

BILLS OF QUANTITY

PREFACE

This is the Bills of Quantity reference guide for IQ Business & IQ Enterprise software systems.

The document will aid in understanding and configuration of the Bills of Quantity for it to function correctly.

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

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 Bills of Quantity 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 Bills of Quantity document in some way or another.

Regards,

IQ Retail (PTY) LTD



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WHAT IS A BILL OF QUANTITY

A Bill of Quantity (BOQ) also known as Bill of Materials (BOM) lists all items that go into a finished good or subassembly. The Bill of Quantity can simply list only the materials and quantities being used to manufacture a finished good or product. Furthermore, it can be structured in a manner indicating all the steps of assembly.

This can let the Bill of Quantity look like a tree, with the finished good or product as a root. Items in an assembly can be parts whose amounts would be counted as natural numbers of pieces or if its simple materials being used, measurements of mass, length or volume. Bill of Quantities is used as documents supporting the assembly process.

Bill of Quantities will help you with the cost price of all the components together (the manufactured item) and with deducting the correct quantities off the stock list. In other words, when you manufacture an item, the Bills of Quantities will deduct all the components with their costs and quantities from the stock list.

The system also provides for layered Bill Manufacturing, where a Bulk Bill of Quantity Item’s components first needs to be manufactured themselves, before they can be used to manufacture the main item.

NOTE: When manufacturing food products, i.e. pizzas, the sizes of the tomatoes are different and some people will cut thicker slices than other. You will then work with average quantities of a component. And make stock adjustments at the end of the period.

STEPS TO ADD A BILL OF QUANTITY

STOCK MAINTENANCE

Create stock item codes for each of the component items in Stock Maintenance.

NOTE: Each component item must have a cost price added. Only if the component items are going to be sold as individual items do they need selling prices.

Create the Bills of Quantity Item (item to be manufactured) in Stock Maintenance.

NOTE: The Bills of Quantity item must have a selling price. There will not be a cost price for this item, as the cost of the component items will make up the cost price of this item.

BILLS OF QUANTITY



From the IQ Main menu → Stock → Bills of Quantities → Bill Maintenance.

NOTE: All Bills of Quantities that are created, will be listed in the Bills of Quantities Maintenance Screen.

ITEMCODE	Description	Last Updated	Latest Cost	Sellprice	AMOUNT	MARKUP	CalcOnh...	LASTMA...	LASTDIS...	calcDept
1004	ITEM A (MAIN)	25/04/2018	R 182.32	R 395.35	182.32		2.00	26/04/2018		002
1008	NEW ITEM (MAIN)	07/08/2017	R 180.00	R 385.00	180.00		0.00	07/08/2017		002

Select the Add button at the bottom of the screen.

NOTE: The screen layouts, options, grids and buttons will be explained later in this document.

Bill of Quantities Item

Item Code

Description

Details

On Sales Order

Bin Location

Department

Stock On Hand

Prices

	Exclusive	Inclusive	Markup %	G.P. %
Retail Price	0.00000	0.00	0.00	0.00
Wholesale Price	0.00000	0.00	0.00	0.00
Alternative Price 1	0.00000	0.00	0.00	0.00
Alternative Price 2	0.00000	0.00	0.00	0.00
Alternative Price 3	0.00000	0.00	0.00	0.00
Alternative Price 4	0.00000	0.00	0.00	0.00

Enhanced Manufacturing / Disassembly
 Save Manufacturing Units (No Enhanced Manufacturing / Disassembly)
 Allow Auto Manufacturing In Invoicing



Components

Component Code	Description	Department	Pack Description	Breakup %	Quantity	Unit Cost	Line total	Retail Price

Select the Bills of Quantity Item to be manufactured. Once the item code is selected, the description of the item, the selling price and department will appear on the screen.

Bill of Quantities Item

Item Code

Description

Details

On Sales Order

Bin Location

Department

Stock On Hand

Prices

	Exclusive	Inclusive	Markup %	G.P. %
Retail Price	86.95652	100.00	-5.48	-5.80
Wholesale Price	0.00000	0.00	0.00	0.00
Alternative Price 1	0.00000	0.00	0.00	0.00
Alternative Price 2	0.00000	0.00	0.00	0.00
Alternative Price 3	0.00000	0.00	0.00	0.00
Alternative Price 4	0.00000	0.00	0.00	0.00

Enhanced Manufacturing / Disassembly
 Save Manufacturing Units (No Enhanced Manufacturing / Disassembly)
 Allow Auto Manufacturing In Invoicing

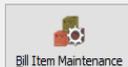


Components

Component Code	Description	Department	Pack Description	Breakup %	Quantity	Unit Cost	Line total	Retail Price
BOQ002	SUB ITEM 1	003	EA	0.00	1.00	20	20.00	0.87
BOQ003	SUB ITEM 2	003		0.00	2.00	18	36.00	8.70
BOQ004	SUB ITEM 3	003		0.00	3.00	12	36.00	91.30

0.00%

R92.00 R100.87








Select the component items that will make up this Bill of Quantities item and enter the quantities required during manufacturing for one item.

The total cost price of the Bill of Quantity Item will appear at the bottom of the screen.

If it is necessary, select the Update Price button to update the selling prices where required.

Select the Process button at the bottom of the screen to process the Bill of Quantity.

The system will warn you that the Breakup percentage does not add up to 100%. This breakage percentage will automatically be populated once the first item is manufactured. Select Yes to continue.

Confirm

 Breakup percentage does not add up to 100%. Continue ?

BILLS OF QUANTITY MAINTENANCE SCREEN INFORMATION

Report Layout

Layout 1

Layout 2

Layout 3

Layout 4

Layout 5

Layout 6

Sort Order

Stock Code

Stock Description

Bulk Settings

Auto Manufacture Sub Items

Available Filters

Clear Filter

ITEMCODE	Description	Last Updated	Latest Cost	Sellprice	AMOUNT	MARKUP	CalcOnh...	LASTMA...	LASTDIS...	calcDept
1004	BULK ITEM A	25/05/2018	R182.32	R395.35	182.32		25.00	25/05/2018		002
BOQ001	BULK ITEM B	25/04/2018	R26.00	R12.17	4.90		25.00	25/05/2018	26/04/2018	003
BOQ010	MAIN ITEM	22/05/2018	R0.00	R100.87	92.00		0.00			003

Record Count: 3

NOTE: All Bills of Quantities that are created, will be listed in the Bills of Quantities Maintenance Screen.

REPORT LAYOUT

There are six (6) report layouts available for the Bills of Quantity Maintenance list.

NOTE: Only Layout 1 has been designed.

SORT ORDER

The Bills of Quantity Maintenance information in the grid can be sorted in Stock Code order or Stock Description order.

BULK SETTINGS

<p>AUTO MANUFACTURE SUB ITEMS</p>	<p>The main Bill of Quantity Item has components that are bills themselves, the system when manufacturing the main bill, will auto manufacture the sub-level bills.</p> <p>NOTE: The 'Use Auto Manufacturing In Invoicing' option in Default Settings (1) must be enabled for this setting.</p>
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AVAILABLE FILTERS

All filters created and saved for specific information from the Bill Maintenance screen, are listed under available filters. Double click on the filter to activate it and double click on "Clear Filter" to show all information again.

GRID LAYOUT

ITEMCODE	The Item Code of the main item which is manufactured.
DESCRIPTION	The description or name of the item which is manufactured.
LAST UPDATED	The last date the selected bill of quantity has been updated.
LATEST COST	The latest cost of the manufactured item.
SELLPRICE	The selling price of the manufactured item.
AMOUNT	The Average Cost Price of the item, exclusive of VAT.
MARKUP	The percentage markup on the cost of the manufactured item.
CALCONHAND	The on hand quantity of the manufactured item.
LASTMANDATE	The last date the item was manufactured.
LASTDISSDATE	The last date the item was disassembled.
CALCDEPT	The cost department for the stock items.

BUTTON FUNCTIONALITY

SELECT VISIBLE FIELDS	The Select Visible Fields button enables the user to change the visible information on the screen. This option allows you to select specific additional fields to display on the current Bill of Quantity screen.
FILTER	The Filter button allows the user to filter for specific information on this screen. NOTE: The filter options are case-sensitive, meaning that if the description was captured as capital letters, the filter option must be entered as capital letters.
SEARCH	The Search button allows the user to search for specific information on the grid.
EXPORT	The Export button allows the user to export a Bills of Quantity items in the following formats: .CSV (comma separated), TXT, HTML, XML and XLS (Excel).
COPY	Select the Copy button to duplicate a bill. This will ask for a different stock item code to be assigned to the new bill; however, the details of the bill and the details of its components will be the same.
ADD	Select the Add button to create a new Bill of Quantity for manufacturing.
EDIT	Select the Edit button to edit an existing Bill of Quantity.
DELETE	Select the Delete button to delete the selected Bill of Quantity. NOTE: Only bills with zero on hand and no outstanding transactions like purchase orders may be deleted.
MANUFACTURE	Select the Manufacture button to manufacture the new or existing bill.
DISASSEMBLE	Select the Disassemble button to disassemble any of the existing bills.
BULK MANUFACTURE	If the on hand quantity has gone into a negative because you continued selling without updating the system, the bulk manufacturing button will make the on hand quantity zero and subtract the subsequent quantities from the ingredient items.

REPORT OPTIONS	<p>The Report Options allow you to Preview, Print, Design or Email the selected Bill of Quantity.</p> <div style="border: 1px solid black; padding: 5px;"> <p>DEMO HEAD OFFICE Date Printed: 19/04/2018 1 of 1</p> <p style="text-align: center;">Bill of Quantity Listing</p> <p style="text-align: right;">Data Filter: No Filter Specified Currency: (R)</p> <hr/> <p>Item Code 1004 Description ITEM A (MAIN) Onhand 0.00 Sell Price 385.00</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Part Code</th> <th>Description</th> <th>Onhand</th> <th>Sell Price</th> <th>Quantity</th> <th>Latest Cost</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>1005</td> <td>ITEM B (SUB)</td> <td>107.00</td> <td>70.18</td> <td>2.00</td> <td>30.55</td> <td>61.11</td> </tr> <tr> <td>1006</td> <td>ITEM C (SUB)</td> <td>90.00</td> <td>85.00</td> <td>3.00</td> <td>40.41</td> <td>121.22</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;">182.32</td> </tr> </tbody> </table> </div>	Part Code	Description	Onhand	Sell Price	Quantity	Latest Cost	Total Cost	1005	ITEM B (SUB)	107.00	70.18	2.00	30.55	61.11	1006	ITEM C (SUB)	90.00	85.00	3.00	40.41	121.22							182.32
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1006	ITEM C (SUB)	90.00	85.00	3.00	40.41	121.22																							
						182.32																							

ADDING A BILL OF QUANTITY

From the IQ main menu → Stock → Bills of Quantity → Bill Maintenance → Add.

Bill of Quantities Item

Item Code: [Dropdown]
 Description: [Text Field]

Details

On Sales Order: 0.00
 Bin Location: [Text Field]
 Department: [Text Field]
 Stock On Hand: 0.00

Prices

	Exclusive	Inclusive	Markup %	G.P. %
Retail Price	0.00000	0.00	0.00	0.00
Wholesale Price	0.00000	0.00	0.00	0.00
Alternative Price 1	0.00000	0.00	0.00	0.00
Alternative Price 2	0.00000	0.00	0.00	0.00
Alternative Price 3	0.00000	0.00	0.00	0.00

Components

Component Code	Description	Department	Pack Description	Breakup %	Quantity	Unit Cost	Line total	Retail Price
0.00% R0.00 R0.00								

Buttons: Bill Item Maintenance, Search, Reload, Delete, External Charges, Process

Enter the part code, press alt downarrow to search, or CtrlDel to delete a line

BILL OF QUANTITIES ITEM

ITEM CODE	<p>The item code of the product to be manufactured.</p> <p>NOTE: The select the main item that will be manufactured, select the drop-down menu, which will open the stock search option where you can select the relevant stock item for manufacturing.</p>
DESCRIPTION	The description of the product to be manufactured.

DETAILS

ON SALES ORDER	The On Sales Order field displays a value if the item that must be manufactured is currently listed on a sales order within the system.
BIN LOCATION	The Bin Location field displays the bin location of the main item that will be manufactured.
DEPARTMENT	The Department field will display the department that the manufactured item belongs to.

STOCK ON HAND	The Stock On Hand field allows you to see what stock is currently on hand of the item that will be manufactured.
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PRICES

PRICES	The Prices option enables you to enter the exclusive or inclusive selling price of the manufactured item.
EXCLUSIVE	The exclusive price allows you to enter the VAT exclusive selling price of the manufactured item.
INCLUSIVE	The inclusive price allows you to enter the VAT inclusive selling prices of the manufactured item.
MARKUP %	The Markup % allows you to enter a specific markup percentage on cost, for the manufactured item.
GP%	The GP% allows you to enter a specific gross profit percentage for the manufactured item.

EXTRA FEATURES FOR BILL OF QUANTITY

ENHANCED MANUFACTURING / DISASSEMBLY	<p>Normal manufacturing takes the item quantity specified and times it with the manufacture quantity when you manufacture the item.</p> <p>EXAMPLE: To create Item A: requires Quantity 1 for the stock item B and quantity 1 for stock item C. Quantity to manufacture is 5.</p> <ul style="list-style-type: none"> • Item B: 5 x 1 = 5 units • Item C: 5 x 1 = 5 units <p>5 units of each will be used to manufacture item A.</p> <p>Enhanced Manufacturing takes the one item to manufacture all 5 items. This does not take the one item and times it with the manufacturing quantity to create the item.</p>
SAVE MANUFACTURING UNITS (NO ENHANCED MANUFACTURING / DISASSEMBLY)	<p>The Save Manufacturing Units option allows you to save the quantities of the units needed to manufacture the Bill of Quantity item.</p> <p>Changes can be made to the unit quantities and by selecting the Reload button, the original unit quantities can be loaded again.</p>
ALLOW AUTO MANUFACTURING IN INVOICING	<p>Auto Manufacturing will allow IQ to automatically manufacture a Bill of Quantity item while processing an Invoice, providing the Bill of Quantity has a zero on hand quantity.</p> <p>See page 11 for more information.</p>
UPDATE PRICE	This button allows you to update selected selling prices of the Bill of Quantity item.

COMPONENTS

COMPONENT CODE	The component code is where the component item code is selected to manufacture the main item. The items that make up the manufactured item. Select the various components from the stock search screen, which appears when the button is selected.
DESCRIPTION	The Description fields shows the description of the component item.



DEPARTMENT	The Department fields shows the department that the component item belongs to.
PACK DESCRIPTION	The pack description shows the description of the pack of the component, as it is setup under Stock Maintenance.
BREAKUP %	<p>The Breakup percentage is the percentage that each item component contributes to the manufactured product. The item component percentages should therefore add up to 100%.</p> <p>As this has no cost implications, it can be used more as a reference for the disassembly or editing of the product as to what percentage each component contributed to the whole.</p> <p>The Breakup % is not necessary when manufacturing. It is automatically entered by the system when the item is manufactured. However, in the case of where the item is bought and then disassembled, the breakup % can be entered manually, to determine the replacement component's cost.</p>
QUANTITY	The quantity field displays the number of units of the component item required to manufacture the main item.
UNIT COST	The unit cost is the cost price of the component item. The unit cost of the component item will be used to calculate the newly manufactured item's cost.
LINE TOTAL	The Line total reflects the total cost of manufacturing the item, per component.
RETAIL PRICE	The Retail Price reflects the Total Retail Price (selling price) of the manufactured item, per component.

BUTTON FUNCTIONALITY

BILL ITEM MAINTENANCE	The Bill Item Maintenance button allows you to edit the main item (manufactured item) in stock maintenance.
SEARCH	The search button allows you to search for any information within the Bill of Quantity maintenance screen and for any available field.
RELOAD	The Reload button allows you to reload the original bill. This means that if a mistake was made while editing the information, the original bill can be reloaded by selecting this option.
DELETE	The Delete button allows you to delete a component line within the bill. This means that if the wrong component item was selected, the delete option can be used to delete the incorrect item line.
EXTERNAL CHARGES	<p>The External Charges button allows you to set up additional charges (related but external to that of the Bill Item being manufactured). A Typical application of such feature would be to support outsourced work / labour performed by a creditor, during the manufacturing of the item.</p> <p>See page 12 for more information.</p>
PROCESS	The Process button allows you to accept the newly created bill, ready for manufacturing.

ALLOW AUTO MANUFACTURING IN INVOICING

Auto Manufacturing allows IQ to automatically manufacture a Bill of Quantity item while processing an invoice, providing the Bill of Quantity item has a zero on hand quantity. In other words, the Bill of Quantity items will after the sale still have an on hand quantity of zero (the sale will reflect on the items transaction list), but the component items that were used within the Bill of Quantity will decrease with the specified amounts.

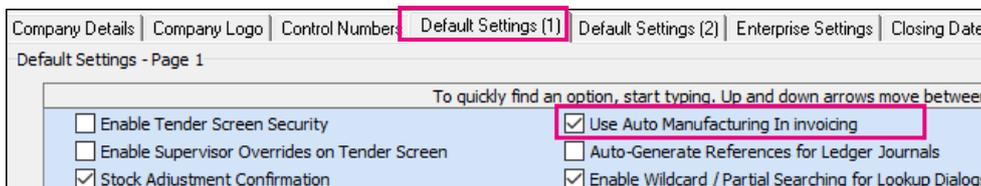
Tick the box to enable this option if you want IQ to manufacture stock on the fly, when you attempt to sell stock into negative. This option only applies to the Invoicing module.

Example: If you make and sell burgers, it would be much easier to create the Bill of Quantity item (burger) every time we process an invoice and sell the burger, than pre-manufacturing the burger before the time.

NOTE: For the Auto Manufacture Sub Items option, the system will start with the main item and see the quantity of the sub items required to manufacture the item. If there are not enough stock of the sub item available, it will first manufacture the sub item until there is enough stock to manufacture the main item and then manufacture the main item.

SETUP AUTO MANUFACTURING

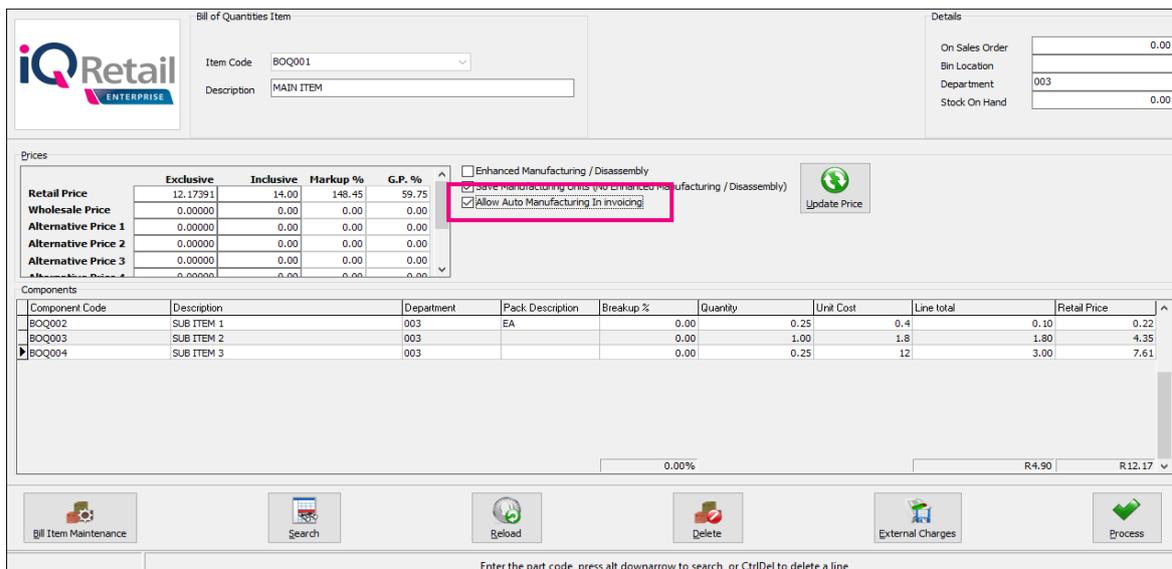
From the IQ main menu → Utilities → Setup → Company Details → Default Settings (1) → ‘Use Auto Manufacturing in Invoicing’.



Enable this option if you would like IQ to manufacture stock on the fly when you attempt to sell stock into negative. This option only applies to the Invoicing Module.

Allow Auto Manufacturing In Invoicing in the Bill of Quantities Item Maintenance screen.

NOTE: This option must be enabled to Auto Manufacture Sub Items for Bulk Settings.



NOTE: You must be aware that Auto Manufacturing will only be implemented if the on hand quantity of the Bill of Quantity Item is zero.

CODE	DESCRIPT	DEP...	AVRGCOST	SELLPI...	ONHAND
BOQ001	MAIN ITEM				
BOQ002	SUB ITEM 1	003	0.00	14.00	0.00
BOQ003	SUB ITEM 2	003	1.80	5.00	36.00
BOQ004	SUB ITEM 3	003	12.00	35.00	2.00

Screen shot before an Invoice for auto manufacturing:
 Bill of Quantity – Main Item = 0
 Bill of Quantity – Sub Item1 = 5
 Bill of Quantity – Sub Item 2 = 36
 Bill of Quantity – Sub Item 3 = 2

Document Details

Account No: DEB002

Name and Address Details: DEBTOR2

Tel: _____

Email: _____

VAT: _____

Invoice Disc %: 0.00

Invoice Details

Invoice Date: 12/03/2018

Invoice Number: _____

Delivery Method: _____

Order Number: _____

Rep Number: 1 | VAT Type: 1

Invoice Memo: _____

Delivery Note No: _____

Additional Details

Store Department: _____

Source Document: Not Applicable

Totals

Internal Order No: _____

Goods Total: 70.00

Discount Amnt: 0.00

Vat Amount: 9.13

Total Quantity: 5.00

Code	Description	Type	Unit Price	Qty	Disc %	Total
BOQ001	MAIN ITEM	P1		14.00	5.00	70.00
				0.00	0.00	0.00

Screen shot after an Invoice for auto manufacturing:
 5 Bill of Quantity – Main item were invoiced
 Bill of Quantity – Main Item = 0
 Bill of Quantity – Sub Item1 = 3.75
 Bill of Quantity – Sub Item 2 = 31
 Bill of Quantity – Sub Item 3 = 0.75

CODE	DESCRIPT	BARCODE	APPLIERCO	DEP...	AVRGCOST	SELLPI...	ONHAND
BOQ001	MAIN ITEM	BOQ001		003	4.90	14.00	0.00
BOQ002	SUB ITEM 1	BOQ002		003	0.40	1.00	3.75
BOQ003	SUB ITEM 2	BOQ003		003	1.80	5.00	31.00
BOQ004	SUB ITEM 3	BOQ004		003	12.00	35.00	0.75

EXTERNAL CHARGES

Bill of Quantity items support an additional feature of External Charges. When creating the Bill of Quantity Item, you will notice the External Charges button at the bottom of the screen. This option allows you to set up additional charges (related but external to that of the Bill Item being manufactured). A typical application of this feature would be to support outsourced work / labour performed by a creditor, during the manufacturing of the item.

Currently, these external charges will NOT form part of the cost of the manufactured Bill Item.

Reference:	489
Creditor Account:	CRE001
Currency:	
Ledger Account:	1254.000.000.00
VatRate:	1
Amount:	850.00
Branch:	001
Department:	ACC
For Each Manufactured Item	<input type="checkbox"/>
Selection	

The External Charges setup screen resembles the External Charges screen from GRV documents. It supports Select Visible Fields, Export, Add, Edit and Delete options. It also allows printing / previewing a report of all the charges currently visible. The external charges that are set up here will result in a Creditors Journal being posted to the selected ledger Account and the Creditors Control Account.

ADDING EXTERNAL CHARGES

Reference:	489
Creditor Account:	CRED001
Currency:	
Ledger Account:	1254.000.000.00
VatRate:	1
Amount:	2.00
Branch	
Department:	
For Each Manufactured Item	<input checked="" type="checkbox"/>
Selection	

ESC Cancel
F10 Accept

REFERENCE	This is the reference of the transaction when it is posted under Ledger and Creditors.
CREDITOR ACCOUNT	Select the creditors from the drop-down menu.
CURRENCY	The currency of the creditor will be shown once the account has been selected.
LEDGER ACCOUNT	The Ledger account for the expense incurred.
VATRATE	The Vat Rate of the transaction.
AMOUNT	The amount for the transaction.
BRANCH	The branch where this external charge must be incurred.
DEPARTMENT	The department for this external charge.
FOR EACH MANUFACTURED ITEM	<p>If the checkbox is ticked, the system will post the Journal details (as set up on this screen) for each item being manufactured.</p> <p>If the checkbox is NOT ticked, the system will post the entry only once for the complete batch of manufactured items.</p>
BUTTONS	<p>ESC CANCEL Escape or close this screen without saving any changes.</p> <p>F10 ACCEPT Save the changes made on this screen and exit.</p>

After completing the entry, it will appear in the display grid on the External Charges main module. The report on this module will allow printing of visible charges and will group them by currency.

After any external charges have been added to a Bill of Quantity, you will notice a blue text indicator * External Charges Apply to This Bill Item displayed on the Bill Edit screen.

Report Layout
 Layout 1
 Layout 2
 Layout 3
 Layout 4
 Layout 5
 Layout 6

Item Information
 Item Code: 1004
 Description: ITEM A (MAIN)
 On Sales Order: 0.00
 On Hand: 1.00
 Ext. Charges (ZAR): 145.00
 Transaction Date: 26/04/2018
 Quantity to Manufacture: 1.00
 Batch Number:

*** External Charges Apply to this Bill Item.**

Part Code	Description	Latest Cost	On Hand	Quantity	Percentage
1005	ITEM B (SUB)	61.11	106.00	2	43.06
1006	ITEM C (SUB)	121.22	89.00	3	56.94

During manufacturing of the Bill Item, the manufacturing screen will indicate to you that there are External Charges that apply to this Bill. This will be updated the moment you specify a Quantity to be manufactured. It will indicate the total External Charges value in local Currency.

A typical example of a ledger entry because of the external charges is shown below. In this case, we manufactured one (1) Bill Item and had two (2) postings for the External Charges (one local and one foreign) – note the manufacturing part of the entry is not shown below.

1254.000.000.00	26/04/20 489	MANH105	162	21.74	0.00
3800.000.000.00	26/04/20 489	MANH105	162	3.26	0.00
4000.000.000.00	26/04/20 489	MANH105	162	0.00	25.00
1254.000.000.00	26/04/20 500	MANH105	162	0.00	0.00
3800.000.000.00	26/04/20 500	MANH105	162	120.00	0.00
4000.000.000.00	26/04/20 500	MANH105	162	0.00	120.00

MANUFACTURING

WHAT IS MANUFACTURING?

Manufacturing is goods or articles that are made from raw materials by hand or by machinery, the process of making goods and articles by hand or machinery, especially on a large scale and with division of labour.

Example: If an item is going to be made using different parts, this would mean that a product is going to be manufactured. In other words, if an engine is going to be the result, then you would need the engine as the main item to be manufactured and all the parts or component items like (pistons, crankshaft, oil filter, diesel filter, air filter, camshaft, gaskets, timing belt etc.) to be added as the component items at the time of manufacturing.

NOTE: Stock can only be manufactured if the components have available stock on hand quantities.

BULK MANUFACTURING

The system now provides for layered Bill manufacturing. If the main Bill of Quantity Item has components that are bills themselves, the system when manufacturing the main bill, will auto manufacture the sub-level bills. The checkbox on the Bill of Quantity Maintenance screen must be ticked to enable to manufacture sub levels when needed.

STEPS TO MANUFACTURE

From the IQ main menu → Stock – Bills of Quantity → Bill Maintenance → Select the Item to Manufacture → Manufacture button at the bottom of the screen.

Report Layout

- Layout 1
- Layout 2
- Layout 3
- Layout 4
- Layout 5
- Layout 6

Item Information

Item Code: BOQ001
 Description: MAIN ITEM
 On Sales Order: 0.00
 On Hand: 0.00
 Ext. Charges (ZAR): 20.00
 * External Charges Apply to this Bill Item.

Transaction Date: 26/04/2018
 Quantity to Manufacture: 10.00
 Batch Number: 2604-36

Part Code	Description	Latest Cost	On Hand	Quantity	Percentage
BOQ002	SUB ITEM 1	0.10	3.75	0.25	2.04
BOQ003	SUB ITEM 2	1.80	31.00	1	36.73
BOQ004	SUB ITEM 3	3.00	0.75	0.25	61.22

Buttons: Design Report, View External Charges, Process & Display

Capture the quantity to be manufactured and select the process & Display button at the bottom of the screen.

MANUFACTURE SCREEN INFORMATION

REPORT LAYOUT

The Report layout allows you to print the manufactured items on six different layouts at the point of manufacturing.

ITEM INFORMATION

The item information displays information regarding the item that will be manufactured.

ITEM CODE	The Item code is the code of the item that will be manufactured once the process & display option has been selected.
DESCRIPTION	The description of the item that will be manufactured.
ON SALES ORDER	This field displays information regarding Sales Orders. In other words, if this item has been placed on a Sales Order, the system will display the quantity of the item currently on Sales Orders.
ON HAND	The current on hand of the item to be manufactured, before the manufacturing is processed.
EXT CHARGES (ZAR)	The External Charge amount displays if external charges were included when creating the bill of quantity item.
TRANSACTION DATE	The date of the manufacturing process. Meaning this is the date that will be posted when manufacturing.
QUANTITY TO MANUFACTURE	The quantity to be manufactured specifies how many of this item will be manufactured when the process takes place.
BATCH NUMBER	The batch number can be utilized in such a way that numbers or names can be specified to a specific batch before manufacturing. A batch number is a code used to identify the specific production point, for a product or an assembly, in a manufacturing or assembly process.

BILLS OF QUANTITY

PART CODE	The part code is the item code of the component that will be used for manufacturing purposes.
DESCRIPTION	The description of the component that will be used for the manufacturing process.
LATEST COST	The latest cost of the component code that is being used for the manufacturing process.
ON HAND	The physical on hand quantity of the component code. Manufacturing can't take place if the component codes don't have on hand values.
QUANTITY	The quantity of the component item that will be used in the manufacturing process.
PERCENTAGE	The percentage displayed is the break up percentage. This gives an indication of the percentage of each component code that makes up the manufactured item.

BUTTON FUNCTIONALITY

DESIGN REPORT	This button allows you to design the manufacturing report.
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VIEW EXTERNAL CHARGES

This button allows you to see the external charges applied for the manufacturing of this Bill of Quantity item.

Below are External Charges related to this Bill Item. These will be posted to Ledger upon Manufacturing.

External Charges						
Reference	Creditor	Ledger Account	Vat Rate	Currency	Curr. Rate	Amount
489	CRED001	1254.000.000.00		ZAR	1.00	2.00

PROCESS & DISPLAY

Once this button is selected, the item has been manufactured. You can see the physical on hand of the item has been changed to that of the manufactured quantity.

DEMO HEAD OFFICE Date Printed: 26/04/2018 1 of 1

**Bill of Quantity
Processing Document
Manufacturing**

Data Filter: No Filter Specified

Document: MANH107

Item Type	Part Code	Description	Onhand	Sell Price	Quantity	Actual Cost	Total Cost
Out	BOQ002	SUB ITEM 1	10.75	R0.87	-2.5	R0.40	-R1.00
Out	BOQ003	SUB ITEM 2	59	R4.35	-10	R1.80	-R18.00
Out	BOQ004	SUB ITEM 3	7.75	R30.43	-2.5	R12.00	-R30.00
In	BOQ001	MAIN ITEM	20	R12.17	10	R4.90	R49.00

*** END OF REPORT ***

NOTE: The manufactured transaction can be seen through the stock enquiries menu option.

Info
Stock Pricing
Image
Long Description
Stock Suppliers
Associated Items

Item Code	BOQ002	Opening Stock	0.00	Group Code	0005	DateLS	26/04/2018
Description	SUB ITEM 1	+ Purchases	17.00	Bin Location		DateLM	26/04/2018
Alternative Description		-Returns	0.00	Highest Cost	0.4	DateLP	26/04/2018
Sales Orders	0	-Sales	0.00	Latest Cost	0.40	DateLT	30/12/1899
Purchase Orders	0	+Credits	0.00	Average Cost	0.40	Prev Sell Price	0.869565
Work in Progress	0	+Transfers In	0.00	Last Sale	26/04/2018	Available Filters	
Pack Size	1	-Transfers Out	0.00	Retail Price	1.00	Clear Filter	
Pack Description	EA	Adjustments	0.00	Manager Cost	0.4		
Department	003	WriteOffs	0.00	Order Method	Replenishment		
Current Period	April 2018	+ Sundry Receipts	0.00	Order Quantity	0		
		- Sundry Issues	0.00	Order Level	0		
				Minimum Level	0		
				Stock Date	30/12/1899		

The enquiries for the manufactured item clearly displays the manufactured transactions, which also displays the quantities and the costing that were used.

NUMBER	CODE	TXDATE			ONHAND	COST	PROFIT	QUANTITY
259	BOQ002	24/04/20	INV456789		5	0.00	0.00	5.0000
262	BOQ002	24/04/20	MANH107		3.75	0.00	0.00	1.2500
270	BOQ002	26/04/20	MANH107		1.25	0.00	0.00	2.5000
274	BOQ002	26/04/20	INV456789	D PU	4.80	164	13.25	0.00
277	BOQ002	26/04/20	MANH107	C BM	1.00	165	10.75	0.00

DISASSEMBLING

WHAT IS DISASSEMBLING?

Product disassembly is to retrieve the desired parts and / or components. Disassembly is a systematic method for separating a product into its constituent parts, components or other groupings. Further complicating matters is the presence of a high degree of uncertainty due to upgrading / downgrading of the product during its use by the customers and defects occurring either when in use or during disassembly.

EXAMPLE: If an item is going to be disassembled, this would mean that the main manufactured item is going to be split into parts. In other words, if an engine was manufactured, when disassembling the engine, all the component parts are going to be put back into the stock. The result then would be that all the parts (like pistons, crankshaft, oil filter, diesel filter, air filter, camshaft, gaskets, timing belt etc.) that were used to manufacture will be added back to the items in stock.

STEPS TO DISASSEMBLE

From the IQ main menu → Stock → Bills of Quantity → Bill Maintenance → Select the Item to Disassemble → Disassemble button at the bottom of the screen.

The screenshot shows the IQRetail software interface for disassembling an item. The top section includes the IQRetail logo and several configuration options. The 'Report Layout' section has radio buttons for Layout 1 through Layout 6, with Layout 1 selected. The 'Item Information' section displays: Item Code: BOQ001, Description: MAIN ITEM, On Sales Order: 0.00, On Hand: 20.00. The 'Transaction Date' is 26/04/2018, 'Quantity to disassemble' is 5.00, and 'Batch Number' is 26/04-98. Below this is a table titled 'Bills of Quantity' with the following data:

Part Code	Description	Latest Cost	On Hand	Quantity	Percentage
BOQ002	SUB ITEM 1		10.75	0.25	2.04
BOQ003	SUB ITEM 2		59.00	1	36.73
BOQ004	SUB ITEM 3		7.75	0.25	61.22

A callout box points to the 'Quantity' column of the table, containing the text: "Enter the quantity of the Bill of Quantity item to disassemble." At the bottom right of the interface, the 'Process & Display' button is highlighted with a green checkmark icon.

Capture the quantity of the selected item to disassemble and select the Process and Display button at the bottom of the screen.

DISASSEMBLE SCREEN INFORMATION

REPORT LAYOUT

The Report layout allows you to print the manufactured items on six different layouts at the point of manufacturing.

ITEM INFORMATION

The item information displays information regarding the item that will be disassembled.

ITEM CODE	The Item code is the code of the item that will be disassembled once the process & display option has been selected.
DESCRIPTION	The description of the item that will be disassembled.
ON SALES ORDER	This field displays information regarding Sales Orders. In other words, if this item has been placed on a Sales Order, the system will display the quantity of the item currently on Sales Orders.
ON HAND	The current on hand of the item, before the disassembling is processed.
TRANSACTION DATE	The date of the disassembling process. Meaning this is the date that will be posted when disassembling.
QUANTITY TO MANUFACTURE	The quantity to be disassembled specifies how many of this item will be disassembled when the process takes place.
BATCH NUMBER	The batch number can be utilized in such a way that numbers or names can be specified to a specific batch before disassembling. A batch number is a code used to identify the specific point, in a disassembly process.

BILLS OF QUANTITY

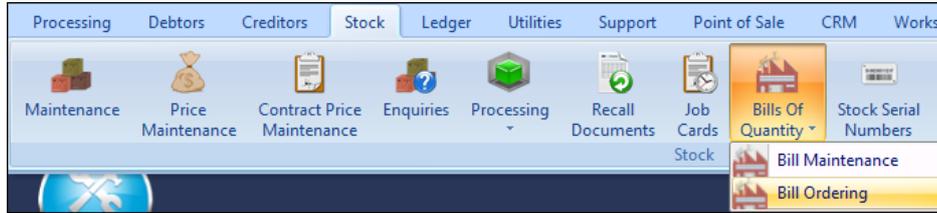
PART CODE	The part code is the item code of the component that will be used for the disassembling purposes.
DESCRIPTION	The description of the component that will be used for the disassembling process.
LATEST COST	The latest cost of the component code that is being used for the disassembling process.
ON HAND	The physical on hand quantity of the component code.
QUANTITY	The quantity of the component item that will be used in the disassembling process.
PERCENTAGE	The percentage displayed is the break up percentage. This gives an indication of the percentage of each component code that makes up the disassembled item.

BUTTON FUNCTIONALITY

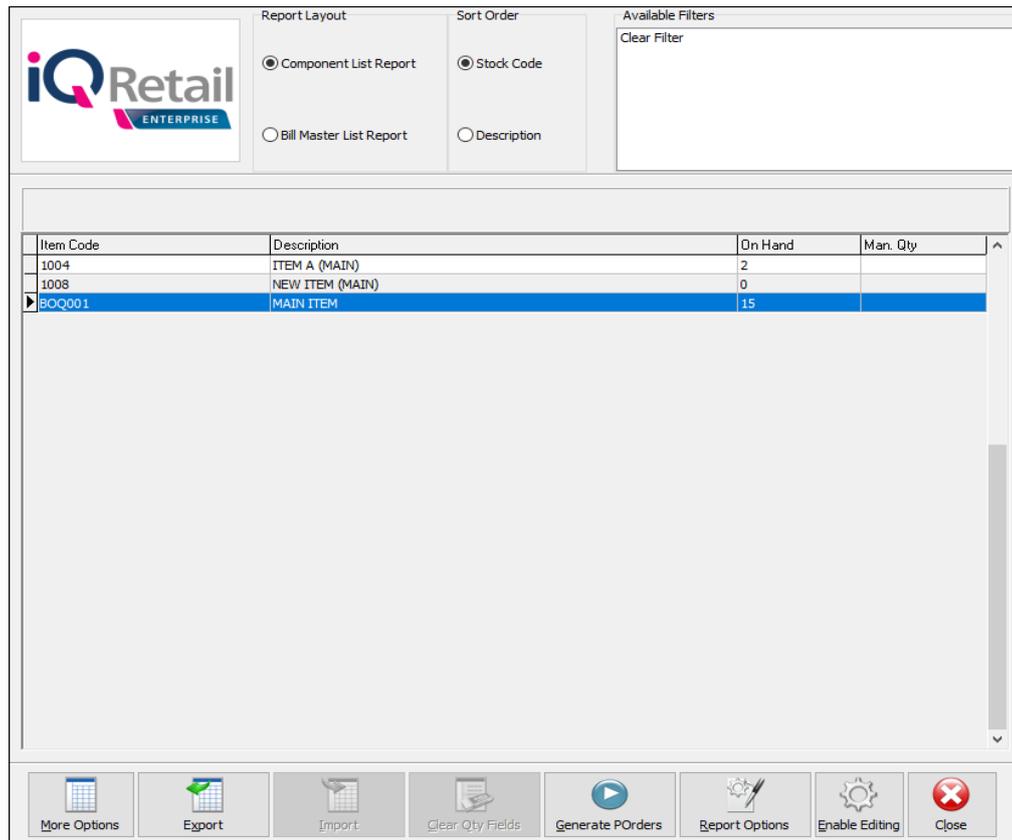
DESIGN REPORT	This button allows you to design the manufacturing report.																																								
PROCESS & DISPLAY	<p>Once this button is selected, the item has been disassembled.</p> <div style="border: 1px solid black; padding: 5px;"> <p>DEMO HEAD OFFICE Date Printed: 26/04/2018 1 of 1</p> <p style="text-align: center;">Bill of Quantity Processing Document Disassembly</p> <p style="text-align: center;">Data Filter: No Filter Specified</p> <hr/> <p>Document: MANH108</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item Type</th> <th>Part Code</th> <th>Description</th> <th>Onhand</th> <th>Sell Price</th> <th>Quantity</th> <th>Actual Cost</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>In</td> <td>BOQ002</td> <td>SUB ITEM 1</td> <td>12</td> <td>R0.87</td> <td>1.25</td> <td>R0.40</td> <td>R0.50</td> </tr> <tr> <td>In</td> <td>BOQ003</td> <td>SUB ITEM 2</td> <td>64</td> <td>R4.35</td> <td>5</td> <td>R1.80</td> <td>R9.00</td> </tr> <tr> <td>In</td> <td>BOQ004</td> <td>SUB ITEM 3</td> <td>9</td> <td>R30.43</td> <td>1.25</td> <td>R12.00</td> <td>R15.00</td> </tr> <tr> <td>Out</td> <td>BOQ001</td> <td>MAIN ITEM</td> <td>15</td> <td>R12.17</td> <td>-5</td> <td>R4.90</td> <td>-R24.50</td> </tr> </tbody> </table> <p style="text-align: center;">*** END OF REPORT ***</p> </div>	Item Type	Part Code	Description	Onhand	Sell Price	Quantity	Actual Cost	Total Cost	In	BOQ002	SUB ITEM 1	12	R0.87	1.25	R0.40	R0.50	In	BOQ003	SUB ITEM 2	64	R4.35	5	R1.80	R9.00	In	BOQ004	SUB ITEM 3	9	R30.43	1.25	R12.00	R15.00	Out	BOQ001	MAIN ITEM	15	R12.17	-5	R4.90	-R24.50
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BILL ORDERING

The Bill Ordering feature enables you to generate automatic Purchase Orders for the component items to make the master items.



You must ensure that the regular suppliers have been captured for all the component items and the order levels and order level methods must be captured on Stock Maintenance.



If this is done, you can edit the Bill Ordering screen to capture the quantity of items that must be manufactured. Once this is done, you can select the Generate P/Orders button at the bottom of the Bill ordering screen. A purchase order will automatically be generated for each of the supplier companies.

REPORT LAYOUT

There are two report layouts you can choose from:

COMPONENT LIST REPORT

DEMO HEAD OFFICE		Date Printed: 03/05/2018						Page: 1 of 1		
Bill Ordering - Component List Report										
Code	Description	Department	Sub Department	Pack Size	Pack Description	BinL	P/O Qty	On Hand	Man Qty	Order Qty
BOQ002	SUB ITEM 1	003	0005	1	EA		0	12	10	2.5
BOQ003	SUB ITEM 2	003	0005	0			0	64	10	10
BOQ004	SUB ITEM 3	003	0005	0			0	9	10	2.5

BILL MASTER LIST REPORT

DEMO HEAD OFFICE		Date Printed: 03/05/2018					Page: 1 of 1	
		Bill Ordering - Bill Master Listing					Printed At: 03/05/2018 11:44:07	
Bill Master Item								
<u>Code</u>	<u>Description</u>							
BOQ001	MAIN ITEM							
Component Item								
<u>Code</u>	<u>Description</u>	<u>Pack Size</u>	<u>Pack Description</u>	<u>Qty</u>	<u>Department</u>	<u>Sub Department</u>	<u>Manufacture Qty</u>	<u>Required Qty</u>
BOQ002	SUB ITEM 1	1	EA	12	003	0005	0.25	2.5
BOQ003	SUB ITEM 2	0		64	003	0005	1	10
BOQ004	SUB ITEM 3	0		9	003	0005	0.25	2.5

SORT ORDER

The Bills Ordering information in the grid can be sorted in Stock Code order or Stock Description order.

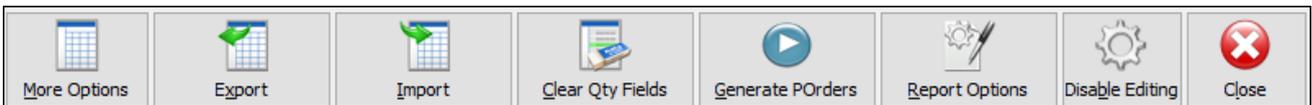
AVAILABLE FILTERS

All filters created and saved for specific information from the Deliveries and Collections Maintenance screen, are listed under available filters. Double click on the filter to activate it and double click on "Clear Filter" to show all information again.

GRID INFORMATION

ITEM CODE	The Item Code of the Main Item (Bill of Quantity Item) to be manufactured.
DESCRIPTION	The description of the Bill of Quantity item to be manufactured.
ON HAND	The on hand quantity available of the selected Bill of Quantity item.
MAN. QUANTITY	Capture the quantity of items to be manufactured.

BUTTON FUNCTIONALITY



MORE OPTIONS	The More options button consists of three options:			
	<table border="1"> <tr> <td>Select Visible Fields</td> </tr> <tr> <td>Filter</td> </tr> <tr> <td>Search</td> </tr> </table>	Select Visible Fields	Filter	Search
	Select Visible Fields			
	Filter			
Search				
<p>SELECT VISIBLE FIELDS</p> <p>The Select Visible Fields button enables the user to change the visible information on the screen. This option allows you to select specific additional fields to display on the current bill of quantity screen.</p>				
<p>FILTER</p> <p>The Filter button allows the user to filter for specific information on this screen.</p> <p>NOTE: The filter options are case-sensitive, meaning that if the description was captured as capital letters, the filter option also must be entered as capital letters.</p>				
<p>SEARCH</p> <p>The Search button allows the user to search for specific information on the grid.</p>				

EXPORT	The Export button allows the user to export a Bills of Quantity items to be ordered, in the following formats: .CSV (comma separated), TXT, HTML, XML and XLS (Excel).																																																															
IMPORT	The Import button enables you to import a list of Bill of Quantity Items and the Quantities to be manufactured.																																																															
CLEAR QUANTITY FIELDS	The Clear Quantity Fields button will zero the quantities to be manufactured, which will zero the quantities to be ordered. You can start afresh to capture the quantities to be manufactured.																																																															
GENERATE P/ORDERS	<p>This option allows you to generate Purchase Orders for each of the suppliers of the component items listed in the Bill Maintenance screen.</p> <div data-bbox="564 568 1449 1128" style="border: 1px solid black; padding: 5px;"> <p>DEMO HEAD OFFICE Date Printed: 04/05/2018 Page: 1 of 1</p> <p style="text-align: center;">Bill Ordering - Auto Generated Purchase Printed At: 04/05/2018 14:17:26</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Department</th> <th>Sub Department</th> <th>P/O Qty</th> <th>P/O Number</th> <th>Supplier</th> </tr> </thead> <tbody> <tr> <td>BOQ002</td> <td>SUB ITEM 1</td> <td>003</td> <td>0005</td> <td>5</td> <td>PURH110</td> <td>CRED001</td> </tr> <tr> <td>BOQ003</td> <td>SUB ITEM 2</td> <td>003</td> <td>0005</td> <td>20</td> <td>PURH110</td> <td>CRED001</td> </tr> <tr> <td>BOQ004</td> <td>SUB ITEM 3</td> <td>003</td> <td>0005</td> <td>5</td> <td>PURH110</td> <td>CRED001</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Document Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"> Account No: CRED001 Name and Address Details: CREDITOR1 Tel: <input type="text"/> Email: <input type="text"/> VAT: <input type="text"/> </td> <td style="width: 33%;"> P/Order Date: 04/05/2018 Estimate Del Date: 04/05/2018 P/Order Number: PURH110.1 Delivery Method: <input type="text"/> Order Number: PURH110 VAT Type: 1 </td> <td style="width: 33%;"> Additional Details: Store Department: <input type="text"/> P/Order Inclusive: <input checked="" type="radio"/> Yes <input type="radio"/> No Internal Order No: <input type="text"/> Goods Total: 112.70 Discount Amnt: 0.00 Vat Amount: 14.70 Total Quantity: 30.00 </td> </tr> </table> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Type</th> <th>Unit Price</th> <th>Ord Qty</th> <th>Remain</th> <th>Disc %</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>BOQ002</td> <td></td> <td>PO</td> <td>0.46</td> <td>5.00</td> <td>5.00</td> <td>0.00</td> <td>2.30</td> </tr> <tr> <td>BOQ003</td> <td></td> <td>PO</td> <td>2.07</td> <td>20.00</td> <td>20.00</td> <td>0.00</td> <td>41.40</td> </tr> <tr> <td>BOQ004</td> <td></td> <td>PO</td> <td>13.80</td> <td>5.00</td> <td>5.00</td> <td>0.00</td> <td>69.00</td> </tr> </tbody> </table> </div>	Code	Description	Department	Sub Department	P/O Qty	P/O Number	Supplier	BOQ002	SUB ITEM 1	003	0005	5	PURH110	CRED001	BOQ003	SUB ITEM 2	003	0005	20	PURH110	CRED001	BOQ004	SUB ITEM 3	003	0005	5	PURH110	CRED001	Account No: CRED001 Name and Address Details: CREDITOR1 Tel: <input type="text"/> Email: <input type="text"/> VAT: <input type="text"/>	P/Order Date: 04/05/2018 Estimate Del Date: 04/05/2018 P/Order Number: PURH110.1 Delivery Method: <input type="text"/> Order Number: PURH110 VAT Type: 1	Additional Details: Store Department: <input type="text"/> P/Order Inclusive: <input checked="" type="radio"/> Yes <input type="radio"/> No Internal Order No: <input type="text"/> Goods Total: 112.70 Discount Amnt: 0.00 Vat Amount: 14.70 Total Quantity: 30.00	Code	Description	Type	Unit Price	Ord Qty	Remain	Disc %	Total	BOQ002		PO	0.46	5.00	5.00	0.00	2.30	BOQ003		PO	2.07	20.00	20.00	0.00	41.40	BOQ004		PO	13.80	5.00	5.00	0.00	69.00
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REPORT OPTIONS	<p>You can Preview, Print and / or Design the bill Ordering report.</p> <p>REORDER REPORT</p> <p>The Re-order report enables you to re-order stock for the manufacturing of stock. You must enter the quantity to be manufactured and the list will indicate the quantity of each item required.</p> <div data-bbox="564 1361 1449 1559" style="border: 1px solid black; padding: 5px;"> <p>DEMO HEAD OFFICE Date Printed: 22/05/2018 Page: 1 of 1</p> <p style="text-align: center;">Bill Ordering - Bill Master Listing Printed At: 22/05/2018 14:42:20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Pack Size</th> <th>Pack Description</th> <th>Qty</th> <th>Department</th> <th>Sub Department</th> <th>Manufacture Qty</th> <th>Required Qty</th> </tr> </thead> <tbody> <tr> <td>BOQ001</td> <td>MAIN ITEM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>BOQ002</td> <td>SUB ITEM 1</td> <td>1</td> <td>EA</td> <td>12</td> <td>003</td> <td>0005</td> <td>0.25</td> <td>1.25</td> </tr> <tr> <td>BOQ003</td> <td>SUB ITEM 2</td> <td>0</td> <td></td> <td>64</td> <td>003</td> <td>0005</td> <td>1</td> <td>5</td> </tr> <tr> <td>BOQ004</td> <td>SUB ITEM 3</td> <td>0</td> <td></td> <td>9</td> <td>003</td> <td>0005</td> <td>0.25</td> <td>1.25</td> </tr> </tbody> </table> </div>	Code	Description	Pack Size	Pack Description	Qty	Department	Sub Department	Manufacture Qty	Required Qty	BOQ001	MAIN ITEM								BOQ002	SUB ITEM 1	1	EA	12	003	0005	0.25	1.25	BOQ003	SUB ITEM 2	0		64	003	0005	1	5	BOQ004	SUB ITEM 3	0		9	003	0005	0.25	1.25																		
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ENABLE/DISABLE EDITING	Select the Enable Editing button to capture the quantities to be manufactured and select the Disable Editing button to stop you from capturing anything on the screen.																																																															
CLOSE	The Close Button allows you to close the screen without saving anything captured.																																																															

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