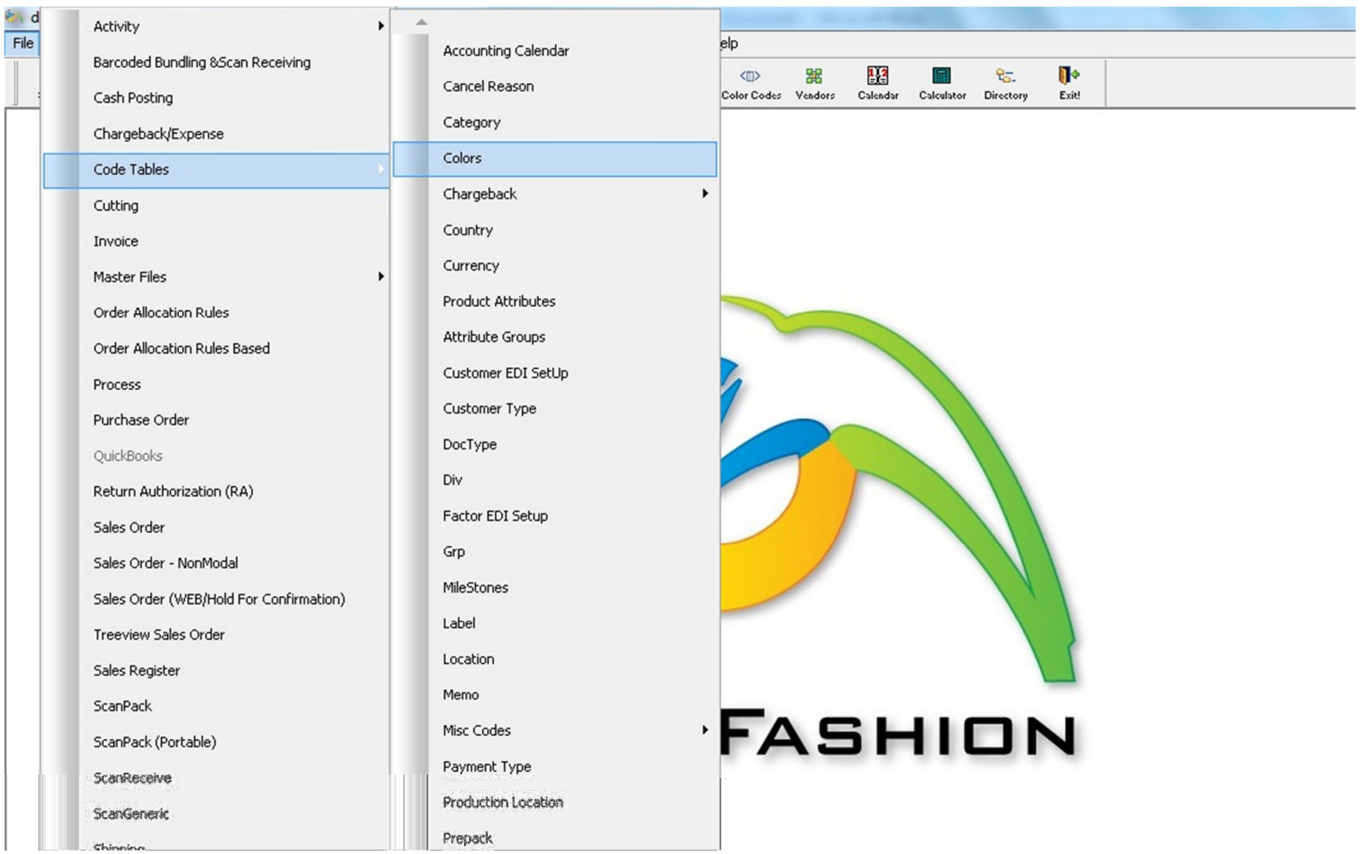
Code Tables

Winfashion has anticipated the problem of typing redundant data therefore code tables was created. The code tables are used throughout Winfashion for efficient data entry. It is recommended for you to input the necessary information in the code tables first. After creating the code tables, you will be able to select the code table items from a list.

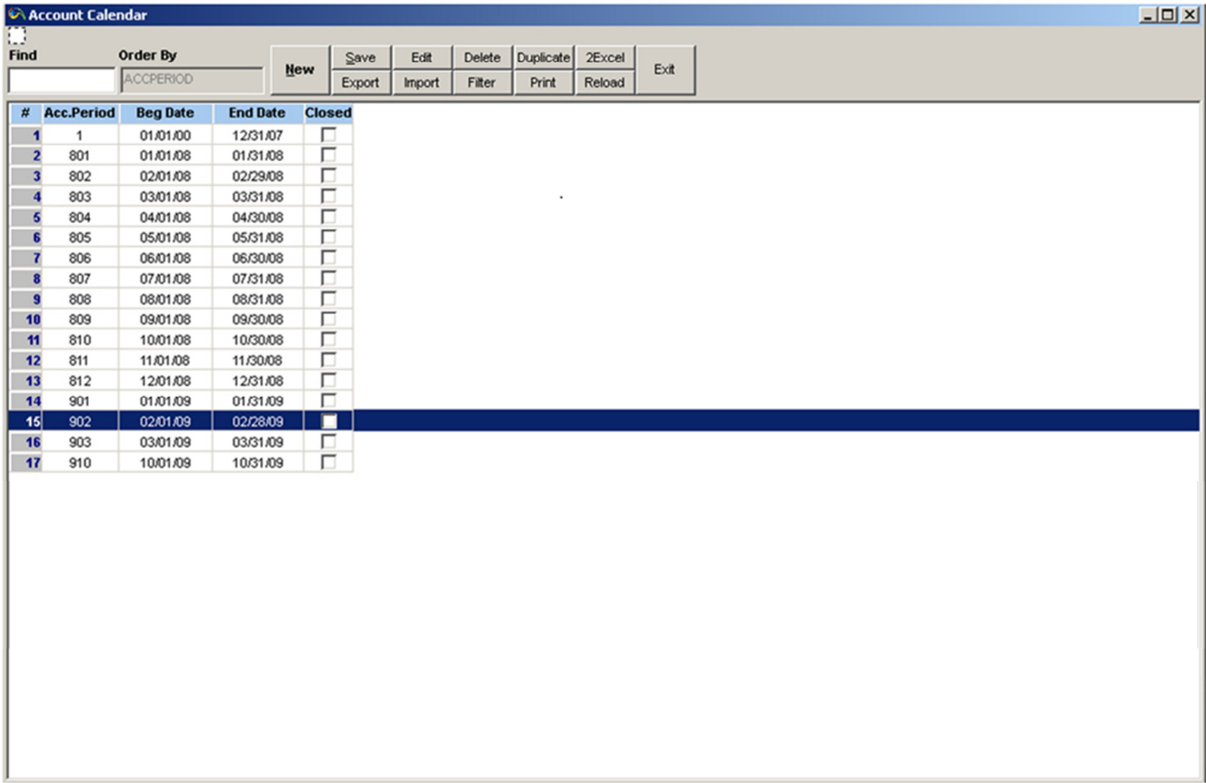
***NOTE: Before entering anything into Winfashion, fill in most of the code tables. Some code tables are complete already. Refer to the related topics section below to get more information.**



- Click **File** on the Menu bar
- Choose **Code** Tables
- Select the desired code table
- If you entering a new code, click on the **new** button
- Enter a code in the blank box under the code column (NOTE: the "Code" is the code you assign to the category).
- Enter all other necessary information then click on the **Save** button
- If you need to make any changes to any of the code information, click on the **Edit** button.
- Then click on the **Save** button
- When you are finished press the **Exit** button

Accounting Calendar

Accounting Calendar used to enter the Month wise or Year wise accounting period

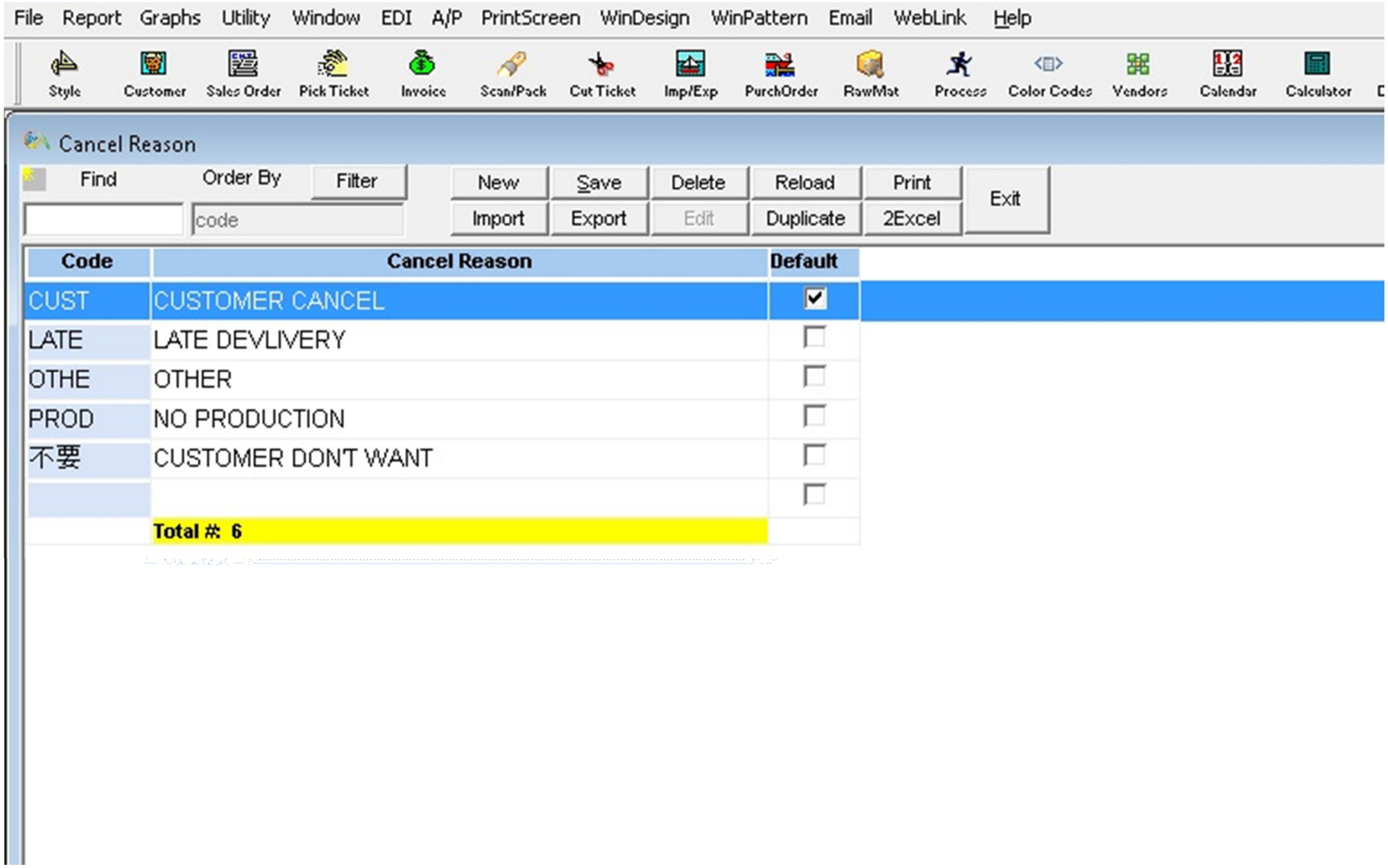


- Click **File** on the Menu bar
- Choose **Code** Tables
- Select **Accounting Calendar**
- Click on the **New** button
- Enter a Acc.Period, Beg Date, End Date
- Enter all other necessary information then click on the **Save** button
- If you need to make any changes to any of the code information, click on the **Edit** button.

- Then click on the **Save** button
- When you are finished press the **Exit** button

Cancel Reason

Canel Reason is used to enter the reason for cancelling the order.

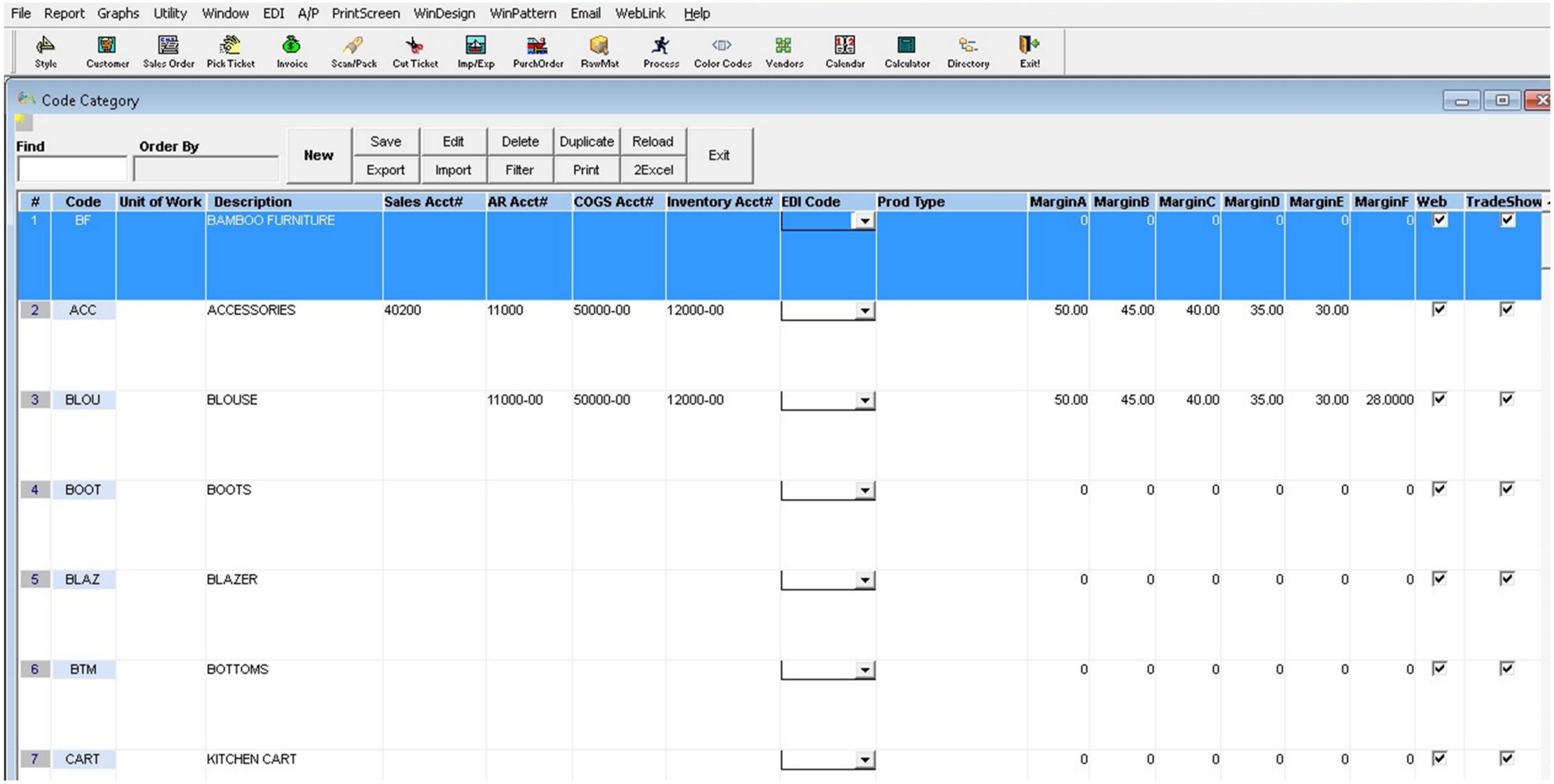


- Click **File** on the Menu bar
- Choose **Code** Tables
- Select **Cancel Reason**
- Click on the **New** button
- Enter a Code and **Cancel Reason**

- Enter all other necessary information then click on the **Save** button
- If you need to make any one is **Default**, click on Check Box at Default column
- If you need to make any changes to any of the code information, click on the **Edit** button.
- Then click on the **Save** button
- When you are finished press the **Exit** button

Category

This **code table** corresponds to all categories of garments for example, dress, blouse, pants, and shoes. The advantage of creating the **Category** code table first is that categories could be selected in a list later on.



- Click **File** on the Menu bar
- Choose **Code Tables**
- Select **Category**
- Click on the **New** button to create a category
- Enter a Code for the **category** (assign a code for the category)
- Enter a Description that corresponds to the code (the description is usually the full word for the code)
- Enter all other necessary information then click on the **Save** button.

Colors

After the colors code table appears, it is a must to include a special color that **WinFashion** recognizes as the master color symbolized by a dot sign (.) in the code column. If the dot **sign (.)** does not show in the code column of the colors code table, optimum execution of **WinFashion** is not possible and thus, you are obliged to enter the master color.

This code table corresponds to all colors of a garment or raw material, for example, blue, green, yellow, pink, etc. The advantage of creating the Colors code table first is that you will be able to select colors in a list later on.

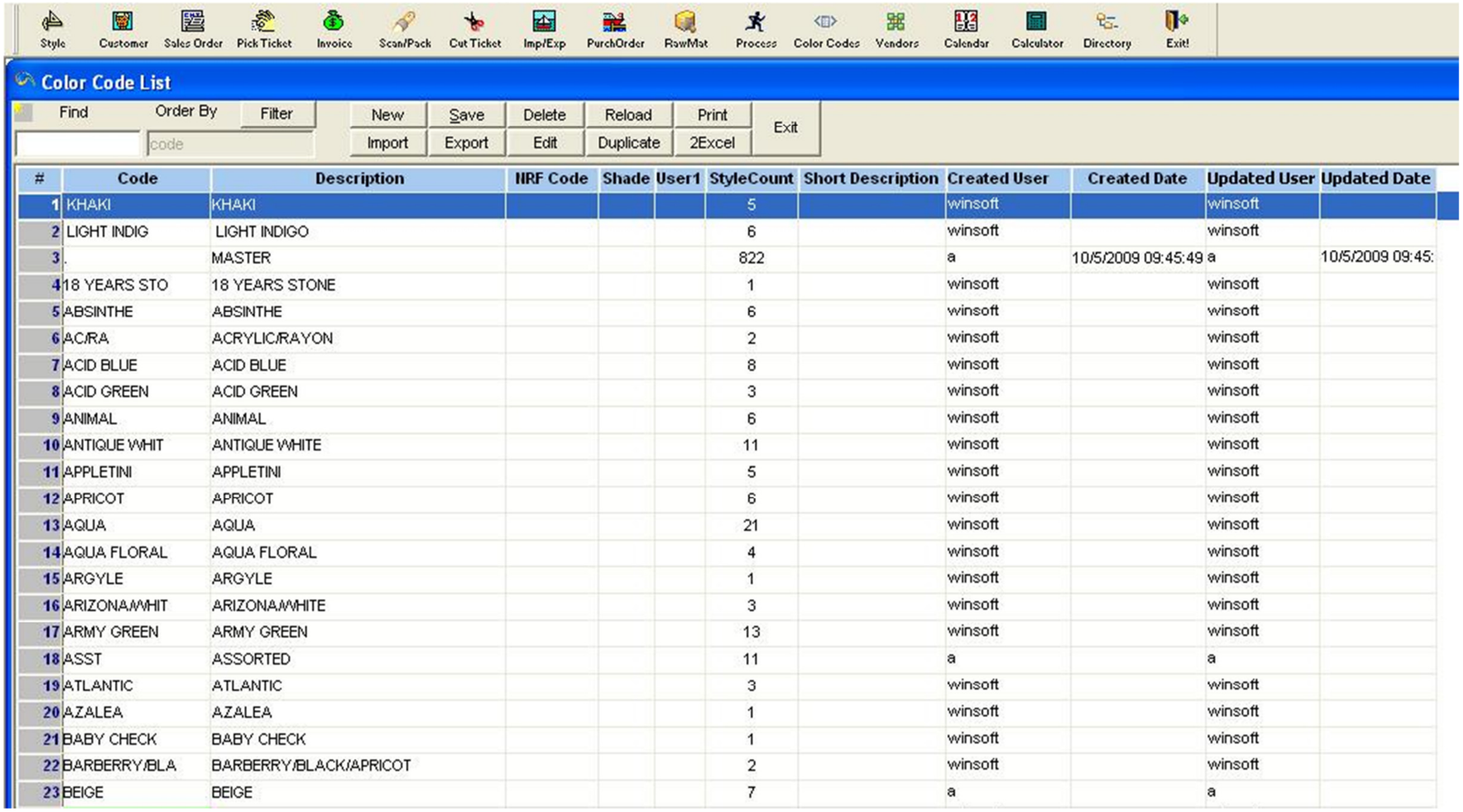
- Click **File** on the **Menu bar**
- Choose **Code Tables**
- Select **Colors**

OR-

- Click on the **Colors** icon on the **toolbar**
- Select the **New button** to create a **new color**
- Enter a **Code** for the color (assign a code for the color)
- Enter a **Description** that corresponds to the code (the description is usually the full word for the code) ex. BLACK
- If necessary, enter a **NRF Code**
- Shade refers to whether the color is dark or light. Enter **"D"** for Dark and **"L"** for light
- Style count cannot be edited. The Style Count column is how many styles use the color.

· Short Description is a short reference to the description. For example, the description is "Blue/Black/Red/White/Brown/Tan". The short description can be **"Bl /Blk/Rd/Wht/Brn/Tn"**

· After entering the necessary information, click on the **Save button**



#	Code	Description	NRF Code	Shade	User1	StyleCount	Short Description	Created User	Created Date	Updated User	Updated Date
1	KHAKI	KHAKI				5		winsoft		winsoft	
2	LIGHT INDIG	LIGHT INDIGO				6		winsoft		winsoft	
3	.	MASTER				822		a	10/5/2009 09:45:49	a	10/5/2009 09:45:
4	18 YEARS STO	18 YEARS STONE				1		winsoft		winsoft	
5	ABSINTHE	ABSINTHE				6		winsoft		winsoft	
6	AC/RA	ACRYLIC/RAYON				2		winsoft		winsoft	
7	ACID BLUE	ACID BLUE				8		winsoft		winsoft	
8	ACID GREEN	ACID GREEN				3		winsoft		winsoft	
9	ANIMAL	ANIMAL				6		winsoft		winsoft	
10	ANTIQUE WHIT	ANTIQUE WHITE				11		winsoft		winsoft	
11	APPLETINI	APPLETINI				5		winsoft		winsoft	
12	APRICOT	APRICOT				6		winsoft		winsoft	
13	AQUA	AQUA				21		winsoft		winsoft	
14	AQUA FLORAL	AQUA FLORAL				4		winsoft		winsoft	
15	ARGYLE	ARGYLE				1		winsoft		winsoft	
16	ARIZONA/WHIT	ARIZONA/WHITE				3		winsoft		winsoft	
17	ARMY GREEN	ARMY GREEN				13		winsoft		winsoft	
18	ASST	ASSORTED				11		a		a	
19	ATLANTIC	ATLANTIC				3		winsoft		winsoft	
20	AZALEA	AZALEA				1		winsoft		winsoft	
21	BABY CHECK	BABY CHECK				1		winsoft		winsoft	
22	BARBERRY/BLA	BARBERRY/BLACK/APRICOT				2		winsoft		winsoft	
23	BEIGE	BEIGE				7		a		a	

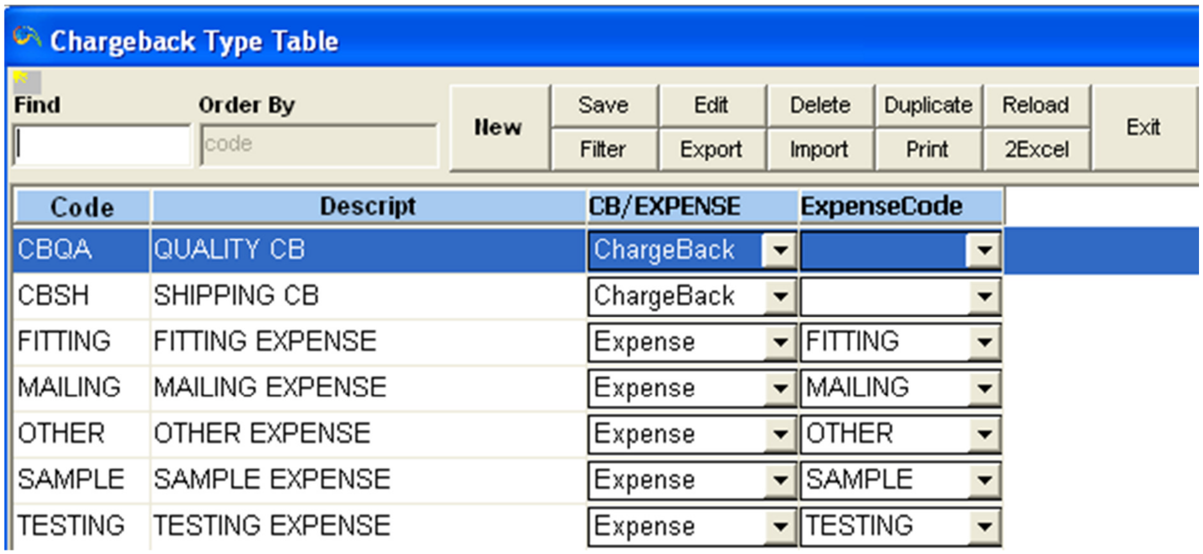
Chargeback

· Go to **File** on the **MenuBar**

- Highlight **CodeTables**
- Highlight **Chargeback**
- Select any of the **code** tables listed

A. Chargeback Type Table

This is used for EDI purpose. Here we can enter the charge back information (for what reason, customer is charging us back)

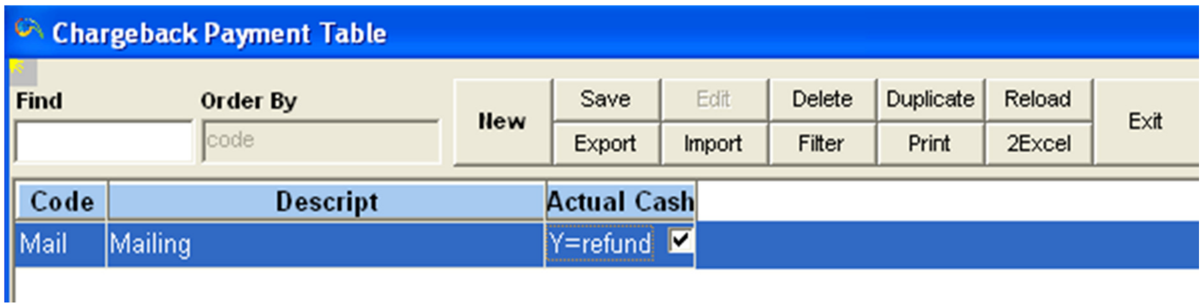


- Go to **File** on the **MenuBar**
- Highlight **Code Tables**
- Click on the **Chargeback**
- Click on the **Chargeback Type Table**
- To enter a new chargeback type, click on the **New** button

- Assign a **code** for chargeback
- Enter a **description** for the code.
- Enter necessary information and click on **Save** button

B. Chargeback Payment Table

This is used for EDI purpose. Here we can enter the charge back payment information (for how we are getting refund amount us back)

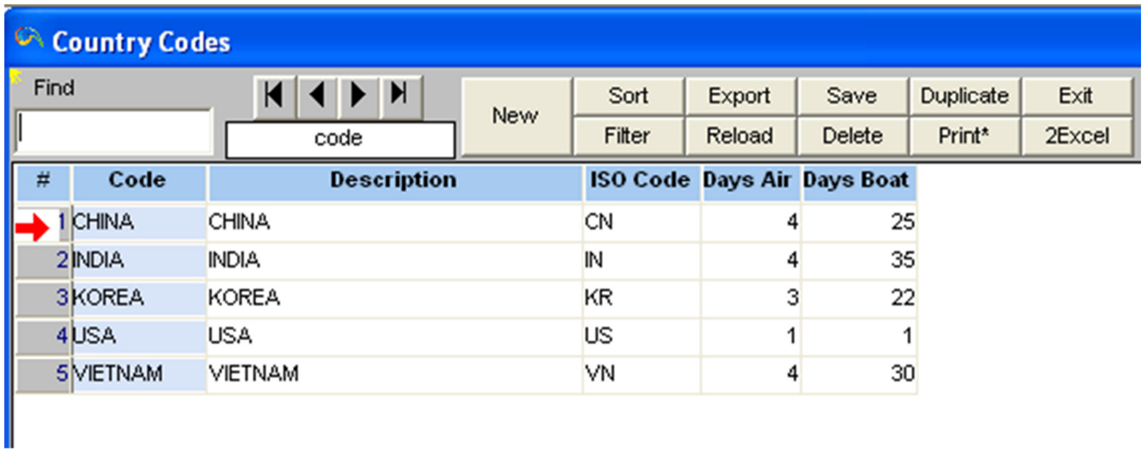


- Go to **File** on the **MenuBar**
- Highlight **Code Tables**
- Click on the **Chargeback**
- Click on the **Chargeback Payment Table**
- To enter a new chargeback Payment type, click on the **New** button
- Assign a **code** for chargeback
- Enter a **description** for the code.

· Enter necessary information and click on **Save** button

Country

The country code table defines countries to be used in various parts of **WinFashion.**



· Go to **File** on the **MenuBar**

· Highlight **Code Tables**

· Click on the **Country Codes**

· To enter a new country, click on the **New** button

· Assign a **code** to the country. For example, the United States could have a code of **"USA".**

· Enter a **description** for the code. For example, the code "USA" could have a description of **"USA".**

· Enter the **Days Air** and **Days Boat.**

· Enter the **ISO code** to the country. For example, the code “USA” could have a ISO code of **“US”**.

- Click on the **Savebutton**
- To make changes to existing entries:

  Click on the **Editbutton**

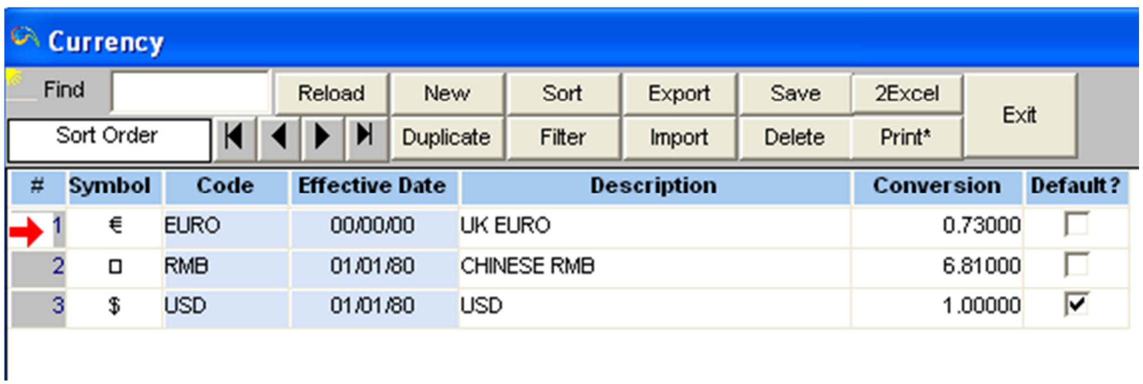
  Make any necessary changes

  After entering the necessary information, click on the **Save** button

- If you want to **print** this code table, click on the **Print** button

Currency

The currency code table allows you to use certain parts of **WinFashion** in different countries' currency. For example, the **Purchase Order** (for Raw Material) can use this code table if you **purchase fabric** and **trims** from vendors in different countries.

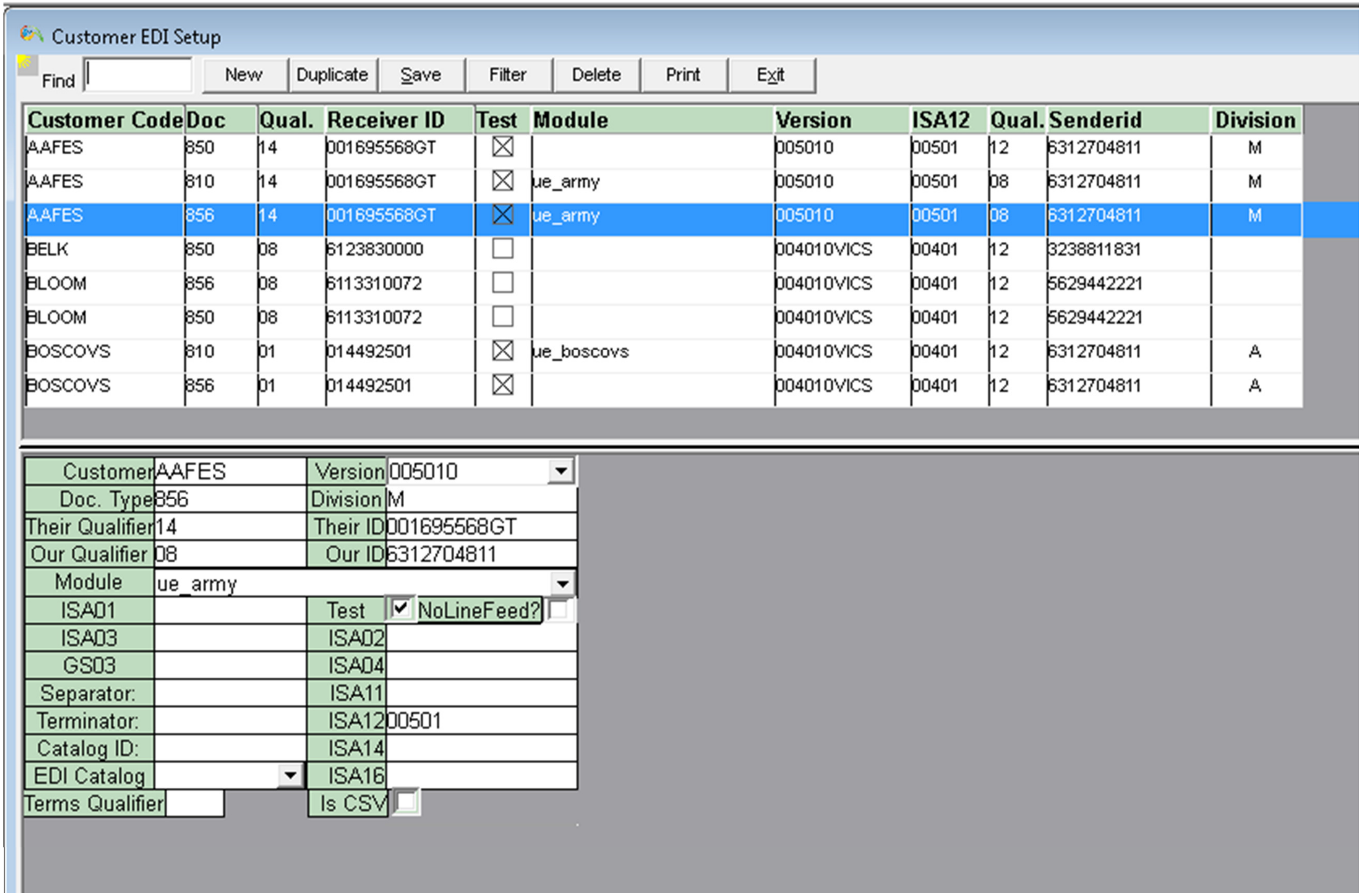


- Go to **File** on the **MenuBar**
- Highlight **Code Tables**
- Click on **Currency**
- Click on the **New** button

- Assign a **code** for the currency. For example, United States dollars could have a code of **"USD".**
- Enter a **description** for the code. For example, the code "USD" could have a description of **"USD".**
- Enter the **current conversion amount**. For example, the **Japanese Yen** may have a conversion amount of **125.00 in the United States.**
- Enter the **effective date** to keep the conversion updated
- If necessary, click on **default** to have a frequently used currency show up in new purchase orders.
- After entering the necessary information, click on the **Save** button
- If you need to **print** this code table, click on the **Print** button.

Customer EDI Setup

This is used for EDI purpose. Here we can enter our customer EDI trading Partner information like Reciever ID, Sender ID, and Version etc…

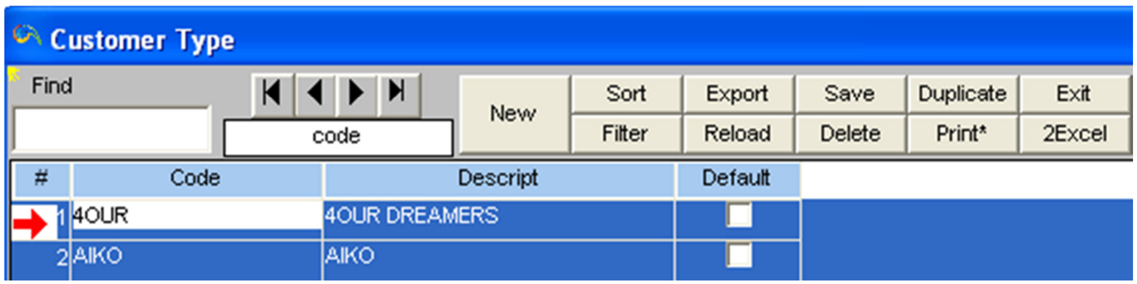


- Go to **File** on the **MenuBar**
- Highlight **Code Tables**
- Click on **Customer EDI Setup**

- Click on the **New** button
- Enter Customer Type, Doc Type and other details
- After entering the necessary information, click on the **Save** button

Customer Type

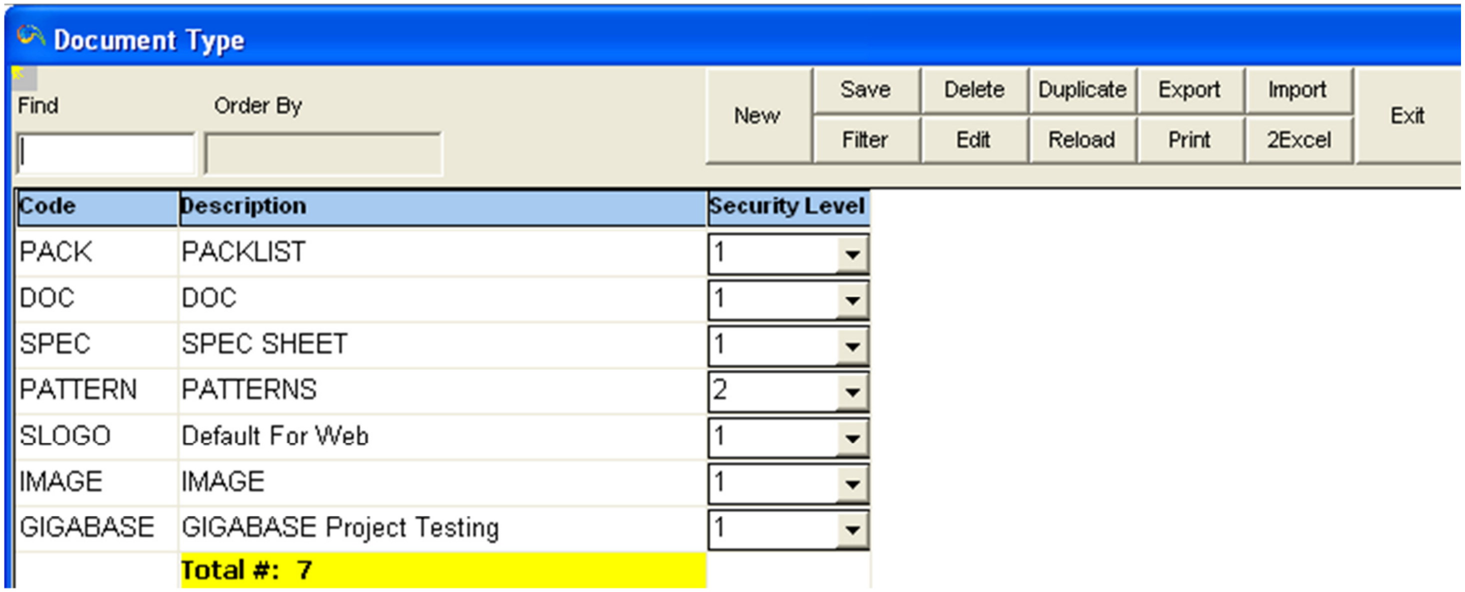
In Customer Type, you could enter all the customer details.



- Go to **File** on the **MenuBar**
- Highlight **Code Tables**
- Click on **Customer Type**
- Click on the **New** button
- Assign a **code** for the Customer Type.
- Enter a **description** for the code.
- After entering the necessary information, click on the **Save** button

Document Type

In **DocType** Code Table, you could enter all the documents types.

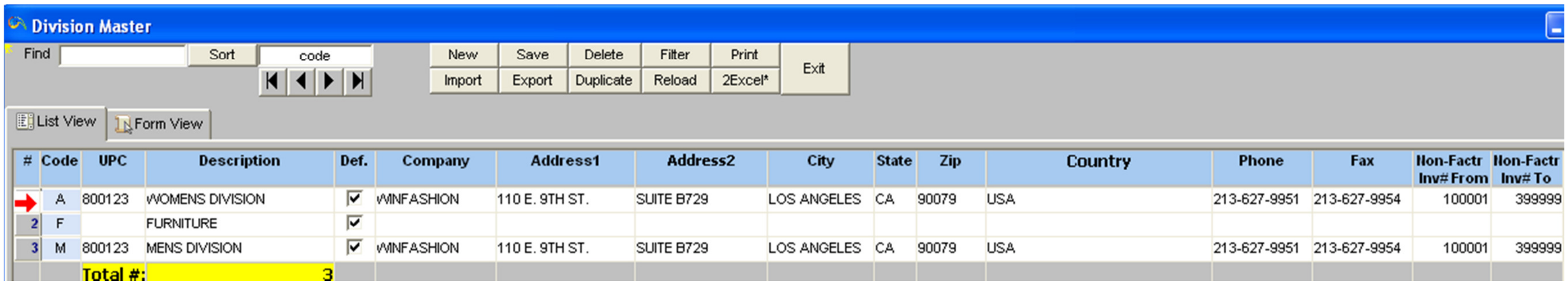


- Go to **File** on the **MenuBar**
- Highlight **Code Tables**
- Click on **DocType**
- Click on the **New** button
- Assign a **code** for the Doc Type.
- Enter a **description** for the code.

· After entering the necessary information, click on the **Save** button

Div (Division code table)

Division code table is used for the divisions of your company. This useful tool can be used throughout **WinFashion** to organize and separate items for each division. Also, it is featured in the reports for convenient access.



· Click **File** of the **Menu Bar**

· Choose **Code Tables**

· Select **Div**

· Choose the **New** button to create a **Divisioncode**.

· Enter a **Code** for the **division** (This code field only holds one letter). For example, "A" for Women's Wear

· Enter a **Description** for the division. For example, Women's Wear

· Enter the **Companyname**, address, and phone numbers.

· If necessary, you can create a numbered range for cut tickets and purchase orders for this particular division to separate it from other divisions.

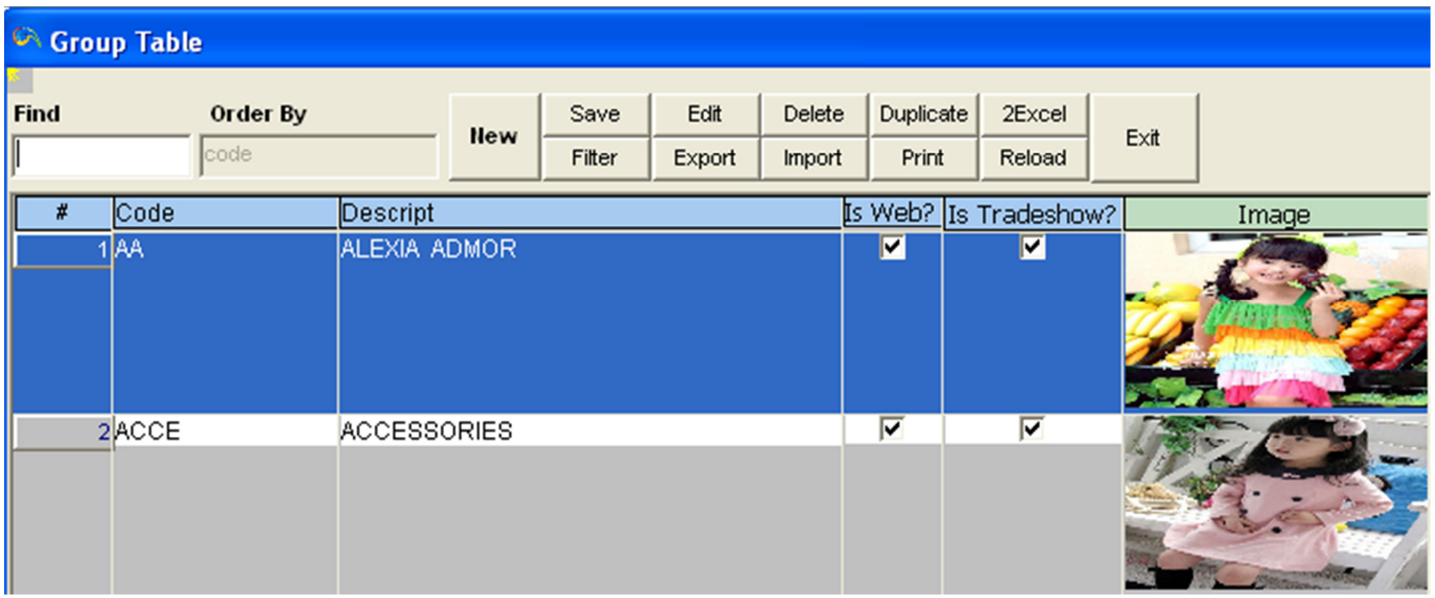
- If necessary, you can create a numbered range for invoices based on whether it is factored or not. For example, factored invoices can have a number range from 1000-100,000 and non-factored invoices can have a number range from 100,001-200,000.

- If necessary, you can create a numbered range for credit memos based on factored or non-factored status. For example, the non-factored credit memos can have a numbered range from 400,000 to 500,000 and the factored credit memos can have a numbered range from 500,001 to 600,000

- After entering the necessary information, select the **Save** button.

GRP (Group Code Table)

The **group code** table gives you the flexibility to group lines of garments together. For example, your company produces children's clothing, women's clothing, men's clothing and accessories. You can name group code tables "**children**", "**women**", "**men**" and "**accessories**".



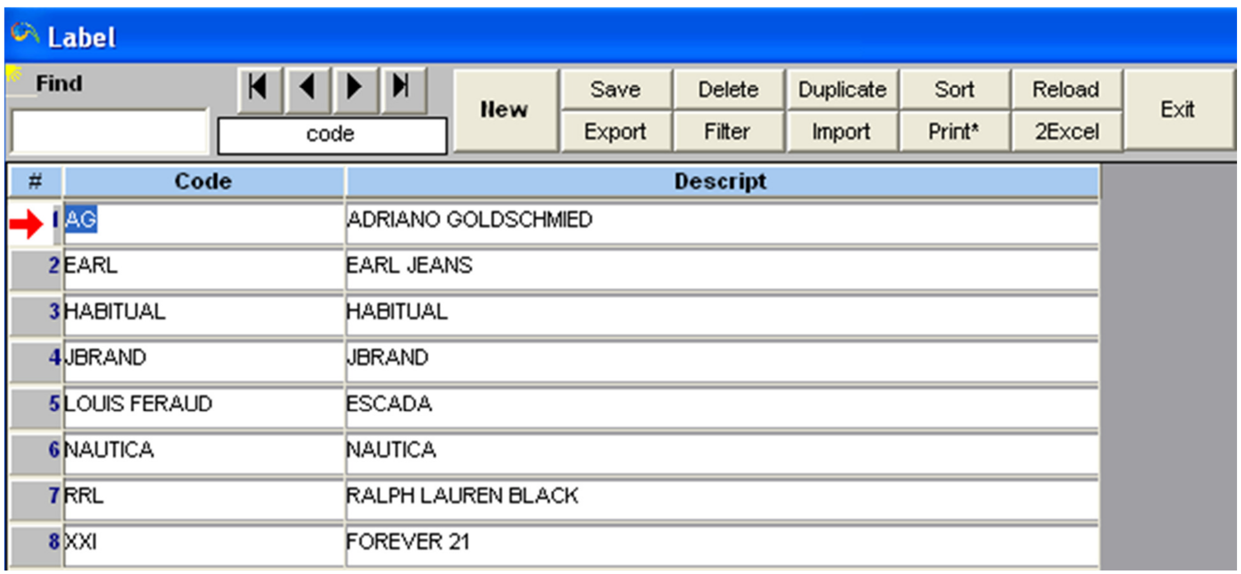
- Go to **File** on the **toolbar**

- Highlight **codetables**
- Click on **Group**
- Click on the **New** button to create a **new group**
- Assign a **code** to the new group. For example, a company sells women's clothing. The group code could be "**WOMEN**".
- Enter a **description** for the **new** group. For the above example, the women's clothing company just named their group "WOMEN". The description could be "Women's Clothing".

  If you want to show Women's and Men's Division, Click on the **Web show** and **Tradeshow**
- To make changes to existing groups, click on the **Edit** button
- Make the necessary changes, Click on the **Save** button

Label

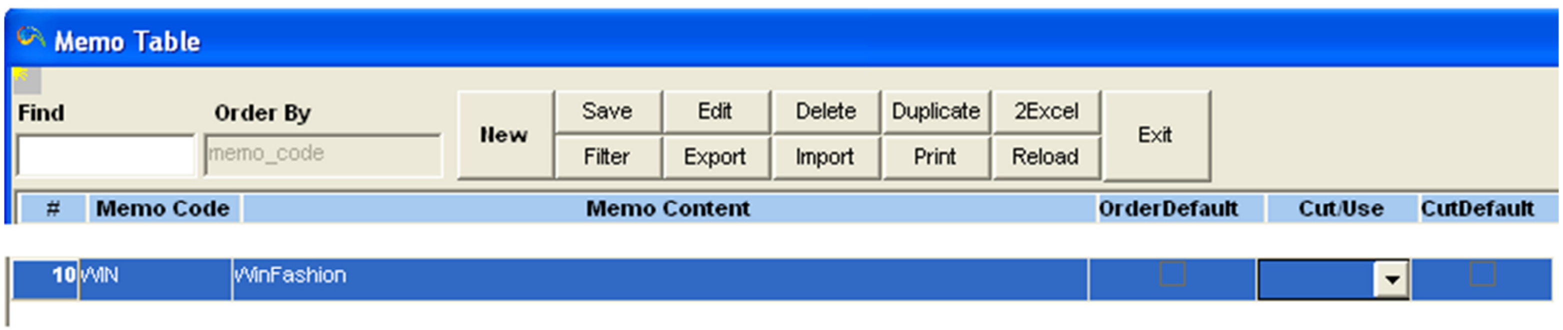
Within the style master, you can make a variety of labels based on the style/finished goods.



- Go to **File** on the **toolbar**
- Highlight the **code tables**.
- Click on the **Label**
- Click on the **New** button to create a **New Label**
- Assign a **code** to the new label. The Label code could be "**some character of Company Name / Brand Name**".
- Enter a **description** for the **label**.
- After entering the necessary information, select the **Save** button.

Memo

The **Memo Table** can be used for **memos**/messages that can be selected to print in Sales Orders, Invoices, and other areas of **WinFashion**. If you want a memo to be the first in the memo code list, check the **Default** Memo box.



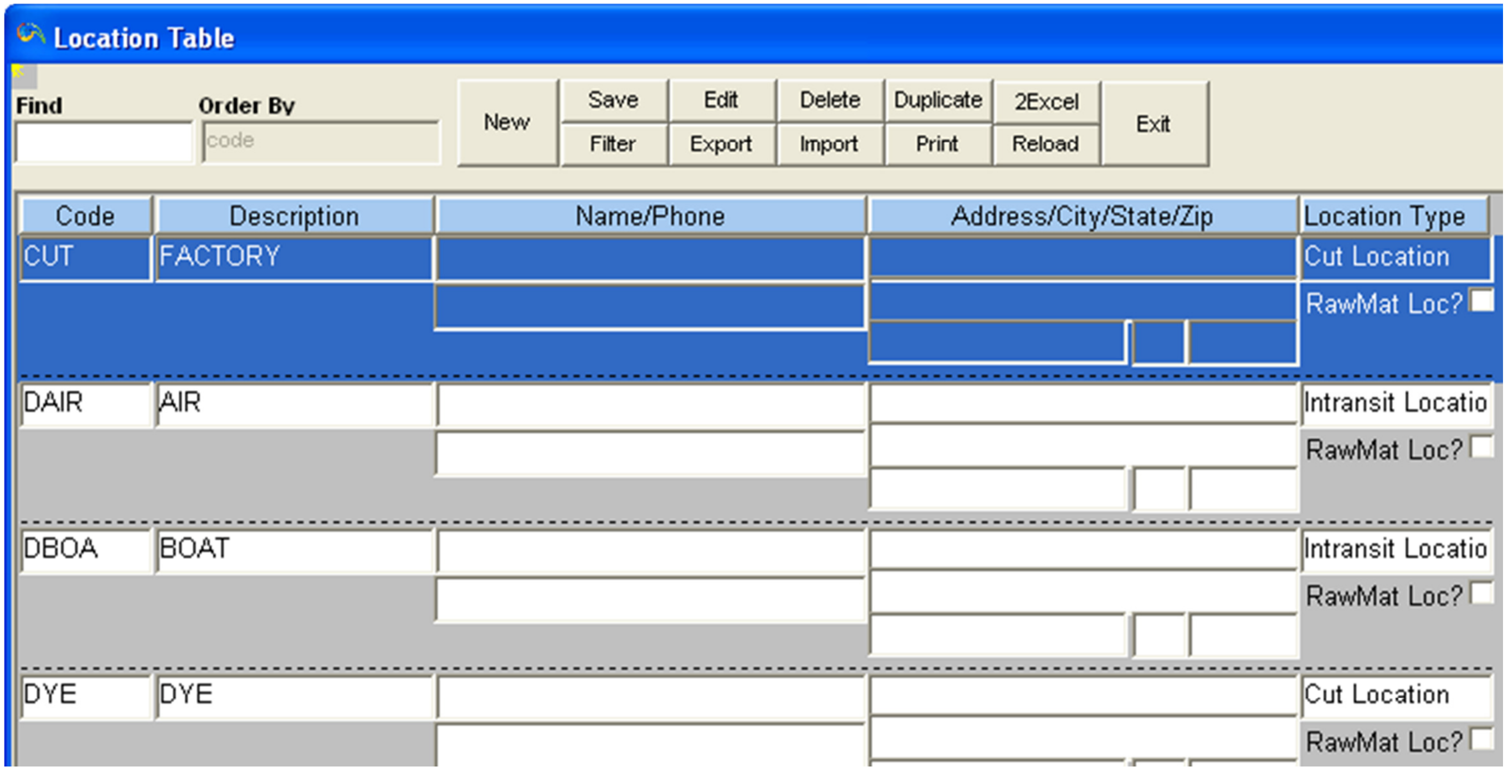
- Select **File** of the **Menu** Bar
- Click on **CodeTables**
- Select **Memo**
- To create a **newmemo**, Click on the **New** button
- Enter a **code** for the **memo** (This field holds approximately a 10 character code)

- Enter a **description** for the **memo**
- **OPTIONAL:** Check the **Default** Memo box to have the memo print on all Sales Orders
- Click on the **Save** button to save the information.

Location

This **code table** corresponds to all **manufacturing locations**, for example, sewing, cutting, house, embroidery, etc. This code table is a generalization for a type of work. There is the **Contractor/Vendor listing** where you can enter the contractor or vendor's contact information. The advantage of creating the Location code table first is that you will be able to select locations in a list later on.

NOTE: It is mandatory that you have **CUT**, **DAIR**, **DBOA** and **DYE in** this code table.

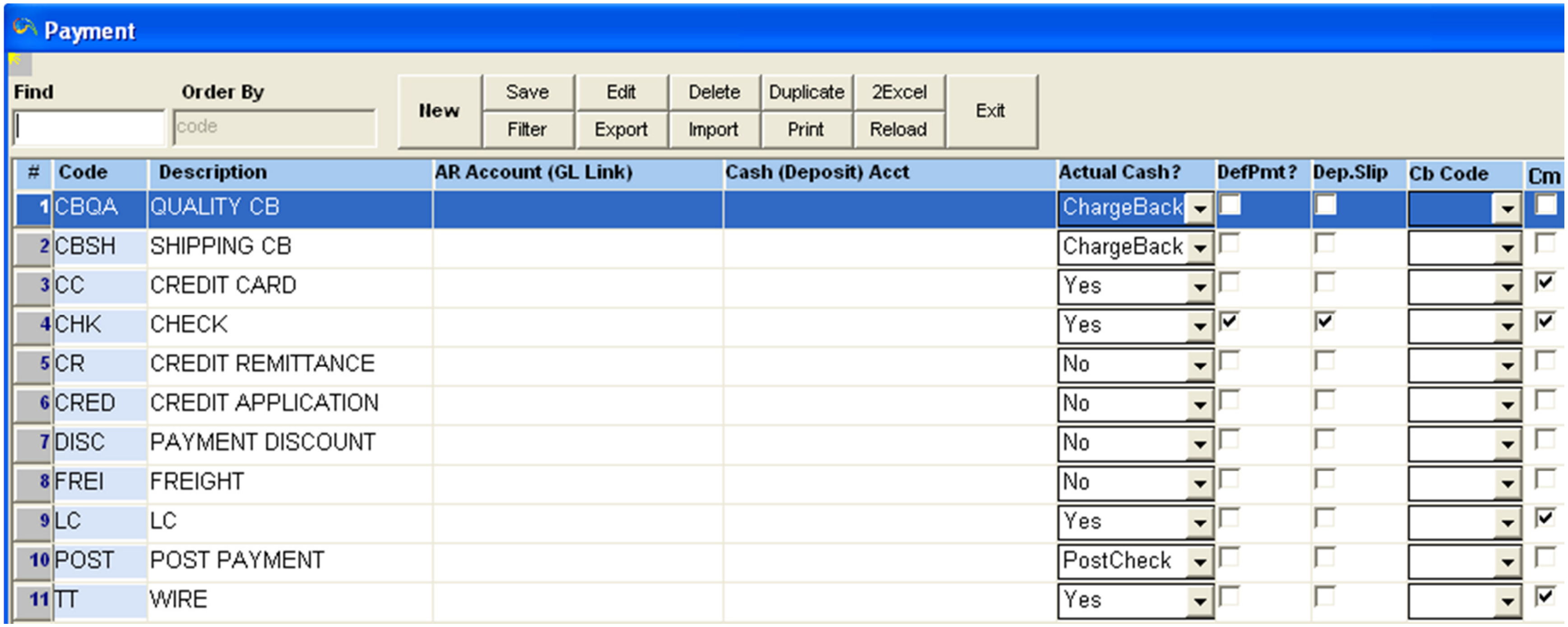


- Click **File** on the **MenuBar**
- Choose **CodeTables**
- Select **Location**
- Click on the **New** button to enter a new location
- Enter a **Code** for the location (assign a code for the location). For example, "**CUT**" is the code to generalize for all your cutting contractors in general (not the specific name/company of the contractor)
- Enter a **Description** that corresponds to the code (the description is usually the full word for the code). For example, "FACTORY" are the description for the code "CUT"

- After entering the Code and Description of the **Manufacturing Process Location**, click on the **Save** button
- If you need to make changes to previously entered locations, click on the "**Edit**" button.
- Then click on the **Save** button
- If you need **delete** a location, click on the **delete** button.
- Then click on the **Save** button (If you do not save the changes, the changes made prior to the changes will reappear the next time you go to "Location Code Table")
- An entry can be duplicated if you have several locations that are similar. However, the location code must be unique for each location. Click on the duplicate button and make any necessary changes.
- After entering the necessary information, click on the **Save** button
- To exit the location code table, click on the **exit** button.

Payment type

This code table corresponds to all **payment** types, for example, cash, check, and credit card. The payment type is used in identifying your **customer's payment** in the cash posting section of **WinFashion** or the payment your company will be making to a vendor. The advantage of creating the **Payment** Type code table first is that you will be able to select **payment** types in a list later on.



#	Code	Description	AR Account (GL Link)	Cash (Deposit) Acct	Actual Cash?	DefPmt?	Dep.Slip	Cb Code	Cm
1	CBQA	QUALITY CB			ChargeBack				
2	CBSH	SHIPPING CB			ChargeBack				
3	CC	CREDIT CARD			Yes				✓
4	CHK	CHECK			Yes	✓	✓		✓
5	CR	CREDIT REMITTANCE			No				
6	CRED	CREDIT APPLICATION			No				
7	DISC	PAYMENT DISCOUNT			No				
8	FREI	FREIGHT			No				
9	LC	LC			Yes				✓
10	POST	POST PAYMENT			PostCheck				
11	TT	WIRE			Yes				✓

- Click **File** on the **Menu bar**
- Choose **Code** Tables
- Select **Payment Type**
- Click on the **New** button to create a **payment code**
- Assign a "**Code**" for the payment type. For example, the code "**CHK**" refers to **check payments**
- Enter a **Description** that corresponds to the code. Usually the description refers to the Code. For example, the code "CHK" has a description "**Check**"
- **OPTIONAL:** Enter the **AR** Account number that corresponds to the payment type. The account number field is only used for reference only.

- **OPTIONAL**: Enter the **Cash (Deposit)** Acct number that corresponds to the payment type. The account number field is only used for reference.

- **OPTIONAL: The deposit slip is a custom-programming item. Not all WinFashion programs contain this feature**. Enter a check mark under the **Deposit Slip** field for the corresponding payment type. More than one payment type can have the Deposit Slip box checked. All items that have a check mark will appear on the **Deposit Slip**

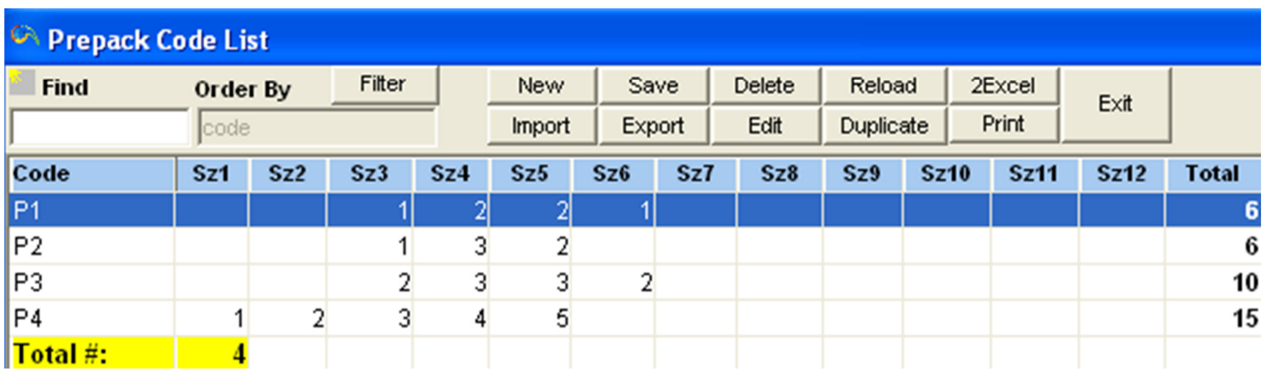
Related Topics Accounts Receivable Report/Deposit Slip).

- Check one box under the **Default** Pmt column to select a payment type most frequently used

- After entering the **code** and **description**, select the **Save** button

Prepack

This button allows you to **prepack styles** based on quantity in the **Sales Order** for shipping. For example, for style **1001** the size break is XS, S, M, and L. The prepack would be 1,2,2,1 for the corresponding sizes of that style. **Prepack** is usually used for finished goods/styles



Code	Sz1	Sz2	Sz3	Sz4	Sz5	Sz6	Sz7	Sz8	Sz9	Sz10	Sz11	Sz12	Total
P1			1	2	2	1							6
P2			1	3	2								6
P3			2	3	3	2							10
P4	1	2	3	4	5								15
Total #:	4												

.

First enter the necessary **Sales Order** information such as customer billing and shipping address.

Then enter the **style** and **color** information

Enter **the prepack ratio** in the size break fields/boxes

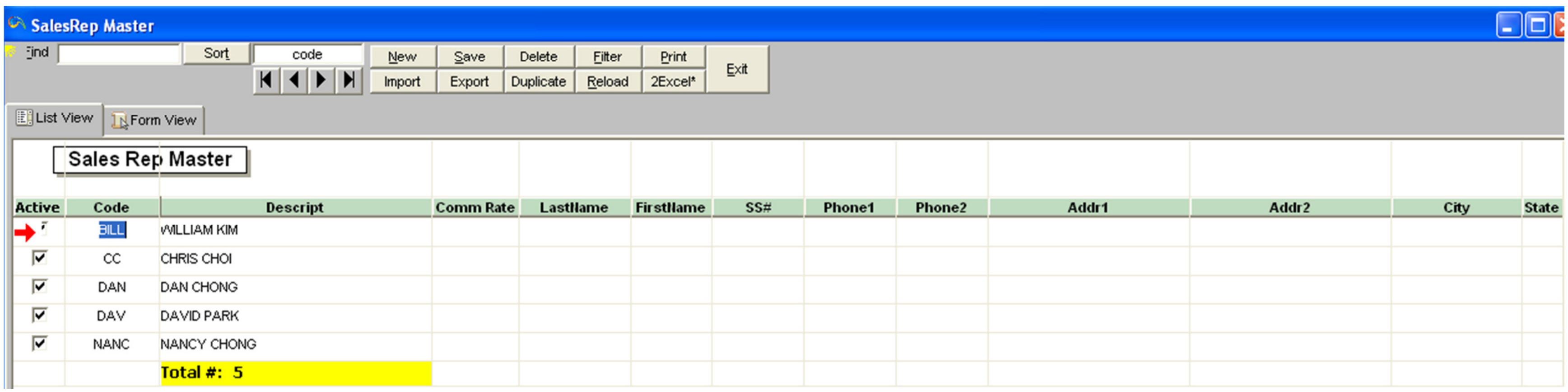
In the box labeled "Pack:" enter the total quantity ordered for the style and color.

Click on the "Prepack" button to enter the prepack amounts in each size.

Enter all other information then click on the Save button

Sales Rep code

This **code** table corresponds to all **sales representatives (sales reps)**. The **Sales Rep Code Table** is used throughout **WinFashion**. The sales reps contact information and **commission percentage** can be entered in this code table. The advantage of creating the Sales Rep. code table first is that you will be able to select **sales reps** in a list later on.



- Click **File** on the **Menu bar**
- Choose **Code** Tables
- Select **Sales Rep**
- Click on the **New** button to create a **Sales Representative code**

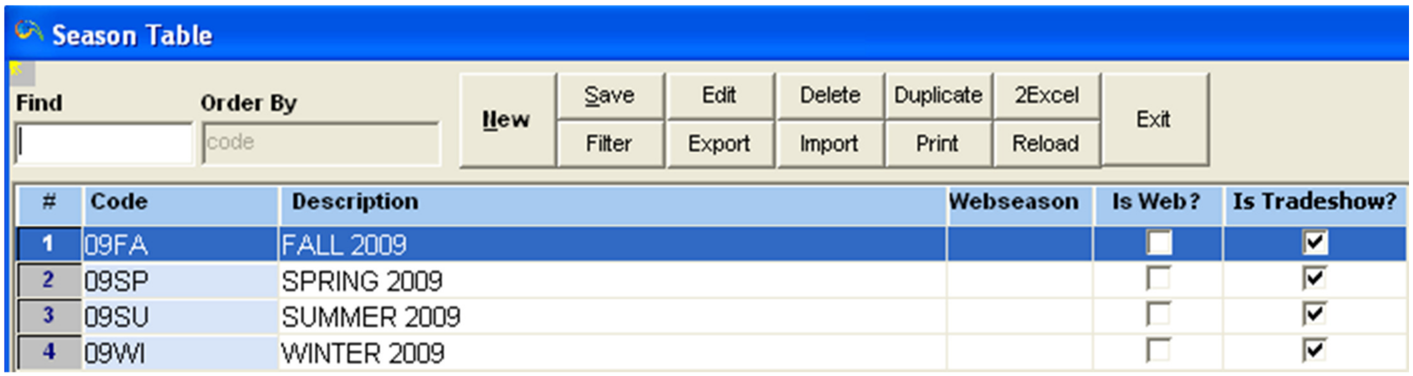
- Enter a **Code** for the Sales Rep (assign a code for the sales rep). For example, the sales rep's last name could be used as the code ("DOE").
- Enter a **Description** that corresponds to the code. The description is usually the full name of the Sales Rep. For example, for the code "DOE", the description could be "John Doe".
- Enter the **Sales Rep's address**, phone number and social security number
- Enter the **Sales Rep's commission**. Remember the sales rep commission can be changed at any time either in the code table, sales order, or invoice.
- After entering any necessary information, select the **Save** button

Sales Order User 5 / Import Ship Terms

#	Code	Description	Inter-Company?	Calculate Duty	Price Terms
1	FCA	FCA SHANGHAI, CHINA(INCONTERMS 200	☐	☐	
2	FCA-BJ	FCA BEIJING, CHINA	☐	☐	
3	FCA-SH	FCA SHANGHAI, CHINA	☐	☐	
4	FOB	FOB	☐	☐	
5	FOB-BJ	FOB-BEJING, CHINA	☐	☐	
6	FOB-SH	FOB-SHANGHAI, CHINA	☑	☐	
7	FOB-TJ	FOB-TIANJIN, CHINA	☐	☐	
8	LDP-LA	LDP TO LOS ANGELES	☐	☐	
9	LDP-WH	LDP CUSTOMER WH	☐	☐	
10	REG	REGULAR ORDERS	☐	☐	
11	WHS	WAREHOUSE ORDER	☐	☐	

Season

This **code** table corresponds to **seasons** of the year for example, winter, spring, summer, fall, all season, etc. related to clothing. This code table is used as part of the style master data entry. The advantage of creating the **Seasons** code table first is that you will be able to select **seasons** in a list later on.



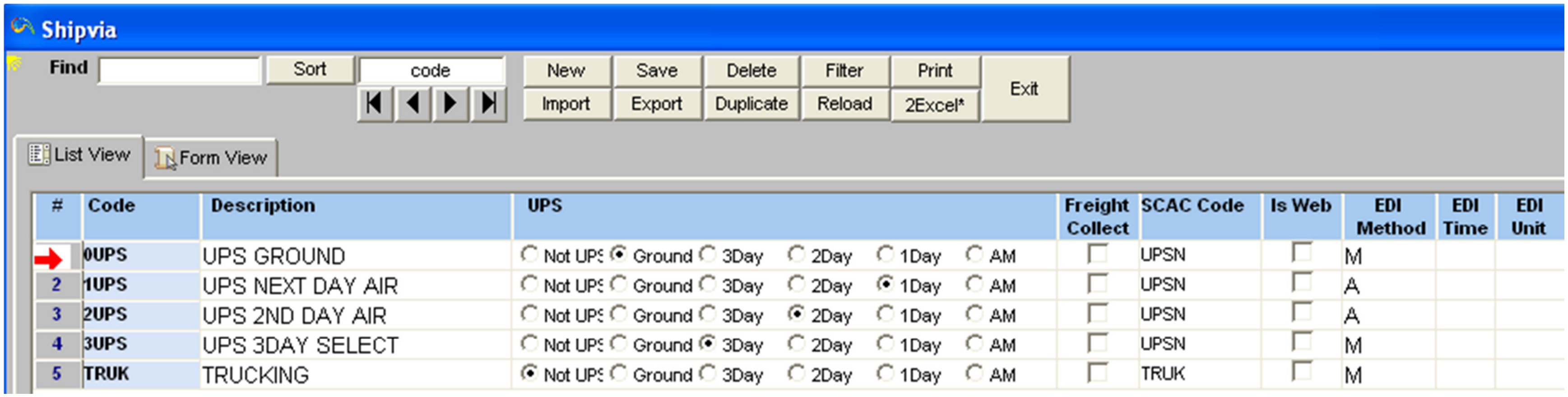
- Click **File** on the **Menu bar**
- Choose **Code** Tables
- Select **Season**
- Click on the **New** button to create a **season** code
- Enter a **Code** for the Season (you will assign the code)
- Enter a **Description** that corresponds to the code. The description refers to the code For example, for the code "**ALL**" has the description **"ALL SEASON"**

If you need to show the seasons in **Web** or **Tradeshow**, Tick the codes

- After entering the code and description, select the **Save** button

Ship via

This **code table** corresponds to the method of shipment, for example, **FEDERAL EXPRESS (FEDEX)**, hand-carried, etc. This code table is based on **UPS**. Therefore, you will need to check **"Not UPS"** for any forms of Ship via not related to UPS. The advantage of creating the Ship via code table first is that you will be able to select modes of **shipment** in a list later on.

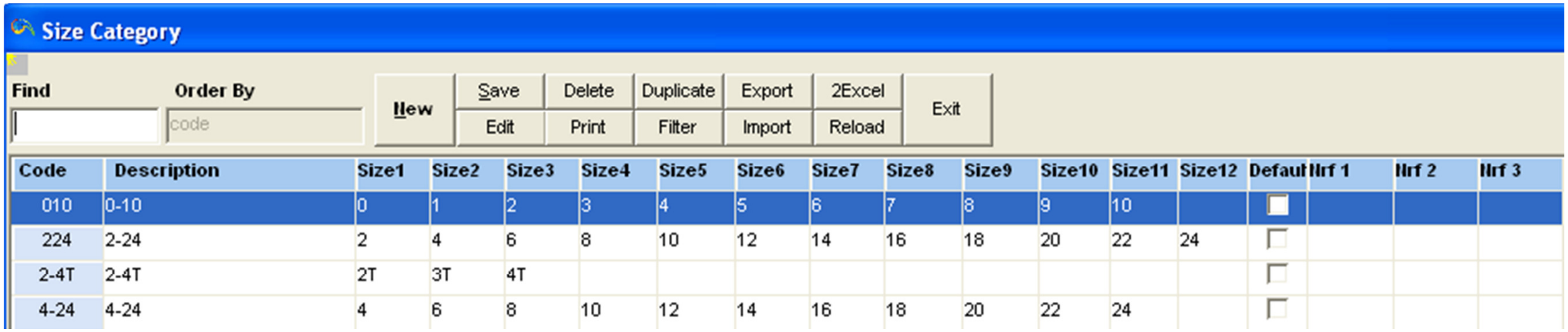


#	Code	Description	UPS	Freight Collect	SCAC Code	Is Web	EDI Method	EDI Time	EDI Unit
	0UPS	UPS GROUND	Ground		UPSN		M		
2	1UPS	UPS NEXT DAY AIR	1Day		UPSN		A		
3	2UPS	UPS 2ND DAY AIR	2Day		UPSN		A		
4	3UPS	UPS 3DAY SELECT	3Day		UPSN		M		
5	TRUK	TRUCKING	Not UPS		TRUK		M		

- Click **File** on the **Menu** bar
- Choose **Code Tables**
- Select **Shipvia**
- Click on the **New**button to create a **Shipvia** code
- Assign a **code** for the **shipvia**. For example, **UPS** ground could have a code of **"0UPS"**
- Enter a **Description** that corresponds to the code. In this case, the code is fairly short and the description would spell out what it means. For example, the code "0UPS" would have a description of "UPS GROUND".
- Select a **shipvia** type by clicking on the button. Remember, this code table is based on **UPS**. If the shipvia is not UPS, click on the "Not UPS" circle.
- After entering the Code and Description, click on the **Save** button

Size category

This **code** table corresponds to all **size categories/divisions** of the garment, for example, size small or medium for women's dress. The advantage of creating the **Size Category (Division)** code table first is that you will be able to select size categories/divisions in a list later on.



Code	Description	Size1	Size2	Size3	Size4	Size5	Size6	Size7	Size8	Size9	Size10	Size11	Size12	Defaul	Nrf 1	Nrf 2	Nrf 3
010	0-10	0	1	2	3	4	5	6	7	8	9	10					
224	2-24	2	4	6	8	10	12	14	16	18	20	22	24				
2-4T	2-4T	2T	3T	4T													
4-24	4-24	4	6	8	10	12	14	16	18	20	22	24					

- Click **File** on the **Menu** bar
- Choose **Code** Tables
- Select **Size** Category (Division)
- Click on the **New** button to create a new **Size** Category
- Assign a **code** for the size category. For example, if the size range is small, medium, large, then the code could be "S-L".
- Fill in a **description** of the code. Since the code is compacted, the description can explain what the code means. For example, the code "S-L" has the description "SMALL-LARGE" to give the user a clearer understanding of the code.
- Enter the **SizeCategories** in the Size 1-9 boxes. For example, the code "S-L" has a size breakdown of small, medium, large. Therefore, in the "Size1" box you would type in "**S**" for small, in the "Size2" box enter "**M**" for medium, and in the "Size3" box enter "**L**" for large.
- Click on the **Default Size Box** if you would like the size category to appear every time you make a new style (a check mark will appear). Only one default size category will work at a time. If you need to change the default, then click on the **Edit** button and click on the new default size category.

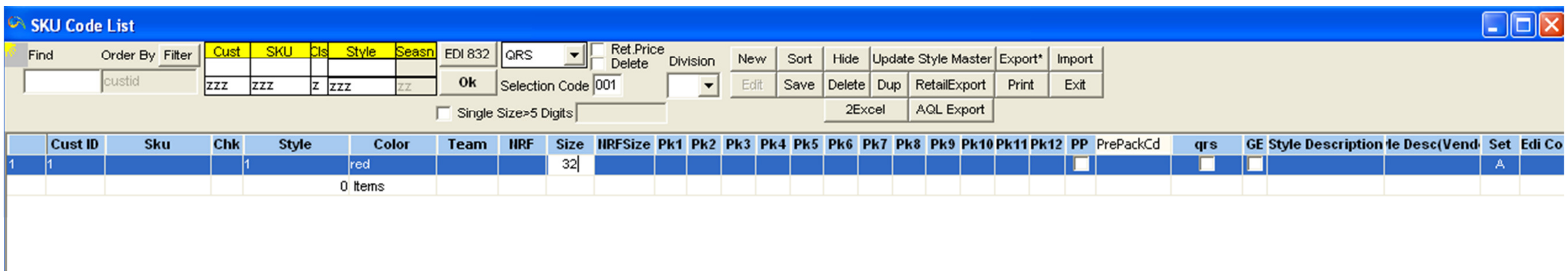
- After entering the Code, Description and Size Break Down (ex. Size 1=**S** for small, Size 2=**M** for medium, Size 3=**L** for large), click on the **Save** button.

- If you have **NRF** numbers that correspond to the size category, then you can enter the numbers in each box beginning with "Nrf 1" to "Nrf 9"

- When you have finished, click on the **Save** button.

SKU Reference

The **SKU** (Style Keeping Unit) Reference is used for EDI (Electronic Data Interface). If your company uses the EDI module, the SKU Reference keeps track of your customers and their style numbers to be used with the EDI (850) PO.



- Select File on the **Menu** Bar

- Choose **Code** Tables

- Click on **SKU** Reference

- To enter a new customer information, click on the **New** button

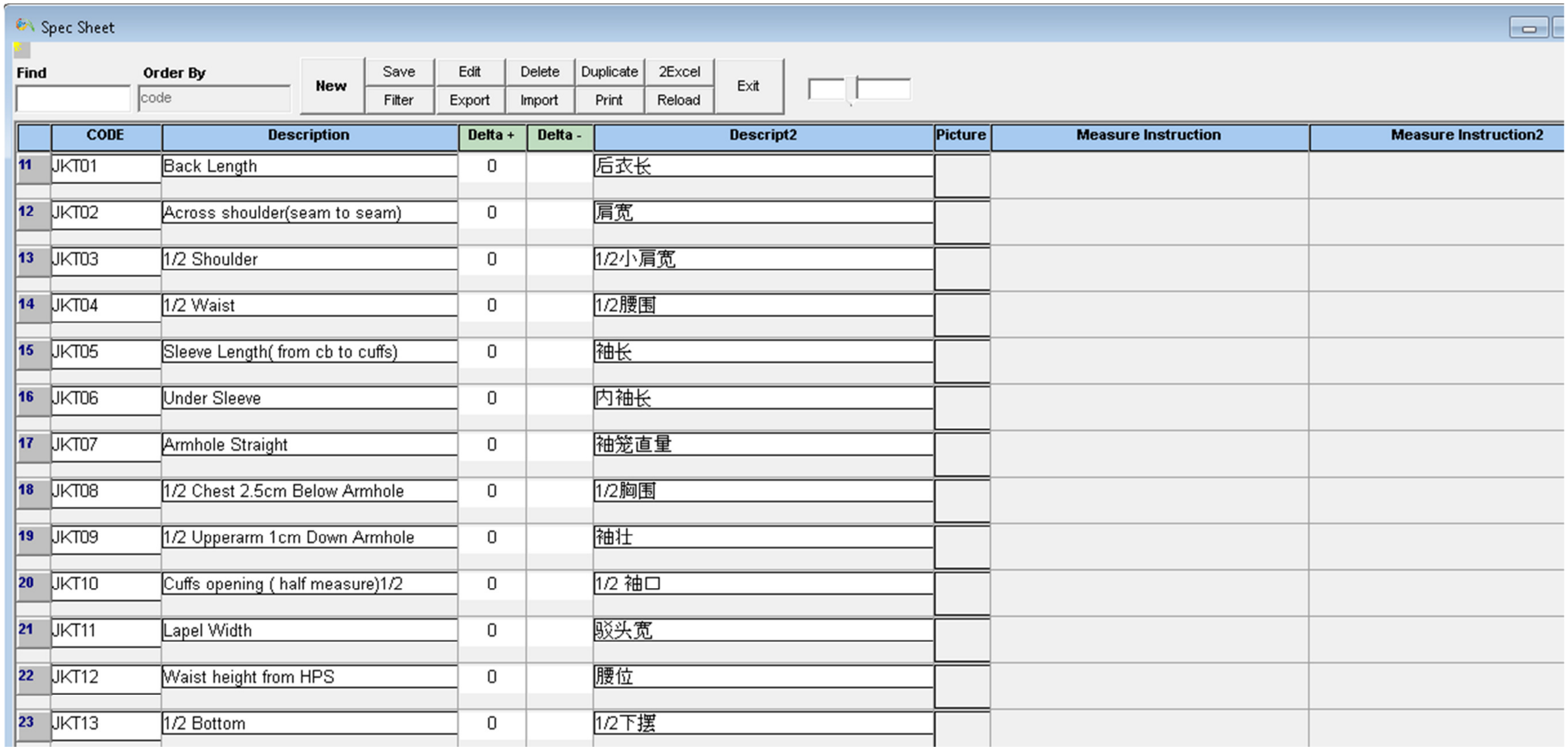
- Enter the customer name, the **SKU** number (or their name for your style number), Set (used if your customer has more than one name for one of your style number) your style number, your color, and the prepack quantities.

- Enter any other necessary information

- Click on the **Save** button
- If you need to update the SKU numbers in the style master then click on the "**Update Style Master**" button.
- Another window will appear with the message "Are you sure?" Click on the "Yes" button to continue or click on the "No" button to cancel.
- The Style Master will now be updated
- If you need to make any changes to this list, click on the "**Edit**" button then highlight the line make any necessary changes.
- If you need to delete a line, highlight the line then click on the **delete** button.
- Click on the **Reload** button to refresh the list.

Spec Sheet

This tab displays a **spec sheet** that may be edited. You may break down the specifications of a style based on the items from the Specification code table. The same spec sheet would show up for the item with the same style code but different color.



	CODE	Description	Delta +	Delta -	Descript2	Picture	Measure Instruction	Measure Instruction2
11	JKT01	Back Length	0		后衣长			
12	JKT02	Across shoulder(seam to seam)	0		肩宽			
13	JKT03	1/2 Shoulder	0		1/2小肩宽			
14	JKT04	1/2 Waist	0		1/2腰围			
15	JKT05	Sleeve Length(from cb to cuffs)	0		袖长			
16	JKT06	Under Sleeve	0		内袖长			
17	JKT07	Armhole Straight	0		袖笼直量			
18	JKT08	1/2 Chest 2.5cm Below Armhole	0		1/2胸围			
19	JKT09	1/2 Upperarm 1cm Down Armhole	0		袖壮			
20	JKT10	Cuffs opening (half measure)1/2	0		1/2 袖口			
21	JKT11	Lapel Width	0		驳头宽			
22	JKT12	Waist height from HPS	0		腰位			
23	JKT13	1/2 Bottom	0		1/2下摆			

- If you are not in the styles window, click at the styles icon
- Highlight a **style and master color** (.) or a color
- Click on the **Spec Sheet** tab
- To create a new spec, click on the **New** button
- Select a measurement from the list. If there is nothing in the list/box, click here to find out more about the spec sheet code table
- Enter the **measurements** for each of the sizes

- If you have a grade rule, then enter the number under "**GradeRule**" and enter the first size measurement under the first size box.

  Then click on the **Scale** button

- If there is a **tolerance** or **flexibility** in the measurement of each specification, enter the amount under the column named "Tolerance". For example, you are entering the waist measurement of some style. And the waist measurement has a tolerance of a quarter of an inch. You would enter in the "Tolerance" box, "+ - 1/4".

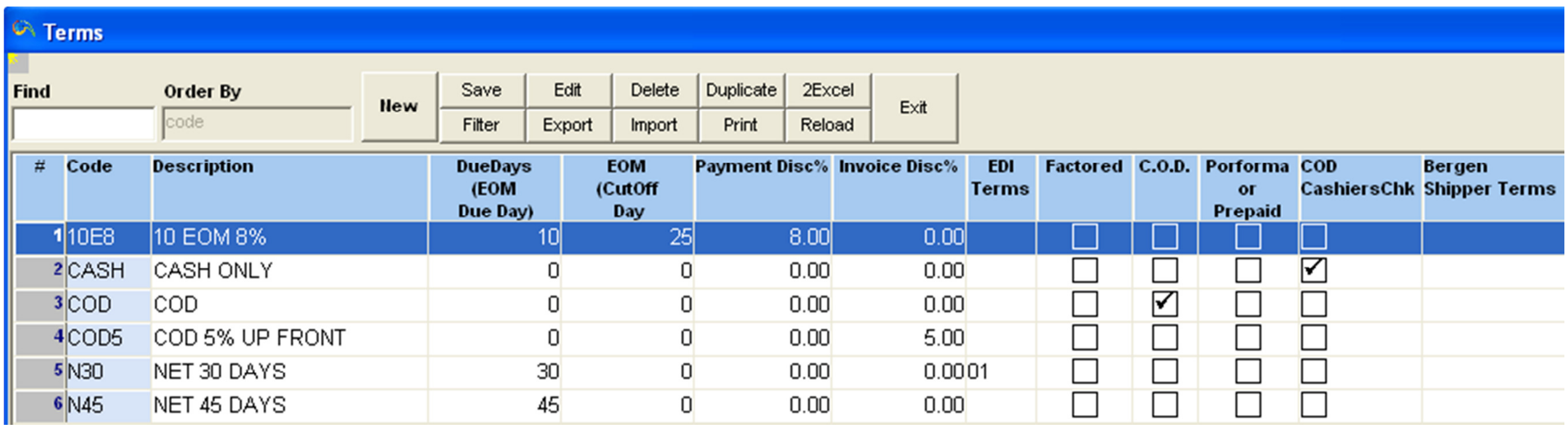
- After you have entered all of the information, click on the **Save** button

- If you want to print this spec sheet, click on the **Print button**

- A print preview will appear, then click on the **Print button** (it will begin printing)

Terms

This **code** table corresponds to **payment terms**, for example, Cash On Delivery (**COD**), 15 days, 30 days, etc. The "**terms**" apply to your customers in the **sales order** and **invoice** and to you in the **purchase order**. The advantage of creating the **Terms** code table first is that you will be able to select payment terms in a list later on.

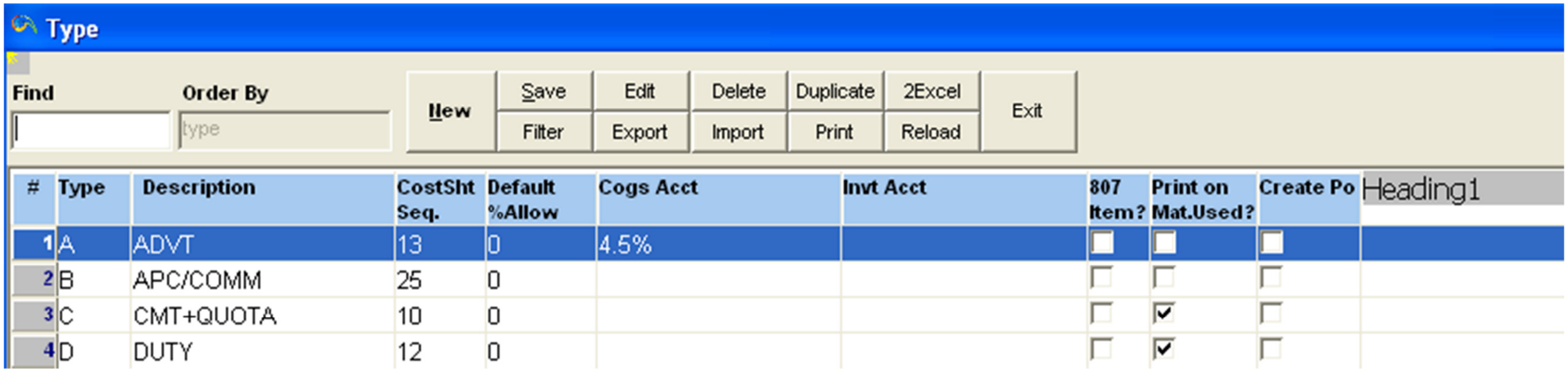


- Click **File** on the Menu bar

- Choose **Code** Tables
- Select **Terms**
- Click on the **New** button to create a **Term**
- Assign a **code** to the terms. For example, for a term of Net 30 days, the code could be "N30".
- Enter a **Description** that corresponds to the code. Since the code holds only four characters, the description gives you the space to explain the term. For example, the term "N30" has a description of "Net 30 Days".
- Enter the **Due Days** or **EOM (End Of Month)** due day. The due days are how many days till the payment is due. For example, the code "N30" has a due date at the 30th of the month. Therefore, the "N30" code will have a "30" under the "Due Days" box.
- Enter the **EOM** cutoff day if it applies. The cutoff day is for terms with discounts and corresponding conditions. For example, a 10 EOM 2% means if payment is made in 10 days then the purchaser will receive a 2% discount. Therefore, the cutoff day could be the 20th of the month. And you would put "20" under the "cutoff day" box.
- Enter a **Payment Discount percentage** and/ **Invoice Discount percentage** if it applies. For example, the 10 EOM 2% term has a payment discount of 2% if they pay within 10 days of purchase. A prepaid order may receive an invoice discount of 5%. Therefore, in the corresponding boxes, enter the whole number discount if it applies.
- After entering the necessary information, select the **Save** button

Type

This **code** table corresponds to the **cost sheet's materials** and their **cost sheet sequences**. The type corresponds to the type of material and the description is the full name of the material. This code table is mainly used for categorizing the type of raw materials in the cost sheet. When you view the cost sheet using the "**Type**" code table, there will be subtotals along with a grand total. The advantage of creating the **Type code** table first is that you will be able to select **cost sheet** types in a list later on.



- Click **File** on the **Menu** bar
- Choose **Code** Tables
- Select **Type**
- Click on the **New** button to create a Raw Material type
- Assign a **code** for the Type. For example, a 100% cotton fabric used for the body of the shirt will have a type of "F" for main fabric. The code holds one letter or number only so use the letters or numbers sparingly. A single "type" can be used together with several different codes.
- Enter a **Description** that corresponds to the code. Since the code is only one letter/number, the description can explain the meaning of the type. For example, the "F" type for main fabric can have a description of "Main Fabric".
- Enter a **Cost Sheet Sequence**. The main function for the **"Type"** is to categorize the raw materials by the fabric, trim, or other form. Therefore, the cost sheet sequence gives you a way to lump raw materials together to give you subtotals within cost sheets. For example, a type "F" (for fabric) can have a cost sheet sequence of "10". Therefore, any raw material with a type "F" will also have a "10" cost sheet sequence number. At the cost sheet, all of the raw materials with a "10" cost sheet sequence number will group together and give you a subtotal.

NOTE: The Cost Sheet Sequence is used for categorizing the Raw Material types in this code table (ex. Fabrics=10, Buttons and Zippers=20, and Labor=30).

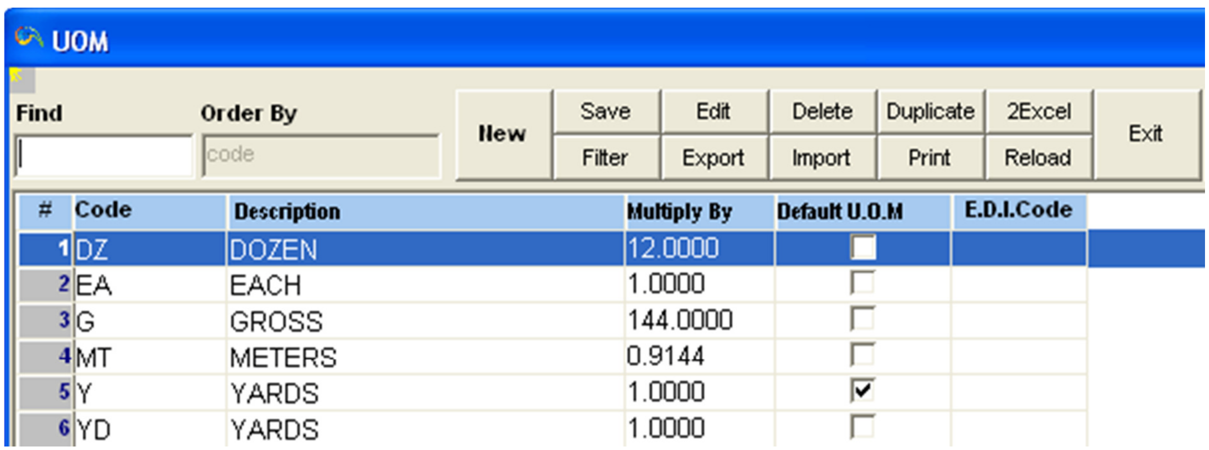
- Enter a **Cost Sheet Default Percentage Allowance**. The cost sheet default percentage allowance can be used for associating an additional percentage of the raw material to a fabric or trim at the cost sheet. Thus, the cost sheet considers damages or losses of your finished goods. And the dollar amount (depending on the percentage and cost of raw material) added to the cost sheet to give you a realistic total cost for your good.

- Click on the **"Print on Materials Used"** box to include the **"type"** on the print form

- After entering the necessary information, Select the **Save** button

Unit of Measure

This **code** table corresponds to all **units of measure**, for example, inches, yards, centimeters, pounds, kilograms, each, etc for your raw materials. The **code** corresponds to the **unit of measure** code and the description is the full word for the code. For example, **EA** is the code for **EACH**. The advantage of creating the **Unit of Measure** code table first is that you will be able to select units of measure in a list later on.



- Click **File** on the **Menu** bar

- Choose **Code** Tables

- Select **Unit of Measure**
- Click on the **New** button to create an **Unit of Measure**
- Enter a **Code** for the Unit of Measure (you assign the code) ie. DZ
- Enter a **Description** for the Unit of Measure (the description is usually the full name of the code) ie. DOZEN
- Enter a **"Multiply By"** amount that corresponds to the code (it is the amount that the unit of measure is multiplied by) ie. DOZEN is MULTIPLIED BY 12
- After all necessary information, Select the **Save** button.