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# **IQ STOCK PRICE LIST Ver 2**

# P R E F A C E

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

# CONTENTS

<b>IQ STOCK PRICE LIST</b> .....	<b>4</b>
<b>INTRODUCTION</b> .....	<b>4</b>
<b>SETUP</b> .....	<b>4</b>
DEFAULT SETTINGS (1).....	4
DEFAULT SETTING (2).....	5
<b>STOCK PRICELISTS</b> .....	<b>5</b>
SORT ORDER .....	6
LAYOUT .....	6
PRICE LIST.....	6
AVAILABLE FILTERS .....	6
STOCK GRID VIEW .....	7
BUTTON FUNCTIONALITY .....	9
<b>ADDING PRICE LIST TO DEBTORS</b> .....	<b>17</b>
<b>ADDING PRICE LIST TO CREDITORS</b> .....	<b>19</b>
<b>ADDING STOCK ITEMS TO A PRICE LIST</b> .....	<b>20</b>
ADD ITEMS TO THE PRICE LIST .....	20
ADD ITEMS TO PRICE LISTS .....	22
<b>CENTRALISE STOCK PRICE LISTS</b> .....	<b>23</b>
EXAMPLE:.....	23

# 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.

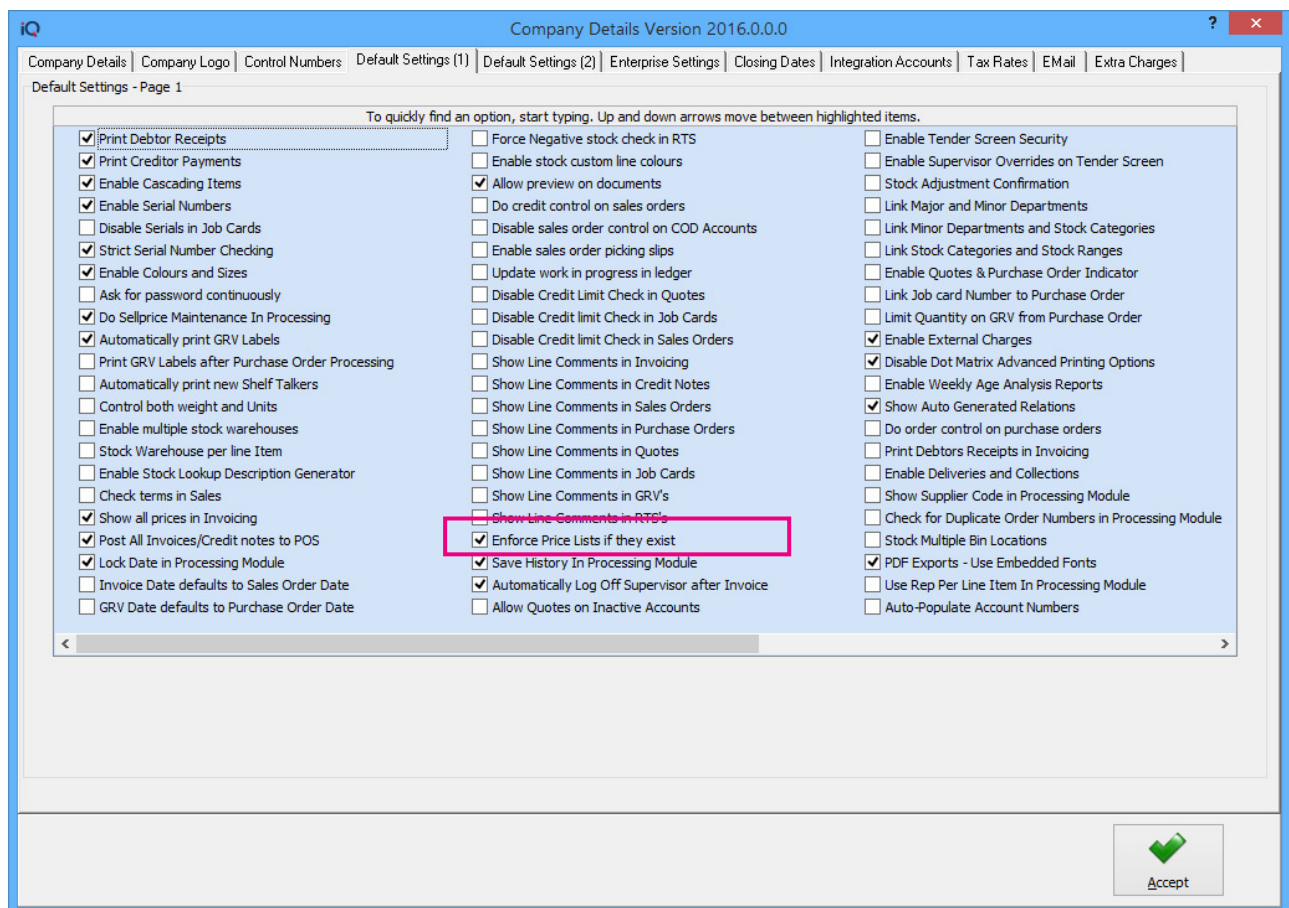
**NOTE:** The user can create a Future Cost Price List, where these costs will be used for GRV / Purchase Orders as the default prices.

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

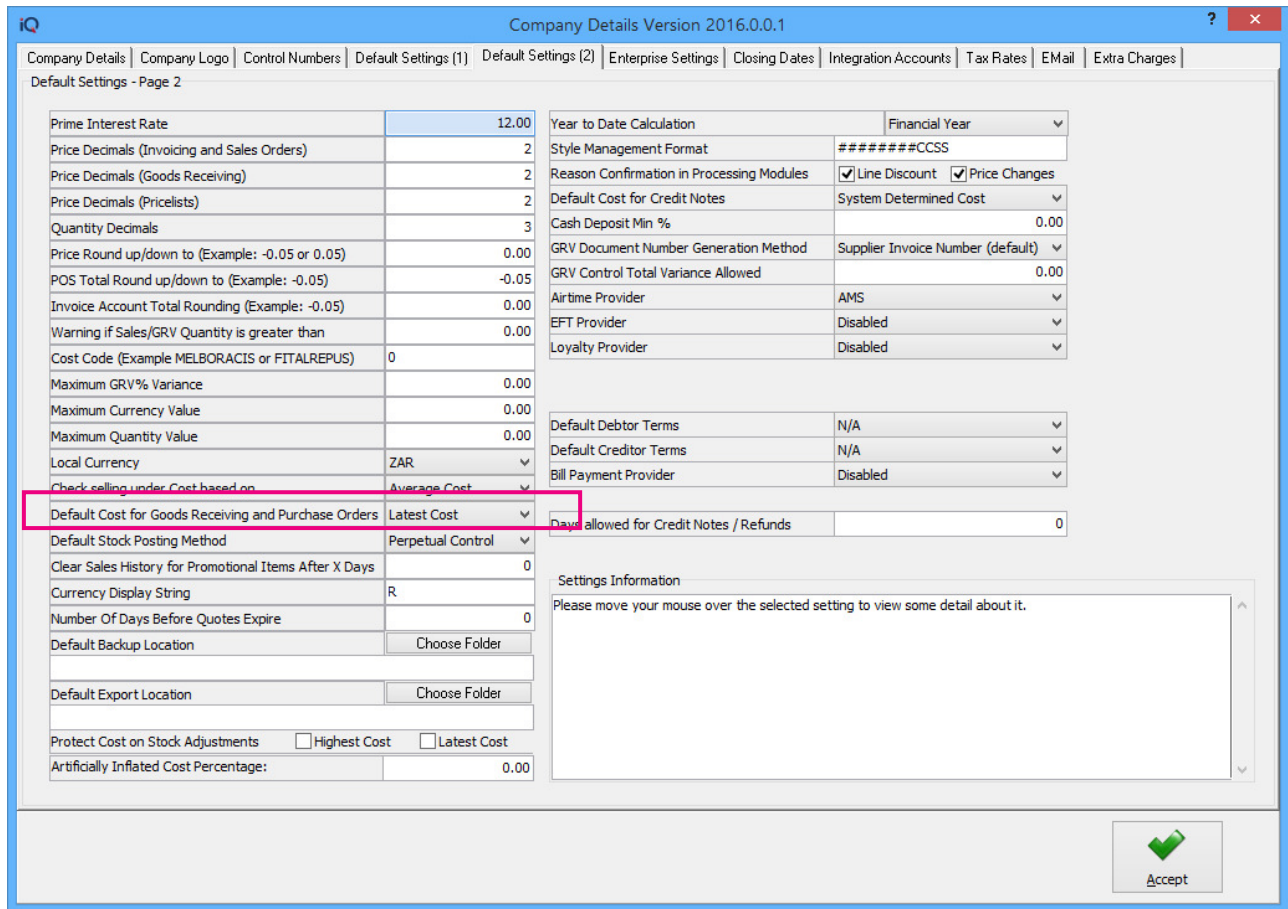
### DEFAULT SETTINGS (1)

On the IQ main menu → Setup → Company Details → 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.



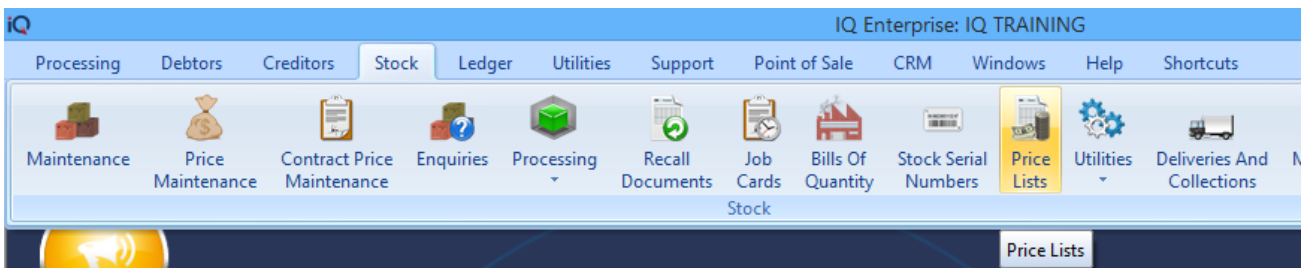
## DEFAULT SETTING (2)

On the IQ main menu → Setup → Company Details → 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.

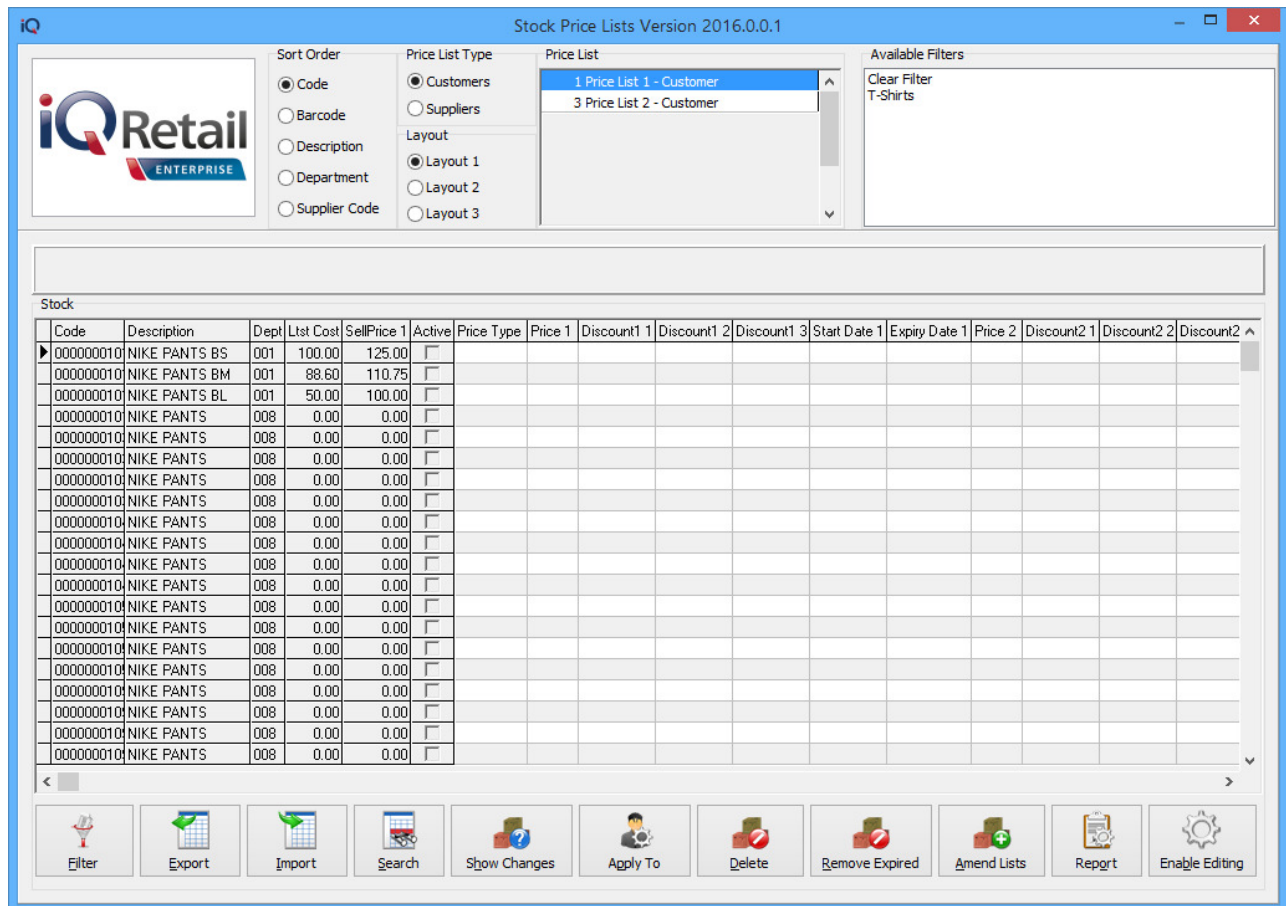


## STOCK PRICELISTS

From the IQ main menu → Stock → Price Lists.



The following Stock Price Lists screen will appear:



## 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  $R45/200 \times 100 = 22.5\%$



**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.

Code	Description	Dept	Lst Cost	Sell Price 1	Active	Start Date 1	Expiry Date 1	Price 2	Discount 2 1	Discount 2 2	Discount 2 3	Start Date 2	Expiry Date 2	Is Percentage	Free Stock
000000010	NIKE PANTS BS	001	100.00	125.00	✓	07/06/2016	14/06/2016	142.50	0.00	0.00	0.00			True	0
000000010	NIKE PANTS BM	001	88.60	110.75	✓	07/06/2016	14/06/2016	114.00	10.00	15.00	20.00	15/06/2016	18/06/2016	True	1
000000010	NIKE PANTS BL	001	50.00	100.00	✓	07/06/2016	14/06/2016	114.00	10.00	15.00	20.00	15/06/2016	18/06/2016	True	1



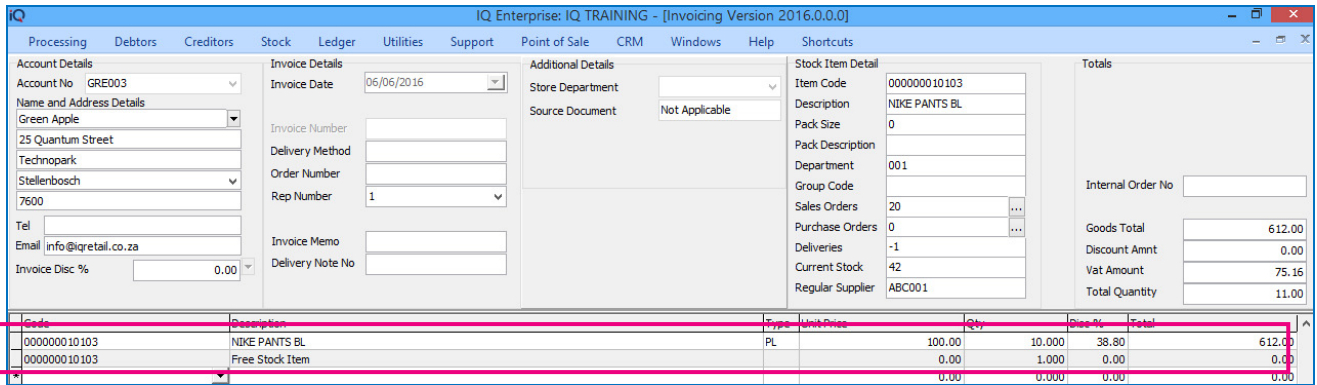
### IS PERCENTAGE

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.

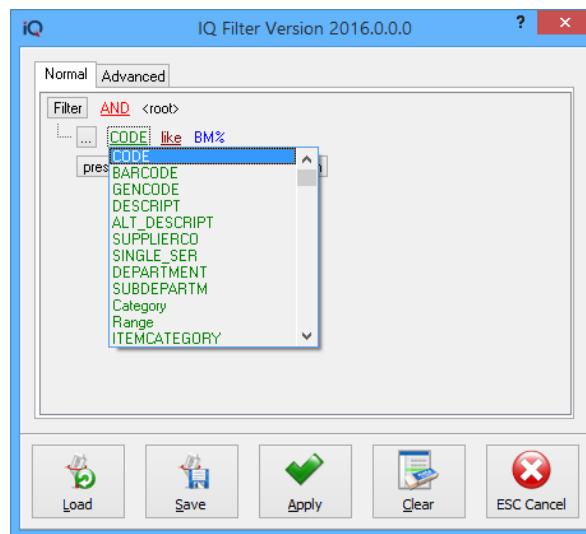
### FREE STOCK

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.



### BUTTON FUNCTIONALITY

#### FILTER

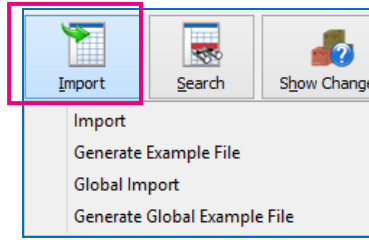


The filter option enables the user to filter out specific stock items based on the information shown on the Stock items screen.

#### 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**

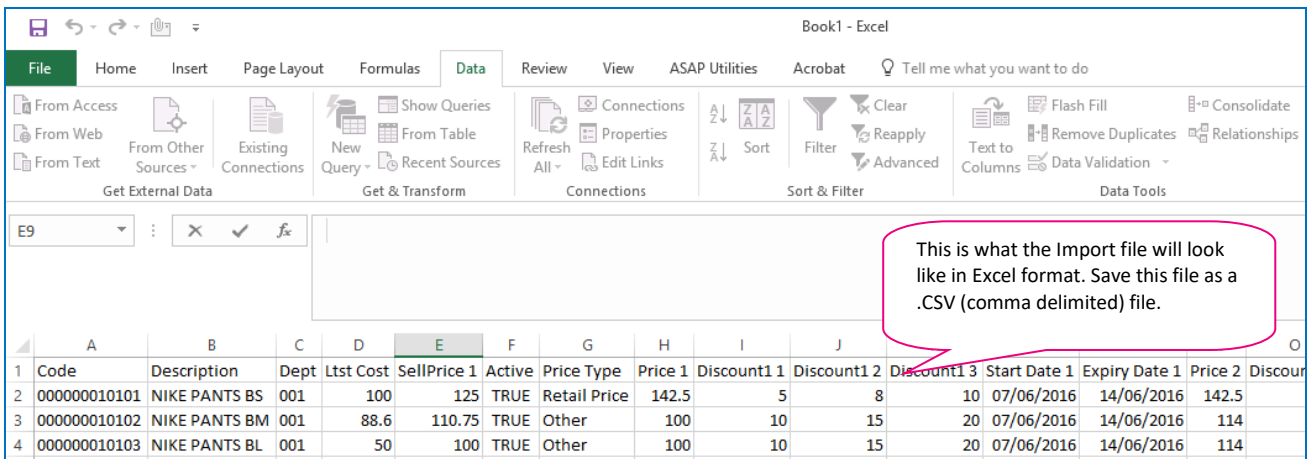


**NOTE:** It is important to allow discount on all the stock items, the user wants to add to the Price List. The appropriate Price List should also be selected on the Customer accounts or the Supplier accounts. The Import will not work, if this has not been done.

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

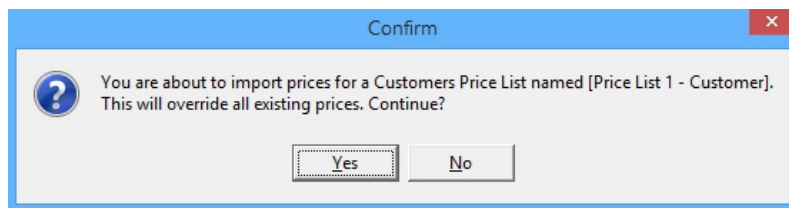
**IMPORT**

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.



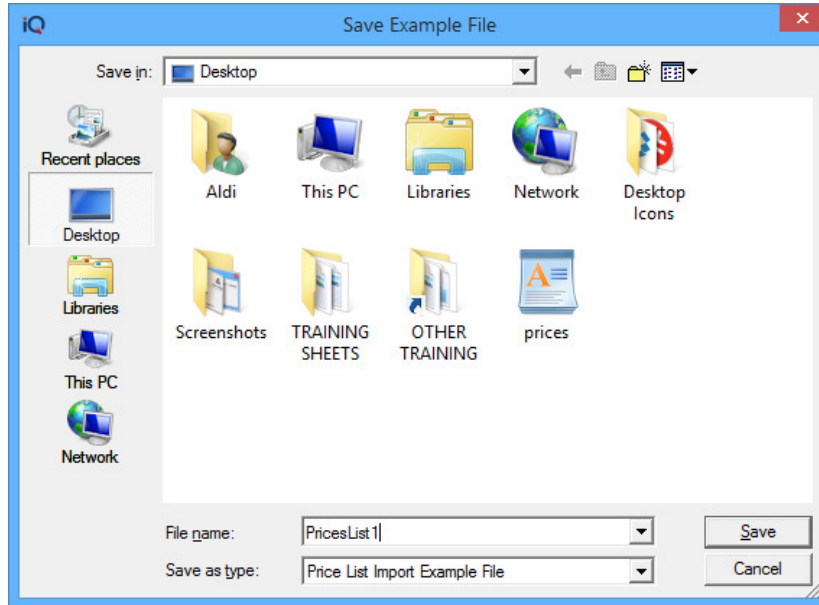
The easiest way of entering data into the Price List import file, is to open the Example File in Excel. Remember to save the import file as a Comma Delimited file (.CSV) for import.

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.



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","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","True","0"
```

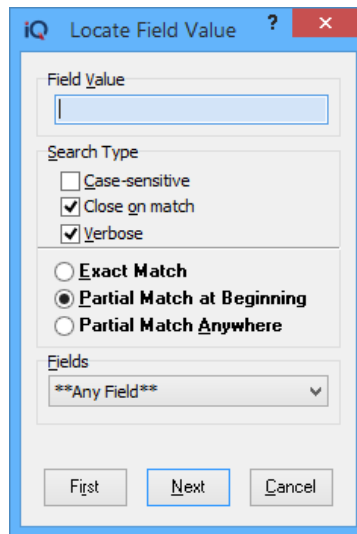
**NOTE:** If the user has used the same Price List for more than customer or supplier and has changed the prices, the system will take the last price on the list as the price for the specified item. For example: on the list on the next page, the user has used the price of R100 for item 000000010101 for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

This is what the Import file will look like in Excel format. Save this file as a .CSV (comma delimited) file. Note that if both the customers or suppliers use the same Price List, the stock items all need to be listed for the first and second customer or supplier.

These 2 items are the same, but have different prices for each customer or supplier. The system will use the last entry for the item as the price on the Price List.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Account	Code	Description	Dept	Ltst Cost	SellPrice 1	Active	Price			Account1	2
2	GRE001	000000010101	NIKE PANTS BS	001	100	125	TRUE	Retail	42.5	5		8
3	GRE001	000000010102	NIKE PANTS BM	001	88.6	110.75	TRUE	Other	100	10		15
4	GRE001	000000010103	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

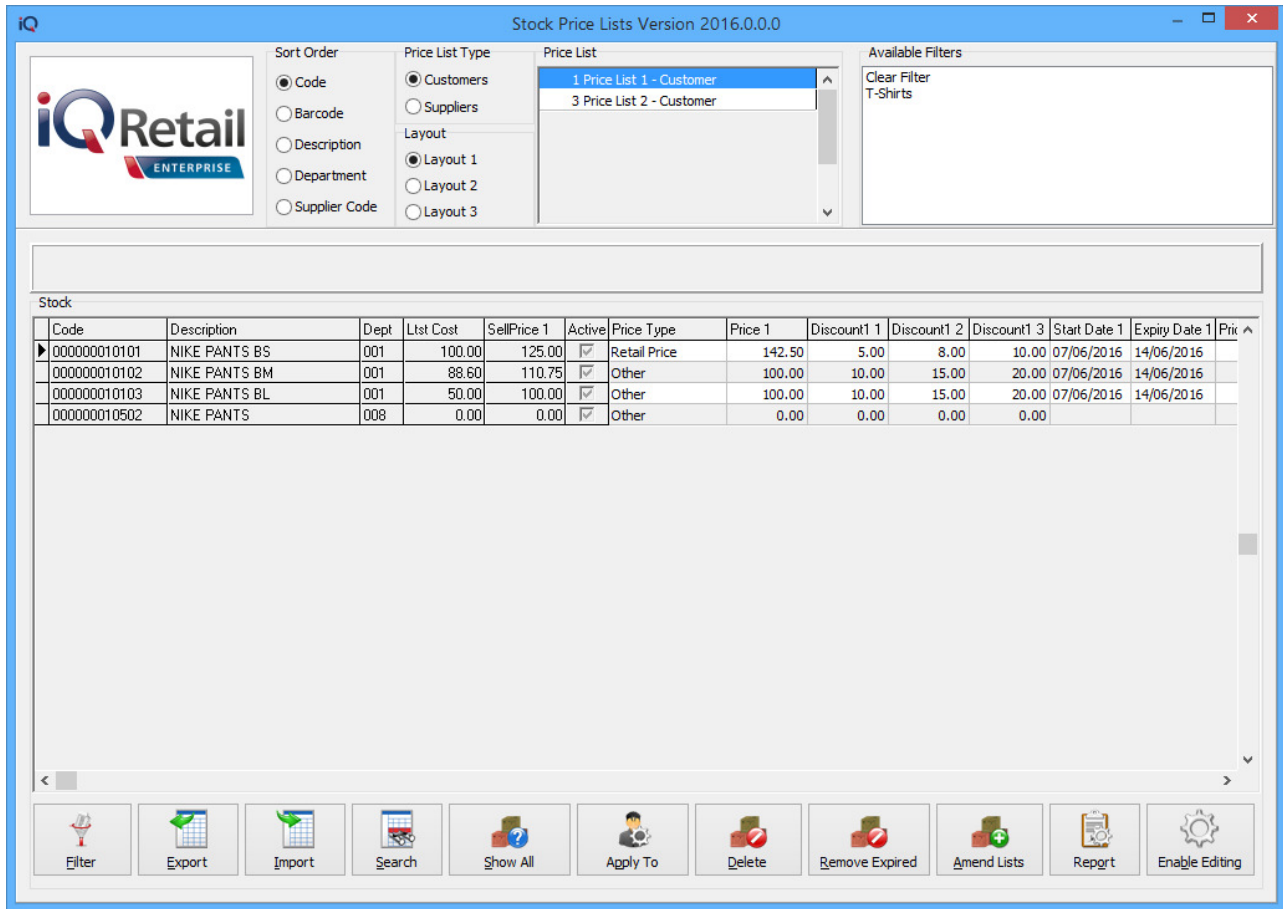
**SEARCH**



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

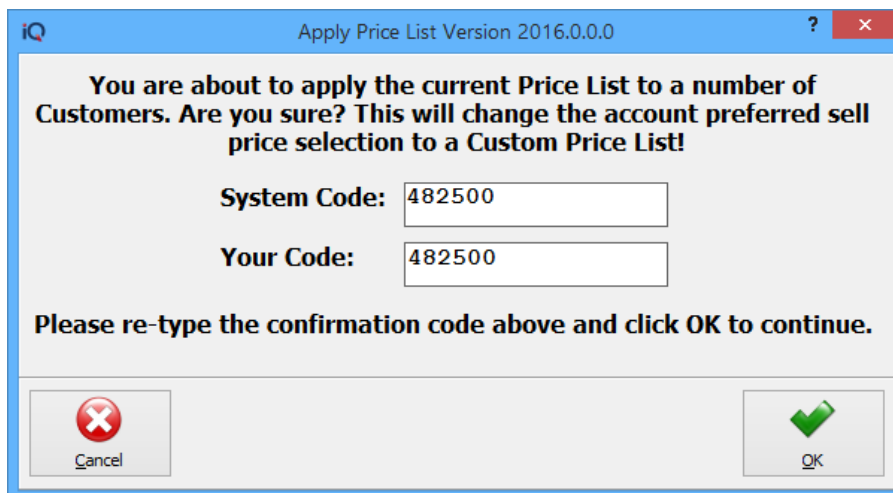
### SHOW CHANGES

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.

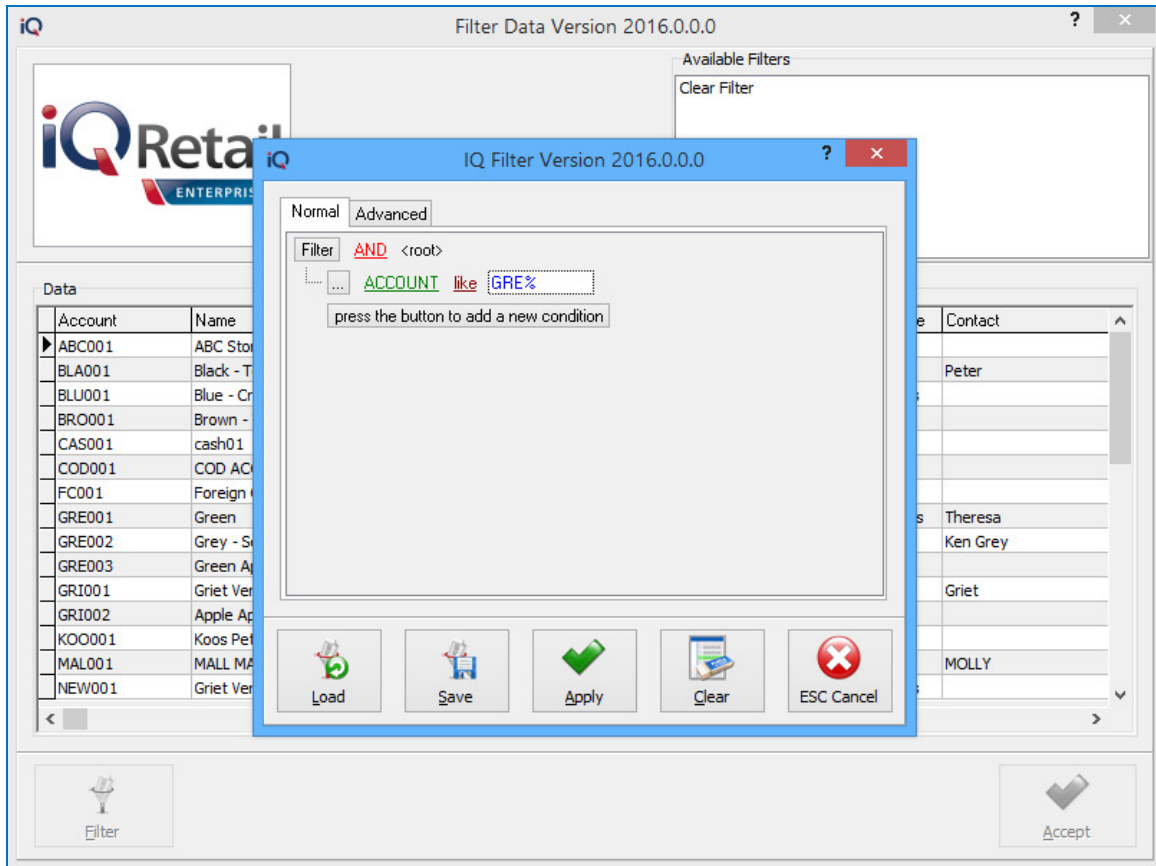


### APPLY TO

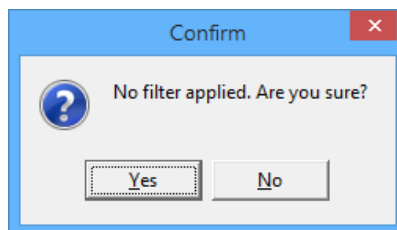
The Apply To option allows the user to apply the current Price List to several Customers or Suppliers. The system will prompt the user to ensure that the user wants to change the selected account preferred selling or cost prices to this current Custom Price List.



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.

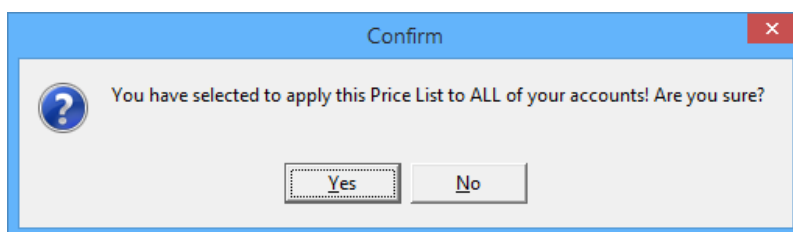


**NOTE:** If the user doesn't use a filter to select specific accounts, the system will prompt the user that no filter was applied. If the user select the Yes option, the Price List will apply to all the customers (debtors) or creditors (suppliers).



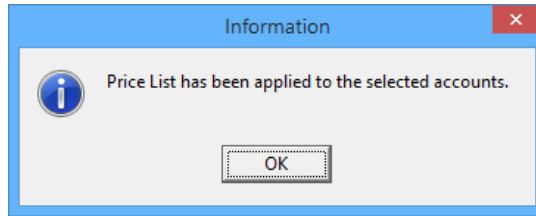
If the user has selected the No option, the list will appear again and the user can filter for the correct accounts.

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**

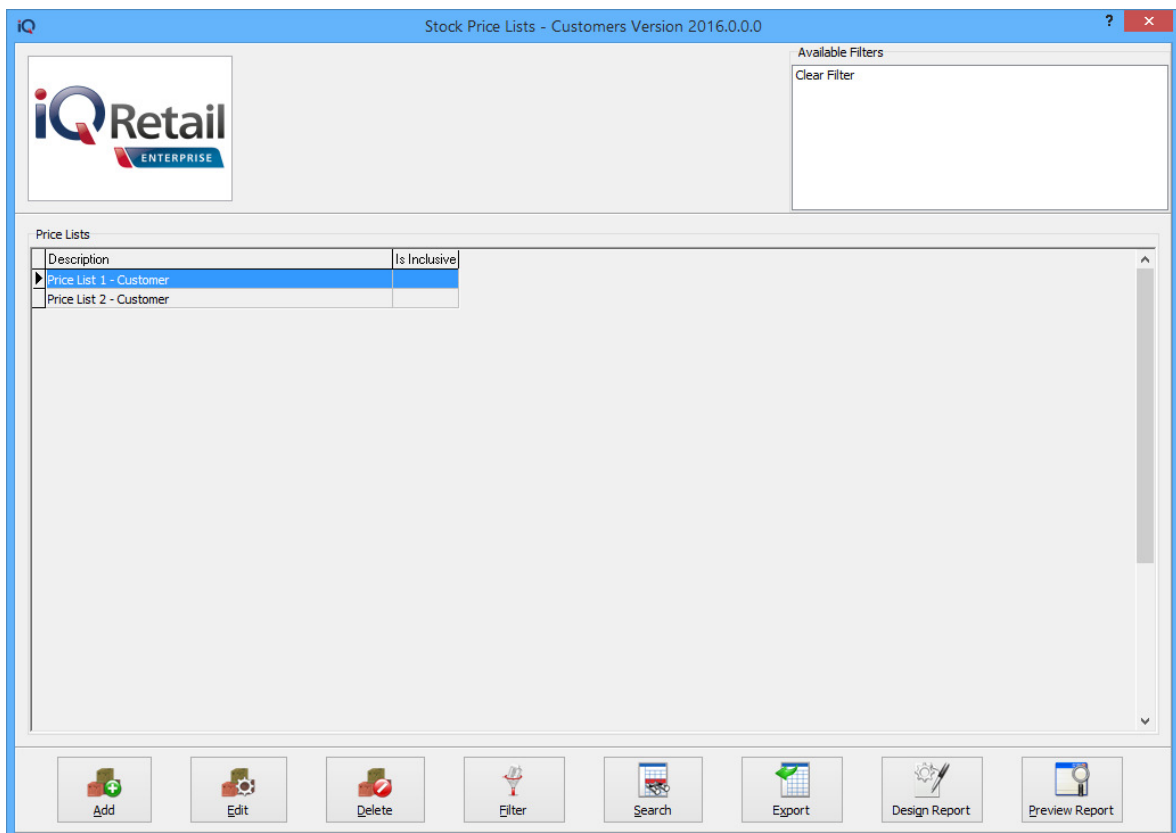
The Remove Expired option allows the user to remove all expired items from all the Price Lists.



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

**AMEND LISTS**

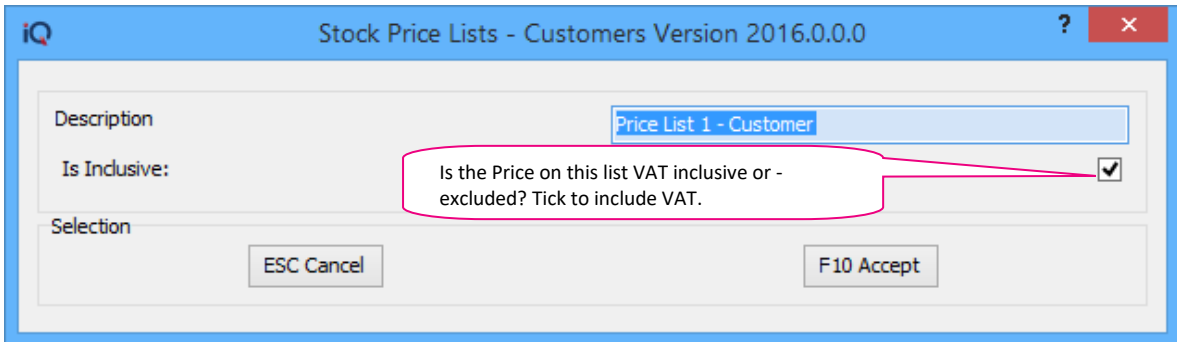
There are two (2) types of Price Lists, one for Customers and Once for Suppliers. The user must select the Price List Type from the Top of the screen and this selection will determine which type of price list will be amended.



**BUTTON FUNCTIONALITY**

**ADD**

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



**EDIT**

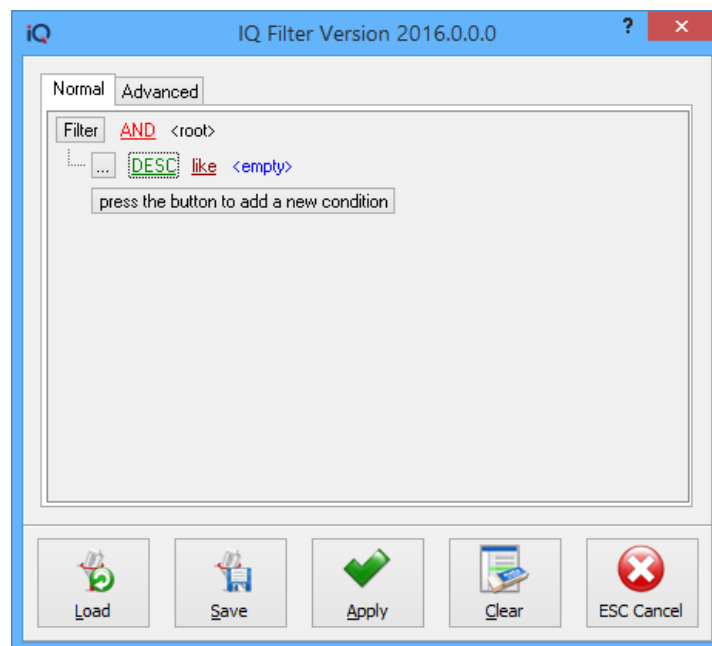
The Edit option allows the user to edit or change an existing Price List.

**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.



**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.

<b>IQ TRAINING</b>		Date Printed: 08/06/2016
<b>Stock Price Lists</b>		
Data Filter: No Filter Specified		
<u>Number</u>	<u>Description</u>	<u>Price List Owner</u>
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.

<b>IQ TRAINING</b>		Date Printed: 08/06/2016	1 of 1								
<b>Foreign Currency Pricelist - Customers</b>											
Stock Filter: Not Specified											
Price List Filter: Not Specified											
Currency: (R)											
<u>List</u>	<u>Code</u>	<u>Description</u>	<u>Department</u>	<u>Latest Cost</u>	<u>Normal Sell price 1</u>	<u>Price 1</u>	<u>Discount 1</u>	<u>Expiry 1</u>	<u>Price 2</u>	<u>Discount 2</u>	<u>Expiry 2</u>
Price List 1 - Customer											
	000000010101	NIKE PANTS BS	001	100.00	125.00	0.00	5.00	14/06/2016	0.00	0.00	00:00:00
	000000010102	NIKE PANTS BM	001	88.60	110.75	100.00	10.00	14/06/2016	114.00	10.00	18/06/2016
	000000010103	NIKE PANTS BL	001	50.00	100.00	100.00	10.00	14/06/2016	114.00	10.00	18/06/2016
Price List 2 - Customer											
	BM001	CementPVC 50kg	002	100.00	175.44	0.00	10.00	15/06/2016	0.00	0.00	00:00:00
	BM002	Tiles	002	214.91	263.16	200.00	10.00	15/06/2016	0.00	0.00	00:00:00
	BM003	Wood	002	23.77	105.26	0.00	20.00	15/06/2016	0.00	0.00	00:00:00
*** END OF REPORT ***											

**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 → Debtors → Maintenance → select specific Debtor → Edit.

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

## ADDING PRICE LIST TO CREDITORS

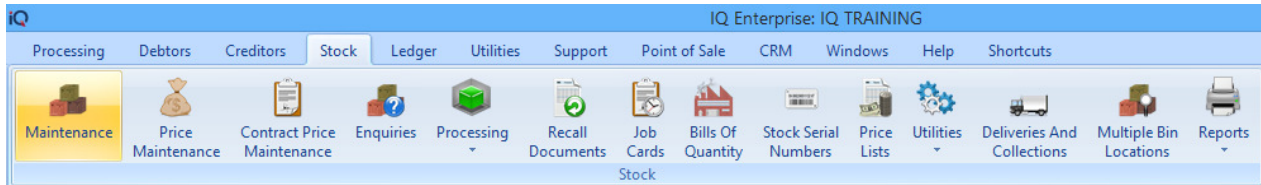
The user has the option to either Apply each Price List to selected Creditors when creating a Suppliers Price List, or the Price Lists can be added to individual creditors.

From IQ main Menu → Creditors → Maintenance → select specific Creditor → Edit.

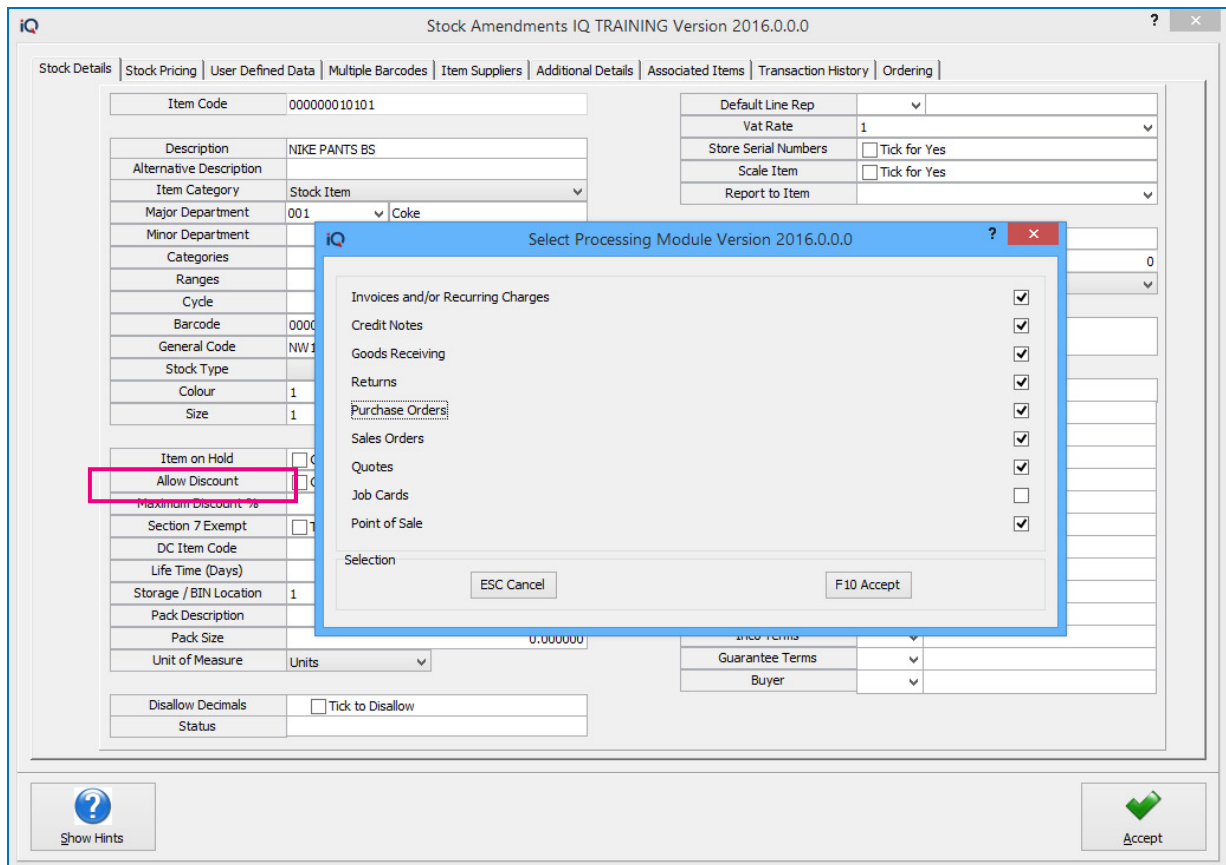
Select the relevant Price List from the drop-down menu next to Special Price List and click on Accept to save the changes.

## 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.



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

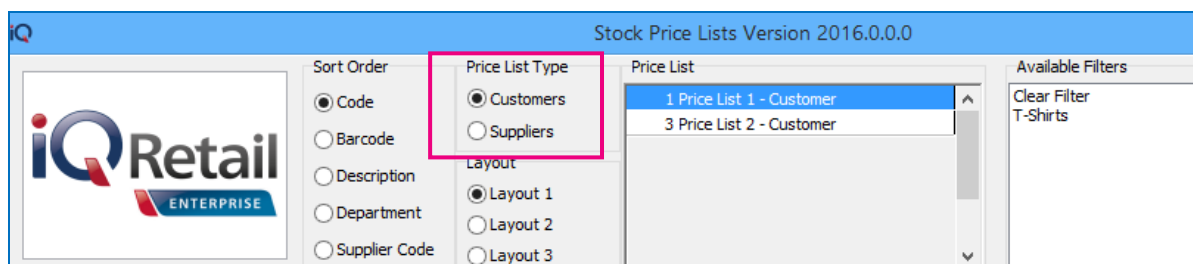


Click on the “Allow Discount” block and select the Processing Modules where discount will be allowed. Click on Accept or F10 to accept the selection and click Accept again to save the changes made to the stock item.

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

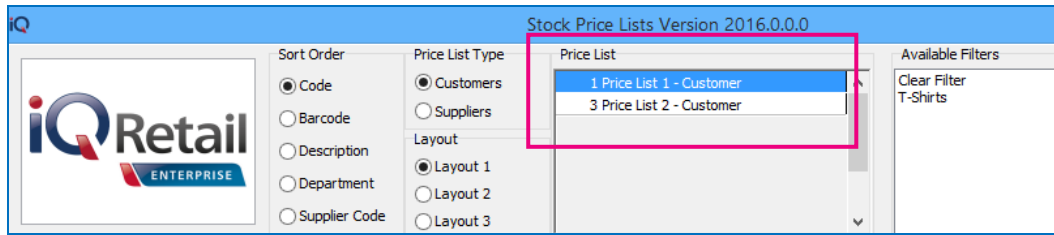
## ADD ITEMS TO THE PRICE LIST

From the IQ main menu → Stock → Price Lists.



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.

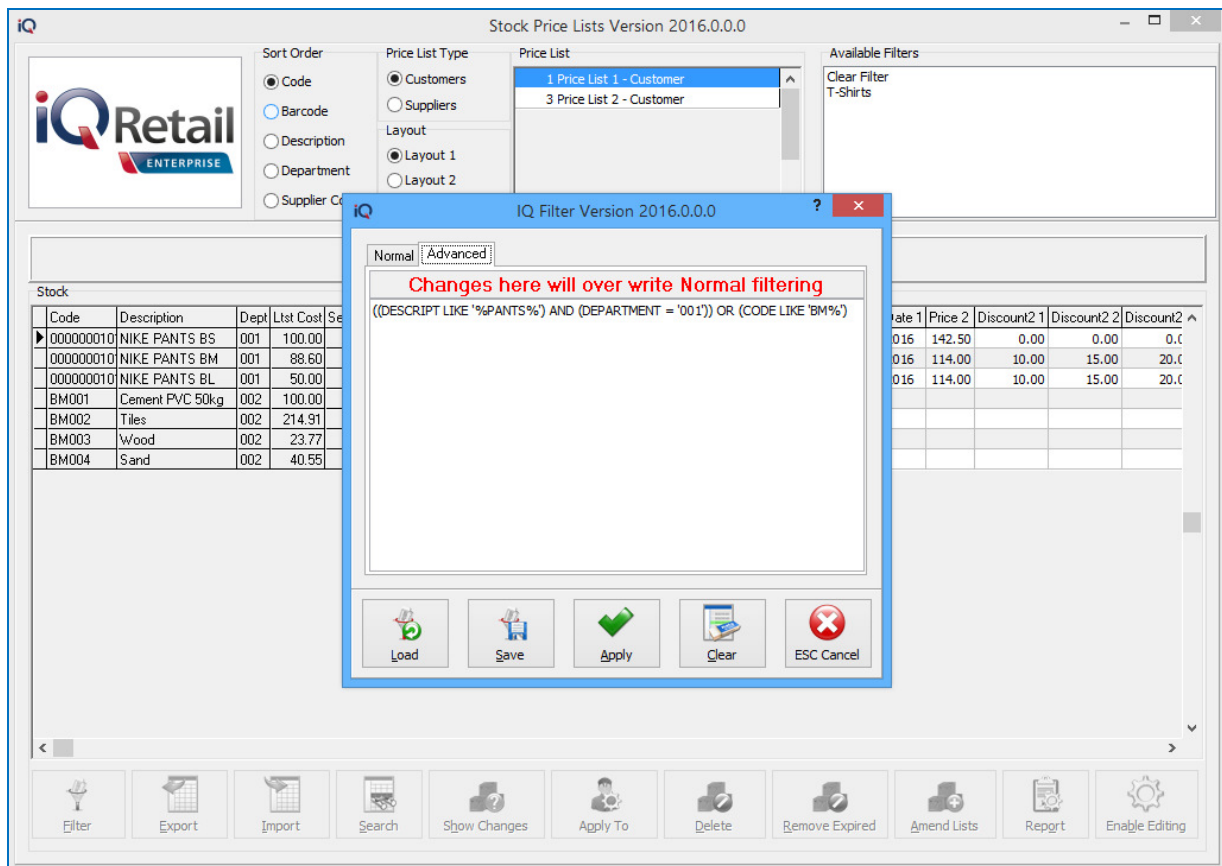


Select the Price List name from the list of available Price Lists.

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.



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 → Stock → Price Lists → select Price List Type → Import → Import\Global 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 → Stock → 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!**

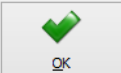
**System Code:**

**Your Code:**

**Please re-type the confirmation code above and click OK to continue.**



Cancel



OK

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.

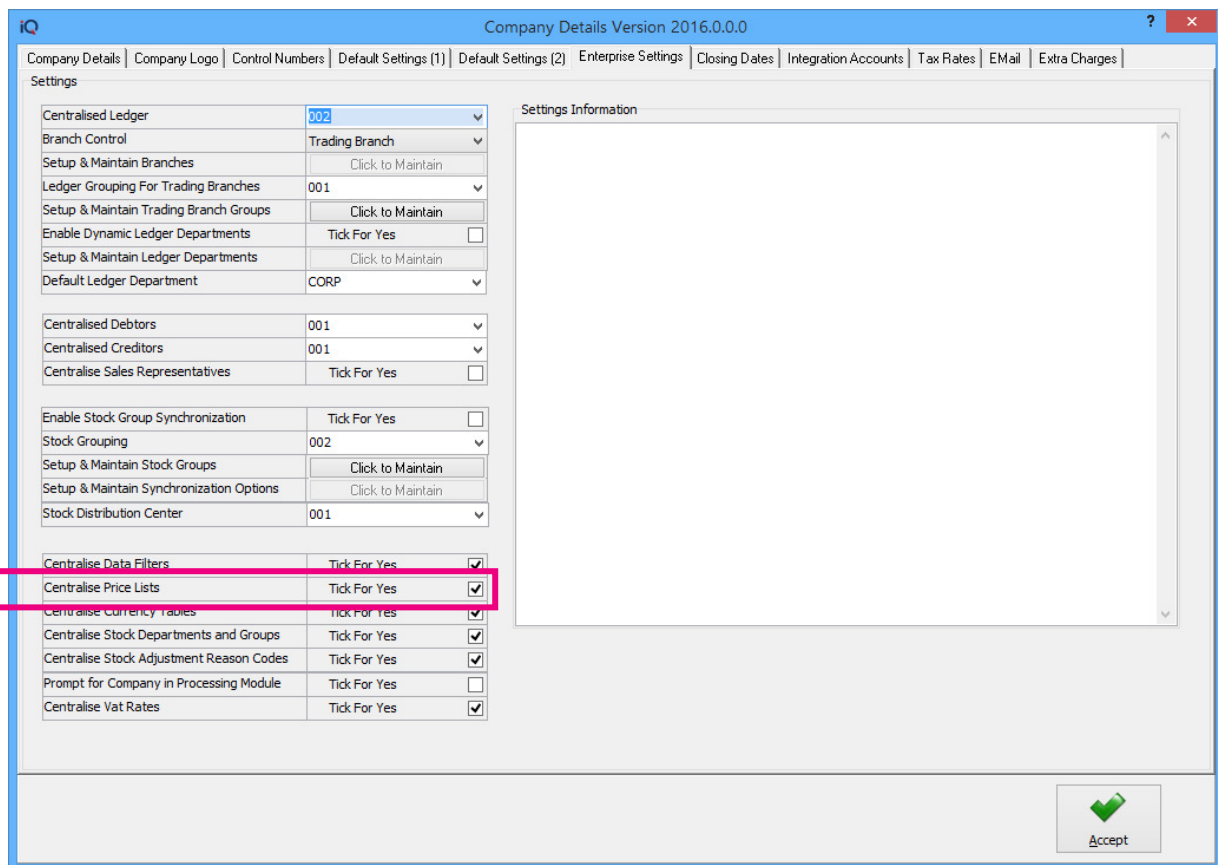
## CENTRALISE STOCK PRICE LISTS

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 centralised. 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 → Setup → Company Details → Select the Enterprise Setting Tab and enable the Centralise Price Lists option by clicking in the tick box next to “Centralise Price Lists”.



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---