CONSOLIDATED ORDERING

PREFACE

This is the Consolidated Ordering reference guide for the IQ Enterprise software systems.

The document will aid in the configuration of the Consolidated Ordering for it to function correctly.

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

Unfortunately, there will be a discrepancy from time to time. We do apologize for the inconvenience that it may cause.

Should you feel that the Consolidated Ordering 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 Consolidated Ordering document in some way or another.

Regards,

IQ Retail (PTY) LTD

C O N T E N T S

IQ CONSOLIDATED ORDERING

INTRODUCTION

Before you can start with IQ Consolidated Ordering, you need to understand the difference between the DC (Distribution Center) ordering method and the Branch ordering method, as this will determine what needs to be done in every individual system.

DC ORDERING	This method is used when the DC orders stock items on behalf of branches and/or for itself. The DC will prepare the Consolidated Order, generate a Purchase Order and then Receive the stock items. The DC will then do a Stock Transfer to transfer stock items out to each branch as per the Consolidated Order. If the system is setup for Auto Transferring, the system will prompt you to transfer the stock automatically after the goods receiving is done.
	Each branch must only Transfer the stock items In from the DC.
BRANCH ORDERING	This method is used when a branch or head office orders stock items for multiple branches. The Consolidated Order is done in one branch, but the system automatically generates separate purchase orders in each branch for the stock ordered. Each branch will do its own goods receiving.

WHAT IS CONSOLIDATED ORDERING?

The IQ Enterprise Consolidated Ordering module is an additional ordering module which is accessed from within the IQ Enterprise system. This module allows you to generate Consolidated Order documents for multiple companies or branches in its Stock Group, convert them to Purchase Orders and GRV those Purchase Orders. It is used in conjunction with the Stock Grouping and Centralized Creditors features provided by the IQ Enterprise system.

This is very helpful when you have for example one warehouse that orders the stock for multiple of the company's branches. One Consolidated order is created and the system keeps track of which branch should get what quantity of the ordered stock items and automatically transfers the stock to the correct branch.

This document will discuss the following elements: Setup and Creation of Standard Consolidated Orders, Setup and Creation of Style Management Consolidated Orders, Purchase Order Generation of DC (Dispatch Centre) and Branch Consolidated Orders, generation of GRV documents from Purchase Orders containing Consolidated Order information, and Automatic Stock Transfers.

NOTE: The creditors and stock items must be synchronized in each of the companies.

NOTE: The correct Auto Re-Ordering Formulas for all stock items in all the available companies for the Consolidated Ordering module must be setup, to work correctly.

There are two methods of doing Consolidated Ordering:

STANDARD CONSOLIDATED ORDERING	Standard Consolidated Ordering provide for the ordering of any stock which needs to be ordered for the branches and or the warehouse.
STYLE MANAGEMENT CONSOLIDATED ORDERING	Style Management Consolidated Ordering provide for specific styles of stock to be ordered, for example for a quantity of brown size medium V-neck T-shirts to be ordered for multiple branches.
	NOTE: This option is only available if Style Management is enabled in Company Details – Default Settings (1).

STANDARD CONSOLIDATED ORDERING

SETUP

The settings required for the use of Standard Consolidated Ordering within the system, can be setup within the Company Details module. Access the module by selecting the menu options: Utilities, Setup and Company Details.
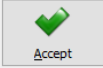
CONTROL NUMBERS

Setup a document prefix on the Control Numbers tab. The Consolidated Orders Number and Prefix will be used to create a unique document identifier for each document created within the company.

DEFAULT SETTINGS (1)

Enable Consolidated Ordering on the Default Setting (1) tab, by clicking on the "Enable Consolidated Ordering" tick box.

ENTERPRISE SETTINGS

Select the Enterprise Settings Tab.

When documents need to be created with the Branch Order Method, you need to select the Centralized Creditors Company (to which the Creditors integrate). This should be the company from which all the creditors are available and where they are setup. All transactions will be stored in this company.

Enable Stock Group Synchronization which will ensure that all items added to the Consolidated Order are available in all selected companies.

Select the Stock Grouping, as only companies within the same stock grouping will be available for selection during the creation of a Consolidated Order.

If documents are created with the DC Order method, select the Stock Distribution Centre to indicate which company within the system is the DC.

CREATE A STANDARD CONSOLIDATED ORDER

The Consolidated Ordering module can be accessed from the IQ main menu by selecting Stock, Utilities and Consolidated Ordering.

Or by navigating to the Purchase Orders maintenance screen, selecting the Processing button and clicking on Consolidated Ordering.

Both these methods will open the Consolidated Ordering module.

MAINTENANCE SCREEN

COLOUR INDICATOR	The colour options namely Black and Blue represent the two Colours displayed on the grid. If a document on the grid is Black, it indicates the document has not yet been approved for Purchase Order generation. If the document is displayed in Blue, the document has been approved and you will be able to generate a Purchase Order from it.
SORT ORDER	The Sort Order option allows you to change the sequence in which the entries appear on the Consolidated Order screen.
SHOW WHICH	**CURRENT** The current option will show all the current Consolidated Orders, which means any new Consolidated Order that is created will display under the current option. **HISTORY** The history option will show all the Consolidated Orders that have been completed or the ones that were deleted from current. This means that if a Consolidated Order is completed, it will automatically move to the historical view. Once a Consolidated Order is deleted from current, it will be listed under the history option.
AVAILABLE FILTERS	All filters created and saved for specific information from the Consolidated Order 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

As documents are created they are added on the screen within the grid. The columns displayed on the grid contain the following information:

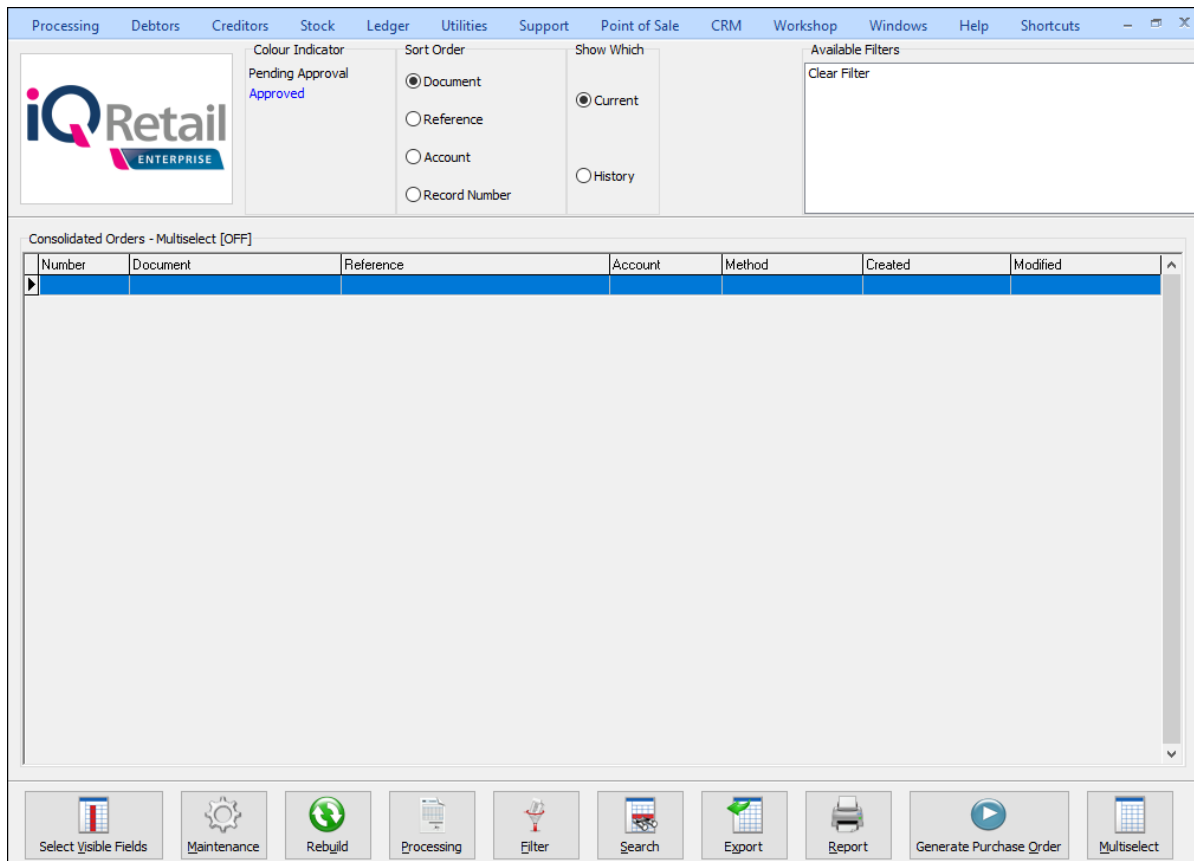|	
NUMBER	The record number of the document.
DOCUMENT	The document number which consists of a Consolidated Order Number and a Prefix as setup in Company Details.
REFERENCE	The Reference field contains a reference for the document, as entered by the user.
ACCOUNT	The Account is the Supplier Account that has been linked to the Consolidated Order.
METHOD	There are two ordering methods that can be used. The DC order or the Branch Order method.
CREATED	The Created field indicates the day and time the Consolidated Order was first created.
MODIFIED	The modified field indicates the day and time the Consolidated Order was last modified.

BUTTON FUNCTIONALITY

SELECT VISIBLE FIELDS	Allows you to change the layout of the grid.

MAINTENANCE	The maintenance option allows you to access the following maintenance elements: Stock, Colours, Sizes, Categories, Ranges, Styles, Size Groupings, Colour Groupings and Cycles.
REBUILD	The Rebuild option allows you to rebuild the selected Consolidated Order. Once a Consolidated Order has been created you has the option of rebuilding the document. When rebuilding a Consolidated Order, there are several actions that the system need to perform. The actions performed differ for standard and style management orders. Actions for the standard CO rebuild include:

Confirm ✕

? The Rebuild will verify all Item(s) in the Consoldiated Order.

The following actions will be performed:
- Stock Items which no longer exist will be removed.
- Item information will be refreshed.
- No Recalcs will be performed.

Are you sure you wish to Rebuild the selected Consolidated Order [CONH101]?

[Yes]   [No]

All Stock items that were added to the Consolidated Order and which were afterwards deleted from the stock maintenance will be removed.

The following item information will be refreshed:

Fields to be Refreshed	
Fieldname	Field Description
Barcode	Barcode
GenCode	Generic Code
Descript	Description
SupplierCo	Supplier Code
Department	Department
SubDepartM	Minor-/Sub-Department
Category	Category
Range	Range
Style	Style
ColorMatrix	Colour Number
SizeMatrix	Size Number

The quantities specified per stock item per company will remain unchanged, as it is assumed that the quantities that have been specified are what is required.

NOTE: If you have selected to rebuild a Consolidated Order that has been Approved, the rebuild will reset the status of the Consolidated Order to Un-Approved and you will be required to Re-Approve the document before proceeding with the Purchase Order generation.

PROCESSING	The processing option allows you to create a **new** Consolidated Order document, **edit** an existing document, **delete** the selected document or to **copy** the selected document.
FILTER	The filter option allows you to filter for specific information on the Consolidated Orders grid.
SEARCH	The search option allows you to search for specific information on the Consolidated Orders grid.
EXPORT	The export option allows you to export information on the Consolidated Orders grid into any of the following formats CSV, TXT, HTML, XML and XLS(Excel).
REPORT	The Report option allows you to Preview, Print or Design the Consolidated Orders list.
GENERATE PURCHASE ORDER	This option allows you to generate a Purchase Order from the selected Consolidated Order document(s). If you have selected to do a DC order, only one purchase order will be created in the DC system. If you have selected to do a Branch order, the system will generate a purchase order in every company's system.
MULTISELECT	The Multiselect option allows you to switch the Multiselect functionality ON or OFF on the grid. The status is displayed at the top left within the caption of the grid. If the function is ON, it allows you to delete multiple Consolidated Orders.

CREATE A CONSOLIDATED ORDER

Click on the Processing button and select the New option.

If Style Management is enabled in Company Details Default Settings (1), you must choose which method of Consolidated Ordering is to be performed.

NOTE: If Style Management is not enabled, the Consolidated Ordering Wizard Screen will open immediately.
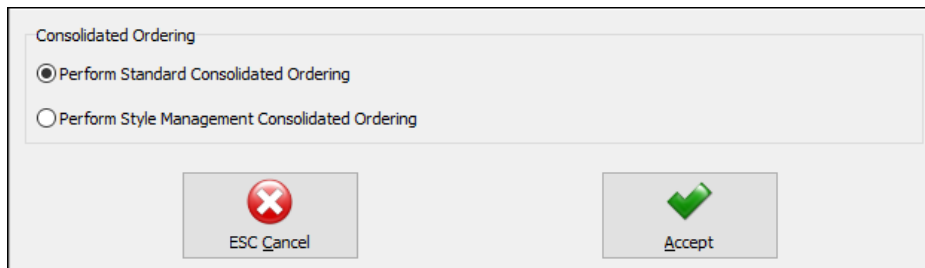
Select the option to Perform Standard Consolidated Ordering and click on accept. (The Style Management Order will be discussed later in this document).

You will be presented with an IQ Consolidated Ordering Wizard screen. This screen allows for the selection of a Supplier, Reference, Order Method and Companies, as well as for the adding of stock items and the manipulation of quantities to be ordered.

CONSOLIDATED ORDER DOCUMENT DETAIL

The detail section allows you to select information which is global to the CO document:

SUPPLIER ACCOUNT	If the supplier number is known, you can type it in, or select a supplier from a list of Creditors setup in the Company.
SUPPLIER NAME	Once the Supplier Account is selected, the Supplier Name will appear in this field.
DOCUMENT NUMBER	The system automatically generates a unique document number which consists of the Consolidated Order document number and a Prefix and is only visible after the "Next" button has been pressed. **NOTE**: This field is not editable.
REFERENCE	This field allows you to enter a reference for the selected document.
ORDER METHOD	The order Method allows for the selection between two types of order methods which will be used when generating a Purchase Order from this document. You can either select the DC order method or the Branch order method.
LAST EXECUTED	This field indicates when last a Purchase Order has been generated from the Consolidated Order.
DELIVERY DATE	The expected delivery date must be selected.
LONG DESCRIPTION BUTTON	The Long Description option allows you to capture extra information for the Consolidated Order.

ORDER FORMULA INFORMATION

This section provides information about the different order formulas selectable per stock item. The selected order formula is then used to calculate the required quantities for the stock item per company.

Consolidated Document Detail	Order Formula Information

Default: The order formula set up on the stock item in each company will be used to calculate the required quantities.

Normal: Quantities will be calculated based on the Normal order formula.

Replenishment: Quantities will be calculated based on the Replenishment order formula.

Custom: Quantities will be calculated based on the selected custom order formula from the current company.

Not To Use: No order formula will be used to calculate quantities.

COMPANIES TAB

Companies	Stock Items	Stock Quantities

Select Companies to be included in the Consolidated Order		
Company ID	Company Name	Include
001	DEMO HEAD OFFICE	☑
002	COMPANY B - RETAIL	☑
003	COMPANY C - DC WAREHOUSE	☑
004	COMPANY D - RETAIL	☑
005	COMPANY E - RETAIL	☑

When creating a new Consolidated Order, the companies tab will be the first visible tab on the wizard. This is a list of companies found within the same Stock Grouping as the current company. When a company is selected to be included in the Consolidated Order, quantities will be calculated per stock item for the company. Select Companies by clicking on the check box in the include column or by right clicking on one of the lines and selecting the "Select All" option. To exclude all the companies available, from the Consolidated Order, select the "Deselect All" option.
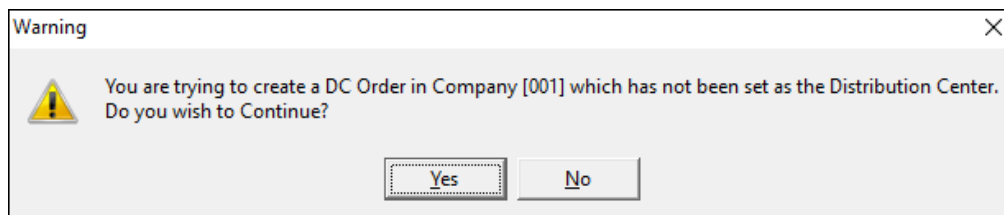
The columns on the Companies Tab contain the Company ID, The Company Name and indicates if the company should be included or excluded from the Consolidated Order.

After selecting the required companies, select the "Next" button on the bottom of the screen. The system will evaluate the selection and display any errors if they occur. Some of the errors found per selected company will prevent you from continuing to the next tab.

The errors include:

- Central Creditors need to be set to [CompanyID] to perform Branch Ordering.

  *Error can only occur when Order Method has been set to Branch Order.

- Consolidated Ordering hasn't been enabled.

  *Error can only occur when Order Method has been set to Branch Order.

During the Company selection checking process, the Stock Distribution Centre for the company is also checked, if the Order Method has been set to DC Order. If the company does not match the selected Stock DC a warning will appear warning you that they are trying to create a Consolidated DC Order within a non-DC branch. A security option is available which can be used to prevent a user from continuing without a security override.

Warning	✕
⚠ You are trying to create a DC Order in Company [001] which has not been set as the Distribution Center. Do you wish to Continue?	
[Yes] [No]	

STOCK ITEMS TAB

After pressing the "Next" button, the next tab that will be displayed is the Stock Items tab. The grid contains the stock items that have been added to the Consolidated Order.

CODE	Displays the Stock Item code. This field is editable.
DESCRIPTION	The stock description as defined in the Item Maintenance section will be displayed.
BARCODE	Displays the Barcode of the Stock Item.
DEPARTMENT	Displays the Major Department of the Stock Item.
SUB-DEPARTMENT	Displays the Sub-department or the minor department of the Stock Item.
CATEGORY	Displays the Category of the Stock Item.
RANGE	Displays the Range of the Stock Item.
STYLE	Displays the Style Code of the Stock Item.
COLOUR	Displays the Colour Description of the Stock Item.
SIZE	Displays the Size Description of the Stock Item.
ORDER FORMULA	Displays the order formula to be used on the Stock Item. This field is editable.
FORMULA NUMBER	Displays the selected Formula Number on this Stock Item. This field contains a "-1" value when the order formula of the stock item has not been set to "Custom". When the "Custom" formula is selected, the index of the selected Formula Number will be displayed.

ADDING STOCK ITEMS

Items can only be added, edited and/or removed while on the Stock Items tab.

There are two methods which can be used to add items to the Consolidated Order:

The first method is by adding the items one-by-one on the grid, by selecting a stock code within the code field and entering through the grid.

NOTE: Once the stock item code has been entered, the rest of the fields are automatically completed with the information of the item as it was setup in the Stock Maintenance module. On Standard Consolidated Ordering, you will only be able to edit the Order Formula on this screen. You can click on the Order Formula for the item and select from the drop-down menu, Default, Normal, Replenish, Custom or Not To Use.

The second method of adding items allows you to add items in bulk by pressing on the "Add Items" button. After selecting the "Add Items" button, the IQ Consolidated Ordering Item Select Dynamic Filtering Options screen will be displayed.

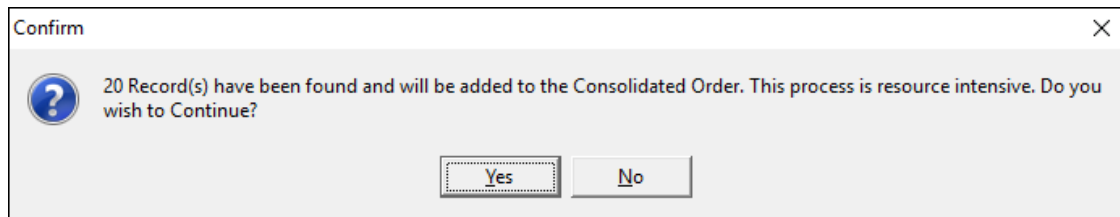The "Filter Options" tab on the Wizard is split into two main sections:

DYNAMIC STOCK FILTERING OPTIONS	This section allows you to apply different filtering ranges. When a range has been enabled (by ticking the selection box) its defined start and end range will be used to generate the required stock items. The "Additional Range" includes an option called "Exclude Items not from this Consolidated Order Supplier". This option filters on the Regular Supplier field on Stock Items with the same Regular Supplier as the Consolidated Order.
ORDERING FORMULA	The order Formula section allows you to select an Order Formula for the batch. The customize button is only available when the Order Formula is set to "Custom" as it allows the selection of a "Custom" order formula to be used.
DEFAULT	The Default buttons allows you to revert to the original settings, as setup on the stock maintenance screens for the stock items.

Press the Next button to accept the filter options. A "Stock Preview" tab with the selected items is generated. The grid has the same layout as found on the Stock Maintenance Grid.
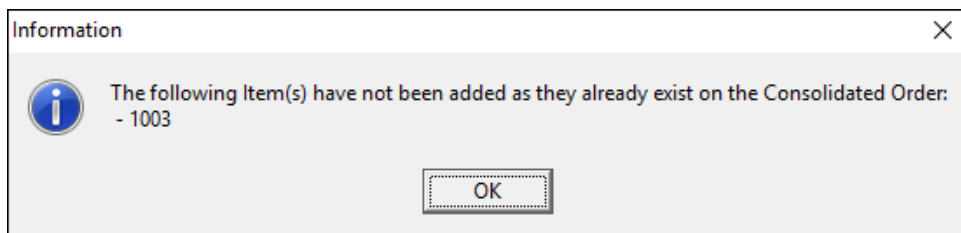
Additional stock filtering can now be applied to remove items not required. The Delete button can also be used to remove single items.

Code	Description	Barcode	Main Sup...	Supplier ...	D...	Bin	Pac...	O...	O...	Purchase ...	A...	GP_1	S...	S...	Onhand	^
1003	CASTLE - SINGLE	1003			00:		0	48	48	0	138	0	193	877	488	
1004	ITEM A (MAIN)	1004			00:		0	0	0	0	180	467532	385	1.75	0	
1005	ITEM B (SUB)	1005			00:		0	5	5	0	553	503436	439	018	107	
1006	ITEM C (SUB)	1006			00:		0	2	5	0	063	705882	85	7.75	90	
1007	EMPTY BEER CRATE	1007			006		0	2	2	0	10	37.5	16	8.4	2	
2001	BROWN BREAD	2001			00:		0	10	10	0	5	222222	18	'0.7	219	
2002	MILK 2LTR	2002			00:		0	5	5	0	6	230769	26	'9.9	183	
2003	CHEESE - CHEDDAR	2003			00:		0	2	5	0	50	333333	120	138	246.496	
3001	MONITOR - LED	3001			00:		0	2	2	2	990	391304	300	645	-2	
3002	SMART TV	3002			00:		0	2	2	0	713	728419	684	947	15	
3003	DVD	3003			00:		0	5	10	0	742	428571	350	12.5	75	
3004	TV CABINET	3004			00:		0	1	2	0	999	750221	754	307	-12	
COKE001	COKE CAN 330ML	COKE001	WIZ001		00:		1	10	24	0	3	000684	193	195	0	
ITE001	ITEM1	ITE001			00		0	5	5	0	495	970067	982	719	16	
ITE002	ITEM2	ITE002			00:		0	2	2	0	901	l.50495	200	230	44	
PIE001	PIE CHICKEN	PIE001			00:		0	5	10	0	7	001064	895	316	-1	
PIE002	PIE BEEF	PIE002			00:		0	5	10	0	8	001216	895	316	-3	
PIE003	PIE SPINACH & FETA	PIE003			00:		0	5	10	0	6	000912	895	316	0	
SDF003	SOFT DRINK - PEPSI	SDF003			00:		0	48	48	0	3	000684	193	877	-2	
SFD001	SOFT DRINK - COKE	SFD001			00:		0	48	48	0	3	042742	913	877	-1	
SFD002	SOFT DRINK - FANTA	SFD002			00:		0	48	48	0	3	000684	193	877	-2	v

Close   Delete   Previous   Next   Filter

When only the required items are left on the grid, you can select the "Next" button.

Confirm ×

20 Record(s) have been found and will be added to the Consolidated Order. This process is resource intensive. Do you wish to Continue?

Yes   No

The wizard will prompt you with the quantity of records found on the filtered selection and ensure if you want to continue. If you select the Yes button, the items will be added to the list of items to be ordered for this Consolidated Order. If you select No, you will be able to do the filtering and selection of items again.

Information ×

The following Item(s) have not been added as they already exist on the Consolidated Order:
- 1003

OK

Select OK to continue with the Stock Item selection.

Code	Description	Barcode	Department	Sub-Dep...	Category	Range	Style	Color	Size	Order Formula	Form...	^
1003	CASTLE - SINGLE	1003	001	0003				Not Defined	Not Defined	Normal	-1	
1005	ITEM B (SUB)	1005	002	0004				Not Defined	Not Defined	Default	-1	
1006	ITEM C (SUB)	1006	002	0004				Not Defined	Not Defined	Default	-1	
1007	EMPTY BEER CRATE	1007	006	0003				Not Defined	Not Defined	Default	-1	
2001	BROWN BREAD	2001	003	0005				Not Defined	Not Defined	Custom...	1	
2002	MILK 2LTR	2002	003	0005				Not Defined	Not Defined	Custom...	3	
2003	CHEESE - CHEDDAR	2003	003	0005				Not Defined	Not Defined	Default	-1	
3001	MONITOR - LED	3001	002	0004				Not Defined	Not Defined	Default	-1	
3002	SMART TV	3002	002					Not Defined	Not Defined	Default	-1	

NOTE: If a selected item is already on the list of items to be ordered, the system will prompt you to say that the item has not been added as it already exists on the Consolidated Order.

Click on the Next button to accept the Stock Items to be ordered.

STOCK QUANTITIES TAB

Once the Stock Items have been accepted, the Stock Quantities Tab will be displayed. The grid contains all the stock items that have been added to the Consolidated Order. Each of the selected companies will have a column with the quantities calculated by the specified order formula for that item. Only the quantities generated under each company can be edited, which allows you to dynamically modify the quantities to be ordered.

Companies | Stock Items | **Stock Quantities**

Enter correct quantities to be used in Consolidated Order

Barcode	Department	Sub-Department	Category	Range	Style	Color	Size	001	002	003	004	005
1003	001	0003				Not Defined	Not Defined	0	48	48	48	0
1005	002	0004				Not Defined	Not Defined	0	5	5	5	0
1006	002	0004				Not Defined	Not Defined	0	5	5	5	0
1007	006	0003				Not Defined	Not Defined	0	2	2	2	0
2001	003	0005				Not Defined	Not Defined	0	20	20	20	0
2002	003	0005				Not Defined	Not Defined	0	5	5	5	0
2003	003	0005				Not Defined	Not Defined	0	5	5	5	0
3001	002	0004				Not Defined	Not Defined	4	0	4	4	0
3002	002					Not Defined	Not Defined	0	0	2	2	0
3003	002					Not Defined	Not Defined	0	0	15	15	0
3004	002					Not Defined	Not Defined	16	4	0	3	0
COKE001	003	0002				Not Defined	Not Defined	34	34	34	34	0
ITE001	001					Not Defined	Not Defined	0	5	5	5	0
ITE002	001					Not Defined	Not Defined	0	2	2	2	2
PIE001	003	0005				Not Defined	Not Defined	16	15	15	15	10
PIE002	003	0005				Not Defined	Not Defined	18	15	15	15	10
PIE003	003	0005				Not Defined	Not Defined	15	15	15	15	10
SDF003	003	0002				Not Defined	Not Defined	98	96	96	96	48
SFD001	003	0002				Not Defined	Not Defined	97	96	96	96	48
SFD002	003	0002				Not Defined	Not Defined	98	96	96	96	48

REMOVING ITEMS FROM THE CONSOLIDATED ORDER

You can only remove items from the current order while you are on the Stock Items tab. There are two methods of removing items, the first is by selecting the item and pressing the Ctrl+Delete combination on the keyboard. The second method is by selecting the item and the pressing the F5 key on the keyboard. If you have accidentally deleted the wrong item from the order, he can just close the order without saving it and reopen it again.

BUTTONS ON CONSOLIDATED ORDER

| Edit Ordering Formula | Utilities | Amendments | Add Items | Import | Previous | Next | Recalculate | Save | Save & Exit | Approve & Exit |

NOTE: Not all the buttons are available on all the screens. Some of the buttons are greyed out on some the screens, which means that they are not available on the selected screen.

EDIT ORDERING FORMULA	This option will only be available when a stock item has a "Custom" order formula. When you click on it, the Stock Ordering formulas for the company will be available. You can then change them where necessary, which will result in the recalculation of all the item quantities.

UTILITIES	On the Utilities button, there are two options available: Forecast and Item Details. (Go to Page 18 for more information.)
AMENDMENTS	To change the order quantities or the order formula on a specified item, you can click on the amendments button. This will open the Stock Maintenance screen for this item, which can be amended.
ADD ITEMS	Items can only be added, edited and/or removed while on the Stock Items tab. There are two methods which can be used to add items to the Consolidated Order: The first method is by adding the items one-by-one on the grid, by selecting a stock code within the code field and entering through the grid. **NOTE**: Once the stock item code has been entered, the rest of the fields are automatically completed with the information of the item as it was setup in the Stock Maintenance module. On Standard Consolidated Ordering, you will only be able to edit the Order Formula on this screen. You can click on the Order Formula for the item and select from the drop-down menu, Default, Normal, Replenish, Custom or Not To Use. The second method of adding items allows you to add items in bulk by pressing on the "Add Items" button. After selecting the "Add Items" button, the IQ Consolidated Ordering Item Select Dynamic Filtering Options screen will be displayed.
IMPORT	The import option consists of two options: • **Generate Example File:** This option allows you to generate and save an example comma delimited file, which must be used to see which information should be in the import file. • **Import:** The save comma delimited file can be imported.
PREVIOUS	The previous button will take you back to the previous Tab.
NEXT	The Next button will take you to the next tab
RECALCULATE	The recalculate button will recalculate the order quantities based on each item's selected order formula. After clicking on the button, a warning will appear informing you that items on the order with an order formula of "Not To Use" will not be recalculated. After accepting the warning, four recalculating methods will appear: **RECALCULATE SELECTED STOCK ITEM FOR ALL COMPANIES** This option will recalculate the quantities for the selected companies for the stock item currently selected on the grid.

	RECALCULATE SELECTED STOCK ITEM FOR SELECTED COMPANY This option will recalculate the quantities for the stock item currently selected for the selected company. The required company can be selected by clicking on the item in the column of the company. **RECALCULATE ALL STOCK ITEMS FOR ALL COMPANIES** This option will recalculate the quantities of all stock items for all companies on the Consolidated Order. **RECALCULATE ALL STOCK ITEMS FOR SELECTED COMPANY** This option will recalculate the quantities for all stock items for the selected company. The required company can be selected by clicking in the column of the company.
SAVE	You can click on the Save button to save all changes made to the Consolidated Order. If a mistake was made, you can just close the order and not save the changes. The saved order will open again when you want to edit it again.
SAVE & EXIT	This option allows you to save the Consolidated Order and to Exit the Consolidated Order.
APPROVE & EXIT	After confirming that all the required stock items have been added to the order and that the quantities to order for each company is correct, you can approve the order. After a Consolidated Order has been approved, the document will be displayed in blue on the grid and will be available for Purchase Order generation.

UTILITIES BUTTON

FORECAST

For the Forecast option on the Utilities button to become available, you must be on the Stock Quantities Tab. This option allows you to select an item and to forecast how much stock will be needed within the next selected period, depending on the history of the transactions in the selected period.

DATE RANGE	Provides information about the item being forecasted on. Start and End Date selectors allow you to specify which period in transaction history on the item should be considered for the calculation of the order quantity.
OPTIONS	**Zerorize Non-Forecasted Combinations**: This option will load the forecasted company values, but will set all the Company Values which information has not been forecasted for, to 0 (zero).
	Retain Non-Forecasted Combinations: This option will load the forecasted Company values, but will not alter the values for Companies which have not been forecasted.

To get a forecast on an item, select the item and click on the Utilities button and select the forecast option. Select the start date and the end date for the period needed. This will only take the selected periods history into account when calculating the ordering quantity, depending on the order formula set for the item. Click then on the Prepare button.

On the Forecasting Tab, there are two levels of information available:

- **Level 1**: The Total quantities of Sales, Purchases and Transfers for this item on all the selected companies are visible. Depending on the order formula, these quantities will be used to calculate the order quantity.

- **Level 2**: Click on the ⊞ or you can select the Expand All Button. This will show the quantities per company. The Order Quantity per item can be edited if needed.

Once the Prepare button has been selected, a transaction tab becomes available.

The Transaction tab shows all the transactions within the selected period used to calculate the order quantity for this item. You can delete the transactions which should not be considered for the reordering quantity by selecting the transaction and clicking on the delete button. If there are a lot of transactions that need to be deleted, click on the Multiselect button and hold the Ctrl button in to select all the transactions. Click then on Apply.

NOTE: After deleting transactions to be excluded from the forecast, you need to press the "Refresh" button on the Transaction Tab, which will then refresh the information on the "Forecasting" tab. Please note that all combinations will be refreshed.

ITEM DETAILS
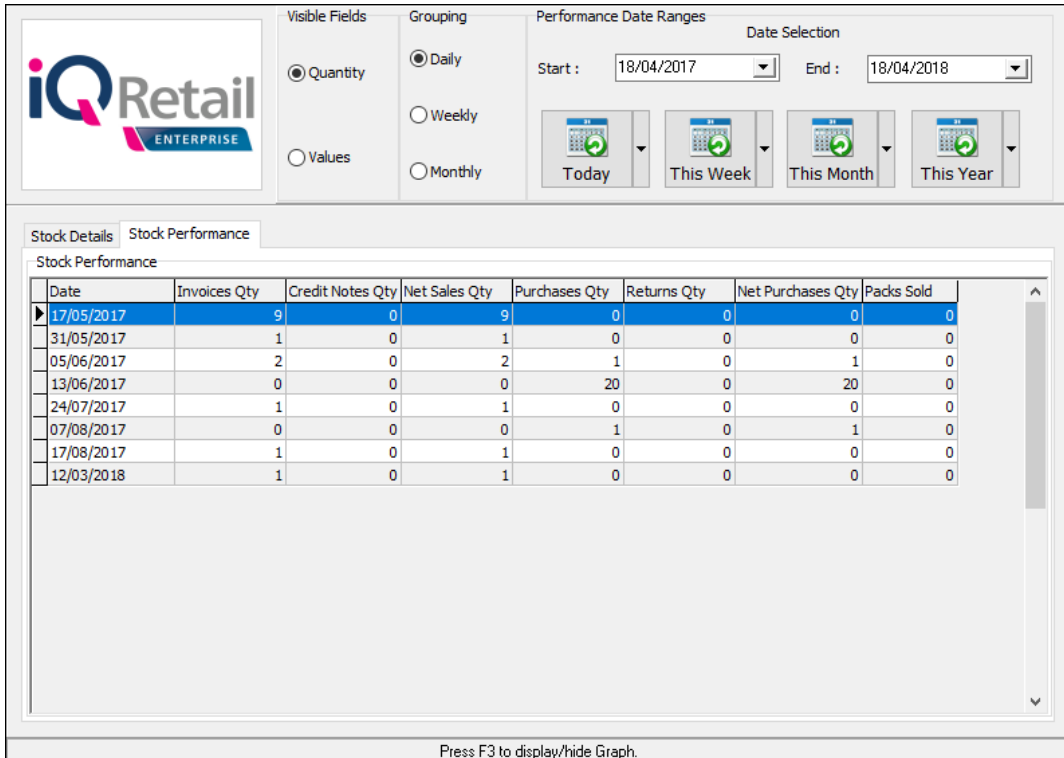
The other option under the Utilities button, which is available is the Item Details option. This option is available from both the Stock Items and Stock Quantities Tabs.

STOCK DETAILS TAB

This Tab shows you detailed information about the selected Stock Item.

STOCK PERFORMANCE

This tab provides information about the performance of this selected stock item over a period.

VISIBLE FIELDS	The statistics are either shown in quantities or as currency values.
GROUPING	Statistics can be provided daily, Weekly or Monthly.
PERFORMANCE DATE RANGES	The begin and start dates can be selected for the period to be visible.

There are also buttons that show the statistics for Today, This Week, This Month and This Year.
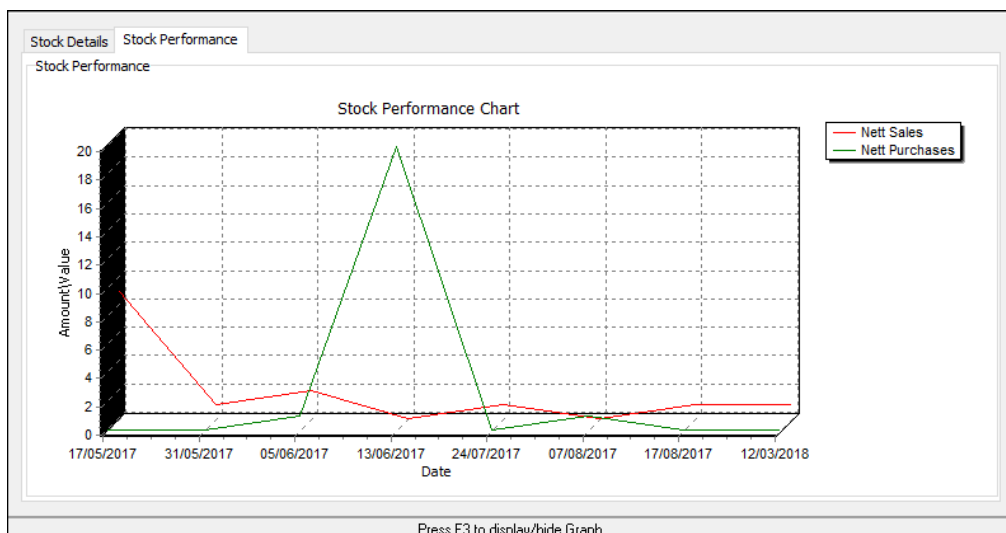
A graph to show the Stock Item Performance is available, Press the F3 key on the keyboard to display or to hide it.

STYLE MANAGEMENT CONSOLIDATED ORDERING

Style Management Consolidated Ordering system, enables one company or the DC to manage the styles and sizes of stock items, to generate Consolidated Ordering documents and ordering of Style Items for multiple companies in a specified Stock Group.

NOTE: Style Management Consolidated Ordering will only be available if you used the Style Management option to create Stock Items. The system will not allow you to link normal stock items to styles, but Style items can be ordered on the Standard Consolidated Ordering system too.

SETUP

The settings required for the use of Style Management Consolidated Ordering within the system, can be setup within the Company Details module. Access the module by selecting the menu options: Utilities, Setup and Company Details.

CONTROL NUMBERS

Setup a document prefix on the Control Numbers tab. The Consolidated Orders Number and Prefix will be used to create a unique document identifier for each document created within the company.

DEFAULT SETTINGS (1)

On the Default Setting (1) tab, enable Style Management by clicking on the "Enable Style Management" tick box. If this option is enabled, the Style Management features will be included during the Stock Maintenance process.

Enable Consolidated Ordering by clicking on the "Enable Consolidated Ordering" tick box.

ENTERPRISE SETTINGS

Select the Enterprise Settings Tab.

When documents need to be created with the Branch Order Method, you need to select the Centralized Creditors Company (to which the Creditors integrate). This should be the company from which all the creditors are available and where they are setup. All transactions will be stored in this company.

Enable Stock Group Synchronization which will ensure that all items added to the Consolidated Order are available in all selected companies.

Select the Stock Grouping, as only companies within the same stock grouping will be available for selection during the creation of a Consolidated Order.

If documents are created with the DC Order method, select the Stock Distribution Centre to indicate which company within the system is the DC.

CREATE A STYLE MANAGEMENT CONSOLIDATED ORDER

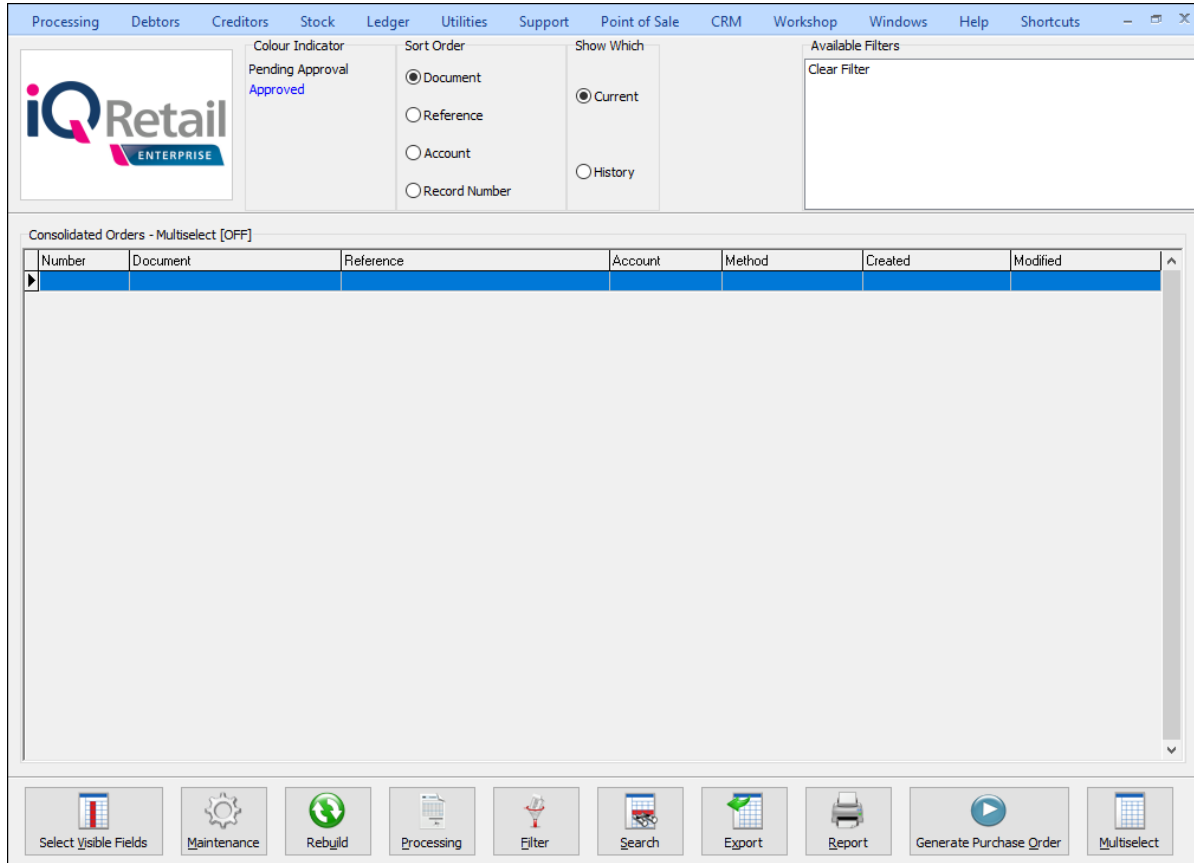The Consolidated Ordering module can be accessed from the IQ main menu by selecting Stock, Utilities and Consolidated Ordering.

Or by navigating to the Purchase Orders maintenance screen, selecting the Processing button and clicking on Consolidated Ordering.

Both these methods will open the Consolidated Ordering module.

MAINTENANCE SCREEN

COLOUR INDICATOR	The colour options namely Black and Blue represent the two Colours displayed on the grid. If a document on the grid is Black, it indicates the document has not yet been approved for Purchase Order generation. If the document is displayed in Blue, the document has been approved and you will be able to generate a Purchase Order from it.
SORT ORDER	The Sort Order option allows you to change the sequence in which the entries appear on the Consolidated Order screen.
SHOW WHICH	**CURRENT** The current option will show all the current Consolidated Orders, which means any new Consolidated Order that is created will display under the current option. **HISTORY** The history option will show all the Consolidated Orders that have been completed or the ones that were deleted from current. This means that if a Consolidated Order is completed, it will automatically move to the historical view. Once a Consolidated Order is deleted from current, it will be listed under the history option.
AVAILABLE FILTERS	All filters created and saved for specific information from the Consolidated Order 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

As documents are created they are added on the screen within the grid. The columns displayed on the grid contain the following information:

NUMBER	The record number of the document.
DOCUMENT	The document number which consists of a Consolidated Order Number and a Prefix as setup in Company Details.
REFERENCE	The Reference field contains a reference for the document, as entered by the user.
ACCOUNT	The Account is the Supplier Account that has been linked to the Consolidated Order.
METHOD	There are two ordering methods that can be used. The DC order or the Branch Order method.
CREATED	The Created field indicates the day and time the Consolidated Order was first created.
MODIFIED	The modified field indicates the day and time the Consolidated Order was last modified.

BUTTON FUNCTIONALITY

SELECT VISIBLE FIELDS	Allows you to change the layout of the grid.
MAINTENANCE	The maintenance option allows you to access the following maintenance elements: Stock, Colours, Sizes, Categories, Ranges, Styles, Size Groupings, Colour Groupings and Cycles.
REBUILD	The Rebuild option allows you to rebuild the selected Consolidated Order. Once a Consolidated Order has been created you has the option of rebuilding the document. When rebuilding a Consolidated Order, there are several actions that the system needs to perform. The actions performed differ for standard and style management orders. Actions for the Style Management CO rebuild include:

All Colour-Size combinations for stock styles that were added to the Consolidated Order and which were afterwards deleted from Style Management, will be removed.

All New Colour-Size combinations for stock styles, which were created after the Consolidated Order was created, will be added.

The following item information will be refreshed:

Fields to be Refreshed	
Fieldname	Field Description
Barcode	Barcode
GenCode	Generic Code
Descript	Description
SupplierCo	Supplier Code
Department	Department
SubDepartM	Minor-/Sub-Department
Category	Category
Range	Range
Style	Style
ColorMatrix	Colour Number
SizeMatrix	Size Number

The quantities specified per style for each of its colour-size combinations will remain unchanged, as it is assumed that the quantities that have been specified is what is required.

NOTE: If you have selected to rebuild a Consolidated Order that has been Approved, the rebuild will reset the status of the Consolidated Order to Un-Approved and you will be required to Re-Approve the document before proceeding with the Purchase Order generation.

PROCESSING	The processing option allows you to create a **New** Consolidated Order document, **Edit** an existing document, **Delete** the selected document or to **Copy** the selected document.
FILTER	The filter option allows you to filter for specific information on the Consolidated Orders grid.
SEARCH	The search option allows you to search for specific information on the Consolidated Orders grid.
EXPORT	The export option allows you to export information on the Consolidated Orders grid into any of the following formats CSV, TXT, HTML, XML and XLS (Excel).
REPORT	The Report option allows you to Preview, Print or Design the Consolidated Orders list.
GENERATE PURCHASE ORDER	This option allows you to generate a Purchase Order from the selected Consolidated Order document(s). If you have selected to do a DC order, only one purchase order will be created in the DC system. If you have selected to do a Branch order, the system will generate a purchase order in every company's system.
MULTISELECT	This option allows you to switch the Multiselect functionality ON or OFF on the grid. The status is displayed at the top left within the caption of the grid. If the function is ON, it allows you to delete multiple Consolidated Orders.

CREATING A CONSOLIDATED ORDER

Click on the Processing button and select the "New" option.

Select the option to Perform Style Management Consolidated Ordering and click on accept.

You will now be presented with an IQ Consolidated Ordering Wizard screen. This screen allows for the selection of a Supplier, Reference, Order Method and Companies, as well as for the adding of Stock Styles and the manipulating of quantities to be ordered.

CONSOLIDATED ORDER DOCUMENT DETAIL

The detail section allows you to select information which is global to the CO document:

SUPPLIER ACCOUNT	If the supplier number is known, you can type it in or the he can select a supplier from a list of Creditors setup in the Company.
DOCUMENT NUMBER	The system automatically generates a unique document number which consists of the Consolidated Order document number and a Prefix and is only visible after the "Next" button has been pressed. **NOTE**: This field is not editable.
REFERENCE	This field allows you to enter a reference for the selected document.

ORDER METHOD	The order Method allows for the selection between two types of order methods which will be used when generating a Purchase Order from this document. You can either select the DC order method or the Branch order method
LAST EXECUTED	This field indicates when last a Purchase Order has been generated from the Consolidated Order.

ORDER FORMULA INFORMATION

This section provides information about the different order formulas selectable per stock style. The selected order formula is used to calculate the required quantities for the stock style per company.

COMPANIES TAB

When creating a new Consolidated Order, the companies tab will be the first visible tab on the wizard. This is a list of companies found within the same Stock Grouping as the current company. When a company is selected to be included in the Consolidated Order, quantities will be calculated per stock style for the company. Select Companies by clicking on the check box in the include column or by right clicking on one of the lines and selecting the "Select All" option. To exclude all the companies available, from the Consolidated Order, select the "Deselect All" option.

The columns on the companies Tab contain the Company ID, The Company Name and indicates if the company should be included or excluded from the Consolidated Order.

After selecting the required companies, click on the "Next" button on the bottom of the screen. The system will evaluate the selection and display any errors if they occur. These errors found per selected company will prevent you from continuing to the next tab.

The errors include:

- Style Management hasn't been enabled.

  *Error can only occur when creating/editing a Style Management Consolidated Order.

- Central Creditors need to be set to [CompanyID] to perform Branch Ordering.

  *Error can only occur when Order Method has been set to Branch Order.

- Consolidated Ordering hasn't been enabled.

  *Error can only occur when Order Method has been set to Branch Order.

During the Company selection checking process, the Stock Distribution Centre for the company is also checked if the Order Method has been set to DC Order. If the company does not match the selected Stock DC a warning will appear warning you that he is trying to create a Consolidated DC Order within a non-DC branch. A security option is available which can be used to prevent a user from continuing without a security override.

STOCK STYLES TAB

After pressing the "Next" button, the next tab that will be displayed is the Stock Styles tab. The grid contains the stock styles that have been added to the Consolidated Order. The columns displayed on the grid contain the following information:

STYLE	Displays the Stock Style code. This field is editable.
DESCRIPTION	The style description as defined in the Style Management Maintenance section (In Default Tables – Stock Styles) will be displayed.
ORDER FORMULA	Displays the order formula to be used on the Stock Style. This field is editable.
FORMULA NUMBER	Displays the selected Formula Number on this Stock Style. This field contains a "-1" value when the order formula of the stock style has not been set to "Custom". When the "Custom" formula is selected, the index of the selected Formula Number will be displayed.

ADDING STOCK STYLES

Styles can be added, edited and/or removed while on the Stock Styles tab.

There are two methods which can be used to add styles to the Consolidated Order:

The first method is by adding the styles one-by-one on the grid, by selecting a stock style within the Style field and entering.

NOTE: Once the stock style code has been entered, the rest of the fields are automatically completed with the information of the style as it was setup in the Stock Style Management Maintenance module. On Style Management Consolidated Ordering, you will only be able to edit the Order Formula on this screen. You can click on the Order Formula for the style and select from the down arrow, Default, Normal, Replenish, Custom or Not To Use. You will not be able to enter the same Stock Style more than once on the grid.

The second method of adding styles, allows you to add styles in bulk by pressing on the "Add Styles" button. After clicking on the "Add Styles" button, the Add Stock Styles Range selection screen will be displayed.

After selecting a Start Style, End Style, Order Method and pressing the "Accept" button, the grid will be loaded with all the styles within the specified range. All the styles within the range which do not currently exist in the CO will now be added to the Consolidated Order with the selected Order formula. You will be provided with a list of styles not added to the Consolidated Order list, after the adding process was finished.
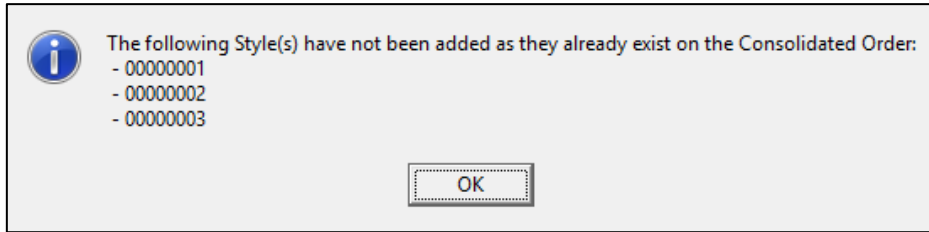
If a selected style is already on the list of styles to be ordered, the system will prompt you to say that the style has not been added as it already exist on the Consolidated Order.

VIEWING THE STOCK STYLES QUANTITIES

Each style has a plus sign [⊞] next to the style code. When clicking on the ⊞ sign, the Colour and Size combinations are displayed for the selected style.

The colours displayed are related to the items linked to the selected style. The sizes displayed are related to the Size Groupings linked to the selected Style. The quantity displayed in each column displays the total quantity to be ordered for the Style-Colour-Size combination across all companies selected on the Companies Tab. When clicking on the ⊞ of another style, the previously expanded style will close and the currently selected style will expand. To view all the Colour-Size combinations of all the styles on the grid, you can right-click on the grid and select the "Expand All". Please note that when all styles are expanded, all the sizes setup in the current company will be displayed. You can also use the right-click "Collapse all" to close all the styles.

MODIFYING STOCK STYLES QUANTITIES

There are two methods to modify the quantities for a Style-Colour-Size combination, the first is by allocating the required quantity for each company for a combination which in turn will then update the total for the combination. The second is by modifying the total quantity for the combination and then allocating the correct amounts to the correct companies.

NOTE: Both these methods require the selected style to be expanded to allow for selecting a specific Colour-Size combination.

With the first method of modifying, the required quantity per company can be accessed by selecting the appropriate column (Colour-Size) and double-click on it. The system will check if the selected Colour-Size combination does exist. If it doesn't exist, an error message will appear indicating to you that the combination does not exist.
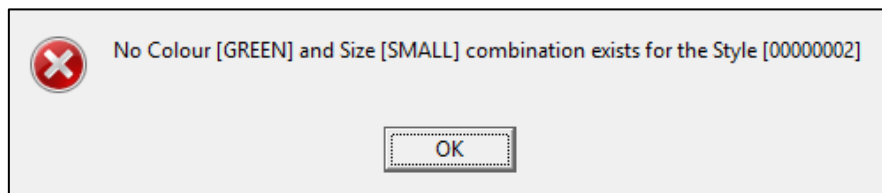
NOTE: This means that the specific size has been linked to the Styles size grouping, but no item with the selected size has been linked to the selected size. To fix this, you will have to go to Stock Maintenance and add a Style Management item for the selected Colour-Size combination.

If the combination does exist, the Quantities per Company will appear.

This screen provides you information about the selected Style-Colour-Size combination, the "Original Required Quantity total", which is the quantity total for the combination as seen on the styles grid, and a company split grid. The company split grid lists all the companies previously selected and the quantities to be ordered for each. After modifying the required quantities per company and pressing "Accept", the total quantity to be ordered as seen on the bottom of the grid, will be displayed on the styles grid for the Colour-Size combination. Press "Cancel" to retain all the originally allocated quantities.

The second method of modifying, allows you to change the total quantity for the combination and then to allocate the required quantities to each company. After changing the quantity in the column and pressing "Enter", the "Quantities Per Company" screen will be displayed, if the required combination exists. If the combination does not exist, the error message will appear (as previously mentioned) to inform you and the total value will revert to 0 (zero). If the combination does exist, the "Quantity Per Company" screen will allow you to allocate the correct quantities to each company. If you "Cancels" the input, the initial quantity will be retained. If you do not allocate the exact quantity to the companies, the total to be ordered will be updated to reflect the total of the quantities allocated to each company.
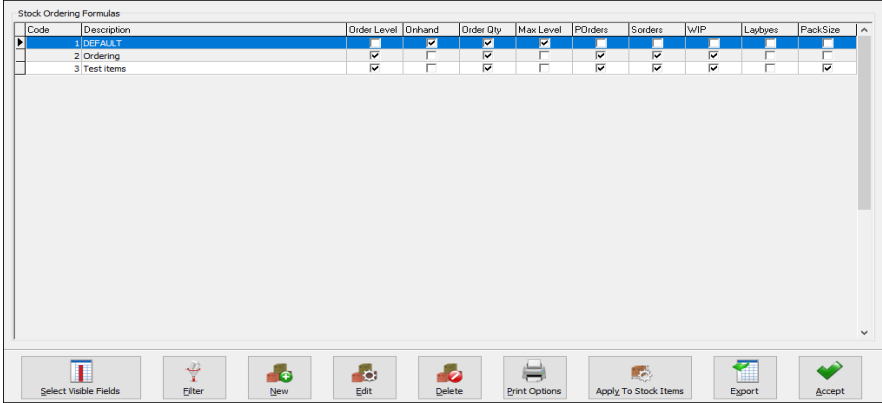
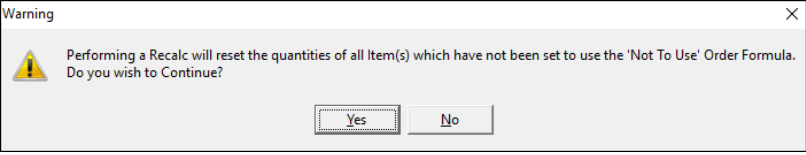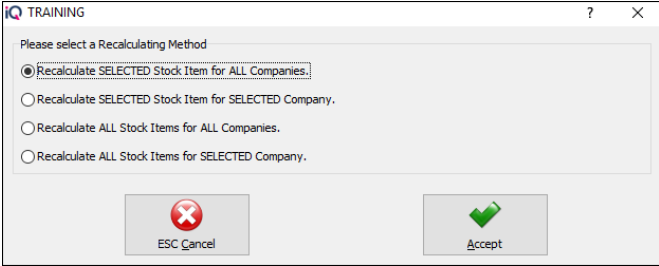## REMOVING ITEMS FROM THE CONSOLIDATED ORDER

There are two methods of removing styles, the first is by selecting the style and pressing the Ctrl+Delete combination on the keyboard. The second method is by selecting the item and the pressing the F5 key on the keyboard. If you have accidentally deleted the wrong item from the order, you can just close the order without saving it and reopen it again.

BUTTONS ON CONSOLIDATED ORDERING WIZARD

NOTE: Not all the buttons are available on all the screens. Some of the buttons are greyed out on some the screens, which means that they are not available on the selected screen.

EDIT ORDERING FORMULA	This option will only be available when a stock item has a "Custom" order formula. When you click on it, the Stock Ordering formulas for the company will be available. You can then change them where necessary, which will result in the recalculation of all the item quantities.
UTILITIES	On the Utilities button, there are two options available: Forecast and Item Details. (Go to Page 18 for more information.)
AMENDMENTS	To change the order quantities or the order formula on a specified item, you can click on the amendments button. This will open the Stock Maintenance screen for this item, which can be amended.
ADD ITEMS	Items can only be added, edited and/or removed while on the Stock Items tab. There are two methods which can be used to add items to the Consolidated Order: The first method is by adding the items one-by-one on the grid, by selecting a stock code within the code field and entering through the grid. **NOTE**: Once the stock item code has been entered, the rest of the fields are automatically completed with the information of the item as it was setup in the Stock Maintenance module. On Standard Consolidated Ordering, you will only be able to edit the Order Formula on this screen. You can click on the Order Formula for the item and select from the drop-down menu, Default, Normal, Replenish, Custom or Not To Use. The second method of adding items allows you to add items in bulk by pressing on the "Add Items" button. After selecting the "Add Items" button, the IQ Consolidated Ordering Item Select Dynamic Filtering Options screen will be displayed.
IMPORT	The import option consists of two options: • **Generate Example File:** This option allows you to generate and save an example comma delimited file, which must be used to see which information should be in the import file. • **Import:** The save comma delimited file can be imported.
PREVIOUS	The previous button will take you back to the previous Tab.
NEXT	The Next button will take you to the next tab

RECALCULATE	The recalculate button will recalculate the order quantities based on each item's selected order formula. After clicking on the button, a warning will appear informing you that items on the order with an order formula of "Not To Use" will not be recalculated. After accepting the warning, four recalculating methods will appear: **RECALCULATE SELECTED STOCK ITEM FOR ALL COMPANIES** This option will recalculate the quantities for the selected companies for the stock item currently selected on the grid. **RECALCULATE SELECTED STOCK ITEM FOR SELECTED COMPANY** This option will recalculate the quantities for the stock item currently selected for the selected company. The required company can be selected by clicking on the item in the column of the company. **RECALCULATE ALL STOCK ITEMS FOR ALL COMPANIES** This option will recalculate the quantities of all stock items for all companies on the Consolidated Order. **RECALCULATE ALL STOCK ITEMS FOR SELECTED COMPANY** This option will recalculate the quantities for all stock items for the selected company. The required company can be selected by clicking in the column of the company.
SAVE	You can click on the Save button to save all changes made to the Consolidated Order. If a mistake was made, you can just close the order and not save the changes. The saved order will open again when you want to edit it again.
SAVE & EXIT	This option allows you to save the Consolidated Order and to Exit the Consolidated Order.
APPROVE & EXIT	After confirming that all the required stock items have been added to the order and that the quantities to order for each company is correct, you can approve the order. After a Consolidated Order has been approved, the document will be displayed in blue on the grid and will be available for Purchase Order generation.

DUPLICATING A CONSOLIDATED ORDER

After a Consolidated Order has been created, you are able to duplicate the order to create a new one with the same information. Do this by using the "Copy" function which can be accessed by clicking on the "Processing" button and selecting Copy.

DELETING A CONSOLIDATED ORDER

After a Consolidated Order has been created, you will be able to delete an order. To delete Consolidated Orders one-by-one, you need to select the order, click on the "Processing" button on the Consolidated Ordering Maintenance menu, and select the "Delete" option. The other option available to delete Consolidated Order documents, is to use the "Delete" option in conjunction with the "Multiselect" switched on. How to perform a "Multiselect" delete:

- Switch on "Multiselect" by clicking on the "Multiselect" button.

- Select the documents to be deleted by using the "Space" bar when selected on the document or by holding the "Ctrl" key and left clicking on each document.

- Press the "Processing" button and select the "Delete" option.

PURCHASE ORDER GENERATION

After a Consolidated Order has been "approved" the document is ready to be converted into a Purchase Order. This can be done by selecting the blue Consolidated Order and pressing on the "Generate Purchase Order" button. Purchase Order generation differs for DC consolidated Orders and Branch Consolidated Orders.

DC CONSOLIDATED ORDER PURCHASE ORDER GENERATION

ORDER GENERATION

When a DC Consolidated Order is converted into a Purchase Order, a single purchase Order is generated within the DC Company (Current company), which contains consolidated order information in the background. Once a Purchase Order has successfully been generated, a dialog will appear on the screen displaying the document number of the newly created Purchase Order.
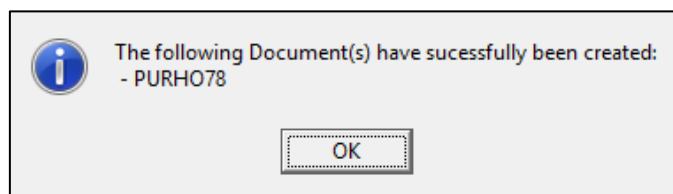
The consolidated order's status will be changed to unapproved and the "Last Executed" field is populated with the relevant date and time information and the "Last Executed By" field is populated with your number of you that generated the Purchase Order. At the point of generating a DC Purchase Order, the system builds a table in the background namely "DCOrderItems" which will contain the transaction number (automatically incremented), the stock code of an Item, a specific company linked to the Stock Item and a pending quantity for a company.

NOTE: When a Style Management Consolidated Order document is generated into a Purchase Order, the Purchase Order will be loaded with the items linked to each Style-Colour-Size combination found on the Styles Grid.

ERRORS WHILE GENERATING PURCHASE ORDER

After a Purchase Order has been generated, a screen will appear if a Consolidated Order contained any stock items which no longer exist within the company. This screen will indicate which stock item could not be found in which company and the document it would have been generated on.


EDITING AN ORDER

When editing an order with Consolidated Order information, the "Order Quantity" of a line item, is a combined total for all the companies selected on the Consolidated Order.

Changing the quantity allocated to each company can be done in two ways. The first way is to change the Order Quantity for the item, by changing the required quantity in the "order qty" column. After changing the quantity, the "Quantities per Company" screen will appear allowing you to allocate the quantities correctly. The second method is by double-clicking on the order quantity for the selected item, which will then display the Quantities per Company screen.

The Quantities per Company screen provides you information about the selected Stock Item/Style generated from the Consolidated Order document. The "Original Required Quantity Total" is the quantity total for the Stock Item/Style as seen on the grid. The company split grid lists all the companies previously selected, the quantities originally requested, the Quantity required and the quantity remaining (related to partial GRVing). After modifying the required quantities per company and pressing "Accept", the total quantity as seen on the bottom of the grid (Quantity Required column) will be displayed on the items grid for the item. You can press the "Revert To Original" button to revert the quantities to the original quantities in the "Requested" column.

ORDER REPORT

The order report has been modified to display the Consolidated Order information for the Order.

BRANCH CONSOLIDATED ORDER PURCHASE ORDER GENERATION

ORDER GENERATION

When a Branch Consolidated Order is converted into a Purchase Order, multiple Purchase Orders are generated within the each one of the companies (branches) selected on the Consolidated Order. This means that each branch will then handle the GRVing of products on their own, instead of the DC handling the GRVing and transferring stock to all the branches. These orders function as normal orders as they do not have any consolidated Order information sitting in the background. After all the Purchase Orders have successfully been generated, a dialog will appear on the screen displaying all the companies and the document numbers of the newly created Purchase Orders within them.

The following Document(s) have sucessfully been created:
- 001: PURHO89
- 002: PUR0134

OK
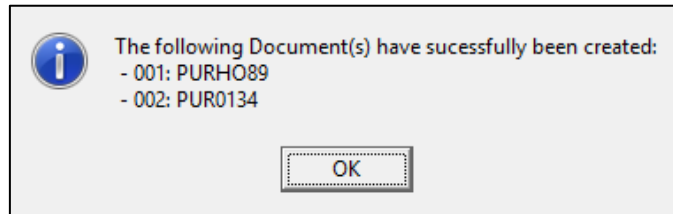
The Consolidated Order will now have a status of unapproved and the "Last Executed" and "Last Executed By" fields will be populated with the relevant information. No tables are required to run in the background for Branch Orders. Editing of these generated orders function the same as it would function for normal Purchase Orders.

ERRORS WHILE GENERATING PURCHASE ORDER

After an order has been generated, a screen will appear if a Consolidated Order contained any stock items which no longer exist within the company. This screen will indicate which stock item could not be found in which company and the document it would have been generated on.

MULTISELECT CONSOLIDATED ORDER PURCHASE ORDER GENERATION

The Multiselect feature can be used while generating Purchase Order documents. This feature allows you to select more than one Consolidated Order document and generate a single purchase order document which contains the information of all the selected Consolidated Order documents. Only Consolidated Order documents with the following criteria can be generated together:

- All selected documents need to be Approved first.

- All selected documents need to be linked to the same Creditor Account.

- All selected documents need to be DC Orders. Branch Orders are not supported for the Multiselect Purchase Order generation.

GRVING A PURCHASE ORDER

This section will only discuss the GRVing of a DC Consolidated Order document, as orders generated from Branch Consolidated Orders function normally when GRVing.
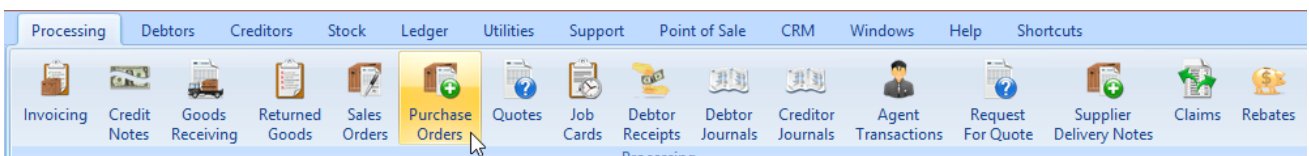
From the IQ main menu, select the Processing Tab and click on Purchase Orders.

The CONXX is the Consolidated Order used to generate a Purchase order.

Select the Processing button at the bottom of the page and click on GRV.

COMPLETE GRVING

When GRVing an order with Consolidated Order information, the "Quantity" of a line item, is the combined total of the remaining quantities for all the companies selected on the Consolidated Order.

When the GRV is processed the quantities for each item will be GRVed into the current company and a report of the GRV indicates the quantities required in each company. The stock items, need to be transferred to the other companies (branches).

Goods Received Voucher

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	29/09/2014

Supplier	Deliver To
Star Wholesalers	Star Wholesalers
Po Box 1212121	4545 Main Road
Strand	Strand
7150	7150

Account No	GRV Date	Order Number	Representative	GRV Number	Page
STAR001	29/09/2014	CONHO17	-1	9631	1 of 1

Item Code	Description		Quantity	Unit Price	Disc %	Vat %	Line Total
TSMGS0304	Golf T-Shirt - Red -XL		20.00	35.00	0.00%	14.00%	700.00
	Company Quantity Splits:	001:	10.00				
		002:	10.00				
TSMGS0304	Golf T-Shirt - Red -XL		60.00	35.00	0.00%	14.00%	2 100.00
	Company Quantity Splits:	001:	50.00				
		002:	10.00				
BHW001	How To Build a Pizza Oven		26.00	525.34	0.00%	14.00%	13 658.89
	Company Quantity Splits:	001:	13.00				
		002:	13.00				
BM001	Cement PVC 50kg		40.00	147.00	0.00%	14.00%	5 880.00
	Company Quantity Splits:	001:	20.00				
		002:	20.00				
BM002	Tiles		77.00	214.91	0.00%	14.00%	16 548.25
	Company Quantity Splits:	001:	39.00				
		002:	38.00				
BM003	Wood		46.00	23.48	0.00%	14.00%	1 080.19
	Company Quantity Splits:	001:	23.00				
		002:	23.00				
TSMGS0504	Golf T-Shirt - Green - XL		100.00	35.00	0.00%	14.00%	3 500.00
	Company Quantity Splits:	001:	50.00				
		002:	50.00				

Extra Charges		Number of Items	Subtotal (Exclusive)	43 467.33
No Description	0.00		Discount	0.00

PARTIAL GRVING

Partial GRVing can be processed by not GRVing the total quantity per item per company. Changing the quantity allocated to each company can be done in two ways:

- The first method is to change the total quantity for the item. After changing the total Quantity for the selected item, the "Quantities Per Company" screen will appear, allowing you to reallocate the quantities correctly.

- The second method is to double-click on the "Quantity" field which will then display the "Quantities Per Company" screen.

This screen provides you information about the selected Stock Item, the "Original Requested Quantity Total", which is the quantity total for the stock item, as seen on the Consolidated Order document and a company split grid. The company split grid list all the companies previously selected, the quantities originally requested, the quantity required and the quantity remaining (still to be GRVed). After modifying the required quantities per company and pressing "Accept", the total quantity as seen on the bottom of the grid (Quantity required column) will be displayed on the items grid for the item. You can press "Revert to Original" to revert to the "Quantity Remain column".

EDITING A PARTIAL GRVED PURCHASE ORDER

Select the Processing button on the bottom of the Purchase Order Maintenance screen and click on GRV. The partially received Purchase Orders on this screen are displayed in Green.

When editing a purchase order which has previously been GRVed, the "Order Quantity" and the "Remain Quantity" fields of certain items will differ indicating the quantity for each item which still needs to be GRVed. This is also indicated on the Quantity Per Company screen per company.

When the required quantity is changed at this point, the Remaining Quantity will also be adjusted upwards or downwards depending on the change made.

TRANSFERRING OF STOCK

SETUP

From the IQ main menu, select Utilities, Setup and click on Module Parameters (Default Tables).

Select the Stock Tab, click on Stock Transfers and click on Setup.
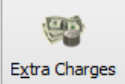
The stock transfers option allows one to select specific options for the stock transfers within the IQ system.

ALLOW DISTRIBUTION CENTER TO QUERY STOCK FILE	The allow distribution center to query stock file option allows the branch where the transfer out is being processed, to look at the stock file of the branch where the stock is being transferred to.
ALLOW TRANSFER REQUESTS	The allow transfer requests option allows you to process transfer request meaning that stock may be requested from various branches. This option is very handy for transfer records.
ENABLE EXTRA CHARGES	The enabling of extra charges allows you to add additional extra charges for stock transfers. These extra charges may be setup for transfer in and transfer out transactions.
SHOW ON HAND COLUMN IN TRANSFER OUT	The show on hand column in transfer out option allows you to see the on-hand column of the stock item being transferred.
BUTTONS	**EXTRA CHARGES** Click on the Extra Charges button at the bottom of the screen to setup the extra charges.
	ACCEPT The accept option allows you to apply newly changes or accept the existing setup of stock transfers.

With a DC Consolidated Order, the stock ordered for each company needs to be transferred to the companies, as per the selected companies on the Consolidated Order. There are two ways to transfer the received stock out to the branches, or other companies:

EXTRA CHARGES

EXTRA CHARGES

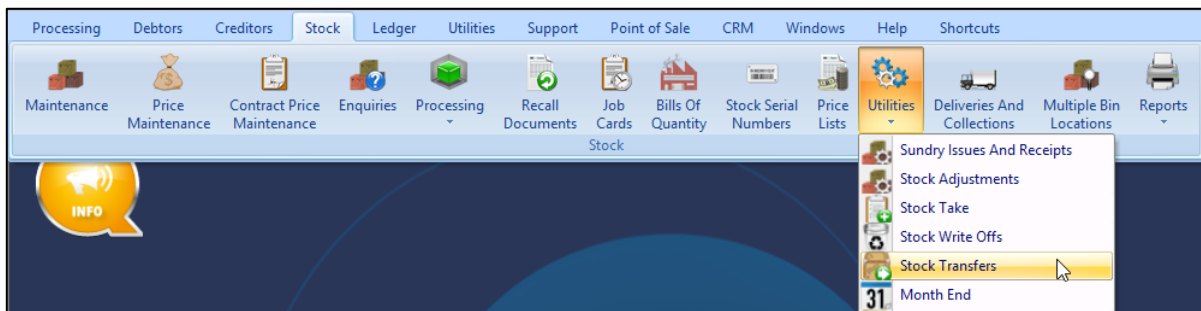|	
DESCRIPTION	The description option allows you to add a description for the relevant extra charge.
LEDGER ACCOUNT	The ledger account option allows you to select the relevant ledger account where the extra value will be posted to in the general ledger.
PERCENTAGE	The percentage option allows you to add the extra charge as a percentage of the total amount, rather than a value.
AMOUNT	The amount option allows you to add a set amount for the relevant extra charge when either doing a transfer in or a transfer out.
BUTTONS	**CANCEL** The cancel option will discard any changes made or incorrect selections of extra charges for stock transfers.
	ACCEPT The accept option allows you to apply newly changes or accept the existing setup of stock transfer extra charges.

MANUAL TRANSFERRING OF STOCK

After GRVing the stock received, all the items on the Consolidated Order have been received in the DC stock. The stock needs to be Transferred Out to the Branches or other companies. The GRV document can be used to see which quantity of which stock item has been ordered for which branch or company.

To Transfer Stock Out, you need to select Stock from the IQ Main screen, select Utilities and click on Stock Transfers.

The Stock Transfer screen will be displayed.

DISPLAY DATE

CURRENT	The current option will show all the current Transfer documents, which means any new Transfer document that is created will display under the current option.
HISTORY	The history option will show all the Transfer documents that have been deleted from current. This means that if a Transfer is completed, the stock has been transferred out from the current system and Transferred in on the Branch's system, a tick will appear in the completed column next to the document. Once a Transfer document is deleted from current, it will be listed under the history option. **NOTE**: Remember to Delete completed transactions on a regular basis, to keep the Transfer list manageable.

REPORT TYPE

There are two types of reports you can choose from: Detail and Summary.

DETAIL	The Detailed report allows you to see the detail on a selected Stock Transfer transaction. IQ HO Date Printed: 30/09/2014 **Stock Transfers Detail** **Current** Data Filter: No Filter Specified **Order Number:** 3 **Completed:** Yes **Out Document:** TRF10 **In Document:** TRF0131 **Out Branch:** 001 **In Branch:** 002 **Out Location:** 002 **In Location:** 001 **Out Date:** 27/03/2013 **In Date:** 29/09/2014 **Out Total:** 650.00 **In Total:** 650.00 **In** **Out** **Description** **Quantity** **Cost** TSMGS0404 TSMGS0404 Golf T-Shirt - Blue -XL 10.00 65.00 ***** END OF REPORT *****
SUMMARY	The Summary report allows you to see the summary of all the Transfer Transactions.

SORT ORDER

ORDER NUMBER	The Order Number option allows you to see all the Transfer Transactions in Order Number order.
OUT DOCUMENT	The Out-Document option allows you to see all the Transfer Out documents.
IN DOCUMENT	The In Document option allows you to see all the Transfer In documents.

AVAILABLE FILTERS

The Available Filters box displays a list of filters that have been saved for use on the grid.

GRID INFORMATION

STOCK TRANSFERS

ORDER NUMBER	The order number field shows the order number as it was entered on the transfer out document.
OUT DOCUMENT	This field shows the document number that was generated by the system automatically when the transfer out was processed.
IN DOCUMENT	This field shows the document number that was automatically generated by the system when the transfer in was processed.
OUT BRANCH	This field shows the branch from where the items are transferred out from.
IN BRANCH	This field shows the branch where the items are being transferred to.
OUT LOCATION	This field shows the warehouse location from where the items are transferred out.
IN LOCATION	This field shows the warehouse location to where the items are being transferred.
OUT DATE	The Date Out field will automatically be updated as soon as the transfer out has been processed.
IN DATE	The Date In field will automatically be updated as soon as the transfer in has been processed.
OUT TOTAL	The Total Out value is the value of all the stock items that are being transferred out. These values are the cost of the items therefore these will be exclusive values.
IN TOTAL	The Total In value is the value of all the stock items that are being transferred in. These values are the cost of the items therefore these will be exclusive values.
COMPLETED	The Tick box in the Completed column will remain empty until the Stock items which were Transferred Out from the DC, is received by doing a Transfer In at the Branch.

BUTTON FUNCTIONALITY

SEARCH	The search option allows you to search for any information that is displayed on the Stock Transfers screen.
FILTER	The filter option allows you to filter for specific information on the Stock Transfers grid.
TRANSFER STOCK	The Transfer Stock option allows you to Transfer Stock In from another branch, or the Transfer Stock Out to a requesting branch.

TRANSFER OUT

TRANSFER DETAILS

BRANCH NUMBER	The branch number field shows the branch where the transfer is coming from. In other words, this will be the branch where the goods are being transferred from.
WAREHOUSE	The warehouse option allows you to choose a specific warehouse where the goods are being transferred from. In other words, the warehouse could be a place where goods are just stored for transferring purposes.
TRANSFER FROM	The transfer from field shows the company from where the goods will be transferred. Meaning that the goods will be transferred from the selected company into another company.
TRANSFER TO	The transfer to field shows the company to where the goods will be transferred to. Meanings that the goods will be transferred from another company into the selected company.
TRANSFER DATE	The Transfer Date defaults to the date on which the Transfer Out is being processed. The Transfer Date Out-field can be edited by retyping the date or by selecting a date from the pull-down menu next to the field.
ORDER NUMBER	The order number field allows you to enter an internal order for the transferring of the goods to the different branches. This option is very handy when you need to keep track of transfers between different branches.

NOTE: Once the relevant stock items have been added to the transfer, select the process option for the system to transfer out these stock items. Upon process the system will generate a transfer out document.

COMPANY DETAILS

COMPANY	The company field displays the Company / Branch name where the goods are being transferred to.
ADDRESS 1, 2, 3, 4	The address fields 1 to 4 displays the physical address of the company / branch where the goods are being transferred to.
EMAIL	The Email Field displays the email address of the company / branch where the goods are being transferred to.

GRID INFORMATION

ITEMS CODE	The code field is the where the stock item is selected from the drop-down list. **NOTE:** If the code is known then it may be typed in.
DESCRIPTION	The description field shows the description of the item that will be transferred.
ONHAND	The Onhand value, displays the Onhand quantity in the company / branch where the stock items are being Transferred from.
QUANTITY	The quantity field is where the quantity of the item is entered. This means that the quantity that is entered, will be the quantity that will be transferred out to the other branch.
COST	The cost is the actual stock items cost price. This cost will be used for transferring the goods to another branch.

BUTTON FUNCTIONALITY

SEARCH	The search option allows one to search for any or specific information regarding a transfer or transfers.
AUTO ORDER	If the system was setup to automatically re-order stock when needed, this option will be available for auto ordering of required stock items.
DESIGN	The design option allows you to design the existing report layout.
PROCESS	The process option allows you to process the current transfer.
IMPORT	The Import option allows you to import a .CSV (comma delimited) file into the Transfer Out screen. The file to import, should have a column for Stock code and the quantity to be transferred. Don't use headings for the import columns. TSMGS0304,5 TSMGS0404,5 The format of the file must be CODE and QTY. In this example, the code is TSMGS0101 and the quantity is 5.
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.

Once the Transfer transaction has been processed, a Stock Transfer document will appear.

```
IQ HO                          Date Printed :01/10/2014 11:21:36                      Page No 1

                                   Stock Transfer Document


                                                                    Address:
Document:        TRFHO31            Document:       TRANSFER OUT2    1st Floor, Rhino House
From Company:    001                From Location:  001             23 Quantum Road
To Company:      002                To Location:    002             Techno Park, Stellenbosch
                                                                    7600

Code             Description                                 QTY    Avrg Cost      Line Total
TSMGS0304        Golf T-Shirt - Red -XL                   5.0000        35.00          175.00
TSMGS0404        Golf T-Shirt - Blue -XL                  5.0000        65.00          325.00

Total Value:        500.00
Total Items:         10.00
                               *** END OF REPORT ***
```

TRANSFER IN

NOTE: The very first time a Transfer In is done, the system will look for any existing pending transfers that need to be processed.

All the Outstanding Transfers for the current company will be displayed in Order Number order.

GRID INFORMATION

ORDER NUMBER	The order number field shows the order number as it was entered on the transfer out document.
OUT DOCUMENT	This field shows the document number that was automatically generated by the system when the transfer out was processed.

IN DOCUMENT	This field shows the document number that was automatically generated by the system when the transfer in is processed. This field will be empty, as the Transfer In is not yet processed.
OUT BRANCH	This field shows the branch from where the items are transferred out from.
IN BRANCH	This field shows the branch where the stock items must be received.
OUT LOCATION	This field shows the warehouse location from where the items are transferred out.
IN LOCATION	This field shows the warehouse location to where the items are being transferred.
OUT DATE	The date out field was automatically updated when the Transfer Out has been processed.
IN DATE	The date in field will automatically be updated as soon as the transfer in has been processed.
OUT TOTAL	The Total Out value is the value of all the stock items that need to be Transferred In. These values are the cost of the items therefore these will be exclusive values.
IN TOTAL	The Total In value will be zero (0), as the value will only appear when the Transfer In is processed. These values are the cost of the items therefore these will be exclusive values.

BUTTON FUNCTIONALITY

CANCEL	The cancel option will exit the current screen and the processing of the Transfer In will not take place. However, the Transfer In can be done at a later stage.
ACCEPT	Select the accept option to proceed and capture the Transfer In.
	You need to select the relevant Transfer In document which needs to be processed and click on the Accept option.
	The Stock Branch Transfers – Incoming screen will appear.

TRANSFER DETAILS

BRANCH NUMBER	The branch number field shows the branch where the transfer is coming from. In other words, this will be the branch where the goods are being transferred from.
WAREHOUSE	The warehouse option allows you to choose a specific warehouse where the goods are being transferred to. In other words, the warehouse could be a place where goods are just stored for transferring purposes.
TRANSFER FROM	The transfer from field shows the company from where the goods will be transferred. Meaning that the goods will be transferred from the selected company into the current company.
TRANSFER TO	The transfer to field shows the company to where the goods will be transferred to. Meaning that the goods will be transferred from another company into the selected company.
TRANSFER DATE	The Transfer Date defaults to the date on which the Transfer In is being processed. The Transfer Date In-field can be edited by retyping the date or by selecting a date from the pull-down menu next to the field.
ORDER NUMBER	The order number field allows you to enter an internal order for transferring of the goods to the different branches. This option is very handy when you need to keep track of transfers between different branches.

ITEM INFORMATION

REQUESTED CODE	The requested code field will only appear if a Stock Request has been done. Meaning that the codes in this column, are the Item codes which were requested.
TRANSFERRED CODE	The original code field is the original code that was used when the item was transferred out. **NOTE:** The Transferred code is the code of the item as it was transferred out. If the item codes in the different branches are different then the new code field will show the item code as it is in the other branch.
NEW CODE	The New Code field is the Stock Item codes of the received stock on the current company. If a Transfer Request was done, this code will be the same as the Requested code. However, the new code will only show a different code if the item codes between the 2 different branches are not the same.
DESCRIPTION	The description field shows the description of the item that will be transferred in.
QUANTITY	The quantity field is the quantity of the item that was transferred. This means that the quantity that appear will be the quantity that will be transferred into the current branch. **NOTE**: The Quantity Transferred In can't be edited. If you received than what was ordered, changes can be made in Stock Adjustments. The quantity field is where the quantity of the item is entered. This means the quantity entered will be the quantity that will be transferred in from the other branch.

COST	• The **cost processed** is the actual stock items cost price that is used at the time of the transfer. This cost will be used for transferring the goods in from another branch. • The cost **Extra charges** option is there to add any additional costs to transfer the goods. This may be additional costs like courier fees or collection fees.
EXTRA CHARGES	The system will automatically add the predefined extra costs to the Transfer Value. If there were more than one extra cost defined, the system will add all the costs together. If you want to change the Extra Charges, he needs to select the Amend option. This will provide a list of all the extra costs. Change the amounts where applicable. There are two ways to allocate the Extra charges to the line items: • The first method to allocate the Extra Charges is by adding them manually to the items. • The second method is to use the Auto-Allocate button, which will allocate the Extra Charges proportionally among the items.

BUTTON FUNCTIONALITY

SEARCH	The search option allows one to search for any or specific information regarding a transfer or transfers.
DESIGN	The design option allows you to design the existing report layout.
PROCESS	The process option allows you to process the current transfer.
IMPORT	The Import option allows you to import a .CSV (comma delimited) file into the Transfer Out screen. The file to import, should have a column for Stock code and the quantity to be transferred. Don't use headings for the import columns. TSMGS0304, 5 TSMGS0404, 5 The format of the file must be CODE and QTY. In this example, the code is TSMGS0101 and the quantity is 5.
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.

Once the Transfer transaction has been processed, a Stock Transfer document will appear.

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Stock Transfer Document

Address:

Document:	TRFHO33	Document:	PO32
From Company:	001	From Location:	001
To Company:	002	To Location:	002

Code	Description	QTY	Avrg Cost	Line Total
000000090201	NIKE ALL TERRAIN RUNNING SOCKS BRS	2.0000	12.00	24.00
000000010102	NIKE PANTS BM	5.0000	30.00	150.00

Serial Numbers Out

Code	Serial

Total Value:	224.00
Total Items:	7.00

*** END OF REPORT ***

REQUEST STOCK

The Request Stock option allows you to query the stock files of the other branches, to get their Order methods and quantities.

DELETE

The Delete option moves the Completed Transfer transactions from the Current screen to the History screen.

The Delete option allows you to either **Delete** the **Single** selected transaction, or you can filter for one or more specific transactions and use the **Delete Filtered** option to delete them.

NOTE: Only *COMPLETED* entries can be deleted.

REPORT OPTIONS

The Report options allows you to Design, Preview or Print a Detail report of a transaction or a summary of the selected transactions.

IQ HO			Date Printed: 02/10/2014								1 of
			Stock Transfers Summary **Current**								
			Data Filter: No Filter Specified								
Order Num	**Date In**	**Doc In**	**Company In**	**Location In**	**Total In**	**Date Out**	**Doc Out**	**Company Out**	**Location Out**	**Total Out**	**Completed**
PO75	00:00:00	TRF0121	001		0	29/09/2014	TRF0121	002		1 031.65	No
PO14	00:00:00	TRF0134	001		0	29/09/2014	TRF0134	002		49.81	No
PO56	00:00:00	TRF0135	001		0	29/09/2014	TRF0135	002		49.81	No
TRF OUT 0132	00:00:00	TRFHO29	002	003	0	30/09/2014	TRFHO29	001	001	36.00	No
TRANSFER	00:00:00	TRFHO30	002	002	0	01/10/2014	TRFHO30	001	001	500.00	No
TRANSFER	00:00:00	TRFHO31	002	002	0	01/10/2014	TRFHO31	001	001	500.00	No
PO32	00:00:00	TRFHO33	002	002	0	02/10/2014	TRFHO33	001	001	224.00	No
TOETS OUT 1	00:00:00	TRFHO34	002	002	0	02/10/2014	TRFHO34	001	001	212.50	No
					*** END OF REPORT ***						

AUTOMATIC TRANSFERRING OF STOCK

Automatic Transferring of Stock is a feature which can be used in conjunction with Purchase Orders that contain Consolidated Order information to generate Transfer Out documents when stock is GRVed into the DC.

SETUP

The setting required for the use of Auto Transferring of Stock within the system can be setup within the Company Details module. This module can be accessed by selecting the following menu option: Utilities-Setup-Company Details. The setting "Enable Consolidated Ordering Auto Transferring" on the Default Settings (1) needs to be enabled. This can be done by clicking on the tick box.

AUTO TRANSFERRING

The auto transferring feature is activated after a DC Consolidated Order has been GRVed (Complete or Partially). After the process button is clicked, the IQ Consolidated Ordering Automatic Transferring screen will appear. This screen will contain a grid of all items, their quantities and the companies they need to be transferred to, as well as buttons providing you with additional functionality.

BUTTON FUNCTIONALITY

CANCEL	The Close option closes the form and prevent the auto transferring from continuing. You will then need to perform a manual transfer to move the stock from the DC to the required branches.
MAINTAIN SERIALS	The Maintain Serials option allows you to maintain the serial numbers to be transferred with the selected stock item to the appropriate company. This button will only be visible if serial numbers have been enabled. Items in Blue require serial numbers to be allocated to them, which can be done by clicking on the "Maintain Serials" button or by double-clicking on the record. If you have selected to initiate the transfer process without allocating enough serials, a warning will appear asking you if they wish to continue. If you have enabled the "Strict Serials", you will be prevented from continuing until the correct number of serials has been allocated.

REPORT	The Report option allows you to Preview, Print or Design the Pending Consolidated Order Automatic Transfers report.
TRANSFER	The Transfer option allows you to initiate the Automatic Transferring process.
	The system will prompt you to make sure if the Automatic Transfer process can start. If you select NO, the Automatic Transfers screen will re-appear.
	If you select the Yes option, the GRV will be provided, with the Company Quantity Splits under each line item to show who should get what.

If there was stock ordered for the DC company, the GRV will add only its own stock into their system and each branch will have to do a Transfer In to add the stock that they required into their own company's system.

---End of Document---