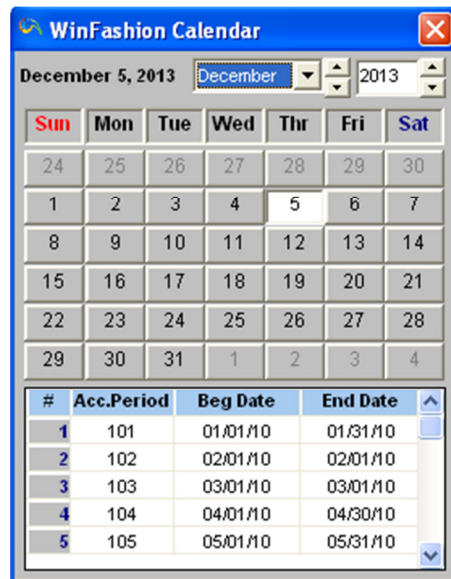# Utility

Utility in the **Menu** Bar

- Click **Utility** on the **Menu** Bar
- This **menu** bar option contains all commands that handle utility functions (**calculator, notepad, spreadsheet/Excel, etc**.). These **commands** are:

Calendar   Calendar

This command displays a **one-month calendar** on screen

- Click **Utility** on the **Menu** Bar
- Choose **Calendar**
- Click on   to **change the Month and Year**.


Copy Spec Cost BOM   Copy Spec Cost BOM

This command allows you to **copy a Spec Sheet** or **Cost Sheet from one style** and **color to another style and color**.

NOTE: Depending on the version of **Winfashion** you are running on your computer(s), this command may only copy the **style's master color information**. It may not copy from **style and color to style and color**.

The newer versions of **Winfashion** can **copy cost sheets** and **spec sheets** from style and color to style and color.

- Click **Utility** on the **Menu** Bar
- Choose **Copy Spec Cost Sheets**
- Enter a **style** that you want to copy from in the **From: field**
- Enter another **style** that you want to **add information** to in the To: **field**
- Select the **Get Data** button
- Click on the **Copy Spec** button to copy the Spec Sheet from one style to another.
  -And/or-
- Click on the **Copy Cost** button to copy the **Estimate Cost Sheet** from one style to another.
  -And/or-
- Click on the **Copy BOM** to copy **the Bill of Materials** from one style to another.
- Select the **Save** button to **save the copied information**.
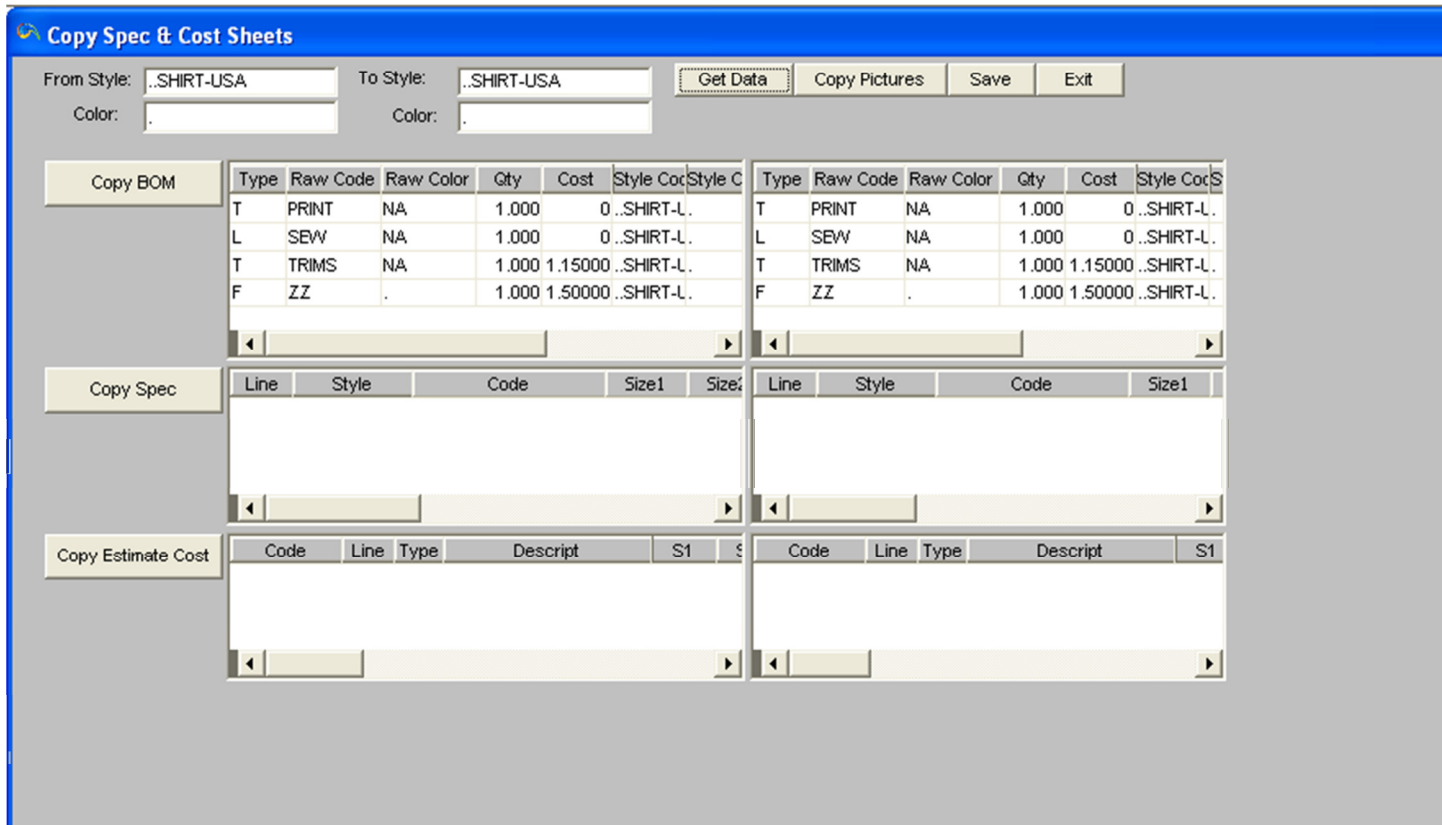
Data Re-Calculate

This Command allows you to **"re-calculate"** information to give you **current numbers**. Since there are different types of **Data Re-calculate**, review the **different topics** before entering **"real" data**. This feature is useful if you have been **entering data for a long period of time and need updated information**,

- Select **Utility** from **Menu** bar
- Choose **Data Re-Calculate** from the **list**
- Click on one of the **sub-topics under Data Re-Calculate**

Utility ➔ Data Re-Calculate ➔ Payments to Invoice

Payments to Invoice

This **recalculate function** updates the **payment to invoices**. This function is especially **useful for companies** that have more than one user entering information are the same areas of **Winfashion** simultaneously.

- Select **Utility** on the **Menu** Bar
- Choose **Data Re-Calculate** under **utility**
- From **Data Re-Calculate**, Choose **Payments to Invoice**
- After selecting **payments to invoice**, the program **automatically updates the payment information**.

Posted

ⓘ All payments are updated to invoices

OK
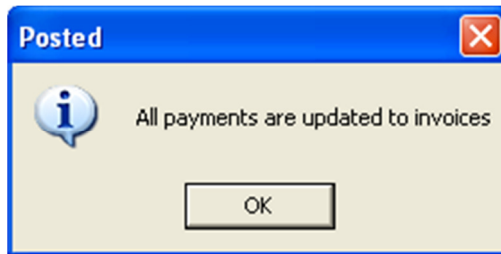
Utility ➔ Data Re-Calculate ➔ Closed to (Cut, SO, PO)

CLOSED to (Cut,SO,PO)

The **"Closed to (Cut, SO, PO)"** will update the close status to **Cut Tickets, sales orders and purchase orders** since there may be multiple users adding and editing those areas of **Winfashion** at one time.

- Select **Utility** on the **Menu** bar
- Choose **Data Re-calculate** under **Utility**
- From **Data Re-Calculate**, choose **Update Closed to (Cut ,SO,PO)**
- After selecting **Update Closed to (Cut,SO,PO)** the program automatically updates the **payment information**
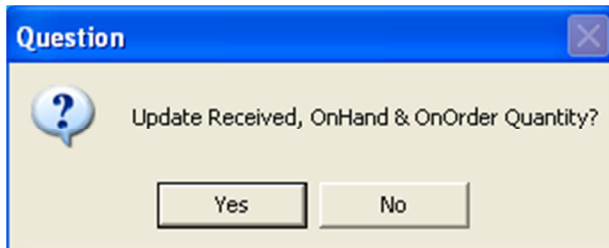
Updated

All closed SO, Cut & PO are also closed at detail level

OK
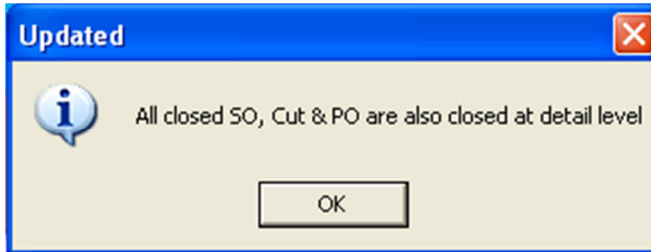
Raw & PO Qty

These functions recalculate **all of the Raw Material** and **Purchase Order Quantity**. The **data recalculate** is useful for multi-users who use the same areas of **Winfashion** simultaneously.

- Select **Utility** on the **Menu** Bar
- Choose **Data Re-calculate** under **Utility**
- From **Data Re-Calculate**, choose **Update Raw & PO Qty**

Question

Update Received, OnHand & OnOrder Quantity?

Yes   No

- After selecting **Update Raw & PO Qty**, the program automatically updates the **payment information**

Done

Raw Material and PO Qtys are updated.

OK
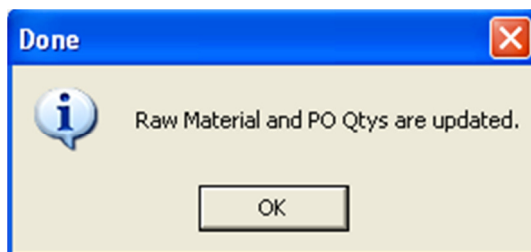
Invoice Due Dates

This **function** will update the entire **invoice due dates in the system**. This **function** is useful when there are several users **creating and editing sales orders and invoice at the same time**

- Select **Utility** on the **Menu** bar
- Choose **Data Recalculate** under **Utility**
- From **Data Recalculate**, choose **Invoice Due Dates**

Note

All Invoice DueDates are updated.

OK
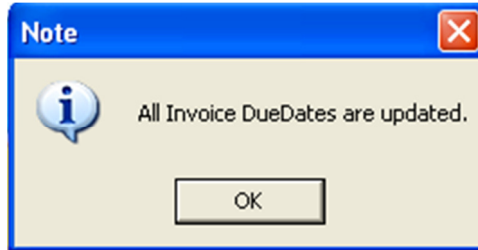
- After selecting **invoice Due Dates** the program automatically **updates the payment information**
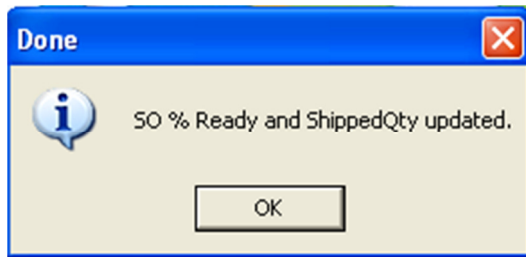
Utility → Data Re-Calculate → Update SO% Ready & Shipped (Cut Allocation)   Update SO %Ready & Shipped (Cut Allocation)

This **utility** will update the **Sales order percentage ready and shipped**

- Go to **Utility** on the **Menu** bar
- Highlight **Data Recalculate**
- Click on **Update SO% Ready & Shipped (Cut Allocation)**
- A window will appear with **"Update SO% Ready to Ship%"**?
- Click on the **Yes** button

Question

Update SO % Ready to Ship%?

Yes   No
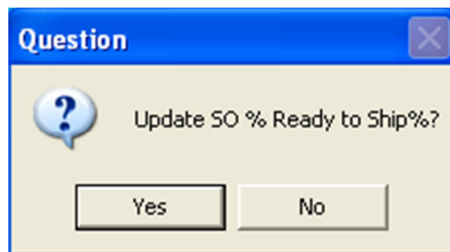
- Another window will appear with **"SO% Ready and Shipped Qty Updated"**
- Click on the **OK** button

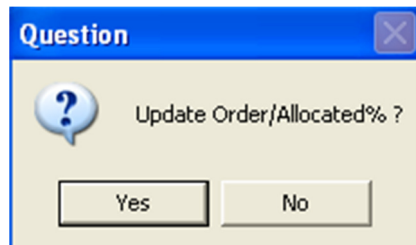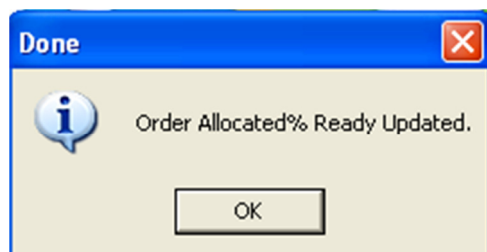**Utility → Data Re-Calculate → Updated Order Allocated %**

This **utility** updates the **percentage of sales orders allocated**.

- Go to **Utility** on the **Menu** bar
- Highlight **Data Recalculate**
- Click on **Update Order Allocated %**
- A window will appear asking **"Update Order/Allocated%"**?
- Click on the **Yes** button

- Another window will appear with **"Order Allocated% Ready Updated"**.
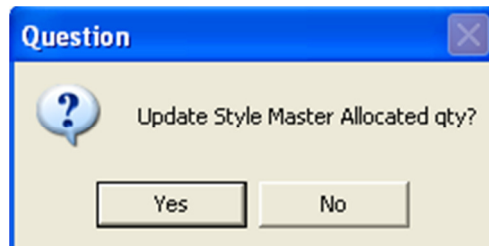- Click on the **OK** button.
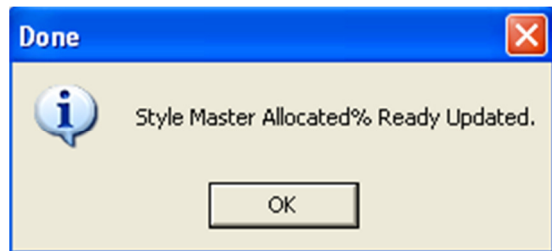

Utility → Data Re-Calculate → Update Style Allocated Quantity

This **utility** updates the style masters finished goods allocated quantity.

- Go to **Utility** on the **Menu** bar
- Highlight **Data Recalculate**
- Click on **Update Style Allocated Qty**
- A window will appear asking **"Update Style Master Allocated Qty "**?
- Click on the **Yes** button

- Another window will appear with **"Style Master Allocated % Ready Updated"**.
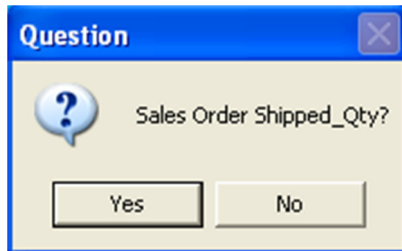- Click on the **OK** button.

OrderHeader Shipped Qty (open Periods)

Utility →   Data Re-Calculate   →   Update Order Shipped Quantity

This **utility** updates all of the Shipped Quantity.

- Go to **Utility** on the **Menu** bar
- Highlight **Data Recalculate**
- Click on **Update Order Shipped Quantity**
- A window will appear asking **"Sales Order Shipped_Qty"**? That means, "Do you want to update th sales order shipped quantity?
- Click on the **Yes** button

Question

? Sales Order Shipped_Qty?

[Yes] [No]

- Another window will appear with **"Sales Order ShippedQty Updated"**.
- Click on the **OK** button.

Done

i SalesOrder ShippedQty updated.

[OK]
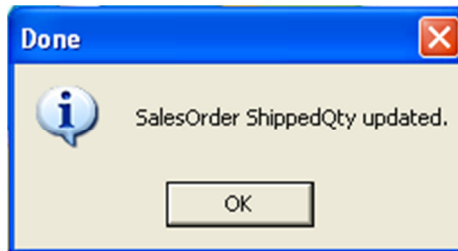
Utility → Data Re-Calculate → Cut Allocation `Cut Allocation`
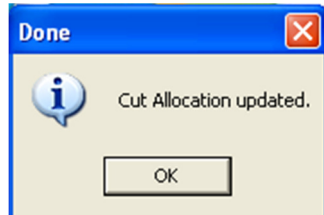
This command **updates all sales orders** that have been **allocated to cut tickets**. This command is good if several users are entering items in the **same areas at the same time**.

- Select **Utility** on the **Menu** bar
- Click on **Data Recalculate**
- Another window to the right of **Data Recalculate** will appear, select **Cut Allocation**
- **"Update Cut Allocation Qty From SO"?** will appear on screen, click on the **Yes** button

Question

? Update Cut Allocation Qty From SO?

[Yes] [No]
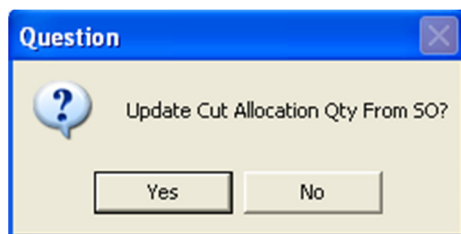
- **"Cut Allocation Updated"** will appear on screen, click on the **OK** button

This command **updates all sales orders Invoice count**
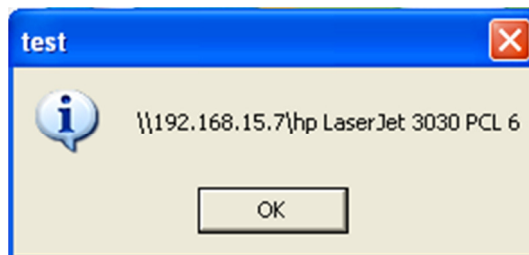
- Select **Utility** on the **Menu** bar
- Click on **Data Recalculate**
- Another window to the right of **Data Recalculate** will appear, select **SO Invoice count**
- **"Recalculate"?** will appear on screen, click on the **Ok** button
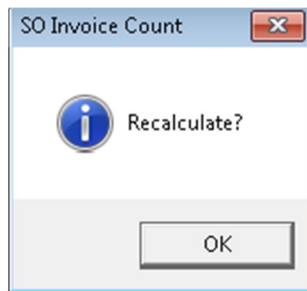
This command is for **the programmer's** use. s

This utility provides you with a simplified version of the invoice. It displays the customer information, style, color, total style quantity, subtotal, freight amount, total boxes, and total weight.

· Go to **Utility** of the Menu Bar

· Click on **Freight Invoice**

· Enter an Invoice number in the box next to "**INVOICE No**"

· Enter a freight amount in the box next to "**Freight**:"

· Enter total number of boxes in the box next to "**Boxes**:"

· Enter the total weight in the box next to "**Weight**:"

· To save and print this entry simultaneously, click on the **Save & Print** button

This utility provides you with a simplified version of the **Invoice details**

- Go to **Utility** on the **Menu** Bar

- Click on **Invoice Tab**

- Enter the **Invoice No** and click **OK**

- Highlight all of the **Invoice No** that you want to see on the map by holding the **<Ctrl> key** and clicking with the mouse

If you have the **mapping module**, you can see maps pertaining to certain topics. This **module** in particular can map certain colors based on the **zip code of the orders/invoices**.

NOTE: This is an **optional** feature. The **mapping feature** will work only if you have the **Business Map software**.

- Go to **Utility** on the **Menu** Bar

- Click on **Mapping (Color)**

- A list of **Colors** will appear on the **left side of the screen**

- Highlight all of the **colors** that you want to see on the map by holding the **<Ctrl> key** and clicking with the mouse

- When you have selected the **colors** , enter a date range where it says **"Step 2"**

- Click on the **Get Data button** (Also labeled as **"Step 3"**)

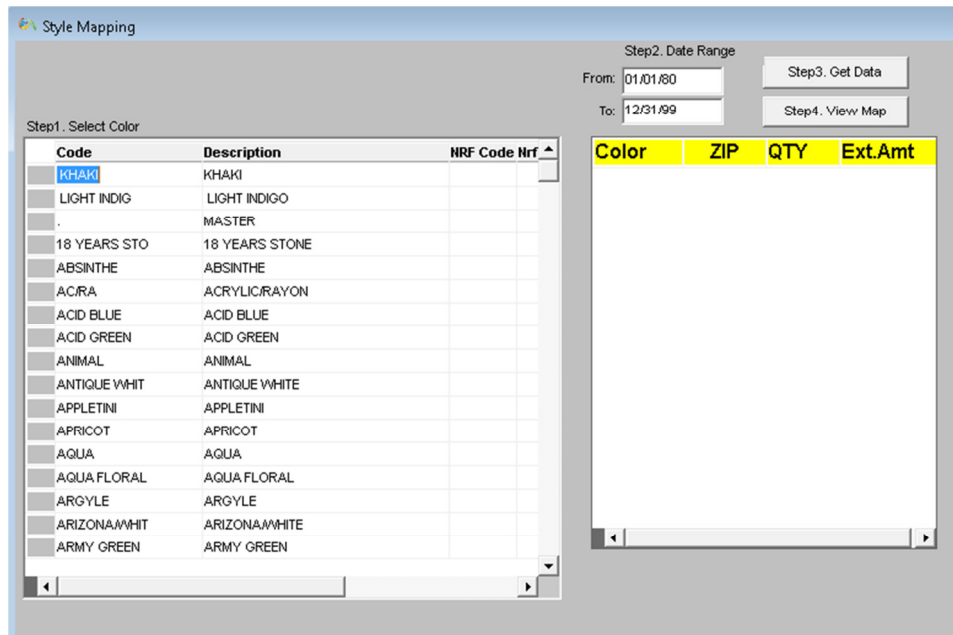- Click on the **View Map** button (Also labeled as **"Step 4"**)

Utility → Mapping (Style)   Mapping (Style)

If you have the **mapping module**, you can see **maps** pertaining to certain topics. This **module** in particular can map certain styles based on the **zip code of the orders/invoices.**

NOTE: This is an **optional** feature. The **mapping feature** will work only if you have the **Business Map software**.

- Go to **Utility** on the **Menu** Bar

- Click on **Mapping (Style)**

- A list of **Styles** will appear on the **left side of the screen**

- Highlight all of the **styles** that you want to see on the map by holding the **<Ctrl> key** and clicking with the mouse

- When you have selected the **styles**, enter a date range where it says **"Step 2"**

- Click on the **Get Data button** (Also labeled as **"Step 3"**)

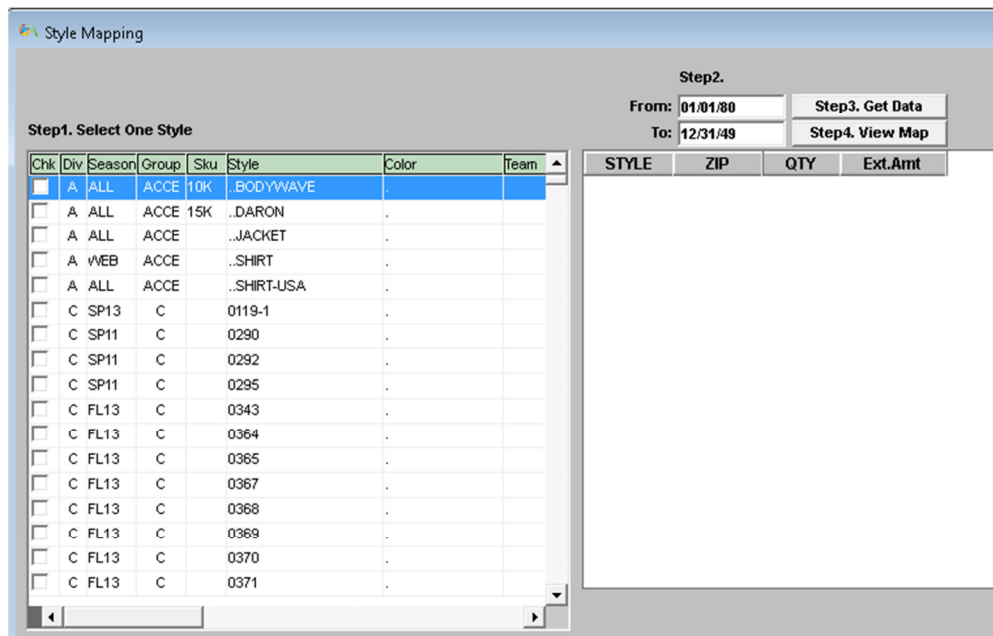- Click on the **View Map** button (Also labeled as **"Step 4"**)

Style Substitution (Sales Order)

This listing is for retrieving style substitutions within Sales Orders. In the sales order, you can substitute styles that you don't have in the warehouse with styles you do have. In this utility function, you can see the allocation amounts, shipped quantities, and order quantities.

- Go to **Utility** on the Menu Bar

- Click on **Style Substitution**

- Enter a style number/code in the box next to "**From Style**:" and enter another style number/code in the box "**To Style**"

- Enter a color code/ number in the box next to "**From Color**:" and enter another color code in the "**To Color**:"

Utility ➔ **WH to WH Transfer)**   WH to WH Transfer

This utility provides you a Particular Style, we can move from one Warehouse to Another Warehouse

- Go to **Utility** on the **Menu** Bar

- Click on **WH to WH Transfer**

- Select a Style which you want to move from List view

- By holding the **<Ctrl> key** , we could select multiple styles

- Click on the **Transfer** Button

NOTE: FOR ADMINISTRATOR(S) USE

The **User ID** allows an **administrator to allocate** who can view and edit **WinFashion** and restrict certain areas of **WinFashion**. The **administrator assigns a password to all users and determines what the users can input into the system**. There should be one **administrator (assigned by your company) who handles all of the user's capabilities and passwords**.

NOTE: THE USER ID IS AN ADDITIONAL MODULE. IT IS NOT USED IN ALL WINFASHION SYSTEMS.

Type in the **administrators ID** and **password before entering WinFashion**

- Go to **Utility**

- Select **User Administration**
- Click on **New (form view)** to enter a new user
- Enter the **users name, description, and password**
- Under the **User's Capabilities**, check the boxes of all items that the user will be able to edit in **Winfashion**.
- ·**NOTE:** If the boxes are **"checked or have the check mark"** that means the user can **see, view or edit** that particular area of **Winfashion**.   If the boxes are not **"checked or have the check mark"** that means the user cannot **see, view or edit** that particular area of **Winfashion**.
- After entering all necessary information, click on the **Save** button
- **NOTE: The Administrator (Admin)** should always be kept in the system. The **administrator manages** all users and their capabilities. She/he will be able to enter and edit all areas of **Winfashion**.
- **NOTE:** If you do not enter a **User ID or password** and click on Connect, you will not be able to enter **Winfashion**.

How do I allow users access to all areas of Winfashion?

- Go to **Utility**
- Select **User Administration**
- Click on **New to enter a new user**
- Enter the **users name, description, and password**
- Click on the **"Check All"** button
- All the **boxes** will be checked and click on the **Save** button
- Once you have selected the **check all** button and you want to remove access to some areas of **Winfashion**, uncheck the boxes to the corresponding areas.
- Click on the **Save** button to **save** the changes
  Is there a log of dates and times that users accessed Winfashion?
- **Yes**. Select the User and click on the User Log tab and you will see the user's log history.
  Can I set users preferences for the reports?
- **Yes**. Select the user and click on the **Report Security** tab to see the reports. Check all of the reports that the user will be able to view. Then click on the **Save** button.

Form View

User Administration

Find | Sort | name | New | Delete | Import | Filter | Print | 2Excel*
Check All | ◄◄ ◄ ► ►► | Save | Duplicate | Export | Reload | Report | Exit

List View | Form View | System | User Log | Report Security | System2 | SystemAll | Database | Login Status | System3 | SystemWeb | iOS Config

User ID: 1   Full Name: User #: 215   Remote User: Language: 1
Password: *****   Description: winsoft   Image Dir.: c:\temp\   Database:

User's Capabilities:

IOS Device UUID :

STYLES	CUSTOMERS	SALES ORDERS	INVOICES	CASH POSTING	COST SHEET	WAREHOUSE
can View? ☑	can View? ☑	can View? ☑	can View? ☑	can View? ☑	can View? ☑	All warehouse? ☑
can Add? ☑	can Add? ☑	can Add? ☑	can Add? ☑	can Add? ☑	can Add? ☑	Warehouse 1:
can Delete? ☑	can Delete? ☑	can Delete? ☑	can Delete? ☑	can Delete? ☑	can Delete? ☑	Warehouse 2:
can Edit? ☑	can Edit? ☑	can Edit? ☑ Days:	can Edit? ☑	can Edit? ☑	can Edit? ☑	Warehouse 3:
can Edit Size? ☑	view Ledger? ☑	Reports? ☑	can See Total? ☐	can Change previous? ☑	can Change cost? ☑	
can Upload image? ☑	Edit other than memo? ☑	change Price? ☑	Reports? ☑			
can Price View? ☐	view Total Sales/Pmt? ☑	sequence? ☑	change price? ☑		can view cost? ☐	
	view CREDIT? ☑	Open/Close? ☑	sequence? ☑			
DocsSecurity:	edit CREDIT? ☑	View Profit? ☑	Open/Close? ☑			
View? 9	MailingLabels View? ☑	Detail Open/Close ☑	Detail Open/Close ☑			
Upload? 9	Edit Address? ☑	SODocs View? 0	can View CC? ☑			
Delete? 9	Edit CC#? ☑	SODocs Upload? 0	Change Discount%? ☑			
		SODocs Delete? 0	can view cost? ☑			

PURCHASE ORDERS	CUT TICKETS	R.A.	PROCESSES	RAW MATERIALS	VENDORS	PICK TICKET
can View? ☑	can View? ☑	can View? ☑	can View? ☑	can View? ☑	can View? ☑	can View? ☑
can Add? ☑	can Add? ☑	can Add? ☑	can Add? ☑	can Add? ☑	can Add? ☑	can Add? ☑
can Delete? ☑	can Delete? ☑	can Delete? ☑	can Delete? ☑	can Delete? ☑	can Delete? ☑	can Delete? ☑
can Edit? ☑	can Edit? ☑	can Edit? ☑	can Edit? ☑	can Edit? ☑	can Edit? ☑	can Edit? ☑
change PO price? ☑	can Edit FOB? ☑	sequence? ☑				sequence? ☑
sequence? ☑	can View FOB? ☑	Open/Close? ☑				Open/Close? ☑
Open/Close? ☑	sequence? ☑	Detail ☑				Detail Open/Close ☑
Detail Open/Close ☑	Can Print? ☑	Open/Close				WH Logo Print ☐
	Open/Close ☑					

List View

#	User ID	Fullname	Description	User #	Remote User	Lang	Device UUID
1	1		winsoft	215	☐	1	
2	2		winsoft Chinese	216	☐	2	
3	a		winsoft	217	☐	0	
4	arun		Arun	219	☐	0	
5	c	Chinese	winsoft	212	☐	2	
6	dan2008		winsoft	220	☐	0	
7	j	Japanese	winsoft	213	☐	5	
8	k		winsoft Korean	214	☐	1	
9	wf12		winsoft	218	☐	0	
10	winsoft		winsoft	3	☐	0	59c0f954d4766100b71f3594a2f4cffe00d8c75f

Utility ➔ Calculator   Calculator

This command allows you to **use a calculator program for computations** and **calculations**. For more information, run this program and see its **on-line help**.

- Click **Utility** on the **Menu** bar
- Choose **Calculator**
- Enter the **calculations from your keyboard**
  - -OR-
- Enter the **calculations** by clicking the numbers on the **calculator keypad on the screen**
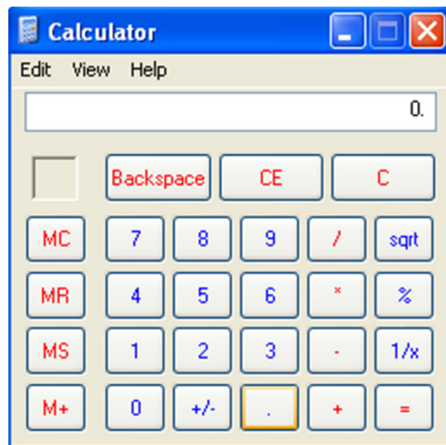
Utility ➔ Reconnect   Reconnect   Ctrl+R

This command allows you to **Reconnect our program** incase if we any connection problem

- Click **Utility** on the **Menu** bar
- Choose **Reconnect** or **CTRL R** and Click on **OK** button
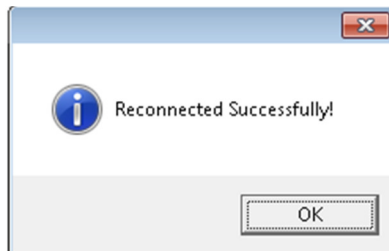
Utility → UPC/UCC Check Digit Calculator

This command allows you to **check the UPC digits**.
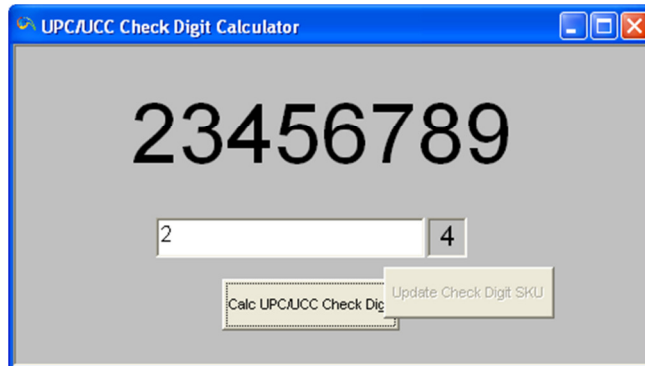
Utility → System Use Only → Import NRF   Import NRF

This **utility** is for importing the **National Retail Federation Codes (NRF)**.

·   Go to **Utility** on the **Menu** Bar

·   Highlight **System Use Only**

·   Click on **Import NRF**

·   Click on the **"Get File"** button

·   Enter any other necessary **information**

·   Click on the **Import** button

·   If you made a mistake, click on the **Reset** button

Import NRF

Source of Import File	Reset	Get File	Import

```
0 APPLE   322
BK BLACK   1
PINK LIGHTPINK 233
BPINK BABYPINK 234
GREEN GREEN   5
```

Importable File

Information Desk

Filename	BOOK.txt
Lines of File	5
Delimeter	
Noise Char.	
Field Length	

Re-Arrange
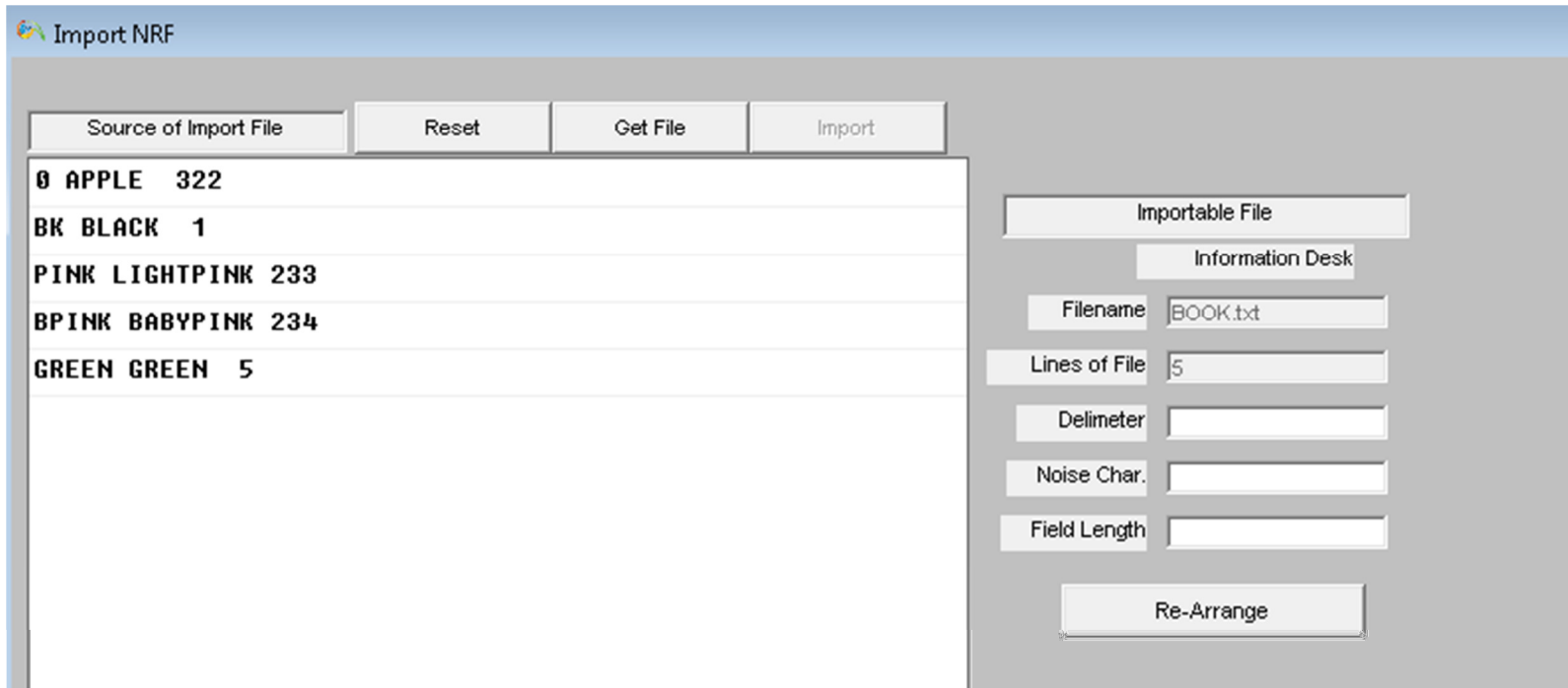
Utility → System Use Only → Import Size NRF `Import Size NRF`

This **utility** is for importing **National Retail Federation (NRF) Size Codes**.

·   Go to **Utility** on the **Menu** Bar

·   Highlight **System Use Only**

·   Click on **Import Size NRF**

·   Click on the **"Get File"** button

·   Enter any other necessary **information**

·   Click on the **Import** button

·   If you made a mistake, click on the **Reset** button

| Source of Import File | Reset | Get File | Import | Re-Arrange |

HDR∗P

Importable File

Information Desk

Filename	aapatch.pbd
Lines of File	
Delimeter	
Noise Char.	
Field Length	
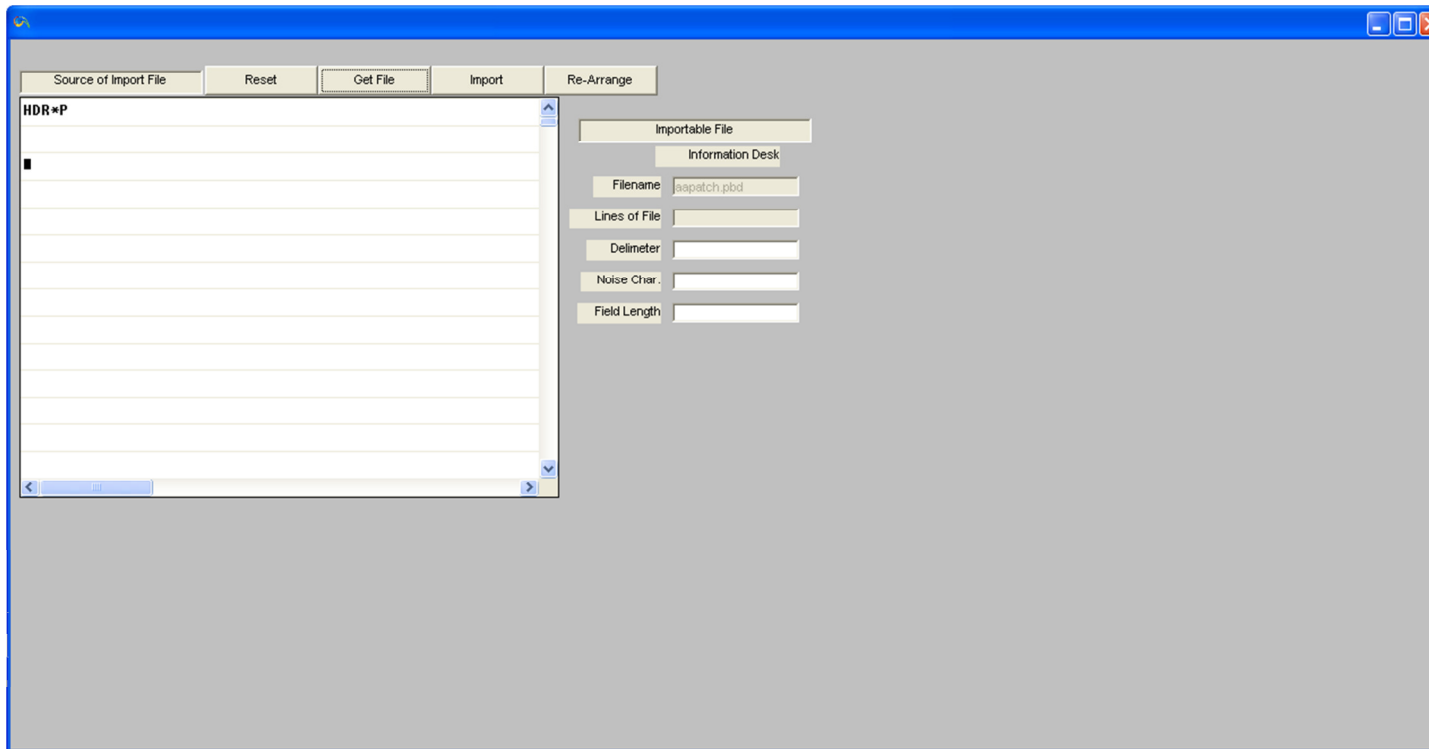
Utility → System Use Only → Data Transfer (Import/Export)   Data Transfer (Import/Export)

Data transfer can be used to **import or export certain information**. Just click on the **reload** button to **retrieve the information**.

·   Go to **Utility** on the **Menu** Bar

·   Highlight **System Use Only**

·   Click on **Data Transfer (Import/Export)**

To **Export** Information:

·   At the topic, click on the **Reload** button

·   The **data** should appear, and then click on the **Export** button

·   Name the **file** and the **save** as type is usually **"text with headers"** for excel and other **programs**. You can **save** the **file** as another type by choosing from the **list**.

To **Import** Information:

·   At the topic, click on the **Reload** button

·   The **data** should appear, and then click on the **Import** button

·   A window will appear asking **"Import Windows95 CLIPBOARD?"**

·   Click on the **"Yes"** button

·   Another window should appear asking **"Import IMPORT.DBF?"**

·   Click on the **"Yes"** button
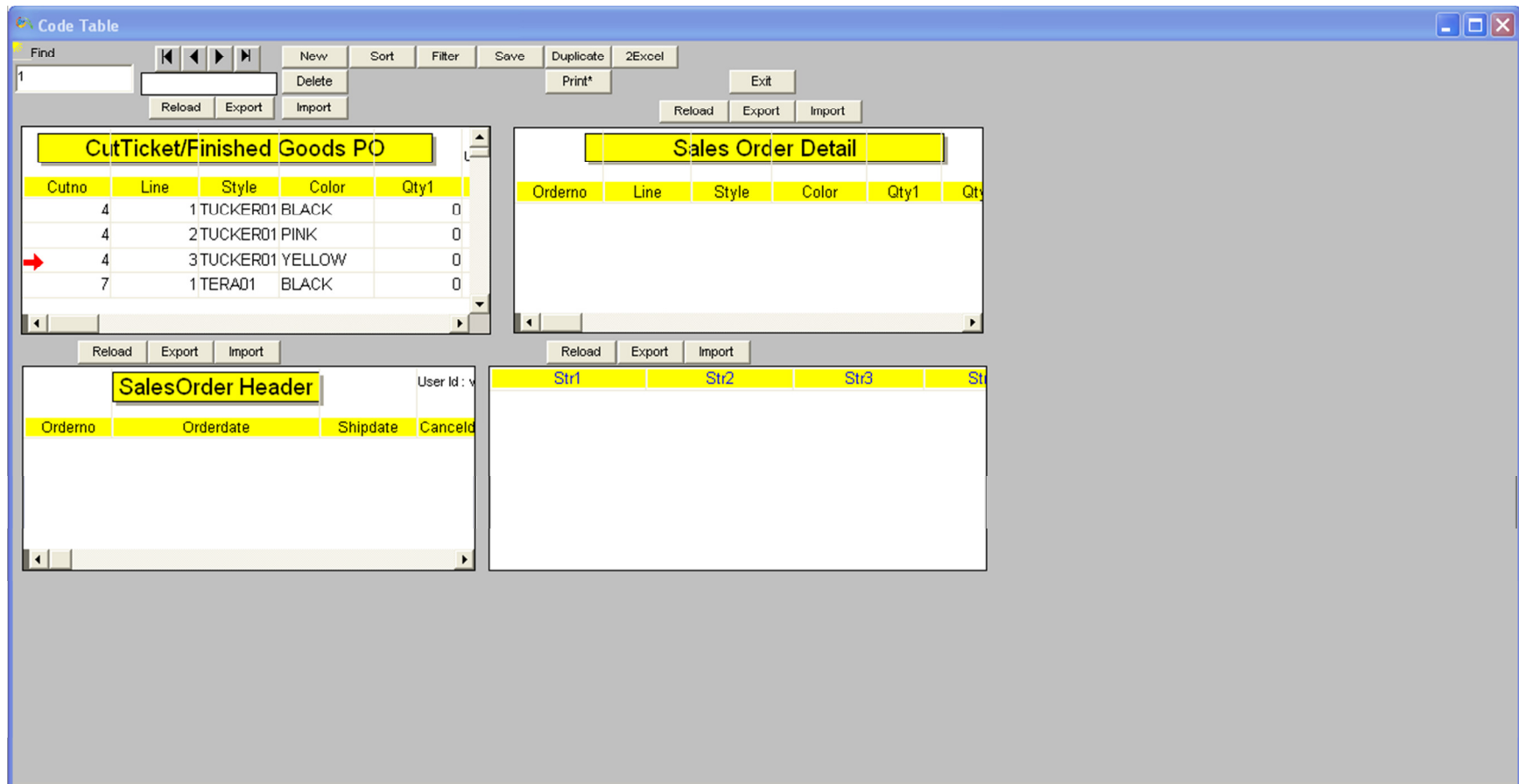
Utility ➔ **System Use Only** ➔ **Data Purge**   Data Purge

Utility ➔ **System Use Only** ➔ **Data Purge** ➔ **Purge Orphaned BOM**   Purge Orphaned BOM

- This command allows you to delete Bill of Materials that are not related to a style.

done

ⓘ BOM with no styles deleted.

OK
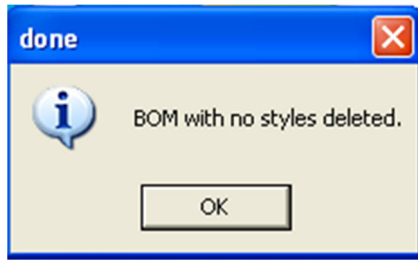
Utility ➔ **System Use Only** ➔ **Data Purge** ➔ **Purge Orphaned Bill To**   Purge Orphaned Billto

- This command allows you to delete Bill to information that is not associated with a customer.

done

ⓘ Billto with no customer deleted.

OK
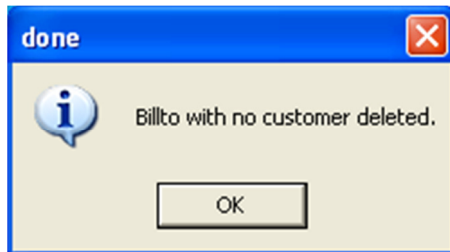
Utility ➔ **System Use Only** ➔ **Peach Tree Link**   PeachTree Link

This **utility** allows you to **export or import** information to/from the **Peachtree** accounting software. The **window** is arranged by category such as: **Sales, Receipts, Purchase Order, and Customer.**

· Go to **Utility** on the **Menu** Bar

· Click on **Peachtree Link**

· If some or no information is appearing in the window, then click on the **"Reload All"** button to refresh the data

- __To Export Data to Peachtree:__

- The **data** should already be in the window

- Click on the **Export** button

- A window will pop up with **"Exported to c:\'name of file'.csv"**

- Click on the **OK** button

- Continue to **export** all other necessary **information**

- If you need to refresh the **data**, click on the **Reload All button**

- __To Import Data to Winfashion__:

- The **data** should already be in the window

- Click on the **Import** button

- A window will appear asking **"Import Windows95 Clipboard?"**

- Click on the **Yes** button

- Another window will appear asking **"Import c:\'name of file'.dbf?"**

- Click on the **Yes** button

QuickBooks/PeachTree Link

Customer	Invoiceno	Invoicedate	Shipvia	Due	Araccount	tributio	Qty	Itemid	Glacct	Total	Taxtype	Amount	lestaxar	Blname	Exported	Qb Terr
BLOOMINGD	100065	07/04/12	0UPS	07/04/12	11000	1		1 winfashi	40000	$3,061.80	1	-3061.8000		BLOOMINGDALES	N	N30
BLOOMINGD	100066	07/04/12	0UPS	07/04/12	11000	1		1 winfashi	40000	$1,574.64	1	-1574.6400		BLOOMINGDALES	N	N30
LORD&TAYL	100116	11/22/12	0UPS	12/22/12	11000	1		1 winfashi	40000	$570.24	1	-570.2400		LORD&TAYLOR	N	N30

Depositid	Customer	Payment Ref#	Paiddate	Pmt Code	Cash Acct	Totpaid	Distributions	Inv#	Amt	Arcash Id	Exported	Arc
Oct 10 2012			10/10/2012 14:21:28			0	1	0	0	25616		

Vendor	Blname	Orderno	Orderdate	Shname	Shaddr1	Shaddr2	Shcity	Shstate	Shzip	Shcountry	Apacct	Shipvia
ZY	ZING YANG		3 04/12/10	ZING YANG	123 YAN AN WEST I		SHANGHAI	SH	200-123	CHINA	20000	
			4 05/04/10								20000	

Contractor	Name	Cutno	Issuedate	Shipto	Addr1	Addr2	City	State	Zip	Countr	Apaccount	Shipvia	code	Mem	Distributions	Glaccount	Amount	Ct	Cuthead
EXPRESS	EXPRESS SHIPPI		12/23/2010 00								20000				1	50000		0	120
ZY	ZING YANG		2 2/24/2010 00	ZING YA	123 Y.		SHANGHAI	SH	200-123		20000				1	50000		0	267

Loc1	Name	Cutno	Issuedate	Shipto	Addr1	Addr2	City	State	Zip	Countr	Apaccount	Shipvia	code	Mem	Distributions	Glaccount	Amount	Ct	Cuthead	Cut
DBOA			12/23/2010 00								20000				1	50000		0	120	

Customer	Name	C
ZZ606	Raja	

Vendor	Name	Contact1	Addr1	Addr2	City	State	Zip
A	WINFASHION	DAN CHONG	110 E. 9TH ST.	SUITE B729	LOS ANGELES	CA	90079
DAN	DANIEL FASHION		110 E. 9TH ST.		LOS ANGELES	CA	90079

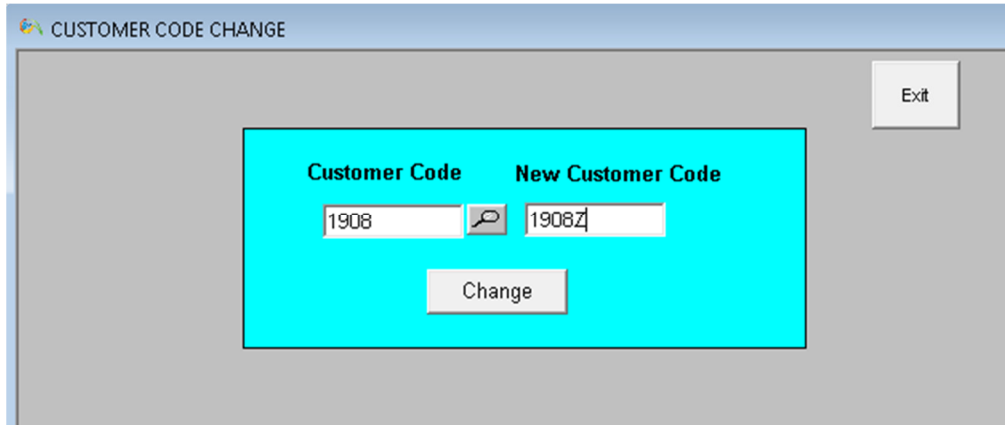C1   C2   C3   C4   C5

QuickBooks Export

Utility → System Use Only → Customer Code Change   [Customer Code Change]

This **utility** is allowed to change the Existing Customer Code

- Go to **Utility** on the **Menu** Bar

- Highlight **System Use Only**

- Click on **Customer Code Change**

- Select the **Customer Code** which you want to **Rename it**

· Enter the **New Customer Code** and click on the **Change** Button

CUSTOMER CODE CHANGE

Exit

Customer Code   New Customer Code

1908   1908Z

Change

· Click on **Ok** Button to close this window

Message

Updated Successfully

OK