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iQ Retail

INTEGRATED ACCOUNTING SOFTWARE

IQ AUTO PROCESSING

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PREFACE

This is the IQ Auto Processing guide for IQ Retail (PTY) Ltd Accounting Software System; IQ Enterprise.

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

Although every effort has been made to keep this IQ Auto Processing 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 IQ Auto Processing document is inadequate or requires further explanation or more and better examples, please feel free to email us.

We would love to have some feedback to improve the IQ Auto Processing document in some way or another.

Regards,

IQ Retail (PTY) LTD

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IQ AUTO PROCESSING

INTRODUCTION

The Auto Processing functionality will ONLY be available for IQ Enterprise users. Auto Processing functionality will not be available for IQ Business users.

Auto Processing enables a Wholesale company to buy stock in bulk and resell it to its independent retail branches or companies (separate legal entities) hosted on the same server. The Auto Processing module enables wholesale companies to buy stock in bulk, add mark-up to the stock, before invoicing the independent retail branches to distribute the stock. A Purchase order is automatically generated in each retail company's system, from where the retail company can check the stock received and process a GRV.

The Wholesale company must have debtors accounts for all the branches, it will supply stock to and the Wholesaler company must have a creditor account in the branches books.

Auto Processing also enables the independent retail companies (separate legal entities) to sell and buy stock between each other.

In other words, if Retail company A needs stock which is available in Retail company B, auto processing enables this whole processing to be completed in 3 easy steps, Invoice in company B, purchase order is automatically generated in company A, who can check the stock and process a goods receiving voucher.

The user can decide if the **Debtors** and or **Creditors** accounts should be **centralized**.

Auto Processing must be enabled in all the companies and the stock must belong to the same Stock Group and be synchronized.

Auto Processing must be configured in each of the selling companies.

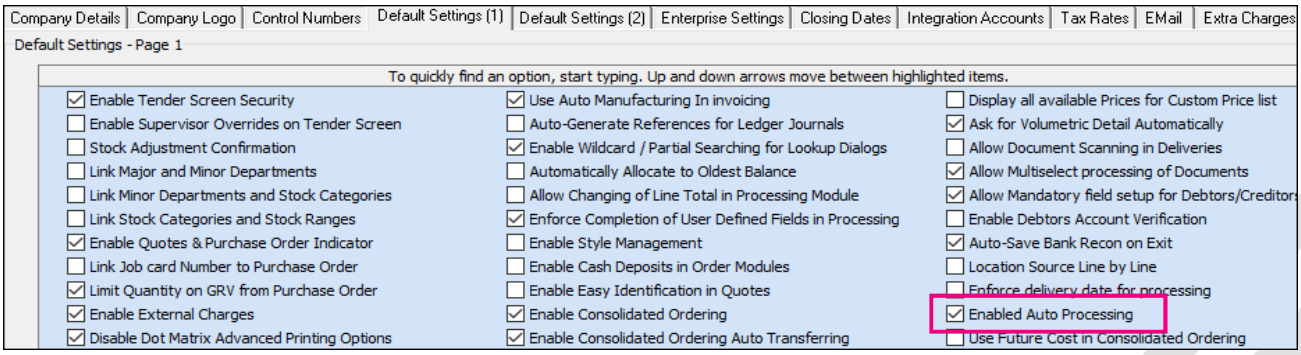
In other words, the system must be setup to allow the selling of stock items to the buying companies, using the Auto Processing functionality.

SETUP

NOTE: Remember to do the same **setup** in **each of the companies** in the group, to allow automatic transactions to be processed.

DEFAULT SETTINGS (1)

From the IQ main menu → Utilities → Setup → Company Details → Default Settings (1).

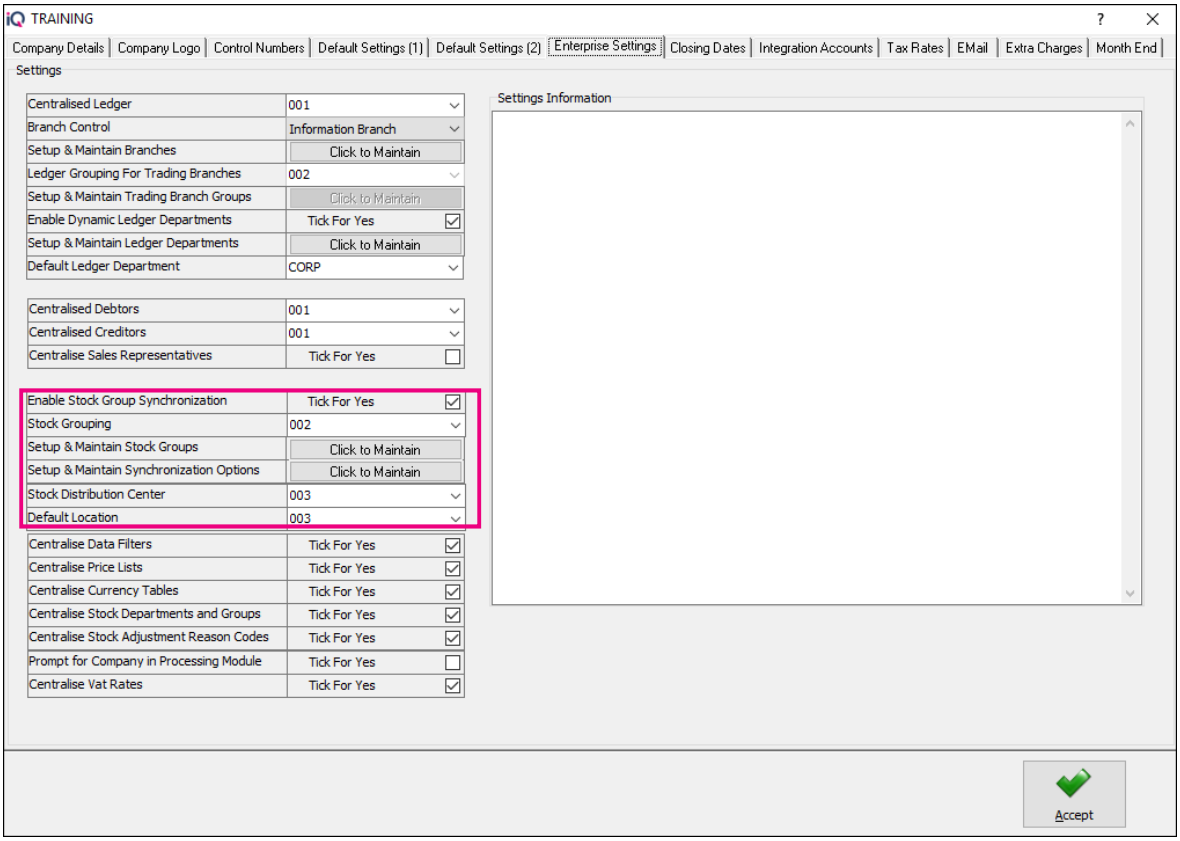


Search for the Enabled Auto Processing option and tick it to enable it. Auto Processing can be enabled on Invoices and Sales Orders.

NOTE: Auto Processing is **not allowed** on **Recurring charges**.

ENTERPRISE SETTINGS

From the IQ main menu → Utilities → Setup → Company Details → Enterprise Settings.

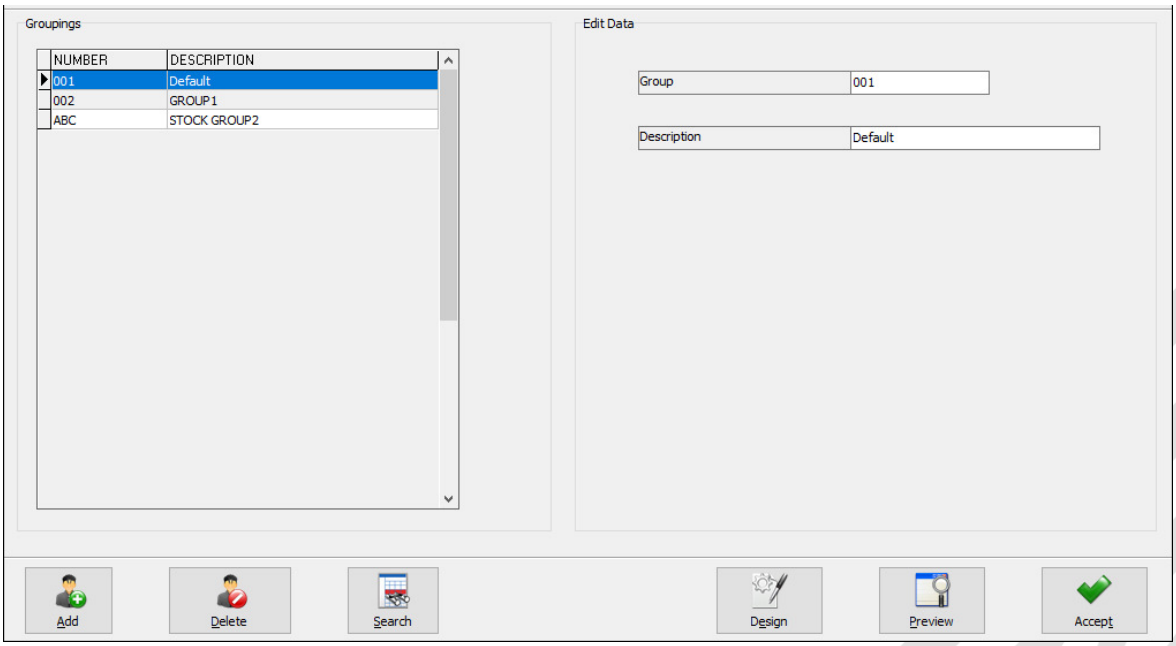


NOTE: All the companies or branches that are to be linked for Auto Processing, must belong to the same Stock Group.

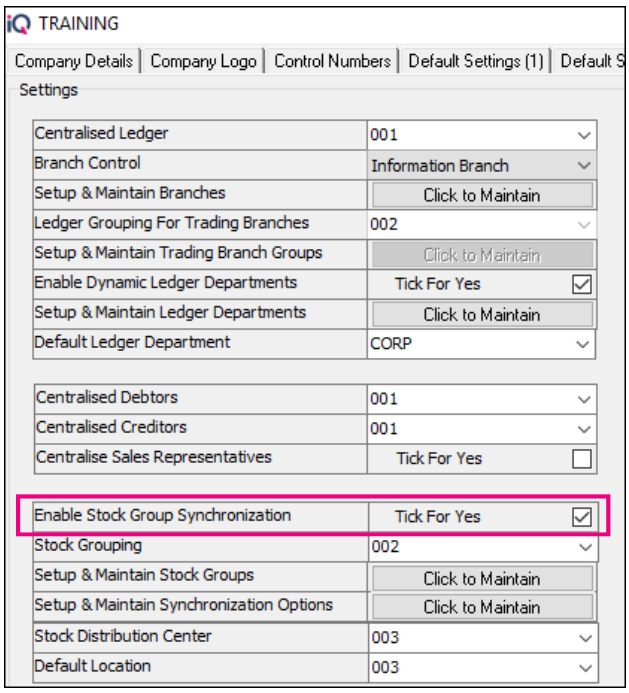
Select the appropriate Stock Group from the drop down menu and select the Accept button at the bottom of the screen to save the changes made.

If the required Stock Group is not listed in the drop down menu, it can be setup by selecting the "Click to Maintain" button next to Setup & Maintain Stock Groups.

The Screen below, allows the user to add, delete and maintain the Stock Groups. Select the Accept button to save the changes made.



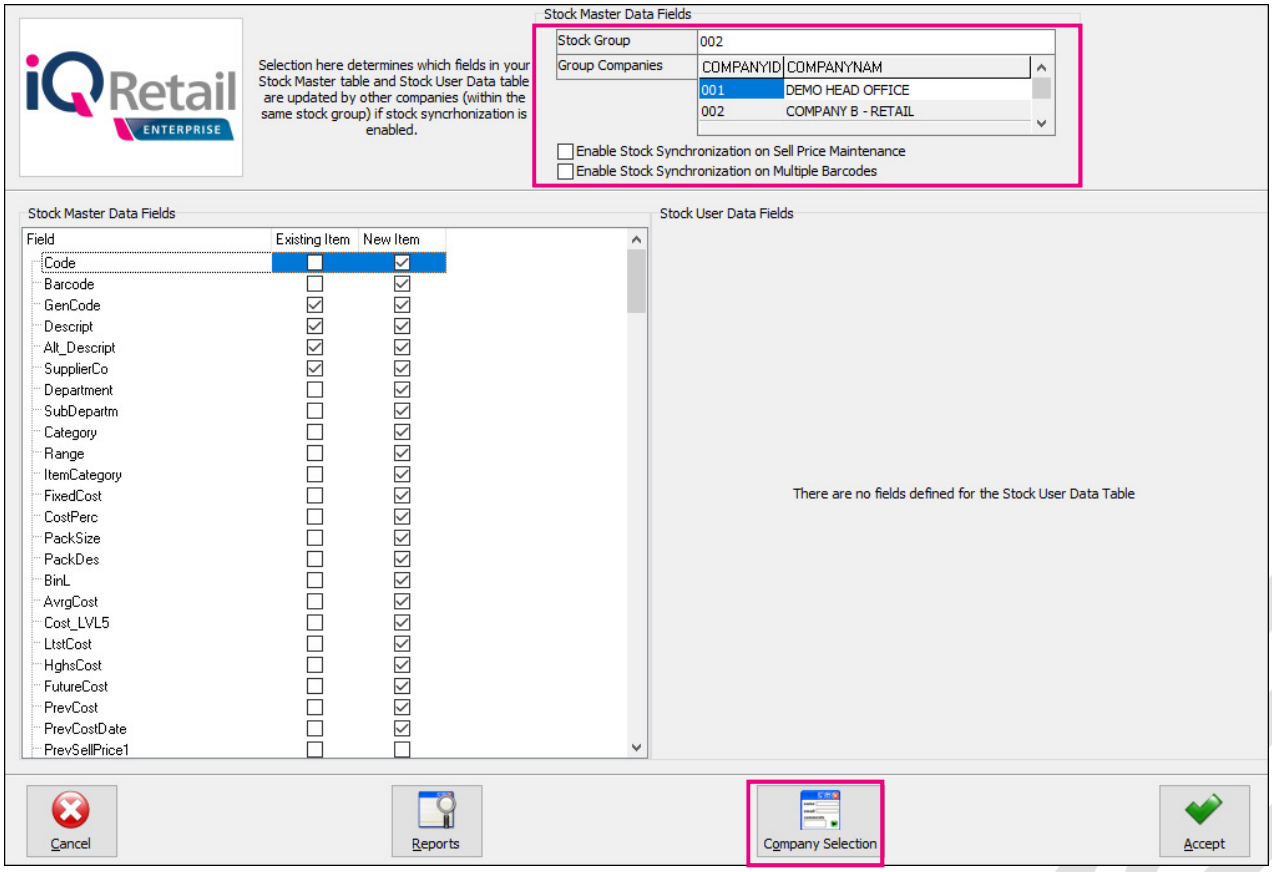
Tick the box to enable Stock Group synchronization.



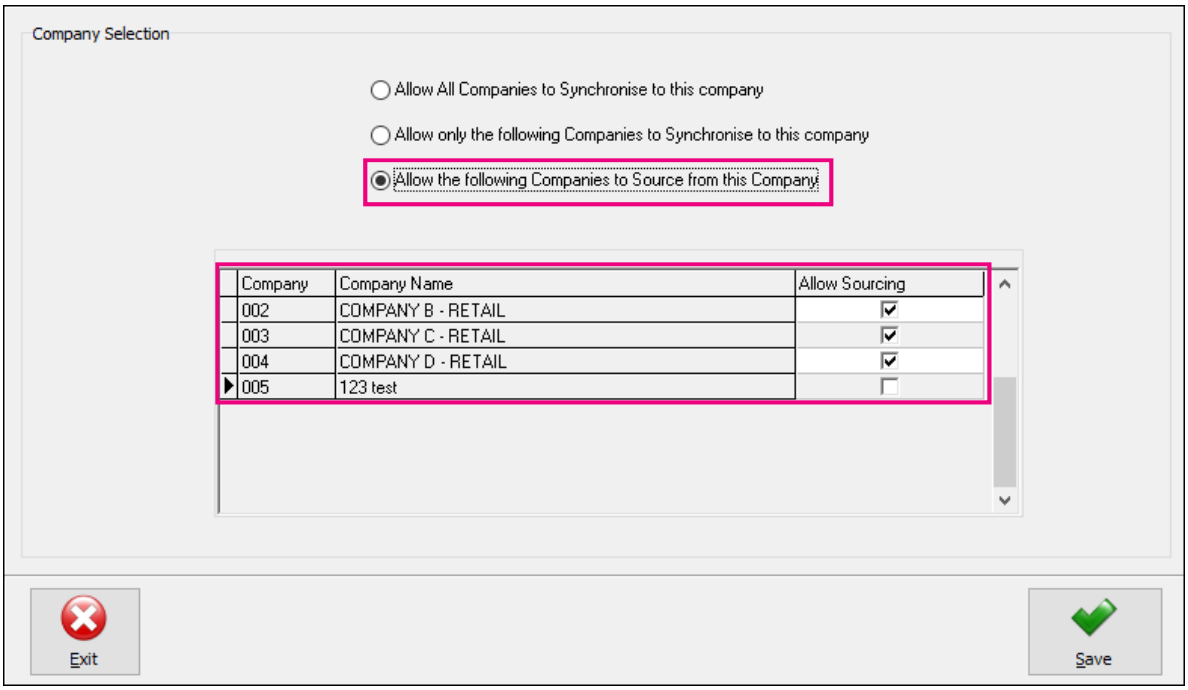
SETUP & MAINTAIN SYNCRONIZATION OPTION

Clink on the “Click to Maintain” button.

In the Stock Master Data Fields, the user can scroll to see all the independed companies or branches, beloning to the same Stock Group.



To ensure that the correct independent companies are listed, the user can click on the Company Selection button at the bottom of the screen.



Select the "Allow the following Companies to Source from this Company" and tick the appropriate companies send send stock to and from.

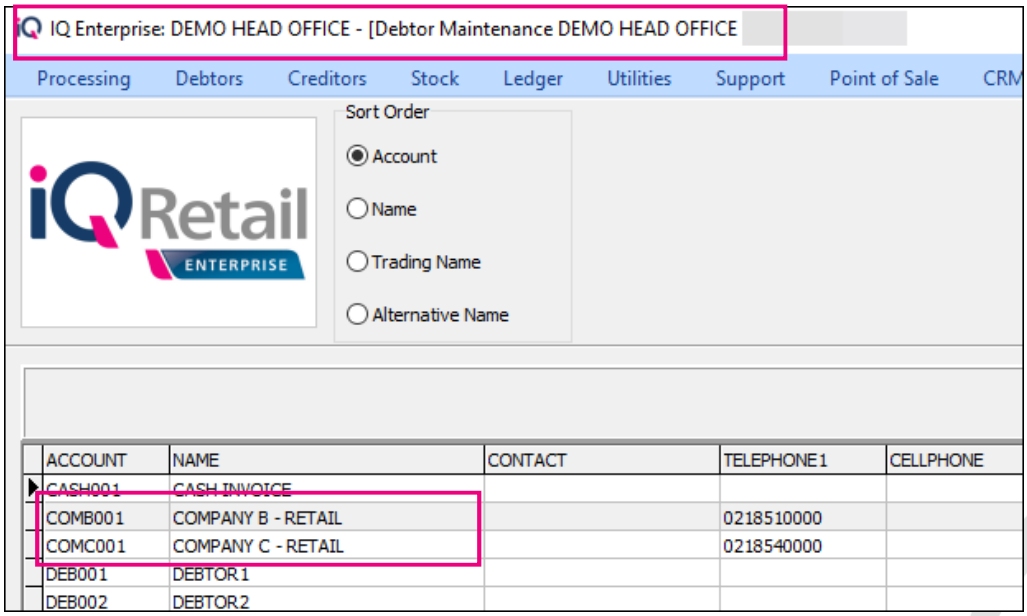
NOTE: Remember to save all changes made to the setup by using the save and Accept buttons at the bottom of all screens.

NOTE: The Location Sourcing option must be enabled in all the companies, for Auto Processing to work.

CREATE DEBTORS ACCOUNTS IN WHOLESALE COMPANY

A Debtors account must be created for each of the companies or branches, the Wholesaler company is going to send stock to.

From the IQ main menu → Debtors → Maintenance → Add.

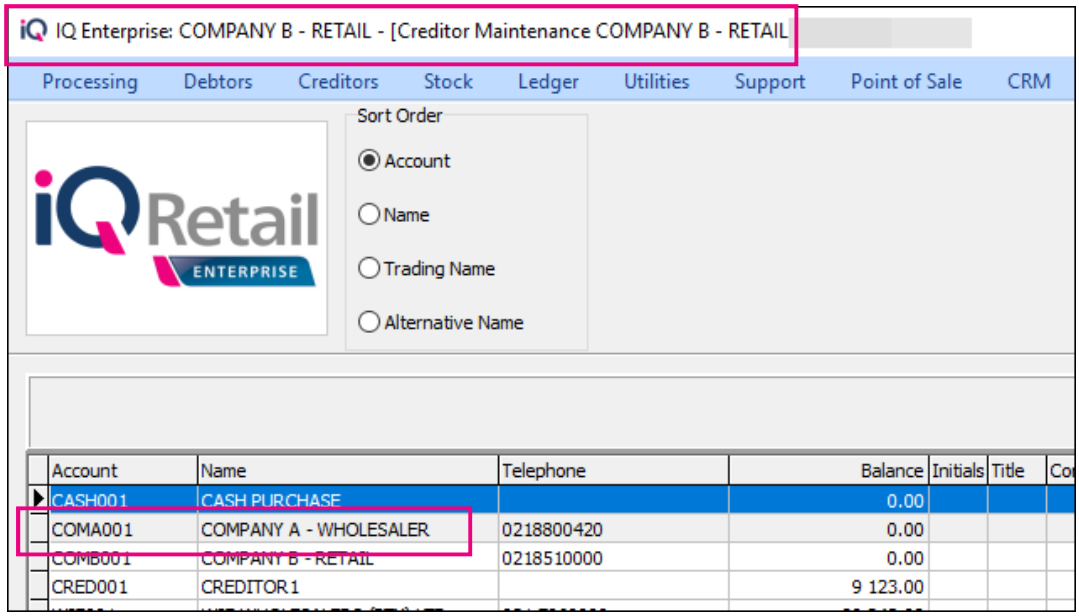


NOTE: If the Debtors are centralised, the debtors accounts only have to be created in the main branch or company.

CREATE CREDITOR ACCOUNT IN INDEPENDENT BRANCHES

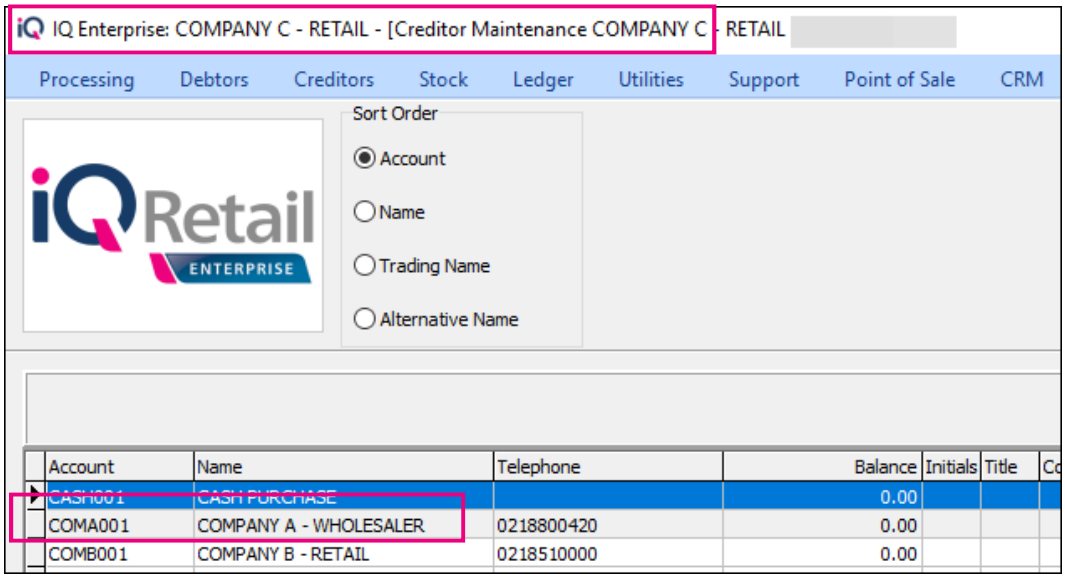
The independent branches or companies (legal entities) have to create a creditors account for the Wholesaler account in their companies.

From IQ main menu → Creditors → Maintenance → Add.



NOTE: If the Creditors are centralised, the creditors accounts only have to be created in the main branch or company.

If the creditors are not centralised, this has to be done in each of the branches:

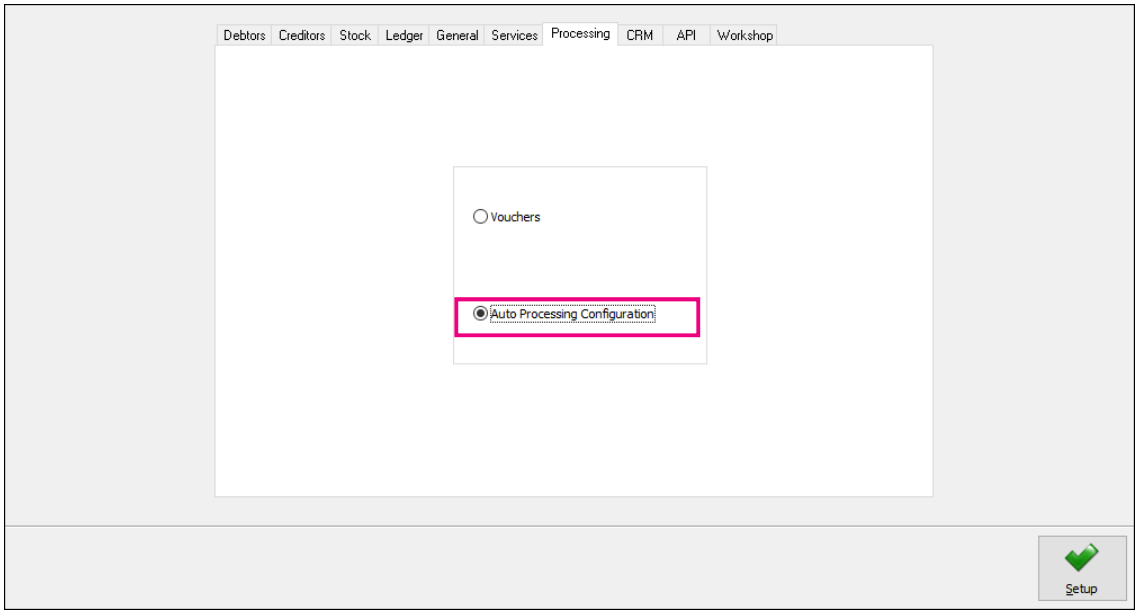


MODULE PARAMETER SETUP

From the IQ main menu → Utilities → Setup →Module Parameters → Processing → Select "Auto Processing Configuration" → Setup.

Auto Configuration only needs to be done in the company where the Invoice will be processed.

In other words, only the company where the stock will be sent from, needs to be configured for Auto Processing.



NOTE: If the independent companies will also sell stock to other companies, the Auto Processing Configureation has to be setup in them too.

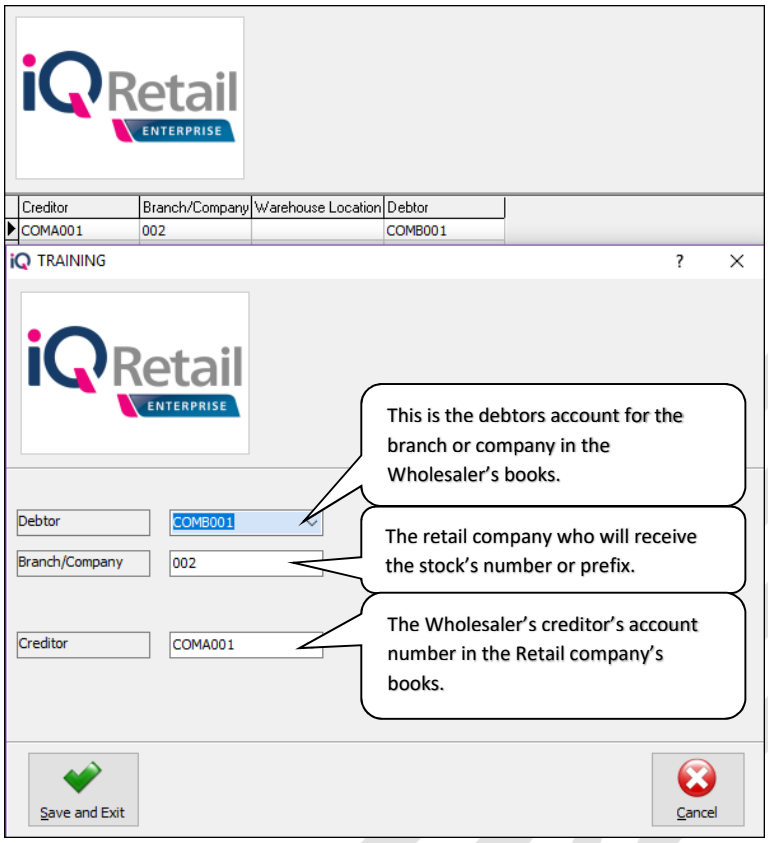
NOTE: If Multiple Warehouses have been setup on the retailer company's system, the Auto Processing Configuration will allow the user to specify the exact location that should receive the stock.

The following Auto Processing Configuration screen will appear:

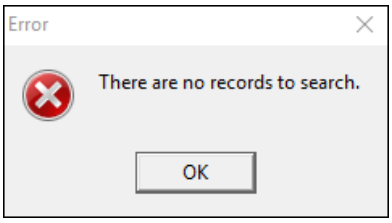
NOTE: You can only input one configuration per branch or company.

Select the Save and Exit button, once the configuration is completed.

The user has the option to Add, Edit or Delete an Auto Processing Configuration. To delete a configuration, the user must ensure that all the transactions linked to that configuration are completed. In other words, don't delete a configuration where the stock items have not yet been GRV'ed in the retail company.



If the Wholesalers account is not created as a creditors account in Company D - Retail's system, an error message will appear to warn the user that "There are no records to search".

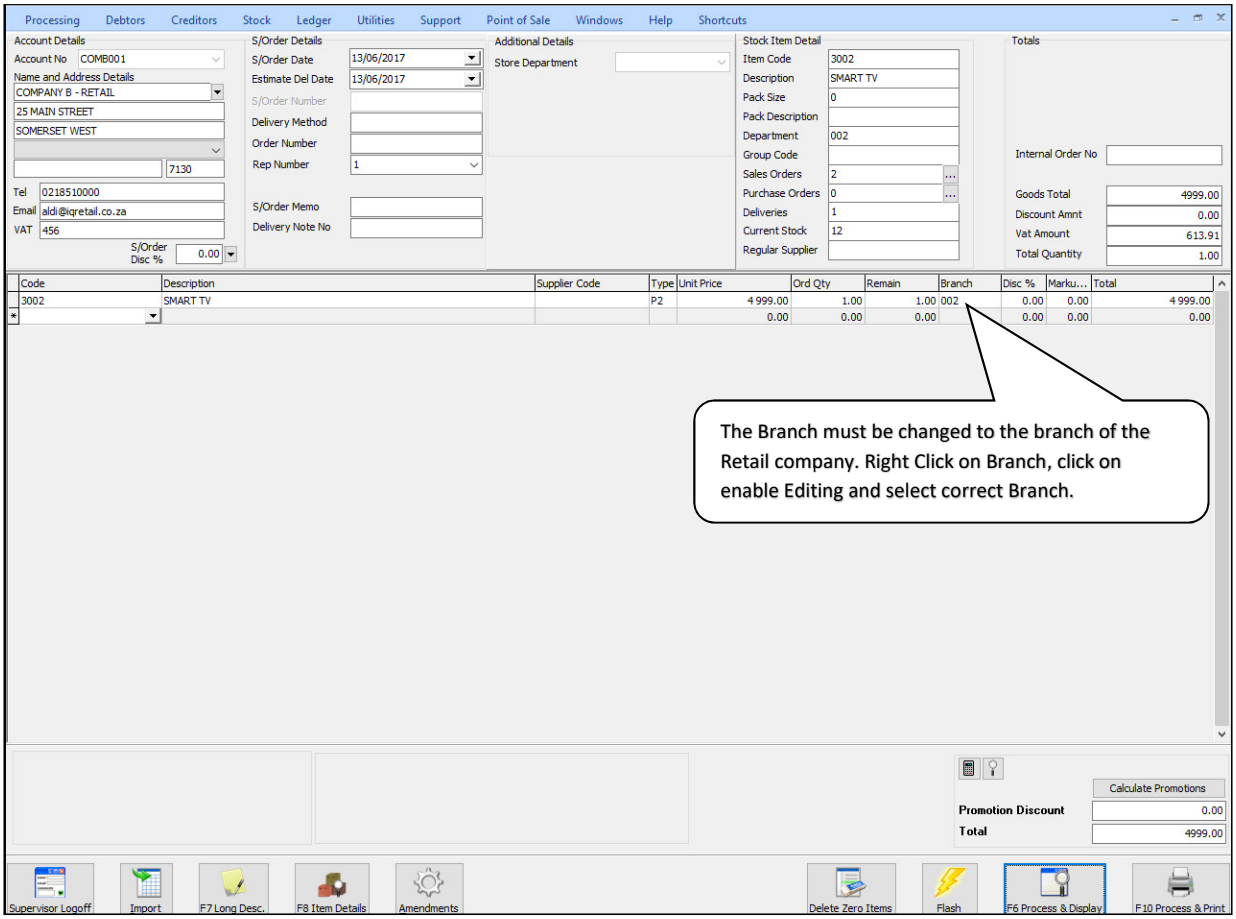


This error will prohibit the Auto Processing functionality to continue.

PROCESSING IN WHOLESALE COMPANY

SALES ORDERS

To create an Sales Order → From the IQ main menu → Processing → Sales Orders → Processing → New.



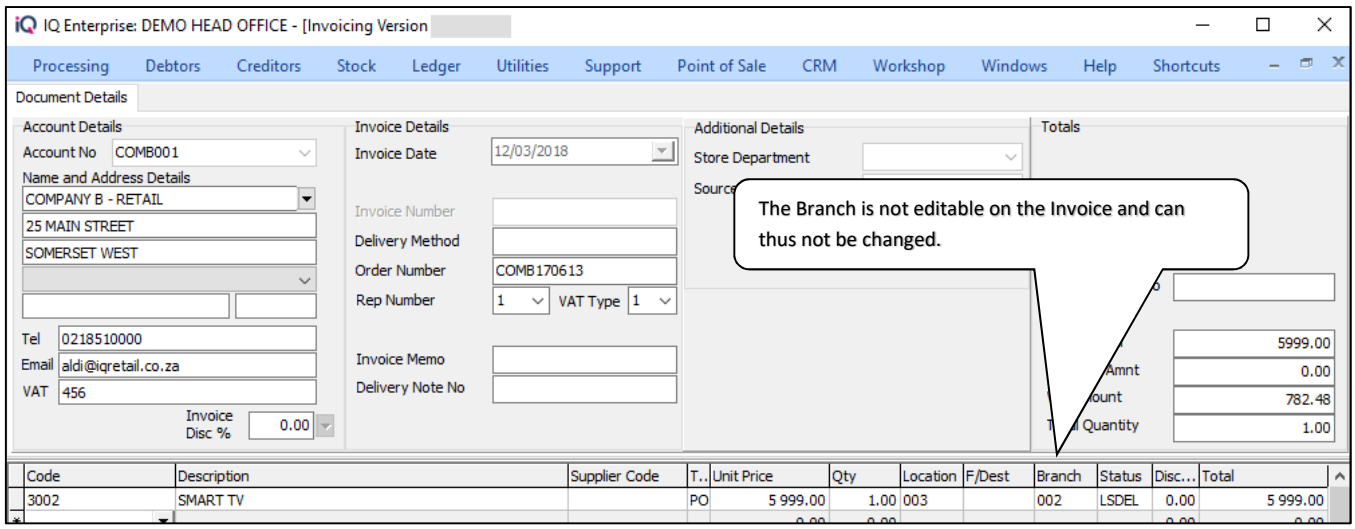
The moment the Sales Order is processed, a purchase order is automatically created in the retail company.

NOTE: It is advisible not to edit Sales Orders setup for Auto Processing. Everytime a Sales Order is edited and the Branch number is changed to the relevant retail branch's number and the Sales Order is processed; a new Purchase Order will be created in the selected branch.

INVOICES

INVOICE FROM SALES ORDER

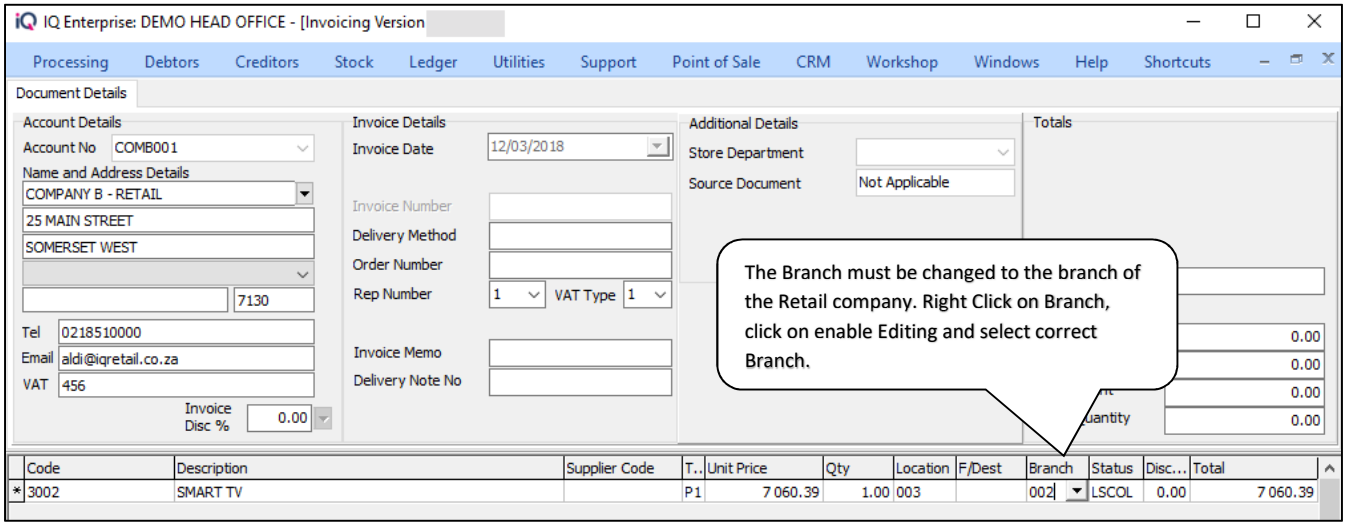
From the IQ main menu → Processing → Sales Orders → Select appropirate Sales Order → Processing button → Invoice.



CREATE INVOICE WITHOUT SALES ORDER

From the IQ main menu → Processing → Invoice → Processing button → New.

If user creates an Invoice without using a Sales Order, the Purchase Order in the Retail company will automatically be created once the Invoice is processed.



NOTE: Once and Invoice is processed in the Wholesale Company, the process is completed for the company. The rest of the process must be completed in the Retail company which will receive the stock items.

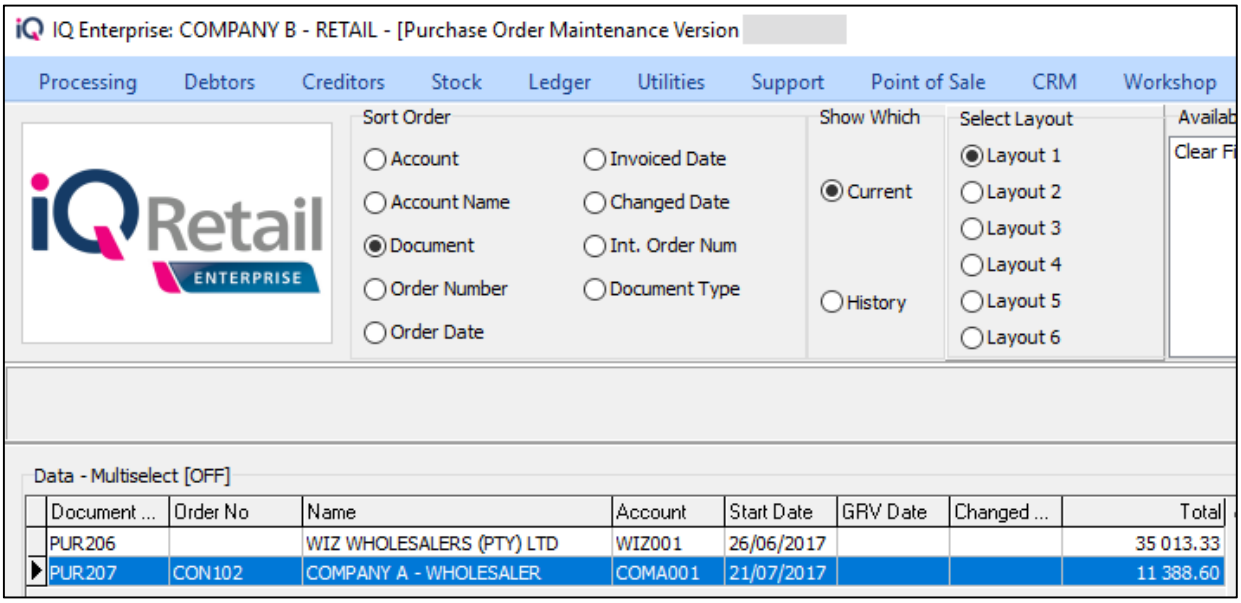
PROCESSING IN RETAIL COMPANY

As soon as the Sales order or Invoice is processed in the Wholesale Company (selling company), a Purchase order is created in the selected Retail company (receiving company).

PURCHASE ORDER

Both the examples used in the examples of Sales Order and Direct Invoice, are now listed in the Retail company B.

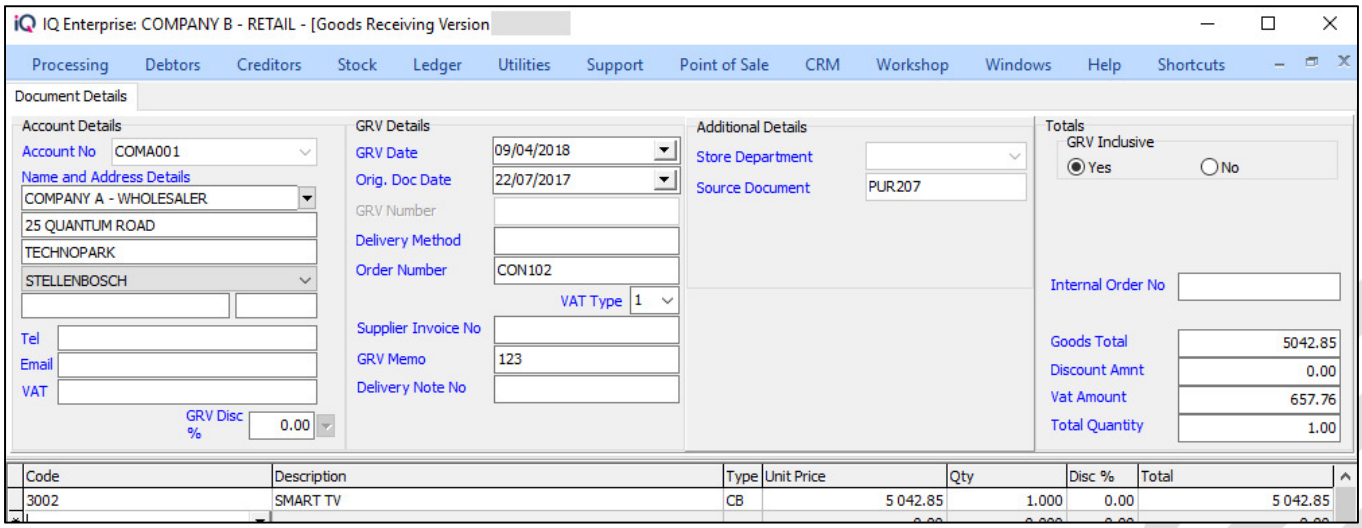
To see the Purchase Orders created: from the IQ main menu → Processing → Purchase Orders.



To receive the stock on the Purchase order into stock, the user can either process a Goods Receiving Voucher (GRV) or a Supplier Delivery Note (SDN).

GOODS RECEIVING VOUCHER

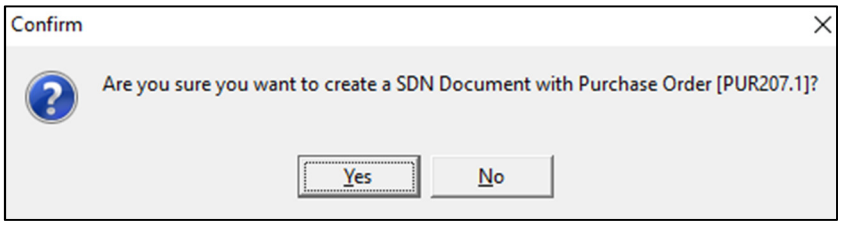
To process a GRV from a Purchase Order → from the IQ main menu → Processing → Purchase Orders → Select appropriate Purchase Order → Processing → GRV.



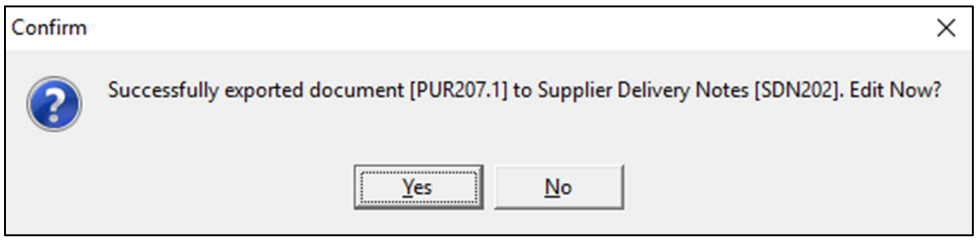
Once the GRV is processed, the Auto Processing functionality for the selected transaction is completed.

SUPPLIER DELIVERY NOTE

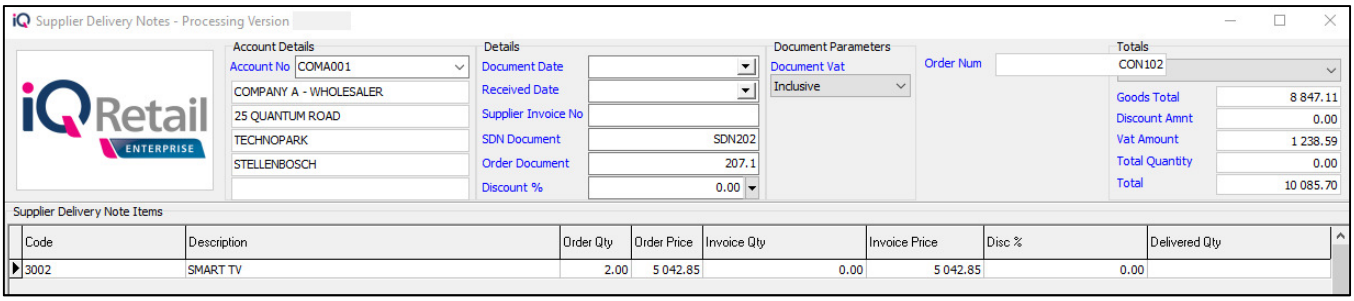
To process a SDN from a Purchase Order → from the IQ main menu → Processing → Purchase Orders → Select appropriate Purchase Order → Processing button → SDN.



The system wants confirmation of what the user wants to do. If the user click on Yes, the system will inform the user that the Purchase Order was successfully exported to Supplier Delivery Notes. The user can now edit the transaction, by selecting the Yes button.



Complete the Supplier invoice No, Invoice Qty and Delivered Qty with the information as per the delivery note or invoice from the supplier and process the document.



Once the SDN has been processed, the Auto Processing functionality for the selected transaction is completed.

LEDGER TRANSACTIONS

WHOLESALE COMPANY

COMPANY A - WHOLESALER Date Printed : 13/06/2017 16:38:47 **Page No 1**

Ledger audit Tracking #112

Account	Description	Date	Reference	Description	Debit	Credit
2000.000.000.00	Sales Account	05/06/2017	INV140	COMB001 COMPANY B - RETAIL	0.00	8 770.18
4100.000.000.00	Vat Output	05/06/2017	INV140	COMB001 COMPANY B - RETAIL	0.00	1 227.82
1000.000.000.00	Cost of Sales	05/06/2017	INV140	COMB001 COMPANY B - RETAIL	3 998.00	0.00
3500.000.000.00	Stock on Hand	05/06/2017	INV140	COMB001 COMPANY B - RETAIL	0.00	3 998.00
3600.000.000.00	Debtors Control	05/06/2017	INV140	COMB001 COMPANY B - RETAIL	9 998.00	0.00
					13 996.00	13 996.00

RETAIL COMPANY

COMPANY B - RETAIL Date Printed : 13/06/2017 16:37:45 **Page No 1**

Ledger audit Tracking #3

Account	Description	Date	Reference	Description	Debit	Credit
3500.000.000.00	Stock on Hand	13/06/2017	COMA2017061	COMA001COMPANY A - WHOL	8 770.18	0.00
3800.000.000.00	Vat Input - Trade	13/06/2017	COMA2017061	COMA001COMPANY A - WHOL	1 227.82	0.00
4000.000.000.00	Creditors Control	13/06/2017	COMA2017061	COMA001COMPANY A - WHOL	0.00	9 998.00
					9 998.00	9 998.00

BRANCH TO BRANCH SELLING

The same procedure can be followed to sell stock between two independent branches or companies (legal entities).

Both companies must be setup to Enable Auto Processing in Default Settings (1), both must belong to the same stock group and their stock must be synchronized.

The buying and selling companies must be configured for Auto Processing in Module Parameters → Processing.

The buying company must have the selling company as a Creditor or supplier and the selling company must have the receiving companies as debtors' accounts.

--- End of Document ---