



# DEBTORS & CREDITORS ATTACHMENTS

## 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.

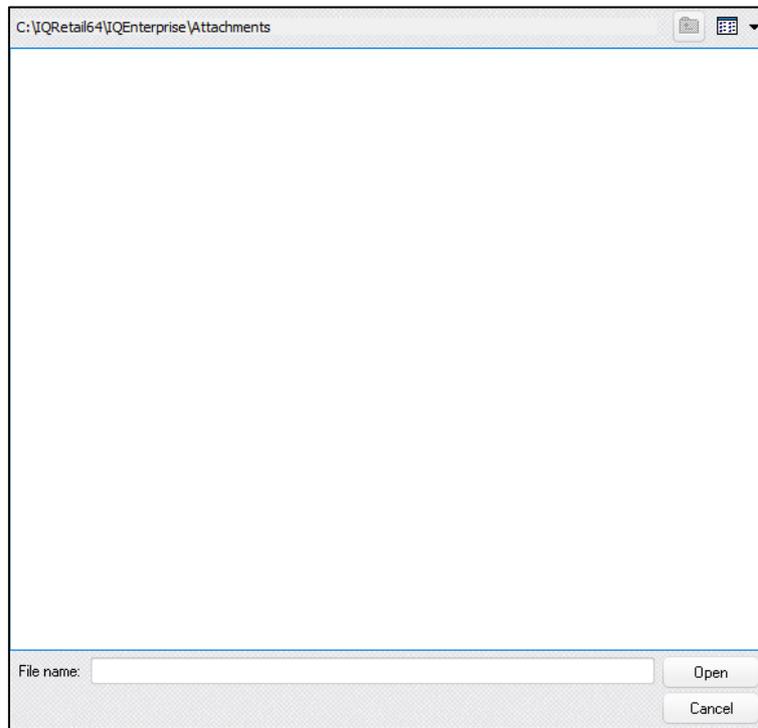
#### ADD WITH BROWSE

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

## SETUP

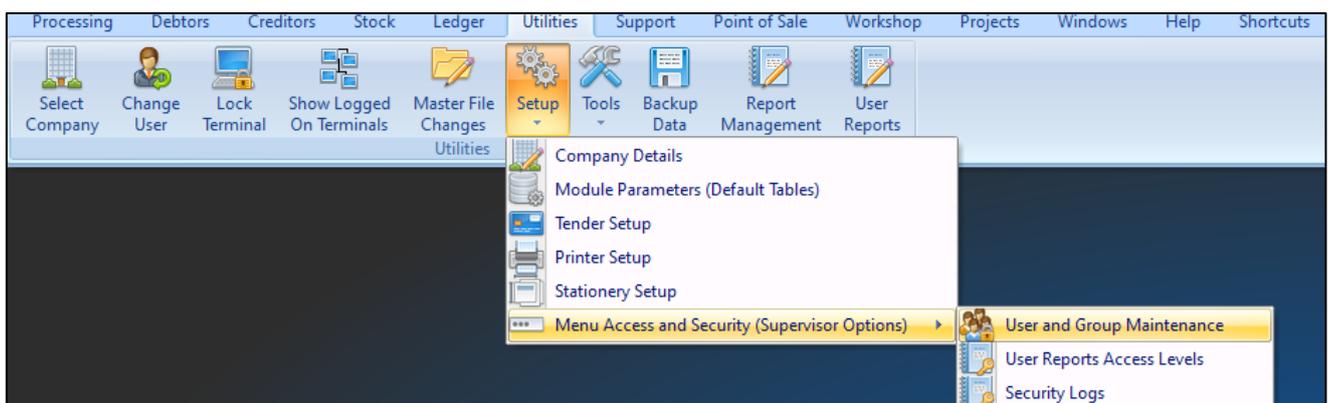
From the Main menu → Utilities → Setup → Menu Access and Security → User and Group Maintenance → User → Select user → Edit user.

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 → Utilities → Setup → Menu Access and Security → User and Group Maintenance → User → Select user → Edit user.



### ATTACHMENT DIRECTORY

Once the user account has been opened, the Attachment Directory will be available for changes.

Staff Details

Staff Number: 2

First name: [ ]

Surname: [ ]

Initials: [ ]

Id Number: [ ]

Address 1: [ ]

Address 2: [ ]

Address 3: [ ]

Post Code: [ ]

Telephone: [ ]

Cell Phone: [ ]

E-Mail: [ ]

Report Access Level: 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

Use Classic Menu:

Ask For Pin Continuously:  Inherited From Company Setting

Enable System Notifications:

System Language: English (Default)

System Character Set: ANSI\_CHARSET

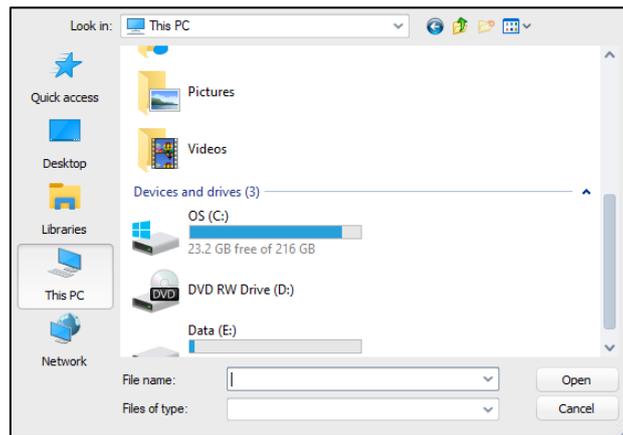
Attachment Directory: C:\KCS

Detail Email Setup

Accept

### ATTACHMENT DIRECTORY SELECTION

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



### HOW TO ADD AN ATTACHMENT

From the Main menu → Debtors → Enquiries → Select Specific Debtors → Display  
 OR

From the Main menu → Creditor → Enquiries → Select Specific Creditor → Display.

**Account Details**

Account Number	123456789	Telephone 1	021351	Select Layout	Available Filters
Name	IQRETAIL	Telephone 2		<input checked="" type="radio"/> Standard	Clear Filter
Address 1		Fax Number		<input type="radio"/> Layout 2	
Address 2		E Mail Address	theo.oosthuizen@kerridgecs.om	<input type="radio"/> Layout 3	
Address 3		Last Payment Date		<input type="radio"/> Layout 4	
Address 4		Last Payment Amount	0.00	<input type="radio"/> Layout 5	
Contact		Credit Limit	0.00	<input type="radio"/> Layout 6	
Comment		Reserved Credit Limit	0.00		
Line Comment		Balance Brought Forward	21.58		Purchase Orders 2
Currency	ZAR	Supplier URL:			

May 2020

Date	Code	Reference	Debit	Credit	Amount Due	Balance
15/05/2020	IN	GRV32673	0.00	25 000.00	25 000.00	25 021.58
21/05/2020	IN	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

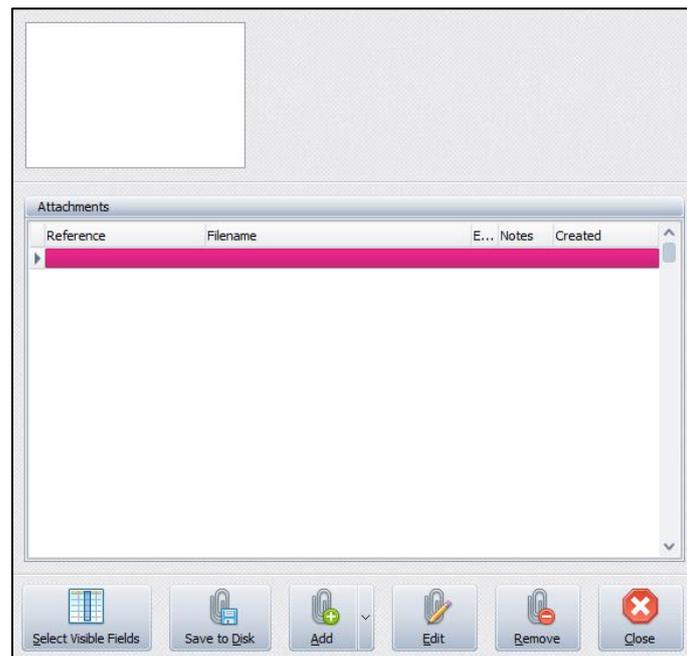
ZAR349.50
ZAR31 065.50

<input type="button" value="Select Visible Fields"/>	<input type="button" value="Filter"/>	<input type="button" value="Allocations"/>	<input type="button" value="Search"/>	<input type="button" value="Balances"/>	<input type="button" value="Performance"/>	<input type="button" value="Report Options"/>	<input type="button" value="View Related"/>	<input type="button" value="Actions"/>	<input type="button" value="Flash"/>	<input type="button" value="Document Options"/>	<input type="button" value="Adv Note"/>	<input type="button" value="GI Audit"/>	<input type="button" value="Attachment"/>
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Select the specified transaction for example the invoice. Select the Attachment option.

## ATTACHMENT OPTION

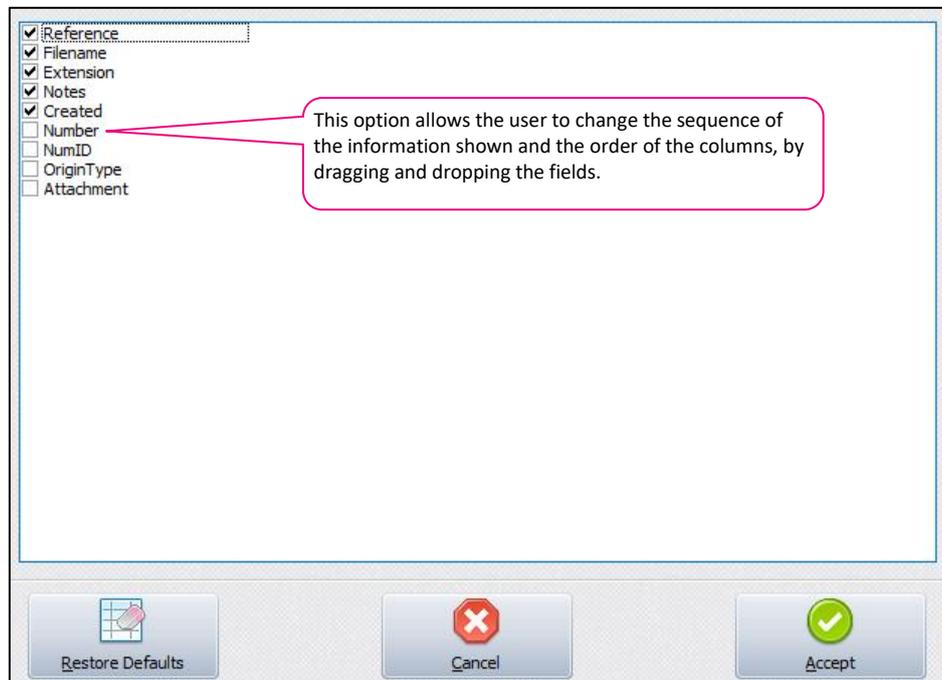
Once the Attachment button has been selected the attachment screen will appear.



## ADD ATTACHMENT BUTTON EXPLANATION

### SELECT VISIBLE

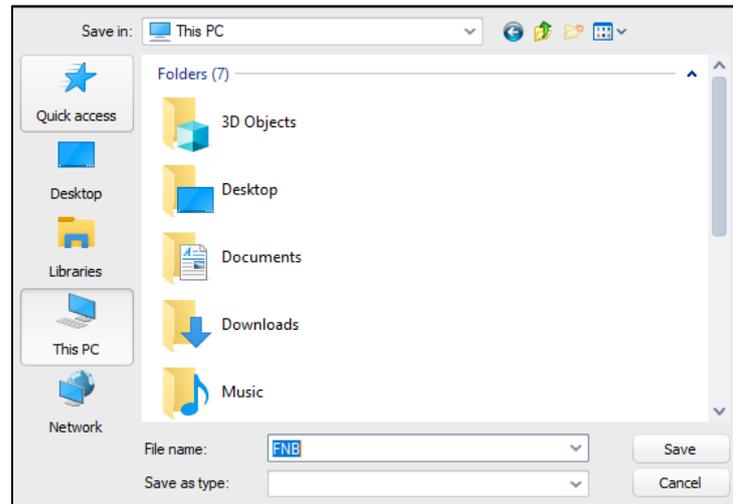
This option enables the user to change the information visible on the screen.



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.

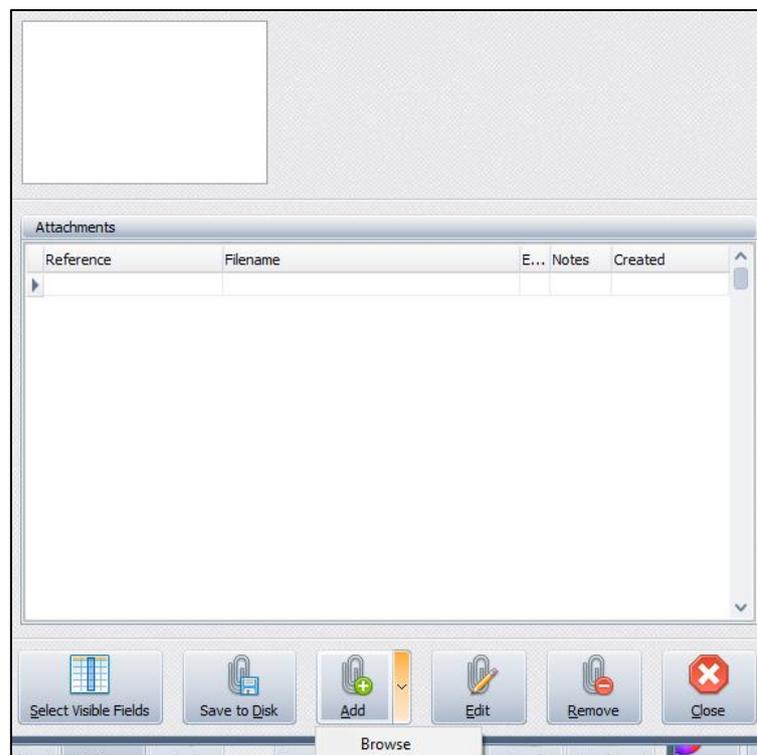


## ADD

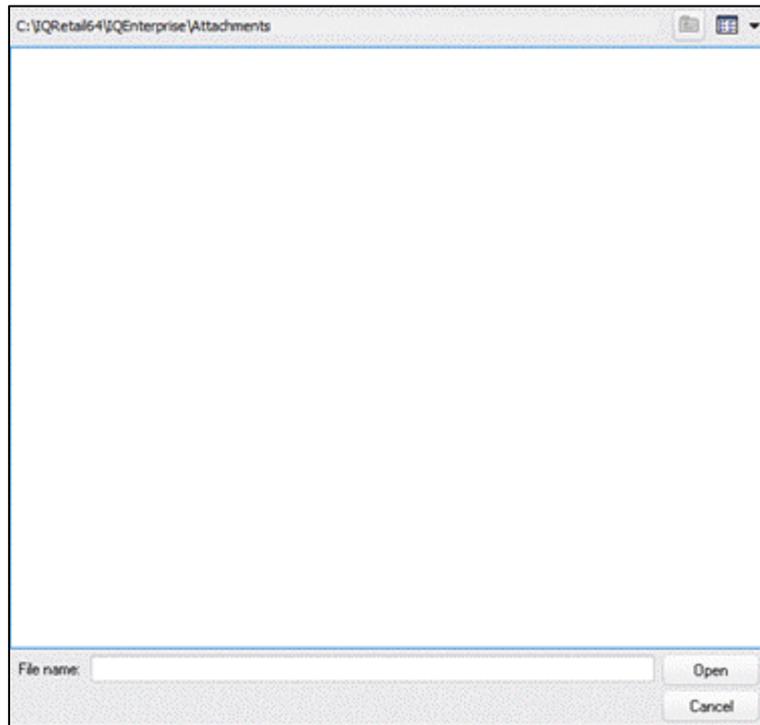
This is a custom attachment dialog to permit the user to a specific directory. The directory will allow the user to step into sub-directories found within the “Root folder” but is not allowed to browse above the ‘root’ directory.

This root directory is setup in the Edit User screen.

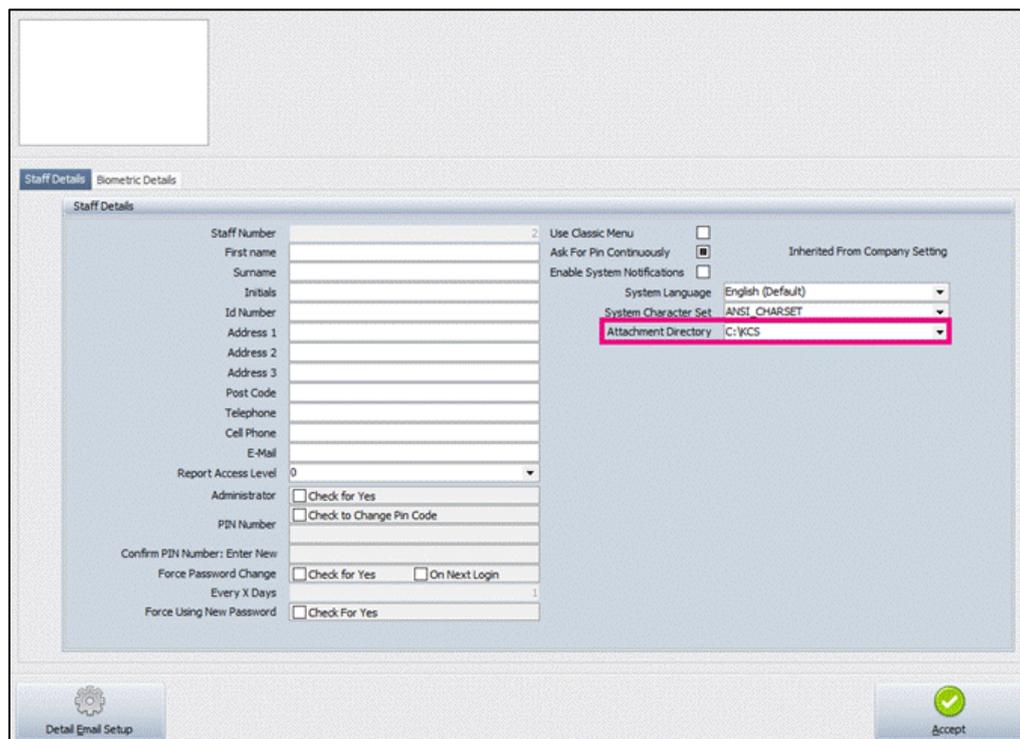
**Example:** If Root directory is set at c:\IQRetail\Folder1. The user can navigate deeper into the folder structure to c:\IQRetail\Folder1\SubFolder1\SubFolder2\SubFolder3\... BUT cannot browse to c:\IQRetail.



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



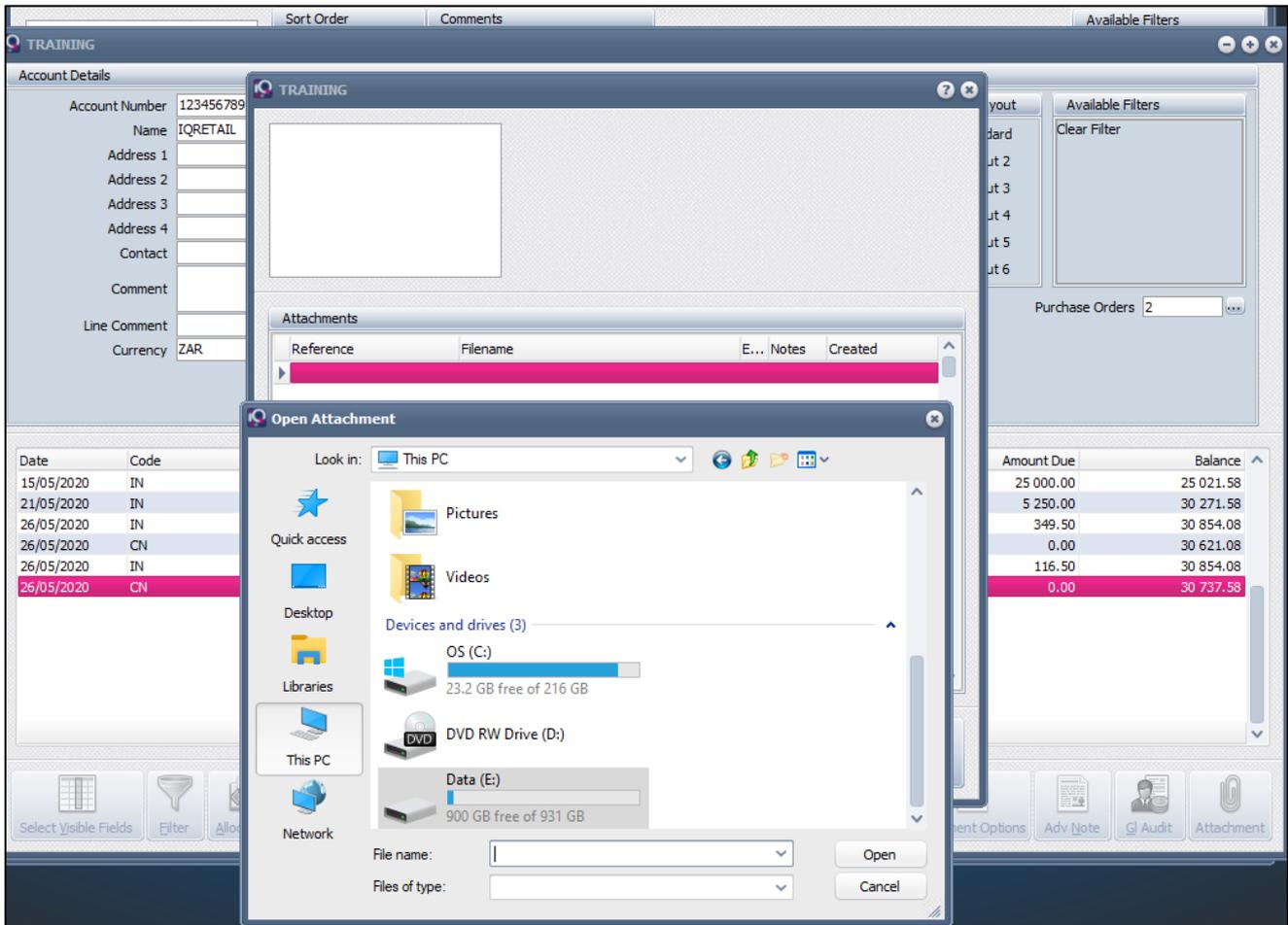
Select the Add, this will open the default define dialog. The default Dialog destination can be changed in the User setup. If the user setup as not changed, the Attached Dialog will open C:\IQRetail\IQEnterprise\Attachments.



Select Accept once attachment directory has been selected.

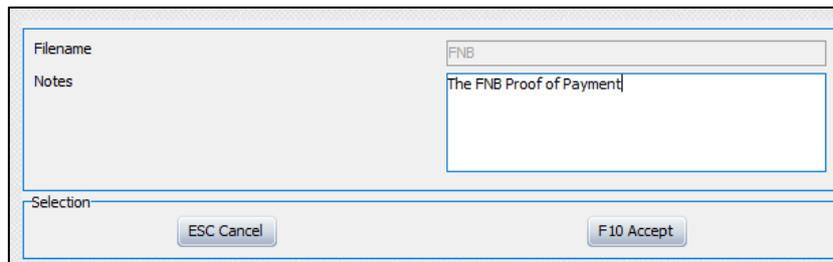
### ADD WITH BROWSE

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.



**REMOVE**

This option allows the user to delete an existing attachment.

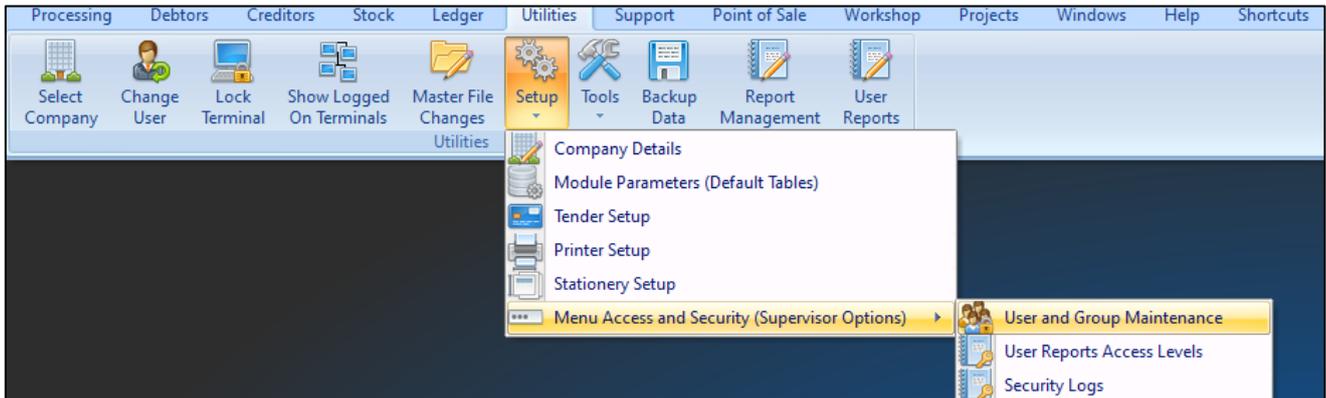
**CLOSE**

This option allows the user to close the Attachment screen.

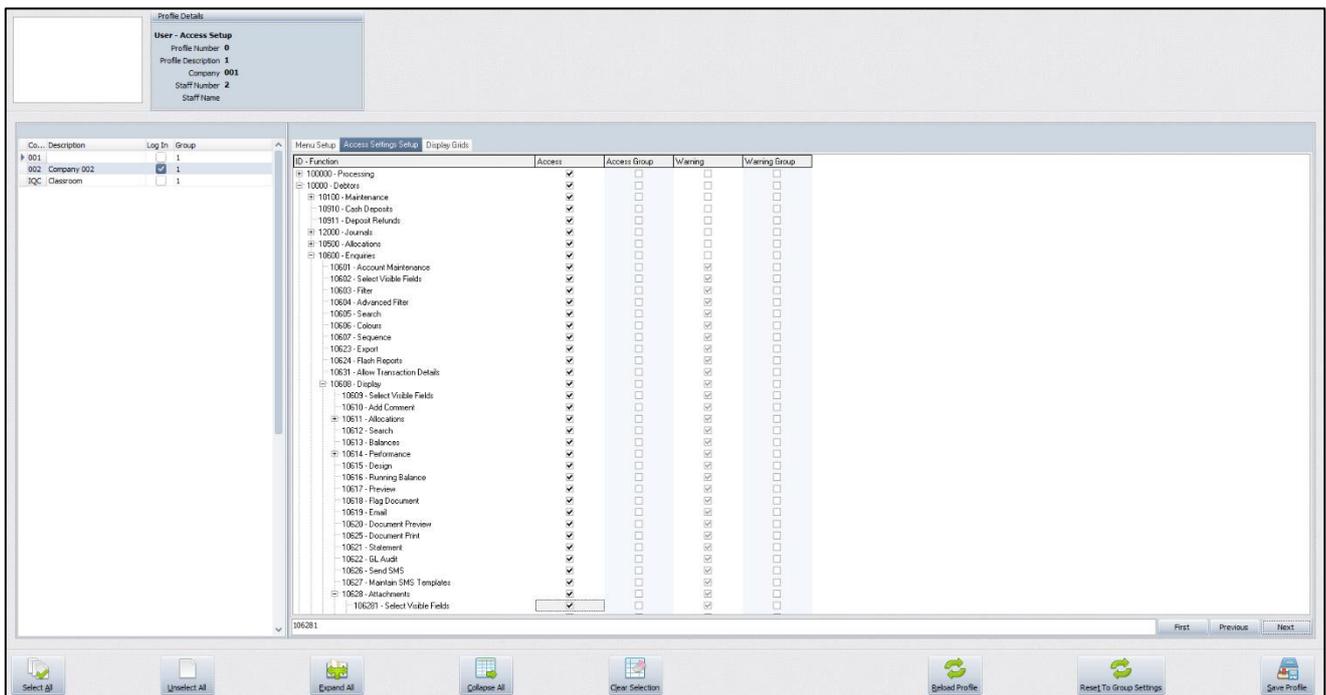


**SECURITY**

From the Main menu → Utilities → Setup → Menu Access and Security → User and Group Maintenance → Group → Select Group → Group Menu & Security Settings → 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.



## 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

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