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IQ DEBTORS ACCOUNT VERIFICATION

P R E F A C E

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.

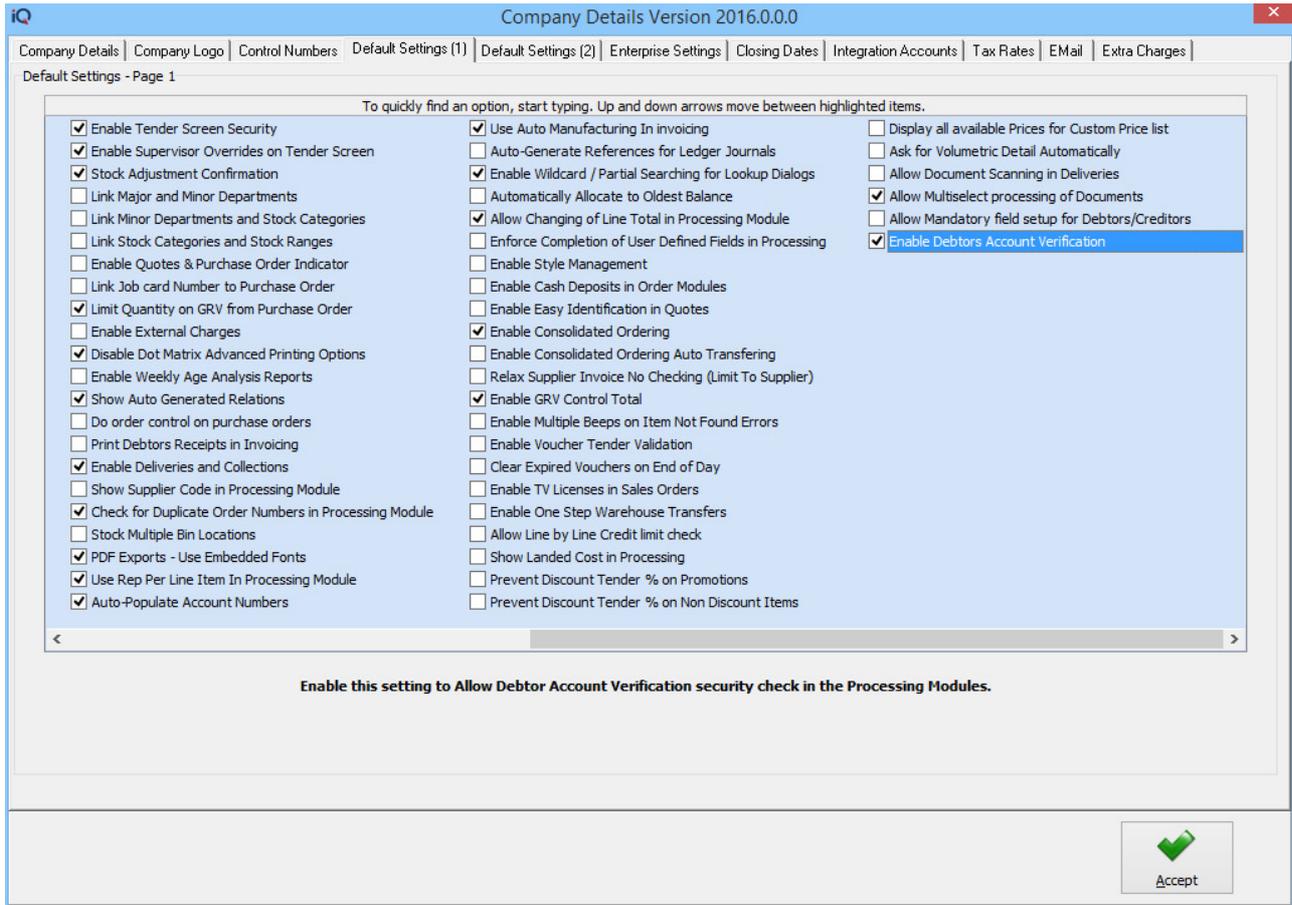
From the IQ Main menu → Utilities → Setup → Company Details → Default Settings 1 → Enable Debtors Account Verification.

STEP 2

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

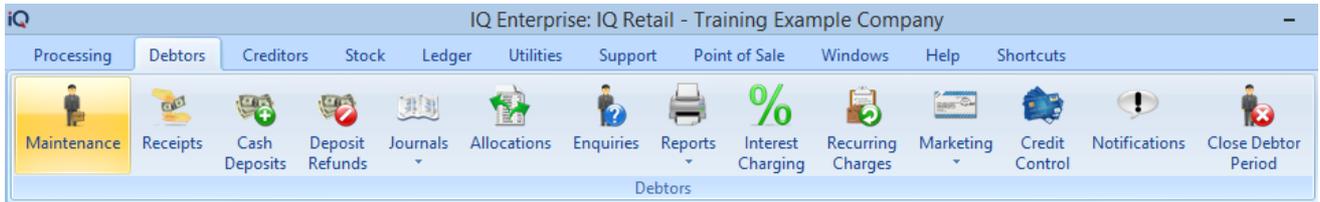
From the IQ Main menu → Utilities → Setup → Company Details → Default Settings 1 → Enable Debtors Account Verification.

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

From the IQ Main menu → Debtors → Maintenance → Edit or Add.



ENABLE ACCOUNT VERIFICATION

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

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.

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 → Debtors → Maintenance → Edit or Add → Select the Multiple Contacts/Delivery Addresses Tab → Add or Edit.

AUTO	ACCOUNT	DBRANCH	NAME	CONTACT	ADDRESS1	ADDRESS2	ADDRESS3	ADDRESS4	NUMBER	CELLPHONE	FAX	EMAIL
6	ABC001	002	ABC Store	Henry					021 880 004			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.

Enter Branch Number	003
Enter Company Name	ABC Stores
Contact Name	Barry
Enter Contact Number	082 000 0000
Enter Address 1	
Enter Address 2	
Enter Address 3	
Enter Address 4	
Cellphone	
Fax Number	
Email Address	barry@abc.co.za
Use Email Address For	<input type="checkbox"/> Select Modules
Verification Password	<input type="text"/> ...

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

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.

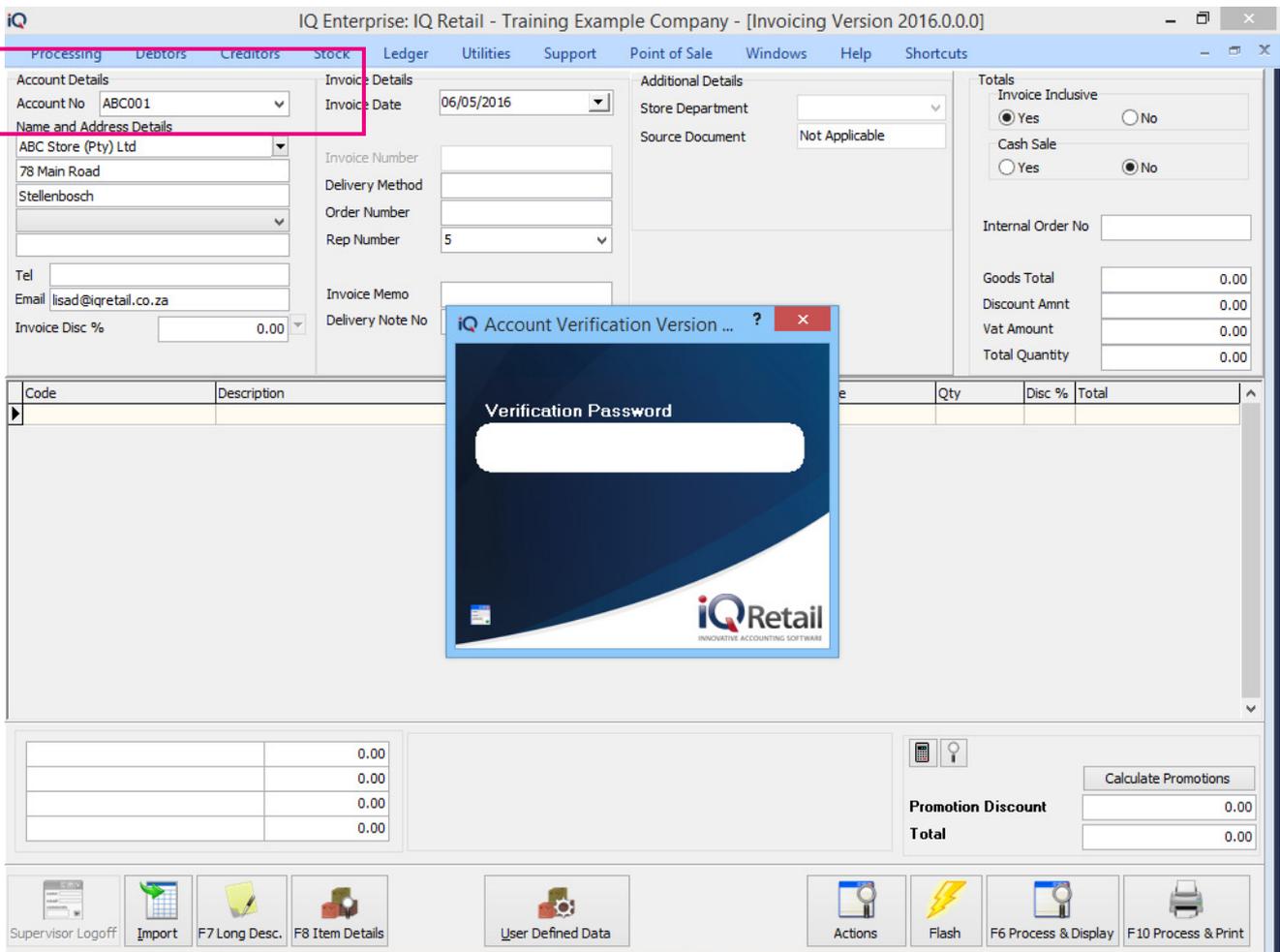
PROCESSING OPTIONS (INVOICING)

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



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

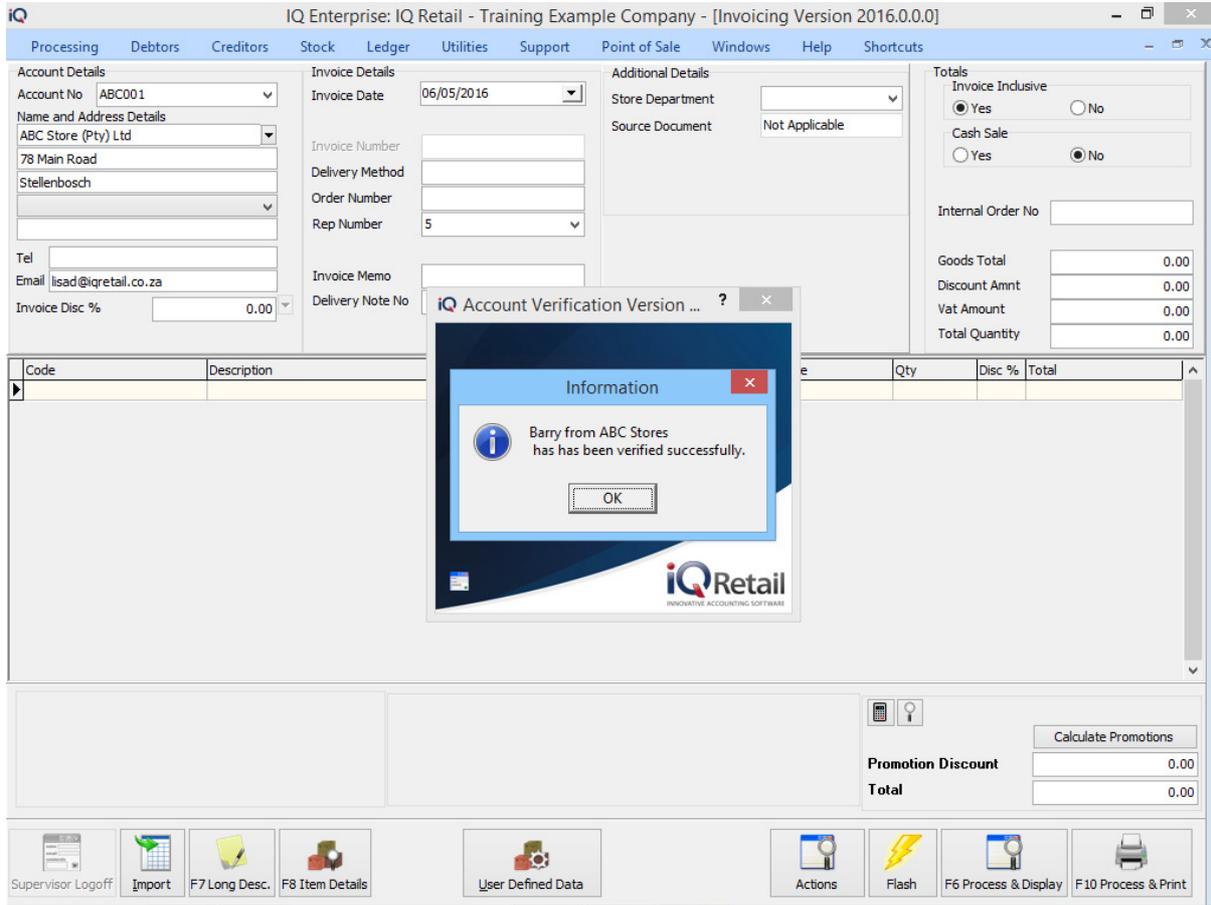
Allow the person from the customer company to enter his or her password.



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

PASSWORD CONFIRMATION

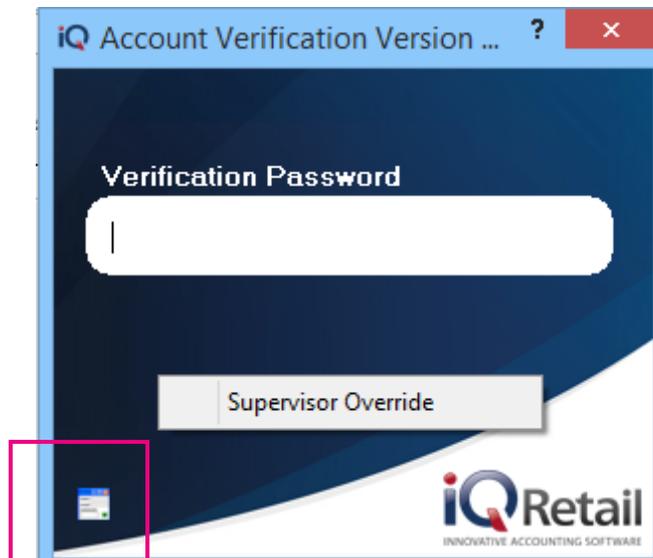
Once the password has been entered correctly, an information screen will appear stating the Debtor user name and the company name specifying the verification has been successful. Selecting Ok and normal processing can proceed.



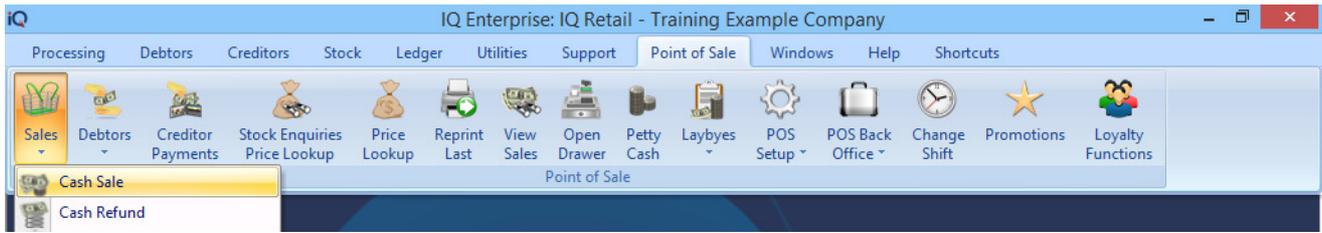
OVERRIDE PASSWORD

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.



CASH SALE – CREDIT PURCHASE



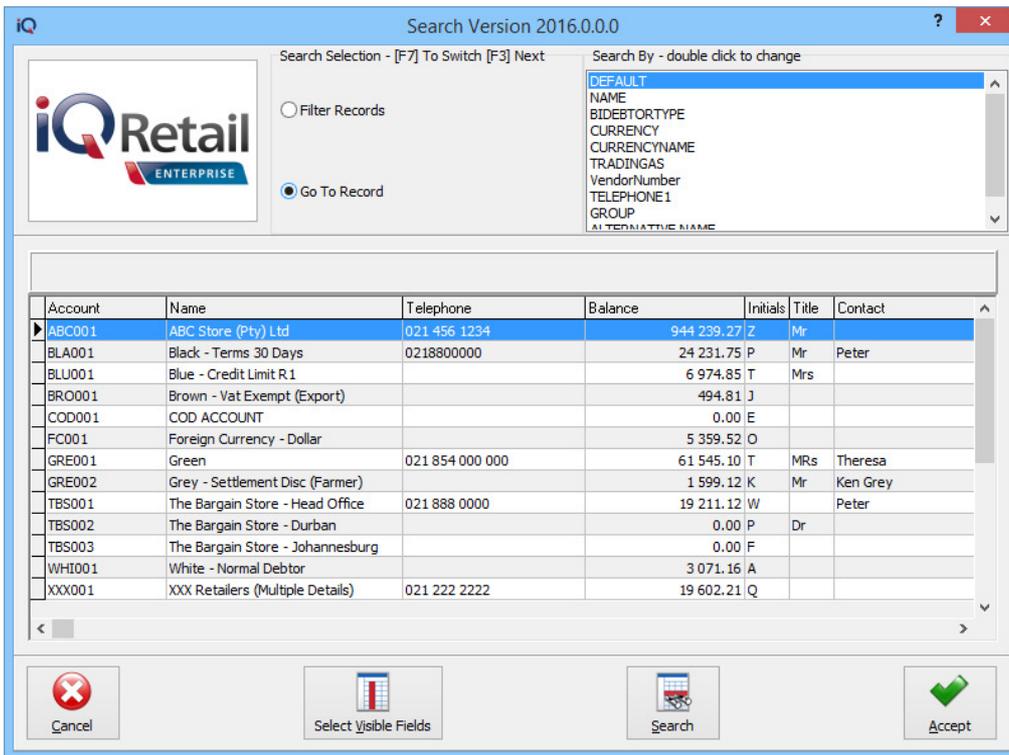
From the IQ Main menu → Point of Sale → Sales → Cash Sale → Select Stock Codes.

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

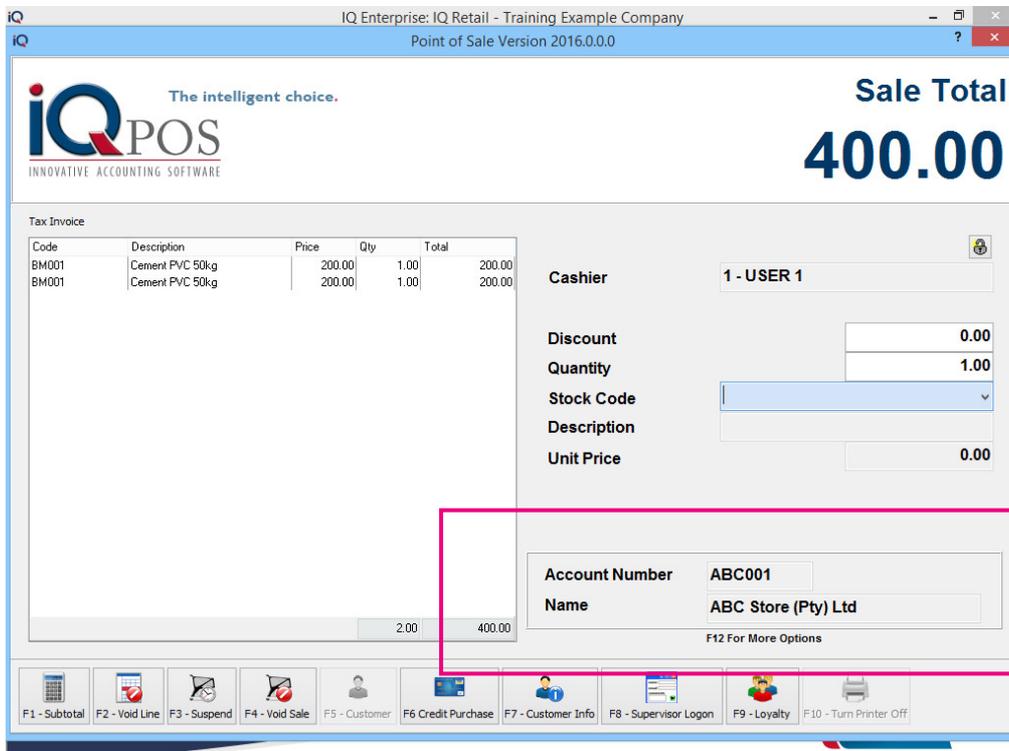


F5 CUSTOMER SELECTION

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



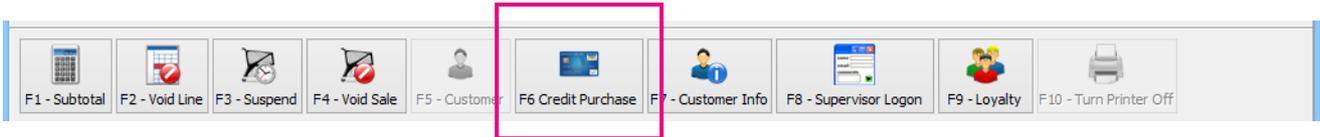
Select the relevant debtor and select Accept



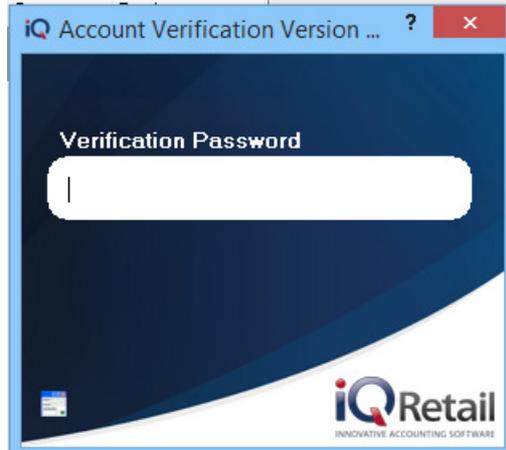
Once the Customer has been selected the Account Number and Name will be displayed.

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

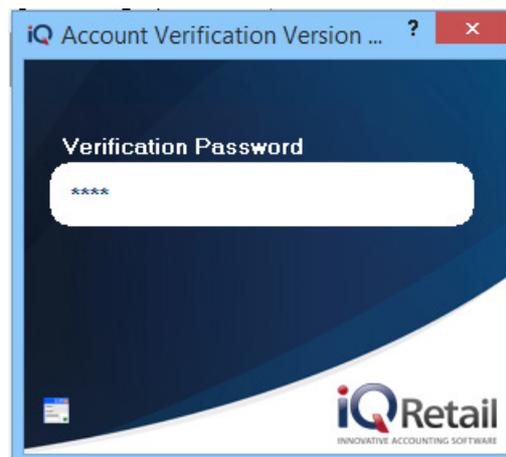
VERIFICATION PASSWORD – CREDIT PURCHASE



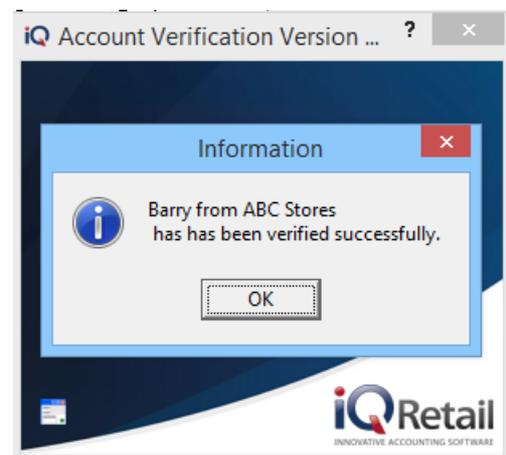
Select the F6 Credit Purchase option, once selected the Debtor’s password verification screen will appear, allow the Customer’s representative to enter his or her password.



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



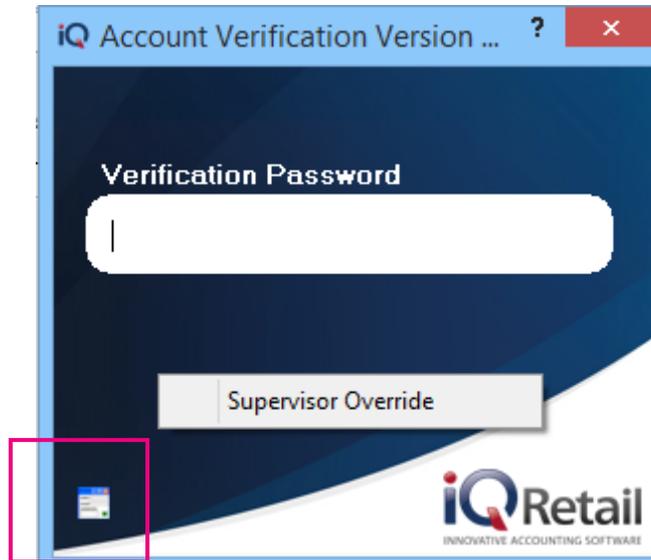
Once the password has been entered correctly, an information screen will appear stating the Debtor user name and the company name specifying the verification has been successful. Selecting Ok and enter the order number if required, whereby the Cash Sale will be completed and the Cash Sale Invoice will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



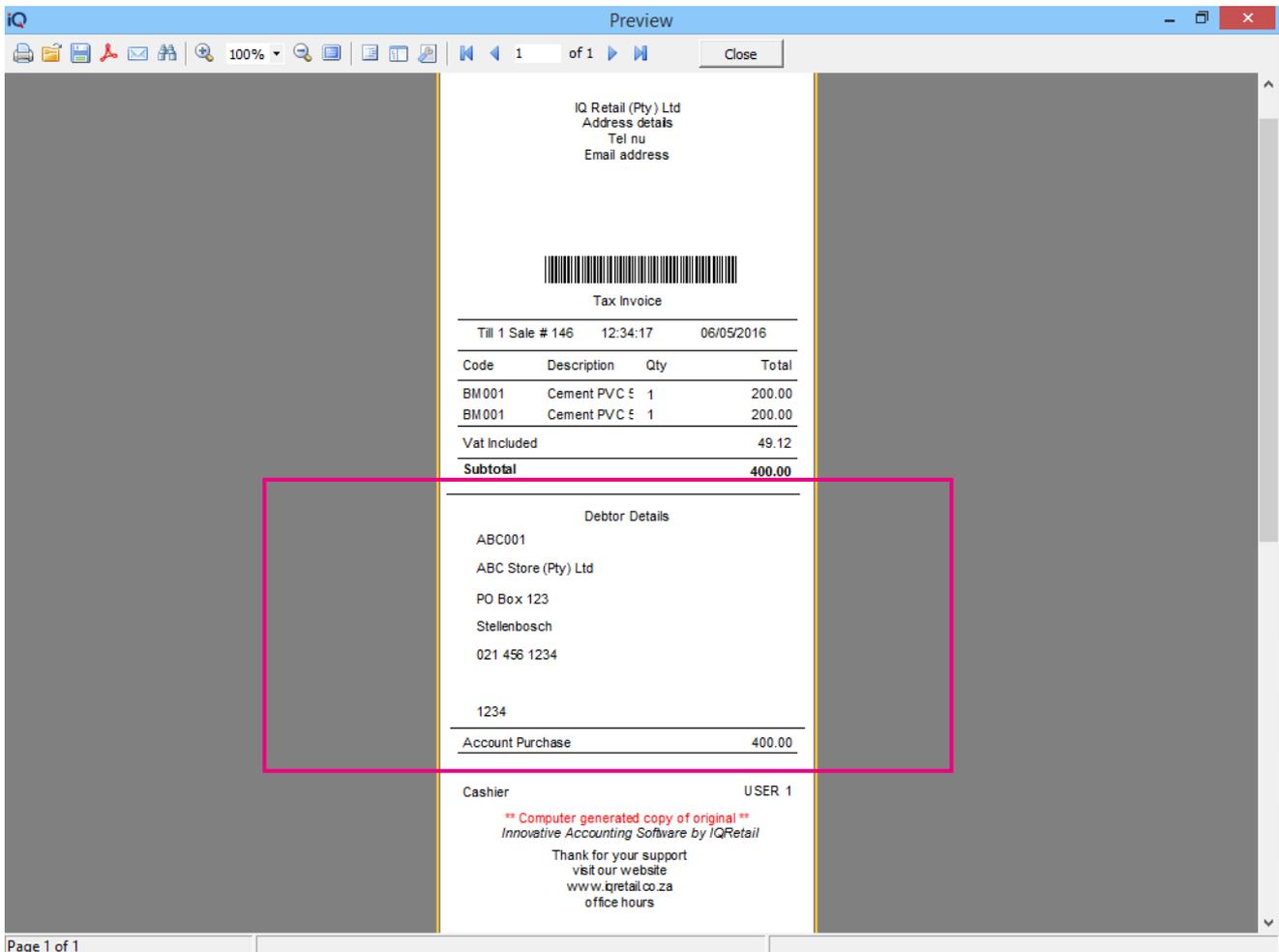
OVERRIDE PASSWORD

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.



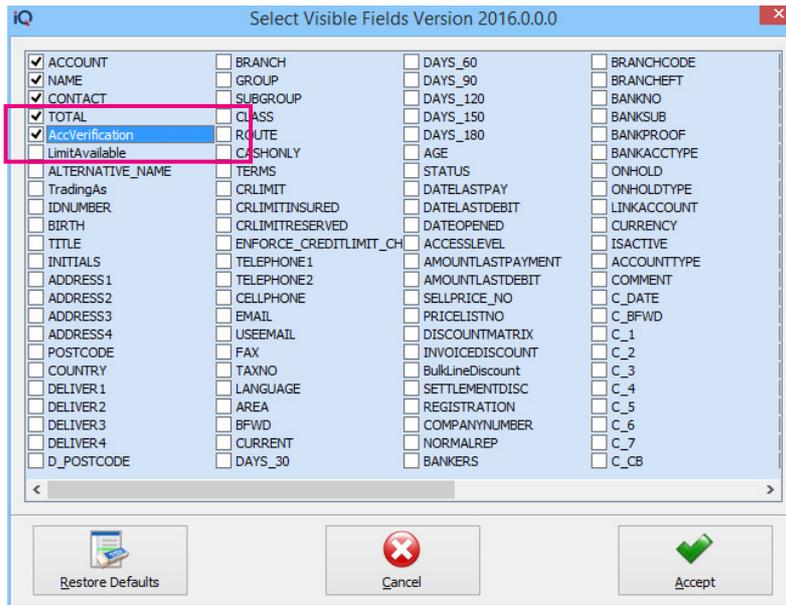
HOW TO VIEW THE DEBTORS ACCOUNT VERIFICATION SELECTION

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.

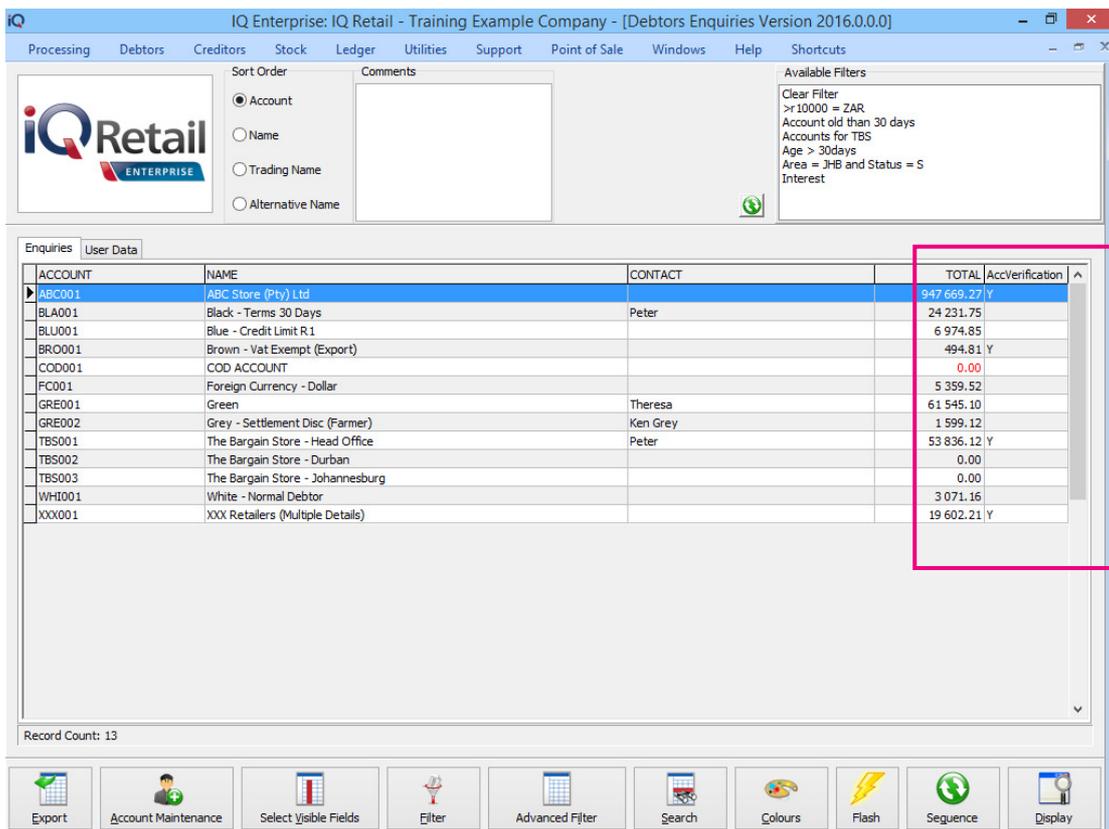
CHECKING ACCOUNT VERIFICATION

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

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



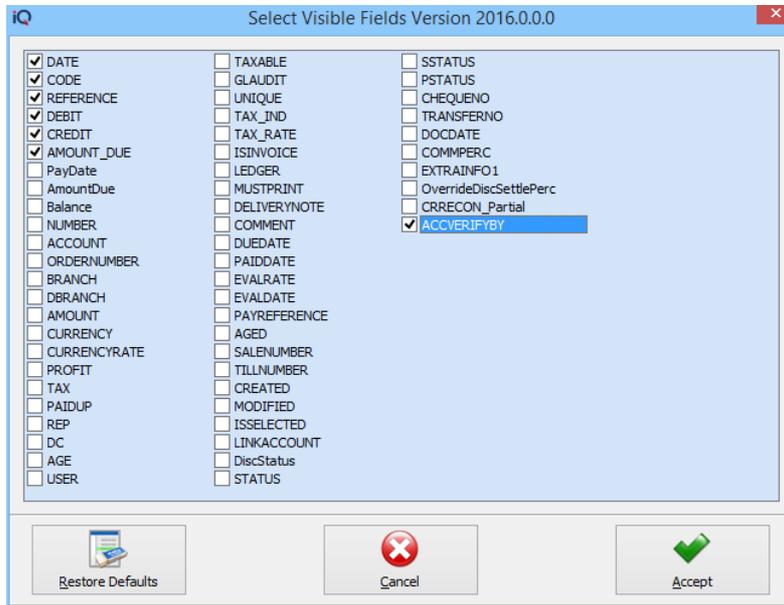
The AccVerification will display a Y if the Account Verification has been selection, if blank the Account Verification has not been switch on.



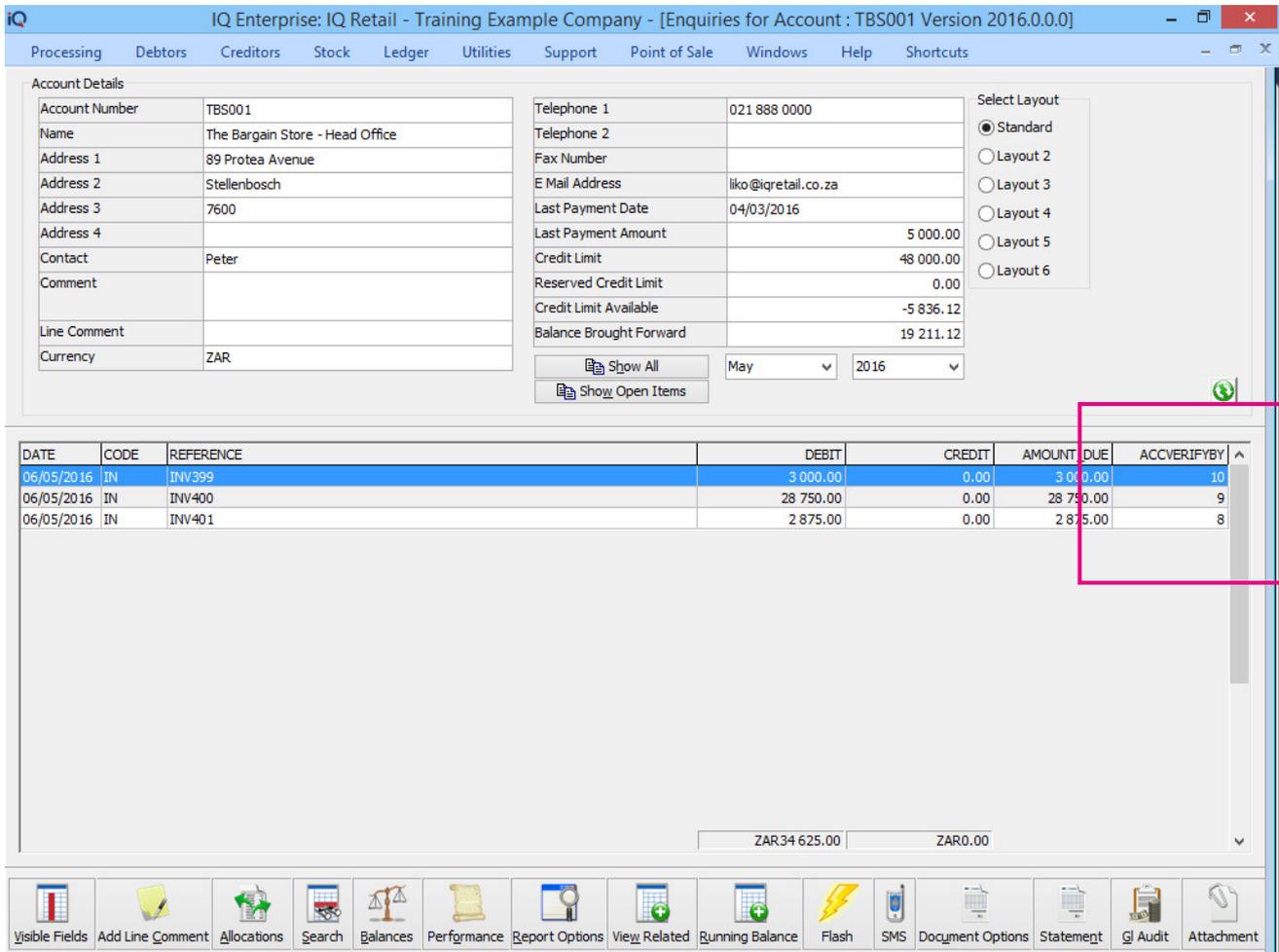
VIEWING THE USER NUMBER ON THE TRANSACTION FROM THE PASSWORD VERIFICATION

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

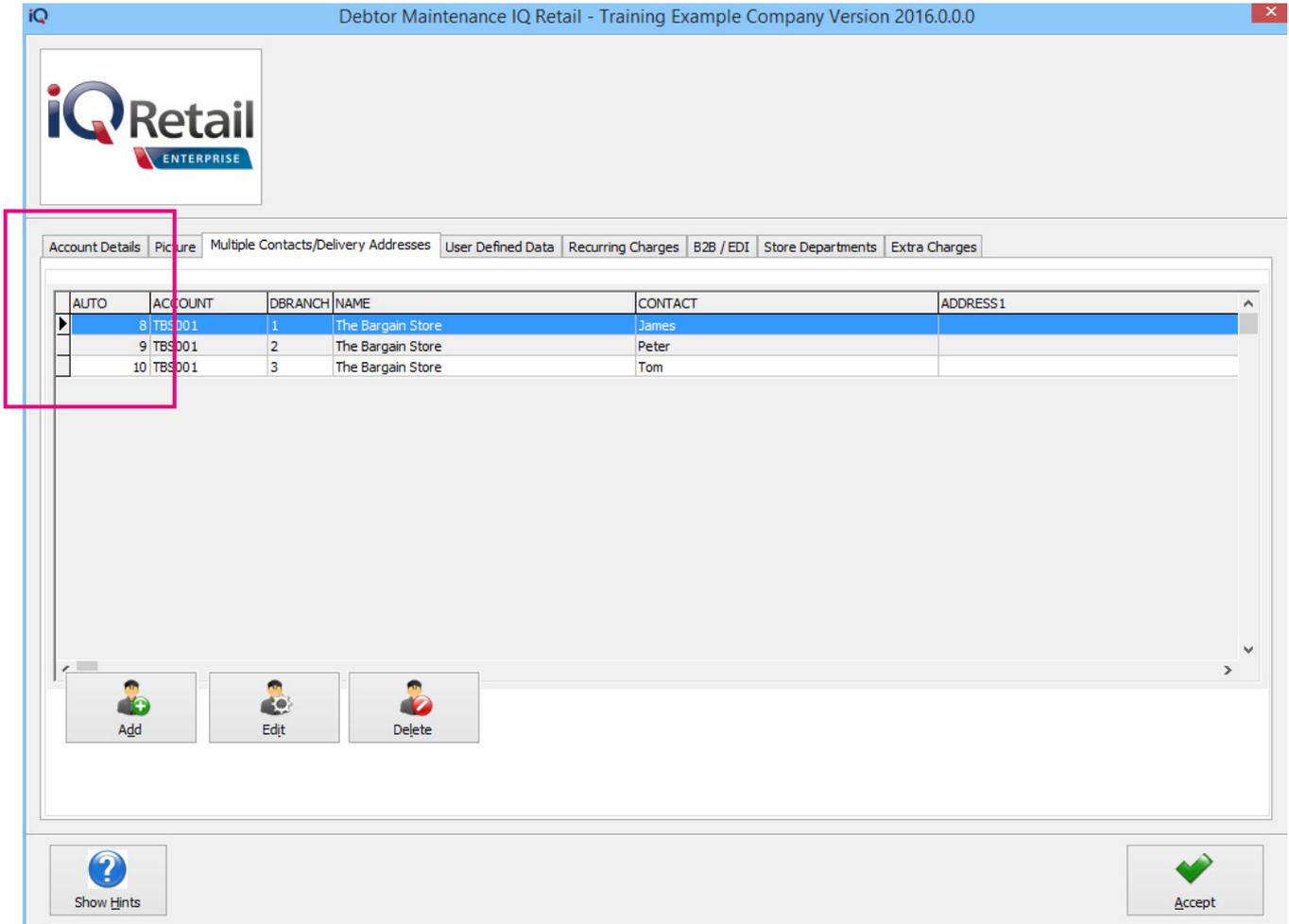
From the IQ Main menu → Debtors → Enquiries → Select a Debtors → Display → Select Visible Fields → AccVerifyby



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



From the IQ Main menu → Debtors → Maintenance → Select a Debtors → Multiple Contact\Delivery Addresses Tab.

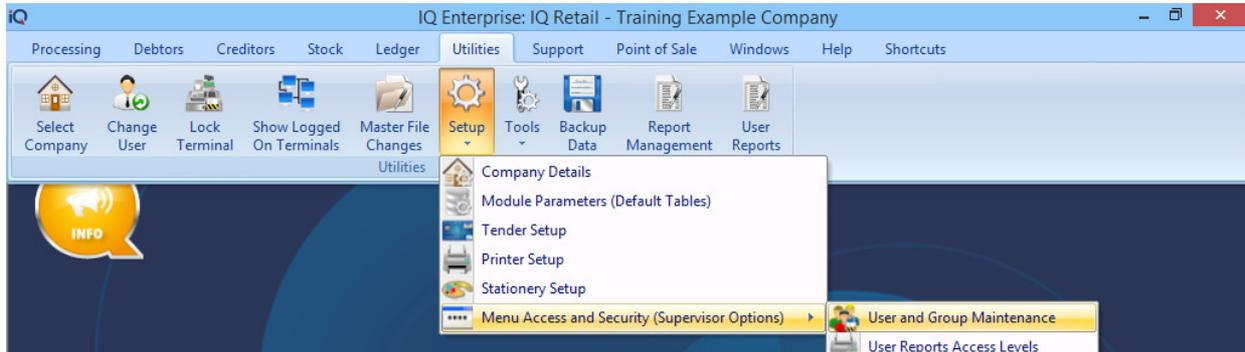


The Auto number will reflect in the Debtors Enquiries screen, using Select Visible Field to display the field.

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

SECURITY

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

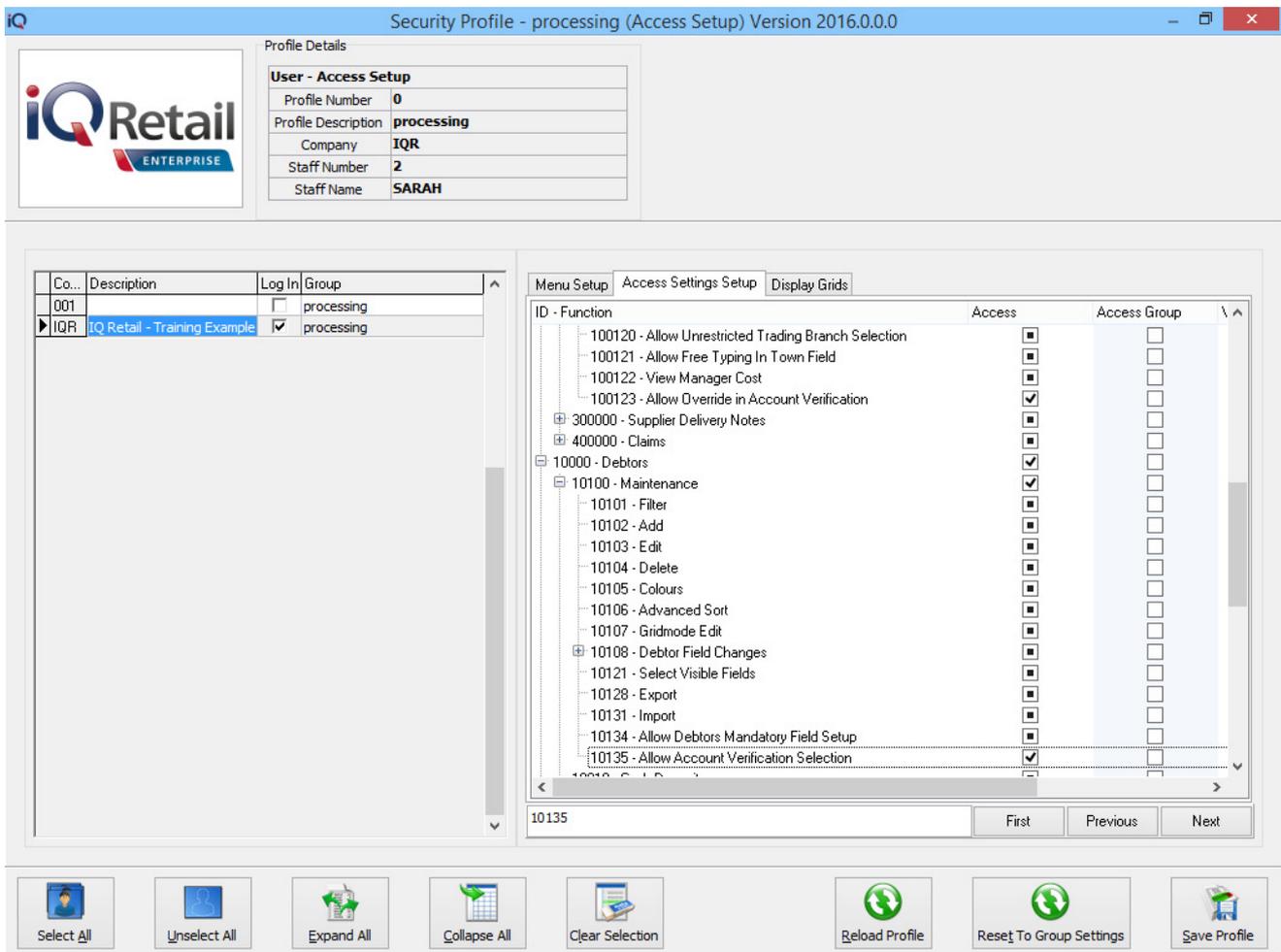


Once the Access Setup has been selected the search option will display at the bottom of the screen. Type the relevant security number and select first, select the check box if applicable for the Group, repeat this function for all security codes.

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 → Maintenance → Add or Edit → Allowing the user to select the Processing Modules.



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 → Invoicing (or any other processing module) → Account Selection.

Profile Details

User - Access Setup	
Profile Number	0
Profile Description	processing
Company	IQR
Staff Number	2
Staff Name	SARAH

Co...	Description	Log In	Group
001		<input type="checkbox"/>	processing
IQR	iQ Retail - Training Example	<input checked="" type="checkbox"/>	processing

ID - Function	Access	Access Group
100100 - General	<input checked="" type="checkbox"/>	<input type="checkbox"/>
100104 - Allow Supervisor Mode	<input type="checkbox"/>	<input type="checkbox"/>
100105 - View Stock Detail	<input type="checkbox"/>	<input type="checkbox"/>
100106 - Change Spot Rate	<input type="checkbox"/>	<input type="checkbox"/>
100107 - Change Inclusive / Exclusive	<input type="checkbox"/>	<input type="checkbox"/>
100108 - Change Default Representative	<input type="checkbox"/>	<input type="checkbox"/>
100109 - GRV External Charges	<input type="checkbox"/>	<input type="checkbox"/>
100114 - Use On Hold Representative	<input type="checkbox"/>	<input type="checkbox"/>
100115 - Allow adding new EFT References	<input type="checkbox"/>	<input type="checkbox"/>
100116 - Flash Reports - Design	<input type="checkbox"/>	<input type="checkbox"/>
100117 - Flash Reports - Preview	<input type="checkbox"/>	<input type="checkbox"/>
100118 - Allow Wildcard Searching	<input type="checkbox"/>	<input type="checkbox"/>
100119 - View Cost Prices	<input type="checkbox"/>	<input type="checkbox"/>
100120 - Allow Unrestricted Trading Branch Selection	<input type="checkbox"/>	<input type="checkbox"/>
100121 - Allow Free Typing In Town Field	<input type="checkbox"/>	<input type="checkbox"/>
100122 - View Manager Cost	<input type="checkbox"/>	<input type="checkbox"/>
100123 - Allow Override in Account Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
300000 - Supplier Delivery Notes	<input type="checkbox"/>	<input type="checkbox"/>
400000 - Claims	<input type="checkbox"/>	<input type="checkbox"/>
10000 - Debtors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10100 - Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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---