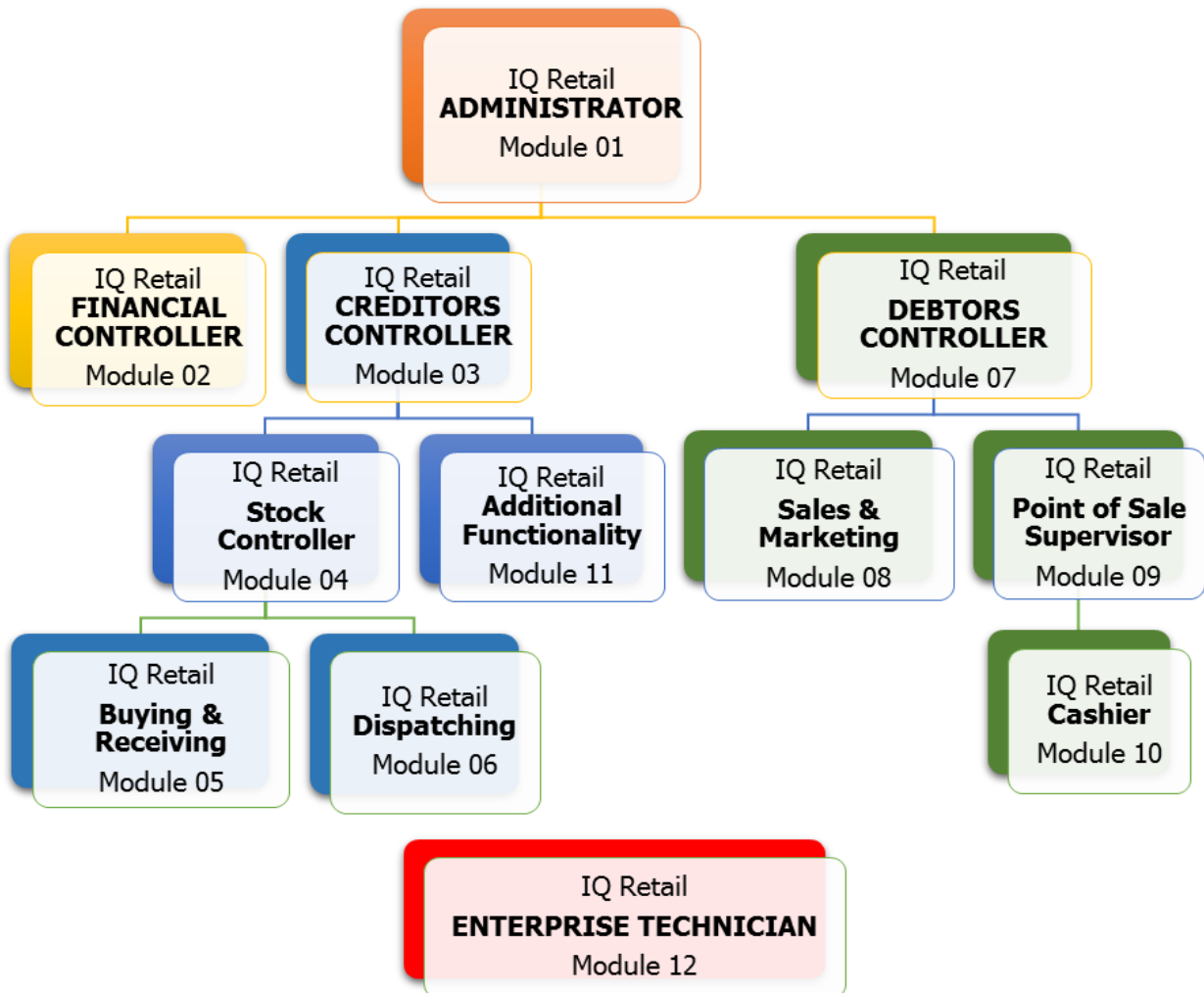


IQ ENTERPRISE

IQ Retail Modular Training



Why Modular Training?

Modular training makes IQ Retail Enterprise/Business:

1. **Flexible** – only attend courses related to work functionality
2. It provides **Focus** – you can focus on the modules related to Job Functions
3. It is **Cost Effective** – only pay for the modules attended
4. It is **Current** – Training material is updated on a regular basis, thus keeping the training material current.
5. It can be **Tailor Made** – Manuals can be adapted to include/exclude functionality not applicable to your industry
6. It creates **Better Skilled** operators – each certified before they leave the training room.
7. It provides the opportunity to complete modules at different dates, thus allowing the attendee to spread the training over a period. All the required modules therefore do not have to be done in the same time-slot allocated for a monthly session.

We also offer bespoke Training Venues (we can utilise customer/BP venues) and we can also generate bespoke Packs (with own logo's) at a nominal additional fee. Special arrangements can be made for larger groups – enquire with the trainer.

MODULES AND QUALIFICATIONS	WHO SHOULD ATTEND	CONTENTS
<p>MODULE 01 IQ Administrator <i>This module must be followed by Modules 02 to 11</i></p>	<p>This module is intended for the maintenance and upkeep of the IQ Retail installation and the employee that will accept that responsibility</p>	<ul style="list-style-type: none"> • Download, Install and Upgrade IQ • System Setups • User and Group Account Setups • Balance of Qualification
<pre> graph TD M01["IQ Retail ADMINISTRATOR Module 01"] M02["IQ Retail FINANCIAL CONTROLLER Module 02"] M03["IQ Retail CREDITORS CONTROLLER Module 03"] M07["IQ Retail DEBTORS CONTROLLER Module 07"] M04["IQ Retail Stock Controller Module 04"] M11["IQ Retail Additional Functionality Module 11"] M08["IQ Retail Sales & Marketing Module 08"] M09["IQ Retail Point of Sale Supervisor Module 09"] M05["IQ Retail Buying & Receiving Module 05"] M06["IQ Retail Dispatching Module 06"] M10["IQ Retail Cashier Module 10"] M12["IQ Retail ENTERPRISE TECHNICIAN Module 12"] M01 --- M02 M01 --- M03 M01 --- M07 M03 --- M04 M03 --- M11 M04 --- M05 M04 --- M06 M07 --- M08 M07 --- M09 M09 --- M10 M12 </pre>		

MODULE 02
IQ Financial Controller

This module is intended for the maintenance and upkeep of the IQ Retail **financial requirements** relating to the installation and the employee that will accept that responsibility

- General Ledger and Company Setups
- General Ledger Processing including Cashbooks and Journals
- Budgets
- Asset Register



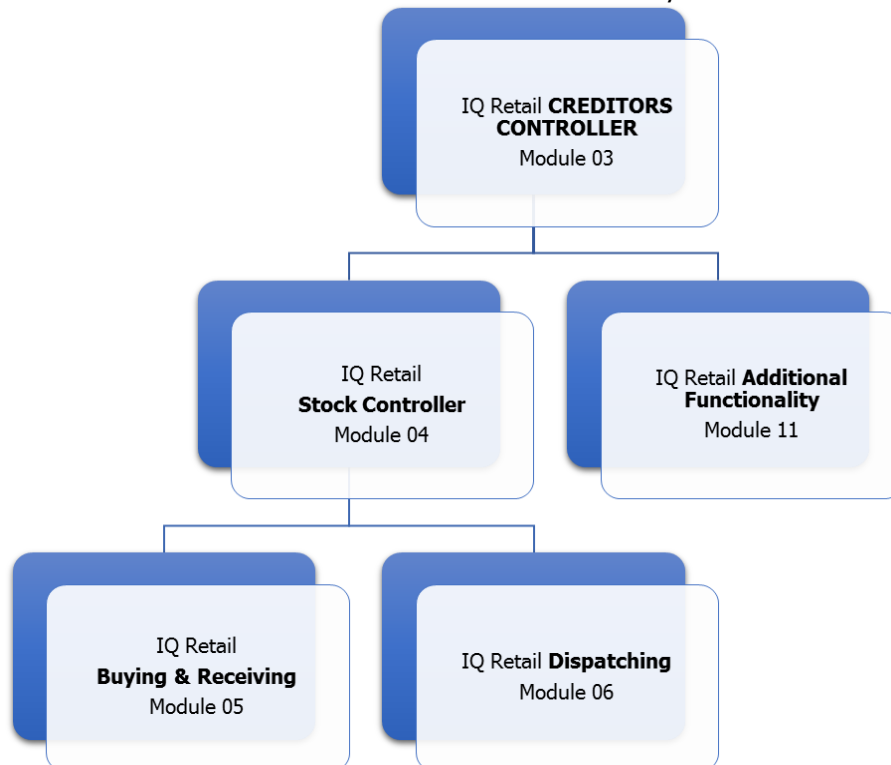
MODULE 03
IQ Creditors Controller

This module must be followed by Modules 04 to 06.

Module 11 is required for additional functionality

This module is intended for the **Creditors maintenance** and upkeep of the IQ Retail Creditors installation and the employee that will accept that responsibility

- Creditors System Setups
- Creditors Setup
- Transactional Processing (Journals)
- Creditors Payment Run and Reconciliation
- Stock – Overview
- Creditors Attachments
- Creditors Mandatory Fields – Setups
- Multiple Warehouses – Overview
- Supplier Delivery Notes and Claims – Setups
- Stock Price Variants – Overview
- Styles Management – Overview
- Sundry Stock Items - Overview

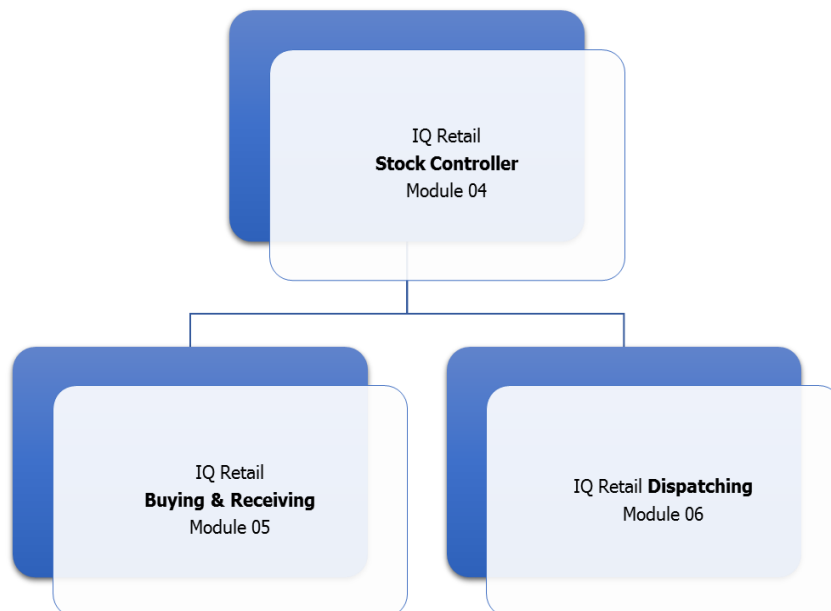


MODULE 04

IQ Stock Controller
This module must be followed by Modules 05 to 06.

This module is intended for the maintenance and upkeep of the IQ Retail **Stock Control** installation and the employee that will accept that responsibility

- Stock Setups
- Stock Items
- Bills of Quantity – Overview
- Job Cards – Overview
- Artificial Management Cost
- Creditors attachments
- Creditors Mandatory Fields
- Deliveries and collections – Overview
- Multiple Warehouses – Setups
- Supplier Delivery Notes and Claims – Overview
- Stock Price Update
- Stock Price Variants
- Stock Price Lists
- Stock Take
- Styles Management – Overview
- Sundry Stock Items
- Promotions
- Volumetrics – Overview



MODULE 05

IQ Buying & Receiving

This module is intended for the processing and functionality of the **Buying and Receiving** of the IQ Retail installation and the employee that will accept that responsibility

- Setups specific to Receiving
- Stock – Overview
- Purchase Orders
- Discounting
- Creditor Attachments
- Creditor Mandatory Fields
- Multiple Warehouses – Transfer IN
- Sundry Stock Items
- Volumetrics – Overview



MODULE 06
IQ Dispatching

This module is intended for the processing and functionality of the **Dispatcher** of the IQ Retail installation and the employee that will accept that responsibility

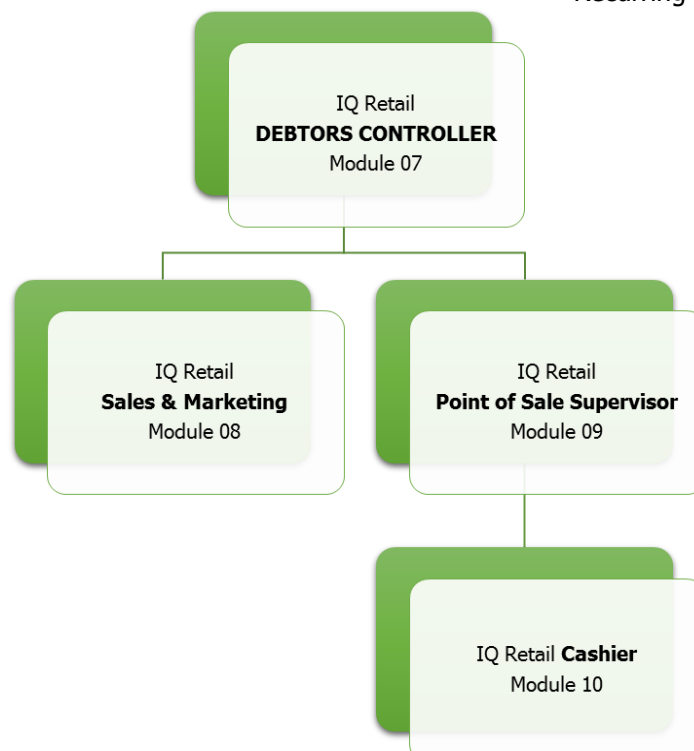
- Setups specific to Receiving
- Stock – Overview
- Price Lists – Overview
- Contract Price Maintenance - Overview
- Debtors attachments
- Deliveries and Collections
- Multiple Warehouses – Transfer OUT
- Styles Management – Overview
- Sundry Stock Items
- Volumetrics – Overview
- Promotions – Overview
- Cash Deposits - Overview



MODULE 07
IQ Debtors Controller
This module must be followed by Modules 08 to 10.

This module is intended for the setups, processing and functionality of the **Debtors** of the IQ Retail installation and the employee that will accept that responsibility

- Debtors
- Credit Control
- Stock – Overview
- Quotes – Overview
- Pricelists
- Notifications
- Contract Price Maintenance
- Sales Orders – Overview
- IQ Promotions – Overview
- Cash Deposits – Setups
- Debtors Attachments
- Debtors Mandatory Fields
- Debtors Account Verification
- Debtors Interest Charging
- Recurring Charges



MODULE 08

IQ Sales & Marketing Consultant

This module is intended for the processing and functionality of the **Sales and Marketing** functionality in the IQ Retail installation and the employee that will accept that responsibility

- Stock – Overview
- Discounting
- Quotes
- Sales Orders
- Promotions
- Cash Deposits
- Debtors Attachments
- Debtors Account Verification
- Marketing: SMS and Email

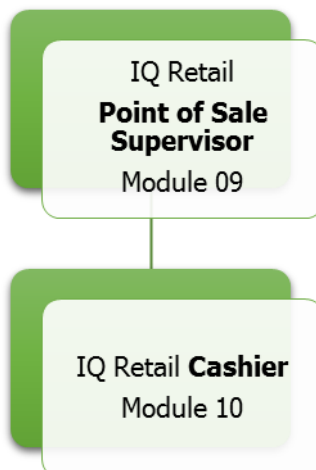


MODULE 09

IQ Point of Sale Supervisor
This module must be followed by Module 10.

This module is intended for the processing and functionality of the **POS Supervisor** in the IQ Retail installation and the employee that will accept that responsibility

- Point of Sale – Setups
- POS Back Office
- Promotions – Overview
- Vouchers – Setups
- Cash Deposits – Overview

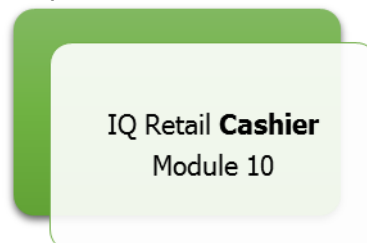


MODULE 10

IQ Point of Sale Cashier

This module is intended for the processing and functionality of the **Cashier** in the IQ Retail installation and the employee that will accept that responsibility

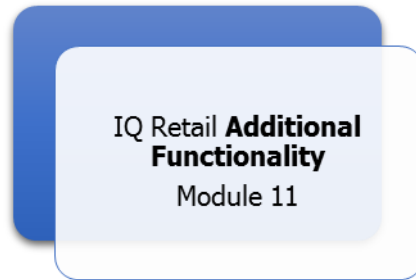
- Point of Sale Processing
- Cash up
- Promotions
- Vouchers
- Cash Deposits



MODULE 11
IQ Additional
Functionality

This module is intended for the processing and **additional functionality** of the IQ Retail installation and the employee that will accept that responsibility

- Bills of Quantity
- Job Cards
- Styles Management
- Volumetrics
- Agent Transactions
- IQ Automation
- Innervation
- Nomad
- Pocketslip
- Loyalty



MODULE 12
IQ Enterprise
Technician

This module is intended for the processing and functionality of the IQ Retail **ENTERPRISE** installation and the employee that will accept that responsibility

- All Enterprise Setups
- Consolidated Ordering
- Warehousing
- Supplier Delivery Notes and Claims



Training will normally take place as follows:

Description	Module	Day	Times
IQ Retail ADMINISTRATOR	Module 01	Monday	08:30 to 16:30
IQ Retail FINANCIAL CONTROLLER	Module 02	Tuesday	08:30 to 16:30
IQ Retail CREDITORS CONTROLLER	Module 03	Wednesday	08:00 to 13:30
IQ Retail Dispatching	Module 06	Wednesday	14:00 to 16:30
IQ Retail Stock Controller	Module 04	Thursday - Friday	08:30 to 16:30

Description	Module	Day	Times
IQ Retail Buying & Receiving	Module 05	Monday	08:30 to 16:30
IQ Retail DEBTORS CONTROLLER	Module 07	Tuesday	08:00 to 13:30
IQ Retail Sales & Marketing	Module 08	Tuesday	14:00 to 16:30
IQ Retail Point of Sale Supervisor	Module 09	Wednesday	08:00 to 13:30
IQ Retail Cashier	Module 10	Wednesday	14:00 to 16:30
IQ Retail Additional Functionality	Module 11	Thursday	08:30 to 16:30
IQ Retail ENTERPRISE TECHNICIAN	Module 12	Friday	08:30 to 16:30

Please contact training@iqretail.co.za for training dates.

IQ MODULAR TRAINING PRICE STRUCTURE

IQ Retail (Pty) Ltd strives to keep our clients informed on how to use our packages. Our scheduled courses provide a good all round training to functions of the software. Each daily training session is about 8 hours with a short lunch break in-between.

IQ ENTERPRISE \ IQ BUSINESS MODULAR TRAINING

Module Name	Includes Modules:	FULL Course	Module ONLY
Module 01 - Administrator	02 to 11	R 10 500.00	R 1 500.00
Module 02 – Financial Controller	NONE		R 1 500.00
Module 03 – Creditors Controller	04 to 06	R 5 600.00	R 1 500.00
Module 04 – Stock Controller	05 and 06	R 4 500.00	R 3 000.00
Module 05 – Buying & Receiving	NONE		R 1 500.00
Module 06 – Dispatching	NONE		R 1 500.00
Module 07 – Debtors Control	08 to 10	R 4 500.00	R 1 500.00
Module 08 – Sales & Marketing	NONE		R 1 500.00
Module 09 – Point of Sale Supervisor	10	R 2 800.00	R 1 500.00
Module 10 – Cashier	NONE		R 1 500.00
Module 11 – Additional Functionality	NONE		R 1 500.00
Module 12 – Enterprise Technician	NONE		R 2 500.00

Prices above is per person. Where a Module that forms part of Multiple Modules is completed but NOT the FULL course, a "Certificate of Attendance" will be issued. On completion of a qualification (single or All Modules in the course) a "Certificate of Competence" will be issued.

SEATING IS LIMITED - BOOKING IS ESSENTIAL.

We must receive payment for training before training commence.

Closing date for each training course closes 10 days before course date.

BP pricing is based on above price less BP discount (Manuals and Lunch not included in discount and will be invoiced separately). Bookings made on behalf of Customers will result in a discount not equal to the BP discount.

Above prices are inclusive of VAT.

The following cancellation fee will be charged if an attendee cancelled the course:

14 Days prior = 50%

7 Days prior = 70%

4 Days prior = 100%

If a candidate was booked on a specific course and the candidate, then changes the booking to a different date or different course a 10% administration fee will be charged. No refunds will be granted due to candidates not attending or partially attending the duration of the Course.

IQ Retail will not be held responsible for any loss, damage or theft of any personal belongings.

If you have any queries, or would like to book, please contact the trainer
on 021 880 0420 or email training@iqretail.co.za

IQ RETAIL - MODULAR TRAINING SCHEDULE

JANUARY – JUNE 2017

Location: STELLENBOSCH

Name	Module	Jan	Feb	Mar	Apr	May	Jun
Administrator	01	16	13	27		8	
Financial Controller	02	17	14	28		9	
Creditors Controller	03	18	15	29		10	
Dispatching	06	18	15	29		10	
Stock Controller	04	19-20	16-17	30-31		11-12	
Buying & Receiving	05	23	20		3	15	
Debtors Controller	07	24	21		4	16	
Sales & Marketing	08	24	21		4	16	
Point of Sale Supervisor	09	25	22		5	17	
Cashier	10	25	22		5	17	
Additional Functionality	11	26	23		6	18	
Enterprise Technician	12	27	24		7	19	

Location: PARYS

Name	Module	Jan	Feb	Mar	Apr	May	Jun
Administrator	01	30				22	19
Financial Controller	02	31				23	20
Creditors Controller	03		1			24	21
Dispatching	06		1			24	21
Stock Controller	04		2-3			25-26	22-23
Buying & Receiving	05		6			29	26
Debtors Controller	07		7			30	27
Sales & Marketing	08		7			30	27
Point of Sale Supervisor	09		8			31	28
Cashier	10		8			31	28
Additional Functionality	11		9			1/6	29
Enterprise Technician	12		10			2/6	30

Accommodation in Parys can be confirmed with the Venue at www.smilinthru.co.za

WE MUST RECEIVE PAYMENT FOR TRAINING 10 DAYS BEFORE TRAINING COMMENCE.

Training dates may change without prior notice.

If you have any queries, or would like to book, contact the training department.

IQ Office number: 021 880 0420 or E-mail: training@iqretail.co.za.