

IQ STOCK PRICE LIST Ver 2

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

PREFACE

This is the IQ Stock Price List reference guide for IQ Enterprise & IQ Business software systems.

The document will aid in the understanding and configuration of the IQ Stock Price Listing for it to function correctly.

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

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

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

We would love to have some feedback to improve the IQ Stock Price List document in some way or another.

Regards,

IQ Retail (PTY) LTD



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IQ STOCK PRICE LIST

INTRODUCTION

The IQ Stock Price List option allows the user to add custom prices for suppliers or for customers. In other words, the price list option allows the user to create a custom price, that will overwrite all the other discount structures for a specific Debtor or Creditor. This option also allows the user to load one Price List to run for two consecutive periods.

NOTE: The user can create a Future Cost Price List, where these costs will be used for GRV / Purchase Orders as the default prices.

However, if the Future cost is zero, then the default price in GRV / Purchase Orders will also be zero - this may be a problem. A possible solution for this would be to revert to the base cost / latest cost (should the future cost be zero). The user can set the Default Cost for Goods Receiving and Purchase Orders on the Company Default Settings (2).

SETUP

DEFAULT SETTINGS (1)

On the IQ main menu \rightarrow Setup \rightarrow Company Details \rightarrow Default Settings (1) tab, Tick the box next to "Enforce Price Lists if they exist". This option will ensure that if any pricing structures are set up under Price Lists, such pricing is always used, irrespective of any other pricing structures. Click on Accept to save the changes made.

DEFAULT SETTING (2)

On the IQ main menu \rightarrow Setup \rightarrow Company Details \rightarrow Default Settings (2) tab, click on the drop-down menu at the "Default Cost for Goods Receiving and Purchase Orders" field and select either Base Cost or Latest Cost. And click on Accept to save the changes made.

Prime Interest Rate	12.0	Year to Date Calculation	Financial Year 🗸 🗸	
Price Decimals (Invoicing and Sales Orders)		2 Style Management Format	########CCSS	
Price Decimals (Goods Receiving)		2 Reason Confirmation in Processing Modules	✓ Line Discount ✓ Price Changes	
Price Decimals (Pricelists)		2 Default Cost for Credit Notes	System Determined Cost 🛛 🗸	
Quantity Decimals		3 Cash Deposit Min %	0.00	
Price Round up/down to (Example: -0.05 or 0.05)	0.0	GRV Document Number Generation Method	Supplier Invoice Number (default) 🗸	
POS Total Round up/down to (Example: -0.05)	-0.0	5 GRV Control Total Variance Allowed	0.00	
Invoice Account Total Rounding (Example: -0.05)	0.0		AMS 🗸	
Warning if Sales/GRV Quantity is greater than	0.0		Disabled V	
Cost Code (Example MELBORACIS or FITALREPUS)	0	Loyalty Provider	Disabled 🗸	
Maximum GRV% Variance	0.0	2		
Maximum Currency Value	0.0			1
Maximum Quantity Value	0.0		N/A Y	
Local Currency	ZAR	Default Creditor Terms	N/A ¥	
Check selling under Cost based on	Average Cost	Bill Payment Provider	Disabled 🗸 🗸	
Default Cost for Goods Receiving and Purchase Orders	Latest Cost	Days allowed for Credit Notes / Refunds	0	
Default Stock Posting Method	Perpetual Control		U	
Clear Sales History for Promotional Items After X Days				
Currency Display String	R	Settings Information		
Number Of Days Before Quotes Expire	1	Please move your mouse over the selected s	etting to view some detail about it.	
Default Backup Location	Choose Folder			
Default Export Location	Choose Folder			
Protect Cost on Stock Adjustments Highest Cost	st Latest Cost			
Artificially Inflated Cost Percentage:	0.0			

STOCK PRICELISTS

From the IQ main menu \rightarrow Stock \rightarrow Price Lists.

iQ								IQ Er	nterprise: IC		NG		
Processing	Debtors	Creditors	Stock	Ledge	er Utilities	Support	Point	t of Sale	CRM \	Windows	Help	Shortcuts	
Maintenance	Price Maintenance	Contract P Maintena	rice Er	a quiries	Processing	Recall Documents	Job Cards	Bills Of Quantity	Stock Serie Numbers		Utilities	Deliveries And Collections	1
	Waintenance	Wantena	nce				Stock	Quantity	Numbers	LISIS		Collections	
				/						Price Li	ists		

The following Stock Price Lists screen will appear:



						St	ock Pr	rice Lists Ve	ersion 2010	5.0.0.1						
		S	ort Order	F	Price Lis	st Type	Price	List			A	vailable Filters				
		(Code	(Cust	tomers		1 Price List 1 -	Customer			ear Filter				
	-		Barcode			pliers		3 Price List 2 -	Customer		J T-	Shirts				
	Retail	C	Barcode		ayout											
	netan	(Descrip	tion												
	ENTERPRISE		Departr	nont	Layo											
				(Layo											
) Supplier	Code	Layo	out 3					×					
itock																
Code	Description	Dept	Ltst Cost	SellPrice 1	Active	Price Type	Price 1	Discount1 1	Discount1 2	Discount1 3	Start Date 1	Expiry Date 1	Price 2	Discount2	Discount2.2	2 Discount2
000000010	NIKE PANTS BS	001	100.00	125.00	L											
	NIKE PANTS BM	001	88.60	110.75	Г									2		
	NIKE PANTS BL	001	50.00	100.00	Г											
	NIKE PANTS	008	0.00	0.00	Г											-
	NIKE PANTS	008	0.00	0.00	Г											
	NIKE PANTS	008	0.00	0.00	Г											
	NIKE PANTS	008	0.00	0.00												
	NIKE PANTS	008	0.00	0.00	Г											
	NIKE PANTS	008	0.00	0.00									-			-
	NIKE PANTS	008	0.00	0.00								2		2		1
	NIKE PANTS	008	0.00	0.00												
	NIKE PANTS	008	0.00	0.00												
	NIKE PANTS	800	0.00	0.00												
	NIKE PANTS	008	0.00	0.00												
	NIKE PANTS	008	0.00	0.00												
	NIKE PANTS	008	0.00	0.00	-											
	NIKE PANTS	008	0.00	0.00	-								-			
	NIKE PANTS	008	0.00	0.00	-				8					3		
	NIKE PANTS	800	0.00	0.00	-									1		
	NIKE PANTS	008	0.00	0.00												
c and						_		•		-	_		_		•• _]	>
Filter	Export	Ir	mport	Searc		Show Cha		Apply To		elete	Remove E	weired A	mend Lis		port E	{

SORT ORDER

The Sort Order allows the user to change the order of the listed Stock Price List Items, for example if it is sorted by description, the last items listed will be in alphabetical order.

PRICE LIST TYPE

There are 2 Price List Types available, Price List for Customers and a Price List for Suppliers.

CUSTOMERS

The Customers Price List Type will provide discount options on the selling prices for selected items for selected customers.

SUPPLIERS

The Suppliers Price List Type provides the option for future cost prices for the selected items for selected suppliers.

LAYOUT

The Layout option allows the user to design three (3) different layouts for the Price Lists.

PRICE LIST

The Price List option allows the user to see all the Price lists created for either Customers or Suppliers separately. It will depend on which Price List Type was selected, which price lists will appear.

AVAILABLE FILTERS

All filters created and saved for specific information from the Price List screens, are listed under available filters. Double click on the filter to activate it and double click on "Clear Filter" to show all information again.



STOCK GRID VIEW

As soon as the Stock Price Lists screen appears, all the stock items with the relevant information is listed in the stock grid.

CODE

This code is the stock item code of the stock items.

DESCRIPTION

This is the description of the stock items.

DEPT

The DEPT displays the major department to which the stock item belongs.

LTST COST

The LTST Cost displays the latest cost price of the stock items (Vat excluded).

SELLPRICE 1

The SellPrice 1 displays the Retail Price (selling price) of the item, exclusive of VAT.

ACTIVE

The Active box displays if the item is included in an active price list.

PRICE TYPE

The Price Type allows the user to select which price for the item is used for the current price list. For Customers Price Lists, the system provides the Retail prices and alternative selling prices. There is no Price Type selection for Suppliers Price Lists.

PRICE 1

For Customers Price Lists, depending on the Price Type selected, the selected selling price will be displayed in this column for the selected stock item.

For Suppliers Price Lists, this Price will be the cost price used for the selected item for the selected suppliers during the active period of the price list.

NOTE: If the Price 1 is displayed as 0.00 (zero), the item will not have a price.

DISCOUNT1 1-3

The discount can either be displayed as a percentage (%) or as an amount value. The selection in the second last column (Is Percentage = True\False) determines if the amount entered in the discount column will be displayed as a percentage or a value.

NOTE: If "Is Percentage" is False, the discount amounts from Discount1 1 – Discount1 3 will be added together as the actual amount on the document.

Example: If the Discount1 1 = 10%, Discount1 2 = 15% and Discount1 3 = 20% and the price is R200.

- Total Discount will thus be 10 + 15 + 20 = R45.00.
- Amount payable will thus be R200 R45 = R155.
- Percentage displayed on processing document will be R45/200 x 100 = 22.5%



NOTE: If "Is Percentage" is True, the discount amount on the actual amount on the document will be calculated using a progressive method.

Example: If the Discount1 1 = 10%, Discount1 2 = 15% and Discount1 3 = 20% and the price is R200.

- The Discount1 1 will be (10% x R200) = R20.
- Discount1 2 will be (15% x (R200-R20)) = (15% x R180) = R27.
- Discount1 3 will be (20% x (R180-R27)) = (20% x R153) = R30.60.
- Total Discount will thus be 20 + 27 + 30.60 = R77.60.
- Amount payable will thus be R200 R77.60 = R122.40.
- Percentage displayed on processing document will be R77.60/200 x 100 = 38.8%

START DATE 1

The Start Date 1 displays the first day's date of the first period the Price List will be running.

EXPIRY DATE 1

The Expiry Date 1 displays the last day's date of the first period the Price List will be running.

PRICE 2

For Customers Price Lists, depending on the Price Type selected, the selected selling price will be displayed in this column for the selected stock item.

For Suppliers Price Lists, this Price will be the cost price used for the selected item for the selected suppliers during the active period of the price list.

NOTE: If the Price 1 is displayed as 0.00 (zero), the item will not have a price.

DISCOUNT2 1-3

This Discount works in the same manner as the Discount1 1-3 (see top of page).

START DATE 2

The Start Date 2 displays the first day's date of the second period the Price List will be running.

EXPIRY DATE 2

The Expiry Date 2 displays the last day's date of the second period the Price List will be running.

		S	ort Order	P	rice Lis	t Type	Price List				Avai	lable Filters				
	Retail		Code Customers Description Department Supplier Code Customers Suppliers Layout Layout 1 Layout 2 Supplier Code		liers ut 1 ut 2		: List 1 - (▲ Clear T-Sh	r Filter irts					
Stock																
1	escription	Dept	Ltst Cost 9	SellPrice 1	Active	Start Date 1	Expiry Date 1	Price 2	Discount21	Discount2.2	Discount2.3	Start Date 2	Expiry Date 2	Is Percentage	Free Stock	
Code D	escription	Dept 001	Ltst Cost 9 100.00	SellPrice 1 125.00			Expiry Date 1 14/06/2016	Price 2 142.50	Discount2 1 0.00				Expiry Date 2	Is Percentage True	Free Stock 0	
000000010 N					$\overline{\mathbf{v}}$	07/06/2016				0.00	0.00				Free Stock 0 1	



IS PERCENTAGE

The selection in the "Is Percentage" field determines if the amount entered in the discount column will be displayed as a percentage or a value. Click on the drop-down menu next to the field, to select if the value should be True or False.

True = percentage (%) and False = Rand Value.

FREE STOCK

The Free Stock is the quantity of the selected stock item which will be free of charge or cost. The Free Stock will show as a second line on the processing document, with the zero cost or charge.

iQ			10	Q Enterprise: IQ TR	AINING	- [Invoicing Ve	ersion 2	016.0.0.0]				- 0 ×
Processing Debtors	Creditors	Stock Ledger	Utilities Suppo	rt Point of Sale	CRM	Windows	Help	Shortcuts				- = 3
Account Details		Invoice Details		Additional Det	ails			Stock Item Detail			Totals	
Account No GRE003	~	Invoice Date	06/06/2016	Store Departm	nent		V	Item Code	000000010103			
Name and Address Details				Source Docum		Not Applicable		Description	NIKE PANTS BL			
Green Apple	-	Invoice Number		Source Docum	ienit	Not Applicable		Pack Size	0			
25 Quantum Street		Delivery Method						Pack Description	-			
Technopark								Department	001	_		
Stellenbosch	~	Order Number						Group Code		_	Internal Order No	
7600		Rep Number	1	~				Sales Orders	20			
Tel									0		Goods Total	612.00
Email info@igretail.co.za		Invoice Memo						Deliveries	-1		Discount Amnt	0.00
Invoice Disc %	0.00 -	Delivery Note No						Current Stock	42	_	Vat Amount	
Invoice bisc 78	0.00		<u></u>					Regular Supplier	ABC001			75.16
								Regular Supplier	ADCOUT		Total Quantity	11.00
Code	000						T.,p		25		Dize % Total	
000000010103	NIKE	PANTS BL					PL		100.00	10.000	38.80	612.00
000000010103	Free	e Stock Item							0.00	1.000	0.00	0.00
*	-								0.00	0.000	0.00	0.00

BUTTON FUNCTIONALITY

FILTER

iQ IQ Filter Version 2016.0.0.0	? ×
Normal Advanced	
Load Save Apply Clear ES	C Cancel

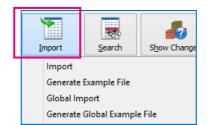
The filter option enables the user to filter out specific stock items based on the information shown on the Stock items screen.

EXPORT

The Export option allows the user to export the content of the Price List grid, into any of the following formats .CSV, .TXT, HTML, XML and XLS (Excel). The user has the option to select which fields to export and must specify where the exported file must be saved.



IMPORT



NOTE: It is important to allow discount on all the stock items, the user wants to add to the Price List. The appropriate Price List should also be selected on the Customer accounts or the Supplier accounts. The Import will not work, if this has not been done.

There are four (4) options in the Import option to choose from.

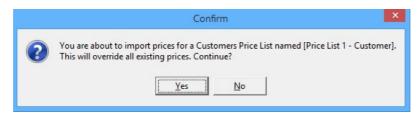
IMPORT

The system allows the user to import a predefined .CSV (comma delimited) file into the Price List grid. This is especially helpful when the user has a lot of items to activate on the selected price list. See the "Generate Example File" for the predefined format of the import file.

	5-0-	<u>0</u> - =								Book1 - Exc	el				
	File Home	Insert Page	e Layou	t Form	ulas Data	Re	view View	ASA	AP Utilities	Acrobat	♀ Tell me wha	t you want to d	lo		
Lê	From Text Sc	m Other purces * Connect	ng	New Query - C	Show Querie From Table Recent Source	Re	fresh	Links	$ \begin{array}{c} A \downarrow \\ Z \downarrow \\ A \end{pmatrix} \begin{bmatrix} Z & A \\ Z \end{bmatrix} \\ A \downarrow \\ Sort $	Filter	Reapply	wet to	nove Duplicates a Validation 👻	∎•¤ Cons ¤¦a Relati	
	Get Ext	ernal Data		Get 8	Transform		Connectio	ns		Sort & Filter			Data Tools		
ES	•	: X V	f _x								like in E		port file will t. Save this fi nited) file.		
	А	В	С	D	E	F	G	н	1	J	\searrow				∕ °
1	Code	Description	Dept	Ltst Cost	SellPrice 1	Active	Price Type	Price 1	Discount11	Discount1	2 Discount13	Start Date 1	Expiry Date 1	Price 2	Discour
2	00000010101	NIKE PANTS BS	001	100	125	TRUE	Retail Price	142.5	5		8 10	07/06/2016	14/06/2016	142.5	
3	00000010102	NIKE PANTS BM	001	88.6	110.75	TRUE	Other	100	10	1	5 20	07/06/2016	14/06/2016	114	
4	00000010103	NIKE PANTS BL	001	50	100	TRUE	Other	100	10	1	5 20	07/06/2016	14/06/2016	114	

The easiest way of entering data into the Price List import file, is to open the Example File in Excel. Remember to save the import file as a Comma Delimited file (.CSV) for import.

As soon as the Import option is selected, the system will warn the user that if there were perhaps active prices on the selected price list, the new import will override all those existing prices.





GENERATE EXAMPLE FILE

The Generate Example File allows the user to export an example of how the import file should look. Once this option was selected, the user will have to enter the file name and where on the computer this file should be saved.

iQ		Save	Example File	£		×
Save <u>i</u> n:	Desktop			•	•	
Recent places	Aldi	This PC	Libraries	Network	Desktop Icons	
Libraries Libraries This PC Q Network	Screenshots	TRAINING SHEETS	OTHER	A= prices		
	File <u>n</u> ame: Save as <u>t</u> ype:	PricesList 1 Price List Ir	nport Example Fi	e	•	<u>S</u> ave Cancel

Example File generated and opened in Notepad:

```
"Code","Price 1","Discount1 1","Discount1 2","Discount1 3","SDate
1","Exp.Date 1","Price 2","Discount2 1","Discount2 2","Discount2
3","SDate 2","Exp.Date 2","IsPercentage","FreeStock"
"ABC","0.00","0.00","0.00","01/01/2013","31/12/2013","0.00
","0.00","0.00","0.00","01/01/2013","31/12/2013","True","0"
```

GLOBAL IMPORT

The Global Import option allows the user to import a .CSV (comma delimited) file into the Price List Grid, to create a Price List either for specific debtors or specific creditors.

GENERATE GLOBAL EXAMPLE FILE

The Generate Global Example File option allows the user to export an example of how the import file for a Price List for specific debtors or creditors should look.

```
"Account", "Code", "Price 1", "Discount1 1", "Discount1 2", "Discount1
3", "SDate 1", "Exp.Date 1", "Price 2", "Discount2 2", "Discount2
2", "Discount2 3", "SDate 2", "Exp.Date
2", "IsPercentage", "FreeStock"
"001", "ABC", "0.00", "0.00", "0.00", "0.00", "01/01/2014", "31/12/2014"
, "0.00", "0.00", "0.00", "0.00", "01/01/2014", "31/12/2014"
```

NOTE: If the user has used the same Price List for more than customer or supplier and has changed the prices, the system will take the last price on the list as the price for the specified item. For example: on the list on the next page, the user has used the price of R100 for item 000000010101 for account GRE003, but has used R120 for the same item number but account DDD. The system will use the R120 on the Price List.



Rev: 2.0 June 2016

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	File Ho	me Insert	Page Layout	Formu	ulas Da	ita Reviev	v Vi	iew ASAP U	ltilities	Acrobat	♀ Tell me wł
Pa	Cut		libri • 11 <i>I</i> <u>U</u> • ⊞ •			= = = •	%≁ ≣ ∍ ≣	Wrap Text 🛱 Merge & Co	enter 🔹	General	←.0 .00 (00 →.0 F
	Clipboar	d 🖬	Font		G.		Alignm	ient	Fa	Numbe	r G
	customers o	r suppliers use th	ed) file. Note that if I e same Price List, th and second custome	e stock	items all	F	G	different prio supplier. The	ces for ea e system v	same, but have ch customer or vill use the last ce on the Price	entry
1	Account	Code	Description	Dept	Ltst Cost	SellPrice 1	Active	Pres			
2	GRE001	00000010101	NIKE PANTS BS	001	100	125	TRUE	Retail	42.5	5	8
3	GRE001	00000010102	NIKE PANTS BM	001	88.6	110.75	TRUE	Other	/ 100	10	15
4	GRE001	00000010103	NIKE PANTS BL	001	50	100	TRUE	Other	100	10	15
5	GRE003	000000010101	NIKE PANTS BS	001	100	125	TRUE	Retail Pric	142.5	5	8
6	GRE003	000000010102	NIKE PANTS BM	001	88.6	110.75	TRUE	Other 🗸	100	10	15
7	GRE003	000000010103	NIKE PANTS BL	001	50	100	TRUE	Other	100	10	15
8	DDD	000000010103	NIKE PANTS BL	001	50	100	TRUE	Other	120	10	15

SEARCH

iQ Locate Field Value ? ×
Field <u>V</u> alue
Search Type Case-sensitive Cose on match Verbose
○ <u>E</u> xact Match ● <u>P</u> artial Match at Beginning ○ Partial Match <u>Anywhere</u>
Fields **Any Field*** V
Fi <u>r</u> st <u>N</u> ext <u>C</u> ancel

The Search option allows the user to search for information within the stock Item screen and for any available field.

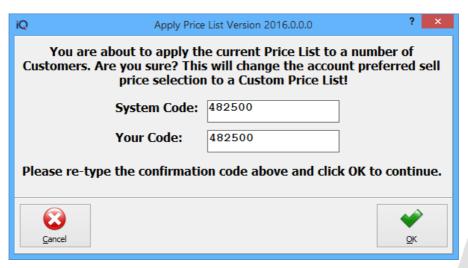
SHOW CHANGES

The Show Changes option allows the user to see all the changes that were made to the selected Price List for customers or for Suppliers.

					Stock P	rice L	ists Version 20	16.0.0.0					
		Sort Order		Price List Type	e Price	e List			Av	ailable Filters			
		Code		Customers		1 Pric	e List 1 - Customer	\$		ar Filter			
		Barcode		O Suppliers		3 Pric	e List 2 - Customer		T-S	hirts			
	etail	-		Layout									
		ODescription		Layout 1									
	ENTERPRISE	Oppartment		OLayout 2									
		O Supplier Code		Cayout 2					~				
ock													
Code	Description	D	ept	Ltst Cost	SellPrice 1	Active	Price Type	Price 1	Discount1 1	Discount1 2	Discount1 3 Start Date	1 Expiry Date 1	Pric
000000010101	NIKE PANTS B		01	100.00	125.00		Retail Price	142.50	5.00		10.00 07/06/201		
000000010102	NIKE PANTS BI		01	88.60	110.75		Other	100.00	10.00	15.00	20.00 07/06/201	5 14/06/2016	
000000010103	NIKE PANTS BI		01 08	50.00 0.00	100.00 0.00		Other Other	100.00	10.00		20.00 07/06/201	5 14/06/2016	
						80		0.00	0.00	0.00			

APPLY TO

The Apply To option allows the user to apply the current Price List to several Customers or Suppliers. The system will prompt the user to ensure that the user wants to change the selected account preferred selling or cost prices to this current Custom Price List.

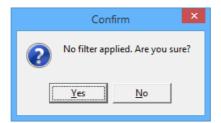


The list of all available customers or suppliers will appear. The user has the option to filter for the Customers or Suppliers. The current Price List should apply to.



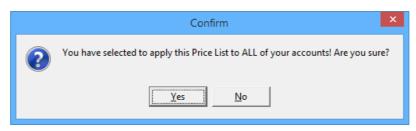


NOTE: If the user doesn't use a filter to select specific accounts, the system will prompt the user that no filter was applied. If the user select the Yes option, the Price List will apply to all the customers (debtors) or creditors (suppliers).



If the user has selected the No option, the list will appear again and the user can filter for the correct accounts.

If the user has selected to continue and clicked on Yes, a message will appear to warn the user that the selected Price List will apply to all the accounts.



The user has the option to go back and filter for specific accounts, if the No option is selected.

Once the user has confirmed that the selection (or All accounts) is correct, the system will inform you that the current Price List has been applied to the selected accounts.

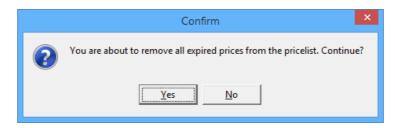


DELETE

The Delete Option allows the user to delete the selected item from the current Price List.

REMOVE EXPIRED

The Remove Expired option allows the user to remove all expired items from all the Price Lists.



The system will prompt the user to confirm if all the expired Prices should be removed from the Price Lists.

AMEND LISTS

There are two (2) types of Price Lists, one for Customers and Once for Suppliers. The user must select the Price List Type from the Top of the screen and this selection will determine which type of price list will be amended.

iQ	Stock Price Lists - Customers Version 2016.0.0.0	? 🗙
		Available Filters
		Clear Filter
Price Lists		
Description	Is Inclusive	^
Price List 1 - Customer Price List 2 - Customer		
Price List 2 - Customer		
		~
1		•
Add Edit Dele	te <u>F</u> ilter <u>S</u> earch Ex	Design Report Preview Report

BUTTON FUNCTIONALITY

ADD

The Add option allows the user to add a new Price list to the Type of Price Lists.

iQ	Stock Price Lists - Customers Version 2016.0.0.0	?	×
Description Is Inclusive: Selection	Price List 1 - Customer Is the Price on this list VAT inclusive or - excluded? Tick to include VAT. ESC Cancel F10 Accept		- `

EDIT

The Edit option allows the user to edit or change an existing Price List.

DELETE

The delete option allows a user to delete the selected Price List.

FILTER

The filter option allows the user to specify what he would like to see on the Price List grid.

iQ	IQ Filter Version 2016.0.0.0	?	×
Normal Advanced			
Filter AND <root></root>			
Load S	Apply Clear E	ESC Ca	incel

NOTE: Remember that the conditions for the filter are case and character sensitive.

SEARCH

The search option allows the user to search for specific information on the Price List grid.

EXPORT

The Export option allows the user to export the information from the current grid in the following formats: .CSV (comma delimited), .TXT, HTML, XML, XLS (Excel) and IQ XML. The user will have to select where the exported data should be saved to and which information should be exported.



DESIGN REPORT

The design report option allows the user to design the Price List or to change the existing Price List.

PREVIEW REPORT

The Preview Report option allows the user to Preview the Price Lists for Customers and Suppliers separately.

IQ TRAINING		Date Printed: 08/06/2016
		Stock Price Lists
		Data Filter: No Filter Specified
Number	Description	Price List Owner
1	Price List 1 - Customer	1
3	Price List 2 - Customer	1
		*** END OF REPORT ***

REPORT

The Report option allows the user to Preview all the price lists for Debtors, or all the Price Lists for Suppliers (depending on the Price List Type selected on the Stock Price List grid) or the user can select a specific price list and view the Items on the grid.

	G		Date Printed: 08/06/2016												
			Foreign Currency Pricelist - Customers Stock Filter: Not Specified Price List Filter: Not Specified												
<u>.ist</u> rrice List 1 -	Code Customer	<u>Description</u>	<u>Department</u>	Latest Cost	Normal Sell price 1	Price 1	Discount 1	Expiry 1	Price 2	Discount 2	Expiry 2				
	000000010101	NIKE PANTS BS	001	100.00	125.00	0.00	5.00	14/06/2016	0.00	0.00	00:00:0				
	000000010102	NIKE P ANTS BM	001	88.60	110.75	100.00	10.00	14/06/2016	114.00	10.00	18/06/201				
	000000010103	NIKE PANTS BL	001	50.00	100.00	100.00	10.00	14/06/2016	114.00	10.00	18/06/201				
rice List 2 -	Customer														
	BM001	CementPVC 50kg	002	100.00	175.44	0.00	10.00	15/06/2016	0.00	0.00	00:00:0				
	BM002	Tiles	002	214.91	263.16	200.00	10.00	15/06/2016	0.00	0.00	00:00:0				
			002	23.77	105.26	0.00	20.00	15/06/2016	0.00	0.00	00:00:0				

ENABLE \ DISABLE EDITING

The Enable Editing option allows the user to make changes or add information on the selected Price List. The disable option will stop the user from making changes.



ADDING PRICE LIST TO DEBTORS

The user has the option to either Apply each Price List to selected Debtors when creating a Customers Price List, or the Price Lists can be added to individual debtors.

From IQ main Menu \rightarrow Debtors \rightarrow Maintenance \rightarrow select specific Debtor \rightarrow Edit.

		Maintenance IQ TRA					
ount Details Picture M	ultiple Contacts/Delivery Addresses User Defin	ed Data B2B / EDI Store	e Departments Web Ser	vices / Inte	gration		
Account Number	GRE003	Delivery Address	25 Quantum Street		Normal Rep	0	~
Name	Green Apple		Technopark	10	Group Account		~
Alternative Name			Stellenbosch		Terms	N/A	~
Trading As			7600		Credit Limit		0
Title	Mr	Delivery Route	~		Enforce Credit Limit Ched	king Tick for Yes	_
Initials	A	SMS Marketing	Tick for Yes		Insured Credit Limit		0
I.D. Number	7005130000000	Cellphone Number	0823990000		Interest Risk Profile		v
Contact		Fax Number			Exclude from Interest ?	✓ Tick for Yes	
Birthday	13/05/1970 🗸	Bank Name			Export Status	Local	~
Company Registr No		Bank Account	-		Invoice Disc%		0.00
Debtor Group	V No Group	Bank Sub Account			Apply as Line Discount		
Debtor Sub Group	v Default	Bank Branch Code			Settlement Disc%		
On Hold	Click for Options	Bank Eft Number			Settlement Disc %	Own pricelist	0.00 V
Status		Bank Account Type		~	Own Price List	Price List 1 - Customer-1	+
Area		Bank Proof Of Payment	Tick for Yes	-	Default Layout	Frice List 1 - Customer-1	-
Postal Address	PO Box 15	E-Mail Address	info@igretail.co.za	1	Payment Method	Not Selected	~
r obtar ridar coo	Technopark	E-Mail Documents	Tick for Yes		rayment healou	NOT Selected	*
	Stellenbosch	Tax (VAT) no			Allow Cash Sale	Tick for Yes	_
	7600	Vat Status	Normal Vat Client	~	Require Inv Order No	Tick for Yes	
Country		Currency	ZAR		Notification	1 Hek for rea	~
Telephone Number 1	0218800420				Notheadorr		-
Telephone Number 2	0210000420						
reeprone number 2							
						•	>

Select the Own Pricelist from the drop-down menu next to Sell Price. Select the appropriate Price List from the dropdown menu and click on Accept to save the changes.



ADDING PRICE LIST TO CREDITORS

The user has the option to either Apply each Price List to selected Creditors when creating a Suppliers Price List, or the Price Lists can be added to individual creditors.

From IQ main Menu \rightarrow Creditors \rightarrow Maintenance \rightarrow select specific Creditor \rightarrow Edit.

ple Contacts/Delivery Addresses User Define BCO01 BC Wholesale	d Data B2B / EDI Store Delivery Address	e Departments Extra Charges 45 Orange Road Somerset West 7150	Group Account	
	Delivery Address	Somerset West	Group Account	1
	Delivery Address	Somerset West	Group Account	
GC. WHORESAIR			Group Account	
		/150	•	×
		/ 100	Terms	30 Days V
			Credit Limit	0
	SMS Recipient	Tick for Yes		
	Cellphone Number			
		0218885557		
~				0.00
				0.00
				0.00
			Settlement Disc%	0.00
Click for Options				
				Supplier List-2
		Press and a second s		Layout 1 🗸 🗸
5 Orange Road			Payment Method	EFT Y
omerset West		V lick for Yes		
/150			Account No with Supplier	
~	Currency	ZAR V		
218885555			Auto Delete BackOrder	Tick for Yes
218885556			Min Order Value	R 0.00
				*
1	Supplier Sub 1 Click for Options Orange Road merset West 50 18885555	Fax Number Supplier Group B Supplier Sub 1 Click for Options Bank Eft Number Bank Account Bank Kub Account Bank Branch Code Bank Keth Number Bank Account Bank Account Type Bank Proof Of Payment Chail Address E-Mail Documents Tax (VAT) no Vat Status Currency	Fax Number 0218885557 Bank Name Bank Name 2 Supplier Group B Bank Account ABE 2 Supplier Sub 1 Bank Branch Code 654654 Click for Options Bank Account Type Current Bank Account Type Current Bank Account Type Orange Road E-Mail Address abc@somewhere.co.za 50 Tax (VAT) no Vat Status Vat Status Registered Vendor V 18885555 Vat Status Registered Vendor V	Fax Number 0218885557 Bank Name Advertising Allowance% Bank Account ABE 2 Supplier Group B Bank Sub Account 5445234 Bank Branch Code 654654 Click for Options Bank Account Type Carrent Special Price List Bank Accounts V Bank Proof Of Payment Tick for Yes Orange Road E-Mail Address So Tax (VAT) no V Vurrency V Vurrency V Auto Delete BackOrder

Select the relevant Price List from the drop-down menu next to Special Price List and click on Accept to save the changes.



ADDING STOCK ITEMS TO A PRICE LIST

For the Price List to be correctly applied on specific stock items, the user must setup the "Allow discount" field on each item.

IQ Enterprise: IQ TRAINING													
Processing	Debtors	Creditors Sto	ock Ledg	er Utilities	Support	Poin	t of Sale	CRM V	Vindows	Help	Shortcuts		
4	Š	Ē	-		0	B				6 0		\$	
Maintenance	Price Maintenance	Contract Price Maintenance	Enquiries	Processing *	Recall Documents	Job Cards	Bills Of Quantity	Stock Seria Numbers		Utilities *	Deliveries And Collections	Multiple Bin Locations	Repor

From the IQ main menu \rightarrow Stock \rightarrow Maintenance \rightarrow select the appropriate stock item \rightarrow Edit.

L	Item Code	00000	0010101		Default Line Rep	~		
4					Vat Rate	1		~
13	Description	NIKE F	PANTS BS		Store Serial Numbers	Tick for Yes		
2	Alternative Description Item Category				Scale Item	Tick for Yes		
	Major Department	Stock	Item ✓ Coke	~	Report to Item			×
3	Minor Department	001	Decision and the second s	- 201 - 20 - 31			? ×	
	Categories		iQ	Select Processing	Module Version 2016.0.0.0)	•	
5	Ranges					0		
	Cycle		Invoices and/or Recurring	Charges			v	~
2	Barcode	0000	Credit Notes					
1	General Code	NW1						
3	Stock Type	INVV.	Goods Receiving				✓	
	Colour	1	Returns					
3	Size	1	Purchase Orders					
1	ULC.	1	Sales Orders					
1	Item on Hold							
	Allow Discount		Quotes				✓	
	Maximum Discourte 78		Job Cards					
	Section 7 Exempt		Point of Sale					
3	DC Item Code							
	Life Time (Days)		Selection					
3	Storage / BIN Location	1	ESC	Cancel	F1	0 Accept		
	Pack Description							
	Pack Size			0.000000	anco rerma	*		
	Unit of Measure	Units	¥		Guarantee Terms	~		
					Buyer	~		
	Disallow Decimals		Tick to Disallow			-		
	Status							

Click on the "Allow Discount" block and select the Processing Modules where discount will be allowed. Click on Accept or F10 to accept the selection and click Accept again to save the changes made to the stock item.

NOTE: If the stock items are not setup to allow discount, the Special Prices on the Price Lists will not be applied.

ADD ITEMS TO THE PRICE LIST

D ITEMS TO THE PR	RICE LIST										
rom the IQ main menu \rightarrow Stock \rightarrow Price Lists.											
iQ		Sto	ock Price Lists Version 2016.0.0.0								
	Sort Order	Price List Type	Price List	_	Available Filters						
	Code	 Customers 	1 Price List 1 - Customer	^	Clear Filter T-Shirts						
	Barcode		3 Price List 2 - Customer	_	1-Shirts						
Retail	Oescription	Layout									
ENTERPRISE	Opertment	Layout 1									
	O Supplier Code	○ Layout 2 ○ Layout 3		¥							

The first thing to do is to select the Price List Type, of the Price List to be added.



NOTE: if the user wants to create a new Price List or change the name of an existing Price List, select the Amend Lists option and add or edit the name in the Price List grid.

iQ			Stock Price Lists Version 2016.0.0.0		
	Sort Order © Code © Barcode © Description © Department	Price List Type © Customers O Suppliers Layout © Layout 1 O Layout 2	Price List 1 Price List 1 - Customer 3 Price List 2 - Customer		Available Filters Clear Filter T-Shirts
	O Supplier Code	OLayout 3		v	

Select the Price List name from the list of available Price Lists.

There are three (3) methods of adding stock to a Price List, filtering for the correct items, importing a .CSV file or manually selecting items and editing them randomly.

FILTERING FOR STOCK ITEMS

Click on the Filter button at the bottom of the screen. Edit the filtering option to tell the system which items should be selected and Apply.

iQ		Ste	ock Price Lists Versio	n 2016.0.0.0				– 🗆 🗡
	Sort Order © Code Description Department	Price List Type © Customers O Suppliers Layout © Layout 1 O Layout 2	Price List 1 Price List 1 - Cust 3 Price List 2 - Cust	and the second se	Available Clear Filte T-Shirts			
000000010 NIKE PANTS BS 00 000000010 NIKE PANTS BM 00 000000010 NIKE PANTS BL 00 BM001 Cement PVC 50kg 00 BM002 Tiles BM003 Wood 00	01 88.60	Normal Advanced Changes I ((DESCRIPT LIKE '%PA)	IQ Filter Version 20 here will over writ vt5%) AND (DEPARTMEN vt5%) AND (DEPARTMEN we Apply	te Normal filterir r = '001')) or (CODE LIKE		Nate 1 Price 2 D 016 142.50 016 114.00 016 114.00	0.00 10.00	unt2 2 Discount2 ^ 0.00 0.(15.00 20.(15.00 20.(
<		earch Show Char	iges Apply To	Delete Rem	nove Expired	Amend Lists	Report	> Enable Editing

The user can then manually change the prices and set up discount structures for the items per period, as required.

IMPORTING OF PRICE LISTS

The system allows the user to import a predefined .CSV file. In other words, the user can setup the price list with items, special prices, discounts and Free Items for a specific period in Excel. Save the file as a .CSV (comma delimited) file and import the file. The user still has the option to make changes to the amounts after import.

From IQ main menu \rightarrow Stock \rightarrow Price Lists \rightarrow select Price List Type \rightarrow Import \rightarrow Import \land Import. Select the Import file from where it was stored and click on Open.



MANUAL ADDING OF STOCK ITEMS

The user can select a few items by scrolling through the stock items and editing specific items as required. Remember to set the start and expiry dates as the price lists will not be active if the dates are not correct.

From IQ main menu \rightarrow Stock \rightarrow Price Lists. Select the Price List Type and Price List and click on the Enable Editing button on the bottom right of the screen. Search from the correct stock items and set up the discount structures for the items per period, as required.

Once the user is completed with the Price List set up, the Disable Editing can be selected. This option will stop the user from making any changes.

ADD ITEMS TO PRICE LISTS

Once the Price List has been setup on the grid, the user can click on the Apply To button. This option will allow the user to select the specific account the current Price List should be applied to. In other words, the user doesn't have to edit the debtors \ creditors account individually to apply the Price List.

The system allows the user to select the Price Type for each item, Retail Price, Wholesale Price, Alternative Price or Other. Custom Price means that the user will be able to specify two prices per individual stock item.

Enter to the Price 1 column and enter the future price which should be used for these items on the selected Suppliers or Customers.

Discount1 1-3 is the percentage discount or the rand value (see page 9 of this document for explanation).

The Start date will indicate the date that this Pricelist should be applied.

The Expiry date will indicate the last day when this Price list should be applied.

If the user wants to enter a second Price List that can be applied after the first Price List expires, the second price into the Price 2 column, discount percentages \ values into Discount2 1-3, with the Start Date and Expiry Date, can be entered.

Move down the list and every time that the user has specified a Price, the system will show that this item is active, with a tick in the Active column. This field is not editable.

NOTE: Remember to always Enter through all the columns to the next line.

Click on the "Apply to" button. The system will warn the user that he is about to apply the current Price List to several Customers.

You are about to apply the current Price List to a number of Customers. Are you sure? This will change the account preferred sell price selection to a Custom Price List!								
System Code:	616238							
Your Code:	616238							
Please re-type the confirmation code above and click OK to continue.								
		<u>Ö</u> K						

If the user is sure, this is correct, the confirmation code can be re-entered and click OK to continue. This will change the account preferred sell price selection to a Custom Price List.

CENTRALISE STOCK PRICE LISTS

If the user has more than one company and wants to use the same Price Lists on all the companies, the Price Lists can be centralized. If the Price Lists have been centralised, any changes or additions to the Price Lists in the main company, will automatically change in the other centralised companies.

EXAMPLE:

If my main company is company 001, and the Price Lists are not centralised, the user will need to create the same price lists in company 002 and 003. When the Price Lists are centralised, any changes made to the Price Lists in company 001, will change in company 002 and 003. For this to happen, the user will have to log in on company 002 and 003 and set it up.

To centralise the Price Lists in company 002 and 003, the user will have to log in on each of the companies and select Utilities \rightarrow Setup \rightarrow Company Details \rightarrow Select the Enterprise Setting Tab and enable the Centralise Price Lists option by clicking in the tick box next to "Centralise Price Lists".

		С	ompany Details Version 2016.0.0.0	?
mpany Details Company Logo Control Nur	nbers Default Settings (1)	Defaul	It Settings (2) Enterprise Settings Closing Dates Integration Accounts Tax Rates EMail Extra Charges	
ttings				
Centralised Ledger	002	¥	Settings Information	
Branch Control	Trading Branch	~		~
Setup & Maintain Branches	Click to Maintain			
Ledger Grouping For Trading Branches	001	~		
Setup & Maintain Trading Branch Groups	Click to Maintain			
Enable Dynamic Ledger Departments	Tick For Yes			
Setup & Maintain Ledger Departments	Click to Maintain			
Default Ledger Department	CORP	~		
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 rables	lick For Yes	 ▼ ▼ 		
Centralise Stock Departments and Groups	Tick For Yes	 Image: A state Image: A state<td></td><td></td>		
Centralise Stock Adjustment Reason Codes	Tick For Yes	v		
Prompt for Company in Processing Module	Tick For Yes			
Centralise Vat Rates	Tick For Yes	-		
			*	
			Accept	

Click on the Accept button to save the changes.

Make sure that the stock items will be able to allow discount and select the correct Price Lists for each of the selected customers or Suppliers.

---End of Document---

