Cut Ticket

Cut tickets are part of a process where the manufacturer is "cutting" the raw material for further processing. This screen allows you to input your contractor information, the styles and quantity associated with this cut ticket, and the raw materials associated with the styles in the cut ticket among a variety of other functions. When the cut ticket has the corresponding raw materials listed, the raw materials will automatically deduct from the raw material inventory. And within the cut ticket, you have the option to change the status to Estimate or Actual Cut Ticket. Estimate cut ticket means the cut ticket is ready to be sent to the cutting contractor. Once the cutting contractor has made changes to the cutting ticket, you can make the adjustment within the cut ticket and set the status to "Actual". Also, when the cutting contractors are finished with their work, you can "move" the pieces to their next step, Process. When the goods are finished being processed and have been shipped, simply close the cut ticket.

A cutting ticket contains all styles to be cut within a specified time frame.

Click on the cut ticket button on the toolbar.



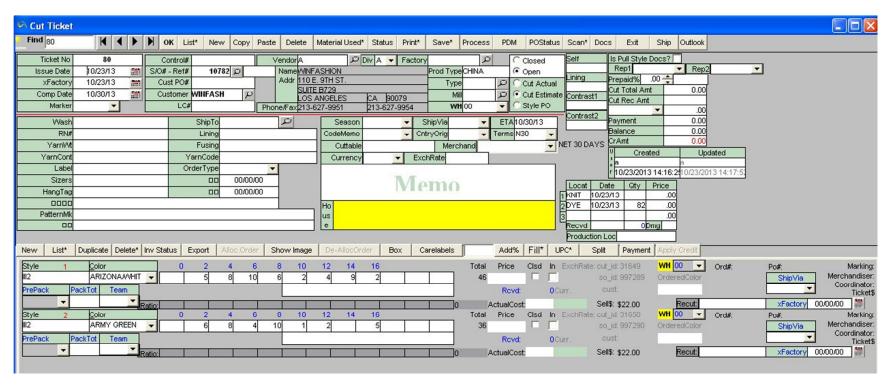
- Click on **New** to create a new **cut ticket**
- Enter the **Ticket Number** (or you can let the computer number the Cut Ticket for you)
- Enter the **Issue Date** by double clicking with the mouse on the field
- Or click on the button to the right of the Issue Date to bring up the Calendar
- Enter the **Due date** by double clicking with the mouse on the field
- Or click on the button to the right of the Due Date to bring up the Calendar
- Enter the **Completion Date** by double clicking with the mouse on the field
- Or click on the button to the right of the Completion Date to bring up the Calendar
- Find the correct date then double click on the date
- Select one **Sales Order** for one **cut ticket** by clicking on the **S/O** # button
- Highlight the Sales Order then click on Select (The information automatically inputs into the cut ticket)
- Allocate **Sales Orders** to Cut Tickets. Or if you want to allocate your cut tickets by style, enter the style number and color then click on the Alloc. Order button
- Highlight the desired styles by holding down the **<Ctrl>** button and left clicking with the mouse.
- Highlight on the yellow column on the left hand side of the screen.
- Click on the Select button to enter the styles into the **cut ticket**.
- Select the **Save** button to save the information entered.

Or if you already created a customer's cutting ticket, go to List and click on the customer desired. Then click on the Select button. Or click on the Exit button to leave the screen.

What if I want to take styles out of allocation? You can take styles out of allocation. This will update your cut ticket information.

- Highlight the desired style and color then click on the **De-AllocOrder** button
- Another window will appear and you can **delete** the style from the allocation list.
- Click on the **Save** button to save the changes.

Note: If you don't **save** the changes, the **Cut Ticket** will stay in the format before the changes.



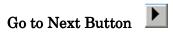
Go to 1st Button



This button (Go to 1st record) is used to find the initial record of the list (click l<l). The initial record may change if the <u>Sort</u> button is used.



This button (**Go to previous record**) is used to find the **previous record** in the list (**click <l**).



This button (**Go to next record**) is used to find the **next record** in the list (**click l>**).



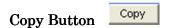
This button (Go to last record) is used to find the last record of the list (click l>l).



The **OK button** allows you to continue with the command(s). For example, on the Deposit Slip, you can input the start and end dates. After you enter the dates, click on the **OK button**. The **OK button** is frequently seen in the **reports**.

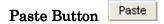
New Button to Create a Row

- Click on the **New** button to add a <u>new entry</u> to the list, table, or line. An additional blank row will be at the bottom of the list.
- Click on the **cell** of the blank row that needs to be changed
- Type the **data** on the cell
- For more changes, go back to Step 2
- To save, click Save



This function allows you to reproduce items to eliminate time-consuming data entry.

- · Click New to add a new record
- Click on the Copy button so that the computer can remember the entire record to be copied.
- To assign the remembered information to a new record click Paste.



This function is directly related to the **Copy Button**. Once you have copied an item, you need to **Paste** the information to the new record. This function is especially useful in the Bill of Materials/Actual Cost Sheet. Some of the Bill of Materials are similar so one **bill of materials** can be created and copied to the others. Once the Bill of Materials is copied any adjustments can be made to the others.

- Click on the Copy Button (for the computer to remember the desired record's information)
- Click on Paste Button to transfer the copied information to a new record.
- Click on **the New Button** to create a new entry and continue with the entry process
- Don't forget to click on the Save button once you have entered all of the information

Delete Button



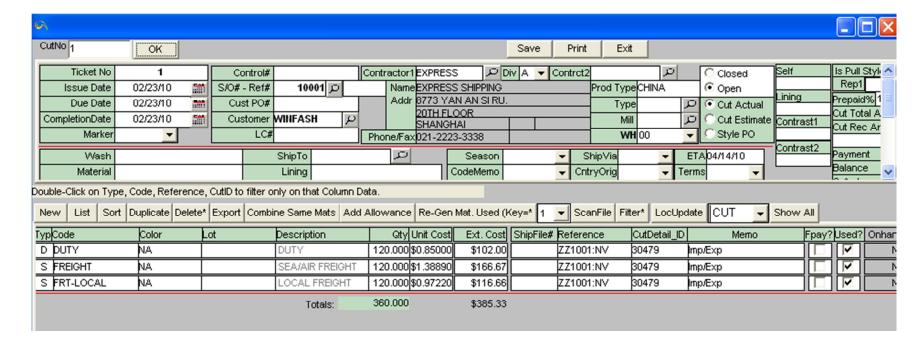
- The **Delete** button is used to delete a **row/record** from the list, table, or line (click **Delete**).
- If you click **Delete**, the program will confirm **deletion** (click **Yes** to do so and **No**, otherwise).

Materials Used



The **Materials Used** portion of the **Cut Ticket** lists all of the <u>raw materials and quantities</u> needed for the **Cut Ticket** based on the style, color and quantity in the cut ticket.

- Click on the Materials Used button
- A message "Generate Material Used Log?" will appear, click on the "Yes button" to proceed
- The materials will <u>automatically</u> enter into this log. (This information comes from the Bill of Materials)
- Make any changes and click on the <u>Save</u> button
- Click on the Exit button to return to the Cut Ticket Screen

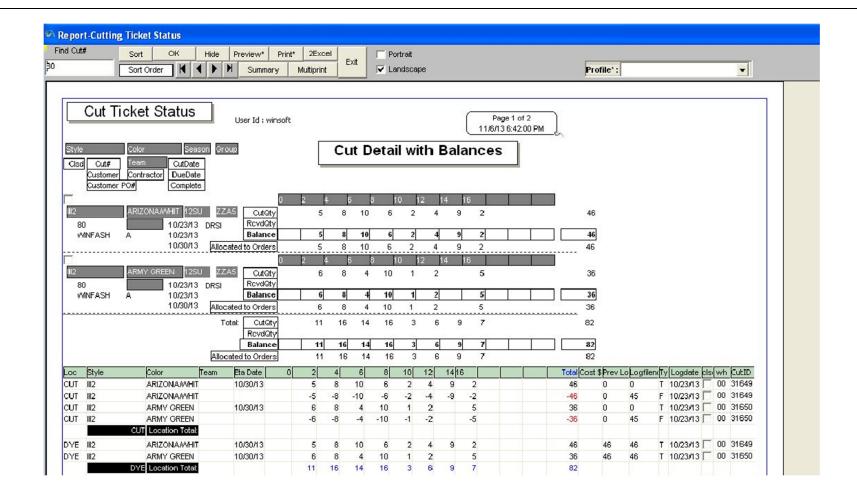


Cutting Ticket Status Report (Cut ticket status)

The **cutting ticket** status report shows the detail information about the cut ticket including the process information, style, color and quantity. Also, this report shows the cut quantity, received quantity, any balances, and if there are pieces allocated to sales orders. And if there are pieces allocated to sales orders, the sales order information will appear on the report along with the allocated style, color and quantity.

Status

- Click on the **Cut Ticket button** on the tool bar
- Click on the **List button**
- Highlight the sales order that you want to see
- Click on the **Select button**
- Press the **Status button**
- The report will appear in another window
- If you need to print the report, click on the **Print button**
- If you want to go back to the cut ticket screen, 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> multiple pages, portrait/landscape mode, and print preview. 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.

- If you want to print the window on the current screen including the buttons and headings listed at the top of the window, there is a "Print Screen" option.
- To print a **few** selections at a time:
- If you are in the **list view** of the **Style Master, Raw Material or Customer portion** of Winfashion click on the **filter** button.
- Select an item from the **columns section** and enter the function. For example, type in **code='BUTTON'** and click on **OK**.

*The **Print button** is found in most areas of Winfashion. Usually you will be able to see a print preview before printing.

To print one item:

- Go to the desired topic
- Enter the necessary information or retrieve a previously entered item
- Click on the **Print button** (Either it will begin printing or take you to a preview mode. If you are in the preview mode, you will need to press print again.)

Save Button



The **Save** button is used to save the **record** to the table/list (click Save).

Process



The Process is the next step after the <u>cut ticket</u>. The Process generates its information based on a cut ticket. The manufacturing process will show where the <u>cut pieces</u> will go next and the corresponding quantities. For example, once the cut contractors are done cutting the pieces, the cut pieces will go to the sewing contractors. When the sewing contractors are finished, the finished pieces are delivered to your company to become a part of the finished goods inventory. Although the previous example showed all of the **work-in-process** pieces moving at once, the "**Process**" allows you to move some pieces or groups to different locations at different times.

*When the pieces are finished / completed, you can input the **inventory** from the "**Process**" to the finished goods inventory, "**StyleMaster**". This action will increase the inventory quantity.

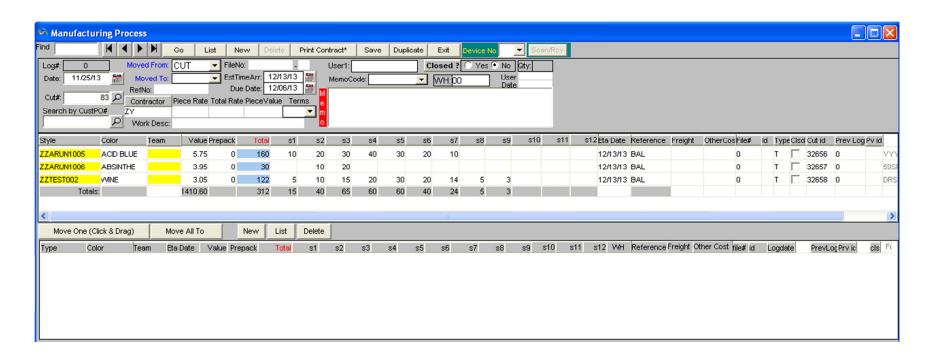
To enter a new **Process**:

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

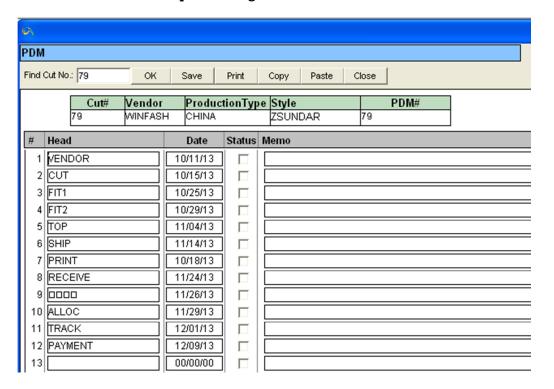
- Click on **Process button** on the tool bar
- Click on the **New button** to create a <u>new manufacturing process</u>
- Enter the Cut Ticket number under the heading "Cut Ticket number" or click on the button next to the box
- The styles, colors, and quantities from the cut ticket will appear in the process. Enter the "Moved From" location such as "CUT" and enter "Moved To" location such as "SEW".
- Select a **Contractor** by clicking on the button labeled "**Vendors**" on the tool bar ("Vendors" hold both vendor and contractor information. There is an option to differentiate between the two). If the work description, piece rate, or value is not showing up, you can enter those items by typing in the corresponding boxes/fields. (**NOTE**: If the contractor is associated with a location in "**Vendor**" on the tool bar, then the location will automatically show up).

-OR-

- To view a **Process** previously entered into Winfashion, click on the **List button** to choose from a list of existing **Processes**
- After entering all necessary information, select the <u>Save</u> button
- If you need to print a Contractor's Work Agreement, click on the "Print Contract" button.
- A **print preview** will appear and you can click on the **print button** again to print.

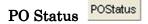


PDM(Production development stage)



This is the **Production development stage**, which describes briefly about the status of the Product on the particular date.

(NOTE: Status of the Product from the **Vendor** till the **Payment**)





The **PO Status Detail** report shows the raw material code, color, quantity on order, quantity received and balance on order. On this report, you can track the **purchase orders** by their order number. <u>To see more about Purchase Orders</u>, click here.

- Go to **Report** on the **Menu Bar**
- Highlight **Inventory**
- Click on PO Status Detail
- Enter a purchase order number range by entering a number in the "**From**" box and enter another number in the "**TO**" Box.
- Click on the **OK button**
- If you need to print more than one PO Status Detail Report, click on the Multiprint button
- Enter how many copies you want in the box below the **Print button** then click on the **Print button**

Scan. Scan

You can **scan images** to use in **Win Fashion** with a scanner. The image can be used in the style master, raw material, spec sheet, cost sheet, cut ticket, marker and line sheet.

NOTE: For detailed information about your scanners functions, instructions and features refer to the scanner's manuals.

The first eight instructions below are general to all scanners. If scanning procedures differ for your scanner, follow those procedures listed in your scanner's manuals. However, follow the "file" saving instructions because they pertain to **Winfashion**.

- Go to Scan
- Acquire
- Preview
- Select the area to scan
- Scan
- Double Click on the image
- Go to File
- Save As (save file type as: Bitmap (x.bmp))

Name the file: \wf5\fabric name of file.bmp (for raw materials)

-OR-

Name the file: \wf5\style (for front view of style)

-OR-

Name the file: \wf5\style2 (for the rear view of style)

-OR-

Name the file: \wf5\spec (for spec sheet)

-OR-

Name the file: \wf5\spec2 (for the rear view of the spec sheet)

-OR-

Name the file: \wf5\marker (for the marker)

- Go to the specified area in **Winfashion** and the image will appear.
- NOTE: Scan fabric and resample at 310 x 310 pixels (6.2" x 6.2" at 50 dpi) in Corelpaint, convert.8bitpaletted. Optimized (256 colors) reduces size by 3. Scan Style and resample at 200 x 200 pixels.

Exit Button

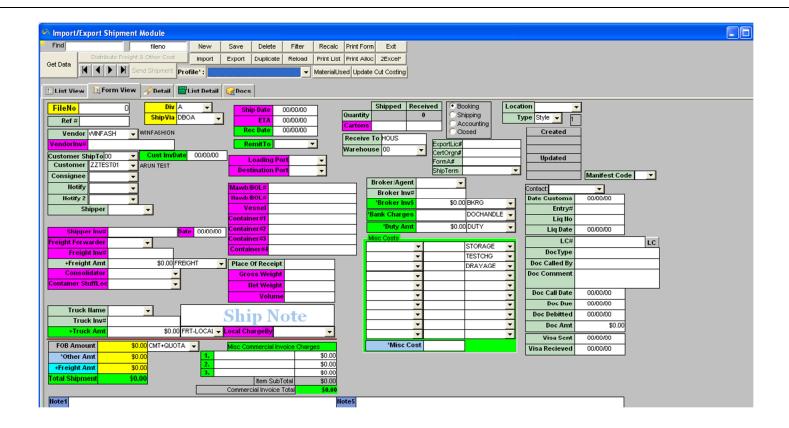


- The **Exit** button is used to exit from the current window (click **Exit**).
- If there is any unsaved work, the program will ask if you want to **save** your work. (Click **Yes** to save and exit, **No** not to save and exit, **Cancel** to cancel **Exit** and you will not exit the program).

Ship Ship

This **Ship to Button** of the customer-handling part of **Winfashion** handles shipment-related information. The **Ship To** will keep the store information organized. The **Ship To** is used in the Sales Order and Invoice.

- If you are not in the customer window, click at the customer icon.
- Press the **Ship To** button.
- A **Ship To** list should appear on screen. In this list, you can add several shipping addresses for one customer.
- Click on the **Save button** after inputting the ship to information.
- Select the **Exit button** to return to the Customer window.



NOTE: You need to **exit** out of the current **Ship To** window to enter **a Ship To address** for another customer. Keep in mind, the **Ship To** and the **Customer** information is kept in separate categories.

Duplicate Button Duplicate

The Duplicate button is used to copy the current recordor line to a new record or line

Important Tip: For some tables (ex.code table), Winfashion will give an error message if you do not change the main code (primary key) for this duplicate record/row after clicking the **Save** button. For example, if you duplicate the code BLUE in the colors code table and click **Save**, an error message will appear(BLUE should not in the list twice-click OK, type another code or **Delete** the duplicate record

Cut Ticket Inventory Status

Inv Status

The **Cut Ticket Inventory Status button** is for optimum use of finished goods and to make efficient decisions about **CutTicket** generation. This report will tell you **onhand**, **workinprocess**, **onorder** and **availablequantity**. There are <u>two</u> different ways of generating this report. You can view a <u>quicksummary</u> of a style and color or you can create a <u>fullreport</u> including customer order information and other related cut ticket information including quantity.

- Create a **CutTicket** first by clicking on the **CutTicket** button
- Then <u>Save</u> the entry by clicking on the <u>Savebutton</u>

TEST FOR ANITASPORTS

M

ONHAND

VMP
*ON ORDER**

Available To Sell:

S

ZSUNDAR

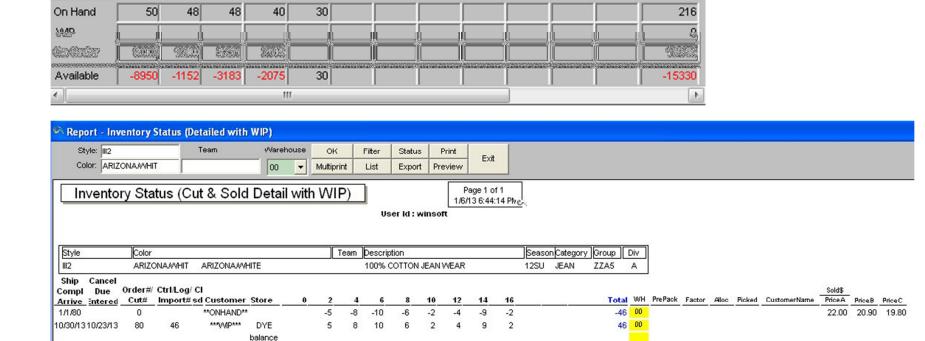
XS

BLACK

- Left click on the **InvtStatusbutton** to see the full report
- Right click on the InvtStatusbutton to see the quick view summary report

-10

XL





You can allocate multiple sales orders to a cut ticket by creating the cut ticket then clicking on the Alloc Order button. This feature allows you to keep track of allocated styles along with their order information in one cut ticket. There are reports such as the "Cut Allocation by Date" that track the allocated cut tickets.

- Create a new cut ticket by clicking on the Cut Ticket button on the tool bar
- Click on the **Newbutton**
- Enter the necessary information in the top portion of the window
- Then click on the **Newbutton** in the middle row of buttons to add styles and colors to the cut ticket.
- Click on the **AllocOrderbutton** to allocate sales orders to the cut ticket (**NOTE**: you can allocate multiple sales order to one cut ticket)
- Highlight the <u>salesorders</u> that you want to **allocate** to the cut ticket (**NOTE**: make sure the order does not have a cut ticket number next to it. If it does have a number next to it, the order has already been allocated to another cut ticket.
- Click on the Select button to add the orders to the **cutticket**
- Now you will see the cut ticket screen with the allocated quantity
- You can add an <u>additional percentage</u> to the cut ticket by entering the percentage in the box next to the button "Add%" (NOTE: enter whole numbers such as 5 instead of .05)
- Click on the Add% button
- Enter any other necessary information, then click on the **Save button**



If you want to allocate styles in an existing Cut Ticket:

• Go to Cut Ticket on the tool bar

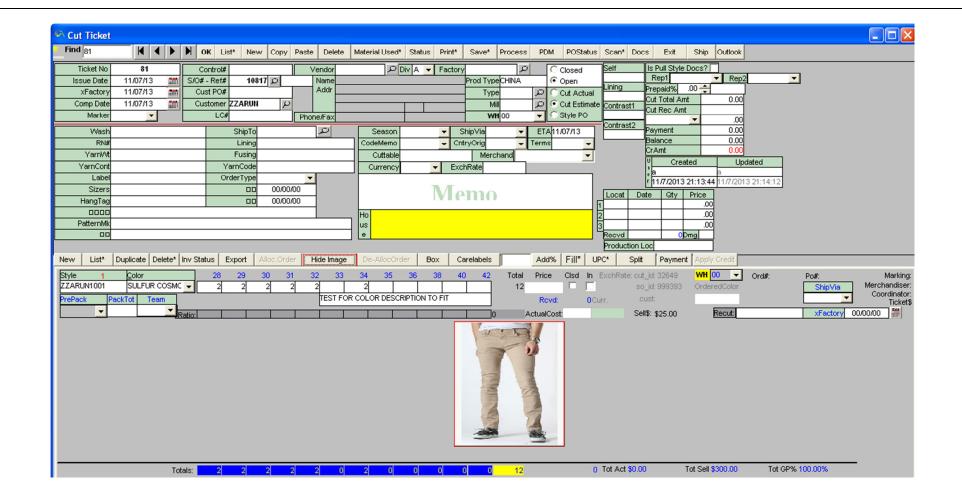
- Click on the "List" button
- Highlight the Cut Ticket that you want to see
- Click on the "Select" button
- You will now be in the Cut Ticket screen
- Click on the "Alloc Order" button
- Another window will appear and now you will be able to enter the allocated amounts if the styles do not have a cut ticket number next to them already.
- Click on the "Select" button to continue
- You will be back in the cut ticket screen and click on the Save button to save the changes

Show Image Show Image

This button allows you to show **drawings** or a **scanned image** of a style/raw materials "**image one**" (it is the top image either in Sale Order or Raw Material).

To see Image 2 or Image 1 in the Sales Order:

- Click on the Sales Order button on the toolbar
- Go to the **List** button
- Click on the **Get Data button**
- Highlight the desired Sales Order
- Go to the **Show Image** button
- Right Click with the mouse on the **Show Image** button to show the **Image 2** from the Style Master
- Left Click with the mouse on the Show Image button to show the Image 1 from the Style master
- If you would like to hide the image, click on the "Hide Image" button that is also known as the "Show Image" button.



De-Allocate Order

De-AllocOrder

IF YOU WANT TO TAKE A STYLE(S) OFF OF THE ALLOCATION LIST (ALSO KNOWN AS DE-ALLOCATION):

- Find the <u>cutticketnumber</u> by clicking on the **List buttons**
- Highlight the cut ticket that you want to edit
- Click on the **Selectbutton**
- In the cut ticket window, highlight the style that you want to take off of the allocation (also known as "De-Allocation") list.
- NOTE: De-Allocation can be done one style at a time only.
- Click on the **De-AllocOrder button**

• Click on the **Save button**

Care labels

Carelabels

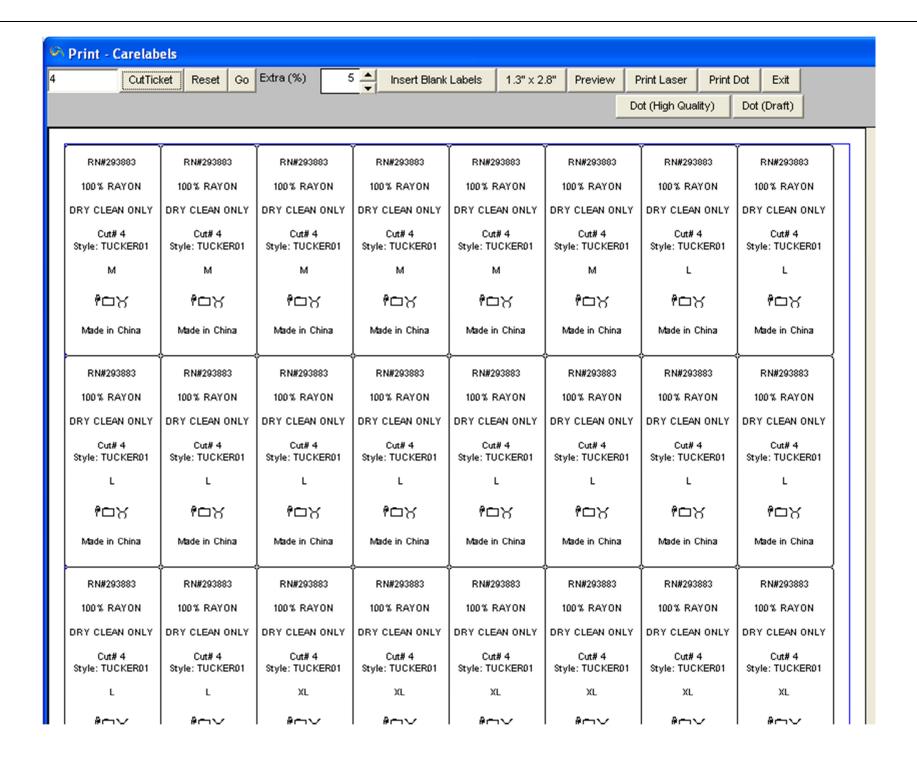
Care Labels can be made at the cutting ticket. After you have made the cutting ticket, click on the Care Label button. The Care Labels are automatically generated based on the quantity on the cut ticket once you click on the button.

NOTE:

- CREATE CARE LABELS FIRST: Before using this function, create the care labels by going to Utility → Care Label.
- ASSOCIATE STYLE TO CARELABELS: Then go to the Style Master and find the style and color that you want to associate with a care label.
- Highlight the style then click on the "Form View". Look for the care labels option then select the care label from the list.
- Click on the **Save** button
- Continue to do the above steps for other styles
- CREATE CUT TICKETS AND CLICK ON THE "CARE LABEL" BUTTON: Since the styles have been associated with particular care labels for Cut ticket will become an easier task. Make the cut ticket by clicking on the Cut ticket button on the toolbar (for more information about cut tickets, click here) →then click on the "Care Label" button (the program calculate the quantity of care labels based on the quantity in the cutticket. If the style does not have a care label associated with it, there won't be any care labels generated for the styles).
- CREATING CARE LABELS FOR MORE THAN ONE CUT AT ONE TIME: You can also create Care Labels for more than one cut ticket at a time.

Once you are in Care Labels, click on the Cut Ticket button→Hold down the **Ctrl> key** and the left button of the mouse to highlight more than one **cut ticket** at a time →After you have selected the Cut tickets, click on the Select button.

- Click on the **Care Label** button
- The quantity of the Care Labels are determined by the quantities of the style and color you enter in the Cut Ticket
- You can create more care labels by entering an extra percentage at the top of the window next to the Extra (%) field.
- Click on the **Reset** and the **Go** button
- Click on the **Print Laser** if printing on a laser printer, **Print Dot** if printing on a **dot matrix printer**, **Dot(High quality)**if printing on a **dot matrix printer** for a quality print out, **Dot(Draft)**if printing on a **dot matrix printer** for a low quality print out.
- Click on the **Exit** button to return to the **cut ticket**.



Payment in Cut Ticket Payment

A payment can be posted in the **Cut Ticket**. Enter all necessary **information** in the cut ticket before entering payment information. Once the **cut ticket** is saved, you can **retrieve** it and enter the **payment information**. Click on the **payment** button then enter the **payment amount, payment type**, and any other necessary **information**. If you are posting a **partial payment**, you will need to go to **Cash Posting** to enter any payments for the remaining **balance**.

