

# IQ LOCATION SOURCING

## P R E F A C E

This is the IQ Location Sourcing reference guide for IQ Enterprise software systems.

The document will aid in understanding and configuration of the IQ Location Sourcing for it to function correctly.

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

Unfortunately, there will be a discrepancy from time to time. We do apologize for the inconvenience that it may cause. This document includes functionality as presented in Version 2017.1.0.0.

Should you feel that the IQ Location Sourcing document is inadequate or requires further explanation or more and better examples, please feel free to email us.

We would love to have some feedback to improve the IQ Location Sourcing document in some way or another.

Regards,

IQ Retail (PTY) LTD



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## INTRODUCTION

One guaranteed way to disappoint your customers is to have them search for a specific product from your product line they want to buy, only to find that it is out of stock. Customers who find that the stock item is unavailable to buy are likely to form a bad impression of a retailer and seek to buy the item from a competitor.

The purpose of the IQ Location Sourcing is that a client can walk into a Store to buy a stock item, but the store doesn't have the item in stock. The Store knows that the item is on-hand in the warehouse or at another store. Instead of sending the client to the other store or warehouse, the store can still sell the item to the client. The warehouse or other store gets the Deliveries and Collections transaction in their system. The stock item can be collected from or be delivered from the warehouse or other store. The Location Sourcing in IQ has automated this process and all the stock transfer transactions are automatically processed, once the stock item is issued to be collected or delivered.

This process also enables the store to sell an item in Johannesburg, let the warehouse in Cape Town know that the item must be sent to the store in Stellenbosch, from where the item can be collected or delivered.

There are three (3) methods of Location Sourcing:

- The client buys a stock item from a store who doesn't have the item on hand. The stock item can then be collected or delivered from the warehouse.
- The client buys a stock item from a store who doesn't have the item on hand. The item must be brought from the warehouse to the store, from where the stock item can be dispatched.
- The client buys a stock item from a store in Johannesburg. The warehouse in Cape Town must send the stock to the store in Stellenbosch from where the stock item can be collected or delivered.

The deliveries and collections instructions are sent automatically to the sourcing location and once the stock is issued for collection or delivery, all the transfer transactions are processed automatically.

The screenshot displays a software interface for location sourcing. It is divided into two main sections: 'Status-Deliver or Collect' and 'Location Source Action'. At the bottom, there are 'Cancel' and 'Accept' buttons.

**Status-Deliver or Collect**

- Client Collecting
- Deliver to Client

**Location Source Action**

- DC/WH to Client: Stock issued by the DC/WH to Client
- DC/WH to Own Store: Stock Issued by the DC/WH and delivered to own Store
- DC/WH to Other Store: Stock Issued by the DC/WH and delivered to the store below  
Other Store

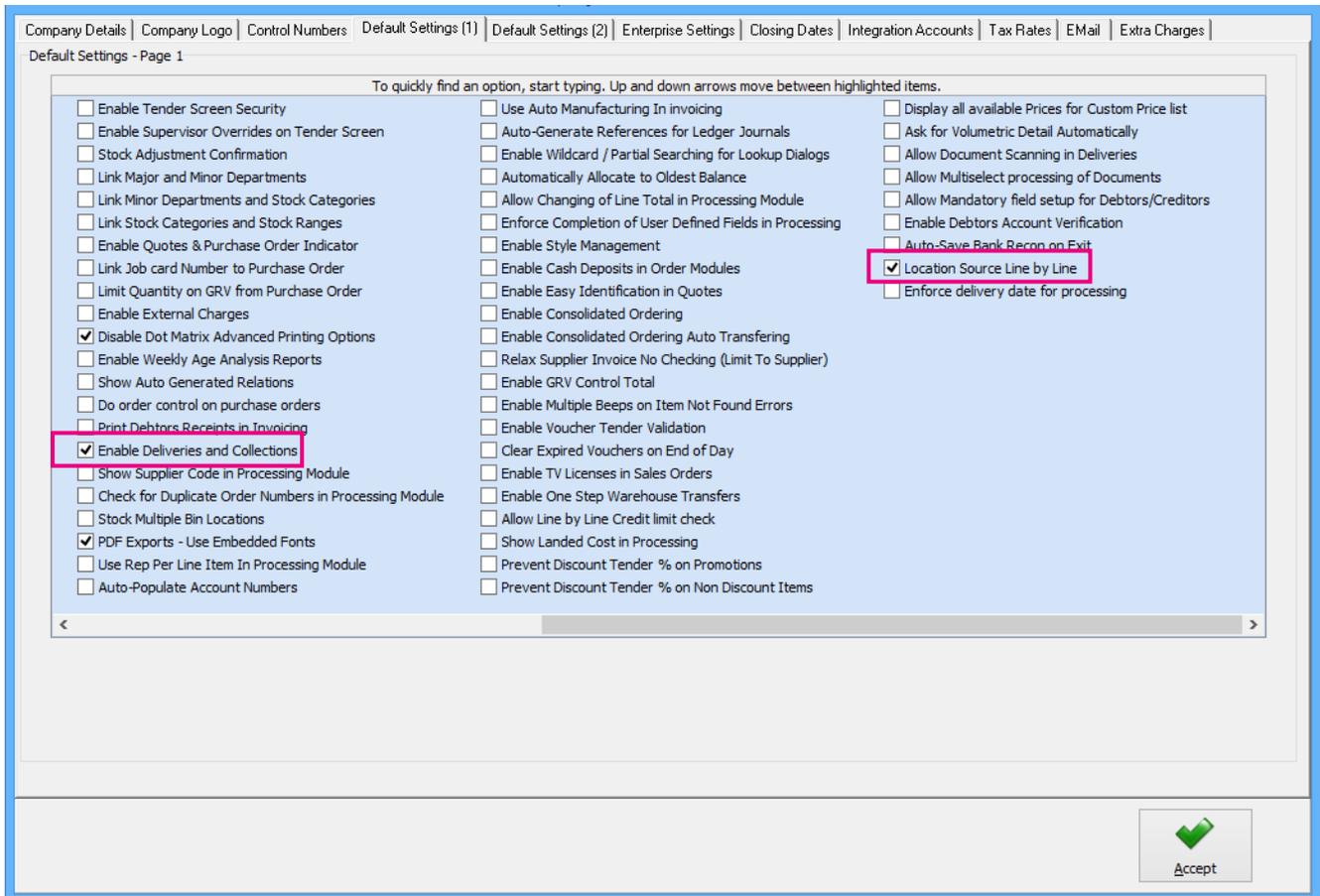
**Buttons:** Cancel (with a red 'X' icon), Accept (with a green checkmark icon).

# SETUP

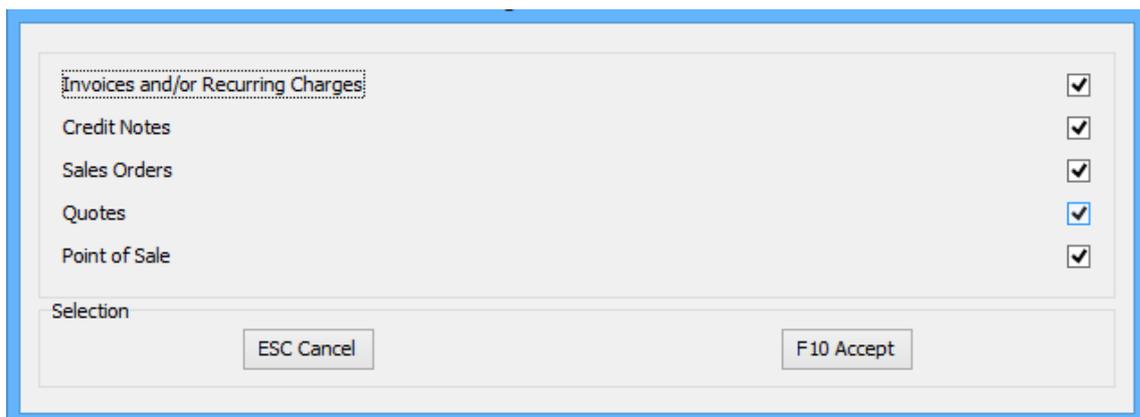
The setup must be done in all the companies or where sourcing for stock from alternative branches is required.

## DEFAULT SETTINGS (1)

From The IQ main menu → Utilities → Setup → Company Details → Default Settings (1).

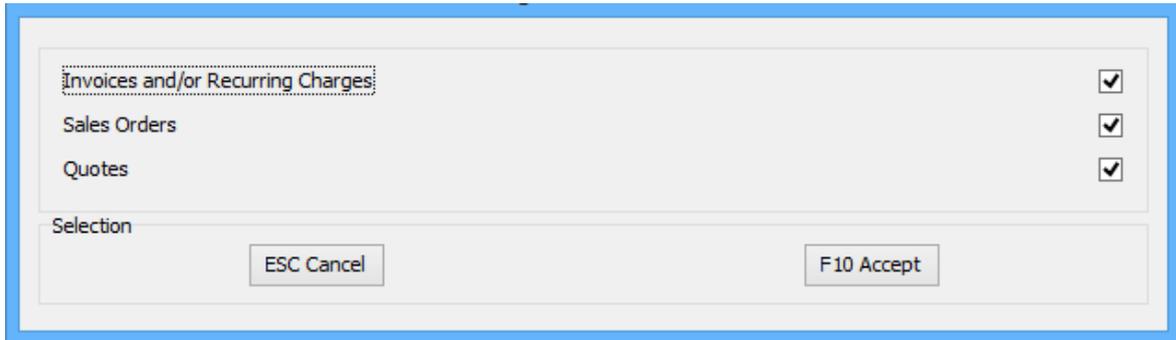


Enable Deliveries and Collections in all the companies, by ticking the box and selecting the processing modules where the setting should be activated.



On the same Defaults Settings (1) screen, enable the "Location Source Line by Line" setting, by ticking the box next to the field and selecting the processing modules where the setting should be activated.

**NOTE:** The processing modules activated for Location Sourcing must be the same as the processing modules in Deliveries and Collections.

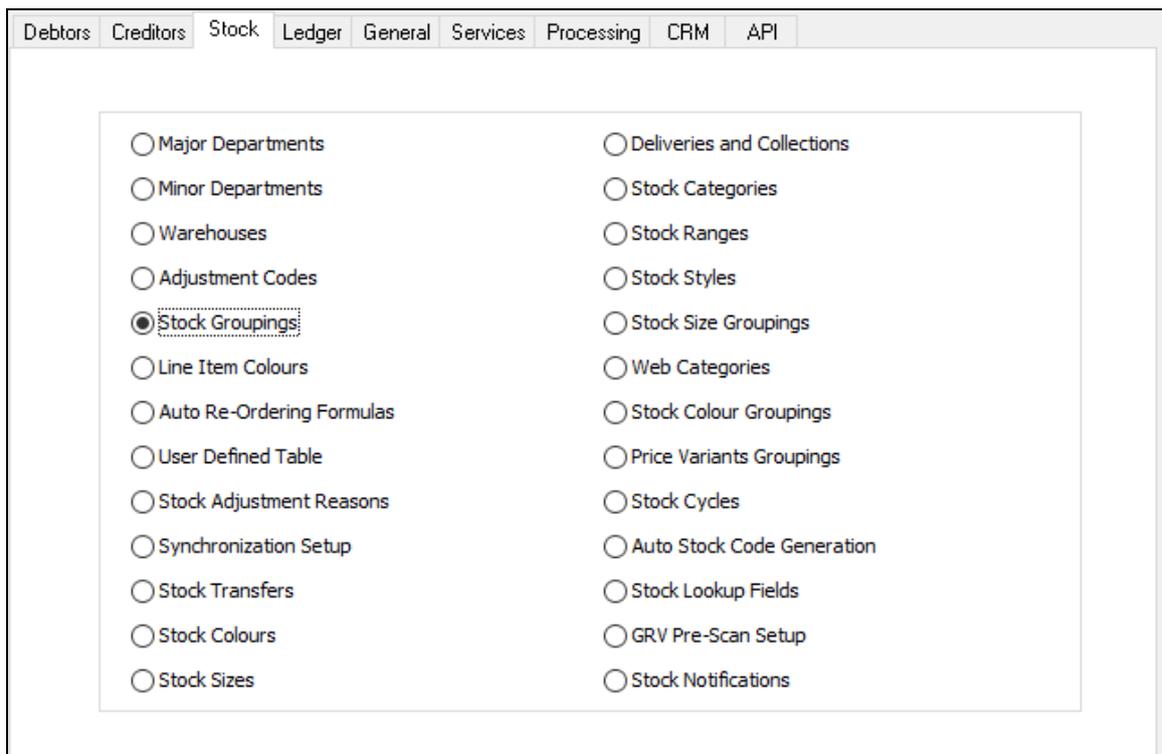


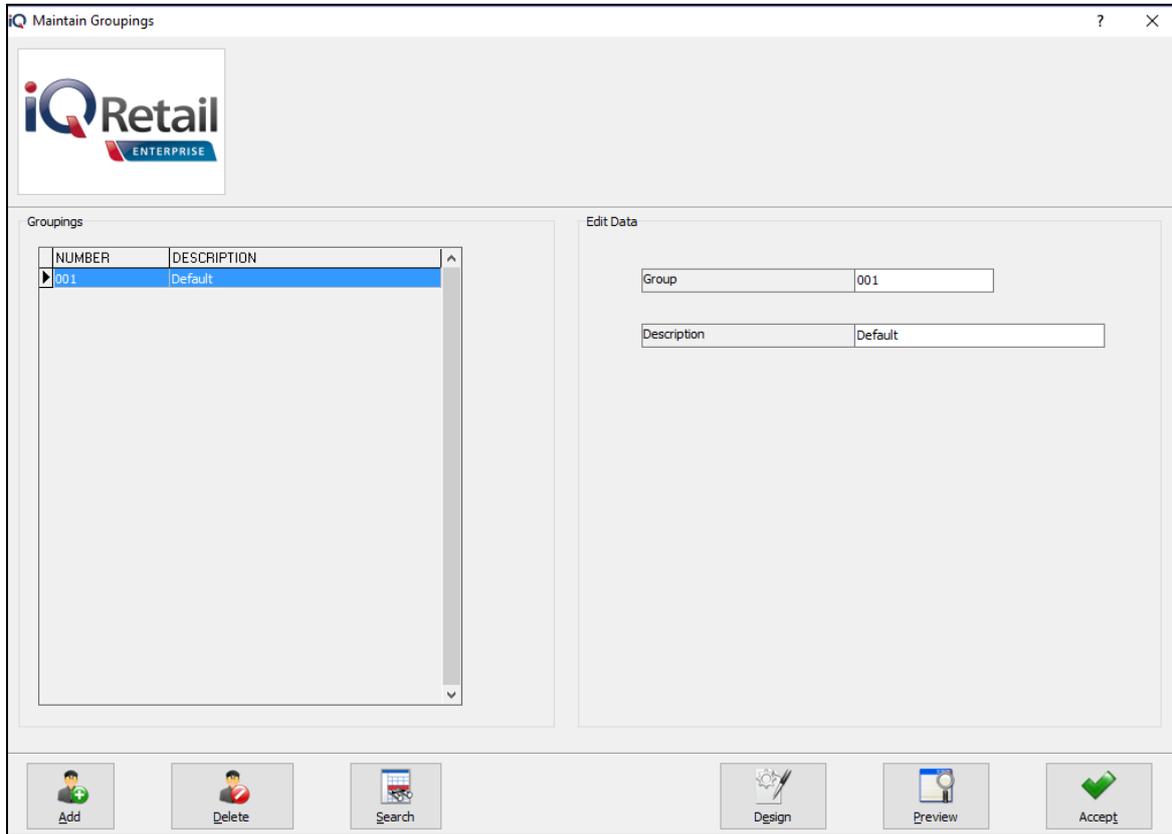
**NOTE:** IQ Location Sourcing Line by Line is not available in the Point of Sale module, as the process usually involves a bit of time and effort which can't be done at the Point of Sale. This can hold up the queue and potentially annoy customers. Location Sourcing is usually done by a sales person or supervisor

### CREATE STOCK GROUPINGS

All the companies where Location Sourcing will be enabled, must belong to the same Stock Group.

From the IQ main menu → Utilities → Setup → Module Parameters (Default Tables) → Stock tab → Select Stock Groupings → Setup button at bottom of the screen.





**GROUPINGS**

All the Stock Groups already created are listed in this grid.

**EDIT DATA**

**GROUP**

The Group can consist of three (3) alpha-numeric characters.

**DESCRIPTION**

The Group Description can consist of 30 alpha-numeric characters.

**BUTTON FUNCTIONALITY**



<b>ADD</b>	The Add option allows the user to add Stock Groupings
<b>DELETE</b>	The Delete option allows the user to Delete a stock Grouping not in use. It is very important to ensure that a Stock Grouping is not in use, before it is deleted.
<b>SEARCH</b>	The search option allows the user to search for specific information on the grid.
<b>DESIGN</b>	The Design option allows the user to design the report listing the Stock Groups.
<b>PREVIEW</b>	The Preview option allows the user to preview and print the list of Stock Groups.
<b>ACCEPT</b>	The Accept option allows the user to save the changes made to the Stock Groups.

## ENTERPRISE SETTINGS

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

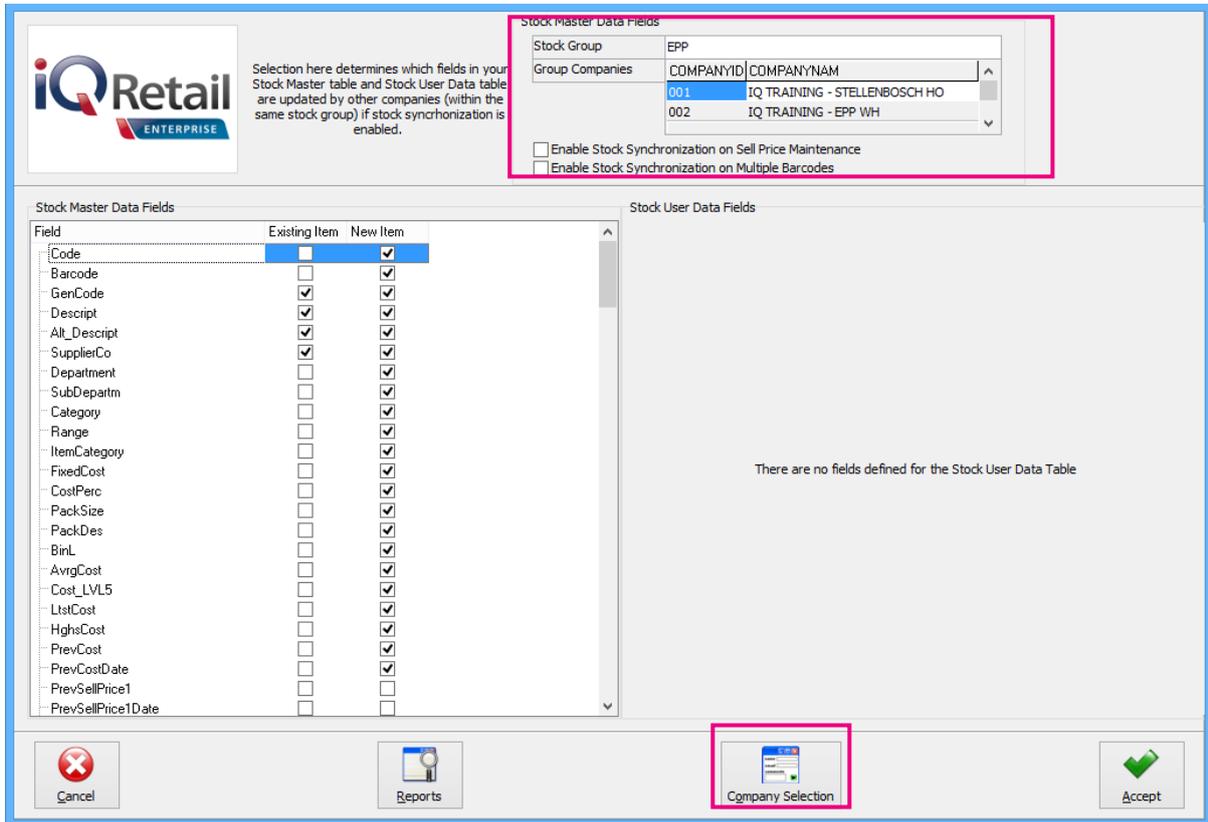
Settings		
Centralised Ledger	001	▼
Branch Control	Trading Branch	▼
Setup & Maintain Branches	Click to Maintain	
Ledger Grouping For Trading Branches	001	▼
Setup & Maintain Trading Branch Groups	Click to Maintain	
Enable Dynamic Ledger Departments	Tick For Yes	<input checked="" type="checkbox"/>
Setup & Maintain Ledger Departments	Click to Maintain	
Default Ledger Department	CORP	▼
Centralised Debtors	001	▼
Centralised Creditors	001	▼
Centralise Sales Representatives	Tick For Yes	<input type="checkbox"/>
Enable Stock Group Synchronization	Tick For Yes	<input checked="" type="checkbox"/>
Stock Grouping	EPP	▼
Setup & Maintain Stock Groups	Click to Maintain	
Setup & Maintain Synchronization Options	Click to Maintain	
Stock Distribution Center	001	▼
Default Location		▼
Centralise Data Filters	Tick For Yes	<input checked="" type="checkbox"/>
Centralise Price Lists	Tick For Yes	<input checked="" type="checkbox"/>
Centralise Currency Tables	Tick For Yes	<input checked="" type="checkbox"/>
Centralise Stock Departments and Groups	Tick For Yes	<input checked="" type="checkbox"/>
Centralise Stock Adjustment Reason Codes	Tick For Yes	<input checked="" type="checkbox"/>
Prompt for Company in Processing Module	Tick For Yes	<input type="checkbox"/>
Centralise Vat Rates	Tick For Yes	<input checked="" type="checkbox"/>

For IQ Location Sourcing to work, the Debtors of all the companies in the stock group must be Centralised. Select the correct main company from the drop-down menu next to Centralised Debtors field.

Enable the Stock Group Synchronization by ticking the box next to the field.

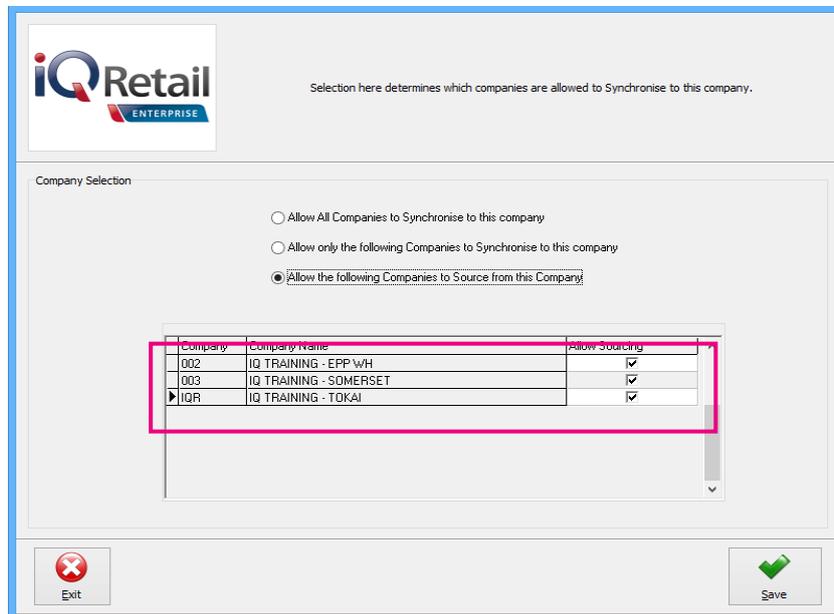
Select the correct Stock Group that your companies are in, by clicking on the drop-down menu next to the field. If the user has not yet defined the Stock Groups, they can be added or edited by clicking on the "Click to Maintain" button next to Setup & Maintain Stock Groups.

To setup the Synchronization options for a Stock Group: From the IQ main menu → Utilities → Setup → Company Details → Enterprise Settings tab → select the "Click to Maintain" button next to Setup & Maintain Synchronization Options. The following Stock Synchronization screen will appear:



All the companies belonging to the Stock Group selected in Enterprise Settings, are listed in the top right-hand screen. If a company is not on the list, the user can correct the Stock Group for the missing company in that company’s Enterprise Settings.

Click on the Company Selection button at the bottom of the screen.



Click on the “Allow the following companies to Source from this company”, which will the list of companies belonging to the same Stock Group.

Select the companies that can source to and from the current company.

Once the user has completed this, the information can be saved, by clicking on the Save button at the bottom of the screen.

Exit from the Stock Synchronization Company Selection screen and click on accept the save all the changes made to the Stock Synchronization and the Company Detail setup.

## DELIVERIES AND COLLECTIONS STATUS SETUP

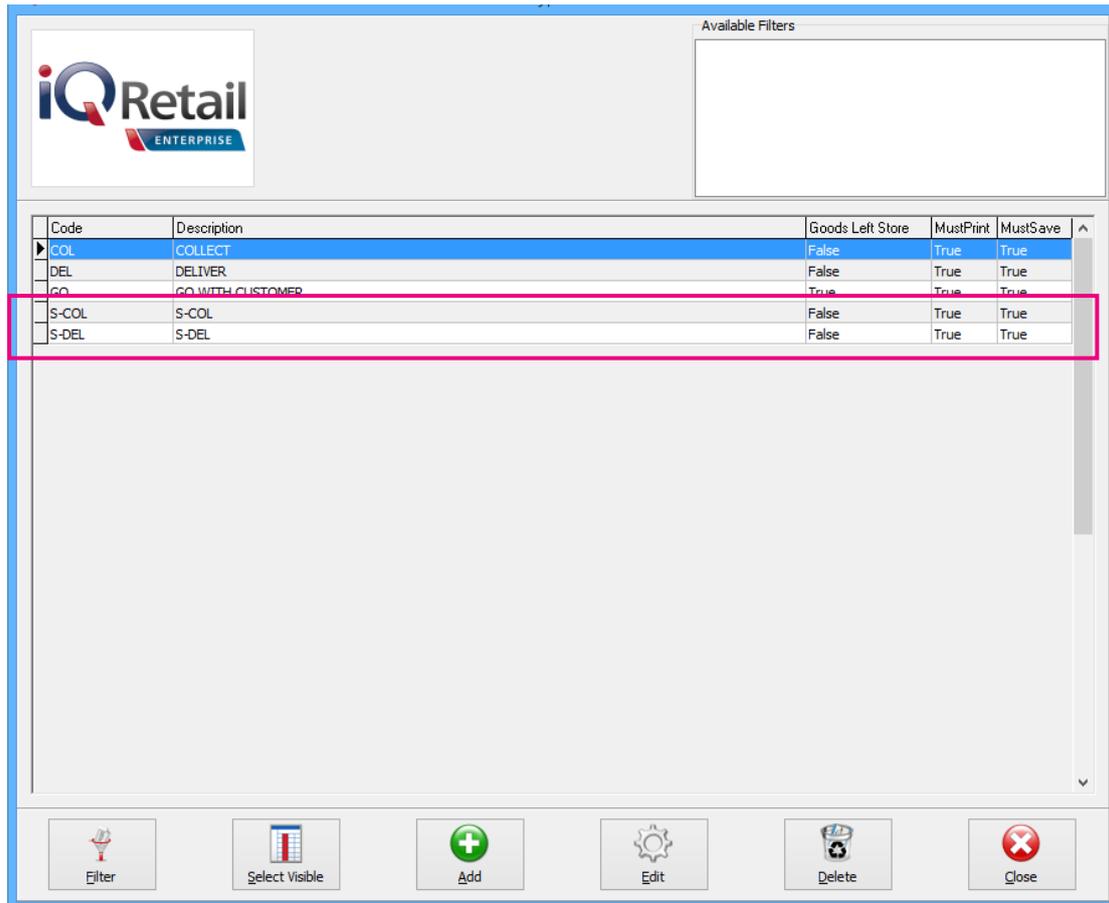
A delivery and collection status must be setup for each of the companies that uses IQ Location Sourcing, so that the correct status can be allocated in Deliveries and Collections.

These delivery and collection status options created will only be used for Location Sourcing and are different from the status options used for the normal day-to-day deliveries and collections.

From the IQ main menu → Utilities → Setup → Module Parameters → Stock tab → Deliveries and Collections option → Setup.

On the deliveries and Collections Setup screen, select the "Maintain Status Types" option and click on setup.

### MAINTAIN STATUS TYPES



Click on the add button at the bottom of the screen, to add new status options. Add a status with a Sourcing Delivery Status and a status that has a Sourcing Collection Status.

**NOTE:** The user must differentiate between the normal delivery and collection status options and the delivery and collection status options that will be used for IQ Location Sourcing. The status options for IQ Location Sourcing must be setup correctly, for the IQ Location Sourcing module to work correctly.

**STATUS TYPE DETAILS**

**iQRetail ENTERPRISE**

Status Type Details

Code	S-COL
Description	LS-COL
Stock Has Left the Store	<input type="checkbox"/> Tick For Yes
Must Save Info when Processing	<input checked="" type="checkbox"/> Tick For Yes
Must Print Info when Processing	<input checked="" type="checkbox"/> Tick For Yes
Printer type	Report Printer
Layout Number	Default Delivery And Collections Layout
Sourcing Collection Status	<input checked="" type="checkbox"/> Tick For Yes
Sourcing Deliver Status	<input type="checkbox"/> Tick For Yes

Processing Modules

Processing Module	Allowed	Default
Invoices	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Credit Notes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sales Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quotes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
POS	<input type="checkbox"/>	<input type="checkbox"/>

Never allow the POS module for Location sourcing. Location Sourcing only works in the Processing modules.

Cancel Accept

<b>CODE</b>	Use an easy identifiable Code which will appear in the status columns of the processing modules.
<b>DESCRIPTION</b>	The description of the status type.
<b>STOCK HAS LEFT THE STORE</b>	Tick this box if the stock is going to leave the store with the customer after the transaction.
<b>MUST SAVE INFO WHEN PROCESSING</b>	Tick this box if the transaction must appear in the Deliveries and Collections module. This option must be ticked for Location Sourcing to function.
<b>MUST PRINT INFO WHEN PROCESSING</b>	Tick this box if the Invoice Instruction must be printed with the invoice.
<b>PRINTER TYPE</b>	Select the type of printer to be used for the printing of the Invoice Instructions. <b>EXAMPLE:</b> The Delivery Instruction can be printed in the warehouse, while the invoice is printed at the till.
<b>LAYOUT NUMBER</b>	The Layout Number enables the user to select any one of 6 pre-defined layouts. If no other layouts have been designed, the user must select the Default Delivery and Collections Layout.
<b>SOURCING COLLECTION STATUS</b>	Tick this option for the transaction to be created in the Deliveries and Collections in the company where the collection will be done, as to be collected. If this option is not ticked, the transaction for collection will appear in your own Deliveries and Collections.

<b>SOURCING DELIVER STATUS</b>	Tick this option for the transaction to be created in the Deliveries and Collections in the company where the collection will be done, as to be collected. If this option is not ticked, the transaction for collection will appear in your own Deliveries and Collections.
<b>PROCESSING MODULES</b>	Select the processing modules where the IQ Location Sourcing should be enabled. <b>NOTE:</b> Location sourcing doesn't work in the POS module, only in the Processing modules.

**ADDITIONAL SETUPS**

There are a few other Default IQ Location Sourcing settings that are not required, but can be set up if the user needs to.

The system will populate the Default Locations as set up in these options, in the location field in the processing module automatically. The user can however override the default settings, if need be, providing the user profile allows it.

All modules using IQ Location Sourcing will:

- The system will first look if a Default Location was set up on the Stock Item.
- Then system will look if a Default Location was set up on the Major Department.
- As the third option, the system will look if a Default Location was set up for the company in the Enterprise Settings in the Module Parameters.

If the user changes the Location on the transaction, the changed location will override all the default settings.

**STOCK ITEM**

From the IQ main menu → Stock → Maintenance → select appropriate Stock Item → Edit → Ordering Tab.

The screenshot shows the 'Ordering' tab of a stock item's configuration. It includes fields for 'Maximum Level' (150.00), 'Re-order Quantity' (50.00), 'Re-order Level' (100.00), and 'Ordering Method' (Replenishment). A 'Default Location' dropdown menu is highlighted with a red box and shows '002' selected.

If the stock item is normally stored and delivered at the one location, this location can be entered as the Default Location for the selected item. Click on the drop-down menu next to the "Default Location" field and select the appropriate location.

Click on Accept to save the changes made.

The default location on a stock item can be overridden by a user with the necessary access.

### MAJOR DEPARTMENT

The user can setup a major stock department's stock to be sourced at a specific location.

From the IQ main menu → Utilities → setup → Module Parameters → Stock Tab → Major Departments → Setup → select appropriate Department → Edit.

The screenshot shows the 'Major Department' setup screen in iQRetail Enterprise. The interface includes a header with the iQRetail logo and a main content area with various input fields and dropdown menus. A pink box highlights the 'Location' dropdown menu, which currently shows 'Default Location' and '002'. Other visible fields include 'Department Name' (001), 'Description' (DEP1), 'Ledger Department' (CORP), and various account numbers for sales and purchases. There are also checkboxes for 'Apply Maximum Var', 'Negative Department', and 'No Commission', and a 'Posting Method' section with radio buttons for 'Perpetual Stock Control' and 'Periodic Stock Control'. At the bottom, there are 'Cancel' and 'Accept' buttons.

Click in Accept to save the changes made.

The default location on a major department can be overridden by a user with the necessary access.

### WAREHOUSE SETUP

If the user has warehousing enabled in Company Details, a Sourcing Purchasing and Selling Warehouse must be created.

From the IQ main menu → Utilities → Setup → Module Parameters → Stock tab → Warehouses → Setup.

The screenshot shows the 'Warehouses' setup screen in iQRetail Enterprise. The interface includes a header with the iQRetail logo and a main content area with a 'Select Layout' section (radio buttons for Layout 1-6) and an 'Available Filters' section (a 'Clear Filter' button). Below this is a table titled 'Warehouses' with columns for 'Location' and 'Description'. The table contains one entry: 'EPP' in the 'Location' column and 'EPP WH' in the 'Description' column. The table has a scroll bar on the right side.

From the Warehouse Maintenance screen → Process → Add or Edit.

Warehouse	EPP	
Description	EPP WH	
Delivery Inbound Status	S-DEL	LS-DELIVER
Delivery Outbound Status	GO	GO WITH CUSTOMER
Exclude from Available Stock	<input type="checkbox"/> Tick for Yes	
LayBye Holding	<input type="checkbox"/> Tick for Yes	
Location Selling Warehouse	<input checked="" type="checkbox"/> Tick for Yes	
Location Purchase Warehouse	<input checked="" type="checkbox"/> Tick for Yes	

**LOCATION SELLING / PURCHASE WAREHOUSE**

Depending on the company structure, the user must setup the IQ Location Selling and Purchase Warehouse.

**EXAMPLE:**

If the company has a retail store where stock is sold and a warehouse where bulk stock is kept, the store would be setup as the Location Selling Warehouse and the warehouse would be setup as the Location Purchase Warehouse.

If a company does both purchasing and selling of stock, both the Location Selling - and Location Purchase Warehouse options can be ticked.

The default location on a stock item can be overridden by a user with the necessary access.

### COMPANY DEFAULTS - ENTERPRISE SETTINGS

The user can setup a specific location as the Default Location from where stock items will be sourced.

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

Settings		Settings Information
Centralised Ledger		
Branch Control	Trading Branch	
Setup & Maintain Branches	Click to Maintain	
Ledger Grouping For Trading Branches		
Setup & Maintain Trading Branch Groups	Click to Maintain	
Enable Dynamic Ledger Departments	Tick For Yes	<input type="checkbox"/>
Setup & Maintain Ledger Departments	Click to Maintain	
Default Ledger Department	CORP	
Centralised Debtors		
Centralised Creditors	001	
Centralise Sales Representatives	Tick For Yes	<input type="checkbox"/>
Enable Stock Group Synchronization	Tick For Yes	<input checked="" type="checkbox"/>
Stock Grouping	EPP	
Setup & Maintain Stock Groups	Click to Maintain	
Setup & Maintain Synchronization Options	Click to Maintain	
Stock Distribution Center	002	
<b>Default Location</b>	<b>002</b>	
Centralise Data Filters	Tick For Yes	<input type="checkbox"/>
Centralise Price Lists	Tick For Yes	<input type="checkbox"/>
Centralise Currency Tables	Tick For Yes	<input checked="" type="checkbox"/>
Centralise Stock Departments and Groups	Tick For Yes	<input type="checkbox"/>
Centralise Stock Adjustment Reason Codes	Tick For Yes	<input type="checkbox"/>
Prompt for Company in Processing Module	Tick For Yes	<input type="checkbox"/>
Centralise Vat Rates	Tick For Yes	<input type="checkbox"/>

Select the appropriate Default Location from the drop-down menu next to the “Default Location” field and click on accept to save the changes.

The default location on a company can be overridden by a user with the necessary access.

# HOW DOES LOCATION SOURCING WORK?

There are four (4) scenarios of stock movement, which will be explained in detail, with examples.

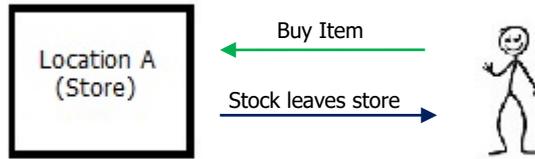
## 1) STORE TO CLIENT

The first scenario to be explained is when a client goes to the store (Location A) and pays for the stock item and the stock item leaves with the client or is delivered directly to the client.

Location sourcing is not used for this scenario, as the store has the stock item on-hand. In other words, no other location is involved in the transaction.

A Point of Sale or Account invoice is done.

If the stock item is to be delivered to the client or to be collected by the client, the direct deliveries and collections process is followed. There is still no other location (store or warehouse) involved in the transaction.



## LEDGER INTEGRATION

If a cash invoice was done through POS, the Ledger integration would be as follow:

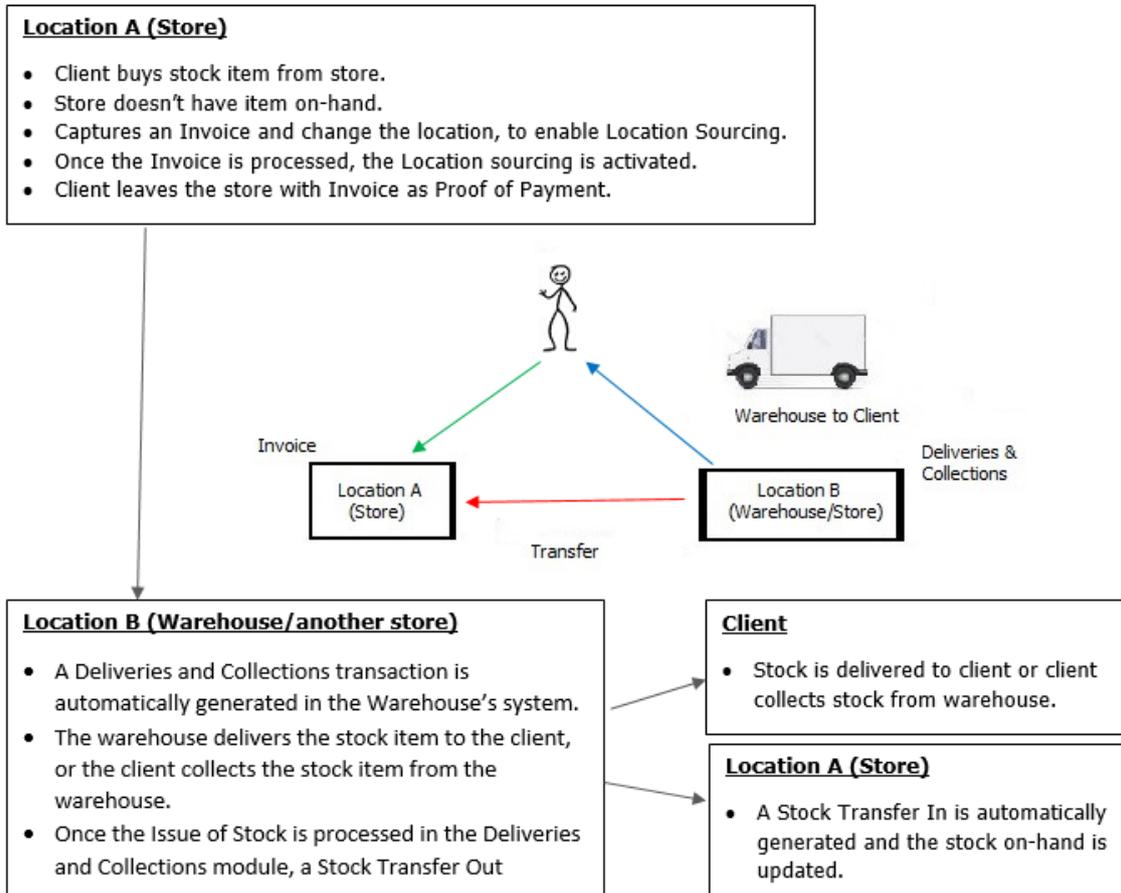
IQ TRAINING - STELLENBOSCH HO		Date Printed :24/02/2017 09:56:13			Page No 1	
Ledger audit Tracking #15						
Account	Description	Date	Reference	Description	Debit	Credit
2000.000.000.00	Sales Account	23/02/2017	P.O.S 1-3		0.00	200.00
4100.000.000.00	Vat Output	23/02/2017	P.O.S 1-3		0.00	28.00
1000.000.000.00	Cost of Sales	23/02/2017	P.O.S 1-3		114.00	0.00
3500.000.000.00	Stock on Hand	23/02/2017	P.O.S 1-3		0.00	114.00
3700.000.000.00	Cash on Hand	23/02/2017	P.O.S 1-3		228.00	0.00
					342.00	342.00

If an invoice was processed through the Processing module, the ledger integration would be as follow:

IQ TRAINING - STELLENBOSCH HO		Date Printed :24/02/2017 09:51:25			Page No 1	
Ledger audit Tracking #14						
Account	Description	Date	Reference	Description	Debit	Credit
2000.000.000.00	Sales Account	23/02/2017	INV102	CAS001 CASH ACCOUNT	0.00	200.00
4100.000.000.00	Vat Output	23/02/2017	INV102	CAS001 CASH ACCOUNT	0.00	28.00
1000.000.000.00	Cost of Sales	23/02/2017	INV102	CAS001 CASH ACCOUNT	114.00	0.00
3500.000.000.00	Stock on Hand	23/02/2017	INV102	CAS001 CASH ACCOUNT	0.00	114.00
3600.000.000.00	Debtors Control	23/02/2017	INV102	CAS001 CASH ACCOUNT	228.00	0.00
					342.00	342.00

## 2) STORE TO WAREHOUSE TO CLIENT

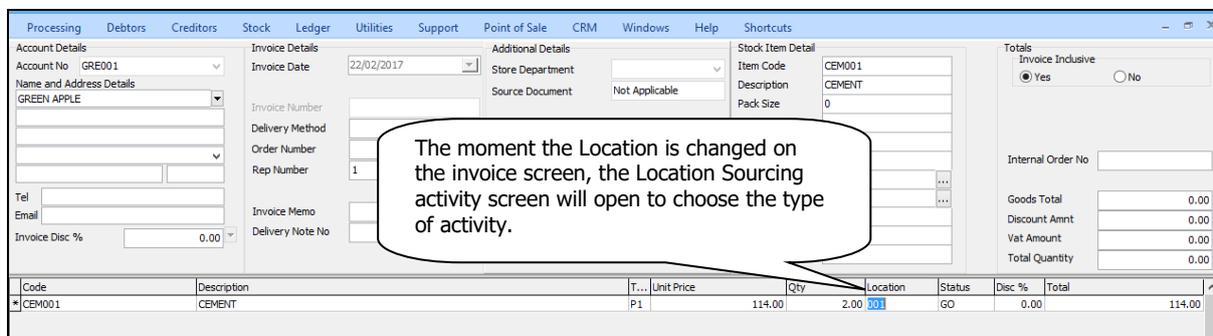
In this scenario, the client buys stock from Location A (Store) and the stock is issued by the Location B (Warehouse or another store) to the client. In other words, Location A (store) doesn't have the stock on-hand, but knows that there is on-hand stock in Location B (Warehouse or another store). The invoice is processed in Location A (Store) but the stock item either must be collected or delivered from Location B (Warehouse or another Store). A second location is involved in this transaction, thus Location Sourcing used.



There is no on-hand stock in Location A. There is however on-hand stock in Location B.

The user can continue with the selling of the stock item in Location A, which the client will then collect from the other store or warehouse, or from where the stock item will be delivered. (Location B)

**NOTE:** The capturing of a quote, sales order and an invoice is the same. Quotes and Sales Orders must be invoiced, to activate the Location Sourcing process.



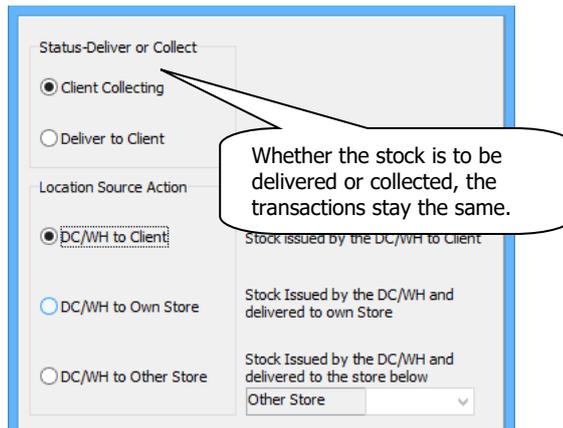
## INVOICE

If default locations have not been setup on the item or department, the company’s own location is used. The moment this location is changed, the Location Source Action screen will be displayed. This is where the user can define if the client will Collect the item or if the stock item should be delivered.

In this Location Source Action (See screen below) the stock will be issued from Location B (warehouse or another store)) and be collected by the client.

Once the Invoice is processed, a deliveries and collections document is automatically created in the company from where the stock will be issued.

### Location Source Action Screen



### STATUS-DELIVER OR COLLECT

<b>CLIENT COLLECTING</b>	Because the Status to collect the stock item has been setup in Module Parameters as S-Col, the value in the Status field on the document will change automatically. In other words, the stock items are being paid for in Location A and sourced from Location B, where the client can collect the stock items.
<b>DELIVER TO CLIENT</b>	If this option is selected, the value in the Status field on the document will change automatically, as the status to deliver has been setup in Module Parameters as S-Del. In other words, the stock items are being paid for in Location A and sourced from Location B, from where the stock items can be delivered to the client.

### LOCATION SOURCE ACTION

<b>WAREHOUSE TO CLIENT</b>	The stock is issued by the warehouse or other store to the client.
<b>WAREHOUSE TO OWN STORE</b>	The stock is issued by the warehouse or other store and delivered to your own store (store who did the sale), from where the stock can be dispatched.
<b>WAREHOUSE TO ANOTHER STORE</b>	The stock is issued by the warehouse and then delivered to another store, which is selected from the drop-down menu. The stock is then dispatched from the third location. <b>EXAMPLE:</b> The client can buy stock from a store in Cape Town. The stock is delivered by the warehouse in Johannesburg to a store in Pretoria from the stock item can be dispatched.

Once the Deliveries and Collections transaction is processed, location stock transfer transactions are automatically generated to update both companies’ stock on-hand.

On the next two pages is a step-by-step explanation of how Location Sourcing works for this scenario.

Stock is invoiced in Location A, stock is issued at Location B back to the client.

**LOCATION A – INVOICE PROCESSED**

**LOCATION A – STOCK ENQUIRY AFTER INVOICE**

Stock Item Detail	
Item Code	CEM001
Description	CEMENT
Pack Size	0
Pack Description	
Department	001
Group Code	
Sales Orders	0
Purchase Orders	0
Deliveries & Collections	0
Current Stock	-2.00
Regular Supplier	

**LOCATION A – LOCATION SOURCING TRANSFER AUTOMATICALLY GENERATED**

Request To	Request Number	Inv Number	Location To	Request Date	Request From	Location From	Expected Date	Status
002	TRR102	INV101		15/03/2017	001			Pending

**LOCATION B – DELIVERIES & COLLECTION TRANSACTION AUTOMATICALLY GENERATED**

Document	Inv Num	Req	Final Dest	Status	Doc Date	Acc	Acc Name	Del Date	Code	Stock Descip	Inv Qty	Ref Qty	Iss Qty	To Be Iss	To Be Ref
TRR102	INV101	001	002	S-COL	15/03/2017	GRE001	GREEN APPLE	30/12/1899	CEM001	CEMENT	2	0	0	2	0

**LOCATION B – ISSUE STOCK TO BE COLLECTED OR DELIVERED TO CLIENT**

Stock Item	Stock Desc	Document	Credit Note	Deliv Area	Status	Status Desc	Inv Number	Requesting from	Final Dest	Status Qty	Avl Qty	Delivery Veh	Iss Qty
CEM001	CEMENT	TRR102			S-COL	LS-COLLECT	INV101	001	002	2	2	...	2

**LOCATION A – STOCK ENQUIRY AFTER STOCK WAS ISSUED FROM LOCATION B**

**LOCATION B – STOCK ENQUIRY AFTER STOCK WAS ISSUED**

Opening Stock	0.00
+ Purchases	0.00
-Returns	0.00
-Sales	2.00
+Credits	0.00
+Transfers In	2.00
-Transfers Out	0.00
Adjustments	0.00
WriteOffs	0.00
+ Sundry Receipts	0.00
- Sundry Issues	0.00
Other	0.00
Closing Stock	0.00

Opening Stock	0.00
+ Purchases	100.00
-Returns	0.00
-Sales	0.00
+Credits	0.00
+Transfers In	0.00
-Transfers Out	2.00
Adjustments	0.00
WriteOffs	0.00
+ Sundry Receipts	0.00
- Sundry Issues	0.00
Other	0.00
Closing Stock	98.00

**LOCATION A - LOCATION SOURCING REQUEST IS PROCESSED AND THE STOCK ON-HAND IS UPDATED**

Stock Transfers	Stock Transfer Requests	Saved Transfers	Saved Requests	Location Sourcing				
Location Sourcing Request		Location Sourcing Transfer						
Request To	Request Number	Inv Number	Location To	Request Date	Request From	Location From	Expected Date	Status
001	TRR102	INV101		15/03/2017	002			Processed

**LEDGER INTEGRATION (LOCATION A)**

<b>IQ TRAINING - STELLENBOSCH HO</b>					Date Printed : 16/03/2017 09:33:24	Page No
<b>Ledger audit Tracking #3</b>						
Account	Description	Date	Reference	Description	Debit	Credit
2000.000.000.00	Sales Account	15/03/2017	INV101	GRE001 GREEN APPLE	0.00	200.00
4100.000.000.00	Vat Output	15/03/2017	INV101	GRE001 GREEN APPLE	0.00	28.00
1000.000.000.00	Cost of Sales	15/03/2017	INV101	GRE001 GREEN APPLE	106.00	0.00
3500.000.000.00	Stock on Hand	15/03/2017	INV101	GRE001 GREEN APPLE	0.00	106.00
3600.000.000.00	Debtors Control	15/03/2017	INV101	GRE001 GREEN APPLE	228.00	0.00
					334.00	334.00

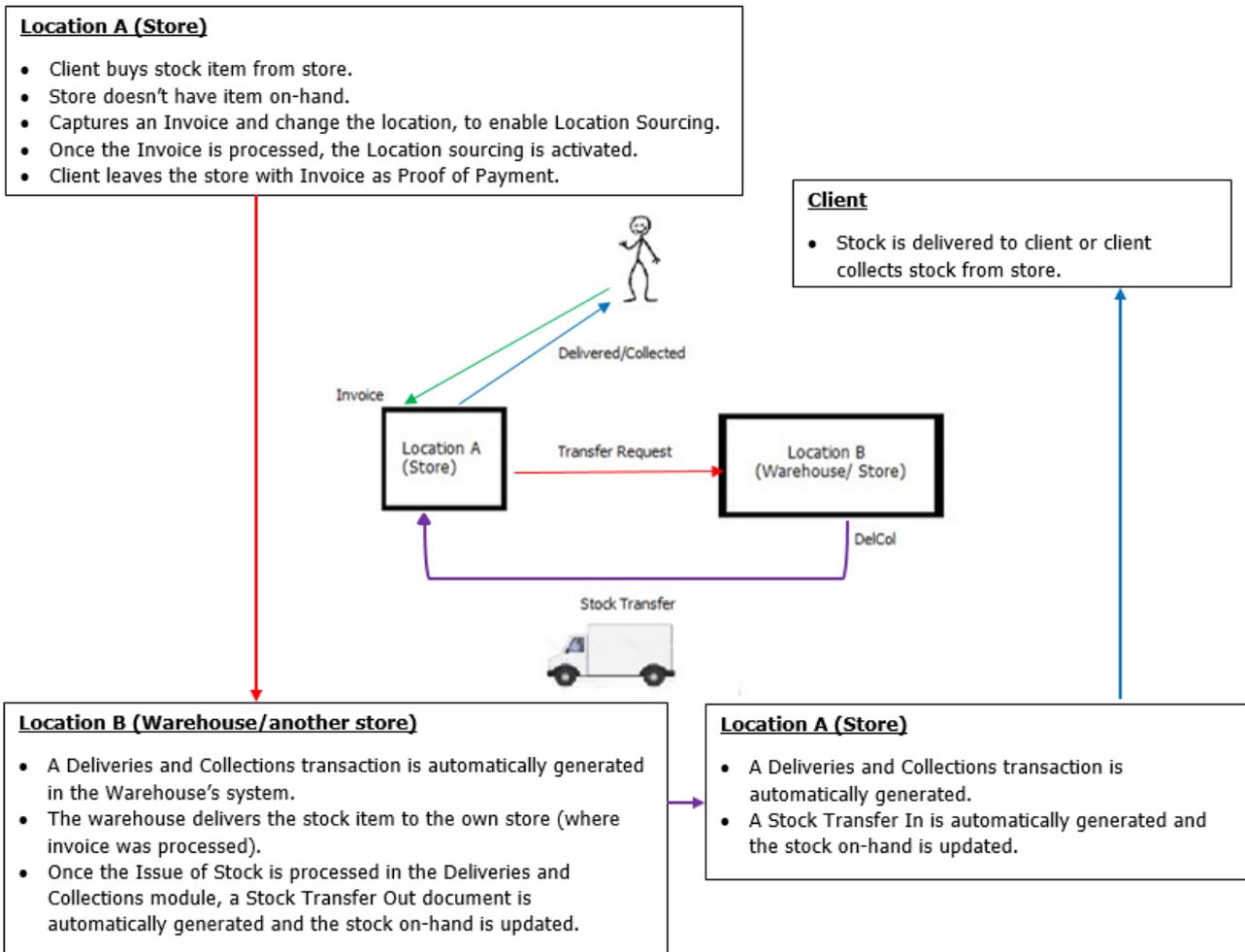
<b>IQ TRAINING - STELLENBOSCH HO</b>					Date Printed : 16/03/2017 09:35:06	Page No
<b>Ledger audit Tracking #4</b>						
Account	Description	Date	Reference	Description	Debit	Credit
3500.000.000.00	Stock on Hand	16/03/2017	TRF102	Source TRF	0.00	106.00
3520.000.000.00	Stock Transfers	16/03/2017	TRF102	Source TRF	106.00	0.00
					106.00	106.00

**LEDGER INTEGRATION (LOCATION B)**

<b>IQ TRAINING - EPP WH</b>					Date Printed : 16/03/2017 09:37:37	Page No
<b>Ledger audit Tracking #2</b>						
Account	Description	Date	Reference	Description	Debit	Credit
3500.000.000.00	Stock on Hand	15/03/2017	EFGINV123456	EFG001 EFG WHOLESAL	12 140.00	0.00
3800.000.000.00	Vat Input - Trade	15/03/2017	EFGINV123456	EFG001 EFG WHOLESAL	1 699.60	0.00
4000.000.000.00	Creditors Control	15/03/2017	EFGINV123456	EFG001 EFG WHOLESAL	0.00	13 839.60
3500.000.000.00	Stock on Hand	16/03/2017	TRF202	Source TRF	0.00	106.00
3520.000.000.00	Stock Transfers	16/03/2017	TRF202	Source TRF	106.00	0.00
					13 945.60	13 945.60

### 3) STORE TO WAREHOUSE TO OWN STORE

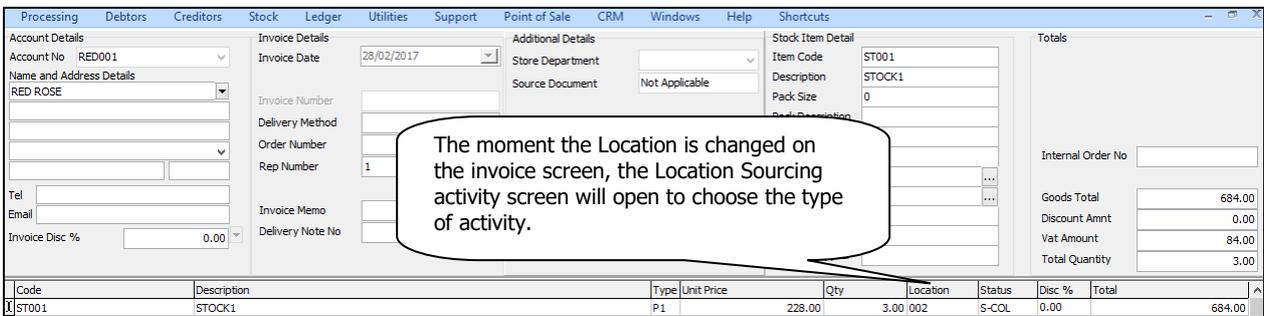
The client buys the stock item from Location A (store), which doesn't have the stock on hand. A request is sent to Location B (warehouse or another store). The stock item is transferred from Location B to Location A (own store) from where the stock item can be delivered or collected by the client. Location Sourcing will be used for this transaction.



There is no on-hand stock in Location A. There is however on-hand stock in Location B.

The user can continue with the selling of the stock item in Location A, which the client will then collect from the other store or warehouse, from where the stock item can be delivered. (Location B)

**NOTE:** The capturing of a quote, sales order and an invoice is the same. Quotes and Sales Orders must be invoiced, to activate the Location Sourcing process.



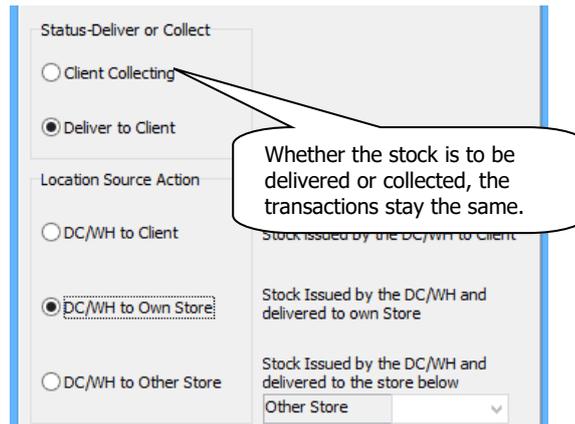
## INVOICE

If default locations have not been setup on the item or department, the company’s own location is used. The moment this location is changed, the Location Source Action screen will be displayed. This is where the user can define if the client will Collect the item or if the stock item should be delivered.

In this Location Source Action (See screen below) the stock will be issued from Location B (warehouse or another store)) and delivered to your own store from where the stock item can be collected or delivered to the client.

Once the Invoice is processed, a deliveries and collections document is automatically created in the company from where the stock will be issued.

### LOCATION SOURCE ACTION SCREEN



### STATUS-DELIVER OR COLLECT

<b>CLIENT COLLECTING</b>	Because the Status to collect the stock item has been setup in Module Parameters as S-Col, the value in the Status field on the document will change automatically. In other words, the stock items are being paid for in Location A and sourced from Location B, where the client can collect the stock items.
<b>DELIVER TO CLIENT</b>	If this option is selected, the value in the Status field on the document will change automatically, as the status to deliver has been setup in Module Parameters as S-Del. In other words, the stock items are being paid for in Location A and sourced from Location B, from where the stock items can be delivered to the client.

### LOCATION SOURCE ACTION

<b>WAREHOUSE TO CLIENT</b>	The stock is issued by the warehouse or another store to the client.
<b>WAREHOUSE TO OWN STORE</b>	The stock is issued by the warehouse or other store and delivered to your own store (store who did the sale) from where the stock item can be delivered or collected.
<b>WAREHOUSE TO ANOTHER STORE</b>	The stock is issued by the warehouse and then delivered to another store, which is selected from the drop-down menu. The stock is then delivered to or collected by the client from the selected store.  <b>EXAMPLE:</b> The client can buy stock from a store in Cape Town. The stock is delivered by the warehouse in Johannesburg to a store in Pretoria from where the stock item can be dispatched to the client.

Once the Deliveries and Collections transaction is processed, location stock transfer transactions are automatically generated to update both companies’ stock on-hand.

On the next two pages is a step-by-step explanation of how Location Sourcing works for this scenario.

Stock is invoiced in Location A, sent from Location B back to Location A, from where the stock is issued to the client.

**LOCATION A – INVOICE PROCESSED**

**LOCATION A – STOCK ENQUIRY AFTER INVOICE**

Opening Stock	0.00
+ Purchases	0.00
-Returns	0.00
-Sales	3.00
+Credits	0.00
+Transfers In	0.00
-Transfers Out	0.00
Adjustments	0.00
WriteOffs	0.00
+ Sundry Receipts	0.00
- Sundry Issues	0.00
Other	0.00
Closing Stock	-3.00

**LOCATION A – LOCATION SOURCING TRANSFER AUTOMATICALLY GENERATED**

Request To	Request Number	Inv Number	Location To	Request Date	Request From	Location From	Expected Date	Status
002	TRR302	INV301		15/03/2017	003			Pending

**LOCATION B – DELIVERIES & COLLECTION TRANSACTION AUTOMATICALLY GENERATED**

Document	Inv Num	Req	Final Dest	Status	Doc Date	Acc	Acc Name	Del Date	Code	Stock Desc	Inv Qty	Ref Qty	Iss Qty	To Be Iss	To Be Ret
TRR302	INV301	003	003	S-DEL	15/03/2017	RED001	RED ROSE	30/12/1899	ST001	STOCK1	3	0	0	3	0

**LOCATION B – ISSUE STOCK TO LOCATION A**

Stock Item	Stock Desc	Document	Credit Note	Deliv Area	Status	Status Desc	Inv Number	Requesting from	Final Dest	Status Qty	Avl Qty	Delivery Veh	Iss Qty
ST001	STOCK1	TRR302			S-DEL	LS-DELIVER	INV301	003	003	3	3	...	3

**LOCATION A – STOCK ENQUIRY AFTER STOCK WAS ISSUED FROM LOCATION B**

Opening Stock	0.00
+ Purchases	0.00
-Returns	0.00
-Sales	3.00
+Credits	0.00
+Transfers In	3.00
-Transfers Out	0.00
Adjustments	0.00
WriteOffs	0.00
+ Sundry Receipts	0.00
- Sundry Issues	0.00
Other	0.00
Closing Stock	0.00

**LOCATION B – STOCK ENQUIRY AFTER STOCK WAS ISSUED**

Opening Stock	0.00
+ Purchases	20.00
-Returns	0.00
-Sales	0.00
+Credits	0.00
+Transfers In	0.00
-Transfers Out	3.00
Adjustments	0.00
WriteOffs	0.00
+ Sundry Receipts	0.00
- Sundry Issues	0.00
Other	0.00
Closing Stock	17.00

**LOCATION A - LOCATION SOURCING REQUEST IS PROCESSED AND THE STOCK ON-HAND IS UPDATED**

Stock Transfers	Stock Transfer Requests	Saved Transfers	Saved Requests	Location Sourcing					
Location Sourcing Request		Location Sourcing Transfer							
Request To	Request Number	Inv Number	Location To	Request Date	Request From	Location From	Expected Date	Status	
003	TRR302	INV301		15/03/2017	002			Processed	

The stock has however only been received in Location A, in other words the stock still needs to be issued for delivery or collection to the client.

**LOCATION A – DELIVERIES & COLLECTION TRANSACTION AUTOMATICALLY GENERATED**

Document	Inv Num	Req...	Final Dest	Status	Doc Date	Acc	Acc Name	Del Date	Code	Stock Descip	Inv Qty	Ref Qty	Iss Qty	To Be Iss	To Be Ret
TRR302	INV301	003	003	S-DEL	16/03/2017	RED001	RED ROSE	30/12/1899	ST001	STOCK1	3	0	0	3	0

**LOCATION A – ISSUE STOCK TO BE DELIVERED OR COLLECTED TO CLIENT TO COMPLETE TRANSACTION**

Stock Item	Stock Desc	Document	Credit Note	Deliv Area	Status	Status Desc	Inv Number	Requesting from	Final Dest	Status Qty	Avl Qty	Delivery Veh	Iss Qty
ST001	STOCK1	TRR302			S-DEL	LS-DELIVER	INV301	003	003	3	3	...	3

**LEDGER INTEGRATION (LOCATION A)**

<b>IQ TRAINING - SOMERSET</b>					Date Printed : 16/03/2017 12:16:16	Page No
<b>Ledger audit Tracking #5</b>						
Account	Description	Date	Reference	Description	Debit	Credit
2000.000.000.00	Sales Account	15/03/2017	INV301	RED001 RED ROSE	0.00	600.00
4100.000.000.00	Vat Output	15/03/2017	INV301	RED001 RED ROSE	0.00	84.00
1000.000.000.00	Cost of Sales	15/03/2017	INV301	RED001 RED ROSE	342.00	0.00
3500.000.000.00	Stock on Hand	15/03/2017	INV301	RED001 RED ROSE	0.00	342.00
3600.000.000.00	Debtors Control	15/03/2017	INV301	RED001 RED ROSE	684.00	0.00
					1 026.00	1 026.00

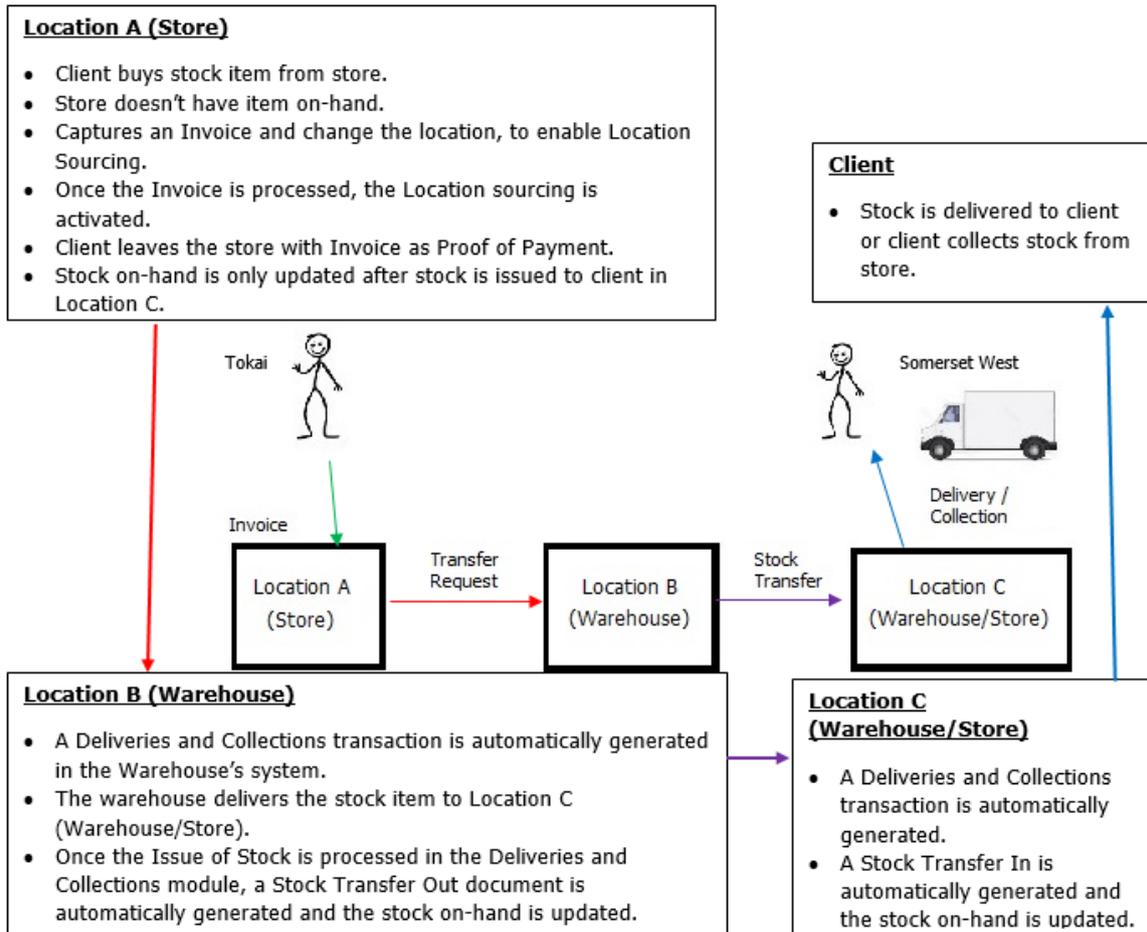
<b>IQ TRAINING - SOMERSET</b>					Date Printed : 16/03/2017 12:17:30	Page No
<b>Ledger audit Tracking #2</b>						
Account	Description	Date	Reference	Description	Debit	Credit
3500.000.000.00	Stock on Hand	15/03/2017	EFGINV123456	EFG001 EFG WHOLESAL	12 140.00	0.00
3800.000.000.00	Vat Input - Trade	15/03/2017	EFGINV123456	EFG001 EFG WHOLESAL	1 699.60	0.00
4000.000.000.00	Creditors Control	15/03/2017	EFGINV123456	EFG001 EFG WHOLESAL	0.00	13 839.60
3500.000.000.00	Stock on Hand	16/03/2017	TRF202	Source TRF	0.00	106.00
3520.000.000.00	Stock Transfers	16/03/2017	TRF202	Source TRF	106.00	0.00
					13 945.60	13 945.60

**LEDGER INTEGRATION (LOCATION B)**

<b>IQ TRAINING - EPP WH</b>					Date Printed : 16/03/2017 13:04:32	Page No
<b>Ledger audit Tracking #3</b>						
Account	Description	Date	Reference	Description	Debit	Credit
2000.000.000.00	Sales Account	15/03/2017	INV101	GRE001 GREEN APPLE	0.00	200.00
4100.000.000.00	Vat Output	15/03/2017	INV101	GRE001 GREEN APPLE	0.00	28.00
1000.000.000.00	Cost of Sales	15/03/2017	INV101	GRE001 GREEN APPLE	106.00	0.00
3500.000.000.00	Stock on Hand	15/03/2017	INV101	GRE001 GREEN APPLE	0.00	106.00
3600.000.000.00	Debtors Control	15/03/2017	INV101	GRE001 GREEN APPLE	228.00	0.00
3500.000.000.00	Stock on Hand	16/03/2017	TRF203	Source TRF	0.00	342.00
3520.000.000.00	Stock Transfers	16/03/2017	TRF203	Source TRF	342.00	0.00
					676.00	676.00

### 4) STORE TO WAREHOUSE TO ANOTHER STORE

The client buys stock from Location A (Store), the stock item is sent from Location B (the warehouse) to Location C (another store/warehouse), from where the stock item can be collected or delivered.



The client buys a stock item from Location A, but needs the stock to be delivered to a relative in another town. Location C does however not have stock on-hand.

Location B (warehouse) has to deliver the stock item to location C, to be delivered to the relative.

The moment the Location is changed on the invoice screen, the Location Sourcing activity screen will open to choose the type of activity.

Code	Description	Type	Unit Price	Qty	Location	Status	Disc %	Total
CEM001	CEMENT	P1	114.00	4.00	002	S-DEL	0.00	456.00

### INVOICE

If default locations have not been setup on the item or department, the company's own location is used. The moment this location is changed, the Location Source Action screen will be displayed. This is where the user can define if the client will Collect the item or if the stock item should be delivered.

In this Location Source Action (See screen below) the stock will be issued from Location B (warehouse or another store)) and delivered to Location C (warehouse or another store) from where the stock item can be collected by the client or be delivered.

Once the Invoice is processed, a deliveries and collections document is automatically created in the company from where the stock will be issued.

**LOCATION SOURCE ACTION SCREEN**

**STATUS-DELIVER OR COLLECT**

<b>CLIENT COLLECTING</b>	Because the Status to collect the stock item has been setup in Module Parameters as S-Col, the value in the Status field on the document will change automatically. In other words, the stock items are being paid for in Location A and sourced from Location B, where the client can collect the stock items.
<b>DELIVER TO CLIENT</b>	If this option is selected, the value in the Status field on the document will change automatically, as the status to deliver has been setup in Module Parameters as S-Del. In other words, the stock items are being paid for in Location A and sourced from Location B, from where the stock items can be delivered to the client.

**LOCATION SOURCE ACTION**

<b>WAREHOUSE TO CLIENT</b>	The stock is issued by the warehouse or other store to the client.
<b>WAREHOUSE TO OWN STORE</b>	The stock is issued by the warehouse or other store and delivered to your own store (store who did the sale) from where the stock item can be dispatched.
<b>WAREHOUSE TO ANOTHER STORE</b>	The stock is issued by the warehouse and then delivered to another store, which is selected from the drop-down menu. The stock is then delivered to or collected by the client from the selected store. <b>EXAMPLE:</b> The client can buy stock from a store in Cape Town. The stock is delivered by the warehouse in Johannesburg to a store in Pretoria from where the stock item can be dispatched.

In the location Sourcing Activity screen, the user can select that the stock item has to be sent from Location B to Location C, from where the stock item can be delivered or collected.

On the next two pages is a step-by-step explanation of how Location Sourcing works for this scenario.

Stock is invoiced in Location A, sent from Location B to Location C, from where the stock item is issued to the client.

All the Transfer documents are automatically generated and the stock on-hand is automatically updated.

**LOCATION A – INVOICE PROCESSED**

**LOCATION A – STOCK ENQUIRY AFTER INVOICE**

Opening Stock	0.00
+ Purchases	0.00
-Returns	0.00
-Sales	4.00
+Credits	0.00
+Transfers In	0.00
-Transfers Out	0.00
Adjustments	0.00
WriteOffs	0.00
+ Sundry Receipts	0.00
- Sundry Issues	0.00
Other	0.00
Closing Stock	-4.00

**LOCATION A – LOCATION SOURCING TRANSFER AUTOMATICALLY GENERATED**

Request To	Request Number	Inv Number	Location To	Request Date	Request From	Location From	Expected Date	Status
002	TRR402	INV401		15/03/2017	IQR			Pending

**LOCATION B – DELIVERIES & COLLECTION TRANSACTION AUTOMATICALLY GENERATED**

Document	Inv Num	Req...	Final Dest	Status	Doc Date	Acc	Acc Name	Del Date	Code	Stock Descip	Inv Qty	Ref Qty	Iss Qty	To Be Iss	To Be Ret
TRR402	INV401	IQR	003	S-DEL	15/03/2017	SNO001	SNOW WHITE	30/12/1899	CEM001	CEMENT	4	0	0	4	0

**LOCATION B – ISSUE STOCK TO BE DELIVERED TO LOCATION C**

Stock Item	Stock Desc	Document	Credit Note	Deliv Area	Status	Status Desc	Inv Number	Requesting from	Final Dest	Status Qty	Avl Qty	Delivery Veh	Iss Qty
CEM001	CEMENT	TRR402			S-DEL	LS-DELIVER	INV401	IQR	003	4	4	...	4

**IQ TRAINING - EPP WH** Date Printed : 16/03/2017 13:45:07 Page No 1

**Stock Transfer Document**

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**Document:** TRF204 **Document:** 42810.5721258449 **Address:**

**From Company:** 002 **From Location:**

**To Company:** 003 **To Location:**

Code	Description	BN	QTY	Avrg Cost	Line Total
CEM001	CEMENT		4.0000	53.00	212.00
<b>Total Value:</b>				53.00	
<b>Total Items:</b>			4.00		

**LOCATION C – STOCK ENQUIRY AFTER STOCK RECEIVED FROM LOCATION B**

Opening Stock	0.00
+ Purchases	0.00
-Returns	0.00
-Sales	0.00
+Credits	0.00
+Transfers In	4.00
-Transfers Out	0.00
Adjustments	0.00
WriteOffs	0.00
+ Sundry Receipts	0.00
- Sundry Issues	0.00
Other	0.00
Closing Stock	4.00

**LOCATION C – DELIVERIES & COLLECTION TRANSACTION AUTOMATICALLY GENERATED**

Document	Inv Num	Req.	Final Dest	Status	Doc Date	Acc	Acc Name	Del Date	Code	Stock Descip	Inv Qty	Ref Qty	Iss Qty	To Be Iss	To Be Ret
TRR402	INV401	IQR	003	S-COL	16/03/2017	SNO001	SNOW WHITE	30/12/1899	CEM001	CEMENT	4	0	0	4	0

**LOCATION C – ISSUE STOCK TO BE DELIVERED OR COLLECTED BY CLIENT**

Stock Item	Stock Desc	Document	Credit Note	Deliv Area	Status	Status Desc	Inv Number	Requesting from	Final Dest	Status Qty	Avl Qty	Delivery Veh	Iss Qty
CEM001	CEMENT	TRR402			S-COL	LS-COLLECT	INV401	IQR	003	4	4	...	4

**IQ TRAINING - SOMERSET** Date Printed : 16/03/2017 14:02:24 **Page No 1**

**Stock Transfer Document**

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**Document:** TRF304 **Document:** 42810.5831174537 **Address:**

**From Company:** 003 **From Location:**

**To Company:** IQR **To Location:**

Code	Description	BN	QTY	Avg Cost	Line Total
CEM001	CEMENT		4.0000	53.00	212.00
<b>Total Value:</b>				53.00	
<b>Total Items:</b>			4.00		

**LOCATION C – STOCK ENQUIRY AFTER STOCK DELIVERED OR COLLECTED BY CLIENT**

**LOCATION A – STOCK ENQUIRY AFTER CLIENT RECEIVED STOCK**

Opening Stock	0.00
+ Purchases	0.00
-Returns	0.00
-Sales	0.00
+Credits	0.00
+Transfers In	4.00
-Transfers Out	4.00
Adjustments	0.00
WriteOffs	0.00
+ Sundry Receipts	0.00
- Sundry Issues	0.00
Other	0.00
Closing Stock	0.00

Opening Stock	0.00
+ Purchases	0.00
-Returns	0.00
-Sales	4.00
+Credits	0.00
+Transfers In	4.00
-Transfers Out	0.00
Adjustments	0.00
WriteOffs	0.00
+ Sundry Receipts	0.00
- Sundry Issues	0.00
Other	0.00
Closing Stock	0.00

**LOCATION A – LOCATION SOURCING REQUEST IS PROCESSED AND THE STOCK ON-HAND IS UPDATED ONLY AFTER THE CLIENT RECEIVED THE STOCK**

Request To	Request Number	Inv Number	Location To	Request Date	Request From	Location From	Expected Date	Status
IQR	TRR402	INV401		15/03/2017	002			Processed

**LEDGER INTEGRATION (LOCATION A)**

IQ TRAINING - TOKAI		Date Printed : 16/03/2017 15:27:00				Page No	
Ledger audit Tracking #6							
Account	Description	Date	Reference	Description	Debit	Credit	
2000.000.000.00	Sales Account	15/03/2017	INV401	SNO001 SNOW WHITE	0.00	400.00	
4100.000.000.00	Vat Output	15/03/2017	INV401	SNO001 SNOW WHITE	0.00	56.00	
1000.000.000.00	Cost of Sales	15/03/2017	INV401	SNO001 SNOW WHITE	212.00	0.00	
3500.000.000.00	Stock on Hand	15/03/2017	INV401	SNO001 SNOW WHITE	0.00	212.00	
3600.000.000.00	Debtors Control	15/03/2017	INV401	SNO001 SNOW WHITE	456.00	0.00	
					668.00	668.00	

IQ TRAINING - TOKAI		Date Printed : 16/03/2017 15:28:27				Page No	
Ledger audit Tracking #2							
Account	Description	Date	Reference	Description	Debit	Credit	
3500.000.000.00	Stock on Hand	15/03/2017	EFGINV123456	EFG001 EFG WHOLESALAS	12 140.00	0.00	
3800.000.000.00	Vat Input - Trade	15/03/2017	EFGINV123456	EFG001 EFG WHOLESALAS	1 699.60	0.00	
4000.000.000.00	Creditors Control	15/03/2017	EFGINV123456	EFG001 EFG WHOLESALAS	0.00	13 839.60	
3500.000.000.00	Stock on Hand	16/03/2017	TRF202	Source TRF	0.00	106.00	
3520.000.000.00	Stock Transfers	16/03/2017	TRF202	Source TRF	106.00	0.00	
					13 945.60	13 945.60	

**LEDGER INTEGRATION (LOCATION B)**

IQ TRAINING - EPP WH		Date Printed : 16/03/2017 16:23:40				Page No	
Ledger audit Tracking #4							
Account	Description	Date	Reference	Description	Debit	Credit	
3500.000.000.00	Stock on Hand	16/03/2017	TRF102	Source TRF	0.00	106.00	
3520.000.000.00	Stock Transfers	16/03/2017	TRF102	Source TRF	106.00	0.00	
3500.000.000.00	Stock on Hand	16/03/2017	TRF204	Source TRF	0.00	212.00	
3520.000.000.00	Stock Transfers	16/03/2017	TRF204	Source TRF	212.00	0.00	
3500.000.000.00	Stock on Hand	16/03/2017	TRF304	Source TRF	0.00	212.00	
3520.000.000.00	Stock Transfers	16/03/2017	TRF304	Source TRF	212.00	0.00	
					530.00	530.00	

**LEDGER INTEGRATION (LOCATION C)**

IQ TRAINING - SOMERSET		Date Printed : 16/03/2017 16:26:35				Page No	
Ledger audit Tracking #4							
Account	Description	Date	Reference	Description	Debit	Credit	
3500.000.000.00	Stock on Hand	16/03/2017	TRF102	Source TRF	0.00	106.00	
3520.000.000.00	Stock Transfers	16/03/2017	TRF102	Source TRF	106.00	0.00	
3500.000.000.00	Stock on Hand	16/03/2017	TRF204	Source TRF	0.00	212.00	
3520.000.000.00	Stock Transfers	16/03/2017	TRF204	Source TRF	212.00	0.00	
3500.000.000.00	Stock on Hand	16/03/2017	TRF304	Source TRF	0.00	212.00	
3520.000.000.00	Stock Transfers	16/03/2017	TRF304	Source TRF	212.00	0.00	
					530.00	530.00	

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