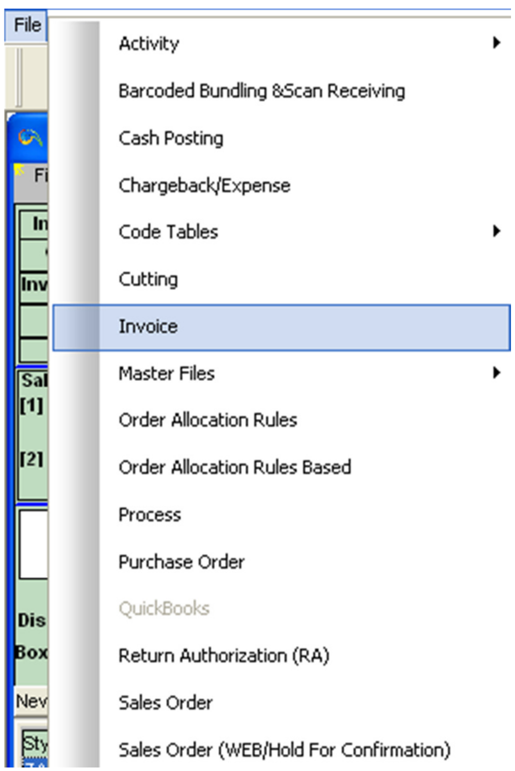
Invoice

This command allows you to **see/enter your customer's invoices** or **shipped quantity**. The **Invoice** information is derived from the **Sales Order**. When you enter an **invoice**, you can select from a list of **sales orders**. Once a sales order is selected, the **sales order information** will transfer to the **invoice**. Then you will be able to adjust the invoice quantity shipped or any other information. Once a complete **invoice** is created and saved then the **inventory** is adjusted. Any remaining amounts will go into the backorder and you will be able to make another **invoice** at later time.

NOTE: The **invoice** generally reduces the style master inventory. If a **credit memo** is created, then the style master's inventory increases.

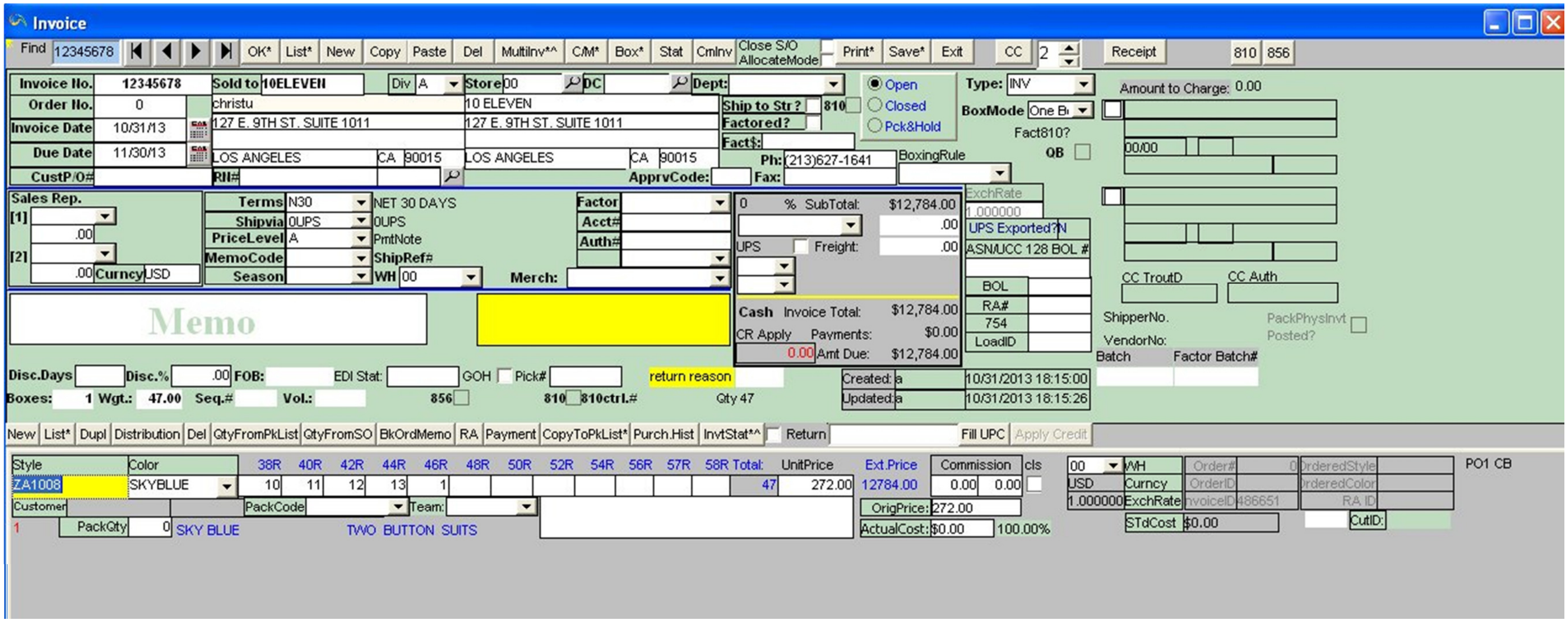
- Click **File** on the **Menu** bar
- Choose **Invoice**



-OR-

- Go to **Invoice** on the toolbar

- To create a new **invoice**, click on the **New** button at the top of the window
- Let **WinFashion** automatically number the **invoices** for you. If this is the first invoice entered in **WinFashion,** type in the first invoice number then let **WinFashion** number the invoices thereafter.
- Enter the **Invoice Date** if it is not Today's Date (**WinFashion** will automatically give you today's date). To select a **date,** double click on the **line and type in the date**
- Or click on the button to the right of the **Invoice** Date field to see the calendar.
- Select the **Month** by clicking on the down-arrow button and select the Year by clicking on the corresponding button.
- Double-click on the **Calendar date**. If you would like to exit the calendar without choosing a date, click on the button.
- Enter a **Sales** Order number in the Order No. box or click on the button to the right of the box to bring up a listing of the **Sales Order**. Highlight the desired Sales Order and click on Select. (Once you click on Select the information from the Sales Order will transfer to the Invoice).
- Click on the button to the right of "**Sold To"** to select a customer (the Sold To is used for the customer's billing address)
- Highlight the desired customer and click on the Select button (Once you make your selection, the **Sold To** and **Ship To address** will be the same).
- To select a different **"Ship To"** address, click on the button to the right of Ship To.
- If you are going to choose another **"Ship To"**, highlight an address from the listing and click on the Select button.
- If you need to make any changes in the invoice, you can click on the desired box and make the changes needed.
- After you have created the **invoice** , click on the **Save** button



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 Sort button is used.

Go to Previous Button 

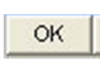
- This button (**Go to previous record**) is used to find the **previous record** in the list (**click <l**).

Go to Next Button 

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

Go to Last Button 

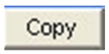
- This button (**Go to last record**) is used to find the **last record** of the list (**click l>l**).

OK Button 

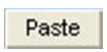
- The **OK button** allows you to continue with the command(s). For example, on the Deposit Slip, you can input the start and end dates. After you enter the dates, click on the **OK button**. The **OK button** is frequently seen in the **reports.**

New Button to Create a Row 

- Click on the **New** button to add a **new entry** 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**

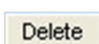
Copy Button 

- 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.

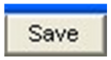
Paste Button 

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).

Save Button 

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

Print Button 

- 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.
- 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:-

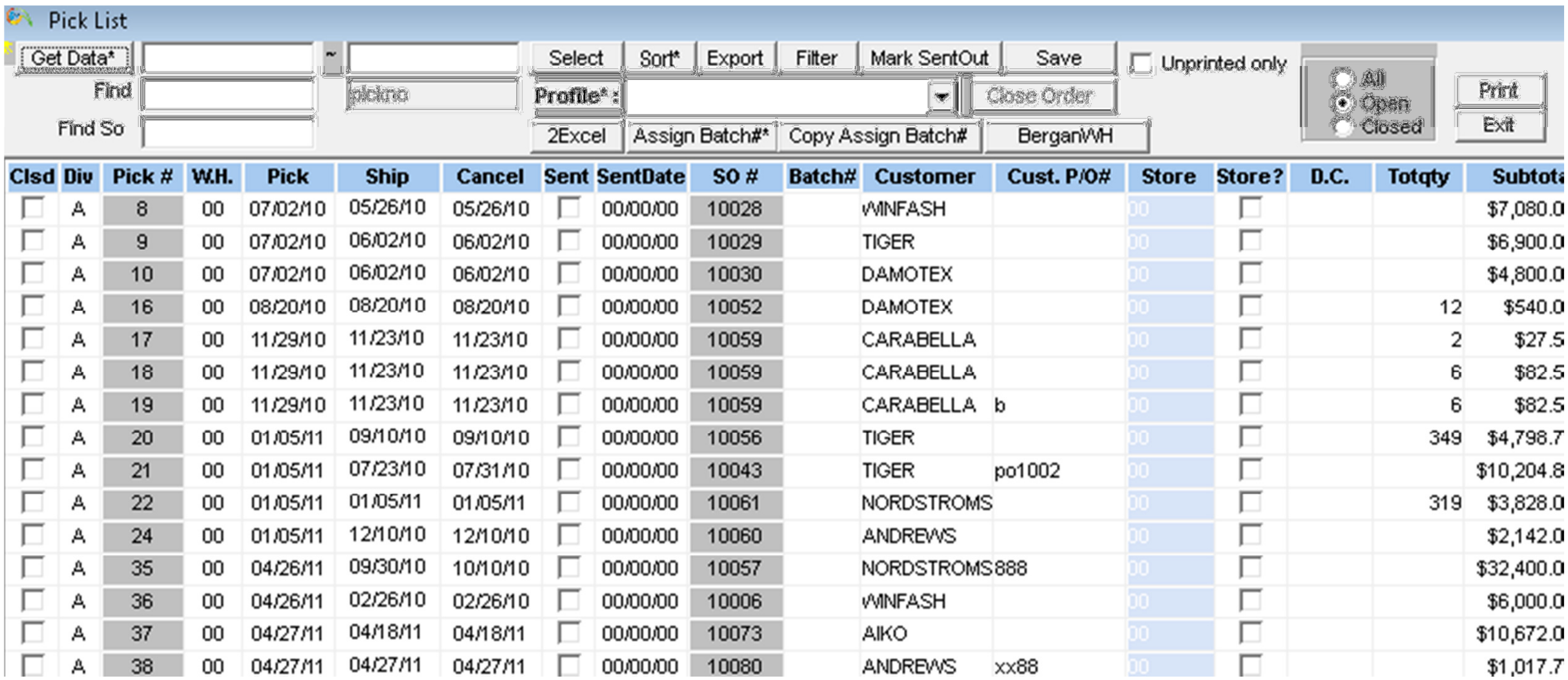
- If you are in the **list view** of the **Style Master, Raw Material or Customer portion** of Winfashion click on the **filter button**.
- Select an item from the **columns section** and enter the function. For example, type in **code='BUTTON'** and click on **OK.**
- The **Print button** is found in 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.)

Multi-Invoice 

More than one Invoice can be created at a Time by using the **multi-invoice** button within **Invoice**

This features saves you time by generating multiple invoices from the **PickTicket list**. Once you have made the invoices in this manner, you can go back to the newly made invoices and edit the quantity. Any quantity that was not included in the invoice will automatically be considered to be on backorder or still "**onorder**" and can be invoiced/shipped at a later date.

- Go to **Invoice** on the **toolbar**
- Press the **MultiInv** button
- Another window should appear and click on the **GetData** Button in this window
- Highlight the first **invoice** that you want to **print**
- Hold the **<Ctrl>** key(on your keyboard) and left click with your mouse all of the other invocies that need to be printed
- Once you have finished, let go of the **<Ctrl>** key and click on the **Select** Button
- The **Invoices** will begin printing now

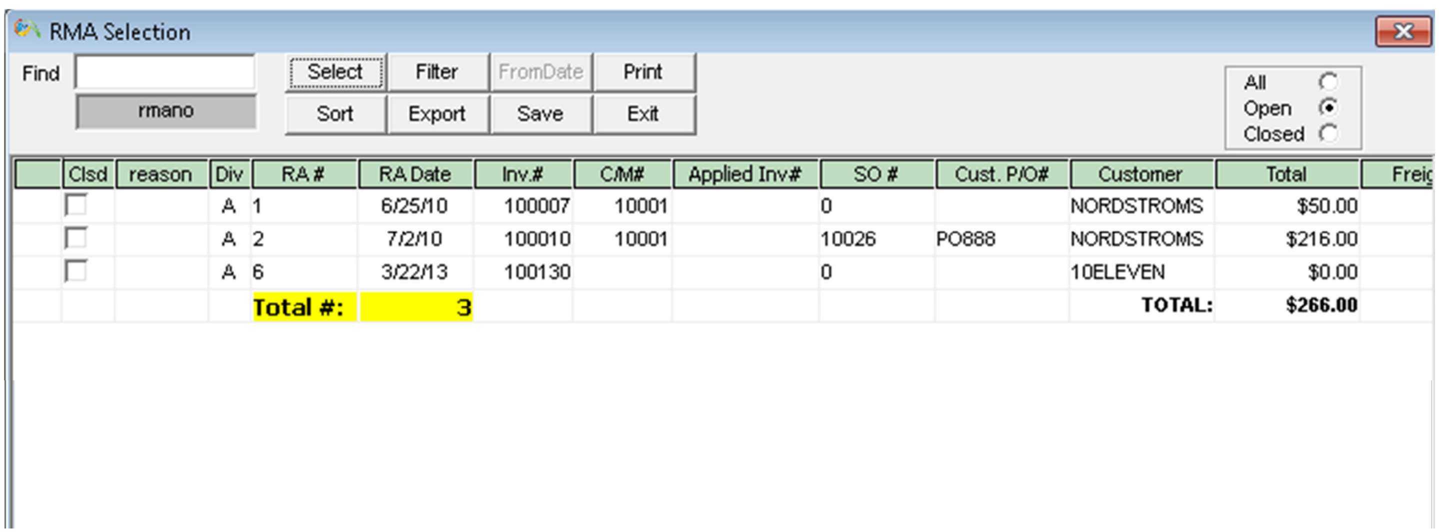


Clsd	Div	Pick #	W.H.	Pick	Ship	Cancel	Sent	SentDate	SO #	Batch#	Customer	Cust. P/O#	Store	Store?	D.C.	Totqty	Subtota
☐	A	8	00	07/02/10	05/26/10	05/26/10	☐	00/00/00	10028		WINFASH		00	☐			$7,080.0
☐	A	9	00	07/02/10	06/02/10	06/02/10	☐	00/00/00	10029		TIGER		00	☐			$6,900.0
☐	A	10	00	07/02/10	06/02/10	06/02/10	☐	00/00/00	10030		DAMOTEX		00	☐			$4,800.0
☐	A	16	00	08/20/10	08/20/10	08/20/10	☐	00/00/00	10052		DAMOTEX		00	☐		12	$540.0
☐	A	17	00	11/29/10	11/23/10	11/23/10	☐	00/00/00	10059		CARABELLA		00	☐		2	$27.5
☐	A	18	00	11/29/10	11/23/10	11/23/10	☐	00/00/00	10059		CARABELLA		00	☐		6	$82.5
☐	A	19	00	11/29/10	11/23/10	11/23/10	☐	00/00/00	10059		CARABELLA	b	00	☐		6	$82.5
☐	A	20	00	01/05/11	09/10/10	09/10/10	☐	00/00/00	10056		TIGER		00	☐		349	$4,798.7
☐	A	21	00	01/05/11	07/23/10	07/31/10	☐	00/00/00	10043		TIGER	po1002	00	☐			$10,204.8
☐	A	22	00	01/05/11	01/05/11	01/05/11	☐	00/00/00	10061		NORDSTROMS		00	☐		319	$3,828.0
☐	A	24	00	01/05/11	12/10/10	12/10/10	☐	00/00/00	10060		ANDREWS		00	☐			$2,142.0
☐	A	35	00	04/26/11	09/30/10	10/10/10	☐	00/00/00	10057		NORDSTROMS	888	00	☐			$32,400.0
☐	A	36	00	04/26/11	02/26/10	02/26/10	☐	00/00/00	10006		WINFASH		00	☐			$6,000.0
☐	A	37	00	04/27/11	04/18/11	04/18/11	☐	00/00/00	10073		AIKO		00	☐			$10,672.0
☐	A	38	00	04/27/11	04/27/11	04/27/11	☐	00/00/00	10080		ANDREWS	xx88	00	☐			$1,017.7

RA and Credit Memo 

A **Return Authorization** (**RA**) is issued when your **customer returns** items that have been **'shipped/invoiced'** to them. After you have created the **RA**, you can generate a credit memo for the customer. The **RA** can be created in the invoice or at "File on the menu bar". The **Credit Memo** can be found within the invoice as "**C/M**".

- To create a **Return Authorization** from the **Invoice**:
- Click on the **Invoice** button on the tool bar
- Select the **List** button
- Highlight the desired **Invoice**
- Click on the **Select** button
- Hold down **the <Ctrl>** key and the left button of the mouse to highlight all of the styles that have been returned
- Click on to create a **Return Authorization**
- Click on the **Save** button to save the information
- Click on the **Print** button to print the RA
- Select **Exit** to return to the Invoice screen
- To create a **Return Authorization** from File →**ReturnAuthorization** on the Menu Bar:
- Go to **File** on the Menu Bar
- Highlight **Return Authorization (RA)**
- Click on the **New** button to create a new **Return Authorization (RA)**
- Enter the **RA** date if different from the date shown
- Select a sales order by entering a number in the box provided or clicking on the button to the right of "Order No." If you click on the button, another window will appear → click on the **Get Data** button → Highlight the **Sales Order**→Click on the **Select** button.
- The sales order information will appear in the RA screen then make any necessary adjustments.
- Click on the **Save** button when finished.



Boxes and Shipping Information 

The shipping boxes and corresponding information such as the box weight can be added after creating the invoice. The packing boxes shipping format is based on UPS so you will be able to retrieve the UPS box amount once you have entered the necessary information. You can also create packing lists, shipping labels, barcode labels (if you have the necessary equipment), and content labels among other information.

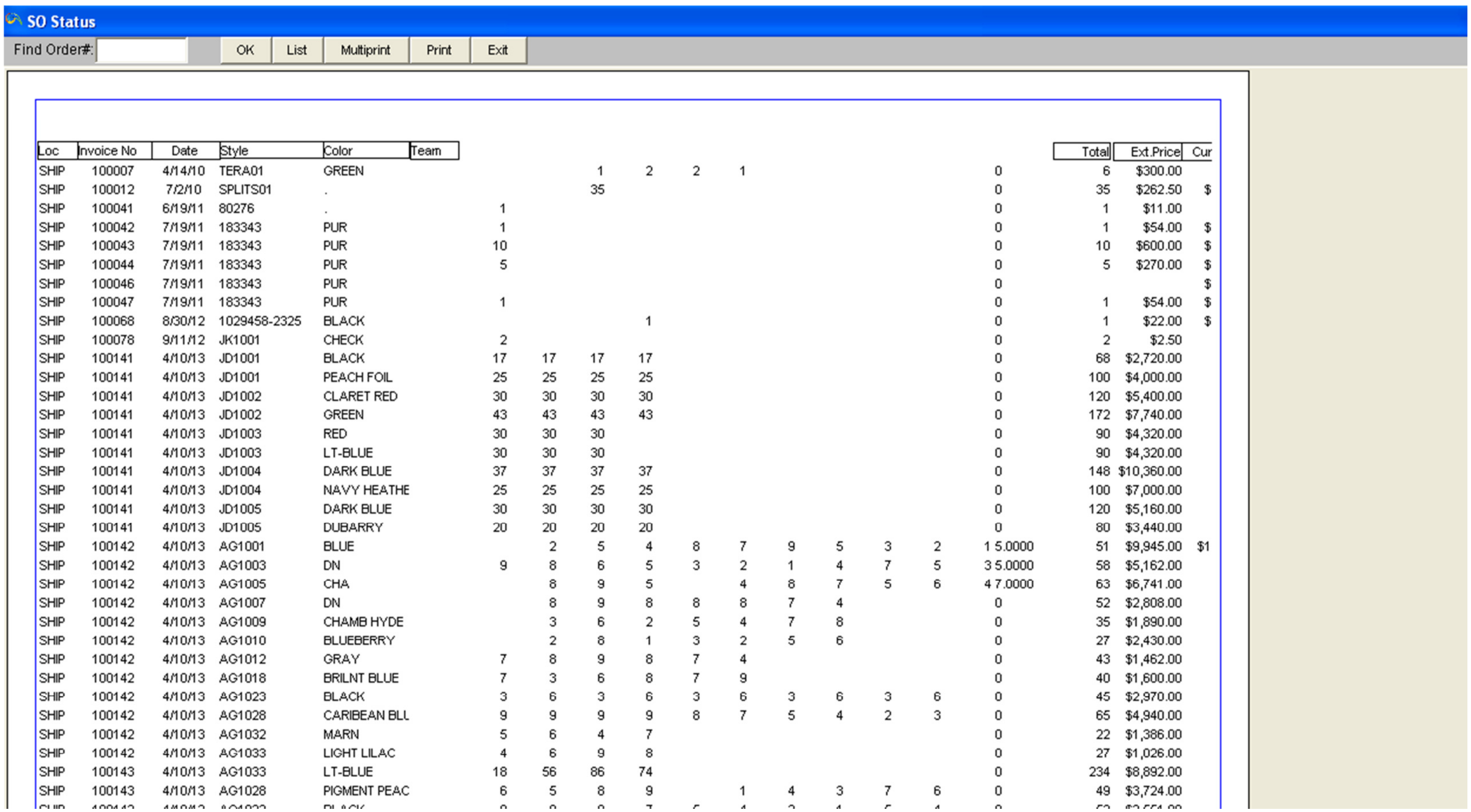
- To create a box and enter its weight:
- Enter the necessary Invoice information first. If you need more information about invoices, click here.
- Click on the box button to enter the box information
- Another window will pop up then click on the New button
- *There are two ways to enter the box information:
- Create multiple boxes with the same weight
- Once you have clicked on the new button a line will appear with the invoice information
- Enter the weight amount under the column labeled "**Weight**"
- Enter any other necessary information
- Enter the duplicate amount in the box next to the **Duplicate** button
- Click on the **Duplicate** button
- Click on the **Save** button
- **Create multiple boxes with different weight**
- Once you have clicked on the **new button** a line will appear with the invoice information
- Enter the weight amount under the column labeled "**Weight**"
- Enter any other necessary information
- Enter the duplicate amount in the box next to the **Duplicate** button
- Click on the **Duplicate** button
- Click on the **Save** button

Status 

The **Status report** shows you **order, shipped** and **balance information**. A **variation of the status** report also shows you the **allocated amounts**. This report can be seen in the **sales order or invoice as a status** button.

- Go to **Sales Order** or **Invoice**
- Go to **the List** button to retrieve an **existing sales order** or **invoice**
- Highlight the **order/invoice number**
- Click on the **select** button

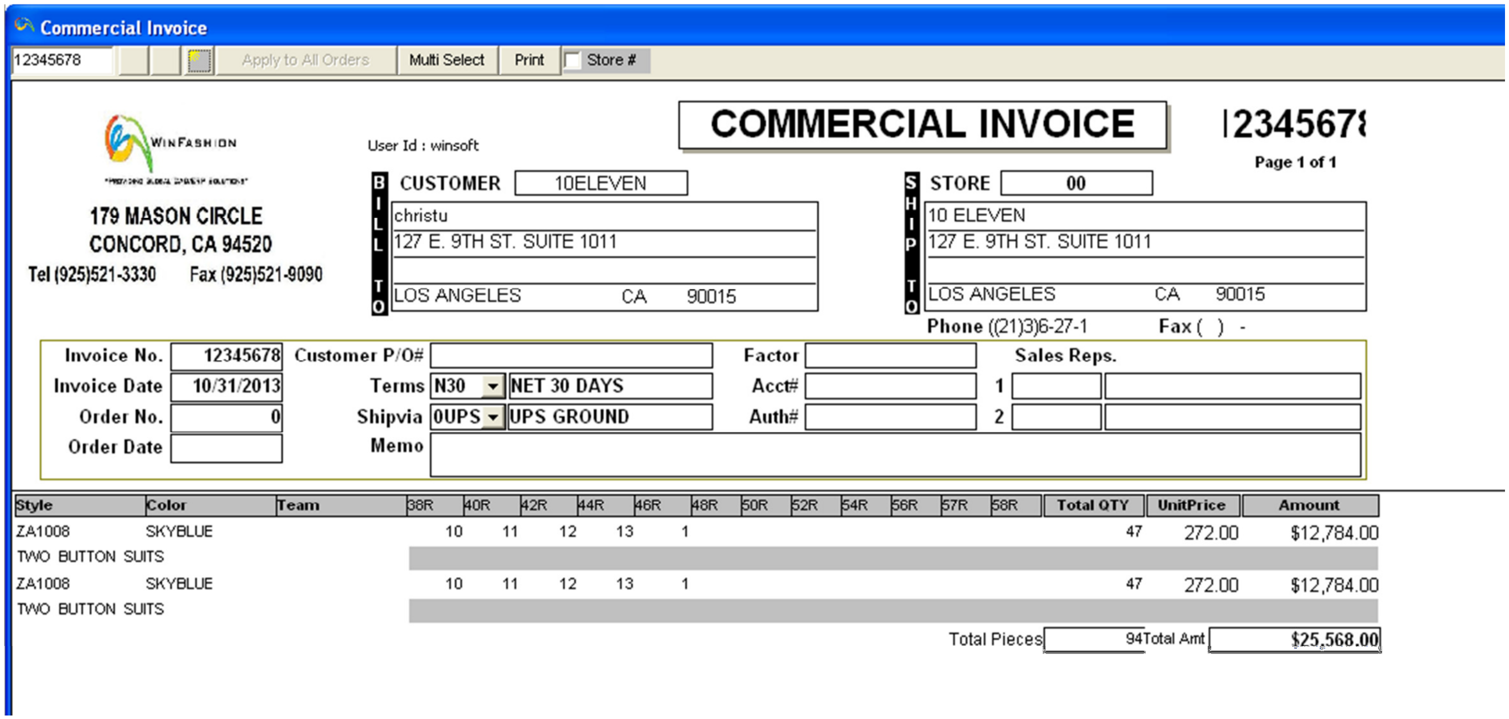
- Click on the **status** button to see the **status report**
- To see the **allocated amounts** in the status report:
    - Go to **Sales Order**
    - Retrieve the desired sales order
    - **Right click** with the mouse on the **Status** button
    - The **allocated amounts** will appear along with the **order, shipped** and **balance**.
    - If you want to **print** this report, click on the **Print** button
- If you want to print several sales order status report at one time, click on the **Multiprint** button
    - Click on the **Get Data** button
    - Highlight all of the **Sales Orders** that you want to create a report for by hold the **<Ctrl> Key** and left-clicking on the mouse
    - Click on the **Select** button to begin **printing**



Loc	Invoice No	Date	Style	Color	Team												Total	Ext.Price	Cur
SHIP	100007	4/14/10	TERA01	GREEN				1	2	2	1					0	6	$300.00	
SHIP	100012	7/2/10	SPLITS01	.				35								0	35	$262.50	$
SHIP	100041	6/19/11	80276	.		1										0	1	$11.00	
SHIP	100042	7/19/11	183343	PUR		1										0	1	$54.00	$
SHIP	100043	7/19/11	183343	PUR		10										0	10	$600.00	$
SHIP	100044	7/19/11	183343	PUR		5										0	5	$270.00	$
SHIP	100046	7/19/11	183343	PUR												0			$
SHIP	100047	7/19/11	183343	PUR		1										0	1	$54.00	$
SHIP	100068	8/30/12	1029458-2325	BLACK					1							0	1	$22.00	$
SHIP	100078	9/11/12	JK1001	CHECK		2										0	2	$2.50	
SHIP	100141	4/10/13	JD1001	BLACK		17	17	17	17							0	68	$2,720.00	
SHIP	100141	4/10/13	JD1001	PEACH FOIL		25	25	25	25							0	100	$4,000.00	
SHIP	100141	4/10/13	JD1002	CLARET RED		30	30	30	30							0	120	$5,400.00	
SHIP	100141	4/10/13	JD1002	GREEN		43	43	43	43							0	172	$7,740.00	
SHIP	100141	4/10/13	JD1003	RED		30	30	30								0	90	$4,320.00	
SHIP	100141	4/10/13	JD1003	LT-BLUE		30	30	30								0	90	$4,320.00	
SHIP	100141	4/10/13	JD1004	DARK BLUE		37	37	37	37							0	148	$10,360.00	
SHIP	100141	4/10/13	JD1004	NAVY HEATHE		25	25	25	25							0	100	$7,000.00	
SHIP	100141	4/10/13	JD1005	DARK BLUE		30	30	30	30							0	120	$5,160.00	
SHIP	100141	4/10/13	JD1005	DUBARRY		20	20	20	20							0	80	$3,440.00	
SHIP	100142	4/10/13	AG1001	BLUE			2	5	4	8	7	9	5	3	2	1 5.0000	51	$9,945.00	$1
SHIP	100142	4/10/13	AG1003	DN		9	8	6	5	3	2	1	4	7	5	3 5.0000	58	$5,162.00	
SHIP	100142	4/10/13	AG1005	CHA			8	9	5		4	8	7	5	6	4 7.0000	63	$6,741.00	
SHIP	100142	4/10/13	AG1007	DN			8	9	8	8	8	7	4			0	52	$2,808.00	
SHIP	100142	4/10/13	AG1009	CHAMB HYDE			3	6	2	5	4	7	8			0	35	$1,890.00	
SHIP	100142	4/10/13	AG1010	BLUEBERRY			2	8	1	3	2	5	6			0	27	$2,430.00	
SHIP	100142	4/10/13	AG1012	GRAY		7	8	9	8	7	4					0	43	$1,462.00	
SHIP	100142	4/10/13	AG1018	BRILNT BLUE		7	3	6	8	7	9					0	40	$1,600.00	
SHIP	100142	4/10/13	AG1023	BLACK		3	6	3	6	3	6	3	6	3	6	0	45	$2,970.00	
SHIP	100142	4/10/13	AG1028	CARIBEAN BLL		9	9	9	9	8	7	5	4	2	3	0	65	$4,940.00	
SHIP	100142	4/10/13	AG1032	MARN		5	6	4	7							0	22	$1,386.00	
SHIP	100142	4/10/13	AG1033	LIGHT LILAC		4	6	9	8							0	27	$1,026.00	
SHIP	100143	4/10/13	AG1033	LT-BLUE		18	56	86	74							0	234	$8,892.00	
SHIP	100143	4/10/13	AG1028	PIGMENT PEAC		6	5	8	9		1	4	3	7	6	0	49	$3,724.00	

Commercial Invoice CmInv

- If you are not in the **invoice** window, click on the **invoice** icon
- Select an **invoice** from the **list** or enter a new invoice
- Click **CommInv** to proceed to the **commercial invoices**



Quantity from Pack List QtyFromPkList

If the **packing** has been entered for a particular **invoice**, you can copy that information to the invoice by clicking on the **"QtyFromPkList"** button.

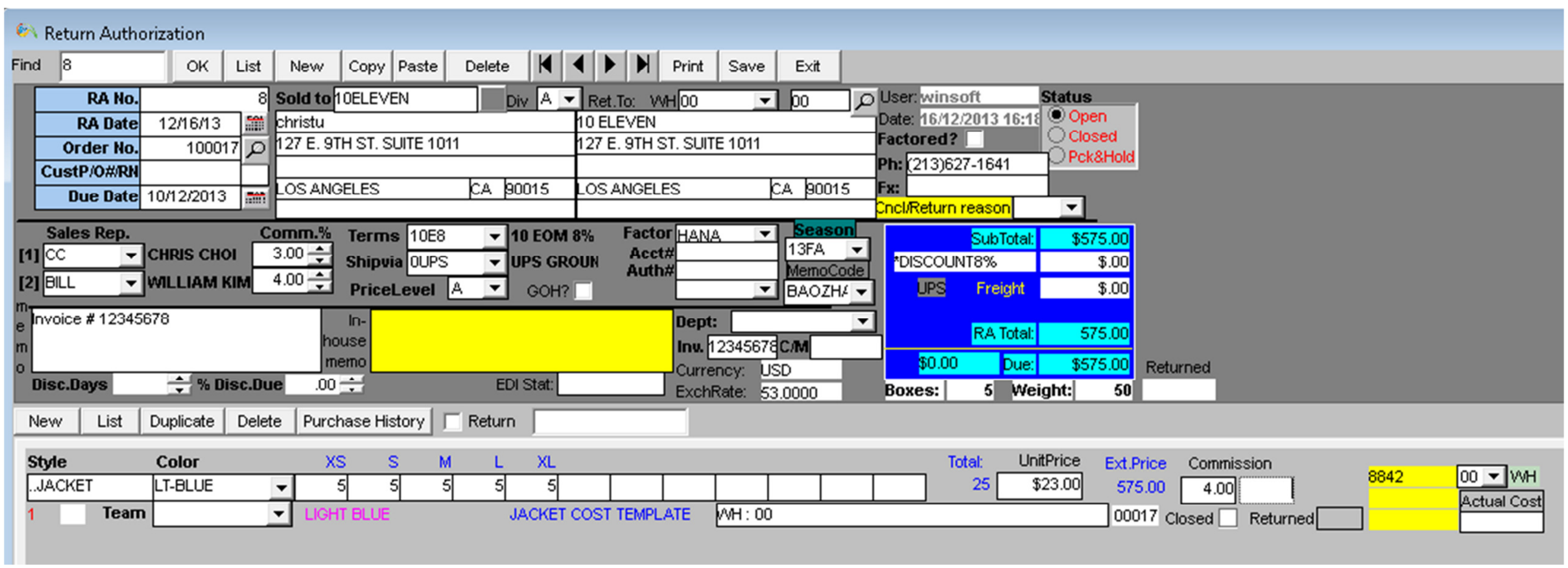
Return Authorization→ RA RA

A **Return Authorization (RA)** is issued when your **customer returns items** that have been '**shipped/invoiced**' to them. After you have created the **RA**, you can generate a **creditmemo** for the **customer**. The **RA** can be created in the invoice or at **"File on the menu bar"**. The **Credit Memo** can be found within the invoice as **"C/M".**

To create a **Return Authorization** from the Invoice:

Click on the **Invoice** button on the tool bar

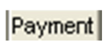
- Select the **List** button
- Highlight the **desired Invoice**
- Click on the **Select** button
- Hold down the **<Ctrl> key** and the left button of the mouse to highlight all of the styles that have been returned
- Click on to create a **Return Authorization**
- Click on the **Save** button to save the information
- Click on the **Print** button to print the **RA**
- Select **Exit** to return to the **Invoice** screen
- To create a **Return Authorization** from File r**eturn Authorization** on the **Menu** Bar:
- Go to **File** on the **Menu** Bar
- Highlight **Return Authorization (RA)**
- Click on the **New** button to create a new **Return Authorization** (RA)
- Enter the **RA date** if different from the **date** shown
- Select a **sales order** by entering a number in the box provided or clicking on the button to the right of **"Order No."** If you click on the button, another window will appear à click on the **Get Data** button à Highlight the **Sales Order** Click on the Select button.
- The **sales order** information will appear in the **RA** screen then make any necessary adjustments. · Click on the **Save** button when finished.



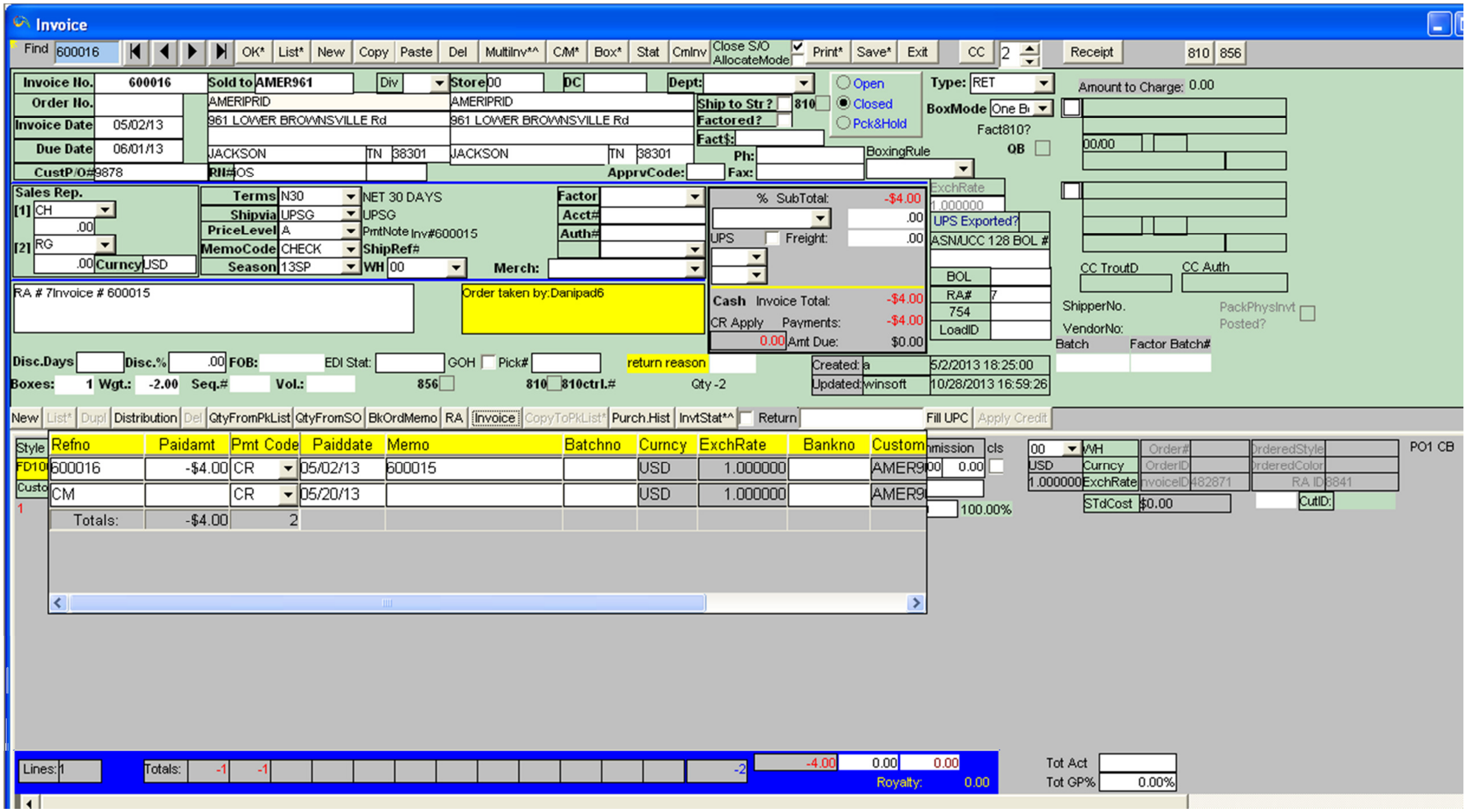
To generate a **Credit Memo**:

NOTE: Before creating the **credit memo**, you will need to make the **Return Authorization**.

- Go to **Invoice** on the tool bar
- After you have made a **RA**, click on at the top of the **invoice** screen
- Hold down the **<Ctrl> key** and the left button of the mouse to select more than one **RA** (click on the left-most column). To select one **RA**, click on the selected item once with the left button of the mouse.
- Click on the Select button to create the **Credit Memos**
- A **window** will prompt you to continue, choose **"yes"** to continue
- The **Credit Memo** will now appear in the **invoice** screen
- Click on the **Save** button
- If you need to **print**, click on the **Print** button
- Now you will see the **Credit Memo** in a print preview format
- To begin **printing**, click on the **Print** button again

Payment in Invoice 

A **payment** can be posted in the **Invoice**. Enter all necessary **information** in the invoice before entering payment information. Once the **invoice** 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**.

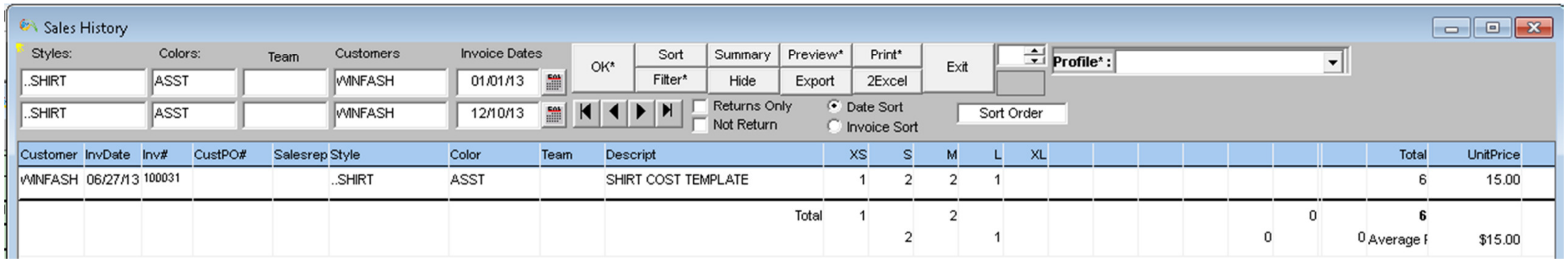


Copy to Pack List CopyToPkList*

You can copy the **invoice's style** and **quantity** to the **pack** list by clicking on the "CopyToPackList" button. Then click on the **"Box"** button to see the **new Pack List**

Purchase History Purch.Hist

This button allows you to view a **purchase history** of a customer. The **purchase history** will contain the customer name, styles purchased in the past, total sizes and average amount of purchase.



Inventory Status 

This report shows the status of one style and color at a time. The **Cut & Sold Detail** report is also known as Inventory Status report. This report displays the **on hand quantity, work in process quantities, and on order quantities**. And if you want detailed information about any cut ticket or order displayed on the report, just double-click on the order/cut ticket number. This report also displays a picture of the style if you have the picture in the style master.

· Select **Invt Status**

· Enter a style in the box next to "Style:"

· Enter a color in the box next to "Color:"

· If you are not sure of the style number/code or color code, click on the **List button**

· Click on the **OK** button to retrieve the style information and the balance.

· If you want to see a summary of this report, click on the **Summary button.** If you want to see the previous report, click on the same button.

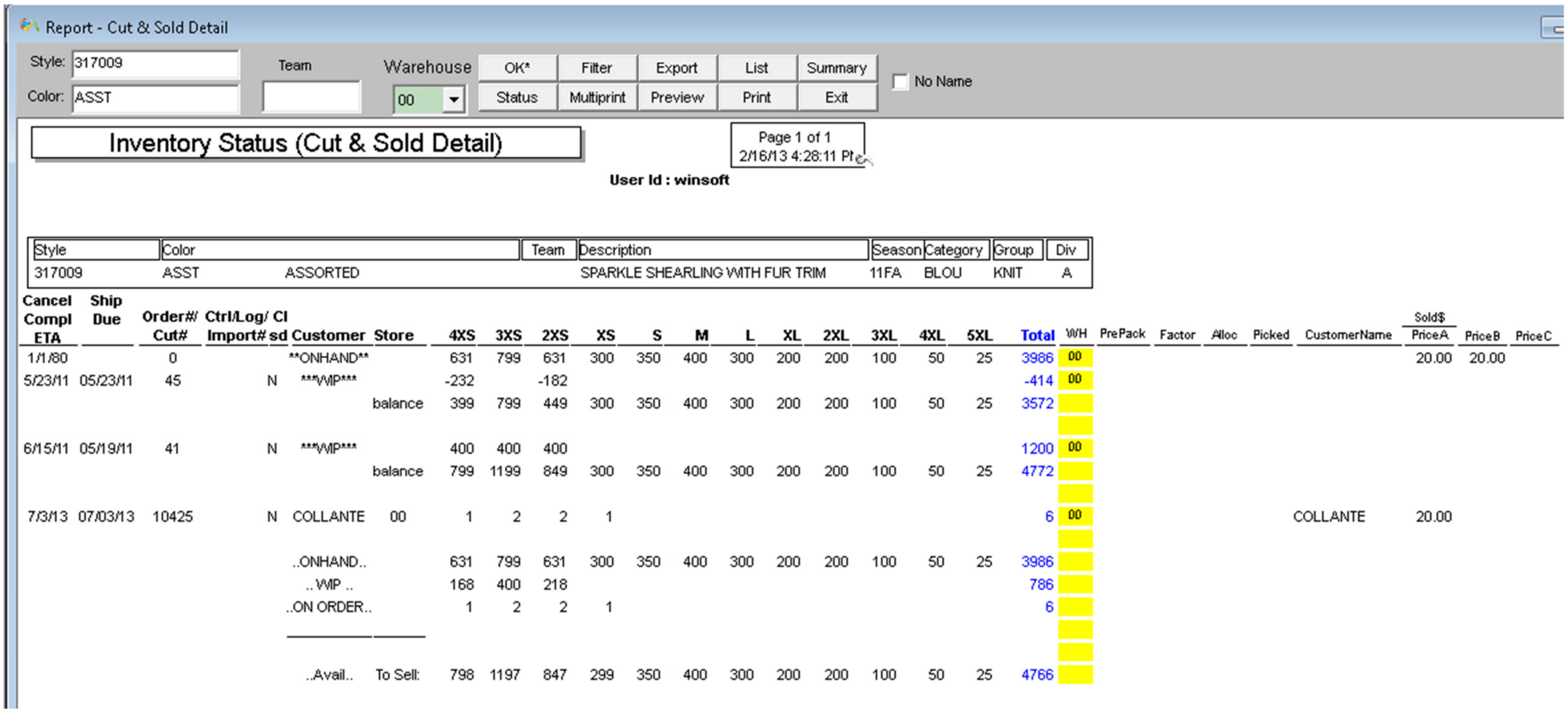
· If you want to see the status of a particular order or cut ticket:

. Click on the order number or cut ticket number

. Then click on the **Status button**

· If you want to print this report, click on the **Print button**

- If you want to print <u>multiple reports</u>:
- Click on the **Multiprint button**
- Highlight the styles by holding the <Ctrl> key and left click on the mouse
- After you have selected all of the styles, click on the **Select** button
- Enter how many copies you want to print and click on the **print** button



Inventory Status (Cut & Sold Detail)

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User Id : winsoft

Style	Color		Team	Description	Season	Category	Group	Div
317009	ASST	ASSORTED		SPARKLE SHEARLING WITH FUR TRIM	11FA	BLOU	KNIT	A

Cancel Compl ETA	Ship Due	Order#/ Cut#	Ctrl/Log/ Import#	Cl sd	Customer	Store	4XS	3XS	2XS	XS	S	M	L	XL	2XL	3XL	4XL	5XL	Total	WH	PrePack	Factor	Alloc	Picked	CustomerName	Sold$ PriceA	PriceB	PriceC
1/1/80		0			**ONHAND**		631	799	631	300	350	400	300	200	200	100	50	25	3986	00						20.00	20.00	
5/23/11	05/23/11	45		N	***WIP***		-232		-182										-414	00								
						balance	399	799	449	300	350	400	300	200	200	100	50	25	3572									
6/15/11	05/19/11	41		N	***WIP***		400	400	400										1200	00								
						balance	799	1199	849	300	350	400	300	200	200	100	50	25	4772									
7/3/13	07/03/13	10425		N	COLLANTE	00	1	2	2	1									6	00					COLLANTE	20.00		
					..ONHAND..		631	799	631	300	350	400	300	200	200	100	50	25	3986									
					.. WIP ..		168	400	218										786									
					..ON ORDER..		1	2	2	1									6									
					..Avail..	To Sell:	798	1197	847	299	350	400	300	200	200	100	50	25	4766									