ms Transaction History	Ordering Bin Loca	tions				
Default	Ordering	Level		0.00	Pe-order	Level		10.00				
Maximum Level Re-order Quantity		40.00	Ordering N	Aethod Namel	NI/A	10.00						
Exclude from Ordering Click for Options		10.00	Default Sales \	Default Sales Warehouse 00.1 VW								
				Default Purchasin	g Warehouse 003	V Warehouse A003						
Warehou	Default Purchasing Warehouse 003 V Warehouse A003											
Warehouses Press F5 to Delete a Line												
Wareh	nouse	Description		Order Method	Order Formula	Order Level	Max Level	Order Quantity	^			
001	-	Warehouse A	001	Normal	N/A		0	0	0			
003	•	j warehouse A	003	Custom 1 - DEF			0	U	0			
									*			
Show	Hints							4	v vccept			

Once the Stock Item's information appears on the screen, select the Ordering tab. On the ordering tab the user can click on the drop down arrows and select the applicable default sales – and default purchasing warehouses. When processing transactions are done on the selected item, the selected location or warehouse, will appear automatically, but it can be changed when needed.

The user can also setup different ordering methods are ordering levels for the selected item, but for the each of the different warehouses where this stock item will be kept.

STOCK ENQUIRES

The user can see to which warehouse or location an items belongs and he can also see which transactions were done for which location for the selected item.

To do enquiries on stock items, from the IQ main menu, select Stock and then the Enquiries option. Select the item by double clicking on it.

The user has the option to see which transaction was done in which location, select the "Select Visible Fields" button on the bottom of the screen and tick the option "Location" to add the column.

iQ Stock Enquiries Version 2015.0.2.3 ?												×					
Info	Stock Pricing In	nage Long Descrij	otion Stock Supp	liers Associ	ated I	tems User Define	d Dat	a									
	Item Code	BM001				Opening Stock			50.00	Group Cor	le	0008	Order Method		Normal		
	Description	Cement PVC 50k	a		-	+ Purchases			0.00	Bin Locatio	on l	0000	Order Ou	antity		20	
	Sales Orders	57			_	-Returns			0.00	Highest Co	st	149,2863	Order Le	evel		100	
	Purchase Orders	10	Comment			-Sales			0.00	Latest Co	st	79.99	Maximum	Level		0	
	Work in Progress	12				+Credits			0.00	Average Co	ost	124.93	DateL	S	11/0	5/2015	
	Pack Size	0				+Transfers In			0.00	Last Sale	. 0	8/07/2015	DateL	M	08/0	7/2015	
-	Pack Description	FA				-Transfers Out			0.00	Retail Price	e	200.00	DateL	P	29/0	9/2014	
	Department	002			\sim	Adjustments			0.00				Datel	т	08/0	7/2015	
			L			WriteOffs			0.00				Prev Sell	Price	175.43	359649	
	Current Period	August	v 2015	~		+ Sundry Receipt	s		0.00				Last Stock	Date	18/0	7/2012	
		hagast	Ba Show Mor	th		- Sundry Issues			0.00							,	
						Other			0.00					W/a	rohoi		
						Closing Stock			50.00					VVa	renot		3
	4																
Deta	alis															N	
NUM	IBER	CODE	TXDATE		REFE	RENCE	DC	TCODE	A	MOUNT	GLAUDIT	QUANTITY		ONHA	ONHAND LOCA		<u>\</u> ^
	1745 BM001		30/10/201	INVHO350			С	IN		1 754.39	758		10.0000		121	001	_ /
	1771 BM001		30/10/201	INVHO360			C	IN		877.19	771		5.0000		116	001	
	1772 BM001		30/10/201	CRNHO32			D	CN		350.88	772		2.0000		118	001	_
	1773 BM001		30/10/201	INVHO361			C	IN		1 /54.39	7/3		10.0000		108	001	_
	1774 DM001		30/10/201				0	TN		1 754 20	775		2.0000		110 001		_
	1775 BM001		30/10/201				D	CN		250.99	775		2,0000		100 001		_
	1780 BM001		30/10/201	INVHO365			c	IN		1 754 30	780	10,0000			02	001	_
	1781 BM001		30/10/201	CRNHO36			D	CN		350.88	781		2 0000		94	001	-
	1803 BM001		28/04/201	INVHO377			c	IN		3 513.16	800		50.0000		44	001	
	1806 BM001		28/04/201	INVHO379			c	IN		350.88	802	802			42	001	_
	1807 BM001		28/04/201	INVHO380			с	IN		701.75	803	803			38 001		
	1808 BM001		28/04/201	INVHO381			с	IN		175.44	804		1.0000		37	001	
	1809 BM001		11/05/201	INVHO382			С	IN		350.88	805	2.0000			35	001	
	1818 BM001	07/07/201 TRFHO47				D	TI		649.90	818	8 10.0000			45	003		
	1819 BM001		08/07/201	TRFHO48			D	Π		399.95	819		5.0000		50	003	•
Sel	Select Visible Fields Select Visible Fields																

The user also has the option to see the sales per warehouse, by clicking on the Location button on the bottom of the Stock Item Enquiry screen.

		Bi	ranches Version 201	5.0.2.3			?	×
etail NTERPRISE								
L	Cement PVC 50kg		0/Hand	50.00				
41								
Code	Location	Department	Sales Units	Sales Amount	Sales Cost	Refunds Units	Refunds Amount	~
BM001	001	002	10	1622.807	1474.3	C		0
BM001	002	002	0	0	0	C		0
BM001	001							
BM001	001							_
BM001	001	002	45	7894.737	6630.9026	8	1403.50	38
BM001	100	002	57	5131.579	8389.745	C)	0
BM001	001	002	2	350.8772	294.8596	C)	0
BM001	003 Wareh	ouse	0	0	0	C		0
BM001	001	ouse						~
Current Month				-	-	-		
Code	Location	Department	Sales Units	Sales Amount	Sales Cost	Refunds Units	Refunds Amount	^
BM001	001							
BM001	002	002	0	0	0	C)	0
BM001	003	002	0	0	0	C)	0
BM001	004		0	0	0	C)	0
	VERPRISE	Cement PVC 50kg Code Code Code Code Code Code Code Cod	Cement PVC 50kg Code Location Department BM001 001 002 BM001 001 02 BM001 002 002 BM001 002 002 BM001 003 002 BM001 004 02	Cement PVC 50kg D/Hand V Code Location Department Sales Units BM001 001 002 10 BM001 001 002 00 BM001 001 002 10 BM001 001 002 57 BM001 001 002 57 BM001 001 002 22 BM001 001 002 20 BM001 001 002 20 BM001 001 002 00 BM001 002 00 00 BM001 003 002 0 BM001 004 0 0	Cement PVC 50kg 0/Hand 50.00 V Code Location Department Sales Units Sales Amount BM001 001 002 0 0 0 BM001 001 002 45 7894.737 BM001 001 002 2357 5131.579 BM001 001 002 2350.8772 30.8772 BM001 001 002 0 0 0 BM001 002 002 0	Cement PVC 50kg 0/Hand 50.00 V Cement PVC 50kg 0/Hand 50.00 V Sales Linits Sales Amount Sales Cost BM001 001 002 0 0 0 0 BM001 001 002 0 0 0 0 0 BM001 001 002 45 7894.737 6630.9026 57 5131.579 8389.757 8389.757 5894.737 6630.9026 57 5131.579 8389.757 294.8596 58M001 001 002 2 2 350.8772 294.8596 58M001 003 Warehouse 0 <td>Cement PVC 50kg O/Hend 50.00 V Code Location Department Sales Units Sales Amount Sales Cost Refunds Units BM001 001 002 0</td> <td>Cement PVC 50kg D/Hand 50.00 V Sales Amount Sales Cost Refunds Units Refunds Amount BM001 002 0 0 0 0 0 BM001 002 02 0 0 0 0 0 BM001 001 002 45 7894.737 6630.9026 8 1403.501 BM001 001 002 27 5131.579 8399.745 0 0 BM001 001 002 27 5131.579 8399.745 0<!--</td--></td>	Cement PVC 50kg O/Hend 50.00 V Code Location Department Sales Units Sales Amount Sales Cost Refunds Units BM001 001 002 0	Cement PVC 50kg D/Hand 50.00 V Sales Amount Sales Cost Refunds Units Refunds Amount BM001 002 0 0 0 0 0 BM001 002 02 0 0 0 0 0 BM001 001 002 45 7894.737 6630.9026 8 1403.501 BM001 001 002 27 5131.579 8399.745 0 0 BM001 001 002 27 5131.579 8399.745 0 </td

"Warehouse Sales – All" shows all the sales transactions that were done for the selected item and the "Warehouse Sales – Current Month" shows a summary of the sales for this item per warehouse.



STOCK TRANSFERS

Stock can be moved between different locations or warehouses, by using Stock Transfers or Stock Adjustments. Stock Transfers is the preferred way to move stock between warehouses, as it provides the user with traceable documentation, for auditing purposes.

STOCK TRANSFERS SETUP

From the IQ main menu, select Utilities, Setup and Module Parameters. Select the Stock tab, select Stock Transfers and click on the Setup button on the bottom of the screen.



ALLOW DISTRIBUTION CENTRE TO QUERY STOCK FILE

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

ALLOW TRANSFER REQUESTS

The allow transfer requests option allows the user to process transfer requests meaning that stock may be requested from various branches or warehouses. This option is very handy for transfer records, but using it will depend on the company's policies, size and individual responsibilities.

ENABLE EXTRA CHARGES

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

SHOW ON HAND COLUMN IN TRANSFER OUT

The Show On Hand Column In Transfer Out option allows the user to see the on-hand quantity of the receiving warehouse, of the stock item being transferred.

2019



EXTRA CHARGES

Extra Charges can be setup for Transfers In and / or for Transfers Out.

iC	2	S	Stock Transfer Extra	Charges Version 2015.0.2.3	? ×
		ERPRISE ERPRISE	harges Type sfer In sfer Out		
	Extra Charges				
	Description	Ledger Account	Percentage	Amount	^
	Delivery Fee	1254.000.000.00	0	100	
	BREAK BULK	2010.000.000.00	0	25	
	HANDLING FEE	1001.000.000.00	2.5	0	
					¥
	Cancel				Accept

EXTRA CHARGES INFORMATION

DESCRIPTION

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

LEDGER ACCOUNT

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

PERCENTAGE

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

AMOUNT

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

BUTTON FUNCTIONALITY

CANCEL

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

ACCEPT

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





ACCEPT

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

TRANSFERS BETWEEN WAREHOUSES

Stock will for example be purchased into a warehouse, but needs to be moved to the store from where it will be sold.

EXAMPLE: Stock item A001001 is stored in Warehouse A003 when the stock is purchased. This stock needs to be moved to Warehouse A001 from where it will be sold.





EXAMPLE: Another example of Stock Transfers is when the item is requested from a specific warehouse in another branch. Warehouse A001 in Branch 001 needs a stock item which is available in Branch 002 in Warehouse B002. The requested item can even have a different stock item number in the other branch 002.

NOTE: Remember that the Ledger departments for the branches have to be the same to enable the one branch to see the stock of the other branch.



From the IQ main menu, select the Stock option, select Utilities and click on Stock Transfers.



STOCK TRANSFER REQUEST

If the Warehouse A001 in Branch 001 needs stock from Warehouse B002 in Branch 002, the requesting branch will complete a Stock Request first to start the stock transfer process.

If Warehouse A001 needs stock from Warehouse A003 in the same Branch 001, it will depend on the size of the branch and how many people are responsible for the stock in the different warehouses and the company policies, where the user will start with the transfer procedure.

To do a stock request, click on the Request Stock button at the bottom of the screen.

	Transfer Details						
		Branch Number	Warehouse				
	Request By	001	V 001	~			
i Doto	Request From	001	¥ 003	~			
Keta		Out	In				
	Transfer Date	28/07/2015	 28/07/2015 	+			
ENTERPRIS	Order Number						
	Expected Date	30/07/2015	•				
Items							
- Code	Description				OnHand	Quantity	Cost
000000010103	NIKE PANTS BI				100	25.0000	50.000
*					100	0.0000	
Transfer Summary							•
Hanarer Summary							
						Transfer Value	1250.00
						Total	1250.00
						, ota	1230.00
			1			N	44
100	E.		1				5
Search	<u>A</u> uto Order		<u>D</u> esign		Process	Import	Flash

TRANSFER DETAILS

REQUEST BY

BRANCH NUMBER

The branch number field shows the branch where the transfer request is coming from. In other words, this will be the branch where the stock will be transferred to.

WAREHOUSE

The warehouse option allows the user to choose a specific warehouse where the stock is being transferred to. In other words, this warehouse would be the place where stock is needed.

REQUEST FROM

BRANCH NUMBER

If the transfer is just being done from storage locations within the same branch to the retail location / warehouse, the branch numbers will be the same as for the "Request By" field.

Or this will be the branch number for the warehouse where the stock items are at this moment being stored.

WAREHOUSE

This warehouse field shows the branch or location to where the stock will be transferred from. Meaning that the stock will be transferred from another warehouse into the selected warehouse in the same company.

TRANSFER DATE OUT

The Transfer Date Out helps the user to see the date when the Transfer Request was generated.

TRANSFER DATE IN

The Transfer Date In is greyed out as no stock has been transferred yet.

EXPECTED DATE

The Expected date is the date when the requesting warehouse would like to receive the stock.

ITEM INFORMATION

CODE

The code is the item code for the stock which is being requested to be transferred.

DESCRIPTION

The description is the description of the stock item which needs to be transferred.

ONHAND

The onhand quantity of the stock item in the whole branch. This quantity includes the stock in all the warehouses for this branch.

QUANTITY

The quantity of the stock item which is needed to be transferred.

COST

The cost price of the requested stock item.

BUTTON FUNCTIONALITY

SEARCH

The search option allows the user to search for any specific information regarding the transfer.

AUTO ORDER

The Auto Order function allows the system to auto order stock if it is needed to complete the transfer.

DESIGN

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

PROCESS

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

IQ HO		Date Printed: 28/07/2015		1 of 1
		Stock Transfers Items Request		
Requesting Branch:	001			
Order Number:	TRRHO14			
Request Date:	28/07/2015			
Code Requested	Description		Oty Requested	Oty Transferred
000000010103	NIKE PANTS BL		25.00	0.00
		*** END OF REPORT ***		

A report will be generated to show the requesting branch, an order number and request date. It also shows the requested items and the quantities requested and transferred.



IMPORT

Complete all the Transfer Details on the top of the screen, click on the Import button on the bottom of the screen to import the stock items, which will be reflected on the Transfer request.

The import file has to be a Text or .CSV (comma delimited) file with codes and quantities, without headers.



FLASH

The flash option allows the user to call up a flash report by either selecting the flash button or he can use the "Alt" button. To call up a flash report using the "Alt" option. Hold down the "Alt" button and then press either number 1 - 9, this will bring up the flash report that corresponds to the relevant number.

Once the Transfer Request has been completed, it will be listed under the Stock Transfer Requests tab as pending.

		Display Date	Report Type	Sort Order	View	Status		Available Filters		
•		Ourrent	ODetail	Order N	lumber P	ending		Clear Filter		
IQR e	etail	Current	Obetail	O ut Bra	√ Pr	ocessed				
	NTERPRISE	History	Summary	Oddebid	₽R	ejected				
		0,	,	O In Bran	ch 🔽 Pé	artial				
Stock Transfers St	tock Transfer Red	quests								
Order Number	Requesting	Branch Requestin	g Location Date		Responding Branc	n Responding Location	n Date	Status		^
TRR4	001		03/01	1/2012	002		29/09/20	14 Process	ed	
TRR4	002		06/01	1/2012	001		29/09/20	14 Process	ed	
TRR5	002		06/01	1/2012	001		29/09/20	14 Process	ed	
TRR5	002		17/07	7/2012	001		30/12/18	99 Rejecte	d	
TRR5	002	001	04/09	9/2012	001	002	30/12/18	99 Rejecte	d	
TRR5	002		30/01	1/2014	001		30/12/18	99 Rejecte	d	
TRR6	002	001	09/01	1/2013	001	001	29/09/20	14 Process	ed	
TRR6	002		05/03	3/2014	001		30/12/18	99 Rejecte	d	
TRR7	002		06/02	2/2013	001		29/09/20	14 Process	ed	
TRR7	002		26/03	3/2014	001		30/12/18	99 Rejecte	d	
TRR8	002	001	27/03	3/2013	001	003	27/03/20	13 Process	ed	
TRR9	002	001	14/05	5/2013	001	003	29/09/20	14 Process	ed	
TRRHO10	001	001	06/07	7/2015	001	003	30/12/18	99 Rejecte	d	
TRRHO11	001	003	07/07	7/2015	STR	001	07/07/20	15 Process	ed	
TRRHO12	001	003	08/07	7/2015	STR	001	08/07/20	15 Process	ed	
TRRHO13	001	001	17/07	7/2015	001	003	30/12/18	99 Pending)	
TRRHO14	001	001	28/07	7/2015	001	003	30/12/18	99 Pending	1	
TRRH08	001	001	02/10)/2014	002	002	02/10/20	14 Process	ed	
TRRHO9	001	001	06/07	7/2015	001	002	30/12/18	99 Rejecte	d	
]										¥
		11h								SÔN
- Search		Tilter		E)		Begungst Stade				Benert Options
search		Enter	1	ranster Stock		Request Stock		Delete		Report Options

STOCK TRANSFER INFORMATION

DISPLAY DATE

The user has the option to choose which Transfer Request information he would like to see.

CURRENT

The Current information lists all the Transfer Requests.

HISTORY

Once a Transfer request has been deleted, it will be listed under History.

REPORT TYPE

The user also has the option about how much detail he would like to see on a report.



DETAIL

The Detail Report Type option will provide all the all the information on the selected Stock Transfer Request.

IQ HO		Date Printed: 29/	/07/2015	1 of 1
		Stock Transfer Req Current	uests Detail	
Order Number:	TRRH014			
Requesting Branch:	001		Responding Branch:	001
Requesting Location:	001		Responding Location:	003
Request Date:	28/07/2015		Response Date:	28/07/2015
Status:	Processed			
Requested Code	Transferred Code	Description	Requested Qty	Transferred Quantity
00000010103	00000010103	NIKE PANTS BL	25.00	25.00
		*** END OF REP	ORT ***	

SUMMARY

The Summary Report Type option will provide a list of all the Stock Transfer Requests currently shown by selection.

iQ				Stoc	c Trans	fers Versi	on 2015.0.	.2.3		; ×
	D	isplay Date	Report Type	Sort Order		View Sta	itus	1 1	Available Filters	
) Current	ODetail	Order	Number	✓ Pend	ding		Clear Filter	
I Retai			0	Out Bra	inch	Proc	essed			
ENTERPRISE		-	~			✓ Reje	cted			
		History	Summary	🔾 In Bran	ch	Part	al			
Stock Transfers Stock Transfer	r Heques	sts								
Order Number	Requ	Requesti	Date		Resp	Respondi	Date		Status	^
TRR2	002		03/01/2012		001		03/01/2012		Rejected	
TRR5	002		17/07/2012		001		30/12/1899		Rejected	
TRR5	002	001	04/09/2012		001	002	30/12/1899		Rejected	
TRR5	002		30/01/2014		001		30/12/1899		Rejected	
TRR6	002		05/03/2014		001		30/12/1899		Rejected	
TRR7	002		26/03/2014		001		30/12/1899		Rejected	
TRRHO 10	001	001	06/07/2015		001	003	30/12/1899		Rejected	
TRRHO13	001	001	17/07/2015		001	003	30/12/1899		Pending	
TRRHO9	001	001	06/07/2015		001	002	30/12/1899		Rejected	

IQ HO				Date Printe	d: 29/07/2015			1 of	1
				Stock Transfer R Cu	equests Summary rrent				
				Data Fiter: (status (1 (0,2))				
RegNumber	<u>Request</u> Date	Requesting Company	Requesting Location	<u>Response</u> Date	<u>Responding</u> <u>Company</u>	Responding Location	<u>Status</u>]
TRR2	03/01/2012	002		03/01/2012	001		Rejected		
TRR5	17/07/2012	002		00:00:00	001		Rejected		
TRR5	04/09/2012	002	001	00:00:00	001	002	Rejected		
TRR5	30/01/2014	002		00:00:00	001		Rejected		
TRR6	05/03/2014	002		00:00:00	001		Rejected		
TRR7	26/03/2014	002		00:00:00	001		Rejected		
TRRH010	06/07/2015	001	001	00:00:00	001	003	Rejected		
TRRH013	17/07/2015	001	001	00:00:00	001	003	Pending		
TRRH09	06/07/2015	001	001	00:00:00	001	002	Rejected		
				*** END OF	REPORT ***				

SORT ORDER

The user has the option the sort the information displayed on the screen in 3 orders:

ORDER NUMBER

The order number option will list the information displayed in order number order.



OUT BRANCH

The Out Branch option will list the information displayed on the screen in the requesting branch order.

IN BRANCH

The In Branch option will list the information displayed on the screen in the responding branch order.

VIEW STATUS

The user can select one or more of the view status options, depending on which information he would like to see.

PENDING

The Pending option will list only the pending stock transfer requests.

PROCESSED

The Processed option will list only the stock transfer requests that been completely processed in the current branch.

REJECTED

The Rejected option will list only the stock transfer requests that have been rejected.

PARTIAL

The Partial option will list only the stock transfer requests that have been partially processed. There are still stock items on the request that need to be transferred.

STOCK TRANSFER REQUESTS

ORDER NUMBER

The order number is the order number entered once the request has been accepted.

REQUESTING BRANCH

The Requesting Branch is the branch number of the branch that is requesting the stock.

REQUESTING LOCATION

The Requesting location is the specific warehouse in the requesting branch that is requesting the stock.

DATE

The date when the stock transfer request has been processed.

RESPONDING BRANCH

The Responding Branch is the branch number of the branch from where the stock is requested.

RESPONDING LOCATION

The Responding Location is the number of the warehouse in the branch from where the stock is requested.

DATE

The second date is the date when the user accepts the stock request and transfer out. This date defaults to 30/12/1899 until the request is accepted.



STATUS

The status will indicate what has happened with the stock transfer request, it can be pending, processed, rejected or partially processed.

BUTTON FUNCTIONALITY

SEARCH

The search option allows the user to search for specific information in the transfer information listed.

FILTER

The Filter option allows the user to filter for specific information from the list.

TRANSFER STOCK

The Transfer Stock has two options for what should happen with the stock, stock can be transferred out or in.

OUT

The Transfer Stock Out option allows the user to accept or reject or create a new stock transfer.

NOTE: If a Stock Transfer request was not done, this will be the start of the stock transfer process. The user will transfer stock out to another location.

IN

The Transfer Stock In option allows the user to follow the process to receive stock.

NOTE: Transfer In can only be used if stock has been transferred out from another location.

REQUEST STOCK

The Request Stock option allows the user to create a new stock transfer request.

DELETE

The Delete option allows the user to delete Stock Transfer Requests.

A safety check has been built into the system, to ensure that a user doesn't delete a Stock Transfer Request if it hasn't been processed completely by both the requesting and responding locations.

	Confirm
?	You are about to delete a Stock Transfer Request entry. Please note that, as a result, the records in your company might no longer correspond to the records in the responding company after deleting this item. Are you sure that you want to delete this Stock Transfer Request - TRR2 - ?
	<u>Yes</u> <u>N</u> o

NOTE: The user has to check that all the stock that was transferred out at one location, has been received at the next location before the Transfer Request can be deleted.

REPORT OPTIONS

The Report options allows the user to design, preview or print the report.



STOCK TRANSFER OUT

Select the Transfer Stock button on the bottom of the screen and click on Out. The user will always start with the Transfer Out as a Transfer In can't be done before the stock items are made available.

	D	isplay Date	Report Type	Sort Ord	ler Vie	ew Status	Availa	able Filters	
	etail	Current	ODetail	Orde Out I	er Number	Pending Processed	Clear	Filter	
		History	Summary) In Br	anch 🔽	Rejected			
tock Transfers S	tock Transfer Reques	ts							
Order Number	Requesting Bran	nch Requestir	ng Location Date		Responding Bra	anch Responding Location	Date	Status	
TRR4	001		03/0	1/2012	002	in the period of the second	29/09/2014	Processed	
TRR4	002		06/0	1/2012	001		29/09/2014	Processed	
TRR 5	002		06/0	1/2012	001		29/09/2014	Processed	
TRR5	002		17/0	7/2012	001		30/12/1899	Rejected	
TRR 5	002	001	04/0	9/2012	001	002	30/12/1899	Rejected	
TRR5	002		30/0	1/2014	001		30/12/1899	Rejected	
TRR6	002	001	09/0	1/2013	001	001	29/09/2014	Processed	
TRR6	002		05/0	3/2014	001		30/12/1899	Rejected	
TRR7	002		06/0	2/2013	001		29/09/2014	Processed	
TRR7	002		26/0	3/2014	001		30/12/1899	Rejected	
TRR8	002	001	27/0	3/2013	001	003	27/03/2013	Processed	
TRR9	002	001	14/0	5/2013	001	003	29/09/2014	Processed	
TRRHO 10	001	001	06/0	7/2015	001	003	30/12/1899	Rejected	
TRRHO11	001	003	07/0	7/2015	STR	001	07/07/2015	Processed	
TRRHO12	001	003	08/0	7/2015	STR	001	08/07/2015	Processed	
TRRHO13	001	001	17/0	7/2015	001	003	30/12/1899	Pending	
TRRHO14	001	001	28/0	7/2015	001	003	30/12/1899	Pending	
TRRH08	001	001	02/1	0/2014	002	002	02/10/2014	Processed	
TRRHO9	001	001	06/0	7/2015	001	002	30/12/1899	Rejected	
	4	2		s.		-			in the second se
Search	Filte	er	1	Fransfer Sto	ock	Request Stock		Delete	Report Options

The next screen will display a list of all the Outstanding Transfer Requests.

	Ret					
ſ	Outstanding Transfer Re	equests	1	1		
	Order Number	Requesting Branch	Requesting Location	Date	Expected Date	
	TRRHO13	001	001	17/07/2015	18/07/2015	
	Cancel		<u>Accept</u>	New Transfer	Reject	ponse



OUTSTANDING TRANSFER REQUESTS

ORDER NUMBER

The Order Number displayed is the order number which was automatically allocated when the Transfer Request was processed.

REQUESTING BRANCH

The Requesting Branch is the branch number of the branch that is requesting the stock.

REQUESTING LOCATION

The Requesting location is the specific warehouse in the requesting branch that is requesting the stock. In other words, the location where the stock items are needed.

DATE

The date is the date when the Transfer Request was processed.

EXPECTED DATE

The Expected date is the date when the stock items are needed at the other location.

BUTTON FUNCTIONALITY

CANCEL

The Cancel option allows the user to exit the Transfer Out without processing anything.

ACCEPT

The Accept option allows the user at a specific location to accept the Transfer Request and transfer the stock out.

		Transfer Datai									
		Transfer Detail	s		Com	pany Details					
			Branch Number	Warehouse	Con	pany			1		
		Transfer From	001	V 003	Add	ress 1					
	tail	Transfer To	001	✓ 001	Add	ress 2					
	lan	-	Out	In	Add	ress 3			-		
ENT	ERPRISE	Transfer Date	28/07/2015	28/07/2015	Add	1033 3					
		Order Number	TRWH003001		Aud	:			-		
					Ema	1					
tems											
Requested Code	Code	Desc	ription			OnHand		Quantity	Cost		Extra Charge:
000000010103	0000000101	03 NIKE	PANTS BL				100	25.000)	50.000	156.25
ransfer Summary								Extra Cl	arges		Amend
ransfer Summary								Extra C	arges		Amend
ransfer Summary								Extra Ci	arges		Amend uto Allocate
ransfer Summary								Extra Cl Transfe	value	A	Amend uto Allocate 125



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TRANSFER DETAILS

TRANSFER FROM

The Transfer From indicates the responding branch and warehouse/location where the stock items must be transferred from.

TRANSFER TO

The Transfer To indicate the requesting branch and warehouse/location. In other words, the location where the stock items are needed.

TRANSFER DATE

The Transfer Date is the date when the transfer out is processed.

ORDER NUMBER

The Order Number is a required field, which has to be completed before the Transfer Out will process.

COMPANY DETAILS

When a new transfer out transaction is generated, the receiving (transfer to) company's information will be displayed in the company details fields.

ITEMS

REQUESTED CODE

The Requested code is the stock item code as it is used in the requesting branch.

CODE

The Code field represents the stock item code as it is used in the responding branch. If the current branch uses another stock item code for the requested item, the correct item code can be selected from the current stock list.

DESCRIPTION

The Description represents the stock item description.

ONHAND

The Onhand field represents the onhand quantity of the stock in the current branch.

QUANTITY

The quantity field represents the quantity of the stock item that will be transferred out.

COST

The Cost field represents the average cost of the stock item.

EXTRA CHARGES

The Extra charges field allows the user to decide how the extra charges should be divided between the items on the Stock Transfer Out.

EXTRA CHARGES

In the field just above the transfer value, the total amount for the extra charges is diplayed in the field just above the transfer value.



AMEND

The amend option allows the user to change the amounts for the extra charges.

iQ	Stock Transfer Extra Charges Version 2015.0.2.3	? ×
Extra Charges		
Description ▶ Delivery Charges Handling Fees Break Bulk	Ledger Account Amount 1254.000.000.00 100 1001.000.000.00 25 1350.000.000.00 12.5	~
		✓
<u>C</u> ancel		Accept

NOTE: The Extra Charges are setup in Module Parameters.

AUTO ALLOCATE

The Auto Calculate option allows for the extra charges amount to be divided evenly using a weighted average formula, between the different stock items on the transfer. These extra charges are then added to the cost price of each item.

TRANSFER VALUE

The Transfer Value displays the total value of the items to be transferred. Transfer Value = the sum of (Quantities x Cost).

TOTAL

The Total field displays the Transfer Value plus the Extra Charges.

BUTTON FUINCTIONALITY

SEARCH

The search option allows the user to search for specific information in the transaction.

DESIGN

The Design option allows the user to create or edit the stock transfer document.

PROCESS

The Process option allows the user to process the Transfer Out transaction.

IMPORT

The Import option allows the user to import a Text or .CSV (comma delimited) file containing item codes and quantities into the item list.

NOTE: All the Transfer Details have to be entered before the system will allow an import.



FLASH

The flash option allows the user to call up a flash report by either selecting the flash button or he can use the "Alt" button. To call up a flash report using the "Alt" option. Hold down the "Alt" button and then press either number 1 - 9, this will bring up the flash report that corresponds to the relevant number.

NEW TRANSFER

The New Transfer option allows for the user to create a new transfer out.

iQ		Stock Br	anch Transfers	- Outgoir	g Version 20	15.0.2	2.3		? ×
	Transfer Details				Company Detai	İs			
		Branch Number	Warehouse		Company	TO	40	-	
	Transfer From	001	V 001	~	Company Address 1	IQ.		_	
	Transfer To	001	✓ 003	~	Address 1	lst	Hoor, Rhino House		
IN Kela		Out	In		Address 2	23	Quantum Road		
ENTERPRI	Transfer Date	29/07/2015	- 29/07/2015	w.	Address 3	Teo	hno Park, Stellenbosch		
ENTERPRI	Order Number	TRORD018			Address 4	760	00		
					Email				
Items									
Code	Description				OnHand		Quantity	Cost	Extra Charges 🔺
000000010103	NIKE PANTS BL					75	10.0000	50.000	0.00
*							0.0000		0.00
									*
Transfer Summary							Extra	a Charges	Amend
									Auto Allocate
									137.50
							Tran	sfer Value	500.00
							Tota	al	637.50
Search	E Auto Order		Design		Process		Im	port	Flash

TRANSFER DETAILS

TRANSFER FROM

The Transfer From indicates the branch and warehouse/location where the stock items must be transferred from.

TRANSFER TO

The Transfer To indicate the receiving branch and warehouse/location. In other words, the location where the stock items are needed.

TRANSFER DATE

The Transfer Date is the date when the transfer out is processed.

ORDER NUMBER

The Order Number is a required field, which has to be completed before the Transfer Out will process.

COMPANY DETAILS

When a new transfer out transaction is generated, the receiving (transfer to) company's information will be displayed in the company details fields.

ITEMS

CODE

The Code field represents the stock item code as it is used in the current branch. The item code of the stock item that will be transferred.

DESCRIPTION

The Description represents the stock item description.

ONHAND

The Onhand field represents the onhand quantity of the stock in the current branch.

QUANTITY

The quantity field represents the quantity of the stock item that will be transferred out.

COST

The Cost field represents the average cost of the stock item.

EXTRA CHARGES

The Extra charges field allows the user to decide how the extra charges should be divided between the items on the Stock Transfer Out.

EXTRA CHARGES

In the field just above the transfer value, the total amount for the extra charges is displayed.

AMEND

The amend option allows the user to change the amounts for the extra charges.

iQ	Stock Transfer Extra Charges Version 2015.0.2.3	? ×
Extra Charges		
Description Ledger Accour	t Amount	^
Delivery Charges 1254.000.000.1	100	
Handling Fees 1001.000.000.0	0 25	
		•
Cancel		Accept

NOTE: The Extra Charges are setup in Module Parameters.



AUTO ALLOCATE

The Auto Calculate option allows for the total extra charges amount to be divided evenly using a weighted average formula, between the different stock items on the transfer. These extra charges are then added to the cost price of each item.

TRANSFER VALUE

The Transfer Value displays the total value of the items to be transferred. Transfer Value = the sum of (Quantities x Cost).

TOTAL

The Total field displays the Transfer Value plus the Extra Charges.

BUTTON FUINCTIONALITY

SEARCH

The search option allows the user to search for specific information in the transaction.

AUTO ORDER

The Auto Order option allows for the user to order stock items where needed, without processing a separate purchase order.

NOTE: The auto order option will only work if an ordering formula has been setup on the relevant stock items and if the re-order level and re-order quantity fields have values entered.

DESIGN

The Design option allows the user to create or edit the stock transfer document.

PROCESS

The Process option allows the user to process the Transfer Out transaction.

IMPORT

The Import option allows the user to import a .csv (comma delimited) file containing item codes and quantities into the item list.

NOTE: All the Transfer Details have to be entered before the system will allow an import.

FLASH

The flash option allows the user to call up a flash report by either selecting the flash button or he can use the "Alt" button. To call up a flash report using the "Alt" option. Hold down the "Alt" button and then press either number 1 - 9, this will bring up the flash report that corresponds to the relevant number.

REJECT

The Reject option allows the user to reject a transfer request.



SEND RESPONSE

The Send Response option allows the user to keep track of all responses about the Transfer Request.

iQ	Stock T	Transfer Request Response Detail Version 2015.0.2.3	? ×
	SE		
Response Detail			
	Evnected Date	12/07/2015	
	Response		
	Historical Entries	Company: 001, User ID: 1 - Request rejected due to Company: 001, User ID: 1 - Still waiting for delivery.	
Cancel			Accept

The field can be added to the detailed transfer request report.

NOTE: The system won't send any responses to the requesting branch. If the field is added to the report, the report can be sent to keep the requesting branch informed about the request.

IQ HO		Date Printed: 30/	07/2015	1 of 1						
		Stock Transfer Req Current	uests Detail							
Order Number:	TRRH013									
Requesting Branch:	001		Responding Branch:	001						
Requesting Location:	001		Responding Location:	003						
Request Date:	17/07/2015		Response Date:	30/12/1899						
Status:	Pending		Response: Company: 001, to Company: 001, User ID: 1 -	User ID: 1 - Request rejected due Still waiting for delivery.						
Requested Code	Transferred Code	Description	Requested Qty	Transferred Quantity						
00000010103		NIKE PANTS BL	10.00	0.00						
*** END OF REPORT ***										

Once the Transfer Out was completed, the transfer transaction will display in Stock Transfers, but it will show as not completed.



tte Report Type () Detail () Summary () Summary () In Document () TRF0138 () () TRF0139 () TRF0140 () () Output () Outpu	Sort Order Nun Order Nun Out Docum In Docume Out 001 001 001 001 001 001 001 0	nber nent ent 002 002 002 002 002 002	Dut 001 001 001 001 001 001	In L	Out Date 02/10/2014 02/10/2014 02/10/2014 03/10/2014 21/10/2014 22/10/2014	Availab Clear Fi 2010 2014 2012 2014 2210 2014	le Filters Iter Dut Total 3 647.55 6 815.05 2 400.00 6 782.99 3 600.00 2 250.00	In Total 3 647.55 0.00 0.00 3 600.00 2 250 00	
t	Order Nun Out Docum Out Docum In Docume Dut 001	nber nent ent 002 002 002 002 002 002 002	0ut 001 001 001 001 001 001	In L	Out Date 02/10/2014 02/10/2014 02/10/2014 03/10/2014 21/10/2014 22/10/2014	Clear Fi 03/10/2014 30/12/1899 30/12/1899 30/12/1899 30/12/1899 21/10/2014 22/10/2014	Iter Dut Total 3 647.55 6 815.05 2 400.00 6 782.99 3 600.00 2 250.00 2 250.00	In Total 3 647.55 0.00 0.00 3 600.00 2 250 00	
r Summary	001 bota	In 002 002 002 002 002 002 002	Out 001 001 001 001 001 001 001	. In L	Out Date 02/10/2014 02/10/2014 02/10/2014 03/10/2014 21/10/2014 22/10/2014	In Date 03/10/2014 30/12/1899 30/12/1899 30/12/1899 30/12/1899 21/10/2014 22/10/2014	Dut Total 3 647.55 6 815.05 2 400.00 6 782.99 3 600.00 2 250.00	In Total 3 647.55 0.00 0.00 3 600.00 2 250 00	
In Document TRF0138 TRF0139 TRF0140	Out 001 001 001 001 001 001 001 001	In 002 002 002 002 002 002 002 002	Out 001 001 001 001 001 001 001	. In L	Dut Date 02/10/2014 02/10/2014 02/10/2014 03/10/2014 21/10/2014 22/10/2014	In Date 03/10/2014 30/12/1899 30/12/1899 30/12/1899 21/10/2014 22/10/2014	Dut Total 3 647.55 6 815.05 2 400.00 6 782.99 3 600.00 2 250.00	In Total 3 647.55 0.00 0.00 3 600.00 2 250.00	
In Document TRF0138 TRF0139 TRF0140	Out. 001 001 001 001 001 001 001 001	In 002 002 002 002 002 002 002 002	Out 001 001 001 001 001 001 001 001 001 001	In L	Out Date 02/10/2014 02/10/2014 02/10/2014 03/10/2014 21/10/2014 22/10/2014	In Date 03/10/2014 30/12/1899 30/12/1899 30/12/1899 21/10/2014 22/10/2014	Out Total 3 647.55 6 815.05 2 400.00 6 782.99 3 600.00 2 250.00	In Total 3 647.55 0.00 0.00 0.00 3 600.00 2 250.00	
TRF0138 TRF0139 TRF0140	001 001 001 001 001 001 001 001	002 002 002 002 002 002 002	001 001 001 001 001 001 001		02/10/2014 02/10/2014 02/10/2014 03/10/2014 21/10/2014 22/10/2014	03/10/2014 30/12/1899 30/12/1899 30/12/1899 30/12/1899 21/10/2014 22/10/2014	3 647.55 6 815.05 2 400.00 6 782.99 3 600.00 2 250.00	3 647.55 0.00 0.00 3 600.00 2 250.00	 /ul>
TRF0139 TRF0140	001 001 001 001 001 001 001 001	002 002 002 002 002 002 002	001 001 001 001 001 001 001		02/10/2014 02/10/2014 03/10/2014 21/10/2014 22/10/2014	30/12/1899 30/12/1899 30/12/1899 21/10/2014 22/10/2014	6 8 15.05 2 400.00 6 782.99 3 600.00 2 250.00	0.00 0.00 0.00 3 600.00 2 250.00	
TRF0139 TRF0140	001 001 001 001 001 001 001	002 002 002 002 002 002	001 001 001 001 001		02/10/2014 03/10/2014 21/10/2014 22/10/2014	30/12/1899 30/12/1899 21/10/2014 22/10/2014	2 400.00 6 782.99 3 600.00 2 250.00	0.00 0.00 3 600.00 2 250.00	रा रा <u>।</u>
TRF0139 TRF0140	001 001 001 001 001	002 002 002 002	001 001 001 001		03/10/2014 21/10/2014 22/10/2014	30/12/1899 21/10/2014 22/10/2014	6 782.99 3 600.00 2 250.00	0.00 3 600.00 2 250.00	 /ul>
TRF0139 TRF0140	001 001 001 001	002 002 002	001 001 001		21/10/2014 22/10/2014	21/10/2014 22/10/2014	3 600.00	3 600.00	<u>v</u>
TRF0140	001 001 001	002	001		22/10/2014	22/10/2014	2 250.00	2 250.00	~
	001	002	001						
	001				23/10/2014	30/12/1899	38 064.99	0.00	
		002	001		05/11/2014	30/12/1899	651 282.34	0.00	Г
	001	002	001		05/11/2014	30/12/1899	3 750.00	0.00	
	001	002	001		05/11/2014	30/12/1899	3 500.00	0.00	Г
TRFHO48	STR	001	001	003	08/07/2015	08/07/2015	249.95	399.95	~
	002	001			29/09/2014	30/12/1899	49.81	0.00	
	001	002	001	002	02/10/2014	30/12/1899	224.00	0.00	
	002	001			29/09/2014	30/12/1899	49.81	0.00	
TRFHO39	002	001		001	29/09/2014	03/10/2014	1 031.65	1 181.65	V
	001	001	001	002	17/07/2015	30/12/1899	637.50	0.00	
	001	001	003	001	30/07/2015	30/12/1899	637.50	0.00	
	001	002	001	002	02/10/2014	30/12/1899	212.50	0.00	
TRFH047	STR	001	001	003	07/07/2015	07/07/2015	499.90	649.90	~
	TRFHO39	002 TRFH039 002 001 001 TRFH047 STR	002 001 TRFH039 002 001 001 001 001 001 001 002 TRFH047 STR 001	002 001 TRFH039 002 001 001 001 001 001 001 001 001 002 001 TRFH047 STR 001 001 001 002 001	002 001 001 001 TRFH039 002 001 001 001 001 001 001 002 001 001 001 003 001 001 002 001 003 001 001 002 001 003 001 001 001 003 001 001 001 003 001 001 001 003 001	002 001 002 001 29/09/2014 TRFH039 002 001 001 29/09/2014 001 001 001 001 29/09/2014 001 001 001 001 002 17/07/2015 001 001 001 002 02/107/2014 TRFH047 STR 001 001 003 07/07/2015	002 001 001 29/09/2014 30/12/1899 TRFH039 002 001 001 29/09/2014 03/12/1899 001 001 001 001 29/09/2014 03/12/1899 001 001 001 001 17/07/015 30/12/1899 001 001 001 002 01/12/1899 30/12/1899 001 001 001 001 002 02/12/14 30/12/1899 001 001 001 003 07/07/2015 30/12/1899 TRFH047 STR 001 001 003 07/07/2015 07/07/2015	002 001 002 001 29/09/2014 30/12/1899 49.81 TRFH039 002 001 001 29/09/2014 03/10/2014 103/10/2014 001 001 001 001 29/09/2014 03/10/2014 1031.65 001 001 001 002 17/07/015 30/12/1899 637.50 001 002 001 002 02/10/2014 30/12/1899 637.50 001 002 001 003 07/07/2015 30/12/1899 212.50 TRFH047 STR 001 001 003 07/07/2015 07/07/2015 499.90	002 001 002 001 29/9/2014 30/12/1899 49.81 0.00 TRFH039 002 001 001 29/09/2014 03/10/2014 1031.65 1181.65 001 001 001 002 1/07/2015 29/15/1899 637.50 0.00 001 001 003 001 30/07/2015 30/12/1899 637.50 0.00 001 001 002 07/07/2015 30/12/1899 637.50 0.00 001 002 001 002 07/07/2015 30/12/1899 637.50 0.00 001 002 001 002 07/07/2015 30/12/1899 637.50 0.00 001 002 001 003 07/07/2015 30/12/1899 637.50 0.00 001 001 003 07/07/2015 07/07/2015 499.90 649.90

The Stock Transfer will appear on the Stock Transfers list, but there will not yet be a tick in the Completed column, as the stock still needs to be transferred in at the other location.

NOTE: If the user deletes this transfer request at this stage, he can have a stock imbalance.

TRANSFER IN

Both the Transfer Out and the Transfer In must be processed to complete a Stock Transfer.

A Stock item can only be Transferred In, once a transfer out for the item was done at another location. The transfer process can't be started by doing a transfer in first.

If the user tries to process a transfer in, when there are no outstanding transfers, the following error message will appear:



To process a Transfer In, the user can click on Stock, Utilities and then select Stock Transfers. Click on the Transfer Stock button on the bottom of the screen and select the In option.

			Stock	Trans	fers V	'ersio	n 2015.0.2.3				?	
	Display Date	Report Type	Sort Order					Availab	le Filters			F
) Detail) Order Nu	mber				Clear Fi	lter			
ENTER	History	○ Summary	Out Docu	ment ent								
Stock Transfers Stock T	ransfer Requests		-									
Order Number	Out Document	In Document	0.	tIn	Out	. In L.	. Out Date	In Date	Out Total	In Total	COMPL.	
201410021512160	TRFH036	TRF0138	00	1 002	001	-	02/10/2014	03/10/2014	3 647.55	3 647.55	~	
201410021527150	TRFH037		00	1 002	001		02/10/2014	30/12/1899	6 815.05	0.00	Г	
201410021603470	TRFH038		00	1 002	001		02/10/2014	30/12/1899	2 400.00	0.00		
201410031608120	TRFHO40		00	1 002	001		03/10/2014	30/12/1899	6 782,99	0.00	Г	
201410211143510	TREHO41	TRE0139	00	1 002	001		21/10/2014	21/10/2014	3 600.00	3 600.00		
201410221200560	TRFH042	TRF0140	00	1 002	001		22/10/2014	22/10/2014	2 250.00	2 250.00	V	
201410231133020	TRFH043		00	1 002	001		23/10/2014	30/12/1899	38 064.99	0.00	Ē	
201411051135000	TRFH044		00	1 002	001		05/11/2014	30/12/1899	651 282.34	0.00	Ē	
201411051143530	TREHO45		00	1 002	001		05/11/2014	30/12/1899	3 750.00	0.00	Ē	
201411051145520	TREHO46		00	1 002	001		05/11/2014	30/12/1899	3 500 00	0.00	Ē	
GRE	TRE3	TREHO48	STI	2 001	001	003	08/07/2015	08/07/2015	249.95	399.95		
PO14	TRE0134		00	001	001	005	29/09/2014	30/12/1899	49.81	0.00	,. _	
PO32	TREH033		00	002	001	002	02/10/2014	30/12/1899	224.00	0.00		
P056	TRE0135		00	001	001	002	29/09/2014	30/12/1899	40.81	0.00	, 	
P075	TRE0121	TREHO39	00	2 001		001	29/09/2014	03/10/2014	103165	1 181 65		
SOEPHTS'OTH	TREHO53	1101000	00	001	001	002	17/07/2015	30/12/1899	637.50	0.00		
TED 00 300 10 10	TREHOSS		00	001	003	001	30/07/2015	30/12/1899	637.50	0.00		
TOETS OUT 1	TREHO34		00	001	001	001	02/10/2014	30/12/1999	212.50	0.00		
TROOT	TRED	TREHO47	00	002	001	002	02/10/2014	07/07/2015	400.00	640.00		
		TRITIO 7	31	001	001	005	07/07/2015	07/07/2015		049.90		
Search	Filter		Transfer Stock				aquest Stock			Pero	۲. Ontion	-
Search	Eilter		Transfer Stock			R	eguest Stock		Delete	Repo	rt Option	n



The following screen with all outstanding transfers will appear:

		C	Outstanding T	ransfei	rs Vers	ion 20	15.0.2.3			?
	tail ERPRISE									
standing Transfers		Document	B	ranch		cation		Date	Total	
der Number	Out	In	Out	In	Out	In	Out	In	Out In	
014	TRF0134		002	001			29/09/2014	30/12/1899	49.81	0.00
)56	TRF0135		002	001			29/09/2014	30/12/1899	49.81	0.00
ERHTS'OTH	TRFHO53		001	001	001	002	17/07/2015	30/12/1899	637.50	0.00
R003001019	TRFH055		001	001	003	001	30/07/2015	30/12/1899	637.50	0.00
WH003001	TRFH054		001	001	003	001	28/07/2015	30/12/1899	1 406.25	0.00

OUTSTANDING TRANSFERS

ORDER NUMBER

The outstanding transfers are listed in order number order. This order number is the order number the user captured when the Transfer Out was processed.

DOCUMENT

The Document Out number is the number which was generated automatically when the Transfer Out was Processed.

The Document In is empty as the transfer In has not yet been processed.

BRANCH

The Branch Out is the branch where the Transfer Out was done.

The Branch In is the branch number of the company the user is currently logged into, the branch where the transfer In needs to be processed.

LOCATION

The location Out number is the warehouse where the Transfer out was processed.

The Location In is the warehouse where the stock needs to be received, or transferred in.

DATE

The Date Out represents the date when the Transfer Out was processed.

The Date In defaults to 30/12/1899. If there was a Partial Transfer In done, this date would be the date when the Partial Transfer In was processed.



TOTAL

The total Out value is the rand value of the Transfer Out transaction.

If there is already value in the Total In column, the Total In would be the value of the partially processed transfer in.

To process the Transfer In on one of the outstanding transfers, select the transaction by highlighting it and click on Accept.

iQ		S	Stock Branch Transfers	- Incoming Version 2015	.0.2.3	? ×
	Transf Transf Transf Transf Transf Transf Transf	er Details Branch N fer From 001 fer To 001 Out fer Date 30/07/20 Number TFR0030	umber Warehouse ∨ 003 ∨ 001 In 015 ✓ 31/07/2015 001019	~ ~ 		
Items						
Requested Code	Transfered Code	New Code	Description		Quantity	Cost A
▶ 000000010103	000000010103	000000010103	NIKE PANTS BL		10.0000	63.750 0.00
Transfer Summary						~
					Extra Char	rges Amend
						Auto Allocate
					Transfer V	140.94
					Total	778.44
<u>S</u> earch			<u>D</u> esign	Process	Import	Flash

TRANSFER DETAILS

The only field that can be edited in the transfer details would be the warehouse to which the stock items are transferred to.

ITEMS

REQUESTED CODE

If the process was started with a transfer request, the requested code would be the item number for the requested item.

NOTE: This field would not be on the Transfer In if there was no transfer request.

TRANSFERRED CODE

The Transferred Code represents the number of the item on the Transfer Out transaction.

NOTE: If the item was transferred from another branch, they could have used another item code for the selected item.

NEW CODE

The New code would be the existing item number for the item in your system.



DESCRIPTION

The description of the stock item that has to be received via the Transfer In.

QUANTITY

The quantity of the item that has to be received via the transfer in.

COST

PROCESSED

The Processed cost is the total cost of the item according to the transfer out.

EXTRA CHARGES

If there are any extra charges applicable for the transfer in, they would be displayed in this field.

EXTRA CHARGES

AMEND

The extra charges can be amended by selecting this option. The extra charges in table will appear and the user can edit it by click on the charge and changing it if required.

AUTO ALLOCATE

The Auto Calculate option allows for the total extra charges amount to be divided evenly using a weighted average formula, between the different stock items on the transfer. These extra charges are then added to the cost price of each item.

TRANSFER VALUE

The Transfer Value displays the total value of the items to be transferred. Transfer Value = the sum of (Quantities x Cost).

TOTAL

The Total field displays the Transfer Value plus the Extra Charges.

BUTTON FUNCTIONALITY

SEARCH

The search option allows the user to search for specific information in the transaction.

DESIGN

The Design option allows the user to create or edit the stock transfer in document.

PROCESS

The Process option allows the user to process the Transfer In transaction.



IQ HO		Date Printed :31	1/07/2015 10:56:38			Page No 1							
Stock Transfer Document													
Document:	TRFH058	Document:	TFR003001019	Ad	dress:								
From Company:	001	From Location:	003										
To Company:	001	To Location:	001										
Code	Description			QTY	Avrg Cost	Line Total							
00000010103	NIKE PANTS BL			10.0000	63.75	637.50							
Total Value:	637.50												
Total Items:	10.00												
		*** END 0	F REPORT ***										

IMPORT

The import option allows the user to import a .csv (comma delimited) file containing item codes and quantities into the item list.

FLASH

The flash option allows the user to call up a flash report by either selecting the flash button or he can use the "Alt" button. To call up a flash report using the "Alt" option. Hold down the "Alt" button and then press either number 1 - 9, this will bring up the flash report that corresponds to the relevant number.

Once the Transfer In is processed, the transfer transaction is completed.

	Display Date	Report Type	Sort Order		-			Availab	le Filters		
	• Current	 Detail 	• Order Num	ber				Clear Fil	ter		
	CHistory	◯ Summary		nent							
ock Transfers Stock T	ransfer Bernieste										
Drder Number	Out Document	In Document	Out.	In	Out	. In L	. Out Date	In Date	Out Total	In Total	COMPL
01410021512160	TRFHO36	TRF0138	001	002	001		02/10/2014	03/10/2014	3 647.55	3 647.55	~
201410021527150	TRFHO37		001	002	001		02/10/2014	30/12/1899	6 815.05	0.00	
201410021603470	TRFHO38		001	002	001		02/10/2014	30/12/1899	2 400.00	0.00	
201410031608120	TRFHO40		001	002	001		03/10/2014	30/12/1899	6 782.99	0.00	
201410211143510	TRFHO41	TRF0139	001	002	001		21/10/2014	21/10/2014	3 600.00	3 600.00	~
01410221200560	TRFHO42	TRF0140	001	002	001		22/10/2014	22/10/2014	2 250.00	2 250.00	V
201410231133020	TRFHO43		001	002	001		23/10/2014	30/12/1899	38 064.99	0.00	
201411051135000	TRFHO44		001	002	001		05/11/2014	30/12/1899	651 282.34	0.00	
201411051143530	TRFHO45		001	002	001		05/11/2014	30/12/1899	3 750.00	0.00	
201411051145520	TRFHO46		001	002	001		05/11/2014	30/12/1899	3 500.00	0.00	
GRF	TRF3	TRFHO48	STR	001	001	003	08/07/2015	08/07/2015	249.95	399.95	v
NTERNAL	TRFHO56		001	001	004	001	31/07/2015	30/12/1899	690.83	0.00	
PO14	TRF0134	TRFHO57	002	001		001	29/09/2014	31/07/2015	49.81	49.81	~
PO32	TRFHO33		001	002	001	002	02/10/2014	30/12/1899	224.00	0.00	
PO56	TRF0135		002	001			29/09/2014	30/12/1899	49.81	0.00	
PO75	TRF0121	TRFHO39	002	001		001	29/09/2014	03/10/2014	1 031.65	1 181.65	~
COERHTS'OTH	TREHO53		001	001	001	002	17/07/2015	30/12/1899	637.50	0.00	
FR003001019	TRFHO55	TRFHO58	001	001	003	001	30/07/2015	31/07/2015	637.50	637.50	
IOETS OUT 1	TRITIOS		001	002	001	002	02/10/2014	30/12/1099	212.50	0.00	
	44								-	-	î: H

Only now can the Transfer Request be deleted with safety from the Transfer Request list.



2019

STOCK TRANSFERS IN ONE STEP

The system provides that the transfer of stock items between warehouses within the same company or branch can be done in only one step. While the user is processing a Transfer Out between branches, the Transfer In will process automatically in the background.

To enable the user to do a warehouse stock transfer in one step, the system has to be setup in Default Settings (1). From the IQ main menu, select Utilities, Company Details, select the Default Settings (1) tab and search for enable One Step Warehouse Transfers and tick the option to enable it. Click on Accept to save the change.





OTHER PROCESSING

The system provides two options for warehouse transactions, the user can either select a warehouse for a whole transaction document, or he can select a warehouse for each line on a transaction document.

The system needs to be setup in Default Settings (1) to enable stock warehouse per line item selection.

From the IQ main menu, select Utilities, Company Details and select the Default Settings (1) tab. Tick the box next to "Stock Warehouse per line item" and select each module where the option should apply. Click on the Accept button to save the changes made.



All modules using line by line warehousing will:

- i. Use the Default Warehouse as set up on the Stock Item (if it exists) as first option.
- ii. Use the Default Warehouse as set up on the Major Department (if it exists) as second option.
- iii. Use the Default Warehouse as setup under POS (Terminal) hardware setup as the third option.
- iv. Use the document warehouse as the alternative option (if none of the above are available).

PURCHASE ORDER

Purchase Orders can be done per item per warehouse or location. If stock is for example stored in two (2) warehouses, the stock in both warehouses can be replenished.

The Warehouse can be selected per document:

iQ	iQ IQ Enterprise: IQ HO - [Purch									ersion	2015.0.2.3]						-	0	×
Processing	Debtors	Creditors	Stock	Ledger	Utilities	Support	Point of Sale	CRM	Windows	Help	Shortcuts							- 0	х
Account Details			P/Order	Details			Additional Deta	ils			Stock Item Detail				Totals				
Account No X	YZ001	~	P/Order	Date	03/08/2015	~	Store Departme	ent		~~~	Item Code	BM001			P/Orde	r Indusiv	/e		
Name and Add	lress Details		Estimate	e Date		-					Description	Cement PVC 50kg			Ves		(No		
XYZ Wholesaler	s	-	P/Order	Number							Pack Size	0							
45 Gordon Ave	nue		Deliver	Method							Pack Description	EA							
Stellenbosch			Order N								Department	002			WareHou	se	001		\sim
7600		~	Orderin	umber							Group Code	0008			Internal C	Inder No			F.
											Sales Orders	55							
Tel											Purchase Orders	0			Goods To	tal		1754.	40
			P/Order	r Memo							Deliveries	160			Discount	Amnt		0.	.00
P/Order Disc 9	/o	0.00 -	Delivery	y Note No							Current Stock	50			Vat Amou	nt		245	62
											Regular Supplier	ABC001			Total Oua	ntity		10	00
																		10.	
Code		Descrip	otion						Туре	Unit P	rice	Ord Qty	Remain		Disc %	Total			^
BM001		Cemen	t PVC 50kg						CB		175	44 10.00		10.00	0.00			1 754.4	0
*		-									0.0	0.00			0.00			0.0	0

Or the warehouse can be selected per line item (if it was enabled in Default Settings (1)):

iQ						IQ Ente	erprise: IQ HO	- [Purcl	hase Order	Version	2015.0.2.	.3]						-	0	×
Processing D	ebtors Cr	editors	Stock	Ledger	Utilities	Support	Point of Sale	CRM	Windows	Help	Shortcu	ıts							- 2	x
Account Details			P/Order	Details			Additional Deta	ils			Stock Iter	n Detail				Totals				
Account No XYZ001	1	~	P/Order	Date	03/08/2015	~	Store Departme	ent		~	Item Code	e	BM001			P/Order	Inclusive	~		
Name and Address D	Details		Estimate	Date		-					Descriptio	n	Cement PVC 50kg			Ves		(No		
XYZ Wholesalers		-	P/Order	Number							Pack Size		0							
45 Gordon Avenue			Delivery	Method							Pack Desc	cription	EA							
Stellenbosch			Order								Departme	ent	002							
7600		~	Urder N	Imper							Group Co	de	0008		-	Internal Or	der No			
1											Sales Ord	lers	55		(I					_
Tel											Purchase	Orders	0			Goods Tota	1		1754	1.40
Ter			P/Order	Memo							Deliveries	;	160		1	Discount Ar	nnt		C	0.00
P/Order Disc %		• 00.0	Delivery	Note No							Current S	tock	50			Vat Amoun	t T		24	62
											Regular S	upplier	ABC001			Total Ouan	tity		10	1 00
																	/		10	
Code		Description							Type Unit Pr	ice	C	Ord Qty	Remain	Wa	rehouse	Disc %	Total			^
BM001		Cement PVC	50kg						CB		175.44		10.00	0.00 003	3	0.00			1 754.4	40
*	-										0.00		0.00			0.00			0.0	00

The warehouse or location will default to the warehouse which was selected or setup for the specific item in stock maintenance, but it can be changed to the warehouse which needs to get the stock.

GOODS RECEIVING

The warehouses, as they were selected in the purchase order, will be used. The warehouses can be changed, if a mistake was made.

SELLING

POINT OF SALE

All Cash Sales will default to the warehouse which was selected in the POS Hardware Setup.

Selling Warehouse	003 Store	¥
Purchasing Warehouse	001 Warehouse 1	¥

SALES ORDER

Sales Orders can be done per item per warehouse or location. If stock is for example stored in 2 warehouses, the stock can be sold from both warehouses.

The Warehouse can be selected per document:



iQ						IQ EI	nterprise: IQ H	lO - [Sal	es Orde	r Version 2	015.0.2.3]						-		<
Processing	Debtors	Creditors	Stock	Ledger	Utilities	Support	Point of Sale	CRM	Windo	ws Help	Shortcuts							- 0	x
Account Details			S/Order	Details			Additional Deta	ails			Stock Item De	tail			Totals				
Account No GR	RE003	~	S/Order	Date	03/08/2015	Ψ.	Store Departm	ent		~	Item Code	BM001							
Name and Addr	ess Details		Estimate	Date		•					Description	Cemen	PVC 50kg						
Green Apple		-	S/Order	Number	SALHO39.1						Pack Size	0							
25 Quantum Stre	eet		Delivery	Method							Pack Descript	on EA							
Technopark			Orderski								Department	002			WareHou	se	001		~
Stellenbosch		*	Urder N	umber							Group Code	0008			Internal (Ordor No			
7600			Rep Nur	nber	1	*					Sales Orders	57			Cash Dep	osit		0.	00
Tel											Purchase Ord	ers 10			Goods To	tal		400.	00
Tel			S/Order	Memo							Deliveries	160			Discount	Amnt		0.	00
S/Order Disc %		0.00 -	Delivery	Note No							Current Stock	50			Vat Amou	nt		49	12
											Regular Supp	ier ABC00			Total Qua	ntity		2.0	00
Code		Descriptio	n						Type	Unit Price	c	rd Qty	Remain	Status	Disc %	Total			^
BM001		Cement P	VC 50kg						PO		200.00	2.	2.	00 COL	0.0)		400.00	1
*		-									0.00	0.	00		0.00)		0.00	i Th

Or the warehouse can be selected per line item (if it was enabled in Default Settings (1)):

iQ						IQ Er	nterprise: IQ H	IO - [Sale	s Order Ve	rsion 20	15.0.2.3]								-	٥	×
Processin	g Debtors	Creditors	Stock	Ledger	Utilities	Support	Point of Sale	CRM	Windows	Help	Shortcuts									-	5 X
Account Deta	ils		S/Order	Details			Additional Deta	ils			Stock Item Detail					То	tals				
Account No	GRE003	~	S/Order	Date	03/08/2015	Ψ.	Store Departm	ent		~	Item Code	BM001									
Name and A	ddress Details		Estimate	Date		•					Description	Cement PV	C 50	kg							
Green Apple		-	S/Order	Number	SALHO39.1						Pack Size	0									
25 Quantum	Street		Deliver	Method							Pack Description	EA									
Technopark			Order	metricu							Department	002									
Stellenbosch		~	Order N	umber							Group Code	0008				In	nternal Orde	er No			
7600			Rep Nu	nber	1	*					Sales Orders	57				C	ash Deposit	: 1			0.00
T-1											Purchase Orders	10				G	oods Total			4	00.00
iei			S/Order	Memo							Deliveries	160				Di	iscount Amr	nt -			0.00
S/Order Disc	: %	0.00 👻	Delivery	Note No							Current Stock	50				Va	at Amount	-			49.12
											Regular Supplier	ABC001				Т	otal Quantit	tv -			2.00
															1						2.00
Code		Description						Type	Unit Price		Ord Qty	Remain		Warehouse	S	tatus	Disc %	Total			^
BM001		Cement PVC	50kg					PO		200.0	2.00		2.00	001	c	OL	0.00			400	.00
*		-								0.0	0.00						0.00			0	.00

The warehouse or location will default to the warehouse which was selected or setup for the specific item in stock maintenance, but it can be changed to the warehouse from which the stock needs to come.

QUOTES

Warehousing works the same way for quotes, as it works for Sales Orders. The warehouse which was selected in Stock Maintenance, will be the default warehouse for the item when a quote is done. The warehouse can be changed to another warehouse, if the stock needs to come from another warehouse.

INVOICES

If a quote or a Sales Order is converted to an invoice, the warehouses involved, would be the ones selected in the original document. It can be changed, if it was incorrect.

The warehouse which was selected in Stock Maintenance, will be the default warehouse for the item when a new invoice is done. The warehouse can be changed to another warehouse, if the stock needs to come from another warehouse.



STOCK ADJUSTMENTS

The stock adjustment option is not intended for the processing of stock take values for large stock listings. Use the stock adjustment option to make minor on hand or costing adjustments. The costing adjustment is not there to be used as means of changing the unit cost when the supplier has a price increase. This will automatically be adjusted when the next goods received voucher is processed.

NOTE: Stock adjustments are immediate and are not batch related. Once the adjustment has been accepted, the stock item and the general ledger are updated immediately. There are reports that will be available to be printed after the entries are posted. Those reports are available to be printed before escaping or exiting from the stock adjustment screen. You cannot reprint a stock adjustment report reflecting the before and after values at a later stage. All that is possible is the printing of all adjustment entries (see stock audit report) that were posted. It's important to enter all adjustments before exiting the adjustment screen.

In order to adjust quantities of the warehouses, select the Stock Menu option form the IQ main menu, Utilities and Stock Adjustments.

iQ				Stock A	djustments	Version 20	15.0.2.3						? ×
	Sort Order	Parameters			-					Available	e Filters		
	Code	Date	 03/0 	8/2015		1				Clear Filt	ter		
	O General Code	Ledner A		000 000 00						Golf T-Sh	hirts		
li()r		Leager A	LCOUNT 3310		*					T-Shirts			
	Ketali Opepartment												
	Supplier Code	Automa	tically Disable E	diting After Adjustn	nent								
	Barcode					-							
	O Bin Location	Cost	Protection on	Stock Adjustments	- Enabled	_							
	O Main Supplier	Re	eporting Items	 Adjustments Not A 	Allowed								
		,											
Code	Description	General Code	Barcode	Departm	Main Supplier	Average C	Latest Cost	On Hand	New Cost	001	002 0	103 00	J4 ^
000000010101	NIKE PANTS BS	NW1	00000001010	1 001	ABC001	50.0000	50.0000	3.0000	50.0000	3.0000	0.0000	0.0000	0.0000
000000010102	2NIKE PANTS BM	NW2	00000001010	12 001	ABC001	30.0000	30.0000	24.0000	30.0000	24.0000	0.0000	0.0000	0.0000
000000010103	NIKE PANTS BL	NW3	00000001010	13 001	ABC001	58.6176	58.8889	64.0000	58.6176	124.0000	0.0000	-50.0000	-10.0000
00000020301	NIKE T-SHIRTS YS	NW4	00000002030	1 001		90.0000	90.0000	8.0000	90.0000	8.0000	0.0000	0.0000	0.0000
00000020302	NIKE T-SHIRTS	NW5	00000002030	001		0.0000	0.0000	9.0000	0.0000	9.0000	0.0000	0.0000	0.0000
00000060401	NIKE JOGGING SHIRT GS		00000006040	11 001	CRED2	60.0000	60.0000	-28.0000	60.0000	-28.0000	0.0000	0.0000	0.0000
00000060402	NIKE JOGGING SHIRT GM		00000006040	12 001	CRED2	16.0000	16.0000	78.0000	16.0000	78.0000	0.0000	0.0000	0.0000
00000060501	NIKE JOGGING SHIRT BLS		00000006050	11 001	CRED2	23.0000	23.0000	360.0000	23.0000	360.0000	0.0000	0.0000	0.0000
00000060502	NIKE JOGGING SHIRT BLM		0000006050	12 001	CRED2	39.0000	39.0000	111.0000	39.0000	111.0000	0.0000	0.0000	0.0000
00000070101	NIKE ROAD RUNNING SOCKS BS		00000007010	1 001	010102	15.0000	15.0000	144.0000	15.0000	144.0000	0.0000	0.0000	0.0000
00000070103	NIKE ROAD RUNNING SOCKS BL		00000007010	13 001	010102	30.0000	30.0000	51.0000	30.0000	51.0000	0.0000	0.0000	0.0000
00000070302	NIKE ROAD RUNNING SOCKS YM		00000007030	12 001	010102	90.0000	90.0000	318.0000	90.0000	318.0000	0.0000	0.0000	0.0000
00000080101	NIKE OFFROAD RUNNING SOCKS BS		00000008010	11 001	010102	100.0000	100.0000	240.0000	100.0000	240,0000	0.0000	0.0000	0.0000
00000080102	NIKE OFFROAD RUNNING SOCKS BM		00000008010	2 001	010102	70.0000	70.0000	75.0000	70.0000	75,0000	0.0000	0.0000	0.0000
00000080103	NIKE OFFROAD BUNNING SOCKS BL		00000008010	3 001	010102	66.0000	66.0000	86.0000	66.0000	86,0000	0.0000	0.0000	0.0000
000000080202	NIKE DEEBOAD BUINNING SOCKS BB	N	00000008020	12 001	010102	34 0000	34 0000	198,0000	34,0000	198,0000	0.0000	0.0000	0.0000
00000080301	NIKE DEEBOAD BUNNING SOCKS YS		00000008030	1 001	010102	22 0000	22 0000	160,0000	22 0000	160,0000	0.0000	0.0000	0.0000
000000080302	NIKE DEEBOAD BUINNING SOCKS YM		00000008030	12 001	010102	10,0000	10,0000	40 0000	10,0000	40,0000	0.0000	0.0000	0.0000
000000000000000000000000000000000000000	NIKE OFFBOAD BUINNING SOCKS GM		000000000000000000000000000000000000000	12 001	010102	15,0000	15 0000	16.0000	15,0000	16.0000	0.0000	0.0000	0.0000
0000000000000000	NIKE ALL TERBAIN BUNNING SOCKS		000000000000000000000000000000000000000	1 001	010102	12,0000	12,0000	-3.0000	12,0000	-3.0000	0.0000	0.0000	0.0000
000000110203	ADDIDAS IOSSING SHIPT PI		000000011020	001		12,5000	0.0000	94,0000	12,5000	84 0000	0.0000	0.0000	0.0000
000000110403			00000011030	001		12,5000	0.0000	94,0000	12,5000	84,0000	0.0000	0.0000	0.0000
000000110403	ADDIDAS JOGGING SHIPT PLM		00000011040	001		12,5000	0.0000	90,0000	12,5000	80,0000	0.0000	0.0000	0.0000
000000110502	ADDIDAS JOGGING CHIPT PL		00000011050	001		12,5000	0.0000	00.0000	12,5000	00.0000	0.0000	0.0000	0.0000
000000110303	ADDIDAS JUGGING SHIRT BLL		00000011030	001		12.0000	0.0000	C0.0000	12.3000	60.0000	0.0000	0.0000	0.0000
00000120101	ADDIDAS RUNNING SHURTS BS		00000012010	1 001		0.0000	0.0000	22,0000	0.0000	68.0000	0.0000	0.0000	0.0000
000000120201	ADDIDAS RUNNING SHURTS BRS		00000012020	001		0.0000	0.0000	23.0000	0.0000	23.0000	0.0000	0.0000	0.0000
0000012030	ADDIDAS RUNNING SHURTS TS		00000012030			0.0000	0.0000	17.0000	0.0000	17.0000	0.0000	0.0000	0.0000
	BUSHNELL BINUCULARS BLK 42"		00000013011	2 001		0.0000	0.0000	10.0000	0.0000	10.0000	0.0000	0.0000	0.0000
00000131011	BUSHNELL BINUCULARS FUCH 40*		00000013101	1 001		0.0000	0.0000	10.0000	0.0000	10.0000	0.0000	0.0000	0.0000
00000131211	BUSHNELL BINUCULARS SHBLK 40*		00000013121	1 001		0.0000	0.0000	7.0000	0.0000	7.0000	0.0000	0.0000	0.0000
000000140912	2 TUREZ TENT KHA 1 MAN		00000014091	2 001		0.0000	0.0000	3.0000	0.0000	3.0000	0.0000	0.0000	0.0000
000000160412	SURE CAMP TENT GRE 2 MAN		00000016041	2 001		0.0000	0.0000	3.0000	0.0000	3.0000	0.0000	0.0000	0.0000
000000160912	SURE CAMP TENT KHA 1 MAN		0000016091	2 001		0.0000	0.0000	3.0000	0.0000	3.0000	0.0000	0.0000	0.0000
2003	Cheese KG		20000002003	001		25.0000	25.0000	-1.0000	25.0000	-1.0000	0.0000	0.0000	0.0000
ABC001	ABC Classification - Class A		ABC001	001		100.0000	100.0000	48.0000	100.0000	48.0000	0.0000	0.0000	0.0000
ABC003	ABC Classification - Class C			001		7.8948	15.7895	20.0000	7.8948	20.0000	0.0000	0.0000	0.0000
BHW/001	How To Build a Pizza Oven		BHW001	001	ABC001	527.7806	530.0000	107.0000	527.7806	97.0000	10.0000	0.0000	0.0000
B0Q003	Bill of Quantity - Comp B		B0Q003	001		90.0000	90.0000	74.5000	90.0000	74.5000	0.0000	0.0000	0.0000
B0Q004	Bill of Quantity - Comp C		BOQ4	001		30.0000	30.0000	106.0000	30.0000	106.0000	0.0000	0.0000	0.0000
CAR001	Carrots per Kg		CAR001	001		4.8200	4.8200	30.0000	4.8200	10.0000	10.0000	10.0000	0.0000
COK001	Coke Single Can	5478	C0K001	001	ABC001	4.4609	8.3015	1 451.0000	4.4609	1 368.0000	0.0000	83.0000	0.0000
WU001	Weight & Unit Item 1		WU001	001		100.0000	100.0000	5.0000	100.0000	5.0000	0.0000	0.0000	0.0000
WU002	Weight & Unit Item 2			001		50.0000	50.0000	73.0000	50.0000	73.0000	0.0000	0.0000	0.0000 v
/#h	lines.	-		-			-				100	1	
4		1		1 01					Y				
Filter	Search	Enable Edition		Enable Cost		Eva	et		Preview		Design		Print
Lines	Scorol	chagic colong		Lindble Cost		<u>c</u> xpc		_	- Leview		Design		Conc.

SORT ORDER

The user can select in which order the selected information can be displayed on the screen. There are eight (8) sort orders to choose from.

PARAMETERS

DATE

The Date displayed is the date when the stock adjustment is done.



LEDGER ACCOUNT

If stock adjustment reasons were setup, the user can use another ledger account for these stock adjustments. Click on the down arrow next to the account to select the preferred ledger account.

AUTOMATICALLY DISABLE EDITING AFTER ADJUSTMENT

This is a security measure which has been built into the system, if the option is ticked, the user will only be able to edit one field at a time.

COST PROTECTION ON STOCK ADJUSTMENTS – ENABLED

The user has the option to setup a protection on the highest or latest cost when doing stock adjustments. If it has been setup in Default Settings (2) in Company details, the system will show that it was enabled. This will show which cost will be used, highest or latest cost for the calculation in cost prices. Average cost will be used if it is disabled.

REPORTING ITEMS – ADJUSTMENTS NOT ALLOWED

Cascading items are reporting items, and no adjustments are allowed on cascading items.

AVAILABLE FILTERS

Once a filter has been created and saved, it will appear in the top right corner of the screen. Double click on a filter to activate it and double click on "Clear Filter" to see all the items.

STOCK INFORMATION

CODE

The code field represents the item code on the stock system.

DESCRIPTION

The Description of the stock item.

GENERAL CODE

The General code of the stock item.

BARCODE

The barcode of the selected stock item.

DEPARTMENT

The department show to which major department the stock item belongs.

MAIN SUPPLIER

The main supplier is the main supplier from whom the stock is bought.

AVERAGE COST

The average cost of the selected stock item.

LATEST COST

The latest cost of the selected stock item.



ON HAND

The on hand quantity that appears will be the total quantity on hand for all the warehouses.

NOTE: The total quantity can only be changed by changing the on hand quantities in the warehouses or locations.

NEW COST

The new cost option allows the user to modify or change the existing cost of a selected stock item. To edit or change the existing cost to a new cost, select "Enable Cost" option first and then the "Enable Editing" option.

001

This will be the quantity of the selected stock item in Warehouse / Stock location 001.

002

This will be the quantity of the selected stock item in Warehouse / Stock location 002.

BUTTON FUNCTIONALITY

FILTER

The filter option enables the user to filter for specific certain information based on the information shown on the stock adjustments screen.

SEARCH

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

ENABLE/DISABLE EDITING

The enable editing option allows the user to adjust the on hand quantities within the different warehouses.

NOTE: Once the enable editing option is selected, the system allows for the quantities of the warehouses to be adjusted accordingly. Every time a value is changed, the system will post an adjustment transaction.

ENABLE/DISABLE COST

The enable cost option allows the user to adjust the unit cost price of each item within the different warehouses.

NOTE: Once the enable cost option is selected, the system allows for the cost of each item to be changed or adjusted. Every time a value is changed, the system will post an adjustment transaction.

EXPORT

Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML and XLS (EXCEL).

PREVIEW

The preview option allows the user to preview the adjustment report. This report will show all adjustments made on items.

DESIGN

The design option allows the user to modify the existing stock adjustment report.

PRINT

The print option allows the user to print the stock adjustment report. This will now preview the report, this will send the report directly to the printer.



IQ HO				Date Printed:	03/08/2015					1 of 1
				Stock Adjus	stments					
				Data Filter: No F	ilter Specified					
Date	Code	Description			Department	Warehouse	Old Onhand	New Onhand	Old Cost	New Cost
03/08/201	000000010101	NIKE PANTS BS			001		3.00	3.00	60.00	50.00
04/08/201	00000010103	NIKE PANTS BL			001	001	124.00	30.00	58.62	58.62
04/08/201	00000010103	NIKE PANTS BL			001	003	-50.00	20.00	58.62	58.62
04/08/201	00000010103	NIKE PANTS BL			001	004	-10.00	14.00	58.62	58.62
	Onhand & Holding Values	of Items affected by	Stock Adjus	tments						
	Total Onhand Before:		67.00	Total Holding Before:		3 931.53				
	Total Onhand After:		67.00	Total Holding After:		3 901.53				
	Total Quantity Gain:		0.00	Total Gain:		-30.00				
				*** END OF R	EPORT ***					ĺ

STOCK TAKE

Stock takes are done for each warehouse or storage location separately. The user will count one warehouse and finalise the stock take before the next one is counted.

iQ	Stock Take Setup Version 2015.0.2.3	? ×
	Setup Options Stock Take Department Stock Take Bin Location Stock Take Location 0011Warehouse A001 V Track Deliveries and Collections (Only for stock still on floor)	
	Hide Orhand & Avall Orhand Columns Automatically Update / Maintain Bin Locations Show Sell Price V	
	Cost Production Used To Cost Used Used To Cost Used Used To Cost Used Used To Cost Used Used Used Used Used Used Used Used	
Supervisor Logon	Cancel	Qk



STOCK BIN LOCATIONS

The IQ system provides for the user to store specific stock items in different warehouses. Specific bin locations can also be allocated to specific stock items in specific warehouses in a company or branch.



Bin locations can be defined as the house keeping location of where stock is kept according to a floor or shelf plan. Bin locations are mostly used for stock taking purposes. These Bin Locations work independently from Stock Warehouses and do Not form part of normal processing. All Processing occur from the Stock, Bin Locations module and from Stock, Stock Take.

Enable this setting if you wish to keep track of Multiple Stock Bin Locations. From the IQ main menu, select Utilities, Setup and Company Details. Select the Default Setting (1) tab and tick the box next to "Stock Multiple Bin Locations". Click Accept to save the changes made.



iQ	Company Details Version 2015 0.2.3	? ×
Company Details Company Logo Control Numbers Default Settings (1)	Default Settings (2) Enterprise Settings Closing Dates It	tegration Accounts Tax Bates EMail Extra Charges
Default Settings - Page 1		
To quickly find an	option, start typing. Up and down arrows move between high	highted items.
✓ Print Debtor Receipts	Force Negative stock check in RTS	Enable Tender Screen Security
✓ Print Creditor Payments	Enable stock custom line colours	Enable Supervisor Overrides on Tender Screen
✓ Enable Cascading Items	Allow preview on documents	Stock Adjustment Confirmation
Enable Serial Numbers	Do credit control on sales orders	Link Major and Minor Departments
Disable Serials in Job Cards	Disable sales order control on COD Accounts	Link Minor Departments and Stock Categories
Strict Serial Number Checking	Enable sales order picking slips	Link Stock Categories and Stock Ranges
Enable Colours and Sizes	Update work in progress in ledger	Enable Quotes & Purchase Order Indicator
Ask for password continuously	Disable Credit Limit Check in Quotes	Link Job card Number to Purchase Order
Do Sellprice Maintenance In Processing	Disable Credit limit Check in Job Cards	Limit Quantity on GRV from Purchase Order
✓ Automatically print GRV Labels	Disable Credit limit Check in Sales Orders	Enable External Charges
Print GRV Labels after Purchase Order Processing	Show Line Comments in Invoicing	 Disable Dot Matrix Advanced Printing Options
Automatically print new Shelf Talkers	Show Line Comments in Credit Notes	Enable Weekly Age Analysis Reports
Control both weight and Units	Show Line Comments in Sales Orders	✓ Show Auto Generated Relations
 Enable multiple stock warehouses 	Show Line Comments in Purchase Orders	Do order control on purchase orders
Stock Warehouse per line Item	Show Line Comments in Quotes	Print Debtors Receipts in Invoicing
Enable Stock Lookup Description Generator	Show Line Comments in Job Cards	 Enable Deliveries and Collections
Check terms in Sales	Show Line Comments in GRV's	Show Supplier Code in Processing Module
Show all prices in Invoicing	Show Line Comments in RTS's	Check for Duplicate Order Numbers in Processing Module
Post All Invoices/Credit notes to POS	 Enforce Price Lists if they exist 	 Stock Multiple Bin Locations
 Lock Date in Processing Module 	 Save History In Processing Module 	PDF Exports - Use Embedded Fonts
Invoice Date defaults to Sales Order Date	 Automatically Log Off Supervisor after Invoice 	Use Rep Per Line Item In Processing Module
GRV Date defaults to Purchase Order Date	Allow Quotes on Inactive Accounts	Auto-Populate Account Numbers
<		>
		Accept

Specific bin locations can be assigned to specific warehouses. To setup these links, from the IQ main menu, select Stock and then Multiple Bin Locations.

iQ	Sto	ck Multiple Bin Locatic	ons - Maintenance Version 2	015.0.2.3	? ×	
	Report Options Bin Listing Bin Holding Code Within Bins Variances Labels	Settings Link Bins To Warehouses Strict Bin Warehouses	Label Layout Barcode Labels Layout 1 Barcode Labels Layout 2 Barcode Labels Layout 3 Barcode Labels Layout 4 Barcode Labels Layout 5 Barcode Labels Layout 5 Barcode Labels Layout 6 Barcode Labels Layout 7 Barcode Labels Layout 8 Barcode Labels Layout 9 Barcode 1 Bar	Available Filter		
Stock Multiple Bin Locations	Description BIN LOC 1 BIN LOC 2 BIN LOC 3 BIN LOC 4					
				\$ 0	~	



REPORT OPTIONS

BIN LISTING

The Bin Listing Report Option will provide a list of all available Multiple Bin Locations.

IQ HO		Stock - Multiple Bin Locations Bin Listing	Printed At: 04/08/2015 11:02:19
		Filter: Not Applicable	Page: 1
Bin Code	Description		
1	BIN LOC 1		
2	BIN LOC 2		
3	BIN LOC 3		
4	BIN LOC 4		
		*** END OF REPORT ***	

BIN HOLDING

The Bin Holding Report Option provides a list of all the bin codes, with the stock items assigned to the specific bins.

IQ HO		Stock - N	fultiple Bin Locations Bin Holding	Printed At: 04/08/2015 11:43:3
		Filte	r: Not Applicable	Page:
		Stock Code	Description	Bin Quantity
Bin Code:	1			
	BIN LOC 1			
		00000010103	NIKE PANTS BL	1.00
		00000010103	NIKE PANTS BL	0.00
		BM 001	Cement PVC 50 kg	100.00
		BM 001	Cement PVC 50 kg	94.00
			Bin Holding:	195.00
Bin Code:	2			
<u></u>	BIN LOC 2			
		ABC001	ABC Classification - Class A	50.00
		COK001	Coke Single Can	60.00
		COK001	Coke Single Can	5.00
		COK001	Coke Single Can	15.00
		COK001	Coke Single Can	10.00
		M BI0 02	Multi Bin Item 2	30.00
		M BI0 02	Multi Bin Item 2	40.00
		M BI0 02	Multi Bin Item 2	20.00
		M BI0 02	Multi Bin Item 2	10.00
		TSMGS0103	Golf T-Shirt - Black - L	5.00
			Bin Holding:	245.00
Bin Code:	3			
	BIN LOC 3			
		M BI0 01	Multi Bin Item 1	21.00
		M BI0 01	Multi Bin Item 1	95.00
		M BI0 01	Multi Bin Item 1	35.00
		M BI0 01	Multi Bin Item 1	21.00
			Bin Holding:	172.00
Bin Code:	4		2	
bin code.	BIN LOC 4			
		TSMGS0204	Golf T-Shirt - Brown - XL	90.00
		TSMGS0304	Golf T-Shirt - Red -XL	45.00
			Bin Holding:	135.00
		*** FN	D OF REPORT ***	



CODE WITHIN BINS

The Code Within Bins Report option allows the user to select a specific stock item and then see all the Bin Locations containing the selected stock item.



The report will show the bin locations and the quantities in each bin for the selected stock item.

ід но	Stock - Multiple Bin Locations Find Stock Code within Bin Locations	Printed At: 04/08/2015 11:45:17 Page: 1
Stock Code: 000000010103 Description: NIKE PANTS		
<u>Bin Code</u> 1 Total Ophand within Binov	<u>Bin Quantity</u> 1.00	
Total Unnand Within Bins:	*** END OF REPORT ***	

VARIANCES

The Variances Report option slows the user to see if and where the differences are between the stock on hand for the stock items and the total quantities in the bin locations.

IQ HO		Stock - Multiple Bin Locations		P	rinted At: 04/08/2015 11:51:20
		bin variances	Page: 1		
Stock Code	Description	General Code	Stock Total Onhand	Bins Total Onhand	Variance
00000010103	NIKE PANTS BL	NW3	64.00	1.00	63.00
ABC001	ABC Classification - Class A		48.00	50.00	-2.00
BM001	Cement PVC 50kg		50.00	194.00	-144.00
COK001	Coke Single Can	5478	1 451.00	90.00	1 361.00
MBI001	Multi Bin Item 1		93.00	172.00	-79.00
M BI0 02	Multi Bin Item 2		50.00	100.00	-50.00
TSMGS0103	Golf T-Shirt - Black - L		100.00	5.00	95.00
TSMGS0204	Golf T-Shirt - Brown - XL		92.00	90.00	2.00
TSMGS0304	Golf T-Shirt - Red -XL		210.00	45.00	165.00
		*** END OF REPORT ***			

These variances can be from stock items that were received via a grv, but have not been scanned in yet, or the sold items were not scanned out.

LABELS

The Labels Report option allows the user to print bar coded shelf talkers or labels to mark each bin location.



SETTINGS

LINK BINS TO WAREHOUSES

Specific bins can be linked to specific warehouses. If the option is not ticked, it means that no warehouses have been linked to any bin locations.

iQ Stock M	Multiple Bins Main	tenance Version 2015.0.2.3	?	×
Bin Details				
Bin Location Details				
	Bin Code	1		
	Description	BIN LOC 1		
<u>C</u> ancel			<u>A</u> co	ept

If the Link Bins to Warehouses option has been ticked, the bin location maintenance screen generates another tab called Warehouses, where the warehouse linked to this selected bin location can be selected. Click on accept to save all changes made.

iQ	Stock Multiple Bins Maintenance Version 2015.0.2.3	?	×
	Ctrl + Delete to Remove a Warehouse		
Bin Details Wareh	houses		
Warehouse	Name		
001	Warehouse A001		
			*
Cancel		A co	ept



STRICT BIN WAREHOUSES

Strict Bin Warehouses will allow the user to link specific bin locations to specific warehouses. In other words, a bin location can only be linked to one warehouse.

NOTE: This option will not stop a user from scanning a stock item into the incorrect bin location.

LABEL LAYOUT

There are 10 Barcoded Label Layouts to be selected from. Each warehouse can for example use a different Barcoded Label Layout if it is required.

AVAILABLE FILTERS

Once a filter has been created and saved, it will appear in the top right corner of the screen. Double click on a filter to activate it and double click on "Clear Filter" to see all the Bin Locations.

STOCK MULTIPLE BIN LOCATIONS

BIN LOCATION

The Bin Location is the identifiable number or code for each Bin Location. The Bin location is limited to 15 alphanumeric characters.

DESCRIPTION

The Description of the Bin Location.

BUTTON FUNCTIONALITY

FILTER

The filter option allows the user to filter for specific information on the Warehouse Maintenance list.

NOTE: The filter options are case-sensitive, meaning that if the description was captured as capital letters, the filter option also has to be entered as capital letters.

SELECT VISIBLE FIELDS

The select visible fields' option allows the user to select which fields he wants to see displayed on the Warehouse maintenance screen.

EXPORT

Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML and XLS (EXCEL).

ADD

The Add option allows the user to add new bin locations to the system.



iQ Stock I	Multiple Bins Ma	intenance Version 2015.0.2.3	?	×
Bin Details Warehouses Bin Location Details				
	Bin Code	1234567890ABCDE]	
	Description	BIN LOC 5		
Cancel			<u>A</u> cce	> ept

If the system is enabled to link bins to warehouses, the warehouse tab is also displayed. It will not display if it not enabled.

iQ	Stock Multiple Bins Maintenance Version 2015.0.2.3	?	×	
	Ctrl + Delete to Remove a Warehouse			
Pip Dotaile Wareh				
Warehouse Allocat	ion			
Warehouse	Name		<u>^</u>	
* 001	Warehouse A001			
			*	
Cancel		4	e pt	

Select the warehouse which should be linked to the selected bin details. Click Accept to save the information.



EDIT

The Edit option allows the user to change or maintain the description of a bin location or to change the warehouse linked to the bin location.

DELETE

The Delete option allows the user to Delete the selected Bin Location.



NOTE: The system will not allow a user to delete a bin location if there is still stock on hand in the bin location.



NOTE: The system will also not allow a user to delete a bin location if there is a warehouse linked to it. The user will first have to remove the warehouse linked to the bin before the bin location can be deleted.

VIEW DETAIL

Q	Stock Multiple Bin Locations - Enquirie	es Version 2015.0.2.3	? ×
	Bin Locations Details	Available Filters	
	Bin Location 3 Description BIN LOC 3 Total Bin Quantity 183.00	Clear Filter	
Bin Location Information			
Bin Quantity Summary Transactions			
Stock Code	Description	Bin Quantity	
MBI001	Multi Bin Item 1		21
MBI001	Multi Bin Item 1		95
MBI001	Multi Bin Item 1		35
MBI001	Multi Bin Item 1		21
			v
Select Visible Fields	Export	Report Options	Qose

The user has the option to view the detail of the bin quantity summary.



IQ Multiple Warehouses

iQ	St	ock Multiple Bin Loca	ions - Enquiries Versi	on 2015.0.2.3		? ×
	Bin Locations Details			Available Filters		
				Clear Filter		
Dot:	Bin Location 3					
Kela	Description BIN	LOC 3				
ENTERPR	Tatal Rin Quantity	183.00				
ENTERPR	Total bin Quantity	105.00				
Bin Location Information						
Bin Quantity Summary Tran	nsactions					
Stock Code	Description	Transaction Type	Transaction Date	Reference	Quantity	<u>^</u>
MBI001	Multi Bin Item 1	Scan In	24/01/2012			20
MBI001	Multi Bin Item 1	Scan In	24/01/2012			50
MBI001	Multi Bin Item 1	Scan In	24/01/2012			15
MBI001	Multi Bin Item 1	Scan In	24/01/2012			1
MBI001	Multi Bin Item 1	Adjust Negative	30/12/1899			2
MBI001	Multi Bin Item 1	Adjust Negative	30/12/1899			5
MBI001	Multi Bin Item 1	Scan In	19/03/2012			3
MBI001	Multi Bin Item 1	Scan In	19/03/2012			50
MBI001	Multi Bin Item 1	Scan In	19/03/2012			20
MBI001	Multi Bin Item 1	Scan In	19/03/2012			20
000000010103	NIKE PANTS BL	Scan In	04/08/2015	INV123		1
000000010103	NIKE PANTS BL	Scan In	04/08/2015			10
						Ŷ
Select Visible Fields		Export		Report Options		Close

View Detail Bin Location Information Transactions, allows the user to see each transaction which was done in the selected bin.

REPORT OPTIONS

The user has the option to Print, Preview or Design the list of warehouses.

iQ	Stoc	k Multiple Bin Lo	cations - Scan In /	Scan Out Version 2015.0.2.3		? ×
	Legend Problem With Q Problem With Sto Problem With Bir Critical Erro	uantity ck Code n Code or				
Stock Multiple Bins Captured It	ems					
Stock Code	Bin Code	Transaction Type	Transaction Date	Reference	Quantity	Error Code
BM001	1	Scan Out	04/08/2015		1	D
000000010101	2	Scan In	04/08/2015			3
						*
Qose	import		Delete	Start Capture		Process Captured Items

Once the Scan In / Scan Out button has been selected the Stock Multiple Bin Locations – Scan In / Scan Out screen will be displayed.

NOTE: The user has to ensure that he scan the correct stock items into the correct bin locations. There is no warning or stop built into the system, if the wrong bin location is used for scanning.

LEGEND

If the user has chosen to import the Scan In items, for example, a colour legend will show all the errors that exist on the data.

All item lines that appear in Purple have a problem with the quantity.

All the item lines that appear in Blue have a problem with the stock code.

All the item lines that appear in Green have a problem with the bin code.

All the item lines that appear in Red have a critical error.

These errors can be corrected before the captured items are processed.

NOTE: Item lines with errors on will not be processed.

STOCK MULTIPLE BINS CAPTURED ITEMS

The items which are listed on this screen, are the stock multiple bins captured items which have not yet been processed. In other words, these items have not yet been updated in the different bin locations.



STOCK CODE

The stock code of the items which have been scanned in or scanned out, but have not yet been processed.

BIN CODE

The Bic Code is the appropriate bin locations which will be updated when the items are processed.

TRANSACTION TYPE

The Transaction Type can only be a Scan In or a Scan Out.

TRANSACTION DATE

The Transaction date is the date when this scan was captured.

REFERENCE

The Reference field will only have an entry if a reference number was used when the scan in or scan out was done.

QUANTITY

The quantity is the quantity of the stock item which have been scanned and which will be updated to the bin location only.

ERROR CODE

If there are error codes applicable on the entry, they would appear in this field. To see what an error code means, the user must look at the colour of the entry. Refer to the Legend on the top of the screen to see what the problem with the entry is.

BUTTON FUNCTIONALITY

CLOSE

The Close button allows the user to close the Scan In / Scan Out screen. If there are any captured items still appearing on the screen, an error message will appear to warn the user that there are unprocessed items. If the screen is closed without processing items, the items will be lost.

IMPORT

The import option allows the user to import a list of stock items.





The user gets the option if he wants to do a Scanning In or Scanning Out. Once the selection is made and the Accept button is clicked, the user will be able to select the file to be imported.

iQ	Mutiple Bins Scan In ,	Scan Out Import File
Look <u>i</u> n:	Desktop	
Recent places	Aldi	This PC
Desktop	Libraries	Network
Libraries	Desktop Icons	Screenshots
This PC	test01 CSV File 96 bytes	TRAINING SHEETS Shortcut 726 bytes
Network		
	File <u>n</u> ame:	▼ <u>O</u> pen
	Files of type: Comma Seperate	d Cancel

Only Text or Comma Separated files can be imported. An example of the file the be imported:



DELETE

The Delete option allows the user to either delete the selected item or the delete all.

START CAPTURE

The use has the option to scan individual items in or out by selecting the Start Capture button.

SCANNING OPTIONS

SCAN IN

The Scan In option is used to scan stock item into the bin location.

iQ	Stock Multiple	Bin Locations - Scan In / Scan Out Version 2015.0.2.3
i QRetail	Scaning Options	
ENTERPRISE	🔿 Scan Out	
Stock Multiple Bins Scanning Options		Cooming In
	You a	re now scanning Stock Items INTO Bin Locations
	Bin Location (Code v

SCAN OUT

The Scan Out option is used to scan stock items out of the bin location.



iQ	Stock Multiple	Bin Locations - Scan In / Scan Out Version 2015.0.2.3
	Scaning Options	
ENTERPRISE	Scan Out	
Stock Multiple Bins Scanning Options		O complete Out
	You are	e now scanning Stock Items OUT OF Bin Locations
	Bin Location	Code v

LAST SCANNED ITEM

The Last Scanned Item provides information of the last item that was scanned for this batch, before the capturing of information is stopped.

This helps a user to keep track of what was done, when he is busy with a list of items to be scanned.

St Stanned Item	
Bin Location	
Stock Code	
Quantity	0.00
Reference	

BIN LOCATION

Into which bin the last item was scanned.

STOCK CODE

The Stock Code of the last item which was scanned.

QUANTITY

The quantity of the item which was scanned.

REFERENCE

The reference number which was used when the last item was scanned.

STOCK MULTIPLE BINS SCANNING OPTIONS

BIN LOCATION CODE

This will be the bin location into or from which items are to be scanned.

STOCK CODE

The Stock code of the item to be scanned.

CURRENT BIN ON HAND

The quantity of stock in the bin at this stage.

TOTAL STOCK ONHAND

The Total stock onhand as per stock enquiries.

QUANTITY

The quantity of the stock item to be scanned.



REFERENCE

The reference number for the items to be scanned, it can for example be the invoice number or the grv number, etc.

iQ	Stock Multiple F	Bin Locat	tions - Scan In / Scar	Out Version 2015.0.2.3		? ×
	Scaning Options				Last Scanned Item	
	0					
	(Bin Location	
N netali					Stock Code	0.00
ENTERPRISE	⊖ Scan Out				Quantity	0.00
	0.111.111				Reference	
Stock Multiple Bins Scapping Options						
Stock Multiple birls Scanning Options			conning l			
	You or	2	Caring II	O Rin Locations		
	TOU are	e now sca	inning Stock items into	O Bin Locations		
	Bin Location C	ode	1	*		
	Diricoulorio	ouo				
	Stock Code		00000010103	¥		
	Current RIN Or	aband		21.00		
	Current Bill Of	manu		21.00		
	Total Stock On	hand		64.00		
	Quantity			43.00		
	Quantity			40.00		
	Reference		GRV986541			
			😼 🛛 🔶 .			
			Clear <u>A</u> ccept			
]	
				- -		
Close				Stop Capture		

CLEAR

The Clear option allows the user to discard the information which was captured, without saving anything.

ACCEPT

The Accept option allows the user to save the information which was captured.

CLOSE

The Close option allows the user to close the scanning in or scanning out process without saving anything.

A message box will appear to warn the user that he has not yet processed some of the captured information. If the user select Yes, the information which was captured, will be lost.



STOP CAPTURE

The Stop Capture option allows the user to exit the of stock items screen, without losing any information. The user can anytime go back and scan some more items in or out, before processing the batch.

2019



PROCESS CAPTURED ITEMS

The items will appear on the Scan In or Scan Out list until they are processed or the screen is closed. The bin locations will only be updated with the scanned information, once the process captured items button has been selected.

NOTE: If the captured items are not processed and the user closes the screen, a warning will appear to warn the user that there are items which have not yet been processed. If the user then clicks on Yes, the captured items will be lost.

	Confirm
?	You have not yet processed any of the items captured. Do you still wish to exit?
	Yes <u>N</u> o

---End of Document---

