



IQ POS

Overview & Features



Inventory / Stock

New Features

- User definable Menu Shortcuts
- Report Server
- Remote Wireless Stock Take
- Integrated Airtime Sales
- SMS and Email Marketing
- Extended Debtors/Creditors/Ledger allocations
- Extra and External GRV charges
- Custom and Seasonal Ordering Formulas
- Auto ordering in Purchase Orders
- Flash Reports

Inventory / Stock Features:

- Up to 15 character stock codes, with options for barcode and supplier's code
- Stock item or non-stock/service item categorisation
- Department and group allocation for stock items
- Item on hold facility
- Cascading items setup
- Specify up to 5 selling prices per item which can be linked to customers
- Link image to a stock item
- Re-order level and re-order quantity for each stock item
- Regular supplier link with suppliers stock code
- Variable weighted stock item facilities i.e. scale items
- Sort and search by code, barcode, description, department or supplier code

Inventory/ Stock Features:

- Price maintenance by single item or group of filtered items
- Price maintenance by selling price, mark-up on cost, GP percentage or percentage of price
- Maintain mark-up on average cost or latest cost
- Select preferred fields to view on data grids
- Filtering of stock data through advanced SQL engine
- Drill-down enquiries to view transactions on an item
- View audit trails for any transaction
- Export to Excel, CSV, Text or HTML
- View sales and purchase history per item, per department, per group for any day, month or year
- Reconcile stock quantity movement
- Integrated processing of Invoices, Credit Notes, Goods Receiving, Returned Goods, Purchase Orders, Sales Orders, Job Cards
- Maintain multiple stock locations within a single company
- Maintain serial numbers and history of serial numbers
- Contract price maintenance with various discounting options
- Comprehensive stock reporting and customisation of standard reports
- Stock takes using complete stock list, stock department or stock location, with the option to have the stock count data imported
- Bills of Quantity setup for manufacturing
- Integrated Quotes, Job Cards and Sales and Purchase Orders
- Partial order processing and backorder facilities
- Invoice directly from Quotes, Sales Orders, Job Cards and GRV directly from Purchase Order
- Multiple Stock Ordering formula's per stock item

Stock Control

The stock management module provides you with full control of your business assets and your inventory process. Manage and optimise your inventory/warehouse levels and enhance customer satisfaction while maximising profits. Stock departments and stock groups allow you to categorise your stock for meaningful reporting and evaluation.

Tracking costs and sales history with graphic sales representation puts you in the position to decide on appropriate stock levels for different periods. Built-in item cascading functionality makes it possible to purchase a bulk item in a particular unit of measurement and then sell it as different single items, each with their own unit of measurement.

Warning messages are automatically displayed when items reach their re-order levels. The re-order report, in conjunction with the re-order level and re-order quantities, will automatically calculate what stock is required.

Full stock audit tracking has never been easier. At the click of a button, detailed drill-down information is available, including detailed General Ledger transactions.

Improve Efficiency and Revenue

Additional functionality such as multiple companies, multiple warehouses and multiple bin locations make distributed stock easy to manage. Serial numbers for serialised items are stored with full purchase and sales history information. This allows tracking and control of serialised items. A specific serial number may be queried at any time.

The flexibility within price maintenance allows products to be marked up on average cost or latest cost or for manual price changes. Global changes can be made to a range of stock items per department, group or supplier. Other changes are also possible by specifying options such as percentage mark-up on cost, modify gross profit percentage and percentage price change.



Overview & Features

Sales Orders

Powerful Functionality

Multiple prices and contract pricing allow further flexibility with the ability to define separate pricing per debtor, product, department and even debtor groups. Stock counts are easily managed by selecting complete, department or stock location count setups.

The stock count process no longer has to interfere with the course of business as the system adjusts stock which has been sold during the count process. On-screen querying throughout all the integrated modules, puts the power of useful information at your fingertips. The standard stock management reports also have customisation features to meet your business requirements.



Sales Orders Features:

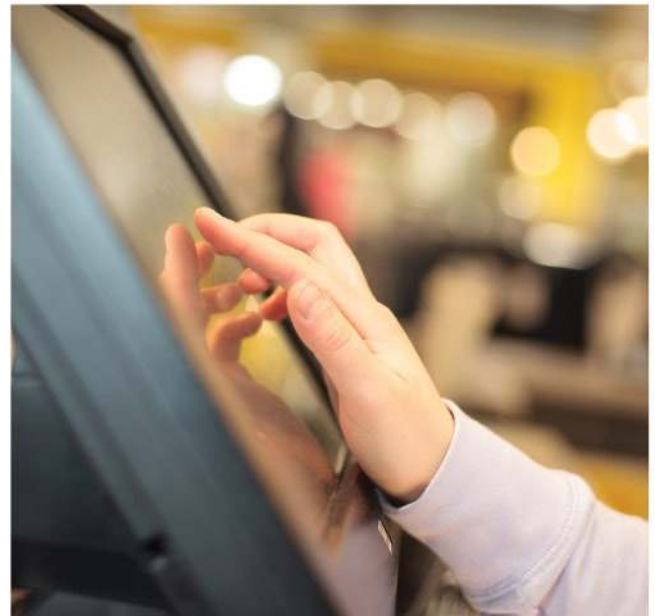
- Integration of Debtors, Stock and General Ledger
- Sales Order delivery date for reporting and invoicing purposes
- User defined sort and search order by customer account, document, date and order number
- Part order processing and automatic backorder tracking
- Customise reports and advanced filtering engine
- Invoice directly from the sales order to eliminate recapturing
- Easily check stock that is on sales & purchase order through stock enquiries or the re-order report
- Picking slip generation for orders that can be invoiced
- Re-use the same order repeatedly

Sales Orders

Sales Orders allow control of your inventory quantities and customer orders, giving you vital information regarding the fulfilment of orders together with customer reporting. The sales order process allows full control of your inventory to help increase stock turnover ratios and boost profitability. The ability to report on delivery due dates, helps your business optimise delivery routes and decrease expenditure on delivery follow through. Special pricing can be allocated to customers with various discounting options.

At the time of placing the order, these discounting methods are automatically taken into consideration, making your order fulfilment process accurate. Replicating a sales order is easy with the copy feature. Partially completed sales orders are maintained within the module and the ability to convert sales orders into invoices will enhance efficiency and eliminate costly errors.

Sorting of data is user defined through a number of fields including account number, document number, date or order number etc.



Purchase Orders

Purchase Orders Features:

- Integration of Creditors, Stock and General Ledger
- Purchase Order arrival date for reporting
- User defined sort and search order by customer account, document, date and order number
- Specify the arrival date of a purchase order for reporting
- User defined sort order by customer account, document, date and order number
- Partial order processing and automatic back-order tracking
- Customise reports and advanced filtering engine
- Generate a Goods Received Voucher directly from the Purchase Order to eliminate recapturing
- Easily check stock that is on Purchase & Sales Order through stock enquiries or the re-order report



Purchase Orders

Effectively manage your purchasing process by utilising the Purchase Orders module and streamline your goods receiving process. Managing stock and optimising inventory levels are made simple with reporting functionality which takes into account stock which is on order from suppliers as well as stock which is required by customers. Your inventory and suppliers seamlessly integrate to make the purchase order process a valuable part of your workflow. Various automation features, such as the 'auto order' function and specifying maximum variances on orders, help eliminate quantity and price errors.

The costs of overstocking are a thing of the past with the ability to create and customise reports. You can improve lead times with the facility to e-mail documents to the supplier. Reduce your average operating cycle and optimise your purchases with this comprehensive workflow related module.

Quotes

Quotes Features:

- Quotes can be amended at any time
- Quotes can be stored for any period of time
- Flexible user defined Quote layout
- Full integration to Debtors, Stock and General Ledger modules
- Convert a Quote directly to Invoice, Sales Order or Purchase Order
- Report on outstanding Quotes

Quotes

Create a quote with all the various items a customer enquires about. With additional comment options, one is able to capture specific client details and requirements pertaining to the quote.

A quote may be modified at any time and re-submitted to the customer with new changes made. Quotes may also be printed or emailed to the customer. Quotes can be converted to either a sales order or directly to an invoice, eliminating the need to re-type information.



Job Cards

Job Cards Features:

- Integration of Debtors and Stock
- Specify an expected date of completion
- Fault description can be edited
- Job description can be edited during course of Job Card
- Add a long description or narrative to the Job Card
- User defined sort order by account number, document, date and order number
- Standard reports are customisable
- Advanced SQL filtering engine
- Edit Job Card items during the course of the job
- Invoice directly from a Job Card to eliminate recapturing
- Multiple invoice layouts when finalising the Job Card
- Archiving of Job Cards

Job Cards

Creating detailed Job Cards and invoicing directly from a Job Card, will drastically improve the ability of your business to streamline and keep accurate control of the entire workflow process. Create a Job Card using your existing customers or a cash customer. Specifying a job in detail is an intuitive process with comprehensive data capturing fields.



Your customers and inventory integrate with your data capturing forms to make job card creation a seamless process.

Job Cards are batch based, allowing items to be added and the details of a Job Card to be edited at any stage of the work flow process. With additional features and narrative entries such as 'fault description' and 'job description', you can improve customer satisfaction and minimize customer and employee misinterpretation. The JobCard layout can be designed to your personalised business requirements. JobCard sorting and searching is flexible and user defined with the ability to sort by fields such as account number, document, date or order number. All processed jobs are archived, allowing one to access previously processed JobCard information. Enhance customer satisfaction and improve efficiency by extracting detailed and vital reports using the available standard reports as well as creating custom reports.



Bill of Quantity

Bill of Quantity Features:

- Integration to Stock, including stock locations and Sales Order details
- Batch manufacture numbering
- Serial number control of manufactured items
- Unlimited component item specification in a BOQ
- Manufacture and disassembly function
- Replicate BOQs with the built in copy function
- Costing based on component quantities or percentage of total cost
- Bill Ordering

Bill of Quantity

The BOQ module allows one to define the relationships in the manufacturing process between a manufactured item and the components required to produce these items. Specifying components is a task which the system makes simple by utilising integration of inventory. Reporting on a manufactured item is



easy, as well as viewing the detailed component break down and associated costs. Components can be specified in any appropriate unit of measure which is consistently used by your business. The disassembly feature reverses the process of manufacture, with the resulting system entries being completely automated. The ability to assign specific mark-ups on average or latest cost also means that your BOQ system takes care of maintaining profitability. Selling prices therefore automatically adjust when the cost of the manufactured item changes.

Serial numbers can be controlled for both the manufactured item as well as the individual components. Serial numbers that are created and used, are then controlled through the selling process by maintaining a history of serial numbers. Cost levels are available for each manufactured item and drill-down functionality offers your business a comprehensive view of all transactions. Full audit trails give further information about your manufacturing business.



Creditors / Accounts Payable

Creditors / Accounts Payable Features:

- Powerful audit features and drill down to transactions
- View source document and General Ledger audit from supplier enquiries
- Various age analysis reports and graphs
- Date driven Advice Notes
- Automatic creditors ageing
- Export to Excel, CSV, Text or HTML
- Graphic analysis of creditor accounts
- Easy payments and reconciliation of accounts
- Supplier label printing
- Advanced accounts payable audit trails User defined sort order
- Colour allocation for various aged accounts
- User definable creditor groups
- E-mail Advice Notes, Goods Received, Vouchers and Return Notes to suppliers
- Registered VAT vendor or non-registered
- Vat vendor supplier definition
- Flexible transaction types
- Journal entries, batch and live processing
- Link a supplier account to a main account for group advice notes
- User definable report filtering

Creditors / Accounts Payable

Save time, reduce administrative costs and gain better control over your business processes through the use of the date driven Accounts Payable module. Integration to the General Ledger is seamless and the ability to create unique transaction types is a feature which allows flexibility. Define an unlimited number of suppliers and apply their terms to your business.

Customise batch transactions or process in 'real-time'. Payments can be batch processed via ledger cashbook postings or via journal processing. The creation and power of ad-hoc filters allows querying of system data to extract meaningful information. Optimise your payment schedule and gain the maximum benefit of short term financing via a comprehensive accounts payable system. Create your own custom reports with powerful SQL report functionality.

Seamless integration to the General Ledger and stock processing options such as Purchase Orders, Goods Receiving and Returned Goods. The implication of this integration allows enterprise-wide cross modular reporting. View an account from an overview perspective and then drill-down to transaction level and view complete audit trails. Enquiring on accounts allows for the viewing of information by a specified period or by complete history of



transactions. Accounts with outstanding allocations are easily identified through colours and transactions can be partially or fully allocated. Vital information is easy to access with statistical and management reports which can be represented graphically, according to user preference. Managing your accounts payable is easy with added benefits such as advice note printing and payment reconciliation.



Debtors / Accounts Receivable

Debtors/Accounts Receivable Features:

- User defined sort order
- Colour allocation for aged accounts
- User definable user groups
- Delivery routes
- E-mail of statements and invoices to customers
- Normal VAT or Vat Exempt client definition
- Link a customer account to a main account for group statements
- Customer specific interest rate
- One button interest charging
- Customer specific selling price level allocation
- Multiple delivery addresses per customer
- Real time journals or batch processing options
- User definable report filtering
- Powerful audit and drill down to source document
- View source document and general ledger audit from customer enquiries
- View graphs for debtors to determine profitability
- Various age analysis reports including graphs
- Date driven Statements
- Recurring charges for selected debtors
- Label printing
- Powerful, integrated e-mail marketing
- Credit control facilities
- Automatic debtor aging (no month ends)
- Export to Excel, CSV, Text or HTML



Debtors / Accounts Receivable

Gain control of your cash flow and enhance customer service through efficient and effective management of your entire collections process. Accounts receivable is your complete date driven solution for tracking debtor performance and reporting on outstanding accounts.

Choosing between batch or real-time processing and the ability to enhance speed and streamline all the stages, from invoicing through to the recording of payments, helps ensure customer satisfaction. The creation and power of ad-hoc filters allows querying of system data in order to extract the meaningful information that your company requires. This in turn leads to speeding up of receivables and reduces the business operating cycle.

The creation of customer contact information extends unique business parameters and controls information allowing you to monitor your customer accounts with accuracy.

Unique transaction types can be created initialising flexibility and seamless ledger integration. Debtor enquiries allow extensive functionality, whether viewing a specified period or all transactions.

View account performance by calendar year or financial year and e-mail any processed documents such as invoices and credit notes from within enquiries. General ledger audit trails for transactions can be viewed from a debtors account, merging ease-of-use with accuracy. Your accounts integrate with processing options such as Invoicing, Credit Notes, Sales Orders, Job Cards and Quotes. This enables cross-modular enterprise wide reporting with customised reporting capabilities. Accessing crucial information is always a few clicks away, from statistical reports to valuable management reports. Built in customer specific currency options and invoice layout allocation allow international clients to be maintained separately and effectively.

Accounts with outstanding allocations are easily identified through colours and transactions can be partially or fully allocated. Vital information is easy to access with statistical and management reports which can be represented graphically, according to user preference. Managing your accounts payable is easy with added benefits such as advice note printing and payment reconciliation.

General Ledger

General Ledger Features:

- VAT reporting
- Comprehensive General Ledger Audit tracking
- Powerful enquiries with drill-down for transaction viewing
- Export to Excel, CSV, Text and HTML
- Advanced filtering engine

General Ledger

The system's powerful enquiry function allows extensive drill-down capabilities through to transaction level and the ability to view source documents and detailed audit trails. Data capturing is date-driven and processing batches and recurring batches enhance efficiency, whether processed per user or period.

The General Ledger allows for effective reporting on VAT and Audit Tracking. Unique transaction types can be created initialising flexibility and seamless ledger integration. General Ledger enquiries allow for extensive functionality, whether viewing a specific period or all transactions.



Point of Sale

Point of Sale Features:

- Stock, General Ledger, Accounts Receivable integration
- Interface with barcode scanners, programmable keyboards, pole displays, cash drawers and other industry hardware
- Accept multiple currencies
- Real-time or batch updating of Stock and General Ledger
- Monitor any till remotely
- Scalable for growth of retail operations
- Barcode scanning
- Serial number tracking
- Tender Cash, Credit Cards, Account EFT, Vouchers and user defined options
- Sell variable weighted stock items
- Sell from specific inventory location suspend and resume sales functionality
- Credit sales to debtor or cash sale to debtor
- Caters for both 40 column slip or full invoice layouts
- Supervisor logon function
- Filter and query data and stored sales slips
- Price lookup and sales history of stock items
- Petty cash in or out with reporting on petty cash movement
- Transfers in or out of tills (drop safe procedures etc.)
- Multiple currency setup for tenders in foreign currencies
- Layby and laybye maintenance with advanced reporting
- Change shifts and cash-up specific terminal and shift
- Discount, Petty Cash, Refund and Void Sale/Line reports
- Account and Cash refunds
- Account payments on any till where the option is allowed
- Administrator defined screen for each user
- Loyalty cards and reports
- Promotion setup for specified dates and specified times during the day of trading
- Specify maximum selling price variance and maximum discounts allowed
- Administrator defined password setup and function limitations on users
- Completely user definable reporting functionality
- Vat and GST compliant
- Customise tender type setup to post to assigned general ledger account

Point of Sale

Operating in the fast paced retail environment, your retail business demands a software solution to process your sales efficiently. IQ Retail's Point of Sale software offers any retail environment the opportunity to maximise efficiency and speed at checkout. The comprehensive, fully integrated solution, has built in flexibility to offer single- or multi-site and single- or multi-terminal capability. The power of rapid processing and ease-of-use, allows your business to focus on customer needs. The consistent user interface further enhances productivity.

Peace-of-mind benefits are the outcome of a functional system that does not place extra overhead or burden on your business, but rather gives you the opportunity to focus on profitability and reporting. The Point of Sale module brings the retail aspects of your operation together and provides you with a holistic view of your business. Real-time integration and reporting make quick decision making possible, as all your vital information is instantly accessible. Promotions are easily maintained and enabled on two different time dimensions. Contract pricing or invoice discount allocated to a customer is also taken into account. Foreign currencies can also be used, with the system converting change values into local currency values.

Standard reports are easily customisable and the power of the embedded Report Writer allows your advanced reporting needs to be achieved. Whether your business operates cash, credit or a combination of systems, the availability of your information will reveal trends and give you an advantage.

Integration

Your choice of real-time or batch sales processing allows further flexibility to match system parameters to your business environment. Stock is instantly updated when real-time processing is activated with on-hand figures and sales figures immediately available.

Information about customer transactions is always available due to the real-time updating of their accounts. Transactions are processed effortlessly at your terminals and sophisticated integration makes sure that you have up-to-the-moment balances on your customer accounts. General ledger transactions are also posted through the integration engine and you can customise settings for various tender options to post to specific ledger accounts.

Security

System security is easily achieved, with user definable menus and customisable authorisation settings. Key system features can be safeguarded by specifying the access levels required to perform options such as voiding and suspending sales, exceeding maximum variances on input and seeing cost prices. The system effectively 'self-manages' the predefined security settings once users with limited access login.

POS Reporting

X Reports are comprehensive and can be viewed remotely or from the terminal of origin. If you work in shifts, you can view the shift X Report for a specific terminal and cash up that terminal accordingly. Consolidated X Reports show your daily takings for the store as a whole. Reporting from archives is possible with all the various X Report types.

Other reports include discount, voided sales and voided lines, petty cash and refund reports to name a few.

Report Writer

Report Writer Features:

- Completely user definable
- Easy design using menus and toolbars
- Provides views of your data as meaningful information
- Security control specified by writer of report
- Report wizard for ease of use
- Preview of report on screen
- E-mail or save reports in various formats
- SQL compliant reporting
- Specification of report parameters for any report

Report Writer

The constantly increasing pace of modern business results in the need for system flexibility and reporting that keeps up with changing trends.

An embedded SQL Report Writer gives your business the necessary functionality. The Report Writer delivers the ability to select and summarise data, which is transformed into meaningful information about your business. The report interface allows report designers to write custom SQL statements and directly access data in your system. Every aspect of the report can be customised to the preferences you have, when viewing reports.

Users can readily access the very latest information or historical information according to their needs. Advanced users are able to generate simple or complex scripts and perform powerful functions on data that is relevant to them.



Users can readily access the very latest information or historical information according to their needs. Advanced users are able to generate simple or complex scripts and perform powerful functions on data that is relevant to them.

Security, Integrity & Support

Advanced Security, Integrity & Support Features:

- User-definable fields and data for Debtors, Creditors and Stock
- User definable tables in Jobcards, Sales Order, Purchase Order
- Data imports from CSV
- Emails or Reports generated by Data Triggers
- Storing and tracking of Master file changes

Consolidation and Centralization (of multiple companies)

- Branch Control: Trading Branch and Information Branches
- Centralised Debtors across multiple companies
- Centralised Creditors across multiple companies
- Centralised Ledger across multiple companies
- Dynamic Ledger Departments for processing journal transactions
- Stock Group synchronization updates stock item details across multiple companies
- Centralize Filters / Departments / Foreign Currency Tables across all companies
- Centralized Currency Tables across companies within the stock grouping

Multiple Stock Ordering Formulas (per stock item)

- Sales Rate Ordering
- Replenishment Ordering
- Seasonal Ordering
- Custom Ordering

Advanced Reporting

- Embedded user-friendly report writer
- Drill-Down and Nested Reporting to multiple levels
- Cross Tab Reporting
- Graph and Chart Reports
- Dot matrix reports
- Sub Reports
- Custom Flash Reports for each module
- CRM Reports

Security, Integrity & Support

Security

Users of your business system vary in authority. A logical need exists for a system to offer flexibility in creating the users and how they will interact with your business information. Our systems allow you to define users (with varying access levels) and then further define their own unique menu structure, ensuring that system security is maintained. Defining access levels that authorise critical processes, such as supervisor override, are other areas of security that ensure authorised processing.



Access levels are relevant throughout the system's functionality and are therefore maintained centrally and easily assigned. You can be certain of comprehensive security for your vital business functions.

Integrity

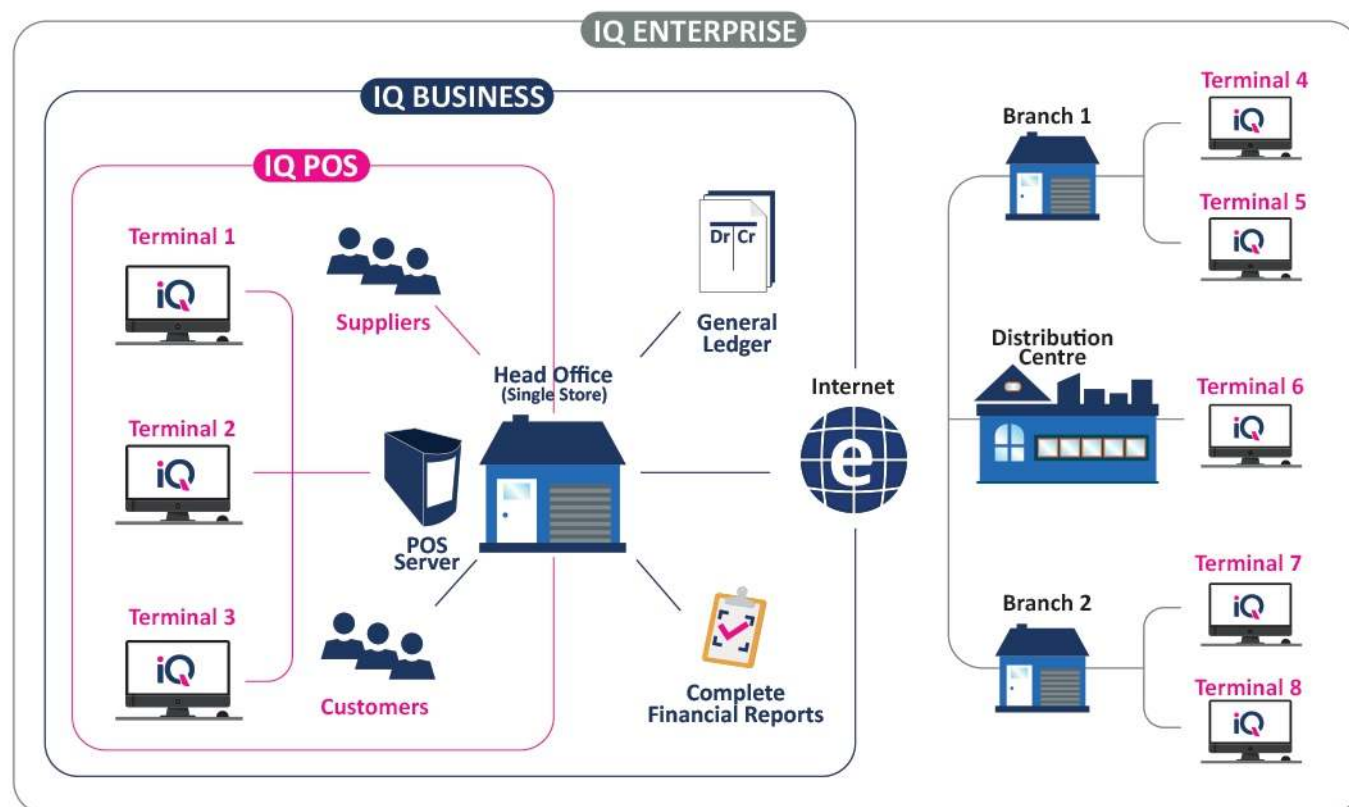
Data integrity refers to the validity of data and is a mandatory condition in a database. Ensuring data integrity is especially important in a transaction-oriented database system. IQ Retail utilises DBISAM, which is a multiple award winning SQL database that promotes and enforces integrity rules to eliminate data integrity problems, resulting in the maximisation of data consistency. The sophisticated 'commit' and 'rollback' facilities in DBISAM, ensure that your overhead expenditure on system administration is kept to a minimum and peace of mind is achieved.

Support

Support for IQ Retail's range of software is available through a vast network of value added resellers. We do, however, take this one step further by offering your business the opportunity of securing an optional support contract. Our support staff are adequately trained and experienced to deal with any system issue, knowing that efficient support is critical to the on-going business environment.

System Comparison

	IQ Accounting +	IQ POS	IQ Business	IQ Enterprise
Point of Sale	✗	✓	✓	✓
Stock	✓	✓	✓	✓
Processing	Limited	✓	✓	✓
Debtors	✓	✓	✓	✓
Creditors	✓	✓	✓	✓
Ledger	✓	✗	✓	✓
Utilities	✓	✓	✓	✓
Multiple Branch Centralisation & Stock Sync	✗	✗	✗	✓



About IQ Retail (Pty) Ltd

IQ Retail (Pty) Ltd is a software development company that provides expertise in complete financial and business administration solutions. IQ Retail has been active in the development of business systems specialising in the accounting and retail management environment since 1986. In this highly competitive market, IQ Retail has grown to become one of the premier providers of innovative and strategic business solutions.

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