

# IQ MULTIPLE WAREHOUSES

## P R E F A C E

This is the IQ Multiple Warehouses 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 Multiple Warehouses document will by no means make an expert of you, but it will aid in configuration of the IQ Multiple Warehouses in order for it to function correctly with the IQ Enterprise Accounting Software system.

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

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 Multiple Warehouses 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 in order to improve the IQ Multiple Warehouses document in some way or another.

Regards,

IQ Retail (PTY) LTD



# CONTENTS

<b>IQ MULTIPLE WAREHOUSES</b> .....	<b>4</b>
<b>INTRODUCTION</b> .....	<b>4</b>
<b>SETUP</b> .....	<b>5</b>
DEFAULTS SETTINGS (1).....	5
ENTERPRISE SETTINGS .....	8
OTHER.....	9
MAJOR STOCK DEPARTMENTS.....	10
<b>MULTIPLE WAREHOUSES IN POS</b> .....	<b>14</b>
SELLING WAREHOUSE.....	14
PURCHASING WAREHOUSE .....	14
<b>STOCK MAINTENANCE</b> .....	<b>15</b>
<b>STOCK ENQUIRES</b> .....	<b>16</b>
<b>STOCK TRANSFERS</b> .....	<b>18</b>
STOCK TRANSFERS SETUP .....	18
TRANSFERS BETWEEN WAREHOUSES.....	20
STOCK TRANSFERS IN ONE STEP .....	42
<b>OTHER PROCESSING</b> .....	<b>43</b>
PURCHASE ORDER .....	44
GOODS RECEIVING.....	44
SELLING.....	44
<b>STOCK ADJUSTMENTS</b> .....	<b>46</b>
SORT ORDER .....	46
PARAMETERS .....	46
AVAILABLE FILTERS .....	47
STOCK INFORMATION.....	47
BUTTON FUNCTIONALITY .....	48
<b>STOCK TAKE</b> .....	<b>49</b>
<b>STOCK BIN LOCATIONS</b> .....	<b>50</b>
REPORT OPTIONS.....	52
SETTINGS.....	54
LABEL LAYOUT .....	55
AVAILABLE FILTERS .....	55
STOCK MULTIPLE BIN LOCATIONS .....	55
BUTTON FUNCTIONALITY .....	55

# IQ MULTIPLE WAREHOUSES

## INTRODUCTION

Multiple Warehouses are used for the purpose of stock being stored in different locations. This means that one branch or company can have multiple warehouses setup as stock locations. The user can even have different branches, each with its' own set of accounts, and then each branch can have multiple warehouses to store the stock. A branch or company is usually setup to have a few warehouses or locations where stock is stored and then has at least one retail location / store where sales are done. The warehouses need to be stocked and then transfers are done to move the stock between the different locations or warehouses.



The only requirement for different branches or companies will be to belong to the same ledger group. This allows site of warehouses within branches to allow stock transfers between branches and warehouses within branches. Setup the ledger group in Enterprise Settings in company Details.

Warehousing can be defined as the stock keeping locations in a company to help the user to keep track of stock quantities within the various warehouses.

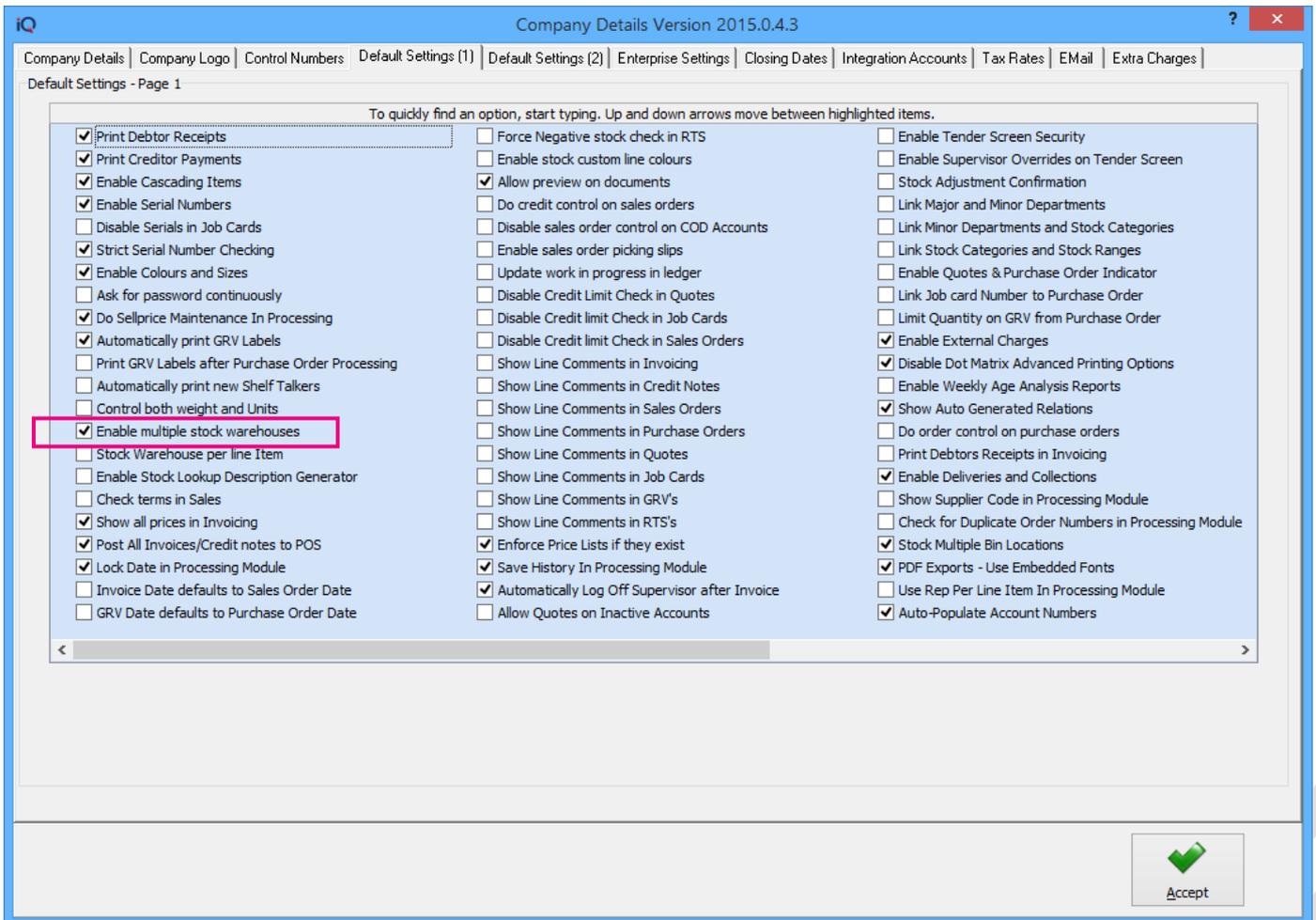
Another term which will be explained later in this document is bin locations. Bin locations can be defined as the house keeping location of where stock is kept according to a floor or shelf plan.

# SETUP

In order to enable Multiple Stock Warehouses, from the IQ main menu → Utilities → Setup → Company Details.

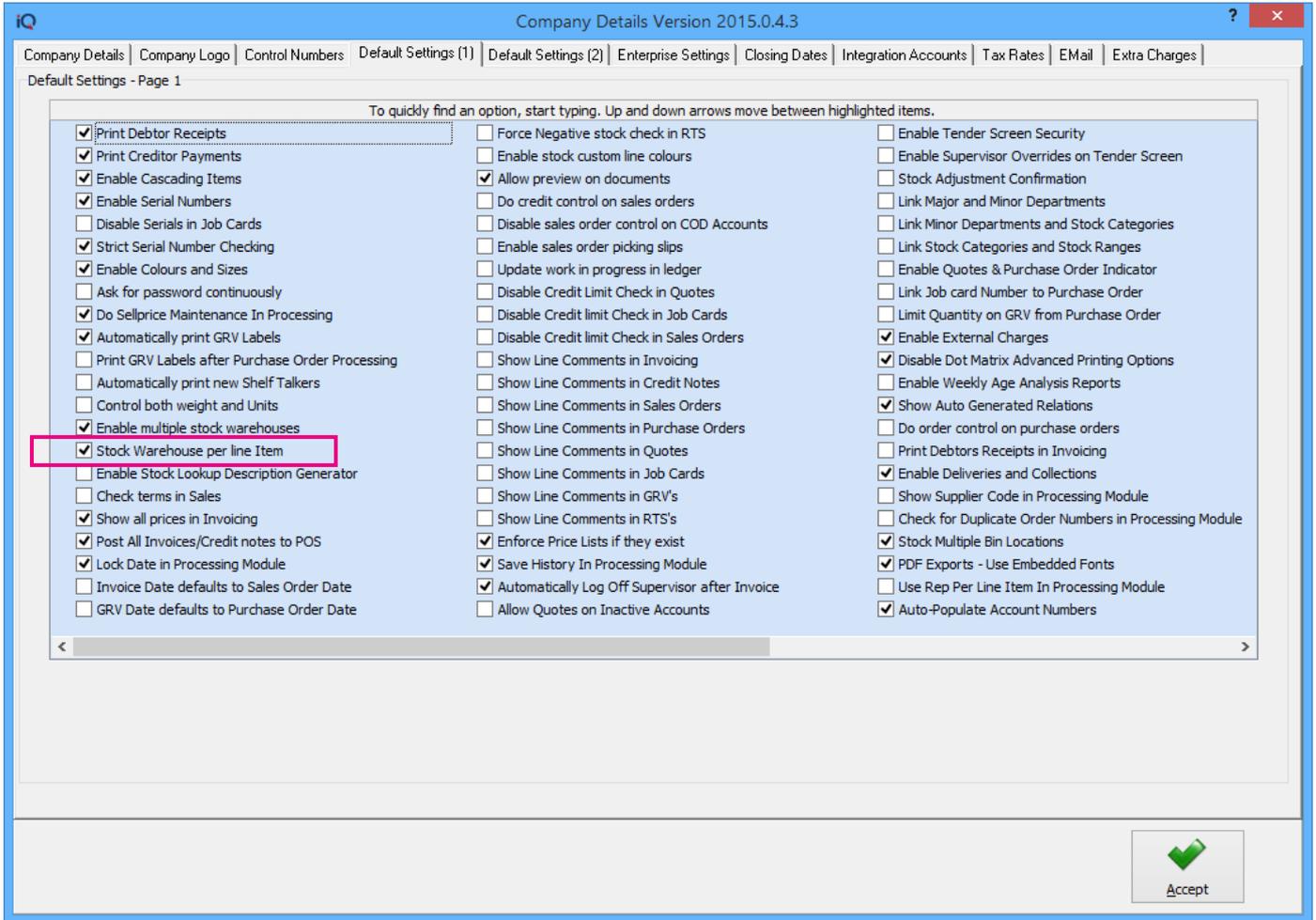


## DEFAULTS SETTINGS (1)

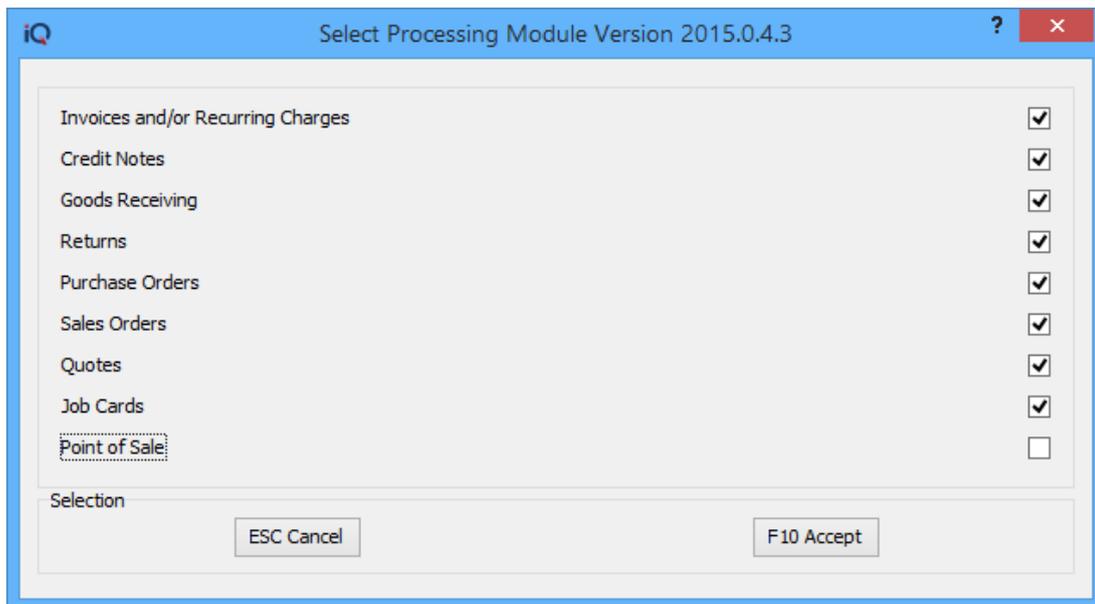


If the user wishes to set up Multiple Stock Warehouses / Locations, the “Enable Multiple Stock Warehouses” option has to be enabled, by ticking the box next to the option. This option will allow the user to process stock items from within a specific Stock Warehouse. It will also allow the user to keep track of the stock holding for each of these warehouses (see Stock Listings.)

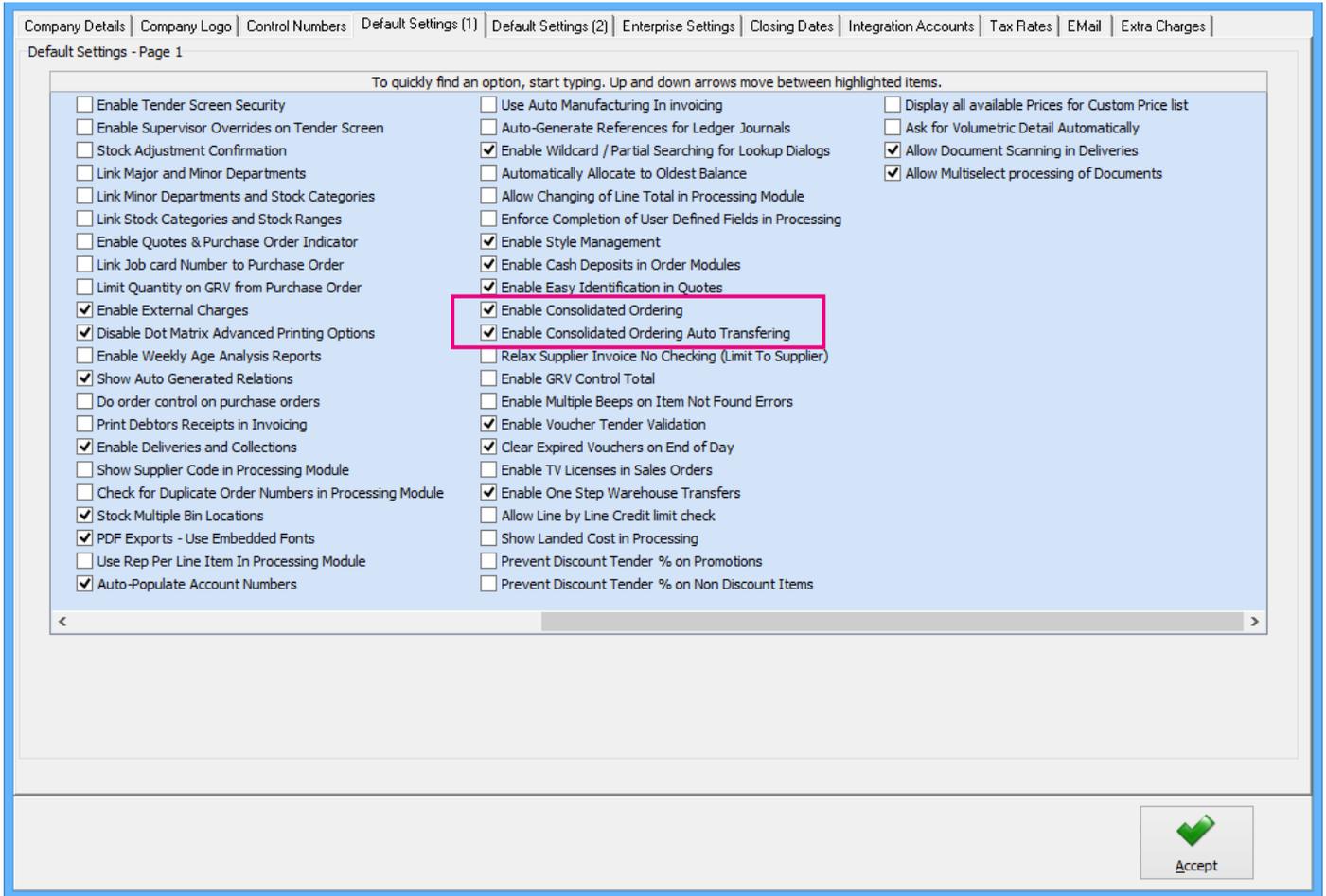
The user also has the option to specify warehouses per line item and not per document in transactions. If the user wishes for this, the setting “Stock Warehouse per line item” in Default Settings (1) has to be enabled.



The user will have to select all the modules where warehouses per line can be activated.



Other options that are very useful when working with Multiple Warehouses, are to do consolidated ordering between branches and to automate the transfers from the Distribution Centre (DC) to the branches.



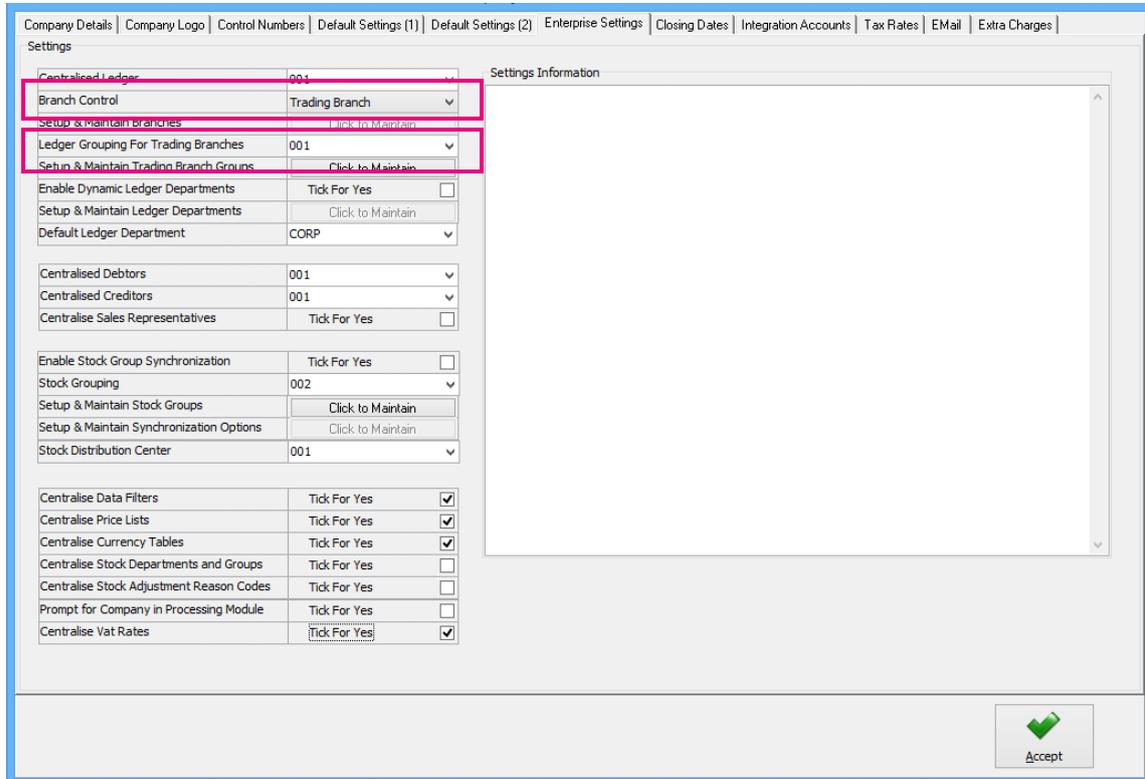
To enable Consolidated Ordering and Auto Transferring of Consolidated Orders, from IQ main menu → Utilities → Setup → Company Details → Default Settings (1) Tab.

Enable both processes by ticking the boxes next to them and click on Accept to save the changes.

## ENTERPRISE SETTINGS

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

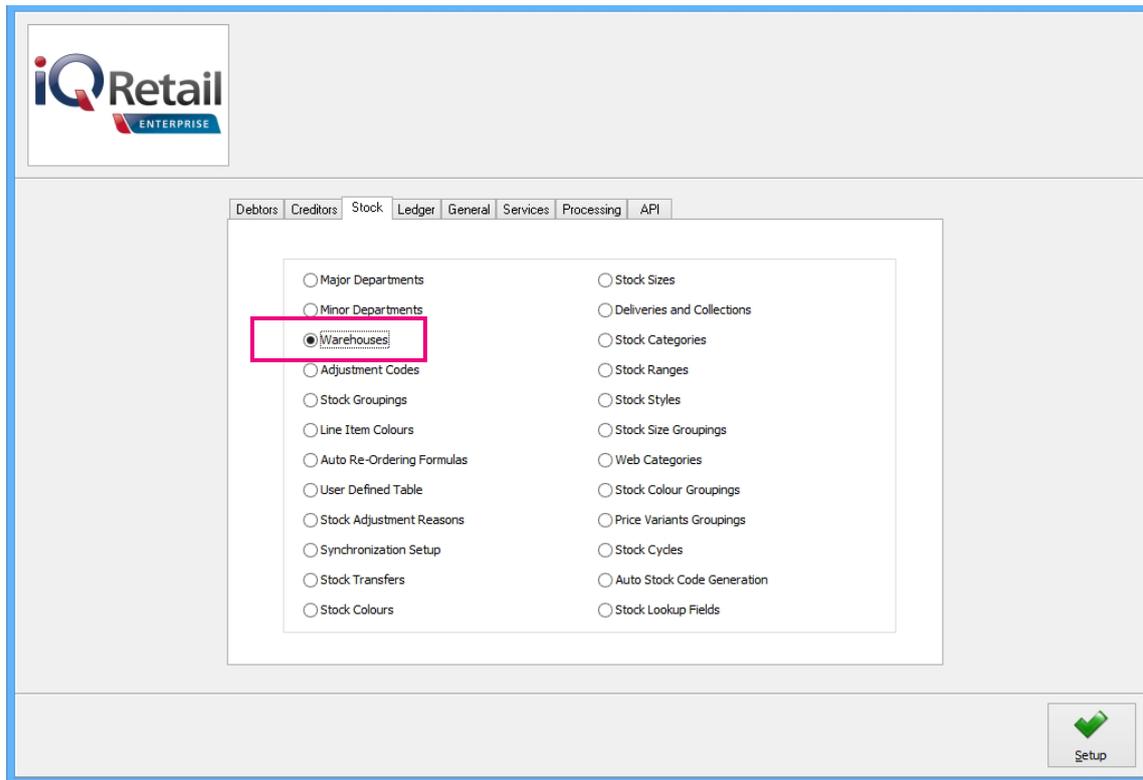
The user is required to setup the Ledger Grouping for Trading Branches for different branches or companies, for Multiple Warehouses to work. All the warehouses and branches or companies doing interbranch transactions, have to belong to the same Ledger Grouping. This allows site of warehouses within branches to allow stock transfers between branches and warehouses.



Once the Default Settings (1) and Enterprise settings have been set, the user can click on the Accept button on the bottom of the screen to save the changes.

## OTHER

In order to setup Multiple Warehouses, from the IQ main menu, select Utilities, Setup and click on Module Parameters (Default Table).



Select the Stock tab and click on Warehouses. Click on the Setup button on the bottom of the screen.

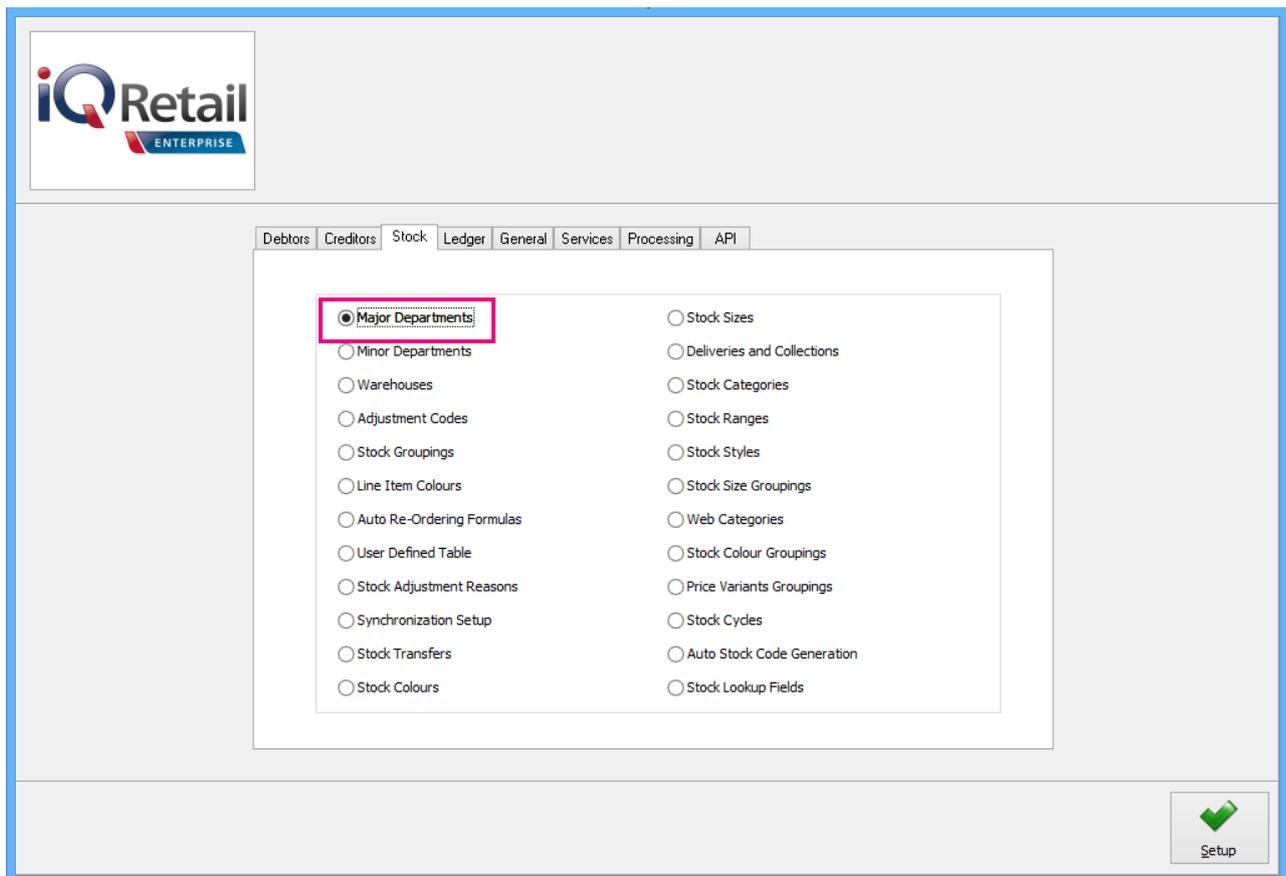
## MAJOR STOCK DEPARTMENTS

The user has the option to add default locations or warehouses to each Major Stock Department.

All modules using multiple warehousing will:

- i. Use the Default Warehouse as set up on the Stock Item (if it exists) as first option.
- ii. Use the Default Warehouse as set up on the **Major Department** (if it exists) as second option.
- iii. Use the Default Warehouse as setup under POS (Terminal) hardware setup as the third option.
- iv. Use the document warehouse as the alternative option (if none of the above are available).

To enable the user to setup default warehouses on stock departments, select Utilities from the IQ main menu. Select Setup and Module Parameters.



Select the stock tab and click on the “Major Departments” option and click on the Setup button on the bottom of the screen.

Default Sales and Purchasing Warehouses can be set up for each of the Stock Major Departments, by select an existing Stock Department and clicking on Edit, or Adding a new Department.

Department Name	001
Description	Coke
Ledger Department	CORP
Default Sales Warehouse	001
Default Purchasing Warehouse	003
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 Tommy Percy
Maximum Grv Variance%	10.00
Apply Maximum Var	<input checked="" type="checkbox"/> Tick for Yes
Negative Department	<input type="checkbox"/> Tick for Yes
Auto Re-Ordering Method	Replenishment N/A
No Commission	<input type="checkbox"/> Tick for Yes
Target GP%	0.00
Posting Method	<input checked="" type="radio"/> Perpetual Stock Control (Post Sales/Stock/Costofsales) <input type="radio"/> Periodic Stock Control (Post Sales/Purchases Only)
Company Default	Perpetual Stock Control (Post Sales/Stock/Costofsales)

**DEPARTMENT NAME**

The Department name is the code used to identify the Major Stock Department. The name or code is limited to four (4) alpha-numeric characters.

**DESCRIPTION**

The Description is used to describe the Major Stock Department. The description is limited to thirty (30) alpha-numeric characters.

**LEDGER DEPARTMENT**

Use the down arrow to select the Ledger Department. The ledger department allows the user to specify per department for the purpose of splitting the ledger. In other words, when the transaction is posted the system will show the specific ledger department when viewing the transaction within the ledger enquiries screen.

Ledger Departments are created on the Ledger Tab of the Module Parameters.

**DEFAULT SALES WAREHOUSE**

Click on the down arrow next to the “Default Sales Warehouse” field and select the appropriate warehouse which should be used when sales are done for this department.

**DEFAULT PURCHASING WAREHOUSE**

Click on the down arrow next to the “Default Purchasing Warehouse” field and select the appropriate warehouse which should be used when purchases are done for this department.

**LOCAL SALES ACCOUNT**

The local sales account is the ledger account which must be updated with the sales value of the item, whenever an item belonging to this department, is sold. Use the search facility (Alt and the down arrow) to search for account numbers in the general ledger.

## EXPORT SALES ACCOUNT

The Export Sales account is the ledger account which must be updated with the export sales value of each of the items, whenever an item belonging to this department, is sold. Use the search facility (Alt and the down arrow) to search for account numbers in the general ledger.

## COST OF SALES ACCOUNT

The Cost of Sales Account is the ledger account which must be updated with the cost of the item, whenever an item belonging to this department, is sold. Use the search facility (Alt and the down arrow) to search for account numbers in the general ledger.

## STOCK ACCOUNT

The Stock Account is the ledger account which must be updated whenever an item belonging to this department, is sold. Use the search facility (Alt and the down arrow) to search for account numbers in the general ledger.

## PURCHASE ACCOUNT

The Purchase Account is the ledger account which must be updated whenever an item belonging to this department, is purchased. Use the search facility (Alt and the down arrow) to search for account numbers in the general ledger.

**NOTE:** This account will only be used if the Post Sales/Purchase Only stock posting method is selected.

## COST OF SALES ADJUSTMENT

The Cost of Sales Adjustment account is the ledger account which must be updated whenever an item belonging to this department, is sold and adjustments to the cost price of the item is made. Use the search facility (Alt and the down arrow) to search for account numbers in the general ledger.

## DEFAULT REP

A specific Department can be allocated to a specific sales representative, who is responsible for the stock in that department. Use the search facility (Alt and the down arrow) to search for the correct sales representative from the available list.

## MAXIMUM GRV VARIANCE%

This is the maximum percentage whereby the price of the stock items in this department may vary in the GRV and Purchase Order from the previous cost price that was entered.

**EXAMPLE:** With a 10% variance, if the cost of the item as R50 then the GRV or Purchase Order will only allow a price range between R45 and R55. Only the Supervisor or administrator will be able to override this option.

## APPLY MAXIMUM VAR

This option enables the maximum GRV Variance percentage. In other words, if this option "Apply Maximum Var" is not ticked, then the system will not apply the maximum GRV variance percentage.

## NEGATIVE DEPARTMENT

This option reverses the normal effect of a transaction on the stock and ledger accounts. It is used to keep track of empty containers that are refunded on their return. If the stock department is a negative, remember to enable the option by putting a tick in the box.

## AUTO RE-ORDERING METHOD

The Auto re-ordering method option allows the user to select any of the custom ordering formulas that have been setup. This option enables the user to specify the selected ordering method per department.

## **NO COMMISSION**

This option allows the user to select which departments are excluded from the calculation of sales representative commissions. Tick the box to exclude the department from commission.

## **TARGET GP%**

A Target GP (Gross Profit) percentage on average cost can be set for each department. This is used for Selling Price Maintenance when GRV's are done.

## **POSTING METHOD**

### **PERPETUAL STOCK CONTROL (POST SALES/STOCK/COST OF SALES)**

This is for a system that requires a continuous record of all receipts and withdrawals of EACH INDIVIDUAL ITEM of stock inventory. The above accounts will be posted to when an invoice is processed. Therefore, the cost of EACH item in a transaction is calculated. This option is most commonly used.

### **PERIODIC STOCK CONTROL (POST SALES/PURCHASES ONLY)**

This option will only post to the Sales and Purchase accounts. There is no record of each stock item's individual cost. The cost is calculated periodically and is done in the ledger.

**EXAMPLE:** Restaurant's where the cost can't be calculated per item sold, or service industries where the cost of Services Rendered is calculated periodically.

## **COMPANY DEFAULT**

The Company Default is the default Stock Posting method as it was selected in the Company Default Settings (2).

## **CANCEL**

The Cancel option will discard any changes that have been made to the department.

## **ACCEPT**

The Accept option will update all the necessary stock department information and this information will be saved.

## MULTIPLE WAREHOUSES IN POS

Each POS till can be setup to sell out of a specific location.

All modules using multiple warehousing will:

- i. Use the Default Warehouse as set up on the Stock Item (if it exists) as first option.
- ii. Use the Default Warehouse as set up on the Major Department (if it exists) as second option.
- iii. Use the Default Warehouse as setup under **POS** (Terminal) hardware setup as the third option.
- iv. Use the document warehouse as the alternative option (if none of the above are available).

To set Multiple Warehouses up in Point of Sales, select Point of Sales from the IQ main menu. Select Setup and then Hardware setup.

Hardware Configuration Version 2015.0.2.3

**iQ Retail ENTERPRISE**

Options

Till Number	Till1
Pos Printer Port	Not Installed
Pos Cutoff String	027-105-000-000-000
Lines Before Cut	3
Pole Display Port	Not Installed
Pole Display Initialize	000-000-000-000-000
Pole Display Top Left	000-000-000-000-000
Pole Display Bottom Left	000-000-000-000-000
Pole Display Text Alignment:	Right Align
Cash Drawer Port	Direct to Printer
Open Drawer Command	027-112-000-100-150
Open Drawer with:	Cash Drawer Port
CCTV Printer Port	Not Installed
<b>Selling Warehouse</b>	<b>001 Warehouse A001</b>
<b>Purchasing Warehouse</b>	<b>003 Warehouse A003</b>
Fingerprint Only Access	<input type="checkbox"/>
CashGuard Port	COM <input type="checkbox"/> <input checked="" type="checkbox"/> Not Installed

Printer Test    Printer Cutter Test    Display Test    Drawer Test    Accept

### SELLING WAREHOUSE

Use the down arrow next to the field to select the appropriate location / warehouse. This will be the warehouse where the stock items will be updated to, when sales are done.

### PURCHASING WAREHOUSE

Use the down arrow next to the field to select the appropriate location / warehouse. This will be the warehouse where the stock items will be updated to, when purchases are done.

## STOCK MAINTENANCE

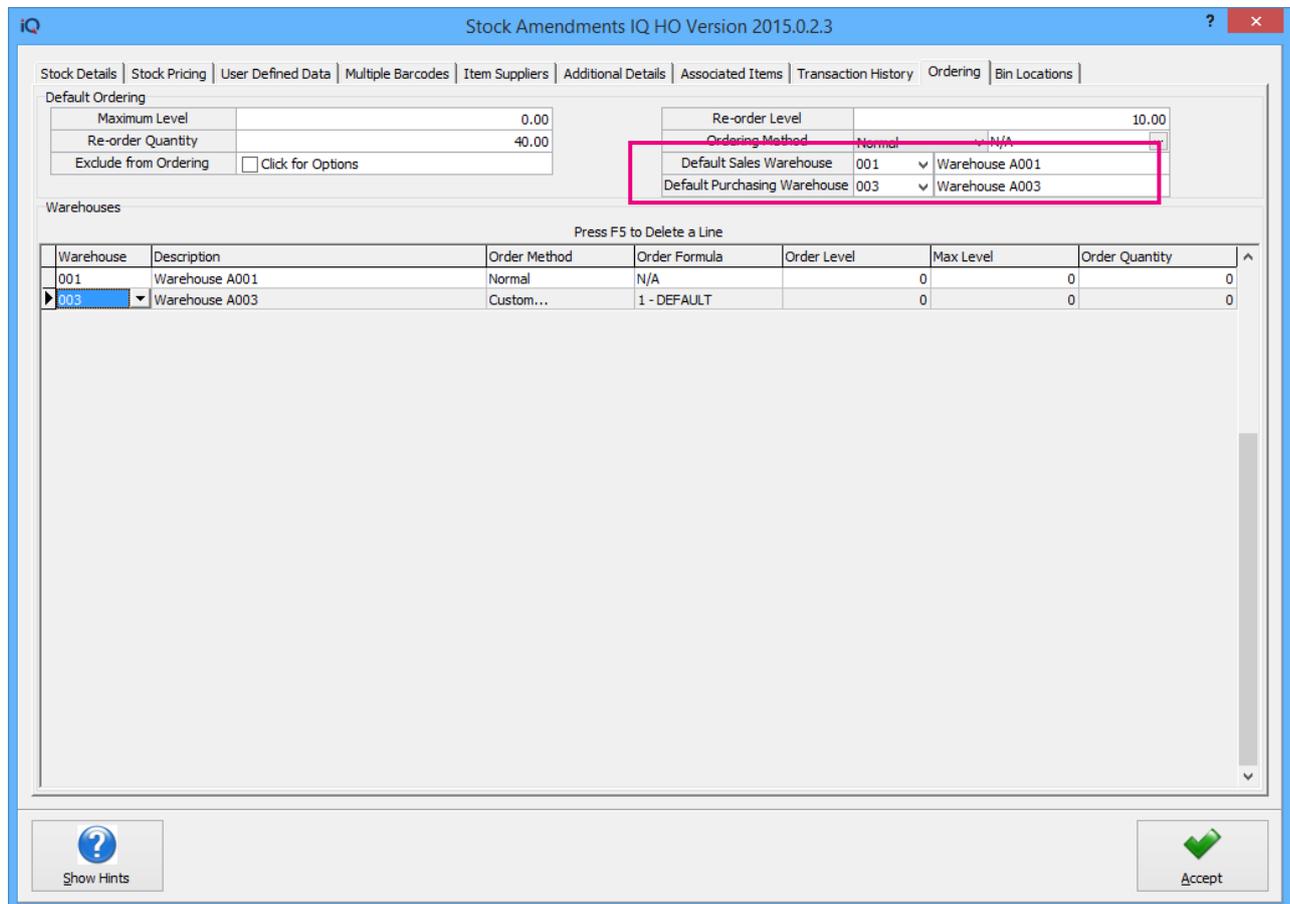
All modules using multiple warehousing will:

- i. Use the Default Warehouse as set up on the **Stock Item** (if it exists) as first option.
- ii. Use the Default Warehouse as set up on the Major Department (if it exists) as second option.
- iii. Use the Default Warehouse as setup under POS (Terminal) hardware setup as the third option.
- iv. Use the document warehouse as the alternative option (if none of the above are available).

The user can select a default sales and default purchasing warehouse for each stock item. To select the default settings: from the IQ main menu, select stock and then Maintenance.

If a new stock item needs to be added, the user will click on the Add button to start capturing the stock data. Work through each of the screens to capture the data and the default warehouses can be selected on the Ordering Tab.

If the stock item already exists, select the appropriate stock item and click on Edit.



Once the Stock Item’s information appears on the screen, select the Ordering tab. On the ordering tab the user can click on the drop down arrows and select the applicable default sales – and default purchasing warehouses. When processing transactions are done on the selected item, the selected location or warehouse, will appear automatically, but it can be changed when needed.

The user can also setup different ordering methods are ordering levels for the selected item, but for the each of the different warehouses where this stock item will be kept.

# STOCK ENQUIRES

The user can see to which warehouse or location an items belongs and he can also see which transactions were done for which location for the selected item.

To do enquiries on stock items, from the IQ main menu, select Stock and then the Enquiries option. Select the item by double clicking on it.

The user has the option to see which transaction was done in which location, select the "Select Visible Fields" button on the bottom of the screen and tick the option "Location" to add the column.

The screenshot displays the 'Stock Enquiries Version 2015.0.2.3' window. It is divided into several sections:

- Info:** Contains tabs for Stock Pricing, Image, Long Description, Stock Suppliers, Associated Items, and User Defined Data. Below these are fields for Item Code (BM001), Description (Cement PVC 50kg), Sales Orders (57), Purchase Orders (10), Work in Progress (12), Pack Size (0), Pack Description (EA), and Department (002). There is also a 'Current Period' dropdown set to August 2015 and a 'Show Month' button.
- Stock Summary:** A table showing various stock movements:
 

Opening Stock	50.00
+ Purchases	0.00
-Returns	0.00
-Sales	0.00
+Credits	0.00
+Transfers In	0.00
-Transfers Out	0.00
Adjustments	0.00
WriteOffs	0.00
+ Sundry Receipts	0.00
- Sundry Issues	0.00
Other	0.00
Closing Stock	50.00
- Group Code:** 0008
- Order Method:** Normal
- Bin Location:** (empty)
- Order Quantity:** 20
- Highest Cost:** 149,2863
- Order Level:** 100
- Latest Cost:** 79.99
- Maximum Level:** 0
- Average Cost:** 124.93
- DateLS:** 11/05/2015
- Last Sale:** 08/07/2015
- DateLM:** 08/07/2015
- Retail Price:** 200.00
- DateLP:** 29/09/2014
- DateLT:** 08/07/2015
- Prev Sell Price:** 175.43859649
- Last Stock Date:** 18/07/2012

A callout box labeled 'Warehouse' points to a green icon in the bottom right corner of the info section.

- Details:** A table listing transactions with columns: NUMBER, CODE, TXDATE, REFERENCE, DC, TCODE, AMOUNT, GLAUDIT, QUANTITY, ONHAND, and LOCATION. The last row is highlighted in blue:
 

NUMBER	CODE	TXDATE	REFERENCE	DC	TCODE	AMOUNT	GLAUDIT	QUANTITY	ONHAND	LOCATION
1745	BM001	30/10/2011	INVHO350	C	IN	1 754.39	758	10.0000	121	001
1771	BM001	30/10/2011	INVHO360	C	IN	877.19	771	5.0000	116	001
1772	BM001	30/10/2011	CRNHO32	D	CN	350.88	772	2.0000	118	001
1773	BM001	30/10/2011	INVHO361	C	IN	1 754.39	773	10.0000	108	001
1774	BM001	30/10/2011	CRNHO33	D	CN	350.88	774	2.0000	110	001
1775	BM001	30/10/2011	INVHO362	C	IN	1 754.39	775	10.0000	100	001
1776	BM001	30/10/2011	CRNHO34	D	CN	350.88	776	2.0000	102	001
1780	BM001	30/10/2011	INVHO365	C	IN	1 754.39	780	10.0000	92	001
1781	BM001	30/10/2011	CRNHO36	D	CN	350.88	781	2.0000	94	001
1803	BM001	28/04/2011	INVHO377	C	IN	3 513.16	800	50.0000	44	001
1806	BM001	28/04/2011	INVHO379	C	IN	350.88	802	2.0000	42	001
1807	BM001	28/04/2011	INVHO380	C	IN	701.75	803	4.0000	38	001
1808	BM001	28/04/2011	INVHO381	C	IN	175.44	804	1.0000	37	001
1809	BM001	11/05/2011	INVHO382	C	IN	350.88	805	2.0000	35	001
1818	BM001	07/07/2011	TRFHO47	D	TI	649.90	818	10.0000	45	003
1819	BM001	08/07/2011	TRFHO48	D	TI	399.95	819	5.0000	50	003
- Bottom Toolbar:** Contains icons for 'Select Visible Fields', 'Search', 'Sales History', 'Cost Levels', 'G.L Audit', 'Document Options', 'Report Options', and 'Locations'.

The user also has the option to see the sales per warehouse, by clicking on the Location button on the bottom of the Stock Item Enquiry screen.

The screenshot displays the iQRetail Enterprise interface for a Stock Item Enquiry. At the top, the title bar reads 'Branches Version 2015.0.2.3'. The main header area contains the iQRetail logo and the text 'ENTERPRISE'. Below this, the item details are shown: Item Code 'BM001', Description 'Cement PVC 50kg', and O/Hand '50.00'. The interface is divided into two main sections for sales data.

The first section, 'Warehouse Sales - All', contains a table with the following data:

Month	Code	Location	Department	Sales Units	Sales Amount	Sales Cost	Refunds Units	Refunds Amount
01/05/2013	BM001	001	002	10	1622.807	1474.3	0	0
01/03/2014	BM001	002	002	0	0	0	0	0
01/07/2014	BM001	001						
01/09/2014	BM001	001						
01/10/2014	BM001	001	002	45	7894.737	6630.9026	8	1403.5088
01/04/2015	BM001	001	002	57	5131.579	8389.745	0	0
01/05/2015	BM001	001	002	2	350.8772	294.8596	0	0
01/07/2015	BM001	003		0	0	0	0	0
01/08/2015	BM001	001						

A red callout box with the text 'Warehouse' points to the 'Location' column of the row for 01/08/2015 at location 001.

The second section, 'Warehouse Sales - Current Month', contains a table with the following data:

Month	Code	Location	Department	Sales Units	Sales Amount	Sales Cost	Refunds Units	Refunds Amount
01/08/2015	BM001	001						
01/08/2015	BM001	002	002	0	0	0	0	0
01/08/2015	BM001	003	002	0	0	0	0	0
01/08/2015	BM001	004		0	0	0	0	0

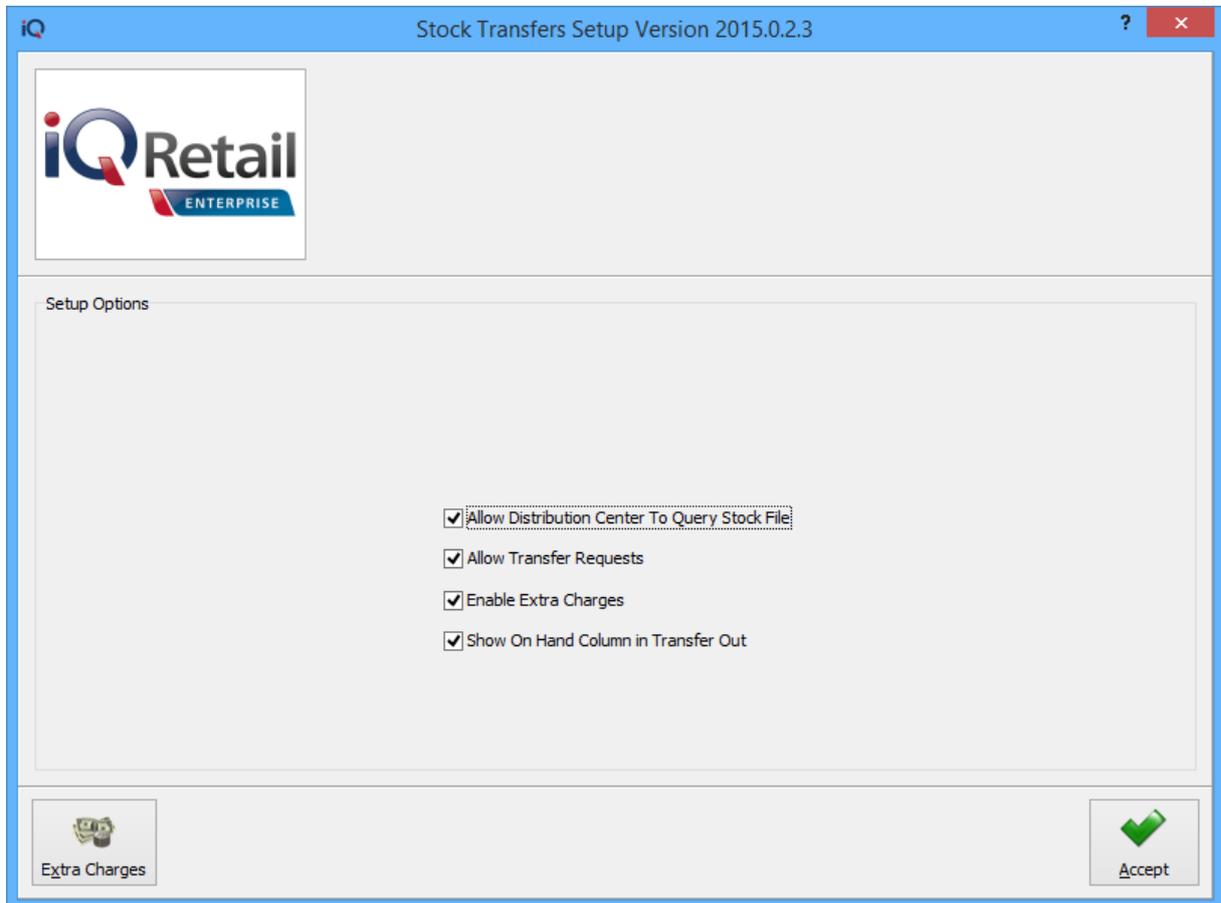
“Warehouse Sales – All” shows all the sales transactions that were done for the selected item and the “Warehouse Sales – Current Month” shows a summary of the sales for this item per warehouse.

## STOCK TRANSFERS

Stock can be moved between different locations or warehouses, by using Stock Transfers or Stock Adjustments. Stock Transfers is the preferred way to move stock between warehouses, as it provides the user with traceable documentation, for auditing purposes.

### STOCK TRANSFERS SETUP

From the IQ main menu, select Utilities, Setup and Module Parameters. Select the Stock tab, select Stock Transfers and click on the Setup button on the bottom of the screen.



#### ALLOW DISTRIBUTION CENTRE TO QUERY STOCK FILE

The allow distribution centre to query stock file option allows the branch where the transfer out is being processed to look at the stock file of the branch where the stock is being transferred to.

#### ALLOW TRANSFER REQUESTS

The allow transfer requests option allows the user to process transfer requests meaning that stock may be requested from various branches or warehouses. This option is very handy for transfer records, but using it will depend on the company's policies, size and individual responsibilities.

#### ENABLE EXTRA CHARGES

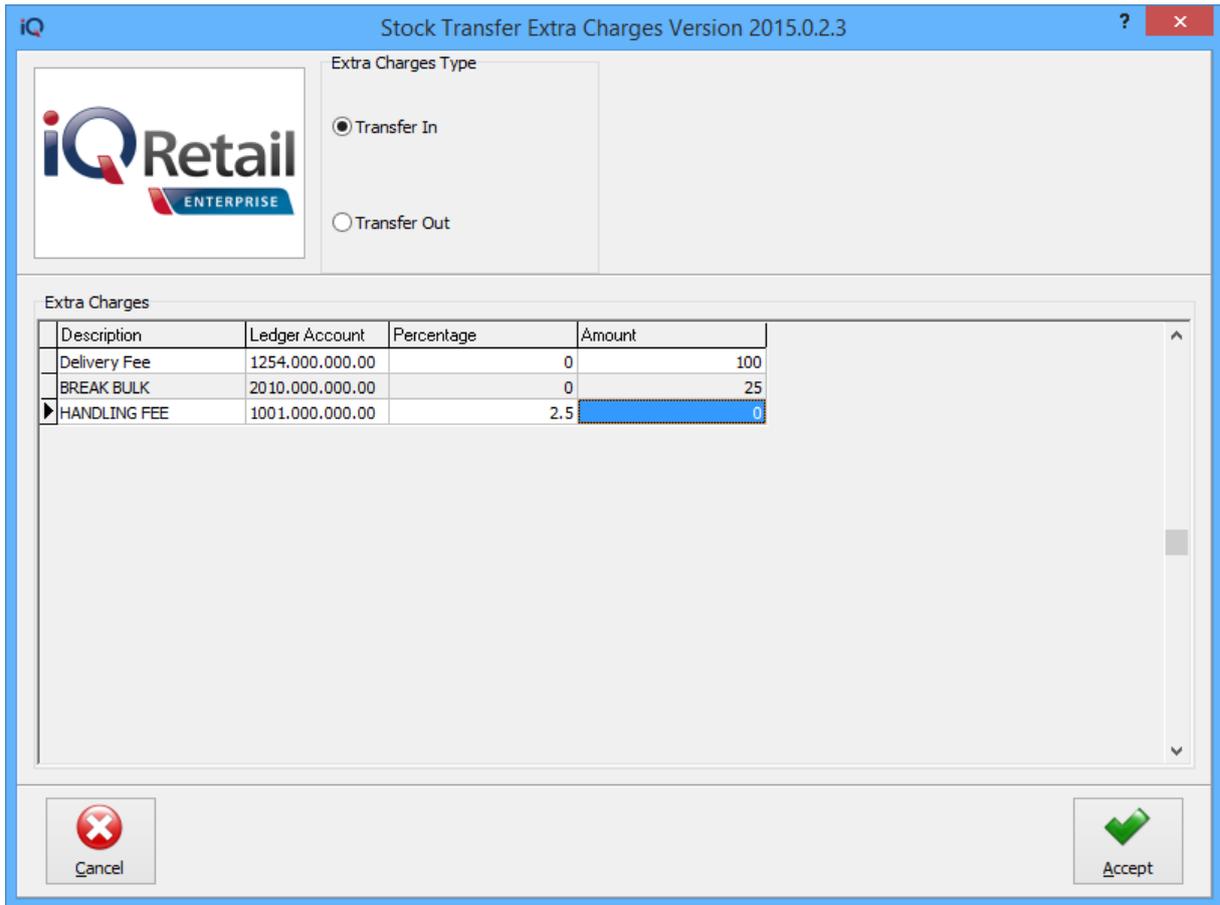
The enabling of extra charges allows the user to add additional charges for stock transfers. These extra charges may be setup for transfer in and transfer out transactions.

#### SHOW ON HAND COLUMN IN TRANSFER OUT

The Show On Hand Column In Transfer Out option allows the user to see the on-hand quantity of the receiving warehouse, of the stock item being transferred.

**EXTRA CHARGES**

Extra Charges can be setup for Transfers In and / or for Transfers Out.



**EXTRA CHARGES INFORMATION**

**DESCRIPTION**

The description option allows the user to add a description for the relevant extra charge.

**LEDGER ACCOUNT**

The ledger account option allows the user to select the relevant ledger account where the extra value will be posted to in the general ledger.

**PERCENTAGE**

The percentage option allows the user to add the extra charge as a percentage rather than a value.

**AMOUNT**

The amount option allows the user to add a set amount for the relevant extra charge when either doing a transfer in or a transfer out.

**BUTTON FUNCTIONALITY**

**CANCEL**

The cancel option will discard any changes made or incorrect selections of extra charges for stock transfers.

**ACCEPT**

The accept option allows the user to apply changes or accept the existing setup for stock transfer extra charges.



**ACCEPT**

The accept option allows the user to apply newly made changes or accept the existing setup of stock transfers.

**TRANSFERS BETWEEN WAREHOUSES**

Stock will for example be purchased into a warehouse, but needs to be moved to the store from where it will be sold.

**EXAMPLE:** Stock item A001001 is stored in Warehouse A003 when the stock is purchased. This stock needs to be moved to Warehouse A001 from where it will be sold.

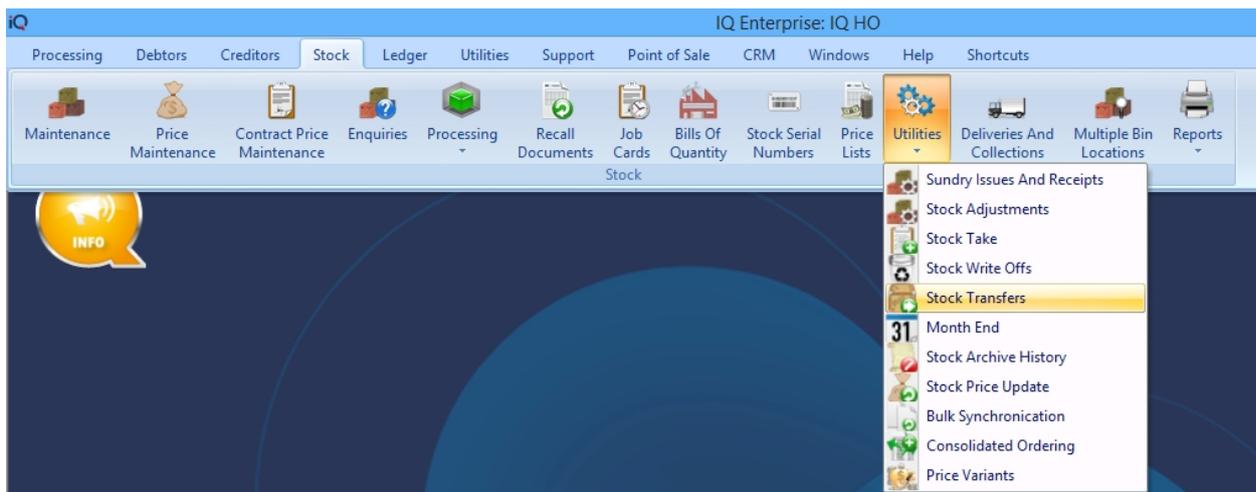


**EXAMPLE:** Another example of Stock Transfers is when the item is requested from a specific warehouse in another branch. Warehouse A001 in Branch 001 needs a stock item which is available in Branch 002 in Warehouse B002. The requested item can even have a different stock item number in the other branch 002.

**NOTE:** Remember that the Ledger departments for the branches have to be the same to enable the one branch to see the stock of the other branch.



From the IQ main menu, select the Stock option, select Utilities and click on Stock Transfers.



### STOCK TRANSFER REQUEST

If the Warehouse A001 in Branch 001 needs stock from Warehouse B002 in Branch 002, the requesting branch will complete a Stock Request first to start the stock transfer process.

If Warehouse A001 needs stock from Warehouse A003 in the same Branch 001, it will depend on the size of the branch and how many people are responsible for the stock in the different warehouses and the company policies, where the user will start with the transfer procedure.

To do a stock request, click on the Request Stock button at the bottom of the screen.

**Transfer Details**

Request By	001	Warehouse	001
Request From	001		003
Out		In	
Transfer Date	28/07/2015		28/07/2015
Order Number			
Expected Date	30/07/2015		

**Items**

Code	Description	OnHand	Quantity	Cost
000000010103	NIKE PANTS BL		100	25.0000
				50.000
				0.0000

**Transfer Summary**

Transfer Value	1250.00
<b>Total</b>	<b>1250.00</b>

**Buttons:** Search, Auto Order, Design, Process, Import, Flash

## TRANSFER DETAILS

### REQUEST BY

#### BRANCH NUMBER

The branch number field shows the branch where the transfer request is coming from. In other words, this will be the branch where the stock will be transferred to.

#### WAREHOUSE

The warehouse option allows the user to choose a specific warehouse where the stock is being transferred to. In other words, this warehouse would be the place where stock is needed.

### REQUEST FROM

#### BRANCH NUMBER

If the transfer is just being done from storage locations within the same branch to the retail location / warehouse, the branch numbers will be the same as for the "Request By" field.

Or this will be the branch number for the warehouse where the stock items are at this moment being stored.

#### WAREHOUSE

This warehouse field shows the branch or location to where the stock will be transferred from. Meaning that the stock will be transferred from another warehouse into the selected warehouse in the same company.

### TRANSFER DATE OUT

The Transfer Date Out helps the user to see the date when the Transfer Request was generated.

**TRANSFER DATE IN**

The Transfer Date In is greyed out as no stock has been transferred yet.

**EXPECTED DATE**

The Expected date is the date when the requesting warehouse would like to receive the stock.

**ITEM INFORMATION**

**CODE**

The code is the item code for the stock which is being requested to be transferred.

**DESCRIPTION**

The description is the description of the stock item which needs to be transferred.

**ONHAND**

The onhand quantity of the stock item in the whole branch. This quantity includes the stock in all the warehouses for this branch.

**QUANTITY**

The quantity of the stock item which is needed to be transferred.

**COST**

The cost price of the requested stock item.

**BUTTON FUNCTIONALITY**

**SEARCH**

The search option allows the user to search for any specific information regarding the transfer.

**AUTO ORDER**

The Auto Order function allows the system to auto order stock if it is needed to complete the transfer.

**DESIGN**

The design option allows the user to design the existing report layout.

**PROCESS**

The process option allows the user to process the current transfer request.

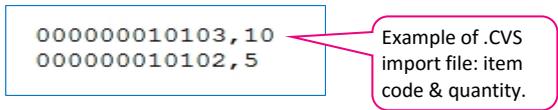
IQ HO		Date Printed: 28/07/2015		1 of 1
<b>Stock Transfers Items Request</b>				
<b>Requesting Branch:</b>	001			
<b>Order Number:</b>	TRRHO14			
<b>Request Date:</b>	28/07/2015			
<u>Code Requested</u>	<u>Description</u>	<u>Qty Requested</u>	<u>Qty Transferred</u>	
000000010103	NIKE PANTS BL	25.00	0.00	
*** END OF REPORT ***				

A report will be generated to show the requesting branch, an order number and request date. It also shows the requested items and the quantities requested and transferred.

**IMPORT**

Complete all the Transfer Details on the top of the screen, click on the Import button on the bottom of the screen to import the stock items, which will be reflected on the Transfer request.

The import file has to be a Text or .CSV (comma delimited) file with codes and quantities, without headers.



**FLASH**

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.

Once the Transfer Request has been completed, it will be listed under the Stock Transfer Requests tab as pending.

Order Number	Requesting Branch	Requesting Location	Date	Responding Branch	Responding Location	Date	Status
TRR4	001		03/01/2012	002		29/09/2014	Processed
TRR4	002		06/01/2012	001		29/09/2014	Processed
TRR5	002		06/01/2012	001		29/09/2014	Processed
TRR5	002		17/07/2012	001		30/12/1899	Rejected
TRR5	002	001	04/09/2012	001	002	30/12/1899	Rejected
TRR5	002		30/01/2014	001		30/12/1899	Rejected
TRR6	002	001	09/01/2013	001	001	29/09/2014	Processed
TRR6	002		05/03/2014	001		30/12/1899	Rejected
TRR7	002		06/02/2013	001		29/09/2014	Processed
TRR7	002		26/03/2014	001		30/12/1899	Rejected
TRR8	002	001	27/03/2013	001	003	27/03/2013	Processed
TRR9	002	001	14/05/2013	001	003	29/09/2014	Processed
TRRHO10	001	001	06/07/2015	001	003	30/12/1899	Rejected
TRRHO11	001	003	07/07/2015	STR	001	07/07/2015	Processed
TRRHO12	001	003	08/07/2015	STR	001	08/07/2015	Processed
TRRHO13	001	001	17/07/2015	001	003	30/12/1899	Pending
TRRHO14	001	001	28/07/2015	001	003	30/12/1899	Pending
TRRHO8	001	001	02/10/2014	002		02/10/2014	Processed
TRRHO9	001	001	06/07/2015	001	002	30/12/1899	Rejected

**STOCK TRANSFER INFORMATION**

**DISPLAY DATE**

The user has the option to choose which Transfer Request information he would like to see.

**CURRENT**

The Current information lists all the Transfer Requests.

**HISTORY**

Once a Transfer request has been deleted, it will be listed under History.

**REPORT TYPE**

The user also has the option about how much detail he would like to see on a report.

**DETAIL**

The Detail Report Type option will provide all the all the information on the selected Stock Transfer Request.

IQ HO		Date Printed: 29/07/2015		1 of 1	
<b>Stock Transfer Requests Detail</b>					
Current					
Order Number:	TRRH014	Requesting Branch:	001	Responding Branch:	001
Requesting Location:	001	Requesting Location:	001	Responding Location:	003
Request Date:	28/07/2015	Response Date:	28/07/2015		
Status:	Processed				
<u>Requested Code</u>	<u>Transferred Code</u>	<u>Description</u>	<u>Requested Qty</u>	<u>Transferred Quantity</u>	
000000010103	000000010103	NIKE PANTS BL	25.00	25.00	
*** END OF REPORT ***					

**SUMMARY**

The Summary Report Type option will provide a list of all the Stock Transfer Requests currently shown by selection.

IQ HO		Date Printed: 29/07/2015		1 of 1			
<b>Stock Transfer Requests Summary</b>							
Current							
Data Filter: (Status in (0,2))							
<u>Req Number</u>	<u>Request Date</u>	<u>Requesting Company</u>	<u>Requesting Location</u>	<u>Response Date</u>	<u>Responding Company</u>	<u>Responding Location</u>	<u>Status</u>
TRR2	03/01/2012	002		03/01/2012	001		Rejected
TRR5	17/07/2012	002		00:00:00	001		Rejected
TRR5	04/09/2012	002	001	00:00:00	001	002	Rejected
TRR5	30/01/2014	002		00:00:00	001		Rejected
TRR6	05/03/2014	002		00:00:00	001		Rejected
TRR7	26/03/2014	002		00:00:00	001		Rejected
TRRH010	06/07/2015	001	001	00:00:00	001	003	Rejected
TRRH013	17/07/2015	001	001	00:00:00	001	003	Pending
TRRH09	06/07/2015	001	001	00:00:00	001	002	Rejected
*** END OF REPORT ***							

**SORT ORDER**

The user has the option the sort the information displayed on the screen in 3 orders:

**ORDER NUMBER**

The order number option will list the information displayed in order number order.

**OUT BRANCH**

The Out Branch option will list the information displayed on the screen in the requesting branch order.

**IN BRANCH**

The In Branch option will list the information displayed on the screen in the responding branch order.

**VIEW STATUS**

The user can select one or more of the view status options, depending on which information he would like to see.

**PENDING**

The Pending option will list only the pending stock transfer requests.

**PROCESSED**

The Processed option will list only the stock transfer requests that been completely processed in the current branch.

**REJECTED**

The Rejected option will list only the stock transfer requests that have been rejected.

**PARTIAL**

The Partial option will list only the stock transfer requests that have been partially processed. There are still stock items on the request that need to be transferred.

**STOCK TRANSFER REQUESTS****ORDER NUMBER**

The order number is the order number entered once the request has been accepted.

**REQUESTING BRANCH**

The Requesting Branch is the branch number of the branch that is requesting the stock.

**REQUESTING LOCATION**

The Requesting location is the specific warehouse in the requesting branch that is requesting the stock.

**DATE**

The date when the stock transfer request has been processed.

**RESPONDING BRANCH**

The Responding Branch is the branch number of the branch from where the stock is requested.

**RESPONDING LOCATION**

The Responding Location is the number of the warehouse in the branch from where the stock is requested.

**DATE**

The second date is the date when the user accepts the stock request and transfer out. This date defaults to 30/12/1899 until the request is accepted.

## STATUS

The status will indicate what has happened with the stock transfer request, it can be pending, processed, rejected or partially processed.

## BUTTON FUNCTIONALITY

### SEARCH

The search option allows the user to search for specific information in the transfer information listed.

### FILTER

The Filter option allows the user to filter for specific information from the list.

## TRANSFER STOCK

The Transfer Stock has two options for what should happen with the stock, stock can be transferred out or in.

### OUT

The Transfer Stock Out option allows the user to accept or reject or create a new stock transfer.

**NOTE:** If a Stock Transfer request was not done, this will be the start of the stock transfer process. The user will transfer stock out to another location.

### IN

The Transfer Stock In option allows the user to follow the process to receive stock.

**NOTE:** Transfer In can only be used if stock has been transferred out from another location.

## REQUEST STOCK

The Request Stock option allows the user to create a new stock transfer request.

## DELETE

The Delete option allows the user to delete Stock Transfer Requests.

A safety check has been built into the system, to ensure that a user doesn't delete a Stock Transfer Request if it hasn't been processed completely by both the requesting and responding locations.



**NOTE:** The user has to check that all the stock that was transferred out at one location, has been received at the next location before the Transfer Request can be deleted.

## REPORT OPTIONS

The Report options allows the user to design, preview or print the report.

### STOCK TRANSFER OUT

Select the Transfer Stock button on the bottom of the screen and click on Out. The user will always start with the Transfer Out as a Transfer In can't be done before the stock items are made available.

Display Date:  Current  Detail  History  
 Report Type:  Detail  Summary  
 Sort Order:  Order Number  Out Branch  In Branch  
 View Status:  Pending  Processed  Rejected  Partial  
 Available Filters: Clear Filter

Order Number	Requesting Branch	Requesting Location	Date	Responding Branch	Responding Location	Date	Status
TRR4	001		03/01/2012	002		29/09/2014	Processed
TRR4	002		06/01/2012	001		29/09/2014	Processed
TRR5	002		06/01/2012	001		29/09/2014	Processed
TRR5	002		17/07/2012	001		30/12/1899	Rejected
TRR5	002	001	04/09/2012	001	002	30/12/1899	Rejected
TRR5	002		30/01/2014	001		30/12/1899	Rejected
TRR6	002	001	09/01/2013	001	001	29/09/2014	Processed
TRR6	002		05/03/2014	001		30/12/1899	Rejected
TRR7	002		06/02/2013	001		29/09/2014	Processed
TRR7	002		26/03/2014	001		30/12/1899	Rejected
TRR8	002	001	27/03/2013	001	003	27/03/2013	Processed
TRR9	002	001	14/05/2013	001	003	29/09/2014	Processed
TRRHO10	001	001	06/07/2015	001	003	30/12/1899	Rejected
TRRHO11	001	003	07/07/2015	STR	001	07/07/2015	Processed
TRRHO12	001	003	08/07/2015	STR	001	08/07/2015	Processed
TRRHO13	001	001	17/07/2015	001	003	30/12/1899	Pending
TRRHO14	001	001	28/07/2015	001	003	30/12/1899	Pending
TRRHO8	001	001	02/10/2014	002	002	02/10/2014	Processed
TRRHO9	001	001	06/07/2015	001	002	30/12/1899	Rejected

Buttons: Search, Filter, Transfer Stock (Out/In), Request Stock, Delete, Report Options

The next screen will display a list of all the Outstanding Transfer Requests.

Outstanding Transfer Requests

Order Number	Requesting Branch	Requesting Location	Date	Expected Date
TRRHO13	001	001	17/07/2015	18/07/2015
TRRHO14	001	001	28/07/2015	30/07/2015

Buttons: Cancel, Accept, New Transfer, Reject, Send Response

**OUTSTANDING TRANSFER REQUESTS**

**ORDER NUMBER**

The Order Number displayed is the order number which was automatically allocated when the Transfer Request was processed.

**REQUESTING BRANCH**

The Requesting Branch is the branch number of the branch that is requesting the stock.

**REQUESTING LOCATION**

The Requesting location is the specific warehouse in the requesting branch that is requesting the stock. In other words, the location where the stock items are needed.

**DATE**

The date is the date when the Transfer Request was processed.

**EXPECTED DATE**

The Expected date is the date when the stock items are needed at the other location.

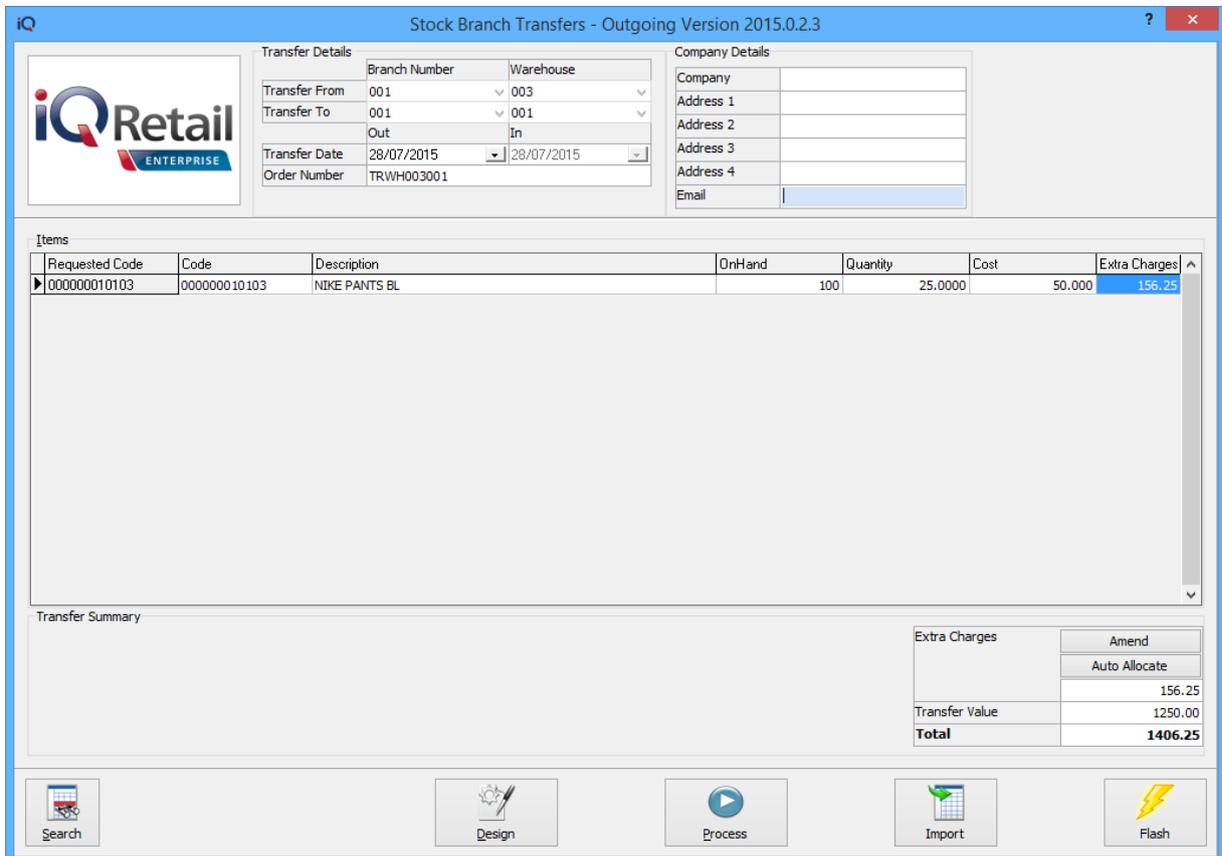
**BUTTON FUNCTIONALITY**

**CANCEL**

The Cancel option allows the user to exit the Transfer Out without processing anything.

**ACCEPT**

The Accept option allows the user at a specific location to accept the Transfer Request and transfer the stock out.



**TRANSFER DETAILS****TRANSFER FROM**

The Transfer From indicates the responding branch and warehouse/location where the stock items must be transferred from.

**TRANSFER TO**

The Transfer To indicate the requesting branch and warehouse/location. In other words, the location where the stock items are needed.

**TRANSFER DATE**

The Transfer Date is the date when the transfer out is processed.

**ORDER NUMBER**

The Order Number is a required field, which has to be completed before the Transfer Out will process.

**COMPANY DETAILS**

When a new transfer out transaction is generated, the receiving (transfer to) company's information will be displayed in the company details fields.

**ITEMS****REQUESTED CODE**

The Requested code is the stock item code as it is used in the requesting branch.

**CODE**

The Code field represents the stock item code as it is used in the responding branch. If the current branch uses another stock item code for the requested item, the correct item code can be selected from the current stock list.

**DESCRIPTION**

The Description represents the stock item description.

**ONHAND**

The Onhand field represents the onhand quantity of the stock in the current branch.

**QUANTITY**

The quantity field represents the quantity of the stock item that will be transferred out.

**COST**

The Cost field represents the average cost of the stock item.

**EXTRA CHARGES**

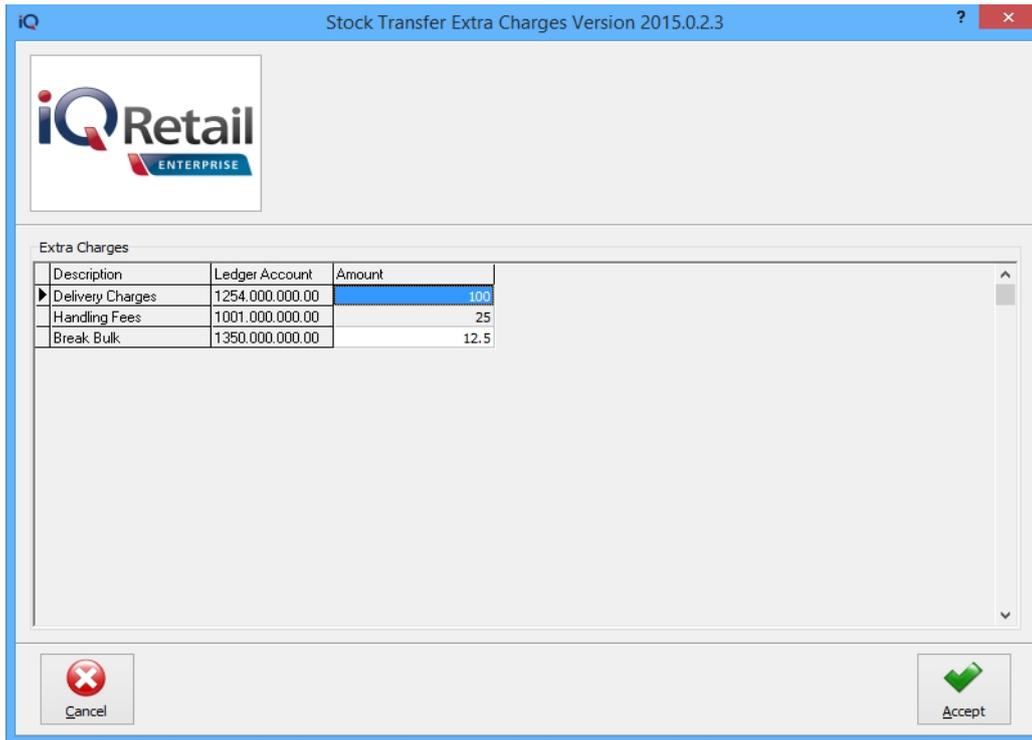
The Extra charges field allows the user to decide how the extra charges should be divided between the items on the Stock Transfer Out.

**EXTRA CHARGES**

In the field just above the transfer value, the total amount for the extra charges is displayed in the field just above the transfer value.

**AMEND**

The amend option allows the user to change the amounts for the extra charges.



**NOTE:** The Extra Charges are setup in Module Parameters.

**AUTO ALLOCATE**

The Auto Calculate option allows for the extra charges amount to be divided evenly using a weighted average formula, between the different stock items on the transfer. These extra charges are then added to the cost price of each item.

**TRANSFER VALUE**

The Transfer Value displays the total value of the items to be transferred. Transfer Value = the sum of (Quantities x Cost).

**TOTAL**

The Total field displays the Transfer Value plus the Extra Charges.

**BUTTON FUNCTIONALITY**

**SEARCH**

The search option allows the user to search for specific information in the transaction.

**DESIGN**

The Design option allows the user to create or edit the stock transfer document.

**PROCESS**

The Process option allows the user to process the Transfer Out transaction.

**IMPORT**

The Import option allows the user to import a Text or .CSV (comma delimited) file containing item codes and quantities into the item list.

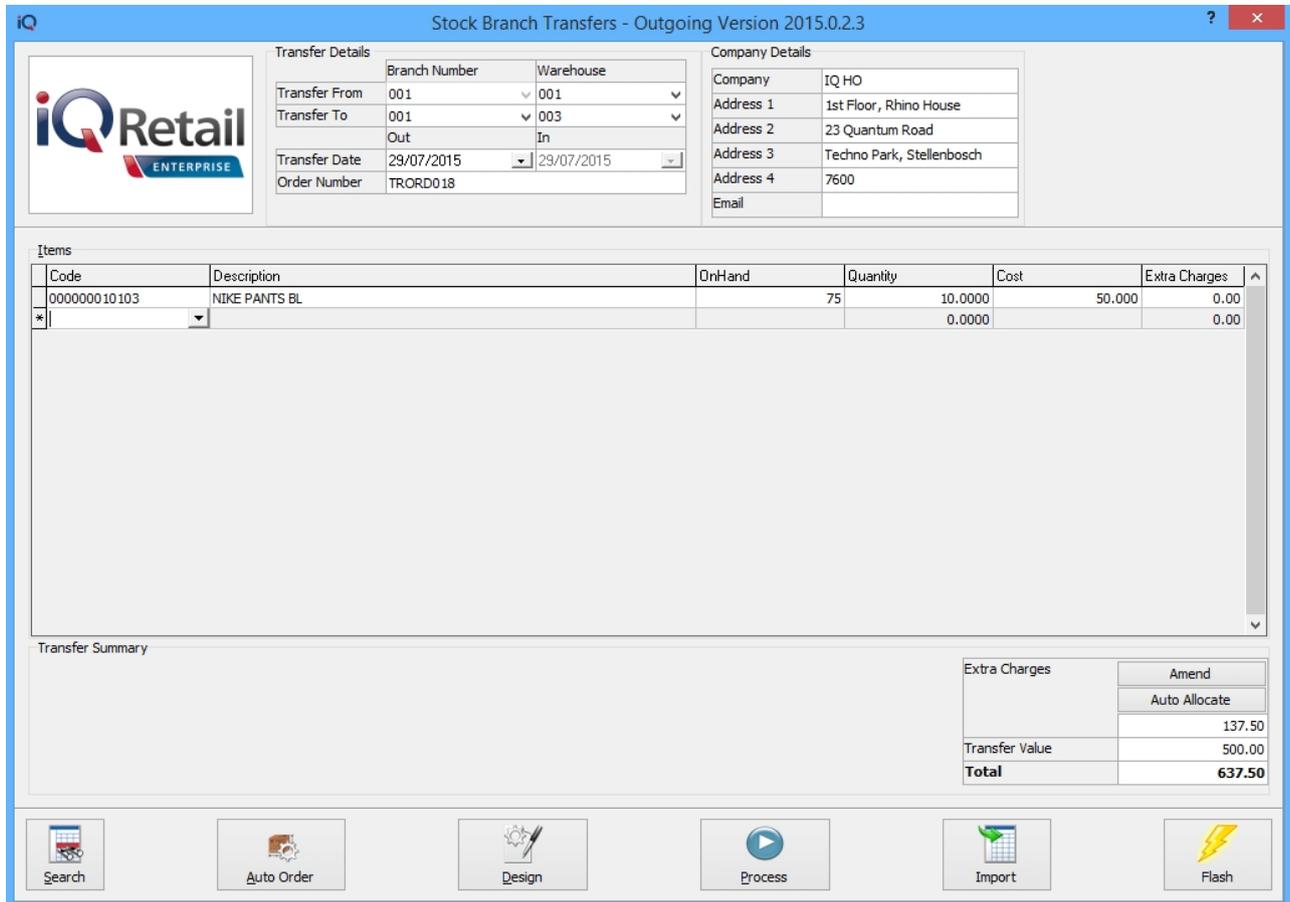
**NOTE:** All the Transfer Details have to be entered before the system will allow an import.

**FLASH**

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.

**NEW TRANSFER**

The New Transfer option allows for the user to create a new transfer out.



**TRANSFER DETAILS**

**TRANSFER FROM**

The Transfer From indicates the branch and warehouse/location where the stock items must be transferred from.

**TRANSFER TO**

The Transfer To indicate the receiving branch and warehouse/location. In other words, the location where the stock items are needed.

**TRANSFER DATE**

The Transfer Date is the date when the transfer out is processed.

**ORDER NUMBER**

The Order Number is a required field, which has to be completed before the Transfer Out will process.

**COMPANY DETAILS**

When a new transfer out transaction is generated, the receiving (transfer to) company’s information will be displayed in the company details fields.

**ITEMS**

**CODE**

The Code field represents the stock item code as it is used in the current branch. The item code of the stock item that will be transferred.

**DESCRIPTION**

The Description represents the stock item description.

**ONHAND**

The Onhand field represents the onhand quantity of the stock in the current branch.

**QUANTITY**

The quantity field represents the quantity of the stock item that will be transferred out.

**COST**

The Cost field represents the average cost of the stock item.

**EXTRA CHARGES**

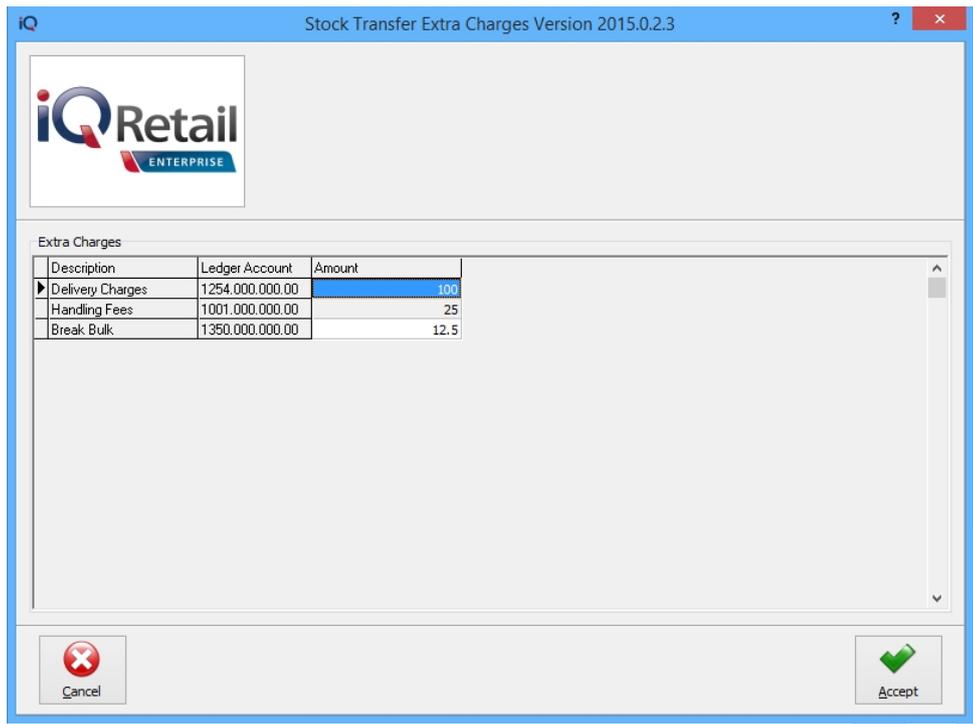
The Extra charges field allows the user to decide how the extra charges should be divided between the items on the Stock Transfer Out.

**EXTRA CHARGES**

In the field just above the transfer value, the total amount for the extra charges is displayed.

**AMEND**

The amend option allows the user to change the amounts for the extra charges.



**NOTE:** The Extra Charges are setup in Module Parameters.

**AUTO ALLOCATE**

The Auto Calculate option allows for the total extra charges amount to be divided evenly using a weighted average formula, between the different stock items on the transfer. These extra charges are then added to the cost price of each item.

**TRANSFER VALUE**

The Transfer Value displays the total value of the items to be transferred. Transfer Value = the sum of (Quantities x Cost).

**TOTAL**

The Total field displays the Transfer Value plus the Extra Charges.

**BUTTON FUNCTIONALITY****SEARCH**

The search option allows the user to search for specific information in the transaction.

**AUTO ORDER**

The Auto Order option allows for the user to order stock items where needed, without processing a separate purchase order.

**NOTE:** The auto order option will only work if an ordering formula has been setup on the relevant stock items and if the re-order level and re-order quantity fields have values entered.

**DESIGN**

The Design option allows the user to create or edit the stock transfer document.

**PROCESS**

The Process option allows the user to process the Transfer Out transaction.

**IMPORT**

The Import option allows the user to import a .csv (comma delimited) file containing item codes and quantities into the item list.

**NOTE:** All the Transfer Details have to be entered before the system will allow an import.

**FLASH**

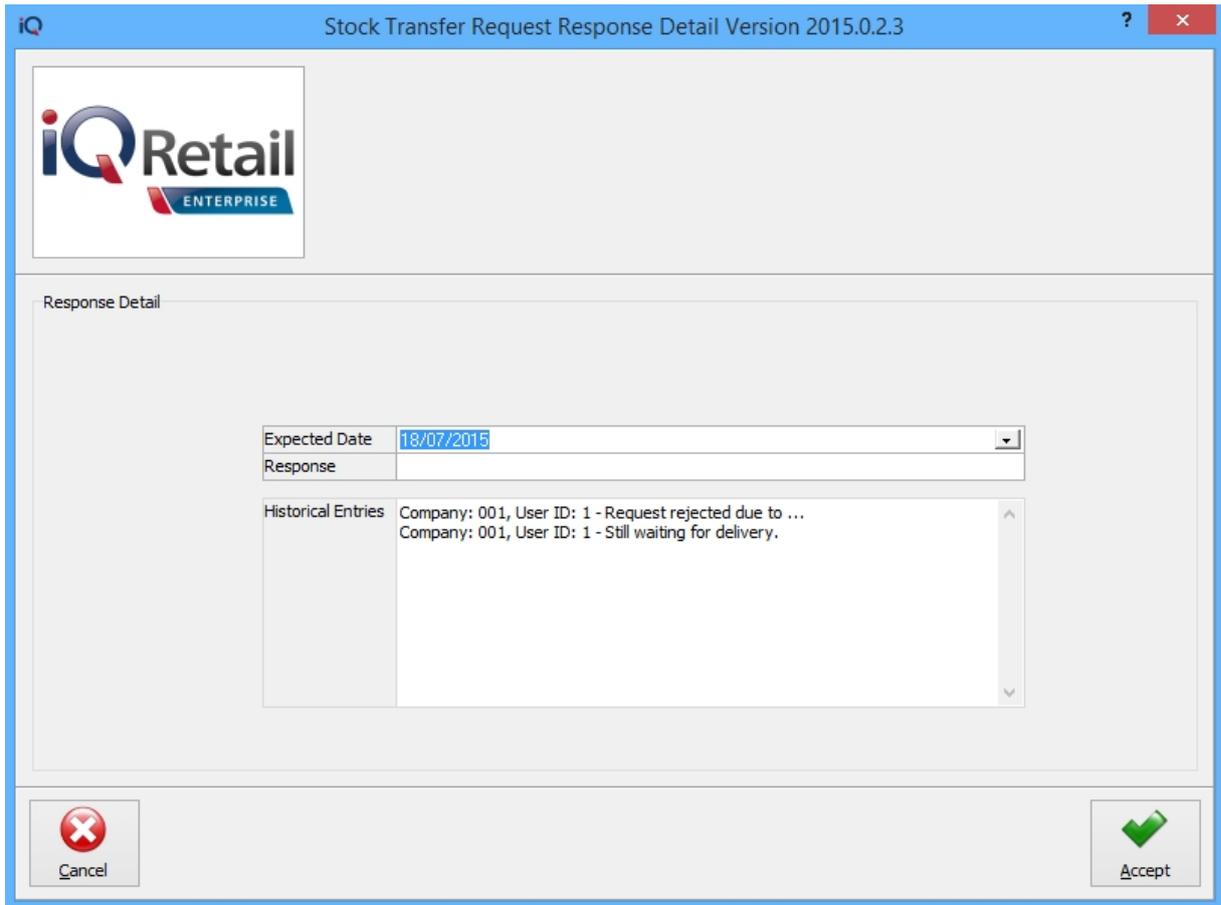
The flash option allows the user to call up a flash report by either selecting the flash button or he can use the "Alt" button. To call up a flash report using the "Alt" option. Hold down the "Alt" button and then press either number 1 – 9, this will bring up the flash report that corresponds to the relevant number.

**REJECT**

The Reject option allows the user to reject a transfer request.

**SEND RESPONSE**

The Send Response option allows the user to keep track of all responses about the Transfer Request.



The field can be added to the detailed transfer request report.

**NOTE:** The system won't send any responses to the requesting branch. If the field is added to the report, the report can be sent to keep the requesting branch informed about the request.

IQ HO		Date Printed: 30/07/2015		1 of 1	
<b>Stock Transfer Requests Detail</b>					
<b>Current</b>					
<b>Order Number:</b>	TRRH013	<b>Requesting Branch:</b>	001	<b>Responding Branch:</b>	001
<b>Requesting Location:</b>	001	<b>Requesting Location:</b>	001	<b>Responding Location:</b>	003
<b>Request Date:</b>	17/07/2015	<b>Request Date:</b>	17/07/2015	<b>Response Date:</b>	30/12/1899
<b>Status:</b>	Pending	Response: Company: 001, User ID: 1 - Request rejected due to ... Company: 001, User ID: 1 - Still waiting for delivery.			
<u>Requested Code</u>	<u>Transferred Code</u>	<u>Description</u>	<u>Requested Qty</u>	<u>Transferred Quantity</u>	
000000010103		NIKE PANTS BL	10.00	0.00	
*** END OF REPORT ***					

Once the Transfer Out was completed, the transfer transaction will display in Stock Transfers, but it will show as not completed.

Stock Transfers Version 2015.0.2.3

Display Date:  Current  History  
 Report Type:  Detail  Summary  
 Sort Order:  Order Number  Out Document  In Document

Available Filters: Clear Filter

Stock Transfers | Stock Transfer Requests

Order Number	Out Document	In Document	Out...	In ...	Out ...	In L...	Out Date	In Date	Out Total	In Total	COMPL...
201410021512160	TRFHO36	TRF0138	001	002	001		02/10/2014	03/10/2014	3 647.55	3 647.55	<input checked="" type="checkbox"/>
201410021527150	TRFHO37		001	002	001		02/10/2014	30/12/1899	6 815.05	0.00	<input type="checkbox"/>
201410021603470	TRFHO38		001	002	001		02/10/2014	30/12/1899	2 400.00	0.00	<input type="checkbox"/>
201410031608120	TRFHO40		001	002	001		03/10/2014	30/12/1899	6 782.99	0.00	<input type="checkbox"/>
201410211143510	TRFHO41	TRF0139	001	002	001		21/10/2014	21/10/2014	3 600.00	3 600.00	<input checked="" type="checkbox"/>
201410221200560	TRFHO42	TRF0140	001	002	001		22/10/2014	22/10/2014	2 250.00	2 250.00	<input checked="" type="checkbox"/>
201410231133020	TRFHO43		001	002	001		23/10/2014	30/12/1899	38 064.99	0.00	<input type="checkbox"/>
201411051135000	TRFHO44		001	002	001		05/11/2014	30/12/1899	651 282.34	0.00	<input type="checkbox"/>
201411051143530	TRFHO45		001	002	001		05/11/2014	30/12/1899	3 750.00	0.00	<input type="checkbox"/>
201411051145520	TRFHO46		001	002	001		05/11/2014	30/12/1899	3 500.00	0.00	<input type="checkbox"/>
GRF	TRF3	TRFHO48	STR	001	001	003	08/07/2015	08/07/2015	249.95	399.95	<input checked="" type="checkbox"/>
PO14	TRF0134		002	001			29/09/2014	30/12/1899	49.81	0.00	<input type="checkbox"/>
PO32	TRFHO33		001	002	001	002	02/10/2014	30/12/1899	224.00	0.00	<input type="checkbox"/>
PO56	TRF0135		002	001			29/09/2014	30/12/1899	49.81	0.00	<input type="checkbox"/>
PO75	TRF0121	TRFHO39	002	001		001	29/09/2014	03/10/2014	1 031.65	1 181.65	<input checked="" type="checkbox"/>
SOERHITS'OTH	TRFHO52		001	001	001	002	17/07/2015	30/12/1899	637.50	0.00	<input type="checkbox"/>
TRF003001019	TRFHO55		001	001	003	001	30/07/2015	30/12/1899	637.50	0.00	<input type="checkbox"/>
TOETS OUT 1	TRFHO34		001	002	001	002	02/10/2014	30/12/1899	212.50	0.00	<input type="checkbox"/>
TR001	TRF2	TRFHO47	STR	001	001	003	07/07/2015	07/07/2015	499.90	649.90	<input checked="" type="checkbox"/>

Search | Filter | Transfer Stock | Request Stock | Delete | Report Options

The Stock Transfer will appear on the Stock Transfers list, but there will not yet be a tick in the Completed column, as the stock still needs to be transferred in at the other location.

**NOTE:** If the user deletes this transfer request at this stage, he can have a stock imbalance.

### TRANSFER IN

Both the Transfer Out and the Transfer In must be processed to complete a Stock Transfer.

A Stock item can only be Transferred In, once a transfer out for the item was done at another location. The transfer process can't be started by doing a transfer in first.

If the user tries to process a transfer in, when there are no outstanding transfers, the following error message will appear:



To process a Transfer In, the user can click on Stock, Utilities and then select Stock Transfers. Click on the Transfer Stock button on the bottom of the screen and select the In option.

Stock Transfers Version 2015.0.2.3

Available Filters: Clear Filter

Display Date:  Current  History  
 Report Type:  Detail  Summary  
 Sort Order:  Order Number  Out Document  In Document

Order Number	Out Document	In Document	Out...	In...	Out...	In L...	Out Date	In Date	Out Total	In Total	COMPL...
201410021512160	TRFHO36	TRF0138	001	002	001		02/10/2014	03/10/2014	3 647.55	3 647.55	✓
201410021527150	TRFHO37		001	002	001		02/10/2014	30/12/1899	6 815.05	0.00	☐
201410021603470	TRFHO38		001	002	001		02/10/2014	30/12/1899	2 400.00	0.00	☐
201410031608120	TRFHO40		001	002	001		03/10/2014	30/12/1899	6 782.99	0.00	☐
201410211143510	TRFHO41	TRF0139	001	002	001		21/10/2014	21/10/2014	3 600.00	3 600.00	✓
201410221200560	TRFHO42	TRF0140	001	002	001		22/10/2014	22/10/2014	2 250.00	2 250.00	✓
201410231133020	TRFHO43		001	002	001		23/10/2014	30/12/1899	38 064.99	0.00	☐
201411051135000	TRFHO44		001	002	001		05/11/2014	30/12/1899	651 282.34	0.00	☐
201411051143530	TRFHO45		001	002	001		05/11/2014	30/12/1899	3 750.00	0.00	☐
201411051145520	TRFHO46		001	002	001		05/11/2014	30/12/1899	3 500.00	0.00	☐
GRF	TRF3	TRFHO48	STR	001	001	003	08/07/2015	08/07/2015	249.95	399.95	✓
PO14	TRF0134		002	001			29/09/2014	30/12/1899	49.81	0.00	☐
PO32	TRFHO33		001	002	001	002	02/10/2014	30/12/1899	224.00	0.00	☐
PO56	TRF0135		002	001			29/09/2014	30/12/1899	49.81	0.00	☐
PO75	TRF0121	TRFHO39	002	001		001	29/09/2014	03/10/2014	1 031.65	1 181.65	✓
SOERHTS'OTH	TRFHO53		001	001	001	002	17/07/2015	30/12/1899	637.50	0.00	☐
TFR003001019	TRFHO55		001	001	003	001	30/07/2015	30/12/1899	637.50	0.00	☐
TOETS OUT 1	TRFHO34		001	002	001	002	02/10/2014	30/12/1899	212.50	0.00	☐
TR001	TRF2	TRFHO47	STR	001	001	003	07/07/2015	07/07/2015	499.90	649.90	✓

Buttons: Search, Filter, Transfer Stock, Request Stock, Delete, Report Options

Transfer Stock dropdown: Out, In

The following screen with all outstanding transfers will appear:

Order Number	Document		Branch		Location		Date		Total	
	Out	In	Out	In	Out	In	Out	In	Out	In
PO14	TRF0134		002	001			29/09/2014	30/12/1899	49.81	0.00
PO56	TRF0135		002	001			29/09/2014	30/12/1899	49.81	0.00
SOERHTS'OTH	TRFHO53		001	001	001	002	17/07/2015	30/12/1899	637.50	0.00
TFR003001019	TRFHO55		001	001	003	001	30/07/2015	30/12/1899	637.50	0.00
TRWH003001	TRFHO54		001	001	003	001	28/07/2015	30/12/1899	1 406.25	0.00

**OUTSTANDING TRANSFERS**

**ORDER NUMBER**

The outstanding transfers are listed in order number order. This order number is the order number the user captured when the Transfer Out was processed.

**DOCUMENT**

The Document Out number is the number which was generated automatically when the Transfer Out was Processed.

The Document In is empty as the transfer In has not yet been processed.

**BRANCH**

The Branch Out is the branch where the Transfer Out was done.

The Branch In is the branch number of the company the user is currently logged into, the branch where the transfer In needs to be processed.

**LOCATION**

The location Out number is the warehouse where the Transfer out was processed.

The Location In is the warehouse where the stock needs to be received, or transferred in.

**DATE**

The Date Out represents the date when the Transfer Out was processed.

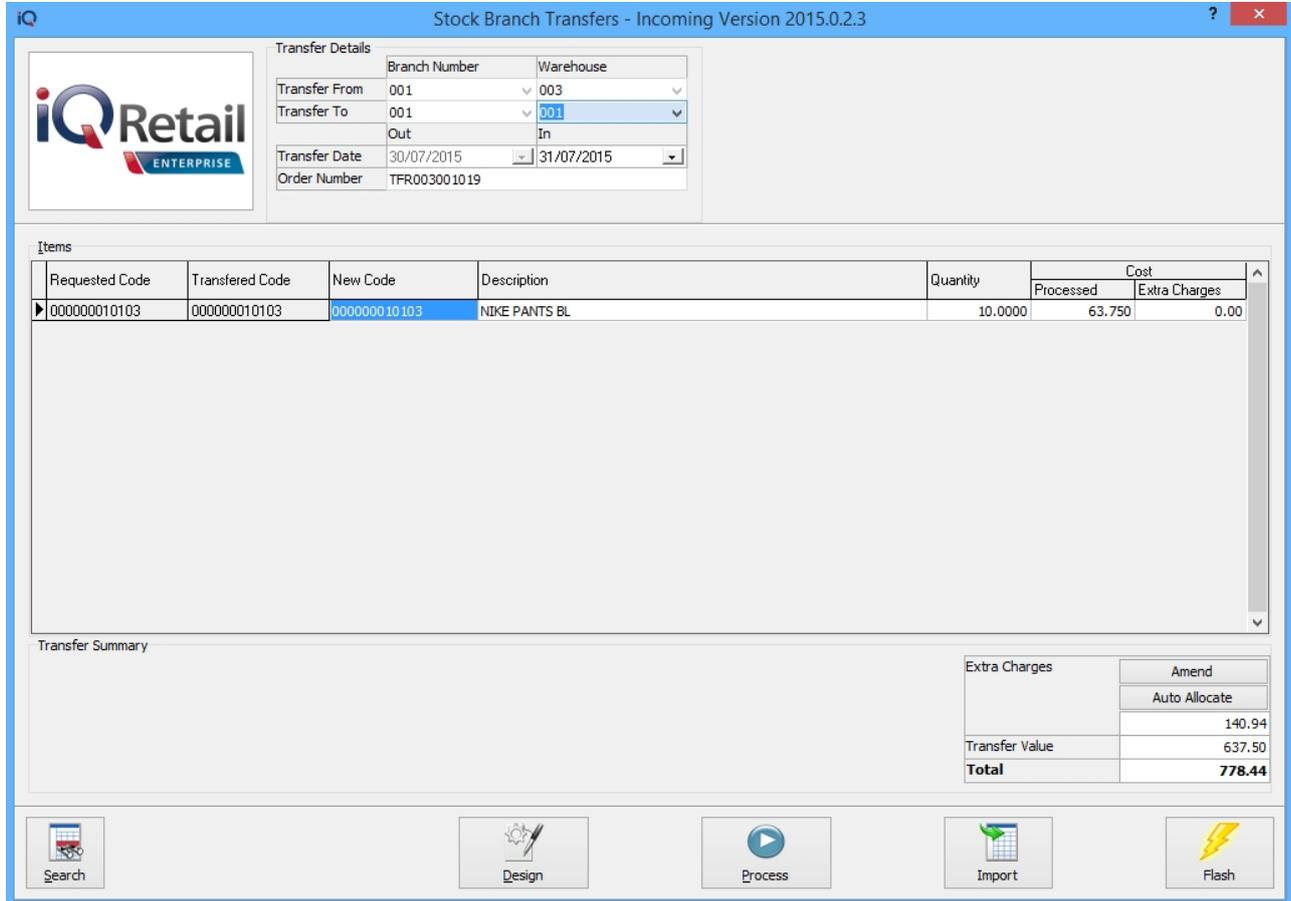
The Date In defaults to 30/12/1899. If there was a Partial Transfer In done, this date would be the date when the Partial Transfer In was processed.

**TOTAL**

The total Out value is the rand value of the Transfer Out transaction.

If there is already value in the Total In column, the Total In would be the value of the partially processed transfer in.

To process the Transfer In on one of the outstanding transfers, select the transaction by highlighting it and click on Accept.



**TRANSFER DETAILS**

The only field that can be edited in the transfer details would be the warehouse to which the stock items are transferred to.

**ITEMS**

**REQUESTED CODE**

If the process was started with a transfer request, the requested code would be the item number for the requested item.

**NOTE:** This field would not be on the Transfer In if there was no transfer request.

**TRANSFERRED CODE**

The Transferred Code represents the number of the item on the Transfer Out transaction.

**NOTE:** If the item was transferred from another branch, they could have used another item code for the selected item.

**NEW CODE**

The New code would be the existing item number for the item in your system.

**DESCRIPTION**

The description of the stock item that has to be received via the Transfer In.

**QUANTITY**

The quantity of the item that has to be received via the transfer in.

**COST****PROCESSED**

The Processed cost is the total cost of the item according to the transfer out.

**EXTRA CHARGES**

If there are any extra charges applicable for the transfer in, they would be displayed in this field.

**EXTRA CHARGES****AMEND**

The extra charges can be amended by selecting this option. The extra charges in table will appear and the user can edit it by click on the charge and changing it if required.

**AUTO ALLOCATE**

The Auto Calculate option allows for the total extra charges amount to be divided evenly using a weighted average formula, between the different stock items on the transfer. These extra charges are then added to the cost price of each item.

**TRANSFER VALUE**

The Transfer Value displays the total value of the items to be transferred.  $\text{Transfer Value} = \text{the sum of (Quantities} \times \text{Cost)}$ .

**TOTAL**

The Total field displays the Transfer Value plus the Extra Charges.

**BUTTON FUNCTIONALITY****SEARCH**

The search option allows the user to search for specific information in the transaction.

**DESIGN**

The Design option allows the user to create or edit the stock transfer in document.

**PROCESS**

The Process option allows the user to process the Transfer In transaction.

IQ HO		Date Printed :31/07/2015 10:56:38		Page No 1	
<b>Stock Transfer Document</b>					
Document: TRFH058		Document: TFR003001019		Address:	
From Company: 001		From Location: 003			
To Company: 001		To Location: 001			
<u>Code</u>	<u>Description</u>	<u>QTY</u>	<u>Avg Cost</u>	<u>Line Total</u>	
000000010103	NIKE PANTS BL	10.0000	63.75	637.50	
Total Value: 637.50					
Total Items: 10.00					
*** END OF REPORT ***					

**IMPORT**

The import option allows the user to import a .csv (comma delimited) file containing item codes and quantities into the item list.

**FLASH**

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.

Once the Transfer In is processed, the transfer transaction is completed.

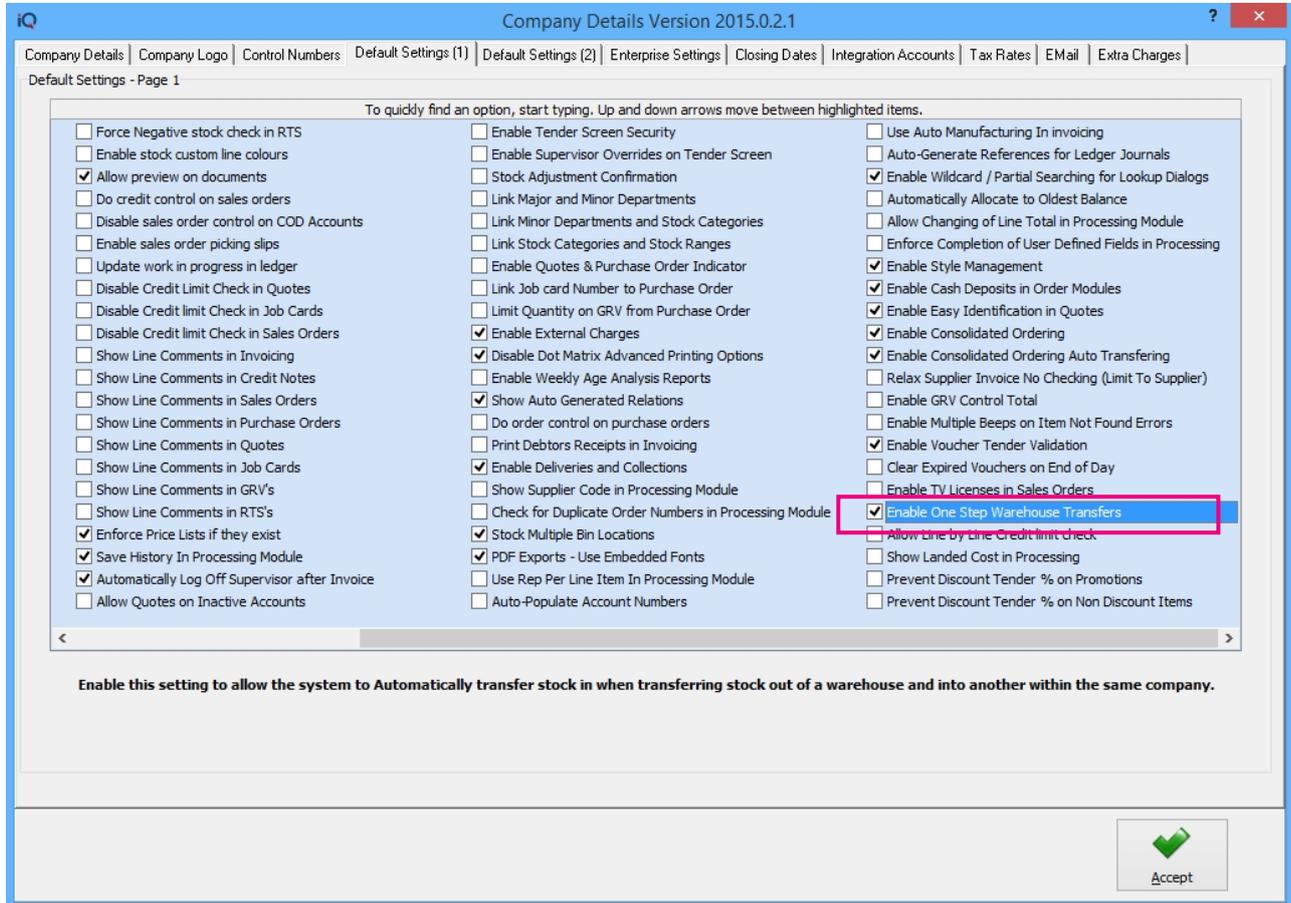
Order Number	Out Document	In Document	Out...	In...	Out...	In...	Out Date	In Date	Out Total	In Total	COMPL...
201410021512160	TRFH036	TRF0138	001	002	001		02/10/2014	03/10/2014	3 647.55	3 647.55	☑
201410021527150	TRFH037		001	002	001		02/10/2014	30/12/1899	6 815.05	0.00	☐
201410021603470	TRFH038		001	002	001		02/10/2014	30/12/1899	2 400.00	0.00	☐
201410031608120	TRFH040		001	002	001		03/10/2014	30/12/1899	6 782.99	0.00	☐
201410211143510	TRFH041	TRF0139	001	002	001		21/10/2014	21/10/2014	3 600.00	3 600.00	☑
201410221200560	TRFH042	TRF0140	001	002	001		22/10/2014	22/10/2014	2 250.00	2 250.00	☑
201410231133020	TRFH043		001	002	001		23/10/2014	30/12/1899	38 064.99	0.00	☐
201411051135000	TRFH044		001	002	001		05/11/2014	30/12/1899	651 282.34	0.00	☐
201411051143530	TRFH045		001	002	001		05/11/2014	30/12/1899	3 750.00	0.00	☐
201411051145520	TRFH046		001	002	001		05/11/2014	30/12/1899	3 500.00	0.00	☐
GRF	TRF3	TRFH048	STR	001	001	003	08/07/2015	08/07/2015	249.95	399.95	☑
INTERNAL	TRFH056		001	001	004	001	31/07/2015	30/12/1899	690.83	0.00	☐
PO14	TRF0134	TRFH057	002	001		001	29/09/2014	31/07/2015	49.81	49.81	☑
PO32	TRFH033		001	002	001	002	02/10/2014	30/12/1899	224.00	0.00	☐
PO56	TRF0135		002	001			29/09/2014	30/12/1899	49.81	0.00	☐
PO75	TRF0121	TRFH039	002	001		001	29/09/2014	03/10/2014	1 031.65	1 181.65	☑
SOEPHYS/OTH	TRFH053		001	001	001	002	17/07/2015	30/12/1899	637.50	0.00	☐
TFR003001019	TRFH055	TRFH058	001	001	003	001	30/07/2015	31/07/2015	637.50	637.50	☑
TOLETS OUT 1	TRFH034		001	002	001	002	02/10/2014	30/12/1899	212.00	0.00	☐

Only now can the Transfer Request be deleted with safety from the Transfer Request list.

## STOCK TRANSFERS IN ONE STEP

The system provides that the transfer of stock items between warehouses within the same company or branch can be done in only one step. While the user is processing a Transfer Out between branches, the Transfer In will process automatically in the background.

To enable the user to do a warehouse stock transfer in one step, the system has to be setup in Default Settings (1). From the IQ main menu, select Utilities, Company Details, select the Default Settings (1) tab and search for enable One Step Warehouse Transfers and tick the option to enable it. Click on Accept to save the change.

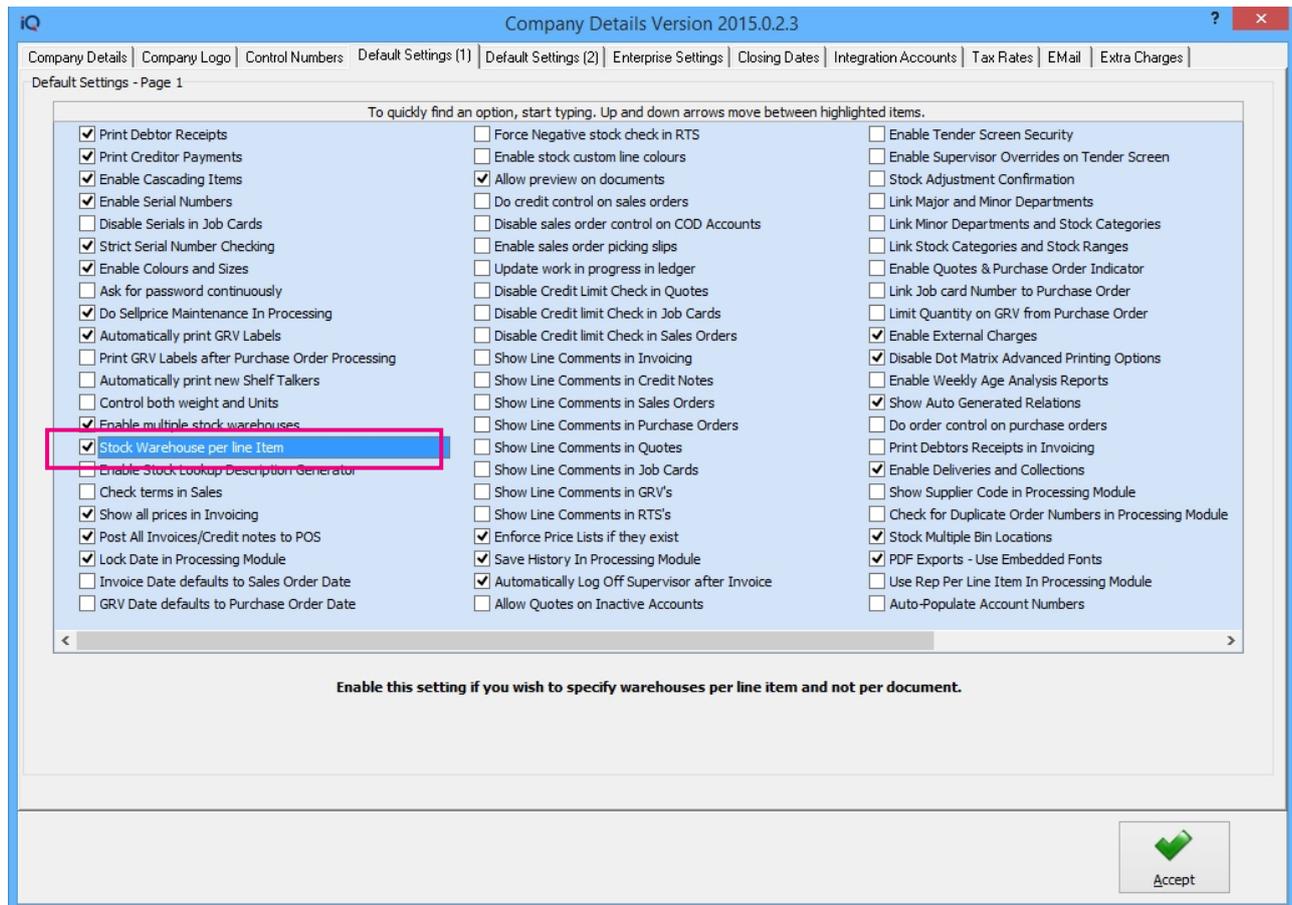


## OTHER PROCESSING

The system provides two options for warehouse transactions, the user can either select a warehouse for a whole transaction document, or he can select a warehouse for each line on a transaction document.

The system needs to be setup in Default Settings (1) to enable stock warehouse per line item selection.

From the IQ main menu, select Utilities, Company Details and select the Default Settings (1) tab. Tick the box next to "Stock Warehouse per line item" and select each module where the option should apply. Click on the Accept button to save the changes made.



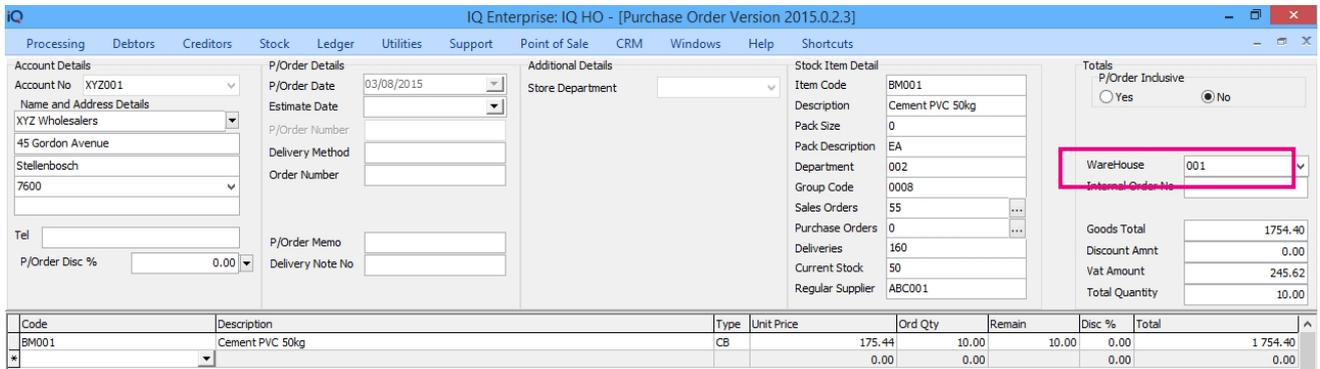
All modules using line by line warehousing will:

- i. Use the Default Warehouse as set up on the Stock Item (if it exists) as first option.
- ii. Use the Default Warehouse as set up on the Major Department (if it exists) as second option.
- iii. Use the Default Warehouse as setup under POS (Terminal) hardware setup as the third option.
- iv. Use the document warehouse as the alternative option (if none of the above are available).

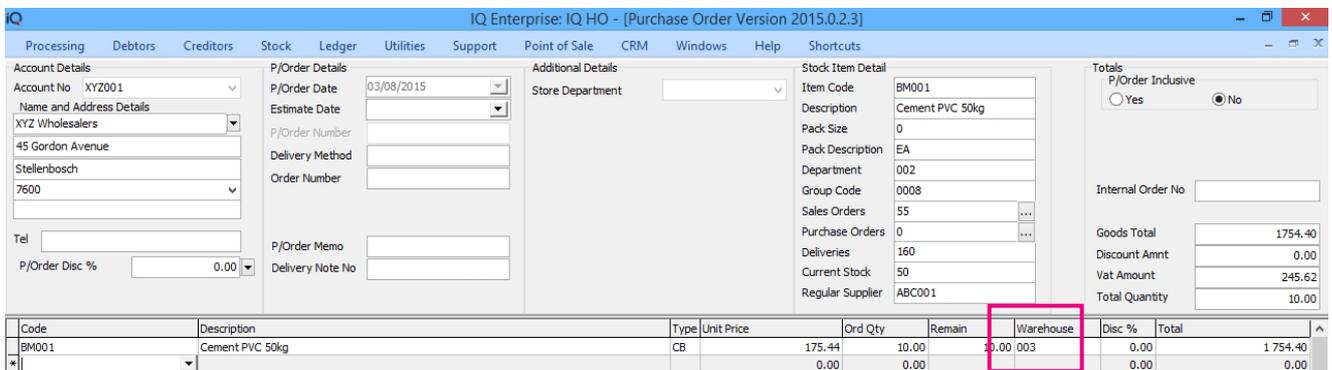
## PURCHASE ORDER

Purchase Orders can be done per item per warehouse or location. If stock is for example stored in two (2) warehouses, the stock in both warehouses can be replenished.

The Warehouse can be selected per document:



Or the warehouse can be selected per line item (if it was enabled in Default Settings (1)):



The warehouse or location will default to the warehouse which was selected or setup for the specific item in stock maintenance, but it can be changed to the warehouse which needs to get the stock.

## GOODS RECEIVING

The warehouses, as they were selected in the purchase order, will be used. The warehouses can be changed, if a mistake was made.

## SELLING

### POINT OF SALE

All Cash Sales will default to the warehouse which was selected in the POS Hardware Setup.

<b>Selling Warehouse</b>	003 Store
<b>Purchasing Warehouse</b>	001 Warehouse 1

## SALES ORDER

Sales Orders can be done per item per warehouse or location. If stock is for example stored in 2 warehouses, the stock can be sold from both warehouses.

The Warehouse can be selected per document:

Account Details: Account No GRE003, Name and Address Details: Green Apple, 25 Quantum Street, Technopark, Stellenbosch, 7600. S/Order Details: S/Order Date 03/08/2015, Estimate Date, S/Order Number SALHO39.1, Delivery Method, Order Number, Rep Number 1. Stock Item Detail: Item Code BM001, Description Cement PVC 50kg, Pack Size 0, Pack Description EA, Department 002, Group Code 0008, Sales Orders 57, Purchase Orders 10, Deliveries 160, Current Stock 50, Regular Supplier ABC001. Totals: Warehouse 001, Internal Order No, Cash Deposit 0.00, Goods Total 400.00, Discount Amnt 0.00, Vat Amount 49.12, Total Quantity 2.00.

Code	Description	Type	Unit Price	Ord Qty	Remain	Status	Disc %	Total
BM001	Cement PVC 50kg	PO	200.00	2.00	2.00	COL	0.00	400.00
			0.00	0.00			0.00	0.00

Or the warehouse can be selected per line item (if it was enabled in Default Settings (1)):

Account Details: Account No GRE003, Name and Address Details: Green Apple, 25 Quantum Street, Technopark, Stellenbosch, 7600. S/Order Details: S/Order Date 03/08/2015, Estimate Date, S/Order Number SALHO39.1, Delivery Method, Order Number, Rep Number 1. Stock Item Detail: Item Code BM001, Description Cement PVC 50kg, Pack Size 0, Pack Description EA, Department 002, Group Code 0008, Sales Orders 57, Purchase Orders 10, Deliveries 160, Current Stock 50, Regular Supplier ABC001. Totals: Internal Order No, Cash Deposit 0.00, Goods Total 400.00, Discount Amnt 0.00, Vat Amount 49.12, Total Quantity 2.00.

Code	Description	Type	Unit Price	Ord Qty	Remain	Warehouse	Status	Disc %	Total
BM001	Cement PVC 50kg	PO	200.00	2.00	2.00	001	COL	0.00	400.00
			0.00	0.00				0.00	0.00

The warehouse or location will default to the warehouse which was selected or setup for the specific item in stock maintenance, but it can be changed to the warehouse from which the stock needs to come.

**QUOTES**

Warehousing works the same way for quotes, as it works for Sales Orders. The warehouse which was selected in Stock Maintenance, will be the default warehouse for the item when a quote is done. The warehouse can be changed to another warehouse, if the stock needs to come from another warehouse.

**INVOICES**

If a quote or a Sales Order is converted to an invoice, the warehouses involved, would be the ones selected in the original document. It can be changed, if it was incorrect.

The warehouse which was selected in Stock Maintenance, will be the default warehouse for the item when a new invoice is done. The warehouse can be changed to another warehouse, if the stock needs to come from another warehouse.

# STOCK ADJUSTMENTS

The stock adjustment option is not intended for the processing of stock take values for large stock listings. Use the stock adjustment option to make minor on hand or costing adjustments. The costing adjustment is not there to be used as means of changing the unit cost when the supplier has a price increase. This will automatically be adjusted when the next goods received voucher is processed.

**NOTE:** Stock adjustments are immediate and are not batch related. Once the adjustment has been accepted, the stock item and the general ledger are updated immediately. There are reports that will be available to be printed after the entries are posted. Those reports are available to be printed before escaping or exiting from the stock adjustment screen. You cannot reprint a stock adjustment report reflecting the before and after values at a later stage. All that is possible is the printing of all adjustment entries (see stock audit report) that were posted. It's important to enter all adjustments before exiting the adjustment screen.

In order to adjust quantities of the warehouses, select the Stock Menu option from the IQ main menu, Utilities and Stock Adjustments.

## SORT ORDER

The user can select in which order the selected information can be displayed on the screen. There are eight (8) sort orders to choose from.

## PARAMETERS

### DATE

The Date displayed is the date when the stock adjustment is done.

## LEDGER ACCOUNT

If stock adjustment reasons were setup, the user can use another ledger account for these stock adjustments. Click on the down arrow next to the account to select the preferred ledger account.

## AUTOMATICALLY DISABLE EDITING AFTER ADJUSTMENT

This is a security measure which has been built into the system, if the option is ticked, the user will only be able to edit one field at a time.

## COST PROTECTION ON STOCK ADJUSTMENTS – ENABLED

The user has the option to setup a protection on the highest or latest cost when doing stock adjustments. If it has been setup in Default Settings (2) in Company details, the system will show that it was enabled. This will show which cost will be used, highest or latest cost for the calculation in cost prices. Average cost will be used if it is disabled.

## REPORTING ITEMS – ADJUSTMENTS NOT ALLOWED

Cascading items are reporting items, and no adjustments are allowed on cascading items.

## AVAILABLE FILTERS

Once a filter has been created and saved, it will appear in the top right corner of the screen. Double click on a filter to activate it and double click on "Clear Filter" to see all the items.

## STOCK INFORMATION

### CODE

The code field represents the item code on the stock system.

### DESCRIPTION

The Description of the stock item.

### GENERAL CODE

The General code of the stock item.

### BARCODE

The barcode of the selected stock item.

### DEPARTMENT

The department show to which major department the stock item belongs.

### MAIN SUPPLIER

The main supplier is the main supplier from whom the stock is bought.

### AVERAGE COST

The average cost of the selected stock item.

### LATEST COST

The latest cost of the selected stock item.

## ON HAND

The on hand quantity that appears will be the total quantity on hand for all the warehouses.

**NOTE:** The total quantity can only be changed by changing the on hand quantities in the warehouses or locations.

## NEW COST

The new cost option allows the user to modify or change the existing cost of a selected stock item. To edit or change the existing cost to a new cost, select "Enable Cost" option first and then the "Enable Editing" option.

### 001

This will be the quantity of the selected stock item in Warehouse / Stock location 001.

### 002

This will be the quantity of the selected stock item in Warehouse / Stock location 002.

## BUTTON FUNCTIONALITY

### FILTER

The filter option enables the user to filter for specific certain information based on the information shown on the stock adjustments screen.

### SEARCH

The search option allows the user to search for any information that is displayed on the stock adjustment screen.

### ENABLE/DISABLE EDITING

The enable editing option allows the user to adjust the on hand quantities within the different warehouses.

**NOTE:** Once the enable editing option is selected, the system allows for the quantities of the warehouses to be adjusted accordingly. Every time a value is changed, the system will post an adjustment transaction.

### ENABLE/DISABLE COST

The enable cost option allows the user to adjust the unit cost price of each item within the different warehouses.

**NOTE:** Once the enable cost option is selected, the system allows for the cost of each item to be changed or adjusted. Every time a value is changed, the system will post an adjustment transaction.

### EXPORT

Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML and XLS (EXCEL)).

### PREVIEW

The preview option allows the user to preview the adjustment report. This report will show all adjustments made on items.

### DESIGN

The design option allows the user to modify the existing stock adjustment report.

### PRINT

The print option allows the user to print the stock adjustment report. This will now preview the report, this will send the report directly to the printer.

IQ HO Date Printed: 03/08/2015 1 of 1

**Stock Adjustments**

Data Filter: No Filter Specified

Date	Code	Description	Department	Warehouse	Old Onhand	New Onhand	Old Cost	New Cost
03/08/201	000000010101	NIKE PANTS BS	001		3.00	3.00	60.00	50.00
04/08/201	000000010103	NIKE PANTS BL	001	001	124.00	30.00	58.62	58.62
04/08/201	000000010103	NIKE PANTS BL	001	003	-50.00	20.00	58.62	58.62
04/08/201	000000010103	NIKE PANTS BL	001	004	-10.00	14.00	58.62	58.62

**Onhand & Holding Values of Items affected by Stock Adjustments**

Total Onhand Before:	67.00	Total Holding Before:	3 931.53
Total Onhand After:	67.00	Total Holding After:	3 901.53
Total Quantity Gain:	0.00	Total Gain:	-30.00

\*\*\* END OF REPORT \*\*\*

## STOCK TAKE

Stock takes are done for each warehouse or storage location separately. The user will count one warehouse and finalise the stock take before the next one is counted.

**Stock Take Setup Version 2015.0.2.3**

**Setup Options**

Stock Take Type

- Complete Stock Take
- Department Stock Take
- Bin Location Stock Take

Location: 001|Warehouse A001

Track Deliveries and Collections (Only for stock still on floor)

Hide Onhand & Avail Onhand Columns

Automatically Update / Maintain Bin Locations

Show Sell Price: [Dropdown]

Finalization Date: Stock Take Start Date

Cost Price that will be used to calculate stock gain/loss when the stock take is finalised: Average Cost

Buttons: Supervisor Logon, Cancel, Ok

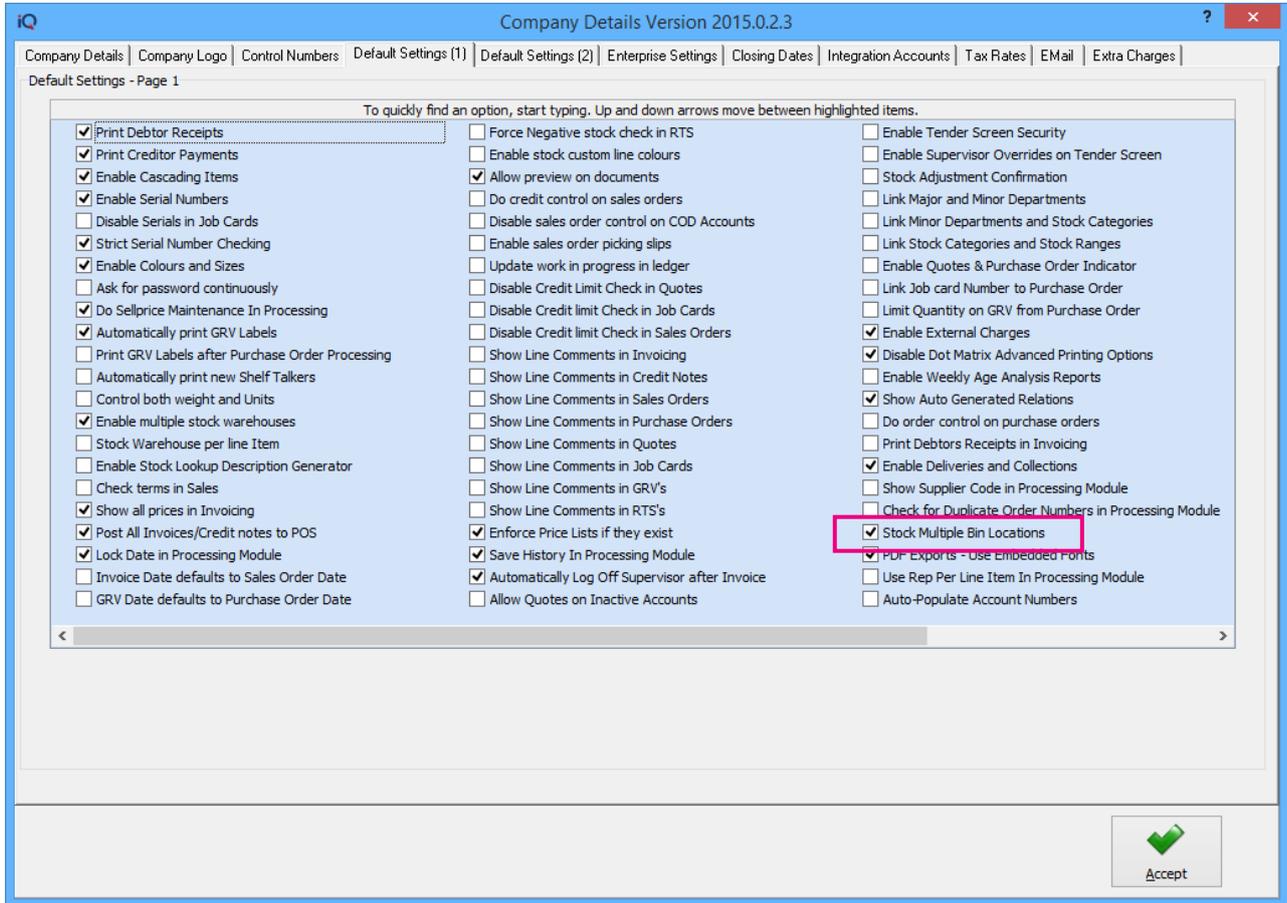
## STOCK BIN LOCATIONS

The IQ system provides for the user to store specific stock items in different warehouses. Specific bin locations can also be allocated to specific stock items in specific warehouses in a company or branch.

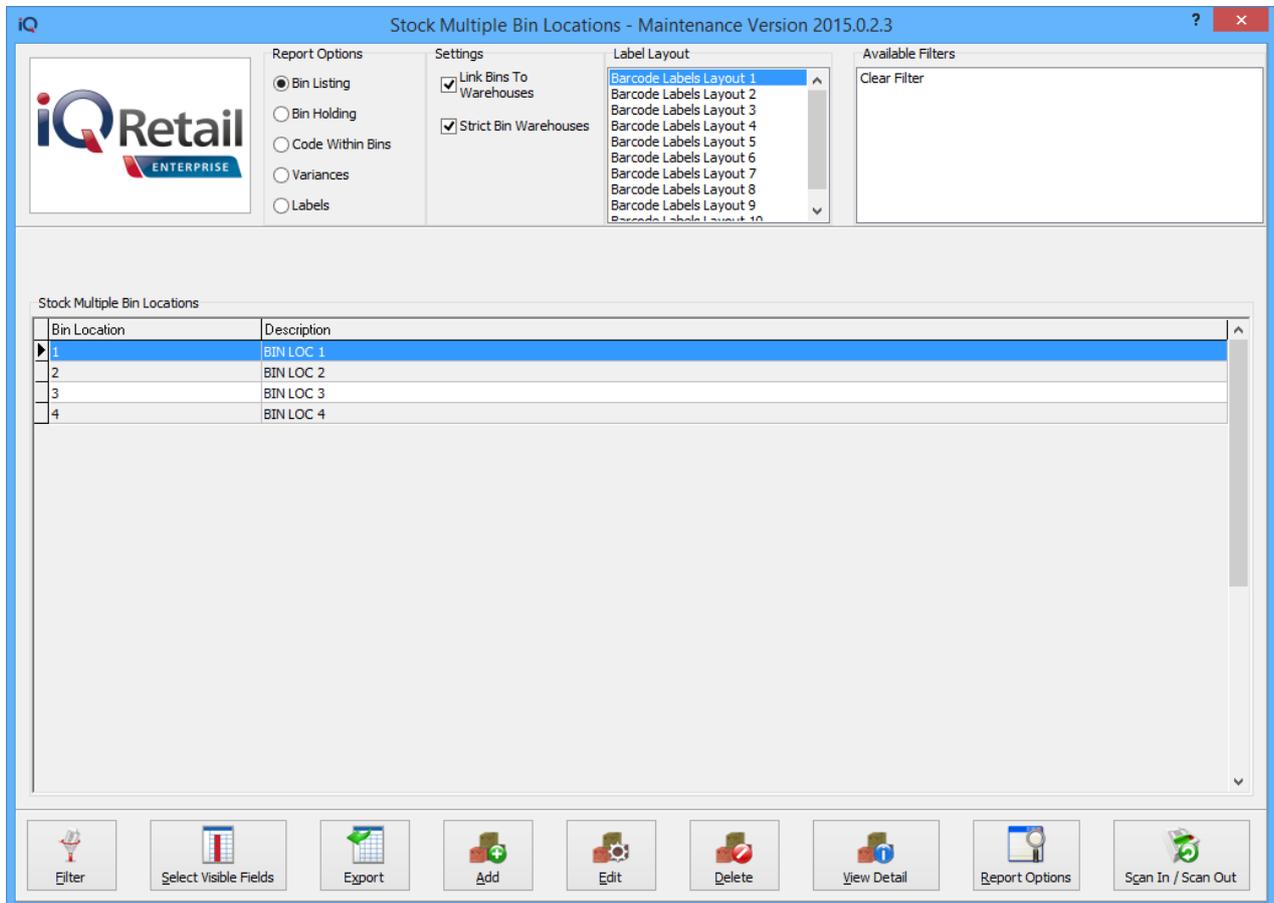


Bin locations can be defined as the house keeping location of where stock is kept according to a floor or shelf plan. Bin locations are mostly used for stock taking purposes. These Bin Locations work independently from Stock Warehouses and do Not form part of normal processing. All Processing occur from the Stock, Bin Locations module and from Stock, Stock Take.

Enable this setting if you wish to keep track of Multiple Stock Bin Locations. From the IQ main menu, select Utilities, Setup and Company Details. Select the Default Setting (1) tab and tick the box next to "Stock Multiple Bin Locations". Click Accept to save the changes made.



Specific bin locations can be assigned to specific warehouses. To setup these links, from the IQ main menu, select Stock and then Multiple Bin Locations.



## REPORT OPTIONS

### BIN LISTING

The Bin Listing Report Option will provide a list of all available Multiple Bin Locations.

IQ HO	<b>Stock - Multiple Bin Locations Bin Listing</b>	Printed At: 04/08/2015 11:02:19
	Filter: Not Applicable	Page: 1
<u>Bin Code</u>	<u>Description</u>	
1	BIN LOC 1	
2	BIN LOC 2	
3	BIN LOC 3	
4	BIN LOC 4	
*** END OF REPORT ***		

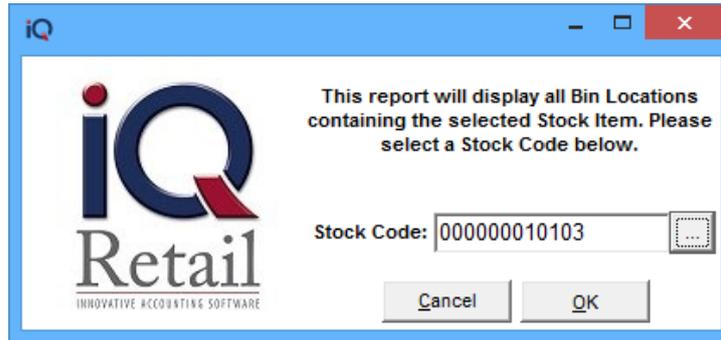
### BIN HOLDING

The Bin Holding Report Option provides a list of all the bin codes, with the stock items assigned to the specific bins.

IQ HO	<b>Stock - Multiple Bin Locations Bin Holding</b>	Printed At: 04/08/2015 11:43:32
	Filter: Not Applicable	Page: 1
	<u>Stock Code</u>	<u>Description</u>
<u>Bin Code:</u> 1		<u>Bin Quantity</u>
BIN LOC 1		
	00000010103	NIKE PANTS BL 1.00
	00000010103	NIKE PANTS BL 0.00
	BM001	Cement PVC 50kg 100.00
	BM001	Cement PVC 50kg 94.00
		<b>Bin Holding: 195.00</b>
<u>Bin Code:</u> 2		
BIN LOC 2		
	ABC001	ABC Classification - Class A 50.00
	COK001	Coke Single Can 60.00
	COK001	Coke Single Can 5.00
	COK001	Coke Single Can 15.00
	COK001	Coke Single Can 10.00
	MBI002	Multi Bin Item 2 30.00
	MBI002	Multi Bin Item 2 40.00
	MBI002	Multi Bin Item 2 20.00
	MBI002	Multi Bin Item 2 10.00
	TSMGS0103	Golf T-Shirt - Black - L 5.00
		<b>Bin Holding: 245.00</b>
<u>Bin Code:</u> 3		
BIN LOC 3		
	MBI001	Multi Bin Item 1 21.00
	MBI001	Multi Bin Item 1 95.00
	MBI001	Multi Bin Item 1 35.00
	MBI001	Multi Bin Item 1 21.00
		<b>Bin Holding: 172.00</b>
<u>Bin Code:</u> 4		
BIN LOC 4		
	TSMGS0204	Golf T-Shirt - Brown - XL 90.00
	TSMGS0304	Golf T-Shirt - Red -XL 45.00
		<b>Bin Holding: 135.00</b>
*** END OF REPORT ***		

### CODE WITHIN BINS

The Code Within Bins Report option allows the user to select a specific stock item and then see all the Bin Locations containing the selected stock item.



The report will show the bin locations and the quantities in each bin for the selected stock item.

IQ HO		Stock - Multiple Bin Locations Find Stock Code within Bin Locations		Printed At: 04/08/2015 11:45:17
Page: 1				
Stock Code: 000000010103				
Description: NIKE PANTS				
<u>Bin Code</u>		<u>Bin Quantity</u>		
1		1.00		
Total Onhand within Bins:		1.00		
*** END OF REPORT ***				

### VARIANCES

The Variances Report option allows the user to see if and where the differences are between the stock on hand for the stock items and the total quantities in the bin locations.

IQ HO		Stock - Multiple Bin Locations Bin Variances		Printed At: 04/08/2015 11:51:20	
Page: 1					
Stock Code	Description	General Code	Stock Total Onhand	Bins Total Onhand	Variance
000000010103	NIKE PANTS BL	NW3	64.00	1.00	63.00
ABC001	ABC Classification - Class A		48.00	50.00	-2.00
BM001	Cement PVC 50kg		50.00	194.00	-144.00
COK001	Coke Single Can	5478	1 451.00	90.00	1 361.00
MBI001	Multi Bin Item 1		93.00	172.00	-79.00
MBI002	Multi Bin Item 2		50.00	100.00	-50.00
TSMGS0103	Golf T-Shirt - Black - L		100.00	5.00	95.00
TSMGS0204	Golf T-Shirt - Brown - XL		92.00	90.00	2.00
TSMGS0304	Golf T-Shirt - Red -XL		210.00	45.00	165.00
*** END OF REPORT ***					

These variances can be from stock items that were received via a grv, but have not been scanned in yet, or the sold items were not scanned out.

### LABELS

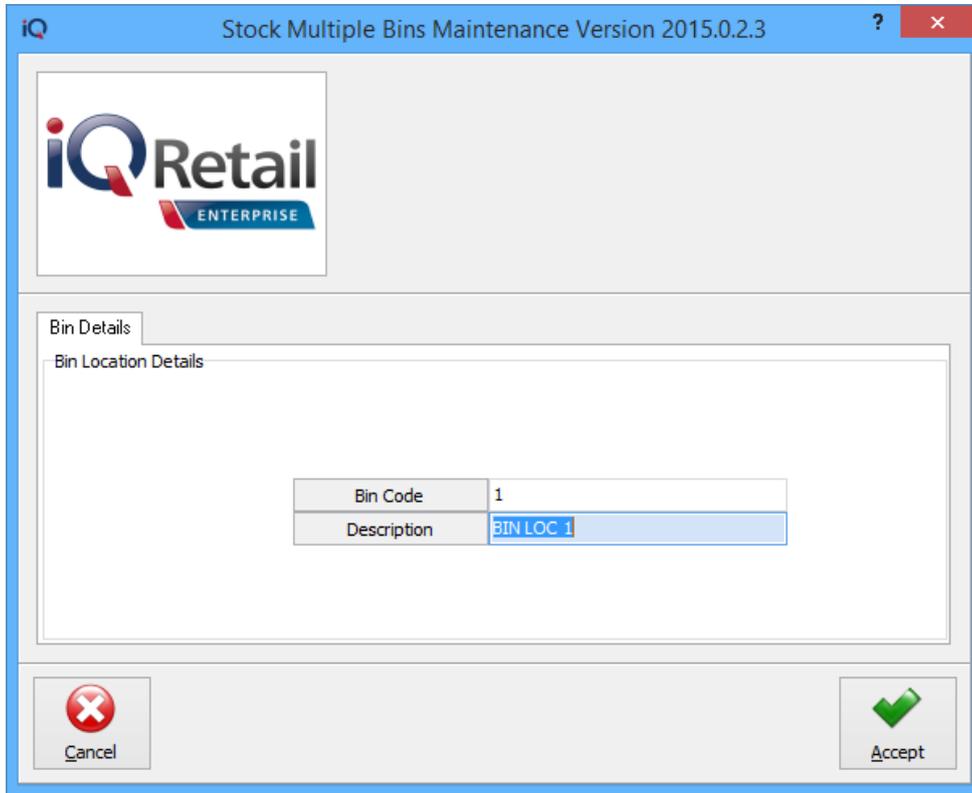
The Labels Report option allows the user to print bar coded shelf talkers or labels to mark each bin location.



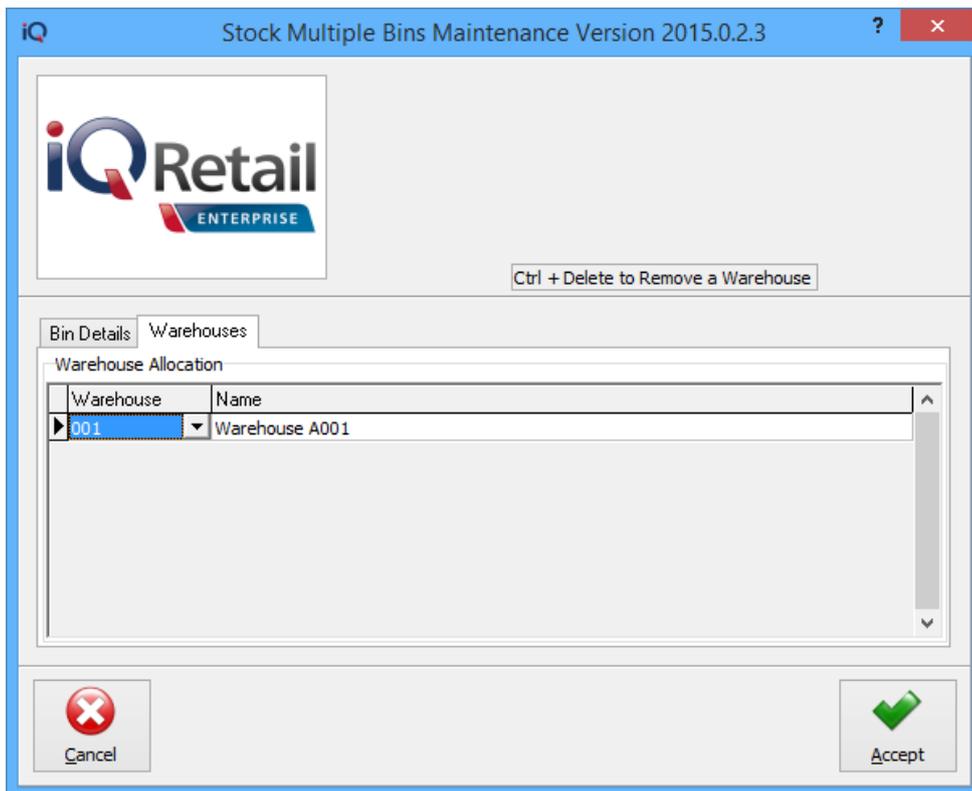
## SETTINGS

### LINK BINS TO WAREHOUSES

Specific bins can be linked to specific warehouses. If the option is not ticked, it means that no warehouses have been linked to any bin locations.



If the Link Bins to Warehouses option has been ticked, the bin location maintenance screen generates another tab called Warehouses, where the warehouse linked to this selected bin location can be selected. Click on accept to save all changes made.



## STRICT BIN WAREHOUSES

Strict Bin Warehouses will allow the user to link specific bin locations to specific warehouses. In other words, a bin location can only be linked to one warehouse.

**NOTE:** This option will not stop a user from scanning a stock item into the incorrect bin location.

## LABEL LAYOUT

There are 10 Barcoded Label Layouts to be selected from. Each warehouse can for example use a different Barcoded Label Layout if it is required.

## AVAILABLE FILTERS

Once a filter has been created and saved, it will appear in the top right corner of the screen. Double click on a filter to activate it and double click on "Clear Filter" to see all the Bin Locations.

## STOCK MULTIPLE BIN LOCATIONS

### BIN LOCATION

The Bin Location is the identifiable number or code for each Bin Location. The Bin location is limited to 15 alphanumeric characters.

### DESCRIPTION

The Description of the Bin Location.

## BUTTON FUNCTIONALITY

### FILTER

The filter option allows the user to filter for specific information on the Warehouse Maintenance list.

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

### SELECT VISIBLE FIELDS

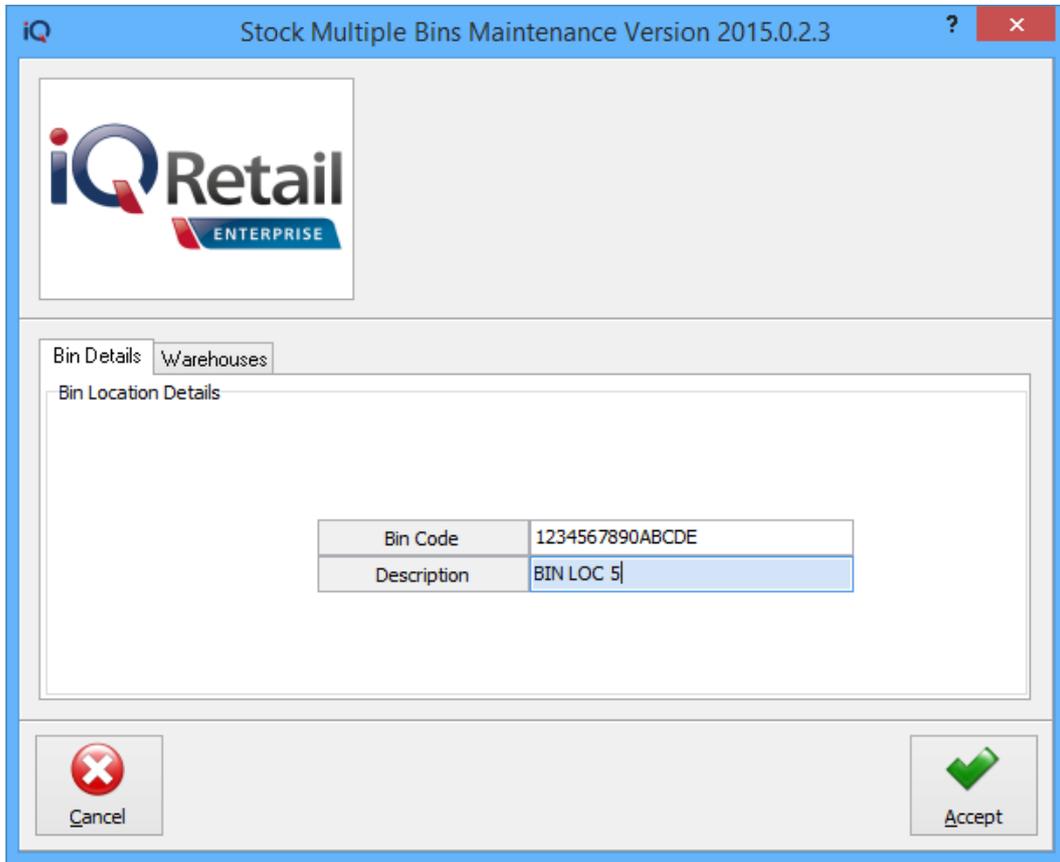
The select visible fields' option allows the user to select which fields he wants to see displayed on the Warehouse maintenance screen.

### EXPORT

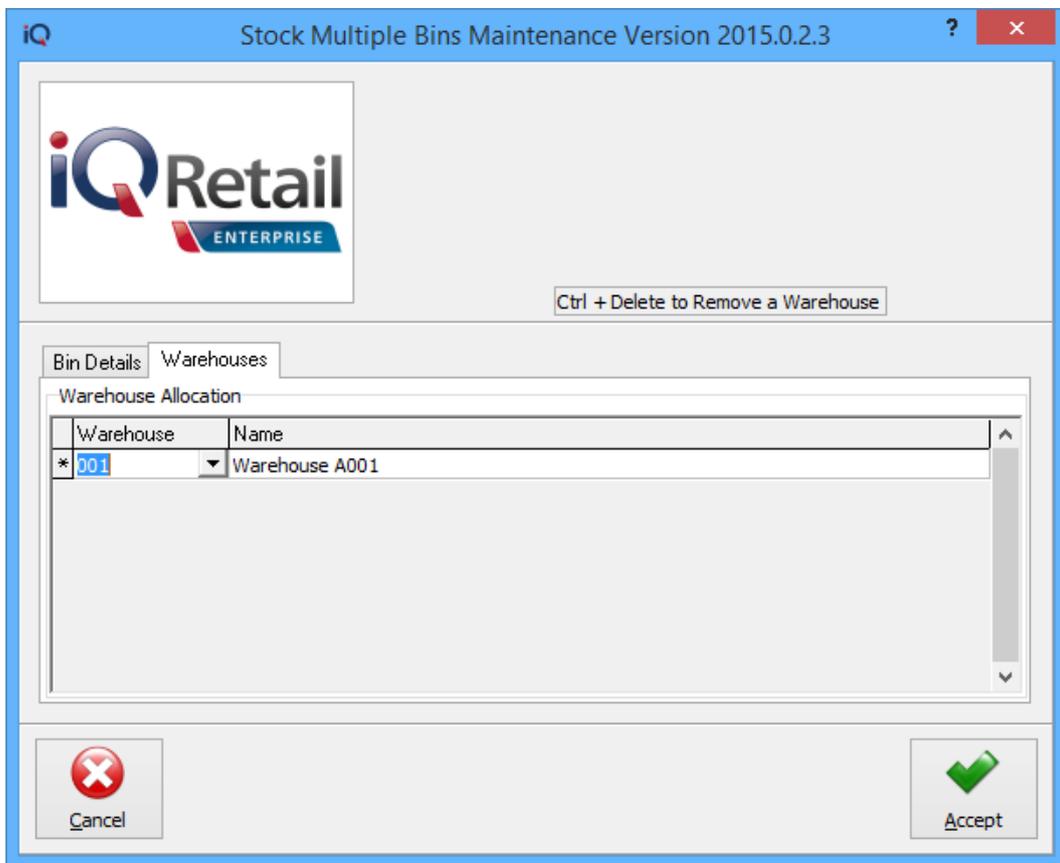
Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML and XLS (EXCEL)).

### ADD

The Add option allows the user to add new bin locations to the system.



If the system is enabled to link bins to warehouses, the warehouse tab is also displayed. It will not display if it not enabled.



Select the warehouse which should be linked to the selected bin details. Click Accept to save the information.

**EDIT**

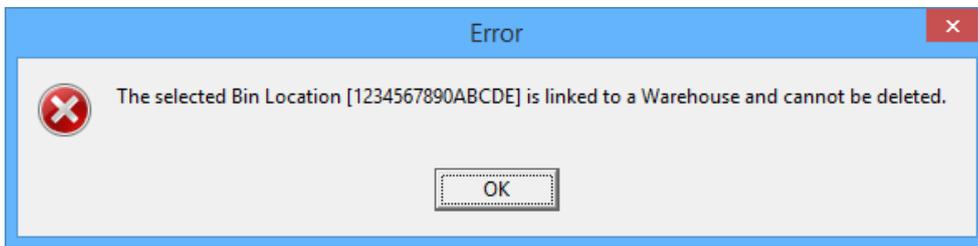
The Edit option allows the user to change or maintain the description of a bin location or to change the warehouse linked to the bin location.

**DELETE**

The Delete option allows the user to Delete the selected Bin Location.

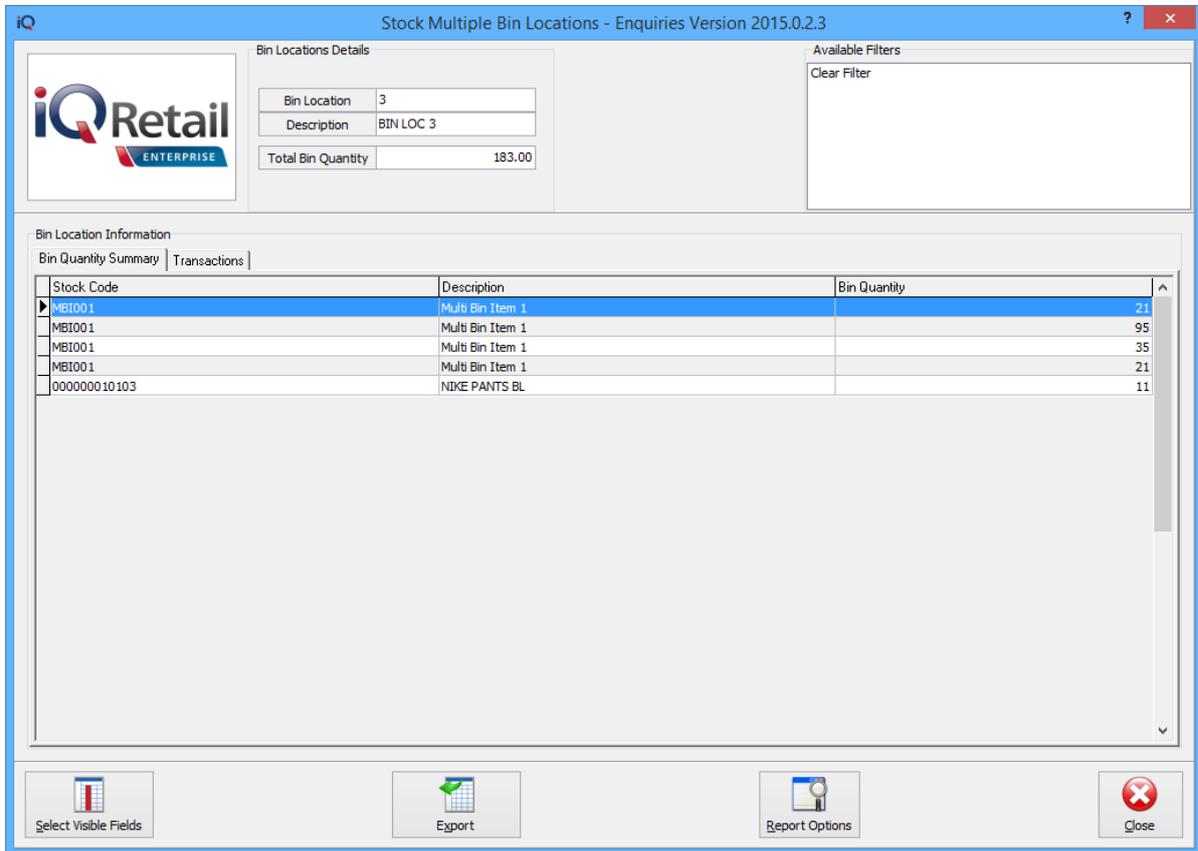


**NOTE:** The system will not allow a user to delete a bin location if there is still stock on hand in the bin location.



**NOTE:** The system will also not allow a user to delete a bin location if there is a warehouse linked to it. The user will first have to remove the warehouse linked to the bin before the bin location can be deleted.

**VIEW DETAIL**



The user has the option to view the detail of the bin quantity summary.

**Bin Locations Details**

Bin Location	3
Description	BIN LOC 3
Total Bin Quantity	183.00

**Bin Location Information**

Bin Quantity Summary | Transactions

Stock Code	Description	Transaction Type	Transaction Date	Reference	Quantity
MBI001	Multi Bin Item 1	Scan In	24/01/2012		20
MBI001	Multi Bin Item 1	Scan In	24/01/2012		50
MBI001	Multi Bin Item 1	Scan In	24/01/2012		15
MBI001	Multi Bin Item 1	Scan In	24/01/2012		1
MBI001	Multi Bin Item 1	Adjust Negative	30/12/1899		2
MBI001	Multi Bin Item 1	Adjust Negative	30/12/1899		5
MBI001	Multi Bin Item 1	Scan In	19/03/2012		3
MBI001	Multi Bin Item 1	Scan In	19/03/2012		50
MBI001	Multi Bin Item 1	Scan In	19/03/2012		20
MBI001	Multi Bin Item 1	Scan In	19/03/2012		20
000000010103	NIKE PANTS BL	Scan In	04/08/2015	INV123	1
000000010103	NIKE PANTS BL	Scan In	04/08/2015		10

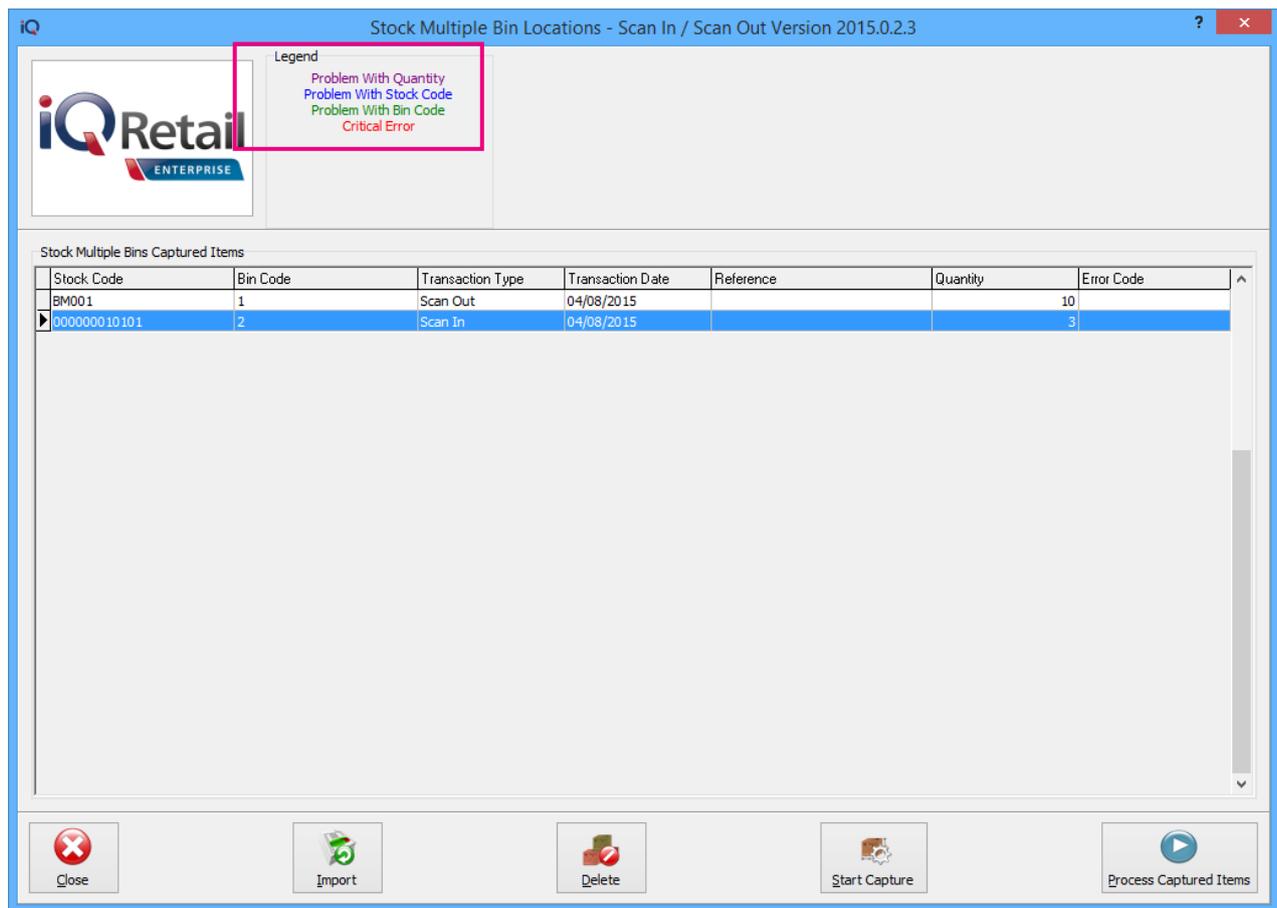
Buttons: Select Visible Fields, Export, Report Options, Close

View Detail Bin Location Information Transactions, allows the user to see each transaction which was done in the selected bin.

**REPORT OPTIONS**

The user has the option to Print, Preview or Design the list of warehouses.

## SCAN IN / SCAN OUT



Once the Scan In / Scan Out button has been selected the Stock Multiple Bin Locations – Scan In / Scan Out screen will be displayed.

**NOTE:** The user has to ensure that he scan the correct stock items into the correct bin locations. There is no warning or stop built into the system, if the wrong bin location is used for scanning.

### LEGEND

If the user has chosen to import the Scan In items, for example, a colour legend will show all the errors that exist on the data.

All item lines that appear in Purple have a problem with the quantity.

All the item lines that appear in Blue have a problem with the stock code.

All the item lines that appear in Green have a problem with the bin code.

All the item lines that appear in Red have a critical error.

These errors can be corrected before the captured items are processed.

**NOTE:** Item lines with errors on will not be processed.

### STOCK MULTIPLE BINS CAPTURED ITEMS

The items which are listed on this screen, are the stock multiple bins captured items which have not yet been processed. In other words, these items have not yet been updated in the different bin locations.

**STOCK CODE**

The stock code of the items which have been scanned in or scanned out, but have not yet been processed.

**BIN CODE**

The Bin Code is the appropriate bin locations which will be updated when the items are processed.

**TRANSACTION TYPE**

The Transaction Type can only be a Scan In or a Scan Out.

**TRANSACTION DATE**

The Transaction date is the date when this scan was captured.

**REFERENCE**

The Reference field will only have an entry if a reference number was used when the scan in or scan out was done.

**QUANTITY**

The quantity is the quantity of the stock item which have been scanned and which will be updated to the bin location only.

**ERROR CODE**

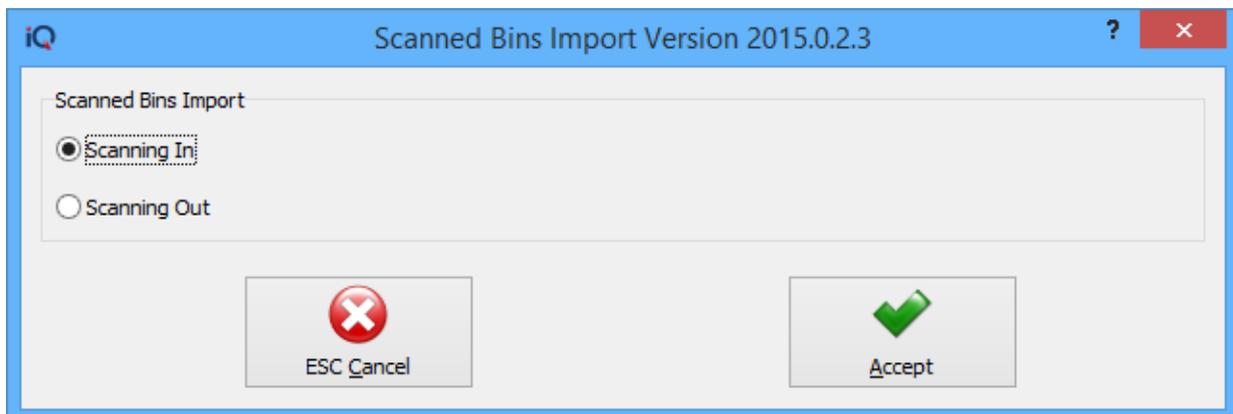
If there are error codes applicable on the entry, they would appear in this field. To see what an error code means, the user must look at the colour of the entry. Refer to the Legend on the top of the screen to see what the problem with the entry is.

**BUTTON FUNCTIONALITY****CLOSE**

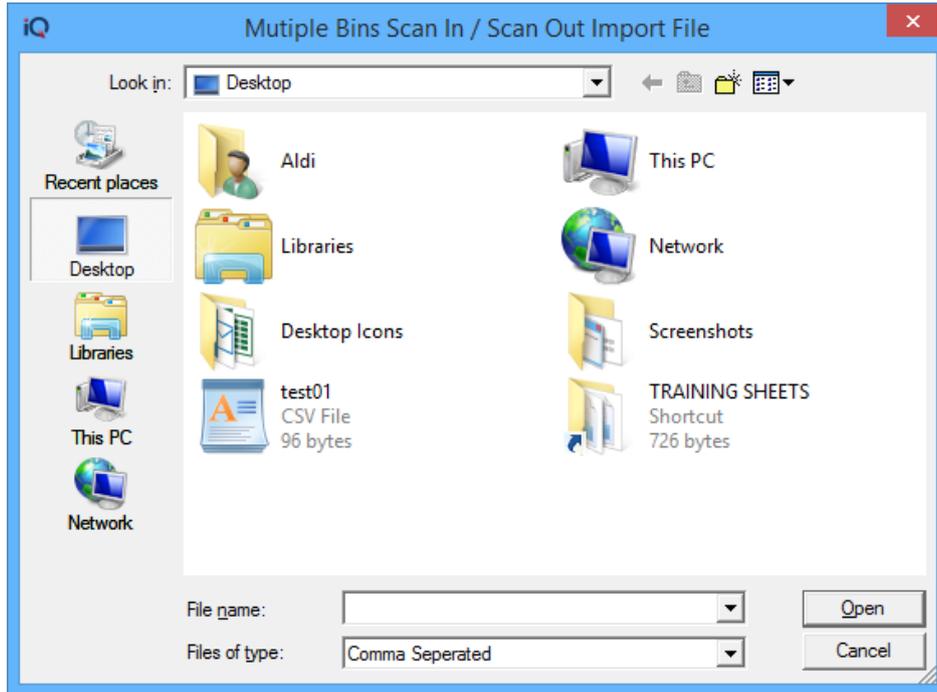
The Close button allows the user to close the Scan In / Scan Out screen. If there are any captured items still appearing on the screen, an error message will appear to warn the user that there are unprocessed items. If the screen is closed without processing items, the items will be lost.

**IMPORT**

The import option allows the user to import a list of stock items.



The user gets the option if he wants to do a Scanning In or Scanning Out. Once the selection is made and the Accept button is clicked, the user will be able to select the file to be imported.



Only Text or Comma Separated files can be imported. An example of the file the be imported:

```

BM001,10,1,INV13958
MB001,10,1,INV13958
00000010103,10,1,INV13959
000000010103,10,3,GRV9658

```

The Fields are: code, quantity, warehouse, reference.

**DELETE**

The Delete option allows the user to either delete the selected item or the delete all.

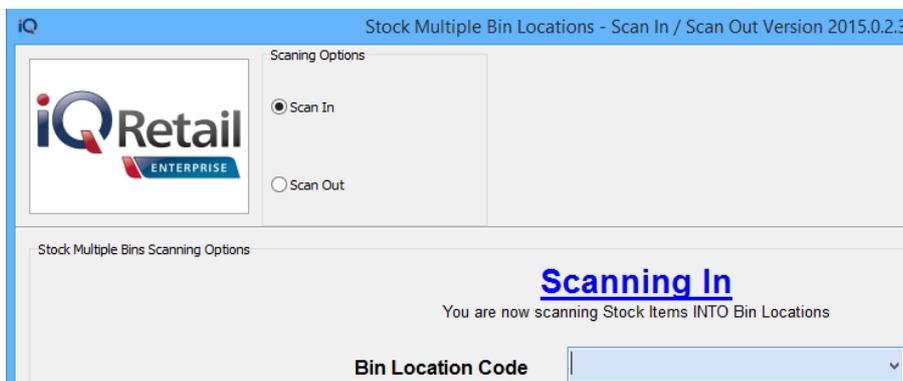
**START CAPTURE**

The use has the option to scan individual items in or out by selecting the Start Capture button.

**SCANNING OPTIONS**

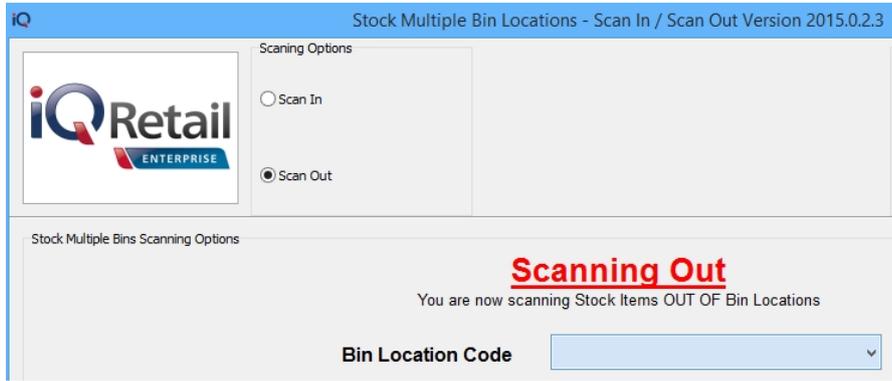
**SCAN IN**

The Scan In option is used to scan stock item into the bin location.



**SCAN OUT**

The Scan Out option is used to scan stock items out of the bin location.



**LAST SCANNED ITEM**

The Last Scanned Item provides information of the last item that was scanned for this batch, before the capturing of information is stopped.

This helps a user to keep track of what was done, when he is busy with a list of items to be scanned.

Bin Location	
Stock Code	
Quantity	0.00
Reference	

**BIN LOCATION**

Into which bin the last item was scanned.

**STOCK CODE**

The Stock Code of the last item which was scanned.

**QUANTITY**

The quantity of the item which was scanned.

**REFERENCE**

The reference number which was used when the last item was scanned.

**STOCK MULTIPLE BINS SCANNING OPTIONS**

**BIN LOCATION CODE**

This will be the bin location into or from which items are to be scanned.

**STOCK CODE**

The Stock code of the item to be scanned.

**CURRENT BIN ON HAND**

The quantity of stock in the bin at this stage.

**TOTAL STOCK ONHAND**

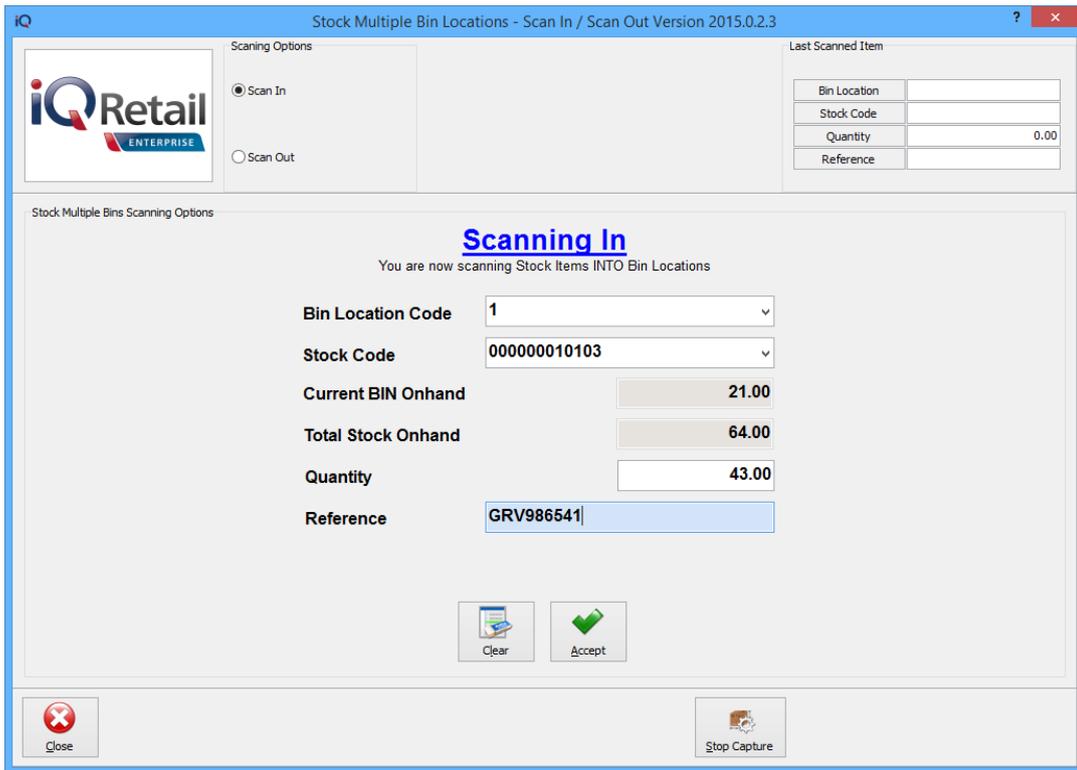
The Total stock onhand as per stock enquiries.

**QUANTITY**

The quantity of the stock item to be scanned.

**REFERENCE**

The reference number for the items to be scanned, it can for example be the invoice number or the grv number, etc.



**CLEAR**

The Clear option allows the user to discard the information which was captured, without saving anything.

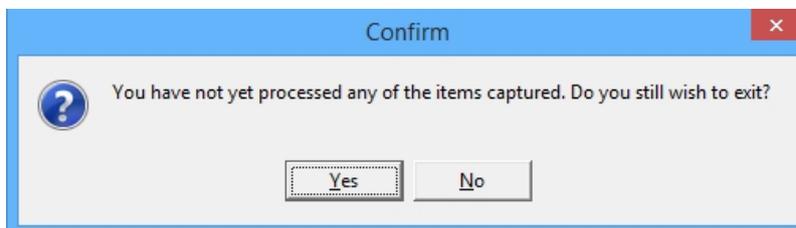
**ACCEPT**

The Accept option allows the user to save the information which was captured.

**CLOSE**

The Close option allows the user to close the scanning in or scanning out process without saving anything.

A message box will appear to warn the user that he has not yet processed some of the captured information. If the user select Yes, the information which was captured, will be lost.



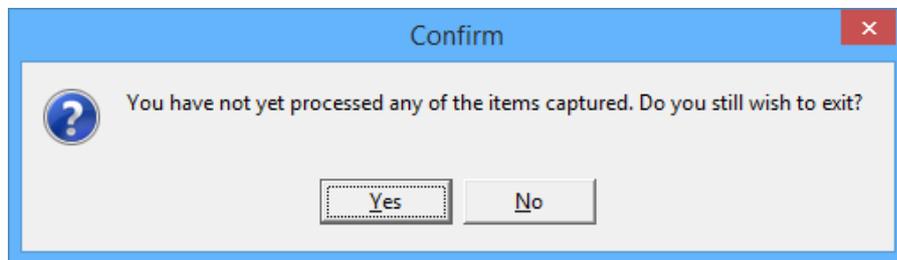
**STOP CAPTURE**

The Stop Capture option allows the user to exit the of stock items screen, without losing any information. The user can anytime go back and scan some more items in or out, before processing the batch.

**PROCESS CAPTURED ITEMS**

The items will appear on the Scan In or Scan Out list until they are processed or the screen is closed. The bin locations will only be updated with the scanned information, once the process captured items button has been selected.

**NOTE:** If the captured items are not processed and the user closes the screen, a warning will appear to warn the user that there are items which have not yet been processed. If the user then clicks on Yes, the captured items will be lost.



---End of Document---