IQ STOCK
PRICE VARIANTS

P R E F A C E

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

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

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 Stock Price Variants document is inadequate or requires further explanation or more and better examples, please feel free to email us.

We would love to have some feedback to improve the IQ Stock Price Variants document in some way or another.

Regards,

IQ Retail (PTY) LTD

CONTENTS

STOCK PRICE VARIANTS

WHAT IS STOCK PRICE VARIANTS?

The Stock Price Variants module was created to assist with the Selling Price maintenance on the same type of stock items. Instead of editing each stock item to maintain the selling price, you add stock items to Price Variant Groups and maintain the selling prices of all the selected items within that group. This not only saves time, but also allows for better management of selling prices.

Example of where Stock Price Variants will be used is, where you have the same item descriptions, but only the colour or the size of the items differ. Link all the items that should have the same Selling Price to one Price Variants Grouping.

The Stock Price Variants will be effective in every IQ Enterprise module where the selling price on stock items is changed permanently, for example when you change the selling price in Stock Maintenance, in the Price Maintenance Module and in Purchase Orders and Goods Receiving in the Processing module.
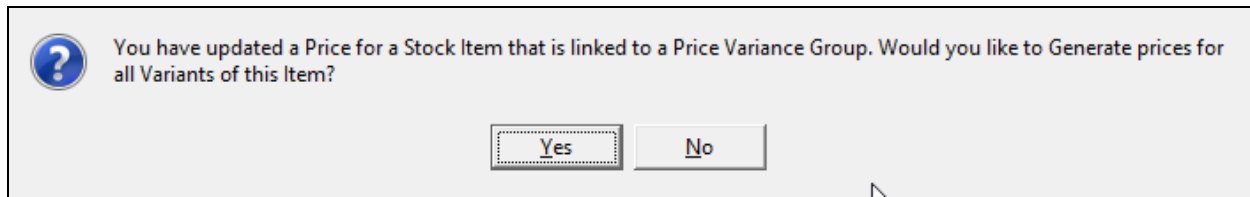

Every time that the selling price on any item that is linked to a Price Variant Group is changed, the system will warn you that you have updated a Price for a Stock Item that is linked to a Price Variants Group and you will have the choice to generate prices for all variants of this item. If you select **Yes**, you will have to go to the Price Variant module under Stock, Utilities and Price Variants, to select items within the group to be changed. The system automatically creates a list of all items that are linked to the same Price Variant Group in the Price Variants module. If **No** is selected only the price on the item that was edited, will be updated.

NOTE: Stock items that have been setup to auto calculate selling prices will not be able to be manipulated by Stock Price Variants. Set stock items linked to Price Variant Groups to never Auto Calculate Selling prices.

IMPORTANT: Only the item on which the selling price was changed will be updated when the change was accepted in the Stock Maintenance module. One must process the Price Variants in the Stock Price Variants module to change the prices of the other items linked to the same Price Variant Group.

SETUP OF PRICE VARIANTS GROUPS

To add Price Variants Groups to the IQ system, select Utilities, Setup and Module Parameters.
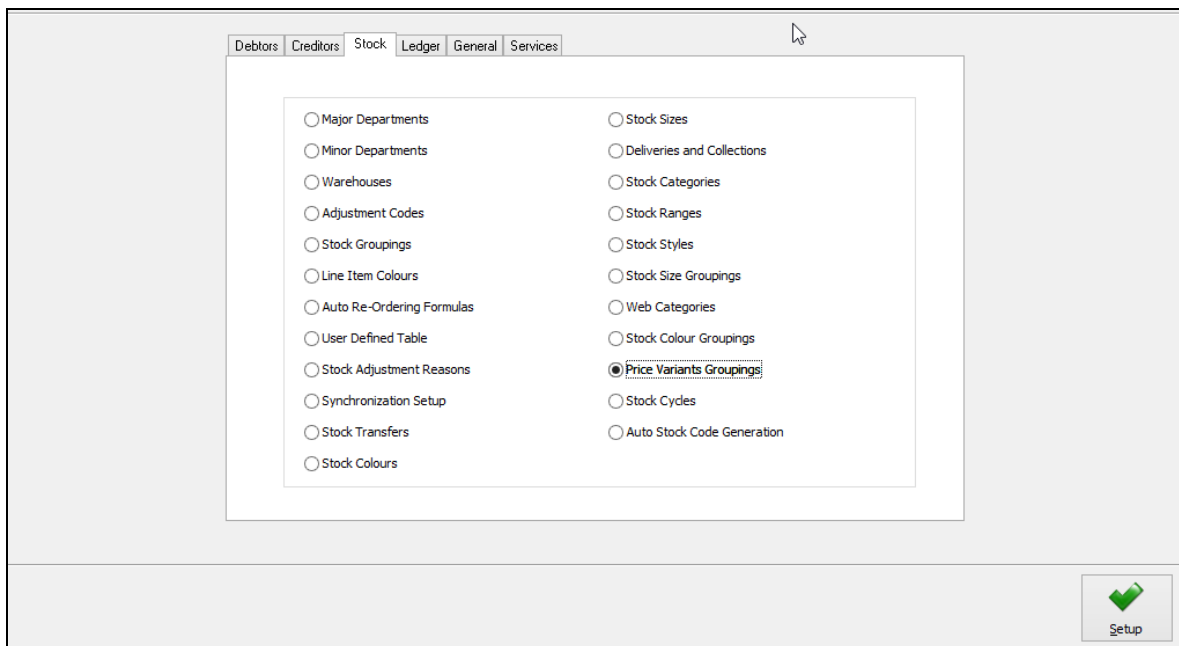
Select the Stock Tab, select the Price Variants Groupings and click on Setup.
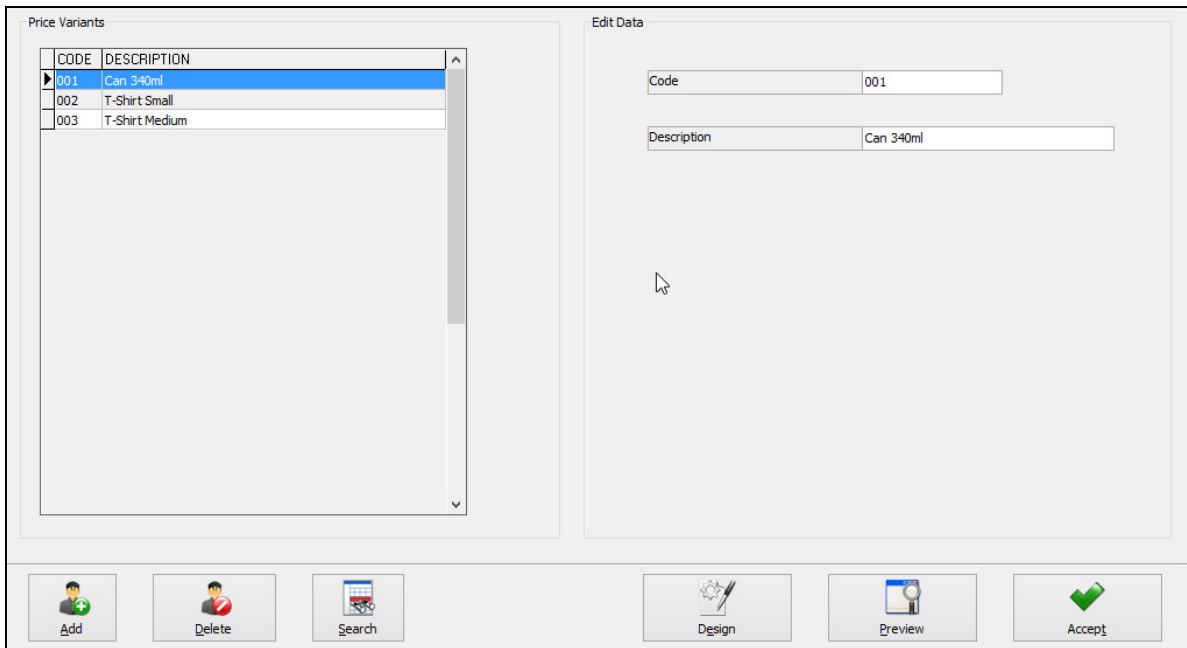
ADD

The add option allows one to add any additional Price Variant Groups.

DELETE

The delete option allows one to delete any of the Price Variants that have been created.
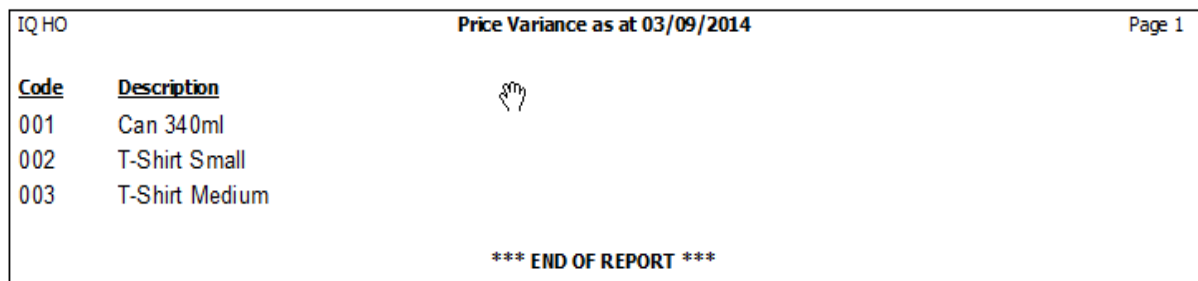
SEARCH

The search option allows one to search for any information regarding the Price Variants.

DESIGN

The design option allows one to modify the existing Price Variants report.

PREVIEW

The preview option allows one to preview the existing Price Variants in a report format.

ACCEPT

Select the accept option once all the Price Variants have been created.

LINK PRICE VARIANTS TO STOCK ITEMS

Link items that should be linked to Price Variants by selecting Stock and Maintenance.

Use the filter option to identify all items to be linked to a specific Price Variant Group. For example, select all the Small Golf T-shirts:
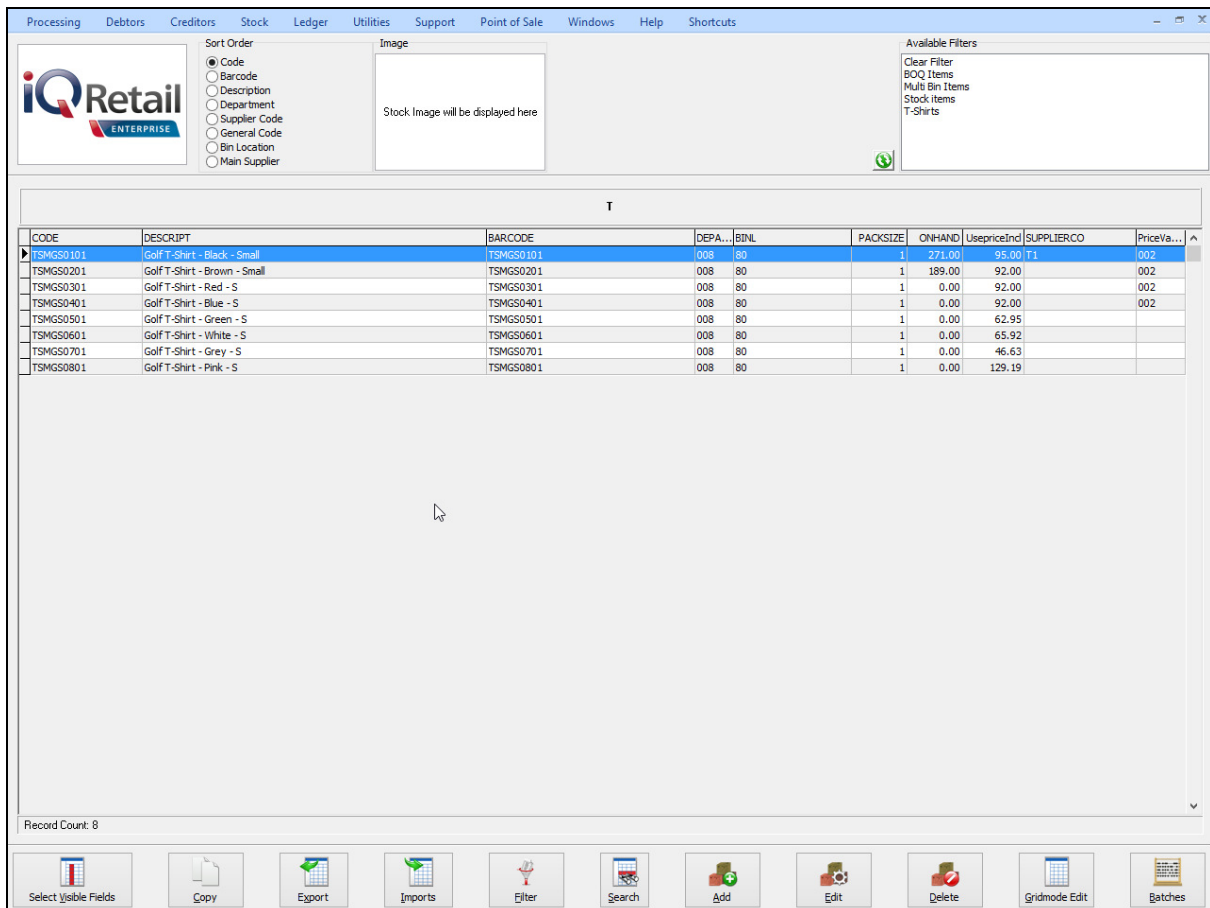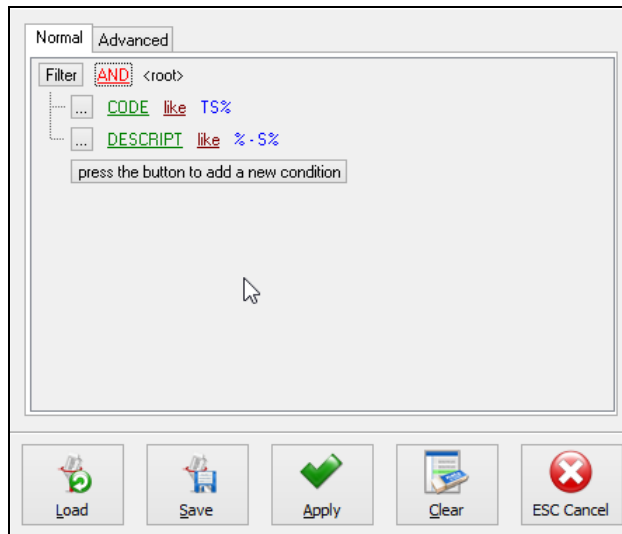
There are two ways that one can link the items to the Price Variant Groups, the first one is to edit each item on the list and change it by selecting which Price Variant Group it should be linked to and click on accept to save the change.

Do the same to each one of the stock items on the list.

The second way of linking the filtered items to the Price Variant Groups, is to select the Gridmode Edit Button.

The Gridmode Edit allows one to make multiple changes to stock item details. This displays all the selected stock items in a grid format, so that changes can easily be made.

Click on Price Variants field for each one of the items on the list and select the Price Variant to link the item to the Price Variant Group. Close the Gridmode Edit when you are done.

CHANGING SELLING PRICE IN STOCK MAINTENANCE

From the IQ Main menu, select Stock and Maintenance.
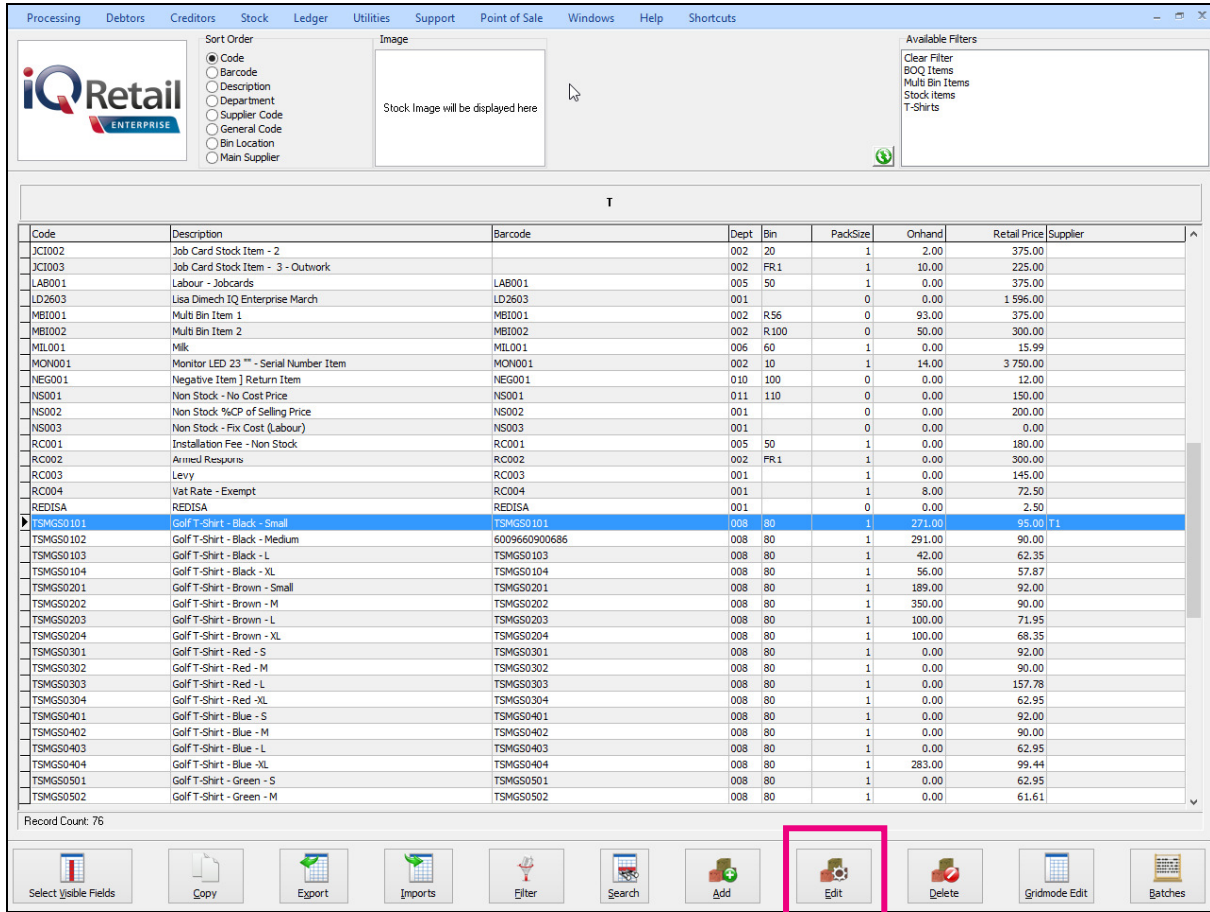
Select the item on which one want to change the selling price and click on the Edit button.
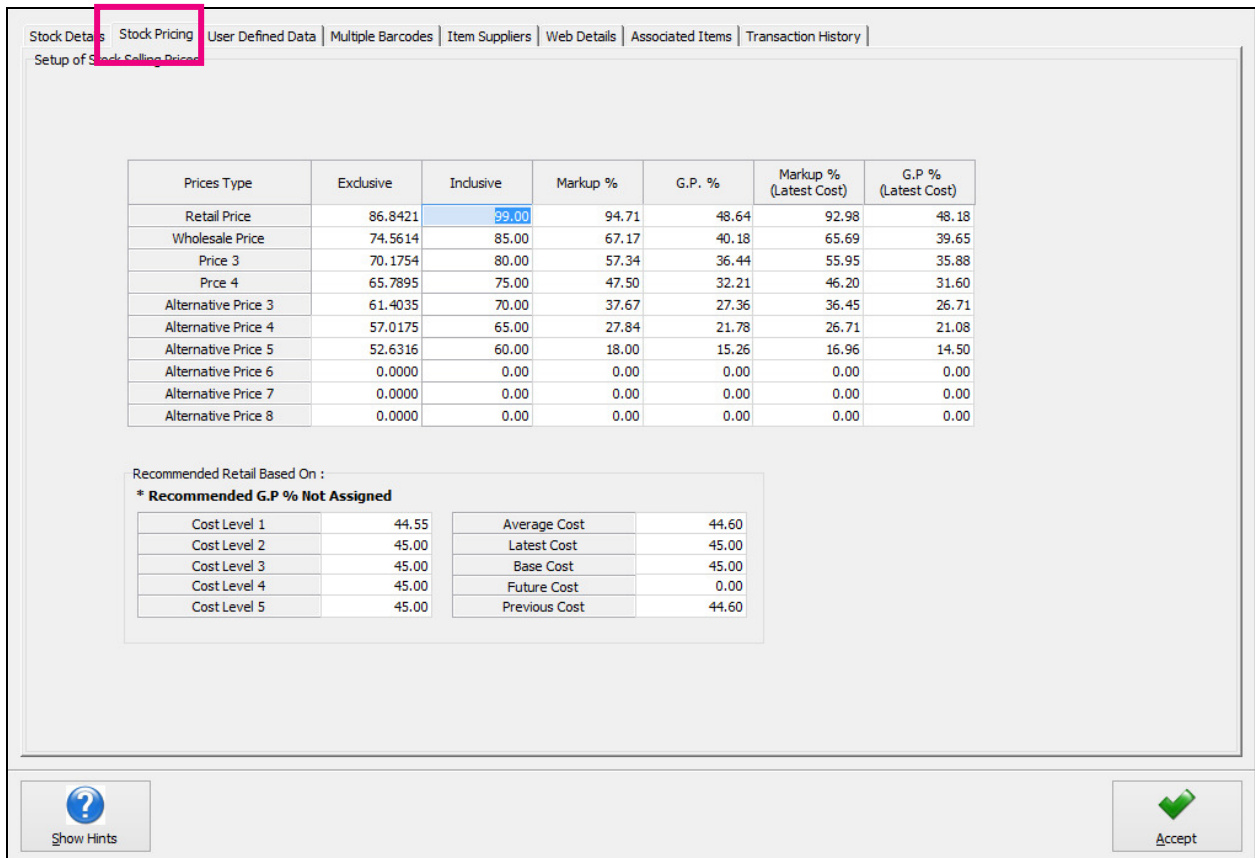
Confirm that it is the correct item by checking the description. Select the Stock Pricing tab and change the Inclusive price where needed. Click on Accept to save the change on the selling price.

Once one has accepted the price change, the following screen appears:

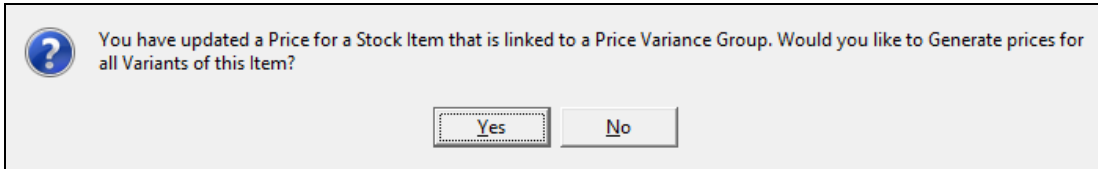Only the specific item on which the price change was done will update immediately. If you select **Yes**, you will have to go to the Price Variants module under Stock, Utilities and Price Variants, to select items within the group to be changed.

If **No** is selected only the price on this item which was changed will be updated.

To complete the process of updating of the selling prices on the stock items that were linked to the Price Variants Group, one needs to go to the Stock Price Variants module.

Another way of changing selling prices on stock items through the Stock Maintenance module, is by editing the Gridmode on stock items.

One can use the filter option to see a specific selection of items to change selling prices on.

After changing any one of the selling prices (Exclusive or Inclusive), you will get the following message:

You have updated a Price for a Stock Item that is linked to a Price Variance Group. Would you like to Generate prices for all Variants of this Item?
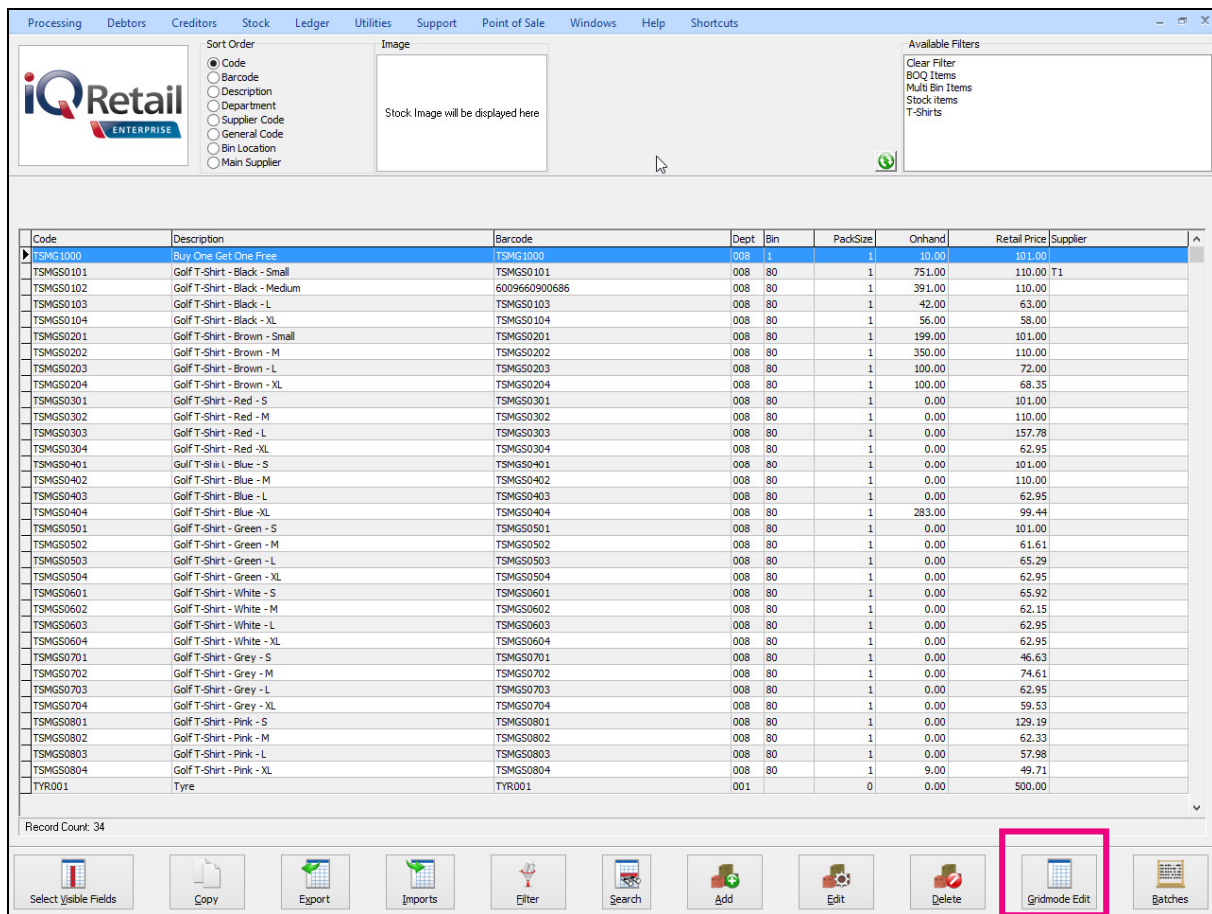
Yes   No

Only the specific item on which the price change was done will update immediately. If you select **Yes**, you will have to go to the Price Variants module under Stock, Utilities and Price Variants, to select items within the group to be changed.
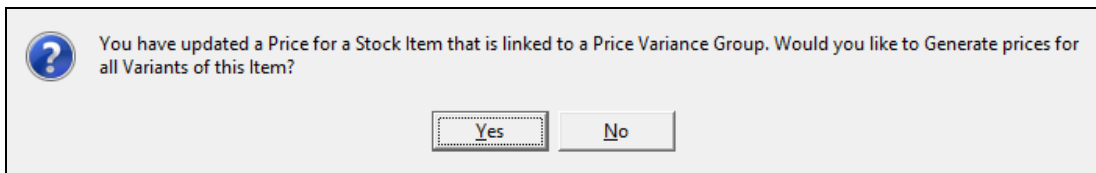
If **No** is selected only the price on this item which was changed will be updated.

To complete the process of updating of the selling prices on the stock items that were linked to the Price Variants Group, one needs to go to the Stock Price Variants module.

UPDATING PRICE VARIANTS

Select Stock, Utilities and select Price Variants.

This screen provides a list of all the other stock items that are linked to the item that was selected to do the price change on.

Use the mouse to put a tick in on each item where the selling price must change to the new selling price and click on Process for the changes to be done.
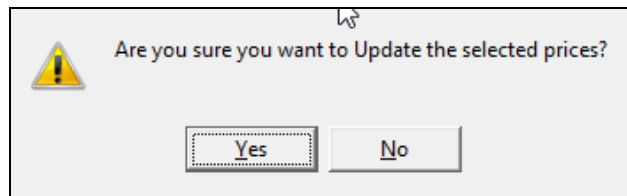
If **Yes** is selected, the selling prices on the selected stock items will change to the New Prices. The system will then prompt you and say Processing Completed.

The items that were not selected to change, will remain on the screen until you either delete them or select them to be changed.

To delete the remaining items from the screen one must put a tick with the mouse in on each item or click on one of the select buttons, and then select the Delete Button. The system will again make sure if one wants to delete the items selected before deleting them from the list.

NOTE: It is suggested to keep the Price Variants list as current as possible.

BUTTON FUNCTIONALITY ON THE PRICE VARIANTS SCREEN:

CANCEL

The cancel option allows one to close the process and screen.

EXPORT

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

FILTER

The filter option allows one to filter on any information on the external charges screen.

SEARCH

The search option allows one to search for additional information that cannot be seen or found on the Price Variants screen.

FLASH REPORTS

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

SELECT ALL FOR...

SELECTED GROUP

Select one item on the screen and the select All for selected Group will put ticks in at all the Price changes that are linked to that specific Price Variants Group. There is also a quick filter option on top of the screen, where one can select a Price Variant Group. This filter will list all the items linked to that Group.

SELECTED CODE

Select one transaction on the screen and the Select All for selected Item will put ticks in at all the price changes with the same item number.

SELECTED DATE

Select one transaction on the screen and the Select All for selected Date will put ticks in at all the price changes with the same date.

SELECTED DOCUMENT

Select one transaction on the screen and the Select All for selected Document will put ticks in at all the price changes with the same Document Number.

SELECT ALL

The Select All button allows one to select all the items if all the prices on the list should be changed to the New Prices and select then Process.

DE-SELECT ALL

The De-Select All button allows one to remove the ticks from all the items and to start again if a mistake was made.

REPORT

The report option allows one the Design, Preview or Print the list of Stock Price Variants not yet completed or deleted.

The report provides a list of Stock Items, their descriptions, the Price Type that was changed, the document reference of the transaction that was done, the Old Prices and New Prices.

IQ HO   Page 1

Price Variants

						Current Prices			New Prices		
Group	Code	Description	Price	Date	Document	Price Exc	Price Inc	GP%	Price Exc	Price Inc	GP%
002	TSMGS0201	Golf T-Shirt - Brown - Small	Retail Price	03/09/2014		83.33	95.00	53.39	96.48	109.99	59.75
002	TSMGS0301	Golf T-Shirt - Red - S	Retail Price	03/09/2014		80.70	92.00	27.20	96.48	109.99	39.11
002	TSMGS0401	Golf T-Shirt - Blue - S	Retail Price	03/09/2014		83.33	95.00	-5.26	96.48	109.99	9.08
002	TSMGS0501	Golf T-Shirt - Green - S	Retail Price	03/09/2014		83.33	95.00	58.00	96.48	109.99	63.72
003	TSMGS0202	Golf T-Shirt - Brown - M	Retail Price	03/09/2014		86.84	99.00	47.03	96.48	109.99	52.32
003	TSMGS0302	Golf T-Shirt - Red - M	Retail Price	03/09/2014		86.84	99.00	33.21	96.48	109.99	39.89
003	TSMGS0402	Golf T-Shirt - Blue - M	Retail Price	03/09/2014		86.84	99.00	56.84	96.48	109.99	61.15

CHANGING SELLING PRICE IN PRICE MAINTENANCE

In Stock Price Maintenance, the prices of stock items can be adjusted based on set retail prices, percentage markup on cost, gross profit percentage or percentage mark-up on retail price.

NOTE: Price Variants will only be activated on single item price changes and only on the stock items that are set to **NEVER** auto calculate selling prices.

Press the F9-key on your keyboard to change the sort order of the list provided.

BUTTON FUNCTIONALITY:

FILTER

Use the filter option to filter for selected items or departments or other filter criteria selections.

HINT: The filter option can be used to filter only for selected stock items, departments or department ranges.

EXPORT

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

SEARCH

The search option allows one to search for any information within the price maintenance screen and for any available field.

SELECT VISIBLE FIELDS

To change the list of visible fields in the screen, select the Select Visible Fields option. Select a field in the list and enable it by adding a tick mark next to the field.

PRICE CHANGES

MODIFY PRICE - SINGLE

To change the inclusive or exclusive price of a single item.

Tick the Enable blocks next to the prices that need to be changed, highlight the price and type in the new price.

Select "Apply to Current Item" if the changes are correct or select "Reload Current Prices" if the changes are wrong.

Once the "Apply to Current Item" has been selected, the system will prompt you with the following message:

You have updated a Price for a Stock Item that is linked to a Price Variance Group. Would you like to Generate prices for all Variants of this Item?

If you select **Yes**, you will have to go to the Price Variants module under Stock, Utilities and Price Variants, to select items within the group to be changed.

If **No** is selected only the price on this item will be updated.

To complete the process of updating of the selling prices on the stock items that were linked to the Price Variants Group, one needs to go to the Stock Price Variants module.

NOTE: Finalise the price changes on the items linked to the changed item, by processing the Price Variants in the Price Variants module.

NOTE: For the price changes to take effect immediately, make sure the *Right Now* option is selected under *Apply When*. For the price changes to only take effect on a future date, select *Future Date* under *Apply When* and select the date.

NOTE: However, the price will only change after the date has elapsed and after a transaction has occurred on the relevant stock item. Hence, this will not show up in the P.O.S. or price lookup until afterwards. To force a future price change to take effect immediately, without a transaction first occurring, select check future prices, after the selected date.

% MARKUP ON COST - SINGLE

To change the Target Markup % on Cost of a single item.

Tick the Enable blocks next to the % Markup on Cost that need to be changed, highlight the % in the Target column and type in the new %.

Select "Apply to Current Item" if the changes are correct or select "Reload Current Prices" if the changes are wrong.

Once the "Apply to Current Item" has been selected, the system will prompt you with the following message:

If you select **Yes**, you will have to go to the Price Variants module under Stock, Utilities and Price Variants, to select items within the group to be changed.

If **No** is selected only the price on this item will be updated.

To complete the process of updating of the selling prices on the stock items that were linked to the Price Variants Group, one needs to go to the Stock Price Variants module.

Note: Finalise the price changes on the items linked to the changed item, by processing the Price Variants in the Price Variants module.

% MODIFY GROSS PROFIT - SINGLE

To change the Target Gross Profit % on Cost of a single item.

Tick the Enable blocks next to the G.P.% on cost that need to be changed, highlight the percentage in the Target column and type in the new percentage.

Select "Apply to Current Item" if the changes are correct or select "Reload Current Prices" if the changes are wrong.

Once the "Apply to Current Item" has been selected, the system will prompt you with the following message:

If you select **Yes**, you will have to go to the Price Variants module under Stock, Utilities and Price Variants, to select items within the group to be changed.

If **No** is selected only the price on this item will be updated.

To complete the process of updating of the selling prices on the stock items that were linked to the Price Variants Group, one needs to go to the Stock Price Variants module.

Note: Finalise the price changes on the items linked to the changed item, by processing the Price Variants in the Price Variants module.

% PRICE CHANGE - SINGLE

To change the % Markup on Price of a single item by entering a percentage markup on price.

Tick the Enable blocks next to the % Markup on Price on cost that need to be changed, highlight the percentage in the percentage column and type in the new percentage.

Select "Apply to Current Item" if the changes are correct or select "Reload Current Prices" if the changes are wrong.

Once the "Apply to Current Item" has been selected, the system will prompt you with the following message:

If you select **Yes**, you will have to go to the Price Variants module under Stock, Utilities and Price Variants, to select items within the group to be changed.

If **No** is selected only the price on this item will be updated.

To complete the process of updating of the selling prices on the stock items that were linked to the Price Variants Group, one needs to go to the Stock Price Variants module.

Note: Finalise the price changes on the items linked to the changed item, by processing the Price Variants in the Price Variants module.

CHANGING SELLING PRICE IN PURCHASE ORDERS

Sell Price Maintenance in Purchase Orders enables one to change the selling prices while doing Purchase Orders.

To setup Sell Price Maintenance on Purchase Orders, select from the main IQ screen Utilities, Setup and Company Details.
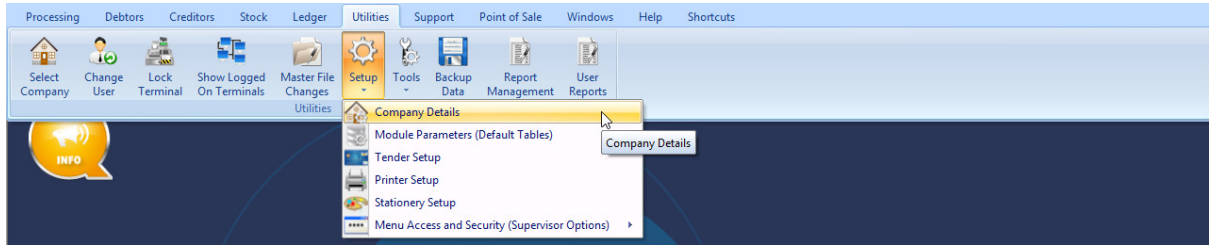
Select the Default Settings (1) tab and tick the block next to "Do Sellprice Maintenance In Processing".
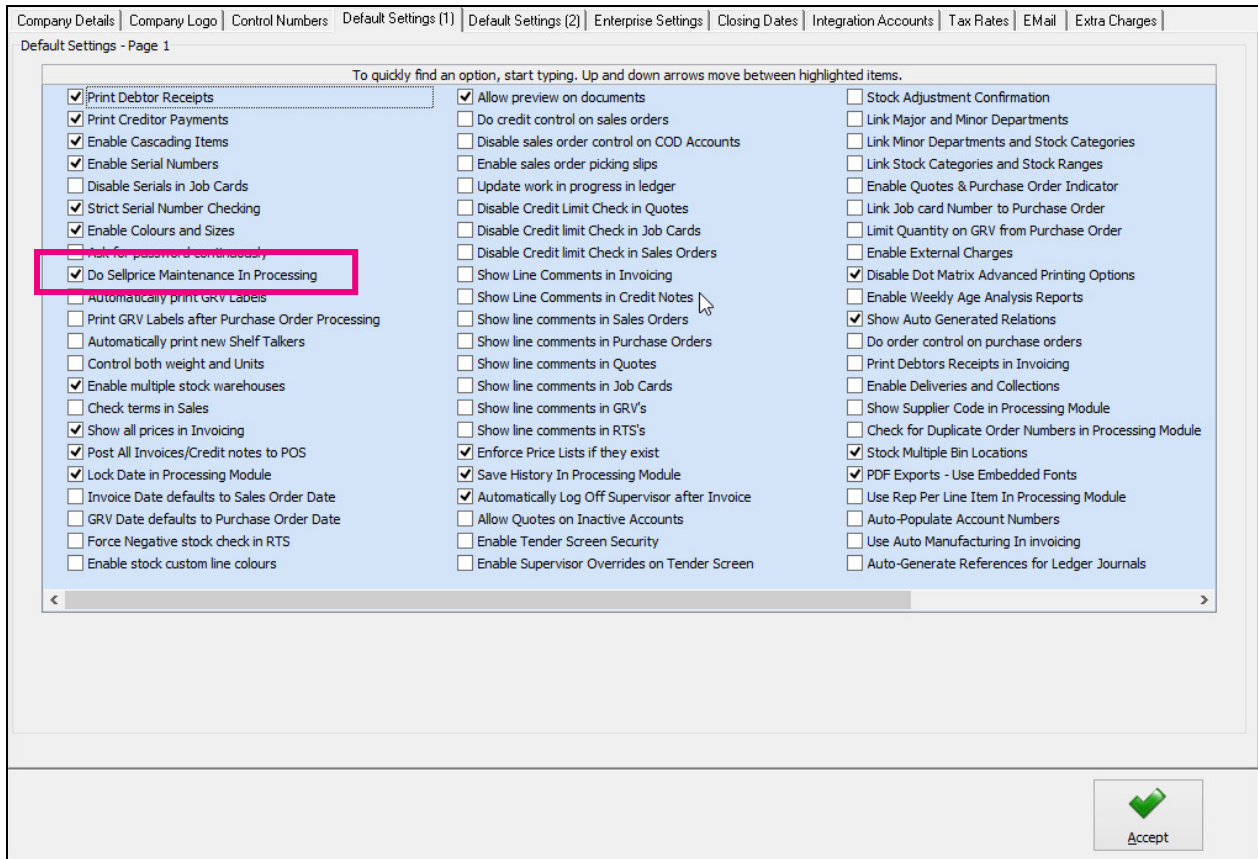
Select "Do Sellprice Maintenance In Purchase Orders".
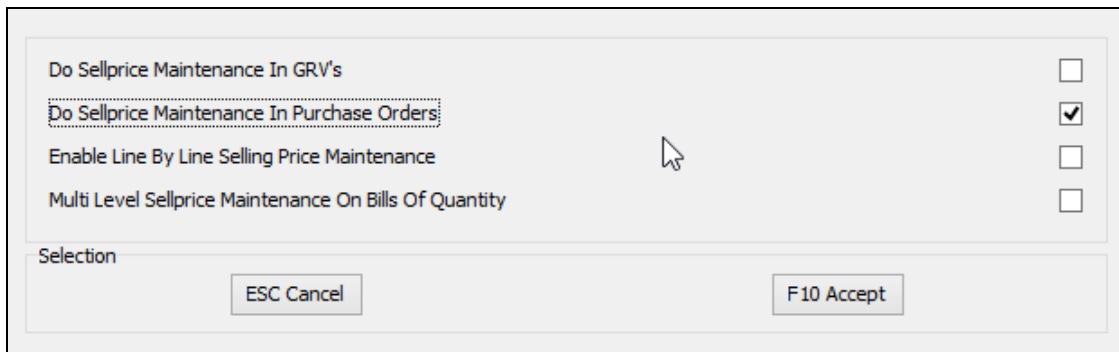
This selection will allow one to change the selling prices of each item (one by one) on the purchase order, once the purchase order is processed.

To change the selling prices one by one after each line is captured, one can select the "Enable Line By Line Selling Price Maintenance". Always keep in mind: if you are adding the same item on multiple lines of your documents, only the last change to your selling prices for this item will be considered.

PROCESSING A PURCHASE ORDER

Select Processing from the IQ main screen and select purchase Orders.
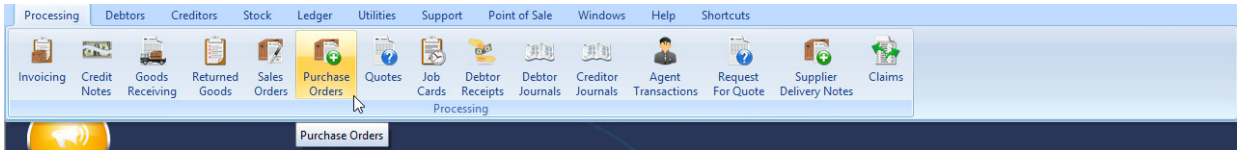
One can either edit an existing purchase order or one can create a new purchase order.

Black = Normal Purchase Order waiting to be GRV'ed
Green = Partially Invoiced (GRV'ed) Purchase Orders
Blue = Fully Invoiced Purchase Orders (only visible under History)
Greyed Out = Purchase Order locked by another user.

SORT ORDER

The sort order allows one to sort the existing purchase orders in either Account Number, Account Name, Document Number, Order Number, Order Date, Invoiced Date, Changed Date, Internal Order Number or Document Type.

SHOW WHICH

The current selection, allows one to see and have access to all created purchase orders not yet finalised and/or to create new purchase orders.

The history selection allows one to see all finalised purchase orders and to delete finalised purchase orders.

SELECT LAYOUT

The select layout option allows one to select six different layouts to print a purchase order on.

LEGEND

The legend allows one to see immediately when looking at the current purchase orders, what the status of the purchase order is.

PURCHASE ORDER SELECTIONS

DOCUMENT NUMBER

The Document Number field shows the current purchase order number.

ORDER NO

The order no field shows the internal order number that has been used on the purchase order when it was created.

NAME

The name field shows the supplier's name, the supplier's name is the supplier to whom the purchase order was created for.

ACCOUNT

The account field shows the account number that is linked to the supplier for whom the purchase order was created.

START DATE

The order date holds the date when the purchase order was created or when the purchase order goods have been ordered.

GRV DATE

The GRV Date field holds the date information when that specific purchase order was goods received. In other words, as soon as one GRV's that specific purchase order, the invoice date will have that date populated in this field.

CHANGED DATE

The Changed Date field holds the date information when that specific purchase order was edited or changed. In other words, as soon as one edit that specific purchase order, the changed date will have that date populated in this field.

TOTAL

The total field shows the total outstanding value of the existing purchase order.

CREATE NEW PURCHASE ORDER

To Create a new purchase order, select the "Processing" button and click on New.

ACCOUNT DETAILS

ACCOUNT NO

The very first thing that needs to be entered in the purchase order screen is the account number. This account number is the creditors account number. One can either select it from a drop-down list or if the account number is known, it may be typed in.

NAME AND ADDRESS DETAILS

The name and address details will automatically pick up the relevant creditors information. However, if this purchase order is made out to a cash supplier/creditor then the name and address details may be typed in.

To type a different address should the purchase or GRV be delivered to a different address as to that what is already specified, the multiple delivery addresses option can be used for this purpose.

ADDITIONAL ADDRESSES

A creditor might have additional delivery addresses; these can be selected by clicking the drop-down menu in the very first block next to the Name and Address Details.

NOTE: By selecting the drop-down menu, the system then allows one to either click reset or select additional. Once the select additional has been selected, the system then allows one to choose any of the additional addresses setup within the creditor.

NOTE: Once any one of the additional addresses has been selected, the system updates the purchase order address details automatically with the relevant creditor's address that was selected.

Should you make any typing mistake in either of the address details use the Reset option to reset back to the original address details.

NOTE: The altering of the address details will only affect the purchase order that is posted at the time and will not alter the original suppliers address details in any way.

TEL

The telephone number of the supplier can be entered.

PURCHASE ORDER DISCOUNT %

The purchase order discount % allows one to enter the discount percentage for the specific purchase order.

NOTE: This is not line discount per item, it is discount for the full purchase order amount.

PURCHASE ORDER DETAILS

PURCHASE ORDER DATE

The purchase order date specifies the date on which the purchase order was created.

ESTIMATE DATE

The estimate date specifies a date of when the goods will be available to GRV it out to the client. Either the estimate date should therefore be equal to the purchase order date or it must be a future date.

PURCHASE ORDER NUMBER

The purchase order number is an internal number created by the system automatically. This number auto increment every time a new purchase order is created.

NOTE: Every time a purchase order is changed or edited, the purchase order number will change. The system will add a decimal point after the original purchase order number and the next available number.

EXAMPLE: If the original purchase order was PURHO01 and it's being changed or edited, the same purchase order number will change to PURHO01.1 etc.

DELIVERY METHOD

The delivery method field can be used either for the actual delivery method (e.g. courier, post etc...) or if it's not used for that purpose, it may then be used for something else.

ORDER NUMBER

The order number field is used for the client's purposes. In other words, if the client orders the goods from your company then they would have to supply an order number. This order number helps to keep track of purchase orders.

PURCHASE ORDER MEMO

The purchase order memo is used for any additional information that can be added to the specific purchase order. In other words, if any additional notes or comments need to be added to the purchase order, the purchase order memo field may be used.

DELIVERY NOTE NO

The delivery note number can be utilized for a physical delivery number that is assigned to the purchase order. If the delivery note number field is not utilized in that way, it may be used for something else.

TOTALS

PURCHASE ORDER INCLUSIVE

The purchase order inclusive allows one to specify whether the specific purchase order is either inclusive or exclusive of VAT. To change the purchase order between inclusive or exclusive, select the appropriate option.

WAREHOUSE

The warehouse option allows one to specify from which warehouse the goods will be purchased from. This helps if there is more than one warehouse where goods are stored and where the goods are going to be purchased.

INTERNAL ORDER NO

The internal order number allows one to specify an order number, which is used for internal purposes. Entering this number helps tracking purchase orders throughout the system.

NOTE: If this internal order number is not used, it will be very difficult trying to track purchase order in the system.

GOODS TOTAL

The goods total field will be allocated by the system automatically. This field shows the total value of the goods on the purchase order, this will be the total exclusive of VAT.

DISCOUNT AMOUNT

The discount amount field will be allocated by the system automatically. The discount amount field will show the discount that is given on the specific purchase order. The Discount amount includes the line discount amounts and the % Discount on the Purchase Order.

VAT AMOUNT

The VAT amount field will be allocated by the system automatically. The vat amount field will show the total amount of VAT applicable on the specific purchase order.

TOTAL QUANTITY

The Total Quantity field will be allocated by the system automatically. The Total Quantity field will show the total quantity of stock items on the specific purchase order.

CODE

Enter the stock code number and press Enter, or use the search facility to search for the appropriate stock item. Select the amendments button to add items which are not yet on file. When searching for the stock item use the detail button and the history button to obtain more detail on the stock item.

DESCRIPTION

The stock description as defined in the Item Maintenance section will be displayed. Press Enter to accept this description or enter a new description.

TYPE

The type field displays different types of pricing that is used once the stock items are entered. In other words, the type field will display either CL, CA, CH etc… once the item code has been selected and entered through the transaction line.

The different types of "TYPE" will be displayed as follows: CL – Latest Cost, CA – Average Cost, CH – Highest Cost, CB – Base Cost and PL – Custom Price List.

UNIT PRICE

If purchase price changes are not allowed, this field will not be accessible. The normal purchasing price or the linked price (see creditor Account Maintenance for more information) for the creditor will appear in this field. Hold the "ALT"-KEYand press the down menu to select from different purchasing prices.

If purchase price changes are allowed, this field can be changed by right clicking on the field and then selecting the Enable Editing option.

NOTE: To increase the size of the purchasing price decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

NOTE: If the sell price maintenance option is enabled within the companies default settings, the system will prompt the user to enter the new selling prices. This is very useful because one does not have to then enter the new selling prices after the purchase order has been finalized or the GRV for that matter. This option will only be available if it is enabled.

QUANTITY

Enter the quantity of the item to be ordered.

NOTE: To increase the size of the quantity decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

This is an extract of the Stock Defaults where the price and quantity decimals are changed.

Price Decimals (Invoicing and Sales Orders)	2
Price Decimals (Goods Receiving)	2
Quantity Decimals	2

DISCOUNT %

The discount percentage field is only used if line discount is given on a stock item.

NOTE: The discount percentage is only discount per item not discount on the complete purchase order.

TOTAL

The total field shows the full line total. This means that the system will show the quantity times the unit price, which in turn shows the full line Total.

BUTTON FUNCTIONALITY

SUPERVISOR LOGON/LOGOFF

The supervisor option allows one to change a price of an item before it's processed. This supervisor logon option can only be used if a user has the appropriate access to utilize this supervisor logon option.

IMPORT/ORDER

IMPORT CSV

A purchase order can be created by importing data from a text file. The file can be saved in the c:\IQEnterprise\imports directory. The format of the file must be code, qty (quantity) and price.

CODE,QTY,PRICE

TSMGS0101,10,37.88

TSMGS0102,10,42.80

TSMGS0103,10,34.66

TSMGS0104,10,32.17

TSMGS0201,10,39.13

TSMGS0202,10,46.00

> The format of the file must be CODE, QTY and Price. In this example, the code is TSMGS0101, the quantity is 10 and the price is R37.88.

NOTE: Once the import file has been selected, the system will show a message displaying that the import was successful. Once this message is displayed, select the 'OK' option.

IMPORT STOCK MASTER

This option will open the Stock Master File.

Create a new filter or use an existing filter to select the stock items to be ordered. Select Accept to import the Item code, description and unit prices of the items to be ordered.

Right click on the Unit Price and click on Enable Editing to allow one to change the unit prices.

Change the Order Quantity for each item that needs to be ordered or delete the item from the order by highlighting the item code and pressing the F5 key on the keyboard.

If your system has been setup to allow line by line sellprice maintenance, and you change the order quantity and press enter, the price maintenance screen will appear.

Either the Inclusive of Vat price, the Markup percentage or the Gross Profit percentage for different price types can be changed. Click on Accept to save the changes.

F7 LONG DESCRIPTION

The long description allows one to enter a long description per item on the purchase order. This is helpful when additional information needs to be entered per stock item or at the end of the purchase order.
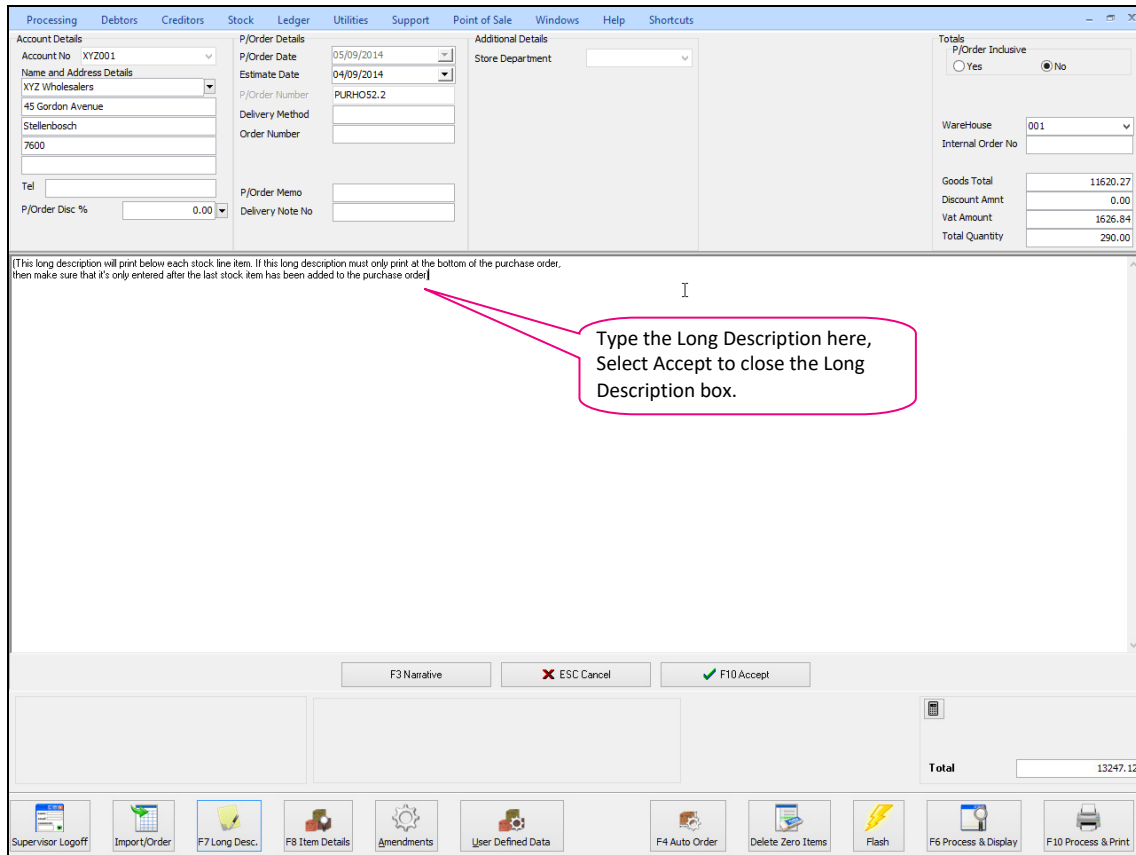
F8 ITEM DETAILS

The item details option displays additional information regarding the current item that is on the GRV.
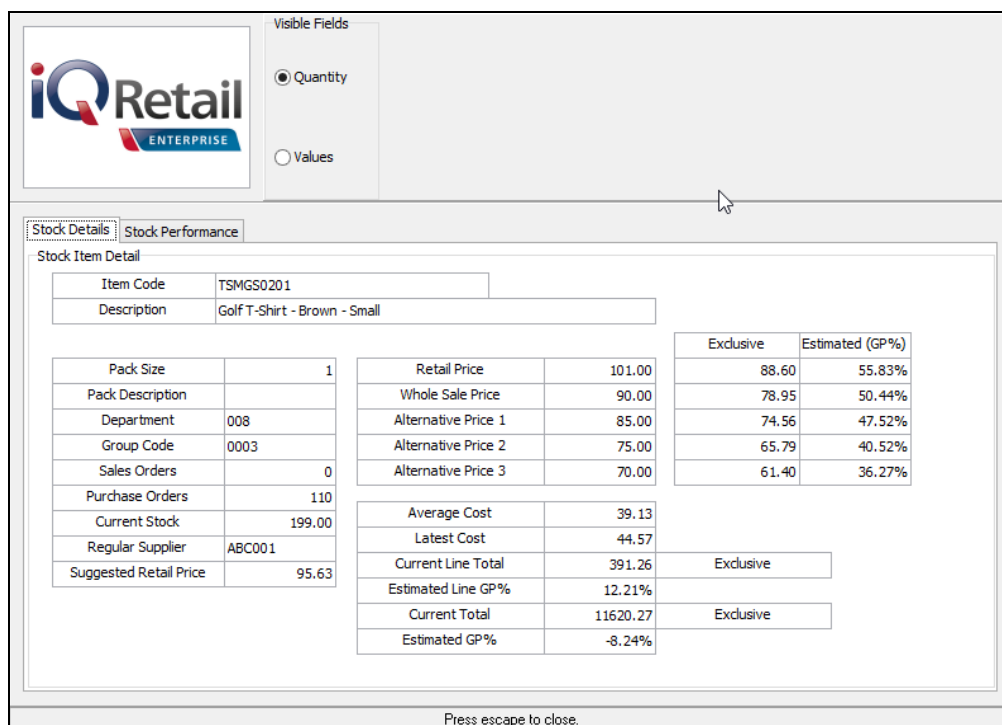
AMENDMENTS

The amendments option allows one to add or edit any additional stock items before the processing of the purchase order takes place. This means that while one is busy with the current purchase order an item may be added in stock maintenance and then this item may also be added onto the current purchase order.

USER DEFINED DATA

If a User Defined Data table has been created in module parameters, you can select this option to enter the additional required data.

AUTO ORDER

Select Auto Order to automatically order items that are linked to the relevant supplier. One can select if one want the stock items to be ordered by code order or by description order.

POPULATE ORDER QUANTITY WITH ZERO (0)

This option allows one to populate the quantity field on the purchase order with a quantity of zero.

POPULATE ORDER QUANTITY BASED ON ORDERING FORMULA

This option allows one to populate the quantity field on the purchase order with values that are based on a custom ordering formula. This means that whichever custom ordering formula the stock item belongs to the system will then populate the quantity with those values.

Click on the accept button and all stock items that have this supplier entered as the "Regular Supplier" in stock maintenance will be added using the Auto Order option.

Code	Description	Barcode	Dept	Bin	PackSize	Onhand	Supplier
BHW001	How To Build a Pizza Oven	BHW001	001		0	40.00	BT1
BM001	Cement PVC 50kg	BM001	002	1	0	98.00	CE
BM003	Wood		002		0	236.00	WOP125
COK001	Coke Single Can	COK001	001	FR1	1	1 402.00	C1
TSMGS0101	Golf T-Shirt - Black - Small	TSMGS0101	008	80	1	751.00	T1
TSMGS0102	Golf T-Shirt - Black - Medium	6009660900686	008	80	1	391.00	
TSMGS0103	Golf T-Shirt - Black - L	TSMGS0103	008	80	1	42.00	
TSMGS0104	Golf T-Shirt - Black - XL	TSMGS0104	008	80	1	56.00	
TSMGS0201	Golf T-Shirt - Brown - Small	TSMGS0201	008	80	1	199.00	
TSMGS0202	Golf T-Shirt - Brown - M	TSMGS0202	008	80	1	350.00	
TSMGS0203	Golf T-Shirt - Brown - L	TSMGS0203	008	80	1	100.00	
TSMGS0204	Golf T-Shirt - Brown - XL	TSMGS0204	008	80	1	100.00	
TSMGS0301	Golf T-Shirt - Red - S	TSMGS0301	008	80	1	0.00	
TSMGS0302	Golf T-Shirt - Red - M	TSMGS0302	008	80	1	0.00	
TSMGS0303	Golf T-Shirt - Red - L	TSMGS0303	008	80	1	0.00	
TSMGS0304	Golf T-Shirt - Red -XL	TSMGS0304	008	80	1	0.00	
TSMGS0401	Golf T-Shirt - Blue - S	TSMGS0401	008	80	1	0.00	
TSMGS0402	Golf T-Shirt - Blue - M	TSMGS0402	008	80	1	0.00	
TSMGS0403	Golf T-Shirt - Blue - L	TSMGS0403	008	80	1	0.00	
TSMGS0404	Golf T-Shirt - Blue -XL	TSMGS0404	008	80	1	283.00	
TSMGS0501	Golf T-Shirt - Green - S	TSMGS0501	008	80	1	0.00	
TSMGS0502	Golf T-Shirt - Green - M	TSMGS0502	008	80	1	0.00	
TSMGS0503	Golf T-Shirt - Green - L	TSMGS0503	008	80	1	0.00	
TSMGS0504	Golf T-Shirt - Green - XL	TSMGS0504	008	80	1	0.00	
TSMGS0601	Golf T-Shirt - White - S	TSMGS0601	008	80	1	0.00	
TSMGS0602	Golf T-Shirt - White - M	TSMGS0602	008	80	1	0.00	
TSMGS0603	Golf T-Shirt - White - L	TSMGS0603	008	80	1	0.00	
TSMGS0604	Golf T-Shirt - White - XL	TSMGS0604	008	80	1	0.00	

The following Stock Items will be used for Auto Ordering. Please confirm and / or Filter. Please Note: Stock Items that are On Hold / Excluded from Ordering will NOT be considered for Auto Ordering.

Available Filters
Clear Filter

A filter can be used to add only specific items from the list. Select the accept button the add the items to the purchase order.

Click on the Accept button and only the selected items will appear on the purchase order.

The unit prices and order quantities can now be changed where necessary.

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

DELETE ZERO ITEMS

DELETE ZERO ORDER QUANTITY

This option allows one to delete all items on the purchase order with an order quantity of zero.

DELETE ZERO REMAINING QUANTITY

This option allows one to delete all items from a partially invoiced order with a remaining quantity of zero.

FLASH

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

PROCESS & DISPLAY

The process and display option allows one to process the specific purchase order and then display it on screen. This option makes printing and emailing very easy. Once in the preview screen, the options to print and email are available.

NOTE: Once this button is selected, the Sell Price Maintenance Screen will appear:

Double click on the item or highlight the item and select the Adjust button.

Change the inclusive VAT, Markup% and/or the GP% on the relevant prices and select Accept. Select the next item until all necessary changes have been made.

Once all the selling price changes have been made and you clicked on the Accept button on the Price maintenance screen, the following message will appear:

IF YOU SELECT YES, YOU WILL HAVE TO GO TO THE PRICE VARIANTS MODULE UNDER STOCK, Utilities and Price Variants, to select items within the group to be changed.

If **No** is selected only the price on this item will be updated.

To complete the process of updating of the selling prices on the stock items that were linked to the Price Variants Group, one needs to go to the Stock Price Variants module.

NOTE: Finalise the price changes on the items linked to the changed item, by processing the Price Variants in the Price Variants module.

PROCESS AND PRINT

The process and print option will process the purchase order and print immediately. This option does not allow one to display the purchase order first, it automatically prints.

The following screen will appear immediately after you have processed the purchase order.

If you select **Yes**, you will have to go to the Price Variants module under Stock, Utilities and Price Variants, to select items within the group to be changed.

If **No** is selected only the price on this item will be updated.

To complete the process of updating of the selling prices on the stock items that were linked to the Price Variants Group, one needs to go to the Stock Price Variants module.

Note: Finalise the price changes on the items linked to the changed item, by processing the Price Variants in the Price Variants module.

EDITING AN EXISTING PURCHASE ORDER

On the Purchase Order Maintenance Screen, highlight the order one wants to edit or change, click on the Processing button and select Edit.

The procedures and menus to edit a purchase order are the same as for creating a new purchase order.

NOTE: Every time a purchase order is changed the purchase order number will change. The system will add a decimal point after the original purchase order number and the next available number.

EXAMPLE: If the original purchase order was PUR1 and it's being changed or edited, the same purchase order number will change to PUR1.1 etc.

The following screen will appear immediately after you have processed the purchase order.

If you select **Yes**, you will have to go to the Price Variants module under Stock, Utilities and Price Variants, to select items within the group to be changed.

If **No** is selected only the price on this item will be updated.

To complete the process of updating of the selling prices on the stock items that were linked to the Price Variants Group, one needs to go to the Stock Price Variants module.

Note: Finalise the price changes on the items linked to the changed item, by processing the Price Variants in the Price Variants module.

CHANGING SELLING PRICE IN GOODS RECEIVING

Sell Price Maintenance in Goods Receiving enables one to change the selling prices while processing a GRV on a Purchase Order or by processing a new GRV.

To setup Sell Price Maintenance in GRV's, select from the main IQ screen Utilities, Setup and Company Details.
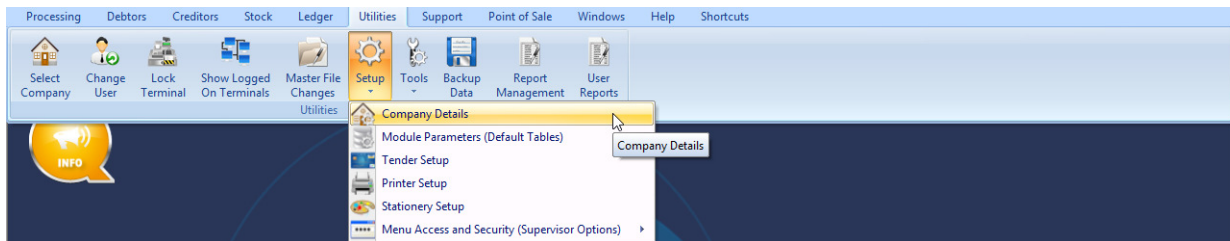
Select the Default Settings (1) tab and tick the block next to "Do Sellprice Maintenance In Processing".
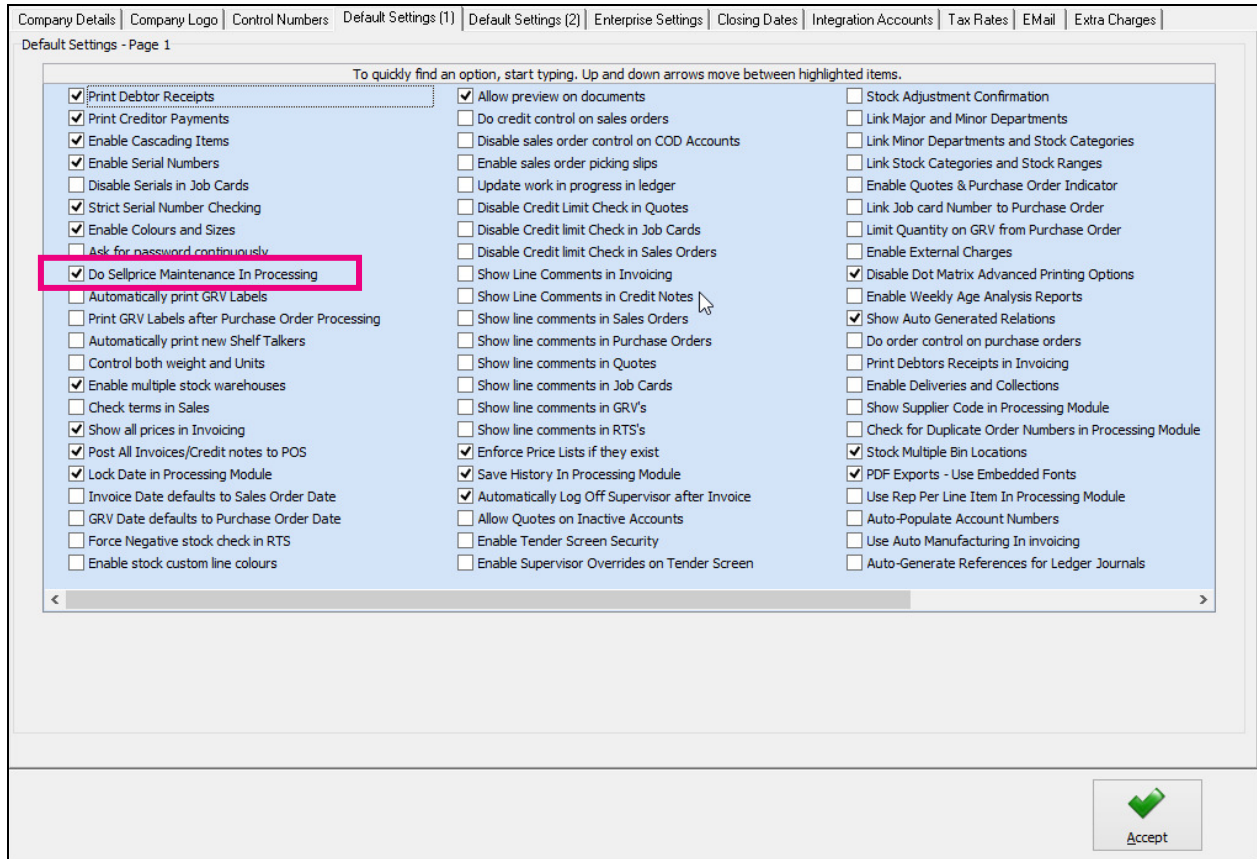
Select "Do Sellprice Maintenance In GRV's".
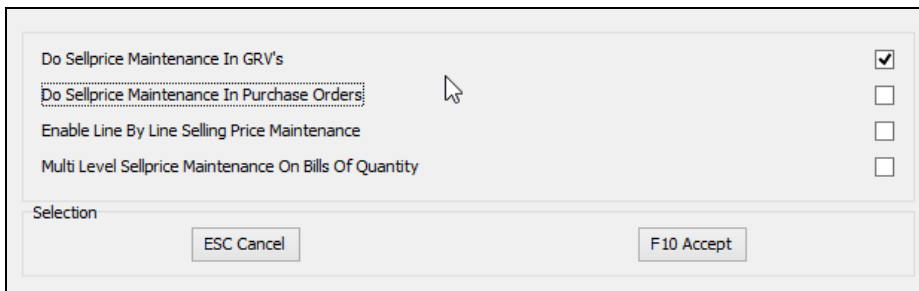
This selection will allow one to change the selling prices of each item (one by one) on the GRV, once the GRV is processed.

To change the selling prices one by one after each line is captured, one can select the "Enable Line By Line Selling Price Maintenance". Always keep in mind: if you are adding the same item on multiple lines of your documents, only the last change to your selling prices for this item will be considered.

HINT: Do not set your system to Automatically print GRV labels once the goods receiving voucher has been processed, when you use Price Variants Grouping, as the labels printed after the GRV is processed, will not automatically update the selling prices for all the stock items linked to the Price Variants Group. The selling prices for items linked to a Price Variant Group will only change once the Stock Price Variants has been processed in the Price Variants module.

PROCESSING A NEW GRV WITHOUT A PURCHASE ORDER

To Receiving Goods without an existing Purchase Order. Select Processing from the main IQ screen and select Goods Receiving.

ACCOUNT DETAILS

ACCOUNT NO

Will be the suppliers (creditors) account number. One can either select it from a drop-down list or if the account number is known, it may be typed in. The name will be confirmed on the screen. If the supplier does not exist on your creditors system, unfortunately you will have to go back to creditors maintenance and add the new supplier first.

NAME AND ADDRESS DETAILS

The name and address details will automatically pick up the relevant creditors information. However, if this Goods Receiving is done for a cash supplier/creditor then the name and address details may be typed in.

To type a different address should the GRV be delivered to a different address as to that what is already specified, the multiple delivery addresses option can be used for this purpose.

A creditor might have additional delivery addresses; these can be selected by clicking the drop-down menu in the very first block next to the Name and Address Details.

NOTE: By selecting the drop-down menu, the system then allows one to either click reset or select additional. Once the select additional has been selected, the system then allows one to choose any of the additional addresses setup within the creditor.

NOTE: Once any one of the additional addresses has been selected, the system updates the purchase order address details automatically with the relevant creditor's address that was selected.

Should you make any typing mistake in either of the address details use the Reset option to reset back to the original address details.

NOTE: The altering of the address details will only affect the Goods Receiving Voucher that is posted at the time and will not alter the original suppliers address details in any way.

TEL

The telephone number of the supplier can be entered.

GRV DISCOUNT %

The GRV discount % allows one to enter the discount percentage for this specific Goods Receiving Voucher. The discount must be a percentage, a discount amount cannot be entered.

NOTE: This is not line discount per item, it is discount for the full GRV amount. This discount will be in addition to any line discounts granted.

GRV DETAILS

GRV DATE

The GRV date specifies the date on which the Goods Receiving is done.

ORIGINAL DOCUMENT DATE

The original document date allows one to select the original date of when the goods receiving voucher is done.

GRV NUMBER

The GRV number is an internal number created by the system automatically. This number auto increment every time a new GRV is created. Automatic numbers will only appear *after* the goods receiving voucher is processed.

DELIVERY METHOD

Enter the delivery method. E.g. Rail, Couriers, etc. Or else leave blank.

ORDER NUMBER

Enter the supplier order number, if applicable.

HINT: When processing Cash Purchases (e.g. CASH01 Account is used) use the order number field to enter the suppliers name or surname. This will aid with the searching through hundreds or thousands of cash purchase GRV's, should there ever be a query.

SUPPLIER INVOICE NUMBER

The supplier invoice number field is used to enter the supplier's invoice number. This field must have a value to continue processing the goods receiving voucher.

GRV MEMO

The GRV memo allows one to enter any additional information that needs to go with the goods receiving voucher.

DELIVERY NOTE NO

The delivery note number can be utilized for a physical delivery number that is assigned to the GRV. If the delivery note number field is not utilized in that way, it can be used for something else.

TOTALS

GRV INCLUSIVE

The GRV inclusive allows one to specify whether the current Goods received voucher will be processed inclusive or exclusive of VAT. The default VAT method is derived from the Stock item. To change the purchase order between inclusive or exclusive, select the appropriate option.

WAREHOUSE

The warehouse option allows one to specify from which warehouse the goods will be received from. This helps if there is more than one warehouse where goods are stored and where the goods are going to be received.

INTERNAL ORDER NO

The internal order number allows one to specify an order number, which is used for internal purposes. Entering this number helps tracking GRVs throughout the system.

NOTE: If this internal order number is not used, it will be very difficult trying to track the GRV in the system.

GOODS TOTAL

The goods total field will be allocated by the system automatically. This field shows the total value of the goods on the GRV, this will be the total value exclusive of VAT.

DISCOUNT AMOUNT

The discount amount field will be allocated by the system automatically. The discount amount field will show the discount that is given on the specific GRV. The discount amount includes the line discounts as well as the discount on the whole transaction.

VAT AMOUNT

The VAT amount field will be allocated by the system automatically. The vat amount field will show the total amount of VAT applicable on the specific GRV.

TOTAL QUANTITY

The Total Quantity field will be allocated by the system automatically. The Total Quantity field will show the total quantity of stock items on the specific GRV.

GRV INFORMATION

CODE

Enter the stock code number and press Enter, or use the search facility to search for the appropriate stock item. Select the amendments button to add items which are not yet on file. When searching for the stock item use the Detail button and the History button to obtain more detail on the stock item.

DESCRIPTION

The stock description as defined in the Item Maintenance section will be displayed. Press Enter to accept this description or enter a new description.

TYPE

The type field displays different types of pricing that is used once the stock items are entered. In other words, the type field will display either CL, CA, CH etc… once the item code has been selected and entered through the transaction line.

The different types of "TYPE" will be displayed as follows: CL – Latest Cost, CA – Average Cost, CH – Highest Cost, CB – Base Cost and PL – Custom Price List.

UNIT PRICE

If purchase price changes are not allowed, this field will not be accessible. The normal cost price or the linked price (see creditor Account Maintenance for more information) for the creditor will appear in this field. Hold the "ALT"-KEYand press the down menu to select from different purchasing prices.

If purchase price changes are allowed, this field can be changed by right clicking on the field and then selecting the Enable Editing option. The value in the field can now be changed.

NOTE: Make sure that the price method (inclusive or exclusive) corresponds with that of the Vat method you have selected.

NOTE: To increase the size of the GRV price decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

This is an extract of the Stock Defaults where the quantity decimals are changed.

Price Decimals (Invoicing and Sales Orders)	2
Price Decimals (Goods Receiving)	2
Quantity Decimals	2

NOTE: If the sell price maintenance option is enabled within the companies default settings, the system will prompt the user to enter the new selling prices. This is very useful because one does not have to then enter the new selling prices after the GRV has been finalized. This option will only be available if it is enabled.

ADDITIONAL COST (EXCL)

This column will only show on your Goods Receiving Voucher if external charges have been enabled in Company Details. The additional cost will for example be any additional costs to transfer the goods, like courier Fees, collection fees. The cost of external charges will have made part of the costs relevant stock items.

External Charges cost break-up will display in the Additional Cost Column

QUANTITY

Enter the quantity of the item to be received.

NOTE: To increase the size of the quantity decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

NOTE: Should there be a requirement to process empties, returns or item deposits, enter the quantity as a negative value (*only the quantity*). A typical example would be when returning empty bottles and crates back to SAB or Coca-Cola. The empty crate and bottles would be entered as a negative quantity and the case of beers would be entered as per normal. When the invoice is processed, the system will decrease the on-hand quantity for empty crate being returned to the supplier and increase the case of beers item.

DISCOUNT %

The discount percentage field is only used if line discount is given on a stock item.

NOTE: The discount percentage is only discount per item not discount on the complete GRV.

TOTAL

The total field shows the full line total. This means that the system will show the quantity times the unit price, which in turn shows the full line Total.

THE TOTAL OF THE GOODS RECEIVING VOUCHER SHOULD BE THE SAME AS THE TOTAL ON THE SUPPLIER'S INVOICE.

Once the GRV is processed, the following screen will appear to allow you to make selling price changes:

Double click on the item or highlight the item and select the Adjust button.

Change the inclusive VAT, Markup% and/or the GP% on the relevant prices and select Accept. Select the next item until all necessary changes have been made.

Once all the selling price changes have been made and you click on the Accept button on the Price maintenance screen, the following message will appear:

If you select **Yes**, you will have to go to the Price Variants module under Stock, Utilities and Price Variants, to select items within the group to be changed.
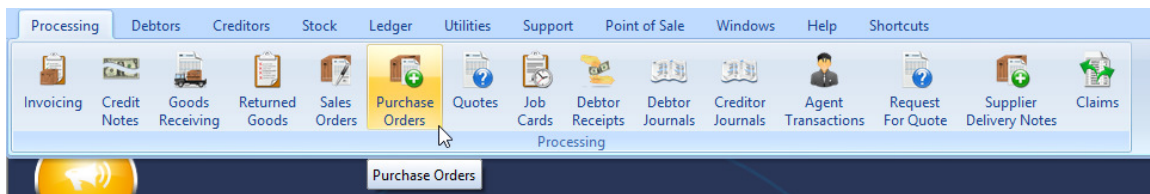
If **No** is selected only the price on this item will be updated.

To complete the process of updating of the selling prices on the stock items that were linked to the Price Variants Group, one needs to go to the Stock Price Variants module.

Note: Finalise the price changes on the items linked to the changed item, by processing the Price Variants in the Price Variants module.

RECEIVING GOODS ON AN EXISTING PURCHASE ORDER.

Select Processing from the main IQ screen and select Purchase Order.

Black = Normal Purchase Order waiting to be GRV'ed
Green = Partially Invoiced (GRV'ed) Purchase Orders
Blue = Fully Invoiced Purchase Orders (only visible under History)
Greyed Out = Purchase Order locked by another user.

SORT ORDER

The sort order allows one to sort the existing purchase orders in either Account Number, Account Name, Document Number, Order Number, Order Date, Invoiced Date, Changed Date, Internal Order Number or Document Type.

SHOW WHICH

The current selection, allows one to see and have access to all created purchase orders not yet finalised and/or to create new purchase orders.

The history selection allows one to see all finalised purchase orders and to delete finalised purchase orders.

SELECT LAYOUT

The select layout option allows one to select six different layouts to print a purchase order on.

LEGEND

The legend allows one to see immediately when looking at the current purchase orders, what the status of the purchase order is.

PURCHASE ORDER SELECTIONS

DOCUMENT NUMBER

The Document Number field shows the current purchase order number.

ORDER NO

The order no field shows the internal order number that has been used on the purchase order when it was created.

NAME

The name field shows the supplier's name, the supplier's name is the supplier to whom the purchase order was created for.

ACCOUNT

The account field shows the account number that is linked to the supplier for whom the purchase order was created.

START DATE

The order date holds the date when the purchase order was created or when the purchase order goods have been ordered.

GRV DATE

The GRV Date field holds the date information when that specific purchase order was goods received. In other words, as soon as one GRV's that specific purchase order, the invoice date will have that date populated in this field.

CHANGED DATE

The Changed Date field holds the date information when that specific purchase order was edited or changed. In other words, as soon as one edit that specific purchase order, the changed date will have that date populated in this field.

TOTAL

The total field shows the total outstanding value of the existing purchase order.

GRV STOCK ON PURCHASE ORDER

To receive goods on an existing purchase order, select the "Processing" button and click on GRV.

ACCOUNT DETAILS

ACCOUNT NO

Make sure the supplier is correct by checking the account number and the supplier name.

NAME AND ADDRESS DETAILS

The name and address details will automatically pick up the relevant creditors information. However, if this purchase order is made out to a cash supplier/creditor then the name and address details may be typed in.

To type a different address should the GRV be delivered to a different address as to that what is already specified, the multiple delivery addresses option can be used for this purpose.

ADDITIONAL ADDRESSES

A creditor might have additional delivery addresses; these can be selected by clicking the drop-down menu in the very first block next to the Name and Address Details.

NOTE: By selecting the drop-down menu, the system then allows one to either click reset or select additional. Once the select additional has been selected, the system then allows one to choose any of the additional addresses setup within the creditor.

NOTE: Once any one of the additional addresses has been selected, the system updates the purchase order address details automatically with the relevant creditor's address that was selected.

Should you make any typing mistake in either of the address details use the Reset option to reset back to the original address details.

NOTE: The altering of the address details will only affect the purchase order that is posted at the time and will not alter the original suppliers address details in any way.

TEL

The telephone number of the supplier can be entered.

GRV DISCOUNT %

The purchase order discount % allows one to enter the discount percentage for the specific purchase order.

NOTE: This is not line discount per item, it is discount for the full purchase order amount.

GRV DETAILS

GRV DATE

The GRV date specifies the date on which the goods receiving voucher is created.

ORIGINAL DOCUMENT DATE

The original document date allows one to select the original date of when the goods receiving voucher is done.

GRV NUMBER

The GRV number is an internal number created by the system automatically. This number auto increment every time a new GRV is created. Automatic numbers will only appear *after* the goods receiving voucher is processed.

DELIVERY METHOD

Enter the delivery method. E.g. Rail, Couriers, etc. Or else leave blank.

ORDER NUMBER

Enter the supplier order number, if applicable.

HINT: When processing Cash Purchases (e.g. CASH01 Account is used) use the order number field to enter the suppliers name or surname. This will aid with the searching through hundreds or thousands of cash purchase GRV's, should there ever be a query.

SUPPLIER INVOICE NUMBER

The supplier invoice number field is used to enter the supplier's invoice number. This field must have a value to continue processing the goods receiving voucher.

GRV MEMO

The GRV memo allows one to enter any additional information that needs to go with the goods receiving voucher.

DELIVERY NOTE NO

The delivery note number can be utilized for a physical delivery number that is assigned to the GRV. If the delivery note number field is not utilized in that way, it can be used for something else.

TOTALS

GRV INCLUSIVE

The GRV inclusive allows one to specify whether the current Goods Received Voucher will be processed inclusive or exclusive of VAT. The default VAT method is derived from the Stock item. To change the purchase order between inclusive or exclusive, select the appropriate option.

WAREHOUSE

The warehouse option allows one to specify from which warehouse the goods will be received from. This helps if there is more than one warehouse where goods are stored and where the goods are going to be received.

INTERNAL ORDER NO

The internal order number allows one to specify an order number, which is used for internal purposes. Entering this number helps tracking GRVs throughout the system.

NOTE: If this internal order number is not used, it will be very difficult trying to track the GRV in the system.

GOODS TOTAL

The goods total field will be allocated by the system automatically. This field shows the total value of the goods on the GRV, this will be the total value exclusive of VAT.

DISCOUNT AMOUNT

The discount amount field will be allocated by the system automatically. The discount amount field will show the discount that is given on the specific GRV.

VAT AMOUNT

The VAT amount field will be allocated by the system automatically. The vat amount field will show the total amount of VAT applicable on the specific GRV.

TOTAL QUANTITY

The Total Quantity field will be allocated by the system automatically. The Total Quantity field will show the total quantity of stock items on the specific Goods Receiving Voucher.

CODE

Enter the stock code number and press Enter, or use the search facility to search for the appropriate stock item. Select the amendments button to add items which are not yet on file. When searching for the stock item use the Detail button and the History button to obtain more detail on the stock item.

DESCRIPTION

The stock description as defined in the Item Maintenance section will be displayed. Press Enter to accept this description or enter a new description.

TYPE

The type field displays different types of pricing that is used once the stock items are entered. In other words, the type field will display either CL, CA, CH etc… once the item code has been selected and entered through the transaction line.

The different types of "TYPE" will be displayed as follows: CL – Latest Cost, CA – Average Cost, CH – Highest Cost, CB – Base Cost and PL – Custom Price List.

UNIT PRICE

If purchase price changes are not allowed, this field will not be accessible. The normal purchasing price or the linked price (see creditor Account Maintenance for more information) for the creditor will appear in this field. Hold the "ALT"-key and press the down menu to select from different purchasing prices.

If purchase price changes are allowed, this field can be changed by right clicking on the field and then selecting the Enable Editing option.

NOTE: To increase the size of the purchasing price decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

NOTE: If the sell price maintenance option is enabled within the companies default settings, the system will prompt the user to enter the new selling prices. This is very useful because one does not have to then enter the new selling prices after the purchase order has been finalized or the GRV for that matter. This option will only be available if it is enabled.

QUANTITY

Enter the quantity of the item to be ordered.

NOTE: To increase the size of the quantity decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

This is an extract of the Stock Defaults where the quantity decimals are changed.

Price Decimals (Invoicing and Sales Orders)	2
Price Decimals (Goods Receiving)	2
Quantity Decimals	2

DISCOUNT %

The discount percentage field is only used if line discount is given on a stock item.

NOTE: The discount percentage is only discount per item not discount on the complete purchase order.

TOTAL

The total field shows the full line total. This means that the system will show the quantity times the unit price, which in turn shows the full line Total.

BUTTON FUNCTIONALITY

SUPERVISOR LOGON/LOGOFF

The supervisor option allows one to change a price of an item before it's processed. This supervisor logon option can only be used if a user has the appropriate access to utilize this supervisor logon option.

IMPORT

The stock information is already on the purchase order and doesn't need to be imported.

F7 LONG DESCRIPTION

The long description allows one to enter a long description per item on the GRV. This is helpful when additional information needs to be entered per stock item or at the end of the GRV.

F8 ITEM DETAILS

The item details option displays additional information regarding the current item that is on the GRV.

AMENDMENTS

The amendments option allows one to add any additional stock items before the processing of the GRV takes place. This means that while one is busy with the current GRV, an item may be added in stock maintenance and then this item may also be added onto the current GRV.

USER DEFINED DATA

If a User Defined Data table has been created in module parameters, you can select this option to enter the additional required data.

DELETE ZERO ITEMS

DELETE ZERO ORDER QUANTITY

This option allows one to delete all items on the GRV with a quantity of zero.

DELETE ZERO REMAINING QUANTITY

This option allows one to delete all items from a partially invoiced with a remaining quantity of zero.

FLASH

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

PROCESS & DISPLAY

The process and display option allows one to process the specific GRV and then display it on screen. This option makes printing and emailing very easy. Once in the preview screen, the options to print and email are available.

NOTE: Once this button is selected, the Sell Price Maintenance Screen will appear on the screen.

Double click on the item or highlight the item and select the Adjust button.

Change the inclusive VAT, Markup% and/or the GP% on the relevant prices and select Accept. Select the next item until all necessary changes have been made.

Once all the selling price changes have been made and you clicked on the Accept button on the Price maintenance screen, the following message will appear:

You have updated a Price for a Stock Item that is linked to a Price Variance Group. Would you like to Generate prices for all Variants of this Item?

| Yes | No |

If you select **Yes**, you will have to go to the Price Variants module under Stock, Utilities and Price Variants, to select items within the group to be changed.

If **No** is selected only the price on this item will be updated.

```
                              Goods Received Voucher

                                                    *** Copy of Original ***
   IQ HO                              Telephone          021 8800420
   1st Floor, Rhino House             Fax                021 8800488
   23 Quantum Road                    E Mail
   Techno Park, Stellenbosch          Vat Registration No   45111111111
   7600                               Invoice Date        08/09/2014

            Supplier                              Deliver To

   XYZ Wholesalers                    XYZ Wholesalers
   PO Box 58585                       45 Gordon Avenue
   Stellenbosch                       Stellenbosch
   7600                               7600
```

Account No	GRV Date	Order Number	Representative	GRV Number	Page
XYZ001	08/09/2014		1	XYZINV20002	1 of 1

Item Code	Description	Quantity	Unit Price	Disc %	Vat %	Line Total
TSMGS0102	Golf T-Shirt - Black - Medium	10.00	40.00	0.00%	14.00%	400.00
TSMGS0103	Golf T-Shirt - Black - L	10.00	109.00	0.00%	14.00%	1 090.00
TSMGS0104	Golf T-Shirt - Black - XL	10.00	30.92	0.00%	14.00%	309.20
TSMGS0201	Golf T-Shirt - Brown - Small	10.00	44.57	0.00%	14.00%	445.70
TSMGS0202	Golf T-Shirt - Brown - M	10.00	46.00	0.00%	14.00%	460.00
TSMGS0203	Golf T-Shirt - Brown - L	10.00	40.00	0.00%	14.00%	400.00
TSMGS0204	Golf T-Shirt - Brown - XL	10.00	38.00	0.00%	14.00%	380.00
TSMGS0301	Golf T-Shirt - Red - S	10.00	58.75	0.00%	14.00%	587.50
TSMGS0302	Golf T-Shirt - Red - M	10.00	58.00	0.00%	14.00%	580.00
TSMGS0303	Golf T-Shirt - Red - L	10.00	87.72	0.00%	14.00%	877.20
TSMGS0304	Golf T-Shirt - Red -XL	10.00	35.00	0.00%	14.00%	350.00
TSMGS0401	Golf T-Shirt - Blue - S	10.00	87.72	0.00%	14.00%	877.20
TSMGS0402	Golf T-Shirt - Blue - M	10.00	37.48	0.00%	14.00%	374.80
TSMGS0403	Golf T-Shirt - Blue - L	10.00	35.00	0.00%	14.00%	350.00
TSMGS0404	Golf T-Shirt - Blue -XL	10.00	10.00	0.00%	14.00%	100.00

Extra Charges		Number of Items	Subtotal (Exclusive)	7 581.60
Collection Fees	0.00		Discount	0.00
Delivery charges	0.00		Vat	1 061.42
No Description	0.00		Total	8 643.02
No Description	0.00	150		

iQRetail ENTERPRISE

Created: 08/09/2014 09:45:53

The goods Received Voucher can be printed or emailed.

To complete the process of updating of the selling prices on the stock items that were linked to the Price Variants Group, one needs to go to the Stock Price Variants module.

Note: Finalise the price changes on the items linked to the changed item, by processing the Price Variants in the Price Variants module.

PROCESS AND PRINT

The process and print option will process the GRV and print immediately. This option does not allow one to display the GRV first, it automatically prints.

The following screen will appear immediately after you have processed the GRV.

If you select **Yes**, you will have to go to the Price Variants module under Stock, Utilities and Price Variants, to select items within the group to be changed.

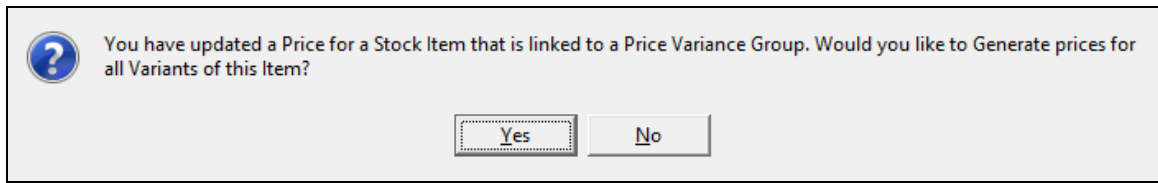If **No** is selected only the price on this item will be updated.

To complete the process of updating of the selling prices on the stock items that were linked to the Price Variants Group, one needs to go to the Stock Price Variants module.

NOTE: Finalise the price changes on the items linked to the changed item, by processing the Price Variants in the Price Variants module.

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