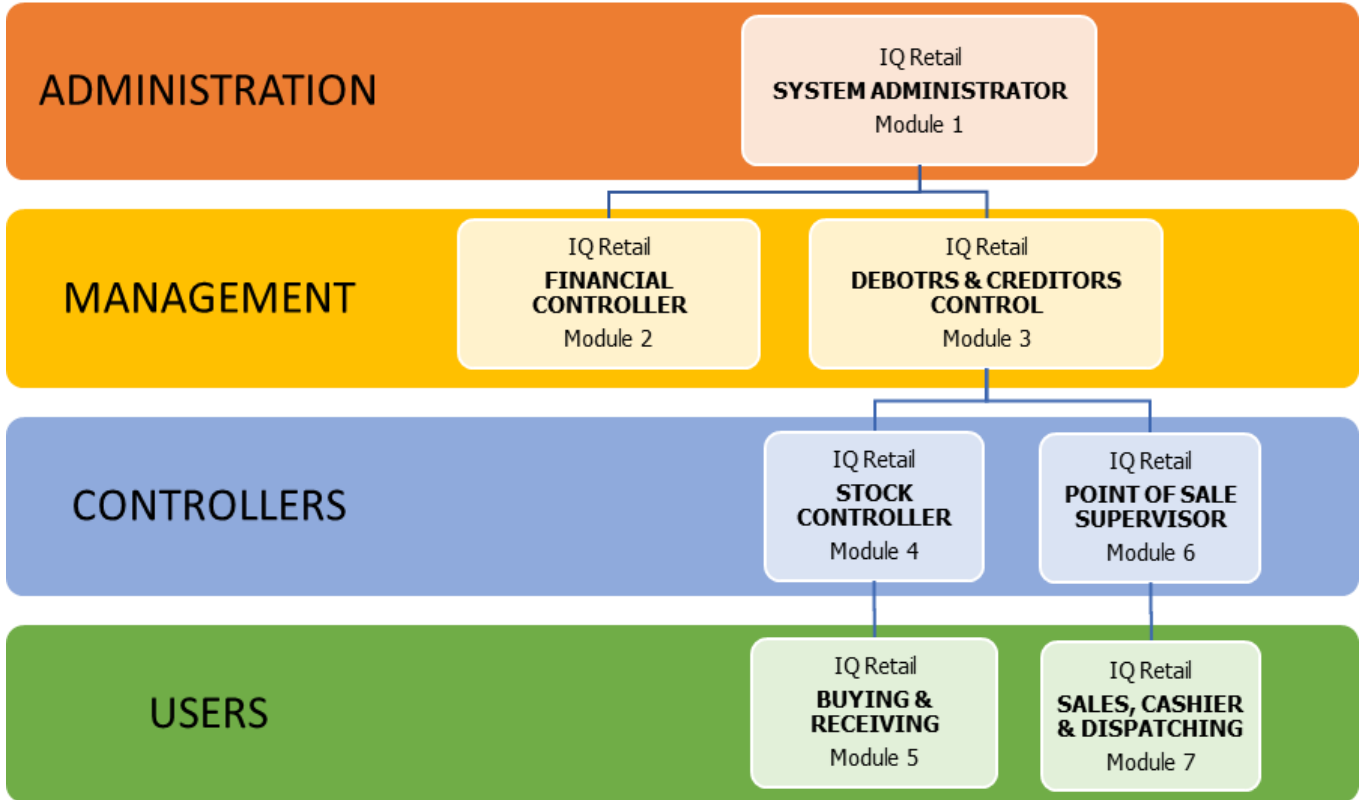


IQ ENTERPRISE

IQ Retail Modular Training

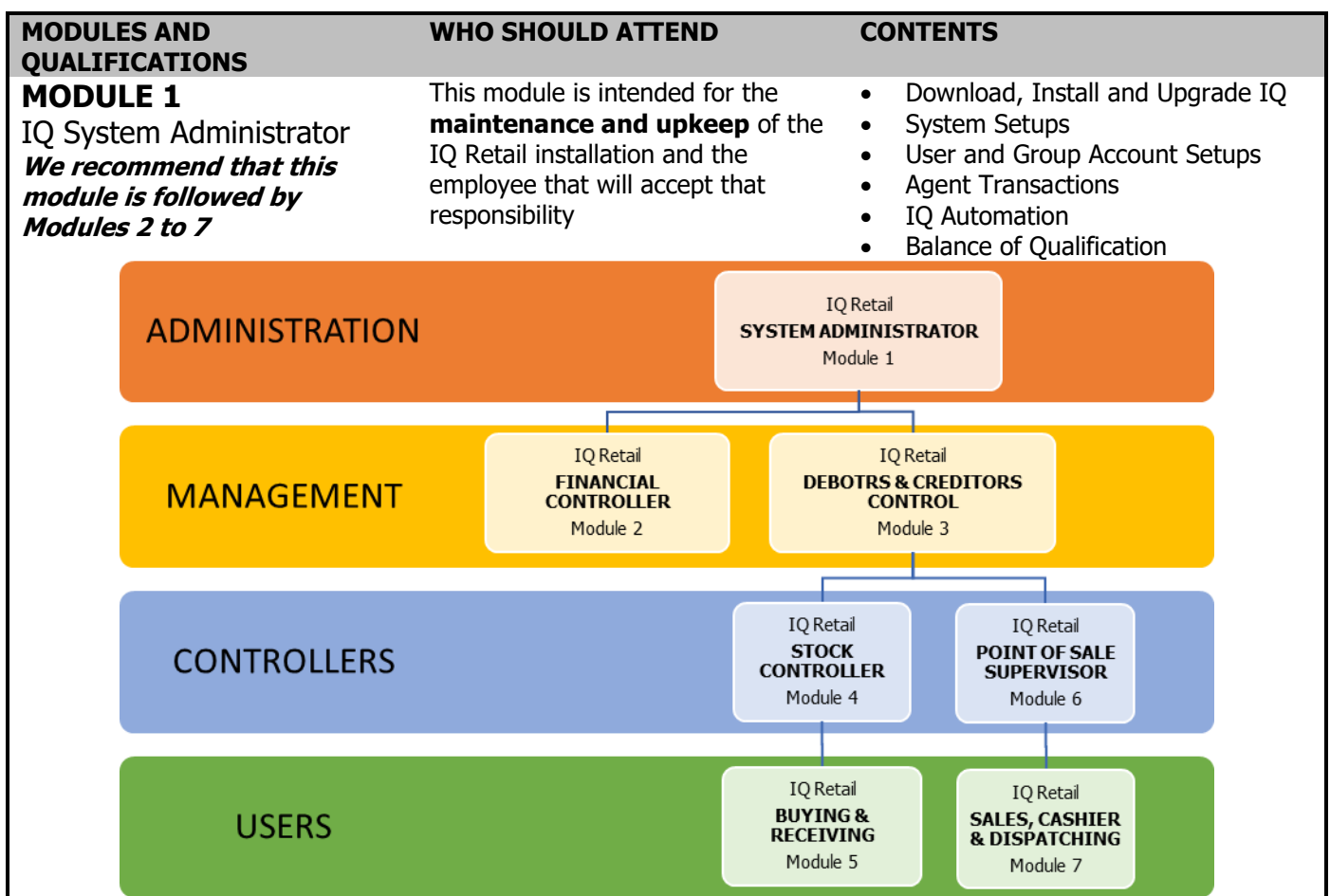



Why Modular Training?

Modular training makes IQ Retail Enterprise/Business:

1. **Flexible** – only attend courses related to work functionality
2. It provides **Focus** – you can focus on the modules related to Job Functions
3. It is **Cost Effective** – only pay for the modules attended
4. It is **Current** – Training material is updated on a regular basis, thus keeping the training material current.
5. It can be **Tailor Made** – Manuals can be adapted to include/exclude functionality not applicable to your industry
6. It creates **Better Skilled** operators – each certified before they leave the training room.
7. It provides the opportunity to complete modules at different dates, thus allowing the attendee to spread the training over a period. All the required modules therefore do not have to be done in the same time-slot allocated for a monthly session.

We also offer bespoke Training Venues (we can utilise customer/BP venues) and we can also generate bespoke Packs (with own logo's) at a nominal additional fee. Special arrangements can be made for larger groups – enquire with the trainer.



MODULE 2 IQ Financial Controller 	This module is intended for the maintenance and upkeep of the IQ Retail financial requirements relating to the installation and the employee that will accept that responsibility	<ul style="list-style-type: none"> • General Ledger and Company Setups • General Ledger Processing including • Cashbooks and • Journals • Budgets • Asset Register
---	--	--

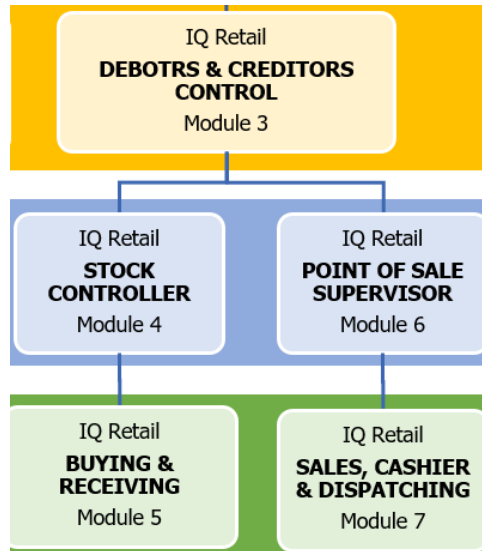
MODULE 3

IQ Debtors & Creditors Control

Debtors: We recommend that this module is followed by Modules 6 and 7.

Creditors: We recommend that this module is followed by Modules 4 and 5.

This module is intended for the **Debtors/Creditors maintenance** and upkeep of the IQ Retail Creditors installation and the employee that will accept that responsibility



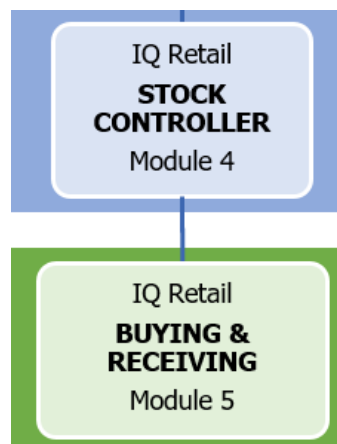
- Debtors/Creditors System Setups - Overview
- Debtors/Creditors Setup
- Transactional Processing (Journals)
- Debtors Credit Control
- Debtors/Creditors Pricelists
- Debtors/Creditors Notifications
- Debtors Contract Price Maintenance
- Debtors Quotes – Overview
- Sales & Purchase Orders – Overview
- Debtors IQ Promotions – Overview
- Debtors Cash Deposits – Setups
- Debtors/Creditors Attachments
- Debtors/Creditors Mandatory Fields
- Debtors Account Verification
- Debtors Interest Charging
- Debtors Recurring Charges
- Creditors Payment Run and Reconciliation
- Stock – Overview
- Multiple Warehouses – Overview
- Supplier Delivery Notes and Claims – Overview
- Creditors Consolidated Ordering - Overview
- Sundry Stock Items - Overview

MODULE 4

IQ Stock Controller

We recommend that this module is followed by Module 5.

This module is intended for the maintenance and upkeep of the IQ Retail **Stock Control** installation and the employee that will accept that responsibility



- Stock Default Setups - Overview
- Stock Items
- Bills of Quantity
- Job Cards
- Artificial Management Cost
- Debtors/Creditors Mandatory Fields
- Deliveries and collections – Overview
- Multiple Warehouses – Setups
- Supplier Delivery Notes and Claims – Overview
- Stock Price Update
- Stock Price Variants
- Stock Price Lists
- Stock Take
- Styles Management – Overview
- Sundry Stock Items
- Promotions - Overview
- Volumetrics
- Bills of Quantity
- Job Cards
- Warehousing

MODULE 5
IQ Buying & Receiving

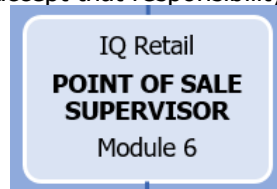
This module is intended for the processing and functionality of the **Buying & Receiving** of the IQ Retail installation and the employee that will accept that responsibility



- Setups specific to Receiving - Overview
- Stock – Overview
- Purchase Orders & Discounting
- Creditor Attachments & Mandatory Fields
- Multiple Warehouses – Transfer IN & OUT
- Sundry Stock Items
- Volumetrics – Overview
- Price Lists – Overview
- Contract Price Maintenance - Overview
- Styles Management – Overview
- Consolidated Ordering
- Supplier Request for Quote, Delivery Notes and Claims

MODULE 6
IQ Point of Sale Supervisor
We recommend that this module is followed by Module 7.

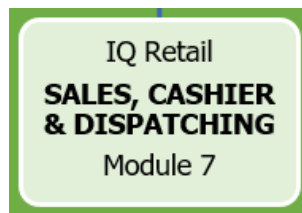
This module is intended for the processing and functionality of the **POS Supervisor** in the IQ Retail installation and the employee that will accept that responsibility



- Point of Sale – Setups
- POS Back Office
- Promotions
- Vouchers – Setups
- Cash Deposits – Overview
- Innervation
- Nomad
- Pocketslip
- Loyalty

MODULE 7
Sales, Cashier & Dispatching

This module is intended for the processing and functionality of the **Sales, Cashier & Dispatching** in the IQ Retail installation and the employee that will accept that responsibility



- Stock – Overview
- Discounting
- Quotes
- Sales Orders
- Debtors Attachments
- Debtors Account Verification
- Marketing: SMS and Email
- Point of Sale Processing
- Cash up
- Promotions
- Vouchers
- Cash Deposits
- Deliveries and Collections

Training will normally take place as follows:

Description	Module	Day	Times
IQ Retail ADMINISTRATOR	Module 1	Monday	08:30 to 16:30
IQ Retail FINANCIAL CONTROLLER	Module 2	Tuesday	08:30 to 16:30
IQ Retail DEBTORS/CREDITORS CONTROL	Module 3	Wednesday	08:00 to 16:30
IQ Retail STOCK CONTROLLER	Module 4	Thursday - Friday	08:30 to 16:30

Description	Module	Day	Times
IQ Retail BUYING & RECEIVING	Module 5	Monday	08:30 to 16:30
IQ Retail POINT OF SALE SUPERVISOR	Module 6	Wednesday	08:00 to 13:30
IQ Retail SALES, CASHIER & DISPATCHING	Module 7	Wednesday	14:00 to 16:30
IQ Retail BUSINESS PARTNER ADVANCED	Module BPA	Thursday & Friday	08:30 to 16:30

Please contact training@iqretail.co.za for more information. See training dates on Page 7.

IQ MODULAR TRAINING PRICE STRUCTURE

IQ Retail (Pty) Ltd strives to keep our clients informed on how to use our packages. Our scheduled courses provide a good all round training to functions of the software. Each daily training session is about 8 hours with a short lunch break in-between.

IQ ENTERPRISE \ IQ BUSINESS MODULAR TRAINING

Module Name	Followed by Modules:	FULL Course	Module ONLY
Module 1 - Administrator	2 to 7	R 12 000.00	R 2 000.00
Module 2 – Financial Control	NONE		R 2 000.00
Module 3 – Debtors/Creditors Control	6 & 7/4 & 5	R 8 000.00	R 2 000.00
Module 4 – Stock Control (2 Days)	5	R 4 500.00	R 4 000.00
Module 5 – Buying & Receiving	NONE		R 2 000.00
Module 6 – Point of Sale Supervisor	7	R 3 000.00	R 2 000.00
Module 7 – Sales, Cashier & Dispatch	NONE		R 2 000.00
Module BPA – Business Partner Advanced	2 Days		R 4 500.00

Prices above is per person. Where a Module that forms part of Multiple Modules is completed but NOT the FULL course, a "Certificate of Attendance" will be issued. On completion of a qualification (single or All Modules in the course) a "Certificate of Competence" will be issued.

SEATING IS LIMITED - BOOKING IS ESSENTIAL.

We must receive payment for training before training commence.
Closing date for each training course closes 10 days before course date.
BP pricing is based on above price.
Bookings made on behalf of Customers will result in a discount to the BP.
Above prices are inclusive of VAT.

The following cancellation fee will be charged if an attendee cancelled the course:
14 Days prior = 50%
7 Days prior = 70%
4 Days prior = 100%

If a candidate was booked on a specific course and the candidate, then changes the booking to a different date or different course a 10% administration fee will be charged.
No refunds will be granted due to candidates not attending or partially attending the duration of the Course.
IQ Retail will not be held responsible for any loss, damage or theft of any personal belongings.

If you have any queries, or would like to book, please contact the trainer on 021 880 0420 or email training@iqretail.co.za

IQ RETAIL - MODULAR TRAINING SCHEDULE

JUNE – DECEMBER 2017

Location and Dates

Location	Module	1	2	3	4	5	6	7	BPA
Johannesburg	May/Jun	29/5	30/5	31/5	1-2/6	5/6	6/6	7/6	8-9/6
Johannesburg	July	3/7	4/7	5/7	6-7/7	10/7	11/7	12/7	13-14/7
Stellenbosch	July	17/7	18/7	19/7	20-21/7	24/7	25/7	26/7	27-28/7
Johannesburg	Jul/Aug	31/7	1/8	2/8	3-4/8	7/8	8/8	10/8	
Durban	August	14/8	15/8	16/8	17-18/8	21/8	22/8	23/8	24-25/8
Bloemfontein	September	4/9	5/9	6/9	7-8/9	11/9	12/9	13/9	14-15/9
Stellenbosch	September	26/9	27/9	2/10	28-29/9	3/10	4/10	5/10	
Port Elizabeth	October	9/10	10/10	11/10	12-13/10	16/10	17/10	18/10	19-20/10
Stellenbosch	Oct/Nov	23/10	24/10	25/10	26-27/10	30/10	31/10	1/11	2-3/11
Johannesburg	November	6/11	7/11	8/11	9-10/11	13/11	14/11	15/11	16-17/11
Stellenbosch	Nov/Dec	20/11	21/11	22/11	23-24/11	27/11	28/11	29/11	30/11-1/12
Johannesburg	December	4/12	5/12	6/12	7-8/12	11/12	12/12	13/12	14-15/12

WE MUST RECEIVE PAYMENT FOR TRAINING 10 DAYS BEFORE TRAINING COMMENCE.

Training dates may change without prior notice.

If you have any queries, or would like to book, contact the training department.

IQ Office number: 021 880 0420 or E-mail: training@iqretail.co.za.

Latest update: Thursday, June 08, 2017