

CONSOLIDATED ORDERING

PREFACE

This is the Consolidated Ordering reference guide for the IQ Enterprise software systems.

The document will aid in the configuration of the Consolidated Ordering for it to function correctly.

Although every effort has been made to keep this Consolidated Ordering 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. 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.

Should you feel that the Consolidated Ordering 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 Consolidated Ordering document in some way or another.

Regards,

IQ Retail (PTY) LTD



CONTENTS

IQ CONSOLIDATED ORDERING 4

INTRODUCTION 4

WHAT IS CONSOLIDATED ORDERING? 4

STANDARD CONSOLIDATED ORDERING 5

 SETUP 5

 CREATE A STANDARD CONSOLIDATED ORDER 6

 CREATE A CONSOLIDATED ORDER 10

STYLE MANAGEMENT CONSOLIDATED ORDERING22

 SETUP 22

 CREATE A STYLE MANAGEMENT CONSOLIDATED ORDER 24

 CREATING A CONSOLIDATED ORDER 28

 BUTTONS ON CONSOLIDATED ORDERING WIZARD 35

DUPLICATING A CONSOLIDATED ORDER36

DELETING A CONSOLIDATED ORDER37

PURCHASE ORDER GENERATION37

 DC CONSOLIDATED ORDER PURCHASE ORDER GENERATION 37

 BRANCH CONSOLIDATED ORDER PURCHASE ORDER GENERATION 40

MULTISELECT CONSOLIDATED ORDER PURCHASE ORDER GENERATION40

GRVING A PURCHASE ORDER.....40

 COMPLETE GRVING 41

 PARTIAL GRVING 43

TRANSFERRING OF STOCK44

 SETUP 44

 MANUAL TRANSFERRING OF STOCK 47

 TRANSFER OUT 50

 TRANSFER IN 52

 AUTOMATIC TRANSFERRING OF STOCK 56

IQ CONSOLIDATED ORDERING

INTRODUCTION

Before you can start with IQ Consolidated Ordering, you need to understand the difference between the DC (Distribution Center) ordering method and the Branch ordering method, as this will determine what needs to be done in every individual system.

DC ORDERING	<p>This method is used when the DC orders stock items on behalf of branches and/or for itself. The DC will prepare the Consolidated Order, generate a Purchase Order and then Receive the stock items. The DC will then do a Stock Transfer to transfer stock items out to each branch as per the Consolidated Order. If the system is setup for Auto Transferring, the system will prompt you to transfer the stock automatically after the goods receiving is done.</p> <p>Each branch must only Transfer the stock items In from the DC.</p>
BRANCH ORDERING	<p>This method is used when a branch or head office orders stock items for multiple branches. The Consolidated Order is done in one branch, but the system automatically generates separate purchase orders in each branch for the stock ordered. Each branch will do its own goods receiving.</p>

WHAT IS CONSOLIDATED ORDERING?

The IQ Enterprise Consolidated Ordering module is an additional ordering module which is accessed from within the IQ Enterprise system. This module allows you to generate Consolidated Order documents for multiple companies or branches in its Stock Group, convert them to Purchase Orders and GRV those Purchase Orders. It is used in conjunction with the Stock Grouping and Centralized Creditors features provided by the IQ Enterprise system.

This is very helpful when you have for example one warehouse that orders the stock for multiple of the company’s branches. One Consolidated order is created and the system keeps track of which branch should get what quantity of the ordered stock items and automatically transfers the stock to the correct branch.

This document will discuss the following elements: Setup and Creation of Standard Consolidated Orders, Setup and Creation of Style Management Consolidated Orders, Purchase Order Generation of DC (Dispatch Centre) and Branch Consolidated Orders, generation of GRV documents from Purchase Orders containing Consolidated Order information, and Automatic Stock Transfers.

NOTE: The creditors and stock items must be synchronized in each of the companies.

NOTE: The correct Auto Re-Ordering Formulas for all stock items in all the available companies for the Consolidated Ordering module must be setup, to work correctly.

There are two methods of doing Consolidated Ordering:

STANDARD CONSOLIDATED ORDERING	<p>Standard Consolidated Ordering provide for the ordering of any stock which needs to be ordered for the branches and or the warehouse.</p>
STYLE MANAGEMENT CONSOLIDATED ORDERING	<p>Style Management Consolidated Ordering provide for specific styles of stock to be ordered, for example for a quantity of brown size medium V-neck T-shirts to be ordered for multiple branches.</p> <p>NOTE: This option is only available if Style Management is enabled in Company Details – Default Settings (1).</p>

STANDARD CONSOLIDATED ORDERING

SETUP

The settings required for the use of Standard Consolidated Ordering within the system, can be setup within the Company Details module. Access the module by selecting the menu options: Utilities, Setup and Company Details.

CONTROL NUMBERS

Setup a document prefix on the Control Numbers tab. The Consolidated Orders Number and Prefix will be used to create a unique document identifier for each document created within the company.

Company Details | Company Logo | **Control Numbers** | Default Settings (1) | Default Settings (2) | Enterprise Settings | Closing Dates | Integration Accounts | Tax Rates | EMail | Extra Charges | Month End

Control Numbers

Control numbers should not be amended unless required. If amendments are required, please ensure that all users are logged out of the system. To enable editing of control numbers, click the Checkbox below.

Document Type	Number	Prefix	# Tabs when scanning
Invoice	149	INVH	0
Credit Note	104	CRNH	0
Quote	101	QTEH	0
Sales Order	107	SALH	0
Purchase Order	109	PURH	0
Job Card	101	JOBH	0
GRV Number	115	GRVH	0
Return Note Number	101	RTSH	0
Transfer Number	115	TRFH	
Transfer Request Number	113	TRRH	
Receipt No	119		
Cheque No	107		
Manufacturing Number	102	MANH	
Batch Number	100	BATH	
Stock Take Number	100		
Deliveries And Collections Number	108	DELH	
Sundry Issues and Receipts	100	SIRH	
Claim	100	CLMH	
Supplier Delivery Note	100	SDNH	
Requests For Quote	100	REQH	
Consolidated Orders Number	101	CONH	



DEFAULT SETTINGS (1)

Enable Consolidated Ordering on the Default Setting (1) tab, by clicking on the “Enable Consolidated Ordering” tick box.

Company Details | Company Logo | Control Numbers | **Default Settings (1)** | Default Settings (2) | Enterprise Settings | Closing Dates | Integration Accounts | Tax Rates | EMail | Extra Charges | Month End

Default Settings - Page 1

To quickly find an option, start typing. Up and down arrows move between highlighted items.

<input type="checkbox"/> Enable Tender Screen Security	<input type="checkbox"/> Use Auto Manufacturing In Invoicing	<input type="checkbox"/> Display all available Prices for Custom Price list
<input type="checkbox"/> Enable Supervisor Overrides on Tender Screen	<input checked="" type="checkbox"/> Auto-Generate References for Ledger Journals	<input type="checkbox"/> Ask for Volumetric Detail Automatically
<input checked="" type="checkbox"/> Stock Adjustment Confirmation	<input checked="" type="checkbox"/> Enable Wildcard / Partial Searching for Lookup Dialogs	<input type="checkbox"/> Allow Document Scanning in Deliveries
<input type="checkbox"/> Link Major and Minor Departments	<input type="checkbox"/> Automatically Allocate to Oldest Balance	<input type="checkbox"/> Allow Multiselect processing of Documents
<input type="checkbox"/> Link Minor Departments and Stock Categories	<input type="checkbox"/> Allow Changing of Line Total in Processing Module	<input type="checkbox"/> Allow Mandatory field setup for Debtors/Creditors
<input type="checkbox"/> Link Stock Categories and Stock Ranges	<input type="checkbox"/> Enforce Completion of User Defined Fields in Processing	<input type="checkbox"/> Enable Debtors Account Verification
<input checked="" type="checkbox"/> Enable Quotes & Purchase Order Indicator	<input type="checkbox"/> Enable Style Management	<input type="checkbox"/> Auto-Save Bank Recon on Exit
<input type="checkbox"/> Link Job card Number to Purchase Order	<input type="checkbox"/> Enable Cash Deposits in Order Modules	<input checked="" type="checkbox"/> Location Source Line by Line
<input type="checkbox"/> Limit Quantity on GRV from Purchase Order	<input checked="" type="checkbox"/> Enable Easy Identification in Quotes	<input type="checkbox"/> Enforce delivery date for processing
<input checked="" type="checkbox"/> Enable External Charges	<input checked="" type="checkbox"/> Enable Consolidated Ordering	<input checked="" type="checkbox"/> Enabled Auto Processing
<input checked="" type="checkbox"/> Disable Dot Matrix Advanced Printing Options	<input checked="" type="checkbox"/> Enable Consolidated Ordering Auto Transferring	<input type="checkbox"/> Use Future Cost in Consolidated Ordering
<input type="checkbox"/> Enable Weekly Age Analysis Reports	<input type="checkbox"/> Relax Supplier Invoice No Checking (Limit To Supplier)	<input type="checkbox"/> Enable Buyouts Line By Line
<input checked="" type="checkbox"/> Show Auto Generated Relations	<input checked="" type="checkbox"/> Enable GRV Control Total	
<input checked="" type="checkbox"/> Do order control on purchase orders	<input type="checkbox"/> Enable Multiple Beeps on Item Not Found Errors	
<input type="checkbox"/> Print Debtors Receipts in Invoicing	<input type="checkbox"/> Enable Voucher Tender Validation	
<input checked="" type="checkbox"/> Enable Deliveries and Collections	<input type="checkbox"/> Clear Expired Vouchers on End of Day	
<input checked="" type="checkbox"/> Show Supplier Code in Processing Module	<input type="checkbox"/> Enable TV Licenses in Sales Orders	
<input type="checkbox"/> Check for Duplicate Order Numbers in Processing Module	<input type="checkbox"/> Enable One Step Warehouse Transfers	
<input type="checkbox"/> Stock Multiple Bin Locations	<input type="checkbox"/> Allow Line by Line Credit limit check	
<input checked="" type="checkbox"/> PDF Exports - Use Embedded Fonts	<input type="checkbox"/> Show Landed Cost in Processing	
<input type="checkbox"/> Use Rep Per Line Item In Processing Module	<input type="checkbox"/> Prevent Discount Tender % on Promotions	
<input type="checkbox"/> Auto-Populate Account Numbers	<input type="checkbox"/> Prevent Discount Tender % on Non Discount Items	

ENTERPRISE SETTINGS

Select the Enterprise Settings Tab.

Setting Name	Value	Options
Centralised Ledger	001	▼
Branch Control	Information Branch	▼
Setup & Maintain Branches	Click to Maintain	
Ledger Grouping For Trading Branches	002	▼
Setup & Maintain Trading Branch Groups	Click to Maintain	
Enable Dynamic Ledger Departments	Tick For Yes	<input checked="" type="checkbox"/>
Setup & Maintain Ledger Departments	Click to Maintain	
Default Ledger Department	CORP	▼
Centralised Debtors	001	▼
Centralised Creditors	001	▼
Centralise Sales Representatives	Tick For Yes	<input type="checkbox"/>
Enable Stock Group Synchronization	Tick For Yes	<input checked="" type="checkbox"/>
Stock Grouping	002	▼
Setup & Maintain Stock Groups	Click to Maintain	
Setup & Maintain Synchronization Options	Click to Maintain	
Stock Distribution Center	003	▼
Default Location	003	▼
Centralise Data Filters	Tick For Yes	<input checked="" type="checkbox"/>
Centralise Price Lists	Tick For Yes	<input checked="" type="checkbox"/>
Centralise Currency Tables	Tick For Yes	<input checked="" type="checkbox"/>
Centralise Stock Departments and Groups	Tick For Yes	<input checked="" type="checkbox"/>
Centralise Stock Adjustment Reason Codes	Tick For Yes	<input checked="" type="checkbox"/>
Prompt for Company in Processing Module	Tick For Yes	<input type="checkbox"/>
Centralise Vat Rates	Tick For Yes	<input checked="" type="checkbox"/>

When documents need to be created with the Branch Order Method, you need to select the Centralized Creditors Company (to which the Creditors integrate). This should be the company from which all the creditors are available and where they are setup. All transactions will be stored in this company.

Enable Stock Group Synchronization which will ensure that all items added to the Consolidated Order are available in all selected companies.

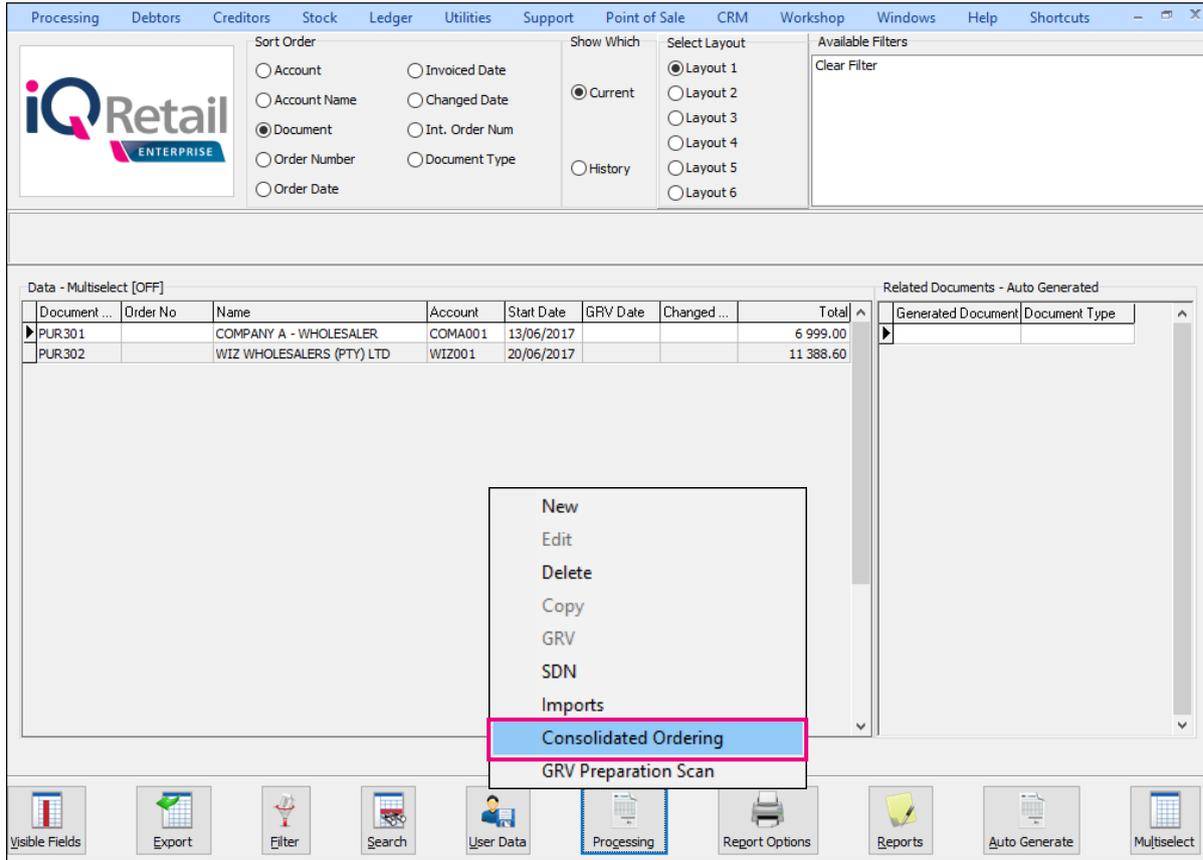
Select the Stock Grouping, as only companies within the same stock grouping will be available for selection during the creation of a Consolidated Order.

If documents are created with the DC Order method, select the Stock Distribution Centre to indicate which company within the system is the DC.

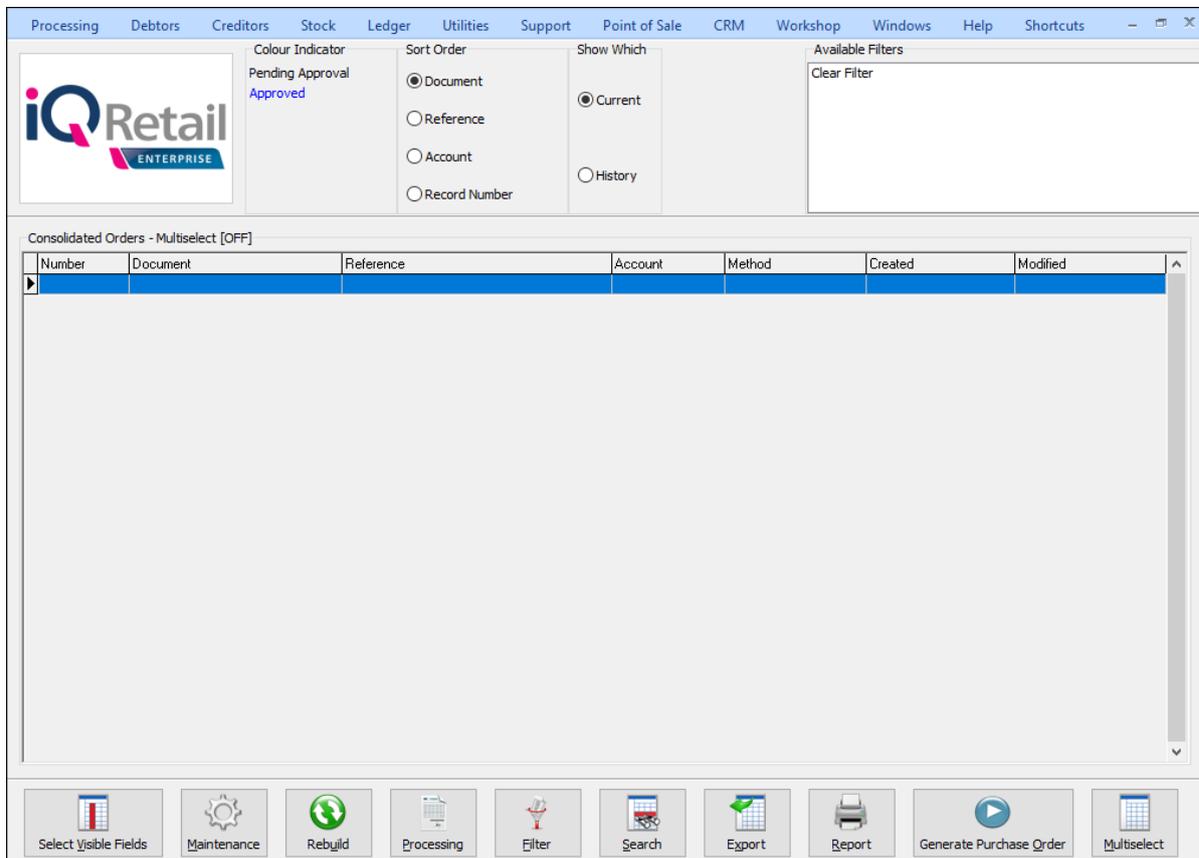
CREATE A STANDARD CONSOLIDATED ORDER

The Consolidated Ordering module can be accessed from the IQ main menu by selecting Stock, Utilities and Consolidated Ordering.

Or by navigating to the Purchase Orders maintenance screen, selecting the Processing button and clicking on Consolidated Ordering.



Both these methods will open the Consolidated Ordering module.



MAINTENANCE SCREEN

COLOUR INDICATOR	The colour options namely Black and Blue represent the two Colours displayed on the grid. If a document on the grid is Black, it indicates the document has not yet been approved for Purchase Order generation. If the document is displayed in Blue, the document has been approved and you will be able to generate a Purchase Order from it.
SORT ORDER	The Sort Order option allows you to change the sequence in which the entries appear on the Consolidated Order screen.
SHOW WHICH	<p>CURRENT</p> <p>The current option will show all the current Consolidated Orders, which means any new Consolidated Order that is created will display under the current option.</p> <p>HISTORY</p> <p>The history option will show all the Consolidated Orders that have been completed or the ones that were deleted from current. This means that if a Consolidated Order is completed, it will automatically move to the historical view. Once a Consolidated Order is deleted from current, it will be listed under the history option.</p>
AVAILABLE FILTERS	All filters created and saved for specific information from the Consolidated Order Maintenance screen, are listed under available filters. Double click on the filter to activate it and double click on "Clear Filter" to show all information again.

GRID INFORMATION

As documents are created they are added on the screen within the grid. The columns displayed on the grid contain the following information:

NUMBER	The record number of the document.
DOCUMENT	The document number which consists of a Consolidated Order Number and a Prefix as setup in Company Details.
REFERENCE	The Reference field contains a reference for the document, as entered by the user.
ACCOUNT	The Account is the Supplier Account that has been linked to the Consolidated Order.
METHOD	There are two ordering methods that can be used. The DC order or the Branch Order method.
CREATED	The Created field indicates the day and time the Consolidated Order was first created.
MODIFIED	The modified field indicates the day and time the Consolidated Order was last modified.

BUTTON FUNCTIONALITY



SELECT VISIBLE FIELDS	Allows you to change the layout of the grid.
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<p>MAINTENANCE</p>	<p>The maintenance option allows you to access the following maintenance elements: Stock, Colours, Sizes, Categories, Ranges, Styles, Size Groupings, Colour Groupings and Cycles.</p>																										
<p>REBUILD</p>	<p>The Rebuild option allows you to rebuild the selected Consolidated Order. Once a Consolidated Order has been created you have the option of rebuilding the document. When rebuilding a Consolidated Order, there are several actions that the system needs to perform. The actions performed differ for standard and style management orders. Actions for the standard CO rebuild include:</p> <div data-bbox="564 450 1449 842" style="border: 1px solid black; padding: 5px;"> <p>Confirm X</p> <p> The Rebuild will verify all Item(s) in the Consolidated Order.</p> <p>The following actions will be performed:</p> <ul style="list-style-type: none"> - Stock Items which no longer exist will be removed. - Item information will be refreshed. - No Recalcs will be performed. <p>Are you sure you wish to Rebuild the selected Consolidated Order [CONH101]?</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div> <p>All Stock items that were added to the Consolidated Order and which were afterwards deleted from the stock maintenance will be removed.</p> <p>The following item information will be refreshed:</p> <table border="1" data-bbox="580 987 1417 1771"> <thead> <tr> <th colspan="2">Fields to be Refreshed</th> </tr> <tr> <th>Fieldname</th> <th>Field Description</th> </tr> </thead> <tbody> <tr> <td>Barcode</td> <td>Barcode</td> </tr> <tr> <td>GenCode</td> <td>Generic Code</td> </tr> <tr> <td>Descript</td> <td>Description</td> </tr> <tr> <td>SupplierCo</td> <td>Supplier Code</td> </tr> <tr> <td>Department</td> <td>Department</td> </tr> <tr> <td>SubDepartM</td> <td>Minor-/Sub-Department</td> </tr> <tr> <td>Category</td> <td>Category</td> </tr> <tr> <td>Range</td> <td>Range</td> </tr> <tr> <td>Style</td> <td>Style</td> </tr> <tr> <td>ColorMatrix</td> <td>Colour Number</td> </tr> <tr> <td>SizeMatrix</td> <td>Size Number</td> </tr> </tbody> </table> <p>The quantities specified per stock item per company will remain unchanged, as it is assumed that the quantities that have been specified are what is required.</p> <p>NOTE: If you have selected to rebuild a Consolidated Order that has been Approved, the rebuild will reset the status of the Consolidated Order to Un-Approved and you will be required to Re-Approve the document before proceeding with the Purchase Order generation.</p>	Fields to be Refreshed		Fieldname	Field Description	Barcode	Barcode	GenCode	Generic Code	Descript	Description	SupplierCo	Supplier Code	Department	Department	SubDepartM	Minor-/Sub-Department	Category	Category	Range	Range	Style	Style	ColorMatrix	Colour Number	SizeMatrix	Size Number
Fields to be Refreshed																											
Fieldname	Field Description																										
Barcode	Barcode																										
GenCode	Generic Code																										
Descript	Description																										
SupplierCo	Supplier Code																										
Department	Department																										
SubDepartM	Minor-/Sub-Department																										
Category	Category																										
Range	Range																										
Style	Style																										
ColorMatrix	Colour Number																										
SizeMatrix	Size Number																										

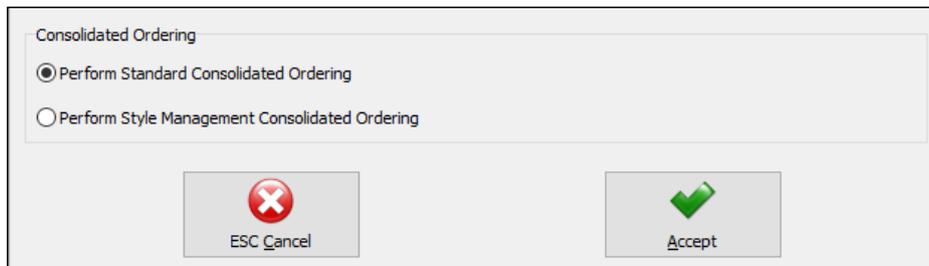
PROCESSING	The processing option allows you to create a new Consolidated Order document, edit an existing document, delete the selected document or to copy the selected document.
FILTER	The filter option allows you to filter for specific information on the Consolidated Orders grid.
SEARCH	The search option allows you to search for specific information on the Consolidated Orders grid.
EXPORT	The export option allows you to export information on the Consolidated Orders grid into any of the following formats CSV, TXT, HTML, XML and XLS(Excel).
REPORT	The Report option allows you to Preview, Print or Design the Consolidated Orders list.
GENERATE PURCHASE ORDER	This option allows you to generate a Purchase Order from the selected Consolidated Order document(s). If you have selected to do a DC order, only one purchase order will be created in the DC system. If you have selected to do a Branch order, the system will generate a purchase order in every company's system.
MULTISELECT	The Multiselect option allows you to switch the Multiselect functionality ON or OFF on the grid. The status is displayed at the top left within the caption of the grid. If the function is ON, it allows you to delete multiple Consolidated Orders.

CREATE A CONSOLIDATED ORDER

Click on the Processing button and select the New option.

If Style Management is enabled in Company Details Default Settings (1), you must choose which method of Consolidated Ordering is to be performed.

NOTE: If Style Management is not enabled, the Consolidated Ordering Wizard Screen will open immediately.



Select the option to Perform Standard Consolidated Ordering and click on accept. (The Style Management Order will be discussed later in this document).

You will be presented with an IQ Consolidated Ordering Wizard screen. This screen allows for the selection of a Supplier, Reference, Order Method and Companies, as well as for the adding of stock items and the manipulation of quantities to be ordered.

CONSOLIDATED ORDER DOCUMENT DETAIL

The detail section allows you to select information which is global to the CO document:

SUPPLIER ACCOUNT	If the supplier number is known, you can type it in, or select a supplier from a list of Creditors setup in the Company.
SUPPLIER NAME	Once the Supplier Account is selected, the Supplier Name will appear in this field.
DOCUMENT NUMBER	The system automatically generates a unique document number which consists of the Consolidated Order document number and a Prefix and is only visible after the “Next” button has been pressed. NOTE: This field is not editable.
REFERENCE	This field allows you to enter a reference for the selected document.
ORDER METHOD	The order Method allows for the selection between two types of order methods which will be used when generating a Purchase Order from this document. You can either select the DC order method or the Branch order method.
LAST EXECUTED	This field indicates when last a Purchase Order has been generated from the Consolidated Order.
DELIVERY DATE	The expected delivery date must be selected.
LONG DESCRIPTION BUTTON	The Long Description option allows you to capture extra information for the Consolidated Order.

ORDER FORMULA INFORMATION

This section provides information about the different order formulas selectable per stock item. The selected order formula is then used to calculate the required quantities for the stock item per company.

Consolidated Document Detail	Order Formula Information
Default: The order formula set up on the stock item in each company will be used to calculate the required quantities.	
Normal: Quantities will be calculated based on the Normal order formula.	
Replenishment: Quantities will be calculated based on the Replenishment order formula.	
Custom: Quantities will be calculated based on the selected custom order formula from the current company.	
Not To Use: No order formula will be used to calculate quantities.	

COMPANIES TAB

Companies	Stock Items	Stock Quantities
Select Companies to be included in the Consolidated Order		
Company ID	Company Name	Include
001	DEMO HEAD OFFICE	<input checked="" type="checkbox"/>
002	COMPANY B - RETAIL	<input checked="" type="checkbox"/>
003	COMPANY C - DC WAREHOUSE	<input checked="" type="checkbox"/>
004	COMPANY D - RETAIL	<input checked="" type="checkbox"/>
005	COMPANY E - RETAIL	<input checked="" type="checkbox"/>

When creating a new Consolidated Order, the companies tab will be the first visible tab on the wizard. This is a list of companies found within the same Stock Grouping as the current company. When a company is selected to be included in the Consolidated Order, quantities will be calculated per stock item for the company. Select Companies by clicking on the check box in the include column or by right clicking on one of the lines and selecting the “Select All” option. To exclude all the companies available, from the Consolidated Order, select the “Deselect All” option.

The columns on the Companies Tab contain the Company ID, The Company Name and indicates if the company should be included or excluded from the Consolidated Order.

After selecting the required companies, select the “Next” button on the bottom of the screen. The system will evaluate the selection and display any errors if they occur. Some of the errors found per selected company will prevent you from continuing to the next tab.

The errors include:

- Central Creditors need to be set to [CompanyID] to perform Branch Ordering.
*Error can only occur when Order Method has been set to Branch Order.
- Consolidated Ordering hasn’t been enabled.
*Error can only occur when Order Method has been set to Branch Order.

During the Company selection checking process, the Stock Distribution Centre for the company is also checked, if the Order Method has been set to DC Order. If the company does not match the selected Stock DC a warning will appear warning you that they are trying to create a Consolidated DC Order within a non-DC branch. A security option is available which can be used to prevent a user from continuing without a security override.



STOCK ITEMS TAB

After pressing the “Next” button, the next tab that will be displayed is the Stock Items tab. The grid contains the stock items that have been added to the Consolidated Order.

CODE	Displays the Stock Item code. This field is editable.
DESCRIPTION	The stock description as defined in the Item Maintenance section will be displayed.
BARCODE	Displays the Barcode of the Stock Item.
DEPARTMENT	Displays the Major Department of the Stock Item.
SUB-DEPARTMENT	Displays the Sub-department or the minor department of the Stock Item.
CATEGORY	Displays the Category of the Stock Item.
RANGE	Displays the Range of the Stock Item.
STYLE	Displays the Style Code of the Stock Item.
COLOUR	Displays the Colour Description of the Stock Item.
SIZE	Displays the Size Description of the Stock Item.
ORDER FORMULA	Displays the order formula to be used on the Stock Item. This field is editable.
FORMULA NUMBER	Displays the selected Formula Number on this Stock Item. This field contains a “-1” value when the order formula of the stock item has not been set to “Custom”. When the “Custom” formula is selected, the index of the selected Formula Number will be displayed.

ADDING STOCK ITEMS

Items can only be added, edited and/or removed while on the Stock Items tab.

There are two methods which can be used to add items to the Consolidated Order:

The first method is by adding the items one-by-one on the grid, by selecting a stock code within the code field and entering through the grid.

NOTE: Once the stock item code has been entered, the rest of the fields are automatically completed with the information of the item as it was setup in the Stock Maintenance module. On Standard Consolidated Ordering, you will only be able to edit the Order Formula on this screen. You can click on the Order Formula for the item and select from the drop-down menu, Default, Normal, Replenish, Custom or Not To Use.

The second method of adding items allows you to add items in bulk by pressing on the “Add Items” button. After selecting the “Add Items” button, the IQ Consolidated Ordering Item Select Dynamic Filtering Options screen will be displayed.

The “Filter Options” tab on the Wizard is split into two main sections:

DYNAMIC STOCK FILTERING OPTIONS	This section allows you to apply different filtering ranges. When a range has been enabled (by ticking the selection box) its defined start and end range will be used to generate the required stock items. The “Additional Range” includes an option called “Exclude Items not from this Consolidated Order Supplier”. This option filters on the Regular Supplier field on Stock Items with the same Regular Supplier as the Consolidated Order.
ORDERING FORMULA	The order Formula section allows you to select an Order Formula for the batch. The customize button is only available when the Order Formula is set to “Custom” as it allows the selection of a “Custom” order formula to be used.
DEFAULT	The Default buttons allows you to revert to the original settings, as setup on the stock maintenance screens for the stock items.

Press the Next button to accept the filter options. A “Stock Preview” tab with the selected items is generated. The grid has the same layout as found on the Stock Maintenance Grid.

Additional stock filtering can now be applied to remove items not required. The Delete button can also be used to remove single items.

Code	Description	Barcode	Main Sup...	Supplier ...	D...	Bin	Pac...	O...	O...	Purchase ...	A...	GP_1	S...	S...	Onhand
1003	CASTLE - SINGLE	1003			00		0	48	48	0	138	0	193	877	488
1004	ITEM A (MAIN)	1004			00		0	0	0	0	180	467532	385	1.75	0
1005	ITEM B (SUB)	1005			00		0	5	5	0	553	503436	439	0.18	107
1006	ITEM C (SUB)	1006			00		0	2	5	0	063	705882	85	1.75	90
1007	EMPTY BEER CRATE	1007			00		0	2	2	0	10	37.5	16	8.4	2
2001	BROWN BREAD	2001			00		0	10	10	0	5	222222	18	0.7	219
2002	MILK 2LTR	2002			00		0	5	5	0	6	230769	26	9.9	183
2003	CHEESE - CHEDDAR	2003			00		0	2	5	0	50	333333	120	138	246.496
3001	MONITOR - LED	3001			00		0	2	2	2	990	391304	300	645	-2
3002	SMART TV	3002			00		0	2	2	0	713	728419	684	947	15
3003	DVD	3003			00		0	5	10	0	742	428571	350	12.5	75
3004	TV CABINET	3004			00		0	1	2	0	999	750221	754	307	-12
COKE001	COKE CAN 330ML	COKE001	WIZ001		00		1	10	24	0	3	000684	193	195	0
ITE001	ITEM1	ITE001			00		0	5	5	0	495	970067	982	719	16
ITE002	ITEM2	ITE002			00		0	2	2	0	901	1,50495	200	230	44
PIE001	PIE CHICKEN	PIE001			00		0	5	10	0	7	001064	895	316	-1
PIE002	PIE BEEF	PIE002			00		0	5	10	0	8	001216	895	316	-3
PIE003	PIE SPINACH & FETA	PIE003			00		0	5	10	0	6	000912	895	316	0
SDF003	SOFT DRINK - PEPSI	SDF003			00		0	48	48	0	3	000684	193	877	-2
SFD001	SOFT DRINK - COKE	SFD001			00		0	48	48	0	3	042742	913	877	-1
SFD002	SOFT DRINK - FANTA	SFD002			00		0	48	48	0	3	000684	193	877	-2

When only the required items are left on the grid, you can select the "Next" button.

Confirm ✕

20 Record(s) have been found and will be added to the Consolidated Order. This process is resource intensive. Do you wish to Continue?

The wizard will prompt you with the quantity of records found on the filtered selection and ensure if you want to continue. If you select the Yes button, the items will be added to the list of items to be ordered for this Consolidated Order. If you select No, you will be able to do the filtering and selection of items again.

Information ✕

The following Item(s) have not been added as they already exist on the Consolidated Order:
- 1003

Select OK to continue with the Stock Item selection.

Code	Description	Barcode	Department	Sub-Dep...	Category	Range	Style	Color	Size	Order Formula	Form...
1003	CASTLE - SINGLE	1003	001	0003				Not Defined	Not Defined	Normal	-1
1005	ITEM B (SUB)	1005	002	0004				Not Defined	Not Defined	Default	-1
1006	ITEM C (SUB)	1006	002	0004				Not Defined	Not Defined	Default	-1
1007	EMPTY BEER CRATE	1007	006	0003				Not Defined	Not Defined	Default	-1
2001	BROWN BREAD	2001	003	0005				Not Defined	Not Defined	Custom...	1
2002	MILK 2LTR	2002	003	0005				Not Defined	Not Defined	Custom...	3
2003	CHEESE - CHEDDAR	2003	003	0005				Not Defined	Not Defined	Default	-1
3001	MONITOR - LED	3001	002	0004				Not Defined	Not Defined	Default	-1
3002	SMART TV	3002	002					Not Defined	Not Defined	Default	-1

NOTE: If a selected item is already on the list of items to be ordered, the system will prompt you to say that the item has not been added as it already exists on the Consolidated Order.

Click on the Next button to accept the Stock Items to be ordered.

STOCK QUANTITIES TAB

Once the Stock Items have been accepted, the Stock Quantities Tab will be displayed. The grid contains all the stock items that have been added to the Consolidated Order. Each of the selected companies will have a column with the quantities calculated by the specified order formula for that item. Only the quantities generated under each company can be edited, which allows you to dynamically modify the quantities to be ordered.

Enter correct quantities to be used in Consolidated Order												
Barcode	Department	Sub-Department	Category	Range	Style	Color	Size	001	002	003	004	005
1003	001	0003				Not Defined	Not Defined	0	48	48	48	0
1005	002	0004				Not Defined	Not Defined	0	5	5	5	0
1006	002	0004				Not Defined	Not Defined	0	5	5	5	0
1007	006	0003				Not Defined	Not Defined	0	2	2	2	0
2001	003	0005				Not Defined	Not Defined	0	20	20	20	0
2002	003	0005				Not Defined	Not Defined	0	5	5	5	0
2003	003	0005				Not Defined	Not Defined	0	5	5	5	0
3001	002	0004				Not Defined	Not Defined	4	0	4	4	0
3002	002					Not Defined	Not Defined	0	0	2	2	0
3003	002					Not Defined	Not Defined	0	0	15	15	0
3004	002					Not Defined	Not Defined	16	4	0	3	0
COKE001	003	0002				Not Defined	Not Defined	34	34	34	34	0
ITE001	001					Not Defined	Not Defined	0	5	5	5	0
ITE002	001					Not Defined	Not Defined	0	2	2	2	2
PIE001	003	0005				Not Defined	Not Defined	16	15	15	15	10
PIE002	003	0005				Not Defined	Not Defined	18	15	15	15	10
PIE003	003	0005				Not Defined	Not Defined	15	15	15	15	10
SDF003	003	0002				Not Defined	Not Defined	98	96	96	96	48
SFD001	003	0002				Not Defined	Not Defined	97	96	96	96	48
SFD002	003	0002				Not Defined	Not Defined	98	96	96	96	48

REMOVING ITEMS FROM THE CONSOLIDATED ORDER

You can only remove items from the current order while you are on the Stock Items tab. There are two methods of removing items, the first is by selecting the item and pressing the Ctrl+Delete combination on the keyboard. The second method is by selecting the item and the pressing the F5 key on the keyboard. If you have accidentally deleted the wrong item from the order, he can just close the order without saving it and reopen it again.

BUTTONS ON CONSOLIDATED ORDER



NOTE: Not all the buttons are available on all the screens. Some of the buttons are greyed out on some the screens, which means that they are not available on the selected screen.

EDIT ORDERING FORMULA

This option will only be available when a stock item has a “Custom” order formula. When you click on it, the Stock Ordering formulas for the company will be available. You can then change them where necessary, which will result in the recalculation of all the item quantities.

Code	Description	Order Level	Onhand	Order Qty	Max Level	POOrders	Sorders	WIP	Laybyes	Pack-Size
1	DEFAULT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Ordering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Test items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p>UTILITIES</p>	<p>On the Utilities button, there are two options available: Forecast and Item Details. (Go to Page 18 for more information.)</p>
<p>AMENDMENTS</p>	<p>To change the order quantities or the order formula on a specified item, you can click on the amendments button. This will open the Stock Maintenance screen for this item, which can be amended.</p>
<p>ADD ITEMS</p>	<p>Items can only be added, edited and/or removed while on the Stock Items tab.</p> <p>There are two methods which can be used to add items to the Consolidated Order:</p> <p>The first method is by adding the items one-by-one on the grid, by selecting a stock code within the code field and entering through the grid.</p> <p>NOTE: Once the stock item code has been entered, the rest of the fields are automatically completed with the information of the item as it was setup in the Stock Maintenance module. On Standard Consolidated Ordering, you will only be able to edit the Order Formula on this screen. You can click on the Order Formula for the item and select from the drop-down menu, Default, Normal, Replenish, Custom or Not To Use.</p> <p>The second method of adding items allows you to add items in bulk by pressing on the “Add Items” button. After selecting the “Add Items” button, the IQ Consolidated Ordering Item Select Dynamic Filtering Options screen will be displayed.</p>
<p>IMPORT</p>	<p>The import option consists of two options:</p> <ul style="list-style-type: none"> • Generate Example File: This option allows you to generate and save an example comma delimited file, which must be used to see which information should be in the import file. • Import: The save comma delimited file can be imported.
<p>PREVIOUS</p>	<p>The previous button will take you back to the previous Tab.</p>
<p>NEXT</p>	<p>The Next button will take you to the next tab</p>
<p>RECALCULATE</p>	<p>The recalculate button will recalculate the order quantities based on each item’s selected order formula. After clicking on the button, a warning will appear informing you that items on the order with an order formula of “Not To Use” will not be recalculated.</p> <div data-bbox="600 1406 1410 1559" data-label="Image"> </div> <p>After accepting the warning, four recalculating methods will appear:</p> <div data-bbox="673 1621 1337 1886" data-label="Image"> </div> <p>RECALCULATE SELECTED STOCK ITEM FOR ALL COMPANIES</p> <p>This option will recalculate the quantities for the selected companies for the stock item currently selected on the grid.</p>

	<p>RECALCULATE SELECTED STOCK ITEM FOR SELECTED COMPANY</p> <p>This option will recalculate the quantities for the stock item currently selected for the selected company. The required company can be selected by clicking on the item in the column of the company.</p> <p>RECALCULATE ALL STOCK ITEMS FOR ALL COMPANIES</p> <p>This option will recalculate the quantities of all stock items for all companies on the Consolidated Order.</p> <p>RECALCULATE ALL STOCK ITEMS FOR SELECTED COMPANY</p> <p>This option will recalculate the quantities for all stock items for the selected company. The required company can be selected by clicking in the column of the company.</p>
SAVE	You can click on the Save button to save all changes made to the Consolidated Order. If a mistake was made, you can just close the order and not save the changes. The saved order will open again when you want to edit it again.
SAVE & EXIT	This option allows you to save the Consolidated Order and to Exit the Consolidated Order.
APPROVE & EXIT	After confirming that all the required stock items have been added to the order and that the quantities to order for each company is correct, you can approve the order. After a Consolidated Order has been approved, the document will be displayed in blue on the grid and will be available for Purchase Order generation.

UTILITIES BUTTON

FORECAST

For the Forecast option on the Utilities button to become available, you must be on the Stock Quantities Tab. This option allows you to select an item and to forecast how much stock will be needed within the next selected period, depending on the history of the transactions in the selected period.

Forecasting Transactions

Forecast of Quantities per Company for Item 3002

Code	Total Sales Quantity	Total Purchase Quantity	Total Transfer Out Quantity	Total Transfer In Quantity
3002	15	35	0	0

Cancel Collapse All Expand All Prepare Report Delete Multiselect Apply

DATE RANGE	Provides information about the item being forecasted on. Start and End Date selectors allow you to specify which period in transaction history on the item should be considered for the calculation of the order quantity.
OPTIONS	<p>Zerorize Non-Forecasted Combinations: This option will load the forecasted company values, but will set all the Company Values which information has not been forecasted for, to 0 (zero).</p> <p>Retain Non-Forecasted Combinations: This option will load the forecasted Company values, but will not alter the values for Companies which have not been forecasted.</p>

To get a forecast on an item, select the item and click on the Utilities button and select the forecast option. Select the start date and the end date for the period needed. This will only take the selected periods history into account when calculating the ordering quantity, depending on the order formula set for the item. Click then on the Prepare button.

Forecast of Quantities per Company for Item 3002					
Code	Total Sales Quantity	Total Purchase Quantity	Total Transfer Out Quantity	Total Transfer In Quantity	
3002	15	35	0	0	
Company	Sales Quantity	Purchase Quantity	Transfer Out Quantity	Transfer In Quantity	Order Quantity
001	15	22	0	0	22
002	0	13	0	0	13

On the Forecasting Tab, there are two levels of information available:

- Level 1:** The Total quantities of Sales, Purchases and Transfers for this item on all the selected companies are visible. Depending on the order formula, these quantities will be used to calculate the order quantity.
- Level 2:** Click on the or you can select the Expand All Button. This will show the quantities per company. The Order Quantity per item can be edited if needed.

Once the Prepare button has been selected, a transaction tab becomes available.

Transactions involved while Forecasting Quantities per Company for Item 3002											
Company	Code	Style	ColourNum	SizeNum	TXDate	Reference	DC	TCode	ACode	Amount	Quantity
001	3002		0	0	05/06/2017	INV789456423797	D	PU		7 000.00	1.0000
001	3002		0	0	05/06/2017	INV135	C	IN		6 139.47	1.0000
001	3002		0	0	05/06/2017	INV137	C	IN		6 139.47	1.0000
001	3002		0	0	13/06/2017	123	D	PU		39 980.00	20.0000
001	3002		0	0	24/07/2017	P.O.S 1-104	C	IN		6 139.47	1.0000
001	3002		0	0	07/08/2017	FLFLFLF	D	PU		2 631.57	1.0000
001	3002		0	0	17/08/2017	INV142	C	IN		6 139.47	1.0000
001	3002		0	0	12/03/2018	INV148	C	IN		6 139.47	1.0000
001	3002		0	0	17/05/2017	P.O.S 1-38	C	IN		5 525.53	1.0000
001	3002		0	0	17/05/2017	P.O.S 1-38	C	IN		5 525.53	1.0000
001	3002		0	0	17/05/2017	INV113	C	IN		5 525.53	1.0000
001	3002		0	0	17/05/2017	INV113	C	IN		5 525.53	1.0000
001	3002		0	0	17/05/2017	P.O.S 1-46	C	IN		6 139.47	1.0000
001	3002		0	0	17/05/2017	INV117	C	IN		6 139.47	1.0000
001	3002		0	0	17/05/2017	P.O.S 1-86	C	IN		5 525.53	1.0000
001	3002		0	0	17/05/2017	P.O.S 1-86	C	IN		5 525.53	1.0000
001	3002		0	0	17/05/2017	INV134	C	IN		6 139.47	1.0000
001	3002		0	0	31/05/2017	P.O.S 1-94	C	IN		7 456.14	1.0000
002	3002		0	0	13/06/2017	FHX	D	PU		26 311.40	5.0000
002	3002		0	0	13/06/2017	GZHGZ'	D	PU		4 385.09	1.0000
002	3002		0	0	13/06/2017	COMA20170613	D	PU		8 770.18	2.0000
002	3002		0	0	26/06/2017	456	D	PU		21 925.45	5.0000

The Transaction tab shows all the transactions within the selected period used to calculate the order quantity for this item. You can delete the transactions which should not be considered for the reordering quantity by selecting the transaction and clicking on the delete button. If there are a lot of transactions that need to be deleted, click on the Multiselect button and hold the Ctrl button in to select all the transactions. Click then on Apply.

NOTE: After deleting transactions to be excluded from the forecast, you need to press the “Refresh” button on the Transaction Tab, which will then refresh the information on the “Forecasting” tab. Please note that all combinations will be refreshed.

ITEM DETAILS

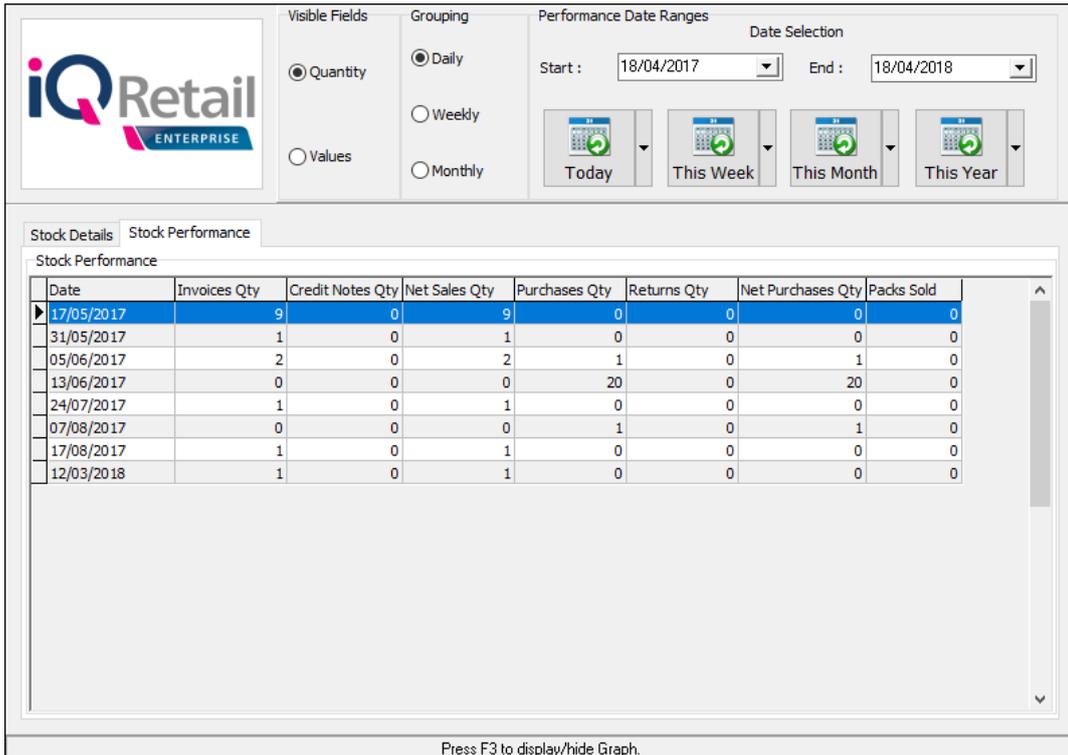
The other option under the Utilities button, which is available is the Item Details option. This option is available from both the Stock Items and Stock Quantities Tabs.

Stock Item Detail		Retail Price		Exclusive		Estimated (GP%)	
Item Code	3002	Retail Price	7060.39	6139.47	66.75%		
Description	SMART TV	Wholesale Price	5042.85	4385.09	53.45%		
Pack Size	0	Alternative Price 1	0.00	0.00	0.00%		
Pack Description		Alternative Price 2	0.00	0.00	0.00%		
Department	002	Alternative Price 3	0.00	0.00	0.00%		
Group Code		Average Cost	2041.17				
Sales Orders	7	Latest Cost	2631.57				
Purchase Orders	0						
Deliveries & Collections	1						
Current Stock	15.00						
Regular Supplier							
		Future Cost	0				
		Manager Cost	2041.1713				

STOCK DETAILS TAB

This Tab shows you detailed information about the selected Stock Item.

STOCK PERFORMANCE

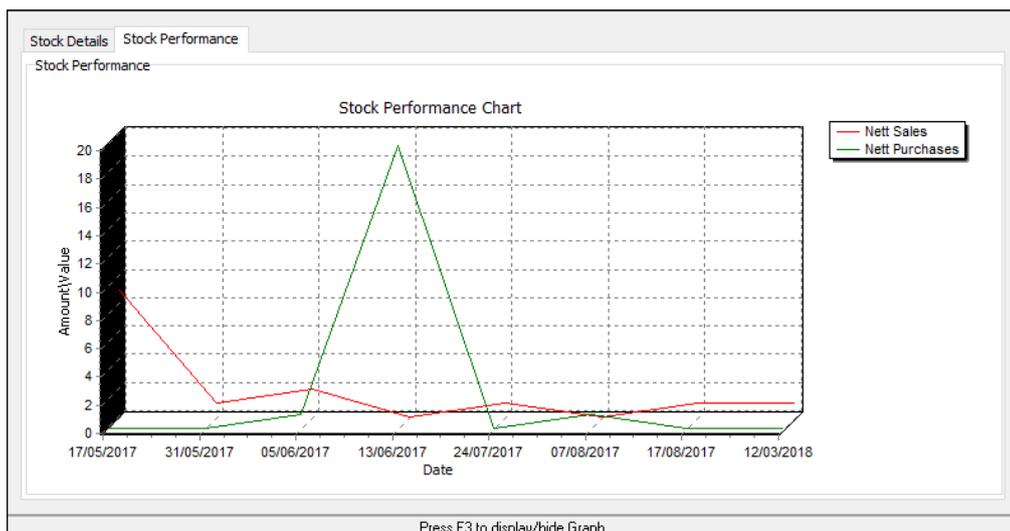


Date	Invoices Qty	Credit Notes Qty	Net Sales Qty	Purchases Qty	Returns Qty	Net Purchases Qty	Packs Sold
17/05/2017	9	0	9	0	0	0	0
31/05/2017	1	0	1	0	0	0	0
05/06/2017	2	0	2	1	0	1	0
13/06/2017	0	0	0	20	0	20	0
24/07/2017	1	0	1	0	0	0	0
07/08/2017	0	0	0	1	0	1	0
17/08/2017	1	0	1	0	0	0	0
12/03/2018	1	0	1	0	0	0	0

This tab provides information about the performance of this selected stock item over a period.

VISIBLE FIELDS	The statistics are either shown in quantities or as currency values.
GROUPING	Statistics can be provided daily, Weekly or Monthly.
PERFORMANCE DATE RANGES	The begin and start dates can be selected for the period to be visible.

There are also buttons that show the statistics for Today, This Week, This Month and This Year.



A graph to show the Stock Item Performance is available, Press the F3 key on the keyboard to display or to hide it.

STYLE MANAGEMENT CONSOLIDATED ORDERING

Style Management Consolidated Ordering system, enables one company or the DC to manage the styles and sizes of stock items, to generate Consolidated Ordering documents and ordering of Style Items for multiple companies in a specified Stock Group.

NOTE: Style Management Consolidated Ordering will only be available if you used the Style Management option to create Stock Items. The system will not allow you to link normal stock items to styles, but Style items can be ordered on the Standard Consolidated Ordering system too.

SETUP

The settings required for the use of Style Management Consolidated Ordering within the system, can be setup within the Company Details module. Access the module by selecting the menu options: Utilities, Setup and Company Details.

CONTROL NUMBERS

Setup a document prefix on the Control Numbers tab. The Consolidated Orders Number and Prefix will be used to create a unique document identifier for each document created within the company.

Company Details | Company Logo | **Control Numbers** | Default Settings (1) | Default Settings (2) | Enterprise Settings | Closing Dates | Integration Accounts | Tax Rates | EMail | Extra Charges | Month End

Control Numbers

Control numbers should not be amended unless required. If amendments are required, please ensure that all users are logged out of the system. To enable editing of control numbers, click the Checkbox below.

Document Type	Number	Prefix	# Tabs when scanning
Invoice	149	INVH	0
Credit Note	104	CRNH	0
Quote	101	QTEH	0
Sales Order	107	SALH	0
Purchase Order	109	PURH	0
Job Card	101	JOBH	0
GRV Number	115	GRVH	0
Return Note Number	101	RTSH	0
Transfer Number	115	TRFH	
Transfer Request Number	113	TRRH	
Receipt No	119		
Cheque No	107		
Manufacturing Number	102	MANH	
Batch Number	100	BATH	
Stock Take Number	100		
Deliveries And Collections Number	108	DELH	
Sundry Issues and Receipts	100	SIRH	
Claim	100	CLMH	
Supplier Delivery Note	100	SDNH	
Request For Quote	100	RFQH	
Consolidated Orders Number	101	CONH	



DEFAULT SETTINGS (1)

On the Default Setting (1) tab, enable Style Management by clicking on the “Enable Style Management” tick box. If this option is enabled, the Style Management features will be included during the Stock Maintenance process.

Enable Consolidated Ordering by clicking on the “Enable Consolidated Ordering” tick box.

The screenshot shows the 'Default Settings (1)' tab with a list of configuration options. The following table summarizes the visible settings and their states:

Setting Name	State
Enable Tender Screen Security	Unchecked
Enable Supervisor Overrides on Tender Screen	Unchecked
Stock Adjustment Confirmation	Checked
Link Major and Minor Departments	Unchecked
Link Minor Departments and Stock Categories	Unchecked
Link Stock Categories and Stock Ranges	Unchecked
Enable Quotes & Purchase Order Indicator	Checked
Link Job card Number to Purchase Order	Unchecked
Limit Quantity on GRV from Purchase Order	Unchecked
Enable External Charges	Checked
Disable Dot Matrix Advanced Printing Options	Checked
Enable Weekly Age Analysis Reports	Unchecked
Show Auto Generated Relations	Checked
Do order control on purchase orders	Checked
Print Debtors Receipts in Invoicing	Unchecked
Enable Deliveries and Collections	Checked
Show Supplier Code in Processing Module	Checked
Check for Duplicate Order Numbers in Processing Module	Unchecked
Stock Multiple Bin Locations	Unchecked
PDF Exports - Use Embedded Fonts	Checked
Use Rep Per Line Item in Processing Module	Unchecked
Auto-Populate Account Numbers	Unchecked
Use Auto Manufacturing In invoicing	Unchecked
Auto-Generate References for Ledger Journals	Checked
Enable Wildcard / Partial Searching for Lookup Dialogs	Checked
Automatically Allocate to Oldest Balance	Unchecked
Allow Changing of Line Total in Processing Module	Unchecked
Enforce Completion of User Defined Fields in Processing	Unchecked
Enable Style Management	Checked
Enable Cash Deposits in Order Modules	Unchecked
Enable Consolidated Ordering	Checked
Enable Consolidated Ordering Auto Transferring	Checked
Relax Supplier Invoice No Checking (Limit To Supplier)	Unchecked
Enable GRV Control Total	Checked
Enable Multiple Beeps on Item Not Found Errors	Unchecked
Enable Voucher Tender Validation	Unchecked
Clear Expired Vouchers on End of Day	Unchecked
Enable TV Licenses in Sales Orders	Unchecked
Enable One Step Warehouse Transfers	Unchecked
Allow Line by Line Credit limit check	Unchecked
Show Landed Cost in Processing	Unchecked
Prevent Discount Tender % on Promotions	Unchecked
Prevent Discount Tender % on Non Discount Items	Unchecked
Display all available Prices for Custom Price list	Unchecked
Ask for Volumetric Detail Automatically	Unchecked
Allow Document Scanning in Deliveries	Unchecked
Allow Multiselect processing of Documents	Unchecked
Allow Mandatory field setup for Debtors/Creditors	Unchecked
Enable Debtors Account Verification	Unchecked
Auto-Save Bank Recon on Exit	Unchecked
Location Source Line by Line	Checked
Enforce delivery date for processing	Unchecked
Enabled Auto Processing	Checked
Use Future Cost in Consolidated Ordering	Unchecked
Enable Buyouts Line By Line	Unchecked

ENTERPRISE SETTINGS

Select the Enterprise Settings Tab.

The screenshot shows the 'Enterprise Settings' tab with a list of configuration options. The following table summarizes the visible settings and their states:

Setting Name	Value / State
Centralised Ledger	001
Branch Control	Information Branch
Setup & Maintain Branches	Click to Maintain
Ledger Grouping For Trading Branches	002
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
Centralised Debtors	001
Centralised Creditors	001
Centralised Sales Representatives	Tick For Yes
Enable Stock Group Synchronization	Tick For Yes
Stock Grouping	002
Setup & Maintain Stock Groups	Click to maintain
Setup & Maintain Synchronization Options	Click to maintain
Stock Distribution Center	003
Default Location	003
Centralise Data Filters	Tick For Yes
Centralise Price Lists	Tick For Yes
Centralise Currency Tables	Tick For Yes
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

When documents need to be created with the Branch Order Method, you need to select the Centralized Creditors Company (to which the Creditors integrate). This should be the company from which all the creditors are available and where they are setup. All transactions will be stored in this company.

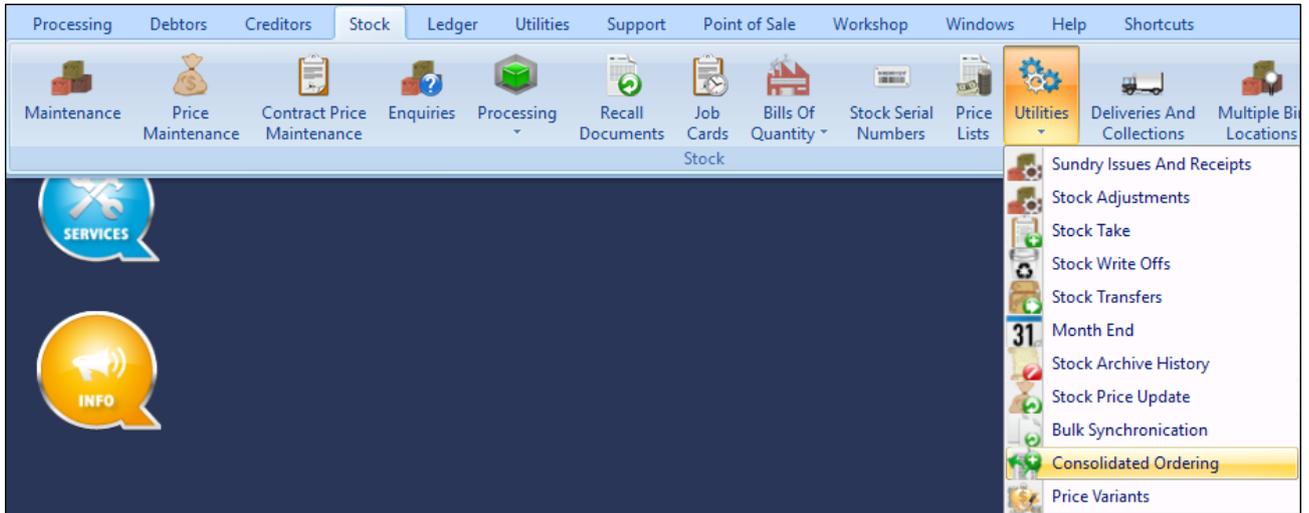
Enable Stock Group Synchronization which will ensure that all items added to the Consolidated Order are available in all selected companies.

Select the Stock Grouping, as only companies within the same stock grouping will be available for selection during the creation of a Consolidated Order.

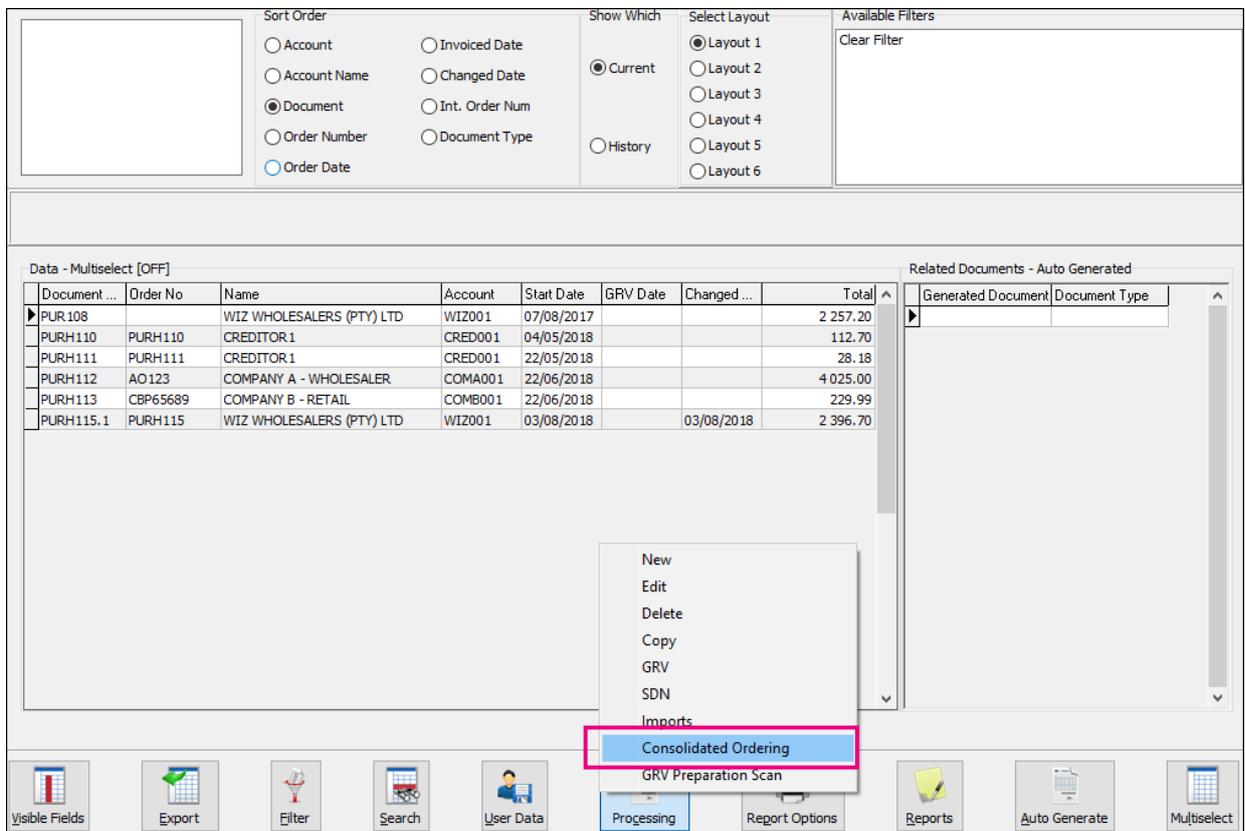
If documents are created with the DC Order method, select the Stock Distribution Centre to indicate which company within the system is the DC.

CREATE A STYLE MANAGEMENT CONSOLIDATED ORDER

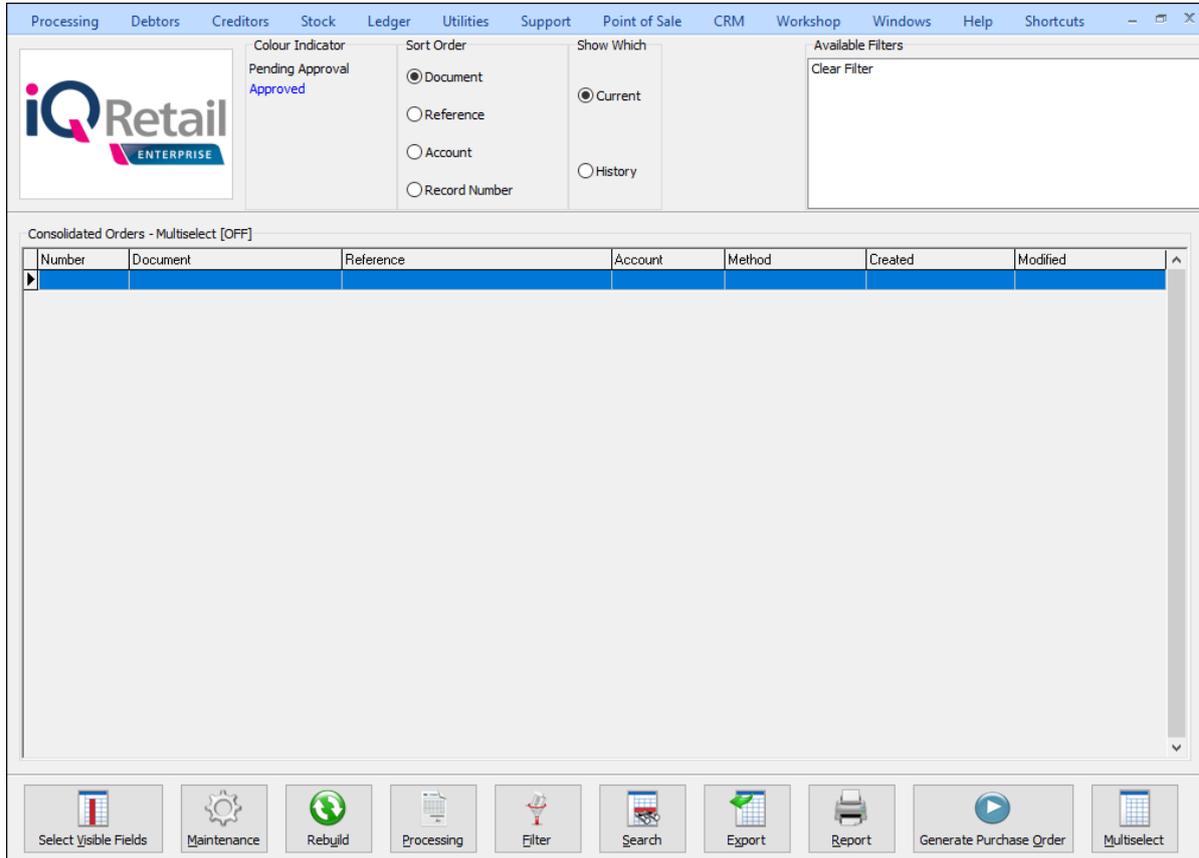
The Consolidated Ordering module can be accessed from the IQ main menu by selecting Stock, Utilities and Consolidated Ordering.



Or by navigating to the Purchase Orders maintenance screen, selecting the Processing button and clicking on Consolidated Ordering.



Both these methods will open the Consolidated Ordering module.



MAINTENANCE SCREEN

<p>COLOUR INDICATOR</p>	<p>The colour options namely Black and Blue represent the two Colours displayed on the grid. If a document on the grid is Black, it indicates the document has not yet been approved for Purchase Order generation. If the document is displayed in Blue, the document has been approved and you will be able to generate a Purchase Order from it.</p>
<p>SORT ORDER</p>	<p>The Sort Order option allows you to change the sequence in which the entries appear on the Consolidated Order screen.</p>
<p>SHOW WHICH</p>	<p>CURRENT The current option will show all the current Consolidated Orders, which means any new Consolidated Order that is created will display under the current option.</p> <p>HISTORY The history option will show all the Consolidated Orders that have been completed or the ones that were deleted from current. This means that if a Consolidated Order is completed, it will automatically move to the historical view. Once a Consolidated Order is deleted from current, it will be listed under the history option.</p>
<p>AVAILABLE FILTERS</p>	<p>All filters created and saved for specific information from the Consolidated Order Maintenance screen, are listed under available filters. Double click on the filter to activate it and double click on “Clear Filter” to show all information again.</p>

GRID INFORMATION

As documents are created they are added on the screen within the grid. The columns displayed on the grid contain the following information:

NUMBER	The record number of the document.
DOCUMENT	The document number which consists of a Consolidated Order Number and a Prefix as setup in Company Details.
REFERENCE	The Reference field contains a reference for the document, as entered by the user.
ACCOUNT	The Account is the Supplier Account that has been linked to the Consolidated Order.
METHOD	There are two ordering methods that can be used. The DC order or the Branch Order method.
CREATED	The Created field indicates the day and time the Consolidated Order was first created.
MODIFIED	The modified field indicates the day and time the Consolidated Order was last modified.

BUTTON FUNCTIONALITY



SELECT VISIBLE FIELDS	Allows you to change the layout of the grid.
MAINTENANCE	The maintenance option allows you to access the following maintenance elements: Stock, Colours, Sizes, Categories, Ranges, Styles, Size Groupings, Colour Groupings and Cycles.
REBUILD	<p>The Rebuild option allows you to rebuild the selected Consolidated Order. Once a Consolidated Order has been created you have the option of rebuilding the document. When rebuilding a Consolidated Order, there are several actions that the system needs to perform. The actions performed differ for standard and style management orders. Actions for the Style Management CO rebuild include:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p> The Rebuild will verify all Style(s) in the Consolidated Order.</p> <p>The following actions will be performed:</p> <ul style="list-style-type: none"> - Colour-Size combinations for a Style which no longer exist will be removed. - New Colour-Size combinations for a Style will be added. - Style information will be refreshed. - No Recalcs will be performed. <p>Are you sure you wish to Rebuild the selected Consolidated Order [CONHO27]?</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div> <p>All Colour-Size combinations for stock styles that were added to the Consolidated Order and which were afterwards deleted from Style Management, will be removed.</p> <p>All New Colour-Size combinations for stock styles, which were created after the Consolidated Order was created, will be added.</p> <p>The following item information will be refreshed:</p>

	Fields to be Refreshed	
	Fieldname	Field Description
	Barcode	Barcode
	GenCode	Generic Code
	Descript	Description
	SupplierCo	Supplier Code
	Department	Department
	SubDepartM	Minor-/Sub-Department
	Category	Category
	Range	Range
	Style	Style
	ColorMatrix	Colour Number
	SizeMatrix	Size Number
<p>The quantities specified per style for each of its colour-size combinations will remain unchanged, as it is assumed that the quantities that have been specified is what is required.</p> <p>NOTE: If you have selected to rebuild a Consolidated Order that has been Approved, the rebuild will reset the status of the Consolidated Order to Un-Approved and you will be required to Re-Approve the document before proceeding with the Purchase Order generation.</p>		
PROCESSING	The processing option allows you to create a New Consolidated Order document, Edit an existing document, Delete the selected document or to Copy the selected document.	
FILTER	The filter option allows you to filter for specific information on the Consolidated Orders grid.	
SEARCH	The search option allows you to search for specific information on the Consolidated Orders grid.	
EXPORT	The export option allows you to export information on the Consolidated Orders grid into any of the following formats CSV, TXT, HTML, XML and XLS (Excel).	
REPORT	The Report option allows you to Preview, Print or Design the Consolidated Orders list.	
GENERATE PURCHASE ORDER	This option allows you to generate a Purchase Order from the selected Consolidated Order document(s). If you have selected to do a DC order, only one purchase order will be created in the DC system. If you have selected to do a Branch order, the system will generate a purchase order in every company's system.	
MULTISELECT	This option allows you to switch the Multiselect functionality ON or OFF on the grid. The status is displayed at the top left within the caption of the grid. If the function is ON, it allows you to delete multiple Consolidated Orders.	

CREATING A CONSOLIDATED ORDER

Click on the Processing button and select the “New” option.

Select the option to Perform Style Management Consolidated Ordering and click on accept.

You will now be presented with an IQ Consolidated Ordering Wizard screen. This screen allows for the selection of a Supplier, Reference, Order Method and Companies, as well as for the adding of Stock Styles and the manipulating of quantities to be ordered.

CONSOLIDATED ORDER DOCUMENT DETAIL

The detail section allows you to select information which is global to the CO document:

SUPPLIER ACCOUNT	If the supplier number is known, you can type it in or the he can select a supplier from a list of Creditors setup in the Company.
DOCUMENT NUMBER	The system automatically generates a unique document number which consists of the Consolidated Order document number and a Prefix and is only visible after the “Next” button has been pressed. NOTE: This field is not editable.
REFERENCE	This field allows you to enter a reference for the selected document.

ORDER METHOD	The order Method allows for the selection between two types of order methods which will be used when generating a Purchase Order from this document. You can either select the DC order method or the Branch order method
LAST EXECUTED	This field indicates when last a Purchase Order has been generated from the Consolidated Order.

ORDER FORMULA INFORMATION

This section provides information about the different order formulas selectable per stock style. The selected order formula is used to calculate the required quantities for the stock style per company.

Consolidated Document Detail	Order Formula Information
Default: The order formula set up on the stock item in each company will be used to calculate the required quantities.	
Normal: Quantities will be calculated based on the Normal order formula.	
Replenishment: Quantities will be calculated based on the Replenishment order formula.	
Custom: Quantities will be calculated based on the selected custom order formula from the current company.	
Not To Use: No order formula will be used to calculate quantities.	

COMPANIES TAB

Companies	Stock Items	Stock Quantities
Select Companies to be included in the Consolidated Order		
Company ID	Company Name	Include
001	DEMO HEAD OFFICE	<input type="checkbox"/>
002	COMPANY B - RETAIL	<input checked="" type="checkbox"/>
003	COMPANY C - DC WAREHOUSE	<input checked="" type="checkbox"/>
004	COMPANY D - RETAIL	<input checked="" type="checkbox"/>
005	COMPANY E - RETAIL	<input checked="" type="checkbox"/>

When creating a new Consolidated Order, the companies tab will be the first visible tab on the wizard. This is a list of companies found within the same Stock Grouping as the current company. When a company is selected to be included in the Consolidated Order, quantities will be calculated per stock style for the company. Select Companies by clicking on the check box in the include column or by right clicking on one of the lines and selecting the “Select All” option. To exclude all the companies available, from the Consolidated Order, select the “Deselect All” option.

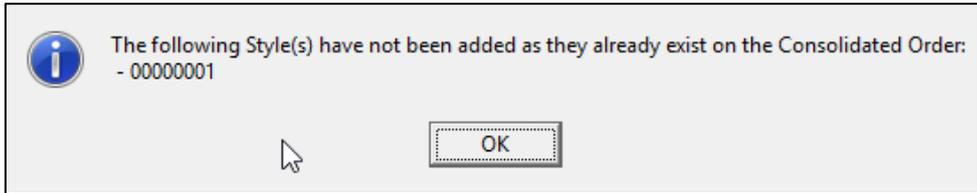
The columns on the companies Tab contain the Company ID, The Company Name and indicates if the company should be included or excluded from the Consolidated Order.

After selecting the required companies, click on the “Next” button on the bottom of the screen. The system will evaluate the selection and display any errors if they occur. These errors found per selected company will prevent you from continuing to the next tab.

The errors include:

- Style Management hasn’t been enabled.
 - *Error can only occur when creating/editing a Style Management Consolidated Order.
- Central Creditors need to be set to [CompanyID] to perform Branch Ordering.
 - *Error can only occur when Order Method has been set to Branch Order.
- Consolidated Ordering hasn’t been enabled.
 - *Error can only occur when Order Method has been set to Branch Order.

During the Company selection checking process, the Stock Distribution Centre for the company is also checked if the Order Method has been set to DC Order. If the company does not match the selected Stock DC a warning will appear warning you that he is trying to create a Consolidated DC Order within a non-DC branch. A security option is available which can be used to prevent a user from continuing without a security override.



STOCK STYLES TAB

After pressing the “Next” button, the next tab that will be displayed is the Stock Styles tab. The grid contains the stock styles that have been added to the Consolidated Order. The columns displayed on the grid contain the following information:

Consolidated Order Document Detail

Supplier Account	ABC001
Document Number	CONHO29
Reference	Style Order01
Order Method	DC Order
Last Executed	Never

Order Formula Information

Default: The order formula set up on the stock item in each company will be used to calculate the required quantities.

Normal: Quantities will be calculated based on the Normal order formula.

Replenishment: Quantities will be calculated based on the Replenishment order formula.

Custom: Quantities will be calculated based on the selected custom order formula from the current company.

Not To Use: No order formula will be used to calculate quantities.

Companies | **Stock Styles**

Select Stock Styles to be included in the Consolidated Order

Style	Description	Order Formula	Formula No
Click here to add a new row			
<No data to display>			

Edit Ordering Formula

Forecast

Amendments

Add Styles

Previous

Next

Recalculate

Save

Save & Exit

Approve & Exit

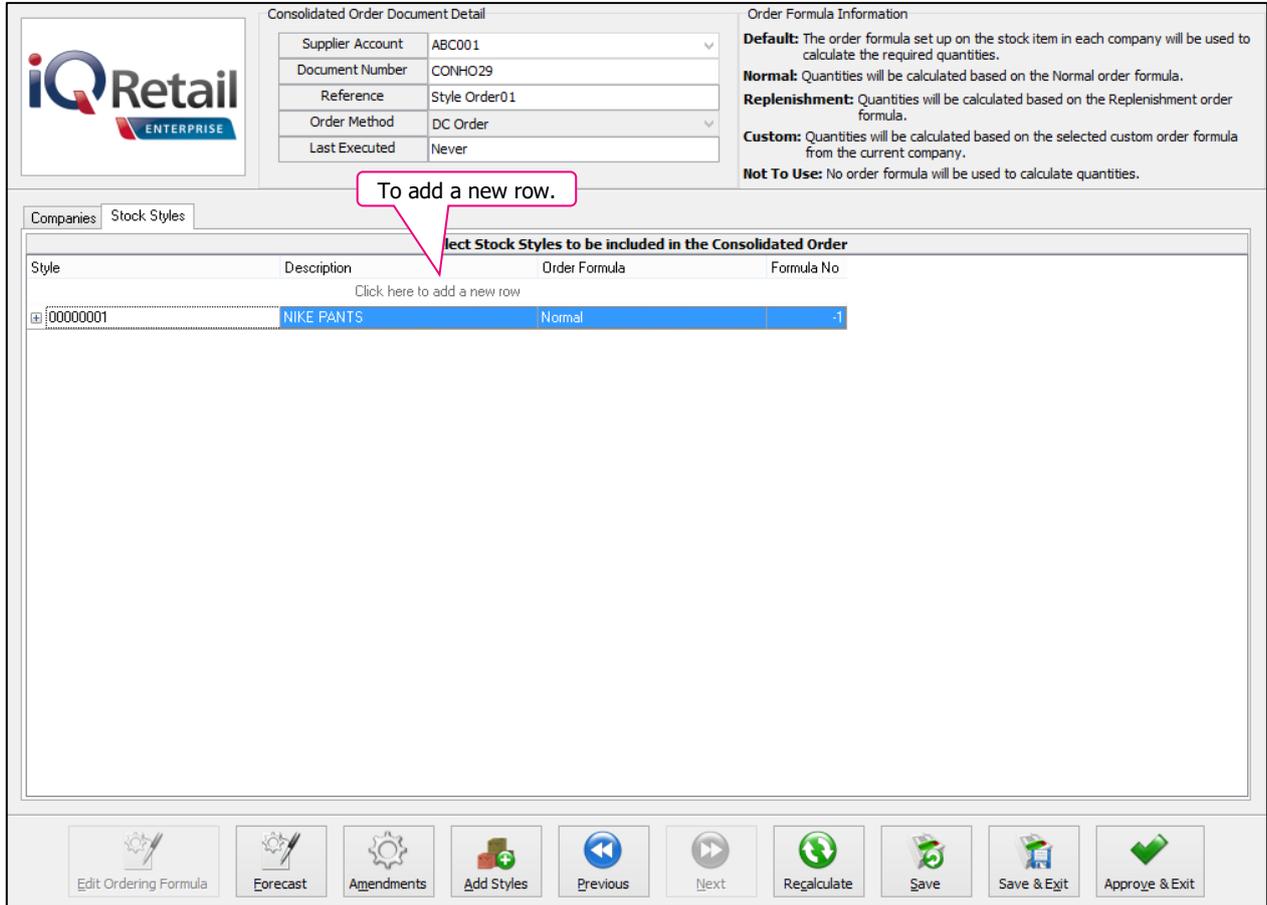
STYLE	Displays the Stock Style code. This field is editable.
DESCRIPTION	The style description as defined in the Style Management Maintenance section (In Default Tables – Stock Styles) will be displayed.
ORDER FORMULA	Displays the order formula to be used on the Stock Style. This field is editable.
FORMULA NUMBER	Displays the selected Formula Number on this Stock Style. This field contains a “-1” value when the order formula of the stock style has not been set to “Custom”. When the “Custom” formula is selected, the index of the selected Formula Number will be displayed.

ADDING STOCK STYLES

Styles can be added, edited and/or removed while on the Stock Styles tab.

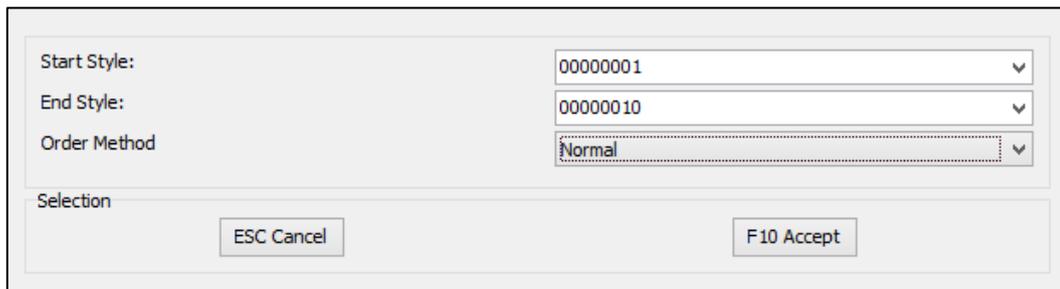
There are two methods which can be used to add styles to the Consolidated Order:

The first method is by adding the styles one-by-one on the grid, by selecting a stock style within the Style field and entering.

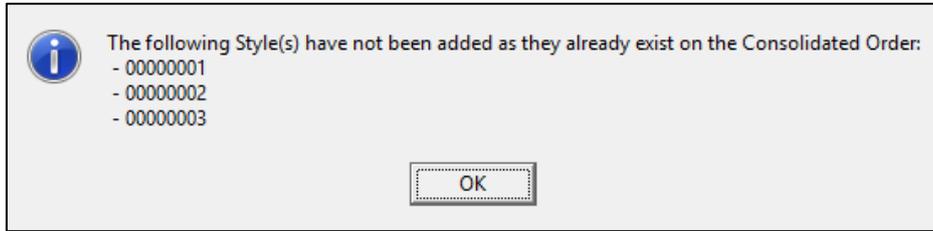


NOTE: Once the stock style code has been entered, the rest of the fields are automatically completed with the information of the style as it was setup in the Stock Style Management Maintenance module. On Style Management Consolidated Ordering, you will only be able to edit the Order Formula on this screen. You can click on the Order Formula for the style and select from the down arrow, Default, Normal, Replenish, Custom or Not To Use. You will not be able to enter the same Stock Style more than once on the grid.

The second method of adding styles, allows you to add styles in bulk by pressing on the “Add Styles” button. After clicking on the “Add Styles” button, the Add Stock Styles Range selection screen will be displayed.



After selecting a Start Style, End Style, Order Method and pressing the “Accept” button, the grid will be loaded with all the styles within the specified range. All the styles within the range which do not currently exist in the CO will now be added to the Consolidated Order with the selected Order formula. You will be provided with a list of styles not added to the Consolidated Order list, after the adding process was finished.



If a selected style is already on the list of styles to be ordered, the system will prompt you to say that the style has not been added as it already exist on the Consolidated Order.

VIEWING THE STOCK STYLES QUANTITIES

Each style has a plus sign [+] next to the style code. When clicking on the [+] sign, the Colour and Size combinations are displayed for the selected style.

Consolidated Order Document Detail

Supplier Account	ABC001
Document Number	CONHO29
Reference	Style Order01
Order Method	DC Order
Last Executed	Never

Order Formula Information

Default: The order formula set up on the stock item in each company will be used to calculate the required quantities.

Normal: Quantities will be calculated based on the Normal order formula.

Replenishment: Quantities will be calculated based on the Replenishment order formula.

Custom: Quantities will be calculated based on the selected custom order formula from the current company.

Not To Use: No order formula will be used to calculate quantities.

Companies | Stock Styles

Select Stock Styles to be included in the Consolidated Order

Style	Description	Order Formula	Formula No																	
Click here to add a new row																				
00000001	NIKE PANTS	Normal	-1																	
<table border="1" style="width: 100%;"> <thead> <tr> <th rowspan="2">Colour</th> <th colspan="5">Sizes</th> </tr> <tr> <th>Not Defined</th> <th>SMALL</th> <th>MEDIUM</th> <th>LARGE</th> <th>X-LARGE</th> </tr> </thead> <tbody> <tr> <td>BLACK</td> <td>0</td> <td>2</td> <td>20</td> <td>0</td> <td>0</td> </tr> </tbody> </table>				Colour	Sizes					Not Defined	SMALL	MEDIUM	LARGE	X-LARGE	BLACK	0	2	20	0	0
Colour	Sizes																			
	Not Defined	SMALL	MEDIUM	LARGE	X-LARGE															
BLACK	0	2	20	0	0															
+ 00000002	NIKE T-SHIRTS	Not To Use	-1																	
+ 00000003	NIKE SOCKS	Normal	-1																	
+ 00000004	NIKE SHORTS	Normal	-1																	
+ 00000005	NIKE JOGGING SHORTS	Normal	-1																	
+ 00000006	NIKE JOGGING SHIRT	Normal	-1																	
+ 00000007	NIKE ROAD RUNNING SOCKS	Normal	-1																	
+ 00000008	NIKE OFFROAD RUNNING SOCKS	Normal	-1																	
+ 00000009	NIKE ALL TERRAIN RUNNING SOCKS	Normal	-1																	
+ 00000010	NIKE ROAD RUNNING SHOES	Normal	-1																	

Edit Ordering Formula

Forecast

Amendments

Add Styles

Previous

Next

Recalculate

Save

Save & Exit

Approve & Exit

The colours displayed are related to the items linked to the selected style. The sizes displayed are related to the Size Groupings linked to the selected Style. The quantity displayed in each column displays the total quantity to be ordered for the Style-Colour-Size combination across all companies selected on the Companies Tab. When clicking on the [+] of another style, the previously expanded style will close and the currently selected style will expand. To view all the Colour-Size combinations of all the styles on the grid, you can right-click on the grid and select the "Expand All". Please note that when all styles are expanded, all the sizes setup in the current company will be displayed. You can also use the right-click "Collapse all" to close all the styles.



Consolidated Order Document Detail

Supplier Account	ABC001
Document Number	CONHO29
Reference	Style Order01
Order Method	DC Order
Last Executed	Never

Order Formula Information

Default: The order formula set up on the stock item in each company will be used to calculate the required quantities.

Normal: Quantities will be calculated based on the Normal order formula.

Replenishment: Quantities will be calculated based on the Replenishment order formula.

Custom: Quantities will be calculated based on the selected custom order formula from the current company.

Not To Use: No order formula will be used to calculate quantities.

Companies | Stock Styles

Select Stock Styles to be included in the Consolidated Order

Style	Description	Order Formula	Formula No
Click here to add a new row			
00000001	NIKE PANTS	Normal	-1
Sizes			
Colour	Not Defined	SMALL	MEDIUM
BLACK	0	2	20
< >			
00000002	NIKE T-SHIRTS	Not To Use	-1
Sizes			
Colour	Not Defined	SMALL	MEDIUM
YELLOW	0	0	0
GREEN	0	0	0
< >			
00000003	NIKE SOCKS	Normal	-1
Sizes			
Colour	Not Defined	SMALL	MEDIUM
<No data to display>			
< >			
00000004	NIKE SHORTS	Normal	-1
Sizes			
Colour	Not Defined	SMALL	MEDIUM
<No data to display>			
< >			

Edit Ordering Formula

Forecast

Amendments

Add Styles

Previous

Next

Recalculate

Save

Save & Exit

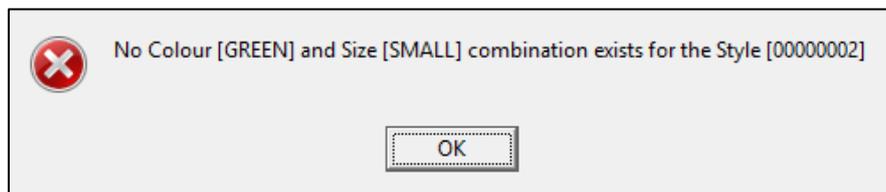
Approve & Exit

MODIFYING STOCK STYLES QUANTITIES

There are two methods to modify the quantities for a Style-Colour-Size combination, the first is by allocating the required quantity for each company for a combination which in turn will then update the total for the combination. The second is by modifying the total quantity for the combination and then allocating the correct amounts to the correct companies.

NOTE: Both these methods require the selected style to be expanded to allow for selecting a specific Colour-Size combination.

With the first method of modifying, the required quantity per company can be accessed by selecting the appropriate column (Colour-Size) and double-click on it. The system will check if the selected Colour-Size combination does exist. If it doesn't exist, an error message will appear indicating to you that the combination does not exist.



NOTE: This means that the specific size has been linked to the Styles size grouping, but no item with the selected size has been linked to the selected size. To fix this, you will have to go to Stock Maintenance and add a Style Management item for the selected Colour-Size combination.

If the combination does exist, the Quantities per Company will appear.

Please specify the quantity allocation per company for the current [Style, Colour, Size] Combination.

Style Detail

Style Code: 00000002

Style Description: NIKE T-SHIRTS

Colour: YELLOW Size: LARGE

Original Required Quantity Total: 0.00

Company Quantities

Company	Quantity Required
001	5
002	5

10.00

Cancel Accept

This screen provides you information about the selected Style-Colour-Size combination, the “Original Required Quantity total”, which is the quantity total for the combination as seen on the styles grid, and a company split grid. The company split grid lists all the companies previously selected and the quantities to be ordered for each. After modifying the required quantities per company and pressing “Accept”, the total quantity to be ordered as seen on the bottom of the grid, will be displayed on the styles grid for the Colour-Size combination. Press “Cancel” to retain all the originally allocated quantities.

The second method of modifying, allows you to change the total quantity for the combination and then to allocate the required quantities to each company. After changing the quantity in the column and pressing “Enter”, the “Quantities Per Company” screen will be displayed, if the required combination exists. If the combination does not exist, the error message will appear (as previously mentioned) to inform you and the total value will revert to 0 (zero). If the combination does exist, the “Quantity Per Company” screen will allow you to allocate the correct quantities to each company. If you “Cancels” the input, the initial quantity will be retained. If you do not allocate the exact quantity to the companies, the total to be ordered will be updated to reflect the total of the quantities allocated to each company.

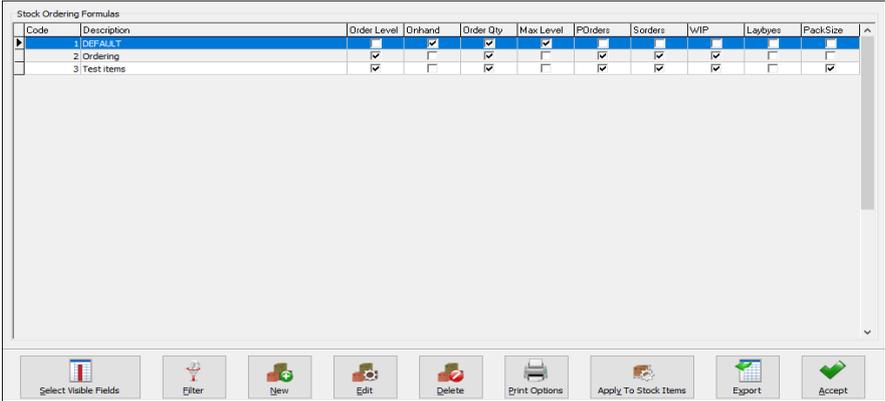
REMOVING ITEMS FROM THE CONSOLIDATED ORDER

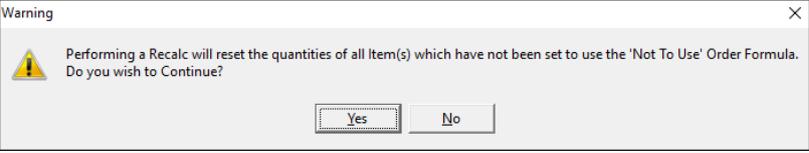
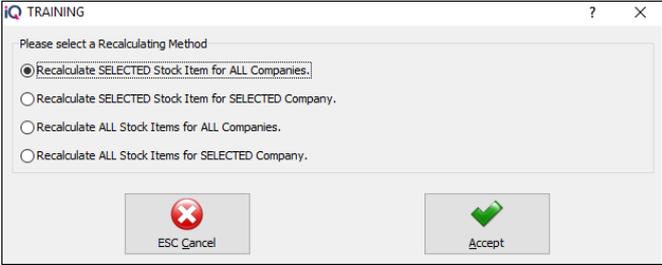
There are two methods of removing styles, the first is by selecting the style and pressing the Ctrl+Delete combination on the keyboard. The second method is by selecting the item and the pressing the F5 key on the keyboard. If you have accidentally deleted the wrong item from the order, you can just close the order without saving it and reopen it again.

BUTTONS ON CONSOLIDATED ORDERING WIZARD



NOTE: Not all the buttons are available on all the screens. Some of the buttons are greyed out on some the screens, which means that they are not available on the selected screen.

<p>EDIT ORDERING FORMULA</p>	<p>This option will only be available when a stock item has a “Custom” order formula. When you click on it, the Stock Ordering formulas for the company will be available. You can then change them where necessary, which will result in the recalculation of all the item quantities.</p> 
<p>UTILITIES</p>	<p>On the Utilities button, there are two options available: Forecast and Item Details. (Go to Page 18 for more information.)</p>
<p>AMENDMENTS</p>	<p>To change the order quantities or the order formula on a specified item, you can click on the amendments button. This will open the Stock Maintenance screen for this item, which can be amended.</p>
<p>ADD ITEMS</p>	<p>Items can only be added, edited and/or removed while on the Stock Items tab.</p> <p>There are two methods which can be used to add items to the Consolidated Order:</p> <p>The first method is by adding the items one-by-one on the grid, by selecting a stock code within the code field and entering through the grid.</p> <p>NOTE: Once the stock item code has been entered, the rest of the fields are automatically completed with the information of the item as it was setup in the Stock Maintenance module. On Standard Consolidated Ordering, you will only be able to edit the Order Formula on this screen. You can click on the Order Formula for the item and select from the drop-down menu, Default, Normal, Replenish, Custom or Not To Use.</p> <p>The second method of adding items allows you to add items in bulk by pressing on the “Add Items” button. After selecting the “Add Items” button, the IQ Consolidated Ordering Item Select Dynamic Filtering Options screen will be displayed.</p>
<p>IMPORT</p>	<p>The import option consists of two options:</p> <ul style="list-style-type: none"> • Generate Example File: This option allows you to generate and save an example comma delimited file, which must be used to see which information should be in the import file. • Import: The save comma delimited file can be imported.
<p>PREVIOUS</p>	<p>The previous button will take you back to the previous Tab.</p>
<p>NEXT</p>	<p>The Next button will take you to the next tab</p>

<p>RECALCULATE</p>	<p>The recalculate button will recalculate the order quantities based on each item’s selected order formula. After clicking on the button, a warning will appear informing you that items on the order with an order formula of “Not To Use” will not be recalculated.</p>  <p>After accepting the warning, four recalculating methods will appear:</p>  <p>RECALCULATE SELECTED STOCK ITEM FOR ALL COMPANIES</p> <p>This option will recalculate the quantities for the selected companies for the stock item currently selected on the grid.</p> <p>RECALCULATE SELECTED STOCK ITEM FOR SELECTED COMPANY</p> <p>This option will recalculate the quantities for the stock item currently selected for the selected company. The required company can be selected by clicking on the item in the column of the company.</p> <p>RECALCULATE ALL STOCK ITEMS FOR ALL COMPANIES</p> <p>This option will recalculate the quantities of all stock items for all companies on the Consolidated Order.</p> <p>RECALCULATE ALL STOCK ITEMS FOR SELECTED COMPANY</p> <p>This option will recalculate the quantities for all stock items for the selected company. The required company can be selected by clicking in the column of the company.</p>
<p>SAVE</p>	<p>You can click on the Save button to save all changes made to the Consolidated Order. If a mistake was made, you can just close the order and not save the changes. The saved order will open again when you want to edit it again.</p>
<p>SAVE & EXIT</p>	<p>This option allows you to save the Consolidated Order and to Exit the Consolidated Order.</p>
<p>APPROVE & EXIT</p>	<p>After confirming that all the required stock items have been added to the order and that the quantities to order for each company is correct, you can approve the order. After a Consolidated Order has been approved, the document will be displayed in blue on the grid and will be available for Purchase Order generation.</p>

DUPLICATING A CONSOLIDATED ORDER

After a Consolidated Order has been created, you are able to duplicate the order to create a new one with the same information. Do this by using the “Copy” function which can be accessed by clicking on the “Processing” button and selecting Copy.

DELETING A CONSOLIDATED ORDER

After a Consolidated Order has been created, you will be able to delete an order. To delete Consolidated Orders one-by-one, you need to select the order, click on the “Processing” button on the Consolidated Ordering Maintenance menu, and select the “Delete” option. The other option available to delete Consolidated Order documents, is to use the “Delete” option in conjunction with the “Multiselect” switched on. How to perform a “Multiselect” delete:

- Switch on “Multiselect” by clicking on the “Multiselect” button.
- Select the documents to be deleted by using the “Space” bar when selected on the document or by holding the “Ctrl” key and left clicking on each document.
- Press the “Processing” button and select the “Delete” option.

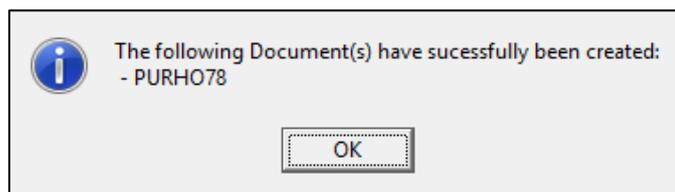
PURCHASE ORDER GENERATION

After a Consolidated Order has been “approved” the document is ready to be converted into a Purchase Order. This can be done by selecting the blue Consolidated Order and pressing on the “Generate Purchase Order” button. Purchase Order generation differs for DC consolidated Orders and Branch Consolidated Orders.

DC CONSOLIDATED ORDER PURCHASE ORDER GENERATION

ORDER GENERATION

When a DC Consolidated Order is converted into a Purchase Order, a single purchase Order is generated within the DC Company (Current company), which contains consolidated order information in the background. Once a Purchase Order has successfully been generated, a dialog will appear on the screen displaying the document number of the newly created Purchase Order.



The consolidated order’s status will be changed to unapproved and the “Last Executed” field is populated with the relevant date and time information and the “Last Executed By” field is populated with your number of you that generated the Purchase Order. At the point of generating a DC Purchase Order, the system builds a table in the background namely “DCOrderItems” which will contain the transaction number (automatically incremented), the stock code of an Item, a specific company linked to the Stock Item and a pending quantity for a company.

NOTE: When a Style Management Consolidated Order document is generated into a Purchase Order, the Purchase Order will be loaded with the items linked to each Style-Colour-Size combination found on the Styles Grid.

ERRORS WHILE GENERATING PURCHASE ORDER

After a Purchase Order has been generated, a screen will appear if a Consolidated Order contained any stock items which no longer exist within the company. This screen will indicate which stock item could not be found in which company and the document it would have been generated on.

The following list contains Item(s) which could not be added to the Purchase Order in the related Company. Please see the reason specified.

Number	Company	Document	Code	Barcode	Description	Style	Colour	Size	Reason
1	001	PURHO88	RC003	RC003	Levy			0	0 Non Stock Item

Buttons: Search, Export, Select Visible Fields

EDITING AN ORDER

When editing an order with Consolidated Order information, the “Order Quantity” of a line item, is a combined total for all the companies selected on the Consolidated Order.

Code	Description	Type	Unit Price	Ord Qty	Remain	Disc %	Total
TSMG50304	Golf T-Shirt - Red -XL	PO	39.90	60.00	60.00	0.00	2 394.00
BHW001	How To Build a Pizza Oven	PO	604.20	26.00	26.00	0.00	15 709.20
BM001	Cement PVC 50kg	PO	168.07	40.00	40.00	0.00	6 722.80
BM002	Tiles	PO	245.00	77.00	77.00	0.00	18 865.00
BM003	Wood	PO	26.76	46.00	46.00	0.00	1 230.96
TSMG50504	Golf T-Shirt - Green -XL	PO	39.90	100.00	100.00	0.00	3 990.00

Summary: Total 48911.96

Changing the quantity allocated to each company can be done in two ways. The first way is to change the Order Quantity for the item, by changing the required quantity in the “order qty” column. After changing the quantity, the “Quantities per Company” screen will appear allowing you to allocate the quantities correctly. The second method is by double-clicking on the order quantity for the selected item, which will then display the Quantities per Company screen.

Please specify the quantity allocation per company for the current Stock Item.

Stock Detail		Company Quantities			
Stock Code	Stock Description	Company	Quantity Requested	Quantity Required	Quantity Remain
TSMGS0304	Golf T-Shirt - Red -XL	001	50	50	50
		002	10	10	10
Original Requested Quantity Total			60.00	60.00	60.00
Original Required Quantity Total			60.00	60.00	60.00

The Quantities per Company screen provides you information about the selected Stock Item/Style generated from the Consolidated Order document. The “Original Required Quantity Total” is the quantity total for the Stock Item/Style as seen on the grid. The company split grid lists all the companies previously selected, the quantities originally requested, the Quantity required and the quantity remaining (related to partial GRVing). After modifying the required quantities per company and pressing “Accept”, the total quantity as seen on the bottom of the grid (Quantity Required column) will be displayed on the items grid for the item. You can press the “Revert To Original” button to revert the quantities to the original quantities in the “Requested” column.

ORDER REPORT

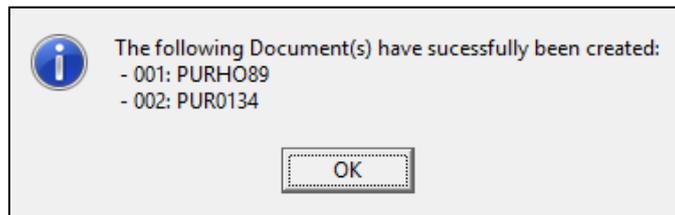
The order report has been modified to display the Consolidated Order information for the Order.

Purchase Order							
IQ HO 1st Floor, Rhino House 23 Quantum Road Techno Park, Stellenbosch 7600			Telephone 021 8800420 Fax 021 8800488 E Mail Vet Registration No 45111111 111 GRV Date Not received yet				
Purchase Order From Star Wholesalers Po Box 121 2121 Strand 7150			Deliver To Star Wholesalers 4545 Main Road Strand 7150				
Account No	Order Date	Order Number	Representative	Order Number	Page		
STAR001	29/09/2014	CONHO16	-1	PURHO 88.2	1 of 1		
Item Code	Description	Original Qty	Outstanding	Unit Price	Disc %	Vat Amt	Line Total
TSMGS0304	Golf T-Shirt - Red -XL	60.00	60.00	35.00		294.00	2 100.00
Company Quantity Splits:		001: 50.00	50.00				
		002: 10.00	10.00				
BHW001	How To Build a Pizza Oven	30.00	30.00	530.00		2 226.00	15 900.00
Company Quantity Splits:		001: 15.00	15.00				
		002: 15.00	15.00				
BM001	Cement PVC 50kg	40.00	40.00	147.43		825.61	5 897.19
Company Quantity Splits:		001: 20.00	20.00				
		002: 20.00	20.00				
BM002	Ties	77.00	77.00	214.91		2 316.75	16 548.25

BRANCH CONSOLIDATED ORDER PURCHASE ORDER GENERATION

ORDER GENERATION

When a Branch Consolidated Order is converted into a Purchase Order, multiple Purchase Orders are generated within the each one of the companies (branches) selected on the Consolidated Order. This means that each branch will then handle the GRVing of products on their own, instead of the DC handling the GRVing and transferring stock to all the branches. These orders function as normal orders as they do not have any consolidated Order information sitting in the background. After all the Purchase Orders have successfully been generated, a dialog will appear on the screen displaying all the companies and the document numbers of the newly created Purchase Orders within them.



The Consolidated Order will now have a status of unapproved and the “Last Executed” and “Last Executed By” fields will be populated with the relevant information. No tables are required to run in the background for Branch Orders. Editing of these generated orders function the same as it would function for normal Purchase Orders.

ERRORS WHILE GENERATING PURCHASE ORDER

After an order has been generated, a screen will appear if a Consolidated Order contained any stock items which no longer exist within the company. This screen will indicate which stock item could not be found in which company and the document it would have been generated on.

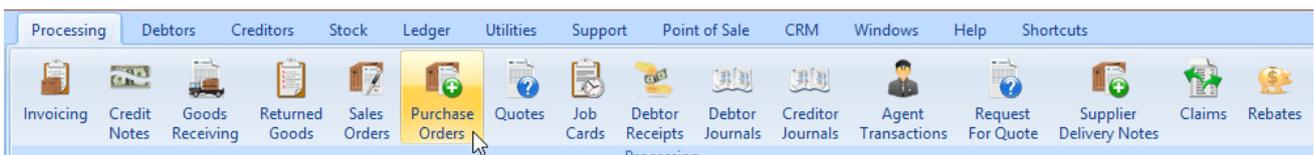
MULTISELECT CONSOLIDATED ORDER PURCHASE ORDER GENERATION

The Multiselect feature can be used while generating Purchase Order documents. This feature allows you to select more than one Consolidated Order document and generate a single purchase order document which contains the information of all the selected Consolidated Order documents. Only Consolidated Order documents with the following criteria can be generated together:

- All selected documents need to be Approved first.
- All selected documents need to be linked to the same Creditor Account.
- All selected documents need to be DC Orders. Branch Orders are not supported for the Multiselect Purchase Order generation.

GRVING A PURCHASE ORDER

This section will only discuss the GRVing of a DC Consolidated Order document, as orders generated from Branch Consolidated Orders function normally when GRVing.



From the IQ main menu, select the Processing Tab and click on Purchase Orders.

The screenshot shows the iQRetail software interface. At the top, there are menu options: Processing, Debtors, Creditors, Stock, Ledger, Utilities, Support, Point of Sale, CRM, Windows, Help, Shortcuts. Below the menu is a toolbar with various icons. The main area displays a list of orders with columns for Document No, GRV Date, and Total. A callout box points to the 'GRV' column with the text: "The CONXX is the Consolidated Order used to generate a Purchase order." A context menu is open over the list, with 'GRV' highlighted. The menu options are: New, Edit, Delete, Copy, GRV, SDN, Imports, Consolidated Ordering. At the bottom, there is a 'Processing' button and a 'Report Options' button.

Select the Processing button at the bottom of the page and click on GRV.

COMPLETE GRVING

When GRVing an order with Consolidated Order information, the "Quantity" of a line item, is the combined total of the remaining quantities for all the companies selected on the Consolidated Order.

The screenshot shows the iQRetail software interface displaying order details. The top section includes Account Details, GRV Details, Additional Details, and Stock Item Detail. The GRV Details section shows: GRV Date: 29/09/2014, Orig. Document No: 17/09/2014, GRV Number, Delivery Method, Order Number: CONHO17, Supplier Invoice No: 9631, GRV Memo: Bulk01, and Delivery Note No. The Stock Item Detail section shows: Item Code: TSMGS0504, Description: Golf T-Shirt - Green -XL, Pack Size: 1, Department: 008, Group Code: 0003, Sales Orders: 0, Purchase Orders: 340, Deliveries: 25, Current Stock: 100, Regular Supplier: ABC001. The Totals section shows: Warehouse: 001, Internal Order No, Goods Total: 49552.76, Discount Amnt: 0.00, Vat Amount: 6085.43, Total Quantity: 369.00. Below this is a table with columns: Code, Description, Type, Unit Price, Additional Cost (Excl), Qty, Disc %, Total. The table contains several rows of items, including Golf T-Shirts and other products. At the bottom, there is a 'Total' field showing 49552.76 and an 'Auto Allocate' button.

PARTIAL GRVING

Partial GRVing can be processed by not GRVing the total quantity per item per company. Changing the quantity allocated to each company can be done in two ways:

- The first method is to change the total quantity for the item. After changing the total Quantity for the selected item, the “Quantities Per Company” screen will appear, allowing you to reallocate the quantities correctly.
- The second method is to double-click on the “Quantity” field which will then display the “Quantities Per Company” screen.

Please specify the quantity allocation per company for the current Stock Item.

Stock Detail		Company Quantities			
Stock Code	Stock Description	Company	Quantity Requested	Quantity Required	Quantity Remain
TSMGS0304	Golf T-Shirt - Red -XL	001	50	50	50
		002	10	10	10
Original Requested Quantity Total			60.00		
Original Required Quantity Total				50.00	
			60.00	60.00	60.00

Revert To Original Accept

This screen provides you information about the selected Stock Item, the “Original Requested Quantity Total”, which is the quantity total for the stock item, as seen on the Consolidated Order document and a company split grid. The company split grid list all the companies previously selected, the quantities originally requested, the quantity required and the quantity remaining (still to be GRVed). After modifying the required quantities per company and pressing “Accept”, the total quantity as seen on the bottom of the grid (Quantity required column) will be displayed on the items grid for the item. You can press “Revert to Original” to revert to the “Quantity Remain column”.

EDITING A PARTIAL GRVED PURCHASE ORDER

Select the Processing button on the bottom of the Purchase Order Maintenance screen and click on GRV. The partially received Purchase Orders on this screen are displayed in **Green**.

When editing a purchase order which has previously been GRVed, the “Order Quantity” and the “Remain Quantity” fields of certain items will differ indicating the quantity for each item which still needs to be GRVed. This is also indicated on the Quantity Per Company screen per company.

Please specify the quantity allocation per company for the current Stock Item.

Stock Detail

Stock Code: BM003
 Stock Description: Wood
 Original Requested Quantity Total: 10.00
 Original Required Quantity Total: 10.00

Company Quantities

Company	Quantity Requested	Quantity Required	Quantity Remain
001	23	5	5
002	23	5	5
		46.00	10.00
			10.00

Buttons: Revert To Original, Accept

When the required quantity is changed at this point, the Remaining Quantity will also be adjusted upwards or downwards depending on the change made.

TRANSFERRING OF STOCK

SETUP

From the IQ main menu, select Utilities, Setup and click on Module Parameters (Default Tables).

Select the Stock Tab, click on Stock Transfers and click on Setup.

Debtors | Creditors | **Stock** | Ledger | General | Services | CRM | API

- Major Departments
- Minor Departments
- Warehouses
- Adjustment Codes
- Stock Groupings
- Line Item Colours
- Auto Re-Ordering Formulas
- User Defined Table
- Stock Adjustment Reasons
- Synchronization Setup
- Stock Transfers**
- Stock Colours
- Stock Sizes
- Deliveries and Collections
- Stock Categories
- Stock Ranges
- Stock Styles
- Stock Size Groupings
- Web Categories
- Stock Colour Groupings
- Price Variants Groupings
- Stock Cycles
- Auto Stock Code Generation
- Stock Lookup Fields

Button: Setup

The stock transfers option allows one to select specific options for the stock transfers within the IQ system.

Setup Options

Allow Distribution Center To Query Stock File
 Allow Transfer Requests
 Enable Extra Charges
 Show On Hand Column in Transfer Out



Extra Charges



Accept

ALLOW DISTRIBUTION CENTER TO QUERY STOCK FILE	The allow distribution center to query stock file option allows the branch where the transfer out is being processed, to look at the stock file of the branch where the stock is being transferred to.
ALLOW TRANSFER REQUESTS	The allow transfer requests option allows you to process transfer request meaning that stock may be requested from various branches. This option is very handy for transfer records.
ENABLE EXTRA CHARGES	The enabling of extra charges allows you to add additional extra charges for stock transfers. These extra charges may be setup for transfer in and transfer out transactions.
SHOW ON HAND COLUMN IN TRANSFER OUT	The show on hand column in transfer out option allows you to see the on-hand column of the stock item being transferred.
BUTTONS	<p>EXTRA CHARGES</p> <p>Click on the Extra Charges button at the bottom of the screen to setup the extra charges.</p>
	<p>ACCEPT</p> <p>The accept option allows you to apply newly changes or accept the existing setup of stock transfers.</p>

With a DC Consolidated Order, the stock ordered for each company needs to be transferred to the companies, as per the selected companies on the Consolidated Order. There are two ways to transfer the received stock out to the branches, or other companies:

EXTRA CHARGES



Extra Charges Type

Transfer In

Transfer Out

Extra Charges			
Description	Ledger Account	Percentage	Amount
Delivery Fee	1254.000.000.00	0	100
* 		0	0



Cancel



Accept

EXTRA CHARGES

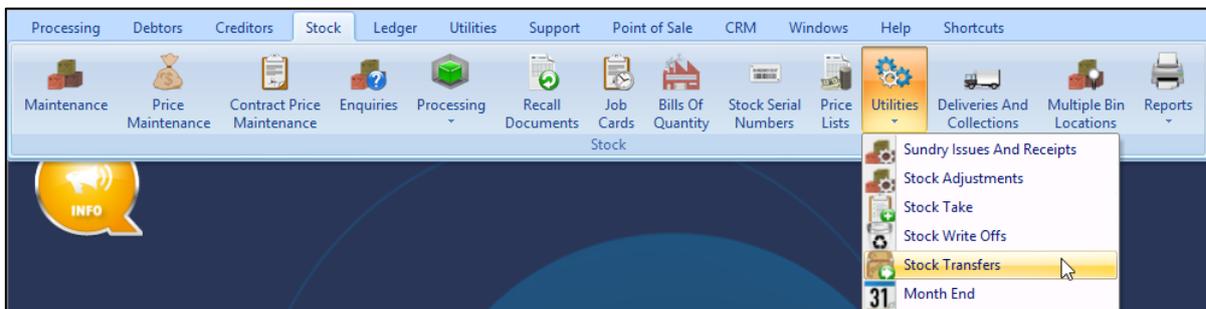
DESCRIPTION	The description option allows you to add a description for the relevant extra charge.
LEDGER ACCOUNT	The ledger account option allows you to select the relevant ledger account where the extra value will be posted to in the general ledger.
PERCENTAGE	The percentage option allows you to add the extra charge as a percentage of the total amount, rather than a value.
AMOUNT	The amount option allows you to add a set amount for the relevant extra charge when either doing a transfer in or a transfer out.
BUTTONS	<p>CANCEL</p> <p>The cancel option will discard any changes made or incorrect selections of extra charges for stock transfers.</p>
	<p>ACCEPT</p> <p>The accept option allows you to apply newly changes or accept the existing setup of stock transfer extra charges.</p>

MANUAL TRANSFERRING OF STOCK

After GRVing the stock received, all the items on the Consolidated Order have been received in the DC stock. The stock needs to be Transferred Out to the Branches or other companies. The GRV document can be used to see which quantity of which stock item has been ordered for which branch or company.

Supplier				Deliver To		
ABC Whole Sales 45 Orange Road Somerset West 7150				ABC Whole Sales 45 Orange Road Somerset West 7150		
Account No	GRV Date	Order Number	Representative	GRV Number	Page	
ABC001	29/09/2014	CONHO33	-1	321654	1 of 1	
Item Code	Description	Quantity	Unit Price	Disc %	Vat %	Line Total
00000090201	NIKE ALL TERRAIN RUNNING SOCKS BF	8.00	12.00	0.00%	14.00%	96.00
Company Quantity Splits:		001:	5.00			
		002:	3.00			

To Transfer Stock Out, you need to select Stock from the IQ Main screen, select Utilities and click on Stock Transfers.



The Stock Transfer screen will be displayed.

Order Number	Out Document	In Document	Out...	In...	Out...	In L...	Out Date	In Date	Out Total	In Total	COMPL...
002	TRF2	TRF0118	001	002			03/01/2012	29/09/2014	1 581.43	1 581.43	✓
1	TRF8		001	002	003	001	27/03/2013	30/12/1899	29.99	0.00	☐
2	TRF9		001	002			27/03/2013	30/12/1899	90.00	0.00	☐
201409101346310	TRF0115	TRFH019	002	001		001	10/09/2014	29/09/2014	2 888.71	2 888.71	✓
201409160933590	TRFH016	TRF0117	001	002	001		16/09/2014	16/09/2014	350.00	350.00	✓
201409170921070	TRFH017		001	002	001		17/09/2014	30/12/1899	2 350.00	0.00	☐
201409261606480	TRFH018		001	002	001		26/09/2014	30/12/1899	150.00	0.00	☐
3	TRF10		001	002	002	001	27/03/2013	30/12/1899	650.00	0.00	☐
321456	TRFH028		001	002	001	001	29/09/2014	30/12/1899	36.00	0.00	☐
9632	TRFH025	TRF0122	001	002			29/09/2014	29/09/2014	2 189.26	2 189.26	✓
ABPLD0305	TRF13	TRF13	001	002			05/03/2014	05/03/2014	499.80	499.80	✓
COK852	TRFH027	TRF0120	001	002			29/09/2014	29/09/2014	47.99	47.99	✓
LISA 06 FEB 13	TRF7	TRF6	001	002			06/02/2013	06/02/2013	360.00	360.00	✓
LISA 14/05/2013	TRF11	TRF7	001	002	003	001	14/05/2013	14/05/2013	47.99	47.99	✓
LISA JAN 13	TRF6	TRF5	001	002	001	001	09/01/2013	09/01/2013	186.93	186.93	✓
LISA2603	TRF14	TRF14	001	002			26/03/2014	26/03/2014	35.99	35.99	✓
ORDER NO	TRF5		001	002			17/07/2012	17/07/2012	1 020.00	1 020.00	✓
PO59	TRFH020	TRF0124	001	002			29/09/2014	29/09/2014	6.00	6.00	✓
PO75	TRF0121		002	001			29/09/2014	30/12/1899	1 031.65	0.00	☐

DISPLAY DATE

CURRENT	The current option will show all the current Transfer documents, which means any new Transfer document that is created will display under the current option.
HISTORY	The history option will show all the Transfer documents that have been deleted from current. This means that if a Transfer is completed, the stock has been transferred out from the current system and Transferred in on the Branch's system, a tick will appear in the completed column next to the document. Once a Transfer document is deleted from current, it will be listed under the history option. NOTE: Remember to Delete completed transactions on a regular basis, to keep the Transfer list manageable.

REPORT TYPE

There are two types of reports you can choose from: Detail and Summary.

DETAIL	<p>The Detailed report allows you to see the detail on a selected Stock Transfer transaction.</p> <table border="1"> <tr> <td colspan="2">IQ HO</td> <td colspan="2">Date Printed: 30/09/2014</td> </tr> <tr> <td colspan="4" style="text-align: center;">Stock Transfers Detail Current</td> </tr> <tr> <td colspan="4" style="text-align: center;">Data Filter: No Filter Specified</td> </tr> <tr> <td>Order Number:</td> <td>3</td> <td>Completed:</td> <td>Yes</td> </tr> <tr> <td>Out Document:</td> <td>TRF10</td> <td>In Document:</td> <td>TRF0131</td> </tr> <tr> <td>Out Branch:</td> <td>001</td> <td>In Branch:</td> <td>002</td> </tr> <tr> <td>Out Location:</td> <td>002</td> <td>In Location:</td> <td>001</td> </tr> <tr> <td>Out Date:</td> <td>27/03/2013</td> <td>In Date:</td> <td>29/09/2014</td> </tr> <tr> <td>Out Total:</td> <td>650.00</td> <td>In Total:</td> <td>650.00</td> </tr> <tr> <td><u>In</u></td> <td><u>Out</u></td> <td><u>Description</u></td> <td><u>Quantity</u></td> <td><u>Cost</u></td> </tr> <tr> <td>TSMGS0404</td> <td>TSMGS0404</td> <td>Golf T-Shirt - Blue -XL</td> <td>10.00</td> <td>65.00</td> </tr> <tr> <td colspan="4" style="text-align: center;">*** END OF REPORT ***</td> </tr> </table>	IQ HO		Date Printed: 30/09/2014		Stock Transfers Detail Current				Data Filter: No Filter Specified				Order Number:	3	Completed:	Yes	Out Document:	TRF10	In Document:	TRF0131	Out Branch:	001	In Branch:	002	Out Location:	002	In Location:	001	Out Date:	27/03/2013	In Date:	29/09/2014	Out Total:	650.00	In Total:	650.00	<u>In</u>	<u>Out</u>	<u>Description</u>	<u>Quantity</u>	<u>Cost</u>	TSMGS0404	TSMGS0404	Golf T-Shirt - Blue -XL	10.00	65.00	*** END OF REPORT ***			
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TSMGS0404	TSMGS0404	Golf T-Shirt - Blue -XL	10.00	65.00																																															
*** END OF REPORT ***																																																			
SUMMARY	The Summary report allows you to see the summary of all the Transfer Transactions.																																																		

SORT ORDER

ORDER NUMBER	The Order Number option allows you to see all the Transfer Transactions in Order Number order.
OUT DOCUMENT	The Out-Document option allows you to see all the Transfer Out documents.
IN DOCUMENT	The In Document option allows you to see all the Transfer In documents.

AVAILABLE FILTERS

The Available Filters box displays a list of filters that have been saved for use on the grid.

GRID INFORMATION

STOCK TRANSFERS

ORDER NUMBER	The order number field shows the order number as it was entered on the transfer out document.
OUT DOCUMENT	This field shows the document number that was generated by the system automatically when the transfer out was processed.
IN DOCUMENT	This field shows the document number that was automatically generated by the system when the transfer in was processed.
OUT BRANCH	This field shows the branch from where the items are transferred out from.
IN BRANCH	This field shows the branch where the items are being transferred to.
OUT LOCATION	This field shows the warehouse location from where the items are transferred out.
IN LOCATION	This field shows the warehouse location to where the items are being transferred.
OUT DATE	The Date Out field will automatically be updated as soon as the transfer out has been processed.
IN DATE	The Date In field will automatically be updated as soon as the transfer in has been processed.
OUT TOTAL	The Total Out value is the value of all the stock items that are being transferred out. These values are the cost of the items therefore these will be exclusive values.
IN TOTAL	The Total In value is the value of all the stock items that are being transferred in. These values are the cost of the items therefore these will be exclusive values.
COMPLETED	The Tick box in the Completed column will remain empty until the Stock items which were Transferred Out from the DC, is received by doing a Transfer In at the Branch.

BUTTON FUNCTIONALITY

SEARCH	The search option allows you to search for any information that is displayed on the Stock Transfers screen.
FILTER	The filter option allows you to filter for specific information on the Stock Transfers grid.
TRANSFER STOCK	The Transfer Stock option allows you to Transfer Stock In from another branch, or the Transfer Stock Out to a requesting branch.

TRANSFER OUT



Transfer Details	
Branch Number	Warehouse
Transfer From: 001	001
Transfer To: 002	003
Out	In
Transfer Date: 30/09/2014	30/09/2014
Order Number	BRANCH TRF 0111

Company Details	
Company	IQ TAK1
Address 1	1st Floor, Rhino House
Address 2	23 Quantum Road
Address 3	Techno Park, Stellenbosch
Address 4	7600
Email	

Code	Description	OnHand	Quantity	Cost
000000090201	NIKE ALL TERRAIN RUNNING SOCKS BRS		5	3.0000
*				0.0000

Transfer Value	36.00
Total	36.00

TRANSFER DETAILS

BRANCH NUMBER	The branch number field shows the branch where the transfer is coming from. In other words, this will be the branch where the goods are being transferred from.
WAREHOUSE	The warehouse option allows you to choose a specific warehouse where the goods are being transferred from. In other words, the warehouse could be a place where goods are just stored for transferring purposes.
TRANSFER FROM	The transfer from field shows the company from where the goods will be transferred. Meaning that the goods will be transferred from the selected company into another company.
TRANSFER TO	The transfer to field shows the company to where the goods will be transferred to. Meanings that the goods will be transferred from another company into the selected company.
TRANSFER DATE	The Transfer Date defaults to the date on which the Transfer Out is being processed. The Transfer Date Out-field can be edited by retyping the date or by selecting a date from the pull-down menu next to the field.
ORDER NUMBER	The order number field allows you to enter an internal order for the transferring of the goods to the different branches. This option is very handy when you need to keep track of transfers between different branches.

NOTE: Once the relevant stock items have been added to the transfer, select the process option for the system to transfer out these stock items. Upon process the system will generate a transfer out document.

COMPANY DETAILS

COMPANY	The company field displays the Company / Branch name where the goods are being transferred to.
ADDRESS 1, 2, 3, 4	The address fields 1 to 4 displays the physical address of the company / branch where the goods are being transferred to.
EMAIL	The Email Field displays the email address of the company / branch where the goods are being transferred to.

GRID INFORMATION

ITEMS CODE	The code field is the where the stock item is selected from the drop-down list. NOTE: If the code is known then it may be typed in.
DESCRIPTION	The description field shows the description of the item that will be transferred.
ONHAND	The Onhand value, displays the Onhand quantity in the company / branch where the stock items are being Transferred from.
QUANTITY	The quantity field is where the quantity of the item is entered. This means that the quantity that is entered, will be the quantity that will be transferred out to the other branch.
COST	The cost is the actual stock items cost price. This cost will be used for transferring the goods to another branch.

BUTTON FUNCTIONALITY

SEARCH	The search option allows one to search for any or specific information regarding a transfer or transfers.
AUTO ORDER	If the system was setup to automatically re-order stock when needed, this option will be available for auto ordering of required stock items.
DESIGN	The design option allows you to design the existing report layout.
PROCESS	The process option allows you to process the current transfer.
IMPORT	<p>The Import option allows you to import a .CSV (comma delimited) file into the Transfer Out screen. The file to import, should have a column for Stock code and the quantity to be transferred. Don't use headings for the import columns.</p> <pre>TSMGS0304, 5 TSMGS0404, 5 </pre> <div style="border: 1px solid pink; border-radius: 10px; padding: 5px; display: inline-block; margin-left: 20px;"> <p>The format of the file must be CODE and QTY. In this example, the code is TSMGS0101 and the quantity is 5.</p> </div>
FLASH	The flash option allows one to call up a flash report by either selecting the flash button or one can use the "alt" button. To call up a flash report using the "alt" option, hold down the "alt" button and then press either number 1 – 9 this will bring up the flash report that corresponds to the relevant number.

Once the Transfer transaction has been processed, a Stock Transfer document will appear.



IQ HO		Date Printed :01/10/2014 11:21:36		Page No 1	
Stock Transfer Document					
Document: TRFHO31		Document: TRANSFER OUT2		Address:	
From Company: 001		From Location: 001		1st Floor, Rhino House	
To Company: 002		To Location: 002		23 Quantum Road	
				Techno Park, Stellenbosch	
				7600	
Code	Description	QTY	Avrg Cost	Line Total	
TSMGS0304	Golf T-Shirt - Red -XL	5.0000	35.00	175.00	
TSMGS0404	Golf T-Shirt - Blue -XL	5.0000	65.00	325.00	
Total Value:	500.00				
Total Items:	10.00				
*** END OF REPORT ***					

TRANSFER IN

NOTE: The very first time a Transfer In is done, the system will look for any existing pending transfers that need to be processed.



Outstanding Transfers

Order Number	Document		Branch		Location		Date		Total	
	Out	In	Out	In	Out	In	Out	In	Out	In
PO14	TRF0134		002	001			29/09/2014	30/12/1899	49.81	0.00
PO56	TRF0135		002	001			29/09/2014	30/12/1899	49.81	0.00
PO75	TRF0121		002	001			29/09/2014	30/12/1899	1 031.65	0.00



Cancel



Accept

All the Outstanding Transfers for the current company will be displayed in Order Number order.

GRID INFORMATION

ORDER NUMBER	The order number field shows the order number as it was entered on the transfer out document.
OUT DOCUMENT	This field shows the document number that was automatically generated by the system when the transfer out was processed.

IN DOCUMENT	This field shows the document number that was automatically generated by the system when the transfer in is processed. This field will be empty, as the Transfer In is not yet processed.
OUT BRANCH	This field shows the branch from where the items are transferred out from.
IN BRANCH	This field shows the branch where the stock items must be received.
OUT LOCATION	This field shows the warehouse location from where the items are transferred out.
IN LOCATION	This field shows the warehouse location to where the items are being transferred.
OUT DATE	The date out field was automatically updated when the Transfer Out has been processed.
IN DATE	The date in field will automatically be updated as soon as the transfer in has been processed.
OUT TOTAL	The Total Out value is the value of all the stock items that need to be Transferred In. These values are the cost of the items therefore these will be exclusive values.
IN TOTAL	The Total In value will be zero (0), as the value will only appear when the Transfer In is processed. These values are the cost of the items therefore these will be exclusive values.

BUTTON FUNCTIONALITY

CANCEL	The cancel option will exit the current screen and the processing of the Transfer In will not take place. However, the Transfer In can be done at a later stage.
ACCEPT	Select the accept option to proceed and capture the Transfer In. You need to select the relevant Transfer In document which needs to be processed and click on the Accept option. The Stock Branch Transfers – Incoming screen will appear.

The screenshot displays the iQRetail Enterprise interface. At the top left is the iQRetail logo. The main area is divided into sections:

- Transfer Details:** A form with fields for Branch Number (002), Warehouse (001), Transfer From (002), Transfer To (001), Transfer Date (29/09/2014), and Order Number (PO75).
- Items Table:** A table with columns: Requested Code, Transferred Code, New Code, Description, Quantity, and Cost (subdivided into Processed and Extra Charges).

Requested Code	Transferred Code	New Code	Description	Quantity	Cost	
					Processed	Extra Charges
TSMGS0804	TSMGS0804	TSMGS0804	Golf T-Shirt - Pink - XL	14.0000	27.637	37.51
TSMGS0803	TSMGS0803	TSMGS0803	Golf T-Shirt - Pink - L	20.0000	32.236	62.49
- Transfer Summary:** A summary table at the bottom right showing:

Transfer Value	1031.65
Total	1131.65
- Buttons:** A row of icons at the bottom for Search, Design, Process, Import, and Flash.

TRANSFER DETAILS

BRANCH NUMBER	The branch number field shows the branch where the transfer is coming from. In other words, this will be the branch where the goods are being transferred from.
WAREHOUSE	The warehouse option allows you to choose a specific warehouse where the goods are being transferred to. In other words, the warehouse could be a place where goods are just stored for transferring purposes.
TRANSFER FROM	The transfer from field shows the company from where the goods will be transferred. Meaning that the goods will be transferred from the selected company into the current company.
TRANSFER TO	The transfer to field shows the company to where the goods will be transferred to. Meaning that the goods will be transferred from another company into the selected company.
TRANSFER DATE	The Transfer Date defaults to the date on which the Transfer In is being processed. The Transfer Date In-field can be edited by retyping the date or by selecting a date from the pull-down menu next to the field.
ORDER NUMBER	The order number field allows you to enter an internal order for transferring of the goods to the different branches. This option is very handy when you need to keep track of transfers between different branches.

ITEM INFORMATION

REQUESTED CODE	The requested code field will only appear if a Stock Request has been done. Meaning that the codes in this column, are the Item codes which were requested.
TRANSFERRED CODE	The original code field is the original code that was used when the item was transferred out. NOTE: The Transferred code is the code of the item as it was transferred out. If the item codes in the different branches are different then the new code field will show the item code as it is in the other branch.
NEW CODE	The New Code field is the Stock Item codes of the received stock on the current company. If a Transfer Request was done, this code will be the same as the Requested code. However, the new code will only show a different code if the item codes between the 2 different branches are not the same.
DESCRIPTION	The description field shows the description of the item that will be transferred in.
QUANTITY	The quantity field is the quantity of the item that was transferred. This means that the quantity that appear will be the quantity that will be transferred into the current branch. NOTE: The Quantity Transferred In can't be edited. If you received than what was ordered, changes can be made in Stock Adjustments. The quantity field is where the quantity of the item is entered. This means the quantity entered will be the quantity that will be transferred in from the other branch.

<p>COST</p>	<ul style="list-style-type: none"> The cost processed is the actual stock items cost price that is used at the time of the transfer. This cost will be used for transferring the goods in from another branch. The cost Extra charges option is there to add any additional costs to transfer the goods. This may be additional costs like courier fees or collection fees.
<p>EXTRA CHARGES</p>	<p>The system will automatically add the predefined extra costs to the Transfer Value. If there were more than one extra cost defined, the system will add all the costs together.</p> <p>If you want to change the Extra Charges, he needs to select the Amend option. This will provide a list of all the extra costs. Change the amounts where applicable.</p> <p>There are two ways to allocate the Extra charges to the line items:</p> <ul style="list-style-type: none"> The first method to allocate the Extra Charges is by adding them manually to the items. The second method is to use the Auto-Allocate button, which will allocate the Extra Charges proportionally among the items.

BUTTON FUNCTIONALITY

<p>SEARCH</p>	<p>The search option allows one to search for any or specific information regarding a transfer or transfers.</p>
<p>DESIGN</p>	<p>The design option allows you to design the existing report layout.</p>
<p>PROCESS</p>	<p>The process option allows you to process the current transfer.</p>
<p>IMPORT</p>	<p>The Import option allows you to import a .CSV (comma delimited) file into the Transfer Out screen. The file to import, should have a column for Stock code and the quantity to be transferred. Don't use headings for the import columns.</p> <p>TSMGS0304, 5 TSMGS0404, 5</p> <p>The format of the file must be CODE and QTY. In this example, the code is TSMGS0101 and the quantity is 5.</p>
<p>FLASH</p>	<p>The flash option allows one to call up a flash report by either selecting the flash button or one can use the "alt" button. To call up a flash report using the "alt" option, hold down the "alt" button and then press either number 1 – 9 this will bring up the flash report that corresponds to the relevant number.</p>

Once the Transfer transaction has been processed, a Stock Transfer document will appear.

JQ HO		Date Printed :02/10/2014 13:23:01		Page No 1	
Stock Transfer Document					
Document:	TRFH033	Document:	PO 32	Address:	
From Company:	001	From Location:	001		
To Company:	002	To Location:	002		
<u>Code</u>	<u>Description</u>	<u>QTY</u>	<u>Avg Cost</u>	<u>Line Total</u>	
000000090201	NIKE ALL TERRAIN RUNNING SOCKS BRS	2.0000	12.00	24.00	
000000010102	NIKE PANTS BM	5.0000	30.00	150.00	
Serial Numbers Out					
<u>Code</u>	<u>Serial</u>				
Total Value:	224.00				
Total Items:	7.00				
*** END OF REPORT ***					

REQUEST STOCK

The Request Stock option allows you to query the stock files of the other branches, to get their Order methods and quantities.

DELETE

The Delete option moves the Completed Transfer transactions from the Current screen to the History screen.

The Delete option allows you to either **Delete the Single** selected transaction, or you can filter for one or more specific transactions and use the **Delete Filtered** option to delete them.

NOTE: Only *COMPLETED* entries can be deleted.

REPORT OPTIONS

The Report options allows you to Design, Preview or Print a Detail report of a transaction or a summary of the selected transactions.

IQ HO											
Date Printed: 02/10/2014 1 of 1											
Stock Transfers Summary Current											
Data Filter: No Filter Specified											
Order Num	Date In	Doc In	Company In	Location In	Total In	Date Out	Doc Out	Company Out	Location Out	Total Out	Complete
PO 75	00:00:00	TRF 0121	001		0	29/09/2014	TRF 0121	002		1 031.65	No
PO 14	00:00:00	TRF 0134	001		0	29/09/2014	TRF 0134	002		49.81	No
PO 56	00:00:00	TRF 0135	001		0	29/09/2014	TRF 0135	002		49.81	No
TRF OUT 0132	00:00:00	TRFH 029	002	003	0	30/09/2014	TRFH 029	001	001	36.00	No
TRANSFER	00:00:00	TRFH 030	002	002	0	01/10/2014	TRFH 030	001	001	500.00	No
TRANSFER	00:00:00	TRFH 031	002	002	0	01/10/2014	TRFH 031	001	001	500.00	No
PO 32	00:00:00	TRFH 033	002	002	0	02/10/2014	TRFH 033	001	001	224.00	No
TOETS OUT 1	00:00:00	TRFH 034	002	002	0	02/10/2014	TRFH 034	001	001	212.50	No

*** END OF REPORT ***

AUTOMATIC TRANSFERRING OF STOCK

Automatic Transferring of Stock is a feature which can be used in conjunction with Purchase Orders that contain Consolidated Order information to generate Transfer Out documents when stock is GRVed into the DC.

SETUP

The setting required for the use of Auto Transferring of Stock within the system can be setup within the Company Details module. This module can be accessed by selecting the following menu option: Utilities-Setup-Company Details. The setting "Enable Consolidated Ordering Auto Transferring" on the Default Settings (1) needs to be enabled. This can be done by clicking on the tick box.

Company Details | Company Logo | Control Numbers | Default Settings (1) | Default Settings (2) | Enterprise Settings | Closing Dates | Integration Accounts | Tax Rates | EMail | Extra Charges |

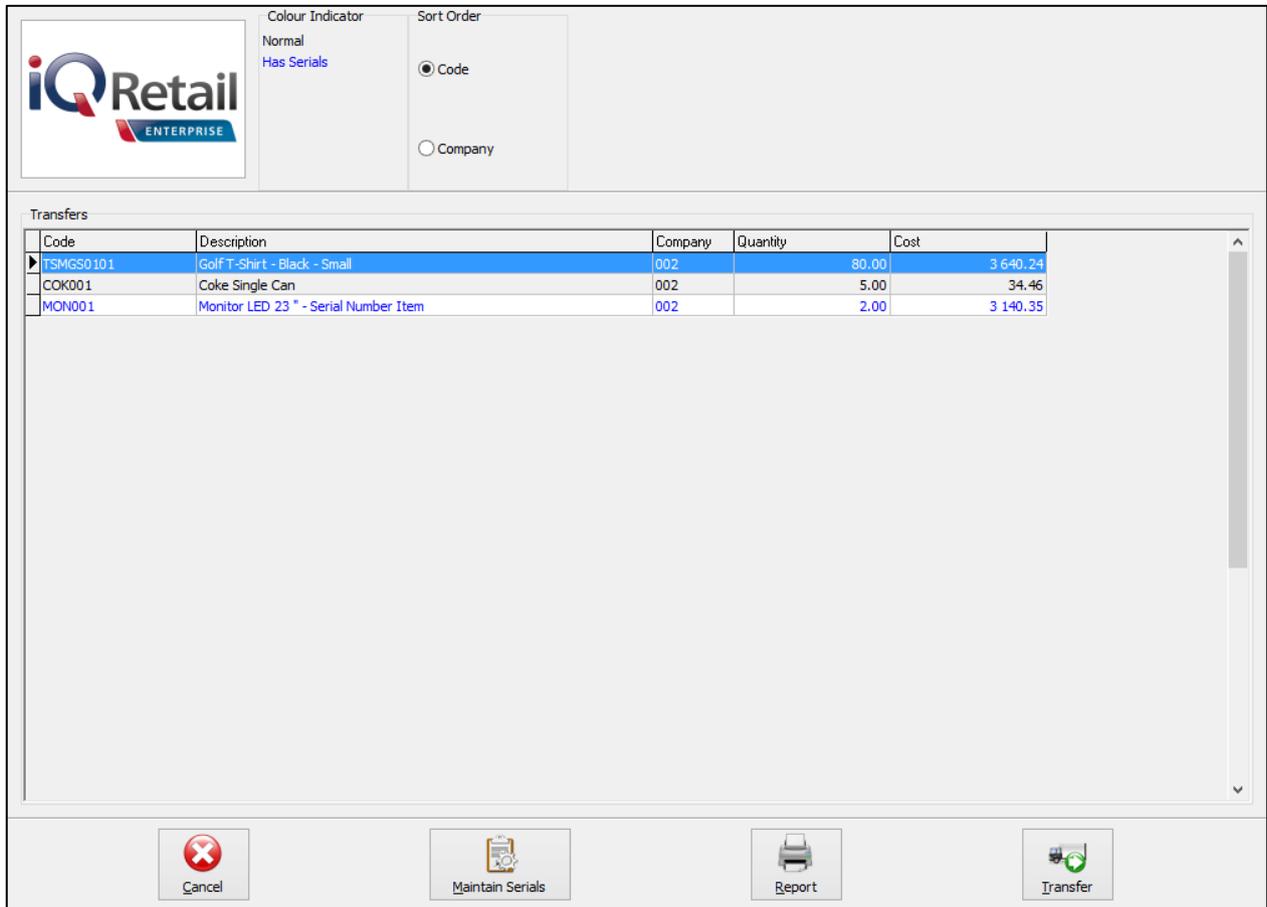
Default Settings - Page 1

To quickly find an option, start typing. Up and down arrows move between highlighted items.

<input type="checkbox"/> Force Negative stock check in RTS	<input type="checkbox"/> Enable Tender Screen Security	<input type="checkbox"/> Use Auto Manufacturing In invoicing
<input type="checkbox"/> Enable stock custom line colours	<input type="checkbox"/> Enable Supervisor Overrides on Tender Screen	<input type="checkbox"/> Auto-Generate References for Ledger Journals
<input checked="" type="checkbox"/> Allow preview on documents	<input type="checkbox"/> Stock Adjustment Confirmation	<input checked="" type="checkbox"/> Enable Wildcard / Partial Searching for Lookup Dialogs
<input type="checkbox"/> Do credit control on sales orders	<input type="checkbox"/> Link Major and Minor Departments	<input type="checkbox"/> Automatically Allocate to Oldest Balance
<input type="checkbox"/> Disable sales order control on COD Accounts	<input type="checkbox"/> Link Minor Departments and Stock Categories	<input type="checkbox"/> Allow Changing of Line Total in Processing Module
<input type="checkbox"/> Enable sales order picking slips	<input type="checkbox"/> Link Stock Categories and Stock Ranges	<input type="checkbox"/> Enforce Completion of User Defined Fields in Processing
<input type="checkbox"/> Update work in progress in ledger	<input type="checkbox"/> Enable Quotes & Purchase Order Indicator	<input checked="" type="checkbox"/> Enable Style Management
<input type="checkbox"/> Disable Credit Limit Check in Quotes	<input type="checkbox"/> Link Job card Number to Purchase Order	<input type="checkbox"/> Enable Cash Deposits in Order Modules
<input type="checkbox"/> Disable Credit limit Check in Job Cards	<input type="checkbox"/> Limit Quantity on GRV from Purchase Order	<input type="checkbox"/> Enable Easy Identification in Quotes
<input type="checkbox"/> Disable Credit limit Check in Sales Orders	<input type="checkbox"/> Enable External Charges	<input checked="" type="checkbox"/> Enable Consolidated Ordering
<input type="checkbox"/> Show Line Comments in Invoicing	<input checked="" type="checkbox"/> Disable Dot Matrix Advanced Printing Options	<input checked="" type="checkbox"/> Enable Consolidated Ordering Auto Transferring
<input type="checkbox"/> Show Line Comments in Credit Notes	<input type="checkbox"/> Enable Weekly Age Analysis Reports	<input type="checkbox"/> Include Supplier Invoice No Checking (Limit to Supplier)
<input type="checkbox"/> Show Line Comments in Sales Orders	<input checked="" type="checkbox"/> Show Auto Generated Relations	<input type="checkbox"/> Enable GRV Control Total
<input type="checkbox"/> Show Line Comments in Purchase Orders	<input type="checkbox"/> Do order control on purchase orders	<input type="checkbox"/> Enable Multiple Beeps on Item Not Found Errors
<input type="checkbox"/> Show Line Comments in Quotes	<input type="checkbox"/> Print Debtors Receipts in Invoicing	<input type="checkbox"/> Enable Rebates

AUTO TRANSFERRING

The auto transferring feature is activated after a DC Consolidated Order has been GRVed (Complete or Partially). After the process button is clicked, the IQ Consolidated Ordering Automatic Transferring screen will appear. This screen will contain a grid of all items, their quantities and the companies they need to be transferred to, as well as buttons providing you with additional functionality.



BUTTON FUNCTIONALITY

<p>CANCEL</p>	<p>The Close option closes the form and prevent the auto transferring from continuing. You will then need to perform a manual transfer to move the stock from the DC to the required branches.</p>
<p>MAINTAIN SERIALS</p>	<p>The Maintain Serials option allows you to maintain the serial numbers to be transferred with the selected stock item to the appropriate company. This button will only be visible if serial numbers have been enabled.</p> <p>Items in Blue require serial numbers to be allocated to them, which can be done by clicking on the "Maintain Serials" button or by double-clicking on the record. If you have selected to initiate the transfer process without allocating enough serials, a warning will appear asking you if they wish to continue. If you have enabled the "Strict Serials", you will be prevented from continuing until the correct number of serials has been allocated.</p>

REPORT	<p>The Report option allows you to Preview, Print or Design the Pending Consolidated Order Automatic Transfers report.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right; font-size: small;">Date Printed: 02/10/2014 1 of 1</p> <p style="text-align: center;">Pending Consolidated Order Automatic Transfers</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Company</th> <th>Quantity</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>000000010101</td> <td>NIKE PANTS BS</td> <td>002</td> <td>1.00</td> <td>50.00</td> </tr> <tr> <td>000000010102</td> <td>NIKE PANTS BM</td> <td>002</td> <td>10.00</td> <td>300.00</td> </tr> <tr> <td>000000110303</td> <td>ADDIDAS JOGGING SHIRT BL</td> <td>002</td> <td>21.00</td> <td>525.00</td> </tr> <tr> <td>000000110403</td> <td>ADDIDAS JOGGING SHIRT GL</td> <td>002</td> <td>21.00</td> <td>525.00</td> </tr> <tr> <td>000000110502</td> <td>ADDIDAS JOGGING SHIRT BLM</td> <td>002</td> <td>20.00</td> <td>500.00</td> </tr> <tr> <td>000000110503</td> <td>ADDIDAS JOGGING SHIRT BLL</td> <td>002</td> <td>20.00</td> <td>500.00</td> </tr> </tbody> </table> <p style="text-align: center; font-size: x-small;">*** END OF REPORT ***</p> </div>	Code	Description	Company	Quantity	Cost	000000010101	NIKE PANTS BS	002	1.00	50.00	000000010102	NIKE PANTS BM	002	10.00	300.00	000000110303	ADDIDAS JOGGING SHIRT BL	002	21.00	525.00	000000110403	ADDIDAS JOGGING SHIRT GL	002	21.00	525.00	000000110502	ADDIDAS JOGGING SHIRT BLM	002	20.00	500.00	000000110503	ADDIDAS JOGGING SHIRT BLL	002	20.00	500.00
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TRANSFER	<p>The Transfer option allows you to initiate the Automatic Transferring process.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Are you sure you wish to the Start the Automatic Transfer process? This process is Resource Intensive!</p> <p> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div> <p>The system will prompt you to make sure if the Automatic Transfer process can start. If you select NO, the Automatic Transfers screen will re-appear.</p> <p>If you select the Yes option, the GRV will be provided, with the Company Quantity Splits under each line item to show who should get what.</p>																																			

Goods Received Voucher						
IQ HO 1st Floor, Rhino House 23 Quantum Road Techno Park, Stellenbosch 7600			Telephone 021 8800420 Fax 021 8800488 E Mail Vat Registration No 45111111111 Invoice Date 02/10/2014			
Supplier ABC Whole Sales 45 Orange Road Somerset West 7150			Deliver To ABC Whole Sales 45 Orange Road Somerset West 7150			
Account No	GRV Date	Order Number	Representative	GRV Number	Page	
ABC001	02/10/2014	CONHO30	-1	654	1 of 1	
Item Code	Description	Quantity	Unit Price	Disc %	Vat %	Line Total
000000010101	NIKE PANTS BS	2.00	50.00	0.00%	14.00%	100.00
Company Quantity Splits:		001: 1.00				
		002: 1.00				
000000010102	NIKE PANTS BM	20.00	30.00	0.00%	14.00%	600.00
Company Quantity Splits:		001: 10.00				
		002: 10.00				
000000110303	ADDIDAS JOGGING SHIRT BL	42.00	25.00	0.00%	14.00%	1050.00
Company Quantity Splits:		001: 21.00				
		002: 21.00				
000000110403	ADDIDAS JOGGING SHIRT GL	42.00	25.00	0.00%	14.00%	1050.00
Company Quantity Splits:		001: 21.00				
		002: 21.00				
000000110502	ADDIDAS JOGGING SHIRT BLM	40.00	25.00	0.00%	14.00%	1000.00
Company Quantity Splits:		001: 20.00				
		002: 20.00				
000000110503	ADDIDAS JOGGING SHIRT BLL	40.00	25.00	0.00%	14.00%	1000.00
Company Quantity Splits:		001: 20.00				
		002: 20.00				
00000080302	NIKE OFFROAD RUNNING SOCKS YM	5.00	10.00	0.00%	14.00%	50.00
Company Quantity Splits:		001: 5.00				
		002: 0.00				

If there was stock ordered for the DC company, the GRV will add only its own stock into their system and each branch will have to do a Transfer In to add the stock that they required into their own company's system.

---End of Document---

