IQ ENTERPRISE

MODULAR TRAINING

BP – Module Parameters and User Settings
PREFACE

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
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>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.</td>
</tr>
<tr>
<td>Training Installation Software</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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 | Week 1 – Mod 01.01: Tuesday | • Upgrade IQ  
• Company Setups and Default Settings |
| MODULE 1 | Week 1 – Mod 01.02: Thursday | • Module Parameters  
• User and Group Account Setups |
| MODULE 2 | Week 2 – Mod 02.01: Tuesday | • General Ledger and Company Setups  
• General Ledger Processing including  
  Cashbooks and  
  Journals |
| MODULE 3 | Week 2 – Mod 03.01: Thursday | • Debtors/Creditors System Setups - Overview  
• Debtors/Creditors Setup  
• Transactional Processing (Journals)  
• Debtors/Creditors Attachments  
• Debtors/Creditors Mandatory Fields  
• Debtors/Creditors Pricelists |
| MODULE 3 | Week 3 – Mod 03.02: Tuesday | • 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 | Week 3 – Mod 04.01: Thursday | • 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 | Week 4 – Mod 04.02: Tuesday | • Stock Take  
• Styles Management – Overview  
• Sundry Stock Items  
• Volumetrics  
• Bills of Quantity  
• Job Cards  
• Warehousing |
| MODULE 5 | Week 4 – Mod 05.01: Thursday | • Purchase Orders & Discounting  
• Multiple Warehouses – Transfer IN & OUT  
• Consolidated Ordering  
• Supplier Request for Quote, Delivery Notes and Claims |
| MODULE 6 | Week 5 – Mod 06.01: Tuesday | • Point of Sale – Setups and POS Back Office  
• Promotions  
• Vouchers – Setups  
• Cash Deposits |
| MODULE 7 | Week 5 – Mod 07.01: Thursday | • Discounting  
• Quotes  
• Sales Orders  
• Debtors Attachments  
• Marketing: SMS and Email |
| MODULE 7 | Week 6 – Mod 07.02: Tuesday | • Point of Sale Processing  
• Cash up  
• Promotions  
• Vouchers  
• Cash Deposits  
• Deliveries and Collections |
| Enterprise Integration | Week 6 – Thursday | • 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
USERS DEFINED TABLE 25
RECURRING CHARGES 26
RECURRING CHARGES SETTINGS 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
TARGET 1,2,3,4 AND 5
COM %
PROCESSING MODULE OPTIONS
AUTOMATICALLY GET REP
USE CASHIER AS REP
REMEMBER LAST REP USED
SALES REPRESENTATIVE SELECTION OPTIONS
FILTER
SELECT VISIBLE FIELDS
SEARCH
EXPORT
ADD
EDIT
DELETE
DESIGN
PREVIEW
PRINT

DOCUMENT VALIDATION
VALIDATE SETUP
SALES REPRESENTATIVE SELECTION OPTIONS
FILTER
SEARCH
SELECT VISIBLE FIELDS
SET TIME DELAY

PRICE AND DISCOUNT REASONS

THE PRICE AND DISCOUNT SETUP

PROVIDE REASON SELECTION

PRICE AND DISCOUNT CHANGES STOCK REPORT

SMS MARKETING
SMS MARKETING SUMMARY

HOW TO PURCHASE SMS BUNDLE'S
MODULE PARAMETERS
SMS MARKETING SETUP DETAILS
MARKETING SETUP DETAILS
IP ADDRESS
PORTAL USER NAME
PORTAL PASSWORD
RETURN EMAIL
ENABLE PROXY
HOST (PROXY)
USER NAME
PASSWORD
PORT (DEFAULT 3128)

ENABLE SMS'S FUNCTIONALITY
SMS FUNCTIONALITY
CANCEL
TEST
ACCEPT
GRV EXTERNAL CHARGES (CREDITORS)
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
<table>
<thead>
<tr>
<th>GENERAL</th>
<th>54</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE AND DISCOUNT CHANGES STOCK REPORT</td>
<td>54</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEDGER MODULE PARAMETERS (DEFAULT TABLE SETUP)</th>
<th>54</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEDGER DEPARTMENTS</td>
<td>54</td>
</tr>
<tr>
<td>LEDGER DEPARTMENTS</td>
<td>55</td>
</tr>
<tr>
<td>NUMBER</td>
<td>55</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>55</td>
</tr>
<tr>
<td>EDIT DATA</td>
<td>55</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>55</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>55</td>
</tr>
<tr>
<td>SAVE EDITS</td>
<td>55</td>
</tr>
<tr>
<td>CANCEL EDITS</td>
<td>55</td>
</tr>
<tr>
<td>ADD</td>
<td>55</td>
</tr>
<tr>
<td>DELETE</td>
<td>55</td>
</tr>
<tr>
<td>SEARCH</td>
<td>55</td>
</tr>
<tr>
<td>ACCEPT</td>
<td>55</td>
</tr>
<tr>
<td>REPORTING GROUPS</td>
<td>55</td>
</tr>
<tr>
<td>GROUPS</td>
<td>55</td>
</tr>
<tr>
<td>NUMBER</td>
<td>55</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>55</td>
</tr>
<tr>
<td>EDIT DATA</td>
<td>55</td>
</tr>
<tr>
<td>GROUP</td>
<td>55</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>55</td>
</tr>
<tr>
<td>SAVE EDITS</td>
<td>55</td>
</tr>
<tr>
<td>CANCEL EDITS</td>
<td>55</td>
</tr>
<tr>
<td>ADD</td>
<td>55</td>
</tr>
<tr>
<td>DELETE</td>
<td>56</td>
</tr>
<tr>
<td>SEARCH</td>
<td>56</td>
</tr>
<tr>
<td>ACCEPT</td>
<td>56</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BANK IMPORT</th>
<th>56</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK IMPORTS MAINTENANCE</td>
<td>56</td>
</tr>
<tr>
<td>NAME</td>
<td>56</td>
</tr>
</tbody>
</table>
DESCRIPTION
EDIT DATA
IMPORT NAME
IMPORT DESCRIPTION
FORMAT
BUTTON FUNCTIONALITY
ADD
DELETE
SEARCH
DEFINE BANK IMPORT
DESIGN
PREVIEW
ACCEPT
DEFINE BANK IMPORT
FILE FORMAT
FILE NAME
IMPORT FROM FILE
FILE ORIGIN
TEXT SETTINGS - STEP 5:
DELIMITED
FIXED WIDTH
FIELD DELIMITER
RECORD SEPARATOR
DATA FORMATS
FIRST ROW
LAST ROW
DATES, TIMES AND NUMBERS
FILE PREVIEW
MAPPINGS
DATA PREVIEW
SUMMARY
TEST IMPORT
ACCEPT
PETTY CASH ACCOUNT SETUP
AVAILABLE LEDGER ACCOUNTS
ACCOUNT
DESCRIPTION
PETTY CASH ACCOUNTS
ACCOUNT
DESCRIPTION
DELETE
ACCEPT

GENERAL
FOREIGN CURRENCY
CURRENCY RATES
FOREIGN CURRENCY ENABLED IN P.O.S
FOREIGN CURRENCY ENABLED IN INVOICING/GOODS RECEIVING
CURRENCY
SIGN
DESCRIPTION
DATE LAST CHANGED
CONVERSION RATE

FOREIGN CURRENCY ACCOUNTS
CUSTOMERS VARIANCE REPORT
BUTTON FUNCTIONALITY
SELECT VISIBLE FIELD
EXPORT
SEARCH
REPORT OPTION
PREVIEW
DESIGN
PRINT
BUTTON FUNCTIONALITY CONTINUED
SETUP
RATE
RE-VALUE
SUPPLIER VARIANCE REPORT
BUTTON FUNCTIONALITY
SELECT VISIBLE FIELD
EXPORT
SEARCH
REPORT OPTION
PREVIEW
DESIGN
PRINT
BUTTON FUNCTIONALITY CONTINUED
SETUP
RATE
RE-VALUE
USER DEFINED TABLES

EMAIL SERVERS
EMAIL CLIENT / INDIRECT
EMAIL SERVER / DIRECT
EMAIL SERVERS
NUMBER
ACCOUNT
SMTP SERVER
PORT
POP3 SERVER
PORT
RETURN EMAIL

EMAIL SERVER SELECTION OPTIONS
FILTER
ADD
EDIT
DELETE
CLOSE

SERVER TYPE
ACCOUNT NAME
HOST (SMTP)
USERNAME
PORT (DEFAULT 25)
RETURN EMAIL
PASSWORD
EMAIL RETRIES
RETRY DELAY (MINUTES)
ACCEPT
TEST

DOCUMENT VALIDATION
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

ADDING A USER
STAFF NUMBER
FIRST NAME
SURNAME
INITIALS
ID NUMBER
ADDRESS FIELDS
POST CODE
TELEPHONE
CELL PHONE
EMAIL
REPORT ACCESS LEVEL
ADMINISTRATOR
PIN NUMBER
FORCE PASSWORD CHANGE
EVERY X DAYS
USE CLASSIC MENU
RIBBON MENU EXAMPLE
CLASSIC MENU EXAMPLE
ASK FOR PIN CONTINUOUSLY
SYSTEM CHARACTER SET

USER MENU AND SECURITY SETUP

MENU AND ACCESS SETTINGS SETUP
USER - MENU SETUP
PROFILE NUMBER
PROFILE DESCRIPTION
COMPANY
USER NUMBER
USER NAME
COMPANY
DESCRIPTION
LOGIN
PROFILE
MENU SETUP
ACCESS SETTINGS SETUP
SELECT ALL
UNSELECT ALL
EXPAND ALL
COLLAPSE ALL
CLEAR SELECTION
RELOAD PROFILE
SAVE PROFILE

ADD REPORT ACCESS LEVEL

EDIT REPORT ACCESS LEVEL
DELETE REPORT ACCESS LEVEL
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**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAPH</td>
<td>The graph option allows one to print the existing transaction type information onto a graph report.</td>
</tr>
<tr>
<td>EDIT GRAPH</td>
<td>The edit graph option allows one to edit the graph report.</td>
</tr>
<tr>
<td>SEARCH</td>
<td>The search option allows one to search for any information on the transaction types screen.</td>
</tr>
</tbody>
</table>
**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.

### Table 1: Transaction Types

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Default</th>
<th>DR/CR</th>
<th>Ledger Account</th>
<th>Month Count</th>
<th>Month Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1</td>
<td>Credit Note</td>
<td>C</td>
<td>D</td>
<td>2200.000.000.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>D2</td>
<td>Deposit</td>
<td>C</td>
<td>D</td>
<td>2200.000.000.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>E1</td>
<td>Invoice</td>
<td>B</td>
<td>D</td>
<td>2000.000.000.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>E2</td>
<td>Interest Due</td>
<td>B</td>
<td>D</td>
<td>2040.000.000.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>E3</td>
<td>Journal Credit</td>
<td>C</td>
<td>D</td>
<td>9900.000.000.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>E4</td>
<td>Journal Debit</td>
<td>B</td>
<td>D</td>
<td>9900.000.000.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>E5</td>
<td>Payment</td>
<td>B</td>
<td>D</td>
<td>2700.000.000.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>E6</td>
<td>Refund</td>
<td>B</td>
<td>D</td>
<td>2700.000.000.00</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Notes

- **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

![Image of Transaction Type Settings](image)

<table>
<thead>
<tr>
<th>TRANSACTION CODE</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
<td>The description field entered is the description of the specific transaction type. This description must be meaningful to avoid confusion.</td>
</tr>
<tr>
<td>RELATES TO CODE</td>
<td>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.</td>
</tr>
<tr>
<td>VAT RATE</td>
<td>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.</td>
</tr>
<tr>
<td>LEDGER ACCOUNT</td>
<td>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).</td>
</tr>
<tr>
<td>PRINT DOCUMENT UNDER SINGLE JOURNALS</td>
<td>The print document under single journals will allow the user to design a report for the specific journals.</td>
</tr>
<tr>
<td>USE AS DEFAULT TRANSACTION TYPE</td>
<td>The use as default transaction type will be used as the transaction type when processing Debtors Journals.</td>
</tr>
</tbody>
</table>
CREDITORS - TRANSACTION TYPES

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

**SELECTION OPTIONS**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GRAPH</strong></td>
<td>The graph option allows one to print the existing transaction type information onto a graph report.</td>
</tr>
<tr>
<td><strong>EDIT GRAPH</strong></td>
<td>The edit graph option allows one to edit the graph report.</td>
</tr>
<tr>
<td><strong>SEARCH</strong></td>
<td>The search option allows one to search for any information on the transaction types screen.</td>
</tr>
<tr>
<td><strong>ADD</strong></td>
<td>The add option allows one to add additional transaction types.</td>
</tr>
<tr>
<td><strong>EDIT</strong></td>
<td>The edit option allows one to edit any of the existing transaction types.</td>
</tr>
</tbody>
</table>

**TRANSACTION TYPE**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRANSACTION CODE</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>DESCRIPTION</strong></td>
<td>The description field entered is the description of the specific transaction type. This description must be meaning full to avoid confusion.</td>
</tr>
<tr>
<td><strong>RELATES TO CODE</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>VAT RATE</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>LEDGER ACCOUNT</strong></td>
<td>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).</td>
</tr>
<tr>
<td><strong>PRINT DOCUMENT UNDER SINGLE JOURNALS</strong></td>
<td>The print document under single journals will allow the user to design a report for the specific journals.</td>
</tr>
<tr>
<td><strong>USE AS DEFAULT TRANSACTION TYPE</strong></td>
<td>The use as default transaction type will be used as the transaction type when processing Creditors Journals.</td>
</tr>
<tr>
<td><strong>DELETE</strong></td>
<td>The delete option allows one to delete any of the newly created transaction types. Existing transaction codes may not be deleted.</td>
</tr>
<tr>
<td><strong>DESIGN</strong></td>
<td>The design option allows one to design the report that the transaction types print on.</td>
</tr>
<tr>
<td><strong>PRINT</strong></td>
<td>The print option allows one to print the transaction types report.</td>
</tr>
</tbody>
</table>

**GRV EXTERNAL CHARGES**

The reference field displays the reference that was used when the GRV external charge was created.

The creditor field will display the creditor\supplier that was used when the GRV external charge was created.

The VAT rate field displays the VAT rate that is used for the specific GRV external charge that is created.

The ledger field displays the ledger account that is linked to the specific GRV external charge.

The amount field displays the amount that is currently linked to the specific GRV external charge.

**SELECTION OPTIONS**

The select visible fields option allows one to view more fields on the external charges screen.

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

The add option allows one to add any new supplier groups.
**EXTERNAL CHARGES SETUP**

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

**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.

**ROUTES**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER</td>
<td>The number field displays the route number. This number can be entered as alpha numeric characters.</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>The description displays the route description. This route description can be 30 characters in length.</td>
</tr>
</tbody>
</table>
EDIT DATA

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROUTE</td>
<td>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.</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>The description field is where the description of the delivery route is entered.</td>
</tr>
<tr>
<td>SAVE EDITS</td>
<td>The save edits button allows one to save the newly created/added delivery routes.</td>
</tr>
<tr>
<td>CANCEL EDITS</td>
<td>The cancel edits option allows one to cancel any editing while busy editing an existing delivery route.</td>
</tr>
</tbody>
</table>

SELECTION OPTIONS

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD</td>
<td>The add option allows one to add any new additional delivery routes.</td>
</tr>
<tr>
<td>DELETE</td>
<td>The delete option allows one to delete any of the existing delivery routes.</td>
</tr>
<tr>
<td>SEARCH</td>
<td>The search option allows one to search for any information on the delivery routes screen.</td>
</tr>
<tr>
<td>ACCEPT</td>
<td>Select the accept option to accept any changes made.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER</td>
<td>The number field displays the group number. This number may be entered as alpha numeric characters.</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>The description displays the group description. This group description may be 30 characters in length.</td>
</tr>
</tbody>
</table>

EDIT DATA

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

<table>
<thead>
<tr>
<th><strong>EXPORT FOLDER</strong></th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OUTGOING MAIL SERVER</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>CANCEL</strong></td>
<td>The cancel option will cancel any of the changes made on the recurring charges settings screen.</td>
</tr>
<tr>
<td><strong>ACCEPT</strong></td>
<td>Select the accept option to accept any changes made.</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th><strong>SALES REPRESENTATIVE DATA</strong></th>
<th><strong>DESCRIPTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NO</strong></td>
<td>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 chosen in turn giving that specific representative the commission percentage.</td>
</tr>
<tr>
<td><strong>REP NAME</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>TARGET 1,2,3,4 AND 5</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>COM %</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PROCESSING MODULE OPTIONS</strong></th>
<th><strong>DESCRIPTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUTOMATICALLY GET REP</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>USE CASHIER AS REP</strong></td>
<td>This option enables rep selection based on the Cashier Number when using the processing modules.</td>
</tr>
<tr>
<td><strong>REMEMBER LAST REP USED</strong></td>
<td>This option enables rep selection based on the last rep used when using the processing modules. This option only applies when the Rep per line option is selection in Company Details, Default settings 1.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SALES REPRESENTATIVE SELECTION OPTIONS</strong></th>
<th><strong>DESCRIPTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FILTER</strong></td>
<td>The filter option enables one to filter out specific or certain information based on the information shown on the Representative’s Commission screen.</td>
</tr>
<tr>
<td><strong>SELECT VISIBLE FIELDS</strong></td>
<td>The visible fields option allows one to select additional fields to display on the Representative’s Commission screen.</td>
</tr>
<tr>
<td><strong>SEARCH</strong></td>
<td>The search option allows one to search for any information within the Representative’s Commission screen and for any available field.</td>
</tr>
<tr>
<td><strong>EXPORT</strong></td>
<td>The export option allows one to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML or XLS).</td>
</tr>
<tr>
<td><strong>ADD</strong></td>
<td>The add option allows one to add any new or additional representative’s.</td>
</tr>
<tr>
<td><strong>EDIT</strong></td>
<td>The edit option allows one to edit any existing representative’s that are listed in the Representative’s Commission screen.</td>
</tr>
<tr>
<td><strong>DELETE</strong></td>
<td>The delete option allows one to delete any of the existing representative’s.</td>
</tr>
</tbody>
</table>
**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 created 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 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.

Select **Utilities Menu → Tool → Document Validation → Validate Document**

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

VALIDATE SETUP

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

<table>
<thead>
<tr>
<th>FILTER</th>
<th>Use the filter option to filter for selected documents.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HINT:</td>
<td>The filter option can be used to filter only for selected document type, User, Terminal, Scan Date or Last Error.</td>
</tr>
</tbody>
</table>

| 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.

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.
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 given or a stock item's 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 information regarding the Price change or Discount Changes.
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

<table>
<thead>
<tr>
<th>IP ADDRESS</th>
<th>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 <a href="http://www.iqsms.co.za">www.iqsms.co.za</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PORTAL USER NAME</td>
<td>The portal user name field is where the username must be entered for the authentication against the host server of the SMS marketing.</td>
</tr>
<tr>
<td>PORTAL PASSWORD</td>
<td>The portal password field is where the password must be entered for the authentication against the host server of the SMS marketing.</td>
</tr>
<tr>
<td>RETURN EMAIL</td>
<td>The return email is the email address that will be used when a reply is generated from the SMS that was sent.</td>
</tr>
<tr>
<td>ENABLE PROXY</td>
<td>The enable proxy option allows one to configure a proxy server if there is one located on the network.</td>
</tr>
<tr>
<td>HOST (PROXY)</td>
<td>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.</td>
</tr>
<tr>
<td>USER NAME</td>
<td>The username field is where the username must be entered for the authentication against the proxy server.</td>
</tr>
<tr>
<td>PASSWORD</td>
<td>The password field is where the password must be entered for the authentication against the proxy server.</td>
</tr>
<tr>
<td>PORT (DEFAULT 3128)</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CANCEL</td>
<td>The cancel option allows one to discard any of the changes or configurations made.</td>
</tr>
<tr>
<td>TEST</td>
<td>The test option allows one to test the current SMS marketing setup to see if it is configured correctly.</td>
</tr>
<tr>
<td>ACCEPT</td>
<td>The accept option allows one to accept the necessary changes made.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>TRANSACTION TYPES</th>
<th>The transaction types option allows one to setup any additional or edit any of the existing transaction types.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODE</td>
<td>The code displays the transaction type code. These codes are abbreviated from the descriptions of the transaction types.</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>The description field displays the description of the specific transaction type. This description must be meaningful to avoid confusion.</td>
</tr>
<tr>
<td>DR/CR</td>
<td>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.</td>
</tr>
<tr>
<td>LEDGER ACCOUNT</td>
<td>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.</td>
</tr>
<tr>
<td>LEDGER DESCRIPTION</td>
<td>The ledger description field displays the description of the relevant ledger accounts that are linked to the specific adjustment codes.</td>
</tr>
</tbody>
</table>

CREATING ADJUSTMENT CODES
TRANSACTION TYPE

<table>
<thead>
<tr>
<th>TRANSACTION CODE</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
<td>The description field entered is the description of the specific transaction type. This description must be meaning full to avoid confusion.</td>
</tr>
<tr>
<td>ISSUE\RECEIPT</td>
<td>The issue and receipt option allows one to specify if the transaction type code will be either an issue or a receipt.</td>
</tr>
<tr>
<td>LEDGER ACCOUNT</td>
<td>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 the specified ledger account that has been linked with the transaction type.</td>
</tr>
<tr>
<td>SEARCH</td>
<td>The search option allows one to search for any information on the transaction types screen.</td>
</tr>
<tr>
<td>ADD</td>
<td>The add option allows one to add additional stock adjustment code types.</td>
</tr>
<tr>
<td>EDIT</td>
<td>The edit option allows one to edit any of the existing stock adjustment code types.</td>
</tr>
<tr>
<td>DELETE</td>
<td>The delete option allows one to delete any of the newly created stock adjustment code types. Existing transaction codes may not be deleted.</td>
</tr>
<tr>
<td>DESIGN</td>
<td>The design option allows one to design the report that the stock adjustment code types print on.</td>
</tr>
<tr>
<td>PRINT</td>
<td>The print option allows one to print the stock adjustment code report.</td>
</tr>
</tbody>
</table>

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 RATES

<table>
<thead>
<tr>
<th>FOREIGN CURRENCY ENABLED IN INVOICING/GOODS RECEIVING</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENCY</td>
<td>The currency option allows one to specify the relevant currency like GBP (Great British Pounds), USD (United States Dollars) etc...</td>
</tr>
<tr>
<td>SIGN</td>
<td>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).</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>The description allows one to specify in words the specific currencies description or name. E.g. USD – United States Dollars.</td>
</tr>
<tr>
<td>DATE LAST CHANGED</td>
<td>The date last changed field will automatically be populated with the date of when the specific currency was last changed.</td>
</tr>
<tr>
<td>CONVERSION RATE</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.

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.

**STOCK MAJOR DEPARTMENT DATA**

<table>
<thead>
<tr>
<th>DEPT (DEPARTMENT)</th>
<th>The dept is short for department. This field shows the actual department number. This field may contain numeric and alphanumeric characters.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
<td>The sales account field shows the description of the department. This description may also be the name of the department.</td>
</tr>
<tr>
<td>SALES ACCOUNT</td>
<td>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.</td>
</tr>
<tr>
<td>STOCK ACCOUNT</td>
<td>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.</td>
</tr>
<tr>
<td>NEG DEPT</td>
<td>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.</td>
</tr>
<tr>
<td>LEDGER DEPT</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 IQXML).

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.
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 of 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. |
| 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. |

NOTE: This account will only be used if the Post Sales/Purchase Only stock posting method is selected.
**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.

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 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**

<table>
<thead>
<tr>
<th>Transaction Code</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The description field entered is the description of the specific transaction type. This description must be meaningful to avoid confusion.</td>
</tr>
<tr>
<td>Issue/Receipt</td>
<td>The issue and receipt option allows one to specify if the transaction type code will be either an issue or a receipt.</td>
</tr>
<tr>
<td>Ledger Account</td>
<td>The ledger account selected here is the ledger account that will be used when processing stock sundry issues or receipts. In other words if a sundry issue or receipt is processed then the contra account will the specified ledger account that has been linked with the transaction type.</td>
</tr>
<tr>
<td>Search</td>
<td>The search option allows one to search for any information on the transaction types screen.</td>
</tr>
<tr>
<td>Add</td>
<td>The add option allows one to add additional stock adjustment code types.</td>
</tr>
<tr>
<td>Edit</td>
<td>The edit option allows one to edit any of the existing stock adjustment code types.</td>
</tr>
<tr>
<td>Delete</td>
<td>The delete option allows one to delete any of the newly created stock adjustment code types. Existing transaction codes may not be deleted.</td>
</tr>
<tr>
<td>Design</td>
<td>The design option allows one to design the report that the stock adjustment code types print on.</td>
</tr>
<tr>
<td>Print</td>
<td>The print option allows one to print the stock adjustment code report.</td>
</tr>
</tbody>
</table>

### 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

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

## CREATING A CUSTOM STOCK ITEM LINE COLOUR

![Stock Item Line Colour Screen](image)

**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 reorder 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 | 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.  

⚠️ **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. |
| 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 | The apply to stock items option allows one to apply the highlighted formula to all stock items.  

⚠️ **NOTE:** A security dialogue box will appear where the code must be entered correctly otherwise the custom ordering formulas will not be applied. |

---

### ADDING CUSTOM STOCK FORMULAS

| VARIABLES | The variables listed are custom ordering variables that are taken into consideration when ordering is done for stock items.  

**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. |

---

### 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 re-ordering 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.

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.
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.

## 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 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 you order report.

<table>
<thead>
<tr>
<th>STARTING THIS MONTH</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER OF YEARS AGO</td>
<td>Select the number of years ago option to allow the system to know from when the calculations must start.</td>
</tr>
<tr>
<td>FOR NUMBER OF MONTHS</td>
<td>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.</td>
</tr>
</tbody>
</table>
### 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
This option will have to effect that the Calculated Average Quantity reflects the Nett Quantity of Sales (Invoices – Credit Notes) and Purchases (Purchases – Returns).

**NOTE:** If this Nett Value option is enabled (ticked) then the system will deduct credit notes form invoices and returns from purchases. If this option is disabled (not ticked) then the system will not deduct credit notes or returns.

### 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 defined 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.

When adding a user defined table, the information here is very important because the first field has to be Code and the Size has to be set to 15.
NOTE: There are only a few things that need to be entered when adding a new user defined table. The very first thing that needs to be entered under the “Field Name”.

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

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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALLOW DISTRIBUTION CENTER TO QUERY STOCK FILE</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>ALLOW TRANSFER REQUESTS</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>ENABLE EXTRA CHARGES</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

**EXTRA CHARGES**

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

<table>
<thead>
<tr>
<th>Id</th>
<th>Description</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RED</td>
<td></td>
</tr>
</tbody>
</table>

**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

**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....

<table>
<thead>
<tr>
<th>Id</th>
<th>Description</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SMALL</td>
<td></td>
</tr>
</tbody>
</table>
**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.

### 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...).
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.

DELETE
The delete option allows the user to delete any of the existing or newly created bank import definitions.

NOTE: Remember that after a new or additional bank import was added, the user has to define the Bank Import.
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.

---

**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 SEPARATOR
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 as 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.

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.
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.

![Test Import Image]

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.

![Accept Image]

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.

![Petty Cash Setup Image]

AVAILABLE LEDGER ACCOUNTS

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNT</td>
<td>The description field displays the description of the ledger accounts that are listed in the general ledger.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PETTY CASH ACCOUNTS</th>
<th>ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNT</td>
<td>The appropriate petty cash account from the available general ledger accounts has been selected and displays the relevant ledger account number.</td>
</tr>
</tbody>
</table>
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 RATES

<table>
<thead>
<tr>
<th>FOREIGN CURRENCY ENABLED IN P.O.S</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOREIGN CURRENCY ENABLED IN INVOICING/GOODS RECEIVING</td>
<td>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.</td>
</tr>
<tr>
<td>CURRENCY</td>
<td>The currency option allows one to specify the relevant currency like GBP (Great British Pounds), USD (United States Dollars) etc.</td>
</tr>
<tr>
<td>SIGN</td>
<td>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).</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>The description allows one to specify in words the specific currencies description or name. E.g. USD – United States Dollars.</td>
</tr>
<tr>
<td>DATE LAST CHANGED</td>
<td>The date last changed field will automatically be populated with the date of when the specific currency was last changed.</td>
</tr>
<tr>
<td>CONVERSION RATE</td>
<td>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.</td>
</tr>
</tbody>
</table>
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


⚠️ **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.

BUTTON FUNCTIONALITY

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

REPORT OPTION

<table>
<thead>
<tr>
<th>PREVIEW</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESIGN</td>
<td>The design option allows the user to design the existing report layout.</td>
</tr>
<tr>
<td>PRINT</td>
<td>The print option allows the user to print the report.</td>
</tr>
</tbody>
</table>

BUTTON FUNCTIONALITY CONTINUED

<table>
<thead>
<tr>
<th>SETUP</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATE</td>
<td>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.</td>
</tr>
</tbody>
</table>
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


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.

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 set up 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 and 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER</td>
<td>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....</td>
</tr>
<tr>
<td>ACCOUNT</td>
<td>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.</td>
</tr>
<tr>
<td>SMTP SERVER</td>
<td>The SMTP (Simple Mail Transfer Protocol) server is the mail server that will be used to send the relevant email.</td>
</tr>
<tr>
<td>PORT</td>
<td>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.</td>
</tr>
<tr>
<td>POP3 SERVER</td>
<td>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.</td>
</tr>
<tr>
<td>PORT</td>
<td>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.</td>
</tr>
<tr>
<td>RETURN EMAIL</td>
<td>The return email is the email address that will be used when a reply is generated from the email that was sent.</td>
</tr>
</tbody>
</table>

### EMAIL SERVER SELECTION OPTIONS

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILTER</td>
<td>The filter option enables one to filter out specific or certain information based on the information shown on the Email Servers screen.</td>
</tr>
<tr>
<td>ADD</td>
<td>The add option allows one to add any new or additional email server configurations.</td>
</tr>
<tr>
<td>EDIT</td>
<td>The edit option allows one to edit any of the existing email server configurations.</td>
</tr>
<tr>
<td>DELETE</td>
<td>The delete option allows one to delete any of the existing email server configurations.</td>
</tr>
<tr>
<td>CLOSE</td>
<td>The close option allows one to close the current email server configurations screen.</td>
</tr>
</tbody>
</table>
SERVER TYPE

<table>
<thead>
<tr>
<th>ACCOUNT NAME</th>
<th>The account name field is where the name of the email account is specified.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOST (SMTP)</td>
<td>The HOST SMTP (Simple Mail Transfer Protocol) field is where the outgoing mail server address is entered. This is for sending email</td>
</tr>
<tr>
<td>USERNAME</td>
<td>The username field is where the username is entered for the specific email account. This username is used for logging onto the mail server.</td>
</tr>
<tr>
<td>PORT (DEFAULT 25)</td>
<td>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.</td>
</tr>
<tr>
<td>RETURN EMAIL</td>
<td>The return email is the email address that will be used when a reply is generated from the email that was sent.</td>
</tr>
<tr>
<td>PASSWORD</td>
<td>The password field is where the password must be entered for logging onto the mail server. This password is used for authentication purposes.</td>
</tr>
<tr>
<td>EMAIL RETRIES</td>
<td>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.</td>
</tr>
<tr>
<td>RETRY DELAY (MINUTES)</td>
<td>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.</td>
</tr>
<tr>
<td>ACCEPT</td>
<td>The accept option allows one to accept the necessary changes made.</td>
</tr>
<tr>
<td>TEST</td>
<td>The test option allows one to test the current email server setup to see if it is setup correctly.</td>
</tr>
</tbody>
</table>
DOCUMENT VALIDATION

Document Validation was created 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.

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.
<table>
<thead>
<tr>
<th>FILTER</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEARCH</td>
<td>The search option allows one to search for additional information that cannot be seen or found on the screen.</td>
</tr>
<tr>
<td>SELECT VISIBLE FIELDS</td>
<td>In order to change the list of visible fields on the screen, select the Select Visible Fields option. <strong>NOTE:</strong> 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 &quot;Accept&quot; option.</td>
</tr>
<tr>
<td>SET TIME DELAY</td>
<td>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.</td>
</tr>
</tbody>
</table>

![Filter Button](#)

![Search Button](#)

![Select Visible Fields Button](#)

![Settings Button](#)

![Close Button](#)

---

**Time Delay (Minutes):** 45

**Selection:**

- ESC Cancel
- F10 Accept

---

![IQ Document Validation](#)

**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 Expired**

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

<table>
<thead>
<tr>
<th>ADD GROUP</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDIT GROUP</td>
<td>The edit group option allows one to edit any of the existing groups and modify any details pertaining to that group.</td>
</tr>
<tr>
<td>DELETE GROUP</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th><strong>PROFILE NUMBER</strong></th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROFILE DESCRIPTION</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
| **MENU SETUP** | 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.  

**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. |
| **ACCESS SETTINGS SETUP** | 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.  

**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.  

**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.  

**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. |
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

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

---

<table>
<thead>
<tr>
<th><strong>ADDING A USER</strong></th>
<th>Select the add user option in order to add a user to the system.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STAFF NUMBER</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>FIRST NAME</strong></td>
<td>The first name field is where the employee or staff member name is entered. This field can take up to 30 characters.</td>
</tr>
<tr>
<td><strong>SURNAME</strong></td>
<td>The surname field is where the employee or staff members surname is entered. This field can take up to 30 characters.</td>
</tr>
<tr>
<td><strong>INITIALS</strong></td>
<td>The initials field is where the initials of the staff member or employee is entered. This field can take up to 4 characters.</td>
</tr>
<tr>
<td><strong>ID NUMBER</strong></td>
<td>The ID number field is used to enter the staff member or employees id number. This field can take up to 15 characters.</td>
</tr>
<tr>
<td><strong>ADDRESS FIELDS</strong></td>
<td>The address fields is used for entering the address of the employees or staff members.</td>
</tr>
<tr>
<td><strong>POST CODE</strong></td>
<td>Enter the postal code in the post code field. This field allows for 10 alpha numeric characters to be entered.</td>
</tr>
<tr>
<td><strong>TELEPHONE</strong></td>
<td>The telephone number field is where the telephone number of the staff member or employee is entered.</td>
</tr>
<tr>
<td><strong>CELL PHONE</strong></td>
<td>The cell phone field is used to enter the cell phone number of the relevant staff member or employee.</td>
</tr>
<tr>
<td><strong>EMAIL</strong></td>
<td>The email field is used for entering the email address of the relevant staff member or employee.</td>
</tr>
<tr>
<td><strong>REPORT ACCESS LEVEL</strong></td>
<td>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. <strong>NOTE:</strong> 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.</td>
</tr>
<tr>
<td>Parameter</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ADMINISTRATOR</td>
<td>The administrator option allows one to tell the system which user is an administrator on the system.</td>
</tr>
<tr>
<td>PIN NUMBER</td>
<td>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.</td>
</tr>
<tr>
<td>FORCE PASSWORD CHANGE</td>
<td>The force password change option allows one to 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 gets 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. <strong>NOTE:</strong> 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.</td>
</tr>
<tr>
<td>EVERY X DAYS</td>
<td>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.</td>
</tr>
<tr>
<td>USE CLASSIC MENU</td>
<td>The use classic menu option will allow the user to decide which menu structure they prefer the Ribbon menu or the classic menu.</td>
</tr>
</tbody>
</table>

**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 \(\rightarrow\) Menu Access & Security (Supervisor Options) \(\rightarrow\) User & Group Maintenance.

USER - MENU SETUP

PROFILE NUMBER
The profile number field shows the current profile to which the user is currently linked with.

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.
### 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**
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.

**ACCESS SETTINGS SETUP**
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.

**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.

**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.

---

![Diagram](image-url)
**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.

### DELETE REPORT ACCESS LEVEL

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