STYLE MASTER FILE

The style master is for entering finished goods information and to view the inventory. This command includes various functions that will enable you to input style information such as color and description in an easy and efficient manner. Within the style master there are functions such as the line sheet, cost sheet, and spec sheet among others.

NOTE: Before entering data into the style master, complete the code tables

- Click File on the **Menu bar**
- Choose Master File
- Select Styles

-OR-

- Click on **Style** on the toolbar
- Click on the **new button** to create a new style
- You will now be in the Form View of the Style Master
- Create a **style number** for your **finished good**. Usually the numbers assigned are a combination of the **fabric type** and the **style number**. For example, you have a 100% cotton tee shirt. You can name it "CTN100" that means cotton for "CTN" and "100" for the style number.
- Enter the **Master color or "."** if this is the first time entering this specific style. You will enter the various colors it comes in later on.
- Enter a **description** for the **style**. This is a reference for the style number. It is not considered a code and it is for the users convenience. For example, for "CTN100" the description is: "100% COTTON JERSEY SHORT SLEEVE TEE SHIRT". The description box holds about 50 characters. But it is ideal to keep the description as brief as possible.
- For the times that you need to have a <u>long description</u>, there is a box for a short description or a **summary** of the long description. This box is used for quick referencing. For example, the description "100% COTTON JERSEY SHORT SLEEVE TEE SHIRT" can be shortened to "100% COTTON S/S T-SHIRT".
- Select a **category** from the list for the **garment**. The example above is a "T-shirt" therefore the category is "TOP" (the <u>categories</u> vary according to your company's preferences).
- Select a **season** from the list for the **garment**. If you sell the garment/style all year round, click on "ALL"
- Enter the **year** that the **garment** is sold in. You do not have to enter a year but it is useful as a reference.
- Select a **marker** for the **style**. This feature is optional but if you use a marker program then you can use this as a reference.
- Select a **second marker** for the **style**. If this style has more than one marker, put the secondary marker here as a reference.
- Select the **size category** that this style comes in. In the example above, the "Cotton T-Shirts" comes in "S, M, L, and XL" (small, medium, large, and x-large).

- Enter the **current total per piece cost** for the **style**. For example, the "Cotton T-Shirt" has a current cost of "\$.25".
- Enter the **standard total per piece cost** for the **style**. For example, the "Cotton T-Shirt" has a standard cost of "\$.35". The price difference can be due to a discrepancy at the fabric company or the quantity of fabric you have purchased in the past.
- If it is necessary, enter a <u>long description</u>. The long description box is usually for companies that have a complex fabric, fabric print, fabric weight and style number combination. For example, a ¾" sleeve round neck shirt needs a more descriptive name because there are more than 10 variations of this shirt. However, you may not want to incorporate all of that information in the <u>Style number</u>. Therefore, the long description can be "5 OZ. 50% COTTON 50% SPANDEX ¾" SLEEVE ROUND NECK PAISLEY T-SHIRT". You have an option to enter the fabric weight in the "Weight" box. This box holds about 90 characters.

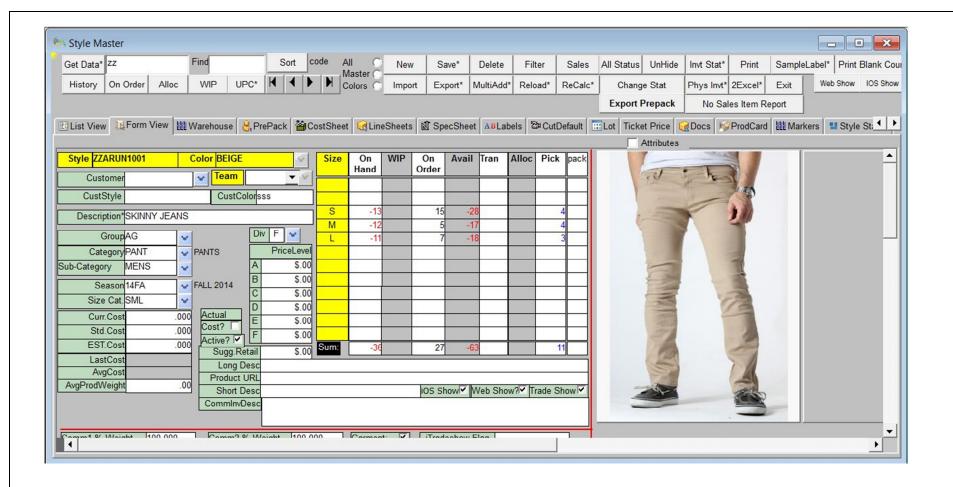
"Weight" is for the weight of the fabric

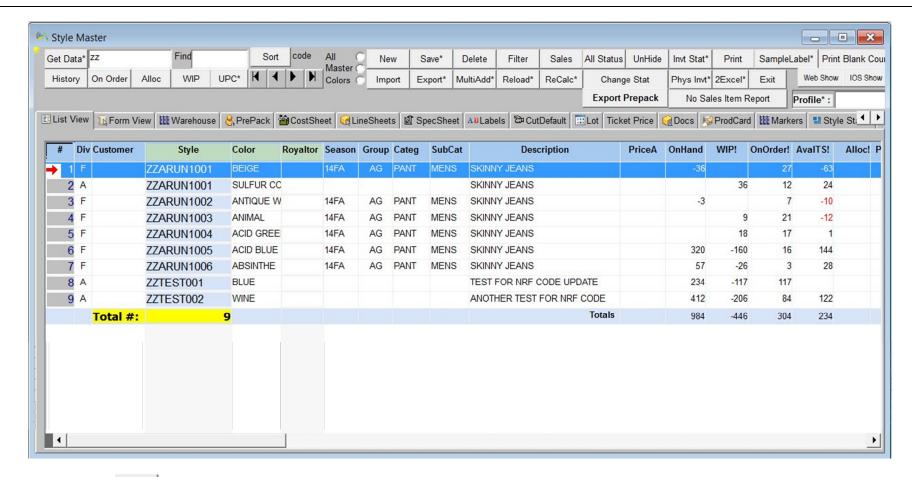
- If necessary, enter the "Div" or division. If you have more than one division in the company, you can select the division for particular styles. This is particularly useful for generating reports by division.
- If necessary, select a **"Group"** for the **style**. The group can be used for clustering styles with a particular fabric together. Or the box can be used for grouping style lines together. For example, if you have men's and women's wear, then you can group styles on that basis.
- Make sure the "Active?" box is **checked** if you are currently selling the particular style. If you will not be producing the style any longer, you can uncheck the box. The next time you open "Style", the style will no longer show up (in other words, the style is "inactive"). If you want to see the style again, click on the "All" circle at the top row of buttons.
- Enter a **SKU** if necessary. **SKU** meaning "**Stock Keeping Unit**" can be used to separate a <u>seasonal style</u> from the styles sold all year round. The numbers can be deleted at a later time and recycled/reused. For example, style number "CTTN100" (Cotton Tshirt) is only sold during the summer. Therefore, you can enter a SKU number of "SRCT100". You can **filter** by SKU number at the Sales Order Style List (by clicking on SKU ONLY button) among other places within Winfashion. The SKU box holds 8 characters.
- Enter the "PriceLevel" of the style. You can have <u>more than one price</u> that you charge to your customers listed here. The "A" Price level should be the price that you charge most often. It will be the price that shows up when you create a sales order, invoice, and other places within Winfashion. The bottom box can be used for the Suggested Retail Price although it is not necessary.
- If you use "**Prepack**" then you can put the **prepack numbers** in the boxes to the left of the size breakdown. When you create **sales orders** that have styles with prepack, then the prepack breakdown will show up according to size.
- The "Comm%Weight" boxes are for the percentage of total commission you will give to your sales people for a particular style.

- To associate a **care label** with the style, click on the **care label button** to select from the list of care labels.
- To organize the style's **warehouse location**, you can enter a "**bin**" location. This will tell you where you store the **finished goods/garment inventory** based how you have your warehouse organized. For example, the "CTTN100" style is physically stored in a warehouse in aisle "T Shirts". In the style master bin location, you can type in "T Shirts".
- If you have a **barcode printer**, you can fill out the **barcode label boxes**. These boxes are for a customer that requires you to make them for shipment. First enter the corporation such as "Federated". Then enter the department such as "Activewear". Finally, enter the barcode information.
- In the memo field/box, you can type an <u>unlimited</u> amount of information. It can only be seen in the style master.
- Enter all necessary information then click on the **Save** button.
- NOTE: When entering a new style, make sure you enter <u>Master Color (.)</u> in the Color box.
- After you have entered all of the information for the style, click on the **MultiAdd** button to Add colors for that style.

How do I view/edit pictures in the style master?

You can **edit pictures** within the style master by double-clicking on the **picture**. It will take you to **"Paint"** or your default graphics editor. Edit the picture, then go to **file** and **"save as"**. Make sure to name the picture: "name of style.bmp". The style has to be in bitmap form **(.bmp)**.





New Button-New



- Go to File > Master file > Style Master or click on the Style Master icon.
- Click on the new button to create a new entry.

Save Button-Save*

Save Button is used to save record to the table/list.

Delete Button Delete

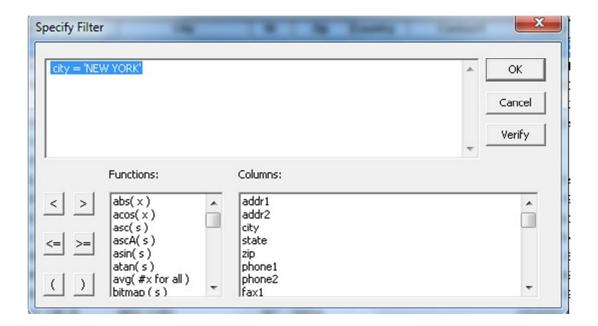
• The **Delete** button is used to delete a **row/record** from the list, table, or line (click **Delete**).

• If you click **Delete**, the program will confirm deletion (click **Yes** to do so and **No**, otherwise).

Filter Button Filter

The main function of the **filter button** is to separate certain information from the rest within a specific topic. It is especially useful in the reports when you want to see specific information and not the rest of the report. For example, for the zip code table, you might only wish to see all cities for the state of New York. Another example of the filter button is in a report, you will see information from one date range to another based on sales order, customer, factor, and style information. But you just want to see all of the sales orders that are factored. Therefore, you can filter the sales order with factors only.

- Click **Filter** if you want to see rows of the list that meets a certain condition.
- The filter window prompts you to input a **filter condition**. The columns **Functions** (verb) and **Columns** (noun) appear.
- TIP: Filter condition strings are case-sensitive which means that upper case strings are different as compared to their lower case counterparts. For example, you want to filter one customer out of the whole list. In the customer listing, the City code is "NEW YORK" for New York. Therefore you would enter [city='NEW YORK'] also to filter. If you enter [city='new york'] (notice it is lower-case) the filter will not work.
- After typing **filter condition**, click **OK** to **Filter**, **Cancel** to exit or **Verify** to check the validity of the filter condition.



MultiAdd- MultiAdd

This Button lets you add multiple colors for particular style #.



- Go to File→Master file→Style Master or click on the Style Master icon.
- Click on the **Style button** on the toolbar

Reload

- Enter the Style# and Click on the Get Data button to retrieve the style information
- In the List View, highlight a particular style and click on multiadd button to add more color.

Reload Button

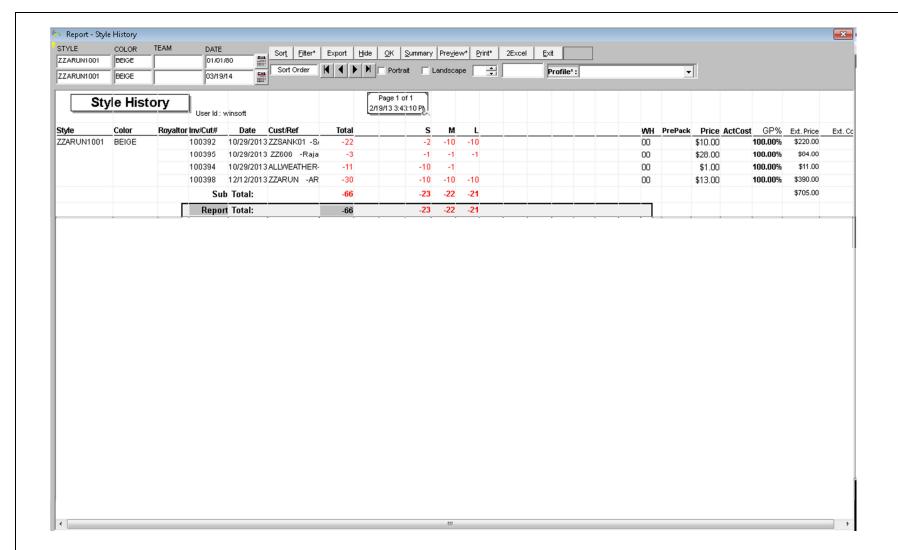
Click the **Reload button** to refresh the information displayed on the current window (click **Reload**). Use this button when you want to **refresh/renew** the information on the current window. This button is useful when you go to **utility** \rightarrow **recalculate** among other areas of Winfashion.

History Button-



The Style History Report shows individual style's sales history and quantity. You can also see a picture of the style in the report.

- Click on the **Style button** on the toolbar
- Enter the **Style#** and Click on the **Get Data button** to retrieve the style information
- In the List View, highlight the style and color that you want to see in the report
- Click on the **History button**



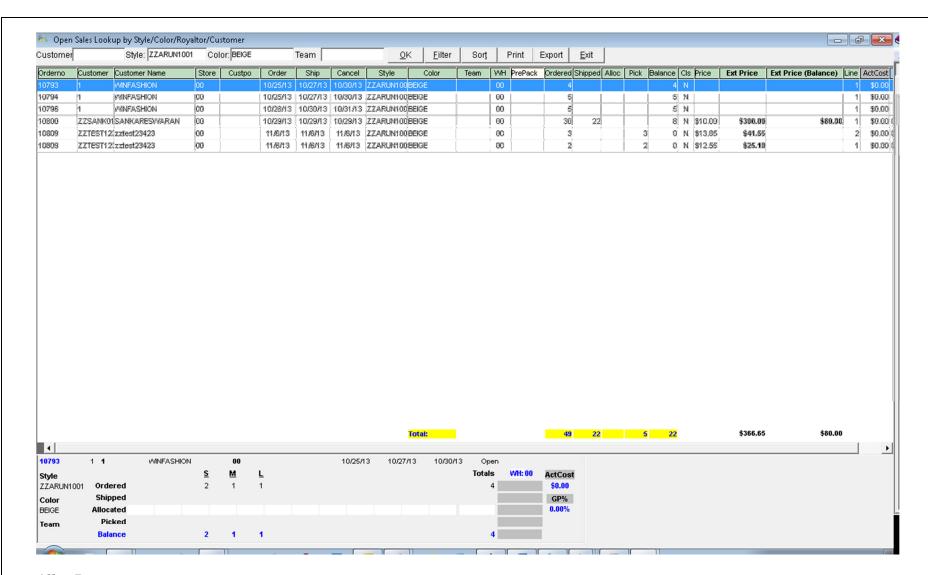
Onorder Button-

On Order

The On Order Button in the Style Master provides open sales order information by style, color, and customer information.

This report contains the details about the sales order, customer, style/color, ordered quantity, shipped quantity, allocated quantity, picked quantity, balance (still needs to be shipped), price per garment/piece and extended price. When you click on the particular order you want to see, double click on the Sales Order Number.

- ullet Click on the **Style button** on the toolbar
- Enter the **Style#** and Click on the **Get Data button** to retrieve the style information
- In the List View, highlight the style and color that you want to see in the report
- Click on the **Onorder button**



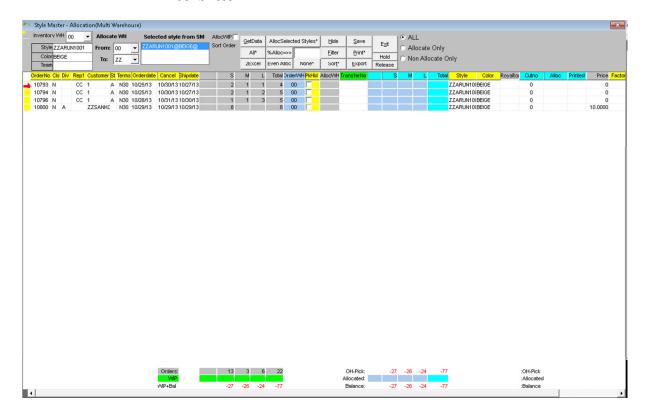
Alloc Button-

Alloc

Style Allocation allows the user to **allocate available to-sell inventory by style** and color to sales orders. The orders are sorted by cancel date or ship date for efficient decision-making. The allocation window displays the style, color, and quantity and order information. On the far right of each order there are rows of boxes where you can enter the allocated amounts. Once you have allocated available inventory, you can create pick tickets and invoices. You can allocate by number of units, percentage and Even Allocation.

- Click on the **Style button** on the toolbar
- Enter the Style# and Click on the Get Data button to retrieve the style information
- In the List View, highlight the style and color that you want to see in the report

• Click on the **Alloc button**

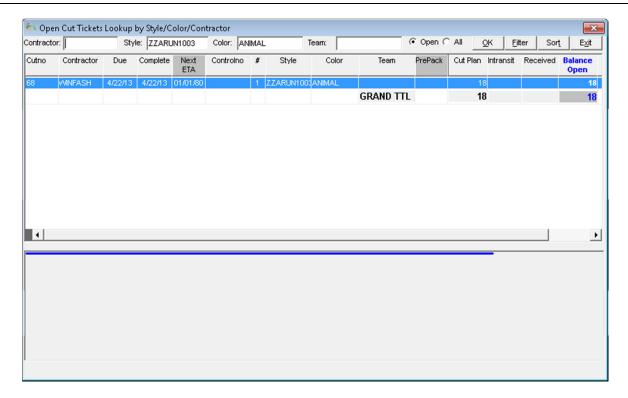


WIP Button-

WIP

The WIP (Work in Process) report in the Style Master provides style, color, and contractor information by open Cut Ticket. This report is listed by cut ticket number, contractor, style information, cut plan, in transit, received quantity and balance (still to be cut).

- Click on the **Style button** on the toolbar
- Enter the **Style#** and Click on the **Get Data button** to retrieve the style information
- In the List View, highlight the style and color that you want to see in the report
- Click on the WIP button



UPC BUTTON-

UPC'

The UPC codes can be assigned to Styles and their size break/category. First you will need to set up the SKU code table.

Then you will be able to auto assign UPC codes for each style.

NOTE: You will need a barcode printer to fully use this function.

- Go to the **Style Master** on the tool bar
- Click on the **Get Data button**
- Highlight the desired Style#
- Go to the Form View if you are not already there
- Click on the **UPC button**
- A window will appear asking, "Do you want to auto assign UPC barcodes to the selected items?"
- Click on the **Yes button** to continue
- When you are done entering information into the Style Master, click on the Save button

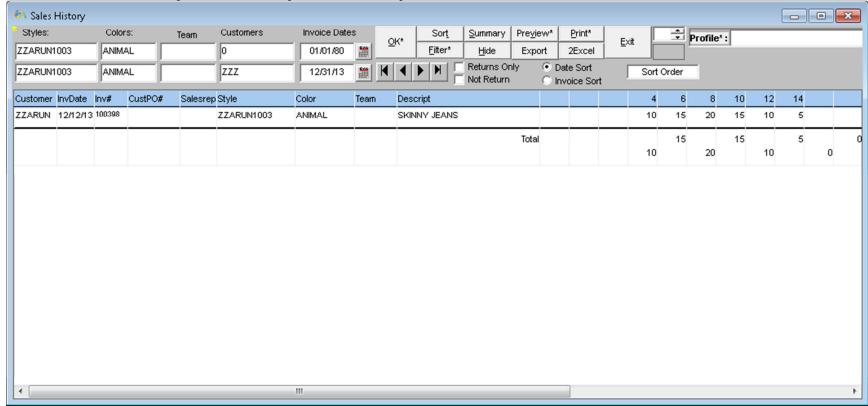
Sales Button-

Sales

The Sales History button of Winfashion allows you to see a style's sales history based on invoices and customer.

· Go to Style Master

- · Enter the Style number and click Get Data
- Select **Style #**
- · Click "Sales" button to proceed to the style's sales history



ALL STATUS BUTTON-

All Status

This feature is used in WINFASHION to display all styles, ACTIVE or INACTIVE. By default, ACTIVE styles only shown in the list.

- $\boldsymbol{\cdot}$ Go to Style Master
- ${}^{\bullet}$ Enter the Style number and click $\mbox{\bf Get}\mbox{\bf \, Data}$
- Select **Style #**
- Click "All Status" button to proceed to the style's sales history

Style Physical Inventory-Phys Invt*

You can manually enter the **finished goods** if you will not be using the <u>"Process"</u> portion of **Winfashion** (however it is highly recommended that you use the "Process"). If you are going to proceed with manually entering your physical inventory, you will need to enter the inventory based on **style**, **color**, **and size break/category**.

The following procedure is to enter inventory for one style and color:

- Go to the **Style Master** on the tool bar
- Click on the **Get Data** button
- In the List View tab, highlight the desired style and color
- Click on the **Phys Invt** button
- Another window will appear then click on the **New button** in that window
- Enter the inventory amounts by size
- If necessary, enter a **memo** under the heading "Memo"
- Click on the **Save button**
- If you are finished entering inventory, click on the **Exit button**

Print Button Print

The **Print** button is used to print information on the current window (click Print). There may be several options such as <u>printing</u> <u>multiple pages</u>, <u>portrait/landscape mode</u>, <u>and print preview</u>. If it does not begin printing, make sure you have a printer attached or networked to your computer (if it is networked, check the power of the computer that has the printer attached to it. Make sure the computer and printer's power is ON. If you have more than one printer networked, make sure you are printing to the correct printer), the printer driver is installed correctly in your computer, check the printer to see if the power is on, check the printer to see if it is offline or if there are any errors. For more information, refer to the owner's manual that came with the printer.

Import Button Import

The **Import** button is used to import Winfashion related information from a **DOS** file **FASHIONIMPORT.DBF** (a database file compatible to **DBASE**, **FOXPRO**, **CLIPPER**, etc.).

- To **import** text into WinFashion, copy the text from the desired **.dbf** file and paste it onto the clipboard.
- NOTE: You can only import text from a .dbf file, database compatible file, and a DOS file.
- From the clipboard, you can import using the **import button** on the screen.
- Once you click on the **import button**, a screen will prompt you to import from Windows.

Style_Recalculate Button ReCalc*

This button refreshes the **Style On Hand**, **On Order**, **and WIP** quantities. This used to be found in **Utility** and it is now in the **style master** for greater convenience.

- Select the **Style button** on the tool bar.
- Click on the **Recalc button**
- Click on the **Yes button** to recalculate
- Click on the **OK button**

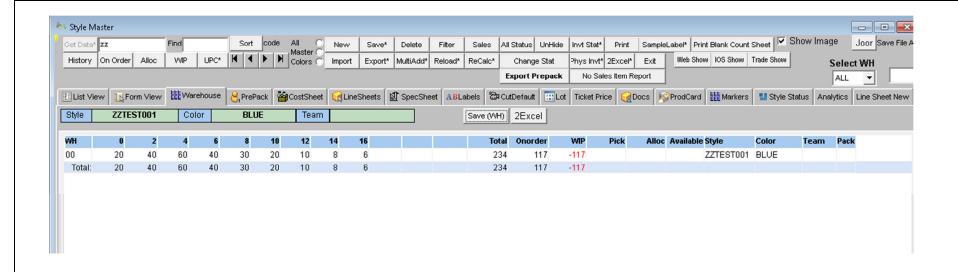
Change Stat-Change Stat

- Click on the "Change Stat" button if you would like to change the "Active" or "Inactive" status of a style and color.
- Highlight the style and color first in the List View of the Style Master.
- Click on the "Change Stat" button to change the Active" or "Inactive" status.
- In the list view, there is a "Act?" ("Active?") column where you can check for the changes.

Style Master –Warehouse

This will give you the list of warehouse with the available finished goods. There may be many warehouses and we use '00' as Main warehouse and 'ZZ' for damage goods.

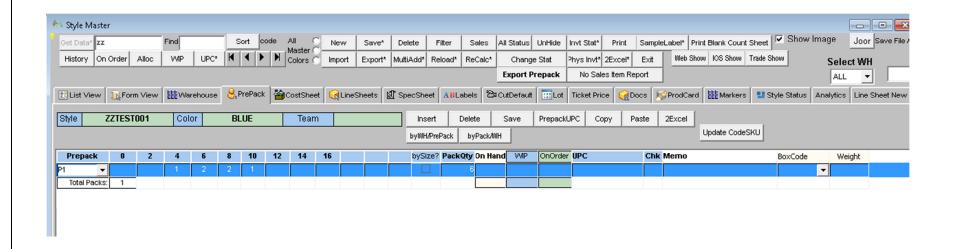
- Select **particular style #** from list view to view the list of warehouse available.
- Click on **save** to save the warehouse details.
- Click on **2Excel** to export it into excel.



STYLE MASTER -PREPACK

This Tab allows you to know the Prepack ratio of the particular STYLE. Prepack is usually used for finished goods/styles.

- Click on the **Style button** on the toolbar.
- Enter the **Style#** and Click on the **Get Data button** to retrieve the style information.
- Select the style and **Go to Prepack Tab** in the Style Master that you want to enter ratio.
- Click on the Insert Button to create NEW prepack ratio.
- There will be a drop down arrow in the first column, you could get the prepack ratios from there.
- Click on the **ByWH/Prepack** to enter the prepack ration by warehouse
- Click on the ByPack/WH to enter the prepack ration by Pack.
- Then Click "SAVE".
- These prepack ratios you can use in the sales order line items for the particular style.

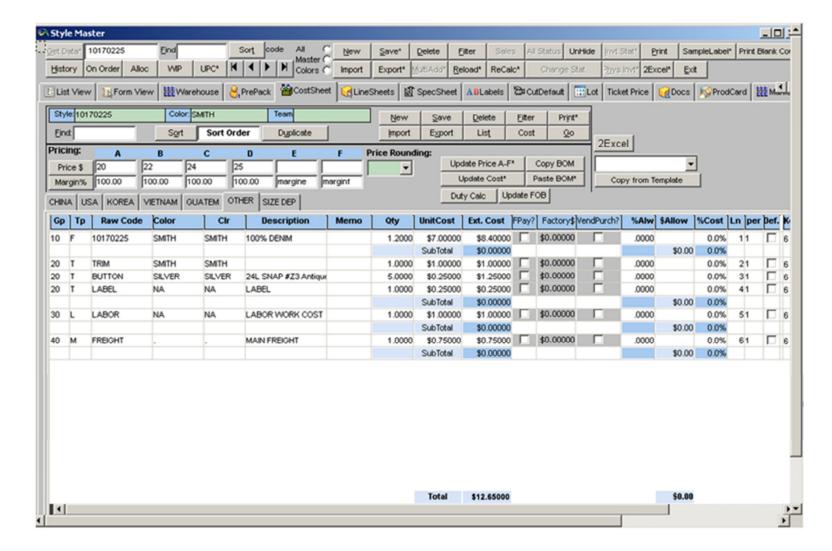


STYLE MASTER -COSTSHEET

This feature is used to see the costing for the STYLE. This code table corresponds to the Styles Raw materials and their cost. The "TYPE" corresponds to the type of material which arranges cost sheet sequence. When you view the cost sheet, there will be subtotals per Raw Material Type along with the grand total for the entire Style Cost.

To Create Raw Material Type:-

- File→Code Tables→Type.
- Click on the **New button** to create a Raw Material type.
- Assign a **code** for the Type.
- Enter the **TYPE** code
- Enter a **Description** that corresponds to the code.
- 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 goods.
- After entering the necessary information, Select the **Save** button



STYLE MASTER -LINESHEET

The line sheet provides you with a listing of selected style pictures and style information. The purpose of the line sheet is to view several style's pictures and style information in one window/sheet. You will also have the option to see the available inventory, work in process, and order information.

- Go to the **Style button** on the tool bar
- Highlight all of the **desired styles** by holding the <Ctrl> key and the left button of the mouse.
- Click on the 'Line Sheet Tab'
- You can create a Two or Three or Four or six or eight or twelve picture line sheet, select a price level if necessary.

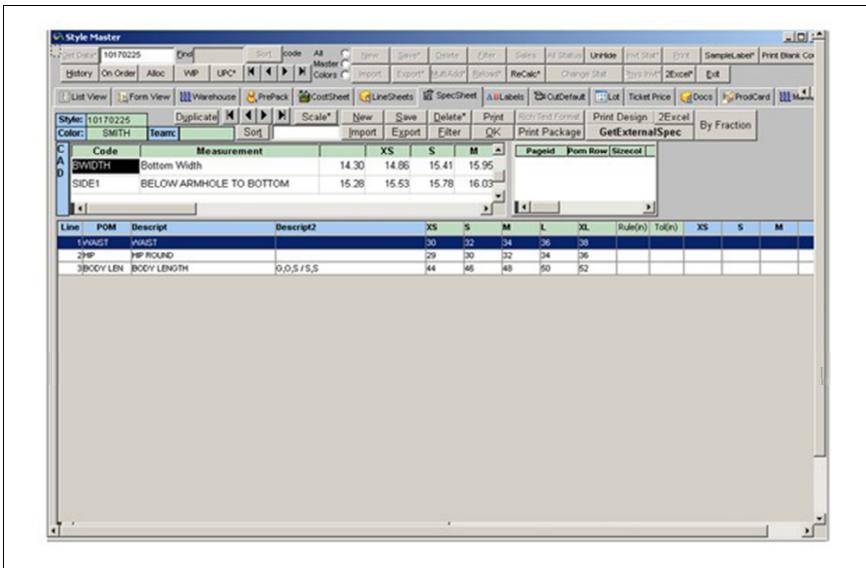
- If you want to see the quantity for each of the styles in the line sheet, look for the box heading "Quantity". If you want to see any of the items listed under the quantity heading, click on the desired check box. For example, you want to see only the onhand quantities for each of the styles in the line sheet. Click on the box next to "on hand" and no other boxes.
- Click on the **Print button** to print the line sheet
- If you want to print a list of images/pictures with their style numbers:-
- Highlight all of the desired styles by holding the **<Ctrl>** key and using the left button of the mouse to click
- Click on the Line Sheet Tab
- Click on the "List Images" button
- If you want to print this line sheet, click on the "Print List Line" button



STYLE MASTER -SPECSHEET

- This tab displays a Specsheet 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.
- Go to the **Style button** on the tool bar
- 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, below is the way to create spec sheet code table
- Click File on the Menu bar
- Choose Code Tables
- Select Specifications
- Click on the New button to Create a Specification
- Assign a Code for the spec measurement. For example, the length of the arm can have a measurement that has a code of "ARMLNTH"
- Enter a **Description** that corresponds to the code. For example, the code "ARMLNTH" has a description "SHOULDER TO WRIST" meaning the arm length is a measurement from the shoulder to wrist
- After entering the Code and Description, select the **Save** button
- If you need to make any changes to the Spec Sheet Code Table, click on the Edit button
- Click on the **box** that needs to be changed
- Make any necessary changes then click on the **Save button**
- If you need to **Delete one item**, highlight the line by clicking on it
- Press the Delete button. A window will appear asking you, "Are you sure to delete?"
- Click on the **"Yes"** button
- 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



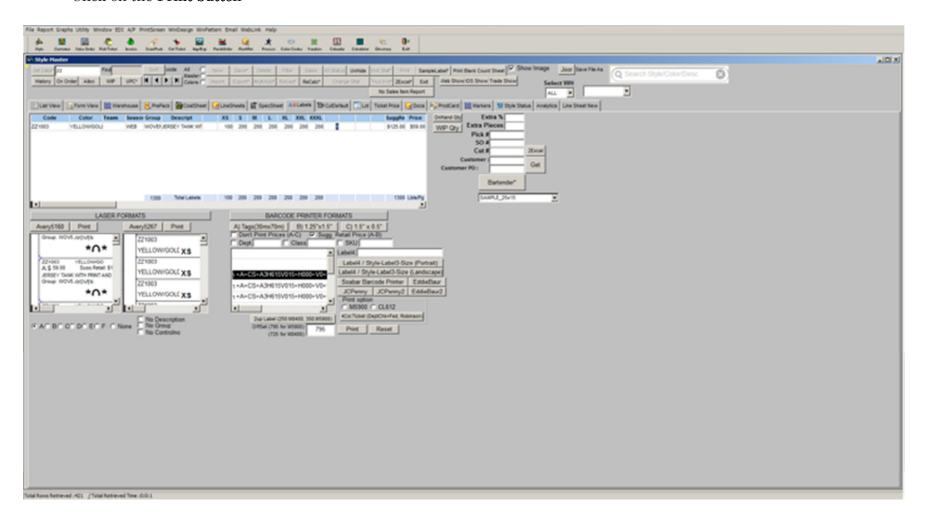
STYLE MASTER -LABELS

- Within the style master, you can make a variety of labels based on the style/finished goods.
- Go to the **Style Master** on the tool bar
- Highlight the styles that you want to make labels for by holding the <Ctrl> key and highlighting the styles and colors.
- Click on the "Label Tab"
- Enter the quantity of labels by size category
- If you want to print laser labels with the style information:
- Click on the **Avery5160 button**

Click on the **Print button**

-OR-

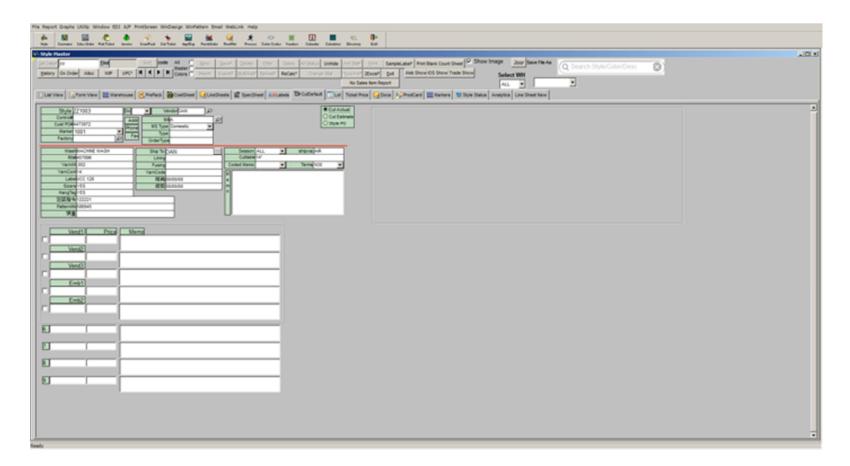
- Click on the **Avery5267 button**
- Click on the **Print button**
- if you want to print Barcode labels:
- Click on the desired button under the Barcode Printer Format
- Click on the **Print button**



STYLE MASTER -CUTDEFAULT

This button is used for storing the CUT information for the particular style. This will help you when you create CUT ticket for this Style

- Click on the **Style button** on the toolbar
- Click on the **Get Data button** to retrieve the particular style information
- Highlight the style and Go to Cut Default Tab in the Style Master that you want to enter the Cut Information
- Enter the details about Marker, Factory, Wash, Agent, YarnWt, Yarn-Cont, Label, Sizers, HangTag, Packing1, PatternMk, Vendor, Mill, Type, Ship Terms, Ship To, Lining, Fusing, YarnCode and more whichever you needed.
- Then Click "SAVE"

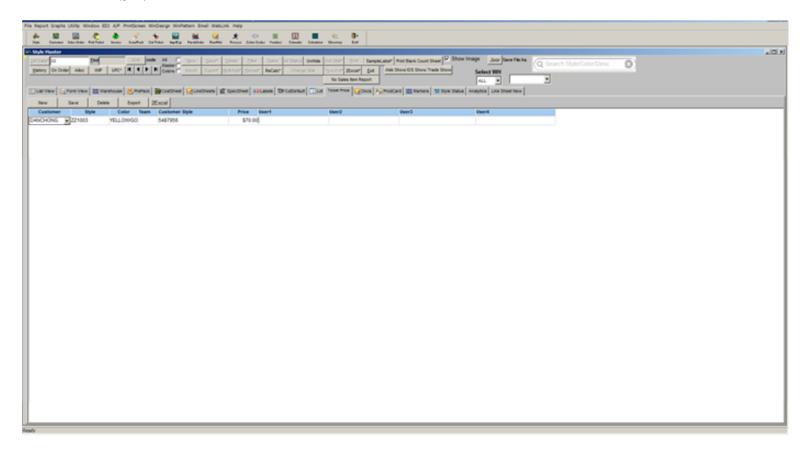


STYLE MASTER -TICKET PRICE

This Tab is used for entering the price of the tickets customer wise.

- ullet Click on the **Style button** on the toolbar
- Click on the Get **Data button** to retrieve the style information
- Highlight the Style and Go to Ticket Price Tab in the Style Master that you want to enter the Ticket price Information
- Select a Customer using a drop down arrow under the customer column
- Enter the Ticket price for the customer which you selected. There may be difference in the Ticket price for every customer

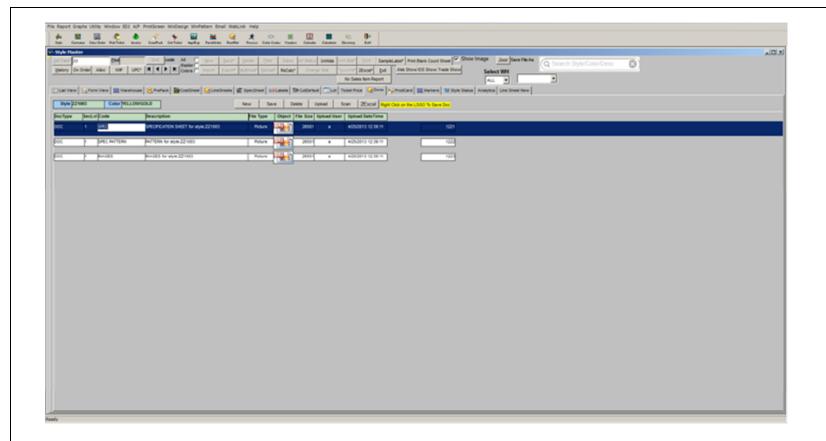
• Then Click "SAVE"



STYLE MASTER -DOCS

Does feature is used to upload any type of documents associated to a style/sales order/customer for your reference.

- Go to **Docs Tab** in the Style Master/Sales Order/Customer
- Click **NEW** to **upload** a New document
- Select a DocType using a drop down arrow under the DocType column
- Enter the Code, Description File Type
- Click "Upload" button to browse the document
- Then **Select the document** which you want to upload for the style
- Then Click "SAVE"



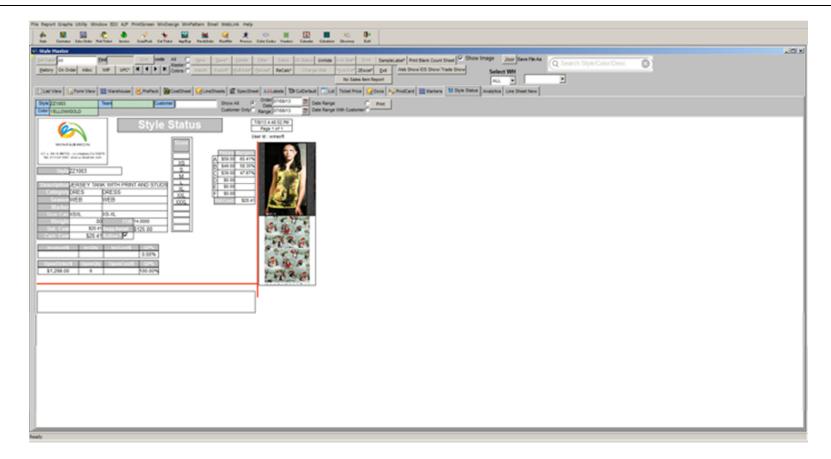
STYLE MASTER -STYLE STATUS

This feature shows the Status of a particular style# including all the details like-

- Style#
- Descriptions
- Price
- Sizes Available
- Invoice details etc

Follow the below steps to check the Style status in style Master:-

- Enter all the Details in Style Master Form View and Markers tab.
- Enter all the **Order Details and Invoice Details** for particular style #.
- Go to "Style Status" tab to view the style status.



STYLE MASTER -ANALYTICS

Analytics shows Analytics data's from iConsumer, iTradeshow, Android and Website.

- 1. Automatically gather your iTradeshow, iConsumer, Android Apps and Websites data.
- 2. Monitor, visualize and analyze important trends.
- 3. Safely Store your historical data.
- 4. It Shows the **GPS Longitude**, **Latitude** and the number of devices being used to access these styles.
- 5. Its shows the current place/Country from where these are being viewed in Google Map.

To use this feature in Winfashion ERP.do the following steps-

- ullet Click on the **Style button** on the toolbar
- Click on the **Get Data button** to retrieve the style information.
- Click on the "Analytics" tab.
- Select a **Desired date** to view all the data's related with that particular style.
- Make sure all the **checkbox are checked**.i.e iTradeshow, iConsumer, Website, Android and Maps.
- Click ok button.

