

IQ DEBTORS ACCOUNT VERIFICATION

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PREFACE

This is the IQ Debtors Account Verification reference guide for IQ Business & IQ Enterprise software systems.

The document will aid in the understanding and configuration of the IQ Debtors Account Verification for it to function correctly.

Although every effort has been made to keep this IQ Debtors Account Verification 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 Account Verification. This is due to the continuous development and improvement of the IQ Debtors Account Verification.

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 Account Verification 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 Account Verification document in some way or another.

Regards,

IQ Retail (PTY) LTD



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INTRODUCTION

Account verification for Debtors will allow the user to supply a verification password to each Debtor Contact(s) per selected processing module(s).

Once verification has been enabled, the verification password feature will be displayed upon processing, to allow the client to enter his/her password to continue with the processing of the document.

No processing will be allowed to continue if an incorrect password has been entered and the verification feature is enabled.

- Once verification has been activated/enabled in Debtors→ Maintenance, the option will require a verification password within the multiple contact form.
- Specific processing modules can be selected to enable account verification per processing module.
- Entering the verification password and re-entering the password is required by the client/user. This is a standard process to ensure the accuracy of the password and prevent password typing errors.
- A unique password per contact is required by the system, this will ensure correct verifications upon processing of the verified client/user. Duplicate passwords are not allowed within the selected debtor.
- Once the Debtors account is selected in the processing module the verification password screen will be presented to the client/user in the processing modules.
- Verification will be shown once the debtor has been selected and before the processing of documents commence.

NOTE: Debtors Account Verification will be available in the following modules: Invoices/Recurring Charges, Credit Notes, Sales Orders, Quotes, Job Cards, Point of Sale, Debtors Receipts and Agent Transactions.

SETUP

STEP 1

The first thing to do is to enable Debtors Account Verification in the system.

From the IQ Main menu \rightarrow Utilities \rightarrow Setup \rightarrow Company Details \rightarrow Default Settings 1 \rightarrow Enable Debtors Account Verification.

STEP 2

The go to do is to enable Debtors Account Verification in the system.

From the IQ Main menu \rightarrow Utilities \rightarrow Setup \rightarrow Company Details \rightarrow Default Settings 1 \rightarrow Enable Debtors Account Verification.



From the IQ Main menu \rightarrow Utilities \rightarrow Setup \rightarrow Company Details \rightarrow Default Settings 1 \rightarrow Enable Debtors Account Verification.

iQ		Company Details Version 2016.0.0.0								
Comp	any Details Company Logo Control Numbers Default Settings (1) Default Settings (2) Enterprise Settings Closing Dates Integration Accounts Tax Rates EMail Extra Charges								
Defa	It Settings - Page 1									
Г										
-		an option, start typing. Up and down arrows move between nignlighted items.								
	Enable Tender Screen Security	Use Auto Manufacturing in invoicing Display all available Prices for Custom Price list								
	Enable Supervisor Overrides on Tender Screen	Auto-Generate References for Ledger Journals Ask for Volumetric Detail Automatically								
	Stock Adjustment Confirmation	Enable Wildcard / Partial searching for Lookup Dialogs Allow Document Scanning in Deliveries								
	Link Major and Minor Departments	Automatically Allocate to Uldest Balance Allow Multiselect processing of Documents								
	Link Minor Departments and Stock Categories	Allow Changing of Line Total in Processing Module Allow Mandatory field setup for Debtors/Creditors								
	Link Stock Categories and Stock Ranges	Entorce Completion or User Denned Heids in Processing Enable Debtors Account Verification								
	Enable Quotes & Purchase Order Indicator	Crable Style Management								
	Link Job card Number to Purchase Order	Crable Cash Deposits in Order Modules								
	Limit Quantity on GRV from Purchase Order	Chapter Lassy Literation in Quotes								
	Enable External Charges	Crable Consolidated Ordering								
	Disable Dot Matrix Advanced Printing Options	chable Consolidated Ordering Auto Transfering								
	Enable Weekly Age Analysis Reports	Relax Supplier Invoice No Checking (Limit To Supplier)								
	Show Auto Generated Relations	Crable GRV Control Total								
	Do order control on purchase orders	Enable Multiple Beeps on Item Not Found Errors								
	Print Debtors Receipts in Involcing	Enable Voucher Tender Validation								
	Enable Deliveries and Collections	Clear Expired vouchers on End of Day								
	Show Supplier Code in Processing Module	Enable IV Licenses in Sales Urgers								
	Check for Duplicate Order Numbers in Processing Module	Chable One Step Warehouse Institers								
	Stock Multiple bin Locations	Allow Line by Line Great limit check								
	PDF Exports - Use Embedded Fonts	Show Landed Cost in Processing								
	Use Rep Per Line Item In Processing Module	Prevent Discount Lender % on Promotions								
	Auto-Populate Account Numbers	Prevent Discount Tender % on Ivon Discount Ttems								
	C C C C C C C C C C C C C C C C C C C	>								
	Enable this setting to	Allow Debtor Account Verification security check in the Processing Modules.								
L										
		Accent								
		<u>H</u> ucht								

The go to do is to enable Debtors Account Verification on the system.

From the IQ Main menu \rightarrow Debtors \rightarrow Maintenance \rightarrow Edit or Add.

iC	2					IQ Enterpri	se: IQ Ret	ail - Trai	ining Exar	nple Comp	bany			-
	Processing	Debtors	Creditors	Stock	Ledge	r Utilities	Support	: Poin	t of Sale	Windows	Help	Shortcuts		
	į.	COLE	199	1	J. B.		1		%		Real Contraction	(¢	1
	Maintenance	Receipts	Cash Deposits	Deposit Refunds	Journals *	Allocations	Enquiries	Reports *	Interest Charging	Recurring Charges	Marketing	Credit Control	Notifications	Close Debtor Period
							De	btors						



ENABLE ACCOUNT VERIFICATION

The enable Account Verification option will be available on the Debtor Maintenance screen for each debtor individually.

	ail									
unt Details Picture N	Multiple Contacts/I	Delivery Addresses	User Defined Data	Recurring Charge	es B2B/EDI	Store Dep	artments	Extra Charges		
Account Number	ABC001		De	elivery Address	78 Main Road			Normal Rep	1	
Name	ABC Store (Pty) Ltd			Stellenbosch			Group Account	-	Ū
Alternative Name					7600			Terms	60 Dave	
Trading As								Credit Limit	00 Days	5 000
Title	Mr		Deliv	erv Postal Code				Enforce Credit Limit Chec	king 🔽 Tick for Yes	
Initials	Z			elivery Route		1		Insured Credit Limit		
I.D. Number				MS Marketing	Tick for Ve			Interest Risk Profile		
Contact			Ce	Inhone Number		5	•	Exclude from Interest ?	Tick for Yes	
Birthday			~ ~	Eax Number				Export Status	1 Harres	
Company Registr No.				Bank Name				Invoice Disc%		0.00
Debtor Group		No Group		Bank Account				Apply as Line Discount	Tick for Ves	0.00
Debtor Sub Group	*		Ba	ok Sub Account			_	Sottlement Discourt	Je nector res	0.00
On Hold	Click for	Options	Ba	nk Branch Code				Setuement Disc 76	h.	0.00
Status	CICKIO	Options	Ba	ank Eft Number				Own Price Lint	Own pricelist	~
Area			Bar	k Account Type				Default Laward	Price List 3 - Cust5	-
Postal Addross	DO Rev 122		Darl	Drase Of Devenant	Total for Ve	_	~	Derault Layout	Layout 1	~
Postal Address	PO Box 125		Ddrik	Mail Address	dimension for the	5	-	Payment Method	Not Selected	¥
	TCOO			Mail Documents	umechtisa ug	mail.com		Allow Cook Colo	Tel for Yes	
	7600			Tax (VAT) po	IV HICK TOF TE	•	1	Allow Cash Sale	Tick for Yes	
Destal Code	8			Vat Status	N. Ly Let			Require Inv Order No	I lick for tes	
Country				Currency	Normal Vat Cl	ent	~	Notification		~
Country Tolophone Number 1	001 455 1004			his Assessed Vasifier	Fire Cliv	k for Optio	06			
Telephone Number 1	021 456 1234		Ena	Die Account Verifica	ation Circ	K IOI Opuo	(IS			
Telephone Number 2			Enter	Verification Passwi	ord(s) Verific	ation Passv	vora(s)			
~										

After selecting the enable account verification check box, the Select Processing Module screen will appear.

Choose from the list of Invoices/Recurring Charges, Credit Notes, Sales Orders, Quotes, Job Cards, Point of Sale, Debtors Receipts and Agent Transactions.

iQ	Select Processing Module Version 2016.0.0.0	? ×
Invoices and/or Recurring	Charges	
Credit Notes		✓
Sales Orders		✓
Quotes		✓
Job Cards		✓
Point of Sale		
Debtors Receipts		✓
Agent Transactions		✓
Selection ES	C Cancel F10 Acc	cept

Select the relevant module, to select all options, right click and choose to select all.



CREATING PASSWORD FOR INDIVIDUAL ACCOUNT USERS

The first thing to do is to enable Debtors Account Verification on the debtor's account and then add or edit Multiple Contacts with passwords.

From the IQ Main menu \rightarrow Debtors \rightarrow Maintenance \rightarrow Edit or Add \rightarrow Select the Multiple Contacts/Delivery Addresses Tab \rightarrow Add or Edit.

	Debtor Mai	ntenance l	Q Retail - T	raining Exar	nple Compa	ny Version	2016.0.0.0		? ×
Account Details Picture Multiple Contacts/De	livery Addresses	User Defined	Data Recurri	ing Charges B2	B / EDI Store D	Departments	Extra Charges		
AUTO ACCOUNT DBRANCH NAME	CONTACT	ADDRESS1	ADDRESS2	ADDRESS3	ADDRESS4	NUMBER	CELLPHONE F	AX EMAIL	^
6 ABC001 002 ABC Store	Henry					021 880 00		henry@abc.co.za	
5 ABC001 001 ABC Stores	Jenny					465465454		jenny@abc.co.za	
									>

EDITING SELECTION OPTIONS

ADD

The Add option allows the user to add Multiple Contact/Delivery Address Details.

EDIT

The Edit option allows the user to edit or change an existing Multiple Contact/Delivery Address Details, allows password to be added if Multiple contact existed before the Debtors Verification selection.

DELETE

The Delete option allows the user to delete a Multiple Contact/Delivery Address Details that will not be used again.



ADDING A VERIFICATION PASSWORD

Select the browse button under the Verification Password option.

Debtor Delive	ry Addresses Version 2016.0.0.0 ? ×
Enter Branch Number Enter Company Name Contact Name Enter Contact Number Enter Address 1 Enter Address 2 Enter Address 3 Enter Address 4 Cellphone Fax Number Email Address	003 ABC Stores Barry 082 000 0000
Use Email Address For Verification Password	F10 Accept

Once the browse button has been selected the Password Verification screen will appear, type the user Password twice.

iQ	Change Verification Passv	vord Version 2016.0.0.0	?	×
Password Re-Type Password		****		
Selection	SC Cancel	F10 Accept		



PROCESSING WITH ACCOUNT VERIFICATIONS

Debtors Verification can be used in the various processing modules (Invoices/Recurring Charges, Credit Notes, Sales Orders, Quotes, Job Cards, Point of Sale, Debtors Receipts and Agent Transactions) and when using a Point of Sale Cash account selecting a Debtors Credit Purchase.

PROCESSING OPTIONS (INVOICING)

From the IQ Main menu \rightarrow Processing \rightarrow Invoicing \rightarrow Select the Debtors Account Number.

iC	2					IQ E	Enterprise	e: IQ Ret	tail - Trai	ining Exa	mple Cor	npany			-	٦	×
ſ	Processing	g De	btors	Creditors	Stock	Ledger	Utilities	Suppor	t Poin	t of Sale	Windows	Help	Shortcuts				
	lnvoicing	Credit Notes	Goods Receiving	Returned g Goods	Sales Orders	Purchase Orders	Quotes	Job Cards	Debtor Receipts	Debtor Journals	Creditor Journals	Agent Transactions	Request For Quote	Supplier Delivery Notes	Claims		
								Proc	essing								

Select the Account number for the Debtor, once the account number has been selected the Account Verification Password screen will appear.

Allow the person from the customer company to enter his or her password.

iQ		IC) Enterprise: I	Q Retail - Tra	aining Exam	ple Company	- [Invoicin	g Version	2016.0.0.	0]	-	
Processing	Deptors	Creditors	Stock Ledge	er Utilities	Support	Point of Sale	Windows	Help	Shortcuts			_ = X
Processing Account Detai Account No Name and Add ABC Store (Pt 78 Main Road Stellenbosch Tel Email lisad@iq	Debtors is ABC001 fress Details y) Ltd retail.co.za		Invoice Details Invoice Details Invoice Date Invoice Number Delivery Methor Order Number Rep Number Invoice Memo	06/05/2016	Support	Point of Sale Additional Deta Store Departme Source Docume	Windows ils ent No	Help t Applicable	Shortcuts	Totals Invoice Indu Yes Cash Sale Yes Internal Order I Goods Total Discount Amnt	sive No No No	0.00 0.00
Invoice Disc %		0.00 👻	Delivery Note N	• iQ Acco	ount Verifica	tion Version				Vat Amount		0.00
Code		Description		Veri	fication Pas	sword	Retai	e	Qty	Disc %	Total	×
			0.00 0.00 0.00 0.00						Promotio Total	n Discount	Calculate Pr	omotions 0.00 0.00
Supervisor Log	off Import F	F7 Long Desc. F8	Item Details	Use	r Defined Data			Actions	Flash	F6 Process & I	Display F10 Proc	cess & Print

Once the password has been entered correctly, the IQ user can continue with the transaction.

PASSWORD CONFIRMATION

Once the password has been entered correctly, an information screen will appear stating the Debtor user name and the company name specifying the verification has been successful. Selecting Ok and normal processing can proceed.

iQ			IQ Enterpr	rise: IQ	Retail - Tra	ining Exam	ple Company	- [Invoic	ing Version	2016.0.0.0)]		- 0 ×
Processing	Debtors	Creditors	Stock	Ledger	Utilities	Support	Point of Sale	Window	s Help	Shortcuts			- 🔿 X
Account Details Account No ABI Name and Address ABC Store (Pty) 173 Main Road Stellenbosch Tel Email issad@igrets Invoice Disc %	ail.co.za		Invoice D Invoice N Delivery I Order Nu Rep Num Invoice N Delivery I	etails late umber Method her Note No	06/05/2016	v unt Verifica Bary fror has has b	Additional Det Store Departm Source Docum	ails ent ?	Not Applicable	Qty	Totals Invoice Inclus © Yes Cash Sale Yes Internal Order N Goods Total Discount Amnt Vat Amount Total Quantity Disc %	Ne No No No Total	0.00 0.00 0.00 0.00
										Promotion Total	n Discount	Calculate	Promotions 0.00 0.00
Supervisor Logoff	Import	F7 Long Desc.	S Item Details	5	User	Defined Data			Actions	Flash	F6 Process & D	isplay F10 P	rocess & Print

OVERRIDE PASSWORD

An Administrator/Supervisor can override the verification password by right clicking on the verification screen background displaying the Supervisor Override or by selecting the Override button

This option will allow the user to override a transaction if the user has not yet created a password for the user or for the customer that has perhaps forgotten the password.

iQ Acco	ount Verification Version	?	×
Veri	fication Password		
	Supervisor Override		
	INCOLOR DE LA COLOR DE LA C	Re	



CASH SALE – CREDIT PURCHASE

iQ						IQ En	terprise	: IQ Reta	il - Tr	aining Exa	ample Co	ompany				-	٥	×
	Proce	essing	Debtors	Creditors	Stock Leo	lger U	tilities	Support	Po	int of Sale	Window	ws Help	Short	cuts				
-	M			Š	Š	6			•	Ê	2023	Û	\bigotimes	\star	8			
	Sales	Debtors •	Creditor Payments	Stock Enquir Price Looku	ries Price up Lookup	Reprint Last	View Sales	Open Drawer	Petty Cash	Laybyes *	POS Setup ▼	POS Back Office ▼	Change Shift	Promotions	Loyalty Functions			
	90 C	ash Sale						Point of Sa	le									
		ash Refun	d															

From the IQ Main menu \rightarrow Point of Sale \rightarrow Sales \rightarrow Cash Sale \rightarrow Select Stock Codes.

NOTE: The customer verification will only be available if the Account Sale, Credit Purchase option is use.

Q		Point of	Sale Vers	sion 2016.0.0.0		? ×
ic	The intellig	ent choice.			Sa	le Total
INNOVATIVE	ACCOUNTING SOFTWARE				342	2.50
Tax Invoice						
Code BM001 BM004	Description Cement PVC 50kg Sand	Price Qty Total 200.00 1.00 142.50 1.00	200.00 142.50	Cashier	1 - USER 1	8
				Discount		0.00
				Quantity		1.00
				Stock Code		~
				Unit Price		0.00
		2.00	342.50		F12 For More Options	
F1 - Subtotal	F2 - Void Line F3 - Suspend F4	+ - Void Sale F5 - Customer	F7 -	Customer Info	Logon F9 - Loyalty F10 - Turn Printer	Off



F5 CUSTOMER SELECTION

Select the F5 – Customer Selection option, this will display a list of all you existing customers (Debtors, Maintenance).

		Search Version 201	6.0.0.0				× ×
	Search Selection	- [F7] To Switch [F3] Next	Search By - double click t	o chang	je		
			DEFAULT				
	C Filter Records		NAME BIDEBTORTYPE CURRENCY CURRENCYNAME TRADINGAS VendorNumber				
			GROUP				
Account	Name	Telephone	Balance	Initials	Title	Contact	,
ABC001	ABC Store (Ptv) Ltd	021 456 1234	944 239.27	Z	Mr		
BLA001	Black - Terms 30 Days	0218800000	24 231.75	Р	Mr	Peter	
BLU001	Blue - Credit Limit R1		6 974.85	т	Mrs		
BRO001	Brown - Vat Exempt (Export)		494.81	J			
COD001	COD ACCOUNT		0.00	E			
COD001 FC001	COD ACCOUNT Foreign Currency - Dollar		0.00 5 359.52	E O			
COD001 FC001 GRE001	COD ACCOUNT Foreign Currency - Dollar Green	021 854 000 000	0.00 5 359.52 61 545.10	E O T	MRs	Theresa	_
COD001 FC001 GRE001 GRE002	COD ACCOUNT Foreign Currency - Dollar Green Grey - Settlement Disc (Farmer)	021 854 000 000	0.00 5 359.52 61 545.10 1 599.12	E O T K	MRs Mr	Theresa Ken Grey	
COD001 FC001 GRE001 GRE002 TBS001	COD ACCOUNT Foreign Currency - Dollar Green Grey - Settlement Disc (Farmer) The Bargain Store - Head Office	021 854 000 000	0.00 5 359.52 61 545.10 1 599.12 19 211.12	E O T K W	MRs Mr	Theresa Ken Grey Peter	
COD001 FC001 GRE001 GRE002 TBS001 TBS002	COD ACCOUNT Foreign Currency - Dollar Green Grey - Settlement Disc (Farmer) The Bargain Store - Head Office The Bargain Store - Durban	021 854 000 000	0.00 5 359.52 61 545.10 1 599.12 19 211.12 0.00	E O T K W P	MRs Mr Dr	Theresa Ken Grey Peter	
COD001 FC001 GRE001 GRE002 TBS001 TBS002 TBS003	COD ACCOUNT Foreign Currency - Dollar Green Greey - Settlement Disc (Farmer) The Bargain Store - Head Office The Bargain Store - Durban The Bargain Store - Johannesburg	021 854 000 000	0.00 5 359.52 61 545.10 1 599.12 19 211.12 0.00 0.00	E O T K W P F	MRs Mr Dr	Theresa Ken Grey Peter	
COD001 FC001 GRE001 GRE002 TBS001 TBS002 TBS003 WHI001	COD ACCOUNT Foreign Currency - Dollar Green Grey - Settlement Disc (Farmer) The Bargain Store - Head Office The Bargain Store - Durban The Bargain Store - Johannesburg White - Normal Debtor	021 854 000 000	0.00 5 359.52 6 1 545.10 1 599.12 19 211.12 0.00 0.00 3 071.16	E O T K W P F A	MRs Mr Dr	Theresa Ken Grey Peter	

Select the relevant debtor and select Accept

Q		IQ Ente	rprise: IQ Re	etail - Trai	ining Example Company		- 0 ×
iQ			Point of	Sale Vers	ion 2016.0.0.0		? 🗙
	The intelliger POS ACCOUNTING SOFTWARE	at choice.				4	Sale Total
Tax Invoice							
Code BM001 BM001	Description Cement PVC 50kg Cement PVC 50kg	Price Qty 200.00 200.00	Total 1.00 1.00	200.00 200.00	Cashier	1 - USER 1	8
					Discount		0.00
					Quantity		1.00
					Stock Code	l	~
					Description		
					Unit Price		0.00
			2.00	400.00	Account Number Name	ABC001 ABC Store (Pty) Lt	d
			2.00			F12 For More Options	
F1 - Subtotal	F2 - Void Line F3 - Suspend F4 - V	Void Sale F5 - Custome	F6 Credit Pu	rchase F7 -	Customer Info	ogon F9 - Loyalty F10 - Tur	n Printer Off

Once the Customer has been selected the Account Number and Name will be displayed.

NOTE: At this stage, the Account Verification will not appear, only once the F6 Credit Purchase option is selected.



VERIFICATION PASSWORD – CREDIT PURCHASE



Select the F6 Credit Purchase option, once selected the Debtor's password verification screen will appear, allow the Customer's representative to enter his or her password.



Once the password has been entered, press the enter key on the keyboard.



Once the password has been entered correctly, an information screen will appear stating the Debtor user name and the company name specifying the verification has been successful. Selecting Ok and enter the order number if required, whereby the Cash Sale will be completed and the Cash Sale Invoice will Print.





OVERRIDE PASSWORD

An Administrator/Supervisor can override the verification password by right clicking on the verification screen background displaying the Supervisor Override or by selecting the Override button.

This option will allow the user to override a transaction.



Once the transaction has been processed and printed the Tax Invoice will display the Debtors Details and Account Purchase details. The debtors account has increase with the Invoice amount.

iQ	Preview	- 🗇 🗙
الم الح	🔋 🗊 🖉 🚺 🖣 1 of 1 🕨 🕅 Close	
	IQ Retail (Pty) Ltd Address detals Tel nu Email address	^
	Tax Invoice	
	Till 1 Sale # 146 12:34:17 06/05/2016	
	Code Description Qty Total	
	BM001 Cement PVC 5 1 200.00 BM001 Cement PVC 5 1 200.00	
	Vat Included 49.12	
	Subtotal 400.00	
	Debtor Details ABC001 ABC Store (Pty) Ltd P0 Box 123 Stellenbosch 021 456 1234 1234 4 count Details	
	Account Purchase 400.00	
	Cashier USER 1 ** Computer generated copy of original ** Innovative Accounting Software by IQRetail Thank for your support visit our website www.igretail.oz.a office hours	~
Page 1 of 1		



HOW TO VIEW THE DEBTORS ACCOUNT VERIFICATION SELECTION

Debtors Verification can be viewed by looking at two different options. One by checking to see the Account Verification has been switch on the Account and secondly viewing the user number on the transaction from the password verification debtor user.

CHECKING ACCOUNT VERIFICATION

Checking Account Verification from the Select Visible Field option will display the multiple contact numbers.

From the IQ Main menu \rightarrow Debtors \rightarrow Enquiries \rightarrow Select a Debtors \rightarrow Display \rightarrow Select Visible Fields \rightarrow AccVerification



The AccVerification will display a Y if the Account Verification has been selection, if blank the Account Verification has not been switch on.

2	IQ Enterprise: IQ Reta	il - Training Example C	ompany - [D	ebtors Enquir	es Ver	sion 2016.0.0.0]	- 0	X
Processing Debtors C	reditors Stock Ledger	Utilities Support	Point of Sale	Windows	Help	Shortcuts	-	. 🗆 X
	Sort Order Com	ments				Available Filters		
	Account		1			Clear Filter		
-	Account					>r10000 = ZAR		
Retai	○ Name					Accounts for TBS Age > 30days	5	
ENTERPRISE	O Trading Name					Area = JHB and Status =	= S	
						Interest		
	Alternative Name				<u>©</u> [
Enquiries User Data								
	NAME		0	ONTACT			TOTAL AccVerificatio	
ABC001	ABC Store (Ptv) Ltd			ONTACT			947.669.27 Y	
BLA001	Black - Terms 30 Days		Pe	eter			24 231.75	
BLU001	Blue - Credit Limit R1						6 974.85	
BRO001	Brown - Vat Exempt (Export)						494.81 Y	
COD001	COD ACCOUNT						0.00	
FC001	Foreign Currency - Dollar						5 359.52	
GRE001	Green		T	heresa			61 545.10	
GRE002	Grey - Settlement Disc (Farmer)		Ke	en Grey			1 599.12	
TBS001	The Bargain Store - Head Office		Pe	eter			53 836.12 Y	
TBS002	The Bargain Store - Durban						0.00	
TBS003	The Bargain Store - Johannesburg	1					0.00	
WHI001	White - Normal Debtor						3 071.16	
XXX001	XXX Retailers (Multiple Details)						19 602.21 Y	
								~
Record Count: 13								
Record County 15								
Export	ance Select <u>V</u> isible Fields	Eilter Advan	ced Filter	Search	Colo	Purs Flash	Seguence	D lay



VIEWING THE USER NUMBER ON THE TRANSCATION FROM THE PASSWORD VERIFICATION

Switching on the Select Visible Field will display Multiple Contact number on the transactions .

From the IQ Main menu \rightarrow Debtors \rightarrow Enquiries \rightarrow Select a Debtors \rightarrow Display \rightarrow Select Visible Fields \rightarrow AccVerifyby

iQ	Select Visible Fields Version 2016.0.0.0	×
✓ DATE ✓ CODE ✓ REFERENCE ✓ DEBIT ✓ CREDIT ✓ AMOUNT_DUE PayDate AmountDue Balance NUMBER ARCOUNT ORDERNUMBER BRANCH DBRANCH DRANCH ORDERNUMBER BRANCH DRENCH AMOUNT CURRENCY CURRENCY CURRENCY CURRENCY PROFIT TAX PAIDUP REP DC AGE USER	TAXABLE SSTATUS GLAUDIT PSTATUS UNIQUE CHEQUENO TAX_IND ITRANSFERNO TAX_ARTE DOCDATE ISINVOICE COMMPERC LEDGER EXTRAINFO1 MUSTRINT OverrideDisSEttlePerc DELIVERYNOTE CRRECON_Partial COMMENT ✓ ACCVERIEYEY DUEDATE EVALRATE EVALRATE EVALRATE EVALDATE SALENUMER TILINUMBER CREATED MODIFIED ISSELECTED LINKACCOUNT DiscStatus STATUS STATUS	
Restore Defaults	Cancel	Accept

These numbers are automatically allocated to each multiple contact by IQ.

Accurt Number T5001 T5001 Standard Address 1 89 Protes Avenue Fac Number Standard Address 2 Stelenbooch Last Payment Date O(3)/2016 Usyout 3 Address 4 Address 4 Contact Peter Output 4 Output 5 Contact Peter Credit Limit 480000 Output 6 Carrency ZAR Bance Brought Forward 19 211.12 Output 6 Nee Nove 300000 0.00 28 70.00 00 Nee Nove 300000 0.00 28 70.00 9 Output 5 300000 0.00 28 70.00 9 9 Nee Standard 19 211.12 0.00 0.00 28 70.00 9 Obj2/2016 IN NV-90 28 750.00 0.00 28 70.00 9 9 Obj2/2015 IN NV-90 28 750.00 0.00 28 70.00 9 9 Obj2/2015 IN NV-90 28 750.00 0.00 28 70.00 9 9 Obj2/2015 <td< th=""><th>rocessing</th><th>Debtors</th><th>Creditors</th><th>Stock</th><th>Ledger</th><th>Utilities</th><th>Support P</th><th>Point of Sale</th><th>Windows</th><th>Help</th><th>Shortcuts</th><th></th><th></th><th></th></td<>	rocessing	Debtors	Creditors	Stock	Ledger	Utilities	Support P	Point of Sale	Windows	Help	Shortcuts			
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	Show H	lints										Accept

The Auto number will reflect in the Debtors Enquiries screen, using Select Visible Field to display the field.

NOTE: Remember to save the Select Visible Field changes, otherwise the column change will be lost.

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.

NOTE: Two security codes will be applicable for Debtors account verification namely: Allow Override in Account Verification and Allow Account Verification Selection.

ALLOW ACCOUNT VERIFICATION SELECTION (10135)

The Allow Account Verification Selection will allow the user to switch on the Account Verification in Debtors \rightarrow Maintenance \rightarrow Add or Edit \rightarrow Allowing the user to select the Processing Modules.

	Security Profile	e - processing (Access Setup) Version 2016.0.0.0		_ 0	×
	Profile Details				
	User - Access Setup				
	Profile Number 0				
Retail	Profile Description processing				
- ne tan	Company IQR				
ENTERPRISE	Staff Number 2				
	Staff Name SARAH				
Co Description	Log In Group Arrow	Menu Setup Access Settings Setup Display Grids ID - Function - 100120 - Allow Unrestricted Trading Branch Selection - 100121 - Allow Free Typing In Town Field - 100122 - View Manager Cost - 100123 - Allow Override in Account Verification ID - Supplier Delivery Notes ID 0000 - Supplier Delivery Notes ID 0000 - Claims ID 1000 - Maintenance - 10102 - Add - 10103 - Add - 10104 - Delete - 10105 - Colours - 10106 - Advanced Sort - 10107 - Gridmode Edit ID 108 - Debtor Field Changes - 10121 - Select Visible Fields - 10131 - Import - 10135 - Allow Account Verification Selection	Access	Access Group	

ALLOW OVERRIDE IN ACCOUNT VERIFICATION (100123)

The Allow Override in Account Verification will allow the Administrator / Supervisor to override the account verification password in Processing \rightarrow Invoicing (or any other processing module) \rightarrow Account Selection.

iQ	Secu	rity Profile	- processing (Acces	s Setup) Version 2	016.0.0.0		-	🗇 🗙
	Profile Details		-	•				
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	Profile Number 0							
Retail	Profile Description proce	essing						
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Select <u>All</u>	Expand All	<u>C</u> ollapse All	Clear Selection		Reload Profile	Rese <u>t</u> To Group	Settings <u>S</u> a	ve Profile

SECURITY CODES AMENDMENTS FOR DEBTORS & CREDITORS ATTACHMENTS

Security was included into the Debtors and Creditors access areas:

Allow Account Verification Selection 10135

Allow Override in Account Verification 100123

---END OF DOCUMENT---

