IQ DEBTORS & CREDITORS

MANDATORY FIELDS

P R E F A C E

This is the IQ Debtors & Creditors Mandatory Fields reference guide for IQ Business & IQ Enterprise software systems.

The document will aid in the understanding and configuration of the IQ Debtors & Creditors Mandatory Fields for it to function correctly.

Although every effort has been made to keep this IQ Debtors & Creditors Mandatory Fields 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 & Creditors Mandatory Fields. This is due to the continuous development and improvement of the IQ Debtors & Creditors Mandatory Fields.

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 & Creditors Mandatory Fields 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 & Creditors Mandatory Fields document in some way or another.

Regards,

IQ Retail (PTY) LTD

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INTRODUCTION

The Debtors & Creditors Mandatory Fields module has been designed to assist the user in selecting mandatory fields when capturing the data of a new Debtors or Creditors account. A mandatory action is something that is required to be filled in, in other words these field must be filled in before the system will accept the data.

Example: The user capturing the new debtor data will be required to add the email address and cell phone number of the client, to be used for email and SMS marketing or the cell phone number for Pocketslip.

SETUP

The first thing to do is to enable Debtors & Creditors Mandatory Fields on the system.

From the IQ Main menu→ Utilities → Setup → Company Details → Default Setting (1).

Select Allow Mandatory Field setup for Debtors/Creditors.
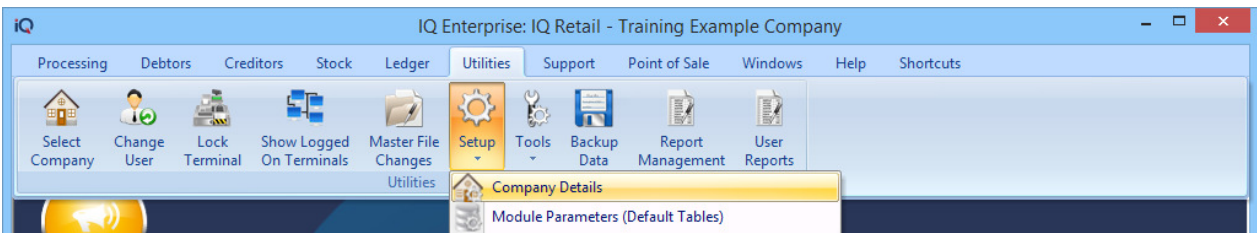
Enable Debtors Mandatory Fields by ticking it and click on Accept to save the change.
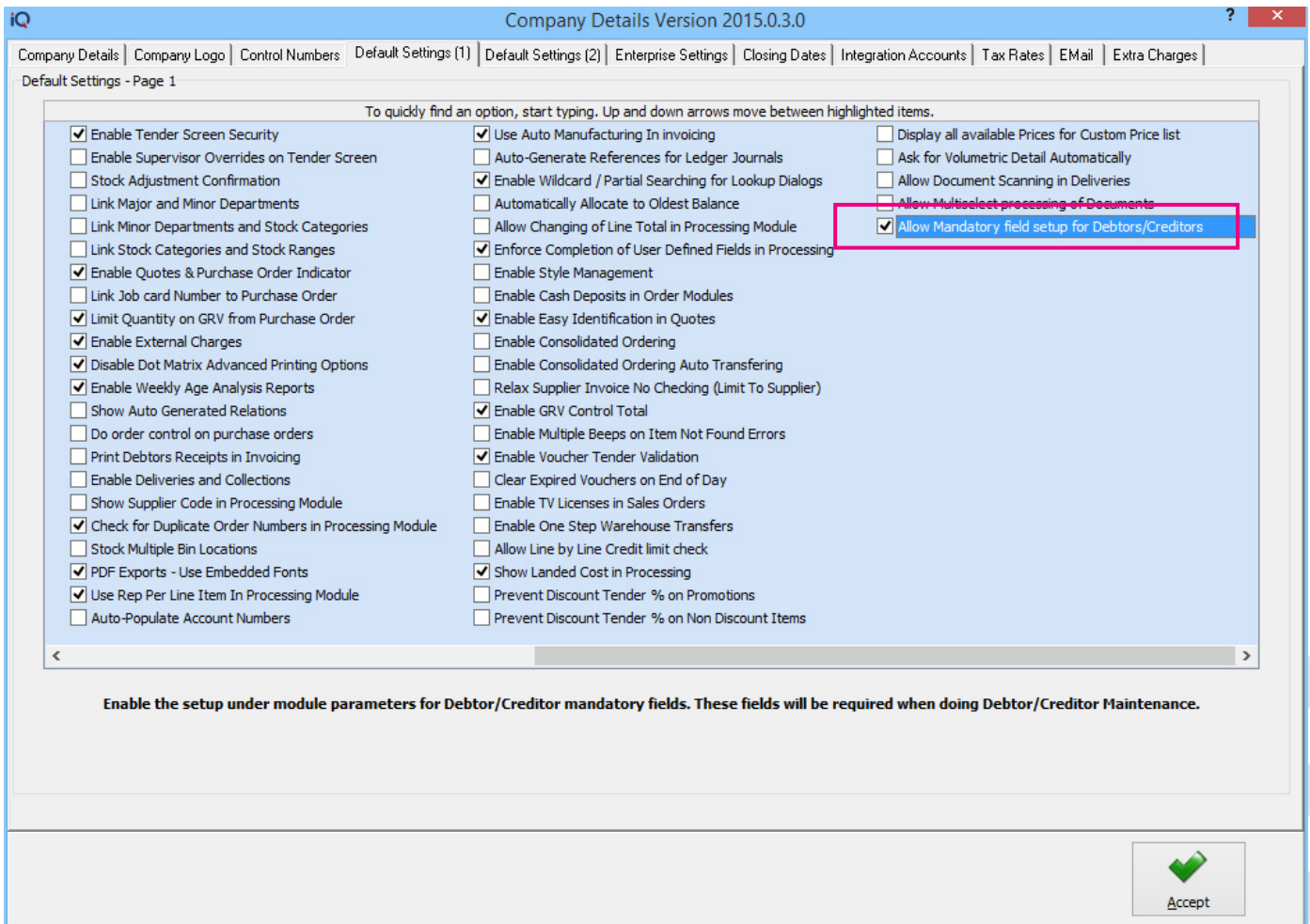
DEBTORS SETUP

From the IQ main menu → Utilities → Setup → Module Parameters → Debtors tab → Debtors Mandatory Fields and click on Setup.

The Debtors Mandatory Fields Setup screen will appear.

MANDATORY DEBTORS FIELDS SETUP

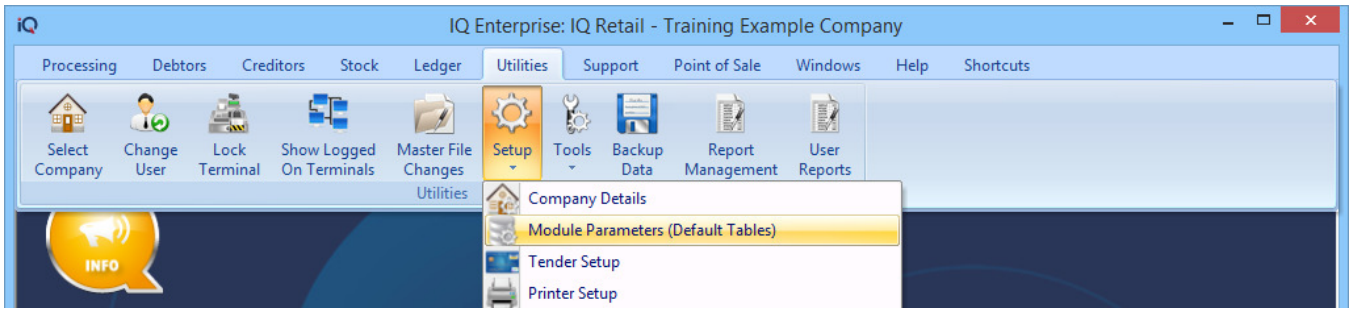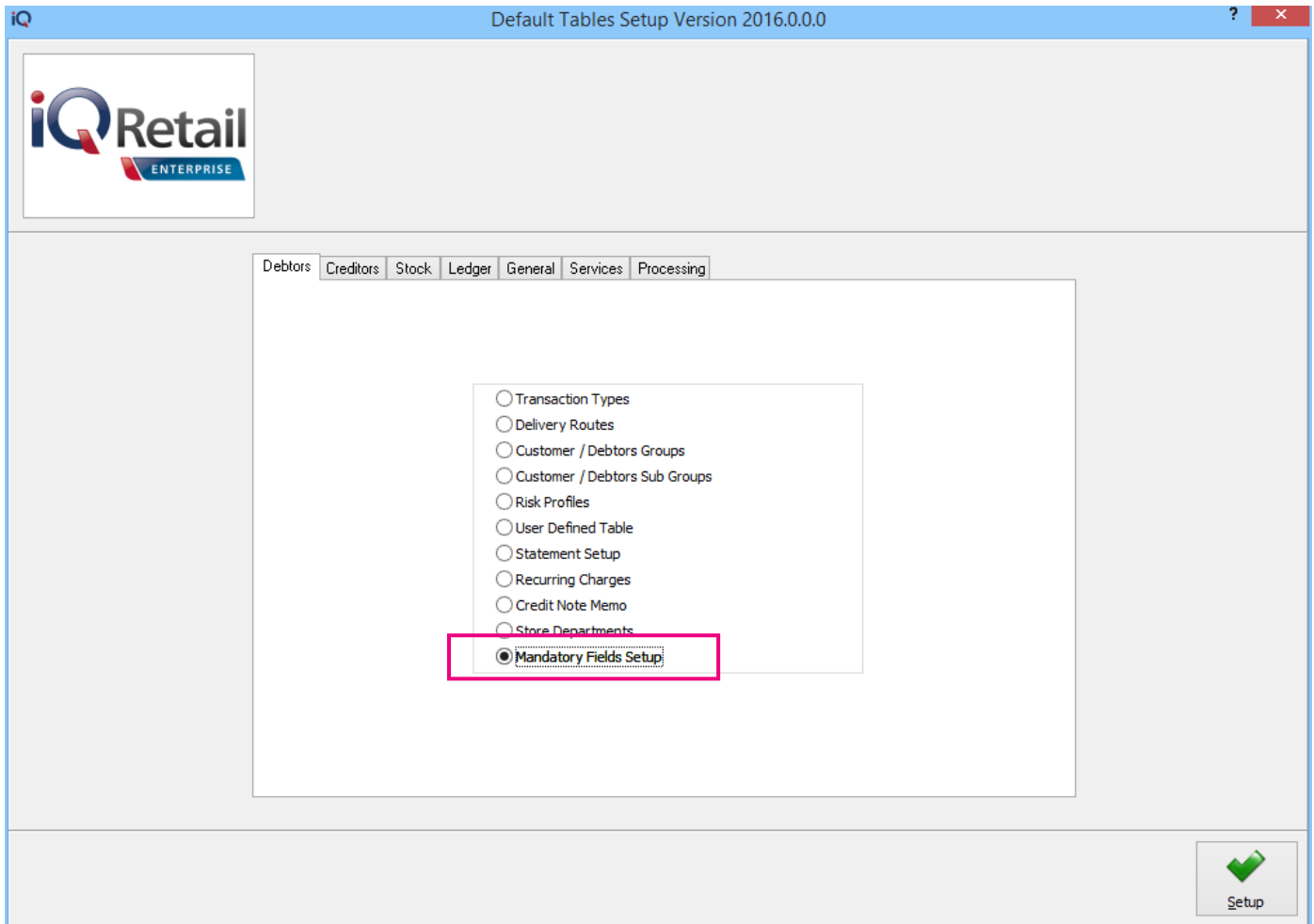The selection of these fields means that they will be required when doing Debtors Maintenance capturing. Once the field has been selected to be used as a mandatory field it will be displayed in Green.

NOTE: A Field with a check box cannot not be selected for the mandatory selection.

NOTE: If the tab is marked with blue, it means the Entire tab must be marked as mandatory as the nature of the data on the tab, requires the entire tab to be competed.

DESCRIPTION OF EXISTING FIELDS

ACCOUNT DETAILS

ACCOUNT NUMBERS

This unique account identifier consists of up to 15 alpha-numeric characters. Duplicate account numbers will not be permitted. This number cannot be changed after it has been assigned to an account, so please take care when entering these account numbers. Only accounts with NO transactions may be deleted from the system. Once a transaction has been processed to an account, the account may not be deleted. This is due to auditing rules and principles of Generally Accepted Accounting Practice.

Existing account numbers cannot be altered in any way. If the account number was entered incorrectly, the account must be deleted and recreated to use the correct account number.

In all instances duplicate numbers will be rejected.

NAME

Enter the company name, or the surname if the debtor is an individual.

ALTERNATIVE NAME

Enter the company Alternative name if applicable.

TRADING AS

Enter the company's Trading As name if applicable.

INITIALS / TITLE

ONLY enter if the customer is an individual. This is NOT the contact persons initials and title.

If the customer is a company, initials and title should NOT be entered. Otherwise the statement print will be affected (i.e. initials and title will be printed with the company name on the customer's statement).

ID NUMBER

Enter the clients ID Number.

CONTACT

Enter the name of the person that maybe contacted in the case of queries relating to this account.

BIRTHDAY

The birthday field allows one to either enter the relevant debtor's birthday by selecting the drop-down arrow and scrolling through the calendar months and selecting the appropriate date.

COMPANY REGISTR NO.

Enter the company's registration number. This number is obtainable from CIPRO. CIPRO is where a new company is registered.

DEBTOR GROUP

Enter the Debtors Group from the list. This is for reporting and filtering purposes. Debtors can be grouped according to your own classifications for example, Plumbers, Electricians, Builders etc.

DEBTOR SUB GROUP

Enter the Debtors Sub Group from the list. This is for reporting and filtering purposes.

ON HOLD

If the debtor is placed on hold, a warning will be issued when processing any debits to the account. However, the processing of credits (PM, JC, DS) from the Debtor Single Journal or Debtors Batch Journal option will be possible. However, one is only allowed to post "PM" transactions.

STATUS

This is a one character field that can be used to filter and classify Debtors in reports. For example, "R" can be used for Regular debtors and "O" can be used for Once off debtors.

AREA

Not to be confused with the postal code. This field is used for report analysis should you require customer reports by area.

EXAMPLE: Let's say that you would like to have sales reports for certain areas, Durban, Cape Town, etc. printed out each month. To do so you would enter the abbreviated format, e.g. DURB, CAPT, etc. Either in the area field so when printing a report, you can have it printed for a certain area, or area's or, even sorted on these areas.

POSTAL ADDRESS

Use the four input fields for the postal address, where the fourth field being used for the postal code. These address fields will appear on invoices and statements as entered here.

COUNTRY

Select the relevant country from the drop-down list.

TELEPHONE NUMBERS 1 & 2

Enter relevant customer contact details. Otherwise, leave blank.

NOTE: These fields may be used to store information other than what is asked for.

DELIVERY ADDRESS

Use the four input fields for the delivery address, where the fourth field being used for the postal code. These address fields will appear on invoices as entered here, but may be altered at the time of invoicing.

DELIVERY ROUTE

Select the Debtor's Delivery Route from the drop-down list. Reports can then be written to show the debtors transactions within a certain delivery route for example. To enter/add delivery routes select Utilities → Setup → Module Parameters → Debtors →Delivery Routes.

SMS MARKETING

IQ SMS allows you to send SMS's to your clients from within your IQ system. You can use this to inform your clients of: Order Collection, Jobcard Status, Birthday Notices, Events, Promotions, Competitions, Special offers. Bulk SMS bundles can simply be purchased online via Credit Card.

CELLPHONE NUMBER

Enter relevant customer Cell phone number details. Otherwise, leave blank.

FAX NUMBER

Enter relevant customer Fax number details. Otherwise, leave blank.

BANK NAME

Enter the debtors bank name. This would be the bank where the debtor customer does his or her banking. (e.g. ABSA, FNB, Standard or Nedbank).

BANK ACCOUNT

Enter the debtor's bank account number. This is the account number of the debtor's account he or she has with the bank.

BANK SUB ACCOUNT

Enter the debtor's bank sub account number. Otherwise, leave blank.

BANK BRANCH CODE

Enter the debtor's bank branch code.

BANK EFT NUMBER

Enter the relevant banks EFT (Electronic Fund Transfer) number.

BANK ACCOUNT TYPE

Select the Bank Account Type from the list: Current, Saving, Transmission, Bond Account and Sub-share account.

BANK PROOF OF PAYMENT

The bank proof of payment check box selection refers to the option whereby the bank must verify the proof of payment. This field is just a reference field for information purposes only. This field is only used for reporting purposes.

EMAIL ADDRESS

Enter the clients e-mail address if one is available. If the e-mail address is entered the system will allow you to directly e-mail the client, various reports, invoices or orders, if available on your system.

EMAIL DOCUMENTS

Select this option to allow the emailing of documents (statements) to the relevant debtor automatically from the system. If this option is not enabled, the system will not be able to send any documents via email to the relevant debtor.

TAX (VAT) NO

Enter the Debtor's Tax / Vat number.

VAT STATUS

Select the Vat Status from one of the following options:

Normal Vat Client – This will apply Vat as entered for all stock items.

Vat Exempt Client (Export) – This will treat the Debtor as Vat exempt and will not apply vat regardless of the items purchased.

Vat Exempt Farmer (Section 7) – Select this should the Debtor only be made Vat exempt on CERTAIN ITEMS ONLY. In other words, only if the Debtor 'ABC' purchases item 'A' then no vat must be applied.

CURRENCY

Select the Debtor's Currency. The currency selected here will be the currency in which the amounts are stored in the Debtor's account. The amount posted to Debtors Control will be multiplied by the conversion rate. In other words, the Debtor's account will show the amounts in the Debtor's local currency but the system will post the values in currency of the company itself.

NOTE: Once a transaction has been posted to the Debtor, the currency field cannot be changed.

NOTE: Currency cannot be changed, once any transaction was done on the account. A new account will have to be created for each currency per debtor.

ENABLE ACCOUNT VERIFICATION

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 incorrect password has been entered and the verification feature is enabled, but can be override by administrator.

NORMAL REP

Enter the Representative for the Debtor. This will be the default Rep used when processing Invoices and Credit Notes.

GROUP ACCOUNT

This will link the Debtors account to another Debtor on the system. This is for a "Head Office and Branch" type scenario, where the Branch makes the purchase, however the Head Office is invoiced.

All invoices and payments will be posted to the Debtors account that is selected here. A Debtor account that has a Group Account selected, simply stores information, however the account balance remains at zero as the amounts are posted to the Group Account (Head Office). Any other Branches must be linked to the same Group Account.

In other words, this will transfer the whole balance of the individual Debtors account, over to the account selected as the Group Account in the Debtors Maintenance. This will not affect the General Ledger, however the individual Debtors balance will now be zero, while the selected Group Account's balance will have been increased with the relevant amount.

NOTE: The individual debtor's terms and credit limits will still apply, not the Group Account's. If this link is created BEFORE transactions are posted to the individual Debtor, then the above steps are complete.

TERMS

The payment terms for the account are specified here. This would be for example CASH (C.O.D), 30 days, 60 days, 90 days etc. Note that accounts selected as C.O.D, will be treated as CASH accounts during invoicing. Alternatively, if the Debtor's account number starts with "CASH" then the system will automatically treat it as a cash account regardless of the terms that are set.

LC (Letter of Credit) – This is used when the Debtor provides a Letter of Credit from a financial institution as a guarantee of payment. The goods can then be sent and payment is made afterwards. This is often used for overseas Debtors.

CAD (Cash After Delivery) - This is used when payment is to be made when the goods are delivered. The invoice is sent with the goods and the payment is made to the delivery person and is only entered in the system once the delivery person returns.

CREDIT LIMIT

This controls the maximum amount of credit to which the debtor is entitled. This limit can only be exceeded during processing if the user has sufficient rights, or by entering a supervisor override password. If the limit is greater than zero (0) the account will be checked during transaction processing and invoicing, and most reports may be printed with terms or credit limit as a selection criteria, checking if any client has exceeded their limit or terms.

NOTE: For foreign currency debtors, the limit is entered in the currency of the debtor and not local currency.

INSURED CREDIT LIMIT

This field indicates a limit that the customer/debtor is insured for. This information can be gathered from financial institutions (e.g. Banks, Financial Companies etc.…). This is also a memo field which may be used in user defined reports.

INTEREST RISK PROFILE

Select the Interest Risk Profile for the Debtor. This interest will be combined with the Default interest rate in Company Details to give the total interest to be charged to the Debtor. For example, if the default prime interest rate is 10% and this Debtor is selected as a low risk Debtor with an Interest Risk Profile of -2% then the total interest charged to his account will be 8%.

EXCLUDE FROM INTEREST

Select this to exclude the relevant Debtor from interest charging.

EXPORT STATUS

The export status refers to the debtor customer being either a local client or an export client. This field is just a reference field for information purposes only. This field is only used for reporting purposes.

INVOICE DISC %

This is the percentage discount the debtor will get on all invoices. This will automatically be given on the invoice when invoicing to this debtor.

APPLY AS LINE DISCOUNT

This option will apply invoice discount as line discount. In other words, if line discount has been switch on (Stock → Maintenance) the stock item will be excluded from the invoice discount formula.

SETTLEMENT DISC %

This is the discount percentage that will be given to the client if the outstanding balance is settled within the specified terms. The settlement discount percentage can be seen when the payment is processed via the cashbook posting option and selecting the discount option.

NOTE: This amount will not be discounted automatically, but will have to be manually processed to each account.

SELL PRICE

Select which of the following selling prices is to be applied to the debtor: 'Retail', 'Wholesale', 'Alternative Price 1, 2, 3, 4, 5, 6, 7, 8' as set up for each stock item in Stock → Maintenance or Stock → Price Maintenance. "Cost Price" is the ACTUAL cost of the item as per the GRV on which it was entered. "Own Pricelist" can be used to select a custom pricelist for the relevant Debtor. This means that each Debtor can have its own unique pricelist. Once this is selected then the option 'Own Price List' will appear.

OWN PRICE LIST

Select the price list to be applied to the Debtor. To set up the various Own Price Lists go to Stock → Price Lists → Pricelists Type, Customer.

NOTE: This option will only be available if "Own Pricelist" is selected as the Debtor's Sell Price.

INVOICE LAYOUT

Select the Invoice Layout to be used for the relevant Debtor. There are 6 different layouts in IQ. Each layout has its own design. In this way, different Debtors can be given different Invoices, depending on what information needs to be displayed and printed.

PAYMENT METHOD

Select the payment method as Not Selected, EFT (Electronic Fund Transfer) or Cheque. This is simply a reference field.

ALLOW CASH SALE

This option allows one to specify per debtor customer if they are allowed a cash sale. In other words when doing invoicing the system will allow the option to be selected and this will then generate the invoice as a normal cash sale. The invoice and payment transactions will be created automatically.

REQUIRE INV ORDER NO

This option allows one to specify per debtor client if an invoice order number is required before processing the invoice. In other words, if the client does not have an order number then the system cannot process the invoice.

PICTURE

The picture option allows one to add a picture of the relevant debtor. This is handy if one needs to see what the client/customer looks like. If a picture of the client is not required, one can utilize the picture option for something else.

MULTIPLE DELIVERY ADDRESSES

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USER DEFINED DATA

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RECURRING CHARGES

Recurring charges are those items or charges or services charged weekly, monthly or yearly to specific debtors. Examples of recurring charges are rentals, subscriptions, security services, gardening services, levies, etc. In other words, recurring charges are where a company has the same periodical charges (usually services) that need to be charged to debtors or customers. For people who pay by Debit Order, the customer can put those charges on the monthly Recurring Charges schedule and set it to Auto Generate Payments for the charges

B2B / EDI

B2B (Business 2 Business) and EDI (electronic data interchange) – Future development.

STORE DEPARTMENTS

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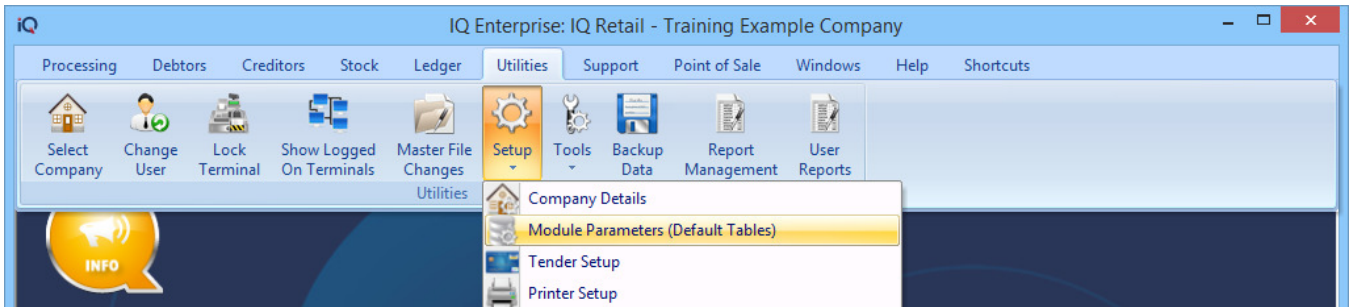
EXTRA CHARGES

The extra charge module will allow extra charges to be added to the processing modules.
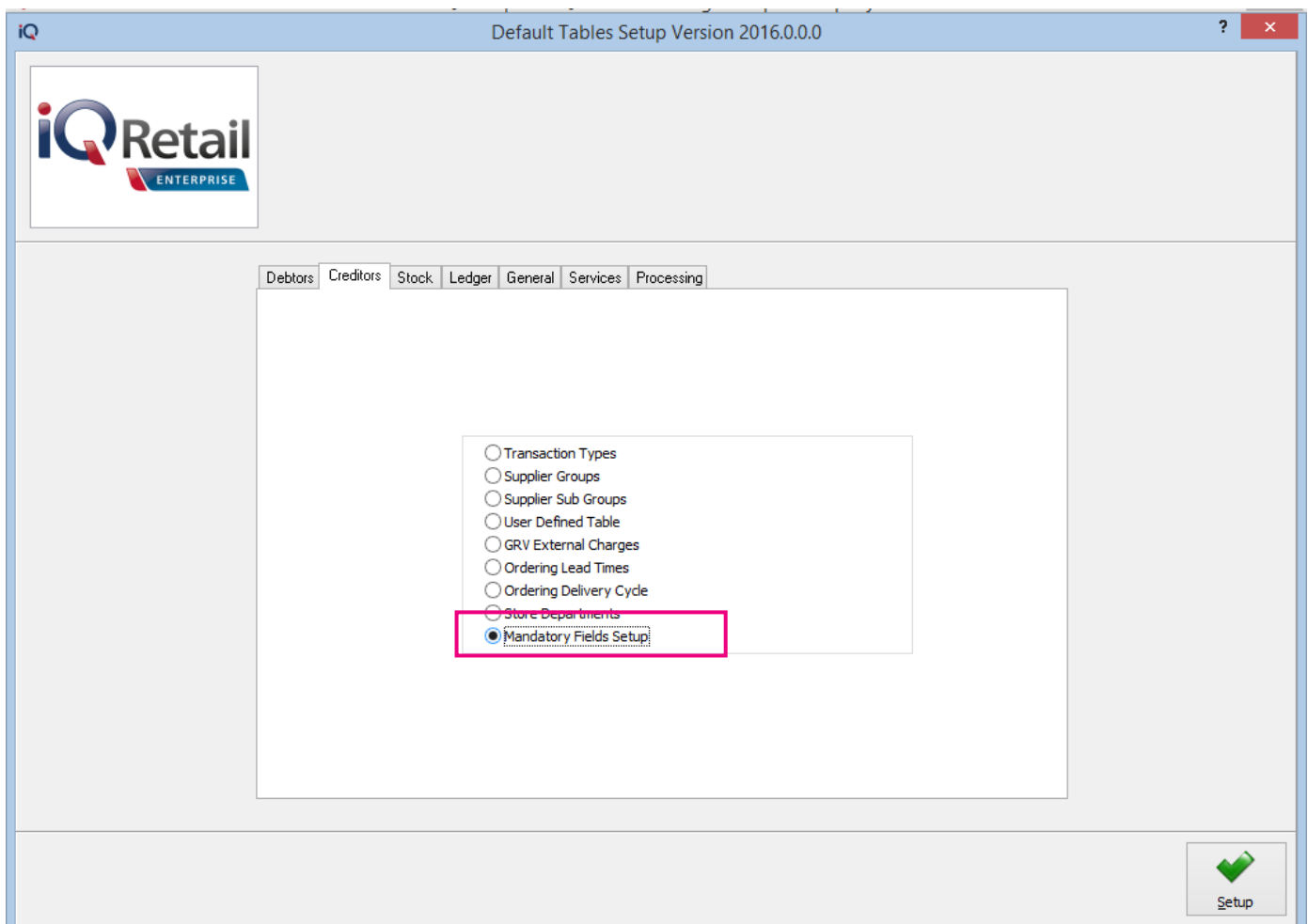
CREDITORS SETUP

From the IQ main menu → Utilities → Setup → Module Parameters → Creditors tab → Creditors Mandatory Fields and click on Setup.

The Creditors Mandatory Fields Setup screen will appear.

MANDATORY CREDITORS FIELDS SETUP

The selection of these fields means that they will be required when doing Creditors Maintenance capturing. Once the field has been selected to be used as a mandatory field it will be displayed in Green.

NOTE: A Field with a check box cannot not be selected for the mandatory selection.

NOTE: If the tab is marked with blue, it means the Entire tab must be marked as mandatory as the nature of the data on the tab requires the entire tab to be competed.

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ACCOUNT NUMBERS

This unique account identifier consists of up to 15 alpha-numeric characters. Duplicate account numbers will not be permitted. This number cannot be changed after it has been assigned to an account, so please take care when entering these account numbers. Only accounts with NO transactions may be deleted from the system. Once a transaction has been processed to an account, the account may not be deleted. This is due to auditing rules and principles of Generally Accepted Accounting Practice.

Existing account numbers cannot be altered in any way. If the account number was entered incorrectly, the account must be deleted and recreated to use the correct account number.

In all instances duplicate numbers will be rejected.

NAME

Enter the company name, or the surname if the creditor is an individual.

ALTERNATIVE NAME

Enter the Company Alternative name if applicable.

TRADING AS

Enter the Company's Trading As name if applicable.

INITIALS / TITLE

ONLY enter if the supplier is an individual. This is NOT the contact persons initials and title.

If the supplier is a company, initials and title should NOT be entered. Otherwise the statement print will be affected.

ID NUMBER

Enter the supplier's ID Number.

CONTACT

Enter the name of the person that maybe contacted in the case of queries relating to this account.

BIRTHDAY

The birthday field allows one to either enter the relevant supplier's birthday by selecting the drop-down arrow and scrolling through the calendar months and selecting the appropriate date.

COMPANY REGISTR NO.

Enter the company's registration number. This number is obtainable from CIPRO. CIPRO is where a new company is registered.

CREDITOR GROUP

Enter the Creditor Group from the list. This is for reporting and filtering purposes. Creditors can be grouped according to your own classifications.

CREDITOR SUB GROUP

Enter the Creditor Sub Group from the list. This is for reporting and filtering purposes.

ON HOLD

If the creditor is placed on hold, a warning will be issued when processing any credits to the account. However, the processing of credits (PM, JC, DS) from the Creditor Single Journal or Creditor Batch Journal option will be possible. However, one is only allowed to post "PM" transactions.

STATUS

This is a one character field that can be used to filter and classify Creditor in reports. For example, "R" can be used for Regular debtors and "O" can be used for Once off Creditor.

AREA

Not to be confused with the postal code. This field is used for report analysis should you require customer reports by area.

EXAMPLE: Let's say that you would like to have purchase reports for certain areas, Durban, Cape Town, etc. printed out each month. To do so you would enter the abbreviated format, e.g. DURB, CAPT, etc. Either in the area field so when printing a report, you can have it printed for a certain area, or area's or, even sorted on these areas.

POSTAL ADDRESS

Use the four input fields for the postal address, where the fourth field being used for the postal code. These address fields will appear on GRV's.

COUNTRY

Select the relevant country from the drop-down list.

TELEPHONE NUMBERS 1 & 2

Enter relevant customer contact details. Otherwise, leave blank.

NOTE: These fields may be used to store information other than what is asked for.

DELIVERY ADDRESS

Use the four input fields for the delivery address, where the fourth field being used for the postal code. These address fields will appear on invoices as entered here, but may be altered at the time of invoicing.

SMS RECIPIENT

A SMS recipient can be send to the supplier's cell number. For example, with payment date and amount.

CELLPHONE NUMBER

Enter relevant supplier's Cell phone number details. Otherwise, leave blank.

FAX NUMBER

Enter relevant supplier's Fax number details. Otherwise, leave blank.

BANK NAME

Enter the supplier's bank name for example ABSA, FNB, Standard or Nedbank.

BANK ACCOUNT

Enter the supplier's bank account number.

BANK SUB ACCOUNT

Enter the supplier's bank sub account number. Otherwise, leave blank.

BANK BRANCH CODE

Enter the supplier's bank branch code.

BANK EFT NUMBER

Enter the relevant banks EFT (Electronic Fund Transfer) number.

BANK ACCOUNT TYPE

Select the Bank Account Type from the list: Current, Saving, Transmission, Bond Account and Sub-share account.

BANK PROOF OF PAYMENT

The bank proof of payment check box selection refers to the option whereby the bank must verify the proof of payment. This field is just a reference field for information purposes only. This field is only used for reporting purposes.

EMAIL ADDRESS

Enter the clients e-mail address if one is available. If the e-mail address is entered the system will allow you to directly e-mail the supplier, various reports, if available on your system.

EMAIL DOCUMENTS

Select this option to allow the emailing of documents to the relevant Creditor automatically from the system. If this option is not enabled then the system will not be able to send any documents via email to the relevant Creditor.

TAX (VAT) NO

Enter the Creditor's Tax / Vat number.

VAT STATUS

Select the Vat Status from one of the following options:

Normal Vat Client – This will apply Vat as entered for all stock items.

Vat Exempt Client (Export) – This will treat the Creditor as Vat exempt and will not apply vat regardless of the items purchased.

CURRENCY

Select the Creditor's Currency. The currency selected here will be the currency in which the amounts are stored in the Creditor's account. The amount posted to Creditor's Control will be multiplied by the conversion rate. In other words, the Creditor's account will show the amounts in the Creditor's local currency but the system will post the values in currency of the company itself.

NOTE: Once a transaction has been posted to the Creditor, the currency field cannot be changed.

NOTE: Currency cannot be changed. New account must be created for each currency type per supplier.

GROUP ACCOUNT

This is will link the Creditor account to another Creditor on the system. This is for a "Head Office and Branch" type scenario, where the Branch makes the purchase, however the Head-Office is invoiced.

All invoices and payments will be posted to the Creditor account that is selected here. A Creditor account that has a Group Account selected, simply stores information, however the account balance remains at zero as the amounts are posted to the Group Account (Head Office). Any other Branches must be linked to the same Group Account.

In other words, this will transfer the whole balance of the individual Creditor account, over to the account selected as the Group Account in the Creditor Maintenance. This will not affect the General Ledger, however the individual Creditors balance will now be zero, while the selected Group Account's balance will have been increased with the relevant amount.

NOTE: The individual Creditor's terms and credit limits will still apply, not the Group Account's. If this link is created BEFORE transactions are posted to the individual Creditor, then the above steps are complete.

TERMS

The payment terms for the account are specified here. This would be for example CASH (C.O.D), 30 days, 60 days, 90 days etc. Note that accounts selected as C.O.D, will be treated as a CASH account during invoicing. Alternatively, if the Creditor's account number starts with "CASH" then the system will automatically treat it as a cash account regardless of the terms that are set.

CREDIT LIMIT

This controls the maximum amount of credit to which the creditor is entitled. This limit can only be exceeded during processing if the user has sufficient rights, or by entering a supervisor override password. If the limit is greater than zero (0) the account will be checked during transaction processing, and most reports may be printed with terms or credit limit as a selection criteria, checking if any client has exceeded their limit or terms.

NOTE: For foreign currency Creditors, the limit is entered in the currency of the Creditor and not local currency.

ADVERTISING ALLOWANCE %

The Advertising Allowance % refers to the Allowance percentage the creditor has allocated to your account. This field is just a reference field for information purposes only. This field is only used for reporting purposes.

REBATE %

The Rebate % refers to the discount percentage the creditor has allocated to your account. This field is just a reference field for information purposes only. This field is only used for reporting purposes.

SWELL ALLOWANCE %

The Swell Allowance % refers to the Allowance percentage the creditor has allocated to your account. This field is just a reference field for information purposes only. This field is only used for reporting purposes.

SETTLEMENT DISC %

This is a reference to the discount given by the supplier if the outstanding balance is settled within the specified terms, terms are specified as C.O.D, 30 days, 60 days, 90 days etc. This amount will not be discounted automatically, but will have to be manually processed to each account. The settlement discount % may be added onto the advice note to see what discount may be obtained if the account is paid in full.

SPECIAL PRICE LIST

Select the price list to be applied to the Creditor. To set up the various Own Price Lists go to Stock → Price List →Price List Type → Supplier.

NOTE: This option will only be available if "Own Pricelist" is selected as the Creditor's Sell Price.

DEFAULT LAYOUT

Select the GRV Layout to be used for the relevant Creditor. There are 6 different layouts in IQ. Each layout has its own design. In this way, different Creditors can be given different GRV's, depending on what information needs to be displayed and printed.

PAYMENT METHOD

Select the payment method as Not Selected, EFT (Electronic Fund Transfer) or Cheque. This is simply a reference field.

ACCOUNT NO WITH SUPPLIER

This option is the account number that the supplier has allocated to your account with them.

AUTO DELETE BACKORDERS

This option is will delete all partially processed Purchase Orders.

MIN ORDER VALUE

This option will allow the user to specify a minimum order value for the supplier.

PICTURE

The picture option allows one to add a picture of the relevant creditor. This is handy if one needs to see what the supplier looks like. If a picture of the client is not required, one can utilize the picture option for something else.

MULTIPLE DELIVERY ADDRESSES

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B2B (Business 2 Business) and EDI (electronic data interchange) – Future development.

STORE DEPARTMENTS

If the tab is marked with blue, it means the Entire tab must be marked as mandatory as the nature of the data on the tab requires the entire tab to be competed.

EXTRA CHARGES

The extra charge module will allow extra charges to be added to the processing modules.

HOW WILL DEBTORS & CREDITORS MANDATORY FIELDS WORK?

If the mandatory filed has been selected the fields will be displayed in red when capture Debtors → Maintenance → Add or Edit and Creditor → Maintenance → Add or Edit.

NOTE: If the mandatory field has been left blank and Accept is selected an Error screen will appear stating to Please enter a value for the blank field.

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