Import/ Export

NOTE: The Import Module is an optional feature. This is used for managing contractors outside of the country that you are doing business in.

The **Import Module** allows your company to manage your manufacturing contractor's works that are located outside of the country. The **Import Module** will be considered the next step after the Cut Ticket. And instead of using the **"Process"**, you will use the Import Module. First, the overseas contractor needs to be in the Vendor/Contractor code table with complete information including currency. If you do not have the currency listed in the vendor/contractor currency list, then you will need to go to the Currency code table. Then, the Cut Tickets need to be generated that have overseas contractors associated with them. Finally you can now use the **Import Module**.

If you want to use **Import Module**

Click on the tool bar **"Import/Export"**

·   Create entries in the **Currency Code Table** if necessary. Go to **File** a Code Tables →Currency. Remember to click on the **Save** button when finished.

·   Create your **overseas Vendors** in the **Vendor/Contractors** on the tool bar. Remember to enter all information including the currency then click on the **Save** button.

·   Create the **cut tickets** and enter the **overseas vendor** in the box provided. There is an option to put up to 2 vendors in the **cut ticket**. After generating the cut tickets click on the **Save** button.

·   Go to **"Import Module"** under **File** → **Master File** → **Import Module**

·   Click on the **New** button to create a new file

·   Enter all of the necessary information including the **Vendor, Location, Ship Via, and Ship Date**

·   Click on the **Save** button. This is the form view of **Import /Export**

- Click on the **Detail** tab [Detail icon] then click on **"1. Select Shipment"**

- Another window will appear with the related open **cut tickets** by **Vendor** and **Ship Dates**

- Select the **Cut Ticket's style** and **color** by going to the far left column labeled **"Chk"** and check the corresponding boxes.

·   Then click on the **"Move Selected Cuts"** button then click on the **Select** button

·   Another window will appear with the message **" Do you want to generate shipment for import file (#)?" Click on the "Yes" button to continue or click on the "No" button to cancel.**

·   If you clicked on the **"Yes"** button, the cut's style, color and quantity will show up in the **"Detail"** tab.

·   If you would like to **delete** any of the styles and colors then click on the **"Delete Shipment and Receiving"**.

Delete Shipment & Receiving   if you choose this option, click on the **Save** button.

·   **2Excel**   This is useful to save those details as Excel format.

·   When you receive the items from the **Vendor**, you can receive the items into your **inventory**. In the **list** view, highlight the **import** file number then click on the **Form View** tab.

·   Enter the **Receipt date** (rec date) then click on the **"Detail"** tab

·   Click on the **"2. Receive Shipment"** button

·   Another window will appear with **"Receive Import File"**

·   Highlight all of the desired **style and colors**

·   Click on the **Receive** button

·   Another window will appear with **"Do you want to receive import file (#)?"** Click on the "Yes" button to continue or the "No" button to cancel.

·   Another window will appear with the message **"Do you want to Update Shipment Total (#)?"** Click on the "Yes" button to continue or the "No" button to cancel.

·   If you click on the **"Yes"** button, the style and color quantity received will appear as part of the style masters' finished goods inventory.

·   Click on the **"Save"** button to save the entry.

List Detail

List detail button is useful to see the details by list view

Import/Export Shipment Module

All ○ Accounting ○
Booking ○ Closed ○
Shipping ○ Not Closed ◉

List View | Form View | Detail | **List Detail** | Docs

[Get Data*] [   ] [Filter] [Print] [2Excel]

Import Filen	ID	Vendor	Refno	Custpo	Cutno+	Location	Eta Date	Recdate	line	Style	Color	Total	Qty1	Qty2	Qty3	Qty4	Qty5	Qty6	Qty7	Qty8	Qt
1007	1	ZY			13	DAIR	1/1/80		2	SPLITS01	GRAY	-90			-15	-30	-30	-15			
1007	1	ZY			14	DAIR	7/25/10		3	SPLITS02	.	6	1	2	2	1					
1007	1	ZY			14	DAIR	1/1/80		3	SPLITS02	.	-6	-1	-2	-2	-1					
1007	1	ZY			14	DAIR	7/25/10		4	SPLITS02	BLUE	6	1	2	2	1					
1007	1	ZY			14	DAIR	1/1/80		4	SPLITS02	BLUE	-6	-1	-2	-2	-1					
1007	1	ZY			14	DAIR	7/25/10		5	SPLITS02	ORANGE	6	1	2	2	1					
1007	1	ZY			14	DAIR	1/1/80		5	SPLITS02	ORANGE	-6	-1	-2	-2	-1					
1007	1	ZY			14	DAIR	7/25/10		6	SPLITS02	PINK	6	1	2	2	1					
1007	1	ZY			14	DAIR	1/1/80		6	SPLITS02	PINK	-6	-1	-2	-2	-1					
											File Total:										
1008	1	ZY			18	DBOA	7/30/10		1	SPLITS01	BLACK	59			10	30	19				
1008	1	ZY			18	HOUS	7/30/10	7/30/10	1	SPLITS01	BLACK	59			10	30	19				
1008	1	ZY			18	DBOA	7/30/10	7/30/10	1	SPLITS01	BLACK	-59			-10	-30	-19				
1008	1	ZY			18	HOUS	7/30/10	7/30/10	2	SPLITS01	GRAY	119			20	40	40	19			
1008	1	ZY			18	DBOA	7/30/10		2	SPLITS01	GRAY	119			20	40	40	19			
1008	1	ZY			18	DBOA	7/30/10	7/30/10	2	SPLITS01	GRAY	-119			-20	-40	-40	-19			
											File Total:	178			30	70	59	19			
												178			30	70	59	19			
1009	1	SOUTH		9988	20	DBOA	8/15/10		3	SPLITS01	BLACK	600			100	200	201	99			
1009	1	SOUTH		9988	20	DBOA	8/15/10		4	SPLITS01	GRAY	1200			200	400	400	200			
											File Total:	1800			300	600	601	299			
												1800			300	600	601	299			

Doc Docs

You can upload your **documents** at Docs that are related to your Packing / shipment related things.

·   Enter the customer information if you have not done so already

·   Highlight the customer that you would like to relate to a distribution center

·   Click on **Docs.** Tab

- ·   Click on the **New** button to create a document details

- ·   Enter the necessary information like DocType, Code, Description etc..

- ·   Click on **Upload** Menu

- ·   Browse your file .Jpeg / Word / Excel / PDF format which you need to upload

- ·   Then click on the **Save** button
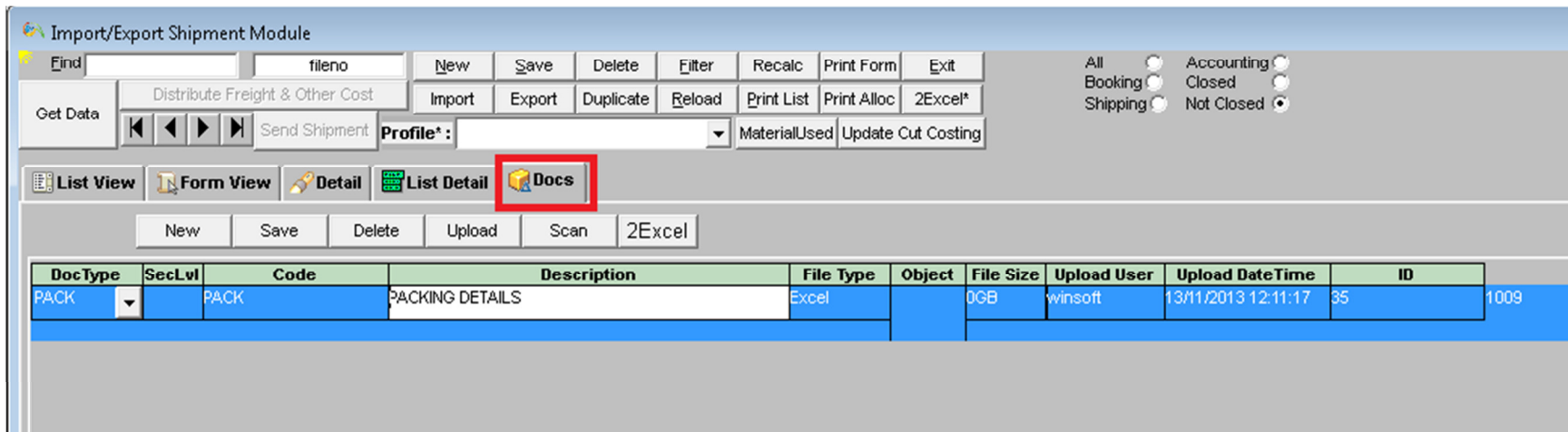
Common Buttons

New

This **New** Button is useful to create a **new** entry to the list or Process

Save

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

Delete Delete

The **DELETE** button is used to delete a row/record from the list. When we Click DELETE button, the pop-up shows to confirm for deletion

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 Div code is "A" for A.   Therefore you would enter [div='A] also to filter.   If you enter [div='a'] (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.
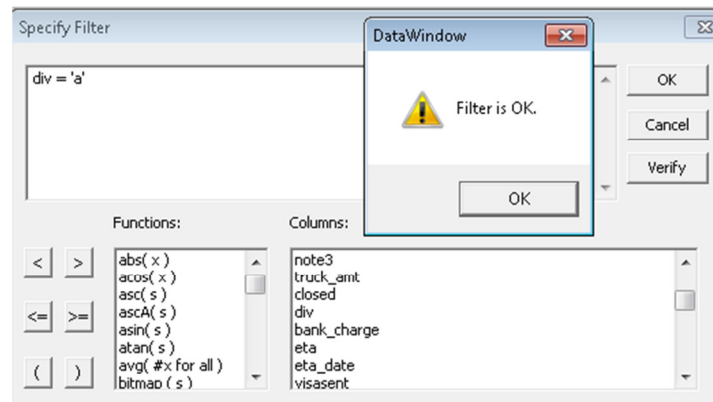
ReCalc ![Recalc]

This is useful for refreshes the import Shipped and Received quantities.

PrintForm ![Print Form]

This **PrintForm** button is used to view Import Shipment details as form view by Selecting Size Desc, UPC, Color Desc, Prepack, Intransit, Hide total etc…

Exit Exit

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).

Import Button Import

The **Import** button is used to import Winfashion related information from a **DOS** file **FASHION\\IMPORT.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.

Export Button Export

Excel

This command allows you to use **EXCEL**, a very powerful accounting software created by **MICROSOFT™.** Some of the things you could do with EXCEL are spreadsheet-manipulation, creation of supplementary reports (graph, changing icons, adding headers, footers, etc.) and a lot more. For more information on **EXCEL**, consult an **EXCEL** manual and/or run it and see its on-line help.

- **Highlight** the items to be exported
- To **export** from WinFashion, click on the **Export** button
- Select the file that you want to save your WinFashion information in.
- Enter a **File** Name
- Save As Type: enter **Excel with Headers**
- Click on the **Save** Button

At Excel

- Select **File**
- Choose Open and select the saved file

- · **To Generate Subtotals**
- · Go to **Subtotals** of the Menu Bar
- · Select Data Subtotals
- · Enter the **Column**
- · Enter **Sum** at "**Use Function**"
- · Check all items to be subtotaled at "**Add Subtotal To**:"
- · Click on **OK**

Duplicate Button Duplicate

- · The **Duplicate button** is used to copy the current record or line to a new record or line (click **Duplicate**).

Reload Button Reload

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 → recalculate** among other areas of Winfashion.

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).

Print List Button Print List

- · The **Print** button is used to print information on the current window (click Print). There may be several options such as printing 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.

Print Alloc Button Print Alloc

This is used for to print information by import Allocation wise