

## IQ RESTAURANT TRAINING COURSE 2019

### PURPOSE OF THE TRAINING COURSE

The course is for people who are responsible for controlling the finances of a Restaurant and Managing a Restaurant environment and those who are responsible for the bookkeeping or accounting aspect of Financial Management in the Restaurant environment.

### QUALIFYING LEARNERS WILL BE ABLE TO:

- Create a Company in IQ Restaurant.
- Setup all necessary default settings.
- Prepare Stock Holdings and Sales Outlets.
- Record Debtors, Creditors and Stock Details.
- Prepare Recipes.
- Prepare Pre-Manufacturing.
- Process Issuing & Receiving.
- Process Opening balances for Debtors, Creditors.
- Process Receipts and Payments for Debtors and Creditors.
- Process Invoices, Credit Notes, Goods Received Vouchers, Returned Goods.
- Prepare and Setup Rooms.
- Process Room Reservations.
- Process Cash Purchases and Cash Sales.
- Process Cash Sales via POS (Point of Sale).
- Process Payouts.
- Prepare Menu's.
- Prepare POS (Point of Sale) Reports.
- Record Cash up's.
- Process End of Day Procedures.
- Reconcile Creditor's Statements.
- Prepare Debtor's Statements.
- 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 Restaurant. 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 way.

**Additional points that will be covered for Value Added Resellers 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 5pm 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 to qualify for their Course Certificate.
- The duration of the training course is 7 hours per day and spreads over 4 days.
- The training course starts at 09h00 every day. The Training Course finishes at 16h00.

**TERMS AND CONDITIONS:**

- Course Fees must be paid in full for the duration of the training course.  
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

- Creating a new Company, Setting up Default Settings, Creating Stock Holding and Sales Outlets. Creation of Staff (Waiter's\Waitron's). Configuration and Setup of Tills. Configuration of Hardware (Receipt Printer, Cash Drawer etc...). Printing and Processing Setup Options.

#### Creating Creditors (Suppliers) Master File Accounts

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

#### Creating Debtors (Customers) Master File Accounts

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

#### Creating a Stock Master File and Transactions for Suppliers and Customers

- Creation and maintenance of Stock Items detailed, Creating of Stock Groups, Creating of Stock Departments,
- Stock Processing Options, Posting Supplier Invoices (GRV), and Posting Return to Supplier (RTS), Processing Customer Invoices (INV), Posting Credit Notes (CRN), and Generating Stock Inventory Reports.

#### Stock Control

- Methods of Issuing Stock Items between Stock Holding Sales Outlets. Stock Holding Daily Issues and Count, End of Day Stock Count Only and Stock Adjustments.

End of day exercise.

### DAY 2

#### 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.

#### General Ledger

- Creation of General Ledger Accounts, Managing the General Ledger Chart of Accounts, Generating General Ledger Reports and Year End Processing. Trading Reports (Tax Report, Ledger and Cost Centre Analysis etc...)

#### Recipes

- Creation of Recipes, Configure Recipe Items (Main Recipe items, Additional Ingredient Items). Recipe Manufacturing (Pre-Manufacturing Sauces, Basting etc...).

**Menu Design**

- Create and Prepare Menu, Creating Categories (E.g.: salads, steaks, burgers etc...) Creating Instructions (E.g.: well done, medium, medium rare etc...) Creating Modifiers (E.g.: no cheese, no lettuce, no tomato, no Bacon etc...). Configure Menu Item Details and Menu Item Rules.

**Room and Reservation Management**

- Prepare Rooms (Room Details, Guest Details and Booking Details). Processing Reservations (Booking Confirmation, Room Availability and Booking List). Room Analysis, Transaction Audit, Reservation Audit and Room History.

**End of day exercise.****DAY 3****Point of Sale Configuration**

- Overview of different Tender Types (cash, cheque, credit card etc...), Default settings, Generating Point of Sale Reports.

**Point of Sale (Sales)**

- Processing Cash Sales, Account Sales, Cash Refunds, Processing Customer (Debtors) payments via Point of Sale, Additional functionality (Reprinting of Documents) Processing Payout Transactions.

**Tables**

- Creating new tables. Assigning table numbers and adding Customer Details. Additional options (Split Bill, Table Transfer, Void etc...)

**Take-Aways**

- Processing a phone in order, processing a counter order. Additional Order options (Customer details, Delivery details, Delivery Instructions etc...)

**End of Day Procedure**

- Print Waitron Shift Close, Process Payouts for (Waiter's\Waitron's) Tips, Print X-Report, Process Cash-up, Process Stock Count and Issues (Stock Holding Daily Issues and Count, End of Day Stock Count Only), Perform Till Close, Process End of Day.

**Utilities**

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

**End of day exercise.****DAY 4**

- Day 4 consists of a Competency Test that should not take more than 5 hours to complete.