GRV PREPARATION SCAN

P R E F A C E

This is the IQ GRV Preparation Scan (GRV Pre-scan) guide for IQ Business & IQ Enterprise software systems.

The document will aid in the configuration of the IQ GRV Preparation Scan for it to function correctly.

Although every effort has been made to keep this IQ GRV Preparation Scan 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. This document includes functionality as presented in Version 2017.2.0.0.

Should you feel that the IQ GRV Preparation Scan 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 GRV Preparation Scan document in some way or another.

Regards,

IQ Retail (PTY) LTD

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IQ GRV PREPARATION SCAN

INTRODUCTION

The GRV Preparation Scan (Pre-scanning) functionality allows the user to enhance stock control when stock is received from the suppliers.

The system can be setup that the user can't see the order quantities when receiving the stock. In other words, when the user GRV Pre-Scan the items on the selected purchase order, the stock items ordered will be displayed, but not the quantities. The colour of the lines of stock scanned are colour coded. Lines with less Qty than what was ordered will display black, lines that match the order Qty will display green and lines with more items scanned than what was ordered will display red.

The system can also be setup to allow the scanning of all the items, received from the supplier. In other words, if 10 items were ordered but twenty were delivered, the system will allow the user to scan in all the items delivered. The line colour will change to red to indicate that more items were scanned than what was ordered.

GRV PREPARATION SCANNING

GRV preparation Scanning can be done on any Purchase Order.

From the IQ main menu → Processing → Purchase Orders → Select appropriate Purchase Order → Processing button → Select GRV Preparation Scan.

Lines with less Qty than what was ordered will be black, lines that match the order Qty will be green and lines with more items scanned than what was ordered will be displayed in red.

GRV PRE-SCAN SCREEN

SCANNED CODE	The scanned stock item code will be displayed here. The stock code can either be scanned or captured in this field.
QUANTITY	If the Enable Quantity option has been selected, the user is able to capture the quantities manually.
SCANNED DETAIL	The information of the stock item that is currently being scanned, will be displayed here.
SCAN OR ENTER A STOCK CODE, BARCODE, GENCODE, SUPPLIER CODE OR MULTIPLE BARCODE	Using some scanners, the user might have to click on the "Accept Entry" button, for the item to be counted.

PURCHASE ORDER ITEMS

STOCK CODE	The Stock code of the item that was ordered.
BARCODE	The Barcode of the stock item on the purchase order.
SUPPLIER CODE	If the supplier uses a specific code for the item.
DESCRIPTION	Description of the stock item.
ORDERED QTY	The quantity or stock ordered. This field can be hidden when doing the GRV Pre-Scan setup.
SCANNED QTY	Every time a stock item is scanned, the item is added in the scanned quantity field.

BUTTON FUNCTIONALITY

CANCEL	The user can discard all the changes made to the selected order, by selecting the Cancel button
REPORT OPTIONS	The Report options allow the user to design, preview and or print the scanned quantities for the selected Purchase Order.
ENABLE GRID	Enable Grid option allows the user to capture the quantities manually, without scanning the items.
ENABLE QUANTITY	Enable Quantity option allows the user to scan the item code and manually capture the quantity.
ACCEPT	Accept option allows the user to save the information scanned and or captured. **NOTE**: Accepting the information on the GRV Pre-Scan screen will not process the GRV, it only saves the information.

COMPANY A - WHOLESALER			GRV - Preparation Scan Summnary			Printed At: 26/06/2017 13:33:49
			This document shows a snap shot of the captured quantities on the GRV Preparation Scan screen.			Page: 1
Stock Code	**Barcode**	**Description**	**Supplier Code**	**Ordered Quantity**	**Scanned Quantity**	**Variance**
3004	3004	TV CABINET		5.00	5.00	0.00
3003	3003	DVD		10.00	3.00	-7.00
3002	3002	SMART TV		5.00	5.00	0.00
3001	3001	MONITOR - LED		5.00	2.00	-3.00
			Totals:	**25.00**	**15.00**	**-10.00**

After the GRV Preparation Scan was accepted, the goods receiving voucher (GRV) can be processed.

Only the items scanned in on the GRV Pre-Scan will appear on the GRV.

Processing the GRV will update the stock on hand, the ledger files and the Supplier's account.

Any stock items not received on a purchase order, the purchase order will be listed in green on the Purchase Order Maintenance screen.

If the user selects that green purchase order for GRV Preparation scanning, only the outstanding items will appear on the grid. All the items that were fully received, were removed. The remaining items can now be scanned and GRV-ed.
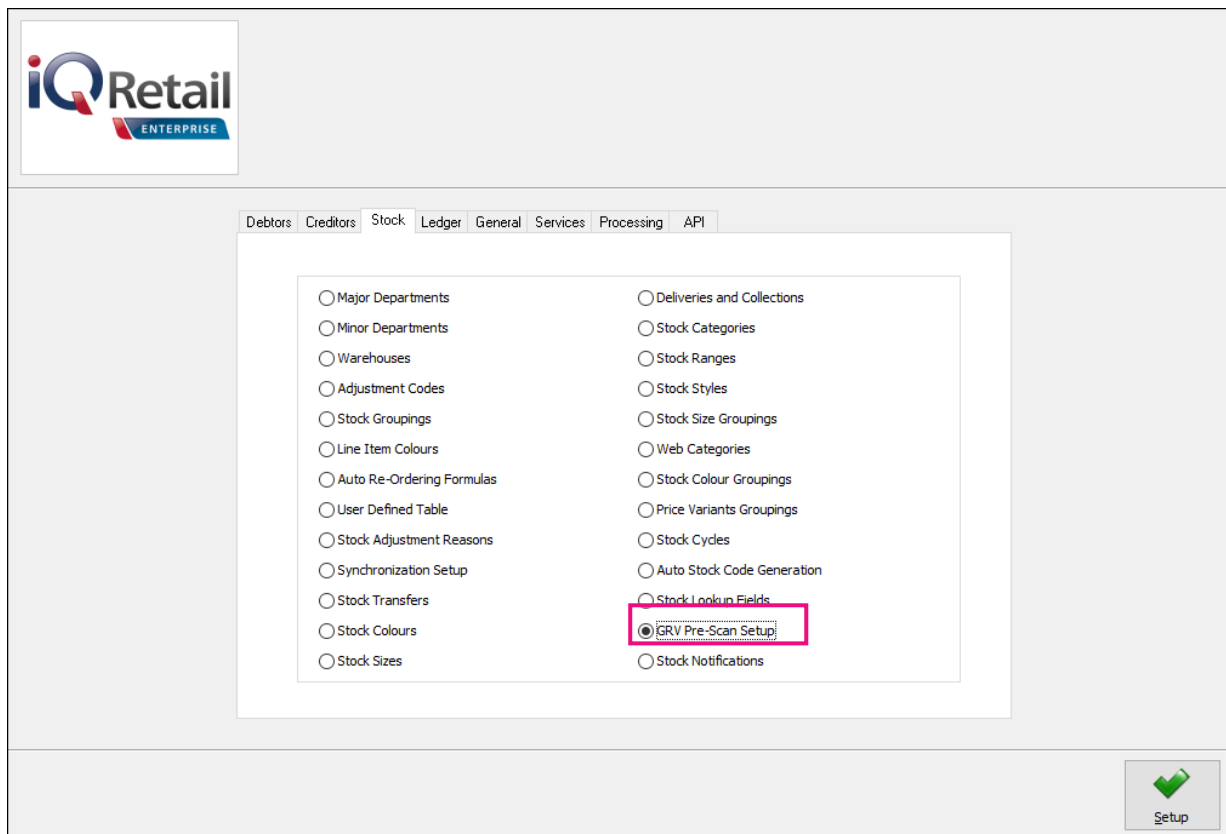

Once all the stock items are scanned and grv-ed, the purchase order will be moved from the current display of purchase orders, to the history display.
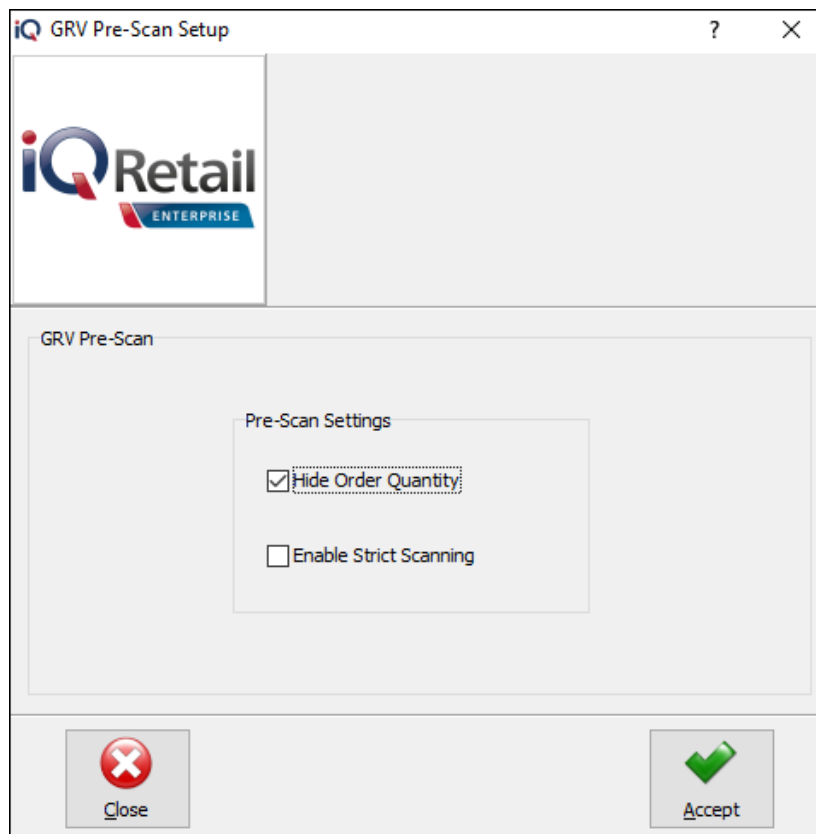
GRV PRE-SCAN SETUP

From the IQ main menu → Utilities → Setup → Module Parameters → Stock → GRV Pre-Scan Setup.

Select the Setup button at the bottom of the screen.

The GRV Pre-Scan Setup will appear:

There are 2 options to choose from, to setup GRV Preparation Scanning:

- Hide Order Quantity

- Enable Strict Scanning

HIDE ORDER QUANTITY

When the Hide Order Quantity is enabled and GRV Preparation Scanning on a selected purchase order is done, there will be no order quantities visible. This is also known as "Blind Scanning".

ENABLE STRICT SCANNING

If "Strict Scanning" is **not enabled**, the system will **stop** the user from scanning more stock items, than what was ordered. An error message will appear to warn the user that only X Qty was ordered and you can't scan or receive more than what was ordered.
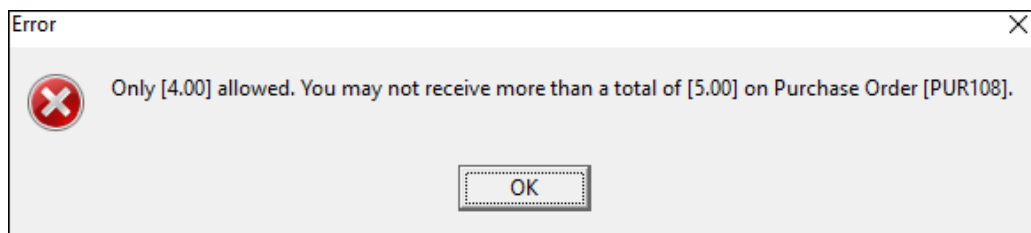
If "Strict Scanning" is **enabled**, the system will **allow** the user to scan in more items than what was ordered on the purchase order. Every item scanned, will be entered as received when the stock is GRV-ed.

NOTE: The quantity ordered on the Purchase Order that is scanned will not be changed. The extra items scanned will only be displayed on the GRV. The stock and supplier accounts are however correctly updated with the received quantities and amounts.

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