IQ ENTERPRISE TRAINING COURSE 2019

PURPOSE OF THE TRAINING COURSE

The course is for people who are responsible for controlling the finances of a medium to large business or those who are responsible for the bookkeeping or accounting aspect of financial management in organizations.

QUALIFYING LEARNERS WILL BE ABLE TO:

- Create a Company using IQ Enterprise \ IQ Business.
- Setup all necessary default settings.
- Record Debtors, Creditors and Stock.
- Process Opening balances for Debtors, Creditors and General Ledger.
- Process Receipts and Payments for Debtors and Creditors.
- Process Cashbook entries for both Cash and Bank.
- Process Invoices, Credit Notes, Goods Received Vouchers, Returned Goods.
- Process Purchase and Sales Orders, Job Cards and Quotes.
- Process Bills of Quantity (Manufacturing)
- Process Cash Purchases and Cash Sales.
- Process Cash Sales via POS (Point of Sale).
- Process Petty Cash.
- Prepare POS (Point of Sale) Reports.
- Record Cash up's.
- Process End of Day Procedures.
- Reconcile Creditor's Statements.
- Prepare Debtor's Statements.
- Prepare Financial Statements (Trial Balance, Balance Sheet and VAT).
- Prepare Stationery (Statement Layout, Invoice Layout etc...).
- Learn the ease of using filters.

Learning Assumed to be in Place and Recognition of Prior Learning

It is assumed that learners have a basic understanding in Accounting and have PC Skills in Microsoft Windows.

Benefits

This course provides a broad product information base, creating greater awareness and confidence when using IQ Enterprise. Not only do students learn about the different features in the product, but they also learn why they need to know this information and how it affects them in a practical business way.

A Kerridge Commercial Systems Company

iQ Retail Pty (Ltd) Registered Office: First Floor, 25 Quantum Road, Technopark, Stellenbosch 7600, Company Reg No. 2000/020305/07. VAT Number: 4760205510

Additional points that will be covered for Business Partners only:

- Setup and Installation.
- Technical Specifications.
- Hardware Requirements, Operating Systems and Networking.

IMPORTANT GUIDELINES FOR THE TRAINING COURSE:

- Make sure that all students are on time for the training course.
- Return flight bookings must be booked for after 14h00 on the last day of training.
- There will be a competency test on the final day of the training course.
- No unauthorized person's, children or pets to be allowed in the training room at any stage for the duration of the training course.
- Adequate breaks permitted every hour and a half for 10 minutes and 30 minutes for lunch during the training course.
- No discussion of company related problems during the training course due to time constraints and the course layout.
- Company specific issues can be discussed after the tuition for the day with the relevant course instructor on a one to one basis.
- A light sandwich-lunch will be provided during the training course, if your dietary requirements do not allow for this, please make sure you provide your own lunch.
- Final day examination will be completed by every student in order to qualify for their Course Certificate.
- The duration of the training course is 7 hours per day and spreads over 5 days.
- The training course starts at 09h00 (Monday to Friday)
- The Training Course finishes at 16h30 (Monday to Thursday) and 12h30 (Friday).

TERMS AND CONDITIONS:

- Course Fees must be paid in full for the duration of the training course, 10 days before training commence.
  NO CANCELLATIONS WILL BE ACCEPTED, THE FULL COURSE FEE WILL BE CHARGED.
- Individuals that do not attend the full course will not be entitled to any refunds.
- Seats are allocated on a first-come-first-served basis and are secured on receipt of payment and confirmation forms only.
- IQ Retail (Pty) LTD reserves the right to cancel any course should there be an insufficient number of delegates booked for a course.
- If the course exercises are not completed the student will not be receiving any certificate.
- All students must achieve an 80% pass rate.
- No Certificates will be issued unless the full course has been attended, exercises are completed daily and the exam is passed.

TRAINING COURSE OUTLINE:

DAY 1

Creating a New Company
- Setting up a Retail Organization, Creating a new Company, Setting up Defaults.

Debtors / Accounts Receivable
- Creating Debtor Accounts, Maintaining Debtors, Creating Standard Account Transactions, Editing / Creating Transaction Types, Allocations, Generating Reports and Debtors Month End.

DAY 2

Creditors / Accounts Payable
- Creating Creditor Accounts, Maintaining Creditors, Creating Standard Account Transactions, Editing / Creating Transaction Types, Allocations, Generating Reports and Creditors Month End.

Inventory
- Creating and maintaining of Stock Inventory Items, Stock Groups, Stock Departments, Reps and Stock Inventory Month End.

Stock Inventory Transactions for Suppliers and Customers
- Posting Supplier Invoices (GRV), Posting Return to Supplier (RTS), Posting Customer Invoices (INV), Posting Credit Notes (CRN), Stock Adjustments and Generating Inventory Reports.

End of day exercise.

DAY 3

Stock Utilities
- Overview of the Stock Utilities option for example Stock Take, Stock Adjustments and Month end Options.

Job Cards
- Brief Overview, Creation and Maintenance of Job Cards, Processing of Job Cards, Converting Job Cards to Invoices, Job Card Reports.
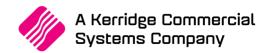
Bills of Quantity
- Brief Overview, Maintenance of Bills, Capturing of Stock Inventory for Manufacturing, Manufacturing, Disassembling, Bill of Quantity Report.

Purchase Orders
- Brief Overview, Creation and Maintenance of Purchase Orders, Processing of Purchase Orders, Converting Purchase Orders to Goods Received Vouchers, Purchase Order Reports.

Sales Orders
- Brief Overview, Creation and Maintenance of Sales Orders, Processing of Sales Orders, Converting Sales Orders to Invoicing, Sales Order Reports.

End of day exercise.

DAY 4

General Ledger, Cash Book and Journal Processing
- Creation of General Ledger Accounts, Managing the General Ledger Chart of Accounts, Processing of Cash Book Entries, Processing Transactions through Journals, Bank Reconciliation, Generating Financial Reports (Trial Balance, Balance Sheet etc…) and Year End Processing.

Point of Sale Configuration
- Setting up of Slip detail, Setup Promotions, Overview of different Tender Types (cash & credit card etc...), Configuration of Hardware (Receipt Printer, Cash Drawer etc…), Store Parameters, Cashier Security, Default settings.

Point of Sale (Sales)
- Processing Cash Sales, Account Sales, Cash Refunds, Account Refunds, Suspended Sales, Processing Customer (Debtors) payments via Point of Sale, Additional functionality (price lookup, view\store sales, reprinting of documents) Processing Petty Cash Transactions.
- Generating Point of Sale Reports, Processing End of Day procedure (POS Reports, Cash up, End of Day)

Utilities
- Preparing and creating of filters within different modules of the IQ Enterprise package (Debtors, Creditors and Stock) for reporting purposes.
- Backing up Company Data.
- Creation of Users, Passwords etc...
- Creation and preparation of Stationery Layouts (Invoices and Statements)

End of day exercise.

DAY 5

Assessment
- The Assessment consists of a Competency Test that must not take more than 2 hours to complete.

Business Partners
- Setup and Installation.
- Technical Specifications.
- Hardware Requirements, Operating Systems and Networking.
- IQ Automation and IQ Conversion.