



IQ DELIVERIES AND COLLECTIONS

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PREFACE

This is the IQ Deliveries and Collections guide for IQ Retail (PTY) Ltd Accounting Software Systems. It will cover in detail, the technical aspects which are applicable to the IQ Enterprise Accounting Software system.

The IQ Deliveries and Collections document will by no means make an expert of you, but it will aid in configuration of the IQ Deliveries and Collections for it to function correctly with the IQ Enterprise Accounting Software system.

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

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 Deliveries and Collections 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 Deliveries and Collections document in some way or another.

Regards,

IQ Retail (PTY) LTD



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CREDIT NOTES

2019



INTRODUCTION

The Deliveries and Collections module has been designed to assist the user in keeping track of all stock that need to be delivered to, or that need to be collected by customers.

Example: The client goes to a Home & Appliances store to buy a new kettle and fridge for the kitchen, a new television and a new mirror for the bathroom. The client will pay at one till from everything bought, but he can only take the kettle with him. The television needs to be collected at the warehouse, the fridge needs to be delivered and the client can only collect the mirror the next day, as it still needs to be cut.

The Delivery and Collections module allows the user to manage exactly what happens to which item. When the sale is processed, an Invoice as well as Invoice Instructions will be printed. The user takes the invoice and the kettle that he can take with him, as well as the instruction to collect the television at the warehouse. At the warehouse a picking slip can be printed and the stock controller will issue the correct television to the client. Other instructions are printed, one at the offsite warehouse where the fridges are kept and one at the glass store where the correct size and shape of mirror can be cut.

At the offsite warehouse the stock controller can print a picking slip, to enable the picker to go and fetch the correct fridge. This fridge can be allocated to a specific vehicle for delivery and the user can even decide which route should be used to the delivery address.

The next day, the client phones the glass warehouse and states that he doesn't have the necessary equipment to transport the mirror without breaking it. The user can then change the status on the issue, from "to collect" to "to deliver".

On the way to the client, the mirror brakes. The user can cancel the issue for this specific delivery and the system will show that a new mirror needs to be issued. If the client doesn't want this mirror anymore, a credit note can be processed to cancel the issue.





SETUP

The first thing to do is to enable Deliveries and Collections on the system.

From the IQ Main menu \rightarrow Utilities \rightarrow Setup \rightarrow Company Details \rightarrow Default Setting (1).

iQ	Company Details Version 2015.0.4.3	? ×
Company Details Company Logo Control Numbers Default Settings	s (1) Default Settings (2) Enterprise Settings Closing Dates Integration Accounts Tax Rates EMail Extra C	harges
Default Settings - Page 1		
To quickly find	d an option, start typing. Up and down arrows move between highlighted items.	
Enable Tender Screen Security	Use Auto Manufacturing In invoicing Display all available Prices for Custom Price	e list
Enable Supervisor Overrides on Tender Screen	Auto-Generate References for Ledger Journals	
Stock Adjustment Confirmation	Enable Wildcard / Partial Searching for Lookup Dialogs Allow Document Scanning in Deliveries	
Link Major and Minor Departments	Automatically Allocate to Oldest Balance Allow Multiselect processing of Documents	
Link Minor Departments and Stock Categories	Allow Changing of Line Total in Processing Module	
Link Stock Categories and Stock Ranges	Enforce Completion of User Defined Fields in Processing	
Enable Quotes & Purchase Order Indicator	Enable Style Management	
Link Job card Number to Purchase Order	Enable Cash Deposits in Order Modules	
Limit Quantity on GRV from Purchase Order	Enable Easy Identification in Quotes	
Enable External Charges	 Enable Consolidated Ordering 	
 Disable Dot Matrix Advanced Printing Options 	 Enable Consolidated Ordering Auto Transfering 	
Enable Weekly Age Analysis Reports	Relax Supplier Invoice No Checking (Limit To Supplier)	
 Show Auto Generated Relations 	Enable GRV Control Total	
Do order control on purchase orders	Enable Multiple Beeps on Item Not Found Errors	
Print Debtors Receipts in Invoicing	Enable Voucher Tender Validation	
 Enable Deliveries and Collections 	Clear Expired Vouchers on End of Day	
Show Supplier Code in Processing Module	Enable TV Licenses in Sales Orders	
Check for Duplicate Order Numbers in Processing Module	Enable One Step Warehouse Transfers	
 Stock Multiple Bin Locations 	Allow Line by Line Credit limit check	
PDF Exports - Use Embedded Fonts	Show Landed Cost in Processing	
Use Rep Per Line Item In Processing Module	Prevent Discount Tender % on Promotions	
Auto-Populate Account Numbers	Prevent Discount Tender % on Non Discount Items	
<u>د</u>		/
		V
		Accept

Enable Deliveries and Collections by ticking it and click on Accept to save the change.

The second thing to do is to configure the Deliveries and Collections Parameters under Module Parameters. This will enable the user to setup delivery vehicles, delivery areas and status types. If the status types are not setup, the following message will appear when entering the processing module:

	Error	x
8	No Default Status Type has been set up for this module. Please go to "Utilities > Setup > Module Parameters >Deliverie and Collections > Maintain Status Types" and select a Default Status for this module. Alternatively, you can disable this error by disabling Deliveries and Collections in your Company Setup.	is
	OK	

NOTE: The system will not block the user from continuing with the sale, the transaction will not appear under Deliveries and Collections. In other words, the Deliveries and Collections will not work correctly.

NOTE: When "Allow Document Scanning in Deliveries" setting is enabled in Default settings (1), the user will be able to scan in the document for issuing purposes. This setting will allow the user to scan the document and the system will immediately pop up the issue screen.



To setup Deliveries and Collections go to IQ main menu \rightarrow Utilities \rightarrow Setup \rightarrow Module Parameters \rightarrow Stock tab \rightarrow Deliveries and Collections and click on Setup.



The Deliveries and Collections Setup screen will appear.

Maintenance	 Maintain Vehicles Maintain Status Types Maintain Delivery Areas Enable Strict Credit Note Control Enable Audit Reasons
Qose	Setup



There are five options when opening the Deliveries and Collections Setup: Maintain Vehicles, Maintain Status Types, Maintain Delivery Areas, Enable Strict Credit Note Control and Enable Audit Reasons.

MAINTAIN VEHICLES

iQ	1	Maintain Vehicles Ver	sion 2015.	.0.4.1		? ×
				Available Filters		
Registration	Description	Lood Coppoitu	Linit Mono	Charge Out Pate	Pouto Description	
	Head Office Truck	Load Capacity	Unit Meas	Charge Out Hate	From HO	
CEM11111	Tip Truck	2500		520	route Description	
CFM78777	Trailer Truck	1000		500	Via Mountain Pass	
JARZA TRAN	Transport	1000		1	From HO	
OWN	Customer's Own Vehicle	500	Kilograms	1	Own Route	
PR	Private Vehicle	1	Kilograms	1	1	
4		0	ŚŐ	5		~
Eilter	Select Visible	Add	Edit	<u>D</u> e	elete	Close

The vehicle maintenance setup is used to list all the vehicles the company uses for deliveries, with their charge-out rates. These vehicle settings will be used for reporting purposes in Deliveries and Collections.

BUTTON FUNCTIONALITY

FILTER

This option allows the user to filter for specific information on this screen.



NOTE: The filter options are case-sensitive, meaning that if the description was captured as capital letters, the filter option also must be entered as capital letters.



SELECT VISIBLE

This option enables the user to change the information visible on the screen.

iQ	Select Visible Fields Version 2015.0.4.1	?	×
✓ Registration ✓ Description ✓ LoadCapacity ✓ calc_UnitMeasure ✓ CORate ✓ RouteDescription UnitMeasure	This option also allows the user to change the sequence of the information shown and the order of the columns, by dragging and dropping the fields.	n	
Restore Defaults	Cancel Accept		

Click on the Accept button at the bottom of the screen to apply the visible field selection.

ADD

iQ	Add a Vehicle Version 2015.0.4.0 ? ×				
iQ	Retail				
Vehicle De	tails				
	Registration No	PR			
	Description	Private Vehicle			
	Load Capacity	500.00	Kilograms 🗸 🗸		
	Charge Out Rate	R 1.00			
	Route Description	1			
Cance	2			Accept	

This option allows the user to add another vehicle to the list.

NOTE: All the fields in vehicle maintenance are required fields, meaning the system will not allow the user to continue if the fields are not captured.

REGISTRATION NO

This will be the vehicle's registration number or a code which can be used to identify the vehicle.



DESCRIPTION

This is a short description of the vehicle.

LOAD CAPACITY

The load capacity is the maximum amount of weight a vehicle can carry without becoming unstable on the road. The user can distinguish between kilograms and tons by selecting either.

CHARGE OUT RATE

The charge out rate represents the running cost of the vehicle per kilometer.

ROUTE DESCRIPTION

The specified route this vehicle is set to take in normal circumstances.

EDIT

This option allows the user to edit or change a vehicle's information.

DELETE

This option allows the user to delete a vehicle which is no longer used.

CLOSE

This option allows the user to close the Vehicle Maintenance screen.

MAINTAIN STATUS TYPE

To setup the Status Types, select from the IQ main menu Utilities \rightarrow Setup \rightarrow Module Parameters \rightarrow Stock Tab \rightarrow Select Deliveries and Collections and click on Setup.

Maintenance	 Maintain Vehicles Maintain Status Types Maintain Delivery Areas ✓ Enable Strict Credit Note Control ✓ Enable Audit Reasons
Cose	Setup



Maintain Status Types:

i	2		Maintain Status Typ	es Version 2015.0.4.1			?	×
	•			Available Filters				
	Code	Description			Goods Left Store	MustPrin	MustSave	^
	COL	To be Collected			False	True	True	
	DEL	To Be Delivered			False	True	True	
	ENT	Enter into Warehouse			False	True	True	
	GO	Go with Customer			True	False	False	
	TRF	Stock Transfer			True	True	True	
	YRD	Collect From Yard			False	True	True	
								*
	∰ Eilter	Select Visible	Add	Edit	Delete		() <u>C</u> lose	

The Status Types tell the user what happened with the stock that was sold. Example: has the stock gone with the customer, in other words left the store or it will be collected or should it be delivered.

Once an invoice was processed, either via the Processing module or via the POS module, the stock has been deducted from the On-Hand stock. The stock that appears in the transaction in the Deliveries and Collection module doesn't form part of the company's on hand stock on the system anymore, it is stock that has already been sold and deducted from the on-hand quantities.

BUTTON FUNCTIONALITY

FILTER

Normal Advanced Filter AND Code Description Bescription a new condition Layout GoodsLeftStore MustPrint MustPrint MustPrint ProgTypeAllowed ProgTypeDefault Image: Code and a new condition
Load Save Apply Clear ESC Cancel

This option allows the user to filter for specific information on this screen.

NOTE: The filter options are case-sensitive, meaning that if the description was captured as capital letters, the filter option also must be entered as capital letters.



✓ Code		
Description		
MustCaus		
Mustbave		
Layout		
PrinterType		
ProgTypeAllowed		
ProgTypeDefault		
Restore Defaults	<u>C</u> ancel	Accept

This option enables the user to change the visible information on the screen.

BUTTON FUNCTIONALITY

RESTORE DEFAULTS

This option will reset all the changes made and default back to the original IQ field setup.

CANCEL

This option will cancel all the changes made and close the Select Visible Fields screen.

ACCEPT

This option will accept the selection made and the selected fields will appear on the screen.



ADD

This option allows the user to add a new Status Type to the list.

-Status Ly	Retail ENTERPRISE	
0.0.00		
	Code	YRD
	Description	Collect from YARD
	Stock Has Left the Store	Tick For Yes
	Must Save Info when Processin	g 🗹 Tick For Yes
	Must Print Info when Processin	g 🗹 Tick For Yes
	Printer type	Order Printer 🗸
	Layout Number	Default Delivery And Collections Layout
	Processing Modules	la Maural Dafault
	Processing Modu	le Allowed Default
	Credit Notes	
	Sales Order	
	Quotes	
	POS	
Cano	rel	Accept

CODE

This field is for a code for the Status Type. The field is limited to 5 alpha-numeric characters.

DESCRIPTION

Enter in this field a meaningful description of the Status Type. This field is limited to 30 alpha-numeric characters.

STOCK HAS LEFT THE STORE

This field is used to indicate what happened with the stock at the time when the processing of the sales transaction was done. If the stock has left the store with the customer, the user will tick this box.

MUST SAVE INFO WHEN PROCESSING

The user can tick this box if the information must be saved in the Deliveries and Collections module, when a transaction is processed. If this option is not ticked, the transaction information will not appear in the Deliveries and Collection module.

Please note that manual entries can be used, even if "Must Save Info when Processing" is not ticked.

MUST PRINT INFO WHEN PROCESSING

The user can tick this box if the information must print when a transaction is processed. If this box is ticked, instructions will print with the invoice to show what must happen. An extra page will print for each status type.

Example: If the customer will collect the stock at a later stage, an invoice instruction will print together with the invoice, to state that this stock will be collected. The instruction can either be given to the customer to be taken with when the stock is



collected or the instruction can be printed at another location where this information will be processed.

Example: If a stock item must be delivered, the invoice instruction can be printed at the delivery bay and the invoice will be printed at the till where the customer is paying.

PRINTER TYPE

The user can select a specific printer where the Invoice Instruction will print, once the invoice is processed.

Example: The customer buys cement in the store, but the stock needs to be collected from the yard, the user can set the system to print the Invoice Instruction at the printer where the yard stock controller's desk is.

LAYOUT NUMBER

This option allows the user to select the stationery layout that will be used when printing the documentation. If the default Delivery and Collections layout is not selected, the layouts will need to be modified to accommodate the Deliveries and Collections module.

PROCESSING MODULES

Allowed: The modules that appear on this list are the modules which have been enabled in the Defaults Settings (1). This option allows the user to select in which processing modules the selected Status Type will be available. At least one processing module must be selected.

Default: Only one status type can be set as default per processing module. Example: If customers normally take the stock with them after invoicing, the user can setup a Status Type "GO" and this status type will be the default setting on the invoices.

EDIT

This option allows the user to edit the information on an existing Status Type.

DELETE

This option allows the user to delete an existing Status Type which is no longer used.

NOTE: Before a Status Type can be deleted, the user is advised to ensure that there are no outstanding transactions for the selected type.

CLOSE

This option allows the user to close the status Types Maintenance screen.



MAINTAIN DELIVERY AREAS

Maintenance	
0 0 2 2	Maintain Vehicles Maintain Status Types Maintain Delivery Areas Enable Strict Credit Note Control Enable Audit Reasons
	Setup

The user doesn't have to setup separate delivery areas in this module, the normal delivery routes as setup in the debtor's module, can be used.

Maintain Deliveries and Collections – Delivery Areas:

	Setup Options ✓ Enable Area Selection In Processing ✓ Use Normal Debtor Delivery Routes	Available Filters Clear Filter
Retail		
Available Areas		
Code De	escription	^
N2 TR	AVEL VIA N2	
		v
р		
V Y		
<u>C</u> ancel <u>F</u> ilter	<u>V</u> isible Fields Export	New Edit Delete Accept

The user can setup the system to enable the area selection as it was selected in the Processing Module or use the Normal Debtor Delivery Routes as setup in the Debtors tab on Module Parameters.

BUTTON FUNCTIONALITY

CANCEL

The Cancel option allows the user to close the Deliveries and Collections – Delivery Areas screen.

FILTER

The Filter option allows the user to filter for specific information on this screen.

NOTE: The filter options are case-sensitive, meaning that if the information was captured into the system as capital letters, the filter option also must be entered as capital letters.

VISIBLE FIELDS

The Visible fields option allows the user to select which fields to be visible on the screen.

EXPORT

The Export option allows the user to export the information on the Delivery Areas in the following formats: .CSV (comma delimited), TXT, HTML, XML and XLS (Excel).

NEW

The New option allows the user to add more Delivery Areas to the existing list.

Code	N2
Description	TRAVEL VIA N2
Selection ESC Cancel	F10 Accept

EDIT

The Edit option allows the user to maintain or edit any of the existing delivery areas.

DELETE

The Delete option allows the user to delete a selected delivery area.

NOTE: The user is advised to ensure that there are no outstanding transactions for a selected delivery area, before it is deleted.

ACCEPT

The Accept option allows the user to save all the information on the Delivery Area screen.



Maintenance		
	 Maintain Vehicles Maintain Status Types Maintain Delivery Areas Enable Strict Credit Note Control Enable Audit Reasons 	
		€ etup

This option can be activated to Enable Strict Credit Note Control. The system will not allow the user to process a credit note if the stock was not received back from the client. In other words, if the issued stock item was cancelled, then the system will allow the credit note to pass.

ENABLE AUDIT REASONS

Maintenance	
•	Maintain Vehicles Maintain Status Types Maintain Delivery Areas
	Enable Strict Credit Note Control Enable Audit Reasons
Cose	Setup

If the "Enable Audit Reasons" has been ticked, the system will allow the user to enter a reason for every transaction being processed in the Deliveries and Collections module.

Every process in the Deliveries and Collections module will be logged, i.e. cancel, archive, issue etc.



Detailed Reason (Deliveries and Collections):

User Input
Stock issued for Collections. Mark 10/12/2015 16:05
Cancel

The user can type in a reason for the issuing of this stock item, which can be useful for Auditing and reporting purposes.

OTHER SETTINGS

There are a few other Delivery Status Inbound or / Status Outbound settings that are not required, but can be selected if the user wants to.

All modules using Deliveries and Collections will:

- Use the Delivery Status Inbound/Outbound as set up on the Stock Item (if it exists) as first option.
- Use the Delivery Status Inbound/Outbound as set up on the Major Department (if it exists) as second option.
- Use the Delivery Status Inbound/Outbound as set up on the Warehouses (if they exist) as a third option.
- For POS transactions, the system will use the Delivery Status Outbound as selected in the Sales Order or Quote or the Defaults as setup in the Status Maintenance in Module Parameters.
- Use the document Delivery Status Inbound/Outbound as the alternative option (if none of the above are available).



STOCK ITEMS

To setup the Delivery Inbound/Outbound Status on a Stock Item, from IQ main menu \rightarrow Stock Maintenance. Select the appropriate item and click on Edit.

Select the Item Suppliers Tab. Click on the drop-down menu next to the Delivery Inbound Status and select the appropriate status. Do the same for the Delivery Outbound Status and click on Accept to save the changes made.

Stock Amendments IQ TRAINING Version 2015.0.4.1 ? 🗙													
ock Details Stock Pricing User Defined Data Multiple Barcodes Item Suppliers Additional Details Associated Items Transaction History Ordering Bin Locations													
Stock Items Suppliers													
Supplier Account	Supplier Account Supplier Name Supplier Stock Code												
ABC001	ABC001 ABC Whole Sales C1												
XYZ001		XYZ Wholesalers		cc1									
Arrurt	48:001	Teleshared	Main Supplier is	marked ir	blue			Ŷ					
Account	ABC Whole Sales	Telephone 1	0210005555	_									
Account Name	45 Orange Road	Collabora	0210003330	_									
	Somerset West	Celphone											
Address Details	7150	Email	abc@somewhere.co.z	a									
					Delivery Inbound Status	ENT v	Enter into Warehouse						
	45 Orange Road	B2B Account			Delivery Outbound Status	GO 🗸	Go with Customer						
Delivery Address	Somerset West	B2B Website		L	Main Supplier	ABC001		~					
Details	7150	Leadtime	2Weekly		Supplier's Code	C1							
		Delivery Cycle	Not Specified		MDR Supplier ID								
Add Edit													
Show Hints							Accept						



MAJOR STOCK DEPARTMENTS

The user has the option to add a default status to each Major Stock Department.

iQ	Stock Department Version 2015.0.4.1									
	Deveryburgh News									
	Department Name	001								
	Ledger Department	CORE								
	Default Sales Warehouse									
	Default Purchasing Warehouse	002								
	berault Purchasing warehouse	VU3 V								
	Local Sales Account	2000.000.000.00 🗸								
	Export Sales Account	2000.000.000.00 🗸								
	Cost Of Sales Account	1000.000.000.00 🗸								
	Stock Account	3500.000.000.00 🗸								
	Purchases Account	1305.000.000.00 🗸								
	Cost Of Sales Adjustment	1000.000.000.00								
	Default Rep	2 V Tommy Percy								
	Maximum Grv Variance%	10.00								
	Apply Maximum Var	✓ Tick for Yes								
	Negative Department	Tick for Yes								
	Auto Re-Ordering Method	Replenishment v N/A								
	No Commision	Tick for Yes								
	Target GP%	0.00								
	Posting Method	Perpetual Stock Control (Post Sales/Stock/Costofsales) Periodic Stock Control (Post Sales/Purchases Only)								
	Company Default	Perpetual Stock Control (Post Sales/Stock/Costofsales)								
	Delivery Status Inbound	ENT V Enter into Warehouse								
	Delivery Status Outbound	GO V Go with Customer								
Cancel			Accept							

To enable the user to setup Delivery Status Inbound / Outbound on stock departments \rightarrow Utilities from the IQ main menu \rightarrow Setup \rightarrow Module Parameters \rightarrow Stock \rightarrow Major Departments and click on Setup.

Select the appropriate department and click on Edit, or click on Add to add a new Department.

The last two options on the screen is to select the Delivery Status Inbound (for transaction to take stock on) and Delivery Status outbound (for transactions for stock leaving the store). Click on the drop-down menu next to the field and select the status needed and Accept to save the changes made.



WAREHOUSES

To setup the Delivery Status Inbound / Outbound for a Warehouse: select from the IQ main menu \rightarrow Utilities \rightarrow Setup \rightarrow Module Parameters \rightarrow Stock \rightarrow Warehouses and click on the Setup button at the bottom of the screen.

The Warehouse Maintenance screen will appear, with a list of all the available Warehouses. To edit or add a warehouse, click on the Process button at the bottom of the screen and select either Edit or Add. Click on the drop-down menu next to the Delivery Inbound Status and select the appropriate status. Do the same for the Delivery Outbound Status and click on Accept to save the changes made.

iQ	Setup Wa	rehouse Vers	ion 2015.0.4.1	?	×
i					
	Warehouse Description	001 Warehouse A00	01		
	Delivery Inbound Status Delivery Outbound Status Exclude from Available Stock	ENT V TRF V	Enter into Warehouse Stock Transfer		
	Close				> pt



IN PROCESSING MODULE

If Deliveries and Collections is enabled then the system will have an extra field called status in the processing module. The status will default to the selected default in the status type setup under module parameters or the Outbound Status as setup per stock item or department. Right click on the Status field of the selected line item, to enable editing. The status of the item can be changed to the status the user needs to indicate whether the stock item is for example to be collected or delivered at a later stage or for any status that was set up.

After adding all the stock items in the transaction, the processing system will display and / or print Invoice Instructions for each status used.

Cash sales via the POS module, will use the default status type in the Deliveries and Collections module.

However, when Sales Orders or Quotes are loaded to the POS module, the status types used in the preprocessing transaction will be applicable.

iQ					IQ En	terprise: IQ TR/	AINING	- [Invoicing \	ersion 2	015.0.4.1]					- 0 ×
Processing Debtors	Creditors	Stock	Ledger	Utilities	Support	Point of Sale	CRM	Windows	Help	Shortcuts					_ = ×
Account Details		Invoice	Details			Additional Deta	ils			Stock Item Detail				Totals	
Account No GRE003	~	Invoice	Date	04/02/2016	Ψ.	Store Departme	ent		~	Item Code	BM003				
Name and Address Details						Source Docume	int	Not Applicable		Description	Wood				
Green Apple	-	Invoice	Number			Source Docume	anc	no c rippircobie		Pack Size	0				
25 Quantum Street		Deliver	Mothod							Pack Description					
Technopark		Deliver	, mealoa							Department	002		_	WareHouse	001 🗸
Stellenbosch	~	Order N	lumber							Group Code	0008			Internal Order No	
7600		Rep Nu	mber	1	~					Sales Orders	0				
Tel										Purchase Orders	0			Goods Total	1371.25
Email info@igretail.co.za		Invoice	Memo							Deliveries	0			Discount Amot	0.00
Invoice Disc %	0.00 -	Deliver	y Note No							Current Stock	283			Vat Amount	169.40
	0.00									Regular Supplier	ABC001		_	Total Quantity	100.40
														Total Quality	4.00
Code	Descriptio	on						Type Uni	Price	Qty		Status	Deliv. Area	Disc % Total	^
000000010101	NIKE PAN	ITS BS						P1		71.25	1	00 GO		0.00	71.25
000000140912	TOREZ TE	ENT KHA 11	MAN					CP		980.00	1			0.00	980.00
BM003	Wood	-VC SUKg						P1 P1		120.00	1			0.00	120.00
*	•									0.00	0	00		0.00	0.00
Right click on this field "Status" to enable editing. This will enable the user to change the status type from the default to another status from the pull-down menu.															
													Promoti Total	on Discount	Calculate Promotions 0.00 1371.25
Supervisor Logoff	t F7 Long	y g Desc.	F8 Item	Details	کُنُ <u>A</u> mendments	User Defined	d Data	CRM			Actions	F	ilash	F6 Process & Display	F10 Process & Print

The example above had items for collection, to go, to be delivered and to be collected from the yard.

This system is setup to print instructions for each of the status types used in the transaction, together with the invoice.

On processing the transaction, the invoice is available for viewing or printing. From viewing the invoice, the user can close the screen to view each of the instructions.

On this example above, four (4) reports will print: the original Tax Invoice, Tax Invoice Instruction – To Be Collected, Tax Invoice Instruction – To Be Delivered and a Tax Invoice Instruction – Collect From Yard.

NOTE: The user can setup the system to print the instructions at other printers in other departments or locations. Do this in the Module Parameter setup of each Status Type.

In our example used, the user will only carry the one item "Nike pants BS" with him out of the store after payment.

			Tax Invoice				
	Invoice From		\neg				
TO TRAINING			Telephon	*	021 8800420	,	
1st Floor, Moor	stone Building		Fax		021 8800488		
25 Quantum Ro	ad		EMail				
Techno Park, S	tellenbosch		Vat Regis	stration No	4511111111	1	
7600			Invoice D)ate	04/02/2016	-	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					04/02/2016		
	Invoice To			I	Deliver To		
Green Annie			Green A	nole			
PO Box 15			25 Quar	tum Street			
Technopark			Technop	ank			
Stelle nbosch			Stellenb	osch			
7600			7600				
Account No	Invoice Date	Order Num be	er Representative	In	voice Number		Pag
GRE003	04/02/2016		1 Jack Jasper	IN	VH0398		1 of
tem Code	Description		Quantity	UnitPrice	Disc %	VatAmnt	Line Tot
00000010101	NIKE PANTS BS		1.00	62.50		8.75	62.
00000140912	TOREZ TENT KHA	A 1 MAN	1.00	859.65		120.35	859.6
M001	Cement PVC 50kg	1	1.00	175.44		24.56	175.4
Extra Charges			Number of Items	Subtota	I (Exclusive)		1 202.85
Extra Charges			Number of Items	Subtota Discour	l (Exclusive)		1 20 2.85
Extra Charges			Number of Items 4 Promotional	Subtota Discour Vat	l (Exclusive)		1 202.85 168.40
Extra Charges			Number of Items 4 Promotional Discount Received	Subtota Discour Vat Total	l (Exclusive) It		1 202.85 168.40 1 371.25
Extra Charges			Number of Items 4 Promotional Discount Received	Subtota Discour Vat Total	l (Exclusive) It		1 20 2.85 168.40 1 37 1.25
Extra Charges Banking Details:			Number of Items 4 Promotional Discount Received	Subtota Discour Vat Total	I (Exclusive) It		1 202.85 168.40 1 371.25
Extra Charges Banking Details: ABCD			Number of Items 4 Promotional Discount Received	Subtota Discour Vat Total Currency Currency	I(Exclusive) ht : Rate: 1.00	2	1 202.85 168.40 1 371.25
Extra Charges Banking Details: ABCD 2222222			Number of Items 4 Promotional Discount Received	Subtota Discour Vat Total Currency Currency	I(Exclusive) ht : Rate: 1.00		1202.85 168.40 1371.25
Extra Charges Banking Details: ABCD 2222222 Cheque 1111			Number of Items 4 Promotional Discount Received	Subtota Discour Vat Total Currency Currency	I (Exclusive) It Rate: 1.00	, ,	1 20 2.85 168.40 1 37 1.25
Extra Charges Banking Details: ABCD 2222222 Cheque 1111			Number of Items 4 Promotional Discount Received	Subtota Discour Vat Total Currency Currency	l (Exclusive) ht : Rate: 1.00	, ,	1 20 2.85 168.40 1 37 1.25

Green Apple PO Box 15 Technopark Stelenbosch 7600 Account No GRE003	Invoice To Invoice Date 04/02/2016	Order Number	Gree 25 Q Tech Stell 7600 Representative 1 Jack Jasper	n Apple uantum Street nopark enbosch	Deliver To Invoice Number INVHO398		Page 1 of 1
Green Apple PO Box 15 Technopark Stellenbosch 7600 Account No	Invoice To Invoice Date	Order Number	Gree 25 Q Tech Stell 7600 Representative	n Apple uantum Street nopark enbosch	Deliver To Invoice Number		Page
Green Apple PO Box 15 Technopark Stellenbosch 7600	Іпvоісе То		Gree 25 Q Tech Stell 7600	n Apple uantum Street nopark enbosch	D el iver To		
	Invoice To				Deliver To		$ \longrightarrow $
Techno Park, Ste 7600	ellenbosch		Vat R Invoi	egistration No ce Date	4511111111 04/02/2016	1	
25 Quantum Roa	ad		E Mai	i.	021 0000400		
IQ TRAINING	stono Ruilding		Telep	hone	021 8800420)	
	Invoice From	n)
IQ TRAINING	Invoice From	n	Telep	hone	021 8800420)	

The stock which is displayed on the Tax Invoice Instruction – To be Collected, can be taken out of the on-hand stock and be kept separate until the customer comes to collect it.

tem Code	Description		Quantity	UnitPrice	Disc %	VatAmnt	Line Tota
GRE003	04/02/2016		1 Jack Jasper		INVHO398		1 of 1
Account No	Invoice Date	Order Number	Representative		Invoice Number		Page
Green Apple PO Box 15 Technopark Stellenbosch 7600			Gree 25 Q Tech Stel 7600	n Apple uantum Street nopark enbosch			
	Ιπνοία: Το				Deliver To		
Techno Park, 9 7600	Stellenbosch		Vat R Invoi	egistration No ce Date	4511111111 04/02/2016	L	
25 Quantum R	load		E Mai	I	021 0000400		
IQ TRAINING	nstone Building		Telep	hone	021 8800420		
_	Invoice From	ı	$\neg \frown$				
				Debenvereu			

The user can use the Tax Invoice Instruction – To be Delivered, to take the stock item out of the on-hand stock and assign it to a delivery vehicle, which will be used to deliver the stock to the client.





The stock item listed on the Tax Invoice Instruction – Collect From Yard, will allow the customer to go and collect the item from another storage location, in this case the yard. This invoice instruction shows that the client has already paid for the item, but still needs to collect it at another location.

DELIVERIES AND COLLECTIONS MAINTENANCE

If the Deliveries and Collections option was enabled in the Default Settings (1) and the Delivery and Collection Status was setup, the user must go to the Deliveries and Collections module to manage what happens with the stock.

NOTE: Once an invoice was done, either via the POS module or the Processing module, the transaction will be reflected in the Deliveries and Collections module, providing the setup is correct.

This module is used to manage the issuing process of the stock items.

From the IQ main menu \rightarrow Stock \rightarrow Deliveries and Collections.

iQ		IQ Enterprise: IQ TRAINING													
Pr	ocessing	Debtors	Creditors	Stock	Ledger	Utilities	Support	Point	t of Sale	CRM	Windows	Help	Shortcuts		
Mai	intenance	Price Maintenance	Contract Pr Maintenar	rice En	Quiries	Processing	Recall Documents	Job Cards	Bills Of Quantity	Stock Ser Number	rial Price rs Lists	Utilities	Deliveries And Collections	Multiple Bin Locations	Reports
								Stock							

In the following screen the user will be able to see all sales transactions that have a status setup.

iQ			IQ Enterpris	: IQ TRAII	NING - [E	Deliveries	And Collection	ns Mainter	nance Version	2015.0.4.1]				- 🗆 🗙
Processing	Debtors Cre	ditors Stock	Ledger Utilities S	upport	Point of Sa	le CR	M Windows	Help	Shortcuts					_ = X
		Sort Order	Report Selection	Sho	w Which					- Colour Legend	Available	Filters		
										Completed	Clear Filte			
		Number	Invoice Insudedon Issue Summary Report							Partially Tecuer	DEB = BLA	ACK		
	Deteil	Ocument	Outstanding Items Rep	ort	Current					Picking Slip has				
	Ketali	Date	O Completed Items Report	t						been Printed				
	ENTERPRISE	Oute	O Selected Vehicle Issue	Report										
	CHICKPRISE	 Debtor Accourt 	nt OItems to be Delivered R	eport OI	listory									
		Stock Code	Audit Summary							3				
			O Addit Damindi y											
Invoice Date	Document	Account	Account Name	Delivery Dat	e Stock	Code	Stock Descri	iption		Invoiced Qty	Refunded Qty	Issued Qty	To Be Delivered	To Be Returned \land
11/05/2015	INVHO378	BLU001	Blue - Credit Limit R1		COKOC	1	Coke Single (Can		12	0		0 12	. 0
11/05/2015	INVHO378	BLU001	Blue - Credit Limit R1		TSMGS	0204	Golf T-Shirt -	Brown - XL		8	0		0 8	0
10/07/2015	INVHO387	ABC001	ABC Store (Pty) Ltd		00000	0010103	NIKE PANTS	BL		3	0		2 1	. 0
06/01/2016	INVHO395	GRE003	Green Apple		00000	0010101	NIKE PANTS	BS		5	0		0 5	0
07/01/2016	P.O.S 1-293				00000	0010101	NIKE PANTS	BS		1	0		0 1	. 0
07/01/2016	P.O.S 1-294				00000	0010101	NIKE PANTS	BS		5	0		0 5	0
07/01/2016	INVHO396	ABC001	ABC Store (Pty) Ltd		00000	0010101	NIKE PANTS	BS		1	0		0 1	. 0
13/01/2016	P.O.S 1-296	ABC001	ABC Store (Pty) Ltd		00000	0010101	NIKE PANTS	BS		1	0		0 1	. 0
18/02/2016	INVHO398	GRE003	Green Apple		00000	0010101	NIKE PANTS	BS		1	0		1 0	0
18/02/2016	INVHO398	GRE003	Green Apple		00000	0140912	TOREZ TENT	KHA 1 MAN		1	0		0 1	. 0
18/02/2016	INVHO398	GRE003	Green Apple		BM001		Cement PVC	50kg		1	0		0 1	. 0
18/02/2016	INVHO398	GRE003	Green Apple		BM003		Wood			1	0		0 1	. 0
18/02/2016	P.O.S 1-300				00000	0010101	NIKE PANTS	BS		1	0		0 1	. 0
18/02/2016	P.O.S 1-301				BM002		lies			1			1 0	0
18/02/2016	P.O.S 1-301				BM003		wood			1			1 0	
18/02/2016	P.O.S 1-301				BM004		Sand			1	0		1 0	0
Select Visible	Export	Eiter	Report Elash Rep	orts De	livery Date	<u>A</u> rc	thive Completed	Return To	Current	Issuing of Stock	Issue <u>C</u>	ancellations	Add <u>M</u> anual En	try Close

The lines displayed in **black** are for stock where no issues have been done. This is usually a new transaction where no processing has been done.

The lines displayed in **green** are for the stock where partial issues were done, not everything sold was delivered or collected yet.

The lines displayed in **blue** are for stock where the issues were completed. For the examples above, all POS items are set as completed sales, where the stock has left the company with the customer, as soon as it was paid.

NOTE: Remember that the transactions processed via the POS module, all use the default status type, which in this case is GO – Stock is leaving the store with the customer.



If a line is displayed in **red**, it means that a picking slip has already been printed for the stock item, and the issue of the stock item can be done.

iQ			IQ Enterpris	e: IQ TR	AINING - [Deliveries .	And Collections	Mainten	ance Version	2015.0.4.1]				- 1	I ×
Processing	Debtors	Creditors Stock	Ledger Utilities	Support	Point of S	ale CRM	M Windows	Help	Shortcuts						_ = x
		Sort Order	Report Selection		show Which					Colour Legen	Available	Filters			
		Onder	O Invoice Instruction							Completed	Clear Filte	r			
		Number	O Issue Summary Repor	t /						Partially Issue	DEB = BLA	CK			
i()	Dotai	Ocument	Outstanding Items Re	port	Current					Picking Slip has					
	neta	Date	O Completed Items Repo	rt						been Printed					
	ENTERPRISE	0	O Selected Vehicle Issue	Report											
		Debtor Account	Items to be Delivered Dicking Slip	Report (History										
		Stock Code	Audit Summary							3					
			, ,												
Invoice Date	Document	Account	Account Name	Delivery D	Date Stock	Code	Stock Descript	ion		Invoiced Qty	Refunded Qty	Issued Qty	To Be Delive	ered To Be Ret	turned 🔨
11/05/2015	INVHO378	BLU001	Blue - Credit Limit R1		COKO	01	Coke Single Ca	n		12	0		0	12	0
11/05/2015	INVHO378	BLU001	Blue - Credit Limit R1		TSMG	S0204	Golf T-Shirt - Br	own - XL		8	0		0	8	0
10/07/2015	INVHO387	ABC001	ABC Store (Pty) Ltd		0000	0010103	NIKE PANTS BL			3	0		2	1	0
06/01/2016	INVHO395	GRE003	Green Apple		0000	0010101	NIKE PANTS BS			5	0		0	5	0
07/01/2016	P.O.S 1-293				0000	0010101	NIKE PANTS BS			1	0		0	1	0
07/01/2016	P.O.S 1-294	100004	100 Charles (Dir 3 Link)		0000	0010101	NIKE PANTS BS			5	0		0	5	0
07/01/2016	INVHO396	ABCOUL	ABC Store (Pty) Ltd		0000	101010101	NIKE PANTS BS			1	0		0	1	0
13/01/2016	F.U.S 1-296	ABCUU1	ADC Store (Pty) Ltd		0000	0010101	NUKE PAINTS BS			1	0		1	1	0
18/02/2016	INVHO398	GREUUS CREOO2	Green Apple		0000	001010101	TOREZ TENT K			1	0		0	1	0
18/02/2016	111/110/398	CRE003	Green Apple		BM00	1	Cement RVC 50	ko		1	0		0	1	0
18/02/2016	INVHO398	GRE003	Green Apple		BM00	3	Wood	ing		1	0		0	1	0
18/02/2016	P.O.S 1-300	0.000	orcerreppe		0000	0010101	NIKE PANTS BS			1	0		0	1	0
18/02/2016	P.O.S 1-301				BM00	2	Tiles			1	0		1	0	0
18/02/2016	P.O.S 1-301				BM00	3	Wood			1	0		1	0	0
18/02/2016	P.O.S 1-301				BM00	4	Sand			1	0		1	0	0
18/02/2016	P.O.S 1-301				BM00	1	Cement PVC 50	ka		1	0		1	0	0
															Ţ
Select Visible	Expor	rt <u>Filter</u>	Report Elash Re	ports	Delivery Dat	e <u>A</u> rch	ive Completed	Return To	Current	ssuing of Stock	Issue <u>C</u> a	ancellations	Add Manua	l Entry	Close

SORT ORDER

The user has the option to change the sort order of the information listed on this screen.

NUMBER

This will be the order in which the transactions were processed.

DOCUMENT

The system starts with the invoices and then the POS transactions, listing each document type in alpha-numeric order.

DATE

This option will group transactions together per date.

DEBTOR ACCOUNT

This option will group all the account sales together per account number and then order them by date per account.

STOCK CODE

This option will group all the stock items sold together per item code and then order them by date per item.



REPORT SELECTION

There are eight (8) reports available for Deliveries and Collections. Select the required report from the Report Selection and click on the Report button at the bottom of the screen. The user has the option to choose if the report should be viewed or printed.

INVOICE INSTRUCTION

This option allows the user to view and or reprint a copy of the tax invoice, as well as all the Tax Invoice Instructions for the selected transaction.

ISSUE SUMMARY REPORT

This option provides the user with a list of every change which was made to a delivery or collection. Click on the OK button to see all the issues.

iQ	Issue Summary Report Sort 🛛 – 🗖 🗙						
Date Range ⊡	Start Date 01/03/2015	End Date	~				
	OK	Cancel					

This option also allows for the user to select the date range for the Issue summary report. To do this, the user can tick the box next to "Date Range". Enter the start and end dates for the issue summary report and click on OK.

IQ TRAINING	ING Date Printed : 18/02/2016 15:42:35 Pa									
		Issue Audit Report								
			Current Filter: None							
Document	Date	<u>Status</u>	<u>Vehicle</u>	<u>Cancelled</u>	<u>Is a</u> Cancellation	<u>Quantity</u>				
DACHO59	18/02/2016	To be Collected		False	False	1.00				

OUTSTANDING ITEMS REPORT

This option provides the user with a list of all delivery and collection items which are still outstanding or still needs to be issued.

IQ TRAINING			Date Printed : 18/0	2/2016 15:44:17		Page No 1			
			Outstanding 1	items Report					
Current Filter: None									
Document	Date	Account	Stock Code	Stock Description	Issued	<u>Remaining</u>			
INVHO378	11/05/2015	BLU001	COKD01	Coke Single Can	0.00	12.00			
INVHO378	11/05/2015	BLU001	TSMGS0204	Golf T-Shirt - Brown - XL	0.00	8.00			
INVHO387	10/07/2015	ABC001	000000010103	NIKE PANTS BL	2.00	1.00			
INVHO395	06/01/2016	GRE003	000000010101	NIKE PANTS BS	0.00	5.00			
P.O.S 1-293	07/01/2016		000000010101	NIKE PANTS BS	0.00	1.00			
P.O.S 1-294	07/01/2016		000000010101	NIKE PANTS BS	0.00	5.00			
INVHO396	07/01/2016	ABC001	000000010101	NIKE PANTS BS	0.00	1.00			
P.O.S 1-296	13/01/2016	ABC001	000000010101	NIKE PANTS BS	0.00	1.00			
INVHO398	18/02/2016	GRE003	000000140912	TOREZ TENT KHA 1 MAN	0.00	1.00			
INVHO398	18/02/2016	GRE003	BM001	CementPVC 50kg	0.00	1.00			
INVHO398	18/02/2016	GRE003	BM003	Wood	0.00	1.00			



COMPLETED ITEMS REPORT

This option provides the user with a list of all completed items that have not yet been archived. In other words, it will be all the items listed in **blue** on the screen.

IQ TRAINING			Date Printed : 18/0	2/2016 15:46:22		Page No 1			
			Completed It	ems Report					
Current Filter: None									
<u>Document</u>	Date	Date Account Name Stock Code Stock Description							
INVHO398	18/02/2016	GRE003	Green Apple	000000010101	NIKE PANTS BS	1.00			
P.O.S 1-301	18/02/2016			BM002	Tiles	1.00			
P.O.S 1-301	18/02/2016			BM003	Wood	1.00			
P.O.S 1-301	18/02/2016			BM004	Sand	1.00			
P.O.S 1-301	18/02/2016			BM001	Cement PVC 50kg	1.00			

SELECTED VEHICLE ISSUE REPORT

This option provides the user with the option to list all the items issued to the selected delivery vehicle.

iQ		×
	Please select a Delivery Vehicle	
	ОК	

IQ TRAINING Date Printed : 18/02/2016 16:05:40 F								
Selected Vehicle Issues Report - PR								
Document	cument Date Status Stock Code Stock Description Cancelled							
DACHO62	18/02/2016	DEL	000000010101	NIKE PANTS BS	False	1		

ITEMS TO BE DELIVERED REPORT

This option provides the user with a list of all the items that still need to be delivered for a specified date.

iQ - 🗆 🗙
Please select a Delivery Date. 19/02/2016 Image: Show Deliveries prior to the Selected Date Image: Selected Area Only
ок



Below is an example of the all the "Items to be Delivered Report".

IQ TRAINING		2016 16:11:56		Page No 1		
			Current Filter:	: None		
<u>Delivery Date</u>	Account	<u>Account Name</u>	<u>Stock Code</u>	Stock Description	Invoice Date	
19/02/2016	ABC001	ABC Store (Pty) Ltd	000000010103	NIKE PANTS BL	10/07/2015	
19/02/2016	GRE003	Green Apple	00000010101	<u>Status</u> Go with Customer NIKE P ANTS BS	<u>Area</u> 06/01/2016	<u>Quantity</u> 1
				<u>Status</u>	Area	Quantity
19/02/2016			000000010101	To Be Delivered NIKE PANTS BS	07/01/2016	4
				<u>Status</u>	Area	Quantity
19/02/2016			000000010101	To Be Delivered NIKE P ANTS BS	07/01/2016	1
				<u>Status</u> To Be Delivered	<u>Area</u>	Quantity 1 4
19/02/2016	ABC001	ABC Store (Pty) Ltd	000000010101	NIKE PANTS BS	07/01/2016	т
				<u>Status</u>	Area	Quantity
19/02/2016	ABC001	ABC Store (Pty) Ltd	000000010101	To Be Delivered NIKE PANTS BS	13/01/2016	1
				<u>Status</u>	Area	Quantity
19/02/2016	GRE003	Green Apple	000000010101	To Be Delivered NIKE PANTS BS	18/02/2016	1
				<u>Status</u>	Area	Quantity
				Go with Customer		1

These items are the items waiting to be delivered. The user has the option to filter for all the deliveries scheduled for a specific date, or everything outstanding before the selected date. The report can also be provided for deliveries in a selected area.



PICKING SLIP

This option provides the user with a list of all the items on an invoice, which can be given to the picker (the person who will get the stock items for the selected invoice together for collection or delivery).

To print a picking slip, select the invoice, select the Picking Slip under the Report Selection, click on the Report button and print the slip.

IQ TRAINING		Date Printed	: 18/02/2016	1 of 1
		Pickin	ng Slip	Invoice Date
		Document: SAL:	P.O.S 1-293	07/01/2016
	Order From:			Deliver To:
				Telephone:
Stock Code D	escription	Serial War	rehouse Bins	Qty to Pick Checked Qty to Follow
000000010101 N	IKE PANTS BS	001		1.00
Numberofitems	stoPick 1	Loaded	By: NAME	
		Checked	d By: NAME	SIGNATURE
		*** END OF	REPORT ***	

AUDIT SUMMARY

This option allows the user to print a summary of all the Delivery and Collection transactions that were done for a specific period.

The user also has the option to select to print only the transactions for a specific Status Type.

iQ	- • ×
Status :	Multiple Statuses 💌
Start Date :	18/02/2016 🗸
End Date :	18/02/2016 🗸
Cancel	Ok



Below is an example of a complete Audit Summary:

IQ TRAININ	G				Date Printed : 18/02	2/2016 16:26:08				Page No 1
					Detailed R	eason				
							Traund	Domain	Concelled	
<u>Number</u>	Document	<u>Status</u>	<u>Issue Number</u>	Date	Reason	Action	QTY	QTY	Qty	<u>Issue Satus</u>
44	INVHO387	COL	DACHO59	18/02/2016	Stock Issues	Stock Issues	1	0	0	Completed
45	INVHO387	Multiple	INVHO387	18/02/2016	Date changed To: 19/02/2016	Delivery Date	1	1	0	Partial
46	INVHO395	DEL	INVHO395	18/02/2016	Date changed To: 19/02/2016	Delivery Date	0	5	0	Pending
47	P.O.S 1-293	DEL	P.O.S 1-293	18/02/2016	Date changed To: 19/02/2016	Delivery Date	0	1	0	Pending
48	P.O.S 1-294	Multiple	P.O.S 1-294	18/02/2016	Date changed To: 19/02/2016	Delivery Date	0	1	0	Pending
49	INVHO396	DEL	INVHO396	18/02/2016	Date changed To: 19/02/2016	Delivery Date	0	1	0	Pending
50	P.O.S 1-296	DEL	P.O.S 1-296	18/02/2016	Date changed To: 19/02/2016	Delivery Date	0	1	0	Pending
51	INVHO398	GO	INVHO398	18/02/2016	Date changed To: 19/02/2016	Delivery Date	0	1	0	Pending
52	P.O.S 1-300	DEL	P.O.S 1-300	18/02/2016	Date changed To: 19/02/2016	Delivery Date	0	1	0	Pending
53	INVHO398	COL	DACHO60	18/02/2016	Load Truck for delivery to client.	Stock Issues	1	0	0	Completed
54	INVHO398	COL	INVHO398	18/02/2016	The Document is allocated	Allocation of a status	0	0	0	Completed
55	INVHO398	COL	INVHO398	18/02/2016	The Document is allocated	Allocation of a status	0	0	0	Completed
56	INVHO398	COL	DACHO60	18/02/2016	Cancellations	Cancellations	0	1	1	Cancelled
57	INVHO398	DEL	INVHO398	18/02/2016	The Document is allocated	Allocation of a status	0	1	0	Pending
58	INVHO398	DEL	INVHO398	18/02/2016	The Document is allocated	Allocation of a status	0	1	0	Pending

This report can be used to list all the the Deliveries and Collection transactions per Status type between selected dates.

DELIVERIES AND COLLECTIONS MAINTENANCE

Q				IC	Enterpri	se: IQ T	RAINING	- [Deli	iveries	And Col	lections	Mainten	ance Versior	2015.0.4.1]				-	
Processing	Debtors	Creditors	Stock	Ledger Ut	tilities	Support	Point	of Sale	CRM	M Wi	ndows	Help	Shortcuts						_ = x
		So	rt Order	Report Select	ion		Show Whi	ch						-Colour Legen	d Availa	ble Filters			
				O Invoice In	struction									Completed	Clear F	litar			
		C) Number	O Issue Sum	mary Repor	t	0							Partially Issue	d DEB =	BLACK			
	Data	: C	Document	Outstandi	ng Items Re	port	 Curren 	t						Picking Slip ha	s				
	Reta		Date	 Completed 	l Items Rep	ort								been Printed					
	ENTERPRIS		butc	O Selected V	ehide Issue	Report													
) Debtor Accour	nt OItems to b	e Delivered	Report	History												
		C) Stock Code	Picking Slip)									(3)					
				- Addit Suin	iliai y														
Invoice Date	e Document	1	Account	Account Name		Deliver	yDate S	tock Cod	de	Stock	k Descripti	on		Invoiced Qty	Refunded 0	ty Issued Qty	To Be De	livered To Be F	Returned \land
11/05/2015	INVHO378	E	3LU001	Blue - Credit Limit	R1		C	OK001		Coke	Single Car	n in the second s		12		0	0	12	0
11/05/2015	INVHO378	E	BLU001	Blue - Credit Limit	R1		T	SMGS020	04	Golf 1	Γ-Shirt - Br	own - XL		8		0	0	8	0
10/07/2015	INVHO387	4	ABC001	ABC Store (Pty) L	td	_	0	0000001	0103	NIKE	PANTS BL			3		0	2	1	0
06/01/2016	INVHO395	0	GRE003	Green Apple			0	0000001	.0101	NIKE	PANTS BS			5		0	0	5	0
07/01/2016	P.O.S 1-293					_	0	0000001	.0101	NIKE	PANTS BS			1		0	0	1	0
07/01/2016	P.O.S 1-294						0	0000001	0101	NIKE	PANTS BS			5		0	0	5	0
07/01/2016	INVHO396	4	ABC001	ABC Store (Pty) L	td	_	0	0000001	.0101	NIKE	PANTS BS			1		0	0	1	0
13/01/2016	P.O.S 1-296	4	ABC001	ABC Store (Pty) L	td		0	0000001	.0101	NIKE	PANTS BS			1		0	0	1	0
18/02/2016	INVHO398	C	GRE003	Green Apple		_	0	0000001	.0101	NIKE	PANTS BS			1		0	1	0	0
18/02/2016	INVHO398	0	GRE003	Green Apple			0	0000014	0912	TORE	Z TENT K	HA 1 MAN		1		0	0	1	0
18/02/2016	INVHO398	0	SRE003	Green Apple		_	B	M001		Ceme	ent PVC 50	kg		1		0	0	1	0
18/02/2016	INVHO398	(SKEUU3	Green Appie			B	MUU3	0101	WOOD						0	0	1	0
18/02/2016	P.O.S 1-300						U	0000001	10101	NIKE	PANTS BS					0	0	1	0
18/02/2016	P.O.S 1-301						D	M002		Mee						0	1	0	0
18/02/2016	P.O.S 1-301						5	M003		wood	3					0	1	0	0
18/02/2016	P.O.S 1-301						B	MUU4		Sand						0	1	0	0
	EXP	ort	∰ Eilter	Report	Elash Re	eports	Delivery	J Date	Arch	ive Comple	eted	Return To	Current	Issuing of Stock	Issue	ancellations	Add Mar	D nual Entry	Close



SHOW WHICH

NOTE: The Current and History options in this module works differently from all the other modules.

CURRENT

All the Deliveries and Collections transactions will remain in the Current view until they are removed, by archiving the completed transactions.

HISTORY

All the completed issues that have been archived, will appear in the History view.

COLOUR LEGEND

All the items displayed in **black** are new transactions, where no delivery and collection processing have been done. In other words, none of the stock items sold, have been issued.

COMPLETED

All the items displayed in **blue** are transactions where all the available stock items have been issued. In other words, all the items sold, have been issued. These are the items which will be removed to history when the transactions are archived.

PARTIALLY ISSUED

All the items displayed in **green** are transactions where some (not all) of the stock have already been issued. In other words, the entire quantity of the stock item, that was sold, has not been issued.

PICKING SLIP HAS BEEN PRINTED

All the items displayed in **red** are transactions where the picking slips for the stock items have already been printed. For example, in a warehouse environment, the pickers will use the picking slips to collect the listed items and put it in a specified area, to get easy access for the deliveries and /or collections.

AVAILABLE FILTERS

All filters created and saved for specific information from the Deliveries and Collections 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.

Processing	Debtors Crea	ditors Stock	Ledger Utilities	Support	Point of S	ale CRN	1 Windows	Help	Shortcuts					- 1	•
		Sort Order	Report Selection		Show Which					Colour Legen	d Available	Filters			
iQF	Retail	ONumber Document	Invoice Instruction Issue Summary Rep Outstanding Items R Completed Items Rep	ort leport	 Current 					Completed Partially Issue Picking Slip ha	d Clear Filte DEB = BL/	r ACK			
	ENTERPRISE	Date Debtor Accou	Selected Vehicle Issu Office Issues Items to be Delivere Didice Sta	le Report d Report	History										
		O Stock Code	Audit Summary							3					
Invoice Date	Document	Account	Account Name	Delivery	Date Stoc	< Code	Stock Descrip	ion		Invoiced Qty	Refunded Qty	Issued Qty	To Be Delivere	d To Be Returne	ed 🗸
11/05/2015	INVHO378	BLU001	Blue - Credit Limit R1		COK	01	Coke Single Ca	n		12	0		0 1	2	0
11/05/2015	INVHO378	BLU001	Blue - Credit Limit R1		TSMO	S0204	Golf T-Shirt - B	rown - XL		8	0		0	8	0
10/07/2015	INVHO387	ABC001	ABC Store (Pty) Ltd		0000	00010103	NIKE PANTS B			3	0		2	1	0
06/01/2016	INVHO395	GRE003	Green Apple		0000	00010101	NIKE PANTS B	5		5	0		0	5	0
07/01/2016	P.O.S 1-293				0000	00010101	NIKE PANTS B	5		1	. 0		0	1	0
07/01/2016	P.O.S 1-294				0000	00010101	NIKE PANTS B	5		5	0		0	5	0
07/01/2016	INVHO396	ABC001	ABC Store (Pty) Ltd		0000	00010101	NIKE PANTS B	5		1	. 0		0	1	0
13/01/2016	P.O.S 1-296	ABC001	ABC Store (Pty) Ltd		0000	00010101	NIKE PANTS B	S		1	. 0		0	1	0
18/02/2016	INVHO398	GRE003	Green Apple		0000	00010101	NIKE PANTS B	S		1	. 0		1	0	0
18/02/2016	INVHO398	GRE003	Green Apple		0000	00140912	TOREZ TENT K	HA 1 MAN		1	. 0		0	1	0
18/02/2016	INVHO398	GRE003	Green Apple		BMOO	1	Cement PVC 5	Okg		1	. 0		0	1	0
18/02/2016	INVHO398	GRE003	Green Apple		BMOO	3	Wood			1	. 0		0	1	0
18/02/2016	P.O.S 1-300				0000	00010101	NIKE PANTS B	s		1	. 0		0	1	0
18/02/2016	P.O.S 1-301				BM00	2	Tiles			1	. 0		1	0	0
18/02/2016	P.O.S 1-301				BMOO	3	Wood			1	. 0		1	0	0
18/02/2016	P.O.S 1-301				BMOO	4	Sand			1	. 0		1	0	0
19/02/2016	P.O.S.1-301				BMOC	1	Cement PVC 5	lka		1	0		1	0	0



ISSUE INFORMATION

INVOICE DATE

The invoice date is the date when the issue transaction was processed.

DOCUMENT

The document display the document number of the transaction which was processed.

ACCOUNT

The account will reflect the debtors account number for the issue. For POS issues the account field will be empty, as they are processed as cash transactions.

ACCOUNT NAME

The account name is the name as reflected on the debtors account. For POS issues this field will be empty unless if a customer's name was entered on the F7 screen.

DELIVERY DATE

If a delivery date has been set for the issue, it will reflect in this column.

STOCK CODE

The stock code is the item code of the stock which was sold and needs to be issued.

STOCK DESCRIPTION

The stock description gives the description of the item to be issued.

INVOICED QTY

The invoiced quantity is the quantity of stock which was sold for this issue, as it appears on the invoice.

REFUNDED QTY

If some of the items were refunded, in other words a credit note was done, the refunded quantity would show in this column.

ISSUED QTY

This will be the quantity of the selected stock item which has already been issued to the customer.

TO BE DELIVERED

This is the quantity of the selected item which is still available to be issued to the customer, either for collection or delivery.

TO BE RETURNED

This is the quantity of the selected item which is returned by the client.





SELECT VISIBLE

This option allows the user to select the fields he would like to see on the screen.

EXPORT

This option allows the user to export the information on the main screen to listed formats.

FILTER

This option allows the user to filter for listed information.

REPORT

The Report option allows the user to Preview, Print or Design the report selected from the report selection list.

FLASH REPORTS

The flash option allows the user to call up a flash report by either selecting the flash button or he 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.

iQ Fla	ash Reports Version 2015.0.4.1	- 🗆 🗙
	Hint When you get used to the report functionality, you may press Alt+1 to Alt+9 to access the reports directly.	
Available Flash Reports		
Access	Design	Pre <u>v</u> iew



This option allows the user to set a specific delivery date for the selected item on the Deliveries and Collections Maintenance list.

iQ	Deliveries And Collections Date Version 2015.0.4.1	? ×
iQ		
Please select t	he Delivery Date	
	Delivery Date 20/02/2016 V	
	• • • • • • • • • • • • • • • • • • •	
<u>C</u> ancel	Apply to Range	pt

CANCEL

The Cancel button allows the user to exit the Deliveries and Collections Date screen without saving anything.

APPLY TO RANGE

The Apply to Range button can be used to select more than one item to be dated for delivery on a specific date.

ACCEPT

The Accept button will allocate the delivery date to all the selected items to be delivered.

ARCHIVE COMPLETED

This option allows the user to archive all completed issues, all the items listed in **blue** can be archived, to clear the Deliveries and Collections screen (less transactions to view). In other words, all the issues listed in **blue** will be moved to history. It is suggested that the completed issues are archived on a regular basis, so that the list doesn't become too long and difficult to manage.

Warning
Are you sure you want to delete the completed items? (Items will be moved to history and cannot be recalled).
Yes No



RETURN TO CURRENT

The Return to Current button is greyed out on the current screen, it will only be accessible from the History screen.

Q			IQ Enterpris	e: IQ TRAIN	IING - [D	eliveries A	And Collections	Maintena	ance Version	2015.0.4.3]				- 🗆 🗙
Processing	Debtors Crea	litors Stock	Ledger Utilities S	Support I	oint of Sal	le CRM	Windows	Help	Shortcuts					_ = X
_		Sort Order	Report Selection	Sho	w Which					Colour Legen	d Available	Filters		
		@ H_ I	Invoice Instruction							Completed	Clear Filte	r		
		Number								Partially Issue	d DEB = BL	ACK		
	Datail	Ocument	O Issue Summary Report		urrent					Picking Slip ha	s			
	Ketali	ODate	Completed Items Repo	rt						been Printed				
	ENTERPRISE	Obdic	O Selected Vehicle Issue	Report										
	Children hise	O Debtor Accor	unt OPicking Slip	0	listory									
		Stock Code	Audit Summary							3				
Document	Invoice Dat	e Account	Account Name	Delivery Date	Stock 0	Code	Stock Descripti	on		Invoiced Qty	Refunded Qty	Issued Qty	To Be Delivered	To Be Returned \land
INH233	20/09/2012	TBS001	The Bargain Store - Head Office		BM001		Cement			3	0		3 0	0
INH233	20/09/2012	TBS001	The Bargain Store - Head Offi	c	BM003		Wood			10	0	1	.0 0	0
INV310	10/05/2013	TBS001	The Bargain Store - Head Offi	14/05/2013	BM001		Cement			10	0	1	0 0	0
INV310	10/05/2013	TBS001	The Bargain Store - Head Office	c	BM004		Sand			5	0		5 0	0
INV253	28/11/2012	BLA001	Black - Terms 30 Days		BM001		Cement			10	0	1	0 0	0
	05/02/2013	ABC001	ABC Store (Pty) Ltd		2003		Cheese KG			1	. 1		0 0	0
P.O.S 1-16	20/04/2015				000000	010103	NIKE PAINTS BL	WC.		-			1 0	
P.0.5 1-16	20/04/2015	CDE001	Cross		000000	020301	NIKE T-SHIRTS	TS VC		10			0 0	0
D O S 1-163	20/04/2015	GREUUI	Green		000000	020301	NIKE 1-SHIKTS	CUIDT DLC		10	1		1 0	0
TNVHO251	20/04/2015	COD001	COD ACCOUNT		000000	060401	NIKE JOGGING	SHIRT DES					2 0	0
INVHO351	20/04/2015	COD001	COD ACCOUNT		000000	000701	NIKE ALL TERR	ATN DUNNIN		1			1 0	0
P.O.S. 1-161	20/04/2015		CODIACCOUNT		000000	090201	NIKE ALL TERR	ATN DUINNIN	IC SOCKS BPS	10			0 0	
TNVHO354	21/04/2015	PTE001	Diet Dompies		000000	140012	TOREZ TENT K	AA 1 MAN		10			1 0	0
INH236	21/04/2015	TBS003	The Bargain Store - Johannes	21/04/2015	000000	010101	NIKE PANTS BS	IN A PINIT		1			1 0	
INVHO356	22/04/2015	ABC001	ABC Store (Pby) Ltd	21/0 1/2010	000000	010103	NIKE PANTS BI			1			1 0	0
INVHO357	22/04/2015	ABC001	ABC Store (Pty) Ltd		000000	010101	NIKE PANTS BS			1			1 0	0
INVHO358	22/04/2015	ABC001	ABC Store (Pty) Ltd		000000	010101	NIKE PANTS BS			10	0	1	0 0	0
INVHO359	22/04/2015	ABC001	ABC Store (Ptv) Ltd		000000	010101	NIKE PANTS BS			10	0		0 0	0
INVHO361	22/04/2015	ABC001	ABC Store (Ptv) Ltd		BM001		Cement PVC 50	ka		10	2		0 0	0
INVHO363	22/04/2015	ABC001	ABC Store (Pty) Ltd		000000	010103	NIKE PANTS BL			5	0		5 0	0
INVHO364	22/04/2015	ABC001	ABC Store (Pty) Ltd		000000	010103	NIKE PANTS BL			5	2		5 0	0
INVHO350	20/04/2015	GRE001	Green	24/04/2015	000000	010103	NIKE PANTS BL			10	0	1	0 0	0
INVHO350	20/04/2015	GRE001	Green	25/04/2015	BM001		Cement PVC 50	kg		10	0	1	0 0	0
INVHO350	20/04/2015	GRE001	Green		BM002		Tiles			6	1		6 -1	0
INVHO352	21/04/2015	ABC001	ABC Store (Pty) Ltd		MON00	1	Monitor LED 23	" - Serial Nu	umber Item	1	. 0		1 0	0
INVHO357	22/04/2015	ABC001	ABC Store (Pty) Ltd		000000	010103	NIKE PANTS BL			1	. 0		1 0	0
INVHO358	22/04/2015	ABC001	ABC Store (Pty) Ltd		000000	010103	NIKE PANTS BL			10	0	1	.0 0	0
INVHO358	22/04/2015	ABC001	ABC Store (Pty) Ltd		000000	060401	NIKE JOGGING	SHIRT GS		100	0	10	0 0	0
INVHO358	22/04/2015	ABC001	ABC Store (Pty) Ltd		COK003	2	Coke Case			2	0		2 0	0
INVHO358	22/04/2015	ABC001	ABC Store (Pty) Ltd		BM003		Wood			20	0	2	0 0	0
INVHO359	22/04/2015	ABC001	ABC Store (Pty) Ltd		000000	010103	NIKE PANTS BL			10	0	1	0 0	0
INVHO359	22/04/2015	ABC001	ABC Store (Pty) Ltd		000000	060401	NIKE JOGGING	SHIRT GS		100	0	10	0 0	0
INVHO359	22/04/2015	ABC001	ABC Store (Pty) Ltd		COK003	2	Coke Case			2	0		2 0	0
INVHO359	22/04/2015	ABC001	ABC Store (Pty) Ltd		BM003		Wood			20	0	2	0 0	0
INVHO360	22/04/2015	ABC001	ABC Store (Pty) Ltd	D.4 (D.4 (D.0.) 7	BM001		Cement PVC 50	kg		5	2		5 -2	0
INH236	21/04/2015	185003	The Bargain Store - Johannes	21/04/2015	000000	010102	NIKE PANTS BN			1	0		1 0	0
INH236	21/04/2015	185003	The Bargain Store - Johannes	24/04/2015	000000	010103	NIKE PANTS BL			1	0		1 0	0
	24/04/2015	CODUU1	COD ACCOUNT		000000	010103	NIKE PANTS BL			1 1	. 0		1 0	0 ~
_				2				0						
		4	3		3-0		3			80	1	2	÷	
Select Visible	Export	Filter	Report Elash Ret	ports De	ivery Date	Cle	ar History	Return To (Current	Issuing of Stock	Issue G	ancellations	Add Manual Entr	ry Close
	Export	2.001	Contraction (Contraction)		in any lotate	0.0	1.1.1.1.1				toode of			, ciose

ISSUING OF STOCK

NOTE: The issuing of stock will be discussed in detail later in this document (refer to page 49).

The user can use one of four methods to issue stock items:

SELECTED ITEM

This option allows the user to issue just the selected item.

ALL ITEMS FOR SELECTED DEBTOR

This option allows the user to select all the issue items for a selected debtor.

ALL ITEMS FOR SELECTED INVOICE

This option allows the user to select all the issue items for the selected invoice.

ALL ITEMS FOR SELECTED DELIVERY AREA

This option allows the user to select all the issues for a selected delivery area.

ISSUE CANCELLATIONS

The issue cancellations option allows the user to an issue that has been completed or partially issued.

NOTE: The cancellation of issues will be discussed in detail later in this document (refer to page 56).



ADD MANUAL ENTRY

The add manual entry option makes it possible for the user to add manual entries to the Deliveries and Collections.

NOTE: The add manual entry option will be discussed in detail later in this document (refer to page 47).

CLOSE

This option allows the user to close the Deliveries and Collections Maintenance module.

ADD MANUAL ENTRY

This option will for example be used when the Deliveries and Collections option has been setup after the system has been running for a while. There might be previous invoices with outstanding Deliveries and Collections, which will still have to be managed. They can then be added to the Deliveries and Collections maintenance screen, with a status.

iQ	Add a Delivery and	I Collections Item Ve	rsion 2015.0.4.	.1 ?	×
iQ	Retail				
	Desument	IN/HO397			
	Account	ABC001			
	Account	ABC Store (Ptv) Ltd	Ψ.		
	Stock Item	999980	~		
	Stock Item	Testing 1	Ŧ		
	Status	DEL	~		
		To Be Delivered	-		
	Date	21/01/2016	~		
	Delivery Date	19/02/2016	~		
	Available Quantity		1.00		
<u>C</u> ance	2			Accept	

DOCUMENT

Type in the Invoice number, or select it from the list in the drop-down menu.

ACCOUNT

The account number and the debtor's name will automatically appear once the invoice has been selected.

NOTE: Manual Entries can only be done for existing debtors accounts.

STOCK ITEM

Type in the stock item number or select it from the drop-down menu.



STATUS

Type the status or select it from the drop-down menu. Once the status is selected, the status description will also appear on the screen.

DATE

The date when this manual entry is added to the deliveries and collections.

iQ	Add a Delivery and	Collections Item V	ersion 2015	.0.4.1 ? ×
iQĘ	Retail			
	Document	INVHO397	~	
	Account	ABC001	~	
		ABC Store (Pty) Ltd		
	Stock Item	999980	¥	
		Testing1		
	Status	DEL	~	
		To Be Delivered		
	Date	21/01/2016	~	
	Delivery Date	19/02/2016	*	
	Available Quantity		1.00	
	Available Quantity			
<u>C</u> ancel				Accept

DELIVERY DATE

A date can be selected for when the delivery should be done or in case of a collection, when the stock item will be collected.

AVAILABLE QUANTITY

The available quantity is the quantity the still needs to be issued, it may be less than the invoiced quantity, as some items may already have been issued.

NOTE: Remember that Deliveries and Collections are linked to the original invoice and the quantity must be entered correctly.

CANCEL

Click on the Cancel button to cancel the transaction.

ACCEPT

Click on the Accept button to add the issue captured to the Deliveries and Collections Maintenance screen.



ISSUING OF STOCK

There are four (4) methods of issuing the stock. The only difference between the methods are on how the selection of items to be issued is made. Once the items are selected the issuing works for all four methods in the same way.

NOTE: When "Allow Document Scanning in Deliveries" setting is enabled in Default settings (1), the user will be able to scan in the document for issuing purposes. This setting will allow the user to scan the barcode displaying the invoice number of the document and the system will immediately pop up the issue screen.

SELECTED ITEM

This option is to issue only the selected item. Highlight the item that needs to be issued, in the deliveries and collections screen. Either double click on the item, or select it and click on the Issuing of Stock button at the bottom of the screen and select the "Selected Item" option.

ALL ITEMS FOR SELECTED DEBTOR

This option allows the user to issue all the stock items for a selected debtor. Filtering is an option for the selection of the debtor or the user can change the sort order to Debtor Account and then scroll to find the specific debtor. Highlight one of the specific debtor's issue transactions, click on the "Issuing of Stock" button at the bottom of the screen and select "All Items for Selected Debtor".

This option will list all the outstanding issue transactions for the selected debtor.

ALL ITEMS FOR SELECTED INVOICE

This option allows the user to issue all the stock items for a selected invoice. Filtering is an option for the selection of the invoice or the user can change the sort order to Document and then scroll to find the specific invoice. Highlight one of the specific invoice's issue transactions, click on the "Issuing of Stock" button at the bottom of the screen and select the "All Items for Selected Invoice" option to list all the issue transactions for the selected invoice.

ALL ITEMS FOR SELECTED DELIVERY AREA

This option allows the user to select all the issues that are linked to a selected delivery area. While the user is capturing information on an invoice, the user has the option to select a specific delivery area. Click on the "Issuing of Stock" button at the bottom of the screen and select the "All Items for Selected Delivery Area" option.

iQ	Please select a Delivery Area Version 2015.0.4.1	?	×
None Applicable			
002			

A list of all the active Delivery Areas will appear, select the applicable area and click on accept. A list of all the current issues for the area will appear, which can be used to decide what to deliver or not.



Once the issue selection has been made, the Issue Stock screen will appear. All items for the selected transaction is displayed.

iQ				ls	sue Stock	Version	2015.0.4.	1						1	×
		Parameters			Vehicle Capa	city						Colour Lege	end		
					CF897987L CFM11111	CF897987L Head Office Truck Vehicle Capacity 1000				Items in Green are Goods that have already left the store and thus cannot be Issued			e already sued		
	Retail	Tanua Data	10/02/2014		JARZA TRAN Transport Unit Measure Kilograms			Credit Note	exists for Ir	ivoice					
	ite can	Issue Date	19/02/2010	~ ~	OWN Custo PR Private V	mer's Owr /ehicle	n Vehicle	Loaded	C)					
	ENTERPRISE									-					
								Available	e 1	1000					
Stock Itom	Stock Description	Decument	Cradit Mata	Dolivoru		Chatria	Status Das	oription	Shahua Oh		Aupilable (Den Delin	aru) (obiolo	logue Otu	
T BM001	Cement PVC 50kg	INVHOVOS	Credit Note	Delivery A	vea	DEL	To Be Delis	cription vered	วเลเนรษุตุ	y 2	Avaliable (2	siy venicie	Issue gly	
BM002	Tiles	INVH0408	-	002		COL	To be Colle	cted		5		3			0
BM002	Tiles	INVH0408	CRNH052	_		COL	To be Colle	cted		2		0			0
BM003	Wood	INVH0408	-			YRD	Collect from	n Yard		10		10			0
															l
Aljocate	Status Enable	diting	Disable Editing	R	econ Report		Design	PI	rocess & Pri	eview	Prog	ess & Print		Cancel	~

PARAMETERS

The Issue Date can be selected for when the delivery or collection should be done.

VEHICLE CAPACITY

In the left block is a list of all the available vehicles on the system. By selecting one of the vehicles, the user can see what the capacity of the vehicle is and if another vehicle should be selected. The Vehicle capacity fields are there for information purposes only.

COLOUR LEGEND

All the items that are displayed in **black** are available to be issued.

All items that are highlighted in **green**, are goods that have already left the store and thus cannot be Issued again.

All items that are displayed in **red** are Credit Notes and can't be issued.



ISSUE INFORMATION

iQ				ŀ	ssue Stock	Version	2015.0.4.	.1						? ×
		Parameters			Vehicle Capa	acity					Colo	our Legend		
iQ	Retail	Issue Date 22/02/2016 V			CF897987L Head Office Truck CFM11111 Tip Truck CFM78777 Trailer Truck JARZA TRAN Transport OWN Customer's Own Vehicle PR Private Vehicle			Vehide Capacity Unit Measure Loaded			Item left t Cred	Items in Green are Goods that have already left the store and thus cannot be Issued Credit Note exists for Invoice		
								Availab	e					
Stock Item	Stock Description	Document	Credit Note	Delivery A	Area	Status	Status Des	cription	Status Otv	A	vailable Qtv	Delivery Vehic	e Issue Otv	
▶ BM001	Cement PVC 50kg	INVH0408		002		DEL	To Be Deli	vered		2		2		0
BM002	Tiles	INVH0408				COL	To be Colle	ected		5	:	3		0
BM003	Wood	INVH0408				YRD	Collect from	n Yard		10	1)		0
BM002	Tiles	INVH0408	CRNH052			COL	To be Colle	ected		2)		0
														ļ
														~
Aļļocate S	status <u>E</u> nable	الي Editing	Disable Editing	R	econ Report		Design	F	Process & Prev	view	Process	s Print	Cancel	

STOCK ITEM

The Stock Item is the item code for the stock which needs to be issued.

STOCK DESCRIPTION

A description of the stock item which needs to be issued.

DOCUMENT

The reference number is the invoice number or POS number for this issue.

CREDIT NOTE

If a credit note was done for an item, the credit note number will appear in this column. This transaction will also be listed in **red** to show it is a credit note and show the quantity that was credited.

DELIVERY AREA

The code for the selected delivery area is listed in this column.

STATUS

This field displays the Status type for the specific issue.

STATUS DESCRIPTION

A description of the Status to enable the user to see what should happen with the stock. The user doesn't need to remember the status type codes.



STATUS QTY

The Status Qty is the quantity of the selected item as it is reflected on the invoice.

AVAILABLE QTY

The available quantity is the quantity of the selected stock item which can still be issued. It will be the invoice (status) quantity minus the quantity of items which have already been issued or credited.

DELIVERY VEHICLE

If the stock items must be delivered to the customer, the vehicle which will be used, can be entered in this column.

ISSUE QTY

The issue quantity is the quantity of the selected stock item which is being issued now.

iQ				Ŀ	sue Stock \	Version	2015.0.4.	.1							? ×
		Parameters			Vehicle Capa	city						Colou	r Legend		_
iQi	Retail	Issue Date 22/02/2016 ✓			CF897987L CFM11111 CFM787771 JARZA TRAI	CF897987L Head Office Truck CFM11111 Tip Truck CFM78777 Trailer Truck JARZA TRAN Transport Unit Measure			Capacity asure	Capacity Items in Green are Goods that has left the store and thus cannot be credit Note exists for Invoice			ve already Issued		
	ENTERPRISE				PR Private V	/ehicle	in venice	Loaded							
	Entennise														
								Availabl	e						
									10			. 1			
Stock Item	Stock Description	Document	Credit Note	Delivery A	vrea	Status	Status Des	scription	Status Qt	у	Available (մին	Delivery Veh	icle Issue Qty	^
■ BM001	Tilos	INVHU408		002		DEL COL	To Be Delr	vered		2		2			0
BM002	Wood	INV/H0408				YBD	Collect from	n Yard	-	5 10		10			0
BM003	Tiles	INVH0408	CBNH052			COL	To be Colle	n raiu ected		2		0			0
Allocate S	itatus <u>E</u> nable	Editing	Disable Editing	R	econ Report		Design	P	rocess & Pr	eview	Prog		Print	Cancel	~

Depending on the option the user selected on what should to be issued, the information will be displayed on the screen. There will be a line for every change to the status and the quantity made, to each of the stock items.

If all the stock for an item was issued and there is not an available quantity, the line for the item will be highlighted in **green**, until it is archived.

If a Credit Note was done on the transaction, the credit note will appear with the original invoice, but it is listed in **red**. The available quantity will reflect as Zero.

BUTTON FUNCTIONALITY

ALLOCATE STATUS

If the status type was for example GO (the stock should go with the customer), but the customer can't take it with him because of some reason, the status of that item can be changed.

SINGLE

This option allows the user to change the Status on a single Transaction item.

iQ	Allocate Statu	us Version 2015.0.4.1	? ×
Allocate Stock To Stat	us		
		200000	
	Document	INVHO398	
	Stock Item	BM001	
	Description	Cement PVC 50kg	
	Status	DEL	
	Description	To Be Delivered	
	Issued Quantity	0.00	
	Available Quantity	1.00	
	Status to Allocate To	COL 🗸	
	Description	To be Collected	
	Quantity to Allocate	t	
<u>Cancel</u>			Accept

Change the status type by selecting another status type in the "Status to Allocate To" field. Click on the drop-down menu and select the appropriate new Status.

The user will also need to enter the quantity to allocate to the new Status. In other words, the quantity of the selected item which is allocated to the newly selected Status.



ALLOCATE STATUS

ALL

The ALL option allows the user to change the Status on a selection of issue items. Filter for or list the issue transactions which need to change.

iQ	Allocate Statu	us Version 2015.0.4.1	? ×
	TERPRISE		
Allocate all statuses			
	Document	All Documents	
	Status	Multiple	
	Status to Allocate To	DEL	v
	Description	To Be Delivered	
Cancel			Accept

Select the allocate Status button at the bottom of the screen and click on the All option.

Change the "Status to Allocate To" field by selecting one of the options on the drop-down menu next to the field.

By Accepting the change made, all the Statuses for all the items on the screen will be changed to the new Status.

ENABLE EDITING

Click on the Enable Editing button at the bottom of the screen to allow the user to edit anything on the Issue Stock screen.



The cursor will move automatically to the Delivery vehicle field. If the stock item needs to be delivered to the customer, the user can select which vehicle to use, or click on the Issue QTY field to issue the quantity of stock items.

The Enable Editing option activates all the other buttons on the bottom of the screen, for reporting and processing or cancelling.



DISABLE EDITING

This button will disable all functioning ability on the Issue screen.

Aljocate Status Image: Constraint of the status Image: Constraint of	Cancel
--	--------

The Disable Editing option will also deactivate the reporting and processing buttons.

RECON REPORT

The Stock Issue screen can be reported for reconciliation purposes. All the information as on the stock issue screen will be on the report.

	5	Date Pri		Page No 3		
		Delivery	Reconciliati	ion Report		
<u>Document</u>	Stock Item	Stock Description	<u>Status</u>	Status Description	Qty	Issued
INVHO408	BM001	CementPVC 50kg	DEL	To Be Delivered	2	1
INVHO408	BM002	Tiles	DEL	To Be Delivered	5	0
INVHO408	BM003	Wood	DEL	To Be Delivered	10	0
		-1	DEI	To Re Delivered	-2	0

DESIGN

The Design option allows the user to edit the design of the Deliveries and Collections Issue document.

PROCESS AND PREVIEW

This option allows the user to process the issues done on the selected items and will preview a Deliveries and Collections Issue document, which will be available for viewing and/or printing.

		Deliveri Stock	es and Collections Issue Document	
	Invoice To		Deliver To	
ABC Store (Pty PO Box 123 Stellenbosch 7600	/)Ltd		ABC Store (Pty) Ltd 78 Main Road Stellenbosch 7600	
Account No	Issue Date	Issue Number		Page
	23/02/2016	DACHO71		1 of 1
Item Code	Description	Document	Delivery Vehide Status	Quantity
000000010101	NIKE PANTS BS	P.O.S 1-293	To Be Delivered	1.00

PROCESS AND PRINT

This option allows the user to process the issues done on the selected items and print a Deliveries and Collections Issue document.

CANCEL

The Cancel button will close the Issue Stock screen, without saving the changes made.



ISSUE CANCELLATIONS

The Issue Cancellation option allows the user to cancel issues which have already been processed. Issues need to be cancelled before credit notes can be done, to ensure that the stock is returned to the store before the customer is refunded.

NOTE: Stock that have left the store with the customer when the sale was processed, is not processed in the Deliveries and Collections module. No issues need to be cancelled if the user wants to credit note or refund these items.

NOTE: If the "Strict Credit Note Control" option has been enabled in Module Parameters, for all the items that have been issued via the Deliveries and Collections module, the user will first have to cancel the entire or part of the issue before a Credit Note or a Refund can be done.

iQ			IQ Enterpri	ise: IQ TRAINI	NG - [Deliveries A	And Collections Maintenance Version	2015.0.4.1]		-	. 🗇 🗙
Processing	Debtors Cre	editors Stock	Ledger Utilities	Support Po	int of Sale CRN	1 Windows Help Shortcuts				_ = X
		Sort Order	Report Selection	Show	Which		Colour Legen	d Available Filters		
		Onton	O Invoice Instruction				Completed	Clear Filter		
		Number	O Issue Summary Report	rt 🔍			Partially Issue	d DEB = BLACK		
ií)r	Dotail	Ocument	Outstanding Items Re	eport	rent		Picking Slip ha	s		
	retall	Date	O Completed Items Rep	ort			been Printed			
	ENTERPRISE	0.011	O Selected Vehicle Issue	e Report						
		Uebtor Acco	Dicking Sig	His	tory					
		Stock Code	Audit Summary				3			
			1	-						
Invoice Date	Document	Account	Account Name	Delivery Date	Stock Code	Stock Description	Invoiced Qty	Refunded Qty Issued Qty	To Be Delivered To Be	Returned ^
11/05/2015	INVHO378	BLU001	Blue - Credit Limit R1		COK001	Coke Single Can	12	0	0 12	0
11/05/2015	INVHO378	BLU001	Blue - Credit Limit R1		TSMGS0204	Golf T-Shirt - Brown - XL	8	0	0 8	0
10/07/2015	INVHO387	ABC001	ABC Store (Pty) Ltd		000000010103	NIKE PANTS BL	3	0	2 1	0
06/01/2016	INVHO395	GRE003	Green Apple		00000010101	NIKE PANTS BS	5	0	0 5	0
07/01/2016	P.O.S 1-293				00000010101	NIKE PANTS BS	1	0	0 1	0
07/01/2016	P.O.S 1-294	100004	100 Charles (Dt. 3 Ltd.)		00000010101	NIKE PANTS BS	5	0	0 5	0
07/01/2016	INVHO396	ABCOUT	ABC Store (Pty) Ltd		00000010101	NIKE PANTS BS	-	0	0 1	0
13/01/2016	P.U.S 1-296	ABCOUT	ABC Store (Pty) Ltd		00000010101	NIKE PANTS BS	1	0	1 0	0
18/02/2016	TNVHO398	GRE003	Green Apple		00000010101	TOREZ TENT KHA 1 MAN	1	0	0 1	0
18/02/2016	111/10398	GRE003	Green Apple		BM001	Cement PVC 50kg	1	0	0 1	0
18/02/2016	INVHO398	GRE003	Green Apple		BM003	Wood	1	0	0 1	0
18/02/2016	P.O.S.1-300	OKE000	orcertAppie		00000010101	NIKE PANTS BS	1	0	0 1	0
18/02/2016	P.O.S 1-301			1	BM002	Tiles	1	0	1 0	0
18/02/2016	P.O.S 1-301				BM003	Wood	1	0	1 0	0
18/02/2016	P.O.S 1-301				BM004	Sand	1	0	1 0	0
18/02/2016	P.O.S 1-301				BM001	Cement PVC 50kg	1	0	1 0	0
										v
Select Visible	Export	- Eiter	Report Flash Re	eports Deliv	ery Date Archi	ve Completed Return To Current	Issuing of Stock	Issue Cancellations	Add Manual Entry	Close

To cancel an issue, the user must select the specific issue in the Deliveries and Collections Maintenance screen. Click on the Issue Cancellation button at the bottom of the screen. This will display the relevant status types to be cancelled for that highlighted item.



iC)			lssu	ie Log Versio	on 2015.0.4.3				?	×
		Parameters Cancel Dat PRISE	e 26/0	02/2016 v	Colour Legen Items in Greer and Cannot be Items in Blue a Cannot be Car Items in Red Document be These entries Items in Maroo still be Comple	d have already bee cancelled again. are Cancellation rencelled. reno longer linked ause the Documen cannot be cancelle on is Partially Cance tely Cancelled.	n Cancelled tries and to a t was deleted. d. elled and Can	Available Filters			
	[D	D-t-	Photo: .	Chatra Danaiatian		Webler.	V-E-L D	-1	1	Connect	
	Document	Date 22/02/2016	Status	Status Description		Vehicle	Vehicle Desc	ription	Issued Uty	Lancel	_^^
	DACH070		CE097907L	Head Office	Truck		10				
											~
	∰ <u>F</u> ilter	Select All		De-Select All		Document		Process & Preview		Process & Print	

The user has the option to cancel the whole issued quantity, or the quantity can be changed by editing the field and entering another quantity, less than what was issued.

CANCEL DATE

This will be the date when the cancellation is processed.

COLOUR LEGEND

The issues on each item are colour coded.

Items in **Green** have already been Cancelled and Cannot be Cancelled again.

Items in **Blue** are Cancellation Entries and Cannot be Cancelled.

Items in **Red** are no longer linked to a document because the Document was deleted. These entries cannot be cancelled.

Items in Maroon are partially cancelled and can still be completely cancelled.

AVAILABLE FILTERS

If any filters were saved to see specific information only, the filter would appear in the block on the top right corner of the screen. To activate a filter, the user needs to double click on it. To cancel the filter option and see all information again, the user can double click on the Clear Filter option.



ISSUE CANCELLATION INFORMATION

iQ			lssu	e Log Version 2015.0.4.3			? 🗙
		Parameters Cancel Date 26	/02/2016 v	Colour Legend Items in Green have already by and Cannot be Cancelled again Items in Blue are Cancellation E Cannot be Cancelled. Items in Red are no longer link Document because the Docume These entries cannot be cancel Items in Marcon is Partially Can still be Completely Cancelled.	Aven Cancelled intries and ed to a ent was deleted. led. iccelled and Can	allable Filters	
	n . In.			0.11		l	
	Document Date	2/2016 DEI	To Re Delivered	CE007007I	Head Office Truck	n issuea yry	
4	DACH0781 23/0	2/2016 DEL	To Be Delivered	CE897987	Head Office Truck	<	10
							•
		Select All	De-Select All	Document	Pri	ecess & Preview	Process & Print

DOCUMENT

This is the Delivery and Collection number which was printed on Stock Issue document.

DATE

The date when the Issue was processed.

STATUS

The status code of the issue, if it was delivered or collected.

STATUS DESCRIPTION

The description of the status code.

VEHICLE

If the stock items were issued to be delivered, the vehicle number would be in this column.

VEHICLE DESCRIPTION

A description of the vehicle which was used for the delivery.

ISSUED QTY

The quantity of the selected item which was issued.

Depending on the colour code of the line, this would be the quantity which was issued. The whole quantity can be cancelled, or the user can change the quantity to less than the issued quantity by editing the Issue Qty field.



Once the Issue Cancellation was processed, the stock items will appear on the Deliveries and Collections Maintenance screen as available.

To finalise the cancellation, the user can click on the Process and Preview/-Print buttons on the bottom of the screen. An Issue Cancellation document will be available for viewing and/or printing.

CANCEL

If the issue should be cancelled, the user will have to tick the box next to the specific item.

CREDIT NOTES

Enabling the Strick Credit Note Control assist the user in keeping better track of the stock that was delivered to a client, but it was received back and a credit note can be processed to refund the customer only if an "Issue Cancellation" has been passed for the stock item in Deliveries and Collections.

To process the Credit Note, the user can close the Deliveries and Collections module and from the IQ main menu \rightarrow Processing \rightarrow Credit note.

Select the appropriate debtor's account. It is advisable to import the original invoice. The user can then delete all the unnecessary lines and process a credit for the stock received back and for which the refund should be done.

NOTE: Stock items that left the store with the customer and was not issued via the Deliveries and Collections module, don't need issue cancellations before the Credit Note can be processed.

iQ						IQ Ente	rprise: IQ TRA	INING -	- [Credit Note	es Versio	n 2015.0.4.3]						- 🗇 🛛 🕹
Processing	Debtors	Creditors	Stock	Ledger	Utilities	Support	Point of Sale	CRM	Windows	Help	Shortcuts						_ = X
Account Details			CR	Note Details			Additional Det	ails			Stock Item Detail				Totals		
Account No TES	T002	~	CR	Note Date	26/02/2016	Ψ.	Store Departm	nent		~	Item Code	BM00	1				
Name and Addres	s Details		Orig	. Doc No	INVHO410	~					Description	Cemer	nt PVC 50kg				
TEST002		-	CR	Note Number							Pack Size	0					
			Deli	verv Method							Pack Description	EA					
			Ord	er Number							Department	002			Wareh	louse	001 🗸
		~	Dore	Number							Group Code	0008			Intern	al Order No	
			Kep	Number	1	•					Sales Orders	57					
Tel											Purchase Orders	10			Goods	Total	19500.00
Email				Note Memo		~					Deliveries	178		_	Discou	int Amnt	0.00
CR Note Disc %		0.00	- Deli	very Note No							Current Stock	-169		_	Vat An	nount	2394.74
											Regular Supplier	ABCO	01		Total (Quantity	95.00
Code		Des	cription							Type U	nit Price		Qty	Status	Disc %	Total	^
1 BM001		Cen	ment PVC	50kg						PO		200.0	0 90.0	0 DEL	0.0	0	20 000.00
BM002		Tile:	s							PO		300.0	0 5.0	0 DEL	0.0	0	1 500.00
						Stock taken imm Stock returned i Stock Invoiced Stock Noviced Stock Refunded Stock Refunded	nediately by cus mmediately by A Store (Not Y A Teady Issued - A Client (Not - Already Colle- ust be cancelled	tomer: 0 custome et Issued (To be ca Collecte cted: 0 prior to r	r: 0): 90 ancelled): 10 d): 0 :efunding it.								v
							In	valid	Return Qu	antity				Total	Ŷ		19500.00
Supervisor Logoff		t F7Lo	ng Desc.	F8 Iten	Details				CRM			Actio	ns Fl	ash	F6 Proce	ss & Display	F10 Process & Print

If the user tries to process a credit for more stock items than what was received back, an error message will pop up to state the quantity available.

Error message:



	Error
8	Invalid return quantity. Maximum allowed return quantity for item [BM001] is [90.00] on this line. Maximum return quantity for document is [90.00].
	Stock taken immediately by customer: 0 Stock returned immediately by customer: 0 Stock Invoiced - At Store (Not Yet Issued): 90 Stock Invoiced - Already Issued (To be cancelled): 10 Stock Refunded - At Client (Not Collected): 0 Stock Refunded - Already Collected: 0
	Issued Stock must be cancelled prior to refunding it.
	OK

When the user clicks on the OK button, another message will pop up to ask if the system should be continue using minimum quantity available.

	Confirm
?	Would you like to continue with the minimum amount?
	<u>Y</u> es <u>N</u> o

If the user clicks on the Yes option, the quantity will be changed to the minimum quantity available and the Credit Note can be processed. If the user clicks on the No option, the Credit note can be cancelled. The user can first process an issue cancellation in the Deliveries and Collections module and retry the processing of the Credit Note.

- End of Document -