

YEAR END DOCUMENT – IQ PAYROLL

HOW TO DOWNLOAD, UPDATE AND REGISTER IQ PAYROLL TAX TABLES 2016

GENERAL DESCRIPTION

This document explains the download, update and register procedure for existing IQ Payroll Users.

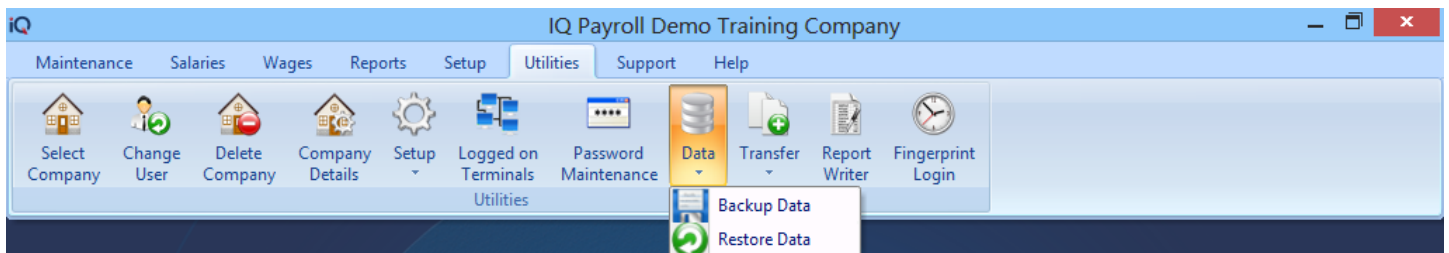
STEPS TO FOLLOW (FOR EXISTING IQ PAYROLL USERS ONLY)

1. Backup IQ Payroll
2. Download the latest IQ Payroll Installation file with the Tax Tables for 2016 from the IQ Retail Website.
3. Preparing for Year End in IQ Payroll
4. Install installation file and run IQ Upgrade
5. Closing the Tax Year in IQ Payroll
6. Register the 2016 Tax Table + Send Proof of Payment to IQ Retail.
7. Registration email for the 2016 Tax Tables will be returned

STEP 1: BACKUP PROCEDURE:

Before starting the download, it is recommended that a backup of your IQ Payroll data be made.

Select the Utilities Menu followed by the Data Menu and then select Backup Data



Please ensure that all users are logged out before proceeding with the backup procedure.

Once the backup is complete, please exit IQ Payroll completely.

(Please do not press CTRL+ALT+DELETE to exit Software.)

STEP 2: DOWNLOAD PROCEDURE:

Go to the IQ Retail website, www.iqretail.co.za. Login to the website with your email address and password otherwise Register as a new user. Select the Products section and click on IQ Payroll.

A screenshot of the IQ Payroll product page on the IQ Retail website. The page title is "IQ Payroll" with "View" and "Edit" buttons. Under "Important", it states the product may only be installed for resale by an authorized Reseller. Under "Please Take NOTE:", there are three links: "Minimum Specifications for this package", "Very Important - Technical Specifications document", and "How to download the IQ Installation File". A note mentions staying informed of bug fixes and enhancements via a mailing list. Under "Enhancements/Incidents", there is a link "View Enhancements Addressed in these Releases". Under "Installation File", there is a table for "IQ Payroll Installation File" with details: File Name: IQPayroll2Inst.exe, Sha1sum: (blank), Version: 2.4.2.5, Date: Mon, 2012-01-16, Size: 10.51 MB, Status: Online, and a Download button. On the right sidebar, there are promotional buttons: "Free POS IQ POS (free version)", "Full System Trial IQ Business for 30 days", "Compare Systems A quick introduction to IQ", and "Contact Me Sales questions". Below these are links for "Software Finance", "Become a Reseller", "Learn SQL", and "Learn Accounting".

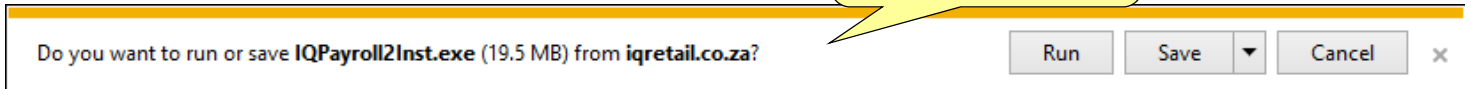
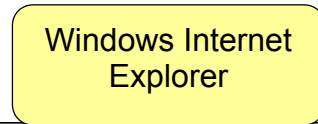
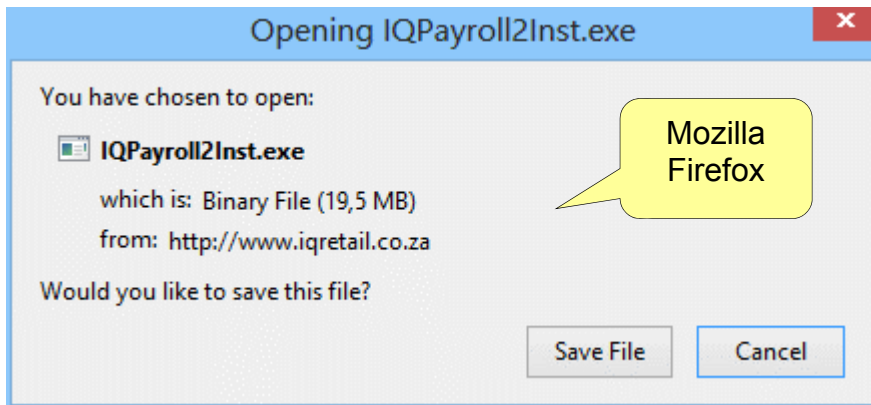
Select the "Download System" Icon. This will take you to product download page.



Select the Download Link.



Select "Download Now" and save the file (Do not Run).



Once the file is downloaded move the file to the server or to the PC that IQ Payroll is installed on.

STEP 3: PREPARING FOR YEAR END:

Before closing the Tax Year the following needs to be completed:

- All payments (Salaries & Wages) for employees must be completed.
- Print all reports required by SARS and accountants or auditors.
- Make a complete backup of the system

STEP 4: INSTALLATION PROCEDURE:

Before running the installation ensure that all users are logged off and a complete backup has been made.

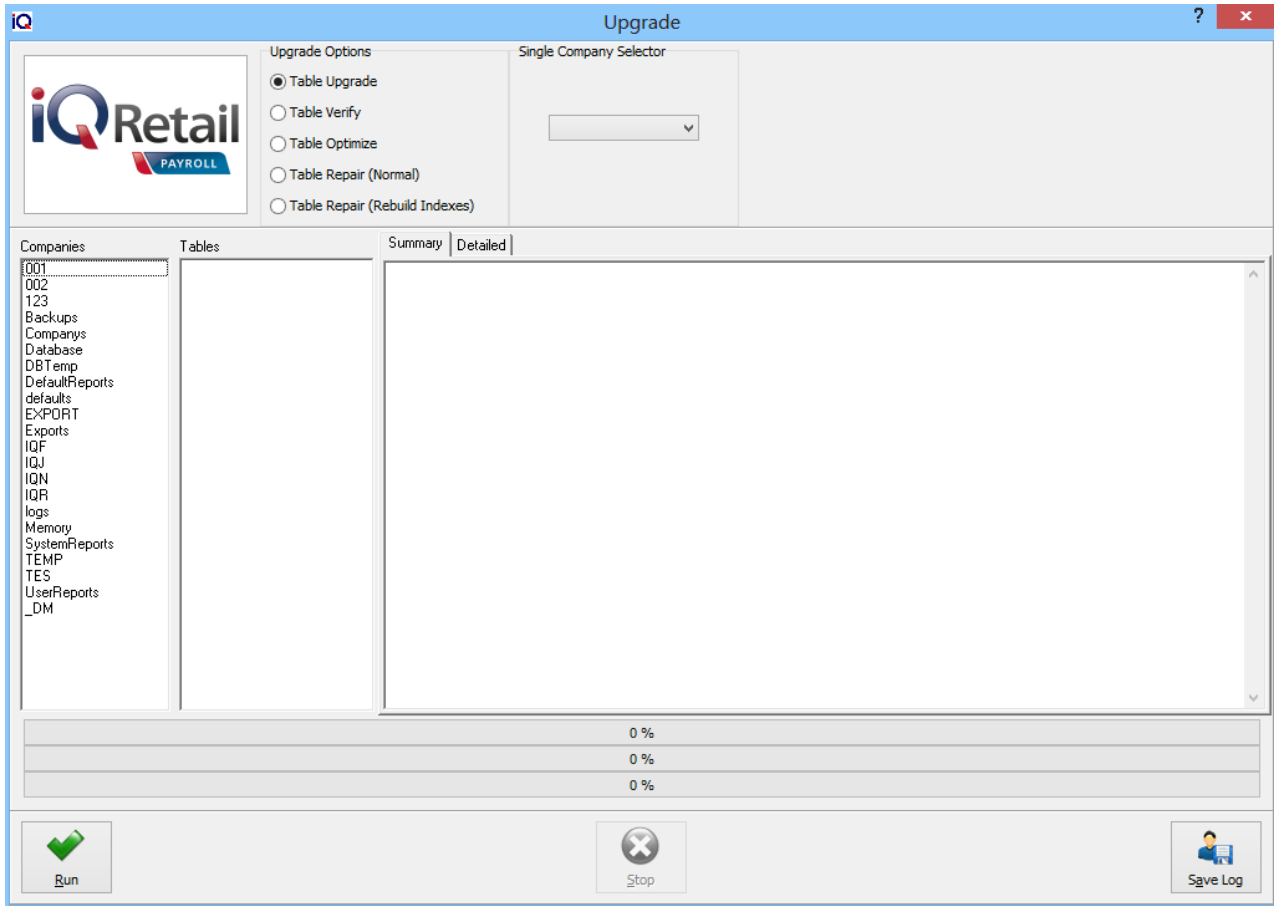
Run the IQPayroll2Inst.exe on the server.

(The installation must not be performed on the workstation – Only on the Server.)



Continue to follow the prompts until the installation is completed.

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



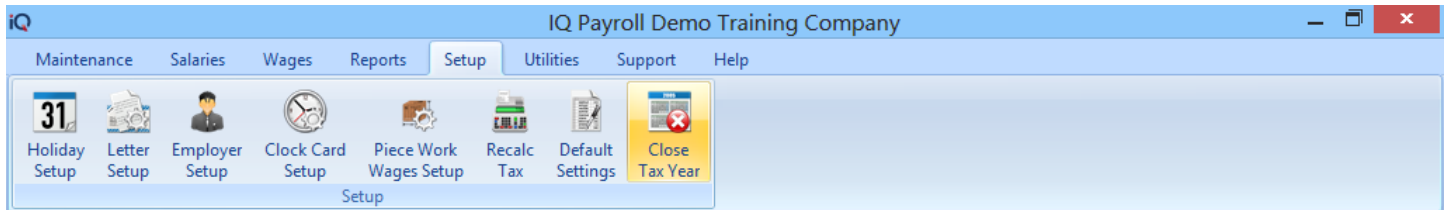
NOTE: If you need more detail on how to install please refer to the How to Install and download document.

Please ensure that the minimum system requirements and technical specifications are met before installing and registering the IQ Software.

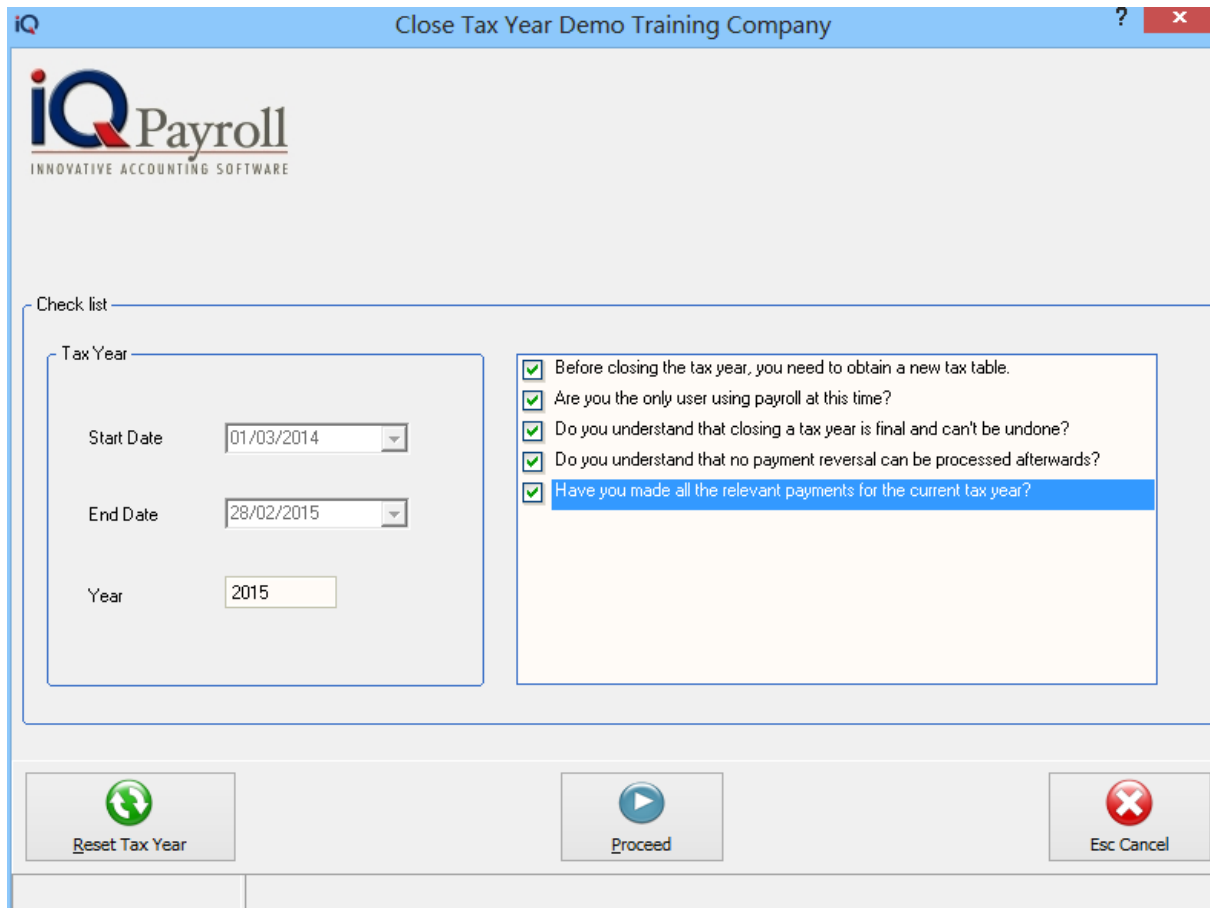
These requirements can be found on the IQ Retail website, www.igretail.co.za, under the Support > General Support menu. Or by following the following link: www.igretail.co.za/igretail/support.php.

STEP 5: CLOSING THE TAX YEAR:

To close the Tax Year. Select the Setup Menu, followed by the Close Tax Year option.

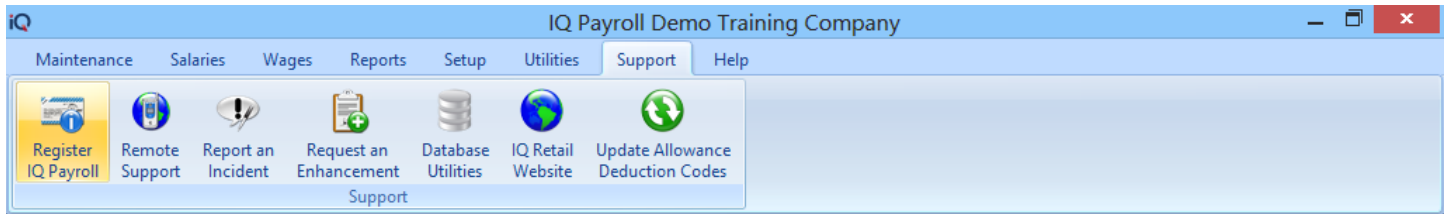


Please ensure that all of the requirements listed on the right of the screen have been completed before proceeding.



STEP 6: REGISTER THE 2016 TAX TABLES + PROOF OF PAYMENT TO IQ RETAIL:

Select Support Menu, followed by the Register IQ Payroll Option



COMPANY DETAILS

Please ensure that all the details in the registration is filled in and correct.

Company Details	
Registered To:	TYPE THE CORRECT COMPANY HERE
Company Suffix:	LD - THIS IS A UNIQUE SUFFIX
Postal Address :	IQ RETAIL
Continent:	AFRICA
Country:	SOUTH AFRICA
Province:	WESTERN CAPE
City / Town :	STELLENBOSCH
Postal Code :	7600

Contact Details	
Owner Name:	IQ RETAIL
Contact Person:	LISA DIMECH
Telephone:	0218800420
Cellphone:	
Fax Number:	0218800488

PLEASE NOTE: Ensure that the Employees Requested and the License Year Requested is correct.

NOTE: The information on this screen is what we keep for our account and database detail, so please ensure that all the information is filled in and correct.

E-MAIL ADDRESSES

Fill in the Customer E-mail Address details. The additional E-Mail Addresses can be used.

The screenshot shows the 'Registration Details' window for iQ Payroll. The 'E-Mail Addresses' tab is active. It contains the following fields and controls:

- Company E-Mail Address:** A text box containing 'INFO@IQRETAIL.CO.ZA'.
- Additional E-Mail Addresses:** A text box containing 'ADDITIONAL@EMAIL.CO.ZA' with an 'Add' button to its right.
- A large empty text box for additional email addresses, with a 'Delete' button below it.
- A note at the bottom of the form: 'These email addresses will be utilized to relay registration information.'

The bottom toolbar includes the following buttons: Import Registration, Cancel, Save & E-Mail, Save & Export, Emergency Web Authentication, and About.

NOTE: Only the e-mail address use on the E-mail Address screen will be use when the registration email is return, not the email address that was used to send the registration email.

PACKAGE DETAILS

Fill in the correct Employees Requested (for all the companies together) and making sure the License Year Requested is correct for example "2016" .

The screenshot shows the 'Registration Details' window for IQ Payroll. The 'Package Details' tab is selected, displaying the following information:

Package:	IQ Payroll
Version:	2.7.1.7
Initial Run:	10/04/2014
Trial Period End Date:	10/05/2014
Request Trial Extension:	Tick For Yes <input type="checkbox"/>
Employees Registered:	500
Maximum Employees Used:	1
Employees Requested:	500
License Year Registered:	2015
License Year Requested:	2016
Reset Registered Employees	Tick For Yes <input type="checkbox"/>

At the bottom of the window, there are six buttons: Import Registration, Cancel, Save & E-Mail, Save & Export, Emergency Web Authentication, and About.

NOTE: If you need more detail on how to resgistr please refer to the How to Install and download document.

If the Save & Export option is used, email the reg.txt file to registrations@iqretail.co.za.

Once payment has been received IQ Retail will invoice you for the new Tax Tables and the registration will be sent back to the listed email in the registration details.

Please send the Proof of Payment for the 2016 Tax Tables to payments@iqretail.co.za or Fax To: **086 519 7293**. The 2016 Tax Table registration will not be returned unless the Proof of Payment was received.

STEP 7: REGISTRATION EMAIL FOR 2016 TAX TABLE WILL BE RETURNED:

You will receive an email, save the reg.txt attachment to e.g. Desktop

Example of Email below:

Dear IQ Retail Client

Please find attached the registration file called "Reg.txt".

Importing the Registration file

To import the registration file go to the registration screen and select the "Advanced" button.

From the Advanced button menu select the ?Import Registration?.

Locate the ?reg.txt? file and select ok. You will be prompted with a message indication if the registration was imported successfully or not.

Please see attached image (registration_help.jpg) for a visual explanation.

Additional Information

Please insure that the minimum system requirements and technical specifications are followed before installing and registering. These requirements can be found on the IQRetail website, www.iqretail.co.za, under the support general support menu. Or by following the following link: <http://www.iqretail.co.za/iqretail/support.php>

Registration Details

Company Name : IQRETAIL - LISA DIMECH
Telephone : 0218800420
Address : IQRETAIL
 IQRETAIL
 STELLENBOSCH
 7600

Select Support Menu Option, followed by the Register IQ Payroll option and select Import Registration



Complete the Admin Number and Password (remember it is case sensitive), and re-type the confirmation code and click OK.

iq Import Registration Data

You are about to import a registration file!
This will **OVERRIDE** any current registration data!

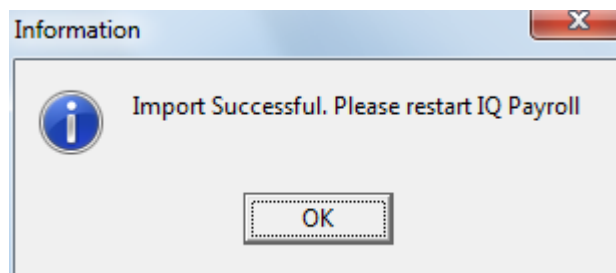
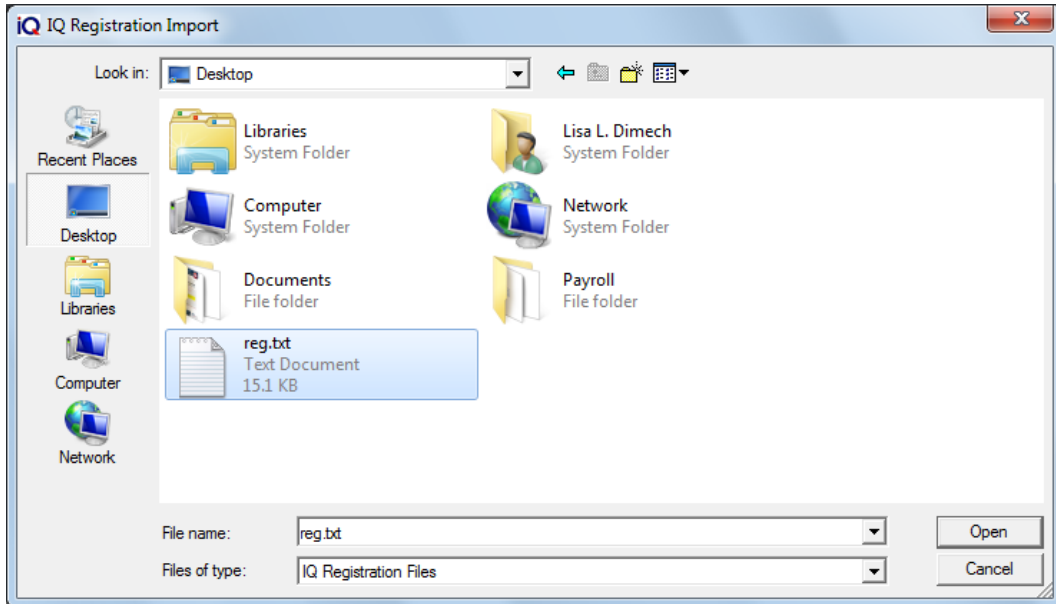
Are you sure you want to do this?

Admin Number:

Admin Password:

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

Go back to the reg.txt file on e.g. your Desktop and open it.



Once Step 7 is completed your 2016 Tax Table will be registered and the Current Working year will display 2016.