

IQ ENTERPRISE

MODULAR TRAINING

BP – Module Parameters and User Settings

P R E F A C E

This is the reference guide for handling of items on deposit for return, for IQ Business & IQ Enterprise software systems.

The document will aid in understanding and configuration of the handling of items on deposit for return, in order for it to function correctly.

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

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

Should you feel that the handling of items on deposit for return document is inadequate or requires further explanation or more and better examples, please feel free to email us.

We would love to have some feedback in order to improve the handling of items on deposit for return document in some way or another.

Regards,

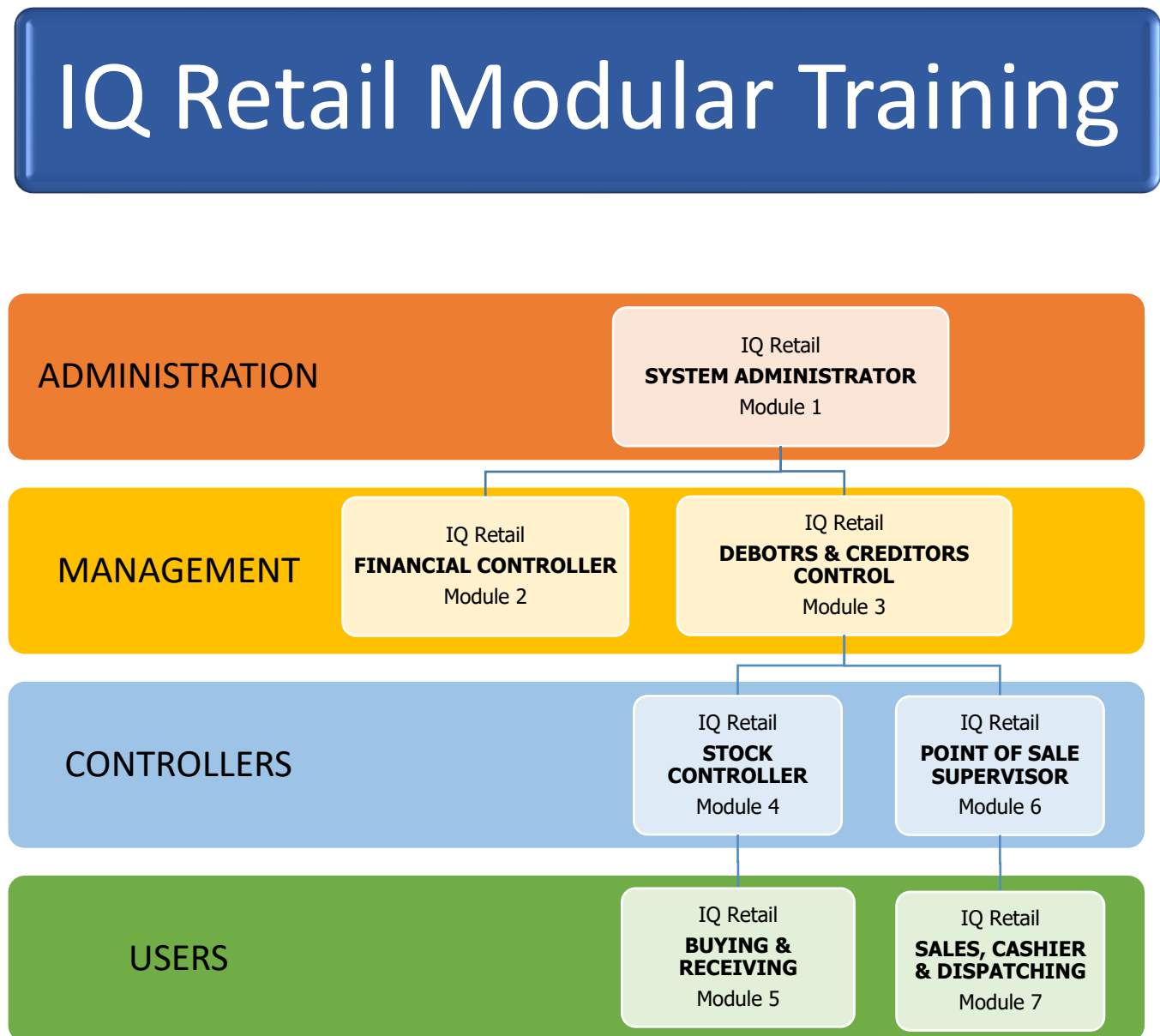
IQ Retail (Pty) LTD

ITEM	DESCRIPTION
Introduction	The IQ Retail Training Team welcomes you to the Administrator Training Module. This module allows you to gain a full understanding of the IQ Retail system, thus empowering you to Manage and Maintain the local IQ Retail Installation.
Training Installation Software	Should the training software need to be installed on your own computer, the instructor will provide the software to you. You will also learn how to download the software from the internet during this training course, depending on connectivity in your training location, you might even give downloading a try.
Acknowledgements	Content Developer and Editor: Nico Nel Content Verifier: Lisa Dimech Content Matter Expert: Lisa Dimech Content Design and Layout: Nico Nel Content Quality Control: Aldi O'Connor Content Project Manager: Nico Nel
Feedback	As we are constantly developing and upgrading our software, some features might work different to what is recorded in this manual simply because of printing quantity volumes. Should you however like to bring any query to our attention you can send an email to trainingfeedback@iqretail.co.za with the following information: Manual Name Manual Version Lesson Number Page Number followed by A brief description of the query or issue Trainer Name Training Date Training Venue Also provide us with your contact details as well.
Course pre-requisites:	Bookkeeping NQF Level 3 qualification or Grade 10 Bookkeeping. Computer Literacy at NQF Level 3 or Grade 8 Computer Literacy. Mathematical Literacy or Grade 10 Mathematics

IQ Retail modular qualifications start at the lower levels.

- Each level requires that the one below be completed first for modules 1, 3, 4 and 6.
- Module 1 requires the completion of ALL modules below it.
- Modules 3, 4, 5, 6 and 7 can be completed individually.

The hierarchy is graphically presented as follows:



MODULE 1 IQ System Administrator	Week 1 – Mod 01.01: Tuesday	<ul style="list-style-type: none"> • Upgrade IQ • Company Setups and Default Settings
MODULE 1 IQ System Administrator	Week 1 – Mod 01.02: Thursday	<ul style="list-style-type: none"> • Module Parameters • User and Group Account Setups
MODULE 2 IQ Financial Controller	Week 2 – Mod 02.01: Tuesday	<ul style="list-style-type: none"> • General Ledger and Company Setups • General Ledger Processing including • Cashbooks and • Journals
MODULE 3 IQ Debtors & Creditors Control	Week 2 – Mod 03.01: Thursday	<ul style="list-style-type: none"> • Debtors/Creditors System Setups - Overview • Debtors/Creditors Setup • Transactional Processing (Journals) • Debtors/Creditors Attachments • Debtors/Creditors Mandatory Fields • Debtors/Creditors Pricelists
MODULE 3 IQ Debtors & Creditors Control	Week 3 – Mod 03.02: Tuesday	<ul style="list-style-type: none"> • Debtors Credit Control • Debtors Contract Price Maintenance • Debtors Cash Deposits – Setups • Debtors Account Verification • Debtors Interest Charging • Debtors Recurring Charges • Creditors Payment Run and Reconciliation
MODULE 4 IQ Stock Controller	Week 3 – Mod 04.01: Thursday	<ul style="list-style-type: none"> • Stock Default Setups • Stock Items • Bills of Quantity • Job Cards • Artificial Management Cost • Multiple Warehouses – Setups • Stock Price Update • Stock Price Variants • Stock Price Lists
MODULE 4 IQ Stock Controller	Week 4 – Mod 04.02: Tuesday	<ul style="list-style-type: none"> • Stock Take • Styles Management – Overview • Sundry Stock Items • Volumetrics • Bills of Quantity • Job Cards • Warehousing
MODULE 5 IQ Buying & Receiving	Week 4 – Mod 05.01: Thursday	<ul style="list-style-type: none"> • Purchase Orders & Discounting • Multiple Warehouses – Transfer IN & OUT • Consolidated Ordering • Supplier Request for Quote, Delivery Notes and Claims
MODULE 6 IQ Point of Sale Supervisor	Week 5 – Mod 06.01: Tuesday	<ul style="list-style-type: none"> • Point of Sale – Setups and POS Back Office • Promotions • Vouchers – Setups • Cash Deposits
MODULE 7 Sales, Cashier & Dispatching	Week 5 – Mod 07.01: Thursday	<ul style="list-style-type: none"> • Discounting • Quotes • Sales Orders • Debtors Attachments • Marketing: SMS and Email
MODULE 7 Sales, Cashier & Dispatching	Week 6 – Mod 07.02: Tuesday	<ul style="list-style-type: none"> • Point of Sale Processing • Cash up • Promotions • Vouchers • Cash Deposits • Deliveries and Collections
Enterprise Integration	Week 6 – Thursday	<ul style="list-style-type: none"> • Enterprise Settings • Complete system overview

CONTENTS

LESSON 1 – MODULE PARAMETERS	17
DEBTORS/CREDITORS MODULE PARAMETERS (DEFAULT TABLE SETUP)	17
DEBTORS - TRANSACTION TYPES	18
SELECTION OPTIONS	18
CODE	19
DESCRIPTION	19
DEFAULT	19
DR/CR	19
LEDGER ACCOUNT	19
MONTH COUNT	19
MONTH AMOUNT	19
TRANSACTION TYPE	20
TRANSACTION CODE	20
DESCRIPTION	20
RELATES TO CODE	20
VAT RATE	20
LEDGER ACCOUNT	20
PRINT DOCUMENT UNDER SINGLE JOURNALS	20
USE AS DEFAULT TRANSACTION TYPE	20
CREDITORS - TRANSACTION TYPES	21
SELECTION OPTIONS	21
GRAPH	21
EDIT GRAPH	21
SEARCH	21
ADD	21
EDIT	21
TRANSACTION TYPE	21
TRANSACTION CODE	21
DESCRIPTION	21
RELATES TO CODE	21
VAT RATE	22
LEDGER ACCOUNT	22
PRINT DOCUMENT UNDER SINGLE JOURNALS	22
USE AS DEFAULT TRANSACTION TYPE	22
DELETE	22
DESIGN	22
PRINT	22
GRV EXTERNAL CHARGES	22
REFERENCE	22
CREDITOR	22
VAT RATE	22
LEDGER	22
AMOUNT	22
SELECTION OPTIONS	22
SELECT VISIBLE FIELDS	22
FILTER	22
ADD	22
EXTERNAL CHARGES SETUP	23
REFERENCE	23
CREDITOR ACCOUNT	23
VAT RATE	23
LEDGER ACCOUNT	23

AMOUNT	23
CANCEL	23
ACCEPT	23
EDIT	23
DELETE	23
DESIGN	23
PREVIEW	23
DEBTORS	23
NUMBER	23
DESCRIPTION	23
ROUTE	24
DESCRIPTION	24
SAVE EDITS	24
CANCEL EDITS	24
ADD	24
DELETE	24
SEARCH	24
ACCEPT	24
CUSTOMER (DEBTOR)/SUPPLIER (CREDITOR) GROUPS	24
NUMBER	24
DESCRIPTION	24
GROUP	24
DESCRIPTION	24
SAVE EDITS	24
CANCEL EDITS	24
ADD	24
DELETE	24
SEARCH	24
ACCEPT	24
RISK PROFILES (DEBTORS)	25
NUMBER	25
DESCRIPTION	25
RATE	25
NUMBER	25
DESCRIPTION	25
RATE	25
SAVE EDITS	25
CANCEL EDITS	25
ADD	25
DELETE	25
SEARCH	25
ACCEPT	25
USER DEFINED TABLE	25
RECURRING CHARGES	26
RECURRING CHARGES SETTINGSS	27
EXPORT FOLDER	27
OUTGOING MAIL SERVER	27
CANCEL	27
ACCEPT	27
CREDIT NOTE MEMO (DEBTORS)	27
GENERAL	28
SALES REPRESENTATIVES (DEBTORS)	28
SALES REPRESENTATIVE DATA	28
NO	28

REP NAME	28
TARGET 1,2,3,4 AND 5	28
COM %	28
PROCESSING MODULE OPTIONS	28
AUTOMATICALLY GET REP	28
USE CASHIER AS REP	28
REMEMBER LAST REP USED	28
SALES REPRESENTATIVE SELECTION OPTIONS	28
FILTER	28
SELECT VISIBLE FIELDS	28
SEARCH	28
EXPORT	28
ADD	28
EDIT	28
DELETE	28
DESIGN	29
PREVIEW	29
PRINT	29
DOCUMENT VALIDATION	29
VALIDATE SETUP	30
SALES REPRESENTATIVE SELECTION OPTIONS	30
FILTER	30
SEARCH	30
SELECT VISIBLE FIELDS	30
SET TIME DELAY	31
PRICE AND DISCOUNT REASONS	31
THE PRICE AND DISCOUNT SETUP	32
PROVIDE REASON SELECTION	32
PRICE AND DISCOUNT CHANGES STOCK REPORT	32
SMS MARKETING	33
SMS MARKETING SUMMARY	33
HOW TO PURCHASE SMS BUNDLE'S	33
MODULE PARAMETERS	34
SMS MARKETING SETUP DETAILS	34
MARKETING SETUP DETAILS	34
IP ADDRESS	34
PORTAL USER NAME	34
PORTAL PASSWORD	34
RETURN EMAIL	34
ENABLE PROXY	34
HOST (PROXY)	34
USER NAME	34
PASSWORD	34
PORT (DEFAULT 3128)	34
ENABLE SMS'S FUNCTIONALITY	35
SMS FUNCTIONALITY	35
CANCEL	35
TEST	35
ACCEPT	35
GRV EXTERNAL CHARGES (CREDITORS)	35

REFERENCE	35
CREDITOR	35
VAT RATE	35
LEDGER	35
SELECT VISIBLE FIELDS	35
FILTER	35
ADD	35
EXTERNAL CHARGES SETUP	35
REFERENCE	35
CREDITOR ACCOUNT	35
VAT RATE	35
LEDGER ACCOUNT	35
AMOUNT	36
CANCEL	36
ACCEPT	36
SEARCH	36
EDIT	36
DELETE	36
DESIGN	36
PREVIEW	36
ORDERING LEAD TIME	36
ORDERING DELIVERY CYCLE	36
STOCK ADJUSTMENT CODES	37
TRANSACTION TYPES	37
CODE	37
DESCRIPTION	37
DR/CR	37
LEDGER ACCOUNT	37
LEDGER DESCRIPTION	37
CREATING ADJUSTMENT CODES	37
TRANSACTION TYPE	38
TRANSACTION CODE	38
DESCRIPTION	38
ISSUE\RECEIPT	38
LEDGER ACCOUNT	38
SEARCH	38
ADD	38
EDIT	38
DELETE	38
DESIGN	38
PRINT	38
FOREIGN CURRENCY	38
CURRENCY RATES	38
FOREIGN CURRENCY ENABLED IN INVOICING/GOODS RECEIVING	38
CURRENCY	38
SIGN	38
DESCRIPTION	38
DATE LAST CHANGED	38
CONVERSION RATE	38
PRICE AND DISCOUNT CHANGES STOCK REPORT	39
STOCK MODULE PARAMETERS	39
STOCK	39
MAJOR DEPARTMENTS	39
STOCK MAJOR DEPARTMENT DATA	40

DEPT (DEPARTMENT)	40
DESCRIPTION	40
SALES ACCOUNT	40
STOCK ACCOUNT	40
COST OF SALES	40
NEG DEPT	40
LEDGER DEPT	40
SELECT VISIBLE FIELDS	41
EXPORT	41
FILTER	41
SEARCH	41
ADD	41
EDIT	41
DELETE	41
PREVIEW	41
DESIGN	42
PRINT	42
CREATING A MAJOR DEPARTMENT	42
DEPARTMENT NAME	42
DESCRIPTION	42
LEDGER DEPARTMENT	42
LOCAL SALES ACCOUNT	42
EXPORT SALES ACCOUNT	42
COST OF SALES ACCOUNT	42
STOCK ACCOUNT	42
PURCHASES ACCOUNT	42
MAXIMUM GRV VARIANCE %	42
APPLY MAXIMUM VAR	43
NEGATIVE DEPARTMENT	43
AUTO RE-ORDERING METHOD	43
POSTING METHOD	43
PERPETUAL STOCK CONTROL (POST SALES/STOCK/COST OF SALES)	43
PERIODIC STOCK CONTROL (POST SALES/PURCHASES ONLY)	43
CANCEL	43
ACCEPT	43
MINOR DEPARTMENT	43
LINKING MAJOR AND MINOR DEPARTMENTS	43
MULTIPLE WAREHOUSES	44
CREATING ADJUSTMENT CODES	45
TRANSACTION TYPE	45
TRANSACTION CODE	45
DESCRIPTION	45
ISSUE\RECEIPT	45
LEDGER ACCOUNT	45
SEARCH	45
ADD	45
EDIT	45
DELETE	45
DESIGN	45
PRINT	45
STOCK ITEM LINE COLOURS	45
STOCK ITEM LINE COLOURS	46
ID	46
DESCRIPTION	46
ACCEPT	46
SEARCH	46
ADD	46

EDIT	46
DELETE	46
CREATING A CUSTOM STOCK ITEM LINE COLOUR	46
LINE COLOUR	46
DESCRIPTION	46
OK	46
CANCEL	46
AUTO RE-ORDERING FORMULAS	46
STOCK ORDERING FORMULAS	47
NUMBER	47
DESCRIPTION	47
ORDERING FORMULA VARIABLES	47
FILTER	47
NEW	47
EDIT	47
DELETE	47
PRINT OPTIONS	47
APPLY TO STOCK ITEMS	47
ADDING CUSTOM STOCK FORMULAS	47
VARIABLES	47
EXAMPLE	47
SALES AND PURCHASE RATE ORDERING	49
PARAMETERS	49
STARTING THIS MONTH	49
NUMBER OF YEARS AGO	49
FOR NUMBER OF MONTHS	49
PREVIOUS PERIOD AVERAGE FIXED	50
FIXED PERIOD RANGING	50
PREVIOUS PERIOD AVERAGE VARIABLE	50
VARIABLE PERIOD RANGING (DAYS BACK)	50
OTHER OPTIONS	50
ORDERING FACTOR	50
NETT VALUE	50
USER DEFINED TABLE	50
STOCK ADJUSTMENT REASONS	51
STOCK ADJUSTMENT REASONS	51
NUMBER	51
DESCRIPTION	51
EDIT DATA	51
STOCK ADJUSTMENT REASON	51
DESCRIPTION	51
SAVE EDITS	51
CANCEL EDITS	51
ADD	51
DELETE	51
SEARCH	51
ACCEPT	51
STOCK TRANSFERS	52
ALLOW DISTRIBUTION CENTER TO QUERY STOCK FILE	52
ALLOW TRANSFER REQUESTS	52
ENABLE EXTRA CHARGES	52
EXTRA CHARGES	52
DESCRIPTION	52
LEDGER ACCOUNT	52
PERCENTAGE	52
AMOUNT	52

CANCEL	52
ACCEPT	52
SHOW ON HAND COLUMN IN TRANSFER OUT	52
ACCEPT	52
STOCK COLOURS	53
ADD	53
ID	53
DESCRIPTION	53
CANCEL	53
ACCEPT	53
EDIT	53
DELETE	53
REPORT OPTIONS	53
STOCK SIZES	53
ADD	53
ID	54
DESCRIPTION	54
CANCEL	54
ACCEPT	54
EDIT	54
DELETE	54
REPORT OPTIONS	54
GENERAL	54
PRICE AND DISCOUNT CHANGES STOCK REPORT	54
LEDGER MODULE PARAMETERS (DEFAULT TABLE SETUP)	54
LEDGER DEPARTMENTS	54
LEDGER DEPARTMENTS	55
NUMBER	55
DESCRIPTION	55
EDIT DATA	55
DEPARTMENT	55
DESCRIPTION	55
SAVE EDITS	55
CANCEL EDITS	55
ADD	55
DELETE	55
SEARCH	55
ACCEPT	55
REPORTING GROUPS	55
GROUPS	55
NUMBER	55
DESCRIPTION	55
EDIT DATA	55
GROUP	55
DESCRIPTION	55
SAVE EDITS	55
CANCEL EDITS	55
ADD	55
DELETE	56
SEARCH	56
ACCEPT	56
BANK IMPORT	56
BANK IMPORTS MAINTENANCE	56
NAME	56

DESCRIPTION	56
EDIT DATA	56
IMPORT NAME	56
IMPORT DESCRIPTION	56
FORMAT	56
BUTTON FUNCTIONALITY	56
ADD	56
DELETE	56
SEARCH	57
DEFINE BANK IMPORT	57
DESIGN	57
PREVIEW	57
ACCEPT	57
DEFINE BANK IMPORT	57
FILE FORMAT	57
FILE NAME	58
IMPORT FROM FILE	58
FILE ORIGIN	58
TEXT SETTINGS - STEP 5:	58
DELIMITED	58
FIXED WIDTH	58
FIELD DELIMITER	58
RECORD SEPERATOR	58
DATA FORMATS	59
FIRST ROW	59
LAST ROW	59
DATES, TIMES AND NUMBERS	59
FILE PREVIEW	59
MAPPINGS	60
DATA PREVIEW	60
SUMMARY	60
TEST IMPORT	61
ACCEPT	61
PETTY CASH ACCOUNT SETUP	61
AVAILABLE LEDGER ACCOUNTS	61
ACCOUNT	61
DESCRIPTION	61
PETTY CASH ACCOUNTS	61
ACCOUNT	61
DESCRIPTION	62
DELETE	62
ACCEPT	62
GENERAL	62
FOREIGN CURRENCY	62
CURRENCY RATES	62
FOREIGN CURRENCY ENABLED IN P.O.S	62
FOREIGN CURRENCY ENABLED IN INVOICING/GOODS RECEIVING	62
CURRENCY	62
SIGN	62
DESCRIPTION	62
DATE LAST CHANGED	62
CONVERSION RATE	62
FOREIGN CURRENCY ACCOUNTS	63
CUSTOMERS VARIANCE REPORT	63
BUTTON FUNCTIONALITY	63

SELECT VISIBLE FIELDS	63
EXPORT	63
SEARCH	63
REPORT OPTION	63
PREVIEW	63
DESIGN	63
PRINT	63
BUTTON FUNCTIONALITY CONTINUED	63
SETUP	63
RATE	63
RE-VALUE	64
SUPPLIER VARIANCE REPORT	64
BUTTON FUNCTIONALITY	64
SELECT VISIBLE FIELDS	64
EXPORT	64
SEARCH	64
REPORT OPTION	64
PREVIEW	64
DESIGN	64
PRINT	64
BUTTON FUNCTIONALITY CONTINUED	64
SETUP	64
RATE	64
RE-VALUE	64
USER DEFINED TABLES	65
EMAIL SERVERS	66
EMAIL CLIENT / INDIRECT	66
EMAIL SERVER / DIRECT	66
EMAIL SERVERS	67
NUMBER	67
ACCOUNT	67
SMTP SERVER	67
PORT	67
POP3 SERVER	67
PORT	67
RETURN EMAIL	67
EMAIL SERVER SELECTION OPTIONS	67
FILTER	67
ADD	67
EDIT	67
DELETE	67
CLOSE	67
SERVER TYPE	68
ACCOUNT NAME	68
HOST (SMTP)	68
USERNAME	68
PORT (DEFAULT 25)	68
RETURN EMAIL	68
PASSWORD	68
EMAIL RETRIES	68
RETRY DELAY (MINUTES)	68
ACCEPT	68
TEST	68
DOCUMENT VALIDATION	69

VALIDATE SETUP	70
INTRODUCTION	70
FILTER	71
SEARCH	71
SELECT VISIBLE FIELDS	71
SET TIME DELAY	71
COMPANY DETAILS USER DEFINED TABLES	72
SMS MARKETING	73
SMS MARKETING SETUP DETAILS	73
IP ADDRESS	73
PORTAL USER NAME	73
PORTAL PASSWORD	73
RETURN EMAIL	73
ENABLE PROXY	74
HOST (PROXY)	74
USER NAME	74
PASSWORD	74
PORT (DEFAULT 3128)	74
ENABLE SMS'S FUNCTIONALITY	74
CANCEL	74
TEST	74
ACCEPT	74
ENABLE SMS'S FUNCTIONALITY	74
LESSON 1 – GROUP 7 USER SECURITY	75
GROUP SECURITY AND ACCESS LEVELS	75
WHAT IS GROUP SECURITY AND ACCESS LEVELS?	75
ADD GROUP	75
EDIT GROUP	75
DELETE GROUP	75
GROUP MENU & SECURITY SETUP	75
ADDING A GROUP	76
GROUP MENU AND SECURITY SETUP	76
WHAT IS MENU AND ACCESS SETTINGS SETUP?	76
GROUP – MENU SETUP	76
PROFILE NUMBER	76
PROFILE DESCRIPTION	76
MENU SETUP	76
ACCESS SETTINGS SETUP	76
SELECT ALL	77
UNSELECT ALL	77
COLLAPSE ALL	77
CLEAR SELECTION	77
RELOAD PROFILE	77
SAVE PROFILE	77
USER SECURITY AND ACCESS LEVELS	77
WHAT IS USER SECURITY AND ACCESS LEVELS?	77
USER OPTIONS	77
ADD USER	77
EDIT USER	77
DELETE USER	77

USER MENU & SECURITY SETUP	78
ADDING A USER	78
STAFF NUMBER	78
FIRST NAME	78
SURNAME	78
INITIALS	78
ID NUMBER	78
ADDRESS FIELDS	78
POST CODE	78
TELEPHONE	78
CELL PHONE	78
EMAIL	78
REPORT ACCESS LEVEL	78
ADMINISTRATOR	79
PIN NUMBER	79
FORCE PASSWORD CHANGE	79
EVERY X DAYS	79
USE CLASSIC MENU	79
RIBBON MENU EXAMPLE	79
CLASSIC MENU EXAMPLE	80
ASK FOR PIN CONTINUOUSLY	80
SYSTEM CHARACTER SET	80
USER MENU AND SECURITY SETUP	80
MENU AND ACCESS SETTINGS SETUP	80
USER - MENU SETUP	80
PROFILE NUMBER	80
PROFILE DESCRIPTION	81
COMPANY	81
USER NUMBER	81
USER NAME	81
COMPANY	81
DESCRIPTION	82
LOGIN	82
PROFILE	82
MENU SETUP	82
ACCESS SETTINGS SETUP	82
SELECT ALL	82
UNSELECT ALL	82
EXPAND ALL	82
COLLAPSE ALL	82
CLEAR SELECTION	83
RELOAD PROFILE	83
SAVE PROFILE	83
ADD REPORT ACCESS LEVEL	83
EDIT REPORT ACCESS LEVEL	83
DELETE REPORT ACCESS LEVEL	83

LESSON 1

MODULE PARAMETERS

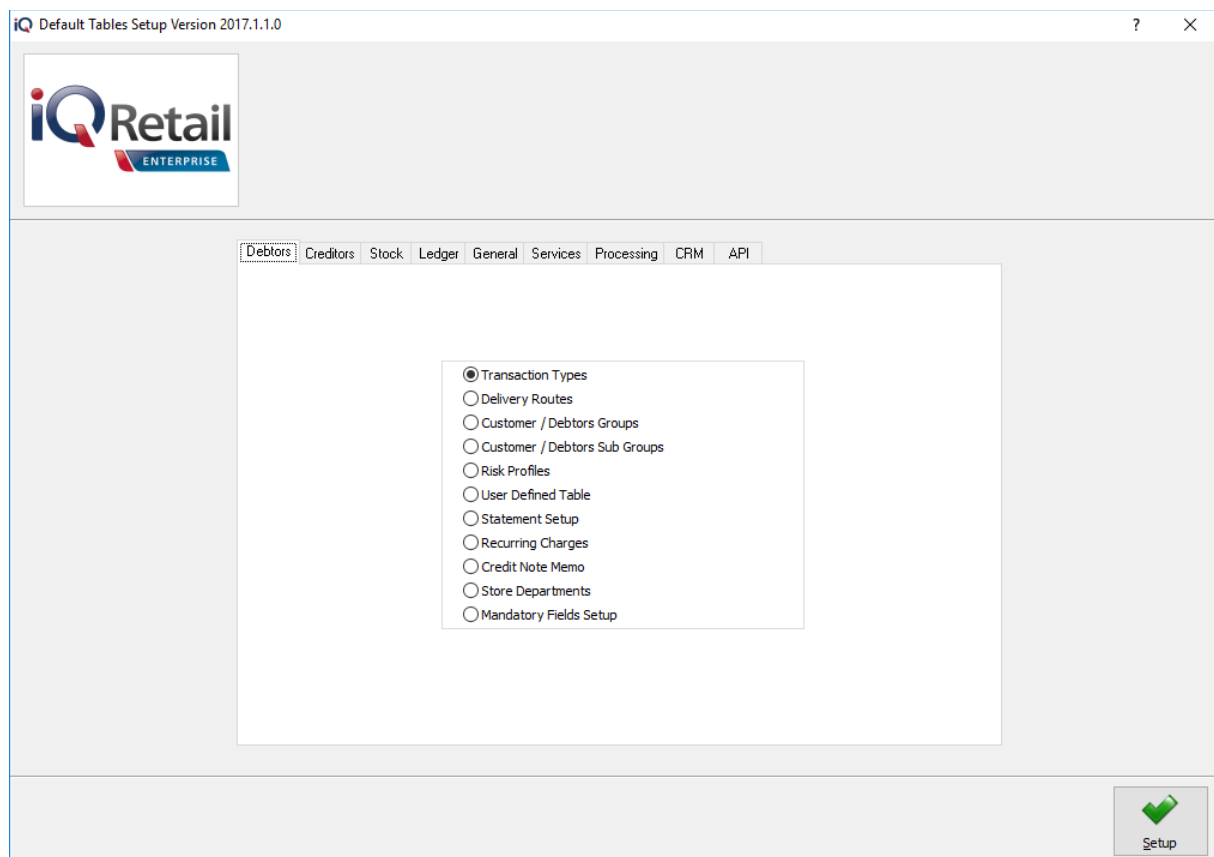
LESSON 1 – MODULE PARAMETERS

DEBTORS/CREDITORS MODULE PARAMETERS (DEFAULT TABLE SETUP)


The default table setup option allows one to setup default parameters for specific modules within the IQ Enterprise system.

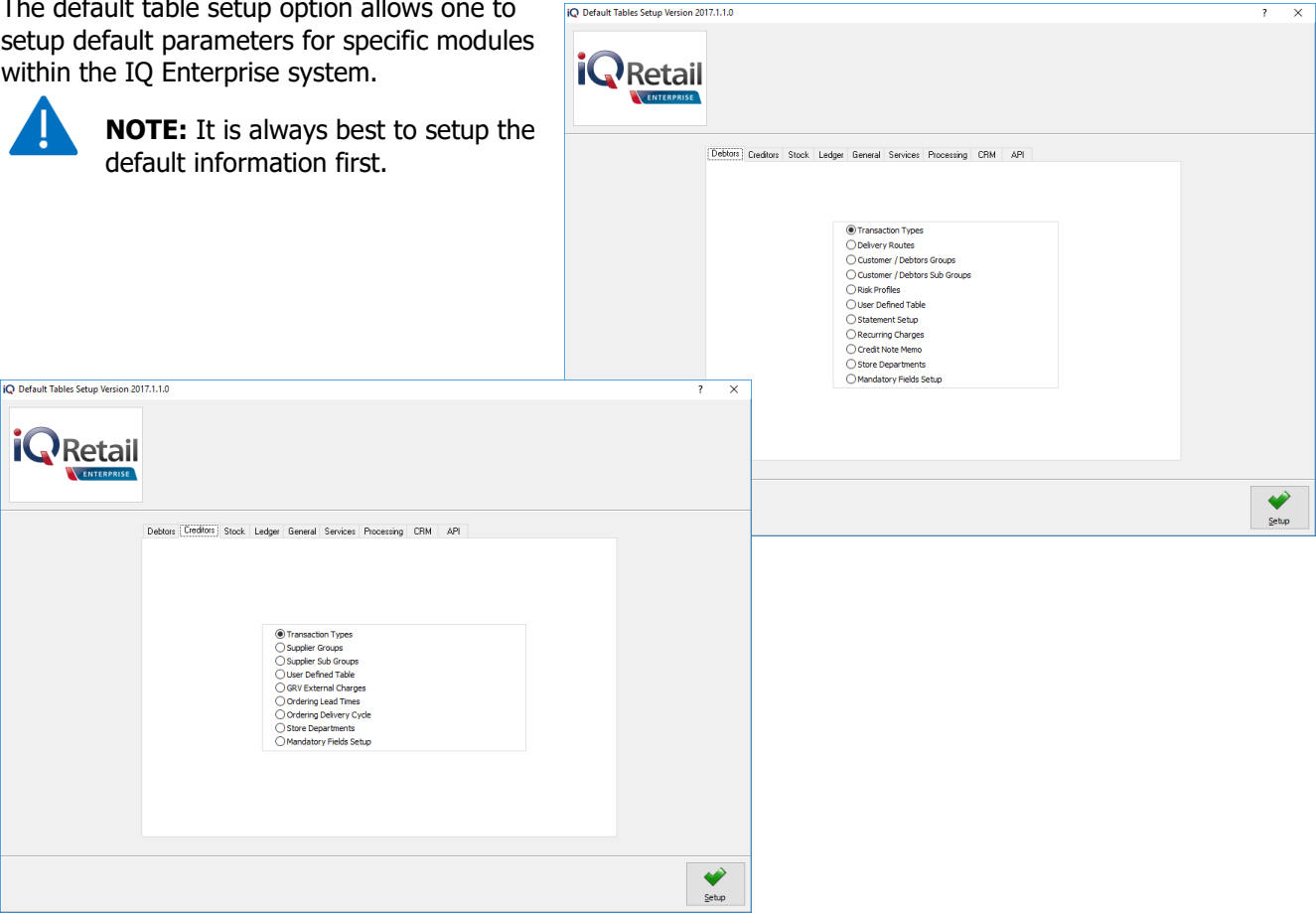


NOTE: It is always best to setup the default information first.

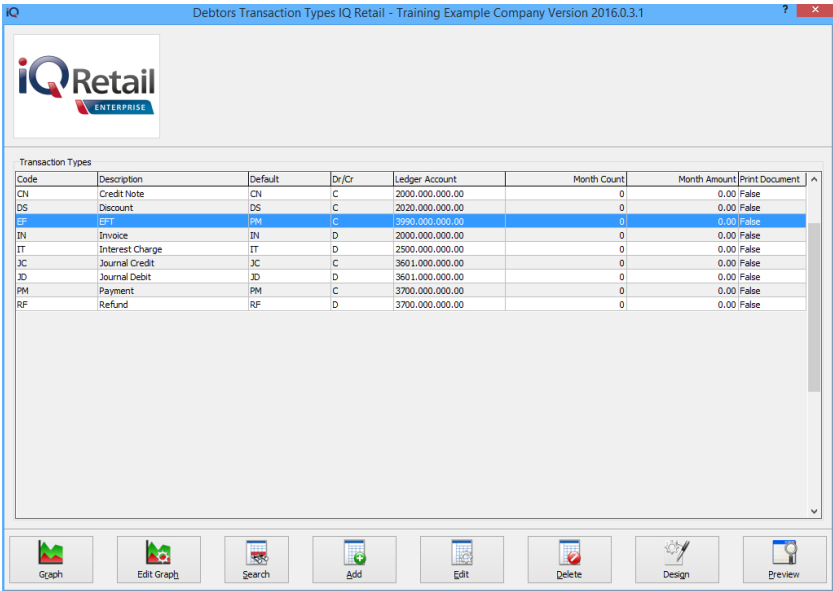


The default table setup option allows one to setup default parameters for specific modules within the IQ Enterprise system.

 **NOTE:** It is always best to setup the default information first.



DEBTORS - TRANSACTION TYPES

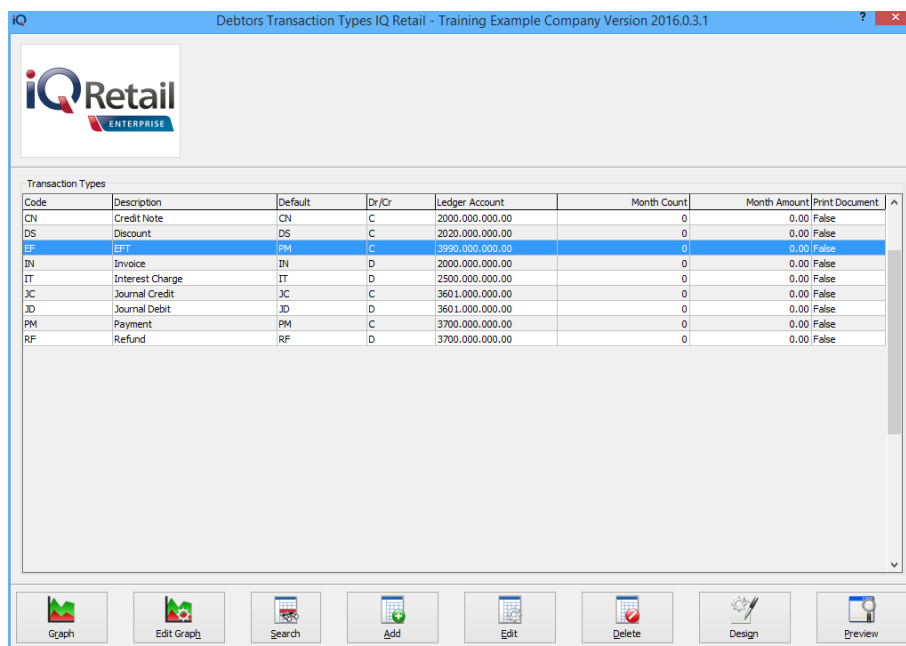


The transaction types option allows one to setup any additional or edit any of the existing transaction types.

SELECTION OPTIONS

GRAPH	The graph option allows one to print the existing transaction type information onto a graph report.
EDIT GRAPH	The edit graph option allows one to edit the graph report.
SEARCH	The search option allows one to search for any information on the transaction types screen.

ADD	The add option allows one to add additional transaction types.
EDIT	The edit option allows one to edit any of the existing transaction types.



CODE	The code displays the transaction type code. These codes are abbreviated from the descriptions of the transaction types.
DESCRIPTION	The description field displays the description of the specific transaction types. This description must be meaningful to avoid confusion.
DEFAULT	The default field displays the code that these transaction types relate to.
DR/CR	The DR/CR field displays either a letter D or a letter C to indicate whether the transaction type will be posted as a debit or a credit.
LEDGER ACCOUNT	The ledger account field displays the ledger account that will be used when any of these transaction types are used in debtors journals. In other words if an invoice transaction is done the system will post to the debtors control account (3600.000.000.00) and to the Other Income account (2001.000.000.00).
MONTH COUNT	The month count will display a total count of these transaction types that have been used. In other words every time any of the transaction types were used, the system will auto increment the month count field.
MONTH AMOUNT	The month amount will display a total amount of these transaction types that have been used. In other words every time any of the transaction types were used, the system will automatically add the values and display them in the month amount field.

TRANSACTION TYPE

The screenshot shows the 'Edit Posting Types' window in the IQRetail Enterprise application. The window contains the following fields and options:

- Transaction Code:** JD
- Description:** Journal Debit
- Vat Rate:** 0 (dropdown menu) | No Vat Applicable
- Ledger Account:** 3601.000.000.00 (dropdown menu) | Debtors Clearing Account
- ☐ Print Document Under Single Journals
- ☒ Use As Default Transaction Type

At the bottom, there is a text prompt: 'Enter a description for the transaction code entered above' and an 'Accept' button with a green checkmark icon.

TRANSACTION CODE	The transaction code entered here will be displayed in the list of transaction types once completed. This transaction code may then be used when processing transactions.
DESCRIPTION	The description field entered is the description of the specific transaction type. This description must be meaning full to avoid confusion.
RELATES TO CODE	The relates to code is where the a relation to another code is selected. The above example is a BF (Brought Forward) code and this will relate to a JD (Journal Debit) purely because the BF code is used to enter opening balances for the debtor accounts.
VAT RATE	The vat rate option allows one to specify if there is always vat applicable on this specific transaction type. This means that if vat was selected, the system will then always take vat whenever this transaction type is used. If not vat is applicable then select the 0 – No Vat Applicable option.
LEDGER ACCOUNT	The ledger account selected here is the ledger account that will be used when this transaction type is used when processing debtors journals. In other words if a brought forward transaction is done the contra account will be the debtors clearing account (3601.000.000.00).
PRINT DOCUMENT UNDER SINGLE JOURNALS	The print document under single journals will allow the user to design a report for the specific journals.
USE AS DEFAULT TRANSACTION TYPE	The use as default transaction type will be used as the transaction type when processing Debtors Journals.

CREDITORS - TRANSACTION TYPES

The transaction types option allows one to setup any additional or edit any of the existing transaction types.

Code	Description	Default	Dr/Cr	Ledger Account	Month Count	Month Amount	Print Document
CN	Credit Note	CN	D	1350.000.000.00	0	0.00	False
DS	Discount	DS	D	2520.000.000.00	0	0.00	False
IN	Invoice	IN	C	1350.000.000.00	0	0.00	False
IT	Interest Charge	IT	C	1405.000.000.00	0	0.00	False
JC	Journal Credit	JC	C	4001.000.000.00	0	0.00	False
JD	Journal Debit	JD	D	4001.000.000.00	0	0.00	False
PM	Payment	PM	D	3990.000.000.00	0	0.00	False
RF	Refund	RF	C	3700.000.000.00	0	0.00	False

SELECTION OPTIONS

GRAPH	The graph option allows one to print the existing transaction type information onto a graph report.
EDIT GRAPH	The edit graph option allows one to edit the graph report.
SEARCH	The search option allows one to search for any information on the transaction types screen.
ADD	The add option allows one to add additional transaction types.
EDIT	The edit option allows one to edit any of the existing transaction types.

Transaction Types

Transaction Code: JC

Description: Journal Credit

Vat Rate: 0 No Vat Applicable

Ledger Account: 4001.000.000.00 Creditors Clearing Account

☐ Print Document Under Single Journals

☐ Use As Default Transaction Type

Enter a description for the transaction code entered above

Accept

TRANSACTION TYPE

TRANSACTION CODE	The transaction code entered here will be displayed in the list of transaction types once completed. This transaction code may then be used when processing transactions.
DESCRIPTION	The description field entered is the description of the specific transaction type. This description must be meaning full to avoid confusion.
RELATES TO CODE	The relates to code is where the a relation to another code is selected. The above example is a BF (Brought Forward) code and this will relate to a JC (Journal Credit) purely because the BF code is used to enter opening balances for the creditor accounts.

VAT RATE	The vat rate option allows one to specify if there is always vat applicable on this specific transaction type. This means that if vat was selected, the system will then always take vat whenever this transaction type is used. If not vat is applicable then select the 0 – No Vat Applicable option.
LEDGER ACCOUNT	The ledger account selected here is the ledger account that will be used when this transaction type is used when processing creditor journals. In other words if a brought forward transaction is done the contra account will be the creditors clearing account (4001.000.000.00).
PRINT DOCUMENT UNDER SINGLE JOURNALS	The print document under single journals will allow the user to design a report for the specific journals.
USE AS DEFAULT TRANSACTION TYPE	The use as default transaction type will be used as the transaction type when processing Creditors Journals.
DELETE	The delete option allows one to delete any of the newly created transaction types. Existing transaction codes may not be deleted.
DESIGN	The design option allows one to design the report that the transaction types print on.
PRINT	The print option allows one to print the transaction types report.

GRV EXTERNAL CHARGES

Reference	Creditor	Vat Rate	Ledger	Amount
147	STAR001	1.1254	000.000.00	158.56
856	XY2001	0.1260	000.000.00	489.67

REFERENCE	The reference field displays the reference that was used when the GRV external charge was created.
CREDITOR	The creditor field will display the creditor\supplier that was used when the GRV external charge was created.
VAT RATE	The VAT rate field displays the VAT rate that is used for the specific GRV external charge that is created.
LEDGER	The ledger field displays the ledger account that is linked to the specific GRV external charge.
AMOUNT	The amount field displays the amount that is currently linked to the specific GRV external charge.

SELECTION OPTIONS

SELECT VISIBLE FIELDS	The select visible fields option allows one to view more fields on the external charges screen.
FILTER	The filter option allows one to filter on any information on the external charges screen.
ADD	The add option allows one to add any new supplier groups.

iqRetail ENTERPRISE

External Charges Setup

Reference	147
Creditor Account	STAR001 ▼ Star Wholesalers
Vat Rate	1 ▼ Normal Vat
Ledger Account	1254.000.000 ▼ Collection Fees
Amount	158.56

Cancel Accept

EXTERNAL CHARGES SETUP

REFERENCE	The reference field is where the reference is entered for the GRV external charge.
CREDITOR ACCOUNT	The creditor account field is where the creditor\supplier is selected for the GRV external charge.
VAT RATE	The VAT rate field displays the VAT rate that is used for the specific GRV external charge that is created.
LEDGER ACCOUNT	The ledger field displays the ledger account that is linked to the specific GRV external charge.
AMOUNT	The amount field is where the amount is entered for the relevant GRV external charge.
CANCEL	The cancel edits option allows one to cancel any editing while busy editing an existing supplier group.
ACCEPT	Select the accept option to accept any changes made.
EDIT	The edit option allows one to edit any of the existing external charges.
DELETE	The delete option allows one to delete any of the existing supplier groups.
DESIGN	The design option allows one to design the external charges report.
PREVIEW	Select the preview option to preview the external charges report.

DEBTORS

DELIVERY ROUTES

The delivery routes option allows one to setup delivery routes for debtor clients. These delivery routes can also be printed onto delivery notes.

iqRetail ENTERPRISE

Maintain Routes Version 2016.03.1

Routes

NUMBER	DESCRIPTION
001	Delivery Route 1 - Via R21
002	Delivery Route 2 - Via N1
003	Delivery Route 3 - Via R569
004	Delivery Route 4 - Via R896

Edit Data

Route: 001

Description: Delivery Route 1 - Via R21

Add Delete Search Design Preview Accept

ROUTES

NUMBER	The number field displays the route number. This number can be entered as alpha numeric characters.
DESCRIPTION	The description displays the route description. This route description can be 30 characters in length.

EDIT DATA

ROUTE	The route field is where the route number is entered. The route number may contain alpha numeric characters and only allows for four characters to be entered.
DESCRIPTION	The description field is where the description of the delivery route is entered.
SAVE EDITS	The save edits button allows one to save the newly created/added delivery routes.
CANCEL EDITS	The cancel edits option allows one to cancel any editing while busy editing an existing delivery route.

SELECTION OPTIONS

ADD	The add option allows one to add any new additional delivery routes.
DELETE	The delete option allows one to delete any of the existing delivery routes.
SEARCH	The search option allows one to search for any information on the delivery routes screen.
ACCEPT	Select the accept option to accept any changes made.

CUSTOMER (DEBTOR)/SUPPLIER (CREDITOR) GROUPS

Customers / Debtors and Suppliers / Creditors can be grouped accordingly. This is where the different groups are named and created.

Select the Module Parameter according to your needs (Debtor/Creditor)

GROUPS & SUB-GROUPS

NUMBER	The number field displays the group number. This number may be entered as alpha numeric characters.
DESCRIPTION	The description displays the group description. This group description may be 30 characters in length.

EDIT DATA

GROUP	The group field is where the group number is entered. The group may be entered in either alpha or numeric characters.
DESCRIPTION	The description field is where the description of the debtors/creditors group is entered.
SAVE EDITS	The save edits button allows one to save the newly created/added debtor/creditor groups.
CANCEL EDITS	The cancel edits option allows one to cancel any editing while busy editing an existing group.
ADD	The add option allows one to add any new groups.
DELETE	The delete option allows one to delete any of the existing groups.
SEARCH	The search option allows one to search for any information on the group screen.
ACCEPT	Select the accept option to accept any changes made.

RISK PROFILES (DEBTORS)

The risk profile of different debtors can be added/created. The percentage for each profile entered here can be linked to a particular debtor's account. This debtor's interest risk profile percentage is then combined with the prime interest rate as entered in the system.

RISKS OPTIONS

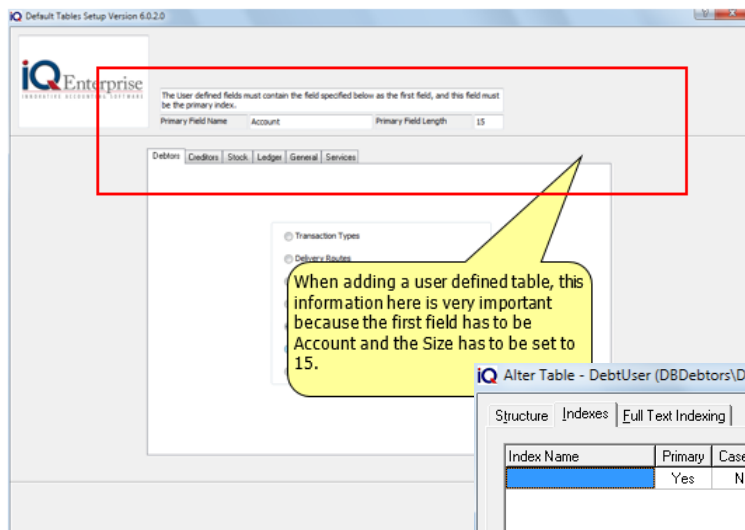
NUMBER	The number field displays the risk profile number. This number may be entered as alpha numeric characters.
DESCRIPTION	The description displays the risk profile description. This risk profile description may be 30 characters in length.
RATE	The rate field displays the rate that has been allocated to the relevant risk profile. This rate entered is a percentage value.

EDIT DATA

NUMBER	The number field is where the risk profile number is entered. The risk profile number may only contain numeric characters.
DESCRIPTION	The description field is where the description of the risk profile is entered.
RATE	The rate field is where the rate of the risk profile is entered. This rate entered will deduct from the prime interest charging rate and the customers that are linked to this profile will be charged less interest. EXAMPLE: If the normal interest rate is 10% and the customer is linked to a risk profile that is set to 5% then that customer will be charged 5% interest because the system will add the 5% to the prime interest rate.
SAVE EDITS	The save edits button allows one to save the newly created/added risk profiles.
CANCEL EDITS	The cancel edits option allows one to cancel any editing while busy editing an existing risk profile.
ADD	The add option allows one to add any new risk profiles.
DELETE	The delete option allows one to delete any of the existing risk profiles.
SEARCH	The search option allows one to search for any information on the risk profile screen.
ACCEPT	Select the accept option to accept any changes made.

USER DEFINED TABLE

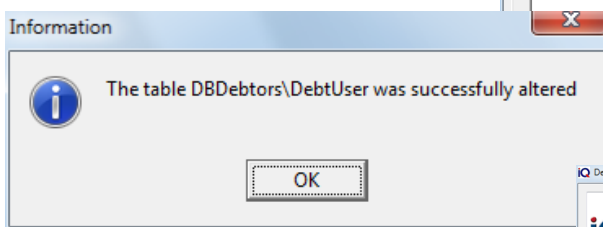
NOTE: By adding a user define table one is able to add additional fields to the debtors maintenance. This comes in very handy when additional fields are required to store information.



NOTE: There are only a few things that needs to be entered and remembered when adding a new user defined table. The very first thing that need to be done here is to add the "Account" field under the "Field Name".

Once the "Account" field has been added, one can then add any other additional fields as needed. Once all the necessary fields have been added, we need to set the

"Account" field as the default index. Select the Indexes tab at the top of the screen.

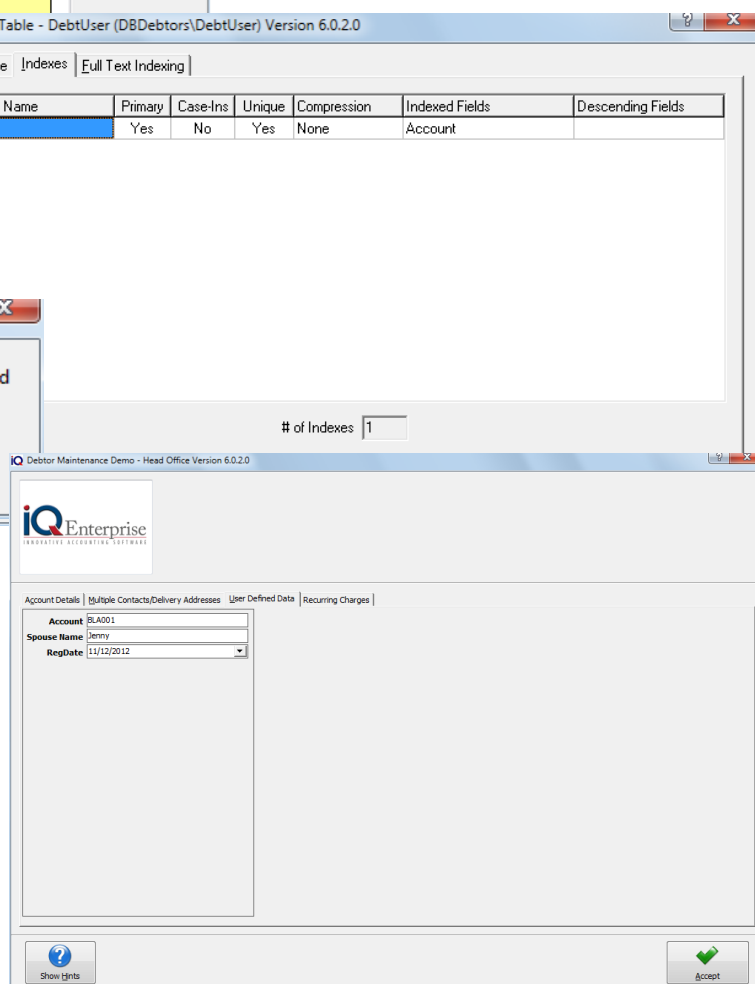


Under the "Indexed Fields" heading, select the three dotted button. From this next screen select the "Account" field and move it from the left hand side to the right hand side.

Once complete select the "OK" option.

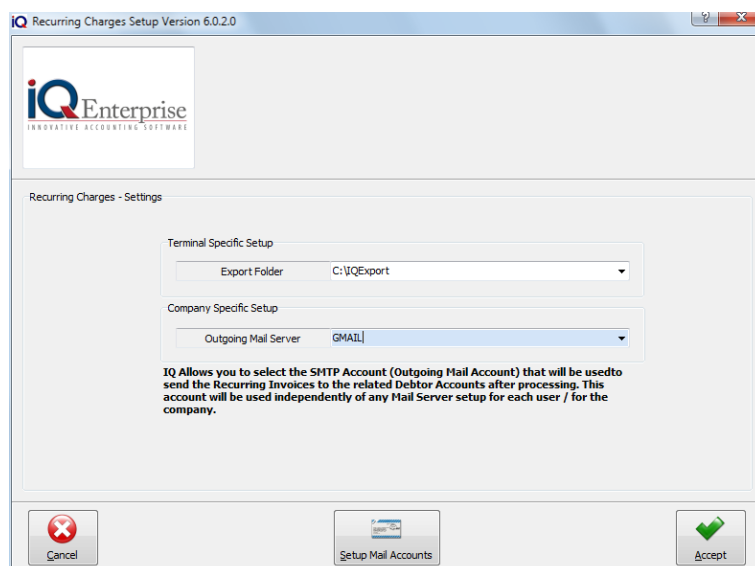
Once the Primary Index field has been selected, select the drop down under the field heading "Primary" and set the value to "Yes". Once complete, select the "Create" option in order to create our newly user defined table.

Once completed the newly added user defined field can be found under the debtors maintenance option. Edit any existing debtor client and the newly added table will be available.



RECURRING CHARGES

The recurring charges option allows one to setup a default export folder for recurring charges as well as a default outgoing email server. This allows the recurring charge information to be either exported or emailed once the processing of the recurring charges has taken place.



RECURRING CHARGES SETTINGS

EXPORT FOLDER	The export folder allows one to specify where the results of the recurring charges will be exported to once the recurring charges have been processed.
OUTGOING MAIL SERVER	The outgoing mail server option allows one to specify where the results of the recurring charges will be emailed to once the recurring charges have been processed.
CANCEL	The cancel option will cancel any of the changes made on the recurring charges settings screen.
ACCEPT	Select the accept option to accept any changes made.

CREDIT NOTE MEMO (DEBTORS)

The Credit Note Memo option will allow the user to add Credit Note Memo's that can be selected when processing a Credit Note.

GENERAL

SALES REPRESENTATIVES (DEBTORS)

Processing Module Options

☐ Automatically Get Rep
☐ Use Cashier as Rep
☒ Remember Last Rep used

Enable this option if you would like IQ to Remember the Last Rep selected in the processing modules (This option only applies when Rep Per Line in Company Details is Enabled)

Available Filters

Clear Filter

No	Rep Name	C	Target 1	Com %	Target 2	Com %	Target 3	Com %	Target 4	Com %	Target 5	Com %
1	Jack Jasper	S	1,000.00	2.50%	1,000.00	3.00%	2,000.00	4.00%	5,000.00	5.50%	10,000.00	10.00%
2	Tommy Percy	S	1,000.00	3.00%	2,000.00	4.00%	5,000.00	5.00%	10,000.00	6.00%	15,000.00	10.00%
3	Danny Hazel	S	1,000.00	2.00%	1,000.00	3.00%	5,000.00	4.00%	10,000.00	7.00%	15,000.00	10.00%
4	Joe Auburn	S	1,000.00	3.00%	5,000.00	5.00%	10,000.00	7.00%	15,000.00	8.50%	20,000.00	10.00%

Filter Select Visible Fields Search Export Add Edit Delete Design Preview Print

SALES REPRESENTATIVE DATA

NO	The no field here is the specific representative's number. This means that when sales are processed through the system, the representative's number may be chose in turn giving that specific representative the commission percentage.
REP NAME	The rep name is the representative's name. This is where the rep's name is entered. This is very handy when sales are processed, one is able to see who the rep was when the sale was processed.
TARGET 1,2,3,4 AND 5	There are 5 sets of targets that can be setup. This means that if target 1 is set to R1000 and the commission % is set to 10% then once the target is reached, the system can then work out the commission payable to the rep correctly.
COM %	The com % option is where the commission percentages are entered. This means that when the reps reach a specific target, the commission percentage linked with the specific target will then be added onto the target total and the commission can be paid out accordingly.

PROCESSING MODULE OPTIONS

AUTOMATICALLY GET REP	This option enables rep selection based on the Stock item, Department or Debtor Account selection when using the processing modules. In other words IQ will generate the rep selection by checking the default rep for the Stock item, then the Department and lastly the Debtors Account.
USE CASHIER AS REP	This option enables rep selection based on the Cashier Number when using the processing modules.
REMEMBER LAST REP USED	This option enables rep selection based on the last rep used when using the processing modules. This option only appliers when the Rep per line option is selection in Company Details, Default settings 1.

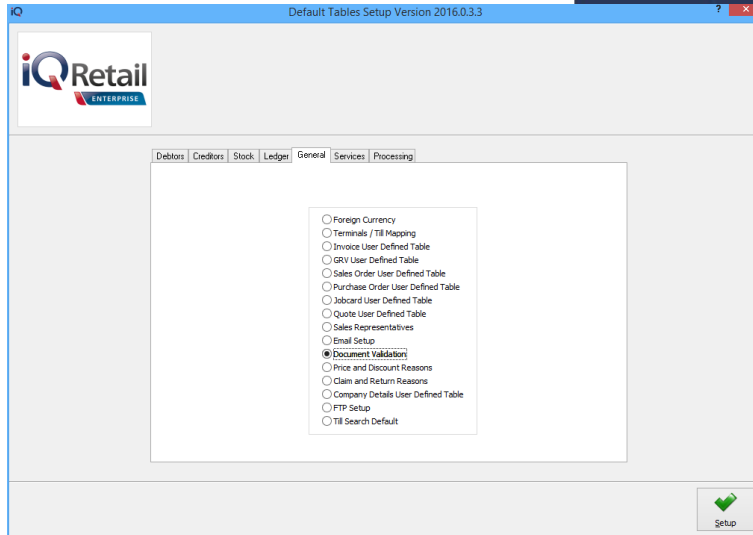
SALES REPRESENTATIVE SELECTION OPTIONS

FILTER	The filter option enables one to filter out specific or certain information based on the information shown on the Representative's Commission screen.
SELECT VISIBLE FIELDS	The visible fields option allows one to select additional fields to display on the Representative's Commission screen.
SEARCH	The search option allows one to search for any information within the Representative's Commission screen and for any available field.
EXPORT	The export option allows one to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML or XLS).
ADD	The add option allows one to add any new or additional representative's.
EDIT	The edit option allows one to edit any existing representative's that are listed in the Representative's Commission screen.
DELETE	The delete option allows one to delete any of the existing representative's.

DESIGN	The design option allows one to design the rep commissions report.
PREVIEW	The preview option allows one to preview the reps commissions report.
PRINT	The print option allows one to print the reps commission report.

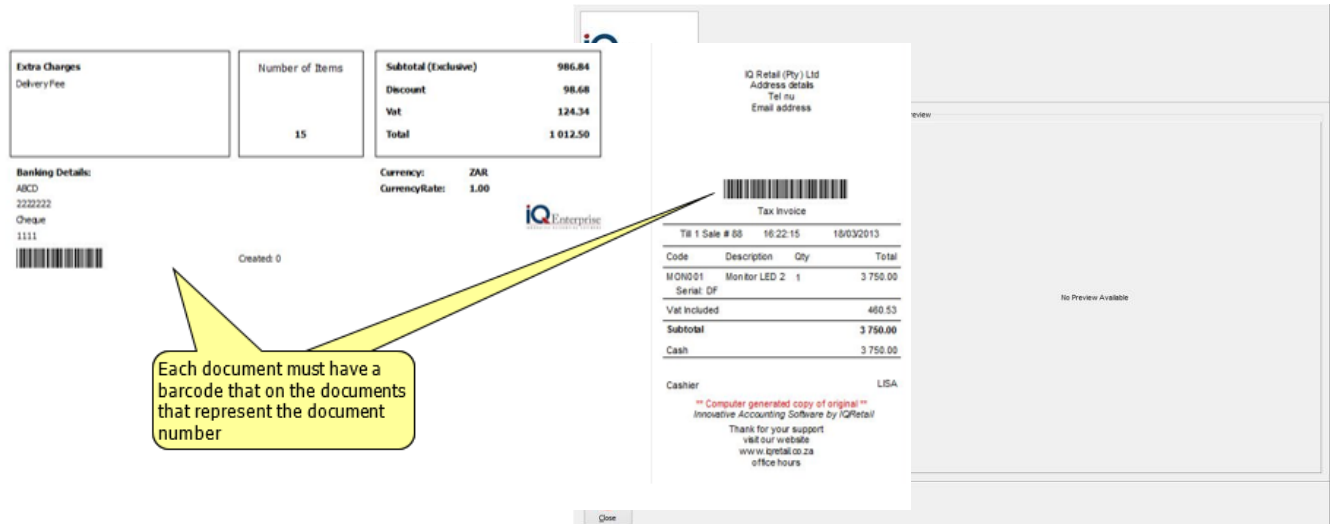
DOCUMENT VALIDATION

Document Validation was create as a security module to help prevent fraudulent documents. Option that will also help with fraud is pre-printed paper, CCTC Cameras and utilising the Delivery and collection



stock from the yard.

Select Utilities Menu → Tool → Document Validation → Validate Document



Each relevant documents must have a barcode on the document displaying the document number.

IQ Document Validation

Scan your IQ Document Barcode into the box below in order to validate the document. Validations are allowed once and will thereafter be reported as an error.

Document:

Document previously scanned. See details below.

Document: INV106
Document Type: Invoices
Scanned Times: 2
Last Scanned By: 1

Document Preview

Tax Invoice

Invoice From
Demo Head Office
1st Floor, Rhino House
23 Quantum Road
Techno Park, Stellenbosch
7600

Invoice To
Black - Terms 30 Days
PO Box 1232
Stellenbosch
7600

Deliver To
Black - Terms 30 Days
159 Long Street
Stellenbosch
7600

Account No BLA001 **Invoice Date** 20/01/2012 **Order Number** 1 **Representative** Jack Jasper **Invoice Number** INV106

Item Code	Description	Quantity	Unit Price	Disc %	Vat Amt
BH004	Sand	15.00	83.33		175.0

Close

Scan the document barcode into the Document area.

Once the barcode has been scanned the e.g. Invoice will display, green will indicate the document is valid, the stock items and quantities can now be compared with the printed counterpart.

If the document e.g. Invoice has already been scanned a red block will indicate the problem.

IQ Document Validation

Scan your IQ Document Barcode into the box below in order to validate the document. Validations are allowed once and will thereafter be reported as an error.

Document:

Valid Document

Document: INV106
Document Type: Invoices
Scanned Times: 1
Last Scanned By: 1

Document Preview

Tax Invoice

Invoice From
Demo Head Office
1st Floor, Rhino House
23 Quantum Road
Techno Park, Stellenbosch
7600

Invoice To
Black - Terms 30 Days
PO Box 1232
Stellenbosch
7600

Deliver To
Black - Terms 30 Days
159 Long Street
Stellenbosch
7600

Account No BLA001 **Invoice Date** 20/01/2012 **Order Number** 1 **Representative** Jack Jasper **Invoice Number** INV106

Item Code	Description	Quantity	Unit Price	Disc %	Vat Amt
BH004	Sand	15.00	83.33		175.0

Close

VALIDATE SETUP

Available Filters
Clear Filter

Document Validation Scan Log


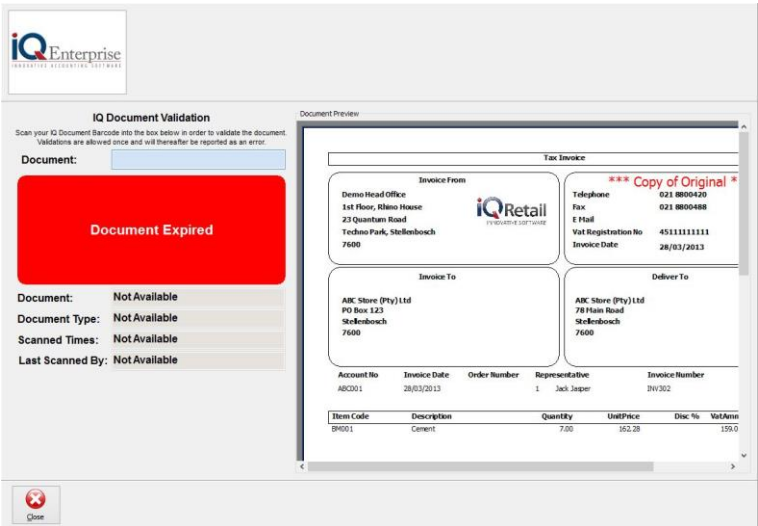
Document	Document Type	User	Terminal	Scan Date	Last Error
INV1	Invoices	1	100	18/06/2012 13:59	Valid Document
INV1	Invoices	1	100	18/06/2012 13:59	Document previously scanned. See details below.
INV6	Invoices	1	100	25/06/2012 12:29	Valid Document
INV6	Invoices	1	100	25/06/2012 12:30	Document previously scanned. See details below.
INV6	Invoices	1	1	16/07/2012 16:23	Document previously scanned. See details below.
INV25	Invoices	1	1	19/07/2012 16:19	Valid Document
INV25	Invoices	1	1	19/07/2012 16:19	Document previously scanned. See details below.
INV23	Invoices	1	1	20/07/2012 09:32	Valid Document
INV23	Invoices	1	1	20/07/2012 09:32	Document previously scanned. See details below.
INV56	Invoices	1	1	27/07/2012 13:00	Valid Document
INV214	Invoices	1	1	30/07/2012 14:29	Valid Document
INV214	Invoices	1	1	30/07/2012 14:30	Document previously scanned. See details below.
INV215	Invoices	1	5	17/08/2012 12:54	Valid Document
INV121	Invoices	1	1	28/08/2012 13:13	Valid Document
INV121	Invoices	1	1	28/08/2012 13:13	Document previously scanned. See details below.

Filter **Search** **Select Visible Fields** **Set Time Delay** **Close**

The Validate Setup screen will display all the scanned document with the document number, Document Type, User, Terminal, Scan Date and Last error.

SALES REPRESENTATIVE SELECTION OPTIONS

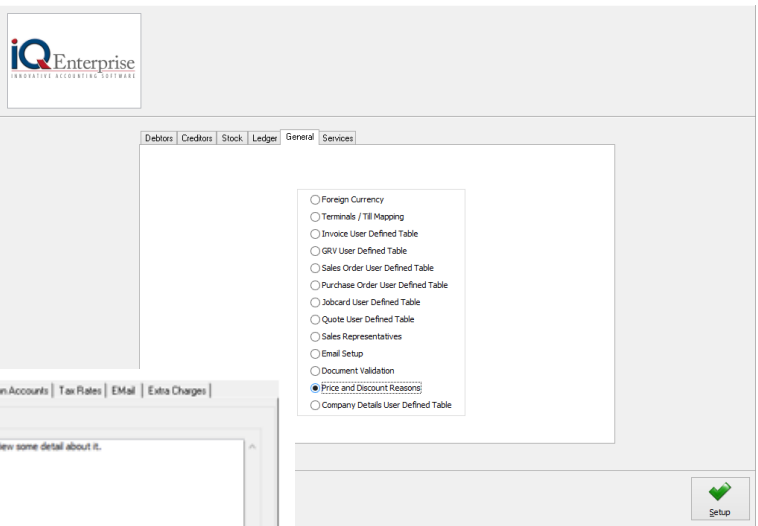
FILTER	Use the filter option to filter for selected documents. HINT: The filter option can be used to filter only for selected document type, User, Terminal, Scan Date or Last Error..
SEARCH	The search option allows one to search for additional information that cannot be seen or found on the screen.
SELECT VISIBLE FIELDS	In order to change the list of visible fields on the screen, select the Select Visible Fields option.

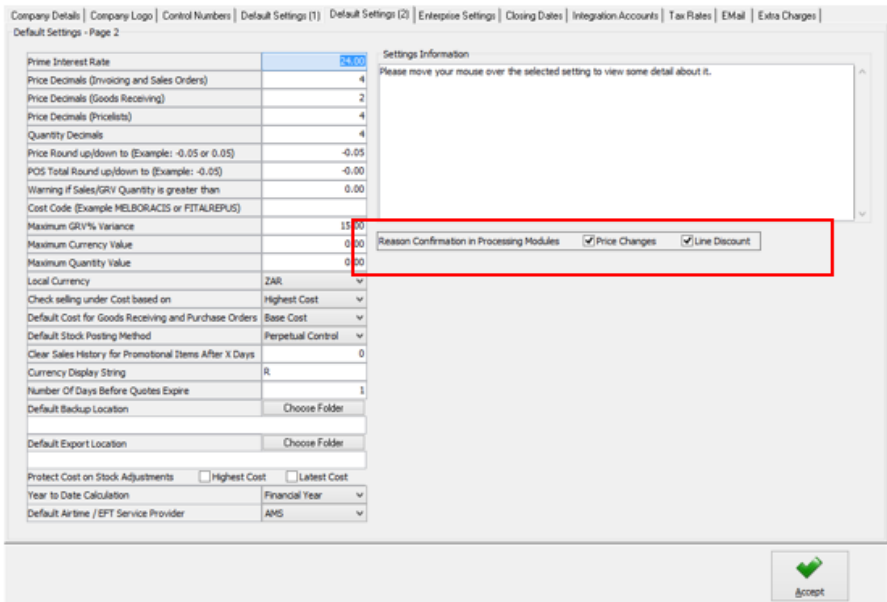
	<p> NOTE: In order to change the views of the screen select a field by enabling the tick box. Select the necessary fields that one needs to be displayed. Once complete select the "Accept" option.</p> <div data-bbox="635 219 1396 353"> <p>Time Delay (Minutes) <input type="text" value="45"/></p> <p>Selection <input type="button" value="ESC Cancel"/> <input type="button" value="F10 Accept"/></p> </div>
<p>SET TIME DELAY</p>	<p>In order to set the time delay for the scanned documents enter the time in minutes.</p> <p>Once the time has expired the red error message will specify document expired.</p> <div data-bbox="603 510 1364 1037">  </div>

PRICE AND DISCOUNT REASONS

The Price and Discount Reason confirmation option allows one to choose from a list of predefined reasons. This enables one to only select from the predefined reasons when making a price change or giving discount on a stock item.

Select the Price change and Line Discount boxes in Default Settings 2.





Company Details | Company Logo | Control Numbers | Default Settings (1) | **Default Settings (2)** | Enterprise Settings | Closing Dates | Integration Accounts | Tax Rates | Email | Extra Charges

Default Settings - Page 2

Setting	Value
Prime Interest Rate	24.00
Price Decimals (Invoicing and Sales Orders)	4
Price Decimals (Goods Receiving)	2
Price Decimals (Pricelists)	4
Quantity Decimals	4
Price Round up/down to (Example: -0.05 or 0.05)	-0.05
POS Total Round up/down to (Example: -0.05)	-0.00
Warning if Sales/GRV Quantity is greater than	0.00
Cost Code (Example MELBORACIS or FTALREPU5)	
Maximum GRV% Variance	15.00
Maximum Currency Value	0.00
Maximum Quantity Value	0.00
Local Currency	ZAR
Check selling under Cost based on	Highest Cost
Default Cost for Goods Receiving and Purchase Orders	Base Cost
Default Stock Posting Method	Perpetual Control
Clear Sales History for Promotional Items After X Days	0
Currency Display String	R
Number Of Days Before Quotes Expire	1
Default Backup Location	Choose Folder
Default Export Location	Choose Folder
Protect Cost on Stock Adjustments	<input type="checkbox"/> Highest Cost <input type="checkbox"/> Latest Cost
Year to Date Calculation	Financial Year
Default Airline / EFT Service Provider	AMS

Settings Information

Please move your mouse over the selected setting to view some detail about it.

Reason Confirmation in Processing Modules ☒ Price Changes ☒ Line Discount

THE PRICE AND DISCOUNT SETUP

Utilities, Setup, Module Parameters, General, Price & Discount Reasons

Select between Discount Reason and Selling Price Reason. Create all the necessary reasons for Discount and Price Changes

PROVIDE REASON SELECTION

The Reason screen will then be displayed as soon as line discount is give or a stock items price is changed. Reason can be selected or the Other option can be used to enter a different reason not on the list.

PRICE AND DISCOUNT CHANGES STOCK REPORT

The Price and Discount Changes Stock Report will display all the Document information regarding the Price change or Discount Changes.

Document	Account	StockCode	ListPrice	ActualPrice	LineCost	Reason	DocumentDate
INV251	BLA001	TSMG50102	91.33	438.60	40.00		1/20/11/2012
INV283	ABC001	BHW001	100.00	2192.98	525.35		1/11/02/2013
INV284	ABC001	TSMG50404	105.24	219.30	65.00		1/11/02/2013
INV297	ABC001	COK001	10.00	10.96	6.00		2/18/03/2013

SMS MARKETING

IQ SMS allows you to send an unlimited number of SMS's to your clients from within your IQ system.

You can use this to inform your clients of: Events, Promotions, Competitions Special offers. Bulk SMS bundles can simply be purchased online via Credit Card.

SMS MARKETING SUMMARY

WEBSITE

Register Now

Login

Online Payments

Billing Summary

Credit Card Details

MODULE PARAMETERS

Setup Details

Template

DEBTORS MAINTENANCE

SMS Marketing + Cell phone Number

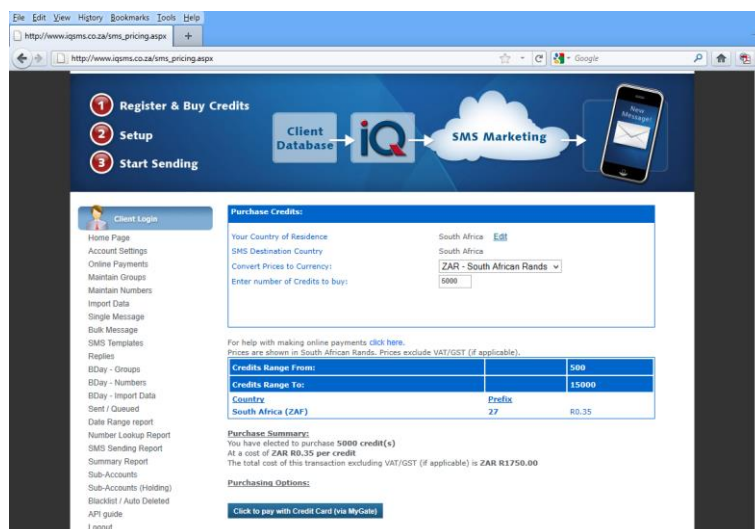
SMS MARKETING

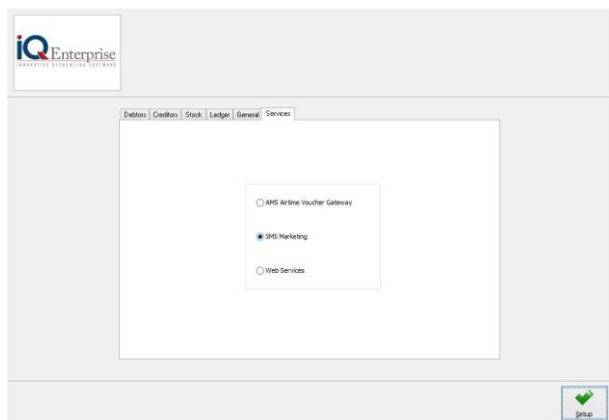
Filters, Templates, Process and Reports

HOW TO PURCHASE SMS BUNDLE'S

Login to www.iqsms.co.za. Create an account and password. You may now purchase your bulk SMS's. SMS's are charged at R0.35 Excl Vat per SMS. Select Online Payment option and then specify the number of credits to buy. Choose between 500 and 100000 to purchase.

Once you have completed your purchase, simply go to the SMS Marketing module in your IQ system and setup the website detail..





MODULE PARAMETERS

Selecting the setup option allows one to configure and setup the sms marketing option.

SMS MARKETING SETUP DETAILS

MARKETING SETUP DETAILS

IP ADDRESS	The IP address field displays the server name or IP address of the SMS marketing server or host name. The default IP address or server name is www.iqsms.co.za .
PORTAL USER NAME	The portal user name field is where the user name must be entered for the authentication against the host server of the SMS marketing.
PORTAL PASSWORD	The portal password field is where the password must be entered for the authentication against the host server of the SMS marketing.
RETURN EMAIL	The return email is the email address that will be used when a reply is generated from the SMS that was sent.
ENABLE PROXY	The enable proxy option allows one to configure a proxy server if there is one located on the network.
HOST (PROXY)	The host proxy is where the proxy server's details are entered. This means that the specific proxy server's IP address or name must be entered.
USER NAME	The user name field is where the user name must be entered for the authentication against the proxy server.
PASSWORD	The password field is where the password must be entered for the authentication against the proxy server.
PORT (DEFAULT 3128)	The port field indicates the port number that will be used for the proxy server to communicate when trying to access the internet. By default with most proxy servers the default port number is 3128.

ENABLE SMS'S FUNCTIONALITY

Choose which module must have the sms option available. Choose from: Purchase Orders, Sales Orders, Quotes, Job Cards, Debtors Credit Control, Debtors Receipts, Creditors Payments, Debtors Enquiries, Creditors Enquires.

SMS FUNCTIONALITY

CANCEL	The cancel option allows one to discard any of the changes or configurations made.
TEST	The test option allows one to test the current SMS marketing setup to see if it is configured correctly.
ACCEPT	The accept option allows one to accept the necessary changes made.

GRV EXTERNAL CHARGES (CREDITORS)

REFERENCE	The reference field displays the reference that was used when the GRV external charge was created.
CREDITOR	The creditor field will display the creditor\supplier that was used when the GRV external charge was created.
VAT RATE	The VAT rate field displays the VAT rate that is used for the specific GRV external charge that is created.
LEDGER	The ledger field displays the ledger account that is linked to the specific GRV external charge.
SELECT VISIBLE FIELDS	The select visible fields option allows one to view more fields on the external charges screen.
FILTER	The filter option allows one to filter on any information on the external charges screen.
ADD	The add option allows one to add any new supplier groups.

EXTERNAL CHARGES SETUP

REFERENCE	The reference field is where the reference is entered for the GRV external charge.
CREDITOR ACCOUNT	The creditor account field is where the creditor\supplier is selected for the GRV external charge.
VAT RATE	The VAT Rate field is where the default VAT Rate is selected for the specific GRV external charge.
LEDGER ACCOUNT	The ledger account field is where the ledger contra account is selected for the specific GRV external charge.

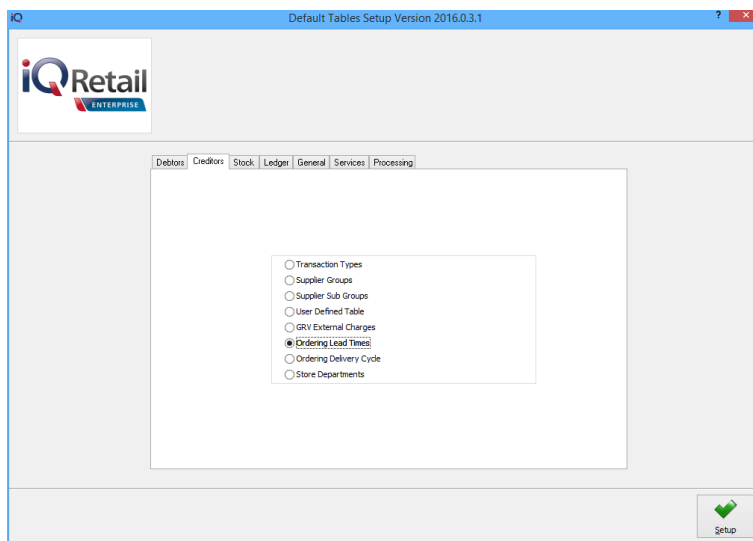
AMOUNT	The amount field is where the amount is entered for the relevant GRV external charge.
CANCEL	The cancel edits option allows one to cancel any editing while busy editing an existing supplier group.
ACCEPT	The add Select the accept option to accept any changes made. allows one to add any new supplier groups.
SEARCH	The search option allows one to search for any information on the supplier group screen.
EDIT	The edit option allows one to edit any of the existing external charges.
DELETE	The delete option allows one to delete any of the existing supplier groups.
DESIGN	The design option allows one to design the external charges report.
PREVIEW	Select the preview option to preview the external charges report.

ORDERING LEAD TIME

Ordering lead time is the time it take from the when you have order your stock to the time the stock arrive with you. The Ordering factor could be as measure to use by which the stock quantity would be multiplied.

In other words if you use the ordering factor as (days, week or months) e.g. 2.5 and the stock quantity to order is 5 the order amount would be 12.5 or if the ordering factor is 3 and the stock quantity is 5 the order amount would be 15.

The ordering factor will be used with setup up the Auto Re-order formulas in Module parameters, Stock.

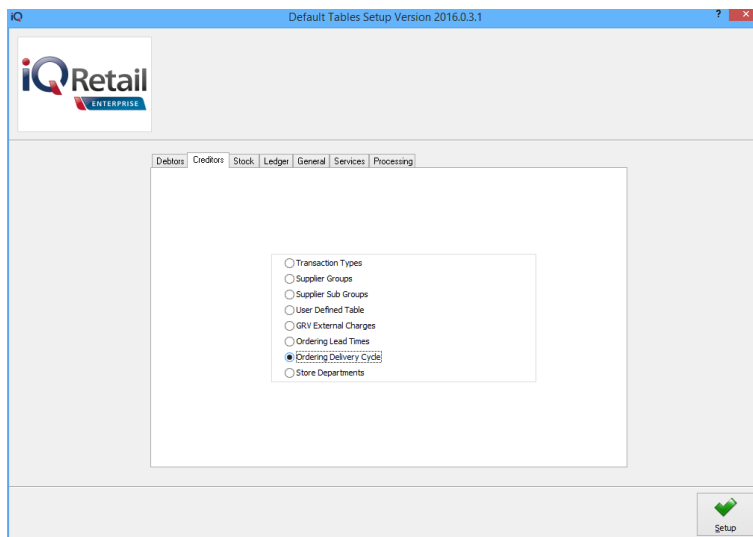


ORDERING DELIVERY CYCLE

Ordering Deliver Cycle is how often your suppliers Deliver stock. The Deliver Cycle could be as measure to use by which the stock quantity would be multiplied.

In other words if you use the Deliver Cycle as (days, week or months) e.g. 1.5 and the stock quantity to order is 10 the order amount would be 15 or if the Deliver Cycle is 5 and the stock quantity is 10 the order amount would be 50.

The Deliver Cycle will be used with setup up the Auto Re-order formulas in Module parameters, Stock.



STOCK ADJUSTMENT CODES

Stock adjustment codes is where transaction type accounts are setup for Sundry issues and Receipts.

Adjustment Code	Description	Dr/Cr	Ledger Account	Ledger Description
DN	Donation	C	1285.000.000.00	Donations
SI	Sundry Issue	C	3511.000.000.00	Sundries Issues + Receipts
SP	Stationary & Pr	C	1550.000.000.00	Printing & Stationery
SR	Sundry Receipt	D	3511.000.000.00	Sundries Issues + Receipts

Select the setup option to setup stock adjustment codes.

TRANSACTION TYPES	The transaction types option allows one to setup any additional or edit any of the existing transaction types.
CODE	The code displays the transaction type code. These codes are abbreviated from the descriptions of the transaction types.
DESCRIPTION	The description field displays the description of the specific transaction type. This description must be meaningful to avoid confusion.
DR/CR	The DR/CR field displays either a letter D or a letter C to indicate whether the transaction type will be posted as a debit or a credit.
LEDGER ACCOUNT	The ledger account field displays the description of the ledger accounts that will be used when either a sundry issue or sundry receipts transactions are processed.
LEDGER DESCRIPTION	The ledger description field displays the description of the relevant ledger accounts that are linked to the specific adjustment codes.

CREATING ADJUSTMENT CODES

TRANSACTION TYPE

TRANSACTION CODE	The transaction code entered here will be displayed in the list of stock adjustment codes once completed. This transaction code may then be used when processing sundry issues or receipts.
DESCRIPTION	The description field entered is the description of the specific transaction type. This description must be meaning full to avoid confusion.
ISSUE\RECEIPT	The issue and receipt option allows one to specify if the transaction type code will be either an issue or a receipt.
LEDGER ACCOUNT	The ledger account selected here is the ledger account that will be used when this transaction type is used when processing stock sundry issues or receipts. In other words if a sundry issue or receipt is processed then the contra account will be the specified ledger account that has been linked with the transaction type.
SEARCH	The search option allows one to search for any information on the transaction types screen.
ADD	The add option allows one to add additional stock adjustment code types.
EDIT	The edit option allows one to edit any of the existing stock adjustment code types.
DELETE	The delete option allows one to delete any of the newly created stock adjustment code types. Existing transaction codes may not be deleted.
DESIGN	The design option allows one to design the report that the stock adjustment code types print on.
PRINT	The print option allows one to print the stock adjustment code report.

FOREIGN CURRENCY

Debtors and Creditors accounts and transactions can be processed in a foreign currency depending on the exchange rate as entered here and linked to the debtors/creditors account.



NOTE: Once an account is created with a specified Currency and a transaction is processed, the currency cannot be changed. Each account stores its transactional information in its OWN currency.

Currency	Sign	Description	Date Last Changed	Conversion Rate
USD	\$	US Dollar	27/01/2015	10.5600
EUR	€	Euro	28/01/2015	11.8000
NAO	N\$	Naam Dollar	22/12/2011	1.0000
ZAR	R	Rand	22/12/2011	1.0000

CURRENCY RATES

FOREIGN CURRENCY ENABLED IN INVOICING/GOODS RECEIVING	The foreign currency enabled in Invoicing and Goods receiving allows one to use foreign currency in the respective modules. This option must be enabled otherwise foreign currency will not be available in Invoicing or Goods Receiving.
CURRENCY	The currency option allows one to specify the relevant currency like GBP (Great British Pounds), USD (United States Dollars) etc...
SIGN	The sign field allows one to enter the sign of the specific currency. This means that one is able to enter the following signs or currency symbols (£ - Great British Pounds, \$ - US dollars).
DESCRIPTION	The description allows one to specify in words the specific currencies description or name. E.g. USD – United States Dollars.
DATE LAST CHANGED	The date last changed field will automatically be populated with the date of when the specific currency was last changed.
CONVERSION RATE	The conversion rate allows one to specify the currencies conversion rate. This means that the current rate of exchange of the specific currency is entered here so that the system can make the calculations accordingly.

PRICE AND DISCOUNT CHANGES STOCK REPORT

The Price and Discount Changes Stock Report will display all the Document information regarding the Price change or Discount Changes.

Document	Account	StockCode	ListPrice	ActualPrice	LineCost	Reason	DocumentDate
397	ABC001	BM001	200.00	173.68	0.00	1	06/09/2016
400	ABC001	00100010	13.68	0.00	10.00	2	28/09/2016
139	ABC001	BM001	0.00	155.00	155.00	1	31/10/2016
401	ABC001	BM001	200.00	307.02	92.59	1	07/11/2016

STOCK MODULE PARAMETERS

STOCK

MAJOR DEPARTMENTS

Select the Utilities option from the Stock menu followed by the Major Departments option from the submenu.

Departments are the essence of the stock integration to the ledger. They also provide a quick and easy way of extracting consolidated sales, purchases, GP% and profit values.



NOTE: Departments must be setup before creating stock items. The reason for this is that a department must be allocated to a stock item at the time of creating it. It would be a time consuming job to go back and edit each and every item and re-allocate the correct department.

As mentioned previously the departments help with the integration to the various general ledger accounts, but not in a direct way. What's meant by this, is when an item is sold or purchased or adjusted, the system does not draw the ledger integration information directly from the department file, but rather directly from the ledger details stored on the item. Why, because the department ledger account details are actually stored per item in the stock file. Instead of having to enter ledger details per item the ledger details are entered via the departments and then posted to the individual items. It is easier to edit 20 or 30 departments than to edit 100's or 1000's of items.

The department file facilitates two things. Firstly, the facility to reproduce stock reports in a summarized format by department. Secondly, a simplified way to capture stock ledger integration details.

It is vitally important that when any changes that are made to the ledger accounts for any of the existing departments that the new information must be accepted. Failing to do this will cause a mismatch between the actual ledger accounts that are stored on the item and the ledger accounts that reflected on the department.

Dept	Description	Sale Account	Stock Account	CDS Account	Neg Dept	Ledger ...
001	Coke	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
002	Hardware	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
003	Air Time	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
004	Fanta	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
005	Return Item	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
006	Vegetables	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
007	Manuf.	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
008	Men's Clo.	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
009	Fiction	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
010	Non Fiction	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
011	Periodic - Sundry	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	ACC
012	Non Stock - Periodic	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input checked="" type="checkbox"/>	CORP

STOCK MAJOR DEPARTMENT DATA

DEPT (DEPARTMENT)	The dept is short for department. This field shows the actual department number. This field may contain numeric and alphanumeric characters.
DESCRIPTION	The description field shows the description of the department. This description may also be the name of the department.
SALES ACCOUNT	The sales account field holds the sales account number. By entering a sales account, this will tell the system which sales account must be used when a transaction is posted. In other words when an invoice transaction is done, this will be the sales account where the transaction will be posted to in the ledger for all stock items that belong to that specific department.
STOCK ACCOUNT	The stock account field holds the stock account number. By entering a stock account, this will tell the system which stock account must be used when a transaction is posted. In other words when an invoice transaction is done, this will be the stock account where the transaction will be posted to in the ledger for all stock items that belong to that specific department.
COST OF SALES	The cost of sales account field holds the cost of sales account number. By entering a cost of sales account, this will tell the system which cost of sales account must be used when a transaction is posted. In other words when an invoice transaction is done, this will be the cost of sales account where the transaction will be posted to in the ledger for all stock items that belong to that specific department.
NEG DEPT	The negative department reverses the normal effect of the transaction on the stock and ledger accounts. It is used to keep track of empty containers that are refunded on their return.
LEDGER DEPT	The ledger department allows one to specify per department for the purpose of splitting the ledger. In other words, when the transaction is posted the system will show the specific ledger department when viewing the transaction within the ledger enquiries screen.

iqRetail
ENTERPRISE


Maintain Departments Version 2016.0.3.1

Available Filters
Clear Filter

Data

Dept	Description	Sale Account	Stock Account	COS Account	Neg Dept	Ledger...
001	Coke	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
002	Hardware	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
003	Air Time	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
004	Fanta	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
005	Return Item	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
006	Vegetables	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input checked="" type="checkbox"/>	CORP
007	Manuf.	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
008	Men's Clo.	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
009	Fiction	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
010	Non Fiction	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
011	Periodic - Sundry	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	ACC
012	Non Stock - Periodic	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input checked="" type="checkbox"/>	CORP

Select Visible Fields Export Import Budgets Filter Search Add Edit Delete Report Option

SELECT VISIBLE FIELDS	In order to change the list of visible fields in the screen, select the Select Visible Fields option. Select a field in the left-hand column under Available Fields. Then click on the > button to add it to the right-hand column under Visible Fields. To move all the fields, click on the >> button. To reverse an entry, click on the < or the << button.
EXPORT	Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML, XLS (Excel) and IQ XML).
FILTER	Use the filter option to filter for selected departments or other filter criteria selections. HINT: The filter option can be used to filter only for selected stock departments, departments or department ranges.
SEARCH	The search option allows one to search for any information on the major department screen.
ADD	The add option allows one to add additional departments to the system. By default in the system there are ten departments already created. These departments may be altered in any way.
EDIT	The edit option allows one to edit any existing departments or edit newly created ones.
DELETE	The delete option allows one to delete any of the existing departments.  NOTE: If a department is deleted, the system cannot produce accurate stock departmental reports.
PREVIEW	The preview option allows one to preview the existing departments in a report format.

iqRetail (PTY) LTD Date Printed: 27/10/2008 1 of 1

Stock Departments

Data Filter: No Filter Specified

Department	Description	Sales Account	Cost of Sales	Stock Account
001	Castle	2000.000.000.00	1000.000.000.00	3500.000.000.00
002	MTN	2000.000.000.00	1000.000.000.00	3500.000.000.00
003	Vodacom	2000.000.000.00	1000.000.000.00	3500.000.000.00
004	Foodstuffs	2000.000.000.00	1000.000.000.00	3500.000.000.00
005	Labour	2000.000.000.00	1000.000.000.00	3500.000.000.00
006	Miscellaneous / Non Stock	2000.000.000.00	1000.000.000.00	3500.000.000.00
007	Returns / Empties	2000.000.000.00	1000.000.000.00	3500.000.000.00

*** END OF REPORT ***

DESIGN	The design option allows one to modify the existing stock major department report.
PRINT	The print option will print the stock departments report. This will not produce a preview screen, the information will be sent directly to the printer.


CREATING A MAJOR DEPARTMENT

To create or maintain department details select one the available maintenance options, Add, Edit or Delete. Once either the Edit or Add option has been selected, the Department details screen will appear.



NOTE: The Department Code cannot be altered once a department has been saved or is being edited. Delete the department and then recreate the correct one.

Use the Enter or Tab key to move between entry fields (i.e. Department number, description and ledger accounts).

DEPARTMENT NAME	Enter a meaningful department name, e.g. Hardware Sales.
DESCRIPTION	The description field shows the description of the department. This description may also be the name of the department.
LEDGER DEPARTMENT	The ledger department allows one to specify per department for the purpose of splitting the ledger. In other words, when the transaction is posted the system will show the specific ledger department when viewing the transaction within the ledger enquiries screen.
LOCAL SALES ACCOUNT	Enter the local sales account in the general ledger which must be updated with the sales value of the item, whenever an item belonging to this department, is sold. Use search facility (ALT and the down arrow) to search for account numbers in the general ledger.
EXPORT SALES ACCOUNT	Enter the export sales account in the general ledger which must be updated with the export sales value of the item, whenever an item belonging to this department, is sold. Use search facility (ALT and the down arrow) to search for account numbers in the general ledger.
COST OF SALES ACCOUNT	Enter the cost of sales account in the general ledger which must be updated with the cost of the item whenever an item belonging to this department, is sold. Use search facility (ALT and the down arrow) to search for account numbers in the general ledger.
STOCK ACCOUNT	Enter the stock account in the general ledger, which must be updated whenever an item belonging to this department, is sold. Use search facility (ALT and the down arrow) to search for account numbers in the general ledger.
PURCHASES ACCOUNT	Enter the purchases account in the general ledger, which must be updated whenever an item belonging to this department, is purchased. Use search facility (ALT and the down arrow) to search for account numbers in the general ledger.  NOTE: This account will only be used if the Post Sales/Purchase Only stock posting method is selected.
MAXIMUM GRV VARIANCE %	This is the maximum percentage whereby the price of the stock items in this department may vary in the GRV and Purchase Order from the previous cost price that was entered. EXAMPLE: With a 10% variance, if the cost of the item was R50 then the GRV or Purchase Order will only allow a price range of between R45 and R55. Only the Supervisor will be able to override this option.

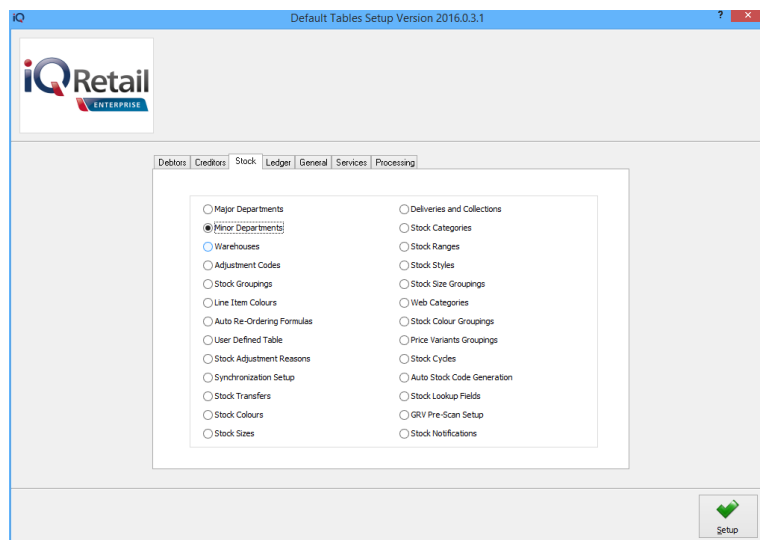
APPLY MAXIMUM VAR	This option will enable the maximum GRV Variance percentage. In other words if this option apply Maximum Var is not ticked then the system will not apply the maximum GRV Variance percentage.
NEGATIVE DEPARTMENT	This reverses the normal effect of the transaction on the stock and ledger accounts. It is used to keep track of empty containers that are refunded on their return. If the stock department is a negative, remember to enable the option by putting a tick mark in the box.
AUTO RE-ORDERING METHOD	The auto re-ordering method option allows one to select any of the custom ordering formulas that have been setup. The enables one to specify the selected ordering method per department.

POSTING METHOD

PERPETUAL STOCK CONTROL (POST SALES/STOCK/COST OF SALES)	This is for a system that requires a continuous record of all receipts and withdrawals of EACH INDIVIDUAL ITEM of stock inventory. The above accounts will be posted to when an invoice is processed. Therefore the cost of EACH item in a transaction is calculated. This option is most commonly used.
PERIODIC STOCK CONTROL (POST SALES/PURCHASES ONLY)	This option will only post to the Sales and Purchases accounts. There is no record of each stock item's individual cost. The cost is calculated periodically and is done in the Ledger. EXAMPLE: Restaurant's where the cost cannot be calculated per item sold, or service industries where the cost of Services Rendered is calculated periodically. This is also known as the Periodic Stock system and is a method of finding the value of merchandise at periodic intervals by taking a physical stock count.
CANCEL	The esc cancel option will disregard any changes that have been made to any department.
ACCEPT	The accept option will update all the necessary stock department information and this information will then be saved.

MINOR DEPARTMENT

Minor Departments are also known as groups. Which by stock items may be grouped together by utilizing the minor departments option. Minor Departments are either set up with no relationship between a major department (i.e. independently) or they can be linked. If they are linked, then each Major Department will consist of various Minor Departments and each Minor Department will link to only one Major Department.



LINKING MAJOR AND MINOR DEPARTMENTS

In order to link a major department with a minor department, the following setting needs to be set correctly. Select the Utilities Menu Option → Company Detail → Default Settings (1).



NOTE: Once the option has been enabled, proceed to the Utilities, Setup, Module Parameters (Default Tables), Stock and then Select the Minor Departments option.

Minor Departments Version 2016.0.3.1

Details

Major Department Code	001	Coke
Minor Department Code	0001	
Description	Soft Drinks	
Target GP%	53.00	

Accept

MULTIPLE WAREHOUSES

Multiple warehouses are used for the purpose of stock being stored in different locations. This means that no system actually exists at these warehouses but sales is made at one central store and the system can be setup in such a way that the stock can be sold from various warehouses.



NOTE: In order to setup multiple warehouses, select the Utilities Menu, Setup, Module Parameters (Default

Warehouse Maintenance Version 2016.0.3.1

Select Layout

Layout 1 (selected)
Layout 2
Layout 3
Layout 4
Layout 5
Layout 6

Location	Description
001	Warehouse 1
002	Warehouse 2
003	Store

Record Count: 3

Close Select Visible Fields Filter Process Report Options

Default Tables Setup Version 2016.0.3.1

Debitors Creditors Stock Ledges General Services Processing

Stock Groupings (selected)

Setup

Table), Stock, Warehouses.

NOTE: Once the warehouses option has been selected, select the setup option in order to setup the necessary warehouses.

CREATING ADJUSTMENT CODES

TRANSACTION TYPE

TRANSACTION CODE	The transaction code entered here will be displayed in the list of stock adjustment codes once completed. This transaction code may then be used when processing sundry issues or receipts.
DESCRIPTION	The description field entered is the description of the specific transaction type. This description must be meaning full to avoid confusion.
ISSUE\RECEIPT	The issue and receipt option allows one to specify if the transaction type code will be either an issue or a receipt.
LEDGER ACCOUNT	The ledger account selected here is the ledger account that will be used when this transaction type is used when processing stock sundry issues or receipts. In other words if a sundry issue or receipt is processed then the contra account will be the specified ledger account that has been linked with the transaction type.
SEARCH	The search option allows one to search for any information on the transaction types screen.
ADD	The add option allows one to add additional stock adjustment code types.
EDIT	The edit option allows one to edit any of the existing stock adjustment code types.
DELETE	The delete option allows one to delete any of the newly created stock adjustment code types. Existing transaction codes may not be deleted.
DESIGN	The design option allows one to design the report that the stock adjustment code types print on.
PRINT	The print option allows one to print the stock adjustment code report.

STOCK ITEM LINE COLOURS

Each stock item can be linked to a specific colour. This will then display the stock item with its selected colour in Stock Maintenance and Stock Enquiries. This makes it easier to distinguish different stock items from each other. A useful example, would be for separating Non-Stock items from Stock Items and for distinguishing Cascading Items and items on Promotion or between manufacturing items etc...

STOCK ITEM LINE COLOURS

ID	The id field will automatically assign a number to each and every custom line colour that is added.
DESCRIPTION	the description field displays the description given to the custom stock item line colour when it was created.
ACCEPT	The accept option allows one to accept any newly created custom stock item line colours.
SEARCH	The search option allows one to search for any information regarding custom stock item line colours on the stock item line colour screen.
ADD	The add option allows one to add any new custom stock item line colours.
EDIT	The edit option allows one to edit any of the existing custom stock item line colours.
DELETE	The delete option allows one to delete any of the existing custom stock item line colours.

CREATING A CUSTOM STOCK ITEM LINE COLOUR

LINE COLOUR	The line colour option allows one to select a specific colour. Select the "Choose Colour" option in order to select a colour.
DESCRIPTION	The description entered will be the description of the group of items that the stock custom item line colour will be assigned to.
OK	Select the ok option to accept any changes that have been made.
CANCEL	Select the cancel option to discard any changes that have been made.

AUTO RE-ORDERING FORMULAS



The custom ordering formula can be configured either as a custom ordering formula that is based on custom values or Sales and Purchase rate ordering. This option is used to create a customized ordering formula for stock items. The ordering formula that is created, may be used on all stock items or only applicable to certain stock items. The custom ordering formula allows one to specify which variables needs to be taken into consideration when stock items are being ordered.

EXAMPLE: The first method is custom ordering based on custom values that are specified. When stock is placed onto the reorder report, which variables must be used to calculate what quantity of this particular item must be ordered. In other words, if one enables the order level, on hand quantity, purchase orders and pack size the system will then only look at those variables chosen and based on those values the item will then appear on the re order report with an order quantity based on the variables that were setup using the custom ordering formula.



NOTE: To apply this custom ordering formula to a particular stock item, select the stock item in Stock Maintenance and select its **Ordering Method** as **Custom**.

STOCK ORDERING FORMULAS

NUMBER	The number field displays the number of the custom ordering formula. This number will automatically increment when new custom ordering formulas are added.
DESCRIPTION	The description displays the name of the stock custom ordering formula as it was entered when the custom ordering formula was created.
ORDERING FORMULA VARIABLES	<p>These ordering formula variables like (Order Level, On Hand, Order Qty, Purchase Orders, Sales Orders, WIP, Laybys and Pack Size) are used when stock custom ordering is required. This means that if any of these stock custom ordering formula variables are required to be taken into consideration when stock is ordered.</p> <p> NOTE: One can enable different types of variables to take into consideration when ordering stock. If the variable is enabled then that specific variable will be taken into consideration when ordering stock. If the variable is disabled then it won't have any affect when stock is ordered.</p>
FILTER	The filter option allows one to filter out specific information regarding stock ordering formulas on the formulas screen.
NEW	The new option allows one to add any additional custom ordering formulas.
EDIT	The edit option allows one to modify any of the existing custom ordering formulas.
DELETE	The delete option allows one to delete any of the existing custom ordering formulas listed. Stock Ordering Formulas may NOT be deleted if they are still linked to Stock Items.
PRINT OPTIONS	The print option allows one to print the ordering formulas that have already been setup.
APPLY TO STOCK ITEMS	<p>The apply to stock items option allows one to apply the highlighted formula to all stock items.</p> <p> NOTE: A security dialogue box will appear where the code must be entered correctly otherwise the custom ordering formulas will not be applied.</p>

ADDING CUSTOM STOCK FORMULAS

VARIABLES	<p>The variables listed are custom ordering variables that are taken into consideration when ordering is done for stock items.</p> <p>EXAMPLE: Examples of Stock ordering variables are order level, replenish stock, on hand quantity, order quantity etc. This means that whenever a stock order report is drawn from the system, the system will take these variables in consideration in order to work out the correct quantity based on these ordering variables to then give the correct ordering quantity when the stock ordering report is drawn from the system.</p>
------------------	--

EXAMPLE

STOCK EXAMPLE ITEM

Select the Stock Example Item option to select a stock item to use as an example only. To see the result of the applied stock ordering formula. Next, tick the variables that are to be taken into account in the custom ordering formula. Select the Accept option to save the formula.

NOTE: The stock Example Item is for an example only. Once a stock item is selected, the custom ordering formula values will change to that of the selected stock item for example purposes only.



NOTE: The options displayed here are notes explaining what will happen when auto-reordering formulas are created or setup and certain variables are selected. The brief explanation of the different variables will indicate what are meant by them and what will happen when these field have values entered.

Search Characters

CODE	BARCODE	GENCODE	DESCRIPT
TSMGS0102	6009660900686		Golf T-Shirt - Black - Medium
TSMGS0103	TSMGS0103		Golf T-Shirt - Black - L
TSMGS0104	TSMGS0104		Golf T-Shirt - Black - XL
TSMGS0201	TSMGS0201		Golf T-Shirt - Brown - Small
TSMGS0202	TSMGS0202		Golf T-Shirt - Brown - M
TSMGS0203	TSMGS0203		Golf T-Shirt - Brown - L
TSMGS0204	TSMGS0204		Golf T-Shirt - Brown - XL
TSMGS0301	TSMGS0301		Golf T-Shirt - Red - S

You are about to apply this ordering formula to a number of stock items. Are you sure?

807151

807151

Please re-type the confirmation code above and click OK to continue.

Cancel OK



Ordering Formula has been applied to the selection. Remember to set up required Order Levels, Order Quantities and Maximum levels for these items.

OK

EXAMPLE:

When values are entered into the relevant fields, the system will either add or subtract that relevant value when a stock order report is drawn from the system thus giving you the order quantity based on the values entered here.

iQ Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

Select the variables that should be taken into account when calculating the quantity for stock ordering.

Formula Description	Period Ordering - Purchases
Variables	Example (Enter you own test figures OR select a stock item to use its figures)
Order Level <input checked="" type="checkbox"/>	Ordering commences if the OnHand has reached this Order Level. Onhand calculated by selections below. + Order Level 0.00
Replenish Stock <input type="checkbox"/>	Ordering will not replenish stock to the value of the Order Level
Subtract On Hand Quantity <input type="checkbox"/>	Onhand will NOT be deducted from Order Quantity. - On Hand Qty 0.00
Order Quantity <input checked="" type="checkbox"/>	The Order Quantity will be calculated according to Historical Rate of Sales. + Order Quantity 0.00
	Sales Rate <input checked="" type="checkbox"/> Parameters ...
	Purchase Rate <input type="checkbox"/> Parameters ...
Maximum On Hand Level <input type="checkbox"/>	Ordering will NOT limit the onhand to the Maximum Level. Maximum Level 0.00
Purchase Orders <input type="checkbox"/>	Items on Purchase Orders are not taken into account. - Purchase Orders 0.00
Sales Orders <input checked="" type="checkbox"/>	Items on Sales Orders are taken into account. + Sales Orders 0.00
Work In Progress <input checked="" type="checkbox"/>	Items on Job Cards are taken into account. + WIP 0.00
Laybys <input checked="" type="checkbox"/>	Items on Laybye contracts are not taken into account. + Laybys 0.00
Pack Size (if applicable) <input type="checkbox"/>	Items will not be ordered by packsize. Pack Size 0.00
Transfer Requests Incoming <input type="checkbox"/>	Items on Transfer Requests are not taken into account. - TF In 0.00
Transfer Requests Outgoing <input type="checkbox"/>	Items on Transfer Requests are not taken into account. - TF Out 0.00
Lead Time Factor (if Applicable) <input type="checkbox"/>	Ordering Quantity will not be multiplied by the Lead Time Factor of the Regular Supplier. X Leadtime Factor 0.00
Delivery Cycle Factor (if Applicable) <input type="checkbox"/>	Ordering Quantity will not be multiplied by the Delivery Cycle Factor of the Regular Supplier. X Del. Cycle Factor 0.00
	Result 0.00

Stock Example Item

Accept

SALES AND PURCHASE RATE ORDERING

Sales and purchase rate ordering may be setup as follows. If sales rate ordering is used, select the Sales Rate Parameters.



NOTE: Selecting the sales rate parameters option allows one to setup the necessary option in order for sales rate ordering to work correctly.

Select the variables that should be taken into account when calculating the quantity for stock ordering.

Formula Description **Period Ordering - Purchases**

Example (Enter your own test figures OR select a stock item to use its figures)

Ordering commences if the Onhand has reached this Order Level. Onhand calculated by selections below. **+ Order Level** 0.00

Ordering will not replenish stock to the value of the Order Level

Onhand will NOT be deducted from Order Quantity.

The Order Quantity will be calculated according to Historical Rate of Sales.

Variables

- Order Level ☒
- Replenish Stock ☐
- Subtract On Hand Quantity ☐
- Order Quantity ☒
- Maximum On Hand Level ☐
- Purchase Orders ☐
- Sales Orders ☒
- Work In Progress ☒
- Laybyes ☐
- Pack Size (If Applicable) ☐
- Transfer Requests Incoming ☐
- Transfer Requests Outgoing ☐
- Lead Time Factor (If Applicable) ☐
- Delivery Cycle Factor (If Applicable) ☐

Ordering will NOT limit the onhand to the Maximum Level

Items on Purchase Orders are not taken into account.

Items on Sales Orders are taken into account.

Items on Job Cards are taken into account.

Items on Layby contracts are not taken into account.

Items will not be ordered by packsize.

Items on Transfer Requests are not taken into account.

Ordering Quantity will not be multiplied by the Lead Time Factor of the Regular Supplier

Ordering Quantity will not be multiplied by the Delivery Cycle Factor of the Regular Supplier

Result 0.00

Accept

PARAMETERS

SEASONAL ORDERING AVERAGE

Seasonal ordering is used to calculate a Monthly Average Unit Quantity based on Sales / Purchased for a specified season. This season is set up by selecting a "Starting Month" (e.g. February), "Number of Years Ago" (e.g. 3 Years) and "For Number of Months" (e.g. 4 Months). This season specification will have to effect that the

Parameters

☒ Seasonal Ordering Average

Starting This Month : August

Number of Years Ago : 1

For Number of Months : 3

☐ Previous Period Average Fixed

Period Ranging: 13/01/2012 To: 13/01/2012

Period Average Variable:

Variable Period Ranging: 60 Days Back

Other Options

Ordering Factor: 1.00

Net Value ☒

Accept

system calculates a Monthly Average of Units for the season of February to June over the last 3 Years.

This Average Quantity will then be used as your Order Quantity when running your order report.

STARTING THIS MONTH	The starting this month allows one to select the month in order to tell the system on which month the seasonal ordering average must start.
NUMBER OF YEARS AGO	Select the number of years ago option to allow the system to know from when the calculations must start.
FOR NUMBER OF MONTHS	Select the number of months option in order to tell the system the number of months the system must use in order to work out the correct seasonal ordering for stock items.

PREVIOUS PERIOD AVERAGE FIXED	This option allows the user to select a fixed period for the system to analyse and determine the average monthly sales / purchases.
FIXED PERIOD RANGING	The fixed period ranging allows one to select the dates which must be taken into consideration for calculating the sales or purchase rate when ordering.
PREVIOUS PERIOD AVERAGE VARIABLE	This option allows the user to select a fixed number of days up to the current date for the system to analyse and determine the average month sales / purchases.
VARIABLE PERIOD RANGING (DAYS BACK)	Specifying the variable period ranging allows the system to look at completed months in order to calculate the sales or purchase rate ordering. In other words (e.g. 60 days) would mean that the system can look at 2 month prior to the current date and will not take the current month into consideration.

OTHER OPTIONS

ORDERING FACTOR	This allows the user to specify a factor by which the average monthly sales / purchases quantity is multiplied by in order to specify a measure of growth / shrinkage on the calculated order quantity. The user would also be able to use this option to specify weekly order quantities instead of monthly order quantities.
NETT VALUE	<p>This option will have to effect that the Calculated Average Quantity reflects the Nett Quantity of Sales (Invoices – Credit Notes) and Purchases (Purchases – Returns).</p> <p>NOTE: If this Nett Value option is enabled (ticked) then the system will deduct credit notes from invoices and returns from purchases. If this option is disabled (not ticked) then the system will not deduct credit notes or returns.</p>

USER DEFINED TABLE



NOTE: By adding a user defined table one is able to add additional fields to the stock maintenance. This comes in very handy when additional fields are required to store information.



NOTE: By adding a user define table one is able to add additional fields to the debtors maintenance. This comes in very handy when additional fields are required to store information.

#	Field Name	Data Type	Size	Required	Details
1	Code	String	15	No	No

of Fields: 1 Total Record Size: 48

NOTE: There are only a few things that needs to be entered new user defined table. The very first thing that need to be field under the "Field Name".



and remembered when adding a done here is to add the "Code"

Once the "Code" field has been added, one can then add any other additional fields as needed. Once all the necessary fields have been added, we need to set the "Code" field as the default index.

Once complete, select the "Create" option in order to create our newly user defined table.

Once completed the newly added user defined field can be found under the stock maintenance option. Edit any existing stock item and the newly added table will be available.

STOCK ADJUSTMENT REASONS

The table DBStock\Stocuser was successfully altered

OK

Stock Details | Stock Pricing | User Defined Data | Multiple Barcodes | Item Suppliers | Web Details | Associated Items

Code: SHW001
ISBN Number: 955-5698-8541

Show Hints | Accept

Stock adjustment reasons are used when an adjustment is made on a stock item and a reason for the adjustment has to be given.

STOCK ADJUSTMENT REASONS

NUMBER	The number field displays the number of the stock adjustment reason. This number may be entered as alpha numeric characters.
DESCRIPTION	The description displays the description/reason of the stock adjustment. The stock adjustment reason description may be 30 characters in length.

EDIT DATA

STOCK ADJUSTMENT REASON	The stock adjustment reason field is where the number is entered. The stock adjustment reason number may be entered in either alpha or numeric characters.
DESCRIPTION	The description field is where the description/reason is entered for stock adjustments. This is necessary because when an adjustment is made one can select a reason why the adjustment was made.
SAVE EDITS	The save edits button allows one to save the newly created/added stock adjustment reasons.
CANCEL EDITS	The cancel edits option allows one to cancel any editing while busy editing an existing stock adjustment reason.
ADD	The add option allows one to add any new stock adjustment reasons.
DELETE	The delete option allows one to delete any of the existing stock adjustment reasons.
SEARCH	The search option allows one to search for any information on the stock adjustment reason screen.
ACCEPT	Select the accept option to accept any changes made.

STOCK TRANSFERS

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 one 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 one to add additional extra charges for stock transfers. These extra charges may be setup for transfer in and transfer out transactions.

EXTRA CHARGES

Description	Ledger Account	Percentage	Amount
Delivery Fee	1254,000,000.00	0	100
		0	0

DESCRIPTION	The description option allows one to add a description for the relevant extra charge.
LEDGER ACCOUNT	The ledger account option allows one to select the relevant ledger account where the extra value will be posted to in the general ledger.
PERCENTAGE	The percentage option allows one to add the extra charge as a percentage rather than a value.
AMOUNT	The amount option allows one to add a set amount for the relevant extra charge when either doing a transfer in or a transfer out.
CANCEL	The cancel option will discard any changes made or incorrect selections of extra charges for stock transfers.
ACCEPT	The accept option allows one to apply newly changes or accept the existing setup of stock transfer extra charges.
SHOW ON HAND COLUMN IN TRANSFER OUT	The show on hand column in transfer out option allows one to see the on hand column of the stock item being transferred.
ACCEPT	The accept option allows one to apply newly changes or accept the existing setup of stock transfers.

STOCK COLOURS

ADD	The add option allows one to add additional colours to the system for stock items. This is very especially if the company is a clothing retailer because one is able to add the necessary colours for garments etc....
------------	--

Id: 3
Description: RED
Selection: ESC Cancel F10 Accept

ID	The id option allows one to give the newly created colour a id for identification purposes.
DESCRIPTION	The description option allows one to add the relevant colour. This means the actual name of the colour may be added.
CANCEL	The cancel option will discard any changes made or incorrect selections of stock colours.
ACCEPT	The accept option allows one to apply newly changes or accept the existing setup of stock colours.
EDIT	The edit option allows one to edit any of the existing stock colours.
DELETE	The delete option allows one to delete any of the existing stock colours.
REPORT OPTIONS	The report options option allows one to either design, preview or print the stock colours information as it is displayed on the screen.

STOCK SIZES

Size ID | Size Description
0 Not Defined
1 SMALL
2 MED
3 LARGE

Add Edit Delete Report Options

ADD	The add option allows one to add additional sizes to the system for stock items. This is very especially if the company is a clothing retailer because one is able to add the necessary sizes for garments etc....
------------	--

Id: 1
Description: SMALL
Selection: ESC Cancel F10 Accept

ID	The id option allows one to give the newly created size an id for identification purposes.
DESCRIPTION	The description option allows one to add the relevant size. This means the actual name of the size may be added.
CANCEL	The cancel option will discard any changes made or incorrect selections of stock sizes.
ACCEPT	The accept option allows one to apply newly changes or accept the existing setup of stock sizes.
EDIT	The edit option allows one to edit any of the existing stock sizes.
DELETE	The delete option allows one to delete any of the existing stock sizes.
REPORT OPTIONS	The report options option allows one to either design, preview or print the stock sizes information as it is displayed on the screen.

GENERAL

PRICE AND DISCOUNT CHANGES STOCK REPORT

The Price and Discount Changes Stock Report will display all the Document information regarding the Price change or Discount Changes.

Document	Account	StockCode	ListPrice	ActualPrice	LineCost	Reason	DocumentDate
INV251	BLAD01	TSMG50102	91.33	436.60	40.00		1/20/11/2012
INV283	ABCO01	BHW001	100.00	2 192.98	525.35		1 11/02/2013
INV284	ABCO01	TSMG50-M04	105.24	219.30	65.00		1 11/02/2013
INV297	ABCO01	COX001	10.00	19.96	6.00		2 18/03/2013

LEDGER MODULE PARAMETERS (DEFAULT TABLE SETUP)

The default table setup option allows one to setup default parameters for specific modules within the IQ Enterprise system.

NOTE: It is always best to setup the default information first.

LEDGER DEPARTMENTS

This option will allow ledger journals entries to be posted to certain Leger departments dynamically (to compute while program is running) when processing journals and cashbook entries. This means that while the system is busy working, the computing and postings are performed while the system is running.



NOTE: If this option is enabled, the ledger departments must be selected or accepted under the stock departments.

EXAMPLE: The dynamic ledger departments allows one to split up a general ledger account. If one had to pay salaries to certain departments (e.g. Development, Support, Marketing etc...).

NUMBER	DESCRIPTION
ACC	Durban
CORP	Gauteng
HR	Western Cape

LEDGER DEPARTMENTS

NUMBER	The number field displays a number that is utilised for identifying the ledger departments. This number may be entered as alpha or numeric characters.
DESCRIPTION	The description displays the description or name of the specific ledger department. This ledger department description may be 30 characters in length.

EDIT DATA

DEPARTMENT	The department field is where a ledger department number is entered that will identify the relevant ledger department. The ledger department may be entered in either alpha or numeric characters.
DESCRIPTION	The description field is where the description or the name of the particular ledger department is entered.
SAVE EDITS	The save edits button allows one to save the newly created/added ledger departments.
CANCEL EDITS	The cancel edits option allows one to cancel any editing while busy editing an existing ledger department.
ADD	The add option allows one to add any new or additional ledger departments.
DELETE	The delete option allows one to delete any of the existing or newly created ledger departments.
SEARCH	The search option allows one to search for any information on the ledger department screen.
ACCEPT	Select the accept option to accept any changes made.

REPORTING GROUPS

Ledger accounts can be linked to certain Minor Reporting Groups. In this way reports can be drawn to show only those accounts that fall under the same group. Ledger accounts are therefore grouped accordingly. This is where the different Reporting Groups are entered.

GROUPS

NUMBER	The number field displays a number that is utilised for identifying the ledger reporting group. This number may be entered as alpha or numeric characters.
DESCRIPTION	The description displays the description or name of the specific ledger reporting group. This ledger reporting group description may be 30 characters in length.

EDIT DATA

GROUP	The group field is where a ledger reporting group number is entered that will identify the relevant ledger reporting group. The ledger reporting group may be entered in either alpha or numeric characters.
DESCRIPTION	The description field is where the description or the name of the particular ledger reporting group is entered.
SAVE EDITS	The save edits button allows one to save the newly created/added ledger reporting groups.
CANCEL EDITS	The cancel edits option allows one to cancel any editing while busy editing an existing ledger reporting group.
ADD	The add option allows one to add any new or additional ledger reporting groups.

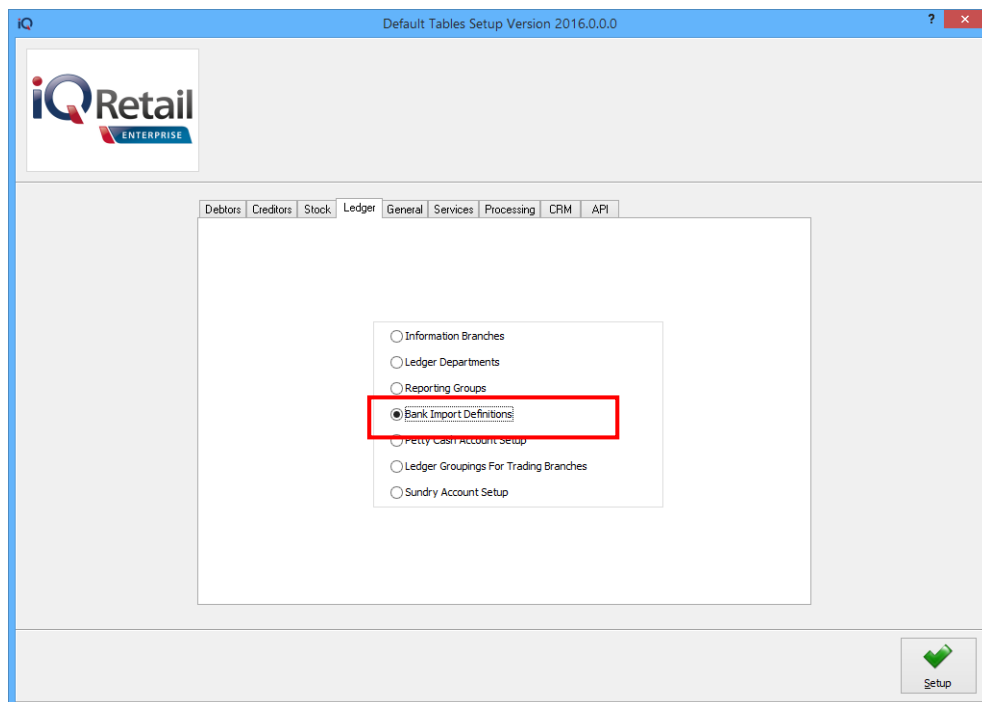
DELETE	The delete option allows one to delete any of the existing or newly created ledger reporting groups.
SEARCH	The search option allows one to search for any information on the ledger reporting groups screen.
ACCEPT	Select the accept option to accept any changes made.

BANK IMPORT

The IQ system allows the user to import the bank statements directly out of the bank account, without recapturing any information. The user can edit the import and allocate transactions to specific debtors, creditors and ledger accounts.

The system has to be setup to enable the user to import the bank statement. From the IQ main menu → Utilities → Setup → Module Parameters → Ledger Tab → Select Bank Import Definitions and click on the Setup button at the bottom of the screen.

There are a few steps to follow to define the bank import file.



All the Bank Imports that have already been defined will be listed in the Bank Imports Maintenance grid.

BANK IMPORTS MAINTENANCE


NAME	The Name field displays the name that was given to the bank import. This name is utilised for identifying the bank import. The name allows for 20 characters and can be entered as alpha and / or numeric characters.
DESCRIPTION	The description displays the description or name given to the specific bank import. The bank import description can be 30 characters in length.

EDIT DATA

IMPORT NAME	The import name field is where the bank import name or number is entered, that will identify the relevant bank import. The import name can consist of either alpha and / or numeric characters.
IMPORT DESCRIPTION	The Import description field is where the description or the name of the particular bank import is entered. Remember to make the import description meaningful, so that the user knows which bank import it refers to.
FORMAT	The format option allows the user to specify in what format the bank import files must be, in order for them to be imported into the system. The available formats are TXT (text or CSV), XLS (Excel Format) or XML (XML Format).

BUTTON FUNCTIONALITY



ADD	The Add option allows the user to add any new or additional bank import definitions.  NOTE: Remember that after a new or additional bank import was added, the user has to define the Bank Import.
DELETE	The delete option allows the user to delete any of the existing or newly created bank import definitions.

SEARCH	The search option allows the user to search for any information on the bank import definitions screen.
DEFINE BANK IMPORT	The Define Bank Import option allows the user to define the bank statement import. (See below how to Define the Bank Import).
DESIGN	The design option allows the user to design a Bank Import Definitions report.
PREVIEW	The Preview option allows the user to Preview and/or print the Ledger Bank Import Definitions Report as at the date.

IQ TRAINING		Ledger Bank Import Definitions as at 03/08/2016	Page 1
<u>Name</u>	<u>Description</u>	<u>Format</u>	
FNB	First National Bank	.TXT (Text or CSV Format)	
STD	Standard Bank	.TXT (Text or CSV Format)	
*** END OF REPORT ***			

ACCEPT	The Accept option allows the user to save the Bank Import Definitions and to exit the maintenance screen.
---------------	---

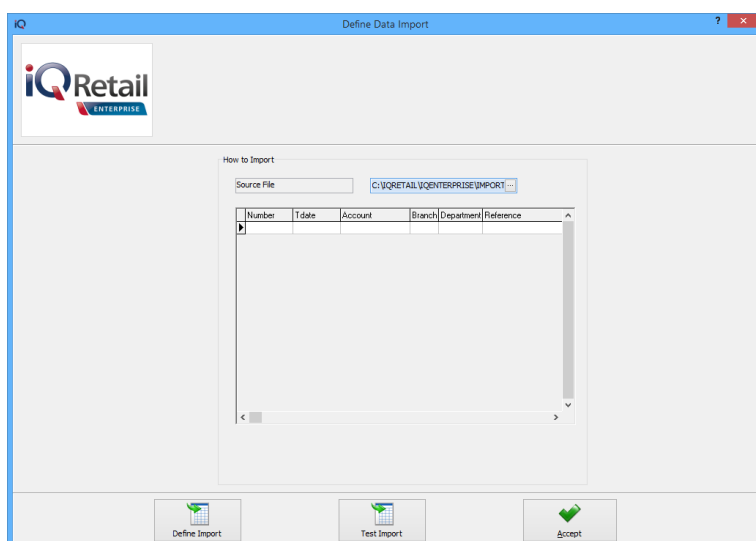
DEFINE BANK IMPORT



Once the user has selected the Define Bank Import button at the bottom of the screen, the system must be told where to find the Source File.

Step 1: The user have to export the bank statements on a regular basis (daily) from the bank system and save them in a secure file. These will be the file that will be imported in for the bank reconciliation.

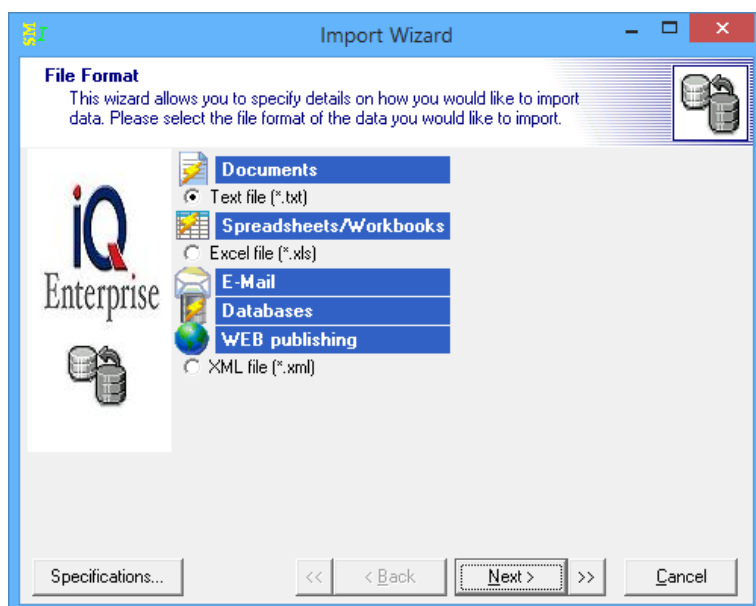
Step 2: Select the button next to the Source File in order to select the relevant CSV file format import.

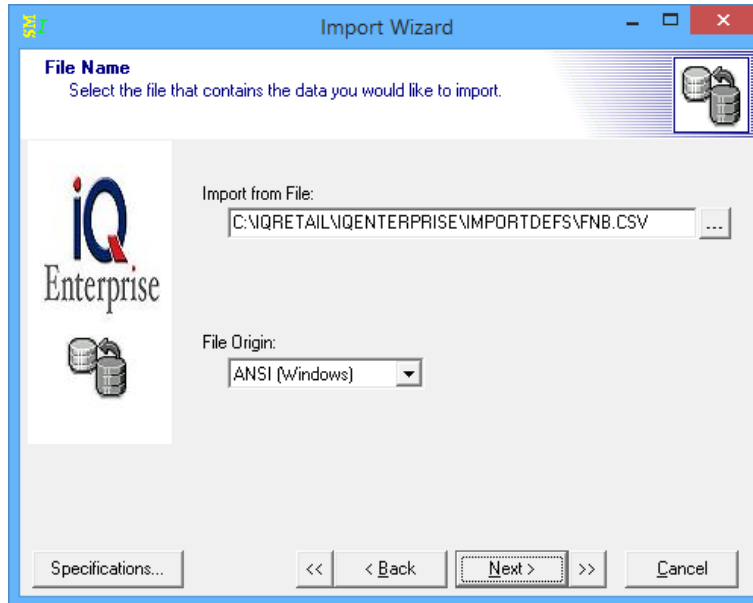


FILE FORMAT	Once the CSV import file has been selected, select the Define Import button at the bottom of the screen. This option starts the Import Wizard, which allows the user to specify the details on how the import data should look.
--------------------	---

Step 3: From the Import Wizard screen, select the text file option in order to import the csv file.

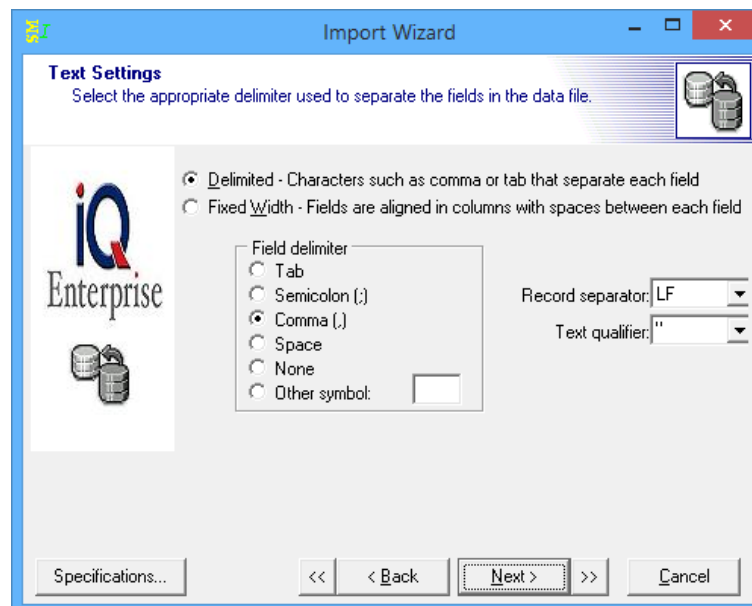
Step 4: Select the Next option in order to continue.





FILE NAME	The system allows the user to select the file that contains the data that needs to be imported.
IMPORT FROM FILE	The import from file option allows the user to select the location where the import file was saved. Select the button at the end of the file import location in order to select the valid import file.
FILE ORIGIN	The file origin specifies whether the file is a windows based file or if it is Dos based. Leave the setting on ANSI (Windows) and elect the next option at the bottom of the screen.

TEXT SETTINGS - STEP 5:



DELIMITED	The delimited option is applicable if commas separate the import files fields.
FIXED WIDTH	The fixed width option is only applicable if the fields in the import file are aligned in columns with spaces between each field.
FIELD DELIMITER	The field delimiter option allows the user to specify the type of character that separates the different fields within the import file. In this case, where the file was saved as a .CSV file, the comma option has to be selected.
RECORD SEPERATOR	The record separator option allows the user to choose how the records for imports are inserted. The following options are available on the drop down menu next to the field: CRLF = Character Line Feed CR = Character Feed LF = Line Feed



NOTE: IF the import file is a text or .CSV file, the option has to be changed to LF.
Click on the Next button at the bottom of the screen to continue with the Import Wizard.

DATA FORMATS

Step 6: The user can now define the additional options for the data import. Ensure that these settings are set correctly; otherwise the import will not work.

FIRST ROW	The first row which is part of the import. In other words, if the import file have headings in, the first row to read might only be row number 2 or 3. The user will not count the headings as part of the import.
LAST ROW	If the last row of the import file is a footer, the last row should not be seen as part of the import. This field can be left open if required.

DATES, TIMES AND NUMBERS	These settings are done to tell the system how the information on the bank statement is displayed and how to read it. The system has to be told exactly how to read the date, time and amounts and those settings can be set here. Click on the Next button at the bottom of the screen to continue with the Import Wizard.
FILE PREVIEW	The file has been picked up from the system and the next step is to allocate the correct columns within the import file to the fields used in the Enterprise system. In order to set the appropriate fields, click on the headers and select the specific fields where the information must be imported to.

Step 7: The bank import file has now been inserted into a table format, that can be executed by the Enterprise system. From here the system needs to know which of the information in the bank import file must be inserted into which field within the Enterprise database. Click the heading of the column in order to select the appropriate field. Once completed, select the next option.

MAPPINGS

Step 8: On the Mappings screen the destination and source fields are shown, because the source fields are linked to the appropriate database fields and the system will know where to import the information to.

EXAMPLE: Because the system is told exactly where field1 belongs and because our .CSV import file shows that field1 is the transaction date, this in turn will import the date from our .CSV import file into the Tdate (transaction date) field of the database.



NOTE: The column that has a "Key" symbol ticked, is processed in the following way: if one had to import debtors for example and the account number is located in the import file, then the "Key" option would be utilized.

Destination	Source	Key
Number		<input checked="" type="checkbox"/>
Tdate	Field1	<input type="checkbox"/>
Account	Field3	<input type="checkbox"/>
Branch	Field4	<input type="checkbox"/>
Department		<input type="checkbox"/>
Reference	Field2	<input type="checkbox"/>
Description	Field6	<input type="checkbox"/>
Amount		<input type="checkbox"/>
Deposit	Field8	<input type="checkbox"/>
Cheque	Field9	<input type="checkbox"/>

	Tdate	Account	Branch	Reference	Description	ID
1	11/05/2	1200.00	001	G1	Adverti	
2	11/05/2	1225.00	001	G1	Bank Ch	
3	12/05/2	BLA001		Drs	Black -	
4	12/05/2	DDD		Crs	DDDD Di	
5	14/05/2	1250.00		G1	Cleanin	

DATA PREVIEW

Step 9: Here the fields have been mapped accordingly and the user can see the result. Select the next option in order to finalize the bank statement import setup.

SUMMARY

Step 10: The final step for the import definition wizard, is to select the execute option. Executing will complete the definition of the bank statement import.



NOTE: The bank statement import file is now completed.

Summary
We've gathered all the information the wizard needs to import your data. Please click Execute to begin the import process.

Import mode

- ☒ Append: add records to the destination table
- ☐ Update: update record in destination with matching record from source
- ☐ Append/Update: if record exists in destination, update it. Otherwise, add
- ☐ Delete: delete records in destination that match records in source
- ☐ Copy: delete all records in destination, repopulate from the source
- ☐ Append New: add records only if they are not in destination table

TEST IMPORT

Step 11: The Test Import option can be selected in order to test the current imported information. If no errors occur, then the import file is working correctly and the import was successful. If there are error messages that occur, the import is unsuccessful and has to be fixed.

Number	Date	Account	Branch	Department	Reference
1	11/05/2016	1200.000.000.00	001	GI	
2	11/05/2016	1225.000.000.00	001	GI	
3	12/05/2016	BLA001		Ors	
4	12/05/2016	000		Ors	
5	14/05/2016	1250.000.000.00		GI	

ACCEPT

Step 12: When the user is done with the setup or definition of the bank import, the Accept option can be selected to complete and save the bank statement import.

PETTY CASH ACCOUNT SETUP

Petty cash account setup allows one to select specific accounts for petty cash use. This means that the specific accounts selected here would be the only account that may be used when petty cash is used within the system.



NOTE: This option is very handy because it will stop the use of any account for petty cash transactions. Only the specified accounts may be used.

ACCOUNT	DESCRIPTION
1000.000.000.00	Cost of Sales - Head Office
1001.000.000.00	Cost of Sales - Branch
1200.000.000.00	Advertising
1205.000.000.00	Accounting fees
1225.000.000.00	Bank Charges
1230.000.000.00	Bad Debts
1250.000.000.00	Cleaning Expenses
1254.000.000.00	Collection Fees
1260.000.000.00	Consumable Stores
1275.000.000.00	Directors Remuneration
1285.000.000.00	Donations
1286.000.000.00	Depreciation
1290.000.000.00	Entertainment
1300.000.000.00	Electricity & Water
1305.000.000.00	Purchases
1350.000.000.00	General Expenses
1400.000.000.00	Interest Paid - Bank
1405.000.000.00	Interest Paid - Other
1410.000.000.00	Insurance
1450.000.000.00	Licences
1455.000.000.00	Legal Fees
1460.000.000.00	Levies Paid

ACCOUNT	DESCRIPTION	ALTERNATIVE DESCRIPTION
1200.000.000.00	Advertising	
1250.000.000.00	Cleaning Expenses	
1290.000.000.00	Entertainment	
1300.000.000.00	Electricity & Water	
1350.000.000.00	General Expenses	
1450.000.000.00	Licences	
1550.000.000.00	Printing & Stationery	
1601.000.000.00	Wages	

AVAILABLE LEDGER ACCOUNTS

ACCOUNT	Select the appropriate petty cash account from the available general ledger accounts. In order to add an account to the petty cash accounts, drag and drop the specific account.
DESCRIPTION	The description field displays the description of the ledger accounts that are listed in the general ledger.

PETTY CASH ACCOUNTS

ACCOUNT	The appropriate petty cash account from the available general ledger accounts has been selected and displays the relevant ledger account number.
----------------	--

DESCRIPTION	The description field displays the description of the ledger account that has been selected from the list of available ledger accounts for petty cash use.
DELETE	The delete option allows one to delete any of the existing petty cash accounts.
ACCEPT	Select the accept option to accept any changes made.

GENERAL

FOREIGN CURRENCY

Debtors and Creditors accounts and transactions can be processed in a foreign currency depending on the exchange rate as entered here and linked to the debtors/creditors account.



NOTE: Once an account is created with a specified Currency and a transaction is processed, the currency cannot be changed. Each account stores its transactional information in its OWN currency.

Currency	Sign	Description	Date Last Changed	Conversion Rate
DOL	\$	US Dollar	07/11/2016	10.5600
EUR		Euro	28/01/2015	11.8000
NAD	N\$	Nam Dollar	22/12/2011	1.0000
ZAR	R	Rand	22/12/2011	1.0000

CURRENCY RATES

FOREIGN CURRENCY ENABLED IN P.O.S	The foreign currency enabled in POS allows one to use foreign currency in Point of Sale. This option must be enabled otherwise foreign currency will not be available in Point of Sales.
FOREIGN CURRENCY ENABLED IN INVOICING/GOODS RECEIVING	The foreign currency enabled in Invoicing and Goods receiving allows one to use foreign currency in the respective modules. This option must be enabled otherwise foreign currency will not be available in Invoicing or Goods Receiving.
CURRENCY	The currency option allows one to specify the relevant currency like GBP (Great British Pounds), USD (United States Dollars) etc.
SIGN	The sign field allows one to enter the sign of the specific currency. This means that one is able to enter the following signs or currency symbols (£ - Great British Pounds, \$ - US dollars).
DESCRIPTION	The description allows one to specify in words the specific currencies description or name. E.g. USD – United States Dollars.
DATE LAST CHANGED	The date last changed field will automatically be populated with the date of when the specific currency was last changed.
CONVERSION RATE	The conversion rate allows one to specify the currencies conversion rate. This means that the current rate of exchange of the specific currency is entered here so that the system can make the calculations accordingly.

FOREIGN CURRENCY ACCOUNTS

Debtors and Creditors / Suppliers accounts and transactions can be processed in a foreign currency depending on the exchange rate as entered here and linked to the debtors/creditors account.



NOTE: Once an account is created with a specified Currency and a transaction is processed, the currency cannot be changed. Each account stores its transactional information in its OWN currency.

CUSTOMERS VARIANCE REPORT

Select Ledger → Foreign Currency Accounts → Foreign Currency Customers Variance Report.



NOTE: This is a method of forecasting/speculating the differences in the transaction amounts due to currency exchange rates. A report can be printed to show the differences and any posting done by way of the Re-Value (see below) option will be posted to the Ledger account that is set up as

the Un-Realized Financial Gain and Loss Account as set in [Utilities](#) → [Company Details](#) → [Integration Accounts](#) (unless changed in Setup – see below).

Double click on the relevant currency to process the transactions in that currency. This will show all transactions that were not allocated. In other words, invoices and payments will be shown here until they are fully allocated.

Click on the drop-down arrow next to the Spot Rate and select 'Change' to change the spot rate.

Account	Date	Reference	OrderNumber	Curr.	Amount	CurrencyRate	NewRate
FC001	21/09/2011	INV57		DOL	14,390.60	8.47	10.56
FC001	21/12/2011	Interest Charged: Dec 2011		DOL	1.00	8.47	10.56
FC001	22/12/2011	INV64		DOL	150.00	8.47	10.56
FC001	22/12/2011	INV65		DOL	297.62	8.47	10.56
FC001	28/05/2012	INV121		DOL	2.27	8.23	10.56
FC001	27/06/2012	INV133		DOL	84.27	8.36	10.56
FC001	28/06/2012	Interest Charged: Jun 2012		DOL	23.58	8.4	10.56
FC001	18/07/2012	Interest Charged: Jul 2012		DOL	23.60	8.4	10.56
FC001	25/02/2013	Interest Charged: Feb 2013		DOL	59.27	8.45	10.56
FC001	15/10/2014	Interest Charged: Oct 2014		DOL	60.45	8.45	10.56
FC001	17/09/2015	Interest Charged: Sep 2015		DOL	24.66	10.56	10.56
FC001	21/10/2015	INV384		DOL	2,088.11	10.56	10.56
FC001	03/12/2015	INV385		DOL	1,163.69	10.56	10.56

BUTTON FUNCTIONALITY

SELECT VISIBLE FIELDS	The Select Visible option allows the user to select which fields he would like to see on the Foreign Currency Customer grid.
EXPORT	The Foreign Currency Customer list can be exported in .CSV (comma delimited), .TXT, .HTXL, .XML and .XLS (Excel) format.
SEARCH	The search option allows the user to search for specific information on the Foreign Currency Customer grid.

REPORT OPTION

PREVIEW	The Preview option allows the user to preview a list of Foreign Currency Customer. This list can be printed, saved, converted to a .PDF format and it can be emailed.
DESIGN	The design option allows the user to design the existing report layout
PRINT	The print option allows the user to print the report.

BUTTON FUNCTIONALITY CONTINUED

SETUP	Select Setup to set the Ledger account that the Foreign Exchange Gain/Loss will post to. This will normally be the Un-Realized Gain/Loss account.
RATE	Select Rates to go to Foreign Currency Setup. Here the foreign currency exchange rates can be set. This is the same as Utilities → Foreign Currency Setup.

RE-VALUE

Select Re-Value to re-value the transactions per the new Spot Rate. This will then post the differences to the Un-Realized Gain/Loss ledger account.

SUPPLIER VARIANCE REPORT

Ledger → Foreign Currency Accounts → Suppliers Variance Report

Select Ledger →
Foreign Currency
Accounts → Foreign
Currency Suppliers
Variance Report.



NOTE: This is
a method of

forecasting/speculating
the differences in the
transaction amounts
due to currency
exchange rates. A
report can be printed
to show the
differences and any
posting done by way
of the Re-Value (see
below) option will be
posted to the Ledger
account that is set up
as the Un-Realized

Financial Gain and Loss Account as set in Utilities → Company Details → Integration Accounts (unless changed in Setup – see below).

Double click on the relevant currency to process the transactions in that currency. This will show all transactions that were not allocated. In other words, invoices and payments will be shown here until they are fully allocated.

Click on the drop-down arrow next to the Spot Rate and select 'Change' to change the spot rate.

Account	Date	Reference	OrderNumber	Curr...	Amount	CurrencyRate	NewRate
FCS001	21/12/2011	65		DOL	4,095.88	8.4	10.56
FCS001	06/01/2012	DFASF		DOL	1,403.00	8.4	10.56
FCS001	30/10/2014	GR1100		DOL	950.27	10.56	10.56
FCS001	27/01/2015	GRV108		DOL	2,317.05	10.56	10.56

BUTTON FUNCTIONALITY

SELECT VISIBLE FIELDS	The Select Visible option allows the user to select which fields he would like to see on the Foreign Currency Customer grid.
EXPORT	The Foreign Currency Customer list can be exported in .CSV (comma delimited), .TXT, .HTXL, .XML and .XLS (Excel) format.
SEARCH	The search option allows the user to search for specific information on the Foreign Currency Customer grid.

REPORT OPTION

PREVIEW	The Preview option allows the user to preview a list of Foreign Currency Customer. This list can be printed, saved, converted to a .PDF format and it can be emailed.
DESIGN	The design option allows the user to design the existing report layout
PRINT	The print option allows the user to print the report.

BUTTON FUNCTIONALITY CONTINUED

SETUP	Select Setup to set the Ledger account that the Foreign Exchange Gain/Loss will post to. This will normally be the Un-Realized Gain/Loss account.
RATE	Select Rates to go to Foreign Currency Setup. Here the foreign currency exchange rates can be set. This is the same as Utilities → Foreign Currency Setup.
RE-VALUE	Select Re-Value to re-value the transactions per the new Spot Rate. This will then post the differences to the Un-Realized Gain/Loss ledger account.

USER DEFINED TABLES

The user defined tables for Invoicing, GRV's, Sales Orders, Purchase Orders, Quotes and Job Cards are all setup exactly the same.



NOTE: By adding a user defined table one is able to add additional fields to the Invoicing, GRV's, Sales Orders, Purchase Orders, Quotes and Job Cards. This comes in very handy when

additional fields are required to store information.

Once the "Document" field has been added, one can then add any other additional fields as needed. Once all the necessary fields have been added, check that the "Document" field is the default index. Select the Indexes tab at the top of the screen.

Under the "Indexed Fields" heading, select the three dotted button. From this next screen select the "Document" field and move it from the left hand side to the right hand side.

Once complete select the "OK" option.

Once the Primary Index field has been selected, select the drop down under the field heading "Primary" and set the value to "Yes". Once complete, select the "Create" option in order to create our newly user defined table.

Once completed the newly added user defined field can be found under the stock invoicing module option.

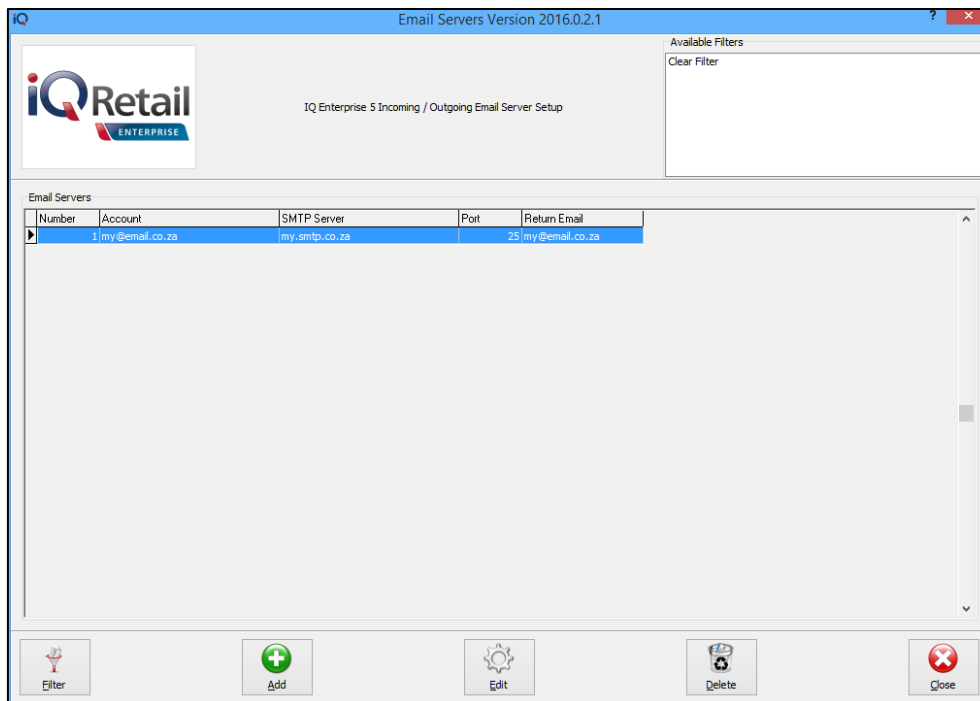
EMAIL SERVERS

The email server option is used to configure the current company's (e.g. 001) global email settings. These settings influence all emails, excluding recurring charges.

EMAIL CLIENT / INDIRECT	Choosing the indirect method to send emails in the traditional manner through an email client. In other words IQ will send the emails to your default email programs out box. Please indicate if you use Windows live to send email.
EMAIL SERVER / DIRECT	Choosing the direct method to send emails through your email client. In other words IQ will send the emails using your smtp server details.

EMAIL SERVERS

NUMBER	The number field here auto increments every time a new email server is added. This means that when a new email server is added the number will auto increment to 2 and then 3 etc....
ACCOUNT	The account field specifies the email server account name. This account name may be given any name however to keep it simple and to identify which account it is give the account an appropriate name.
SMTP SERVER	The SMTP (Simple Mail Transfer Protocol) server is the mail server that will be used to send the relevant email.
PORT	The port field indicates the port number that will be used for the mail server to communicate through when sending email. By default with most email clients the default port number is 25.
POP3 SERVER	The POP3 Server field displays the name of the mail server for receiving emails. This option is not currently enabled for use within the IQ System.
PORT	The port field indicates the port number that will be used for the mail server to communicate through when receiving email. By default with most email clients the default port number is 110.
RETURN EMAIL	The return email is the email address that will be used when a reply is generated from the email that was sent.



EMAIL SERVER SELECTION OPTIONS



FILTER	The filter option enables one to filter out specific or certain information based on the information shown on the Email Servers screen.
ADD	The add option allows one to add any new or additional email server configurations.
EDIT	The edit option allows one to edit any of the existing email server configurations.
DELETE	The delete option allows one to delete any of the existing email server configurations.
CLOSE	The close option allows one to close the current email server configurations screen.

SERVER TYPE

Field	Value
Server Type	SMTP
Account Name	my@email.co.za
Host (SMTP)	my.smtp.co.za
Username	my username
Port (Default: 25)	25
Return E-mail	my@email.co.za
Password	
Encryption	None

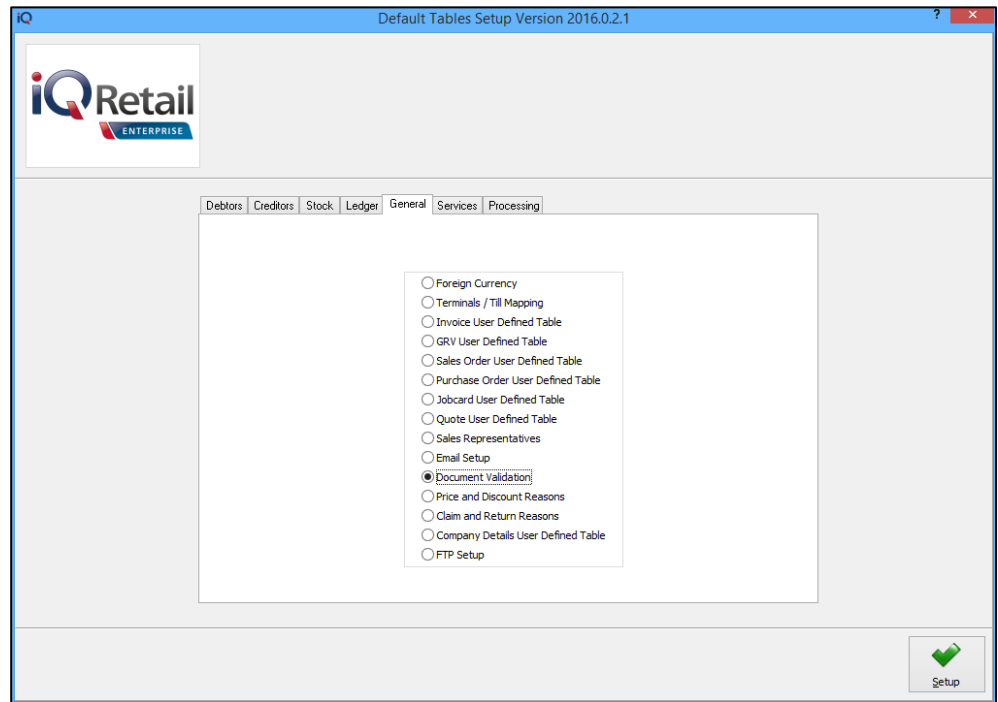
Buttons: Accept, Test

ACCOUNT NAME	The account name field is where the name of the email account is specified.
HOST (SMTP)	The HOST SMTP (Simple Mail Transfer Protocol) field is where the outgoing mail server address is entered. This is for sending email
USERNAME	The username field is where the username is entered for the specific email account. This username is used for logging onto the mail server.
PORT (DEFAULT 25)	The port field indicates the port number that will be used for the mail server to communicate through when sending email. By default with most email clients the default port number is 25.
RETURN EMAIL	The return email is the email address that will be used when a reply is generated from the email that was sent.
PASSWORD	The password field is where the password must be entered for logging onto the mail server. This password is used for authentication purposes.
EMAIL RETRIES	The email retries option can be set to a specific number in order to tell the system how many times it should retry sending the email if there are problems trying to send the email.
RETRY DELAY (MINUTES)	The retry delay minutes option can be set to a specific amount of minutes which means the system can retry sending the email every couple of minutes if the email cannot be sent due to any sort of errors.
ACCEPT	The accept option allows one to accept the necessary changes made.
TEST	The test option allows one to test the current email server setup to see if it is setup correctly.

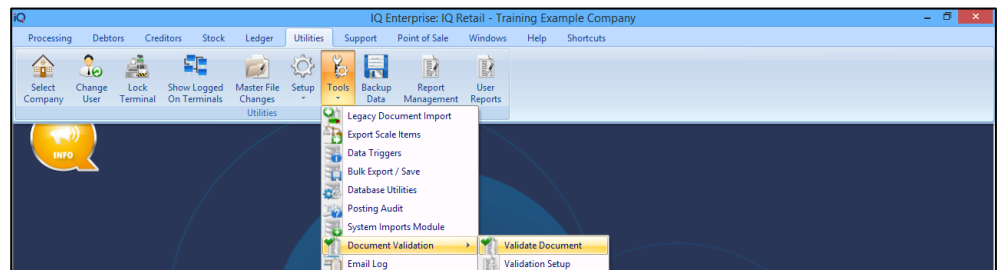
DOCUMENT VALIDATION

Document Validation was create as a security module to help prevent fraudulent documents. Option that will also help with fraud is pre-printed paper, CCTV Cameras and utilising the Delivery and collection module to help control stock in the yard.

The document Validation module will allow a person to scan the relevant document (e.g. Invoice or Cash sale). The scanned document can then be compared with the printed document where stock items and quantities can be compared. Another reason for the Document Validation option can be to check if the person has already picked up the stock from the yard.

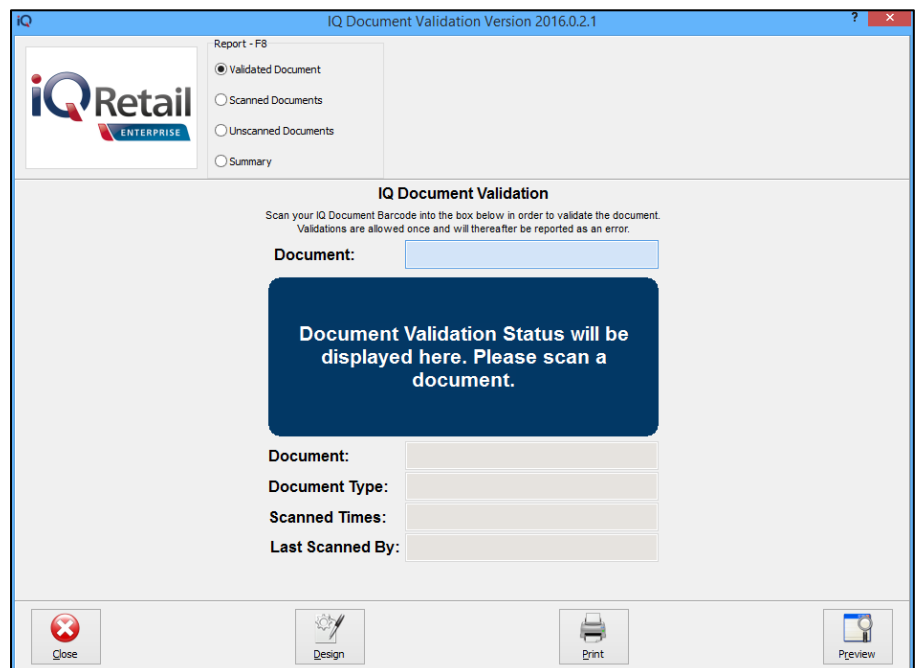


Step 1: Select Utilities
→ Tool → Document
Validation → Validate
Document



Each relevant documents must have a barcode on the document displaying the document number.

Step 2: Scan the document barcode into the Document area.



Step 3: Once the barcode has been scanned the e.g. Invoice will display, green will indicate the document is valid, the stock items and quantities can now be compared with the printed counterpart.

The screenshot shows the IQ Document Validation interface. On the left, a sidebar contains the IQRetail logo and a 'Report - F8' section with radio buttons for 'Validated Document' (selected), 'Scanned Documents', 'Unscanned Documents', and 'Summary'. The main area is titled 'IQ Document Validation' and contains a text box for 'Document:' and a large green box with the text 'Valid Document'. Below this, it displays 'Document: INV106', 'Document Type: Invoices', 'Scanned Times: 3', and 'Last Scanned By: 1'. At the bottom are icons for 'Close', 'Design', 'Print', and 'Preview'.

On the right, a sample invoice document is shown. It includes fields for 'Extra Charges', 'Number of Items', 'Subtotal (Exclusive)', 'Discount', 'Vat', and 'Total'. It also has 'Banking Details', 'Currency', and 'CurrencyRate'. A yellow callout bubble points to a barcode on the invoice with the text: 'Each document must have a barcode that on the documents that'. Below the invoice is a 'Tax Invoice' table with columns for 'Trl 1 Sale #', 'Date', and 'Total'.

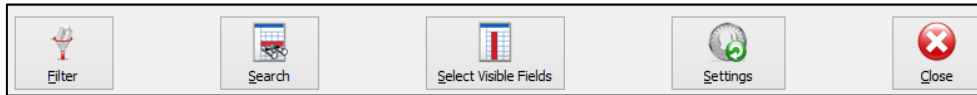
If the document e.g. Invoice has already been scanned a red block will indicate the problem.

VALIDATE SETUP

INTRODUCTION

The Validate Setup screen will display all the scanned document with the document number, Document Type, User, Terminal, Scan Date and Last error.

The screenshot shows the IQ Document Validation - Maintenance interface. It features a sidebar with the IQRetail logo and a 'Document Validation Scan Log' table. The table has columns for 'Document', 'Document Type', 'User', 'Terminal', 'Scan Date', and 'Last Error'. The table contains 18 rows of data, including document numbers like INV1, INV6, INV25, INV23, INV56, INV214, INV215, INV121, and their corresponding scan dates and last errors. At the bottom are icons for 'Filter', 'Search', 'Select Visible Fields', 'Settings', and 'Close'.



FILTER	Use the filter option to filter for selected documents. HINT: The filter option can be used to filter only for selected document type, User, Terminal, Scan Date or Last Error.
SEARCH	The search option allows one to search for additional information that cannot be seen or found on the screen.
SELECT VISIBLE FIELDS	In order to change the list of visible fields on the screen, select the Select Visible Fields option. NOTE: In order to change the views of the screen select a field by enabling the tick box. Select the necessary fields that one needs to be displayed. Once complete select the "Accept" option.
SET TIME DELAY	In order to set the time delay for the scanned documents enter the time in minutes. Once the time has expired the red error message will specify document expired.

Time Delay (Minutes)

Selection

ESC Cancel F10 Accept

IQ Document Validation Version 2016.0.2.2

Report - F8

☒ Validated Document
☐ Scanned Documents
☐ Unscanned Documents
☐ Summary

IQ Document Validation

Scan your IQ Document Barcode into the box below in order to validate the document.
 Validations are allowed once and will thereafter be reported as an error.

Document:

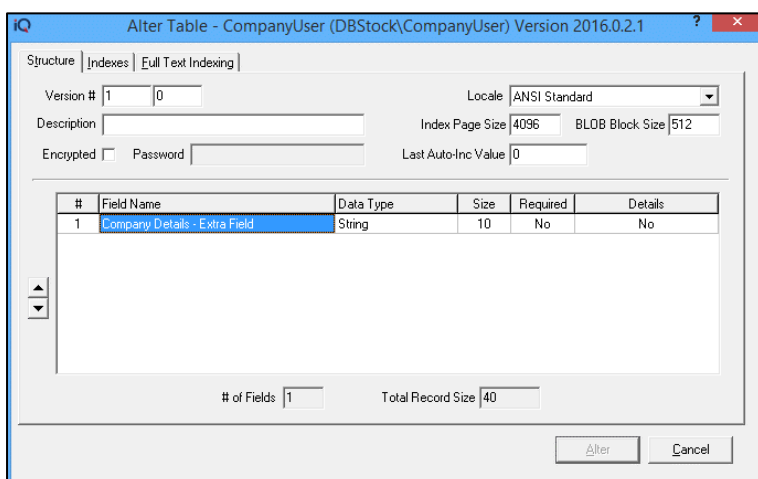
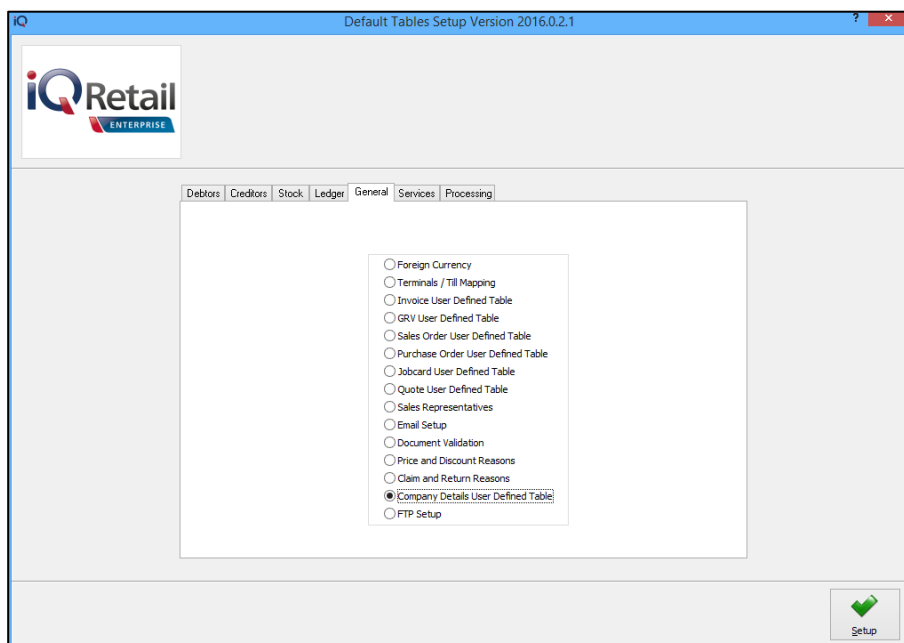
Document Expired

Document: Not Available
 Document Type: Not Available
 Scanned Times: Not Available
 Last Scanned By: Not Available

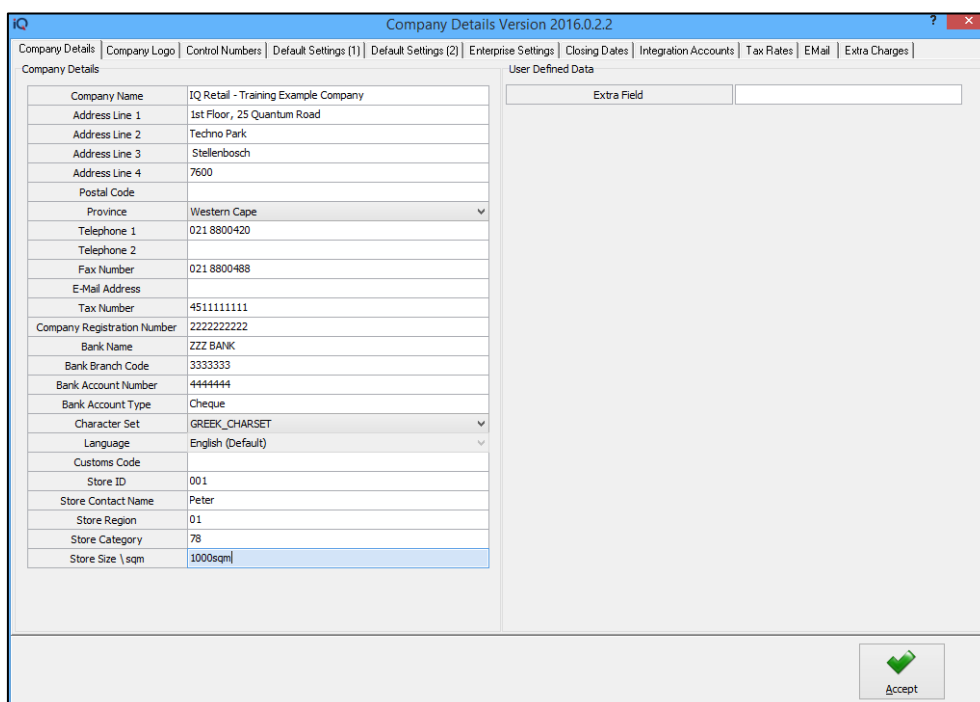
Close Design Print Preview

COMPANY DETAILS USER DEFINED TABLES

The user defined data option allows one to enter any additional information on the company details screen. This will only be possible if a user defined table has been created. This can be setup under the Utilities, Setup, Module Parameters General Tab, Company Details User Defined Tables.

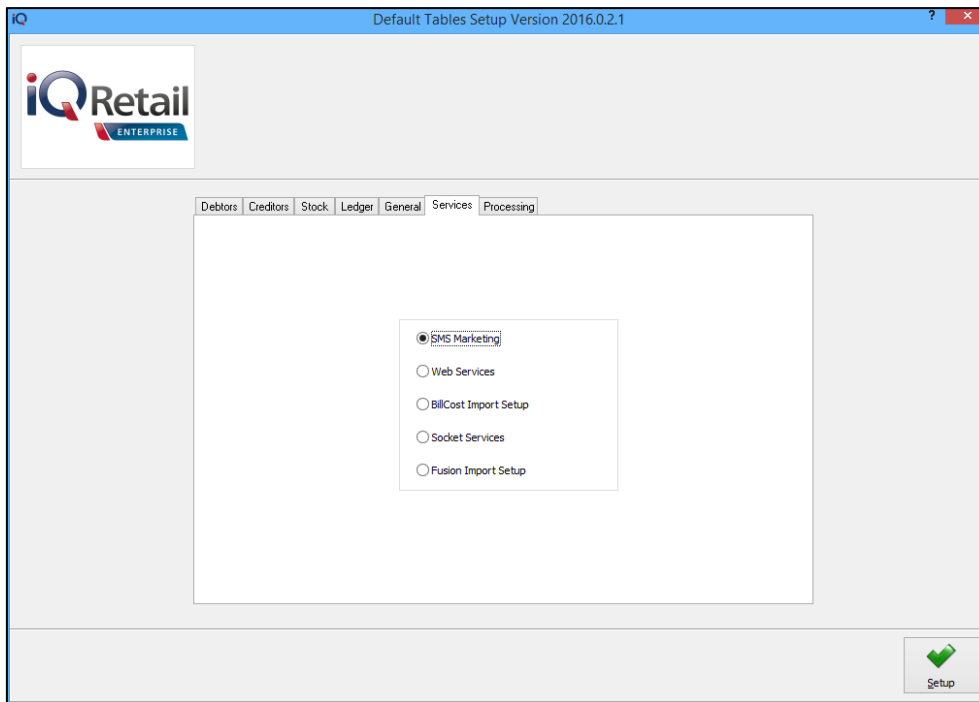


The user defined tables can be viewed under the Utilities, Setup, Company Details, Company Details Tab.



SMS MARKETING

Selecting the setup option allows one to configure and setup the sms marketing option.



SMS MARKETING SETUP DETAILS

IP ADDRESS	The IP address field displays the server name or IP address of the SMS marketing server or host name. The default IP address or server name is www.iqsms.co.za .
PORTAL USER NAME	The portal user name field is where the user name must be entered for the authentication against the host server of the SMS marketing.
PORTAL PASSWORD	The portal password field is where the password must be entered for the authentication against the host server of the SMS marketing.
RETURN EMAIL	The return email is the email address that will be used when a reply is generated from the SMS that was sent.

ENABLE PROXY	The enable proxy option allows one to configure a proxy server if there is one located on the network.
HOST (PROXY)	The host proxy is where the proxy server's details are entered. This means that the specific proxy server's IP address or name must be entered.
USER NAME	The user name field is where the user name must be entered for the authentication against the proxy server.
PASSWORD	The password field is where the password must be entered for the authentication against the proxy server.
PORT (DEFAULT 3128)	The port field indicates the port number that will be used for the proxy server to communicate when trying to access the internet. By default with most proxy servers the default port number is 3128.
ENABLE SMS'S FUNCTIONALITY	Choose which module must have the sms option available. Choose from: Purchase Orders, Sales Orders, Quotes, Job Cards, Debtors Credit Control, Debtors Receipts, Creditors Payments, Debtors Enquiries, Creditors Enquires.
CANCEL	The cancel option allows one to discard any of the changes or configurations made.
TEST	The test option allows one to test the current SMS marketing setup to see if it is configured correctly.
ACCEPT	The accept option allows one to accept the necessary changes made.

ENABLE SMS'S FUNCTIONALITY

Choose which module must have the sms option available. Choose from: Purchase Orders, Sales Orders, Quotes, Job Cards, Debtors Credit Control, Debtors Receipts, Creditors Payments, Debtors Enquiries, Creditors Enquires.

The screenshot shows a software window titled "Select Processing Module Version 2016.0.2.1". Inside the window, there is a list of modules with checkboxes to their right. All checkboxes are checked. The modules listed are: Purchase Orders, Sales Orders, Quotes, Job Cards, Debtors Credit Control, Debtors Receipts, Creditor Payments, Debtor Enquiries, and Creditor Enquiries. At the bottom of the window, there are two buttons: "ESC Cancel" and "F10 Accept".

LESSON 2

GROUP & USER SECURITY

LESSON 1 – GROUP 7 USER SECURITY

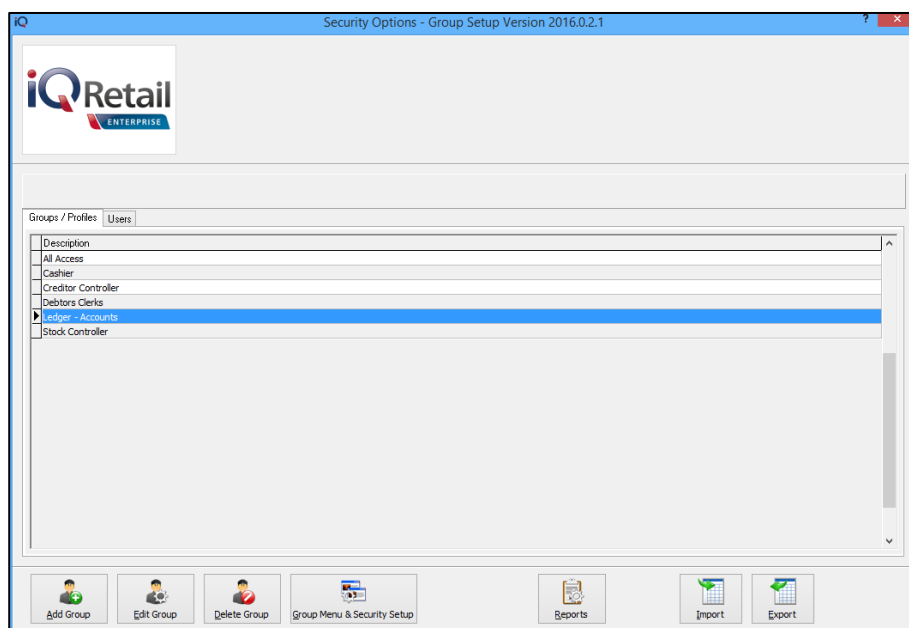
GROUP SECURITY AND ACCESS LEVELS

WHAT IS GROUP SECURITY AND ACCESS LEVELS?

Step 1: Group security and access levels are security measures that can be put into place for security purposes. By setting up the group security access levels correctly, this can be very useful when certain users are assigned to specific groups. This means that the group the user belongs to can have preset access already defined when logging into specific companies. It is essential that the group security access levels are set correctly.



NOTE: In order to setup the group security access levels, select the Utilities menu option → Menu Access & Security (supervisor options) → User & Group maintenance.



ADD GROUP	The add group option allows one to add any additional groups to the system. These groups are linked with a profile number which in turn allows one to easily setup security once these groups have been created.
EDIT GROUP	The edit group option allows one to edit any of the existing groups and modify any details pertaining to that group.
DELETE GROUP	The delete group option allows one to delete any of the existing groups from the system. Ensure that once the group is deleted that the user's security is set accordingly.

GROUP MENU & SECURITY SETUP

The group menu and security setup allows one to define access to certain groups that have been created. This can be access to certain functions within a specific module (i.e. Debtors, Creditors, Stock or Ledger) or certain menu options within the system.

ADDING A GROUP

Step 2: Select the add group option to add any additional groups.



NOTE: Once the group has been created, select the accept button to save the changes. These groups are linked with a profile number which makes setting up the security much simpler.

GROUP MENU AND SECURITY SETUP

WHAT IS MENU AND ACCESS SETTINGS SETUP?

Step 3: Menu access settings are security measures that can be setup for specific groups. By setting up the different groups will make setting the access per user a lot easier. It is essential that the group menu and security levels are set correctly.



NOTE: In order to setup the group menu and security, select the Utilities Menu Option → Menu Access & Security (Supervisor Options) → User & Group Maintenance then select the group tab.

GROUP – MENU SETUP

PROFILE NUMBER	The profile number displays the current or specific profile number that currently exists on the system. To setup additional groups, select the add group option.
PROFILE DESCRIPTION	The profile description displays the description of the current profiles that exist in the system. It is important to keep the descriptions simple so that one is not confused by the different types of descriptions when setting up the groups/profiles.
MENU SETUP	<p>The menu setup option allows one to specify per group which menu options that group has access to. In the example above, the current group only has access to Point Of Sale, Cash Sale, Account Sale, Resume Suspended Sale and Reprint Last.</p> <p> NOTE: By selecting the specific options, the group has access, place a tick in the relevant boxes. This will then tell the system which menu options the group has access to.</p>
ACCESS SETTINGS SETUP	<p>The access settings setup option allows one to specify per group what type of access the specific group has within the Point Of Sale Menu Option. In the example above, the current group only has access to the Sales, Cash Refund, Account Refund and Reprint Last in Point Of Sales.</p> <p> NOTE: By selecting the specific options, the group has access, place a tick in the relevant boxes. This will then tell the system which options within the specific module the group has access to.</p> <p> NOTE: By setting up different groups, make security setup a lot easier per user. Once the group has been configured to only access certain options within the system, all that needs to be done is link the user to the correct group.</p> <p> NOTE: The access levels may either be selected by ticking the relevant box next to the option or the menu above may also be used to select the different types of access.</p>



SELECT ALL	The select all option allows one to select all the menu and access settings. This means that all the options will be enabled and ticked.
UNSELECT ALL	The unselect all option allows one to unselect all the menu and access setting options. This means that all the options will be disabled and the tick is removed.
COLLAPSE ALL	The collapse all option allows one to collapse all the functions listed under the menu setup and access settings setup.
CLEAR SELECTION	The clear selection option will clear all the selections that have been made within the menu setup and access settings setup screens.
RELOAD PROFILE	The reload profile option allows one to reload a specific profile. This option comes in handy when access has been granted incorrectly and the access needs to be reset.
SAVE PROFILE	The save profile option allows one to save the current security selections to that specific profile number.

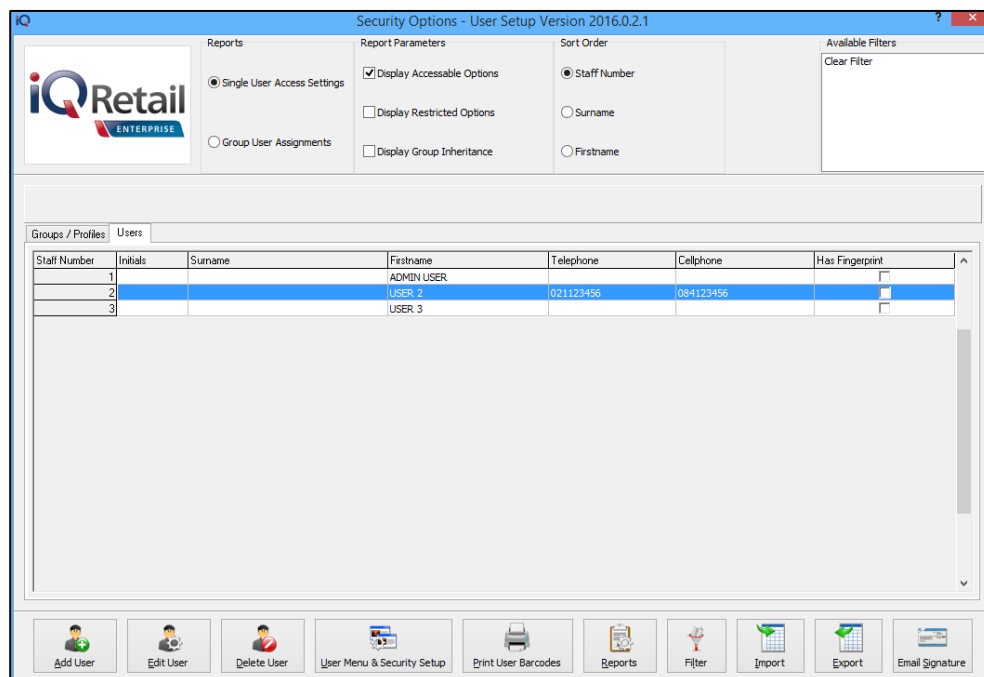
USER SECURITY AND ACCESS LEVELS

WHAT IS USER SECURITY AND ACCESS LEVELS?


Step 4: User security and access levels are security measures that can be put into place for security purposes. By setting up the user security access levels correctly, this will stop users from accessing certain modules within the system. It is essential that the user access levels are set correctly.



NOTE: In order to setup the user access levels and security, select the Utilities Menu Option → Menu Access & Security (Supervisor Options) → User & Group Maintenance.




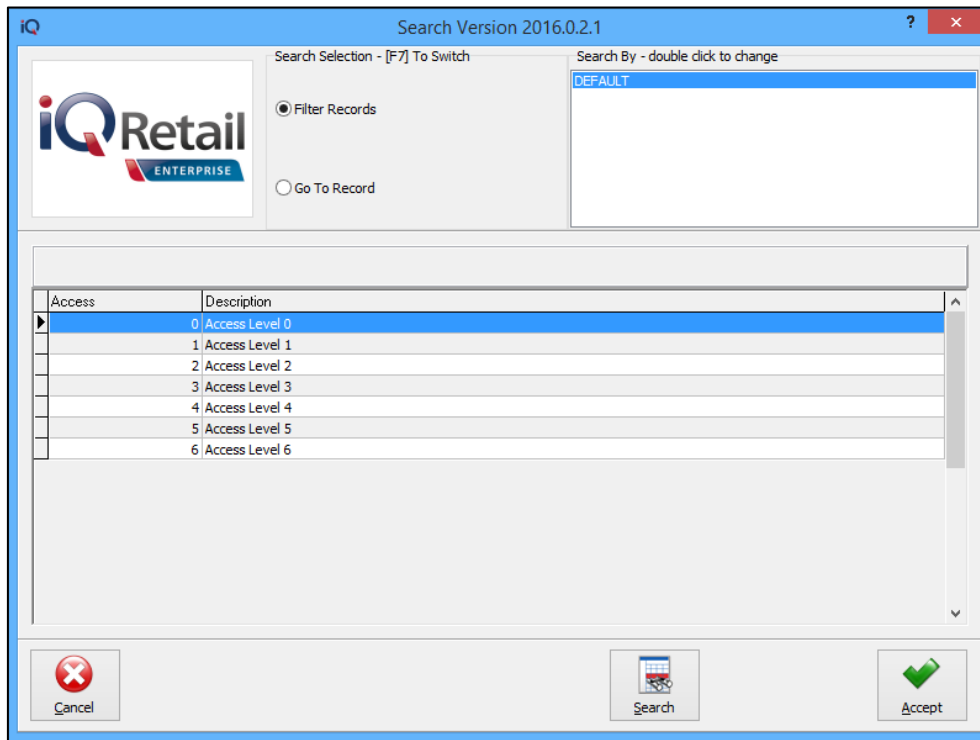
USER OPTIONS

ADD USER	The add user option allows one to add any additional users to the system.
EDIT USER	<p>The edit user option allows one to edit any of the existing users and modify any details pertaining to that user.</p> <p>NOTE: Once the user has been created, the user number cannot be altered in any way.</p>
DELETE USER	<p>The delete user option allows one to delete any of the existing users from the system.</p> <p> NOTE: User number 1 which is the default user in the system may/cannot be deleted.</p>

USER MENU & SECURITY SETUP

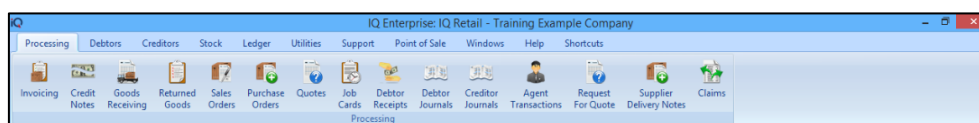
The user menu and security setup allows one to define access to certain menu options and certain functions within a specific module (i.e. Debtors, Creditors, Stock or Ledger).

ADDING A USER	Select the add user option in order to add a user to the system.
STAFF NUMBER	The staff number must be entered. The staff number may be the next available number or any other number as you wish. This field is numeric only.
FIRST NAME	The first name field is where the employee or staff member name is entered. This field can take up to 30 characters.
SURNAME	The surname field is where the employee or staff members surname is entered. This field can take up to 30 characters.
INITIALS	The initials field is where the initials of the staff member or employee is entered. This field can take up to 4 characters.
ID NUMBER	The ID number field is used to enter the staff member or employees id number. This field can take up to 15 characters.
ADDRESS FIELDS	The address fields is used for entering the address of the employees or staff members.
POST CODE	Enter the postal code in the post code field. This field allows for 10 alpha numeric characters to be entered.
TELEPHONE	The telephone number field is where the telephone number of the staff member or employee is entered.
CELL PHONE	The cell phone field is used to enter the cell phone number of the relevant staff member or employee.
EMAIL	The email field is used for entering the email address of the relevant staff member or employee.
REPORT ACCESS LEVEL	<p>The report access level allows one to set the appropriate access level for designing reports on the system. If this is setup correctly then the staff or employees will not be able to modify any report layouts.</p> <p> NOTE: Choose the appropriate access level in order to allow users to have access to design stationery layouts. Access Level 1 is the highest and Access Level 6 is the lowest. In other words, if the user is set to access level 1 then they would be able to design any stationery layout on the system.</p>

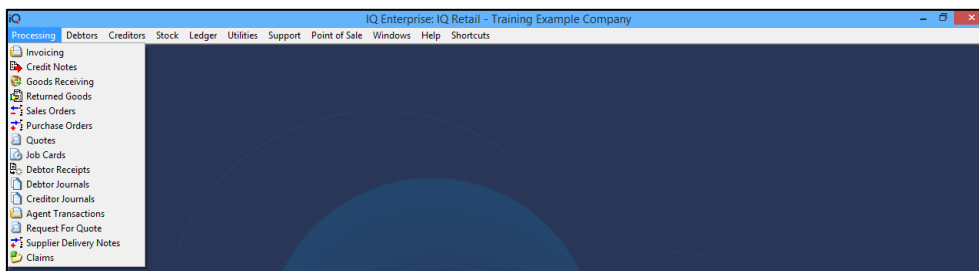


ADMINISTRATOR	The administrator option allows one to tell the system which user is an administrator on the system.
PIN NUMBER	The pin number field is where the user's password/pin number is entered. This pin number field may contain alphanumeric characters and the length of the field is 50 characters.
FORCE PASSWORD CHANGE	<p>The force password change option allows one tell the system that a password needs to change. The importance of the force password change is to help the system administrator to keep a good level of security. If a single pin or password is kept for a long time the user easily get used to it and it becomes very easy to steal or replicate the pin or password. In order to keep a good level of security enable this option so that the pin or password cannot be replicated or stolen easily. This can be set for specific users or all users. When ticked the system will prompt for a new password/pin based on the value entered under the "Every X Days" field.</p> <p>NOTE: The two options namely "check for yes" and "on next login" work as follows, the check for yes option works in conjunction with the "Every X Days" meaning that if this option is enabled, the system will force a password change every x amount of days. The "on next login" option if enabled allows one to force the password change when the specific user logs into the system the very next time.</p>
EVERY X DAYS	The every x days option goes part and parcel with the force password change. Once the option force password change is enabled, then specify after how many days the system must force the password change.
USE CLASSIC MENU	The use classic menu option will allow the user to decide which menu structure they prefer the Ribbon menu or the classic menu.

RIBBON MENU EXAMPLE



CLASSIC MENU EXAMPLE



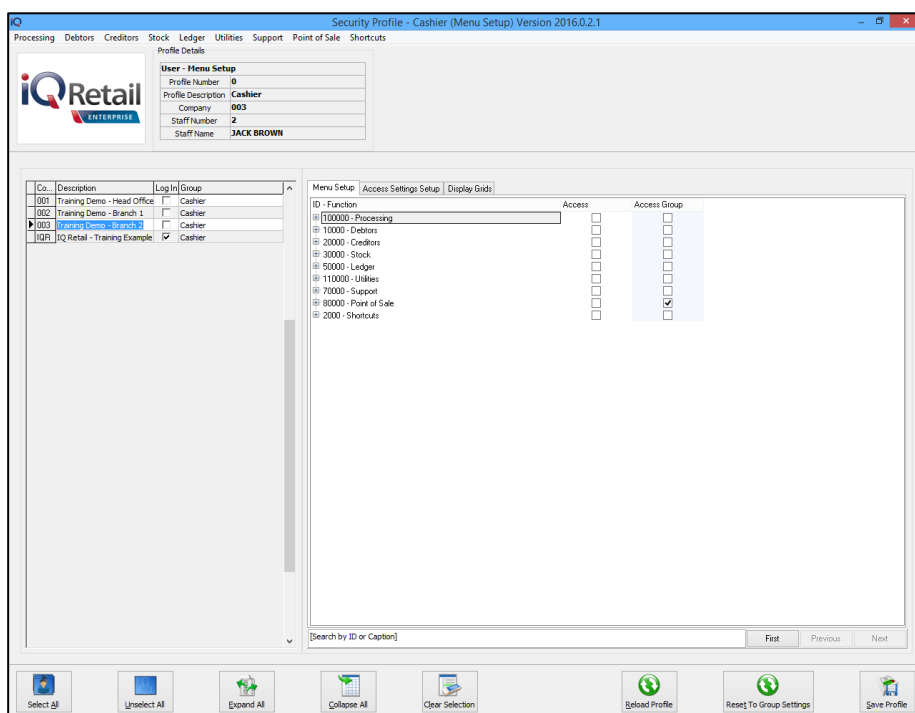
ASK FOR PIN CONTINUOUSLY	For security reasons this option is quite important. To continuously be asked for the user password number between transactions and other processes. This option can now be selected per user instead of the default setting 1 option that will force all user to enter the pin continuously.
SYSTEM CHARACTER SET	The character set can now be select per user. Use the search facility (ALT and the down arrow) to view the possible Character Set formats, e.g. Default_Charset, Ansi_Charset, etc. These Character Set formats will be used when different characters are to be used in the IQ Enterprise System. By utilizing this feature the system can then use different character types. (E.g. Symbol, Chinese, Turkish, Greek, Hebrew, Arabic etc...).

USER MENU AND SECURITY SETUP

MENU AND ACCESS SETTINGS SETUP


Step 5: User menu and security access levels are security measures that can be put into place for security purposes. By setting up the user menu security access levels correctly, this will stop users from accessing certain modules within the system. It is essential that the menu user access levels are set correctly.

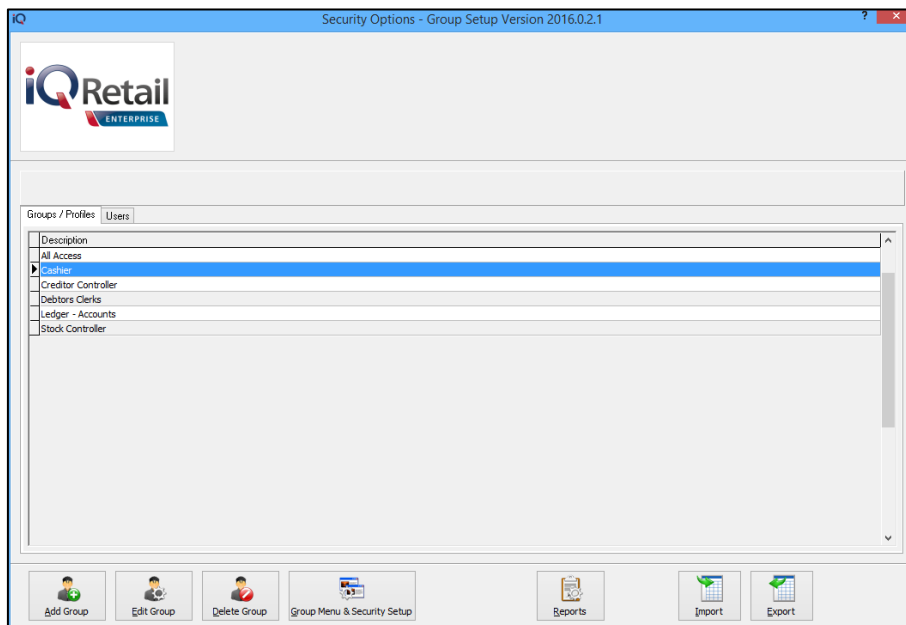
EXAMPLE: Users that do not work with stock, debtors or creditors do not need access to these modules. Therefore utilizing this option will restrict users for this purpose.




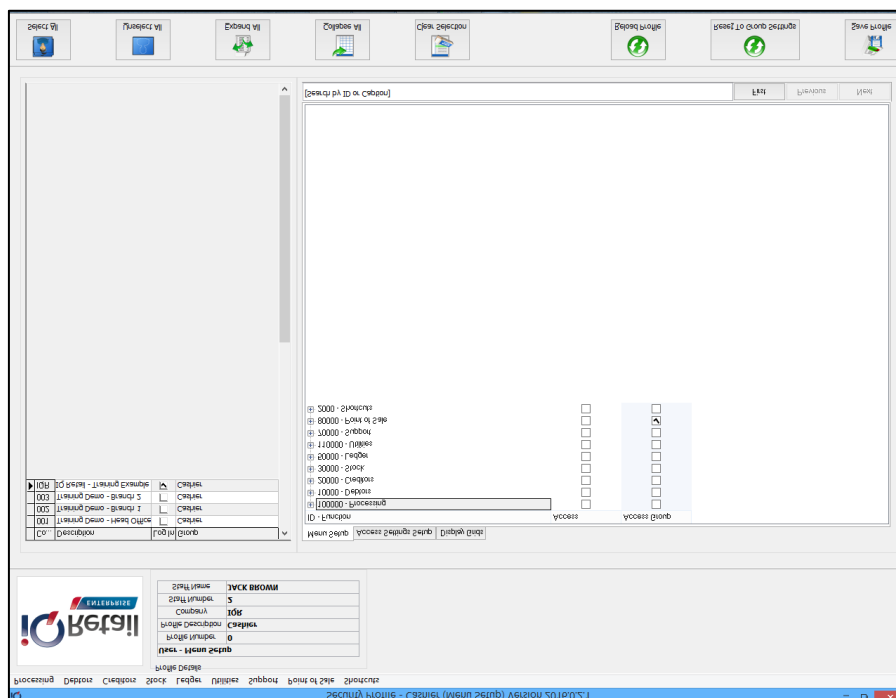
NOTE: In order to setup the user access levels and security, select the Utilities Menu Option → Menu Access & Security (Supervisor Options) → User & Group Maintenance.


USER - MENU SETUP




PROFILE NUMBER	<p>The profile number field shows the current profile to which the user is currently linked with.</p> <p> NOTE: The profile number that the users are linked to are generated under the group security access levels. Whenever a new group is created, the system generates a new profile number.</p>
-----------------------	---

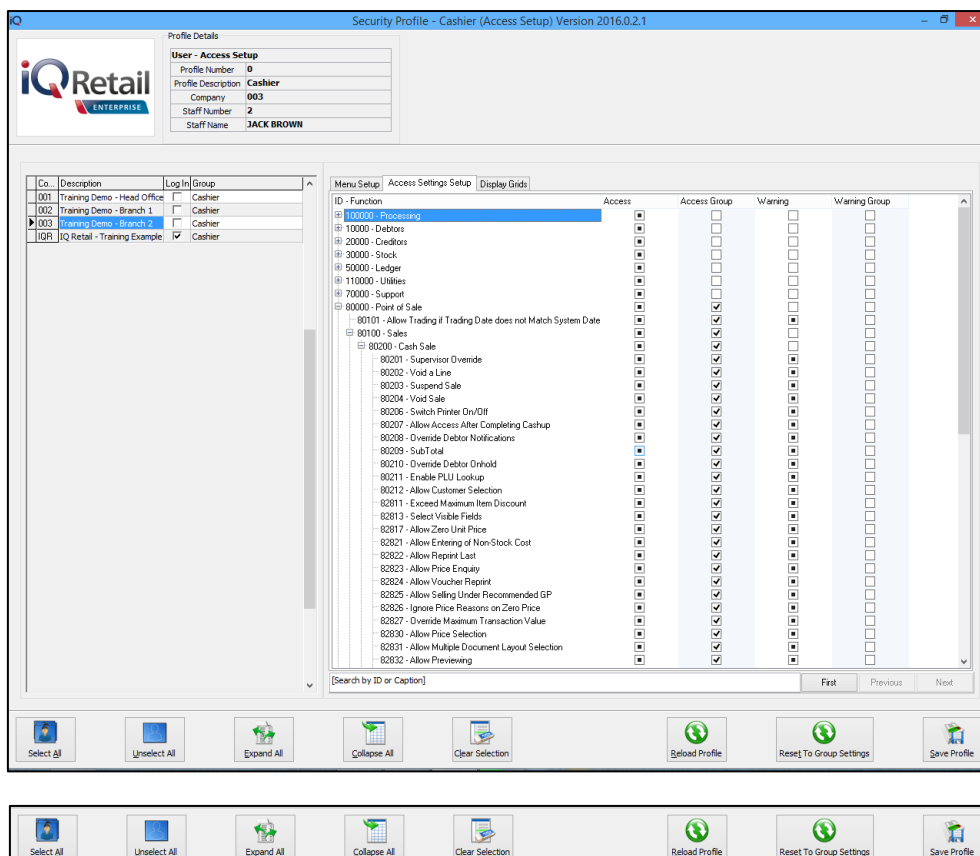


PROFILE DESCRIPTION	The profile description shows the description of the profile to which the user is linked with. In other words if the user is linked to profile 5 for example then the profile description will display "Point of Sale"
COMPANY	The company field shows the current company that is highlighted meaning the company that the security is being setup for.  NOTE: If the security is being set for a specific company and for the user, remember to enable the "Log In" option next to the company.
USER NUMBER	The user number shown is the staff members user number. That user number also reflects the current users number to whom access is being applied.
USER NAME	The user name field shows the staff members name and surname in this field. This user name is the username linked to the user number.



COMPANY	The company field here displays the company identification number example (001, 002 etc...). This view also displays all the companies that are currently listed on the Enterprise system.  NOTE: By selecting a different company from the list, one is able to setup security for any of these different companies. Remember to enable the "Log In" option.
----------------	--

DESCRIPTION	The description field displays the full company name as it was entered when the company was setup.
LOGIN	The login option allows one to specify per user which company they have access to. In other words, if a tick is placed within one of the company login fields, the user will not have access to that specific company.
PROFILE	The profile option allows one to specify per user which profile is linked with the user. This means that if the profile is setup to only have access to certain menu option within the system then that user if they are linked to the right profile, they will have limited access within that specific company.
MENU SETUP	<p>The menu setup option allows one to specify per user which menu options the user has access to. In the example above, the current user only has access to Debtors Maintenance and Enquiries.</p> <p> NOTE: By selecting the specific options the user has access, place a tick in the relevant boxes. This will then tell the system which menu options the user has access to.</p>
ACCESS SETTINGS SETUP	<p>The access settings setup option allows one to specify per user what type of access they have within the Debtors Maintenance and Enquiries Menu Options. In the example above, the current user only has access to the Add and Edit in Debtors Maintenance and Full access within the Enquiries option.</p> <p> NOTE: By selecting the specific options, the user has access, place a tick in the relevant boxes. This will then tell the system which options within the specific module the user has access to.</p> <p> NOTE: The access levels may either be selected by ticking the relevant box next to the option or the menu above may also be used to select the different types of access.</p>



SELECT ALL	The select all option allows one to select all the menu and access settings. This means that all the options will be enabled and ticked.
UNSELECT ALL	The unselect all option allows one to unselect all the menu and access setting options. This means that all the options will be disabled and the tick is removed.
EXPAND ALL	The expand all option allows one to expand all the functions listed under the menu setup and access settings setup.
COLLAPSE ALL	The collapse all option allows one to collapse all the functions listed under the menu setup and access settings setup.

CLEAR SELECTION	The clear selection option will clear all the selections that have been made within the menu setup and access settings setup screens.
RELOAD PROFILE	The reload profile option allows one to reload a specific profile. This option comes in handy when access has been granted incorrectly and the access needs to be reset.
SAVE PROFILE	The save profile option allows one to save the current security selections to that specific profile number.

ADD REPORT ACCESS LEVEL

Step 6: The add report access level allows one to add any additional report access levels.



NOTE: Once the appropriate description to the new report access level has been entered, select the accept option to save the changes to the system.

EDIT REPORT ACCESS LEVEL

The edit option allows one to edit any existing report access levels.

Access	Description
0	Access Level 0
1	Access Level 1
2	Access Level 2
3	Access Level 3
4	Access Level 4
5	Access Level 5
6	Access Level 6

DELETE REPORT ACCESS LEVEL

The delete report access level option allows one to delete any of the report access levels.