



ACCOUNTING



POS



PAYROLL



CRM



HOSPITALITY



ERP



MOBILE



ECOMMERCE

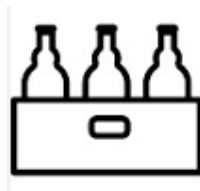


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HANDLING EMPTYIES

INTRODUCTION

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



SETUP

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

DEFAULT SETTINGS (1)

From the Main menu → Utilities → Setup → Company Details → Default Settings (1) tab and tick the option “Enable Cascading items” and Click on the Accept button at the bottom of the screen to save the setting.

Enabling cascading Items, enables you to link Sub items (bulk item) to report to Main Items (usually singles) i.e. One Case of 12 Cokes reports to a single bottle of Coke.

MODULE PARAMETERS

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

To set up a Negative Department, from the IQ main menu → Utilities → Setup → Module Parameters → Stock Tab → Major Departments.

Create the department as normal but remember to enable the Negative Department option by ticking the box.

The screenshot shows the 'iQRetail ENTERPRISE' logo at the top left. Below it, the 'Department Name' is '003' and the 'Description' is 'NEGATIVE DEPT'. The 'Ledge Department' is 'CORP'. The 'Default Sales Warehouse' and 'Default Purchasing Warehouse' are empty. The 'Local Sales Account' is '2000.000.000.00', 'Export Sales Account' is '2001.000.000.00', 'Cost Of Sales Account' is '1000.000.000.00', 'Stock Account' is '3500.000.000.00', 'Purchases Account' is '1305.000.000.00', and 'Cost Of Sales Adjustment' is '1000.000.000.00'. The 'Default Rep' is empty. 'Maximum Grv Variance%' is '0.00' and 'Maximum Sell Price Variance %' is '0.00', both with 'Enabled' checkboxes. The 'Negative Department' checkbox is checked and highlighted with a red box. 'Auto RE-Ordering Method' is 'Replenishment' and 'N/A'. 'No Commission' and 'Target GP%' are '0.00'. The 'Posting Method' is 'Perpetual Stock Control (Post Sales/Stock/Costofsales)'. 'Company Default' is 'Perpetual Stock Control (Post Sales/Stock/Costofsales)'. 'Delivery Status Inbound' and 'Delivery Status Outbound' are empty. The 'Loyalty' section shows 'Offline Loyalty Reward Rate' as '0.000'. At the bottom, there are 'Cancel' and 'Accept' buttons.

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

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

Tax Invoice			
Till 1 Sale # 2	09:36:08	24/07/2023	
Code	Description	Qty	Total
COK002	2L COKE - CR	1	210.00
COKCRT1	2L COKE CRA	-1	-25.00
Vat Included			24.13
Subtotal			185.00

STOCK MAINTENANCE

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

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

To explain the whole process, the following stock items were created in Stock Maintenance, with our negative items highlighted:

Code	Description	Barcode	Main Supplier	Supplier Code	Dept	Bin
COK001	2L COKE	COK001			001	
COK002	2L COKE - CRATE OF 12	COK002			001	
COK003	2L COKE PALLET - 40 CRATES	COK003			001	
COK2LEMP	2L COKE BOTTLE - EMPTY RETURN	COK2LEMP			003	
COKCR100	2L COKE CRATE	COKCR100			001	
COKCRRT1	2L COKE CRATE - RETURN	COKCRRT1			003	

MAIN ITEM (CASCADING)

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

The screenshot shows the Stock Maintenance form with the following sections:

- Item Information:** Item Code (COK001), Description (2L COKE), Barcode (COK001), General Code, Status, Stock Type, Item Category (Stock Item).
- Item Categorisation:** Major Department (001), Minor Department, Categories, Ranges, Cycle, Vat Rate (1).
- Item Storage:** DC Item Code, Storage / BIN Location, Pack Size (0.000000), Pack Description, Life Time (Days) (0).
- Volumetrics:** Unit of Measure (Holding) (Units), Unit of Measure (Input).
- Item Specifications:** Generic Type, Brand, Model, Technical Specifications, Supplier Hierarchy, Supplier Department, Tariff Code, Material, Assembly Type, Import Type, Colour Detailed, Inco Terms, Guarantee Terms, Buyer.
- Item Settings:** Under Batch Control, Disallow Decimals, Section 7 Exempt, ABC Classification, Override GRV Label Qty, Exclude from Extra Charge, Cost Allocation on GRV, Offline Loyalty Reward Rate (0.000), Ignore "Quantity Change" Security Override.
- Item Price Settings:** Allow Selling under cost, Allow Selling Into Negative, Allow Discount.
- Item Status Settings:** Item on Hold, Set Dormant (Days) (0), Store Serial Numbers, Scale Item, Report to Item (dropdown).

A red arrow points from the 'Report to Item' dropdown in the Item Status Settings section to a text box that says: "The smallest item is usually the Main Item when cascading items. As such it will not report to anything".

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

SUB-ITEM (CASCADING)

The conversion rate is very important when using cascading items. To determine the conversion rate (of the sub-item) when using cascading items, you ask the following question: How many of the smallest item (Main Item) is in the larger bulk item (Sub-Item reporting to the Main Item)?

Based on our stock items, how many 2L Bottles of Coke can be found in a Case of 12? The answer is obviously 12, so we will need to set the Conversion Rate of the 2L Coke – Crate of 12 to twelve (12). The Conversion Rate tells the system how many items to add or remove from the Main Item's On-Hand amount when we buy or sell one (1) Crate of Coke.

The screenshot shows the 'Stock Details' form for item COK002. The 'Item Information' tab is active. The 'Description' field is highlighted with a red box and contains the text '2L COKE - CRATE OF 12'. A red arrow points from this field to a text box that reads: 'The bulk item will be the Sub-Item of our single 2L Coke. As such we will tell the system which item to report to (Main Item - COK001) as well as how many of the Main item makes up the bulk item (Sub-Item) via the Conversion Rate'. Another red arrow points from this text box to the 'Item Conversion Rate' field in the 'Item Status Settings' section, which is also highlighted with a red box and contains the value '12.000000'. The 'Report to Item' dropdown is set to 'COK001'. Other fields like 'Unit of Measure (Holding)' and 'Unit of Measure (Input)' are set to 'Units'.

The same can be done for the 2L Coke Pallet – 40 Crates.

The conversion rate on the 40 Crate Pallet will however depend on what you will be using as its Main Item. You can choose to use the single 2L Coke as the Main Item (like we did with the Crate of 12) or you can use the Crate of 12 as the Main Item for the Pallet.

If you use the single 2L Coke then the Conversion Rate will be: 40 (crates on pallet) x 12 (singles in each crate) = 480

If you use the Crate of 12 as the Main Item the Conversion Rate will be: 40 (the amount of Crates on the pallet). If you use this option the system will still show all transactions and On-Hand values on the single 2L Coke as the Crate of 12 itself is not a main item as it is reporting to the single 2L Coke.

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

ASSOCIATED ITEM

To associate one item with another, there is an additional tab on Stock Maintenance named "Associated Items". This section of stock Maintenance allows you to link one or more stock items to another (excluding linking of an item to itself). You can specify the price (either Inclusive / Exclusive), Quantity and Line Discount for the item. The associated items feature can be enabled / disabled per stock item and for each of the various processing modules.

For example: this allows you to make use of Associated Items during GRV's and Invoices, and to disable the feature for all the other modules. The effect of using associated items, is when ringing up the main item (to which other items have been linked), the linked items will automatically be added to the document.

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

EXAMPLE: Edit the 2L Coke – Crate of 12 (Item COK002) → select the Associated Items Tab (1). Enable the Processing modules where the Association should be allowed (2 and 3) → Accept (4) → add the Association Item (the Crate).

The screenshot shows the 'Associated Items' tab in the Stock Maintenance window. The 'Associated Items' section is at the top, with a note about enabling the feature. Below it are three checkboxes: 'Enable Processing of Associated Items In Modules' (checked), 'Allocate Non Stock Cost To Main Item' (unchecked), and 'Enable Qty Refresh on Edit' (unchecked). The 'Item Details' section shows a table with one item: COKCR100, 2L COKE CRATE, with prices and quantities. A 'Select Processing Module Version' dialog box is open, showing a list of modules with checkboxes. The 'Invoices and/or Recurring Charges' checkbox is checked. The 'ESC Cancel' and 'F10 Accept' buttons are at the bottom of the dialog box. The 'F10 Accept' button is highlighted with a green checkmark.

Code	Description	Price Exc	Price Inc	Quantity	Discount %	Total Exc	Total Inc
COKCR100	2L COKE CRATE	21.74	25.00	1.0000	0.00	21.74	25.00

You can then enter the price of the associated item (Inclusive or Exclusive)(1) as well as the Quantity (2). The quantity is per single of the item it is associated with, so below we will have one crate (COKCR100) for each Crate of 12 (COK002) added to any of the processing modules we decided on above.

Item Details		Price Exc	Price Inc	Quantity	Discount %	Total Exc	Total Inc
Code	Description						
▶ COKCR100	2L COKE CRATE	21.74	25.00	1.0000	0.00	21.74	25.00

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

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

NEGATIVE ITEM

Negative stock items are the items used when a return is done (crate, bottle)

Example: The empty crate being returned would be entered on the invoice as a positive quantity (using the negative item stock code) and the case of cold drinks would be entered as per normal. The system displays the quantity of the returned crate as negative on the screen and on the document (due to the item being linked to a negative department). When the invoice is processed, the system will increase the On-Hand quantity for the empty crate received (as it is being returned to you) and reduce the cold drinks (as this is a normal sale of a stock item).

The only difference between a normal stock item and a negative stock item, is the Major Department it is linked to.

Below you will see this item is linked to our Negative Department (1), thus making it a negative stock item.

A negative item can't be invoiced or received alone, the system will not allow a negative total on an Invoice or a GRV. It can however be done in Point of Sale – Cash Sale – with a negative total.

To circumvent this potential issue, we need to cascade the negative item to the normal stock at a 1:1 ratio (2 above).

This will allow us to Credit Note or RTS the normal stock item if it is the only item on the document.

Code	Description	Barcode	Main Supplier	Supplier Code	Dept	Bin
COK001	2L COKE	COK001			001	
COK002	2L COKE - CRATE OF 12	COK002			001	
COK003	2L COKE PALLET - 40 CRATES	COK003			001	
COK2LEMP	2L COKE BOTTLE - EMPTY RETURN	COK2LEMP			003	
COKCR100	2L COKE CRATE	COKCR100			001	
COKCRRT1	2L COKE CRATE - RETURN	COKCRRT1			003	

Notes:

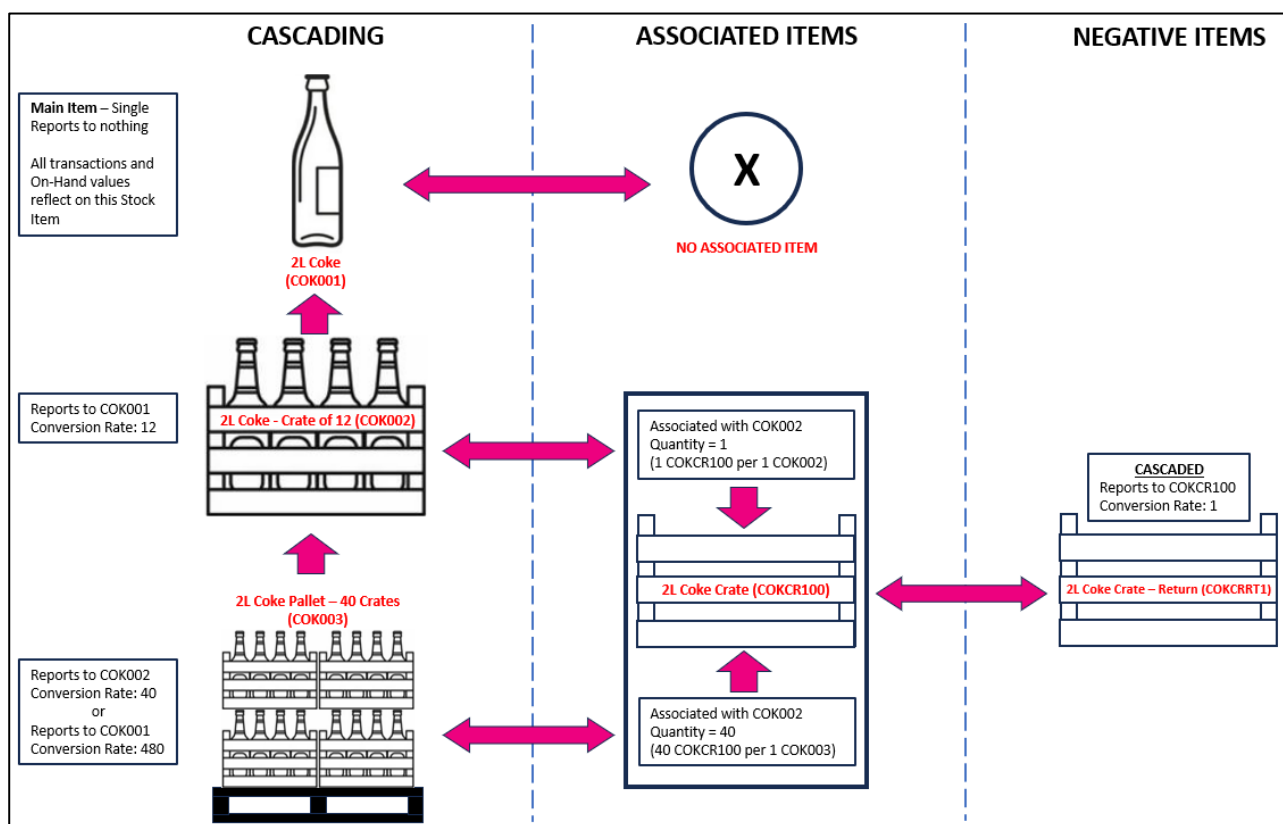
1. If we are returning crates to our supplier as part of a normal GRV then we add the negative item (COKCRRT1) to the GRV (as long as the total of the GRV is not less than zero)
2. If we are just returning crates to our supplier without purchasing anything from them, we'll need to add the normal stock item (COKCR100) to a RTS.



3. If a customer is returning a crate to us while purchasing other items from us, then we can add the negative item (COKCRRT1) to the Invoice (as long as the total of the Invoice is not less than zero)
4. If a customer is just returning a crate without making any other purchase, we will need to add the normal stock item (COKCR100) to a Credit Note or ring up the negative item (COKCRRT1) via POS – Cash Sale (which will allow a negative document total)

In our example the Negative Stock Item COKCRRT1 will not have any On Hand quantities and all the transactions will be reflected on the Normal Stock Item (COKCR100) as that is how we did our cascading.

DIAGRAM OF HOW THE STOCK ITEMS FIT TOGETHER:



PROCESSING OF ITEMS

GOODS RECEIVING

When you order your bulk Coke items from the supplier, the supplier invoice will state that there was X quantity of bulk Coke items, and they were packed in X quantity crates.

For our below examples we have the following Stock Items set up:

STOCK ITEM		CASCADED		ASSOCIATED ITEMS		NEGATIVE	NOTES
CODE	DESCRIPTION	REPORTS TO	CONVERSION RATE	ASS. TO	QTY	Y/N	
COK001	2L COKE	X	X	X	X	N	SINGLE BOTTLE (1 BOTTLE)
COK002	2L COKE - CRATE OF 12	COK001	12	COKCR100	1	N	A CRATE OF 12 2L BOTTLES (12 BOTTLES)
COK003	2L COKE PALLET - 40 CRATES	COK002	40	COKCR100	40	N	A PALLET OF 40 CRATES OF 12 2L BOTTLES EACH (480 BOTTLES)
COKCR100	2L COKE CRATE	X	X	X	X	N	JUST THE CRATE YOU GET FROM YOUR SUPPLIER WHEN PURCHASING BULK COKE ITEMS - THEY BILL YOU FOR THEM
COKCRT1	2L COKE CRATE - RETURN	COKCR100	1	X	X	Y	AN EMPTY CRATE YOU SOLD A CUSTOMER WHICH IS BROUGHT BACK FOR RETURN AND REFUND

EXAMPLE 1 – GRV WITH NO RETURNS

For this example, the supplier delivered our order of 1 x Pallet of Coke (COK003) and they were packed in 40 crates (COKCR100).

Document Details									
Account Details		GRV Details		Additional Details		Totals			
Account No <input type="text" value="CRED001"/>		GRV Date <input type="text" value="24/07/2023"/>		Store Department <input type="text" value=""/>		GRV Inclusive <input checked="" type="radio"/> Yes <input type="radio"/> No			
Name and Address Details		Orig. Doc Date <input type="text" value="24/07/2023"/>		Source Document <input type="text" value="Not Applicable"/>					
CREDITOR 1 <input type="text" value=""/>		GRV Number <input type="text" value=""/>							
<input type="text" value=""/>		Delivery Method <input type="text" value=""/>							
<input type="text" value=""/>		Order Number <input type="text" value=""/>							
<input type="text" value=""/>		Supplier Invoice No <input type="text" value="CREDINV"/>				Internal Order No <input type="text" value=""/>			
Tel <input type="text" value=""/>		GRV Memo <input type="text" value=""/>							
Email <input type="text" value=""/>		Delivery Note No <input type="text" value=""/>							
VAT <input type="text" value=""/>									
GRV Disc % <input type="text" value="0.00"/>									
						Goods Total <input type="text" value="5800.03"/>			
						Discount Amnt <input type="text" value="0.00"/>			
						Vat Amount <input type="text" value="756.53"/>			
						Total Quantity <input type="text" value="41.00"/>			

Code	Description	T...	Unit Price	Additional Cost (Exd)	Customs Duty (Exd)	Qty	Warehouse	Disc %	Total
COK003	2L COKE PALLET - 40 CRATES	CL	4 800.03			1.00	01	0.00	4 800.03
COKCR100	2L COKE CRATE	P1	25.00	ASSOCIATED ITEM		40.00	01	0.00	1 000.00

You must GRV the pallet of Coke (COK003) and the crates received (COKCR100) will be added automatically as they are Associated Items of the pallet (1 pallet = 40 crates).

In the below example we ordered one (1) Pallet of Coke (COK003) and ten (10) Crates of 12 (COK002)

Document Details		GRV Details		Additional Details		Totals	
Account Details Account No: CRED001 Name and Address Details CREDITOR 1: Tel: Email: VAT: GRV Disc %: 0.00		GRV Details GRV Date: 24/07/2023 Orig. Doc Date: 24/07/2023 GRV Number: Delivery Method: Order Number: Supplier Invoice No: GRV Memo: Delivery Note No:		Additional Details Store Department: Source Document: Not Applicable		Totals GRV Inclusive: <input checked="" type="radio"/> Yes <input type="radio"/> No Internal Order No: Goods Total: 7250.03 Discount Amnt: 0.00 Vat Amount: 945.66 Total Quantity: 61.00	
Code	Description	T...	Unit Price	Additional Cost (E...	Customs Duty (E...	Qty	Warehouse Disc... Total
COK003	2L COKE PALLET - 40 CRATES	CL	4 800.03			1.00	0.00 4 800.03
COKCR100	2L COKE CRATE	P1	25.00	ASSOCIATED ITEM		40.00	0.00 1 000.00
COK002	2L COKE - CRATE OF 12	CL	120.00			10.00	0.00 1 200.00
COKCR100	2L COKE CRATE	P1	25.00	ASSOCIATED ITEM		10.00	0.00 250.00

You GRV the one (1) Pallet (COK003) and due to Associated Items the system will add the forty (40) Crates (COKCR100). You then add the ten (10) Crates of 12 (COK002) and due to the Associated Items the system will add the ten (10) Crates (COKCR100)

EXAMPLE 2 – GRV WITH RETURNS

This example is the same as above but this time we are also returning some empty crates to our supplier.

Document Details		GRV Details		Additional Details		Totals	
Account Details Account No: CRED001 Name and Address Details CREDITOR 1: Tel: Email: VAT: GRV Disc %: 0.00		GRV Details GRV Date: 24/07/2023 Orig. Doc Date: 24/07/2023 GRV Number: Delivery Method: Order Number: Supplier Invoice No: GRV Memo: Delivery Note No:		Additional Details Store Department: Source Document: Not Applicable		Totals GRV Inclusive: <input checked="" type="radio"/> Yes <input type="radio"/> No Internal Order No: Goods Total: 1325.00 Discount Amnt: 0.00 Vat Amount: 172.83 Total Quantity: 15.00	
Code	Description	T...	Unit Price	Additional Cost (E...	Customs Duty (E...	Qty	Warehouse Disc... Total
COK002	2L COKE - CRATE OF 12	CL	120.00			10.00	0.00 1 200.00
COKCR100	2L COKE CRATE	CL	25.00			10.00	0.00 250.00
COKCRT1	2L COKE CRATE - RETURN	CL	25.00			-5.00	0.00 -125.00

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

The GRV document will display each line individually, thus will you know that 10 x 2L Coke – Crate of 12(COK002) and 10 Crates (COKCR100) were received from the supplier. It also displays that 5 Empty Crates (COKCRRT1) were returned.

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

Code	Description	Barcode	Main Supplier	Supplier Code	Dept	Bin	Onhand
COK001	2L COKE	COK001			001		1056.00
COK002	2L COKE - CRATE OF 12	COK002			001		0.00
COK003	2L COKE PALLET - 40 CRATES	COK003			001		0.00
COKCR100	2L COKE CRATE	COKCR100			001		90.00
COKCRRT1	2L COKE CRATE - RETURN	COKCRRT1			003		0.00

In our setup you will see that the Negative Crate Stock Item – COKCRRT1 has no on-hand value, as it is reporting to the Normal Crate Stock Item – COKCR100

RETURNED GOODS

Same stock items as used in the GRV examples above.

EXAMPLE 3 – RETURNING CRATES ONLY

You have a few crates that must be returned to the supplier, but you are not buying anything at this time. The system will not allow you to process a GRV with a negative total. Thus, you will need to process a Returned Goods to supplier by using the Normal Crate Stock item (COKCR100).

Document Details																											
Account Details			Return Details			Additional Details			Totals																		
Account No CRED001			Return Date 24/07/2023			Store Department			Return Inclusive																		
Name and Address Details			Orig. Doc No						<input checked="" type="radio"/> Yes <input type="radio"/> No																		
CREDITOR 1			Return Number						Internal Order No																		
			Delivery Method																								
			Order Number																								
Tel			Supplier Credit Note																								
Email			Return Memo																								
VAT			Delivery Note No																								
Return Disc % 0.00																											
									Goods Total 125.00																		
									Discount Amnt 0.00																		
									Vat Amount 16.30																		
									Total Quantity 5.00																		
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>T...</th> <th>Unit Price</th> <th>Additional Cost (E...</th> <th>Customs Duty (E...</th> <th>Qty</th> <th>Warehouse Disc...</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>COKCR100</td> <td>2L COKE CRATE</td> <td>CL</td> <td>25.00</td> <td></td> <td></td> <td>5.00</td> <td>001</td> <td>0.00 125.00</td> </tr> </tbody> </table>										Code	Description	T...	Unit Price	Additional Cost (E...	Customs Duty (E...	Qty	Warehouse Disc...	Total	COKCR100	2L COKE CRATE	CL	25.00			5.00	001	0.00 125.00
Code	Description	T...	Unit Price	Additional Cost (E...	Customs Duty (E...	Qty	Warehouse Disc...	Total																			
COKCR100	2L COKE CRATE	CL	25.00			5.00	001	0.00 125.00																			

On the stock enquiry below for the Normal Crate Stock Item (COKCR100) you will note the following:

- You bought 2 x Pallets (COK003) (40 crates each – associated item)
- You bought 10 x Crate of 12 (COK002) (1 crate each – associated item)
- You sold 1 x Crate of 12 (COK002) (1 crate each – associated item)
- One crate was returned (COKCRRT1) via a POS sale – note the negative quantity yet the on-hand went up (shows here due to being cascaded with COKCR100).
- You bought 1 x Crate of 12 (COK002) (1 crate each – associated item) and on the same GRV you also returned 5 x Crate (COKCRRT1) to the supplier– note the negative quantity yet the on-hand went up (shows here due to being cascaded with COKCR100).

Date	TCode	Reference	Order Number	Creditor	GLAudit	Rep	User	Cost	Profit	Amount	Quantity	On Hand	
20/07/2023	PU	CRED001INV1		CRED001		1	1	1	0.00	0.00	869.57	40.0000	40
20/07/2023	PU	CRED001INV2		CRED001		2	1	1	0.00	0.00	869.57	40.0000	80
20/07/2023	PU	CRED001INV2		CRED001		2	1	1	0.00	0.00	217.39	10.0000	90
20/07/2023	IN	INVO				3	1	1	21.74	0.00	21.74	1.0000	89
20/07/2023	IN	P.O.S 1-2				6	1	1	-21.74	0.00	-21.74	-1.0000	90
24/07/2023	PU	CREDINV5		CRED001		7	1	1	0.00	0.00	21.74	1.0000	91
24/07/2023	PU	CREDINV5		CRED001		7	1	1	0.00	0.00	-108.70	-5.0000	86

BOTTLES, CRATES AND FLUID SEPERATELY

In this section we will be discussing how to set up your stock items if your supplier bills you for Bottles, Crates and Fluids separately on the GRV.

Below you will see all the stock items used in this section:

STOCK ITEM		CASCADED		ASSOCIATED ITEMS		NEGATIVE	NOTES
CODE	DESCRIPTION	REPORTS TO	CONVERSION RATE	ASS. TO	QTY	Y/N	
SPR001	1.5L SPRITE	X	X	X	X	N	THE FINAL STOCK ITEM YOU SELL - 1 X 1.5L SPRITE
SPR002	1.5L SPRITE - CASE OF 12	SPR001	12	X	X	N	THE FINAL STOCK ITEM YOU SELL - 1 X CASE OF 12 X 1.5L SPRITE
SPBOT15	BOTTLE - 1.5L SPRITE	X	X	SPR001	1	N	THE EMPTY BOTTLE YOUR SUPPLIER BILLS YOU FOR - NON-STOCK ITEM
				SPR002	12	N	THE EMPTY BOTTLE YOUR SUPPLIER BILLS YOU FOR - NON-STOCK ITEM
SPRFL15	FLUID - SPRITE 1.5L	X	X	SPR001	1	N	THE FLUID CONTENTS YOUR SUPPLIER BILLS YOU FOR - NON-STOCK ITEM
				SPR002	12	N	THE FLUID CONTENTS YOUR SUPPLIER BILLS YOU FOR - NON-STOCK ITEM
SPRCR15	CRATE - SPRITE 1.5L	X	X	SPR002	1	N	THE ACTUAL CRATE YOUR 12 BOTTLES OF 1.5L SPRITE COME IN
SPRCRRT15	CRATE - RETURN - SPRITE 1.5L	SPRCR15	1	X	X	Y	EMPTY CRATE RETURNED TO YOU BY A CUSTOMER OR RETURNED BY YOU TO A SUPPLIER
SPRBOTRT15	BOTTLE - RETURN - SPRITE 1.5L	X	X	X	X	Y	EMPTY BOTTLE RETURNED TO YOU BY A CUSTOMER OR RETURNED BY YOU TO A SUPPLIER - ***CANNOT CASCADE TO A NON-STOCK ITEM***

In the above table you will notice the following:

- SPBOT15 – is a Non-Stock Item
- SPRFL15 – is a Non-Stock Item
- Due to SPBOT15 being a Non-Stock Item, SPRBOTRT15 should not be cascaded to SPBOT15 as a non-stock item never has an on-hand value thus, there will be no way to track how many empty bottles you have, to return to the supplier. Due to this you cannot RTS or Credit Note the GRV'd bottle item and expect it to update the on-hand value (like we did with the Coke Crate earlier)
- Due to the point above it is recommended that you only accept returns from customers via POS – Cash Sale or via Invoice where the total will not be less than zero. As for returning the bottles to your supplier, make sure you return them on a GRV where the total will not be less than zero.



EXAMPLE 4

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

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

Code	Description	Barcode
SPBOT15	BOTTLE - SPRITE 1.5L	SPBOT15
SPRFL15	FLUID - SPRITE 1.5L	SPRFL15

Associate both these non-stock items to the complete items, which will be sold to the customer (for our example SPR001 and SPR002).

Enabling this feature allows you to add associated items to this stock item. These items will be automatically added to your document when adding the main stock item. You can add your items in the Items layout below by using the Add, Edit and Delete buttons.

☐ Enable Processing of Associated Items In Modules

☒ Allocate Non Stock Cost To Main Item

☐ Enable Qty Refresh on Edit

Code	Description	Price Exc	Price Inc	Quantity	Discount %	Total Exc	Total Inc
SPBOT15	BOTTLE - SPRITE 1.5L	1.50	1.73	1.0000	0.00	1.50	1.73
SPRFL15	FLUID - SPRITE 1.5L	7.50	8.63	1.0000	0.00	7.50	8.63

Select Processing Module Version 2023.6.0.1

☐ Invoices and/or Recurring Charges

☐ Credit Notes

☒ Goods Receiving

☒ Returns

☒ Purchase Orders

☐ Sales Orders

☐ Quotes

☐ Job Cards

☐ Point of Sale

☐ Stock Transfers

☐ Single View

Selection:

ESC Cancel

F10 Accept

Show Hints

Accept

Add both the non-stock items as associated items to the item SPR001 (quantities of 1 each for 1 x 1.5L bottle)(1). Enable Processing of Associated Items only in the Goods Receiving, Returns and Purchase Order modules (2).

Click on Accept to save the module selection (3)

Tick the box to "Allocate Non-Stock Cost to Main Item". This allows you to enter cost prices to these Non-Stock items, which will then be used to calculate the Actual cost of the main item (4)

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

NOTE: If you receive discount on the fluid content you can add that discount percentage to the associated item in the Discount % field (5% in our example below)

Associated Items							
Enabling this feature allows you to add associated items to this stock item. These items will be automatically added to your document when adding the main stock item. You can add your items in the Items layout below by using the Add, Edit and Delete buttons.							
<input checked="" type="checkbox"/> Enable Processing of Associated Items In Modules <input checked="" type="checkbox"/> Allocate Non Stock Cost To Main Item <input type="checkbox"/> Enable Qty Refresh on Edit							
Item Details							
Code	Description	Price Exc	Price Inc	Quantity	Discount %	Total Exc	Total Inc
SPBOT15	BOTTLE - SPRITE 1.5L	1.50	1.73	1.0000	0.00	1.50	1.73
SPRFL15	FLUID - SPRITE 1.5L	7.50	8.63	1.0000	5.00	7.13	8.19

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

IMPORTANT: Remember to allow Discount on the fluid content (SPRFL15) item, where the supplier provides discount. From IQ main menu → Stock → Maintenance → select item → Edit.

Tick Allow Discount (1), select processing modules (2), click Accept (3), click Accept again (4)

The screenshot shows the 'Associated Items' tab in the 'Stock Amendments migration test Version' software. The 'Item Details' table lists two items: SPBOT15 (BOTTLE - SPRITE 1.5L) and SPRFL15 (FLUID - SPRITE 1.5L). The SPRFL15 item has a discount percentage of 5.00% highlighted. A red box highlights the 'Associated Items' section header.

The 'Select Processing Module Version' dialog box is open, showing a list of processing modules. The 'Goods Receiving', 'Returns', and 'Purchase Orders' modules are selected, indicated by red checkmarks and a red box labeled '2'. The 'Selection' section at the bottom of the dialog box shows a green checkmark icon labeled 'F10 Accept' with a red box labeled '3'.

The 'Item Settings' section on the right shows the 'Allow Discount' checkbox checked, indicated by a red box labeled '1'. The 'Accept' button at the bottom right of the main window is highlighted with a red box labeled '4'.

Example: We are receiving one “1.5L SPRITE – CASE OF 12” (SPR002), a bottle for each of the 1.5L’s, a crate which the twelve 1.5L’s come in and twelve portions of fluid content (one for each bottle)

Enter the Main item (1.5L SPRITE – CASE OF 12 = SPR002)(1), you will notice the Unit Price is 0.00 (2), and enter the Qty (quantity) of 1 unit. Once you TAB to the end of the line, the two associated items will automatically appear on the GRV (3) with the default price and quantity you set when adding them as associated items. You can enter or edit the unit prices for each of them if they have changed from defaults you set.

You will notice the discount you set as default for the fluid when you added them as associated items is displayed in the “Discount %” field (4).

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

Document Details		GRV Details		Additional Details		Totals	
Account Details Account No: CRED001 Name and Address Details CREDITOR 1 Tel: Email: VAT: GRV Disc %: 0.00		GRV Details GRV Date: 25/07/2023 Orig. Doc Date: 25/07/2023 GRV Number: Delivery Method: Order Number: Supplier Invoice No: CRED001INV7 GRV Memo: Delivery Note No:		Additional Details Store Department: Source Document: Not Applicable		Totals GRV Inclusive: <input checked="" type="radio"/> Yes <input type="radio"/> No Internal Order No: Goods Total: 144.14 Discount Amnt: 0.00 Vat Amount: 18.80 Total Quantity: 26.00	

Code	Description	T...	Unit Price	Additional Cost (...)	Customs Duty (E...	Qty	Warehouse Disc...	Total
SPR002	1.5L SPRITE - CASE OF 12	CP	0.00			1.00	0.00	0.00
SPBOT15	BOTTLE - SPRITE 1.5L	CP	1.73			12.00	0.00	20.76
SPRCR15	CRATE - SPRITE 1.5L	P1	25.00			1.00	0.00	25.00
SPRFL15	FLUID - SPRITE 1.5L	CP	8.63			12.00	5.00	98.38
*			0.00			0.00	0.00	0.00

IMPORTANT: The Unit Price of the main item (SPR002) will only default to 0.00 the very first time you GRV it. The next time you GRV this item it will have the unit price in, based on the cost of the two non-stock associated items from the first GRV. Make sure you right click on this unit price and Enable Editing and make it 0.00, so that the cost of the two associated items alone can determine the cost of the main item on the subsequent GRV’s, else your GRV’s total is not going to be correct.

INVOICING

EXAMPLE 1

The customer buys a crate of 2L Coke.

The 2L COKE CRATE (COKCR100) was associated with the 2L COKE – CRATE OF 12 (COK002), thus as soon as one case of Coke is entered, the crate will automatically appear on the document.

If it happens that the customer doesn't want to take the crate, the crate can be removed from the transaction by clicking on the crate and then pressing the F5 key on the keyboard.

Document Details									
Account Details			Invoice Details			Additional Details		Totals	
Account No DEBT001			Invoice Date 25/07/2023			Store Department		Invoice Inclusive <input checked="" type="radio"/> Yes <input type="radio"/> No	
Name and Address Details DEBTOR 1			Invoice Number			Source Document Not Applicable		Internal Order No	
Tel			Delivery Method					Document GP % 38.30	
Email			Order Number					Goods Total 235.00	
VAT			Rep Number 1					Discount Amnt 0.00	
Invoice Disc % 0.00			Invoice Memo					Vat Amount 30.65	
			Delivery Note No					Total Quantity 2.00	
Code	Description	T...	Unit Price	Qty	Warehouse	Status	Disc...	GP	Markup Total
COK002	2L COKE - CRATE OF 12	P1	210.00	1.00	001	REC	0.00	42.86	75.00 210.00
COKCR100	2L COKE CRATE	CP	25.00	1.00	001	REC	0.00	0.00	25.00
*			0.00	0.00			0.00	0.00	0.00

EXAMPLE 2

If it happens that the customer is returning an empty crate at the same time they're buying a new full crate, the returned crate can be added to the document (as long as the total of the invoice will not be less than zero).

Document Details									
Account Details			Invoice Details			Additional Details		Totals	
Account No DEBT001			Invoice Date 25/07/2023			Store Department		Invoice Inclusive <input checked="" type="radio"/> Yes <input type="radio"/> No	
Name and Address Details DEBTOR 1			Invoice Number			Source Document Not Applicable		Internal Order No	
Tel			Delivery Method					Document GP % 42.86	
Email			Order Number					Goods Total 210.00	
VAT			Rep Number 1					Discount Amnt 0.00	
Invoice Disc % 0.00			Invoice Memo					Vat Amount 27.39	
			Delivery Note No					Total Quantity 1.00	
Code	Description	T...	Unit Price	Qty	Warehouse	Status	Disc...	GP	Markup Total
COK002	2L COKE - CRATE OF 12	P1	210.00	1.00	001	REC	0.00	42.86	75.00 210.00
COKCR100	2L COKE CRATE	CP	25.00	1.00	001	REC	0.00	0.00	25.00
COKCRRT1	2L COKE CRATE - RETURN	P1	25.00	-1.00	001	REC	0.00	0.00	-25.00

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

EXAMPLE 3

The customer is only returning a crate and wants his deposit on it to reflect on his account, you will have to process a credit note as the total on an invoice would be - 25.00 and negative invoice totals are not allowed (this would be the negative stock item COKCRRT1).

Take note that the stock item on the Credit Note is **NOT** the negative item (COKCRRT1) but rather the normal stock item (COKCR100).

Document Details		CR Note Details		Additional Details		Totals	
Account Details Account No: DEBT001 Name and Address Details DEBTOR 1 Tel: Email: VAT: CR Note Disc %: 0.00		CR Note Details CR Note Date: 25/07/2023 Orig. Doc No: CR Note Number: Delivery Method: Order Number: Rep Number: 1 CR Note Memo: Delivery Note No:		Additional Details Store Department:		Totals CR Note Inclusive: <input checked="" type="radio"/> Yes <input type="radio"/> No Internal Order No: Goods Total: 25.00 Discount Amnt: 0.00 Vat Amount: 3.26 Total Quantity: 1.00	
Code	Description	T...	Unit Price	Qty	Warehouse	Status	Disc... Total
COKCR100	2L COKE CRATE	P1	25.00	1.00	001	REC	0.00 25.00
			0.00	0.00			0.00 0.00

POINT OF SALE

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

<input checked="" type="checkbox"/> Invoices and/or Recurring Charges
<input checked="" type="checkbox"/> Credit Notes
<input checked="" type="checkbox"/> Goods Receiving
<input checked="" type="checkbox"/> Returns
<input type="checkbox"/> Purchase Orders
<input type="checkbox"/> Sales Orders
<input type="checkbox"/> Quotes
<input type="checkbox"/> Job Cards
<input checked="" type="checkbox"/> Point of Sale
<input type="checkbox"/> Stock Transfers
<input type="checkbox"/> Single View
Selection
<div>ESC Cancel</div> <div>F10 Accept</div>

All below examples are done via: Point of Sale – Sales – Cash Sale

EXAMPLE 1

Normal sale of a case of Coke

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

The screenshot displays the iQRetail POS interface. At the top left is the iQRetail logo with the tagline 'A Kerridge Commercial Systems Company'. At the top right, the 'SALE TOTAL' is displayed as '235.00'.

The main interface is divided into two sections. The left section, titled 'Tax Invoice', contains a table with the following data:

Code	Description	Price	Qty	Total
COK002	2L COKE - CRATE OF 12	210.00	1.00	210.00
COKCR100	2L COKE CRATE	25.00	1.00	25.00

Below the table, a summary bar shows a subtotal of '2.00' and a total of '235.00'.

The right section contains input fields for 'Discount' (0.00), 'Quantity' (1.00), 'Stock Code' (dropdown), 'Description' (text field), and 'Unit Price' (0.00). A button labeled 'F12 For More Options' is located below these fields.

The bottom of the screen features a row of function buttons: F1 - Subtotal, F2 - Void Line, F3 - Suspend, F4 - Void Sale, F5 - Customer, F7 - Customer Info, F8 - Supervisor Logon, F9 - Loyalty, and F10 - Turn Printer Off.

EXAMPLE 2

If the customer is only buying 4L of Coke and returning a crate previously bought, the transaction will look like this.

Note: the returned crate is the negative stock item (COKCRRT1)

The screenshot displays the iQRetail POS interface. At the top left is the iQRetail logo with the tagline 'A Kerridge Commercial Systems Company'. At the top right, the 'SALE TOTAL' is shown as '25.00'. The main area is divided into a 'Tax Invoice' table on the left and a form on the right. The table lists two items: '2L COKE' (COK001) with a price of 25.00 and quantity of 2.00, totaling 50.00; and '2L COKE CRATE - RETURN' (COKCRRT1) with a price of 25.00 and quantity of -1.00, totaling -25.00. The right form contains fields for Discount (0.00), Quantity (1.00), Stock Code, Description, and Unit Price (0.00). At the bottom, a row of function buttons is visible: F1 - Subtotal, F2 - Void Line, F3 - Suspend, F4 - Void Sale, F5 - Customer, F7 - Customer Info, F8 - Supervisor Logon, F9 - Loyalty, and F10 - Turn Printer Off. A label 'F12 For More Options' is also present.

Code	Description	Price	Qty	Total
COK001	2L COKE	25.00	2.00	50.00
COKCRRT1	2L COKE CRATE - RETURN	25.00	-1.00	-25.00

Discount: 0.00
Quantity: 1.00
Stock Code:
Description:
Unit Price: 0.00

F12 For More Options

F1 - Subtotal F2 - Void Line F3 - Suspend F4 - Void Sale F5 - Customer F7 - Customer Info F8 - Supervisor Logon F9 - Loyalty F10 - Turn Printer Off

EXAMPLE 3

The customer is only returning a crate and wants his deposit on it back in cash, you will have to process a cash sale at the till using the negative stock item (COKCRRT1) as POS allows a negative sale total (money out of the till and given to the customer)

The screenshot shows the iQRetail POS interface. At the top left is the iQRetail logo with the tagline 'A Kerridge Commercial Systems Company'. At the top right, a large box displays 'SALE TOTAL -25.00'. Below the logo, a 'Tax Invoice' window is open, showing a table with the following data:

Code	Description	Price	Qty	Total
COKCRRT1	2L COKE CRATE - RETURN	25.00	-1.00	-25.00

To the right of the table, there are input fields for 'Discount' (0.00), 'Quantity' (1.00), 'Stock Code' (dropdown), 'Description' (text), and 'Unit Price' (0.00). At the bottom of the table, there are small boxes showing '-1.00' and '-25.00'. A button labeled 'F12 For More Options' is at the bottom right.

Note: No cash tender screen will pop up as the customer is not paying. The till drawer will however open so the cashier can give the customer their money for the returned crate.

Below is the slip for the return.

The printed receipt shows a barcode at the top, followed by 'Tax Invoice'. Below this, it displays 'Till 1 Sale # 5', '15:07:30', and '25/07/2023'. The main body of the receipt is a table with the following data:

Code	Description	Qty	Total
COKCRRT1	2L COKE CRA	-1	-25.00
Vat Included			-3.26
Subtotal			-25.00
Cash			0.00
Change			25.00
Cashier			

--- End of Document ---