



OFFLINE CATALOGUE

(ENTERPRISE & K8 TRADER)

IQ OFFLINE CATALOGUE

The Offline Catalogue will make it possible to have access to stock items that are not part of your original stock items.

Offline Catalogue will allow you to carry a smaller list of stock items to sell. The rest of the stock items you can sell out of the catalogue book as "Specials".

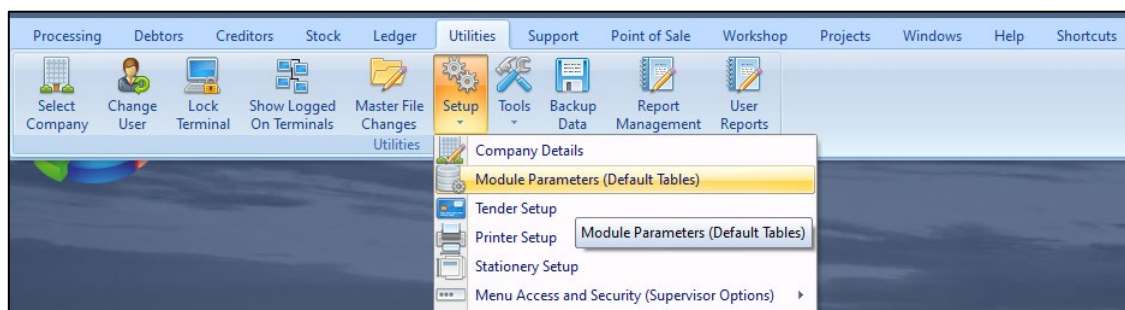
The Offline Catalogues can be uploaded from their suppliers on the same principle as Stock Price Update utility. The system will then allow them to select this product to sell when it is required.

Stock items from the Catalogue can be added as stock item or can be used as a buyout item.

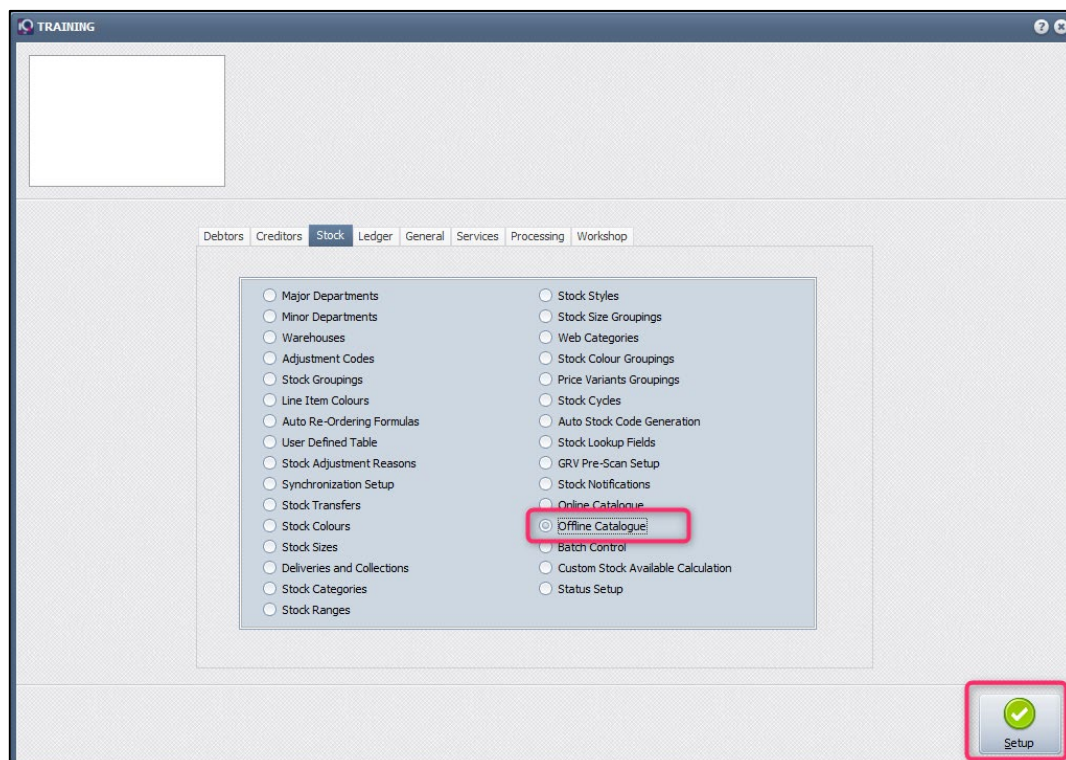
IQ Offline Catalogue is only available in IQ Enterprise and K8 Trader.

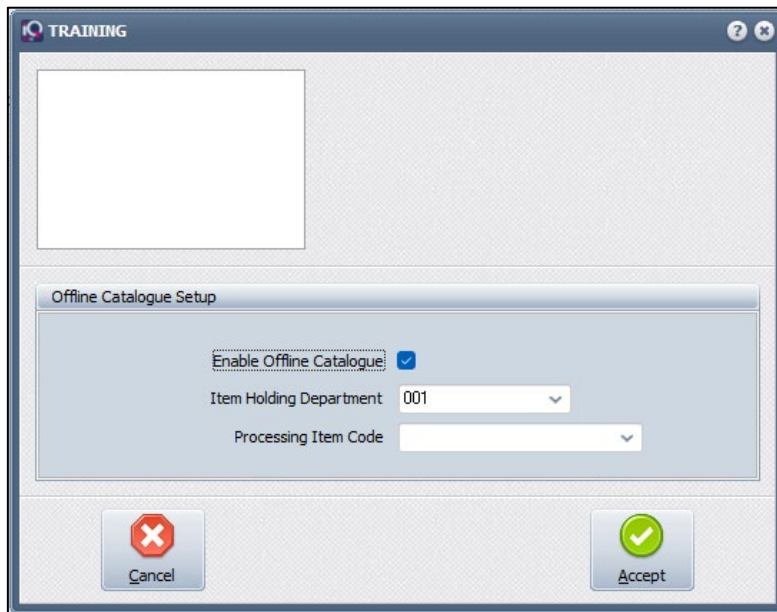
SETUP

In the Main Menu → Utilities → Setup → Module Parameters → Stock



Select the Offline





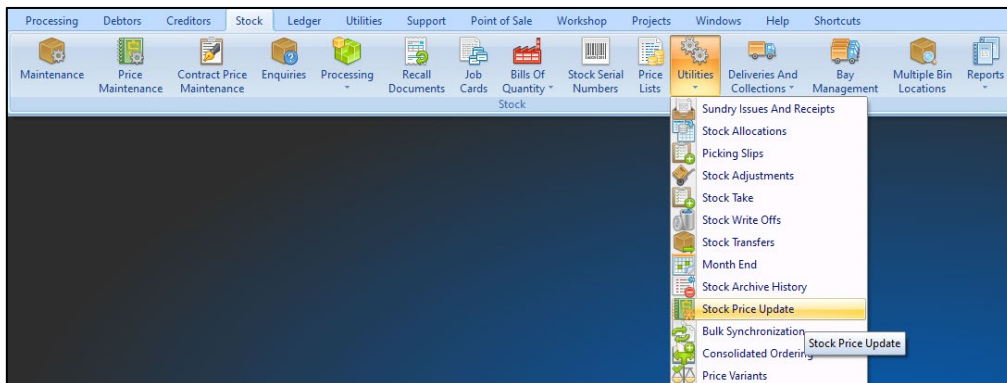
ENABLE OFFLINE CATALOGUE	Select Enable Offline Catalogue to access the stock item in the catalogue and make the option available under the Stock Price Update Import option.
ITEM HOLDING DEPARTMENT	Select the default Major Stock item department. Will be possible to change if the buyout option is used
PROCESSING ITEM CODE	<p>Creating a Standard Buyout Stock item will allow the user to select the item regularly. The Reason for this can be the item from the catalogue might only be sold once, in other words the item will change every time it is used. If the stock item, then become popular the item can be added to the Stock item list.</p> <p>In other words, this is where user will specify an existing generic buyout item</p>

Select Accept to complete the Setup of the Offline Catalogue.

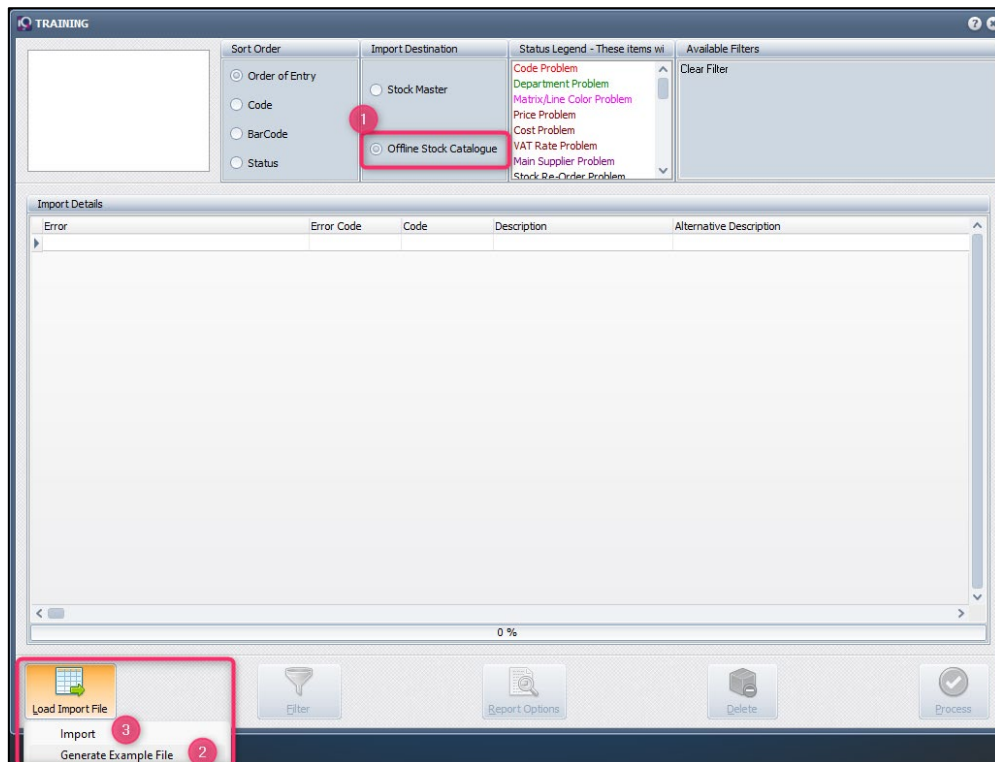
SETUP CONTINUE

Populating / maintaining Offline Catalogue

In the Main Menu → Stock → Utilities → Stock Price Update

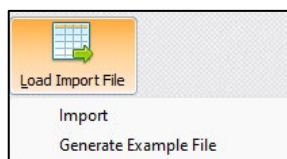


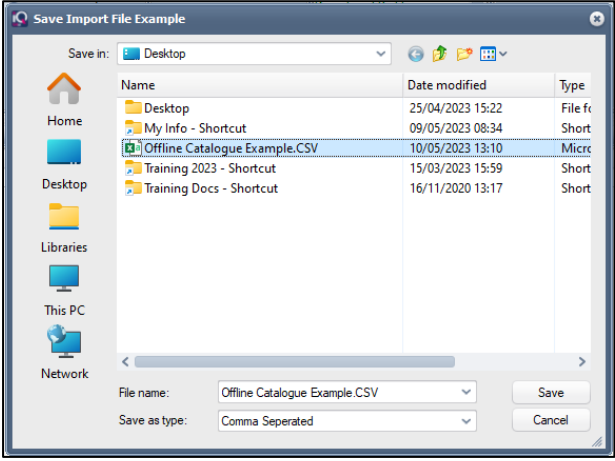
Select the Offline Stock



BUTTON FUNCTIONALITY

LOAD IMPORT FILE

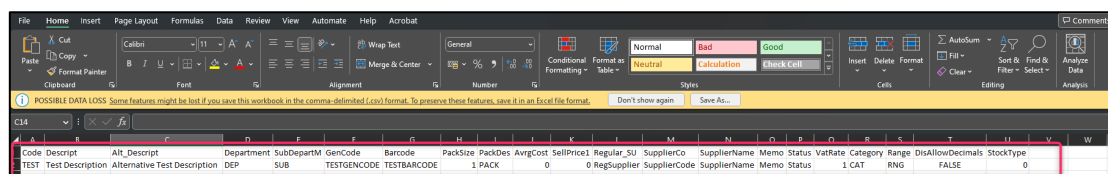


IMPORT	The Import option will be used to import the CSV text file with the predetermined format. Only fields determined in the Example File can be imported.
GENERATE EXAMPLE FILE	<p>An example CSV file will be created which will assist in the creation of the new stock items to be imported.</p> <p>Once the user has clicked on the Generate Example File option, the user will be prompted for an Export location where the newly created CSV file should be saved.</p>  <p>Once the CSV file has been saved, the user can close the import screen.</p>

IMPORT


Load import file (example below). Similar to 'normal' stock price imports an example file can be generated, but less fields. Data housed in OfflineCatalogue.dat

Open in Ms Excel



Code	Descript	Alt_Descript	Department	SubDepartment	GenCode	Barcode	PackSize	PackDes	AvgCost	SellPrice1	Regular_SU	SupplierCo	SupplierName	Memo	Status	VatRate	Category	Range	DisAllowDecimals	StockType
TEST	Test Description	Alternative Test Description	DEP	SUB	TESTGENCODE	TESTBARCODE	1	PACK	0	0	RegSupplier	SupplierCode	SupplierName	Memo	Status	1	CAT	RNG	FALSE	0

Open in Note Pad



```
Code,Descript,Alt_Descript,Department,SubDepartment,GenCode,Barcode,PackSize,PackDes,AvgCost,SellPrice1,Regular_SU,SupplierCo,SupplierName,Memo,Status,VatRate,Category,Range,DisAllowDecimals,StockType
TEST,Test Description,Alternative Test Description,DEP,SUB,TESTGENCODE,TESTBARCODE,1,PACK,0.00,0.00,RegSupplier,SupplierCode,SupplierName,Memo,Status,1,CAT,RNG,FALSE,0
```

IMPORT DETAILS

Once the import of the CSV file is done, all the imported stock items will be displayed on the Stock CSV Import / Update screen.

After the import process has been completed, all the successfully imported items will be removed from the display grid. All items that contained errors have to be rectified in Excel or Notepad and have to be imported again.

FIELD AVAILABILITY

Code, Descript, Alt_Descript, Department, SubDepartM, GenCode, Barcode, PackSize, PackDes, AvrgCost, SellPrice1, Regular_SU, SupplierCo, SupplierName, Memo, Status, VatRate, Category, Range, DisAllowDecimals, StockType

CREATE A CSV FILE

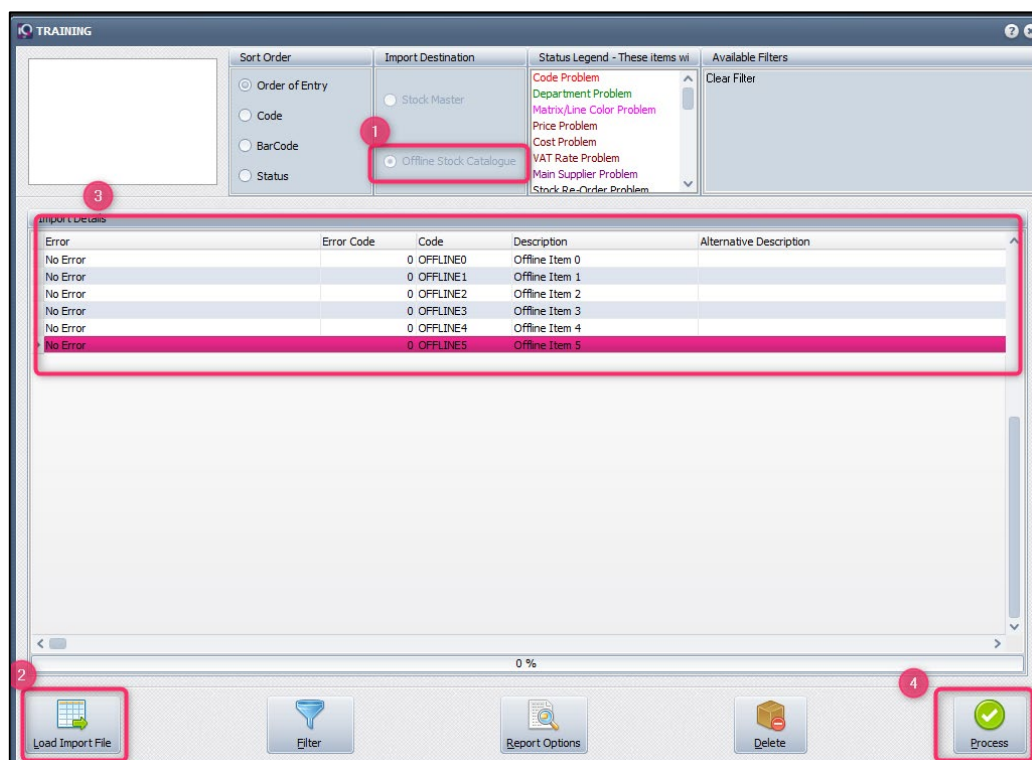
The CSV file which was created as an example, can be imported into Excel or WordPad or Notepad.

NOTE: It is easier to manipulate data in an Excel spreadsheet.

When new stock items are to be imported, there are at least three (3) mandatory fields which must be completed for the file to import correctly:

- Code
- VatRate
- SupplierName
- Department – not required (If you want to add as a stock item Major Department will be mandatory).

VERY IMPORTANT: The created file must be saved in the CSV (comma delimited) file format.



PROCESSING

Offline Catalogue can be accessed in various ways:
Stock Maintenance, Stock Search or Buy item pop-up.

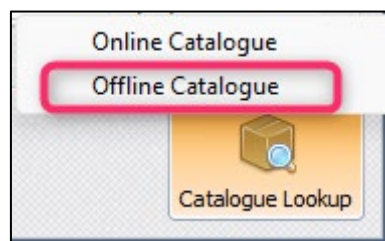
STOCK MAINTENANCE

In the Main Menu → Stock → Maintenance → Catalogue lookup

The screenshot displays the 'Stock Maintenance' window with the 'Catalogue Lookup' button highlighted in the bottom toolbar. The main area shows a list of items with columns for CODE, DESCRIPTION, DEPARTMENT, RTN, PACKSIZE, PURCHASE, GP_1, SELPRIC1, ONHAND, and DATE_LM. The list includes various items like Air Filter, Apples, Bricks, Cement, and Ladies Golf Shirts.

CODE	DESCRIPTION	DEPARTMENT	RTN	PACKSIZE	PURCHASE	GP_1	SELPRIC1	ONHAND	DATE_LM
APF001	Air Filter	015	DM22	0	0.00	0.0000	943.00	55.00	26/04/2023
APP001	Apples - 300ml	011	DM22	1	114.00	72.8201	15.00	31.00	09/05/2023
BR001	Bricks	006	DM22	0	0.00	42.5023	100.00	220.00	08/02/2023
CEM001	Cement	006	DM22	1	10.00	37.5000	197.15	337.00	09/05/2023
CEM002	Cement 20 Kg	005		0	0.00	65.5000	500.00	0.00	30/12/1999
COX001	Coke Single Can	001	DM22	1	0.00	33.0147	6.02	76.00	09/05/2023
CON001	Consulting Fee	010	DM22	0	0.00	0.0000	0.00	0.00	11/11/2022
CRE001	Cream Soda Can	002	DM22	1	2.00	33.0141	10.75	306.00	03/02/2023
DEL001	Delivery	010	DM22	0	0.00	0.0000	0.00	0.00	26/04/2023
FL	Panta - Orange	001		1	13.00	60.5083	15.10	19.00	26/04/2023
P2	Panta - Pineapple	001		20	0.00	89.7500	10.00	47.00	24/02/2023
GRA001	Grapes	011	DM22	1	0.00	33.0146	7.69	208.00	17/04/2023
LAB001	Labour	010	DM22	0	0.00	0.0000	250.00	0.00	09/05/2023
LGS	Ladies Golf Shirt	004		1	0.00	39.3939	284.63	0.00	24/02/2023
LGS0201	Ladies Golf Shirt	004		1	0.00	0.0000	284.63	0.00	30/12/1999
LGS0202	Ladies Golf Shirt	004		1	0.00	0.0000	284.63	0.00	30/12/1999
LGS0203	Ladies Golf Shirt	004		1	0.00	0.0000	284.63	0.00	30/12/1999
LGS0301	Ladies Golf Shirt	004		1	0.00	0.0000	284.63	0.00	30/12/1999
LGS0302	Ladies Golf Shirt	004		1	0.00	0.0000	284.63	0.00	30/12/1999
LGS0303	Ladies Golf Shirt	004		1	0.00	0.0000	284.63	0.00	30/12/1999
LGS0401	Ladies Golf Shirt	004		1	0.00	0.0000	284.63	0.00	30/12/1999
LGS0402	Ladies Golf Shirt	004		1	0.00	39.3939	284.63	-1.00	03/02/2023
LGS0403	Ladies Golf Shirt	004		1	0.00	0.0000	284.63	0.00	30/12/1999
LGS0501	Ladies Golf Shirt	004		1	0.00	0.0000	284.63	0.00	30/12/1999
LGS0502	Ladies Golf Shirt	004		1	0.00	0.0000	284.63	0.00	30/12/1999
LGS0503	Ladies Golf Shirt	004		1	0.00	0.0000	284.63	0.00	30/12/1999
PCAB001	Printer Cable	005		0	0.00	15.0000	76.20	20.00	08/02/2023
PRM001	Printer Ink	005		0	0.00	15.0000	226.24	20.00	08/02/2023
PR001	Paint Repair	010	DM22	0	0.00	0.0000	0.00	0.00	02/09/2022
PREM001	Empty Printer Cartridge	007		0	0.00	42.5000	10.00	0.00	30/12/1999
PR001	Printer Kit	005		0	0.00	69.3680	1,150.00	0.00	07/02/2023
REC001	Recon	010	DM22	0	0.00	0.0000	0.00	0.00	
SAND001	Sand Bag	006	DM22	1	11.00	30.0000	131.43	39.00	16/03/2023
SER001	Service per hour	010	DM22	0	0.00	0.0000	0.00	0.00	25/04/2023
SPO01	Spark Plugs	015	DM22	0	0.00	52.6451	85.00	45.00	27/04/2022
SUN001	Sundry	010	DM22	0	0.00	0.0000	0.00	0.00	04/05/2022
TEST ITEM - SECTION 7		001		0	0.00	55.9809	261.25	2.00	12/01/2023

Select Offline Catalogue



DISPLAY STOCK TEMS

How to display stock items on the Catalogue

Search for the items or Press Enter in the Keyword Field

Code	Description	Barcode	Supplier
OFFLINE0	Offline Item 0	OFFLINE0	ABC Whole Sakers
OFFLINE1	Offline Item 1	OFFLINE1	ABC Whole Sakers
OFFLINE2	Offline Item 2	OFFLINE2	ABC Whole Sakers
OFFLINE3	Offline Item 3	OFFLINE3	ABC Whole Sakers
OFFLINE4	Offline Item 4	OFFLINE4	ABC Whole Sakers
OFFLINE5	Offline Item 5	OFFLINE5	ABC Whole Sakers

ITEMS DETAILS

Select the item and the details will be displayed under the Item Details area.

The screenshot shows the 'Offline Catalogue' interface. At the top, there are sections for 'Sort Order' (with radio buttons for Code, Barcode, Description, and Supplier), 'Image' (showing 'No image available'), and 'Item Details'. The 'Item Details' section is highlighted with a red box and contains the following information:

- Barcode: OFFLINE3
- Tax Rate: 1
- Supplier's Code:
- Supplier Price: 50.00
- Recommended Retail Price: 115.00

Below these sections is a 'Search Catalogue' area with a 'Supplier' dropdown set to 'All', a 'Keyword' field, and a 'Search' button. The 'Catalogue Items' section contains a table with the following data:

Code	Description	Barcode	Supplier
OFFLINE0	Offline Item 0	OFFLINE0	ABC Whole Salers
OFFLINE1	Offline Item 1	OFFLINE1	ABC Whole Salers
OFFLINE2	Offline Item 2	OFFLINE2	ABC Whole Salers
OFFLINE3	Offline Item 3	OFFLINE3	ABC Whole Salers
OFFLINE4	Offline Item 4	OFFLINE4	ABC Whole Salers
OFFLINE5	Offline Item 5	OFFLINE5	ABC Whole Salers

A red box highlights the 'OFFLINE3' row in the table, and a red arrow points to it from the 'Item Details' section.

HOW TO ADD CATALOGUE ITEMS TO STOCK LIST IN STOCK MAINTENANCE

Select one item at a time or select multiple items to add by dragging from left to right or double clicking on the items to move to the right side of the screen.

The screenshot shows the 'Stock Maintenance' interface. On the left, the 'Catalogue Items' table is visible, and on the right, the 'Items to add' list is shown. A red box highlights the 'Items to add' list, which contains the following information:

Code	Description	Major Department	Minor Department
OFFLINE3	Offline Item 3		

A red arrow points from the 'OFFLINE3' row in the 'Catalogue Items' table to the 'Items to add' list. Below the tables, there are instructions:

Select, MultiSelect and Press Ctrl and Click to select items
Double Click to Add to Stock List
Or
Click and Drag

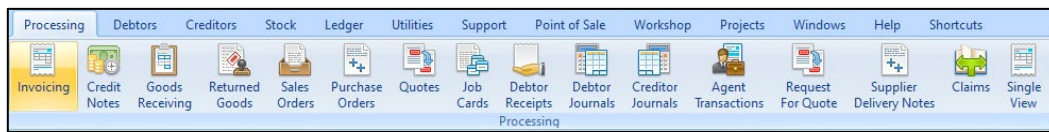
At the bottom, there is a toolbar with several buttons. A red box highlights the 'MultiSelect' button, and another red box highlights the 'Accept' button.

Select Accept to Continue.

Note: Users can be prevented from accessing the offline catalogue via this method

STOCK SEARCH

In the Main Menu → Processing → Invoicing



Fill in the detail of the customer and select the Code – Stock Search Drop-down.

Processing Debtors Creditors Stock Ledger Utilities Support

Document Details Customer Details

Account Details

Account No **BLU001** 1

Name and Address Details

Blue

145 Daisy Avenue

Stellenbosch

7600

Tel

Email

VAT 44500000000

Invoice Disc % 0.00

Invoice Details

Invoice Date 11/05/2023

Invoice Number

Delivery Method

Order Number

Rep Number 1

Invoice Memo

Delivery Note No

Code Description

2

Select the Catalogue Lookup

TRAINING

Search By - double click to change

Available Filters

Clear Filter

CODE	DESCRIPT	BARCODE	ONHAND	SELLP...	SELLPI...	OnHand...
AF001	Air Filter	AF001	55.00	820.00	943.00	52
APP001	Appletiser - 300ml	6009707748639	31.00	13.04	15.00	30
BRI001	Bricks	BRI001	320.00	86.96	100.00	120
CEM001	Cement	CEM001	337.00	171.47	197.19	105
CEM002	Cement 20 Kg	CEM002	0.00	434.78	500.00	0
COK001	Coke Single Can	6001000484054	78.00	5.23	6.02	27
CON001	Consulting Fee	CON001	0.00	0.00	0.00	0
CRE001	Cream Soda Can	CRE001	308.00	9.34	10.75	307
DEL001	Delivery	DEL001	0.00	0.00	0.00	0
F1	Fanta - Orange	F1	19.00	8.78	10.10	18
F2	Fanta - Pineapple	F2	47.00	8.70	10.00	46
GRA001	Grapetiser	6001878013516	208.00	6.68	7.69	103
LAB001	Labour	LAB001	0.00	217.39	250.00	0
LGS	Ladies Golf Shirt	LGS	0.00	247.50	284.63	0

Cancel Item Details Related Items Select Visible Fields Search **Catalogue Lookup** Filter Accept

Search Catalogue

Supplier: All ☐ Retrieve item info ☐

Press Enter to display items

Departments
Global Major Department: 001
Global Minor Department:

Apply

Code	Description	Barcode	Supplier
OFFLINE0	Offline Item 0	OFFLINE0	ABC Whole Sales
OFFLINE1	Offline Item 1	OFFLINE1	ABC Whole Sales
OFFLINE2	Offline Item 2	OFFLINE2	ABC Whole Sales
OFFLINE3	Offline Item 3	OFFLINE3	ABC Whole Sales
OFFLINE4	Offline Item 4	OFFLINE4	ABC Whole Sales
OFFLINE5	Offline Item 5	OFFLINE5	ABC Whole Sales

Record Count: 6

Items to add:

Code	Description	Major Department	Minor Department
------	-------------	------------------	------------------

Cancel Item Details MultiSelect Download All Select All Delete Delete All Accept

BUYOUT POP-UP

The Buyout option will allow you to use any item from the Offline Catalogue as a Buyout Item. The Buyout Pop-up will be available in Invoicing, Sales Orders and Purchase Orders.

In the Main Menu → Processing → Sales Order

Create a new Sales Order or Edit an Existing Sales Order.

Choose the Buyout Stock Item

Select Offline Catalogue

Processing Debtors Creditors Stock Ledger Utilities Support Point of Sale Workshop Projects Windows Help Shortcuts

Document Details
Account No: BU1001
Name and Address Details
145 Daisy Avenue
Stellenbosch
7600
Tel:
Email:
VAT: H450000000
S/Order Disc %: 0.00

S/Order Details
S/Order Date: 11/05/2023
Estimate Del Date: 11/05/2023
Delivery Method:
Order Number:
Rep Number: 1
S/Order Memo:
Delivery Note No:

Additional Details
Store Department:
Project Reference:

Stock Item Detail
Item Code: BU1001
Item Description: Buyout Item
Retail Price Inc: R 0.00
Latest Cost: R 0.00
Average Cost: R 0.00
Cost Excl: 0.00
Cost Inc: R 0.00
Major Department: 001
Minor Department:

Buyout Details
Source Document Link: Create New Purchase Order
Choose Supplier:
Supplier Stock Code:
Delivery Comment:
Comment:
Order Number:
Approved By User ID:

Cancel Offline Catalogue Accept

Totals
S/Order Inclusive:
Cash Sale:
Internal Order No:
Cash Deposit: 0.00
Document GP %: 0.00
Goods Total: 0.00
Discount Amount: 0.00
Vat Amount: 0.00
Total Quantity: 0.00

Code	Description	Order Qty	Remain	Disc %	GP	Markup	Total
BU1001	Buyout Item	0.00	1.00	0.00	0.00	0.00	0.00

Delivery Charge: 0.00
Service Fee: 0.00
Labour: 0.00

Promotion Discount: 0.00
Total: 0.00

Calculate Promotions

Cancel Import P/L Long Desc P/L Item Details Item Details Document Drafts Delete Zero Items Refresh P/L Process & Display P/L Process & Print

Select a stock item from the Catalogue and select Accept.

The screenshot shows the TRAINING application window. At the top, there is a search bar with the text "Search By - double click to change". Below it is a dropdown menu with the following options: DEFAULT, GENCODE, DESCRIPTION, DEPARTMENT, SUBDEPARTMENT, SUPPLIERCODE, BARCODE, and ITEM. The main area of the window contains a table with the following columns: CODE, BARCODE, GENCODE, and DESCRIPT. The table lists six offline items, with the first row highlighted in pink.

CODE	BARCODE	GENCODE	DESCRIPT
OFFLINE0	OFFLINE0		Offline Item 0
OFFLINE1	OFFLINE1		Offline Item 1
OFFLINE2	OFFLINE2		Offline Item 2
OFFLINE3	OFFLINE3		Offline Item 3
OFFLINE4	OFFLINE4		Offline Item 4
OFFLINE5	OFFLINE5		Offline Item 5

At the bottom of the window, there are three buttons: Cancel (with a red X icon), Search (with a magnifying glass icon), and Accept (with a green checkmark icon).

The screenshot shows the TRAINING application window with the "Item Details" and "Buyout Details" sections. The "Item Details" section contains the following information:

- Item Code: BUY001
- Item Description: OFFLINE ITEM 1
- Retail Price Ind: R 57.50
- Latest Cost: R 0.00
- Average Cost: R 0.00
- Cost Exd: 25.00
- Cost Ind: R 28.75
- Major Department: 001 (Coke)
- Minor Department: (empty)

The "Buyout Details" section contains the following information:

- Source Document Link: Create New Purchase Order
- Choose Supplier: ABC001 (ABC Whole Salers)
- Supplier Stock Code: CER554
- Delivery Comment: (empty)
- Comment: (empty)
- Order Number: (empty)
- Approved By User ID: (empty)

At the bottom of the window, there are three buttons: Cancel (with a red X icon), Offline Catalogue (with a magnifying glass icon), and Accept (with a green checkmark icon).

SECURITY:

603920 (Module Parameters Setup) "Offline Catalogue Setup"

130608 (Invoicing) "Allow Offline Catalogue Enquiry"

401126 (Sales Orders) "Allow Offline Catalogue Enquiry"

401221 (Purchase Orders) "Allow Offline Catalogue Enquiry"

82849 (POS) "Allow Offline Catalogue Enquiry"

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