

IQ RECURRING CHARGES

P R E F A C E

This is the IQ Recurring Charges guide for IQ Retail (PTY) Ltd Accounting Software Systems. It will cover in detail, the technical aspects which are applicable to the IQ Enterprise Accounting Software system.

The IQ Recurring Charges document will by no means make an expert of you, but it will aid in configuration of the IQ Recurring Charges for it to function correctly with the IQ Enterprise Accounting Software system.

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

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 IQ Recurring Charges document is inadequate or requires further explanation or more and better examples, please feel free to email us.

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

Regards,

IQ Retail (PTY) LTD



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RECURRING CHARGES

WHAT ARE RECURRING CHARGES

Recurring charges are those items or charges or services charged weekly, monthly or yearly to specific debtors. Examples of recurring charges are rentals, subscriptions, security services, gardening services, levies, etc. In other words, recurring charges are where a company has the same periodical charges (usually services) that need to be charged to debtors or customers. For people who pay by Debit Order, the customer can put those charges on the monthly Recurring Charges schedule and set it to Auto Generate Payments for the charges.

The user can create Recurring Charges, create schedules for these Recurring Charges and then just process them when needed. The user can also create different types of Recurring Charges, for example, a security company has different charges for business- and home owners.

This module will cover the setup in Module Parameters, the Debtors setup, the Stock setup, the creation and maintenance of Recurring Charges, the processing of charges and the reversal of Recurring Charges.

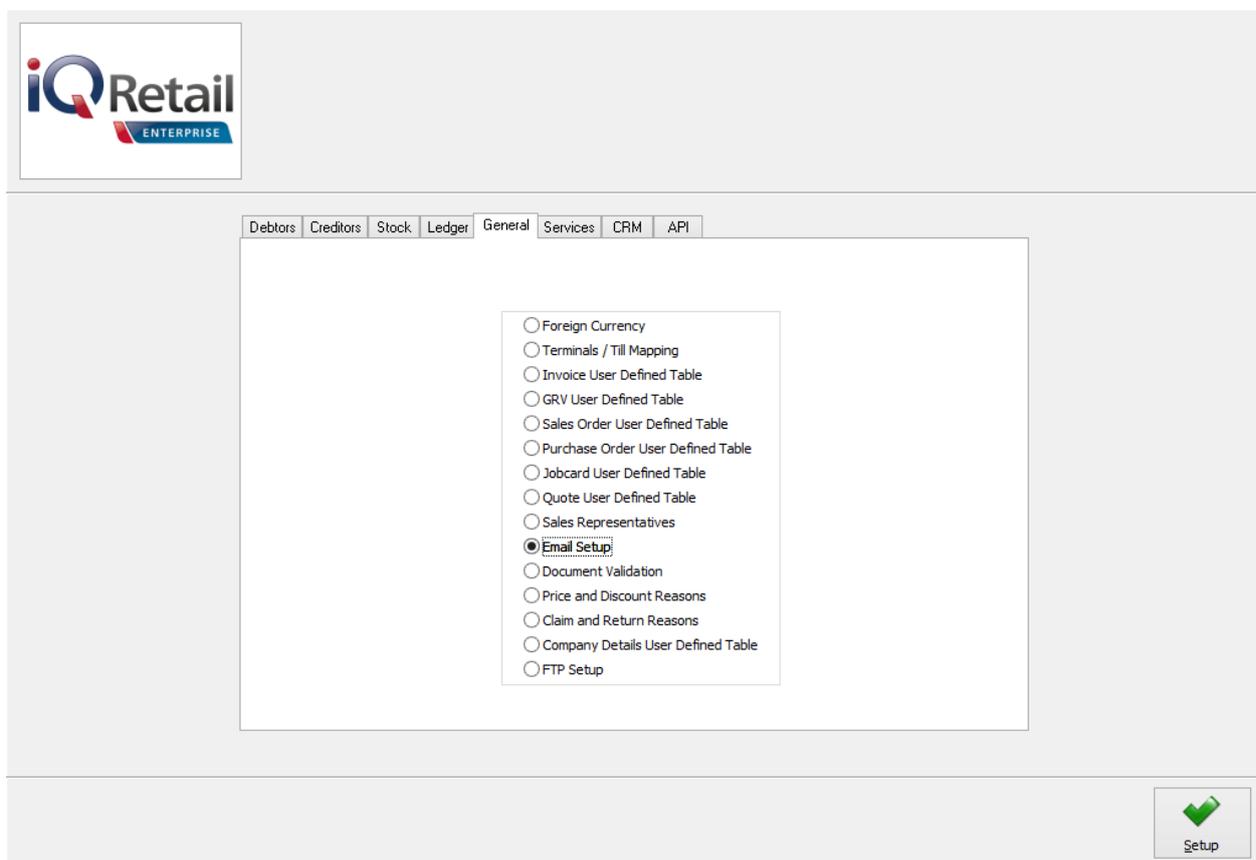
SETUP OF MODULE PARAMETERS

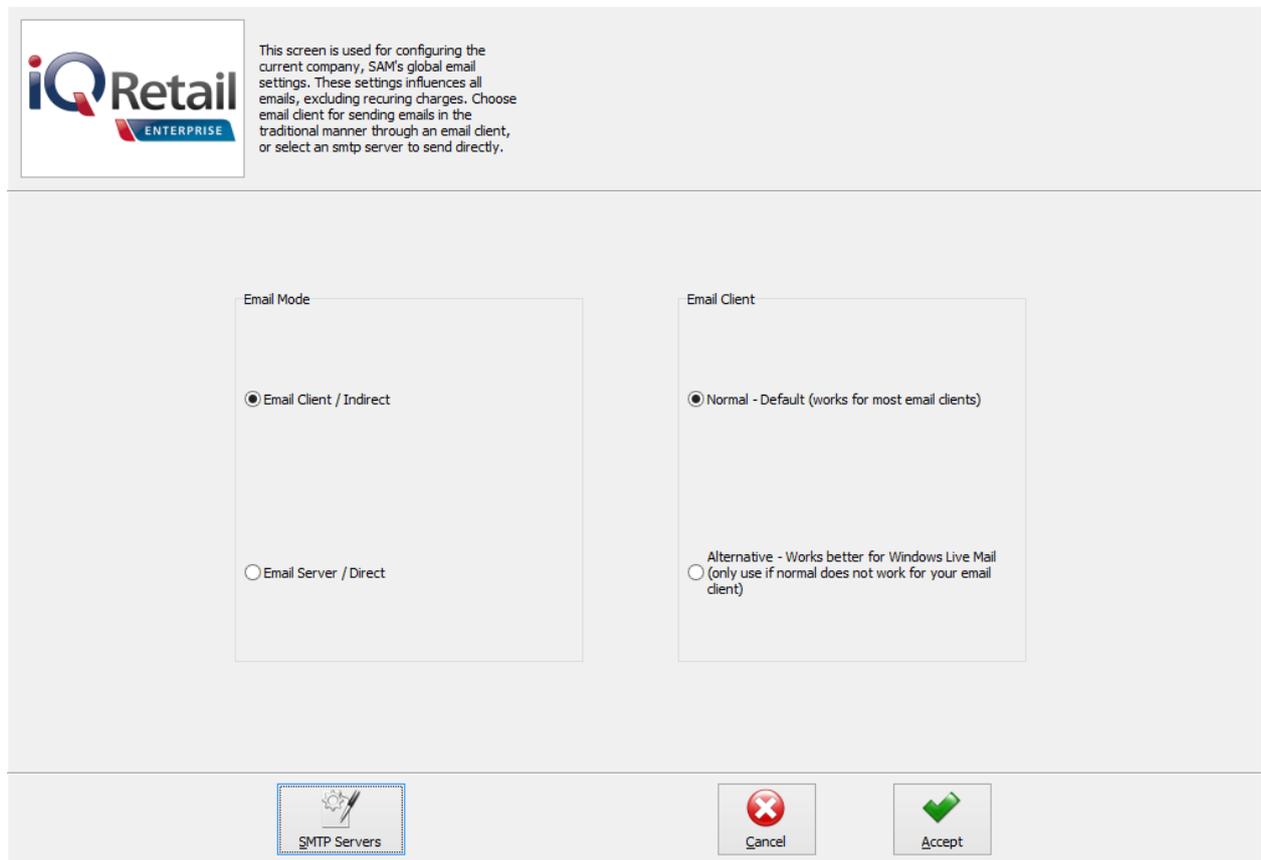
The Recurring Charges option allows the user to setup a default export folder for Recurring Charges, as well as a default outgoing email server.

EMAIL SERVER

For the email option, if the user has not setup anything on the module parameters, the system will use the default email program to send the emails through, where the user will have to specify and allow each individual email. If the user creates an email server, the system will send the Recurring Charges directly, using the outgoing email server.

Setup the email server from Utilities, Setup, Module Parameters and select the General tab and click on Email Setup and click then on the Setup button on the bottom of the screen.





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This screen is used for configuring the current company, SAM's global email settings. These settings influences all emails, excluding recurring charges. Choose email client for sending emails in the traditional manner through an email client, or select an smtp server to send directly.

Email Mode

Email Client / Indirect

Email Server / Direct

Email Client

Normal - Default (works for most email clients)

Alternative - Works better for Windows Live Mail (only use if normal does not work for your email client)

EMAIL CLIENT / INDIRECT

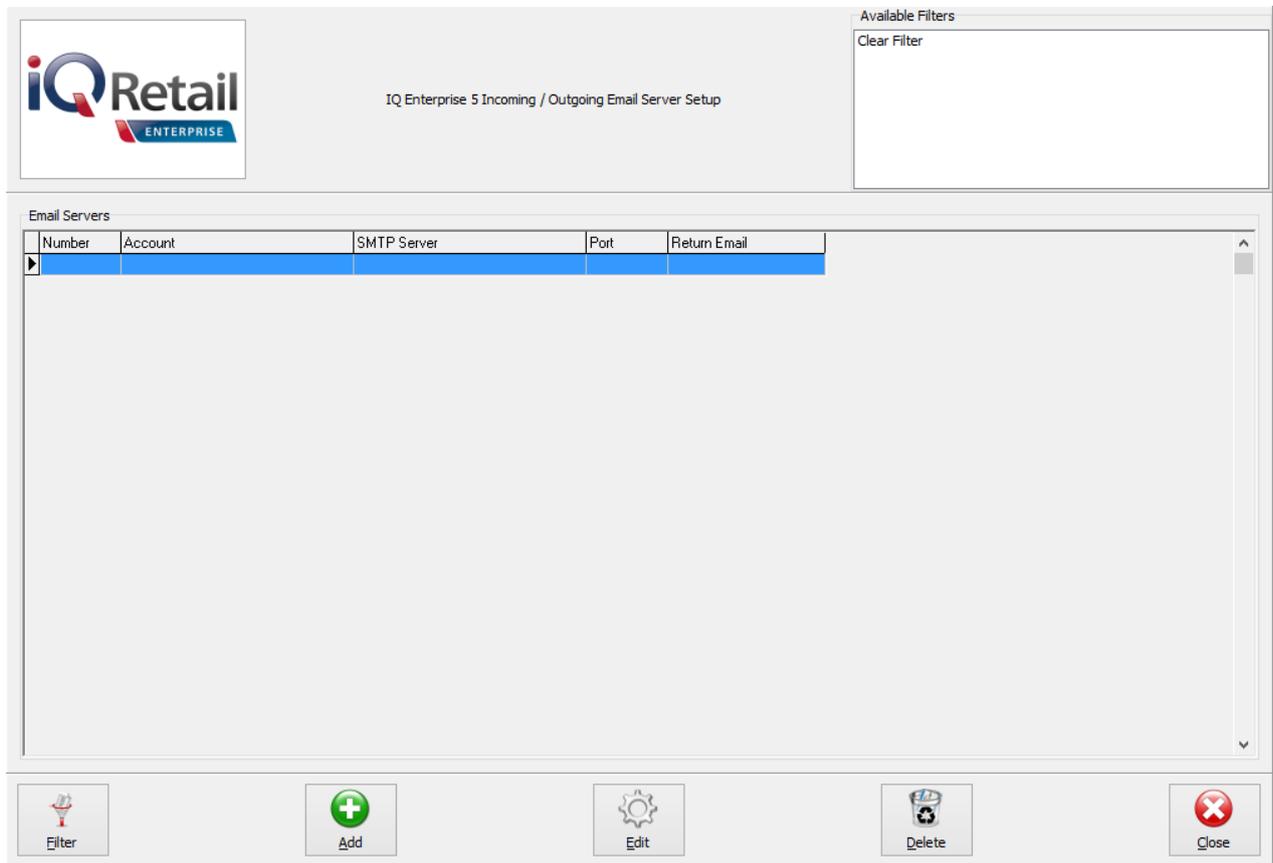
This option allows the user to use his default email program to send emails, for example Microsoft Outlook. If the user wants to use the third-party option/Email Client, he has two options to choose from:

- It can be sent Normally (this option works for most of the Third-Party email software.)
- The Alternative option must be selected when the user is using Windows Live Mail (Microsoft 7 email program).

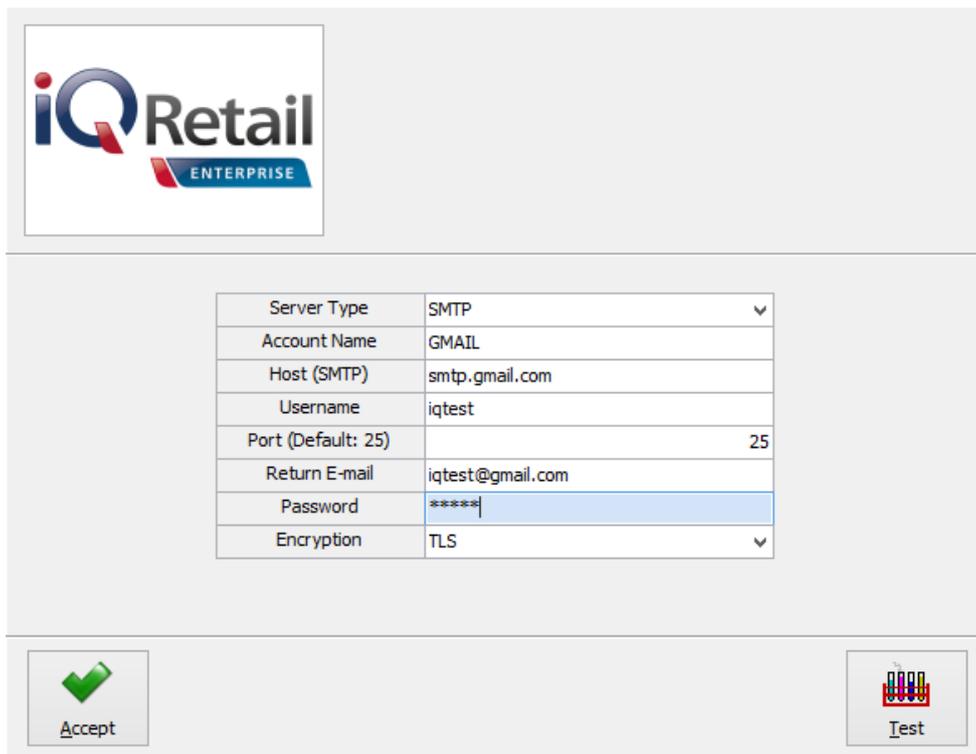
EMAIL SERVER / DIRECT

This option must be setup for Recurring Charges to work properly. It allows the user to send emails directly out of the IQ program. To setup an email server (SMTP server), click on the SMTP Server button on the bottom of the screen.

The following screen will appear.



To add an email server, click on the Add button on the bottom of the screen.



SERVER TYPE

Select the SMTP option from the down arrow, as the Server Type.

ACCOUNT NAME

This is a descriptive name of the server and can consist of alphanumeric characters.

HOST (SMTP)

This is the SMTP server host.

USERNAME

This field is for the username that the user has got with the server host.

PORT (DEFAULT 25)

The default port is 25 and the port for Gmail is 465.

RETURN E-MAIL

This is the email address that should be used if the customer wants to reply on the email.

PASSWORD

This is the password for the email server (not all servers have passwords.)

ENCRYPTION

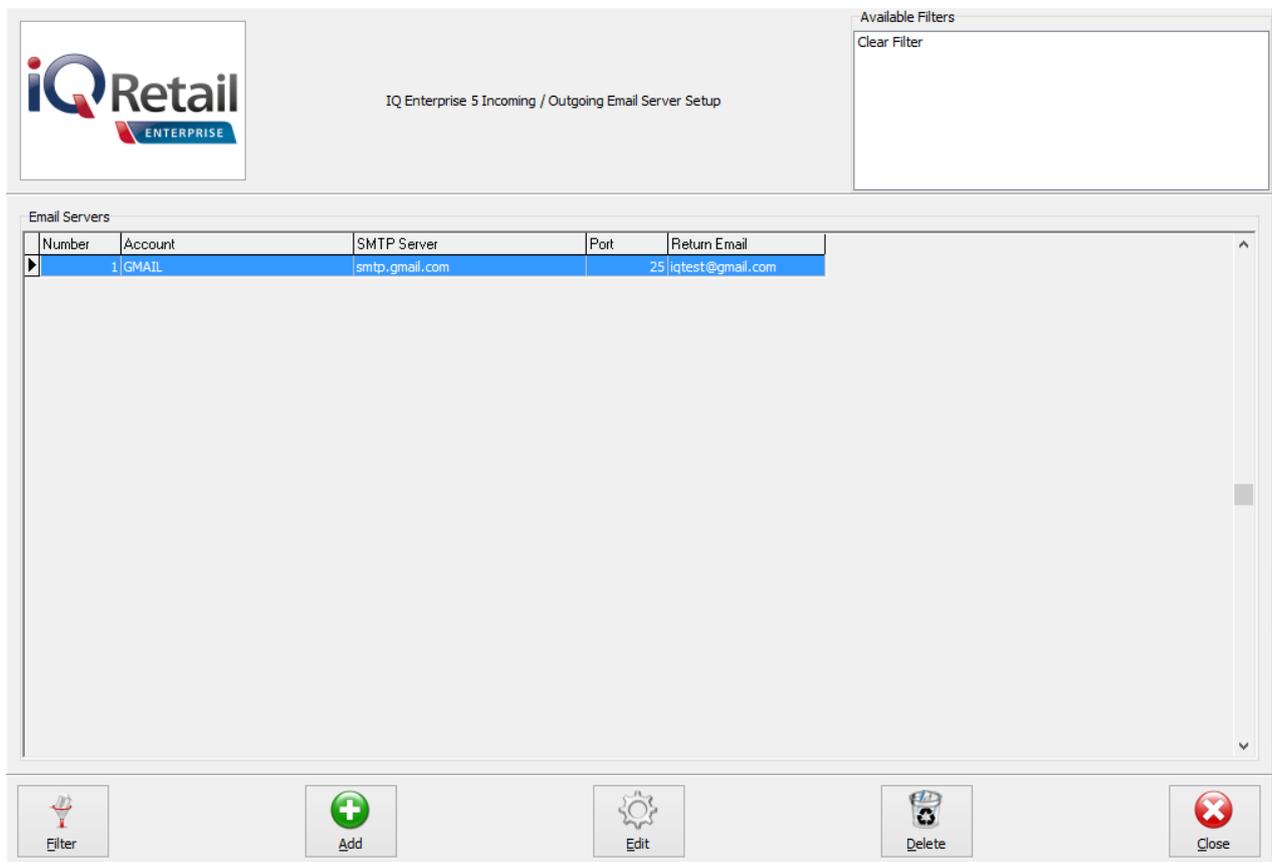
This is the encryption type according to the server provider’s standards.

TEST

Select the Test button to test the email setup. The system will come back with a message that it was tested. The user must check if everything is correct.

ACCEPT

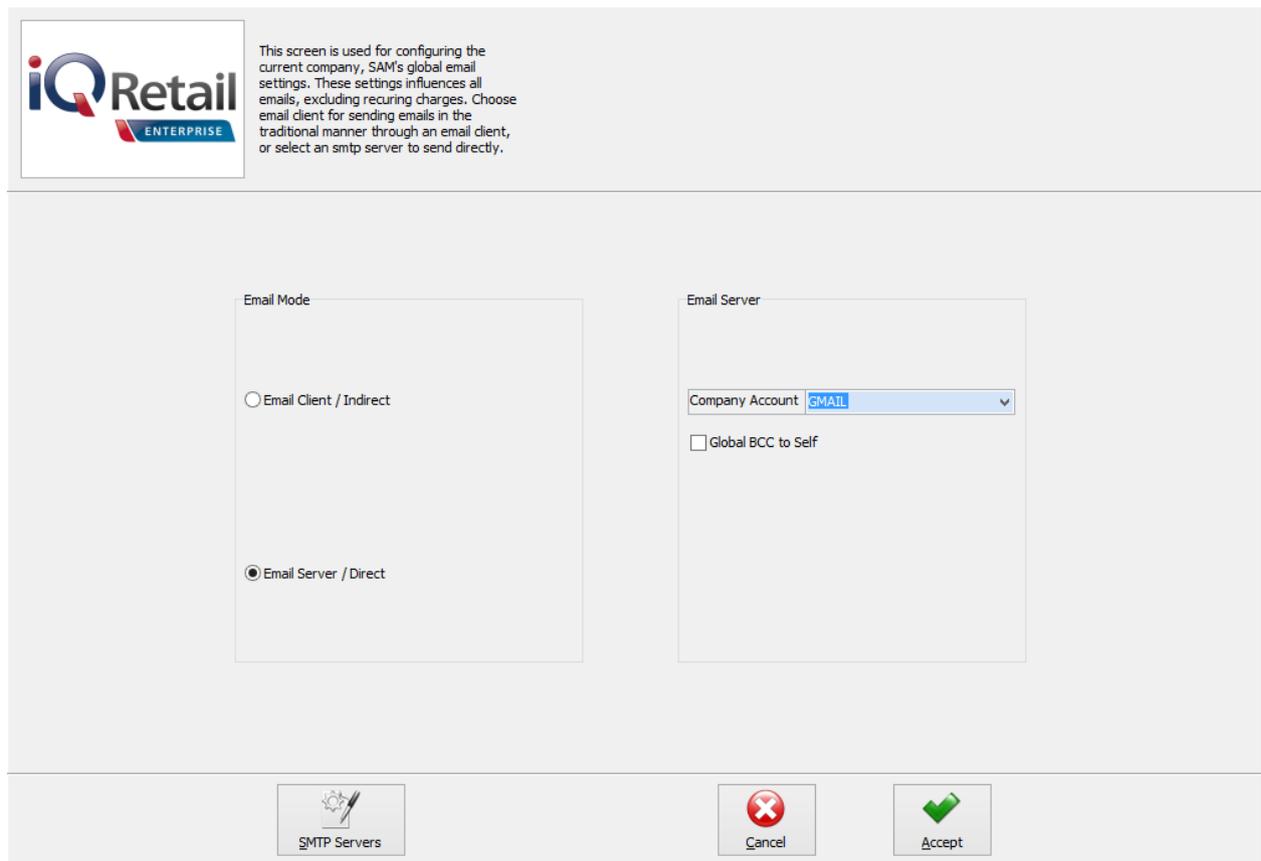
Once the user has ensured that everything on the setup is correct, he can click on the Accept button to save the information.



The IQ Enterprise 5 Incoming / Outgoing Email Server Setup can be edited to be changed or the user can click on the Close button to close the Setup screen.

To delete an Email server, click on the specific server and select the Delete button on the bottom of the screen.

The user can also filter for a specific server, if there are more than one, by clicking on the filter button on the bottom of the screen and then specifying the conditions.



The screenshot shows the iQRetail Enterprise configuration interface. At the top left is the iQRetail Enterprise logo. To its right is a descriptive text box: "This screen is used for configuring the current company, SAM's global email settings. These settings influences all emails, excluding recurring charges. Choose email client for sending emails in the traditional manner through an email client, or select an smtp server to send directly." Below this are two main configuration panels. The "Email Mode" panel on the left contains two radio button options: "Email Client / Indirect" (unselected) and "Email Server / Direct" (selected). The "Email Server" panel on the right features a "Company Account" dropdown menu with "GMAIL" selected, and a "Global BCC to Self" checkbox which is currently unchecked. At the bottom of the screen, there are three buttons: "SMTP Servers" (with a server rack icon), "Cancel" (with a red 'X' icon), and "Accept" (with a green checkmark icon).

The user must remember to select the email server on the screen above, by selecting a company account from the pull-down menu.

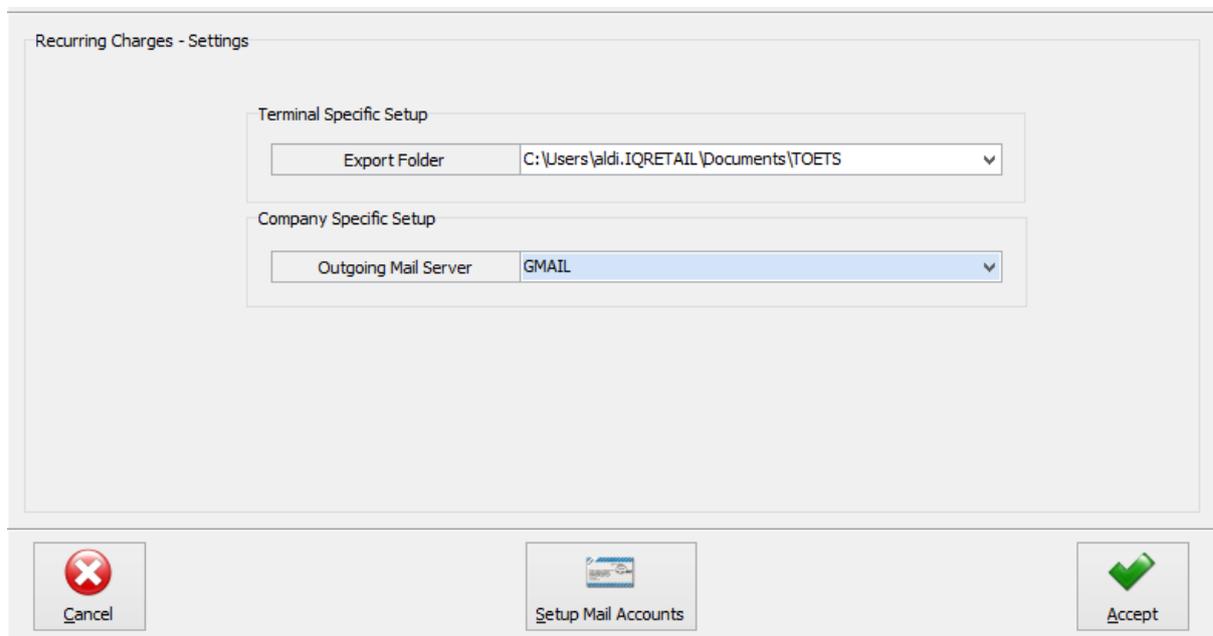
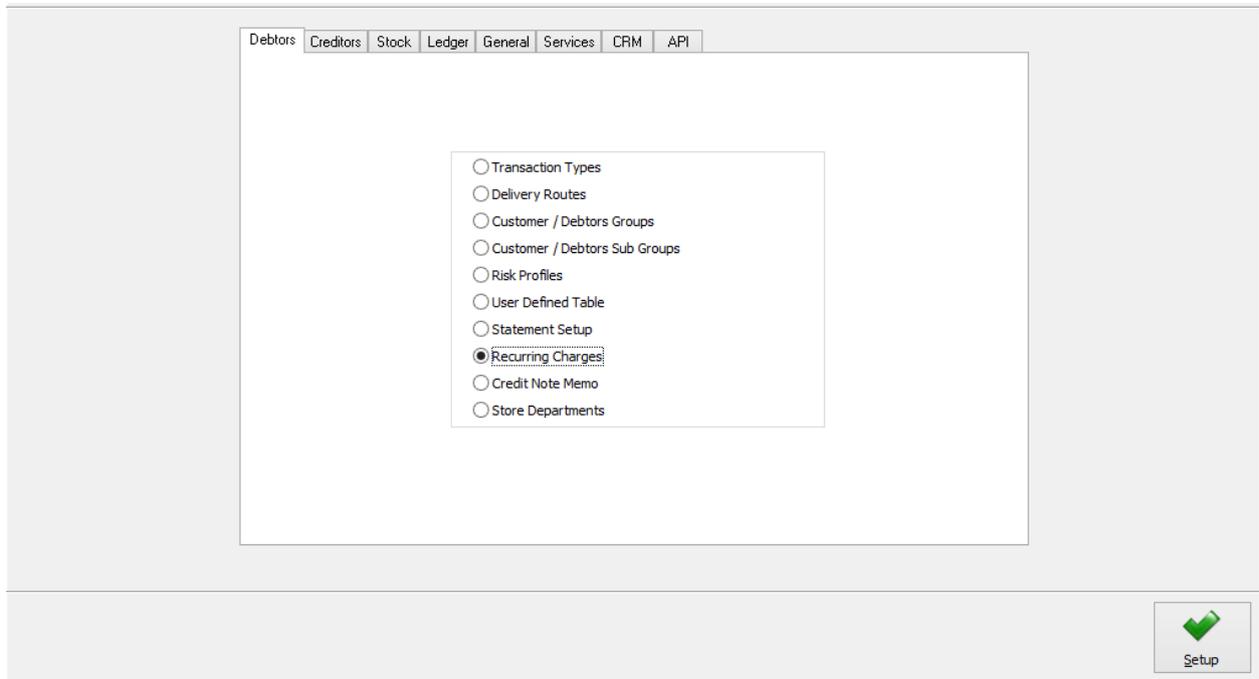
The user can tick the Global BCC to Self option, if he wants to receive a copy of the emails sent to the customers.

Click then on the Accept button on the bottom of the screen to accept the changes made to the email server setup.

DEBTORS RECURRING CHARGES

This option allows the Recurring Charge information to be either exported or emailed once the processing of the Recurring Charges has been done.

Setup the Debtors Recurring Charges from Utilities, Setup, Module Parameters and select the Debtors tab and click on Recurring Charges and then on the Setup button on the bottom of the screen. The user must specify the export folder and select the outgoing mail server.



TERMINAL SPECIFIC SETUP – EXPORT FOLDER

After processing of Recurring Charges, the system will be able to export the Recurring Charge data to an Export Folder.

NOTE: The user must create the Export Folder before it can be selected in this setup.

NOTE: The Export folder is selected for each terminal. If the user runs the Recurring Charges module from another terminal, the folder selected for that terminal will be used for the export purposes.

To select the Export Folder, click on the drop-down menu in the field and select the folder and click on Accept.

COMPANY SPECIFIC SETUP – OUTGOING MAIL SERVER

IQ allows the user to select the SMTP Account (Outgoing Mail Account) that will be used to send the Recurring Charge invoices to the related Debtor Accounts after processing. This account will be used independently of any Mail Server setup for the company.

Select the Mail server by clicking on the drop-down menu and selecting the server and click then on Accept to save all changes made to the settings.

If the specific Mail account doesn't exist yet, the user can set it up from this screen, by clicking on the Setup Mail Accounts and Add it to the list (see page 6).

Click on the Cancel button to cancel all changes made on the Recurring Charges settings screen.

SETUP - DEBTORS MAINTENANCE

Only debtors accounts with the same currency can be added to a specific Recurring Charge.

It is suggested that the user create a Debtors Group or Subgroup for the Recurring Charges and link the customers or debtors to it. The filtering option will make it possible for the user to select the debtors that have Recurring Charges from the list of debtors.

To create a Debtors Group, select Utilities from the IQ main menu and click in Module Parameters. Select the Debtors Tab and click either on Customer/Debtors Groups or Sub Groups.

NUMBER	DESCRIPTION
001	Recurring Charges

Group: 001

Description: Recurring Charges

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

ADD

This option allows the user to Add more Groups or Sub Groups to the list of already existing groups. Click on the Save Edits button, to save the group, the Cancel Edits button will discard all changes or cancel the creation of the added group.

DELETE

This option allows the user to delete a selected Group.

SEARCH

This option allows the user to search for a specific Group.

DESIGN

This option allows the user to design the debtors Group report.

PREVIEW

This option allows the user to preview the debtors group list and he can print it from the preview.

ACCEPT

This option allows the user to Accept the debtors Group setup.

DEBTORS MAINTENANCE

The customer will have to link the customers/debtors accounts to the debtors group that was created for Recurring Charges. From the IQ main menu, select Debtors and Maintenance.

The user can either filter for the debtors or search for them one by one. Highlight the debtors account and click on the Edit button on the bottom of the screen.

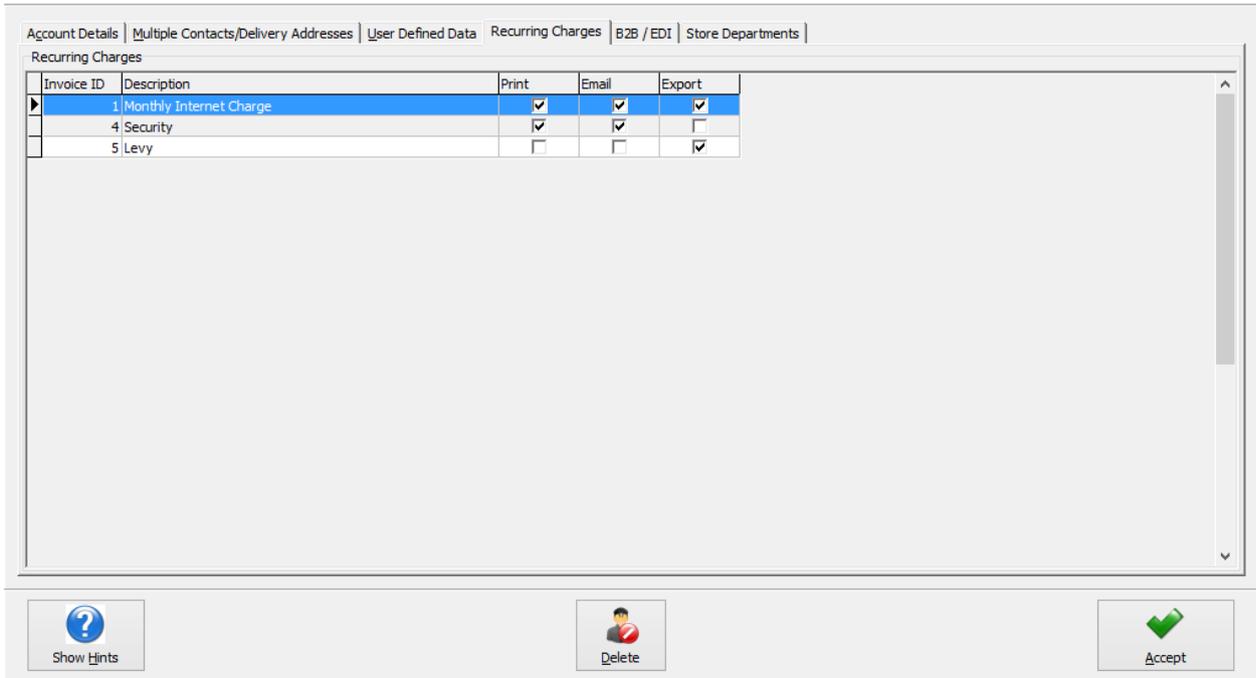
The screenshot displays the 'Recurring Charges' configuration page for account BRO001. The interface includes several sections:

- Account Details:** Name (Brown - Vat Exempt (Export)), Title, Initials (J), I.D. Number, Contact, Birthday, Company Registr No, Debtor Group (No Group), Debtor Sub Group (Recurring Charges 01), On Hold, Status, Area, Postal Address, Delivery Address.
- Delivery Route:** SMS Marketing (Tick for Yes), Telephone Number 1, Telephone Number 2, Cellphone Number, Fax Number, Bank Name, Bank Account, Bank Sub Account, Bank Branch Code, Bank Eft Number, Bank Account Type, Bank Proof Of Payment (Tick for Yes), E-Mail Address (Brown@somewhere.co.za), E-Mail Documents (Tick for Yes), Tax (VAT) no, Vat Status (Vat Exempt Client (Export)), Currency (ZAR), Normal Rep (1), Group Account, Terms (30 Days), Credit Limit (0).
- Financial Settings:** Insured Credit Limit (0), Interest Risk Profile (2), Exclude from Interest? (Tick for Yes), Export Status, Invoice Disc% (0.00), Apply as Line Discount (Tick for Yes), Settlement Disc% (0.00), Sell Price (Own pricelist), Own Price List (Price List 1 - Customer-1), Default Layout (Layout 1), Payment Method (Not Selected), Allow Cash Sale (Tick for Yes), Require Inv Order No (Tick for Yes), Notification.

At the bottom of the screen, there is a 'Show Hints' button on the left and an 'Accept' button with a green checkmark on the right.

Click on the Debtor Group or Debtor Sub Group (where you have created the Groups for Recurring Charges.) Select from the down arrow the requested group and click on the Accept button to save the changes made.

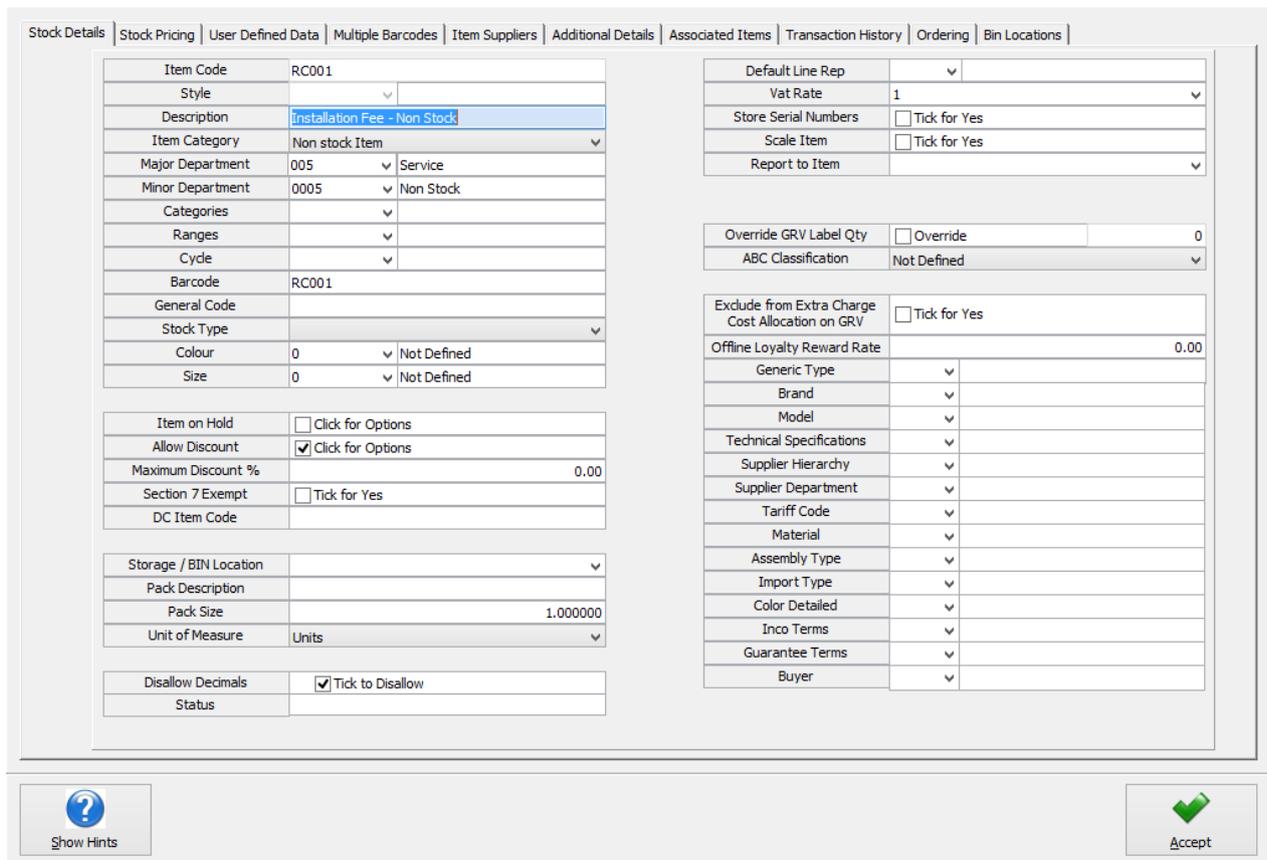
As soon as a Recurring Charge is created for a Debtor, the debtor will have an extra tab on Debtors Maintenance, to show the Recurring Charges for that debtor as well as the option if the transaction should be printed, emailed or exported.



SETUP – STOCK MAINTENANCE

The user will have to create stock items for each of the Recurring Charges that he will want to use.

From the IQ main menu, select the Stock option, select Maintenance and click on Add.



Complete the Stock Item maintenance screens with all the necessary information and click on the Accept button to save the information.

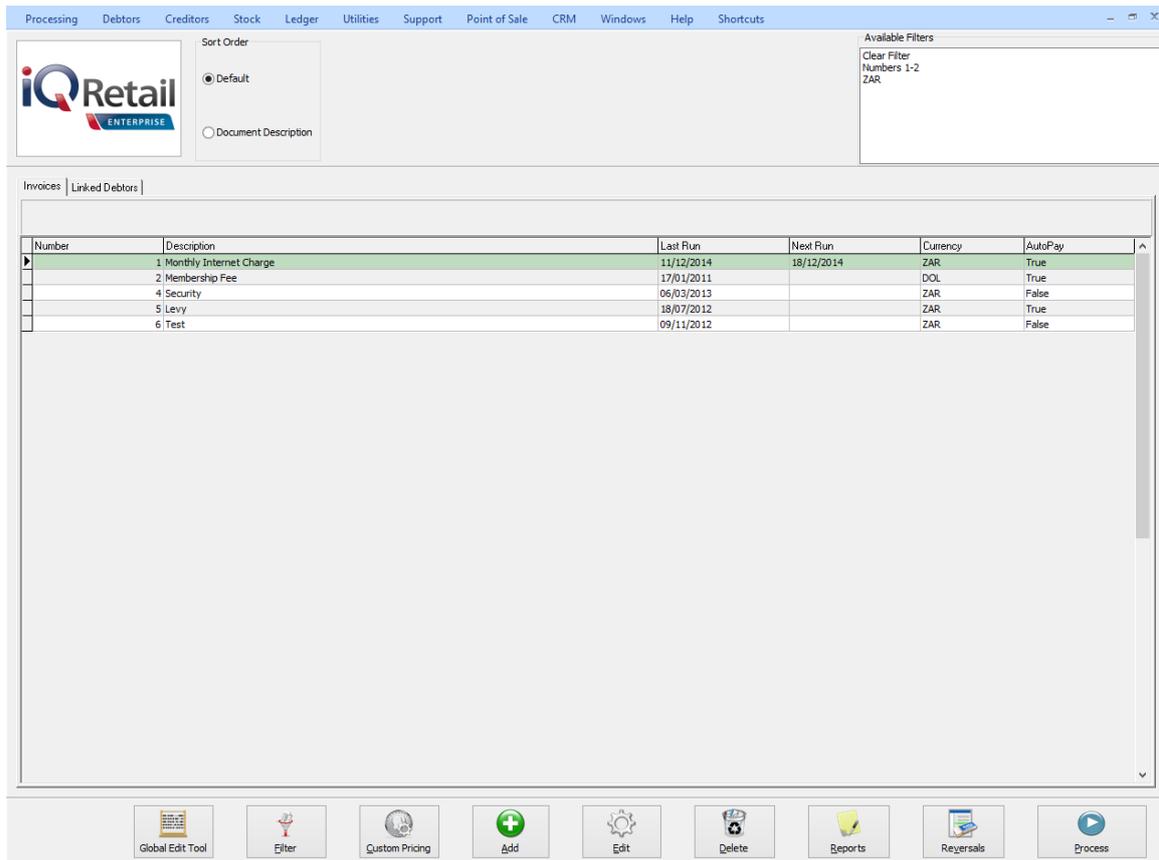
NOTE: Remember to enter the selling price on the second tab – Stock Pricing.

RECURRING CHARGES

The Recurring Charges then must be setup.



From the IQ main menu, select Debtors and click on Recurring Charges.



SORT ORDER

The user has the option to sort the Recurring Charges on the list in default (number) order or in document description order.

AVAILABLE FILTERS

The filters that are created for the data on the Recurring Charge list, are listed here in the top right screen.

Double click on an already existing filter to activate it or double click on the "Clear Filter" option to have all the information listed.

INVOICES

These are the Recurring Charges that have been created on the system.

NUMBER

This field represents the Identification number for the Recurring Charge.

DESCRIPTION

This field contains the description of each created Recurring Charge.

LAST RUN

This field contains the date this Recurring Charge was last run. It enables the user to see what Recurring Charges have been processed on which date.

NEXT RUN

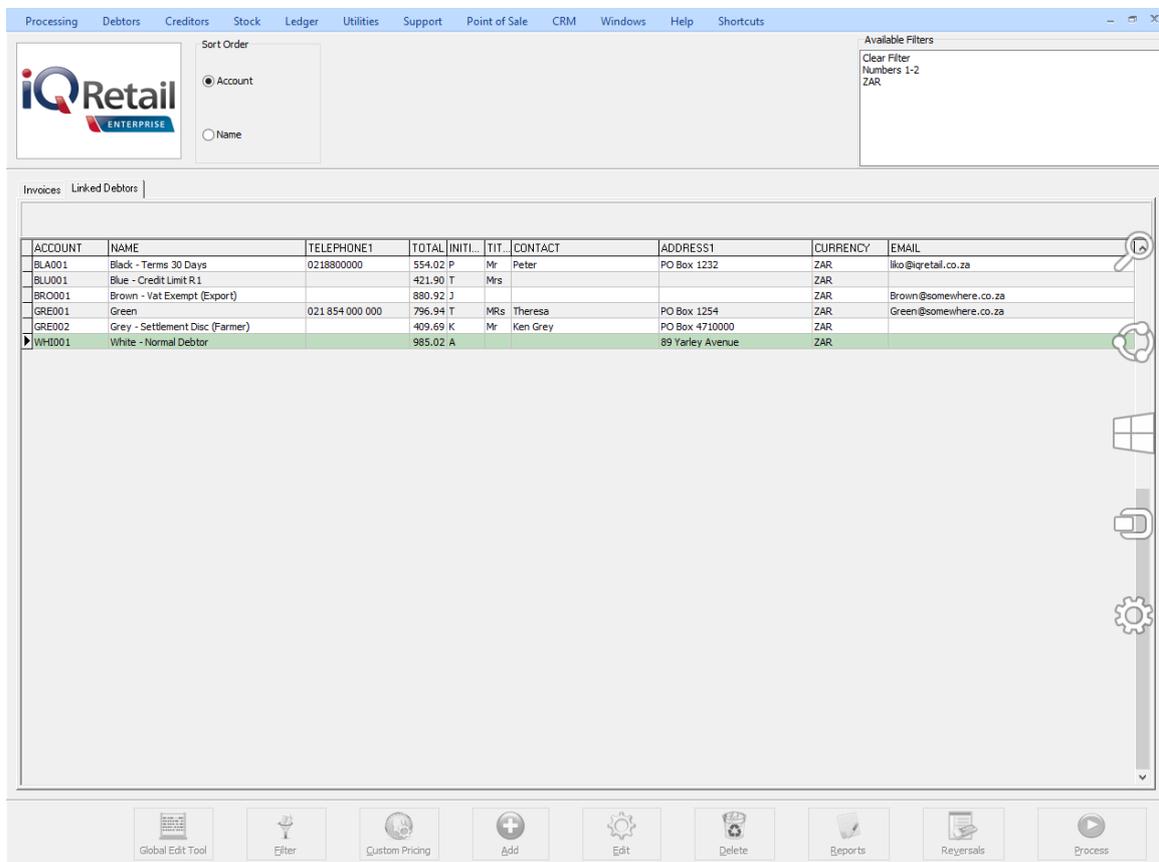
This field contains the date that this Recurring Charge must run again.

CURRENCY

Only debtors accounts with the same currency can be added to a specific Recurring charge.

AUTOPAY

This field shows the user if the invoice and payment should process together, for example levies that are paid by debit order.



LINKED DEBTORS

ACCOUNT

The account numbers of all the Debtors that are linked to the selected Recurring Charge.

NAME

The names of the Debtors linked to the selected Recurring Charge.

TELEPHONE

The phone numbers of the Debtors.

TOTAL

The outstanding balance of the debtors.

INITIALS

The debtor's initials.

TITLE

Each debtor's title.

CONTACT

The name of a contact person, who is responsible for the payment of the account.

ADDRESS

The address of the debtor.

CURRENCY

Each debtor's currency.

NOTE: A Recurring Charge can only be setup for debtors with the same currency.

EMAIL

The debtor's email address, where the Recurring Charge invoice will be emailed to.

BUTTON FUNCTIONALITY

GLOBAL EDIT TOOL

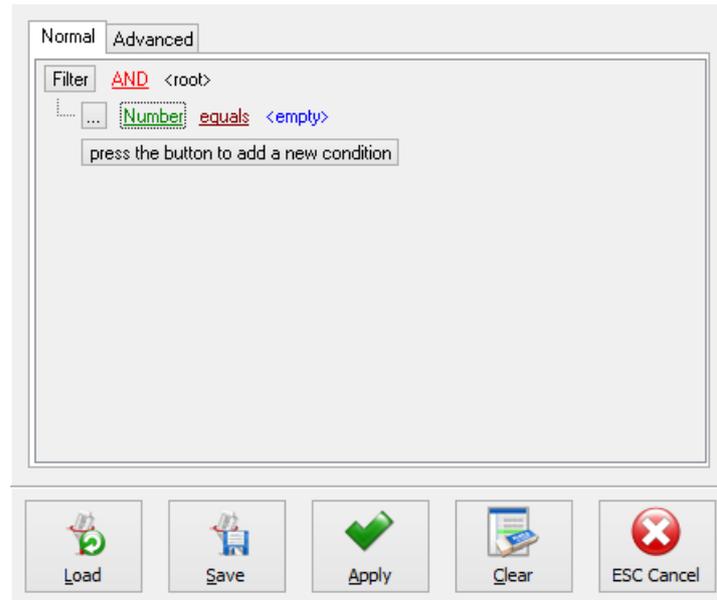
This option allows the user to change the current information, in other words the user can change the Batch Order numbers, he can change the Debtor Invoice Layout, he can change the Auto Generate Payment option, he can change the Warehouse Selection or he can change the Schedule Details. These changes will not make any difference to the Recurring Charge Invoices already processed. These changes will only be to the Recurring Charges that the user still needs to process.

NOTE: Remember to make a backup of your data before you start making changes. A backup can only be made when everybody is logged out of the system.

FILTER

The filter enables the user to extract specific information out of the information listed on the Recurring Charges screen.





Select the Filter button on the bottom of the screen.

Click on “press the button to add a new condition”.

Click on “Number” to open the selection screen. Search for the specific field and select it.

Click on “Equals” and select the condition needed.

Click on the <empty> field and enter the value / condition needed.

NOTE: Another condition can be added by clicking on “press the button to add a new condition” again.

NOTE: The condition that you add into the filter, is case sensitive and character specific.

Click on the Save button and insert a suitable name for the filter and select OK. The filter that has just been saved will appear in the list of filters on the top right of the screen under “Available Filters”.

Click then on the APPLY button.

NOTE: Existing filters can be activated by double clicking on the filter in the top right “Available Filter” box. If the user wants to see all the data again, he can double click on the “Clear Filter” option under available filters.

CUSTOM PRICING

When a Recurring Charge is added, on the Document tab the user has the option to select different Price types.

Lookup Imported Selling Price is normally used for utility bills, in example Recurring Charges for people renting homes and the user wants to charge them for water and electricity usage, the amounts charged will change every month. This Lookup Imported Selling Price option is going to refer to a .CSV file where these prices are saved.

ADD

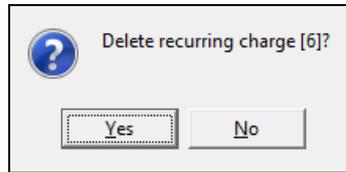
Recurring Charges can be added for multiple debtors or for one debtor.

EDIT

The user must select the charge he wants to make changes to and click on Edit. The four different tabs that he must make changes to, will open. The user can make changes to any of the tabs he would like to and click on Accept to save the changes made.

DELETE

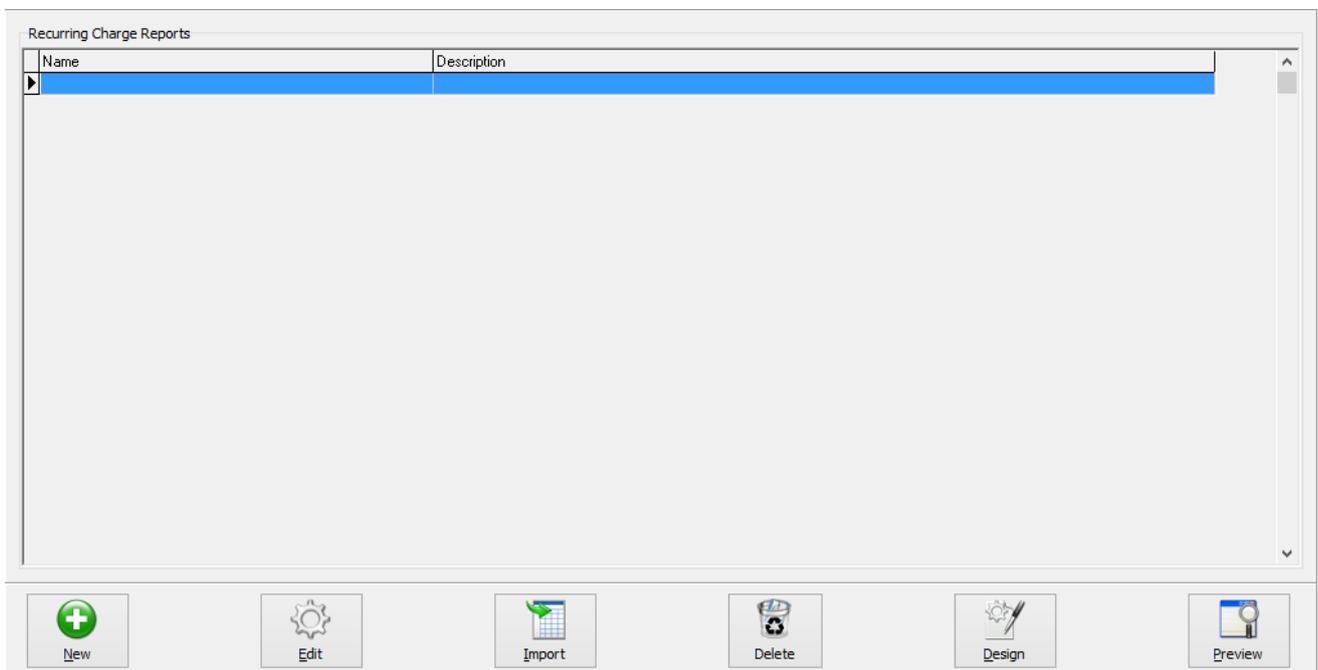
The user has the option to delete Recurring Charges, by selecting the charge to be deleted and click on the delete button on the bottom of the screen. The system will prompt the user to ensure that he wants to delete the selected Recurring charge.



If the user clicks on the Yes option the charge will be deleted from the system, if he clicks on No, the charge will remain as it was.

REPORTS

This option will allow the user to create reports so that he can have easy access to information.



The user has the option to write a new report, edit a selected report, import a report, delete a report, design a selected report or preview a selected report.

REVERSALS

This option allows the user to reverse a recurring charge. Click on the Reversals button on the bottom of the screen and the list of Recurring Charges already processed will appear.



Parameters

Reversal Date: 30/10/2014

Color Legend

Items in Green have already been Reversed and Cannot be Reversed again.

Available Filters

Clear Filter

Invoice	OrderNumber	Date	Account	Document	Document Description	Warehouse	Paid	Total	Reverse
INV290	GRE00106/03/201	06/03/2013	GRE001	4	Security		False	625.00	<input type="checkbox"/>
INV291	GRE00206/03/201	06/03/2013	GRE002	4	Security		False	625.00	<input type="checkbox"/>
INV292	TBS00106/03/201	06/03/2013	TBS001	4	Security		False	625.00	<input type="checkbox"/>
INV293	TBS00206/03/201	06/03/2013	TBS002	4	Security		False	625.00	<input type="checkbox"/>
INV294	TBS00306/03/201	06/03/2013	TBS003	4	Security		False	625.00	<input type="checkbox"/>
INV295	WHI00106/03/201	06/03/2013	WHI001	4	Security		False	625.00	<input type="checkbox"/>
INV296	XXX00106/03/201	06/03/2013	XXX001	4	Security		False	625.00	<input type="checkbox"/>
INV45	Black - Terms 3	15/07/2011	BLA001	1	Monthly Internet Charge	002	True	500.00	<input checked="" type="checkbox"/>
INV46	Blue - Credit L	15/07/2011	BLU001	1	Monthly Internet Charge	002	True	500.00	<input checked="" type="checkbox"/>
INV47	Brown - Vat Exe	15/07/2011	BRO001	1	Monthly Internet Charge	002	True	438.60	<input checked="" type="checkbox"/>
INV48	Green - On Hold	15/07/2011	GRE001	1	Monthly Internet Charge	002	True	500.00	<input checked="" type="checkbox"/>
INV49	Grey Vat Exempt	15/07/2011	GRE002	1	Monthly Internet Charge	002	True	500.00	<input checked="" type="checkbox"/>
INV50	White - Invoice	15/07/2011	WHI001	1	Monthly Internet Charge	002	True	475.00	<input checked="" type="checkbox"/>
INV6	MICBLA00117/01/	17/01/2011	BLA001	1	Monthly Internet Charge		True	505.20	<input type="checkbox"/>
INV7	MICBLU00117/01/	17/01/2011	BLU001	1	Monthly Internet Charge		True	505.20	<input type="checkbox"/>
INV8	MICBRO00117/01/	17/01/2011	BRO001	1	Monthly Internet Charge		True	443.16	<input type="checkbox"/>
INV9	MICGRE00117/01/	17/01/2011	GRE001	1	Monthly Internet Charge		True	505.20	<input type="checkbox"/>
INVHO326	Black - Terms 3	26/11/2014	BLA001	1	Monthly Internet Charge	002	True	605.20	<input type="checkbox"/>
INVHO327	Blue - Credit L	26/11/2014	BLU001	1	Monthly Internet Charge	002	True	605.20	<input type="checkbox"/>
INVHO328	Brown - Vat Exe	26/11/2014	BRO001	1	Monthly Internet Charge	002	True	530.88	<input type="checkbox"/>
INVHO329	Green11122014	26/11/2014	GRE001	1	Monthly Internet Charge	002	True	605.20	<input type="checkbox"/>
INVHO330	Grey - Settleme	26/11/2014	GRE002	1	Monthly Internet Charge	002	True	605.20	<input type="checkbox"/>
INVHO331	White - Normal	26/11/2014	WHI001	1	Monthly Internet Charge	002	True	605.20	<input type="checkbox"/>

Filter

Select Visible

Select All

De-Select All

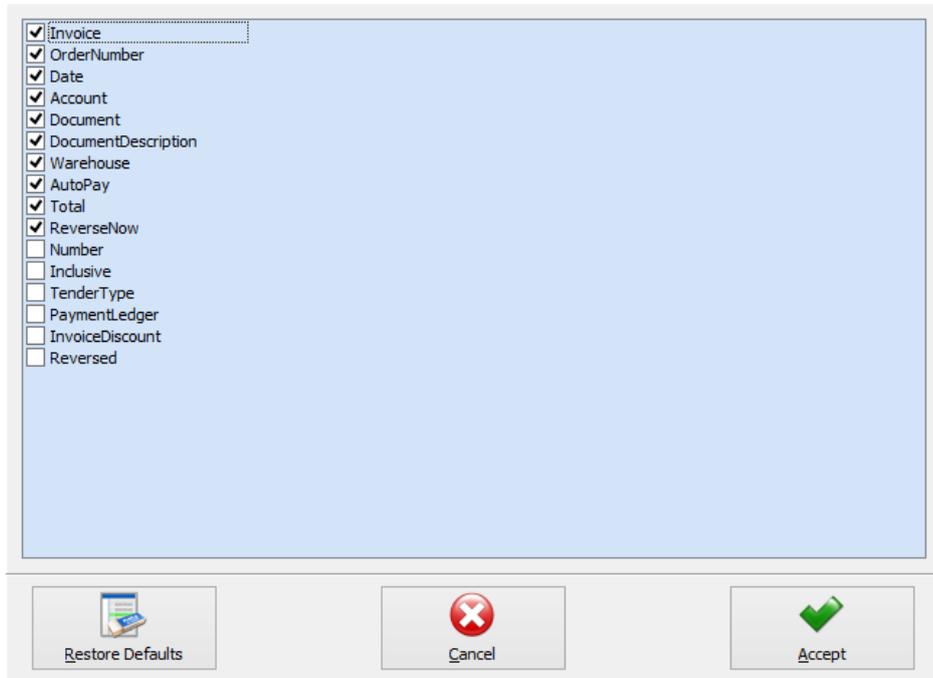
Reverse Selected

The transactions are showing in two different colours, if the transaction is listed in **Green** it means that these transactions have already been reversed and can't be reversed again. Only transactions listed in black can be selected to be reversed.

The user can select the transactions he wants to reverse by clicking on the tick box next to the charge or he can click on the select All button on the bottom of the screen.

The user has the option to filter for specific transactions.

The user also has the option to select which fields he wants to see, by clicking on the select visible button on the bottom of the screen and ticking next to the fields he wants to see. The user can cancel the selection if he made a mistake, or he can Accept the selection. The user also has the option to restore the default selection, by clicking on the Restore Defaults button.



The user also has the option to Deselect All and start over with the selection of transactions.

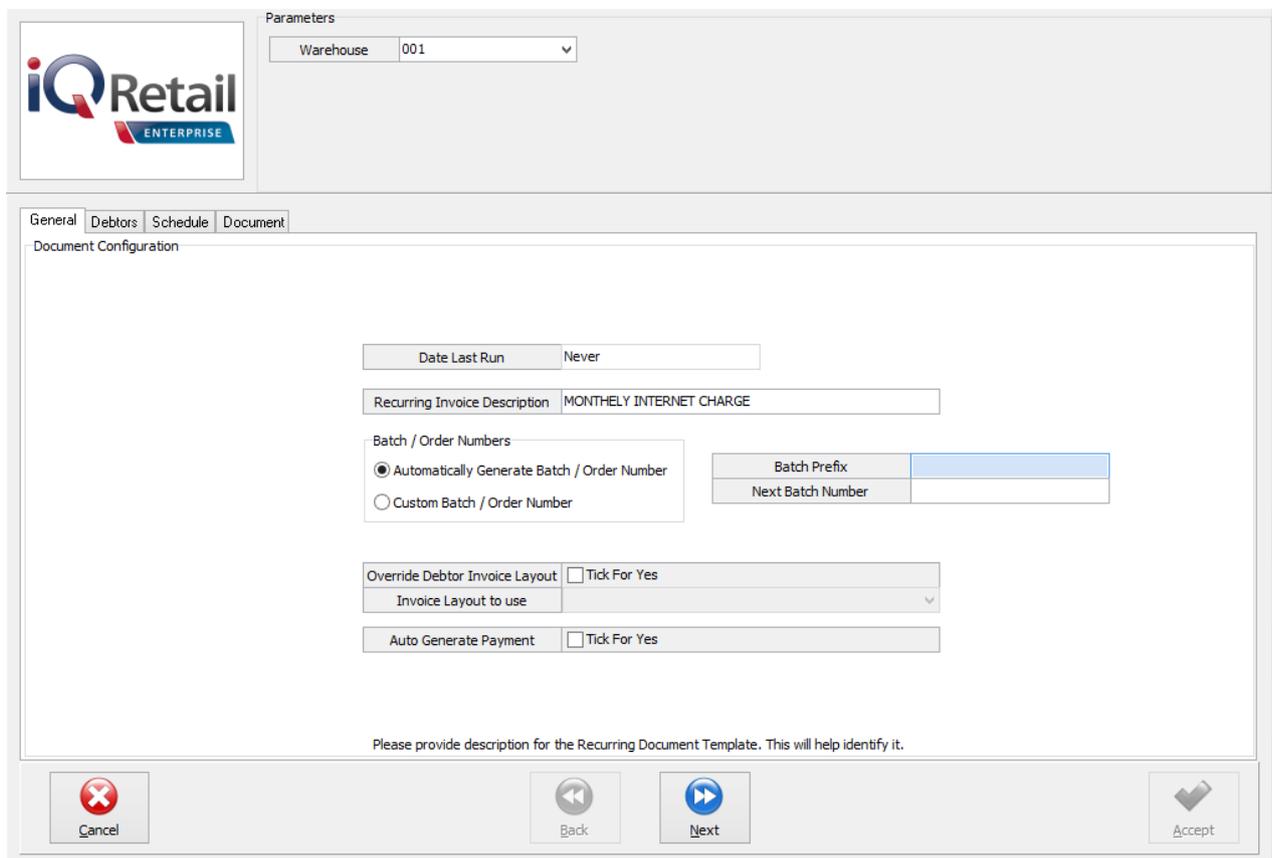
The Reverse Selected button will reverse all the selected transactions.

PROCESS

The Process option allows the user to process the Recurring Charges.

ADDING A RECURRING CHARGE

Click on the Add button on the bottom of the Recurring Charges screen.



GENERAL

DATE LAST RUN

The date Last Run will say never, because it is the first time this charge is created. The Date Last Run will automatically be generated by the system once the Recurring Charges were processed. This field can't be edited.

RECURRING INVOICE DESCRIPTION

The user should provide a description for the Recurring Charge Document, which will help to identify it.

BATCH / ORDER NUMBER

This option allows the user to select whether the system should automatically generate Document Order Numbers or not.

AUTOMATTICALLY GENERATE BATCH / ORDER NUMBER

With this option, the user can create a specific batch prefix and number which will then run consecutively in future.

BATCH PREFIX

The user can create a specific Prefix for The Recurring charge.

NEXT BATCH NUMBER

The user can enter any number in this field and it will run consecutively.

CUSTOM BATCH / ORDER NUMBER

This option allows the user to setup a specific batch / order number for the recurring charge.

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Please Type the Available variables in the Expressin Field or Double Click on the Variable to add it to the Expression Field Automatically

Date / Time Variables

Current Date [D]
Current Time [T]
Day [DA] Month [MO] Year [YE]

Debtor Account Variables

Account [AC]
Name [NM]

Expression: MONTHLY CHARGE [AC][D]
Example: This Charge is for Account [AC] on [D] at [T]

Cancel Accept

In the Expression field, the user can specify a prefix (Example: Monthly Charge) and then add an account, date and the time by double clicking on the [AC] and then the [D]. The example above then states that this is a

monthly charge for account [AC] on date [D]. This expression will thus change monthly, according to which account and which date was used.

OVERRIDE DEBTOR INVOICE LAYOUT

This option allows the user to select if he wants to use the same Invoice Layout for all generated Invoices.

INVOICE LAYOUT TO USE

This option allows the user to select a different Invoice Layout. Click on the drop-down arrow to select an existing Invoice Layout.

AUTO GENERATE PAYMENT

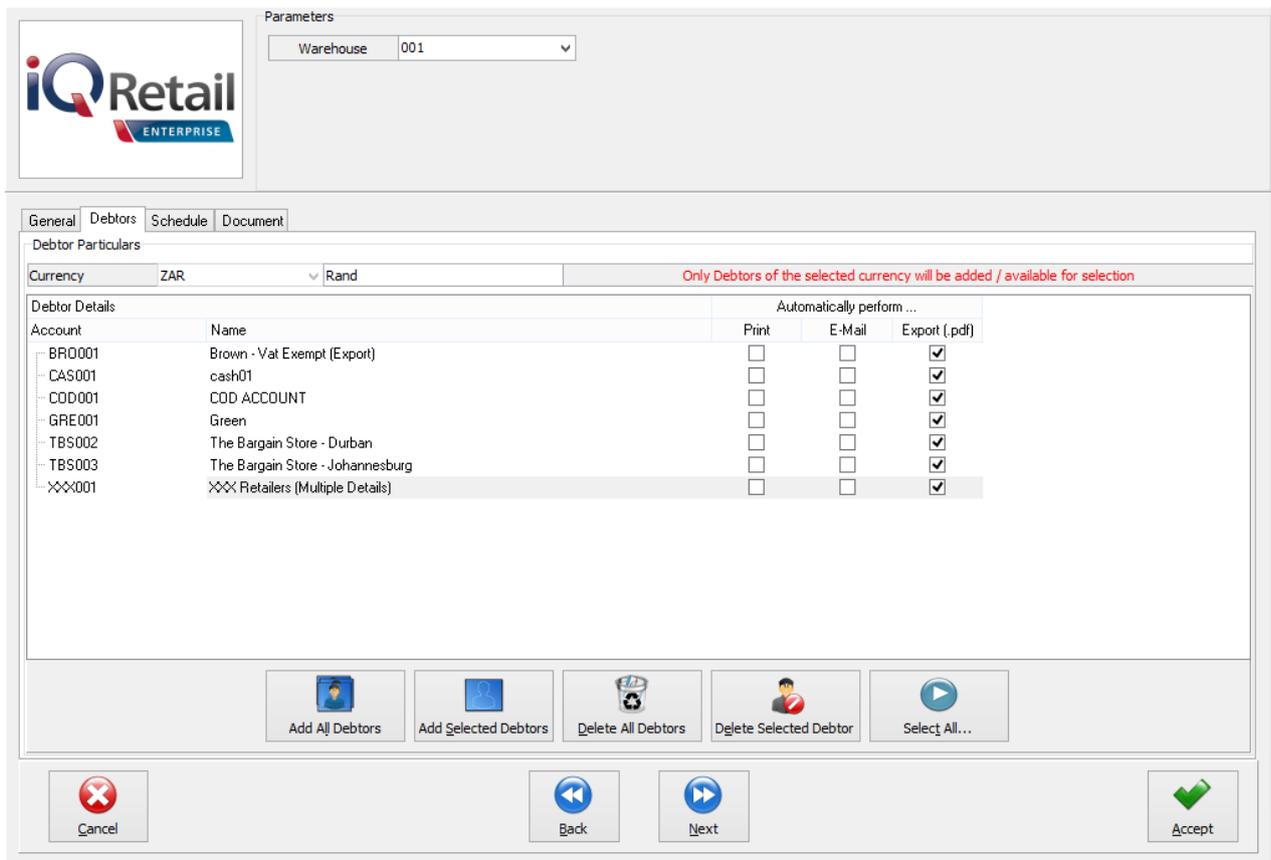
This option allows the user to auto generate a payment. In other words, the invoice and the payment will be done together, the user will have to make sure to select the correct tender type for example CF for bank transfers.

NOTE: Some users prefer to Auto Generate Payments for the Recurring Charges. They will rather make corrections in the form of reversals, instead of processing hundreds of payment journals.

DEBTORS

The first thing the user must do is to select the currency for the debtors he wants to use. Only the Debtors with the selected currency will be added or available for selection.

The next step will be for the user to select the debtors that need to be invoiced with this Recurring Charge.



There are three methods of selecting the debtors:

- The first method will be by selecting individual debtors, click on the  next to the account field. The list of available debtors will appear and the user can click on a specific account and then Accept to select the debtor. Tab through all the fields to the next line and repeat the process until all the required debtors have been selected.



Search Selection - [F7] To Switch

Filter Records

Go To Record

Search By - double click to change

- DEFAULT
- NAME
- BIDEBTORTYPE
- CURRENCY
- CURRENCYNAME
- TRADINGAS
- VendorNumber
- TELEPHONE1
- GROUP

Account	Name	Telephone	Balance	Initials	Title	Contact
▶ ABC001	ABC Store (Pty) Ltd	021 456 1234	686.89	Z	Mr	
BLA001	Black - Terms 30 Days	0218800000	37 554.02	P	Mr	Peter
BLU001	Blue - Credit Limit R1		3 421.90	T	Mrs	
BRO001	Brown - Vat Exempt (Export)		23 880.92	J		
CAS001	cash01		-5 000.00			
COD001	COD ACCOUNT		0.00	E		
GRE001	Green	021 854 000 000	2 796.94	T	MRs	Theresa
GRE002	Grey - Settlement Disc (Farmer)		2 409.69	K	Mr	Ken Grey
TBS001	The Bargain Store - Head Office	021 888 0000	40 545.22	W		Peter
TBS002	The Bargain Store - Durban		0.00	P	Dr	
TBS003	The Bargain Store - Johannesburg		0.00	F		
WHI001	White - Normal Debtor		4 985.02	A		
XXX001	XXX Retailers (Multiple Details)	021 222 2222	-181.58	Q		


Cancel


Select Visible Fields


Search


Accept

- The second option is to click on the “Add All Debtors” button at the bottom of the screen. All the debtors with the ZAR currency will then be selected.
- The third option is to click on the “Add Selected Debtors” button on the bottom of the screen. A list of all the debtors will appear. The user can then filter for the specific debtors and click on Accept to apply the selection.



Available Filters

- Clear Filter
- >r10000 = ZAR
- Account old than 30 days
- Accounts for TBS
- Age > 30days
- Area = JHB and Status = S
- Interest
- Recurring Charge 001

Account	Name	Telephone	Balance	Initials	Title	Contact
▶ ABC001	ABC Store (Pty) Ltd	021 456 1234	686.89	Z	Mr	
BLA001	Black - Terms 30 Days	0218800000	37 554.02	P	Mr	Peter
BLU001	Blue - Credit Limit R1		3 421.90	T	Mrs	
BRO001	Brown - Vat Exempt (Export)		23 880.92	J		
CAS001	cash01		-5 000.00			
COD001	COD ACCOUNT		0.00	E		
FC001	Foreign Currency - Dollar		3 003.79	O		
GRE001	Green	021 854 000 000	2 796.94	T	MRs	Theresa
GRE002	Grey - Settlement Disc (Farmer)		2 409.69	K	Mr	Ken Grey
TBS001	The Bargain Store - Head Office	021 888 0000	40 545.22	W		Peter
TBS002	The Bargain Store - Durban		0.00	P	Dr	
TBS003	The Bargain Store - Johannesburg		0.00	F		
WHI001	White - Normal Debtor		4 985.02	A		
XXX001	XXX Retailers (Multiple Details)	021 222 2222	-181.58	Q		


Filter


Accept

The user has the option to Delete All Debtors from the list, by clicking on the “Delete All Debtors” button.

The user also has the option to delete a selected debtor from the list by highlighting the debtor and clicking on “Delete Selected Debtor” button.

The user can select whether the invoices should be printed, e-mailed or exported. He can either tick the fields or he can click on the Select All – For Printing, Emailing or Exporting. Click on Accept to save the changes.

The “Select All...” button allows the user to select what he would like to do with the Recurring Charge, he can print it, email it or export it. If the user has many debtors, he can for example export all the Recurring Charge invoices, by using the “Select All” button, instead of setting each individual debtor separately.

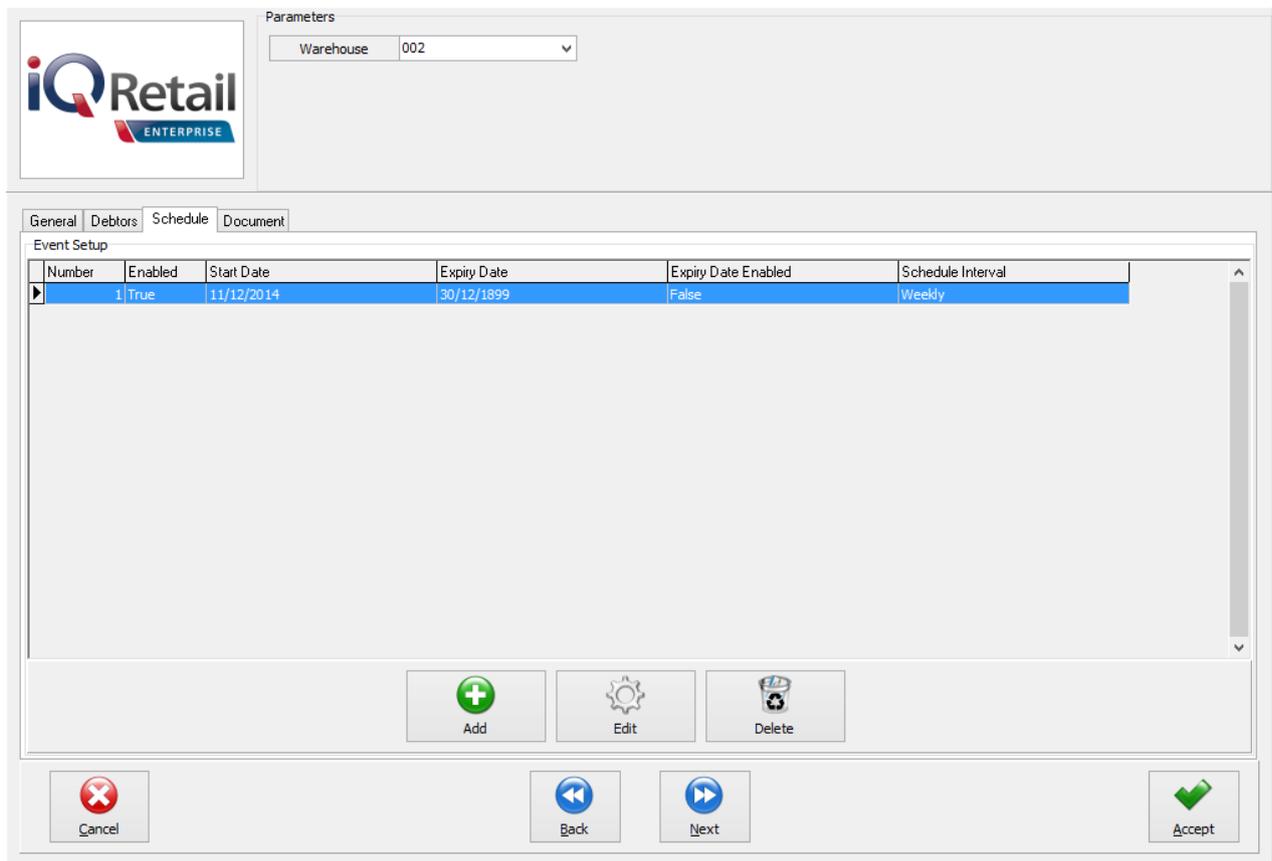
NOTE: Remember that a default service provider for the outgoing mail can be setup. The user doesn’t have to send the Recurring Charges via the default email program, it can be sent directly via a previously setup Email Server.

NOTE: Remember to specify a location where the Recurring Charges can be exported to.

SCHEDULE

The schedule allows the user to specify when this Recurring Charge must happen.

Click the Next Button to setup the schedule for this specific Recurring charge. Select the Add button on the bottom of the screen.



The screenshot shows the 'Schedule Details' window. On the left, under 'Schedule Type', the 'Monthly' option is selected. On the right, under 'Schedule Detail', the 'Start Date' is 25/01/2015, 'Recur Every X' is 1, and 'on Days' is 'Thu'. Below this, the 'Monthly Schedule Type' section has 'On Debtors Closing Date' selected. A dropdown menu for 'Months' is open, showing a list of months from January to December, each with a checked box. At the bottom, there are 'Cancel' and 'Accept' buttons.

SCHEDULE TYPE

DISABLED

If the Disabled option is selected, it means that this Recurring Charge will not run, it will not process. For a Recurring Charge to run, the user must change it to one of the other 4 options.

ONE TIME

This option will allow the Recurring Charge to run once.

DAILY

With this option, the user can specify how many times the Recurring Charge must recur.

The screenshot shows the 'Schedule Details' window with 'Daily' selected. The 'Start Date' is 27/01/2015. The 'Recur Every X' field is set to 3 and the 'on Days' dropdown is 'None selected'. A pink rectangular box highlights these two fields. The 'Monthly Schedule Type' section has 'Specific Days' selected.

WEEKLY

The weekly option allows the user to choose how many times the Recurring Charge must recur and the user can specify on which day of the week this charge should recur.

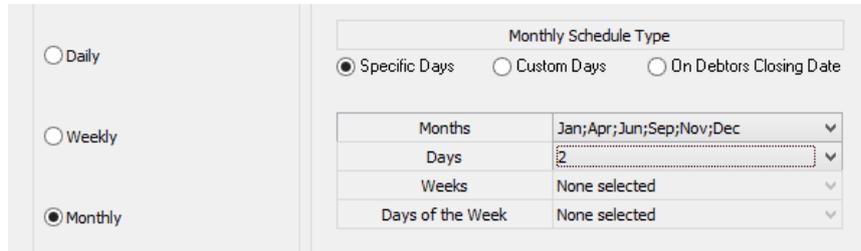
The screenshot shows the 'Schedule Details' window with 'Weekly' selected. The 'Start Date' is 27/01/2015. The 'Recur Every X' field is set to 4 and the 'on Days' dropdown is 'Fri'. A dropdown menu for 'Days' is open, showing a list of days from Sunday to Saturday, with 'Friday' checked. The 'Monthly Schedule Type' section has 'Specific Days' selected.

MONTHLY

For the monthly Recurring Charge setup, the user has three options of when the charge should recur.

SPECIFIC DAYS

This option allows the user to select specific dates when the Recurring Charge should recur. The user can select specific months and leave others out and the user can specify which day of the month the charge should recur.



CUSTOM DAYS

This option allows the user to select specific months, and he can instead of selecting a day, he can select which week of the month the charge should recur. He can also select on which day of the week the Recurring Charge should be processed.

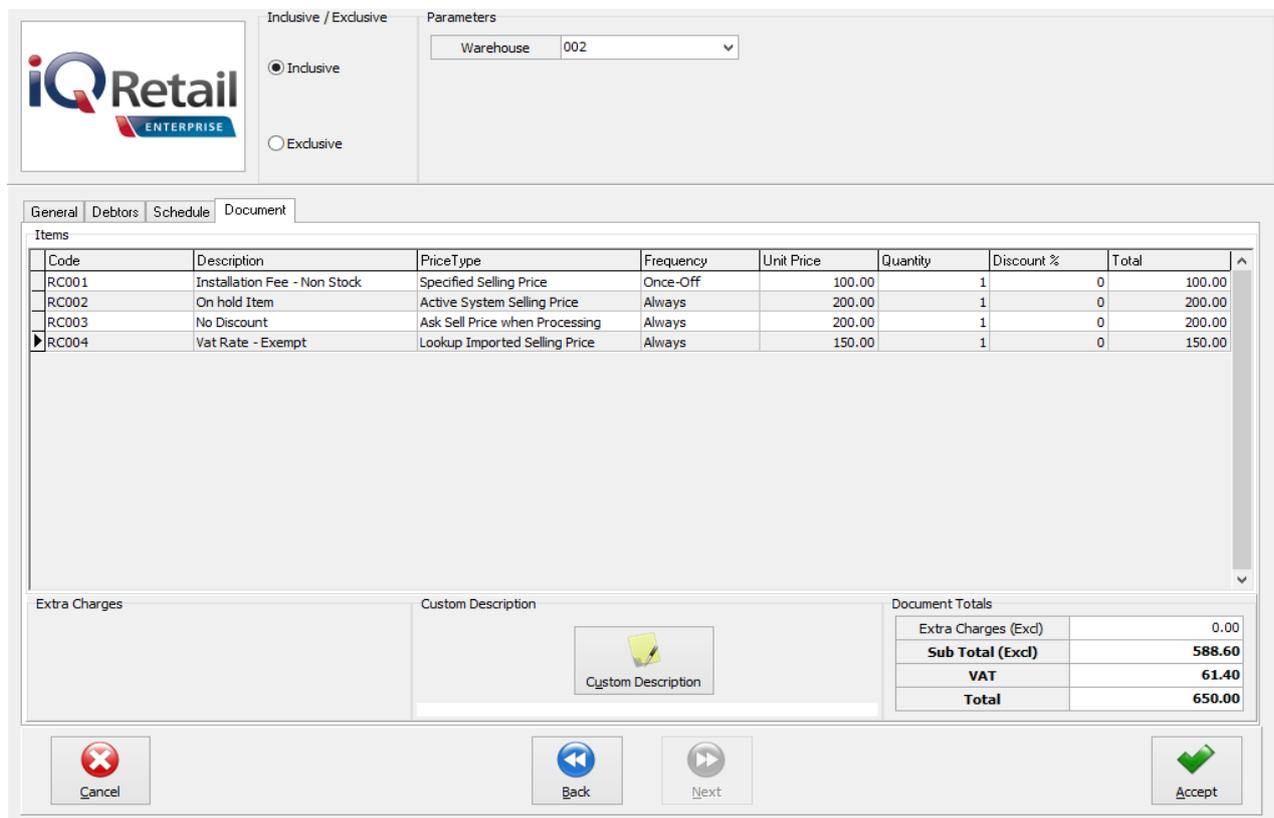
ON DEBTORS CLOSING DATE

This option allows for the Recurring Charge to be processed on the closing date of the debtor’s month, as setup in company details.

Click on Accept to save the changes.

DOCUMENT

On the document tab, the user can add the Recurring Charge items, by clicking on the drop-down arrow in the code field and selecting each Item number.



Code	Description	PriceType	Frequency	Unit Price	Quantity	Discount %	Total
RC001	Installation Fee - Non Stock	Specified Selling Price	Once-Off	100.00	1	0	100.00
RC002	On hold Item	Active System Selling Price	Always	200.00	1	0	200.00
RC003	No Discount	Ask Sell Price when Processing	Always	200.00	1	0	200.00
RC004	Vat Rate - Exempt	Lookup Imported Selling Price	Always	150.00	1	0	150.00

Document Totals	
Extra Charges (Excl)	0.00
Sub Total (Excl)	588.60
VAT	61.40
Total	650.00

After the Recurring Charge items were added, the user must setup the Price Type and the Frequency of each item.

The user has the option of four different Price Types:

SPECIFIED SELLING PRICE

The specified Selling Price will be the price that the user enters in the Unit Price column and this is the price that will be used for the Recurring Charge and not the price that the system will otherwise use.

ACTIVE SYSTEM SELLING PRICE

This is the selling price as it was entered the system for this item. Whenever the system price change, this price will automatically change here.

ASK SELL PRICE WHEN PROCESSING

Before the Recurring Charges can be processed, the user must specify the price to use for this item.

LOOKUP IMPORTED SELLING PRICE

The Lookup Imported Selling Price option goes hand in hand with the Custom Pricing option at the bottom of the Recurring Charge screen. Before the Recurring Charge is processed, the user must ensure that the Custom Pricing file that will be imported, is current and correct. In other words, the user can import a .CSV file (for example a utility bill) and set the prices.

The user has the option to select if this Recurring Charge should be a Once-Off charge or if the charge should Always recur. For example, an Installation Fee will be a once-off charge.

After everything has been setup correctly, the user can click on the Accept button to save the information.

GLOBAL EDIT TOOL

The Global Edit Tool enables the user to change the current information on Recurring Charges. Changes made here will not make any difference to the invoices that have already been processed. These changes will only be on the Recurring Charges that still must be processed.

NOTE: It is very important to make a backup before any changes are made with the Global Editing Tool. Remember that everybody should be logged out of the IQ system before and while the backup is made.

CHANGE BATCH / ORDER NUMBERS

There are two Update Types here, the first type is where the user can Only Change Order Numbers for the Selected Option and the second option allows the user to change All the Recurring Items to the following option and update the Order Numbers.

There are two options for Batch / Order numbers available:

AUTOMATICALLY GENERATE BATCH / ORDER NUMBER

This option allows the user to setup a batch Prefix and the Next batch number to be used, which will then run consecutively.

CUSTOM BATCH / ORDER NUMBER

This option allows the user to setup a specific batch or order number that will be used when this Recurring Charge is processed.

The user can choose what the expression on the Recurring Charge invoice should be, by double clicking on the required fields and clicking on Accept when he’s done.

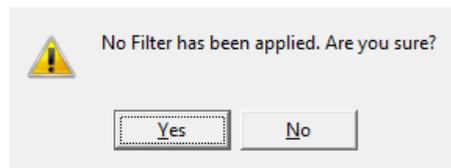
NOTE: When this option is used, the expression on the invoices will change every time the charge is processed, to show the selected information.

CHANGE DEBTOR INVOICE LAYOUT

This option allows the user to change the invoice layout for Recurring Charges. The user can select a different invoice layout for all the Recurring Charges.

The user must choose between two different Update Types. The first type is where the user can only change invoice layouts for charges that have this option enabled. The second update type enables the user to change the debtors Invoice layout for All charges and to update the invoice layout number.

Click on the continue button after the update type was selected. Filter for the Recurring Charge which needs to change and click on Accept.



If no filter has been applied, the system will warn the user and prompt the user to click on Yes or No to ensure it is right. If the user click on Yes, it will change the Invoice Layout for all the Recurring Charges. If the user clicks on No, he will be able to filter again.

When the user now edits a Recurring charge, he will see that the Invoice Layout has been changed to the selected layout.

AUTO GENERATE PAYMENT

The user has two Update Types that he can choose from. The first will be to only change auto generated payments for charges that have this option is enabled.

The second update type is where the user can enable this option for All charges and update the tender type.

Number	Description	Last Run	Next Run	Currency	AutoPay
1	Monthly Internet Charge	11/12/2014	29/01/2015	ZAR	True
2	Membership Fee	17/01/2011		DOL	True
4	Security	06/03/2013		ZAR	False
5	Levy	18/07/2012		ZAR	True
6	Test	09/11/2012		ZAR	False

On the screen above, the user can see which Recurring Charges have been set to Auto generate payments. If it says True, the system will process an invoice and a payment at the same time. An example of when this is used, is when the user has setup Debit Orders for monthly levies.

NOTE: Most users prefer to set Recurring Charges that are paid by debit orders to auto generate payments. They will rather reverse the few payments that didn't go through at the bank.

The user can also use this method to change the Tender Type on Recurring Charges that auto generate payments, by clicking on the drop-down arrow in the Payment Tender Type field.



Search Selection - [F7] To Switch

Filter Records

Go To Record

Search By - double click to change

DEFAULT

INDEX

Code	Description	Category	Over Tender	Is Bankable	Value	EFT	Open Drawer
CC	Credit Card	True	False	True	R 0.00	True	True
CCA	Am Express	False	False	False	R 0.00	True	False
CCD	DinersClub	False	False	False	R 0.00	True	False
CCM	MasterCard	False	False	False	R 0.00	True	False
CCO	Other	False	False	False	R 0.00	True	False
CCV	Visa	False	False	False	R 0.00	True	False
CF	Bank Transfer	False	False	False	R 0.00	False	False
CN	Cheque	False	False	True	R 0.00	False	True
CO	Other	False	False	False	R 0.00	False	False
CP	Coupon	True	False	False	R 0.00	False	True
CP1	Coupon 1	False	False	False	R 0.00	False	True
CP2	Coupon 2	False	False	False	R 0.00	False	True
CP3	Coupon 3	False	False	False	R 0.00	False	True
CP4	Coupon 4	False	False	False	R 0.00	False	True


Cancel


Select Visible Fields


Search


Accept

CHANGE WAREHOUSE SELECTION



Select a Function to Perform

Change Batch / Order Numbers.

Change Debtor Invoice Layout

Auto Generate Payment.

Change Warehouse Selection

Change Schedule Details

Please ensure that you have made a backup of this Company before running this utility

WareHouse Selection

Warehouse ▼





Before the warehouse can be changed, the warehouse setup must be done. Select the Utilities option from the IQ main menu, select Setup and click on company Details.

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

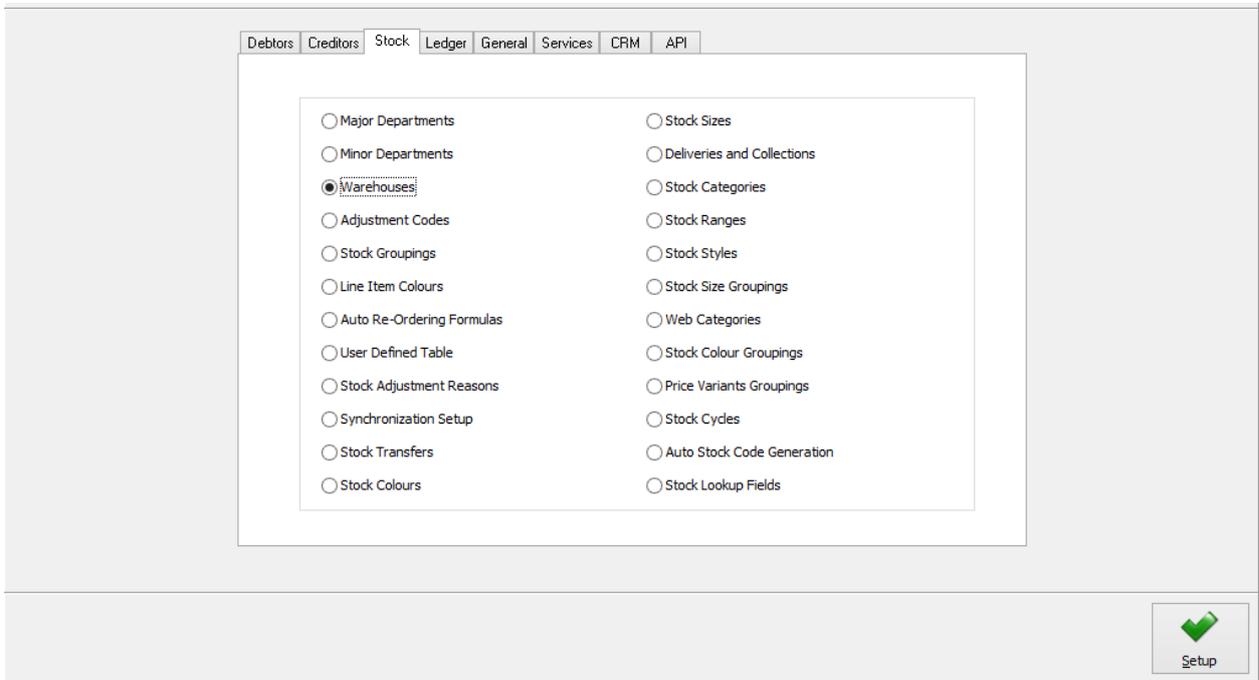
Default Settings - Page 1

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

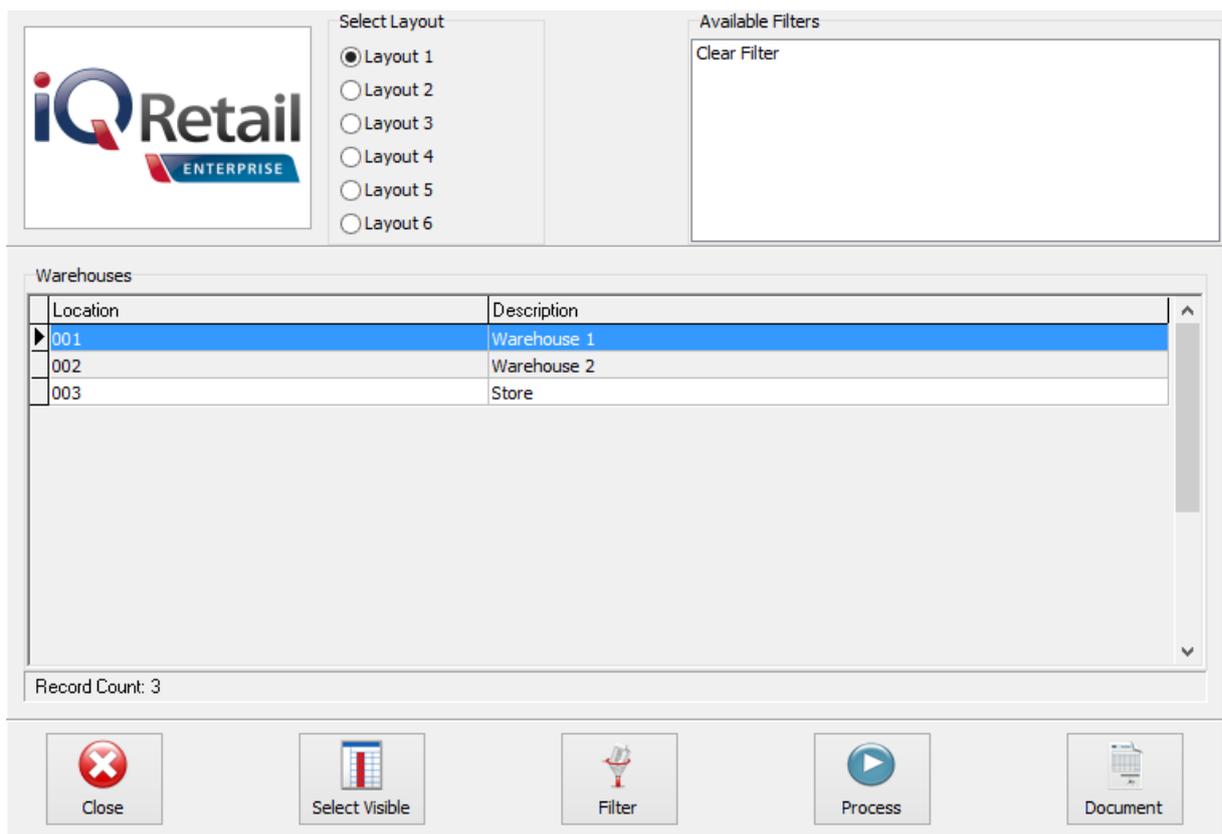
<input checked="" type="checkbox"/> Print Debtor Receipts	<input type="checkbox"/> Force Negative stock check in RTS	<input type="checkbox"/> Enable Tender Screen Security
<input checked="" type="checkbox"/> Print Creditor Payments	<input type="checkbox"/> Enable stock custom line colours	<input type="checkbox"/>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



Select the Default Setting (1) tab and tick the option “Enable multiple stock warehouses” and click on accept to save the change.



Another place to setup the warehouses, is by selecting Utilities from the IQ main menu, select Module Parameters and select the Stock Tab. Select the Warehouses option and click on setup.



The user can ensure that all the warehouses that he wants to use are listed. If he needs to add or edit a warehouse, the can click on the Process button and select the add, edit or delete option.

The screenshot shows the iQRetail Enterprise logo at the top left. Below it is a form with two input fields: 'Warehouse' and 'Description'. At the bottom of the form are three buttons: a red 'Close' button, a 'Save' button with a person icon, and a 'Save & Exit' button with a person icon.

Add the warehouse number and provide a description of the warehouse and save it.

The screenshot shows the 'Parameters' window in iQRetail Enterprise. A pink box highlights the 'Warehouse' dropdown menu, which is set to '002'. Below this is the 'Document Configuration' section with tabs for 'General', 'Debtors', 'Schedule', and 'Document'. The 'General' tab is active, showing settings for 'Date Last Run' (11/12/2014), 'Recurring Invoice Description' (Monthly Internet Charge), 'Batch / Order Numbers' (Custom Batch / Order Number selected), 'Custom Batch / Order Number' ([AC][MO][YE]), 'Override Debtor Invoice Layout' (Tick For Yes), 'Invoice Layout to use' (Invoice Layout 2), 'Auto Generate Payment' (Tick For Yes), and 'Payment Tender Type' (CF). At the bottom are 'Cancel', 'Back', 'Next', and 'Accept' buttons.

On each Recurring Charges, the user can specify which warehouse this service should be sold from.

The Change Warehouse Selection option allows the user to change the warehouse from which this service should be sold. Select the warehouse from the drop-down arrow and click on Accept and continue to change it.

CHANGE SCHEDULE DETAILS

iQRetail ENTERPRISE

Select a Function to Perform

- Change Batch / Order Numbers.
- Change Debtor Invoice Layout
- Auto Generate Payment.
- Change Warehouse Selection
- Change Schedule Details**

Please ensure that you have made a backup of this Company before running this utility

Schedule Selection

Add a New Schedule Tick For Yes Remove All other Schedules Tick For Yes

Schedule Type

- Disabled
- One Time
- Daily
- Weekly
- Monthly

Schedule Detail

Start Date 28/01/2015

Recur Every X 1 Days

on Days None selected

Monthly Schedule Type

- Specific Days
- Custom Days
- On Debtors Closing Date

Months	None selected
Days	None selected
Weeks	None selected
Days of the Week	None selected

Cancel Continue

NOTE: Remember to get every user to log out of the system and to make a backup before any changes are made to the Recurring Charges.

The Change Schedule details option allows the user to change the schedule of when the Recurring Charge should be processed.

The user has the option to remove all other schedules from the system and setup a new schedule which will be used in future.

A new schedule can be setup, by selecting a start date, a schedule type and then completing the required fields for the schedule type. Click then on Continue to select which recurring charge(s) will be affected and accepting the changes made.

CUSTOM PRICING

iQRetail ENTERPRISE

Inclusive / Exclusive
 Inclusive
 Exclusive

Parameters
 Warehouse 002

General Debtors Schedule Document

Code	Description	PriceType	Frequency	Unit Price	Quantity	Discount %	Total
RC001	Installation Fee - Non Stock	Specified Selling Price	Once-Off	100.00	1	0	100.00
RC002	On hold Item	Active System Selling Price	Always	200.00	1	0	200.00
RC003	No Discount	Ask Sell Price when Processing	Always	200.00	1	0	200.00
RC004	Vat Rate - Exempt	Lookup Imported Selling Price	Always	150.00	1	0	150.00

Extra Charges

Custom Description

Document Totals

Extra Charges (Excl)	0.00
Sub Total (Excl)	588.60
VAT	61.40
Total	650.00

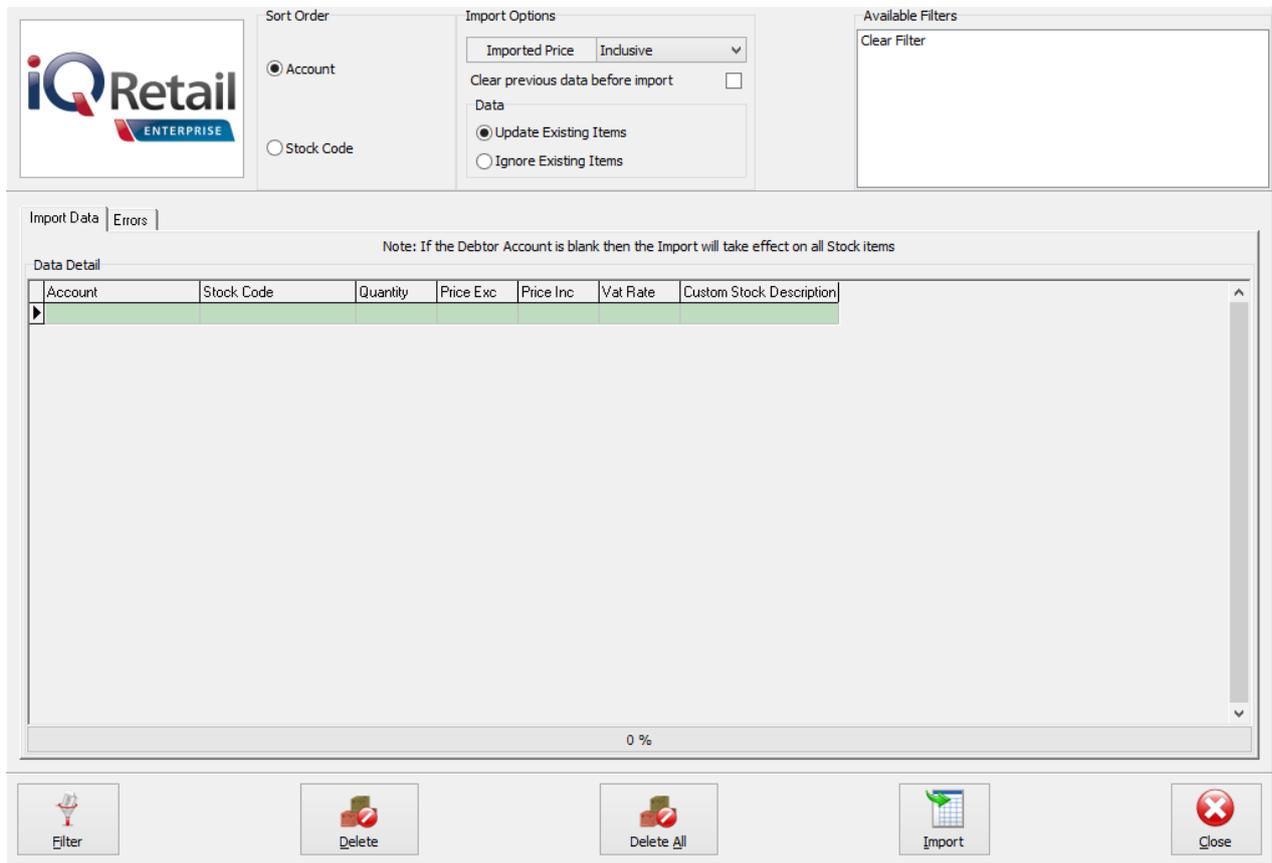
Cancel Back Next Accept

The Custom Pricing option can be used to lookup imported selling prices. When a Recurring Charge item is added, on the document tab, the user can select the price type “Lookup Imported Selling Price” for that item. This price type will refer to a file that has got this price, to process the recurring charge. This option is normally used for utility bills, for example the user has Recurring Charges for customers renting homes from him and the user wants to charge these customers for their water and electricity usage. The amounts will change monthly and the user can just import the .CSV file where the prices were saved.

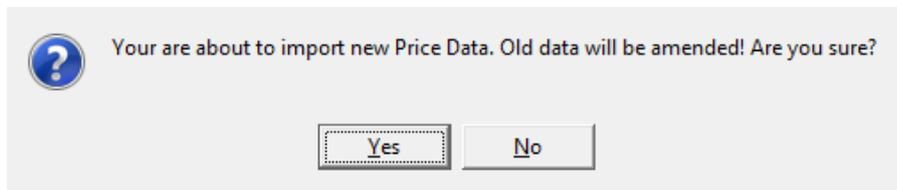
This is an example of how the .CSV file should look:

```
Account, Code, Quantity, Price
BLA001, RC001, 2, 100
BLU001, RC0002, 1, 70
```

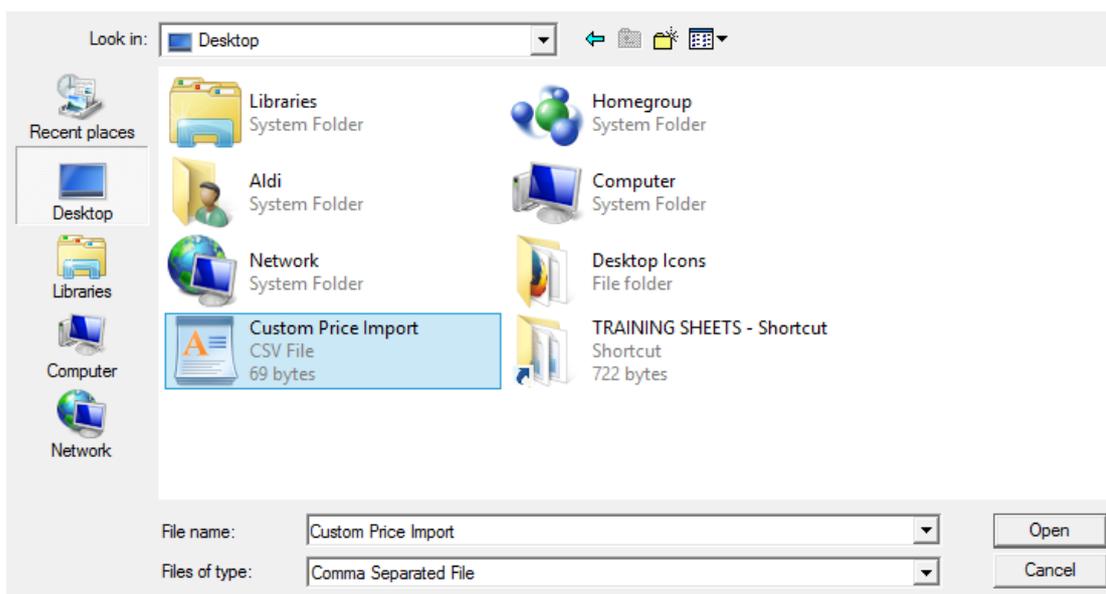
To load the custom Pricing, select Debtors from IQ main menu and click on Recurring Charges. Select the Custom Pricing Button on the bottom of the screen.



The system will prompt the user to warn that he is about to import new Price data, old data will be amended, is he sure? He can click on yes to continue or No to stop.



The user can import the .CSV file by clicking on the import button and then going to where the file was saved and selecting it and clicking on Open.



If there were any errors in the import, the system will warn the user that there were errors during the import. The user can view the errors on the Error Tab of Recurring Charges – Price Import.

 There were errors during the import. Please view them by clicking on the ERROR tab.



Sort Order

Account

Stock Code

Import Options

Imported Price

Clear previous data before import

Data

Update Existing Items

Ignore Existing Items

Available Filters

Clear Filter

Import Data Errors

Data Detail

Account	Stock Code	Error Code	Description
BLU001	RC0002	1	Invalid Stock Code


Filter


Delete

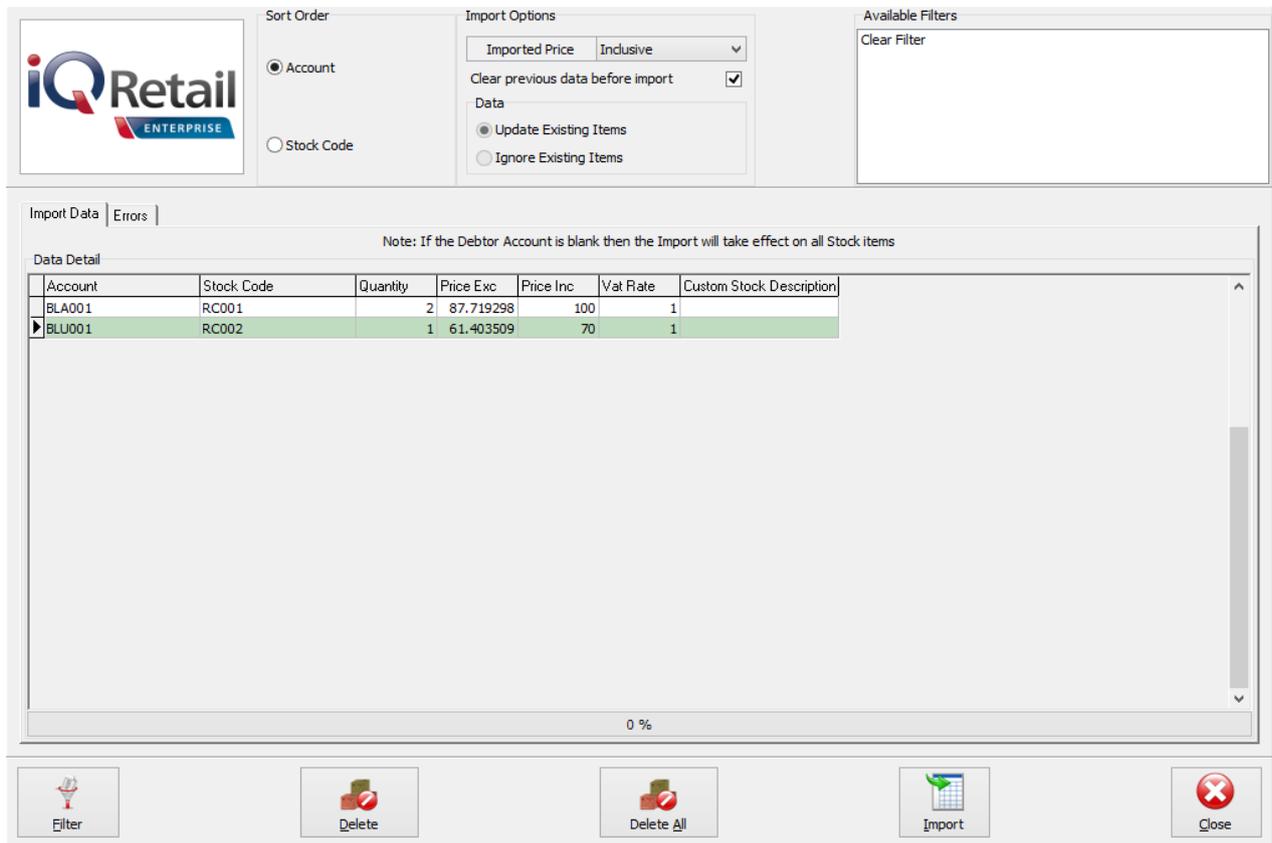

Delete All


Import


Close

The user can go back to the .CSV file and correct the errors. In the example, the Stock Code is invalid.

Correct the import file and import it again. If there are no more errors on the import data, all the imported lines will appear on the Import Data tab.



IMPORT OPTIONS

The user can specify if the Imported Price is Inclusive or Exclusive of VAT.

The user can clear previous data before the import.

The user has the option to update the existing items, or to ignore the existing items.

SORT ORDER

The system allows the user to view the data in account order or in Stock Code order.

BUTTON FUNCTIONALITY

FILTER

The filter option allows the user to filter for specific data.

DELETE

The delete option allows the user to delete the selected (highlighted) item.

DELETE ALL

The Delete All option allows the user to delete all the prices already imported.

IMPORT

GENERATE EXAMPLE DATA

The user can click on this option to generate an example of the .CSV import file. The user only needs to specify where to save the file and give it a name.

```
Account,Code,Quantity,Description,Price
DebtorsAccount,StockCode,1.00,LineDescription,9.99
```

This file can then be edited or the column headings in the first line can be used in an Excel file to create the import file. Save the Excel file then as a .CSV (comma delimited) file which can be imported.

IMPORT DATA FILE

Importing of data has already been explained.

CLOSE

Once the user is done with the maintenance of the imported data, he can close the screen.

When the Recurring Charges are processed and the system needs the data for those Lookup price types, the prices have already been imported and saved on the system.

PROCESSING RECURRING CHARGES

The Recurring Charges that have been created need to be processed. To be able to do that, the user needs to select debtors from the IQ main menu and click on the Recurring Charges option. Click on the Process button on the bottom right of the screen.

The Recurring Charges – Processing screen will appear.

Parameters
 Invoice Date: 30/10/2014

Color Legend
 Items will be processed. Not items of concern.
 Price specific items. Requires price specification prior to processing.
 Non-critical items of concern. Please investigate and continue if desired.
 Critical items. Will not be processed unless attended to.

Problem Description	Show	Allow
None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Invalid Debtor Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Debtor Account on Hold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Invalid Stock Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stock Item on Hold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stock Discount not Allowed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stock Discount over Maximum Allowed	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Recurring Charges | Detailed Charge Information
 Please review pending Recurring Charges below. Items with problems will be highlighted and items with severe errors will not be processed. You may remove items that you do not wish to process.

Number	Description	Schedule Type	Last Run	Currency	Error - Critical	Error - Minor	Price Required
1	Monthly Internet Charge	Multiple	11/12/2014	ZAR	No	Yes	Yes
2	Membership Fee	Multiple	17/01/2011	DOL	No	No	No
4	Security	Multiple	06/03/2013	ZAR	No	Yes	No
5	Levy	Multiple	18/07/2012	ZAR	No	Yes	No
6	Test	Multiple	09/11/2012	ZAR	No	No	No

Toolbar: Remove, Flash, Set Prices, Refresh, Report Options, Run Charges

The invoice date is the date when the user wants to process the Recurring Charges.

The user must review the pending Recurring Charges on the list. Items with problems are highlighted and can be corrected. Items with severe errors will not be processed. The user also has the option to remove items that he doesn't want to process.

COLOUR LEGEND

The colour legend describes all the information, if there are errors, if it needs specific item prices, if there is a critical error or if there is a problem with the stock.

PROBLEM DESCRIPTION – SHOW – ALLOW

This is a list of all the error information, the red items are critical errors and the blue items are non-critical errors and the green items are items where manual pricing is required.

RECURRING CHARGES

This is a list of all the applicable charges that is available for processing right now.

BUTTON FUNCTIONALITY

REMOVE

This option allows the user to remove a Recurring Charge if it should not be charged anymore.

FLASH

This option allows the user to have quick access to reports that can be created, that has got to do with the Recurring Charges.

SET PRICES

This option allows the user to set specific prices for specific Recurring Charges.

REFRESH

If the user is busy with this screen and some information is changed, the user can use this option to update the Recurring Charges.

REPORT OPTIONS

This option allows the user to print a list of the Recurring Charges, it can also be previewed and designed.

RUN CHARGES

This option allows the user to run the Recurring Charges, after all errors have been corrected. If there was still a problem an error message would appear to warn the user about it.



The screenshot shows the iQRetail Enterprise logo in the top left corner. The main title is "Processing Recurring Charges". Below the title, there is a large light blue area with the text "Preparing data for processing. Processing All Invoices...". At the bottom of this area, there are two progress bars: "Job Progress" and "Total Progress (1)", both showing 0%.

If all the errors have been addressed, the user can run the charges.

A processing summary will appear with the Document numbers for each of the Recurring Charge invoices, as well as the specification of what should happen with each of the transactions, should it be emailed, exported or printed. Click on the Enable Action Override to change the option if needed.

The user can filter for specific information, he can get a flash report, or the information can be exported.

The user can also select which printer to use to print the transactions to.

The Actions button allows the user to perform all the actions, to print all, or to email all or to export all.

The screenshot shows the iQRetail Enterprise interface with a list of documents. The interface includes a logo, a "Sort Order" section with radio buttons for Default, Account, Document, Order Number, and Invoice Date. There is an "Override Document Printer" section with a checkbox for "Print All documents To:" and a dropdown menu. An "Available Filters" section shows "Clear Filter" and "TBS Clients". The main part of the interface is a table of documents with columns for Account, Name, Email Address, Document, Inv Date, Total, Layout, Email, Export, and Print. At the bottom, there is a toolbar with buttons for Filter, Flash, Export, Actions, Change Email Address, Enable Action Override, and Close.

Account	Name	Email Address	Document	Inv Date	Total	Layout	Email	Export	Print
BLA001	Black - Terms 30 Days	liko@iqretail.co.za	INVHO332	26/01/2015	325.00	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BLU001	Blue - Credit Limit R 1		INVHO333	26/01/2015	325.00	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BRO001	Brown - Vat Exempt (Export)	Brown@somewhere.co.za	INVHO334	26/01/2015	285.09	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COD001	COD ACCOUNT		INVHO335	26/01/2015	325.00	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GRE001	Green	Green@somewhere.co.za	INVHO336	26/01/2015	325.00	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GRE002	Grey - Settlement Disc (Farmer)		INVHO337	26/01/2015	325.00	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TBS001	The Bargain Store - Head Office	liko@iqretail.co.za	INVHO338	26/01/2015	325.00	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TBS002	The Bargain Store - Durban		INVHO339	26/01/2015	325.00	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TBS003	The Bargain Store - Johannesburg		INVHO340	26/01/2015	325.00	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WHI001	White - Normal Debtor		INVHO341	26/01/2015	325.00	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
XXX001	XXX Retailers (Multiple Details)	xxx@somewhere.co.za	INVHO342	26/01/2015	325.00	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BLA001	Black - Terms 30 Days	liko@iqretail.co.za	INVHO343	26/01/2015	677.70	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BLU001	Blue - Credit Limit R 1		INVHO344	26/01/2015	677.70	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BRO001	Brown - Vat Exempt (Export)	Brown@somewhere.co.za	INVHO345	26/01/2015	603.38	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GRE001	Green	Green@somewhere.co.za	INVHO346	26/01/2015	677.70	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GRE002	Grey - Settlement Disc (Farmer)		INVHO347	26/01/2015	677.70	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WHI001	White - Normal Debtor		INVHO348	26/01/2015	677.70	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If it is necessary, the user can click on the Change Email Address button to change the email address for the debtor, he can also update the debtor's maintenance if needed.

Email Details

New Email Address	xxx@somewhere.co.za
Update Email Address to Debtor	<input type="checkbox"/> Tick For Yes



Cancel



Accept

When all actions have been performed, the user can close the Recurring Charge Summary screen.



Are you sure you want to Close this Screen? You will Not be able to Recall this Information at a later stage.

Yes

No

The system warns the user that this information will not be available in this format again, but the user can recall documents to view the charges again.

DETAILED CHARGE INFORMATION



Parameters

Invoice Date: 26/01/2015

Color Legend

Items will be processed. Not items of concern.
 Price specific items. Requires price specification prior to processing.
 Non-critical items of concern. Please investigate and continue if desired.
 Critical items. Will not be processed unless attended to.

Problem Description	Show	Allow
None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Invalid Debtor Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Debtor Account on Hold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Invalid Stock Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stock Item on Hold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stock Discount not Allowed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stock Discount over Maximum Allowed	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Recurring Charges | Detailed Charge Information

Debtor Account	Stock Code	Price Type	Price Source	Qty	SellPrice Exc	SellPrice Inc	Discount	Error Detail
BLA001	RC001	Default	Specified Selling Price	1	87.72	100.00	0.00	None
BLA001	RC002	Default	Active System Selling Price	1	263.16	300.00	0.00	None
BLA001	RC003	Not Yet Calculated	Ask Sell Price when Processing	1	175.44	200.00	0.00	Stock Requires Manual Price
BLA001	RC004	Not Yet Calculated	Lookup Imported Selling Price	1	0.00	0.00	0.00	Stock Sold under Cost
BLA001	RC004	Not Yet Calculated	Lookup Imported Selling Price	1	0.00	0.00	0.00	Stock Sold into Negative
BLU001	RC001	Default	Specified Selling Price	1	87.72	100.00	0.00	None
BLU001	RC002	Default	Active System Selling Price	1	263.16	300.00	0.00	None
BLU001	RC003	Not Yet Calculated	Ask Sell Price when Processing	1	175.44	200.00	0.00	Stock Requires Manual Price
BLU001	RC004	Not Yet Calculated	Lookup Imported Selling Price	1	0.00	0.00	0.00	Stock Sold under Cost
BLU001	RC004	Not Yet Calculated	Lookup Imported Selling Price	1	0.00	0.00	0.00	Stock Sold into Negative
BLU001				0	0.00	0.00	0.00	Debtor Account over Limit
BRO001	RC001	Default	Specified Selling Price	1	87.72	87.72	0.00	None
BRO001	RC002	Default	Active System Selling Price	1	263.16	263.16	0.00	None
BRO001	RC003	Not Yet Calculated	Ask Sell Price when Processing	1	175.44	175.44	0.00	Stock Requires Manual Price
BRO001	RC004	Not Yet Calculated	Lookup Imported Selling Price	1	0.00	0.00	0.00	Stock Sold under Cost
BRO001	RC004	Not Yet Calculated	Lookup Imported Selling Price	1	0.00	0.00	0.00	Stock Sold into Negative
GRE001	RC001	Default	Specified Selling Price	1	87.72	100.00	0.00	None
GRE001	RC002	Default	Active System Selling Price	1	263.16	300.00	0.00	None
GRE001	RC003	Not Yet Calculated	Ask Sell Price when Processing	1	175.44	200.00	0.00	Stock Requires Manual Price
GRE001	RC004	Not Yet Calculated	Lookup Imported Selling Price	1	0.00	0.00	0.00	Stock Sold under Cost
GRE001	RC004	Not Yet Calculated	Lookup Imported Selling Price	1	0.00	0.00	0.00	Stock Sold into Negative
GRE002	RC001	Default	Specified Selling Price	1	87.72	100.00	0.00	None


Flash


Set Prices


Refresh


Report Options


Run Charges

All the items that appear in black means that the item will be processed and that there is no concern.

Everything that appears in green, means that they require prices. To set the prices on these items in green, the user can select the Set Prices button on the bottom on the screen.

Item Detail

The following items require price specification prior to processing recurring charges. Please complete and accept to continue with processing.

Account	Code	PriceExc	PriceInc	Discount%
BLA001	RC003	180	205.2	0
BLU001	RC003	175.438596	199.99999944	0
BRO001	RC003	175.438596	175.438596	0
GRE001	RC003	175.438596	199.99999944	0
GRE002	RC003	175.438596	199.99999944	0
WHI001	RC003	175.438596	199.99999944	0

Buttons: Cancel, Apply To All, Accept

Specify the price and if the item number is the same for all, the user can click on the Apply to All button to apply the same price to the same charge for all the debtors. If the item numbers are not the same, the user will have to change them individually or he can go back to Recurring Charge maintenance and set the prices and change the price types there.

Parameters: Invoice Date: 26/01/2015

Color Legend: Items will be processed. Not items of concern. Price specific items. Requires price specification prior to processing. Non-critical items of concern. Please investigate and continue if desired. Critical items. Will not be processed unless attended to.

Problem Description	Show	Allow
None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Invalid Debtor Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Debtor Account on Hold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Invalid Stock Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stock Item on Hold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stock Discount not Allowed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stock Discount over Maximum Allowed	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Recurring Charges Detailed Charge Information

Error Detail

Debtor Account	Stock Code	Price Type	Price Source	Qty	SellPrice Exc	SellPrice Inc	Discount	Error Detail
BLA001	RC001	Default	Specified Selling Price	1	87.72	100.00	0.00	None
BLA001	RC002	Default	Active System Selling Price	1	263.16	300.00	0.00	None
BLA001	RC003	Not Yet Calculated	Ask Sell Price when Processing	1	175.44	200.00	0.00	Stock Requires Manual Price
BLA001	RC004	Not Yet Calculated	Lookup Imported Selling Price	1	0.00	0.00	0.00	Stock Sold under Cost
BLA001	RC004	Not Yet Calculated	Lookup Imported Selling Price	1	0.00	0.00	0.00	Stock Sold into Negative
BLU001	RC001	Default	Specified Selling Price	1	87.72	100.00	0.00	None
BLU001	RC002	Default	Active System Selling Price	1	263.16	300.00	0.00	None
BLU001	RC003	Not Yet Calculated	Ask Sell Price when Processing	1	175.44	200.00	0.00	Stock Requires Manual Price
BLU001	RC004	Not Yet Calculated	Lookup Imported Selling Price	1	0.00	0.00	0.00	Stock Sold under Cost
BLU001	RC004	Not Yet Calculated	Lookup Imported Selling Price	1	0.00	0.00	0.00	Stock Sold into Negative
BLU001				0	0.00	0.00	0.00	Debtor Account over Limit
BRO001	RC001	Default	Specified Selling Price	1	87.72	87.72	0.00	None
BRO001	RC002	Default	Active System Selling Price	1	263.16	263.16	0.00	None
BRO001	RC003	Not Yet Calculated	Ask Sell Price when Processing	1	175.44	175.44	0.00	Stock Requires Manual Price
BRO001	RC004	Not Yet Calculated	Lookup Imported Selling Price	1	0.00	0.00	0.00	Stock Sold under Cost
BRO001	RC004	Not Yet Calculated	Lookup Imported Selling Price	1	0.00	0.00	0.00	Stock Sold into Negative
GRE001	RC001	Default	Specified Selling Price	1	87.72	100.00	0.00	None
GRE001	RC002	Default	Active System Selling Price	1	263.16	300.00	0.00	None
GRE001	RC003	Not Yet Calculated	Ask Sell Price when Processing	1	175.44	200.00	0.00	Stock Requires Manual Price
GRE001	RC004	Not Yet Calculated	Lookup Imported Selling Price	1	0.00	0.00	0.00	Stock Sold under Cost
GRE001	RC004	Not Yet Calculated	Lookup Imported Selling Price	1	0.00	0.00	0.00	Stock Sold into Negative
GRE002	RC001	Default	Specified Selling Price	1	87.72	100.00	0.00	None

Buttons: Flash, Set Prices, Refresh, Report Options, Run Charges

Any of the items listed in blue, first must be fixed before the Recurring Charges can be processed. The user can Allow for example a Debtor's Terms error message or Stock sold into negative, but all prices will have to be fixed before the charges can run.

The refresh button will refresh the information available on the screen, and show which items still have errors on, that need to be checked or fixed.

IQ HO Recurring Charges - Problem Detail Page: 1
Items Pending For Processing
Printed At: 03/02/2015 15:21:42

Account: BLA001
 Description:

Stock Code	Price Type	Quantity	Sell Price Inc	Sell Price Exc	Line Discount	Severity	Error Detail
RC001	Default	1	100.00	87.72	0.00	0	None
RC002	Default	1	300.00	263.16	0.00	0	None
RC003	Not Yet Calculated	1	200.00	175.44	0.00	3	Stock Requires Manual Price
RC004	Not Yet Calculated	1	0.00	0.00	0.00	1	Stock Sold under Cost
RC004	Not Yet Calculated	1	0.00	0.00	0.00	1	Stock Sold into Negative

Account: BLU001
 Description:

Stock Code	Price Type	Quantity	Sell Price Inc	Sell Price Exc	Line Discount	Severity	Error Detail
RC001	Default	1	100.00	87.72	0.00	0	None
RC002	Default	1	300.00	263.16	0.00	0	None
RC003	Not Yet Calculated	1	200.00	175.44	0.00	3	Stock Requires Manual Price
RC004	Not Yet Calculated	1	0.00	0.00	0.00	1	Stock Sold under Cost
RC004	Not Yet Calculated	1	0.00	0.00	0.00	1	Stock Sold into Negative
		0	0.00	0.00	0.00	1	Debtor Account over Limit

Account: BRO001
 Description:

Stock Code	Price Type	Quantity	Sell Price Inc	Sell Price Exc	Line Discount	Severity	Error Detail
RC001	Default	1	87.72	87.72	0.00	0	None
RC002	Default	1	263.16	263.16	0.00	0	None
RC003	Not Yet Calculated	1	175.44	175.44	0.00	3	Stock Requires Manual Price
RC004	Not Yet Calculated	1	0.00	0.00	0.00	1	Stock Sold under Cost
RC004	Not Yet Calculated	1	0.00	0.00	0.00	1	Stock Sold into Negative

The Report option allows the user to see all the Recurring Charges per debtor and all the error messages per item.

If the user is not concerned about an error message, he can click to allow the transaction to continue.

REVERSAL OF RECURRING CHARGES

The system allows the user to reverse any Recurring Charges processed, that have not already been reversed.

To reverse a Recurring Charge or Charges, Click on the Reversals button on the bottom of the Recurring Charges screen.

The screenshot shows the IQRetail software interface. At the top, there is a menu bar with options: Processing, Debtors, Creditors, Stock, Ledger, Utilities, Support, Point of Sale, CRM, Windows, Help, Shortcuts. Below the menu bar, there is a logo for IQRetail ENTERPRISE and a 'Sort Order' section with radio buttons for 'Default' (selected) and 'Document Description'. To the right, there is an 'Available Filters' section with a 'Clear Filter' button and the text 'Numbers 1-2 ZAR'. The main area displays a table with the following data:

Number	Description	Last Run	Next Run	Currency	AutoPay
1	Monthly Internet Charge	03/02/2015	10/02/2015	ZAR	True
2	Membership Fee	17/01/2011	28/02/2015	DOL	True
4	Security	06/03/2013	25/03/2015	ZAR	False
5	Levy	03/02/2015		ZAR	True
6	Test	09/11/2012		ZAR	False

At the bottom of the window, there is a toolbar with several icons: Global Edit Tool, Filter, Custom Pricing, Add, Edit, Delete, Reports, Reversals, and Process.

Charges listed in Green have already been reversed. Only charges listed in black can be reversed. Select the charges to be reversed by filtering for them or by ticking the box next to a specific charge. Click then on the Reverse Selected button on the bottom of the screen.



Parameters

Reversal Date: 30/10/2014

Color Legend

Items in Green have already been Reversed and Cannot be Reversed again.

Available Filters

Clear Filter

Invoice	OrderNumber	Date	Account	Document	Document Description	Warehouse	Paid	Total	Reverse
INH245	BLA001Black - T	09/11/2012	BLA001	6	Test		False	9.92	<input type="checkbox"/>
INH246	BLA001Black - T	09/11/2012	BLA001	6	Test		False	8.87	<input type="checkbox"/>
INV10	MICGRE00217/01/	17/01/2011	GRE002	1	Monthly Internet Charge		True	505.20	<input type="checkbox"/>
INV11	MICWHI00117/01/	17/01/2011	WHI001	1	Monthly Internet Charge		True	479.94	<input type="checkbox"/>
INV12	MICBLA00117/01/	25/01/2011	BLA001	1	Monthly Internet Charge		True	505.20	<input type="checkbox"/>
INV13	MICBLU00117/01/	25/01/2011	BLU001	1	Monthly Internet Charge		True	505.20	<input type="checkbox"/>
INV136	BLA00127/06/201	27/06/2012	BLA001	4	Security		True	562.50	<input type="checkbox"/>
INV137	BLU00127/06/201	27/06/2012	BLU001	4	Security		True	625.00	<input type="checkbox"/>
INV138	BRO00127/06/201	27/06/2012	BRO001	4	Security		True	548.25	<input type="checkbox"/>
INV139	COD00127/06/201	27/06/2012	COD001	4	Security		True	625.00	<input type="checkbox"/>
INV14	MICBRO00117/01/	25/01/2011	BRO001	1	Monthly Internet Charge		True	443.16	<input type="checkbox"/>
INV140	GRE00127/06/201	27/06/2012	GRE001	4	Security		True	625.00	<input type="checkbox"/>
INV141	GRE00227/06/201	27/06/2012	GRE002	4	Security		True	625.00	<input type="checkbox"/>
INV142	TBS00127/06/201	27/06/2012	TBS001	4	Security		True	625.00	<input type="checkbox"/>
INV143	TBS00227/06/201	27/06/2012	TBS002	4	Security		True	625.00	<input type="checkbox"/>
INV144	TBS00327/06/201	27/06/2012	TBS003	4	Security		True	625.00	<input type="checkbox"/>
INV145	WHI00127/06/201	27/06/2012	WHI001	4	Security		True	625.00	<input checked="" type="checkbox"/>
INV146	XXX00127/06/201	27/06/2012	XXX001	4	Security		True	625.00	<input checked="" type="checkbox"/>
INV15	MICGRE00117/01/	25/01/2011	GRE001	1	Monthly Internet Charge		True	505.20	<input type="checkbox"/>
INV16	MICGRE00217/01/	25/01/2011	GRE002	1	Monthly Internet Charge		True	505.20	<input type="checkbox"/>
INV17	MICWHI00117/01/	25/01/2011	WHI001	1	Monthly Internet Charge		True	479.94	<input type="checkbox"/>
INV18	IMF1	25/01/2011	FC001	2	Membership Fee		False	120.00	<input type="checkbox"/>
INV203	BLA00118/07/201	18/07/2012	BLA001	5	Levy		True	292.50	<input type="checkbox"/>

The Reversal Process has completed Successfully

After the reversal was done, the system will tell the user the Reversal Process has completed successfully and the reversed transactions will be listed in green.

---End of Document---