Process

The **Process** is the next step after the **cut ticket**. The **Process** generates its **information** based on a **cut ticket**. The **manufacturing process** will show where the **cut pieces** will go next and the corresponding quantities. For example, once the **cutcontractors** 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"** allow 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, **"Style Master"**. This action will increase the inventory quantity.
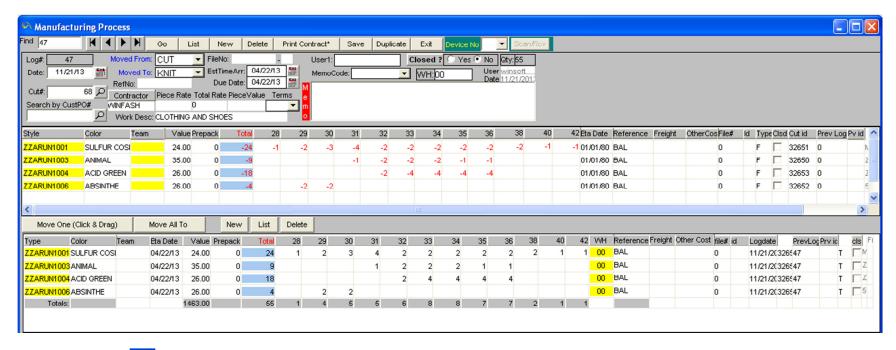
To enter a **new Process**:

· Click **File** on the **Menu** bar

· Choose **Process**

   -OR-

· Click on **Process** button on the **tool** bar

· Click on the **new** button to create a new **manufacturing process**

· 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**, **piecerate**, **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 **Save** 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**.

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**).

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).

Save Button [Save]

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

Exit Button [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).

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

Print Contract [Print Contract*]

You can**print** a **contract** for your **contractor**. The contract is based on the information you enter in the **Process**. This can be a **work agreement** for any of the contractor's work (For example, the **contract** can be for the cutting or sewing contractor).

NOTE:"Print Contract" can be found in **Process** on the tool bar. Enter the Process first,save the entries,and then click on the **Print** button. The **contract** will automatically appear. Click on the **Print** button again to begin printing the contract.

- Click on **Process** on the tool bar

- Enter all necessary **information** in the **process**
- Select the **Save** button
- Click on the **PrintContract** button
- Click on the **Print** button to begin printing the **contract**

List Button   List

- This button displays a **list** (e. g, invoices, and purchase and sales orders) on screen.

- **NOTE: In certain lists, you may need to click on the "Get Data" button to retrieve the data. In these types of situations, the list view will be blank at first. After you click on the "Get Data "button the list will appear given there is data in Winfashion.**
- Double-click on the **row** to select. Double-click is an alternative to typing the **code** and then clicking Go. A list will be displayed and from this list, the record may be selected.
- If you are not in the **invoice** window, click on the **invoice** icon.
- Click **Distribution** to display the **packing list** for a particular style in the **invoice**. The packing list generation window should appear.
- Click on the **cell** that needs to be changed.
- Type in the **quantity**.
- Go back to step 2 if there are more changes
- If you wish to **Save**, click **Save & Exit**, otherwise ,click **Cancel**

Find 47 | OK | List | Preview | Print | Exit

CONTRACTOR WORK AGREEMENT

User Id : winsoft

Contractor: WINFASHION
110 E. 9TH ST.
SUITE B729
LOS ANGELES   CA   90079

Phone1: 213-627-99   Fax1:213-627-99   Lic Expire Date
Contact1: DAN CHONG   12/31/2012

Rate paid to contractor for each completed garment:

Charge Back to contractor for each damaged or lost garment:

Due date for all garments to be at the location: 4/22/2013

Worktype: CLOTHING AND SHOES

Image of the Garment

Cut#:   68
Log#:   47
From: **CUT**
To: KNIT
Shipvia: TRUK

Memo:

Style	Color	Team	Description	Cost	wh	28	29	30	31	32	33	34	35	36	38	40	42	Total
ZZARUN1001	SULFUR C		SKINNY JE	24.00	00	1	2	3	4	2	2	2	2	2	2	1	1	24
ZZARUN1003	ANIMAL		SKINNY JE	35.00	00				1	2	2	2	1	1				9
ZZARUN1004	ACID GRE		SKINNY JE	26.00	00					2	4	4	4	4				18
ZZARUN1006	ABSINTHE		SKINNY JE	26.00	00		2	2										4
Totals:				1463.00		1	4	5	5	6	8	8	7	7	2	1	1	55

Total Amount Due:

Move One Move One (Click & Drag)

You can **move one style** at a time in **Process** by highlighting the style then clicking on the **"Move One"** button. If you need to move all of the styles to the next location, click on the **"Move All To"** button. The styles do not need to move at the same time. Just move the **styles** and colors that need to move or adjust the quantity for the specific location.

Move All To Move All To

The **Move To** button allows you to **Move styles** from one **process** to another by highlighting the **line** then clicking on the **Move To** button. You can also move items by clicking the mouse and dragging the line

NOTE: Move All button will move all lines if you click on it.

New Button to Create a Row New

- 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**

How do I move the work-in-process pieces from one location to the next?

Remember the Manufacturing Process is derived from the cut tickets and is the next step after the cut ticket. Once you have created a **Process** and are ready to move the pieces to the next step, you will need to create a **new** process. Each **work-in-process** step/location will have its own process. Even if all of the pieces do not move from one location to the next, the pieces that are in the previous process should be in a **new process** once they move to the next location. Once the pieces are completed, create a new process and move the pieces to "**HOUS**". That will input the **completed** pieces to the style's inventory.

- Click on **Process** button on the **tool** bar

- Click on the **New** button to create a new manufacturing process

- Enter the associated cut ticket number in the box under "Cut Ticket No." or click on the button on the right of the box to pick from a list of cut tickets

- Click on the **New** button to create a new manufacturing process

- Enter the associated **cut ticket** number in the box under **"Cut Tickets"** or click on the button to the right of the box to pick from a list of **cut tickets**. If you know the **customer purchase** order number, enter the number under the **"Search by CustPO#"** or click on the button to the right of the box to pick from list of **PO** numbers. This should give you the associated **cut ticket number.**

- **NOTE:** if there was not a **PO** number entered in the **cut ticket**, then the **"Search by CustPO#** will not work.

- A **list of styles** and **quantities** should appear in the **top large box** that is below the **cut ticket** information.

- At the top of the screen, enter the **"Moved From"** location by clicking on the ⬇ button and selecting from the list.

- Select a **"Moved to "**location by clicking on the ⬇ button and choosing from the list.

- Choose a **"Contractor"** by clicking on the contractor button and selecting from the list.

- Enter any other information that applies to this **process**

- Click on the **"Move One (Click & Drag)"** button to move one style to the next manufacturing location or click on the **"Move All To"** to more all of the styles to the next location. You will see the style item moving from the top to the bottom large box.

- If you are not moving all of the pieces for a style to the next location, enter the quantity that you want to move in the bottom large box not the top box. Remember that you will need you change the quantity by size. Any remaining quantity not carried forward to the next location will automatically stay in the previous location.

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

- **Note:** Close the **"Process"** only when all of the desired pieces have moved to "HOUS" (meaning your main warehouse).

- **NOTE:** You can also move pieces from **"cut"** to **"sew"** from **"Cut ticket"** on the tool bar. Click on the **process** button to automatically move the cut ticket that you have open on screen to the **"Manufacturing Process".** If only part of the cut ticket is moving to the process, adjust the quantity in the Process **"Move To"** box.

What should I do after the processes are finished / completed?

Completing the Processes

Once the **processes** are completed, you can close them so they will not appear in the **process** related reports. You can close the **processes** when all of the pieces have moved to **"HOUS".** In other words, you can close the **processes** when the styles have become finished pieces. Also, all of the styles may not make it to your **warehouse**, yet you want to close the **processes**. In that case, you would just close the related process even if it shows the **infinite goods.**

- Go to the **list view** of the **process** and find the process that you need to close.
- Highlight the **Process** (you will need to do this one by one) that you need to close and click on the **"Select button"**
- Click on the **"Yes"** button under the Closed? Heading
- Then click on the **"Save"** button

Is there another way to enter a Process?

- From the **cut ticket**, you will be able to create the **first process** step from the cut ticket to the next production location such as **"Sewing".** These features will allow **quick entry of the first process** without the repetitious **data entry**.