



## PREFACE

This is the IQ Promotions guide for IQ Retail (PTY) Ltd Accounting Software Systems, IQ Business and IQ Enterprise.

The document will aid in the configuration of the IQ Promotions for it to function correctly.

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

Unfortunately, there will be a discrepancy from time to time. We do apologize for the inconvenience that it may cause. This document includes functionality as presented in Version 2017.2.0.0.

Should you feel that the IQ Promotions 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 Promotions document in some way or another.

Regards,

IQ Retail (PTY) LTD

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# **IQ PROMOTIONS**

## WHAT IS A PROMOTION?

Promotions are the attractive offers that businesses offer to their customers only for a limited time. Promotions are used to set a company's business apart from its competitors. Two of the best methods of drawing customers to a company are better prices and or product give-aways.

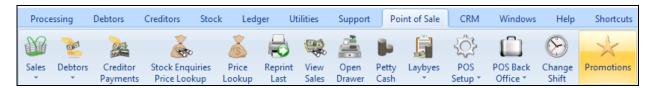
The Promotion module in IQ Enterprise enables companies to setup and manage promotions. First, we will have a look at all the different settings and options on the Promotions module and then each promotion type will be explained.

The user is also presented with a wizard-like-interface, which enables selected Promotions to be exported from one company to another company.

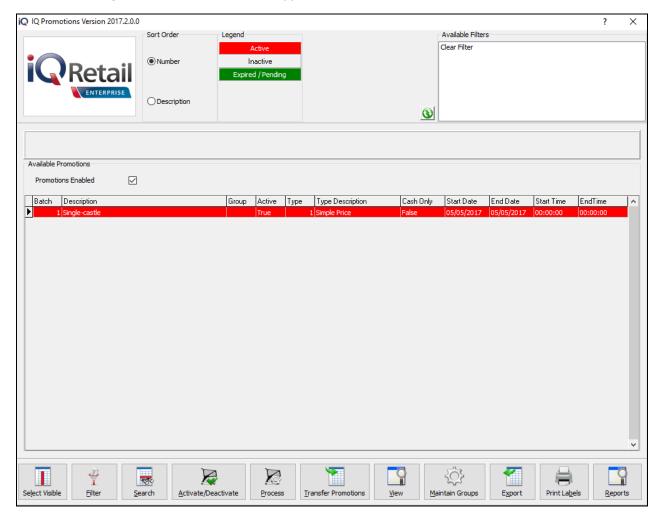
**NOTE**: Vouchers are not centralised and can thus only be used in the same company or branch where it was issued. In other words, vouchers issued in company 001 can only be used in company 001.

#### **PROMOTIONS**

From the IQ Main menu  $\rightarrow$  Point of Sale  $\rightarrow$  Promotions.



The following IQ Promotions screen will appear:



All the available promotions are listed in this grid.

## **SORT ORDER**

NUMBER	Each Promotion created is allocated a number. The Number option allows the user to list the promotions in Number order.
DESCRIPTION	Each Promotion must have a description. The Description option allows the user to list the Promotions in Description order.

#### **LEGEND**

Colour Indicators make it easy to see immediately which Promotions are active, inactive or Expired/Pending.

ACTIVE	All the active promotions are displayed in Red.
INACTIVE	All the inactive promotions are displayed in Grey.
EXPIRED / PENDING	All expired / pending promotions are displayed in Green.

## **AVAILABLE FILTERS**

All previously created filters for promotions are listed here. Double click on the filter to active it and double click on the Clear Filter option to clear all filter options.

## **PROMOTIONS ENABLED**

**NOTE**: If there is not a tick  $\sqrt{\ }$  in the Promotions Enabled box, not one of the listed promotions will be enabled.

Group Active Type Type Description

Start Date End Date

Cash Only

Start Time

EndTime

## **GRID DISPLAY**

Batch Description

ВАТСН	The batch shows the number of the Promotion. This number is automatically generated by the system once the Promotion is accepted.
DESCRIPTION	The Description or name of the selected Promotion.
GROUP	The Group option is optional to complete and allows the user to select one of the Promotion groups as they were created on the Promotion Group Maintenance screen. The items selected in the promotion will be linked to the selected Promotion Group.
ACTIVE	"True" means that the promotion is active and "False" means it is inactive.
ТҮРЕ	The Promotion Types are listed from $1-20$ . The number in the field represents the type of promotion as it was setup.
TYPE DESCRIPTION	This field displays the Promotion Type Description.
CASH ONLY	Displays if the Promotion is only active for Cash transactions, True for Cash Only and False if it is active for account transactions too.
START DATE	The date the Promotion is activated.
END DATE	The date the Promotion Expires. If it is an Open-End promotion, the date is displayed as 30/12/1899. An Open-End promotion doesn't have an end date and will run forever or until the user deactivates it.
START TIME	The time the promotion is activated.

The time the promotion ends.

**END TIME** 

## **BUTTON FUNCTIONALITY**





















SELECT VISIBILE	This option allows the user to select which fields are to be displayed on the Promotion list.
FILTER	This option allows the user to filter for specific information on the Promotion list.
SEARCH	This option allows the user to search for any information regarding promotions, that is displayed in the grid.
ACTIVATE/ DEACTIVATE	This option allows the user to activate or deactivate a selected promotion.
PROCESS	This option allows the user to Add, Edit or Delete promotions.
TRANSFER PROMOTIONS	This option allows the user to select which promotions to be transferred to which companies. This option will be explained in detail later in this document.
VIEW	This option allows the user to view the settings on a selected promotion.
MAINTAIN GROUPS	This option allows for the user to maintain the reporting groups and the item groups.
EXPORT	This option allows the user to select the format into which this information displayed on the screen can be exported (i.eCSV, TXT, HTML, XML and XLS (Excel)).
REPORTS	This option allows the user to preview, print or design reports on the information as displayed on the screen. There are 3 system reports available:  • Promotion – Sales Detail
	Promotions – Summary
	Promotions – Historical Sales

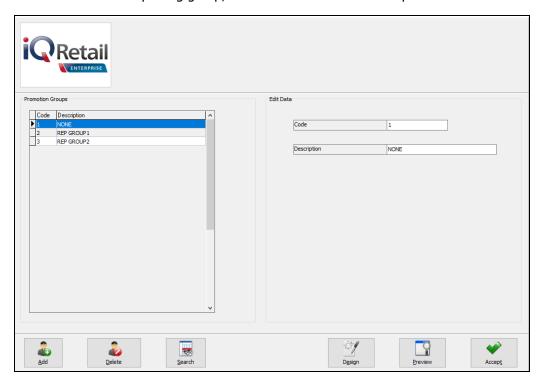
## **MAINTAIN GROUPS**

#### REPORTING GROUPS

The Reporting Groups are optional and are used for reporting purposes only. It is a field the user can use to filter for items on promotions.

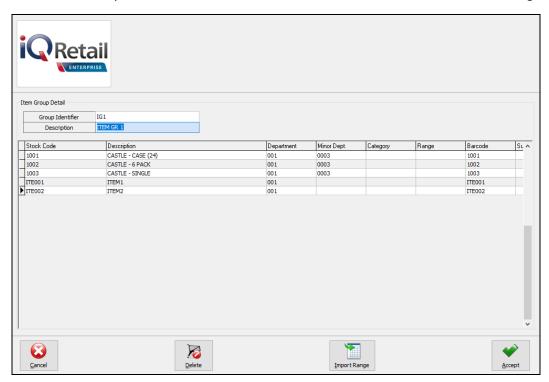
Reporting Groups can be added, edited or deleted from this grid.

**NOTE**: Don't delete a reporting group, if it is still linked to an active promotion.



## **ITEM GROUPS**

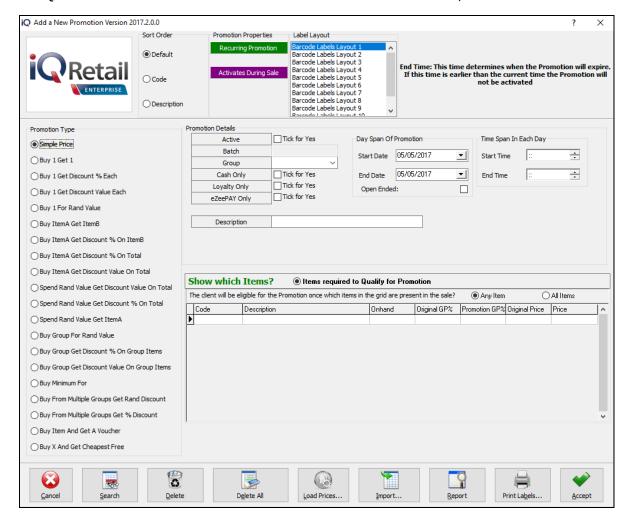
First the Item Group must be added and then stock items must be linked to the selected group.



The user can add the stock items manually, import them from a .csv file or filter for the correct list of items. Click on Accept to save the items to the selected group.

## PROMOTION MAINTENANCE

From IQ main menu  $\rightarrow$  Point of Sale  $\rightarrow$  Promotions  $\rightarrow$  Process button  $\rightarrow$  Add/Edit.



#### **SORT ORDER**

The Sort Order option allows the user to change the order of the items listed on the item grid.

## **PROMOTION PROPERTIES**

The Promotion Properties are colour coded setup parameters indicating if it is a once-off or recurring promotion and when the promotion will be activated, during or at the end of the sale. The display of these parameters depends on the promotion type selected.

#### **LABEL LAYOUT**

There are 10 barcode labels and 1 shelftalker layouts the user can choose from. The Print Labels button is only available for 'Simple Price' and 'Buy Minimum For' promotion types.

**NOTE**: Remember to replace the promotion labels, once the promotion is expired.

#### **PROMOTION TYPE**

There is a list of 20 promotion types to choose from. Each promotion type has its own setup screen to complete.

## **PROMOTION DETAILS**

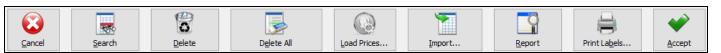
PROMOTION DETAIL	
ACTIVE	Once the user is sure that the promotion is correct, tick the box next to Active, to activate the promotion.
ВАТСН	The batch number is automatically allocated to each new promotion.
GROUP	This option allows the user to setup promotions for specific reporting groups.
CASH ONLY	Displays if the Promotion is only active for Cash transactions, tick for Cash Only and leave blank, if it is active for account transactions too.
LOYALTY ONLY	Displays if the Promotion is only active for Loyalty customers, tick for Loyalty Only and leave blank, if it is active for all customers.
EZEEPAY ONLY	Displays if the Promotion is only active for eZeePAY (doing mobile payments or using pre-paid cards) only, tick for 'eZeePAY Only' and leave blank, if it is active for all customers (See page 12 & 13 of this document).
DAY SPAN OF PROMOTION	Displays the Start and End Dates for when the Promotion will start and end.  • START DATE
	The Start date determines when the Promotion will become active. If the date is later than the current date, the Promotion will not be activated, it will show as Pending.
	END DATE
	The End date determines when the Promotion will Expire. If this date is earlier than the current date, the Promotion will not be activated, it will show as Expired.
OPEN ENDED	Open ended promotions only have a start date and will run forever.
TIME SPAN OF PROMOTION	Displays the Start and End Times for when the promotion will start and end. The promotion will only be active between these set times.
	START TIME
	The Start Time determines when the Promotion will become active. If this time is later than the current time the Promotion will not be activated, it will show as Pending.
	END TIME
	The End Time determines when the Promotion will Expire. If this time is earlier than the current time, the Promotion will not be activated, it will show as Expired.
PROGRESSIVE LEVEL	This option is only available for 'Buy 1 Get Discount % Each' and 'Buy 1 Get Discount Value Each'. The Progressive level option provides a more dynamic way of allocating discounts.
DESCRIPTION	The description of the Promotion is limited to 30 alpha-numeric characters. This description will also appear as the heading on the Report, to identify the promotion.
THERE ARE OTHER SETUP VARIABLES AVAILABLE THAT WILL BE EXPLAINED AS THE PROMOTIONS ARE EXPLAINED.	

## **SHOW WHICH ITEMS?**

This option determines which grid is shown to the user. Some Promotions have a list of Items that are required to Qualify for the Promotion as well as a list of items on which value can be received. This option allows the user to switch between the two grids.

The user must specify which of the items in the grid should be present in the sale, for the customer to qualify for the promotion.

## **BUTTON FUNCTIONALITY**



**NOTE**: Not all the buttons are available for all the Promotion Types.

	ttons are available for all the Fromotion Types.
CANCEL	The Cancel option allows the user to exit the Promotion without saving any changes made.
SEARCH	The Search option allows the user to search through the Promotion Item grid.
DELETE	The Delete option allows the user to delete the selected promotion item from the grid.
DELETE ALL	The Delete All option allows the user to clear the promotion item grid (to delete all the items from the grid.)
LOAD PRICES	These options are applicable to all the items on the grid and not for only a selected few.
	LOAD DEFAULT PRICES
	The Load Default Prices option allows the user to load the default or retail prices for all the items on the grid. This option is applicable for all the promotion items on the list.
	DECREASE PRICES WITH %
	The Decrease Prices with % option allows the user to enter a percentage that one wish to decrease the prices with. This option is applicable for all the promotion items on the list.
IMPORT	FROM STOCK
	The Import from stock option allows the user to import promotion items from the stock file. The user can apply a filter to select specific items to be imported to the Promotion grid.
	FROM CSV FILE
	The Import from a CSV File option allows the user to import the promotion items from a .CSV (comma delimited) file. The Promotion Type will determine the format of the CSV-file, for example the Simple Price Type's import file will contain code and price.
REPORT	The Report option allows the user to <b>Design</b> , <b>Preview</b> or <b>Print</b> the Promotion Items on the grid.
PRINT LABLES	NOTE: Label Printing is only available on the 'Simple Price' and 'Buy Minimum For' Promotion Type.  • PRINT SELECTED
	The Print Selected Labels option allows the user to print labels only for the selected promotion item.
	• PRINT ALL
	The Print All Labels option allows the user to print labels for all the promotion items on the grid.
ACCEPT	The Accept option allows the user to accept and save all the changes made on the promotion.

## **PROGRESSIVE LEVELS**

There are 3 options to choose from:

NONE	If the option is None, the system will provide two extra fields, the "Quantity to Buy" field and the "% Discount to Receive per Item" field, for the Buy 1 Get Discount % Promotion Type.
	<b>EXAMPLE</b> : If the quantity is set to be 3, and the discount is 30%, the system will give the client 30% discount on the occurrence of every 3 of the same promotion item sold.
	For the Buy 1 Get Discount Value Promotion Type, the two extra fields would be the "Quantity to Buy" field and the "Discount Value to Receive per Item" field.
APPLY TO ALL	For this option, the user will be asked to provide a sliding scale of values. Using this scale IQ will determine the appropriate discounts. This option will apply the best discount to all items.
	<b>EXAMPLE</b> : The promotion is set on buy 5 for 5% discount, buy 10 for 10% discount and buy 20 for 15% discount. If the client buys a quantity of 15, the system will apply 10% discount on the promotion item sold.
APPLY INCREMENTAL	For this option, the user will be asked to provide a sliding scale of values. Using this scale IQ will determine the appropriate discounts. This option will apply different discounts to different quantities.
	<b>EXAMPLE</b> : The Promotion is set on buy 5 for 5% discount, buy 10 for 10% discount and buy 20 for 15% discount. If the client buys a quantity of 15, the system will apply 0% discount for the first four items, 5% discount on items 5 – 9 and 10% discount on items 10-15 on the same promotion item sold.

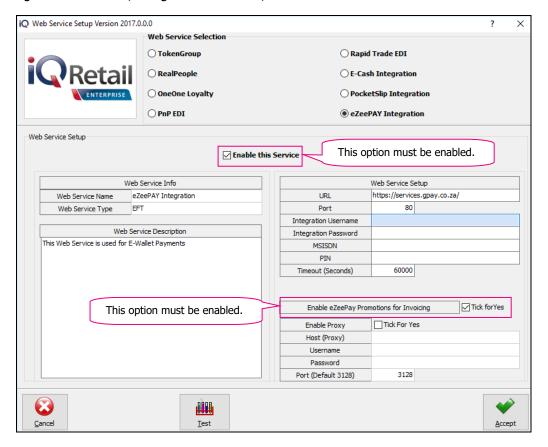
## **EZEEPAY SETUP**

## **MODULE PARAMETERS**

From the IQ main menu  $\rightarrow$  Utilities  $\rightarrow$  Setup  $\rightarrow$  Module Parameters  $\rightarrow$  Services Tab  $\rightarrow$  Web Services  $\rightarrow$  Accept button at bottom of screen  $\rightarrow$  Select the eZeePAY Integration option and complete the setup.

The information for the following fields must be provided by eZeePAY:

• Integration Username, Integration Password, MSISDN and PIN.



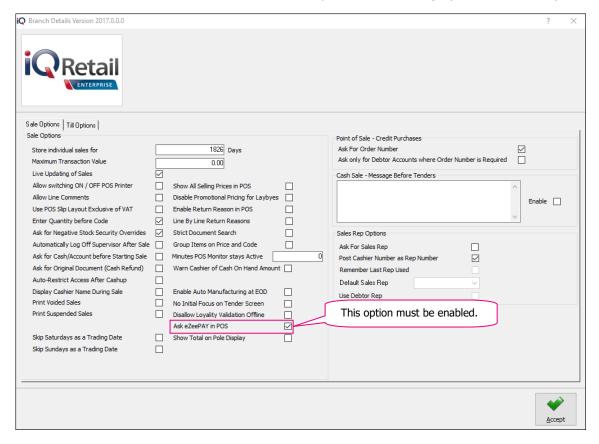
**IMPORTANT**: The box for "Enable eZeePAY Promotions for Invoicing must be ticked and the service must be enabled.

If the user makes use of a Proxy, that information must also be captured.

Select the Accept button to save the captured information.

## POINT OF SALE

From the IQ main menu  $\rightarrow$  Point of Sale  $\rightarrow$  POS Setup  $\rightarrow$  Default Settings (Store Parameters).



The user must tick the box next to "Ask eZeePAY in POS" to enable it in Point of Sale.

Select the Accept button at the bottom of the screen to save the captured information.

## **PROMOTION TYPES**

**NOTE**: Except for Simple Price Promotions, if it happens that the same item has been linked to more than one active promotion, the system will check which promotion will give the best discount and apply that promotion type for the item.

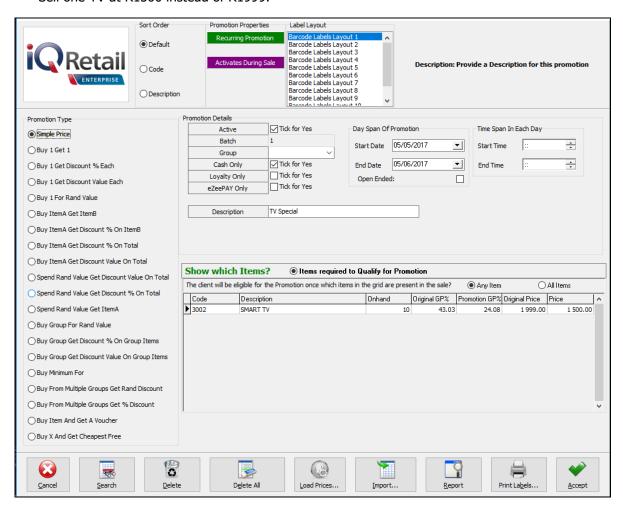
**NOTE**: As the user clicks on any one of the Promotion Types, an explanation of how the Promotion Type works, appears in the top right of the screen.

#### SIMPLE PRICE

This Promotion Type can be used if the user has one or more stock items that needs to be sold at a special price for a specific period. This is the default Promotion Type on the system.

## **EXAMPLE**

Sell one TV at R1500 instead of R1999.



The user can select if Any Item or All Items on the Promotion grid need to be present in the sale before the client is eligible for the Promotion.

There are three ways to load the Stock Items to the Promotion List:

- Click on the down arrow in the Code Column to select an individual item. Click on Accept to add the item
  to the Promotion list and press Enter to change the Price of the item to the Promotion price and Enter
  again.
- Import from the Stock file. This option allows the user to filter for the items needed. Once Accept is
  pressed, the list of items will appear on the Promotions grid. The user can manipulate the Price as
  needed, click on the Price, type the promotion price and Enter.
- The third option is to import a CSV file.

Example 1: The user can select stock items (code, description and sellprice1) from the stock enquiries menu and export the list to Excel. Add a column for the Promotion Prices and call it Price, fill in the Promotion Prices. Delete all the columns except code and Price and save this file as a CSV (comma delimited) file. This file can now be imported into the Simple Price Promotion.

Example 2: The user can import a list of selected item codes, saved under the heading Code as a CSV (comma delimited) file, into the Simple Price Promotions. The user can manipulate the Price, either by clicking on the Price or by selecting the Load Prices – Decrease Prices with %.

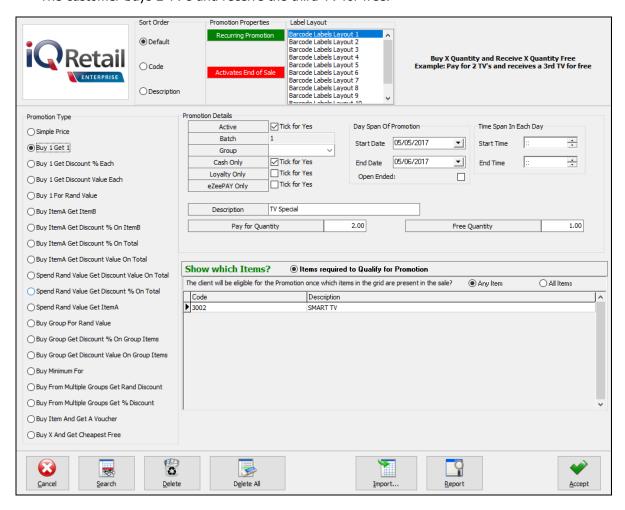
**NOTE**: If the Load Prices button is used, whatever the selection was, will change the Promotion Prices on all the items on the grid.

## **BUY 1 GET 1**

Buy a specified quantity of an item and receive a specified quantity for free.

#### **EXAMPLE**

The customer buys 2 TV's and receive the third TV for free.



The **Pay For Quantity** field will determine the quantity of the same stock item the client must purchase before the promotion is applied.

The **Free Quantity** Field determines the quantity of items the client will receive Free, in addition to the quantity that was paid for.

The user can select if Any Item or All Items on the Promotion grid need to be present in the sale before the client is eligible for the Promotion.

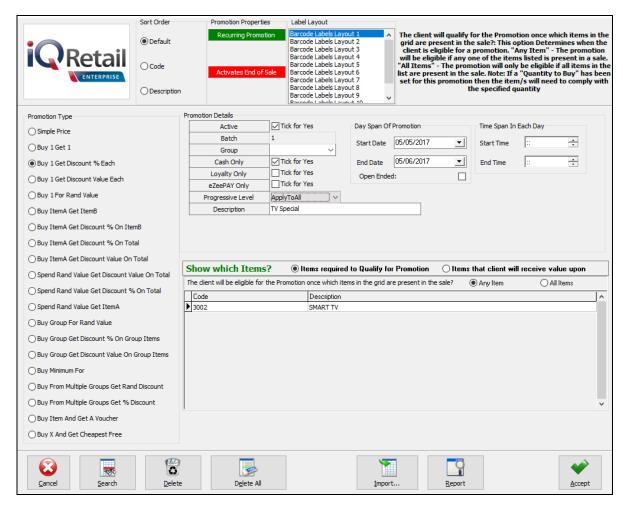
## **BUY 1 GET DISCOUNT % EACH**

Buy a specified quantity and receive a discount % on the quantity purchased.

#### **EXAMPLE**

The customer buys 3 TV's and receive 30% discount on all 3 TV's.

If the client buys more than 3, he will still only receive discount on the 3. The Progressive Level feature overrides this behaviour.

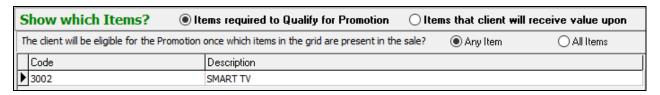


The Progressive level will determine what needs to be completed on the promotion screen. (See page 11 for an explanation of the progressive levels.)

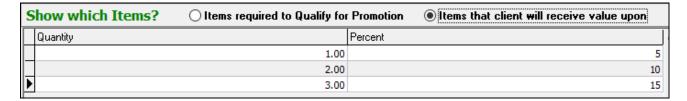
If the Progressive level is left to be **NONE**: the following two extra fields need to be completed:

- The **Quantity to Buy** field will determine the quantity of the same stock item the client must purchase before the promotion is applied.
- The % Discount to Receive per Item field determines the percentage Discount the client will
  receive on each amount payable for the specified item.

If the Progressive Level is set on "**ApplyToAll**' or to "**ApplyIncremental**", the following screen will appear:



Once the "Items that client will receive value upon", is selected, a second screen appears, where the Promotion Scale needs to be created.



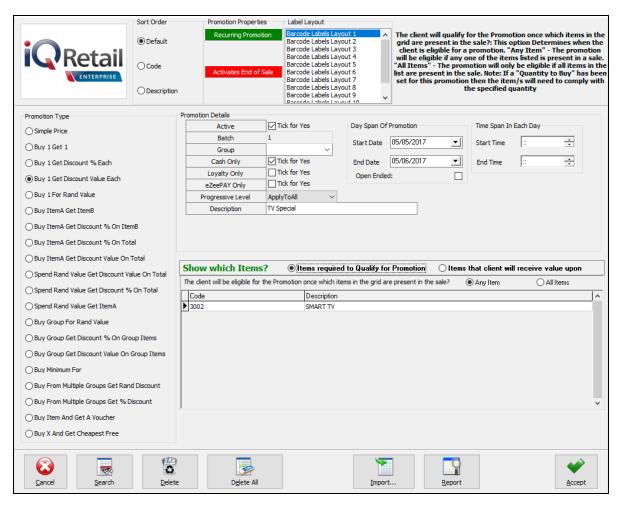
## **BUY 1 GET DISCOUNT VALUE EACH**

Buy a specified quantity and receive a discount value (in Rand) on the quantity purchased.

#### **EXAMPLE**

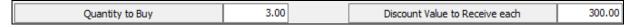
The customer buys 3 TV's and receive R300 discount on each of the 3 TV's.

If the customer buys more than the 3, he would still only receive discount on the 3. The Progressive Level feature overrides this behaviour.



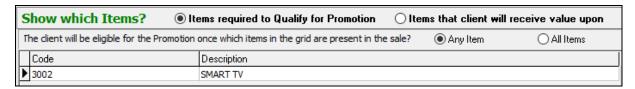
The Progressive level will determine what needs to be completed on the promotion screen. (See page 11 for an explanation of the progressive levels.)

If the Progressive level is left to be **NONE**: the following two extra fields need to be completed:



- The Quantity to Buy field will determine the quantity of the same stock item the client must purchase before the promotion is applied.
- The % Discount to Receive per Item field determines the percentage Discount the client will
  receive on each amount payable for each of the specified items.

If the Progressive Level is set on "**ApplyToAll**' or to "**ApplyIncremental**", The following screen will appear:



Once the "Items that client will receive value upon", is selected, a second screen appears, where the Promotion Scale needs to be created.

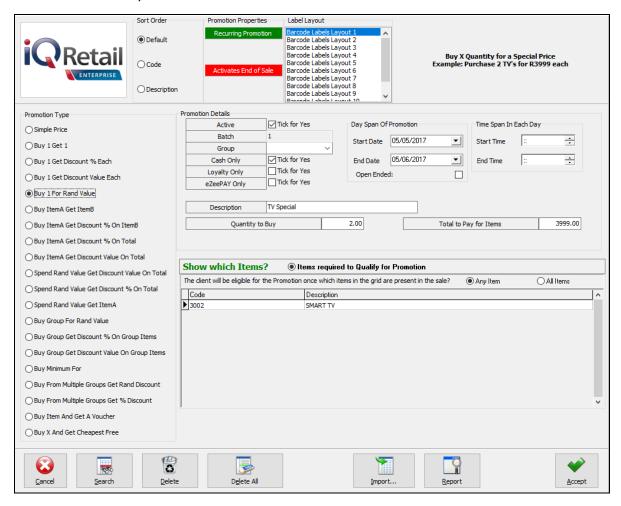


### **BUY 1 FOR RAND VALUE**

Buy a specified quantity and pay a Special Price for them.

#### **EXAMPLE**

The customer buys 2 TV's for R3999 each.



The **Quantity to Buy** field will determine the quantity of the same stock item the client must purchase before the promotion is applied.

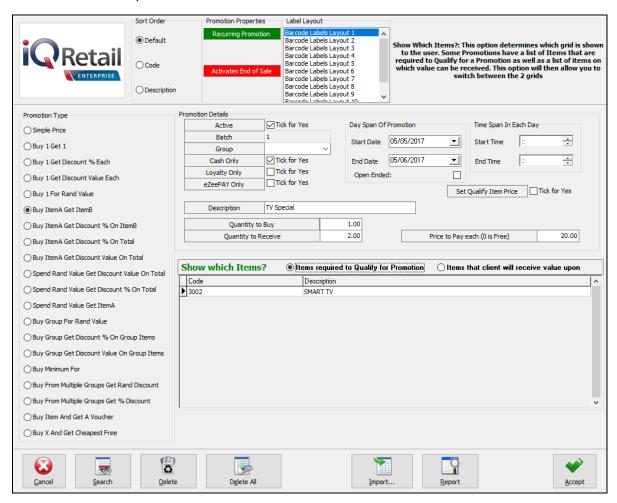
The **Total to Pay for Items** field determines the Value the client will pay for the specified Item(s).

## **BUY ITEMA GET ITEMB**

Buy a specified quantity of one item and receive a specified quantity of a different item at a special price.

#### **EXAMPLE**

The customer buys a TV and received 2 new DVD's at R20 each.

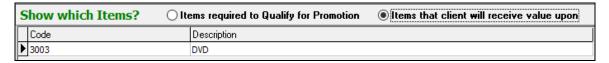


The **Quantity to Buy** field will determine the Qualifying quantity of the same stock item, the client must purchase before the promotion is applied.

The **Quantity to Receive** field determines the Quantity of Promotion items the client will receive.

The **Set Quality Item Price** field enables the user to set the Promotion price on the Qualifying item.

Only when one put a Tick in at this box, "Qualify Item Price" field appears. When this promotion is activated, IQ will use this price as the price for the Qualify item(s) which is present in the sale. This enables the promotion to provide discount on both the Qualify Item and the Promotion item.



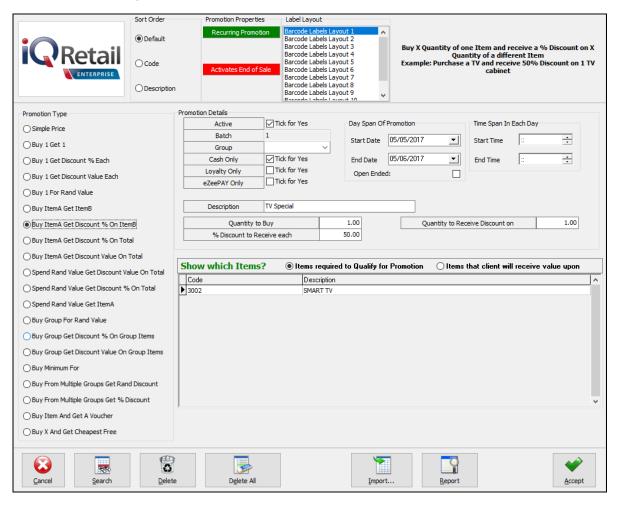
The **Price To Pay per Item (0 is Free)** field determines the value at which the client will receive the Promotion item.

## **BUY ITEMA GET DISCOUNT % ON ITEMB**

Buy a specified quantity of one item and receive a % discount on a specified quantity of a different item.

#### **EXAMPLE**

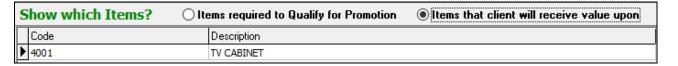
The customer buys a TV and receive 50% discount on 1 TV cabinet.



The **Quantity to Buy** field will determine the Qualifying quantity of the same stock item, the client must purchase before the promotion is applied.

The % **Discount to Receive per Item** field determine the specified % discount applied per item, the client will receive.

The **Quantity to Receive Discount on** field determines the Quantity of Promotion items the client will receive discount on. This price is in addition to the quantity that was paid for.



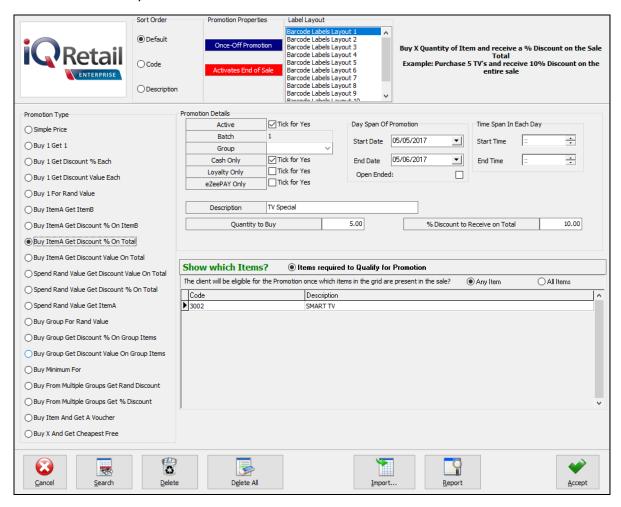
The user must select the **Items required to qualify for the Promotion**, as well as the **Items the client will receive value upon**.

## **BUY ITEMA GET DISCOUNT % ON TOTAL**

Buy a specified quantity of an item and receive a % discount on the Sale Total.

#### **EXAMPLE**

The customer buys 5 TV's and receive 10% discount on the entire sale.



The **Quantity to Buy** field will determine the Qualifying quantity of the same stock item, the client must purchase before the promotion is applied.

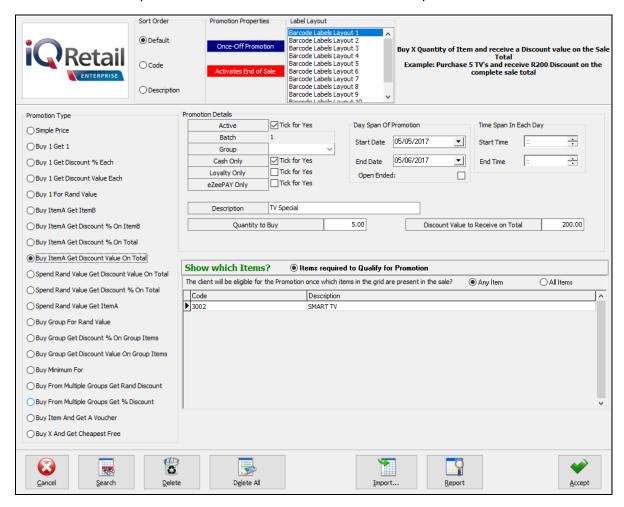
The **% Discount to Receive on Total** field determine the specified % discount applied on the total of the Sale.

## **BUY ITEMA GET DISCOUNT VALUE ON TOTAL**

Buy a specified quantity of an item and receive a discount value on the Sale Total.

#### **EXAMPLE**

The customer buys 5 TV's and receive R200 discount on the complete sale total.



The **Quantity to Buy** field will determine the Qualifying quantity of the same stock item, the client must purchase before the promotion is applied.

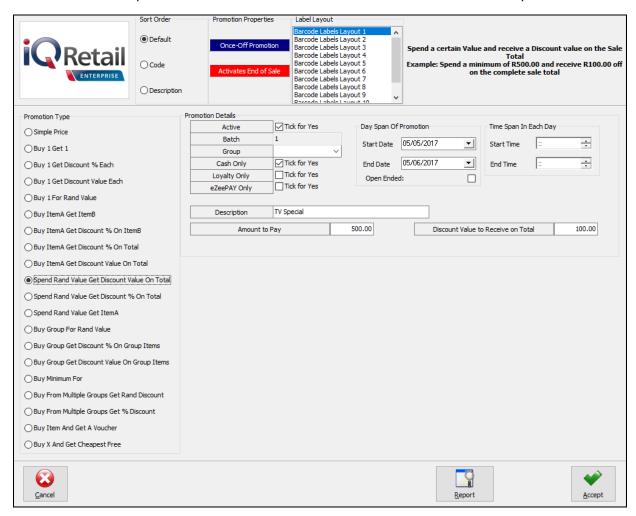
The **Discount Value to Receive on Total** field determine the specified discount value applied on the total of the Sale.

## SPEND RAND VALUE GET DISCOUNT VALUE ON TOTAL

Spend a certain Value and receive a discount value on the Sale Total.

#### **EXAMPLE**

The customer spends a minimum of R500.00 and receive R100.00 of on the complete sale total.



The **Amount to Pay** field will determine the Qualifying Rand Value of the complete sale, before the promotion is applied.

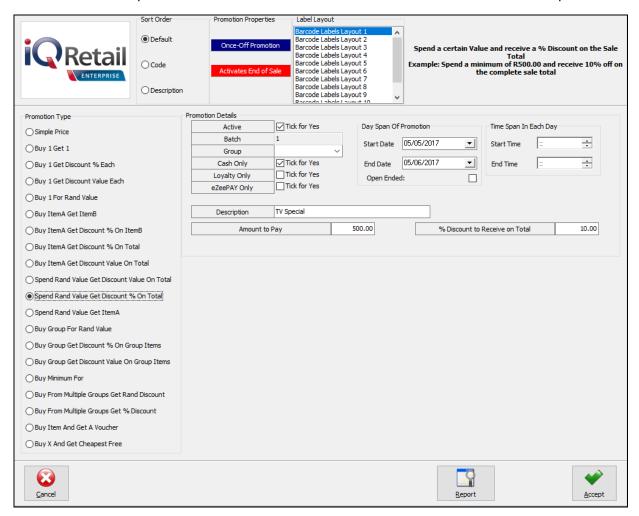
The **Discount Value to Receive on Total** field determine the specified Rand Value discount applied **on the total of the Sale**.

## **SPEND RAND VALUE GET DISCOUNT % ON TOTAL**

Spend a certain value and receive a % discount on the Sale Total.

#### **EXAMPLE**

The customer spends a minimum of R500.00 and receive 10% discount off on the complete sale total.



The **Amount to Pay** field will determine the Qualifying Rand Value of the complete sale, before the promotion is applied.

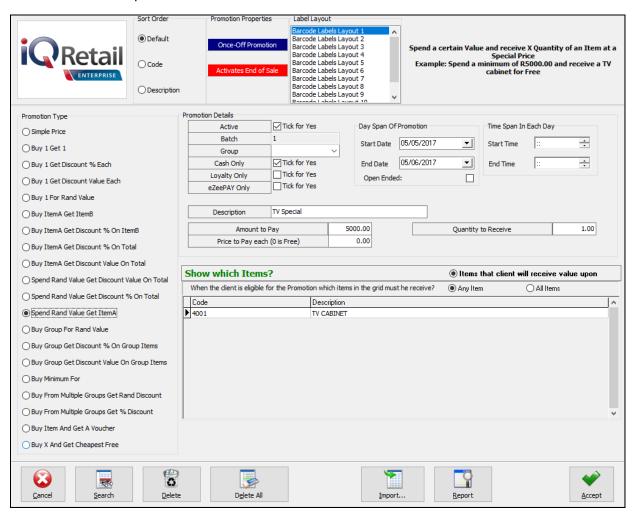
The % Discount to Receive on Total field determine the specified percentage discount applied on the total of the Sale.

## SPEND RAND VALUE GET ITEMA

Spend a certain value and receive a specified quantity of an Item at a Special Price.

#### **EXAMPLE**

The customer spends a minimum of R5000.00 and receive a TV cabinet for free.



The **Amount to Pay** field will determine the Qualifying Rand Value of the complete sale, before the promotion is applied.

The **Quantity to Receive** field determine the Quantity that the client will receive Free or at a discounted price in addition to the Quantity that was paid for.

The **Price to Pay per Item (0 is Free)** is the price that the client will pay for the Promotion Item.

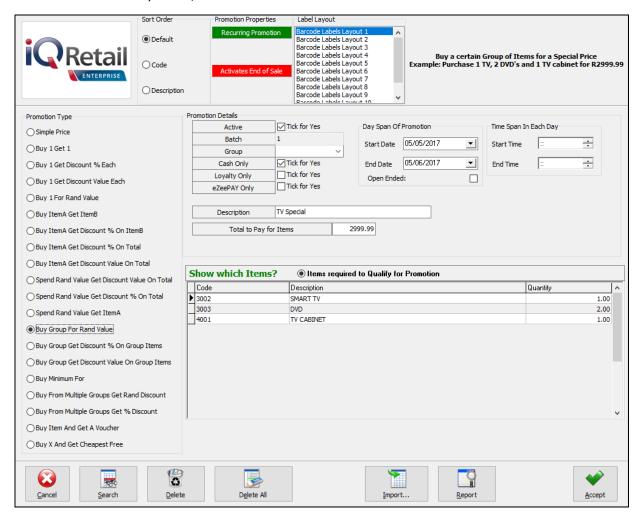
The user can select if the client will receive Any Item or All Items on the Promotion list when the client is eligible for the Promotion.

## **BUY GROUP FOR RAND VALUE**

Buy a certain Group of Items for a Special Price.

#### **EXAMPLE**

The customer buys 1 TV, 2 DVD's and 1 TV cabinet for R2999.99.



The **Total to Pay for Items** field will determine the Price that the Clients will pay for the Group of Items.

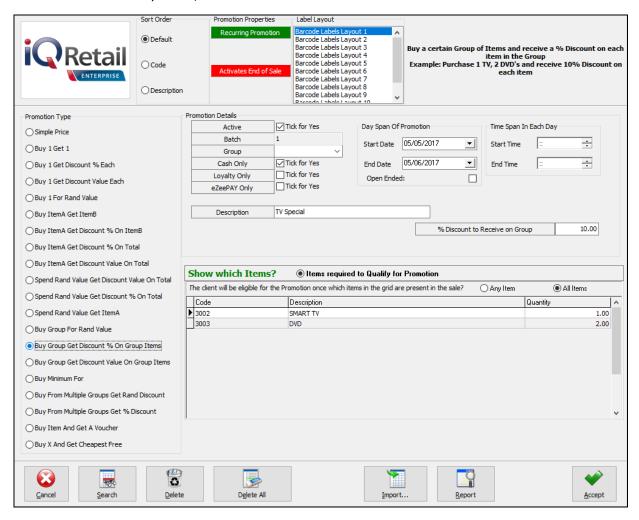
The user can select if **Any Item** or **All Items** on the Promotion list must be present in the sale before the client is eligible for the Promotion.

## **BUY GROUP GET DISCOUNT % ON GROUP ITEMS**

Buy a certain Group of Items and receive a % discount on each item in the Group.

#### **EXAMPLE**

The customer buys 1 TV, 2 DVD's and receive 10% discount on each item.



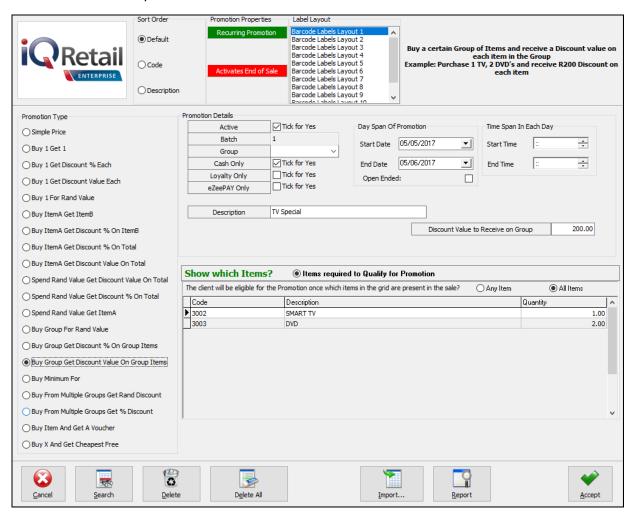
The **% Discount to Receive on Group** field will determine the discount percentage applied to the **Group of items**.

## **BUY GROUP GET DISCOUNT VALUE ON GROUP ITEMS**

Buy a certain Group of Items and receive a Discount Value on each item in the Group.

#### **EXAMPLE**

The customer buys 1 TV and 2 DVD's and receive R200 discount on each item.



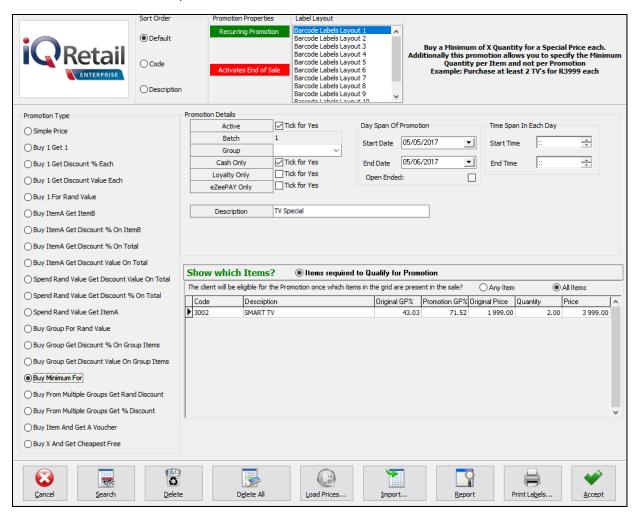
The **Discount Value to Receive on Group** field will determine the Discount Value applied to each item in the Group.

## **BUY MINIMUM FOR**

Buy a minimum of X quantity for a Special Price. Additionally, this promotion allows you to specify the Minimum quantity per item and not per promotion.

#### **EXAMPLE**

The customer must buy at least 2 TV's for R3999 each.



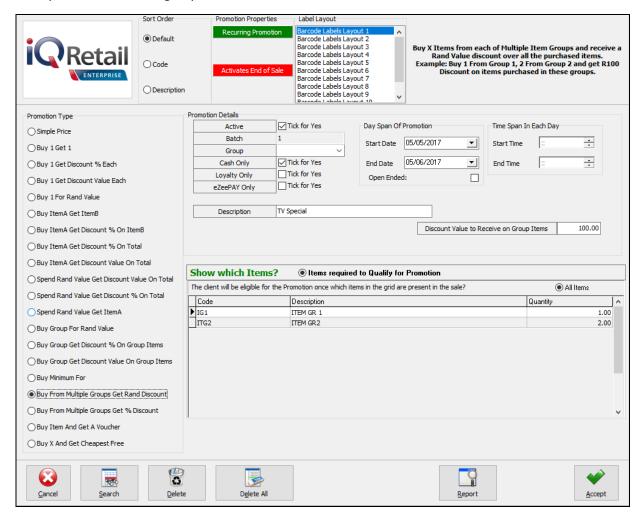
The user must select the items and indicate of all or any of the items on the grid should be present in the sale to qualify for the promotion. Enter the quantity to buy and the Price to charge for the items on the grid, to qualify for the promotion.

## **BUY FROM MULTIPLE GROUPS GET RAND DISCOUNT**

Buy X Items from each of Multiple Item Groups and receive a Rand Value discount over all the purchased items.

#### **EXAMPLE**

The customer must buy 1 item from Group 1 and 2 from Group 2 and get R100 discount on items purchased in these groups.



After the Item Groups have been defined, the user must indicate how many items from each group must be present in the sale, before the client will be eligible for the promotion.

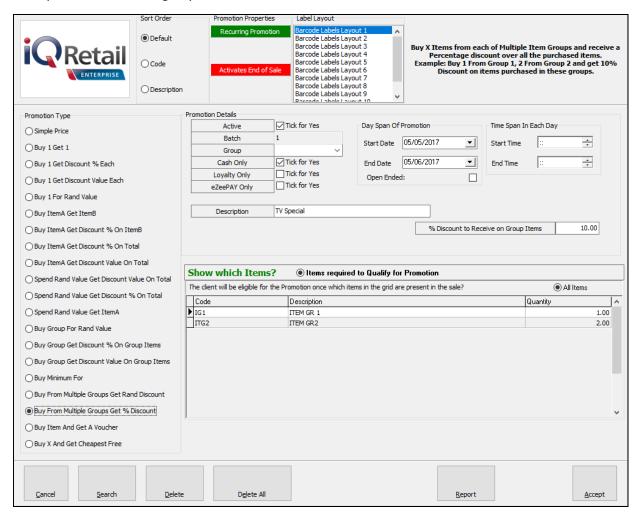
The **Discount Value to Receive on Group Items** must be entered.

## **BUY FROM MULTIPLE GROUPS GET % DISCOUNT**

Buy X items from each of Multiple Item Groups and receive a % discount over all the purchased items.

#### **EXAMPLE**

The customer must buy 1 item from Group1 and 2 items from group 2 and get 10% discount on items purchased in these groups.



After the Item Groups have been defined, the user must indicate how many items from each group must be present in the sale, before the client will be eligible for the promotion.

The % Discount to Receive on Group Items must be entered.

## **BUY ITEM AND GET A VOUCHER**

Buy X Items or an Item of a specified Value and get a Specified amount back in a Voucher.

#### **EXAMPLE**

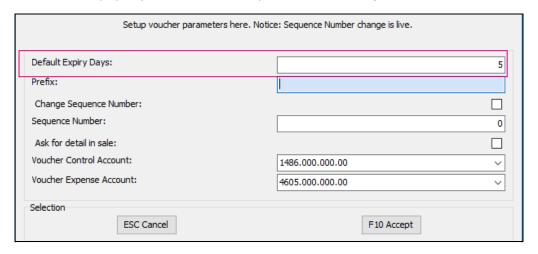
The customer must buy any item in the list for a certain value and get a voucher of a certain amount back.

#### **SETUP**

The Default Expiry Days must be setup, before this Promotion type can be used.

From IQ main menu  $\rightarrow$  Utilities  $\rightarrow$  Setup  $\rightarrow$  Module Parameters  $\rightarrow$  Processing  $\rightarrow$  Vouchers  $\rightarrow$  Setup  $\rightarrow$  Click on Settings button at the bottom of the screen.

Set the default Expiry days and click on Accept to save the changes made.



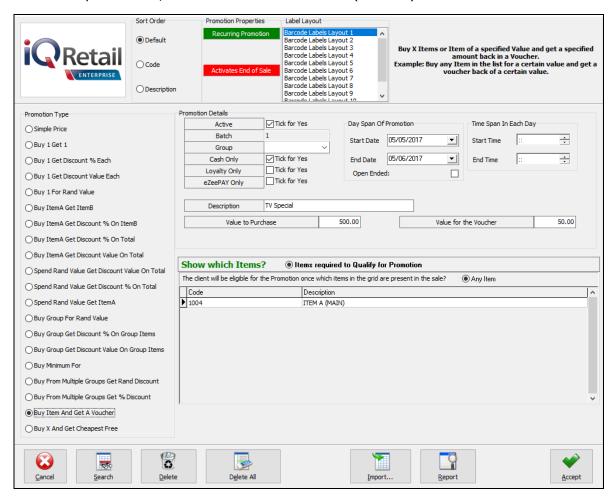
If this setup wasn't done before the Pormotion Type "Buy Item and Get a Voucher" is used, the user will get an error message and the system will take the user to the setup to set the Expiry days for the voucher.



The **Value to Purchase** field is the total value that needs to be sold to the client, to obtain the voucher value.

The **Value for the Voucher** is the value given in voucher format, if the amount to pay has been reached.

These 2 values are multipliers of each other. In other words, if the Amount to Pay is R1000 and the Voucher Value is R100 and the client buys for more than the R1000, he will get a voucher of R100. If the client buys for R2000, the voucher value will be R200 (R100  $\times$  2).



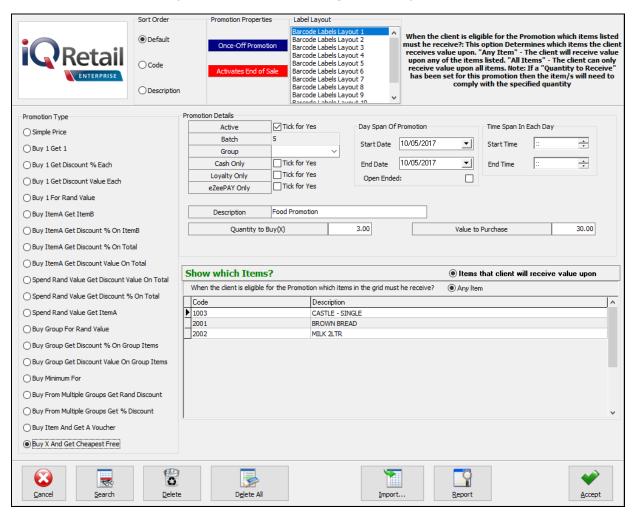
The vouchers created from this Promotion type, are listed under Vouchers in the Processing tab of Module Parameters. (IQ main menu  $\rightarrow$  Utilities  $\rightarrow$  Setup  $\rightarrow$  Module Parameters  $\rightarrow$  Processing  $\rightarrow$  Vouchers).

## **BUY X AND GET CHEAPEST FREE**

Buy X Items from the listed items and receive the cheapest over all the listed purchased items for free.

#### **EXAMPLE**

The customer must buy 3 items from the list and get the cheapest item for free.



The **Quantity to Buy** field is the quantity of items from the promotion grid which has to be in the sale, before the client becomes eligible for the the promotion.

The **Value to Purchase** is the total value the sale has to reach before the client becomes eligible for the promotion.

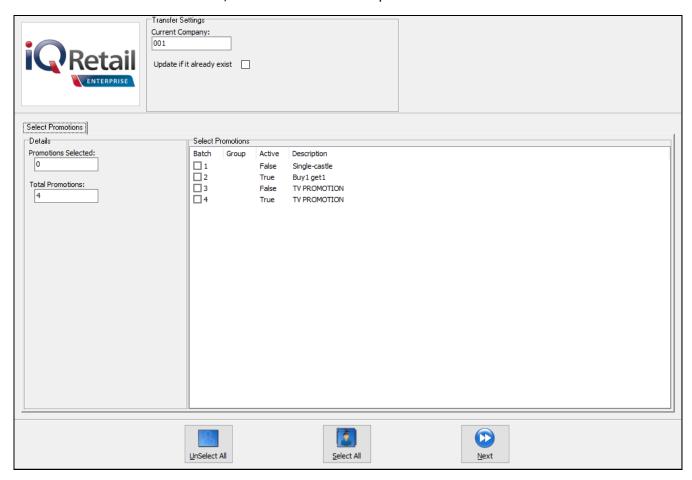
## TRANSFER OF PROMOTIONS

Promotions can now be transferred from one branch to another. In other words, it is not necessary to create the same Promotion in each branch. The user creates the promotion in one branch and transfer it to the other selected branches.

Transfer of promotions can only happen where the stock files of the companies / branches are synchronised. In other words, all the companies must be on the same server.

From the IQ main menu  $\rightarrow$  Point of Sale  $\rightarrow$  Promotions  $\rightarrow$  Select the Transfer Promotions button at the bottom of the screen.

On the first screen of the wizard, the user must select the promotions that are to be transferred.

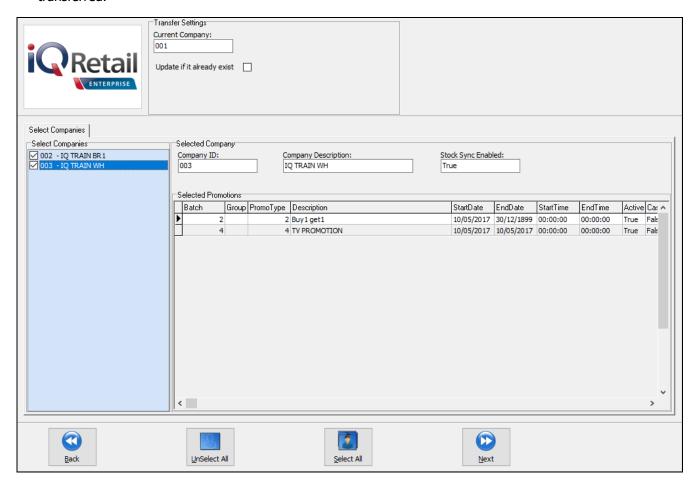


CURRENT COMPANY	This is the number of the company the user is currently working in.
UPDATE IF IT ALREADY EXIST	If the selected promotion already exists in the branches, should those promotions be updated with the current information?
PROMOTION DETAILS	Promotions selected shows the quantity of promotions selected to be transferred and the total promotions show how many promotions are on the list.
SELECT PROMOTIONS	The existing promotions are listed and it displays if they are active or not. Tick the box to select the appropriate promotion to transfer.
BUTTON FUNCTIONALITY	<ul> <li>Unselect All – allows the user to unselect all the selected promotions.</li> <li>Select All – allows the user to select all the promotions with the click of one button.</li> <li>Next – the next button takes the user to the second screen where the selection of companies or branches is done.</li> </ul>

**NOTE**: Before selecting a company for Promotion transfer, the user must ensure that the stock syncronisation is enabled in that company.



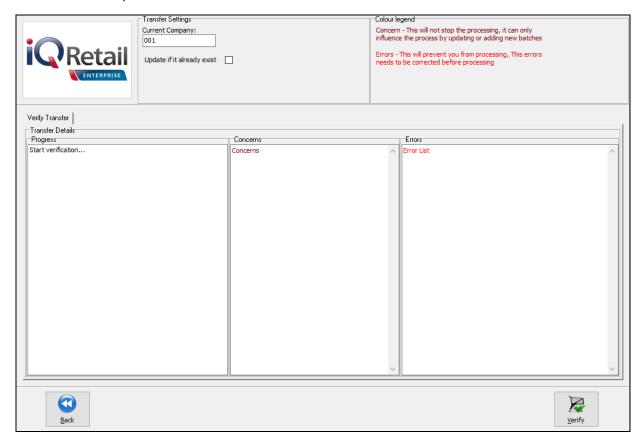
The second screen is where the user selects to which branches or companies the promotions must be transferred.



Select the appopriate companies by ticking the boxes next to the names. Once a company is selected, the system will warn the user if stock synchronization is not enabled for the company. The promotions can't be transferred to companies without stock synchronization.

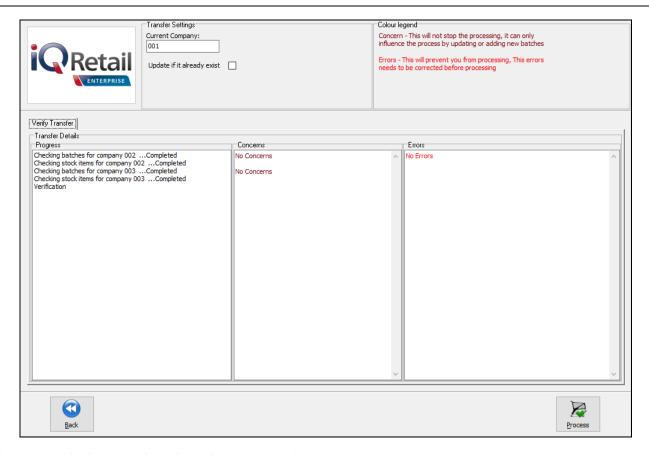
Once the companies have been selected, the user can click on the Next button.

On the last screen of the wizard, the user must click on the Verify button at the bottom of the screen to verify the transfer of the promotions.



If there are problems with the transfer, the verification will warn the user of concerns and or errors. The concerns will not stop the processing, but it can influence the process by updating or adding new batches.

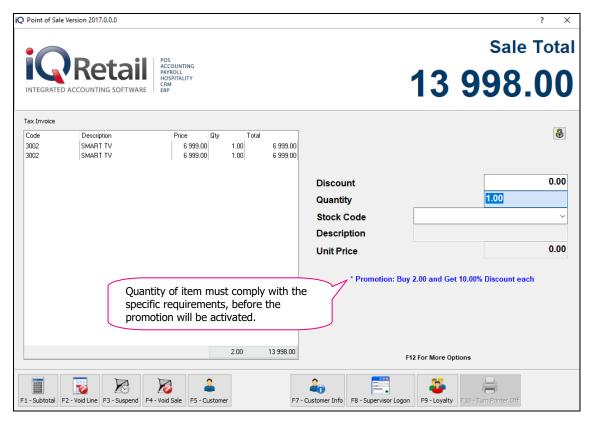
Errors will prevent the user from processing the transfer and these errors need to be corrected before processing.



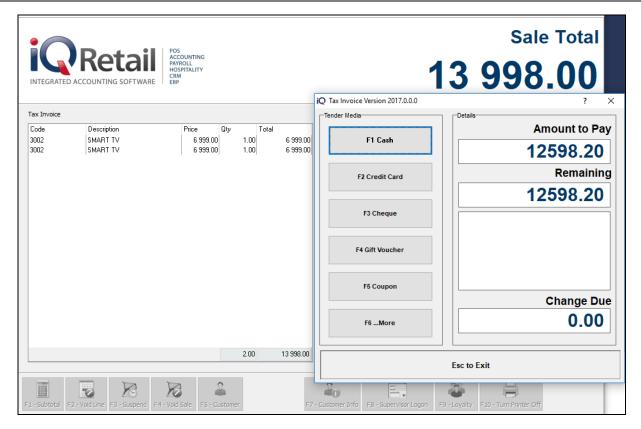
## SELLING OF PROMOTION ITEMS

#### **SELLING THROUGH POINT OF SALE**

Every time a stock item that is on an active promotion, is selected for selling, the Promotion requirements will display in blue print under the Unit Price.

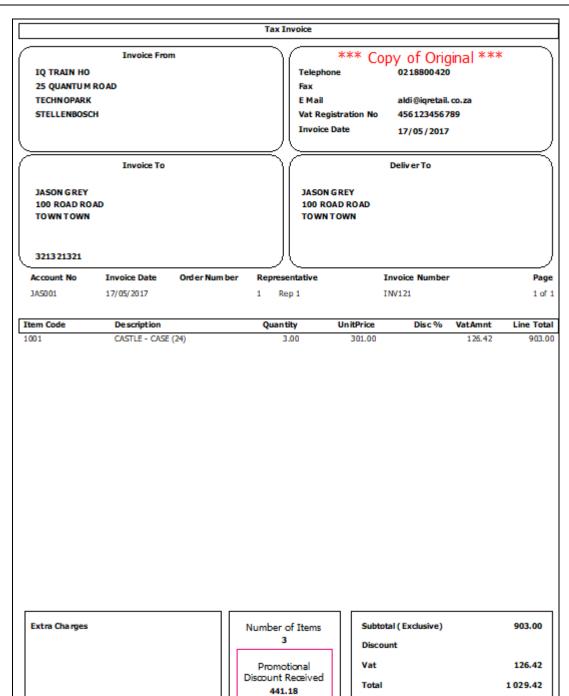


**NOTE**: The Simple Price Promotion, is the only Promotion style that will immediately show the promotion price on the Tax Invoice screen. If the sale complies with the promotion requirements, the Amount to Pay on the Tender screen will be the Total amount minus the promotion.



## SELLING THROUGH THE PROCESSING MODULE (INVOICES, QUOTES & SALES ORDERS)

Promotions will not show in the Sales Orders or Quotes. Promotions will only be applied, when the Sales Order or Quote is converted to an Invoice and if the sale complies with the Promotion requirements.



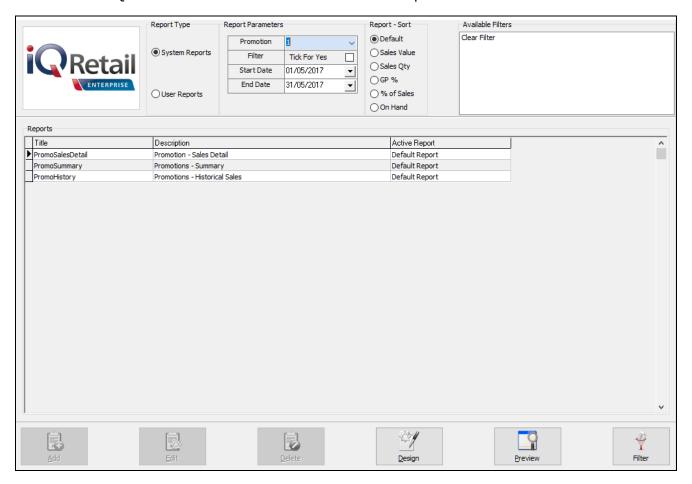
## **REPORTS**

The user has the option of three (3) default promotion reports available on the system:

- Promotion Sales Detail
- Promotions Summary
- Promotions Historical Sales

The design option on the Promotion Reports screen, allows the user to design his or her own reports.

From the IQ main menu  $\rightarrow$  Point of Sale  $\rightarrow$  Promotions  $\rightarrow$  Reports button at the bottom of the screen.



## **REPORT TYPE**

SYSTEM REPORTS	System reports are the reports written by IQ. These reports will automatically be updated if fields on transaction tables change, by running an IQ Upgrade.
USER REPORTS	User reports are the reports designed by the user and will not be updated when there are changes to the transaction tables.

## **REPORT PARAMETERS**

PROMOTION	To select the information on a specific promotion, use the drop-down menu next to the field to select the promotion.
FILTER	Does the user want to use a filter to get specific information? Tick the box for Yes.
START DATE	The start date of the information needed on the selected promotion.
END DATE	The end date for the information needed on the selected promotion.

## **REPORT SORT**

There are 6 different sort orders the user can select from, to see the information listed on the Promotion reports: Default, Sales Value, Sales Qty (Quantity), GP%, % of Sales and On-hand.

## **AVAILABLE FILTERS**

All previously created filters for promotions are listed here. Double click on the filter to active it and double click on the Clear Filter option to clear all filter options.

## **REPORTS**

TITLE	The Title of the Promotion report.
DESCRIPTION	A Description of the Promotion report.
ACTIVE REPORT	The Report Type, at this stage all the system reports are default reports.

## **BUTTON FUNCTIONALITY**

The Add, Edit and Delete buttons are greyed out for System Reports. All the buttons are however available for User Reports.

ADD	This option allows the user to add and design a new user report.				
EDIT	This option allows the user to Edit and change a user report.				
DELETE	This option allows the user to delete a user report.				
DESIGN	This option allows the user to edit and change the existing reports.				
PREVIEW	This option allows the user to preview and print the promotions as a default report, a Bar Chart or a Pie Chart.				
FILTER	The filter option allows the user to filter for specific information on the Promotion report.				

## **EXAMPLES OF PROMOTION REPORTS**

## **PROMOTION - SALES DETAIL**

IQ TRAIN HO		Promotion Sales Deta					Page 1
Promotion Ba	itch: 8		Credit	<u>Nett</u>	<u>Gross</u>		
Code	Description	<u>Sale s</u>	Notes	Sales	Profit	GP %	% of Sales
1003	CASTLE - SINGLE	72.00	0.00	72.00	21.00	29.17	100.00

## **PROMOTION - SUMMARY**

IQ TRAIN HO Promotions Page 1
Summary Report

 Promotion Batch:
 8

 Description:
 test

 Start Date:
 17/05/2017

 End Date:
 17/05/2017

 Active:
 Yes

Stock Code Batch Number Quantity Percent Price

1003 8

No

Promotion Batch: 9

Cash Only:

 Description:
 simple test

 Start Date:
 17/05/2017

 End Date:
 00:00:00

 Active:
 No

 Cash Only:
 Yes

 Stock Code
 Batch Number
 Quantity
 Percent
 Price

 1003
 9
 18.00

Promotion Batch: 10

 Description:
 pro 2 buy 1 get 1

 Start Date:
 17/05/2017

 End Date:
 17/05/2017

 Active:
 No

 Cash Only:
 No

#### **PROMOTION – HISTORICAL SALES**

IQ TRAIN HO	Promotions Historical Sales Report						
Promotion Batch:	8						
Stock Code:	1003						
Description:	CASTLE - SINGLE						
Document P.O.S 1-81		<u>Qty</u> 3.00	Promotion Price (Excl) 12.00	Promotion Price (Incl) 13.68	<u>List</u> <u>Price</u> 20.52	<u>Date</u> 17/05/2017	<u>Time</u> 14:51:31
INV132		3.00	12.00	13.68	20.52	17/05/2017	14:51:48
Promotion Batch:	9						
Stock Code:	1003						
Description:	CASTLE - SINGLE						
<u>Document</u> INV111 P.O.S 1-34		<u>Qty</u> 1.00 1.00	Promotion Price (Excl) 15.79 15.79	Promotion Price (Incl) 18.00 18.00	<u>List</u> <u>Price</u> 20.52 20.52	<u>Date</u> 17/05/2017 17/05/2017	<u>Time</u> 12:46:56 12:46:25
Promotion Batch:	10						
Stock Code:	1003						
Description:	CASTLE - SINGLE						
Document INV112		<u>Qty</u> 2.00	Promotion Price (Excl) 9.00	Promotion Price (Incl) 10.26	<u>List</u> <u>Price</u> 20.52	<u>Date</u> 17/05/2017	<u>Time</u> 12:48:51
P.O.S 1-36		1.00	0.00	0.00	20.52	17/05/2017	12:48:20
P.O.S 1-36		1.00	18.00	20.52	20.52	17/05/2017	12:48:20

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