

DEBTORS & CREDITORS ATTACHMENTS

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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 OR 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

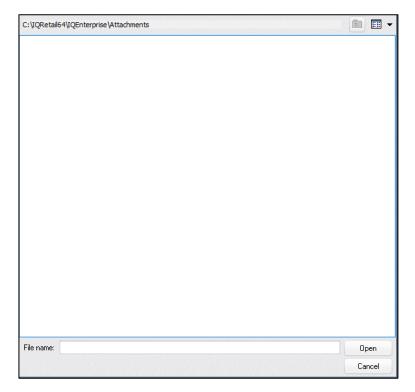
This give the standard Windows dialog and allows the user to navigate anywhere his/her windows permission allow them to.



SETUP

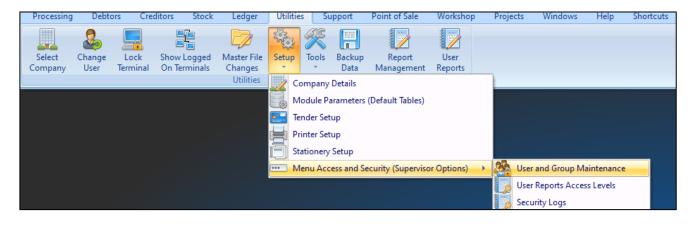
From the Main menu \rightarrow Utilities \rightarrow Setup \rightarrow Menu Access and Security \rightarrow User and Group Maintenance \rightarrow User \rightarrow Select user \rightarrow Edit user.

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 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.

ails Biometric Details				
Staff Details				
Staff Number		2 Use Classic Menu		
First name		Ask For Pin Continuously	Inherited From Company Se	etting
Surname		Enable System Notifications		-
Initials		System Language		-
Id Number		System Character Set		-
Address 1		Attachment Directory	C: KCS	-
Address 2		_		
Address 3				
Post Code		_		
Telephone				
Cell Phone E-Mail				
Report Access Level	0			
Administrator	Check for Yes			
Administrator	Check to Change Pin Code	-		
PIN Number				
Confirm PIN Number: Enter New		-		
Force Password Change	Check for Yes On Next Login	-		
Every X Days		1		
Force Using New Password	Check For Yes			



ATTACHMENT DIRECTORY SELECTION

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

Look in:	This PC	✓ ③ p ▷ □ ✓	
Quick access		Pictures	^
Desktop		Videos	
Libraries Libraries This PC		A drives (3) S (C:) 23.2 GB free of 216 GB DVD RW Drive (D:) Data (E:)	Ĭ
Network	File name: Files of type:	I Open Cancel	

HOW TO ADD AN ATTACHMENT

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

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

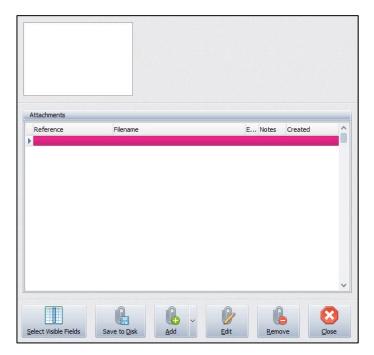
Accou	nt Number	123456789	Telephone 1	021351		Select La	ayout Availa	ble Filters
	Name	IQRETAIL	Telephone 2			O Stan	dard Clear Fi	lter
	Address 1		Fax Number					
	Address 2		E Mail Address	theo.oosthuizer	n@kerridgecs.om			
	Address 3		Last Payment Date					
Address 4 Contact Comment			Last Payment Amount		0.00		Layout 4	
			Credit Limit				ut 5	
			Reserved Credit Limit				ut 6	
			Balance Brought Forward			21.58	Purchase O	rders 2
Line	Comment					21.56	Furcidase O	
	Currency	ZAR	Supplier URL:					
			Show All		▼ 2020	•		
			B Show Open Items					
	Code	Reference		e tu		a 19		
Date 15/05/2020	Code IN	GRV32673		Debit 0.00		Credit 25 000.00	Amount Due 25 000.00	Balance 25 021.58
21/05/2020	IN	GRV32673 GRV32674		0.00		5 250.00	5 250.00	30 271.58
26/05/2020	IN	GRV32675		0.00		582.50	349.50	30 854.08
26/05/2020	CN	RTS153		233.00		0.00	0.00	30 621.08
26/05/2020	IN	GRV32676		0.00		233.00	116.50	30 854.08
26/05/2020	CN	RTS154		116.50		0.00	0.00	30 737.58
				ZAR349.50		ZAR31 065.50		
				ZAR349.50		ZAK31065.50		

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.



ADD ATTACHMENT BUTTON EXPLANATION

SELECT VISIBLE

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

Extension Notes Created Number NumID OriginType Attachment	This option allows the user to change the sequence of the information shown and the order of the columns, by dragging and dropping the fields.			

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.



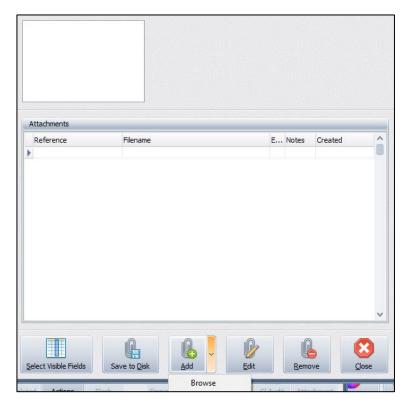
Save in:	: 📃 This PC 🛛 🗸 🎯 🎓 🖽 🗸
	Folders (7)
Quick access	3D Objects
Desktop	Desktop
Libraries	Documents
This PC	Downloads
<u> </u>	Music 🗸
Network	File name: FNB V Save
	Save as type: Cancel

ADD

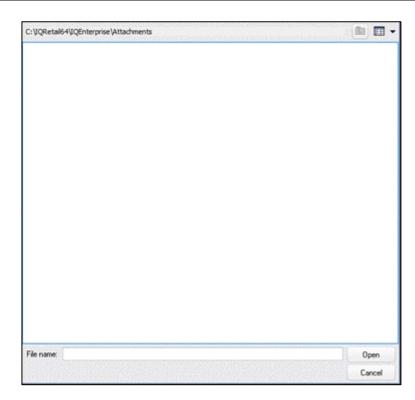
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This root directory is setup in the Edit User screen.

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.



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



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.

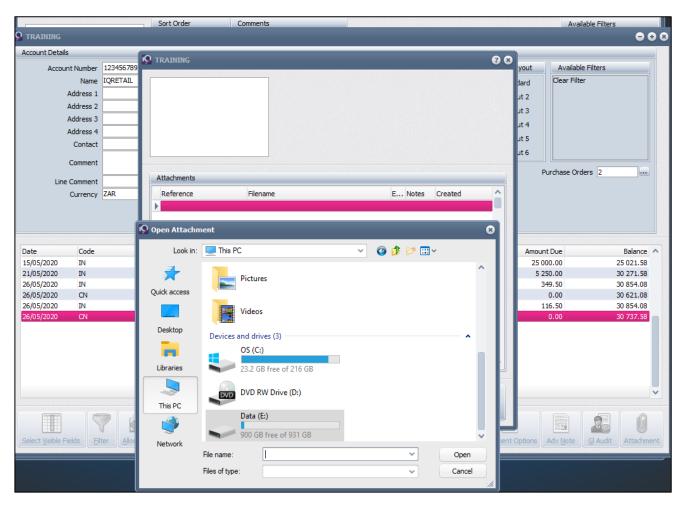
etals Biometric Detals			
Staff Details			
Staff Number		2 Use Classic Menu	
First name		Ask For Pin Continuously	Inherited From Company Setting
Surname		Enable System Notifications	
Initials		System Language	
Id Number		System Character Set	
Address 1		Attachment Directory	C:/KCS ·
Address 2			
Address 3			
Post Code			
Telephone			
Cell Phone			
E-Mail			
	0	-	
Administrator	Check for Yes		
PIN Number	Check to Change Pin Code	-	
Confirm PIN Number: Enter New		-	
Force Password Change	Check for Yes On Next Login		
Every X Days		1	
Force Using New Password	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.

FNB
The FNB Proof of Payment
F10 Accept

REMOVE

This option allows the user to delete an existing attachment.

CLOSE

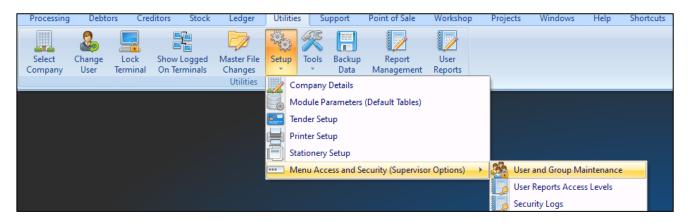
This option allows the user to close the Attachment screen.



SECURITY

From the 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.

	Profile Details							
	User - Access Setup							
	Profile Number 0							
	Profile Description 1							
	Company 001							
	Staff Number 2							
	Staff Name							
Description	Log In Group	Menu Setup Access Setlings Setup Display Grids						
Description	Log In Group		- I					
Company 002	1	ID - Function	Access	Access Group	Warning	Warning Group		
Classroom	1	100000 · Processing	~					
		E 10000 - Debtors	~					
		III 10100 - Maintenance	×					
		10910 - Cash Deposts	~					
		10911 - Deposit Refunds	×					
		12000 - Journals	~					
		⊞ 10500 - Allocations	~					
		E 10600 - Enquiries						
		- 10601 - Account Maintenance	¥		8			
		10602 · Select Visible Fields	V					
		10603 - Filter	~		8			
		10604 - Advanced Filter			2			
		10605 - Search	×		1			
		10606 - Colours	~					
		10607 - Sequence	~		8			
		10623 - Export	~		82			
		10624 - Flash Reporte	~		1			
		10631 - Allow Transaction Details	~		8			
		E 10608 · Display	~		8			
		10609 - Select Visible Fields	×.	ă	N.	ä		
		10503 - Select viscle Parts	÷		8			
		 10610 - Aldo Conneni 10611 - Allocations 	~		8			
		10612 - Search	~		8			
			~		82			
		- 10513 - Balances						
		10514 - Performance	•		2			
		10615 - Design	2.5		X			
		10516 - Running Balance			M			
		10617 - Preview	~		8			
		10618 - Flag Document	~		9			
		10619 - Email	×		1			
		10520 - Document Preview	~		2			
		10525 - Document Print			1			
		10621 - Statement	~		53			
		- 10522 - GL Audit	2					
		10526 - Send SMS	~		8			
		- 10527 - Maintain SMS Templates			8			
		10528 - Attachments	2		2			
		106281 - Select Visible Fields	Y		8			
								1 1 1
		v 106281						First Previous
				-				
								5
				Limit				
	Unselect All	Expand All Collapse		Clear Selection			Reload Profile	Reset To Group Settings Sa

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

--- End of document ---

