



# IQ STOCK PRICE LIST

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# 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



# CONTENTS

IQ STOCK PRICE LIST	4
	4
SETUP	
DEFAULT SETTINGS (1)	
DEFAULT SETTING (2)	5
STOCK PRICELISTS	5
SORT ORDER	6
LAYOUT	6
PRICE LIST	6
AVAILABLE FILTERS	6
STOCK GRID VIEW	7
BUTTON FUNCTIONALITY	9
ADDING PRICE LIST TO DEBTORS	7
ADDING PRICE LIST TO CREDITORS	9
ADDING STOCK ITEMS TO A PRICE LIST	0
ADD ITEMS TO THE PRICE LIST	
ADD ITEMS TO PRICE LISTS	2
CENTRALISE STOCK PRICE LISTS	3
EXAMPLE:	3

## **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.

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



## **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	12.00	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 $~~$ $\checkmark$	
Quantity Decimals	3	Cash Deposit Min %	0.00	
Price Round up/down to (Example: -0.05 or 0.05)	0.00	GRV Document Number Generation Method	Supplier Invoice Number (default) 🗸	
POS Total Round up/down to (Example: -0.05)	-0.05		0.00	
Invoice Account Total Rounding (Example: -0.05)	0.00	Airtime Provider	AMS ~	
Warning if Sales/GRV Quantity is greater than	0.00	EFT Provider	Disabled V	
Cost Code (Example MELBORACIS or FITALREPUS)	0	Loyalty Provider	Disabled V	
Maximum GRV% Variance	0.00			
Maximum Currency Value	0.00			
Maximum Quantity Value	0.00	Default Debtor Terms	N/A ~	
Local Currency	ZAR 🗸	Default Creditor Terms	N/A V	
Check selling under Cost based on	Average Cost V	Bill Payment Provider	Disabled V	
Default Cost for Goods Receiving and Purchase Orders	Latest Cost 🗸 🗸	Days allowed for Credit Notes / Refunds	0	
Default Stock Posting Method	Perpetual Control 🗸 🗸	allowed for Credit Notes / Refunds	0	
Clear Sales History for Promotional Items After X Days	0			
Currency Display String	R	Settings Information		
Number Of Days Before Quotes Expire	0	Please move your mouse over the selected se	etting to view some detail about it.	
Default Backup Location	Choose Folder			
Default Export Location	Choose Folder			
Protect Cost on Stock Adjustments Highest Co	st Latest Cost			
Artificially Inflated Cost Percentage:	0.00			

## **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	Contract P		quiries	Processing	Recall	Job	Bills Of	Stock Serie		Utilities	Deliveries And	P
	Maintenance	Maintenar	nce		Ŧ	Documents	Cards Stock	Quantity	Numbers	Lists	Ŧ	Collections	
				/					$\sim$	Price Li	ists		

The following Stock Price Lists screen will appear:



	-	ort Order-		rico Lia	st Type	Price	rice Lists Ve		0101011		Available Filters				
	_			_		_		0.1			Clear Filter				
	-	Code		Cust			1 Price List 1 - 3 Price List 2 -				-Shirts				
Retail	0	Barcode	(	Supp	pliers		5 Price List 2 -	Customer		1					
Ketali	0	Descript	ion	ayout											
ENTERPRISE			(	Layo	out 1										
	C	Departm	ient (	Layo	out 2										
		) Supplier	Code		out 3					~					
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000000010 NIKE PANTS BS	001	100.00	125.00	Active	Price Type	Price I	Discounti I	Discount 1 2	Discounti 3	Start Date	Expiry Date 1	Price 2	Discount2	Discount2 2	Discounta
0000000101NIKE PANTS BS	001	88.60	125.00	+											
000000010 NIKE PANTS BL	001	50.00	100.00	<u> </u>											
000000010 NIKE PANTS	008	0.00	0.00												
000000010 NIKE PANTS	008	0.00	0.00	Ē											
000000010 NIKE PANTS	008	0.00	0.00	Ē											
000000010 NIKE PANTS	008	0.00	0.00	Ē											
000000010 NIKE PANTS	008	0.00	0.00	Г											
000000010 NIKE PANTS	008	0.00	0.00	Г											
000000010 NIKE PANTS	008	0.00	0.00	Г											
000000010 NIKE PANTS	008	0.00	0.00	Г											
000000010 NIKE PANTS	008	0.00	0.00	Г											
000000010 NIKE PANTS	008	0.00	0.00	Г											
000000010 NIKE PANTS	008	0.00	0.00	Г											
000000010 NIKE PANTS	008	0.00	0.00												
000000010 NIKE PANTS	008	0.00	0.00												
000000010 NIKE PANTS	800	0.00	0.00												
000000010 NIKE PANTS	008	0.00	0.00	Г											
000000010 NIKE PANTS	008	0.00	0.00	Г											
000000010 NIKE PANTS	008	0.00	0.00	Г											
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#### 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.

			Sort	Order	Price Lis	t Type	Price List				Ava	lable Filters				
OBJURGE       OSUPPHIERS       OSUPPHIERS         OBJURGE       OSUPPHIERS       OSUPPHIERS         Layout       OSUPPHIERS       OSUPPHIERS         Layout       OSUPPHIERS       OSUPPHIERS         OSUPPHIERS       OSUPPHIERS       OSUPPHIERS         Layout       OSUPPHIERS       OSUPPHIERS         OSUPPHIERS       OSUPPHIERS       OSUPPHIERS				ode	Cust	omers	1 Price	: List 1 - (	Customer							
Image: State Description       Dept       Ltst Cost       SellPrice 1       Active       State Date 1       Expire Date 1       Discount2 1       Discount2 2       Discount2 3       Statt Date 2       Expire Date 2       Is Percentage       Free Stock       Price 2       Discount2 1       Discount2 2       Discount2 3       Statt Date 2       Expire Date 2       Is Percentage       Free Stock       Price 2       Discount2 1       Discount2 3       Statt Date 2       Expire Date 3       Price 3 <td< td=""><td>i C r</td><td>a tha th</td><td>ОВ</td><td>arcode</td><td></td><td>liers</td><td>3 Price</td><td>List 2 - 0</td><td>Customer</td><td></td><td>1-Sh</td><td>irts</td><td></td><td></td><td></td><td></td></td<>	i C r	a tha th	ОВ	arcode		liers	3 Price	List 2 - 0	Customer		1-Sh	irts				
Image: Code       Department         Object       Department         Object       Dayout 2         Dayout 3       Image: Code         took       Image: Code         Code       Description         Dept       Ltst Cost         SellPrice 1       Active         Start Date 1       Expiry Date 1         Discount2 1       Discount2 2         Discount2 2       Discount2 3         Start Date 2       Expiry Date 2         Is Percentage       Free Stock		etali	OD	escription	Layout											
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tock           Cody Gal S           tock           Code         Description           Dept         Ltst Cost           Start Date 1           Expiry Date 1           Price 2         Discount2 1           Discount2 2         Discount2 3           Start Date 2         Expiry Date 2					· · ·											
Code Description Dept Ltst Cost SellPrice 1 Active Start Date 1 Expiry Date 1 Price 2 Discount 2 Di			08	upplier Code		ut 3	J				¥					
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	tock															
		scription	Dept Lts	t Cost SellPrice	1 Active	Start Date 1	Expiry Date 1	Price 2	Discount21	Discount2 2	Discount2 3	Start Date 2	Expiry Date 2	ls Percentage	Free Stock	
		E PANTS BS	001 1		0 🖂	07/06/2016				0.00	0.00		Expiry Date 2 18/06/2016	-	Free Stock (	



#### **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				IQ Enter	rprise: IQ TR/	AINING	- [Invoicing Ve	ersion 2	016.0.0.0]					- 0 ×
Processing Deb	tors Creditors	Stock Ledger	Utilities Sup	port P	oint of Sale	CRM	Windows	Help	Shortcuts					- 🖻
Account Details		Invoice Details			Additional Deta	ils			Stock Item Detail				Totals	
Account No GRE003	~	Invoice Date	06/06/2016	~	Store Departm	ent		~	Item Code	000000010103				
Name and Address Deta					Source Docume	int	Not Applicable		Description	NIKE PANTS BL				
Green Apple	<u></u>	Invoice Number			Source Docume		i to c r uppi courc		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									Purchase Orders	0			Goods Total	612.0
Email info@igretail.co.z	3	Invoice Memo							Deliveries	-1			Discount Amnt	0.0
Invoice Disc %	0.00	Delivery Note No							Current Stock	42			Vat Amount	75.1
	0.00								Regular Supplier	ABC001			Total Quantity	
													Total Quantity	11.0
Code	Des	ciption						T.,p			21/		Nice 96 Total	
000000010103	NIKI	E PANTS BL						PL		100.00		10.000	38.80	612.00
000000010103	Free	e Stock Item								0.00		1.000	0.00	0.00
*	<b>_</b>									0.00		0.000	0.00	0.00

## **BUTTON FUNCTIONALITY**

#### FILTER

iQ	IQ Filter Version 20	16.0.0.0	? ×
Normal Advanced	BM%		
Load	Apply	<u></u> <u></u> lear	ESC Cancel

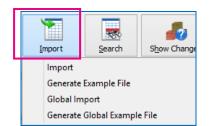
The filter option enables the user to filter out specific stock items based on the information shown on the Stock items screen.

#### 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.

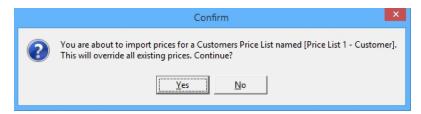
#### IMPORT

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.

I	5-0-	<u>0</u> - =								Book1 - Exc	el				
F	ile Home	Insert Page	Layou	t Form	ulas Data	Re	view View	/ ASA	AP Utilities	Acrobat	♀ Tell me wha	t you want to d	lo		
Dè	F T .	m Other Existin	ng	New	Show Querie From Table Recent Source	Re	fresh		$\begin{array}{c c} A \downarrow & \hline Z & A \\ A & Z \\ \hline Z \downarrow & Sort \\ \hline \end{array}$	Filter	Reapply T	ext to	ove Duplicates	∎•¤ Cons ¤¦a Relati	
	Get Ext	ernal Data		Get 8	Transform		Connectio	ns		Sort & Filter			Data Tools		
E9	Ŧ	: X 🗸	fx								like in E		port file will Save this fi nited) file.		
	A	В	С	D	E	F	G	н	1	J	$\searrow$				<u> </u>
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	<b>Retail Price</b>	142.5	5	8	3 10	07/06/2016	14/06/2016	142.5	
3	00000010102	NIKE PANTS BM	001	88.6	110.75	TRUE	Other	100	10	13	5 20	07/06/2016	14/06/2016	114	
4	00000010103	NIKE PANTS BL	001	50	100	TRUE	Other	100	10	13	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			• + 1	🖿 💣 🎟 <b>-</b>	
Recent places	Aldi	This PC	Libraries	Network	Desktop Icons	
Desktop				A		
This PC	Screenshots	TRAINING SHEETS	OTHER TRAINING	prices		
	File <u>n</u> ame: Save as <u>t</u> ype:	PricesList 1	nport Example Fil	le	•	Save 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", "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.



#### Rev: 2.0 June 2016

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Pa	Cut	Ca	iibri • 11 I <u>U</u> •	-     <u>8</u> -		= _   •	% - ≣ <b>-</b> ≣	F Wrap Text	enter 🔻	General	▼ (0.00 ↔00
	Clipboar	d G	Font		F2		Alignm	ient	G.	Numbe	r 5
	file as a .CS customers o	/ (comma delimite or suppliers use th	Il look like in Excel fo ed) file. Note that if I e same Price List, the and second custome	ooth th e stock	e items all	F	G	different prie supplier. The	ces for ead 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	Phoe			mont12
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 Valu	Je	?	×
Fie	ld <u>V</u> alue			
	arch Type <u>C</u> ase-sensitive Close <u>o</u> n match Verbose			
0	) <u>E</u> xact Match			
ē	) <u>P</u> artial Match at ) Partial Match <u>A</u> r	_		g
ē	) <u>P</u> artial Match at ) Partial Match <u>A</u> r	_		g
Ēie	) <u>P</u> artial Match at ) Partial Match <u>A</u> r	_		g V

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

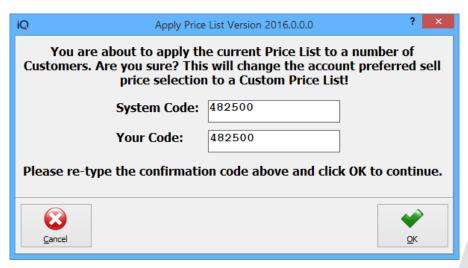
#### SHOW CHANGES

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			Ava	ailable Filters			
		Code		Customers		1 Pric	e List 1 - Customer			ar Filter			
		Barcode		O Suppliers		3 Pric	e List 2 - Customer		T-SI	hirts			
	etail	-		Layout									
	ctan			Layout 1									
	ENTERPRISE	Operatment	t	Clayout 2									
		O Supplier Co	de	Cayout 2					~				
Stock													
Code	Description		Dept	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	s	001	100.00	125.00		Retail Price	142.50		8.00	10.00 07/06/2016		_
000000010102	NIKE PANTS B		001	88.60	110.75	V	Other	100.00	10.00	15.00	20.00 07/06/2016	14/06/2016	
000000010103	NIKE PANTS B		001 008	50.00 0.00	100.00 0.00		Other Other	100.00	10.00 0.00	15.00 0.00	20.00 07/06/2016	14/06/2016	
													1

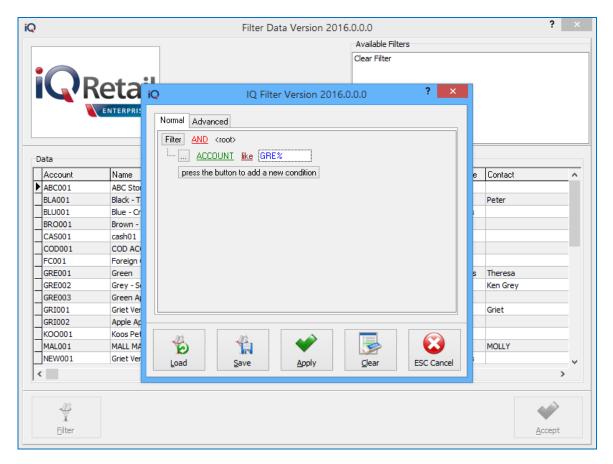
#### APPLY TO

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.

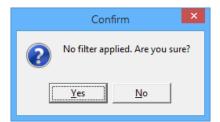


The list of all available customers or suppliers will appear. The user has the option to filter for the Customers or Suppliers. The current Price List should apply to.



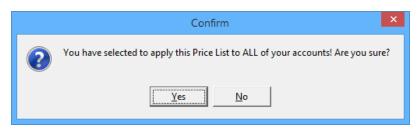


**NOTE**: If the user doesn't use a filter to select specific accounts, the system will prompt the user that no filter was applied. If the user select the Yes option, the Price List will apply to all the customers (debtors) or creditors (suppliers).



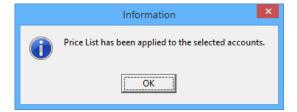
If the user has selected the No option, the list will appear again and the user can filter for the correct accounts.

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		
Add Edit Delet		port Design 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 201	6.0.0.0	?	×
Normal Advanced				
Filter AND <root></root>				
<u>DESC</u> <u>like</u> <em< th=""><th></th><td></td><td></td><td></td></em<>				
press the button to add	a new condition			
	<b>*</b>			
Load Save	Apply	<u>C</u> lear	ESC Ca	ancel

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
<u>Number</u>	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.

IQ TRAINI	NG			Date Pr	rinted: 08/06/2016						1 of 1
	Foreign Currency Pricelist - Customers Stock Filter: Not Specified Price List Filter: Not Specified										
<u>List</u> Price List 1	Code	Description	<u>Department</u>	Latest Cost	Normal Sell price 1	Price 1	Discount 1	Expiry 1	Price 2	Discount 2	Expiry 2
	000000010101	NIKE P ANTS 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	Cement PVC 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
				*** FNI	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  $\rightarrow$  Debtors  $\rightarrow$  Maintenance  $\rightarrow$  select specific Debtor  $\rightarrow$  Edit.

	ail	Maintenance IQ TRA	INING Version 2016	.0.0.0			?
ccount Details Picture M	ultiple Contacts/Delivery Addresses User Defin	ed Data   B2B / EDI   Store	Departments   Web Serv	vices / Inte	gration		
Account Number	GRE003	Delivery Address	25 Quantum Street		Normal Rep	0	~
Name	Green Apple		Technopark	_	Group Account		Ý
Alternative Name			Stellenbosch		Terms	N/A	~
Trading As			7600		Credit Limit		0
Title	Title Mr		~		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		~
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	✓ No Group	Bank Sub Account		_	Apply as Line Discount		
Debtor Sub Group	✓ Default	Bank Branch Code			Settlement Disc%		0.00
On Hold	Click for Options	Bank Eft Number			Sell Price	Own pricelist	v
Status		Bank Account Type		~	Own Price List	Price List 1 - Customer-1	Ţ.
Area		Bank Proof Of Payment	Tick for Yes		Default Lavout	Lavout 1	
Postal Address	PO Box 15	E-Mail Address	info@igretail.co.za		Payment Method	Not Selected	~
	Technopark	E-Mail Documents	Tick for Yes			Not beletted	
	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		~
Telephone Number 1	0218800420						•
Telephone Number 2							
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.

30 Days 0
30 Days 🗸
30 Days 🗸
30 Days 🗸
0
% 0.00
0.00
0.00
0.00
Supplier List-2
Layout 1 V
EFT V
er
r 🔲 Tick for Yes
R 0.00

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.

Q	IQ Enterprise: IQ TRAINING													
Processing	Debtors	Creditors	Stock	Ledger	Utilities	Support	Point	t of Sale	CRM	Windows	Help	Shortcuts		
-	Š			?	ê	0	ß						<b>"</b>	
Maintenance	Price Maintenance	Contract Pri Maintenanc		uiries P	Processing *	Recall Documents	Job Cards	Bills Of Quantity	Stock Ser Number		Utilities *	Deliveries And Collections	Multiple Bin Locations	Reports
							Stock							

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

	Item Code	00000	000 10 10 1		Default Line Rep	~		
					Vat Rate	1		~
-	Description	NIKE	PANTS BS		Store Serial Numbers	Tick for Yes		
-	Alternative Description				Scale Item	Tick for Yes		
-	Item Category	_	Item	¥	Report to Item			~
-	Major Department	001	✓ Coke				? ×	
-	Minor Department		iQ Se	lect Processing Mo	odule Version 2016.0.0.0		? ×	
-	Categories	-						0
-	Ranges		Invoices and/or Recurring Charge	e			<ul><li>✓</li></ul>	~
-	Cyde			5			_	
-	Barcode General Code	0000	Credit Notes				<ul><li>✓</li></ul>	
-	Stock Type	NW1	Goods Receiving				✓	
-	Colour		Returns				<ul><li>✓</li></ul>	
-	Size	1	Purchase Orders				<b>v</b>	
L	Size	1	Sales Orders					
Г	Item on Hold						<	
- <b>F</b>	Allow Discount		Quotes				<	
	Maximum Discourte %		Job Cards					
-	Section 7 Exempt		Point of Sale				-	
	DC Item Code							
	Life Time (Days)		Selection					
	Storage / BIN Location	1	ESC Cancel		F1	0 Accept		
	Pack Description							
	Pack Size		0,1	00000	anco rerma	¥		
	Unit of Measure	Units			Guarantee Terms	~		
L					Buyer	~		
Γ	Disallow Decimals	Г	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 PRICE LIST										
From the IQ main menu $\rightarrow$ Stock $\rightarrow$ Price Lists.										
iQ		Ste	ock Price Lists Version 2016.0.0.0							
	Sort Order	Price List Type	Price List		Available Filters					
	Code	<ul> <li>Customers</li> </ul>	1 Price List 1 - Customer	^	Clear Filter					
	Barcode		3 Price List 2 - Customer		T-Shirts					
<b>I</b> Retail		Layout								
ENTERPRISE	Opepartment	Layout 1								
	· ·	O Layout 2								
	O Supplier Code	OLayout 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 Description Department Supplier Code	Price List Type © Customers Suppliers Layout © Layout 1 Layout 2 Layout 3	Price List   Price List 1 - Customer  3 Price List 2 - Customer	Ĭ	Available Filters Clear Filter T-Shirts

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		Sto	ock Price Lists Versio	on 2016.0.0.0				-	□ ×
	Sort Order © Code © Barcode © Description © Department	Price List Type © Customers Suppliers Layout © Layout 1 Layout 2	Price List 1 Price List 1 - Cus 3 Price List 2 - Cus		Available I Clear Filter T-Shirts				
Stock         Description         Di           ▶ 00000010 NIKE PANTS BS         00           000000010 NIKE PANTS BM         00           000000010 NIKE PANTS BL         00           BM001         Cement PVC 50kg         00           BM002         Tiles         00           BM003         Wood         00           BM004         Sand         00	01         88.60           01         50.00           02         100.00           02         214.91           02         23.77	Normal Advanced		ite Normal filterin IT = '001')) OR (CODE LIKE'		ate 1 Price 2 Di 016 142.50 016 114.00 016 114.00	scount2 1 Disc 0.00 10.00 10.00	ount2 2 Dis 0.00 15.00 15.00	count2 ^ 0.( 20.( 20.(
<	Import S	earch Show Chan	ges Agply To	Delete Rem	ove 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\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  $\rightarrow$  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.							
Cancel		<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".

		C	ompany Details Version 2016.0.0.0	?
mpany Details   Company Logo   Control Nur	mbers Default Settings (1)	Defaul	Settings (2) Enterprise Settings Closing Dates Integration Accounts Tax Rates EMail Extra Charges	
ttings				
Centralised Ledger	002	~	Settings Information	
Branch Control		ž		~
Setup & Maintain Branches	Trading Branch Click to Maintain	~		
edger 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	~		
verdare begger Department	CORP	Y		
Centralised Debtors	001	¥		
Centralised Creditors	001	~		
Centralise Sales Representatives	Tick For Yes			
nable Stock Group Synchronization	Tick For Yes			
Stock Grouping	002	<u> </u>		
Setup & Maintain Stock Groups	Click to Maintain	¥		
Setup & Maintain Synchronization Options	Click to Maintain			
Stock Distribution Center	001	v		
Stock Distribution Center	001	~		
Centralise Data Filters	Tick For Yes			
Centralise Price Lists	Tick For Yes	•		
centralise currency rables	lick For Yes	~		$\sim$
Centralise Stock Departments and Groups	Tick For Yes	✓		
Centralise Stock Adjustment Reason Codes	Tick For Yes	✓		
Prompt for Company in Processing Module	Tick For Yes			
Centralise Vat Rates	Tick For Yes	✓		
			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---

