

IQ DEBTORS & CREDITORS ATTACHMENTS

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PREFACE

This is the IQ Debtors & Creditors Attachments reference guide for IQ Business & IQ Enterprise software systems.

The document will aid in the understanding and configuration of the IQ Debtors & Creditors Attachments for it to function correctly.

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

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 Debtors & Creditors Attachments 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 Debtors & Creditors Attachments document in some way or another.

Regards,

IQ Retail (Pty) LTD



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INTRODUCTION

The new attachments functionality enables the user to attach multiple documents to any transaction within the Debtors Enquiries and Creditors Enquiries screens.

NOTE: Any document format is allowed and will be attached.

PLEASE NOTE: No restrictions have been placed on document sizes and steps have been taken to ensure no decrease/loss of performance, but very big size documents will have a negative effect overall.

IMPORTANT: The Attachment functionality will be available in **Debtors** and **Creditors** Enquiries **only**, in other words this option is not available in Stock Enquires or Ledger Enquiries.

FUNCTIONALITY

Clicking on the attachments button will bring up the attachments main form, where you will have the functionality option to import, as follows:

ADD & ADD WITH BROWSE CAPABILITIES

ADD

This is a custom attachment dialog to permit the user to a specific directory. The directory will allow the user to step into sub-directories found within the "Root folder", but is not allowed to browse above the 'root' directory. This root directory is setup in the Edit User screen.

Example: If Root directory is set at c:\IQRetail\Folder1. The user can navigate deeper into the folder structure to c:\IQRetail\Folder1\SubFolder1\SubFolder2\SubFolder3\... **BUT** cannot browse to c:\IQRetail.

ADD WITH BROWSE

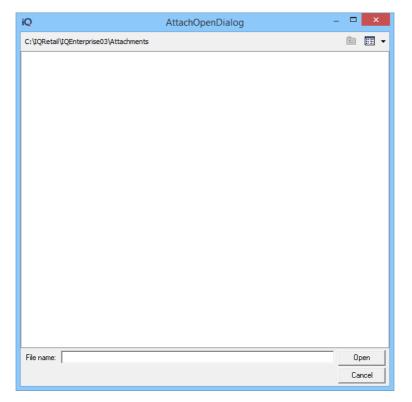
This give the standard Windows dialog and allows the user to navigate anywhere his/her windows permission allow them to.



SETUP

From the IQ Main menu \rightarrow Utilities \rightarrow Setup \rightarrow Menu Access and Security \rightarrow User and Group Maintenance \rightarrow User \rightarrow Select user \rightarrow Edit user.

A root directory element has been included in the User screen. This will allow the administrator of the system to setup a Root (or starting folder) for every user. Every user can have their own folders as well. If no directory is setup the user will be defaulted to the installation path of IQ Retail in a subfolder called 'Attachments' Example: C:\Program Files\IQ Retail\Attachments.



USER SETUP

From the IQ Main menu \rightarrow Utilities \rightarrow Setup \rightarrow Menu Access and Security \rightarrow User and Group Maintenance \rightarrow User \rightarrow Select user \rightarrow Edit user.



ATTACHMENT DIRECTORY

Once the user account has been opened, the Attachment Directory will be available for changes.

			ff Details Versio			
Ret	tail					
ENTE	RPRISE					
Details Biometric	Details					
	Staff Number	1				
	First name	USER 1		Use Classic Menu		
	Surname			Ask For Pin Continuously	 Inherited From Company Setting 	
	Initials			Enable System Notifications		
	Id Number			System Language	English (Default)	~
	Address 1			System Character Set	ANSI_CHARSET	~
	Address 2			Attachment Directory	C: VPOD	~
	Address 3					
	Post Code					
	Telephone					
	Cell Phone					
	E-Mail					
	Report Access Level	0	Ŷ			
	Administrator	Check for Yes				
	PIN Number	Check to Change Pin Cod	e			
	Force Password Change	Check for Yes	On Next Login			
	Every X Days		1			
	Force Using New Password	Check For Yes				
500						
205						-
Detail <u>E</u> mail Setup						Accept

ATTACHMENT DIRECTORY SELECTION

Select the drop-down arrow to change the default attachment directory locations.

Browse for Folder	×
Select Directory	
🕨 🍕 Homegroup	^
This PC	
Music	
Documents	
> 🎼 Desktop	
Pictures	
Downloads	
Videos	
Local Disk (C:)	
DVD RW Drive (D:)	
Lisa External (E:)	~
OK Can	cel
UK Can	UCI

HOW TO ADD AN ATTACHMENT

From the IQ Main menu \rightarrow Debtors \rightarrow Enquiries \rightarrow Select Specific Debtors \rightarrow Display or

From the IQ Main menu \rightarrow Creditor \rightarrow Enquiries \rightarrow Select Specific Creditor \rightarrow Display.

rocessing	Debtors	Creditors	Stock	Ledger	Utilities	Support	Point of Sale	Windows	Help	Shortcuts			
Account Detail	ls												
Account Num	nber	ABC001				Telephone 1		021 456 1234			Select Layout		
Name		ABC Store (Pty) Ltd			Telephone 2					Standard		
Address 1		PO Box 123				Fax Number					OLayout 2		
Address 2		Stellenbosch				E Mail Addres	ss	lisad@igretail.co	.za		O Layout 3		
Address 3		7600				Last Paymen	t Date	04/03/2016			O Layout 4		
Address 4						Last Paymen	t Amount			7 800.00	OLayout 5		
Contact						Credit Limit				5 000.00			
Comment						Reserved Cr	edit Limit			0.00	O Layout 6		
						Credit Limit A	vailable		-	-929 439.27			
Line Commen	nt					Balance Brou	ight Forward	-	1	931 479.27			
Currency		ZAR					Show All	May	2016	~			
							Open Items	Indy	2010	¥			0
e	Code	Re	ference					Debit		Credit	Amount Due		Balance A
	Code IN		ference V395					0.00		Credit 0.00	Amount Due 2 960.00	93	Balance
te /05/2016												9:	
								0.00				93	

Select the specified transaction for example the invoice. Select the Attachment option.



ATTACHMENT OPTION

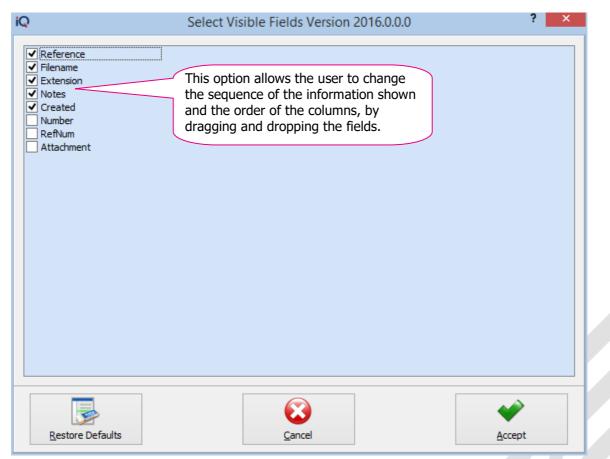
Once the Attachment button has been selected the attachment screen will appear.

2	Attachments Vers	sion 2016.0.0.0	? ×
Attachments Reference	Filename	E Notes	Created
Helelence	riename	E Notes	Cleated
			v
Select Visible Fields	Save to Disk Add	Edit Remo	ve Gose

ADD ATTACHMENT BUTTON EXPLANATION

SELECT VISIBLE

This option enables the user to change the information visible on the screen.



Click on the Accept at the bottom of the screen to apply the visible field selection.

SAVE TO DISK

This option enables the user to change the save location of the attached document to a different folder.



ADD

This is a custom attachment dialog to permit the user to a specific directory. The directory will allow the user to step into sub-directories found within the "Root folder" but is not allowed to browse above the 'root' directory.

This root directory is setup in the Edit User screen.

Example: If Root directory is set at c:\IQRetail\Folder1. The user can navigate deeper into the folder structure to c:\IQRetail\Folder1\SubFolder1\SubFolder2\SubFolder3\... BUT cannot browse to c:\IQRetail.

iQ	Attachments Version 2016.0.0.0	? ×
Attachments		
Reference	Filename	Ext Notes Created
		~
Select Visible Fields Save	ko Disk	Remove
	Browse	

Select the Add, this will open the default define dialog.



iQ	AttachOpenDialog	-		×	
C:\POD				:: ::	•
		_			
File name:				en	
		_	Ca	ncel	

Select the Add, this will open the default define dialog. The default Dialog destination can be changed in the User setup. If the user setup as not changed, the Attached Dialog will open C:\IQRetail\IQEnterprise\Attachments.

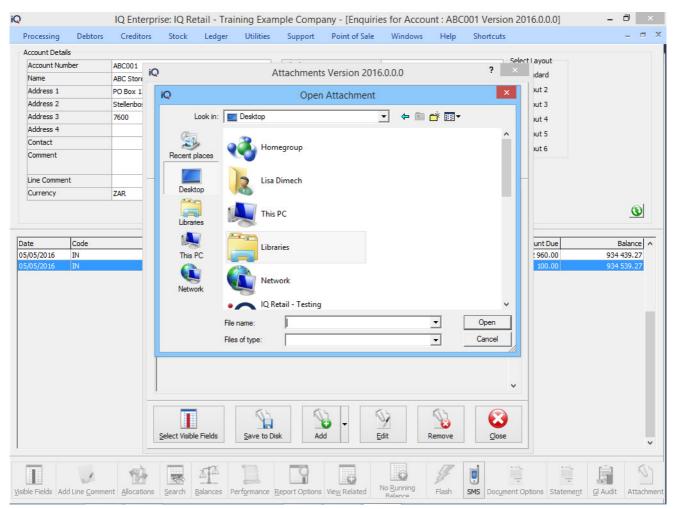
		Staff Details Versi	on 2016.0.0.0	?	×
Staff Details Biometric De	tails Staff Number	1			1
	First name	USER 1	Use Classic Menu		
	Surname		Ask For Pin Continuously	 Inherited From Company Setting 	
	Initials		Enable System Notifications		
	Id Number		System Language	English (Default)	-
	Address 1		System Character Set	ANSI_CHARSET V	
	Address 2		Attachment Directory	C:\POD ~	
	Address 3				
	Post Code				
	Telephone				
	Cell Phone				
	E-Mail				
	Report Access Level	0	Y		
	Administrator	Check for Yes			
	PIN Number	Check to Change Pin Code			
	Force Password Change	Check for Yes On Next Login			
	Every X Days		1		
		Check For Yes			

Select Accept once attachment directory has been selected.



ADD WITH BROWSE

This gives the standard Windows dialog and allows the user to navigate anywhere his/her windows permission allow them to browse.



EDIT

This option allows the user to edit the attachment information.

iQ	Attachm	ent Edit Version 2016.0.0.0 ? ×
Filename		ABC001 INV397
Notes		Sign copy of Customer Invoice, proof of receipt
Selection	ESC Cancel	F 10 Accept

REMOVE

This option allows the user to delete an existing attachment.

CLOSE

This option allows the user to close the Attachment screen.





SECURITY

From the IQ Main menu \rightarrow Utilities \rightarrow Setup \rightarrow Menu Access and Security \rightarrow User and Group Maintenance \rightarrow Group \rightarrow Select Group \rightarrow Group Menu & Security Settings \rightarrow Access Setup.



Once the Access Setup has been selected the search option will display at the bottom of the screen type the relevant security number and select first, select the check box if applicable for the Group, repeat this function for all security codes.

iQ	Security Profile	- processing (Access Setup) Version 2016.0.0.0		- 🗇 🗙
	Profile Details Group - Access Setup Profile Number Profile Description processing			
		Menu Setup Access Settings Setup Display Grids		
		ID - Function -10616 - Running Balance -10617 - Preview -10618 - Flag Document -10619 - Email -10620 - Document Preview -10625 - Document Preview -10625 - Document Preview -10625 - Occument Print -10625 - GL Audit -10626 - Send SMS -10627 - Maintain SMS Templates -10628 - Save To Disk -106281 - Select Visible Fields -106283 - Add -106285 - Edit -106286 - Remove 11200 - Interest Charging 11300 - Recurring Charges 114000 - Marketing 11500 - Credit Control -106281 1	Access	Warning
Select <u>A</u> ll	Expand All Collapse All	Reload Profile		<u>S</u> ave Profile



SECURITY CODES AMENDMENTS FOR DEBTORS & CREDITORS ATTACHMENTS

Security was included into the Debtors and Creditors access areas:

Select Visible Fields	106281 / 206281
Save to Disk	106282 / 206282
Add	106283 / 206283
Add with Browse	106284 / 206284
Edit	106285 / 206285
Remove	106286 / 206286

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