

P R E F A C E

The content of this book provides a broad product base for creating greater awareness and confidence when using IQ Enterprise \ IQ Business \ IQ Accounting+ \ IQ POS \ IQ Free POS. You will not only learn about the different features in the product, but also why certain aspects of the program form an important role in the integration of IQ Enterprise \ IQ Business \ IQ Accounting+ \ IQ POS \ IQ Free POS and the positive effect it has in a practical business way.

With its wide-ranging coverage and clear illustrations, this reference & training guide is excellent for anyone wishing to understand and use the IQ Enterprise \ IQ Business \ IQ Accounting+ \ IQ POS \ IQ Free POS system.

Although every effort has been made to keep this manual up to date, some of the screen examples may not be 100% the same as the ones reflected in the IQ Enterprise \ IQ Business \ IQ Accounting+ \ IQ POS \ IQ Free POS program. This is due to the continuous development of the system and the pre-printing of manuals.

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 manual is inadequate or requires further explanation, or more and better examples, please feel free to contact us.

We would love to have some feedback so that we can improve the manual in some way or another.

Regards,

IQ Retail (PTY) LTD

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BEFORE YOU START



CHAPTER 1

BEFORE YOU START

END-USER LICENCE AGREEMENT

INTRODUCTION

- 1.1. This End-user Licence Agreement ("the agreement") is available on the website www.iqretail.co.za where the program is purchased online or packaged with the program and its documentation so that you may read it before downloading the program online or opening the sealed diskette package.
- 1.2. If you commence with downloading the program via the internet; open the diskette package, or if the envelope seal is tampered with, or you continue with the installation, IQ Retail (Pty) Ltd will assume you have read and agree to the terms and conditions of the agreement.
- 1.3. If you are NOT in agreement with any terms or conditions contained in the agreement, return the unopened package to the Seller from which you have purchased it for a refund of the purchase price less a small handling charge.

DEFINITIONS

- 2.1. "IQ Retail" shall mean IQ Retail (Proprietary) Limited, First Floor, Rhino House, 23 Quantum Road, Technopark, Stellenbosch, 7600, the legal distributor of the program.
- 2.2. "the USER" shall mean the original purchaser, either an individual, company or other legally constituted entity.
- 2.3. "PROGRAM" shall mean the software and related manuals and materials supplied in this package.
- 2.4. "COMPUTER" shall mean the single computer on which these programs are used.
- 2.5. "LICENCE" shall mean this agreement and the rights and obligations created hereunder by the local copyright laws.
- 2.6. "IQ RETAIL SYSTEMS LIBRARY" shall mean IQ Retail programs other than the programs supplied with this package.
- 2.7. "NETWORK MODULES" shall mean "program" designed for a single Local Area Network System with multiple workstations.
- 2.8. "SITE LICENCE" shall mean licensing rights for multiple single-user computers belonging to one individual, company, or other legally constituted entity.

LICENCE

- 3.1. IQ Retail grants to the USER the right to use this copy of the PROGRAM on a single COMPUTER at a single location as long as the USER complies with the terms of the agreement.
- 3.2. IQ Retail reserves the right to terminate the agreement if the USER violates any provision of the agreement and, in the event of such termination, IQ Retail would no longer provide any assistance or support to the USER under any circumstances.
- 3.3. The copyright in the PROGRAM is the sole and exclusive property of IQ Retail.
- 3.4. The USER's ownership is limited to the cd(s) purchased and the usage of the software.
- 3.5. The USER agrees to make no more than two (2) copies of the software for archival purposes and further agrees to label the copies with all the information included on the original cd label(s).
- 3.6. In the event that the USER uses the PROGRAM simultaneously on more than one (1) COMPUTER, the USER agree, on request from IQ Retail, to pay for the additional USER copies.
4. By installing the software, the USER subscribes to and agrees to the terms of the agreement.

NETWORK MODULE

- 5.1. As an exception to clause 3, NETWORK MODULE USERS are granted the right to load the PROGRAM files from the file server of the network and run these files on any workstation attached to the file server subject to the number of workstation limitations, if any, as may be detailed in the documentation accompanying the program.

MULTIPLE SITE LICENCE

- 6.1. As an exception to clause 3, MULTIPLE SITE LICENCEES are granted the right to run PROGRAMS on more than 1 (one) COMPUTER, Network or Multi-user System at the same or different physical locations, subject to written permission by IQ Retail as to costs or charges and limitations as permitted by IQ Retail.

TRANSFER AND REPRODUCTION

- 7.1. The USER agrees to take all reasonable steps and to exercise due diligence to protect the PROGRAM from unauthorized reproduction, publication, disclosure and distribution.
- 7.2. Unauthorized transfer and/or reproduction of these materials may be a crime, subjecting the USER to civil and criminal prosecution.
- 7.3. The USER may not transfer, rent, lease or sell any copy of the PROGRAM to any other person without the prior written consent of IQ Retail.
- 7.4. IQ Retail reserves the right to revoke this LICENCE and/or to seek any other legal remedies to which it is entitled should these conditions be violated.

ANNUAL RENEWABLE LICENCE FEES

- 8.1. The USER acknowledges and agrees that certain programs acquired from IQ Retail may be subject to an annual renewable licence fee, as per schedules published by IQ Retail from time to time, covering tax, program, within version, and other update services deemed necessary by IQ Retail.
- 8.2. The USER further agrees that should such annual licence fee remain in arrears for longer than 1 (one) calendar month after due date, IQ Retail has the irrevocable right to prevent the USER having access to any or all of the functions of the program until such time as such arrear licence payment has been settled together with any penalties which may accrue due to the USER's late payment of the annual renewable licence.
- 8.3. IQ Retail reserves the right to revoke the USER's licence, should payment not be received timeously.

LIMITATION OF LIABILITY AND WARRANTY

- 9.1. Subject to any applicable law, the PROGRAM is sold as is without warranty as to performance, merchantability or fitness for any particular purpose. Given the nature and complexity of the program, we cannot warrant that the program is completely free from defects. Should any defect be discovered in the program we shall not be liable to remedy such defect.
- 9.2. Subject to any applicable law, the entire risk as to the results and performance of this program is assumed by the USER.
- 9.3. Subject to any applicable law, IQ Retail makes no warranty against material that has been lost, stolen or damaged by accident, misuse, or unauthorized modification.
- 9.4. Subject to any applicable law, IQ Retail makes no other warranty, express or implied, to the USER or any other entity or person. Specifically, IQ Retail makes no warranty that the software is fit for a particular purpose or free of defects.
- 9.5. Subject to any applicable law, IQ Retail will not be liable for special, incidental, consequential, indirect or other similar damages, even if IQ Retail or IQ Retail's Agent has been advised of the possibility of such damages. This means IQ Retail is not responsible or liable for damages or costs incurred as a result of loss of time, loss of data, loss of profits or revenue, or loss of use of the software, or data or software created by the software, or any other losses. In addition IQ Retail is not responsible or liable for damages or costs incurred in connection with obtaining substitute software, claims by others, inconvenience, or similar costs.
- 9.6. Subject to any applicable law, under no event or circumstances will IQ Retail's liability for any damages to customer or any other entity or person ever exceed the price paid for the licence to use the software, regardless of any form of the claim.

VIRUS DISCLAIMER

- 10.1. While every endeavour is made by IQ Retail to check cd(s) dispatched or files made available for download, for virus programs, liability is hereby specifically excluded for any costs or damages that may be incurred by the USER as a result of installing a cd supplied or files made available for download, by IQ Retail which contains, or is alleged to contain, a virus program.
- 10.2. It is the sole responsibility of the USER to check all cd (s) and files supplied by IQ Retail with up-to-date anti-virus programs to ensure that those disks and files are free of viruses. IQ Retail's liability is expressly limited to replacement of cd(s) and files supplied, proved by the USER to have contained a virus program.

MISCELLANEOUS

- 11.1. IQ Retail maintains a policy of on-going updates and product improvement. Provided the USER has paid the necessary annual licence or support contract fees, IQ Retail shall provide the USER with either copies of updates material or notification of availability and price schedules where appropriate.
- 11.2. The PROGRAM specification and features are subject to change without notice.
- 11.3. In the event legal action is brought by either the USER or IQ Retail to enforce the terms of this agreement the prevailing party shall be entitled to recover reasonable attorneys' fees and expenses in addition to any other relief deemed appropriate by the court.
- 11.4. This agreement shall represent the only agreement between the USER and IQ Retail and it may not be modified by the representation of anyone unless a written amendment has been signed by a duly authorized officer of IQ Retail.
- 11.5. No variations of any of these terms and conditions are valid if not confirmed in writing by IQ Retail (Pty) Ltd or its authorised representative.
- 11.6. In the event of any one or more of the terms and conditions in the agreement being unenforceable, such term(s) will be removed from the agreement and the rest of the terms and conditions will still apply to the end-user and the remainder of the agreement will remain binding and enforceable.
- 11.7. IQ Retail shall not be responsible for the installation of the PROGRAM and should any defect arise in this regard, the USER must contact the installer of the PROGRAM to remedy the defect.
- 11.8. IQ Retail provides only limited telephonic, email and remote access support. IQ Retail may offer free trials of the additional support service offered to USERS. These free trials are provided at the discretion of IQ Retail and may be discontinued at any time. Thereafter, additional support in respect of the PROGRAM from IQ Retail is only available to USERS who have concluded a separate service and update agreement with IQ Retail. IQ Retail only provides support in respect of major version upgrades where a USER has concluded such an agreement with IQ Retail.
- 11.9. IQ Retail Value Added Resellers ("VARs") and installers of software are independent consultants acting in their own capacity and not agents of IQ Retail and as such IQ Retail will not be held liable for any misrepresentation, false claims or any action performed by a VAR whatsoever.
- 11.10. The USER agrees to at all times indemnify, defend and hold IQ Retail harmless and/or IQ Retail's employees from and against all liabilities, debts, obligations, claims, penalties, fines, demands, judgments, actions, causes of action, losses, damages, costs or expenses (including attorney fees and any other costs or expenses imposed upon or incurred in the defence, investigation or settlement of any matter which is subject to this agreement), of any amount and whatever nature, incurred by or imposed upon IQ Retail as a result of, related to, or in any way connected with, or arising out of:
 - 11.10.1. a conversion undertaken by any party other than IQ Retail and/or by the VAR using third party products and services;
 - 11.10.2. the importation or merging of data by the VAR into the Client's system using the VAR's own means not supplied nor authorized by IQ Retail, including any Elevate Software program or by using third party products and services, including SQL queries, which causes the system to compute or function in an unintended manner;

- 11.10.3. the incorrect use of IQ Retail's system by the VAR to modify and/or create reports which do not produce the correct results or values;
- 11.10.4. services or hardware purchased by the USER but not yet delivered;
- 11.10.5. technical specifications and requirements as laid out in the technical specifications document not been adhered to;
- 11.11. IQ Retail does not authorize any modification of USER data or information and accepts no liability for such modification by the VAR.

TECHNICAL SPECIFICATIONS – ALL SYSTEMS

SUPPORTED OPERATING SYSTEMS

SUPPORTED:

Windows XP Professional (Service Pack 3), Windows 2000/2003 Server, Windows 2008 Server, Windows Vista Business (x32, x64), Windows Vista Ultimate (x32, x64), Windows 7 Professional (x32, x64) and Windows 7 Ultimate (x32, x64), Windows 8 Professional (x32, x64), Windows 8 Enterprise (x32, x64) and Windows Server 2012.

NOT SUPPORTED:

Windows XP Home, Windows Vista Home, Linux (All Versions), Windows Vista Home Basic, Windows Vista Home Premium, Windows 7 Home Premium, Windows 2008 Home Server and Windows 8.

NOTE: Windows XP Home, Windows Vista Home, Windows 7 Home Premium and Windows 8, will only be supported if installed as a Stand Alone system, NOT supported running across a network.

HARDWARE REQUIREMENTS

BUSINESS INTELLIGENCE SERVER REQUIREMENTS

RECOMMENDED SOFTWARE REQUIREMENTS

Software: .Net Framework 4.0

Memory: Your server will need additional memory(RAM) to run the BI server. This can be calculated by taking the size of your (IQ Data divided by 10) * 1.3 (allows for 30% growth).

EXAMPLE: 20Gb / 10 * 1.3 = 2.6Gb Memory

WORKSTATION REQUIREMENTS: (MAXIMUM 10 USER SETUP)*

MINIMUM REQUIREMENTS

Processor: CORE 2 DUO CPU or Higher (No Celeron or Sempron CPU's)

Memory 1GB RAM

Hard Drive: 80GB

Network: 100Mbps Network Card or Faster

UPS: (Uninterrupted Power Supply)

RECOMMENDED REQUIREMENTS

Processor: CORE 2 DUO CPU or Higher (No Celeron or Sempron CPU's)

Memory: 2GB RAM

Hard Drive: 120GB

Network: 1000Mbps Network Card or Faster

UPS: (Uninterrupted Power Supply)

STANDALONE SERVER REQUIREMENTS: (MAXIMUM 10 USER SETUP)*

MINIMUM REQUIREMENTS

Processor: CORE 2 DUO CPU or Higher (No Celeron or Sempron CPU's)

Memory 4GB RAM

Hard Drive: 160GB

Network: 100Mbps Network Card or Faster

UPS: (Uninterrupted Power Supply)

RECOMMENDED REQUIREMENTS

Processor: CORE 2 QUAD CPU or Higher (No Celeron or Sempron CPU's)

Memory: 8GB RAM

Hard Drive: 320GB

Network: 1000Mbps Network Card or Faster

UPS: (Uninterrupted Power Supply)

***NOTE:** If you have 10 users or more on your network, we strongly recommend you speak to your IQRetail Value Added Reseller regarding the system requirements recommended for your specific environment.

SUPPORTED NETWORKING OPTIONS

We do **NOT** recommend or support Wireless Networking for any setup. The recommended setup is 100Mbps (100Mbps Network Cards) or 1000Mbps (1000Mbps Network Cards).

IMPORTANT: IQ 2000 and IQ Restaurant are not compatible with terminal services.

NOTE: We do **NOT** support peer to peer networks. We require a switch between 2 terminals for the managing of data being sent from one computer to another.

NOTE: For new installations that are more than two computers (e.g.: server and terminal) cloning of hard drives is not a supported option. The reason for this is that the registration process of the IQ Accounting Systems uses specific hardware serial numbers and the cloning of a hard drive will cause registration problems.

ANTI-VIRUS

We currently recommend Symantec Corporate and NOD32 Anti-Virus Software.

NOTE: **NO** Anti-virus program is allowed to scan any IQ Systems data files. Set the anti-virus programs scanning to exclude all IQ related data files.

PRINTERS, SCANNERS AND PRINTING

POS PRINTERS

We suggest any Epson compatible Slip/Receipt Printers connecting to a COM port, LPT port or USB port. However we recommend using parallel (LPT) or USB printers, they are much faster and easier to configure and more reliable.

NOTE: We currently support or suggest Slip/Receipt Printers connecting to a USB port on the Enterprise 5 system. We only support 40-column receipt printers in the Point Of Sale module.

CASH DRAWERS

We suggest any type of cash drawer that adheres the standard cash drawer design and configuration, connecting to a COM port or direct to printer.

NOTE: We do not currently support or suggest Cash Drawers connecting to a USB port.

HANDHELD SCANNERS

We suggest any handheld scanners connecting to a PS2 port (Keyboard Wedge) or USB port.

GENERAL PRINTING

The software packages don't require any special printing needs. You can use your existing printers connecting to a LPT or USB port (Not for POS slip printing needs).

NOTE: The Server, Terminals and Network also require a UPS (Uninterrupted Power Supply). All software packages require internet access.

NOTE: Due to the nature of today's ever increasing demand and technology requirements the above minimum requirements may change without prior notice. Please contact IQ Retail (PTY) LTD to obtain the latest hardware and operating system requirements

INSTALLATION



CHAPTER 2

INSTALLATION

How to download a program IQ Enterprise, from our website (www.iqretail.co.za)

HOW TO DOWNLOAD PROGRAM FROM WEBSITE

DOWNLOADING

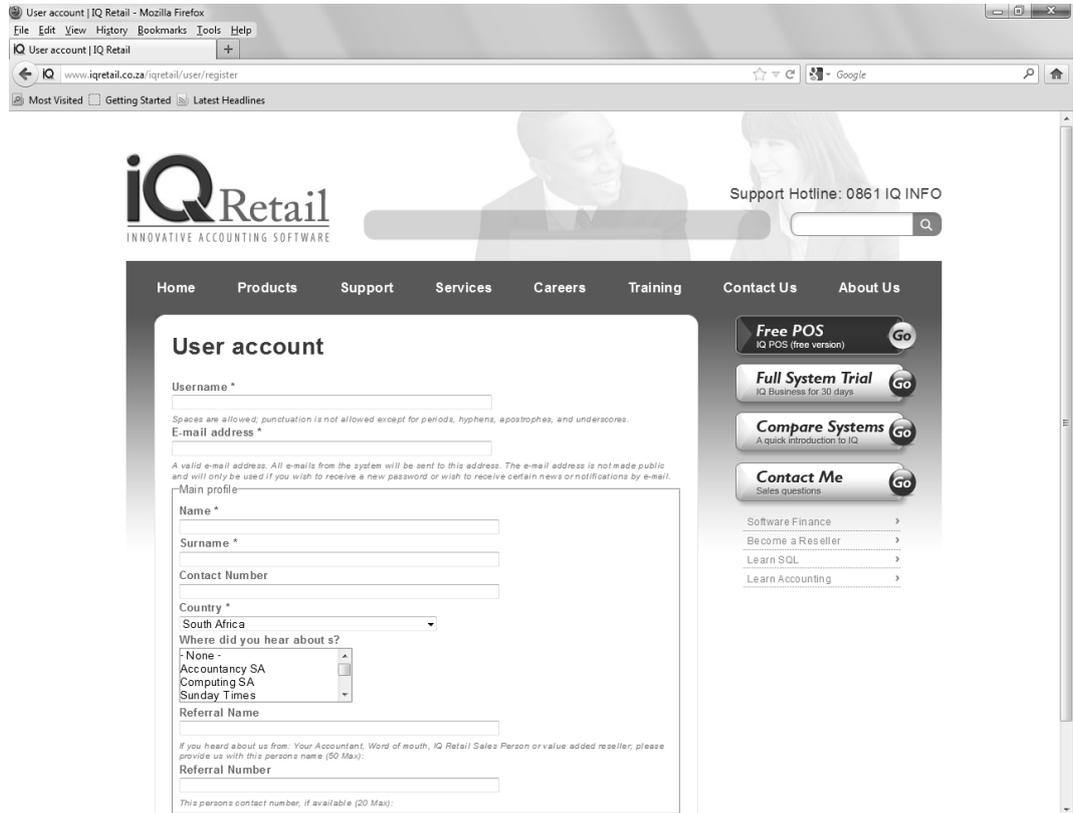
Downloading the program is very simple. You will need a valid "user account" with IQ Retail (Pty) LTD in order to download any of the above mentioned packages. If you don't have an existing "user account" with us, simply create a New Account. Fill in the information, you will receive an email to validate your email address, follow link back and then log in.

HOW TO CREATE A USER ACCOUNT

On our webpage, Select the Not yet Register link, you will be asked your personal details, then click Not yet registered.



Fill in all the User Account detail then select Create Account, you will receive an email to validate your user account, follow the link back and then log in. The first time a user log in a new password is required. The default password will be displayed within the email.



HOW TO LOG IN

Enter Your Customer Login user name and password.

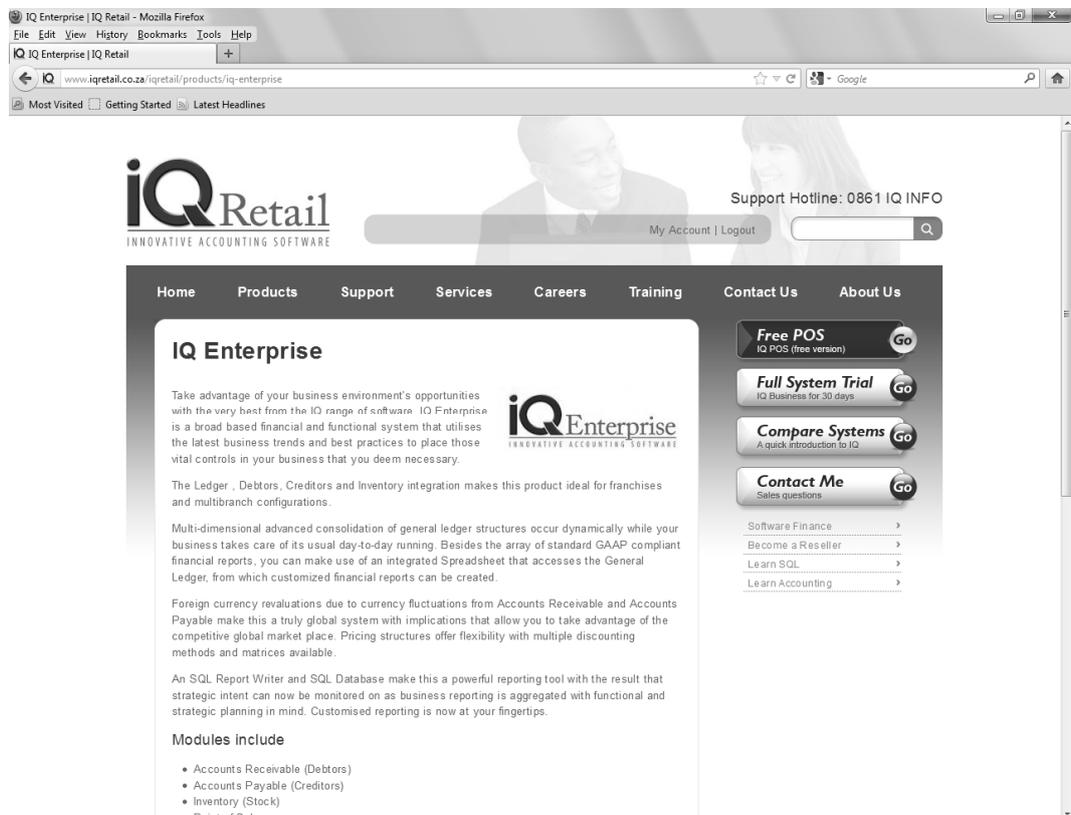


HOW TO START DOWNLOADING

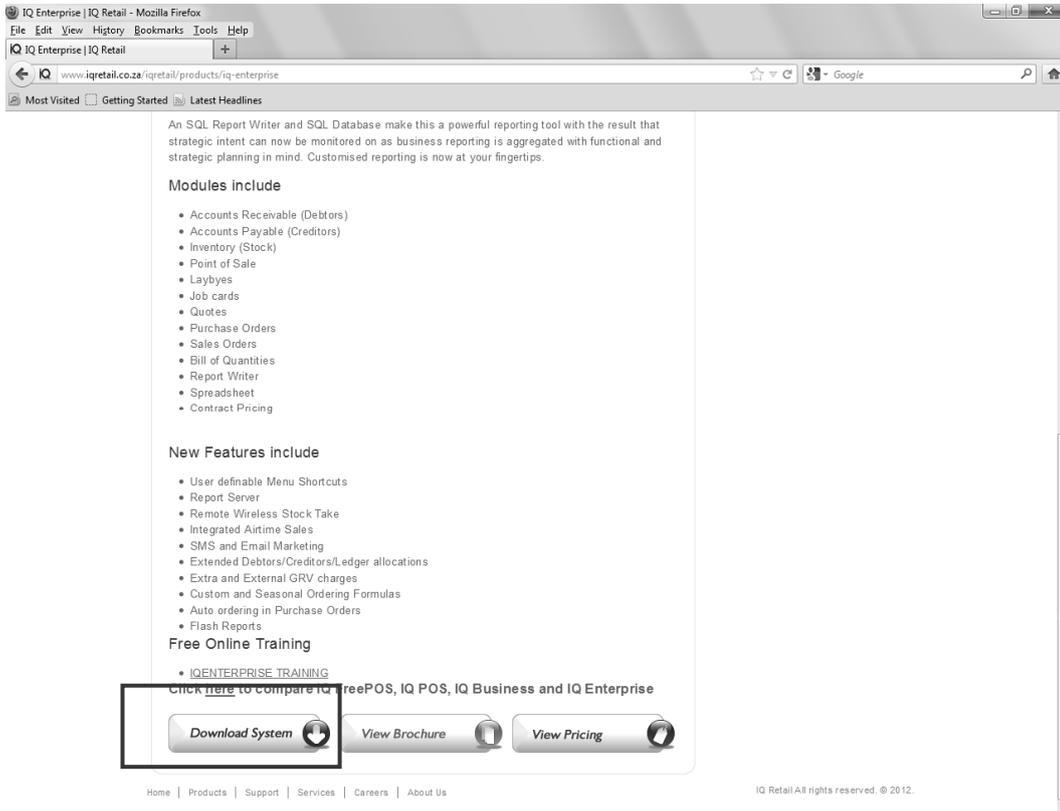
Go to the Product Menu and select the program of your choice.



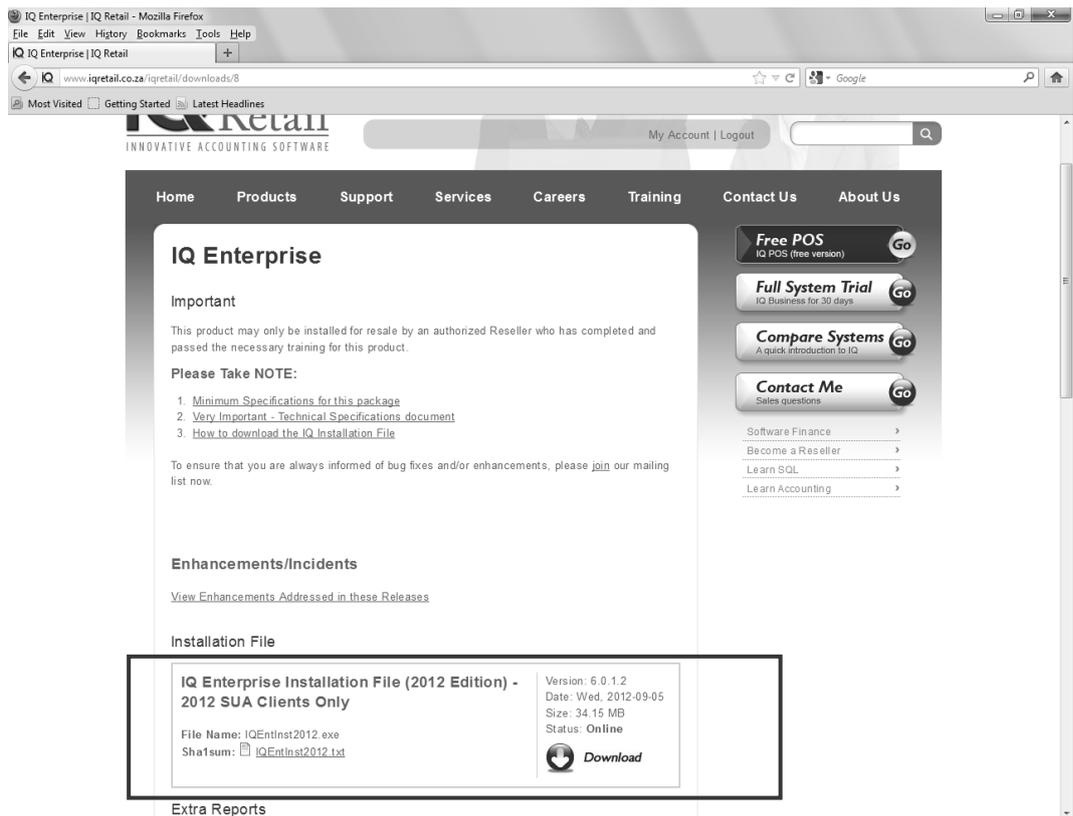
After Selecting on the relevant product select one of our programs IQ Pos Free, IQ POS, IQ Accounting+, IQ Business, IQ Enterprise, IQ Payroll, IQ Restaurant.



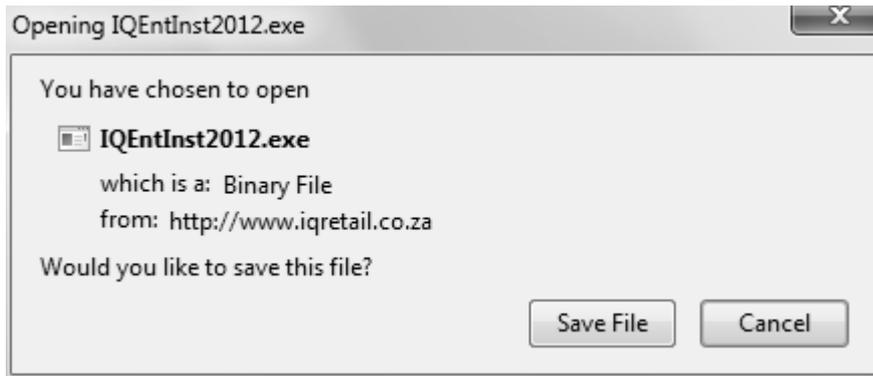
The next screen is the IQ information and download screen. Scroll to the bottom of the page and select the Download System option. Please read all the notes carefully.



NOTE: Make sure that you read the "View Enhancements Address in these Releases" notes.



Select the download option under the Program Installation File, Select Save File (Do not Run).



Once the file is downloaded, move the file to the server or to the PC that IQ is installed on or must be installed on if not already there.

INSTALL

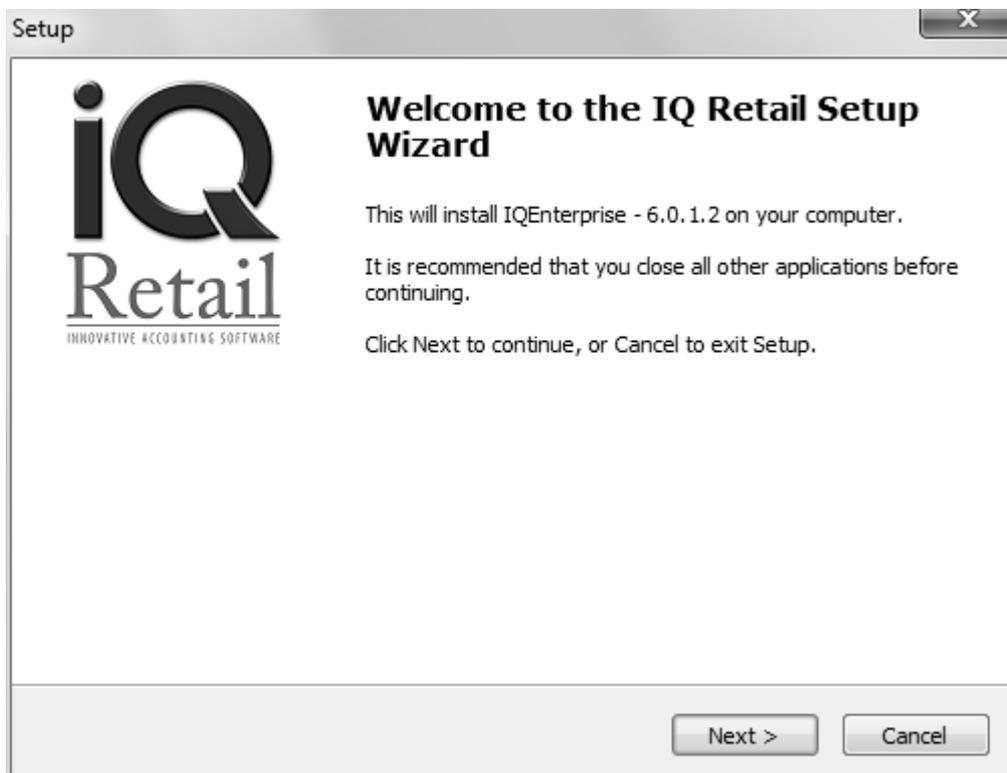
Before running the installation insure that all users are logged off if IQ was previously installed.

Run the installation file e.g. IQEnt5Inst.exe for IQ Enterprise on the server.



INSTALLATION

NOTE: Should this be a network installation, the installation should always be done on the server PC. The software **must not** be installed on each PC on the network.

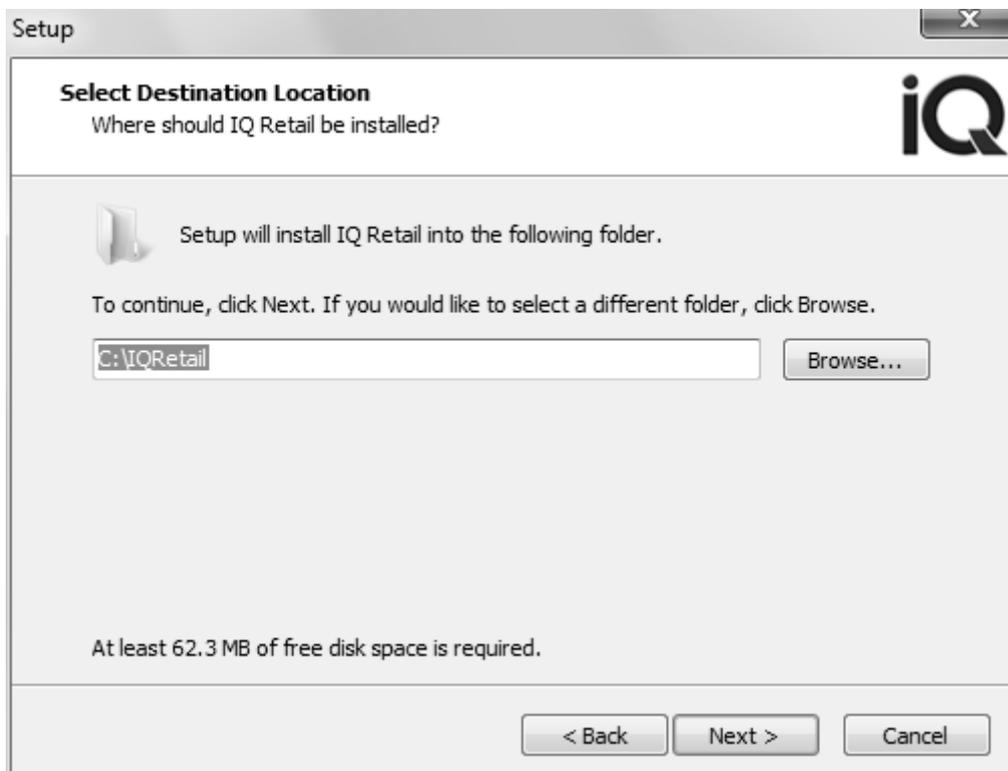


Please read the License Agreement carefully. Should you not agree with the terms the system will terminate the installation of the software.

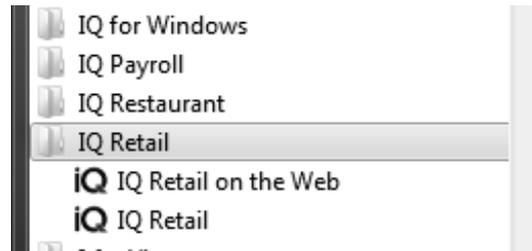
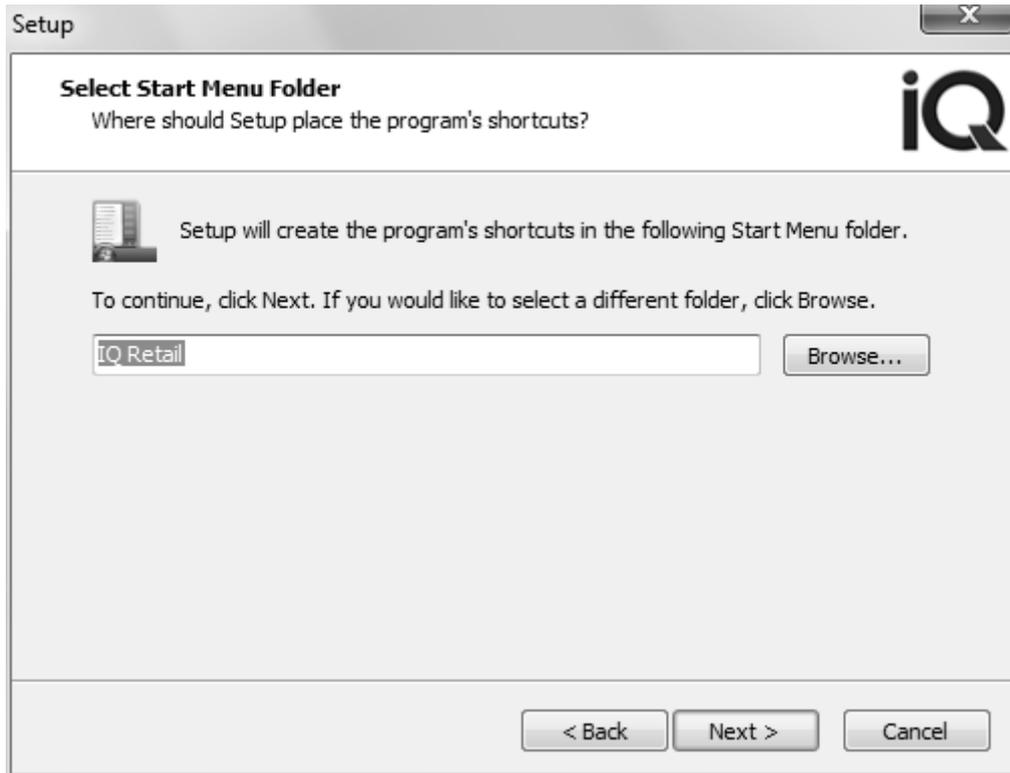


Select the "I Accept the Agreement" option followed by the next button.

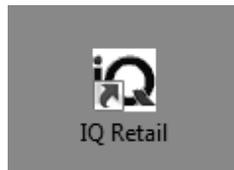
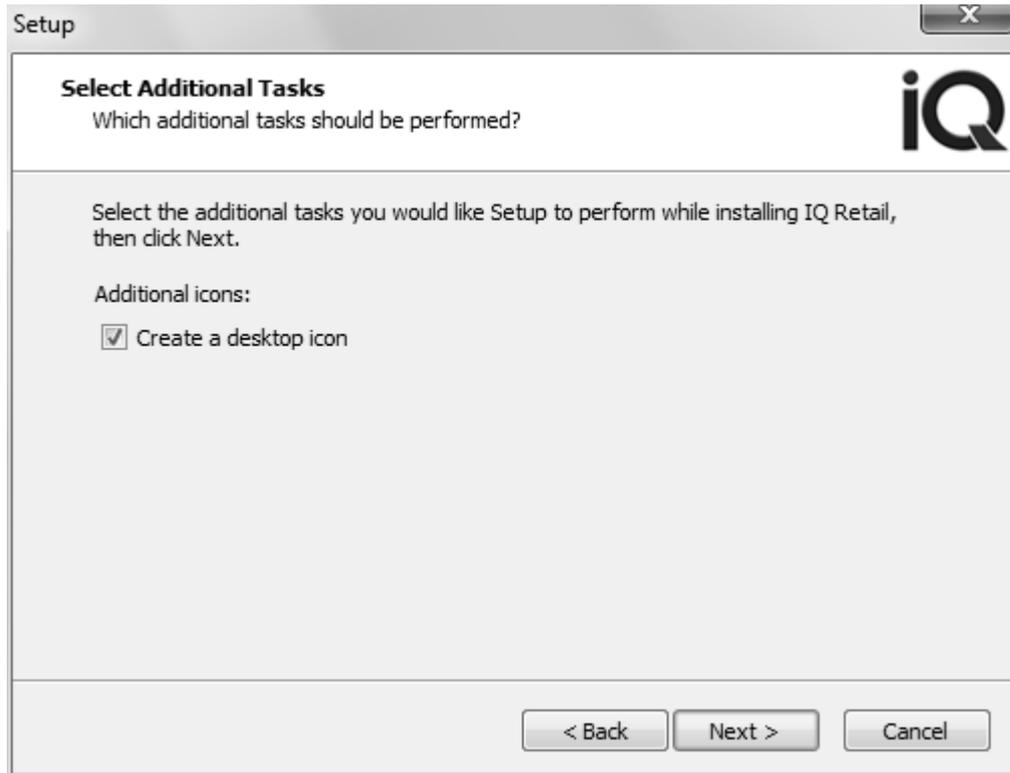
At this point the destination of the IQ Enterprise system must be selected. Always install in the same destination otherwise the programs registration will be lost. Click the Next button to continue to the next screen.



The Select Start Menu Folder will install the IQ Retail Menu in the start Menu of Windows, browse to change the destination folder.

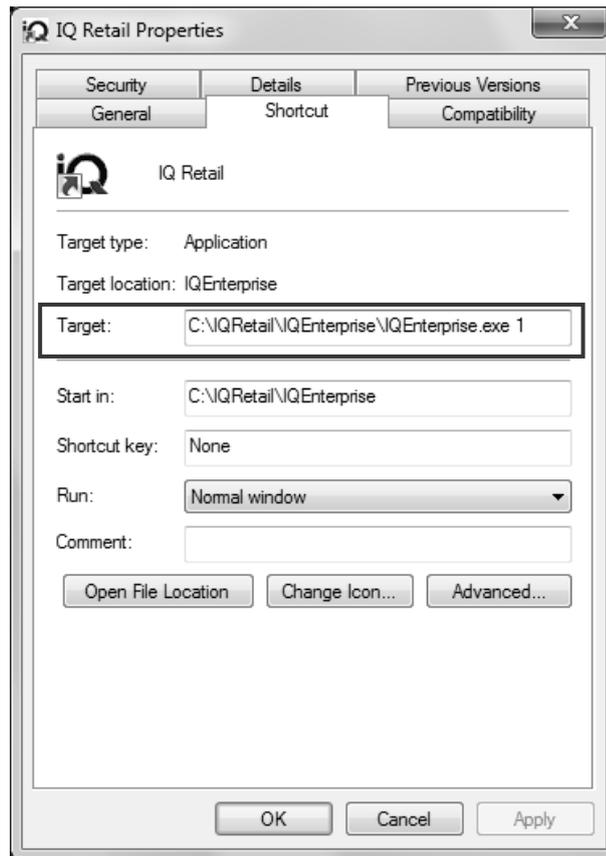


The select Additional Tasks will help create a shortcut on the Desktop of the Server or the computer the IQ installation is on.

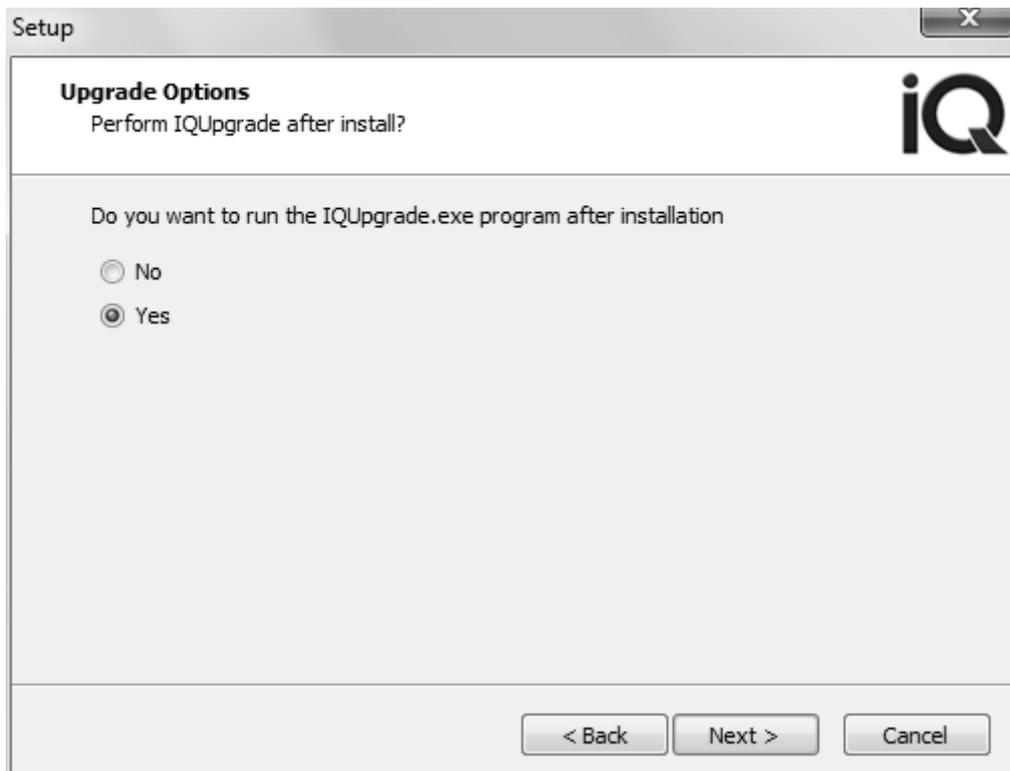


NOTE: Remember to make sure the shortcut has a unique target number. To add a unique target \ terminal number, right click on the IQ Shortcut and select properties, click in the target area and add a different number for each terminal C:\IQRetail\IQEnterprise\IQEnterprise.exe make a space and add number e.g. 1

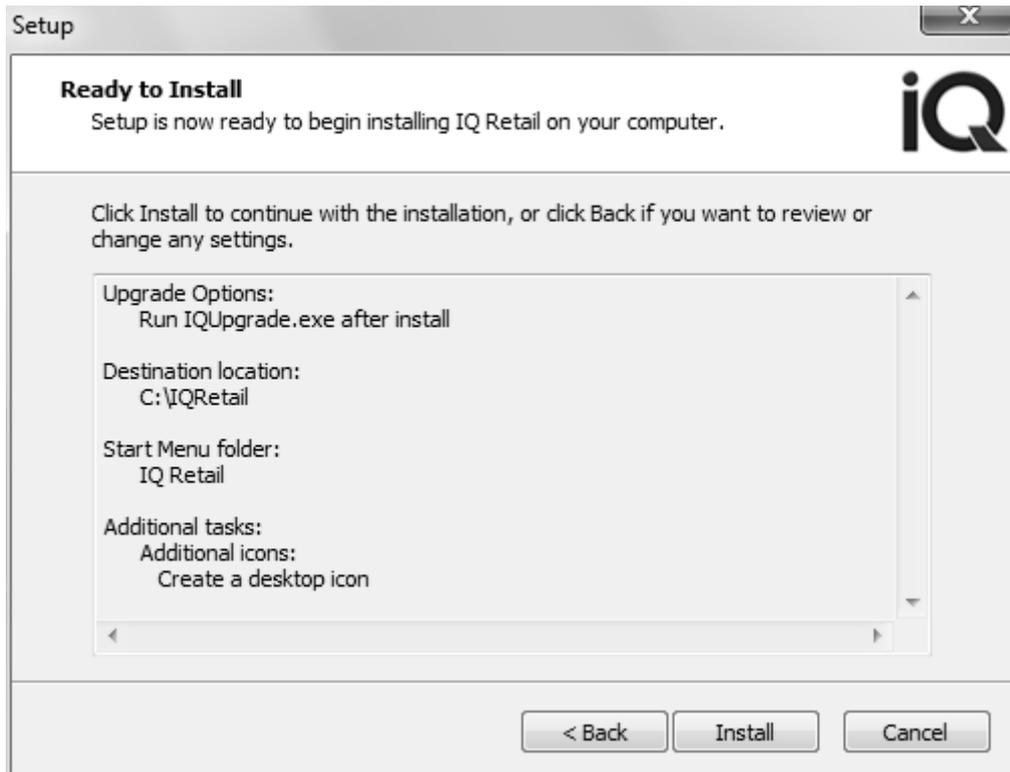
C:\IQRetail\IQEnterprise\IQEnterprise.exe 1



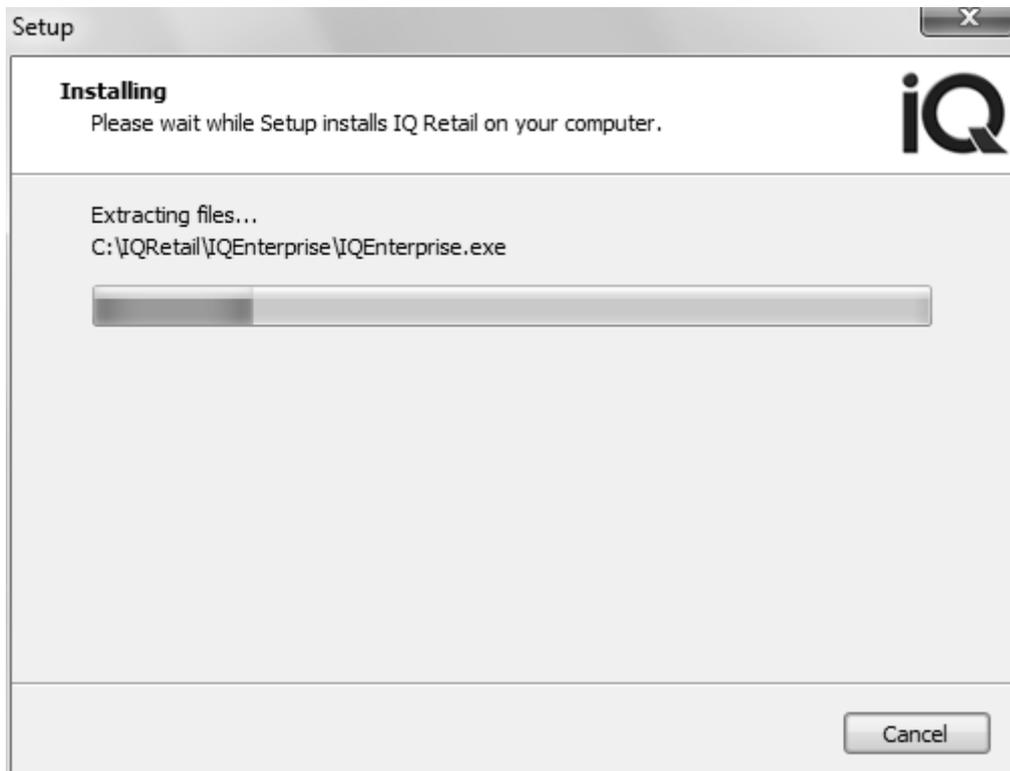
If this is a new installation the IQ Upgrade option can be on NO, BUT for all other installation the IQ Upgrade must be on YES. The Upgrade utility will run after the installation and will ensure that all the additional changes of the new version are added to all the correct tables.



Select Install to start the installation process.



Please wait while the setup installs the IQ product on your computer.

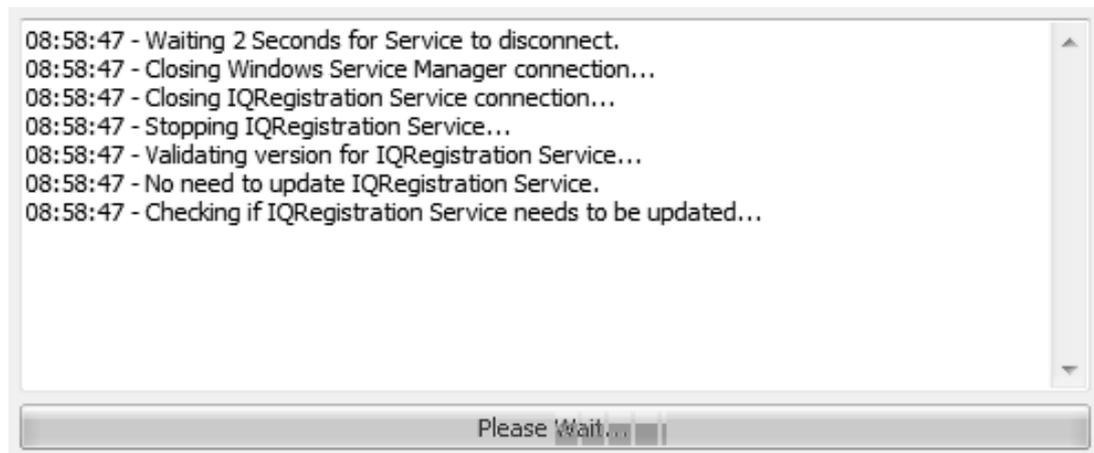


Once the installation is finished the setup complete screen will appear.



Selecting the Finish button to complete the installation process.

On closing the installation process, the IQ Registration service will start and update if necessary.



NOTE: For new installations the default entry is, the Username is 1 and the Password is 1111.

NOTE: The password will not be visible, but will be represented as an asterisk (*) for each character entered.



IQ Enter User Number and Pin Code

iQ
Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

Logon
Log On to IQ

User Number:
1

Password:

HOW TO UPGRADE

A few easy to follow guidelines on "how to upgrade from a previous version to a newer version"

NOTE: This is not required for a new installation.

Please follow these easy steps below:

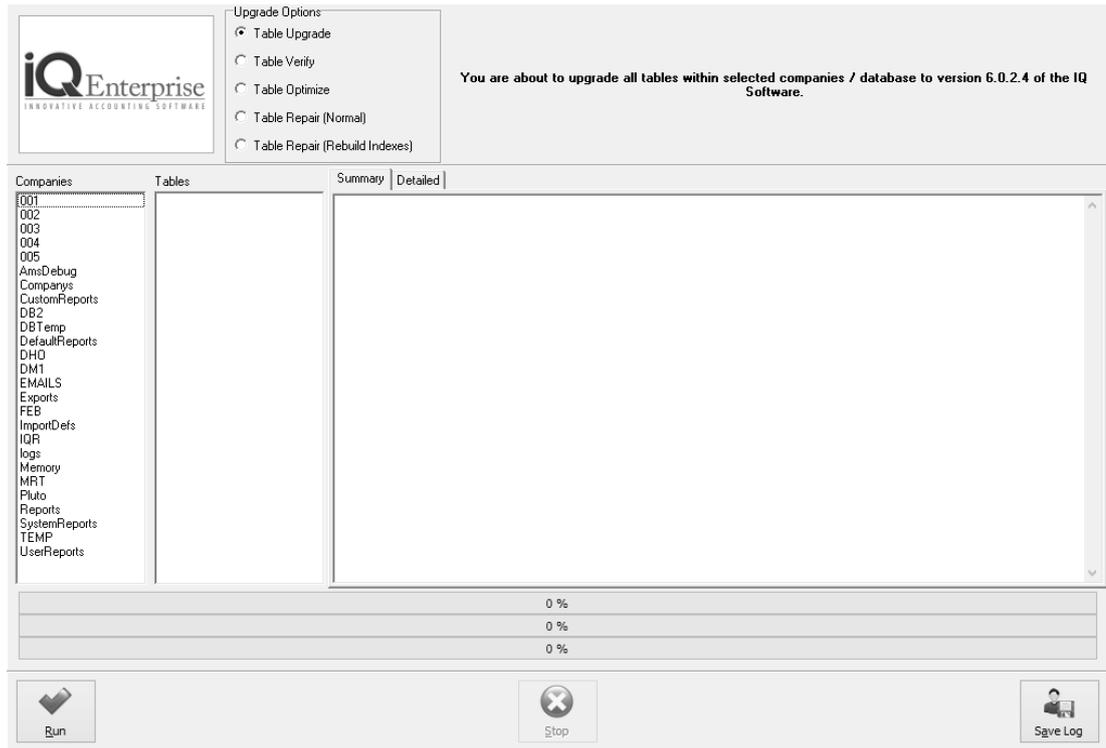
Make sure everybody is logged out of the IQ Enterprise system.

Install the new IQ program Installation file.

A table upgrade needs to be done in order for the updates to take effect.

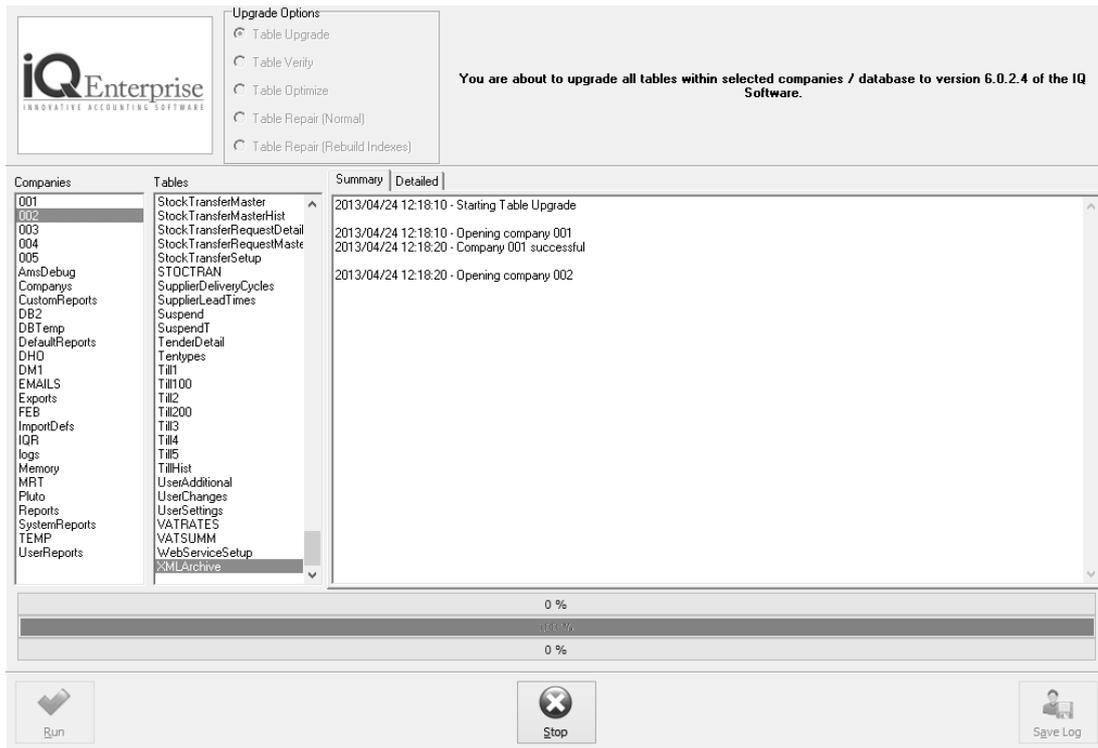
If the table upgrade option was not selected during the installation process then the IQUpgrade.exe must be opened and the Table upgrade must run manually.

On the Server go to, My Computer, Local Disk, IQ Retail folder, IQ Enterprise Folder. In order to upgrade, double click on the **iqupgrade.exe** file. Only a user name and password from a system administrator can be used.

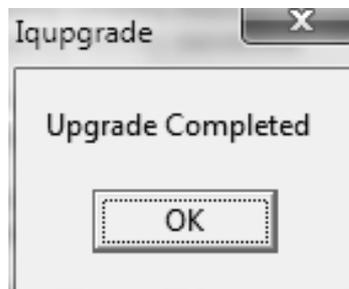


Now you have opened the IQ upgrade program. There are a few upgrade options available.

The only option that must be selected is the "Table Upgrade". Make sure that option is selected and then select the "Run" button.



While the table progress is running, the progress bars at the bottom will indicate how far from completion. When completed, click on the done button and close the IQ Enterprise table upgrade program.



The table upgrade is now complete. The system has now been updated successfully with the new IQ program version.

NOTE: When restoring any backup within the IQ Enterprise package, make sure that you run the iqupgrade.exe and do a table upgrade. The reason for this is that sometimes the backup that was restored is old. It could be from a previous version of IQ Enterprise 5. Therefore, you need to run the iqupgrade.exe in order for any new fields that were added to be available on the older data that was restored.

Additional info

It is advised to run the Upgrade every time the system is installed or updated to the latest version.

Please ensure that the minimum system requirements and technical specifications are followed before installing and registering. These requirements can be found on the IQ Retail website, under the support general support menu.

SETUP



CHAPTER 3

SETUP

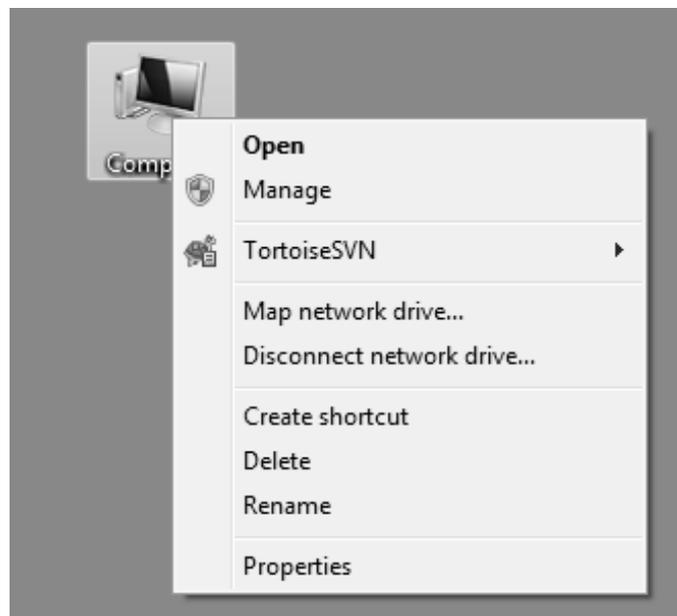
TECHNICAL SPECIFICATIONS

MAPPING A NETWORK DRIVE

How to map a workstation to the network servers drive Find the "My Computer" icon located on the desktop. Click on the My Computer icon using the right mouse button.



From the menu that appears, select the "Map Network Drive" option. Use the left mouse button to do so.



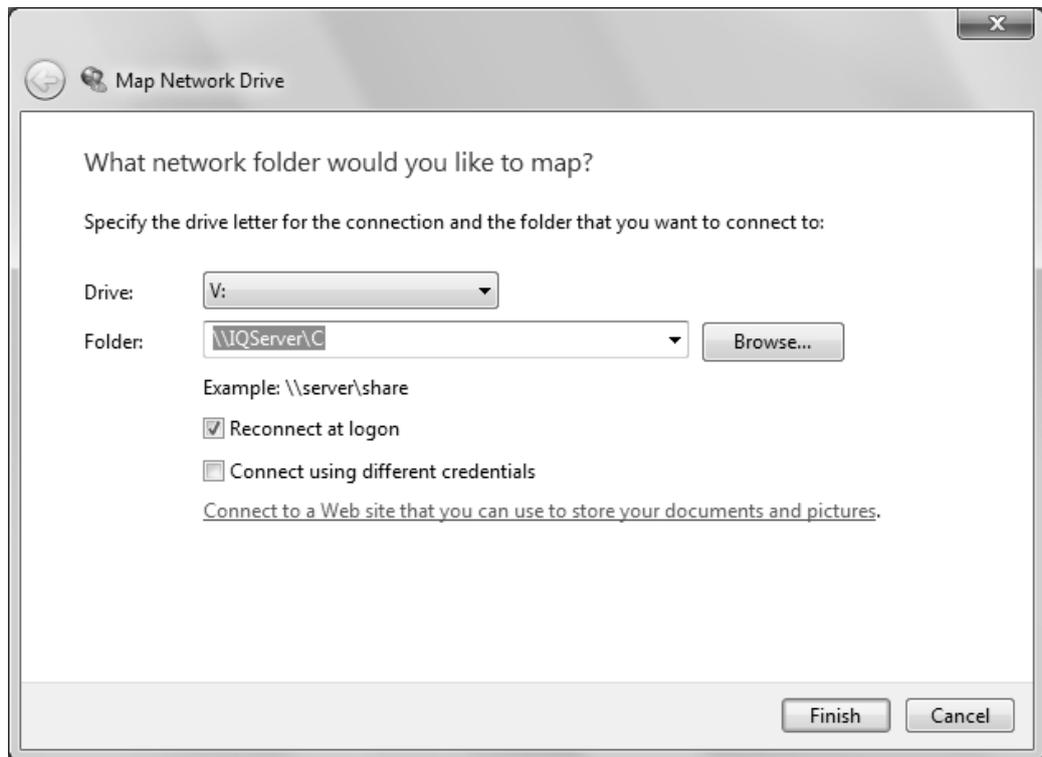
The "Map Network Drive" screen will appear next. It will automatically default the Drive option to the appropriate network drive to be used. This option may be changed, but it is recommended that it should be left as is if not 100% sure.

Click on the Browse button to locate the sever PC. A list of the available workstations and servers should appear. From the list select the server or the machine where IQ Enterprise was installed, i.e. where the IQ Enterprise program is kept.

DO NOT map the IQ Enterprise Folder. The Drive must be mapped and not the physical folder of IQ Enterprise.

NOTE: Enable the "Reconnect at Logon" option by clicking on it with the left mouse button.

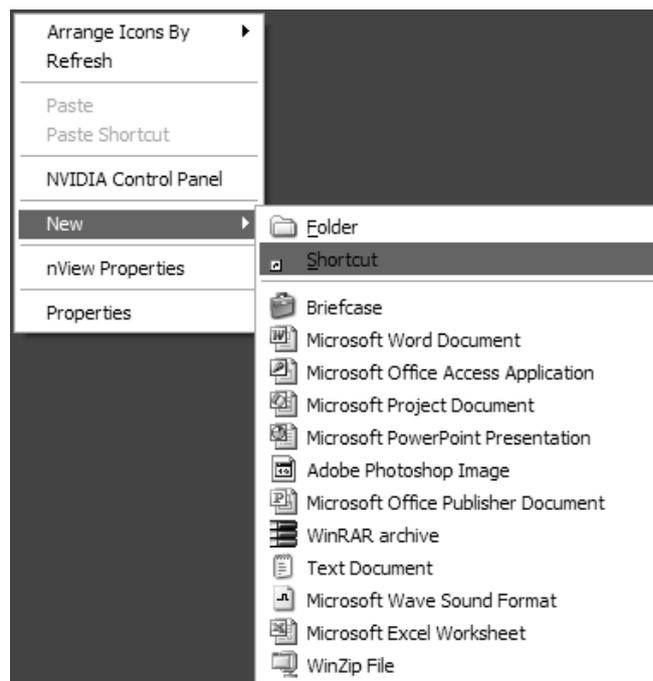
Once completed select the Finish button to accept the changes or the Cancel button to return to the desktop



SHORTCUT SETUP

The shortcut setup is intended only for workstations / terminals where IQ Enterprise was not installed, but is required to run the program. This need not be done on the computer where IQ Enterprise was installed on.

Before creating the shortcut make sure that Windows Desktop is visible. Place your mouse cursor on an open space of the Desktop, i.e. Do not highlight or place the cursor on any desktop icons. Now click your right mouse button once.



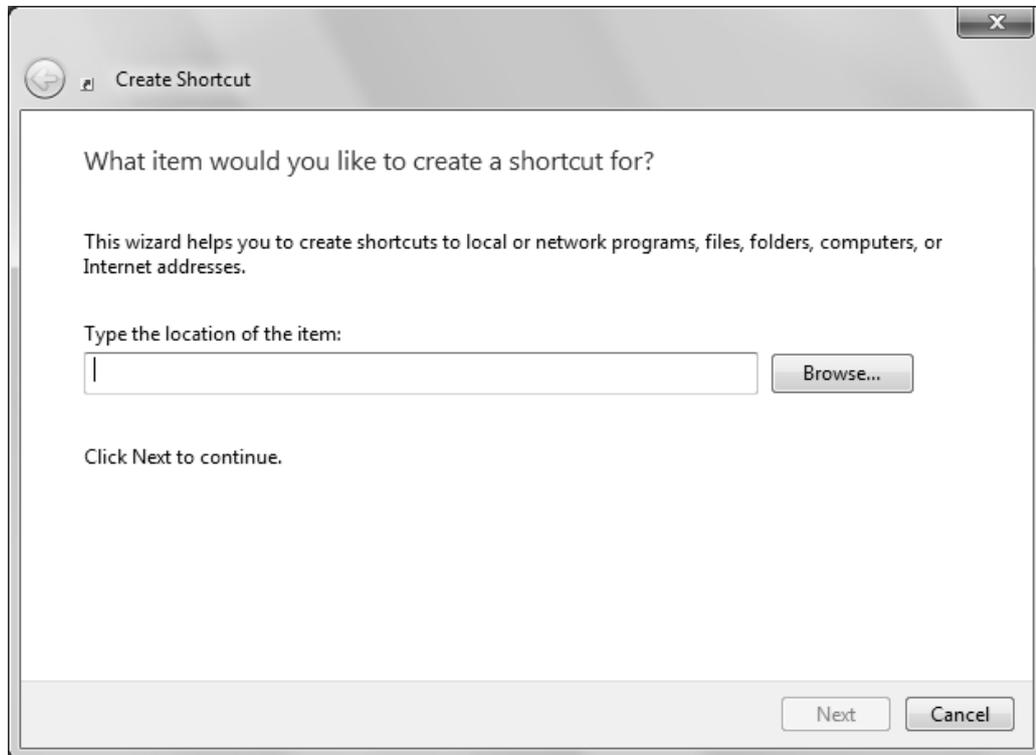
The following menu should appear. Select the New option followed by the Shortcut option.

The Create Shortcut dialogue box will appear next asking for the Command Line path (i.e. the location of the IQENTERPRISE.EXE program file) to run the IQ Enterprise program, e.g. "W:\IQRetail\IQ Enterprise\IQENTERPRISE.EXE 2".

Should you not know the location of the executable file for IQ Enterprise, select the Browse button.

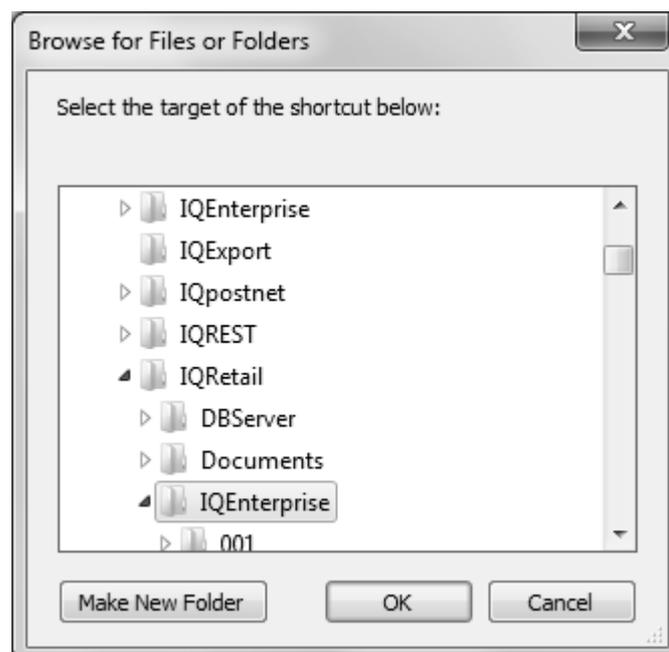
The Browse dialogue will appear next. Select from the Look In field listing the mapped network drive (i.e. the network drive that has been mapped to the servers drive) option by clicking on the triangle to the right of this field.

If a network drive has not yet been mapped to the server consult the "Mapping a Network Drive" heading.

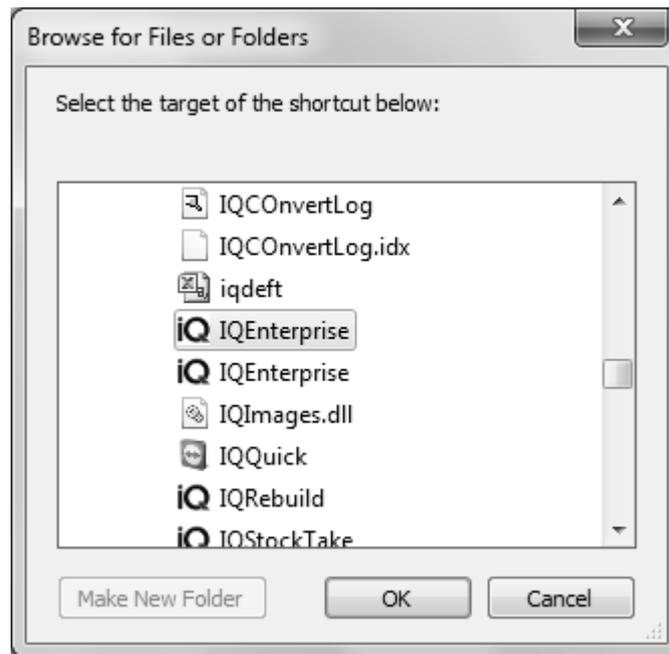


Once the appropriate mapped network drive has been selected the available directory folders will be listed.

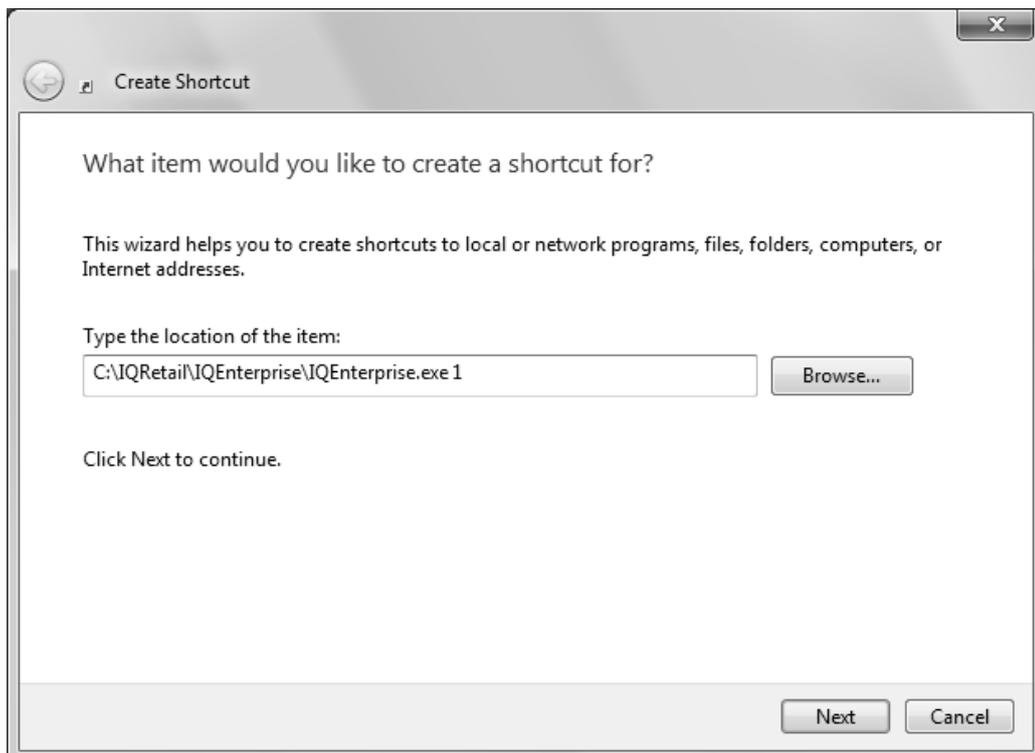
Double click using the left mouse button on the "IQRetail" folder then the "IQEnterprise" folder, or click on the "+" sign to open the IQ Enterprise folder.



What should appear next, is the contents of the "IQ Enterprise" directory. Locate the file "IQ Enterprise.exe" and either double click on it, or click on the OK button when the IQ Enterprise.exe" file becomes highlighted.



The Create Shortcut dialogue box will reappear, but this time it should have the program path displayed with program path to the IQ Enterprise program on the server or the computer it was originally installed on.



NOTE: Should the program path not have the ".EXE" file extension located next to the IQ Enterprise part of the file name, the incorrect file has been selected. Select the Browse button again and locate the correct IQ Enterprise file. Alternatively delete the text after "IQ Enterprise" and type the following, ".EXE" (including the full stop). It should read as follows, "W:\IQRetail\IQEnterprise\IQEnterprise.exe".

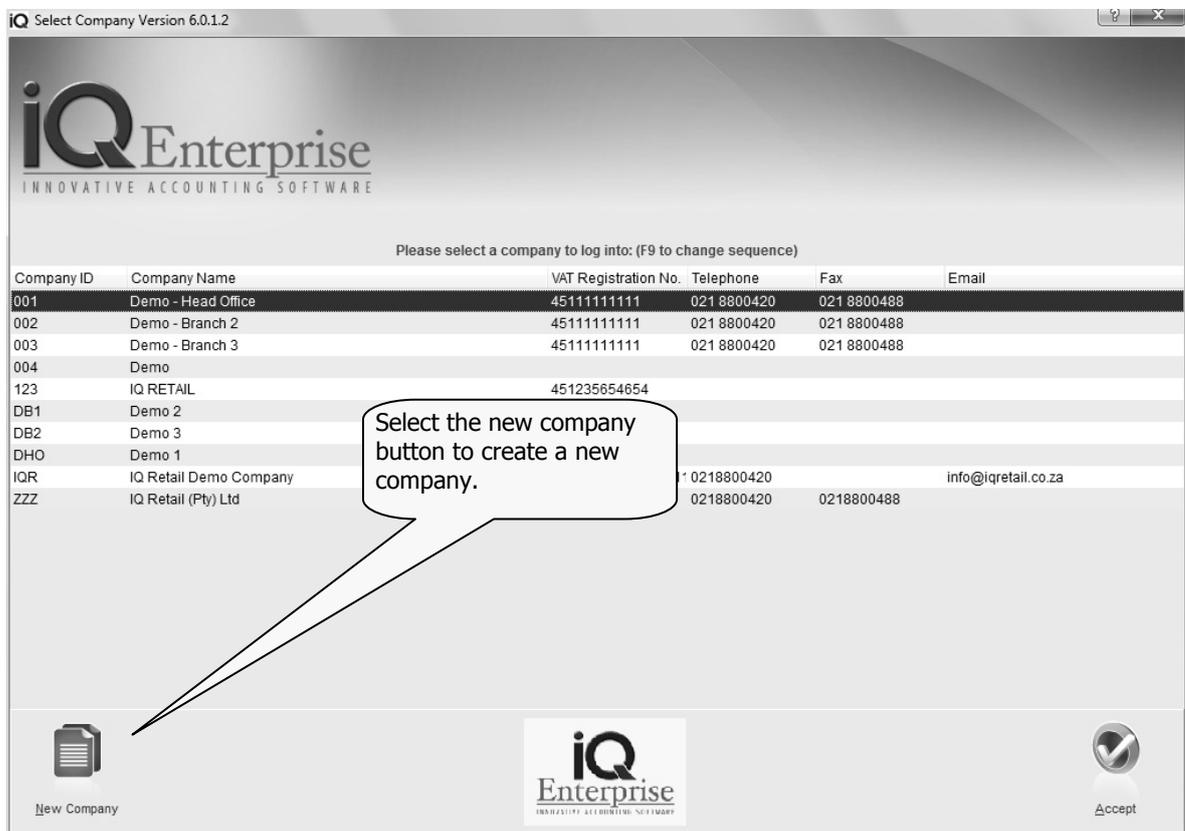
Before continuing click on the program path field with your left mouse button and type in a unique numeric terminal / workstation number, e.g. " W:\IQRetail\IQEnterprise\IQEnterprise.exe 1" The number entered must be in the range from 1 to the amount of users permitted by the IQ Enterprise Software, i.e. Should IQ Enterprise package be a Network 5 user system then the maximum amount of users permitted is 5, allowing a range from 1 to 5 to be entered. Please make sure that the number that is entered has not been used by another computer. Please note that user "1" must be allocated to the computer where the software was installed on.

Click the Next button to continue or the Cancel button to cancel shortcut setup. The next dialogue box to appear will ask for a descriptive name for the shortcut to be entered. The shortcut name "IQ Enterprise" will already be displayed in this field. The shortcut name can either stay this way, or it may be altered to display your own shortcut name, e.g. "IQ Enterprise".

Once the Finish button has been selected the name together with the IQ Enterprise logo will appear on your desktop. Should this not happen please follow the Setup Shortcut procedures again.

SELECTING A COMPANY

To choose a company select Utilities, option Select Company and select the required company. You will then operate in that company until another company is selected or you exit from the system. Use your arrow keys, or if you are using a mouse, the scroll bar to scroll through the companies.



CREATING A NEW COMPANY

To create a new company, one must access the select company option found under utilities. The system will ask for the New Company ID. Enter a new unique company number. The ID number entered can either be numeric or alpha-numeric. You will then find yourself in the new company. Then go through all the set up procedures for the new company.

There is no limit to the number of companies that can be run on the system.

When the company selection is changed to another company the system will default to the selected company in all program modules (e.g. debtors, stock, creditors, etc.).

Company Name	Demo Head Office
Address Line 1	1st Floor, Rhino House
Address Line 2	23 Quantum Road
Address Line 3	Techno Park, Stellenbosch
Address Line 4	7600
Telephone 1	021 8800420
Telephone 2	021 8800420
Fax Number	021 8800488
E-Mail Address	info@iqretail.co.za
Tax Number	1111111111
Company Registration Number	2222222222
Bank Name	ABCD
Bank Branch Code	01458
Bank Account Number	3333333333
Bank Account Type	Cheque
Character Set	ANSI_CHARSET
Language	English (Default)
Customs Code	
Store ID	

COMPANY DETAILS

To setup the company particulars (company name, address details, telephone & fax, posting date format DD/MM/YYYY, etc.) select Company Details option from the Utilities menu.

Use the available fields to capture the company particulars in the displayed fields. This information will be used by the system when printing reports and extracting other information.

CHARACTER SET

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...).

NOTE: The preferred Character Set is the "Default_Charset"

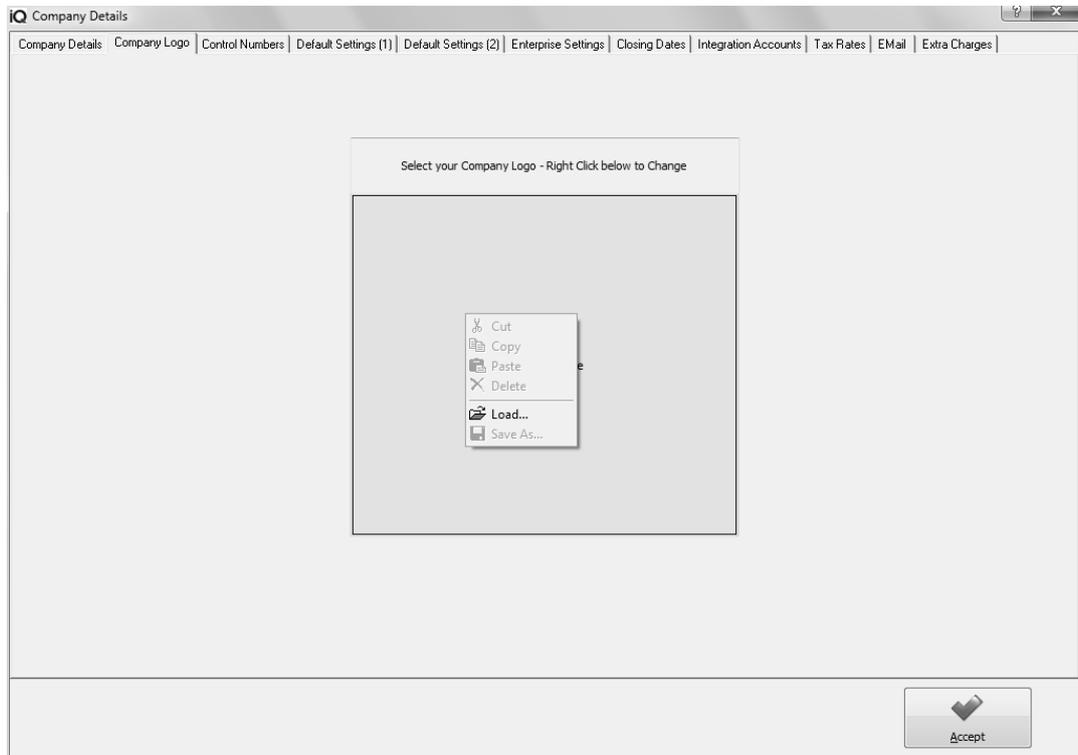
Company Name	Demo Company
Address Line 1	1st Floor, Rhino House
Address Line 2	23 Quantum Road
Address Line 3	Techno Park, Stellenbosch
Address Line 4	7600
Telephone 1	021 8800420
Telephone 2	
Fax Number	021 8800488
E-Mail Address	
Tax Number	451111111111
Company Registration Number	222222222222
Bank Name	ABCD
Bank Branch Code	1111
Bank Account Number	333333333
Bank Account Type	Cheque
Character Set	ANSI_CHARSET ▾
Language	English (Default) ▾
Customs Code	44444444
Store ID	55555555

The Character Set option is used for foreign languages. This means that if the company is situated in another country and one needs to use your home language, then setting the default character set together with setting your keyboard to the appropriate language, one is then able to use that foreign language.

EXAMPLE: If the character set is set to "Greek_Charset", this enables one when entering stock items to enter foreign characters in the description field.

Item Code	1001
Description	Ψαστλε ΨΑσε
Item Category	Stock Item ▾

Stock description in Greek characters.

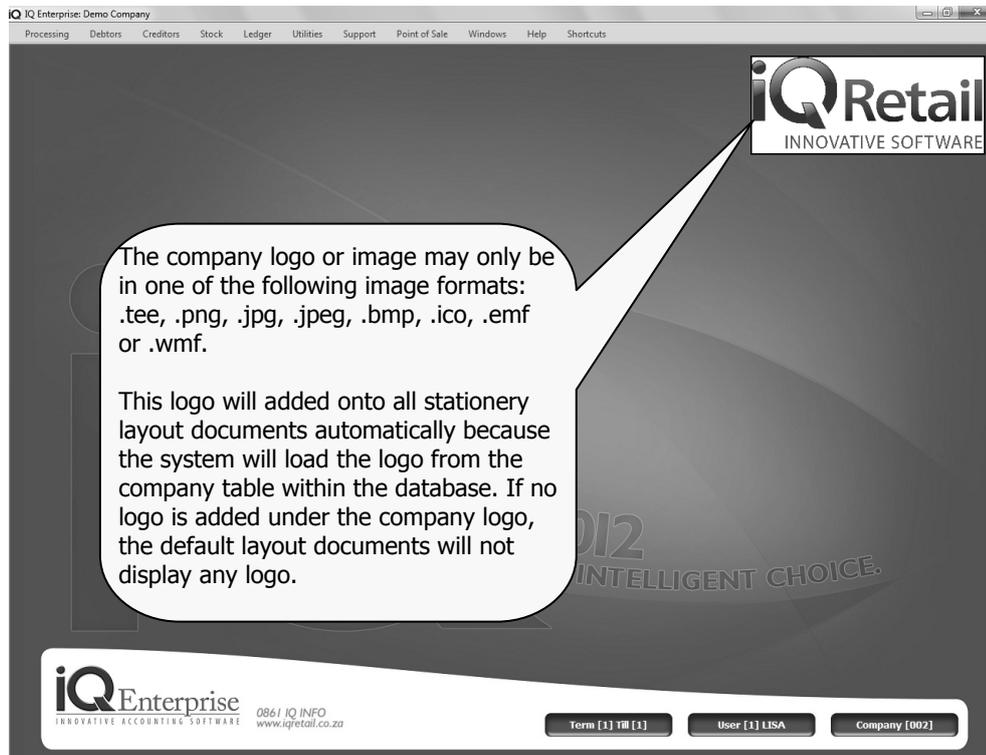


COMPANY LOGO

Right click in the light blue box, a menu will appear which allows one to select either the paste option or the load option. If an image or logo has been copied then select the paste option to paste the image or logo. If the image or logo needs to be located, select the load option. Then browse in order to find your logo on the computer. Once the logo has been found and selected the result of entering a company logo is as follows:



The company logo or image may only be in one of the following image formats: .tee, .png, .jpg, .jpeg, .bmp, .ico, .emf or .wmf.



Once the logo has been selected, the logo will appear on the main screen of that particular company.

NOTE: This logo will added onto all stationery layout documents automatically because the system will load the logo from the company table within the database. If no logo is added under the company logo, the default layout documents will not display any logo.

CONTROL NUMBERS

Control Numbers

Control numbers should not be amended unless required. If amendments are required, please ensure that all users are logged out of the system. To enable editing of control numbers, click the Checkbox below.

Enable Editing Tick For Yes

Document Type	Number	Prefix	# Tabs when scanning
Invoice	308	INV	2
Credit Note	20	CRN	0
Quote	27	QTE	0
Sales Order	28	SAL	0
Purchase Order	29	PUR	0
Job Card	36	JOB	0
GRV Number	72	GR1	0
Return Note Number	9	RTS	0
Transfer Number	10	TRF	
Transfer Request Number	4	TRR	
Receipt No	67		
Cheque No	13		
Manufacturing Number	19	MAN	
Batch Number	1	BTN	
Stock Take Number	8		
Deliveries And Collections Number	26	DAC	
Sundry Issues and Receipts	15	SIR	

Select Enable editing to change the Prefix numbers

Accept

ENABLE EDITING

The enable editing option allows one to change or modify the existing control numbers. This means that one is able to change these numbers if the enable editing option is enabled.

NOTE: If any of these control numbers are changed backwards as in overwriting a previous number then the system will overwrite the previous document with that number and not the transaction. However one needs to remember then that there could be 2 of the same transactions for example 2 of INV100 which means that the original document INV100 would have been overwritten with the new one.

DOCUMENT TYPE

The document type displays all the different types of processing documents that are generated from the system.

NEXT NUMBER

Invoice, Credit Note and Quote numbers etc... are all generated automatically by the system. The control numbers do not necessarily have to start at 1.

EXAMPLE: When one converts from a previous accounting system to the Enterprise system, the sequence numbers can be altered in such a way that one can continue with the numbering from the previous system. In other words if in the previous system the invoice numbers stopped at 999 then one can set the next invoice number to start on 1000.

PREFIX

Enter the prefix to be printed next to the document number on the invoice and credit note documents.

TABS WHEN SCANNING

The scanning tabs causes the cursor to automatically move to the next empty fields within the Invoicing, Goods Receiving, Return To Supplier or Credit Note screens. In other words if the number 2 is specified in any of these fields, when doing an invoice, the cursor will jump 2 spaces from the Code field straight to the Quantity field.

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

Default Settings - Page 1

To quickly find an option, start typing. Up and down arrows move between highlighted items.

<input type="checkbox"/> Print Debtor Receipts	<input type="checkbox"/> Disable sales order control on COD Accounts	<input type="checkbox"/> Link Job card Number to Purchase Order
<input type="checkbox"/> Print Creditor Payments	<input type="checkbox"/> Enable sales order picking slips	<input checked="" type="checkbox"/> Limit Quantity on GRV from Purchase Order
<input checked="" type="checkbox"/> Enable Cascading Items	<input checked="" type="checkbox"/> Update work in progress in ledger	<input checked="" type="checkbox"/> Enable External Charges
<input checked="" type="checkbox"/> Enable Serial Numbers	<input type="checkbox"/> Disable Credit Limit Check in Quotes	<input checked="" type="checkbox"/> Disable Dot Matrix Advanced Printing Options
<input checked="" type="checkbox"/> Strict Serial Number Checking	<input type="checkbox"/> Disable Credit limit Check in Job Cards	<input type="checkbox"/> Enable Weekly Age Analysis Reports
<input checked="" type="checkbox"/> Enable Colours and Sizes	<input type="checkbox"/> Disable Credit limit Check in Sales Orders	<input checked="" type="checkbox"/> Show Auto Generated Relations
<input type="checkbox"/> Ask for password continuously	<input type="checkbox"/> Show Line Comments in Invoicing	<input type="checkbox"/> Do order control on purchase orders
<input checked="" type="checkbox"/> Do Sellprice Maintenance In Processing	<input type="checkbox"/> Show Line Comments in Credit Notes	<input type="checkbox"/> Print Debtors Receipts in Invoicing
<input checked="" type="checkbox"/> Automatically print GRV Labels	<input type="checkbox"/> Show line comments in Sales Orders	<input type="checkbox"/> Enable Deliveries and Collections
<input type="checkbox"/> Print GRV Labels after Purchase Order Processing	<input type="checkbox"/> Show line comments in Purchase Orders	<input type="checkbox"/> Show Supplier Code in Processing Module
<input type="checkbox"/> Automatically print new Shelf Talkers	<input type="checkbox"/> Show line comments in Quotes	<input checked="" type="checkbox"/> Check for Duplicate Order Numbers in Processing Module
<input type="checkbox"/> Control both weight and Units	<input type="checkbox"/> Show line comments in Job Cards	<input checked="" type="checkbox"/> Stock Multiple Bin Locations
<input type="checkbox"/> Enable multiple stock warehouses	<input type="checkbox"/> Show line comments in GRV's	<input checked="" type="checkbox"/> PDF Exports - Use Embedded Fonts
<input checked="" type="checkbox"/> Check terms in Sales	<input type="checkbox"/> Show line comments in RTS's	<input checked="" type="checkbox"/> Use Rep Per Line Item In Processing Module
<input checked="" type="checkbox"/> Show all prices in Invoicing	<input checked="" type="checkbox"/> Enforce Price Lists if they exist	<input checked="" type="checkbox"/> Auto-Populate Account Numbers
<input type="checkbox"/> Post All Invoices/Credit notes to POS	<input checked="" type="checkbox"/> Save History In Processing Module	<input checked="" type="checkbox"/> Use Auto Manufacturing In invoicing
<input type="checkbox"/> Lock Date in Processing Module	<input checked="" type="checkbox"/> Automatically Log Off Supervisor after Invoice	<input type="checkbox"/> Auto-Generate References for Ledger Journals
<input type="checkbox"/> Invoice Date defaults to Sales Order Date	<input type="checkbox"/> Allow Quotes on Inactive Accounts	<input checked="" type="checkbox"/> Enable Wildcard / Partial Searching for Lookup Dialogs
<input type="checkbox"/> GRV Date defaults to Purchase Order Date	<input checked="" type="checkbox"/> Enable Tender Screen Security	<input type="checkbox"/> Automatically Allocate to Oldest Balance
<input checked="" type="checkbox"/> Force Negative stock check in RTS	<input type="checkbox"/> Enable Supervisor Overrides on Tender Screen	<input type="checkbox"/> Allow Changing of Line Total in Processing Module
<input checked="" type="checkbox"/> Enable stock custom line colours	<input checked="" type="checkbox"/> Stock Adjustment Confirmation	<input checked="" type="checkbox"/> Enforce Completion of User Defined Fields in Processing
<input checked="" type="checkbox"/> Allow preview on documents	<input type="checkbox"/> Link Major and Minor Departments	
<input checked="" type="checkbox"/> Do credit control on sales orders	<input checked="" type="checkbox"/> Enable Quotes & Purchase Order Indicator	



DEFAULT SETTINGS (1)

PRINT DEBTORS RECEIPTS

Enable (tick) this option to be able to print debtors receipts when doing payments from the Debtors Receipts Menu option under Point of Sale. Receipt will not be generated from debtors single journals or batch journals.

PRINT CREDITOR PAYMENTS

Enable (tick) this option to be able to print creditor payments when doing payments from the Creditors Payments Menu option under Creditors and Point of Sale. Payments will not be generated from creditors single journals or batch journals.

ENABLE CASCADING ITEMS

Enable (tick) this option to be able to link Sub Items (bulk items) to report to Main Items (usually singles) i.e. One case of 24 Cokes reports to a single can of Coke.

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

Item Code	COK002	Vat Rate	1
Description	Coke Case	Store Serial Numbers	<input type="checkbox"/> Tick for Yes
Item Category	Stock Item	Ordering Method	Normal N/A
Major Department	001 Coke	Re-order Level	0.00
Minor Department	0001 Soft Drinks	Re-order Quantity	0.00
Barcode	COK002	Main Supplier	
General Code		Supplier's Code	
Extended Description		Report to Item	COK001
Colour	0 Not Defined	Item Conversion Rate	24.000000
Size	0 Not Defined	Status	
Line Colour Type		Scale Item	<input type="checkbox"/> Tick for Yes
Item on Hold	<input type="checkbox"/> Click for Options	Override GRV Label Qty	<input type="checkbox"/> Override 0
Allow Discount	<input checked="" type="checkbox"/> Click for Options	ABC Classification	Not Defined
Maximum Discount %	0.00	Recommended GP%	0.00
Section 7 Exempt	<input type="checkbox"/> Tick for Yes	Exclude from Extra Charge Cost Allocation on GRV	<input type="checkbox"/> Tick for Yes
Unit Cost	144.0000	Picture	Right click to manage picture
Future Cost	0.00		
Storage / BIN Location	FR1		
Pack Description			
Pack Size	24.000000		
Unit of Measure	Units		
Disallow Decimals	<input type="checkbox"/> Tick to Disallow		
Default Line Rep			





NOTE: The above screen capture shows the castle case reporting to the castle single item. The conversion rate is very important when using cascading items. To determine conversion rate to use when using cascading items, is calculated as follows: The item with the biggest pack size castle case – 24 divide that by the item with the smallest pack size castle single – 1 the result must be 24.

Item Code	MON001
Description	Monitor LED 23 - Serial Number Item
Item Category	Stock Item
Major Department	002 Hardware
Minor Department	0002 Computers
Barcode	MON001
General Code	
Extended Description	
Colour	0 Not Defined
Size	0 Not Defined
Line Colour Type	
Item on Hold	<input type="checkbox"/> Click for Options
Allow Discount	<input checked="" type="checkbox"/> Click for Options
Maximum Discount %	0.00
Section 7 Exempt	<input type="checkbox"/> Tick for Yes
Unit Cost	1571.4300
Future Cost	0.00
Storage / BIN Location	
Pack Description	
Pack Size	1.000000
Unit of Measure	Units
Disallow Decimals	<input checked="" type="checkbox"/> Tick to Disallow
Default Line Rep	
Main Supplier	
Supplier's Code	
Report to Item	
Item Conversion Rate	
Status	
Under Batch Control	<input type="checkbox"/> Tick for Yes
Life Time (Days)	0
Scale Item	<input type="checkbox"/> Tick for Yes
Override GRV Label Qty	<input type="checkbox"/> Override
ABC Classification	Not Defined
Recommended GP%	0.00
Exclude from Extra Charge Cost Allocation on GRV	<input type="checkbox"/> Tick for Yes
Picture	Right click to manage picture

ENABLE SERIAL NUMBERS

Enable (tick) this option to be able to add serial numbers to stock items in Stock Maintenance and Stock Serial Numbers.

STRICT SERIAL NUMBER CHECKING

Strict Serial Number Checking will force the user to enter the correct serial number of the stock item while processing. When the serial number box appears, use the "ALT" and "Down Arrow" buttons simultaneously on the keyboard together to bring up a list of serial numbers for the specific item or click on the drop down arrow button. This will force the correct original serial number of the item to be entered on a Credit Note if it was invoiced.

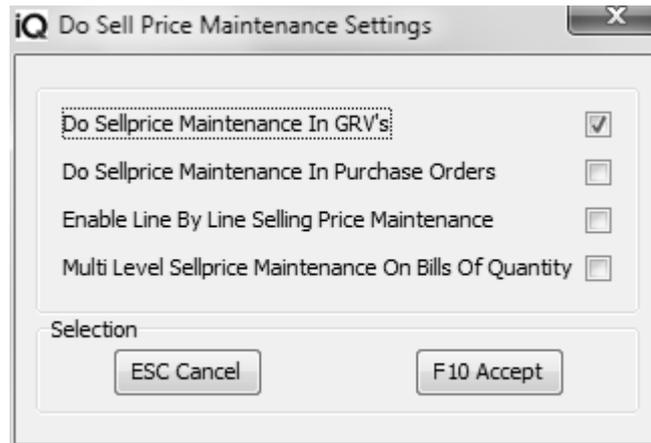
ENABLE COLOURS AND SIZES

Enable colours and sizes fields for stock items in Stock Maintenance. These options can be used to categorize stock items, for example clothing with different colours. This means that if a clothing retailer wanted to add in all the sizes and colours for garments, shoes etc... it can be done utilizing this option. To add/edit the colours, double click in the empty field.

ASK FOR PASSWORD CONTINUOUSLY

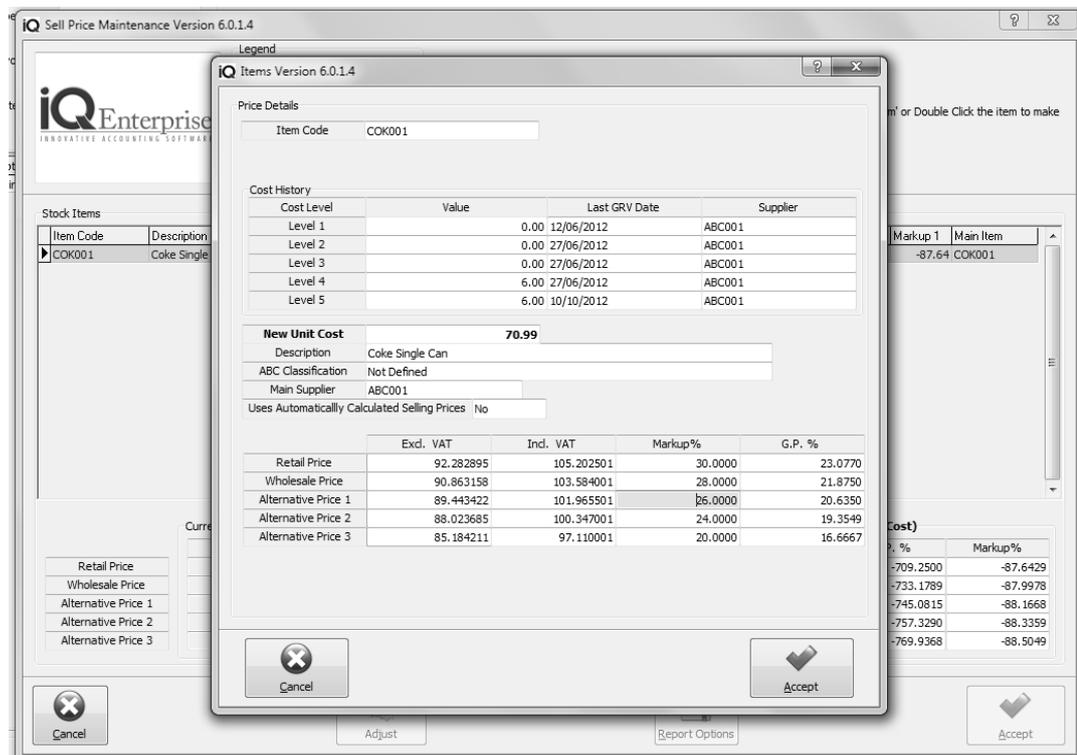
For security reasons this option is quite important. To continuously be asked for the user password number between transactions and other processes.

DO SELLPRICE MAINTENANCE IN PROCESSING



DO SELLPRICE MAINTENANCE IN GRV'S

Sell price Maintenance in GRV's enables one to change the selling prices while doing GRV's. A Sell price Maintenance dialog box will come up for each of the different stock items as the end of each item line is reached in the GRV.



By selecting this option will make the changing of sell prices a very simple task. When an items cost price changes, it will a lot easier to update that relevant stock items selling prices right there and then purely because one wouldn't want to process the full GRV and then afterwards go and manually find all those items and update their selling prices. This option would save a lot of time.

DO SELLPRICE MAINTENANCE IN PURCHASE ORDERS

Sell price Maintenance in Purchaser Orders enables one to change the selling prices while doing Purchaser Orders. A Sell price Maintenance dialog box will come up for each of the different stock items as the end of each item line is reached in the Purchase Order.

ENABLE LINE BY LINE SELLING PRICE MAINTENANCE

This option applies only if GRV / Purchase Order sell price maintenance has been enable. If enable, the system will prompt your for amendments \ changes to your selling prices directly after adding the item to your document. Always keep in mind: if you are adding the same item on multiple lines of your documents, only the last change to your selling prices for the this item will be taken into account.

Price Details

Item Code: BM002

Cost Level	Value	Last GRV Date	Supplier
Level 1	87.00	N/A	
Level 2	87.00	N/A	
Level 3	87.00	N/A	
Level 4	87.00	20/01/2012	ABC001
Level 5	205.26	13/09/2012	ABC001

New Unit Cost: 100.00

Description: Tiles

ABC Classification: Not Defined

Main Supplier:

Uses Automatically Calculated Selling Prices: No

	Excl. VAT	Incl. VAT	Markup%	G.P. %
Retail Price	214.912281	245.000000	114.9123	53.4694
Wholesale Price	206.140351	235.000000	106.1404	51.4894
Alternative Price 1	197.368421	225.000000	97.3684	49.3333
Alternative Price 2	188.596491	215.000000	88.5965	46.9767
Alternative Price 3	184.210526	210.000000	84.2105	45.7143

MULTI LEVEL SELLPRICE MAINTENANCE ON BILLS OF QUANTITY

This option applies only if GRV / Purchase Order sell price maintenance has been enable. If enable, the system will prompt your for amendments \ changes to your selling prices directly after adding the item to your document.

Legend

- No cost change
- Cost differs from latest cost
- Cascading Item

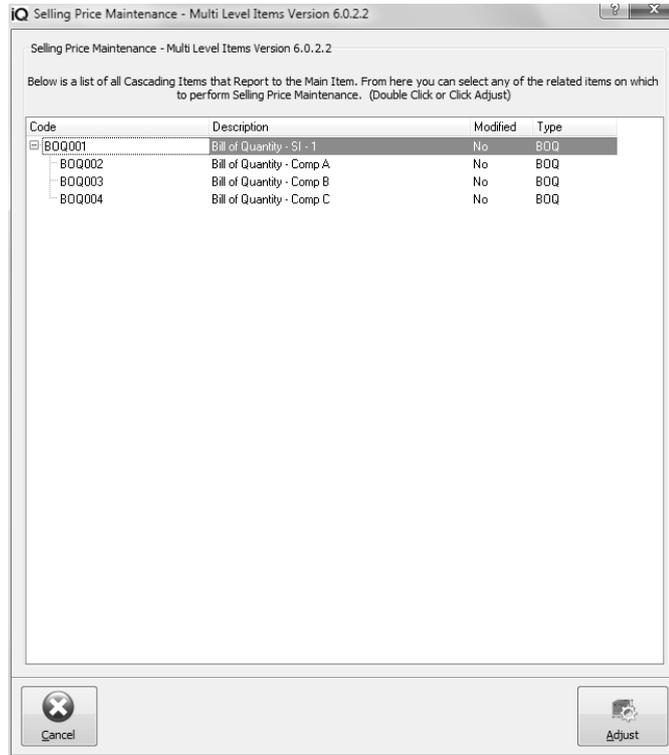
The items below are listed for Selling Price Maintenance. Select an item and click 'Adjust Item' or Double Click the item to make selling price changes.

Item Code	Description	ABC Class	On Hand	New Cost	Average Cost	Latest Cost	Recommended Retail	SellPrice1 Incl	Gross Profit 1	Markup 1	Main Item
TSMGS0202	Golf T-Shirt - Brown - M	Not Defined	0.00	46.00	45.82	45.82	0.00	74.19	29.32	41.48	TSMGS0202
TSMGS0203	Golf T-Shirt - Brown - L	Not Defined	0.00	40.00	38.45	38.45	0.00	62.26	26.76	36.54	TSMGS0203
TSMGS0204	Golf T-Shirt - Brown - X	Not Defined	0.00	38.00	40.00	40.00	0.00	141.41	69.37	226.43	TSMGS0204

	Current Price Values (based on Stock Master):				New (Updated) Price Values (based on new Cost):			
	Excl. VAT	Incl. VAT	G.P. %	Markup%	Excl. VAT	Incl. VAT	G.P. %	Markup%
Retail Price	65.079300	74.190402	29.5899	42.0251	65.079300	74.190402	29.3170	41.4767
Wholesale Price	58.652700	66.864078	21.8750	28.0001	58.652700	66.864078	21.5722	27.5059
Alternative Price 1	57.736200	65.819268	20.6349	25.9999	57.736200	65.819268	20.3273	25.5135
Alternative Price 2	56.819800	64.774572	19.3549	24.0001	56.819800	64.774572	19.0423	23.5213
Alternative Price 3	54.986900	62.685066	16.6667	20.0000	54.986900	62.685066	16.3437	19.5367
Alternative Price 4	54.070400	61.640256	15.2542	17.9999	54.070400	61.640256	14.9257	17.5443
Alternative Price 5	53.154000	60.995560	13.7931	16.0000	53.154000	60.995560	13.4590	15.5522

The Sell Price maintenance screen will appear once the user has selected the process option. Select the Bill of Quantity Item followed by Adjust.

Select the stock item to be changed. You can choose the Manufacture item or one of the components within the Bill of Quantity Item, then select Adjust.



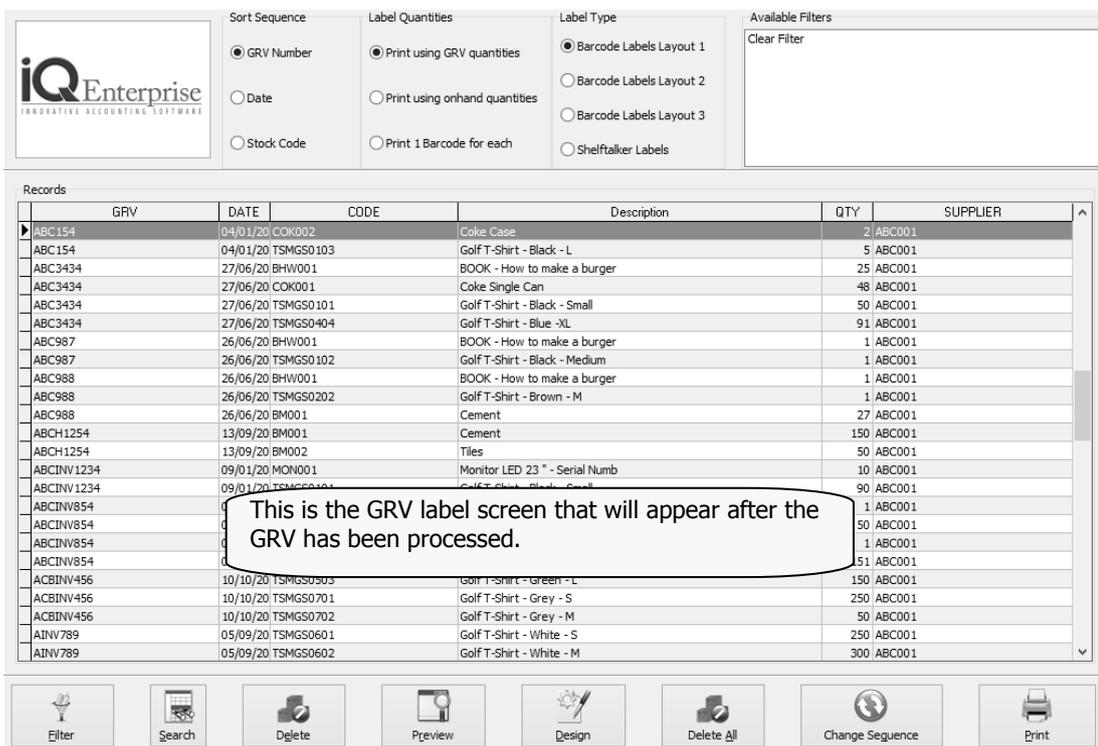
Always keep in mind: if you are adding the same item on multiple lines of your documents, only the last change to your selling prices for the this item will be taken into account.

AUTOMATICALLY PRINT GRV LABELS

This option enables one to automatically print GRV labels when doing Goods Receiving. The system will show the GRV label printing screen automatically once the GRV has been processed and displayed or when the GRV has been processed and printed.

PRINT GRV LABELS AFTER PURCHASE ORDER PROCESSING

This option enables one to print GRV labels after processing the Purchase Order. The system will show the GRV label printing screen automatically once the Purchase Order has been processed and displayed or when the Purchase Order has been processed and printed.



AUTOMATICALLY PRINT NEW SHELF TALKERS

This option enables one to automatically print New Shelf Talkers when doing Goods Receiving. This option does not show the shelf talker label screen automatically once the GRV has been processed and displayed or when it's been processed and printed.

CONTROL BOTH WEIGHTS AND UNITS

Control both Weights and Units. This will multiply the price (per Kilo) by the Weight of the items to determine the selling prices.

EXAMPLE: If items are being sold per weight, the system allows one to enter that information on an invoice. This means that if you are selling 10 boxes at 5kg each this information is stored once the invoice is completed. Because the information is stored, one can have the stored information of 10 boxes at 5kg each printed on the invoice layout.

The screenshot displays the 'Processing' window for a Goods Receiving Voucher (GRV). The interface is divided into several sections:

- Account Details:** Account No. ABC001, Name and Address Details (ABC Whole Sales, 45 Orange Road, Somerset West, 7150).
- GRV Details:** GRV Date 23/04/2013, Orig. Document Date, GRV Number, Delivery Method, Order Number, Supplier Invoice No, GRV Memo, Delivery Note No.
- Totals:** Goods Total 15.00, Discount Amnt 0.00, Vat Amount 2.10, Total Quantity 1.00.
- Item Table:**

Code	Description	Kilo Price	Additional Cost (Excl)	Pack/Qty	Weight	Disc %	Total
2007	Cheese Kg	15.00		2.0000	1.0000	0.00	15.00
*		0.00		0.0000	0.0000	0.00	0.00
- Delivery:** Delivery 0.00
- Total:** 17.10
- Footer:** Supervisor Logoff, Calculator, F7 Long Desc., F8 Item Details, Amendments, User Defined Data, Flash, F6 Process & Display, F10 Process & Print.

Callout Box: When control both units and weight is enabled, the columns will appear under Invoicing and GRV's.

ENABLE MULTIPLE STOCK WAREHOUSES

Enable Multiple Stock Warehouses/Locations enables one to have multiple locations within each company (e.g., Company CPT can then have stock locations 001, 002 and 003 etc...)

The screenshot shows the IQ Enterprise software interface. At the top, there are controls for 'Sort Order' (Code, General Code, Description, Department, Supplier Code, Barcode, Bin Location, Main Supplier) and 'Parameters' (Date: 24/04/2013, Ledger Account: 3510.000.000.00). An 'Available Filters' section shows 'Clear Filter', 'Golf T-Shirts', and 'T-Shirts'. The main area is a table with columns: Code, Description, General Code, Barcode, Departm., Main Supplier, Average C., Latest Cost, On Hand, New Cost, 001, 002, 003. A callout box points to the 001, 002, and 003 columns, stating: 'The three warehouses can be seen here with their own on hand quantities.' The bottom of the interface has a toolbar with icons for Filter, Search, Enable Editing, Enable Cost, Export, Preview, Design, and Print.

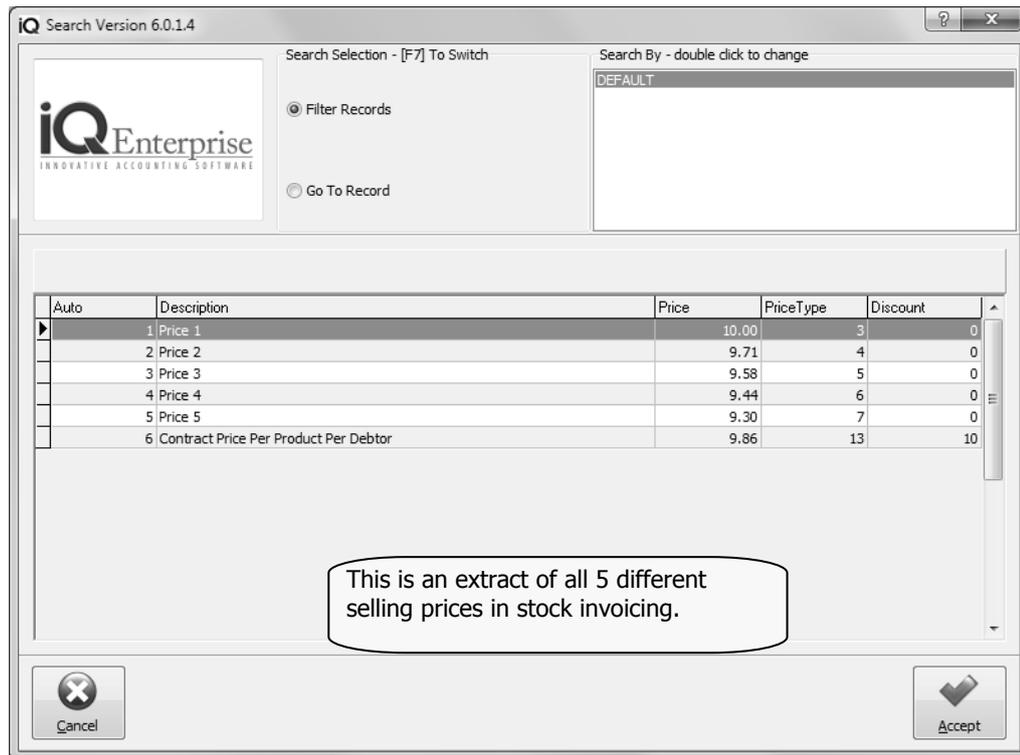
Code	Description	General Code	Barcode	Departm.	Main Supplier	Average C.	Latest Cost	On Hand	New Cost	001	002	003	
2003	Cheese KG	20000002003		001		25.000	25.0000	37.0000	25.0000		37.0000	0.0000	0.0000
2007	Cheese Kg	21000002007		001		15.000	15.0000	4.0000	15.0000	4.0000	0.0000	0.0000	0.0000
ABC001	ABC Classification - Class A		ABC001			100.000	100.0000	50.0000	100.0000	50.0000	0.0000	0.0000	0.0000
ABC002	ABC Classification - Class B			001		50.000	50.0000	0.0000	50.0000	0.0000	0.0000	0.0000	0.0000
ABC003	ABC Classification - Class C			001		0.000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
BHW001	BOOK - How to make a burger	BHW001		001	ABC001	525.345	525.3451	30.0000	525.3451	30.0000	0.0000	0.0000	0.0000
BM001	Cement	BM001		002	ABC001	147.430	147.4300	79.0000	147.4300	129.0000	-50.0000	0.0000	0.0000
BM002	Tiles			002		217.6840	218.9264	165.0000	217.6840	165.0000	0.0000	0.0000	0.0000
BM003	Wood			002	ABC001	23.4766	23.4766	0.0000	23.4766	237.0000	0.0000	0.0000	0.0000
BM004	Sand			002		40.5457	40.5457	34.0000	40.5457	134.0000	0.0000	0.0000	0.0000
BOQ001	Bill of Quantity - SI - 1			007		178.5537	148.0000	50.0000	178.5537	50.0000	0.0000	0.0000	0.0000
BOQ002	Bill of Quantity - Comp A			007		23.7030	0.0000	74.5000	23.7030	74.5000	0.0000	0.0000	0.0000
BOQ003	Bill of Quantity - Comp B			001		90.0000	0.0000	74.5000	90.0000	74.5000	0.0000	0.0000	0.0000
BOQ004	Bill of Quantity - Comp C			001		30.0000	0.0000	106.0000	30.0000	106.0000	0.0000	0.0000	0.0000
BOQ005	Bill of Quantity - Auto Manf			007		0.0000	128.7104	0.0000	128.7104	0.0000	0.0000	0.0000	0.0000
BOQ006	Bill of Quantity - SI - 3			007		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
BOQ007	Bill of Quantity - SI - 4 - Enhance Mar			007		131.9726	131.9726	23.0000	84.2192	23.0000	0.0000	0.0000	0.0000
BOQ008	Bill of Quantity - SI - 4 - Save Man			007		113.7263	113.7263	14.0000	705.0304	14.0000	0.0000	0.0000	0.0000
CAR001	Carrots per Kg		CAR001	001		4.8200	4.8200	30.0000	4.8200	10.0000	10.0000	10.0000	10.0000
COK001	Coke Single Can		COK001	001		7.7240	15.4533	463.0000	7.7240	362.0000	8.0000	93.0000	93.0000
COK002	Coke Case		COK002	001		185.3760	370.8792	0.0000	185.3760	0.0000	0.0000	0.0000	0.0000
COK003	Coke 6 Pack			001		46.3440	92.7198	0.0000	46.3440	0.0000	0.0000	0.0000	0.0000
COL001	Collection Fee		COL001	001		0.0000	0.0000	1.0000	0.0000	1.0000	0.0000	0.0000	0.0000
DEL001	Delivry Fee (Non-Stock Item)		DEL001	001		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
ED11-	Ent Oct 11		ED11-	001		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
JCI001	Job Card Stock Item - 1		JCI001	001		100.0000	100.0000	15.0000	100.0000	5.0000	10.0000	0.0000	0.0000
JCI002	Job Card Stock Item - 2		JCI002	001		62.5000	0.0000	2.0000	62.5000	2.0000	0.0000	0.0000	0.0000
						850.0000	850.0000	10.0000	850.0000	10.0000	0.0000	0.0000	0.0000
						0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
						0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
						0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
						150.0000	150.0000	93.0000	150.0000	93.0000	0.0000	0.0000	0.0000
						85.0000	85.0000	50.0000	85.0000	50.0000	0.0000	0.0000	0.0000
						9.8500	9.8500	55.0000	9.8500	55.0000	0.0000	0.0000	0.0000

CHECK TERMS IN SALES

This option enables the checking of debtor's terms in Invoicing. In other words, when doing an invoice to a debtor customer, the system will check the debtor customers terms i.e. COD, 30 Days, 60 Days etc... This means that if the debtor customer has exceeded his/her terms the invoice cannot be processed.

SHOW ALL PRICES IN INVOICING

Enable this option to show all 5 selling prices in invoicing. This option is not controlled by security, this means that any user that has a lower access level than a supervisor, will be able to view the 10 different selling prices in the invoice screen.



POST ALL INVOICES/CREDIT NOTES TO POS

This option allows all the invoicing and credit note transactions to be added to the POS Cash up Summary.

NOTE: This will lock the date for Invoices and Credit Notes to the current trading date.

LOCK DATE IN PROCESSING MODULE (GRV, RTS, PURCHASE ORDER)

The locking of dates will stop the selected processing module from being posted to past or future dates. The date cannot be changed and thus prevents users from posting Invoice, Credit Note, GRV's, Return to Suppliers, Purchase Orders, Sale Orders, Quotes and Job Cards to past or future dates.



INVOICE DATE DEFAULTS TO SALES ORDER DATE

If this option is enabled, the original sales order date that was entered when the sales order was created will be used as the date for the invoice when the sales order is converted into an invoice. This option should be used when backdated postings of invoices are done. This means that when the sales order is converted to an invoice, the same date will be used.

GRV DATE DEFAULTS TO PURCHASER ORDER DATE

If this option is enabled, the original purchase order date that was entered when the purchase order was created will be used as the date for the goods received voucher when the purchase order is converted into a goods received voucher. This option should be used when backdated postings of GRV's are done. This means that when the purchase order is converted to a GRV, the same date will be used.

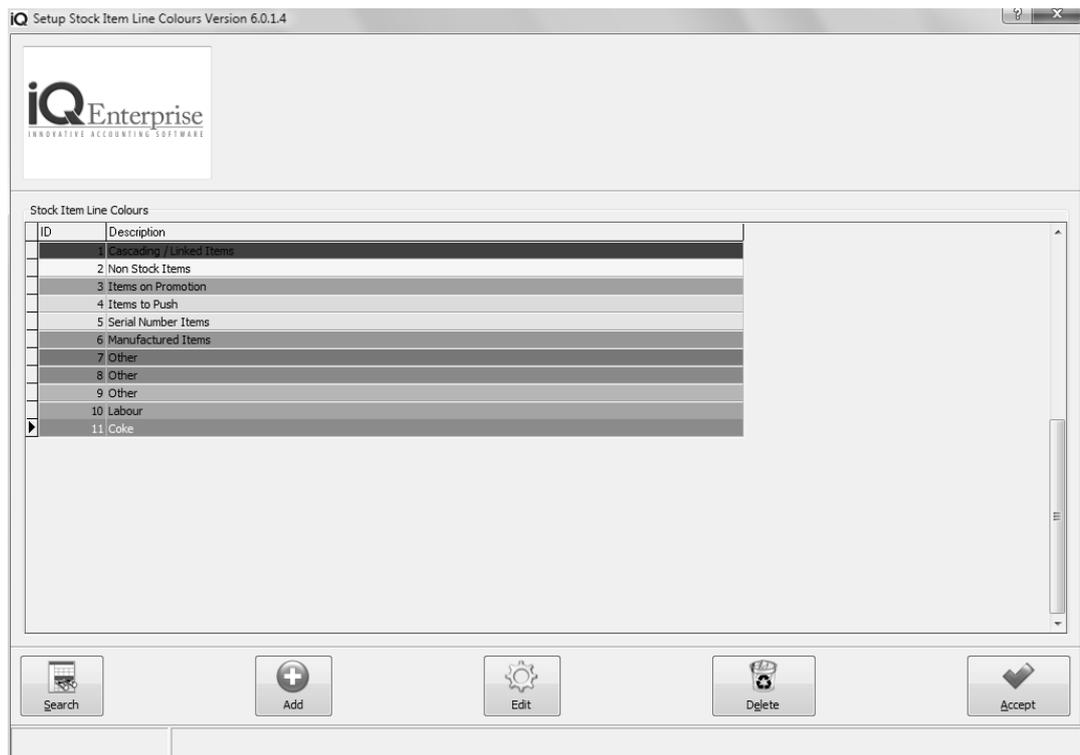
FORCE NEGATIVE STOCK CHECK IN RTS (RETURN TO SUPPLIER)

Force Negative Stock Check in RTS will not allow stock to be taken into negative by doing a Return to Supplier.

NOTE: It will only take effect if you are not the administrative user in the system or a user with the "access level required to allow negative stock".

ENABLE STOCK ITEM CUSTOM LINE COLOURS

Enable this option to allow line colours for the stock items in enquiries, maintenance, invoicing etc. The colours are first set up under Utilities > Default Tables Setup > Stock Item Line Colours. Then the stock items are linked to the predefined line item colour.



ALLOW PREVIEW ON DOCUMENTS

Enable this option to show a "Process & Preview" button when processing documents (Invoicing, GRV etc.).



NOTE: To prevent multiple copies of the same invoice, credit note etc. from being printed while being previewed, this must be un-ticked.

DO CREDIT CONTROL ON SALES ORDERS

Enable to prevent Sales Orders from being processed without prior approval of the Sales Order. Disable Sales Order Credit Control on COD Accounts will prevent the Sales Order Credit Control checks from being applied to COD accounts.



DISABLE SALES ORDER CREDIT CONTROL ON COD ACCOUNTS

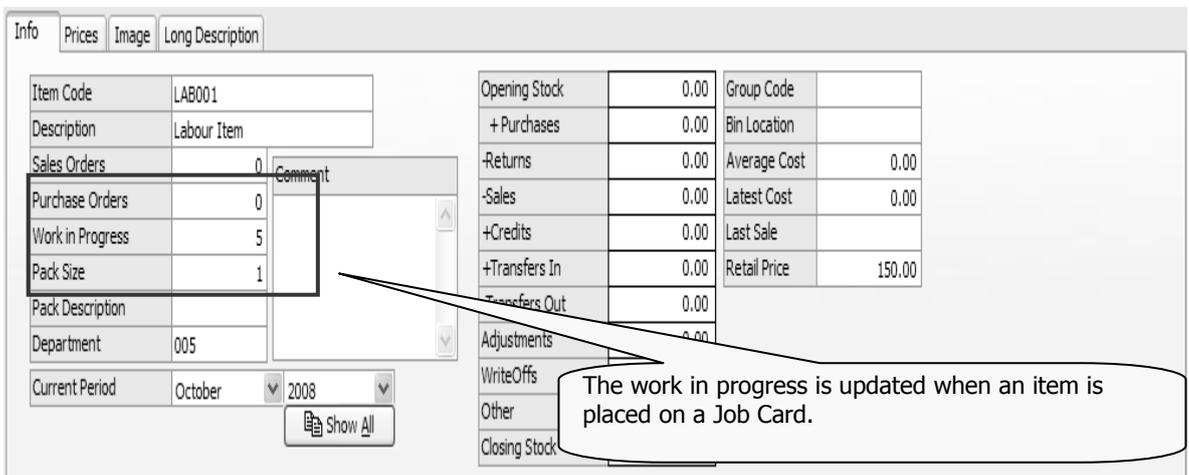
This option allows one to disable the credit control check on COD customers only. For any businesses, which provide "open terms" policy to their customers, it is important to have a cap on the amount of credit given. Every customer is given different amount of credit in relation to his or her sales turnover. These credits are monitored on a daily, weekly or monthly basis according to individual company's requirement.

ENABLE SALES ORDER PICKING SLIPS

This option enables one to be able to print Picking slips for Sales Orders. This is a document used in a warehouse operation that lists the items to be shipped and the recipient of the shipment. The picking slip travels with the shipment and, at the destination, is used to confirm that the shipment is complete. It is matched with the pertinent invoice before payment is made.

UPDATE WORK IN PROGRESS IN THE LEDGER

Update Work in Progress (Job Cards) in Ledger will update the Work in Progress and Work in Progress Control accounts in the Ledger when doing a Job Card.



NOTE: Unlike Sales and Purchase Orders this updates the stock on hand of the item immediately and places the quantity in work in progress.

DISABLE CREDIT LIMIT CHECKS

Disable Credit Limit Check in Quotes, Job Cards and Sales Orders. This disables the checking of credit limits for debtors when processing any of the following transaction types, Quotes, Job Cards or Sales Orders.

SHOW LINE COMMENTS

Enable these different line comment options to show an added line comments for Invoicing, Credit Notes, Sales Orders, Purchase Orders, Goods Receiving and Return to Suppliers, Quotes and Job Cards.

The screenshot shows the 'Invoice Details' window in the IQ Enterprise software. The window is divided into several sections: Account Details, Invoice Details, Totals, and a table of invoice items. A callout box points to the 'Line Comments' field in the table, which contains the text 'Line comment can be used per stock item'. The callout box contains the text: 'Line Comments enabled in Invoicing, Credit Notes, Sales Orders, Purchase Orders, Goods Receiving, Return to Suppliers, Quotes and Job Cards.'

Code	Description	Comment	Type	Unit Price	Qty	Disc %	Total
COK001	Coke Single Can	Line comment can be used per stock item	P1		10.0000	48.0000	480.0000
TSMGS0101	Golf T-Shirt - Black - Small		P1		70.6886	1.0000	70.6886
TSMGS0201	Golf T-Shirt - Brown - Small		P1		61.7108	5.0000	308.5540

ENFORCE PRICE LISTS IF THEY EXIST

Enabling this option allows the foreign currency price list to be used when doing an invoice or credit note. This option will only allow the foreign currency price as setup in the foreign currency price lists, to be used. The other stock prices will not be available.

NOTE: This option forces foreign currency prices to be available in invoicing. This option will only work correctly if a debtor customer is linked to a foreign currency price list.

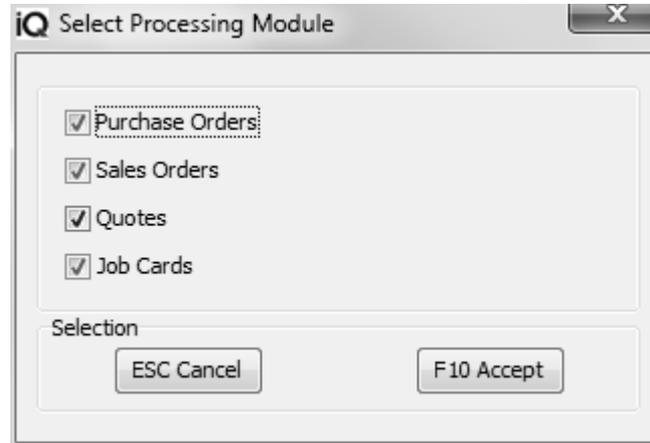
NOTE: This option does not influence contract price maintenance.

SAVE HISTORY IN PROCESSING MODULE

This option allows one to save every revision of a transaction in the following processing modules Purchase Order, Sales Order, Quotes and Job Cards. This option comes in handy especially when either a Purchase Order, Sales Order, Quote or Job Card has been modified.

NOTE: This means that if any purchaser order, sales order, Quote or job card has been modified then the original one prior to it being modified is then stored under the history option.

EXAMPLE: If your Job Card number is JOB1 and this job card is then modified, the job number changes to JOB1.1 the original JOB1 is then stored under the history option. One is then always able to view any changes that were made to any of those processing options.



AUTOMATICALLY LOG OFF SUPERVISOR AFTER INVOICE

This option enables the system to automatically log off the supervisor option located in the invoicing screen if it was used. This means that if that supervisor log off option was enabled during the creation of the invoice, selecting this option will then automatically log the supervisor off.

IMPORTANT: If this option is not enabled, this will allow users that have a low access to override certain securities. This will leave the supervisor logged in and thus allow user to override predefined security access settings.

NOTE: This option is only applicable in invoicing.

ALLOW QUOTES ON INACTIVE ACCOUNTS

This option allows one to create quotes on debtor accounts that have been placed "on hold". In other words even if the account is "on hold" (inactive) the system can still allow quotes to be generated on these inactive debtor accounts.

ENABLE TENDER SCREEN SECURITY

This option allows for security on the point of sale tender media screen. If this option is disabled, the tender media options (Cash, Credit Card, Discount etc...) will not be available to all users and they won't be able to use any of the available tender media options. If the option is enabled, then specific access to specific tender options must be set per user or per group.

ENABLE SUPERVISOR OVERRIDES ON TENDER SCREEN

This option allows for security on the point of sale tender media screen. If this option is disabled, the tender media options (Cash, Credit Card, Discount etc...) will be available to all users however they won't be able to use any of the available tender media options because they will require supervisor override. If the option is enabled, then specific access to specific tender options must be set per user or per group.

The screenshot shows the 'Tender Media' screen with the following details:

Section	Item	Value
Tender Media	F1 Cash	
	F2 Credit Card	
	F3 Cheque	
	F4 Gift Voucher	
	F5 Coupon	
	F6 ...More	
Details	Amount to Pay	863.30
	Remaining	863.30
	Change Due	0.00
Esc to Exit		

STOCK ADJUSTMENT CONFIRMATION

The stock adjustment confirmation option allows one to choose from a list of predefined stock adjustment reasons. This enables one to only select from the predefined reasons when making adjustments on stock items.

The screenshot shows the 'Stock Adjustment Confirmation' screen with the following details:

The requested stock adjustment will make the following changes to your stock item. Please check and confirm that these changes are acceptable. You are allowed to provide a reason for the stock adjustment. Click Accept to continue with the adjustment or Cancel to abort.

Level	Current Cost	Current OnHand	New Cost	New OnHand
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	522.28	10.00

	Current	New
Average Cost	522.28	522.28
Latest Cost	522.28	522.28
Base Cost	522.28	522.28
Highest Cost	522.28	522.28

Adjustment Reason: Spoilage

Other:

Buttons: Cancel, Accept

LINK MAJOR AND MINOR DEPARTMENTS

Linking the major and minor departments is purely used for reporting purposes. This option enables one to print minor department reports which in turn displays the major departments on the same report. This means that the totals that make up the minor departments can be seen as well.

ENABLE QUOTES AND PURCHASE ORDER INDICATOR

This option allows one to select the Purchase Order number when busy processing a quote. This is handy especially when the quote is being generated or a customer because it helps to see on which purchase order the goods are coming in on when and if the goods are still on order.

LINK JOB CARD NUMBER TO PURCHASE ORDER

This option allows for the Job Card number to be selected from a drop down menu once the purchase order is auto generated into a Job Card. This is handy when parts are ordered for a specific job and to auto generate the job from the purchase order makes it much easier when items need to be added to a specific job.

LIMIT QUANTITY ON GRV FROM PURCHASE ORDER

This option allows one to limit quantity from a purchaser order which means that if the item ordered on a purchaser order has a quantity of 10 and the purchaser order is converted to a goods received voucher, the quantity may not be modified to more than the 10 that was originally ordered. However the quantity may be modified to less.

ENABLE EXTERNAL CHARGES

The enable external charges option allows one to process external charges from goods receiving. This means that if goods are imported from a foreign country and external charges like clearing agents etc... need to be added, by using the external charges one is then able to link it to a supplier and make the costs incurred form part of the costs of the relevant stock items.

The screenshot displays the 'Goods Receiving' window in IQ Enterprise. The window title is 'IQ Enterprise: Demo Company - [Goods Receiving]'. It features a menu bar with options like Processing, Debtors, Creditors, Stock, Ledger, Utilities, Support, Point of Sale, Windows, Help, and Shortcuts. The main area is divided into several sections: Account Details (Account No: ABC001, Name and Address Details: ABC Whole Sales, 45 Orange Road, Somerset West, 7150), GRV Details (GRV Date: 27/09/2012, Orig. Document Date: 27/09/2012), and Totals (GRV Inclusive: No, Warehouse: 001, Goods Total: 9662.50, Discount Amnt: 0.00, Vat Amount: 1352.75, Total Quantity: 240.00). Below these sections is a table with columns: Code, Description, Type, Unit Price, Additional Cost (Extd), Qty, Disc %, and Total. The table contains three rows of data for 'Golf T-Shirt' items. A callout box points to the 'Additional Cost (Extd)' column with the text: 'External Charges cost break-up will display in the Additional Cost Column'. At the bottom right, a summary box shows 'External Charges 877.19' and 'Total 11015.25'. The bottom of the window has a toolbar with icons for Supervisor Logoff, Calculator, F7 Long Desc., F8 Item Details, Amendments, User Defined Data, Flash, F6 Process & Display, and F10 Process & Print.

Code	Description	Type	Unit Price	Additional Cost (Extd)	Qty	Disc %	Total
TSMGS0101	Golf T-Shirt - Black - Small	CL	41.93		380.65	100.000	4 193.00
TSMGS0102	Golf T-Shirt - Black - Medium	CL	40.00		326.82	90.000	3 600.00
TSMGS0201	Golf T-Shirt - Brown - Small	CL	37.39		169.72	50.000	1 869.50

DISABLE DOT MATRIX ADVANCED PRINTING OPTIONS

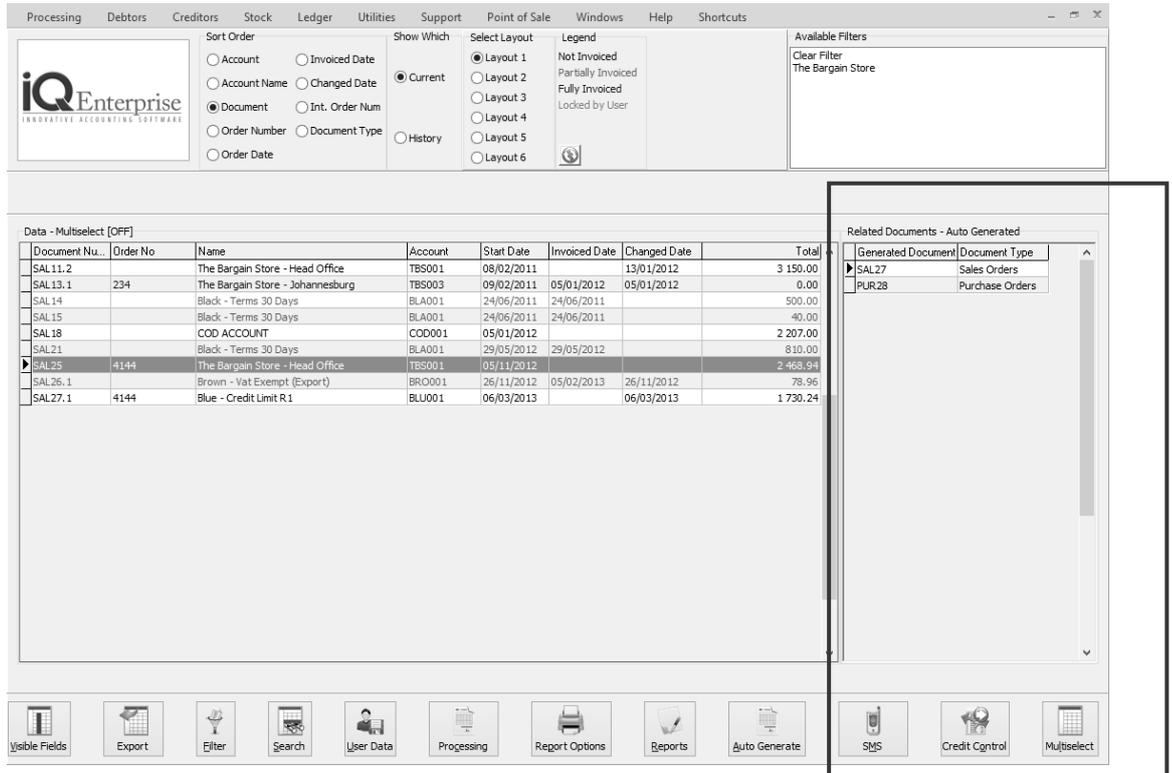
The disabling of advanced dot matrix printing options allows one to disable certain control commands that are sent from the IQ Enterprise system to the printer. This in turn will ensure that documents generated from the system are printed correctly.

ENABLE WEEKLY AGE ANALYSIS REPORT

The enable weekly age analysis report option allows one to be able to print out a weekly age analysis for debtor customers. The only difference is that this one allows the report to be printed in a weekly format e.g. 7 Days, 14 Days, 21 Days, 27 Days and 35 Days respectively.

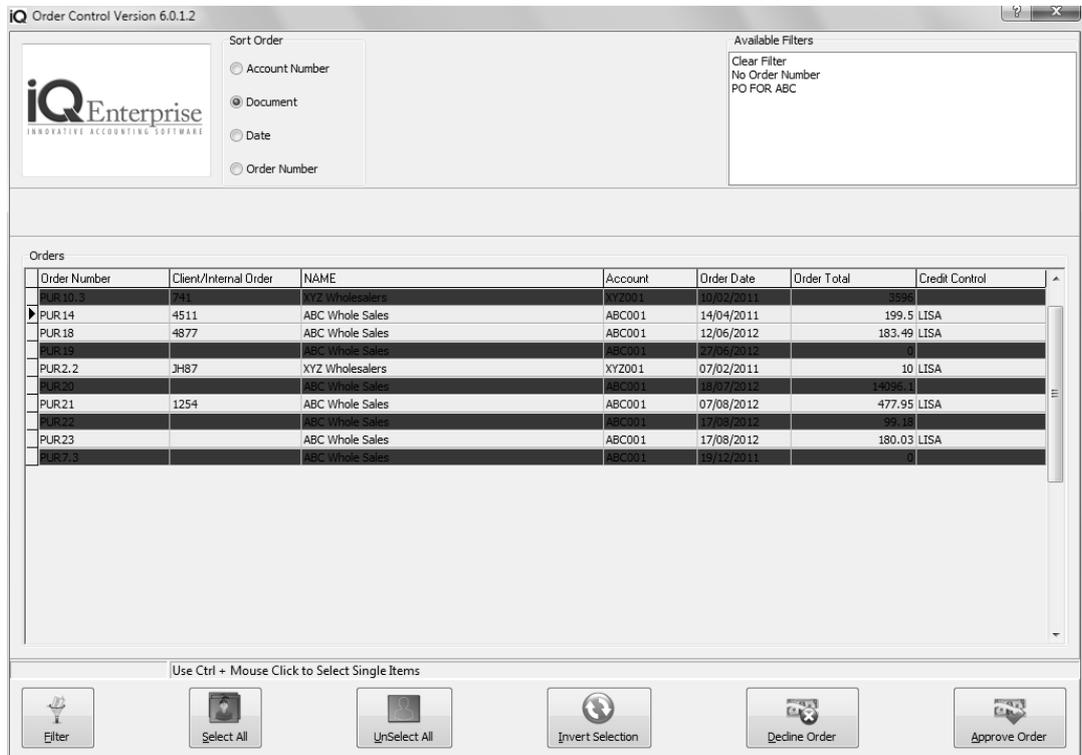
SHOW AUTO GENERATED RELATIONS

The show auto generated relations option allows one to enable this for the following processing modules, Purchase Orders, Sales Orders, Quotes and Job Cards. In turn when the auto generate option is selected within any of mentioned modules the system then allows one to see the auto generated relations meaning that if it was a sales order auto generated into a purchase order then one can see from where the specific purchase order was generated from.



DO ORDER CONTROL ON PURCHASE ORDERS

This options is similar to Credit Control on Sales Order. If enable, the Purchase order need to be approved prior to processing the GRV.



PRINT DEBORS RECEIPTS IN INVOICING

Enable this option if you wish to Print a Debtors Receipts during a Cash Sale in the Processing Module. In this case both the Invoice and the payment receipt will be printed.

ENABLE DELIVERIES AND COLLECTIONS

Enable this option if you wish to keep track of Delivery and Collection statuses on Stock Items, If enabled, you need to configure your Deliveries and Collections Parameters under Module parameters. Processing Module selected (Invoices and Recurring Charges, Credit Notes, Sales Orders, or Quotes).

SHOW SUPPLIERS CODE IN PROCESSING MODULE

Enable this option if you wish to see the Suppliers Stock Code (as setup up under Stock Maintenance) in the selected (Invoices and Recurring Charges, Credit Notes, Goods Receiving, Returns, Purchase Orders, Sales Orders, Quotes or Job Cards) Processing Module.

Code	Description	Supplier Code	T...	Unit Price	Additional Cost (Excl)	Qty	Disc %	Total
TSMGS0101	Golf T-Shirt - Black - Small	TT12	CL	45.00		50.0000	0.00	2250.00
TSMGS0102	Golf T-Shirt - Black - Medium	TT45	CB	52.03		45.0000	0.00	2341.35
TSMGS0103	Golf T-Shirt - Black - L	TT96	CB	33.31		10.0000	0.00	333.10
TSMGS0104	Golf T-Shirt - Black - XL	TY98	CB	30.92		25.0000	0.00	773.00
				0.00		0.0000	0.00	0.00

CHECK FOR DUPLICATE ORDER NUMERS IN PROCESSING MODULE

Enable this option if you wish the system to warn your about Duplicate Order Number being used in the selected (Invoices and Recurring Charges, Goods Receiving, Purchase Orders or Sales Orders) Processing Module.

STOCK MULTIPLE BIN LOCATIONS

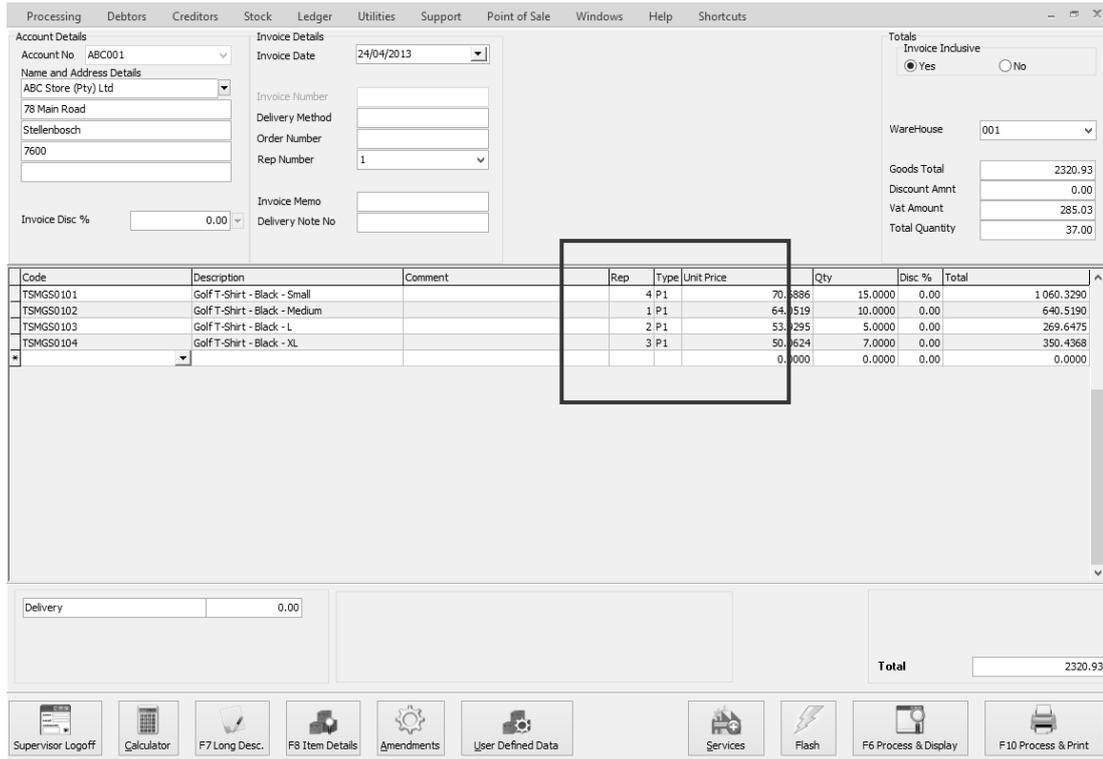
Enable this setting if you wish to keep track of Multiple Stock Bin Locations. These Bin Locations work independently from Stock Warehouses and do Not form part of normal processing. All Processing occur from the Stock, Bin Locations module and from Stock, Stock Take.

PDF EXPORTS – USE EMBEDDED FONTS

Enable this option if you wish to imbed your report fonts with the PDF documents. This will help alleviate problems with PDF documents not previewing successfully on systems without the necessary fonts installed.

USE REP PER LINE ITEM IN PROCESSING MODULE

Enable this options to select a rep per line item in the selected (Invoices and Recurring Charges, Credit Notes, Sales Orders, Quotes, Job Cards or Pont of Sale) Processing Module.

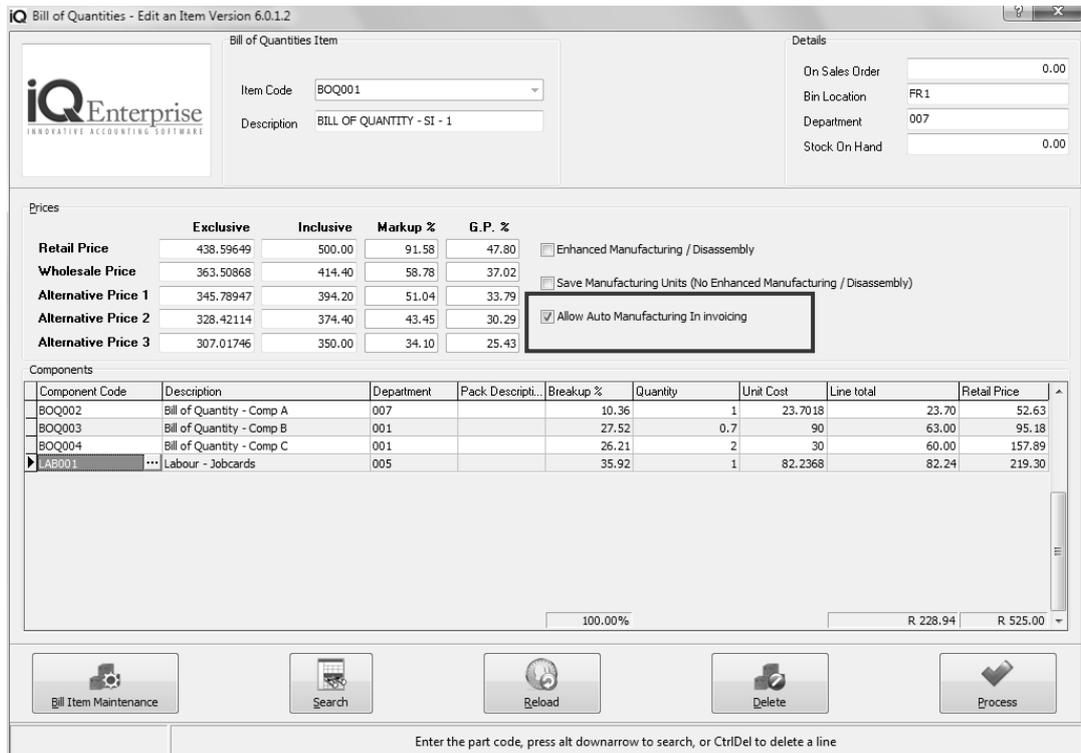


AUTO-POPULATE ACCOUNT NUMBERS

Enable this option if you would like IQ to automatically add identifiers (codes) to Duplicate Account number when creating new Debtors / Creditors Accounts. For example ABC, ABC001, ABC002 etc.

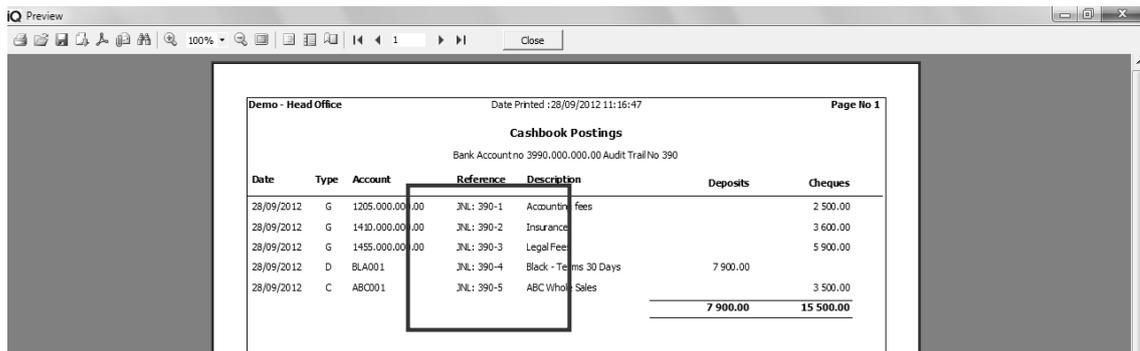
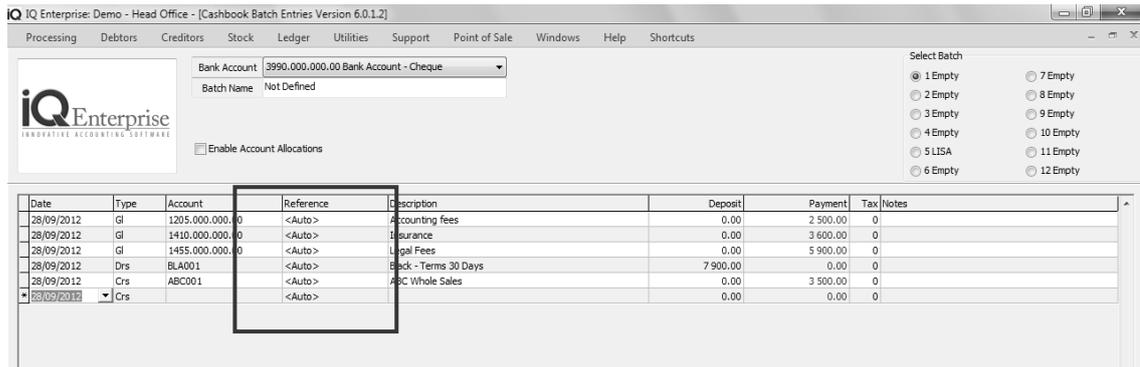
USE AUTO MANUFACTURING IN INVOICING

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



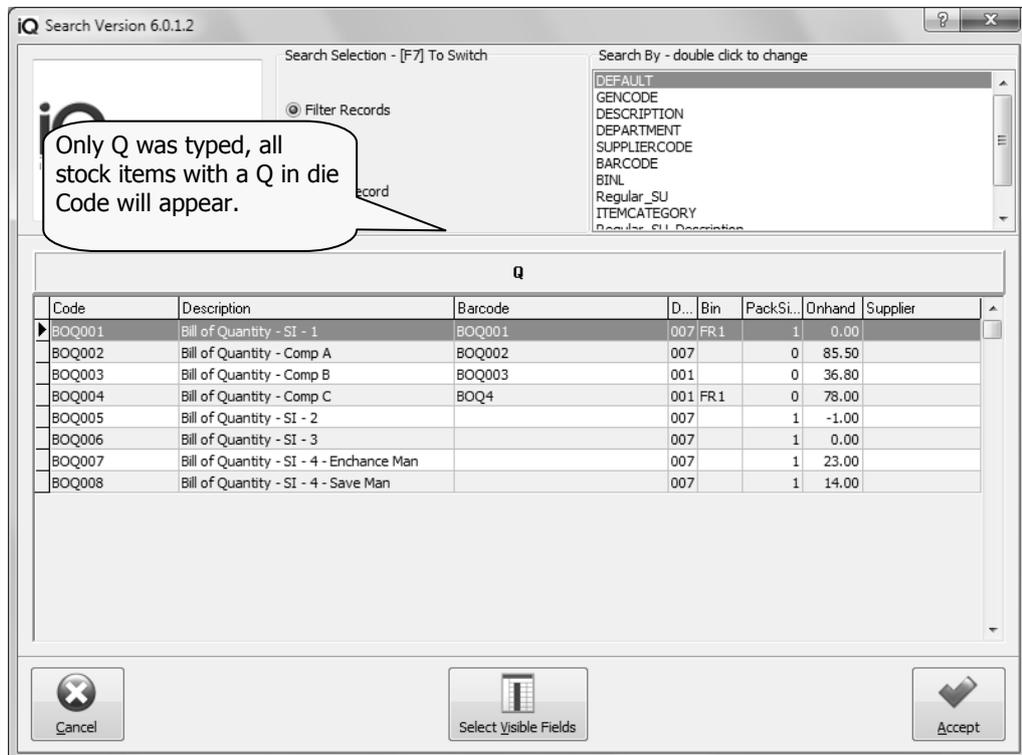
AUTO-GENERATE REFENCES FOR LEDGER JOURNALS

Enable this option if you would like IQ to Automatically Generate a Unique Reference (GLAudit + Unique Identifier) for each transaction. This option only applies to the Ledger Journals and Cashbook Postings Modules.



ENABLE WILDCARD / PARTIAL SEARCHING FOR LOOKUP DIALOGS

Enable this option if you wish the IQ Lookup Dialogs to support partial matching on text-based data.



AUTOMATICALLY ALLOCATE TO OLDES BALANCE

Enable this option will allow the user to automatically allocate payments and credit transaction for Debtors and debit transaction for Creditors to the oldest balance of the account.

ALLOW CHANGING OF LINE TOTAL IN PROCESSING MODULE

Enable this option will allow the user to change the line total in outgoing stock modules (Sales Orders, Quotes, Job Cards and Invoicing) Incoming Stock Modules automatically allow this feature.

ENFORCE COMPLETION OF USER DEFINED FIELDS IN PROCESSING

Enable this option will allow the user to enforces the completion of user define fields in the selected modules. All user defined fields that have their "Required" property set to True will require completion.

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

Settings Information

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

Reason Confirmation in Processing Modules Price Changes Line Discount

Accept

DEFAULT SETTINGS (2)**PRIME INTEREST RATE**

Debtors will be charged interest at this base interest rate. the individual debtor's interest risk profile will be added to this rate. therefore, if the prime interest rate is 10% and the individual debtor's interest risk profile is -1%, then only 9% interest will be added to that individual debtor's account when doing an interest charge.

PRICE DECIMALS (INVOICING AND SALES ORDERS)

This is the number of decimal places that will be used and displayed for the prices in invoicing and sales orders. Select '2' to show the prices with two decimal places, such as R5.25.

PRICE DECIMALS (GOODS RECEIVING)

This is the number of decimal places that will be used and displayed for the prices in goods receiving. Select '2' to show the prices with two decimal places, such as R5.25.

PRICE DECIMALS (PRICELISTS)

This is the number of decimal places that will be used and displayed for the prices when using Pricelists. Select '2' to show the prices with two decimal places, such as R5.25.

QUANTITY DECIMALS

This is the number of decimal places that will be used and displayed for the quantity field throughout the system. Select '3' to show the quantity with three decimal places, such as 10.452 kg.

PRICE ROUND UP/DOWN TO (EXAMPLE: -0.05 OR 0.05)

Enter the number of cents to round up(+) or down(-) to when processing a point of sale transaction. This rounding is only applicable to the line price of the specific item.

EXAMPLE: if you enter '-0.05' then the price will round down from R1.32 to R1.30 or from R1.37 to R1.35.

NOTE: The retailer should always round down so that the difference is to the client's benefit. This option will round the line price of the item and not the total sale amount.

POS TOTAL ROUND UP/DOWN TO (EXAMPLE: -0.05 OR 0.05)

Enter the number of cents that the point of sale subtotal must round up(+) or down(-) to.

EXAMPLE: if you enter '-0.05' then the sub total will round down from R1.32 to R1.30 or from R1.37 to R1.35.

NOTE: The retailer should always round down so that the difference is to the client's benefit. this option will round the sub total amount of the complete sale and not the line price of the item.

WARNING IF SALES/GRV QUANTITY IS GREATER THAN

This is a security check to prevent barcodes from being accidentally scanned into the quantity field. Enter an amount for quantity such as '5000.' Then if the quantity is larger than 5000 or if a barcode is scanned into the quantity field (a barcode will always be larger than 5000) then a warning message will be displayed warning the user of this and asking if they would like to continue.

COST CODE (EXAMPLE MELBORACIS OR FITALREPUS)

Cost Code is any 10 digit word that can be used by the owner to determine the cost of a product without the buyer knowing and without needing to look it up.

EXAMPLE: Use the word FRANCHISED. Each letter of the word represents a corresponding number (starting from 1 – 0).

E.G. AC.DI = 35.07

EXAMPLE: Use the word FITALREPUS. Each letter of the word represents a corresponding number (starting from 1 – 0).

E.G. TE.FL = 37.15

EXAMPLE: Use the word MELBORACIS. Each letter of the word represents a corresponding number (starting from 1 – 0).

E.G. BO.CM = 45.81

NOTE: The printing of the Cost Code will be done at Stock, Reports, Label Printing. Add the cost code field to the label. For more detail refer to Stock Label printing.

What is a cost translator code? A cost code or cost encoding code is an encoding or hidden formula used to represent the cost price of the item on the price label or price list without the client having to know the actual cost price.

The diagram illustrates a price label for 'Castle Case (24)'. The label includes a barcode, the code '1001', the description 'Castle Case (24)', the price 'R 120.00', and the cost code 'CA.SN'. A callout box points to the cost code field, stating: 'The item cost is R53.84 exclusive. The Cost Code example shown here is CA.SN'.

Maximum grv% variance

This is the maximum percentage whereby the price of the stock item may vary from the previous cost price that was entered when processing a GRV and Purchase Order.

EXAMPLE: With a 10% variance, and 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 should the variance be exceeded.

MAXIMUM GRV % VARIANCE

The maximum GRV% variance option allows one to enter the maximum variance percentage on the normal Supplier Price when processing Purchase Orders and GRV's

NOTE: This can be setup on each Stock Major Department, and will then take priority.

MAXIMUM CURRENCY VALUE

The maximum currency value option allows one to enter the maximum currency value that may be used when any type of currency is used. This option is only valid in debtors journals and receipts and creditor journals and payments. This means that the value that is entered under the amount field may not exceed the maximum currency value.

NOTE: If you use a wide range of different currency where values mostly differ, it is maybe best that this value is left as zero.

MAXIMUM QUANTITY VALUE

The maximum quantity value option allows one to enter the maximum quantity that may be used when processing.

LOCAL CURRENCY

The local currency option allows one to specify a currency for trading purposes. This means that if a particular branch or company trades in a different currency then the currency can be set accordingly.

CHECK SELLING UNDER COST BASED ON

Selecting this option will use the selection (Highest Cost, Latest Cost, Average Cost or Future Cost) price when checking whether the item is being sold below cost.

DEFAULT COST FOR GOODS RECEIVING AND PURCHASE ORDERS

Selecting this option will use the selection (Base Cost, Latest Cost, Average Cost or Highest Cost) as default cost when performing GRV's or Purchase Orders.

NOTE: Base Cost is the cost price without any External or Extra Charges.

DEFAULT STOCK POSTING METHOD

The default stock posting method for a company can be set as follows: One Can either have the Perpetual Stock control method or the Periodic Stock control method (Sales and Purchases Only).

If perpetual stock control is enabled for the company, the system will post the sales, cost of sales, stock, vat and cash.

If periodic stock control (sales and purchases only) is enabled for the company, the system will post only the sales and purchases.

CLEAR SALES HISTORY FOR PROMOTIONAL ITEMS AFTER X DAYS

By entering an amount of days, they system will only store the historical promotional items for the amount of days that were specified. Once the days have been reached, the system will then delete the promotion items and start saving the next promotional items for the amount of days specified.

CURRENCY DISPLAY STRING

The currency display string option allows one to specify a specific currency symbol.

EXAMPLE: If the currency string is changed to a "\$" sign then the reports will display a "\$" sign in front of the values being printed.

NUMBER OF DAYS BEFORE QUOTES EXPIRE

The option number of days before quotes expire allow one to set the number of days before a quote will expire. This option is handy in order to see which quotes are close to their expiry dates.

DEFAULT BACKUP LOCATION

The default backup location option allows one to specify the default location for backups. In other words, if that location is specified as follows **C:\IQRetail\IQEnterprise\Backup** then this is where the backup files will be placed when a backup is done through the IQ Enterprise system.

DEFAULT EXPORT LOCATION

The default export location option allows one to specify the default location for exporting purposes. This means that when reports are exported from the IQ Enterprise system the default location may be set.

CALCULATE PRICE VARIANCES IN QUOTES BASED ON

Selecting this option will use any of the following prices e.g. Retail Price, Wholesale Price, Alternative Price 1, Alternative Price 2 and Alternative Price 3 to calculate the applicable price variances when processing Quotes.

PROTECT COST ON STOCK ADJUSTMENTS

By selecting to protect the cost when adjustments are made one is able to protect either the Latest Cost or the Highest Cost or both. By protecting the selected cost or costs, when an adjustment is made on a stock item these cost won't change if they are selected for protection.

YEAR TO DATE CALCULATION

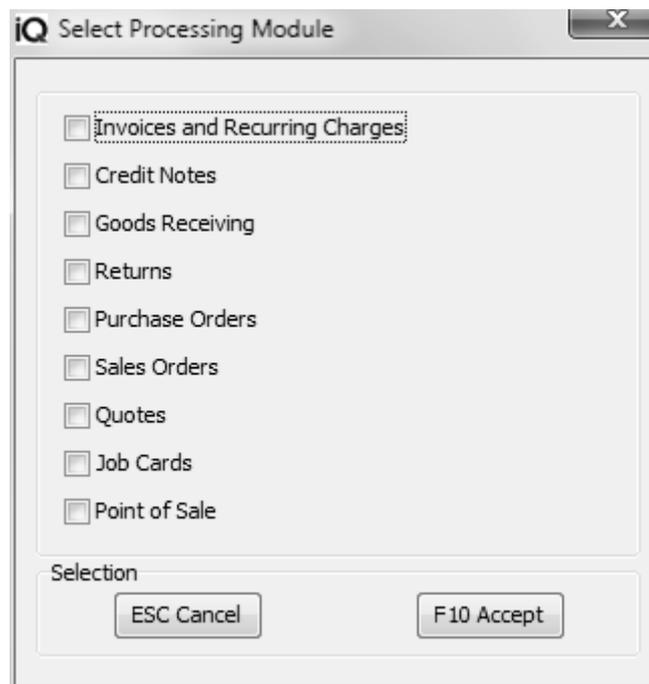
By using one of these setting to specify the calculation method for calculation Sales or Purchase values for the Year to Date Calculation in the financial Statements. Choose between Calendar Year, Financial Year or Last 12 Months.

DEFAULT AIRTIME / EFT SERVICE PROVIDER

Use this setting to choose your Airtime Provider. This provider will be used for airtime sales during Point of Sale and other processing modules. Choose between AMS or NOMAD.

REASON CONFIRMATION IN PROCESSING MODULE (PRICE CHANGE + LINE DISCOUNT)

By selecting to Price change or Line Discount, a Reason confirmation would be require



ENTERPRISE SETTINGS (ENTERPRISE ONLY)

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

[Accept](#)

CENTRALISED LEDGER

This option allows one to choose additional companies that are listed on the system. By selecting a different company that is listed on the system means that the selected companies ledger will be used when transactions take place in the current company.

BRANCH CONTROL

The branch control option allows one to choose what type of branch the company will be selected as. There are three types or levels of branch control namely Trading Branches, Information Branches or No branches.

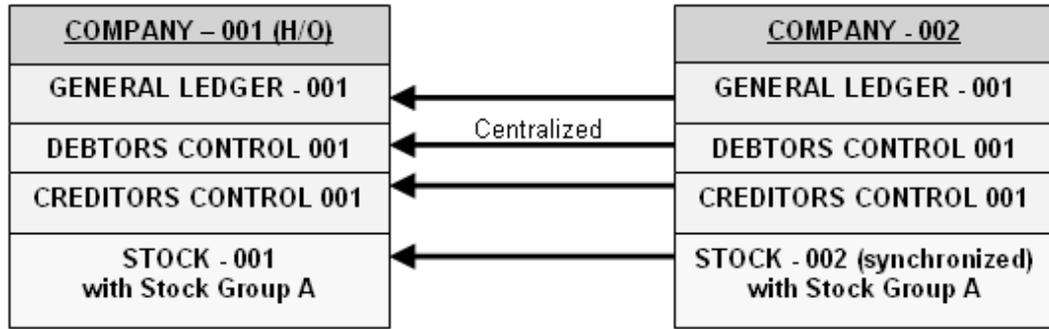
TRADING BRANCH

A trading branch is defined by the centralization options that are chosen. Each company's Debtors, Creditors and Ledger can be centralised to that of another company. In the example below company 002's General Ledger, Creditors and Debtors are centralised to company 001. The stock file of 002 is synchronized to that of 001. This is typical of a "Head Office – Branch" scenario.

Settings	
Centralised Ledger	<input type="text"/>
Branch Control	Trading Branch
Setup & Maintain Branches	Click to Maintain
Ledger Grouping For Trading Branches	WES
Setup & Maintain Trading Branch Groups	Click to Maintain
Enable Dynamic Ledger Departments	Tick For Yes <input type="checkbox"/>
Setup & Maintain Ledger Departments	Click to Maintain
Default Ledger Department	CORP

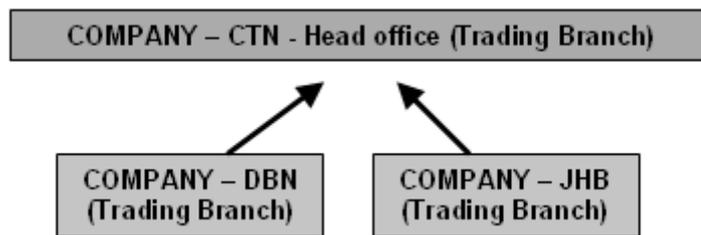
Stock synchronizing works hand in hand with the "Stock Grouping" option. This means that if trading branches link up with a head office and the stock must be synchronized then the "Stock Grouping" option must be used. The "Stock Grouping" must be set to the same grouping number or letter. If stock is sent from head office, the system can then synchronize those items.

NOTE: If the "Stock Grouping" options are not the same at both Head Office and Branch level, the system cannot synchronize stock items in any way.



NOTE: The setup for the above example is where company 002 integrates to company 001. In other words company 002 will use company 001's Debtors, Creditors and Ledger when the transactions are posted.

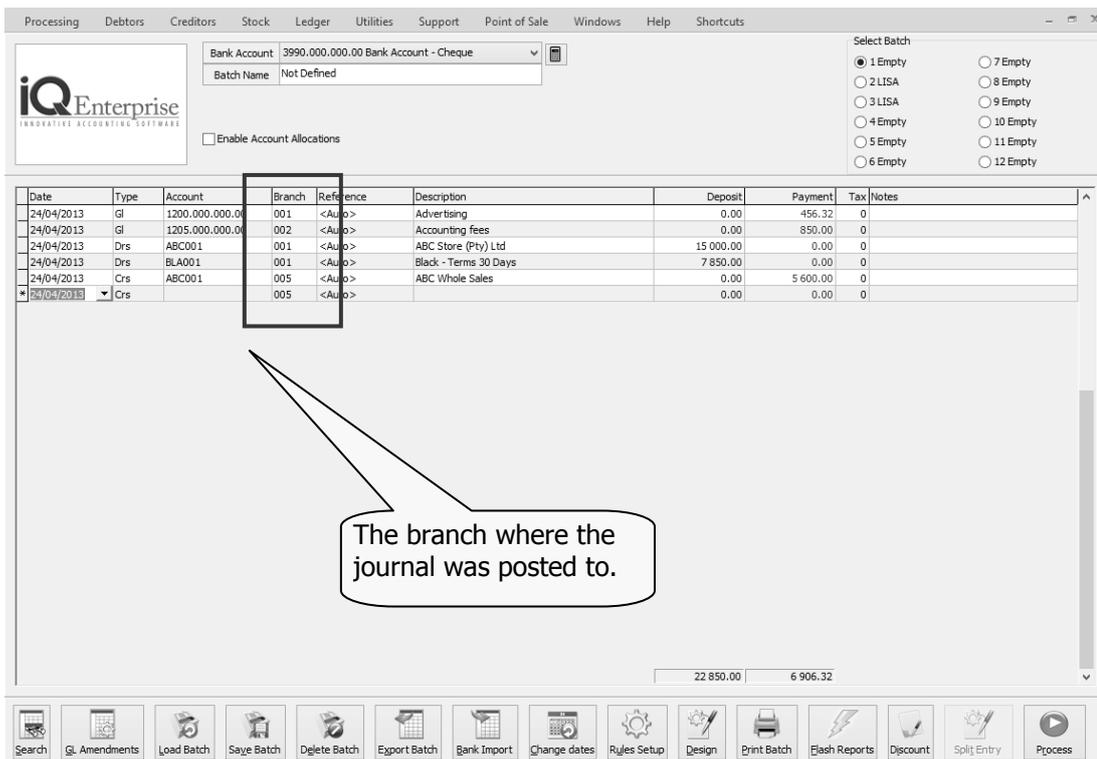
EXAMPLE: A Trading Branch is used for companies that physically trade goods. Each Trading branch has its own stock file. Even if the stock file of one company is synchronized with that of another company, only the details as entered in Stock Maintenance will be updated. Each company will still have its own cost price, selling price and stock on hand levels.



The above illustration shows two companies that act as branches of the third company (via Microsoft Terminal Server for example). All three companies are setup at CTN (where IQ Enterprise is installed) and all three are set as Trading Branches. DBN and JHB simply log in to their own companies as set up in CTN via Terminal Server. CTN the head office also trades in goods.

TRADING BRANCH LEDGER INTEGRATION

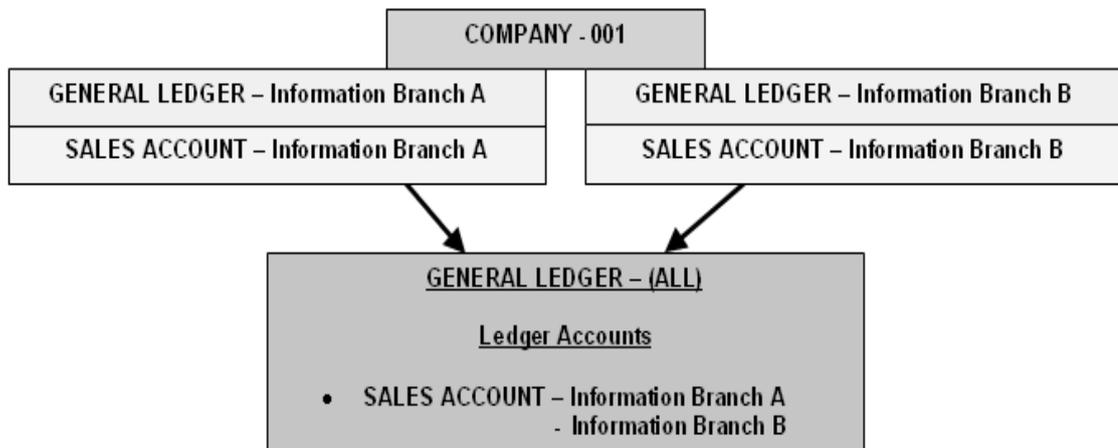
Here the different COMPANIES that Ledger Journals were posted to can be seen. In this case a journal was posted to company "CPT".



INFORMATION BRANCH

Here there is a single company and single General Ledger, however the accounts can still be broken down into a separate ledger branches.

Branch Control	Information Branch	▼
Local Currency	ZAR	▼
Centralised Debtors	001	▼
Centralised Creditors	001	▼
Centralised Ledger	001	▼
Stock Grouping	A	▼



EXAMPLE: If Information Branches are activated, only one company is set up. These information branches are defined in Utilities > Default table setup.

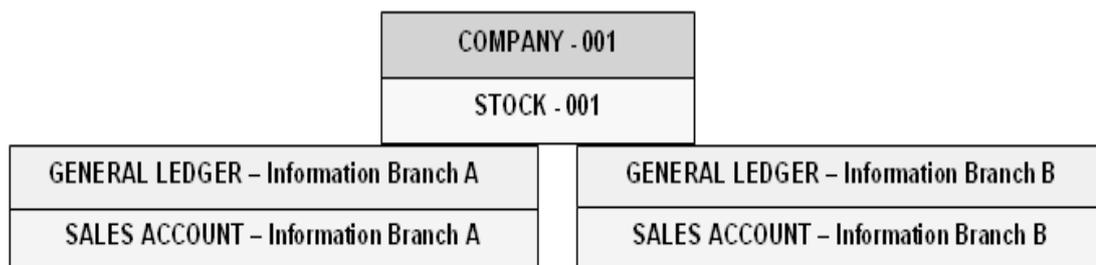
An example of a company using an information branch is if a company had a head office type scenario in one area but maybe had one or more sales offices in other geographic areas. Stock would be held centrally, therefore, only one company needs to be created with one single stock file.

An information branch essentially allows the user to select a 'branch' at the time of creating an invoice or credit note or even posting journals or cashbook entries.

Due to the branch being chosen from the single company, the Ledger transaction that gets posted will include a reference of this particular 'information branch'.

The underlying logic behind this is that the company will then be able to view ledger enquiries or an Income Statement for the entire organization from one central Ledger and then be able to drill down to 'branch' level.

NOTE: It is important to understand that this type of posting occurs only if stock is centrally held and invoiced and the stock is delivered straight to the client from one location even though there are other sales branches.



The above illustration shows that there is only a SINGLE company and ONE General Ledger and ONE stock file for the company. The different information branches simply act as "distribution outlets" or "sales departments" WITHIN the same single company.

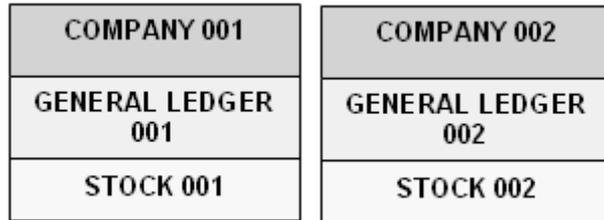
INFORMATION BRANCH LEDGER INTEGRATION

Here the different INFORMATION BRANCHES that Ledger Journals were posted to can be seen. In this case, a journal was posted to Information Branch "A"

NO BRANCH CONTROL (NONE)

Each company acts independently of the others. This option does not allow the General Ledger to be broken down into different levels. This is typical of a SINGLE company setup. None (blank) is set as default when a new company is created.

Branch Control	None
Local Currency	ZAR
Centralised Debtors	001
Centralised Creditors	001
Centralised Ledger	001
Stock Grouping	A



When no branch control is used, the companies are run independently from one another. This means that there is no centralised debtors, creditors, ledger or stock.

NO BRANCH CONTROL LEDGER INTEGRATION

The screenshot shows the 'Accounts' window in the IQ Enterprise software. The 'Main Balances' table is displayed for the financial year 2014. The table has columns for months from Mar-2013 to Feb-2014. The first row shows a total of 4,220.38 for Mar-2013 and 2,272.49 for Apr-2013. The rest of the rows show zero balances for all months.

Account	Description	Type	Mar-2013	Apr-2013	May-2013	Jun-2013	Jul-2013	Aug-2013	Sep-2013	Oct-2013	Nov-2013	Dec-2013	Jan-2014	Feb-2014
1000.000.000.00	Cost of Sales - Head Office	2	4 220.38	2 272.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1001.000.000.00	Cost of Sales - Branch	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1200.000.000.00	Advertising	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1205.000.000.00	Accounting fees	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1225.000.000.00	Bank Charges	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1230.000.000.00	Bad Debts	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1250.000.000.00	Cleaning Expenses	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1254.000.000.00	Collection Fees	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1260.000.000.00	Consumable Stores	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1275.000.000.00	Directors Remuneration	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1285.000.000.00	Donations & Fines	1	2 648.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1286.000.000.00	Depreciation	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1290.000.000.00	Entertainment	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1300.000.000.00	Electricity & Water	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1305.000.000.00	Purchases	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1350.000.000.00	General Expenses	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1400.000.000.00	Interest Paid - Bank	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1405.000.000.00	Interest Paid - Other	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1410.000.000.00	Insurance	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1450.000.000.00	Licences	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1455.000.000.00	Legal Fees	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1460.000.000.00	Levies Paid	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1465.000.000.00	Loss on Sale of Fixed Assets	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1470.000.000.00	Lease Payments	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

NOTE: By default, "COR" will be selected as the default branch for Ledger Journals that are posted. This is a default setting within the system that will automatically be used when no branches are used.

NOTE: If the centralised Debtors were to be changed to a different company ID, the debtors account in company 001 will be updated. The default ledger in company 002 will be updated. (e.g. only customer account is updated in company 001). The ledger account (3601.000.000.00 - Debtors Control) will be updated in the existing company's ledger account 002.

This is handy when maintaining multiple stock locations or branches, but utilizing a single or consolidate company ledger and debtors system.

NOTE: In all these options remember that IQ Enterprise is only installed on one central server

BRANCHES EXPLAINED

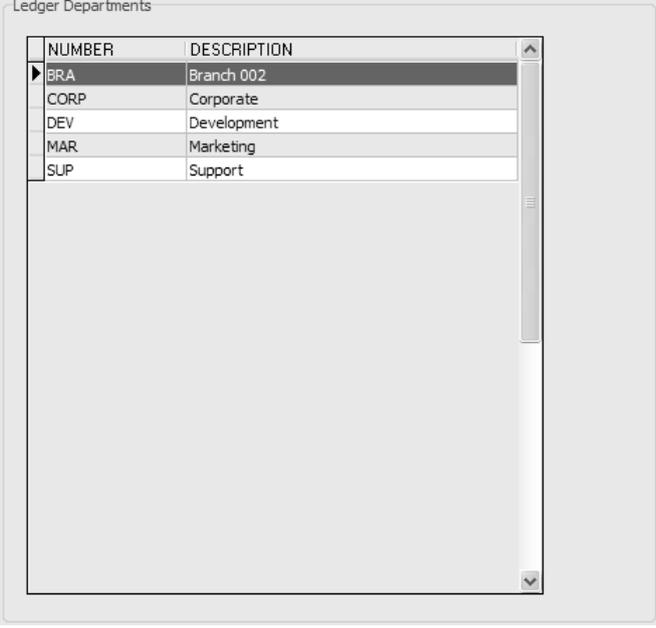
The following examples will explain how trading and information branches work.

TRADING BRANCH EXAMPLE

Trading branches work as follows: Trading branches have their own stock; this may be different between branches. Head Office has control of the debtors, creditors and ledger. If one specifies the head office debtors, creditors and ledger.

Branch Control	Trading Branch	▼
Local Currency	ZAR	▼
Centralised Debtors	001	▼
Centralised Creditors	001	▼
Centralised Ledger	001	▼
Stock Grouping	A	▼

The way that this is setup; the system will use company 001 when posting debtors, creditors and ledger. The stock side of this particular setup, will need a dynamic ledger department in order to see from which branch the transaction was posted from.



NUMBER	DESCRIPTION
▶ BRA	Branch 002
CORP	Corporate
DEV	Development
MAR	Marketing
SUP	Support

This ledger department is then setup under the stock departments in order to make sure that when invoicing or anything stock related is posted, the head office can then see from which branch the transaction was posted.

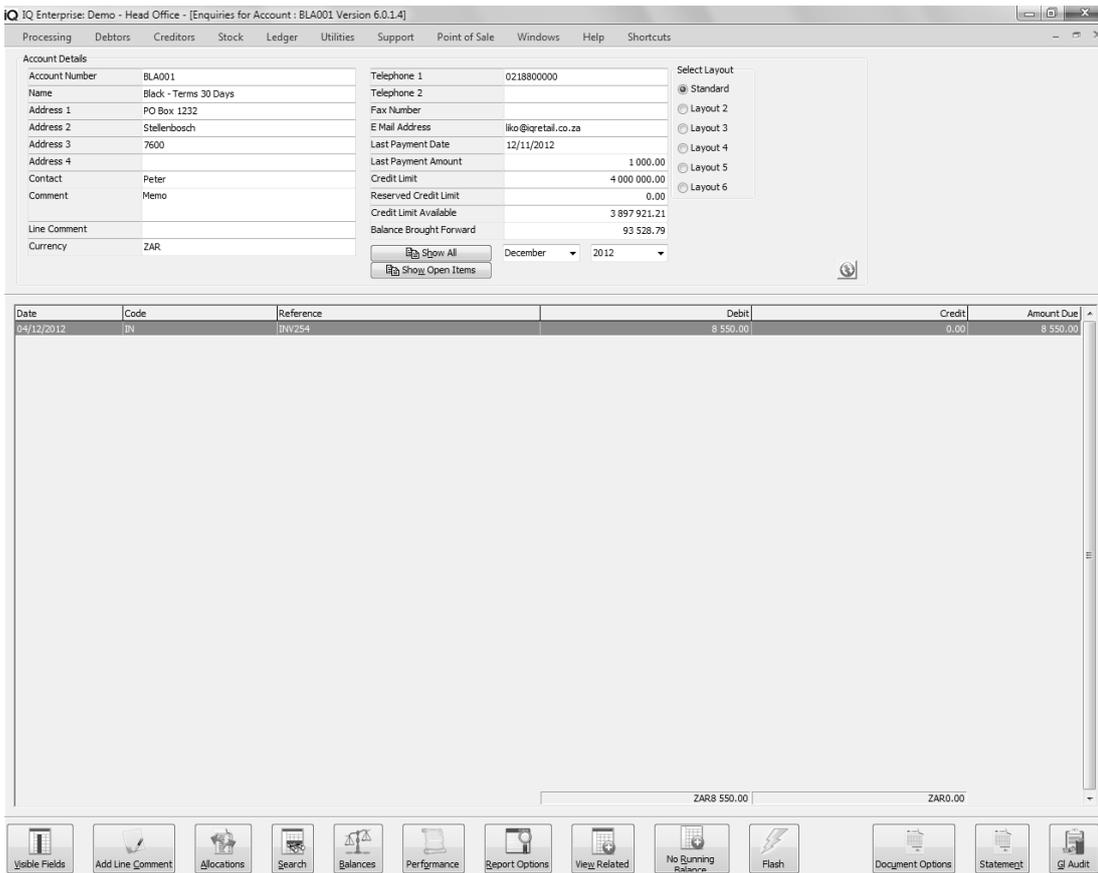
When the stock major departments are setup the correct ledger department has to be selected in order for the transaction to be posted correctly. Now all the necessary settings have been set.

Department Name:	001
Description	Castle
Ledger Department	BRA
Local Sales Account	2000.000.000.00
Export Sales Account	2010.000.000.00
Cost Of Sales Account	1000.000.000.00
Stock Account	3500.000.000.00
Purchases Account	1305.000.000.00
Maximum Grv Variance%	0.00
Apply Maximum Var	<input type="checkbox"/> Tick for Yes
Negative Department	<input type="checkbox"/> Tick for Yes
Auto Re-Ordering Method	Normal N/A
Posting Method	<input checked="" type="radio"/> Perpetual Stock Control (Post Sales/Stock/Costofsales) <input type="radio"/> Post Sales/Purchases Only
Company Default	Perpetual Stock Control (Post Sales/Stock/Costofsales)

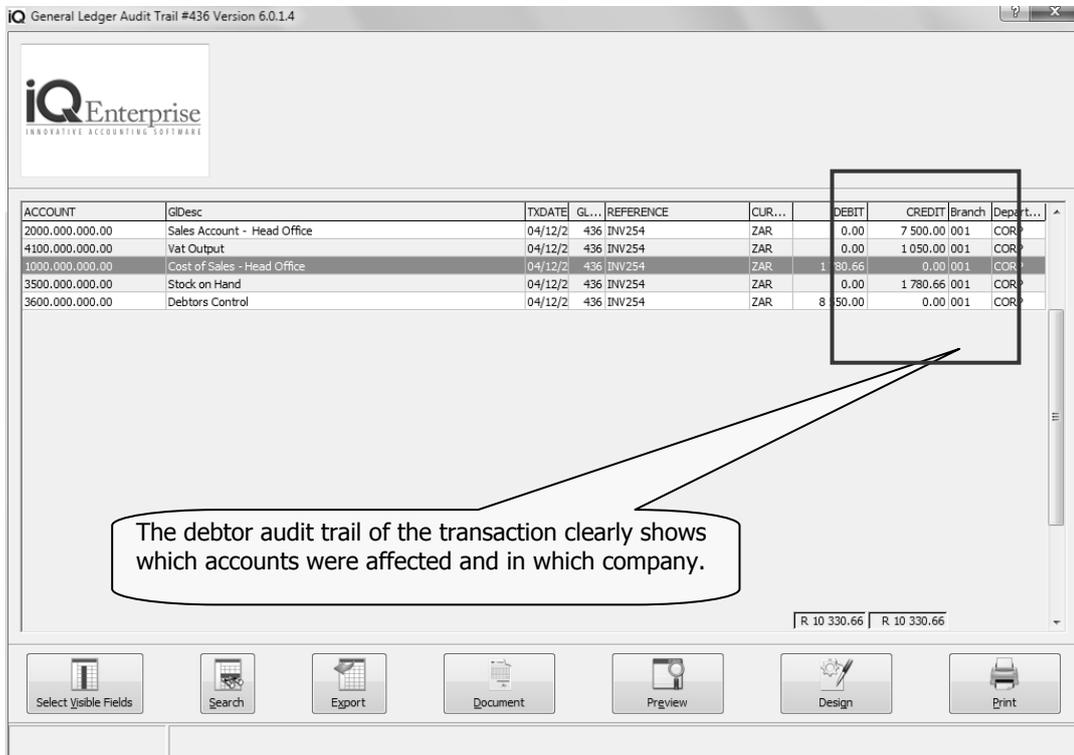
When an invoice is created, the system will pull the debtors information from company 001. The stock will be drawn from the current company 001. Once the transaction has been processed, one is able to view the information.

The screenshot shows the 'Processing' window in IQ Enterprise. At the top, there are menu options: Processing, Debtors, Creditors, Stock, Ledger, Utilities, Support, Point of Sale, Windows, Help, Shortcuts. Below the menu is the IQ Enterprise logo and a 'Bank Account' dropdown set to '3990.000.000.00 Bank Account - Cheque'. To the right, there are radio buttons for 'Select Batch' with options 1-12, including '1 LISA', '2 LISA', '3 LISA', '4 Empty', '5 Empty', '6 Empty', '7 Empty', '8 Empty', '9 Empty', '10 Empty', '11 Empty', and '12 Empty'. Below this is a table with columns: Date, Type, Account, Branch, Dept, Reference, Description, Deposit, Payment, Tax, Notes. The table contains several rows of transactions. A callout box points to the row dated 24/04/2013, Type 'Drs', Account 'ABC001', Branch '001', Dept 'ACC', Reference '<Auto>', Description 'ABC Whole Sales', Deposit '0.00', Payment '5 600.00', Tax '0', and Notes '0'. Below the table, there are summary values: 22 850.00 and 6 906.32. At the bottom, there is a toolbar with icons for Search, GL Amendments, Load Batch, Save Batch, Delete Batch, Export Batch, Bank Import, Change dates, Rules Setup, Design, Print Batch, Flash Reports, Discount, Split Entry, and Process.

NOTE: This will only function correctly if the setup has been done correctly.



NOTE: The debtors enquiry screen for debtor ABC001 in company 001 shows the invoice transaction that has taken place on his account. If one selects the GL Audit option, the system will show exactly which values were posted to which accounts and includes the branch.



NOTE: The sales account, cost of sales and stock on hand were posted to the local companies ledger accounts because the stock is still held locally at the trading branch. The debtors control and Vat output were posted to the head offices ledger because the system is setup to use head office debtors and ledger.

INFORMATION BRANCH EXAMPLE

Information branches work as follows: Information branches have their own stock and their own general ledger. Head Office again has control of the debtors, creditors, and ledger as well as the stock.

The screenshot shows the 'iQ Company Details' window with the following settings:

- Centralised Ledger: 001
- Branch Control: Information Branch
- Setup & Maintain Branches: Click to Maintain
- Ledger Grouping For Trading Branches: Click to Maintain
- Setup & Maintain Trading Branch Groups: Click to Maintain
- Enable Dynamic Ledger Departments: Tick For Yes
- Setup & Maintain Ledger Departments: Click to Maintain
- Default Ledger Department: CORP
- Centralised Debtors: 001
- Centralised Creditors: 001
- Centralise Sales Representatives: Tick For Yes
- Enable Stock Group Synchronization: Tick For Yes
- Stock Grouping: 001
- Setup & Maintain Stock Groups: Click to Maintain
- Setup & Maintain Synchronization Options: Click to Maintain
- Centralise Data Filters: Tick For Yes
- Centralise Price Lists: Tick For Yes
- Centralise Currency Tables: Tick For Yes
- Centralise Stock Departments: Tick For Yes
- Centralise Stock Adjustment Reason Codes: Tick For Yes
- Prompt for Company in Processing Module: Tick For Yes
- Centralise Vat Rates: Tick For Yes

Settings Information: Please select your form of Branch Control. This allows for Branch Selection during Debtors / Creditors / Ledger processing and enables Branch allocation to Ledger Entries.

Accept

The way that this is setup; the system will use company 001 when posting debtors, creditors, stock and ledger. Because the information branch setup option is used, the system will require information ledger branches to be setup in order to show sales information from the different information branches.

The screenshot shows the 'iQ Maintain Ledger Departments' window with the following data:

NUMBER	DESCRIPTION
ACC	Sales Branch 1
CORP	Corporate
HR	Sales Branch 1

Edit Data:

Department: CORP

Description: Corporate

Buttons: Add, Delete, Search, Design, Preview, Accept

This information ledger branches is then setup under the utilities, default table setup menu option. In order to make sure that when transactions are posted, the head office can then see from which branch the transaction was posted.

When posting transactions, remember that there is one central stock and ledger file. When posting transactions via the ledger cashbook or the ledger journals the system will have an additional column for branch, this is where the branch is entered or selected from the drop down box.

The screenshot shows the 'Processing' window in IQ Enterprise. The 'Bank Account' is set to '3990.000.000.00 Bank Account - Cheque'. The 'Batch Name' is 'Not Defined'. The 'Select Batch' section has radio buttons for '1 Empty' through '12 Empty', with '1 Empty' selected. Below this is a table with columns: Date, Type, Account, Branch, Reference, Description, Deposit, Payment, Tax, Notes. The table contains several rows of transactions. The 'Branch' column is highlighted with a red box, and a callout box points to it with the text: 'This example shows the different branches that may be selected per transaction line. These transactions can be found in the ledger by selecting the relevant account and then drilling down to see the actual posting.'

Date	Type	Account	Branch	Reference	Description	Deposit	Payment	Tax	Notes
24/04/2013	Gl	1200.000.000.00	001	<Auto>	Advertising	0.00	456.32	0	
24/04/2013	Gl	1205.000.000.00	002	<Auto>	Accounting fees	0.00	850.00	0	
24/04/2013	Drs	ABC001	001	<Auto>	ABC Store (Pty) Ltd	15 000.00	0.00	0	
24/04/2013	Drs	BLA001	001	<Auto>	Black - Terms 30 Days	7 850.00	0.00	0	
24/04/2013	Crs	ABC001	005	<Auto>	Whole Sales	0.00	5 600.00	0	
24/04/2013	Crs	ABC001	005	<Auto>		0.00	0.00	0	

NOTE: By drilling down into the specific ledger account, one is able to see the transactions that are posted to the ledger with the different branch code attached to it. This helps when drawing income statement reports because this will show the general ledger for the whole company.

DYNAMIC 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...) within the company, the ledger departments can be utilized as follows:

The screenshot shows the 'Processing' window in IQ Enterprise. At the top, there are menu options: Processing, Debtors, Creditors, Stock, Ledger, Utilities, Support, Point of Sale, Windows, Help, Shortcuts. Below the menu, there's a header area with 'Bank Account: 3990.000.000.00 Bank Account - Cheque' and 'Batch Name: Not Defined'. A 'Select Batch' section on the right has radio buttons for batches 1 through 12, with '1 LISA' selected. Below this is a table with columns: Date, Type, Account, Branch, Dept, Reference, Description, Deposit, Payment, Tax, Notes. The table contains several rows of transactions. A callout box points to the 'Dept' column, stating: 'The dynamic ledger departments which are used to divide the different department salaries amounts into the salaries general ledger account.' At the bottom of the window, there are various icons for actions like Search, GL Amendments, Load Batch, Save Batch, Delete Batch, Export Batch, Bank Import, Change dates, Rules Setup, Design, Print Batch, Flash Reports, Discount, Split Entry, and Process.

NOTE: The above is an extract of the cashbook postings where dynamic ledger departments are used. The departments that have been setup are for the Development, Marketing and Support departments. By doing it like this we are able to see both combined totals for all departments within the salaries account and individual totals per department. One can now view the salaries general ledger account in order to see the account split up utilizing the dynamic ledger departments.

The screenshot shows the 'Accounts' window in IQ Enterprise. At the top, there are menu options: Processing, Debtors, Creditors, Stock, Ledger, Utilities, Support, Point of Sale, Windows, Help, Shortcuts. Below the menu, there's a header area with 'Select Financial Year: 2014' and 'Sort Order' options: Account Number (selected), Description, and Account Type. An 'Available Filters' section on the right has a 'Clear Filter' button. Below this is a table with columns: Account, Branch, Department, Actual_1, Actual_2, Actual_3, Actual_4, Actual_5, Actual_6, Actual_7, Actual_8, Actual_9, Actual_10, Actual_11, Actual_12. The table contains two rows of data. Below the table, there are icons for 'Select Visible Fields', 'Export', 'Filter', 'Search', 'Balances', and 'Display Detail'.

Account	Branch	Department	Actual_1	Actual_2	Actual_3	Actual_4	Actual_5	Actual_6	Actual_7	Actual_8	Actual_9	Actual_10	Actual_11	Actual_12
1000.000.000.00	001	CORP	R 2 431.69	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
1000.000.000.00	COR	CORP	R 1 788.69	R 2 272.49	R 0.00	R 0.00	R 0.00							

CENTRALISED DEBTORS

This option allows one to choose additional companies that are listed on the system. By selecting a different company that is listed on the system means that the selected companies debtors will be used when invoicing in the current company.

CENTRALISED CREDITORS

This option allows one to choose additional companies that are listed on the system. By selecting a different company that is listed on the system means that the selected companies creditors will be used when purchasing in the current company.

CENTRALISE SALES REPRESENTATIVE

Select this option to Centralise Sales Representatives. When enabled, you are in actual fact specifying that your Sales Representatives have been set up and are available from the company to which your Debtors are integrating. All Sales Representatives that you set up, will be available to all other companies that integrate their Debtors to the same company.

ENABLE STOCK GROUPING SYNCHRONISE

Enable this option to enable stock changes made in one company to be carried over to all companies with the same "Stock Group" Number as set in (Default Settings 2). Only the companies that have this option ticked AND have the same "Stock Group" selected will have their stock changes synchronized to the other companies.

NOTE: Only stock details as entered in Stock Maintenance will be updated. Stock On hand and Cost prices will NOT be updated as each company will still have its own stock levels. Selling prices changed in Stock Maintenance will be changed. Selling prices changed in Sell price Maintenance during a GRV will NOT be updated.

STOCK GROUPING

The stock grouping option allows one to select a specific grouping code. By selecting a specific stock grouping code, this means that any other company that has the same stock grouping code will be able to do stock synchronizing with the current company.

NOTE: Stock Grouping Synchronize will only work if the same stock grouping code has been selected in all the companies.

CENTRALISE DATA FILTERS

This option allows one to have filters centralised for all companies. In other words if the branches have been set to use centralised ledger from head office, if a filter is created in head office then all the branches will be able to utilize this functionality because this option is enabled. When adding additional filters, they will be available to all other companies that centralise to the same ledger branch.

CENTRALISE PRICE LISTS

This option allows one to price lists centralised for all companies. In other words if the branches have been set to use centralised debtors, creditors and ledger from head office, if a price list is created in head office then all the branches will be able to utilize this functionality because this option is enabled. When adding additional price lists, they will be available to all other companies that centralise to the same ledger branch.

CENTRALISED CURRENCY TABLES

This option allows one to centralize currency tables for all companies. In other words if the branches have been set to use foreign currency, the option will have foreign currency available to all branches that are linked to head office.

CENTRALISE STOCK DEPARTMENTS

This option allows one to have stock departments centralised for all companies. In other words if the branches have been set to use centralised debtors, creditors and ledger from head office, if a stock department is created in head office then all the branches will be able to utilize this functionality because this option is enabled.

NOTE: This option will only work if the centralised debtors, creditors and ledger have been setup correctly.

CENTRALISE STOCK ADJUSTMENT REASON CODES

This option allows one to have stock adjustment reason codes centralised for all companies. This option indicates that all stock adjustment reason codes are located in the same company that your ledger is integrated to. When adding additional adjustment reason codes, they will be available to all other companies that centralise to the same ledger branch.

PROMPT FOR COMPANY IN PROCESSING MODULE

This option allows a company to be selected before processing either an Invoice, Credit Note, Goods Received Voucher, Return To Supplier, Purchase Order, Sales Order or a Quote.

EXAMPLE: Before a Goods Received Voucher is "opened", the system will prompt for a company. If the centralised ledger option is used, these options are very handy in the sense of instead where one would have to exit the current company and then select the other company in order to do a goods received voucher, return to supplier or purchase order. These options enable one to select the appropriate company without exiting from the current company.

The screenshot shows the 'Settings' window with the following options visible:

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

Callout text: Ask for company before can be set for any of the following: Either before a Purchase Order, Goods Receive Voucher or a Return To Supplier.

NOTE: The above-mentioned options are very handy when one needs to process goods receiving, return to supplier and purchase orders from different companies on the system. These would typically be used when goods receiving return to supplier and purchase orders are to be done from different companies.

EXAMPLE: Another example would be where head office or a another company does all the purchasing. In other words, while processing like invoicing etc... is taking place in a company that only does sales, one can then easily jump to head office and purchase the items before processing the invoice within the sales company.

NOTE: When the Goods Receiving option is selected, the system will immediately jump to the "Select Company" screen in order to allow one to choose the company where the goods receiving voucher will be done.

NOTE: After the company selection has been made, the system will return back to the Goods Receiving Screen in order to process

CENTRALISE VAT RATES

This option allows one to have Vat Rates centralised for all companies. This option indicates that all Vat Rates are located in the same company that your ledger is integrated to. When adding additional adjustment reason codes, they will be available to all other companies that centralise to the same ledger branch.

CLOSING DATES

LEDGER CLOSING DATES

CLOSE BOOKS EACH MONTH ON DAY (31 FOR LAST DAY) - Indicates when your general ledger, debtors and creditors close. Usually at month end i.e. 31. Important for debtors and creditors. The day specified in Debtors, Creditors and Ledger columns tells the system what transaction dates to look at when the automated debtors and creditors month end rollover is performed. In other words, when the rollover is performed the system looks at all transactions from the 1st of the month up until the last day of the month regardless if the specific month has 30 days or less. If the days have been altered to the 25th of each month, then the system will look at transactions from the 26th of the previous month up until the 25th of the following month.

Closing Dates

Select day to close books each month (31 for last)	Debtors	Creditors	Ledger
January	31	31	31
February	31	31	31
March	31	31	31
April	31	31	31
May	31	31	31
June	31	31	31
July	31	31	31
August	31	31	31
September	31	31	31
October	31	31	31
November	31	31	31
December	31	31	31
Number of months to allow backdated postings	0	0	0
Extended Days for backdated posting if month is 0	0	0	0
Financial year ends in	February		
Ledger closed up to	February		

Accept

NOTE: The importance of the automated month end rollovers taking place is very important. There is no user interaction required. The automated procedure will run based on the day's that are specified within the closing dates default setting. When the month end rollover date has been reached, before any processing takes place, the system will perform the debtors and creditors automated rollover procedure.

The automated month end rollover procedure will perform the following actions, ageing of debtor and creditor's transactions. In other words, if a transaction was processed in the current month before month end rollover, the ageing on the transaction would be "current". If a transaction was processed in the current month and no payment has been made, the month end rollover procedure is completed; the ageing on the transaction would be "30 Days".

NUMBER OF MONTHS TO ALLOW BACKDATED POSTINGS

This option allows one to specify the number of months that backdated postings are allowed to be posted. This is applicable for debtors, creditor and ledger.

EXTENDED DAYS FOR BACKDATED POSTING IF MONTH IS 0 (ZERO)

This option allows one to specify the number of days that backdated postings are allowed. In other words if this option is set to 5, one is only allowed to post backward 5 days prior into the previous month.

FINANCIAL YEAR ENDS IN

End of the financial year must be entered e.g. February. This is important as it indicates where the end of the financial year is for the general ledger. The ledger has no 'Month End' function. The system needs to know which month is the ending financial month because a financial year is a period used for calculating annual ("yearly") financial statements in businesses and other organizations. In many jurisdictions, regulatory laws regarding accounting and taxation require such reports once per twelve months, but do not require that the period reported on constitutes a calendar year (i.e., January through December). Financial years vary between businesses and countries.

EXAMPLE: Retailers tend to close their books at the end of February due to the large amount of December sales. If the financial year-end is too close to a heavy selling season, the company will have extreme time constraints in producing its annual financial statements, having to count inventories, etc...

LEDGER CLOSED UP TO

This option is only used when the ledger needs to be blocked from posting transactions to a prior month. In other words if a date is entered then no transactions can be posted to the ledger prior to the date specified.

INTEGRATION ACCOUNTS

The integration defaults accounts form part of the automatic integration with the ledger. Whenever a posting involves a debtor, creditor or stock item, the system will then use the integration accounts associated with them, e.g. If posting was done from creditors the system will not ask for the creditors control or the VAT account each time, but will automatically extract the Creditors Control and VAT Input account from the ledger integration defaults.

Integration Accounts	
Debtors Control	3600.000.000.00
Creditors Control	4000.000.000.00
Cash on hand	3700.000.000.00
Bank	3990.000.000.00
Output Vat	4100.000.000.00
Input Vat	3800.000.000.00
Discount allowed	2020.000.000.00
Discount Received	2520.000.000.00
Interest Received	2500.000.000.00
Interest Paid	1405.000.000.00
Suspense Account	3899.000.000.00
Sales Account	2000.000.000.00
Stock on Hand	3500.000.000.00
Export Sales Account	1200.000.000.00
Purchases	1305.000.000.00
Stock Adjustments	3510.000.000.00
Stock Transfers	3520.000.000.00
Cost of Sales	1000.000.000.00
Bad Debt	1230.000.000.00
Retained Earnings	4900.000.000.00
General Expenses	1350.000.000.00
Debtors Clearing	3601.000.000.00
Creditors Clearing	4001.000.000.00
Work in Progress	2030.000.000.00
Work in Progress Control	3333.000.000.00
Import Vat (Not Capital Goods)	3900.000.000.00
Import Vat (Capital Goods)	3910.000.000.00
Realised FC Gain/Loss	2540.000.000.00
Laybys Control	3334.000.000.00

NOTE: The accounts shown are the default accounts already setup within the system. Certain vacant fields are permitted because these accounts don't exist yet. These accounts may be created utilizing the ledger account maintenance menu option. Once these accounts have been created, one is then able to enter those accounts into the Integration Accounts fields. Should any of the accounts not be correct select, the search option located next to that entry field and select the appropriate ledger account.

TAX RATES

IQ Company Details

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

Tax Rates

Restore Default Vatrates

Debtor Invoice Processing: User Defined, Always Inclusive, Always Exclusive

Selling Price Maintenance: Not Defined, Always Inclusive, Always Exclusive

Creditor GRV Processing: User Defined, Always Inclusive, Always Exclusive

Selling Prices for IQXML: Inclusive, Exclusive

Number	Description	Tax Rate	Vat Only	Position on Vat201 Form	
				Vat 201 Output	Vat 201 Input
0	No Vat Applicable	0.0000	<input type="checkbox"/>		
1	Normal Vat	14.0000	<input type="checkbox"/>	Standard-rate (Excl Capital)	Other Goods
2	Zero Rated	0.0000	<input type="checkbox"/>	Zero Rate	
3	Exempt	0.0000	<input type="checkbox"/>	Exempt	
4	Bad Debt	14.0000	<input type="checkbox"/>		Bad debts
5	Not Defined	0.0000	<input type="checkbox"/>	Other	Other
6	Capital Goods Vat	14.0000	<input type="checkbox"/>	Standard-Rate (Capital Goods)	Capital Goods
10	Capital Goods (Imported)	0.0000	<input checked="" type="checkbox"/>		Capital Goods (Imported)
11	Other Goods (Imported)	0.0000	<input checked="" type="checkbox"/>		Other Goods (Imported)
12	Zero Rated (Exported)	0.0000	<input type="checkbox"/>	Zero Rate (Exported)	

Accept

The VAT table is the essence for all VAT calculations throughout the system. Any transaction processed with a VAT rate numbered from 1 to 6 will have VAT calculated. The VAT amount is based on the VAT rate percentage value that is linked with VAT Rate number at the time of the posting.

NOTE: By changing, the VAT Rate to a different value will NOT correct or influence any previous postings made. Use the arrow keys (up, down, left right key) to position the cursor at the appropriate spot. Once located, one can begin typing.

DEBTOR INVOICE PROCESSING

USER DEFINED

The debtor invoice processing option allows one to specify what type of method will be used when processing an invoice to a debtors account. In other words if the "User Defined" option is selected, this will then allow one to specify at the time of invoicing whether the invoice will be processed as inclusive of VAT or exclusive of VAT.

ALWAYS INCLUSIVE

If the "Always Inclusive" option is selected, this will remove the option of selecting at the point of invoice the option to specify if the invoice is processed as inclusive of VAT. In turn with this option enabled, the system will always process the invoice as inclusive of VAT.

ALWAYS EXCLUSIVE

If the "Always Exclusive" option is selected, this will remove the option of selecting at the point of invoice the option to specify if the invoice is processed as exclusive of VAT. In turn with this option enabled, the system will always process the invoice as exclusive of VAT.

SELLING PRICE MAINTENANCE

USER DEFINED

The Selling Price maintenance option allows one to specify what type of method will be used when editing the selling price maintenance module. In other words if the "User Defined" option is selected, this will then allow one to specify if selling price maintenance will be processed as inclusive of VAT or exclusive of VAT.

ALWAYS INCLUSIVE

If the "Always Inclusive" option is selected, this will remove the option of selecting at the point of invoice the option to specify if selling price maintenance is processed as inclusive of VAT. In turn with this option enabled, the system will always process the invoice as inclusive of VAT.

ALWAYS EXCLUSIVE

If the "Always Exclusive" option is selected, this will remove the option of selecting at the point of invoice the option to specify if the invoice is processed as inclusive or exclusive of VAT. In turn with this option enabled, the system will always process the invoice as exclusive of VAT.

CREDITORS GRV PROCESSING**USER DEFINED**

The Creditors GRV processing option allows one to specify what type of method will be used when processing an goods receiving to a creditors account. In other words if the "User Defined" option is selected, this will then allow one to specify at the time of goods receiving whether the GRV will be processed as inclusive of VAT or exclusive of VAT.

ALWAYS INCLUSIVE

If the "Always Inclusive" option is selected, this will remove the option of selecting at the point of goods receiving the option to specify if the GRV is processed as inclusive of VAT. In turn with this option enabled, the system will always process the invoice as inclusive of VAT.

ALWAYS EXCLUSIVE

If the "Always Exclusive" option is selected, this will remove the option of selecting at the point of goods receiving the option to specify if the GRV is processed as exclusive of VAT. In turn with this option enabled, the system will always process the invoice as exclusive of VAT.

SELLING PRICES FOR IQXML**INCLUSIVE**

If the "Inclusive" option is selected, the IQXML option will export the selling price of the stock items as inclusive.

ALWAYS EXCLUSIVE

If the "Exclusive" option is selected, the IQXML option will export the selling price of the stock items as Exclusive.

TAX DETAILS**ADDING AND CHANGING VAT RATES**

New VAT Rates can be added. To add additional VAT Rates, highlight rate number 6 and press the down arrow. This will allow the entering of additional VAT Rates. Existing VAT Rates can also be modified.

DELETING VAT RATES

The 6 predefined VAT rates can be deleted. By holding the ctrl (control) button and pressing the delete button VAT Rates can be deleted.

NUMBER

The number field displays the tax rate number. In other words whenever a transaction is posted and number 3 is used then the system know that the transaction is a VAT exempt transaction because rate number 3 is setup to be exempt from vat.

DESCRIPTION

The description displays the description of the relevant tax rate number. In other words the description field must entered as the description of the tax rate. example tax rate 2, the description is entered as zero rated.

TAX RATE

The tax rate option is where the physical rate is entered. Example if the tax rate is number 6 and tax rate number 6 is used for capital goods vat then the rate must be set to 14.00%.

VAT ONLY

The vat only option allows one to specify for newly created or existing vat rates that this rate is vat only.

EXAMPLE: If the normal Vat rate of 14.00% is used then the system will post a R100 sale transaction as follows (Sales R100.00, Vat R14.00 and Cash R114.00). If The vat rate is specified as "Vat Only" then the R100 Sale will be posted as follows (Sales R0.00, Vat R114.00 and Cash R114.00).

POSITION ON VAT201 FORM

VAT 201 OUTPUT

The vat 201 output options allow one to specify which of the existing vat rates are linked with the relevant vat 201 output. In other words, if tax rate 1 is linked correctly with standard rate (excluding capital) then when the VAT 201 Form is printed, the tax rate 1 – standard rate (excluding capital) will appear in the correct block on the physical VAT 201 Form.

VAT 201 INPUT

The vat 201 input options allow one to specify which of the existing vat rates are linked with the relevant vat 201 input. In other words, if tax rate 6 is linked correctly with capital goods then when the VAT 201 Form is printed, the tax rate 6 – (capital goods) will appear in the correct block on the physical VAT 201 Form.

The screenshot shows the 'Tax Rates' configuration window. It includes several radio button options for processing methods and a table for mapping tax rates to VAT 201 forms.

Processing Options:

- Debtor Invoice Processing: User Defined, Always Inclusive, Always Exclusive
- Selling Price Maintenance: Not Defined, Always Inclusive, Always Exclusive
- Creditor GRV Processing: User Defined, Always Inclusive, Always Exclusive
- Selling Prices for IQXML: Inclusive, Exclusive

Position on Vat201 Form Table:

Number	Description	Tax Rate	Vat Only	Position on Vat201 Form	
				Vat 201 Output	Vat 201 Input
0	No Vat Applicable	0.0000	<input type="checkbox"/>		
1	Normal Vat	14.0000	<input type="checkbox"/>	Standard-rate (Excl Capital)	Other Goods
2	Zero Rated	0.0000	<input type="checkbox"/>	Zero Rate	
3	Exempt	0.0000	<input type="checkbox"/>	Exempt	
4	Bad Debt	14.0000	<input type="checkbox"/>		Bad debts
5	Not Defined	0.0000	<input type="checkbox"/>	Other	Other
6	Capital Goods Vat	14.0000	<input type="checkbox"/>	Standard-Rate (Capital Goods)	Capital Goods
10	Capital Goods (Imported)	0.0000	<input checked="" type="checkbox"/>		Capital Goods (Imported)
11	Other Goods (Imported)	0.0000	<input checked="" type="checkbox"/>		Other Goods (Imported)
12	Zero Rated (Exported)	0.0000	<input type="checkbox"/>	Zero Rate (Exported)	

VAT PROCESSING METHOD

This process is manual. Invoicing, GRV can be altered manually to Indicate whether prices will be entered gross (i.e. VAT inclusive) or net of VAT (i.e. VAT exclusive). This process can also be set to an automated process by defining the Debtor Invoice Processing option as illustrated below.

EMAIL

This is where the default setup for E-mail is done. Statements and other documents etc. can be sent as attachments. The system will automatically use the default email client (Outlook Express, Microsoft Outlook etc.) as set up in the operating system. Type a standard message to appear on all the emails in the **Email Body** section.

NOTE: The Debtor/Creditor's account details must be set up correctly for email as seen in Debtors/Creditors Maintenance.

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

This text will be used as your default email message when emailing via the Email Button from a Report Preview. Please enter you email message below.

EMail Body	Thank you for your support.
------------	-----------------------------


Accept

EXTRA CHARGES (INVOICING & GRV)

Extra / other charges can be best explained as an alternate way / method of adding additional value to the GRV, invoice, sales order, etc... by invoicing or Goods Receiving non stock items.

Both the Invoicing and GRV (goods received voucher) extra charges are used in the same way, except that invoicing extra charges are usually associated with income accounts in the ledger, and GRV extra charges are usually associated with expense accounts in the ledger. One can enter a maximum of 4 extra charges for both invoicing and GRV's. Once these extra charges have been entered they will then appear at the bottom of invoice, GRV, credit note, sales order, etc..., where they can be accessed to enter their respective values or left blank.

Company Details

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

Extra Charges will appear in the relevant processing modules and will allow the user to specify a value for each Extra Charge during processing of the document. You are required to link such charge to a Stock Item and to specify its Vat Rate. For GRVs such Extra Charge may be selected to inflate your cost.

Invoicing Extra Charges			
Description	Stock Item	Normal Vat Rate	Export/Import Vat Rate
Delivery	DEL001	1	1

Goods Receiving Extra Charges				
Description	Stock Item	Normal Vat Rate	Export/Import Vat Rate	Part Of Cost
Delivery	DEL001	1	1	<input checked="" type="checkbox"/> Tick For Yes
				<input checked="" type="checkbox"/> Tick For Yes
				<input type="checkbox"/> Tick For Yes
				<input type="checkbox"/> Tick For Yes

Accept

Use the cursor control keys (up, down, enter etc.) or the mouse to manoeuvre and allocate stock items, descriptions and VAT rates. Should the stock item or VAT rate not be known use the search option (ALT and down arrow) to locate the appropriate stock item or VAT rate.

To delete an extra charges entry one can hold down the ctrl (control) button on the keyboard and press the delete button. This will completely remove the extra charge.

NOTE: These extra / other charges will affect the pricing structure (i.e. Cost and selling prices). When amendments are complete select the Accept option to save any additional changes.

The screenshot displays the 'Processing' window for an invoice. The 'Invoice Details' section is populated with the following information:

- Account No: ABC001
- Invoice Date: 23/04/2013
- Name and Address Details: ABC Store (Pty) Ltd, 78 Main Road, Stellenbosch, 7600
- Invoice Number: (empty)
- Delivery Method: (empty)
- Order Number: (empty)
- Rep Number: 2
- Invoice Memo: (empty)
- Delivery Note No: (empty)
- Invoice Disc %: 0.00

The 'Totals' section shows:

- Goods Total: 3025.00
- Discount Amnt: 0.00
- Vat Amount: 371.49
- Total Quantity: 25.00

The following table is displayed below the invoice details:

Code	Description	Type	Unit Price	Qty	Disc %	Total
COK001	Coke Single Can	P1		10.0000	0.00	100.0000
BM001	Cement	P1		185.0000	0.00	2 775.0000
				0.0000	0.00	0.0000

A callout box points to a 'Delivery' entry with a value of 150.00, explaining it as an extra charge.

NOTES ON EXTRA CHARGES

The amount entered as an extra charge on a Goods Receiving will be added to the cost price of the items on that GRV. The extra charges amount will be broken down in a pro-rata basis (known as the Weighted Average System) based on each stock item's ACTUAL COST as a percentage of the GRV total.

For example, if the GRV of R4000 contains 2 items (Item A and Item B) and the extra charge is R100 then the calculation will be as follows:

Item A – Cost price amount = R 1 000 - therefore (25% contribution to GRV total)

Item B – Cost price amount = R 3 000 - therefore (75% contribution to GRV total)

Extra charge allocation for Item A = $R100 * 25\% = R25$

Extra charge allocation for Item B = $R100 * 75\% = R75$

Total cost for Item A: $R 1 000 + 25 = R 1 025$

Total cost for Item B: $R 3 000 + 75 = R 3 075$

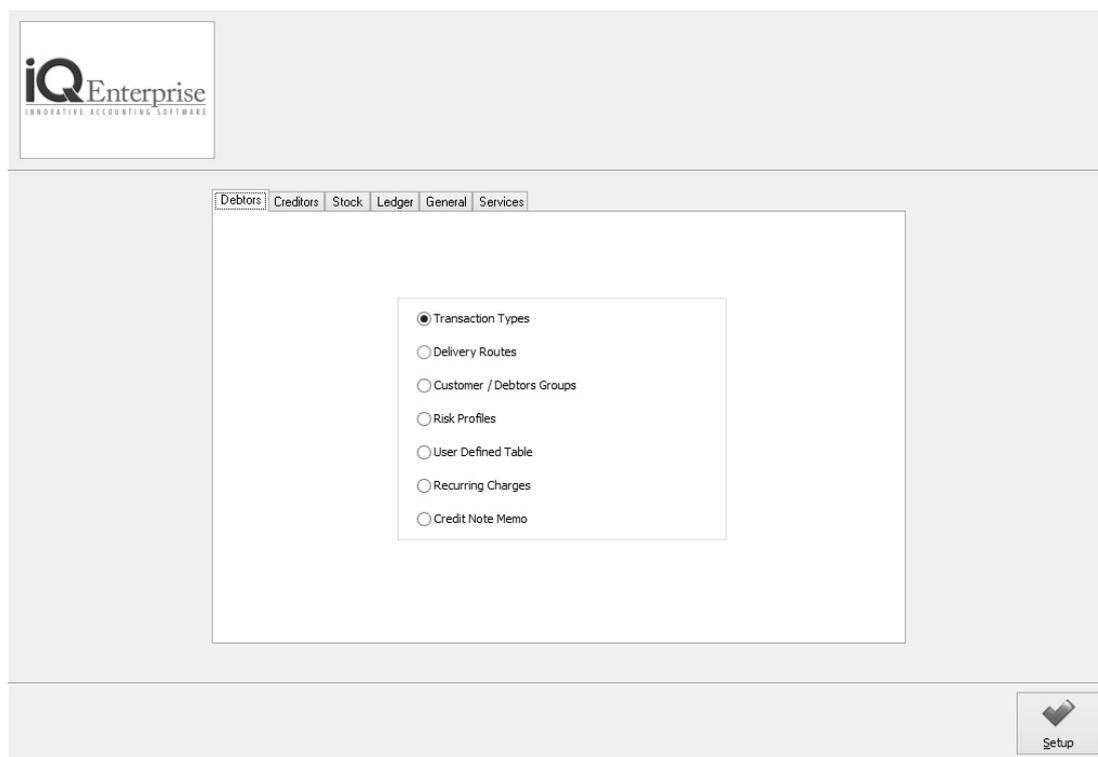
NOTES ON EXTERNAL CHARGES

The amount entered as an external charge on Goods Receiving will be added to the cost price of the items on that GRV. The external charges amount will be broken down in a pro-rata basis (known as the Weighted Average System) based on each stock item's ACTUAL COST as a percentage of the GRV total. The only difference between the Extra Charges and External Charges is that one is able to link the External Charge to a supplier/creditor. Therefore external charges can be utilised in such a way to link relevant charges like shipping and freight and link them to the clearing agent creditor.

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.



DEBTORS

TRANSACTION TYPES

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

CODE

The code displays the transaction type code. These codes are abbreviated from the descriptions of the transaction types.

DESCRIPTION

The description field displays the description of the specific transaction 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.

SELECTION OPTIONS

GRAPH

The graph option allows one to print the existing transaction type information onto a graph report.

EDIT GRAPH

The edit graph option allows one to edit the graph report.

SEARCH

The search option allows one to search for any information on the transaction types screen.

ADD

The add option allows one to add additional transaction types.

EDIT

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

The screenshot shows the 'iQ Edit Posting Types Version 6.0.2.0' window. The window title bar includes the software name and version. The main area contains a form titled 'Transaction Types'. The form has the following fields and options:

- Transaction Code:** JD
- Description:** Journal Debit
- Vat Rate:** 0 (dropdown menu), with a text field containing 'No Vat Applicable'.
- Ledger Account:** 3601.000.000.00 (dropdown menu), with a text field containing 'Debtors Clearing Account'.
- Print Document Under Single Journals
- Use As Default Transaction Type

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

TRANSACTION TYPE

TRANSACTION CODE

The transaction code entered here will be displayed in the list of transaction types once completed. This transaction code may then be used when processing transactions.

DESCRIPTION

The description field entered is the description of the specific transaction type. This description must be meaning full to avoid confusion.

RELATES TO CODE

The relates to code is where the a relation to another code is selected. The above example is a BF (Brought Forward) code and this will relate to a JD (Journal Debit) purely because the BF code is used to enter opening balances for the debtor accounts.

VAT RATE

The vat rate option allows one to specify if there is always vat applicable on this specific transaction type. This means that if vat was selected, the system will then always take vat whenever this transaction type is used. If not vat is applicable then select the 0 – No Vat Applicable option.

LEDGER ACCOUNT

The ledger account selected here is the ledger account that will be used when this transaction type is used when processing debtors journals. In other words if a brought forward transaction is done the contra account will be the debtors clearing account (3601.000.000.00).

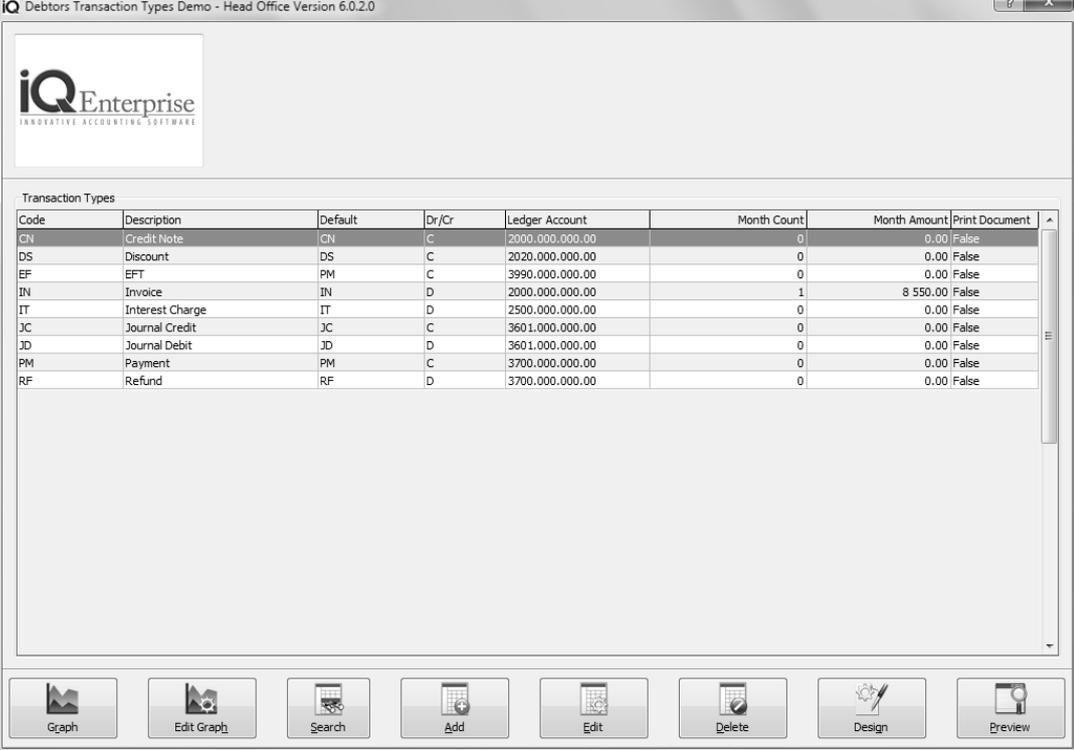
PRINT DOCUMENT UNDER SINGLE JOURNALS

The print document under single journals will allow the user to design a report for the specific journals.

USE AS DEFAULT TRANSACTION TYPE

The use as default transaction type will be used as the transaction type when processing Debtors Journals.

IQ Debtors Transaction Types Demo - Head Office Version 6.0.2.0



Code	Description	Default	Dr/Cr	Ledger Account	Month Count	Month Amount	Print Document
CN	Credit Note	CN	C	2000.000.000.00	0	0.00	False
DS	Discount	DS	C	2020.000.000.00	0	0.00	False
EF	EFT	PM	C	3990.000.000.00	0	0.00	False
IN	Invoice	IN	D	2000.000.000.00	1	8 550.00	False
IT	Interest Charge	IT	D	2500.000.000.00	0	0.00	False
JC	Journal Credit	JC	C	3601.000.000.00	0	0.00	False
JD	Journal Debit	JD	D	3601.000.000.00	0	0.00	False
PM	Payment	PM	C	3700.000.000.00	0	0.00	False
RF	Refund	RF	D	3700.000.000.00	0	0.00	False

DELETE

The delete option allows one to delete any of the newly created transaction types. Existing transaction codes may not be deleted.

DESIGN

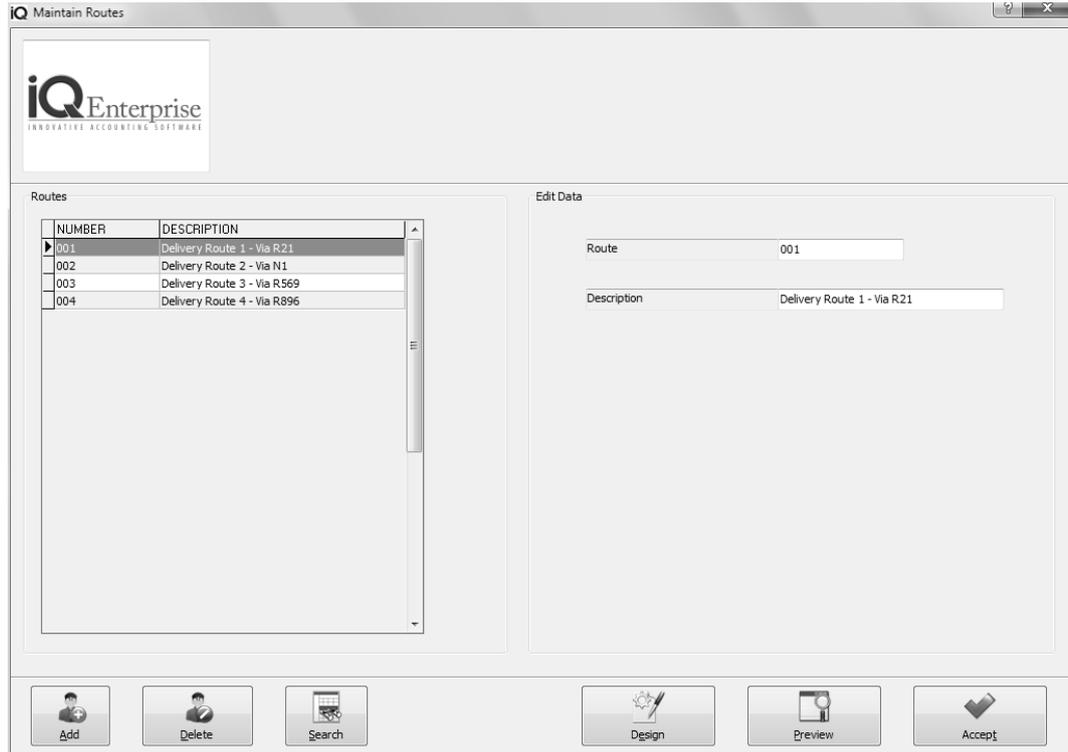
The design option allows one to design the report that the transaction types print on.

PRINT

The print option allows one to print the transaction types report.

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

NUMBER

The number field displays the route number. This number can be entered as alpha numeric characters.

DESCRIPTION

The description displays the route description. This route description can be 30 characters in length.

EDIT DATA

ROUTE

The route field is where the route number is entered. The route number may contain alpha numeric characters and only allows for four characters to be entered.

DESCRIPTION

The description field is where the description of the delivery route is entered.

SAVE EDITS

The save edits button allows one to save the newly created/added delivery routes.

CANCEL EDITS

The cancel edits option allows one to cancel any editing while busy editing an existing delivery route.

SELECTION OPTIONS

ADD

The add option allows one to add any new additional delivery routes.

DELETE

The delete option allows one to delete any of the existing delivery routes.

SEARCH

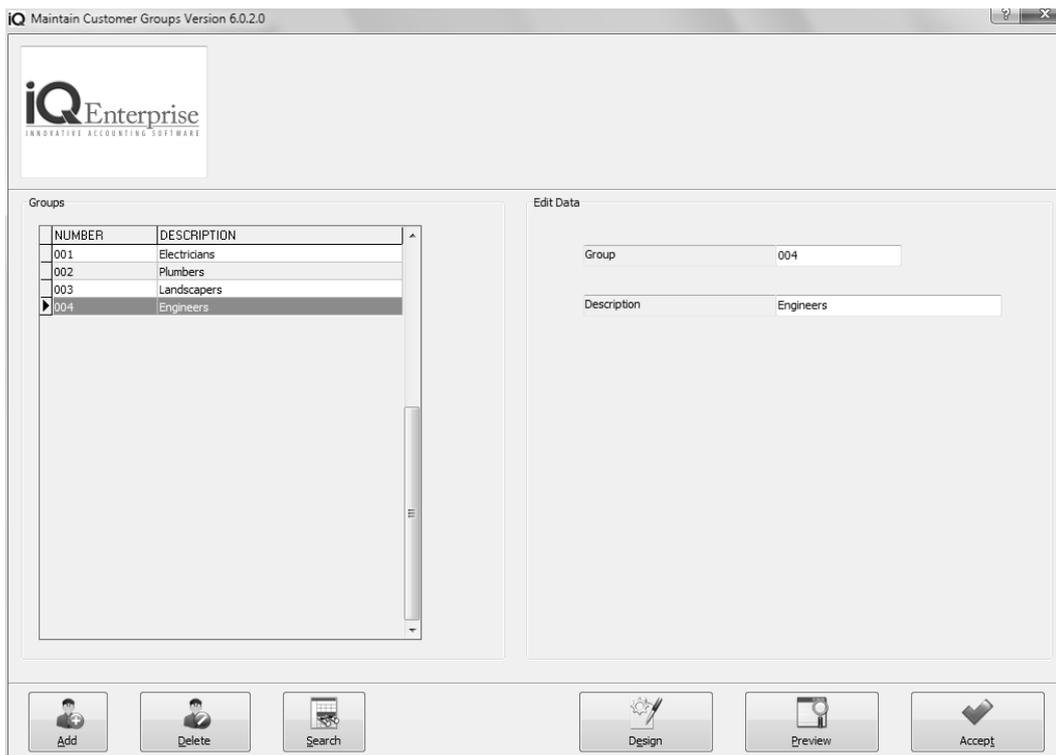
The search option allows one to search for any information on the delivery routes screen.

ACCEPT

Select the accept option to accept any changes made.

CUSTOMER GROUPS

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



GROUPS

NUMBER

The number field displays the group number. This number may be entered as alpha numeric characters.

DESCRIPTION

The description displays the group description. This group description may be 30 characters in length.

EDIT DATA

GROUP

The group field is where the group number is entered. The group may be entered in either alpha or numeric characters.

DESCRIPTION

The description field is where the description of the debtors group is entered.

SAVE EDITS

The save edits button allows one to save the newly created/added debtor groups.

CANCEL EDITS

The cancel edits option allows one to cancel any editing while busy editing an existing debtor group.

ADD

The add option allows one to add any new customer groups.

DELETE

The delete option allows one to delete any of the existing customer groups.

SEARCH

The search option allows one to search for any information on the customer group screen.

ACCEPT

Select the accept option to accept any changes made.

RISK PROFILES

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.

iQ Enterprise
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NU...	DESCRIPTION	RATE
1	Default	10.00
2	Low Risk	-2.00
3	High Risk	2.00

Edit Data

Number: 1

Description: Default

Rate: 10.00

Add Delete Search Design Preview Accept

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.

IQ Default Tables Setup Version 6.0.2.0

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The User defined fields must contain the field specified below as the first field, and this field must be the primary index.

Primary Field Name: Account Primary Field Length: 15

Debtors | Creditors | Stock | Ledger | General | Services

Transaction Types
 Delivery Routes

When adding a user defined table, this information here is very important because the first field has to be Account and the Size has to be set to 15.

Setup

Alter Table - DebtUser (DBDebtors\DebtUser) Version 6.0.2.0

Structure | **Indexes** | Full Text Indexing

Version # 1 0 Locale ANSI Standard

Description Index Page Size 4096 BLOB Block Size 512

Encrypted Password Last Auto-Inc Value 0

#	Field Name	Data Type	Size	Required	Details
1	Account	String	15	No	No
2	Spouse Name	String	10	No	No
3	Reg Date	Date	0	No	No

of Fields 3 Total Record Size 64

Alter Cancel

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

Once the "Account" field has been added, one can then add any other additional fields as needed. Once all the necessary fields have been added, we need to set the "Account" field as the default index. Select the Indexes tab at the top of the screen.

Alter Table - DebtUser (DBDebtors\DebtUser) Version 6.0.2.0

Structure | **Indexes** | Full Text Indexing

Index Name	Primary	Case-Ins	Unique	Compression	Indexed Fields	Descending Fields
	Yes	No	Yes	None	Account	

of Indexes 1

Alter Cancel

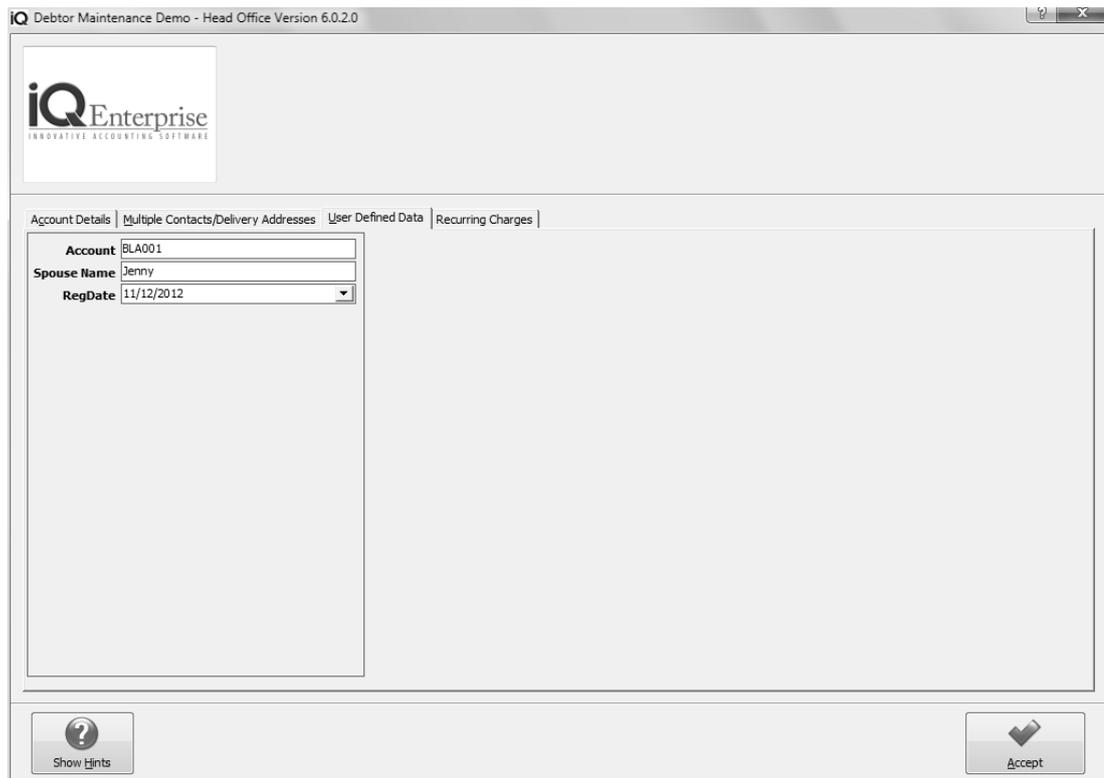
Under the "Indexed Fields" heading, select the three dotted button. From this next screen select the "Account" field and move it from the left hand side to the right hand side.

Once complete select the "OK" option.

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

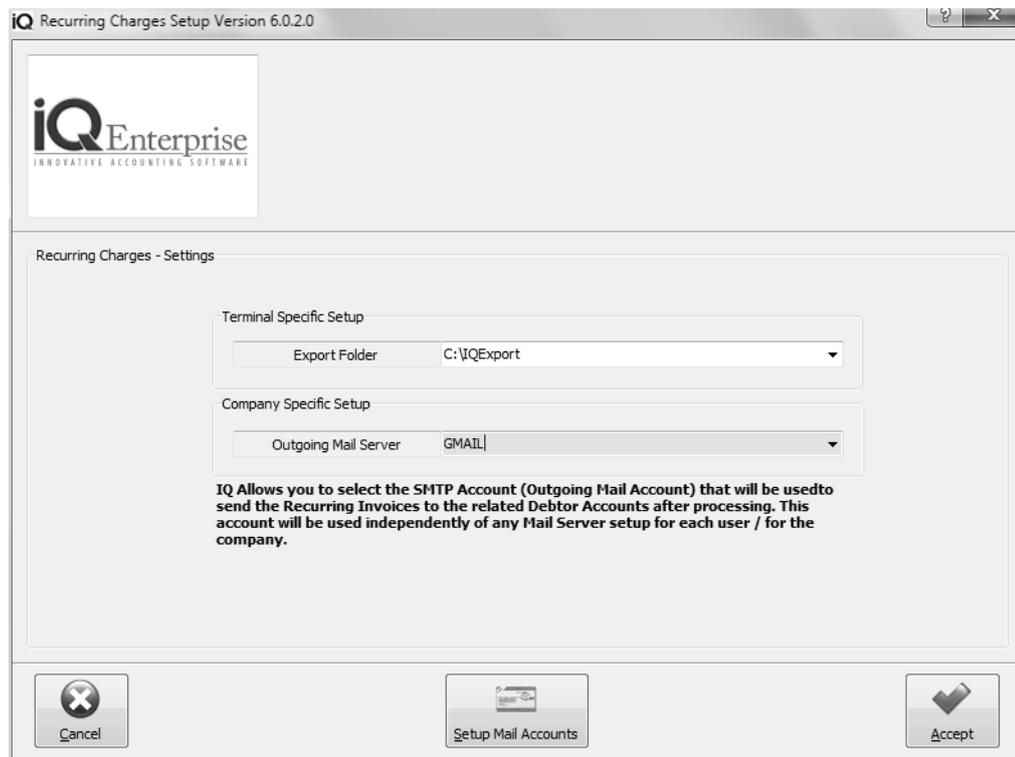


Once completed the newly added user defined field can be found under the debtors maintenance option. Edit any existing debtor client and the newly added table will be available.



RECURRING CHARGES

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



RECURRING CHARGES SETTINGS

EXPORT FOLDER

The export folder allows one to specify where the results of the recurring charges will be exported to once the recurring charges have been processed.

OUTGOING MAIL SERVER

The outgoing mail server option allows one to specify where the results of the recurring charges will be emailed to once the recurring charges have been processed.

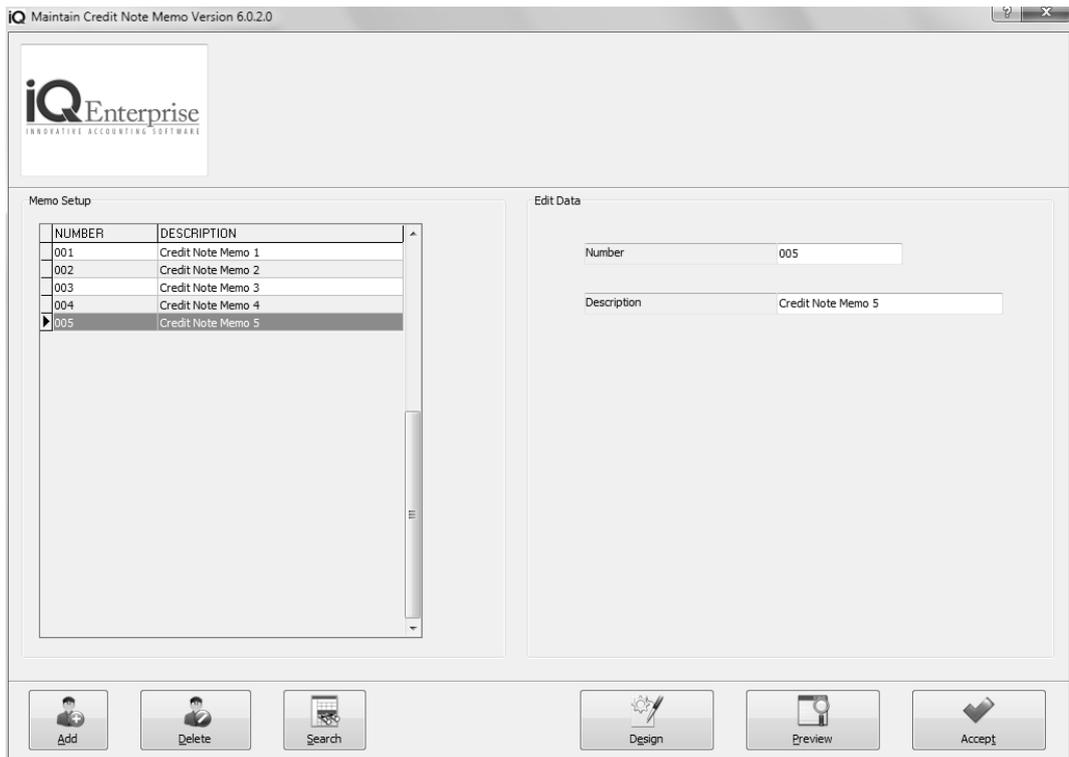
CANCEL

The cancel option will cancel any of the changes made on the recurring charges settings screen.

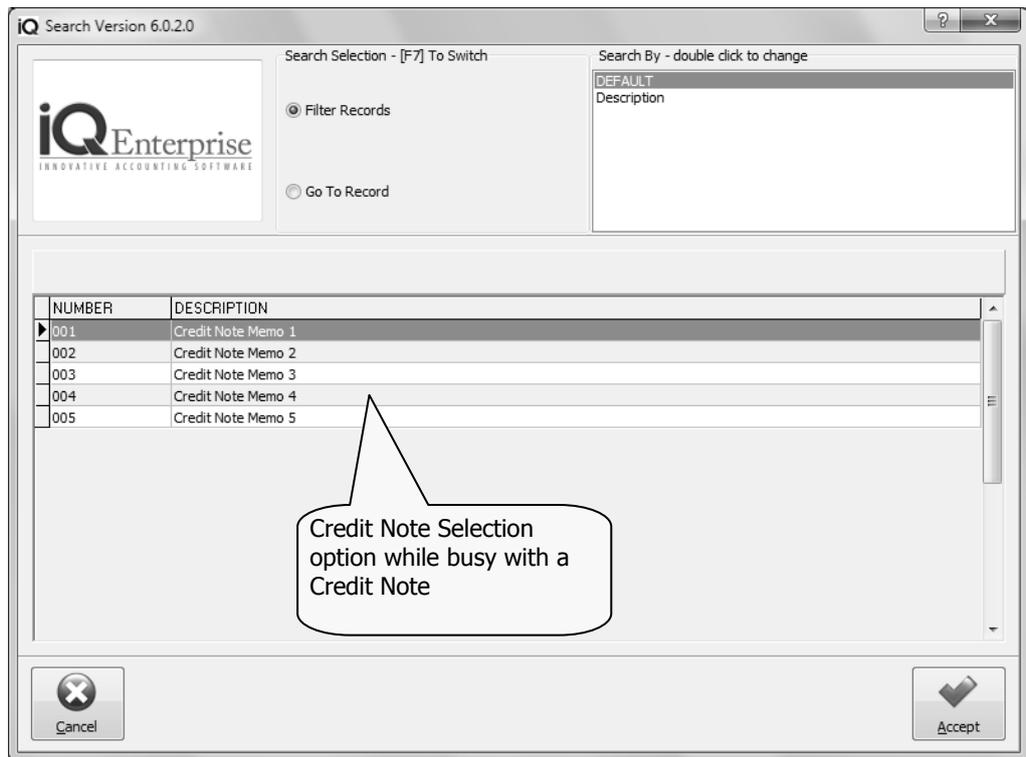
ACCEPT

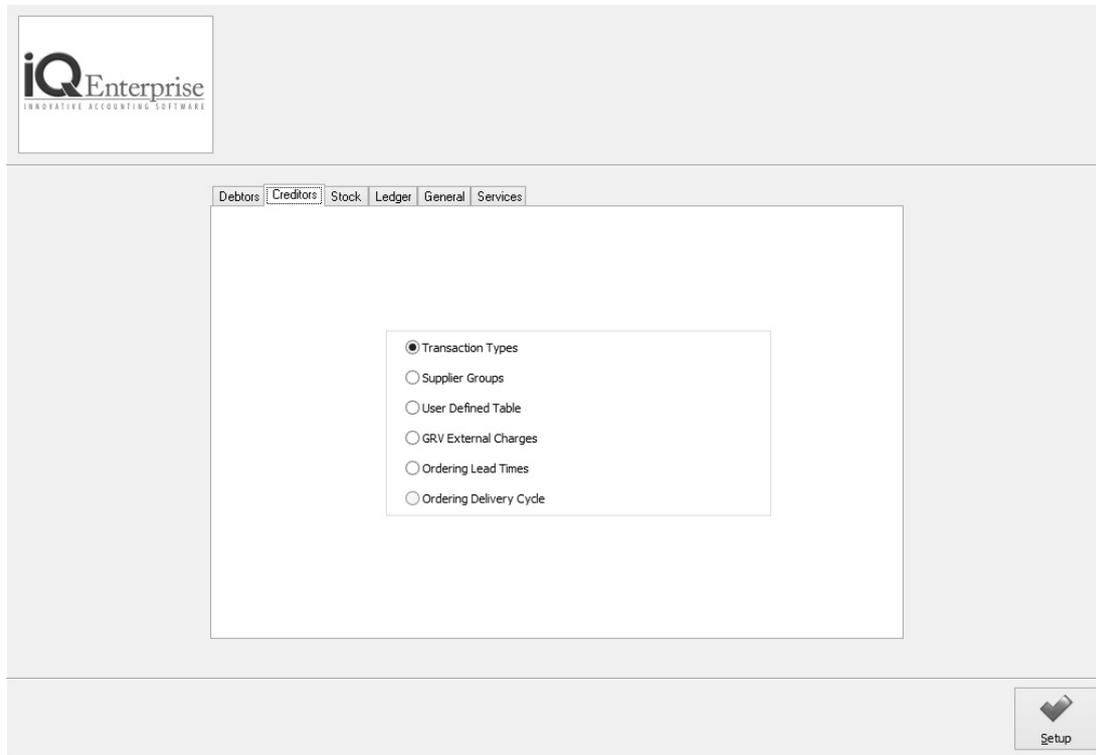
Select the accept option to accept any changes made.

CREDIT NOTE MEMO



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





CREDITORS

TRANSACTION TYPES

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

CODE

The code displays the transaction type code. These codes are abbreviated from the descriptions of the transaction types.

DESCRIPTION

The description field displays the description of the specific transaction 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 creditors journals. In other words if an invoice transaction is done the system will post to the creditors control account (4000.000.000.00) and to the creditors clearing account (4001.000.000.00).

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.

iQ Creditors Transaction Types Demo - Head Office Version 6.0.2.0



Transaction Types

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

Graph Edit Graph Search Add Edit Delete Design Preview

GRAPH

The graph option allows one to print the existing transaction type information onto a graph report.

EDIT GRAPH

The edit graph option allows one to edit the graph report.

SEARCH

The search option allows one to search for any information on the transaction types screen.

ADD

The add option allows one to add additional transaction types.

EDIT

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

TRANSACTION TYPE

TRANSACTION CODE

The transaction code entered here will be displayed in the list of transaction types once completed. This transaction code may then be used when processing transactions.

DESCRIPTION

The description field entered is the description of the specific transaction type. This description must be meaning full to avoid confusion.

RELATES TO CODE

The relates to code is where the a relation to another code is selected. The above example is a BF (Brought Forward) code and this will relate to a JC (Journal Credit) purely because the BF code is used to enter opening balances for the creditor accounts.

VAT RATE

The vat rate option allows one to specify if there is always vat applicable on this specific transaction type. This means that if vat was selected, the system will then always take vat whenever this transaction type is used. If not vat is applicable then select the 0 – No Vat Applicable option.

LEDGER ACCOUNT

The ledger account selected here is the ledger account that will be used when this transaction type is used when processing creditor journals. In other words if a brought forward transaction is done the contra account will be the creditors clearing account (4001.000.000.00).

PRINT DOCUMENT UNDER SINGLE JOURNALS

The print document under single journals will allow the user to design a report for the specific journals.

USE AS DEFAULT TRANSACTION TYPE

The use as default transaction type will be used as the transaction type when processing Creditors Journals.

DELETE

The delete option allows one to delete any of the newly created transaction types. Existing transaction codes may not be deleted.

DESIGN

The design option allows one to design the report that the transaction types print on.

PRINT

The print option allows one to print the transaction types report.

SUPPLIER GROUPS

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

NUMBER	DESCRIPTION
001	Supplier Group A
002	Supplier Group B
003	Supplier Group C
004	Supplier Group D
005	Supplier Group E

Edit Data

Group: 005

Description: Supplier Group E

GROUPS**NUMBER**

The number field displays the group number. This number may be entered as alpha numeric characters.

DESCRIPTION

The description displays the group description. This group description may be 30 characters in length.

EDIT DATA**GROUP**

The group field is where the group number is entered. The group may be entered in either alpha or numeric characters.

DESCRIPTION

The description field is where the description of the suppliers group is entered.

SAVE EDITS

The save edits button allows one to save the newly created/added supplier groups.

CANCEL EDITS

The cancel edits option allows one to cancel any editing while busy editing an existing supplier group.

ADD

The add option allows one to add any new supplier groups.

DELETE

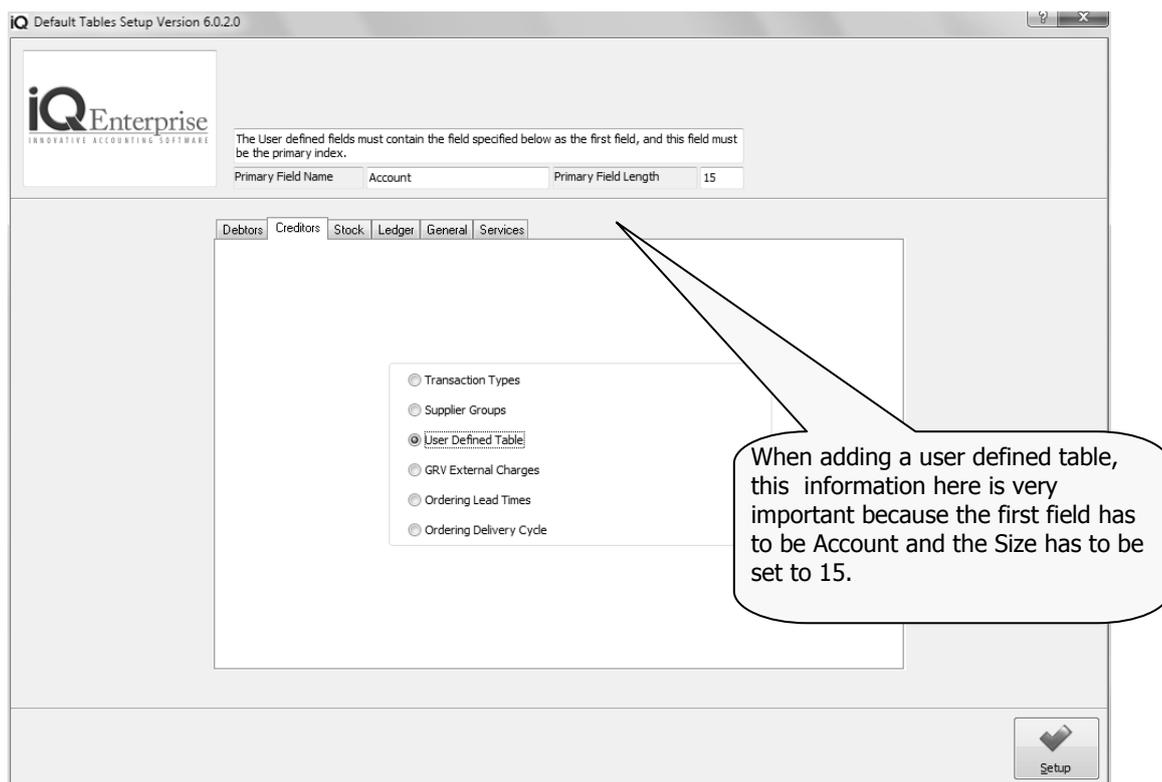
The delete option allows one to delete any of the existing supplier groups.

SEARCH

The search option allows one to search for any information on the supplier group 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.

Alter Table - CredUser (DBCreditors\CredUser) Version 6.0.2.0

Structure | Indexes | Full Text Indexing

Version # 1 0 Locale ANSI Standard

Description Index Page Size 4096 BLOB Block Size 512

Encrypted Password Last Auto-Inc Value 0

#	Field Name	Data Type	Size	Required	Details
1	Account	String	15	No	No
2	Option 1	Date	0	No	No
3	Option 2	String	20	No	No

of Fields 3 Total Record Size 72

Alter Cancel

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

Once the "Account" field has been added, one can then add any other additional fields as needed. Once all the necessary fields have been added, we need to set the "Account" field as the default index. Select the Indexes tab at the top of the screen.

Alter Table - CredUser (DBCreditors\CredUser) Version 6.0.2.0

Structure | Indexes | Full Text Indexing

Index Name	Primary	Case-Ins	Unique	Compression	Indexed Fields	Descending Fields
	Yes	No	Yes	None	Account	

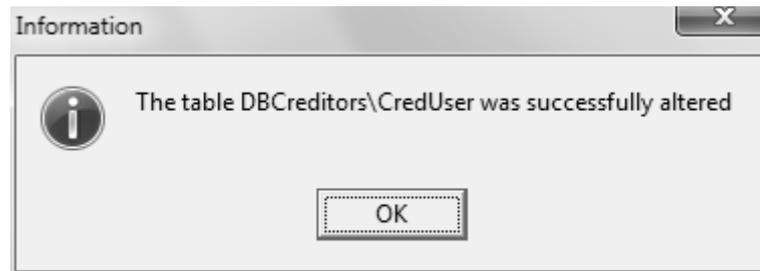
of Indexes 1

Alter Cancel

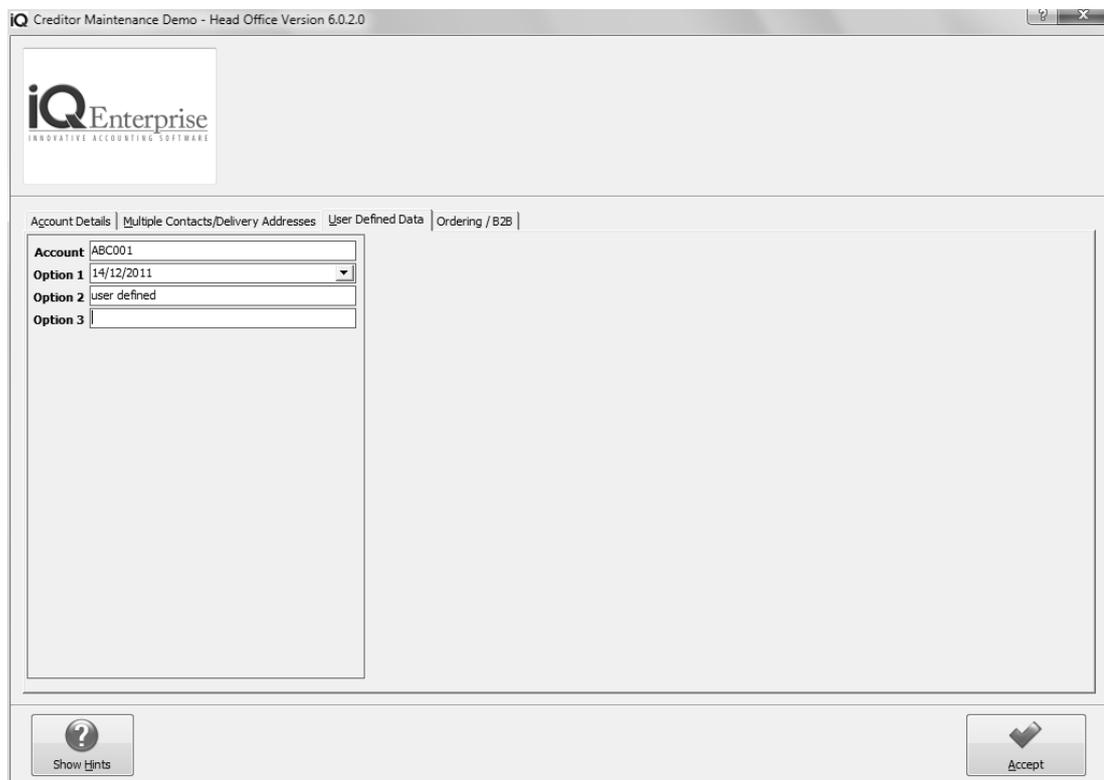
Under the "Indexed Fields" heading, select the three dotted button. From this next screen select the "Account" field and move it from the left hand side to the right hand side.

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.



GRV EXTERNAL CHARGES**REFERENCE**

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

CREDITOR

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

VAT RATE

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

LEDGER

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

AMOUNT

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

External Charge Options

Default Currency Selection

Available Filters
Clear Filter

Reference	Creditor	Vat Rate	Ledger	Amount
147	STAR001	1	1254.000.000.00	158.56
856	XYZ001	0	1260.000.000.00	489.67

Select Visible Fields | Filter | Add | Edit | Delete | Design | Preview | Accept

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.

IQ Edit an Existing External Charge Version 6.0.2.0



External Charges Setup

Reference	147	
Creditor Account	STAR001	▼ Star Wholesalers
Vat Rate	1	▼ Normal Vat
Ledger Account	1254.000.000	▼ Collection Fees
Amount	158.56	
Branch	001	▼ Demo - Head Office
Department	ACC	▼ Accounts Department

Cancel Accept

EXTERNAL CHARGES SETUP

REFERENCE

The reference field is where the reference is entered for the GRV external charge.

CREDITOR ACCOUNT

The creditor account field is where the creditor\supplier is selected for the GRV external charge.

VAT RATE

The VAT Rate field 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

Select the accept option to accept any changes made.

EDIT

The edit option allows one to edit any of the existing external charges.

DELETE

The delete option allows one to delete any of the existing supplier groups.

DESIGN

The design option allows one to design the external charges report.

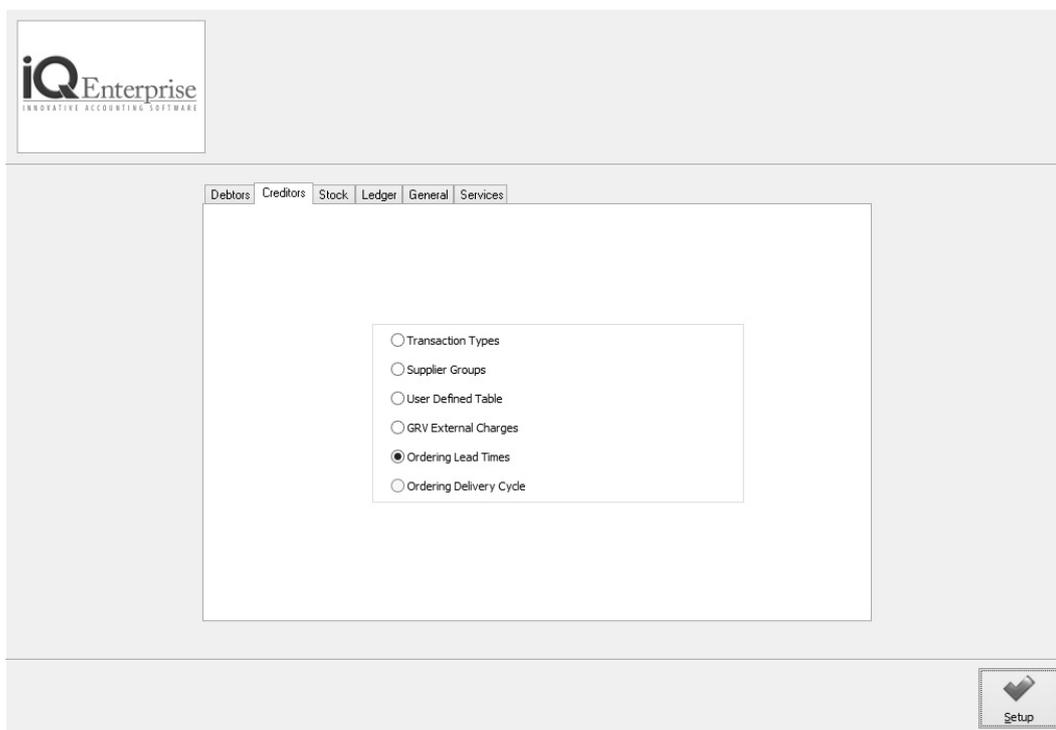
PREVIEW

Select the preview option to preview the external charges report.

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.



LEAD TIMES

NUMBER

The number field displays the Lead time number. This number may be entered as alpha numeric characters.

DESCRIPTION

The description displays the Lead Time description. This Lead Time description may be 30 characters in length.

EDIT DATA

GROUP

The group field is where the Lead Time number is entered. The Lead Time may be entered in either alpha or numeric characters.

DESCRIPTION

The description field is where the description of the Lead Time is entered.

SAVE EDITS

The save edits button allows one to save the newly created/added Lead Time.

CANCEL EDITS

The cancel edits option allows one to cancel any editing while busy editing an existing Lead Time.

ADD

The add option allows one to add any new Lead Time.

The screenshot displays the iQ Enterprise software interface for managing Lead Times. The interface is split into two main panels: 'Lead Times' and 'Edit Data'.

Lead Times Panel: This panel contains a table with the following data:

NU...	DESCRIPTION	Factor
1	2Weekly	1.50
2	4th Week	2.50

Edit Data Panel: This panel contains three input fields:

- Number / ID:** 1
- Description:** 2Weekly
- Ordering Factor:** 1.50

Toolbar: At the bottom of the interface, there is a toolbar with six icons: Add, Delete, Search, Design, Preview, and Accept.

DELETE

The delete option allows one to delete any of the existing Lead Time.

SEARCH

The search option allows one to search for any information on the Lead Time screen.

ACCEPT

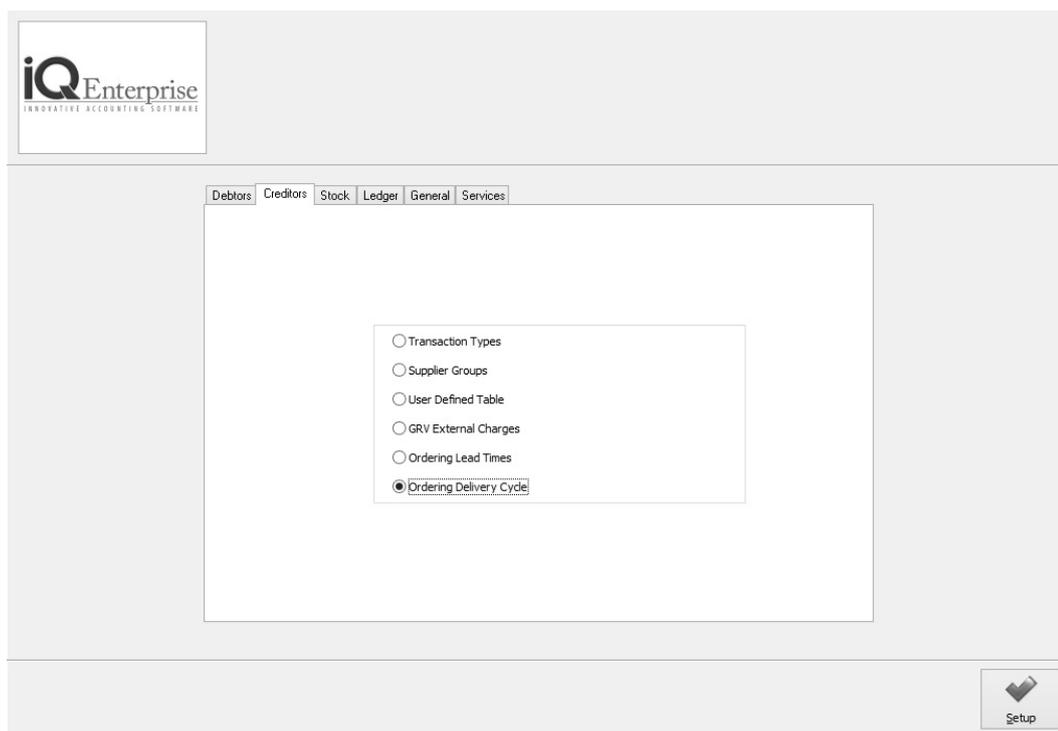
Select the accept option to accept any changes made.

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.



DELIVERY CYCLE

NUMBER

The number field displays the Ordering Delivery Cycle number. This number may be entered as alpha numeric characters.

DESCRIPTION

The description displays the Ordering Delivery Cycle description. This Ordering Delivery Cycle description may be 30 characters in length.

EDIT DATA

GROUP

The group field is where the Ordering Delivery Cycle number is entered. The Lead Time may be entered in either alpha or numeric characters.

DESCRIPTION

The description field is where the description of the Ordering Delivery Cycle is entered.

SAVE EDITS

The save edits button allows one to save the newly created/added Ordering Delivery Cycle.

CANCEL EDITS

The cancel edits option allows one to cancel any editing while busy editing an existing Ordering Delivery Cycle.

ADD

The add option allows one to add any new Ordering Delivery Cycle.

NU...	DESCRIPTION	Factor
1	Ordering Delivery Cycle 2.5%	2.50%
2	Ordering Delivery Cycle 3.5%	3.50%

Number / ID: 2

Description: Ordering Delivery Cycle 3.5%

Delivery Cycle: 3.50

Buttons: Add, Delete, Search, Design, Preview, Accept

DELETE

The delete option allows one to delete any of the existing Ordering Delivery Cycle.

SEARCH

The search option allows one to search for any information on the Ordering Delivery Cycle screen.

ACCEPT

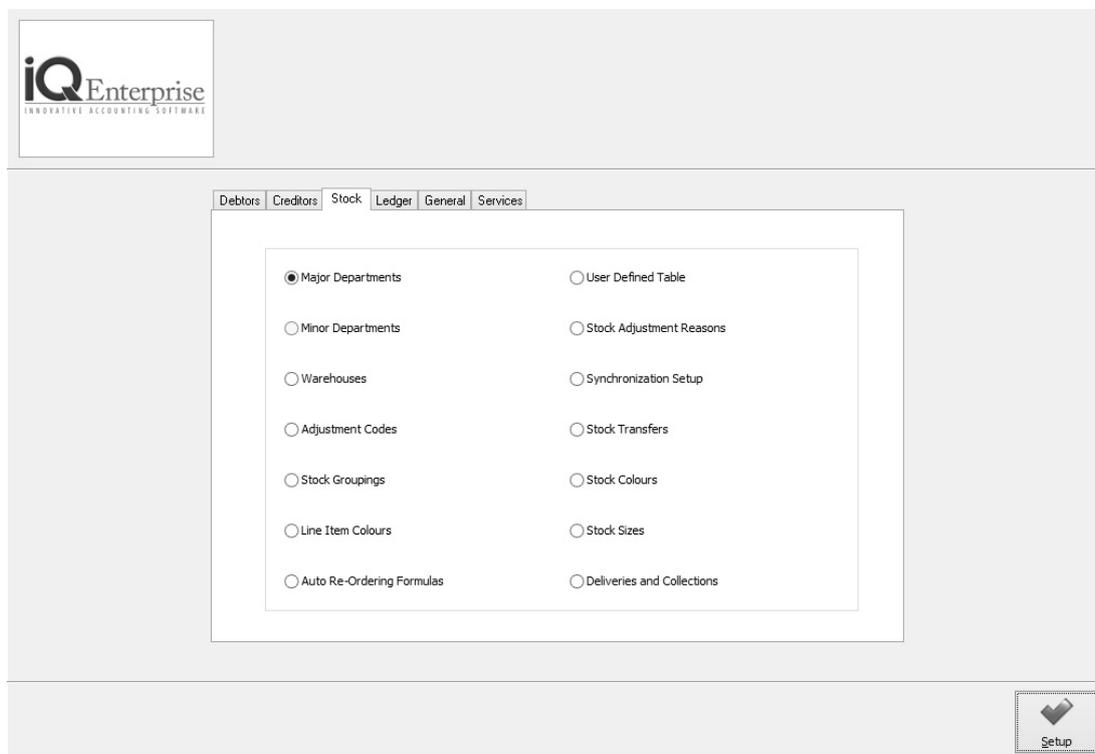
Select the accept option to accept any changes made.

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.

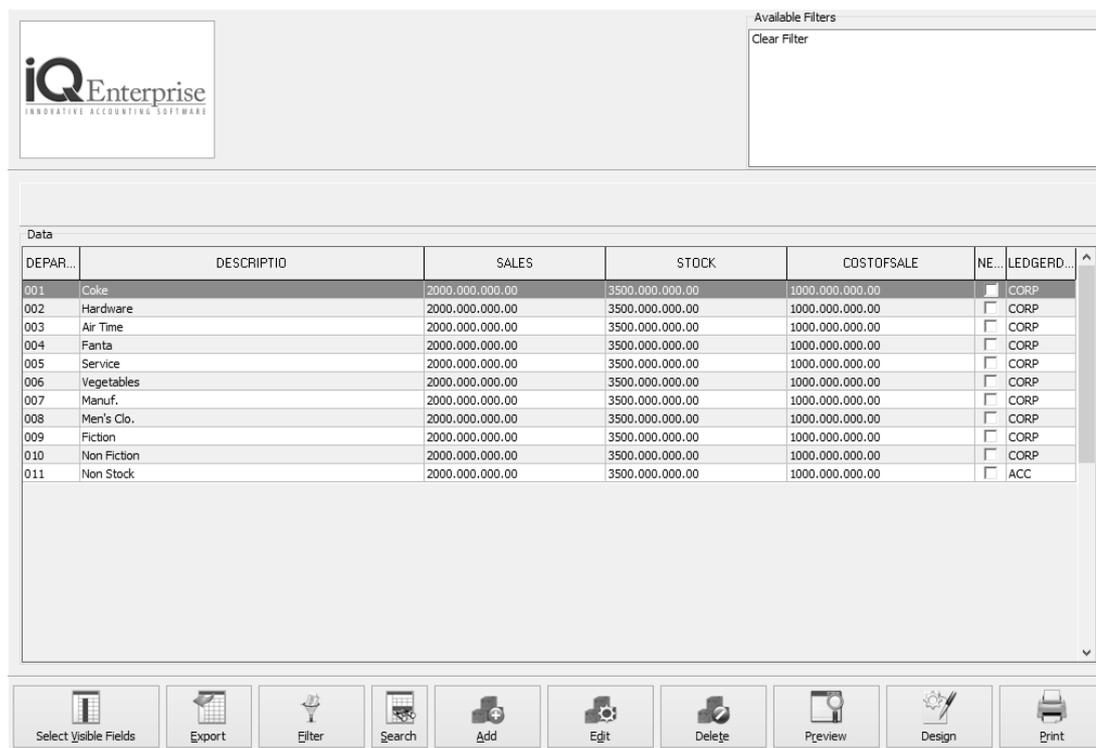


NOTE: Departments must be setup before creating stock items. The reason for this is that a department must be allocated to a stock item at the time of creating it. It would be a time consuming job to go back and edit each and every item and re-allocate the correct department.

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


DEPAR...	DESCRIPTIO	SALES	STOCK	COSTOFSALE	NE...	LEDGERD...
001	Coke	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input checked="" type="checkbox"/>	CORP
002	Hardware	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
003	Air Time	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
004	Fanta	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
005	Service	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
006	Vegetables	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
007	Manuf.	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
008	Men's Clo.	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
009	Fiction	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
010	Non Fiction	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
011	Non Stock	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	ACC

DEPT (DEPARTMENT)

The dept is short for department. This field shows the actual department number. This field may contain numeric and alphanumeric characters.

DESCRIPTION

The description field shows the description of the department. This description may also be the name of the department.

SALES ACCOUNT

The sales account field holds the sales account number. By entering a sales account, this will tell the system which sales account must be used when a transaction is posted. In other words when an invoice transaction is done, this will be the sales account where the transaction will be posted to in the ledger for all stock items that belong to that specific department.

STOCK ACCOUNT

The stock account field holds the stock account number. By entering a stock account, this will tell the system which stock account must be used when a transaction is posted. In other words when an invoice transaction is done, this will be the stock account where the transaction will be posted to in the ledger for all stock items that belong to that specific department.

COST OF SALES

The cost of sales account field holds the cost of sales account number. By entering a cost of sales account, this will tell the system which cost of sales account must be used when a transaction is posted. In other words when an invoice transaction is done, this will be the cost of sales account where the transaction will be posted to in the ledger for all stock items that belong to that specific department.

NEG DEPT

The negative department reverses the normal effect of the transaction on the stock and ledger accounts. It is used to keep track of empty containers that are refunded on their return.

LEDGER DEPT

The ledger department allows one to specify per department for the purpose of splitting the ledger. In other words, when the transaction is posted the system will show the specific ledger department when viewing the transaction within the ledger enquiries screen.

iQ Enterprise INNOVATIVE ACCOUNTING SOFTWARE		Available Filters Clear Filter				
Data						
DEPAR...	DESCRIPTIO	SALES	STOCK	COSTDPSALE	NE...	LEDGERD...
001	Coke	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input checked="" type="checkbox"/>	CORP
002	Hardware	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
003	Air Time	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
004	Fanta	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
005	Service	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
006	Vegetables	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
007	Manuf.	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
008	Men's Clo.	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
009	Fiction	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
010	Non Fiction	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	CORP
011	Non Stock	2000.000.000.00	3500.000.000.00	1000.000.000.00	<input type="checkbox"/>	ACC

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

SELECT VISIBLE FIELDS

In order to change the list of visible fields in the screen, select the Select Visible Fields option. Select a field in the left-hand column under Available Fields. Then click on the > button to add it to the right-hand column under Visible Fields. To move all the fields, click on the >> button. To reverse an entry, click on the < or the << button.

EXPORT

Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML, XLS (Excel) and IQ XML).

FILTER

Use the filter option to filter for selected departments or other filter criteria selections.

HINT: The filter option can be used to filter only for selected stock departments, departments or department ranges.

SEARCH

The search option allows one to search for any information on the major department screen.

ADD

The add option allows one to add additional departments to the system. By default in the system there are ten departments already created. These departments may be altered in any way.

EDIT

The edit option allows one to edit any existing departments or edit newly created ones.

DELETE

The delete option allows one to delete any of the existing departments.

NOTE: If a department is deleted, the system cannot produce accurate stock departmental reports.

PREVIEW

The preview option allows one to preview the existing departments in a report format.

IQRetail (PTY) LTD		Date Printed: 27/10/2008	1 of 1	
Stock Departments				
Data Filter: No Filter Specified				
<u>Department</u>	<u>Description</u>	<u>Sales Account</u>	<u>Cost of Sales</u>	<u>Stock Account</u>
001	Castle	2000.000.000.00	1000.000.000.00	3500.000.000.00
002	MTN	2000.000.000.00	1000.000.000.00	3500.000.000.00
003	Vodacom	2000.000.000.00	1000.000.000.00	3500.000.000.00
004	Foodstuffs	2000.000.000.00	1000.000.000.00	3500.000.000.00
005	Labour	2000.000.000.00	1000.000.000.00	3500.000.000.00
006	Miscellaneous / Non Stock	2000.000.000.00	1000.000.000.00	3500.000.000.00
007	Returns / Empties	2000.000.000.00	1000.000.000.00	3500.000.000.00
*** END OF REPORT ***				

DESIGN

The design option allows one to modify the existing stock major department report.

PRINT

The print option will print the stock departments report. This will not produce a preview screen, the information will be sent directly to the printer.

CREATING A MAJOR DEPARTMENT

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

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

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

Department Name	001
Description	Clocks
Ledger Department	CORP
Local Sales Account	2000.000.000.00
Export Sales Account	2000.000.000.00
Cost Of Sales Account	1000.000.000.00
Stock Account	3500.000.000.00
Purchases Account	1305.000.000.00
Cost Of Sales Adjustment	1000.000.000.00
Default Rep	
Maximum Grv Variance%	10.00
Apply Maximum Var	<input checked="" type="checkbox"/> Tick for Yes
Negative Department	<input type="checkbox"/> Tick for Yes
Auto Re-Ordering Method	Replenishment N/A
No Commission	<input type="checkbox"/> Tick for Yes
Posting Method	<input checked="" type="radio"/> Perpetual Stock Control (Post Sales/Stock/Costofsales) <input type="radio"/> Periodic Stock Control (Post Sales/Purchases Only)
Company Default	Perpetual Stock Control (Post Sales/Stock/Costofsales)

DEPARTMENT NAME

Enter a meaningful department name, e.g. Hardware Sales.

DESCRIPTION

The description field shows the description of the department. This description may also be the name of the department.

LEDGER DEPARTMENT

The ledger department allows one to specify per department for the purpose of splitting the ledger. In other words, when the transaction is posted the system will show the specific ledger department when viewing the transaction within the ledger enquiries screen.

LOCAL SALES ACCOUNT

Enter the local sales account in the general ledger which must be updated with the sales value of the item, whenever an item belonging to this department, is sold. Use search facility (ALT and the down arrow) to search for account numbers in the general ledger.

EXPORT SALES ACCOUNT

Enter the export sales account in the general ledger which must be updated with the export sales value of the item, whenever an item belonging to this department, is sold. Use search facility (ALT and the down arrow) to search for account numbers in the general ledger.

COST OF SALES ACCOUNT

Enter the cost of sales account in the general ledger which must be updated with the cost of the item whenever an item belonging to this department, is sold. Use search facility (ALT and the down arrow) to search for account numbers in the general ledger.

Stock Account

Enter the stock account in the general ledger, which must be updated whenever an item belonging to this department, is sold. Use search facility (ALT and the down arrow) to search for account numbers in the general ledger.

PURCHASES ACCOUNT

Enter the purchases account in the general ledger, which must be updated whenever an item belonging to this department, is purchased. Use search facility (ALT and the down arrow) to search for account numbers in the general ledger.

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

MAXIMUM GRV VARIANCE %

This is the maximum percentage whereby the price of the stock items in this department may vary in the GRV and Purchase Order from the previous cost price that was entered.

EXAMPLE: With a 10% variance, if the cost of the item was R50 then the GRV or Purchase Order will only allow a price range of between R45 and R55. Only the Supervisor will be able to override this option.

APPLY MAXIMUM VAR

This option will enable the maximum GRV Variance percentage. In other words if this option apply Maximum Var is not ticked then the system will not apply the maximum GRV Variance percentage.

NEGATIVE DEPARTMENT

This reverses the normal effect of the transaction on the stock and ledger accounts. It is used to keep track of empty containers that are refunded on their return. If the stock department is a negative, remember to enable the option by putting a tick mark in the box.

Auto re-ordering method

The auto re-ordering method option allows one to select any of the custom ordering formulas that have been setup. The enables one to specify the selected ordering method per department.

POSTING METHOD

PERPETUAL STOCK CONTROL (POST SALES/STOCK/COST OF SALES)

This is for a system that requires a continuous record of all receipts and withdrawals of EACH INDIVIDUAL ITEM of stock inventory. The above accounts will be posted to when an invoice is processed. Therefore the cost of EACH item in a transaction is calculated. This option is most commonly used.

PERIODIC STOCK CONTROL (POST SALES/PURCHASES ONLY)

This option will only post to the Sales and Purchases accounts. There is no record of each stock item's individual cost. The cost is calculated periodically and is done in the Ledger.

EXAMPLE: Restaurant's where the cost cannot be calculated per item sold, or service industries where the cost of Services Rendered is calculated periodically. This is also known as the Periodic Stock system and is a method of finding the value of merchandise at periodic intervals by taking a physical stock count.

CANCEL

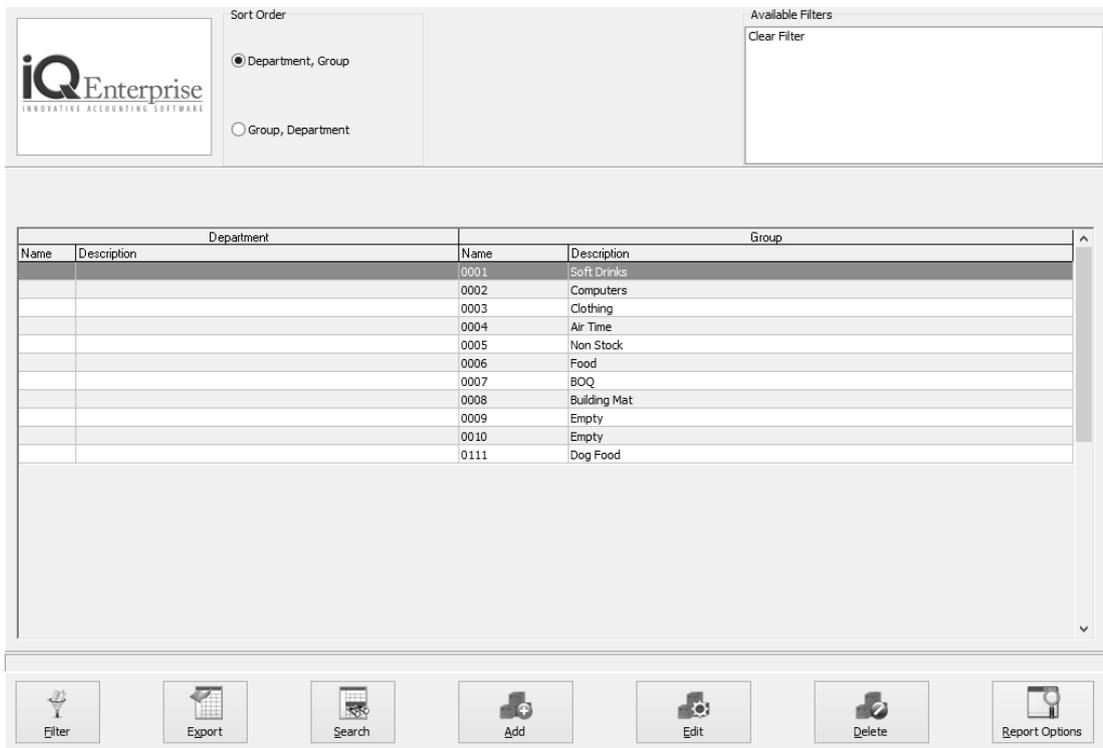
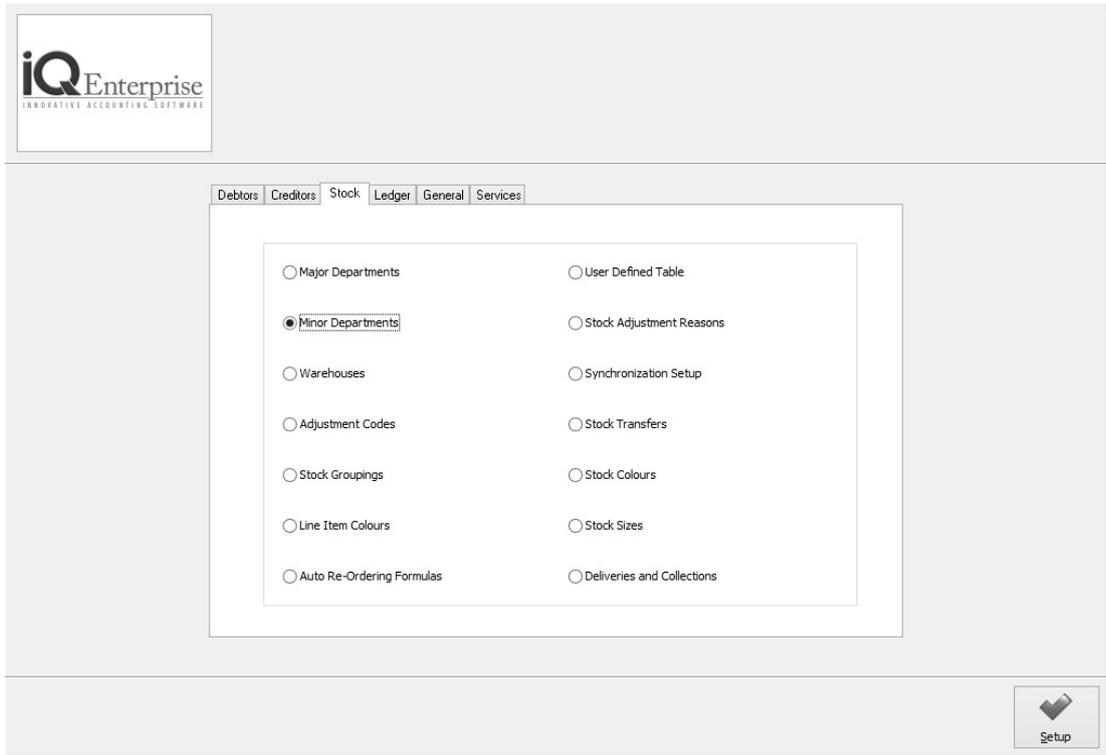
The esc cancel option will disregard any changes that have been made to any department.

ACCEPT

The accept option will update all the necessary stock department information and this information will then be saved.

MINOR DEPARTMENT

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



DEPARTMENT

The department field here will display the major department that the minor department is linked to. This will only reflect if the option is enabled under the Utilities -- > Company Details -- > Default settings (1) tab.

NAME

The name field will show the name of the relevant major department.

DESCRIPTION

The description field will show the description of the relevant major department.

GROUP

The group field here displays all the groups/minor departments listed within the system.

NAME

The name field will show the name of the relevant group/minor department.

DESCRIPTION

The description field will show the description of the relevant group/minor department.

CREATING A MINOR DEPARTMENT

To create an additional minor department, select the Stock Menu Option -- > Stock Utilities -- > Minor Departments.

The screenshot displays the 'Minor Departments' screen in the IQ Enterprise software. At the top left is the 'iQ Enterprise' logo. To its right is a 'Sort Order' section with two radio buttons: 'Department, Group' (selected) and 'Group, Department'. Further right is an 'Available Filters' section with a 'Clear Filter' button. The main area contains a table with two columns: 'Department' and 'Group'. Each column has sub-columns for 'Name' and 'Description'. The table lists 11 items, with the first row highlighted. Below the table is a toolbar with icons for Filter, Export, Search, Add, Edit, Delete, and Report Options.

Department		Group	
Name	Description	Name	Description
0001	Soft Drinks		
0002	Computers		
0003	Clothing		
0004	Air Time		
0005	Non Stock		
0006	Food		
0007	BOQ		
0008	Building Mat		
0009	Empty		
0010	Empty		
0111	Dog Food		

SEARCH

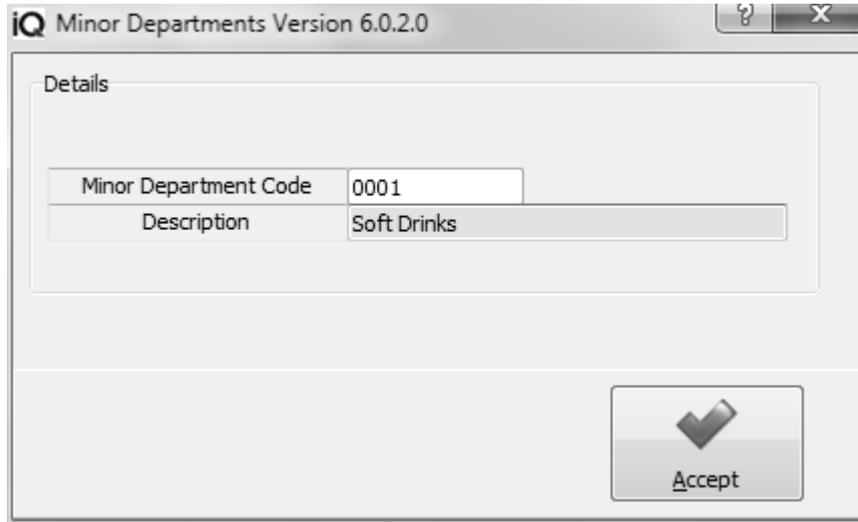
The search option allows one to search for any information on the minor department screen.

ADD

The add option allows one to add any additional minor departments.

EDIT

The edit option allows one to edit any existing minor departments or newly created one's.



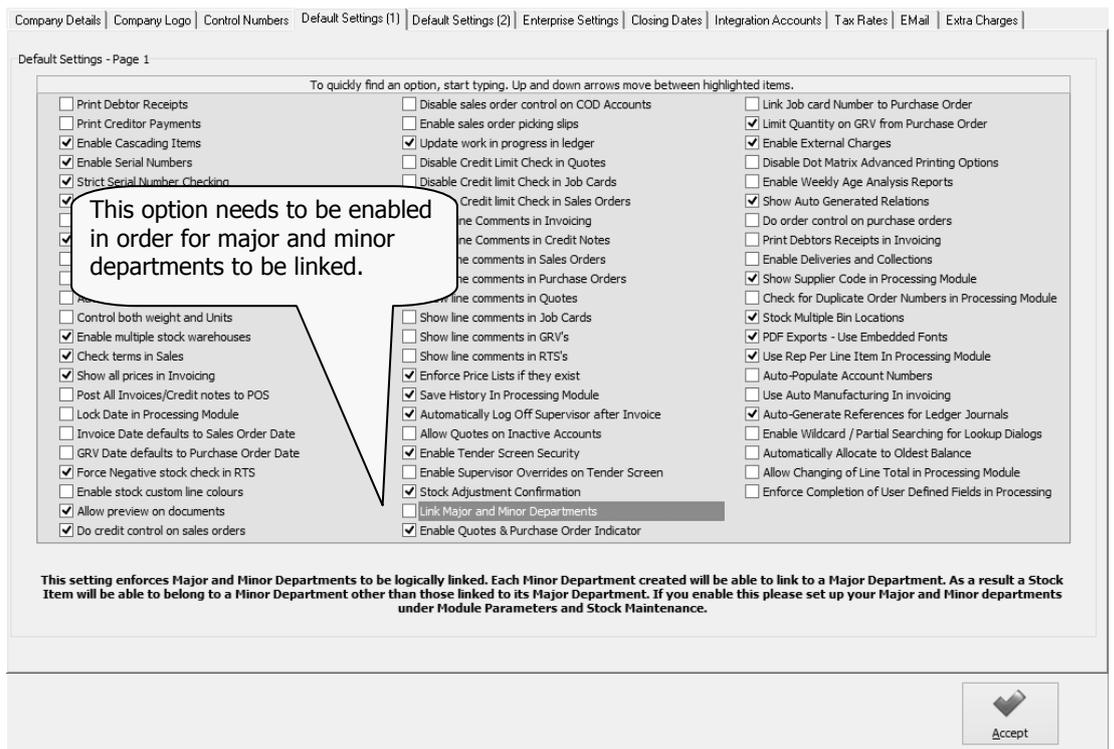
DELETE

The delete option allows one to delete any of the existing minor departments.

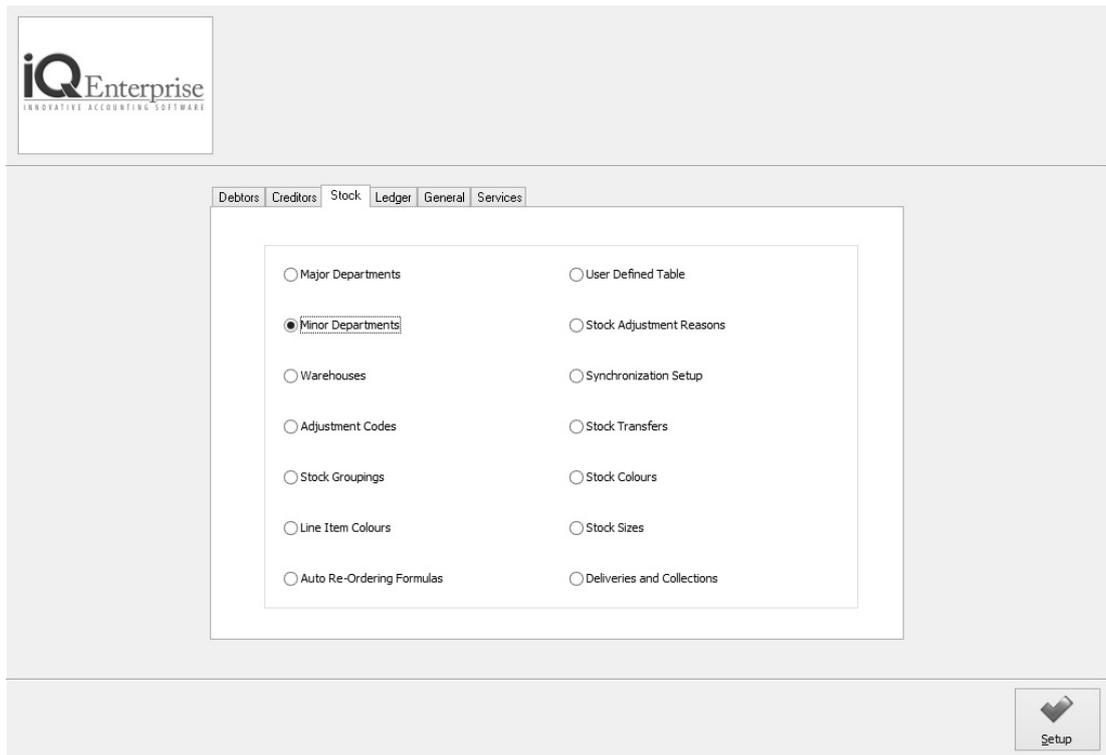
NOTE: If a minor department is deleted, the system cannot produce accurate stock minor departmental/group reports.

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 Details --> 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.



IQ Maintain Departments Version 6.0.2.0

Available Filters
Clear Filter

Data

DEPAR...	DESCRIPTIO	SALES	STOCK	COSTOFSALE	NE...	LEDGERD...
001	Coke	2000.000.000.00	3500.000.000.00	1000.000.000.00		HR
002	Hardware	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
003	Air Time	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
004	Fanta	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
005	Service	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
006	Vegetables	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
007	Manuf.	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
008	Men's Clo.	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
009	Fiction	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
010	Non Fiction	2000.000.000.00	3500.000.000.00	1000.000.000.00		CORP
011	Non Stock	2000.000.000.00	3500.000.000.00	1000.000.000.00		ACC

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

ADD

Because of the link between the major and minor department that is now enabled, the add option will allow one to add any additional minor departments with an additional option to select a department code as well.

EDIT

Because of the link between the major and minor department that is now enabled, the edit option allows one to edit any existing minor department and select an additional option to link a major department to the existing minor department.

Details		
Major Department Code	001	▼ Coke
Minor Department Code	0001	
Description	Soft Drinks	



 Accept

NOTE: Here the major department is linked to the minor department.

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.



Debtors
Creditors
Stock
Ledger
General
Services

Major Departments
 User Defined Table

Minor Departments
 Stock Adjustment Reasons

Warehouses
 Synchronization Setup

Adjustment Codes
 Stock Transfers

Stock Groupings
 Stock Colours

Line Item Colours
 Stock Sizes

Auto Re-Ordering Formulas
 Deliveries and Collections



 Setup

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

CREATING MULTIPLE WAREHOUSES

The screenshot shows the 'Warehouses' section with the following table:

Location	Description
001	Warehouse 1
002	Warehouse 2
003	Store

The 'Edit Data' section shows the following fields:

Warehouse: 003

Description: Store

Buttons at the bottom: Add, Delete, Search, Design, Preview, Accept.

WAREHOUSES**LOCATION**

The location field shows the location number of the multiple warehouses.

DESCRIPTION

The description field shows the description of the multiple warehouses which in turn is also the name of that specific warehouse.

NOTE: Once the newly warehouse has been entered, select the Save Edits option in order to save the newly entered warehouse. If the warehouse information is captured incorrectly, select the Cancel Edits option in order to discard any changes that have been made.

ADD

The add option allows one to add any additional warehouses.

DELETE

The delete option allows one to delete any of the multiple warehouses that have been created.

SEARCH

The search option allows one to search for any information regarding the multiple warehouses that is currently displayed on the screen.

ACCEPT

Select the accept option once all the multiple warehouses have been created.

ADJUSTING MULTIPLE WAREHOUSES

In order to adjust quantities of the warehouses, select the Stock Menu Option, Utilities, Stock Adjustments

FILTER

The filter option enables one to filter out specific or certain information based on the information shown on the stock adjustments screen.

SEARCH

The search option allows one to search for any information that is displayed on the stock adjustments screen.

ENABLE EDITING

The enable editing option allows one to adjust the on hand quantities within the different warehouses.

NOTE: Once the enable editing option is selected, the system then allows for the quantities of the warehouses to be adjusted accordingly. Every time a value is changed, the system will post an adjustment transaction.

ENABLE COST

The enable cost option allows one to adjust the unit cost price of each item within the different warehouses.

NOTE: Once the enable cost option is selected, the system then allows for the cost of each item to be changed or adjusted. Every time a value is changed, the system will post an adjustment transaction.

EXPORT

Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML and XLS (Excel)).

PREVIEW

The preview option allows one to preview the adjustment report. This report will show all adjustments made on items.

DESIGN

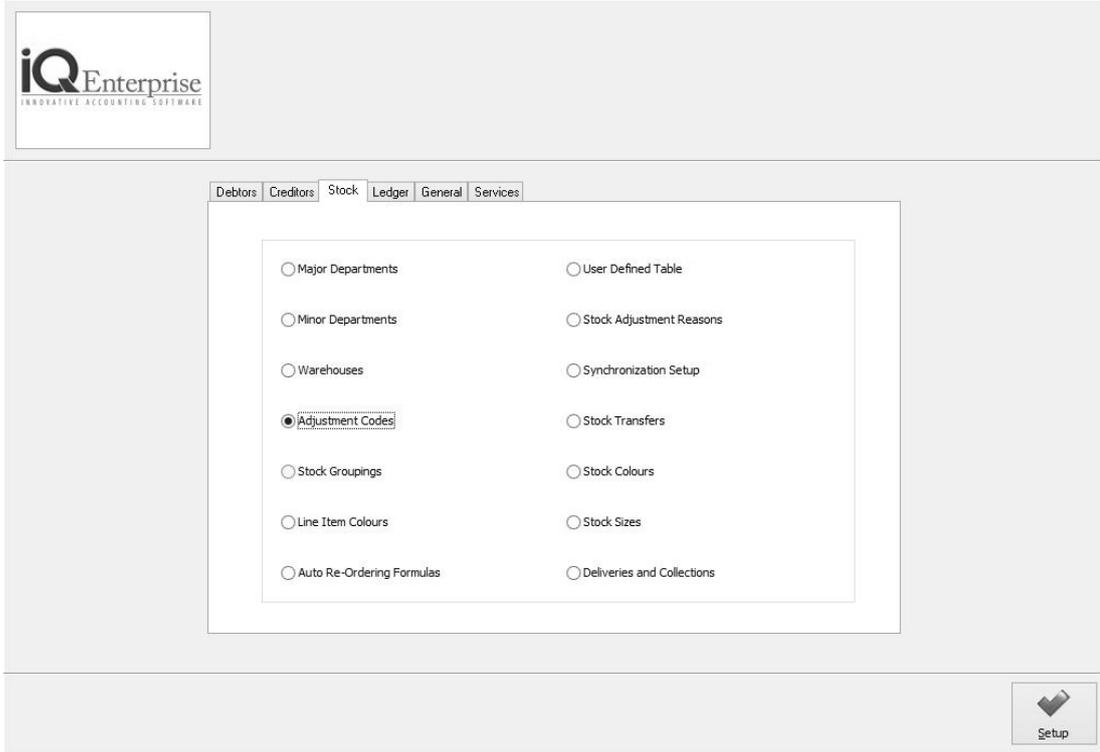
The design option allows one to modify the existing stock adjustment report.

PRINT

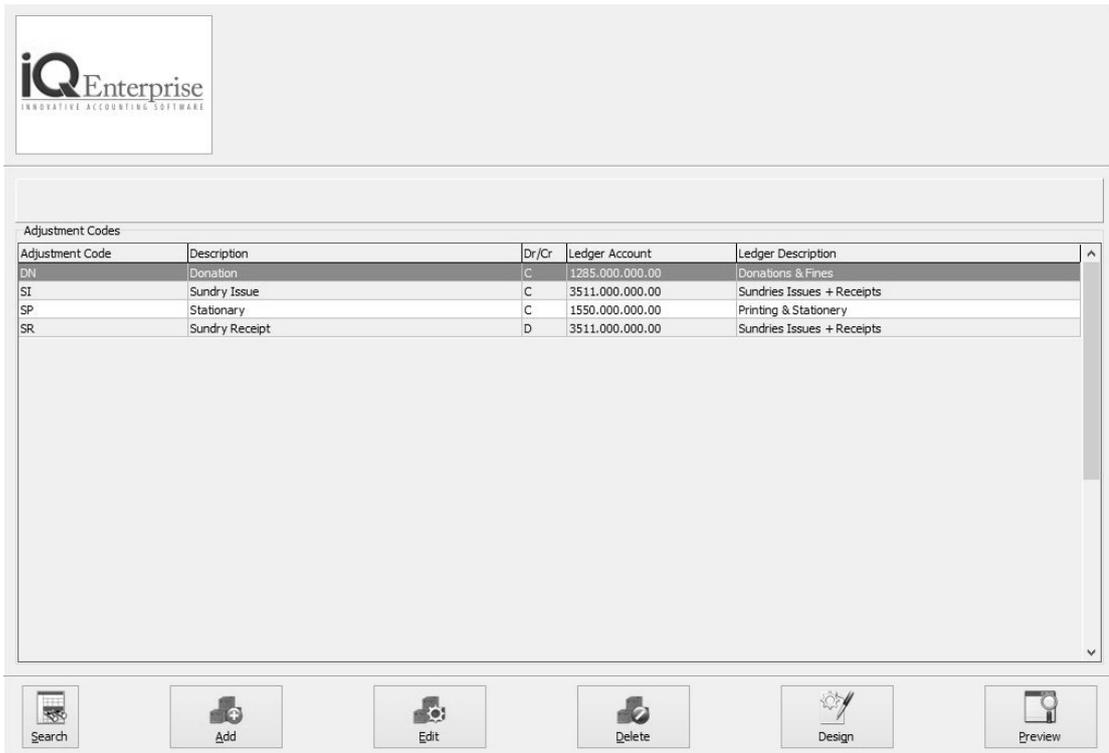
The print option allows one to print the stock adjustment report. This will not preview the report, this will send the report directly to the printer.

STOCK ADJUSTMENT CODES

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



Select the setup option to setup stock adjustment codes.



TRANSACTION TYPES

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

CODE

The code displays the transaction type code. These codes are abbreviated from the descriptions of the transaction types.

DESCRIPTION

The description field displays the description of the specific transaction type. This description must be meaningful to avoid confusion.

DR/CR

The DR/CR field displays either a letter D or a letter C to indicate whether the transaction type will be posted as a debit or a credit.

LEDGER ACCOUNT

The ledger account field displays the description of the ledger accounts that will be used when either a sundry issue or sundry receipts transactions are processed.

LEDGER DESCRIPTION

The ledger description field displays the description of the relevant ledger accounts that are linked to the specific adjustment codes.

CREATING ADJUSTMENT CODES

Transaction Types

Transaction Code	DN
Description	Donation
Issue/Receipt	<input checked="" type="radio"/> Issue <input type="radio"/> Receipt
Ledger Account	1285.000.000.00 ▼ Donations & Fines

Enter a description for the transaction code entered above



TRANSACTION TYPE

TRANSACTION CODE

The transaction code entered here will be displayed in the list of stock adjustment codes once completed. This transaction code may then be used when processing sundry issues or receipts.

DESCRIPTION

The description field entered is the description of the specific transaction type. This description must be meaningful to avoid confusion.

ISSUE/RECEIPT

The issue and receipt option allows one to specify if the transaction type code will be either an issue or a receipt.

LEDGER ACCOUNT

The ledger account selected here is the ledger account that will be used when this transaction type is used when processing stock sundry issues or receipts. In other words if a sundry issue or receipt is processed then the contra account will be the specified ledger account that has been linked with the transaction type.

SEARCH

The search option allows one to search for any information on the transaction types screen.

ADD

The add option allows one to add additional stock adjustment code types.

EDIT

The edit option allows one to edit any of the existing stock adjustment code types.

DELETE

The delete option allows one to delete any of the newly created stock adjustment code types. Existing transaction codes may not be deleted.

DESIGN

The design option allows one to design the report that the stock adjustment code types print on.

PRINT

The print option allows one to print the stock adjustment code report.

STOCK GROUPINGS

The Groupings option is where stock synchronisation groups are setup.

NUMBER	DESCRIPTION
001	Western Cape
002	Kwazulu Natal
003	Gauteng

Group: 003

Description: Gauteng

GROUPINGS

NUMBER

The number field displays the stock grouping synchronize number. This number may be entered as alpha numeric characters.

DESCRIPTION

The description displays the stock grouping synchronize description. This group description may be 30 characters in length.

EDIT DATA

GROUP

The group field is where the stock grouping synchronize number is entered. The group may be entered in either alpha or numeric characters.

DESCRIPTION

The description field is where the description of the stock grouping synchronize is entered.

SAVE EDITS

The save edits button allows one to save the newly created/added stock synchronize groupings.

CANCEL EDITS

The cancel edits option allows one to cancel any editing while busy editing an existing stock synchronize grouping.

ADD

The add option allows one to add any new stock synchronize groupings.

DELETE

The delete option allows one to delete any of the existing stock synchronize groupings.

SEARCH

The search option allows one to search for any information on the stock synchronize groupings screen.

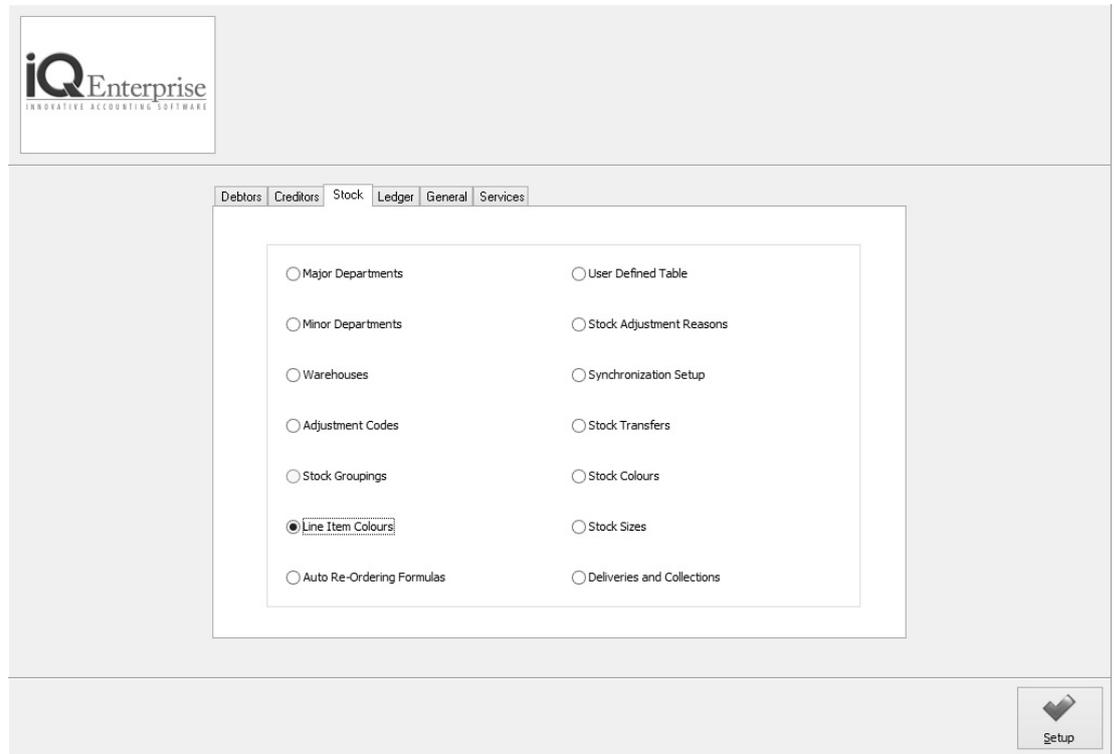
ACCEPT

Select the accept option to accept any changes made.

STOCK ITEM LINE COLOURS

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

STOCK ITEM LINE COLOURS

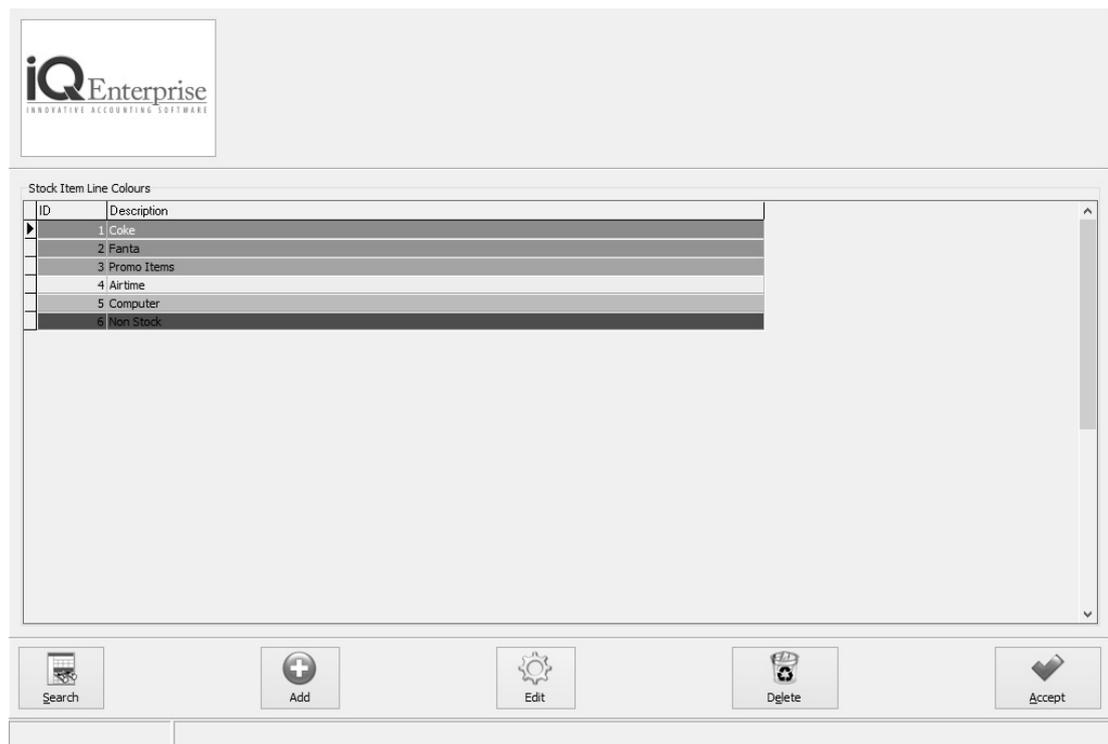


ID

The id field will automatically assign a number to each and every custom line colour that is added.

DESCRIPTION

the description field displays the description given to the custom stock item line colour when it was created.



ACCEPT

The accept option allows one to accept any newly created custom stock item line colours.

SEARCH

The search option allows one to search for any information regarding custom stock item line colours on the stock item line colour screen.

ADD

The add option allows one to add any new custom stock item line colours.

EDIT

The edit option allows one to edit any of the existing custom stock item line colours.

DELETE

The delete option allows one to delete any of the existing custom stock item line colours.

CREATING A CUSTOM STOCK ITEM LINE COLOUR

Line Colour	Description	Promo Items

LINE COLOUR

The line colour option allows one to select a specific colour. Select the "Choose Colour" option in order to select a colour.

DESCRIPTION

The description entered will be the description of the group of items that the stock custom item line colour will be assigned to.

OK

Select the ok option to accept any changes that have been made.

CANCEL

Select the cancel option to discard any changes that have been made.

AUTO RE-ORDERING FORMULAS

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

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

Code	Description	Order Level	Onhand	Order Qty	Max Level	POOrders	Sorders	WIP	Laybyes	PackSize
1	DEFAULT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Ordering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Period Ordering - Purchases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Lisa Test Items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The stock custom ordering formula variables.

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, Laybyes 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 enables 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.

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

807151

807151

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

Cancel OK

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

OK

ADDING CUSTOM STOCK FORMULAS



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

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

Stock Example Item Accept

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.

Search Characters

CODE	BARCODE	GENCODE	DESCRIPT
TSMGS0102	6009660900686		Golf T-Shirt - Black - Medium
TSMGS0103	TSMGS0103		Golf T-Shirt - Black - L
TSMGS0104	TSMGS0104		Golf T-Shirt - Black - XL
TSMGS0201	TSMGS0201		Golf T-Shirt - Brown - Small
TSMGS0202	TSMGS0202		Golf T-Shirt - Brown - M
TSMGS0203	TSMGS0203		Golf T-Shirt - Brown - L
TSMGS0204	TSMGS0204		Golf T-Shirt - Brown - XL
TSMGS0301	TSMGS0301		Golf T-Shirt - Red - S
TSMGS0302	TSMGS0302		Golf T-Shirt - Red - M
TSMGS0303	TSMGS0303		Golf T-Shirt - Red - L

Search By
CODE

OK Cancel

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

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

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

Formula Description	Period Ordering - Purchases																														
Variables	Example (Enter you own test figures OR select a stock item to use its figures)																														
Order Level <input checked="" type="checkbox"/>	Ordering commences if the OnHand has reached this Order Level. Onhand calculated by selections below. + Order Level 0.00																														
Replenish Stock <input type="checkbox"/>	Ordering will not replenish stock to the value of the Order Level																														
Subtract On Hand Quantity <input type="checkbox"/>	Onhand will NOT be deducted from Order Quantity.																														
Order Quantity <input checked="" type="checkbox"/>	The Order Quantity will be calculated according to Historical Rate of Sales.																														
Maximum On Hand Level <input type="checkbox"/>	Ordering will NOT limit the onhand to the Maximum Level																														
Purchase Orders <input type="checkbox"/>	Items on Purchase Orders are not taken into account.																														
Sales Orders <input checked="" type="checkbox"/>	Items on Sales Orders are taken into account.																														
Work In Progress <input checked="" type="checkbox"/>	Items on Job Cards are taken into account.																														
Laybys <input type="checkbox"/>	Items on Laybye contracts are not taken into account.																														
Pack Size (if applicable) <input type="checkbox"/>	Items will not be ordered by packsize.																														
Transfer Requests Incoming <input type="checkbox"/>	Items on Transfer Requests are not taken into account.																														
Transfer Requests Outgoing <input type="checkbox"/>	Items on Transfer Requests are not taken into account.																														
Lead Time Factor (if Applicable) <input type="checkbox"/>	Ordering Quantity will not be multiplied by the Lead Time Factor of the Regular Supplier																														
Delivery Cycle Factor (if Applicable) <input type="checkbox"/>	Ordering Quantity will not be multiplied by the Delivery Cycle Factor of the Regular Supplier																														
	<table border="1"> <tr><td>- On Hand Qty</td><td>0.00</td></tr> <tr><td>+ Order Quantity</td><td>0.00</td></tr> <tr><td>Sales Rate <input checked="" type="checkbox"/> Parameters ...</td><td></td></tr> <tr><td>Purchase Rate <input type="checkbox"/> Parameters ...</td><td></td></tr> <tr><td>Maximum Level</td><td>0.00</td></tr> <tr><td>- Purchase Orders</td><td>0.00</td></tr> <tr><td>+ Sales Orders</td><td>0.00</td></tr> <tr><td>+ WIP</td><td>0.00</td></tr> <tr><td>+ Laybys</td><td>0.00</td></tr> <tr><td>Pack Size</td><td>0.00</td></tr> <tr><td>- TF In</td><td>0.00</td></tr> <tr><td>+ TF Out</td><td>0.00</td></tr> <tr><td>X Leadtime Factor</td><td>0.00</td></tr> <tr><td>X Del. Cycle Factor</td><td>0.00</td></tr> <tr><td>Result</td><td>0.00</td></tr> </table>	- On Hand Qty	0.00	+ Order Quantity	0.00	Sales Rate <input checked="" type="checkbox"/> Parameters ...		Purchase Rate <input type="checkbox"/> Parameters ...		Maximum Level	0.00	- Purchase Orders	0.00	+ Sales Orders	0.00	+ WIP	0.00	+ Laybys	0.00	Pack Size	0.00	- TF In	0.00	+ TF Out	0.00	X Leadtime Factor	0.00	X Del. Cycle Factor	0.00	Result	0.00
- On Hand Qty	0.00																														
+ Order Quantity	0.00																														
Sales Rate <input checked="" type="checkbox"/> Parameters ...																															
Purchase Rate <input type="checkbox"/> Parameters ...																															
Maximum Level	0.00																														
- Purchase Orders	0.00																														
+ Sales Orders	0.00																														
+ WIP	0.00																														
+ Laybys	0.00																														
Pack Size	0.00																														
- TF In	0.00																														
+ TF Out	0.00																														
X Leadtime Factor	0.00																														
X Del. Cycle Factor	0.00																														
Result	0.00																														

Stock Example Item Accept

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

PARAMETERS

Parameters

Seasonal Ordering Average

Starting This Month : August

Number of Years Ago: 1

For Number of Months: 3

Previous Period Average Fixed:

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

Previous Period Average Variable:

Variable Period Ranging: 60 Days Back

Other Options

Ordering Factor: 1.00

Net Value

Accept

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.

STARTING THIS MONTH

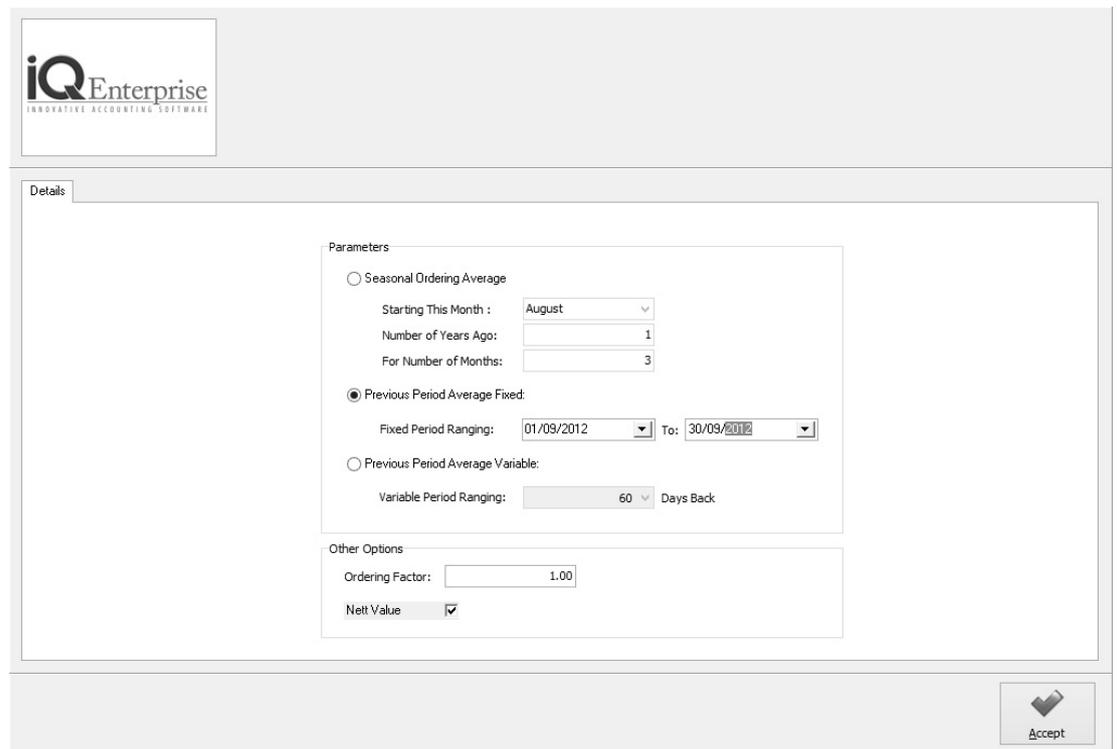
The starting this month allows one to select the month in order to tell the system on which month the seasonal ordering average must start.

NUMBER OF YEARS AGO

Select the number of years ago option to allow the system to know from when the calculations must start.

FOR NUMBER OF MONTHS

Select the number of months option in order to tell the system the number of months the system must use in order to work out the correct seasonal ordering for stock items.

PREVIOUS PERIOD AVERAGE FIXED


iQ Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

Details

Parameters

Seasonal Ordering Average

Starting This Month : August

Number of Years Ago: 1

For Number of Months: 3

Previous Period Average Fixed:

Fixed Period Ranging: 01/09/2012 To: 30/09/2012

Previous Period Average Variable:

Variable Period Ranging: 60 Days Back

Other Options

Ordering Factor: 1.00

Nett Value

Accept

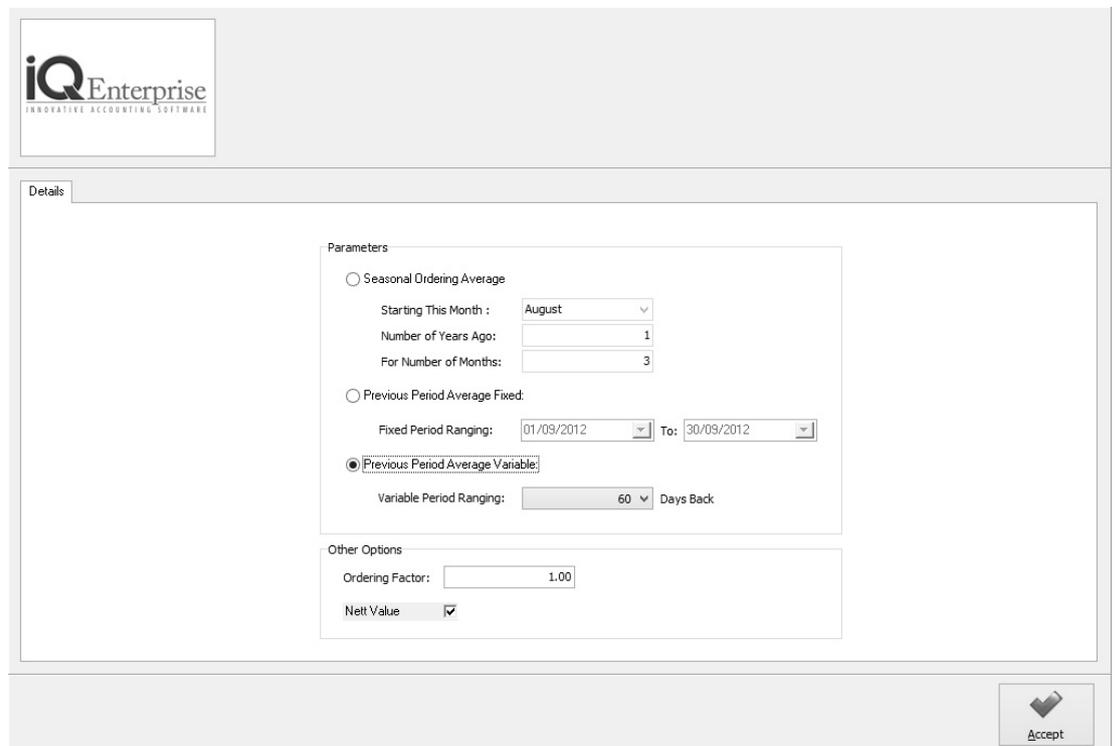
This option allows the user to select a fixed period for the system to analyse and determine the average monthly sales / purchases.

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.



iQ Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

Details

Parameters

Seasonal Ordering Average

Starting This Month : August

Number of Years Ago: 1

For Number of Months: 3

Previous Period Average Fixed:

Fixed Period Ranging: 01/09/2012 To: 30/09/2012

Previous Period Average Variable:

Variable Period Ranging: 60 Days Back

Other Options

Ordering Factor: 1.00

Nett Value

Accept

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 from 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

The User defined fields must contain the field specified below as the first field, and this field must be the primary index.

Primary Field Name	Code	Primary Field Length
	Code	15

Debtors | Creditors | Stock | Ledger | General | Services

Major Departments
 Minor Departments
 Warehouses
 Adjustment Codes
 Stock Groupings
 Line Item Colours
 Auto Re-Ordering Formulas

User Defined Table
 Stock Adjustment Reasons
 Synchronization Setup
 Stock Transfers
 Stock Colours
 Stock Sizes
 Deliveries and Collections

When adding a user defined table, this information here is very important because the first field has to be Code and the Size has to be set to 15.

Setup

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

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

Structure | Indexes | Full Text Indexing

Version # 1 0 Locale ANSI Standard

Description Index Page Size 4096 BLOB Block Size 512

Encrypted Password Last Auto-Inc Value 0

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

of Fields 1 Total Record Size 48

Alter Cancel

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

Structure | Indexes | Full Text Indexing

Version # 1 0 Locale ANSI Standard

Description Index Page Size 4096 BLOB Block Size 512

Encrypted Password Last Auto-Inc Value 0

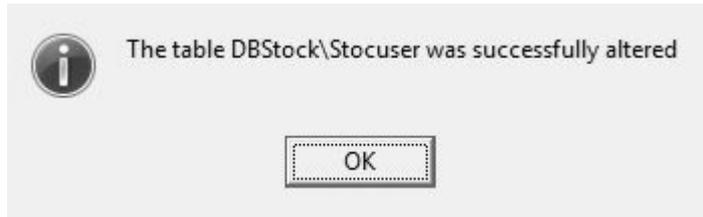
#	Field Name	Data Type	Size	Required	Details
1	Code	String	15	No	No
2	ISBN NO	String	15	No	No

of Fields 2 Total Record Size 64

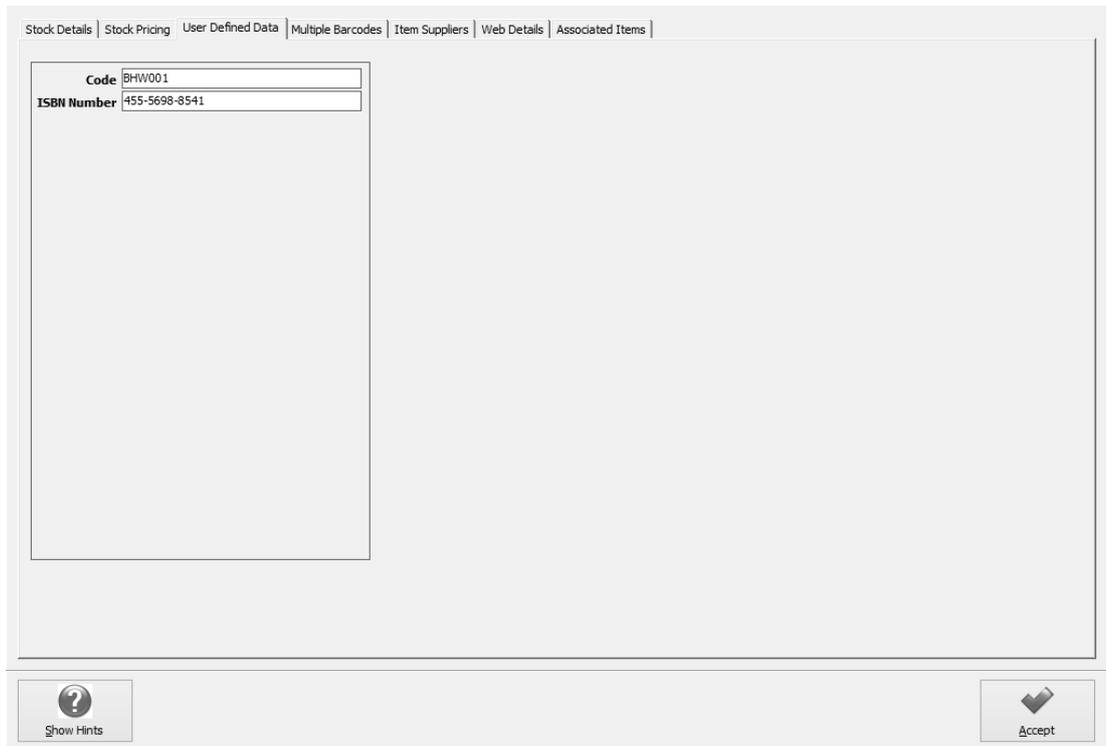
Alter Cancel

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.

A screenshot of a software interface for stock maintenance. At the top, there is a horizontal menu with several tabs: "Stock Details", "Stock Pricing", "User Defined Data", "Multiple Barcodes", "Item Suppliers", "Web Details", and "Associated Items". The "User Defined Data" tab is currently selected. Below the menu, there is a large rectangular area containing two input fields. The first field is labeled "Code" and contains the text "BHW001". The second field is labeled "ISBN Number" and contains the text "455-5698-8541". At the bottom of the form, there are two buttons: on the left, a button with a question mark icon and the text "Show Hints"; on the right, a button with a checkmark icon and the text "Accept".

STOCK ADJUSTMENT REASONS

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

The screenshot shows the 'Stock Adjustment Reasons' setup interface. On the left, a table lists existing reasons:

NUMBER	DESCRIPTION
001	Damage
002	Theft
003	Spoilage
004	Outdated Stock
005	Obsolete
006	Marketing

On the right, the 'Edit Data' section shows the 'Stock Adjustment Reason' field set to '001' and the 'Description' field set to 'Damage'. The bottom toolbar includes buttons for 'Add', 'Delete', 'Search', 'Design', 'Preview', and 'Accept'.

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.

SYNCHRONIZATION SETUP

Synchronization setup is where the necessary fields are selected that needs to be updated for stock synchronization purposes. This means that every time items are changed or updated with specific information, the system will update only the fields that have been setup for synchronization.

NOTE: Stock synchronization will only apply to Companies within the same stock grouping.

Selection here determines which fields in your Stock Master table and Stock User Data table are updated by other companies (within the same stock group) if stock synchronization is enabled.

Stock Master Data Fields

Stock Group: STK

Group Companies: COMPANYID | COMPANYNAM

001 Demo Head Office

002 Demo - Branch 1

Enable Stock Synchronization on Sell Price Maintenance

Enable Stock Synchronization on Multiple Barcodes

Field	Existing Item	New Item
Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Barcode	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GenCode	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Descript	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SupplierCo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SubDepartm	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ItemCategory	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FixedCost	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CostPerc	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PackSize	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PackDes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BinL	<input type="checkbox"/>	<input type="checkbox"/>
AvgCost	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cost_LVL5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ListCost	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HghtCost	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PrevCost	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PrevCostDate	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PrevSellPrice1	<input type="checkbox"/>	<input type="checkbox"/>
PrevSellPrice1Date	<input type="checkbox"/>	<input type="checkbox"/>
Supplier_1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier_2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier_3	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Field	Existing Item	New Item
ISBN Number	<input type="checkbox"/>	<input type="checkbox"/>

Cancel Reports Company Selection Accept

STOCK MASTER DATA FIELDS**STOCK GROUP**

The stock group field displays the stock group that has been setup for synchronization purposes.

GROUP COMPANIES

The group companies will display a list of companies for synchronization. The companies listed will only appear if they are all setup with the same synchronization stock grouping. This means that if specific companies are not listed then they are not setup with the correct stock grouping for synchronization purposes.

STOCK MASTER DATA FIELDS**FIELD**

The field displays the list of fields available for stock synchronization. These field may be selected so that when stock synchronization takes place the correct fields are updated.

EXISTING ITEM

The existing item option allows one to select in order to specify if and when synchronization takes place that the correct fields are updated on existing stock items. In other words when stock synchronization takes place, the selected fields will be updated on existing stock items.

NEW ITEM

The new item option allows one to select in order to specify if and when synchronization takes place that specific fields on newly created items are updated. In other words when stock synchronization takes place, the selected fields will be updated on new stock items.

STOCK USER DATA FIELDS**FIELD**

The field displays the list of fields available for stock synchronization. These field may be selected so that when stock synchronization takes place the correct fields are updated.

EXISTING ITEM

The existing item option allows one to select in order to specify if and when synchronization takes place that the correct fields are updated on existing stock items. In other words when stock synchronization takes place, the selected fields will be updated on existing stock items.

NEW ITEM

The new item option allows one to select in order to specify if and when synchronization takes place that specific fields on newly created items are updated. In other words when stock synchronization takes place, the selected fields will be updated on new stock items.

ACCEPT

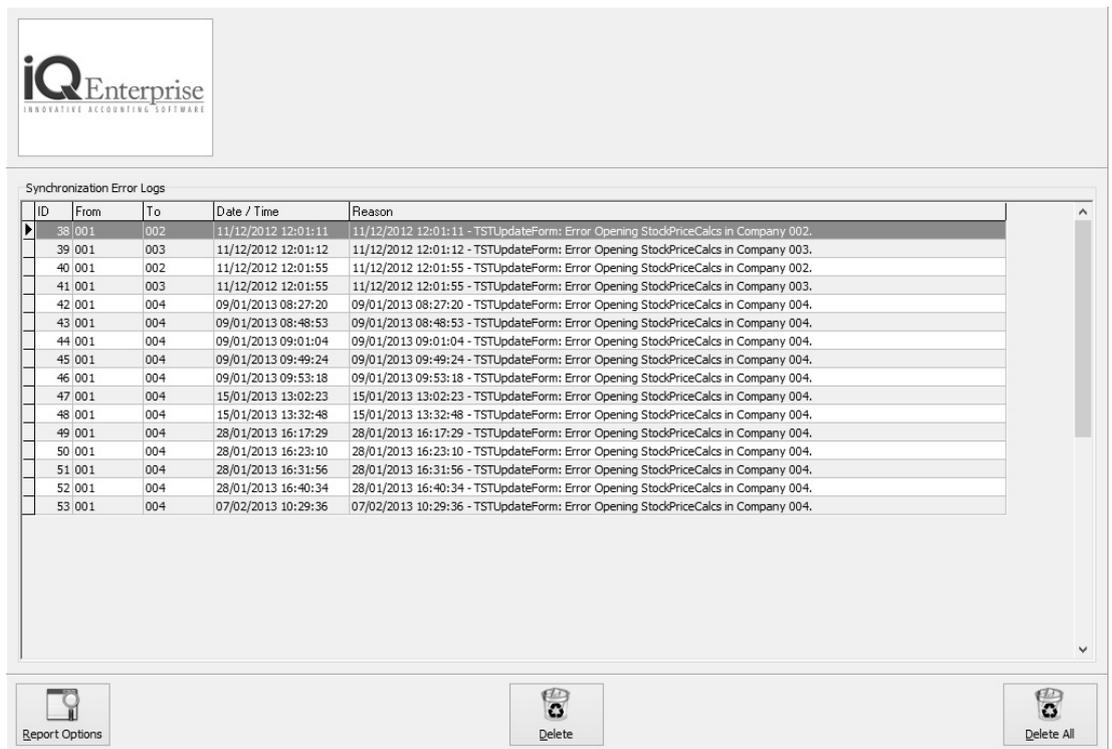
The accept option allows one to apply newly changes or accept the existing setup of stock synchronization.

CANCEL

The cancel option will discard any changes made or incorrect selections of stock synchronization fields.

REPORTS

The reports option allows one to view reports of stock synchronization. This report will show a clear indication if stock synchronization has failed in any way.

SYNCHRONIZATION ERROR LOG


ID	From	To	Date / Time	Reason
38 001	002		11/12/2012 12:01:11	11/12/2012 12:01:11 - TSTUpdateForm: Error Opening StockPriceCalcs in Company 002.
39 001	003		11/12/2012 12:01:12	11/12/2012 12:01:12 - TSTUpdateForm: Error Opening StockPriceCalcs in Company 003.
40 001	002		11/12/2012 12:01:55	11/12/2012 12:01:55 - TSTUpdateForm: Error Opening StockPriceCalcs in Company 002.
41 001	003		11/12/2012 12:01:55	11/12/2012 12:01:55 - TSTUpdateForm: Error Opening StockPriceCalcs in Company 003.
42 001	004		09/01/2013 08:27:20	09/01/2013 08:27:20 - TSTUpdateForm: Error Opening StockPriceCalcs in Company 004.
43 001	004		09/01/2013 08:48:53	09/01/2013 08:48:53 - TSTUpdateForm: Error Opening StockPriceCalcs in Company 004.
44 001	004		09/01/2013 09:01:04	09/01/2013 09:01:04 - TSTUpdateForm: Error Opening StockPriceCalcs in Company 004.
45 001	004		09/01/2013 09:49:24	09/01/2013 09:49:24 - TSTUpdateForm: Error Opening StockPriceCalcs in Company 004.
46 001	004		09/01/2013 09:53:18	09/01/2013 09:53:18 - TSTUpdateForm: Error Opening StockPriceCalcs in Company 004.
47 001	004		15/01/2013 13:02:23	15/01/2013 13:02:23 - TSTUpdateForm: Error Opening StockPriceCalcs in Company 004.
48 001	004		15/01/2013 13:32:48	15/01/2013 13:32:48 - TSTUpdateForm: Error Opening StockPriceCalcs in Company 004.
49 001	004		28/01/2013 16:17:29	28/01/2013 16:17:29 - TSTUpdateForm: Error Opening StockPriceCalcs in Company 004.
50 001	004		28/01/2013 16:23:10	28/01/2013 16:23:10 - TSTUpdateForm: Error Opening StockPriceCalcs in Company 004.
51 001	004		28/01/2013 16:31:56	28/01/2013 16:31:56 - TSTUpdateForm: Error Opening StockPriceCalcs in Company 004.
52 001	004		28/01/2013 16:40:34	28/01/2013 16:40:34 - TSTUpdateForm: Error Opening StockPriceCalcs in Company 004.
53 001	004		07/02/2013 10:29:36	07/02/2013 10:29:36 - TSTUpdateForm: Error Opening StockPriceCalcs in Company 004.

AUTO

The auto field will display numbers only. If stock synchronization failed the first time, then the auto field will show a number 1. Every time after that, that stock synchronization should fail the number will automatically increment.

FROM

The FROM field will show the company number from where the stock synchronization started. This means that if the stock synchronization failed one would be able to see from which company.

TO

The TO field will show the company that the stock synchronization is synchronizing to. This means that if the stock synchronization failed one would be able to see which company the it was synchronizing to.

ERROR DETAIL

The error detail field holds a "memo", within this memo field one would be able to view detailed error messages should stock synchronization have failed.

CREATED

The created field will display a DATE and TIME of when the synchronization was started.

REPORT OPTIONS

The report options allows one to either preview, print or design the error log report.

From	To	Created
001	002	11/12/2012 12:01:11
001	003	11/12/2012 12:01:12
001	002	11/12/2012 12:01:55
001	003	11/12/2012 12:01:55
001	004	09/01/2013 08:27:20
001	004	09/01/2013 08:48:53
001	004	09/01/2013 09:01:04
001	004	09/01/2013 09:49:24
001	004	09/01/2013 09:53:18
001	004	15/01/2013 13:02:23
001	004	15/01/2013 13:32:48
001	004	28/01/2013 16:17:29
001	004	28/01/2013 16:23:10
001	004	28/01/2013 16:31:56
001	004	28/01/2013 16:40:34
001	004	07/02/2013 10:29:36

*** END OF REPORT ***

DELETE

The delete option allows one to delete the highlighted stock synchronization error log.

DELETE ALL

The delete all option allows one to delete the entire stock synchronization error logs that are listed on the stock synchronization error logs screen.

STOCK TRANSFERS

The stock transfers option allows one to select specific options for the stock transfers within the IQ system.

Setup Options

Allow Distribution Center To Query Stock File

Allow Transfer Requests

Enable Extra Charges

Show On Hand Column in Transfer Out

Extra Charges

Accept

ALLOW DISTRIBUTION CENTER TO QUERY STOCK FILE

The allow distribution center to query stock file option allows the branch where the transfer out is being processed to look at the stock file of the branch where the stock is being transferred to.

ALLOW TRANSFER REQUESTS

The allow transfer requests option allows one to process transfer request meaning that stock may be requested from various branches. This option is very handy for transfer records.

ENABLE EXTRA CHARGES

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

Extra Charges Type

Transfer In

Transfer Out

Extra Charges

Description	Ledger Account	Percentage	Amount
Delivery Fee	1254.000.000.00	0	100
*		0	0

Cancel

Accept

EXTRA CHARGES**DESCRIPTION**

The description option allows one to add a description for the relevant extra charge.

LEDGER ACCOUNT

The ledger account option allows one to select the relevant ledger account where the extra value will be posted to in the general ledger.

PERCENTAGE

The percentage option allows one to add the extra charge as a percentage rather than a value.

AMOUNT

The amount option allows one to add a set amount for the relevant extra charge when either doing a transfer in or a transfer out.

CANCEL

The cancel option will discard any changes made or incorrect selections of extra charges for stock transfers.

ACCEPT

The accept option allows one to apply newly changes or accept the existing setup of stock transfer extra charges.

SHOW ON HAND COLUMN IN TRANSFER OUT

The show on hand column in transfer out option allows one to see the on hand column of the stock item being transferred.

ACCEPT

The accept option allows one to apply newly changes or accept the existing setup of stock transfers.

STOCK COLOURS


Colour ID	Colour Description
0	Not Defined
1	BLACK
2	BROWN
3	RED
4	WHITE
5	BLUE

ADD

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


ID

The id option allows one to give the newly created colour a id for identification purposes.

DESCRIPTION

The description option allows one to add the relevant colour. This means the actual name of the colour may be added.

CANCEL

The cancel option will discard any changes made or incorrect selections of stock colours.

ACCEPT

The accept option allows one to apply newly changes or accept the existing setup of stock colours.

EDIT

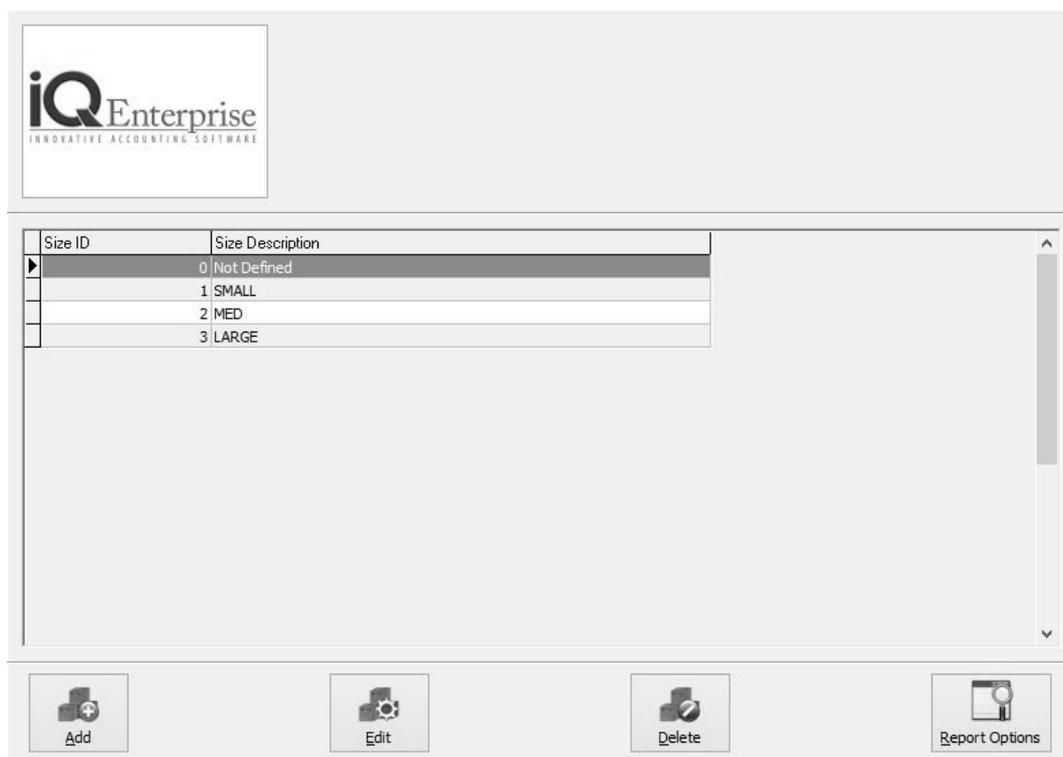
The edit option allows one to edit any of the existing stock colours.

DELETE

The delete option allows one to delete any of the existing stock colours.

REPORT OPTIONS

The report options option allows one to either design, preview or print the stock colours information as it is displayed on the screen.

STOCK SIZES


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

Buttons: Add, Edit, Delete, Report Options

ADD

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



Id: 1
Description: SMALL
Selection: []

Buttons: ESC Cancel, F10 Accept

ID

The id option allows one to give the newly created size an id for identification purposes.

DESCRIPTION

The description option allows one to add the relevant size. This means the actual name of the size may be added.

CANCEL

The cancel option will discard any changes made or incorrect selections of stock sizes.

ACCEPT

The accept option allows one to apply newly changes or accept the existing setup of stock sizes.

EDIT

The edit option allows one to edit any of the existing stock sizes.

DELETE

The delete option allows one to delete any of the existing stock sizes.

REPORT OPTIONS

The report options option allows one to either design, preview or print the stock sizes information as it is displayed on the screen.

LEDGER

INFORMATION BRANCHES

An example of a company using an information branch is if a company had a head office type scenario in one area but maybe had one or more sales offices in other geographic areas. Stock would be held centrally, therefore, only one company needs to be created with one single stock file.

An information branch essentially allows the user to select a 'branch' at the time of creating an invoice or credit note or even posting journals or cashbook entries.

Due to the branch being chosen from the single company, the Ledger transaction that gets posted will include a reference of this particular 'information branch'.

The underlying logic behind this is that the company will then be able to view ledger enquiries or an Income Statement for the entire organization from one central Ledger and then be able to drill down to 'branch' level.

NOTE: It is important to understand that this type of posting occurs only if stock is centrally held and invoiced and the stock is delivered straight to the client from one location even though there are other sales branches.

The screenshot shows the 'Branches' management interface in IQ Enterprise. The 'Branches' table is as follows:

NUMBER	DESCRIPTION
001	Default
002	Sales Outlet 1
003	Sales Outlet 2

The 'Edit Data' section shows the following fields:

Branch: 001

Description: Default

At the bottom, the toolbar includes: Add, Delete, Search, Design, Preview, and Accept.

BRANCHES

NUMBER

The number field displays a number that is utilised for identifying information branches. This number may be entered as alpha numeric characters.

DESCRIPTION

The description displays the description or name of the specific information branch. This branch description may be 30 characters in length.

EDIT DATA**BRANCH**

The branch field is where a branch number is entered that will identify the relevant information branch. The branch may be entered in either alpha or numeric characters.

DESCRIPTION

The description field is where the description or the name of the particular information branch is entered.

SAVE EDITS

The save edits button allows one to save the newly created/added information branches.

CANCEL EDITS

The cancel edits option allows one to cancel any editing while busy editing an existing information branch.

ADD

The add option allows one to add any new or additional information branches.

DELETE

The delete option allows one to delete any of the existing or newly created information branches.

SEARCH

The search option allows one to search for any information on the information branch screen.

ACCEPT

Select the accept option to accept any changes made.

LEDGER DEPARTMENTS

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

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

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

NUMBER	DESCRIPTION
DUR	Durban
GAU	Gauteng
WES	Western Cape

Group: DUR

Description: Durban

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.

The screenshot shows the 'Reporting Groups' setup interface. The 'Groups' table is as follows:

NUMBER	DESCRIPTION
001	Sales
002	Other Income
003	Report Group 1

The 'Edit Data' section shows the following fields:

- Group: 001
- Description: Sales

At the bottom of the interface, there are six buttons: Add, Delete, Search, Design, Preview, and Accept.

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.

BANKS IMPORT

The banks option is where bank import formats are created. This option enables one to import the bank statement straight into the cashbook postings option.

Name	Description
001	Bank 1
002	NBN
AAA	Bank 2
ABSA	ABSA
FNB	FNB
XXX	XXX
ZZZ	ZZZ Bank

Import Name: 001

Import Description: Bank 1

Format:

- .None (No Import definition)
- .TXT (Text or CSV Format)
- .XLS (Excel Format)
- .XML (XML Format)

BANK IMPORT MAINTENANCE

NAME

The name field displays the name that was given to the bank import. This name is utilised for identifying the bank import. This number may be entered as alpha or numeric characters and allows for 20 characters.

DESCRIPTION

The description displays the description or name given to the specific bank import. This bank import description may be 30 characters in length.

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 is entered in either alpha 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 one knows exactly which bank import it refers to.

FORMAT

The format option allows one 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, XLS or XML.

SAVE EDITS

The save edits button allows one to save the newly created/added bank import definitions.

CANCEL EDITS

The cancel edits option allows one to cancel any editing while busy editing an existing bank import definition.

ADD

The add option allows one to add any new or additional bank import definitions.

DELETE

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

SEARCH

The search option allows one to search for any information on the bank import definitions screen.

DEFINE BANK IMPORT

Bank Imports Maintenance

Name	Description
001	Bank 1
002	NBN
AAA	Bank 2
ABSA	ABSA
FNB	FNB
XXX	XXX
ZZZ	ZZZ Bank

Edit Data

Import Name: 001

Import Description: Bank 1

Format:

- .None (No Import definition)
- .TXT (Text or CSV Format)
- .XLS (Excel Format)
- .XML (XML Format)

Toolbar: Add, Delete, Search, Define Bank Import, Design, Preview, Accept

NOTE: Select the Define Bank Import option in order to define the bank statement import.



NOTE: Select the button next to the Source File in order to select the relevant CSV file form import.

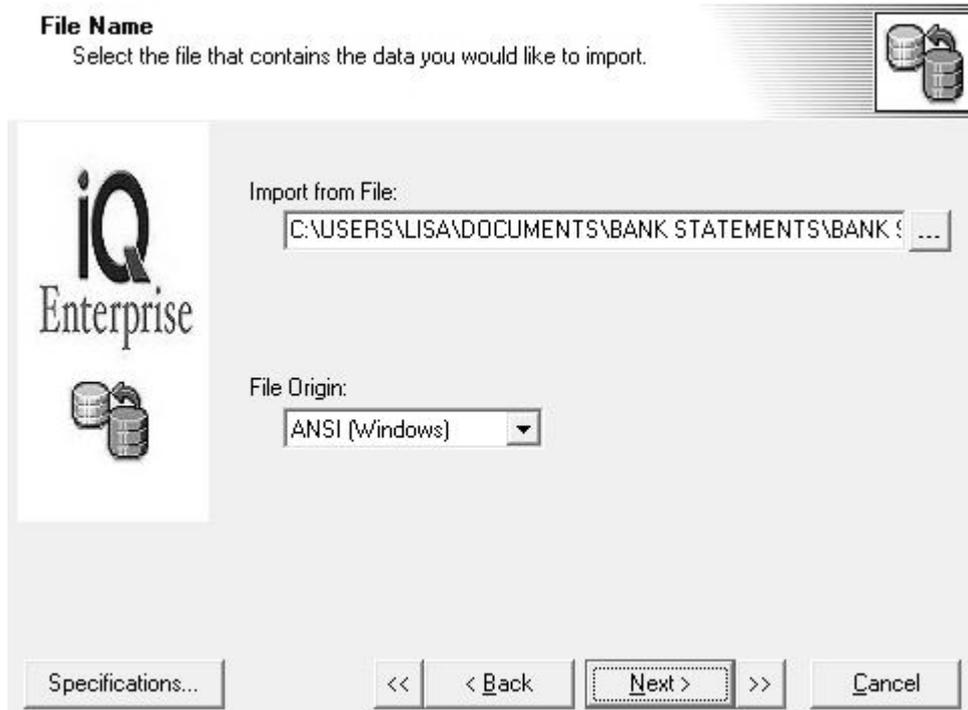


NOTE: Once the CSV import files has been selected, select the define import option in order to setup the import of the bank import CSV file.



FILE FORMAT

NOTE: From this import wizard screen, select the text file option in order to import the csv file. Select the next option in order to continue.



IMPORT FROM FILE

The import from file option allows one to select the location where the import file exists. 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 or dos based import file. Leave this setting as is. Select the next option to continue.

Text Settings
Select the appropriate delimiter used to separate the fields in the data file.



Delimited - Characters such as comma or tab that separate each field
 Fixed **W**idth - Fields are aligned in columns with spaces between each field

Field delimiter
 Tab
 Semicolon (;)
 Comma (,)
 Space
 None
 Other symbol:

Record separator: LF
 Text qualifier: "

Specifications... << < Back Next > >> Cancel

TEXT SETTING

DELIMITED

The delimited option here is applicable if commas separate the import files fields.

FIXED WIDTH

The fixed width option is only applicable if the fields are aligned in columns with spaces between each field.

FIELD DELIMITER

The field delimiter option allows one to specify what type of character separates the different fields within the import file. In this case the comma option must be selected.

RECORD SEPARATOR

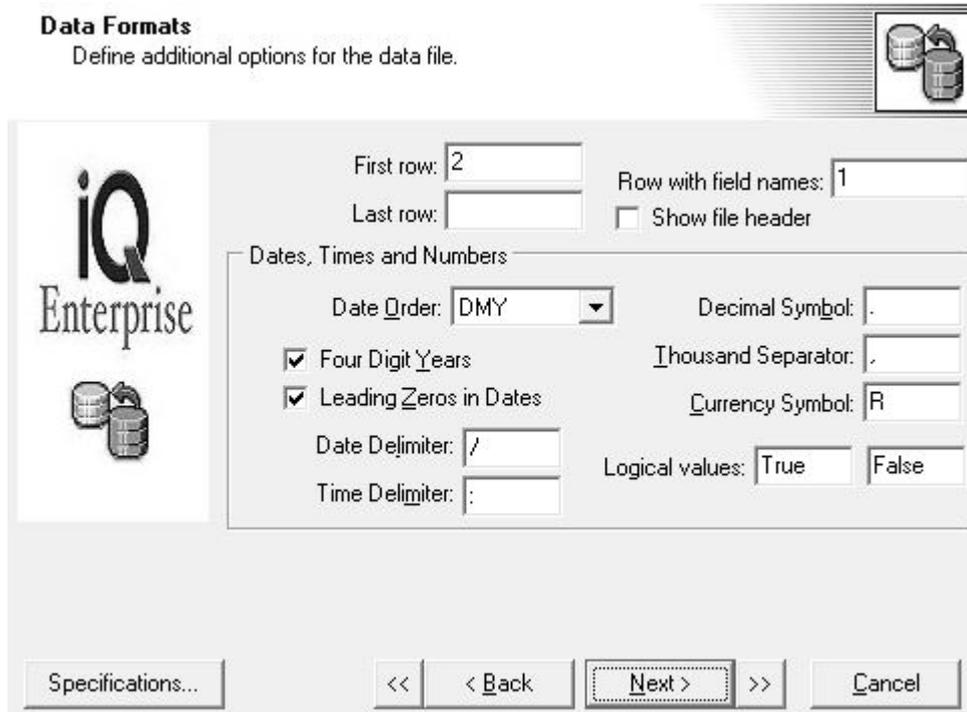
The record separator option allows one to choose how the records for imports are inserted. The following are available (CRLF – Character Line Feed, CR - Character or LF – Line Feed).

NOTE: If the import file is text or CSV then change this option LF.

DATA FORMATS

NOTE: Additional settings that may be set for the bank import file can be set here. Ensure that these settings are set correctly; otherwise, the import will not work.

Data Formats
Define additional options for the data file.



The dialog box features the IQ Enterprise logo on the left. The main area contains several input fields and checkboxes. At the top, 'First row' is set to 2 and 'Last row' is empty. 'Row with field names' is set to 1, and 'Show file header' is unchecked. A section titled 'Dates, Times and Numbers' includes a 'Date Order' dropdown set to 'DMY', a 'Decimal Symbol' field with a period, and checkboxes for 'Four Digit Years' and 'Leading Zeros in Dates', both of which are checked. The 'Thousand Separator' field has a period, and the 'Currency Symbol' field has 'R'. 'Date Delimiter' is set to '/' and 'Time Delimiter' is empty. 'Logical values' are set to 'True' and 'False'. At the bottom, there are navigation buttons: 'Specifications...', '<<', '< Back', 'Next >', '>>', and 'Cancel'.

First row: 2
Last row:

Row with field names: 1
 Show file header

Dates, Times and Numbers

Date Order: DMY
Decimal Symbol: .

Four Digit Years
 Leading Zeros in Dates

Thousand Separator: .
Currency Symbol: R

Date Delimiter: /
Time Delimiter: :

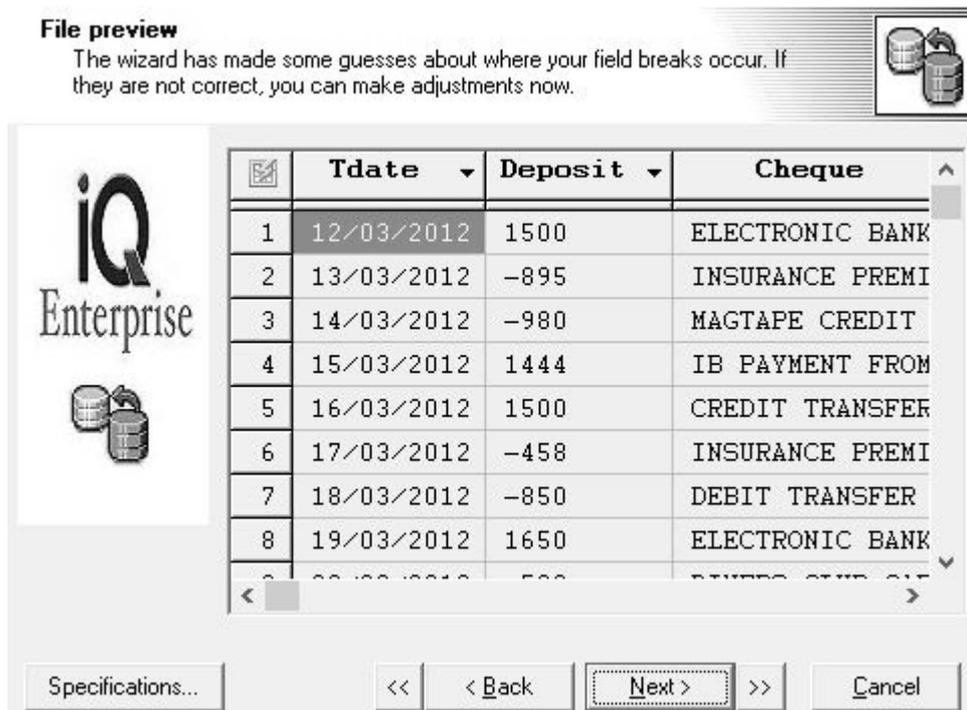
Logical values: True False

Specifications... << < Back Next > >> Cancel

FILE PREVIEW

Now that the file has been picked up from the system, 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.

File preview
The wizard has made some guesses about where your field breaks occur. If they are not correct, you can make adjustments now.



The dialog box features the IQ Enterprise logo on the left. The main area displays a table with columns for 'Tdate', 'Deposit', and 'Cheque'. The table contains 8 rows of data. At the bottom, there are navigation buttons: 'Specifications...', '<<', '< Back', 'Next >', '>>', and 'Cancel'.

Specifications... << < Back Next > >> Cancel

	Tdate	Deposit	Cheque
1	12/03/2012	1500	ELECTRONIC BANK
2	13/03/2012	-895	INSURANCE PREMI
3	14/03/2012	-980	MAGTAPE CREDIT
4	15/03/2012	1444	IB PAYMENT FROM
5	16/03/2012	1500	CREDIT TRANSFER
6	17/03/2012	-458	INSURANCE PREMI
7	18/03/2012	-850	DEBIT TRANSFER
8	19/03/2012	1650	ELECTRONIC BANK

NOTE: The bank import file has 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
Set field mappings to specify the correspondence between fields in the source and destination files.





Destination	Source	
Number		<input type="checkbox"/>
Tdate	Field1	<input type="checkbox"/>
Account		<input type="checkbox"/>
Branch		<input type="checkbox"/>
Department		<input type="checkbox"/>
Reference	Field4	<input type="checkbox"/>
Descriptio	Field5	<input type="checkbox"/>
Amount		<input type="checkbox"/>
Deposit	Field2	<input type="checkbox"/>
Cheque	Field3	<input type="checkbox"/>
...		

Specifications... << < Back **Next >** >> Cancel

MAPPINGS

The final steps before the define import option is complete. Here the destination and source fields are shown, because the source fields are linked to the appropriate database fields the system will know exactly where to import the information too.

EXAMPLE: Because the system is told exactly where field2 belongs and because our CSV import file shows that field2 is the date, this in turn will import the date from our CSV import file into the txdate date field of the database.

NOTE: The column that has a "Key" symbol is used 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

Please check your data before importing.





	Tdate	reference	description	Deposit	Cheque
1	12/03/2	SHORT D	Field5	1500	ELECTR
2	13/03/2	SL-DEBI	Field5	-895	INSURA
3	14/03/2	OZZIES	Field5	-980	MAGTAP
4	15/03/2	INV3146	Field5	1444	IB PAY
5	16/03/2	ZATA SY	Field5	1500	CREDIT
6	17/03/2	LIBLIFE	Field5	-458	INSURA
7	18/03/2	MOMENTU	Field5	-850	DEBIT

Load when ...
 Skip if ...

Specifications...
<< < Back
Next >
>>
Cancel

DATA PREVIEW

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

Summary

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





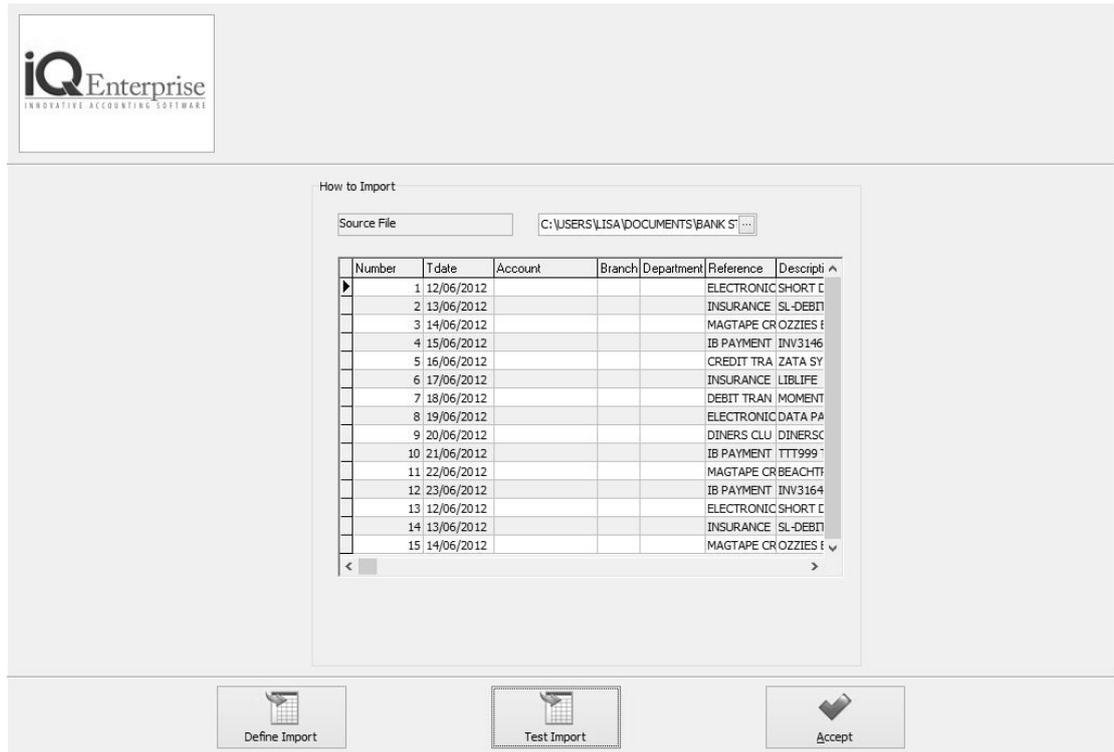
Import mode

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

Specifications...
<< < Back
Next >
>>
Execute

SUMMARY

The final step for our import 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. The Test Import option can be selected in order to test the bank statement import. If no errors occur then the import file is working correctly. When done select the Accept option to complete the bank statement import.

TEST IMPORT

The test import option allows one to test the current imported information. If error messages occur then the import was unsuccessful. If no error messages occur then the import was successful.

ACCEPT

Select the accept option to accept any changes made.

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.

Drag from available accounts and drop on petty cash accounts

Available ledger accounts		Petty Cash Accounts	
ACCOUNT	DESCRIPTION	ACCOUNT	DESCRIPTION
1000.000.000.00	Cost of Sales - Head Office	1200.000.000.00	Advertising
1001.000.000.00	Cost of Sales - Branch	1250.000.000.00	Cleaning Expenses
1200.000.000.00	Advertising	1290.000.000.00	Entertainment
1205.000.000.00	Accounting fees	1300.000.000.00	Electricity & Water
1225.000.000.00	Bank Charges	1350.000.000.00	General Expenses
1230.000.000.00	Bad Debts	1450.000.000.00	Licences
1250.000.000.00	Cleaning Expenses	1550.000.000.00	Printing & Stationery
1254.000.000.00	Collection Fees	1601.000.000.00	Wages
1260.000.000.00	Consumable Stores		
1275.000.000.00	Directors Remuneration		
1285.000.000.00	Donations & Fines		
1286.000.000.00	Depreciation		
1290.000.000.00	Entertainment		
1300.000.000.00	Electricity & Water		
1305.000.000.00	Purchases		
1350.000.000.00	General Expenses		
1400.000.000.00	Interest Paid - Bank		
1405.000.000.00	Interest Paid - Other		
1410.000.000.00	Insurance		
1450.000.000.00	Licences		
1455.000.000.00	Legal Fees		
1460.000.000.00	Levies Paid		

Buttons: Delete, Accept

AVAILABLE LEDGER ACCOUNTS

ACCOUNT

Select the appropriate petty cash account from the available general ledger accounts. In order to add an account to the petty cash accounts, drag and drop the specific account.

DESCRIPTION

The description field displays the description of the ledger accounts that are listed in the general ledger.

PETTY CASH ACCOUNTS

ACCOUNT

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

DESCRIPTION

The description field displays the description of the ledger account that has been selected from the list of available ledger accounts for petty cash use.

DELETE

The delete option allows one to delete any of the existing petty cash accounts.

ACCEPT

Select the accept option to accept any changes made.

LEDGER GROUPINGS FOR TRADING BRANCHES

The ledger groupings for trading branches option allows one to centralise the ledger reporting groups which means that if more than one ledger account has the same ledger grouping one general ledger report may be drawn to see all the specific ledger accounts that belong to the specific ledger grouping.

NUMBER	DESCRIPTION
DUR	Durban
GAU	Gauteng
WES	Western Cape

Group: DUR

Description: Durban

Buttons: Add, Delete, Search, Design, Preview, Accept

LEDGER GROUPS

NUMBER

The number field displays a number that is utilised for identifying the ledger groupings. This number may be entered as alpha or numeric characters.

DESCRIPTION

The description displays the description or name of the specific ledger grouping. This ledger grouping description may be 30 characters in length.

EDIT DATA

GROUP

The group field is where a ledger grouping number is entered that will identify the relevant ledger grouping. The ledger grouping may be entered in either alpha or numeric characters.

DESCRIPTION

The description field is where the description or the name of the particular ledger grouping is entered.

SAVE EDITS

The save edits button allows one to save the newly created/added ledger grouping.

CANCEL EDITS

The cancel edits option allows one to cancel any editing while busy editing an existing ledger grouping.

ADD

The add option allows one to add any new or additional ledger groupings.

DELETE

The delete option allows one to delete any of the existing or newly created ledger groupings.

SEARCH

The search option allows one to search for any information on the ledger groupings screen.

DESIGN

The design option allows one to design the ledger groupings report.

PREVIEW

The preview option allows one to preview the ledger groupings report.

ACCEPT

Select the accept option to accept any changes made.

GENERAL

FOREIGN CURRENCY

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

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

Currency	Sign	Description	Date Last Changed	Conversion Rate
USD	\$	US Dollar	25/03/2013	8.4500
NAD	N\$	Nam Dollar	22/12/2011	1.0000
ZAR	R	Rand	22/12/2011	1.0000

CURRENCY RATES

FOREIGN CURRENCY ENABLED IN P.O.S

The foreign currency enabled in POS allows one to use foreign currency in Point of Sale. This option must be enabled otherwise foreign currency will not be available in Point of Sales.

FOREIGN CURRENCY ENABLED IN INVOICING/GOODS RECEIVING

The foreign currency enabled in Invoicing and Goods receiving allows one to use foreign currency in the respective modules. This option must be enabled otherwise foreign currency will not be available in Invoicing or Goods Receiving.

CURRENCY

The currency option allows one to specify the relevant currency like GBP (Great British Pounds), USD (United States Dollars) etc...

SIGN

The sign field allows one to enter the sign of the specific currency. This means that one is able to enter the following signs or currency symbols (£ - Great British Pounds, \$ - US dollars).

DESCRIPTION

The description allows one to specify in words the specific currencies description or name. E.g. USD – United States Dollars.

DATE LAST CHANGED

The date last changed field will automatically be populated with the date of when the specific currency was last changed.

CONVERSION RATE

The conversion rate allows one to specify the currencies conversion rate. This means that the current rate of exchange of the specific currency is entered here so that the system can make the calculations accordingly.

TERMINALS

The terminals can be aliased. In other words, till numbers and terminal numbers can be different. For example, Terminal number 20 can log in as Till number 1.

Also, the terminal can be set to automatically log into a specific company. For example terminal 20 can be set to AUTOLOG into COMPANY 001.

The screenshot displays the 'Terminals' management interface in iQ Enterprise. It features a table with columns: NUMBER, COMPANY, TILLNUMBER, and AUTOLOG. To the right of the table is a 'Details' panel for editing a terminal. The details panel contains the following fields:

Terminal	1
Company	001
Till Number	1
Automatic Logon	<input checked="" type="checkbox"/> Tick For Yes

Below the details panel are 'Save' and 'Cancel' buttons. At the bottom of the application window are icons for 'Search', 'Add', 'Edit', and 'Delete'.

TERMINALS OPTIONS

NUMBER

The number field displays the original terminal number. This terminal number is the original terminal number as it was setup in the initial setup.

COMPANY

The company field will display the company name. If a company name is specified in this field, this would mean that, that specific terminal number will only be allowed to log into that company specified.

TILL NUMBER

The till number will be the till number that has been assigned to the terminal. This means that the terminal may be setup to log on as a different till number.

AUTOLOG

The autolog option allows one to enable the option which in turn will automatically log the specific terminal into the company specified.

DETAILS**TERMINAL**

The terminal number is the terminal number that has been setup when the shortcut was created.

COMPANY

The company option allows one to select a company. If a company is selected the automatic logon option should also be enabled. This will then allow the terminal to only log onto that company specified.

TILL NUMBER

The till number is where one specifies the till number that will be used once the specific terminal has logged onto the system.

AUTOMATIC LOGON

The automatic logon option enables one to set the specific till number to automatically log onto the company that is specified in the company field.

SAVE

The save option allows one to save the newly created terminal aliasing or automatic logon options.

CANCEL

The cancel option allows one to cancel any existing or newly created aliasing or automatic logon options.

EDIT

The edit option allows one to edit existing aliasing or automatic logon options.

SEARCH

The search option allows one to search for any information regarding the terminals option on the terminals screen.

ADD

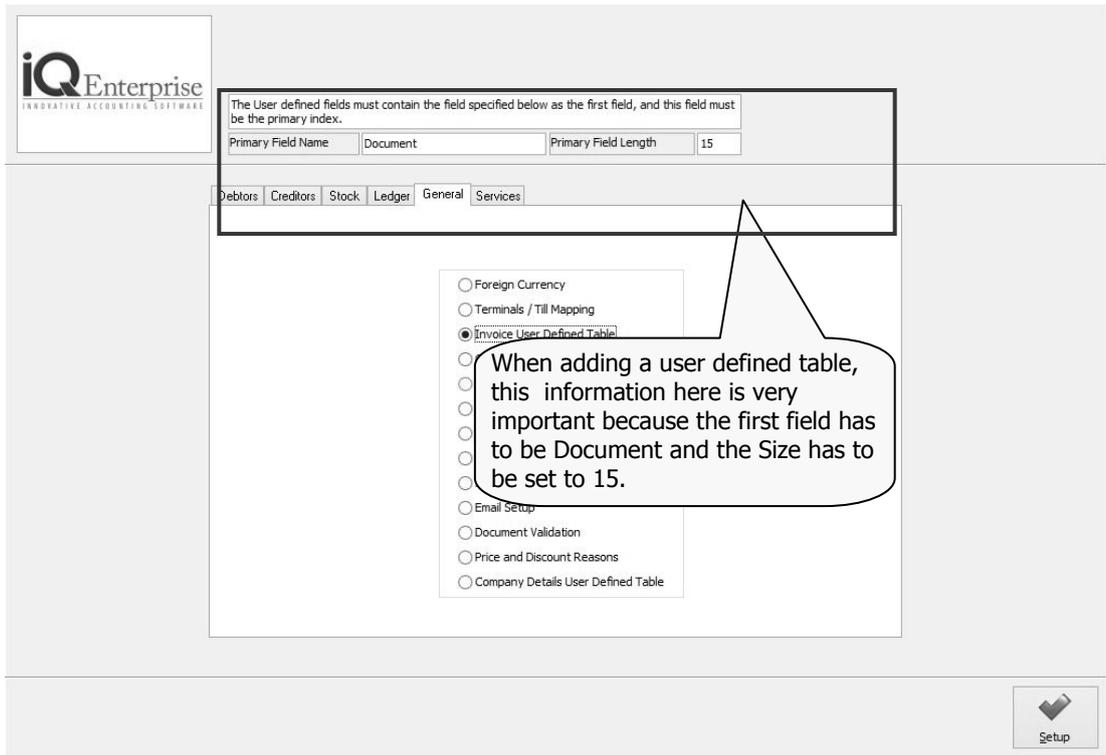
The add option allows one to add any additional terminals to the existing list of terminals.

DELETE

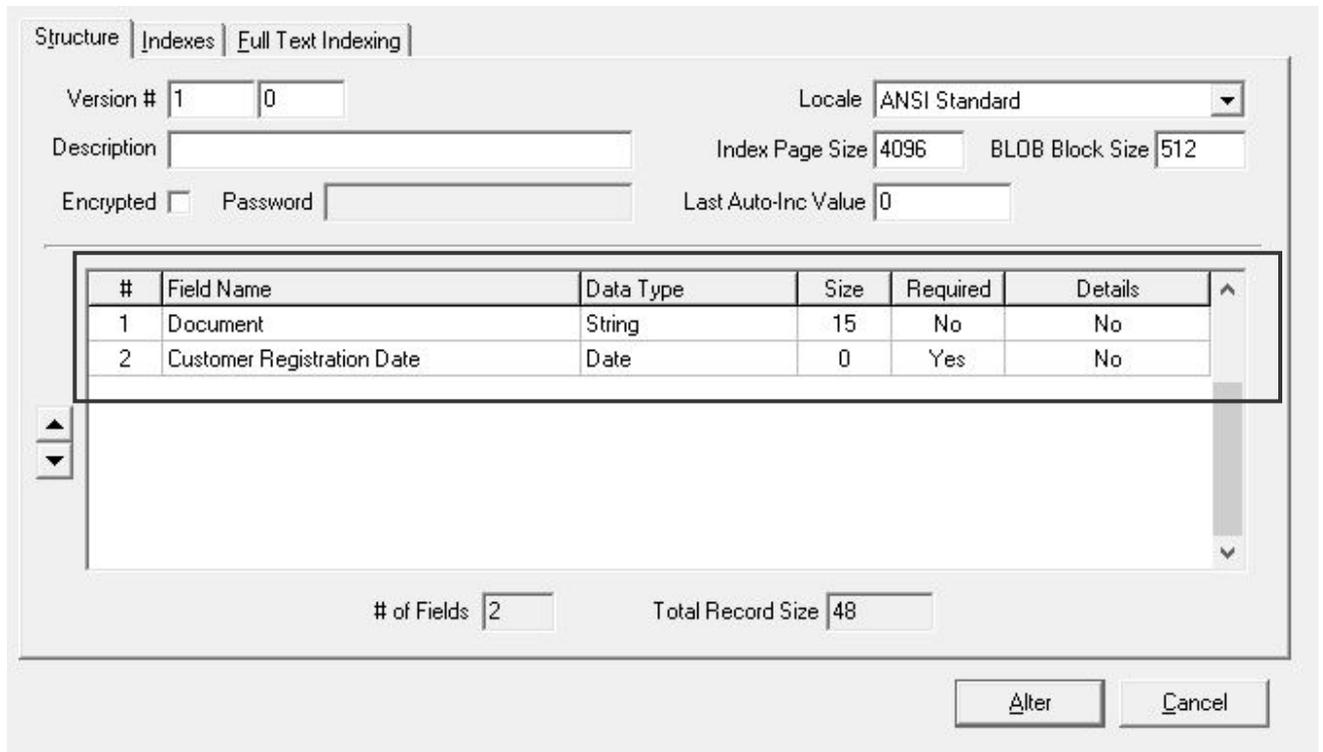
The delete option allows one to delete any of the existing terminals that have been setup.

USER DEFINED TABLES

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



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



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

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

Once complete select the "OK" option.

Index Name	Primary	Case-Ins	Unique	Compression	Indexed Fields	Descending Fields
	Yes	No	Yes	None	Document	

of Indexes: 1

Alter Cancel

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.

Document [text input]

Customer Registration Date: 26/03/2013

ESC Cancel F10 Accept

SALES REPRESENTATIVES



iQ Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

Processing Module Options

Automatically Get Rep

Use Cashier as Rep

Remember Last Rep used

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

Available Filters

Clear Filter

Data

No	Rep Name	C...	Target 1	Com %	Target 2	Com %	Target 3	Com %	Target 4	Com %	Target 5	Com %
1	Jack Jasper	S	1.00	2.00%	1 000.00	3.00%	2 000.00	4.00%	5 000.00	5.00%	10 000.00	10.00%
2	Tommy Percy	S	1.00	3.00%	2 000.00	4.00%	5 000.00	5.00%	10 000.00	6.00%	15 000.00	10.00%
3	Danny Hazel	S	1.00	2.00%	1 000.00	3.00%	5 000.00	4.00%	10 000.00	7.00%	15 000.00	10.00%
4	Joe Auburn	S	1 000.00	3.00%	5 000.00	5.00%	10 000.00	7.00%	15 000.00	8.50%	20 000.00	10.00%

SALES REPRESENTATIVE DATA

NO

The no field here is the specific representative's number. This means that when sales are processed through the system, the representative's number may be chosen in turn giving that specific representative the commission percentage.

REP NAME

The rep name is the representative's name. This is where the rep's name is entered. This is very handy when sales are processed, one is able to see who the rep was when the sale was processed.

TARGET 1,2,3,4 AND 5

There are 5 sets of targets that can be setup. This means that if target 1 is set to R1000 and the commission % is set to 10% then once the target is reached, the system can then work out the commission payable to the rep correctly.

COM %

The com % option is where the commission percentages are entered. This means that when the reps reach a specific target, the commission percentage linked with the specific target will then be added onto the target total and the commission can be paid out accordingly.

PROCESSING MODULE OPTIONS

AUTOMATICALLY GET REP

This option enables rep selection based on the Stock item, Department or Debtor Account selection when using the processing modules. In other words IQ will generate the rep selection by checking the default rep for the Stock item, then the Department and lastly the Debtors Account.

USE CASHIER AS REP

This option enables rep selection based on the Cashier Number when using the processing modules.

REMEMBER LAST REP USED

This option enables rep selection based on the last rep used when using the processing modules. This option only applies when the Rep per line option is selected in Company Details, Default settings 1.



Processing Module Options

Automatically Get Rep
 Use Cashier as Rep
 Remember Last Rep used

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

Available Filters

Clear Filter

Data

No	Rep Name	C...	Target 1	Com %	Target 2	Com %	Target 3	Com %	Target 4	Com %	Target 5	Com %
1	Jack Jasper	S	1.00	2.00%	1 000.00	3.00%	2 000.00	4.00%	5 000.00	5.00%	10 000.00	10.00%
2	Tommy Percy	S	1.00	3.00%	2 000.00	4.00%	5 000.00	5.00%	10 000.00	6.00%	15 000.00	10.00%
3	Danny Hazel	S	1.00	2.00%	1 000.00	3.00%	5 000.00	4.00%	10 000.00	7.00%	15 000.00	10.00%
4	Joe Auburn	S	1 000.00	3.00%	5 000.00	5.00%	10 000.00	7.00%	15 000.00	8.50%	20 000.00	10.00%

Filter

Select Visible Fields

Search

Export

Add

Edit

Delete

Design

Preview

Print

SALES REPRESENTATIVE SELECTION OPTIONS

FILTER

The filter option enables one to filter out specific or certain information based on the information shown on the Representative's Commission screen.

SELECT VISIBLE FIELDS

The visible fields option allows one to select additional fields to display on the Representative's Commission screen.

SEARCH

The search option allows one to search for any information within the Representative's Commission screen and for any available field.

EXPORT

The export option allows one to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML or XLS).

ADD

The add option allows one to add any new or additional representative's.

EDIT

The edit option allows one to edit any existing representative's that are listed in the Representative's Commission screen.

DELETE

The delete option allows one to delete any of the existing representative's.

DESIGN

The design option allows one to design the rep commissions report.

PREVIEW

The preview option allows one to preview the reps commissions report.

Demo Head Office Date Printed: 26/03/2013 1 of 1

Representatives' Commission

Data Filter: No Filter Specified

No	Rep Name	Type	Target 1	Com %	Target 2	Com %	Target 3	Com %	Target 4	Com %	Target 5	Com %
1	Jack Jasper	S	1.00	2.00%	1 000.00	3.00%	2 000.00	4.00%	5 000.00	5.00%	10 000.00	10.00%
2	Tommy Percy	S	1.00	3.00%	2 000.00	4.00%	5 000.00	5.00%	10 000.00	6.00%	15 000.00	10.00%
3	Danny Hazel	S	1.00	2.00%	1 000.00	3.00%	5 000.00	4.00%	10 000.00	7.00%	15 000.00	10.00%
4	Joe Auburn	S	1 000.00	3.00%	5 000.00	5.00%	10 000.00	7.00%	15 000.00	8.50%	20 000.00	10.00%

*** END OF REPORT ***

IQ Enterprise

Page 1 of 1

PRINT

The print option allows one to print the reps commission report.

EMAIL SERVERS

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

EMAIL CLIENT / INDIRECT

Choosing the indirect method to send emails in the traditional manner through an email client. In other words IQ will send the emails to your default email programs out box. Please indicate if you use Windows live to send email.

EMAIL SERVER / DIRECT

Choosing the direct method to send emails through your email client. In other words IQ will send the emails using your smtp server details.

EMAIL SERVERS

NUMBER

The number field here auto increments every time a new email server is added. This means that when a new email server is added the number will auto increment to 2 and then 3 etc....

ACCOUNT

The account field specifies the email server account name. This account name may be given any name however to keep it simple and to identify which account it is give the account an appropriate name.

SMTP SERVER

The SMTP (Simple Mail Transfer Protocol) server is the mail server that will be used to send the relevant email.

PORT

The port field indicates the port number that will be used for the mail server to communicate through when sending email. By default with most email clients the default port number is 25.

POP3 SERVER

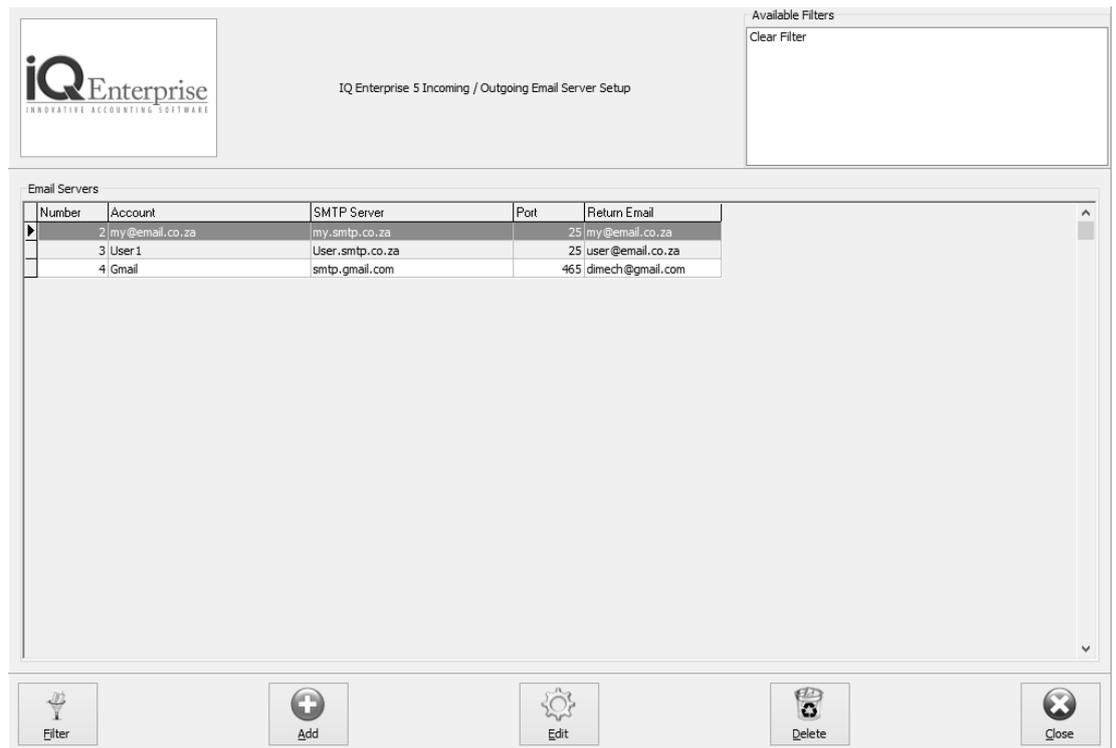
The POP3 Server field displays the name of the mail server for receiving emails. This option is not currently enabled for use within the IQ System.

PORT

The port field indicates the port number that will be used for the mail server to communicate through when receiving email. By default with most email clients the default port number is 110.

RETURN EMAIL

The return email is the email address that will be used when a reply is generated from the email that was sent.



EMAIL SERVER SELECTION OPTIONS

FILTER

The filter option enables one to filter out specific or certain information based on the information shown on the Email Servers screen.

ADD

The add option allows one to add any new or additional email server configurations.

EDIT

The edit option allows one to edit any of the existing email server configurations.

DELETE

The delete option allows one to delete any of the existing email server configurations.

CLOSE

The close option allows one to close the current email server configurations screen.



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

ACCOUNT NAME

The account name field is where the name of the email account is specified.

HOST (SMTP)

The HOST SMTP (Simple Mail Transfer Protocol) field is where the outgoing mail server address is entered. This is for sending email

USERNAME

The username field is where the username is entered for the specific email account. This username is used for logging onto the mail server.

PORT (DEFAULT 25)

The port field indicates the port number that will be used for the mail server to communicate through when sending email. By default with most email clients the default port number is 25.

RETURN EMAIL

The return email is the email address that will be used when a reply is generated from the email that was sent.

PASSWORD

The password field is where the password must be entered for logging onto the mail server. This password is used for authentication purposes.

EMAIL RETRIES

The email retries option can be set to a specific number in order to tell the system how many times it should retry sending the email if there are problems trying to send the email.

RETRY DELAY (MINUTES)

The retry delay minutes option can be set to a specific amount of minutes which means the system can retry sending the email every couple of minutes if the email cannot be sent due to any sort of errors.

ACCEPT

The accept option allows one to accept the necessary changes made.

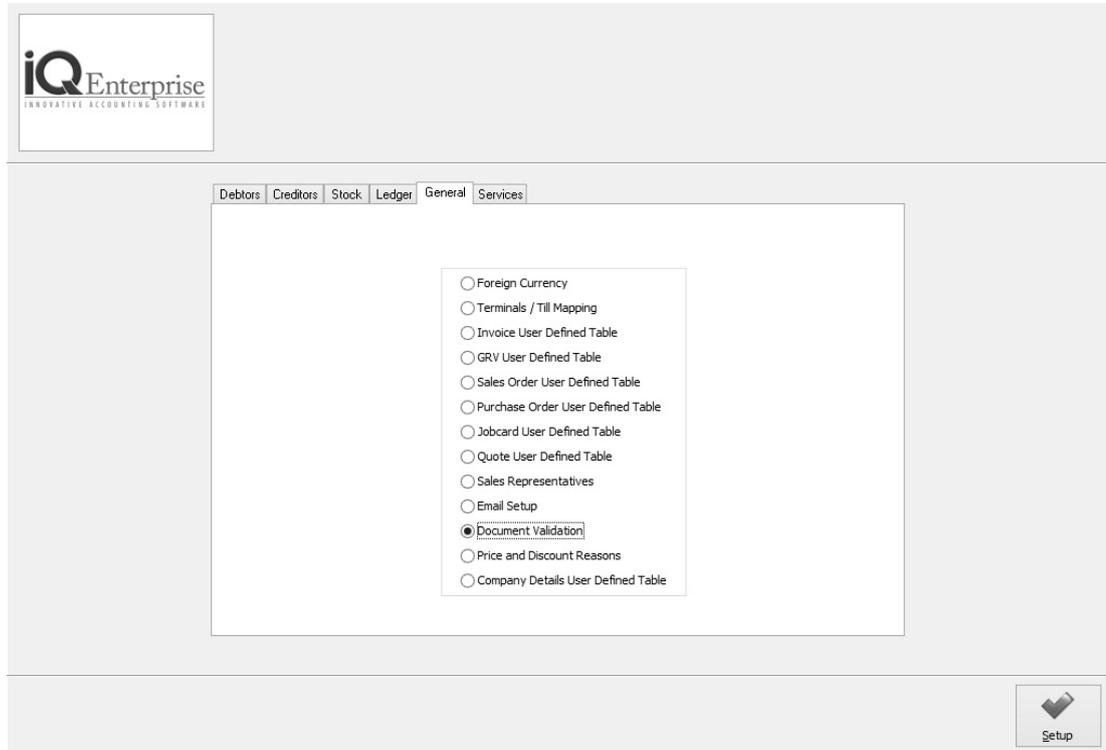
TEST

The test option allows one to test the current email server setup to see if it is setup correctly.

DOCUMENT VALIDATION

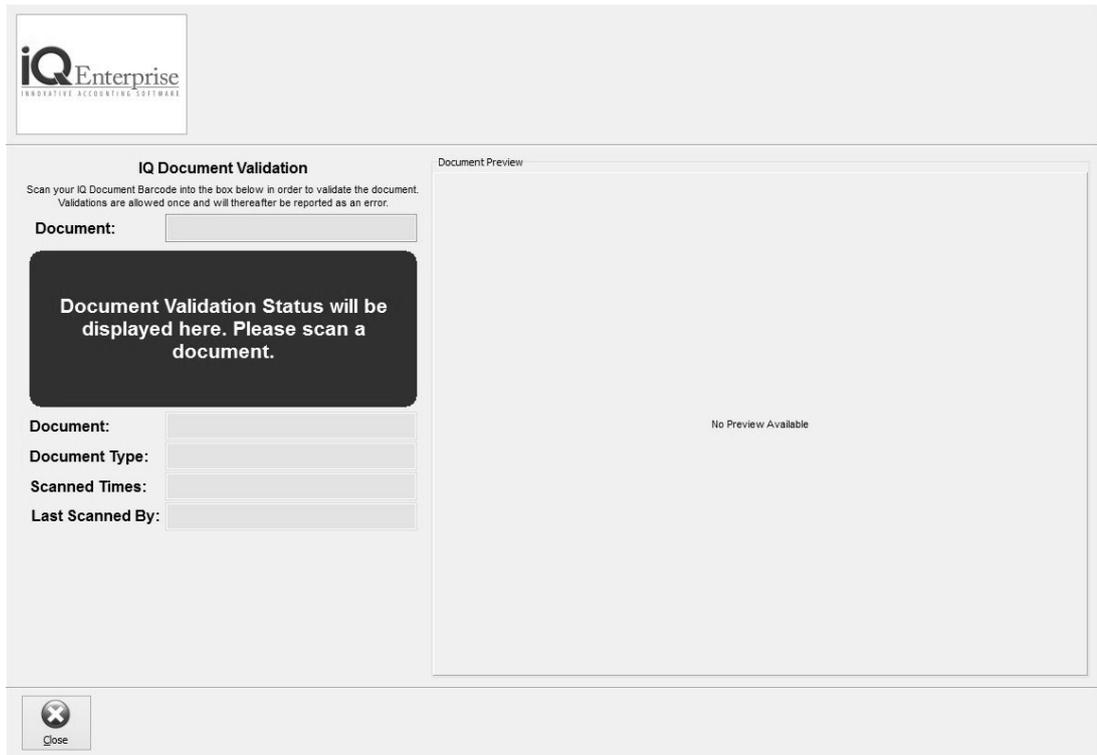
Document Validation was create as a security module to help prevent fraudulent documents. Option that will also help with fraud is pre-printed paper, CCTC Cameras and utilising the Delivery and collection module to help control stock in the yard.

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 pickup the stock from the yard.



Select Utilities, Tool, Document Validation, Validate Document





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

Extra Charges Delivery Fee	Number of Items 15	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">Subtotal (Exclusive)</td> <td style="text-align: right;">986.84</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Discount</td> <td style="text-align: right;">98.68</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Vat</td> <td style="text-align: right;">124.34</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">1 012.50</td> </tr> </table>	Subtotal (Exclusive)	986.84	Discount	98.68	Vat	124.34	Total	1 012.50	IQ Retail (Pty) Ltd Address details Tel nu Email address
Subtotal (Exclusive)	986.84										
Discount	98.68										
Vat	124.34										
Total	1 012.50										

Banking Details: ABCD 2222222 Cheque 1111 	Currency: ZAR CurrencyRate: 1.00	Created: 0	 <table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center; border-bottom: 1px solid black;">Tax Invoice</th> </tr> <tr> <td style="border-bottom: 1px solid black;">Till 1 Sale # 88</td> <td style="border-bottom: 1px solid black;">16:22:15</td> <td colspan="2" style="border-bottom: 1px solid black;">18/03/2013</td> </tr> <tr> <th style="border-bottom: 1px solid black;">Code</th> <th style="border-bottom: 1px solid black;">Description</th> <th style="border-bottom: 1px solid black;">Qty</th> <th style="border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="border-bottom: 1px solid black;">MON001</td> <td style="border-bottom: 1px solid black;">Monitor LED 2</td> <td style="border-bottom: 1px solid black;">1</td> <td style="border-bottom: 1px solid black;">3 750.00</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Serial: DF</td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Vat Included</td> <td style="border-bottom: 1px solid black;">460.53</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Subtotal</td> <td style="border-bottom: 1px solid black;">3 750.00</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Cash</td> <td style="border-bottom: 1px solid black;">3 750.00</td> </tr> </table> <p style="font-size: small; margin-top: 5px;"> Cashier LISA ** Computer generated copy of original ** Innovative Accounting Software by IQRetail Thank for your support visit our website www.iqretail.co.za office hours </p>	Tax Invoice				Till 1 Sale # 88	16:22:15	18/03/2013		Code	Description	Qty	Total	MON001	Monitor LED 2	1	3 750.00	Serial: DF				Vat Included			460.53	Subtotal			3 750.00	Cash			3 750.00
Tax Invoice																																			
Till 1 Sale # 88	16:22:15	18/03/2013																																	
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Serial: DF																																			
Vat Included			460.53																																
Subtotal			3 750.00																																
Cash			3 750.00																																

Each document must have a barcode that on the documents that represent 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.

IQ Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

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

Document:

Valid Document

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

Document Preview

Tax Invoice

Invoice From

Demo Head Office
1st floor, Rhino House
23 Quantum Road
Techno Park, Stellenbosch
7600

iQRetail
INNOVATIVE SOFTWARE

***** Copy of Original *****

Telephone: 021 8800420
Fax: 021 8800488
E Mail:
Vat Registration No: 4511111111
Invoice Date: 20/01/2012

Invoice To

Black - Terms 30 Days
PO Box 1232
Stellenbosch
7600

Deliver To

Black - Terms 30 Days
159 Long Street
Stellenbosch
7600

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

Item Code	Description	Quantity	UnitPrice	Disc %	VatAnn
BM004	Sand	15.00	83.33		175.0

Close

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

IQ Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

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

Document:

Document previously scanned. See details below.

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

Document Preview

Tax Invoice

Invoice From

Demo Head Office
1st floor, Rhino House
23 Quantum Road
Techno Park, Stellenbosch
7600

iQRetail
INNOVATIVE SOFTWARE

***** Copy of Original *****

Telephone: 021 8800420
Fax: 021 8800488
E Mail:
Vat Registration No: 4511111111
Invoice Date: 20/01/2012

Invoice To

Black - Terms 30 Days
PO Box 1232
Stellenbosch
7600

Deliver To

Black - Terms 30 Days
159 Long Street
Stellenbosch
7600

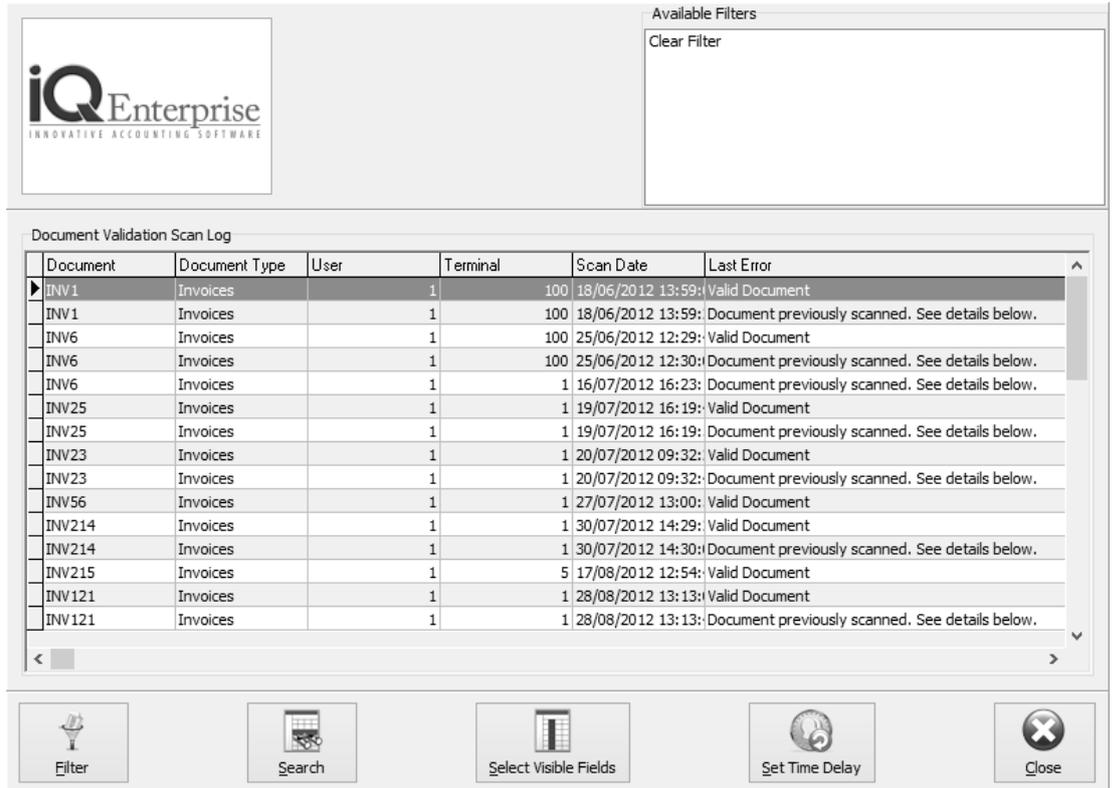
Account No	Invoice Date	Order Number	Representative	Invoice Number
BLA001	20/01/2012	1	Jack Jasper	INV106

Item Code	Description	Quantity	UnitPrice	Disc %	VatAnn
BM004	Sand	15.00	83.33		175.0

Close

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.



Available Filters
Clear Filter

Document Validation Scan Log

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

Filter Search Select Visible Fields Set Time Delay Close

FILTER

Use the filter option to filter for selected documents.

HINT: The filter option can be used to filter only for selected document type, User, Terminal, Scan Date or Last Error.

SEARCH

The search option allows one to search for additional information that cannot be seen or found on the screen.

SELECT VISIBLE FIELDS

In order to change the list of visible fields on the screen, select the **Select Visible Fields** option.

NOTE: In order to change the views of the screen select a field by enabling the tick box. Select the necessary fields that one needs to be displayed. Once complete select the "Accept" option.

SET TIME DELAY

In order to set the time delay for the scanned documents enter the time in minutes.

Time Delay (Minutes)	<input type="text" value="45"/>
Selection	<input type="button" value="ESC Cancel"/> <input type="button" value="F10 Accept"/>

Once the time has expired the red error message will specify document expired.



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:

Document Type:

Scanned Times:

Last Scanned By:

Document Preview

Tax Invoice

*** Copy of Original **

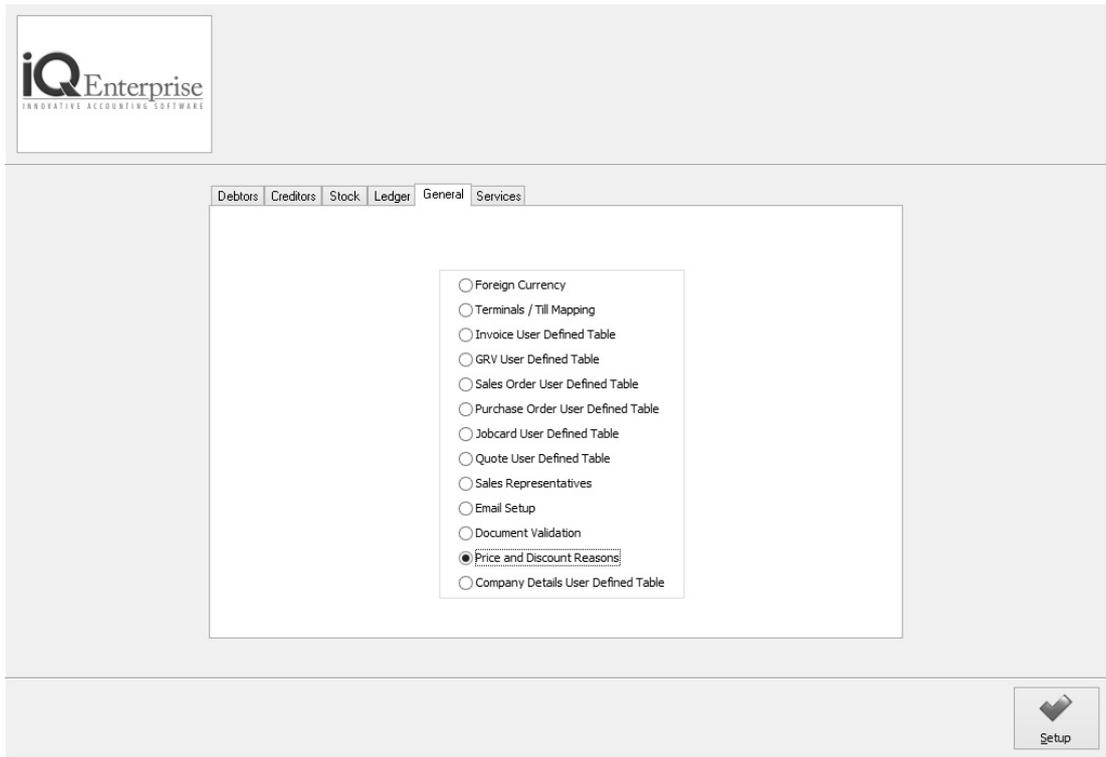
<p style="text-align: center;">Invoice From</p> <p>Demo Head Office 1st Floor, Rhino House 23 Quantum Road Techno Park, Stellenbosch 7600</p> <p style="text-align: center;">iQRetail <small>INNOVATIVE SOFTWARE</small></p>	<p>Telephone: 021 8800420 Fax: 021 8800488 E Mail: Vat Registration No: 4511111111 Invoice Date: 28/03/2013</p>
<p style="text-align: center;">Invoice To</p> <p>ABC Store (Pty) Ltd PO Box 123 Stellenbosch 7600</p>	<p style="text-align: center;">Deliver To</p> <p>ABC Store (Pty) Ltd 78 Main Road Stellenbosch 7600</p>

Account No	Invoice Date	Order Number	Representative	Invoice Number
ABC001	28/03/2013	1	Jack Jasper	INV302

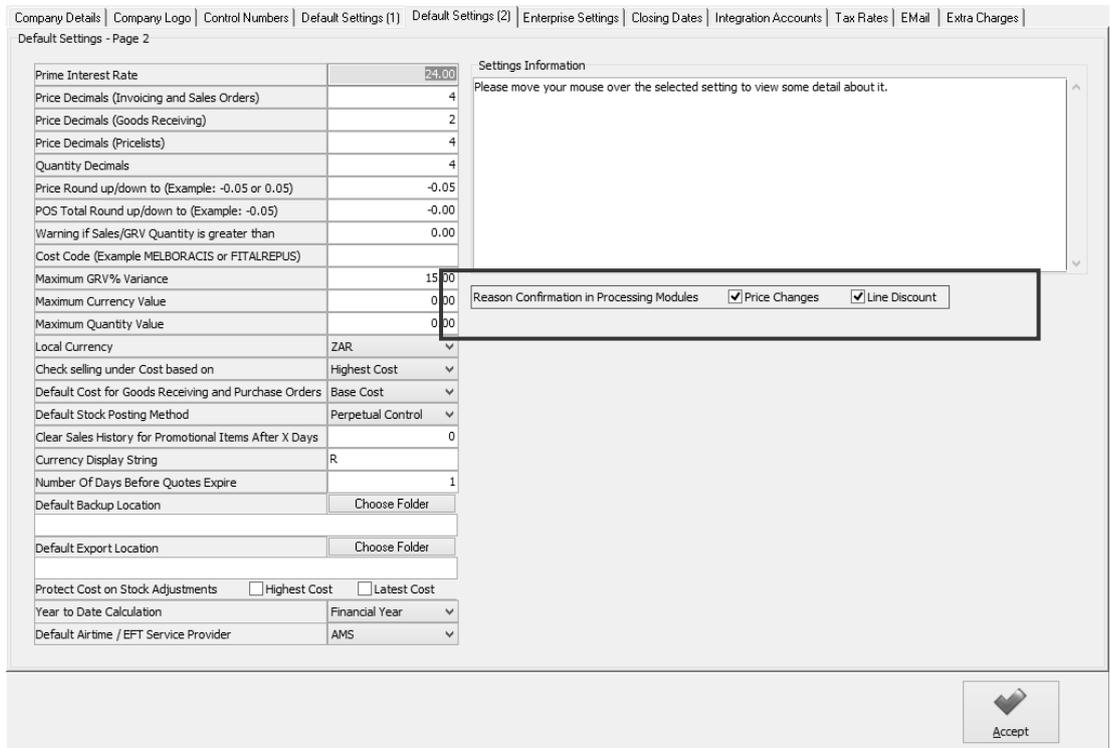
Item Code	Description	Quantity	UnitPrice	Disc %	VatAmn
BM001	Cement	7.00	162.28		159.0

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

Mode

Discount Reason

Selling Price Reason

NUMBER	DESCRIPTION
1	Discount Reason 1 - 2.5%
2	Discount Reason 2 - Damage

Edit Data

Please note: Transactions that store a price or discount reason will link to the 'Reason Code' specified below. For this reason, changing the description of reasons already used will also change the reason description for previous transactions. Similarly, deleting reasons that was already used by previous transactions will cause the reasons for these transactions to be displayed as blank.

Reason Code	1
Reason Description	Discount Reason 1 - 2.5%

Buttons: Add, Delete, Accept

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

PROVIDE REASON SELECTION

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

Please provide a reason for the Discount Adjustment.

Reason	Discount Reason 2 - Damage
Other:	<input type="checkbox"/>

Buttons: Cancel, Accept

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.



iQ Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

Report Type

Price Changes

Discount Changes

Report Module

- Invoices and/or Recurring Charges
- Credit Notes
- Goods Receiving
- Returns
- Purchase Orders
- Sales Orders
- Quotes
- Job Cards
- Point of Sale

Other Parameters

Start Date: 01/11/2012

End Date: 24/04/2013

Show Overrides

Available Filters

Clear Filter

Report Data

Document	Account	StockCode	ListPrice	ActualPrice	LineCost	Reason	DocumentDate
INV251	BLA001	TSMGSO102	91.33	438.60	40.00	1	20/11/2012
INV283	ABC001	BHW001	100.00	2 192.98	525.35	1	11/02/2013
INV284	ABC001	TSMGSO404	105.24	219.30	65.00	1	11/02/2013
INV297	ABC001	COK001	10.00	10.96	6.00	2	18/03/2013

Close

Export

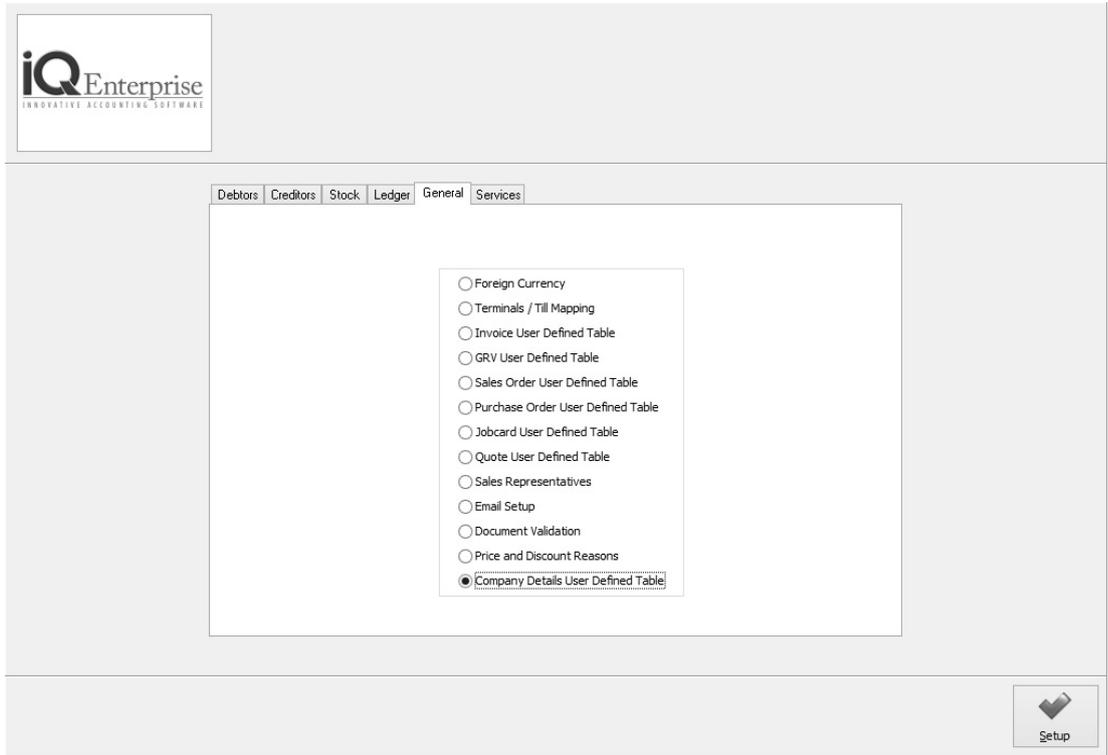
Filter

Refresh

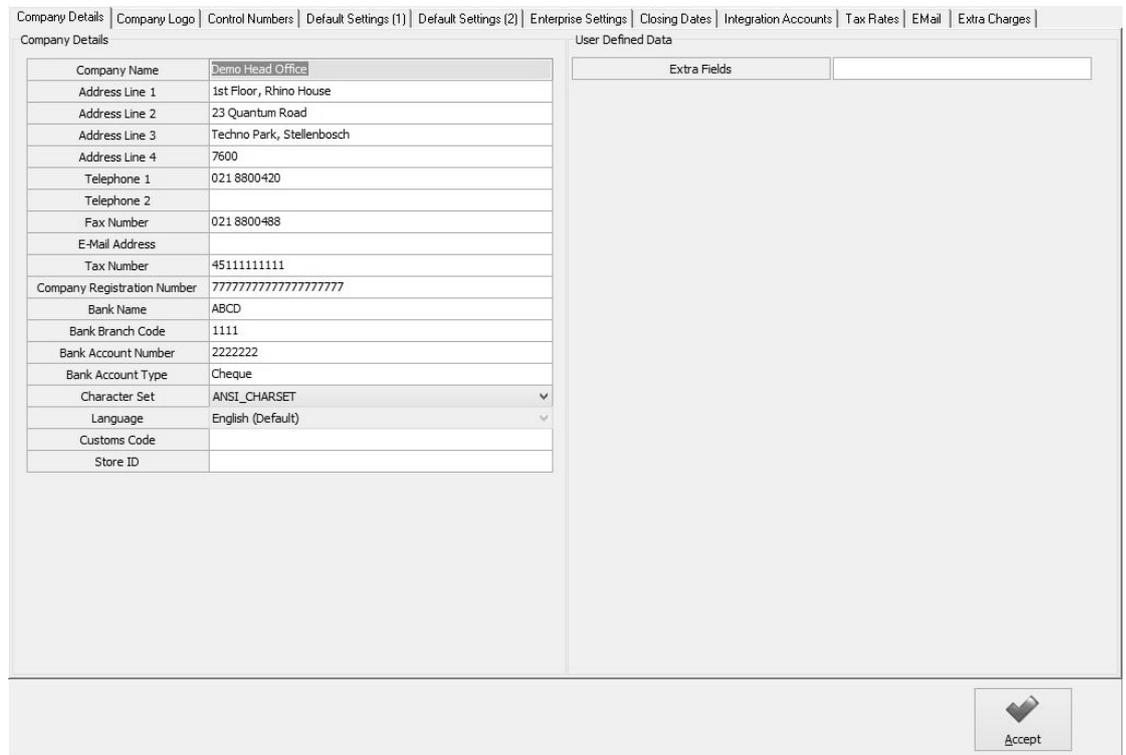
Report Options

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.

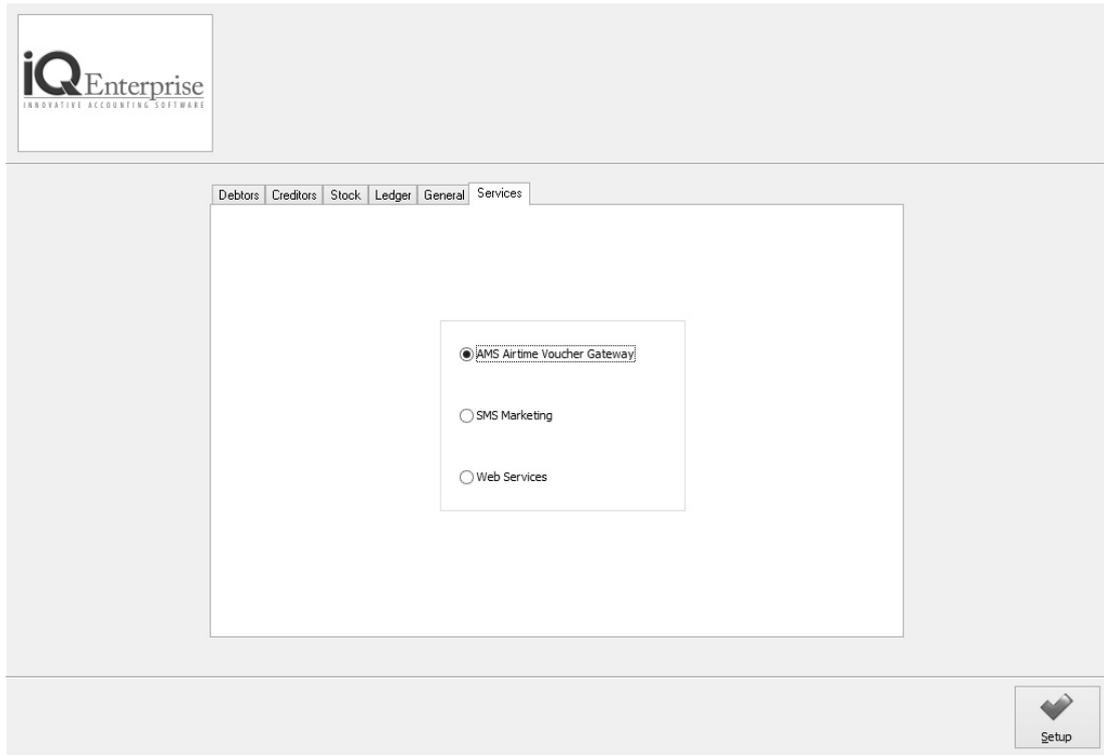


The user defined tables can be viewed under the Utilities, Setup, Company Details, Company Details Tab.

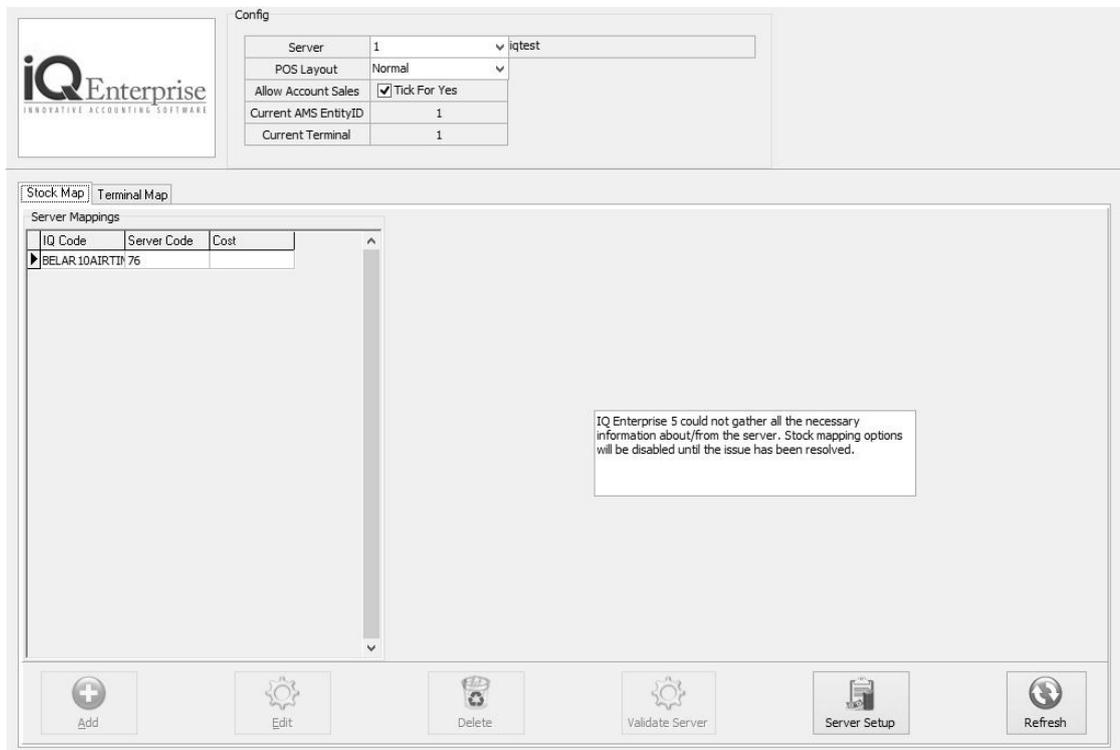


AMS AIRTIME VOUCHER GATEWAY

IQ Enterprise now provides an additional Services function that currently allows integration to CommExpress AMS Gateway. This allows the End User to purchase Airtime vouchers from the third party and sell the items through IQ Point of Sale. The setup for the module can be done via Utilities, Setup, Module Parameters – Services, AMS Airtime Voucher Gateway.



Each AMS Gateway Server / Service supports multiple Terminal Logins. On Click the **Server Setup** button, the user will be allow to add / edit / delete new server setups.



The following information is required:

1. The Server Type (currently only one type is available)
2. The server host name (this can also be the server IP Address).
3. The port on which to connect (by default the AMS Gateway is set to listen on port 1562, but this can be amended and thus IQ software will support such amendments).
4. User ID & PIN: This is the main USER ID as setup up via the AMS Gateway Configuration Utility. This ID and its corresponding PIN will be used to log into the AMS Gateway.

After completing and saving the entries, the user will be allowed to test Server Connectivity and User Authentication by click the **Validate User** button. On successful validation the following message will be displayed:

The screenshot shows the 'Servers' configuration window in IQ Enterprise. The window is divided into two main sections: 'Servers' and 'Edit Data'.

Servers Table:

Server ID	Type	Hostname	Port	UserID	UserPin
1	AMS Gateway	iqtest	1562	1	1

Edit Data Panel:

All communication with the airtime gateway uses the same userid & pin. The latest airtime gateway supports 'automatic entityid creation', so if you are using the latest airtime gateway you don't have to worry about the terminal mappings or entityids. Older versions of the airtime gateway however, requires administrators to create a unique entityid number for every iq terminal through the airtime gateway configuration screen. Also note that if you are using an older airtime gateway, plus you use high values for iq terminal numbers you need to map the high iq terminal numbers to the low airtime gateway entityid numbers, ensuring manually that the mappings maintain unique entityid numbers per terminal. Luckily the only thing to keep in mind when upgrading from an older, to a newer airtime gateway, to ensure that you have the correct userid & pin for one user.

Form fields in the 'Edit Data' panel:

- Server Type: AMS Gateway (dropdown)
- Server ID Number: 1
- Hostname or IP address: iqtest
- Port (Default 1562): 1562
- User ID: 1
- Pin: 1 (with a 'Remote Pin Change' button next to it)

Buttons at the bottom of the 'Edit Data' panel: Save Edit, Cancel Edit.

Buttons at the bottom of the window: Add, Edit, Delete, Validate User, Ok.

Currently set up to connect to an AMS Gateway server @ 10.0.0.34 on Port 1562 with User ID 1 and PIN 1234.

On accepting the Server Configuration the user will be allowed to specify Stock Code Mappings and Terminal Mappings for each of the servers that have been set up. This can be done by selecting one of the AMS Server configurations in the top **Configuration** box. Upon doing so, IQ will attempt to connect to the server and will set this server as the AMS Gateway for the current company when clicking the **Save** button. This configuration box also allows the user to select which Point of Sale slip layout to print (either Dot matrix OR normal High Quality Layout).

The screen will allow the user to set up Stock Mappings between AMS products and IQ Enterprise 5 Non Stock Items. NOTE: Only **Non Stock items** will be sold when selling Airtime Vouchers. This can be done by making use of the **Edit, Add, Delete, Cancel & Accept** options at the bottom of the screen.

ADD

The user will be provided with all the available AMS Products and their details. The user will now be allowed to select one of the AMS products and thereafter select an IQ Enterprise 5 Non Stock Item that it can be linked to. The user will be allowed to select any of the existing Non Stock Items or to create a new Non Stock Item by simply entering it's new Code and following the onscreen instructions

The screenshot shows the 'Stock Map' window with the 'Terminal Map' tab selected. The 'AMS Server Mappings' table shows a mapping for 'vod12' with 'AMS Code' 70 and 'Cost' 30. The 'AMS Server Items' table lists various items with columns for 'AMS Code', 'Desc', 'Supplier', 'Price', and 'Qty'. The item 'R. 60 CallALot' from 'MTN' is selected, showing a price of 60.00 and a quantity of 10.00. The right-hand panel shows the 'IQ Enterprise Stock Code' set to 'vod12', with 'Major Department' 001, 'Minor Department' 0003, and 'Vat Rate' 1. The 'AMS Product Code' is 8, 'Cost Price' is R 30.00, and 'Sell Price (Incl. VAT)' is R 70.00. At the bottom, there are buttons for 'Add', 'Edit', 'Delete', 'Validate User', 'Server Setup', 'Cancel', and 'Save'.

The user can select an AMS item and then an IQ Enterprise Non Stock Item. On selection of the item, the user will be able to specify the Cost and Selling Price of the item. These values will be used during transactions for Profit calculations. On clicking **Save Edit** The system will cache the information until all capturing has been completed. **Thereafter the user must Click SAVE for all entries to be stored. Cost and Sell Prices are stored on the IQ Enterprise Stock item.**

The dialog box contains a question mark icon and the text: "The Stock Code entered does not exist? Would you like to automatically create it now?". Below the text are two buttons: "Yes" and "No".

EDIT

On entering a Non-existent code – the user will be prompted as above. On acceptance and on clicking **Save Edit** this stock item will be automatically created. Major Department, Minor Department and Vat Rate must be selected and be valid in order to create a new stock item. This user will be informed if it is not. The new Stock Code must also pass certain integrity checks. The user will be informed if it does not.

All Non Stock Items that have a link to an AMS Product will offer limited editing capabilities from Stock Maintenance. By changing the picture in Stock Maintenance, it will result in the Picture reflecting such change while selling the item in Point of Sale.

Each terminal that wishes to connect to the AMS Gateway must have a unique Entity ID set up via the AMS Gateway Configuration Utility. IQ Enterprise will, by default, try to log into the AMS Gateway by using the terminal number (the reason being that IQ Enterprise 5 terminal numbers must always be unique and should start at number 1, incrementing). However, should you be using different terminal numbers (for example starting at Terminal 55), you will be able to MAP each of your terminal numbers to a Unique Entity ID as setup on the AMS Gateway Server. This can be done from the Terminal Map screen.

After setting up your AMS Server, POS Slip Printing, Stock Mappings and Terminal Mappings the user will be able to sell Airtime via the AMS Gateway Server.

On entering Point of Sale Cash Sales the user will be able to use the Services button to sell Airtime vouchers. Services will not be available for Cash Refunds / Laybys. It will however be available for selling on Debtor Accounts.

IQ Enterprise will not allow you to suspend Cash Sales that contain Air Time Vouchers.



Notice the F11 Services button in the bottom right hand corner.

Clicking Services results in the Mapped Stock Items begin show. In this case, the Vodacom Manufacturer is displayed. On selecting the manufacturer, the user will be shown the Products available from that manufacturer. The user will be able to traverse through the menu options by clicking the selected option to view further option or pressing Back (ESCAPE) the return to the previous menu or, eventually, exit the services screen. On selecting a specific item, the Mapped IQ Enterprise 5 Stock item will be rung up in the

Point of Sale Module (using the Selling Price / Cost Prices as set up). Supervisors will need to confirm the sale.

On selecting an item, the Item will be Reserved on the AMS Gateway server until the sale is completed. This item can be voided / the whole sale can be voided and, in such case, all Airtime vouchers that have been reserved will be Unreserved and will be available for selling on another terminal. The user will be provided with Informative messages in the case of any problems during communication with the Gateway Server. If there is insufficient stock available for the selected item, the user will be informed.

Point of Sale - Services
Printed At: 16/03/2010 11:10:13

Vodacom

Recharge Pin
12345 67890 12345 678

Instructions How to Recharge:
-Dial*100*01*PIN# and Press 'Call'

Vodacom-R12 Voucher

OK Wilows
C/O King Edward and Ehrlichstr
Wilows
Bloemfontein

Description: R 12 Vodago
SKU: 1238630

Vodacom Customer Care: Dial 114
SMS your used SERIAL number to 34800
to stand a chance of winning in


iQ
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On completion of the sale, all reserved vouchers will be FINALIZED and marked as sold. An additional Slip Layout will be printed to your Point of Sale Printer and it will contain the required information of the sold vouchers. No vouchers numbers / PINs will be saved to any data storage facility.

NOMAD AIRTIME / EFT**ENABLING NOMAD AIRTIME / EFT**

Select Utilities > Setup > Company Details. Then go to Default Settings 2 and set the Default Airtime / EFT Service Provider to Nomad.

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

Default Settings - Page 2

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

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

Reason Confirmation in Processing Modules Price Changes Line Discount

Accept

CONFIGURING NOMAD SETTINGS

Go to Utilities > Setup > Module Parameters (Default Tables). Then go to the "Services Tab" and click on "Nomad Airtime". Then click "Setup"

iQ Enterprise
INDUSTRIAL ACCOUNTING SOFTWARE

Debtors | Creditors | Stock | Ledger | General | Services

Nomad Airtime
 SMS Marketing
 Web Services

Setup

On the Following screen you can set Nomad Settings such as Test Mode, Line of Business, Sub Tenant and EFT and Airtime Slip Type. These settings should be configured by the Nomad Representative which installs Nomad on your system.

Nomad Code	Description	Supplier	IQ Code
10001	Cell-C R.5	CELLC	
10002	Cell-C R.10	CELLC	
10003	Cell-C R.25	CELLC	
10004	Cell-C R.35	CELLC	
10005	Cell-C R.39	CELLC	
10006	Cell-C R.50	CELLC	
10007	Cell-C R.70	CELLC	
10008	Cell-C R.150	CELLC	
10009	MTN R.5	MTN	
10010	MTN R.10	MTN	
10011	MTN R.15	MTN	
10012	MTN R.30	MTN	
10013	MTN R.60	MTN	
10014	MTN R.180	MTN	
10015	Telkom R.40	TELKOM	
10016	Telkom R.50	TELKOM	
10017	Telkom R.100	TELKOM	
10018	Telkom R.200	TELKOM	
10019	TelkomMobile R.5	TELKOM	
10020	TelkomMobile R.10	TELKOM	
10021	TelkomMobile R.20	TELKOM	
10022	TelkomMobile R.30	TELKOM	

AIRTIME SETUP: ASSIGNING IQ STOCK ITEMS TO NOMAD AIRTIME ITEMS

In the Following screen (Utilities > Setup > Module Parameters (Default Tables) > "Services" > Nomad Airtime > Setup) you can Assign IQ Stock Items to Nomad Airtime Items. You will see a list of Available Airtime Items. To Assign an IQ Stock Item to a Nomad Airtime Item click on the Airtime Item and then Click "Assign".

You will then be presented with the following screen. In this screen you can select a Stock Item to assign to the Nomad Item. You can also access Stock Maintenance from this screen so that you can create or edit Stock Items without leaving the Setup Screen.

Please note that you can only Assign Non-Stock Items to Nomad Airtime Items.

EFT SETUP: ENABLING EFT FOR SELECTED TENDERS

Go to "Utilities > Setup > Tender Setup".

You will be presented with the following screen. Select the tender for which you want to Enable EFT and then click Edit.

Code	Description	Category	Over Tender	Is Bankable	Value	EFT	Open Drawer
CP5	Coupon 5	False	False	False	R 0.00	False	True
CT	Cash	False	True	True	R 0.00	False	True
CX	...More	True	False	False	R 0.00	True	False
DC	Debit Card	True	False	True	R 0.00	True	True
DC1	Debit Card 1	False	False	False	R 0.00	True	False
DC2	Debit Card 2	False	False	False	R 0.00	True	False
DC3	Debit Card 3	False	False	False	R 0.00	True	False
DC4	Debit Card 4	False	False	False	R 0.00	True	False
DC5	Debit Card 5	False	False	False	R 0.00	True	False
DS	Discount	True	False	False	R 0.00	False	True
DS1	Discount 1	False	False	False	R 0.00	False	True
DS2	Discount 2%	False	False	False	R 0.00	False	True
DS3	Discount 3	False	False	False	R 0.00	False	True
DS4	Discount 4	False	False	False	R 0.00	False	True
DS5	Discount 5	False	False	False	R 0.00	False	True
GV	Gift Voucher	True	False	False	R 0.00	False	True
GV1	Voucher 1	False	False	False	R 0.00	False	True
GV2	Voucher 2	False	False	False	R 0.00	False	True
GV3	Voucher 3	False	False	False	R 0.00	False	True
GV4	Voucher 4	False	False	False	R 0.00	False	True
GV5	Voucher 5	False	False	False	R 0.00	False	True

You will now be presented with the Tender Setup Screen.

Tender Information
 Tender Code: DC1
 Tender Type: DC
 Tender Description: Debit Card 1

Over Tendering Options
 Allow Over Tender:
 Lowest Allowable Over tender (LALO): 0.00
 Highest Allowable Over tender (HALD): 0.00

X Report Options
 Is Bankable:
 Electronic Fund Transfer:

POS Options
 Ask for Expiry Date:
 Open Drawer:
 Fixed Value
 Fixed Percentage: 0.00
 Enable Nomad EFT Services:

Ledger Options
 Tender Post Type:
 Post To Ledger Use as Stock Discount
 Ledger Account : Receipts: 3700.000.000.00
 Ledger Account : Payments: 3700.000.000.00

Accept

Enter the tender's description

To Enable Nomad EFT for the Selected Tender Enable the "Enable Nomad EFT Services" option and click Accept. Do this for all tenders for which you want to enable Nomad EFT.

POINT OF SALE

Go to Point Of Sale > Sales > Cash Sales. You will then see the main POS screen on which testing will commence:

The screenshot displays the main Point of Sale (POS) interface. At the top left is the IQ POS logo with the tagline "The intelligent choice." and "INNOVATIVE ACCOUNTING SOFTWARE". At the top right, the "Sale Total" is displayed as "0.00".

The central area is divided into two main sections. On the left is a "Tax Invoice" table with the following columns: Code, Description, Price, Qty, and Total. The table is currently empty. On the right is a form for entering transaction details, including:

- Cashier: 1 - LISA
- Sales Rep: 1
- Discount: 0.00
- Quantity: 1.00
- Stock Code: (empty dropdown)
- Description: (empty text field)
- Unit Price: (empty text field)

At the bottom of the screen is a toolbar with several function keys:

- F1 - Subtotal
- F2 - Void Line
- F3 - Suspend
- F4 - Void Sale
- F5 - Customer
- F7 - Customer Info
- F8 - Supervisor Logon
- F10 - Turn Printer Off
- F11 - Services

A note "F12 For More Options" is visible near the bottom right of the main form area.

SELLING AIRTIME:

To access Airtime Stock Items either enter the IQ Item Code or click on "F11 - Services". If you click on "F11 - Services" you will be presented with the following screen

The screenshot shows the "F11 - Services" screen, which displays five logos for mobile service providers: CELL, MTN, Telkom, Virgin mobile, and vodafone. The logos are arranged in two rows: the first row contains CELL, MTN, Telkom, and Virgin mobile; the second row contains vodafone.

At the bottom of the screen, there is a instruction: "Select Product - Arrow Keys to move, Escape to go back, Enter to select".

USING EFT

You will only be able to use EFT Functionality on the on the IQ Tender screen. To reach the IQ Tender screen click on "F1 - Subtotal" after entering any stock item/s to be sold. You will then be presented with the following screen.

Tender Media	Details
F1 Bank Transfer	Amount to Pay
F2 Debit Card	100.00
F3 Other	Remaining
F4 Discount	100.00
	Change Due
<- Back	0.00
Esc to Exit	
	EFT Options

If you select a tender that was setup to use Nomad then IQ will automatically use Nomad EFT services and attempt to post the EFT transaction via Nomad.

ADDITIONAL NOTES:

If you would like to setup a POS receipt printer please do so under Point Of Sale > POS Setup > Hardware Setup. You can select an installed printer from the POS Printer Port option.

SMS MARKETING

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

The screenshot shows the website <http://www.iqsms.co.za/>. The header includes the IQ Retail logo and 'SMS Marketing'. The main content area has a navigation menu with three steps: 1 Register & Buy Credits, 2 Setup, and 3 Start Sending. A central diagram illustrates the process: Client Database → iQ → SMS Marketing → New Message (on a smartphone). On the left, there is a 'Client Login' section with fields for Username and Password, a 'Login >>' button, and a 'Problem with login?' link. Below this is a large 'REGISTER NOW' button with a 'Click Here' link. On the right, a 'Welcome to IQ SMS Marketing - Simple, Fast, Effective.' message is followed by a list of services: Events, Promotions, Competitions, and Special offers. A 'New User' callout points to the registration process, stating: 'Select Register now and create a user and password'. The page also mentions that bulk SMS bundles can be purchased online via Credit Card.

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
- 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.

The screenshot displays the 'Purchase Credits' page in a web browser. At the top, there is a navigation bar with three steps: 1. Register & Buy Credits, 2. Setup, and 3. Start Sending. Below this is a diagram showing the flow from 'Client Database' to 'iQ' to 'SMS Marketing' to a smartphone. The main content area is divided into a left sidebar with a 'Client Login' section and a main form area. The form includes the following fields:

- Your Country of Residence: South Africa [Edit](#)
- SMS Destination Country: South Africa
- Convert Prices to Currency: ZAR - South African Rands
- Enter number of Credits to buy: 5000

Below the form, there is a table showing credit ranges and prices:

Credits Range From:		500
Credits Range To:		15000
Country:	Prefix	
South Africa (ZAF)	27	R0.35

The 'Purchase Summary' section states: 'You have elected to purchase 5000 credit(s) At a cost of ZAR R0.35 per credit The total cost of this transaction excluding VAT/GST (if applicable) is ZAR R1750.00'. A 'Click to pay with Credit Card (via MyGate)' button is visible at the bottom.

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.

The screenshot shows the 'Services' module in the IQ Enterprise software. The interface includes a navigation bar with tabs for 'Debtors', 'Creditors', 'Stock', 'Ledger', 'General', and 'Services'. The 'Services' tab is active, and a central panel displays three radio button options:

- AMS Airtime Voucher Gateway
- SMS Marketing
- Web Services

A 'Setup' button with a checkmark icon is located in the bottom right corner of the interface.

SMS MARKETING SETUP DETAILS

Mobile Marketing Setup Details

IP Address	upload.iqsms.co.za
Portal Username	iqtraining
Portal Password	*****
Return Email	liko@iqretail.co.za

Enable Proxy	<input type="checkbox"/> Tick For Yes
Host (Proxy)	
Username	
Password	
Port (Default 3128)	3128

Enable SMS's Functionality Select Processing Modules

Buttons: Cancel, Test, SMS Templates, Accept

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.

Purchase Orders:	<input checked="" type="checkbox"/>
Sales Orders	<input checked="" type="checkbox"/>
Quotes	<input checked="" type="checkbox"/>
Job Cards	<input checked="" type="checkbox"/>
Debtors Credit Control	<input checked="" type="checkbox"/>
Debtors Receipts	<input checked="" type="checkbox"/>
Creditor Payments	<input checked="" type="checkbox"/>
Debtor Enquiries	<input checked="" type="checkbox"/>
Creditor Enquiries	<input checked="" type="checkbox"/>

Selection

ESC Cancel F10 Accept

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.

USER SECURITY AND ACCESS LEVELS

WHAT IS USER SECURITY AND ACCESS LEVELS?

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.

Staff Number	Initials	Surname	Firstname	Telephone	Cellphone	Has Fingerprint
1			LISA			<input checked="" type="checkbox"/>
2	JJ	BROWN	JACK	021 1234567	082 1234567	<input type="checkbox"/>
3		BLUE	SARAH			<input type="checkbox"/>

USER OPTIONS

ADD USER

The add user option allows one to add any additional users to the system.

EDIT USER

The edit user option allows one to edit any of the existing users and modify any details pertaining to that user.

NOTE: Once the user has been created, the user number cannot be altered in any way.

DELETE USER

The delete user option allows one to delete any of the existing users from the system.

NOTE: User number 1 which is the default user in the system may/cannot be deleted.

USER MENU & SECURITY SETUP

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

ADDING A USER

Select the add user option in order to add a user to the system.

This user is set up to send email directly. Please setup any email related settings in the detail email setup.

Staff Details | Biometric Details

Staff Number	2
First name	JACK
Surname	BROWN
Initials	JJ
Id Number	9102270311080
Address 1	78 DAISY AVENUE
Address 2	STRAND
Address 3	
Post Code	7600
Telephone	021 1234567
Cell Phone	082 1234567
E-Mail	
Report Access Level	6
Administrator	<input type="checkbox"/> Check for Yes
PIN Number	<input checked="" type="checkbox"/> Check to Change Pin Code *****
Force Password Change	<input type="checkbox"/> Check for Yes <input type="checkbox"/> On Next Login
Every X Days	1

Use Classic Menu
 Ask For Pin Continuously
 Enable System Notifications
 System Language English (Default) ▾
 System Character Set ANSI_CHARSET ▾

Detail Email Setup Accept

STAFF NUMBER

The staff number must be entered. The staff number may be the next available number or any other number as you wish. This field is numeric only.

FIRST NAME

The first name field is where the employee or staff member name is entered. This field can take up to 30 characters.

SURNAME

The surname field is where the employee or staff members surname is entered. This field can take up to 30 characters.

INITIALS

The initials field is where the initials of the staff member or employee is entered. This field can take up to 4 characters.

ID NUMBER

The ID number field is used to enter the staff member or employees id number. This field can take up to 15 characters.

ADDRESS FIELDS

The address fields is used for entering the address of the employees or staff members.

POST CODE

Enter the postal code in the post code field. This field allows for 10 alpha numeric characters to be entered.

TELEPHONE

The telephone number field is where the telephone number of the staff member or employee is entered.

CELL PHONE

The cell phone field is used to enter the cell phone number of the relevant staff member or employee.

EMAIL

The email field is used for entering the email address of the relevant staff member or employee.

REPORT ACCESS LEVEL

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.

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

NOTE: Choose the appropriate access level in order to allow users to have access to design stationery layouts. Access Level 1 is the highest and Access Level 6 is the lowest. In other words, if the user is set to access level 1 then they would be able to design any stationery layout on the system.

ADMINISTRATOR

The administrator option allows one to tell the system which user is an administrator on the system.

PIN NUMBER

The pin number field is where the user's password/pin number is entered. This pin number field may contain alphanumeric characters and the length of the field is 50 characters.

FORCE PASSWORD CHANGE

The force password change option allows one tell the system that a password needs to change. The importance of the force password change is to help the system administrator to keep a good level of security. If a single pin or password is kept for a long time the user easily get used to it and it becomes very easy to steal or replicate the pin or password. In order to keep a good level of security enable this option so that the pin or password cannot be replicated or stolen easily. This can be set for specific users or all users. When ticked the system will prompt for a new password/pin based on the value entered under the "Every X Days" field.

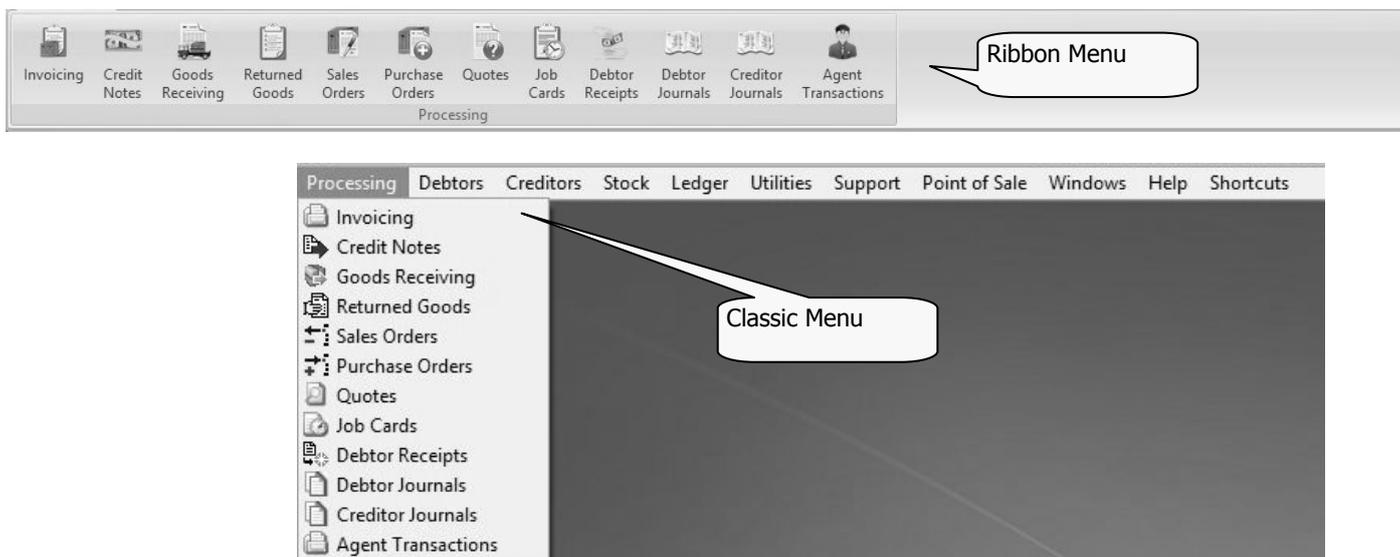
NOTE: The two options namely "check for yes" and "on next login" work as follows, the check for yes option works in conjunction with the "Every X Days" meaning that if this option is enabled, the system will force a password change every x amount of days. The "on next login" option if enabled allows one to force the password change when the specific user logs into the system the very next time.

EVERY X DAYS

The every x days option goes part and parcel with the force password change. Once the option force password change is enabled, then specify after how many days the system must force the password change.

USE CLASSIC MENU

The use classic menu option will allow the user to decide which menu structure they prefer the Ribbon menu or the classic menu.



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

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

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

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

Profile Details

User - Menu Setup

Profile Number: 4
 Profile Description: Cashier
 Company: 001
 Staff Number: 2
 Staff Name: JACK BROWN

Co..	Description	Log In	Group
001	Demo Head Office	<input type="checkbox"/>	Cashier
002	Demo - Branch 1	<input type="checkbox"/>	All Access
003	Demo - Branch 2	<input type="checkbox"/>	All Access
005	Demo - Support	<input type="checkbox"/>	All Access
123	IQ Retail	<input checked="" type="checkbox"/>	Cashier
DB1	Demo 2	<input type="checkbox"/>	All Access
DB2	Demo 3	<input type="checkbox"/>	All Access
DH0	Demo 1	<input type="checkbox"/>	All Access
DM1	DM1	<input type="checkbox"/>	All Access
IQR	IQ Retail Demo Company	<input type="checkbox"/>	All Access
MRT	IQ Retail	<input type="checkbox"/>	Cashier
ZZZ	demo	<input type="checkbox"/>	All Access

ID - Function	Access	Access Group
100000 - Processing	<input type="checkbox"/>	<input type="checkbox"/>
10000 - Debtors	<input type="checkbox"/>	<input type="checkbox"/>
20000 - Creditors	<input type="checkbox"/>	<input type="checkbox"/>
30000 - Stock	<input type="checkbox"/>	<input type="checkbox"/>
50000 - Ledger	<input type="checkbox"/>	<input type="checkbox"/>
110000 - Utilities	<input type="checkbox"/>	<input type="checkbox"/>
70000 - Support	<input type="checkbox"/>	<input type="checkbox"/>
80000 - Point of Sale	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1000 - Windows	<input type="checkbox"/>	<input type="checkbox"/>
1001 - Help	<input type="checkbox"/>	<input type="checkbox"/>
2000 - Shortcuts	<input type="checkbox"/>	<input type="checkbox"/>

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.

Sort Order

Staff Number
 Surname
 Firstname

Groups | Users

Description
All Access
Cashier
Creditors
Ledger

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.

Profile Details

User - Menu Setup

Profile Number	4
Profile Description	Cashier
Company	001
Staff Number	2
Staff Name	JACK BROWN

Co..	Description	Log In	Group
001	Demo - Head Office	<input type="checkbox"/>	Cashier
002	Demo - Branch 1	<input type="checkbox"/>	All Access
003	Demo - Branch 2	<input type="checkbox"/>	All Access
005	Demo - Support	<input type="checkbox"/>	All Access
123	IQ Retail	<input checked="" type="checkbox"/>	Cashier
DB1	Demo 2	<input type="checkbox"/>	All Access
DB2	Demo 3	<input type="checkbox"/>	All Access
DH0	Demo 1	<input type="checkbox"/>	All Access
DM1	DM1	<input type="checkbox"/>	All Access
IDR	IQ Retail Demo Company	<input type="checkbox"/>	All Access
MRT	IQ Retail	<input type="checkbox"/>	Cashier
ZZZ	demo	<input type="checkbox"/>	All Access

ID - Function	Access	Access Group
100000 - Processing	<input type="checkbox"/>	<input type="checkbox"/>
10000 - Debtors	<input type="checkbox"/>	<input type="checkbox"/>
20000 - Creditors	<input type="checkbox"/>	<input type="checkbox"/>
30000 - Stock	<input type="checkbox"/>	<input type="checkbox"/>
50000 - Ledger	<input type="checkbox"/>	<input type="checkbox"/>
110000 - Utilities	<input type="checkbox"/>	<input type="checkbox"/>
70000 - Support	<input type="checkbox"/>	<input type="checkbox"/>
80000 - Point of Sale	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1000 - Windows	<input type="checkbox"/>	<input type="checkbox"/>
1001 - Help	<input type="checkbox"/>	<input type="checkbox"/>
2000 - Shortcuts	<input type="checkbox"/>	<input type="checkbox"/>

[Search by ID or Caption] First Previous Next

Select All Unselect All Expand All Collapse All Clear Selection Reload Profile Save Profile Reset To Group Settings

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

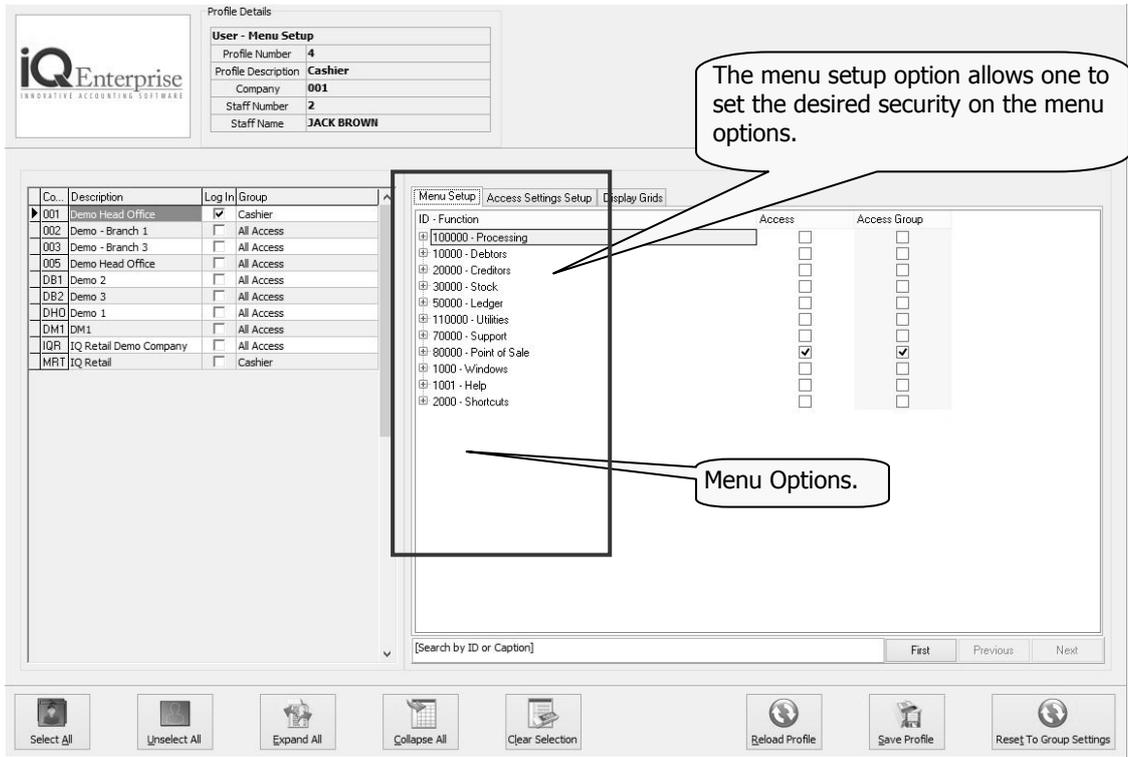
The description field displays the full company name as it was entered when the company was setup.

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

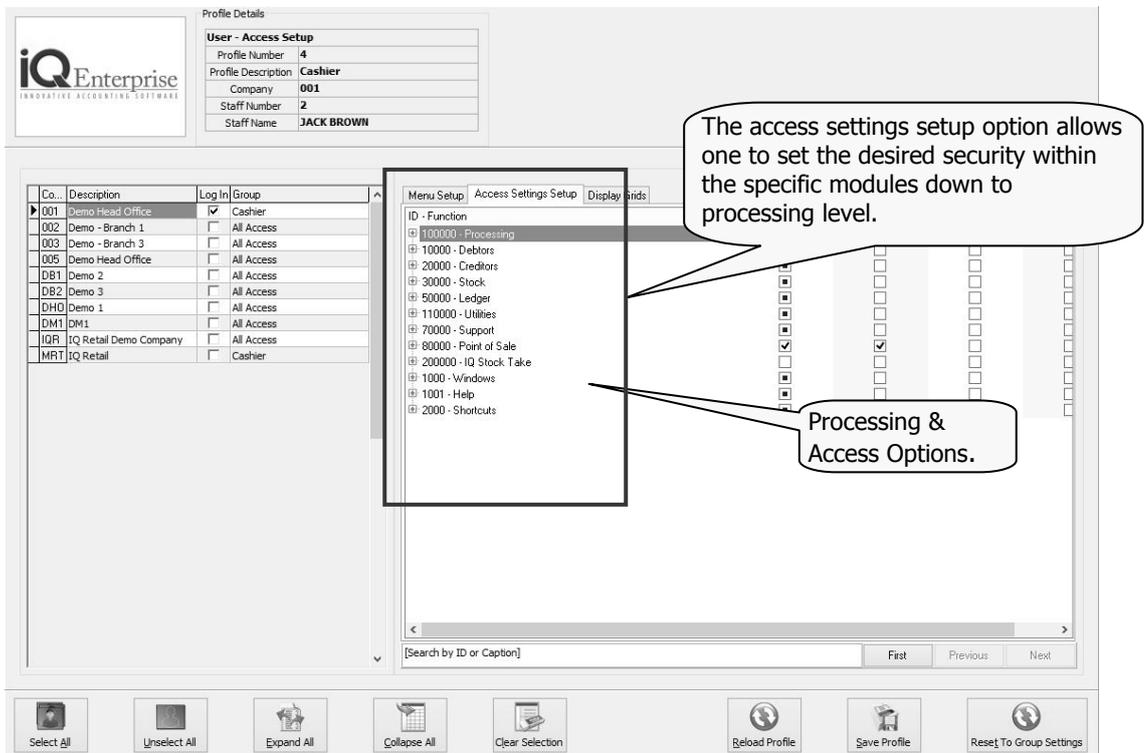
The profile option allows one to specify per user which profile is linked with the user. This means that if the profile is setup to only have access to certain menu option within the system then that user if they are linked to the right profile, they will have limited access within that specific company.



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.

NOTE: By selecting the specific options the user has access to, place a tick in the relevant boxes. This will then tell the system which menu options the user has access to.



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 options within the specific module the user has access to.

Co.	Description	Log In	Group
001	Demo - Head Office	<input type="checkbox"/>	Cashier
002	Demo - Branch 1	<input type="checkbox"/>	All Access
003	Demo - Branch 2	<input type="checkbox"/>	All Access
005	Demo - Support	<input type="checkbox"/>	All Access
123	IQ Retail	<input checked="" type="checkbox"/>	Cashier
DB1	Demo 2	<input type="checkbox"/>	All Access
DB2	Demo 3	<input type="checkbox"/>	All Access
DHO	Demo 1	<input type="checkbox"/>	All Access
DM1	DM1	<input type="checkbox"/>	All Access
IGR	IQ Retail Demo Company	<input type="checkbox"/>	All Access
MRT	IQ Retail	<input type="checkbox"/>	Cashier
ZZZ	demo	<input type="checkbox"/>	All Access

ID - Function	Access	Access Group	Warning	Warning G
100000 - Processing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10000 - Debtors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20000 - Creditors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30000 - Stock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50000 - Ledger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
110000 - Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70000 - Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80000 - Point of Sale	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
200000 - IQ Stock Take	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1000 - \windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1001 - Help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2000 - Shortcuts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

SELECT ALL

The select all option allows one to select all the menu and access settings. This means that all the options will be enabled and ticked.

UNSELECT ALL

The unselect all option allows one to unselect all the menu and access setting options. This means that all the options will be disabled and the tick is removed.

EXPAND ALL

The expand all option allows one to expand all the functions listed under the menu setup and access settings setup.

COLLAPSE ALL

The collapse all option allows one to collapse all the functions listed under the menu setup and access settings setup.

CLEAR SELECTION

The clear selection option will clear all the selections that have been made within the menu setup and access settings setup screens.

RELOAD PROFILE

The reload profile option allows one to reload a specific profile. This option comes in handy when access has been granted incorrectly and the access needs to be reset.

SAVE PROFILE

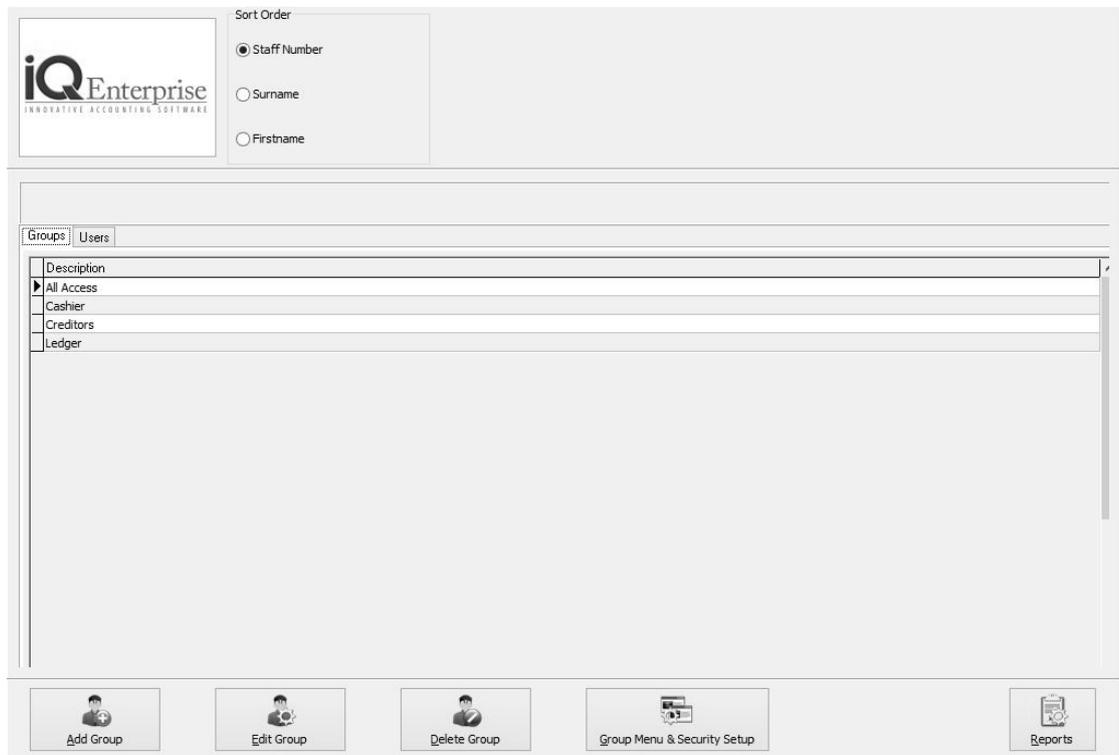
The save profile option allows one to save the current security selections to that specific profile number.

GROUP SECURITY AND ACCESS LEVELS

WHAT IS GROUP SECURITY AND ACCESS LEVELS?

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

NOTE: In order to setup the group security access levels, select the utilities menu option -- > menu access & security (supervisor options) -- > user & group maintenance.



ADD GROUP

The add group option allows one to add any additional groups to the system. These groups are linked with a profile number which in turn allows one to easily setup security once these groups have been created.

EDIT GROUP

The edit group option allows one to edit any of the existing groups and modify any details pertaining to that group.

DELETE GROUP

The delete group option allows one to delete any of the existing groups from the system. Ensure that once the group is deleted that the user's security is set accordingly.

GROUP MENU & SECURITY SETUP

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

ADDING A GROUP

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?

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

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

GROUP – MENU SETUP

PROFILE NUMBER

The profile number displays the current or specific profile number that currently exists on the system. To setup additional groups, select the add group option.

PROFILE DESCRIPTION

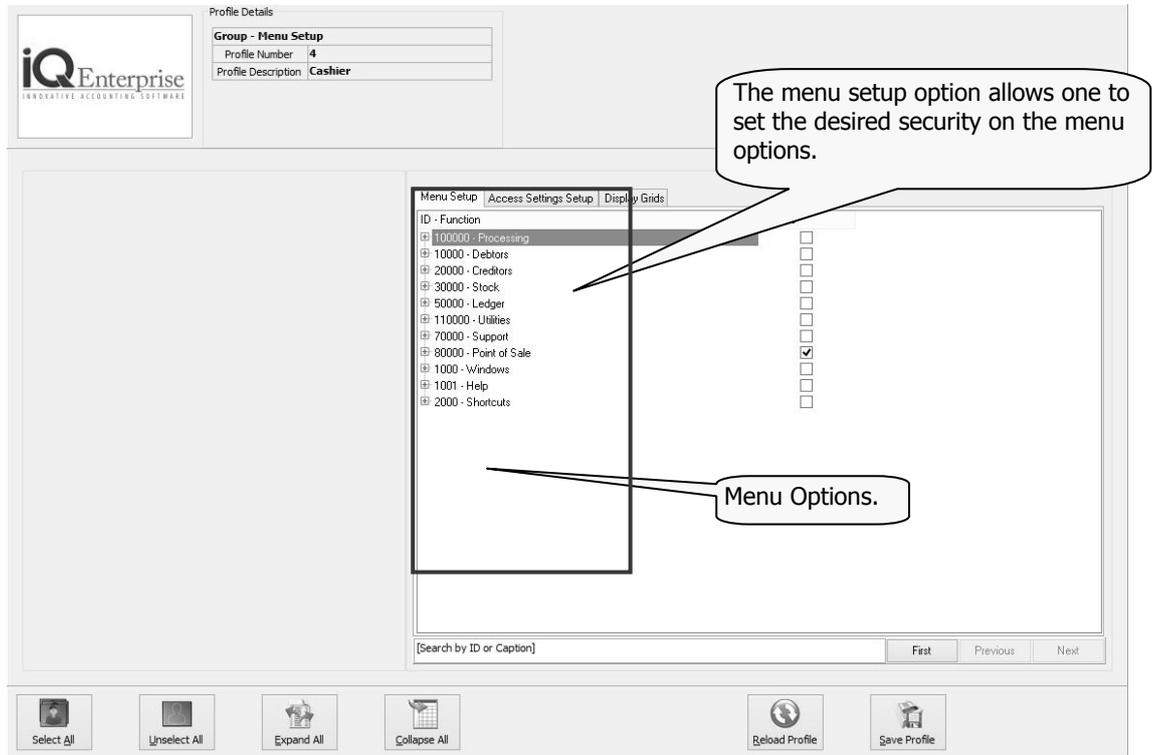
The profile description displays the description of the current profiles that exist in the system. It is important to keep the descriptions simple so that one is not confused by the different types of descriptions when setting up the groups/profiles.

The screenshot displays the 'Group Menu & Security Setup' interface. At the top left is the 'iQ Enterprise INNOVATIVE ACCOUNTING SOFTWARE' logo. To its right, under 'Sort Order', are three radio button options: 'Staff Number' (selected), 'Surname', and 'Firstname'. Below this is a tabbed interface with 'Groups' and 'Users' tabs. The 'Groups' tab is active, showing a table with a 'Description' column. The table contains four entries: 'All Access', 'Cashier', 'Creditors', and 'Ledger'. At the bottom of the interface is a toolbar with five buttons: 'Add Group', 'Edit Group', 'Delete Group', 'Group Menu & Security Setup', and 'Reports'.

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.

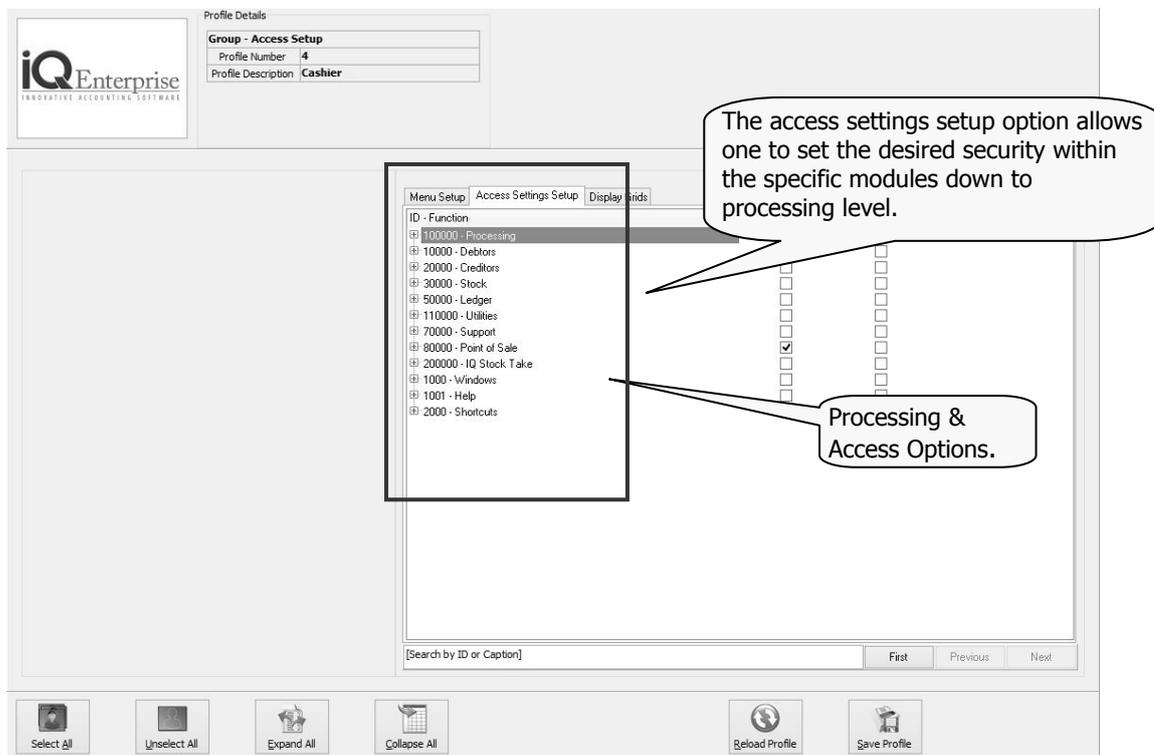


ACCESS SETTINGS SETUP

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.

SELECT ALL

The select all option allows one to select all the menu and access settings. This means that all the options will be enabled and ticked.

UNSELECT ALL

The unselect all option allows one to unselect all the menu and access setting options. This means that all the options will be disabled and the tick is removed.

EXPAND ALL

The expand all option allows one to expand all the functions listed under the menu setup and access settings setup.

COLLAPSE ALL

The collapse all option allows one to collapse all the functions listed under the menu setup and access settings setup.

CLEAR SELECTION

The clear selection option will clear all the selections that have been made within the menu setup and access settings setup screens.

SAVE PROFILE

The save profile option allows one to save the current security selections to that specific profile number.

ADD REPORT ACCESS LEVEL

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

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

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.

IQ XML IMPORT / EXPORT**GENERAL DESCRIPTION**

This document discusses the implementation and specifications of IQ XML formatted imports and exports.

DETAILED DISCUSSION

IQ Enterprise (and related family of products) now support Imports and Exports in a fixed IQXML format.

The supported import and export documents are:

Stock Master Items

Debtor Master Accounts

Creditor Master Accounts

Sales Order Documents

Purchase Order Documents

Job Card Documents

Quote Documents

The product will support manual Export and Import procedures. For any of the above mentioned modules the following functionality will be available.

Under the Export Button the system will provide an additional "IQ XML" options. The export procedure will function in the same manner as all other exports. The user will be prompted for an Export location if security settings allow this (see image below). After exporting has been completed, the user will be given the option to open the selected export folder. Currently the user will be able to filter out any unwanted information before exporting. Selection of fields is not yet available – but is a requirement to be implemented.

Note that exported files can be very large in file size due to the vast amount of information being exported (especially due to pictures being exported). Compressing these files via a Archive utility like 7Zip, Winzip or WinRAR will dramatically decrease the file size and make it portable via email / ftp.

All exports contain identifying information of the company in which the exports were generated. The following information will be in IQ_Identification_Info node in the XML file: Store ID, Company Code, Company Name, Address details, telephone numbers, fax, email, Tax Number, Registration number and Customs Code.

The screenshot shows the IQ Enterprise software interface. At the top, there is a menu bar with options: Processing, Debtors, Creditors, Stock, Ledger, Utilities, Support, Point of Sale, Windows, Help, Shortcuts. Below the menu bar is a header area with the IQ Enterprise logo and a 'Sort Order' section with radio buttons for 'Account' (selected) and 'Name'. To the right of the header is an 'Available Filters' box containing the following text: 'Clear Filter', '>10000 = ZAR', 'Account old than 30 days', 'Accounts for TBS', 'Age > 30days', 'Area = JTB and Status = 5', 'Interest'. Below the header is a table with columns: Account, Name, Telephone, Balance, Initials, Title, Contact, Address, and Curr. The table contains 13 rows of account data. At the bottom of the table, there is a 'Record Count: 13' label. Below the table is a toolbar with icons for 'Select Visible Fields', 'Filter', 'Search', 'Export', 'Imports', 'Add', 'Edit', 'Delete', 'Colours', 'Advanced Sort', and 'Gridmode Edit'. An 'Export' menu is open over the 'Export' icon, showing options: CSV, TXT, HTML, XML, XLS, and IQ XML.

Account	Name	Telephone	Balance	Initials	Title	Contact	Address	Curr
ABC001	ABC Store (Pty) Ltd	021 456 1234	45 570.04	Z			PO Box 123	ZAR
BLA001	Black - Terms 30 Days	0218800000	29 871.86	P	Mr	Peter	PO Box 1232	ZAR
BLU001	Blue - Credit Limit R 1		2 068.15	T				ZAR
BRO001	Brown - Vat Exempt (Export)		12 853.77	J				ZAR
COD001	COD ACCOUNT		-750.00	E				ZAR
PC001	Foreign Currency - Dollar		3 022.61	O				DOL
GRE001	Green	021 854 000 000	2 706.36	T	MRs	Theresa	PO Box 1254	ZAR
GRE002	Grey - Settlement Disc (Farmer)		1 408.85	K	Mr	Ken Grey	PO Box 4710000	ZAR
TBS001	The Bargain Store - Head Office	021 888 0000	31 636.78	W		Peter	89 Protea Avenue	ZAR
TBS002	The Bargain Store - Durban		0.00	P				ZAR
TBS003	The Bargain Store - Johannesburg		0.00	F				ZAR
WHI001	White - Normal Debtor		63 882.24	A			89 Yarley Avenue	ZAR
XXX001	XXX Retailers (Multiple Details)	021 222 2222	1 435.00	Q			PO Box 141414	ZAR

NEW EXPORT FUNCTION FOR IQXML FORMATS

The system will generate a single export file containing all the selected records / documents. The system will attempt to generate a unique filename.

The screenshot shows a Windows Explorer window with the address bar displaying the path: Computer > Windows8_OS (C:) > IQRetail > IQEnterprise > 001 > EXPORTS. The search bar contains 'Search EXPORTS'. The main area shows a table of files with columns: Name, Date modified, Type, and Size. There is one file listed: IQXML_Debtors_iqNone_Date20130325_1... with a date modified of 25/03/2013 11:02... and a size of 46 KB. The file type is XML File.

Name	Date modified	Type	Size
IQXML_Debtors_iqNone_Date20130325_1...	25/03/2013 11:02...	XML File	46 KB

Each of these modules will also have a new IMPORT button. This button will redirect the user to an Import module that supports importing of the above mentioned item types. This Import module will also be available from the Utilities Menu.



When entering the Imports Module from the Utilities menu, the user will be prompted to select an Import Type (ie. What kind of documents do you wish to import?). When entering the Import Module from one of the Item Type's maintenance screens, the system will initialize the Import module only for the specific purpose of importing that item type (ie. If you are in Stock Maintenance and click the import button, the Import Module will be initialized for Stock Item Imports).

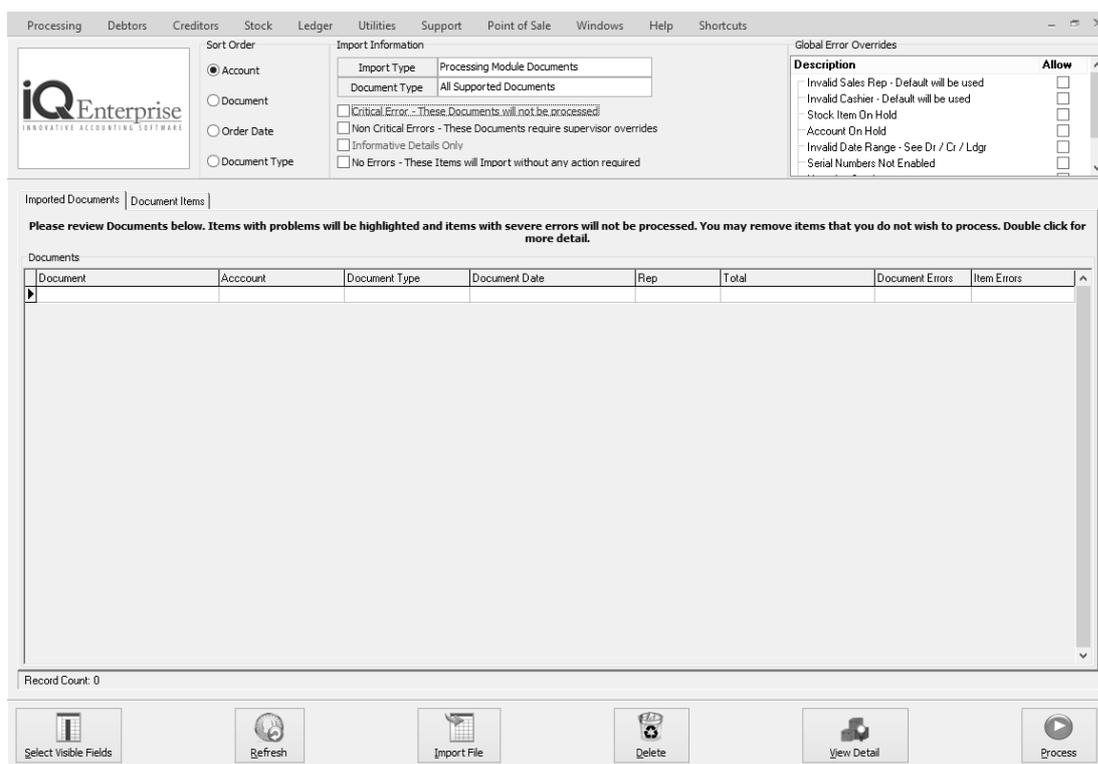
The Import Module resembles the screenshot below.

The screenshot shows the "Import Options" dialog box. It contains the text "Please select which kind of import you would like to perform." Below this are two dropdown menus: "Import Type" with the value "Processing Module Documents" and "Document Type" with the value "All Supported Documents". At the bottom of the dialog are two buttons: "Cancel" (with a red X icon) and "Accept" (with a checkmark icon).

The sort order will be adjusted to fit the Import Type and will offer valid options only. The Import Type and Document Type (if applicable) will be displayed in the top header of the screen. Various coloured indicators are available to indicate error types to the end user. The Top right corner contains override options that need to be selected in the event of Non Critical Errors.

Critical Errors: These errors are not fixable from within the Import Module. Errors like these include Invalid Stock Codes, Invalid Account Codes, documents containing invalid / unreadable information, incorrectly formatted XML files. These errors must be fixed within the XML files themselves and re-imported / re-validated by the import module. There are no override options that allow Critical Errors to be accepted / allow the import to continue.

Non Critical Errors: These Errors include items such as OnHold Stock Items, Negative Stock, Invalid Terms for an accounts etc). These errors provide the user with an override option in the top right hand corner. If one of these override options are selected, all items that have been imported AND that contain such a critical error, will be allowed during the import process. By selecting such an option you are allowing all documents containing the specific error to be imported. If a user does not have sufficient rights for such an override, the override dialog will be displayed. If no valid code is entered, the option will remain Unselected.



The Display grid will display all imported items / items that have been read from the specified XML file. The structure of the display grid will be adjusted according to the Import Type Selected. In addition to the usual fields, the grid will also show an Error Column in the right most column (when using default grid layouts). This column will be colour coded according to the colour legend. When an item has a colour coded error here, the item will NOT be imported during the import process. Such items will simply be skipped. Only valid items will be imported.

After the import process has been completed, all successfully imported items will be removed from the display grid. All items that still contain errors (or that have been reevaluated during the import process and gained new errors), will remain in the display grid for further review and can be imported in the next go.

Detailed information about the errors can be displayed for informative purposes. The user can then use this information to try and rectify the errors. The view detail button can be used to view such information. An example of this screen can be seen below. It shows an error where the account being imported already exists.

The normal Select Visible Fields button is available in the bottom left. The refresh button can be used to perform a re-evaluation of the imported items. It will take the already imported data, and reevaluate it against the current state of the system (eg. Onhands that have changed by means of a GRV would have changed the state of the systems's stock items).

The Delete option allows the user to removed single items from the import process.

If you have already imported information, and click on the Import button again, the system will warn you that you are about to replace existing data with whatever XML file you select for the import process.

The Import Modules is Multiple Document Interface (MDI) screen. This allows the user to move to other modules whilst the Import module remains open. This gives the user the option of making changes to Accounts / orders / Stock Codes and then simply refreshing the information on his / her return to the Imports Module.

ITEM SPECIFICS

Stock Master Items, Debtors Account and Creditor Accounts allow editing of existing items. In such an event, a NonCritical Error will be displayed. This error (Duplicate Stock Code, Duplicate Account Code) can be overridden. If so, the existing account will be editing and updated with the new information.

Also note the following: Specific fields will be updated when editing. Certain fields will remain unchanged for integrity purposes. Also note that Fields will only be updated if they exists within the XML file being imported. If the field does not exists, that value will be ignored (unless it is a required field – such as the Stock Item's Stock Code).

Please note that following: When importing Processing Documents, the system will allow you to import all available documents during the same import process. However, when importing Master Files, you will only be able to import either Stock, Debtors or Creditor items.

Here follows the fields available for importing for the various modules. (Note that XML Schemas will be made available seperately. These schemas will indicate to you how the XML file should be formatted).

An additional field has been added to the following tables:

STOCK, DEBTORS, CREDITRS, SORDERS, PORDERS, QUOTES, JOBS.

The field has been named DocumentSource and contains the following potential values.

- a) 0 or Blank – This is old data that has not been created after implementation of the imports module.
- b) 1 – Normal
- c) 2 – Document Import
- d) 3 – System Generated

If the document has been imported the value will be 2 – Document Import.

Note that for all items below the following applies. The value will be updated if available and if no errors are found.

Available means the value has been provided (exists in the XML). ErrorFree means the value is readable (ie. No blanks for numbers) and it within the valid range of allowable values for that field. The corresponding XML field is shown as well.

STOCK MASTER IMPORTS / EXPORTS

Code: Stock Code, Only updated for new items, validates against existing stock and barcodes. Stock Codes may not be blank, equal to another, or equal to a barcodes / multiple barcodes. XML Field: Stock_Code.

DEBTORS / CREDITOR ACCOUNTS

Account: Debtors / Creditor Account. Update when adding new Account. Not updated when editing. Generates an error if BLANK value provided. Generates an error if the accounts already exists and you wish to add it as a new account. Generates an error if the Account number specified already contains transactions. XML Field: Debtor_Account / Creditor_Account

CREDITOR SPECIFIC FIELDS:

LAYOUT: Specifies the default GRV layout for the account. Updated if provided. XML Field: GRV_Layout

Terms: Account Terms. Updated if provided. Must be a value in the set [COD, 20 Days, 60 Days, 90 Days, 120 Days, 150 Days, 180 Days]. Will generate an error if the value is not in this set. XML Field:Terms

DOCUMENT IMPORTS / EXPORTS

Document Types allowed are Job Cards, Quotes, Sales Orders and Purchase Orders. These document types can only be added into the system and cannot be edited via the imports module.

Many of these share the same information whilst some have specific details. All fields mentioned here are always populated.

Fields not available for specification in the XML file, will be correctly populated by the imports module. All document totals will be recalculated by the the imports module. If the provided totals do not reflect the same values as the system calculation, the imports module will show the user an informative message regarding this. Imports will still be allowed to continue as the system will correctly calculate the document master totals from the items provided.

DEBTORS



CHAPTER 4

DEBTORS

WHAT IS A DEBTOR?

An individual or organization to which you have supplied goods or services on credit is called a debtor. Debtors usually occur as a result of credit sales, i.e. customers purchasing on account. Debtors are classified as current assets in the ledger as the amounts owing are usually paid during the course of the current trading year.

To set up your debtors system, follow the steps as outlined on the next few pages

IMPORTANT NOTES

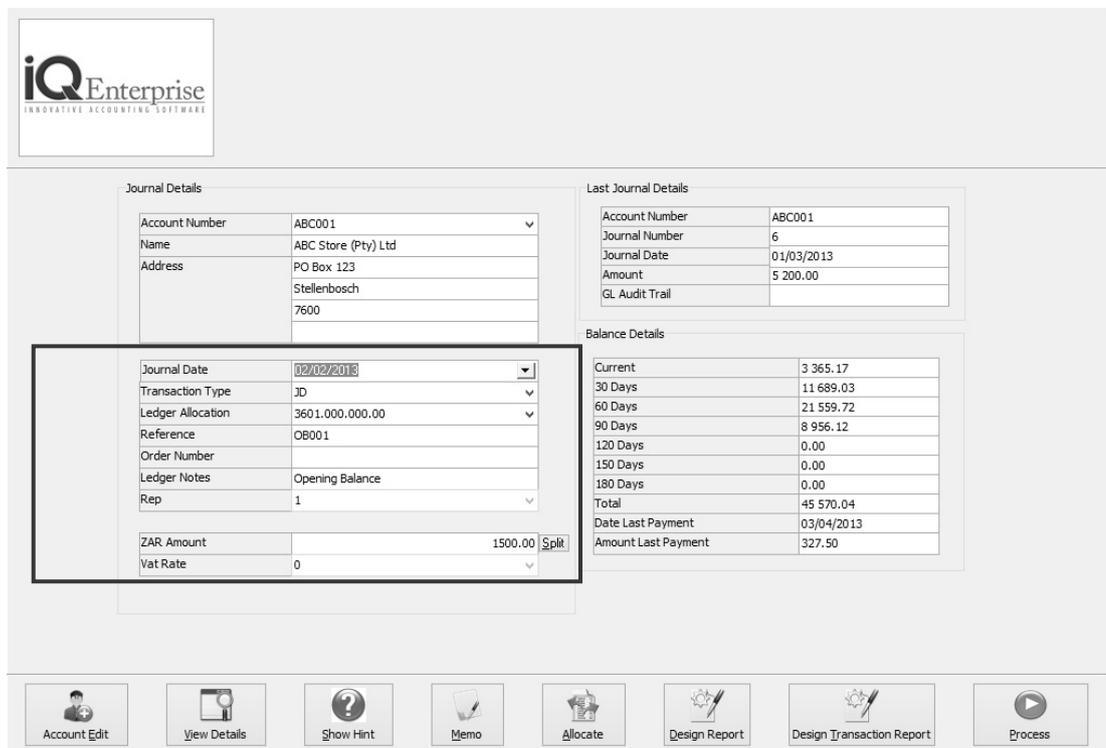
ENTERING OPENING BALANCES

NOTE: Opening balances are NOT entered under debtors Account Maintenance.

To enter the opening balances, select the debtor Single Journal option. When entering opening balances use the journal debit code (JD). The journal debit code will allow you to post a positive balance on the debtors account. Choosing the date correctly will enable you to age the transaction (e.g. allocate values to 30 days, 60 days, etc.) amount, once the entry has been accepted. Note that you may only age one amount at a time.

ORDER NUMBER

When doing Single Journals, there are no stock items involved therefore, the order number would not be used for any kind of order and therefore can be used as an additional comment or reference field.



Journal Details

Account Number	ABC001
Name	ABC Store (Pty) Ltd
Address	PO Box 123 Stellenbosch 7600
Journal Date	02/02/2018
Transaction Type	JD
Ledger Allocation	3601.000.000.00
Reference	OB001
Order Number	
Ledger Notes	Opening Balance
Rep	1
ZAR Amount	1500.00
Vat Rate	0

Last Journal Details

Account Number	ABC001
Journal Number	6
Journal Date	01/03/2013
Amount	5 200.00
GL Audit Trail	

Balance Details

Current	3 365.17
30 Days	11 689.03
60 Days	21 559.72
90 Days	8 956.12
120 Days	0.00
150 Days	0.00
180 Days	0.00
Total	45 570.04
Date Last Payment	03/04/2013
Amount Last Payment	327.50

Account Edit | View Details | Show Hint | Memo | Allocate | Design Report | Design Transaction Report | Process

EXAMPLE: If a customer had an outstanding balance of R 100.00 of which R 70.00 was in 30 days and R 30.00 in 60 days, then two journal debit transaction entries would have to be entered. The date that should be used should be the 1st of the month for the relevant age. i.e. the 30 days transaction date would be the 1st of the previous month and the 60 days transaction date will be the 1st of month for two months prior to the current month.

ACCOUNT STRUCTURE

This unique account identifier consists of up to 9 alpha-numeric characters. Duplicate account numbers will not be permitted. This number cannot be changed after it has been assigned to an account, so please take care when entering these account numbers. Only accounts with NO transactions may be deleted from the system. Once a transaction has been processed to an account, the account may not be deleted. This is due to auditing rules and principles of Generally Accepted Accounting Practice.

EXAMPLE: The account number can be "ABC001" this would mean that the account structure is alpha numeric. If the account number is "ABC" this would mean that the account structure is alpha only. If the account number were "001" this would mean that the account structure is numeric only.

The advantage with alpha-numeric account structure is the searching for debtors is made easier. Due to the account number consisting of the first few characters of the company or customer's name, there is no need to change the sequence to the company's name when locating a debtor.

NOTE: When entering the account number under debtor maintenance, there is no need for you enter the numeric part of the account. The system will automatically check to see if there are any previous instances of the same account, and if so, it will automatically add appropriate numeric value. E.g. If you have already created an account starting with "ABC", there is no need for you to enter "ABC001". Enter only the "ABC" part and press enter. The system will automatically add the "001" to the account number.

Numeric only account numbers can be used as you have full alphabetic name search facilities in the system. The benefit using numeric account structure is that the system will automatically allocate the next number to be used for the account number when creating a new debtor. However, disadvantage is the numeric account number does make searching for a debtor difficult if the account number is not known.

CREDIT CONTROL

Credit Control refers to way in which the "over terms" and "over limit" messages are handled when a debtor exceeds his limit or is over his terms. The required access level needs to be set. If the required access levels have been set, no sales over the credit limit or exceeding of the terms will be allowed. To override these limits, it would require someone with a high enough access level override the limit in order for the sale to be completed.

The override access levels are usually set to a manager or higher. By setting the necessary access levels to a manager or higher, this would mean that only one of those users that have that access level will be able to override the terms and over limit when processing sales.

NOTE: The important bit of information is the date of the transaction. If the date is not correct then the transaction will not be posted to the correct ageing period.

ENTERING NEGATIVE (CREDIT) BALANCES

Credit balances must be entered using the JC (Journal credit) transaction code.

ALLOCATING OPENING BALANCES TO THE LEDGER

Opening balances should be allocated to the debtors clearing account in the general ledger. When posting these opening balances the accounts that are affected in the ledger will be the debtors control (debit) and the debtors clearing account (credit). This should then be when the opening trial balance is entered in the general ledger, i.e. Post the debtors control total as per the trial balance to the debtors clearing account when entering the opening trial balance.

DEBTORS POSTINGS TO THE GENERAL LEDGER

When using the debtors module, all entries will be posted by default to the Debtors Control Account in the general ledger. Contra entries may be allocated to any ledger account. The most common default contra postings may be set under debtors Posting Types. You can integrate to any ledger (i.e. postings to debtors in company 001 can be allocated to the general ledger of company 002 etc.) and / or to any month in the ledger (i.e. postings from your second month of debtors may be allocated to the first month in ledger etc.).

POSTING STOCK INVOICES

Should the invoice / credit note involve stock items or service items (e.g. Labour, services rendered, etc.) or where tax invoices / credit notes are to be printed then proceed to the Customer Invoicing / Customer Credit notes, under the Stock menu.

POSTING PAYMENTS

VIA CASH BOOK POSTINGS

Debtor receipts may be posted direct from the general ledger cashbook, but each payment received must be treated as separate line entries in the cashbook. Unfortunately when doing deposits via the cashbook each line entry will be displayed in the bank reconciliation instead of the one deposit made for the day, which usually appears as one entry on your bank statement at the end of the month. Please note that receipting via the cashbook should rather be used in the case of direct deposits or debit orders made by the client, which are treated as separate deposit entries by your bank.

VIA DEBTORS RECEIPTS

When posting payments via the debtors posting option all payments are posted to a cash control account called Cash On Hand. This account, at the end of the day will hold the total deposits made for that day (assuming that deposits are made daily). Once all receipts have been put through then proceed the Cashbook Postings option under Ledger and post a deposit entry for the amount of the total amount receipted.

NOTE: When posting the general ledger cashbook, allocate all debtor deposits to the same Cash on Hand account. At the end of each deposit the Cash on Hand account balance should be zero.

That is why all receipting should preferably be done under Debtor Receipts so that all moneys received are posted to one central ledger account (Cash On Hand) which is cleared when the actual deposit is made in the Cash Book, debit, Bank, credit, Cash On Hand. These deposits made on the computer are directly related to the amount of times you deposit funds at the bank, e.g. if you make two deposits in one day then two cash book deposits must be entered for those separate deposit book amounts.

EXAMPLE: Client 'A' pays R100.00 cash & client 'B' pays R200.00 cheque. The first step is to post these receipts under Debtor Receipts. The payment code ('PM') would not be necessary. Debtors Receipts only allows for payments. These receipts amounts will automatically be posted to the cash on hand account. At this time you have written these two amounts in the deposit book and the value comes to R300.00. Now that this is done, proceed to the bank as per normal and deposit the R300.00. The bank accepts the deposit as one amount (R300.00). After doing the manual deposit, the same must be applied to the computer system. This is achieved by doing a deposit for R300.00 via the cashbook option, making the contra account the cash on hand account. Once this has been done the cash on hand, account will be cleared.

ADDING A DEBTOR

Select the Debtor Maintenance option from the debtors menu followed by the add option to add a new debtor, edit to amend, or delete to delete an existing account.

Account	Name	Telephone	Balance	Initials	Title	Contact	Address	Curr
ABC001	ABC Store (Pty) Ltd	021 456 1234	45 570.04	Z			PO Box 123	ZAR
BLA001	Black - Terms 30 Days	0218800000	29 871.86	P	Mr	Peter	PO Box 1232	ZAR
BLU001	Blue - Credit Limit R.1		2 068.15	T				ZAR
BRO001	Brown - Vat Exempt (Export)		12 853.77	J				ZAR
COD001	COD ACCOUNT		-750.00	E				ZAR
FC001	Foreign Currency - Dollar		3 022.61	O				DOL
GRE001	Green	021 854 000 000	2 706.36	T	MRs	Theresa	PO Box 1254	ZAR
GRE002	Grey - Settlement Disc (Farmer)		1 408.85	K	Mr	Ken Grey	PO Box 4710000	ZAR
TBS001	The Bargain Store - Head Office	021 888 0000	31 636.78	W		Peter	89 Protea Avenue	ZAR
TBS002	The Bargain Store - Durban		0.00	P				ZAR
TBS003	The Bargain Store - Johannesburg		0.00	F				ZAR
WHI001	White - Normal Debtor		63 882.24	A			89 Yarley Avenue	ZAR
XXX001	XXX Retailers (Multiple Details)	021 222 2222	1 435.00	Q			PO Box 141414	ZAR

CAPTURING DEBTOR DETAILS

ACCOUNT NUMBERS

This unique account identifier consists of up to 15 alpha-numeric characters. Duplicate account numbers will not be permitted. This number cannot be changed after it has been assigned to an account, so please take care when entering these account numbers. Only accounts with NO transactions may be deleted from the system. Once a transaction has been processed to an account, the account may not be deleted. This is due to auditing rules and principles of Generally Accepted Accounting Practice.

Existing account numbers cannot be altered in any way. If the account number was entered incorrectly, the account has to be deleted and recreated in order to use the correct account number.

In all instances duplicate numbers will be rejected.

NAME

Enter the company name, or the surname if the debtor is an individual.

INITIALS / TITLE

ONLY enter if the customer is an individual. This is NOT the contact persons initials and title.

If the customer is a company, initials and title should NOT be entered. Otherwise the statement print will be affected (i.e. initials and title will be printed with the company name on the customers statement).

Account Details | Multiple Contacts/Delivery Addresses | User Defined Data | Recurring Charges

Account Number	TBS001	SMS Marketing	<input checked="" type="checkbox"/> Tick for Yes	Interest Risk Profile	1
Name	The Bargain Store - Head Office	Telephone Number 1	021 888 0000	Exclude from Interest ?	<input type="checkbox"/> Tick for Yes
Trading As		Telephone Number 2		Export Status	Local
Title		Cellphone Number		Invoice Disc%	0.00
Initials	W	Fax Number		Apply as Line Discount	<input type="checkbox"/> Tick for Yes
I.D. Number		Bank Name	JJJ	Settlement Disc%	0.00
Contact	Peter	Bank Account	564654	Sell Price	Retail Price
Birthday		Bank Sub Account	5445	Default Layout	Layout 1
Company Registr No	45877995474447	Bank Branch Code	454	Payment Method	Not Selected
Debtor Group	No Group	Bank Eft Number	445	Allow Cash Sale	<input checked="" type="checkbox"/> Tick for Yes
On Hold	<input type="checkbox"/> Click for Options	Bank Account Type		Require Inv Order No	<input type="checkbox"/> Tick for Yes
Status	S	Bank Proof Of Payment	<input type="checkbox"/> Tick for Yes	Notification	ORDER NUMBER
Area	JHB	E-Mail Address	lko@igretail.co.za	Picture	
Postal Address	89 Protea Avenue Stellenbosch 7600	E-Mail Documents	<input checked="" type="checkbox"/> Tick for Yes	Right Click Here	
Delivery Address	89 Protea Avenue Stellenbosch 7600	Tax (VAT) no	4544546565465		
Delivery Route		Vat Status	Normal Vat Client		
		Currency	ZAR		
		Normal Rep	2		
		Group Account			
		Terms	30 Days		
		Credit Limit	48 000		
		Insured Credit Limit	0		

Show Hints Accept

ID NUMBER

Enter the clients ID Number.

CONTACT

Enter the name of the person that maybe contacted in the case of queries relating to this account.

BIRTHDAY

The birthday field allows one to either enter the relevant debtors birthday by selecting the drop down arrow and scrolling through the calendar months and selecting the appropriate date.

COMPANY REGISTR NO.

Enter the company's registration number. This number is obtainable from CIPRO. CIPRO is where a new company is registered.

DEBTOR GROUP

Enter the Debtors Group from the list. This is for reporting and filtering purposes. Debtors can be grouped according to your own classifications for example, Plumbers, Electricians, Builders etc.

ON HOLD

If the debtor is placed on hold, a warning will be issued when processing any debits to the account. However the processing of credits (PM, JC, DS) from the Debtor Single Journal or Debtors Batch Journal option will be possible. However one is only allowed to post "PM" transactions.

STATUS

This is a one character field that can be used to filter and classify Debtors in reports. For example, "R" can be used for Regular debtors and "O" can be used for Once off debtors.

AREA

Not to be confused with the postal code. This field is used for report analysis should you require customer reports by area.

EXAMPLE: Let's say that you would like to have sales reports for certain areas, Durban, Cape Town, etc. printed out each month. To do so you would enter the abbreviated format, e.g. DURB, CAPT, etc. Either in the area field so when printing a report you can have it printed for a certain area, or area's or, even sorted on these areas.

HINT: This field need not be used as an area entry field but may be a field that you require to group certain debtors, e.g. Wholesalers (WHOL), retailers (RETL), etc.

POSTAL ADDRESS

Use the four input fields for the postal address, where the fourth field being used for the postal code. These address fields will appear on invoices and statements as entered here.

DELIVERY ADDRESS

Use the four input fields for the delivery address, where the fourth field being used for the postal code. These address fields will appear on invoices as entered here, but may be altered at the time of invoicing.

DELIVERY ROUTE

Select the Debtor's Delivery Route from the drop-down list. Reports can then be written to show the debtors transactions within a certain delivery route for example. To enter/add delivery routes select Utilities -> Default Tables Setup -> Delivery Routes.

TELEPHONE NUMBERS

Enter relevant customer contact details for these fields. Otherwise, leave blank.

NOTE: These fields may be used to store information other than what is actually asked for.

BANK NAME

Enter the debtors bank name. This would be the bank where the debtor customer does his or her banking. (e.g. ABSA, FNB, Standard or Nedbank).

BANK ACCOUNT

Enter the debtor's bank account number. This is the account number of the debtor's account he or she has with the bank.

BANK BRANCH CODE

Enter the debtor's bank branch code.

BANK EFT NUMBER

Enter the relevant banks EFT (Electronic Fund Transfer) number.

EMAIL ADDRESS

Enter the clients e-mail address if one is available. If the e-mail address is entered the system will allow you to directly e-mail the client, various reports, invoices or orders, if available on your system.

NOTE: The format of the e-mail address should be as follows:

e.g. webmaster@iqsoftware.co.za. (lower case) The "http://www." need not be entered. The email documents option may also be enabled in order to send documents e.g.: statements, invoices etc... to the debtor using the email address entered.

EMAIL DOCUMENTS

Select this option to allow the emailing of documents (statements) to the relevant debtor automatically from the system. If this option is not enabled then the system will not be able to send any documents via email to the relevant debtor.

PREFERRED EMAIL FORMAT

Select the email format for this client. The format selected here will override the format selected in Utilities > Company Details – Email. To use the format as set in Company Details, select the "Default" email format option here.

TAX (VAT) NO

Enter the Debtors Tax/ Vat number.

VAT STATUS

Select the Vat Status from one of the following options:

Normal Vat Client – This will apply Vat as entered for all stock items.

Vat Exempt Client (Export) – This will treat the Debtor as Vat exempt and will not apply vat regardless of the items purchased.

Vat Exempt Farmer (Section 7) – Select this should the Debtor only be made Vat exempt on CERTAIN ITEMS ONLY. In other words, only if the Debtor 'ABC' purchases item 'A' then no vat must be applied.

CURRENCY

Select the Debtor's Currency. The currency selected here will be the currency in which the amounts are stored in the particular Debtor's account. The amount posted to Debtors Control will be multiplied by the conversion rate. In other words, the Debtor's account will show the amounts in the Debtor's local currency but the system will post the values in currency of the company itself.

NOTE: Once a transaction has been posted to the Debtor, the currency field cannot be changed.

NORMAL REP

Enter the Representative for the Debtor. This will be the default Rep used when processing Invoices and Credit Notes.

GROUP ACCOUNT

This will link the Debtors account to another Debtor on the system. This is for a "Head-Office and Branch" type scenario, where the Branch makes the purchase, however the Head-Office is invoiced.

All invoices and payments will be posted to the Debtors account that is selected here. A Debtor account that has a Group Account selected, simply stores information, however the account balance remains at zero as the amounts are posted to the Group Account (Head Office). Any other Branches must be linked to the same Group Account.

In other words, this will transfer the whole balance of the individual Debtors account, over to the account selected as the Group Account in the Debtors Maintenance. This will not affect the General Ledger, however the individual Debtors balance will now be zero, while the selected Group Account's balance will have been increased with the relevant amount.

NOTE: The individual debtor's terms and credit limits will still apply, not the Group Account's. If this link is created BEFORE transactions are posted to the individual Debtor, then the above steps are complete.

TERMS

The payment terms for the account are specified here. This would be for example CASH (C.O.D), 30 days, 60 days, 90 days etc. Note that accounts selected as C.O.D, will be treated as a CASH account during invoicing. Alternatively if the Debtor's account number starts with "CASH" then the system will automatically treat it as a cash account regardless of the terms that are set.

LC (Letter of Credit) – This is used when the Debtor provides a Letter of Credit from a financial institution as a guarantee of payment. The goods can then be sent and payment is made afterwards. This is often used for overseas Debtors.

CAD (Cash After Delivery) - This is used when payment is to be made when the goods are delivered. The invoice is sent with the goods and the payment is made to the delivery person and is only entered in the system once the delivery person returns.

CREDIT LIMIT

This controls the maximum amount of credit to which the debtor is entitled. This limit can only be exceeded during processing if the user has sufficient rights, or by entering a supervisor override password. If the limit is greater than zero (0) the account will be checked during transaction processing and invoicing, and most reports may be printed with terms or credit limit as a selection criteria, checking if any client has exceeded their limit or terms.

NOTE: For foreign currency debtors, the limit is entered in the currency of the debtor and not local currency.

INSURED CREDIT LIMIT

This field indicates a limit that the customer/debtor is insured for. This information can be gathered from financial institutions (e.g. Banks, Financial Companies etc...). This is also a memo field which may be used in user defined reports.

INTEREST RISK PROFILE

Select the Interest Risk Profile for the Debtor. This interest will be combined with the Default interest rate in Company Details to give the total interest to be charged to the particular Debtor. For example, if the default prime interest rate is 10% and this Debtor is selected as a low risk Debtor with an Interest Risk Profile of -2% then the total interest charged to his account will be 8%.

EXCLUDE FROM INTEREST

Select this to exclude the relevant Debtor from interest charging.

EXPORT STATUS

The export status refers to the debtor customer being either a local client or an export client. This field is just a reference field for information purposes only. This field is only used for reporting purposes.

INVOICE DISC %

This is the percentage discount the debtor will get on all invoices. This will automatically be given on the invoice when invoicing to this debtor.

SETTLEMENT DISC %

This is the discount percentage that will be given to the client if the outstanding balance is settled within the specified terms. The settlement discount percentage can be seen when the payment is processed via the cashbook posting option and selecting the discount option.

iQ Cashbook Postings - Debtors Allocation Version 6.0.1.4

Account Details	
Account	BLA001
Name	BLACK - TERMS 30 DAYS
Address 1	PO BOX 1232
Address 2	STELLENBOSCH
Settlement Discount %	2.50
Outstanding Balance	89511.29
Deposit Amount	850.00
Discount Information	
Additional Discount Amount	850
VAT Rate	1
Balance Information	
New Balance	87811.29

 Accept

NOTE: This amount will not be discounted automatically, but will have to be manually processed to each account.

SELL PRICE

Select which of the following selling prices is to be applied to the debtor: 'Retail', 'Wholesale', 'Alternative Price 1, 2, 3, 4, 5, 6, 7, 8' as set up for each stock item in Stock > Maintenance or Stock > Price Maintenance. "Cost Price" is the ACTUAL cost of the item as per the GRV on which it was entered. "Own Pricelist" can be used to select a custom pricelist for the relevant Debtor. This means that each and every Debtor can have its own unique pricelist. Once this is selected then the option 'Own Price List' will appear.

IQ Stock Amendments Demo - Head Office Version 6.0.2.0

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

Setup of Stock Selling Prices

Prices Type	Exclusive	Inclusive	Markup %	G.P. %
Retail Price	14.0263	15.99	133.77	57.22
Wholesale Price	13.9298	15.88	132.16	56.93
Alternative Price 1	13.8333	15.77	130.56	56.63
Alternative Price 2	13.7368	15.66	128.95	56.32
Alternative Price 3	13.6404	15.55	127.34	56.01
Alternative Price 4	13.5439	15.44	125.73	55.70
Alternative Price 5	13.3509	15.22	122.51	55.06
Alternative Price 6	13.2544	15.11	120.91	54.73
Alternative Price 7	13.1579	15.00	119.30	54.40
Alternative Price 8	13.0526	14.88	117.54	54.03

Show Hints Accept

OWN PRICE LIST

Select the price list to be applied to the Debtor. To set up the various Own Price Lists go to Stock > Utilities > Foreign Currency Pricelists.

NOTE: This option will only be available if "Own Pricelist" is selected as the Debtor's Sell Price.

INVOICE LAYOUT

Select the Invoice Layout to be used for the relevant Debtor. There are 6 different layouts in IQ. Each layout has its own design. In this way different Debtors can be given different Invoices, depending on what information needs to be displayed and printed.

PAYMENT METHOD

Select the payment method as Not Selected, EFT (Electronic Fund Transfer) or Cheque. This is simply a reference field.

ALLOW CASH SALE

This option allows one to specify per debtor customer if they are allowed a cash sale. In other words when doing invoicing the system will allow the option to be selected and this will then generate the invoice as a normal cash sale. The invoice and payment transactions will be created automatically.

REQUIRE INV ORDER NO

This option allows one to specify per debtor client if an invoice order number is required before processing the invoice. In other words if the client does not have an order number then the system cannot process the invoice.

PICTURE

The picture option allows one to add a picture of the relevant debtor. This is handy if one needs to see what the client/customer looks like. If a picture of the client is not required, one can utilize the picture option for something else.

SELECTION OPTIONS**SUPERVISOR LOGON**

Select Supervisor Logon option in order to make changes to the debtors credit limit. In order to make changes, a supervisor access level is required.

SHOW HINTS

Select Show Hints to show hints on the various fields.

MULTIPLE DELIVERY ADDRESSES

Each Debtor can have multiple delivery addresses stored. While doing Invoicing or Sales Orders, any one of these delivery addresses may be selected by selecting the drop-down arrow next to the address and selecting the "Select Additional" option. A list of the different delivery addresses will be displayed.

AUTO	ACCOUNT	DBRANCH	NAME	CONTACT	ADDRESS1	ADDRESS2	ADDRESS3	ADDRESS4	NUMBER	CELLPHONE	FAX	EMAIL
1	BLA001	124	Black	John	159 Short Street	Stellenbosch	7600		021 854478			accounts@tbs.co.za
4	BLA001	123	The Bargain Stc James		78 May Street	Stellenbosch	7600		084000000			info@tbs.co.za

AUTO

The auto field is a number automatically assigned to every new multiple delivery address created. This number will automatically increment every time.

ACCOUNT

The account field displays the main debtors account number.

DBRANCH

The "dbranch" field displays the branch codes of the other branches that belongs to the relevant debtor.

NAME

Enter the name of the person that maybe contacted in the case of queries relating to this account.

ADDRESS 1, 2, 3 AND 4

Use the four input fields for the delivery address, where the fourth field being used for the postal code. These address fields will appear on invoices as entered here, but may be altered at the time of invoicing.

NUMBER

Enter the relevant contact person's telephone number for the particular branch. Otherwise, leave blank.

NOTE: These fields may be used to store information other than what is actually asked for.

CELLPHONE

Enter the relevant contact person's cell phone number for the particular branch. Otherwise, leave blank.

FAX

Enter the relevant contact person's fax number for the particular branch. Otherwise, leave blank.

EMAIL

Enter relevant contact person's email address for the particular branch. Otherwise, leave blank.

iQ Debtor Delivery Addresses Version 6.0.2.0

iQ Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

Enter Branch Number	123
Enter Company Name	The Bargain Store
Contact Name	James
Enter Contact Number	0840000000
Enter Address 1	78 May Street
Enter Address 2	Stellenbosch
Enter Address 3	7600
Enter Address 4	
Cellphone	
Fax Number	
Email Address	info@tbs.co.za
Use Email Address For	<input checked="" type="checkbox"/> Select Modules

ESC Cancel F10 Accept

SELECTION OPTIONS**ESC CANCEL**

The esc cancel option allows one to discard any changes made.

F10 ACCEPT

The F10 Accept option allows one to save any changes made.

ADD

Select ADD to make changes to an existing delivery address.

EDIT

Select EDIT to make changes to an existing delivery address.

DELETE

Select DELETE to delete a delivery address.

AMENDING DEBTOR DETAILS

To edit a debtor the following procedures should be followed; select the Maintenance option from the debtors menu. Select the appropriate client from the list being displayed followed by the edit button being selected.

Most of the customers details may be altered but certain fields cannot be accessed or changed. A customer account number CANNOT be changed.

DELETING A DEBTOR

Debtor accounts cannot be deleted once transactions have been processed on the account. The delete option only allows to delete the debtor if it was captured incorrectly.

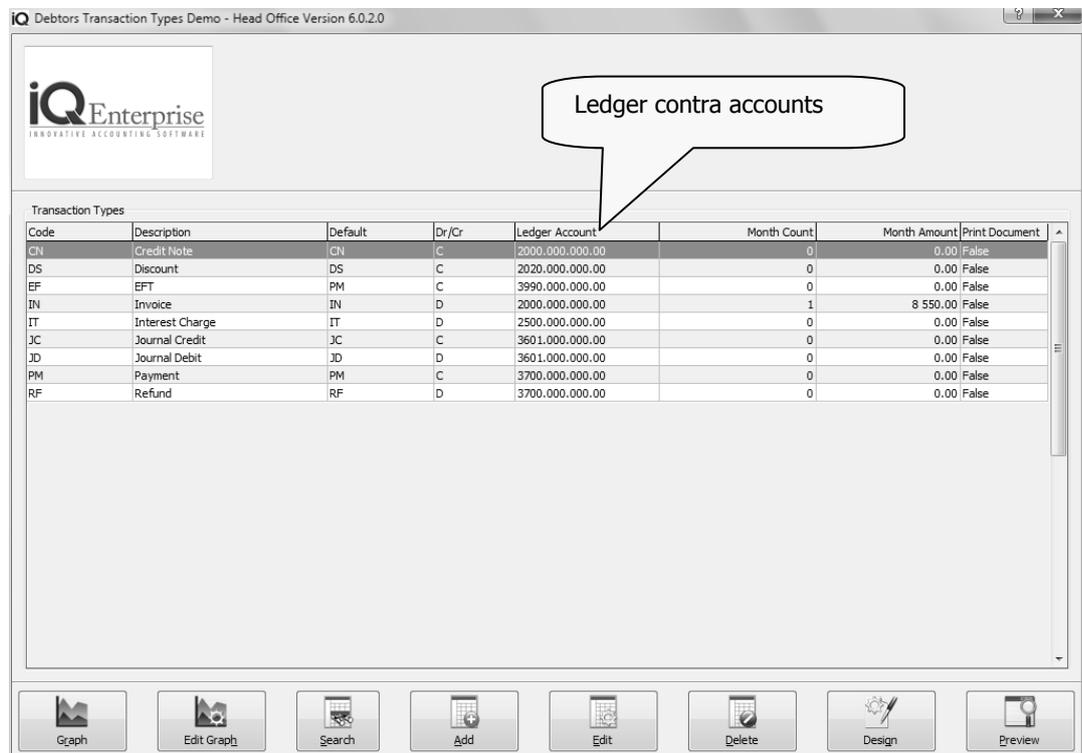
When deleting the account the system will ask for confirmation before deleting the account. If you are sure that the debtor must be removed select the YES option.

NOTE: The postings (invoice, payments, journal credits) that have been posted to the various ledger accounts and stock items will not be removed from the system or affect any balances whatsoever.

TRANSACTION PROCESSING**WHAT HAPPENS TO A TRANSACTION?**

Transactions processed under this option are real-time i.e. instantly updated, and not in batch form. However on each occasion that you perform postings a separate transaction audit trail is created for each 'batch' of postings entered, i.e. all postings processed while in the Postings option will be grouped under one audit trail number. While the transactions are updated after each entry a single audit trail number will be allocated for all postings done during a single 'sitting'.

iq Debtors Transaction Types Demo - Head Office Version 6.0.2.0



Transaction Types

Code	Description	Default	Dr/Cr	Ledger Account	Month Count	Month Amount	Print Document
CN	Credit Note	CN	C	2000.000.000.00	0	0.00	False
DS	Discount	DS	C	2020.000.000.00	0	0.00	False
EF	EFT	PM	C	3990.000.000.00	0	0.00	False
IN	Invoice	IN	D	2000.000.000.00	1	8 550.00	False
IT	Interest Charge	IT	D	2500.000.000.00	0	0.00	False
JC	Journal Credit	JC	C	3601.000.000.00	0	0.00	False
JD	Journal Debit	JD	D	3601.000.000.00	0	0.00	False
PM	Payment	PM	C	3700.000.000.00	0	0.00	False
RF	Refund	RF	D	3700.000.000.00	0	0.00	False

Graph Edit Graph Search Add Edit Delete Design Preview

Any transaction done under single journals will always automatically be posted to the general ledger that the debtors system integrates to (see Set Debtors Defaults). The ledger accounts that will be involved will always be the Debtors Control account and the contra account will be that of the posting type being used at the time of the posting.

Should the posting type be a credit (e.g. JC, PM, DS, etc.) the debtors control will be credited and the ledger account linked to the posting type will be debited and vice versa.

POSTINGS THAT INVOLVE STOCK ITEMS

Invoice / credit note documents being printed on pre-printed stationery or transactions where stock items are involved, must be processed from within the Stock module and not in debtors.

ADDING OR AMENDING ACCOUNT WHILE POSTING

By using the Amendment button you will be able to enter / amend an account without leaving the transaction posting program.

TRANSACTION DATES

The dates of the individual transactions will determine to which date they are posted to in the ledger.

CORRECTING A TYPING ERROR

To correct an error while entering a transaction click the left mouse button on the appropriate field or use Shift & Tab to go back one field at a time. Once the transaction has been accepted you cannot go back and alter the transaction information in this manner.

NOTE: If the incorrect information is entered, except the amount, it can be corrected by selecting the edit button under the Debtors Enquiries option.

POSTING A TRANSACTION

Select the Transactions - Single Journal option from the debtors menu.

SELECTING THE CUSTOMER

To locate the appropriate client, one can either type in the account number or hold the "Alt key and press the down arrow on the keyboard or click on the drop down arrow. Once the account search screen appears, one can search by account or name in order to find the correct account number.

NOTE: To figure out in which sequence the debtors are shown look at the first column. If the first column reflects the account number the sequence is in account number sequence. However, if the Name is the first column the order of the debtor accounts are then according to name of the debtor.

If the client is new select the Account Maintenance button to add, alter or delete accounts directly without having to terminate transaction processing.

Search Selection - [F7] To Switch

Search By - double click to change

Filter Records

Go To Record

Account	Name	Telephone	Balance	Initials	Title	Contact
BLA001	Black - Terms 30 Days	0218800000	102 078.79	P	Mr	Peter
BLU001	Blue - Credit Limit R1		20 448.15			
BRO001	Brown - Vat Exempt (Export)		11 458.19			
COD001	COD ACCOUNT		0.00			
FC001	Foreign Currency - Dollar		2 963.34			
GRE001	Green - On Hold	021 854 000 000	693.00	T	MRs	Theresa
GRE002	Grey - Settlement Disc (Farmer)		137.25	K	Mr	Ken Grey
TBS001	The Bargain Store - Head Office	021 888 0000	19 016.76			Peter
TBS002	The Bargain Store - Durban		0.00			
TBS003	The Bargain Store - Johannesburg		0.00			
WHI001	White		127 132.24			
XXX001	XXX Retailers (Multiple Details)	021 222 2222	0.00			

Cancel

Select Visible Fields

Accept

When the client has been found select the Accept option.

The customer's last transaction detail will appear on the right hand side of the posting screen. This is for information purposes only and cannot be accessed or altered.

ENTERING THE TRANSACTION

JOURNAL DATE

Enter the transaction date in the format DD/MM/YYYY. This date determines the ageing month and the general ledger month into which the transaction is posted. For aging purposes debits are current and credits have a separate ageing function.

REFERENCE

Enter the reference number for this transaction (e.g. a cheque number, invoice number, etc.). The reference field may NOT be blank. The same reference field can be used, the system will prompt with a pin override option if the reference number must be used.

ORDER NUMBER

Enter the order number (alphanumeric) associated with this transaction or another referencing entry, otherwise leave blank.

POSTING TYPE CODE

In order for the transaction to be completed one must select or enter the appropriate posting type (IN, JC, JD, PM, etc.) code from the list provided (use the ALT & Down arrow, or the mouse to access the available posting types). These codes can be amended, deleted and new ones added under Transaction Types on the debtors menu. On accepting the code, the ledger account, VAT rate and representative for which this code has been setup to default to, will be displayed.

AMOUNT (INCLUDE VAT)

Enter the total transaction amount, including VAT. This amount will be posted to debtor account as well as the debtors control account in the ledger.

NOTE: Negative values are not allowed and are not a means to correct a previous transaction entry. The appropriate posting code must be used for this.

SPLIT

The split option allows one to split the amount into different ledger accounts.

EXAMPLE: A customer pays a R1000.00 rand payment by utilising the split option one is able to split that R1000.00 into various ledger accounts like R500.00 can be posted to the bank account (3990.000.000.00) and the other R500.00 can be posted to the Cash On Hand account (3700.000.000.00).

VAT RATE

If the posting type selected has been setup to prompt for a VAT rate, a VAT rate may be entered or left as is. Select the search option for this field to search for the correct VAT rate in the VAT rate table.

NOTE: Do not enter a VAT rate of 0, unless this is for a payment. To have a transaction displayed on the VAT report, even if the VAT amount is zero, always enter a VAT rate (1 - 6).

VAT AMOUNT

The VAT Amount is based on the selected VAT rate indicator. The value is calculated and cannot be altered. This amount will be the amount that will be posted the VAT Output account in the ledger. For Creditor postings it will be the VAT Input account.

SALES REP

The representative number entered against this debtor will automatically be displayed. Enter a new rep number or search for the appropriate rep. If the selected posting type has setup so that reps should not be entered (e.g. payments, journal credits ,etc.) this input field will not be available for input.

LEDGER ACCOUNT

If the ledger account that appears is incorrect select the search facility to choose the correct account, otherwise leave as is to accept the default account.

NOTE: Any posting done through debtors will always go to the debtors control account and the contra ledger account will be the account number linked to posting type, specified under transaction types. Creditors control account will be used when posting via creditor postings.

COMPLETING THE TRANSACTION

After entering the ledger allocation account number, select the accept option to process the entry or press Escape (ESC) to cancel. On accepting, this transaction line will immediately be posted to the debtor and general ledger.

INFORMATION UPDATED

On the main transaction screen, the total amount due by the customer will be updated by the transaction entered and totals outstanding and other relevant information fields adjusted, e.g. over terms, credit limit, balance of unallocated credits etc.

NOTE: a red balance on the debtors account will indicate any credits left unallocated for the debtor.

ALLOCATIONS / CREDIT POSTINGS

If the entry was a credit entry the system will proceed to allocations screen. After allocating credits select the accept button. If no credits were allocated to any outstanding entries and the cancel or accept option was selected then that amount left unallocated will stay there until allocated to a particular entry or entries, which may be done at any time.

At this point there will be no further opportunity to accept the final transaction and the cursor will proceed directly to the next line entry. If finished processing transactions to this debtor select the cancel option and the cursor will return to the debtors search screen.

When posting a credit to debtor, the program will request you to allocate the payment to either the oldest invoice(s) (automatically) or manually to a displayed list of unpaid debts. All the debits for that customer will be displayed with original amounts, the balance outstanding, and outstanding transaction will be displayed in yellow.

If a transaction is paid up, it will be indicated in a white colour.

If not at all paid, it will be indicated in a yellow colour.

If partially paid, it will be indicated in a blue colour.

The full amount of the credit does not have to be allocated. The value of any credits left unallocated will be highlighted beneath the terms on the middle right of the main debtors allocation screen next to the word "unallocated".

iq Allocations Version 6.0.2.0

Account Particulars

Account Number: TBS001
Name: The Bargain Store - Head Office
Currency: ZAR

Current: 0.00
30 Days: 0.00
60 Days: 1 500.00
90 Days: 5 221.55
120 Days: 4 424.50
150 Days: 3 719.37
180 Days: 19 774.35
Unallocated: -15 623.01
Total: 19 016.76

Invoices and Other Debits

DATE	REFERENCE	AMOUNT	AMOUNT_DUE
01/11/2010	010	4 800.00	0.00
01/11/2010	011	2 690.00	0.00
10/01/2011	INV4	500.00	0.00
10/01/2011	INV5	750.00	0.00
25/01/2011	Interest	124.83	0.00
01/02/2011	INV22	2 500.00	0.00
07/02/2011	INV24	160.00	0.00
07/02/2011	INV27	194.00	0.00
09/02/2011	INV32	1 026.00	0.00
24/06/2011	INV42	114.00	0.00
11/10/2011	INV59	6 270.00	0.00
19/12/2011	INV52	2 671.00	0.00
21/12/2011	Interest Charged: Dec 2011	212.23	0.00
21/12/2011	INV63	57 500.00	4 307.06

Payments and Other Credits

Date	Reference	Amount	Available	Sub Acc
21/02/2012	Receipt 25	1 000.00	0.00	
19/03/2012	Receipt 26	1 500.00	0.00	
21/03/2012	IB PAYMENT	1 450.00	0.00	
23/03/2012	IB PAYMENT	2 500.00	0.00	TBS003
23/04/2012	0154	1 580.00	0.00	
27/06/2012	Receipt 36	625.00	0.00	
27/06/2012	Receipt 37	625.00	0.00	TBS002
27/06/2012	Receipt 38	625.00	0.00	TBS003
18/07/2012	Receipt 47	325.00	0.00	
18/07/2012	Receipt 48	325.00	0.00	TBS002
18/07/2012	Receipt 49	325.00	0.00	TBS003
05/09/2012	Receipt 56	625.00	0.00	
05/09/2012	Receipt 57	625.00	0.00	TBS002
05/09/2012	Receipt 58	625.00	0.00	TBS003
06/11/2012	JNL: 412-2	15 623.01	15 623.01	

Debit Actions
Reverse Payment
Toggle Status
Show Matched Payments

Search Actions
Search Debits
Search Credits
Visible Fields

Combined Actions
Pay Matched Entries
Remove Completed Entries
Recall an Entry

Credit Actions
Oldest Balances Selected item
Allocate All to Oldest Balances
Reverse All Payments
Allocate Up to Selected
Reverse Selected Credit
Show Paid Items

ALLOCATING / UNALLOCATING CREDITS

To allocate or re-allocated existing credits, activate the allocate button .A screen with all existing credits will appear. Under normal circumstances when posting any debit posting type to a creditors account the system will automatically ask whether that debit amount currently being posted should automatically be allocated to the outstanding credit transactions or if the operator wishes to allocate to the debit amount manually to each of the outstanding credit transactions.

HOW TO ALLOCATE

Move the highlight bar to the debit being paid. If the amount of the available credit ("To allocate" amount) is Greater than the debit ("due") being paid, press, Enter or click with the left mouse button, and the highlighted debit will be paid up (due amount will become zero) and will reflect a 'tick' in the right hand column.

If a debit (Invoice, JD, etc.) is already paid up, you can use the same keys to un-allocate i.e. if an entry was paid up, the entry will now be unpaid, and the amount of the credit released will become available for reallocation.

NOTE: The enter key or the right mouse button will only work when the amount to allocate is greater or is equal to the outstanding debit amount. If the amount to allocate is less, then select the part allocate option.

PART ALLOCATE (PART PAYMENTS)

If insufficient credit is available to allocate to any of the outstanding transactions use the part payment option to partially pay the outstanding amount. You may apply the full credit as part payment or enter only that portion of the credit being applied as part payment of the invoice.

EXAMPLE: If the "To allocate" field had an amount of R100.00 and two entries were still outstanding for R70.00 and R100.00. Use the available credit and allocate (use the Enter key to allocate) the full amount to the R70.00. The "To allocate" field will be reduced by that amount leaving R30.00 over. Allocate the next outstanding entry, the R100.00 with the R30.00 that is left over, using the part allocate option.

ALLOCATING TO OLDEST BALANCES

To automatically allocate all available credits to the oldest debits, select the Oldest Balance button.

OVERPAYING

The system will prohibit you from allocating credits in excess of the outstanding unpaid debit balance.

UN-ALLOCATING

To automatically reverse the allocated amount use the Enter key or the left mouse button to unallocated the previous allocation made.

RE-ALLOCATING CREDITS

To re-allocate existing credits after transactions have been posted and allocated, follow the procedures as described below. This can be done at any time. To do this proceed to the allocations menu option under debtors.

DATE	REFERENCE	AMOUNT	AMOUNT_DUE
01/11/2010	010	4 800.00	0.00
01/11/2010	011	2 690.00	0.00
10/01/2011	INV4	500.00	0.00
10/01/2011	INV5	750.00	0.00
25/01/2011	Interest	124.83	0.00
01/02/2011	INV22	2 500.00	0.00
07/02/2011	INV24	160.00	0.00
07/02/2011	INV27	194.00	0.00
09/02/2011	INV32	1 026.00	0.00
24/06/2011	INV42	114.00	0.00
11/10/2011	INV59	6 270.00	0.00
19/12/2011	INV52	2 671.00	0.00
21/12/2011	Interest Charged: Dec 2011	212.23	0.00
21/12/2011	INV63	57 500.00	4 307.06

Date	Reference	Amount	Available	Sub Acc
21/02/2012	Receipt 25	1 000.00	0.00	
19/03/2012	Receipt 26	1 500.00	0.00	
21/03/2012	IB PAYMENT	1 450.00	0.00	
23/03/2012	IB PAYMENT	2 500.00	0.00	TBS003
23/04/2012	0154	1 580.00	0.00	
27/06/2012	Receipt 36	625.00	0.00	
27/06/2012	Receipt 37	625.00	0.00	TBS002
27/06/2012	Receipt 38	625.00	0.00	TBS003
18/07/2012	Receipt 47	325.00	0.00	
18/07/2012	Receipt 48	325.00	0.00	TBS002
18/07/2012	Receipt 49	325.00	0.00	TBS003
05/09/2012	Receipt 56	625.00	0.00	
05/09/2012	Receipt 57	625.00	0.00	TBS002
05/09/2012	Receipt 58	625.00	0.00	TBS003
06/11/2012	JNL: 412-2	15 623.01	15 623.01	

DEBIT ACTIONS**REVERSE PAYMENT**

The reverse payment option allows one to reverse a payment entry that was allocated incorrectly.

TOGGLE STATUS

Sometimes, when a specific debit is under query, you can toggle the status by clicking on this button or by right clicking on the debit. This debit will now NOT be allocated, if "payment to oldest balances" is selected.

SHOW MATCHED PAYMENTS

This will show all the payments that were allocated to the selected Debit entry (Invoice).

SEARCH ACTIONS**SEARCH DEBITS**

The Search Debits option allows one to search for debit type transactions within the allocation screen.

SEARCH CREDITS

The Search Credits option allows one to search for credit type transactions within the allocation screen.

COMBINED ACTIONS**PAY MATCHED ENTRIES**

Select a debit on the left and a credit on the right. The credit will be allocated to the debit.

REMOVE COMPLETED ENTRIES

This function will remove all allocated entries (both debits and credits) from your allocation screen. These are not physically removed from the system, but merely made invisible during allocations.

RECALL AN ENTRY

This option will allow one to recall a previously completed entry that was removed as explained above.

CREDIT ACTIONS**OLDEST BALANCES SELECTED ITEM**

The credit selected on the right of your screen, will be allocated in full to outstanding debit entries from oldest balances onward, until no amount is left to allocate.

REVERSE ALL PAYMENTS

All allocations will be reversed. Make sure that this is the correct option especially if a lot of allocations have been done because this will reverse all payments and the allocations has to be done from scratch.

REVERSE SELECTED CREDIT

All credit allocated to the selected debit will be reversed.

ALLOCATE ALL TO OLDEST BALANCE

Selecting this option will allocate all credits to all debits, from oldest balances forward.

ALLOCATE UP TO SELECTED

All credits up to the selected debit entry will be allocated to debit entries, starting at oldest balances.

SHOW PAID ITEMS

This will show all invoices and debit entries that the selected payment was allocated to.

STATEMENTS

Statements should be printed at the end of each month, usually the 25th. They must be printed before performing the month-end clear. As the system runs real-time and not in batch mode, statements must be printed before beginning the following days postings. Statements may be printed / reprinted as often as required during the course of the month.

Account	Name	Telephone	Balance	Initials	Title	Contact	Address	Curr
ABC001	ABC Store (Pty) Ltd	021 456 1234	47 070.04	Z			PO Box 123	ZAR
BLA001	Black - Terms 30 Days	0218800000	29 871.86	P	Mr	Peter	PO Box 1232	ZAR
BLU001	Blue - Credit Limit R.1		2 068.15	T				ZAR
BRO001	Brown - Vat Exempt (Export)		12 853.77	J				ZAR
COD001	COD ACCOUNT		-1 500.00	E				ZAR
FC001	Foreign Currency - Dollar		3 022.61	O				DOL
GRE001	Green	021 854 000 000	2 706.36	T	MRs	Theresa	PO Box 1254	ZAR
GRE002	Grey - Settlement Disc (Farmer)		1 408.85	K	Mr	Ken Grey	PO Box 4710000	ZAR
TBS001	The Bargain Store - Head Office	021 888 0000	31 636.78	W		Peter	89 Protea Avenue	ZAR
WHI001	White - Normal Debtor		63 882.24	A			89 Yarley Avenue	ZAR
XXX001	XXX Retailers (Multiple Details)	021 222 2222	1 435.00	Q			PO Box 141414	ZAR

STATEMENT MESSAGES

If you wish to print standard and / or overdue messages on the statements, select the messages option and enter the messages.

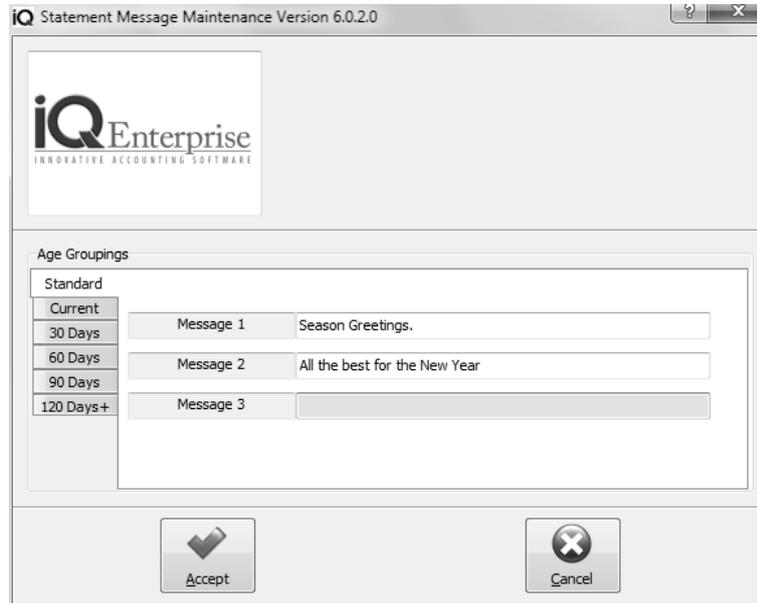
OVERDUE MESSAGES

For age groups 30, 60, 90 and 120+ days, these messages are linked with the age of each customer and therefore the appropriate message will appear on statement for relevant age for that customer. Message 120 days+ will be printed on the 150 / 180-day accounts.

To accept each page of messages select the OK button. At any point during entry of messages you may exit by pressing escape. Escaping will not save any changes made.

STANDARD MESSAGES

Standard messages work on the same basis as that of the overdue messages, except that the accounts overdue age (i.e. 30, 60 days, etc.) has no bearing on this message.



The standard message will be printed on all statements below the final totals at the bottom of the statement regardless of age.

A typical case when standard messages would be used is when promoting a sale or displaying a "season's greetings" message.

SELECTION CRITERIA & FILTERING

STATEMENT DATE

Enter the date, which must be printed on the statements, otherwise leave as is.

PRINT WHAT?

Select the open item option if only all outstanding transactions on file on the statements to be produced. Select the selected month only option to reflect only the transactions that were processed for that month.



Statement Date

Date: 24/04/2013

Sequence: Link Account; Date

Hide Zero Totals:

Auto Allocate Unpaid Entries:

Print What

Open Item

Select Month Only

Use which Layout

Standard

EMail

Layout 3

Layout 4

Layout 5

Layout6

Available Filters

Clear Filter

>r10000 = ZAR

Account old than 30 days

Accounts for TBS

Age > 30days

Area = JHB and Status = S

Interest

Account	Name	Telephone	Balance	Initials	Title	Contact	Address	Curr
▶ ABC001	ABC Store (Pty) Ltd	021 456 1234	47 070.04	Z			PO Box 123	ZAR
BLA001	Black - Terms 30 Days	0218800000	29 871.86	P	Mr	Peter	PO Box 1232	ZAR
BLU001	Blue - Credit Limit R1		2 068.15	T				ZAR
BRO001	Brown - Vat Exempt (Export)		12 853.77	J				ZAR
COD001	COD ACCOUNT		-1 500.00	E				ZAR
FC001	Foreign Currency - Dollar		3 022.61	O				DOL
GRE001	Green	021 854 000 000	2 706.36	T	MRs	Theresa	PO Box 1254	ZAR
GRE002	Grey - Settlement Disc (Farmer)		1 408.85	K	Mr	Ken Grey	PO Box 4710000	ZAR
TBS001	The Bargain Store - Head Office	021 888 0000	31 636.78	W		Peter	89 Protea Avenue	ZAR
WHI001	White - Normal Debtor		63 882.24	A			89 Yarley Avenue	ZAR
XXX001	XXX Retailers (Multiple Details)	021 222 2222	1 435.00	Q			PO Box 141414	ZAR

STATEMENT PRINTING SEQUENCE

By default statements will be printed in account number sequence but may be altered to print in customer name order this can be done by selecting the sequence option.

HIDE ZERO BALANCES

By using the correct filter, clients with zero balances can be filtered out. This enables clients with balances only will be printed. Zero balance accounts are defined as accounts whose present balance is zero irrespective of whether there are current transactions or not.

FILTERING EXPLAINED

Should the report type be printed for certain clients and certain conditions (e.g. accounts that are over their limit or terms or for a certain status code or area) select the filter button to enter such criteria. If previous filters have already been setup and save then use the available filters to access the saved filters for this report.

FILTERING EXAMPLE

For this example statements are to be printed for all debtors, excluding zero and credit balance accounts and that live the JHB area.

1. Select the Filter button. The filter screen will appear next. Select the "press the button to add a new condition" option. Locate the Area field and select it. Then select the "equal" option next to the Area.

2. Now click the white area next to the "equal" option and enter JHB (to extract all debtors that live in the Johannesburg area). Do not press Enter or click the Apply button.

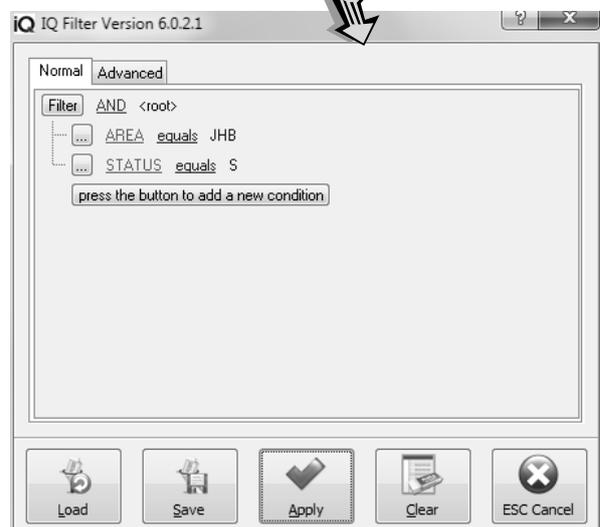
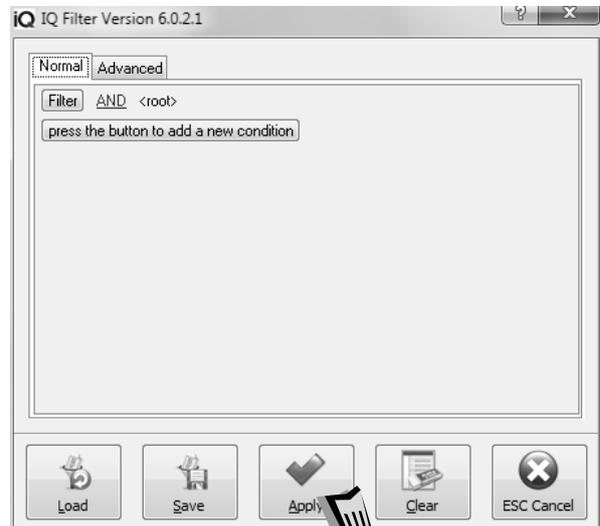
3. Select the "press the button to add a new condition" option. Locate the Status field and select it. Then select the "equals" option next to the Status.

4. Now click the white area next to the "equal" option and enter S.

5. At this point we can select the Apply Filter button to have the filter applied.

6. The statement screen will now reflect the result of the filter that has been applied and should reflect a few debtor accounts. If not, select the Clear Filter button and repeat the previous steps to setup the filter again.

7. A new method of filtering allows one to have it done step by step. The other way of filtering is to do it a manual way. In order to do a manual filter, select the "Advanced" tab next to the "Normal" tab and proceed by entering the necessary values. Once finished the apply option may be selected.



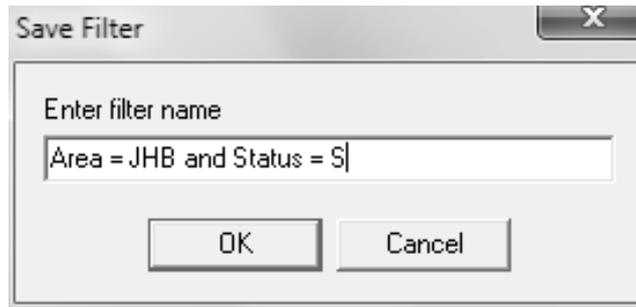
NOTE: Utilizing the new method requires that the necessary field names in the database are known and that the understanding of logical and relational expressions are required.

The image shows two screenshots of software interfaces. The top screenshot is the 'IQ Filter Version 6.0.2.1' dialog box. It has a 'Normal' tab selected and a text area containing the filter expression: '(AREA = 'JHB') AND (STATUS = 'S')'. Below the text area are buttons for 'Load', 'Save', 'Apply', 'Clear', and 'ESC Cancel'.

The bottom screenshot is the 'IQ Debtors Statements Version 6.0.2.1' main window. It features a top navigation bar with the 'iQ Enterprise' logo and various settings. Below this is a table of debtor accounts with columns for Account, Name, Telephone, Balance, Initials, Title, Contact, Address, and Curr. The table contains five rows of data.

Account	Name	Telephone	Balance	Initials	Title	Contact	Address	Curr
ABC001	ABC Store (Pty) Ltd	021 456 1234	0.00				PO Box 123	ZAR
BLA001	Black - Terms 30 Days	0218800000	103 603.79 P	Mr	Peter		PO Box 1232	ZAR
BLU001	Blue - Credit Limit R 1		20 818.15					ZAR
TBS001	The Bargain Store - Head Office	021 888 0000	26 141.76			Peter	89 Protea Avenue	ZAR
WHI001	White - Normal Debtor		127 132.24				89 Yarley Avenue	ZAR

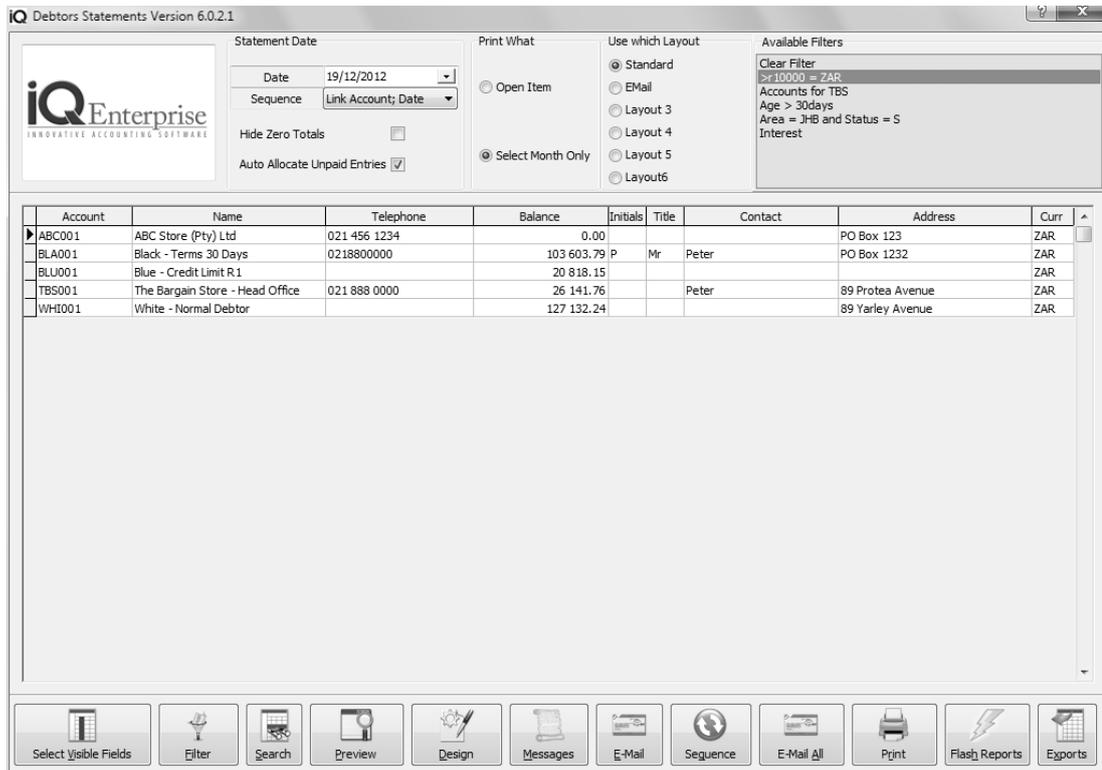
NOTE: Should you have accidentally selected the OK button or pressed Enter, at any point during the filter setup select the Filter button again to have the filter screen displayed again.



The previous captured information will still be available allowing you to continue where you left-off. However, if you escaped out of the statement screen this information would have been lost. It is therefore important for any filters that have been setup and are required to be used repeatedly, need to be saved after the filter has been applied or completed.

Now that filter has been completed select the Save Filter button so that the filter can saved and re-used again. Saved filters can be used again by locating them in the Available Filters box. This can be found on the top right hand side of the screen. There is an unlimited amount of filters that can be configured and saved.

To cancel a filter, select the Clear Filter button at any time.



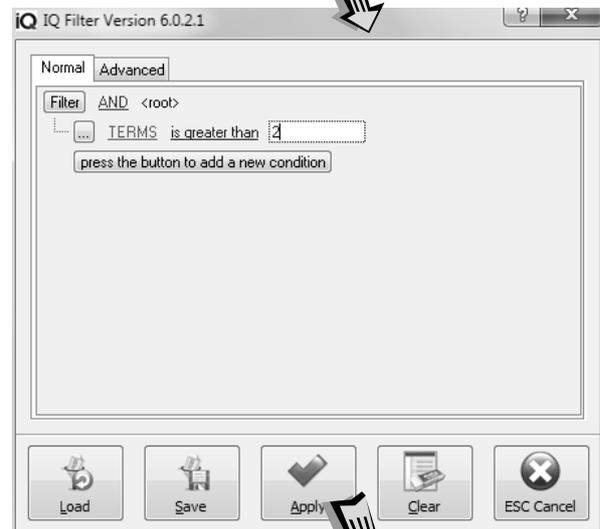
FILTERING EXPLAINED

Should the report type be printed for certain clients and certain conditions (e.g. accounts that are over their limit or terms or for a certain status code or area) select the filter button to enter such criteria. If previous filters have already been setup and save then use the available filters to access the saved filters for this report.

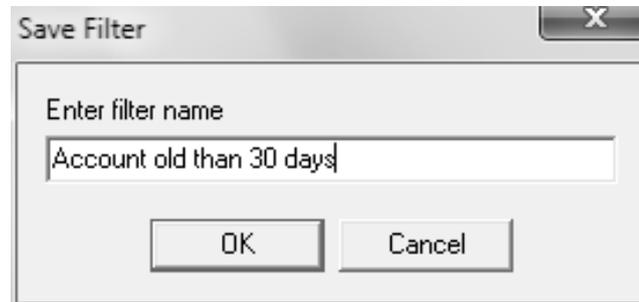
FILTERING EXAMPLE

For this example, statements are to be printed for all debtor accounts where their terms are set to greater than 30 days.

1. Select the Filter button. The filter screen will appear next. Select the "press the button to add a new condition" option. Locate the Terms field and select it. Then select the "is greater than" option next to the terms.
 2. Now click the white area next to the "is greater than" option and enter 2 (to extract all debtors where their terms are set to greater than 30 days). Do not press Enter or click the Apply button.
 3. At this point we can select the Apply Filter button to have the filter applied, or we can continue to add additional fields with their respective values and ranges to the existing query by repeating the above steps.
 5. A new method of filtering allows one to have it done step by step. The other way of filtering is to do it a manual way. In order to do a manual filter, select the "Advanced" tab next to the "Normal" tab and proceed by entering the necessary values. Once finished the apply option may be selected.
- NOTE:** Utilizing the new method requires that the necessary field names in the database are known and that the understanding of logical and relational expressions are required.



NOTE: Should you have accidentally selected the OK button or pressed Enter, at any point during the filter setup select the Filter button again to have the filter screen displayed again. The previous captured information will still be available allowing you to continue where you left-off. However, if you escaped out of the statement screen this information would have been lost. It is therefore important for any filters that have been setup and are required to be used repeatedly, need to be saved after the filter has been applied or completed.



Now that filter has been completed select the Save Filter button so that the filter can be saved and re-used again. Saved filters can be used again by locating them in the Available Filters box. This can be found on the top right hand side of the screen. There is an unlimited amount of filters that can be configured and saved.

To cancel a filter, select the Clear Filter button at any time.

SEARCH

The search option allows one to search for any information on the statement screen and one is able to use any available field.

MESSAGES

The messages option allows one to print messages on the statement for customers that have balances in different ageing periods.

E-MAIL

The e-mail option allows one to send the statement out via e-mail to a specific debtor.

NOTE: The e-mail option only sends the statement of the debtor that is highlighted in the statement view screen and the email address must be valid.

E-MAIL ALL

The email all option allows one to send the statements to all debtors that have a valid email address. This will send debtor specific statements to every single debtor listed in the statement screen as long as they have an e-mail address setup under the Debtors Maintenance option.

DEBTORS AGE ANALYSIS

Under the age analysis option 6 different reports may be obtained namely, Name & Address, Full Listing, Short listing & Balances, Accounts & All Transactions, Top Account and Totals Only. These reports may be printed as often as required.

NOTE: The Short Listing & Balances (displays all accounts with their outstanding balances, total to 180) should be printed and filed just prior to running the month end close. The system unfortunately does not allow these reports to be printed the way they were printed with the same values, a month or two ago, if transactions have already been posted.

AVAILABLE REPORT TYPES

If all that is needed is the name & address of the client, select the Name & Address List option. If all the details (account status, terms, balances, etc.) are needed, select the Full Listing report type. If however all that is needed is the outstanding balances, select the Short Listing or Accounts & All Transactions if the balances and all outstanding transactions for the client is to be printed. If outstanding balance totals are need for all the debtors, select the Totals Only report. When selecting the Weekly age analysis report type, the system will a weekly ageing report.



iQ Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

Available Reports

Address List

Full Listing

Accounts & Transactions

Short Listing

Totals only

Foreign Currency Analysis

Report Parameters

Select the Report Date

April 2013

Auto Allocate Unpaid Entries

Sort Order

Account Number

Name

Available Filters

Clear Filter

>=10000 = ZAR

Account old than 30 days

Accounts for TBS

Age > 30days

Area = JHB and Status = 5

Interest

ACCOUNT	NAME	TELEPHONE1	TOTAL	INIT...	TIT...	CONTACT	ADDRESS1	CURRE...	AGE	AREA
ABC001	ABC Store (Pty) Ltd	021 456 1234	070,04	Z			PO Box 123	ZAR	4	JHB
BLA001	Black - Terms 30 Days	0218800000	871.86	P	Mr	Peter	PO Box 1232	ZAR	6	JHB
BLU001	Blue - Credit Limit R1		068.15	T				ZAR	7	JHB
BRO001	Brown - Vat Exempt (Export)		853.77	J				ZAR	7	
COD001	COD ACCOUNT		500.00	E				ZAR	0	
FC001	Foreign Currency - Dollar		022.61	O				DOL	7	
GRE001	Green	021 854 000 000	706.36	T	MRs	Theresa	PO Box 1254	ZAR	7	
GRE002	Grey - Settlement Disc (Farmer)		408.85	K	Mr	Ken Grey	PO Box 4710000	ZAR	7	CPT
TBS001	The Bargain Store - Head Office	021 888 0000	636.78	W		Peter	89 Protea Avenue	ZAR	7	JHB
TBS002	The Bargain Store - Durban		0.00	P				ZAR	0	
TBS003	The Bargain Store - Johannesburg		0.00	F				ZAR	0	
WHI001	White - Normal Debtor		882.24	A			89 Yarley Avenue	ZAR	7	JHB
XXX001	XXX Retailers (Multiple Details)	021 222 2222	435.00	Q			PO Box 141414	ZAR	4	

Select Visible Fields

Export

Advanced Sort

Filter

Search

Graph

Preview

Design

Print

SELECTION CRITERIA & FILTERING

ACCOUNTS OVER XXX DAYS

To select only overdue accounts, a filter needs to be created. This function ignores the customer's terms and works strictly on the aged balance.

SORT ORDER

Use the sort order option to print the various report types in either account number or in name sequence.



Available Reports

Address List

Full Listing

Accounts & Transactions

Short Listing

Totals only

Foreign Currency Analysis

Report Parameters

Select the Report Date

April 2013

Auto Allocate Unpaid Entries

Sort Order

Account Number

Name

Available Filters

Clear Filter

> 10000 = ZAR

Account old than 30 days

Accounts for TBS

Age > 30days

Area = JHB and Status = S

Interest

ACCOUNT	NAME	TELEPHONE1	TOTAL	INIT...	TIT...	CONTACT	ADDRESS1	CURRE...	AGE	AREA
ABC001	ABC Store (Pty) Ltd	021 456 1234	070.04	Z			PO Box 123	ZAR	4	JHB
BLA001	Black - Terms 30 Days	0218800000	871.86	P	Mr	Peter	PO Box 1232	ZAR	6	JHB
BLU001	Blue - Credit Limit R1		068.15	T				ZAR	7	JHB
BRO001	Brown - Vat Exempt (Export)		853.77	J				ZAR	7	
COD001	COD ACCOUNT		500.00	E				ZAR	0	
FC001	Foreign Currency - Dollar		022.61	O				DOL	7	
GRE001	Green	021 854 000 000	706.36	T	MRs	Theresa	PO Box 1254	ZAR	7	
GRE002	Grey - Settlement Disc (Farmer)		408.85	K	Mr	Ken Grey	PO Box 4710000	ZAR	7	CPT
TBS001	The Bargain Store - Head Office	021 888 0000	636.78	W		Peter	89 Protea Avenue	ZAR	7	JHB
TBS002	The Bargain Store - Durban		0.00	P				ZAR	0	
TBS003	The Bargain Store - Johannesburg		0.00	F				ZAR	0	
WHI001	White - Normal Debtor		882.24	A			89 Yarley Avenue	ZAR	7	JHB
XXX001	XXX Retailers (Multiple Details)	021 222 2222	435.00	Q			PO Box 141414	ZAR	4	

Select Visible Fields

Export

Advanced Sort

Filter

Search

Graph

Preview

Design

Print

EXPORT

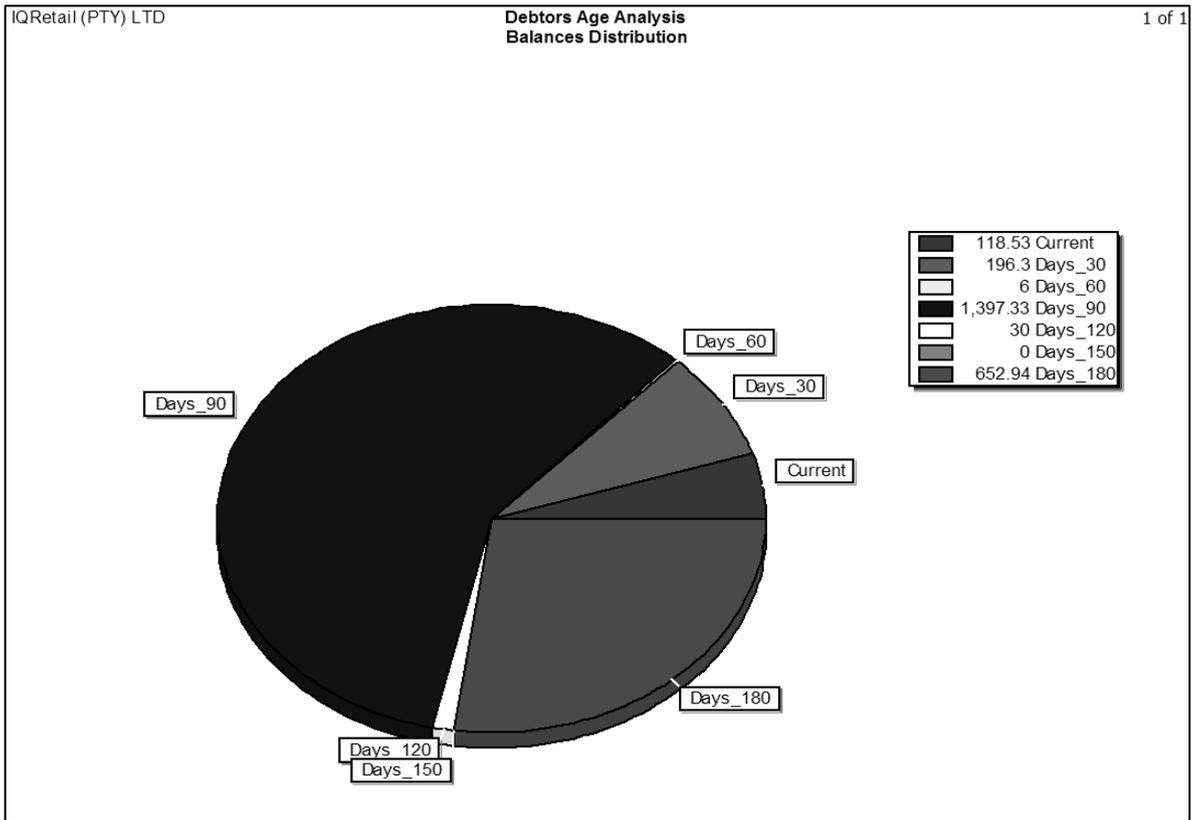
Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML, or XLS (Excel)).

ADVANCED SORT

The advanced sort option allows one to sort the age analysis information according to Account, Name, 30 days, 60 days, 90 days, 120 days, 150 days, 180 days, Total etc... Once all the information is sorted, one is able to export that into any of these formats CSV, TXT, HTML, XML and XLS.

GRAPH

The graph option allows one to either design a graph or to preview the existing graph.



AUDIT TRACKING

Every transaction processed is stored in an audit file. A separate audit trail number is created every time you enter the Single Journal option and enter new transactions. To print listings of the debtor's transaction, audit trails select the Audit Tracking option under Debtors, Reports. The following screen will appear:

IQ Debtors Audit Trails Demo - Head Office Version 6.0.2.0

Sort Order: Unsorted, Account Number, Code, Date, Reference

Layout: Layout 1, Layout 2, Layout 3, Layout 4, Layout 5, Layout 6

Select Month: September 2012

Date	Code	Reference	Debit	Credit	Amount Due
05/09/2012	IT	Interest Charged: Sep 2012	734.71	0.00	734.71
05/09/2012	IT	Interest Charged: Sep 2012	75.88	0.00	75.88
05/09/2012	IT	Interest Charged: Sep 2012	2.25	0.00	2.25
05/09/2012	IT	Interest Charged: Sep 2012	496.55	0.00	496.55
05/09/2012	IT	Interest Charged: Sep 2012	1 058.50	0.00	0.00
05/09/2012	IR	Interest Reversed: Sep 2012	0.00	1 058.50	0.00
05/09/2012	IN	INV223	562.50	0.00	562.50
05/09/2012	PM	Receipt 52	0.00	562.50	0.00
05/09/2012	IN	INV224	625.00	0.00	0.00
05/09/2012	PM	Receipt 53	0.00	625.00	0.00
05/09/2012	IN	INV225	548.25	0.00	0.00
05/09/2012	PM	Receipt 54	0.00	548.25	0.00
05/09/2012	IN	INV226	625.00	0.00	0.00
05/09/2012	PM	Receipt 55	0.00	625.00	0.00
05/09/2012	IN	INV227	625.00	0.00	625.00
05/09/2012	PM	Receipt 56	0.00	625.00	0.00
05/09/2012	IN	INV228	625.00	0.00	625.00
05/09/2012	PM	Receipt 57	0.00	625.00	0.00
05/09/2012	IN	INV229	625.00	0.00	625.00
05/09/2012	PM	Receipt 58	0.00	625.00	0.00
05/09/2012	IN	INV230	625.00	0.00	0.00
05/09/2012	PM	Receipt 59	0.00	625.00	0.00
05/09/2012	IN	INV231	625.00	0.00	0.00

Buttons: Show All, Filter, Search, Advanced View, Select Visible Fields, Export, G.L. Audit, Preview, Design, Document, Print

WHY USE THE AUDIT REPORT

An audit report is a report, listing all transaction (invoices, credit notes, payments, etc.) that have been posted, invoiced to a debtor that depict information like the date, reference, amount audit trail numbers, profit, etc. The audit report can be used in many ways to extract sales information, payments made, credit notes entered with summary totals being printed. One can even extract the invoice(s) for a certain client for the day or invoices that have been paid-up or specific entries processed by a certain cashier.

SELECTION CRITERIA & FILTERING**SORT ORDER**

The report may be printed in an unsorted sequence, or may be sorted in account number, date, reference number or code sequence. If the transaction file is a considerable size, sorting transactions into the selected sequences may take considerably longer to generate the report. Summary totals will always be printed, regardless of the sequence option selected here.

Should the report type be printed for certain clients and certain conditions (e.g. accounts that are over their limit or terms or for a certain status code or area) select the filter button to enter such criteria. If previous filters have already been setup then use the Available Filters option to access these saved filters.

FILTERING EXPLAINED

Should the report type be printed for certain clients and certain conditions (e.g. accounts that are over their limit or terms or for a certain status code or area) select the filter button to enter such criteria. If previous filters have already been setup then use the Load Filter to access the saved filters for this report.

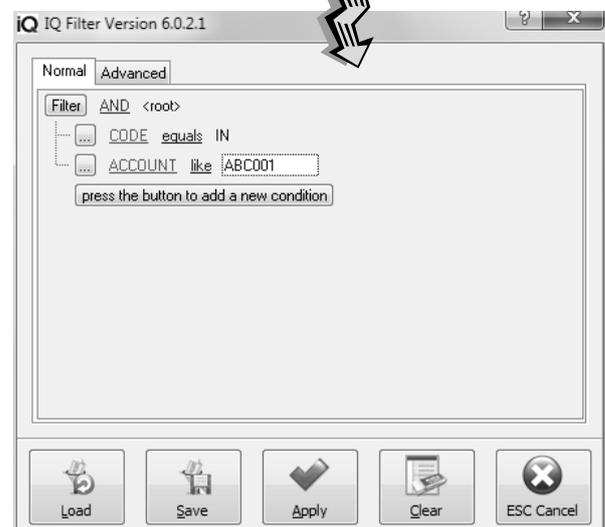
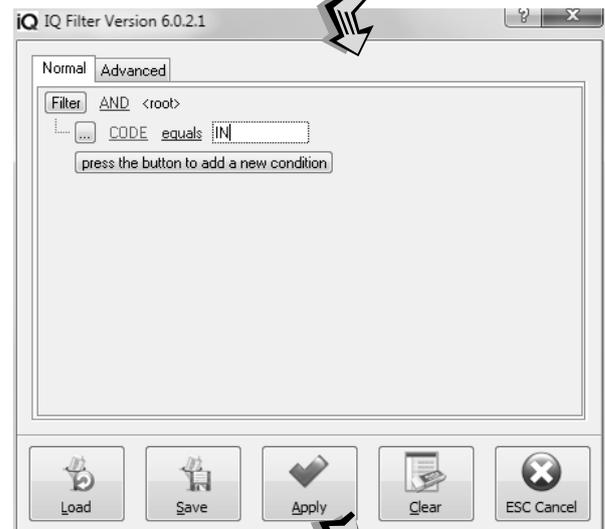
FILTERING EXAMPLE

The following filter involves the printing an audit report for all invoices for a specific debtor and date range.

1. Select the Filter button. The filter screen will appear next. Select the "press the button to add a new condition" option. Locate the Code field and select it. Then select the "equals" option next to the code.
2. Now click the white area next to the equals" option and enter IN (to extract all invoice transactions for a specific debtor client). Do not press Enter or click the Apply button.
3. Select the "press the button to add a new condition" option. Locate the Account field and select it. Then select the "equals" option next to the account.
4. Now click the white area next to the "equals" option and enter ABC001 (to extract all invoice transactions for a specific debtor client).
5. At this point we can select the Apply Filter button to have the filter applied, or we can continue to add additional fields with their respective values and ranges to the existing query by repeating the above steps.
6. A new method of filtering allows one to have it done step by step. The other way of filtering is to do it a manual way. In order to do a manual filter, select the "Advanced" tab next to the "Normal" tab and proceed by entering the necessary values. Once finished the apply option may be selected.

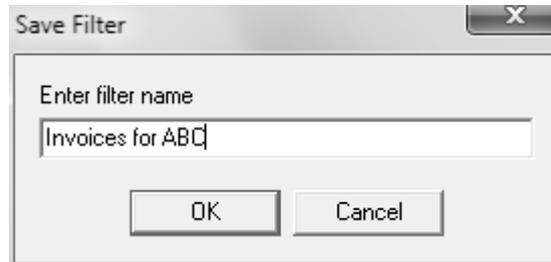
NOTE: Utilizing the new method requires that the necessary field names in the database are known and that the understanding of logical and relational expressions are required.

NOTE: Should you have accidentally selected the OK button or pressed Enter, at any point during the filter setup enter the Filter button again to have the filter screen displayed again. The previous captured information will still be available allowing you to continue where you left-off. However, if you escaped out of the Audit Tracking screen this information would have been lost.



NOTE: It is therefore important for any filters that have been setup and are required to be used repeatedly, need to be saved after the filter has been applied or completed.

Now that filter has been completed select the Save Filter button so that the filter can saved and re-used again. Saved filters can be used again by selecting the Available Filters option located at the top right hand corner of the screen. There is an unlimited amount of filters that can be configured and saved.



To cancel a filter, select the Clear Filter button at any time.

SHOW SELECTED MONTH

The show selected month option allows one to view transactions for a specific month. If the show selected month option is selected again the system will then show all transactions that were processed through the system up to date.

ADVANCED VIEW

The advanced view allows one to sort the audit tracking information according to Date, Account, Reference, Order Number, Branch, Amount, Currency, Debit and Credit etc... Once all the information is sorted, one is able to export that into any of these formats CSV, TXT, HTML, XML and XLS.

GL AUDIT

The GL audit option allows one to view the general ledger audit trail of the transaction. This means that one is able to see which general ledger accounts were affected when the transaction was posted.

DOCUMENT

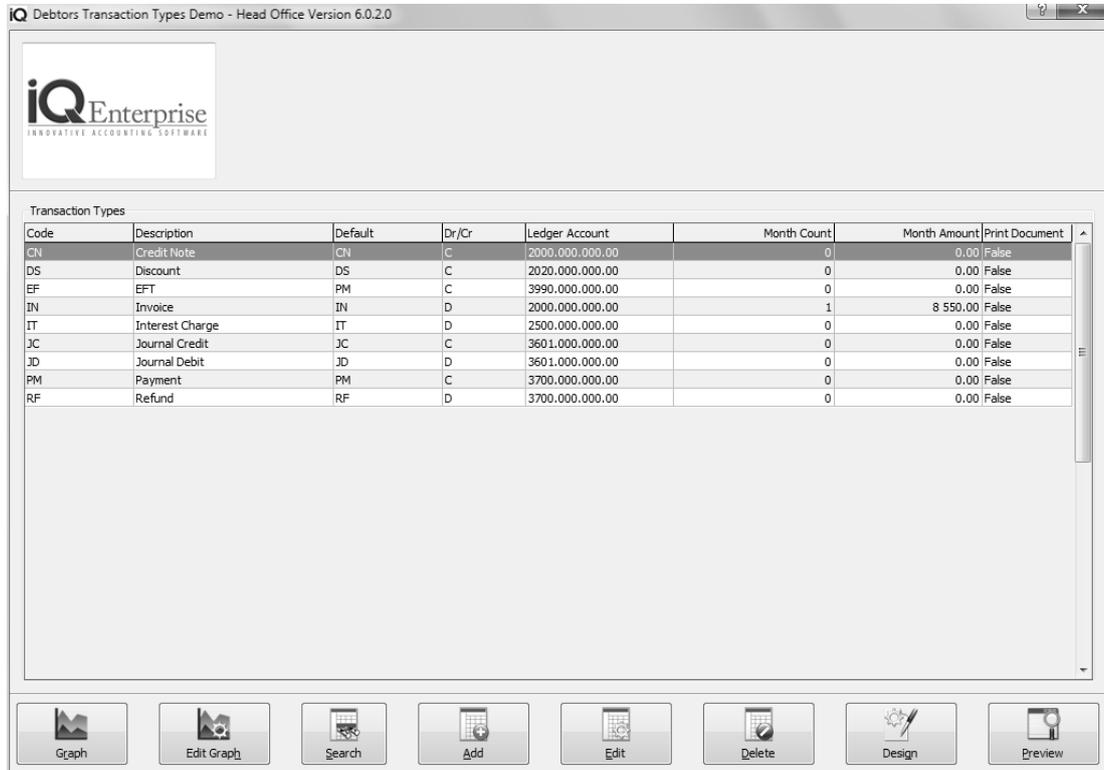
The document option allows one to recall any document from the audit trail screen. This means that Invoices, Credit Notes, Point of Sale sales, Debtor Payments and Debtor Receipt documents can be recalled from the audit trail screen.

TRANSACTION TYPES

Any posting to a debtors account, other than from the stock module, will use Transaction Types set under this option. The more common codes are pre-created for you. You may amend existing codes, add new or remove non-required codes. Up to 99 codes may be defined on the system.

On selecting this option, all the existing/default transaction code will be displayed. Select the Edit button to edit the highlighted posting type, or the Add button to amend the posting type.

On entering, you will be displayed with a screen used for altering, creating or deleting existing codes. Each transaction code will display both month to date and a year to date total value of transactions posted. The ledger contra account will also be shown.



Code	Description	Default	Dr/Cr	Ledger Account	Month Count	Month Amount	Print Document
CN	Credit Note	CN	C	2000.000.000.00	0	0.00	False
DS	Discount	DS	C	2020.000.000.00	0	0.00	False
EF	EFT	PM	C	3990.000.000.00	0	0.00	False
IN	Invoice	IN	D	2000.000.000.00	1	8 550.00	False
IT	Interest Charge	IT	D	2500.000.000.00	0	0.00	False
JC	Journal Credit	JC	C	3601.000.000.00	0	0.00	False
JD	Journal Debit	JD	D	3601.000.000.00	0	0.00	False
PM	Payment	PM	C	3700.000.000.00	0	0.00	False
RF	Refund	RF	D	3700.000.000.00	0	0.00	False

TRANSACTION TYPES

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

CODE

The code displays the transaction type code. These codes are abbreviated from the descriptions of the transaction types.

DESCRIPTION

The description field displays the description of the specific transaction 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.

SELECTION OPTIONS**GRAPH**

The graph option allows one to print the existing transaction type information onto a graph report.

EDIT GRAPH

The edit graph option allows one to edit the graph report.

SEARCH

The search option allows one to search for any information on the transaction types screen.

ADD

The add option allows one to add additional transaction types.

EDIT

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

The screenshot shows a software window titled "iQ Edit Posting Types Version 6.0.2.0". Inside the window, there is a logo for "iQ Enterprise INNOVATIVE ACCOUNTING SOFTWARE". Below the logo, the "Transaction Types" form is displayed. The form contains the following fields and options:

- Transaction Code: JD
- Description: Journal Debit
- Vat Rate: 0 (dropdown menu) with "No Vat Applicable" text to the right.
- Ledger Account: 3601.000.000.00 (dropdown menu) with "Debtors Clearing Account" text to the right.
- Print Document Under Single Journals
- Use As Default Transaction Type

At the bottom of the form, there is a text prompt: "Enter a description for the transaction code entered above". Below this prompt is an "Accept" button with a checkmark icon.

TRANSACTION TYPE**TRANSACTION CODE**

The transaction code entered here will be displayed in the list of transaction types once completed. This transaction code may then be used when processing transactions.

DESCRIPTION

The description field entered is the description of the specific transaction type. This description must be meaning full to avoid confusion.

RELATES TO CODE

The relates to code is where the a relation to another code is selected. The above example is a BF (Brought Forward) code and this will relate to a JD (Journal Debit) purely because the BF code is used to enter opening balances for the debtor accounts.

VAT RATE

The vat rate option allows one to specify if there is always vat applicable on this specific transaction type. This means that if vat was selected, the system will then always take vat whenever this transaction type is used. If not vat is applicable then select the 0 – No Vat Applicable option.

LEDGER ACCOUNT

The ledger account selected here is the ledger account that will be used when this transaction type is used when processing debtors journals. In other words if a brought forward transaction is done the contra account will be the debtors clearing account (3601.000.000.00).

PRINT DOCUMENT UNDER SINGLE JOURNALS

The print document under single journals will allow the user to design a report for the specific journals.

USE AS DEFAULT TRANSACTION TYPE

The use as default transaction type will be used as the transaction type when processing Debtors Journals.

END OF MONTH

At the end of each month the month-end procedure will run automatically. The end of each month is determined by the company's policy as to when month end occurs for debtors. The norm is usually the 25/26th of each month. If this is the case, then the closing dates on the system need to be setup accordingly in order to make sure that the automated month end procedure runs at the right time.

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

Closing Dates

Select day to close books each month (31 for last)	Debtors	Creditors	Ledger
January	31	31	31
February	31	31	31
March	31	31	31
April	31	31	31
May	31	31	31
June	31	31	31
July	31	31	31
August	31	31	31
September	31	31	31
October	31	31	31
November	31	31	31
December	31	31	31

Number of months to allow backdated postings: 0

Extended Days for backdated posting if month is 0: 0

Financial year ends in: February

Ledger closed up to: [Dropdown]

Accept

Please note that the debtors, creditors and ledger month end days are set to 31 by default. This means that the system will look at the last day of the calendar month before performing the "Month End Rollover" (Month End). If these days are changed to any other day other than 31, the system will perform the month end rollover on that day.

PURPOSE OF MONTH END

The sole purpose of debtors month end is to age transactions and balances. This is all that the debtor month end does. It does not affect, alter or post any balances or transactions in any other module (i.e. creditors, stock or ledger).

If the Month End Rollover (Month End) fails to complete, the failed month end will result in all debtor transactions and balances reflecting a balance age of current and nothing in any of the 30, 60, 90, 120, 150 or 180 day ageing.

This date driven system dictates the age of the transaction and month ends are not required because the system has an automated month end rollover (month end) procedure.

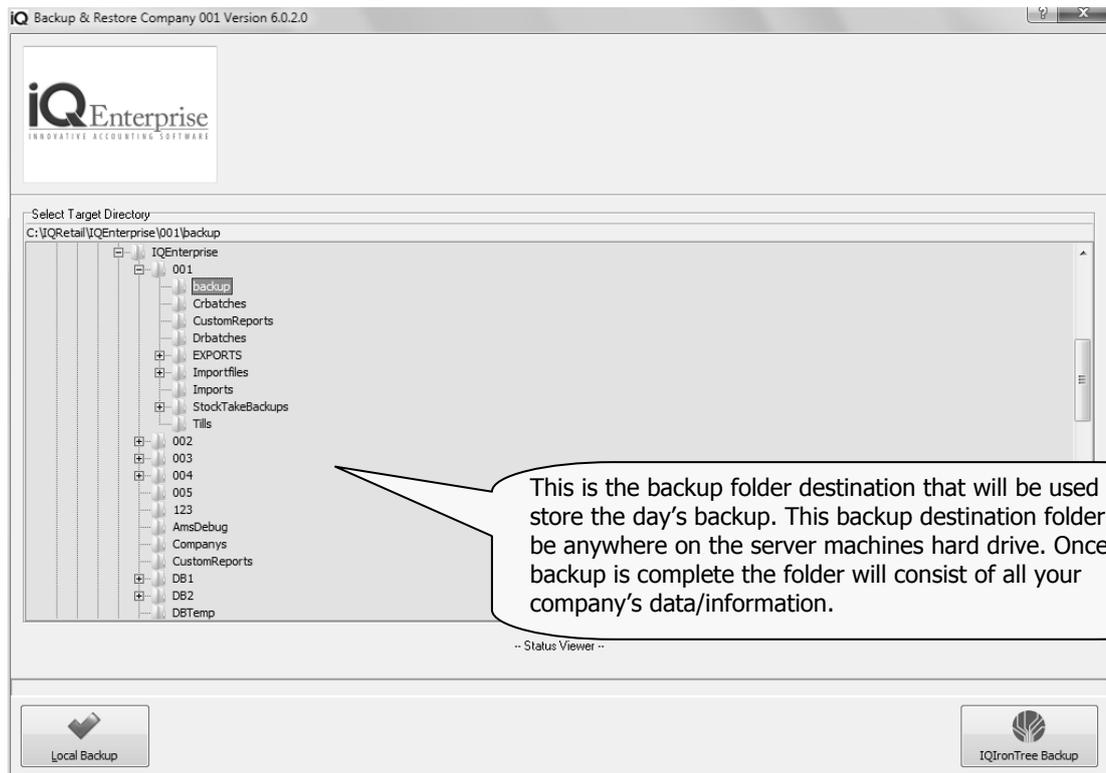
NOTE: Before the month end rollover takes place, ensure that data backups are made and all required reports printed.

MONTH END

Will immediately run once the calendar day has been reached, make sure that statements and reports, have been printed before the End of Month procedure runs.

BACKUPS

Prior to month end, a backup should be made. The backup Ensures that the data has been backed up to the point where the very last bit of work has been done for the month. Backups are made via the Backup Data option found under the Utilities menu. Failure to do backups can result in all the information on the system being lost should there be a need to restore the month end backup!!!!!!



IQ IRONTREE BACKUP

Once installed, the IronTree application runs as a service on your PC and launches automatically at a daily scheduled time without any user intervention. As long as your computer is powered on and has Internet connectivity, the scheduled data backup will be processed. Additionally, daily email notifications indicating backup results give visibility to the end-user, so immediate action can be taken should a backup fail for whatever reason. For more information visit the website www.iqirontree.co.za.

NOTE: Should your month-end procedure be incomplete for whatever reason you would then be able to restore from this backup that was done prior to the month-end rollover.

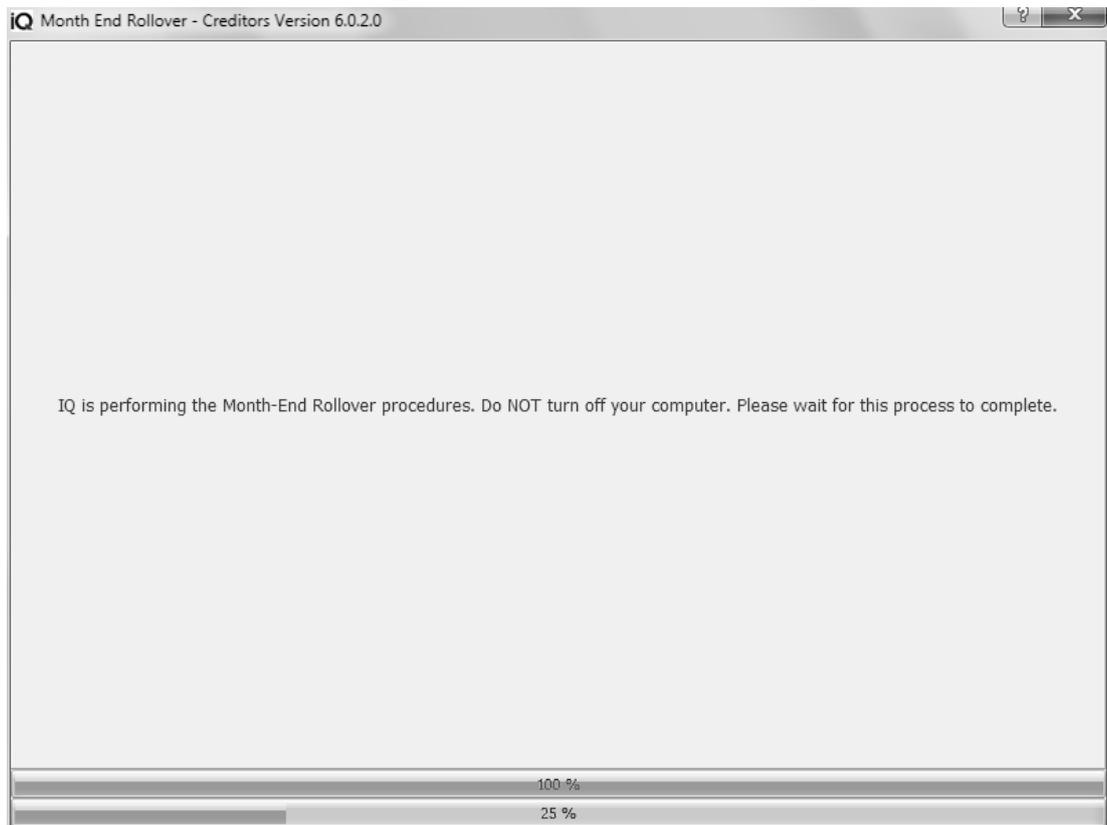
REPORTS TO PRINT

Ensure that month end statements and age analysis reports have been run before the month end rollover. These balances cannot be printed after month-end as they were before month-end.

MONTH END ROLLOVER

When the system reaches the last day of the calendar month or the day that is specified under the closing dates option, the system will commence with the month end rollover.

The month end rollover will run as soon as a user enters any part of the menu, whether it be debtors, creditors, stock etc...



Once the month end rollover has completed, the system will return to the main screen.

The following took place during the rollover:

- a. All outstanding transactions aged, in other words transactions that were still outstanding from the previous month has now moved into the next ageing period. (E.g. any transaction not fully paid up that was in 30 days, would have moved to 60 days).
- b. All credits (payments, discounts, journal credits, etc.) will be discarded, but only if there is no unallocated credits on the account.
- c. Transactions that have been partially paid will be altered in such a way so that the debit amount reflects the outstanding amount at the time of doing month end.

NOTE: It is important to check that there are no accounts reflecting unallocated credits prior to doing the month end. This is the cause of older transaction being reflected under the enquiries screen even though they have been paid-up and numerous month ends have been done.

NOTE: It is very important that while the month end rollover procedure is in progress no-one must log back into the system.

Should you be unsure as to whether the month end rollover completed successfully, a quick way to check this is to print a "Totals Only" or "Short Listing & Balances" age analysis report. If the reports reflect positive values in current the month end rollover has not been done or was incomplete.

Month end moves the balances up a level so current should have moved to 30 days, and the 30days balances should have moved to 60 days, etc., etc. The 150 days balance does not move to the 180 days balance, but gets added to the existing 180 day balance.

If you are unsure then restore the backup that was made before doing the month end.

CREDITORS



CHAPTER 5

CREDITORS

WHAT IS A CREDITOR

An individual or organization who supplies goods or services to you on credit, is called a Creditor. Creditors generally occur as a result of credit sales, i.e. items bought on account. Creditors are classified as current liabilities because the amounts owing are usually paid during the course of the current trading year.

To set up your Creditors system follow the steps as outlined on the next few pages.

IMPORTANT NOTES

ENTERING OPENING BALANCES

NOTE: Opening balances are NOT entered under Creditors Account Maintenance.

To enter the opening balances, select the creditor single journal option. When entering opening balances use the journal credit code (JC). In order to allocate the transactions to the correct ageing period, select the correct date. (E.g. if the transaction must be allocated to 30 days then the date of the transaction should entered 1 month prior to the current month).

NOTE: Only one entry may be aged at a time.

IQ Creditors Journal Postings Demo - Head Office Version 6.0.2.1

Journal Details	
Account Number	XYZ001
Name	XYZ Wholesalers
Address	PO Box 58585 Stellenbosch 7600
Journal Date	10/11/2012
Transaction Type	JC
Ledger Allocation	4001.000.000.00
Reference	OB001
Order Number	
Ledger Notes	Opening Balance
ZAR Amount	1500
Vat Rate	0

Last Journal Details	
Account Number	
Journal Number	1
Journal Date	30/12/1899
Amount	0.00
GL Audit Trail	

Balance Details	
Current	0.00
30 Days	0.00
60 Days	0.00
90 Days	0.00
120 Days	0.00
150 Days	0.00
180 Days	0.00
Total	0.00
Date Last Payment	30/12/1899
Amount Last Payment	0.00

Account Edit View Details Show Hint Memo Allocate Design Report Design Transaction Report Process

EXAMPLE: If a creditor is owed R100.00, of which R70.00 was in 30 days and R30.00 in 60 days, two balance brought forward entries would have to be entered. The date that should be used should be the 1st of the month for the relevant age, i.e. the 30 days transaction date would be the 1st of the previous month and the 60 days transaction date will be the 1st of the month for two months prior to the current month.

Opening balances should be allocated to the Creditors Clearing account in the general ledger.

When posting these opening balances the accounts that are affected in the ledger will be the Creditors Control (credit) and the clearing account (debit). This should then be cleared when the opening trial balance is entered in the general ledger, i.e. Post the Creditors control total as per the trial balance to the Creditors Clearing account when entering the opening trial balance.

NOTE: An important bit of information is the date of the transaction has a full effect on the age of transaction, therefore it's important to use the correct date when capturing opening balances.

ENTERING NEGATIVE (DEBIT) BALANCES

Debit balances (overpaid supplier) must be entered using the JD (Journal Debit) transaction code.

WHAT HAPPENS TO CREDITOR POSTINGS ?

When using the creditor module, all entries will be posted by default to the Creditors Control account in the general ledger. Contra entries may be allocated to any ledger account. The most common default contra postings may be set under creditors Transaction Types. You can integrate to any ledger (i.e. postings to creditors in company 001 can be allocated to the general ledger of company 002 etc.)

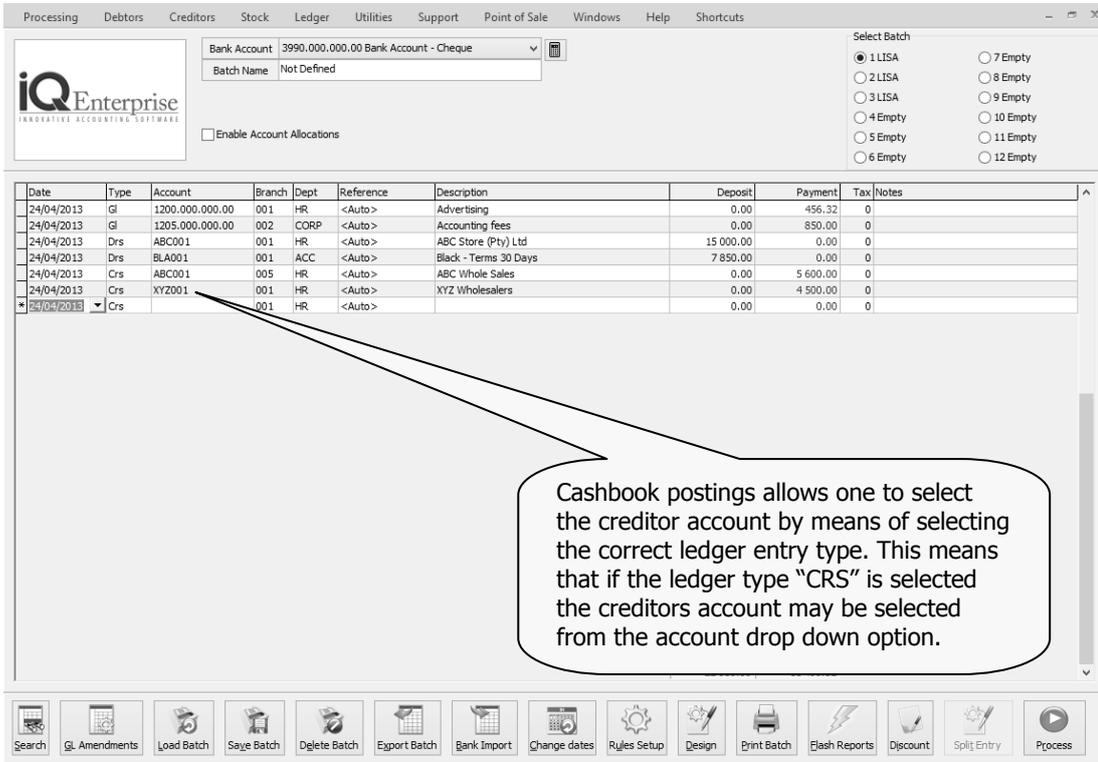
POSTING STOCK PURCHASES

Should the purchase or return to supplier involve stock items or where there is a requirement to produce full tax document as per SARS requirements. If this is not the case, process through Creditors transactions.

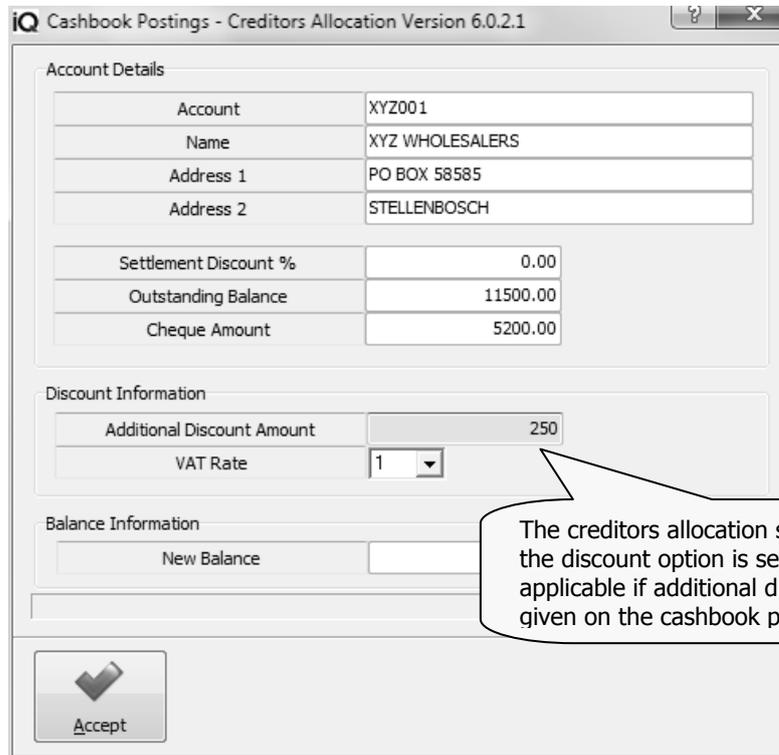
POSTING PAYMENTS

VIA CASHBOOK POSTINGS

Creditor payments may be posted direct from the general ledger cashbook. When posting a creditor payment in cashbook, enter the Creditors Control account number. By entering the creditors control account the system will register that a payment is being made against a creditor and therefore will then allow payment allocations to the individual creditor accounts.



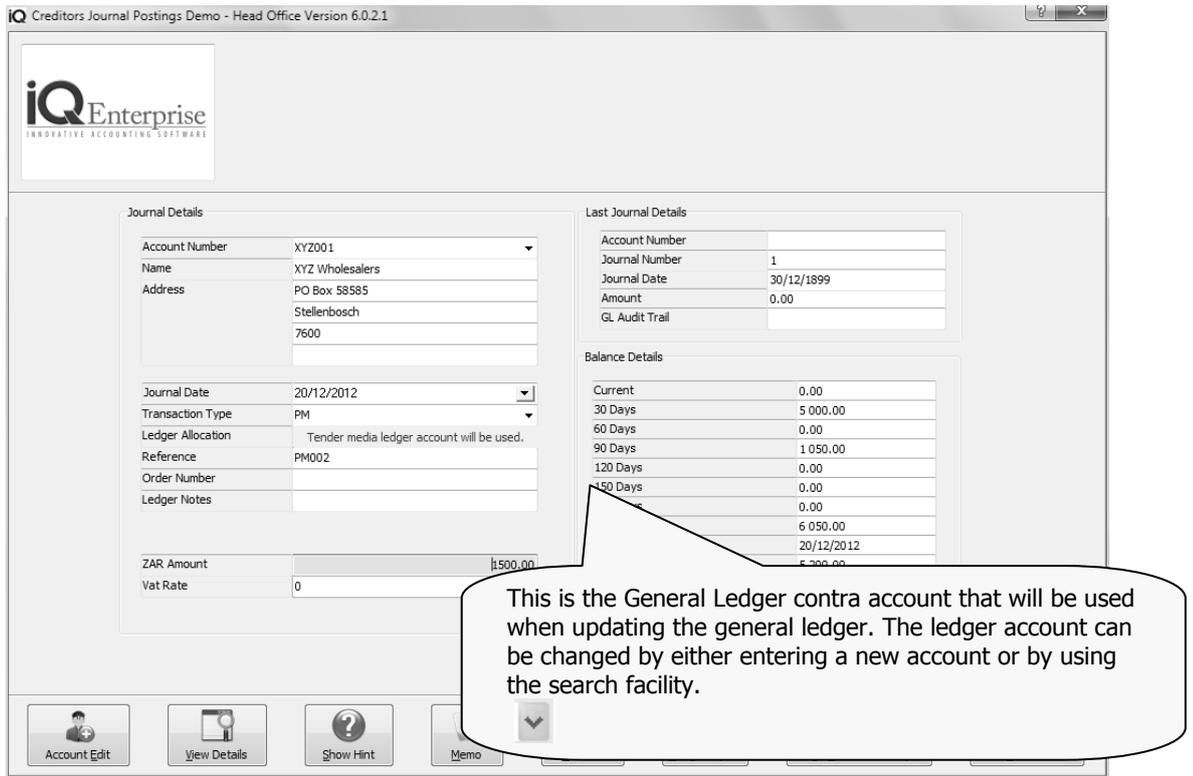
The following is the screen of the creditor allocation that appears after moving past the VAT column (i.e. after pressing Enter when the VAT column is highlighted).



VIA CREDITORS POSTINGS

Alternatively, when posting payments once can use the Single Journal option, located under the creditors menu. If the payment method is cash then the ledger contra account will be of the Cash On Hand account. If the payment method is cheque, credit card or EFT, the contra account will be that of the Bank.

IQ Creditors Journal Postings Demo - Head Office Version 6.0.2.1



Journal Details

Account Number	XYZ001
Name	XYZ Wholesalers
Address	PO Box 58585 Stellenbosch 7600
Journal Date	20/12/2012
Transaction Type	PM
Ledger Allocation	Tender media ledger account will be used.
Reference	PM002
Order Number	
Ledger Notes	
ZAR Amount	1500.00
Vat Rate	0

Last Journal Details

Account Number	
Journal Number	1
Journal Date	30/12/1899
Amount	0.00
GL Audit Trail	

Balance Details

Current	0.00
30 Days	5 000.00
60 Days	0.00
90 Days	1 050.00
120 Days	0.00
150 Days	0.00
180 Days	0.00
210 Days	6 050.00
240 Days	20/12/2012
270 Days	6 300.00

Account Edit | View Details | Show Hint | Memo

NOTE: Posting payments via single journals is not the preferred method, unless paying a creditor with cash. One must not get confused with the paying of ledger expenses (e.g. water & electricity, donations, fines, accounting fees, etc.) which is normally done via ledger journal processing.

The processing of a cheque is usually associated with numerous entries which are entered together with a cheque that was used to pay expenses as well as creditors. The cashbook posting option not only allows the mixing of creditor and expense postings, but also allows the cashbook batch to be entered over length of time.

Allowing one to add, delete or change any entries before processing the batch and updating the relevant creditor and ledger accounts.

ADDING A CREDITOR

Select Creditor Maintenance option from the creditors menu followed by the Add option to add, edit to amend, or delete to delete an account that was captured incorrectly.

The screenshot shows the IQ Enterprise software interface. The menu bar includes Processing, Debtors, Creditors, Stock, Ledger, Utilities, Support, Point of Sale, Windows, Help, and Shortcuts. The 'Creditors' menu is open, showing 'Sort Order' with radio buttons for 'Account' (selected) and 'Name'. An 'Available Filters' section with a 'Clear Filter' button is also visible. Below the menu is a table of creditor accounts.

Account	Name	Telephone	Balance	Initials	Title	Contact	Address	Curr
ABC001	ABC Whole Sales	0218885555	267 424.72				45 Orange Road	ZAR
DDD	DDD Duistributors		2 351.00					ZAR
FCS001	Foreign Currency Supplier - Dollar		5 498.88					DOL
STAR001	Star Wholesalers	021 880 4564	39 808.00	L	Mr	Petra	Po Box 1212121	ZAR
XYZ001	XYZ Wholesalers	021 888 1234	145 195.79			Harry	PO Box 58585	ZAR

Record Count: 5

The bottom toolbar contains icons for: Select Visible Fields, Filter, Search, Export, Imports, Add, Edit, Delete, Colours, Advanced Sort, and Gridmode Edit.

CAPTURING CREDITOR DETAILS

ACCOUNT NUMBER

Creditor account numbers can be entered as you wish. Press enter to accept the account, or enter a new unique numeric or alphanumeric account number. The system will not allow you to enter a duplicate account number.

Existing account numbers cannot be altered in any way. If the account number was entered incorrectly, the account has to be deleted and recreated in order to use the correct account number. In all instances duplicate numbers will be rejected.

IQ Creditor Maintenance Demo - Head Office Version 6.0.2.1

iQ Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

Account Details | Multiple Contacts/Delivery Addresses | Ordering / B2B |

Account Number	XYZ001	SMS Recipient	<input type="checkbox"/> Tick for Yes
Name	XYZ Wholesalers	Telephone Number 1	021 8881234
Trading As	XYZ Traders	Telephone Number 2	021 8881235
Title		Cellphone Number	084 600 0000
Initials		Fax Number	
I.D. Number		Bank Name	ZS2
Contact	Harry	Bank Account	12321321
Birthday		Bank Sub Account	
Company Registr No	78989964545	Bank Branch Code	445544
Creditor Group	No Group	Bank EFT Number	4545544
On Hold	<input type="checkbox"/> Click for Options	Bank Account Type	
Status	S	Bank Proof Of Payment	<input type="checkbox"/> Tick for Yes
Area		E-Mail Address	xyz@somewhere.co.za
Postal Address	PO Box 58585 Stellenbosch 7600	E-Mail Documents	<input checked="" type="checkbox"/> Tick for Yes
Delivery Address	45 Gordon Avenue Stellenbosch 7600	Tax (VAT) no	
Account No with Supplier		Vat Status	Registered Vendor
		Currency	ZAR
		Group Account	
		Terms	30 Days
		Credit Limit	15 000

Settlement Disc% 2.50

Special Price List

Default Layout Layout 1

Payment Method Cheque

Picture

Right Click Here

Show Hints

Accept

NAME

Enter the company name, or the surname if the debtor is an individual.

TRADING AS

Enter the trading as name of the company.

INITIALS / TITLE

ONLY enter if the customer is an individual. This is NOT the contact persons initials and title.

If the customer is a company, initials and title should NOT be entered. Otherwise the statement print will be affected (i.e. initials and title will be printed with the company name on the customers statement).

ID NUMBER

Enter the suppliers ID Number.

CONTACT

Enter the name of the person that maybe contacted in the case of queries relating to this account.

BIRTHDAY

The birthday field allows one to either enter the relevant creditors birthday by selecting the drop down arrow and scrolling through the calendar months and selecting the appropriate date.

COMPANY REGISTR NO

Enter the company's registration number. This number is obtainable from CIPRO. CIPRO is where a new company is registered.

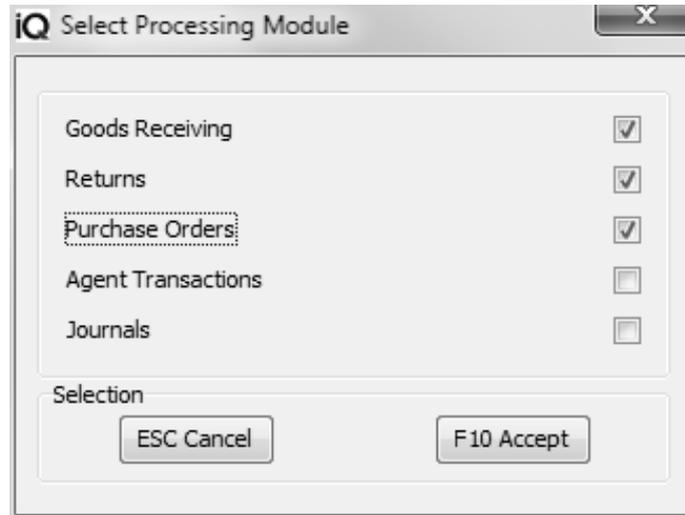
CREDITOR GROUP

Enter the Creditors Group from the list. This is for reporting and filtering purposes. The creditor can be grouped according to your own classifications for example, Plumbers, Electricians, Builders etc.

NOTE: Creditor groups must be pre-defined before allocating them to creditor. Creditors groups can be setup under the Utilities -- > Setup -- > Default Table Setup -- > Creditors -- > Supplier Groups.

ON HOLD

If the creditor is placed on hold, a warning will be issued when processing any credits to the account. However the processing of debits (PM, JD, DS) from the Creditor Single Journal or Creditors Batch Journal option will be possible. However one is only allowed to post "PM" transactions.



STATUS

This is a one character field that can be used to filter and classify Debtors in reports. For example, "R" can be used for Regular debtors and "O" can be used for Once off debtors.

AREA

Not to be confused with the postal code. This field is used for report analysis should you require customer reports by area.

EXAMPLE: Let's say that you would like to have sales reports for certain areas, Durban, Cape Town, etc. printed out each month. To do so you would enter the abbreviated format, e.g. DURB, CAPT, etc. Either in the area field so when printing a report you can have it printed for a certain area, or area's or, even sorted on these areas.

HINT: This field need not be used as an area entry field but may be a field that you require to group certain debtors, e.g. Wholesalers (WHOL), retailers (RETL), etc.

POSTAL ADDRESS

Use the four input fields for the postal address, where the fourth field being used for the postal code. These address fields will appear on invoices and statements as entered here.

DELIVERY ADDRESS

Use the four input fields for the delivery address, where the fourth field being used for the postal code. These address fields will appear on invoices as entered here, but may be altered at the time of invoicing. If the Postal address and the Delivery address is the same right click on the grey area below the address and select copy from Delivery Address or Copy from Postal Address.

ACCOUNT NO WITH SUPPLIER

Enter your relevant suppliers account number, otherwise leave blank.

SMS RECIPIENT

Selecting the Sms Recipient option will allow you to sms the supplier. Please ensure that a cell phone number is correctly entered and that the setup of SMS marketing is done correctly. Please see Module Parameter Services for more details.

TELEPHONE NUMBERS

Enter relevant suppliers details for these fields. Otherwise leave blank.

NOTE: These fields may be used to store information other than what is actually asked for.

BANK NAME

Enter the creditor's bank name. This would be the bank where the supplier does his or her banking. (e.g. ABSA, FNB, Standard or Nedbank).

BANK ACCOUNT

Enter the creditor's bank account number. This is the account number of the creditors account he or she has with the bank.

BANK BRANCH CODE

Enter the creditors bank branch code.

BANK EFT NUMBER

Enter the relevant banks EFT (Electronic Fund Transfer) number.

EMAIL ADDRESS

Enter the clients e-mail address if one is available. If the e-mail address is entered the system will allow you to directly e-mail the client, various reports, invoices or orders, if available on your system.

NOTE: The format of the e-mail address should be as follows:

e.g. webmaster@iqsoftware.co.za. (lower case) The "http://www." need not be entered. The email documents option may also be enabled in order to send documents e.g.: statements, invoices etc... to the debtor using the email address entered.

EMAIL DOCUMENTS

Select this option to allow the emailing of documents (advice notes) to the relevant creditor automatically from the system. If this option is not enabled then the system will not be able to send any documents via email to the relevant creditor.

TAX (VAT) NO

Enter the Creditors Tax/ Vat number.

VAT STATUS

Select the Vat Status from one of the following options:

Registered Vendor– This will apply Vat to transactions involving this Creditor.

Non Registered Vendor – This will not apply Vat to transactions involving this Creditor.

CURRENCY

Select the Creditor's Currency. The currency selected here will be the currency in which the amounts are stored in the particular Creditor's account. The amount posted to Debtors Control will be multiplied by the conversion rate. In other words, the Creditor's account will show the amounts in the Creditor's local currency but the system will post the values in currency of the company itself.

NOTE: Once a transaction has been posted to the Creditor, the currency field cannot be changed.

GROUP ACCOUNT

This is will link the Creditors account to another Creditor on the system. This is for a "Head-Office and Branch" type scenario, where the Branch makes the purchase, however the Head-Office is invoiced.

All invoices and payments will be posted to the Creditors account that is selected here. A Creditor account that has a Group Account selected, simply stores information, however the account balance remains at zero as the amounts are posted to the Group Account (Head Office). Any other Branches must be linked to the same Group Account.

In other words, this will transfer the whole balance of the individual Creditors account, over to the account selected as the Group Account in the Creditor Maintenance.

This will not affect the General Ledger, however the individual Creditor balance will now be zero, while the selected Group Account's balance will have been increased with the relevant amount.

NOTE: The individual Creditor's terms and credit limits will still apply, not the Group Account's. If this link is created BEFORE transactions are posted to the individual Creditor, then the above steps are complete.

TERMS

The payment terms for the account are specified here. This would be for example CASH (C.O.D), 30 days, 60 days, 90 days etc. Note that accounts selected as C.O.D, will be treated as a CASH account during Goods Receiving. Alternatively if the Creditor's account number starts with "CASH" then the system will automatically treat it as a cash account regardless of the terms that are set.

CREDIT LIMIT

This controls the maximum amount of credit allowed by this Creditor. This limit can only be exceeded during processing if the user has sufficient rights, or by entering a supervisor override password. Note that for foreign currency Creditors, the limit is entered in the currency of the Creditor and not local currency.

SETTLEMENT DISC %

This is a reference to the discount given by the supplier if the outstanding balance is settled within the specified terms, terms are specified as C.O.D, 30 days, 60 days, 90 days etc. This amount will not be discounted automatically, but will have to be manually processed to each account. The settlement discount % may be added onto the advice note in order to see what discount may be obtained if the account is paid in full.

SPECIAL PRICE LIST

Select the price list to be applied to the Creditor. To set up the various Own Price Lists go to Stock > Utilities > Foreign Currency Pricelists.

NOTE: This option will only be available if "Own Pricelist" is selected as the Creditor's Sell Price.

GRV DEFAULT LAYOUT

Select the GRV Layout to be used for the relevant Creditor. There are 6 different layouts in IQ. Each layout has its own design. In this way different Creditors can be given different GRV's, depending on what information needs to be displayed and printed.

PAYMENT METHOD

Select the payment method as Not Selected, EFT (Electronic Fund Transfer) or Cheque. This is simply a reference field.

SHOW HINTS

Select Show Hints to show hints on the various fields.

NOTE: These fields may be used to store other information other than what is actually asked for.

MULTIPLE DELIVERY ADDRESSES

Each Creditor can have multiple delivery addresses stored. While doing GRV's or Purchase Orders, any one of these delivery addresses may be selected by selecting the drop-down arrow next to the address and selecting the "Select Additional" option. A list of the different delivery addresses will be displayed.

AUTO	ACCOUNT	DBRANCH	NAME	CONTACT	ADDRESS1	ADDRESS2	ADDRESS3	ADDRESS4	NUMBER	CELLPHONE	FAX	EMAIL
2	XYZ001	001	XYZ	John	45 Daisy Avenu	Stellenbosch	7600		654654654	8797987	5465465	john@xyz.co.
3	XYZ001	002	xyz	Peter	45 Protea Avenu	Strand	7150		65464564564			

AUTO

The auto field is a number automatically assigned to every new multiple delivery address created. This number will automatically increment every time.

ENTER COMPANY NAME

The account field displays the main creditors account number.

ENTER THE BRANCH NUMBER

The "dbranch" field displays the branch codes of the other branches that belongs to the relevant creditor.

CONTACT NAME

Enter the name of the person that maybe contacted in the case of queries relating to this account.

ADDRESS 1, 2, 3 AND 4

Use the four input fields for the delivery address, where the fourth field being used for the postal code. These address fields will appear on GRV's as entered here, but may be altered at the time of processing the goods receive voucher.

CONTACT NUMBER

Enter the relevant contact person's telephone number for the particular branch. Otherwise, leave blank.

NOTE: These fields may be used to store information other than what is actually asked for.

CELLPHONE

Enter the relevant contact person's cell phone number for the particular branch. Otherwise, leave blank.

FAX

Enter the relevant contact person's fax number for the particular branch. Otherwise, leave blank.

EMAIL

Enter relevant contact person's email address for the particular branch. Otherwise, leave blank.

ESC CANCEL

The esc cancel option allows one to discard any changes made.

F10 ACCEPT

The F10 Accept option allows one to save any changes made.

ADD

Select ADD to make changes to an existing delivery address.

EDIT

Select EDIT to make changes to an existing delivery address.

DELETE

Select DELETE to delete a delivery address.

AMENDING CREDITOR DETAILS

To edit a creditor the following procedures should be followed; select Maintenance option from the creditors menu. Select the appropriate client from the list being displayed, followed by the edit button being selected.

Most of the customers details may be altered but certain fields cannot be accessed or changed.

CHANGING ACCOUNT NUMBERS

A customer account number CANNOT be changed.

DELETING A CREDITOR

Creditor accounts cannot be deleted once transactions have been processed on the account. The delete option only allows to delete the creditor if it was captured incorrectly.

When deleting the account the system will ask for confirmation before deleting the account. If you are sure that the creditor must be removed select the YES option.

NOTE: The postings (invoice, payments, journal credits) that have been posted to the various ledger accounts and stock items will not be removed from the system or affect any balances whatsoever.

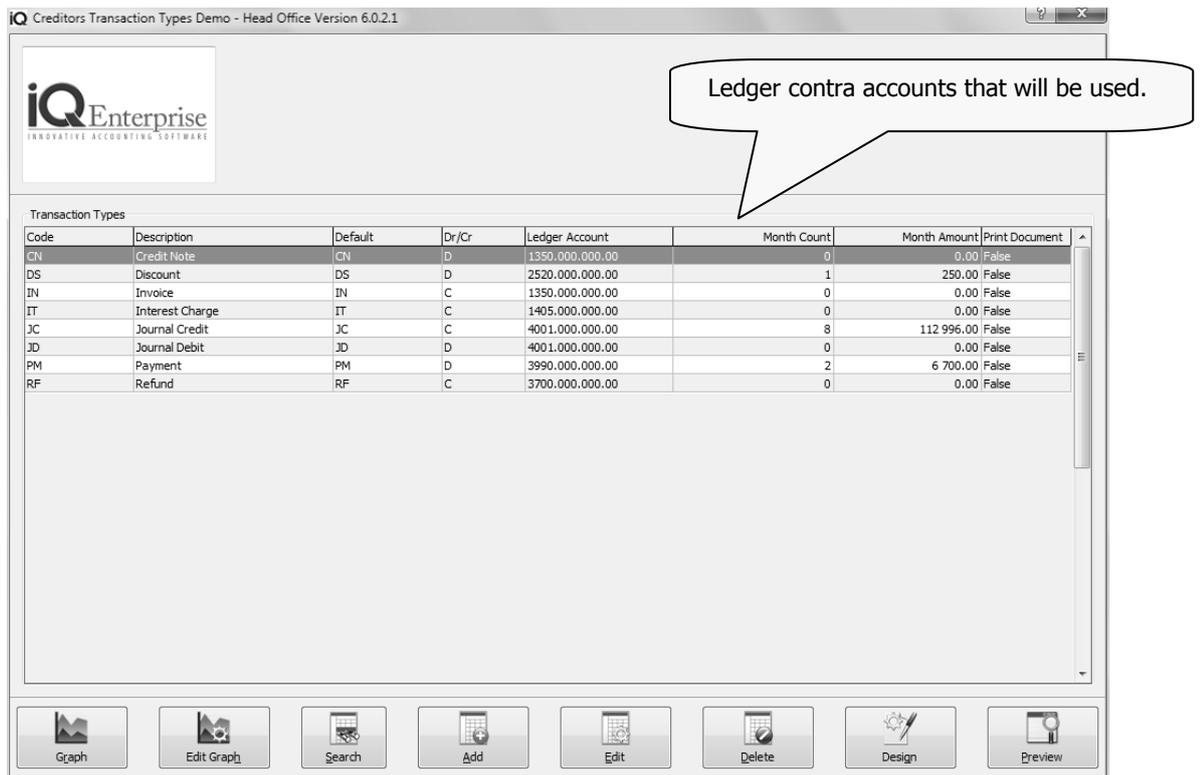
TRANSACTION PROCESSING

WHAT HAPPENS TO A TRANSACTION?

Transactions processed under the single journal option are real-time i.e. instantly updated, and not in batch form. However, on each occasion that you perform postings a separate transaction audit trail is created for each 'batch' of postings entered, i.e. all postings processed while in the single journal option will be grouped under one audit trail number. While the transactions are updated after each entry a single audit trail number will be allocated for all postings done during a single 'sitting'.

Any transaction done under transactions will always automatically be posted to the general ledger that the creditors system integrates to. The ledger accounts that will be involved will always be the Creditors Control account and the contra account will be that of the transaction type being used at the time of the posting.

IQ Creditors Transaction Types Demo - Head Office Version 6.0.2.1



Code	Description	Default	Dr/Cr	Ledger Account	Month Count	Month Amount	Print Document
CN	Credit Note	CN	D	1350.000.000.00	0	0.00	False
DS	Discount	DS	D	2520.000.000.00	1	250.00	False
IN	Invoice	IN	C	1350.000.000.00	0	0.00	False
IT	Interest Charge	IT	C	1405.000.000.00	0	0.00	False
JC	Journal Credit	JC	C	4001.000.000.00	8	112 996.00	False
JD	Journal Debit	JD	D	4001.000.000.00	0	0.00	False
PM	Payment	PM	D	3990.000.000.00	2	6 700.00	False
RF	Refund	RF	C	3700.000.000.00	0	0.00	False

Graph Edit Search Add Edit Delete Design Preview

Should the posting type be a debit (e.g. JD, PM, DS, etc.) the Creditors control will be debited and the contra ledger account linked to the posting type will be credited and vice versa.

POSTING TO ACCOUNTS

The system will treat a credit transaction (e.g. invoice, journal credit, interest, etc.) the same way for all accounts. A debit transaction for an account will have the option to allocate the debit to a list of available credit entries or transactions.

The following is a screen example of what will be displayed when processing a debit transaction entry for an creditor. Please note that this screen will only appear after selecting the NO button when asked to "Allocate to Oldest Balances".

IQ Allocations Version 6.0.2.1



Account Particulars

Account Number XYZ001 Comments

Name XYZ Wholesalers

Currency ZAR

Current	0.00
30 Days	5 000.00
60 Days	0.00
90 Days	1 050.00
120 Days	0.00
150 Days	0.00
180 Days	0.00
Unallocated	-2 000.00
Total	4 050.00

Invoices and Other Credits

Date	Reference	Amount	Outstanding	Sub Acc
01/09/2012	OB007	6 500.00	1 050.00	
01/11/2012	OB008	5 000.00	5 000.00	

Payments and Other Debits

Date	Reference	Amount	Available	Sub Acc
20/12/2012	JNL: 3-1	5 200.00	0.00	
20/12/2012	JNL: 3-1	250.00	0.00	
20/12/2012	PM002	1 500.00	1 500.00	
20/12/2012	PM002	500.00	500.00	

Debit Actions

Reverse Payment

Toggle Status

Show Matched Payments

Search Actions

Search Credits

Search Debits

Visible Fields

Remove Completed Entries

Recall an Entry

Reverse All Payments

Reverse Selected Credit

Allocate Up to Selected

Show Paid Items

The Payments and Other Debits is where all the different account type transactions are located. These would be transactions that need be allocated to the correct outstanding transactions on the Invoices and Other Credits side.

POSTINGS THAT INVOLVE STOCK ITEMS

Goods received / return to supplier documents being printed on pre-printed stationery or transaction where stock items are involved, must be processed from within the Stock module and not in creditors.

ADDING OR AMENDING ACCOUNTS WHILE POSTING TRANSACTIONS

By using the account Amendment button you will be able to add, edit & delete an account without leaving the single journal program.

TRANSACTION DATES

The transaction date entered for the ledger period dictates the month number into which the creditor transactions will be allocated in the ledger. The dates of the individual postings will have an effect on the ledger.

CORRECTING TYPING ERRORS

To correct an error while entering a transaction, click the left mouse button on the appropriate field or use the Shift & Tab keys to go back one field at a time. No information may be altered after the transaction has been accepted.

NOTE: If the incorrect information is entered, including the amount, it can be corrected by reversing the incorrect transaction. This can be done by posting the opposite transaction of what was originally posted incorrectly.

POSTING A TRANSACTION

Select the Single Journal option from the Creditors menu.

SELECTING THE CREDITOR

To locate the appropriate creditor one can either type in the account number or the company name, or use the vertical scroll bar. If the creditor account number is not known toggle the sequence option to that of the Name, to search by the company's name. The search will immediately advance character for character as the name or account is being typed in.

NOTE: To work out which sequence the creditors are shown, look at the first column on left. If the first column reflects the account number, the creditors are then listed in account number sequence. However, if the name is the first column, the order of the accounts are then listed according to the creditors name.

If the client is new, select the Account Maintenance button to add, alter or delete accounts directly without having to terminate transaction processing. When the supplier has been found select the Accept option or double click on the highlighted supplier using the left mouse button.

IQ Creditors Journal Postings Demo - Head Office Version 6.0.2.1

Journal Details

Account Number	XYZ001
Name	XYZ Wholesalers
Address	PO Box 58585 Stellenbosch 7600
Journal Date	10/11/2012
Transaction Type	JC
Ledger Allocation	4001.000.000.00
Reference	OB001
Order Number	
Ledger Notes	Opening Balance
ZAR Amount	1500
Vat Rate	0

Last Journal Details

Account Number	
Journal Number	1
Journal Date	30/12/1899
Amount	0.00
GL Audit Trail	

Balance Details

Current	0.00
30 Days	0.00
60 Days	0.00
90 Days	0.00
120 Days	0.00
150 Days	0.00
180 Days	0.00
Total	0.00
Date Last Payment	30/12/1899
Amount Last Payment	0.00

Account Edit View Details Show Hint Memo Allocate Design Report Design Transaction Report Process

ACCOUNT EDIT

The account edit option allows one to edit the creditors account that is currently selected in the Account Number field at the top of the Journal Details.

VIEW DETAILS

The view details option allows one to view the enquiries screen of the creditor that is currently selected in the Account Number field at the top of the Journal Details.

ENTERING THE TRANSACTION

The supplier's last couple of transactions will appear on the posting screen. This is for information purposes only and cannot be accessed or altered.

DATE

Enter the transaction date in the format DD/MM/YYYY. This date determines the aging month or the general ledger month into which the transaction is posted. For aging purposes all transactions will be posted to the correct transaction age if the dates were selected accordingly. However, any debit (e.g. payment, discount, journal debit, etc.) when processing can affect the outstanding balance of the account, depending on the age of the transaction it was allocated to. The transaction date also has an effect on the ledger integration.

REFERENCE NUMBER

Enter the reference number for this transaction (e.g. a cheque number, invoice number, etc.). The reference field may NOT be blank. The reference field is an automatic incrementing entry field. If

the previous line had a reference of 1234 entered, then the next line (for the same supplier only) will automatically have a reference of 1235.

Note that the Balance B/F entries have no VAT and the VAT Rate is 0, and the Ledger account is set to that of the creditors clearing account, and the date of each brought forward transaction entry is dated the 1st of the month and the month is according to the age of the balance being entered. The oldest balance is entered first and the 30 days balance is entered last.

ORDER NUMBER

Enter the order number (alphanumeric) associated with this transaction, otherwise leave blank or enter further information that may be relevant or informative to the transaction being entered.

CODE

In order for the transaction to be completed one must select the appropriate posting type (IN, JC, JD, PM, etc.) code from the list provided. These codes can be amended, deleted and new ones added under Posting Types on the debtors menu. On accepting the code, the ledger account which this code defaults to, will be displayed in the ledger allocation field.

AMOUNT (VAT INCLUSIVE)

Enter the total transaction amount, including VAT. This amount will be posted to the creditor account as well as the creditors control account in the ledger. The contra ledger account will be updated with the full amount less any VAT.

NOTE: Negative values are not permitted and are not a means to correct previous transaction entries. The appropriate transaction code must be used for this, e.g. if a IN code was previously used, a CN code should be used, or if a JD was used, then a JC should be used, and vice versa.

SPLIT

The split option allows one to split the amount into different ledger accounts.

EXAMPLE: A customer pays a R1000.00 rand payment by utilising the split option one is able to split that R1000.00 into various ledger accounts like R500.00 can be posted to the bank account (3990.000.000.00) and the other R500.00 can be posted to the Cash On Hand account (3700.000.000.00).

VAT RATE

If the posting type selected has been setup to prompt for a VAT rate. A VAT rate may be entered or left as is. The VAT amount will be displayed to the right of the tax rate field, depending on the VAT rate percentage (14%, 0%, etc.), see TAX Rates setup under company details. Select the search option for this field to search for the correct VAT rate in the VAT rate table.

NOTE: Do not enter a VAT rate of 0, unless this is for a payment. To have a transaction displayed on the VAT report, even if the VAT amount is zero, always enter a VAT rate (1 - 6).

VAT AMOUNT

The VAT Amount is based on the selected VAT rate indicator. The value is calculated and cannot be altered. This amount will be posted to the *VAT Input* account in the ledger.

NOTE: For Creditor postings, stock invoicing and credit notes, it will be the *VAT Input* account that will be affected.

LEDGER ACCOUNT

If the ledger account that appears is incorrect select the search facility to choose the correct account, otherwise leave as is to accept the default account.

NOTE: Any posting done through creditors will always go to the Creditors Control account and the contra ledger account will be the account number linked to posting type, specified under transaction types.

COMPLETING THE TRANSACTION

After entering passed the ledger contra account number, select the accept option to process the entry or press Escape (ESC) to cancel and exit. On accepting, this transaction will immediately update the Creditor and the relevant general ledger accounts.

Should you feel that the entire transaction is incorrect, press Escape (ESC), but if one of the entry fields (reference no, order number, code, amount, etc.) is incorrect then click on the appropriate field to rectify, or use the Shift+Tab key combination to go back to that incorrect field.

If the transaction was a Debit entry (e.g. Payment, Discount, Journal Debit, etc.) a confirmation to allocate the debit to the oldest balance will appear next. If the Yes option is selected, the system will attempt to automatically allocate the transaction amount to the oldest outstanding transaction(s). If No is selected, a further screen will appear requesting the manual allocation of the transaction amount to the available transactions or to the available outstanding balances.

iQ Creditors Journal Postings: Demo - Head Office Version 6.0.2.1

Journal Details

Account Number	XYZ001
Name	XYZ Wholesalers
Address	PO Box 58585 Stellenbosch 7600
Journal Date	20/12/2012
Transaction Type	PM
Ledger Allocation	Tender media ledger account will be used.
Reference	PM003
Order Number	
Ledger Notes	
ZAR Amount	500.00
Vat Rate	0

Last Journal Details

Account Number	XYZ001
Journal Number	2
Journal Date	20/12/2012
Amount	1 500.00
GL Ac	

Balance Details

Current	0.00
30 Days	4 050.00
60 Days	0.00
90 Days	0.00
120 Days	0.00
150 Days	0.00
180 Days	0.00
Total	4 050.00
Date Last Payment	20/12/2012
Amount Last Payment	500.00

Note the Ledger account that defaults to the Bank account. This is due to the creditor being paid directly from the bank.

Account Edit | View Details | Show Hint | Memo | Allocate | Design Report | Design Transaction Report | Process

ALLOCATIONS

XYZ001 account has been referenced here as an example of what a allocation screen would look like.

Account Particulars

Account Number: XYZ001
 Name: XYZ Wholesalers
 Currency: ZAR

Current	0.00
30 Days	3 550.00
60 Days	0.00
90 Days	0.00
120 Days	0.00
150 Days	0.00
180 Days	0.00
Unallocated	0.00
Total	3 550.00

Invoices and Other Credits

Date	Reference	Amount	Outstanding	Sub Acc
01/09/2012	OB007	6 500.00	0.00	
01/11/2012	OB008	5 000.00	3 550.00	

Payments and Other Debits

Date	Reference	Amount	Available	Sub Acc
20/12/2012	JNL: 3-1	5 200.00	0.00	
20/12/2012	JNL: 3-1	250.00	0.00	
20/12/2012	PM002	1 500.00	0.00	
20/12/2012	PM002	500.00	0.00	
20/12/2012	PM003	500.00	0.00	

Debit Actions: Reverse Payment, Toggle Status, Show Matched Payments

Search Actions: Search Credits, Search Debits, Visible Fields

Combined Actions: Pay Matched Entries, Remove Completed Entries, Recall an Entry

Credit Actions: Oldest Balances Selected Item, Allocate All to Oldest Balances, Reverse All Payments, Allocate Up to Selected, Reverse Selected Credit, Show Paid Items

DEBIT ACTIONS**REVERSE PAYMENT**

The reverse payment option allows one to reverse a payment entry that was allocated incorrectly.

TOGGLE STATUS

Sometimes, when a specific credit is under query, you can toggle the status by clicking on this button or by right clicking on the credit. This credit will now NOT be allocated, if "payment to oldest balances" is selected.

SHOW MATCHED PAYMENTS

This will show all the payments that were allocated to the selected Credit entry (Invoice).

SEARCH ACTIONS**SEARCH DEBITS**

The Search Debits option allows one to search for debit type transactions within the allocation screen.

SEARCH CREDITS

The Search Credits option allows one to search for credit type transactions within the allocation screen.

COMBINED ACTIONS**PAY MATCHED ENTRIES**

Select a credit on the left and a debit on the right. The debit will be allocated to the credit.

REMOVE COMPLETED ENTRIES

This function will remove all allocated entries (both debits and credits) from your allocation screen. These are not physically removed from the system, but merely made invisible during allocations.

RECALL AN ENTRY

This option will allow one to recall a previously completed entry that was removed as explained above.

CREDIT ACTIONS**OLDEST BALANCES SELECTED ITEM**

The debit selected on the right of your screen, will be allocated in full to outstanding credit entries from oldest balances onward, until no amount is left to allocate.

REVERSE ALL PAYMENTS

All allocations will be reversed. Make sure that this is the correct option especially if a lot of allocations have been done because this will reverse all payments and the allocations has to be done from scratch.

REVERSE SELECTED CREDIT

All debits allocated to the selected credit will be reversed.

ALLOCATE ALL TO OLDEST BALANCE

Selecting this option will allocate all debits to all credits, from oldest balances forward.

ALLOCATE UP TO SELECTED

All debits up to the selected credit entry will be allocated to credit entries, starting at oldest balances.

SHOW PAID ITEMS

This will show all invoices and credit entries that the selected payment was allocated to.

Account Particulars

Account Number: XYZ001
Name: XYZ Wholesalers
Currency: ZAR

Current	Amount
30 Days	3 550.00
60 Days	0.00
90 Days	0.00
120 Days	0.00
150 Days	0.00
180 Days	0.00
Unallocated	0.00
Total	3 550.00

Invoices and Other Credits

Date	Reference	Amount	Outstanding	Sub Acc
01/09/2012	OB007	6 500.00	0.00	
01/11/2012	OB008	5 000.00	3 550.00	

Credit Entries

Date	Reference	Amount	Available	Sub Acc
20/12/2012	JNL: 3-1	5 200.00	0.00	
20/12/2012	JNL: 3-1	250.00	0.00	
20/12/2012	PM002	1 500.00	0.00	
20/12/2012	PM002	500.00	0.00	
20/12/2012	PM003	500.00	0.00	

Debit Actions: Reverse Payment, Toggle Status, Show Matched Payments

Search Actions: Search Credits, Search Debits, Visible Fields

Combined Actions: Pay Matched Entries, Remove Completed Entries, Recall an Entry

Credit Actions: Oldest Balances Selected Item, Allocate All to Oldest Balances, Reverse All Payments, Allocate Up to Selected, Reverse Selected Credit, Show Paid Items

Callout 1: This is the value that can be allocated or part allocated to one or more outstanding

Callout 2: This is the Outstanding status indicator column. It indicates whether the transaction is paid, part-paid or fully paid.

The allocations is where the Creditors Allocations are done. This means that specific payments are allocated to specific invoices. This simply means that a payment is marked off against an invoice.

Allocations will affect the Creditors ageing depending on which payment amounts are allocated to which purchase amounts. This will therefore affect the Creditors Advice Notes in that if the allocation is not done, then the amounts in the different ageing periods (30 days, 60 days, 90 days etc.) will not be affected by the payment until the allocations are made.

However the total and running balance will take the payment into consideration immediately once the payment is made.

All the credits for that creditor will be displayed with original amounts, the outstanding amount, and a colour indicator on the transaction, indicating paid, part-paid and fully paid.

If a transaction is paid up, (outstanding column value is zero). If not paid at all (i.e. the outstanding value is equal to the amount value), the colour indicator will be yellow. If partially paid (i.e. the due value is less than the amount value), the colour indicator will be light blue.

The full amount of the debit does not have to be allocated. The value of any debits left unallocated will be highlighted beneath the word "180 Days". This unallocated amount can be allocated with next debit entry.

NOTE: Debit Allocations are done after a payment or debit transaction is processed. Payment allocations can be made to oldest balances or to specific invoices or credit transactions. This feature is used to mark off which invoices are paid by the payment. If a payment is not allocated to the intended invoices then they will reflect as unpaid and will reflect an outstanding amount. If no credit transactions exist, the payment cannot be allocated, and will be reflected as an unallocated debit.

HOW TO ALLOCATE

Move the highlight bar to the credit being paid. If the amount of the available debit ("to allocate" amount) is Greater than the credit ("outstanding") being paid, press Enter or click with the left mouse button, and the highlighted credit will be paid up (outstanding amount will become zero) and will reflect the transaction in a white colour.

If a credit (purchase, JC, etc.) is already paid up, you can use the same keys to un-allocate i.e. if an entry was paid up, the entry will now be unpaid, and the amount of the credit released will become available for reallocation.

NOTE: The enter key or the right mouse button will only work when the amount to allocate is greater or is equal to the outstanding credit amount. If the amount to allocate is less then select, the part allocate option.

PART ALLOCATING (PART PAYMENTS)

If insufficient credit is available or if the amount that must be allocated is to be used then partially pay other outstanding entries. The amount of credit available will be highlighted. You may apply the full credit as part payment or enter only that portion of the credit being applied as part payment of the invoice.

ALLOCATING TO OLDEST BALANCES

To automatically allocate all available credits to the oldest credits, select the Oldest Balance button.

UN-ALLOCATING

To un-allocate a credit that has mistakenly been allocated to the incorrect invoice select the Un-allocate button once the appropriate invoice has been highlighted.

OVERPAYING / OVER ALLOCATING

The system will prohibit you from allocating credits in excess of the outstanding unpaid credit balance.

RE-ALLOCATING DEBITS

To reallocate existing debits or unallocated debits after transactions have been posted and allocated, follow the procedures as described below. This can be done at any time. You do not have to be posting a transaction at the time, i.e. you may select Creditors Allocations just to allocate credits.

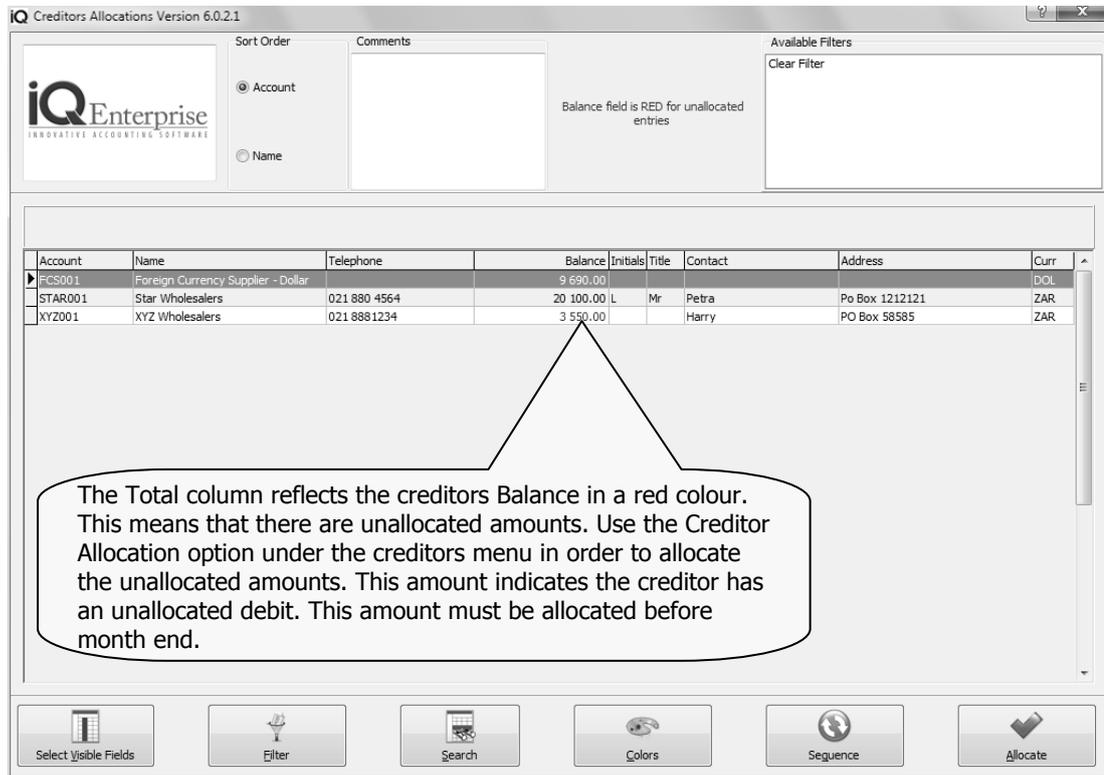
ALLOCATING / UNALLOCATING CREDITS

To allocate or re-allocated existing debits, activate the allocate button .A screen with all existing credit transactions and any previously allocated debit values will appear. Follow the previously discussed steps on how to re-allocate or un-allocate previously allocated or currently unallocated debits.

INFORMATION UPDATED

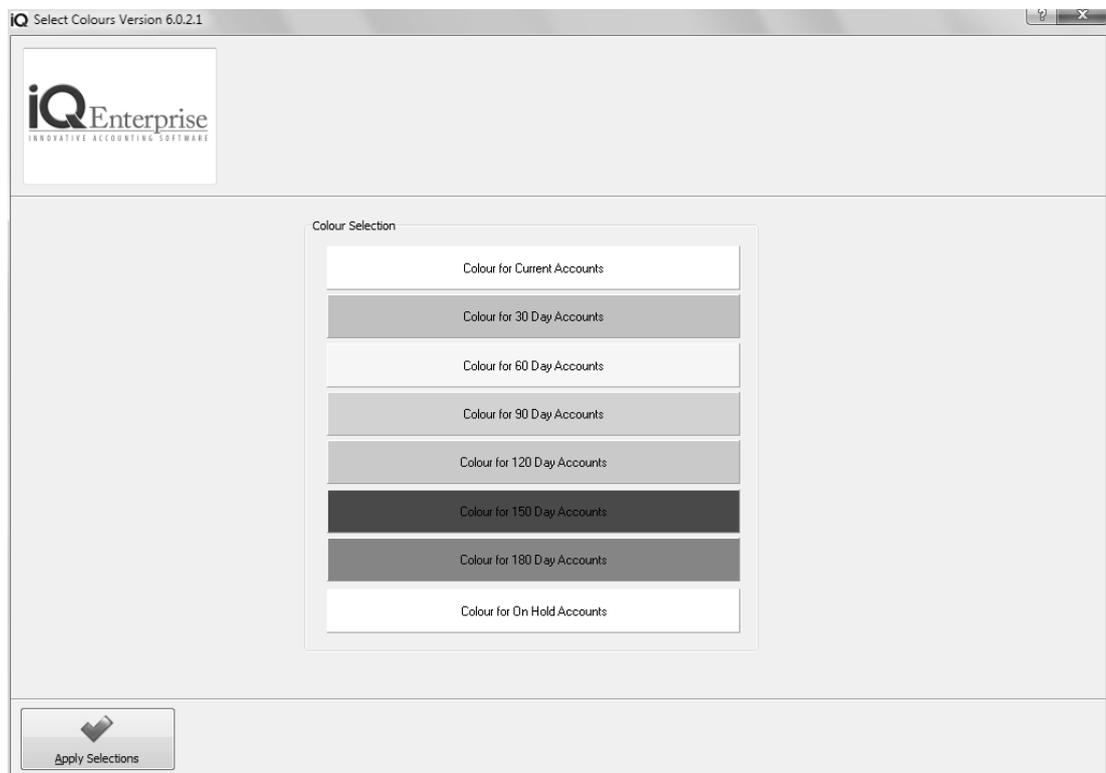
On the main transaction screen, the total amount due by the customer will be updated by the transaction entered and totals outstanding and other relevant information fields adjusted, e.g. over terms, credit limit, balance of unallocated debits etc.

NOTE: Any debits left unallocated for that Creditor will be reflected on the creditor enquiries search screen. That Creditors balance will be reflected in a red colour.



COLOURS

The colours option allows one to specify a specific colour for creditors ageing. One is able to specify a colour for every ageing period. This feature is very handy when one needs to see the different types of ageing that the creditor accounts are currently at because of the colour.



NOTE: Select the relevant panel such as "Colour for Current Accounts," "Colour for 30 Day Accounts," "Colour for 60 Day Accounts," etc... A colour screen appears. Select a colour and press OK. Repeat for each of the different period panels and then press Apply Selections when done.

PRINTING ADVICE NOTES

Creditor advice notes (also known as payment advice notes) are printed to accompany your payment to your creditor. Although they may be printed at any time during the month and reprinted as often as required they must be printed before the month end rollover (month end) procedure runs.

To print advice notes, select the Creditor Advice Notes option from the creditors menu. The following screen will appear:

Account	Name	Telephone	Balance	Initials	Title	Contact	Address	Curr
FCS001	Foreign Currency Supplier - Dollar		9 690.00					DOL
STAR001	Star Wholesalers	021 880 4564	20 100.00	L	Mr	Petra	Po Box 1212121	ZAR
XYZ001	XYZ Wholesalers	021 8881234	3 550.00			Harry	PO Box 58585	ZAR

ADVICE NOTES SELECTION CRITERIA & FILTERS

ADVICE NOTE DATE

Enter the date, which must be printed, on the advice note. The advice note date defaults to the current system date.

PRINTING SEQUENCE

Toggle the print sequence to have the advice notes printed in a sequence of your choice, account number or name sequence.

PRINT WHAT?

Set this option to Open Item if both current and previous months outstanding transactions must be included. If only the current months transactions are required, set this option to Selected Month Only.

INCLUDE ZERO BALANCES

By using the correct filter, suppliers with zero balances can be filtered out. This enables suppliers with balances only will be printed. Zero balance accounts are defined as accounts whose present balance is zero irrespective of whether there are current transactions or not.

NOTE: Advice notes will never be printed with accounts with zero opening balances and no transactions.

INCLUDE NEGATIVE BALANCES

By using the correct filter, suppliers with credit balances (less than zero) can be filtered out. Credit balance accounts are defined as accounts whose present balance is less than zero irrespective of whether there are current transactions or not.

ACCOUNTS OVER XXX DAYS

To select and print only accounts that are in a specific age range, an additional filter needs to be entered. E.g. If "terms = 2" then only accounts 60 days or more will be printed. This function looks at the customers' terms and works strictly on the aged period.

FILTERING EXPLAINED

Should the report type be printed for certain clients and certain conditions (e.g. accounts that are over their limit or terms or for a certain status code or area) select the filter button to enter such criteria. If previous filters have already been setup then use the Available Filter to access the saved filters for this report.

FILTERING EXAMPLE

For this example, advice notes are to be printed for all creditors, excluding zero and credit balance accounts and that don't live in the CPT Area, have a Total outstanding greater than 500.00, and have a Terms setting of 60 days.

1. Select the Filter button. The filter screen will appear next. Select the "press the button to add a new condition" option. Locate the Area field and select it. Then select the "does not equal" option next to the area.

2. Now click the white area next to the "does not equal" option and enter CPT (to extract all creditors where their area is not set to CPT). Do not press Enter or click the Apply button.

3. Select the "press the button to add a new condition" option. Locate the Total field and select it. Then select the "is greater than" option next to the total.

4. Now click the white area next to the "is greater than" option and enter 500 (to extract all creditors where their total is greater than 500). Do not press Enter or click the Apply Filter button.

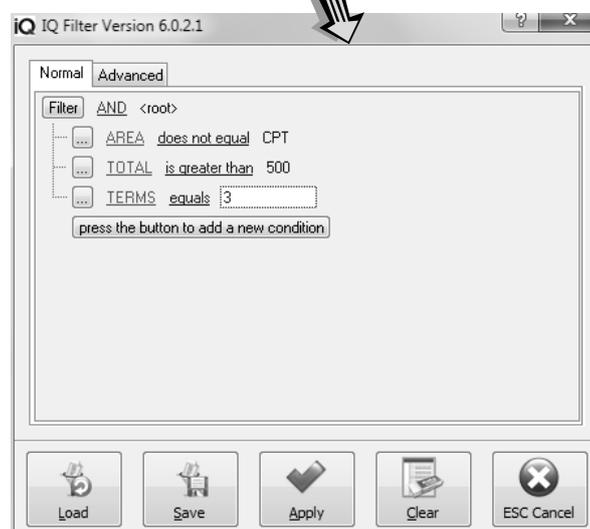
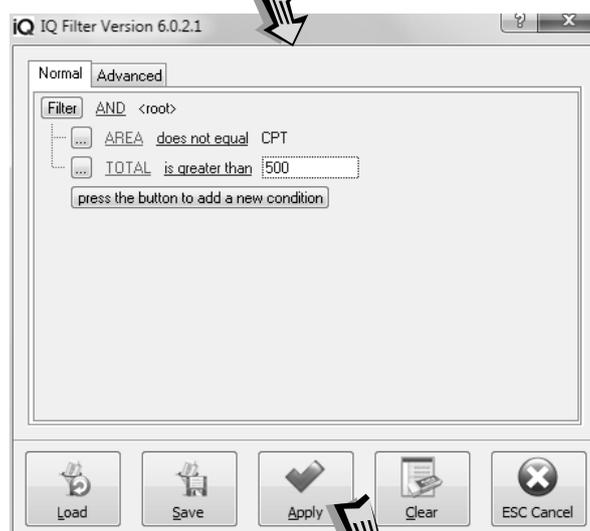
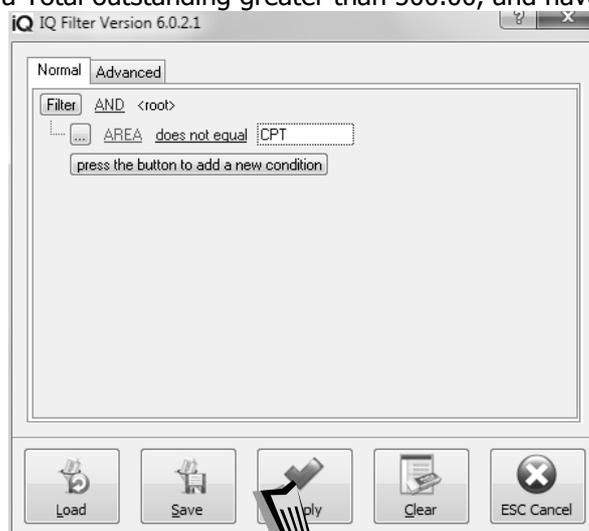
5. Select the "press the button to add a new condition" option. Locate the Terms field and select it. Then select the "equals" option next to the terms.

6. Now click the white area next to the "equals" option and enter 3 (to extract all creditors where their terms are set to 60 Days). The Terms field stores the allowed credit terms that the creditor has allowed, e.g. N/A, C.O.D, 30 Days, 60 Days, up to 180 Days.

The system does not store values as 30 days or 60 days, but rather as a numeric values from 0 to Do not press Enter or click the Apply button.

- 0 = N/A (not applicable)
- 1 = C.O.D
- 2 = 30 Days
- 3 = 60 Days
- 4 = 90 Days
- 5 = 120 Days
- 6 = 150 Days
- 7 = 180 Days
- 8 = LC
- 9 = CAD

7. At this point select the Apply Filter button to have the filter applied, or continue to add additional fields with their respective values and ranges to the existing query by repeating the above steps.



8. Select the Apply button to have the filter selection applied and be returned to the advice notes screen. The advice notes screen will now reflect the result of the filter that has been applied. If not, select the Clear Filter button and repeat the previous steps.

9. A new method of filtering allows one to have it done step by step. The other way of filtering is to do it a manual way. In order to do a manual filter, select the "Advanced" tab next to the "Normal" tab and proceed by entering the necessary values. Once finished the apply option may be selected.

NOTE: Utilizing the new method requires that the necessary field names in the database are known and that the understanding of logical and relational expressions are required.

Account	Name	Telephone	Balance	Initials	Title	Contact	Address	Curr
FCS001	Foreign Currency Supplier - Dollar		9 690.00					DOL
STAR001	Star Wholesalers	021 880 4564	20 100.00	L	Mr	Petra	Po Box 1212121	ZAR
XYZ001	XYZ Wholesalers	021 8881234	3 550.00			Harry	PO Box 58585	ZAR

NOTE: Should the Apply Filter button accidentally been selected or the Enter key been pressed, at any point during the filter setup select the Filter button again to have the filter screen displayed again.

Save Filter

Enter filter name

Creditors not in CPT, Terms = 60, Balance > 500

OK Cancel

The previous captured information will still be available allowing you to continue where you left-off. However, if you escaped out of the advice note screen this information would have been lost. It is therefore important for any filters that have been setup and are required to be used repeatedly, need to be saved after the filter has been applied or completed.

Now that the filter has been completed select the Save Filter button so that the filter can be saved and re-used again. Saved filters can be used again by selecting the Load Filter button. There is an unlimited amount of filters that can be configured and saved.

To cancel a filter, select the Clear Filter button at any time.

Account	Name	Telephone	Balance	Initials	Title	Contact	Address	Curr
ECS001	Foreign Currency Supplier - Dollar		9 690.00					DOL
STAR001	Star Wholesalers	021 880 4564	20 100.00	L	Mr	Petra	Po Box 1212121	ZAR
XYZ001	XYZ Wholesalers	021 8881234	3 550.00		Harry		PO Box 58585	ZAR

SEARCH

The search option allows one to search for any information on the advice note screen and one is able to use any available field.

E-MAIL

The e-mail option allows one to send the advice notes out via e-mail to a specific creditor.

NOTE: The e-mail option only sends the advice notes of the creditor that is highlighted in the advice note view screen and the email address must be valid.

E-MAIL ALL

The email all option allows one to send the advice notes to all creditors that have a valid email address. This will send creditor specific advice notes to every single creditor listed in the advice note screen as long as they have an e-mail address setup under the Creditors Maintenance option.

CREDITOR AGE ANALYSIS

Under the age analysis option five different reports may be obtained namely, Address List, Full Listing, Accounts & All Transactions, Short listing, and Totals Only. These reports may be printed as often as required.

Account	Name	Telephone	Balance	Initials	Title	Contact	Address	Curr
ABC001	ABC Whole Sales	0218885555	267 424.72				45 Orange Road	ZAR
DDD	DDDD Duistributors		2 351.00					ZAR
FCS001	Foreign Currency Supplier - Dollar		5 498.88					DOL
STAR001	Star Wholesalers	021 880 4564	39 808.00	L	Mr	Petra	Po Box 1212121	ZAR
XYZ001	XYZ Wholesalers	021 8881234	145 195.79			Harry	PO Box 58585	ZAR

NOTE: The Short Listing (displays all accounts with their outstanding balances, total to 180) should be printed and filed just prior to running the month end close. The system does allow these reports to be printed from prior months. Select the specific month and run the report.

AVAILABLE REPORT TYPES

If all that is needed is the name & address of the client, select the Name & Address List option. If all the details (account status, terms, balances, etc.) are needed, select the Full Listing report type. If however all that is needed is the outstanding balances, select the Short Listing or Accounts & All Transactions if the balances and all outstanding transactions for the client is to be printed. If outstanding balance totals are need for all the creditors, select the Totals Only report.

SORT ORDER

Use the sort order option to print the various report types in either account number or in name sequence.

FILTERING EXPLAINED

Should the report type be printed for certain clients and certain conditions (e.g. accounts that are over their limit or terms or for a certain status code or area) select the filter button to enter such criteria. If previous filters have already been setup then use the Available Filters option to access the saved filters.

FILTERING EXAMPLE

For this example a short listing with balances will be extracted for creditors that have "Pty" in the *company name*.

1. Select the Filter button. The filter screen will appear next. Select the "press the button to add a new condition" option. Locate the Name field and select it. Then select the "like" option next to the name field.

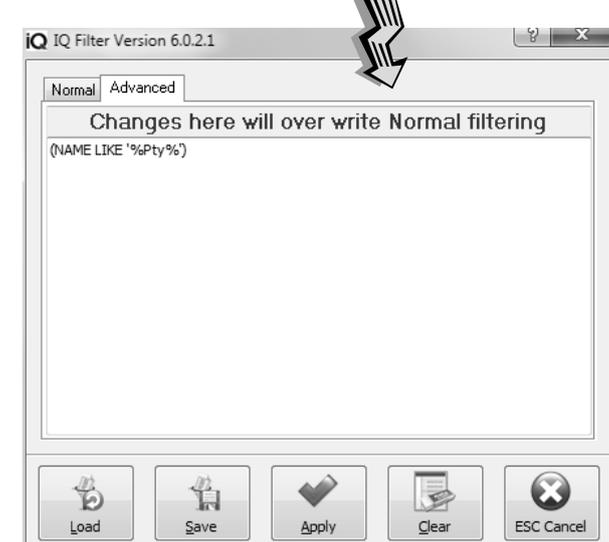
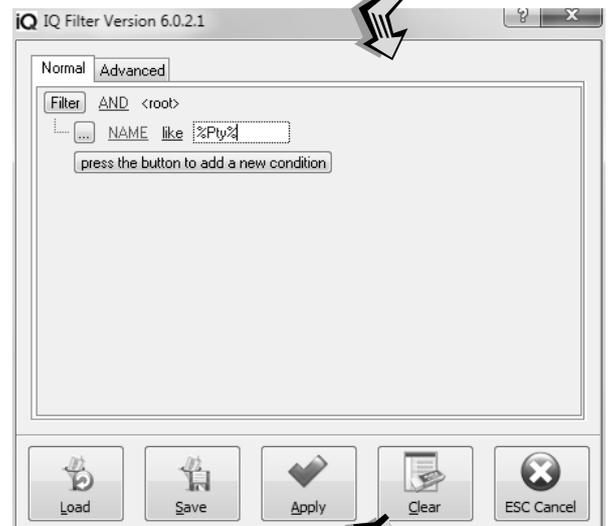
2. Now click the white area next to the "like" option and enter %PTY% (to extract all creditors which have "PTY" somewhere in their name). Do not press Enter or click the Apply button.

NOTE: It's important to add the % signs on either side of the %PTY% because the % sign acts as a wild card. Meaning that if one needs to find something specific within a field then use the % signs because it is seen as a wild card option. This means that the query now will look for anything with Pty in the Name field.

NOTE: Should you have accidentally selected the Apply Filter button or pressed Enter, at any point during the filter setup select the Filter button again to have the filter screen displayed again. The previous captured information will still be available allowing you to continue where you left-off. However, if you escaped out of the age analysis screen this information would have been lost. It is therefore important for any filters that have been setup and are required to be used repeatedly, need to be saved after the filter has been applied or completed.

3. Now that filter has been completed select the Save Filter button so that the filter can be saved and re-used again. Saved filters can be used again by selecting the Available Filters option on the top right hand side of the screen. There is an unlimited amount of filters that can be configured and saved.

4. A new method of filtering allows one to have it done step by step. The other way of filtering is to do it a manual way. In order to do a manual filter, select the "Advanced" tab next to the "Normal" tab and proceed by entering the necessary values. Once finished the apply option may be selected. Utilizing the new method requires that the necessary field names in the database are known and that the understanding of logical and relational expressions are required.



Account	Name	Telephone	Balance	Initials	Title	Contact	Address	Curr
ABC001	ABC Whole Sales	0218885555	267 424.72				45 Orange Road	ZAR
DDD	DDDD Duistributors		2 351.00					ZAR
FCS001	Foreign Currency Supplier - Dollar		5 498.88					DOL
STAR001	Star Wholesalers	021 880 4564	39 808.00	L	Mr	Petra	Po Box 1212121	ZAR
XYZ001	XYZ Wholesalers	021 8881234	145 195.79			Harry	PO Box 58585	ZAR

NOTE: The final result of the applied filter should reflect creditor accounts where they have (Pty) somewhere in the name field. If the available list does not show the correct accounts, it would mean that the filter criteria entered is incorrect. Select the Filter button and work through each of the previously discussed steps.

To cancel a filter, select the Clear Filter button at any time.

IQ Creditors Age Analysis Demo - Head Office Version 6.0.2.1

Available Reports

- Address List
- Full Listing
- Accounts & Transactions
- Short Listing
- Totals only
- Foreign Currency Analysis

Report Parameters

Select the Report Date
 December 2012

Hide Zero Totals

Auto Allocate Unpaid Entries

Sort Order

- Account Number
- Name

Available Filters

Clear Filter

Account	Name	Telephone	Balance	Initials	Title	Contact	Address	Curr
STAR001	Star Wholesalers (Pty) Ltd	021 880 4564	20 100.00	L	Mr	Petra	Po Box 1212121	ZAR
XYZ001	XYZ Wholesalers (Pty) Ltd	021 888 1234	3 550.00			Harry	PO Box 58585	ZAR

Export Options: Select Visible Fields, Export, Advanced Sort, Filter, Search, Graph, Preview, Design, Print

EXPORT

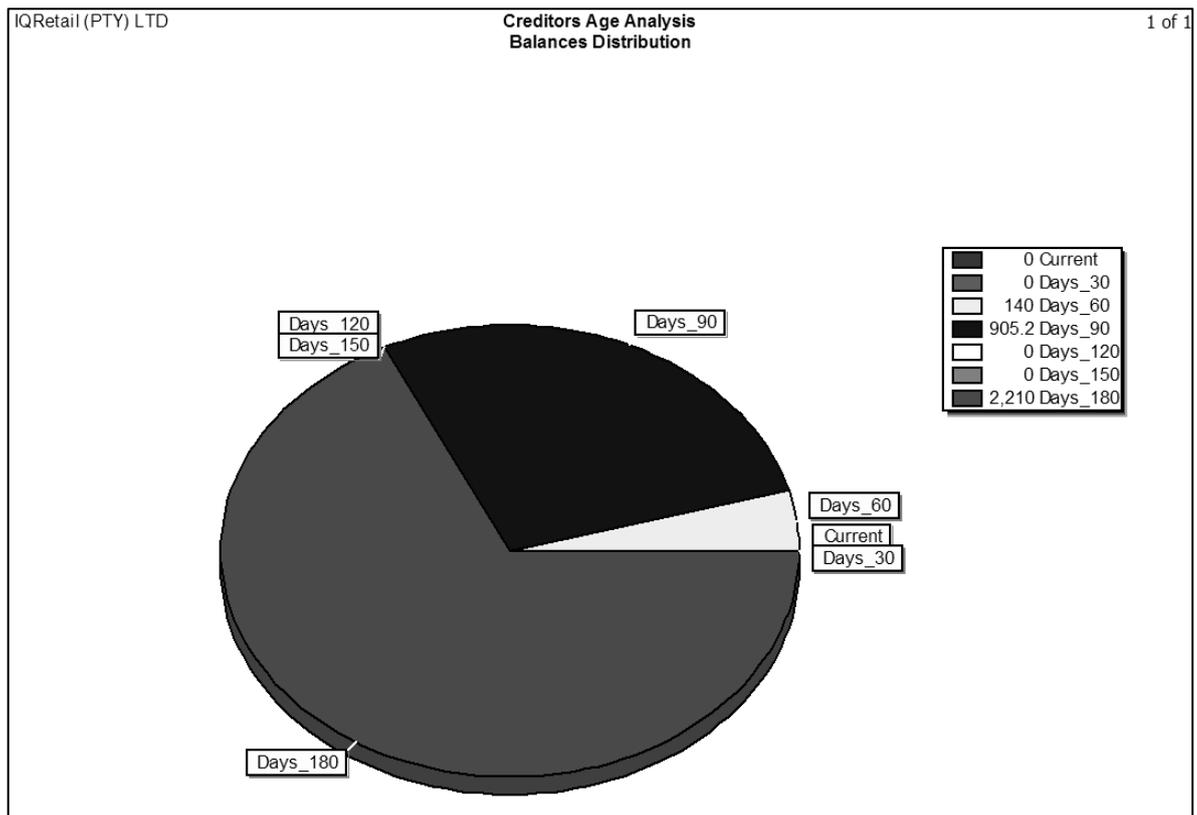
Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML and XLS (Excel)).

ADVANCED SORT

The advanced sort option allows one to sort the age analysis information according to Account, Name, 30 days, 60 days, 90 days, 120 days, 150 days, 180 days, Total etc... Once all the information is sorted, one is able to export that into any of these formats CSV, TXT, HTML, XML and XLS.

GRAPH

The graph option allows one to either design a graph or to preview the existing graph.



AUDIT TRACKING

Every transaction processed is stored in an audit file. A separate audit trail number is created every time you enter the Single Journals option and enter new transactions. To print listings of the creditors transaction audit trails select the Transactions Audit option under Creditors. The following screen will appear:

ACCOUNT	DATE	CODE	REFERENCE	DEBIT	CREDIT	AMOUNT_DUE
XYZ001	18/03/2013	IN	XYZINV754			
XYZ001	18/03/2013	CN	RTS7			
XYZ001	01/03/2013	JC	OB001			
XYZ001	19/03/2013	PM	PM001			
ABC001	19/03/2013	IN	123			
ABC001	22/03/2013	IN	478			
XYZ001	27/03/2013	IN	XYZINV78	0.00	3 557.90	2 942.41
XYZ001	27/03/2013	CN	RTS8	3 015.55	0.00	0.00
XYZ001	28/03/2013	IN	XYZINV455	0.00	5 700.00	5 700.00

WHY USE THE AUDIT REPORT

An audit report is a report, listing all transaction (discounts, goods received, return to supplier, journal debits, payments, etc.) that have been posted that depict information like the date, reference, amount order number, audit trail numbers, etc., for the given selection (filter) criteria. The audit report can be used in many ways to extract purchase information, payments made, credit notes entered, with summary totals being printed. One can even extract the purchase(s) for a certain creditor for the day, week or month.

SORT ORDER

The report may be printed in an unsorted sequence, or may be sorted in account number, code, date, or reference number sequence. If the transaction file is a considerable size, sorting transactions into the selected sequences may take considerably longer to generate the report. Summary totals will always be printed, regardless of the sequence option selected here.

Should the report type be printed for certain clients and certain conditions (e.g. accounts that are over their limit or terms or for a certain status code or area) select the filter button to enter such criteria. If previous filters have already been setup then use the Available Filter option on the top right hand side of the screen to access these saved filters.

FILTERING EXAMPLE

The following filter involves the printing an audit report reflecting transactions that are fully paid-up.

1. Select the Filter button. The filter screen will appear next. Select the "press the button to add a new condition" option. Locate the Amount_Due field and select it. Then select the "equals" option next to the Amount_Due field.
2. Now click the white area next to the "equals" option and enter 0 (to extract all fully paid up transactions). Do not press Enter or click the Apply button.
3. Select the "press the button to add a new condition" option. Locate the salenumber field and select it. Then select the "is greater than" option next to the salenumber.
4. Now click the white area next to the "is greater than" option and enter 0 (to extract all fully paid up transactions and point of sale related transactions). Do not press Enter or click the Apply Filter button.

NOTE: Should you have accidentally selected the Apply Filter button or pressed Enter, at any point during the filter setup select the Filter button again to have the filter screen displayed again. The previous captured information will still be available allowing you to continue where you left-off.

NOTE: If you escaped out of the age analysis screen this information would have been lost. It is therefore important for any filters that have been setup and are required to be used repeatedly, need to be saved after the filter has been applied or completed.

NOTE: Any processing done via the point of sales menu (e.g. Sales, account sales, refunds etc...) will have a sale number attached to the transaction. Processing done via debtors & creditors and stock (.e.g. transaction processing, interest charging, invoicing, credit notes etc...) will not have a sale number value.



5. At this point we can select the Apply Filter button to have the filter applied, or we can continue to add additional fields with their respective values and ranges to the existing query by repeating the above steps.
6. A new method of filtering allows one to have it done step by step. The other way of filtering is to do it a manual way. In order to do a manual filter, select the "Advanced" tab next to the "Normal" tab and proceed by entering the necessary values. Once finished the apply option may be selected. Utilizing the new method requires that the necessary field names in the database are known and that the understanding of logical and relational expressions are required.

ACCOUNT	DATE	CODE	REFERENCE	DEBIT	CREDIT	AMOUNT_DUE
XYZ001	09/02/2011	IN	343	0.00	1 057.00	1 057.00
XYZ001	14/09/2011	IN	87	0.00	4 867.80	367.80
FCS001	21/12/2011	IN	65	0.00	4 095.88	4 095.88
XYZ001	28/12/2011	IN	DSF	0.00	300.00	300.00
STAR001	29/12/2011	IN	BOQGRV	0.00	16 553.00	11 803.00
STAR001	03/01/2012	IN	454	0.00	60.00	60.00
FCS001	06/01/2012	IN	DFASF	0.00	1 403.00	1 403.00
STAR001	24/01/2012	IN	54	0.00	21 945.00	21 945.00
ABC001	19/06/2012	IN	534	0.00	46 341.00	25 144.88
STAR001	19/06/2012	IN	564654	0.00	1 000.00	1 000.00
ABC001	27/06/2012	IN	ABC3434	0.00	20 772.03	15 772.03
STAR001	27/06/2012	IN	1232	0.00	1 000.00	1 000.00
ABC001	27/06/2012	IN	GRN40	0.00	3 705.00	3 705.00
XYZ001	27/06/2012	IN	ASDFA	0.00	94 310.00	94 310.00
DDD	16/07/2012	IN	DFS	0.00	1 351.00	1 351.00
ABC001	16/07/2012	IN	FSGD	0.00	17.10	17.10
ABC001	17/07/2012	IN	15457	0.00	328.14	328.14
ABC001	18/07/2012	IN	3222	0.00	14 667.17	14 667.17
STAR001	18/07/2012	IN	45544	0.00	1 000.00	1 000.00
XYZ001	05/09/2012	IN	XINW12345	0.00	15 960.00	15 960.00
ABC001	05/09/2012	IN	AINW789	0.00	21 261.00	21 261.00
DDD	05/09/2012	IN	125	0.00	1 000.00	1 000.00
ABC001	05/09/2012	IN	KJKLJ	0.00	19 152.00	19 152.00

NOTE: The audit screen will now reflect the result of the filter that has been applied and should reflect two transactions. Two payments where the amount_due is zero and both transactions that were done via the Point of Sale module. If not, select the Clear Filter button and repeat the previous steps to setup the filter again.

NOTE: Should you have accidentally selected the Apply Filter button or pressed Enter, at any point during the filter setup select the Filter button again to have the filter screen displayed again. The previous captured information will still be available allowing you to continue where you left-off. However, if you escaped out of the audit trail screen this information would have been lost. It is therefore important for any filters that have been setup and are required to be used repeatedly, need to be saved after the filter has been applied or completed.

Now that the filter has been completed select the Save Filter button so that the filter can be saved and re-used again. Saved filters can be used again by selecting the Load Filter button. There is an unlimited amount of filters that can be configured and saved.

To cancel a filter, select the Clear Filter button at any time.

IQ Creditors Audit Trails Demo - Head Office Version 6.0.2.1

Sort Order: Unsorted, Account Number, Code, Date, Reference

Layout: Layout 1, Layout 2, Layout 3, Layout 4, Layout 5, Layout 6

Select Month: December 2012

Available Filters: Clear Filter, All outstanding GRV's

ACCOUNT	DATE	CODE	REFERENCE	DEBIT	CREDIT	AMOUNT DUE
XYZ001	09/02/2011	IN	343	0.00	1 057.00	1 057.00
XYZ001	14/09/2011	IN	87	0.00	4 867.80	367.80
FCS001	21/12/2011	IN	65	0.00	4 095.88	4 095.88
XYZ001	28/12/2011	IN	DSF	0.00	300.00	300.00
STAR001	29/12/2011	IN	BOQGRV	0.00	16 553.00	11 803.00
STAR001	03/01/2012	IN	454	0.00	60.00	60.00
FCS001	06/01/2012	IN	DFASF	0.00	1 403.00	1 403.00
STAR001	24/01/2012	IN	54	0.00	21 945.00	21 945.00
ABC001	19/06/2012	IN	534	0.00	46 341.00	25 144.88
STAR001	19/06/2012	IN	564654	0.00	1 000.00	1 000.00
ABC001	27/06/2012	IN	ABC3434	0.00	20 772.03	15 772.03
STAR001	27/06/2012	IN	1232	0.00	1 000.00	1 000.00
ABC001	27/06/2012	IN	GRN40	0.00	3 705.00	3 705.00
XYZ001	27/06/2012	IN	ASDFA	0.00	94 310.00	94 310.00
DDD	16/07/2012	IN	DFS	0.00	1 351.00	1 351.00
ABC001	16/07/2012	IN	FSGD	0.00	17.10	17.10
ABC001	17/07/2012	IN	15457	0.00	328.14	328.14
ABC001	18/07/2012	IN	3222	0.00	14 667.17	14 667.17
STAR001	18/07/2012	IN	45544	0.00	1 000.00	1 000.00
XYZ001	05/09/2012	IN	XINV12345	0.00	15 960.00	15 960.00
ABC001	05/09/2012	IN	AINV789	0.00	21 261.00	21 261.00
DDD	05/09/2012	IN	125	0.00	1 000.00	1 000.00
ABC001	05/09/2012	IN	KKLLJ	0.00	19 152.00	19 152.00

Show All, Filter, Search, Advanced View, Select Visible Fields, Export, G.L. Audit, Preview, Design, Document, Print

SHOW SELECTED MONTH

The show selected month option allows one to view transactions for a specific month. If the show selected month option is selected again the system will then show all transactions that were processed through the system up to date.

ADVANCED VIEW

The advanced view allows one to sort the audit tracking information according to Date, Account, Reference, Order Number, Branch, Amount, Currency, Debit and Credit etc... Once all the information is sorted, one is able to export that into any of these formats CSV, TXT, HTML, XML and XLS.

GL AUDIT

The GL audit option allows one to view the general ledger audit trail of the transaction. This means that one is able to see which general ledger accounts were affected when the transaction was posted.

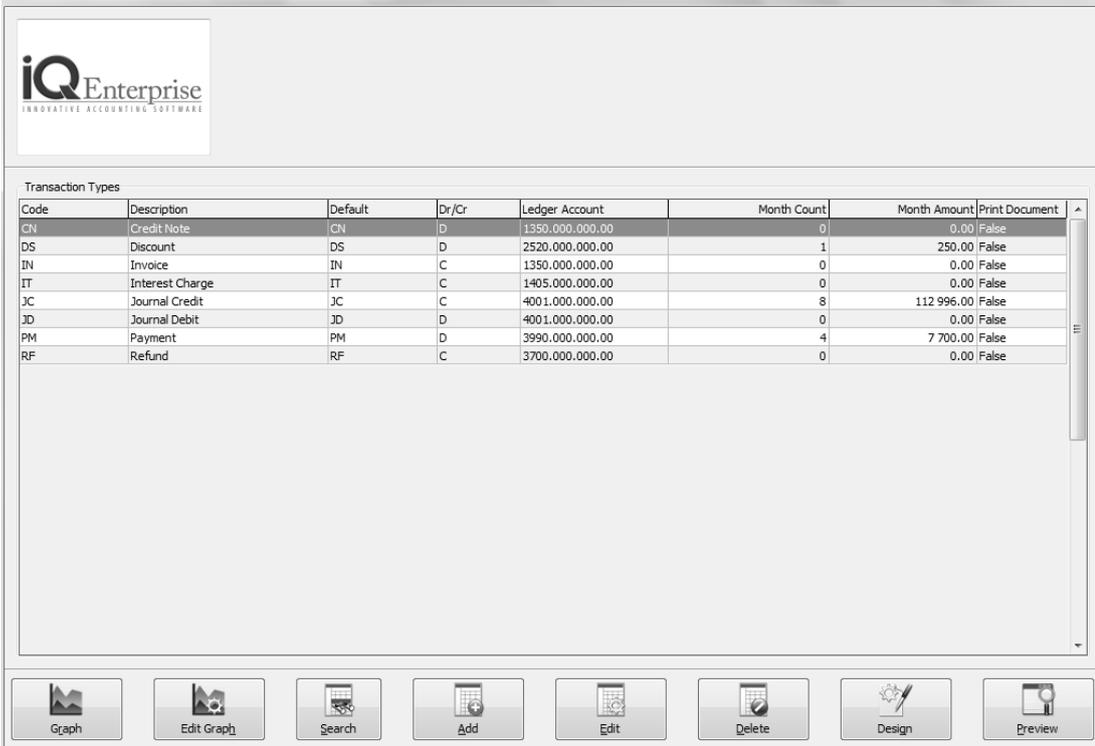
DOCUMENT

The document option allows one to recall any document from the audit trail screen. This means that GRV's, Returned Goods and Creditor Payment documents can be recalled from the audit trail screen.

TRANSACTION TYPES

Any posting to a creditors account, other than from the stock module, will use Transaction Types set under this option. The more common codes (e.g. IN, CN, PM, DS, JC, JD, etc.) are pre-created for you. You may amend existing codes, add new or remove non-required codes. Up to 99 codes may be defined on the system.

IQ Creditors Transaction Types Demo - Head Office Version 6.0.2.1



Code	Description	Default	Dr/Cr	Ledger Account	Month Count	Month Amount	Print Document
CN	Credit Note	CN	D	1350.000.000.00	0	0.00	False
DS	Discount	DS	D	2520.000.000.00	1	250.00	False
IN	Invoice	IN	C	1350.000.000.00	0	0.00	False
IT	Interest Charge	IT	C	1405.000.000.00	0	0.00	False
JC	Journal Credit	JC	C	4001.000.000.00	8	112 996.00	False
JD	Journal Debit	JD	D	4001.000.000.00	0	0.00	False
PM	Payment	PM	D	3990.000.000.00	4	7 700.00	False
RF	Refund	RF	C	3700.000.000.00	0	0.00	False

On selecting this option, all the existing/default transaction types will be displayed. Select the Add button to add a new transaction type, or the Edit button to edit the highlighted transaction type or the Delete button to delete the highlighted transaction type

ADDING & EDITING TRANSACTION TYPES

Select the edit button to edit the highlighted posting type, or select the add button to create a new posting type.

TRANSACTION CODE

The transaction code that is required is a two character code that is usually an abbreviation to the description of the transaction.(e.g. IN – Invoice, CP – Cash Payment, DD – Direct Deposit, EF – EFT, etc.).

DESCRIPTION

Enter the description associated with this transaction, e.g. Payment, rent, club fees, etc. The description field allows for a total length of 30 characters.

TRANSACTION TYPE

The relates to code option allows one to specify what type of posting type the newly created transaction type would be. This means that if a BF – Brought Forward transaction type is created, the relates to code option must be set to JC – Journal Credit because the creditors account must be credited. Selecting the Credit option will Increase the Creditors balance and a Debit will Decrease the Creditors balance.

Choosing the JC transaction type means that the entry to the ledger will be as follows;

Credit Creditors control credited (automatically posted), debit the ledger account linked to this posting type (contra account), and Debit the VAT Input account(if VAT has been indicated).

VAT TRANSACTION

Activating this option will mean that when this transaction code is used, the VAT portion of the transaction amount will be calculated and processed to the appropriate general ledger VAT Input account.

NOTE: The VAT portion will be calculated according to the selected VAT rate at the time of posting the transaction. The VAT account that will be used will be the VAT Input account is defined under the Ledger Integration menu option (see Utilities followed by the Ledger Integration option).

LEDGER ACCOUNT

Use the search facility provided to search for the correct ledger account number if it is not known. This ledger account number will automatically be used whenever the posting type is used. This ledger account number will always be displayed when doing a posting, so therefore may be changed when posting the transactions.

When all amendments have been completed select the Accept option or press the ESC (escape) key to cancel any changes made and exit.

DELETING A TRANSACTION TYPES

Select the Delete button to delete a transaction code. Transactions that have already been posted using the highlighted code will not be affected (i.e. all entries found under creditors, stock and ledger), but it may cause problems when trying to reconcile figures from the ledger that used the posting type at a later stage.

PRINTING TRANSACTION TYPES

If a list of the available transaction types and their respective month to date, year to date, vat value and the amount of times each posting type has been used, select the print option.

END OF MONTH

At the end of each month the month-end procedure will run automatically. The end of each month is determined by the company's policy as to when month end occurs for creditors. The norm is usually the 25/26th of each month. If this is the case, then the closing dates on the system need to be setup accordingly in order to make sure that the automated month end procedure runs at the right time.

IQ Company Details

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

Closing Dates

Select day to close books each month (31 for last)	Debtors	Creditors	Ledger
January	31	31	31
February	31	31	31
March	31	31	31
April	31	31	31
May	31	31	31
June	31	31	31
July	31	31	31
August	31	31	31
September	31	31	31
October	31	31	31
November	31	31	31
December	31	31	31
Number of months to allow backdated postings	0	0	0
Extended Days for backdated posting if month is 0	0	0	0
Financial year ends in	February		
Ledger closed up to			

Accept

Please note that the debtors, creditors and ledger month end days are set to 31 by default. This means that the system will look at the last day of the calendar month before performing the "Month End Rollover" (Month End). If these days are changed to any other day other than 31, the system will perform the month end rollover on that day.

PURPOSE OF MONTH END

The sole purpose of creditors month end is to age transactions and balances. This is all that the creditor month end does. It does not affect, alter or post any balances or transactions in any other module (i.e. debtors, stock or ledger).

If the Month End Rollover (Month End) fails to complete, the failed month end will result in all creditor transactions and balances reflecting a balance age of current and nothing in any of the 30, 60, 90, 120, 150 or 180 day ageing.

This date driven system dictates the age of the transaction and month ends are not required because the system has an automated month end rollover (month end) procedure.

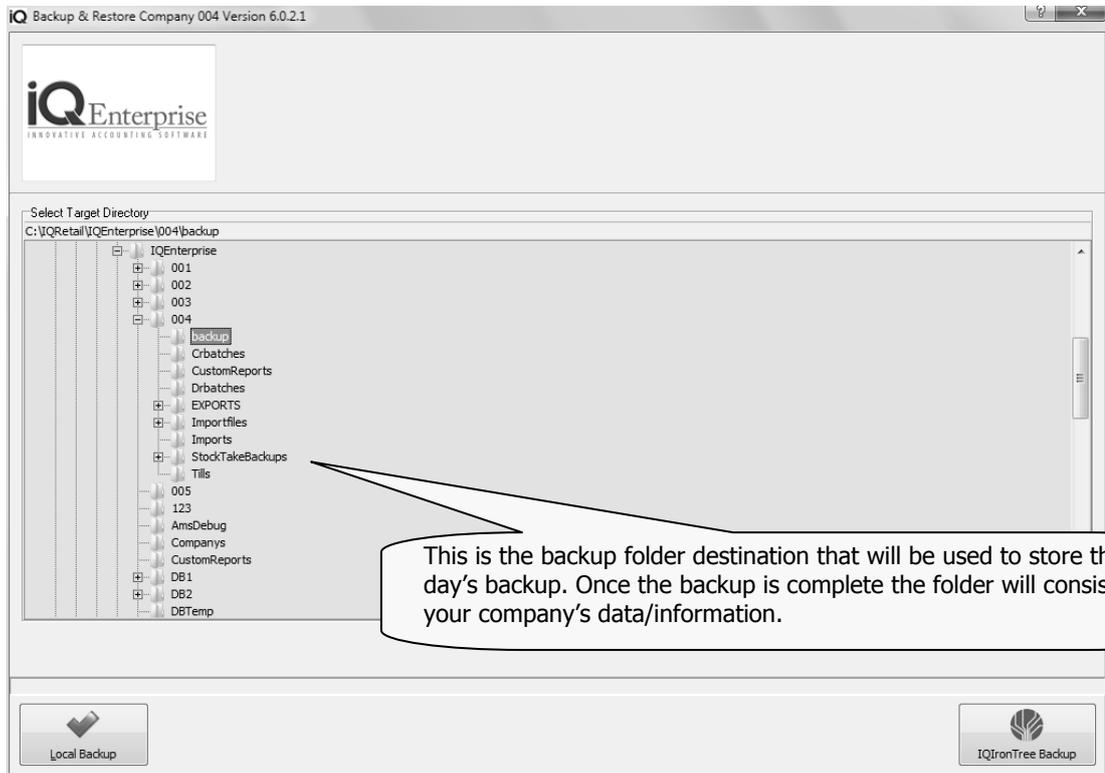
NOTE: Before the month end rollover takes place, ensure that data backups are made and all required reports printed.

MONTH END

Will immediately run once the calendar day has been reached, make sure that statements and reports, have been printed before the End of Month procedure runs.

BACKUPS

Prior to month end, a backup should be made. The backup Ensures that the data has been backed up to the point where the very last bit of work has been done for the month. Backups are made via the Backup Data option found under the Utilities menu. Failure to do backups can result in all the information on the system being lost should there be a need to restore the month end backup!!!!!!



NOTE: Should your month-end procedure be incomplete for whatever reason you would then be able to restore from this backup that was done prior to the month-end rollover.

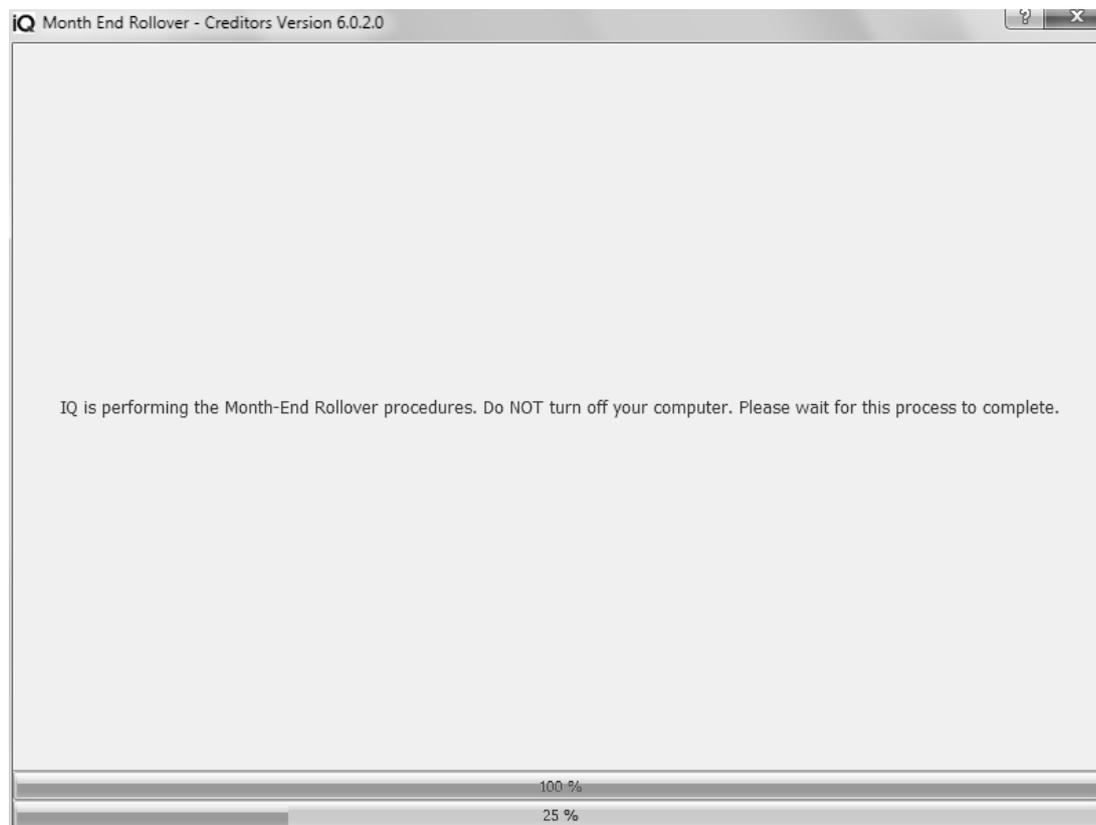
REPORTS TO PRINT

Ensure that month end advice notes and age analysis reports have been run before the month end rollover. These balances cannot be printed after month-end as they were before month-end.

MONTH END ROLLOVER

When the system reaches the last day of the calendar month or the day that is specified under the closing dates option, the system will commence with the month end rollover.

The month end rollover will run as soon as a user enters any part of the menu, whether it be debtors, creditors, stock etc...



Once the month end rollover has completed, the system will return to the main screen.

The following took place during the rollover:

- a. All outstanding transactions aged, in other words transactions that were still outstanding from the previous month has now moved into the next ageing period. (E.g. any transaction not fully paid up that was in 30 days, would have moved to 60 days).
- b. All debits (payments, discounts, journal credits, etc.) will be discarded, but only if there is no unallocated credits on the account.
- c. Transactions that have been partially paid will be altered in such a way so that the credit amount reflects the outstanding amount at the time of doing month end.

NOTE: It is important to check that there are no accounts reflecting unallocated debits prior to doing the month end. This is the cause of older transaction being reflected under the enquiries screen even though they have been paid-up and numerous month ends have been done.

NOTE: It is very important that while the month end rollover procedure is in progress no-one must log back into the system.

Should you be unsure as to whether the month end rollover completed successfully, a quick way to check this is to print a "Totals Only" or "Short Listing & Balances" age analysis report. If the reports reflect positive values in current the month end rollover has not been done or was incomplete.

Month end moves the balances up a level so current should have moved to 30 days, and the 30days balances should have moved to 60 days, etc., etc. The 150 days balance does not move to the 180 days balance, but gets added to the existing 180 day balance.

If you are unsure then restore the backup that was made before doing the month end.

STOCK



CHAPTER 6

STOCK

IMPORTANT NOTES

When using the stock module, all entries will be posted by default to the stock on hand, cost of sales, sales, creditors control, or debtors control accounts in the general ledger. Different stock, cost of sale, and sales accounts may be specified per stock item (see stock Departments).

Stock postings are real-time, i.e. once the invoice, credit note, GRV, etc. has been processed or accepted ALL records are updated. For each group of postings entered, i.e. at one 'sitting', an audit trail with totals is created, thereby creating a batch audit control facility.

WHEN AND WHEN NOT USE STOCK INVOICING, GOODS RECEIVING, ETC.

If a tax invoice / credit note is required or if stock items are to be involved, use the Stock module for processing invoices, credit notes, goods received vouchers, etc. If not, process the transaction through debtors or creditors Postings.

CASCADING ITEMS

The system caters for multi relational products, i.e. When an item is purchased in bulk and then broken into separate packs / sub items that are then sold as individual products.

EXAMPLE: Let's say that you have a bottle store and wish to setup a bulk item (case of beers) and it's respective broken packs, namely the 6 pack of beer and a single beer. To set these items up correctly you would make your bulk items (the case of beer) pack size 24, and the first broken pack item, the 6 pack to have a pack size of 6. The single item pack should be setup to have a pack size of one (1).

Stock Details | Stock Pricing | User Defined Data | Multiple Barcodes | Item Suppliers | WA

MAIN-ITEM

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Item Code</td><td>COK001</td></tr> <tr><td>Description</td><td>Coke Single Can</td></tr> <tr><td>Item Category</td><td>Stock Item</td></tr> <tr><td>Major Department</td><td>001 ▼ Coke</td></tr> <tr><td>Minor Department</td><td>0001 ▼ Soft Drinks</td></tr> <tr><td>Barcode</td><td>COK001</td></tr> <tr><td>General Code</td><td></td></tr> <tr><td>Extended Description</td><td></td></tr> <tr><td>Colour</td><td>0 ▼ Not Defined</td></tr> <tr><td>Size</td><td>0 ▼ Not Defined</td></tr> <tr><td>Item on Hold</td><td><input type="checkbox"/> Click for Options</td></tr> <tr><td>Allow Discount</td><td><input checked="" type="checkbox"/> Click for Options</td></tr> <tr><td>Maximum Discount %</td><td>0.00</td></tr> <tr><td>Section 7 Exempt</td><td><input type="checkbox"/> Tick for Yes</td></tr> <tr><td>Unit Cost</td><td>7.7240</td></tr> <tr><td>Future Cost</td><td>0.00</td></tr> <tr><td>Storage / BIN Location</td><td>FR1 ▼</td></tr> <tr><td>Pack Description</td><td>SINGLE CAN</td></tr> <tr><td>Pack Size</td><td>1.000000</td></tr> <tr><td>Unit of Measure</td><td>Units ▼</td></tr> <tr><td>Disallow Decimals</td><td><input checked="" type="checkbox"/> Tick to Disallow</td></tr> <tr><td>Default Line Rep</td><td>▼</td></tr> </table>	Item Code	COK001	Description	Coke Single Can	Item Category	Stock Item	Major Department	001 ▼ Coke	Minor Department	0001 ▼ Soft Drinks	Barcode	COK001	General Code		Extended Description		Colour	0 ▼ Not Defined	Size	0 ▼ Not Defined	Item on Hold	<input type="checkbox"/> Click for Options	Allow Discount	<input checked="" type="checkbox"/> Click for Options	Maximum Discount %	0.00	Section 7 Exempt	<input type="checkbox"/> Tick for Yes	Unit Cost	7.7240	Future Cost	0.00	Storage / BIN Location	FR1 ▼	Pack Description	SINGLE CAN	Pack Size	1.000000	Unit of Measure	Units ▼	Disallow Decimals	<input checked="" type="checkbox"/> Tick to Disallow	Default Line Rep	▼	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Vat Rate</td><td>1 ▼</td></tr> <tr><td>Store Serial Numbers</td><td><input type="checkbox"/> Tick for Yes</td></tr> <tr><td>Ordering Method</td><td>Normal ▼ N/A ⋮</td></tr> <tr><td>Re-order Level</td><td>400.00</td></tr> <tr><td>Re-order Quantity</td><td>48.00</td></tr> <tr><td>Main Supplier</td><td>ABC001 ▼</td></tr> <tr><td>Supplier's Code</td><td>G1 ▼</td></tr> <tr><td>Report to Item</td><td>▼</td></tr> <tr><td>Item Conversion Rate</td><td>▼</td></tr> <tr><td>Status</td><td></td></tr> <tr><td>Under Batch Control</td><td><input type="checkbox"/> Tick for Yes</td></tr> <tr><td>Life Time (Days)</td><td>0</td></tr> <tr><td>Scale Item</td><td><input type="checkbox"/> Tick for Yes</td></tr> <tr><td>Override GRV Label Qty</td><td><input type="checkbox"/> Override</td></tr> <tr><td>ABC Classification</td><td>Not Defined ▼</td></tr> <tr><td>Recommended GP%</td><td>0.00</td></tr> <tr><td>Exclude from Extra Charge Cost Allocation on GRV</td><td><input type="checkbox"/> Tick for Yes</td></tr> <tr><td>Picture</td><td style="text-align: center;">Right click to manage picture</td></tr> </table>	Vat Rate	1 ▼	Store Serial Numbers	<input type="checkbox"/> Tick for Yes	Ordering Method	Normal ▼ N/A ⋮	Re-order Level	400.00	Re-order Quantity	48.00	Main Supplier	ABC001 ▼	Supplier's Code	G1 ▼	Report to Item	▼	Item Conversion Rate	▼	Status		Under Batch Control	<input type="checkbox"/> Tick for Yes	Life Time (Days)	0	Scale Item	<input type="checkbox"/> Tick for Yes	Override GRV Label Qty	<input type="checkbox"/> Override	ABC Classification	Not Defined ▼	Recommended GP%	0.00	Exclude from Extra Charge Cost Allocation on GRV	<input type="checkbox"/> Tick for Yes	Picture	Right click to manage picture
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?
Show Hints

✓
Accept

NOTE: 6 pack item and the single item should not have the cost entered, only the selling prices. The system will automatically update the cost price of the sub items when the bulk item is purchased. The unit cost prices for these items is automatically calculated by taking the pack size of the broken pack item and dividing it by the main items pack size and then multiplying it by the unit cost of the main / bulk item.

SUB-ITEM

Item Code: COK003		Vat Rate: 1	
Description: Coke 6 Pack		Store Serial Numbers: <input type="checkbox"/> Tick for Yes	
Item Category: Stock Item		Ordering Method: N/A	
Major Department: 001	▼ Coke		
Minor Department: 0001	▼ Soft Drinks		
Barcode:			
General Code:			
Extended Description:			
Colour: 0	▼ Not Defined		
Size: 0	▼ Not Defined		
Item on Hold: <input type="checkbox"/> Click for Options		Scale Item: <input type="checkbox"/> Tick for Yes	
Allow Discount: <input checked="" type="checkbox"/> Click for Options		Override GRV Label Qty: <input type="checkbox"/> Override	
Maximum Discount %: 0.00		ABC Classification: Not Defined	
Section 7 Exempt: <input type="checkbox"/> Tick for Yes		Recommended GP%: 0.00	
Unit Cost: 66.0000		Exclude from Extra Charge Cost Allocation on GRV: <input type="checkbox"/> Tick for Yes	
Future Cost: 0.00		Picture Right click to manage picture	
Storage / BIN Location: FR1			
Pack Description:			
Pack Size: 6.000000			
Unit of Measure: Units			
Disallow Decimals: <input checked="" type="checkbox"/> Tick to Disallow			
Default Line Rep:			

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NOTE: Please remember to make sure that the smallest item's (single beer) does not have any information entered in the report to item field. The six pack and case should have values in the report to item field as well as the item conversion rate.

SUB-ITEM

Item Code: COK002		Vat Rate: 1	
Description: Coke Case		Store Serial Numbers: <input type="checkbox"/> Tick for Yes	
Item Category: Stock Item		Ordering Method: N/A	
Major Department: 001	▼ Coke		
Minor Department: 0001	▼ Soft Drinks		
Barcode: COK002			
General Code:			
Extended Description:			
Colour: 0	▼ Not Defined		
Size: 0	▼ Not Defined		
Item on Hold: <input type="checkbox"/> Click for Options		Scale Item: <input type="checkbox"/> Tick for Yes	
Allow Discount: <input checked="" type="checkbox"/> Click for Options		Override GRV Label Qty: <input type="checkbox"/> Override	
Maximum Discount %: 0.00		ABC Classification: Not Defined	
Section 7 Exempt: <input type="checkbox"/> Tick for Yes		Recommended GP%: 0.00	
Unit Cost: 144.0000		Exclude from Extra Charge Cost Allocation on GRV: <input type="checkbox"/> Tick for Yes	
Future Cost: 0.00		Picture Right click to manage picture	
Storage / BIN Location: FR1			
Pack Description:			
Pack Size: 24.000000			
Unit of Measure: Units			
Disallow Decimals: <input checked="" type="checkbox"/> Tick to Disallow			
Default Line Rep:			

Show Hints
 Accept

SERIAL NUMBER TRACKING

If stock serial number tracking is needed the system provides serial number processing (e.g. during invoicing, GRV's, credit notes, sales orders, purchase orders, etc.), serial number reporting and viewing (e.g. who supplied the item, who bought the item, when, invoice and GRV number, etc.), serial number editing (incorrect serial numbers or no serial number entered) and serial number deletion. Serial numbers are stored on the system until cleared i.e. they are not removed when the items are invoiced out.

NON-STOCK ITEMS (BUYOUTS / SERVICE ITEMS)

The system caters for both normal stock items and buyouts (i.e. non-stock items). Non-stock items are usually items that are not kept as a regular stock on hand item. To create a non-stock item a code, the correct stock category needs to be selected in stock Item Maintenance. The description of this item may be left blank as can the cost and selling price, as these fields usually vary from item to item are usually entered when doing the invoice.

NOTE: The unit cost must be left blank.

You may create as many non-stock items as required but usually one is sufficient.

ENTERING OPENING STOCK ON HAND VALUES

Opening stock quantities are NOT entered when creating the stock items. To enter the opening quantities do so via the Stock Adjustments option, found under the Stock menu, sub-option Utilities.

NEGATIVE STOCK

Unless prevented in terms of the setup of your Set Stock Defaults, negative stock is allowed. By allowing negative stock the system will function, post and calculate values correctly.

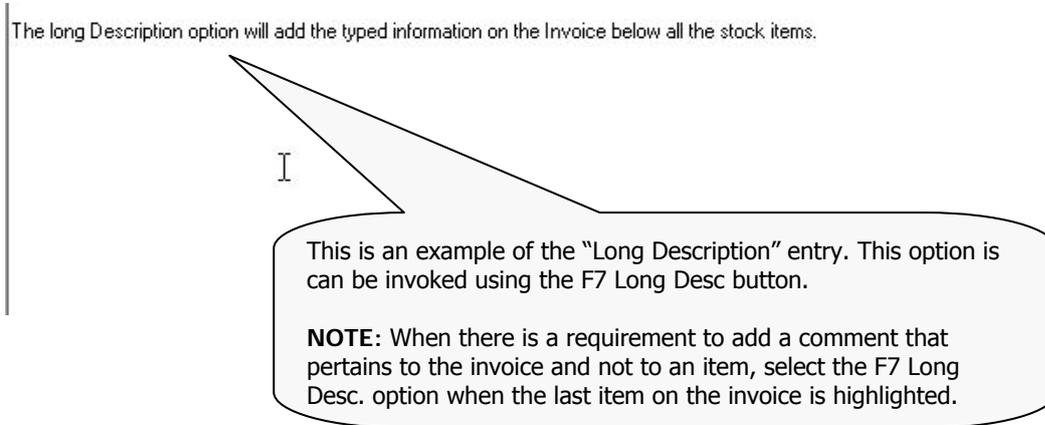
WHAT HAPPENS TO STOCK THAT GOES INTO NEGATIVE?

If you invoice ten (10) items, but have only five (5) items on hand, the system will calculate the value for the first five using the FIFO basis and the second five using the Latest unit cost. The system will correct itself in the general ledger once the new goods are received.

If you invoice out an item that has not yet been GRV'd in, there is a possibility that there will be a new cost when you receive the item. The stock on hand as well as cost of sales value in the general ledger will be incorrect. To overcome this problem the system calculates the difference between the cost which was used for this item during invoicing and the new cost that is being GRV'd in. This difference is then automatically adjusted to the cost of sales account when the goods are eventually GRV'd in.

LONG DESCRIPTION

Use the long description option when the stock item code is asked for in the body of the invoice. This descriptive memo will be printed below each item code line entry on the invoice. If this descriptive memo needs to be printed at the bottom of the invoice for an overall message, make sure the long description is only entered after the last stock item is entered.



PRODUCT COST LEVELS (FIFO)

Each time stock is received from a supplier the GRV details are stored, including the suppliers creditor account number. The latest 5 GRV deliveries are stored for each stock item. Most reports with "supplier" as a selection criteria, will interrogate this GRV history in order to provide the required information.

The system utilizes the FIFO (first in - first out) costing method. The system stores the cost values of the latest 5 GRV's and will apply the costs to the cost of sales accordingly, i.e. from oldest (level 1) to most recent (level 5). Where your stock on hand is more than the total received on the last five GRV,s the system will calculated the balance on the true Weighted Average method. This means that values transferred from stock to cost of sales when goods are sold are very accurate.

NOTES ON COST OF SALES

What happens to cost of sales when posting via stock?

When goods are sold i.e. via Invoicing, the cost price of the goods sold will automatically be transferred from your general ledger stock account to your cost of sales account. This applies in reverse to goods received back from customers when a credit note is issued.

NOTE: Neither the general ledger stock account or cost of sales account will be affected if the item is old at a zero cost.

The screenshot shows the IQ Enterprise software interface. At the top left is the IQ Enterprise logo with the tagline 'INNOVATIVE ACCOUNTING SOFTWARE'. Below the logo is the 'Item Details' section, which includes 'Item Code: COK001' and 'Description: Coke Single Can'. Below this is a table with 5 columns: 'Supplier', 'Price (Excl)', 'Cost', and 'Quantity'. The table contains 5 rows of data, with the final row showing an 'AVERAGE' cost of 6.00 and a total quantity of 418.00. A callout box points to the table with the text: 'When the item is sold it will start at level1 and use the unit cost to sell the item, but only if there is sufficient quantity, i.e. greater than zero. Once that level is used up, it will then look at the next levels unit cost.'

	Supplier	Price (Excl)	Cost	Quantity
1	ABC001	0.00	0.00	0.00
2	XYZ001	6.00	6.00	415.00
3	ABC001	5.58	5.58	1.00
4	ABC001	5.50	5.50	1.00
5	ABC001	5.99	5.99	1.00
	ABC001	5.50	AVERAGE	6.00
				418.00

Press escape to close.

EXAMPLE: If all 5 cost levels are full and another GRV (purchase) is entered the new GRV cost goes to level 5 and the old level 5 cost goes to level 4, but when level2 moves up to level1, level1 does not fall away, but the two together become an average cost and their quantities added together.

NOTE: The 5th level is the latest or last purchase, transfer in or adjustment made to the cost levels.

ADDING STOCK ITEMS

NOTE: Before entering stock items see that the Stock Defaults are correctly specified. These are found under main menu option Utilities, sub-option Company Details, Default Settings (1) and Default Settings (2).

To activate the stock menu use your arrow left/right keys. Select Item Maintenance from the Stock menu to add, edit and delete stock items.

NOTE: The opening stock quantities for any stock item are entered via the Stock Adjustments option, and not under Maintenance.

Locate the appropriate stock item to be edit by either typing in the item code or by typing the description of the item should you have changed the sequence to description, or use the mouse together with vertical scroll bars. Should you need to add a new item select the "Add" button.

The screenshot displays the IQ Enterprise software interface. At the top, there is a menu bar with options: Processing, Debtors, Creditors, Stock, Ledger, Utilities, Support, Point of Sale, Windows, Help, and Shortcuts. Below the menu bar, there is a logo for IQ Enterprise and a 'Sort Order' section with radio buttons for Code, Barcode, Description, Department, Supplier Code, General Code, Bin Location, and Main Supplier. To the right of the logo is an 'Image' section with a placeholder text 'Stock Image will be displayed here'. Further right is an 'Available Filters' section with options: Clear Filter, BOQ Items, Multi Bin Items, and Stock Items. The main area of the interface is a table listing stock items. The table has columns for Code, Description, Barcode, Dept, Bin, PackSize, Onhand, Retail Price, and Supplier. The table contains 28 rows of data, including items like 'Golf T-Shirt - Black - Small', 'Golf T-Shirt - Black - Medium', etc. At the bottom of the table, it says 'Record Count: 32'. Below the table is a toolbar with icons for Select Visible Fields, Copy, Export, Imports, Filter, Search, Add, Edit, Delete, Gridmode Edit, and Batches.

Code	Description	Barcode	Dept	Bin	PackSize	Onhand	Retail Price	Supplier
TSMGS0101	Golf T-Shirt - Black - Small	TSMGS0101	008		1	83.00	70.65	TT12
TSMGS0102	Golf T-Shirt - Black - Medium	609660900686	008		1	137.00	64.05	TT45
TSMGS0103	Golf T-Shirt - Black - L	TSMGS0103	008		1	347.00	53.90	TT96
TSMGS0104	Golf T-Shirt - Black -XL	TSMGS0104	008		1	74.00	50.05	TY98
TSMGS0201	Golf T-Shirt - Brown - Small	TSMGS0201	008		1	84.00	61.70	
TSMGS0202	Golf T-Shirt - Brown - M	TSMGS0202	008		1	0.00	74.15	
TSMGS0203	Golf T-Shirt - Brown - L	TSMGS0203	008		1	0.00	62.25	
TSMGS0204	Golf T-Shirt - Brown -XL	TSMGS0204	008		1	0.00	141.40	
TSMGS0301	Golf T-Shirt - Red - S	TSMGS0301	008		1	0.00	95.10	
TSMGS0302	Golf T-Shirt - Red - M	TSMGS0302	008		1	0.00	1704.30	
TSMGS0303	Golf T-Shirt - Red - L	TSMGS0303	008		1	0.00	142.00	
TSMGS0304	Golf T-Shirt - Red -XL	TSMGS0304	008		1	0.00	56.65	
TSMGS0401	Golf T-Shirt - Blue - S	TSMGS0401	008		1	0.00	142.00	
TSMGS0402	Golf T-Shirt - Blue - M	TSMGS0402	008		1	0.00	60.65	
TSMGS0403	Golf T-Shirt - Blue - L	TSMGS0403	008		1	0.00	56.65	
TSMGS0404	Golf T-Shirt - Blue -XL	TSMGS0404	008		1	283.00	105.20	
TSMGS0501	Golf T-Shirt - Green - S	TSMGS0501	008		1	0.00	56.65	
TSMGS0502	Golf T-Shirt - Green - M	TSMGS0502	008		1	0.00	55.45	
TSMGS0503	Golf T-Shirt - Green - L	TSMGS0503	008		1	0.00	58.75	
TSMGS0504	Golf T-Shirt - Green -XL	TSMGS0504	008		1	0.00	56.65	
TSMGS0601	Golf T-Shirt - White - S	TSMGS0601	008		1	0.00	59.30	
TSMGS0602	Golf T-Shirt - White - M	TSMGS0602	008		1	0.00	55.90	
TSMGS0603	Golf T-Shirt - White - L	TSMGS0603	008		1	0.00	56.65	
TSMGS0604	Golf T-Shirt - White -XL	TSMGS0604	008		1	0.00	56.65	
TSMGS0701	Golf T-Shirt - Grey - S	TSMGS0701	008		1	0.00	41.95	
TSMGS0702	Golf T-Shirt - Grey - M	TSMGS0702	008		1	0.00	67.15	

COPY

The copy option allows one to create a new stock code by copying an existing one. The duplicate stock item will require a unique Stock Code. Enter the new stock code and select ok. The rest of the stock item's detail will be identical. This is a quick way of entering many stock items where only the Code and Description differ.

GRIDMODE EDIT

Select Gridmode Edit to make multiple changes to stock item details. This displays all the stock items in a grid format, so that changes can easily be made. Almost all fields are changeable except the stock item code.

CAPTURING STOCK DETAILS

ITEM CODE

The stock item code entered will be a maximum of 15 characters. The item code field may contain alphanumeric characters.

DESCRIPTION

Enter the stock item description. Maximum length is 50 alphanumeric characters.

Stock Details		Stock Pricing		User Defined Data		Multiple Barcodes		Item Suppliers		Web Details		Associated Items	
Item Code	COK001	Vat Rate	1	Store Serial Numbers		<input type="checkbox"/> Tick for Yes		Ordering Method		Normal		N/A	
Description	Coke Single Can	Re-order Level	400.00	Re-order Quantity		48.00		Main Supplier		ABC001		Supplier's Code	
Item Category	Stock Item	Under Batch Control		<input type="checkbox"/> Tick for Yes		Life Time (Days)		0		Scale Item		<input type="checkbox"/> Tick for Yes	
Major Department	001	Life Time (Days)		0		Scale Item		<input type="checkbox"/> Tick for Yes		Override GRV Label Qty		<input type="checkbox"/> Override	
Minor Department	0001	ABC Classification		Not Defined		Recommended GP%		0.00		Exclude from Extra Charge Cost Allocation on GRV		<input type="checkbox"/> Tick for Yes	
Barcode	COK001	Picture		Right click to manage picture		Item Conversion Rate		Status		Under Batch Control		<input type="checkbox"/> Tick for Yes	
General Code		Future Cost		0.00		Storage / BIN Location		FR 1		Pack Description		SINGLE CAN	
Extended Description		Unit of Measure		Units		Disallow Decimals		<input checked="" type="checkbox"/> Tick to Disallow		Default Line Rep			
Colour	0	Unit Cost		5.9978		Section 7 Exempt		<input type="checkbox"/> Tick for Yes		Item on Hold		<input type="checkbox"/> Click for Options	
Size	0	Maximum Discount %		0.00		Allow Discount		<input checked="" type="checkbox"/> Click for Options		Maximum Discount %		0.00	
Item on Hold	<input type="checkbox"/> Click for Options	Unit Cost		5.9978		Section 7 Exempt		<input type="checkbox"/> Tick for Yes		Future Cost		0.00	
Allow Discount	<input checked="" type="checkbox"/> Click for Options	Storage / BIN Location		FR 1		Pack Description		SINGLE CAN		Unit of Measure		Units	
Maximum Discount %	0.00	Pack Description		SINGLE CAN		Unit of Measure		Units		Disallow Decimals		<input checked="" type="checkbox"/> Tick to Disallow	
Section 7 Exempt	<input type="checkbox"/> Tick for Yes	Unit of Measure		Units		Disallow Decimals		<input checked="" type="checkbox"/> Tick to Disallow		Default Line Rep			
Unit Cost	5.9978	Disallow Decimals		<input checked="" type="checkbox"/> Tick to Disallow		Default Line Rep				Show Hints		Accept	

ITEM CATEGORY

The item category allows one to select between a Stock Item and a Non-Stock Item. The Stock item category tells the system what type of stock item it is. In other words if the stock item category is selected, this would mean that these are physical stock items. If the non stock item category was selected, this would mean non physical stock items like Service Charges, Labour per hour, Consultation Fees etc...).

MAJOR DEPARTMENT

Select the department code by pressing the ALT and down arrow key, and select the department for which the item must be linked to. The Sales account, Cost of sales account, and Stock account which will be affected during processing (e.g. Invoicing, goods received, stock adjustments, etc.) are taken from the selected department (see Department heading later).

If a new department is needed, or if the description, ledger accounts for the department needs to be altered select the Department option located under the Stock, Utilities menu.

NOTE: These departments are the essence of the integration to the general ledger, therefore they must be checked that they are being linked / integrated to the correct Sales, Cost Of Sales, Stock on Hand ledger accounts. (see the Departments heading later).

HINT: Utilize the stock items to link items to the correct VAT rate structure (e.g. Normal VAT, Zero Rated or Exempt from VAT).

MINOR DEPARTMENT

Use the group code to categorize product items into sub categories, e.g. Let say you have an item, Cadbury's 200 gr Chocolate. This item would be linked to the chocolate department and have a group code CADB. This group code will allow various sales reports to group all Cadbury's chocolates products together for that department.

BARCODE

The barcode field is used to enter the stock items barcode. This may be entered using a scanner or keyboard.

GENERAL CODE

Enter an optional general code. This can be used as secondary stock item code or barcode for use when integrating stock files.

EXTENDED DESCRIPTION

Any additional information and an extended description may be entered here.

NOTE: This will replace the original description when entering the stock item in Invoicing etc. To prevent this, simply put ~ in front of the description entered here.

LINE COLOUR TYPE

Select the stock item's line colour type from the drop-down list. This will highlight the selected stock item, with the selected colour, in Stock Maintenance and in Stock Enquiries. In this way items on special, cascading items, non-stock items, serial number items etc. can be "visually" distinguished from other stock items.

NOTE: To add/edit the Line Colours select Utilities > Default Tables Setup > Stock Item Line Colour.

ITEM ON HOLD

Select this option in order to put the stock item on hold. Select which module the processing module for the stock item to be on hold. This will prevent ANY further sales or processing of the selected stock item (Invoices and/or Recurring Charges, Credit Note, Goods Receiving, Returns, Purchase Orders, Sales Orders, Quotes, Job Cards, Point of Sale, stock Transfers, Stock Transfer Requests, Bill of Quantities, or/and Agent Transactions).

Invoices and/or Recurring Charges	<input checked="" type="checkbox"/>
Credit Notes	<input type="checkbox"/>
Goods Receiving	<input type="checkbox"/>
Returns	<input type="checkbox"/>
Purchase Orders	<input type="checkbox"/>
Sales Orders	<input type="checkbox"/>
Quotes	<input type="checkbox"/>
Job Cards	<input type="checkbox"/>
Point of Sale	<input type="checkbox"/>
Stock Transfers	<input type="checkbox"/>
Stock Transfer Requests	<input type="checkbox"/>
Bill of Quantities	<input type="checkbox"/>
Agent Transactions	<input type="checkbox"/>

Selection

ESC Cancel F10 Accept

ALLOW DISCOUNT

Select this option in order to allow LINE discount on the selected stock items in Invoices and/or Recurring Charges, Credit Note, Goods Receiving, Returns, Purchase Orders, Sales Orders, Quotes, Job Cards, or/and Point of Sale.

Invoices and/or Recurring Charges	<input type="checkbox"/>
Credit Notes	<input type="checkbox"/>
Goods Receiving	<input type="checkbox"/>
Returns	<input type="checkbox"/>
Purchase Orders	<input type="checkbox"/>
Sales Orders	<input type="checkbox"/>
Quotes	<input type="checkbox"/>
Job Cards	<input type="checkbox"/>
Point of Sale	<input type="checkbox"/>

Selection

ESC Cancel F10 Accept

SECTION 7 EXEMPT

Select this option in order to make the selected stock item a Vat Exempt item ONLY if the selected Debtor is also a Section 7 Client.

EXPLANATION: Taxpayers conducting farming operations are taxed in the same way as other taxpayers, except that they are entitled to a special deduction in respect of qualifying farming capital expenditure, and are subject to certain ring fencing provisions in relation to the cost and closing value of trading stock in the form of livestock.

The farming capital expenditure deduction is 100% of the qualifying expenditure actually incurred during the year of assessment, limited in any one year to the taxable income from farming before allowing for this deduction. Any excess capital expenditure may be carried forward for deduction from farming taxable income in any future year.

COST AS % OF SELLPRICE (ONLY FOR NON STOCK ITEMS)

The amount entered here will be the cost as a percentage of the selling price. For example if 10% is entered here and the item is sold at R150 then the amount that will be posted to cost of sales will be R15.

UNIT COST

Enter the current (i.e. latest) cost price excluding VAT. No future change to cost price will be allowed, as this field will be automatically updated as goods are received, i.e. from the goods received vouchers (GRV's).

NOTE: Once new the item has been saved (Accept button selected) the unit cost field will be greyed out and cannot be altered. As mentioned above, the unit cost will be updated as the item is purchased.

FUTURE COST

The future cost entered here will be the cost that is used when using "%Markup on Cost" and selecting "Future Cost (User Defined)" in Price Maintenance.

STORAGE LOCATION

Enter a storage location for the selected stock item. This can be used for reporting purposes and when stock takes are done. Enter the location in the store where this item is located. The location can be printed on reports. If not required leave blank.

HINT: The storage location can help when doing stock take or when wanting to see sales figures for a particular area in the shop.

PACK DESCRIPTION

Enter a three character pack description e.g. box, lit (litres), If not required leave blank.

PACK SIZE

Enter a numeric pack size for this stock item, e.g. 1 (single units) 12 (dozens). A stock item can only have one pack size, e.g. if an item is stored in dozens, but packs are sometimes broken up. Those separate packs must be treated as a new product and captured in item maintenance as a new product.

EXAMPLE: Let's say that you have a bottle store and wish to setup a bulk item (case of beers) and it's respective broken packs, namely the 6 pack of cans and a single dumpy beer. To set these items up correctly you would make your bulk items (the case of beers) pack size 24, and the first broken pack item, the 6 can pack to have a pack size of 6. The single item pack should be setup to have a pack size of one (1).

NOTE: Both 6 pack item and the single item should not have cost entered but only selling prices The unit cost prices for these items is automatically calculated by taking the pack size of the broken pack item and dividing it by the main items pack size and then multiplying it by the unit cost of the main / bulk item. Please remember to make both broken pack items report to the main item. If not required leave this field blank or disable the option under Utilities, Company Details, Default Settings (1).

UNIT OF MEASURE

(Volumetric) Select between the following units of measure: Units, Squares or Cubes.

UNITS

Will simply work with the single number that is entered in the quantity field while processing.

SQUARES

Will multiply Quantity by (Length * Width.) This can be entered by double-clicking on the quantity field, after entering through the line, in Invoicing or in Goods Receiving.

CUBES

Will multiply Quantity by (Length * Width * Height.) This can be entered by double-clicking on the quantity field, after entering through the line, in Invoicing or in Goods Receiving.

DISALLOW DECIMALS

Select this option in order to only use whole numbers and to not allow decimals to be entered when processing.

DEFAULT LINE REP

Select the Representative for the Stock Item. This will be the default Rep used when processing Invoices and Credit Notes.

VAT RATE

Select the appropriate Vat Rate for the selected stock items from the drop-down list. To set up the various tax rates see company details -- > Tax rates.

STORE SERIAL NUMBERS

If you wish to store serial numbers for this stock item, select the box. When posting invoices and GRV's , the system will prompt for the serial number.

NOTE: All serial number will be printed using the comment field. Should this field not be available on the invoice layout or goods received layout the system will not be able to printed the entered serial numbers, but will continue to store them.

ORDERING METHOD

The ordering method allows one to specify how the ordering of stock items are handled.

NORMAL

The normal ordering option will order the specified order quantity if the on hand reaches / drops below the order level. It will take into account Work In Progress, Purchase Orders, Sales Orders and Laybys.

REPLENISHMENT

The replenishment ordering option will FIRST replenish the on hand level to the specified order level and will THEN commence with Normal Ordering. It will take into account Work In Progress, Purchase Orders, Sales Orders and Laybys.

CUSTOM

The custom ordering method will apply the user-definable custom ordering formula that can be setup under the utilities menu option -- > default table setup -- > stock -- > auto reordering formulas option.

REORDER LEVEL

Enter the stock level at which the reorder reports and notification should be activated (i.e. when the reorder report is printed it will only include those items where the stock item's on hand value is equal or less than the stated reorder level). This will only work if the normal ordering method is used. The system will automatically display a warning message when the item is below or equal to the reorder level, when invoicing.

NOTE: The calculation used to determine when an item has reached the reorder level is as follows;
(Reorder Level + Reorder Qty + Sales Order > 0) AND (Reorder Level >= On Hand + Purchase Order – Sales Order - Laybyes).

REORDER QUANTITY

Enter the reorder quantity to be reordered when the stock levels reach the reorder level.

NOTE: The calculation used to determine how much of an item must be ordered is as follows;
(Order Level + Order Quantity - (On Hand + Purchase Order) – Sales Order - Laybyes).

MAXIMUM LEVEL

Specify the maximum quantity that may be ordered for the selected stock item. No quantity ordered may be greater than this amount.

MAIN SUPPLIER

Enter the account number of your main supplier for this item as defined under the creditors section of this manual.

NOTE: If there is more than one supplier can be specified for a stock item by using the Item Suppliers Tab.

SUPPLIER CODE

Enter the supplier's stock item code number, if different from your stock number. The suppliers item code would usually be required when reordering goods from the supplier.

NOTE: If there is more than one supplier for the item leave the field blank.

REPORT ITEM

Enter the stock item to which this item must report to. Use the ALT and the down arrow key or the mouse to search for a stock code.

NOTE: The reporting and posting of the report items will be on the basis of the pack size of the main item divided by the pack size of the report item. All transactions / postings will be found under the main item and NOT the broken pack / reporting item.

Select the Accept option the stock item, or press Escape (ESC) to cancel all or any changes and exit.

ITEM CONVERSION RATE

Enter the conversion ratio with which the one stock item will link to the other.

EXAMPLE: When the single item is the main item and the case item is reporting to the single item then the conversion rate must be entered as follows, the case item being the item with the biggest pack size of 24 the calculation for the conversion rate is the pack size of 24 divided by the single items pack size which is 1 - (24\1 = 24) therefore the conversion rate on the sub item which is the case item must be 24.

NOTE: ONLY ONE OF THE TWO STOCK ITEMS SHOULD HAVE A CONVERSION RATIO.

NOTE: This option is only available once cascading items is enabled. This option can be found under the utilities menu option -- > company details -- > default settings (1).

STATUS

The status field can be used for a status which in turn can be used when printing reports or as an additional reference or a notice field.

UNDER BATCH CONTROL

If you wish to batch numbers for this stock item, Select the box. When posting invoices and GRV's , the system will prompt for the batch number. In other words Under Batch Control will store batch number for stock items but also allow the life time (in days) selection.

LIFE TIME (DAYS)

Specify the number of day for the life time of the batch. IQ will display the batch date and quantity under the batch option in Stock Maintenance.

Sort Order

Code

Batch

Expiry Date

Available Filters

Clear Filter

T-Shirts

Accounts

Code	Batch	Expiry Date	On Hand	Description
2007	1111111	24/08/2012	0	Cheese Kg
2007	2222222	24/08/2012	0	Cheese Kg
CAR001	1451214545454545	25/01/2011	1	Carrots per Kg
CAR001	15421	21/04/2011	0	Carrots per Kg
CAR001	353453	08/02/2011	7	Carrots per Kg
CAR001	45874	17/01/2011	0	Carrots per Kg
CAR001	EWR5WR	04/01/2012	1	Carrots per Kg

Filter Add Edit Delete Variances

SCALE ITEM

Select the scale item option in order to tell the system that this specific stock item is a scale item. This means that together with the export scale option under utilities -- > tools -- > export scale items the system will then know that those items are variable weighted scale items and can be exported to the scale.

ABC CLASSIFICATION

CLASS A: TOP PRODUCTS

The pricing policy for these products dictates that market related pricing be reviewed weekly by the retailer.

Processing Debtors Creditors Stock Ledger Utilities Support Point of Sale Windows Help Shortcuts

Account Details: Account No: XYZ2001, Name and Address Details: XYZ Wholesalers, 45 Gordon Avenue, Stellenbosch, 7600. GRV Disc %: 0.00.

GRV Details: GRV Date: 28/03/2013, Orig. Document Date: 28/03/2013, Delivery Method: N/a, Order Number: 4787, Supplier Invoice No: XYZINV455, GRV Memo: Sensitive Item, Delivery Note No: [empty].

Totals: Goods Total: 5000.00, Discount Amnt: 0.00, Vat Amount: 700.00, Total Quantity: 50.00.

Code	Description	Type	Unit Price	Additional Cost (Excl)	Qty	Disc %	Total
ABC001	ABC Classification - Class A	CL	100.00		50.0000	0.00	5 000.00

Delivery: 0.00

ABC001: Price Sensitive Item - Check Retail Price!

Total: 5700.00

Buttons: Supervisor Logoff, Calculator, F7 Long Desc., F8 Item Details, User Defined Data, Flash, F6 Process & Display, F10 Process & Print.

Legend:
 No cost change
 Cost differs from latest cost
 Cascading Item

The items below are listed for Selling Price Maintenance. Select an item and click 'Adjust Item' or Double Click the item to make selling price changes.

Item Code	Description	ABC Class	On Hand	New Cost	Average Cost	Latest Cost	Recommended Retail	SellPrice1 Incl.	Gross Profit 1	Markup 1	Main Item
ABC001	ABC Classification - Cla Class A - Top Pr		0.00	100.00	100.00	100.00	0.00	200.00	43.00	75.44	ABC001

	Current Price Values (based on Stock Master):				New (Updated) Price Values (based on new Cost):			
	Excl. VAT	Incl. VAT	G.P. %	Markup%	Excl. VAT	Incl. VAT	G.P. %	Markup%
Retail Price	175.438596	200.000000	43.0000	75.4386	175.438596	200.000000	43.0000	75.4386
Wholesale Price	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 1	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 2	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 3	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 4	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 5	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 6	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000

Buttons: Cancel, Adjust, Report Options, Accept

CLASS B: TOP KVI LINES PER CATEGORY

The pricing policy for these dictates that the standard GP% on sales price be determined by the relevant regional traders, based upon average cost in store at the time of receiving new stock.



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Legend

- No cost change
- Cost differs from latest cost
- Cascading Item

The items below are listed for Selling Price Maintenance. Select an item and click 'Adjust Item' or Double Click the item to make selling price changes.

Stock Items

Item Code	Description	ABC Class	On Hand	New Cost	Average Cost	Latest Cost	Recommended Retail	SellPrice1 Incl.	Gross Profit 1	Markup 1	M
ABC002	ABC Classification - Cla Class B - Top KVI Lines Per Cate		0.00	50.00	50.00	50.00	0.00	100.00	43.00	75.44	AI

	Current Price Values (based on Stock Master):				New (Updated) Price Values (based on new Cost):			
	Excl. VAT	Incl. VAT	G.P. %	Markup%	Excl. VAT	Incl. VAT	G.P. %	Markup%
Retail Price	87.719298	100.000000	43.0000	75.4386	87.719298	100.000000	43.0000	75.4386
Wholesale Price	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 1	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 2	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 3	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 4	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 5	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 6	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000

CLASS C: NON SENSITIVE LINES

The pricing policy for these dictates that the standard GP% on sales price be recommended by the relevant regional traders, based upon latest cost of goods received.



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Legend

- No cost change
- Cost differs from latest cost
- Cascading Item

The items below are listed for Selling Price Maintenance. Select an item and click 'Adjust Item' or Double Click the item to make selling price changes.

Stock Items

Item Code	Description	ABC Class	On Hand	New Cost	Average Cost	Latest Cost	Recommended Retail	SellPrice1 Incl.
ABC003	ABC Classification - Class C	Class C - Non Sensitive Lines	0.00	45.60	0.00	0.00	0.00	100.00

	Current Price Values (based on Stock Master):				New (Updated) Price Values (based on new Cost):			
	Excl. VAT	Incl. VAT	G.P. %	Markup%	Excl. VAT	Incl. VAT	G.P. %	Markup%
Retail Price	87.719298	100.000000	43.0000	75.4386	87.719298	100.000000	48.0160	92.3669
Wholesale Price	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 1	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 2	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 3	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 4	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 5	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000
Alternative Price 6	0.000000	0.000000	0.0000	0.0000	0.000000	0.000000	0.0000	0.0000

PICTURE

Right click on the picture area then select the load option from the menu. Next search for the picture and once found, select it. Once the picture is loaded it will be saved in the system by itself.

SELLING PRICES

If your pricing method is manual, one must then enter/change the selling prices manually. The pricing may only be entered into the Inclusive field. Once the price has been entered the system automatically enters the Exclusive, GP % and Markup % values. The Price name can be changed by right click on the Prices Type e.g. Alternative Price 1, Selecting Enable editing, and typing in the new name for the stock item.

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

Setup of Stock Selling Prices

Prices Type	Exclusive	Inclusive	Markup %	G.P. %
Retail Price	8.7719	10.00	13.57	11.95
Wholesale Price	8.5200	9.71	10.31	9.34
Alternative Price 1	8.4000	9.58	8.75	8.05
Alternative Price 2	8.2800	9.44	7.20	6.71
Alternative Price 3	8.1600	9.30	5.64	5.34
Alternative Price 4	8.1140	9.25	5.05	4.81
Alternative Price 5	8.0702	9.20	4.48	4.29
Alternative Price 6	8.0263	9.15	3.91	3.77
Alternative Price 7	7.9825	9.10	3.35	3.24
Alternative Price 8	7.8947	9.00	2.21	2.16

Show Hints Accept

MULTIPLE BARCODES

Multiple barcodes allows one to have more than one barcode for a particular stock item. To enter multiple barcodes, use the down arrow to take the cursor to the next open box and type or scan in the barcode.

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

Multiple Barcodes

Barcode
7889874546978
8963214785012
3654178956214
1259874512121
*

Show Hints Disable Editing Accept

EDITING A STOCK ITEM

From the Stock menu select the Maintenance option. From the list of stock items locate the appropriate stock item using either the vertical scroll bars or by typing the stock code or stock description. Once located, select the Edit button.

The stock code number Cannot be changed. Otherwise proceed as described in the take-on of a new stock item.

DELETING A STOCK ITEM

From the Stock menu select the Item Maintenance option. From the list of stock items locate the appropriate stock item using either the vertical scroll bars or by typing the stock code or stock description. Once located, select the Delete button.

A stock item may not be deleted if there is stock on hand, or if any transactions were entered for this item during the current month.

Once the stock item is selected, you will be prompted to confirm the deletion of this item. If confirmed, the item will be removed from the stock database.

STOCK – ASSOCIATED ITEMS

The associated items modification applies to Processing Modules and is excluded from Point of Sale. IQ now provides an additional tab within the Stock Maintenance module of a Stock Item name "Associated Items". The requirement for this modification arose as a result of the following problem description.

Problem Description: South African Government has approved the REDISA Integrated Industry Waste Tyre Management Plan. This has to effect that Tyre Manufacturers and Importers will be charged R2.30 plus VAT for every kilogram of tyres introduced into the market. This results in all companies that import or manufacture tyres are required to subscribe to the REDISA plan and will have to declare their tyre production. Effectively this will affect the retail price of tyres being Invoiced by such companies.

Source: www.redisa.org.za

The modification has been implemented as a generalized solution as to provide additional functionality to various clients in other industries as well.

STOCK MAINTENANCE

IQ Stock Amendments: Demo Head Office Version 6.0.2.3

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

Associated Items

Enabling this feature allows you to add associated items to this stock item. These items will be automatically added to your document when adding the main stock item. You can add your items in the Items layout below by using the Add, Edit and Delete buttons.

Enable Processing of Associated Items In Modules

Item Details

Code	Description	Price Exc	Price Inc	Quantity	Discount %	Total Exc	Total Inc
REDISA	REDISA	2.19	2.50	5.00	0.00	10.96	12.50

Add Edit Delete Apply To Many

Show Hints Accept

This section of Stock Maintenance allows the user to link one stock item to another (excluding linking of an item to itself). The user will also be able to specify the Price (either Inclusive / Exclusive), Quantity and Line Discount for the item. The associated items feature can be enabled / disabled per stock item and for each of the various processing modules. This allows you to make use of Associated Items during GRVs and Invoices (for example), and to disable the feature for all other modules.

The resultant effect of the linking of associated items is the following: When ringing up the main item (to which other items have been linked), the linked items will automatically be added to the document as well. In the case of the REDISA requirement, this allows the end user to set up a Non Stock Item that links to one of the Tyre Product Items. In the event of ringing up the Tyre Item, the system will then automatically ring up the related Levy Item. Also note that the quantity entered on the linked item (in the Stock Association section of Stock Maintenance) will be multiplied by the quantity of the main item that has been rung up on the document. An Example:

Non Stock Levy Item Has been set up as follows:

Unit Price: R2.50

Quantity: 2.00

Line Discount: 0.00

Code	REDIS
Description	REDIS
Price Exc.	2.19
Price Inc.	2.50
Quantity	2.00
Line Discount %	0.00
Line Total Exc.	4.39
Line Total Inc.	5.00

Ring up 4x of the Tyre Item

The system will then ring up the Associated Item as follows:

Unit Price R2.50

Quantity: 4 x 5 = 20

Line Discount: 0.00

Code	Description	Comment	Rep	Type	Unit Price	Qty	Disc %	Total
TYR001	Tyre		1	P1	500.0000	4.0000	0.00	2 000.0000
REDIS	REDIS		1	P1	2.5000	20.0000	0.00	50.0000
					0.0000	0.0000	0.00	0.0000

NOTE: Currently the following exception applies: Should the user enter the main item with a quantity of 5 and accept the item, the system will automatically add the levy item / associated item with the correctly calculated quantities. Should the user then add various other items and decide to change the first items quantity of 5 to 10, the levy item will remain as it is (ie. the quantities will not be changed). This is a modification that will be considered after further investigation and release testing should it be implemented. The Associated Items modification allows the user to add numerous associated items to a main item. During the implementation we have also attempted to make the assignment of associated items easier to the user by providing a Apply To Many option on the Stock Maintenance screen.

PRICE MAINTENANCE

Here the prices of stock items can be adjusted based on set retail prices, percentage markup on cost, gross profit percentage or percentage mark-up on retail price. The price changes can be made to single stock items individually or to all the stock items. A filter can also be used to select certain stock items to be adjusted.

Code	Description	Price Inc	Price Excl	GP 1	Markup 1	Avg Cost	Dept
TSMGSO101	Golf T-Shirt - Black - Small	70.65	61.97	27.4281	37.7944	45.000	008
TSMGSO102	Golf T-Shirt - Black - Medium	64.05	56.18	7.3983	7.9894	52.029	008
TSMGSO103	Golf T-Shirt - Black - L	53.90	47.28	26.7295	36.4805	34.662	008
TSMGSO104	Golf T-Shirt - Black - XL	50.05	43.90	26.7329	36.4869	32.175	008
TSMGSO201	Golf T-Shirt - Brown - Small	61.70	54.12	26.7413	36.5026	39.657	008
TSMGSO202	Golf T-Shirt - Brown - M	74.15	65.04	29.5899	42.0251	45.822	008
TSMGSO203	Golf T-Shirt - Brown - L	62.25	54.61	29.5899	42.0250	38.455	008
TSMGSO204	Golf T-Shirt - Brown - XL	141.40	124.04	67.7530	210.1067	40.000	008
TSMGSO301	Golf T-Shirt - Red - S	95.10	83.42	29.5898	42.0249	58.750	008
TSMGSO302	Golf T-Shirt - Red - M	1 704.30	1 495.00	96.1204	2 477.5862	58.000	008
TSMGSO303	Golf T-Shirt - Red - L	142.00	124.56	29.5899	42.0251	87.719	008
TSMGSO304	Golf T-Shirt - Red -XL	56.65	49.69	29.5899	42.0251	35.000	008
TSMGSO401	Golf T-Shirt - Blue - S	142.00	124.56	29.5899	42.0251	87.719	008
TSMGSO402	Golf T-Shirt - Blue - M	60.65	53.20	29.5899	42.0251	37.482	008
TSMGSO403	Golf T-Shirt - Blue - L	56.65	49.69	29.5899	42.0251	35.000	008
TSMGSO404	Golf T-Shirt - Blue -XL	105.20	92.28	39.7567	65.9936	55.614	008
TSMGSO501	Golf T-Shirt - Green - S	56.65	49.69	29.5899	42.0251	35.000	008
TSMGSO502	Golf T-Shirt - Green - M	55.45	48.64	29.5899	42.0251	34.250	008
TSMGSO503	Golf T-Shirt - Green - L	58.75	51.54	29.5898	42.0249	36.296	008
TSMGSO504	Golf T-Shirt - Green -XL	56.65	49.69	29.5899	42.0251	35.000	008
TSMGSO601	Golf T-Shirt - White - S	59.30	52.02	29.5899	42.0251	36.646	008
TSMGSO602	Golf T-Shirt - White - M	55.90	49.04	29.5898	42.0249	34.552	008
TSMGSO603	Golf T-Shirt - White - L	56.65	49.69	29.5899	42.0251	35.000	008
TSMGSO604	Golf T-Shirt - White -XL	56.65	49.69	29.5899	42.0251	35.000	008
TSMGSO701	Golf T-Shirt - Grey - S	41.95	36.80	29.5899	42.0252	25.926	008
TSMGSO702	Golf T-Shirt - Grey - M	67.15	58.90	29.5899	42.0250	41.481	008

FILTER

Use the filter option to filter for selected items or departments or other filter criteria selections.

HINT: The filter option can be used to filter only for selected stock items, departments or department ranges.

EXPORT

Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML and XLS (Excel)).

SEARCH

The search option allows one to search for any information within the price maintenance screen and for any available field.

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 list and enable it by adding a tick mark next to the field.

PRICE CHANGES

MODIFY PRICE (SINGLE)

To change the inclusive or exclusive price of a single item.

MODIFY PRICE (ALL)

To change the inclusive or exclusive price of all the items.

Modify Price

Current Stock Item	
Range Selected	
Stock Code	
Stock Description	
Packsize	
Average Cost	
Latest Cost	
Future Cost	

Apply when:
 Right Now
 Future Date

Price Change			
Price Type	Exclusive	Inclusive	Enable
Retail Price	39.25180	44.74705	<input type="checkbox"/>
Wholesale Price	35.37560	40.32818	<input type="checkbox"/>
Price 3	34.82290	39.69811	<input type="checkbox"/>
Alternative Price 2	34.27010	39.06791	<input type="checkbox"/>
Alternative Price 3	33.16460	37.80764	<input type="checkbox"/>
Alternative Price 4	32.61190	37.17757	<input type="checkbox"/>
Alternative Price 5	32.05920	36.54749	<input type="checkbox"/>
Alternative Price 6	0.00000	0.00000	<input type="checkbox"/>
Alternative Price 7	0.00000	0.00000	<input type="checkbox"/>

Price Type	Actual	Target	Enable	Auto Calc
	% Markup on Cost	% Markup on Cost		
Retail Price	42.02524	42.0252	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wholesale Price	27.99994	27.9999	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Price 3	26.00010	26.0001	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 2	23.99990	23.9999	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 3	19.99986	19.9999	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 4	18.00001	18.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 5	16.00017	16.0002	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 6	0.00000	0.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Price Type	Actual	Target	Enable
	G.P. %	G.P. %	
Retail Price	29.58998	29.5900	<input type="checkbox"/>
Wholesale Price	21.87496	21.8750	<input type="checkbox"/>
Price 3	20.63498	20.6350	<input type="checkbox"/>
Alternative Price 2	19.35477	19.3548	<input type="checkbox"/>
Alternative Price 3	16.66657	16.6666	<input type="checkbox"/>
Alternative Price 4	15.25425	15.2542	<input type="checkbox"/>
Alternative Price 5	13.79323	13.7932	<input type="checkbox"/>

0 %

Cancel
Reload Current Prices
Apply to All Items

%MARKUP ON COST (SINGLE)

To change the Target Markup % on Cost of a single item.

%MARKUP ON COST (ALL)

To change the Target Markup % on Cost of all the items.

Markup On Cost Price

Current Stock Item	
Single Item Selected	
Stock Code	TSMGS0804
Stock Description	Golf T-Shirt - Pink - XL
Packsize	1
Average Cost	27.637
Latest Cost	27.6372
Future Cost	0

Apply when:
 Right Now
 Future Date

Use this cost:
 Average Cost
 Latest Cost
 Future Cost (User defined)
 Highest of Latest Or Average Cost

Auto Calculation:
 Never Auto Calc
 Auto Calc on Average Cost
 Auto Calc on Latest Cost
 Auto Calc After GRV on Selected Cost
 Auto Calc on user defined Future Cost

Price Change			
Price Type	Exclusive	Inclusive	Enable
Retail Price	39.25180	44.74705	<input type="checkbox"/>
Wholesale Price	35.37560	40.32818	<input type="checkbox"/>
Price 3	34.82290	39.69811	<input type="checkbox"/>
Alternative Price 2	34.27010	39.06791	<input type="checkbox"/>
Alternative Price 3	33.16460	37.80764	<input type="checkbox"/>
Alternative Price 4	32.61190	37.17757	<input type="checkbox"/>
Alternative Price 5	32.05920	36.54749	<input type="checkbox"/>
Alternative Price 6	0.00000	0.00000	<input type="checkbox"/>
Alternative Price 7	0.00000	0.00000	<input type="checkbox"/>

Price Type	Actual	Target	Enable	Auto Calc
	% Markup on Cost	% Markup on Cost		
Retail Price	42.02520	42.0252	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wholesale Price	27.99990	27.9999	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Price 3	26.00010	26.0001	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 2	23.99990	23.9999	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 3	19.99990	19.9999	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 4	18.00000	18.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 5	16.00020	16.0002	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 6	0.00000	0.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Price Type	% Markup on Price		Enable
	Actual	Target	
Markup on Retail Price	0.00000		<input type="checkbox"/>
Markup on Wholesale Price	0.00000		<input type="checkbox"/>
Markup on Price 3	0.00000		<input type="checkbox"/>
Markup on Alternative Price 2	0.00000		<input type="checkbox"/>
Markup on Alternative Price 3	0.00000		<input type="checkbox"/>
Markup on Alternative Price 4	0.00000		<input type="checkbox"/>
Markup on Alternative Price 5	0.00000		<input type="checkbox"/>
Markup on Alternative Price 6	0.00000		<input type="checkbox"/>

Price Type	Actual	Target	Enable
	G.P. %	G.P. %	
Retail Price	29.58998	29.5900	<input type="checkbox"/>
Wholesale Price	21.87496	21.8750	<input type="checkbox"/>
Price 3	20.63498	20.6350	<input type="checkbox"/>
Alternative Price 2	19.35477	19.3548	<input type="checkbox"/>
Alternative Price 3	16.66657	16.6666	<input type="checkbox"/>
Alternative Price 4	15.25425	15.2542	<input type="checkbox"/>
Alternative Price 5	13.79323	13.7932	<input type="checkbox"/>

0 %

Cancel
Reload Current Prices
Apply to Current Item

MODIFY SINGLE % GP

To change the Target Gross Profit % on Cost of a single item.

MODIFY ALL % GP

To change the Target Gross Profit % on Cost of all the items.

Modify Single % GP Price

Current Stock Item			
Single Item Selected			
Stock Code	TSMGS0804		
Stock Description	Golf T-Shirt - Pink - XL		
Packsizes	1		
Average Cost	27.637		
Latest Cost	27.6372		
Future Cost	0		

Right Now
 Future Date

Price Change			
Price Type	Exclusive	Inclusive	Enable
Retail Price	39.25180	44.74705	<input type="checkbox"/>
Wholesale Price	35.37560	40.32818	<input type="checkbox"/>
Price 3	34.82290	39.69811	<input type="checkbox"/>
Price 4	34.27010	39.06791	<input type="checkbox"/>
Price 5	33.16460	37.80764	<input type="checkbox"/>
Alternative Price 4	32.61190	37.17757	<input type="checkbox"/>
Alternative Price 5	32.05920	36.54749	<input type="checkbox"/>
Alternative Price 6	0.00000	0.00000	<input type="checkbox"/>
Alternative Price 7	0.00000	0.00000	<input type="checkbox"/>

Price Type	Actual		Target	
	% Markup on Cost	% Markup on Cost	Enable	Auto Calc
Retail Price	42.02524	42.0252	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wholesale Price	27.99994	27.9999	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Price 3	26.00010	26.0001	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Price 4	23.99990	23.9999	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Price 5	19.99986	19.9999	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 4	18.00001	18.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 5	16.00017	16.0002	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 6	0.00000	0.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>

% Markup on Price		Enable
Markup on Retail Price	0.00000	<input type="checkbox"/>
Markup on Wholesale Price	0.00000	<input type="checkbox"/>
Markup on Price 3	0.00000	<input type="checkbox"/>
Markup on Price 4	0.00000	<input type="checkbox"/>
Markup on Price 5	0.00000	<input type="checkbox"/>
Markup on Alternative Price 4	0.00000	<input type="checkbox"/>
Markup on Alternative Price 5	0.00000	<input type="checkbox"/>
Markup on Alternative Price 6	0.00000	<input type="checkbox"/>

Price Type	Actual		Target	
	G.P. %	G.P. %	Enable	
Retail Price	29.58998	29.5900	<input type="checkbox"/>	
Wholesale Price	21.87496	21.8750	<input type="checkbox"/>	
Price 3	20.63498	20.6350	<input type="checkbox"/>	
Price 4	19.35477	19.3548	<input type="checkbox"/>	
Price 5	16.66657	16.6666	<input type="checkbox"/>	
Alternative Price 4	15.25425	15.2542	<input type="checkbox"/>	
Alternative Price 5	13.79323	13.7932	<input type="checkbox"/>	

0 %

Cancel

Reload Current Prices

Apply to Current Item

%PRICE CHANGE (SINGLE)

To change the price of a single item by entering a percentage markup on price.

%PRICE CHANGE (ALL)

To change the price of all the items by entering a percentage markup on price.

Current Stock Item

Range Selected

Stock Code	
Stock Description	
Packsizes	
Average Cost	
Latest Cost	
Future Cost	

Apply When:

Right Now

Future Date

Price Change

Price Type	Actual		Target		Enable	Auto Calc
	% Markup on Cost					
Retail Price	42.02524	42.0252	42.0252		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wholesale Price	27.99994	27.9999	27.9999		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Price 3	26.00010	26.0001	26.0001		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Price 4	23.99990	23.9999	23.9999		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Price 5	19.99986	19.9999	19.9999		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 4	18.00001	18.0000	18.0000		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 5	16.00017	16.0002	16.0002		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 6	0.00000	0.0000	0.0000		<input type="checkbox"/>	<input checked="" type="checkbox"/>

% Markup on Price	Enable
Markup on Retail Price	0.00000 <input type="checkbox"/>
Markup on Wholesale Price	0.00000 <input type="checkbox"/>
Markup on Price 3	0.00000 <input type="checkbox"/>
Markup on Price 4	0.00000 <input type="checkbox"/>
Markup on Price 5	0.00000 <input type="checkbox"/>
Markup on Alternative Price 4	0.00000 <input type="checkbox"/>
Markup on Alternative Price 5	0.00000 <input type="checkbox"/>
Markup on Alternative Price 6	0.00000 <input type="checkbox"/>

Price Type	Actual		Target		Enable
	G.P. %	G.P. %	G.P. %	G.P. %	
Retail Price	29.58998	29.5900			<input type="checkbox"/>
Wholesale Price	21.87496	21.8750			<input type="checkbox"/>
Price 3	20.63498	20.6350			<input type="checkbox"/>
Price 4	19.35477	19.3548			<input type="checkbox"/>
Price 5	16.66657	16.6666			<input type="checkbox"/>
Alternative Price 4	15.25425	15.2542			<input type="checkbox"/>
Alternative Price 5	13.79323	13.7932			<input type="checkbox"/>

0 %

Cancel

Reload Current Prices

Apply to All Items

NOTE: For the price changes to take effect immediately make sure the Right Now option is selected under Apply When. For the price changes to only take effect on a future date, select Future Date under Apply When and select the date.

NOTE: However, the price will only change after the date has elapsed and after a transaction has occurred on the relevant stock item. Hence, this will not show up in the P.O.S. or price lookup until afterwards. In order to force a future price change to take effect immediately, without a transaction first occurring, select check future prices, after the selected date.

When making changes to %Markup on Cost (Single/All), the following additional options will appear:

Current Stock Item

Single Item Selected

Stock Code	TSMGS0804
Stock Description	Golf T-Shirt - Pink - XL
Packsizes	
Average Cost	27.637
Latest Cost	27.637
Future Cost	

Apply When:

Right Now
 Future Date

Use this cost:

Average Cost
 Latest Cost
 Future Cost (User defined)
 Highest of Latest Or Average Cost

Auto Calculation:

Never Auto Calc
 Auto Calc on Average Cost
 Auto Calc on Latest Cost
 Auto Calc After GRV on Selected Cost
 Auto Calc on user defined Future Cost

Price Change

Price Type	Exclusive	Inclusive	Enable
Retail Price	39.25180	44.74705	<input type="checkbox"/>
Wholesale Price	35.37560	40.32818	<input type="checkbox"/>
Price 3	34.82290	39.69811	<input type="checkbox"/>
Price 4	34.27010	39.06791	<input type="checkbox"/>
Price 5	33.16460	37.80764	<input type="checkbox"/>
Alternative Price 4	32.61190	37.17757	<input type="checkbox"/>
Alternative Price 5	32.05920	36.54749	<input type="checkbox"/>
Alternative Price 6	0.00000	0.00000	<input type="checkbox"/>
Alternative Price 7	0.00000	0.00000	<input type="checkbox"/>

Price Type	Actual % Markup on Cost	Target % Markup on Cost	Enable	Auto Calc
Retail Price	42.02520	42.0252	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wholesale Price	27.99990	27.9999	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Price 3	26.00010	26.0001	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Price 4	23.99990	23.9999	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Price 5	19.99990	19.9999	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 4	18.00000	18.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 5	16.00020	16.0002	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Price 6	0.00000	0.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>

% Markup on Price	Enable
Markup on Retail Price	0.00000 <input type="checkbox"/>
Markup on Wholesale Price	0.00000 <input type="checkbox"/>
Markup on Price 3	0.00000 <input type="checkbox"/>
Markup on Price 4	0.00000 <input type="checkbox"/>
Markup on Price 5	0.00000 <input type="checkbox"/>
Markup on Alternative Price 4	0.00000 <input type="checkbox"/>
Markup on Alternative Price 5	0.00000 <input type="checkbox"/>
Markup on Alternative Price 6	0.00000 <input type="checkbox"/>

Price Type	Actual G.P. %	Target G.P. %	Enable
Retail Price	29.58998	29.5900	<input type="checkbox"/>
Wholesale Price	21.87496	21.8750	<input type="checkbox"/>
Price 3	20.63498	20.6350	<input type="checkbox"/>
Price 4	19.35477	19.3548	<input type="checkbox"/>
Price 5	16.66657	16.6666	<input type="checkbox"/>
Alternative Price 4	15.25425	15.2542	<input type="checkbox"/>
Alternative Price 5	13.79323	13.7932	<input type="checkbox"/>

0 %

Cancel

Reload Current Prices

Apply to Current Item

THE AUTO CALCULATE FUNCTION

With Auto Calc "ON" the system will automatically calculate and update the Selling Price based on the selected Cost Price.

With Auto Calc "OFF" the system will NOT automatically change the selling price. The selling price must be adjusted manually.

With Never Auto Calc selected, three different cost prices can be used, namely Average Cost, Latest Cost and Future Cost (User defined). This will use the selected cost only and will not update the Selling Price.

With Auto Calc on Average Cost selected, the system will automatically calculate the selling price based on the average cost price.

With Auto Calc on Latest Cost selected, the system will automatically calculate the selling price based on the latest cost price.

With Auto Calc on Average GRV price selected, the system will automatically calculate the selling price based on the average GRV price.

With Auto Calc on user defined Future Cost selected, the system will automatically calculate the selling price based on a user defined future cost. This is the future cost of the stock item as entered in Stock Maintenance.

NOTE: Because these prices are fixed one must manually change these prices, item for item. These prices can be changed in two ways. The first way is to utilize the price maintenance option and edit each and every stock item (a very long and tedious job).

The other way is to utilize the price maintenance option and do a price change all. E.g., when goods receiving an item the system will automatically show the current selling prices together with their GP%'s and the new cost, and at the same time allow the five selling prices to be changed. This saves time not having to go through each item and manually change the selling prices.

Current Stock Item		Apply When:								
Range Selected		<input checked="" type="radio"/> Right Now								
		<input type="radio"/> Future Date								
Stock Code										
Stock Description										
Packsizes										
Average Cost										
Latest Cost										
Future Cost										
Price Change		Actual				Target				
		Price Type	% Markup on Cost	% Markup on Cost	Enable	Auto Calc				
		Retail Price	42.02524	42.0252	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
		Wholesale Price	27.99994	27.9999	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
		Price 3	26.00010	26.0001	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
		Price 4	23.99990	23.9999	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
		Price 5	19.99986	19.9999	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
		Alternative Price 4	18.00001	18.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
		Alternative Price 5	16.00017	16.0002	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
		Alternative Price 6	0.00000	0.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
% Markup on Price		Actual		Target		Enable				
		Price Type	G.P. %	G.P. %	Enable					
Markup on Retail Price	15	Retail Price	29.58998	29.5900	<input type="checkbox"/>					
Markup on Wholesale Price	0.00000	Wholesale Price	21.87496	21.8750	<input type="checkbox"/>					
Markup on Price 3	0.00000	Price 3	20.63498	20.6350	<input type="checkbox"/>					
Markup on Price 4	0.00000	Price 4	19.35477	19.3548	<input type="checkbox"/>					
Markup on Price 5	0.00000	Price 5	16.66657	16.6666	<input type="checkbox"/>					
Markup on Alternative Price 4	0.00000	Alternative Price 4	15.25425	15.2542	<input type="checkbox"/>					
Markup on Alternative Price 5	0.00000	Alternative Price 5	13.79323	13.7932	<input type="checkbox"/>					
Markup on Alternative Price 6	0.00000	Alternative Price 6			<input type="checkbox"/>					

RELOAD CURRENT PRICES

To reload current prices only when modifying the price itself i.e. Modify Price (Single/All).

APPLY TO CURRENT ITEM

This option will save the changes to the specific stock item.

CUSTOMER INVOICING

Sales of stock items or services are performed through Invoicing. During this process invoices will be printed, stock items, debtor details and the relevant ledger accounts updated. Select the Customer Invoicing option from the Stock Processing menu.

INTEGRATION TO THE LEDGER

Once the customer invoicing option has been selected and if the centralised ledger option is being utilized, the system will automatically use the centralised ledger company’s ledger for posting of transactions to the ledger (i.e. the company to which it must post the ledger entries to).

Debtors or Creditor and stock related entries will always affect the current company only if they have been set to use the current company’s debtors or creditors.

Use the ALT & the Down arrow key, or the mouse to select from the available ledger company’s.

Branch Control	Trading Branch	▼
Local Currency	ZAR	▼
Centralised Debtors	001	▼
Centralised Creditors	001	▼
Centralised Ledger	001	▼
Stock Grouping	A	▼

NOTE: The centralised ledger options have no bearing on where they will be posted to in the stock and debtors modules. Entries to these modules will always be posted to the current date to the specific company’s ledger.

ACCOUNT DETAILS

ACCOUNT NUMBER

Enter the debtors account number, or select the search option to search for an account. To switch between number and name search, use the search by option. If you have to invoice a new debtor, the debtor has to be captured first in order for it to be available when selecting the customer. The Amendments button option can be used to create new debtor clients if they don't exist at the time of invoice, credit note etc...

NAME AND ADDRESS DETAILS

Use the available postal and delivery address details. To type a different address should the invoice or credit note goods be delivered to a different address as to that what is already specified, the multiple delivery addresses option can be used for this purpose.

Should you make any typing mistake in either of the address details use the Revert option to revert back to the original address details.

NOTE: The altering of the address details will only affect the invoice or credit note that is posted at the time and will not alter the original clients address details in any way.

INVOICE DISC %

The invoice discount % allows one to enter the discount percentage for the specific invoice.

NOTE: this is not line discount per item, it is discount for the full invoice amount.

INVOICE DETAILS

INVOICE DATE

Enter the invoice date in the format DDMMYYYY. This date will affect the period into which this transaction will be transferred to in the general ledger, stock and debtors. The general ledger will only be affected by the computer/system date.

ITEM DETAILS

The item details option allows one to view the current items details. This means that the item that is currently highlighted in the Invoice screen, that items details will be seen if the Item Details option has been selected.

FLASH

The flash option allows one to draw a quick flash report that has been setup specific to invoices. This makes it easy if one needs to see what the item was sold for previously to the relevant debtor.

INVOICE NUMBER

The system does not allow for manual invoice numbers. The invoice number will automatically be generated as 1 for the first invoice entered and thereafter it will auto increment every time a new invoice is processed. Automatic numbers will only appear after the invoice is accepted.

NOTE: The starting Invoice Number can be altered allowing one to continue from an existing range of numbers. The same can be applied to credit notes, GRV's, return goods etc... This can be setup under the Utilities -- > Company Details -- > Control Numbers.

DELIVERY METHOD

Enter the delivery method. E.g. RAIL, COURIERS, etc. or else leave blank.

ORDER NUMBER

Enter the customer order number, if applicable.

HINT: When processing Cash Sales (e.g. CASH01 account is used) use the order number field to enter the customer's name or surname. This will aid with the searching through hundreds or thousands of cash sale invoices, should their ever be a query.

REP NUMBER

The sales person for this debtor, as indicated on the debtor's account, will automatically appear in this field. Should you wish to use another representative, use the ALT and the down arrow or the mouse to locate a new representative.

DELIVERY NOTE NUMBER

Enter a delivery note number if goods are sent on a separate delivery note, or use this field to store information other than a delivery note, e.g. Drivers name, telephone number, etc.

INVOICE MEMO

The invoice memo allows one to enter any additional information that needs to go with the invoice.

TOTALS

INVOICE INCLUSIVE

The invoice inclusive option allows one to specify whether the current invoice will be process inclusive or exclusive of VAT. The default VAT method is derived from the Stock Item.

GOODS TOTAL

The goods total will automatically populate with the full total of the goods exclusive of vat.

DISCOUNT AMNT

The discount amount will automatically populate with a discount amount if discount has been given on the specific invoice.

VAT AMOUNT

The vat amount will automatically display the vat total of the stock items that have been place on the specific invoice.

INVOICE INFORMATION

CODE

Enter the stock code number and press Enter, or use the search facility to search for the appropriate stock item Select the amendments button to add items which are not yet on file. When searching for the stock item use the detail button or the history button to obtain more detail on the stock item.

DESCRIPTION

The stock description as defined in the Item Maintenance section will be displayed. Press Enter to accept this description or enter a new description.

COMMENT

The comment field is used for adding additional information on the transaction line for the specific stock item.

TYPE

The type field displays different types of pricing that is used once the stock item is entered. In other words that type field will display P0, P1, P2 etc... once the item code has been selected and entered through the transaction line.

The different types of "TYPE" will be displayed as follows: P0 – Original Price, P1 – Retail Price, P2 – Wholesale Price, P3 – Alternative Price 1, P4 – Alternative Price 2, P5 – Alternative Price 3, CL – Latest Cost, CA – Average Cost, CH – Highest Cost, CB – Base Cost, PL – Custom Price List, PP – Contract Price Per Product Per Debtor, DD – Contract Price Per Department Per Debtor, PG – Contract Price Per Product Per Debtor Group, DG – Contract Price Per Department Per Debtor Group and PM – Promotion Price.

UNIT PRICE

If selling price changes are not allowed, this field will not be accessible. The normal selling price or the linked price (see debtor Account Maintenance for more information) for the debtor will appear in this field. Press the ALT and the down arrow to select from the 5 available selling prices.

NOTE: To increase the size of the selling price decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

QUANTITY

Enter the quantity of the item to be sold or credited. Should you enter more than what is on hand you will be warned, if your system is not allowed to have negative stock, it will revert back to the stock code number.

NOTE: To increase the size of the quantity decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

This is an extract of the Stock Defaults where the quantity decimals are changed.

Price Decimals (Invoicing and Sales Orders)	2
Price Decimals (Goods Receiving)	2
Quantity Decimals	2

NOTE: Should there be a requirement to process empties, returns or item deposits, enter the quantity as a negative value (only the quantity). A typical example would be when invoicing a case of beer and the client returns an empty crate. The empty crate would be entered as a negative quantity and the case of beers would be entered as per normal. When the invoice is processed, the system will increase the on hand quantity for empty crate being returned and reduce the case of beers item. The same principal can be applied when processing a goods received voucher.

A typical example here would be the processing of Coca-Cola or SAB invoice which include empties, returns, breakage, etc. all on one document.

SERIAL NUMBER CAPTURING

If a stock item has been set up to have serial numbers entered, the serial number will be requested once the item code has been accepted. If the system has been setup for Strict Serial number control the serial number must exist on the system before it can be sold. Disabling Strict Serial number control will allow the sale of serialized items to be processed that do not exist on the system. Sometimes this is necessary, especially when the processing for the goods purchased is captured after the invoice is processed.

NOTE: If a serial number is not required select the accept option or press the Space Bar once, followed by the Enter key. These serial numbers will still be stored and may, at a later stage be edited with the appropriate information (serial no, invoice date, etc.). This will only work if Strict Serial number control is disabled.

Negative stock quantities

If you invoice ten (10) items, but have only five (5) items on hand, the system will calculate the value for the first five using the FIFO basis and the second five using the LATEST unit cost. The system will correct itself in the general ledger once the new goods are received.

If you invoice out an item that has not yet been GRV'd in, there is a possibility that there will be a new cost when you receive the item. The stock on hand as well as cost of sales value in the general ledger will be incorrect. To overcome this problem the system calculates the difference between the cost which was used for this item during invoicing and the new cost that is being GRV'd in. This difference is then automatically adjusted to the cost of sales account when the goods are eventually GRV'd in.

When invoicing negative stock items, the sales and profit values in the stock reports may be inaccurate. As no stock existed at the time, there is unfortunately no remedy for this situation.

DISC %

Enter the line item discount percentage, if any. A discount amount cannot be entered while entering a sale line item on the invoice, only a percentage.

NOTE: The discount amount / value derived from the discount percentage is not posted the any ledger account, but the discounted line total is posted to ledger.

Repeat the above steps for each line of the invoice. When all lines have been entered, press ESC.

TOTAL

The total field automatically displays the full line total. In other words if the item price is R10.00 and the quantity is 5 then the line total will display R50.00.

ADDING NARRATIVE TEXT (COMMENT) IN THE BODY OF THE INVOICE

Select the Long Desc. option when in the stock code field, to enable the entry of a memo for that item line, which will, when printed appear just below it on your invoice. Select the Accept option to accept any changes made. Repeat this process if more entries are needed for other stock or service items.

NOTE: When there is a requirement to add a comment that pertains to the invoice and not to an item, select the F7 Long Desc. option but remember to only add it after the last item. This would mean that the long desc. will then only print at the bottom of the invoice below all the items.

COMPLETING THE INVOICE

Press ESC at the next stock code field to exit the line item entry section. The cursor will then jump to the invoice discount percentage field.

INVOICE DISCOUNT PERCENTAGE

When all line items have been entered you may enter an overall invoice discount percentage. The discount must be a percentage, a discount amount cannot be entered. This discount will be in addition to any line discounts previously granted.

NOTE: The calculated discount amount will not be posted separately to a discount allowed ledger account. The invoice discount is applied to all line items, on top of any line item discounts that may have been given, resulting in a Nett line item total being posted to stock and ledger.

OTHER CHARGES

After entering the invoice discount but before accepting the invoice you can enter Other Charges. Press ALT - N (or O, P or Q) and enter the gross amount, i.e. Inclusive of VAT (if VAT applies). If there is VAT on the other charge it will automatically be added to the VAT total at the bottom of the invoice.

The description and ledger allocation of these charges are stored automatically by the program. When posting an invoice, these other charges will be ignored by the system if no values are entered.

NOTE: Should there be no "Extra Charges" option appearing or the description is incorrect or an extra charge entry is to be added consult the Extra Charges option under Utilities, Company Details, Extra Charges.

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

Extra Charges will appear in the relevant processing modules and will allow the user to specify a value for each Extra Charge during processing of the document. You are required to link such charge to a Stock Item and to specify its Vat Rate. For GRVs such Extra Charge may be selected to inflate your cost.

Invoicing Extra Charges			
Description	Stock Item	Normal Vat Rate	Export/Import Vat Rate
Delivery	DEL001	1	1

Goods Receiving Extra Charges				
Description	Stock Item	Normal Vat Rate	Export/Import Vat Rate	Part Of Cost
Delivery	DEL001	1	1	<input checked="" type="checkbox"/> Tick For Yes
				<input checked="" type="checkbox"/> Tick For Yes
				<input type="checkbox"/> Tick For Yes
				<input type="checkbox"/> Tick For Yes

 Accept

NOTE: To accept the invoice select the accept option, otherwise press the Escape (ESC) key to cancel the current invoice.

CORRECTING AN INVOICE AFTER ACCEPTANCE

Invoices are processed real-time, i.e. all files are updated when the invoice is accepted. To correct an invoice after acceptance a Credit Note from stock (not debtors) must be processed.

ACCOUNTS AFFECTED IN THE GENERAL LEDGER

When an invoice is posted, the amounts are automatically transferred to the customer in the debtors system as well as to the general ledger.

The following general ledger transactions will take place after accepting an invoice. The general ledger account numbers are set on the stock item master files.

The total amount of the invoice is debited to the Debtors Control account.

The total amount of the sale excluding VAT is added to the Sales accounts.

The total VAT amount is added to the Output Vat account.

The cost price of each item sold is posted to the Cost Of Sales accounts, if the item has a cost. The value transferred is calculated on a FIFO basis. This amount is transferred from the Stock On Hand account.

NOTE: When the stock on hand value becomes negative, the value which is posted to the Cost Of Sales account will be calculated on the latest unit cost and not calculated on the FIFO basis. E.g. If ten (10) items invoiced, but there are only have five (5) items on hand. The system will calculate the value for the first five using the FIFO basis and the second five using the latest unit cost.

CUSTOMER CREDIT NOTES

Stock returns from customers and or invoice corrections are performed through the Credit Note option. Select the Stock menu option then processing followed by the Credit Notes option.

NOTE: The entering of information is identical to that of Customer Invoicing, therefore customer credit notes will not be discussed in detail.

ACCOUNT DETAILS

ACCOUNT NUMBER

Enter the debtors account number, or select the search option to search for an account. To switch between number and name search, use the search by option. If you have to invoice a new debtor, the debtor has to be captured first in order for it to be available when selecting the customer. The Amendments button option can be used to create new debtor clients if they don't exist at the time of invoice, credit note etc...

NAME AND ADDRESS DETAILS

Use the available postal and delivery address details. To type a different address should the invoice or credit note goods be delivered to a different address as to that what is already specified, the multiple delivery addresses option can be used for this purpose.

Should you make any typing mistake in either of the address details use the Revert option to revert back to the original address details.

NOTE: The altering of the address details will only affect the invoice or credit note that is posted at the time and will not alter the original clients address details in any way.

CREDIT NOTE DISC %

The invoice discount % allows one to enter the discount percentage for the specific invoice.

NOTE: this is not line discount per item, it is discount for the full invoice amount.

USER DEFINED DATA

The user defined data option allows one to enter any additional information on the stock item. This will only be possible if a user defined stock table has been created. This can be setup under the Utilities --> Default Table Setup --> Stock.

CREDIT NOTE DETAILS**CREDIT NOTE DATE**

Enter the credit note date in the format DDMMYYYY. This date will affect the period into which this transaction will be transferred to in the general ledger, stock and debtors. The general ledger will only be affected by the computer/system date.

ORIGINAL INVOICE NO

The original invoice number option allows one to select the original invoice number. This option acts as a reference. This will not automatically allocate the credit note to the original invoice.

CREDIT NOTE NUMBER

The system does not allow for manual credit note numbers. The credit note number will automatically be generated as 1 for the first credit note entered and thereafter it will auto increment every time a new credit note is processed. Automatic numbers will only appear *after* the credit note is accepted.

DELIVERY METHOD

Enter the delivery method. E.g. RAIL, COURIERS, etc. or else leave blank.

ORDER NUMBER

Enter the original customer order number, if applicable.

HINT: When processing Cash Sales (e.g. CASH01 account is used) use the order number field to enter the customer's name or surname. This will aid with the searching through hundreds or thousands of cash sale credit note, should their ever be a query.

REP NUMBER

The sales person for this debtor, as indicated on the debtor's account, will automatically appear in this field. Should you wish to use another representative, use the ALT and the down arrow or the mouse to locate a new representative.

DELIVERY NOTE NUMBER

Enter a delivery note number if goods are sent on a separate delivery note, or use this field to store information other than a delivery note, e.g. Drivers name, telephone number, etc.

CREDIT NOTE MEMO

The credit note memo allows one to enter any additional information that needs to go with the credit note.

TOTALS**CREDIT NOTE INCLUSIVE**

The credit note inclusive option allows one to specify whether the current credit note will be processed inclusive or exclusive of VAT. The default VAT method is derived from the Stock Item.

GOODS TOTAL

The goods total will automatically populate with the full total of the goods exclusive of vat.

DISCOUNT AMNT

The discount amnt will automatically populate with a discount amount if discount has been given on the specific credit note.

VAT AMOUNT

The vat amount will automatically display the vat total of the stock items that have been place on the specific credit note.

CREDIT NOTE INFORMATION**CODE**

Enter the stock code number and press Enter, or use the search facility to search for the appropriate stock item Select the amendments button to add items which are not yet on file. When searching for the stock item use the detail button and the history button to obtain more detail on the stock item.

DESCRIPTION

The stock description as defined in the Item Maintenance section will be displayed. Press Enter to accept this description or enter a new description.

COMMENT

The comment field is used for adding additional information on the transaction line for the specific stock item.

TYPE

The type field displays different types of pricing that is used once the stock item is entered. In other words that type field will display P0, P1, P2 etc... once the item code has been selected and entered through the transaction line.

The different types of "TYPE" will be displayed as follows: P0 – Original Price, P1 – Retail Price, P2 – Wholesale Price, P3 – Alternative Price 1, P4 – Alternative Price 2, P5 – Alternative Price 3, CL – Latest Cost, CA – Average Cost, CH – Highest Cost, CB – Base Cost, PL – Custom Price List, PP – Contract Price Per Product Per Debtor, DD – Contract Price Per Department Per Debtor, PG – Contract Price Per Product Per Debtor Group, DG – Contract Price Per Department Per Debtor Group and PM – Promotion Price.

UNIT Price

If selling price changes are not allowed, this field will not be accessible. The normal selling price or the linked price (see debtor Account Maintenance for more information) for the debtor will appear in this field. Press the ALT and the down arrow to select from the 5 available selling prices.

NOTE: To increase the size of the selling price decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

QUANTITY

Enter the quantity of the item to be sold or credited. Should you enter more than what is on hand you will be warned, if your system is not allowed to have negative stock, it will revert back to the stock code number.

NOTE: To increase the size of the quantity decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

This is an extract of the Stock Defaults where the quantity decimals are changed.

Price Decimals (Invoicing and Sales Orders)	2
Price Decimals (Goods Receiving)	2
Quantity Decimals	2

SERIAL NUMBER CAPTURING

If a stock item has been set up to have serial numbers entered, the serial number will be requested once the item code has been accepted. If the system has been setup for Strict Serial number control the serial number must exist on the system before it can be sold. Disabling Strict Serial number control will allow the sale of serialized items to be processed that do not exist on the system. Sometimes this is necessary, especially when the processing for the goods purchased is captured after the credit note is processed.

NOTE: If a serial number is not required select the accept option or press the Space Bar once, followed by the Enter key. These serial numbers will still be stored and may, at a later stage be edited with the appropriate information (serial no, invoice date, etc.). This will only work if Strict Serial number control is disabled.

NEGATIVE STOCK QUANTITIES

If you credit note ten (10) items, but have only five (5) items on hand, the system will calculate the value for the first five using the FIFO basis and the second five using the LATEST unit cost. The system will correct itself in the general ledger once the new goods are received.

If you invoice out an item that has not yet been GRV'd in, there is a possibility that there will be a new cost when you receive the item. The stock on hand as well as cost of sales value in the general ledger will be incorrect. To overcome this problem the system calculates the difference between the cost which was used for this item during invoicing and the new cost that is being GRV'd in. This difference is then automatically adjusted to the cost of sales account when the goods are eventually GRV'd in.

When invoicing negative stock items, the sales and profit values in the stock reports may be inaccurate. As no stock existed at the time, there is unfortunately no remedy for this situation.

DISC %

Enter the line item discount percentage, if any. A discount amount cannot be entered while entering a sale line item on the invoice, only a percentage.

NOTE: The discount amount / value derived from the discount percentage is not posted the any ledger account, but the discounted line total is posted to ledger.

Repeat the above steps for each line of the invoice. When all lines have been entered, press ESC.

TOTAL

The total field automatically displays the full line total. In other words if the item price is R10.00 and the quantity is 5 then the line total will display R50.00.

ADDING NARRATIVE TEXT (COMMENT) IN THE BODY OF THE CREDIT NOTE

Select the Long Desc. option when in the stock code field, to enable the entry of a memo for that item line, which will, when printed appear just below it on your credit note. Select the Accept option to accept any changes made. Repeat this process if more entries are needed for other stock or service items.

NOTE: When there is a requirement to add a comment that pertains to the credit note and not to an item, select the F7 Long Desc. option but remember to only add it after the last item. This would mean that the long desc. will then only print at the bottom of the credit note below all the items.

COMPLETING THE CREDIT NOTE

Press ESC at the next stock code field to exit the line item entry section. The cursor will then jump to the credit note discount percentage field.

After entering the invoice discount but before accepting the invoice you can enter Other Charges. Press ALT - N (or O, P or Q) and enter the gross amount, i.e. Inclusive of VAT (if VAT applies). If there is VAT on the other charge it will automatically be added to the VAT total at the bottom of the invoice.

The description and ledger allocation of these charges are stored automatically by the program. When posting an invoice, these other charges will be ignored by the system if no values are entered.

NOTE: Should there be no "Extra Charges" option appearing or the description is incorrect or an extra charge entry is to be added consult the Extra Charges option under Utilities, Company Details, Extra Charges.

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

Extra Charges will appear in the relevant processing modules and will allow the user to specify a value for each Extra Charge during processing of the document. You are required to link such charge to a Stock Item and to specify its Vat Rate. For GRVs such Extra Charge may be selected to inflate your cost.

Invoicing Extra Charges			
Description	Stock Item	Normal Vat Rate	Export/Import Vat Rate
Delivery	DEL001	1	1

Goods Receiving Extra Charges				
Description	Stock Item	Normal Vat Rate	Export/Import Vat Rate	Part Of Cost
Delivery	DEL001	1	1	<input checked="" type="checkbox"/> Tick For Yes
				<input checked="" type="checkbox"/> Tick For Yes
				<input type="checkbox"/> Tick For Yes
				<input type="checkbox"/> Tick For Yes

 Accept

NOTE: To accept the invoice select the accept option, otherwise press the Escape (ESC) key to cancel the current invoice.

ACCOUNTS AFFECTED IN THE GENERAL LEDGER

When a credit note is posted the amounts are automatically subtracted from the customer in the debtors system as well as transferred to the general ledger. The following general ledger transactions will take place after accepting a credit note.

The total amount of the credit note is deducted from the Debtors Control account.

The total amount of the credit note excluding VAT is deducted from the Sales accounts.

The total VAT amount is deducted from the Output Vat account.

The cost price of each item, if the item has a cost, is deducted from the Cost of Sales accounts, and added back into the Stock accounts.

ALLOCATING CREDIT NOTES TO THE ORIGINAL INVOICE

After accepting the credit note, credit allocation in most cases must be allocated to a specific invoice. The answer to the confirmation message, "Allocate to Oldest" should always be No.

This system allows for the original invoice to be selected at the time of doing the credit note. This option helps when needing to allocate the credit note to the original invoice.

REP COMMISSIONS

Commission statements for the relevant rep will be adjusted by the values of the credit note.

PURCHASING STOCK FROM SUPPLIERS (GOODS RECEIVING)

Stock received in from suppliers is recorded through the Stock menu , Processing followed by Goods Receiving. The method of entry is identical to that of an invoice except for the following:

Code	Description	Type	Unit Price	Additional Cost (Excl)	Qty	Disc %	Total
COK002	Coke Case	CL	143.76	232.80	4.0000	0.00	575.04
COK003	Coke 6 Pack	CB	66.00	267.20	10.0000	0.00	660.00

SUPPLIER DETAILS

ACCOUNT NUMBER

Will be the suppliers (creditors) account number. The name will be confirmed on the screen. If the supplier does not exist on your creditors system, unfortunately you would have to go back to creditors maintenance and add the new supplier first. Use the search grid available to locate the appropriate supplier, by typing either their account number, or by changing the search order, and typing in their company name.

POSTAL AND DELIVERY ADDRESS DETAILS

Use the available postal and delivery address details to type a different address should the invoice or credit note be posted or delivered to a different address to that what is already specified. The F2 button can also be used, this will bring up the creditors multiple delivery addresses.

Should you make any typing mistake in either of the address details use the Revert option to revert back to the original address details.

NOTE: The altering of the address details will only affect the invoice or credit note that is posted at the time and will not alter the original clients address details in any way.

GRV DISC %

The GRV discount percentage allows one to enter discount for the full amount of the goods receive voucher.

NOTE: This discount is not per line item, this discount is for the full goods receive voucher total.

GRV DETAILS

GRV DATE

Enter the goods receive date in the format ddmmyyyy. This date will affect the period into which this transaction will be transferred to in the general ledger, stock and debtors. The general ledger will only be affected by the computer/system date.

ORIGINAL DOCUMENT DATE

The original document date allows one to select the original date of when the good received voucher was done.

GRV NUMBER

The system does not allow for manual GRV numbers. The GRV number will automatically be generated as 1 for the first goods received voucher entered and thereafter it will auto increment every time a new goods received voucher is processed. Automatic numbers will only appear *after* the goods received voucher is accepted.

DELIVERY METHOD

Enter the delivery method. E.g. RAIL, COURIERS, etc. or else leave blank.

ORDER NUMBER

Enter the supplier order number, if applicable.

HINT: When processing Cash Purchases (e.g. CASH01 account is used) use the order number field to enter the suppliers name or surname. This will aid with the searching through hundreds or thousands of cash purchase GRV's, should their ever be a query.

SUPPLIER INVOICE NUMBER

The supplier invoice number field is used to enter the suppliers invoice number. This field must have a value in order to continue processing the goods received voucher.

GRV MEMO

The GRV memo allows one to enter any additional information that needs to go with the goods received voucher.

TOTALS**GRV INCLUSIVE**

The GRV inclusive option allows one to specify whether the current goods received voucher will be processed inclusive or exclusive of VAT. The default VAT method is derived from the Stock Item.

GOODS TOTAL

The goods total will automatically populate with the full total of the goods purchase exclusive of VAT.

DISCOUNT AMNT

The discount amnt will automatically populate with a discount amount if discount has been given on the specific goods received voucher.

VAT AMOUNT

The vat amount will automatically display the vat total of the stock items that have been placed on the specific goods received voucher.

GRV INFORMATION**CODE**

Enter the stock code number and press Enter, or use the search facility to search for the appropriate stock item Select the amendments button to add items which are not yet on file. When searching for the stock item use the detail button and the history button to obtain more detail on the stock item.

DESCRIPTION

The stock description as defined in the Item Maintenance section will be displayed. Press Enter to accept this description or enter a new description.

TYPE

The type field displays different types of pricing that is used once the stock item are entered. In other words the type field will display either CL, CA, CH etc... once the item code has been selected and entered through the transaction line.

The different types of "TYPE" will be displayed as follows: CL – Latest Cost, CA – Average Cost, CH – Highest Cost, CB – Base Cost and PL – Custom Price List.

UNIT PRICE

Enter the unit cost according to the suppliers invoice.

NOTE: Make sure that the price method (inclusive or exclusive) corresponds with that of the VAT method you have selected.

NOTE: To increase the size of the selling price decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

This is an extract of the Stock Defaults where the quantity decimals are changed.

Price Decimals (Invoicing and Sales Orders)	2
Price Decimals (Goods Receiving)	2
Quantity Decimals	2

QUANTITY

Enter the quantity of the item to be purchased or returned.

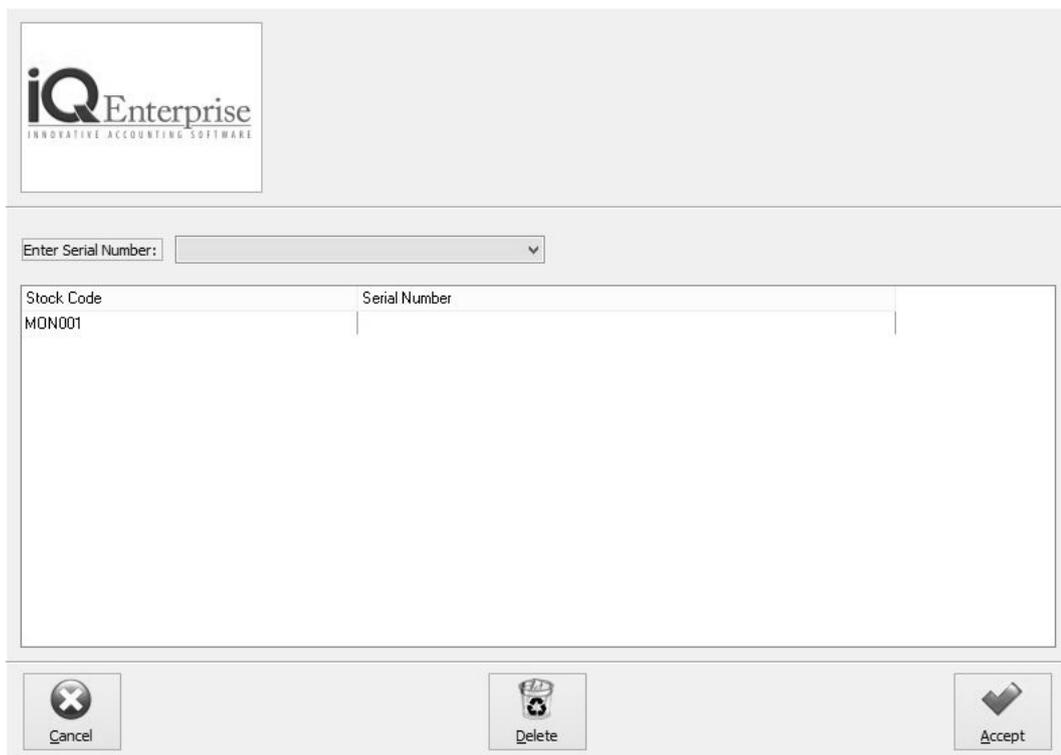
NOTE: To increase the size of the quantity decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

NOTE: Should there be a requirement to process empties, returns or item deposits, enter the quantity as a negative value (only the quantity). A typical example would be when returning empty bottles and crates back to SAB or Coca-Cola. The empty crate and bottles would be entered as a negative quantity and the case of beers would be entered as per normal. When the invoice is processed, the system will decrease the on hand quantity for empty crate being returned to the supplier and increase the case of beers item.

SERIAL NUMBER CAPTURING

If a stock item has been set up to have serial numbers entered, the serial number will be requested once the GRV has been processed.

NOTE: If a serial number is not required select the accept option or press the Space Bar once, followed by the Enter key. These serial numbers will still be stored and may, at a later stage be edited with the appropriate information (serial no, invoice date, etc.).



The screenshot shows the IQ Enterprise software interface. At the top left is the logo for IQ Enterprise, with the tagline "INNOVATIVE ACCOUNTING SOFTWARE". Below the logo is a dropdown menu labeled "Enter Serial Number:". Below the dropdown is a table with two columns: "Stock Code" and "Serial Number". The "Stock Code" column contains the value "MON001". At the bottom of the window are three buttons: "Cancel" (with a close icon), "Delete" (with a trash can icon), and "Accept" (with a checkmark icon).

NEGATIVE STOCK QUANTITIES

If you invoice ten (10) items, but have only five (5) items on hand, the system will calculate the value for the first five using the FIFO basis and the second five using the Latest unit cost. The system will correct itself in the general ledger once the new goods are received.

If you invoice out an item that has not yet been GRV'd in, there is a possibility that there will be a new cost when you receive the item. The stock on hand as well as cost of sales value in the general ledger will be incorrect. To overcome this problem the system calculates the difference between the cost which was used for this item during invoicing and the new cost that is being GRV'd in. This difference is then automatically adjusted to the cost of sales account when the goods are eventually GRV'd in.

DISC %

Enter the line item discount percentage, if any. A discount amount cannot be entered while entering a sale line item on the invoice, only a percentage.

NOTE: The discount amount / value derived from the discount percentage is not posted to any ledger account, but the discounted line total is posted to ledger.

Repeat the above steps for each line of the GRV. When all lines have been entered, press ESC.

TOTAL

The total field automatically displays the full line total. In other words if the item price is R10.00 and the quantity is 5 then the line total will display R50.00.

ADDING NARRATIVE TEXT (COMMENT) IN THE BODY OF THE INVOICE

Select the Long Desc. option when in the stock code field, to enable the entry of a memo for that item line, which will, when printed appear just below it on your invoice. Select the Accept option to accept any changes made. Repeat this process if more entries are needed for other stock or service items.

COMPLETING THE GOODS RECEIVED VOUCHER

Press ESC at the next stock code field to exit the line item entry section. The cursor will then drop to the invoice discount percentage field.

GRV DISCOUNT PERCENTAGE

When all line items have been entered you may enter an overall invoice discount percentage. The discount must be a percentage, a discount amount cannot be entered. This discount will be in addition to any line discounts previously granted.

Other/EXTRA charges

After entering the invoice discount but before accepting the invoice you can enter Other Charges. Press ALT - N (or O or P, Q) and enter the amount. The amount entered must be gross, i.e. Inclusive of VAT (if VAT applies). If there is VAT on the other charge it will automatically be added to the VAT total at the bottom of the invoice.

The description and ledger allocation of these charges are stored automatically by the program. When posting an invoice, these other charges will be ignored by the system if no values are entered.

NOTE: Should there be no "Extra Charges" option appearing or the description is incorrect or an extra charge entry is to be added consult Extra Charges option under Utilities, Company Details, Extra Charges.

To accept the goods received voucher select the accept option, otherwise press the Escape (ESC) key to cancel the current invoice.

Repeat the above steps for each line of the goods received note.

GENERAL LEDGER ACCOUNT ALLOCATIONS

The total value of goods received is credited to the creditors account and the Creditors Control account.

The value of goods received, excluding VAT, is added to (debited to) the Stock On Hand account (s).

The total VAT amount is added to (debited to) the Input Vat account.

RETURNING STOCK TO SUPPLIERS (GOODS RETURNED)

Returning stock to a supplier is performed through the Suppliers Goods Returned option found under the Stock Processing menu option.

The procedures used are the same as for Goods Received (and Invoicing). A return to supplier advice note is printed, onto which you should also enter your original order number. Each item would separately be specified.

ACCOUNT NUMBER

Will be the suppliers (creditors) account number. The name will be confirmed on the screen. If the supplier does not exist on your creditors system, select the amendments option to create and add the new supplier. Use the search grid available to locate the appropriate supplier, by typing either their account number, or by changing the search order, and typing in their company name.

POSTAL AND DELIVERY ADDRESS DETAILS

Use the available postal and delivery address details to type a different address should the GRV or returned goods be posted or delivered to a different address to that what is already specified. The F2 button can also be used, this will bring up the creditors multiple delivery addresses option.

Should you make any typing mistake in either of the address details use the Revert option to revert back to the original address details.

NOTE: The altering of the address details will only affect the GRV or returned goods that is posted at the time and will not alter the original clients address details in any way.

RETURN DISC %

The return discount percentage allows one to enter discount for the full amount of the returned goods voucher.

NOTE: This discount is not per line item, this discount is for the full returned goods voucher total.

RETURNED GOODS DETAILS**RETURN DATE**

Enter the returned goods date in the format DDMMYYYY. This date will affect the period into which this transaction will be transferred to in the general ledger, stock and debtors. The general ledger will only be affected by the computer/system date.

ORIGINAL GRV NUMBER

The original GRV number option allows one to select the original goods received voucher for reference purposes. This option will not automatically allocate the return goods to the goods received voucher.

RETURN NUMBER

The system does not allow for manual goods return numbers. The returned goods number will automatically be generated as 1 for the first returned goods voucher entered and thereafter it will auto increment every time a new returned goods voucher is processed. Automatic numbers will only appear after the returned goods voucher is accepted.

DELIVERY METHOD

Enter the delivery method. E.g. RAIL, COURIERS, etc. or else leave blank.

ORDER NUMBER

Enter the supplier order number, if applicable.

HINT: When processing Cash Purchases (e.g. CASH01 account is used) use the order number field to enter the suppliers name or surname. This will aid with the searching through hundreds or thousands of cash purchase GRV's, should their ever be a query.

REP NUMBER

The sales person for this creditor, as indicated on the creditor's account, will automatically appear in this field. Should you wish to use another representative, use the ALT and the down arrow or the mouse to locate a new representative.

DELIVERY NOTE NUMBER

Enter a delivery note number if goods are sent on a separate delivery note, or use this field to store information other than a delivery note, e.g. Drivers name, telephone number, etc.

RETURN MEMO

The returned goods memo allows one to enter any additional information that needs to go with the returned goods voucher.

TOTALS**RETURN INCLUSIVE**

The return inclusive option allows one to specify whether the current returned goods will be processed inclusive or exclusive of VAT. The default VAT method is derived from the Stock Item.

GOODS TOTAL

The goods total will automatically populate with the full total of the returned goods purchase exclusive of VAT.

DISCOUNT AMNT

The discount amnt will automatically populate with a discount amount if discount has been given on the specific returned goods voucher.

VAT AMOUNT

The vat amount will automatically display the vat total of the stock items that have been placed on the specific returned goods voucher.

RETURN INFORMATION**CODE**

Enter the stock code number and press Enter, or use the search facility to search for the appropriate stock item. Select the amendments button to add items which are not yet on file. When searching for the stock item use the detail button and the history button to obtain more detail on the stock item.

DESCRIPTION

The stock description as defined in the Item Maintenance section will be displayed. Press Enter to accept this description or enter a new description.

TYPE

The type field displays different types of pricing that is used once the stock item are entered. In other words the type field will display either CL, CA, CH etc... once the item code has been selected and entered through the transaction line.

The different types of "TYPE" will be displayed as follows: CL – Latest Cost, CA – Average Cost, CH – Highest Cost, CB – Base Cost and PL – Custom Price List.

UNIT PRICE

Enter the unit cost according to the suppliers returned goods.

NOTE: Make sure that the price method (inclusive or exclusive) corresponds with that of the VAT method you have selected.

NOTE: To increase the size of the selling price decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

This is an extract of the Stock Defaults where the quantity decimals are changed.

Price Decimals (Invoicing and Sales Orders)	2
Price Decimals (Goods Receiving)	2
Quantity Decimals	2

QUANTITY

Enter the quantity of the item to be purchased or returned.

NOTE: To increase the size of the quantity decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

NOTE: Should there be a requirement to process empties, returns or item deposits, enter the quantity as a negative value (only the quantity). A typical example would be when returning empty bottles and crates back to SAB or Coca-Cola. The empty crate and bottles would be entered as a negative quantity and the case of beers would be entered as per normal. When the invoice is processed, the system will decrease the on hand quantity for empty crate being returned to the supplier and increase the case of beers item.

DISC %

Enter the line item discount percentage, if any. A discount amount cannot be entered while entering a line item on the returned goods, only a percentage.

NOTE: The discount amount / value derived from the discount percentage is not posted to any ledger account, but the discounted line total is posted to ledger.

Repeat the above steps for each line of the returned goods. When all lines have been entered, press ESC.

TOTAL

The total field automatically displays the full line total. In other words if the item price is R10.00 and the quantity is 5 then the line total will display R50.00.

GENERAL LEDGER ALLOCATIONS

The total amount of the goods returned is deducted from the creditors account and the general ledger Creditors Control account.

The actual value of the goods being returned is deducted from the Stock On Hand account(s).

The total VAT amount is deducted from the Input Vat account.

PRICE VARIANCES

On returning goods to suppliers, if there is a discrepancy between the weighted average unit cost price of the item, and the actual value at which the goods are being returned, the difference (i.e. the cost price variance) will be adjusted against the item's cost of sales account. The adjustment would come from the Stock On Hand account.

CREDIT ALLOCATION

Return to supplier's credit allocation in most cases must be allocated to a specific goods received voucher. The answer to the confirmation message, "Allocate to Oldest" should always be No.



Account Particulars

Account Number	XYZ001	Comments	
Name	XYZ Wholesalers		
Currency	ZAR		

Current	7 686.28
30 Days	0.00
60 Days	734.28
90 Days	0.00
120 Days	0.00
150 Days	32 795.98
180 Days	101 294.80
Unallocated	-3 015.55
Total	139 495.79

Invoices and Other Credits

Date	Reference	Amount	Outstanding	Sub Acc
09/02/2011	1259	399.00	0.00	
09/02/2011	343	1 057.00	0.00	
14/09/2011	87	4 867.80	0.00	
12/10/2011	23	10 440.00	0.00	
28/12/2011	DSF	300.00	0.00	
03/01/2012	7887	439.50	0.00	
27/06/2012	ASDFA	4 310.00	84 334.80	
05/09/2012	XINV12345	960.00	15 960.00	
27/09/2012	101	0.00	1 000.00	
03/10/2012	345	60	12 813.60	
03/10/2012	5465			
17/01/2013				
01/03/2013	OB001			
18/03/2013	XYZINV754			
27/03/2013	XYZINV78	5 557.96	5 557.96	

This is the original GRV that was captured.

Payments and Other Debits

Date	Reference	Amount	Available	Sub Acc
19/03/2012	March12	3 118.50	0.00	
23/03/2012	Cheque 10	32 516.30	0.00	
06/02/2013	2	6 700.00	0.00	
18/03/2013	RTS7	54.72	0.00	
19/03/2013	PM001	0.00	0.00	
27/03/2013	RTS8	5.55	3 015.55	

This is the return of goods (RTS) that can be allocated against the original GRV.

Debit Actions

Reverse Payment

Toggle Status

Show Matched Payments

Search Actions

Search Credits

Search Debits

Visible Fields

Combined Actions

Pay Matched Entries

Remove Completed Entries

Recall an Entry

Credit Actions

Oldest Balances Selected item

Reverse All Payments

Reverse Selected Credit

Allocate All to Oldest Balances

Allocate Up to Selected

Show Paid Items

STOCK LISTS

Select the Stock menu, then the Reports menu option followed by the Stock Lists option.

Code	Description	Barcode	Dept	Bin	PackSize	Onhand	Retail Price	Supplier
TSMGS0101	Golf T-Shirt - Black - Small	TSMGS0101	008		1	83.00	70.65	TT12
TSMGS0102	Golf T-Shirt - Black - Medium	6009660900686	008		1	137.00	64.05	TT45
TSMGS0103	Golf T-Shirt - Black - L	TSMGS0103	008		1	347.00	53.90	TT96
TSMGS0104	Golf T-Shirt - Black - XL	TSMGS0104	008		1	74.00	50.05	TY98
TSMGS0201	Golf T-Shirt - Brown - Small	TSMGS0201	008		1	84.00	61.70	
TSMGS0202	Golf T-Shirt - Brown - M	TSMGS0202	008		1	0.00	74.15	
TSMGS0203	Golf T-Shirt - Brown - L	TSMGS0203	008		1	0.00	62.25	
TSMGS0204	Golf T-Shirt - Brown - XL	TSMGS0204	008		1	0.00	141.40	
TSMGS0301	Golf T-Shirt - Red - S	TSMGS0301	008		1	0.00	95.10	
TSMGS0302	Golf T-Shirt - Red - M	TSMGS0302	008		1	0.00	1 704.30	
TSMGS0303	Golf T-Shirt - Red - L	TSMGS0303	008		1	0.00	142.00	
TSMGS0304	Golf T-Shirt - Red - XL	TSMGS0304	008		1	0.00	56.65	
TSMGS0401	Golf T-Shirt - Blue - S	TSMGS0401	008		1	0.00	142.00	
TSMGS0402	Golf T-Shirt - Blue - M	TSMGS0402	008		1	0.00	60.65	
TSMGS0403	Golf T-Shirt - Blue - L	TSMGS0403	008		1	0.00	56.65	
TSMGS0404	Golf T-Shirt - Blue - XL	TSMGS0404	008		1	283.00	105.20	
TSMGS0501	Golf T-Shirt - Green - S	TSMGS0501	008		1	0.00	56.65	
TSMGS0502	Golf T-Shirt - Green - M	TSMGS0502	008		1	0.00	55.45	
TSMGS0503	Golf T-Shirt - Green - L	TSMGS0503	008		1	0.00	58.75	
TSMGS0504	Golf T-Shirt - Green - XL	TSMGS0504	008		1	0.00	56.65	
TSMGS0601	Golf T-Shirt - White - S	TSMGS0601	008		1	0.00	59.30	
TSMGS0602	Golf T-Shirt - White - M	TSMGS0602	008		1	0.00	55.90	
TSMGS0603	Golf T-Shirt - White - L	TSMGS0603	008		1	0.00	56.65	
TSMGS0604	Golf T-Shirt - White - XL	TSMGS0604	008		1	0.00	56.65	
TSMGS0701	Golf T-Shirt - Grey - S	TSMGS0701	008		1	0.00	41.95	
TSMGS0702	Golf T-Shirt - Grey - M	TSMGS0702	008		1	0.00	67.15	

AVAILABLE REPORTS**COMPLETE LISTING**

This option produces a report listing all relevant information on the stock items which were selected. This information will be the same as the retail price list but will also include the date last moved, unit cost, quantity on hand and the value of stock.

ITEM CODE AND DESCRIPTION

This option prints a stock list detailing the stock code, description, group, pack size and pack description.

PRICE LIST

This option will print a retail price list of all or selected stock items detailing the stock code, description and the selling prices inclusive and exclusive. This report will also give the option to print the price list for all 5 different selling prices.

STOCK TAKE LIST

Selecting this option will print a stock list detailing the stock code number, stock description, stock department, date last moved, bin location and physical. It will allow you to enter the physical stock amounts.

TOTAL STOCK VALUE ONLY

This report will produce a printout of the total cost of all items which were selected.

STOCK LISTING AS AT DATE

The stock listing as at date report allows one to specify a date and then draw the report with figures as they were on that day.

WAREHOUSE REPORTS

The warehouse reports option allows one to print warehouse related reports. This means that for all the multiple warehouses, one is able to draw different types of warehouse reports.

SORT ORDER

Use the Report Sort Order option to print the various report types in either account number, name, barcode, description, department, bin location and supplier code sequence.

<u>Code</u>	<u>Description</u>	<u>Dept</u>	<u>Date Last Moved</u>	<u>On Hand</u>	<u>Bin Loc</u>	<u>Physical</u>
1001	Castle Case	001		0.00		
1002	Castle 6pack	001	30/12/1899	0.00		
1003	Castle Single	001	23/01/2009	48.00		

<u>Code</u>	<u>Description</u>	<u>Dept</u>	<u>Sellprice (Inc)</u>	<u>Avg Cost</u>	<u>On Hand</u>	<u>Value (AvCost)</u>
1001	Castle Case	001	120.00	75.48	0.00	0.00
1002	Castle 6pack	001	24.00	37.74	0.00	0.00
1003	Castle Single	001	6.00	6.29	48.00	301.90

<u>Code</u>	<u>Description</u>	<u>Sellprice (Incl)</u>	<u>Sellprice (Excl)</u>
1001	Castle Case	120.00	105.26
1002	Castle 6pack	24.00	21.05
1003	Castle Single	6.00	5.26

FILTERING EXAMPLE

The following filter involves the printing of a report that excludes all items that are Labour and Non-Stock related.

1. Select the Filter button. The filter screen will appear next. Select the "press the button to add a new condition" option. Locate the Code field and select it. Then select the "does not equal" option next to the Code.
2. Now click the white area next to the "does not equal" option and enter the code of the stock item (to exclude labour and non-stock related items from the list). Do not press Enter or click the Apply button.
3. In order for our filter to work successfully, we need to duplicate the first part of the existing filter except for the item code. This is because we need to specify the other item code that we want to exclude.

NOTE: Should you have accidentally selected the Apply Filter button or pressed Enter, at any point during the filter setup select the Filter button again to have the filter screen displayed again. The previous captured information will still be available allowing you to continue where you left-off. However, if you escaped out of the stock list screen this information would have been lost. It is therefore important for any filters that have been setup and are required to be used repeatedly, need to be saved after the filter has been applied or completed.

4. Select the Apply Filter button to have the filter selection applied and return to the stock list screen. The stock list report screen will now reflect the result of the filter that has been applied and should reflect stock items that are not labour or non-stock items as setup in stock maintenance. If not, select the Clear Filter button and repeat the previous steps to setup the filter again.

Normal | Advanced

Filter AND <root>

press the button to add a new condition

Load Save Apply Clear ESC Cancel

Normal | Advanced

Filter AND <root>

... CODE like LAB001

press the button to add a new condition

Load Save Apply Clear ESC Cancel

Normal | Advanced

Filter AND <root>

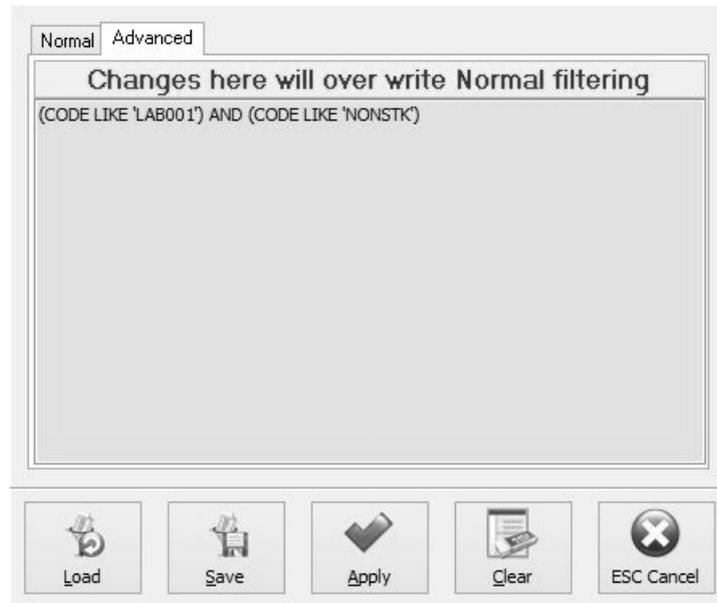
... CODE like LAB001

... CODE like NONSTK

press the button to add a new condition

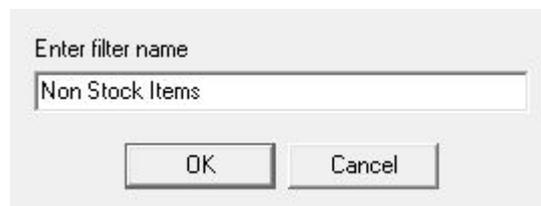
Load Save Apply Clear ESC Cancel

5. A new method of filtering allows one to have it done step by step. The other way of filtering is to do it a manual way. In order to do a manual filter, select the "Advanced" tab next to the "Normal" tab and proceed by entering the necessary values. Once finished the apply option may be selected. Utilizing the new method requires that the necessary field names in the database are known and that the understanding of logical and relational expressions are required.



The screenshot shows a dialog box with two tabs: "Normal" and "Advanced". The "Advanced" tab is selected. The main area of the dialog box contains the text "Changes here will over write Normal filtering" followed by a text input field containing the filter expression "(CODE LIKE 'LAB001') AND (CODE LIKE 'NONSTK')". Below the text input field is a row of five buttons: "Load" (with a floppy disk icon), "Save" (with a floppy disk icon), "Apply" (with a checkmark icon), "Clear" (with a trash can icon), and "ESC Cancel" (with a close icon).

NOTE: Now that the filter has been completed select the Save Filter button so that the filter can be saved and re-used again. Saved filters can be used again by selecting the Filter in the Available Filters option on the top right hand side of the screen. There is an unlimited amount of filters that can be configured and saved.



The screenshot shows a dialog box titled "Enter filter name". It contains a text input field with the text "Non Stock Items" entered. Below the text input field are two buttons: "OK" and "Cancel".

To cancel a filter, select the Clear Filter button at any time.

AUDIT TRAILS & HISTORY REPORT

Select the Stock Audit Trails option from the Stock Report menu option. Every transaction that involved a stock item will form part of the audit file. A separate audit trail number is created every time you process and entry via Customer Invoicing, Goods Received Vouchers, Adjustments, Transfers, POS, etc.

During month-end, all stock transactions are transferred to the history file automatically, and stored there until such time that they are manually deleted using the Delete History option.

NOTE: Should the stock month end procedure not be performed each month the stock transaction file that is supposed to store only the current months transactions will rapidly increase in size. This will cause all reporting, enquiries and the accessing of the audit report to become very slow.

WHY USE THE AUDIT REPORT

Basically an audit report is a report, listing all transaction (invoices, credit notes, payments, etc.) that have been posted that depict information like the date, reference, amount audit trail numbers, profit, etc., for the given selection (filter) criteria. The audit report can be used in many ways to extract sales information, payments made, credit notes entered with summary totals being printed. One can even extract the invoice(s) for a certain client for the day.

SORT ORDER

The sort order allows one to sort the existing list of transactions into the following Stock Code, Transaction Code or Date.

SELECTION

The selection option allows one to either view the current information or historical information.

REPORT TYPE

The report type allows one to select a different layout. This means that if a document is recalled then that document may be printed on a different layout.

Click on any of the sort order options to have the data sorted accordingly. Selected sort order will have the column heading sorted accordingly.

The TCode column indicates the type transaction and source document. Other available types are;

- IN = Invoice
- CN = Credit Note
- PU = Goods Received
- RT = Return to Supplier
- BM = Bill of Materials
- AJ = Stock Adjustment
- TI = Transfer In
- TO = Transfer Out

Number	Code	Date	Reference	DC	TCode	ACode	Amount	GLAudit	Unique
1191	RC001	06/03/2013	INV296	C	IN				
1192	RC002	06/03/2013	INV296	C	IN				
1193	RC003	06/03/2013	INV296	C	IN				
1194	BOQ002	18/03/2013	MAN16	C	BM				
1195	BOQ003	18/03/2013	MAN16	C	BM				
1196	BOQ004	18/03/2013	MAN16	C	BM				
1197	BOQ001	18/03/2013	MAN16	D	BM				
1198	BOQ002	18/03/2013	MAN17	C	BM				
1199	BOQ003	18/03/2013	MAN17	C	BM				
1200	BOQ004	18/03/2013	MAN17	C	BM				
1201	BOQ001	18/03/2013	MAN17	D	BM				
1202	BOQ002	18/03/2013	MAN18	D	BD				
1203	BOQ003	18/03/2013	MAN18	D	BD				
1204	BOQ004	18/03/2013	MAN18	D	BD				
1205	BOQ001	18/03/2013	MAN18	C	BD				
1206	COK001	18/03/2013	INV297	C	IN				
1207	COK001	18/03/2013	CRN19	D	CN				
1208	COK001	18/03/2013	XYZINV754	D	PU				
1209	COK001	18/03/2013	RTS7	C	RT				
1213	COK001	18/03/2013	P.O.S 1-80	C	IN				
1214	COK001	18/03/2013	P.O.S 1-80	C	IN				
1215	COK001	18/03/2013	P.O.S 1-81	D	CN		8.7719	328	1
1216	COK001	18/03/2013	Damage	C	AJ	AQ	17.9968	527	1
1217	MON001	18/03/2013	P.O.S 1-88	C	IN		3289.4737	529	1

SELECT VISIBLE FIELDS

The select visible fields option allows one to select additional fields that are not visible on the current audit trail screen.

SEARCH

The search option allows one to search for additional information that cannot be seen or found on the audit trail screen.

ADVANCED SORT

Select this option to open the Grouping by common data dialog box. Here the transactions can be listed according to any of the fields (column headers). Right-click on a title / field / column header to group by that field. Then Left-click on the title to set the sort order ascending / descending.

EXPORT

Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML and XLS (Excel)).

GL AUDIT

The GL Audit option allows on to view the audit trail of the selected transaction. This will show exactly what general ledger accounts were affected and by how much.

DOCUMENT

Should there be a requirement to recall (view or print) a document as it was processed on the day select the Document option. Make sure that the correct transaction has been highlighted before selecting the Document option.

NOTE: The Document option unfortunately only applies to the following transaction types (i.e. where the CODE column has one following codes);

- IN – Invoice
- CN – Credit Note
- PU – Goods Received Voucher
- RT – Return to Supplier

VIEWING OLD TRANSACTIONS

In order to view historical transaction select the specific month this will show the transactions for that specific month. If the stock month end has never been performed, historical stock transactions will still be able to be viewed because the system is purely date driven.

SELECTION CRITERIA & FILTERING

Should the report type be printed for certain clients and certain (e.g. accounts that are over their limit or terms or for a certain status code or area) conditions select the filter button to enter such criteria. If previous filters have already been setup use the Available Filters option on the top right hand corner of the screen to access these previously saved filters.

NOTE: The filter button enables a selection criteria to be entered. By default the selection criteria will include all transaction for the specific month. If all transactions need to be show, click the Show All option.

SORT ORDER

The report may be printed in unsorted sequence, or may be sorted in stock code, transaction code or date sequence. When sorting the transaction audit list into a specific sequence, the report will take considerably longer to process, especially, if the transaction file is a considerable size. Summary totals will always be printed, regardless of the sequence option selected here. Summary totals are printed at the end of the report.

NOTE: Each time the sequence option is changed, the screen will automatically update according to the sort order that was selected.

FILTERING EXAMPLE

The following filter involves the printing of a report that includes all invoices for department 001 (castle department) that were done on a specific day and are sorted according to the stock code.

1. Select the Filter button. The filter screen will appear next. Select the "press the button to add a new condition" option. Locate the TCode field and select it. Then select the "equals" option next to the TCode.
2. Now click the white area next to the "equals" option and enter the transaction code (to extract all invoice related transactions from the stock audit trail). Do not press Enter or click the Apply button.
3. Select the "press the button to add a new condition" option. Locate the Department field and select it. Then select the "equals" option next to the Department.
4. Now click the white area next to the "equals" option and enter the department code (extract all 001 department invoice related transactions from the stock audit trail). Do not press Enter or click the Apply button.
5. Select the "press the button to add a new condition" option. Locate the TXDate field and select it. Then select the "equals" option next to the TXDate.
6. Now click the white area next to the "equals" option and enter the transaction date to (extract all 001 department invoice related transactions from the stock audit trail for a specific date). Do not press Enter or click the Apply button.
7. Select the Apply Filter button to have the filter selection applied and return to the stock audit trail screen. The stock audit trail report screen will now reflect the result of the filter that has been applied and should reflect stock transactions that only have the CODE (transaction code) set to "IN" and Department equals "001" and for a specific date. If not, select the Clear Filter button and repeat the previous steps to setup the filter again.

Normal | Advanced

Filter AND <root>

press the button to add a new condition

Load Save Apply Clear ESC Cancel

Normal | Advanced

Filter AND <root>

... TCODE like IN

press the button to add a new condition

Load Save Apply Clear ESC Cancel

Normal | Advanced

Filter AND <root>

... TCODE like IN

... DEPARTMENT like 001

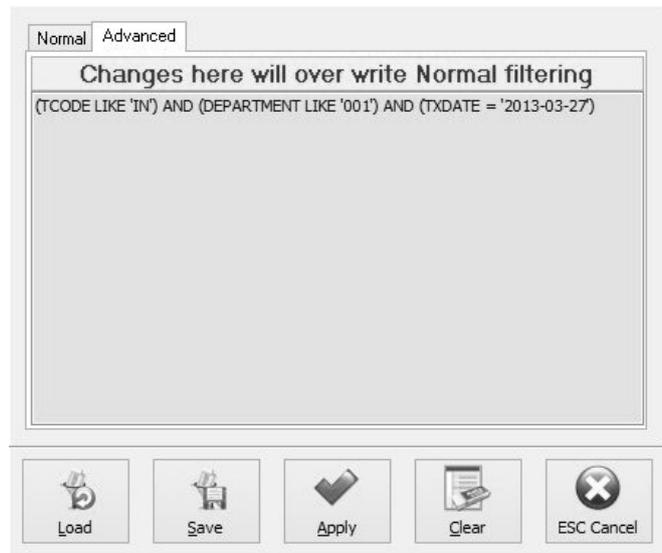
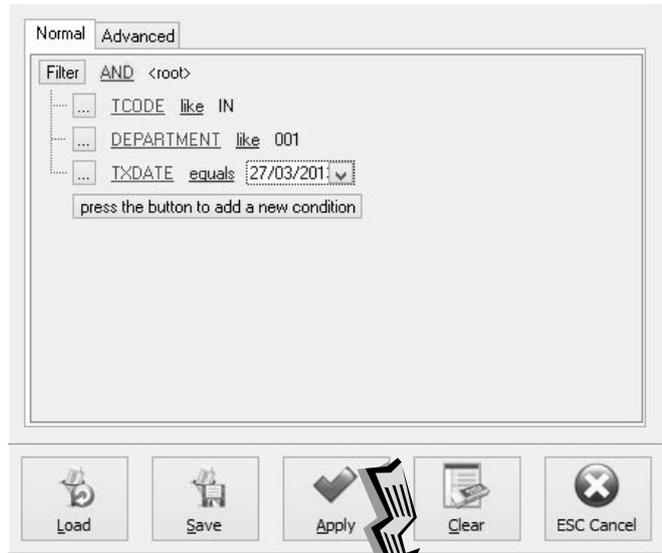
press the button to add a new condition

Load Save Apply Clear ESC Cancel

8. Once the necessary query has been made, select the preview button to direct the output to the screen or select the print button to direct the output to the printer.

9. A new method of filtering allows one to have it done step by step. The other way of filtering is to do it a manual way. In order to do a manual filter, select the "Advanced" tab next to the "Normal" tab and proceed by entering the necessary values. Once finished the apply option may be selected.

Utilizing the new method requires that the necessary field names in the database are known and that the understanding of logical and relational expressions are required.



Sort Order

Unsorted

Stock Code

Transaction Code

Date

Selection

Current Transactions

History

Report Type

Layout 1

Layout 2

Layout 3

Layout 4

Layout 5

Layout 6

Available Filters

Clear Filter

BLACK FEB 2011

PU - AUG

Number	Code	Date	Reference	DC	TCode	ACode	Amount	GLAudit	Unique
1236	COK001	27/03/2013	INV301	C	IN		87.7193	537	1

Although both of these entries are sales or invoice entries, they were not processed in the same way. The one was processed via Stock Customer Invoicing, and the other was done via POS cash sales. The one that has the reference reflecting P.O.S 1-1 was done via POS and the other via customer invoicing. The 1-1 stands for Till 1 and sale number 1, respectively.

Filter

Select Visible Fields

Search

Advanced Sgrt

Export

G.L. Audit

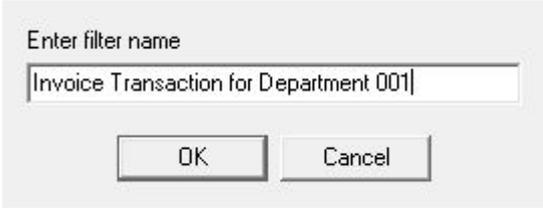
Preview

Design

Document

Print

NOTE: Now that the filter has been completed select the Save Filter button so that the filter can be saved and re-used again. Saved filters can be used again by selecting the Filter in the Available Filters option on the top right hand side of the screen. There is an unlimited amount of filters that can be configured and saved.



Enter filter name

OK Cancel

To cancel a filter, select the Clear Filter button at any time.

LABEL PRINTING

Stock label printing is used to print stock labels, shelf talkers and bar-coded stock labels. Labels can be printed in any format, using a number of different bar code types (e.g. Code 39, EAN13, EAN128, etc.). Some bar-code types make provision for numeric values, and some make provision for alpha-numeric values. Barcode type EAN13 is for numeric only item codes that are 12 characters in length, and Code39 or Code 3 of 9, is for alpha-numeric item codes of any length. Ensure that the barcode used in the report template makes provision for the item code or barcode structure in use.

SORT ORDER

This is the order in which items are displayed on the data grid, and the order in which the labels for each item will be printed. To change the sort order, click on one of the available sort orders.

Printing Quick_Labels to Preview (Ctrl-F9) 0

Code	Description	Dept	SubDepart	Bin	Sell Price	On Hand	Label QTY
TSMGS0101	Golf T-Shirt - Black - Small	008	0003		R 70.65	51.00	0
TSMGS0102	Golf T-Shirt - Black - Medium	008	0003		R 64.05	102.00	0
TSMGS0103	Golf T-Shirt - Black - L	008	0003		R 53.90	342.00	0
TSMGS0104	Golf T-Shirt - Black - XL	008	0003		R 50.05	56.00	0
TSMGS0201	Golf T-Shirt - Brown - Small	008	0003		R 61.70	89.00	0
TSMGS0202	Golf T-Shirt - Brown - M	008	0003		R 72.25	0.00	0
TSMGS0203	Golf T-Shirt - Brown - L	008	0003		R 82.25	0.00	0
TSMGS0204	Golf T-Shirt - Brown - XL	008	0003		R 141.40	0.00	0
TSMGS0301	Golf T-Shirt - Red - S	008	0003		R 95.10	0.00	0
TSMGS0302	Golf T-Shirt - Red - M	008	0003		R 1704.30	0.00	0
TSMGS0303	Golf T-Shirt - Red - L				R 142.00	0.00	0
TSMGS0304	Golf T-Shirt - Red -XL				R 56.65	0.00	0
TSMGS0401	Golf T-Shirt - Blue - S				R 142.00	0.00	0
TSMGS0402	Golf T-Shirt - Blue - M				R 60.65	0.00	0
TSMGS0403	Golf T-Shirt - Blue - L				R 56.65	0.00	0
TSMGS0404	Golf T-Shirt - Blue -XL				R 105.20	293.00	0
TSMGS0501	Golf T-Shirt - Green - S				R 56.65	0.00	0
TSMGS0502	Golf T-Shirt - Green - M				R 55.45	0.00	0
TSMGS0503	Golf T-Shirt - Green - L	008	0003		R 58.75	0.00	0
TSMGS0504	Golf T-Shirt - Green - XL	008	0003		R 56.65	0.00	0
TSMGS0601	Golf T-Shirt - White - S	008	0003		R 59.30	0.00	0

The Label Qty column indicates how many labels will be printed, but is only effective when the Label Quantities option is set to User Definable Quantities.

LABEL TYPE

There are four types, Barcode Labels Layout 1, Barcode Labels Layout 2, Barcode Labels Layout 3 and Shelf talker Labels. The reason for the four options is to facilitate the complex requirements that some barcodes can be printed in different formats. By default the Barcode Labels Layout 1 is selected.

NOTE: The design of the actual layout must be done via the label design option.

BARCODE PRINTER

Any barcode printer can be used as the normal windows based driver is utilised when printing labels for stock items.

LABEL QUANTITIES

The label quantities are selected here. Please select one of the available label quantity methods.

PRINT USING ON HAND QUANTITIES

The amount of labels to be printed for each item is defined by the value in the on hand field on the data grid. If there are 21 units of the item on hand, 21 labels will be printed for the item.

PRINT ONE BARCODE FOR EACH

One barcode will be printed for each item displayed in the data grid.

SPECIFY A QUANTITY FOR ALL ITEMS

When this option is selected, a small text box will be displayed, where the item quantity can be entered. If a value of 5 is entered here, 5 labels will be printed for each of the items displayed on the data grid.

USER DEFINABLE LABEL QUANTITIES

Selecting this option allows the user to specify a label quantity for each of the items on the data grid. Double click on each of the items to specify a quantity for each item.

LABEL TYPE

There are four layouts one can choose from. These layouts are user definable. You decide what each label layout should look like. Make sure that the correct layout is selected when printing or designing the labels.

FILTERING

Use the filter option to filter for selected stock items, departments or other filter criteria selections.

HINT: The filter option can be used to filter only for selected stock items, departments or item code ranges.

PRINTING LABELS

Select the Print option to have the labels on displayed on the screen. Once the previewed, select the printer icon to start printing. Before printing make sure that the label layout has been selected.

QUICK LABELS

Click on the Printed Selected option to print a barcode(s) for the highlighted item. The number of labels that will be printed will depend on the Label Quantity option, i.e. if the label quantity option has been set to "print using on hand quantities" the mount of labels printed will be equal to that of the on hand quantity. If the on hand quantity is zero or negative, no labels will be printed.

DESIGN

Utilize the Design option to create or modify the selected label layout. One can use four different layouts. One could be, for shelf talkers (those labels that appear on the shelves showing the barcode, price and description of the item), another could be Barcode Labels Layout 1 that stuck onto items. The third layout could be used for general labels that may not include a barcode and the fourth is entirely up to you.

Before selecting the Design option make sure that the correct label layout has been selected.

This is a list of available fields that are derived from the stock label master data table.

This is the ruler measurement for the label. It will print label according to this size regardless of the amount of information that been placed on the layout. Move the Detail band up or down to increase the size of the label.

A detailed guide on how to use the report builder is discussed later. See Report Designer chapter.

Another important aspect when designing the label layout is to make sure that the number of labels that must be printed on a page. If printing on an A4 size page, the number of labels across is normally 3. The number of labels down the page is calculated from the height of the label. If printing on continuous fed labels (dedicated barcode printer) the number of labels across is usually 1.

The number labels across and down the page can be altered via accessing the Page Settings option found under the File Options Menu.

The screenshot shows the 'Other options' dialog box. Under the 'Columns' section, the 'Number' is set to 5, 'Width' is 1.80 cm, and 'Positions' are listed as 1.80, 3.60, 5.40, and 7.20. A speech bubble points to the 'Number' field with the text: "Here one is able to specify the number of columns if there are 2 or 3 or 4 labels needed to print across the page."

ZERO LABEL QUANTITIES

This option will reset the label quantities for each item to zero.

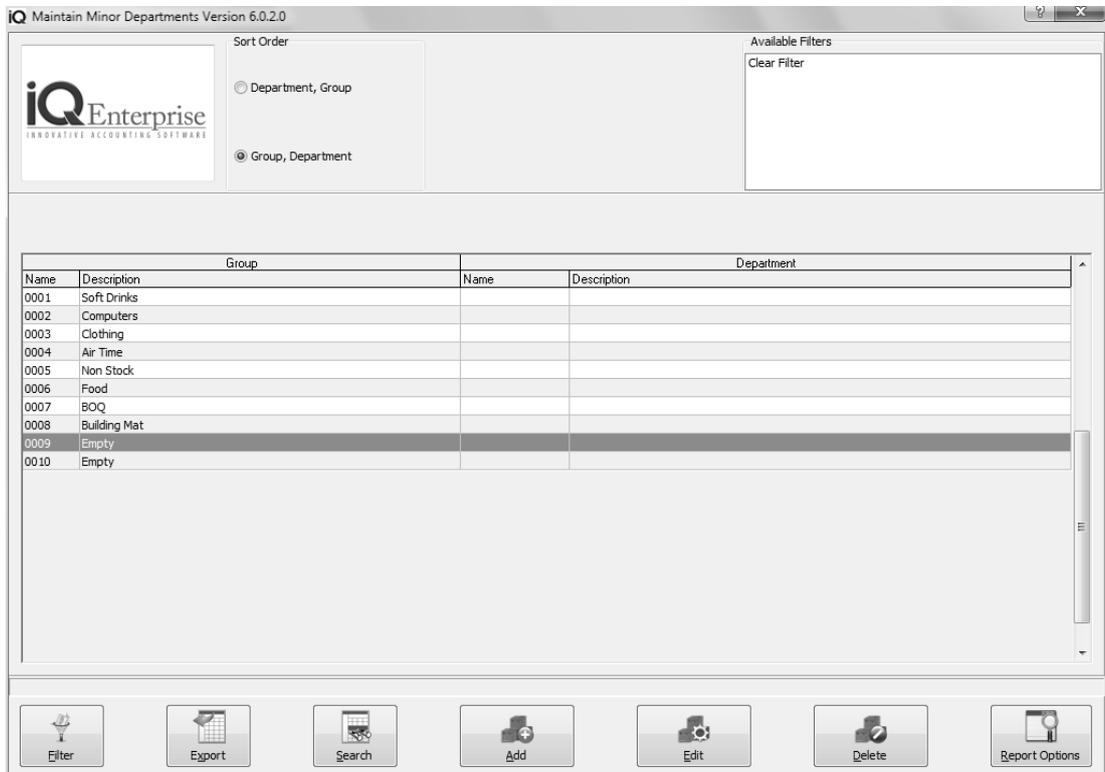
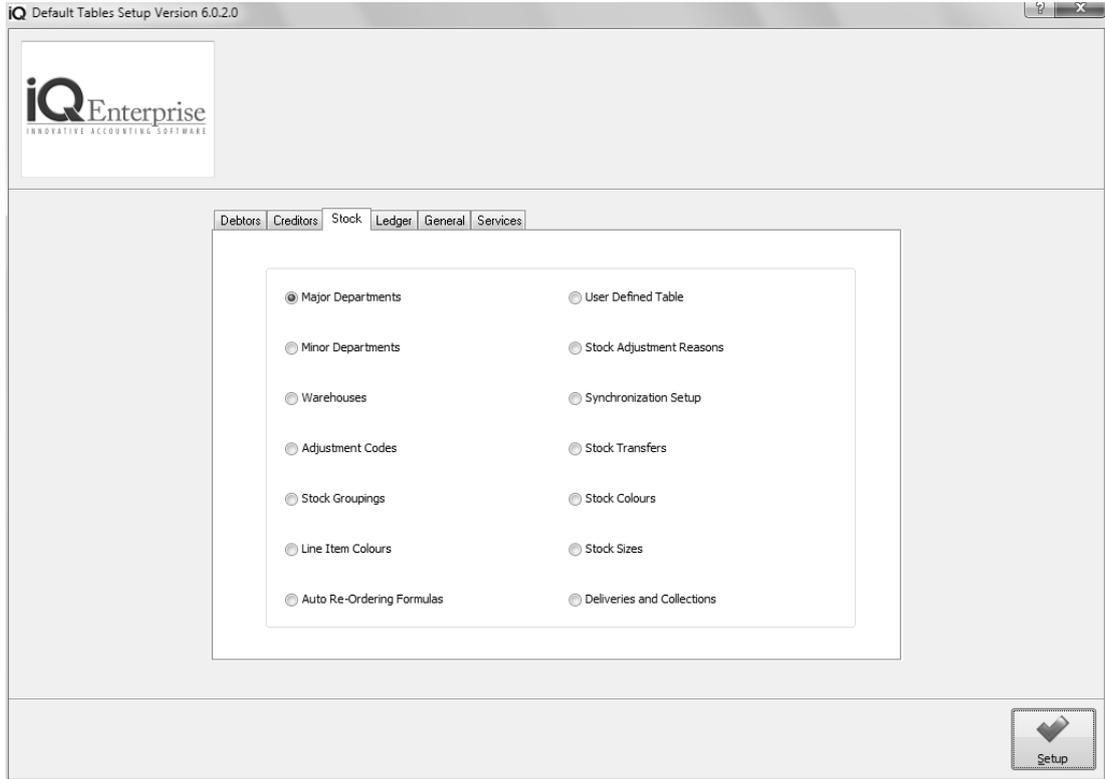
The screenshot shows the 'Paper' dialog box. Under the 'Size' section, 'A4' is selected, 'Width' is 21 cm, and 'Height' is 29.70 cm. Under 'Orientation', 'Portrait' is selected. Under 'Margins', 'Left', 'Right', 'Top', and 'Bottom' are all set to 1 cm. Under 'Paper Source', 'First page' and 'Other pages' are both set to 'Default'.

The screenshot shows the 'Code' dialog box. The 'Code' field contains '<Stock: BARCODE>', 'Type of Bar' is 'Code128A', 'Options' include 'Calc Checksum' and 'Text', and 'Rotation' is set to 0°. A preview of a barcode is shown on the right.

NOTE: By double clicking on the actual barcode in the design view, allows one to set specific options. This intern allows one to choose specific barcode types etc...

MINOR DEPARTMENT

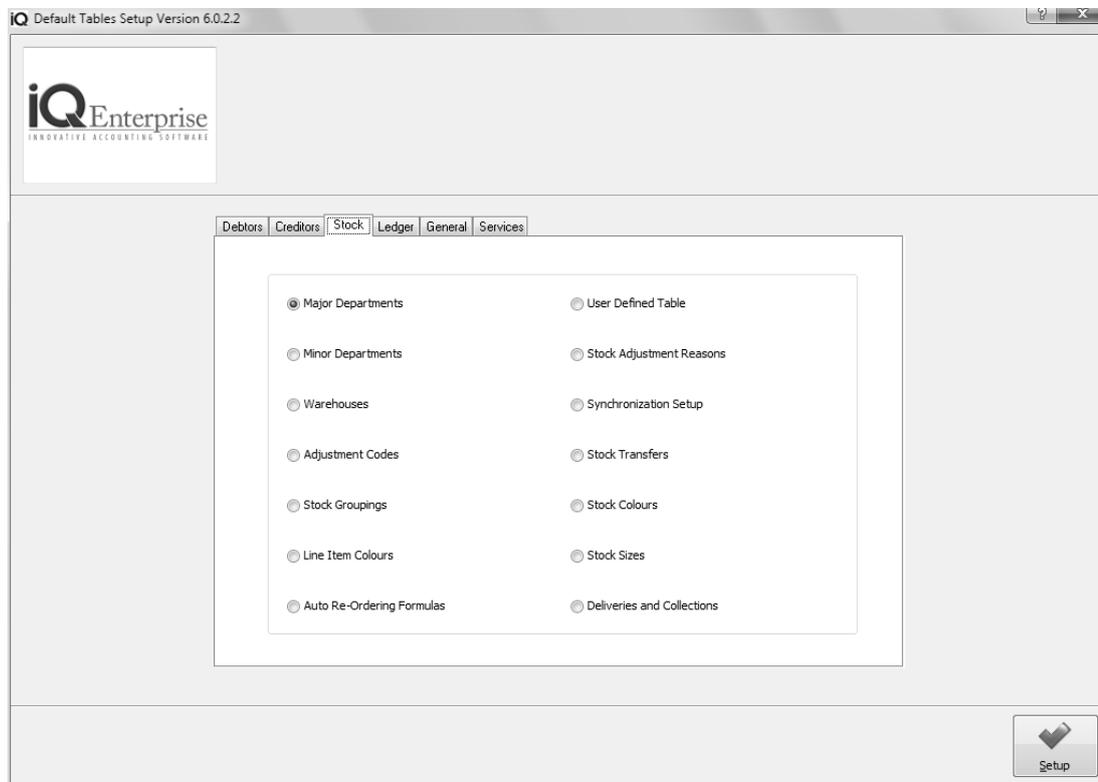
Minor Departments are also known as groups. Which by stock items may be grouped together by utilizing the minor departments option. Minor Departments are either set up with no relationship between a major department (i.e. independently) or they can be linked. If they are linked, then each Major Department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



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 BRANCH TRANSFERS

WHAT IS STOCK BRANCH TRANSFERS?

Stock branch transfers are physical stock items that are transferred between different branches.

EXAMPLE: If a branch does not have stock of a particular item, utilize the stock branch transfer option in order to transfer the stock to that particular branch. The stock branch option has two ways of transferring namely transfer out and transfer in. The first example will be the transfer out.

The screenshot shows the 'Stock Transfers' window in IQ Enterprise. It includes a header with the IQ Enterprise logo, 'Display Date', 'Report Type' (Current, Detail, History), 'Sort Order' (Order Number, Out Document, In Document), and 'Available Filters'. Below the header is a table of stock transfer records.

Order Number	Out Document	In Document	Out...	In...	Out...	In L...	Out Date	In Date	Out Total	In Total	COMPL...
002	TRF2		001	002			03/01/2012	30/12/1899	1 581.43	0.00	
LISA 06 FEB 13	TRF7	TRF6	001	002			06/02/2013	06/02/2013	360.00	360.00	✓
LISA JAN 13	TRF6	TRF5	001	002	001	001	09/01/2013	09/01/2013	186.93	186.93	✓
ORDER NO	TRF5	TRF5	001	002			17/07/2012	17/07/2012	1 020.00	1 020.00	✓
TESTING TRANSF	TRF3	TRF2	001	002			06/01/2012	06/01/2012	41.74	41.74	✓
TTEXAMPLE	TRF4	TRF3	001	002			06/01/2012	06/01/2012	23.85	23.85	✓

At the bottom of the window are icons for Search, Filter, Transfer Stock, Request Stock, Delete, and Report Options.

CREATING STOCK BRANCH TRANSFERS TRANSFER OUT

The screenshot shows the 'Stock Transfer Out' form in IQ Enterprise. It is divided into 'Transfer Details' and 'Company Details' sections.

Transfer Details:

- Branch Number: 001
- Warehouse: [Dropdown]
- Transfer From: 001
- Transfer To: 002
- Transfer Date: 27/03/2013
- Order Number: ORDER-454

Company Details:

- Company: [Field]
- Address 1: [Field]
- Address 2: [Field]
- Address 3: [Field]
- Address 4: [Field]
- Email: [Field]

Items:

Requested Code	Code	Description	OnHand	Quantity	Cost
CDK001	CDK001	Coke Single Can	468	1.0000	5.999

Transfer Summary:

Transfer Value	6.00
Total	6.00

At the bottom are icons for Search, Design, Process, and Flash.

TRANSFER DETAILS**BRANCH NUMBER**

The branch number field shows the branch where the transfer is coming from. In other words this will be the branch where the goods are being transferred from.

WAREHOUSE

The warehouse option allows one to choose a specific warehouse where the goods are being transferred from. In other words the warehouse could be a place where goods are just stored for transferring purposes.

TRANSFER FROM

The transfer from field shows the company from where the goods will be transferred. Meaning that the goods will be transferred from the selected company into another company.

TRANSFER TO

The transfer to field shows the company to where the goods will be transferred to. Meaning that the goods will be transferred from another company into the selected company.

TRANSFER DATE

The long description allows one to enter a long description per item on the quote. This is helpful when additional information is needed per stock item or at the end of the quote.

ORDER NUMBER

The order number field allows one to enter an internal order for the transferring of the goods to the different branches. This option is very handy when one needs to keep track of transfers between different branches.

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

COMPANY DETAILS**COMPANY**

The company field displays the Company / Branch name where the goods are being transferred to.

ADDRESS 1, 2, 3, 4

The address fields 1 to 4 displays the physical address of the company / branch where the goods are being transferred to.

ITEMS CODE

The code field is where the stock item is selected from the drop down list.

NOTE: If the code is known then it may be typed in.

DESCRIPTION

The description field shows the description of the item that will be transferred.

QUANTITY

The quantity field is where the quantity of the item is entered. This means that the quantity that is entered will be the quantity that will be transferred out to the other branch.

COST

The cost is the actual stock items cost price. This cost will be used for transferring the goods to another branch.

SEARCH

The search option allows one to search for any or specific information regarding a transfer or transfers.

DESIGN

The design option allows one to design the existing report layout.

PROCESS

The process option allows one to process the current transfer.

IQRetail (PTY) LTD		Date Printed :13/01/2009 09:57:43		Page No 1	
Stock Transfer Document					
Document: TRF3		Document: 124		Address:	
From Company: 001		From Location: 001		Marine Drive	
To Company: _DM		To Location: 002		Miami	
				Florida	
Code	Description	QTY	Avg Cost	Line Total	
1003	Castle Single	12.00	2.81	33.77	
3001	Vodacom 110	5.00	87.72	438.60	
3002	MTN 100 Card	10.00	78.95	789.47	
1001	Castle Case	4.00	0.00	0.00	
Total Value:	1,261.84				
Total Items:	31.00				
*** END OF REPORT ***					

TRANSFER IN



INNOVATIVE ACCOUNTING SOFTWARE

Outstanding Transfers

Order Number	Document		Branch		Location		Date		Total	
	Out	In	Out	In	Out	In	Out	In	Out	In
1	TRF8		001	002	003	001	27/03/2013	30/12/1899	29.99	0.00
2	TRF9		001	002			27/03/2013	30/12/1899	90.00	0.00
3	TRF10		001	002	002	001	27/03/2013	30/12/1899	650.00	0.00

Cancel
 Accept

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

OUTSTANDING TRANSFERS**ORDER NUMBER**

The order number field shows the order number as it was entered on the transfer out document.

DOCUMENT OUT

This field shows the document number that was generated by the system automatically when the transfer out was processed.

DOCUMENT IN

This field will shows the document number that was generated by the system automatically when the transfer in is processed.

BRANCH OUT

This field shows the branch from where the items are transferred out from.

BRANCH IN

This field shows the branch where the items are being transferred to.

LOCATION OUT

This field shows the warehouse location from where the items are transferred out.

LOCATION IN

This field shows the warehouse location to where the items are being transferred.

DATE OUT

The date out field will automatically be updated as soon as the transfer out has been processed.

DATE IN

The date in field will automatically be updated as soon as the transfer in has been processed.

TOTAL OUT

The total out value is the value of all the stock items that are being transferred out. These values are the cost of the items therefore these will be exclusive values.

TOTAL IN

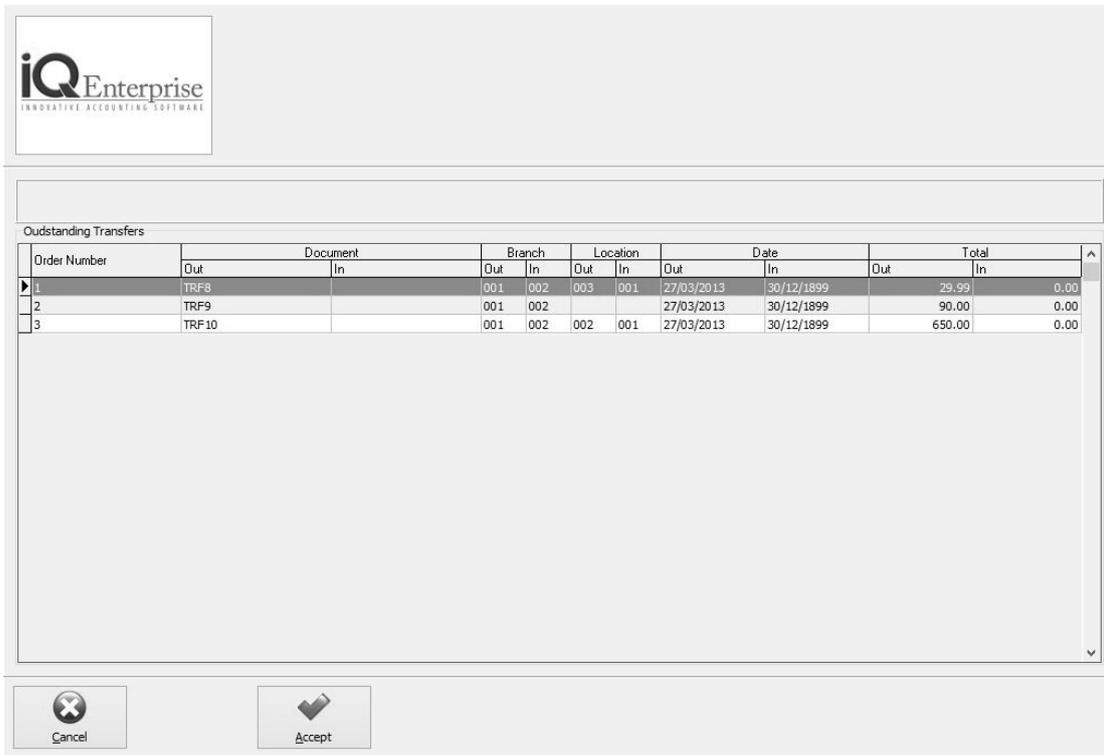
The total in value is the value of all the stock items that are being transferred in. These values are the cost of the items therefore these will be exclusive values.

CANCEL

The cancel option will exit the current screen and the processing of the transfer in will not take place. However the transfer in can be done at a later stage.

ACCEPT

Select the accept option in order to proceed and capture the transfer in.



Order Number	Document		Branch		Location		Date		Total	
	Out	In	Out	In	Out	In	Out	In	Out	In
1	TRF8		001	002	003	001	27/03/2013	30/12/1899	29.99	0.00
2	TRF9		001	002			27/03/2013	30/12/1899	90.00	0.00
3	TRF10		001	002	002	001	27/03/2013	30/12/1899	650.00	0.00

TRANSFER DETAILS

BRANCH NUMBER

The branch number field shows the branch where the transfer is coming from. In other words this will be the branch where the goods are being transferred to.

WAREHOUSE

The warehouse option allows one to choose a specific warehouse where the goods are being transferred. In other words, the warehouse could be a place where goods are just stored for transferring purposes.

TRANSFER FROM

The transfer from field shows the company from where the goods will be transferred. Meaning that the goods will be transferred from the selected company into another company.

TRANSFER TO

The transfer to field shows the company to where the goods will be transferred to. Meaning that the goods will be transferred from another company into the selected company.

TRANSFER DATE

The long description allows one to enter a long description per item on the quote. This is helpful when additional information is needed per stock item or at the end of the quote.

ORDER NUMBER

The order number field allows one to enter an internal order for the transferring of the goods to the different branches. This option is very handy when one needs to keep track of transfers between different branches.

ITEMS

ORIGINAL CODE

The original code field is the original code that was used when the item was transferred out.

NOTE: The original code is the code of the item as it was transferred out. If the item codes in the different branches are different then the new code field will show the item code as it is in the other branch.

NEW CODE

The new code field is the new code that was used when the item was transferred out from the other branch. However the new code will only show a different code if the item codes between the 2 different branches are not the same.

DESCRIPTION

The description field shows the description of the item that will be transferred in.

QUANTITY

The quantity field is where the quantity of the item is entered. This means that the quantity that is entered will be the quantity that will be transferred out to the other branch.

COST**PROCESSED**

The cost processed is the actual stock items cost price that is used at the time of the transfer. This cost will be used for transferring the goods out to another branch.

ADDITIONAL

The cost additional option is there to add any additional costs to transfer of the goods. This may be additional costs like courier fees or collection fees.

SEARCH

The search option allows one to search for any or specific information regarding a transfer or transfers.

DESIGN

The design option allows one to design the existing report layout.

PROCESS

The process option allows one to process the current transfer.

<u>Code</u>		<u>Description</u>	<u>QTY</u>	<u>Avg Cost</u>	<u>Line Total</u>
1003		Castle Single	12.00	2.81	33.77
3001		Vodacom 110	5.00	87.72	438.60
3002		MTN 100 Card	10.00	78.95	789.47
1001		Castle Case	4.00	0.00	0.00
Total Value:		1,261.84			
Total Items:		31.00			
*** END OF REPORT ***					

Diving International	Date Printed :13/01/2009 10:25:18	Page No 1
Stock Transfer Document		

Document: TRF3	Document: 124	Address:
From Company: 001	From Location: 001	Marine Drive
To Company: _DM	To Location: 002	Miami
		Florida

STOCK ADJUSTMENTS

Select the Utilities option from the Stock menu followed by the Adjustments option from the submenu. Use this option to adjust discrepancies between stock levels reflected on the computer, and stock levels counted during the physical stock take.

Code	Description	General Code	Barcode	Department	Main Supplier	Average Cost	Latest Cost	Onhand	New Cost	New Onhand
2003	Cheese KG		2000002003	001		25.0000	25.0000	37.0000	25.0000	37.0000
2007	Cheese Kg		21000002007	001		15.0000	15.0000	4.0000	15.0000	4.0000
ABC001	ABC Classification - Class A		ABC001	001		100.0000	100.0000	50.0000	100.0000	50.0000
ABC002	ABC Classification - Class B			001		50.0000	50.0000	0.0000	50.0000	0.0000
ABC003	ABC Classification - Class C			001		0.0000	0.0000	0.0000	0.0000	0.0000
BHW001	BHOOK - How to make a burger		BHW001	001	ABC001	525.3451	525.3451	30.0000	525.3451	30.0000
BM001	Cement		BM001	002	ABC001	147.4300	147.4300	129.0000	147.4300	129.0000
BM002	Tiles			002		217.6840	218.9264	165.0000	217.6840	165.0000
BM003	Wood			002	ABC001	23.4766	23.4766	237.0000	23.4766	237.0000
BM004	Sand			002		40.5457	40.5457	134.0000	40.5457	134.0000
BQ001	Bill of Quantity - SI - 1		BQ001	007		178.5537	146.7263	50.0000	178.5537	50.0000
BQ002	Bill of Quantity - Comp A		BQ002	007		23.7030	23.7190	74.5000	23.7030	74.5000
BQ003	Bill of Quantity - Comp B		BQ003	001		90.0000	90.0000	74.5000	90.0000	74.5000
BQ004	Bill of Quantity - Comp C		BQ04	001		30.0000	30.0000	106.0000	30.0000	106.0000
BQ005	Bill of Quantity - Auto Manf			007		128.7104	128.7104	0.0000	128.7104	0.0000
BQ006	Bill of Quantity - SI - 3			007		0.0000	0.0000	0.0000	0.0000	0.0000
BQ007	Bill of Quantity - SI - 4 - Enhance Man			007		84.2192	131.9726	23.0000	84.2192	23.0000
BQ008	Bill of Quantity - SI - 4 - Save Man			007		705.0304	113.7263	14.0000	705.0304	14.0000
CAR001	Carrots per Kg		CAR001	001		4.8200	4.8200	30.0000	4.8200	30.0000
CHK001	Coke Single Can		CHK001	001	ABC001	7.9235	15.4533	415.0000	7.9235	415.0000
CHK002	Coke Case		CHK002	001		190.1640	370.8792	0.0000	190.1640	0.0000
CHK003	Coke 6 Pack			001		47.5410	92.7198	0.0000	47.5410	0.0000
COL001	Collection Fee		COL001	005		0.0000	0.0000	1.0000	0.0000	1.0000
DEL001	Delivery Fee (Non-Stock Item)		DEL001	005		0.0000	0.0000	0.0000	0.0000	0.0000
E011-	Ent Oct 11		E011-	001		0.0000	0.0000	0.0000	0.0000	0.0000
JCI001	Job Card Stock Item - 1		JCI001	002		100.0000	100.0000	15.0000	100.0000	15.0000
JCI002	Job Card Stock Item - 2			002		62.5000	0.0000	2.0000	62.5000	2.0000
JCI003	Job Card Stock Item - 3 - Outwork			002		850.0000	850.0000	10.0000	850.0000	10.0000
LAB001	Labour - Jobcards		LAB001	005		0.0000	0.0000	0.0000	0.0000	0.0000
LNS	LNS - today		LNS	001		0.0000	0.0000	0.0000	0.0000	0.0000
MBI001	Multi Bin Item 1		MBI001	002		150.0000	150.0000	93.0000	150.0000	93.0000
MBI002	Multi Bin Item 2		MBI002	002		85.0000	85.0000	50.0000	85.0000	50.0000
MIL001	Milk		MIL001	006		9.8500	9.8500	55.0000	9.8500	55.0000

The adjustment option is not intended for the processing of stock take values for large stock listings (there is nothing wrong with this method, it takes very long). Please use the Stock Take option found under the Stock Utilities menu. Use the stock adjustment option to make minor on hand or costing adjustments. The costing adjustment is not there to be used as means of changing the unit cost when the supplier has a price increase. This will automatically be adjusted when the next goods received voucher is processed.

NOTE: Stock adjustment are immediate and are not batch related. Once the adjustment has been accepted the stock item and the general ledger are updated immediately. There are reports that will be available to be printed after the entries are posted. These reports are available to be printed before escaping or exiting from the stock adjustment screen. You cannot reprint a stock adjustment report reflecting the before after values at a later stage. All that is possible is the printing of all adjustment entries (see stock audit report) that where posted. It's important to enter all adjustments before exiting the adjustment screen.

Once you have located the stock item select the Accept option.

ENTERING ADJUSTMENT DETAILS

ON HAND

The on hand quantity that appears will be the current quantity on hand. If this is incorrect, enter the new / adjusted on hand value for this stock item. This value will then replace the current on hand quantity.

NEW ON HAND

The new on hand option allows one to enter the new physical on hand of the particular item. In order to edit or change the existing on hand, select the "Enable Editing" option.

Code	Description	General Code	Barcode	Department	Main Supplier	Average Cost	Latest Cost	Onhand	New Cost	New Onhand
2003	Cheese Kg		2000002003	001		25.0000	25.0000	37.0000	25.0000	40.0000
2007	Cheese Kg		21000002007	001		15.0000	15.0000	4.0000	15.0000	4.0000
ABC001	ABC Classification - Class A		ABC001	001		100.0000	100.0000	50.0000	100.0000	50.0000
ABC002	ABC Classification - Class B			001		50.0000	50.0000	0.0000	50.0000	0.0000
ABC003	ABC Classification - Class C			001		0.0000	0.0000	0.0000	0.0000	0.0000
BHW001	BQOK - How to make a burger		BHW001	001	ABC001	525.3451	525.3451	30.0000	525.3451	30.0000
BM001	Cement		BM001	002	ABC001	147.4300	147.4300	129.0000	147.4300	129.0000
BM002	Tiles			002		217.6840	218.9264	165.0000	217.6840	165.0000
BM003	Wood			002	ABC001	23.4766	23.4766	237.0000	23.4766	237.0000
BM004	Sand			002		40.5457	40.5457	134.0000	40.5457	134.0000
BQ001	Bill of Quantity - SI - 1		BQ001	007		178.5537	146.7263	50.0000	178.5537	50.0000
BQ002	Bill of Quantity - Comp A		BQ002	007		23.7030	23.7190	74.5000	23.7030	74.5000
BQ003	Bill of Quantity - Comp B		BQ003	001		90.0000	90.0000	74.5000	90.0000	74.5000
BQ004	Bill of Quantity - Comp C		BQ04	001		30.0000	30.0000	106.0000	30.0000	106.0000
BQ005	Bill of Quantity - Auto Manf			007		128.7104	128.7104	0.0000	128.7104	0.0000
BQ006	Bill of Quantity - SI - 3			007		0.0000	0.0000	0.0000	0.0000	0.0000
BQ007	Bill of Quantity - SI - 4 - Enhance Man			007		84.2192	131.9726	23.0000	84.2192	23.0000
BQ008	Bill of Quantity - SI - 4 - Save Man			007		705.0304	113.7263	14.0000	705.0304	14.0000
CAR001	Carrots per Kg		CAR001	001		4.8200	4.8200	30.0000	4.8200	30.0000
COK001	Coke Single Can		COK001	001	ABC001	7.9235	15.4533	415.0000	7.9235	415.0000
COK002	Coke Case		COK002	001		190.1640	370.8792	0.0000	190.1640	0.0000
COK003	Coke 6 Pack			001		47.5410	92.7198	0.0000	47.5410	0.0000
COL001	Collection Fee		COL001	005		0.0000	0.0000	1.0000	0.0000	1.0000
DEL001	Delivery Fee (Non-Stock Item)		DEL001	005		0.0000	0.0000	0.0000	0.0000	0.0000
ED11-	Ent Oct 11		ED11-	001		0.0000	0.0000	0.0000	0.0000	0.0000
JCI001	Job Card Stock Item - 1		JCI001	002		100.0000	100.0000	15.0000	100.0000	15.0000
JCI002	Job Card Stock Item - 2			002		62.5000	0.0000	2.0000	62.5000	2.0000
JCI003	Job Card Stock Item - 3 - Outwork			002		850.0000	850.0000	10.0000	850.0000	10.0000
LAB001	Labour - Jobcards		LAB001	005		0.0000	0.0000	0.0000	0.0000	0.0000
LNS	LNS - today		LNS	001		0.0000	0.0000	0.0000	0.0000	0.0000
MBI001	Multi Bin Item 1		MBI001	002		150.0000	150.0000	93.0000	150.0000	93.0000
MBI002	Multi Bin Item 2		MBI002	002		85.0000	85.0000	50.0000	85.0000	50.0000
MIL001	Milk		MIL001	006		9.8500	9.8500	55.0000	9.8500	55.0000

UNIT COST

The unit cost that is displayed will be the average unit cost. Should the unit cost not require altering then leave as is.

NEW COST

The new cost option allows one to modify or change the existing cost of a particular stock item. To edit or change the existing cost to a new cost select the "enable Cost" option first and then the "enable editing" option.

ENABLE EDITING

The enabling editing option allows one to edit the new on hand field. Once the new on hand field has been changed, the system automatically updates the relevant stock item/s. This option can be blocked for security purposes.

ENABLE COST

The enable cost option allows one to modify the new cost field. Once the cost field has been changed, the system automatically updates the relevant stock item/s. This option can be blocked for security purposes.

STOCK ON HAND & ADJUSTMENT ACCOUNTS

After each batch of stock adjustments that have been entered, the stock adjustment report must be printed. A batch will be all adjustment that are entered from enter the stock adjustment facility to the time of exiting stock adjustments. This report details the before and after stock values, quantities and cost prices, per item adjusted and for the total items adjusted.

STOCK TAKE

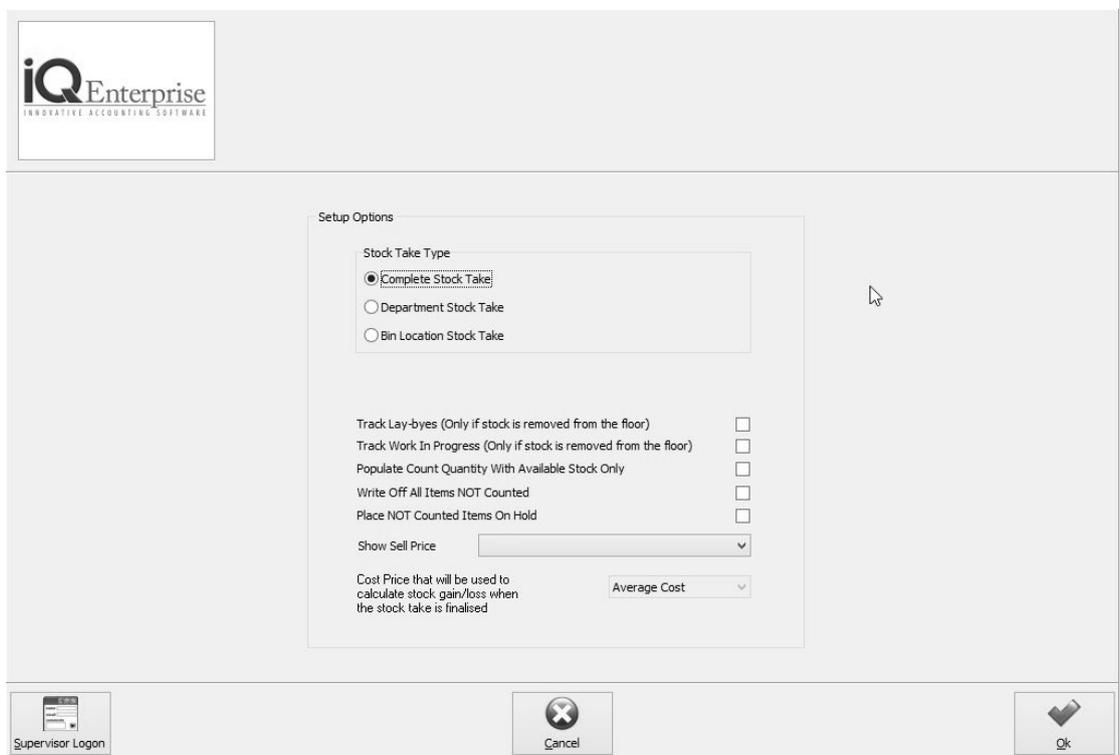
WHAT IS STOCK TAKE

Stocktaking is counting all the stock inventory items that a business is holding at any given time to gain an accurate record of stock levels. Reports generally used for accounting purposes or general stock monitoring.

NOTE: Stock take is recommended to be done as often as is necessary to achieve 100% accurate control of your stock levels. One should be having a stock count at least once a year.



NOTE: In order to start a stock take, select the Stock take Setup option.



SETUP OPTIONS

STOCK TAKE TYPE

The stock take type allows one to choose whether this stock take will be a complete stock take, or a departmental one, or a bin location stock take.

EXAMPLE: If a complete stock take is chosen the system allows one to then do a full complete stock take of all items. If a departmental stock take is chosen the system then allows one to do a stock take for a selected department.

The screenshot shows the 'Setup Options' dialog box in the IQ Enterprise software. The 'Stock Take Type' section has three radio buttons: 'Complete Stock Take' (selected), 'Department Stock Take', and 'Bin Location Stock Take'. Below this, there are several checkboxes: 'Track Lay-byes (Only if stock is removed from the floor)' (checked), 'Track Work In Progress (Only if stock is removed from the floor)' (checked), 'Populate Count Quantity With Available Stock Only' (unchecked), 'Write Off All Items NOT Counted' (unchecked), and 'Place NOT Counted Items On Hold' (unchecked). There is a 'Show Sell Price' dropdown menu and a 'Cost Price that will be used to calculate stock gain/loss when the stock take is finalised' dropdown menu set to 'Average Cost'. At the bottom, there are three buttons: 'Supervisor Logon', 'Cancel', and 'Ok'.

DEPARTMENT

By enabling the department option allows one to choose a specific department on which the stock take will be done.

LOCATION

The location may be selected if the multiple warehouses option is enabled under the companies default settings.

NOTE: If the multiple warehouses option is not enabled, one will then not have the option to choose in which location the stock take will take place.

TRACK LAYBYES (ONLY IF STOCK IS REMOVED FROM THE FLOOR)

Select the track Laybyes option in order to Track Lay-bys. This will then take the Laybyes into account when comparing the variances in the stock take reports only. The on hand in the system will INCLUDE the Laybyes.

NOTE: If this option is enabled then the counted quantity will not have to include the quantity on laybye.

TRACK WORK IN PROGRESS (ONLY IF STOCK IS REMOVED FROM THE FLOOR)

Select the track work in progress option in order to Track Work in Progress. This will then also take the job cards into account when comparing the variances in the stock take reports only. The on hand in the system will INCLUDE the job cards.

NOTE: If this option is enabled then the counted quantity will not have to include the quantity on job cards.

POPULATE COUNT QUANTITY WITH AVAILABLE STOCK ONLY

This option allows one to specify if the available on hand stock quantity must be displayed in the count quantity column, if this option is off the count quantity will be zero (0).

WRITE OFF ALL ITEMS NOT COUNTED

This option allows one to write off all stock items not counted.

PLACE NOT COUNTED ITEMS ON HOLD

This option allows one to place not counted stock items on hold.

COST PRICE THAT WILL BE USED TO CALCULATE STOCK GAIN/LOSS WHEN THE STOCK TAKE IS FINALISED

This option allows one to specify which cost will be used when the gains or losses are calculated once the stock take has been finalized.

The screenshot shows the iQ Enterprise logo in the top left corner. The main window is titled "Setup Options" and contains the following settings:

- Stock Take Type:** Radio buttons for "Complete Stock Take", "Department Stock Take" (selected), and "Bin Location Stock Take".
- Department:** A dropdown menu showing "001 | Coke".
- Track Lay-byes (Only if stock is removed from the floor):** Checked.
- Track Work In Progress (Only if stock is removed from the floor):** Checked.
- Populate Count Quantity With Available Stock Only:** Unchecked.
- Write Off All Items NOT Counted:** Unchecked.
- Place NOT Counted Items On Hold:** Unchecked.
- Show Sell Price:** A dropdown menu showing "Retail Price".
- Cost Price that will be used to calculate stock gain/loss when the stock take is finalised:** A dropdown menu showing "Average Cost".

At the bottom of the dialog box, there are three buttons: "Supervisor Logoff", "Cancel", and "Ok".

SUPERVISOR LOGON/LOGOFF

The supervisor logon / logoff option allows one to choose a specific cost price. This will allow one to change the specific cost price on the system in order to tell the system which cost price must be used when gains or losses are calculated.

CANCEL

The cancel option allows one cancel the stock take before it has started.

OK

The ok option allows one to accept the current configuration. The ok option also tells the system that the stock has been started.

CAPTURE STOCK TAKE DATA

Sequence

Unsorted

Item Code

Bin Location

Description

Capture Parameters

Enter The Storage / Bin Location / Countsheet Number

Enable Import of Zero Quantity

Disable Checking on Duplicate Items

Stock Take Items

Current Stock Take : All Stock Items

Item Code	Description	BinLocation	Onhand	Available Onhand	Sell Price	Marked Price	Count Quantity
*COK001	Coke Single Can			415	352	10.00	413

Record Count: 0

Enter the stock code, press ESC to exit or press CTRL + DEL to delete a line

Search Import a Range Import all data for Bin Import a Department Delete Record Import Scanned Data Report Options Save

SEQUENCE

The sequence option allows one to change the sequence of the existing items on the screen. The sequence may be changed into the following either unsorted, item code or by bin location.

ENTER THE BIN LOCATION/COUNTSHEET NUMBER

The bin location or count sheet number refers to a sheet number that is used for counting the stock items on the shelf's. A bin location is used to enter the actual location of the stock items within the store or on the shelf.

NOTE: A bin location is also referred to a storage locations.

ENABLE IMPORT OF ZERO QUANTITY

Select Enable Import of Zero Quantity to populate the Count Quantity field with a zero (instead of the same figure as the on hand quantity). The count can then be changed later.

DISABLE CHECKING ON DUPLICATE ITEMS

Select Disable Checking on duplicate Items will not show the message below if a duplicate items is selected in the in the count sheet.

Item Code [COK001] already Exists in the Current Countsheet. Are you sure you want to Continue?

Yes No Yes to All



Sequence

Unsorted

Item Code

Bin Location

Description

Capture Parameters

Enter The Storage / Bin Location / Countsheets Number

Enable Import of Zero Quantity

Disable Checking on Duplicate Items

Stock Take Items

Current Stock Take : All Stock Items

Item Code	Description	BinLocation	Onhand	Available Onhand	Sell Price	Marked Price	Count Quantity
*COK001	Coke Single Can		415	352	10.00		413

Record Count: 0

Enter the stock code, press ESC to exit or press CTRL + DEL to delete a line

Search

Import a Range

Import all data for Bin

Import a Department

Delete Record

Import Scanned Data

Report Options

Save

STOCK TAKE ITEMS

ITEM CODE

The item code field is where the stock item can be entered or selected from the drop-down list.

DESCRIPTION

The description field shows the description of the item that has been selected.

BINLOCATION

The bin location field shows the bin location of the item. The bin location is also referred to storage location.

ON HAND

The on hand field shows the current on hand of the item. This means the physical on hand, as it is currently in the stock system.

AVAILABLE

The available field shows the physical on hand value of the item as it is currently in the stock system.

MARKED PRICE

Enter a new retail price under Marked Price should the current price be found to be incorrect.

NOTE: This will not be corrected automatically in the system; however, the Marked Price may be shown on the stock take reports.

COUNT QUANTITY

Enter the Count Quantity of the stock item. The COUNTED quantity of the stock items will become the new ONHAND quantity.



Sequence

Unsorted

Item Code

Bin Location

Description

Capture Parameters

Enter The Storage / Bin Location / Countsheets Number

Enable Import of Zero Quantity

Disable Checking on Duplicate Items

Stock Take Items

Current Stock Take : All Stock Items

Item Code	Description	BinLocation	Onhand	Available Onhand	Sell Price	Marked Price	Count Quantity
*COK001	Coke Single Can		415	352	10.00		413

Record Count: 0

Enter the stock code, press ESC to exit or press CTRL + DEL to delete a line

IMPORT A RANGE

Select the Import a Range option to import a range of stock items. Select Filter option to filter the stock items and then select Accept.



This is the Stock Take Import module Please filter out any unwanted items by using the Available Filters or specifying a filter from the Filter option and click Accept to import those items.

Available Filters

Clear Filter

Data

Item Code	Description	SupplierCode	Bin Location	Department	OnHand
TSMGSS0101	Golf T-Shirt - Black - Small	T1		008	42.00
TSMGSS0102	Golf T-Shirt - Black - Medium			008	100.00
TSMGSS0103	Golf T-Shirt - Black - L			008	345.00
TSMGSS0104	Golf T-Shirt - Black - XL			008	56.00
TSMGSS0201	Golf T-Shirt - Brown - Small			008	89.00
TSMGSS0202	Golf T-Shirt - Brown - M			008	0.00
TSMGSS0203	Golf T-Shirt - Brown - L			008	0.00
TSMGSS0204	Golf T-Shirt - Brown - XL			008	0.00
TSMGSS0301	Golf T-Shirt - Red - S			008	0.00
TSMGSS0302	Golf T-Shirt - Red - M			008	0.00
TSMGSS0303	Golf T-Shirt - Red - L			008	0.00
TSMGSS0304	Golf T-Shirt - Red - XL			008	0.00
TSMGSS0401	Golf T-Shirt - Blue - S			008	0.00
TSMGSS0402	Golf T-Shirt - Blue - M			008	0.00
TSMGSS0403	Golf T-Shirt - Blue - L			008	0.00
TSMGSS0404	Golf T-Shirt - Blue -XL			008	293.00
TSMGSS0501	Golf T-Shirt - Green - S			008	0.00
TSMGSS0502	Golf T-Shirt - Green - M			008	0.00
TSMGSS0503	Golf T-Shirt - Green - L			008	0.00
TSMGSS0504	Golf T-Shirt - Green - XL			008	0.00
TSMGSS0601	Golf T-Shirt - White - S			008	0.00
TSMGSS0602	Golf T-Shirt - White - M			008	0.00
TSMGSS0603	Golf T-Shirt - White - L			008	0.00

NOTE: Once the necessary filter has been setup, select the accept option. This will import all the items selected via the filter into the stock take screen.

IMPORT ALL DATA FOR BIN

Select the Import all data for Bin to import all the stock items for the selected Bin Location or Storage location (as entered in *Stock > Maintenance*) if the storage location is the same as the Count Sheet Number.

Sequence

Unsorted

Item Code

Bin Location

Description

Capture Parameters

Enter The Storage / Bin Location / Countsheets Number

Enable Import of Zero Quantity

Disable Checking on Duplicate Items

Stock Take Items

Current Stock Take : All Stock Items

Item Code	Description	BinLocation	Onhand	Available Onhand	Sell Price	Marked Price	Count Quantity
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>? Confirm import bin location FR1 ?</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p> </div>							

Record Count: 0

Enter the stock code, press ESC to exit or press CTRL + DEL to delete a line

NOTE: The import all data for bin option will as a confirmation before the items are imported for that specific bin into the stock take count screen.

IMPORT A DEPARTMENT

Select the Import a Department to import all the stock items within a certain Major Stock Department into the stock take count screen.

Search Characters

Department	Description
▶ 001	Coke
002	Hardware
003	Air Time
004	Fanta
005	Service
006	Vegetables
007	Manuf.
008	Men's Clo.
009	Fiction
010	Non Fiction
011	Non Stock

NOTE: Select the relevant major department and select the ok button. This will import the whole major department into the stock take count screen.

Sequence

Unsorted

Item Code

Bin Location

Description

Capture Parameters

Enter The Storage / Bin Location / Countsheet Number

Enable Import of Zero Quantity

Disable Checking on Duplicate Items

Stock Take Items

Current Stock Take : All Stock Items

Item Code	Description	BinLocation	Onhand	Available Onhand	Sell Price	Marked Price	Count Quantity

Record Count: 0

Enter the stock code, press ESC to exit or press CTRL + DEL to delete a line

Search Import a Range Import all data for Bin Import a Department Delete Record Import Scanned Data Report Options Save

DELETE RECORD

Select the Delete Record option in order to delete one single line.

IMPORT SCANNED DATA

Select import scanned data to import the scanned data from a text file. The file name must be `stimport.txt` and this file must be saved in the `c:\IQEnterprise\imports` directory. The format of the file must be code, quantity.

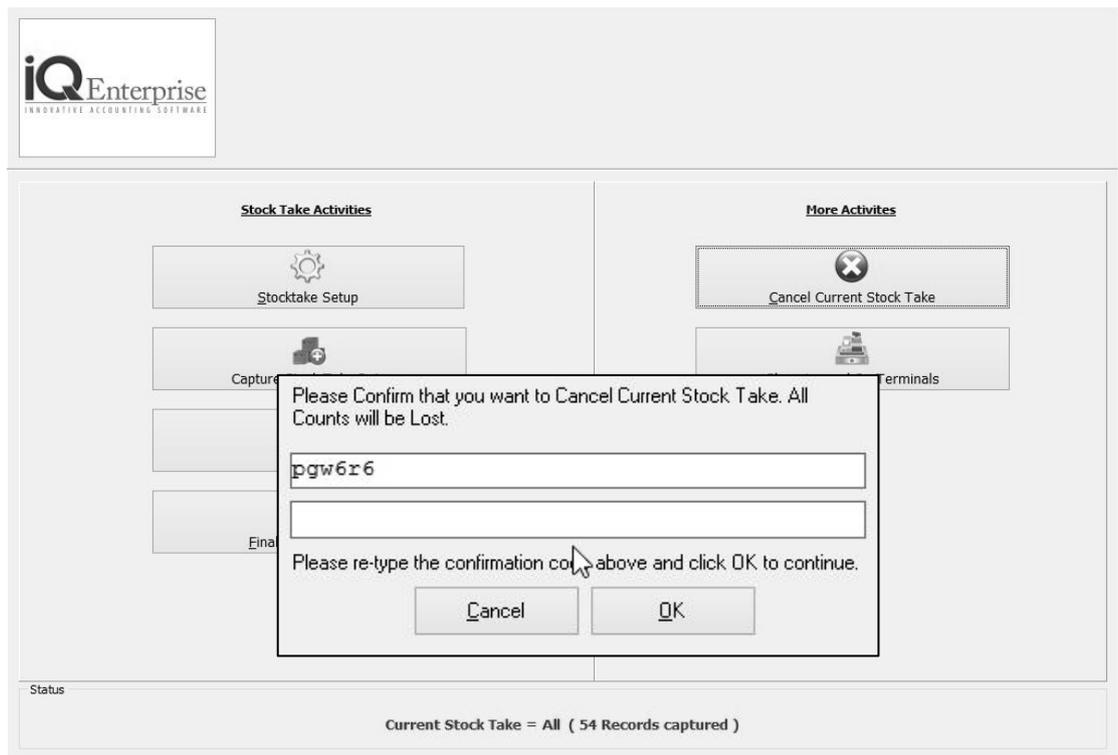
```
1001,96
1002,36
1003,42
1004,55
1005,89
```

The format of the file must be CODE, QUANTITY. In this example the code is 1001 and the quantity is 96.

NOTE: Once the import file has been selected, the system will show a message displaying that the import was successful. Once this message is displayed, select the 'ok' option.

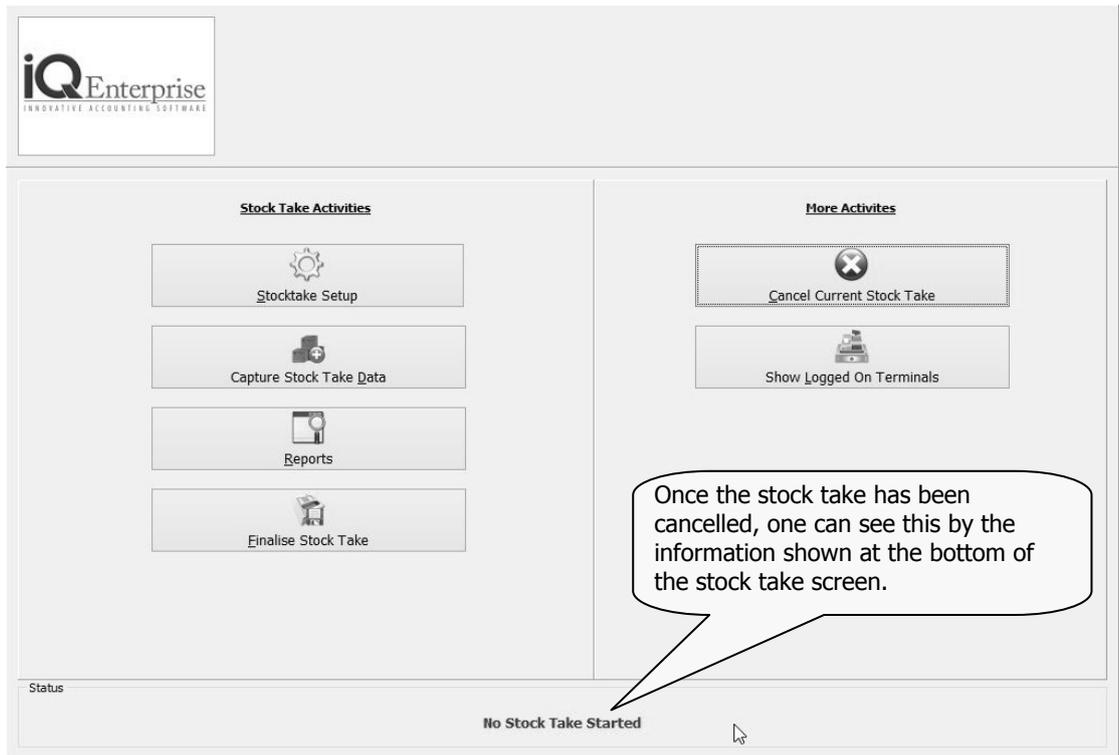
SAVE

Select the Save option to save the counted stock take information.

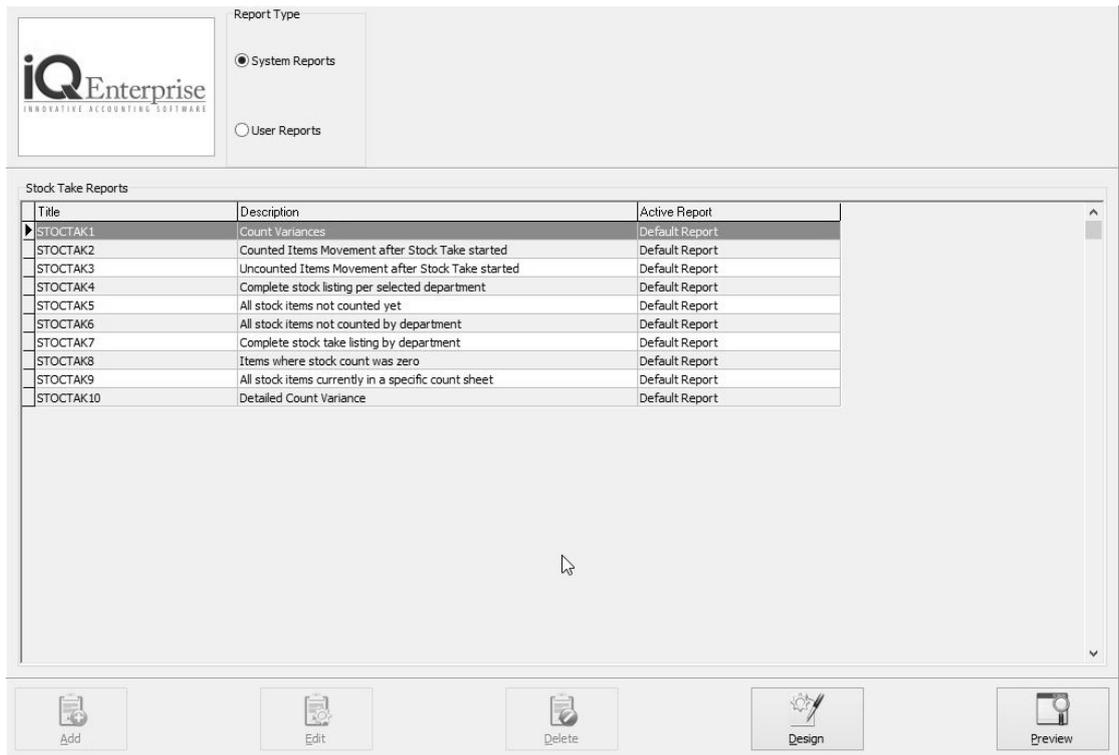
CANCEL STOCK TAKE

NOTE: Select Cancel Current Stock Take to cancel the stock take. Enter the confirmation code and select Ok. The confirmation code is case sensitive.

NOTE: Once the case sensitive confirmation code is entered the current stock take will be cancelled.



STOCK TAKE REPORTS



COUNT VARIANCES

The count variances reports will show all the variances of the stock items. A variance would mean where there has been shrinkage on any items.

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Stock count variances
Work in Progress Included
Lay Bys Included

Code	Description	Department	Date Captured	Onhand	Counted	Avro Cost	Counted Value @ Avro Cost	Bin
TSMGS0101	Golf T-Shirt - Black - Small WIP :10	008 Laybys : 0	22/03/2013 12:25:09	42.00	42.00	45.00	1 890.00	001
				TSMGS0101 Total Counted: 52.00 Variance: 10.00				
TSMGS0102	Golf T-Shirt - Black - Medium WIP :3	008 Laybys : 0	22/03/2013 12:25:09	100.00	100.00	52.03	5 202.91	001
				TSMGS0102 Total Counted: 103.00 Variance: 3.00				
TSMGS0804	Golf T-Shirt - Pink - XL WIP :12	008 Laybys : 0	22/03/2013 12:25:09	-3.00	-3.00	27.64	-82.91	001
				TSMGS0804 Total Counted: 9.00 Variance: 12.00				
Grand Totals:								
Counted Value at Average Cost				7 947.73				
Original Value at Average Cost				7 030.00				
Value Variance:				937.73				
Counted Quantity				164.00				
Original Quantity				139.00				
Quantity Variance:				25.00				

*** END OF REPORT ***

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COUNTED ITEMS MOVEMENT AFTER STOCK TAKE STARTED

The counted items which moved after stock take started report shows the information of any stock item that has been moved after the stock take has started.

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Counted items which moved after stock take started

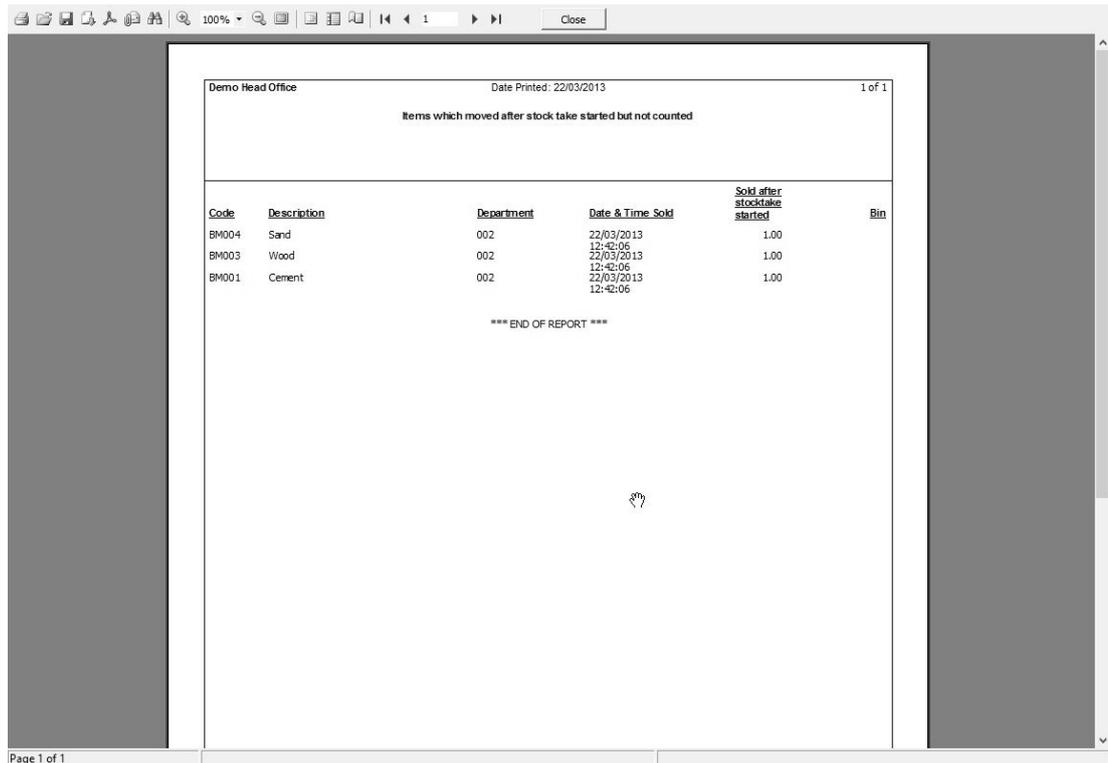
Code	Description	Department	Date & Time Capture	Count	Sold after stocktake started	On hand	Bin
TSMGS01	Golf T-Shirt - Black - Small	008	22/03/2013 12:25:09	42.00	-1.00	41.00	001
TSMGS01	Golf T-Shirt - Black - Medium	008	22/03/2013 12:25:09	100.00	-1.00	99.00	001
TSMGS01	Golf T-Shirt - Black - L	008	22/03/2013 12:25:09	345.00	-3.00	342.00	001

*** END OF REPORT ***

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UNCOUNTED ITEMS MOVEMENT AFTER STOCK TAKE STARTED

The uncounted items that moved after stock take started report shows the information of any stock item that has been moved after the stock take has started but was not counted.



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Items which moved after stock take started but not counted

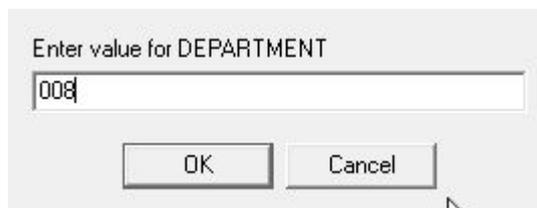
Code	Description	Department	Date & Time Sold	Sold after stocktake started	Bin
BM004	Sand	002	22/03/2013 12:42:06	1.00	
BM003	Wood	002	22/03/2013 12:42:06	1.00	
BM001	Cement	002	22/03/2013 12:42:06	1.00	

END OF REPORT

Page 1 of 1

COMPLETE STOCK LISTING PER SELECTED DEPARTMENT

This report will show all stock items per selected department. Before the report shows any information, the system will prompt with a department dialogue box in order to enter the relevant department.



Enter value for DEPARTMENT

002

OK Cancel

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Stock count complete listing by department
Work in Progress Included
Lay-Bys Included

Code	Description	Date & Time Captured	Counted	On Hand	Bin
Department 008	Men's Clo.				
TSMGS010	Golf T-Shirt - Black - Small	22/03/2013 12:45:12	41.00	41.00	001
TSMGS010	Golf T-Shirt - Black - Medium	22/03/2013 12:45:12	99.00	99.00	001
TSMGS010	Golf T-Shirt - Black - L	22/03/2013 12:45:12	342.00	342.00	001
TSMGS010	Golf T-Shirt - Black - XL	22/03/2013 12:45:12	56.00	56.00	001
TSMGS020	Golf T-Shirt - Brown - Small	22/03/2013 12:45:12	89.00	89.00	001
TSMGS020	Golf T-Shirt - Brown - M	22/03/2013 12:45:12	0.00		001
TSMGS020	Golf T-Shirt - Brown - L	22/03/2013 12:45:12	0.00		001
TSMGS020	Golf T-Shirt - Brown - XL	22/03/2013 12:45:12	0.00		001
TSMGS030	Golf T-Shirt - Red - S	22/03/2013 12:45:12	0.00		001
TSMGS030	Golf T-Shirt - Red - M	22/03/2013 12:45:12	0.00		001
TSMGS030	Golf T-Shirt - Red - L	22/03/2013 12:45:12	0.00		001
TSMGS030	Golf T-Shirt - Red -XL	22/03/2013 12:45:12	0.00		001
TSMGS040	Golf T-Shirt - Blue - S	22/03/2013 12:45:12	0.00		001
TSMGS040	Golf T-Shirt - Blue - M	22/03/2013 12:45:12	0.00		001
TSMGS040	Golf T-Shirt - Blue - L	22/03/2013 12:45:12	0.00		001
TSMGS040	Golf T-Shirt - Blue -XL	22/03/2013 12:45:12	293.00	293.00	001
TSMGS050	Golf T-Shirt - Green - S	22/03/2013 12:45:12	0.00		001
TSMGS050	Golf T-Shirt - Green - M	22/03/2013 12:45:12	0.00		001
TSMGS050	Golf T-Shirt - Green - L	22/03/2013 12:45:12	0.00		001
TSMGS050	Golf T-Shirt - Green -XL	22/03/2013 12:45:12	0.00		001
TSMGS060	Golf T-Shirt - White - S	22/03/2013 12:45:12	0.00		001
TSMGS060	Golf T-Shirt - White - M	22/03/2013 12:45:12	0.00		001
TSMGS060	Golf T-Shirt - White - L	22/03/2013 12:45:12	0.00		001
TSMGS060	Golf T-Shirt - White -XL	22/03/2013 12:45:12	0.00		001
TSMGS070	Golf T-Shirt - Grey - S	22/03/2013 12:45:12	0.00		001
TSMGS070	Golf T-Shirt - Grey - M	22/03/2013 12:45:12	0.00		001
TSMGS070	Golf T-Shirt - Grey - L	22/03/2013 12:45:12	0.00		001
TSMGS070	Golf T-Shirt - Grey -XL	22/03/2013 12:45:12	0.00		001

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ALL STOCK ITEMS NOT COUNTED YET

This report will show all items that haven't been counted at all.

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Stock Items not counted

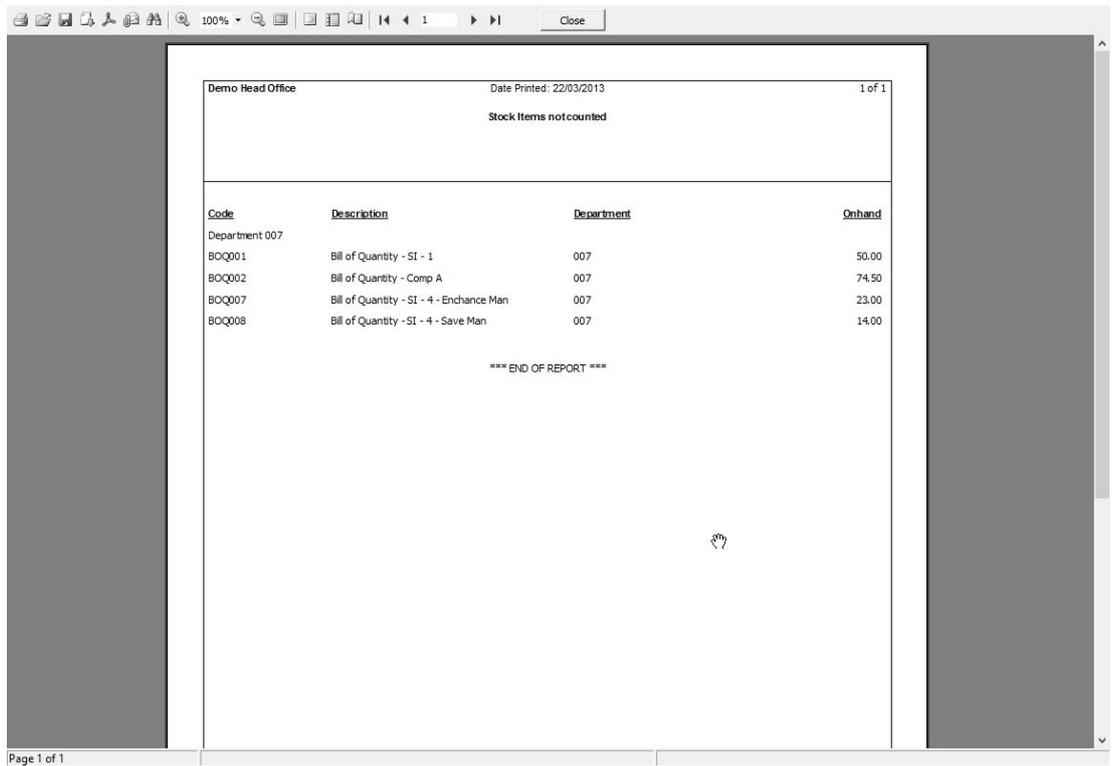
Code	Description	Department	Onhand	Value @ AvroCost
Department 001				
2003	Cheese Kg	001	37.00	925.00
2007	Cheese Kg	001	-4.00	60.00
BHW001	BOOK - How to make a burger	001	30.00	15 760.35
BOQ003	Bill of Quantity - Comp B	001	74.50	6 705.00
BOQ004	Bill of Quantity - Comp C	001	106.00	3 180.00
CAR001	Carrots per Kg	001	30.00	144.60
COK001	Coke Single Can	001	415.00	2 490.00
COK002	Coke Case	001	0.00	0.00
EO11-	Ent Oct 11	001	0.00	0.00
LNS	LNS - today	001	0.00	0.00
NEW ITEM	NEW ITEM	001	8.00	0.00
NS002	Non Stock %GP of Selling Price	001	0.00	0.00
NS003	Non Stock - Fix Cost (Labour)	001	0.00	0.00
RC003	Levy	001	0.00	0.00
RC004	Vat Rate - Exempt	001	8.00	400.00
REDISA	REDISA	001	0.00	0.00
TEST001	Test Item	001	0.00	0.00
TEST003	test003	001	0.00	0.00
TIS	Handkerchiefs	001	0.00	0.00
TYR001	Tyre	001	0.00	0.00
WU001	Weight & Unit Item 1	001	5.00	500.00
WU002	Weight & Unit Item 2	001	73.00	3 650.00

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ALL STOCK ITEMS NOT COUNTED BY DEPARTMENT

This report will show all stock items that haven't been counted per department. Before the report is printed, the system will prompt with a department select box. Select the relevant department and the report will be displayed for that specific department.

Enter value for DEPARTMENT

Demo Head Office Date Printed: 22/03/2013 1 of 1

Stock Items not counted

Code	Description	Department	Onhand
Department 007			
BOQ001	Bill of Quantity - SI - 1	007	50.00
BOQ002	Bill of Quantity - Comp A	007	74.50
BOQ007	Bill of Quantity - SI - 4 - Enhance Man	007	23.00
BOQ008	Bill of Quantity - SI - 4 - Save Man	007	14.00

*** END OF REPORT ***

Page 1 of 1

COMPLETE STOCK LISTING BY DEPARTMENT

This report will show a complete stock item listing by department.

Demo Head Office Date Printed: 22/03/2013 1 of 2

Stock count complete listing by department

Code	Description	Date Captured	WIP / Lay-bys	Counted	Theoretical Value @ AvrgCost	Onhand	Value @ AvrgCost	Bin
Department 008 Men's Clo.								
TSMGS01	Golf T-Shirt - Black - Small	22/03/2013 12:45:12	10.00	41.00	2 295.00	41.00	1 845.00	001
TSMGS01	Golf T-Shirt - Black - Medium	22/03/2013 12:45:12	3.00	99.00	5 306.97	99.00	5 150.88	001
TSMGS01	Golf T-Shirt - Black - L	22/03/2013 12:45:12	0.00	342.00	11 854.3	342.00	11 854.3	001
TSMGS01	Golf T-Shirt - Black - XL	22/03/2013 12:45:12	0.00	56.00	1 801.79	56.00	1 801.79	001
TSMGS02	Golf T-Shirt - Brown - Small	22/03/2013 12:45:12	0.00	89.00	3 529.44	89.00	3 529.44	001
TSMGS02	Golf T-Shirt - Brown - M	22/03/2013 12:45:12	0.00	0.00	0.00	0.00	0.00	001
TSMGS02	Golf T-Shirt - Brown - L	22/03/2013 12:45:12	0.00	0.00	0.00	0.00	0.00	001
TSMGS02	Golf T-Shirt - Brown - XL	22/03/2013 12:45:12	0.00	0.00	0.00	0.00	0.00	001
TSMGS03	Golf T-Shirt - Red - S	22/03/2013 12:45:12	0.00	0.00	0.00	0.00	0.00	001
TSMGS03	Golf T-Shirt - Red - M	22/03/2013 12:45:12	0.00	0.00	0.00	0.00	0.00	001
TSMGS03	Golf T-Shirt - Red - L	22/03/2013 12:45:12	0.00	0.00	0.00	0.00	0.00	001
TSMGS03	Golf T-Shirt - Red -XL	22/03/2013 12:45:12	0.00	0.00	0.00	0.00	0.00	001
TSMGS04	Golf T-Shirt - Blue - S	22/03/2013 12:45:12	0.00	0.00	0.00	0.00	0.00	001
TSMGS04	Golf T-Shirt - Blue - M	22/03/2013 12:45:12	0.00	0.00	0.00	0.00	0.00	001
TSMGS04	Golf T-Shirt - Blue - L	22/03/2013 12:45:12	0.00	0.00	0.00	0.00	0.00	001
TSMGS04	Golf T-Shirt - Blue -XL	22/03/2013 12:45:12	0.00	293.00	16 294.9	293.00	16 294.9	001
TSMGS05	Golf T-Shirt - Green - S	22/03/2013 12:45:12	0.00	0.00	0.00	0.00	0.00	001
TSMGS05	Golf T-Shirt - Green - M	22/03/2013 12:45:12	0.00	0.00	0.00	0.00	0.00	001
TSMGS05	Golf T-Shirt - Green - L	22/03/2013 12:45:12	0.00	0.00	0.00	0.00	0.00	001

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ITEMS WHERE STOCK COUNT WAS ZERO

This report will show all items where the stock count was zero meaning that these items were not counted or their counted quantity was left as zero.

Code	Description	Department	Date & Time Captured	Counted	On Hand	Bin
Department 008 Men's Clo.						
TSMGS0202	Golf T-Shirt - Brown -	008	22/03/2013 12:45:12	0.00		001
TSMGS0203	Golf T-Shirt - Brown -	008	22/03/2013 12:45:12	0.00		001
TSMGS0204	Golf T-Shirt - Brown -	008	22/03/2013 12:45:12	0.00		001
TSMGS0301	Golf T-Shirt - Red - S	008	22/03/2013 12:45:12	0.00		001
TSMGS0302	Golf T-Shirt - Red - M	008	22/03/2013 12:45:12	0.00		001
TSMGS0303	Golf T-Shirt - Red - L	008	22/03/2013 12:45:12	0.00		001
TSMGS0304	Golf T-Shirt - Red -XL	008	22/03/2013 12:45:12	0.00		001
TSMGS0401	Golf T-Shirt - Blue - S	008	22/03/2013 12:45:12	0.00		001
TSMGS0402	Golf T-Shirt - Blue - M	008	22/03/2013 12:45:12	0.00		001
TSMGS0403	Golf T-Shirt - Blue - L	008	22/03/2013 12:45:12	0.00		001
TSMGS0501	Golf T-Shirt - Green -	008	22/03/2013 12:45:12	0.00		001
TSMGS0502	Golf T-Shirt - Green -	008	22/03/2013 12:45:12	0.00		001
TSMGS0503	Golf T-Shirt - Green -	008	22/03/2013 12:45:12	0.00		001
TSMGS0504	Golf T-Shirt - Green -	008	22/03/2013 12:45:12	0.00		001
TSMGS0601	Golf T-Shirt - White -	008	22/03/2013 12:45:12	0.00		001
TSMGS0602	Golf T-Shirt - White -	008	22/03/2013 12:45:12	0.00		001
TSMGS0603	Golf T-Shirt - White -	008	22/03/2013 12:45:12	0.00		001
TSMGS0604	Golf T-Shirt - White -	008	22/03/2013 12:45:12	0.00		001
TSMGS0701	Golf T-Shirt - Grey - S	008	22/03/2013 12:45:12	0.00		001
TSMGS0702	Golf T-Shirt - Grey - M	008	22/03/2013 12:45:12	0.00		001
TSMGS0703	Golf T-Shirt - Grey - L	008	22/03/2013 12:45:12	0.00		001
TSMGS0704	Golf T-Shirt - Grey -	008	22/03/2013 12:45:12	0.00		001
TSMGS0801	Golf T-Shirt - Pink - S	008	22/03/2013 12:45:12	0.00		001
TSMGS0802	Golf T-Shirt - Pink - M	008	22/03/2013 12:45:12	0.00		001
TSMGS0803	Golf T-Shirt - Pink - L	008	22/03/2013 12:45:12	0.00		001

*** END OF REPORT ***

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ALL STOCK ITEMS CURRENTLY IN A SPECIFIC COUNT SHEET

This report shows a list of all items that are currently on the count sheet within in the stock capturing screen. This report will ask to enter a bin location and a count sheet number first.

Stock items counted in a specific binlocation and countsheet

Bin Location ...

Count Sheet ...

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Stock items counted in a specific binlocation and countsheet

Bin Location:
Count Sheet Number: 001

Code	Description	Onhand
TSMGS0101	Golf T-Shirt - Black - Small	41.00
TSMGS0102	Golf T-Shirt - Black - Medium	99.00
TSMGS0103	Golf T-Shirt - Black - L	342.00
TSMGS0104	Golf T-Shirt - Black - XL	56.00
TSMGS0201	Golf T-Shirt - Brown - Small	89.00
TSMGS0202	Golf T-Shirt - Brown - M	0.00
TSMGS0203	Golf T-Shirt - Brown - L	0.00
TSMGS0204	Golf T-Shirt - Brown - XL	0.00
TSMGS0301	Golf T-Shirt - Red - S	0.00
TSMGS0302	Golf T-Shirt - Red - M	0.00
TSMGS0303	Golf T-Shirt - Red - L	0.00
TSMGS0304	Golf T-Shirt - Red -XL	0.00
TSMGS0401	Golf T-Shirt - Blue - S	0.00
TSMGS0402	Golf T-Shirt - Blue - M	0.00
TSMGS0403	Golf T-Shirt - Blue - L	0.00
TSMGS0404	Golf T-Shirt - Blue -XL	293.00
TSMGS0501	Golf T-Shirt - Green - S	0.00
TSMGS0502	Golf T-Shirt - Green - M	0.00
TSMGS0503	Golf T-Shirt - Green - L	0.00
TSMGS0504	Golf T-Shirt - Green - XL	0.00
TSMGS0601	Golf T-Shirt - White - S	0.00
TSMGS0602	Golf T-Shirt - White - M	0.00
TSMGS0603	Golf T-Shirt - White - L	0.00
TSMGS0604	Golf T-Shirt - White -XL	0.00

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DETAIL COUNT VARIANCE

The detail count variances reports will show all the variances of the stock items. A variance would mean where there has been shrinkage on any items.

Demo Head Office		Date Printed: 22/03/2013		1 of 1					
Stock count variances									
Work in Progress Included									
Laybys Included									
Code	Description	Department	Average Cost	Current Value	Counted Value	Variance Value	Current Qty	Counted Qty	Variance Qty
TSMGS0101	Golf T-Shirt - Black - Small	008	45.00	1 845.00	1 845.00	450.00	41.00	41.00	10.00
	WIP :10	Laybys : 0		Captured: 22/03/2013 12:45:12			Bin: 001	Qty:	41.00
TSMGS0102	Golf T-Shirt - Black - Medium	008	52.03	5 150.88	5 150.88	156.09	99.00	99.00	3.00
	WIP :3	Laybys : 0		Captured: 22/03/2013 12:45:12			Bin: 001	Qty:	99.00
TSMGS0804	Golf T-Shirt - Pink - XL	008	27.64	-82.91	-82.91	331.65	-3.00	-3.00	12.00
	WIP :12	Laybys : 0		Captured: 22/03/2013 12:45:12			Bin: 001	Qty:	-3.00
Counted Value at Average Cost		7 850.70							
Current Value at Average Cost		6 912.97							
Variance Value		937.73							
Counted Quantity		162.00							
Current Quantity (Onhand)		137.00							
Variance Quantity		25.00							
*** END OF REPORT ***									
<p>Legend: Current Value: The Current Stock On Hand Value. Formula = Current Onhand Quantity * Average Cost Counted Value: The Value that has been counted in the Active Stock Take. Formula = Counted Quantity * Average Cost Variance Value: The Difference between the Current Value and the Counted Value. Current Qty: The Current Stock On Hand Quantity.</p>									

FINALIZE STOCK TAKE

!! YOU ARE ABOUT TO FINALISE A STOCKTAKE - PLEASE READ THE IMPORTANT INFORMATION BELOW !!

To finalise and accept the current stock take, please make sure that you have checked/completed the following :

1. Made a Backup of your Company Data.
2. Printed all Online Stock Take Reports.
3. All users are logged out of IQEnterprise.
4. Run the Stock Serial Numbers Recon report
5. Confirm that you want to Finalise and Accept Stock Take.

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

NOTE: Before the finalization of the stock takes place, there are a number of steps that need to be taken.

MAKE A BACKUP OF YOUR COMPANY DATA

This is essential that a backup of your company data is made before a stock take. Because the backup is made, if something had to go wrong for whatever reason during the stock take the backup can be restored.

PRINTED ALL ONLINE STOCK TAKE REPORTS

This again is very important to print all the necessary stock take reports. Once the stock take is finalized these reports cannot be printed for that stock take that has taken place.

ALL USERS ARE LOGGED OUT OF IQ ENTERPRISE

Another very important part of the stock take, because if a user is busy in the module the system cannot update the relevant stock items. The stock take need exclusive access when processing the finalization of the stock take.

RUN STOCK SERIAL NUMBERS RECON REPORT

Make sure that all stock item with serial number in the stock that has a deficit must be corrected within the Stock, Stock Serial Number option.

CONFIRM THAT YOU WANT TO FINALISE AND ACCEPT STOCK TAKE

Once all the above options have been completed then proceed to finalize the stock take. Enter the confirmation code. Remember that the confirmation code is case sensitive. When ready select the ok option. This will finalize the stock take and update all the relevant stock items.

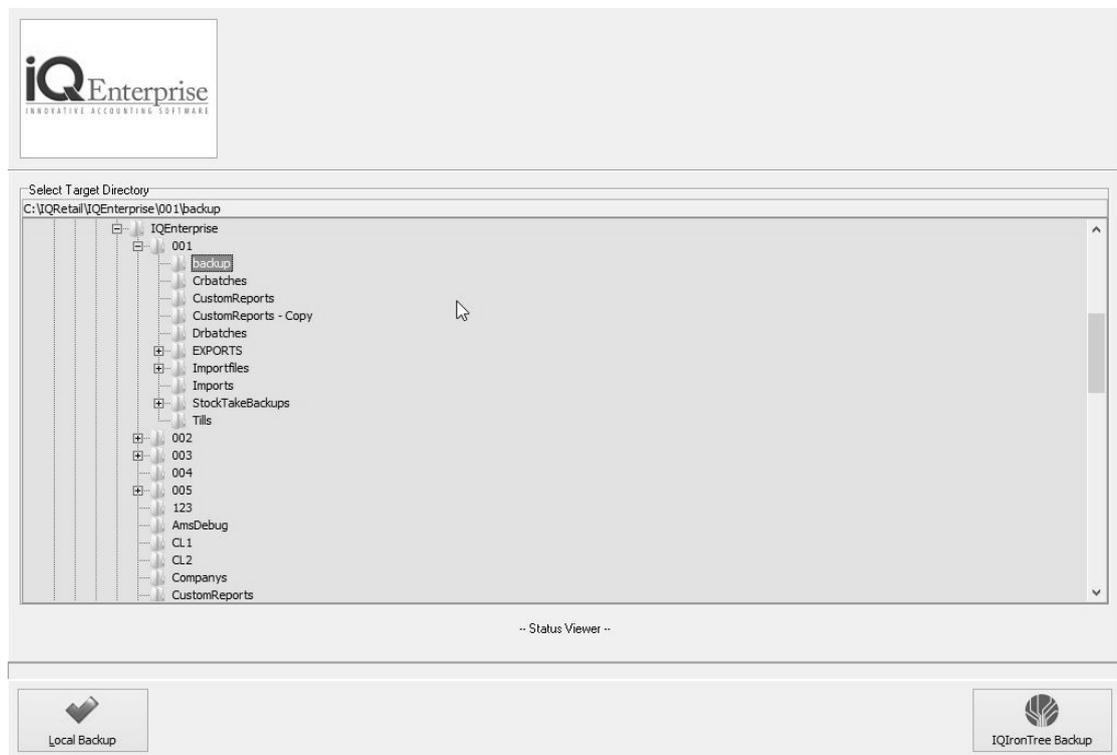
STOCK MONTH END

WHEN TO RUN END OF MONTH

The stock month end function should be done on first day of the next month after the debtors and creditors month ends have been completed automatically. Please note this is merely a guide line and should be adjusted according to your business needs. Some businesses prefer to run the stock month end at the beginning of each month so that each months totals are from the 1st to the end of the month, and not from the 25th to the 25th of the next month. This in turn reflects exactly what sales figures were done for that calendar month and not according to a debtors or creditors ageing period.

BACKUPS

Prior to month end a backup disk should be made. Ensure that the data has been backed up before running month end. Backups are made via the Backups option found in the Utilities section. Failure to do backups can result in all the information on the system being lost !!!!!



PROCESSING MONTH END

At the end of every month the system must be aged. This process clears the transaction file, updates the historic data on each stock item.

NOTE: All reports (sales by department, daily analysis, rep analysis, reconciliation, any other report you require) must be printed prior to the month end process.



The screenshot shows a software window titled "Stock Month End". In the top left corner, there is a logo for "iQ Enterprise INNOVATIVE ACCOUNTING SOFTWARE". The main area of the window contains a list of three checkboxes:

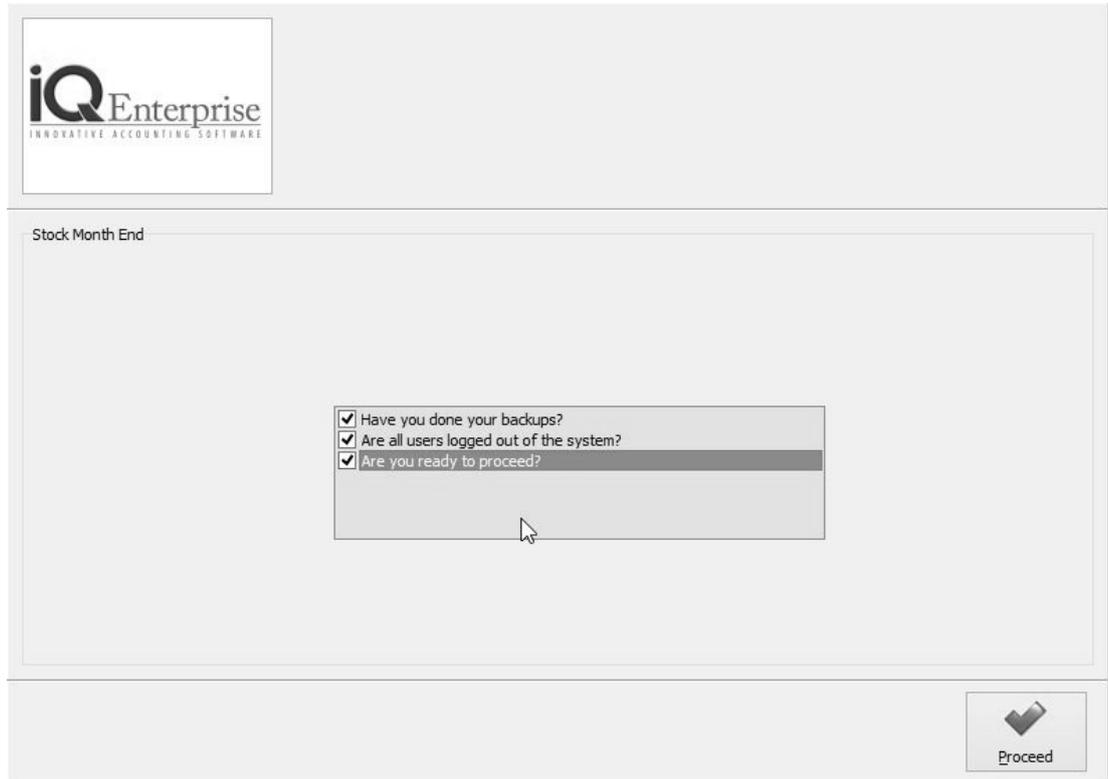
- Have you done your backups?
- Are all users logged out of the system?
- Are you ready to proceed?

A mouse cursor is positioned over the third checkbox. At the bottom right of the window, there is a button labeled "Proceed" with a checkmark icon.

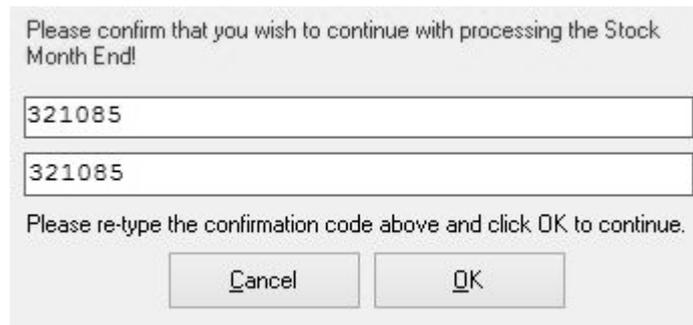
Before the F10 Proceed button can be selected, the options "Have you done your backups?" "Are all users logged out of the system?" and "Are you ready to proceed?" must be ticked.

Once the appropriate options have selected select the F10 Proceed button or press escape if you are not ready to proceed. You will be given one more chance to cancel the month end process. Before you proceed with month end procedure please make sure that all users are logged out of the system AND do not access the system while the stock month end procedure is busy.

NOTE: The system will not do an automated backup. This is a manual procedure that must be done prior to doing stock month end. Important to do a backup using the Backup Data option located under the Utilities menu option.



The screenshot shows the 'Stock Month End' dialog box in the IQ Enterprise software. The dialog box has a title bar with the text 'Stock Month End'. Inside the dialog, there is a list of three checked items: 'Have you done your backups?', 'Are all users logged out of the system?', and 'Are you ready to proceed?'. A mouse cursor is pointing at the bottom of this list. In the bottom right corner of the dialog, there is a 'Proceed' button with a checkmark icon.



The screenshot shows a confirmation dialog box with the text 'Please confirm that you wish to continue with processing the Stock Month End!'. Below the text, there are two text input fields, both containing the number '321085'. Below the input fields, there is a line of text that reads 'Please re-type the confirmation code above and click OK to continue.' At the bottom of the dialog, there are two buttons: 'Cancel' and 'OK'.

Once the month end is complete it will return to the stock menu screen. To check that the month end has successfully been completed access the Audit Trails & History report located under the stock reports menu. There should be no information. However, if there is, then the month end procedure failed or was not done. The backup that was generated under the backup menu should be restored.

GENERAL LEDGER



CHAPTER 7

GENERAL LEDGER

IMPORTANT NOTES

WHAT IS THE GENERAL LEDGER

The general ledger stores all your final or ultimate financial information. Your income (e.g. sales) and expenses (e.g. rent) are accumulated in the ledger and balanced with each other to tell you whether you are trading at a profit (Total income greater than total expenses) or loss (vice versa).

In addition, the ledger keeps records of all your assets (the things you own), e.g. your motor car costing 15000.00, and all your liabilities (the people you owe money to) e.g. Trust bank HP on the car of 12000.00. Subtract the liabilities from the assets, and you end up with the 'Owners Net Worth'. E.g. 15000 - 12000 = 3000. Close your business at that point and you take home 3000.00.

The owners Net Worth is vitally effected by successful / unsuccessful trading. If you trade at a profit, your owners Net Worth increases, but if you trade at a loss, it decreases. The following example will explain it better:-

EXAMPLE: You sell the car (above) for 17000.00 cash to Peter Piper. The car will go to the new owner. You will put his 17000 cheque in the bank. Simultaneously you settle the HP of 12000. That leaves you with 5000 cash. Your worth previously was 3000. The additional 2000 came about due to the Profit you made on the sale, i.e. 17000 sale price - 15000 original cost. So now you are worth the original 3000 plus trading profit of 2000. Which equals your cash in the bank of 5000.

Should you have sold the car for 12000 you would have had to pay the bank the full 12000. That would have left you with nothing. Reason? Your original Net Worth of 3000 was wiped out by a trading loss of 3000 i.e. sale price 12000 - cost 15000 = loss of 3000. You can now queue for unemployment!

All the other systems e.g. stock and debtors are actually part of the general ledger and are consequently continually feeding financial data to it. It is the general ledger that ultimately decides your fate.

From the foregoing, you can see that keeping track of your financial affairs in your ledger is vitally important to the success of all business.

BATCH PROCESSING

All ledger postings are in batch mode. Journal entries are entered under 'Journal Postings' and Cashbook items under 'Cashbook Postings'. Batches may be edited after entry (prior to update).

POSTING CREDITORS PAYMENTS

CASHBOOK

Creditor payments may be posted direct from the general ledger cashbook. When posting a creditor payment in cashbook, enter the Creditors Control account number. By entering the creditors control account the system will register that a payment is being made against a creditor and therefore will then allow payment allocations to the individual creditor accounts.

CREDITORS JOURNAL PROCESSING

Alternatively, when posting payments one can use the Single journal option, located under the creditors menu. If the payment method is cash then the ledger contra account will be that of the Cash On Hand account. If the payment method is cheque, credit card or EFT, the contra account will be that of the Bank.

NOTE: Posting payments via single journal is not the preferred method, unless paying a creditor with cash. One must not get confused with the paying of ledger expenses (e.g. water & electricity, donations, fines, accounting fees, etc.) which is normally done via ledger journal processing. The processing of cheques is usually associated with numerous entries which are entered together with cheques that were used to pay expenses as well as creditors. The cashbook posting option not only allows the mixing of creditor and expense postings, but also allows the cashbook batch to be entered over length of time. Allowing one to add, delete or change any entries before processing the batch and updating the relevant creditor and ledger accounts.

POSTING DEBTORS RECEIPTS

CASHBOOK

Debtors Receipts may be posted direct from the general ledger cashbook. When posting a debtors receipts in cashbook, enter the debtors Control account number. By entering the Debtors control account the system will register that a payment is being made against a debtor and therefore will then allow receipt allocations to the individual debtor accounts.

DEBTORS RECEIPTS/ SINGLE JOURNAL

It is recommended that all debtor receipts are posted via the debtor single journal module where all the transaction can be allocated to the cash on hand account and then transfer to the bank account, displaying only one transaction per deposit. Making it easier to find when doing the bank reconciliation than having all the different transaction per deposit.

NOTE: As the ledger has no month end procedure, you can post to any ledger period. When posting from any other module, the date may be selected allowing selection to any of the monthly periods.

WHAT HAPPENS AT YEAR END

If your financial year starts on the 01/03/2012 and by the end of the year 28/02/2013 your final audit adjustments have not been received, you should continue working with your system uninterrupted. The system will continue with the current financial year. By 31/08/2013 you are halfway into the financial year and your final audited adjustments are received. They are then entered into the correct period by means of the date of the transaction (i.e. February 2012).

The system will then close off your accounts at 28/02/2013, automatically clearing your income & expenditure accounts, carry forward necessary balances (i.e. retained income). At this point you will not lose any previous financial year information and postings to prior financial year's would still be possible.

SETTING UP THE GENERAL LEDGER

By commencing with any posting, journal, invoice, etc. Please make sure that the ledger default settings have been set up correctly. Select from the Utilities menu the Company Details option. Once selected Default Settings 2, Integration Accounts and Closing Dates options will be visible. Proceed through each of these options before doing any entry in the system.

LEDGER DEFAULTS

LEDGER SETUP DEFAULT SETTINGS

CLOSE BOOKS EACH MONTH ON DAY (31 FOR LAST DAY) -i.e. What day do you close off / month end. Usually at month end, which is the 25th or 26th of each month.

FINANCIAL YEAR ENDS IN

End of the financial year should be entered e.g. February. This is important as it indicates where the general ledger ends. Because the ledger has no 'Month End' function you, direct all debtor postings to the required month number in the ledger. The system needs to be aware which month is the Ending financial month.

Closing Dates

Select day to close books each month (31 for last)	Debtors	Creditors	Ledger
January	31	31	31
February	31	31	31
March	31	31	31
April	31	31	31
May	31	31	31
June	31	31	31
July	31	31	31
August	31	31	31
September	31	31	31
October	31	31	31
November	31	31	31
December	31	31	31
Number of months to allow backdated postings	0	0	0
Extended Days for backdated posting if month is 0	0	0	0

Financial year ends in	February	▼
Ledger closed up to	30/12/1899	▼

CENTRALISED LEDGER

The Centralised ledger option allows for different companies to integrate to another company's ledger. By entering a specific company's ID number in the centralised ledger field will activate this option. This means that any transactions that are being posted, the ledger side of the transactions will be posted to the specified company's ledger accounts.

Branch Control	Trading Branch	▼
Local Currency	ZAR	▼
Centralised Debtors	001	▼
Centralised Creditors	001	▼
Centralised Ledger	001	▼
Stock Grouping	A	▼

INTEGRATION DEFAULTS

The integration defaults accounts form part of the automatic integration with the ledger. Whenever a posting involves a debtor, creditor or stock item, the system will then use the integration accounts associated with them, e.g. Debtors Control, Creditors Control, Vat Paid, Vat Received, etc. The accounts asked for must all be filled in, no vacant fields are permitted.

Should any of the accounts not be correct, select the search option located next to that entry field and select the appropriate ledger account from the ledger search option.

IQ Company Details

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

Integration Accounts

Debtors Control	3600.000.000.00	▼	Stock Adjustments	3510.000.000.00	▼
Creditors Control	4000.000.000.00	▼	Stock Transfers	3520.000.000.00	▼
Cash on hand	3700.000.000.00	▼	Cost of Sales	1000.000.000.00	▼
Bank	3990.000.000.00	▼	Bad Debt	1230.000.000.00	▼
Output Vat	4100.000.000.00	▼	Retained Earnings	4900.000.000.00	▼
Input Vat	3800.000.000.00	▼	General Expenses	1350.000.000.00	▼
Discount allowed	2020.000.000.00	▼	Debtors Clearing	3601.000.000.00	▼
Discount Received	2520.000.000.00	▼	Creditors Clearing	4001.000.000.00	▼
Interest Received	2500.000.000.00	▼	Work in Progress	2030.000.000.00	▼
Interest Paid	1405.000.000.00	▼	Work in Progress Control	3333.000.000.00	▼
Suspense Account	3899.000.000.00	▼	Import Vat (Not Capital Goods)	3900.000.000.00	▼
Sales Account	2000.000.000.00	▼	Import Vat (Capital Goods)	3910.000.000.00	▼
Stock on Hand	3500.000.000.00	▼	Realised FC Gain/Loss	2540.000.000.00	▼
Export Sales Account		▼	Laybys Control	3334.000.000.00	▼
Purchases		▼			

Accept

NOTE: If the account is not listed, select the Account Maintenance option from the Ledger Menu and add the specific ledger account first.

VAT SETUP

Accept default or alter as necessary. VAT descriptions and rates may be amended at will. Changing the description or the VAT rate will not alter transaction VAT values that have already been posted.

IQ Company Details

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

Tax Rates

Restore Default Vatrates

Debtor Invoice Processing: User Defined, Always Inclusive, Always Exclusive

Selling Price Maintenance: Not Defined, Always Inclusive, Always Exclusive

Creditor GRV Processing: User Defined, Always Inclusive, Always Exclusive

Selling Prices for IQXML: Inclusive, Exclusive

Number	Description	Tax Rate	Vat Only	Position on Vat201 Form	
				Vat 201 Output	Vat 201 Input
0	No Vat Applicable	0.0000	<input type="checkbox"/>		
1	Normal Vat	14.0000	<input type="checkbox"/>	Standard-rate (Excl Capital)	Other Goods
2	Zero Rated	0.0000	<input type="checkbox"/>	Zero Rate	
3	Exempt	0.0000	<input type="checkbox"/>	Exempt	
4	Bad Debt	14.0000	<input type="checkbox"/>		Bad debts
5	Not Defined	0.0000	<input type="checkbox"/>	Other	Other
6	Capital Goods Vat	14.0000	<input type="checkbox"/>	Standard-Rate (Capital Goods)	Capital Goods
10	Capital Goods (Imported)	0.0000	<input checked="" type="checkbox"/>		Capital Goods (Imported)
11	Other Goods (Imported)	0.0000	<input checked="" type="checkbox"/>		Other Goods (Imported)
12	Zero Rated (Exported)	0.0000	<input type="checkbox"/>	Zero Rate (Exported)	

Accept

NOTE: Should transactions (e.g. journals, invoices, goods received vouchers, etc.) have been posted with the incorrect VAT rate the only way to correct these entries is to reverse them using the incorrect VAT rate and then reposting them with correct VAT rate. Do not try to reverse them with the correct VAT rate.

ACCOUNT MAINTENANCE

Select the Account Maintenance option from the Ledger menu.

Locate the appropriate ledger account to edit, by typing in the account code or by typing the description of the account should you have changed the sequence to description, or use the mouse together with vertical scroll bars. Or Select the Add button to begin adding a new ledger account.

SORT ORDER

The sort order allows one to change the order in which the default ledger account appear in the account maintenance screen. They can be sorted by either account, description or type.

ACCOUNT	DESCRIPTION	TYPE	DEPARTMENT	DEFAULTVAT
1000.000.000.00	Cost of Sales - Head Office	2		0
1001.000.000.00	Cost of Sales - Branch	2		0
1200.000.000.00	Advertising	1	HR	0
1205.000.000.00	Accounting fees	1	ACC	0
1225.000.000.00	Bank Charges	1		0
1230.000.000.00	Bad Debts	1		0
1250.000.000.00	Cleaning Expenses	1		0
1254.000.000.00	Collection Fees	1		0
1260.000.000.00	Consumable Stores	1		0
1275.000.000.00	Directors Remuneration	1		0
1285.000.000.00	Donations & Fines	1		0
1286.000.000.00	Depreciation	1		0
1290.000.000.00	Entertainment	1		0
1300.000.000.00	Electricity & Water	1		0
1305.000.000.00	Purchases	1		0
1350.000.000.00	General Expenses	1		0
1400.000.000.00	Interest Paid - Bank	1		0
1405.000.000.00	Interest Paid - Other	1		0
1410.000.000.00	Insurance	1		0
1450.000.000.00	Licences	1		0
1455.000.000.00	Legal Fees	1		0
1460.000.000.00	Levies Paid	1		0
1465.000.000.00	Loss on Sale of Fixed Assets	1		0
1470.000.000.00	Lease Payments	1		0
1475.000.000.00	Maintenance & Repairs	1		0
1480.000.000.00	Membership & Subscriptions	1		0
1485.000.000.00	Motor & Delivery Expenses	1		0
1550.000.000.00	Printing & Stationery	1		0
1575.000.000.00	Rent Paid	1		0
1580.000.000.00	Refreshments	1		0
1600.000.000.00	Salaries	1		0
1601.000.000.00	Wages	1		0
1603.000.000.00	UIF	1		0
1604.000.000.00	SDL	1		0
1625.000.000.00	Telephone & Postage	1		0
1700.000.000.00	Foreign Exchange Gain/Loss	1		0
2000.000.000.00	Sales Account - Head Office	3		0
2001.000.000.00	Sales - Branch	3		0
2010.000.000.00	Other Income	4		0
2020.000.000.00	Discount Allowed	1		0
2030.000.000.00	Work in Progress	4		0

SELECT VISIBLE FIELDS

The select visible field's option allows one to change the views of the screen. Select a field by putting a tick mark in the box next to the field. To remove a field, untick the necessary field and it will be removed from the screen.

SEARCH

The search option allows one to search for any information that is displayed on the Ledger Account Maintenance screen.

BALANCES

Select the balances option in order to view the balances for the selected ledger accounts.

SEQUENCE

The sequence option allows one to change the order in which the default ledger accounts appear in the account maintenance screen. The sequence may be changed between either account, description or type.

ADD

The add option allows one to any additional ledger accounts to the system.

EDIT

The edit option allows one to edit any of the existing ledger account or newly created one's.

NOTE: When editing a ledger account, the account number cannot be changed. When editing a reserved ledger account, the account type cannot be changed.

DELETE

The delete option allows one to delete ledger accounts without balances and newly created ledger accounts.

NOTE: Ledger accounts with balances or transactions cannot be deleted. Reserved accounts cannot be deleted. Therefore, to delete a reserved account, please ensure that it is not defined in the Integration accounts setup and there are no balances on the account.

The screenshot shows the 'Account' details form in the IQ Enterprise software. The form includes the following fields and options:

- Account Number:** 1200.000.000.00
- Description:** Advertising
- Default Branch:** 001
- Default Department:** HR
- Reporting Group:** 001
- Default Vat Rate:**
 - 0 No Vat Applicable 0.00%
 - 1 Normal Vat 14.00%
 - 2 Zero Rated 0.00%
 - 3 Exempt 0.00%
 - 4 Bad Debt 14.00%
 - 5 Not Defined 0.00%
 - 6 Capital Goods Vat 14.00%
 - 10 Capital Goods (Imported) 0
 - 11 Other Goods (Imported) 0.00%
 - 12 Zero Rated (Exported) 0.00%
- Account Type:**
 - 1 Expense
 - 2 Cost of Sales
 - 3 Sales
 - 4 Other Income
 - 5 Bank Account
 - 6 Current Asset
 - 7 Fixed Asset
 - 8 Other Asset
 - 9 Current Liability
 - 10 Long term Liability
 - 11 Equity
- Allow Direct Journals on this account:**
 - Yes
 - No

A callout box labeled 'Allow Ledger Batch Journals' points to the 'Allow Direct Journals on this account' section.

ACCOUNT DETAILS**ACCOUNT NO**

The account no here displays the account number of the ledger account that is currently being viewed.

DESCRIPTION

The description displays the description of the ledger account that is currently being viewed.

BRANCH

The branch displays the branch that was used when the transactions were posted.

DEPARTMENT

The department displays the ledger department that was used when the transaction took place.

REPORT TYPE**REPORT**

The report option here allows one to print the existing on screen information onto a report.

PIE CHART

The pie chart option allows one to view the current on screen information in a pie graph format showing the balances for that specific ledger account.

BAR CHART

The bar chart option allows one to view the current on screen information in a bar graph format showing the balances for that specific ledger account.

SELECT FINANCIAL YEAR

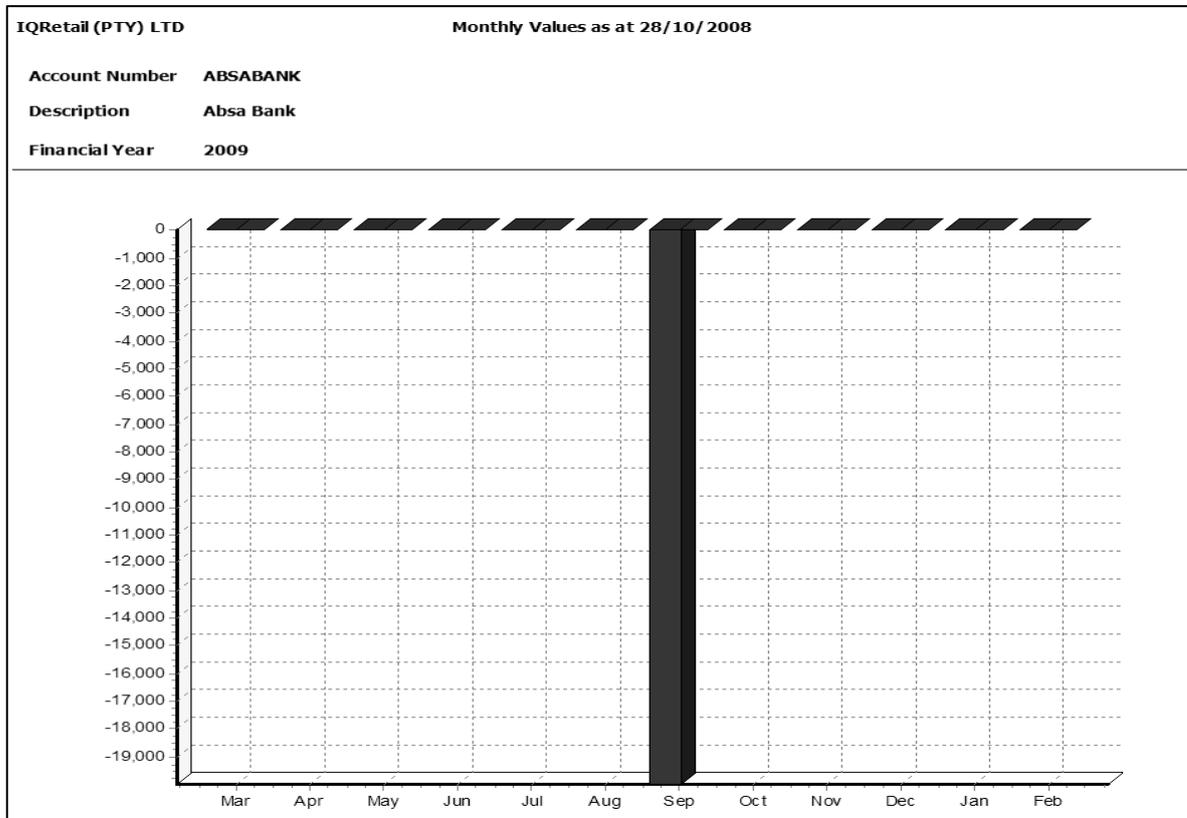
Change this option if balances are to be viewed for a previous financial year.

PREVIEW

Select the preview option to preview the on screen information either on a chart or report.

DESIGN

The design option allows one to design either the report or any of the two graphs.



ADDING A LEDGER ACCOUNT

Select the Add button option to add a new ledger account. A dialogue box will appear for the entry of the ledger account information.

ACCOUNT NUMBER

Enter a new account number with a maximum of 15 alphanumeric characters, e.g. 1000.000.00, 1200.000, 1000.ABC, Petrol, Advertising, etc..

DESCRIPTION

Enter a suitable description for the account consisting of 30 characters.

DEFAULT BRANCH

Select the default branch to be used when doing journals. Use the default branch field to group your chart of accounts into various categories. The available ledger reports will allow trial balances, income statements, budgets, etc. to be printed for a range of branches, or a particular branch.

NOTE: Branch and Company are synonymous in IQ. Should the chart of accounts constitute the financial activity of various branches within the business, it is advisable to differentiate between the different income and expense accounts for the branches. It is important that this branch number be replicated in the account number. E.g. If the ledger account was "1000.001", where "001" is the branch, the branch number "001" will have to be entered in the branch option.

EXAMPLE: DBN can easily be interpreted as Durban branch. Always use easily recognizable branch codes as to avoid confusion and facilitate simplicity when extracting spread sheet reports.

DEFAULT DEPARTMENT

Select the default Ledger Department. If the financial statements and ledger reports need to reflect financial information for the different departments within a business, it is essential that the department codes are entered. To add Ledger Departments select the Utilities Menu Option -- > Default Tables Setup -- > Ledger Departments.

Use the department to further the breakdown of your chart of accounts into various categories, e.g. marketing dept. administration dept. etc. Use the available ledger reports; trial balances, income statements, budgets, etc. to be printed for a range of departments.

NOTE: It is important that this department number be replicated in the account number. E.g. If the ledger account was "1000.001.XYZ", where "XYZ" is the department, the department number "XYZ" will have to be entered in the department option as well.

REPORTING GROUP

Add the reporting group for this account. These groups are useful when certain types of accounts are grouped together for reporting purposes. It makes it a lot easier when filtering. If the spread sheet is used to extract financial reports, it is essential to create the different reporting groups. These are similar to minor departments/groups. To add Ledger Departments select the Utilities Menu Option -- > Default Tables Setup -- > Ledger Reporting Groups.

EXAMPLE: If all vehicle expenses are grouped as 123, it is easy to use the available reports to total all items belonging to a particular reporting group 123.

INDEX 1, INDEX 2, INDEX 3

These index fields can be used for reporting purposes as extra fields whereby certain accounts may be selected or grouped and categorized. These fields can also be used to replicate the effect of "sub-accounts" on customized reports.

NOTE: Branch/Company, Department, Reporting Group and Index 1, 2, 3 are all for reporting purposes.

IQ Ledger Amendments Demo - Head Office Version 6.0.1.3

iQ Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

Account

Account Number: 3990.000.000.00
 Description: Bank Account - Cheque
 Default Branch: [Dropdown]
 Default Department: [Dropdown]
 Reporting Group: [Dropdown]
 Default Vat Rate: [Radio buttons for various VAT rates]

Allow Direct Journals on this account: Yes No

Additional Bank Details

Currency	ZAR
Import File Format	XXX
Account Number	1201221144
Branch Number	02015
Bank EFT Number	02016
Bank Export Type	Standard Bank
Bank Seed	4555554
Company Code	4545

Account Type

- 1 Expense
- 2 Cost of Sales
- 3 Sales
- 4 Other Income
- 5 Bank Account
- 6 Current Asset
- 7 Fixed Asset
- 8 Other Asset
- 9 Current Liability
- 10 Long term Liability
- 11 Equity

Account Type: Bank will display Additioan Bank Details

Accept

ACCOUNT TYPE

Select the type (expense, income, asset, liability) of account by adding a black dot in the appropriate radio button.

NOTE: Once this account type has been selected AND transactions (journals, invoices, GRV's, etc.) have been posted to the account, the account type cannot be altered.

ACCOUNT TYPES EXPLAINED

The account type will influence reporting and how the transaction information is displayed, so it is important that the correct account type selection is made. It is important to know the differences between the account types, and what each one is used for. The following account types are used in Generally Accepted Accounting Practice (GAAP):

Income

Expense

Asset

Liabilities

Owner's Equity

These account types are used according to GAAP for the calculation of the basic accounting equation:

In IQ, each of these account types have been sub-categorized, to allow for more detailed financial reports and audits.

NOTE: The numbers seen below correspond to the numbers of the account types in IQ.

EXPENSE ACCOUNTS

Expense accounts are affected when moneys are paid from the business, other than for the purchase of assets. For example, if the company pays the telephone account or a water and electricity, this will have an effect on one or more relevant expense accounts. The sale of stock items also generates expenses in most cases, but these are more trade related expenses. The expense incurred when selling a stock item, will generally be the cost price of the stock item. The two types of expense accounts are discussed below:

EXPENSE

This account type is used to record expenses incurred, other than the Cost of Sales generated. Accounts of this type will generally be expenses regarded as business overhead expenses such as telephone accounts and rent expense.

COST OF SALES

This account type is used to record the Cost of Sales i.e. the cost incurred in making the sale/transaction. For example, when a box of matches is purchased for 30 cents, and then resold for 57 cents inclusive of VAT, the 30 cents will be posted to the cost of sales accounts, as this was the cost of the item sold. Accounts of these types are considered "trade" expenses.

INCOME ACCOUNTS

Income accounts are affected when moneys are received by the business, for example, when stock items are sold, or interest is received from a financial institution. The two types of income accounts are discussed below:

SALES

This account type is used to record sales of stock items or services. Accounts of these types will generally be trade income accounts.

OTHER INCOME

This account type will be used to record the income generated other than from the sales of stock items or services. Examples of other income accounts are discount received, interest received and rent income.

ASSET ACCOUNTS

Asset accounts are used to record assets owned by a company. Examples of assets are inventory, vehicles, equipment and buildings. IQ differentiates between four different types of asset accounts:

BANK ACCOUNT

Bank accounts are used to record the cash flow in and out of the business bank accounts. Bank accounts can be either in a debit or credit balance, which means that the account can be either an asset or a liability. IQ makes provision for an unlimited amount of accounts of this type, each of which is separately kept and separately reconciled.

NOTE: Petty cash accounts can also be defined as bank accounts, which make petty cash transactions simple - using the Cashbook Postings interface.

FIXED ASSETS

Accounts of this type are generally items of value which will not completely depreciate or be depleted within the current financial year. Examples of fixed assets are furniture, vehicles and buildings.

CURRENT ASSETS

Accounts of this type are usually assets which will be sold or otherwise traded within the current financial year. Moneys owed to a business within the current financial year are also examples of current assets. Stock items which are traded throughout the financial year, are regarded as current assets, even though their "shelf life" may as long as that of a fixed asset.

OTHER ASSETS

Any asset which does not belong to the 2 categories specified above.

LIABILITY ACCOUNTS

Liability accounts are used to record the liabilities or debts payable by a business. There are two types of liability accounts:

CURRENT LIABILITY

Current liability accounts are used to record debts payable by the business within the current financial year. Examples of this account type are short term loans, trade accounts payable, outstanding taxes and other short term debts.

LONG TERM LIABILITIES

These accounts are used to record long term debts payable by a company, for example mortgage loans, vehicle finance accounts etc.

EQUITY ACCOUNT

Accounts of this type are the owner's interest in the company, or the amount of money that the owner is due from the business.

The screenshot displays the 'Account Details' window in the IQ Enterprise software. The account is identified as 'Share Capital' with account number 4910.000.000.00. The account type is set to 'Equity' (option 11). The default VAT rate is 'No Vat Applicable 0.00%'. The 'Allow Direct Journals on this account' checkbox is checked, indicating 'Yes'. The 'Main Account' field is empty. The interface includes a logo for 'iQ Enterprise INNOVATIVE ACCOUNTING SOFTWARE' and an 'Accept' button at the bottom right.

DEFAULT VAT RATE

In order to simplify the processing of journal and cash book entries each account can be setup to default to a specific vat rate when processing journals or cashbook entries. It reduces the need to allocate the vat rate for each account when processing ledger journals and cashbook entries.

If unsure as to what the default VAT rate should be, leave default selection as is, "Not Applicable"

ALLOW DIRECT JOURNALS ON THIS ACCOUNT

Select whether you wish to allow direct journals on this account. This means that amounts can be directly posted to the account under Ledger > Journals or under Ledger > Cashbook postings. For example, Debtors Control and Creditors Control accounts are accounts that one would NOT allow direct postings to be done on as there will be no reflection on the individual debtors/creditors account. This will also apply to Stock on Hand and other control accounts.

NOTE: Direct Journals can NOT be done on Bank Accounts under Ledger > Journals regardless. Any journal that affects bank must be done under Ledger > Cashbook Postings as this module was specifically written for Bank Accounts.

ADDITIONAL BANK DETAILS

CURRENCY

The currency field is to specify in which currency this particular bank account operates in.

IMPORT FILE FORMAT

The import file format allows one to import a specific bank account into the system. This will only work if the file format is setup correctly.

ACCOUNT NUMBER

The account number field is used for the entering of the account number of that specific bank account.

BRANCH NUMBER

The branch number field is used to enter the branch number of the physical bank. In most cases today all banks have similar or the same branch number.

BANK EFT NUMBER

The bank EFT number field is used to enter that bank branches EFT number.

BANK EXPORT TYPE

The bank export type allows one to export the bank to any of the following software applications namely (Cash Focus, BankIT ACB Format or Ned Inform).

SHOW HINTS

The show hints option allows one to view a brief description of the different fields situated within the ledger account maintenance screen. This helps when one does not know what all the fields are for.

ACCEPT

Select the accept option to save the newly made changes.

EDITING AN EXISTING ACCOUNT

Use the edit option to edit the account that has been highlighted.

The dialogue box that appears is the same as that for adding a ledger account and can be used in the same way, except the account number, and account type cannot be changed.

NOTE: If the account has no transactions posted to it, the account type may then be altered. Should you wish to change the account number the best thing would be to journal the balances to zero and create a new account with the correct account number and type.

DELETING A LEDGER ACCOUNT

Once the appropriate account has been highlighted select the delete option to delete the highlighted account.

NOTE: If the account has a balance or transactions the system will not allow the account to be deleted. Reserved accounts may not be deleted. These accounts will have a 'R' shown next to the year-to-date balance (see enquiries).

LEDGER – SUB ACCOUNTS

IQ Enterprise now supports a method of implementing Sub Accounts / Account Labelling. This is accomplished by introducing and allowing the following:

LEDGER MAINTENANCE

Ledger Maintenance now allows the user to link accounts to each other in a hierarchy. The user will be able to either a) specify, for each account, a Main Account or b) specify for each Main Account a number of Sub Accounts.

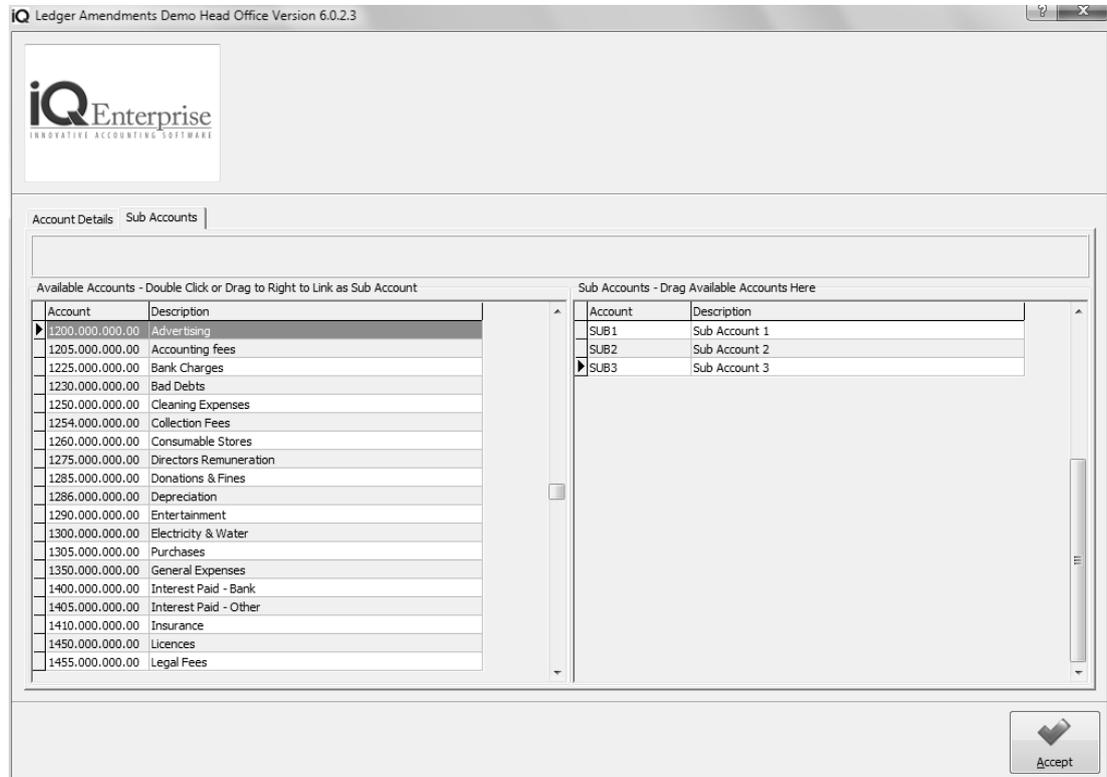
MAIN ACCOUNT

By selecting a Main Account, the current account will be linked to that Main Account as a Sub Account. An easier alternative is to perform the linking of accounts via the Sub Accounts Tab (if available). The Sub Accounts Tab allows for the following

Incremental Searching on the Account Number

Drag and Drop facility

Double Click To Add and Remove



LIMITATIONS IMPOSED:

You are not allowed to trade / post transactions to a main account. You may only trade / post transactions to the lowest level accounts within the hierarchy.

The Sub Accounts Tab will not be available in the Ledger Maintenance module if the Account you are editing already contains transactions (limitation in a – No account that is a Master Account may have transactions)

Accounts may not be linked to themselves.

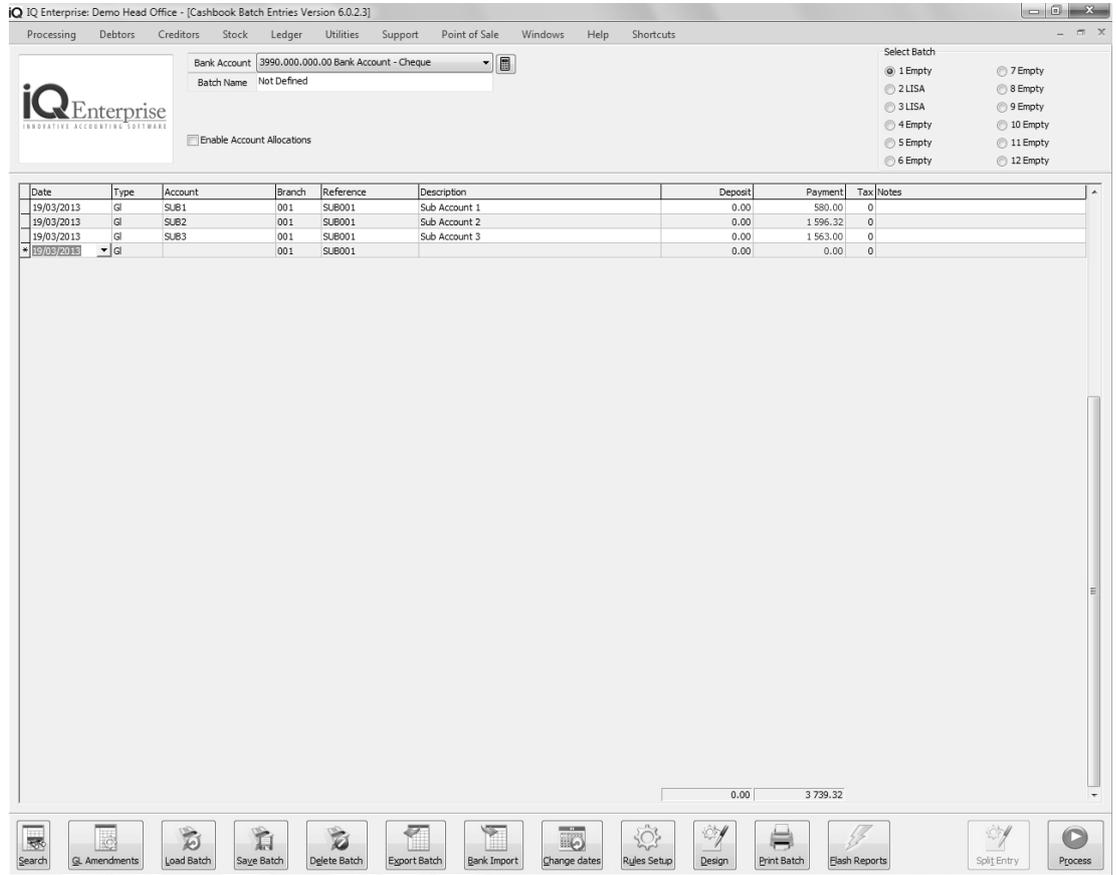
POSTING TO LEDGER ACCOUNTS

Modules that allow posting to Ledger Accounts (either directly or via some department / group / charge setup) will prevent the user from posting to Master Accounts.

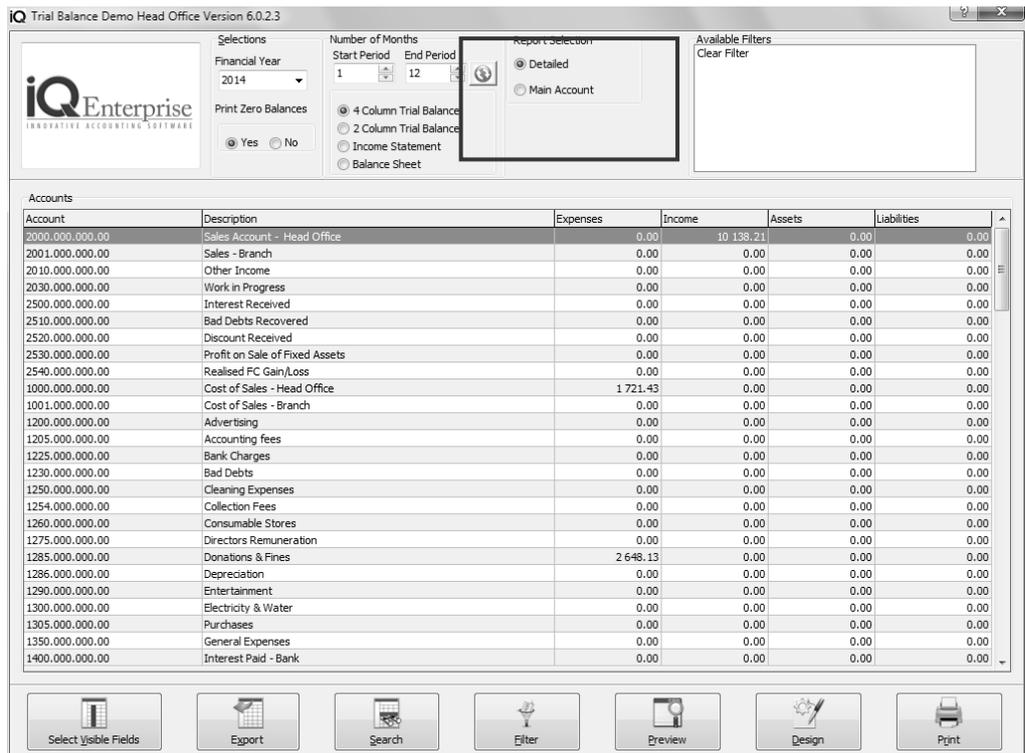
FINANCIAL REPORTS MODULE

Ledger Sub Accounts are also supported under Ledger Financial Reports Module shown below:

You will notice a Detailed vs Main Account selection at the top. The Main Account selection will show only Main Accounts on the financial reports and will total the values based on the values of the subaccounts linked to each Main Account. The Detailed report will show All accounts underneath each of the Main Accounts and will indicate the hierarchy by means on indentation. Main Accounts will not show any balance information only transacting accounts will.



Excel Type Financial Reports are not currently supported, ONLY Ledger Report, Trial Balance and Financial Statements.



**TRIAL BALANCE
REPORT SELECTION
DETAILED**

IQ Preview

Demo Head Office Date Printed : 19/03/2013 10:22:22 Page No 1

Trial Balance
Financial Year 2014 from Period 1 to 12

Account	Description	Expenses	Income	Assets	Liabilities
1000.000.000.00	Cost of Sales - Head Office	1 721.43			
1285.000.000.00	Donations & Fines	2 648.13			
1550.000.000.00	Printing & Stationery	139.75			
2000.000.000.00	Sales Account - Head Office		10 138.21		
3030.000.000.00	Furniture at Cost			-13 959.73	
3031.000.000.00	Furniture Accumulated Depr.			13 959.73	
3050.000.000.00	Vehicles at Cost			-52 363.01	
3051.000.000.00	Vehicles Accumulated Depr.			-14 269.87	
3333.000.000.00	Work in Progress Control			10 920.82	
3500.000.000.00	Stock on Hand			208 813.68	
3510.000.000.00	Stock Adjustment Account			130 363.44	
3520.000.000.00	Stock Transfers			3 213.95	
3600.000.000.00	Debtors Control			211 983.56	
3601.000.000.00	Debtors Clearing Account			-5 200.00	
3700.000.000.00	Cash on Hand			189 657.06	
3710.000.000.00	Petty Cash			4 500.00	
3800.000.000.00	Vat Input - Trade			88 657.32	
3990.000.000.00	Bank Account - Cheque			23 500.42	
3991.000.000.00	Bank Account			7 662.00	
4000.000.000.00	Creditors Control				409 522.59
4001.000.000.00	Creditors Clearing Account				-1 800.00
4100.000.000.00	Vat Output				100 830.73
4105.000.000.00	Vat Control Account				2 019.85
4602.000.000.00	PAYE SITE				55.40
4603.000.000.00	UIF Contribution				61.20
4604.000.000.00	SDL Contribution				30.60
4900.000.000.00	Retained Earnings				295 684.42
FUEL	FUEL	855.00			
MAIN	Main Account	3 739.32			
SUB1	Sub Account 1	590.00			
SUB2	Sub Account 2	1 596.32			
SUB3	Sub Account 3	1 563.00			
		0.00	10 138.21	807 439.37	806 404.79

Page 1 of 1

**REPORT SELECTION
MAIN ACCOUNT**

IQ Preview

Demo Head Office Date Printed : 19/03/2013 10:26:20 Page No 1

Trial Balance
Financial Year 2014 from Period 1 to 12

Account	Description	Expenses	Income	Assets	Liabilities
1000.000.000.00	Cost of Sales - Head Office	1 721.43			
1285.000.000.00	Donations & Fines	2 648.13			
1550.000.000.00	Printing & Stationery	139.75			
2000.000.000.00	Sales Account - Head Office		10 138.21		
3030.000.000.00	Furniture at Cost			-13 959.73	
3031.000.000.00	Furniture Accumulated Depr.			13 959.73	
3050.000.000.00	Vehicles at Cost			-52 363.01	
3051.000.000.00	Vehicles Accumulated Depr.			-14 269.87	
3333.000.000.00	Work in Progress Control			10 920.82	
3500.000.000.00	Stock on Hand			208 813.68	
3510.000.000.00	Stock Adjustment Account			130 363.44	
3520.000.000.00	Stock Transfers			3 213.95	
3600.000.000.00	Debtors Control			211 983.56	
3601.000.000.00	Debtors Clearing Account			-5 200.00	
3700.000.000.00	Cash on Hand			189 657.06	
3710.000.000.00	Petty Cash			4 500.00	
3800.000.000.00	Vat Input - Trade			88 657.32	
3990.000.000.00	Bank Account - Cheque			23 500.42	
3991.000.000.00	Bank Account			7 662.00	
4000.000.000.00	Creditors Control				409 522.59
4001.000.000.00	Creditors Clearing Account				-1 800.00
4100.000.000.00	Vat Output				100 830.73
4105.000.000.00	Vat Control Account				2 019.85
4602.000.000.00	PAYE SITE				55.40
4603.000.000.00	UIF Contribution				61.20
4604.000.000.00	SDL Contribution				30.60
4900.000.000.00	Retained Earnings				295 684.42
FUEL	FUEL	855.00			
MAIN	Main Account	3 739.32			
		0.00	10 138.21	807 439.37	806 404.79

Page 1 of 1

POSTING CASHBOOK TRANSACTIONS (CHEQUES & DEPOSITS)

To process bank deposits and payments (cheques), select Cashbook Postings option from the Ledger menu. The cashbook screen will appear. The top left hand corner of the screen will show the 10 different cashbook batches. Select the batch to be used. If a previous batch has already been used and saved, this batch can be recalled to alter details or to process.

Date	Type	Account	Branch	Reference	Description	Deposit	Payment	Tax	Notes
06/11/2012	Gl	1200.000.000.00	001	<Auto>	Advertising	0.00	569.23	1	
06/11/2012	Drs	TBS001	001	<Auto>	The Bargain Store - Head Office	15 623.01	0.00	0	
06/11/2012	Crs	ABC001	001	<Auto>	ABC Whole Sales	0.00	5 600.00	0	
07/11/2012	Drs		001	<Auto>		0.00	0.00	0	

POSTING CREDITOR / DEBTOR PAYMENTS

If the contra account is either the Debtors or Creditors Control account (as defined under Integration Defaults), the system will prompt you for the individual Debtor's or Creditor's account number once you have entered passed the VAT rate field.

Once you have entered either the Creditors or Debtors Control account number and have proceeded to the end of the line, the Debtor's / Creditor's dialogue box will appear. Enter the creditors or Debtors account no.

POSTING CREDITOR / DEBTOR REVERSALS

A cheque will generate a refund type transaction for a debtor, or a payment type transaction for a creditor. Similarly, a deposit will generate a payment type transaction for a debtor, or a refund transaction for a creditor.

If a Creditor is paid, or a Debtor pays their account, the discount portion of the entry may be entered. This portion will automatically post the appropriate journal entry to the accounts. Only one debtor / creditor may be allocated per payment / deposit.

ENTERING CASHBOOK DETAILS

BANK ACCOUNT

The bank account field allows one to either use the existing bank account or if there are more than one bank account, these may be selected by selecting the drop down arrow next to the bank account number and select any additional bank account.

BATCH NAME

The batch name field allows one to enter a batch name for the postings that are going to take place. In other words, if debtor and creditors postings (receipts and payments) are going to be posted then name the batch to be posted accordingly.

SELECT BATCH

This option allows one to work in different batches at any given time.

IQ Enterprise: Demo - Head Office - [Cashbook Batch Entries Version 6.0.1.3]

Processing Debtors Creditors Stock Ledger Utilities Support Point of Sale Windows Help Shortcuts

Bank Account: 3990.000.000.00 Bank Account - Cheque
Batch Name: Not Defined

Enable Account Allocations

Select Batch

1 Empty 7 Empty
 2 Empty 8 Empty
 3 Empty 9 Empty
 4 Empty 10 Empty
 5 LISA 11 Empty
 6 Empty 12 Empty

Date	Type	Account	Branch	Reference	Description	Deposit	Payment	Tax	Notes
06/11/2012	Gl	1200.000.000.00	001	<Auto>	Advertising	0.00	569.23	1	
06/11/2012	Drs	TBS001	001	<Auto>	The Bargain Store - Head Office	15 623.01	0.00	0	
06/11/2012	Crs	ABC001	001	<Auto>	ABC Whole Sales	0.00	5 600.00	0	
*06/11/2012	Drs		001	<Auto>		0.00	0.00	0	

15 623.01 6 169.23

Search GL Amendments Load Batch Save Batch Delete Batch Export Batch Bank Import Change dates Rules Setup Design Print Batch Flash Reports Discount Split Entry Process

DATE

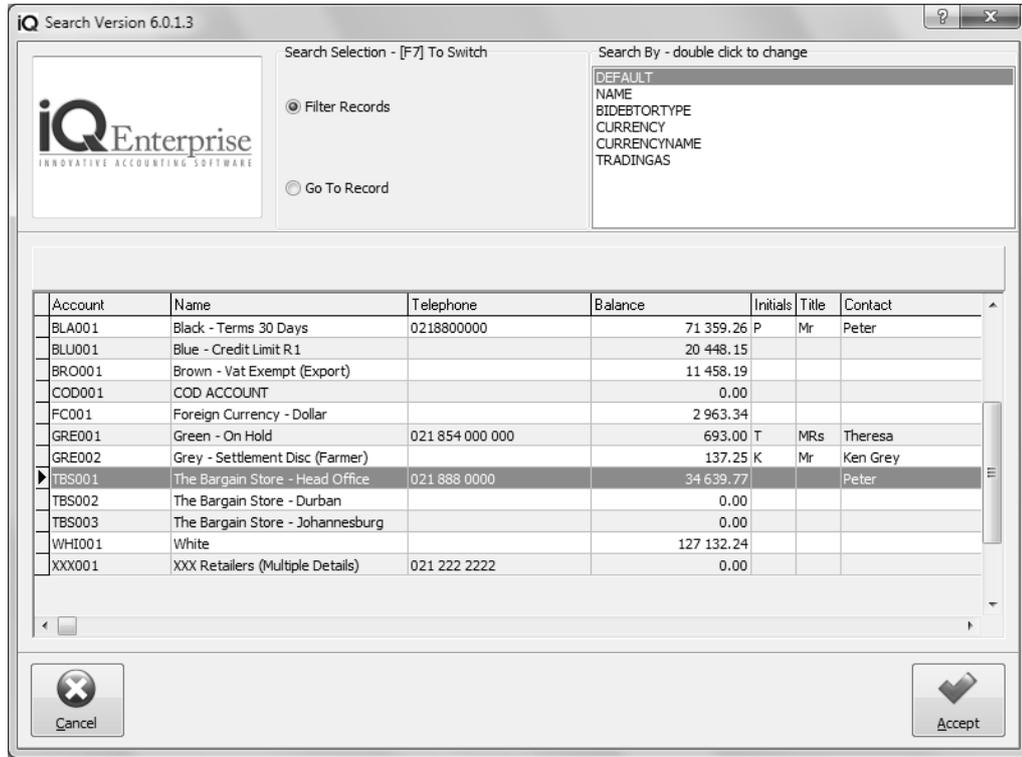
The default date will already appear in this field. Just press Enter to accept the date, or enter a new date in the format DDMMYYYY. This date will tell the system where in the financial year this transaction is being posted to. The cashbook entries will always be posted to the month as defined by the computer date and the company's financial period starting or ending. It is therefore important to set the computer date to the correct month and see that the Ledger Closing Dates (See Company Details, Closing Dates under the Utilities menu), specifying the day of the month end, and the financial year, be correctly entered.

NOTE: The system is a date driven system, automatically the transactions will be posted to the date specified. E.g. If the ending financial period is February, and the computer date is 01/05/2007, the system will post the transaction to that specific date. This will mean that entries affecting the ledger will be posted / integrated to that specified date.

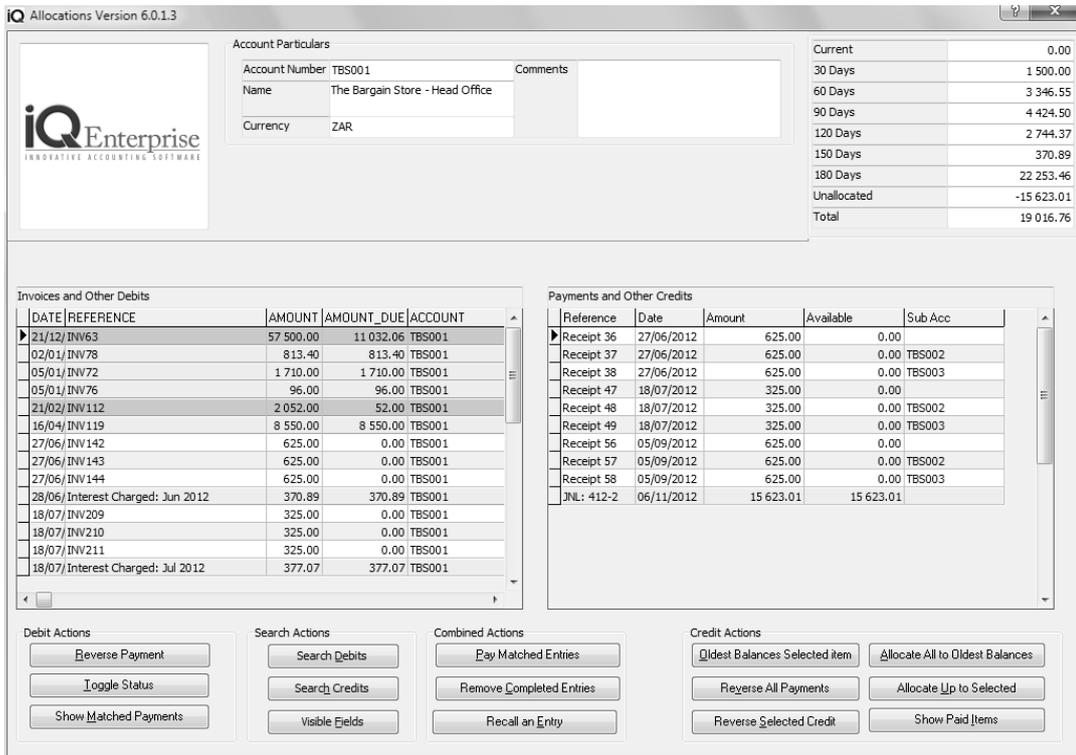
TYPE

The type specified here will specify what type of cashbook posting is going to take place. There are three different types that one may choose (GL, DRS or CRS). These types will specify what type of cashbook posting is going to be posted.

The GL option allows one to post either a deposit or payment to any of the general ledger accounts. The DRS option allows one to post a debtor receipt, once the DRS option has been selected, one can choose a specific debtors account. The CRS option allows one to post a creditor payment, once the CRS option has been selected, one can choose a specific creditors account.



NOTE: In the above example, the type has been chosen as CRS and in turn, this brought up the creditors screen in order to select the relevant creditor who's payment is being made. Once the creditor has been selected and additional discount is to be given, select the discount option this will allow one to add any additional discount.



ACCOUNT

Enter the account number that the payment (cheque) or deposit must be allocated to or use the available search facility (ALT and down arrow or click on the drop down arrow button).

IQ Enterprise: Demo - Head Office - [Cashbook Batch Entries Version 6.0.1.3]

Processing Debtors Creditors Stock Ledger Utilities Support Point of Sale Windows Help Shortcuts

Bank Account: 3990.000.000.00 Bank Account - Cheque
Batch Name: Not Defined

Enable Account Allocations

Select Batch:
 1 Empty
 2 Empty
 3 Empty
 4 Empty
 5 LISA
 6 Empty
 7 Empty
 8 Empty
 9 Empty
 10 Empty
 11 Empty
 12 Empty

Date	Type	Account	Branch	Reference	Description	Deposit	Payment	Tax	Notes
06/11/2012	Gl	1200.000.000.00	001	<Auto>	Advertising	0.00	569.23	1	
06/11/2012	Drs	TBS001	001	<Auto>	The Bargain Store - Head Office	15 623.01	0.00	0	
06/11/2012	Crs	ABC001	001	<Auto>	ABC Whole Sales	0.00	5 600.00	0	
05/11/2012	Drs		001	<Auto>		0.00	0.00	0	

15 623.01 | 6 169.23

Search GL Amendments Load Batch Save Batch Delete Batch Export Batch Bank Import Change dates Rules Setup Design Print Batch Flash Reports Discount Split Entry Process

NOTE: Making a creditor payment from cashbook requires that the type be selected correctly. This means that they type must be selected as CRS, this allows one to then select a creditor and process the payment accordingly.

BRANCH

The branch option allows one to select any of the branches for posting purposes. This means that one can select the branch to where the transaction will be posted to or posted from.

DEPT

Select the appropriate Ledger Department from the drop down list. Select CORP for Corporate if not applicable.

NOTE: This column is only available if Dynamic Departments is enabled.

REFERENCE

Enter the cheque or deposit number in this field.

NOTE: If a numeric value (e.g. 1234) is entered, the number will automatically be increment and inserted into the reference field of the next line (e.g. 1235). The reference field is a 15 character alphanumeric field.

DESCRIPTION

This field will default to either the 'allocated' account description, i.e. if the advertising account was selected then the word "Advertising" will appear in the description filed. Edit this field if required and enter a more descriptive and meaningful description. The description field is usually edited to reflect the payee name (e.g. R & A Advertisers), or any other relevant description for the entry.

DEPOSIT / CHEQUE

Enter the full inclusive of VAT amount under the deposit, or the cheque column.

NOTE: Should you have made a mistake with the previous cash book entry, which should have been cheque, but was posted as a deposit then post two cheque entries. The first line entry will be to cancel the original mistake and second cheque line entry will be the correct entry.

NOTE: The wording used, Deposit and Cheque, can be misleading at times. They are there to be used as a guideline. The correct wording should have read Debit and Credit, but this format is not user friendly. Therefore, entries like bank charges will have to be treated like cheque entries even though a cheque was not issued to pay bank charges. The processing of incorrect entries is done in the same way.

TAX

Enter the VAT rate 0..6 that is applicable to the transaction. The appropriate VAT rate for the ledger account should automatically appear, if it has been setup to link to a particular VAT rate.

NOTES

The notes field allows one to enter any additional information regarding the transaction. These notes may be printed at a later stage.

SEARCH

The search option allows one to search for any information regarding the ledger cashbook that is displayed on the screen.

LOAD BATCH

The load batch option allows one to load any cashbook batch that has been saved.

SAVE BATCH

The save batch option allows one to save any cashbook batch. This option is very useful if one needs to return to the cashbook batch later in order to process.

DELETE BATCH

The delete batch option allows one to delete any of the existing saved batches or any batch that is currently visible on the cashbook screen.

EXPORT BATCH

Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML and XLS (Excel)).

BANK IMPORT

The bank import allows one to import the bank statement once it has been setup correctly under the Default Table Setup -- > Ledger -- > Banks.

IQ Enterprise: Demo - Head Office - [Cashbook Batch Entries Version 6.0.1.3]

Processing Debtors Creditors Stock Ledger Utilities Support Point of Sale Windows Help Shortcuts

Bank Account: 3990.000.000.00 Bank Account - Cheque
Batch Name: Not Defined

Enable Account Allocations

Select Batch:
 1 Empty
 2 Empty
 3 Empty
 4 Empty
 5 LISA
 6 Empty
 7 Empty
 8 Empty
 9 Empty
 10 Empty
 11 Empty
 12 Empty

Date	Type	Account	Branch	Reference	Description	Deposit	Payment	Tax	Notes
11/06/2012				CREDIT TRA	JACKS INDUST	1 500.00	0.00	0	
12/06/2012				ELECTRONIC	SHORT DESIGNIS	1 500.00	0.00	0	
13/06/2012	GI	1410.000.000.00		INSURANCE	SL-DEBITS SANLAM 72484553	0.00	895.00	1	
14/06/2012				MAGTAPE CR	OZZIES BESIG T	0.00	980.00	0	
15/06/2012				IB PAYMENT	INV31460	1 444.00	0.00	0	
16/06/2012				CREDIT TRA	ZATA SYS	1 500.00	0.00	0	
17/06/2012				INSURANCE	LIBLIFE	0.00	458.00	0	
18/06/2012				DEBIT TRAN	MOMENTUM	0.00	850.00	0	
19/06/2012				ELECTRONIC	DATA PAYMENT	1 650.00	0.00	0	
20/06/2012				DINERS CLU	DINERSCLUB NR 36135011906	0.00	500.00	0	
21/06/2012				IB PAYMENT	TTT999 TT TRANSPORT	1 450.00	0.00	0	
22/06/2012				MAGTAPE CR	BEACHTRAVEL	0.00	1 000.00	0	
23/06/2012				IB PAYMENT	INV31646	2 500.00	0.00	0	

11 544.00 4 683.00

Search GL Amendments Load Batch Save Batch Delete Batch Export Batch Bank Import Change dates Rules Setup Design Print Batch Flash Reports Split Entry Process

NOTE: The above illustration is an example of a cashbook bank import.

CHANGE DATES

The change dates option allows one to change all the dates within the cashbook posting screen to a selected date. In other words if the change dates option is selected, the system will change all the dates to the last date or the date that is currently highlighted.

DESIGN

The design option allows one to modify the cashbook postings report layout.

PRINT BATCH

The print batch option allows one to print the existing batch as it is entered on the screen before the batch is processed. Printing the batch before it's printed helps in order to see what is going to happen before processing.

SPLIT ENTRY

The split entry option allows one to split any of the entries that are being processed in the cashbook postings screen. In other words, a one-line transaction may be split up into multiple entries affecting different ledger accounts.

PROCESSING THE BATCH

Select the Process option to process the current Batch. Upon processing the batch, all accounts and their amounts will then be posted to the ledger and the current batch cleared for the next batch to be entered.

Before processing the batch, it is important to make sure that the correct bank account and the correct date has been entered. Please remember that this is a date driven system, therefore the dates entered for the various cashbook line entries will dictate to which date the transactions will be posted to in the ledger.

NOTE: It is possible to process a batch that have different dates, because this is a date driven system multiple transactions with different dates can be processed into the different dates in the ledger.

When processing cashbook entries that involve creditors or debtors, the system will require the amount that was posted to be allocated to the correct transaction. This can be done via the Allocation menu option found under debtors and creditors.

NOTE: Cheques are used for creditors payments and deposits are used for debtors EFT payments. Debtors payments (e.g. cheques and cash), are not normally done via cashbook posting, but rather from debtors transactions, unless the payment made was a direct deposit or EFT or debit orders.

NOTE: The screen below shows what the "manual" allocation screen where it is required to allocate the "to allocate" debit amount to the various outstanding transactions.

IQ Allocations Version 6.0.1.3

Account Particulars

Account Number	TBS001	Comments	
Name	The Bargain Store - Head Office		
Currency	ZAR		

Current	0.00
30 Days	1 500.00
60 Days	3 346.55
90 Days	4 424.50
120 Days	2 744.37
150 Days	370.89
180 Days	22 253.46
Unallocated	-15 623.01
Total	19 016.76

Invoices and Other Debits

DATE	REFERENCE	AMOUNT	AMOUNT_DUE	ACCOUNT
21/12	INV63	57 500.00	11 032.06	TBS001
02/01	INV78	813.40	813.40	TBS001
05/01	INV72	1 710.00	1 710.00	TBS001
05/01	INV76	96.00	96.00	TBS001
21/02	INV112	2 052.00	52.00	TBS001
16/04	INV119	8 550.00	8 550.00	TBS001
27/06	INV142	625.00	0.00	TBS001
27/06	INV143	625.00	0.00	TBS001
27/06	INV144	625.00	0.00	TBS001
28/06	Interest Charged: Jun 2012	370.89	370.89	TBS001
18/07	INV209	325.00	0.00	TBS001
18/07	INV210	325.00	0.00	TBS001
18/07	INV211	325.00	0.00	TBS001
18/07	Interest Charged: Jul 2012	377.07	377.07	TBS001

Payments and Other Credits

Reference	Date	Amount	Available	Sub Acc
Receipt 36	27/06/2012	625.00	0.00	
Receipt 37	27/06/2012	625.00	0.00	TBS002
Receipt 38	27/06/2012	625.00	0.00	TBS003
Receipt 47	18/07/2012	325.00	0.00	
Receipt 48	18/07/2012	325.00	0.00	TBS002
Receipt 49	18/07/2012	325.00	0.00	TBS003
Receipt 56	05/09/2012	625.00	0.00	
Receipt 57	05/09/2012	625.00	0.00	TBS002
Receipt 58	05/09/2012	625.00	0.00	TBS003
JNL: 412-2	06/11/2012	15 623.01	15 623.01	

<p>Debit Actions</p> <p>Reverse Payment</p> <p>Toggle Status</p> <p>Show Matched Payments</p>	<p>Search Actions</p> <p>Search Debits</p> <p>Search Credits</p> <p>Visible Fields</p>	<p>Combined Actions</p> <p>Pay Matched Entries</p> <p>Remove Completed Entries</p> <p>Recall an Entry</p>	<p>Credit Actions</p> <p>Oldest Balances Selected item</p> <p>Reverse All Payments</p> <p>Reverse Selected Credit</p>
			<p>Allocate All to Oldest Balances</p> <p>Allocate Up to Selected</p> <p>Show Paid Items</p>

NOTE: Because cashbook postings are batch based it is possible to exit at any time (press escape to exit) and carry on with the batch at a later stage.

REVERSING CASHBOOK BATCH

Unfortunately there is no easy way to correct a previous incorrectly posted batch. To reverse a cashbook batch the previous entries must be captured as they were previously entered, except for one thing. The cheque values must be entered in the deposit column and deposit entries must be entered in the cheque column. Remember that the columns should actually read "Debit" and "Credit", but to make it easier to understand, "Debit" has been replaced with "Deposit" and "Credit" with "Cheque".

CHANGING A CASHBOOK ENTRY

If you wish to change a cashbook line entry you can edit the entry by either using your arrow up/down keys or the mouse cursor to locate the entry to edit. Once located, either press the Enter key to jump from field to the next, until the correct field is located or begin typing if the field is already highlighted.

NOTE: Once the change has been made press Enter to accept the changes or press escape to discard any changes made. The enter key will jump to the next field. Press enter until the following line is highlighted.

DELETING A CASHBOOK ENTRY

If you wish to delete a cashbook entry use the arrow up/down keys to locate the appropriate line to delete. Once located, use the following key combination, CTRL and DELETE. A screen confirming deletion of the highlighted line should appear next. Select Yes to confirm the deletion.

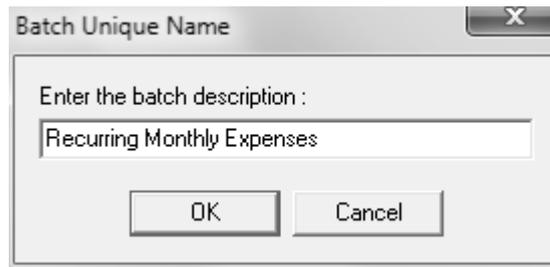
CREATING A 'RECURRING' (STANDARD) CASHBOOK BATCH

WHY CREATE STANDARD/RECURRING BATCHES?

All regular postings to the bank account would normally be defined as a standard batch, and if you wish to be extremely accurate, define a number of batches, for EXAMPLE:-

- Leases 1st Week.
- Leases 2nd Week.
- Month end Deductions, etc...

At the end of the first week of each month, the batch 'Leases First Week' could be processed etc. When a list of cashbook entries have been entered, and you feel that this list of entries could be used again in future with minor adjustments, proceed as follows:-



Select the Save Batch to save the standard batch. (Up to 10 standard batches may be stored at any time).

Once the save batch option has been selected, the batch can then be saved. In order to recall the saved cashbook batch, there is a Load Batch option when you enter into the Cashbook screen.

If an existing batch is selected the current batch will overwrite the previously saved standard batch and will not be appended to it.

When the appropriate new batch or existing batch is selected you will be prompted to give the batch a meaningful name. e.g. Leases, Monthly Cheques, Recurring Monthly Expenses.

This batch is now available for future retrieval by Cashbook Postings and may be used / retrieved as often as you like.

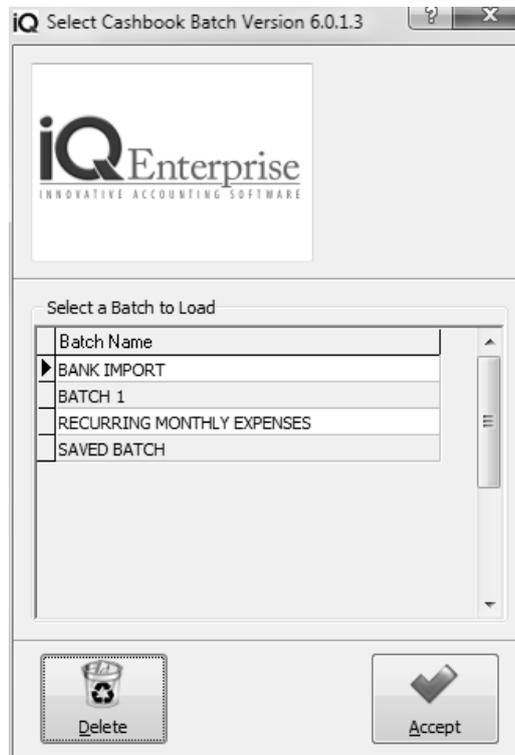
RETRIEVING A SAVED STANDARD CASHBOOK BATCH

NOTE: Process your current batch before retrieving a standard batch. All information on your current batch will be added with that of the batch that is to be loaded.

When a previously saved standard batch must be retrieved proceed as follows:

Before selecting the Load Batch option, make sure that you are at the date field. Once enabled the previously saved standard cashbook batches will appear. Select from the list the standard batch to be retrieved.

When the appropriated batch has been selected the current batch will now contain all the entries that where stored / entered in that standard batch.



JOURNAL POSTINGS

Like cashbook postings, journal postings operate in batch mode. Therefore, allowing all entries to be made and checked prior to processing.

CREATING & PROCESSING A JOURNAL BATCH

Select Journal option from the Ledger menu. A list of journal batches will appear on the top right hand side of the screen. Select the first batch.

By default the available batches will have batch names set as "Empty".

NOTE: If you press the Escape key while in the batch, that batch will be retained automatically, and saved until finally processed or erased.

Date	Period	Account	Branch	Dept	Reference	Description	Debit	Credit	Tax	Notes
27/03/2013	Mar-2013						0.00	0.00	0	

ENTERING JOURNAL DETAILS

DATE

The default date will already appear in this field. Just press Enter to accept the date, or enter a new date in the format DDMMYYYY. This date will tell the system where in the financial year this transaction is being posted.

PERIOD

The period field displays the month and year based on the date that was selected for the posting of the transactions. In other words, if the transactions are to be captured for a previous financial year e.g. 01/03/2012 then the period will read March – 2012.

ACCOUNT

Enter the account number for the journal, or use the search facility (ALT and down arrow) to access the ledger search.

NOTE: This account may not be a bank account, a Debtors Control, Creditors Control, Stock Control, Vat Input or VAT Output. These are the systems default ledger accounts that are updated automatically.

BRANCH

The branch option allows one to select any of the branches for posting purposes. This means that one can select the branch to where the transaction will be posted to or posted from.

DEPT

Select the appropriate Ledger Department from the drop down list. Select CORP for Corporate if not applicable.

NOTE: This column is only available if Dynamic Departments is enabled.

REFERENCE

Enter the journal reference number. Usually something that has some meaning that could help identify the journal entry at a later stage or perhaps a folio, suppliers account, or invoice number or even the cashiers name when paying wages. The maximum allowed characters or the reference is limited to 15 characters.

DESCRIPTION

On entry, this will default to the Ledger account description. Override this description if required. The entire field will not be visible. Just keep on typing, and the information will scroll from right to left. The maximum allowed characters is 30.

iQ Ledger Journal Processing Demo - Head Office Version 6.0.1.3

Select Batch

1 LISA 7 Empty
 2 Empty 8 Empty
 3 Empty 9 Empty
 4 Empty 10 Empty
 5 Empty 11 Empty
 6 Empty 12 Empty

Date	Period	Account	Branch	Reference	Description	Debit	Credit	Tax	Notes
29/02/2012	Feb-2012	1300.000.000.00	001	B/FW001	Electricity & Water	1 000.00	0.00	0	
29/02/2012	Feb-2012	1575.000.000.00	001	B/FW002	Rent Paid	5 000.00	0.00	0	
29/02/2012	Feb-2012	1200.000.000.00	001	B/FW003	Advertising	1 500.00	0.00	0	
29/02/2012	Feb-2012	3601.000.000.00	001	B/FW004	Debtors Clearing Account	6 300.00	0.00	0	
29/02/2012	Feb-2012	3500.000.000.00	001	B/FW005	Stock on Hand	1 030.00	0.00	0	
29/02/2012	Feb-2012	3710.000.000.00	001	B/FW006	Petty Cash	2 000.00	0.00	0	
29/02/2012	Feb-2012	3700.000.000.00	001	B/FW007	Cash on Hand	0.00	13 630.00	0	
29/02/2012	Feb-2012	4001.000.000.00	001	B/FW008	Creditors Clearing Account	0.00	3 200.00	0	
29/02/2012	Feb-2012		001			0.00	0.00	0	

Difference R 0.00 16 830.00 16 830.00

Search GL Amendments Load Batch Save Batch Print Batch Delete Batch Export Batch Import Batch Change Dates Design Flash Reports Process

DEBIT / CREDIT

Enter the full amount of the journal inclusive of VAT in the correct debit or credit column. As a basic guideline:

Debit an expense (e.g. wages) to increase it.

Debit an asset (e.g. office equipment) to increase it.

Credit income (e.g. sales) to increase it.

Crediting a liability (e.g. creditors) increases it.

TAX

Enter the vat rate 0.6 which is applicable to the transaction.

NOTE: There is no need to post VAT manually. The vat amount will automatically be posted to the correct vat accounts during the posting of the batch.

E.g. If an inclusive amount 114.00 is be posted to Advertising from Petty Cash, the full amount of 114.00 would be entered under the Debit column and a VAT rate of one (1) selected. The opposite entry (i.e. contra account) who be the Petty Cash account, with a value of 114.00 entered in the Credit column, but with a zero (0) VAT rate. When this transaction is processed, an amount of 100.00 will be posted to Advertising, 14.00 to VAT Input account and 114.00 to the Petty Cash account.

If the ledger account has previously been assigned a VAT rate, the VAT rate column will automatically be populated with the appropriate VAT rate (see Ledger Account Maintenance regarding the VAT rate link setup).

NOTES

The notes field allows one to enter any additional information regarding the transaction. These notes may be printed at a later stage.

iQ Ledger Journal Processing Demo - Head Office Version 6.0.1.3



iQ Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

Select Batch

1 LISA 7 Empty

2 Empty 8 Empty

3 Empty 9 Empty

4 Empty 10 Empty

5 Empty 11 Empty

6 Empty 12 Empty

Date	Period	Account	Branch	Reference	Description	Debit	Credit	Tax	Notes
29/02/2012	Feb-2012	1300.000.000.00	001	B/FW001	Electricity & Water	1 000.00	0.00	0	
29/02/2012	Feb-2012	1575.000.000.00	001	B/FW002	Rent Paid	5 000.00	0.00	0	
29/02/2012	Feb-2012	1200.000.000.00	001	B/FW003	Advertising	1 500.00	0.00	0	
29/02/2012	Feb-2012	3601.000.000.00	001	B/FW004	Debtors Clearing Account	6 300.00	0.00	0	
29/02/2012	Feb-2012	3500.000.000.00	001	B/FW005	Stock on Hand	1 030.00	0.00	0	
29/02/2012	Feb-2012	3710.000.000.00	001	B/FW006	Petty Cash	2 000.00	0.00	0	
29/02/2012	Feb-2012	3700.000.000.00	001	B/FW007	Cash on Hand	0.00	13 630.00	0	
29/02/2012	Feb-2012	4001.000.000.00	001	B/FW008	Creditors Clearing Account	0.00	3 200.00	0	

Difference R 0.00 16 830.00 16 830.00

SEARCH

The search option allows one to search for any information regarding the ledger journals that is displayed on the screen.

LOAD BATCH

The load batch option allows one to load any journal batch that has been saved.

SAVE BATCH

The save batch option allows one to save any cashbook batch. This option is very useful if one needs to return to the cashbook batch later in order to process.

PRINT BATCH

The print batch option allows one to print the batch before processing. This helps to see where the transactions are going to be posted before the actual processing takes place.

IQRetail (PTY) LTD		Date Printed :29/10/2008 09:43:51			Page No 1	
Ledger Journals						
Audit Trail no : 0						
Date	Account	Reference	Description	Debit	Credit	
29/02/2008	1300.000.000.00	B/BF	Electricity & Water	1,000.00		
29/02/2008	1575.000.000.00	B/BF	Rent Paid	5,000.00		
29/02/2008	1200.000.000.00	B/BF	Advertising	1,500.00		
29/02/2008	3601.000.000.00	B/BF	Debtors Clearing Account	6,300.00		
29/02/2008	3500.000.000.00	B/BF	Stock on Hand	1,030.00		
29/02/2008	3710.000.000.00	B/BF	Petty Cash	2,000.00		
29/02/2008	3700.000.000.00	B/BF	Cash on Hand		13,630.00	
29/02/2008	4001.000.000.00	B/BF	Creditors Clearing Account		3,200.00	
				16,830.00	16,830.00	

DELETE BATCH

The delete batch option allows one to delete any of the existing saved batches or any batch that is currently visible on the journal screen.

EXPORT BATCH

Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML and XLS (Excel)).

IMPORT BATCH

The bank import allows one to import the bank statement once it has been setup correctly.

CHANGE DATES

The change dates option allows one to change all the dates within the cashbook posting screen to a selected date. In other words if the change dates option is selected, the system will change all the dates to the last date or the date that is currently highlighted.

DESIGN

The design option allows one to modify the cashbook postings report layout.

PROCESSING THE BATCH

NOTE: Journals must balance before processing. The screen displays the list box and the transactions as line entries. Before you are able to select the Process button, the journals must balance. In other words, the total debits must be equal to total credits.

NOTE: If you press the Escape key while in the batch, the that batch will be retained automatically, and saved until finally processed or erased.

NOTE: Select the Process button to process the current batch. Only balanced batches will be allowed to be processed. If balanced, the batch will be posted to the ledger and cleared.

CHANGING A JOURNAL ENTRY

Should a journal batch need to be changed you can edit the entry as follows:

Use your up/down arrow keys to proceed to the journal batch to edit and proceed as if adding an entry.

Once the batch is displayed the various details can be altered. To remove an entire line use the CTRL and DEL keys together.

CREATING A 'RECURRING' (STANDARD) BATCH

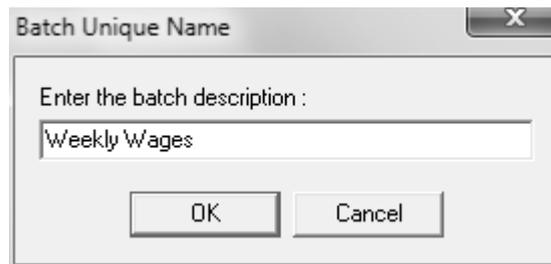
Firstly enter the entire batch as per normal, but before posting or processing the batch, save the batch.

Select the Save Batch to save the standard batch. (Up to 10 standard batches may be stored at any time).

Once the save batch option has been selected the available standard journal batches will appear. Select from the list provided an empty batch (e.g. An empty batch is defined as having the name "Standard Journal Batch") or an existing batch.

If an existing batch is selected the current batch will overwrite the previously saved standard batch and will not be appended to it.

When the appropriate new batch or existing batch is selected you will be prompted to give the batch a meaningful name. e.g. Depreciation, Monthly Journals. This batch is now available for future retrieval and may be used / retrieved as often as you like.

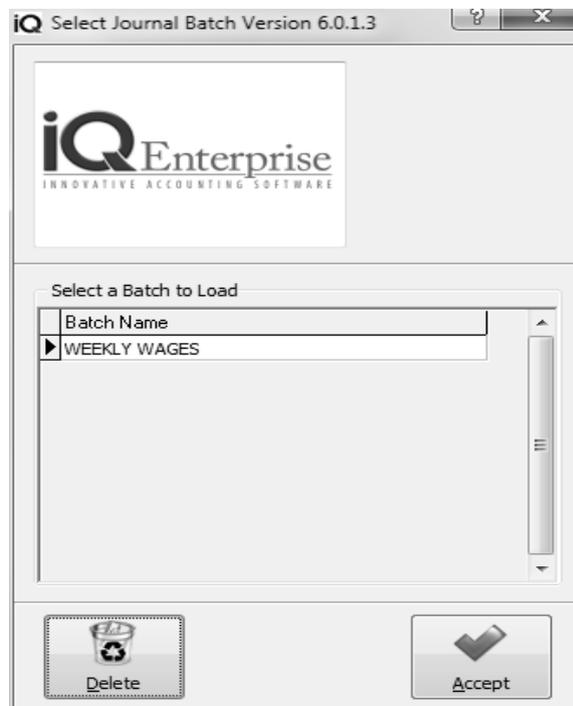


RETRIEVING A SAVED STANDARD JOURNAL BATCH

NOTE: Process your current batch before retrieving a standard batch. All information on your current batch will be merged with that of the selected batch.

Before selecting Load Batch option make sure that you are at the date field. Once enabled the previously saved standard journal batches will appear. Select from the list the standard batch to be retrieved.

When the appropriated batch has been selected the current batch will now contain all the entries that where stored / entered in that standard journal batch.



PRINTING A TRIAL BALANCE

To print a trial balance select the Reports option, then the Trial Balance option from the Ledger Reports menu.

Account	Description	Expenses	Income	Assets	Liabilities
2000.000.000.00	Sales Account - Head Office	0.00	336 692.99	0.00	0.00
2001.000.000.00	Sales - Branch	0.00	2 842.11	0.00	0.00
2010.000.000.00	Other Income	0.00	0.00	0.00	0.00
2030.000.000.00	Work in Progress	0.00	8 738.12	0.00	0.00
2500.000.000.00	Interest Received	0.00	3 856.13	0.00	0.00
2510.000.000.00	Bad Debts Recovered	0.00	0.00	0.00	0.00
2520.000.000.00	Discount Received	0.00	369.30	0.00	0.00
2530.000.000.00	Profit on Sale of Fixed Assets	0.00	0.00	0.00	0.00
2540.000.000.00	Realised FC Gain/Loss	0.00	-101 293.71	0.00	0.00
1000.000.000.00	Cost of Sales - Head Office	116 726.74	0.00	0.00	0.00
1001.000.000.00	Cost of Sales - Branch	0.00	0.00	0.00	0.00
1200.000.000.00	Advertising	6 201.07	0.00	0.00	0.00
1205.000.000.00	Accounting fees	3 245.61	0.00	0.00	0.00
1225.000.000.00	Bank Charges	0.00	0.00	0.00	0.00
1230.000.000.00	Bad Debts	0.00	0.00	0.00	0.00
1250.000.000.00	Cleaning Expenses	2 953.73	0.00	0.00	0.00
1254.000.000.00	Collection Fees	4 500.00	0.00	0.00	0.00
1260.000.000.00	Consumable Stores	0.00	0.00	0.00	0.00
1275.000.000.00	Directors Remuneration	0.00	0.00	0.00	0.00
1285.000.000.00	Donations & Fines	6 100.17	0.00	0.00	0.00
1286.000.000.00	Depreciation	66 632.88	0.00	0.00	0.00
1290.000.000.00	Entertainment	500.00	0.00	0.00	0.00
1300.000.000.00	Electricity & Water	0.00	0.00	0.00	0.00
1305.000.000.00	Purchases	0.00	0.00	0.00	0.00
1350.000.000.00	General Expenses	0.00	0.00	0.00	0.00
1400.000.000.00	Interest Paid - Bank	0.00	0.00	0.00	0.00

SELECTIONS

FINANCIAL YEAR

The financial year option allows one to select a specific financials year in order to print the trial balance for that specific year.

PRINT ZERO BALANCES

The print zero balances option allows one to exclude the accounts that have zero balances. In other words, if the "Yes" option is enabled then the system will not exclude the zero balances and the report can be quite lengthy. If the "No" option is enabled then the system will exclude the zero balances and the report could be quite short when printed.

NUMBER OF MONTHS

START & END PERIOD

Select the appropriate month number for which the report must be printed for.

4 COLUMN TRIAL BALANCE

This option allows one to print a full 4 column trial balance.

2 COLUMN TRIAL BALANCE

This option allows one to print a shortened version of the trial balance.

INCOME STATEMENT

This option allows one to select an income statement for printing.

BALANCE SHEET

This option allows one to select a balance sheet for printing.

FILTER / SELECTION CRITERIA

Use the available filter options to setup a filter / selection criteria for specific or a range of ledger accounts that must be printed.

Once the print or preview option has been selected a ledger trial balance report for the displayed list of accounts will be printed.

REPORT EXAMPLE

IQRetail (PTY) LTD		Date Printed :29/10/2008 10:11:42			Page No 1	
Trial Balance						
Financial Year 2009 from Period 1 to 12						
Account	Description	Expenses	Income	Assets	Liabilities	
2000.000.000.00	Sales Account		1,275.78			
2010.000.000.00	Other Income		4,000.00			
SARSRECD	SARS Received		784.02			
1000.000.000.00	Cost of Sales	1,128.89				
1200.000.000.00	Advertising	3,000.00				
1225.000.000.00	Bank Charges	43.86				
1285.000.000.00	Donations & Fines	114.00				
1300.000.000.00	Electricity & Water	500.00				
1575.000.000.00	Rent Paid	5,000.00				
1600.000.000.00	Salaries	6,000.00				
3500.000.000.00	Stock on Hand			1,108.75		
3510.000.000.00	Stock Adjustment Account			265.17		
3600.000.000.00	Debtors Control			1,021.00		
3700.000.000.00	Cash on Hand			386.00		
3710.000.000.00	Petty Cash			2,500.00		
3800.000.000.00	Vat Input - Trade			198.33		
3990.000.000.00	Bank Account			-321.96		
ABSABANK	Absa Bank			-20,000.00		
4000.000.000.00	Creditors Control				2,210.00	
4100.000.000.00	Vat Output				174.24	
4900.000.000.00	Retained Earnings				-7,500.00	
		0.00	15,786.75	6,059.80	-14,842.71	-5,115.76

AUDIT TRAIL REPORT

An audit report is a report, listing all transaction (invoices, credit notes, cash book entries, journals, debtor payments, etc.) that have been posted that depict information like the date, reference, amount audit trail numbers, profit, etc., for the given selection (filter) criteria. The audit report can be used in many ways to extract sales information, payments made, specific ledger entries, Entries for specific accounts, etc.

Select the Reports option then the Ledger Audit Tracking option, from the Ledger menu.

ACCOUNT	TX...	REFERENCE	DESCRIPTION	GL...	DEBIT	CREDIT	USER	E...
1200.000.000.00	19/03	mar10000	Advertising	216	R 1 315.79	R 0.00	1	LC
3800.000.000.00	19/03	mar10000	Advertising	216	R 184.21	R 0.00	1	LC
3990.000.000.00	19/03	mar10000	Advertising	216	R 0.00	R 1 500.00	1	LC
1285.000.000.00	20/03	mrt54654	Donations & Fines	217	R 850.00	R 0.00	1	LC
3990.000.000.00	20/03	mrt54654	Donations & Fines	217	R 0.00	R 850.00	1	LC
4000.000.000.00	19/03	mrt12	ABC001 ABC Whole Sales	218	R 8 581.79	R 0.00	1	LC
3990.000.000.00	19/03	mrt12	ABC001 ABC Whole Sales	218	R 0.00	R 8 581.79	1	LC
4000.000.000.00	19/03	March12	ABC001 ABC Whole Sales	219	R 6 095.01	R 0.00	1	LC
3990.000.000.00	19/03	March12	ABC001 ABC Whole Sales	219	R 0.00	R 6 095.01	1	LC
4000.000.000.00	19/03	March12	XYZ001 XYZ Wholesalers	220	R 3 118.50	R 0.00	1	LC
3990.000.000.00	19/03	March12	XYZ001 XYZ Wholesalers	220	R 0.00	R 3 118.50	1	LC
3600.000.000.00	19/03	TBS001 26	Debtor Receipts	221	R 0.00	R 1 500.00	1	DR
3700.000.000.00	19/03	TBS001 26	Debtor Receipts	221	R 1 500.00	R 0.00	1	DR
4000.000.000.00	19/03	maech2012	ABC001 ABC Whole Sales	222	R 2 539.92	R 0.00	1	LC
3990.000.000.00	19/03	maech2012	ABC001 ABC Whole Sales	222	R 0.00	R 2 539.92	1	LC
1410.000.000.00	20/03	Mrc1200001	Old Mutual	223	R 856.36	R 0.00	1	LC
3990.000.000.00	20/03	Mrc1200001	Old Mutual	223	R 0.00	R 856.36	1	LC
1410.000.000.00	20/03	Mrc1200002	Discovery	223	R 1 500.00	R 0.00	1	LC
3990.000.000.00	20/03	Mrc1200002	Discovery	223	R 0.00	R 1 500.00	1	LC
1625.000.000.00	20/03	Mrc1200003	Telkoms	223	R 500.00	R 0.00	1	LC
3990.000.000.00	20/03	Mrc1200003	Telkoms	223	R 0.00	R 500.00	1	LC
3600.000.000.00	20/03	Mrc1200004	Grey Vat Exempt (Farmer)	223	R 0.00	R 1 980.00	1	LC
3990.000.000.00	20/03	Mrc1200004	Grey Vat Exempt (Farmer)	223	R 1 980.00	R 0.00	1	LC
4000.000.000.00	20/03	Mrc1200005	STAR WHOLESALERS	223	R 1 500.00	R 0.00	1	LC
3990.000.000.00	20/03	Mrc1200005	STAR WHOLESALERS	223	R 0.00	R 1 500.00	1	LC

SORT ORDER

The sort order option allows one to sort the audit trail screen into any of the listed sequences, Unsorted, Account, Transaction Date, Account / Date or Date / Account.

FINANCIAL YEAR

The financial year option allows one to select a specific financial year in order to print the audit tracking for the that specific year.

SELECT VISIBLE FIELDS

The select visible field's option allows one to change the views of the screen. Select a field by putting a tick mark in the box next to the field. To remove a field, untick the necessary field and it will be removed from the screen.

EXPORT

The export option allows one to export the existing information on screen into any of the following formats, CSV, TXT, HTML, XML or XLS.

ADVANCED VIEW

The advanced view option allows one to sort any of the column headings. This helps when fault finding needs to be done or printing the report with specific information listed first.

SEARCH

The search option allows one to search for any information that is displayed on the Ledger Account Maintenance screen.

FILTER

Use the filter option to filter for selected transactions, departments or other filter criteria selections.

HINT: The filter option can be used to filter only for selected stock items, departments or item code ranges.

PREVIEW

The preview option allows one to preview the ledger audit trail report.

DESIGN

The design option allows one to design the existing audit trail report layout.

PRINT

The print option allows one to print the existing on screen information.

FILTER / SELECTION CRITERIA

Use the available filter options to setup a filter / selection criteria for specific or a range of ledger accounts that must be printed.

REPORT EXAMPLE

IQRetail (PTY) LTD		Date Printed :29/10/2008 11:05:17			Page No 1	
Ledger audit Tracking						
Account	Date	Reference	Description	Debit	Credit	
3600.000.000.00 Cost of Sales	01/08/2008	B/BF	Dr ABC001	1,000.00	0.00	
3601.000.000.00 Cost of Sales	01/08/2008	B/BF	Dr ABC001	0.00	1,000.00	
3600.000.000.00 Cost of Sales	01/06/2008	B/BF	Dr ABC001	2,000.00	0.00	
3601.000.000.00 Cost of Sales	01/06/2008	B/BF	Dr ABC001	0.00	2,000.00	
3600.000.000.00 Cost of Sales	01/07/2008	B/BF	Dr SMI001	500.00	0.00	
3601.000.000.00 Cost of Sales	01/07/2008	B/BF	Dr SMI001	0.00	500.00	
3600.000.000.00 Cost of Sales	01/06/2008	B/BF	Dr SMI001	3,000.00	0.00	
3601.000.000.00 Cost of Sales	01/06/2008	B/BF	Dr SMI001	0.00	3,000.00	
3600.000.000.00 Cost of Sales	01/05/2008	B/BF	Dr SMI001	300.00	0.00	
3601.000.000.00 Cost of Sales	01/05/2008	B/BF	Dr SMI001	0.00	300.00	
3600.000.000.00 Cost of Sales	01/07/2008	B/BF	Dr MER001	0.00	500.00	
3601.000.000.00 Cost of Sales	01/07/2008	B/BF	Dr MER001	500.00	0.00	
4000.000.000.00 Cost of Sales	01/07/2008	B/BF	Cr XYZ001	0.00	1,000.00	

VAT REPORT**IMPORTANT NOTES**

The tax report reads all the entries made on the entire system and is not dependent on the actual values on the vat input and output accounts. Only those entries made with vat rate of 1..6 will be recorded.

Therefore, if you posted any journals directly to the vat accounts, the vat report will not balance with the VAT input and output accounts. Preferably, NO entries should ever be made directly to these accounts.

Select the general ledger Reports option and then the Vat Report option, from the Ledger menu.

Year	Vatmain	VatRate	Amount	VatAmount
2013	3800.000.000.00	1		R-107 823.60
2013	4100.000.000.00	1		R-15 095.32
				R 32 801.52
				R 4 592.21

REPORT TYPE**SUMMARY BY VAT RATE**

The summary by vat rate report shows the totals for the various VAT rates (e.g. VAT rates 1 to 6) that were used. These totals will be for both input and output vat and the amount payable / refundable to the receiver of revenue will be calculated.

INPUT VAT DETAIL

This report will display the detailed transactions for all input vat, this means all purchases that have been done.

OUTPUT VAT DETAIL

This report will display the detailed transactions for all output vat, this means all sales that have been done.

INPUT VAT SUMMARY BY ACCOUNT

This report will display a summary of all the input vat for the selected dates.

OUTPUT VAT SUMMARY BY ACCOUNT

This report will display a summary of all the input vat for the selected dates.

VAT 201

The vat 201 report option allows one to print the vat information directly onto a SARS VAT201 form.

INCLUDE ALL COMPANIES WITH SAME VAT NUMBER

This option enables one to print consolidated vat reports as long as this option is enabled and all the companies do have the same vat number.

PERIOD**FINANCIAL YEAR**

Select the financial year for printing purposes. In other words, if the vat report needs to be printed for a specific date range within a previous financial year then select the necessary year.

START & END PERIOD

Use the first and last period options to set up a date range or specify the first and last date to be the same to have a single month printed. report example – summary by vat rate.

REPORT EXAMPLE – SUMMARY BY VAT RATE

IQRetail (PTY) LTD		Vat summary report			Printed on 29 Oct 2008	
		Period 01/09/2008 to 31/10/2008			-	
3800.000.000.00		Cost of Sales				
<u>Vat Rate</u>	<u>Description</u>	<u>Rate</u>	<u>Taxable Amount</u>	<u>Vat</u>	<u>Inclusive Amount</u>	
1	No Vat Applicable	0.00%	-1,496.67	-198.33	-1,695.00	
2	No Vat Applicable	0.00%	-20.00	0.00	-20.00	
3	No Vat Applicable	0.00%	-114.00	0.00	-114.00	
Total Cost of Sales			-1,630.67	-198.33	-1,829.00	
4100.000.000.00		Cost of Sales				
<u>Vat Rate</u>	<u>Description</u>	<u>Rate</u>	<u>Taxable Amount</u>	<u>Vat</u>	<u>Inclusive Amount</u>	
1	No Vat Applicable	0.00%	1,244.76	174.24	1,419.00	
2	No Vat Applicable	0.00%	31.02	0.00	31.02	
Total Cost of Sales			1,275.78	174.24	1,450.02	
			-354.89	-24.09	-378.98	

REPORT EXAMPLE – INPUT VAT DETAIL

IQRetail (PTY) LTD		Input vat detail for the period 01 Sep 2008 to 31 Oct 2008 printed on 29 Oct 2008						
Date	Account	Reference	Src	Audit No	Rate	Excl Amount	Vat Amount	Incl Amount
25/09/2008	3500.000.000.00	100	SP	6	1	-1,447.37	0.00	-1,447.37
25/09/2008	3500.000.000.00	101	SP	6	1	-128.25	0.00	-128.25
25/09/2008	3500.000.000.00	101	SP	6	2	-20.00	0.00	-20.00
25/09/2008	3500.000.000.00	RTS0	SR	7	1	122.81	0.00	122.81
25/09/2008	1225.000.000.00	Cash	LC	14	1	-43.86	0.00	-43.86
25/09/2008	1285.000.000.00	P.O.S 1-3	SI	17	3	-114.00	0.00	-114.00
						-1,630.67	-198.33	-1,829.00

REPORT EXAMPLE – OUTPUT VAT DETAIL

IQRetail (PTY) LTD		Output vat detail for the period 01 Sep 2008 to 31 Oct 2008 printed on 29 Oct 2008						
Date	Account	Reference	Src	Audit No	Rate	Excl Amount	Vat Amount	Incl Amount
25/09/2008	2000.000.000.00	INV100	SI	8	1	381.58	53.42	435.00
25/09/2008	2000.000.000.00	INV101	SI	8	1	191.23	26.77	218.00
25/09/2008	2000.000.000.00	INV101	SI	8	2	15.12	0.00	15.12
25/09/2008	2000.000.000.00	CRN100	SC	9	1	-70.18	-9.82	-80.00
25/09/2008	2000.000.000.00	P.O.S 1-1	SI	10	1	157.90	22.10	180.00
25/09/2008	2000.000.000.00	P.O.S 1-1	SI	10	2	15.90	0.00	15.90
26/09/2008	2000.000.000.00	INV102	SI	19	1	61.40	8.60	70.00
26/09/2008	2000.000.000.00	INV103	SI	20	1	70.18	9.82	80.00
26/09/2008	2000.000.000.00	P.O.S 1-4	SI	21	1	70.18	9.82	80.00
26/09/2008	2000.000.000.00	INV104	SI	23	1	70.18	9.82	80.00
29/09/2008	2000.000.000.00	INV105	SI	24	1	70.18	9.82	80.00
29/09/2008	2000.000.000.00	INV106	SI	25	1	70.18	9.82	80.00
29/09/2008	2000.000.000.00	INV107	SI	26	1	70.18	9.82	80.00
28/10/2008	2000.000.000.00	INV108	SI	31	1	5.26	0.74	6.00
28/10/2008	2000.000.000.00	INV109	SI	32	1	96.49	13.51	110.00
						1,275.78	174.24	1,450.02

REPORT EXAMPLE – INPUT VAT SUMMARY BY ACCOUNT

IQRetail (PTY) LTD		Vat Input summary report for the period 01 Sep 2008 to 31 Oct 2008 printed on 29 Oct 2008				
Account	Description	Vat No	Vat Rate	Amount Excl	Vat Amount	Incl Amount
1225.000.000.00	Cost of Sales	1	0.00%	-43.86	-6.14	-50.00
1285.000.000.00	Cost of Sales	3	0.00%	-114.00	0.00	-114.00
3500.000.000.00	Cost of Sales	1	0.00%	-1,452.81	-192.19	-1,645.00
3500.000.000.00	Cost of Sales	2	0.00%	-20.00	0.00	-20.00
				-1,630.67	-198.33	-1,829.00

REPORT EXAMPLE – OUTPUT VAT SUMMARY BY ACCOUNT

IQRetail (PTY) LTD		Vat Output summary report for the period 01 Sep 2008 to 31 Oct 2008 printed on 29 Oct 2008				
Account	Description	Vat No	Vat Rate	Amount Excl	Vat Amount	Incl Amount
2000.000.000.00	Cost of Sales	1	0.00%	1,244.76	174.24	1,419.00
2000.000.000.00	Cost of Sales	2	0.00%	31.02	0.00	31.02
				1,275.78	174.24	1,450.02

REPORT EXAMPLE – VAT 201



Trading or other name
IQRetail (PTY) LTD

Tax period ending **28/02/2009**

VAT registration number **4 123456789**

A. CALCULATION OF OUTPUT TAX
Supply of goods and / or services by you:

Standard rate (excluding capital goods and / or services and accommodation) **1 534**

Standard-rate (only capital goods and / or services) **1A 0**

7 em-rate **2 0**

Exempt and non-supplies **3 0**

Supply of accommodation: **TOTAL AMOUNT (EXCLUDING VAT)**

Exceeding 28 days **5 0** x 60%

Not exceeding 28 days **6 0**

TOTAL 7 0

Adjustments:

Change in use and export of second-hand goods **8 0**

Other **9 0**

TOTAL A TOTAL OUTPUT TAX (4 + 4A + 9 + 11 + 12)

B. CALCULATION OF INPUT TAX (input tax in respect of):

Capital goods and / or services imported by and/or supplied to you

Other goods and / or services imported by and/or supplied to you (not capital goods and/or services)

Tax on adjustments:

Change in use **14 0.00**

Bad debts **15 0.00**

Other **16 0.00**

TOTAL B TOTAL INPUT TAX (14 + 15 + 16 + 17 + 18)

VAT PAYABLE / REFUNDABLE (Total A - Total B) **20 65.60** This block must be completed

Additional penalty R **c** + interest R **c** =

AMOUNT PAYABLE / REFUNDABLE (Total 20 + Total 22)

C. CALCULATION OF DIESEL REFUND IN TERMS OF THE CUSTOMS AND EXCISE ACT

24 On land

25 Total purchases (f)

27 Eligible purchases (f) X

28 Non-eligible purchases (f) X

29 80% 28 c/f

30 Offshore

31 Total purchases (f)

33 Eligible purchases (f) X

34 c/f

35 Rail & Harbour services

36 Total purchases (f)

37 Non-eligible purchases (f) X

38 Eligible purchases (f) X

39 c/f

TOTAL AMOUNT PAYABLE or REFUNDABLE **20-(29+34+39) or 20+(29+34+39)**

Tel No: _____ Fax No: _____

Contact details for THIS return only

Authorised person's signature _____ Capacity _____ Date _____

VALUE-ADDED TAX

Return for remittance of VAT - Office issue

VAT 201

PART 2

4 **123456789**

Please use this telephone no. for any enquiries

Last day for rendering return / payments

Amount of payment R

Remittance received on

Method of payment / indicate with an "X" below

Cheque Cash Bank / Internet

Area Tax Period

Bank details

Ref nr 4 V03

Beneficiary ID/Account nr SARS-VAT

Date received **VAT 201**

Area **PART 1**

RANDS ONLY

CONSIDERATION (INCLUDING VAT)	R	VAT
1 534		4 65.60
1A 0		4A 0.00
2 0		
3 0		
TAXABLE VALUE (EXCLUDING VAT)		
6 0		
7 0		
8 0		9 0.00
CONSIDERATION (INCLUDING VAT)		
10 0		11 0.00
		12 0.00
		13 65.60
		14 0.00
		15 0.00
		16 0.00
		17 0.00
		18 0.00
		19 0.00
		20 65.60
		22
		23

DIESEL

R c

29

34

39

40

BANK RECONCILIATION

To reconcile a bank account, proceed to the Bank Reconciliation option, under the Ledger menu.

When receiving a statement from the bank, this must be reconciled with the bank account on the system. First post all interest paid and received, as well as all bank charges by using the Cashbook Entries option.

IQ Bank Reconciliation Demo - Head Office Version 6.0.1.3

Recon Period (Month & Year): September 2012

Bank Account Number: 3990.000.000.00 Bank Account - Cheque

Check Entries As From: June 2012

Display which entries: Outstanding Entries Only All entries for selected period

Sort Order: Unsorted Date Order Reference Amount

Date	Reference	Description	Comment	Cheque No	Debit	Credit	Reconciled
13/06/2012	JNL: 378-1	ABC Whole Sales				5 000.00	
27/06/2012	343	Telkom				4 500.00	
05/09/2012	isa 5 Sep 2012	ABC001 ABC Whole Sales				20 199.20	
07/09/2012	Payment	White				1 459.30	
13/09/2012		Advertising				5 000.00	
20/09/2012	20 Sept - L&B	ABC001 ABC Whole Sales				8 923.42	
20/09/2012	JNL: 379-1	Green - On Hold			5 800.00		
28/09/2012	JNL: 390-1	Accounting fees				2 500.00	
28/09/2012	JNL: 390-2	Insurance				3 600.00	
28/09/2012	JNL: 390-3	Legal Fees				5 900.00	
28/09/2012	JNL: 390-4	Black - Terms 30 Days			7 900.00		
28/09/2012	JNL: 390-5	ABC Whole Sales				3 500.00	

Buttons: Allocate all, Search for text, Design Report, Unallocate all, Toggle Allocation (F2), Preview/Print, Export Data, Electronic Recon

Cashbook Closing Balance: -8 497.66
 + Outstanding Cheques (All): 60 581.92
 - Deposits not Reflected (All): 13 700.00
 = Bank Statement Balance: 38 384.26

Select the bank account number from the drop down list.

RECON PERIOD (MONTH & YEAR)

The month that must be reconciled must be selected. By default the current period / month will appear.

Un-reconciled cheques and deposits from previous months will also be shown.

BANK ACCOUNT NUMBER

Enter the bank account number required. Search facilities can be invoked by using the ALT and the down arrow.

NOTE: Only bank accounts (i.e. Accounts that have been setup to be of a Bank Account Type) will appear.

DISPLAY WHICH ENTRIES

OUTSTANDING ENTRIES ONLY

Select the outstanding entries only option if only the un-reconciled cheques and deposits are needed for the selected reconcile period.

ALL ENTRIES FOR SELECTED PERIOD

Select from the all entries for selected period option, if all cheques and deposits are needed whether they have been reconciled or not, for the selected reconcile period.

DOING THE RECONCILIATION

Select the apply selection button to view the cheques and deposits as per the selected bank account, period and whether all or outstanding entries selected.

RECONCILING

To reconcile the transaction (to confirm that this transaction appears on the bank statement) reconcile the entry by pressing the space bar or double clicking next to the transaction.

UN-RECONCILING

To reverse the reconciliation of a cheque or deposit, press the space bar or double click next to the transaction again when the appropriate cheque or deposit has been highlighted.

UN-RECONCILING ALL ENTRIES

If you have made errors and wish to clear all deposits and cheques reconciliation that have been done select this option.

RECONCILING ALL ENTRIES

If you wish to 'bulk' reconcile all cheques and deposits currently displayed select this option. Should there be a couple of cheques and deposits that need to be un-reconciled use the space bar or double click next to the transaction to un-reconcile them.

SEARCHING FOR A CHEQUE / DEPOSIT

If there is a long list of items (cheques & deposits) to be reconciled and a particular cheque or deposit is needed, use the Search option to locate it. The search function will search for cheques and deposits by date, reference, description or by the amount.

NOTE: It is standard practice to print the bank recon once the reconciliation has been done for the month. This print out is then filed with the bank statement from the bank.

When all reconciliation's have been completed, press the ESC key or place the mouse cursor of the mouse on the [X] and press the left hand button on the mouse.

CASHBOOK CLOSING BALANCE

The cashbook closing balance reflects the closing bank balance as it is currently in that specific month.

+OUTSTANDING CHEQUES (ALL)

The outstanding cheques all reflects all the outstanding cheques that has not yet been reconciled for that specific month. This means that these outstanding cheques did not reflect on the previous months bank statement.

-DEPOSITS NOT REFLECTED (ALL)

The outstanding deposits all reflects all the outstanding deposits that has not yet been reconciled for that specific month. This means that these outstanding deposits did not reflect on the previous months bank statement.

=BANK STATEMENT BALANCE

The bank statement balance reflects the closing balance. This bank statement balance is calculated as follows: The closing cashbook balance + outstanding cheques – outstanding deposits = bank statement balance.

BUDGETS

The budgets facility is used to enter budgets for GL accounts. Monthly or annual budget figures can be entered. When an annual budget amount is entered, the annual budget will be equally divided between the 12 ledger months of the financial year.

Once budgets have been entered, budget comparison reports can be printed. These reports will compare actual figures to the budget figures entered.

NOTE: The budget information can be viewed under General Ledger Reports, Excel Type Financial Statement .

ENTERING BUDGETS

To enter budgets for a particular ledger account do the following:

Select the Budgets option from the Ledger menu.

Account	Description	Budget 1	Budget 2	Budget 3	Budget 4	Budget 5	Budget 6	Budget 7	Budget 8	Budget 9	Budget 10	Budget 11	Budget 12
1000.000.000.0	Cost of Sales - Head Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1001.000.000.0	Cost of Sales - Branch	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1200.000.000.0	Advertising	300 000.00	25 000.00	25 000.00	25 000.00	25 000.00	25 000.00	25 000.00	5 000.00	25 000.00	25 000.00	25 000.00	25 000.00
1205.000.000.0	Accounting fees	10 000.00	5 750.00	5 750.00	5 750.00	5 750.00	5 750.00	5 750.00	5 750.00	5 750.00	5 750.00	5 750.00	5 750.00
1225.000.000.0	Bank Charges	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00
1230.000.000.0	Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1250.000.000.0	Cleaning Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1254.000.000.0	Collection Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1260.000.000.0	Consumable Stores	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1275.000.000.0	Directors Remuneration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1285.000.000.0	Donations & Fines	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1286.000.000.0	Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1290.000.000.0	Entertainment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1300.000.000.0	Electricity & Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1305.000.000.0	Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1350.000.000.0	General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1400.000.000.0	Interest Paid - Bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1405.000.000.0	Interest Paid - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1410.000.000.0	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1450.000.000.0	Licences	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1455.000.000.0	Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1460.000.000.0	Levies Paid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FILTER

Use the filter option to filter for selected Ledger account or other filter criteria selections.

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 list and enable it by adding a tick mark next to the field.

SEARCH

The search option allows one to search for any information that is displayed on the Ledger Account Maintenance screen.

EXPORT

The export format allows one to export the current screen information to any of the selected formats namely (CSV, TEXT, HTML, XML or XLS). Once the export format is selected, select the Export option to export the on screen information to the selected export format.

PREVIEW

The display option allows one to display the budget report.

DESIGN

The design option allows one to modify the existing budget report layout.

ENTER BUDGET

The Enter Budget option allows one to enter the budget for the selected ledger account.

Period	Budget	Forecast
Mar 2012	3750.00	444.00
Apr 2012	3750.00	25000.00
May 2012	3750.00	25000.00
Jun 2012	3750.00	25000.00
Jul 2012	3750.00	25000.00
Aug 2012	3750.00	25000.00
Sep 2012	3750.00	25000.00
Oct 2012	3750.00	25000.00
Nov 2012	3750.00	25000.00
Dec 2012	3750.00	25000.00
Jan 2013	3750.00	25000.00
Feb 2013	3750.00	25000.00
Totals	45000.00	275444.00

ANNUAL BUDGET

Enter the Annual Budget Value for 12 months.

GET BUDGET & FORECAST

Enter the Select the Budget Year and Increase / Decrease %.

ACCEPT

Select the accept option to accept any changes made.

PRINT

The print option allows one to print the existing Budget report.

GENERAL LEDGER ASSETS REGISTER

The ledger asset register is used to enter the details of actual assets purchased.

NOTE: The journal entries have to be captured when purchasing an asset and only asset details and depreciation details are entered here.

Depreciation is an adjustment the accountant makes at the end of a financial year. A depreciation adjustment is when the value of the non-current assets is adjusted to a value which is referred to as the net realizable value. The original cost of the asset is adjusted with the depreciation amount. The adjustment value of the asset is known as the carrying value or book value. Depreciation is classified as an expense account, seeing that depreciation decreases the value of the non-current asset.

A Business is entitled to use several methods of depreciation. Two of the most common methods are the straight line and Reducing Balance options.

CALCULATION OF DEPRECIATION:

STRAIGHT LINE

Straight line depreciation is calculated on the cost price of the asset using a pre-determined rate of depreciation.

EXAMPLE: If a non-current asset was bought for R350,000.00 and the depreciation rate was given as 25% per annum, the annual depreciation would be: A residual value is the expected trade-in value or scrapping value at the end of the asset's useful life. $25\% \text{ of } R350,000.00 = R87,500.00$.

This will post the SAME amount of depreciation each time.

Straight Line Calculation	Example	Calculations	Running Total
Purchase Price	350,000.00		350,000.00
Initial Depreciation %	10%	$350,000 - 35,000 = 315,000$	315,000.00
Annual Depreciation %	25%	$315,000 * 25\% = 78,750$	78,750.00
One Month's Depreciation	1/12	$78,750 * 1/12 = 6,562.50$	6,562.50

REDUCING BALANCE

Reducing Balance depreciation is calculated as a percentage of the carrying value of the asset.

This will post **DIFFERENT** amounts of depreciation each time and each posting will be less than that of the previous time, as the previous depreciation amount *first* subtracted from the principle amount before the next depreciation amount is calculated.

Reducing Balance Calculation	Example	Calculations	Running Total
Purchase Price	350,000.00		350,000.00
Initial Depreciation %	10%	$350,000 - 35,000 = 315,000$	315,000.00
Previous Depreciation Amounts		$315,000 - 78,750 = 263,250$	236,250.00
Annual Depreciation %	25%	$263,250 * 25\% = 59,062.50$	59,062.50
One Month's Depreciation	1/12	$59,062.50 * 1/12 =$	4,921.88

NOTE: All depreciation is calculated for one month regardless of the purchase date of the asset. Depreciation must be posted manually once a month.

CREATING A LEDGER ASSETS REGISTER

REPORT TYPE

GAAP

The Gaap (Generally Accepted Accounting Practice) option allows one to print a report for the Generally Accepted Accounting Practice method and is the standard method of depreciation calculation.

GAAP stands for Generally Accepted Accounting Practice. The common set of accounting principles, standards and procedures that companies use to compile their financial statements. GAAP are a combination of authoritative standards (set by policy boards) and simply the commonly accepted ways of recording and reporting accounting information.

WEAR AND TEAR

The Wear and Tear option allows one to print a report for the general wear and tear of an asset.

WEAR AND TEAR is the gradual deterioration of an asset which results naturally from use and/or age.

REPORT DATE

The report date allows one to choose a report date in order to print the report for a specific date.

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 list and enable it by adding a tick mark next to the field.

EXPORT

The export format allows one to export the current screen information to any of the selected formats namely (CSV, TEXT, HTML, XML or XLS). Once the export format is selected, select the Export option to export the on screen information to the selected export format.

SEARCH

The search option allows one to search for any information that is displayed on the Ledger Account Maintenance screen.

FILTER

Use the filter option to filter for selected transactions, departments or other filter criteria selections.

HINT: The filter option can be used to filter only for selected stock items, departments or item code ranges.

ADD

Asset Details | Attached Documents |

Assets Register

Asset Code	1544
Description	TOYOTA D'INA
Serial Number	54545454
Location	Grand Central
Assigned To	JJ Botma
Branch Code	001
Department Code	ACC
Group Code	003
Purchase price	268000.00
Purchase date	17/01/2011
Depreciation Rate (%)	33.00
Initial Depreciation (%)	0.00
Wear and Tear Rate	0.00
Depreciation Type	<input checked="" type="radio"/> Straight Line <input type="radio"/> Reducing Balance
Accum. Depreciation Account	3051.000.000.00
Depreciation Account	1286.000.000.00
Finance Bank	JHBB
Reference	455454
Exclude From Depreciation	<input type="checkbox"/>

Picture

Accept

The insert option allows one to add additional assets to the assets register.

DELETE

The delete option allows one to delete assets from the assets register.

NOTE: When assets are deleted, it's only the information on the screen that is deleted. The transactions that were posted when depreciation was posted will stay as they are in the ledger, the transactions will not be deleted.

SELL

The Sell option will allow the user to sell an Asset from the asset register.

Asset Sales Date: 06/11/2012

Asset Sales Price: 3 800.00

Invoice Number: INV7896

Buyer ID: 720227000000

Buyer Address: 45 Green Road, Strand, 7150

Selection

ESC Cancel F10 Accept

EDIT

The edit option allows one to edit any of the existing assets that have been created.

POST DEPR.

Post depreciation option once selected, will automatically process the depreciation transactions and post them to the relevant accounts in the general ledger.

NOTE: the monthly instalment on the office equipment or company vehicle still has to be processed using cashbook postings.

PREVIEW

The display option allows one to display the existing assets in a report form.

DESIGN

The design option allows one to modify the existing assets register report layout.

PRINT

The print option allows one to print the existing assets on a report.

SEQUENCE

The sequence option allows one to change the order of appearance in the asset register screen. One is able to change between CODE and DESCRIPTION.

ASSETS REGISTER**ASSET CODE**

The code field shows the asset code. This is the code which was entered when the asset was created on the system.

DESCRIPTION

The description field shows the description of the asset. This description will be the name of the actual asset as it is entered into the system (e.g. Office Equipment, Company Vehicle etc...).

SERIAL NUMBER

The serial number field is for entering a serial number of the current asset. This may not be applicable to office equipment but it will be applicable to company vehicles.

LOCATION

Enter the assets location in this fields. Example: For which branch would this vehicle be allocated

BRANCH CODE

The branch refers to the branch code. This branch code is for information purposes so that one can see when the depreciation is posted from which branch it comes from.

DEPARTMENT CODE

The department refers to the actual ledger department that the depreciation accounts are linked to for reporting purposes.

GROUP CODE

The group code refers to a code that has been setup for reporting purposes. In other words for grouping certain ledger accounts together. This option is useful when more than one sales account is used within the system. These accounts may be grouped together so that when a report is required to see all the sales accounts one can easily setup a filter in order to extract this type of information. These group codes must be setup under the Default Table Setup which can be found under the Utilities Menu Option. These groupings must be set on each ledger account in order for it to function correctly.

PURCHASE PRICE

The purchase price refers to the original purchase value of the asset.

PURCHASE DATE

The purchase date field is used to enter the date of when the asset was purchased.

DEPRECIATION RATE

The depreciation rate field is where the annual depreciation rate of the asset is entered.

NOTE: In accounting, depreciation is a term used to describe any method of attributing the historical or purchase cost of an asset across its useful life, roughly corresponding to normal wear and tear. It is of most use when dealing with assets of a short, fixed service life, and which is an example of applying the matching principle as per generally accepted accounting principles.

Depreciation and its related concept, amortization (generally, the depreciation of intangible assets), are non-cash expenses. Neither depreciation nor amortization will directly affect the cash flow of a company, as both are accounting representations of expenses attributable to a given period.

INITIAL DEPRECIATION

The depreciation rate field is where the initial depreciation rate of the asset is entered. This is the percentage of the purchase price that will not be taken into consideration in the calculation of the depreciation, as this will be seen as already written off.

WEAR AND TEAR RATE

The wear and tear rate is where the specific rate is entered. Wear and tear entails the loss of value due to the usage of a vehicle for business purposes. The wear and tear amount can be claimed as a business expense. The wear and tear claimable value will simply show up as a different amount on the report. It will not be used when processing depreciation.

DEPRECIATION TYPE**STRAIGHT LINE**

Straight Line method of computing depreciation in which the depreciable cost (historical or purchase price) of a tangible capital asset is reduced by an equal amount in each accounting period (usually a year) over the asset's estimated useful life. Straight line depreciation is computed as a fixed expense by dividing the asset's depreciable cost by the number of years the asset is estimated to remain in service. Suitable where the usage of an asset remains generally uniform despite the asset's age, it is the simplest and most common method of computing depreciation.

REDUCING BALANCE

Reducing Balance method of computing depreciation in which the written down or book value (purchase price – accumulated depreciation) of a capital asset is reduced by a fixed percentage rate. This method results in larger depreciation amounts in the earlier years of an asset's useful life and progressively lower amounts in later years, and is employed where the usage of an asset remains generally uniform despite the asset's age.

FORMULA: $1 - (\text{Residual value} \div \text{Cost})^{1/N}$ where N is the number of years in the asset's estimated useful life. Also called diminishing balance depreciation, and reducing balance depreciation.

ACCUM. DEPRECIATION ACCOUNT

This field is where the accumulative depreciation account is selected for posting purposes. The accumulated depreciation account will be credited.

DEPRECIATION ACCOUNT

This field is where the depreciation account is selected for posting purposes. The depreciation expense account will be debited.

FINANCE BANK

The finance bank is where the specific finance banks information is entered. (e.g. Wesbank, Stannic or ABSA Vehicle Finance).

REFERENCE

The reference field is a field for entering the finance banks reference number in order to keep track of the asset.

EXCLUDE FROM DEPRECIATION

The exclude form depreciation option will (if selected) exclude the selected asset from the Post Depreciation option under the asset register.

PICTURE

This option will allow the user to load a picture of the asset.

POSTING DEPRECIATION**POST DEPRECIATION**

Select the Post the Depreciation to post the depreciation as per the depreciation methods and values for the selected period to the specified ledger accounts.

PERIOD TO PROCESS DEPRECIATION

The period to process depreciation is specified by selecting a month and year. Once the correct month and year have been selected, select the Post Depreciation option.

EXAMPLES OF DEPRECIATION POSTED IN THE GENERAL LEDGER

iq Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

Account Details
Account No 1286.000.000.00
Description Depreciation
Branch
Department

Period to View Month and Year
November 2012

Available Filters
Clear Filter

Opening Balance	0.00
Movement	66 632.88
Closing Balance	66 632.88

Transactions

Account	Date	Reference	Description	Audit	Debit	Credit	Balance
1286.000.000.00	30/11/2012	DEPRECIATION	1544 TOYOTA DYNA	414	66 632.88	0.00	66 632.88

Depreciation Account is Debited.

R 66 632.88 R 0.00

Export Document Balances Notes Filter No Running Balance Audit Search Print Options

NOTE: Depreciation posted in the general ledger accounts.

YEAR END

The Year End function in Enterprise 5 has been removed. The reasons are because all ledger information is kept in their own ledger transaction files. This means that all transaction that are processed through the system with specific dates, whether it be for a previous year or previous month the system will process those transaction into their respective ledger transaction tables. The year end is now an automated procedure which is exactly the same as the debtors and creditors month end rollovers.

YEAR END BACKUPS

Because the month end option has been removed from the Enterprise system, this does not mean that backups should stop being done. Backups are still an important and critical part of the system. Backups are made via the Backups option found in the Utilities section. Failure to do backups can result in all the information on the system being lost !!!!!

POINT OF SALES



CHAPTER 8

POINT OF SALE

GETTING STARTED

SETUP PROCEDURES

Before commencing with any of the point of sales functions please follow the next couple of steps closely.

- Step 1) Check Store Parameters.
 - Step 2) Check Hardware Configuration setup.
 - Step 3) Check Slip Header Details.
 - Step 4) Check that Tender Types are setup correctly and any new tender types added.
 - Step 5) Check Messages for Slips.
 - *Step 6) Check variable weighted item Scan Codes are setup.
 - *Step 7) Check that the Laybye Contract has been entered.
- (*) - These steps may be ignored if not used.

DAILY POINT OF SALE PROCEDURES

Once all work for the day has been posted the following steps should be done.

- Step 1) Daily Reports (X-reports for each till/cashier or consolidate) must be done. Remember to log cashiers off.
- Step 2) The Cash Up procedure must be done for each till / cashier (if consolidated X-report not taken).
- Step 3) The End of Day function must be done which will involve both the Backup function and the End of Day function.

Once the above steps have been completed you may proceed with next day's point of sale entries.
NOTE: Please follow the above (daily and setup procedure) in the order that they appear.

POS SETUP

DEFAULT SETTINGS (STORE PARAMETERS)

Please note that the store parameters need not be entered for each company that exists on the computer or for each terminal / workstation. Use the CTRL + TAB key or use the mouse to change from tab option (e.g. Sales, Till Options, etc.) to the next.

The screenshot shows the 'Options' tab in the IQ Branch Details software. The settings are organized into several sections:

- Sale Options:** Includes 'Store individual sales for' (1826 Days), 'Live Updating of Sales' (checked), 'Allow switching ON / OFF POS Printer' (unchecked), 'Ask For Sales Rep' (checked), 'Allow Line Comments' (unchecked), 'Use POS Slip Layout Exclusive of VAT' (unchecked), 'Enter Quantity before Code' (unchecked), 'Ask for Negative Stock Security Overrides' (checked), 'Automatically Log Off Supervisor After Sale' (checked), 'Ask for Cash/Account before Starting Sale' (checked), 'Ask for Original Document (Cash Refund)' (checked), 'Auto-Restrict Access After Cashup' (checked), 'Display Cashier Name During Sale' (checked), 'Warn Cashier of Cash On Hand Amount' (unchecked), 'Print Voided Sales' (unchecked), 'Print Suspended Sales' (unchecked), 'Skip Saturdays as a Trading Date' (unchecked), and 'Skip Sundays as a Trading Date' (checked).
- More Sales Rep Options:** Includes 'Post Cashier Number as Rep Number' (unchecked), 'Remember Last Rep Used' (unchecked), 'Default Sales Rep' (1), and 'Use Debtor Rep' (unchecked).
- Till Options:** Includes 'Minimum Layby Deposit Percentage' (20.00), 'Maximum Variance Percentage on Sellprice' (0.01), 'Number of months allowed on Laybys' (3), 'Number of Terminals' (3), 'Maximum Line Discount' (0.01), 'Quantity Decimals' (2), and 'Default Selling Price' (Retail Price).
- Slip Options:** Includes 'Number of slips for Refunds' (1), 'Number of slips for Petty Cash' (1), 'Number of slips for Laybys' (1), 'Number of slips for Account Sales' (1), and 'Number of slips for Cash Sales' (1).
- Point of Sale - Credit Purchases:** Includes 'Ask For Order Number' (unchecked) and 'Ask only for Debtor Accounts where Order Number is Required' (unchecked).
- Cash Sale - Message Before Tenders:** Includes 'Message before Tender -- Airtime --LD' (checked) and an 'Enable' checkbox (checked).

An 'Accept' button is located at the bottom right of the window.

SALE OPTIONS

STORE INDIVIDUAL SALES FOR

The store sales option allows for the storing of the sales slip data so that the slip can be reprinted in the same format as it was printed the day the transaction took place. It does not affect the processing of sales information to stock, debtors or ledger systems, i.e. if the option was disabled (store sales for 0 days) sales information would still be accessible. The drawback is the reprinting of the docket at a later stage should the client request it.

However, the physical sales data can still be accessed from the stock, debtors or ledger transaction files, should the POS transaction involve any of these modules.

Access the View Sales option from the Point Of Sale menu to reprint historical slips.

NOTE: The system does allow for the reprinting of the last sale that was processed via the Cash Sales point of sale screen.

LIVE UPDATING OF SALES

If this option is selected, all Ledger and Stock system entries will be posted upon completion of each sale. If this option is disabled, the Ledger and Stock entries are only updated after the End of Day procedures have been completed. Please note that selecting this option could have an adverse effect on processing speeds of POS terminals.

NOTE: For busy retail environments where speed is important, it is suggested that this option be disabled. Environments that are prone to power failures should have this option disabled.

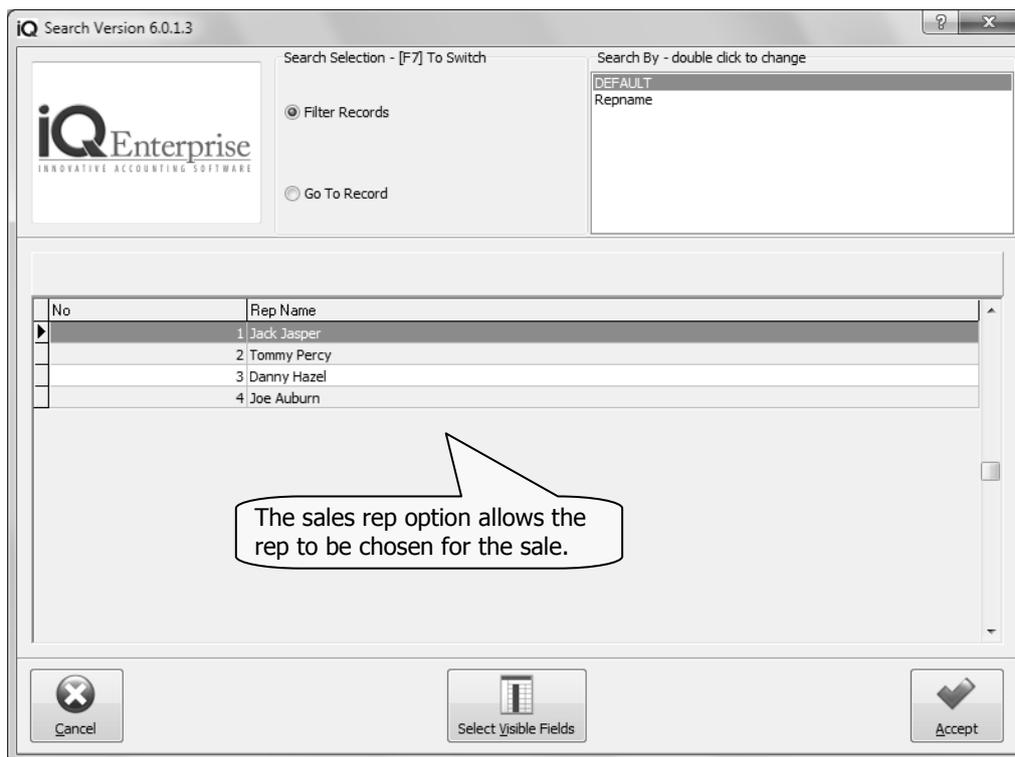
ALLOW SWITCHING OFF OF POS PRINTER

This option sets whether or not cashiers can switch off the slip printer so that physical sale documents are not printed. The Printer On/Off option can still be accessed using the F10 key combination to toggle printer status.

NOTE: By using the F10 key within the point of sale, cash sales screen one is able to toggle the printer status. Please note that this should be done at the start or end of the sale and not during a sale.

ASK FOR REP

The cashier will be able to select the rep code, in order for the sales transaction to be allocated to a selected representative. The list of reps that are made available for selection are generated from the representatives that are setup under the stock representative report, the same place where reps are created and maintained.

**POST CASHIER NUMBER AS REP NUMBER**

The Option Post Cashier Number as Rep Number will replace the Rep number with the Cashier's number.

REMEMBER LAST REP USED

The Option Remember Last Rep Used will replace the first Rep number with the last rep number

DEFAULT SALES REP

The Option Default Sales Rep will replace the Rep number with the Default Rep number.

USE DEBTOR REP

The Option Use Debtor Rep will replace the Rep number with the Rep number of the Debtors.

ALLOW LINE COMMENTS

Enable this option to add any additional line comments field to the POS transactions.

USE POS SLIP LAYOUT EXCLUSIVE OF VAT

This option shows the Sales Total excluding of Vat and the Vat Total. Un-ticked will display the Sales Total including Vat and the Vat Total.

ENTER QUANTITY BEFORE CODE

This option allows one to enter the quantity before the code. The cursor default when entering the cash sale screen jumps to the PLU field.

ASK FOR NEGATIVE STOCK SECURITY OVERRIDES

This option allows one to stop the selling of items through point of sales if the items on hand has reached zero.

AUTOMATICALLY LOG OFF SUPERVISOR AFTER SALE

This option enables one to automatically log off the supervisor after the sale is complete. In other words if the supervisor was needed to overwrite a function then once the sale is complete the supervisor will be automatically be logged off.

ASK FOR CASH / ACCOUNT BEFORE STARTING SALE

This option allows one to ask for either cash or account first in order to specify whether the sale will be a cash sale or an account sale.

ASK FOR ORIGINAL DOCUMENT (CASH REFUND)

This option allows one to ask for the original document before processing a refund. This works exactly the same as a credit note that is processed through the stock module.

AUTO-RESTRICT ACCESS AFTER CASHUP

This option allows one to automatically restrict the access to the tills once the cash up is completed.

DISPLAY CASHIER NAME DURING SALE

This option allows one to display the cashiers name during sales. This means that while the sales is being processed the cashiers name will be displayed.

WARN CASHIER OF CASH ON HAND AMOUNT

This option allows one to warn the cashier of the amount of cash in the cash drawer. One is able to set a specific amount so that when the cash reaches the limit or specified amount, the supervisor is able to remove some of the cash.

PRINT VOIDED SALES

This print voided sales option enables one to either print the voided sale every time a cash sale is voided or not.

PRINT SUSPENDED SALES

This print suspended sales option allows one to either print the suspended sale every time a cash sale is suspended or not.

SKIP SATURDAYS AS A TRADING DATE

The System will skip Saturdays for the next trading date.

SKIP SUNDAYS AS A TRADING DATE

The System will skip Sundays for the next trading date.

TILL OPTIONS**MINIMUM LAYBYE DEPOSIT PERCENTAGE**

Enter a minimum percentage that must be used to calculate the deposit amount payable by the customer. This percentage will be used to calculate the deposit amount each time a laybye contract is opened.

MAXIMUM VARIANCE PERCENTAGE ON SELLPRICE

Enter a percentage whereby a products original selling price may be altered. E.g. When processing an item through P.O.S. the selling price for that item will be displayed and may be altered. If adjusted, the items selling price may not vary from the original price displayed by more than the variance percentage entered, i.e. 25%.

NUMBER OF MONTHS ALLOWED ON LAYBYE

Enter the number of months that the laybye customer has to pay the laybye item off.

NUMBER OF TERMINALS

Enter the number of tills that are currently in use. The number of tills entered may not exceed that of the systems maximum allowed users, e.g. If a 5 user network system is purchased the maximum number of tills may not exceed 5.

NOTE: It is imperative that the End Of Day function is done on the PC / Till that is entered.

MAXIMUM LINE DISCOUNT

To curb cashiers giving too much line discount a line discount limit can be set. Enter the maximum % discount that will be allowed when giving a line discount on a single item on the sale.

QUANTITY DECIMALS

Enter the number of cents that should follow the decimal point for an items selling price when sold via point of sale. By default, leave the option to two. This is an option that is used in some countries where cents are not used and therefore do not require any decimals. This option is then set to zero.

DEFAULT SELLING PRICE

The default selling price option allows one to select the default selling price for cash sales in Point of Sale. This means that one is able to set the default selling price to either Retail Price, Wholesale Price, Alternate Price 1, Alternate Price 2 or Alternate Price 3. By doing this every single cash sale will then be processed using one of the default selected selling prices.

SLIP OPTIONS**REFUNDS, PETTY CASH, RECEIPTS, LAYBYES AND ACCOUNT SLIP COPIES**

Use the available input fields to specify how many printed slip copies are required when either a refund, petty cash, account payment, laybye sale or an account sale is captured.

POINT OF SALE – CREDIT PURCHASES**ASK FOR ORDER NUMBER**

If the "Ask for Order Number" is selected an Order number will be required Credit Purchase transaction is processed.

ASK ONLY FOR DEBTORS ACCOUNTS WHERE ORDER NUMBER IS REQUIRED

If the "Ask only for Debtors Account where order number is required" is selected the Order Number screen will only appear if under Debtors Maintenance the Required order number option is selected

Interest Risk Profile	1
Exclude from Interest ?	<input type="checkbox"/> Tick for Yes
Export Status	
Invoice Disc%	10.00
Apply as Line Discount	<input type="checkbox"/> Tick for Yes
Settlement Disc%	0.00
Sell Price	Own pricelist
Own Price List	Price List 2 - Customer-3
Default Layout	Layout 1
Payment Method	Not Selected
Allow Cash Sale	<input type="checkbox"/> Tick for Yes
Require Inv Order No	<input checked="" type="checkbox"/> Tick for Yes
Notification	
Picture	

ACCESS LEVELS

Point of sale access levels are setup in the same place as the user security in the system. Set the access level required to do each of the following by enabling them in the user security and menu access options.

Q Security Profile - Cashier (Access Setup) Version 6.0.1.3

Profile Details

User - Access Setup

Profile Number **4**

Profile Description **Cashier**

Company **001**

Staff Number **2**

Staff Name **JACK BROWN**

Co...	Description	Log In	Group
001	Demo - Head Office	<input type="checkbox"/>	Cashier
002	Demo Company	<input type="checkbox"/>	All Access
003	Demo - Branch 3	<input type="checkbox"/>	All Access
004		<input type="checkbox"/>	All Access
005		<input type="checkbox"/>	Cashier
123	IQ Retail (Pty) Ltd	<input checked="" type="checkbox"/>	Cashier
DB1	Demo 2	<input type="checkbox"/>	All Access
DB2	Demo 3	<input type="checkbox"/>	All Access
DHD	Demo 1	<input type="checkbox"/>	All Access
DM1	DM1	<input type="checkbox"/>	All Access
EXM		<input type="checkbox"/>	All Access
IQR	IQ Retail Demo Company	<input type="checkbox"/>	All Access
TES		<input type="checkbox"/>	All Access
XXX		<input type="checkbox"/>	All Access
ZZZ	Demo - Head Office	<input type="checkbox"/>	Cashier

Menu Setup Access Settings Setup Display Grids

ID - Function	Access	Access Group	Warning	Warning Group
100000 - Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10000 - Debtors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20000 - Creditors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30000 - Stock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50000 - Ledger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
110000 - Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70000 - Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80000 - Point of Sale	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80101 - Allow Trading if Trading Date does not Match System Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80100 - Sales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80200 - Cash Sale	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80201 - Supervisor Override	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80202 - Void a Line	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
80203 - Suspend Sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80204 - Void Sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80205 - Customer Credit Purchase	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80206 - Switch Printer On/Off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80207 - Allow Access After Completing Cashup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80208 - Override Debtor Notifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80209 - SubTotal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80210 - Override Debtor Onhold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
80211 - Enable PLU Lookup	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82811 - Exceed Maximum Item Discount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82813 - Select Visible Fields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82817 - Allow Zero Unit Price	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
82821 - Allow Entering of Non-Stock Cost	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82822 - Allow Reprint Last	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82823 - Allow Price Enquiry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82824 - Allow Voucher Reprint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82825 - Allow Selling Under Recommended GP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80600 - Cash Refund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80300 - Account Sale	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80700 - Account Refund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80500 - Maintain Suspended Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80400 - Resume Suspended Sale	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80800 - Debtors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81000 - Creditor Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81900 - Stock Enquiry Price Lookup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Search by ID or Caption] First Previous Next

Select All Unselect All Expand All Collapse All Clear Selection Reload Profile Save Profile Reset To Group Settings

VOID SALE

This option will not allow the cashier or user to void any sale whatsoever.

SUSPEND A SALE

This option will not allow the cashier or user to suspend any sales.

EXCEED MAXIMUM VARIANCE

This option will not allow the cashier or user to exceed the maximum variance as set in the Till Options.

EXCEED MAXIMUM LINE DISCOUNT

This option will not allow the cashier or user to exceed the maximum line discount as set in the Till Options.

SEE COST PRICE IN POS

This will allow the stock item lookup screen to be customized allowing the user to see more information about the stock items including cost price.

DO END OF DAY

This option will not allow the cashier or user to run the End of Day.

ALLOW DISCOUNT % TO BE APPLIED MORE THEN ONCE

This option will not allow the cashier or user to apply discount more than once on a specific sale.

SELL STOCK WITH NEGATIVE ONHAND VALUE

This option will not allow the cashier or user to sell an stock item that has a negative on hand value.

NOTE: Users with access levels lower than that set here, will not be allowed to do the above functions.

HARDWARE CONFIGURATION

Use the hardware configuration to setup each of the available terminals that will be using point of sale. From the available options to setup each terminal with the correct printer, pole display, cash drawer and the appropriate communications and printer ports (LPT1, COM1, etc.) used by each of them.

Options

Till Number	Till1
Pos Printer Port	Not Installed
Pos Cutoff String	027-105-000-000-000
Lines Before Cut	3
Pole Display Port	Bixilon Pole Display BCD1100 Virtual Com
Pole Display Initialize	000-000-000-000-000
Pole Display Top Left	000-000-000-000-000
Pole Display Bottom Left	000-000-000-000-000
Cash Drawer Port	Direct to Printer
Open Drawer Command	027-112-000-100-150
Open Drawer with:	Cash Drawer Port
CCTV Printer Port	Not Installed

Printer Test Printer Cutter Test Display Test Drawer Test CashGuard Test Accept

The system is compatible with most makes of Point of Sale hardware. Barcode scanners, receipt printers, customer displays and electronic cash drawers can all be configured to operate in conjunction with the POS module.

NOTE: Make sure that the selected till is always the correct till. When setting the hardware it is best that one actually performs the changes while logged on to the PC that is being setup, i.e. if till number 2 is to be setup then go to computer number 2 and log on to that PC and do the necessary setup.

To access the hardware setup select the POS Setup -- > Hardware Setup options from the Point Of Sale menu option.

To allocate a new hardware device (i.e. printer, pole display, cash drawer), click on the drop down arrow next to each of the hardware types that are to be installed. Before setting up a new hardware device the port should be selected first. Please ensure that the correct till number has been selected for the pos terminal being configured.

TILL NUMBER

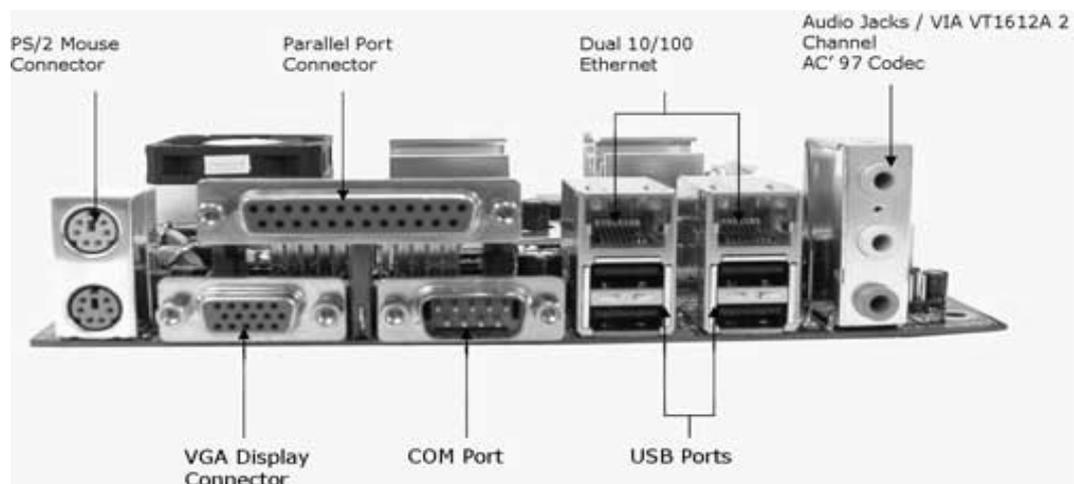
Select the till that must be setup. Use the mouse or the ALT and the Down arrow key to locate the correct till from the list.

**PRINTER, POLE DISPLAY & CASH DRAWER PORTS**

Select from the available communication ports the port each device will use. The port is the communications port of the PC that the cable of the device that has been connected to. Any one of the COM or LPT ports or Network Printers, can be selected. If the device that is to be configured is a parallel device, select one of the LPT port options. Unfortunately, one must select the LPT port. If you do not know which port to use, contact your hardware dealer.

NOTE: Do not set up any communication device (pole display, printer, etc.) until such time that the device has physically been connected to PC.

NB!! If the printer is *not* going to be shared by other PC's on the network do *not* install a printer driver for the printer. By doing this will cause the printer to function incorrectly when accessed via the system.



P.O.S PRINTER TYPE

Select from the list of available P.O.S printers, the printer used with the selected till. Should the printer not be listed use the "Setup" button to add or edit a printer.

The screenshot shows the 'Hardware Configuration' window for IQ Enterprise. The 'Options' section is populated with the following values:

Option	Value
Till Number	Till1
Pos Printer Port	Not Installed
Pos Cutoff String	027-105-000-000-000
Lines Before Cut	3
Pole Display Port	Bixilon Pole Display BCD1100 Virtual Com
Pole Display Initialize	000-000-000-000-000
Pole Display Top Left	000-000-000-000-000
Pole Display Bottom Left	000-000-000-000-000
Cash Drawer Port	Direct to Printer
Open Drawer Command	027-112-000-100-150
Open Drawer with:	Cash Drawer Port
CCTV Printer Port	Not Installed

At the bottom of the window, there are six buttons: Printer Test, Printer Cutter Test, Display Test, Drawer Test, CashGuard Test, and Accept.

PRINTER NAME

Enter the name of the printer so that it may be easily reference to when setting up the printer for other PCs that utilize the same printer.

CUT-OFF STRING

Enter an ASCII character string that will trigger the printer paper cutter. This information can be obtained from the hardware agent or resellers.

NOTE: This option will only work if the correct code has been entered AND if the printer has the facility to cut paper.

CUT-OFF STRING SAMPLES

Epson : 027-080
 027-109
 027-105

Citizen : 027-080-001

Star : 027-007-011-055-007
 027-100-049 (TSP100 with port replication)

COMMUNICATION PROPERTIES

The baud rate, stop bits, parity, data bits will vary from printer to printer, but by default the baud rate can be set to 9600, stop bits set to 1, Data bits set to 8 and parity set to none. Please consult the printers manual that came with the printer or print a test page (see printer manual) to obtain the correct settings.

The width will always be 40. The delay can be left at 50, or changed to 10, if the printing speed is too slow.

NOTE: The communication settings do NOT apply to printers that are set up as parallel (LPT) or shared network printers.

INITIALIZATION STRINGS

Initialization strings are the ASCII codes that are required to print the point of sale slip using various font sizes and styles. It is not a requirement that the codes be captured. The system will function 100% correct without these codes. These codes are not supplied by the software and therefore need to be obtained from the printers manual or the manufacture of the printer.

The screen example depicts sample codes for the Epson TM-88II and therefore, may or may not work with other slip printers.

Once the necessary fields have been captured, select the "Accept" option to accept the printer setup. Press Escape at any point to cancel the printer setup. On completion or cancellation the main hardware configuration screen will appear. Make sure that the correct Printer Type is selected, especially if a new printer has been added.

TESTING THE PRINTER

The printer can be tested by selecting the Test POS printer button. If the printer is setup correctly it will print a test message for selected printer. If it does not print anything then check that the correct Port has been selected. If the port has been correctly allocated and the port is one the COM port options, make sure that the communication parameters (e.g. baud rate, parity, stop bits, data bits, etc.) are correct.

If a LPT printer port (parallel printer) has been selected and the printer still does not want to print make sure the cable is connected to the correct LPT port and securely connected to both the printer and PC.

POLE DISPLAY PORT

Like the printer, cash drawer and like many other hardware devices the pole display needs to be connected to the PC in order function correctly. In most cases pole displays do not connect to a LPT port, but rather a COM port. The system will not be able to indicate which port to use or which port the pole display has been connected to. Please consult hardware expert or supplier.

NOTE: A pole display is exactly what it says it is. A pole that has a two or three lines of 20 characters on either a LCD or LED display, which usually displays the item, the price and the sub-total, so that the customer can see what was scanned and how much to pay. The pole display may also be used to display promotional messages between sales, so that customers are made aware of any specials.

POLE DISPLAY TYPE

The pole display type works in conjunction with the pole display port. Use the drop down arrow to select one of the available pole display types. Should the required pole display type not be available select the "Setup" button to create a new pole display type.

This is where the pole display settings will be entered which include such settings as the initialization strings for the pole and the communication parameters so that the display can function correctly.

POLE DISPLAY NAME

Enter the name of the pole display so that it may be easily reference to when setting up the printer for other PCs that utilize the same pole display. The name is usually the make and model of the pole display.

INITIALIZATION & POSITION STRINGS

Initialization, top left and bottom left strings are the ASCII codes that are required to clear the display, reposition the cursor at the correct position and correct line on the display.

These codes are not supplied by the software and therefore need to be obtained from the pole displays manual or the manufacture of the pole display.



DISPLAY STRING SAMPLES

Posiflex:

Initialization : 027-064-027-065-069

Top Left : 027-085

Bottom Left : 027-068

Generic:

Initialization :

Top Left : 027-073

Bottom Left : 027-074

The delay can be left at 0, or changed to 10. It refers to delay between each character that is sent the pole display. Some pole displays prefer to have the information sent at a slower speed, more than others. One will have to experiment to find correct delay.

COMMUNICATION PROPERTIES

The baud rate, stop bits, parity, data bits will vary from pole display to another, but by default the baud rate can be set to 9600, stop bits set to 1, Data bits set to 8 and parity set to none. Please consult the pole display manual that came with the pole display or the manufacturer to obtain the correct settings.

The width (i.e. the number of characters per line that can fit on the pole display) can either be 16 or 20. Please check the pole display manual or the manufacturer as to the number of characters per line the pole display can cater for.

Once the necessary fields have been captured select the "Accept" option to accept the pole display setup. Press Escape at any point to cancel the setup and exit. On completion or cancellation, the main hardware configuration screen will appear. Make sure that the correct Pole Display Type has been selected, especially if a new pole display has been added.

TESTING THE POLE DISPLAY

The pole display can be tested by selecting the Test Pole Display button. If the pole display is setup correctly, it will display a test message. If the message that is displayed is not legible or positioned incorrectly or the text wraps around to the second or third line, check that the bottom and top left positioning ASCII escape codes are correct and the selected line width is corresponds with that of the pole display.

If the pole display does not display any message check that the correct port has been selected, and if the pole display displays "!@#\$\$%^&*(" type characters, it means that communication settings (i.e. baud rate, stop bits, parity, data bits) are not correct and need to be adjusted.

CASH DRAWER PORT

Select the communication port where the cable of the cash drawer will be connected to. If the cash drawer does not connect the PC, but connects to the slip printer, select the option, "Direct to Printer" option. The direct to printer option will be the communication port that has been allocated to the printer. The reason for the cash drawer connecting to one of the ports of the PC or printer is to facilitate the automatic opening of the cash drawer.

NOTE: The cash drawer will open once a paid up point of sale cash sale is concluded.

**CASH DRAWER TYPE**

Select the appropriate cash drawer type that corresponds with cash drawer that will be used. Even though the cash drawer type may agree with the one used, it is advisable to check that the settings are correct. To check that the cash drawer settings are correct select the "Setup" button located next to the cash drawer type.

OPEN DRAWER COMMAND

Enter an ASCII character string that will open the cash drawer. This information is available from the hardware agent or resellers.

NOTE: This option will only work if the correct code has been entered.

OPEN DRAWER STRING SAMPLES

NOTE: These strings are intended for cash drawers that are connected directly to the printer.

Generic: 027-112-000-100-150
 027-112-000-050-250
 027-112-000-127-255
 027-112-000-025-250
 027-112-048-050-250

NOTE: These strings are intended for cash drawers that are connected to a COM port.

Epson/Star/Citizen : 007-000-000-000-000 (Star TSP100 with port replication only)
 065-065-065-065-065
 007-007-007-007-007

OPEN DRAWER WITH

The open drawer with option allows one to specify with which method the cash drawer will be opened. The first option is "cash drawer port", this allows the cash drawer to be kicked open via the port and because the drawer is connected to the printer, the command to the port will be sent from the printer. The second option is "fast report" this means that the cash drawer can be kicked open from the report itself. In other words if the cash drawer kick strings have been added onto the receipt then it is possible for the cash drawer to kick once the report starts printing or once it's completed the printing.

COMMUNICATION PROPERTIES

The baud rate, stop bits, parity, data bits will vary from printer to printer, but by default the baud rate can be set to 9600, stop bits set to 1, Data bits set to 8 and parity set to none. Please consult the printers manual that came with the printer or print a test page (see printer manual) to obtain the correct settings.

The width will always be 40. The delay can be left at 50, or changed to 10, if the printing speed is too slow. The delay refers to delay between the lines that are printed. If the printing is too slow one can reduce the delay to 10, but if the printer is known to be a slow dot matrix type of printer the delay cannot make it printer any faster.

NOTE: The communication settings do *NOT* apply to printers that are set up as parallel (LPT) or shared network printers. Once completed select the Accept to exit. Press Escape to cancel any changes made.

TESTING THE CASH DRAWER

To test the cash drawer select the "Test Cash Drawer" button. If the cash drawer was setup correctly the cash drawer will kick open.

If the cash drawer does not open check the following; the power cable to the cash drawer is plugged in and is on, the cash drawer communication cable is connected securely to tether the back of the printer or the correct communication port (COM port), the cash drawer is not locked.

If the printer prints a line or some text when trying to open the drawer the open drawer string is incorrect.

If the cash drawer makes a slight "clicking" noise it could mean the cash drawer is locked or the open drawer string is incorrect. For serial (COM port) port set ups, the open drawer string must have the full open drawer string entered.

NOTE: The difference between a COM port and Direct to Printer drawer is the way they function. COM port drawers are designed to use a long tone (signal) to open the drawer therefore the open drawer codes are meaningless. The string sent to the drawer would then represent a tone, which would then open the drawer. These drawers are referred to as "dumb" drawers.

Cash drawers that are connected direct to the printer require special and unique codes to open the drawer. These codes are more printer specific than drawer specific, as the open drawer string is sent via the printer and the printer then interprets the codes as an instruction to open the drawer. If the open drawer codes are incorrect the printer will either do nothing or print the open drawer codes. These codes will always start with "027".

NOTE: The above procedures and steps used to setup the cash drawer, printer and pole display must be repeated for each till.

CCTV PRINTER PORT

Select from the available ports where the CCTV is installed on. The port is the communications port of the PC that the cable of the device that has been connected to. Any one of the COM or LPT ports or Network Printers, can be selected. If the device that is to be configured is a parallel device, select one of the LPT port options. Unfortunately, one must select the LPT port. If you do not know which port to use, contact your hardware dealer.

SCAN CODES SETUP FOR WEIGHTED ITEMS

Variable weight scan codes are used when bar code scanning items have price differences according to their weight, e.g. meat, chicken, braai packs, vegetables or anything where the price is determined by the weight.

IMPORTANT: The entering of weighted barcodes must be concluded with the plus character ('+'). In other words, once the barcode has been entered or scanned, the plus ('+') sign must follow. Select the '+' key on the keyboard. If the barcode is scanned in using a hand held scanner the scanner must be setup so that the '+' sign automatically follows scanning of the barcode. This is usually referred to as the "Suffix". By default, most barcode scanners have the "Return" key programmed as the default suffix or character that is sent when barcode is scanned. If the "Return" character is not replaced with the '+' character the system will attempt to locate the item using the full barcode and will no doubt respond with an error message saying that the item cannot be found or is invalid.

NOTE: According to the South African Numbering Association all variable weighted items will start with 20, 21, 22, etc.

Options

A Type 20	20IIIIIDPPPPC
B Type 21	21IIIIIDPPPPC
C Type 22	22IIIIIDPPPPC
D Type 23	23IIIIIDPPPPC
E Type 24	24IIIIIDPPPPC
E Type 25	25IIIIIDPPPPC
G Type 26	26IIIIIDPPPPC
H Type 27	27IIIIIDPPPPC
I Type 28	28IIIIIDPPPPC
J Type 29	29IIIIIDPPPPC

Price or Weight based barcode: Weight

Decimal Quantity for Price/Weight: 3

I is the item identifier, D is a price check digit, P is the price of the item and C is the overall check digit.
Type 21 to 24 must be specified by the retailer and type 25 to 27 is not yet specified.
The item to be captured as an instore number is the first 2 digits of the barcode followed by 5 zeros followed by the item identifier (zero padded on the left).

Save

SCAN CODES EXPLAINED

By default there are 10 different scalable bar code types listed, which may be modified. Because the variable weighted items bar code is primarily depended on the scale it is important that scan code and the scales bar code are the same. If the bar code printed from a scale is in a format, "20IIIIIDPPPPC", then the scan code setup for Type 20 must be the same.

E.g. If a scale prints a bar code with a code of "200234810007", where "20" is bar code type, "00234" is the actual item code, where "8" is a check digit and "1000" is the price for that particular item and "7" is another check digit. The scan code type 20 must read as follows "20IIIIIDPPPPC" (20=scan code type to use, IIII = actual item code length, D = check digit, PPPP = price length and position, C = check digit). The same will apply to any other scan code types.

Should the scale print the bar code as follows; "2002348010007", then the scan code for type 20 should be as follows. "20IIIIIDPPPPC". Four characters for the actual item code and five for the price.

SETTING-UP A STOCK ITEM CODE FOR VARIABLE ITEM SCANNING

To setup a variable weighted item for scanning proceed to the Stock menu followed by the Item Maintenance option. Select the Add option to capture a new item.

Item Code	20000002003	
Description	Cheese /kg	
Item Category	Stock Item	
Major Department	004	Foodstuffs
Minor Department	FOOD	Foodstuffs
Barcode	20000002003	
General Code		

20000002003, represents the weighted items scan code of which the 20 indicates the category type, the next five 0's are part the systems requirements, the 2003 represents the actual product as it will be stored on the scale.

EXAMPLE:

Description : Cheese / Kg
Item Code : 20 0000 2003

To capture the item code for a block of cheese which has a printed bar code of "2020037012349", use only the scan code type, "20", and the actual item code, "2003". Although the bar code will change with each block of cheese, the scan code type and the actual item code will not.



You may find that for each block of cheese the bar code is different. This does not mean that each and every bar code must be entered. You will notice that the scan code type (the first two characters) and item code (the next 4 to 5 characters), which form part of the actual bar code will stay the same. The only part of the bar code that will change will be the two check digits (between the price and item code and the last character of the barcode) price section of the bar code, "01234" (R12.34). Items with the following bar codes will be treated as one item on the stock file, e.g. 2020038042347, 2020037022348, 2020039015007, etc.

The check digits for the following barcode, 2020038042347, are 8 and 7. The first check digit will always lie between the item code and the price. The second check digit can be found at the end of the barcode.

The format for entering weighted items as stock item codes is as follows;

scan code type + "00000" + the item code
20 00000 00123

NOTE: The five zeros (00000) must always be added immediately after the scan code type.

The final stock item code for the block of cheese should read "20000002003".

When scanning or typing the bar code in, the system will immediately know that the item is a weighted item because of the scan code type indicator. If the first two characters are not found in the scan code type setup, the bar code will be regarded as a normal item and not weighted item.

If the item is a weighted item the system will automatically take the first two characters, "20" and add five zeros, "00000" followed by adding the item code from the bar code, "00123".

NOTE: The length of the item code is derived from the setup of scan code type, e.g. 20IIIIIDPPPPC. Should the scan code setup have read 20IIIIIDPPPPPC the item code that would have been extracted would have been "2003", (i.e. IIII).

Once the item code has been entered proceed with the entering of the remaining stock item fields.

NOTE: When entering the unit cost and any one of the available retail prices, the price entered should be according to the unit (e.g. kg, pound, litre, etc.) in which it was purchased. If the item is purchased per kilogram then the price, both selling and cost should be per kilogram and not per gram.

HINT: If the first two characters of the bar code can be matched with the first two characters of any of the 10 predefined scan codes then that item is regarded as a weighted item.

SCAN CODE UNIT PRICE AND QUANTITY / WEIGHT CALCULATION

When the bar code is entered, typed or scanned, the quantity of the item is calculated not the price of the item. The price of the item forms part of the bar code.

The system calculates the quantity / weight of the item by taking the price extracted from the bar code and dividing it by the retail price. If the retail price per kilogram for chicken legs is 25.00 and the bar code reflected 10.00 ("1000") as the price, the quantity / weight of that chicken pack would be, 10.00 divided by 25.00, with a result of 0.4 being displayed in the quantity field, 25.00 in the price field and 10.00 in the line total field.

SLIP HEADER & FOOTER DETAIL

Select the Slip Detail option from the Back Office menu to setup the slip header and footer information.

Use the available 20 lines to enter the details of the slip header and slip footer. These details will be printed at the top and bottom of the slip each time a sale, laybye, account payment, refund, etc. is done.

Please note that all 10 lines for the header and footer need not be used. Once the slips header and slip footer detail has been entered select the Done option to save any changes made. To delete any unwanted lines use the DEL or Backspace key.

Slip Header Detail

IQRetail (PTY) LTD
1st Floor Rhino House
23 Quantum Road
Technopark
Stellenbosch
7600

Slip Footer Detail

Thank you. Call again!

iQ Enterprise
IQRetail (PTY) LTD
1st Floor Rhino House
23 Quantum Road
Technopark
Stellenbosch
7600

Tax Invoice

Till 1 Sale # 1 11:40:43 25/09/2008			
Code	Description	Qty	Total
1001	Castle Case (2	1	80.00
3002	MTN 100 Card	1	100.00
2000000200:	Cheese /kg	0.53	15.90
Subtotal			195.90
Cash			195.90
Vat Included			22.11
Cashier			ADMINISTRATOR

** Computer generated copy of original **

Thank you. Call again!

NOTE: Should the slip printer cut the docket to soon, add couple of additional empty footer lines. To do this press the Spacebar once in each the additional footer lines. E.g. If the paper is cutting the "thank-you" and "please call again" footer lines, add two or more additional blank footer lines.

TENDER TYPES SETUP

Select the Tender Types option from the Utilities, Setup menu. Once selected the tender types maintenance screen will appear.

The tender type facility allows a variety of tendering options to be setup, e.g. Cash, credit card payments, various discounts, account, etc., which may be accessed via point of sale as a means of payment, discount, etc.

When concluding a point of sale the Main tender types will appear. Depending on how other tender types are setup these main tender types may have further sub tender types linked to them, e.g. The discount tender type as displayed above has 5 sub tendering types linked to it, Discount 1, Discount 2, Discount 3, Discount 4 and Discount 5. In other words, each of the six main tender types when selected have further tender types to choose from.

iq Tender Types Version 6.0.1.3

Available Filters
Clear Filter

Data

Code	Description	Category	Over Tender	Is Bankable	Value	EFT	Open Drawer
CP5	Coupon 5	False	False	False	R 0.00	False	True
CT	Cash	False	True	True	R 0.00	False	True
CX	...More	True	False	False	R 0.00	True	False
DC	Debit Card	True	False	True	R 0.00	True	True
DC1	Debit Card 1	False	False	False	R 0.00	True	False
DC2	Debit Card 2	False	False	False	R 0.00	True	False
DC3	Debit Card 3	False	False	False	R 0.00	True	False
DC4	Debit Card 4	False	False	False	R 0.00	True	False
DC5	Debit Card 5	False	False	False	R 0.00	True	False
DS	Discount	True	False	False	R 0.00	False	True
DS1	Discount 1	False	False	False	R 0.00	False	True
DS2	Discount 2%	False	False	False	R 0.00	False	True
DS3	Discount 3	False	False	False	R 0.00	False	True
DS4	Discount 4	False	False	False	R 0.00	False	True
DS5	Discount 5	False	False	False	R 0.00	False	True
GV	Gift Voucher	True	False	False	R 0.00	False	True
GV1	Voucher 1	False	False	False	R 0.00	False	True
GV2	Voucher 2	False	False	False	R 0.00	False	True
GV3	Voucher 3	False	False	False	R 0.00	False	True
GV4	Voucher 4	False	False	False	R 0.00	False	True
GV5	Voucher 5	False	False	False	R 0.00	False	True

Select Visible Fields Filter Search Add Edit Delete Design Preview

Sub categorizing tender types enables fewer key strokes to be used by the operator minimizing the risk of possible fraud and operator input errors and the facility of having a better breakdown of tenders at the end of the day.

Each of the tender types have the facility of having certain limitations, bankable, minimum and maximum allowed amount and their own general ledger integration contra accounts to be setup.

TENDER TYPES INFORMATION

Select either the relevant tender type to begin editing an existing tender type. Once selected the tender input screen will appear.

TENDER CODE

Enter an abbreviated code that will be used to reference the tender type.

TENDER TYPE

Select the one the Tender Type if the user add \ create a new tender type (Credit Card, Coupon, Debit Card, Discount or Gift Voucher).

Code	Description	Category	Over Tender	Is Bankable	Value	EFT	Open Drawer
CC	Credit Card	True	False	True	R 0.00	True	True
CP	Coupon	True	False	False	R 0.00	False	True
DC	Debit Card	True	False	True	R 0.00	True	True
DS	Discount	True	False	False	R 0.00	False	True
GV	Gift Voucher	True	False	False	R 0.00	False	True

TENDER DESCRIPTION

Enter the description that will be associated with the tender type. The description is what will appear when selecting from the available sub tender types.

OVER TENDERING OPTIONS**ALLOW OVER TENDER**

Activate the over option allowing amounts greater than the amount due to be entered. Tender types such as cash and credit card usually allow for over tendering. If this option is not enabled then the amount tendered must be exactly the same as the due amount.

LOWEST ALLOWABLE OVER TENDER (LALO)

This allows the entering of the lowest total that you are allowed to over tender on any transaction.

HIGHEST ALLOWABLE OVER TENDER (HALO)

This allows the entering of the highest total that you are allowed to over tender on any transaction.

X-REPORT OPTIONS**BANKABLE**

Indicate whether the tender type is of monetary value that can be banked, e.g. Coupons, discounts are not bankable.

ELECTRONIC FUNDS TRANSFER

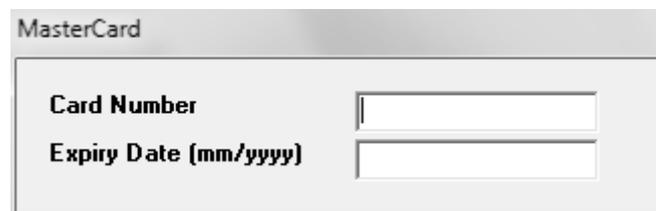
Indicate whether the tender type is of monetary value that can be banked.

The screen below is what will appear when selecting the F1 Subtotal option to conclude. The system will display the six default main tender types. These main tender types cannot be changed, but one can have a further six sub tender types linked to the main tender types. The example depicted below is that of a sale that is being concluded using a credit card tender media type, from which a further four credit cards can be selected. The example below also reflects what will happen if the main discount tender type is selected, a further 5 predefined discounts appear.

The system caters for 5 sub tender types per main tender type.

POS OPTIONS**ASK FOR EXPIRY DATE**

This allows the Credit Card Type Tenders to enter the Card Number and Expiry Date of the Credit Card.



The screenshot shows a window titled "MasterCard" with two input fields. The first field is labeled "Card Number" and the second field is labeled "Expiry Date (mm/yyyy)".

OPEN DRAWER

The open drawer option allows one to specify that when the particular tender type is used and the open drawer option is enabled, it will kick the cash drawer immediately.

FIXED VALUE

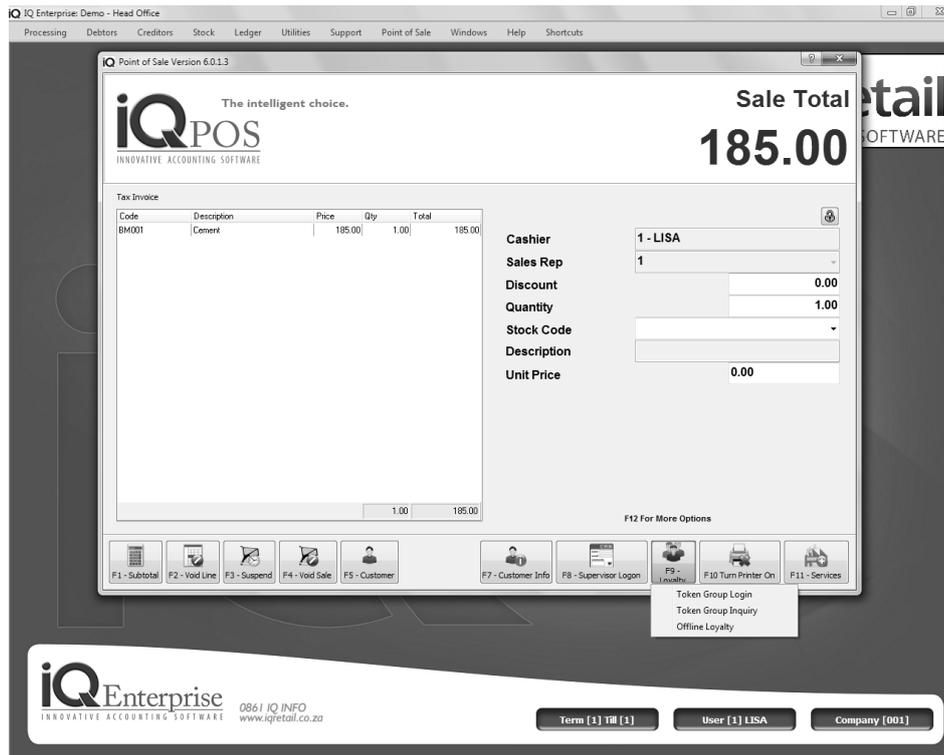
Use the fixed value facility to setup fixed discounted values, e.g. discount tender types. When the tender type is selected the system will automatically calculate the correct amount to be deducted according to value entered, from the outstanding sale amount.

FIXED PERCENTAGE

Use the fixed percentage facility to setup fixed discounted percentages, e.g. discount tender types. When the tender type is selected the system will automatically calculate the correct amount to be deducted according to percentage entered, from the outstanding sale amount.

ENABLE TOKEN GROUP

Enable Token Group will enable a Customer Loyalty integration on a POS tender type. Token group will hand all the customer loyalty functions. The Token group setup must be done Under Module Parameters, Services.



LEGER OPTIONS

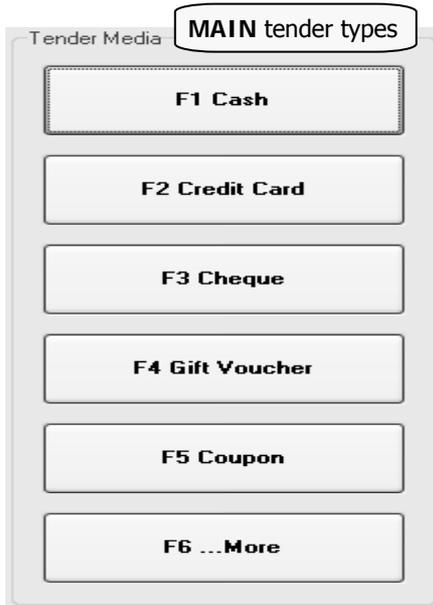
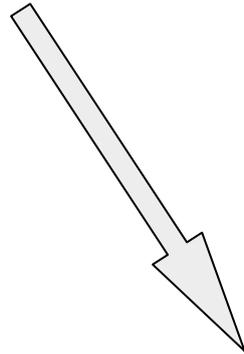
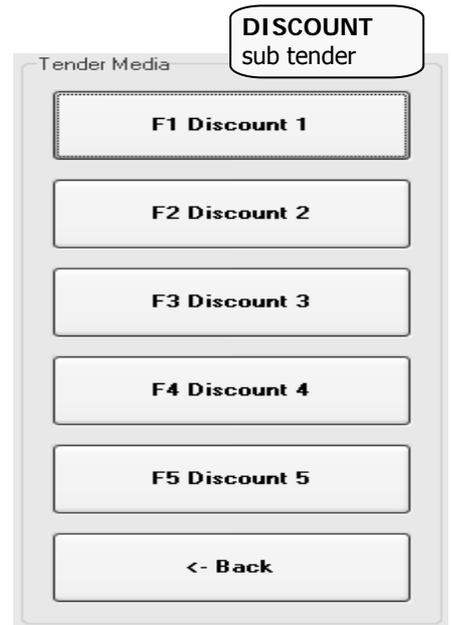
TENDER POST TYPES

POST TO LEDGER OR USE AS STOCK DISCOUNT

This option will only be available for the discount tender types. Once selection the choice will be to post the discount to a discount ledger account or if "As Stock Discount" selected the stock items mark-up % will decrease.

LEDGER ACCOUNT RECEIPTS AND PAYMENTS

Enter the general ledger account that must be posted to when using the specific tender type. The ledger accounts can be set different for posting receipts and payments.



POS, BACK OFFICE REPORTS

From the Back Office P.O.S Reports menu option, X-reports and re-printing of individual receipt journals for daily and for previous day ends may be printed. Once the Reports option has been selected from the Back Office menu the various daily reports (x-report, x-report selected, x-report consolidated, etc.) and Reports from Backup shall appear. Should there be a requirement to reprint a point of sale report for the previous day the reports from backup should For normal day-to-day reporting select the Daily Reports option.

IMPORTANT: All point of sale reports will only reflect processes (.e.g. cash sales, account payment, laybys, petty cash, etc.) that have been done via the point of sale module. It will not include information pertaining transactions processed under debtors, creditors, stock, general ledger, sales orders, purchase orders, quotes, etc.

NOTE: All point of sale reports (e.g. X-reports, journal reprints, payouts, cash-ups, etc.) are deigned to print on a point of sale 40-column printer and not an 80-column dot matrix, laser or inkjet printer.

When selected the daily reports option will display a further selection of available reports to choose.

X- REPORT TERMINAL

This report will print an X-Report for the current terminal (computer) being used. This report will print a detailed sales and tender analysis for the current terminal used. Use the X-Report Selected Terminal to print an X-Report for another terminal other than one currently worked on. The X-Report will also reflect all refunds, credit notes, discounts, laybys, account payments, gross profit and a VAT analysis.

			Refunds		
IQRetail (PTY) LTD			Total Refunds		
Terminal X Report					
Till Number	1		Nett Sales	3	355.90
Report date	03 Nov 2008		Other Transactions		
Current date	03 Nov 2008		+ Account Payments	1	2,000.00
Current Time	15:47:51		- Petty Cash Out	1	114.00
First Sale Number	1		Cash in Drawer		
Last Sale Number	7				<u>2,161.90</u>
			Bankable		
			Cash	3	2,275.90
			Cash	1	-114.00
			Bankable Total		
				<u>4</u>	<u>2,161.90</u>
			Non Bankable		
			Non Bankable Total		
			Total Tenders		
				<u>4</u>	<u>2,161.90</u>
					
Type	Count	Amount			
Sales					
Account	1	80.00			
+ Cash	2	275.90			
Total Sales	<u>3</u>	<u>355.90</u>			

NOTE: The x-report must be printed before commencing with the cash-up for the selected terminal.

X - REPORT SELECTED TERMINAL

This report will print an X-Report for a selected terminal (computer) number of your choice.

NOTE: All computers on the network are uniquely numbered from 1.

X - REPORT CONSOLIDATED

This report will print an X-Report consolidated for all of the available terminals / cashiers. The consolidated report is the same as the x-report and x-report selected terminal. The only difference is that this report will included the values for all available point of sale till files. This report a total overview of all the point of sale processing done for the day (* if the end of day is not done the previous days values will also be included).

RE-PRINT JOURNAL

This option will allow the printing of a detailed audit, listing all processing done via point of sale for the day. The re-print journal can be used to view the full details (e.g. cashier, date, time, items, quantities, discounts, tender media, etc.) for each transaction (e.g. cash sale, payouts, refund, account payment, laybye entries, etc.) that has been processed for the day.

Use the re-print journal to trace or reconcile tender media entries (e.g. cash, cheque, credit card, coupon, etc.), cashier activity, item details, etc.

Document number

IQ Enterprise
IQRetail (PTY) LTD
Journal Reprint for 03/11/2008
03 Nov 2008 16:18:57
Till Number 1

Sale Number 1 Date 25/09/2008 Time 11:40:43

CS	HDR		1	0.00
CS	CDTL		1	0.00
CS	NLI	1001	1	80.00
CS	NLIV	1001	1	-80.00
CS	NLI	1001	1	80.00
CS	NLI	3002	1	100.00
CS	NLI	20000002003	0.53	15.90
CS	CT		1	195.90
CS	TOTAL		1	195.90

IQ Enterprise

Date & Time of transaction

Item Code

Tender Media type

Type of

Line total

CASH UP

In order to do a cash up for the available tills / cashiers select the Cash Up option from the Back Office menu. The cash-up forms part of the daily end of day procedure. Once the cashier is complete with the day's trade, the x-report for the till is printed followed by the cash-up for that till.

Once selected the cash up screen shall appear. Start off by selecting the correct till number before entering any amounts.

TOTAL CASH

The total cash option will display the total cash that is currently in the cash drawer. This value will be generated from the X-Report. Therefore it is essential that the X-Report is printed first before proceeding with the cash-up.

CHEQUES

Enter the cheque takings amount in this field.

EPOS

Enter all the electronic values (e.g. Credit Cards) that has been taken for the day.

VOUCHERS CASHED IN

If any vouchers has been cashed in through the till then enter the vouchers values here.

OTHER

The other field is for entering any other form of money that has been taken for the day.

TOTAL COUNTED

The total counted field will display the value that has been counted by entering the different types of values under their respective fields.

NOTE: When all the appropriate amounts have been entered the Difference field should be zero. Should the difference not be zero check that the cash media has correctly been entered or consult the cashier responsible for that till.

HINT: On most occasions when the cash-up has not balanced is due to the following reason;

1. Incorrect tender differences from that actual tender media used to conclude the sale. E.g., Cash was used to conclude the sale, but the cashier accidentally selected the cheque tender media to conclude sale or vice versa.
2. The X-report for the selected terminal has not been printed.
3. Cash has been removed from the cash drawer, but has not been recorded. E.g. cash has been taken to purchase or to pay cashiers, but the petty cash (payout) has not been processed.
4. The float has not been entered, or has not been entered correctly or the float for the day was never placed into the cash drawer.

Select the Print Report option from the previous screen before entering the cash up screen. To print the cash up report for the selected till, print the daily till cash up summary.

NOTE: Please note that the cashing up for each till / cashier must be done before the End of Day procedure is done.

END OF DAY

Select the End of Day function from the Point of Sale Back Office menu. The end of day function processes all entries done via point of sale to the relevant general ledger accounts and updates all stock items involved. It is important that when this procedure is done all users are logged out of the system and do not access it while the end of day is busy.

NOTE: Prior to doing the end of day function no postings are made to the general ledger, (i.e. no ledger accounts are affected), or to any stock item (i.e. no stock item is updated with the sales or returns) while processing through the point of sale system, unless live updating of sales is enabled.

While doing the end of day procedure the system will create a backup automatically.

NOTE: Should the end of day procedure not be done, the sales information for each of the tills / cashiers will be accumulated with next day's figures.

TRADING DATE

The Point of Sale module works on a trading date. This date is very important because if end of days are not run the trading will not move or change to the next trading date. In other words if the end of day has not been run and one starts trading the following day, those sales will then be posted to the previous day's trading date.

TODAY'S DATE

Today's date shows the current date for the day. This date is derived from your computer. If at any point the "Today's Date" is incorrect, please check your computers date and make sure it is set to the correct date.

NEXT TRADING DATE

The next trading date displays the next date for trading. In other words, it will display the following day's date. Which in turn is the next trading day.

NOTE: The actual time taken to process the end of day depends on the amount of information each till has accumulated for the day. However, the backup that is automatically performed prior the posting of the end of day point of sale values should not take too long as it only backs up the till files.

NOTE: The most noticeable improvement in the backup procedure is to delete the point of sales store documents. These store sales documents have influence on the actual balances or values regarding the debtors, creditors, stock or general ledger system. They merely facilitate in the reprinting of the document as it was printed the day the sale took place. The actual details on the slip can be extracted from the debtors and stock audit reports.

Should the end of day fail (not the backup routine) for whatever reason, *do not* assume that the end of day was done correctly. The system must be restored back to the original state it was, prior to the end of day procedure.

Once the end of day is completed the system is ready for the next day's processing.

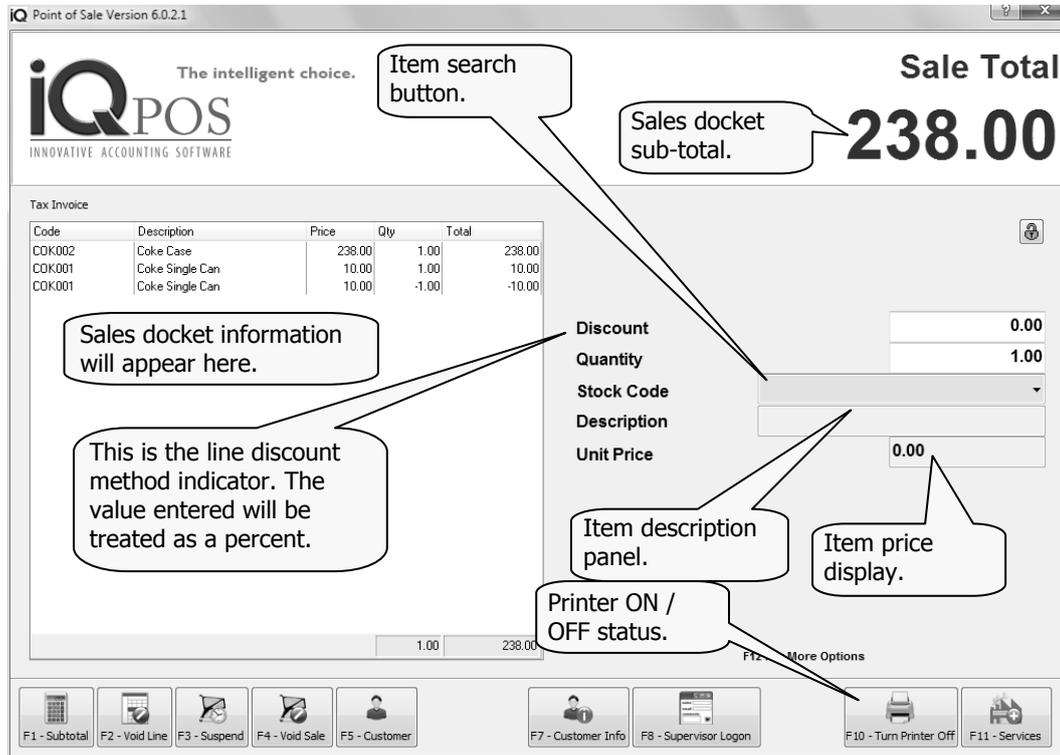
POINT OF SALE

CASH SALES & ITEM RETURNS/EXCHANGES

Select the Sales option from the Point Of Sale menu, followed by the Cash Sales menu option. Select this option if point of sale cash sales that are to be printed on a 40 column slip printer and are required to be tendered with the following tender media, cash, account, credit card and cheque.

ENTERING AND CONCLUDING A SALE

Upon selecting the cash sales option and having confirmed all the relevant prompts that may have appeared, the cash sales screen will appear.



PLU

Firstly, PLU is an acronym for Price Look Up. Another popular term used, is PLU Code. Both the SKU and PLU refer to the entry of an item code.

Enter or scan the product code that is to be sold or returned, or use the search facility to locate product item.

HINT: If the item that is about to be entered is the same as the previous item entered / scanned and requires no price or quantity change press the plus (+) sign on the numeric keypad. The plus sign facility allows the immediate sale of the previous item without any prompts for the item code, quantity or price. E.g. if there are 5 cans of coke that are to be captured, scan or enter the item code for the first one and enter all the way through each field. For the remaining four items, select the plus (+) sign four times. Every time the plus sign is selected, the sale of the item will be registered on the slip details section of screen. If too many items were rung up, select the minus (-) key on the numeric keypad to reverse the previous line item.

Return items are reflected with a negative quantity. Select the minus key for as many items that were incorrectly processed.



Alternately, it would be faster and perhaps safer to enter the quantity if the amount of items being sold exceeds 15. There are two ways to accomplish this. The first method is to enter or scan the product. Press enter so that the quantity field is highlighted and enter relevant quantity.

The second method would be to *first* insert the "Quantity" (located above the PLU), before entering or scanning the product.

At this point it is vitally important to take note that once the item code has been entered, the plus sign must be selected, or if being scanned, the scanner must have been setup to accommodate the plus sign as the suffix character being used after each scan. If this not done, and the enter key is used, the system will move the cursor to the next available input field, the quantity field. This will defeat the purpose of entering the quantity before the item is entered or scanned.

IQ Point of Sale Version 6.0.2.1



The intelligent choice.
iQ POS
INNOVATIVE ACCOUNTING SOFTWARE

Sale Total

238.00

Tax Invoice				
Code	Description	Price	Qty	Total
CDK002	Coke Case	238.00	1.00	238.00
			1.00	238.00

Discount

Quantity

Stock Code

Description

Unit Price

F12 For More Options

F1 - Subtotal

F2 - Void Line

F3 - Suspend

F4 - Void Sale

F5 - Customer

F7 - Customer Info

F8 - Supervisor Logon

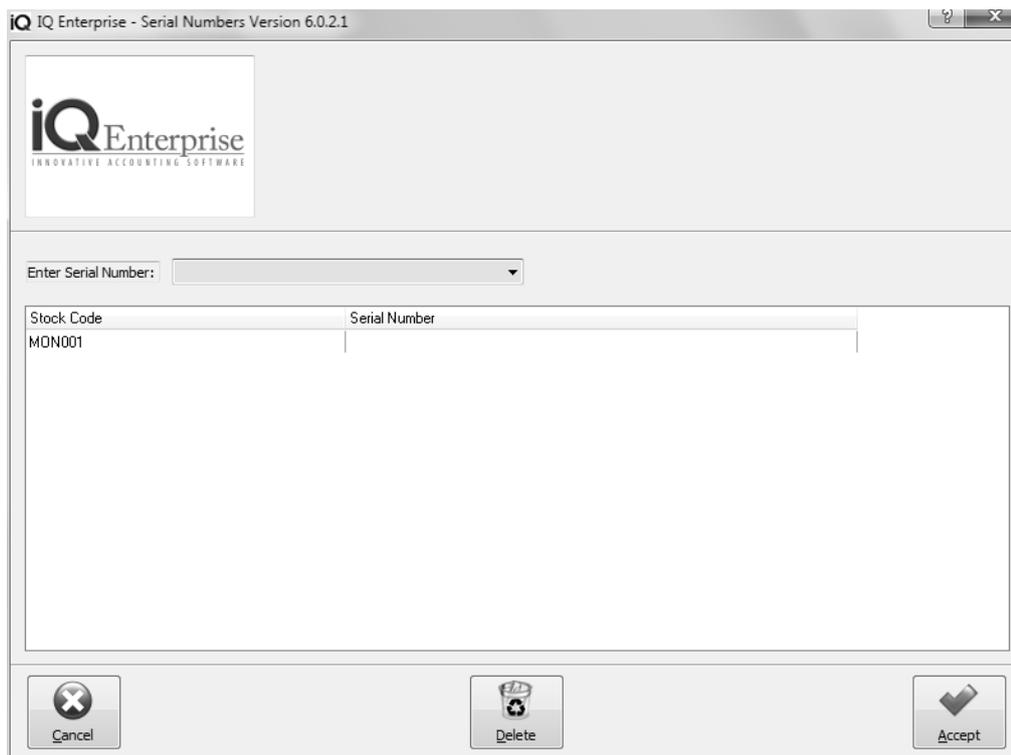
F10 - Turn Printer Off

F11 - Services

QUANTITY

Enter a positive value if the item is being sold. If the item is being returned or exchanged enter a negative quantity. All items processed with negative quantities will be processed as credit note entries in the stock system, i.e. items will be booked back into stock. The system caters for both returns and item sales on a single sales docket. Press enter to proceed to the line discount field.

If the item being sold or returned is serial number based, i.e. requires the capturing of a serial number, the quantity value cannot be more than one (1). The system will not allow serialized items to be processed with a quantity greater than 1. Serialized items are to be captured one by one.



Stock Code	Serial Number
MON001	

LINE DISCOUNT

Depending on the discount method specified under the store parameters, the discount entered will either be a value or a percentage. If the system has been setup to not allow line discounts this option will not be made available or may be restricted to certain cashiers, depending on their access level and the access level that has been assigned (see store parameters, cashier limitations).

NOTE: If there is a percentage sign (%) located next to the discount field it would mean that value entered will be treated as discount percentage.

Use the line discount field if the discount is to be applied to the selected item. Should all items have the same discount applied, it would be easier and quicker to use the discount tender media option. Select the "Subtotal" option followed by the "Discount" tender media option. A further list of available predefined discount tender types will appear. Select the appropriate discount to be used. Please note that the tender media discount will be applied to all items that have been processed so far. This method should only be used once all items have been processed.

NOTE: Using the discount tender media method more than once on a single sale will result in the second discount tender being applied to the first set items as well and not only the items that were listed after the first tender discount was processed. E.g. if two items were rung-up with a tender discount of 10% been processed (not line discount). A further two items were processed after the first tender discount with a second tender discount of 5%. The first two items will have a further 5% discount applied to them, making it 15% discount. The next two items processed after the first tender discount will have 5% discount applied.

Type in the required amount or leave empty, and press enter again to go to the price field. negative values are not permitted.

UNIT PRICE

If the unit price is correct press enter or adjust accordingly. Depending on the cashiers limitation will depend whether the unit price can be altered and to what extent the price can be altered. The unit price can be altered in more than one way. The unit price can manually be changed by entering a new price or the new price can be selected from one of the five the prices available lookup option, if available.

The percentage is used to determine the maximum variance between the system calculated selling price and the new price entered manually by the user.

Options |

Sale Options

Store individual sales for Days

Live Updating of Sales

Allow switching ON / OFF POS Printer

Ask For Sales Rep More Sales Rep Options

Allow Line Comments Post Cashier Number as Rep Number

Use POS Slip Layout Exclusive of VAT Remember Last Rep Used

Enter Quantity before Code Default Sales Rep

Ask for Negative Stock Security Overrides Use Debtor Rep

Automatically Log Off Supervisor After Sale

Ask for Cash/Account before Starting Sale

Ask for Original Document (Cash Refund)

Auto-Restrict Access After Cashup

Display Cashier Name During Sale

Warn Cashier of Cash On Hand Amount

Print Voided Sales

Print Suspended Sales

Skip Saturdays as a Trading Date

Skip Sundays as a Trading Date

Till Options

Minimum Laybye Deposit Percentage

Maximum Variance Percentage on Sellprice

Number of months allowed on Laybys

Number of Terminals

Maximum Line Discount

Quantity Decimals

Default Selling Price

Slip Options

Number of slips for Refunds

Number of slips for Petty Cash

Number of slips for Laybys

Number of slips for Account Sales

Number of slips for Cash Sales

Point of Sale - Credit Purchases

Ask For Order Number

Ask only for Debtor Accounts where Order Number is Required

Cash Sale - Message Before Tenders

Enable

Accept

Store parameter option "Maximum Variance %" will dictate as to how much the unit price can vary from the original listed unit price. Should any of the cashier limitations be challenged a supervisor override will be required. The supervisor override will be required for each and every instance where the cashier exceeds his or her limitation.

NOTE: The unit price must be entered inclusive of VAT.

NOTE: After accepting the unit price the sales docket screen to the right will be updated immediately updated and the next product code may be entered or scanned.

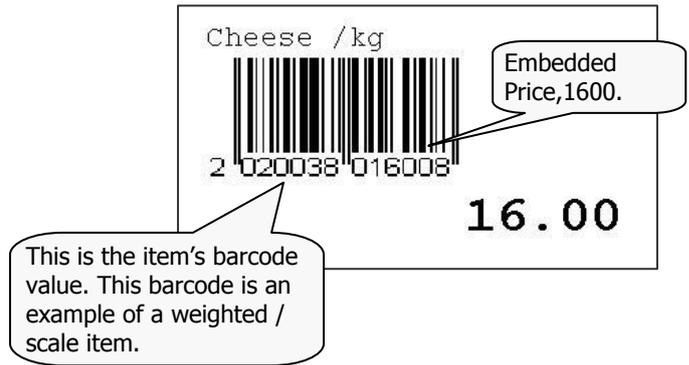
NOTE: At this point the next product can be entered, or the sale may be concluded or a tender discount may be tendered.

WEIGHTED / SCALE ITEMS

Weighted or scale items are captured in the same manner as all other items. At the SKU input field enter the barcode value as it appears on the barcode label, or simply scan the barcode.

For all weighted items, as previously discussed, one should not use the enter key to accept the entered or scanned barcode, but rather use the plus ('+') sign key to accept the item.

There is no requirement for the price and quantity to be entered, as the price is embedded in the barcode and the quantity is automatically calculated.



From the example shown, the price of the block of cheese been sold is embedded in the barcode value. The price part of the barcode lies between the two check digits. In this case the check digits are the two eights (8). The unit price is reflected as 01600, which in turn represent 16.00. Now that the unit price is known, it is easy to work of the quantity. The cheese item is sold at 30.00 (see retail price of item under stock maintenance) per kilogram. The example of the weighted barcode item is been sold for 16.00. To calculate the quantity of the item, use the unit price and divide it by the per kilogram price (stock items retail price).

e.g. $16.00 / 30.00 = 0.533$ (Unit Price) Divide B (Retail Price)

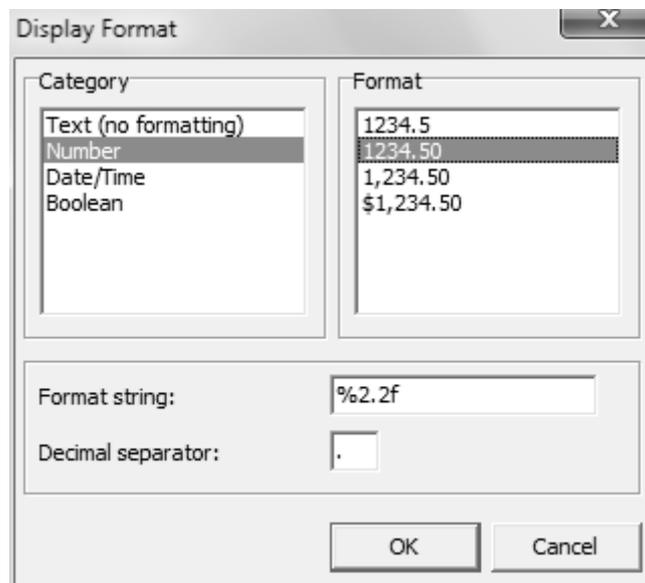
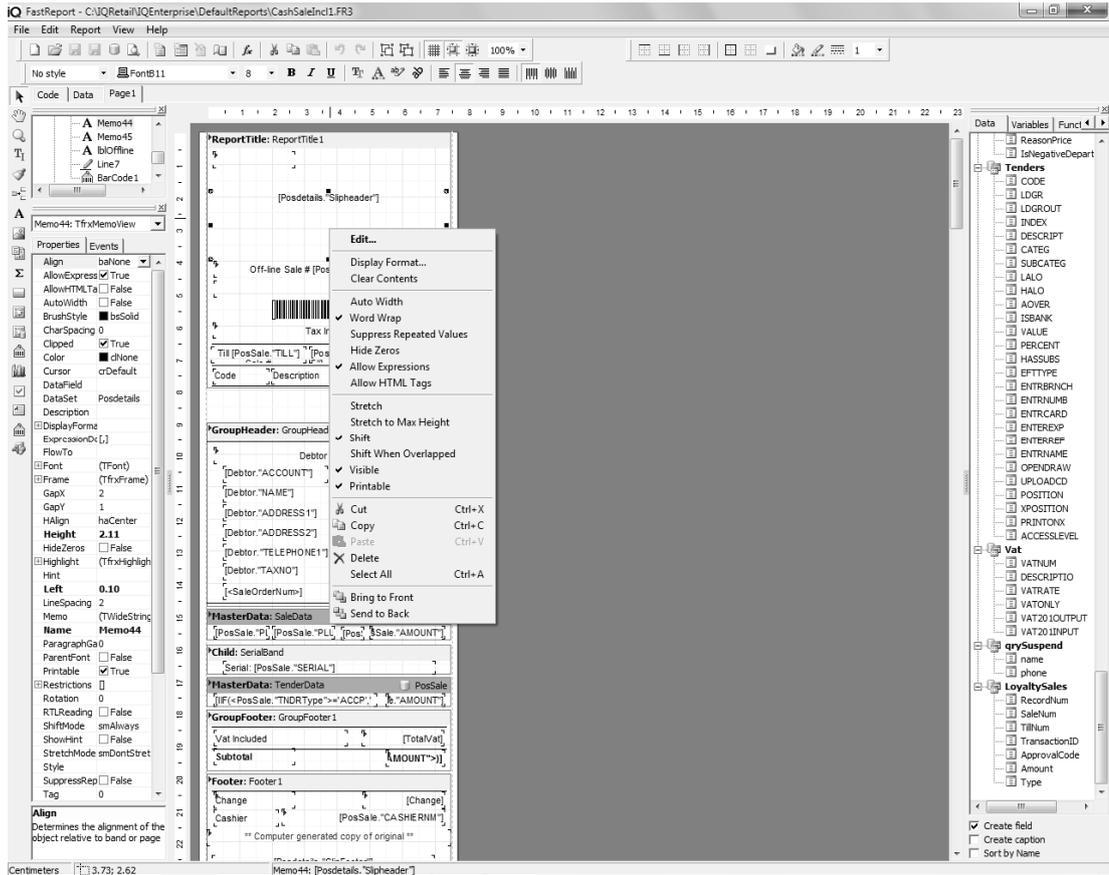


NOTE: The system will automatically calculate the appropriate quantity. Therefore there is no need to manually calculate what the quantity should be.

Once the weighted item is scanned (preferred method) or entered, using the plus sign key, the item will appear on the slip details screen on the right.

IMPORTANT: When using weighted items or items that will require the capturing of decimal / fractional quantities the slip format must be amended to accommodate such quantities. If this is not done the quantity reflected on the sales docket will be a "rounded up" value. E.g. If we took the example of the cheese item that has weight (i.e. quantity) of 0.533 it would be rounded up to 1. The slip would reflect a quantity of 1 under the quantity column. However, the value used to update the stock system will utilize the correct value of 0.533. This is because the value is not being displayed correctly, but it will be recorded in the system correctly.

In order to have quantity values displayed with decimal values the following change is required. Select the view sales menu option from the point of sale menu. Select the receipt of a sale and then select the "edit slip" option. Select the "POSSALE.QTY" field on the receipt layout and right-click on the "POSSALE.QTY" field. On this menu select the display format option. Enter the following format "#,##0.00" this will show decimals automatically.



Once this change has been done the quantity format will be represented with the appropriate number of decimals, e.g. 1.0, 1.00, or 1.000.

NOTE: This is only required if items are going to be sold in fractional quantities.

The screen sample below is of the previous sale examples processed after the quantity format has been changed. Notice that the quantity that was previously represented as 1 is now represented as 1.00 and the cheese item as 0.533, which now represented correctly.

Code	Description	Qty	Total
20000002003	Cheese /kg	0.53	15.90

Quantity format with 2 decimal places.

VOIDING A LINE ITEM

To void an item that has incorrectly been selected or the wrong quantity has been entered, select the "F2 – Void Line" option. This allows one to void a single line item on the sale.

NOTE: The "Void Line" option is accessible anytime during the processing of the sale. Obviously not once the sale has been concluded.

The balance due will immediately be corrected and the product brought back into stock. The voided line item will be represented as a negative value.

NOTE: Product items that have not been entered cannot be voided, neither may the quantity that is to be voided be greater than what has already been entered.

CONCLUDING THE SALE & MULTIPLE TENDER MEDIA

If no further items are required, select the Subtotal option to conclude the sale or to process a tender discount. Remember, tender discounts are applied to all items that are listed so far.

Once the subtotal option is selected the available Main Tender Types will appear. Depending on how the tender types have been setup a further list of sub tender types may appear. When the tender type is selected the balance due will appear in the place of the selected tender type.

Leave as is, or enter the appropriate amount for that tender type. The remaining amount can be allocated to another tender type. Press the escape key to cancel the tender selection made.

E.g. If the total for the sale is 100.00 and the client pays 40.00 as cash and 60.00 as credit card, the sale will be concluded with two tender type processes. The first tender type will be "cash" with the amount of 40.00 entered and the second tender will be the "credit card" tender type, with a value of 60.00. After the final amount of 60.00 has been tendered the sale will automatically be concluded as the final amount due will be zero.

Repeat the above procedures until the balance due is zero.

NOTE: Once the first tender amount has been processed there is no undoing or cancelling the tenders that have already been processed. The only way to correct previously posted entries is to do the sale over. To do this one must "Void" the entire sale and recapture all details again.

Tax Invoice			
Code	Description	Qty	Total
1001	Castle Case (24)	1.00	80.00
1001	Castle Case (24)	1.00	80.00
1001	Castle Case (24)	-1.00	-80.00
1001	Castle Case (24)	2.00	160.00
3001	Vodacom 110 Card	1.00	110.00
			4.00
			350.00

Return or Exchange items are always entered using negative quantities when processing via cash sales.

The above screen is of the sale docket as it would look like once the sale is concluded. Notice the comment entry, "VAT No :....." below the cashier line. This additional information can be activated using the "Additional Customer Information" option.

ADDITIONAL CUSTOMER INFORMATION

The additional customer information or slip message can be invoked by pressing the F7 button. The additional customer information option can be used at any stage of the sale or refund, but must be after the first item has been processed.

NOTE: The comment option can only be used once. By selecting the comment, option for the second time will clear the previously entered message.

The message will appear on the slip after the sale is concluded and is printed at the bottom, beneath the last tender type processed.

IQ Please Enter Details Version 6.0.2.3

IQ Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

Please Enter Details

Order Number	154
Name	Joe Soap
Address 1	45 Daisy Avenue
Address 2	Stellenbosch
Address 3	7600
Tel Number	021 88112232
Vat Number	4589878999
Email	Soap@somewhere.co.za

ESC Cancel

F10 Accept

VOIDING A SALE

Select the Void Sale option to cancel a sale at any time. A void sale will not be posted to the debtors, stock or general ledger files. In other words no stock or ledger entries will take place. The only record of the void will be available in the point of sale till file. All voids can be tracked using one of the point of sale back office report, the x-report or the reprint journal report.

NOTE: The PLU field must be the active field (i.e. the cursor must be positioned in the PLU input field) before the Void Sale option will be allowed.

If the cashier does not have the required rights to process the void a supervisor override will be required.

SUPERVISOR LOGON

The supervisor option allows one to change a price of an item before it's processed. This supervisor logon option can only be used if a user has the appropriate access to utilize this supervisor logon option.

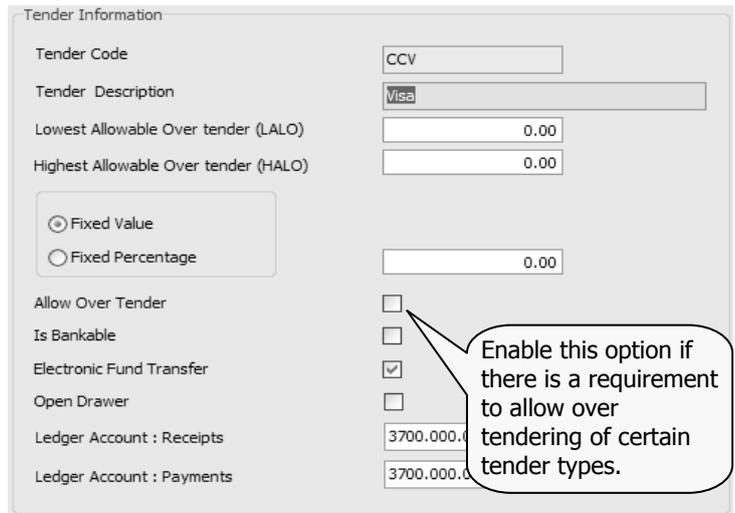
TURN PRINTER OFF/ON

This option allows on to turn the pos printer off or on before the sale commences. This means that the printer may be switched off if the customer does not want a receipt for the goods purchased.

TENDER OVER TENDERING

Credit card or any other tender type over tendering for that matter, happens when the client indicates that his/her credit card should be debited with more than what is due, allowing the customer to be paid back in cash.

Over tendering will only be permitted if a tender type has been setup to allow over tendering. To allow over tendering the "allow over" option must be enabled (see point of sale back office, Tender Types).

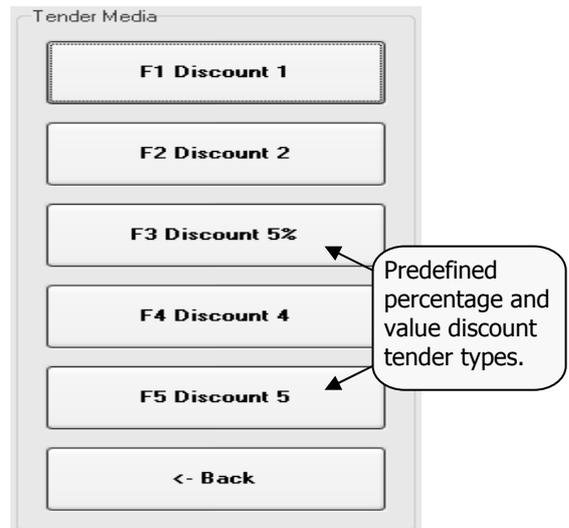
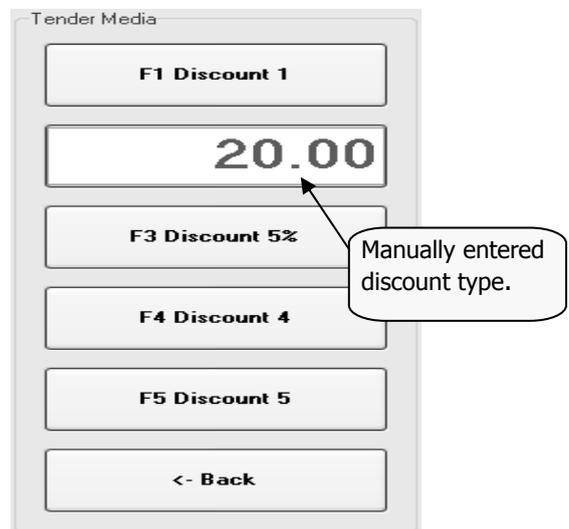


DISCOUNTING A SALE

Should discount be required select the Subtotal option followed by the Discount tender type. Depending how the discount tender type has been set up further sub tender discount with a predefined discount percentages (e.g.10%, 20%, etc.) may appear.

When selected, the discounted amount according to the due amount and the selected discount percentage value will automatically be calculated and displayed.

The sample screens shown here are of a 10% discount being applied to a sales sub total of 196.00. The system automatically works out the required values based the setup of the selected discount tender type. If the discount is not any of the available predefined discount percentages the discount option without the indicated percentage discount value should be selected. This tender discount option will allow the entry of any discount value, as long as it does not exceed the subtotal or any predefined maximum discount limitation (see point of sale back office store parameters).

CASH REFUND

In order for a refund to be processed select the Cash Refund option from the Point of Sale menu. Use the cash refund option to process items that are returned by the client for refund.

NOTE: The cash refunds process is purely meant for refunds and not combination of sales and refunds as with the cash sales. Do not enter negative quantity as done in the cash sales processing screen.

Unlike cash sales, refunds treat all quantities and tendered values as returns so there is no need to enter negative quantity or tender values. Should the incorrect item be entered select the "Void Line" option as used in a normal sale to correct it or the "Void Refund Sale" option to cancel the entire refund. Process the refund as if it were a normal sale.

The screenshot displays the IQ POS interface for a refund transaction. The window title is "IQ Point of Sale Version 6.0.2.3". The logo "iQ POS" is visible with the tagline "The intelligent choice." and "INNOVATIVE ACCOUNTING SOFTWARE". The "Refund Total" is prominently displayed as "10.00".

The main area shows a table with the following data:

Code	Description	Price	Qty	Total
CDK001	Coke Single Can	10.00	1.00	10.00

Below the table, the quantity "1.00" and total "10.00" are shown. To the right, there are input fields for:

- Cashier: 1 - LISA
- Sales Rep: 1
- Discount: 0.00
- Quantity: 1.00
- Stock Code: (empty)
- Description: (empty)
- Unit Price: 0.00

At the bottom, there is a row of function keys: F1 - Subtotal, F2 - Void Line, F3 - Suspend, F4 - Void Sale, F5 - Customer, F7 - Customer Info, F8 - Supervisor Logon, F10 - Turn Printer Off, and F11 - Services. A note "F12 For More Options" is also present.

Once all relevant items have been captured conclude the refund by selecting the subtotal option followed by one of the available tender types.

NOTE: The cash sales processing screen allows the processing of both item returns and item sales, but cash refunds does not. Another difference is, if cash sales has negative outstanding value (i.e. there was a greater value of returns than sales) the system will not allow the selection of tender type. The system automatically use the cash tender type to process the cash sales refund. However, the cash refund option does allow the cash refund tender type to be selected. Below is an example of what the cash refund docket would like, with reason the being printed beneath the tender media type.

 IQRetail (PTY) LTD 1st Floor Rhino House 23 Quantum Road Tax Invoice			
Till 1 Sale # 36		14:39:25	17/11/2008
Code	Description	Qty	Total
1001	Castle Case (24)	1	80.00
Subtotal			80.00
CT	Cash		80.00
ADMINISTRATOR			
** Computer generated copy of original **			
Thanks for shopping at IQRetail (PTY) LTD			

ACCOUNT PAYMENTS

In order for a debtors account to be paid, select the Account Payment option from the Point of Sale menu.

NOTE: Only debtor payments that are received at a point of sale terminal should be posted using the point of sale account payment option. The money received must be placed in the cash drawer of that terminal doing the payment. Failing to place the money received into the cash drawer will result in the cash-up to not balance. If these account payments are not going to be stored or placed in the point of sale terminals cash drawers, the alternate method is to process all debtor payments via the debtors transaction processing option. This option can be found under the debtors menu.

The point of sale account payments processing facility will only allow payments to be made using anyone or more of the available tender type, except the account tender type.

Account payments done via point of sale will form part of the cash-up and will reflect on all the point of sale reports, the X-reports and journal reprints. Payments done via the debtors transaction processing screen will not be included and will not form part of any x-report or journal reprint or cash-up.

When selected, a list of the available clients / debtors will appear. Select from the list the client paying their account.

Account	Name	Telephone	Balance	Initials	Title	Contact
ABC001	ABC Store (Pty) Ltd	021 456 1234	36 043.34	Z		
BLA001	Black - Terms 30 Days	0218800000	29 871.86	P	Mr	Peter
BLU001	Blue - Credit Limit R1		2 068.15	T		
BRO001	Brown - Vat Exempt (Export)		12 853.77	J		
COD001	COD ACCOUNT		1 250.00	E		
FC001	Foreign Currency - Dollar		3 022.61	O		
GRE001	Green	021 854 000 000	2 706.36	T	MRs	Theresa
GRE002	Grey - Settlement Disc (Farmer)		1 408.85	K	Mr	Ken Grey
TBS001	The Bargain Store - Head Office	021 888 0000	31 636.78	W		Peter
TBS002	The Bargain Store - Durban		0.00	P		
TBS003	The Bargain Store - Johannesburg		0.00	F		
WHI001	White - Normal Debtor		63 882.24	A		
XXX001	XXX Retailers (Multiple Details)	021 222 2222	1 435.00	Q		

The point of sale account payment screen reflecting the selected clients details and the option to enter the payment reference and amount will appear next. It is required that the full amount is entered first followed by indicating the tender media type that was used, e.g. cash, credit card, cheque, etc. The reference cannot be left blank.

HINT: Use the reference to indicate the type of payment being made (e.g. Credit Card, Cash, Cheq1234, etc.). The actual tender type will not form part of the information posted to debtors, therefore it would make sense to have this info entered, as it will aid in the reconciling or the resolving of any queries relating to the payment made. All that will normally be listed under the clients account will be the date, reference, type of transaction (e.g. PM), and amount.

Enter the full amount followed by the F10 Pay button, or press escape to cancel and exit the payment screen.

IQ Enterprise: Demo Head Office - [Debtors Receipts Demo Head Office Version 6.0.2.3]

Processing Debtors Creditors Stock Ledger Utilities Support Point of Sale Windows Help Shortcuts

You need to select an SMS Template for this module
SMS will NOT be sent to this account. Please ensure the account has a valid Mobile Number and SMS' are enabled for it.

Account Number: ABC001
Last POS Receipt Number: 86
Receipt date: 18/03/2013
Amount: R 912.50

Receipt

Received From	ABC001
Name	ABC Store (Pty) Ltd
Address	PO Box 123 Stellenbosch 7600
Receipt date	18/03/2013
Reference Number	Pm001
2nd Narrative	
Rep	1
The Sum Of	Local Currency 5200.00
Discount	
Actual Credit On Account	5200.00

Balance Details

Current	5 200.00
30 Days	21 559.72
60 Days	8 956.12
90 Days	0.00
120 Days	0.00
150 Days	0.00
180 Days	327.50
Total	36 043.34
Date Last Payment	18/03/2013
Amount Last Payment	912.50
Settlement Discount %	0
Settlement Discount Amount	0

Account Maintenance Re-Allocate Payments View Details SMS Pay

2ND NARRATIVE

The second narrative allows one to enter an additional reference or additional information to go with the transaction when processed.

THE SUM OF

The sum of field is where the amount being paid is entered. IF the debtor owes R500.00 then enter the 500.00 into the sum of field.

DISCOUNT

The discount option can allows one to subtract discount to the payment. By utilizing this option, the customer paying his or her account will receive discount on their payment.

NOTE: After selecting the Pay button the six main tender types will appear. Select from the available tender types the tender media type the client is using to pay the account. For this example select the cheque tender type. The system will automatically populate the selected tender type with the full amount previously entered, 2000.00. At this point one can either press enter to accept the assigned value or change it to a lower amount press enter. By enter a lower amount it would indicate that the remaining amount is to be assigned to a different tender type. Because the system allows multi tender type processing it is possible to assign a portion to cheque tender type and the remaining portion to discount or cash, but for this exercise leave the full amount as is and press enter.

NOTE: At this point there is no turning back. Should there be a reason to cancel the account payment, cancel the account payment by pressing the escape (Esc) key on the keyboard.

Due to the tender type selected the cheque details screen will appear next. Cheque and credit card are the only tender types that require entry of additional information.

NOTE: The details entered for both the credit card and cheque tender types are not posted to debtors, stock or the ledger. To prevent possible fraud and customer privacy the system does not store credit card details. The cheque and credit card details are used for the generation of the receipt document.

NOTE: Both the credit card and cheque details can be left empty. Press enter to skip though the fields if not required.

On returning to the account payment screen the account payment process will be complete and the receipt will be printed.

NOTE: Should more than one printed copy be required, change the number of copies to print to the required quantity. This is done under the store parameters option. See "Slip Reprints" tab.

The following screen is the end result and example of the receipt that previously discussed.

	
1st Floor Rhino House 23 Quantum Road Technopark, Stellenbosch 7600	
Received From	
Account No	ABC001
Name	ABC Stores (PTY)
Address	P.O. Box 445
Receipt No	Receipt 24
Computer Generated copy of Original	
The Sum Of	2.000.00
Date	04/11/2008
Time	03:02 pm
Till Number	1
Cashier No	1
Cashier Name	
_____ Cashier Signature _____	

PETTY CASH / PAYOUTS

In order for petty cash entries to be made in point of sale select the Petty Cash option from the Point of Sale menu option.

When selected the petty cash in and the petty cash out options screen will appear. Select the petty cash in if there is money to be paid back into the cash drawer, e.g., staff loans paid back, etc., or select the petty cash out option when money is to be taken out of the cash drawer in order to pay for an expense, e.g. milk, coffee, wages, tips, stationery, etc.

NOTE: Petty cash in also used to correct previously posted petty cash out entries. Make sure that all details are the same as the previously posted petty cash out entry, i.e. the same ledger account, same amount and same VAT rate.

PETTY CASH TYPE

There are two types of petty cash transaction namely petty cash out and petty cash in. By default the system will default to the ledger account amount to the last petty cash out entry posted.

PETTY CASH OUT

Once selected the petty cash out entry screen shall appear. By default the system will default to the ledger account amount to the last petty cash out entry posted.

PETTY CASH IN

Once selected the petty cash in entry screen shall appear. By default the system will default to the ledger account amount to the last petty cash in entry posted.

LEDGER ACCOUNT

Enter the ledger account that should be used to post to the general ledger, e.g. cleaning expenses, donations & fines, entertainment, sundry expenses, etc.

The contra account shall always be the allocated ledger account of the selected tender type used to conclude the petty cash entry.

REASON

Enter the reason or description of the entry been made. This reason will form part of the description of ledger transaction when posted. As shown in the example below the ledger account and description refers to donations and fines, but the reason field reflects "Red Cross". This additional information will help identify the entry in the ledger, as there could be many more donations or fines been processed in a month or year.

Below is an example of a petty cash out entry and how it's displayed in the general ledger enquiries screen. Note that the entry has an additional description indicating exactly what it is. This will definitely aid in identifying the entry if the auditor or the tax man queries the entry in the future.

iQ Ledger Transactions Enquiries Demo Head Office Version 6.0.2.3



Account Details

Account No 1550.000.000.00
 Description Printing & Stationery
 Branch
 Department

Period to View Month and Year

March 2013

Opening Balance (Dr) 0.00
 Movement 139.75
 Closing Balance(Dr) 139.75

Available Filters

Clear Filter
 lisa wages

Account	Date	Reference	Description	Audit	Debit	Credit	Balance
1550.000.000.00	18/03/2013	P.O.S 1-87	CNA Printer Pap	528	139.75	0.00	(Dr) 139.75

This reference indicates that this entry was done in Point of Sale on terminal 1 and the 87 indicates that it was sale docket no.87.

R 139.75
R 0.00

Export
Document
Balances
Notes
Filter
No Running Balance
Audit
Search
Print Options

AMOUNT

Enter the inclusive amount of the payout, i.e. the amount must include VAT. By default the system will populate the amount field with the amount of last petty cash entry.

VAT RATE

Select from the available VAT rates that must be applied if VAT be deducted from the above entered amount.

If VAT is applicable, the system will automatically update the relevant VAT account in the general ledger with correct VAT amount based on the vat rate selected.

NOTE: Before selecting the "Process" button, make sure that all details entered are correct. There is no turning back after the "Process" button is selected. Should the "Process" be selected and there is a problem, continue with petty cash entry. Do not attempt to switch the PC off or CTRL + DEL to terminate the application.

Once completed select the "Process" button to select the appropriate tender type to post the entry. The available six main tender types shall appear next. Select from the available tender types the tender media to be used. Seeing that cash will be removed from the cash drawer to pay the expense or consumable, select the "CASH" tender type.

In all cases the "Cash" tender type will always be chosen. The full amount will be placed in the field of the selected tender type. Leave the full amount as is and press the "Enter" key.

At this point you cannot exit or cancel the process. Continue even if the details are incorrect. The process can be corrected afterwards. This process is discussed later in the manual. The end result is a petty cash out document. Please keep this document for future reference.

The number of copies printed can be set via the "Store Parameters" option. If the store sales feature is enabled the document can be reprinted from the "View sales" option located under the point sale menu.

Below is the petty cash out document of the exercise example that was previously discussed and processed.

iQRetail
INNOVATIVE SOFTWARE

Demo Head Office
1st Floor, Rhino House
23 Quantum Road

Petty Cash Out

Till 1 Sale # 87 16:12:05 18/03/2013

<u>Code</u>	<u>Description</u>	<u>Qty</u>	<u>Total</u>
CT	Cash		159.32
1	CNA Printer Pap		

**** Computer generated copy of original ****

Thanks for shopping at Demo Head Office

PETTY CASH IN

The petty cash in processing screen is found under the same menu as the petty cash out option, which is the petty cash menu, located under the point of sale menu. Petty cash in is processed in the same manner as petty cash out. The only difference is that it does not deduct monies from the cash drawer or the ledger, but rather places it back into the system.

Once selected the petty cash in entry screen shall appear.

LEDGER ACCOUNT

Enter the ledger account that should be used to post to in the general ledger, e.g. Cash loans, sundry income, etc.

The contra account shall always be the ledger account of the selected tender type.

REASON

Enter the reason or description of the entry being made. This reason will form part of the ledger transaction description in the general ledger when posted.

AMOUNT

Enter the inclusive VAT amount that is to be posted.

VAT RATE

Select from the available VAT rates that must be applied if VAT be deducted from the above entered amount.

Once completed select the accept option to post the entry. The tender types option shall appear next. Select from the available tender types the tender media to be used and the amount associated with it.

NOTE: When the end of day, cash up or any of the daily reports are done both the petty cash in and petty cash out entries will be recorded.

CORRECTING PETTY CASH ENTRIES

All that is required to correct the incorrect petty cash entry is to post the opposite petty cash entry, i.e. if a petty cash out was processed then a petty cash in must be done, or vice versa. Please make sure when entering the details for the correction entry that all details are the same as the previously posted petty cash posting. Once the correction has been posted the petty cash out or in can be reposted again, but using the correct details this time. When posting correction petty cash entries try entering the reason that indicates that the entry is a correction, e.g. "mistake" or "correction" or "incorrect posting".

PETTY CASH ON THE X-REPORT

The x-report will reflect all petty cash in and out entries, regardless of the tender media used. The actual tender media used to conclude them will be record under the tender media totals. The tender media totals reflected are Nett totals that have already taken the petty cash in and outs into consideration.

 INNOVATIVE SOFTWARE Demo Head Office Terminal X Report		
Till Number	1	
Report date	18 Mar 2013	
Current date	18 Mar 2013	
Current Time	16:22:48	
First Sale Number	80	
Last Sale Number	88	
Type	Count	Amount
Sales		
+ Cash	2	3 780.00
Total Sales	2	3 780.00
Refunds		
- Cash	1	10.00
Total Refunds	1	10.00
Nett Sales	3	3 770.00
Other Transactions		
- Petty Cash Out	1	159.32
Bankable		
Cash	4	3 610.68
Bankable Total	4	3 610.68
Non Bankable		
Non Bankable Total		
Total Tenders	4	3 610.68
Cash in Drawer		3 610.68
Vat Breakdown		
Sales Amount (Incl):		
Rate 1 (14.00%)	4	3 770.00
Petty Cash Amount		
Rate 1 (14.00%)	1	-159.32
Total Amount (Incl)	5	3 610.68
Vat on Sales:		
Rate 1 (14.00%)	4	462.98

Petty Cash total.

SYSTEM INTEGRATION



CHAPTER 9

SYSTEM INTEGRATION

Over the next few pages a visual explanation will be given depicting the integration of the various modules with each other and the general ledger. The examples that are used are from the course exercises.

This is the list of the Integration processes:

- Stock Invoicing
- Stock Credit Note
- Stock Goods Receiving
- Stock Returned Good
- Debtors Transaction
- Credit Transaction
- Debtors Transaction
- Stock Adjustment

STOCK INVOICING INTEGRATION

This is the general flow of a Stock Invoice and the accounts that will be affected.

The screenshot displays three interconnected windows in the IQ Enterprise software:

- Stock Enquiries:** Shows details for item COK001 (Coke Single Can) with a quantity of 48. It includes fields for opening stock, purchases, returns, and closing stock. A summary table at the bottom shows:

Opening Stock	405.00
+ Purchases	0.00
- Returns	0.00
- Sales	24.00
+ Credits	0.00
- Transfers In	0.00
- Transfers Out	0.00
Adjustments	0.00
WriteOffs	0.00
+ Sundry Receipts	0.00
- Sundry Issues	0.00
Other	0.00
Closing Stock	381.00
- Stock Invoicing:** Shows invoice details for ABC001 (ABC Store (Pty) Ltd) dated 18/03/2013. It includes fields for invoice number (455), order number (7600), and delivery memo. A summary table at the bottom shows:

Goods Total	300.00
Discount Armt	0.00
Vat Amount	36.84
Total Quantity	24.00
- General Ledger Audit:** Shows a trail for account #515 (Debtors Control) with a debit of 300.00 and a credit of 317,958.34. A summary table at the bottom shows:

Account	Description	TX Date	Gr Audit	Reference	Curr	Debit	Credit
2000.000.000.00	Sales Account - Head Office	18/03/2013	515	INV297	ZAR	0.00	263.16
4100.000.000.00	Vat Output	18/03/2013	515	INV297	ZAR	0.00	36.84
1000.000.000.00	Cost of Sales - Head Office	18/03/2013	515	INV297	ZAR	144.00	0.00
3500.000.000.00	Stock on Hand	18/03/2013	515	INV297	ZAR	0.00	144.00
3600.000.000.00	Debtors Control	18/03/2013	515	INV297	ZAR	300.00	0.00

Arrows indicate the flow of data: from Stock Enquiries to Stock Invoicing, and from Stock Invoicing to General Ledger Audit. A text box notes: "The Sales, Cost of Sales, Stock Accounts that are used to update the General Ledger are derived from the stock items's department."

NOTE: In all instances, the Stock Control Account is involved. A Stock Invoice will credit the Vat Output Account.

STOCK CREDIT NOTE INTEGRATION

This is the general flow of a Credit Note Invoice and the accounts that will be affected.

Stock Enquiries

Item Code: COK001
Description: Coke Single Can
Sales Orders: 94
Purchase Orders: 49
Work in Progress: 63
Pack Size: SINGLE CAN
Department: 001

Opening Stock: 405.00
+ Purchases: 0.00
- Returns: 0.00
- Sales: 24.00
+ Credits: 1.00
+ Transfers In: 0.00
- Transfers Out: 0.00
Adjustments: 0.00
WriteOffs: 0.00
+ Sundry Receipts: 0.00
- Sundry Issues: 0.00
Other: 0.00
Closing Stock: 382.00

Debtors Enquiries

Account Number: ABC001
Name: ABC Store (Pvt) Ltd
Address 1: PO Box 123
Address 2: Stellenbosch
Address 3: 7600
Address 4: 0.00
Address 5: 0.00
Address 6: 0.00
Credit Limit: 50 000.00
Reserved Credit Limit: 0.00
Credit Limit Available: 18 246.16
Balance Brought Forward: 30 843.34

Stock Credit Note

Account Details: ABC001
Account Name: ABC Store (Pvt) Ltd
78 Main Road
Stellenbosch
7600

Order Method: Normal
Bin Location: FR1
Average Cost: 6.00
Order Quantity: 48
Order Level: 400
Latest Cost: 24.00
Last Sale: 18/03/2013
Retail Price: 10.0000

General Ledger Audit

Account	Description	Tr Date	Cur	Debit	Credit
4300000000.00	Stock Account - Head Office	18/03/2013	ZAR	12.50	0.00
4100000000.00	Vat Output	18/03/2013	ZAR	1.94	0.00
1000000000.00	Cost of Sales - Head Office	18/03/2013	ZAR	0.00	6.00
3500000000.00	Stock on Hand	18/03/2013	ZAR	6.00	0.00
3600000000.00	Debtors Control	18/03/2013	ZAR	0.00	12.50

The Sales, Cost of Sales, Stock Accounts that are used to update the General Ledger are derived from the Stock Items Department

STOCK GOODS RECEIVING INTEGRATION

This is the general flow of a Stock Goods Receive voucher and the accounts that will be affected.

Stock Enquiries

Item Code: COK001
Description: Coke Single Can
Bin Location: FR1
Average Cost: 6.00
Latest Sale: 18/03/2013
Retail Price: 10.00000

DC	CODE	REFERENCE	TX DATE	AMOUNT	GLAU	UNIQUE	ONHAND	COST	PROFIT	QUANTITY
C	IN	18/03/2/INV/297	18/03/2	263.1579	515	1	381	144.0000	119.1579	24.0000
D	ON	18/03/2/CRN/19	18/03/2	10.5649	516	1	382	6.0000	4.5649	1.0000
D	PU	18/03/2/XYZINV754	18/03/2	268.0000	517	1	430	0.0000	0.0000	48.0000

Stock Goods Receiving

Account Details: XYZ001
Name: XYZ Wholesalers
Address 1: 45 Gordon Avenue
Address 2: Stellenbosch
Address 3: 7600

Order Details: 18/03/2013
Order Number: XYZINV754
Order Date: 18/03/2013
Order Quantity: 48
Order Level: 400
Maximum Level: 0

Stock: Coke Single Can
Type: CL
Unit Price: 6.00
Additional Cost (Ea): 0.00
Qty: 0.00000
Total: 288.000

General Ledger Audit

General Ledger Audit Trail #517 Version 6.0.2.3

Account	Description	TX Date	Gr Audit	Reference	Curr	Debit	Credit
3500.000.000.000	Stock on Hand	18/03/2013	517	XYZINV754	ZAR	288.00	0.00
3800.000.000.000	Vat Input - Trade	18/03/2013	517	XYZINV754	ZAR	40.32	0.00
4000.000.000.000	Creditors Control	18/03/2013	517	XYZINV754	ZAR	0.00	328.32

The Sales, Cost of Sales, Stock Accounts that are used to update the General Ledger are derived from the Stock Items Department

DEBTORS TRANSACTION INTEGRATION

This is the general integration of the transactions: Invoice, Payment, Journal Debit, and Discount. These accounts will be affected.

Debtors Enquiries

IQ Enterprise Demo Head Office - Enquiries for

Processing Debtors Creditors Stock Ledger Utilities Support Point of Sale Windows Help Shortcuts

Account Details

Account Number: ABC001 Telephone 1: 021 456 1234

Name: ABC Store (Pty) Ltd Telephone 2: 021 456 1234

Address 1: PO Box 123 Fax Number: 021 456 1234

Address 2: Stellenbosch E Mail Address: info@abcstore.co.za

Address 3: 7600 Last Payment Date: 18/03/2013

Address 4: Contact: 912.50

Comment: 50 000.00

Line Comment: 13 956.66

Currency: ZAR Credit Limit: 30 843.34

Reserved Credit Limit: 0.00

Credit Limit Available: 13 956.66

Balance Brought Forward: 30 843.34

Search: 2013

Buttons: Show All, Show Open Items

Date	Code	Reference	Debit	Credit
01/03/2013	JD	OB01	5 200.00	0.00
06/03/2013	IN	INV285	625.00	0.00
18/03/2013	IN	INV297	300.00	0.00
18/03/2013	CRN	CRN19	12.50	0.00
18/03/2013	PM	Payment Receive	912.50	0.00

Account	Description	Tx Date	Gl Audit Reference	Curr	Debit	Credit
2000.000.000.00	Sales Account - Head Office	18/03/2013	515 INV297	ZAR	0.00	263.16
4100.000.000.00	Vat Output	18/03/2013	515 INV297	ZAR	0.00	36.84
1000.000.000.00	Cost of Sales - Head Office	18/03/2013	515 INV297	ZAR	144.00	0.00
3500.000.000.00	Stock on Hand	18/03/2013	515 INV297	ZAR	0.00	144.00
3600.000.000.00	Debtors Control	18/03/2013	515 INV297	ZAR	300.00	0.00

Debtors Invoice (IN)

Debtors Payment (PM)

Account	Description	Tx Date	Gl Audit Reference	Curr	Debit	Credit
3500.000.000.00	Debtors Control	18/03/2013	519 ABC00166	ZAR	0.00	912.50
3700.000.000.00	Cash on Hand	18/03/2013	519 ABC00166	ZAR	912.50	0.00

Debtors Journal Debit (JD)

Account	Description	Tx Date	Gl Audit Reference	Curr	Debit	Credit
3600.000.000.00	Debtors Control	01/03/2013	520 OB01	ZAR	5 200.00	0.00
3601.000.000.00	Debtors Clearing Account	01/03/2013	520 OB01	ZAR	0.00	5 200.00

Debtors Credit Note (CN)

Account	Description	Tx Date	Gl Audit Reference	Curr	Debit	Credit
2000.000.000.00	Sales Account - Head Office	18/03/2013	516 CRN19	ZAR	10.96	0.00
4100.000.000.00	Vat Output	18/03/2013	516 CRN19	ZAR	1.54	0.00
1000.000.000.00	Cost of Sales - Head Office	18/03/2013	516 CRN19	ZAR	0.00	6.00
3500.000.000.00	Stock on Hand	18/03/2013	516 CRN19	ZAR	6.00	0.00
3600.000.000.00	Debtors Control	18/03/2013	516 CRN19	ZAR	0.00	12.50

CREDITORS TRANSACTION INTEGRATION

This is the general integration of the Transactions: Invoice, Payment, Balance Brought Forward, and Discount. These accounts will be affected.

Creditors Invoice (IN)

Account	Description	Tx Date	Gl Audit Reference	Curr	Debit	Credit
3500.000.000.00	Stock on Hand	18/03/2013	517 RTS7	ZAR	48.00	0.00
3800.000.000.00	Vat Input - Trade	18/03/2013	517 NZDM754	ZAR	46.32	0.00
4000.000.000.00	Creditors Control	18/03/2013	517 NZDM754	ZAR	0.00	328.32

Creditors Enquiries

Processing Debtors Creditors Stock Ledger Utilities Support Point of Sale Windows Help Shortcuts

Account Details

Account Number: XYZ001 Telephone 1: 021 8881234

Name: XYZ Wholesalers Telephone 2: _____

Address 1: PO Box 58585 Fax Number: _____

Address 2: Stellenbosch E-Mail Address: xyz@somewhere.co.za

Address 3: 7600 Last Payment Date: 19/03/2013

Address 4: _____

Contact: Harry Credit Limit: 5 000.00

Comment: _____ Reserved Credit Limit: 0.00

Line Comment: _____ Balance Brought Forward: 139 879.78

Currency: ZAR

Month: March 2013

Show All Show Open Items

Creditors Payment (PM)

Account	Description	Tx Date	Gl Audit Reference	Curr	Debit	Credit
4000.000.000.00	Creditors Control	19/03/2013	522 PM001	ZAR	5 000.00	0.00
3990.000.000.00	Bank Account - Cheque	19/03/2013	522 PM001	ZAR	0.00	5 000.00

Creditors Journal Credit (JC)

Account	Description	Tx Date	Gl Audit Reference	Curr	Debit	Credit
4000.000.000.00	Creditors Control	01/03/2013	521 0B001	ZAR	0.00	1 800.00
4001.000.000.00	Creditors Clearing Account	01/03/2013	521 0B001	ZAR	1 800.00	0.00

Creditors Return To Supplier (CN)

Account	Description	Tx Date	Gl Audit Reference	Curr	Debit	Credit
3500.000.000.00	Stock on Hand	18/03/2013	518 RTS7	ZAR	0.00	48.00
3800.000.000.00	Vat Input - Trade	18/03/2013	518 RTS7	ZAR	0.00	6.72
4000.000.000.00	Creditors Control	18/03/2013	518 RTS7	ZAR	54.72	0.00

STOCK ADJUSTMENT INTEGRATION

The stock adjustment shown here is of the Castle Single item. The adjustment posted is for ten items, i.e. the difference between the stock before and the stock after adjustment. The stock on hand Account is credited and Stock Adjustment Account is debited.

Stock Enquiries (AJ)

Stock Adjustment

Parameters

Date: 18/03/2013
 Ledger Account: 3510.000.000.00
 Automatically Disable Editing After Adjustment
 Reporting Items - Adjustments Not Allowed

Sort Order

- Code
- General Code
- Description
- Department
- Supplier Code
- Barcode
- Bin Location
- Main Supplier

Available Filters

Clear Filter
 Golf Shirts

Stock Adjustment

Code	Description	General Code	Barcode	Department	Main Supplier	Average Cost	Latest Cost	Onhand	New Cost
CA0001	Castle Single Can	CA0001	CA0001	001	A&C001	4.6300	4.6300	30.0000	4.6300
CA0002	Castle Single Can	CA0001	CA0001	001	A&C001	6.0000	6.0000	415.0000	6.0000
CA0001	Castle Single Can	CA0001	CA0001	001	A&C001	141.0000	141.0000	0.0000	141.0000
CA0001	Castle Single Can	CA0001	CA0001	005	A&C001	0.0000	0.0000	1.0000	0.0000

Info | Prices | Image | Long Description |

Item Code	Description	Long Description	Group Code	Bin Location	Average Cost	Latest Sale	Retail Price	Order Method	Order Quantity	Normal
CO0001	Coke Single Can		403.00	FR1	8.00	27.00	10.0000	FR1	6.00	48
	Purchase Orders	49							6.00	400
	Work in Progress	63							6.00	0
	Pack Size	1								
	Pack Description	SINGLE CAN								
	Department	001								
	Current Period	March								

Operating Stock

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

Details

Number	Code	Date	Reference	DC	TCode	ACode	Amount	GL Audit	Unique
1206	CO0001	18/03/2013	INV/297	C	IN		263.1579	515	1
1207	CO0001	18/03/2013	CRN19	D	CN		10.9649	516	1
1208	CO0001	18/03/2013	XZJN/754	D	PU		288.0000	517	1
1209	CO0001	18/03/2013	R157	C	RT		48.0000	518	1
1213	CO0001	18/03/2013	P.O.S 1-80	C	IN		8.7719	525	1
1214	CO0001	18/03/2013	P.O.S 1-80	C	IN		17.5439	525	2
1215	CO0001	18/03/2013	P.O.S 1-81	D	CN		8.7719	526	1
1216	CO0001	18/03/2013	Damage	C	AJ		17.9968	527	1

General Ledger Audit

Account	Description	Tx Date	GL Audit Reference	Curr	Debit	Credit
3500.000.000.00	Stock on Hand	18/03/2013	527 CO0001		0.00	18.00
3510.000.000.00	Stock Adjustment Account	18/03/2013	527 CO0001		18.00	0.00

QUOTATIONS



CHAPTER 10

QUOTES

WHAT IS QUOTES?

A Quote is used as documents supporting the invoicing process. A quote is when a price of an item is quoted by a contractor, subcontractor, material supplier or vendor to furnish materials. A quote means the last price at which an item traded, meaning the most recent price on which a buyer and seller agreed on and at which some amount of the asset was transacted.

The screenshot displays the IQ Enterprise software interface. At the top, there is a menu bar with options: Processing, Debtors, Creditors, Stock, Ledger, Utilities, Support, Point of Sale, Windows, Help, and Shortcuts. Below the menu bar, there is a toolbar with icons for various functions. The main area shows a list of quotes with the following columns: Quote No, Account, Company, Quote Date, Invoice Date, Order Number, and Total. The data is as follows:

Quote No	Account	Company	Quote Date	Invoice Date	Order Number	Total
QTE1	WHT001	White - Invoice Discount	01/02/2011		3H87	22.80
QTE11	BLA001	Black - Terms 30 Days	08/02/2011			11400.00
QTE14	BLA001	Black - Terms 30 Days	08/02/2011	14/04/2011	1254	3599.00
QTE15	WHT001	White - Invoice Discount	14/04/2011	14/04/2011	545	1582.70
QTE16	WHT001	White - Invoice Discount	14/04/2011	15/04/2011	5478	1182.75
QTE17	BLA001	Black - Terms 30 Days	19/12/2011		4411	603.00
QTE18	TBS001	The Bargain Store - Head Office	19/03/2012		451	4076.25
QTE19	BLA001	Black - Terms 30 Days	29/05/2012		1254	1026.00
QTE20	BLA001	Black - Terms 30 Days	12/06/2012		4877	369.03
QTE21	BLA001	Black	26/06/2012	26/06/2012	2434	670.11
QTE22	BLA001	Black - Terms 30 Days	17/08/2012		1254	430.16
QTE23	BLA001	Black - Terms 30 Days	17/08/2012		3H87	9.00
QTE5	BLA001	Black - Terms 30 Days	07/02/2011	29/05/2012	1254	1140.00

In simple terms, a quote is used to specify a price for an item which is usually bought in large quantities. If the buyer accepts the quote, that quote is then turned into an invoice.

NOTE: All quote that are created will be listed in Recall Quotes.

IQ Enterprise: Demo - Head Office - [Quotes Version 6.0.1.3]

Processing Debtors Creditors Stock Ledger Utilities Support Point of Sale Windows Help Shortcuts

Account Details: Account No TBS001, Quote Date 06/11/2012

Name and Address Details: The Bargain Store - Head Office, 89 Protea Avenue, Stellenbosch, 7600

Quote Details: Quote Number, Delivery Method Courier, Order Number 454, Rep Number 2

Totals: Goods Total 271.21, Discount Amnt 0.00, Vat Amount 33.31, Total Quantity 8.00

Code	Description	P/Order	Rep	Supplier Code	Type	Unit Price	Qty	Status	Disc %	Total
COK001	Coke Single Can		2	C1	P1	9.92	5.00	001	0.00	49.60
TSMG0304	Golf T-Shirt - Red -XL		2		P1	73.87	3.00	001	0.00	221.61
						0.00	0.00		0.00	0.00

Total 271.21

Supervisor Logout, Calculator, F7 Long Desc, F8 Item Details, Amendments, User Defined Data, F4 Quote, Flash

ACCOUNT DETAILS

ACCOUNT NUMBER

Enter the debtors account number, or select the search option to search for an account. To switch between number and name search, use the search by option. If you have to quote a new debtor, the debtor has to be captured first in order for it to be available when selecting the customer. The Amendments button option is to create a new stock item within the quote screen directly from the stock system.

NAME AND ADDRESS DETAILS

Use the available postal and delivery address details. To type a different address should the invoice or credit note goods be delivered to a different address as to that what is already specified, the drop down arrow button next to the name field can be used in order to use the multiple delivery addresses.

Should you make any typing mistake in either of the address details use the Revert option to revert back to the original address details.

NOTE: The altering of the address details will only affect the quote that is posted at the time and will not alter the original clients address details in any way.

TELEPHONE

Enter the customers telephone number in this field.

QUOTE DISCOUNT %

The quote discount allows one to enter any discount for the quote. This quote discount is for the full amount of the quote, not for line item discount.

QUOTE DETAILS

QUOTE DATE

Enter the quote date in the format DDMMYYYY. This date will show the date the quote was generated.

QUOTE NUMBER

The system does not allow for manual quote numbers. The quote number will automatically be generated as 1 for the first quote entered and thereafter it will auto increment every time a new quote is processed. Automatic numbers will only appear *after* the quote is accepted.

DELIVERY METHOD

Enter the delivery method. E.g. RAIL, COURIERS, etc. or else leave blank.

ORDER NUMBER

Enter the customer order number, if applicable.

HINT: When processing Cash Sales (e.g. CASH01 account is used) use the order number field to enter the customer's name or surname. This will aid with the searching through hundreds or thousands of cash quote, should their ever be a query.

REP NUMBER

The sales person for this debtor, as indicated on the debtor's account, will automatically appear in this field. Should you wish to use another representative, use the ALT and the down arrow or the mouse to locate a new representative.

DELIVERY NOTE NUMBER

Enter a delivery note number if goods are sent on a separate delivery note, or use this field to store information other than a delivery note, e.g. Drivers name, telephone number, etc.

QUOTE MEMO

The quote memo allows one to enter additional information regarding the quote.

TOTALS**QUOTE INCLUSIVE**

Select Inclusive or Exclusive VAT charging method. The default VAT method is derived from the Stock department.

WAREHOUSE

The warehouse option here allows one to select a warehouse so that when the items are sold and the quote is converted into an invoice the goods will be sold from that warehouse.

GOODS TOTAL

The goods total displays the total of all the goods on the current quote exclusive of VAT. This field will be automatically updated.

DISCOUNT AMNT

The discount amount field displays the discount amount automatically if there was discount given on the full quote value.

VAT AMOUNT

The VAT amount field will display the total vat amount of the full value of the specific quote. the vat field will automatically be populated with the value.

QUOTE INFORMATION**CODE**

Enter the stock code number and press Enter, or use the search facility to search for the appropriate stock item Select the amendments button to add items which are not yet on file. When searching for the stock item use the detail button and the history button to obtain more detail on the stock item.

DESCRIPTION

The stock description as defined in the Item Maintenance section will be displayed. Press Enter to accept this description or enter a new description.

COMMENT

The comment field is used for adding additional information on the transaction line for the specific stock item.

TYPE

The type field displays different types of pricing that is used once the stock item is entered. In other words that type field will display P0, P1, P2 etc... once the item code has been selected and entered through the transaction line.

The different types of "TYPE" will be displayed as follows: P0 – Original Price, P1 – Retail Price, P2 – Wholesale Price, P3 – Alternative Price 1, P4 – Alternative Price 2, P5 – Alternative Price 3, CL – Latest Cost, CA – Average Cost, CH – Highest Cost, CB – Base Cost, PL – Custom Price List, PP – Contract Price Per Product Per Debtor, DD – Contract Price Per Department Per Debtor, PG – Contract Price Per Product Per Debtor Group, DG – Contract Price Per Department Per Debtor Group and PM – Promotion Price.

UNIT PRICE

If selling price changes are not allowed, this field will not be accessible. The normal selling price or the linked price (see debtor Account Maintenance for more information) for the debtor will appear in this field. Press the ALT and the down arrow to select from the 5 available selling prices.

NOTE: To increase the size of the selling price decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

QUANTITY

Enter the quantity of the item to be sold or credited. Should you enter more than what is on hand you will be warned, if your system is not allowed to have negative stock, it will revert back to the stock code number.

NOTE: To increase the size of the quantity decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

DISC %

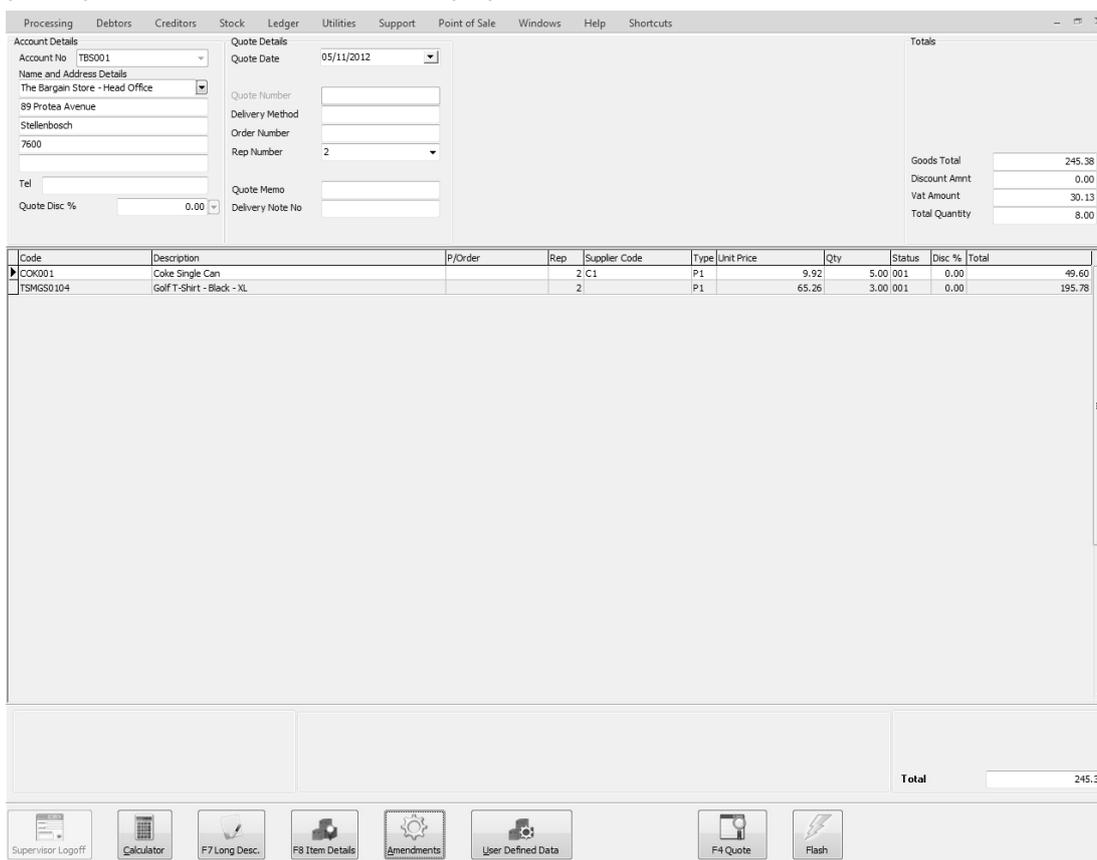
Enter the line item discount percentage, if any. A discount amount cannot be entered while entering a sale line item on the quote, only a percentage.

NOTE: The discount amount / value derived from the discount percentage is not posted the any ledger account, but the discounted line total is posted to ledger.

Repeat the above steps for each line of the quote. When all lines have been entered, press ESC.

TOTAL

The total field automatically displays the full line total. In other words if the item price is R10.00 and the quantity is 5 then the line total will display R50.00.



SUPERVISOR LOGON

Select **Supervisor Logon** to be able to make changes that require the supervisor access level.

CALCULATOR

The calculator option will allow the user to use Ms Windows calculator while busy with a Quote.

LONG DESCRIPTION

The long description allows one to enter a long description per item on the quote. This is helpful when additional information is need per stock item or at the end of the quote.

ITEM DETAILS

The details option allows one to view details of the highlighted stock item within the quote. This option is controlled by security access levels.

AMENDMENTS

The amendments option allows one to leave the quote screen and go straight to the stock maintenance option. This option is very useful if a stock item does not exist in stock and it needs to be added before the finalization of the quote.

EXAMPLE: If a stock item does not exist, the amendments option can be utilized to add the item. Once the amendments option has been selected, one can then select the add option and add the additional stock items. Upon exiting of the stock maintenance, the system will return to the quote screen where the newly added stock item may be selected.

USER DEFINED DATA

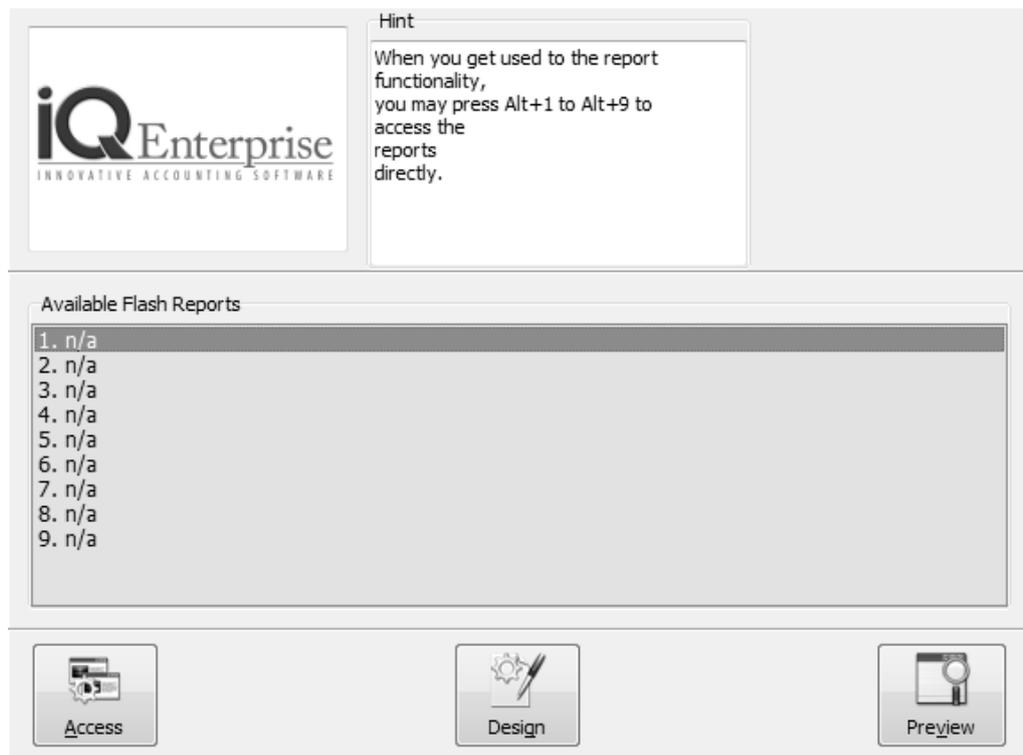
The user defined data option is only available if one has setup user define data. The user defined data is additional information that has been setup in the stock maintenance option.

QUOTE

The quote option allows one to process the specific quote and then display it on screen. This option makes printing and emailing very easy. Once in the preview screen, the options to print and email are available.

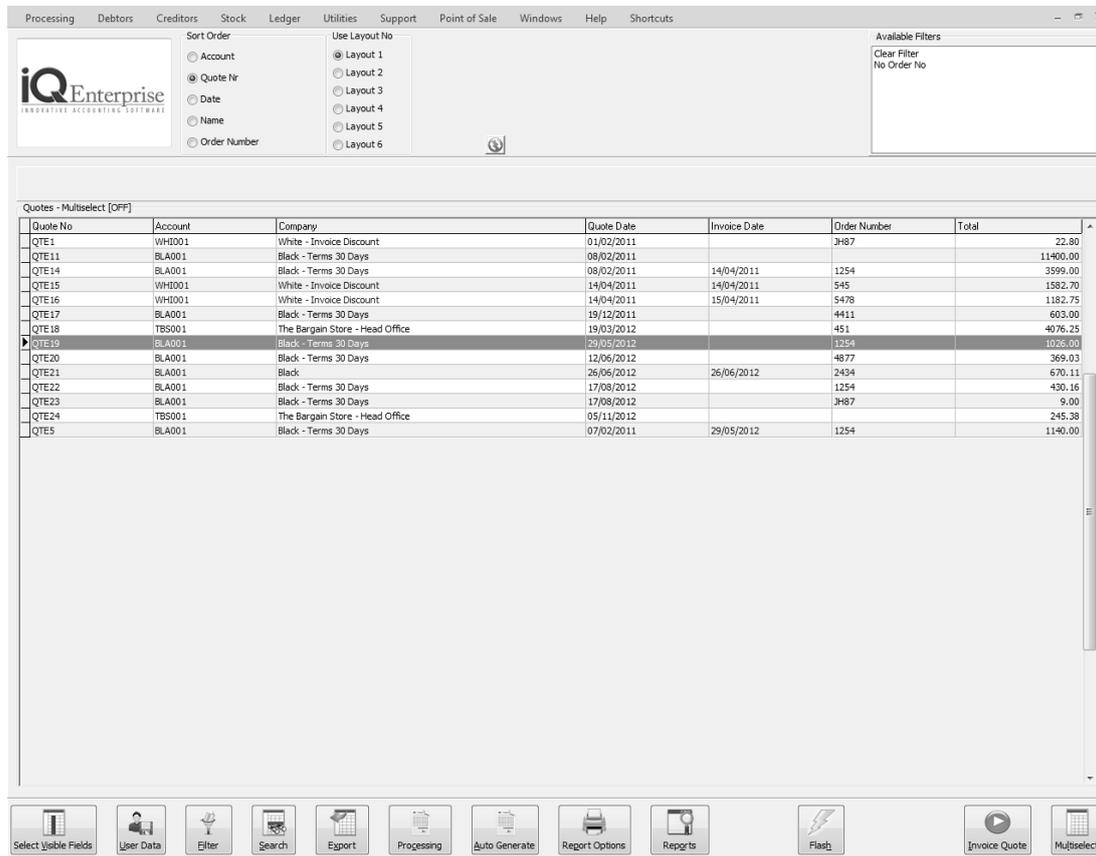
FLASH

The flash option allows one to call up a flash report by either selecting the flash button or one can use the "alt" button. To call up a flash report using the "alt" option, hold down the "alt" button and then press either number 1 – 9 this will bring up the flash report that corresponds to the relevant number.



RECALLING QUOTES

This will list all the previously processed quotes. From here the quotes can be modified, deleted or converted into an invoice.



SORT ORDER

The sort order allows one to sort the existing quotes in Account Number, Document or Date.

SE LAYOUT NO

The use layout option allows one to print a selected quote onto any of the existing six layouts.

QUOTE DETAILS

QUOTE NO

The quote no field shows the internal quote number that has been used on the quote when it was created.

ACCOUNT

The account field shows the account number that is linked to the customer for whom the quote was created.

COMPANY

The company field shows the company name to who the quote was made out to.

NOTE: If the quote is not made out to a company but to an individual person, the company field will then show that individual person's name.

QUOTE DATE

The quote date holds the date when the quote was created.

PHONE

The phone field holds the contact phone number of the person to who the quote was made out for.

NOTE: If it is a walk in client, that telephone number may be the one entered at the point when the quote was created.

TOTAL

The total field shows the total value of the existing quote.

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 list and enable it by adding a tick mark next to the field.

USER DATA

The user data option is only available if one has setup user defined data under Module Parameters. The user data is additional information that has been setup in the stock maintenance option.

FILTER

The filter option enables one to filter out specific or certain quotes based on the information shown on the quote screen.

SEARCH

The search option allows one to search for any information within the quote maintenance screen and for any available field.

EXPORT

Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML, XLS (Excel) and IQ XML).

PROCESSING**NEW**

The new option allows one to create a new quote.

EDIT

The edit option allows one to edit any of the existing quotes listed on the quote maintenance screen.

DELETE

The delete option allows one to delete any of the existing quotes that are listed on the quote maintenance screen.

IMPORT

This button will redirect the user to an Import module that supports importing of the job card item types. This Import module will also be available from the Utilities Menu.

AUTO GENERATE

The auto generate option allows one to automatically generate either a Quote, Sales Order, Purchaser Order or a Job Card from the existing quote maintenance screen.

Generate a Sales Order for

Account Number: BLA001

Name: Black - Terms 30 Days

Address Line 1: PO Box 1232

Address Line 2: Stellenbosch

Address Line 3: 7600

Settings

Retain Debtor Name Retain Document Discount

Retain Delivery Addresses

Item Details

Stock Code	Description	Quantity	Price Inc	Price Exc	Discount %	Total
COK001	Coke Single Can	3	3.333999	2.924035	0	10.0001997

Generate Document

NOTE: Select the generate document option in order to generate the relevant document as selected from the quote maintenance screen.

REPORT OPTIONS

The print options allows one to either display, design or print the highlighted quote within the quote maintenance screen. Once the relevant options has been selected, the system will show the quote in a preview screen, enter the design mode or print the relevant document to the printer.

FLASH

The flash option allows one to draw a quick flash report that has been setup specific to invoices. This makes it easy if one needs to see what the item was sold for previously to the relevant debtor.

INVOICE QUOTE

The invoice quote option allows one to turn any of the existing quotes listed in the quote maintenance screen into an invoice.

MULTISELECT

The multi-select option allows one to select job card to email. The multi-select option only allow the email functionality, multi-select will not allow the invoicing of more than one job card. Select the Multi-select option then use the Ctl button on the keyboard to select the job cards. Each Quote will be send individually in an email.

MODIFY QUOTE

Modifying a quote allows one to edit an existing quote and make any changes necessary.

NOTE: When modifying a quote, the only field that may not be altered is the account field.

Code	Description	P/Order	Rep	Supplier Code	Type	Unit Price	Qty	Status	Disc %	Total
COK001	Coke Single Can		2	C1	PO	9.92	5.00	001	0.00	49.60
TSMG50104	Golf T-Shirt - Black - XL		2		PO	65.26	3.00	001	0.00	195.78

NOTE: Selecting the Quote option will update the modified quote and place it back into the quotes screen.

DELETE QUOTE

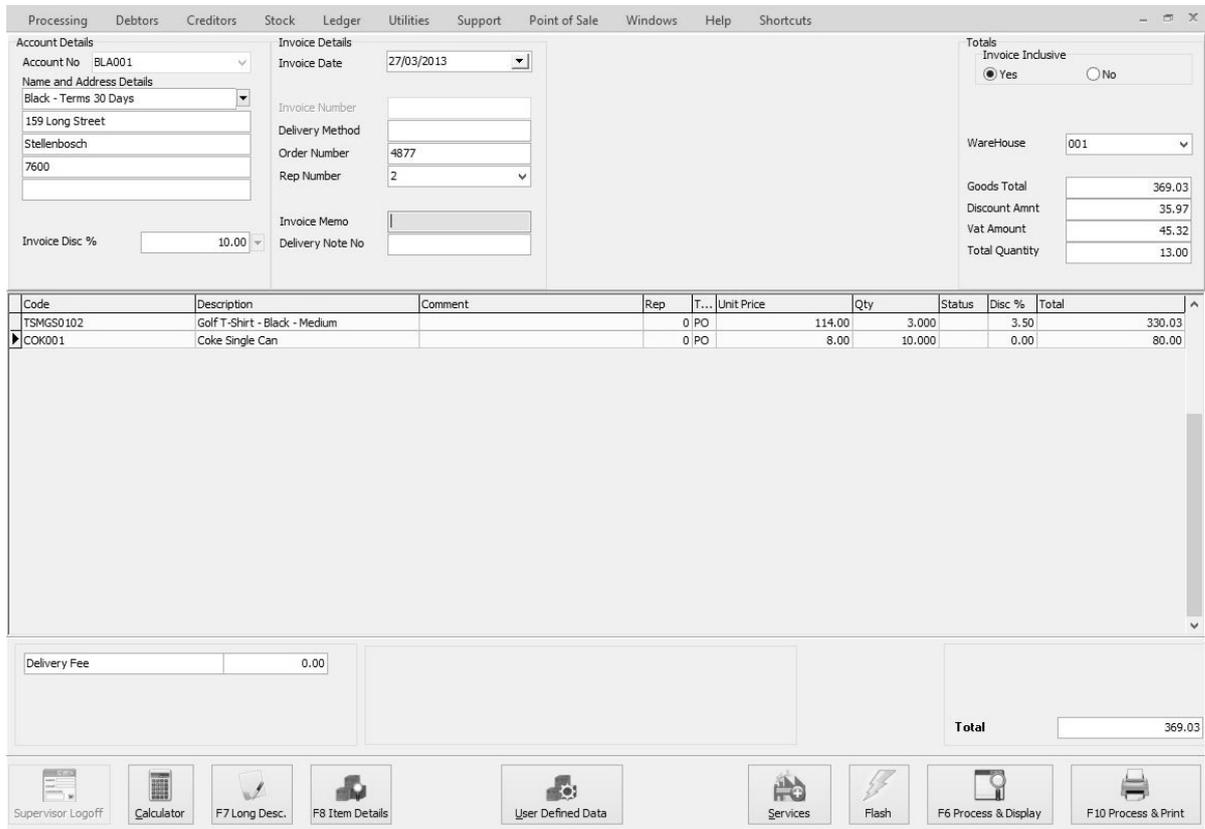
Deleting a quote allows one to delete any of the existing quotes.

NOTE: When deleting a quote, one needs to highlight the relevant quote. To highlight the quote for deletion, hold down the "CTRL" button on the keyboard and click on the selected quote with the mouse.



NOTE: Once the quote is selected, select the delete option located at the bottom of the quote maintenance screen.

INVOICING QUOTES



NOTE: In order to select a specific quote for invoicing, click the selected quote and then select the Invoice Quote option. This will turn the existing quote directly into an invoice.

ACCOUNT DETAILS

ACCOUNT NUMBER

Enter the debtors account number, or select the search option to search for an account. To switch between number and name search, use the search by option. If you have to invoice a new debtor, the debtor has to be captured first in order for it to be available when selecting the customer.

NOTE: The Amendments button option is to create a new stock item within the invoice screen directly from the stock system.

NAME AND ADDRESS DETAILS

Use the available postal and delivery address details. To type a different address should the invoice or credit note goods be delivered to a different address as to that what is already specified, the drop down arrow button next to the name field can be used in order to use the multiple delivery addresses. Should you make any typing mistake in either of the address details use the Revert option to revert back to the original address details.

NOTE: The altering of the address details will only affect the quote that is posted at the time and will not alter the original clients address details in any way.

INVOICE DISCOUNT %

The invoice discount allows one to enter any discount for the invoice. This invoice discount is for the full amount of the invoice, not for line item discount.

INVOICE DETAILS

INVOICE DATE

Enter the invoice date in the format DDMMYYYY. This date will show the date the invoice was generated.

Invoice number

The system does not allow for manual invoice numbers. The invoice number will automatically be generated as 1 for the first invoice entered and thereafter it will auto increment every time a new invoice is processed. Automatic numbers will only appear *after* the invoice is accepted.

DELIVERY METHOD

Enter the delivery method. E.g. RAIL, COURIERS, etc. or else leave blank.

ORDER NUMBER

Enter the customer order number, if applicable.

HINT: When processing Cash Sales (e.g. CASH01 account is used) use the order number field to enter the customer's name or surname. This will aid with the searching through hundreds or thousands of cash quote, should their ever be a query.

REP NUMBER

The sales person for this debtor, as indicated on the debtor's account, will automatically appear in this field. Should you wish to use another representative, use the ALT and the down arrow or the mouse to locate a new representative.

DELIVERY NOTE NUMBER

Enter a delivery note number if goods are sent on a separate delivery note, or use this field to store information other than a delivery note, e.g. Drivers name, telephone number, etc.

INVOICE MEMO

The invoice memo allows one to enter additional information regarding the invoice.

TOTALS

INVOICE INCLUSIVE

Select Inclusive or Exclusive VAT charging method. The default VAT method is derived from the Stock item.

WAREHOUSE

The warehouse option here allows one to select a warehouse so that when the items are sold, the goods will be sold from that warehouse.

GOODS TOTAL

The goods total displays the total of all the goods on the current invoice exclusive of VAT. This field will be automatically updated.

DISCOUNT AMNT

The discount amount field displays the discount amount automatically if there was discount given on the full invoice value.

VAT AMOUNT

The vat amount field will display the total vat amount of the full value of the specific invoice. The vat field will automatically be populated with the value.

SUPERVISOR LOGON

Select **Supervisor Logon** to be able to make changes that require the supervisor access level.

LONG DESCRIPTION

The long description allows one to enter a long description per item on the quote. This is helpful when additional information is need per stock item or at the end of the quote.

ITEM DETAILS

The details option allows one to view details of the highlighted stock item within the quote. This option is controlled by security access levels.

USER DEFINED DATA

The user defined data option is only available if one has setup user define data. The user defined data is additional information that has been setup in the stock maintenance option.

FLASH

The flash option allows one to call up a flash report by either selecting the flash button or one can use the "alt" button. To call up a flash report using the "alt" option, hold down the "alt" button and then press either number 1 – 9 this will bring up the flash report that corresponds to the relevant number.

PROCESS & DISPLAY

The process and display option allows one to process the specific purchase order and then display it on screen. This option makes printing and emailing very easy. Once in the preview screen, the options to print and email are available.

PROCESS AND PRINT

The process and print option will process the purchase order and print immediately. This option does not allow one to display the purchase order first, it automatically prints.

Tax Invoice						
Invoice From						
IQRetail (PTY) LTD 1st Floor Rhino House 23 Quantum Road Technopark, Stellenbosch 7600						
			Telephone 021 880 0420 Fax 021 880 0488 E Mail iqenterprise@iqretail.co.za Vat Registration No 123456789 Invoice Date 05/11/2008			
Invoice To			Deliver To			
ABC Stores (PTY) LTD P.O. Box 445 Kempton Park 1619			ABC Stores (PTY) LTD 23 Bird Street Kempton Park 1619			
Account No	Invoice Date	Order Number	Representative		Invoice Number	Page
ABC001	05/11/2008	N/A	1 Rep 1		INV110	1 of 1
Item Code	Description	Quantity	UnitPrice	Disc %	VatAmnt	Line Total
1001	Castle Case (24)	2	70.18		19.65	140.35
Extra Charges			Number of Items		Subtotal (Exclusive) 140.35	
Delivery Fees					Discount	
			2		Vat 19.65	
					Total 160.00	

AGENT TRANSACTIONS



CHAPTER 11

AGENT TRANSACTIONS

WHAT ARE AGENT TRANSACTIONS?

This module allows stock to be sold directly from the supplier/creditor to the client/debtor. The stock does not pass through the system, however the stock items must first be created in the system. Agent transactions allows one to act as a broker that earns commission for facilitating the sale of stock items directly from the supplier to the client without needing to store the stock on hand. An example of this would be a public auction. The transaction under Stock enquiries will show a GRV and an Invoice for the transaction.

Client/Internal Order	Order Number	NAME	Account	Order Date	Invoice Date	Order Total
3784	0	Black - Terms 30 Days	BLA001	30/12/1899	09/02/2011	0.00
	10	Black - Terms 30 Days	BLA001	30/12/1899	10/10/2012	0.00
148	2	White - Invoice Discount	WHI001	30/12/1899	28/02/2011	1 282.50
	4	White - Invoice Discount	WHI001	30/12/1899	09/02/2011	912.00
	7	Black - Terms 30 Days	BLA001	30/12/1899	10/02/2011	1 140.00
	8	Black - Terms 30 Days	BLA001	30/12/1899	27/06/2012	0.00
	9	Black - Terms 30 Days	BLA001	30/12/1899	12/07/2012	0.00

AGENT TRANSACTIONS OPTIONS

SORT ORDER

The sort order allows one to sort the existing agent transactions in Internal Order, Account Number, Document or Date.

ORDERS

CLIENT/INTERNAL ORDER

The client / internal order number field will show the internal or client order number that was used when the agent transaction is created.

ORDER NUMBER

The order number field shows the order number that was generated when the agent transaction was created.

NAME

The name field shows the name of the client / debtor to whom the agent transaction was made out to.

ACCOUNT

The account field shows the account number that is linked to the customer for whom the agent transaction was created.

ORDER DATE

The order date field does not hold any information, this field is not being used by the system at all. It is a redundant field.

INVOICE DATE

The invoice date field holds the date information when that specific agent transaction was invoiced. In other words, as soon as one invoices that specific agent transaction, the invoice date field will have the invoiced date populated in that field.

ORDER TOTAL

The total field shows the total value of the existing agent transaction.

AGENT TRANSACTIONS SELECTION OPTIONS**FILTER**

The filter option enables one to filter out specific or certain agent transactions based on the information shown on the agent transaction screen.

NEW

Selecting the new option allows for a new agent transaction to be created.

EDIT

The edit option allows one to edit any existing agent transaction that is listed in the agent transaction screen.

DELETE

The delete option allows one to delete either selected agent transaction or all the completed agent transactions.

NOTE: Once an agent transaction has been deleted, the agent transaction is gone. Make sure that backups have been made prior to deleting any agent transactions.

Delete Which Items ?

Selected Item Only

All Completed Orders

ESC Cancel

Accept

NOTE: Each of the above selection options have security attached to them. This means that each button can be configured with a security access level. In order to set the appropriate access level, see security and access level setup.

print options

The print options allow one to either display, design or print the highlighted agent transaction within the agent transactions screen. Once the relevant options have been selected, the system will show the agent transaction in a preview screen, enter the design mode or print the relevant document to the printer.

IQRetail (PTY) LTD		Date Printed: 05/11/2008			1 of 1	
Agent Transactions						
<u>Code</u>	<u>Description</u>	<u>Quantity</u>	<u>Customer Price</u>	<u>Supplier Price</u>	<u>Customer</u>	<u>Supplier</u>
1001	Castle Case (24)	4.00	80.00	60.00	ABC001	XYZ001
Remarks						
*** END OF REPORT ***						

INVOICE THE AGENT TRANSACTION

The invoice option allows one to invoice directly to the client / debtor from the agent transaction screen.

CREATING AGENT TRANSACTIONS

Select the processing menu and select Agent Transactions.



Live Stock

Direct Purchases

Debtor	WHT001	Supplier	ABC001
Name	White	Name	ABC Whole Sales
Address 1	89 Yarley Avenue	Address 1	45 Orange Road
Address 2	Caledon	Address 2	Somerset West
Tel No		Tel No	0218885555
Order	148	Date	28/02/2011
Rep Number	1		

Code	Description	Quantity	Exclusive		Total	
			Customer Price	Supplier Price	Customer	Supplier
▶ TSMGS0202	Golf T-Shirt - Brown - M	15.00	75.00	30.00	1 125.00	450.00
					1 125.00	450.00

Remarks

Vat	157.50	63.00
Total	1282.50	513.00


 Design


 Process & Display

AGENT TRANSACTION DETAILS**DEBTOR**

The debtor field allows one to choose the relevant debtor or client account to whom the agent transaction is going to be invoiced to.

NAME

The name field will display either the name or company name of the debtor client when selected from the lookup screen.

ADDRESS 1

The address 1 field will show the first line of the address of the relevant debtor client. If this field is blank it would mean that the debtor has no address filled in.

ADDRESS 2

The address 2 field will show the second line of the address of the relevant debtor client unless no address is filled in at the time of capturing the debtor information.

TEL NO

The telephone no field shows the telephone number of the selected debtor/client once selected from the lookup screen.

ORDER

The order field is an internal order number that may be entered for the relevant agent transaction. Once a number is entered, this will display on the agent transaction document.

SUPPLIER

The supplier field allows one to choose the relevant creditor supplier account from the creditors search screen.

NAME

The name field will display either the name of the creditor supplier or the company name of the relevant creditor supplier.

ADDRESS 1

The address 1 field will show the first line of the address of the relevant creditor supplier. If this field is blank it would mean that the creditor has no address filled in.

ADDRESS 2

The address 2 field will show the second line of the address of the relevant creditor supplier unless no address is filled in at the time of capturing the creditor information.

TEL NO

The telephone no field shows the telephone number of the selected creditor supplier once selected from the lookup screen.

DATE

The date field will display the date of the agent transaction, this means that if the transaction is done today, that date field will display today's date.

LIVE STOCK

If the Live Stock option is selected, the system will check the Debtors VAT status and if the debtors vat status is set to Normal Vat Client then the system will use the VAT rate that is set on the stock item. If the debtors Vat Status are set to Vat Exempt Client (Export) or Vat Exempt Farmer (section 7) then the system will use the debtors vat rate when the transaction is posted.

DIRECT PURCHASE

The Direct Stock option will always apply VAT rate 1 (14%) as set in Company Details -> Tax Rates.

ITEM DETAILS OPTIONS**CODE**

The code field is where the stock items are selected. This can be done by clicking on the ... button option and then selecting the stock code. If the stock code is known it may be entered in manually or if scanners are used it may be scanned in as well.

DESCRIPTION

The description field will show the description of the selected stock code. No additional information may be entered after the existing description.

QUANTITY

The quantity field is where the necessary quantity is entered for the specific item or items.

EXCLUSIVE**CUSTOMER PRICE**

The customer price exclusive displays the exclusive price of the item for the relevant debtor client. This price exclusive does not come from the stock item itself. This exclusive price must be entered in manually.

SUPPLIER PRICE

The supplier price exclusive displays the exclusive price of the item for the relevant creditor supplier. This price exclusive does not come from the stock item itself. This exclusive price must be entered in manually.

TOTAL**CUSTOMER**

The customer total displays the total sales value of the items for the relevant debtor client. This total value is calculated based on the quantity and price.

SUPPLIER

The supplier total displays the total purchase value of the items for the relevant creditor supplier. This total value is calculated based on the quantity and price.

REMARKS

The remarks option allows one to enter any feedback or comments concerning the specific agent's transaction.

VAT

The VAT fields show the vat applicable for the debtor and creditor accounts.

TOTAL

The total field displays the full total of the current agent transaction for debtors and creditors.

DESIGN

The design option allows one to modify the agent transaction layout from the agent transaction screen.

PROCESS & DISPLAY

The process and display option allows one to process and display the agent transaction.

NOTE: This will not complete the transaction. It will simply list it as an agent transaction in the agents transactions screen. From there it can be converted to an Invoice. ONLY THEN will the Debtors and Creditors accounts be updated.

INVOICING AGENT TRANSACTIONS

		<input checked="" type="radio"/> Live Stock		Debtor: BLA001		Supplier: ABC001	
		<input type="radio"/> Direct Purchases		Name: Black - Terms 30 Days		Name: ABC Whole Sales	
				Address 1: PO Box 1232		Address 1: 45 Orange Road	
				Address 2: Stellenbosch		Address 2: Somerset West	
				Tel No: 0218800000		Tel No: 0218885555	
				Order: 8784		Date: 09/02/2011	
				Rep Number: 1			

Code	Description	Quantity	Exclusive		Total	
			Customer Price	Supplier Price	Customer	Supplier
▶ COK001	Coke Single Can	5.00	6.00	4.00	30.00	20.00
					30.00	20.00

Remarks		Vat	4.20	2.80
		Total	34.20	22.80


Design


Process & Display

DEBTOR

The debtor field allows one to choose the relevant debtor or client account to whom the agent transaction is going to be invoiced to.

NAME

The name field will display either the name or company name of the debtor client when selected from the lookup screen.

ADDRESS 1

The address 1 field will show the first line of the address of the relevant debtor client. If this field is blank it would mean that the debtor has no address filled in.

ADDRESS 2

The address 2 field will show the second line of the address of the relevant debtor client unless no address is filled in at the time of capturing the debtor information.

TEL NO

The telephone no field shows the telephone number of the selected debtor/client once selected from the lookup screen.

ORDER

The order field is an internal order number that may be entered for the relevant agent transaction. Once a number is entered, this will display on the agent transaction document.

SUPPLIER

The supplier field allows one to choose the relevant creditor or supplier account.

NAME

The name field will display either the name of the creditor supplier or the company name of the relevant creditor supplier.

ADDRESS 1

The address 1 field will show the first line of the address of the relevant creditor supplier. If this field is blank it would mean that the creditor has no address filled in.

ADDRESS 2

The address 2 field will show the second line of the address of the relevant creditor supplier unless no address is filled in at the time of capturing the creditor information.

TEL NO

The telephone no field shows the telephone number of the selected creditor supplier once selected from the lookup screen.

DATE

The date field will display the date of the agent transaction, this means that if the transaction is done today, that date field will display today's date.

LIVE STOCK

If the Live Stock option is selected, the system will check the Debtors VAT status and if the debtors vat status is set to Normal Vat Client then the system will use the VAT rate that is set on the stock item. If the debtors Vat Status is set to Vat Exempt Client (Export) or Vat Exempt Farmer (section 7) then the system will use the debtors vat rate when the transaction is posted.

DIRECT PURCHASE

The Direct Stock option will always apply VAT rate 1 (14%) as set in Company Details -> Tax Rates.

CODE

The code field is where the stock items are selected. This can be done by clicking on the ... button option and then selecting the stock code. If the stock code is known it may be entered in manually or if scanners are used it may be scanned in as well.

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The description field will show the description of the selected stock code. No additional information may be entered after the existing description.

QUANTITY

The quantity field is where the necessary quantity is entered for the specific item or items.

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The customer price exclusive displays the exclusive price of the item for the relevant debtor client. This price exclusive does not come from the stock item itself. This exclusive price must be entered in manually.

SUPPLIER PRICE

The supplier price exclusive displays the exclusive price of the item for the relevant creditor supplier. This price exclusive does not come from the stock item itself. This exclusive price must be entered in manually.

TOTAL**CUSTOMER**

The customer total displays the total sales value of the items for the relevant debtor client. This total value is calculated based on the quantity and price.

SUPPLIER

The supplier total displays the total purchase value of the items for the relevant creditor supplier. This total value is calculated based on the quantity and price.

REMARKS

The remarks option allows one to enter any feedback or comments concerning the specific agents transaction.

VAT

The VAT fields show the vat applicable for the debtor and creditor accounts.

TOTAL

The total field displays the full total of the current agent transaction for debtors and creditors.

 <input checked="" type="radio"/> Live Stock <input type="radio"/> Direct Purchases		Debtor	WH1001	Supplier	ABC001
		Name	White	Name	ABC Whole Sales
		Address 1	89 Yarley Avenue	Address 1	45 Orange Road
		Address 2	Caledon	Address 2	Somerset West
		Tel No		Tel No	0218885555
		Order	148	Date	28/02/2011
		Rep Number	1		

Code	Description	Quantity	Exclusive		Total	
			Customer Price	Supplier Price	Customer	Supplier
TSMGS0202	Golf T-Shirt - Brown - M	15.00	75.00	30.00	1 125.00	450.00
					1 125.00	450.00

Remarks		Vat	157.50	63.00
		Total	1282.50	513.00


 Design


 Process & Display


 Process & Print

DESIGN

The design option allows one to modify the agent transaction layout from the agent transaction screen.

PROCESS & DISPLAY

The process and display option allows one to process and display the agent transaction.

NOTE: This will not complete the transaction. It will simply list it as an agent transaction in the agents transactions screen. From there it can be converted to an Invoice. ONLY THEN will the Debtors and Creditors accounts be updated.

PROCESS & PRINT

The process and print option allows one to process and print the agent transaction. This option will not display the document, it will be sent directly to the printer.

CONTRACT PRICE MAINTENANCE



CHAPTER 12

CONTRACT PRICE MAINTENANCE

WHAT IS CONTRACT PRICE MAINTENANCE?

Contract price maintenance is where one can setup different types of discount structures. The discount structures are contracts setup between the seller and the buyer.

Debtor or Group	Product or Department	Price	Discount	Description
BLA001	COK001	8.65	10.00	Discount per Debtor per Product

SELECT CONTRACT PRICE FILTER

The contract price filter allows for four different types of discounts namely, Discount per Product per Debtor, Discount per Department per Debtor, Discount per Product per Debtor's Group and Discount per Department per Debtor's Group.

DISCOUNT PER PRODUCT PER DEBTOR

This option allows one to give discount for any debtor per product.

DISCOUNT PER DEPARTMENT PER DEBTOR

This option allows one to give discount for any debtor per department.

DISCOUNT PER PRODUCT PER DEBTOR'S GROUP

This option allows one to give discount for any debtor's group per product.

DISCOUNT PER DEPARTMENT PER DEBTOR'S GROUP

This option allows one to give discount for any debtor's group per department.

DISCOUNT STRUCTURES

DEBTOR OR GROUP

This field displays either the individual debtor or the debtor's group depending on the type of discount chosen.

PRODUCT OR DEPARTMENT

This field displays either the individual product items or the individual departments depending on the discount type chosen.

PRICE

The price field displays the current price of the item. This price may also be entered in manually.

DISCOUNT

The discount field displays the current discount given on the price of the item. This discount must be entered in manually.

DESCRIPTION

The description field displays the description of the type of discount given per item or department and debtor or debtor's group.

CONTRACT PRICE MAINTENANCE SELECTION OPTIONS**SELECT VISIBLE FIELDS**

In order to change the list of visible fields in the Contract Price Maintenance screen, select the **Select Visible Fields** option.



The screenshot shows a dialog box titled "SELECT VISIBLE FIELDS". It contains a list of fields with checkboxes:

- FIELD1
- FIELD2
- PRICE
- DISC
- DESC
- TYPE
- STARTDATE
- ENDDATE

At the bottom of the dialog, there are three buttons:

- Restore Defaults** (with a floppy disk icon)
- Cancel** (with an 'X' icon)
- Accept** (with a checkmark icon)

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.

EXPORT

Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML and XLS (Excel)).

FILTER

The filter option enables one to filter out specific or certain quotes based on the information shown on the quote screen.

SEARCH

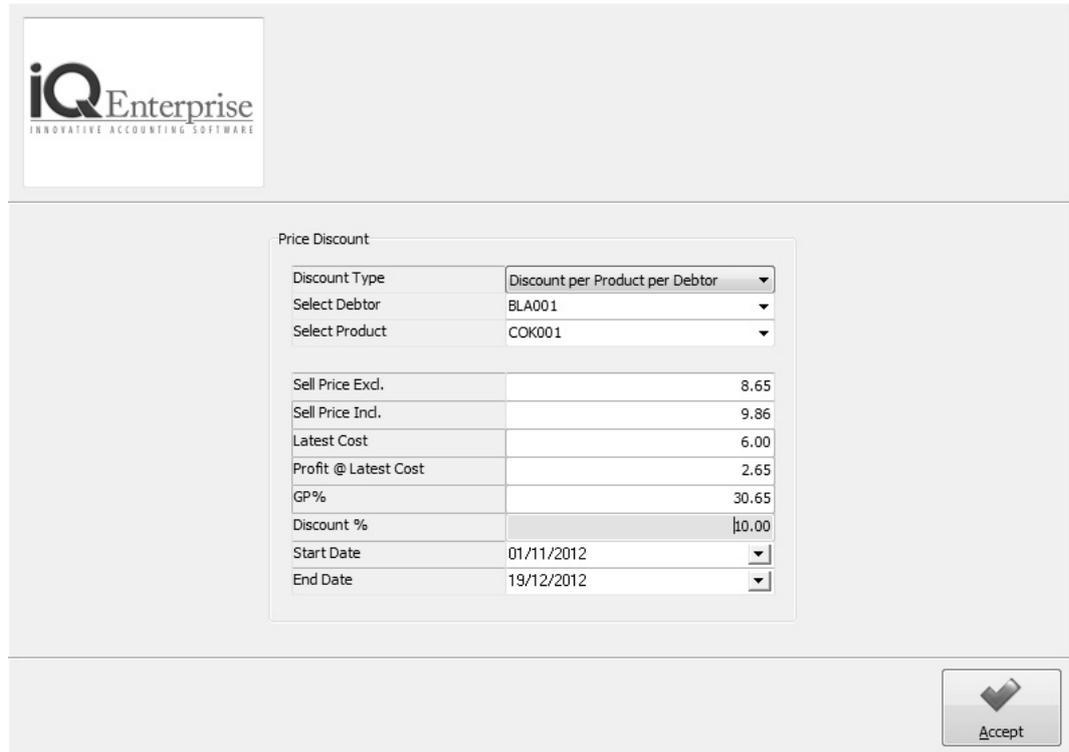
The search option allows one to search for any information within the quote maintenance screen and for any available field.

ADD

The add option allows one to add any of the four discount structures.

EDIT

The edit option allows one to edit any existing discount structure is listed in the contract price maintenance screen.



Price Discount

Discount Type	Discount per Product per Debtor
Select Debtor	BLA001
Select Product	COK001
Sell Price Excl.	8.65
Sell Price Incl.	9.86
Latest Cost	6.00
Profit @ Latest Cost	2.65
GP%	30.65
Discount %	10.00
Start Date	01/11/2012
End Date	19/12/2012

Accept

DELETE

The delete option allows one to delete any of the existing discount structures that have been setup.

PREVIEW

The preview option allows one to preview a list of all the discount structures.

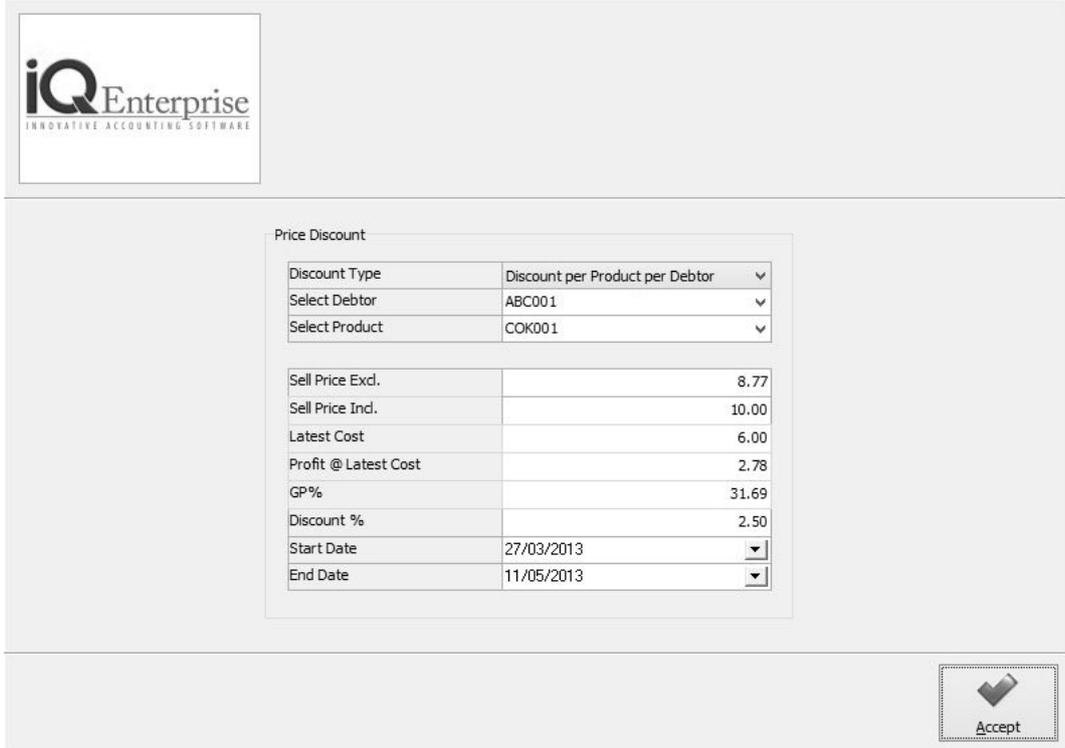
IQRetail (PTY) LTD		Date Printed: 05/11/2008	1 of 1
Price Matrix Report			
Data Filter: No Filter Specified			Currency: (R)
<u>Debtor Account</u>	<u>Stock Code</u>	<u>Price (Excl)</u>	<u>Discount</u>
<u>Discount per Debtor per Product</u>			
ABC001	1001	R 70.00	10 %
*** END OF REPORT ***			

DESIGN

The design option allows one to change the layout design of the discount report.

PRINT

The print option allows one to print the list of all discounts on a report.

CREATING CONTRACT PRICES


iQ Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

Price Discount

Discount Type	Discount per Product per Debtor	▼
Select Debtor	ABC001	▼
Select Product	COK001	▼
Sell Price Excl.		8.77
Sell Price Incl.		10.00
Latest Cost		6.00
Profit @ Latest Cost		2.78
GP%		31.69
Discount %		2.50
Start Date	27/03/2013	▼
End Date	11/05/2013	▼

Accept

DISCOUNT TYPE

Select the discount type. The following are available:

Discount per Product per Debtor (this one will be used in the example).

Discount per Department per Debtor.

Discount per Product per Debtors Group.

Discount per Department per Debtors Group.

SELECT DEBTOR

This option allows one to select the relevant debtor that will be receiving the discount.

SELECT PRODUCT

The select product option allows one to select the specific product the debtor will receive the discount on.

PRICE

The price field allows one to enter the price of the item.

NOTE: If no price is entered then the item's current price will be used. However, this will not be updated if the price is changed as the price that is displayed / entered here, is assumed to be customized. Therefore, to update price changes here, one must click on the price field here and enter to bring in the system's new price.

NOTE: Once the contract price setup between the debtor and stock item has been done, remember that these prices that have been setup will override the any other prices that may have been setup on a specific debtor.

DISCOUNT

The discount field is used to enter the discount given on the item's price.

START DATE

Select the start date in order to tell the system from which date the discount takes effect.

END DATE

Select the end date in order to tell the system from which date the discount stop.

NOTE: There is security available on this screen and every single button option. See the menu and security setup.

BILLS OF QUANTITY



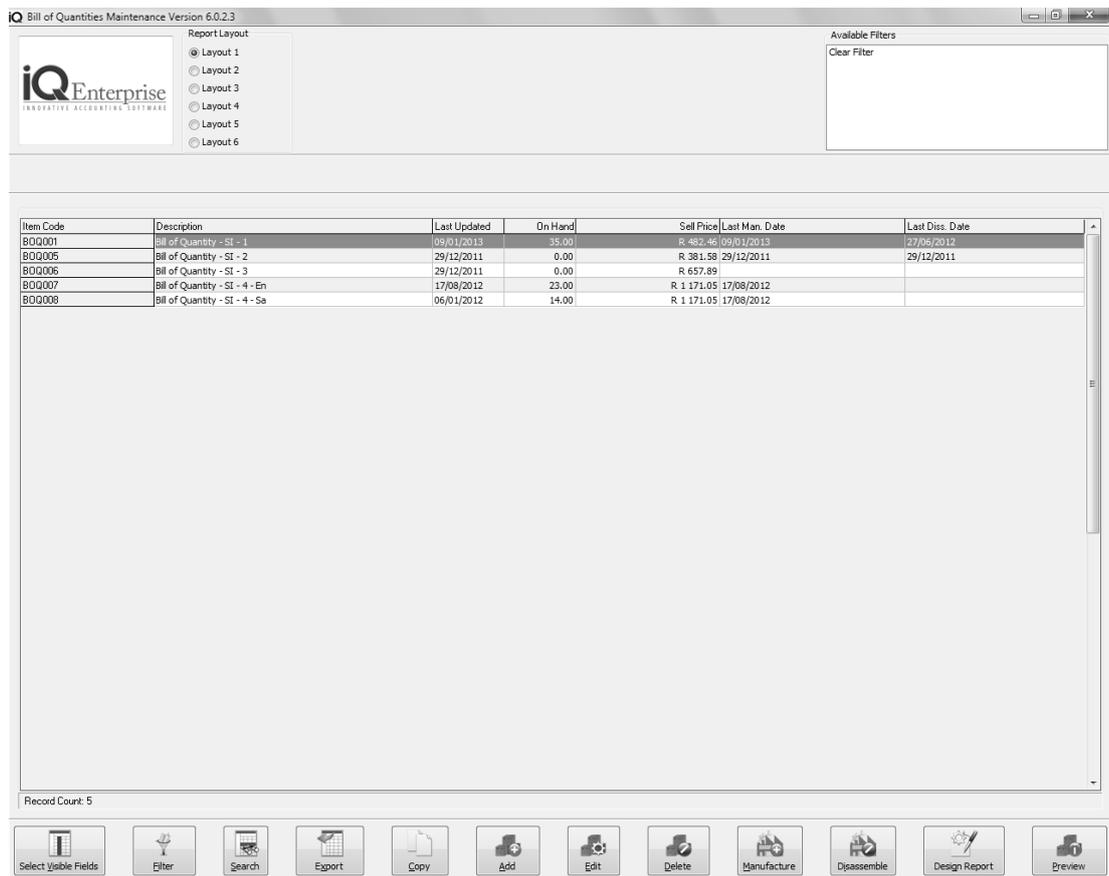
CHAPTER 13

BILLS OF QUANTITY

WHAT IS A BILL OF QUANTITY

A Bill of Quantity (BOQ) also known as Bill of Materials (BOM) lists all the items that go into a finished good or subassembly. The Bill of Quantity can simply list only the Materials and Quantities being used to manufacture a finished good or product. Furthermore, it can be structured in a manner indicating all the steps of assembly. This can let the bill of quantity look like a tree with the finished good or product as a root. Items in an assembly can be parts whose amounts would be counted as natural numbers of pieces or if it is simple materials being used, measurements of mass, length or volume. Bill of Quantities is used as documents supporting the assembly process.

NOTE: All bills of quantities that are created will be listed in this screen/view.



BILL OF QUANTITY SELECTION DETAILS

SELECT VISIBLE FIELDS

The select visible fields option allows one to select specific additional fields to display on the current bill of quantity screen.

FILTER

The filter option enables one to filter out specific or certain Bill of Quantities based on the information shown on the Bill of Quantity screen.

SEARCH

The search option allows one to search for any information within the bill of quantity maintenance screen and for any available field.

EXPORT

Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML and XLS (Excel)).

COPY

Select the copy button to duplicate a bill. This will ask for a different stock item code to be assigned to the new bill; however, the details of the bill and the details of its components will be the same.

ADD

Select the add button to create a new bill of quantity for manufacturing.

EDIT

Select the edit button in order to edit an existing bill of quantity.

DELETE

Select the delete button in order to delete an existing bill.

NOTE: Only bills with zero On Hand may be deleted.

MANUFACTURE

Select the manufacture button in order to manufacture the newly or existing bill.

DISASSEMBLE

Select the disassemble button in order to disassemble the any of the existing bills.

play bill button to print the bill of quantity listing.

DESIGN REPORT

The design report option allows one to design the bill of quantity report and make any changes to customize the report to suit the company's needs.

PREVIEW

The preview option allows one to preview the existing bills in the bill of quantity maintenance screen onto a report.

IQRetail (PTY) LTD		Date Printed: 17/11/2008				1 of 1	
Bill of Quantity Listing							
Data Filter: No Filter Specified						Currency: (R)	
Item Code	ITEM A						
Description	ITEM A						
Onhand	0.00						
Sell Price	R 0.00						
<u>Part Code</u>	<u>Description</u>	<u>Onhand</u>	<u>Sell Price</u>	<u>Quantity</u>	<u>Latest Cost</u>	<u>Total Cost</u>	
ITEM B	Item B	0	R 0.00	1	R 5.00	R 5.00	
ITEM C	Item C	0	R 0.00	1	R 10.00	R 10.00	
						R 15.00	
*** END OF REPORT ***							

CREATING A BILL OF QUANTITY

Select the Item Code and Description of the product to be manufactured. (The item to be manufactured must first be created under stock maintenance as well as the raw material items).

BILL OF QUANTITY ITEM

ITEM CODE

The item code refers to the product to be manufactured.

DESCRIPTION

The description displays the description of the product to be manufactured.

ON SALES ORDER

The on sales order field will display a value if the item that will be manufactured is currently listed on a sales order within the system.

BIN LOCATION

The bin location field will display the bin location of the main item that will be manufactured.

DEPARTMENT

The department field will display the department that the manufactured item belongs to.

STOCK ON HAND

The stock on hand option allows one to see what stock is currently onhand of the item that will be manufactured.

PRICES

The prices option enables one to enter the exclusive or inclusive price of the manufactured item.

EXCLUSIVE

The exclusive price allows the exclusive price to be entered of the manufactured item.

INCLUSIVE

The inclusive price allows the inclusive price to be entered of the manufactured item.

Code	Description	Barcode	D... Bin	PackSi...	Onhand	Supplier
BM003	Wood		002	0	238.00	WOP125
BM004	Sand		002	0	135.00	SW014
BOQ001	Bill of Quantity - SI - 1	BOQ001	007 FR 1	1	35.00	
BOQ002	Bill of Quantity - Comp A	BOQ002	007	0	99.50	
BOQ003	Bill of Quantity - Comp B	BOQ003	001	0	90.00	
BOQ004	Bill of Quantity - Comp C	BOQ4	001 FR 1	0	156.00	
BOQ005	Bill of Quantity - SI - 2		007	1	0.00	
BOQ006	Bill of Quantity - SI - 3		007	1	0.00	
BOQ007	Bill of Quantity - SI - 4 - Enhance Man		007	1	23.00	
BOQ008	Bill of Quantity - SI - 4 - Save Man		007	1	14.00	
CAR001	Carrots per Kg	CAR001	001	1	30.00	
COK001	Coke Single Can	COK001	001 FR 1	1	405.00	C1
COK002	Coke Case	COK002	001 FR 1	24	0.00	
COL001	Collection Fee	COL001	005	1	1.00	

NOTE: To select the main item that will be manufactured, select the drop down arrow. This will bring the stock search option where one can select the relevant stock item for manufacturing.

COMPONENTS

COMPONENT CODE

The component code is where the component item code is selected in order to manufacture the main item. The items that make up the manufactured item. Select the various components from the stock search screen the appears when the button is selected.

DESCRIPTION

The description field shows the description of the component item.

DEPARTMENT

The department field shows the department that the component item belongs to.

PACK DESCRIPTION

The pack description shows the description of the pack as it is setup under Stock Maintenance.

BREAKUP %

The Breakup percentage is the percentage that each item component contributes to the manufactured product. The item component percentages should therefore add up to 100%.

As this has no cost implications, it can be used more as a reference for the disassembly or editing of the product as to what percentage each component contributed to the whole.

The Breakup % is not necessary when manufacturing. It is automatically entered by the system when the item is manufactured. However, in the case of where the item is bought and then disassembled, the breakup % can be entered manually in order to determine the replacement component's cost.

QUANTITY

The quantity field displays the amount of units required of the component in order to manufacture the main item.

UNIT COST

The unit cost is the cost price of the component item. The unit cost of the component item will be used to calculate the newly manufactured items cost.

LINE TOTAL

The line total reflects the total cost of manufacturing the item.

Item Code: BOQ001
Description: BILL OF QUANTITY - SI - 1

On Sales Order: 0.00
Bin Location: FR 1
Department: 007
Stock On Hand: 35.00

	Exclusive	Inclusive	Markup %	G.P. %
Retail Price	482.45614	550.00	228.87	69.59
Wholesale Price	363.50868	414.40	147.79	59.64
Alternative Price 1	345.78947	394.20	135.71	57.57
Alternative Price 2	328.42114	374.40	123.87	55.33
Alternative Price 3	307.01746	350.00	109.28	52.22

Component Code	Description	Department	Pack Description	Breakup %	Quantity	Unit Cost	Line total	Retail Price
BOQ002	Bill of Quantity - Comp A	007		16.17	1	23.7018	23.70	52.63
BOQ003	Bill of Quantity - Comp B	001		42.94	0.7	90	63.00	95.18
BOQ004	Bill of Quantity - Comp C	001		40.89	2	30	60.00	157.89

EXTRA FEATURE FOR BILL OF QUANTITY**ENHANCE MANUFACTURE / DISASSEMBLY**

Normal manufacturing takes the item quantity specified and times it with the manufacture quantity when you manufacture the item.

E.g. To create Item A :

Quantity 1 for the stock item B and quantity 1 for stock item C. Quantity to manufacture is 5.

Item B: $5 \times 1 = 5$ units

Item C: $5 \times 1 = 5$ units

5 units of each will be used to manufacture item A.

Enhance Manufacturing takes the one item to manufacture all 5 items. This **does not** take the one item and times it with the manufacturing quantity to create the item.

On example above: 1 unit of each will be used to manufacture 5 of item A.

SAVE MANUFACTURING UNITS

Item below shows Quantity of 1 each, with the function of "save manufacturing units" ticked.

Bill of Quantities Item

Item Code: ITEM A
Description: ITEM A

Details:
On Sales Order: 0.00
Bin Location:
Department: 001
Stock On Hand: 0.00

Prices

	Exclusive	Inclusive	Markup %	G.P. %
Retail Price	200.00000	228.00	100.00	50.00
Wholesale Price	0.00000	0.00	0.00	0.00
Alternative Price 1	0.00000	0.00	0.00	0.00
Alternative Price 2	0.00000	0.00	0.00	0.00
Alternative Price 3	0.00000	0.00	0.00	0.00

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

Components

Component Code	Description	Department	Pack Description	Breakup %	Quantity	Unit Cost	Line total	Retail Price
ITEMB	ITEM B	001		0.00	1	75	75.00	87.72
ITEMC	ITEM C	001		0.00	1	25	25.00	74.56

0.00% R 100.00 R 162.28

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

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

Click on "Manufacture". On the screen below change the quantity of one of the items to 2. (Shown Below)

Click on Process and display and go back to the Bill Item.

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

Item Information
 Item Code: ITEM A
 Description: ITEM A
 On Sales Order: 0.00
 On Hand: 0.00
 Ext. Charges (ZAR): 0.00

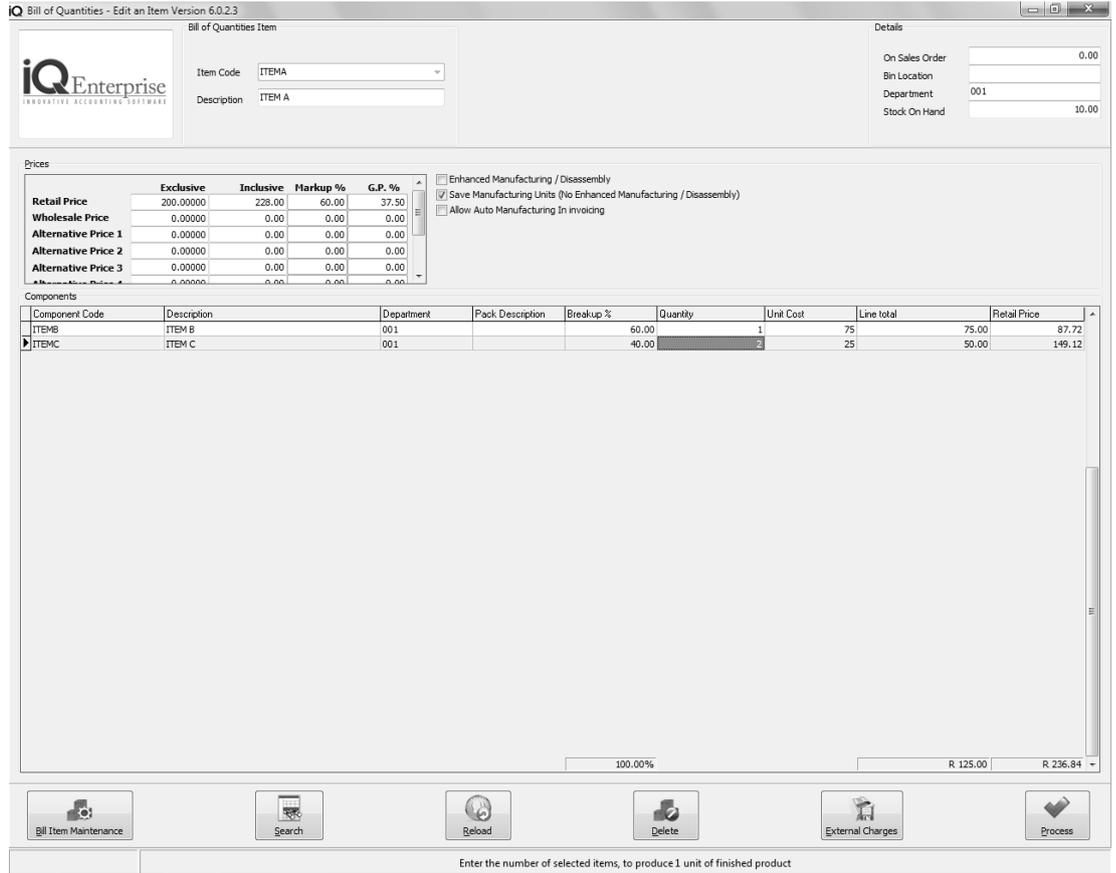
Transaction Date: 19/03/2013
 Quantity to Manufacture: 10.00
 Batch Number:

Bills of Quantity

Part Code	Latest Cost	On Hand	Quantity	Percentage
ITEMB	75.00	0.00	1	0.00
ITEMC	25.00	0.00	2	0.00

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

As shown below, when you edit the Bill of Quantity Item again. The Quantity of the Item that was changed in the screenshot above has been saved to the bill.



This is what the function "Save Manufacturing Units" does.

ALLOW AUTO MANUFACTURING IN INVOICING

Auto Manufacturing will allow IQ to automatically manufacture a Bill of Quantity item while busy with Invoice providing the Bill of Quantity has a zero on hand quantity. In other words the Bill of quantity items after the sale will still have a on hand quantity of zero (the sale will reflect on the items transactions list), but the components items that are used within the Bill of quantity items will decrease will the specified amounts.

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

For example: If we make and sell Burgers, it would be much easier to create the Bill of Quantity Item (Burger) every time we create an invoice and sell the burger that pre-manufacturing the burger before the time.

AUTO MANUFACTURING SETUP OPTIONS – DEFAULT SETTING 1

Select Utilities, Setup, Company Details, Default Setting 1, Select Use Auto Manufacturing In Invoicing.

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

Default Settings - Page 1

To quickly find an option, start typing. Up and down arrows move between highlighted items.

<input type="checkbox"/> Print Debtor Receipts	<input type="checkbox"/> Disable sales order control on COD Accounts	<input type="checkbox"/> Link Job card Number to Purchase Order
<input type="checkbox"/> Print Creditor Payments	<input type="checkbox"/> Enable sales order picking slips	<input checked="" type="checkbox"/> Limit Quantity on GRV from Purchase Order
<input checked="" type="checkbox"/> Enable Cascading Items	<input checked="" type="checkbox"/> Update work in progress in ledger	<input checked="" type="checkbox"/> Enable External Charges
<input checked="" type="checkbox"/> Enable Serial Numbers	<input type="checkbox"/> Disable Credit Limit Check in Quotes	<input checked="" type="checkbox"/> Disable Dot Matrix Advanced Printing Options
<input checked="" type="checkbox"/> Strict Serial Number Checking	<input type="checkbox"/> Disable Credit limit Check in Job Cards	<input type="checkbox"/> Enable Weekly Age Analysis Reports
<input checked="" type="checkbox"/> Enable Colours and Sizes	<input type="checkbox"/> Disable Credit limit Check in Sales Orders	<input checked="" type="checkbox"/> Show Auto Generated Relations
<input type="checkbox"/> Ask for password continuously	<input type="checkbox"/> Show Line Comments in Invoicing	<input type="checkbox"/> Do order control on purchase orders
<input checked="" type="checkbox"/> Do Sellprice Maintenance In Processing	<input type="checkbox"/> Show Line Comments in Credit Notes	<input type="checkbox"/> Print Debtors Receipts in Invoicing
<input checked="" type="checkbox"/> Automatically print GRV Labels	<input type="checkbox"/> Show line comments in Sales Orders	<input type="checkbox"/> Enable Deliveries and Collections
<input type="checkbox"/> Print GRV Labels after Purchase Order Processing	<input type="checkbox"/> Show line comments in Purchase Orders	<input type="checkbox"/> Show Supplier Code in Processing Module
<input type="checkbox"/> Automatically print new Shelf Talkers	<input type="checkbox"/> Show line comments in Quotes	<input checked="" type="checkbox"/> Check for Duplicate Order Numbers in Processing Module
<input type="checkbox"/> Control both weight and Units	<input type="checkbox"/> Show line comments in Job Cards	<input checked="" type="checkbox"/> Stock Multiple Bin Locations
<input type="checkbox"/> Enable multiple stock warehouses	<input type="checkbox"/> Show line comments in GRV's	<input checked="" type="checkbox"/> PDF Exports - Use Embedded Fonts
<input checked="" type="checkbox"/> Check terms in Sales	<input type="checkbox"/> Show line comments in RTS's	<input type="checkbox"/> Use Rep Per Line Item In Processing Module
<input checked="" type="checkbox"/> Show all prices in Invoicing	<input checked="" type="checkbox"/> Enforce Price Lists if they exist	<input checked="" type="checkbox"/> Auto-Populate Account Numbers
<input type="checkbox"/> Post All Invoices/Credit notes to POS	<input checked="" type="checkbox"/> Save History In Processing Module	<input checked="" type="checkbox"/> Use Auto Manufacturing In Invoicing
<input type="checkbox"/> Lock Date in Processing Module	<input checked="" type="checkbox"/> Automatically Log Off Supervisor after Invoice	<input type="checkbox"/> Auto-Generate Reference for Ledger Journals
<input type="checkbox"/> Invoice Date defaults to Sales Order Date	<input type="checkbox"/> Allow Quotes on Inactive Accounts	<input checked="" type="checkbox"/> Enable Wildcard / Partial Searching for Lookup Dialogs
<input type="checkbox"/> GRV Date defaults to Purchase Order Date	<input checked="" type="checkbox"/> Enable Tender Screen Security	<input type="checkbox"/> Automatically Allocate to Oldest Balance
<input checked="" type="checkbox"/> Force Negative stock check in RTS	<input type="checkbox"/> Enable Supervisor Overrides on Tender Screen	<input type="checkbox"/> Allow Changing of Line Total in Processing Module
<input type="checkbox"/> Enable stock custom line colours	<input checked="" type="checkbox"/> Stock Adjustment Confirmation	<input checked="" type="checkbox"/> Enforce Completion of User Defined Fields in Processing
<input checked="" type="checkbox"/> Allow preview on documents	<input type="checkbox"/> Link Major and Minor Departments	
<input checked="" type="checkbox"/> Do credit control on sales orders	<input checked="" type="checkbox"/> Enable Quotes & Purchase Order Indicator	

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



AUTO MANUFACTURING SETUP OPTIONS – EDIT BILL OF QUANTITY ITEM

Bill of Quantities Item

Item Code: Description:

Details

On Sales Order:
 Bin Location:
 Department:
 Stock On Hand:

Prices

	Exclusive	Inclusive	Markup %	G.P. %
Retail Price	381,57900	435,00	196,44	66,27
Wholesale Price	363,50870	414,40	182,40	64,59
Alternative Price 1	345,78950	394,20	168,64	62,78
Alternative Price 2	328,42110	374,40	155,15	60,81
Alternative Price 3	307,01750	350,00	138,52	58,07
Alternative Price 4	0,00000	0,00	0,00	0,00

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

Components

Component Code	Description	Department	Pack Description	Breakup %	Quantity	Unit Cost	Line total	Retail Price
BOQ002	Bill of Quantity - Comp A	007			18,31	1	23,719	52,63
BOQ003	Bill of Quantity - Comp B	001			35,34	0,5	90	67,98
BOQ004	Bill of Quantity - Comp C	001			46,35	2	30	157,89

100,00% R 128,72 R 278,51

Bill Item Maintenance | Search | Reload | Delete | External Charges | Process

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

Edit the Bill of Quantity Item and select Allow Auto Manufacturing in Invoicing.

One must just be aware that Auto manufacturing will only be implemented if you on hand quantity of the Bill of Quantity Item is zero.

Screen shot before an Invoice for auto manufacturing
 Bill of Quantity – Auto Manf = 0
 Bill of Quantity – Comp A = 84.50
 Bill of Quantity – Comp B = 79.50
 Bill of Quantity – Comp C = 126.00

Screen shot after an Invoice for auto manufacturing
 10 Bill of Quantity – Auto Manf were invoiced

Bill of Quantity – Auto Manf = 0
 Bill of Quantity – Comp A = 74.50
 Bill of Quantity – Comp B = 79.50
 Bill of Quantity – Comp C = 106.00

Code	Description	Barcode	Dept	Bin	PackSize	Onhand	Retail Price
BOQ001	Bill of Quantity - SI - 1	BOQ001	007	FR.1	1	50.00	550.00
BOQ002	Bill of Quantity - Comp A	BOQ002	007		0	84.50	90.00
BOQ003	Bill of Quantity - Comp B	BOQ003	001		0	79.50	148.75
BOQ004	Bill of Quantity - Comp C	BOQ4	001	FR.1	0	126.00	49.55
BOQ005	Bill of Quantity - Auto Manf		007		1	0.00	435.00
BOQ006	Bill of Quantity - SI - 3		007		1	0.00	750.00
BOQ007	Bill of Quantity - SI - 4 - Enhance Man		007		1	23.00	1 335.00
BOQ008	Bill of Quantity - SI - 4 - Save Man		007		1	14.00	1 335.00

Code	Description	Type	Unit Price	Qty	Disc %	Total
BOQ005	Bill of Quantity - Auto Manf	P1	435.0001	10.0000	0.00	4 350.0010

EDIT AN ITEM OPTIONS**SEARCH**

The search option allows one to search for any information within the bill of quantity maintenance screen and for any available field.

RELOAD

The reload option allows one to reload the original bill. This means that if a mistake was made then the original bill can be reloaded by selecting this option.

DELETE

The delete button allows one to delete a component line within the bill. This means that if the wrong component item was selected then the delete option allows one to delete an incorrect item line.

EXTERNAL CHARGES

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

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

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

ADDING EXTERNAL CHARGES

Adding of an External Charges will require the following information to be input:

Reference – This of the transaction under Ledger and Creditors.

Creditors Account – The currency of the Creditor will be shown once the account has been selected.

Ledger Account for the expense incurred.

Vat Rate – Transaction Vat Rate

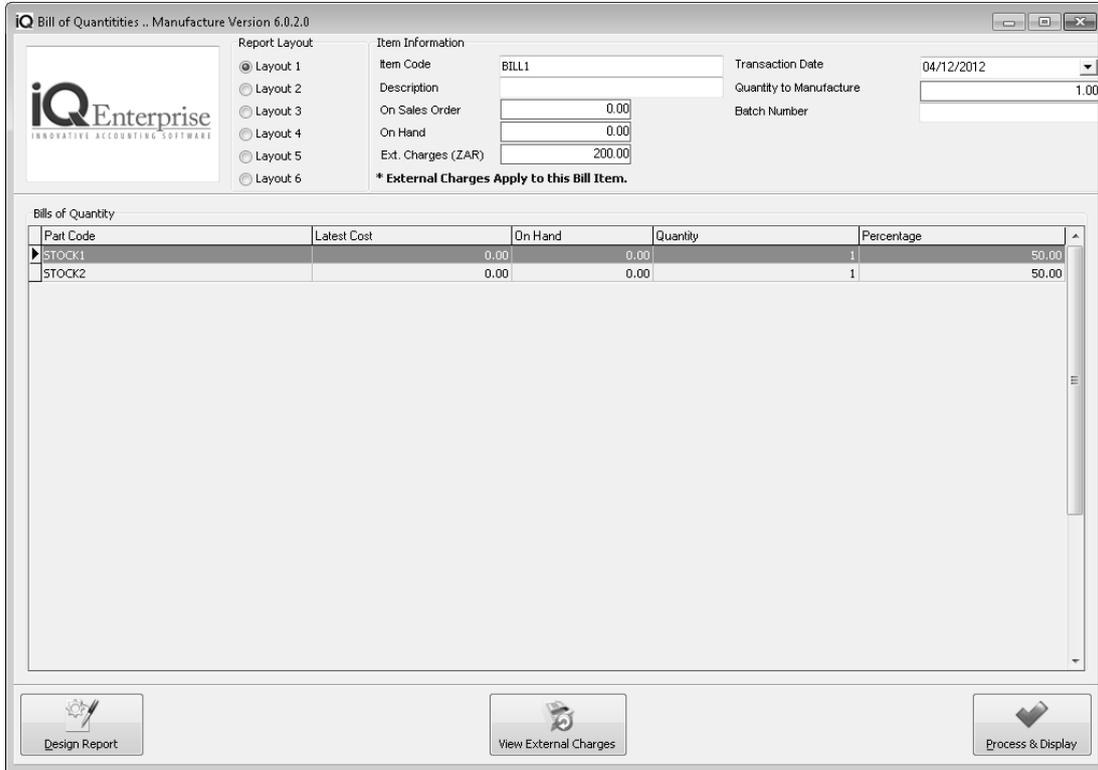
Amount for the Transaction

YES / NO for each manufactured item: If this checkbox is ticked, the system will post the Journal details (as set up on this screen) for each item being manufactured. If NOT ticked, the system will post the entry only once for the complete batch of manufactured items.

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

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

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



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

1000.000.000.00	04/12/2012	Foreign Cost	MAN2	3	R 100.00	R 0.00
3800.000.000.00	04/12/2012	Foreign Cost	MAN2	3	R 0.00	R 0.00
4000.000.000.00	04/12/2012	Foreign Cost	MAN2	3	R 0.00	R 100.00
1000.000.000.00	04/12/2012	DANIE	MAN3	4	R 87.72	R 0.00
3800.000.000.00	04/12/2012	DANIE	MAN3	4	R 12.28	R 0.00
4000.000.000.00	04/12/2012	DANIE	MAN3	4	R 0.00	R 100.00

PROCESS

The process option allows on to accept the newly created bill ready for manufacturing.

MANUFACTURING

WHAT IS MANUFACTURING?

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

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

Part Code	Latest Cost	On Hand	Quantity	Percentage
BOQ002	23.73	99.50	1	16.17
BOQ003	63.00	90.00	0.7	42.94
BOQ004	60.00	156.00	2	40.89

REPORT LAYOUT

The report layout allows one to print the manufactured items on six different layouts at the point of manufacture.

ITEM INFORMATION

The item information is shown to show information regarding the item that will be manufactured.

ITEM CODE

The item code shows the code of the item that will be manufactured once the process & display option has been selected.

DESCRIPTION

The description shows the description of the item that will be manufactured.

ON SALES ORDER

This field shows information regarding sales orders, in other words if this item has been placed on a sales order, the system will show the quantity of the item currently on sales orders.

ON HAND

The on hand field shows the current stock on hand of the item that will be manufactured.

EXT CHARGES

The external charges will display the external charge amount if external charges was included when creating the bill of quantity items.

TRANSACTION DATE

The transaction date specifies the date of the transaction for manufacturing purposes. Meaning this is the date that will be posted when manufacturing.

QUANTITY TO MANUFACTURE

The quantity to be manufactured specifies how many of this item will be manufactured when the process takes place.

BATCH NUMBER

The batch number can be utilized in such a way that numbers or names can be specified to specific batch before manufacturing. A batch number is a code used to identify the specific production point, for a product or an assembly, in a manufacturing or assembly process.

LOCATION

The location refers to one of the warehouses setup on the system. This would mean that whatever location is specified here is the location where the manufacturing will take place.

BILL OF QUANTITY**PART CODE**

The part code is the item code of the component codes that will be used for manufacturing purposes.

LATEST COST

The latest cost displays the latest cost of the component code that is being used for manufacturing purposes.

ON HAND

The on hand displays the physical on hand of the component code. Manufacturing cannot take place if the component codes do not have on hand values.

QUANTITY

The quantity specified here would be the quantity of the component item that will be used when manufacturing takes place.

PERCENTAGE

The percentage displayed here is the break up percentage. This gives an indication of the percentage of each component code that makes up the manufactured item.

IQ Bill of Quantities - Manufacture Version 6.0.2.3

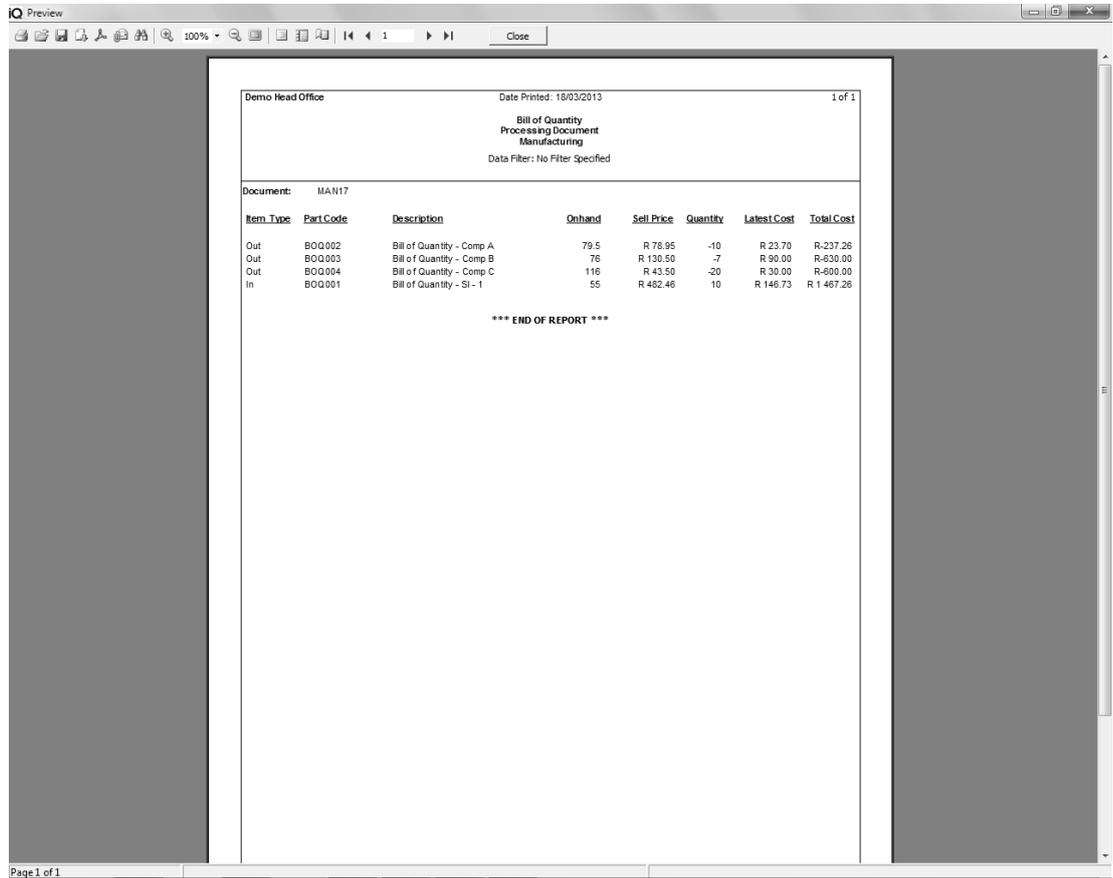
Report Layout: Layout 1, Layout 2, Layout 3, Layout 4, Layout 5, Layout 6

Item Information: Item Code: BOQ001, Description: Bill of Quantity - SI - 1, On Sales Order: 0.00, On Hand: 35.00, Ext. Charges (ZAR): 0.00

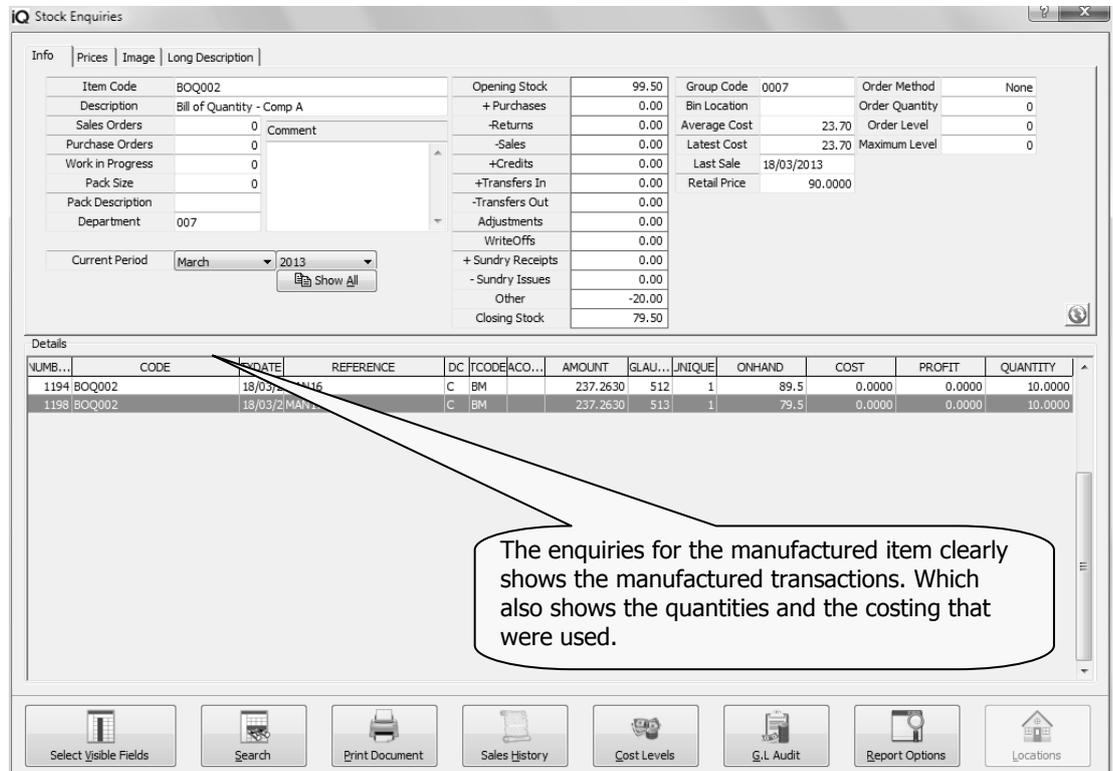
Transaction Date: 18/03/2013, Quantity to Manufacture: 10.00, Batch Number: 47/89-95

Part Code	Latest Cost	On Hand	Quantity	Percentage
BOQ002	23.73	99.50	1	16.17
BOQ003	63.00	90.00	0.7	42.94
BOQ004	60.00	156.00	2	40.89

Design Report, View External Charges, Process & Display



NOTE: Once the process and display option has been selected, the item has been manufactured. One will be able to see the physical on hand of the item has been changed to that of the manufactured quantity. The manufactured transaction can also be seen through the stock enquiries menu option.



DISASSEMBLING

WHAT IS DISASSEMBLING?

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

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

Item Code	Description	Last Updated	On Hand	Sell Price	Last Man. Date	Last Diss. Date
BQ0001	Bill of Quantity - St - 1	15/02/2013	55.00	R 324.49	15/02/2013	27/02/2012
BQ0005	Bill of Quantity - St - 2	29/12/2011	0.00	R 381.58	29/12/2011	29/12/2011
BQ0006	Bill of Quantity - St - 3	29/12/2011	0.00	R 657.89		
BQ0007	Bill of Quantity - St - 4 - En	17/08/2012	23.00	R 1 171.05	17/08/2012	
BQ0008	Bill of Quantity - St - 4 - Sa	06/01/2012	14.00	R 1 171.05	17/08/2012	

NOTE: Click the disassemble option in order to proceed to the disassembling of an already manufactured item.

Report Layout

Item Information

Item Code: BOQ001
 Description: Bill of Quantity - SI - 1
 On Sales Order: 0.00
 On Hand: 55.00

Transaction Date: 18/03/2013
 Quantity to disassemble: 5.00
 Batch Number: 45/89-9

Part Code	Latest Cost	On Hand	Quantity	Percentage
BOQ002	23.75	79.50	1	16.17
BOQ003	63.00	76.00	0.7	42.94
BOQ004	60.00	116.00	2	40.89

Enter the quantity to disassemble the Bill of Quantity item.

Design Report Process & Display

REPORT LAYOUT

The report layout allows one to print the manufactured items on six different layouts at the point of disassembly.

ITEM INFORMATION

The item information is shown to show information regarding the item that will be disassembled.

ITEM CODE

The item code shows the code of the item that will be disassembled once the process & display option has been selected.

DESCRIPTION

The description shows the description of the item that will be disassembled.

ON SALES ORDER

This field shows information regarding sales orders, in other words if this item has been placed on a sales order, the system will show the quantity of the item currently on sales orders.

ON HAND

The on hand field shows the current stock on hand of the item that will be disassembled.

TRANSACTION DATE

The transaction date specifies the date of the transaction for disassembled purposes. Meaning this is the date that will be posted when disassembled.

QUANTITY TO DISASSEMBLE

The quantity to be disassembled specifies how many of this item will be disassembled when the process takes place.

BATCH NUMBER

The batch number can be utilized in such a way that numbers or names can be specified to specific batches before disassembling. A batch number is a code used to identify the specific production point, for a product, or an assembly, in a manufacturing or disassembling process.

LOCATION

The location refers to one of the warehouses setup on the system. This would mean that whatever location is specified here is the location where the manufacturing will take place.

BILL OF QUANTITY DETAILS**PART CODE**

The part code is the item code of the component codes that will be used for the disassembling purposes.

LATEST COST

The latest cost displays the latest cost of the component code that is being used for disassembling purposes.

ON HAND

The on hand displays the physical on hand of the component code.

QUANTITY

The quantity specified here would be the quantity of the component item that will be used when disassembling takes place.

PERCENTAGE

The percentage displayed here is the break up percentage. This gives an indication of the percentage of each component code that makes up the disassembled item.

iQ Bill of Quantities .. Disassemble Version 6.0.2.3

iQ Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

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

Item Information
 Item Code: BOQ001
 Description: Bill of Quantity - SI - 1
 On Sales Order: 0.00
 On Hand: 55.00

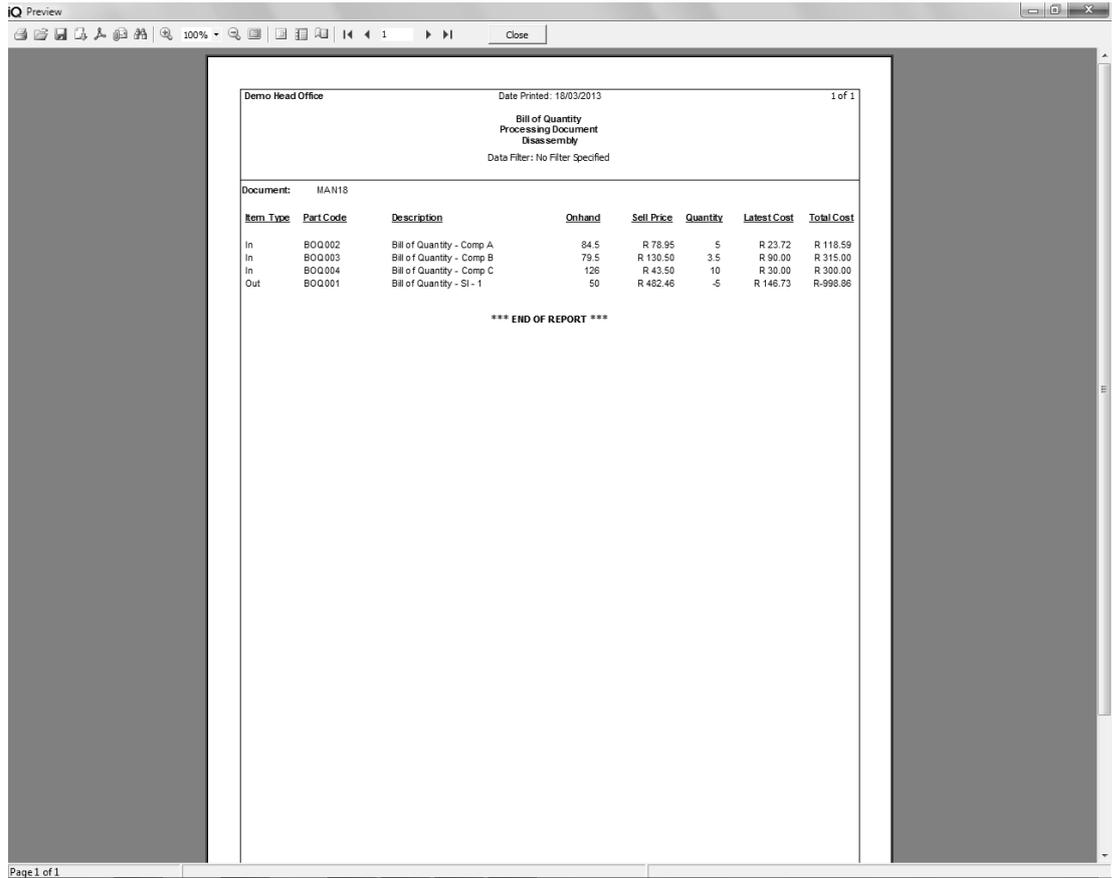
Transaction Date: 18/03/2013
 Quantity to disassemble: 5.00
 Batch Number: 45/89-9

Part Code	Latest Cost	On Hand	Quantity	Percentage
BOQ002	23.73	79.50	1	16.17
BOQ003	63.00	76.00	0.7	42.94
BOQ004	60.00	116.00	2	40.89

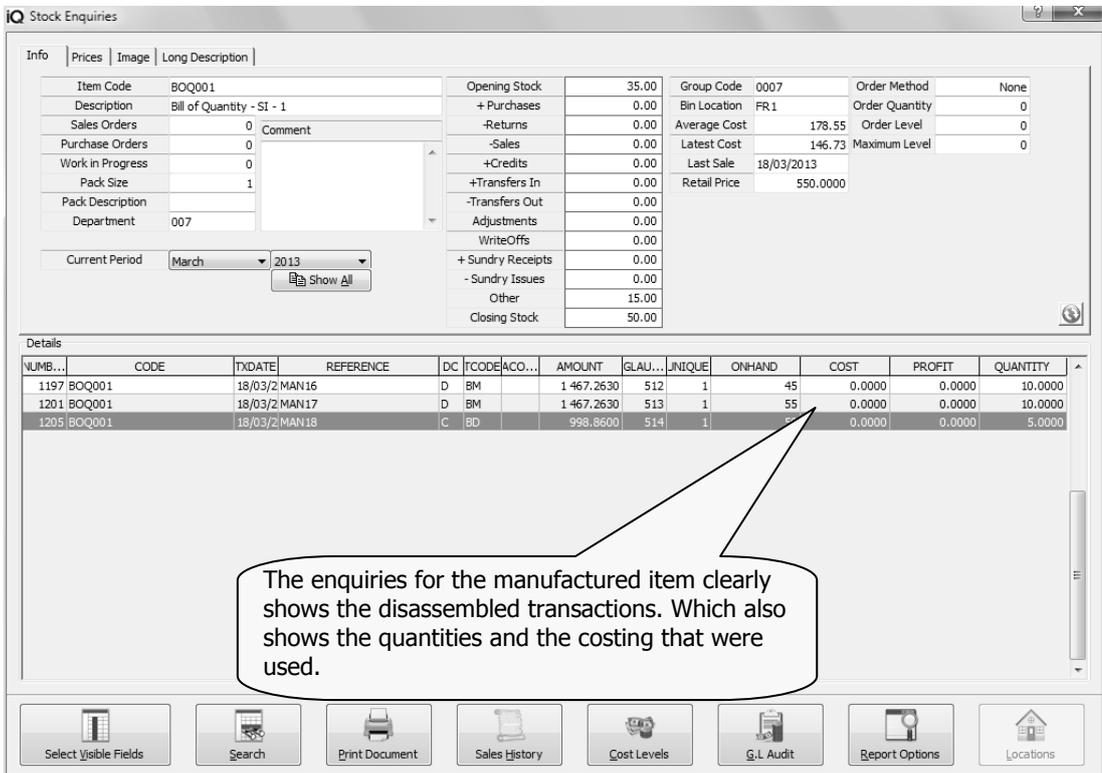
Design Report

Process & Display

NOTE: Once disassembly has taken place, the system not only deducts the on hand from the manufactured item but also returns the component items back to stock. Meaning that the on hand of the component items are also updated.



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



SALE ORDERS



CHAPTER 14

SALES ORDERS

WHAT IS A SALES ORDER

A sales order is an internal document of the company, meaning the company itself generates it. A sales order should record the customer's originating purchase order which is an external document. Rather than using the customer's purchase order document, an internal sales order form allows the internal audit control of completeness to be monitored as a sequential sales order number can be used by the company for its sales order documents.

The customer's PO is the originating document which triggers the creation of the sales order. A sales order, being an internal document, can therefore contain many customer purchase orders under it.

NOTE: All sales orders that are created will be listed in this screen/view.

Document Number	Order No	Name	Account	Start Date	Invoiced Date	Changed Date	Total
SAL11.2		The Bargain Store - Head Office	TBS001	08/02/2011		13/01/2012	3 150.00
SAL13.1	234	The Bargain Store - Johannesburg	TBS003	09/02/2011	05/01/2012	05/01/2012	0.00
SAL14		Black - Tier 1 Days	BLA001	24/05/2011	24/05/2011		500.00
SAL15		Black - Tier 2 Days	BLA001	24/05/2011	24/05/2011		40.00
SAL18		COD ACC	COD001	05/01/2012			2 207.00
SAL21		Black - T	BLA001	29/05/2012	29/05/2012		810.00
SAL23		Black - T	BLA001	24/07/2012			58.32
SAL24	4877					05/01/2012	369.03
SAL5.3					19/07/2012		3 150.00

Black = Normal Purchase Order waiting to be Invoice
Green = Partially Invoiced Sales Orders
Blue = Fully Invoiced Sales Orders

SELECTION SALES ORDER DETAILS

SORT ORDER

The sort order allows one to sort the existing sales orders in either Account Number, Account Name, Document Number, Order Number, Order Date, Invoiced Date, Changed Date, Internal Order Number or Document Type.

SELECT LAYOUT

The select layout option allows one to select between six different layouts when displaying any of the existing sales orders on the sales order maintenance screen.

ORDERS DETAILS

NAME

The name field shows the customer's name, the customer's name is the customer to whom the sales order was created for.

EXPECTED DATE

The expected date field will display the expected date as entered at the time when the sales order was created.

START DATE

The start date displays the date that was entered when the sales order was created, this means that the start date entered would be the date the sales order was started.

ORDER NO

The order no field shows the internal order number that has been used on the sales order when it was created.

JOB NUMBER

The job number field displays the sales order number, which means if the first sales order is created, the job number will be SAL0.

ACCOUNT

The account field shows the account number that is linked to the customer for whom the sales order was created.

INVOICE DATE

The invoice date field holds the date information when that specific sales order was invoiced. In other words, as soon as one invoices that specific sales order, the invoice date will have that date in the field.

TOTAL

The total field shows the total value of the existing sales order.

NOTE: The sales order number will also change the sales order number will have a decimal point and a number followed by the decimal point to show that it has been altered. In other words, if your sales order number was SAL9, once modified, the number will change to SAL9.1 to show that it has been modified once. If the sales order is modified again, the number will change as follows: SAL9.2.

CREATING SALES ORDERS

In order to create sales order, select the "New" button located at the bottom of the screen.

Code	Description	Rep	Type	Unit Price	Ord Qty	Remain	Status	Disc %	Total
COK001	Coke Single Can	2	P1	9.92	12.00	12.00	001	0.00	119.04
TSMGS0204	Golf T-Shirt - Brown - XL	2	P1	201.40	8.00	8.00	001	0.00	1 611.20
TSMGS0304	Golf T-Shirt - Red -XL	2	P1	73.87	10.00	10.00	001	300	738.70

ACCOUNT NO

The very first thing that needs to be entered in the sales order screen is the account number. This account number is the debtors account number. One can either select it from a drop down list or if the account number is known, it may be typed in.

NAME AND ADDRESS DETAILS

The name and address details will automatically pick up the relevant debtors information. However, if this sales order is made out to a cash customer\debtor then the name and address details may be typed in.

ADDITIONAL ADDRESSES

A debtor might have additional addresses; these can be selected by clicking the drop down arrow in the very first block.

Code	Description	Rep	Type	Unit Price	Ord Qty	Remain	Status	Disc %	Total
COK001	Coke Single Can	2	P1	9.92	12.00	12.00	001	0.00	119.04
TSMGS0204	Golf T-Shirt - Brown - XL	2	P1	201.40	8.00	8.00	001	0.00	1611.20
TSMGS0304	Golf T-Shirt - Red -XL	2	P1	73.87	10.00	10.00	001	0.00	738.70

NOTE: By selecting the drop down arrow, the system then allows one to either click reset or select additional. Once the select additional has been selected, the system then allows one to choose any of the additional addresses setup within the debtor.

NOTE: Once any of the additional addresses has been selected, the system updates the sales order address details automatically with the relevant address that was chosen.

ACCOUNT DETAILS

ACCOUNT NUMBER

Enter the debtors account number, or select the search option to search for an account. To switch between number and name search, use the search by option.

NAME AND ADDRESS DETAILS

Use the available postal and delivery address details. To type a different address should the invoice or credit note goods be delivered to a different address as to that what is already specified, the multiple delivery addresses option can be used for this purpose.

Should you make any typing mistake in either of the address details use the Revert option to revert back to the original address details.

NOTE: The altering of the address details will only affect the sales order that is posted at the time and will not alter the original clients address details in any way.

S/ORDER DISC %

The sales order discount % allows one to enter the discount percentage for the specific sales order.

NOTE: This is not line discount per item, it is discount for the full sales order amount.

SALES ORDER DETAILS

SALES ORDER DATE

The sales order date specifies the date on which the sales order was created.

ESTIMATE DATE

The estimate date specifies a date of when the goods will be available in order to invoice it out to the client. Either the estimate date should therefore be equal to the sales order date or it must be a future date.

SALES ORDER NUMBER

The sales order number is an internal number created by the system automatically. This number auto increment every time a new sales order is created.

NOTE: Every time a sales order is changed the sales order number will change. The system will add a decimal point after the original sales order number and the next available number.

EXAMPLE: If the original sales order was SAL1 and it's being changed or edited, the same sales order number will change to SAL1.1 etc...

DELIVERY METHOD

The delivery method field can be used either for the actual delivery method (e.g. courier, post etc...) or if it's not used for that purpose, it may then be used for something else.

ORDER NUMBER

The order number field is used for the clients purposes. In other words if the client orders the goods from your company then they would have to supply an order number. This order number helps to keep track of sales orders.

REP NUMBER

The rep number is used for commissions. The rep number must be selected correctly in order for reps within the company to receive their commissions on a monthly basis.

DELIVERY NOTE NO

The delivery note number can be utilized for a physical delivery number that is assigned to the sales order. If the delivery note number field is not utilized in that way, it may be used for something else.

SALES ORDER MEMO

The sales order memo is used for any additional information that can be added to the specific sales order. In other words if any additional notes or comments need to be added to the sales order, the sales order memo field may be used.

TOTALS**SALES ORDER INCLUSIVE**

The sales order inclusive allows one to specify whether the specific sales order is either inclusive or inclusive. To change the sales order between inclusive or exclusive, select the appropriate option.

WAREHOUSE

The warehouse option allows one to specify from which warehouse the goods will be sold from. This helps if there is more than one warehouse where goods are stored and where the goods are going to be sold.

INTERNAL ORDER NO

The internal order number allows one to specify an order number, which is used for internal purposes. Entering this number helps tracking sales orders throughout the system.

NOTE: If this internal order number is not used, it will be very difficult trying to track sales order in the system.

GOODS TOTAL

The goods total field will be allocated by the system automatically. This field shows the goods total, this will be the total exclusive of VAT.

DISCOUNT AMOUNT

The discount amount field will be allocated by the system automatically. The discount amount field will show the discount that is given on the specific sales order.

VAT AMOUNT

The VAT amount field will be allocated by the system automatically. The vat amount field will show the total amount of VAT applicable on the specific sales order.

CODE

Enter the stock code number and press Enter, or use the search facility to search for the appropriate stock item Select the amendments button to add items which are not yet on file. When searching for the stock item use the detail button and the history button to obtain more detail on the stock item.

DESCRIPTION

The stock description as defined in the Item Maintenance section will be displayed. Press Enter to accept this description or enter a new description.

TYPE

The type field displays different types of pricing that is used once the stock item is entered. In other words that type field will display P0, P1, P2 etc... once the item code has been selected and entered through the transaction line.

The different types of "TYPE" will be displayed as follows: P0 – Original Price, P1 – Retail Price, P2 – Wholesale Price, P3 – Alternative Price 1, P4 – Alternative Price 2, P5 – Alternative Price 3, CL – Latest Cost, CA – Average Cost, CH – Highest Cost, CB – Base Cost, PL – Custom Price List, PP – Contract Price Per Product Per Debtor, DD – Contract Price Per Department Per Debtor, PG – Contract Price Per Product Per Debtor Group, DG – Contract Price Per Department Per Debtor Group and PM – Promotion Price.

UNIT PRICE

If selling price changes are not allowed, this field will not be accessible. The normal selling price or the linked price (see debtor Account Maintenance for more information) for the debtor will appear in this field. Press the ALT and the down arrow to select from the 5 available selling prices.

NOTE: To increase the size of the selling price decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

QUANTITY

Enter the quantity of the item to be sold or credited. Should you enter more than what is on hand you will be warned, if your system is not allowed to have negative stock, it will revert back to the stock code number.

NOTE: To increase the size of the quantity decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

This is an extract of the Stock Defaults where the quantity decimals are changed.

Price Decimals (Invoicing and Sales Orders)	2
Price Decimals (Goods Receiving)	2
Quantity Decimals	2

DISC %

The discount percentage field is only used if line discount is given on a stock item.

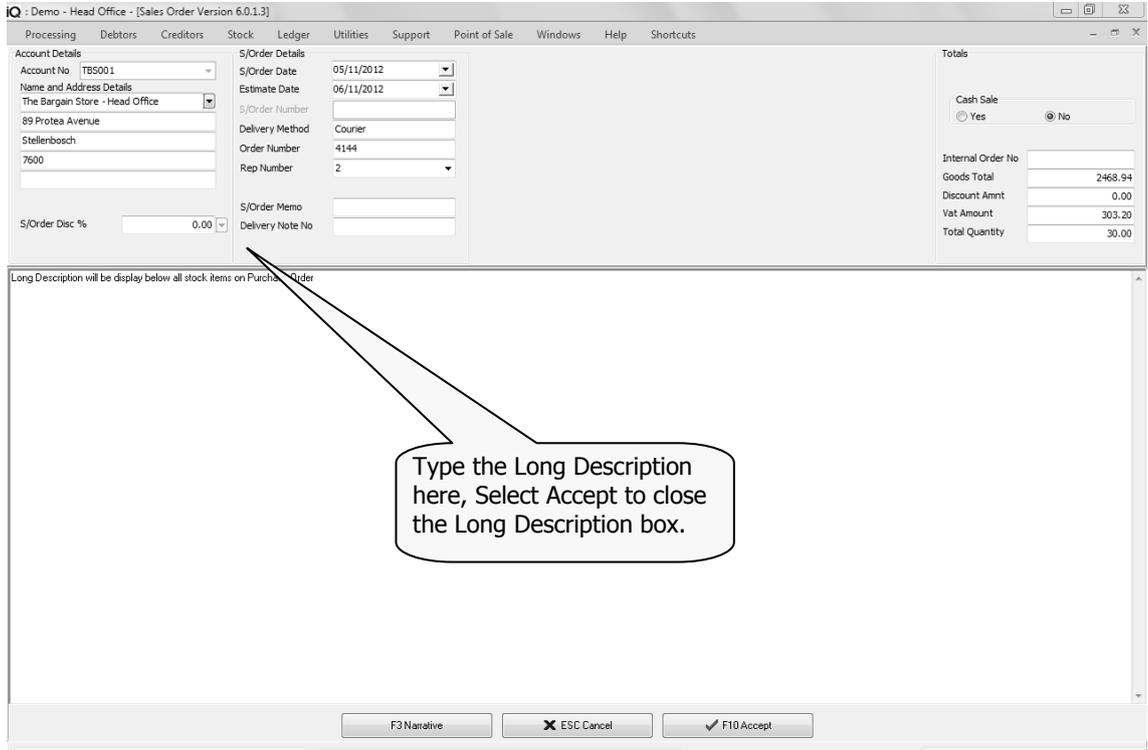
NOTE: The discount percentage is only discount per item not discount on the complete sales order.

TOTAL

The total field shows the full line total. This means that the system will show the quantity times the unit price, which in turn shows the full line Total.

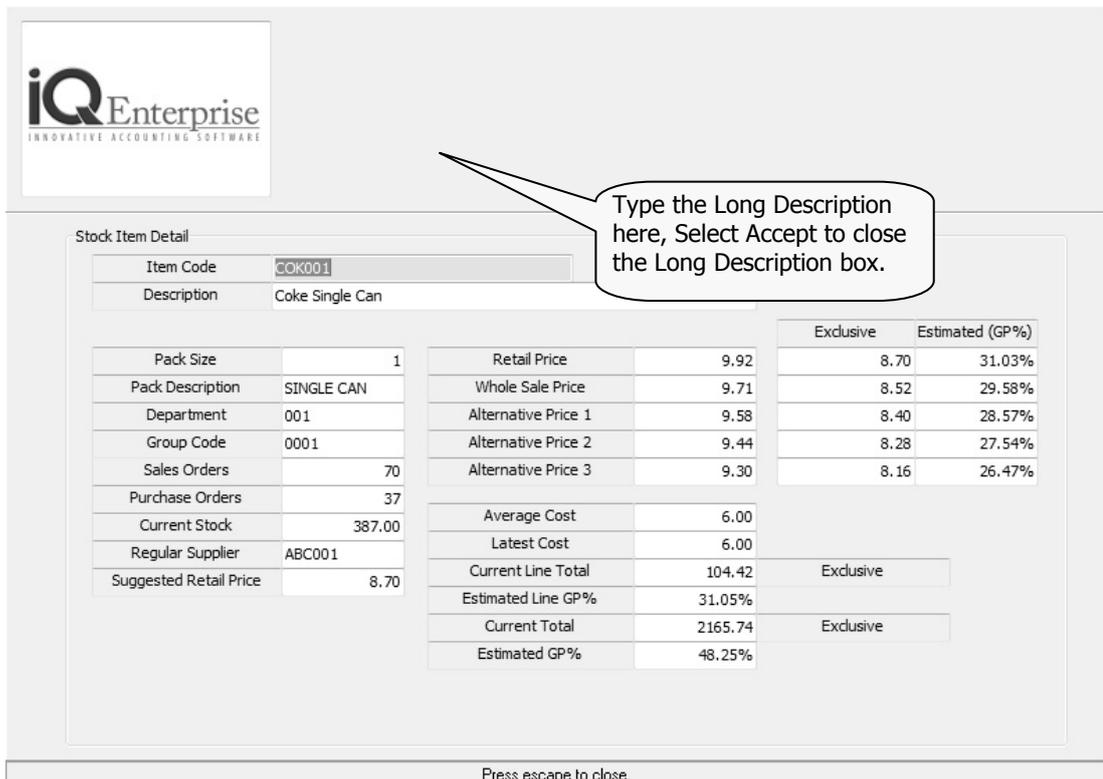
LONG DESCRIPTION

The long description allows one to enter a long description for all stock items on the sales order. This is helpful when additional information need to be entered per stock item or at the end of the sales order.



ITEM DETAILS

The item details option displays additional information regarding the current item that is on the invoice.



USER DATA

The user data option is only available if one has setup user defined data. The user data is additional information that has been setup in the stock maintenance option.

AMENDMENTS

The amendments option allows one to add any additional stock items before the processing of the sales order takes place. This means that while one is busy with the current sales order an item may be added in stock maintenance and then this item may also be added onto the current sales order.

CODE	DESCRIPT	BARCODE	DEPARTMENT	BINL	ONHAND	ITEMCATEGORY
TELWCS0	32	003			0.00	2
TEST001	Test Item	TEST001	001		0.00	1
TEST003	test 003	TEST003	001		0.00	1
TIS	Handkerchiefs	TIS	001		0.00	1
TSMGS0101	Golf T-Shirt - Black - Small	TSMGS0101	008		150.00	1
TSMGS0102	Golf T-Shirt - Black - Medium	609969090686	008		243.00	1
TSMGS0103	Golf T-Shirt - Black - L	TSMGS0103	008		590.00	1
TSMGS0104	Golf T-Shirt - Black - XL	TSMGS0104	008		10.00	1
TSMGS0201	Golf T-Shirt - Brown - Small	TSMGS0201	008		56.00	1
TSMGS0202	Golf T-Shirt - Brown - M	TSMGS0202	008		92.00	1
TSMGS0203	Golf T-Shirt - Brown - L	TSMGS0203	008		50.00	1
TSMGS0204	Golf T-Shirt - Brown - XL	TSMGS0204	008		49.00	1
TSMGS0301	Golf T-Shirt - Red - S	TSMGS0301	008		100.00	1
TSMGS0302	Golf T-Shirt - Red - M	TSMGS0302	008		49.00	1
TSMGS0303	Golf T-Shirt - Red - L	TSMGS0303	008		100.00	1
TSMGS0304	Golf T-Shirt - Red - XL	TSMGS0304	008		99.00	1
TSMGS0401	Golf T-Shirt - Blue - S	TSMGS0401	008		99.00	1
TSMGS0402	Golf T-Shirt - Blue - M	TSMGS0402	008		66.00	1
TSMGS0403	Golf T-Shirt - Blue - L	TSMGS0403	008		0.00	1
TSMGS0404	Golf T-Shirt - Blue - XL	TSMGS0404	008		331.00	1
TSMGS0501	Golf T-Shirt - Green - S	TSMGS0501	008		0.00	1
TSMGS0502	Golf T-Shirt - Green - M	TSMGS0502	008		34.00	1
TSMGS0503	Golf T-Shirt - Green - L	TSMGS0503	008		150.00	1
TSMGS0504	Golf T-Shirt - Green - XL	TSMGS0504	008		10.00	1
TSMGS0601	Golf T-Shirt - White - S	TSMGS0601	008		250.00	1
TSMGS0602	Golf T-Shirt - White - M	TSMGS0602	008		300.00	1
TSMGS0603	Golf T-Shirt - White - L	TSMGS0603	008		10.00	1
TSMGS0604	Golf T-Shirt - White - XL	TSMGS0604	008		10.00	1
TSMGS0701	Golf T-Shirt - Grey - S	TSMGS0701	008		250.00	1
TSMGS0702	Golf T-Shirt - Grey - M	TSMGS0702	008		50.00	1
TSMGS0703	Golf T-Shirt - Grey - L	TSMGS0703	008		0.00	1
TSMGS0704	Golf T-Shirt - Grey - XL	TSMGS0704	008		100.00	1
TSMGS0801	Golf T-Shirt - Pink - S	TSMGS0801	008		100.00	1
TSMGS0802	Golf T-Shirt - Pink - M	TSMGS0802	008		50.00	1
TSMGS0803	Golf T-Shirt - Pink - L	TSMGS0803	008		200.00	1
TSMGS0804	Golf T-Shirt - Pink - XL - 20-06-2012	TSMGS0804	008		100.00	1
UNIT001	Unit of Measure - Squares	UNIT001	009		0.00	1

FLASH

The flash option allows one to call up a flash report by either selecting the flash button or one can use the "alt" button. To call up a flash report using the "alt" option, hold down the "alt" button and then press either number 1 – 9 this will bring up the flash report that corresponds to the relevant number.

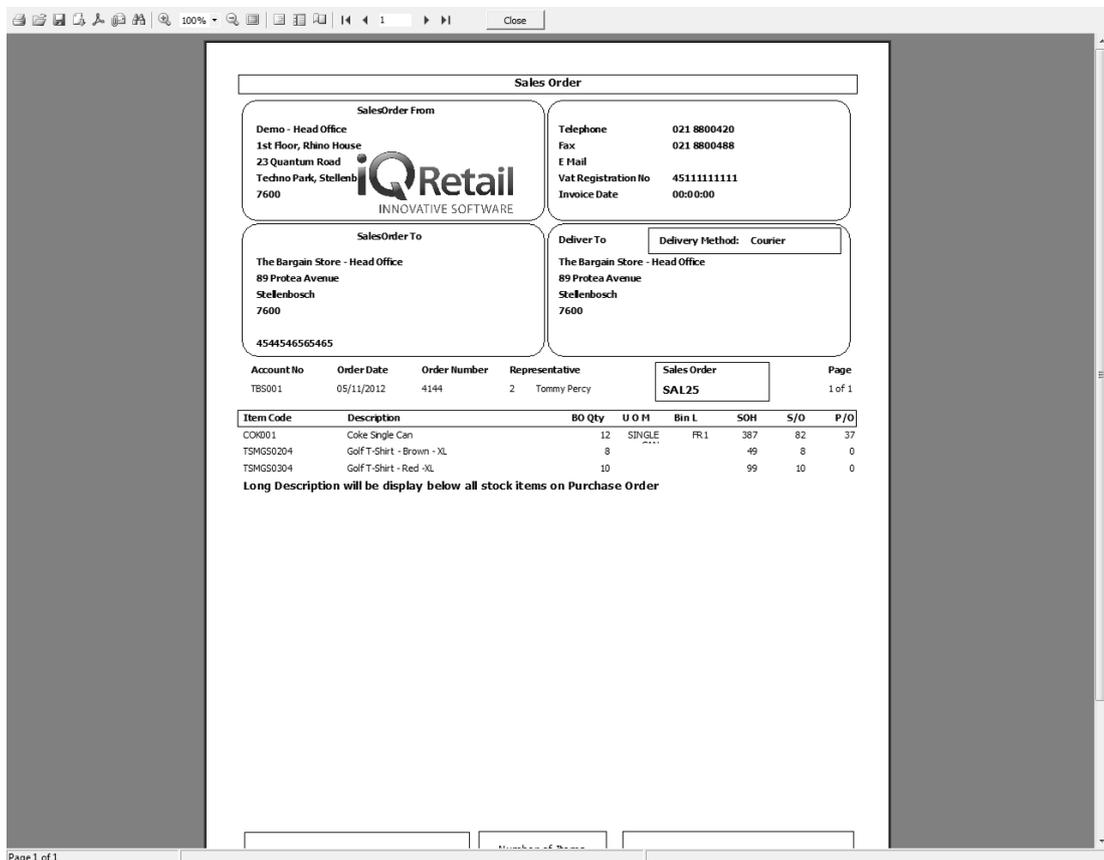


PROCESS & DISPLAY

The process and display option allows one to process the specific sales order and then display it on screen. This option makes printing and emailing very easy. Once in the preview screen, the options to print and email are available.

PROCESS AND PRINT

The process and print option will process the sales order and print immediately. This option does not allow one to display the sales order first, it automatically prints.



SALES ORDERS SELECTION OPTIONS

VISIBLE FIELDS

The visible fields option allows one to select additional fields to display on the sales order maintenance screen.

EXPORT

Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML, XLS (Excel) and IQ XML).

FILTER

The filter option enables one to filter out specific or certain sales orders based on the information shown on the sales order maintenance screen.

SEARCH

The search option allows one to search for any information within the price maintenance screen and for any available field.

USER DATA

The user data option is only available if one has setup user defined data. The user data is additional information that has been setup in the stock maintenance option.

PROCESSING

NEW

Selecting the new option allows a new sales order to be created.

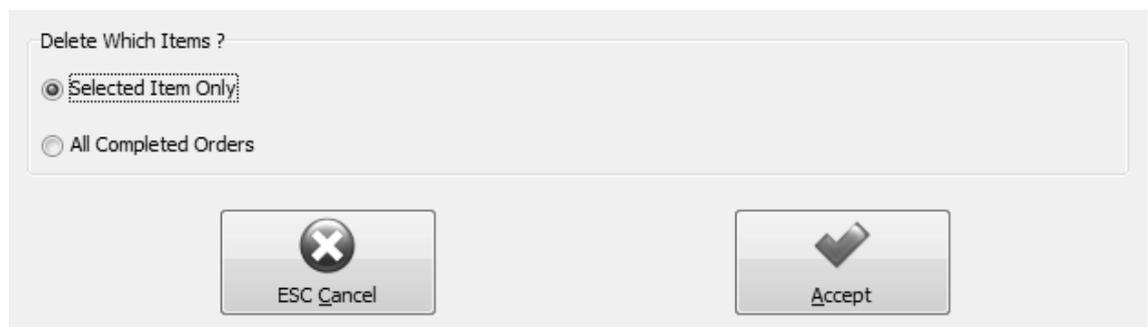
EDIT

The edit option allows one to edit any existing sales order that is listed in the sales order screen.

DELETE

The delete option allows one to delete either selected sales orders or all the completed sales orders.

NOTE: Once a sales order has been deleted, the sales order is gone. Make sure that backups have been made prior to deleting sales orders.



Delete Which Items ?

Selected Item Only

All Completed Orders

ESC Cancel

Accept

COPY

The copy option will replicate an existing Sales Order. This will create a copy of the Sales Order but with a different Sales Order number.

NOTE: Once a sales order has been copied, the account number cannot be altered.

INVOICE

The invoice option allows one to turn any of the existing sales order into an invoice.

IMPORT

This button will redirect the user to an Import module that supports importing of the Sales order item types. This Import module will also be available from the Utilities Menu.

NOTE: Each of the above selection options have security attached to them. This means that each button can be configured with a security access level. In order to set the appropriate access level see user security setup.

REPORT OPTIONS

The print options allows one to either preview, design, email or print the selected or highlighted sales order.

Sales Order																
SalesOrder From																
IQRetail (PTY) LTD 1st Floor Rhino House 23 Quantum Road Technopark, Stellenbosch 7600																
			<table style="width: 100%;"> <tr> <td>Telephone</td> <td>021 880 0420</td> </tr> <tr> <td>Fax</td> <td>021 880 0488</td> </tr> <tr> <td>E Mail</td> <td>iqenterprise@iqretail.co.za</td> </tr> <tr> <td>Vat Registration No</td> <td>123456789</td> </tr> <tr> <td>Invoice Date</td> <td>00:00:00</td> </tr> </table>				Telephone	021 880 0420	Fax	021 880 0488	E Mail	iqenterprise@iqretail.co.za	Vat Registration No	123456789	Invoice Date	00:00:00
Telephone	021 880 0420															
Fax	021 880 0488															
E Mail	iqenterprise@iqretail.co.za															
Vat Registration No	123456789															
Invoice Date	00:00:00															
SalesOrder To			Deliver To													
ABC Stores (PTY) LTD P.O. Box 445 Kempton Park 1619			ABC Stores (PTY) LTD 31 Odyssee Road Gardens Cape Town 3000													
Account No	Order Date	Order Number	Representative	Order Number	Page											
ABC001	17/11/2008		1 Rep 1	SAL4	1 of 1											
Item Code	Description	Quantity	Unit Price	Disc %	VatAmnt	Line Total										
1001	Castle Case (24)	2	70.00		17.19	140.00										
Entering a long description for this item, will show below the item on the report printout.																
Extra Charges		Number of Items		Subtotal (Exclusive)												
Collection Fees				122.81												
				Discount												
				Vat												
		2		17.19												
				Total												
				140.00												

REPORTS

Sales order reports are split into to two types of category's. The first category 'Standard Reports' allows one to view standard report types like (All Orders On File, Fully Processed Orders, Unprocessed Orders, Partially Processed Orders, Order Which Can Be Executed and Partial And Unprocessed Orders).

The second category 'Additional Reports' allows one to create additional report types. This option is there for the user to create their own sales order type reports.

The screenshot shows the 'Report Type' configuration window in IQ Enterprise. It includes a logo, 'Report Type' radio buttons (All Order Items on file, Fully processed Order Items, Unprocessed Order Items, Partially processed Order Items, Order Items which can be executed, Partial and Unprocessed Order Items), 'Sort Order' radio buttons (Unsorted, Account Number, Delivery Date, Stock Code, Rep Code, Document), an 'Update' button, and 'Available Filters' (Current, History). Below is a data table with columns: Document, Code, Account, Order, Invoice, Price E., Price Inc, Discou., Inv Disc %, Vat %, Onhand, Order No, Order Date, Del Date, Rep.

Document	Code	Account	Order	Invoice	Price E.	Price Inc	Discou.	Inv Disc %	Vat %	Onhand	Order No	Order Date	Del Date	Rep
SAL14	COK001	BLA001	10.00	0.00	43.86	50.00	0	0.00	14.00	387.00		24/06/2011	30/12/1899	1
SAL14	CAR001	BLA001	10.00	10.00	17.54	20.00	0	0.00	14.00	30.00		24/06/2011	30/12/1899	1
SAL15	CAR001	BLA001	2.00	0.00	17.54	20.00	0	0.00	14.00	30.00		24/06/2011	30/12/1899	1
SAL15	COK001	BLA001	10.00	10.00	1.75	2.00	0	0.00	14.00	387.00		24/06/2011	30/12/1899	1
SAL13.1	COK001	TBS003	12.00	12.00	7.02	8.00	0	0.00	14.00	387.00	234	09/02/2011	30/12/1899	1
SAL24	TSMGS0102	BLA001	3.00	0.00	100.00	114.00	3.5	0.00	14.00	241.00	4877	07/08/2012	30/12/1899	2
SAL23	TSMGS0803	BLA001	1.00	0.00	56.84	64.80	0	10.00	14.00	200.00		24/07/2012	30/12/1899	1
SAL18	COK001	COD001	50.00	0.00	12.72	14.50	0	0.00	14.00	387.00		05/01/2012	05/01/2012	1
SAL18	TSMGS0102	COD001	13.00	0.00	100.00	114.00	0	0.00	14.00	241.00		05/01/2012	05/01/2012	1
SAL11.2	TSMGS0101	TBS001	35.00	0.00	78.95	90.00	0	0.00	14.00	150.00		08/02/2011	30/12/1899	1
SAL21	BM001	BLA001	10.00	5.00	157.89	180.00	0	10.00	14.00	170.00		29/05/2012	30/12/1899	1
SAL24	COK001	BLA001	10.00	0.00	7.02	8.00	0	0.00	14.00	387.00	4877	07/08/2012	30/12/1899	2
SAL25	COK001	TBS001	12.00	0.00	8.70	9.92	0	0.00	14.00	387.00	4144	05/11/2012	06/11/2012	2
SAL25	TSMGS0204	TBS001	8.00	0.00	176.67	201.40	0	0.00	14.00	49.00	4144	05/11/2012	06/11/2012	2
SAL25	TSMGS0304	TBS001	10.00	0.00	64.80	73.87	0	0.00	14.00	99.00	4144	05/11/2012	06/11/2012	2

At the bottom of the window are five buttons: Select Visible Fields, Filter, Preview, Design, and Print.

FILTER

The filter option here allows one to filter within the standard reports to filter out unwanted information.

PREVIEW

The preview option allows one to preview any of the reports listed at the top of the standard reports screen.

DESIGN

Design report allows one to design any of the existing reports listed in the standard reports screen.

PRINT

The preview report allows one to preview the report. From the preview of the report, one is able to print or email the report.

STANDARD REPORT EXAMPLES**ALL ORDERS ON FILE**

This report will show all orders currently on file.

IQRetail (PTY) LTD			Date Printed :18/11/2008 09:13:46					Page No 1	
Sales Orders - All orders on file									
Filter: Not Applicable									
<u>Document</u>	<u>Code</u>	<u>Account</u>	<u>Order Qty</u>	<u>Invoice Qty</u>	<u>Price Exc</u>	<u>OnHand</u>	<u>Order Date</u>	<u>Del Date</u>	
SAL0.1		ABC001	1.00	0.00	61.40	0.00	14/11/2008	30/12/1899	
SAL1		MER001	1.00	0.00	96.49	2.00	17/11/2008	30/12/1899	
SAL2		SMI001	24.00	0.00	5.26	138.00	17/11/2008	30/12/1899	
SAL3		TAU001	1.00	0.00	96.49	2.00	17/11/2008	30/12/1899	
SAL3		TAU001	1.00	0.00	87.72	0.00	17/11/2008	30/12/1899	
SAL4	1001	ABC001	2.00	0.00	61.40	0.00	17/11/2008	30/12/1899	
*** END OF REPORT ***									
									

FULLY PROCESSED ORDERS

This report will show all orders that have been processed. In other words, all orders that have been invoiced.

IQRetail (PTY) LTD			Date Printed :18/11/2008 09:20:15					Page No 1	
Sales Orders - Fully processed Orders									
Filter: Not Applicable									
<u>Document</u>	<u>Code</u>	<u>Account</u>	<u>Order Qty</u>	<u>Invoice Qty</u>	<u>Price Exc</u>	<u>OnHand</u>	<u>Order Date</u>	<u>Del Date</u>	
SAL2		SMI001	24.00	24.00	5.26	90.00	17/11/2008	30/12/1899	
SAL4		ABC001	2.00	2.00	61.40	0.00	17/11/2008	30/12/1899	
*** END OF REPORT ***									
									

UNPROCESSED ORDERS

This report will show all orders that have not been processed. In other words, all orders that are unprocessed.

IQRetail (PTY) LTD			Date Printed :18/11/2008 09:22:55					Page No 1	
Sales Orders - Unprocessed Orders									
Filter: Not Applicable									
Document	Code	Account	Order Qty	Invoice Qty	Price Exc	OnHand	Order Date	Del Date	
SAL0.1		ABC001	1.00	0.00	61.40	0.00	14/11/2008	30/12/1899	
SAL1		MER001	1.00	0.00	96.49	2.00	17/11/2008	30/12/1899	
SAL3		TAU001	1.00	0.00	96.49	2.00	17/11/2008	30/12/1899	
SAL3		TAU001	1.00	0.00	87.72	0.00	17/11/2008	30/12/1899	
	1001		*** END OF REPORT ***						
IQ LTD									

PARTIALLY PROCESSED ORDERS

This report will show all orders that have partially been processed. In other words, all orders where only a certain quantity has been processed and not the full quantity that was on the original order.

IQRetail (PTY) LTD			Date Printed :18/11/2008 09:26:46					Page No 1	
Sales Orders - Partially processed orders									
Filter: Not Applicable									
Document	Code	Account	Order Qty	Invoice Qty	Price Exc	OnHand	Order Date	Del Date	
SAL5		ABC001	12.00	6.00	5.26	84.00	18/11/2008	30/12/1899	
	1003		*** END OF REPORT ***						
IQ LTD									

ORDERS WHICH CAN BE EXECUTED

This report will show all orders that are ready for execution. In other words, all orders which are ready for processing.

IQRetail (PTY) LTD			Date Printed :18/11/2008 09:30:41					Page No 1	
Sales Orders - Orders which can be									
Filter: Not Applicable									
<u>Document</u>	<u>Code</u>	<u>Account</u>	<u>Order Qty</u>	<u>Invoice Qty</u>	<u>Price Exc</u>	<u>OnHand</u>	<u>Order Date</u>	<u>Del Date</u>	
SAL0.1		ABC001	1.00	0.00	61.40	0.00	14/11/2008	30/12/1899	
SAL1		MER001	1.00	0.00	96.49	2.00	17/11/2008	30/12/1899	
SAL3		TAU001	1.00	0.00	96.49	2.00	17/11/2008	30/12/1899	
SAL3		TAU001	1.00	0.00	87.72	0.00	17/11/2008	30/12/1899	
SAL5		ABC001	12.00	6.00	5.26	84.00	18/11/2008	30/12/1899	
	1001								
*** END OF REPORT ***									
									

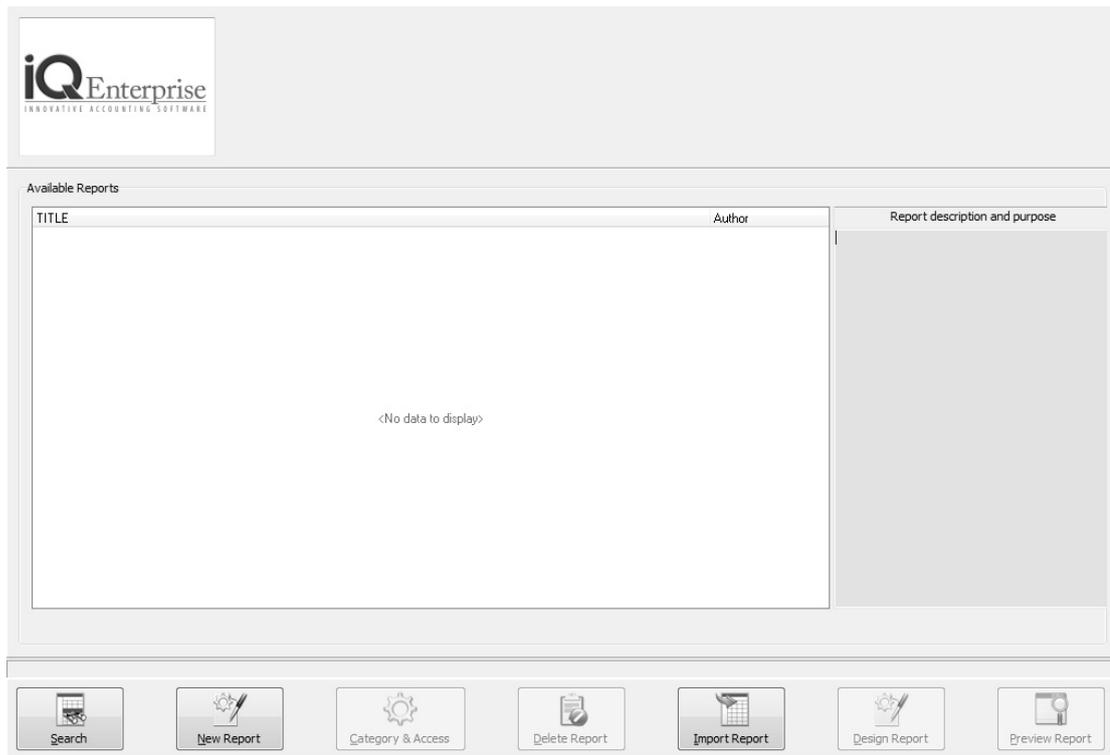
PARTIAL AND UNPROCESSED ORDERS

This report will show all orders that have been partially processed and orders that have not yet been processed.

IQRetail (PTY) LTD			Date Printed :18/11/2008 12:21:31					Page No 1	
Sales Orders - Partial and Unprocessed									
Filter: Not Applicable									
<u>Document</u>	<u>Code</u>	<u>Account</u>	<u>Order Qty</u>	<u>Invoice Qty</u>	<u>Price Exc</u>	<u>OnHand</u>	<u>Order Date</u>	<u>Del Date</u>	
SAL0.1		ABC001	1.00	0.00	61.40	0.00	14/11/2008	30/12/1899	
SAL1		MER001	1.00	0.00	96.49	2.00	17/11/2008	30/12/1899	
SAL3		TAU001	1.00	0.00	96.49	2.00	17/11/2008	30/12/1899	
SAL3		TAU001	1.00	0.00	87.72	0.00	17/11/2008	30/12/1899	
SAL5		ABC001	12.00	6.00	5.26	84.00	18/11/2008	30/12/1899	
	1001								
*** END OF REPORT ***									
									

ADDITIONAL REPORT

The additional reports option is for designing additional reports that may be utilized within the sales order module. The additional reports has been left blank for the purpose of users having freedom as to designing their own type of reports for the sales orders. This means that user are free to design their own custom reports.



INVOICE

The invoice option allows one to turn any of the existing sales order into an invoice.

NOTE: If a sales order has already been invoiced, the invoice date will be changed to the date on which the invoice was done. The sales order line will also change to a blue colour to indicate that it is completed.

NOTE: Completed sales orders will reflect in a blue colour to indicate that it has been invoiced. The sales order has been completely invoiced, this can be seen by the total of the sales order is zero and the invoice date field has been populated with the date of invoice.

PURCHASE ORDERS



CHAPTER 15

PURCHASE ORDERS

WHAT IS A PURCHASE ORDER

A purchase order (PO) is a commercial document issued by a buyer or to a seller, indicating the type, quantities and agreed prices for products or services the seller will provide to the buyer. Sending a PO to a supplier constitutes a legal offer to buy products or services. Acceptance of a PO by a seller usually forms a once-off contract between the buyer and seller so no contract exists until the PO is accepted. POs usually specify terms of payment, for liability and freight responsibility, and required delivery date.

NOTE: All purchase orders that are created will be listed in this screen/view.

The screenshot shows the 'Purchase Order Maintenance' window in IQ Enterprise. It features a menu bar (Processing, Debtors, Creditors, Stock, Ledger, Utilities, Support, Point of Sale, Windows, Help, Shortcuts), a toolbar with icons for Visible Fields, Export, Filter, Search, User Data, Processing, Report Options, Reports, Auto Generate, Order Control, and Multiselect. The main area contains a 'Sort Order' section with radio buttons for Account, Account Name, Document, Order Number, Order Date, Invoiced Date, Changed Date, Int. Order Num, and Document Type. A 'Select Layout' section has radio buttons for Layout 1 through 6. A 'Legend' section defines status colors: Not Invoiced (black), Partially Invoiced (green), Fully Invoiced (blue), and Locked by User (grey). An 'Available Filters' section includes 'Clear Filter' and 'No Order Number PO FOR ABC'. Below this is a table of purchase orders with columns for Document Number, Order No, Name, Account, Start Date, GRV Date, Changed Date, and Total. A callout box points to the table with the following text:

Black = Normal Purchase Order waiting to be GRV'd
 Green = Partially Invoiced (GRV'd) Purchase Orders
 Blue = Fully Invoiced Purchase Orders

Document Number	Order No	Name	Account	Start Date	GRV Date	Changed Date	Total
PUR10.3	741	XYZ Wholesalers	XYZ001	10/02/2011		23/01/2012	3 536.00
PUR14	4511	ABC Whole Sales	ABC001	14/04/2011	18/04/2011		199.50
PUR18	4877	ABC Whole Sales	ABC001	12/06/2012		05/01/2012	183.49
PUR19		ABC Whole Sales	ABC001	27/06/2012	27/06/2012		0.00
PUR2.2	3H87	XYZ Wholesalers	XYZ001	07/02/2011		13/01/2012	10.00
PUR20		ABC Whole Sales	ABC001	18/07/2012			14 096.10
PUR21	1254	ABC Whole Sales	ABC001	07/08/2012		26/01/2012	477.95
PUR22		ABC Whole Sales	ABC001	17/08/2012		17/08/2012	99.18
PUR23		ABC Whole Sales	ABC001	17/08/2012		19/07/2012	180.03
PUR7.3		ABC Whole Sales	ABC001	19/12/2011		13/01/2012	0.00

PURCHASE ORDER SELECTIONS

SORT ORDER

The sort order allows one to sort the existing purchase orders in either Account Number, Account Name, Document Number, Order Number, Order Date, Invoiced Date, Changed Date, Internal Order Number or Document Type.

SELECT LAYOUT

The select layout option allows one to select six different layout to print a purchase order on.

ORDERS

The order field shows the current purchase order number.

JOB NUMBER

The job number field displays the purchase order number. Every new purchase order that is created will have a new job number.

ORDER NO

The order no field shows the internal order number that has been used on the purchase order when it was created.

NAME

The name field shows the supplier's name, the supplier's name is the supplier to whom the purchase order was created for.

ACCOUNT

The account field shows the account number that is linked to the supplier for whom the purchase order was created.

START DATE

The order date holds the date when the purchase order was created or when the purchase order goods have been ordered.

EXPECTED DATE

The expected date field will display the expected which is entered when the purchase order is created. Entering the expected date means this the date that the goods can be expected.

INVOICE DATE

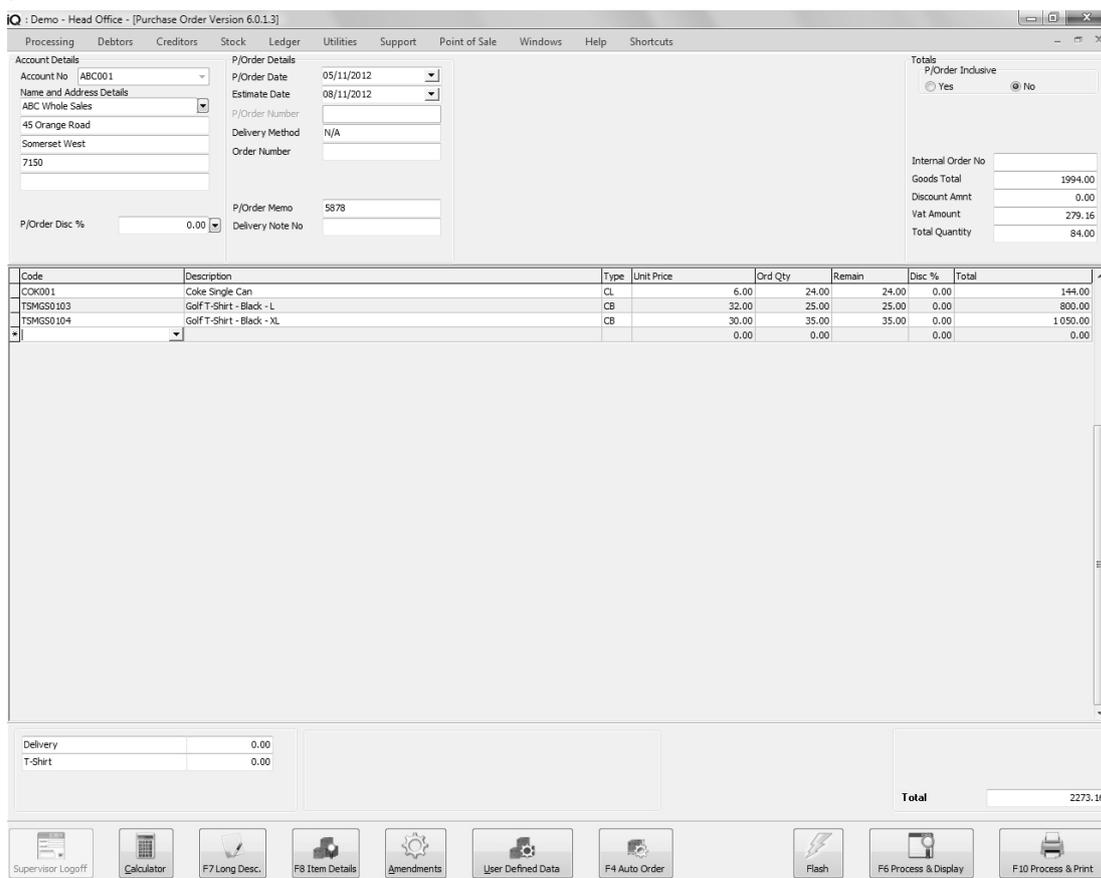
The invoice date field holds the date information when that specific purchase order was goods received. In other words, as soon as one GRV's that specific purchase order, the invoice date will have that date populated in this field.

TOTAL

The total field shows the total value of the existing purchase order.

CREATING PURCHASE ORDERS

In order to create purchase orders, select the "New" button located at the bottom of the screen.



ACCOUNT NO

The very first thing that needs to be entered in the purchase order screen is the account number. This account number is the creditors account number. One can either select it from a drop down list or if the account number is known, it may be typed in.

NAME AND ADDRESS DETAILS

The name and address details will automatically pick up the relevant creditors information. However, if this purchase order is made out to a cash supplier\creditor then the name and address details may be typed in.

ADDITIONAL ADDRESSES

A creditor might have additional delivery addresses; these can be selected by clicking the drop down arrow in the very first block next to the Name and Address Details.

The screenshot displays the 'Purchase Order' form in the IQ Demo software. The 'Name and Address Details' section has a dropdown menu open, showing 'Reset' and 'Select Additional' options. The 'Totals' section on the right shows 'P/Order Inclusive' set to 'No'. The 'Items' table below the form lists items like 'Coke Single Can', 'Golf T-Shirt - Black - L', and 'Golf T-Shirt - Black - XL'. The bottom of the screen features a toolbar with icons for Supervisor Logoff, Calculator, F7 Long Desc., F8 Item Details, Amendments, User Defined Data, F4 Auto Order, Flash, F6 Process & Display, and F10 Process & Print.

Code	Description	Type	Unit Price	Ord Qty	Remain	Disc %	Total
CKK001	Coke Single Can	CL		6.00	24.00	24.00	0.00
TSMGS0103	Golf T-Shirt - Black - L	CB		32.00	25.00	25.00	0.00
TSMGS0104	Golf T-Shirt - Black - XL	CB		30.00	35.00	35.00	0.00

NOTE: By selecting the drop down arrow, the system then allows one to either click reset or select additional. Once the select additional has been selected, the system then allows one to choose any of the additional addresses setup within the debtor.

NOTE: Once any of the additional addresses has been selected, the system updates the purchase order address details automatically with the relevant creditor's address that was selected.

ACCOUNT DETAILS

ACCOUNT NUMBER

Enter the debtors account number, or select the search option to search for an account. To switch between number and name search, use the search by option.

NAME AND ADDRESS DETAILS

Use the available postal and delivery address details. To type a different address should the purchase or GRV be delivered to a different address as to that what is already specified, the multiple delivery addresses option can be used for this purpose.

Should you make any typing mistake in either of the address details use the Revert option to revert back to the original address details.

NOTE: The altering of the address details will only affect the sales order that is posted at the time and will not alter the original clients address details in any way.

P/ORDER DISC %

The purchase order discount % allows one to enter the discount percentage for the specific purchase order.

NOTE: This is not line discount per item, it is discount for the full purchase order amount.

PURCHASE ORDER DETAILS**PURCHASE ORDER DATE**

The purchase order date specifies the date on which the purchase order was created.

ESTIMATE DATE

The estimate date specifies a date of when the goods will be available in order to GRV it out to the client. Either the estimate date should therefore be equal to the purchase order date or it must be a future date.

PURCHASE ORDER NUMBER

The purchase order number is an internal number created by the system automatically. This number auto increment every time a new purchase order is created.

NOTE: Every time a purchase order is changed the purchase order number will change. The system will add a decimal point after the original purchase order number and the next available number.

EXAMPLE: If the original purchase order was SAL1 and it's being changed or edited, the same purchase order number will change to SAL1.1 etc.

DELIVERY METHOD

The delivery method field can be used either for the actual delivery method (e.g. courier, post etc...) or if it's not used for that purpose, it may then be used for something else.

ORDER NUMBER

The order number field is used for the clients purposes. In other words if the client orders the goods from your company then they would have to supply an order number. This order number helps to keep track of purchase orders.

DELIVERY NOTE NO

The delivery note number can be utilized for a physical delivery number that is assigned to the purchase order. If the delivery note number field is not utilized in that way, it may be used for something else.

PURCHASE ORDER MEMO

The purchase order memo is used for any additional information that can be added to the specific purchase order. In other words if any additional notes or comments need to be added to the purchase order, the purchase order memo field may be used.

TOTALS**PURCHASE ORDER INCLUSIVE**

The purchase order inclusive allows one to specify whether the specific purchase order is either inclusive or exclusive. To change the purchase order between inclusive or exclusive, select the appropriate option.

WAREHOUSE

The warehouse option allows one to specify from which warehouse the goods will be purchased from. This helps if there is more than one warehouse where goods are stored and where the goods are going to be purchased.

INTERNAL ORDER NO

The internal order number allows one to specify an order number, which is used for internal purposes. Entering this number helps tracking purchase orders throughout the system.

NOTE: If this internal order number is not used, it will be very difficult trying to track purchase order in the system.

GOODS TOTAL

The goods total field will be allocated by the system automatically. This field shows the goods total, this will be the total exclusive of VAT.

DISCOUNT AMOUNT

The discount amount field will be allocated by the system automatically. The discount amount field will show the discount that is given on the specific purchase order.

VAT AMOUNT

The VAT amount field will be allocated by the system automatically. The vat amount field will show the total amount of VAT applicable on the specific purchase order.

IQ : Demo - Head Office - [Purchase Order Version 6.0.1.3]

Processing Debtors Creditors Stock Ledger Utilities Support Point of Sale Windows Help Shortcuts

Account Details Account No: ABC001 P/Order Date: 05/11/2012
 Name and Address Details: ABC Whole Sales Estimate Date: 08/11/2012
 45 Orange Road
 Somerset West
 7150
 P/Order Disc %: 0.00 P/Order Memo: 5878
 Delivery Note No:

Totals
 P/Order Inclusive: Yes No
 Internal Order No:
 Goods Total: 1994.00
 Discount Amnt: 0.00
 Vat Amount: 279.16
 Total Quantity: 84.00

Code	Description	Type	Unit Price	Ord Qty	Remain	Disc %	Total
COK001	Coke Single Can	CL	6.00	24.00	24.00	0.00	144.00
TSMG50103	Golf T-Shirt - Black - L	CB	32.00	25.00	25.00	0.00	800.00
TSMG50104	Golf T-Shirt - Black - XL	CB	30.00	35.00	35.00	0.00	1 050.00

Delivery: 0.00
 T-Shirt: 0.00
 Total: 2273.16

Supervisor Logoff Calculator F7 Long Desc. F8 Item Details Amendments User Defined Data F4 Auto Order Flash F6 Process & Display F10 Process & Print

CODE

Enter the stock code number and press Enter, or use the search facility to search for the appropriate stock item. Select the amendments button to add items which are not yet on file. When searching for the stock item use the detail button and the history button to obtain more detail on the stock item.

DESCRIPTION

The stock description as defined in the Item Maintenance section will be displayed. Press Enter to accept this description or enter a new description.

TYPE

The type field displays different types of pricing that is used once the stock item are entered. In other words the type field will display either CL, CA, CH etc... once the item code has been selected and entered through the transaction line.

The different types of "TYPE" will be displayed as follows: CL – Latest Cost, CA – Average Cost, CH – Highest Cost, CB – Base Cost and PL – Custom Price List.

UNIT PRICE

If purchase price changes are not allowed, this field will not be accessible. The normal purchasing price or the linked price (see creditor Account Maintenance for more information) for the creditor will appear in this field. Press the ALT and the down arrow to select from different purchasing prices.

NOTE: To increase the size of the purchasing price decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

NOTE: If the sell price maintenance option is enabled within the companies default settings, the system will prompt the user to enter the new selling prices. This is very useful because one does not have to then enter the new selling prices after the purchase order has been finalized or the GRV for that matter. This option will only be available if it is enabled.

QUANTITY

Enter the quantity of the item to be sold or credited. Should you enter more than what is on hand you will be warned, if your system is not allowed to have negative stock, it will revert back to the stock code number.

NOTE: To increase the size of the quantity decimals, enter the desired number in the appropriate field. If this was changed to 4 the maximum value would be 4 decimals .9999.

This is an extract of the Stock Defaults where the quantity decimals are changed.

Price Decimals (Invoicing and Sales Orders)	2
Price Decimals (Goods Receiving)	2
Quantity Decimals	2

DISC %

The discount percentage field is only used if line discount is given on a stock item.

NOTE: The discount percentage is only discount per item not discount on the complete purchase order.

TOTAL

The total field shows the full line total. This means that the system will show the quantity times the unit price, which in turn shows the full line Total.

LONG DESCRIPTION

The long description allows one to enter a long description per item on the purchase order. This is helpful when additional information need to be entered per stock item or at the end of the purchase order.

IQ - Demo - Head Office - [Purchase Order Version 6.0.1.3]

Processing	Debtors	Creditors	Stock	Ledger	Utilities	Support	Point of Sale	Windows	Help	Shortcuts
------------	---------	-----------	-------	--------	-----------	---------	---------------	---------	------	-----------

Account Details	P/Order Details	Totals
Account No ABC001	P/Order Date 05/11/2012	P/Order Inclusive <input type="radio"/> Yes <input checked="" type="radio"/> No
Name and Address Details	Estimate Date 08/11/2012	Internal Order No
ABC Whole Sales	P/Order Number	Goods Total 1994.00
45 Orange Road	Delivery Method N/A	Discount Amnt 0.00
Somerset West	Order Number	Vat Amount 279.16
7150	P/Order Memo 5878	Total Quantity 84.00
P/Order Disc % 0.00	Delivery Note No	

The long description will print below all the stock items on the Purchase order!

Type the Long Description here, Select Accept to close the Long Description box.

F3 Native ESC Cancel F10 Accept

ITEM DETAILS

The item details option displays additional information regarding the current item that is on the GRV.

Stock Item Detail

Item Code	TSMGS0104				
Description	Golf T-Shirt - Black - XL				
Pack Size	1	Retail Price	65.26	Exclusive	57.25
Pack Description		Whole Sale Price	48.64	Estimated (GP%)	45.99%
Department	008	Alternative Price 1	47.94		27.54%
Group Code	0003	Alternative Price 2	46.53		26.47%
Sales Orders	0	Alternative Price 3	45.82		24.24%
Purchase Orders	0				23.08%
Current Stock	10.00	Average Cost	30.92		
Regular Supplier	ABC001	Latest Cost	30.92		
Suggested Retail Price	57.25	Current Line Total	0.00	Exclusive	
		Estimated Line GP%	0.00%		
		Current Total	0.00	Exclusive	
		Estimated GP%	0.00%		

Press escape to close.

AMENDMENTS

The amendments option allows one to add any additional stock items before the processing of the purchase order takes place. This means that while one is busy with the current purchase order an item may be added in stock maintenance and then this item may also be added onto the current purchase order.

Sort Order

- Code
- Barcode
- Description
- Department
- Supplier Code
- General Code
- Bin Location
- Main Supplier

Available Filters

- Clear Filter
- BOQ Items
- Multi Bin Items
- Stock items

CODE	DESCRIPT	BARCODE	DEPARTMENT	BINL	ONHAND	ITEMCATEGORY
TSMGS0303	Golf T-Shirt - Red - L	TSMGS0303	008		100.00	1
TSMGS0304	Golf T-Shirt - Red -XL	TSMGS0304	008		99.00	1
TSMGS0401	Golf T-Shirt - Blue - S	TSMGS0401	008		99.00	1
TSMGS0402	Golf T-Shirt - Blue - M	TSMGS0402	008		66.00	1
TSMGS0403	Golf T-Shirt - Blue - L	TSMGS0403	008		0.00	1
TSMGS0404	Golf T-Shirt - Blue -XL	TSMGS0404	008		180.00	1
TSMGS0501	Golf T-Shirt - Green - S	TSMGS0501	008		0.00	1
TSMGS0502	Golf T-Shirt - Green - M	TSMGS0502	008		34.00	1
TSMGS0503	Golf T-Shirt - Green - L	TSMGS0503	008		150.00	1
TSMGS0504	Golf T-Shirt - Green -XL	TSMGS0504	008		10.00	1
TSMGS0601	Golf T-Shirt - White - S	TSMGS0601	008		250.00	1
TSMGS0602	Golf T-Shirt - White - M	TSMGS0602	008		300.00	1
TSMGS0603	Golf T-Shirt - White - L	TSMGS0603	008		10.00	1
TSMGS0604	Golf T-Shirt - White -XL	TSMGS0604	008		10.00	1
TSMGS0701	Golf T-Shirt - Grey - S	TSMGS0701	008		250.00	1
TSMGS0702	Golf T-Shirt - Grey - M	TSMGS0702	008		50.00	1
TSMGS0703	Golf T-Shirt - Grey - L	TSMGS0703	008		0.00	1
TSMGS0704	Golf T-Shirt - Grey -XL	TSMGS0704	008		100.00	1
TSMGS0801	Golf T-Shirt - Pink - S	TSMGS0801	008		100.00	1
TSMGS0802	Golf T-Shirt - Pink - M	TSMGS0802	008		50.00	1

Record Count: 95

Buttons: Select Visible Fields, Copy, Export, Imports, Filter, Search, Add, Edit, Delete, Gridmode Edit, Batches

AUTO ORDER

Select Auto Order to automatically order items that are linked to the relevant supplier. All stock items that have this supplier entered as the "Regular Supplier" in stock maintenance will be added using the Auto Order option. A confirmation dialogue will be shown. Click "YES" to import all the items for this supplier and populate the order quantity with zero. Click "NO" to import all the items for this supplier based on the ordering formula. This will be applicable if the stock items have normal, replenishment or custom ordering formulas in place.

NOTE: The auto order option will only work if a custom ordering formula has been setup on the relevant stock items and if the re-order level and re-order quantity fields have values entered.



The image shows a dialog box titled "Auto Ordering". It contains two radio button options: "Populate Order Quantity With Zero (0)" which is selected, and "Populate Order Quantity Based On Ordering Formula". Below the options are two buttons: "ESC Cancel" with a close icon and "Accept" with a checkmark icon.

POPULATE ORDER QUANTITY WITH ZERO (0)

This option allows one to populate the quantity field on the purchase order with a quantity of zero.

POPULATE ORDER QUANTITY BASED ON ORDERING FORMULA

This option allows one to populate the quantity field on the purchase order with values that are based on a custom ordering formula. This means that whichever custom ordering formula the stock item belongs to the system will then populate the quantity with those values.

FLASH

The flash option allows one to call up a flash report by either selecting the flash button or one can use the "alt" button. To call up a flash report using the "alt" option, hold down the "alt" button and then press either number 1 – 9 this will bring up the flash report that corresponds to the relevant number.

**PROCESS & DISPLAY**

The process and display option allows one to process the specific purchase order and then display it on screen. This option makes printing and emailing very easy. Once in the preview screen, the options to print and email are available.

PROCESS AND PRINT

The process and print option will process the purchase order and print immediately. This option does not allow one to display the purchase order first, it automatically prints.

Purchase Order

Demo - Head Office
1st floor, Rhino House
23 Quantum Road
Techno Park, Stellenbosch
7600

Telephone 021 8800420
Fax 021 8800488
E Mail
Vat Registration No 45111111111
GRV Date Not received yet

Purchase Order From
ABC Whole Sales
45 Orange Road
Somerset West
7150

Deliver To
ABC Whole Sales
45 Orange Road
Somerset West
7150

Account No	Order Date	Order Number	Representative	Order Number	Page
ABC001	05/11/2012		1	PUR24	1 of 3

Item Code	Description	Original Qty	Outstanding	Unit Price	Disc %	VatAmt	Line Total
COK001	Coke Single Can	24.00	24.00	6.00		20.16	144.00
TSMGSO103	Golf T-Shirt - Black - L	25.00	25.00	32.00		112.00	800.00
TSMGSO104	Golf T-Shirt - Black - XL	35.00	35.00	30.00		147.00	1050.00
BHW001	BOOK - HOW TO clean a roof	0.00	0.00	510.00		0.00	0.00
COK001	Coke Single Can	0.00	0.00	6.00		0.00	0.00
TSMGSO101	Golf T-Shirt - Black - Small	0.00	0.00	500.00		0.00	0.00
TSMGSO102	Golf T-Shirt - Black - Medium	0.00	0.00	35.00		0.00	0.00
TSMGSO103	Golf T-Shirt - Black - L	0.00	0.00	32.00		0.00	0.00
TSMGSO104	Golf T-Shirt - Black - XL	0.00	0.00	30.00		0.00	0.00
TSMGSO201	Golf T-Shirt - Brown - Small	0.00	0.00	35.00		0.00	0.00
TSMGSO202	Golf T-Shirt - Brown - M	0.00	0.00	45.00		0.00	0.00
TSMGSO203	Golf T-shirt - Brown - L	0.00	0.00	36.00		0.00	0.00
TSMGSO204	Golf T-Shirt - Brown - XL	0.00	0.00	86.84		0.00	0.00
TSMGSO301	Golf T-Shirt - Red - S	0.00	0.00	55.00		0.00	0.00
TSMGSO302	Golf T-Shirt - Red - M	0.00	0.00	1052.63		0.00	0.00
TSMGSO303	Golf T-Shirt - Red - L	0.00	0.00	87.72		0.00	0.00
TSMGSO304	Golf T-Shirt - Red -XL	0.00	0.00	35.00		0.00	0.00
TSMGSO401	Golf T-Shirt - Blue - S	0.00	0.00	87.72		0.00	0.00

Extra Charges	Number of Items	Subtotal (Exclusive)	Line Total
Delivery			1 994.00
T-Shirt			
	84		
		Discount	
		Vat	279.16
		Total	

Page 1 of 3

SELECTION OPTIONS

VISIBLE FIELDS

The visible fields option allows one to select additional fields to display on the purchase order maintenance screen.

EXPORT

Select the export option in order to export the existing on screen information into any of the following formats (CSV, TXT, HTML, XML, XLS (Excel) and IQ XML).

FILTER

The filter option enables one to filter out specific or certain purchase orders based on the information shown on the purchase order maintenance screen.

SEARCH

The search option allows one to search for any information within the purchase order maintenance screen and for any available field.

USER DATA

The user data option is only available if one has setup user defined data. The user data is additional information that has been setup in the stock maintenance option.

PROCESSING

NEW

Select the new option to create a new purchase order.

EDIT

The edit option allows one to edit any existing purchase order that is listed in the purchase order screen.

DELETE

The delete option allows one to delete either selected purchaser orders or all the completed purchase orders.

NOTE: Once a purchase order has been deleted, the purchase order is gone. Make sure that backups have been made prior to deleting purchase orders.



Delete Which Items ?

Selected Item Only

All Completed Orders

ESC Cancel

Accept

COPY

The copy option will replicate an existing purchase order. This will create a copy of the existing purchase order but with a different purchase order number.

NOTE: Once a purchase order has been copied, the account number cannot be altered.

GRV

This option will create a Goods Receiving from the Purchase Order.

IMPORT

This button will redirect the user to an Import module that supports importing of the Purchase Order item types. This Import module will also be available from the Utilities Menu.

NOTE: Each of the above selection options have security attached to them. This means that each button can be configured with a security access level. In order to set the appropriate access level, right click on the button and then select the appropriate access level.

PRINT OPTIONS

The print options allows one to either display, design, email or print the purchase order exactly as it was created.

REPORTS

Purchase order reports are split into two types of category's. The first category Standard Reports' allows one to view standard report types (All Orders On File, Fully Processed Orders, Unprocessed Orders and Partially Processed Orders).

The second category 'Additional Reports' allows the user to create their own purchase order type reports.

Purchase Order														
IQRetail (PTY) LTD 1st Floor Rhino House 23 Quantum Road Technopark, Stellenbosch 7600					Telephone 021 880 0420 Fax 021 880 0488 E Mail iqenterprise@iqretail.co.za Vat Registration No 123456789 Invoice Date 00:00:00									
Purchase Order From														
XYZ Wholesalers (PTY) LTD P.O. Box 34 Rondebosch Cape Town 2051														
Account No	Order Date	Order Number	Representative	Order Number	Page									
XYZ001	18/11/2008	1	1	PUR0	1 of 1									
Item Code	Description	Quantity	Unit Price	Disc %	VatAmnt	Line Total								
1001	Castle Case (24)	4	61,40		34,39	245,61								
Extra Charges			Number of Items		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Subtotal (Exclusive)</td> <td style="text-align: right;">245.61</td> </tr> <tr> <td>Discount</td> <td></td> </tr> <tr> <td>Vat</td> <td style="text-align: right;">34.39</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">280.00</td> </tr> </table>		Subtotal (Exclusive)	245.61	Discount		Vat	34.39	Total	280.00
Subtotal (Exclusive)	245.61													
Discount														
Vat	34.39													
Total	280.00													
			4											

STANDARD REPORT EXAMPLES**ALL ORDERS ON FILE**

This report will show all orders currently on file.

IQRetail (PTY) LTD			Date Printed :18/11/2008 16:03:03					Page No 1	
Purchase Orders - All orders on file									
Filter: Not Applicable									
<u>Document</u>	<u>Code</u>	<u>Account</u>	<u>Order Qty</u>	<u>Invoice Qty</u>	<u>Price Exc</u>	<u>OnHand</u>	<u>Order Date</u>	<u>Del Date</u>	
PUR0	1001	XYZ001	4.00	0.00	61.40	0.00	18/11/2008	30/12/1899	
PUR1	1003	SPA001	12.00	0.00	5.26	72.00	18/11/2008	30/12/1899	
PUR2	1002	SPA001	2.00	2.00	26.32	0.00	18/11/2008	30/12/1899	
*** END OF REPORT ***									
									

FULLY PROCESSED ORDERS

This report will show all orders that have been processed. In other words, all purchase orders that have been Goods Received.

IQRetail (PTY) LTD			Date Printed :18/11/2008 16:05:41					Page No 1	
Purchase Orders - Fully processed Orders									
Filter: Not Applicable									
<u>Document</u>	<u>Code</u>	<u>Account</u>	<u>Order Qty</u>	<u>Invoice Qty</u>	<u>Price Exc</u>	<u>OnHand</u>	<u>Order Date</u>	<u>Del Date</u>	
PUR2	1002	SPA001	2.00	2.00	26.32	0.00	18/11/2008	30/12/1899	
*** END OF REPORT ***									
									

UNPROCESSED ORDERS

This report will show all orders that have not been processed. In other words, all orders that have not been GRV'd.

IQRetail (PTY) LTD			Date Printed :18/11/2008 16:08:03					Page No 1	
Purchase Orders - Unprocessed Orders									
Filter: Not Applicable									
Document	Code	Account	Order Qty	Invoice Qty	Price Exc	OnHand	Order Date	Del Date	
PUR0	1001	XYZ001	4.00	0.00	61.40	0.00	18/11/2008	30/12/1899	
PUR1	1003	SPA001	12.00	0.00	5.26	72.00	18/11/2008	30/12/1899	
*** END OF REPORT ***									

**PARTIALLY PROCESSED ORDERS**

This report will show all orders that have been partially processed. In other words, all orders where only a certain quantity has been processed and not the full quantity that was on the original order.

IQRetail (PTY) LTD			Date Printed :18/11/2008 16:12:56					Page No 1	
Purchase Orders - Partially processed									
Filter: Not Applicable									
Document	Code	Account	Order Qty	Invoice Qty	Price Exc	OnHand	Order Date	Del Date	
PUR1.1	1003	SPA001	6.00	3.00	5.26	75.00	18/11/2008	30/12/1899	
*** END OF REPORT ***									





iQ Enterprise
INNOVATIVE ACCOUNTING SOFTWARE

Report Type

All Order Items on file

Fully processed Order Items

Unprocessed Order Items

Partially processed Order Items

Sort Order

Unsorted

Account Number

Delivery Date

Stock Code

Rep Code

Document

Update

Current

History

Available Filters

Clear Filter

Data

Document	Code	Account	Order...	Invoice...	Price E...	Price Inc	Discou...	Inv Disc %	Vat %	Onhand	Order No	Order Date	Del Date	Rep
PUR.14	CAR001	ABC001	10.00	10.00	4.82	5.49	0	0.00	14.00	30.00	4511	14/04/2011	18/04/2011	1
PUR.14	MON001	ABC001	2.00	2.00	2 000.00	2 280.00	0	0.00	14.00	4.00	4511	14/04/2011	18/04/2011	1
PUR.14	COK002	ABC001	2.00	2.00	105.26	120.00	0	0.00	14.00	0.00	4511	14/04/2011	18/04/2011	1
PUR.14	TSMGS0102	ABC001	100.00	95.00	35.00	39.90	0	0.00	14.00	240.00	4511	14/04/2011	18/04/2011	1
PUR.7.3	RC003	ABC001	10.00	10.00	87.72	100.00	0	0.00	14.00	0.00		19/12/2011	30/12/1899	1
PUR.7.3	LAB001	ABC001	1.00	1.00	0.00	0.00	0	0.00	14.00	0.00		19/12/2011	30/12/1899	1
PUR.7.3	JCI001	ABC001	1.00	1.00	100.00	114.00	0	0.00	14.00	19.00		19/12/2011	30/12/1899	1
PUR.7.3	JCI002	ABC001	1.00	1.00	0.00	0.00	0	0.00	14.00	2.00		19/12/2011	30/12/1899	1
PUR.2.2	COK001	XYZ001	3.00	0.00	2.92	3.33	0	0.00	14.00	387.00	JH87	07/02/2011	11/02/2011	1
PUR.10.3	TSMGS0402	XYZ001	50.00	0.00	35.09	40.00	0	0.00	14.00	66.00	741	10/02/2011	18/02/2011	1
PUR.10.3	TSMGS0102	XYZ001	40.00	0.00	35.00	39.90	0	0.00	14.00	240.00	741	10/02/2011	18/02/2011	1
PUR.18	TSMGS0102	ABC001	3.00	0.00	35.00	39.90	3.5	0.00	14.00	240.00	4877	12/06/2012	30/12/1899	2
PUR.18	COK001	ABC001	10.00	0.00	5.96	6.80	0	0.00	14.00	387.00	4877	12/06/2012	30/12/1899	2
PUR.19	BHW001	ABC001	25.00	25.00	510.00	581.40	0	0.00	14.00	42.00		27/06/2012	27/06/2012	1
PUR.19	COK001	ABC001	48.00	48.00	5.96	6.79	0	0.00	14.00	387.00		27/06/2012	27/06/2012	1
PUR.19	TSMGS0101	ABC001	50.00	50.00	40.00	45.60	0	0.00	14.00	100.00		27/06/2012	27/06/2012	1
PUR.19	TSMGS0404	ABC001	91.00	91.00	35.00	39.90	0	0.00	14.00	180.00		27/06/2012	27/06/2012	1
PUR.20	BHW001	ABC001	1.00	0.00	510.00	581.40	0	0.00	14.00	42.00		18/07/2012	30/12/1899	1
PUR.20	TSMGS0101	ABC001	50.00	0.00	40.00	45.60	0	0.00	14.00	100.00		18/07/2012	30/12/1899	1
PUR.20	TSMGS0102	ABC001	1.00	0.00	40.00	45.60	0	0.00	14.00	240.00		18/07/2012	30/12/1899	1
PUR.20	TSMGS0404	ABC001	151.00	0.00	65.00	74.10	0	0.00	14.00	180.00		18/07/2012	30/12/1899	1
PUR.22	BM002	ABC001	1.00	0.00	87.00	99.18	0	0.00	14.00	174.00		17/08/2012	30/12/1899	1
PUR.23	TSMGS0804	ABC001	6.00	0.00	26.32	30.00	0	0.00	14.00	100.00		17/08/2012	30/12/1899	1
PUR.24	COK001	ABC001	24.00	0.00	6.00	6.84	0	0.00	14.00	387.00		05/11/2012	08/11/2012	1



Select Visible Fields



Filter



Preview



Design



Print

FILTER

The filter option allows one to filter out certain information before printing a specific report.

PREVIEW

The preview report allows one to preview the report. From the preview of the report, one is able to print or email the report.

DESIGN

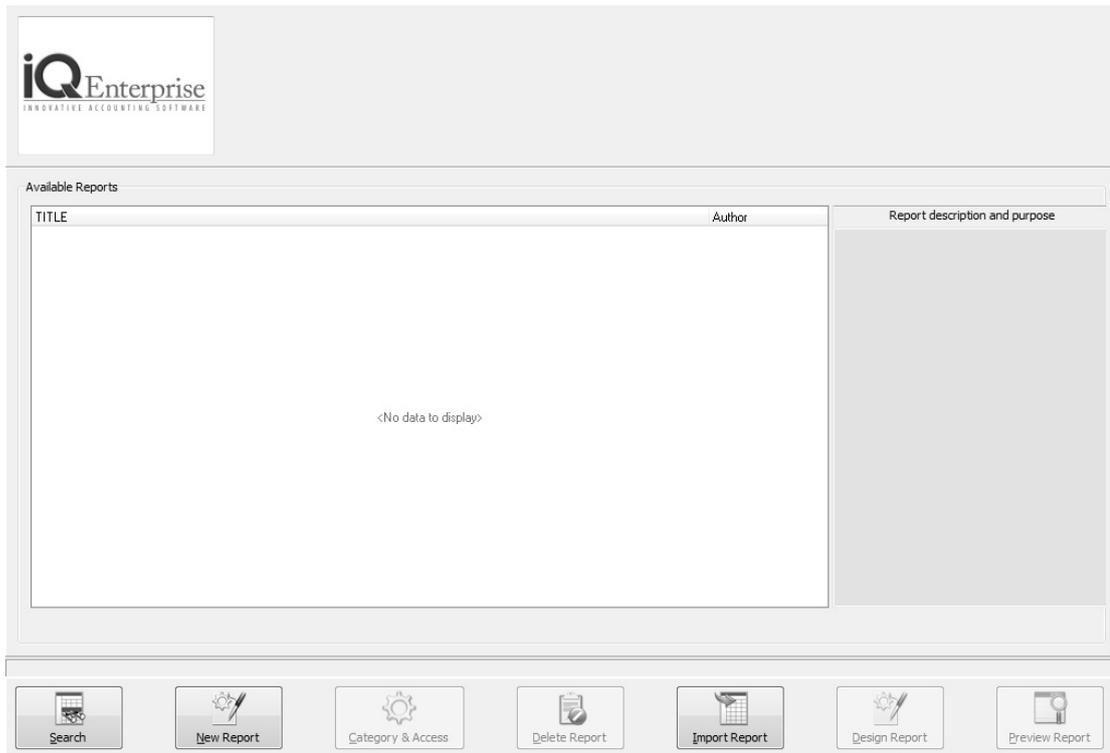
The Design option allows one to design any of the existing reports listed in the additional reports screen.

PRINT

The print option allows one to print any of the additional reports. The print option will not show a preview first, it will print to the printer immediately.

ADDITIONAL REPORT EXAMPLES

The additional reports option is for designing additional reports that may be utilized within the purchase order module. The additional reports has been left blank for the purpose of users having freedom as to designing their own type of reports for the purchase orders. This means that users are free to design their own custom reports.



GOODS RECEIVING

The GRV option allows one to turn any of the existing purchase orders into a goods received voucher.

NOTE: If a purchase order has already been goods received, the invoice date will be changed to the date on which the goods received voucher was done. The purchase order line will also change to a blue colour to indicate that it is completed.

Code	Description	Type	Unit Price	Additional Cost (Excl)	Qty	Disc %	Total
BHW001	BOOK - HOW TO DRIVE A TRUCK	PO	510.00		1.00	0.00	510.00
TSMGS0101	Golf T-Shirt - Black - Small	PO	40.00		50.00	0.00	2 000.00
TSMGS0102	Golf T-Shirt - Black - Medium	PO	40.00		1.00	0.00	40.00
TSMGS0404	Golf T-Shirt - Blue -XL	PO	65.00		151.00	0.00	9 815.00

Collection Fee	0.00
Delivery Fee	0.00

Total	14096.10
--------------	----------

Supervisor Logoff	Calculator	F7 Long Desc.	F8 Item Details	User Defined Data	Zero Quantities	Flash	F6 Process & Display	F10 Process & Print
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JOB CARDS



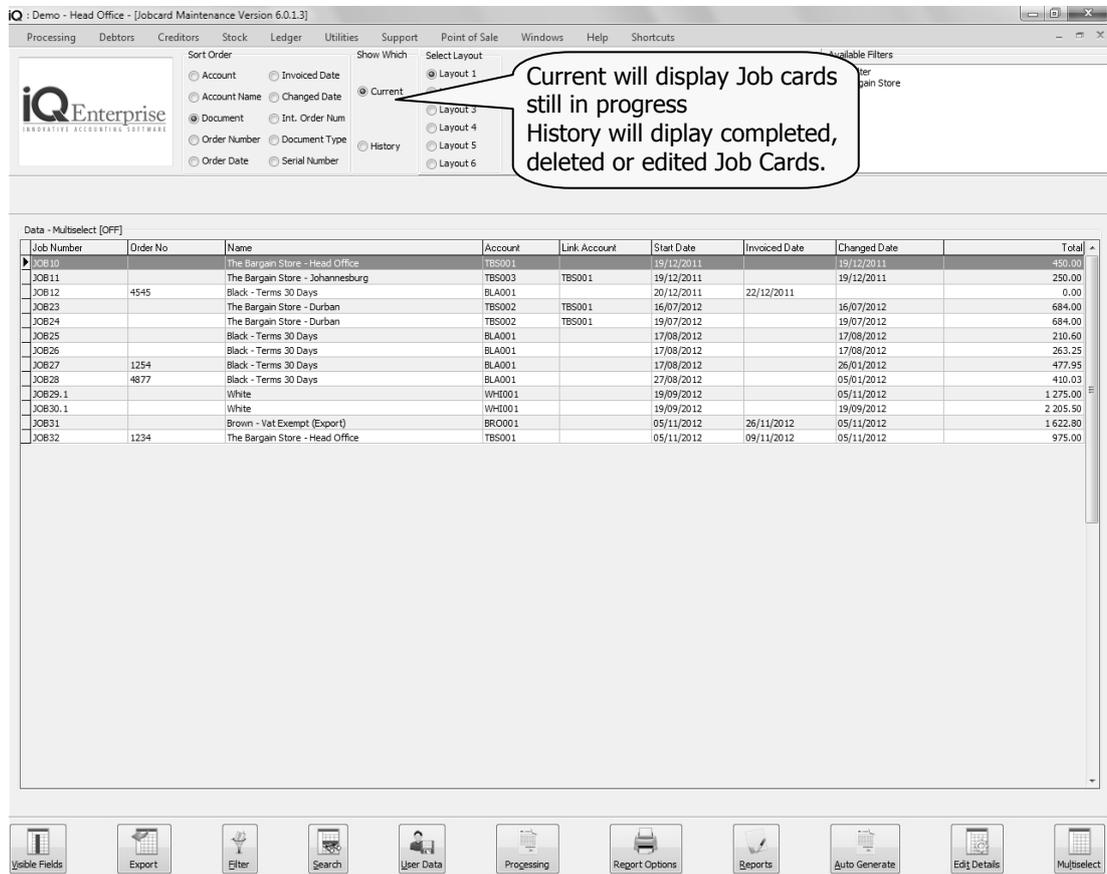
CHAPTER 16

JOB CARDS

WHAT IS A JOB CARD

Job Cards is designed for custom jobs/services in that each job is different in some way to the others. An example would be a vehicle repair workshop where every vehicle will require different parts and different hours of labour for the repair and service to be done.

NOTE: There are two files. Select which file to view from Show Which: Current or History. Job Cards that are deleted from Current will be kept in History until completely deleted.



JOBCARD DETAILS

SORT ORDER

The sort order allows one to sort the existing job cards into any of the following sequences (Account Number, Document, Order Number, Start Date, Expected Date and Invoiced Date).

SHOW WHICH

CURRENT

The current option will show all the current job cards, which means any new job card that is created will display under the current option.

HISTORY

The history option will show all the job cards that have been completed or the ones that were deleted from current. This means that if a job card is completed, it will move to the historical view automatically. Once a job card is deleted from current then it will be listed under the history option.

SELECT LAYOUT

The select layout option allows one to preview any of the existing job cards on six different layouts.

JOB CARD FILED DETAILS**JOB NUMBER**

The job number is allocated to each and every job automatically as they are created.

ORDER NUMBER

The order number field is used for the job card purpose. In other words if the job requires additional parts or components, this order number field is then used to tie up the job card with the purchase order.

NAME

The name field refers to the client or debtor name.

ACCOUNT

The account field shows the customer/debtor's account number that is stored on the system.

LINK ACCOUNT

The link account field shows the account number to which the account is linked. This field will only show a value if the debtor account is linked to a debtor's group.

START DATE

The start date specifies when the actual job is started. This may be set to a future date.

CHANGED DATE

The CHANGED date specifies when the job was changed.

INVOICED DATE

The invoice date specifies when the job has been invoiced. This date will only reflect once the particular job has been invoiced.

TOTAL

The total field shows the total costing amount of the job in progress. This total field will change if any modifications or new items have been added to it.

SELECTION DETAILS**VISIBLE FIELDS**

The visible fields option allows one to select additional fields to display on the job cards maintenance screen.

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) or IQ XML).

FILTER

The filter option allows one to filter out specific jobs. This can be done by utilizing any of the following fields (e.g. Job Number, Order Number, Name, Account, Link Account, Start date, Expected date and Total). However, there are more fields available for filtering

SEARCH

The search option allows one to search for any information on the job card maintenance screen utilising any available fields.

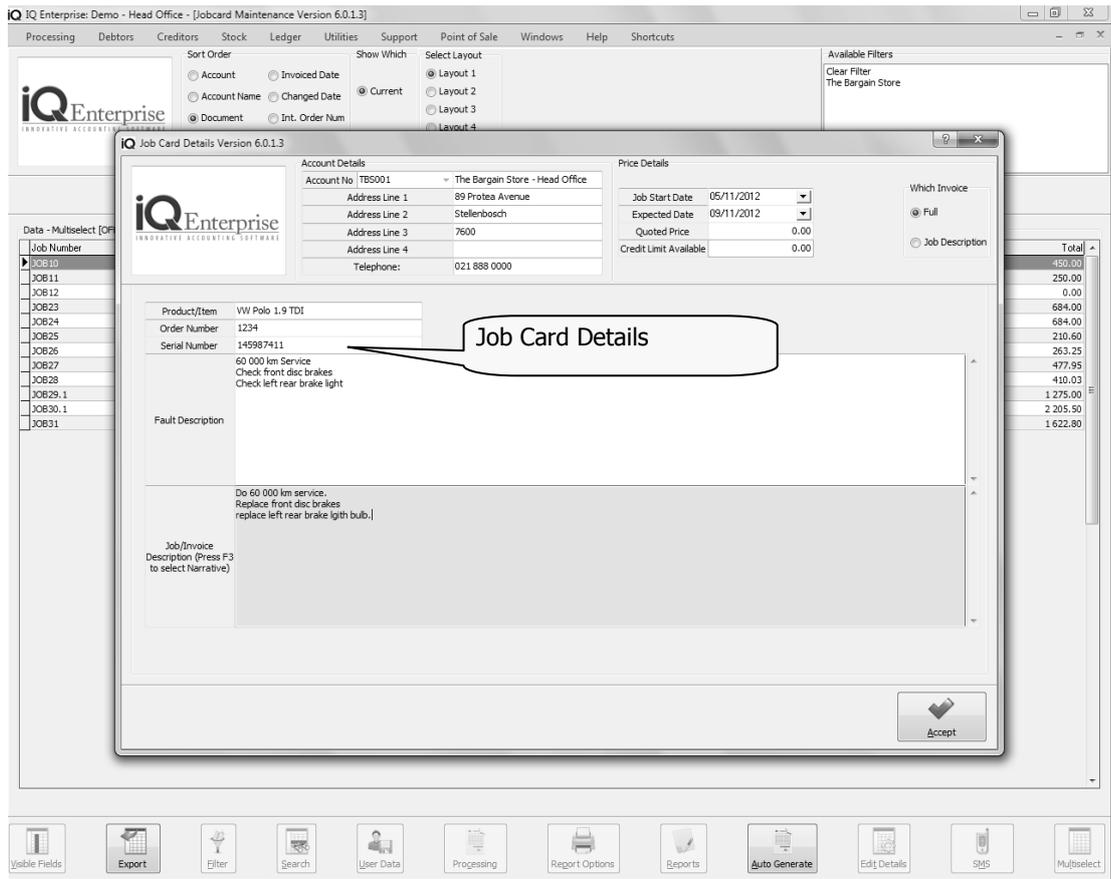
USER DATA

The user data option is only available if one has setup user defined data. The user data is additional information that has been setup in the stock maintenance option.

PROCESSING

NEW \ CREATING A JOB CARD

In order to create job card, select the "New" button located at the bottom of the screen.



JOB CARD ACCOUNT DETAILS

ACCOUNT NO

The account no is the account number of the customer. If the customers exist on the system as a debtor, click the button and select the debtor customer from the debtors list. If it is a walk in customer, then the CASH01 account number must be used.

ADDRESS DETAILS

The address details are the details of the debtor customer. These details are obtained from the debtors file. If the client is a walk in customer then the details may entered in manually.

TELEPHONE

The telephone field must be entered in manually, regardless if it is a debtor customer or a walk in customer.

Account Details	
Account No	TBS001 ▼ The Bargain Store - Head Office
Address Line 1	89 Protea Avenue
Address Line 2	Stellenbosch
Address Line 3	7600
Address Line 4	
Telephone:	021 888 0000

PRICE DETAILS

Price Details	
Job Start Date	05/11/2012 ▼
Expected Date	09/11/2012 ▼
Quoted Price	0.00
Credit Limit Available	0.00

JOB START DATE

The job start date refers to the date the job will be started.

EXPECTED DATE

The expected date specifies when the job is expected to be completed. In other words, if the job will take 2 days to complete, then set the expected accordingly.

QUOTED PRICE

The quoted price is the price quoted for the repair of the job.

NOTE: Should the amount of the Job Card exceed this amount the system will give a warning.

CREDIT LIMIT AVAILABLE

The credit limit will show the credit limit of the selected debtor. If it's a walk in customer then the credit limit will be zero.

WHICH INVOICE**FULL**

The full option will display the full job details at the point of invoice.

Which Invoice

Full

Job Description

JOB DESCRIPTION

The job description will only display the job description at the point of invoice.

JOB DETAILS**PRODUCT/ITEM**

The product/item refers to the product or item that's in the process of being booked in on the job card.

ORDER NUMBER

The order number field is used for the job card purpose. In other words if the job requires additional parts or components, this order number field is then used to tie up the job card with the purchase order.

FAULT DESCRIPTION

The fault description field is where the fault of the item is entered. This field has an unlimited amount of characters. So the complete fault description may be entered.

JOB/INVOICE DESCRIPTION (PRESS F3 TO SELECT NARRATIVE)

The job/invoice description field is where additional information may be entered. Example the work to be carried out on the job, what will be done to repair the job etc...

The narrative option allow one to enter information pertaining to the job. This information is then saved and may be used again at a later stage. Once all the information has been entered select the Accept Option. The Accept option will now allow the user to select the stock items used for the Job.

Code	Description	Rep	Type	Unit Price	Qty	Disc %	Total
JCI001	Job Card Stock Item - 1		4 P 1	225.00	1.00	0.00	225.00
JCI002	Job Card Stock Item - 2		4 P 1	375.00	1.00	0.00	375.00
LAB001	Labour - Jobcards		2 P 1	375.00	1.00	0.00	375.00
*				0.00	0.00	0.00	0.00

Select F6 Accept to complete the job card.

NOTE: Once all the information is captured and the job is completed, one can then invoice the job.

NOTE: When the job card is converted to an invoice. All the original details as entered on the job card will be carried over to the Invoice. The invoice can then be processed as normal.

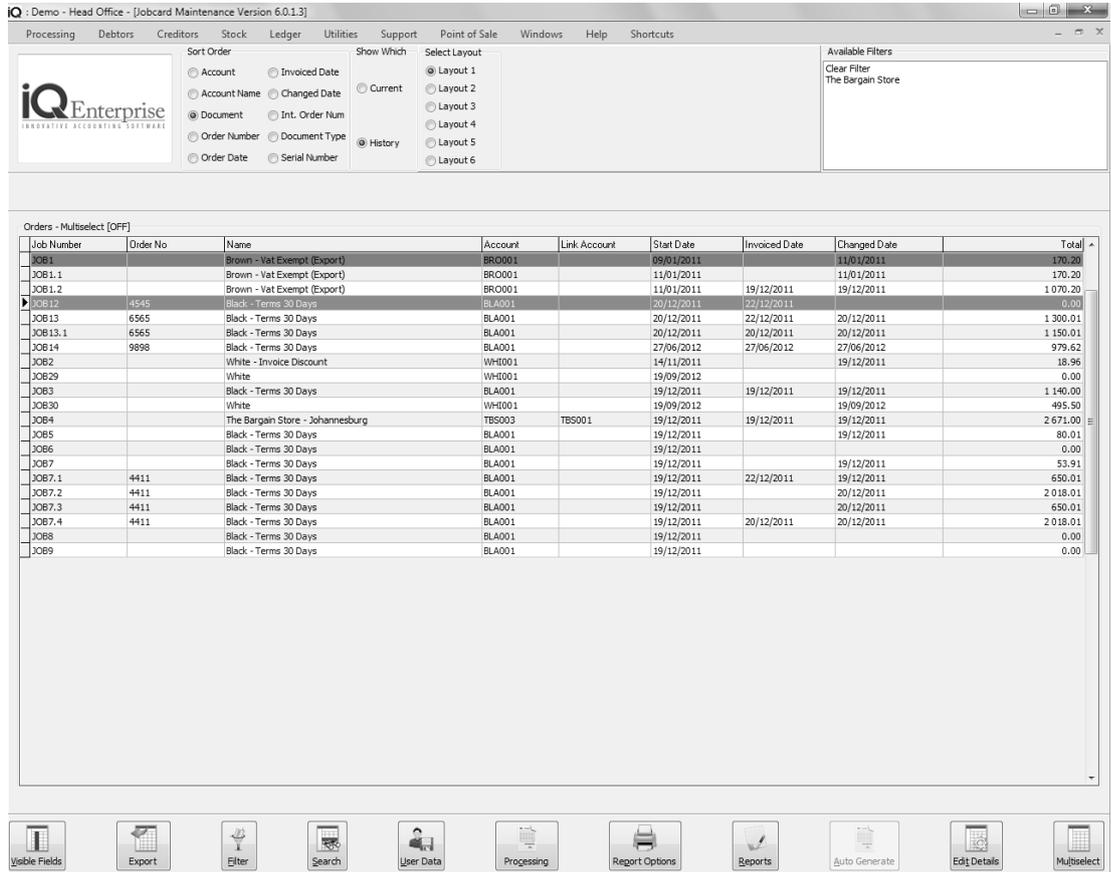
INVOICE PRINTING DOCUMENTS

The invoice printing documents box appears once the process & print option is selected. Depending on how the stationery was setup. One is able to have multiple layouts on the list to choose from and to print to.

INVOICE – LAYOUT 1

The invoice layout 1 option means that by default the invoice will print on that layout. If any additional layouts are selected then the system will print those documents as well.

NOTE: Once the job card has been completely invoiced, the job will then be moved automatically to the history.



NOTE: The job card has been completely invoiced. The above screen is the historical job card screen. All completed job cards are stored here. There is security on all the buttons within this screen. In order to set security on the buttons, see the user security options

EDIT

The edit option allows one to edit any existing job cards. Once a job card is edited, the only field that cannot be edited is the account number.

DELETE

The delete option allows one to delete either completed or uncompleted job cards. When a job card is deleted the system will move that job card to history.

NOTE: To delete a job card, highlight the specific job and click the delete button. The system will then prompt with a confirmation box.

IQ Enterprise: Demo - Head Office - [Jobcard Maintenance Version 6.0.1.3]

Processing Debtors Creditors Stock Ledger Utilities Support Point of Sale Windows Help Shortcuts

Sort Order: Account Invoiced Date Account Name Changed Date Document Int. Order Num Order Number Document Type Order Date Serial Number

Show Which: Current History

Select Layout: Layout 1 Layout 2 Layout 3 Layout 4 Layout 5 Layout 6

Available Filters: Clear Filter The Bargain Store

Data - Multiselect [OFF]

Job Number	Order No	Name	Account	Link Account	Start Date	Invoiced Date	Changed Date	Total
JOB10		The Bargain Store - Head Office	TBS001		19/12/2011		19/12/2011	450.00
JOB11		The Bargain Store - Johannesburg	TBS003	TBS001	19/12/2011		19/12/2011	250.00
JOB12	4545	Black - Terms 30 Days	BLA001		20/12/2011	22/12/2011		0.00
JOB23		The Bargain Store - Durban	TBS002	TBS001	16/07/2012		16/07/2012	684.00
JOB24		The Bargain Store - Durban	TBS002	TBS001	19/07/2012		19/07/2012	684.00
JOB25		Black - Terms 30 Days	BLA001		17/08/2012		17/08/2012	210.60
JOB26		Black - Terms 30 Days	BLA001		17/08/2012		17/08/2012	263.25
JOB27	1254	Black - Terms 30 Days	BLA001		17/08/2012		26/01/2012	477.95
JOB28	4877	Black - Terms 30 Days	BLA001		29/08/2012		05/01/2012	410.03
JOB29.1		White			8/2012		05/11/2012	1275.00
JOB30.1		White			8/2012		19/09/2012	2205.50
JOB31		Brown - Vat Exempt (Export)			1/2012	26/11/2012	05/11/2012	1622.80
JOB5		Black - Terms 30 Days			2/2011		19/12/2011	80.01

Confirm
? Confirm you wish to delete the selected job ?
Yes No

Visible Fields Export Filter Search User Data Processing Report Options Reports Auto Generate Edit Details SMS Multiselect

NOTE: Select the yes option in order to delete the specific job card. This will then move that job card to history. To view deleted job cards, select the history option at the top of the screen.

COPY

The copy option allows one to create a new job card by copying an job card.

INVOICE

The invoice option allows one to invoice any of the existing job cards straight from the job card screen.

OUTWORK

The outwork option is for sending repair jobs to suppliers. This option allows one to keep track of repair jobs that were sent to suppliers.

EXAMPLE: If a computer or laptop needs to be sent to the supplier for a warranty claim then this would be the option to use for this purpose.

JOB CARD INFORMATION FOR OUTWORK

Job Information

Job Number: JOB32
 Account: TBS001
 Registration:
 Contact:
 Date: 09/11/2012

Status Definition

1 = New
 2 = At supplier
 3 = Returned from supplier
 4 = Processed

Outwork Data

Item Code	Supplier	Description	Cost	Price	Status
JCI003	ABC001	Job Card Stock Item - 3 - Out	850	R 1 250.00	1

Report Delete Send Return Reset Accept

JOB NUMBER

The job number refers to number assigned to the job card that was opened within your company.

ACCOUNT

The account field shows the customer/debtor's account number that is stored on the system.

REGISTRATION

Type the registration details of the item or the relevant client.

CONTACT

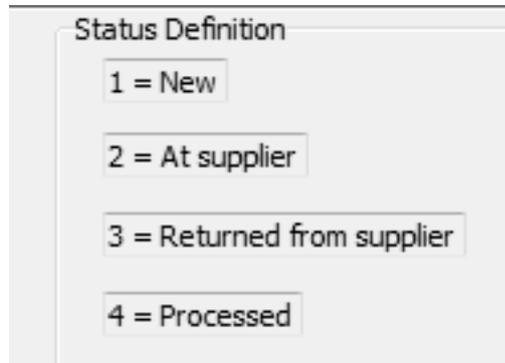
The contact field holds the name of the contact person at the supplier where this job is currently situated.

DATE

The date refers to the expected job card date. This means that, that date is the expected date of completion for the particular job.

STATUS DEFINITION

The status field indicates the status of the job as it is with the supplier. If this item has not been sent then the status would be 1. 1 = New. If this item has been sent then the status will be updated to 2. 2 = At Supplier. If this item has been repaired and returned, the status will change to 3. 3 = Returned From Supplier. Once the job has been completed, the status will change to 4. 4 = Processed.



Select **Send** to set the status of the stock item as "Sent to Supplier" (Status 2).

Select **Return** to set the status of the stock as "Returned from Supplier" (Status 3).

Select **Reset** to reset the status of the stock item to "New" (Status 1).

Once any of these options have been selected, the status of the job within the outwork will be updated automatically.



OUTWORK DATA

IQ Enterprise - Outwork Version 6.0.13



Job Information

Job Number: JOB32
 Account: TBS001
 Registration:
 Contact:
 Date: 09/11/2012

Status Definition

1 = New
 2 = At supplier
 3 = Returned from supplier
 4 = Processed

Item Code	Supplier	Description	Cost	Price	Status
JCI003	ABC001	Job Card Stock Item - 3 - Out		R 1 250.00	1
*	...				

 Report

 Delete

 Send

 Return

 Reset

 Accept

ITEM CODE

The item code is the code of the item that is being sent away for repair.

SUPPLIER

The supplier field shows the supplier where the job has been sent to for repair. The supplier filed access the creditors database and therefore the supplier for the outwork must have already been created.

DESCRIPTION

The description field shows the description of the stock item that has been sent away to the supplier for repair.

COST

The cost field refers to the cost of this particular item that has been place on the job card for repair. The Cost Price will be the exclusive amount.

PRICE

The price field indicates the selling price of the item. The Price will be the exclusive amount.

STATUS

The status field indicates the status of the job as it is with the supplier. If this item has not been sent then the status would be 1. 1 = New. If this item has been sent then the status will be updated to 2. 2 = At Supplier. If this item has been repaired and returned, the status will change to 3. 3 = Returned From Supplier. Once the job has been completed, the status will change to 4. 4 = Processed.

SELECTION OPTIONS**REPORT**

The report option allows one to change the design of the Outwork Report.

DELETE

The delete option allows one to delete any existing information currently in outwork.

ACCEPT

The accept option allows one to save the newly or modified outwork entry.

SEND

The send option sets the status of the stock item as "Sent to Supplier" (Status 2).

RETURN

The return option sets the status of the stock as "Returned from Supplier" (Status 3).

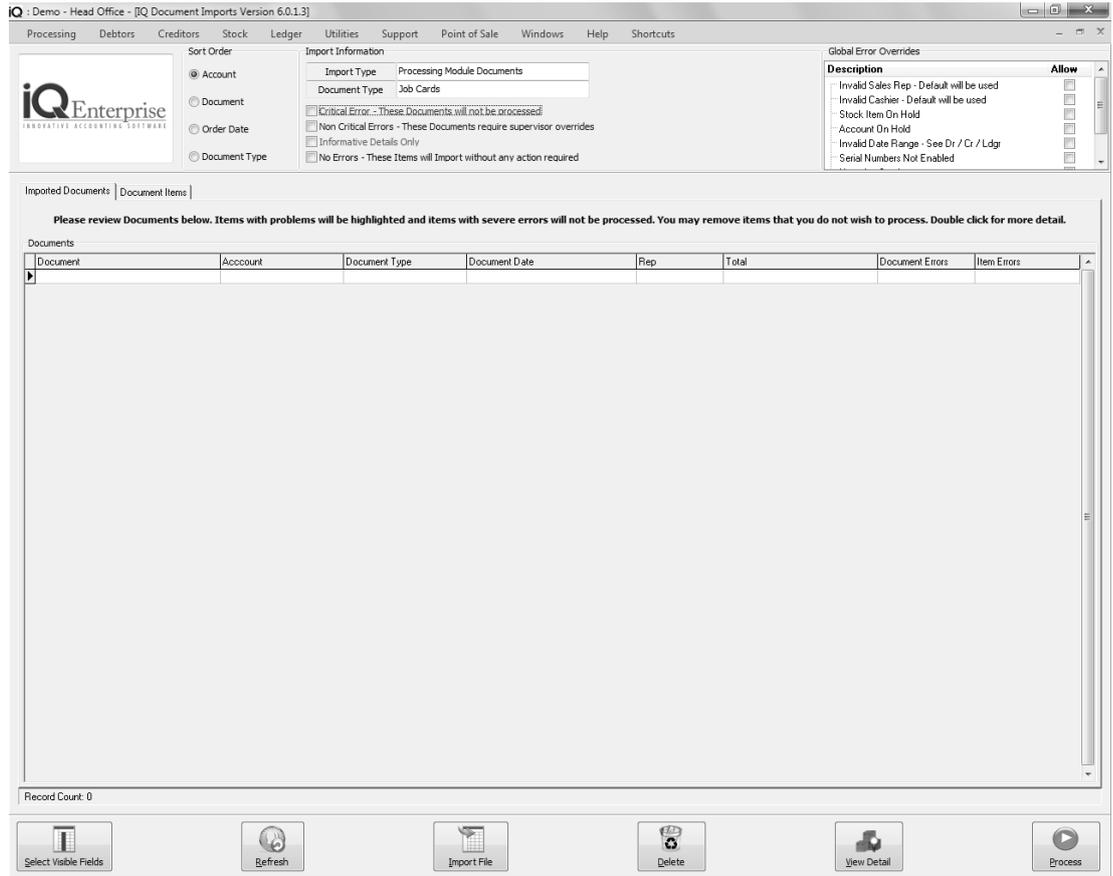
RESET

The reset option resets the status of the stock item to "New" (Status 1).

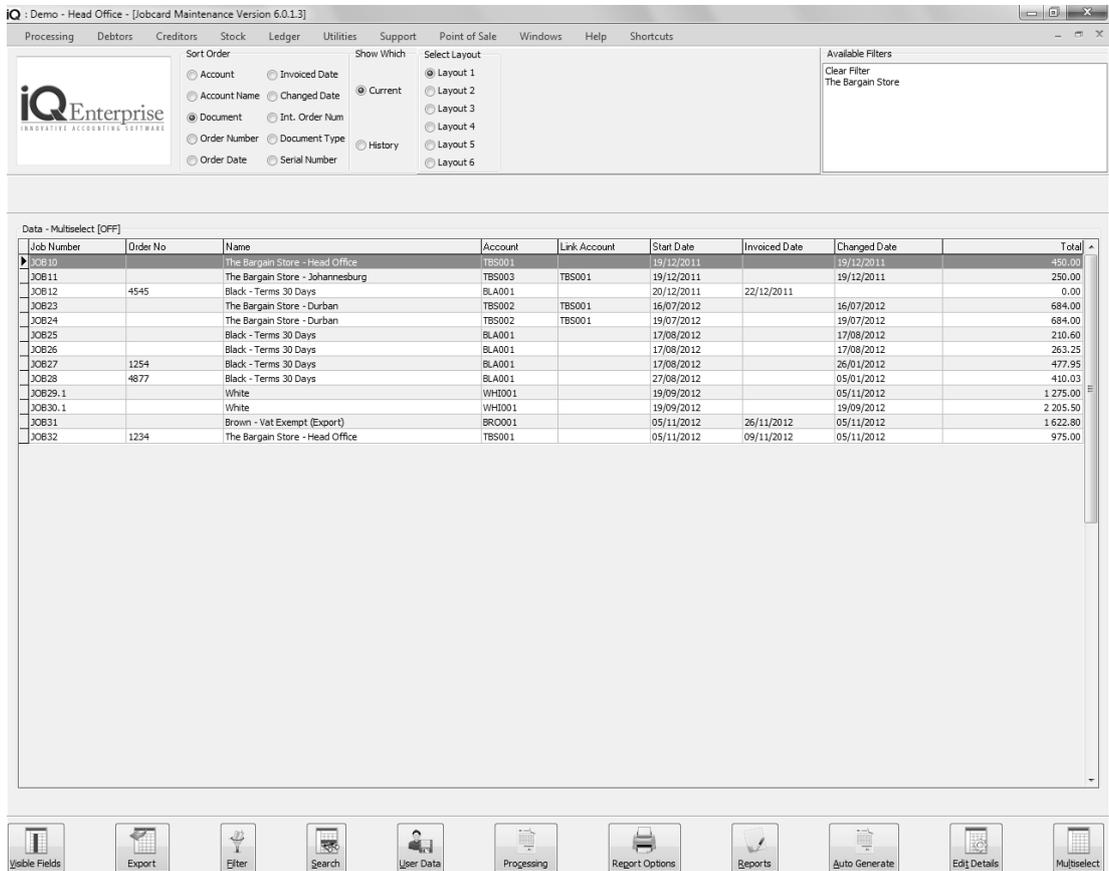
NOTE: Each of the above selection options have security attached to them. This means that each button can be configured with a security access level. In order to set the appropriate access levels, see user and security setup.

PROCESSING IMPORT CONTINUE

This button will redirect the user to an Import module that supports importing of the job card item types. This Import module will also be available from the Utilities Menu.



SELECTION DETAILS CONTINUE



REPORT OPTIONS

The report options allows one to either preview, design, print or email the selected job card.

REPORTS

The reports option allows one to print different types of reports.

AUTO GENERATED

Auto Generate will allow the user to create a Quote, Sales Order, Purchase Order or another Job card using a Job card that was already created. In other words instead of creating a new E.g. Purchase order and copy of the job card can be made and convert the job card into a Purchase order. Selecting a different Creditor or Debtors maybe be selected.

EDIT DETAILS

The edit details option allows one to edit any of the details on the job card except the account number.

IQ Job Card Details Version 6.0.1.3

Account Details		Price Details	
Account No	TBS001	The Bargain Store - Head Office	
Address Line 1	89 Protea Avenue		
Address Line 2	Stellenbosch		
Address Line 3	7600		
Address Line 4			
Telephone:	021 888 0000		
Job Start Date	05/11/2012	Expected Date	09/11/2012
Quoted Price	0.00	Credit Limit Available	0.00
			Which Invoice
			<input checked="" type="radio"/> Full
			<input type="radio"/> Job Description

Product/Item	VW Polo 1.9 TDI
Order Number	1234
Serial Number	145987411
Fault Description	60 000 km Service Check front disc brakes Check left rear brake light
Job/Invoice Description (Press F3 to select Narrative)	Do 60 000 km service. Replace front disc brakes replace left rear brake lgth bulb.

MULTISELECT

The multi-select option allows one to select job card to email. The multi-select option only allow the email functionality, multi-select will not allow the invoicing of more than one job card. Select the Multi-select option then use the Ctl button on the keyboard to select the job cards.



Each job card will be send individually in an email.

GENERAL ACCOUNTING TERMS AND CONCEPTS

BASIC TERMS AND CONCEPTS

There are a few (and only a few) things you need to understand in order to make setting up your accounting system easier. They're basic (trust me), and they will probably clear up any confusion you may have had in the past when talking with your CPA or other technical accounting types.

DEBITS AND CREDITS

These are the backbone of any accounting system. Understand how debits and credits work and you'll understand the whole system. Every accounting entry in the general ledger contains both a debit and a credit. Further, all debits must equal all credits. If they don't, the entry is out of balance. That's not good. Out-of-balance entries throw your balance sheet out of balance.

Therefore, the accounting system must have a mechanism to ensure that all entries balance. Indeed, most automated accounting systems won't let you enter an out-of-balance entry—they'll just beep at you until you fix your error.

Depending on what type of account you are dealing with, a debit or credit will either increase or decrease the account balance. (Here comes the hardest part of accounting for most beginners, so pay attention) Figure 1 illustrates the entries that increase or decrease each type of account.

Figure 1

Debits and Credits vs. Account Types

Type Account	Increase	Decrease
Asset	Debit	Credit
Liability	Credit	Debit
Equity	Credit	Debit
Revenue	Credit	Debit
Expense	Debit	Credit

Notice that for every increase in one account, there is an opposite (and equal) decrease in another. That's what keeps the entry in balance. Also notice that debits always go on the left and credits on the right.

EXAMPLE:

In the first stage of the example we'll record a credit sale:

Accounts Receivable	1,000
Sales Income	1,000

If you looked at the general ledger right now, you would see that receivables had a balance of 1,000 and income also had a balance of 1,000.

Now we'll record the collection of the receivable:

Cash	1,000
Accounts Receivable	1,000

Notice how both parts of each entry balance? See how in the end, the receivables balance is back to zero? That's as it should be once the balance is paid. The net result is the same as if we conducted the whole transaction in cash:

Cash	1,000
Sales Income	1,000

Of course, there would probably be a period of time between the recording of the receivable and its collection.

That's it. Accounting doesn't really get much harder. Everything else is just a variation on the same theme. Make sure you understand debits and credits and how they increase and decrease each type of account.

Assets and Liabilities

Balance sheet accounts are the assets and liabilities. When we set up your chart of accounts, there will be separate sections and numbering schemes for the assets and liabilities that make up the balance sheet.

A quick reminder: Increase assets with a debit and decrease them with a credit. Increase liabilities with a credit and decrease them with a debit.

IDENTIFYING ASSETS

Simply stated, assets are those things of value that your company owns. The cash in your bank account is an asset. So is the company car you drive. Assets are the objects, rights and claims owned by and having value for the firm.

Since your company has a right to the future collection of money, accounts receivable are an asset. The machinery on your production floor is also an asset. If your company owns real estate or other tangible property, those are considered assets as well. If you were a bank, the loans you make would be considered assets since they represent a right of future collection.

There may also be intangible assets owned by your company. Patents, the exclusive right to use a trademark, and goodwill from the acquisition of another company are such intangible assets. Their value can be somewhat hazy.

Generally, the value of intangible assets is whatever both parties agree to when the assets are created. In the case of a patent, the value is often linked to its development costs. Goodwill is often the difference between the purchase price of a company and the value of the assets acquired (net of accumulated depreciation).

IDENTIFYING LIABILITIES

Think of liabilities as the opposite of assets. These are the obligations of one company to another. Accounts payable are liabilities, since they represent your company's future duty to pay a vendor. So is the loan you took from your bank. If you were a bank, your customer's deposits would be a liability, since they represent future claims against the bank.

We segregate liabilities into short-term and long-term categories on the balance sheet. This division is nothing more than separating those liabilities scheduled for payment within the next accounting period (usually the next twelve months) from those not to be paid until later. We often separate debt like this. It gives readers a clearer picture of how much the company owes and when.

OWNERS' EQUITY

After the liability section in both the chart of accounts and the balance sheet comes owners' equity. This is the difference between assets and liabilities. Hopefully, it's positive—assets exceed liabilities and we have a positive owners' equity. In this section items like the following be included

- Partners' capital accounts

- Stock

- Retained earnings

NOTE: Owners' equity is increased and decreased just like a liability:

- Debits decrease

- Credits increase

Most automated accounting systems require identification of the retained earnings account.

Retained earnings are the accumulated profits from previous years. At the end of one accounting year, all the income and expense accounts are netted against one another, and a single number (profit or loss for the year) is moved into the retained earnings account. This is what belongs to the company's owners. That's why it's in the owners' equity section. The income and expense accounts go to zero. That's how we're able to begin the new year with a clean slate against which to track income and expense.

The balance sheet, on the other hand, does not get zeroed out at year-end. The balance in each asset, liability, and owners' equity account rolls into the next year. So the ending balance of one year becomes the opening balance of the next.

Think of the balance sheet as today's snapshot of the assets and liabilities the company has acquired since the first day of business. The income statement, in contrast, is a summation of the income and expenses from the first day of this accounting period (probably from the beginning of this fiscal year).

Income and Expenses

Most companies want to keep track of just where they get income and where it goes, and these accounts tell you.

NOTE: For income accounts, use credits to increase them and debits to decrease them. For expense accounts, use debits to increase them and credits to decrease them.

INCOME ACCOUNTS

If you have several lines of business, you'll probably want to establish an income account for each. In that way, you can identify exactly where your income is coming from. Adding them together yields total revenue.

Typical income accounts would be

Sales revenue from product A

Sales revenue from product B (and so on for each product you want to track)

Interest income

Income from sale of assets

Consulting income

Most companies have only a few income accounts. That's really the way you want it. Too many accounts are a burden for the accounting department and probably don't tell management what it wants to know. Nevertheless, if there's a source of income you want to track, create an account for it in the chart of accounts and use it.

EXPENSE ACCOUNTS

Most companies have a separate account for each type of expense they incur. Your company probably incurs pretty much the same expenses month after month, so once they are established, the expense accounts won't vary much from month to month. Typical expense accounts include

Salaries and wages

Telephone

Water & Electricity

Repairs

Maintenance

Depreciation

Amortization

Interest

Rent

GENERAL LEDGER

The general ledger is the core of your company's financial records. These constitute the central "books" of your system, and every transaction flows through the general ledger. These records remain as a permanent track of the history of all financial transactions since day one of the life of your company.

SUBLEDGERS AND THE GENERAL LEDGER

Your accounting system will have a number of subsidiary ledgers (called subledgers) for items such as cash, accounts receivable, and accounts payable. All the entries that are entered (called posted) to these subledgers will transact through the general ledger account. For example, when a credit sale posted in the account receivable subledger turns into cash due to a payment, the transaction will be posted to the general ledger and the two (cash and accounts receivable) subledgers as well.

There are times when items will go directly to the general ledger without any subledger posting. These are primarily capital financial transactions that have no operational subledgers. These may include items such as capital contributions, loan proceeds, loan repayments (principal), and proceeds from sale of assets. These items will be linked to your balance sheet but not to your profit and loss statement.

SETTING UP THE GENERAL LEDGER

There are two main issues to understand when setting up the general ledger. One is their linkage to your financial reports, and the other is the establishment of opening balances.

The two primary financial documents of any company are their balance sheet and the profit and loss statement, and both of these are drawn directly from the company's general ledger. The order of how the numerical balances appear is determined by the chart of accounts, but all entries that are entered will appear. The general ledger accrues the balances that make up the line items on these reports, and the changes are reflected in the profit and loss statement as well.

The opening balances that are established on your general ledgers may not always be zero as you might assume. On the asset side, you will have all tangible assets (the value of all machinery, equipment, and inventory) that is available as well as any cash that has been invested as working capital. On the liability side, you will have any bank (or stockholder) loans that were used, as well as trade credit or lease payments that you may have secured in order to start the company. You will also increase your stockholder equity in the amount you have invested, but not loaned to, the business.

GENERAL LEDGER AUDIT TRAIL

Don't let the word audit scare you in any way. Although, if you are audited for whatever reason, a well-maintained general ledger is essential.

But you will also want an internal trail of transaction so that you can trace any discrepancy (such as double billing or an unrecorded payment) through your own system. You must be able to find the origin of any transaction in order to verify its accuracy, and the general ledger is where you will do this.

COMPONENTS OF THE ACCOUNTING SYSTEM

Think of the accounting system as a wheel whose hub is the general ledger (G/L). Feeding the hub information are the spokes of the wheel. These include

- Accounts receivable
- Accounts payable
- Order entry
- Inventory control
- Cost accounting
- Fixed assets accounting

These modules are ledgers themselves. We call them subledgers. Each contains the detailed entries of its specific field, such as accounts receivable. The subledgers summarize the entries, then send the summary up to the general ledger. For example, each day the receivables subledger records all credit sales and payments received. The transactions net together then go up to the G/L to increase or decrease A/R, increase cash and decrease inventory.

We'll always check to be sure that the balance of the subledger exactly equals the account balance for that subledger account in the G/L. If it doesn't, then there's a problem.

INCOME STATEMENTS

An income statement, otherwise known as a profit and loss statement, is a summary of a company's profit or loss during any one given period of time, such as a month, three months, or one year. The income statement records all revenues for a business during this given period, as well as the operating expenses for the business.

WHAT ARE INCOME STATEMENTS USED FOR?

You use an income statement to track revenues and expenses so that you can determine the operating performance of your business over a period of time. Small business owners use these statements to find out what areas of their business are over budget or under budget. Specific items that are causing unexpected expenditures can be pinpointed, such as phone, fax, mail, or supply expenses. Income statements can also track dramatic increases in product returns or cost of goods sold as a percentage of sales. They also can be used to determine income tax liability.

It is very important to format an income statement so that it is appropriate to the business being conducted.

Income statements, along with balance sheets, are the most basic elements required by potential lenders, such as banks, investors, and vendors. They will use the financial reporting contained therein to determine credit limits.

1. Sales: The sales figure represents the amount of revenue generated by the business. The amount recorded here is the total sales, less any product returns or sales discounts.
2. Cost of goods sold: This number represents the costs directly associated with making or acquiring your products. Costs include materials purchased from outside suppliers used in the manufacture of your product, as well as any internal expenses directly expended in the manufacturing process.

Gross profit: Gross profit is derived by subtracting the cost of goods sold from net sales. It does not include any operating expenses or income taxes.

3. Operating expenses : These are the daily expenses incurred in the operation of your business. In this sample, they are divided into two categories: selling, and general and administrative expenses.

Sales salaries: These are the salaries plus bonuses and commissions paid to your sales staff.

Collateral and promotions : collateral fees are expenses incurred in the creation or purchase of printed sales materials used by your sales staff in marketing and selling your product. Promotion fees include any product samples and giveaways used to promote or sell your product.

Advertising: These represent all costs involved in creating and placing print or multi-media advertising.

Other sales costs: These include any other costs associated with selling your product. They may include travel, client meals, sales meetings, equipment rental for presentations, copying, or miscellaneous printing costs.

Office salaries: These are the salaries of full- and part-time office personnel.

Rent: These are the fees incurred to rent or lease office or industrial space.

Utilities: These include costs for heating, air conditioning, electricity, phone equipment rental, and phone usage used in connection with your business.

Depreciation: Depreciation is an annual expense that takes into account the loss in value of equipment used in your business. Examples of equipment that may be subject to depreciation includes copiers, computers, printers, and fax machines.

Other overhead costs: Expense items that do not fall into other categories or cannot be clearly associated with a particular product or function are considered to be other overhead costs. These types of expenses may include insurance, office supplies, or cleaning services.

4. Total expenses: This is a tabulation of all expenses incurred in running your business, exclusive of taxes or interest expense on interest income, if any.

5. Net income before taxes: This number represents the amount of income earned by a business prior to paying income taxes. This figure is arrived at by subtracting total operating expenses from gross profit.

6. Taxes: This is the amount of income taxes you owe to the federal government and, if applicable, state and local government taxes.

7. Net income: This is the amount of money the business has earned after paying income taxes.

BALANCE SHEETS

A balance sheet is a snapshot of a business' financial condition at a specific moment in time, usually at the close of an accounting period. A balance sheet comprises assets, liabilities, and owners' or stockholders' equity. Assets and liabilities are divided into short- and long-term obligations including cash accounts such as checking, money market, or government securities. At any given time, assets must equal liabilities plus owners' equity. An asset is anything the business owns that has monetary value. Liabilities are the claims of creditors against the assets of the business.

WHAT IS A BALANCE SHEET USED FOR?

A balance sheet helps a small business owner quickly get a handle on the financial strength and capabilities of the business. Is the business in a position to expand? Can the business easily handle the normal financial ebbs and flows of revenues and expenses? Or should the business take immediate steps to bolster cash reserves?

Balance sheets can identify and analyse trends, particularly in the area of receivables and payables. Is the receivables cycle lengthening? Can receivables be collected more aggressively? some debt uncollectable? Has the business been slowing down payables to forestall an inevitable cash shortage?

Balance sheets, along with income statements, are the most basic elements in providing financial reporting to potential lenders such as banks, investors, and vendors who are considering how much credit to grant the company.

1. Assets: Assets are subdivided into current and long-term assets to reflect the ease of liquidating each asset. Cash, for obvious reasons, is considered the most liquid of all assets. Long-term assets, such as real estate or machinery, are less likely to sell overnight or have the capability of being quickly converted into a current asset such as cash.

2. Current assets: Current assets are any assets that can be easily converted into cash within one calendar year. Examples of current assets would be checking or money market accounts, accounts receivable, and notes receivable that are due within one year's time. Cash: Money available immediately, such as in checking accounts, is the most liquid of all short-term assets.

Accounts receivables: This is money owed to the business for purchases made by customers, suppliers, and other vendors.

Notes receivables: Notes receivables that are due within one year are current assets. Notes that cannot be collected on within one year should be considered long-term assets.

3. Fixed assets: Fixed assets include land, buildings, machinery, and vehicles that are used in connection with the business.

Land: Land is considered a fixed asset but, unlike other fixed assets, is not depreciated, because land is considered an asset that never wears out.

Buildings: Buildings are categorized as fixed assets and are depreciated over time.

Office equipment: This includes office equipment such as copiers, fax machines, printers, and computers used in your business.

Machinery: This figure represents machines and equipment used in your plant to produce your product. Examples of machinery might include lathes, conveyor belts, or a printing press.

Vehicles: This would include any vehicles used in your business.

Total fixed assets: This is the total dollar value of all fixed assets in your business, less any accumulated depreciation.

4. **Total assets:** This figure represents the total dollar value of both the short-term and long-term assets of your business.

5. **Liabilities and owners' equity:** This includes all debts and obligations owed by the business to outside creditors, vendors, or banks that are payable within one year, plus the owners' equity. Often, this side of the balance sheet is simply referred to as "Liabilities."

Accounts payable: This is comprised of all short-term obligations owed by your business to creditors, suppliers, and other vendors. Accounts payable can include supplies and materials acquired on credit.

Notes payable: This represents money owed on a short-term collection cycle of one year or less. It may include bank notes, mortgage obligations, or vehicle payments.

Accrued payroll and withholding: This includes any earned wages or withholdings that are owed to or for employees but have not yet been paid.

Total current liabilities: This is the sum total of all current liabilities owed to creditors that must be paid within a one-year time frame.

Long-term liabilities: These are any debts or obligations owed by the business that are due more than one year out from the current date.

Mortgage note payable: This is the balance of a mortgage that extends out beyond the current year. For example, you may have paid off three years of a fifteen-year mortgage note, of which the remaining eleven years, not counting the current year, are considered long-term.

Owners' equity: Sometimes this is referred to as stockholders' equity. Owners' equity is made up of the initial investment in the business as well as any retained earnings that are reinvested in the business.

Common stock: This is stock issued as part of the initial or later-stage investment in the business

Retained earnings : These are earnings reinvested in the business after the deduction of any distributions to shareholders, such as dividend payments.

6. **Total liabilities and owners' equity:** This comprises all debts and monies that are owed to outside creditors, vendors, or banks and the remaining monies that are owed to shareholders, including retained earnings reinvested in the business.

DEPRECIATION

The concept of depreciation is really pretty simple. For example, let's say you purchase a truck for your business. The truck loses value the minute you drive it out of the dealership. The truck is considered an operational asset in running your business. Each year that you own the truck, it loses some value, until the truck finally stops running and has no value to the business. Measuring the loss in value of an asset is known as depreciation.

Depreciation is considered an expense and is listed in an income statement under expenses. In addition to vehicles that may be used in your business, you can depreciate office furniture, office equipment, any buildings you own, and machinery you use to manufacture products.

Land is not considered an expense, nor can it be depreciated. Land does not wear out like vehicles or equipment.

To find the annual depreciation cost for your assets, you need to know the initial cost of the assets. You also need to determine how many years you think the assets will retain some value for your business. In the case of the truck, it may only have a useful life of ten years before it wears out and loses all value.

STRAIGHT-LINE DEPRECIATION

Straight-line depreciation is considered to be the most common method of depreciating assets. To compute the amount of annual depreciation expense using the straight-line method requires two numbers: the initial cost of the asset and its estimated useful life. For example, you purchase a vehicle for 20,000 and expect it to have use in your business for ten years. Using the straight-line method for determining depreciation, you would divide the initial cost of the truck by its useful life.

The 20,000 becomes a depreciation expense that is reported on your income statement under operation expenses at the end of each year.

For tax purposes, some accountants prefer to use other methods of accelerating depreciation in order to record larger amounts of depreciation in the early years of the asset to reduce tax bills as soon as possible.

You need, additionally, to check the regulations published by the federal Internal Revenue Service and various state revenue authorities for any specific rules regarding depreciation and methods of calculating depreciation for various types of assets.

AMORTIZATION

In the course of doing business, you will likely acquire what are known as intangible assets. These assets can contribute to the revenue growth of your business and, as such, they can be expensed against these future revenues. An example of an intangible asset is when you buy a patent for an invention.

CALCULATING AMORTIZATION

The formula for calculating the amortization on an intangible asset is similar to the one used for calculating straight-line depreciation. You divide the initial cost of the intangible asset by the estimated useful life of the intangible asset. For example, if it costs 10,000 to acquire a patent and it has an estimated useful life of ten years, the amortized amount per year equals 1,000. The amount of amortization accumulated since the asset was acquired appears on the balance sheet as a deduction under the amortized asset.

Formula:

Initial Cost / Useful Life = Amortization per Year

10,000 / 10 = 1,000 per Year

INVENTORY ACCOUNTING

Inventory accounting may sound like a huge undertaking but in reality, it is quite straightforward and easy to understand. You start with the inventory you have on hand. No matter when you sell product, the value of your inventory will remain constant based on accepted and rational methods of inventory accounting. Those methods include weighted average, first in/first out, and last in/first out.

WEIGHTED AVERAGE

Weighted average measures the total cost of items in inventory that are available for sale divided by the total number of units available for sale. Typically this average is computed at the end of an accounting period.

Suppose you purchase five apples at 10 apiece and five apples at 20 each. You sell five units of product. The weighted average method is calculated as follows:

Total Cost of Goods for Sale at Cost (divided) Total Number of Units Available for Sale = Weighted Average Cost per apple

Five apples at 10 each = 50 Five apples at 20 each = 100 Total number of apples = 10 Weighted Average = 150 / 10 = 15 15 is the average cost of the 10 apples

FIRST IN/FIRST OUT (FIFO)

First in, first out means exactly what it says. The first apple you bring into inventory will be the first ones sold as product. First in, first out, or FIFO as it is commonly referred to, is based on the principle that most businesses tend to sell the first goods that come into inventory.

Suppose you buy five apples at 10 each on January 3 and purchase another five apples at 20 each on January 7. You then sell five apples on January 30. Using first in, first out, the five apples you purchased at 10 would be sold first. This would leave you with the five apples that you purchased at 20, which would leave the value of your inventory at 100.

LAST IN/FIRST OUT (LIFO)

This method, commonly referred to as LIFO, is based on the assumption that the most recent units purchased will be the first units sold. The advantage of last in, first out accounting, or LIFO, is that typically the last apple purchased were purchased at the highest price and that by considering the highest priced items to be sold first, a business is able to reduce its short-term profit.

Suppose you purchase five apples at 10 apiece on January 4 and five more widgets at 20 apiece on February 2. You then sell five apples on February 20. The value of your inventory, using LIFO, would be 50, since the most recent apples purchased, at a total value of 100 on February 2, were sold. You were left with the five apples valued at 10 each.

USEFUL ACCOUNTING FORMULAS

Accounting formulas, also known as financial ratios, express relationships among the amounts reported in the financial statements. These accounting formulas, or financial ratios, can offer insights into the economic health of a business. The ratios can also indicate the reasonableness of the assumptions implicit in any business plan forecasts. For example, by comparing the ratios of your business with the ratios of similar businesses, you can compare the financial characteristics of your business with those of other businesses. By comparing the ratios in your pro forma model with industry averages and standards, you also test your modelling assumptions for reasonableness.

Two general categories of accounting formulas, or financial ratios, exist: common size ratios and intrastatement or interstatement ratios. Common size ratios convert a financial statement usually a balance sheet or an income statement from dollars to percentages. Common size ratios allow for comparisons of the assets, liabilities, revenues, owner equity, and expenses of businesses of various sizes. The comparison can be either at a point in time or as a trend over time.

Intrastatement or interstatement ratios quantify relationships among amounts from different financial statements or from different parts of the same financial statement. Intrastatement and interstatement ratios are an attempt to account for the fact that amounts usually cannot be interpreted alone, but must be viewed in the context of other key financial factors and events. Common intrastatement and interstatement ratios include the following accounting formulas:

CURRENT RATIO

The Current Ratio figures show the ratio of current assets to current liabilities. The current ratio provides one measure of a business's ability to meet its short-term obligations.

QUICK RATIO

The Quick Ratio figures show the ratio of the sum of the cash and equivalents plus the accounts receivable to the current liabilities. The quick ratio provides a more stringent measure of a business's ability to meet its short-term financial obligations than other ratios.

WORKING CAPITAL TO TOTAL ASSETS

The Working Capital to Total Assets figures show the ratio of working capital (the current assets minus the current liabilities) to the total assets. The Working Capital to Total Assets ratio is another measure of a firm's ability to meet its financial obligations and gives an indication as to the distribution of a business' assets into liquid and nonliquid resources.

RECEIVABLES TURNOVER

The Receivables Turnover figures show the ratio of sales to the accounts receivable balance. The Receivables Turnover ratio indicates the efficiency of sales collections. One problem with the measure as it's usually applied is that both credit and cash sales might be included in the ratio denominator. Two potential shortcomings exist with this approach. First, the presence of the cash sales might make the receivables collections appear more efficient than is the case. Also, mere changes in the mix of credit and cash sales might affect the ratio, even though the efficiency of the receivables collections process has not changed.

INVENTORY TURNOVER

The Inventory Turnover row shows the ratio of the cost of sales to the inventory balance. The Inventory Turnover ratio calculates how long inventory is held. It can indicate depleted or excessive inventory balances.

TIMES INTEREST EARNED

The Times Interest Earned row shows the ratio of the sum of the net income after taxes plus the interest income to the interest expense. The ratio indicates the relative ease with which the business is paying its financing costs.

SALES TO OPERATIONAL ASSETS

The Sales to Operational Assets row shows the ratio of sales revenue to net plant, property, and equipment. The ratio indicates the efficiency with which a business uses its operational assets to generate sales revenue.

RETURN ON TOTAL ASSETS

The Return on Total Assets row shows the ratio of the sum of the net income after taxes plus the interest expense to the total assets for each period. The ratio indicates the overall operating profitability of the business, expressed as a rate of return on the business assets.

RETURN ON EQUITY

The Return on Equity row shows the ratio of the net income after taxes to the owner equity for each period. The ratio indicates the profitability of the business as an investment of the owners.

INVESTMENT TURNOVER

The Investment Turnover row shows the ratio of the sales revenue to the total assets. The ratio, like the Sales to Operational Assets ratio, indicates the efficiency with which a business uses its assets (for example, its total assets) to generate sales.

FINANCIAL LEVERAGE

The Financial Leverage shows the difference between the return on the owner equity and the return on the total assets. The ratio indicates the increase or decrease in an equity return as a result of borrowing. A positive value indicates an improvement in the return on owner equity by using financial leverage; a negative value indicates deterioration in the return on owner equity.

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