



# IQ DEBTORS ACCOUNT VERIFICATION

A Kerridge Commercial Systems Company

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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.

ult Settings - Page 1		
To quickly find	an option, start typing. Up and down arrows move between highl	ghted items.
<ul> <li>Enable Tender Screen Security</li> </ul>	Use Auto Manufacturing In invoicing	Display all available Prices for Custom Price list
<ul> <li>Enable Supervisor Overrides on Tender Screen</li> </ul>	Auto-Generate References for Ledger Journals	Ask for Volumetric Detail Automatically
<ul> <li>Stock Adjustment Confirmation</li> </ul>	Enable Wildcard / Partial Searching for Lookup Dialogs	Allow Document Scanning in Deliveries
Link Major and Minor Departments	Automatically Allocate to Oldest Balance	<ul> <li>Allow Multiselect processing of Documents</li> </ul>
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	Enforce Completion of User Defined Fields in Processing	Enable Debtors Account Verification
Enable Quotes & Purchase Order Indicator	Enable Style Management	
Link Job card Number to Purchase Order	Enable Cash Deposits in Order Modules	
<ul> <li>Limit Quantity on GRV from Purchase Order</li> </ul>	Enable Easy Identification in Quotes	
Enable External Charges	<ul> <li>Enable Consolidated Ordering</li> </ul>	
<ul> <li>Disable Dot Matrix Advanced Printing Options</li> </ul>	Enable Consolidated Ordering Auto Transfering	
Enable Weekly Age Analysis Reports	Relax Supplier Invoice No Checking (Limit To Supplier)	
<ul> <li>Show Auto Generated Relations</li> </ul>	<ul> <li>Enable GRV Control Total</li> </ul>	
Do order control on purchase orders	Enable Multiple Beeps on Item Not Found Errors	
Print Debtors Receipts in Invoicing	Enable Voucher Tender Validation	
Enable Deliveries and Collections	Clear Expired Vouchers on End of Day	
Show Supplier Code in Processing Module	Enable TV Licenses in Sales Orders	
Check for Duplicate Order Numbers in Processing Module	Enable One Step Warehouse Transfers	
Stock Multiple Bin Locations	Allow Line by Line Credit limit check	
✓ PDF Exports - Use Embedded Fonts	Show Landed Cost in Processing	
✓ Use Rep Per Line Item In Processing Module	Prevent Discount Tender % on Promotions	
Auto-Populate Account Numbers	Prevent Discount Tender % on Non Discount Items	
٢		>
Enable this setting to	Allow Debtor Account Verification security check in the	Processing Modules.

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.

iQ	IQ Enterprise: IQ Retail - Training Example Company –												
Processing	Debtors	Creditor	s Stock	Ledge	r Utilities	Support	t Poin	it of Sale	Windows	Help	Shortcuts		
Maintenance	with the second	Cash Deposits	Ceposit Refunds	Journals	Allocations	<b>i</b> 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.

Reta											
- nelo	111										
ENTERPR	ISE										
	_										
int Details Picture M	ultiple Contacts/D	Delivery Addresses	User Defin	ed Data Recurring Charge	es B2B	/EDI Store Dep	artments	Extra C	harges		
Account Number	ABC001		_	Delivery Address	78 Mair	n Road		1	lormal Rep	1	~
Name	ABC Store (Pty)	) Ltd			Stellen	bosch		Gr	oup Account		~
Alternative Name					7600				Terms	60 Days	~
Trading As								(	Credit Limit		5 000
Title	Mr			Delivery Postal Code				Enforce	Credit Limit Chec	king 🔽 Tick for Yes	
Initials	Z			Delivery Route		~		Insu	red Credit Limit		0
I.D. Number				SMS Marketing	Tick	for Yes		Inter	est Risk Profile		~
Contact				Cellphone Number				Exclude	e from Interest ?	Tick for Yes	
Birthday			~	Fax Number				E	port Status		~
Company Registr No				Bank Name				In	voice Disc%		0.00
Debtor Group	~	No Group		Bank Account				Apply	as Line Discount	Tick for Yes	
Debtor Sub Group	~			Bank Sub Account				Set	lement Disc%		0.00
On Hold	Click for	Options		Bank Branch Code					Sell Price	Own pricelist	~
Status	S			Bank Eft Number				0	wn Price List	Price List 3 - Cust5	
Area	JHB			Bank Account Type			~	De	fault Layout	Layout 1	~
Postal Address	PO Box 123			Bank Proof Of Payment	Tid	k for Yes		Pay	ment Method	Not Selected	~
	Stellenbosch			E-Mail Address	dimech	.lisa@gmail.com					
	7600			E-Mail Documents	Tid	k for Yes		Alle	ow Cash Sale	✓ Tick for Yes	
				Tax (VAT) no				Requi	re Inv Order No	Tick for Yes	
Postal Code				Vat Status		l Vat Client	~	1	lotification		~
Country			- ¥	Currency	ZAD				1		
Telephone Number 1	021 456 1234			Enable Account Verifica	ation	Click for Optio					
Telephone Number 2				Enter Verification Passw	ord(s)	Verification Pass	word(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 Credit Notes Sales Orders Quotes Job Cards Point of Sale		Y Y Y Y Y
Debtors Receipts		<ul><li>✓</li></ul>
Agent Transactions		✓
Selection	Cancel F10 Accept	

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.

iQ	Debtor Main	tenance IC	) Retail - Tr	aining Exan	ple Compar	ny Version	2016.0.0.0		? ×
Account Details Picture Multiple Contacts/Det	livery Addresses	User Defined	Data Recurri	ng Charges B2	3 / EDI Store D	epartments	Extra Charges		
			1	1	1		I		
AUTO ACCOUNT DBRANCH NAME 6 ABC001 002 ABC Store	· · · · ·	ADDRESS1	ADDRESS2	ADDRESS3	ADDRESS4	NUMBER	CELLPHONE FAX	EMAIL	^
6         ABC001         002         ABC Store           5         ABC001         001         ABC Stores	Henry Jenny					021 880 00 465465454		henry@abc.co.za jenny@abc.co.za	
<									~
Add Edit	Delete								

# **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.

il	ery 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 CI	hange Verification Password Version 2016.0.0.0 ?	×
Password Re-Type Password	****	
Selection ESC C	ancel 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.

iQ IQ Enterprise: IQ Retail - Training Example Company – 🗇													0		
Processing	g De	btors (	Creditors	Stock	Ledger	Utilities	Suppo	rt Poin	t of Sale	Windows	Help	Shortcuts			
							ß		III.	A A	2		1		
Invoicing	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	Q Enterprise: IQ	Retail - Tra	ining Exam	ple Company -	· [Invoicin	g Version	2016.0.0.0	0]	-	
Processing Debtors	Creditors	Stock Ledger	Utilities	Support	Point of Sale	Windows	Help	Shortcuts			_ = ×
Account Details		Invoice Details			Additional Detail	s			Totals		
Account No ABC001	~	Invoice Date	06/05/2016	•	Store Department	nt		~	Invoice Inclusive		
Name and Address Details					Source Documer		t Applicable		Yes	○ No	
ABC Store (Pty) Ltd	<b>•</b>	Invoice Number			Source Documer	it ino	п Аррісаріс		Cash Sale		
78 Main Road									○ Yes	No	
Stellenbosch		Delivery Method									
	~	Order Number							Internal Order No		
		Rep Number	5	~							
Tel									Goods Total		0.00
Email lisad@igretail.co.za		Invoice Memo								L	
		Delivery Note No	iO Acco	unt Vorifica	tion Version	? ×			Discount Amnt		0.00
Invoice Disc %	0.00 👻		Accor	unt vernica	tion version				Vat Amount		0.00
									Total Quantity		0.00
Code	Description						e	Qty	Disc % Tot	tal	
	Desciption		Verif	fication Pas	sword				0.00 /0 /01		
						Detet					
						Retai					
					INNOVATIVE	ACCOUNTING SOFTWAR	м				
											¥
		0.00									
		0.00									
		0.00								Calculate Pro	motions
		0.00						Promotion	n Discount		0.00
		0.00						Total			0.00
						Γ	<b>—</b> 73	1		1	
		- C					4	25		6	
Supervisor Logoff Import	F7 Long Desc. F8	Item Details	User	r Defined Data			Actions	Flash	F6 Process & Displ	lav F10 Proc	ess & Print
baber tree as gott			2			_					

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		I	IQ Enter	prise: IQ	Retail - Tra	ining Exam	ple Company	- [Invoici	ing Version	2016.0.0.0	0]		- 🗆 🗡
Processing	Debtors	Creditors	Stock	Ledger	Utilities	Support	Point of Sale	Windows	s Help	Shortcuts			_ # X
Account Details Account No ABC Name and Address ABC Store (Pty) L 78 Main Road Stellenbosch Tel Email lisad@igreta Invoice Disc % Code	is Details .td	0.00	Invoice Invoice Delivery Order N Rep Nu	e Number ry Method Number	06/05/2016	Info Barry from	Additional Deta Store Departm Source Docume tion Version Dormation n ABC Stores een verified succ OK	ent internet	e	Qty	Totals Invoice Indu (a) Yes Cash Sale Yes Internal Order I Goods Total Discount Amnt Vat Amount Total Quantity Disc %		
										Promotion	n Discount	Calculate	e Promotions 0.00
										Total	TDISCOUR		0.00
Supervisor Logoff	Import F	7 Long Desc. F8	a Item Det	ails	User	Defined Data			Actions	Flash	F6 Process & I	Display F10	Process & 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.

iC	Acco	ount Verification Version	?	×
	Veri	ification Password		
		Supervisor Override		



#### **CASH SALE – CREDIT PURCHASE**

iQ					IQ Ente	erprise	e: IQ Reta	ail - Tr	aining Ex	ample C	ompany				-	٥	×
Proc	essing	Debtors	Creditors Sto	ck Ledg	ger Uti	ilities	Support	Po	int of Sale	Windo	ws Help	Short	cuts				
M	OF		Š	Š	6			þ	Ê	्रि	Û	$\bigotimes$	$\star$	<b>2</b>			
Sales	Debtors *	Creditor Payments	Stock Enquiries Price Lookup	Price Lookup	Reprint Last	View Sales	Open Drawer	Petty Cash	Laybyes	POS Setup ▼	POS Back Office *	Change Shift	Promotions	Loyalty Functions			
-90	Cash Sale Point of Sale																
	Cash Refur	nd		ll and													

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 c	of Sale Vers	ion 2016.0.0.0		? ×
ic	The intellig	ent choice.			Sa	le Total
INNOVATIVE	<b>POS</b> 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	9
				Discount		0.00
				Quantity		1.00
				Stock Code Description		~
				Unit Price		0.00
		2.00	342.50		F12 For More Options	
F1 - Subtotal	F2 - Void Line F3 - Suspend F4	F - 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				?	
	Search Selection - Filter Records © Go To Record	- [F7] To Switch [F3] Next	Search By - double dick t DEFAULT NAME BIDEBTORTYPE CURRENCY	o chan	ge		
Account	Name	Telephone	Balance	Initials	Title	Contact	
ABC001	ABC Store (Pty) 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	)			
COD001	COD ACCOUNT		0.00	E			
FC001	Foreign Currency - Dollar		5 359.52	0			
GRE001	Green	021 854 000 000	61 545.10	т	MRs	Theresa	
GRE002	Grey - Settlement Disc (Farmer)		1 599.12	к	Mr	Ken Grey	
TBS001	The Bargain Store - Head Office	021 888 0000	19 211.12	w		Peter	
TBS002	The Bargain Store - Durban		0.00	Р	Dr		
TBS003	The Bargain Store - Johannesburg		0.00	F			
WHI001	White - Normal Debtor		3 071.16	Α			
XXX001	XXX Retailers (Multiple Details)	021 222 2222	19 602.21	Q			

Select the relevant debtor and select Accept

Q	IQ Enterprise: IQ Retail - Training Example	
iQ	Point of Sale Version 2016.0.0.0	? 🗙
	The intelligent choice.	Sale Total <b>400.00</b>
Tax Invoice		
Code BM001 BM001	Description         Price         Qty         Total           Cement PVC 50kg         200.00         1.00         200.00           Cement PVC 50kg         200.00         1.00         200.00	8 1 - USER 1
	Discount Quantity Stock Co Descriptic Unit Price	1.00 de v
	2.00 400.00 Account N Name	ABC 001 ABC Store (Pty) Ltd F12 For More Options
F1 - Subtotal	F2 - Void Line F3 - Suspend F4 - Void Sale F5 - Customer F6 Credit Purchase F7 - Customer Info	8 - Supervisor Logon F9 - Loyalty F10 - Turn 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.

iQ Account Verification Version	?	×
Verification Password		
****		
= i(	R	etail

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.

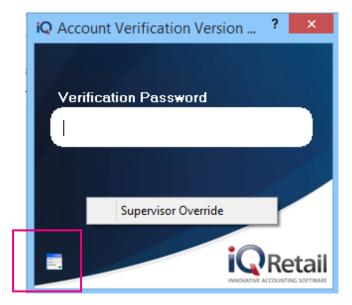




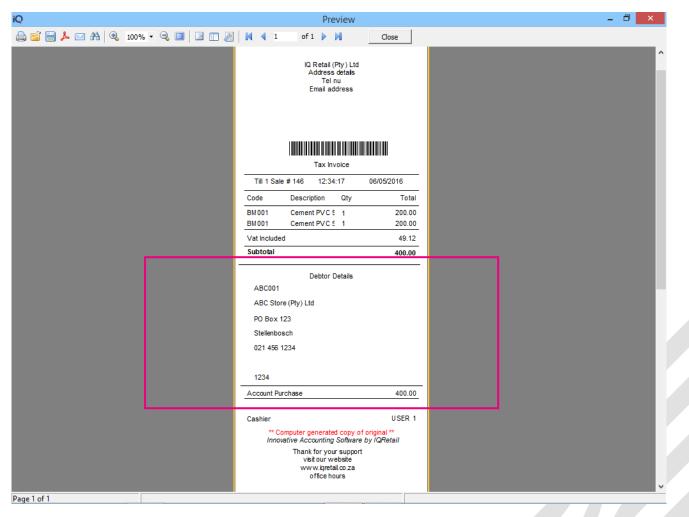
#### **OVERRIDE PASSWORD**

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.





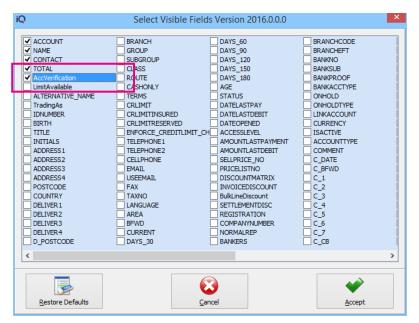
## HOW TO VIEW THE DEBTORS ACCOUNT VERIFICATION SELECTION

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  $\rightarrow$  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.

	IQ Enterpris	se: IQ Ret	ail - Trainin	g Example	Company - [[	Debtors Enq	uiries Ve	ersion 2016.0.0.0]	_ 0 <mark>×</mark>
Processing Debtors	Creditors Stock	Ledger	Utilities	Support	Point of Sale	Windows	Help	Shortcuts	_ = = :
	Sort Order	Co	nments					Available Filters	
	Account							Clear Filter	
								>r 10000 = ZAR Account old than 30 day	10
Reta	○ Name							Accounts for TBS	
								Age > 30days Area = JHB and Status	= 5
ENTERPR	ISE O Trading Nan	ne						Interest	-
	OAlternative	Name					3		
nquiries User Data									
ACCOUNT	NAME					CONTACT			TOTAL AccVerification
ABC001	ABC Store (Pty) Ltd					CONTACT			947 669.27 Y
BLA001	Black - Terms 30 Da				F	Peter			24 231.75
BLU001	Blue - Credit Limit R	1							6 974.85
BRO001	Brown - Vat Exempt	(Export)							494.81 Y
COD001	COD ACCOUNT								0.00
FC001	Foreign Currency - I	Dollar							5 359.52
GRE001	Green					Theresa			61 545.10
GRE002	Grey - Settlement D					Ken Grey			1 599.12
TBS001	The Bargain Store -					Peter			53 836.12 Y
TBS002 TBS003	The Bargain Store - The Bargain Store -		~						0.00
WHI001	White - Normal Debt		y						3 071.16
XXX001	XXX Retailers (Multip								19 602.21 Y
10001	NAX recallers (Hard	ic Detailay							15 002.21
									~
									·
Record Count: 13									
Export Account Mai	ntenance Select <u>V</u> is	ble Fields	∰ Elter	Adv	anced Filter	search		lours Flash	Seguence Display



# 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 DATE CODE DATE CODE DATE CODE DATE DATE DATE DATE DATE DATE DATE DA	TAXABLE GLAUDIT UNIQUE TAX_IND TAX_RATE ISINVOICE LEDGER MUSTPRINT DELIVERYNOTE COMMENT DUEDATE PAIDATE EVALDATE EVALDATE PAYREFERENCE AGED SALENUMBER CREATED MODIFIED ISSELECTED LINKACCOUNT DISCStatus STATUS	SSTATUS PSTATUS CHEQUENO TRANSFERNO DOCDATE COMMPERC EXTRAINF01 OverrideDiscSettlePerc CRRECON_Partial ✔ ACCVERIEVBY	
Restore Defaults		Cancel	Accept

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

	IQ Enterprise: IQ Retail - Training Exa	mple Company - [Enquir	ries for Account : TBS001 Vers	ion 2016.0.0.0] – 🗇	×
Processing Debtors	Creditors Stock Ledger Utilities	Support Point of Sale	Windows Help Shortcu	ts –	.⇔ ×
Account Details					
Account Number	TBS001	Telephone 1	021 888 0000	Select Layout	
Name	The Bargain Store - Head Office	Telephone 2		<ul> <li>Standard</li> </ul>	
Address 1	89 Protea Avenue	Fax Number		O Layout 2	
Address 2	Stellenbosch	E Mail Address	liko@igretail.co.za	O Layout 3	
Address 3	7600	Last Payment Date	04/03/2016	OLayout 4	
Address 4		Last Payment Amount	5 000.00		
Contact	Peter	Credit Limit	48 000.00		
Comment		Reserved Credit Limit	0.0	Clayout 6	
		Credit Limit Available	-5 836.1	2	
Line Comment		Balance Brought Forward	19 211.1	2	
Currency	ZAR	B Show All	May ¥ 2016		
		Ba Show Open Items			3
05/2016 IN INV4 05/2016 IN INV4			28 750.00 2 875.00		9 8
			ZAR34 625.00 ZA/	80.00	v
De Fields Add Line Comme	nt <u>Allocations</u> <u>Search</u> <u>Balances</u> Perf <u>ormance</u>	Leport Options View Related Ru	Inning Balance Flash SMS Docum	* * *	bhment



2			Debtor Maintenance IQ Ret	ail - Training Example Company	y Version 2016.0.0.0	
iQ						
Account Det	tails Pic ure Multi	ple Contacts/De	livery Addresses User Defined Data	Recurring Charges   B2B / EDI   Store Dep	partments Extra Charges	
	ACCOUNT	DBRANCH	NAME	CONTACT	ADDRESS 1	
AUTO	8 TBS 001		NAME The Bargain Store	CONTACT James	ADDRESSI	^
	9 TBS001		The Bargain Store	Peter		
	10 TBSD01		The Bargain Store	Tom		
1						~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
	Add	Edit	Dejete			
?	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.

iQ	Security Profile -	processing (Access Setup) Version 2016.0.0.0		- 🗇 🗙
Retail VENTERPRISE	Access Setup     file Number     0     processing     Description     IQR     IQR     IQR     Aff Name     SARAH			
	Group	Menu Setup         Access Settings Setup         Display Grids           ID - Function         100120 - Allow Unrestricted Trading Branch Selection	Access	Access Group
		<ul> <li>100121 - Allow Free Typing In Town Field</li> <li>100122 - View Manager Cost</li> <li>100122 - Allow Override in Account Verification</li> <li>300000 - Supplier Delivery Notes</li> <li>400000 - Claims</li> <li>10000 - Debtors</li> <li>10100 - Maintenance</li> <li>10101 - Filter</li> <li>10102 - Add</li> <li>10103 - Edit</li> <li>10104 - Delete</li> <li>10105 - Colours</li> <li>10106 - Advanced Sort</li> <li>10107 - Gridmode Edit</li> <li>10108 - Debtor Field Changes</li> <li>10128 - Export</li> <li>10128 - Export</li> <li>10128 - Export</li> <li>10131 - Import</li> <li>10134 - Allow Debtors Mandatory Field Setup</li> <li>10135 - Allow Account Verification Selection</li> </ul>		
	~	10135	First	Previous Next
Select <u>A</u> I	Expand All Collapse All	Clear Selection	Reset To Group S	iettings <u>S</u> ave Profile

#### 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.

		Security Prof	ile - processing	(Access Setup) Versio	on 2016.0.0.0		-	0
	Profile Details							
	User - Access Se	atun						
	Profile Number	0		-				
Retail				-				
Relaii	Profile Description			_				
ENTERPRISE	Company	IQR		_				
ENTERPRISE	Staff Number	2		_				
	Staff Name	SARAH						
Co Description	Log In Group		Menu Setup	Access Settings Setup Disp	play Grids	Access	Access Group	1.
▶ IQR IQ Retail - Training Example	processing		÷ 100100	- General 04 - Allow Supervisor Mode				
				05 - View Stock Detail				
			- 1001	06 - Change Spot Rate				
				07 - Change Inclusive / Exclu	isive			
			- 1001	08 - Change Default Represei	ntative			
			1001	09 - GRV External Charges				
			- 1001	14 - Use On Hold Representa	ative			
				15 - Allow adding new EFT R	eferences			
				16 - Flash Reports - Design				
				17 - Flash Reports - Preview				
				18 - Allow Wildcard Searching	9			
				19 - View Cost Prices				
				20 - Allow Unrestricted Tradin	-			
				21 - Allow Free Typing In Tow	vn Field			
				22 - View Manager Cost				
				23 - Allow Override in Accoun	nt Verification			
			± 400000	- Supplier Delivery Notes				
			⊕ 10000 - De			•		
				Maintenance		<ul><li></li><li></li></ul>		
			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					~
			<					>
			, 100123			First	Previous	Next
				<b>}</b>				1

# SECURITY CODES AMENDMENTS FOR DEBTORS & CREDITORS ATTACHMENTS

Security was included into the Debtors and Creditors access areas:

Allow Account Verification Selection	10135
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Allow Override in Account Verification 100123

---END OF DOCUMENT---

