Welcome to WinJewel

WinJewel was designed by a jeweler specifically for use in a jewelry store. It is easy to use and can help you keep track of everything that goes on in the store. It is not a generic bookkeeping program, but a comprehensive tool designed to improve the operation of your jewelry business.

To use WinJewel, you will need Microsoft Windows (95, 98, NT, 2000, ME, XP or Vista) on your computer. It helps if you are comfortable with the Windows operating system, but that is not a requirement. This manual and the built-in Help throughout WinJewel will make it very easy to learn and use the system.

WinJewel is modular so you can use only what you need. By this we mean you don't have to use all the functions of the program, only those you feel will help your individual store. Start slow and add elements one by one. This will be easier on you and your entire staff.

This manual includes a detailed description of all of the components of the program. Each chapter represents a major function you do in your store. They also correspond to the individual icon pictures that are always displayed across the top of the WinJewel screen (Sales, Inventory, Customers, etc.).

This text is designed to be reviewed while you are looking at the corresponding WinJewel screen. To assist with this, the manual will show items in ALL BOLD LETTERS when the selections or words are exactly the same as those that appear on the screen. We hope this will help you find each item. For example, if the manual says: "Select REPORTS, CUSTOMERS, CUSTOMER LIST," this means you need to make three separate selections. First, click on the REPORTS icon located at the top right hand side of the screen, then click on the circle located next to CUSTOMERS which will display all of the options for that selection in the large white box and finally put the cursor on the fourth item down which says CUSTOMER LIST and click.

WinJewel also includes built-in help throughout the system. If you hold the cursor over any entry box or a gray selection button, a brief explanation of that item will be displayed. In addition, when you are changing system settings or options, WinJewel will give on-screen explanations as to what the individual selections mean. As an added protection, the system will also display "Are you sure" and "Do you want to…." messages whenever you may have forgotten to save entries or you are making a selection that is not the standard way of doing things.

This manual is also designed to be used along with the WinJewel Quick Start which describes a basic step-by-step implementation process that you can use in your store to get started. You can find the Quick Start by selecting the HELP button located at the top right hand side of the screen.

Contents at a Glance

Table of Contents

1 HARDWARE, WINDOWS and WINJEWEL OVERVIEW

1.1 MINIMUM HARDWARE REQUIREMENTS

Before you start using WinJewel, be sure your hardware meets or exceeds the following requirements:

(1) IBM compatible computer with at least a 486 CPU.

(2) Minimum 128 Megabytes of RAM. Your local computer store can add RAM to your system if needed and you will find that more RAM will increase the speed that your computer runs Windows.

(3) A hard drive with at least 100 Megabytes of free space. (More disk space will be required for larger volume stores. If you plan to store digital images of inventory items, a 10 to 15 Gig hard drive may be required.

(4) A Color Monitor. (Although it is not recommended, WinJewel can use a black and white monitor. If that is all you have, go to the REPORTS, SYSTEM SETTINGS, SET BACKGROUND COLORS FOR EACH SCREEN and then select SET ALL COLORS TO GRAY. This will make the screen easier to read on a black and white monitor.)

(5) Microsoft Windows 95, 98, NT, 2000, ME or XP & a compatible Mouse.

(6) A Windows compatible printer, preferably ink jet or laser quality. The "driver" for this printer must be a one that was written to work with the version of Windows you are running. This is very important. Unlike most word-processing programs, WinJewel does not have it's own printer drivers, but relies on the driver that is supplied with the particular printer you are using. (WinJewel does have its own built-in drivers for the specialized tag printers.

(7) If you are running the "multi-user" version of WinJewel (on more than one PC within the store), you will need to have a working network system to connect your computers together. Appendix A includes a very basic process for mapping a network drive. It is beyond the scope of this manual to discuss all of the possible computer networks. If you need help, please consult a local computer expert or call us and we will try to advise you. Once you have a properly working Local Area Network (LAN), then the multi-user version of WinJewel will be able to handle all of the file sharing, file locking and record locking that is necessary to prevent two people from trying to update the same file. In most cases, the built in network capabilities of the Windows operating system are adequate without any other software being necessary. However, you will need cabling and a network card installed on each computer.

(8) If you are running the multi-store version of WinJewel (more than one location), you will need a phone line connected to at least one computer in each store and we strongly recommend a DSL internet connection.

(9) All WinJewel installations must have internet access so you can visit our website to download the latest version of WinJewel. You should click on the selection "update from web" on the Main Menu screen of WinJewel.

1.2 WORKING WITH MICROSOFT WINDOWS

WinJewel is written as a subset of Microsoft Windows and the program uses all of the functionality of Windows. You can select particular items on the screen at any time by using the mouse. Simply move the mouse around until the pointer is on the item you want and press the left button on the mouse one time and that item will be chosen. This is called a "click" and WinJewel only requires a single click to select items.

In addition to the mouse, there are a couple of standard keyboard functions of Windows that you will need to use:

- ENTER or TAB is hit after entering information. The cursor will automatically move to the next field.

- SHIFT-TAB (Hold down the SHIFT key and hit TAB) will take you back to the previous field.

- BACKSPACE will move back one space within a field and delete the character in that space.

- DELETE will delete the character to the right of the cursor. If you select an entire entry with the mouse (put the cursor to one side of what you want to select, hold down the left mouse button and drag the mouse over the entire selection. Windows will highlight your selection), delete will erase everything highlighted. If you have selected a portion of any text, anything that you type will replace what you selected.

- ESC (the escape key) will always take you back to the WinJewel main menu. (You can also click on the "X" under HELP to get back to the main menu.)

You can also access the icons located across the top of the screen using the F-keys located along the top of your keyboard. Hitting F1 is the same as clicking on the SALES icon. Each of the icons responds to the F-key that is in the same relative position on the keyboard.

1.3 NAVIGATING WITHIN WINJEWEL

You will get used to the different items you see on the screen. There are basically six items you will use. Each is shaped and colored like other <u>items</u> of the same type. Once you have mastered these six items, you can do anything within the WinJewel program. Here is a list and example of each of the 6 types of items:

ICONS and LINKS
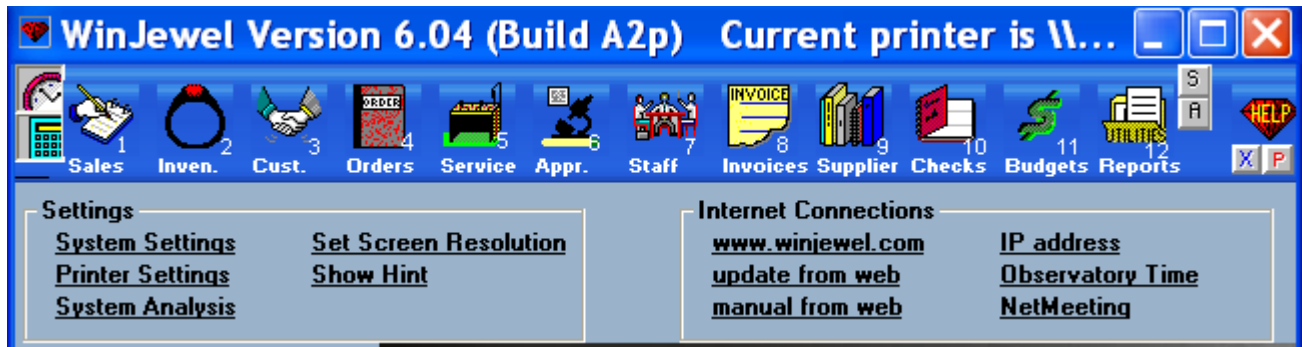
An icon is a small picture that will take you to another screen when you click on it. There is usually a written descriptor under the icon.. There is a row of icons at the top of each screen. Point to the icon and click the left button on the mouse one time only.

A link (or hyperlink) is similar to an icon. A hyperlink is a underlined word. Click on the link with the left mouse button one time only.

GREY BUTTON

A gray button will help you to choose an option or a procedure. Point to the button with the mouse and left click one time. This is the END SLIP button which is used to end a sales slip.

DATA BOX
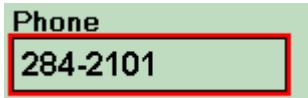
A data box will display information for you. If the cursor is blinking in it or the box has a red border around it, it is said to have the "focus." This means that you can type information on the keyboard and it will be put into that box. You can choose a box ("give it the focus") by putting the pointer in the box and clicking the mouse.

Once a data box is chosen, it will respond to whatever you enter using the keyboard keys. You can use the ENTER or TAB key at the end of entering or changing the information in a data box. The focus will go to the next box.

It is possible to put a longer entry into a data box than will show in that box. When the program saves this information, it will sometimes be cut off at the maximum length allowed for that particular information. Experiment with the BACKSPACE, DELETE and the CURSOR keys to see how they effect the information in the box. Remember that each box, no matter where in the program, will respond the same.

DROP DOWN BOX

A drop-down list box has a small arrow to the right. If you click on that arrow, a list of possible entries for that box will drop down from the box. If you point to any entry and click, that entry will be entered into the box. If the list is longer than the box can show at one time, a bar with two arrows will appear on the right of the box. Use this bar and arrows to see more of the list.

A Drop-Down Box can also be typed into instead of choosing something from the list with the mouse. What you type must be on the list for it to be valid.

LIST BOX
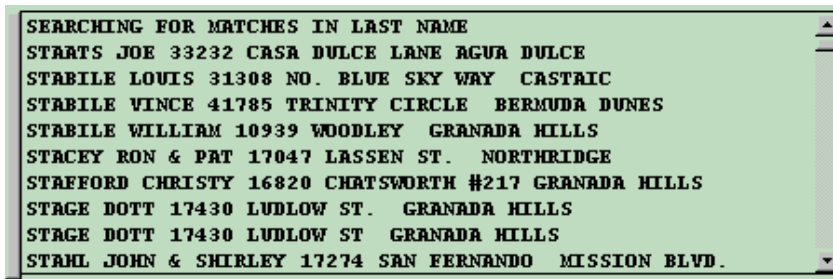
A list box may have a list of items from which to choose. If the list is longer than the box can show at one time, a bar with two arrows will appear on the right of the box. Use this bar and arrows to see more of the list. Point and click at the item that you want to choose.

There is a slider button showing if the scroll bar is visible. This button can be used to quickly scroll through the list. Place the mouse pointer over the slider button, hold down the left button on the mouse and move the mouse. (For reference, the height of the slider button is proportional to the size of the list that you are able to see at any one time.)

Many of the list boxes have a long gray button along the left edge of the box. If you see one of these and click on it you will see the box expand to full screen size. This will make it possible to see more information in the box. If you click again on the same long gray button, the box will return to its regular size.

CHOICE BUTTON
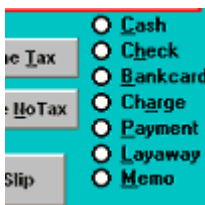
A choice button will allow you to choose one choice from a series of choices. Point and click on the small round circle just to the left of the label. The button will turn dark to show that it has been chosen. Any previous buttons that are dark will be canceled and will turn white to indicate that.

In addition to these choices, a couple of other items will make using WinJewel easy.

1.4   USING HELP

WinJewel includes a complete Help function that is available from a variety of sources. You can click on the HELP icon in the upper right hand corner of the WinJewel screen. This will give you access to all of the help capabilities of WinJewel including Quick Start describing the implementation process, this Users Manual and a valuable search function called "HOW DO I?" which gives you a fast method of looking for specific items.

You can print out additional copies of any of these manuals by using the PRINT function. Be careful as it will take quite a while and a lot of paper for the entire WinJewel manual. You can stop your printer from printing the entire HELP document by pressing the cancel button on the printer.. If you want to print sections of the Manual you can select the desired page range (ex.; 6 – 22) or you can use the Copy and Paste functions of Microsoft Word (highlight the section you want to print, hold down the CTRL key and hit "C" to copy, go to a blank page in Word and hit CTRL "V" to paste. Individual pages of HOW DO I can be printed by using the PRINT SCREEN function in WinJewel.)

The program also has an abbreviated Help function built into every screen. Simply hold the mouse pointer directly over any data entry box, choice button or gray bar and a short message describing that particular function will be displayed.

WinJewel also displays special built-in screen descriptions when you have several selections to make. You should get in the habit of carefully reading each screen before making a selection to be certain you are doing what you want. WinJewel also notifies you when you may be doing something that might be incorrect or have not filled in something that is required, such as leaving an input screen before saving the record. When this is detected, the program will display a message reminding you to complete the function.

1.5   USING THE CANCEL BUTTON

In the upper right hand corner of the screen just below the HELP selection is a button with an "X." Whenever you click on this, WinJewel will cancel the screen you are on and return you to the Main Menu. As an added protection to the user, if there is data on the screen you are using, WinJewel will ask whether you want to save it before it deletes that screen.

1.6   USING FIND BY

One of the most valuable tools of WinJewel is FIND BY. This button appears on many screens and provides a quick method to find customers, inventory items, reports, settings and just about anything else you are looking for. You should be comfortable with using the FIND BY feature as it represents a very powerful component of WinJewel.

This section is only a discussion of FIND BY. Each chapter of this manual will go into FIND BY more specifically.

A FIND BY button is included on the SALES, INVENTORY, CUSTOMER, SERVICE, INVOICES, SUPPLIER and REPORTS screens. This feature allows you to find entries in the WinJewel database that match certain criteria you enter. To use FIND BY, simply click on that button and then fill in one or more of the fields on the screen with the characteristics you are looking for and then click on the Find By button again. All matches will be displayed and you can select the one or ones you want to see. For example, if you wanted to know how many ruby rings you had sold during the last three months for a price between $300 and $500, you would select the INVENTORY screen, click on FIND BY, type the word "Ruby" in the DESCRIPTION field, 300.00 in the RETAIL box, today's date in the DATE SOLD field and then hit END FINDBY. WinJewel will then ask you specific questions to zero in on the dollar amounts and date ranges you desire. When you have answered these questions, all matches will be displayed in the large white box in the lower right portion of the screen. Simply click the item or items you want to look at and the full record will be displayed. As you look at each of the matches, WinJewel will mark those that have been reviewed with a tick mark.

FIND BY also allows you to search for items that do not have entries in a given field. For example, if you are looking for inventory items and type the word "Empty" in the DATE SOLD field, WinJewel will only look for items that have not been sold. If you leave this field blank, the FIND BY will look for both sold and unsold items. Another way to limit your search results on the inventory screen is to put a check mark in SOLD, UNSOLD or ALL. These check boxes appear when you first click on FIND BY. They will limit the list that is produced to only what you have checked.

FIND BY can also be used as a report writer program. Using FIND BY from the CUSTOMER screen, you can search the full customer database for names, specific notes, customer profiles, or amount purchased and then use that database selection to send letters or look at special customer records. A list can then be printed from the matches from the FIND BY.

There are many, many selections under SYSTEM SETTINGS and PRINTER SETTINGS and finding the one you want is made easy with the FIND BY. Simply type in a key word or phrase, like the word "tag" when you are looking at specific settings for tag printing, and WinJewel will search the entire database and give you all the matches that include that word. You can page through one by one until you find the one you want. If the program does not find a match, try to use another similar word and look for matches. When using this manual, all references to selections in SYSTEM or PRINTER SETTINGS will be listed exactly as they appear in the system. Just enter one of the words in that phrase when you use FIND BY and page through until the exact selection appears. FIND BY is not case sensitive but it will only find words that are exact matches.

◆ 1.7 USING THE BUILT-IN CALCULATOR

If you click on the picture of the calculator in the upper left-hand corner of the screen, a small calculator will appear. Use the mouse to click on the keys or use the keyboard keys as you would any small calculator. A running tape of the transaction is maintained and can be printed. When you are finished, click SAVE/CLOSE to leave the calculator.

> Hint: The answer to any calculation done with the calculator can be pasted into any dollars and cents box on any screen in WinJewel. This answer is available as many times as you want to use it until you use the calculator again. Just double click where you want the amount to be pasted.

◆ 1.8 CHANGING THE BACKGROUND COLORS OF EACH SCREEN

The background color of each screen can be changed by going to the REPORTS screen and choosing SYSTEM SETTINGS. Then click on SET BACKGROUND COLORS FOR EACH SCREEN. You can click on the name of the screen that you want to change and a selection of colors will appear. Simply click on the color that you want to choose. You can also reset the original colors by selecting the "Set all colors back to default colors" option.

◆ 2   INITIAL WINJEWEL SET-UP

Use this chapter as a checklist for setting up WinJewel in your business
◆ 2.1   INSTALLING WINJEWEL

◆ 2.1.1   Discussion:
The WinJewel software program needs to be installed on every PC in your network that will be using the system. WinJewel comes in either a single-user or a multiple-user version. The single-user version is designed to work on a single PC and the program and all the data is stored on that PC. The multi-user version is designed to run on a network of several PC's. Each PC will have a copy of the WinJewel program stored locally, but the data will reside on a Server PC to be jointly shared by all of the workstations. The single user version WILL NOT work in a multiple user environment and data will be lost, so be certain you are using the correct version. To verify the version you are on, click on SYSTEM ANALYSIS located under SETTINGS on the main WinJewel screen. This screen now will list all of the current settings for WinJewel including whether it is the "single or multi-user mode."

◆ 2.1.2   Install from the WinJewel CD – Single and Multi User Versions
SINGLE USER INSTALL - Put the CD in the single PC. It will start the install program automatically. Choose the SINGLE choice and it will load automatically. Just follow the on screen directions. The default for the installation program is to create a folder called C:\WINJEWEL.

SERVER INSTALL – Put the CD in the computer that is to be the server and it will start the install program automatically. Choose SERVER. The default for the installation program is to create a folder called C:\WJServer\WinJewel. WinJewel can be installed into other locations on your hard drive but please call and discuss this with the support staff at WinJewel before doing this. The installation process will direct you through this and you should be very careful when changing any of the default settings. If you have any questions, please consult WinJewel customer support.

CLIENT INSTALL - If you are running the Multi-User version of WinJewel, you should install WinJewel onto the other computers in your network by using the CLIENT version of the install program.

◆ 2.1.3   Install Your Logo/License
SINGLE USER - The logo/license must be installed on the single user computer in the WinJewel folder.

MULTI USER - In a multi-user environment the logo/license must be installed in the WinJewel folder of the server computer ONLY.

◆ 2.1.3.2   Discussion:

After the program is installed on your primary computer, you will also need to install your store's unique License Files. This can be provided on a separate floppy disk, e-mailed to you or downloaded from the "Customize" page of the WinJewel website (go to www.WinJewel.com then click on the "Customize" button). This License File contains all of the special security for your store's specific version of WinJewel, including the name of the store, it's address and the store logo. If you copy your license file from the WinJewel website then you will receive a single file called "makeone.exe". This file should be downloaded directly to the WinJewel folder. This file is a self-extracting compressed file that will install your license files when you double-click on it..

Downloading a license file from the website:
    i. From your primary (server) computer only, go to www.WinJewel.com
    ii. Click on the "Customize" page
    iii. Right click on the link for your store.
    iv. Click on "Save Target As,..."
    v. Save the "makeone.exe" file into your WinJewel folder on your primary (server) computer only. Answer "Yes" to overwrite the existing file.
    vi. Open your WinJewel folder on the server machine.
    vii. Double click on the "makeone.exe" file that you just downloaded.
    viii. A black COMMAND PROMPT window will open. Answer "y" (yes) to the 3 or 4 overwrite questions. The COMMAND PROMPT window will close.

♥ 2.1.4 Update and Sort:

To get the most current version of WinJewel you should update from the Internet now. It is important to update regularly to receive the most current revisions. In addition regular updates will help keep you current with changing technologies and help you avoid conflicts with operating system and security system changes. To update WinJewel:
1. Open your Internet connection (if your internet connection is not always on).
2. Open the WinJewel proram.
3. Click on the Update from Web link on the opening screen.
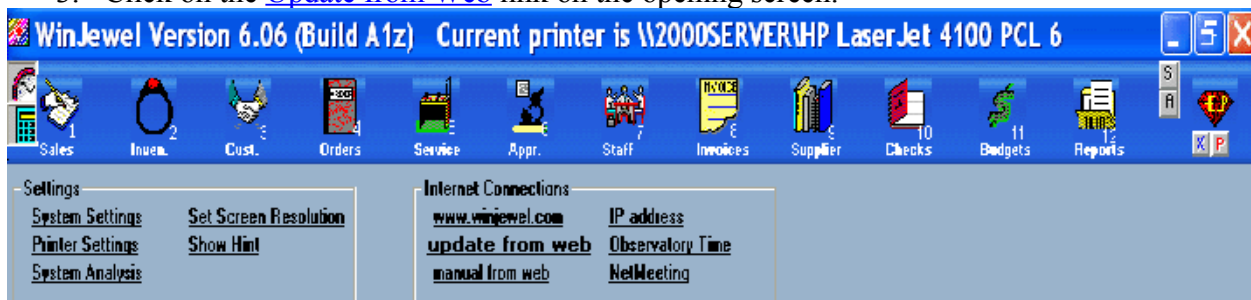
4. You must accept the Agreement of Terms.
5. Follow the on screen instructions.
6. Re-Open WinJewel.
7. Click on the Sort button when you are prompted.
8. If you have other computers on your network then restart WinJewel on each of the other computers. WinJewel will give the message that "The program on the Server does not match the program on this computer. Do you want to update?" Answer YES to the question and WinJewel will copy the updated version to that computer from the server.

♦ 2.1.5 Complete the Multi-User Version Installation

To complete the installation of the Multi-User version, you <u>must</u> have the Local Area Network (LAN) working in your store. You must map network drives from each client to the server (we suggest using drive letter "W"). Appendix A includes a very basic process for setting up the required network. You may need to get outside help to install the physical network. These directions assume you have already installed the network hardware, connected each computer to the network and that drives are mapped from each client to the C:\ drive of the server.

1. Install WinJewel Server Version from the WinJewel installation CD onto the computer that is to become your server.
   a. If you have less than 6 computers and are NOT running the Multi-Store version of WinJewel, then you do not need a server version of Windows.
   b. If you are running more than 6 computers or have other locations outside the premises that will be accessing this server then you will need a server version of Windows.
2. Install the WinJewel Client Version into each of the other computers in your network. (Do NOT install the logo/license on any client computers.)
3. Map a drive from each of any client computers to the WJServer folder on the server computer. We suggest using the letter W.
4. Run WinJewel on each of the client computers and follow the on screen directions.
5. Close My Computer.

If you have not followed the directions exactly when first running any of the client versions of WinJewel then WinJewel will not be linked to the server on these computers. The following steps will correct the error.

    1 - Right click on the WinJewel icon on the desktop of the client computer
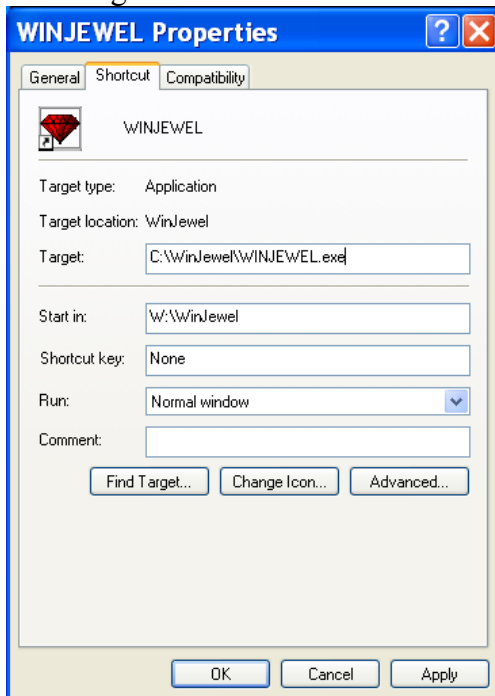
    2 - Click on Properties. Click on the Shortcut tab if it is not already selected.

    3 - Change the Start In box to read W:\WinJewel.exe where "W" is the letter identified as the WJServer folder on the server in step 3 above.

    4 - Click OK.

When you start WinJewel on a client computer for the first time or just after the server has been updated to a new version of WinJewel then you may see the following information box:
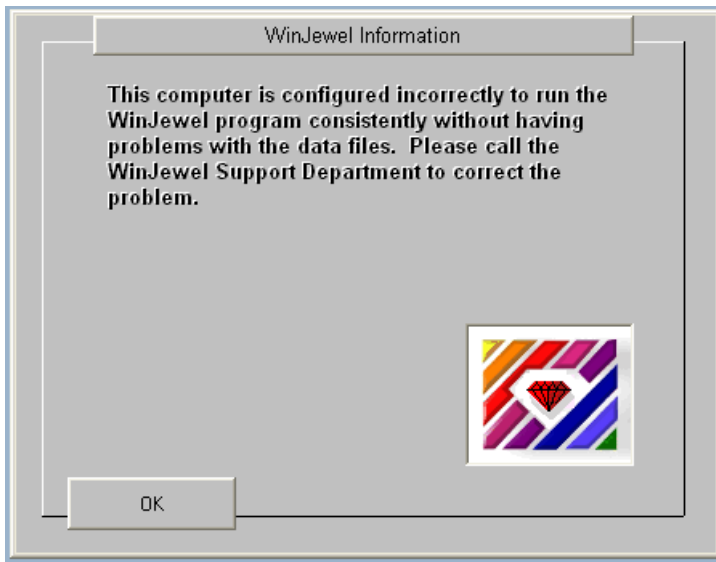
The above message is normal when setting up a client machine. It is warning you that proceeding with opening WinJewel will modify the data files on this machine. This is exactly what we want to do when installing a client to a network. Click OK and wait (10 seconds or more) for the next message.
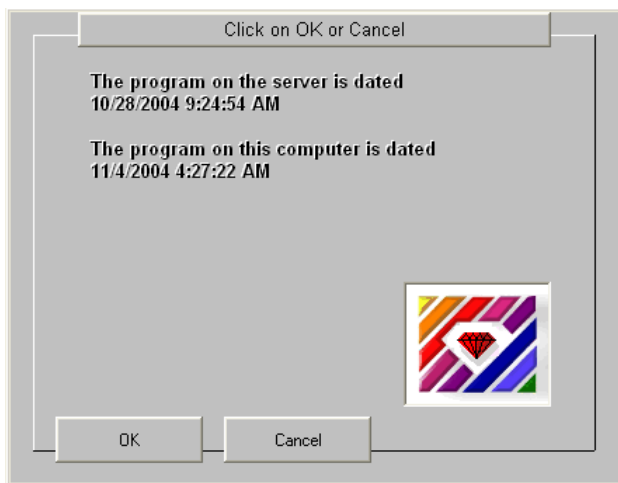
Click OK. WinJewel will close.
A black COMMAND PROMPT window will open. Click any key to start the copy process. It may take 30 seconds or more depending on the speed of your network to complete copying.

6. When the copy process is done the next message will appear.

7. Press any key on the keyboard to continue. The COMMAND PROMPT window will close
8. Start WinJewel again by double clicking on the WinJewel icon from the desktop, click OK on the message box
9. If the words "Set To Be Slave" appear on the screen as show below then click on the "Set to be Slave" link to finish. If this line does NOT appear then you can go to step 12 below and skip the next few steps.

10. The following message box appears. Click OK
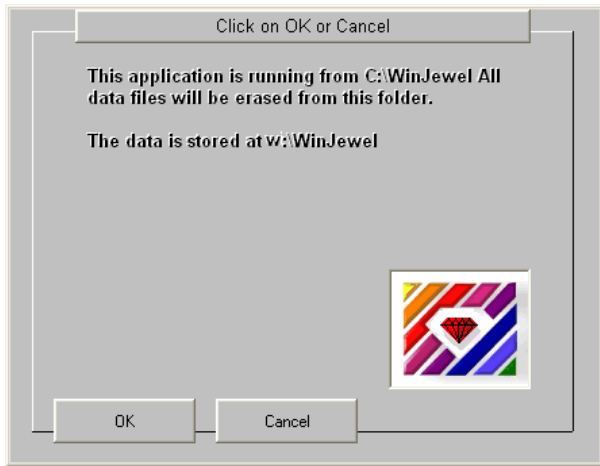
11. A message box appears asking for a routine number. Enter the routine number provided by WinJewel (call WinJewel at (360-658-9875).
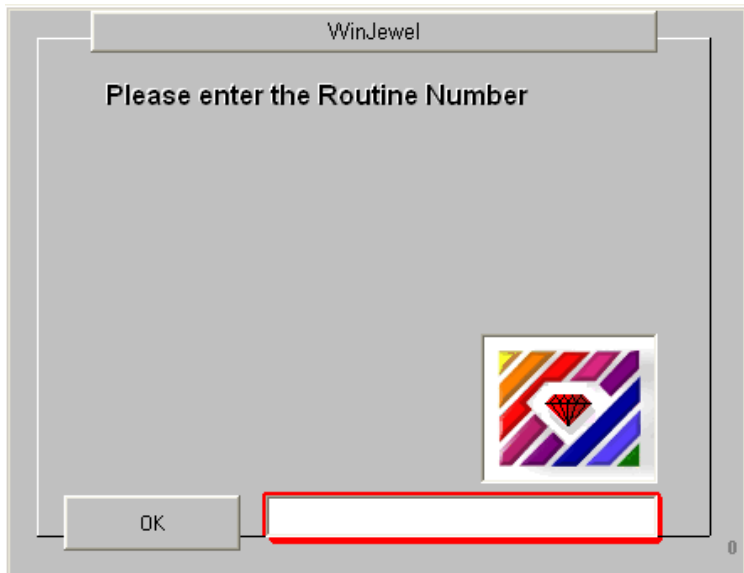
12. The computer is now set as a client. All transactions that are performed on this computer will be saved on the primary (server) computer. If you look in the C:\WinJewel folder on this client computer you will see that only a few WinJewel file/folders remain This list may be different than what exists on your client.
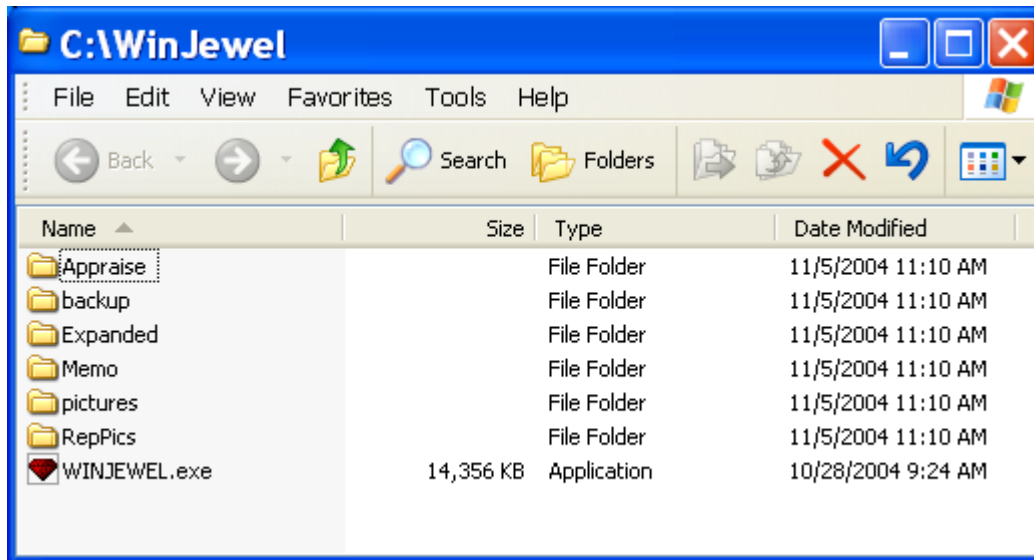
13. All computers on the network should have the same Time and Date style setting. To verify this, go to the Windows desktop and select MY COMPUTER, CONTROL PANEL and check that the Style settings for both TIME and DATE are identical. You should also verify that each PC has the correct date and approximately the same time. Without this, WinJewel will not be able to verify that all PC's are running the same version of the program.

You are now ready to run WinJewel in your store.

2.2 YOUR STORE LOGO

One of the first things you should do is verify that your store name and logo are correct. The store name and logo appear on all screens and print on all sales receipts, letters and order forms in WinJewel. If the logo is not correct, please contact WinJewel and they will generate a new one. If your store address or telephone number changes, you cannot change these fields in the License File yourself, but must contact WinJewel for a new License File.

2.3 SET UP DEPARTMENTS

Setting up Departments is required before entering inventory because the Department is a mandatory field when entering inventory. Departments are the logical divisions of merchandise types sold in the store. The first three characters (numbers or letters) of each department name must be different from the first three characters of any other department name.

A sample list of departments is provided. You can keep, modify or delete any of these sample departments. Click on the REPORTS icon and then the DEPARTMENTS choice button. Click on the SEE/CHANGE button. Click on the top line CLICK THIS LINE TO ADD NEW DEPARTMENTS or click on any department you want to change. Fill in or change the department name. Remember that the first three characters must be unique. This sometimes takes a little creativity.

You will then be asked to establish several selections for each department:

NORMALLY NOT TAXABLE – Click this check box only if this particular department is not taxable. The default is taxable if unchecked. You can override this setting anytime you are writing a sales slip.

INCLUDE WITH SUB TOTAL – This will allow departments to be grouped into sub totals of departments that will show these subtotals when print sales reports. This is an optional thing and sub totals are not required.

CATEGORY – This provides WinJewel with information about where the General Ledger is effected by this department

EDIT CATEGORIES LIST – This will allow you to add other categories and define them.

OPEN TO BUY – This lets you track the inventory level for each individual department. If you want your current inventory level to remain the same, enter "0." If you want to increase your inventory, enter the desired dollar amount. Each time you enter an order for a department, the cost will be deducted from the Open to Buy amount and each time you sell something, the cost will be added to this amount.

AVERAGE COST AS A % OF RETAIL – The percentage of the retail price that will be used as a default if no cost is given or no retail price is entered for a particular inventory item ("50" would mean keystone).

SALES COMMISSION RATE – WinJewel can track the sales commissions by department. Enter three digits without the decimal point (Example: 015 would be 1 ½ percent).

MIN. % ABOVE COST TO DISCOUNT – This will limit any employee's ability to discount to this percentage above the cost of any item in this department.

LABEL FOR MULTI-USE FIELD – This label will be used for the Multi-Use box when entering or seeing any item in this department on the inventory screen.

<u>Check Boxes:</u>

TURN ON AUTO DISCOUNT – This will cause all all items that are in this department to be discounted automatically when they are sold.

NORMALLY NOT TAXABLE – By default all items are marked as normally taxable. If this box is checked then items from this department will be marked as not taxable.

LAUNCH GIFT CERTIFICATES – If you want to account for gift certificates, it is best to establish one unique department for these certificates. When you do this, click on LAUNCH GIFT CERTIFICATE to tell WinJewel this department is for gift certificates. Only one department can be designated for gift certificates.

REMOVE SALES TAX – This is only used by retail stores that are near the border and need to remove the sales tax from sales when the paperwork has been sent back from the other country and just the tax then needs to be removed from a sale. This department would then be used when removing sales tax.

USE LOOSE DIA LAYOUT – This will change the inventory screen when any department with this box checked is used. It will add the information that is expected for loose diamonds.

USE AS DEPT IF NONE GIVEN – This will make this department be chosen when no department was indicated on the sales screen. Only one department can be marked for this feature.

SPECIAL NOTE FOR THIS DEPARTMENT – If you click this button then you will enter a note that is to be printed on sales that are made to this department.

If you do NOT want to have some fields visible on the inventory screen when viewing an item that is marked in this department then put a check next to that field name. This can be very helpful to clean up the inventory screen of boxes that do not need to be filled in for any one department.

If you want to totally eliminate a department, click on that department and select ERASE THIS ONE DEPARTMENT and WinJewel will eliminate it on the next sort. You can also delete all departments with the ERASE ALL DEPARTMENTS selection.

When you are finished entering data, remember to click on SAVE/EXIT so WinJewel will save your changes.

2.4 SET UP SUPPLIERS

Setting up Suppliers is required before entering inventory because the supplier number is part of the stock number. Each of your suppliers must be assigned a 3 digit number between 001 and 997. Number 998 should be reserved for temporary suppliers (suppliers that you use infrequently) and number 999 is reserved for removing suppliers. To enter a supplier go to the SUPPLIERS screen, double click in the NUMBER field to auto assign the next available number or enter the three digit number of your choice. Enter the supplier name. All other information is optional. Once all suppliers have been entered and given a number, you can choose whether to display them alphabetically or in number sequence by selecting that appropriate gray bar on the screen. See chapter 11 for a more detailed overview of suppliers.

If you have inventory that you already own and do not have supplier information, you can establish yourself as a supplier.

Once an item is saved, the supplier number cannot be changed from the inventory screen. There is however a special Inventory Report that allows you to change part or all of a stock number on individual items.

2.5 SET UP GENERAL LEDGER ACCOUNTS SET UP SUPPLIERS

A 3 to 5 digit number must be assigned to each general ledger account. The general ledger accounts should correspond to the ones you are currently using with your present accounting system. You can see the sample list of general account numbers that is provided under REPORTS, G/L ACCOUNTS, SHOW OR CHANGE EXISTING NAMES AND NUMBERS.

You can change these G/L accounts by clicking on one of the entries and changing the fields. The GL number can be any number up to 99999. CATEGORY is a unique set of three letters. Providing a category description will result in getting a total for all of the general ledger accounts within that category. For example, if you create a category called "CAS" to total all of the separate cash general ledger accounts.

If you need more accounts than are available now, click on G/L ACCOUNTS again but this time follow it by clicking on ADD NEW ACCOUNT NAME AND NUMBER. When you are finished adding accounts click on the SORT G/L ACCOUNTS BY NUMBER selection to get them in the proper number order.

Remember, it is best to use the same numbers that your accountant has been using so you can compare historical costs to your old bookkeeping system.

2.6 SET UP STAFF

At this time you can enter all employees but you should enter yourself and give yourself permission to all screens.

When you enter each employee, give them each a unique password and establish which features of WinJewel they will be allowed to use. Click on the STAFF icon to access the employee/security portion of WinJewel. For now you can leave security turned off but you should give yourself permission to access all screens. The next paragraph describes how to add yourself to the STAFF list and how to give yourself permission to access all screens. You should do this now to prevent accidentally locking yourself out later when you do set up permissions.

Click on the STAFF icon. Click on the ADD ONE button. Enter your initials (first and last name), click OK. Enter your name in the NAME fields. Click in the CODE field. Enter your initials again. For now you are only using your initials as a permissions code (you can change this at a later time after reading chapter 9 STAFF AND TIMECARDS). Place a check mark in every check box (17) on this screen. INVENTORY SEE and INV CHANGE/SEE are options, only one can be selected. You should check INV CHANGE/SEE. Click on the SAVE CHANGE button.

The previous paragraph has set yourself up for full access to all the features available in WinJewel.

Refer to the chapter 9 STAFF AND TIMECARDS of this manual for detailed instructions.

◆ 2.7 SYSTEM AND PRINTER SETTINGS

There are many system and printer settings, but there are several you should set now prior to using WinJewel.

1. Set the sales tax rate for your store location. WinJewel will automatically compute sales tax on items. Select REPORTS, SYSTEM SETTINGS, click on the second item SET TAX RATE and enter the sales tax rate in the format x.xxx. If you have no sales tax in your state, enter "0".
2. Set SALES SLIP printer settings. Select REPORTS, PRINTER SETTINGS for these next 4 printer settings.
   a. Chose to print or not print sales slips. The first item listed (SET SALES SLIPS TO PRINT NORMALLY) has an ">" next to it signifying that it is turned on. This is the default setting. If you do not want WinJewel to print the sales slips (you may want to continue using manual sales slips for now and only enter the information into WinJewel at the end of the day), click on the second item, SET SALES SLIPS TO SAVE BUT NOT PRINT, and it will now have the ">".
   b. Choose the quantity of sales slips you want to print. Click on "SET DEFAULT NUMBER OF COPIES OF SALES SLIPS TO PRINT" (the third line down) and set how many copies you want to print as the default. You might consider setting this at "2", one for the customer and one for your store records.
   c. Set the marketing message that prints on each slip. Click on "SET THE NOTE TO BE MADE ON EACH SALES SLIP". If you do not want any message, just enter a couple of blank spaces.
   d. Establish what type of printer you are using: The default is WINDOWS COMPATIBLE and this is normally what you should select. You must have at least one Windows printer installed for WinJewel to use.
      i. If you are using a Windows compatible (ink-jet) printer you are done with printer set-up.
      ii. If you are using a Non-graphics text-type (impact) printer, Click on "SET ALL PRINT OUTPUT TO PRINT NON-GRAPHICS STYLE".
         1. Setting this item does not replace the printer driver used by Windows, it simply lets WinJewel use the clearest style of output for your type of printer.

◆ 2.8 SETTING UP A TRAINING PROGRAM

◆ 2.8.1 Discussion:

It is important for you and your staff to spend time entering items and to become comfortable with the various components of the program before they use it in a live environment. WinJewel allows you to set up a special training program for just this purpose. The training program is a special copy of the WinJewel program with a copy of the current data. The training program can be created, deleted and used regularly to make trail runs of new print and system settings. Make certain you have enough free disk space on your hard drive to add another version of WinJewel. Generally, you will need at least 100 MB and this may be larger depending on how many inventory items have been added.

You will see this Hint Box throughout this manual.

Hint: Make a fresh TRAINING COPY to try these procedures, options, reports or settings.

> The TRAINING COPY will show how these functions work before effecting the actual data. See section 2.8 SETTING UP A TRAINING PROGRAM.

It presence is a suggestion that the associated instructions should be tried out in a non-critical environment, such as the training copy. This way the outcome of changes will be known before making changes to your actual system. The training copy can be made at any time throughout the life of WinJewel program.

♦ 2.8.2 *Make a Training Copy:*

1. Click on REPORTS, SYSTEM SETTINGS.
2. Click on the gray button on the right that says MAKE TRAINING PROGRAM.
   a. A second copy of WinJewel will be created. It will have it's own Icon on your Windows desktop entitled WINJEWEL TRAINING and all of the WinJewel screens will be displayed in gray as opposed to color (to reduce the uncertainty as to which system is which). It is on this training system that you want your staff to play with different screens and explore what happens when they select different options.

At the same time your staff is trying to "break" the training system, you can be loading inventory, suppliers, staff, etc. to set up the real system for production. As often as you want, you can select MAKE TRAINING PROGRAM again and all of these real system changes you made will be copied to the training system.

When you are ready for your first "go-live" day, you should delete the training program folder. Use Windows Explorer or My Computer on your desktop to delete the entire folder entitled "C:\WJTraining."

♦ 2.9 SET SCREEN APPEARANCE

Resolution is the size of the screen picture. A higher resolution is a smaller picture but will show more. WinJewel recommends 1024x768. This is done in Windows, not WinJewel.
To set the screen resolution:
1. Right click on the desktop.
2. Left click on Properties.
3. Left click on Settings.
   a. Move the "Screen Resolution" scroll bar to the desired resolution..
WinJewel also recommends that you set your taskbar to <u>not</u> be "Always on Top." To change the task bar settings:
1. Right click on the "Start" button
2. Left click on "Properties"
3. Left click on the "Taskbar" tab near the top of the properties window.
4. Uncheck the "Keep the Taskbar on top of other windows" option.
   a. WinJewel recommends uncheck all 5 Taskbar Appearance checkboxes.
5. Click OK

💎 2.10 GETTING SPECIAL ASSISTANCE

A NOTE OF CAUTION. There are many special settings in WinJewel <u>that are not specifically referenced in this manual</u>. Do not select any of these items without first discussing this with WinJewel Customer Support. You can try these settings out in a Training Copy yourself but make sure you understand what a setting does before making changes in your real WinJewel program.

As part of your annual maintenance fee, you have access to WinJewel's staff for assistance. There are 3 ways to ask questions. (Additionally answers to many questions are available in the "HOW DO I" list of the HELP screen to see if the question is already answered there.)

1 - Call direct to WinJewel's office at (360) 658-9875. Our normal office hours are Monday – Friday 7 A.M. to 5 P.M. Pacific Time. Someone is usually available to answer calls outside of the normal office hours 24 hours/day, 7 days/week. If you get a recording, please leave a message and we will get back to you as soon as we can.

2 - Email your question to support@winjewel.com. We will respond to all e-mails within 24 hours with a detailed answer.

3 - Fax your question to WinJewel (360) 651-8716.

3 SALES

3.1 HOW TO WRITE UP A SALES SLIP

3.1.1 Discussion:

Completing a basic sales transaction in WinJewel is simple and straight forward. More complicated sales transactions may require a little more training time but are also easy once you know how to handle them. This first section of the this chapter describes a basic sale in detail. Other transaction types follow.

3.1.2 Things you Should Do or Know Before Starting:

- You do not need to click in the LAST NAME field to enter a name for searching the customer database. Click once on the SALES icon. This will display the sales slip form. The cursor is blinking in the PHONE box. To start a sale you can enter either the customer's name or phone number immediately.
- Make sure that the NumLock (N/Lock) on your keyboard is on (light is illuminated). The 10 key number portion of your keyboard acts as navigation buttons when NumLock is off and may cause peculiar behavior.
- Follow the sequence of entering information. WinJewel will prevent you from completing a transaction that is missing information such as a salesperson, but this process will force you to jump around the screen in an inefficient manner.
- Set up the printing preferences as described in section 2.7 SYSTEM AND PRINTER SETTINGS before making any sales.
- The sales tax rate is displayed just below the END SLIP button. If this is not the correct rate, go to REPORTS, SYSTEM SETTINGS, SET TAX RATE.
- QUICKLISTS in appendix C provides a condensed breakdown of common tasks.

The normal sequence for entering a regular sale is:
1. Enter the customer information.
2. Select a salesperson.
3. Enter the item information.
4. Select the payment type.
5. End the line (start a new line).
6. End the Slip.
7. Confirm payment options.
8. Slip prints.

This sequence may change slightly for special sales types such as layaways or in-store charges.

3.1.3   Enter the Customer Information:
DISCUSSION: ALWAYS CHECK TO SEE IF THE CUSTOMER ALREADY EXISTS IN THE CUSTOMER FILE. The first step to starting a sale is to select a customer or click on the NO NAME button if the customer is anonymous. Existing customers can be retrieved from the sales screen. As a convenience new customers can be added from the sales screen also. Because customers can be added it is important that existing customer information is not typed in completely but instead must be retrieved from the existing customer file. Any customer information saved on the sales screen will create a new customer record, even if the information is identical to the existing customer record. This will create a second entry of the customer that is independent of the existing customer record.

There are two methods to retrieve an existing customer from the sales screen. You can either:

- Enter a customer's phone number in the PHONE field.
- Enter a customer's last name (or partial last name) in the PHONE box. When you enter letters in the PHONE field, WinJewel knows to check for a last name instead of a phone number.

You can also do a FIND BY search of the customer's FIRST NAME, or ADDRESS by using the FIND BY button.

Press the ENTER key, TAB key or Click into another field (when you do this the letters of the name will be copied into the LAST NAME field). If the phone number or name is already in the system, WinJewel will display the name and address of all the matches. Click once on the correct entry and all the customer information will be automatically filled in.
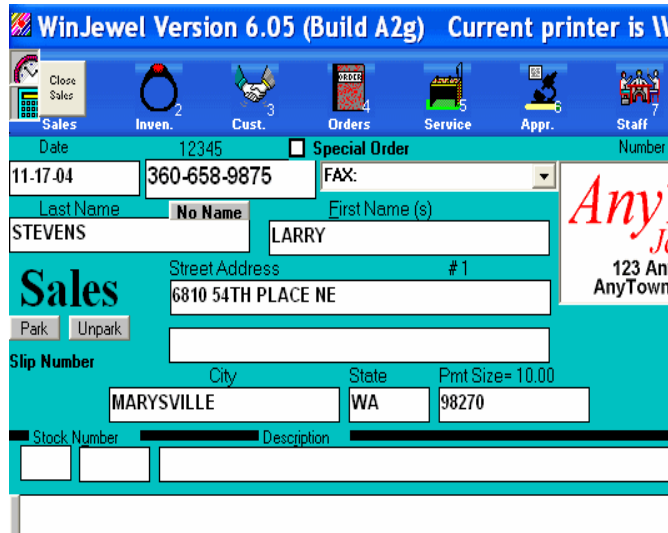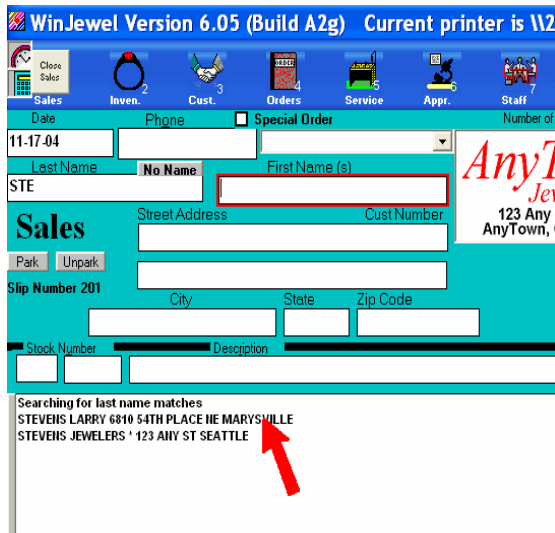
If this is a new customer with no previously entered data, fill in the rest of the information in each field. The ENTER or the TAB key will move you from box to box.

♥ 3.1.4 Select a Salesperson:

With the cursor blinking in the SALESPERSON box, select a salesperson. There are two ways to select a salesperson's name.

- Click once on the small arrow to the right of the box to display the names. Click one time on a name.
- Enter the sales person's unique code (discussed in the chapter STAFF AND TIMECARDS) and hit ENTER. If entered correctly the full name will be displayed in the box.

This name will be printed on the Sales Slip given to the customer and also tracked for reporting and commission purposes.

OPTIONS: The system allows sales credit to be equally split between up to 5 salespersons. To enable this option, go to REPORTS, SYSTEMS SETTINGS, SET SALES TO SPLIT BETWEEN SALESPEOPLE. When this option is turned on a SPLIT SALE line will be added to the bottom of the salesperson list on the SALES screen. To split a sale select this line, then select the staff names that will split the commission.

OPTIONS: A default staff member can be chosen for sales. This staff member's name will appear on the sales screen and all printed sales transactions unless changed at the time of sale. This will eliminate a step during sale transactions if there is only one salesperson. To enable this option, go to STAFF, STAFF MEMBER (select the staff member's name), check the box USE THIS NAME IF NO NAME GIVEN.

♦ 3.1.5 Enter the Item Description:

The cursor should now be blinking on the first STOCK NUMBER box. Enter the first three digits of the stock number then press the ENTER key. The cursor will now be blinking in the second STOCK NUMBER box. Enter the next 5 digits of the stock number and press the ENTER key (you can also enter the entire 8 digit stock number into the first STOCK NUMBER box). If the computer finds a match for this stock number the DESCRIPTION, PRICE and DEPARTMENT boxes will be filled in automatically. If no match is found you should enter these yourself. If you are using bar-coded tags, you can simply scan the bar code of the item you are selling and complete item information will be filled in (the cursor must be blinking in the first STOCK NUMBER box to do this).

♦ 3.1.6 Select a Payment Type:

You must now choose a payment option button along the right side of the screen labeled CASH, CHECK, BANCKARD, (CHARGE, PAYMENT, LAYAWAY and MEMO if memo is turned on). Click on the small circle just to the left of each label. Notice how the last one that you clicked is black. If it doesn't turn black move your mouse arrow and click it again.

♦ 3.1.7 End the Line:

Ending the line completes this one item and prepares WinJewel for the next item or for ending the sale. There are two choices for ending the line, END LINE TAX and END LINE NO TAX. Either will end this line. The correct choice depends on the item type (taxable or non-taxable). If you choose END LINE TAX the sales tax will be calculated and shown on the sales item. After you choose an END LINE button, the cursor will move to the first STOCK NUMBER box, ready for the next item. If you have another item for this sales slip, enter the numbers now.

OPTIONS: WinJewel assigns a SALES SLIP number to each transaction. This is just a consecutive assignment of numbers to each transaction. You can change this number (to match your pre-numbered or handwritten slips) by clicking on the words "SLIP NUMBER". This can be done at any time during the sale but must be done before clicking on END SLIP. Enter the number that you want printed on the slip. Changing the number will not effect the starting point of the next slip number. WinJewel will skip to the next available number if the consecutive number has already been used. If you want to change the starting point of sales slip numbers (to be consistent with your old way of accounting), go to REPORTS, SALES REPORTS, SET NEXT SALES SLIP NUMBER and enter the number you want.

OPTIONS: WinJewel allows you to choose the number of slips you want printed. You can change this number for one transaction or for all transactions. To change the quantity for one transaction only click on the NUMBER OF COPIES button near the top of the screen. This must be done before clicking on END SLIP. To change the quantity for all transactions see the instructions in section 2.7 SYSTEM AND PRINTER SETTINGS.

♦ 3.1.8 End the Slip:

If you are finished with this sale, just point to the END SLIP bar and click.

♦ *3.1.9 Confirm Payment Options:*

After ending the slip the you will have an opportunity to change/confirm the payment option. The following screen will appear. You can accept the entry or change the payment types as desired.

This slip calls for 959.89

Return to Slip	Cash	959.89
	Check	
	Visa	
	Mastercard	
	Discover	
	Amex	
	Other	
		End
Total shown from customer:		959.89

Point and click with the mouse on any item that you want to change and enter the amount (you can now split payments such as taking a portion by check and a portion in cash).

This slip calls for 959.89

Return to Slip	Cash	200	Balance
	Check		Balance
	Visa		Balance
	Mastercard		Balance
	Discover		Balance
	Amex		Balance
	Other		Balance
You have TO LITTLE by:		759.89	End
Total shown from customer:		200.00	

As you are making changes, if the entries go out of balance to the total, you can correct this by clicking on the BALANCE button next to the category you want to use to balance

This slip calls for 959.89

Return to Slip	Cash	200.00
	Check	
	Visa	759.89
	Mastercard	
	Discover	
	Amex	
	Other	
		End
Total shown from customer:		959.89

When you are finished, click on END.

OPTIONS: If the customer is paying with a check, the system will provide you a field to enter the check number and this information can be used when you are preparing your daily deposit by selecting REPORTS, SALES REPORTS, SHOW CHECKS RECEIVED. This field can be left blank.

OPTIONS: WinJewel can also request the entry of the customer's drivers license number (go to REPORTS, SYSTEM SETTINGS, SET DRIVERS LICENSE NUMBER TO BE ASKED FOR. If you have previously entered the number for this customer, WinJewel will display it for verification). When entered, the customer's drivers license number will be displayed in a customer note. This field can be left blank.

SLIP PRINTS:
The sales slip will print according to your printing preferences.

3.2   PRINTING SALES SLIPS

Before you hit the END button on the sales slip, you should make certain that your printer is turned on and supplied with paper. The sales slip will now print. Normally, sales slips will print on half of an 8 1/2 x 11 piece of paper. You may want to have some half pages available for printing.

The number of sales slips printed for this transaction will be determined by the NUMBER OF COPIES field located on the top portion of the SALES screen. This can be set for any number of sales slip copies. The standard default is established by selecting REPORTS, PRINTER SETTINGS, SET DEFAULT NUMBER OF COPIES OF SALES SLIP TO PRINT. However, on any given sales slip, this number can be changed by putting the cursor in that box and typing in any number desired. This must be done before you hit the END SLIP button.

The Sales Slip will include the date, your store logo, the slip number, the customer's name and address, the form of payment, a full description of the item including the Stock Number, the amount, the customer's current balance, the salesperson and a special message line. To set the special message line, select REPORTS, PRINTER SETTINGS, SET THE NOTE TO BE MADE ON EACH SALES SLIP. The unique customer number will also print on the Sales Slip. You can undo this by selecting REPORTS, SYSTEM SETTINGS, SET THE CUSTOMER NUMBER TO PRINT ON SALES SLIPS.

3.3   SPECIAL CUSTOMER INFORMATION ON SALES SCREEN

Anytime that you have a customer filled in on the screen, several additional information items are available. At the bottom of the screen are several gray bars that can be selected. SEE NOTES will show all notes previously entered for this customer. You can also make a new note by selecting MAKE NOTE. To close the note press the "Enter" key or click in the gray border around the note.

All previous sales slips for this customer will be displayed with the PREVIOUS selection as well as the customer's PROFILE screen and any outstanding REPAIR envelopes. You will note that when you make any of these selections, the PREVIOUS button changes to now say SEE SLIP (For PROFILE, hit END PROFILE). When you are finished looking at the items, this selection will return you to the sales slip.

Once the customer has been identified, the SALES screen will also display some valuable information about this particular customer. If the customer has an outstanding balance, that amount

will be displayed just above the address field. In addition, the credit limit and agreed payment amount will also be displayed.

3.4 SALES REPORTS

WinJewel provides complete daily, monthly and special sales reporting. At the end of each day, you should go to REPORTS, SALES REPORTS and select the DAILY SALES REPORT. This will give you a complete printout of a day's activity including a list of each sale, the salesperson responsible, the stock number of the item sold, the description, the department, the customer and the amount and format (cash, check, etc) of the sale. In addition, you will get the daily totals for total sales, sales tax collected, cash collected and total sales by department and salesperson.

This report should be saved and filed away in a safe place. If anything ever happens to your system and you have not completed a recent backup, you can fully reconstruct sales activity from this report.

The following additional sales reports are available by selecting REPORTS, SALES REPORTS and the desired report:

> MONTHLY SALES REPORT (monthly totals of sales by payment type, salesperson and department)
> SPECIFIED TIME PERIOD SALES REPORT (sales details and totals for any date range desired)
> ANALYZE SALES IN A GIVEN PERIOD BY DEPARTMENT

3.5 WRITING A SALES SLIP FOR AN ENVELOPE

BY ENVELOPE NUMBER: If you want to write a sales slip for a repair envelope, enter an "E" " in the phone box and it will be automatically transferred to the first stock number box and focus will move to the second stock number box where you can enter the envelope number. Everything that was entered when the envelope was made out will be filled in on the screen, including the customer's information, description, price, department and salesperson.

BY CUSTOMER NAME: Enter the customer's information then select a salesperson. Click on the REPAIR button at the bottom of the sales screen. A list of open envelopes for this customer appears. Select the envelope.

3.6 REPRINTING A SALES SLIP

Sometimes the printer will jam or for some reason you want another copy of a sales slip. On the SALES screen, bring up the customer that the slip was written for. Then click on the PREVIOUS gray bar. All of the slips that have ever been written for this customer using WinJewel will be displayed in the large white box at the bottom of the screen. The most recent one should be listed at the bottom. Point with the mouse and click on that slip. You will be asked if you want to reprint or reverse this slip. Click on the REPRINT button and another slip will be printed.

♦ 3.7 DELETING A SALES SLIP YOU ARE WORKING ON

If you need to erase a sales slip that is in the process of being written but not finished, click on the small "X" in the upper right hand corner of the screen. All data for this slip will be erased and you can now start over.

DELETE ONE LINE: If you need to change a line already entered on the sales slip, simply click on the detail line you want to change from the large white box and it will be automatically re-entered in the entry boxes above. Change the incorrect field to what you want and hit the END LINE button again and the correct information will now display in the large white box.

♦ 3.8 REVERSING / ERASING A SALES SLIP

Go to the LAYAWAY section of this manual (chapter 3.14) to reverse a layaway.

Go to section 3.12 WRITING A SALES SLIP RETURN, DISCOUNT OR CREDIT to return merchandise from a previous sale to the store and to give the customer a refund.

♦ 3.8.1 Discussion
WinJewel provides three ways to undo a sales slip that needs to be removed for any reason other than a return of merchandise (for example it was entered incorrectly). This paragraph describes two of those methods. The third method, SEE OR CHANGE ONE DAY should only be performed by advanced users or with the assistance of WinJewel support. The two methods (REVERSE and ERASE), create a record that is opposite of the original transaction, adjusts account balances and restores inventory files to their original position.

> Hint: Make a fresh TRAINING COPY to try these procedures, options, reports or settings. The TRAINING COPY will show how these functions work before affecting the actual data. See section 2.8 SETTING UP A TRAINING PROGRAM.

♦ 3.8.2 Reverse a Sales Slip:
1. Enter the customer information on the SALES screen.
2. Select a Salesperson.
3. Click on the PREVIOUS button near the bottom of the screen. A list of previous transactions will appear for this customer.
4. Adjust the date on the Sales Screen (upper left corner) to match the date of the original sale.
   a. Double click in the DATE field (upper left corner) and select the desired date. The daily and monthly reports will be adjusted on this date.
5. Click on the slip to be reversed and click on REVERSE. This will create another slip with exactly the opposite information and restore the account balances and inventory files to their original position.

♦ 3.8.3 Erase a Sales Slip:
Erasing a slip removes the original transaction, adjusts account balances and restores inventory files to their original position. Erasing a slip is similar to reversing a slip with three exceptions:

- The transactions (original and erasing) will not appear in any sales reports.
- You must be authorized (STAFF permission) to ERASE.
- A record of the erase will be entered into a separate file. To view these go to REPORTS, SALES REPORTS and click on LIST OF ERASED SALES BY TIME PERIOD.

To erase a sales slip:
1. Enter the customer information on the SALES screen.
2. Select a Salesperson.
3. Click on the PREVIOUS button near the bottom of the screen. A list of previous transactions will appear for this customer.
4. The date does not need to be adjusted but can be for recording purposes.
   a. To change the date, double click in the DATE field (upper left corner) and select the desired date. The daily and monthly reports will be adjusted on this date.
5. With the right mouse button, click on the slip to be erased.
   a. A message box will appear asking for your staff permission code. Enter you code. (You must be authorized to ERASE on the STAFF screen).
   b. A another message box will appear warning you that the next slip you click on will be ERASED.
6. With the left mouse button, click on the slip to be erased. It is now erased. It will not appear in any sales reports or customer sales history. A record will be created recording the erase, account balances will be restored and inventory files will returned to their original position.

3.9   CHANGING A SALES SLIP - SEE OR CHANGE

WARNING: This process should only be performed by advanced users or with the assistance of WinJewel support.

If you find you have entered sales slip information incorrectly, it is usually best to totally reverse/erase the incorrect slip (see above) and then write up a whole new slip with the correct information.

Hint: Make a fresh TRAINING COPY to try these procedures, options, reports or settings. The TRAINING COPY will show how these functions work before effecting the actual data. See section 2.8 SETTING UP A TRAINING PROGRAM.

However, sometimes you may find that you need to go back and change an old slip. To do this, go to REPORTS, SALES REPORTS, SEE OR CHANGE ONE DAY. It is important to remember that this process does NOT automatically change the customer's balance and the inventory records. It does change the totals on any day or month report if you run that report again. Be very careful making any change because very few of the checks and balances safeguards that are normally built into the WinJewel system will be working.

From the SEE OR CHANGE ONE DAY SCREEN, enter the date for the slip that you want to change. Point and click on the line of that day that you want to change. Each separate part of the sales slip will display in a window box and allow you to change it. After you have completed making the changes, you will be given one last chance to not change the slip. Enter SAVE if you want to make the change permanent.

💎 3.10   MOVING A SALES SLIP

If you want to move a sales slip from one customer's account to another, go to REPORTS, CUSTOMERS, MOVE SALES SLIP FROM ONE CUSTOMER TO ANOTHER. Enter the customer number of the "from" customer in the FIRST CUSTOMER NUMBER BOX and hit ENTER. If you don't know the number, click on FIND A CUSTOMER NUMBER BY NAME and enter the customer's name. Next, enter the 'to" customer number in the SECOND CUSTOMER NUMBER box. Now, click on the slip or slips you want to move and click on the down arrow button. You will see the items move between customers. If you make a mistake, just click on the item again and click on the up arrow button and it will move back. When you click END TRANSFER, the system will automatically re-link the sales slip history.

💎 3.11   FINDING AN OLD SALES SLIP

If you know an item has been sold, but you cannot remember the item number, for how much and to whom, you can find the sales slip by using a special FIND BY selection. Go to REPORTS, SALES REPORTS, FIND A SALE BY WORD OR PHRASE IN SALES DESCRIPTION. Enter a starting and ending date to search and a portion of the item description which would have printed in the description field on the sales slip and WinJewel will find all of the matches.

You can also search for old sales slips by dollar amount. Go to REPORTS, SALES REPORTS, FIND A SALES SLIP BY SLIP AMOUNT and you can search by date or date range, specific amount or range of dollar amounts and whether you want to look for the amount with or without sales tax. All matches will be displayed and you can look at each one to determine if it is the one you want.

IF you know the slip number, you can find the record in WinJewel by going to REPORTS, SALES REPORTS, FIND SALES SLIPS BY SLIP NUMBER.

💎 3.12   WRITING A SALES SLIP RETURN, DISCOUNT OR CREDIT
Go to the LAYAWAY section of this manual (chapter 3.14) to reverse a layaway.

Go to section 3.8   REVERSING / ERASING A SALES SLIP to undo a slip that was entered incorrectly.

WinJewel provides a two ways to return an item to inventory and refund the customer.
- RETURN (one item at a time) allows you to choose how to refund the customer (payout or store credit). It is recorded by creating a new sales slip.
- REVERSE (an entire slip) returns all items on one slip to inventory, and refunds the customer payment type exactly as it was on the original slip. It also is recorded by creating a new sales slip. If the original transaction was a store CHARGE the balance will be adjusted. If it was a BANKCARD payment you must also run a refund transaction on their bank card. CASH and CHECK payment types can be paid out in cash.

💎 *3.12.1   Return (one item at a time) for credit or refund*
1. Enter the customer information on the SALES screen.

2. Select a Salesperson.
3. Enter the item (stock) number of the item to be returned.
    a. NOTE: If the item does not have a stock number;
        i. Enter the description in the description field
        ii. Enter the retail price (no tax) in the price field (**-102.00**) as a minus amount.
        iii. Select a department.
        iv. Skip steps 4-5.

4. A message box appears telling you that the item is already sold. Click OK.

5. Another message box appears asking "Is this a return?" Click YES. A negative amount for the original sale will be placed in the PRICE field.
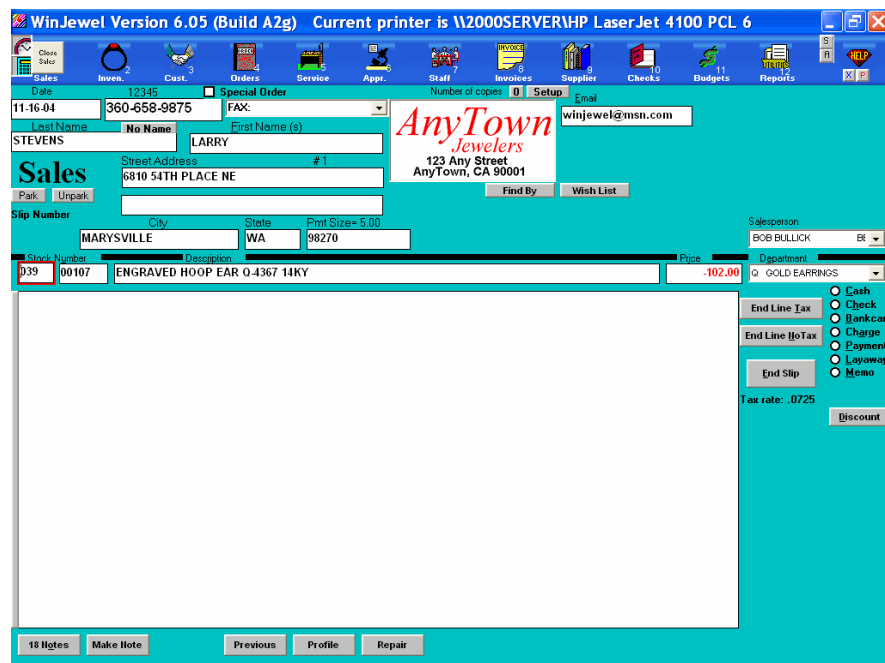
6. Select a payment type.
   a. GIVE A STORE CREDIT INSTEAD OF A REFUND: WinJewel allows you to return an item and give the customer a store credit instead of refunding cash.

Hint: Make a fresh TRAINING COPY to try these procedures, options, reports or settings. The TRAINING COPY will show how these functions work before effecting the actual data. See section 2.8 SETTING UP A TRAINING PROGRAM.

   i. Use this procedure if the customer;
      1. is only returning items and the difference will be given in a store credit.

2. OR, is purchasing at the same time AND the purchase amount is less than the refund amount AND the refund will be given in a store credit.
3. OR, is purchasing at the same time AND the customer will be charging (store charge not bankcard) the sale.

    ii. Click on the CHARGE payment type.

    iii. Click on END LINE TAX or END LINE NO TAX.
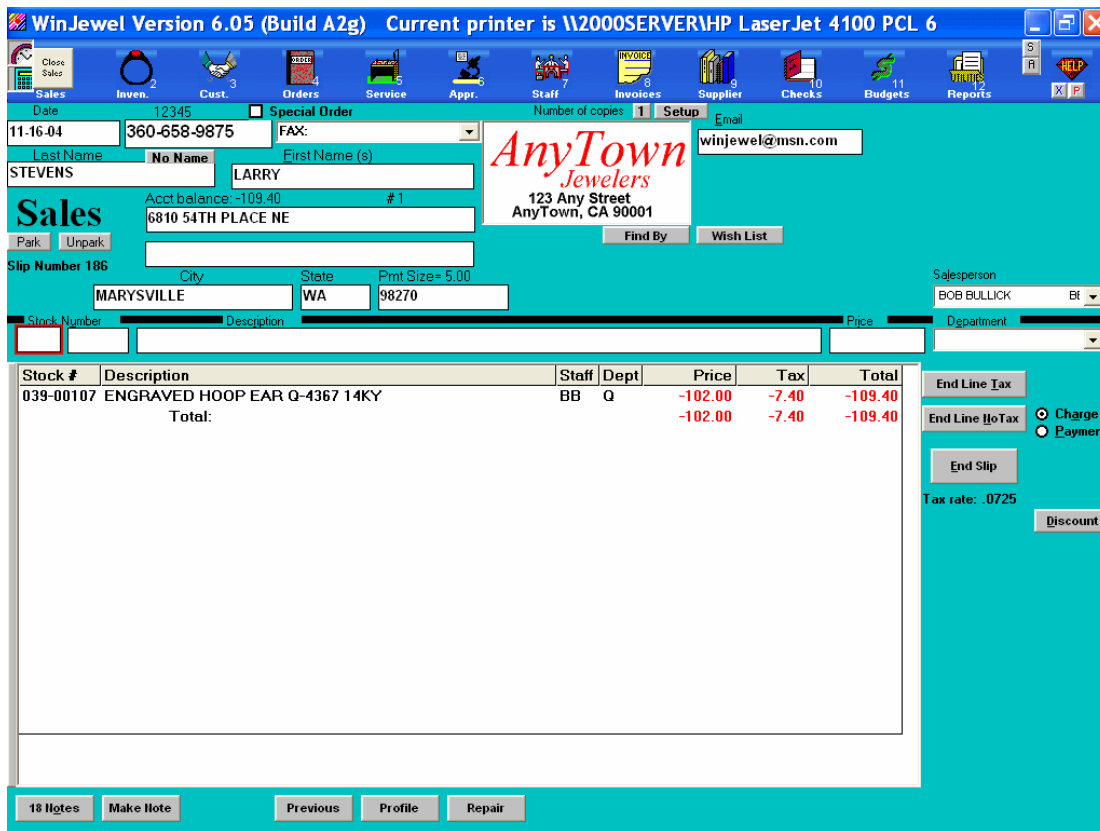
1. Notice the customer balance has been adjusted when payment type is CHARGE.
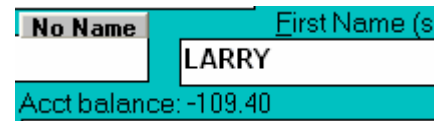
    iv. Enter next item (purchase or return) or click on END SLIP.

b. REFUND WITH A PAYOUT: You may also take in a return and refund the payment to the customer.

    i. Use this procedure if the customer;
1. is only returning items and the refund will be paid out.
2. OR is purchasing at the same time AND the refund purchase amount is less than the refund amount AND the refund will be paid out.

3. OR, is purchasing at the same time AND the purchase amount is more than the refund amount AND the purchase will be paid in full.
   ii. Click on the desired payment type (CASH, CHECK, BANKCARD).
   iii. Click on END LINE TAX or END LINE NO TAX.
   iv. Enter next item (purchase or return) or click on END SLIP.

▼ 3.12.2 Reverse (an entire slip)

> Hint: Make a fresh TRAINING COPY to try these procedures, options, reports or settings. The TRAINING COPY will show how these functions work before effecting the actual data. See section 2.8 SETTING UP A TRAINING PROGRAM.

1. Enter the customer information on the SALES screen.
2. Select a Salesperson.
3. Click on the PREVIOUS button near the bottom of the screen. A list of previous transactions will appear for this customer.
4. NOTE: the date should not be adjusted for proper recording of the return.
5. Click on the slip to be reversed and click on REVERSE.

▼ 3.12.3 Discounts:

There are three ways to discount a price at the point of sale. Two are discussed in this section. The third is discussed in section 3.13 AUTOMATE THE DISCOUNT PROCESS.

METHOD 1
When entering an item on the sales screen, change the amount in the price box to the amount you wish to sell it for (before clicking on END LINE...).

METHOD 2
When entering an item on the sales screen, enter the item as normal and click on END LINE..., then enter a second line with no stock number but with the description box reading something like "Less Discount". Enter the dollar amount you want to discount as a (**-20.00**) negative amount. Use the END LINE NO TAX button if you do not want sales tax computed on this amount.

▼ 3.12.4 Credits:

WARNING: Charges and Layaways are discussed in greater detail in their respective sections. But because we are discussing credits (using CHARGE and PAYMENT option types) in this section you should note that Charges and Layaways are two separate types of transactions. A payment to a charge is not the same as a payment to a layaway. A layaway is connected to an actual inventory item where a charge only creates a store balance/credit for the customer. Do not use (REG. or DOWN) PAYMENT types for layaway transactions.

CREDIT: A credit is recorded as a negative number in the customer's balance box on the customer screen (or between the FIRST NAME and ADDRESS box on the sale screen). A credit to a customer is written by making the amount in the PRICE box minus and clicking on the CHARGE option for the type of sale.

USE A CREDIT: To use a credit to pay for a purchase (or part of a purchase):
1. Enter the customer information on the sales screen.
2. Select a Salesperson.

3. Enter the item(s) that the customer is purchasing. Repeat for each item.
4. Click on CHARGE payment type.
5. Click on END LINE TAX or END LINE NO TAX.
6. Click on PAYMENT.
7. Click on REG. PAYMENT.
8. Enter the amount (of the existing credit) to be used as a negative number (**-25.00**)**.**
9. Click on END LINE NO TAX.
    a. Notice that the customer balance has been adjusted.
10. Click on END SLIP.

REFUND A CREDIT: If the customer has a negative balance (credit) and you want to refund cash;
    1. Enter the customer information.
    2. Select a Salesperson.
    3. Click on PAYMENT.
        a. Click on REG. PAYMENT.
    4. Enter the amount (of the existing credit) to be used as a negative number (**-25.00**)**.**
    5. You can edit the DESCRIPTION field (for example ~~PAYMENT~~ REFUND – TO BE APPLIED TO SLIP 1234).
    6. Click END LINE NO TAX.
    7. Click END SLIP.

GIVE A STORE CREDIT.
    1. Enter customer information.
    2. Select a salesperson.
    3. Click on the "PAYMENT" payment option button.
    4. Click on "REG. PAYMENT".
    5. You can edit the description. Add "STORE CREDIT".
    6. Enter amount of the credit to be given.
    7. Click on END LINE NO TAX.
    8. Click on END SLIP.

CASH REFUND: If for any reason you owe a customer money that is not associated with a return or a credit you can simply start a sales slip, enter a meaningful description (this will be your only record so it should explain the payout clearly), and enter the amount to be refunded as a negative. Click on the appropriate payment option for the type of sale (CASH, CHECK, BANKCARD). Click END LINE NO TAX, then END SLIP.

3.13 AUTOMATE THE DISCOUNT PROCESS

You can add a special DISCOUNT gray button on the SALES screen by going to the REPORTS, SYSTEM SETTINGS, SET DISCOUNT BUTTON TO BE ALLOWED ON SALES SCREEN. Once this button is visible, you can click on it when you are making a sale and the system will automatically compute the discount by percentage, a set dollar amount or the exact sales tax for the item.

For example: If you had just clicked on END LINE TAX for an item that was $100 and you wanted to discount that item 20%, you would click on DISCOUNT then enter 20 (just a number,

no "%" sign) in the DISCOUNT THE LAST LINE BY box. Finish discounting by hitting the POST button.

3.14   LAYAWAYS: WRITING AND BOOKKEEPING

3.14.1   Discussion:

Layaways should be done as separate sales slips. Layaways should not be combined with other transaction types. A separate Layaway ticket for each item enables better Layaway management, for example; individual items on one layaway slip with multiple items cannot be paid off individually. Another example is individual items on one layaway slip with multiple items cannot be reversed (cancelled) with out canceling the entire slip.

When an item is put on layaway it is considered pending by WinJewel (unless you have chosen the alternate recording method). The sale will show on the sales report but will not be added into Total Sales and will not be assigned to either an individual department or salesperson. The inventory record for this item will include a special note stating "Item on Layaway," the date the layaway was started will appear in the DATE SOLD field and the customer's name preceded by a "~" symbol will display in the CUSTOMER field. Doing a FIND BY using the "~" symbol in the Customer box of the INVENTORY screen will produce a list of all items that are on Layaway.

WARNING: Charges and Layaways are two separate types of transactions. A payment to a charge is not the same as a payment to a layaway. A layaway is connected to an actual inventory item where a charge only creates a store balance/credit for that customer. Do not use (REG. or DOWN) PAYMENT types for any layaway transactions.

Hint: Make a fresh TRAINING COPY to try these procedures, options, reports or settings. The TRAINING COPY will show how these functions work before effecting the actual data. See section 2.8 SETTING UP A TRAINING PROGRAM.

3.14.2   Recording

There are two methods for handling layaways. Under the default method in WinJewel, the sale is not recorded until the item is picked up by the customer. The item stays in inventory and no sales tax or commissions is recorded. You do not need to make any changes to the system to record layaways this way. For the alternative method, see the explanation at the end of this section.

The alternative way for recording layaways in WinJewel is to book the sale at the time of the transaction even though the item may stay in the store. Recording a layaway this way removes the item from inventory and both commissions and sales taxes are computed as due. To use this method, go to REPORTS, SYSTEM SETTINGS, SET LAYAWAYS TO BE HANDLED AS A SALE AT THE TIME OF THE TRANSACTION. The procedures for doing layaway transactions either way are identical, only the reporting is different.

3.14.3   Start a Layaway (Multi-Unit Items):

DISCUSSION: Items that are multi-unit are not marked with unique identifiers in WinJewel. The stock number of multi-unit items only track quantity. To put a multi-unit item on layaway, that item must be given a unique identifier. WinJewel does not do this for you. You can do this manually by auto assigning a stock number to the item at the point of sale, then manually adjusting (subtract one from) the quantity in

stock on the inventory screen (of the multi-unit item). Think of this process as taking an item off the display shelf, putting the customers name on it and putting it on a separate layaway shelf. To avoid having to do this procedure, WinJewel Software suggests that you limit the items you enter as multi-unit. Once the item is assigned a stock number, the layaway is handled normally.

The normal sequence for starting a layaway sale is:

1. Enter the customer information.
2. Select a salesperson.
3. Enter the item information.
4. Select the layaway payment type.
5. Select START LAYAWAY.
6. End the line (start a new line).
7. Select the PAYMENT payment type.
8. Select LAYAWAY PAYMENT.
9. Enter the amount of the initial payment.
10. End the Slip.
11. Confirm payment options.
12. Slip prints.

♥ 3.14.4   Start a Layaway (Item is Entered into Inventory with Unique Number)

1) Enter the customer information.
2) Select a Salesperson.
3) Enter Item stock number in the Stock number fields. Items can only be put on layaway if they have a valid inventory number.
4) Select Layaway (Payment type option button).
   a) Select Start a Layaway.
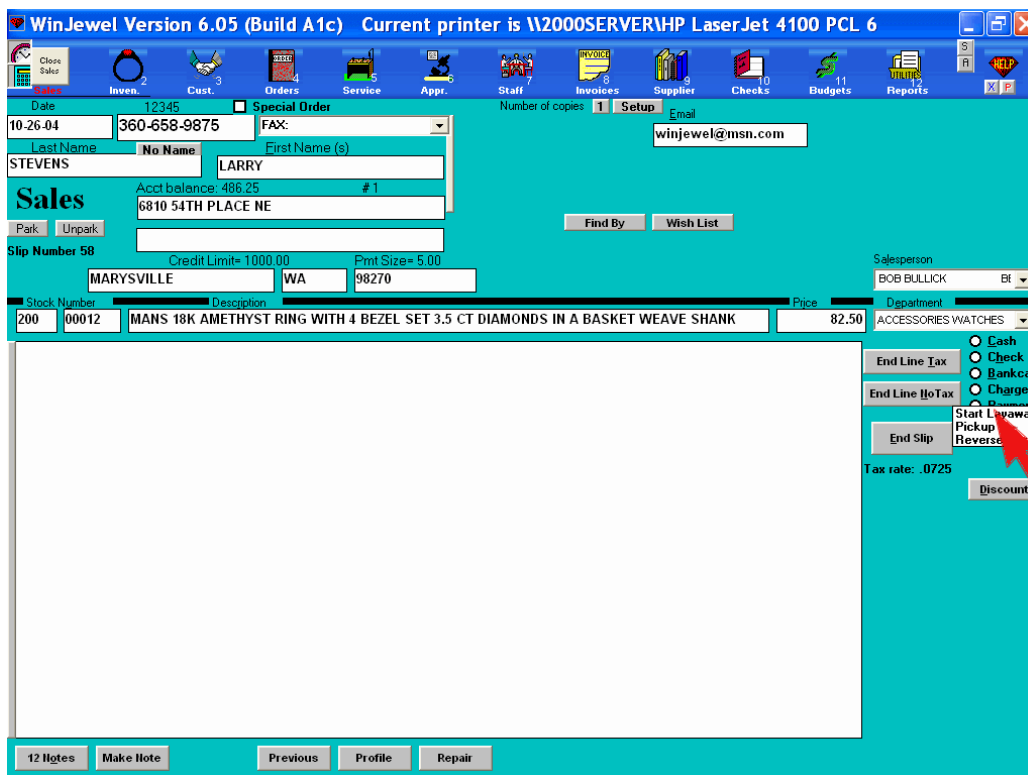
5) Click End LineTax or End Line No Tax button.

6) Select Payment (Payment type option button).
    a) Click on <mark>Layaway</mark> payment.
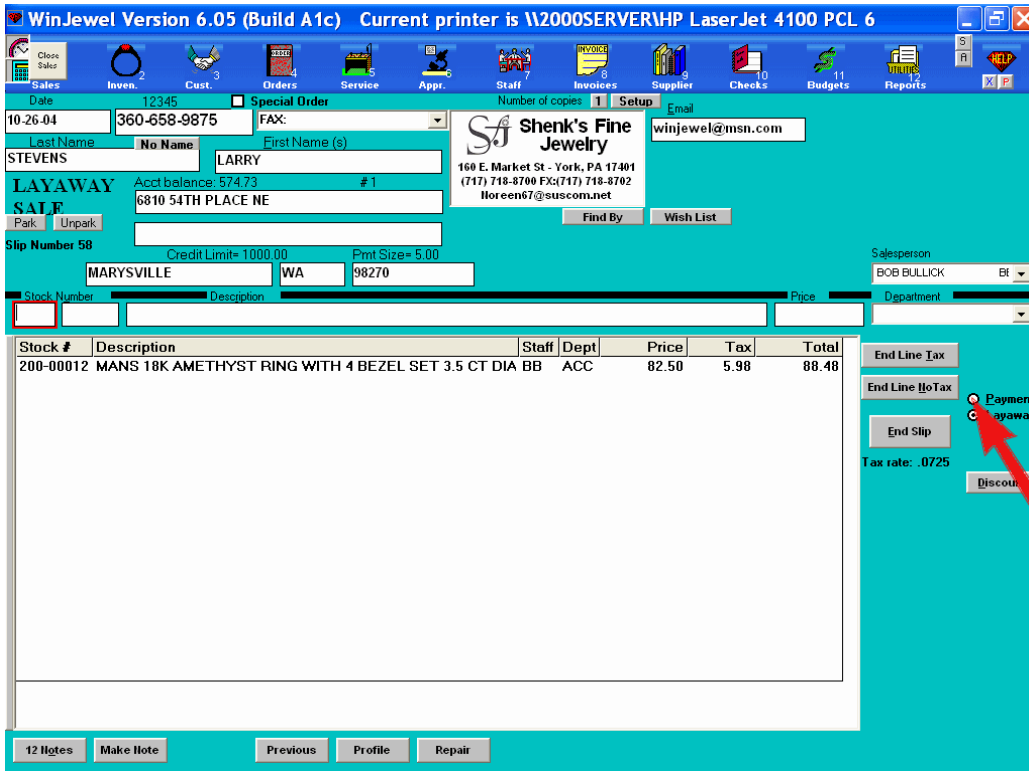
    b) A Layaway popup window opens. There will be a window for each open layaway transaction.
    c) Make sure the correct layaway is selected.
        i) Click on the Pay On button
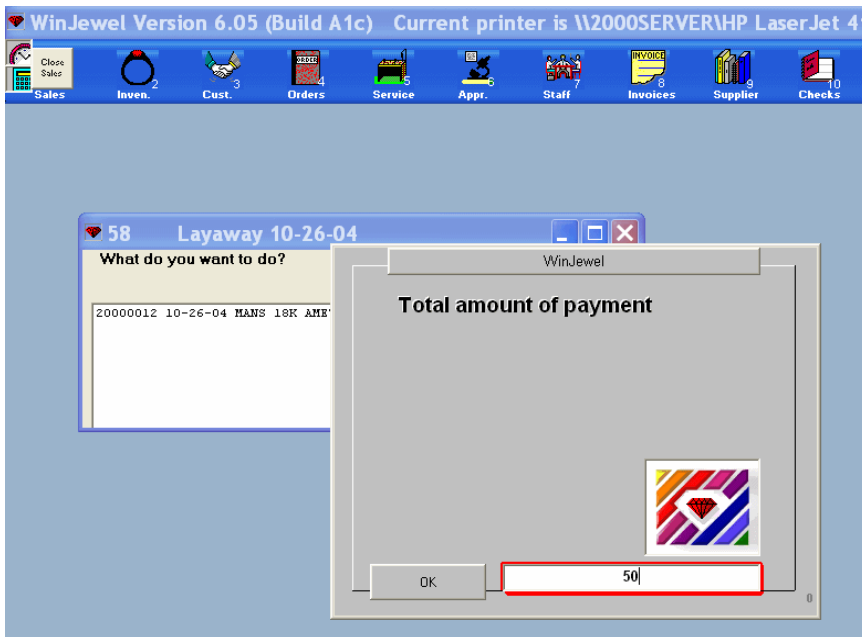
    d) Enter the amount of the down payment and click OK.

e) Note that the customer account balance has been posted below the customer name boxes. The balance does not reflect the payment you are about to make.

7) Click End Line No Tax button (the tax has already been applied).

8) DO NOT select any other payment type option buttons at this time. If the customer wants to use a charge card you will make that choice after selecting the End Slip button.

9) Click End Slip
  a) In the next popup window either click on the Balance button corresponding to the payment type (cash, check, bankcard) to automatically enter the payment amount or enter the amount in the appropriate box(es). The balance buttons will only appear when the total amount entered into each box does not equal the amount this slip calls for.
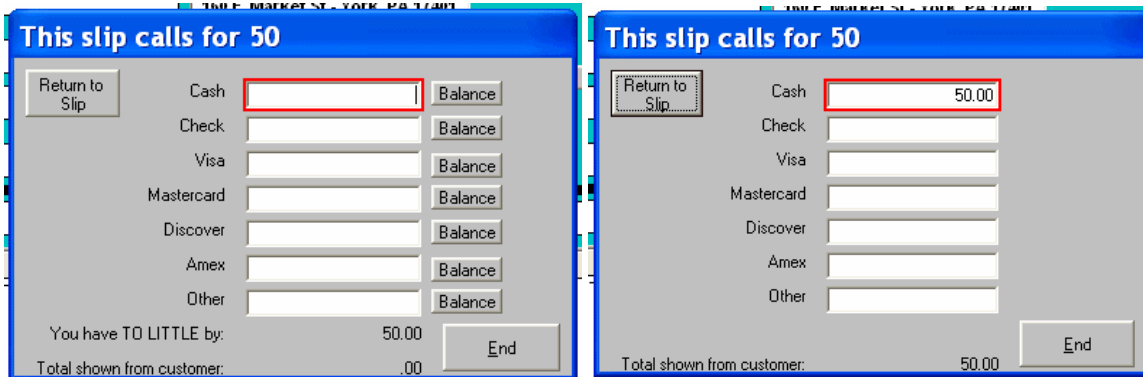
  i) Click End. Complete other payment/customer fields as required depending on your system settings.
  b) In the popup window enter the agreed minimum payment amount. This amount is only a reminder. It is used to determine (behind) payment status.
  i) Click OK

10) At this point you may go to the Inventory Screen and do a Findby for the item. The sales information will be displayed in the gray fields near the lower left corner. The price sold will reflect the price of the item, not the balance or payments.

♥ 3.14.5 Make a Payment to a Layaway:

Layaway payments should not be combined with other transactions. If the customer wishes to apply a store credit or gift certificate to the layaway item, process a refund of the credit or gift certificate on a separate sales slip prior to the layaway payment, then apply the amount of the refund to a layaway payment.

1) Enter the customer information.
2) Select salesperson
3) Select Payment (Payment type option button).
  a) Click on Layaway Pmt from the popup menu.
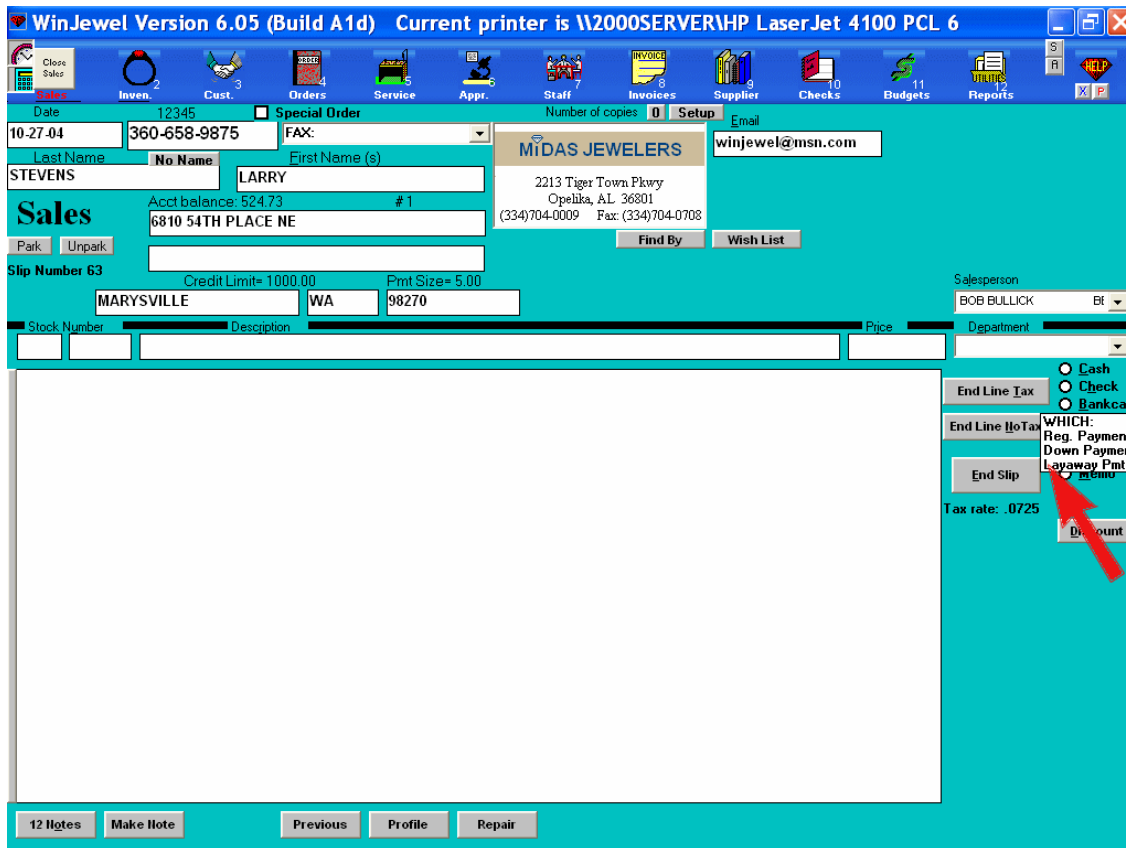
b) PAY ON
   i) A Layaway popup window will open.
      (1) Click on the Pay On button.
      (2) Enter the amount of the payment and click OK.
      (3) Note that the customer balance now reflects this payment amount.
   ii) Click on the End Line No Tax button. DO NOT select any other payment type option buttons at this time. If the customer wants to use a charge card you will make that choice after selecting the End Slip button.
   iii) Click on the End Slip button.
   iv) In the next popup window either select the Balance button corresponding to the payment type (cash, check, bankcard) to automatically enter the payment amount or enter the amount in the appropriate box.
   v) Click End
c) PAY OFF
   i) A Layaway popup window will open.
      (1) Select the Pay Off button.
      (2) Note that the customer balance now reflects this payment amount.
   ii) Click on the End Slip button to complete the transaction.
   iii) A popup window opens.
      (1) Select the payment type by clicking on the appropriate Balance button or by entering the amount in the appropriate field('s).
      (2) Click End

❤ *3.14.6 Start a Layaway (Item is not Entered in Inventory)*

A item that is not entered into inventory can be put on layaway from the sales screen. WinJewel will automatically assign an inventory number to the item. The layaway will be processed normally once the inventory number is assigned. The inventory number assigned will be in the format "998" "XXXXX", where 998 is the temporary vendor number and XXXXX is the next available stock number.

1) Enter the customer information
2) Select a salesperson
3) SKIP over the stock number boxes.
4) Enter the item "Description".
5) Enter the total price of the item.
6) Select a department.
7) Click on the Layaway payment type.
8) Click on "Start Layaway".
9) Click on the "End Line Tax" or "End Line No Tax" button.
    a. A message box will pop up telling you that an item can not be put on layaway if it does not have an inventory number. Click on the Auto # button.
    b. An inventory number is assigned and the item is posted on the slip.
10) Complete the layaway with the normal method (by clicking on the "Payment" button to enter the amount to be paid).

♦ 3.14.7 Reverse a Layaway:

Hint: Make a fresh TRAINING COPY to try these procedures, options, reports or settings. The TRAINING COPY will show how these functions work before effecting the actual data. See section 2.8 SETTING UP A TRAINING PROGRAM.

Reversing a layaway will return the item to inventory and will return the money back to the customer. When reversing a layaway all payments must be reversed along with the original "Start Layaway" slip. The original "Start Layaway" slip should be reversed last.

1. Enter the customer information.
2. Select a salesperson.
3. Click on the "Previous" button at the bottom of the sales screen.
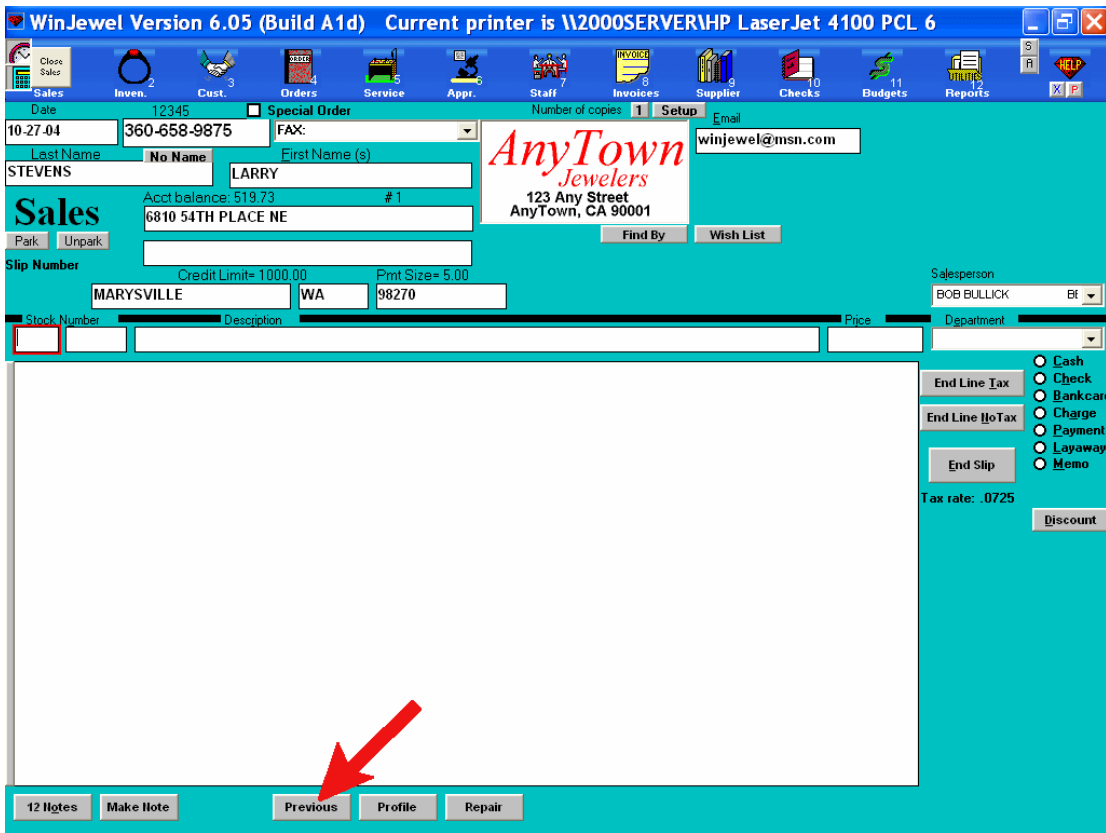
a. All previous slips for this customer will appear on the sales screen.
b. The "Previous" button changes to "This Slip"
    i. Clicking on "This Slip" will allow you to continue the sale.
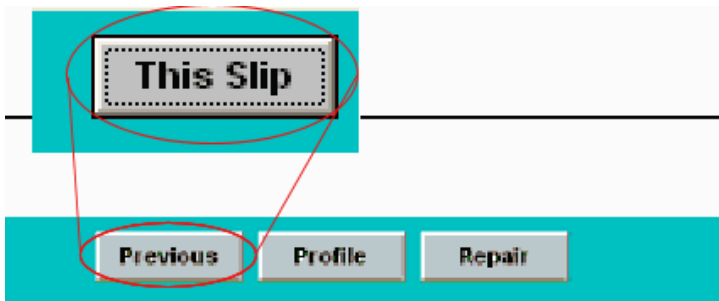
4. Click on a line that is part of the slip you want to reverse.
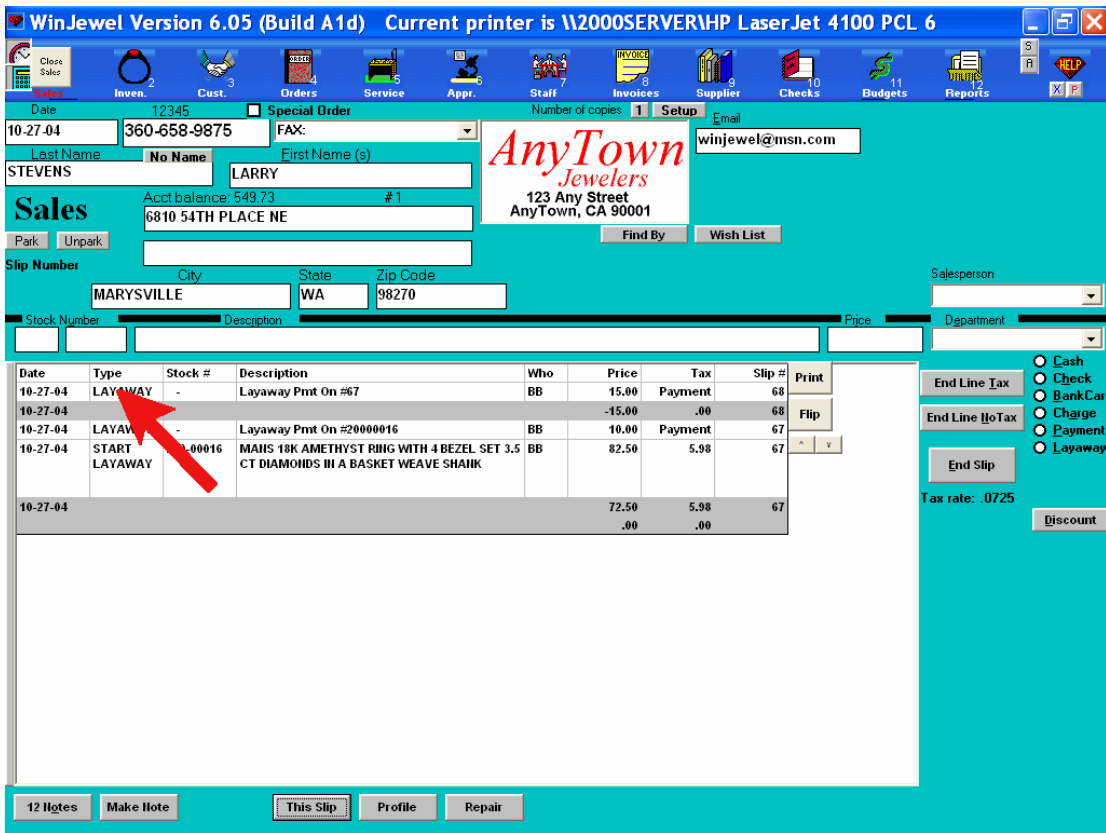
        a.   A message box appears.

5.   Click on the "Reverse" button.
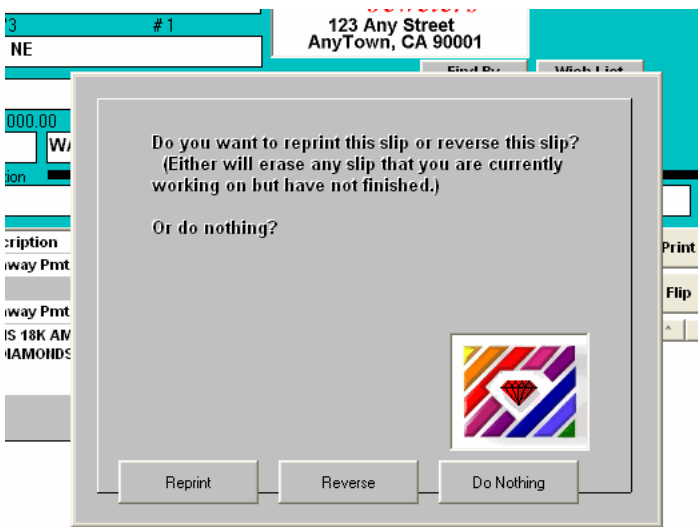
        a.   This slip is now reversed. All corresponding payments must be reversed now.
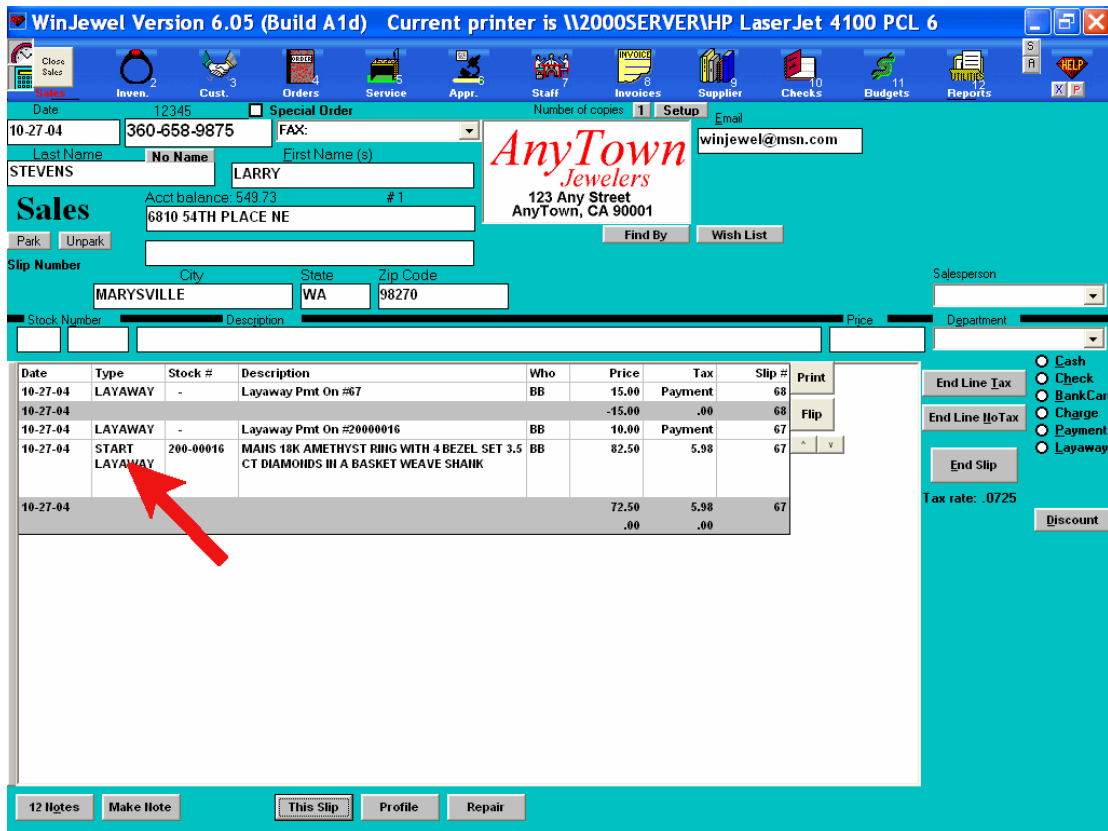
♦ 3.14.8 Erase a Layaway

Erasing a layaway will return the item to inventory and will adjust customer balances. When erasing a layaway all payments must be erased along with the original "Start Layaway" slip. The original "Start Layaway" slip should be erased last.

1. Enter the customer information.
2. Select a salesperson.
3. Click on the "Previous" button at the bottom of the sales screen.
   a. All previous slips for this customer will appear on the sales screen.
   b. The "Previous" button changes to "This Slip".
      i. Clicking on "This Slip" will allow you to continue the sale..
4. Right click on the line that is part of the slip that you want to erase.
5. A message box appears asking you for your personal identification code.
6. Enter your personal password..
   a. If you have not been given permission to do this process you will be told so and will return to the previous screen.
7. A message box will appear warning you that the you are about to erase a sales slip. Click OK.
8. Right click on the line that is part of the slip that you want to erase.
9. The slip is now erased from the sales record. It will not show up in any sales reports or customer reports. Any slips that have been erased can be viewed from "Reports" / "Sales Reports".

♦ 3.14.9 Return a Layaway

Returning a layaway will return the item to inventory and will give the customer a store credit equal to the amount paid.

1) Enter the customer information.

51

2) Select a salesperson.
3) Enter the stock number of the item to be returned.
   a. A message box will pop up stating that the item is on layaway for the customer. Verify the customer name is the same. Click OK
   b. The next message box ask if this is a "Pick up" or a "Return"
   c. Click Return
   d. The item amount is posted in the "Price" field as a negative (minus sign and in red, depending on your WinJewel version).
4) Click a payment type, i.e.,... "Cash"
5) Click on "End Line Tax" or "End Line No Tax", (this choice should match original sales slip).
6) Click "End Slip" to complete the slip normally.
7) The item will be returned to inventory and the customer's balance will be adjusted.

3.14.10   Convert a Layaway into a Charge

To convert a layaway into a charge, bring up the customer on the Sales screen and select PREVIOUS. Click on the layaway item and select REVERSE. Now re-enter the item on a new sales slip with the payment type of CHARGE.

Hint: Make a fresh TRAINING COPY to try these procedures, options, reports or settings. The TRAINING COPY will show how these functions work before effecting the actual data. See section 2.8 SETTING UP A TRAINING PROGRAM.

♦ 3.14.11 Layaway Settings

To change the following settings go to SYSTEM SETTINGS. To make finding these settings from the list easier, use the "Findby" button at the bottom of the screen.
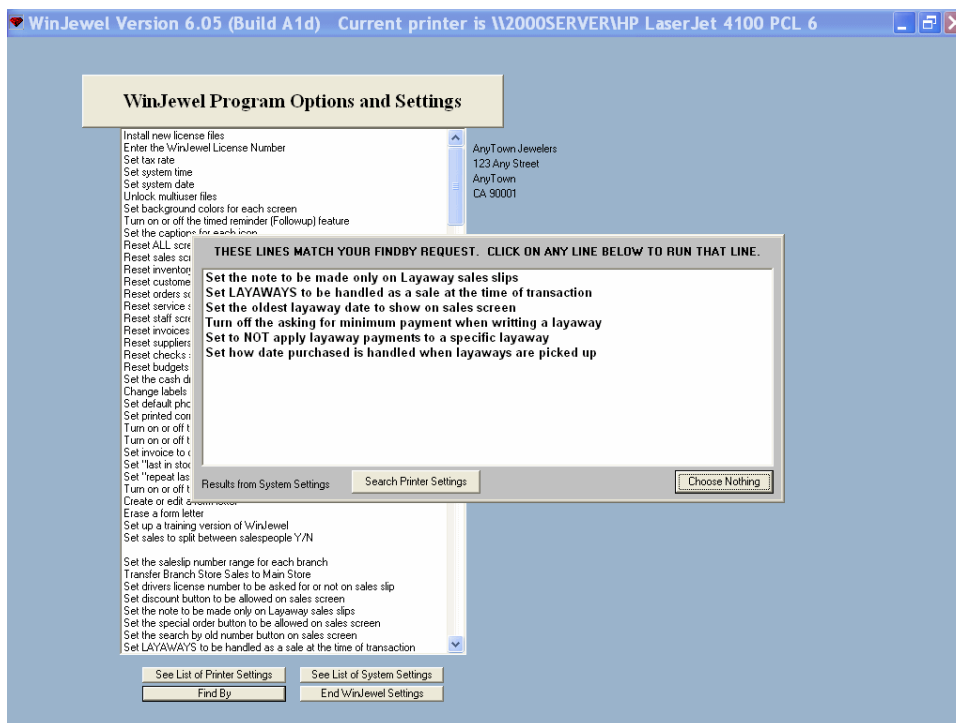
SET THE NOTE TO BE MADE ONLY ON LAYAWAY SALES SLIPS. Sets a special note outlining your layaway policy printed on the Start Layaway sales slip. To set this, go to SYSTEM SETTINGS, SET THE NOTE TO BE MADE ONLY ON LAYAWAY SALES SLIPS. The limit to the length of this note varies with your printing, font and layout styles.

SET LAYAWAYS TO BE HANDLED AS A SALE AT THE TIME OF THE TRANSACTION. Sets WinJewel to use (or not use) the alternate recording method.

SET THE OLDEST LAYAWAY DATE TO SHOW ON SALES SCREEN. Improves system response time when retrieving layaway records by skipping old records. This is most useful if there is a large history of layaway transactions.

TURN OFF THE ASKING FOR MINUMUM PAYMENT WHEN WRITING A LAYAWAY. Turns on (or off) the message box that asks (or displays) the expected minimum monthly payment. The minimum payment is the amount you expect the customer to pay each month. It is used as a reminder and in calculating payment standing. Payment standing can be seen in the "Behind" field on the CUSTOMER screen.

SET HOW DATE PURCHASED IS HANDLED WHEN LAYAWAYS ARE PICKED UP. Sets WinJewel to use either the "Pick Up" date or the "Put On" date in the "Date Sold" field on the Inventory Screen.

ITEMS ON LAYAWAY. To see a list of all items on layaway:
1.   Go the Inventory screen.
2.   Click on the "Findby" button.
3.   Type a "~" (tilde) into the customer field.
4.   Click the "Findby" button again.

A list will be displayed. If you wish to print or see details of this list click on "Click this line to Print the list" (the top line of the list). If you select "New" format the wizard will give you choices to print or display this list. "Last" will use the last format used.

DAILY (and MONTHLY) SALES REPORT. The following examples are used to illustrate how a layaway is recorded on sales reports and how layaway transactions affect sales and tax totals. The examples occur over a four day period. A MONTHLY report is illustrated for each day in this example. This example reflects the normal (default) method for handling layaways. The alternative method is not illustrated in any of these examples.

DAY 1 A regular sales is made. The layaway will occur on day 2. The item on day 1 is a men's watch with a retail price of $153.00, sales tax of $11.09 and total of $164.09. Notice that the Total of taxable sales, Total of all sales, Gross Profit, Total of all tax, Total of all tax and sales, and Total of all Deposits DO reflect the cash transaction.

Sales Slip - Day 1

Reprint 10-28-04			AnyTown Jewelers 123 Any Street AnyTown, CA 90001			Slip Number 84	

LARRY STEVENS
6810 54TH PLACE NE
MARYSVILLE WA 98270

Form of payment
Cash : 164.09

Customer #1

Number		Description	Quantity	Price	Tax	Total
100	00008	CITIZEN MENS WATCH	1	153.00	11.09	164.09
		TOTAL		153.00	11.09	164.09

Thank you for choosing AnyTown Jewelers

The current account balance is .00   The agreed monthly payment is 5.00   Thank You - BOB BULLICK

Monthly Report –Day 1 (Daily report is identical on this day because there is only one transaction).

Printing report from 10/1/2004 to 10/31/2004   Page 1

```
--------------------------------------------------------------------------------
stock #   description                      amount dept who type         tax
--------------------------------------------------------------------------------
10-28-04
100-00008 CITIZEN MENS WATCH                153.00 WAT BB Cash             11.09
              Gross Profit -          92.00
              Customer LARRY STEVENS(1) on slip #84 paid 164.09 by Cash
          _____

--------------------------------------------------------------------------------
Total for each type of sale:
--------------------------------------------------------------------------------
Cash                                        164.09

Total of taxable sales:          153.00
Total of all Sales:                         153.00     Gross Profit =  92.00
Total of all tax:                            11.09
Total of tax and sales:                     164.09
Total of all Cash & Cash Equivalents:       164.09
Total of all Deposits:                         .00

--------------------------------------------------------------------------------
Total for each Salesperson:
--------------------------------------------------------------------------------
 BOB BULLICK                                153.00  100%   Gross Profit = 92.00

--------------------------------------------------------------------------------
Total for each Department:
--------------------------------------------------------------------------------
==========  ===========
WATCHES                                     153.00  100%           92.00

--------------------------------------------------------------------------------
Reasons for no tax:
--------------------------------------------------------------------------------
```

DAY 2 A layaway sale is made. The item is put on layaway and a payment of $20.00 is made. Notice that the Total of taxable sales, Total of all sales, Gross Profit, Total of all tax, Total of all tax and sales, and Total of all Deposits DO NOT reflect the layaway transaction. The Cash, Wlayaway Pmt, ~Start Layaway, and Total of all Cash & Cash Equivalents DO reflect the layaway transaction.

Sales Slip – Day 2

Reprint 10-29-04	*AnyTown* Jewelers 123 Any Street AnyTown, CA 90001	Slip Number 80

LAYAWAY SALE
LARRY STEVENS
6810 54TH PLACE NE
MARYSVILLE WA 98270

Form of payment
Cash : 20.00

Customer #1

	Number	Description	Quantity	Price	Tax	Total
200	00015	MANS 18K AMETHYST RING WITH 4 BEZEL SET 3.5 CT DIAMONDS IN A BASKET WEAVE SHANK	1	82.50	5.98	88.48
		Layaway Pmt On #80		20.00		20.00
		TOTAL		62.50	5.98	68.48

Thank you for choosing AnyTown Jewelers

Thank You - BOB BULLICK

Daily Report – Day 2

Daily Report for 10-29-04   Page 1

```
-----------------------------------------------------------------------------------
stock #   description                 amount dept who type         tax
-----------------------------------------------------------------------------------
200-00015 MANS 18K AMETHYST RING WITH       82.50 ACC BB Start L/W        5.98 LARRY STEVENS #80
          4 BEZEL SET 3.5 CT DIAMONDS
          IN A BASKET WEAVE SHANK
    -     Layaway Pmt On #80                20.00     BB Payment            0
                  Customer LARRY STEVENS(1) on slip #80 paid 20.00 by Cash


-----------------------------------------------------------------------------------
Total for each type of sale:
-----------------------------------------------------------------------------------
Cash                                    20.00
WLayaway Pmt                            20.00
~Start Layaw                            82.50

Total of all Sales:                       .00    Gross Profit = .00
Total of all tax:                         .00
Total of tax and sales:                   .00
Total of all Cash & Cash Equivalents:   20.00
Total of all Deposits:                    .00

-----------------------------------------------------------------------------------
```

Printing report from 10/1/2004 to 10/31/2004   Page 1

```
--------------------------------------------------------------------------------
stock #   description                    amount dept who type        tax
--------------------------------------------------------------------------------
10-28-04
100-00008 CITIZEN MENS WATCH                153.00 WAT BB Cash           11.09
              Gross Profit -          92.00
              Customer LARRY STEVENS(1) on slip #84 paid 164.09 by Cash


10-29-04

200-00015 MANS 18K AMETHYST RING WITH       82.50 ACC BB Start L/W      5.98 LARRY STEVENS #80
              4 BEZEL SET 3.5 CT DIAMONDS
              IN A BASKET WEAVE SHANK
   -          Layaway Pmt On #80            20.00     BB Payment         0
              Customer LARRY STEVENS(1) on slip #80 paid 20.00 by Cash


--------------------------------------------------------------------------------
Total for each type of sale:
--------------------------------------------------------------------------------
Cash                                        184.09
WLayaway Pmt                                 20.00
~Start Layaw                                 82.50

Total of taxable sales:          153.00
Total of all Sales:                         153.00    Gross Profit =  92.00
Total of all tax:                            11.09
Total of tax and sales:                     164.09
Total of all Cash & Cash Equivalents:       184.09
Total of all Deposits:                         .00

--------------------------------------------------------------------------------
Total for each Salesperson:
--------------------------------------------------------------------------------
 BOB BULLICK                                153.00  100%   Gross Profit = 92.00

--------------------------------------------------------------------------------
Total for each Department:
--------------------------------------------------------------------------------
==========  ===========
WATCHES                                     153.00  100%         92.00

--------------------------------------------------------------------------------
Reasons for no tax:
--------------------------------------------------------------------------------
```

DAY 3 A layaway payment is made. Notice that the Total of taxable sales, Total of all sales, Gross Profit, Total of all tax, Total of all tax and sales, and Total of all Deposits DO NOT reflect the layaway transaction. The Cash, Wlayaway Pmt, ~Start Layaway, and Total of all Cash & Cash Equivalents DO reflect the layaway transaction.

Sales Slip – Day 3

<table>
<tr><td>Reprint 10-30-04</td><td>AnyTown
<i>Jewelers</i>
123 Any Street
AnyTown, CA 90001</td><td>Slip Number 87

<u>Form of payment</u>
Cash : 20.00</td></tr>
</table>

LARRY STEVENS
6810 54TH PLACE NE
MARYSVILLE WA 98270

Customer #1

Number	Description	Quantity	Price	Tax	Total
	Layaway Pmt On #80		20.00		20.00
	TOTAL		-20.00		-20.00

Thank you for choosing AnyTown Jewelers

The current account balance is .00   The agreed monthly payment is 5.00   Thank You - BOB BULLICK

Daily Report – Day 3

Daily Report for 10-30-04   Page 1

```
-------------------------------------------------------------------------------
stock #   description                  amount dept who type           tax
-------------------------------------------------------------------------------
  -       Layaway Pmt On #80           20.00 Lay BB Payment            0
                Customer LARRY STEVENS(1) on slip #87 paid 20.00 by Cash


-------------------------------------------------------------------------------
Total for each type of sale:
-------------------------------------------------------------------------------
Cash                                   20.00
WLayaway Pmt                           20.00

Total of all Sales:                      .00     Gross Profit = .00
Total of all tax:                        .00
Total of tax and sales:                  .00
Total of all Cash & Cash Equivalents:  20.00
Total of all Deposits:                   .00
```

Printing report from 10/1/2004 to 10/31/2004   Page 1

```
--------------------------------------------------------------------------------
stock #   description                   amount dept who type          tax
--------------------------------------------------------------------------------
10-28-04
100-00008 CITIZEN MENS WATCH              153.00 WAT BB Cash            11.09
                Gross Profit -        92.00
                  Customer LARRY STEVENS(1) on slip #84 paid 164.09 by Cash

10-29-04

200-00015 MANS 18K AMETHYST RING WITH      82.50 ACC BB Start L/W       5.98 LARRY STEVENS #80
          4 BEZEL SET 3.5 CT DIAMONDS
          IN A BASKET WEAVE SHANK
    -     Layaway Pmt On #80              20.00     BB Payment         0
                  Customer LARRY STEVENS(1) on slip #80 paid 20.00 by Cash

10-30-04

    -     Layaway Pmt On #80              20.00 Lay BB Payment         0
                  Customer LARRY STEVENS(1) on slip #87 paid 20.00 by Cash


--------------------------------------------------------------------------------
Total for each type of sale:
--------------------------------------------------------------------------------
Cash                                    204.09
WLayaway Pmt                             40.00
~Start Layaw                             82.50

Total of taxable sales:          153.00
Total of all Sales:              153.00     Gross Profit =   92.00
Total of all tax:                 11.09
Total of tax and sales:          164.09
Total of all Cash & Cash Equivalents:   204.09
Total of all Deposits:                .00


--------------------------------------------------------------------------------
Total for each Salesperson:
--------------------------------------------------------------------------------
 BOB BULLICK                            153.00  100%   Gross Profit = 92.00


--------------------------------------------------------------------------------
Total for each Department:
--------------------------------------------------------------------------------
==========  ============
WATCHES                                 153.00  100%         92.00


--------------------------------------------------------------------------------
Reasons for no tax:
--------------------------------------------------------------------------------
```

DAY 4 The layaway is paid off and picked up. Notice that all totals now reflect the layaway transaction. The layaway pickup is also reported.

Sales Slip – Day 4

| Reprint 10-31-04 | | *AnyTown* Jewelers 123 Any Street AnyTown, CA 90001 | | | | Slip Number 88 |

LAYAWAY SALE
LARRY STEVENS
6810 54TH PLACE NE
MARYSVILLE WA 98270

Form of payment
Cash : 48.48

Customer #1

	Number	Description	Quantity	Price	Tax	Total
200	00015	Layaway Pmt On #80		48.48		48.48
		Layaway Pickup MANS 18K AMETHYST RING WITH 4 BEZEL SET 3.5 CT DIAMONDS IN A BASKET WEAVE SHANK	1	82.50	5.98	88.48
		BALANCE		.00		.00
		PAID IN FULL				

Thank you for choosing AnyTown Jewelers

The current account balance is .00   The agreed monthly payment is 5.00   Thank You - BOB BULLICK

Daily Report – Day 4

```
        Daily Report for 10-31-04     Page 1
------------------------------------------------------------------------
stock #   description              amount dept who type        tax
------------------------------------------------------------------------
    -     Layaway Pmt On #80        48.48 Lay BB Payment          0
200-00015 Layaway Pickup MANS 18K   82.50 ACC BB PickupL/W     5.98
          AMETHYST RING WITH 4 BEZEL
          SET 3.5 CT DIAMONDS IN A
          BASKET WEAVE SHANK
              Gross Profit -        77.50
              Customer LARRY STEVENS(1) on slip #88 paid 48.48 by Cash

------------------------------------------------------------------------
Total for each type of sale:
------------------------------------------------------------------------
Cash                               48.48
Layaway pick                       88.48
WLayaway Pmt                       48.48

Total of taxable sales:     82.50
Total of all Sales:                82.50    Gross Profit = 77.50
Total of all tax:                   5.98
Total of tax and sales:            88.48
Total of all Cash & Cash Equivalents:   48.48
Total of all Deposits:               .00

------------------------------------------------------------------------
Total for each Salesperson:
------------------------------------------------------------------------
 BOB BULLICK                       82.50  100%   Gross Profit = 77.50

------------------------------------------------------------------------
Total for each Department:
------------------------------------------------------------------------
==========  ===========
ACCESSORIES WATCHES                82.50  100%            77.50

------------------------------------------------------------------------
Reasons for no tax:
------------------------------------------------------------------------
```

Printing report from 10/1/2004 to 10/31/2004   Page 1

```
---------------------------------------------------------------------------------
 stock #   description                    amount dept who type          tax
---------------------------------------------------------------------------------
10-28-04
 100-00008 CITIZEN MENS WATCH             153.00 WAT BB Cash              11.09
                Gross Profit -         92.00
                Customer LARRY STEVENS(1) on slip #84 paid 164.09 by Cash


10-29-04

 200-00015 MANS 18K AMETHYST RING WITH     82.50 ACC BB Start L/W         5.98 LARRY STEVENS #80
                4 BEZEL SET 3.5 CT DIAMONDS
                IN A BASKET WEAVE SHANK
     -          Layaway Pmt On #80         20.00    BB Payment            0
                Customer LARRY STEVENS(1) on slip #80 paid 20.00 by Cash


10-30-04

     -          Layaway Pmt On #80         20.00 Lay BB Payment           0
                Customer LARRY STEVENS(1) on slip #87 paid 20.00 by Cash


10-31-04

     -          Layaway Pmt On #80         48.48 Lay BB Payment           0
 200-00015 Layaway Pickup MANS 18K         82.50 ACC BB PickupL/W         5.98
                AMETHYST RING WITH 4 BEZEL
                SET 3.5 CT DIAMONDS IN A
                BASKET WEAVE SHANK
                Gross Profit -         77.50
                Customer LARRY STEVENS(1) on slip #88 paid 48.48 by Cash



---------------------------------------------------------------------------------
Total for each type of sale:
---------------------------------------------------------------------------------
Cash                                   252.57
Layaway pick                            88.48
WLayaway Pmt                            88.48
~Start Layaw                            82.50

Total of taxable sales:        235.50
Total of all Sales:                    235.50    Gross Profit = 169.50
Total of all tax:                       17.07
Total of tax and sales:                252.57
Total of all Cash & Cash Equivalents:  252.57
Total of all Deposits:                    .00


---------------------------------------------------------------------------------
Total for each Salesperson:
---------------------------------------------------------------------------------
 BOB BULLICK                           235.50  100%   Gross Profit = 169.50


---------------------------------------------------------------------------------
Total for each Department:
---------------------------------------------------------------------------------
==========  ===========
ACCESSORIES WATCHES                     82.50   35%               77.50
WATCHES                                153.00   65%               92.00


---------------------------------------------------------------------------------
Reasons for no tax:
```

♦ 3.15 GIFT CERTIFICATES

DISCUSSION: If your store uses gift certificates on a regular basis, it is best to create a separate department called "Certificates-Gift." You can create one at any time. As you set up this department you must check the LAUNCH GIFT CERTIFICATE box. You would normally include this in the SALES category and certificates are usually not taxable (check with your accountant) so check the NORMALLY NOT TAXABLE box.

SELL A GIFT CERTIFICATE:
1. Enter the customer information on the Sales Screen.
2. Select a salesperson.
3. Enter "Gift Certificate" in the DESCRIPTION field.
4. Select your gift certificate department in the DEPARTMENT field.
5. Select the type of payment.
6. Click END LINE NO TAX, a box will appear confirming that you are selling a gift certificate. Respond YES and a new Gift Certificate screen will appear.
7. Fill in the fields including establishing a Gift Certificate number. To let WinJewel establish these numbers just select INCREMENT and the next available number will be used.
8. Important Note: If this is the first time you will be printing WinJewel Gift Certificates you must set the note that prints at the bottom of the printed Gift Certificate. To set the note click on SET NOTE and type in the message you want to appear.
    a. If you want one of WinJewel's printed Gift Certificates, click PRINT and a Gift Certificate will be printed.
    b. If you have your own separate Gift Certificates, click on the POST ONLY field.

REDEEM A GIFT CERTIFICATE:
1. Enter the customer information on the Sales screen.
2. Select a salesperson.
3. Enter each item of the sale as normal.
4. Enter the gift certificate as the last item.
    a. Enter the words "Use Gift Certificate" in the DESCRIPTION field
    b. Enter the amount to be used from the Gift Certificate in the AMOUNT field proceeded by a minus sign (for example –50).
    c. Select the Gift Certificate department.
    d. Click on END LINE NO TAX.
        i. A message box will ask you to enter the Gift Certificate number.
        ii. A complete recap of how this item is being paid with outstanding certificates will be displayed. Select POST and WinJewel will adjust the accounting for outstanding Certificates.

ERASE A GIFT CERTIFICATE:
The balance on Gift Certificates can only be reduced. There are occasions that may require adding to the balance of a Gift Certificate though, for example if a sale is reversed. In this case you must create a new Gift Certificate for the amount of the refund. One additional option is to completing erase the existing Gift Certificate and create a new one with the correct balance.

To erase a Gift Certificate go to REPORTS, SALES REPORT, GIFT CERTIFICATES.

REPRINT A GIFT CERTIFICATE is also available from the REPORTS, SALES REPORTS screen.

VIEW USED AND UNUSED GIFT CERTIFICATES: To see the status of your Gift Certificates, select REPORTS, CUSTOMERS, SHOW GIFT CERTIFICATES and you can look at all UNUSED or USED certificates.

3.16   CASH CUSTOMER

If you are writing a cash sale and you do not want to enter the customer's name into the computer, you should click on the NO NAME gray bar located below the PHONE box.

Important Note: If the customer information boxes do not turn grey then you have not entered a customer to use when clicking on NO NAME.   Each computer that wants to use the NO NAME button must have selected a customer to use for this feature. We suggest that each computer uses a different no name customer. You can enter a customer on the CUSTOMER screen to use for this feature and it can be any name that you want to use. Note the CUSTOMER NUMBER of the customer that you want to use then go to the SALES screen and click on SETUP.   Enter the customer number into the box labeled CUSTOMER # FOR NO NAME.

The sales reports will show this item as the name you have chosen for the customer name and all of the other totals will include it as a normal sale. If you need to reprint or reverse a sales slip, click on NO NAME then enter a salesperson and click the PREVIOUS button and the last 100 slips will be displayed for the required action.

There is one other fake customer in the customer file. It is last name "ZZZZZZZ" with a first name of "ZZZZZZ". The phone number is "999-999-9999". This customer should not be used, but it must stay in the file to mark the highest name & phone number. DO NOT ERASE THIS CUSTOMER RECORD.

3.17   SPECIAL CANADIAN TAX RATES

If your store is located in Canada and you need to account for the additional providence tax rates, select REPORTS, SYSTEMS SETTINGS, SET YES OR NO FOR CANADIAN STYLE FOR TAX SYSTEM. You can now enter additional tax rates that will also be automatically computed on the sale.

3.18   EXTENDED SERVICE PLANS

WinJewel provides the opportunity to establish an extended service plan option for items sold. First, you need to create a special department for these items, such as "ESP." Next, select REPORTS, SYSTEM SETTINGS, TURN ON/OFF THE EXTENDED SERVICE PLAN ON SALES SCREEN.

A price matrix is provided so you can set different price points depending on the size of the sale. Next you can establish the message text that will be printed on the sales slip and the department to be assigned (ESP or whatever you called it). You can also establish a special reminder message that will appear if the salesperson does not select the plan for this particular sale. Remember to hit SAVE.

There will now be an EXTENDED SERVICE PLAN selection box located at the top of the SALES screen. This box can be clicked on at any time prior to hitting END SLIP. When it is checked, a new line will be added to the sales slip with the description and correct amount. If it is not clicked, there will still be a notice for the salesperson reminding them to ask the customer about the Extended Service Plan.

3.19   SPECIAL ORDERS

If you want to designate that a particular sales transaction is for an item that was special ordered, you can turn on a check box on the SALES screen which will say SPECIAL ORDER. When checked, the sale will be marked as Special Order, both in the WinJewel record and on the printed Sales Slip. To turn on this feature, go to REPORTS, SYSTEM SETTINGS, SET THE SPECIAL ORDER BUTTON TO BE ALLOWED ON THE SALES SCREEN.

Because this item takes the same position on the SALES screen, it cannot be used in conjunction with the Extended Service option. You must choose one or the other.

3.20   ADDING A CASH DRAWER TO THE WINJEWEL PROGRAM

Many companies manufacture a cash drawer that can work directly with a computer. To do this with WinJewel, you must create a file in the WINJEWEL directory called "TILL.BAT". Place the command or list of commands that will open the drawer in that file. Each manufacturer has a different way of accessing the drawer. Read the instructions that come with your drawer. If you are having trouble, please give us a call and we will try to help

After the file has been added, go to REPORTS, SYSTEMS SETTINGS, SET THE CASH DRAWER FUNCTION TO ON/OFF. When the selection is turned on, WinJewel will automatically open the drawer for all appropriate transactions (everything except a CHARGE transaction). The program also will now display a small yellow button under the "X" icon with a "T" (Upper right hand corner). Clicking on this button will also open the cash drawer and can be used for No Sale type transactions.

Remember that if you ever disconnect the cash drawer from the system, you must go in and reset this function to OFF. If you forget, WinJewel will go crazy trying to open a non-existent drawer.

If you are using an APG Vasario brand of cash drawer, go to SYSTEM SETTINGS, TURN ON APG BRAND OF CASH DRAWER and WinJewel will automatically create the TILL.BAT file and enter the correct commands.

3.21 SPECIAL SALES SCREEN OPTIONS / SETTINGS

There are many optional settings you can use with Sales transactions. Some of these can be found by going to REPORTS, SALES REPORTS and selecting the appropriate category:

    SET SALES REPORTS TO SHOW GROSS PROFIT
    SALES BY DEPARTMENT BY SALESPERSON IN A GIVEN PERIOD
    WRITE A DONATION SALES SLIP (Provides special tracking for these transactions)
    FIND A SALES SLIP BY SLIP NUMBER
    FIND A SALES SLIP BY SLIP AMOUNT
    FIND A SALE BY WORD OR PHRASE IN SALES DESCRIPTION (Allows searching old
    sales slips to find customers with similar buying habits)
    COMMISSION REPORT BY TIME PERIOD

In addition, the following options can be set using SYSTEM SETTINGS:

SALES SLIP PRINTING:
SET THE NOTE TO BE MADE ONLY ON LAYAWAY SALES
SLIPS (will substitute special marketing message on these slips).
SHOW THE CUSTOMERS PHONE NUMBER ON SALES SLIPS.
SET THE CUSTOMERS BALANCE TO PRINT OR NOT ON SALES SLIPS.

SALES SCREEN DISPLAY:
SET DRIVERS LICENSE NUMBER TO BE ASKED FOR ON SALES SLIP.
SET THE SPECIAL ORDER BUTTON TO BE ALLOWED ON SALES SCREEN.
SET THE SEARCH BY OLD NUMBER BUTTON ON SALES SCREEN (See Inventory section
    for using this option),
SET SALES SLIPS TO DEFAULT TO CASH (cash payments will be the default. This can still be
    changed during the sale).
SET ALL SLIPS TO DEFAULT TO CHARGE.
FORCE ENTRY OF A SALES SLIP DATE (Requires entry of a date instead of defaulting to
    today's date).
FORCE ENTRY OF A SALES SLIP NUMBER (For use with preprinted sales slips)
SET THE ORDER THAT SALES SLIPS SHOW IN THE LIST BOX (The default setting is to
    have the most recent entry at the top).
SET THE ORDER THAT NOTES SHOW ON THE LIST BOX (The default setting is to have the
    most recent entry at the top).
TURN ON OR OFF ASKING REASON FOR NO TAX.
EDIT THE LIST OF REASONS FOR NO TAX.
ALLOW A MEMO BUTTON ON SALES SCREEN (allows items to be put on memo for
    customers).
ALLOW FOR PRINT LABEL BUTTON ON SALES SCREEN (Provides a button to print a
    customer mailing label).
SET SALES SCREEN TO ASK FOR CREDIT CARD NUMBER.
TURN ON OR OFF THE PICTURE OF THE ITEM ON SALES SCREEN.

3.22 WRITING CHARGE ACCOUNT CONTRACTS

If you issue a separate charge account contract when you extend credit, you can make this a part of the Sales Slip process. Select REPORTS, SYSTEM SETTINGS, ALLOW THE PRINTING OF A CHARGE ACCOUNT CONTRACT. You can now place a special button on the SALES screen that, when selected, will automatically print your pre-established contract. This contract needs to be loaded into a WinJewel directory called "contract.dat." As an alternative, you can also select to have the contract printed automatically every time that "Charge" is chosen as the payment type.

3.23 TRACKING SALES BY SPECIAL CATEGORY

If you need to track sales by special categories, WinJewel provides this capability. This can be particularly helpful if you have referral arrangements with other retailers such as hotels, cruise ships or other unique situations. A special field will be added to the Sales screen and the Customer screen and detailed reports of sales by these special categories for a given time period can be generated.

To activate this feature, go to SYSTEM SETTINGS, ACTIVATE OR EDIT THE SPECIAL LIST ON SALES SCREEN. You will be asked for a name to appear for this field on the Sales screen and to provide individual selections to be displayed in the drop down menu. WinJewel will also ask for a unique number for each item, but this field is only used internally by the program. Once set, this new field will be displayed just below the LAST NAME on the Sales screen.

As required, go to REPORTS, SALES REPORTS, SALES REPORT BY TIME PERIOD BY SPECIAL FIELD and enter the starting and ending date and WinJewel will prepare a detailed list of all transactions and a total for each category.

3.24 USING A SECOND PRICE ON SALES SCREEN

WinJewel allows you to set the Sales Screen to provide the option to select from two retail prices. This is often used with wholesale or special customers where you will sell the item at a different price. To use this option, you must first turn on a second price field on the Inventory Screen by selecting SYSTEM SETTINGS, ALLOW FOR SECOND RETAIL PRICE ON INVENTORY. Now, when you go to the Inventory record, there will be a second field.

Next, you need to go to SYSTEM SETTINGS, SET WHICH OF 2 PRICE FIELDS TO USE WHEN WRITING A SALE. You will be asked which of the two prices entered in inventory should be used as the default. It will also ask whether you want to automatically use the second price if this customer is designated as a Wholesale customer.

Once these selections are made, there will be a new series of buttons, labeled 1 and 2, displayed just above the ZIP CODE field on the Sales Screen. When an inventory item is entered, based on the settings you established, the PRICE box will fill with the default value. The salesperson also has the option to change the price at this time by simply clicking on the other price button.

🔻 3.25   CREATING MEMO SALES ITEMS

If you want to create special memo sales items, select SYSTEM SETTINGS, ALLOW FOR MEMO BUTTON ON SALES SCREEN. You can now establish special wording for the opening and closing of the special memo slip. When you modify the opening and closing statements, WinJewel is using Notepad so you must select FILE, SAVE or your changes will not be saved.

Now, the Sales Screen will display a new payment type selection located right under LAYAWAY entitled MEMO. After the customer and salesperson are entered, select MEMO and a special screen will appear where you can enter a memo number (or double click and WinJewel will assign a number), and the stock numbers of the items (click ADD ITEM) you want on this particular Memo. When you are finished, select PRINT or SAVE and a return date and time will be requested. The printed Memo will list all of the items.

At any time, you can bring up the customer on the sales screen and select Memo to see all of the outstanding Memos. When items are returned, you can check them back in using the same method. You can also bring up the item on the Inventory Screen and the date, name of the customer, memo number and word "Memo" will be displayed.

🔻 3.26   DONATION SALES SLIPS

To create a special sales slip for a donation, go to REPORTS, SALES REPORTS, WRITE A DONATION SALES SLIP. This option requires the user to have an authority level that will allow access to the STAFF screen (which is generally limited to supervisory personnel). Next, complete the Sales screen like normal and the sales slip will specifically designate a donation.

🔻 3.27   PARKING A SALE

If you are in the middle of writing up a sale and you want to do something else then you can click on the PARK button. This will save the slip as far as you have gone and allow you to unpark it at a later time. A parked slip is saved to the local computer only. You can not unpark a slip that was parked on another computer. Another way to park a slip is to click on the small letter X that is directly under the HELP icon in the upper right of the WinJewel screen. If you do this and you have entered any item on this slip then you will be prompted if you want to save the slip that you are working on. This too will place the slip into the park file so that you can retrieve it later.

While a slip is parked, you or other users of WinJewel can write other slips without bothering the slip or slips that are in park.

To unpark a slip click on the UNPARK button. This will show a list of any slips that are in the park file. Click on the slip that you want to unpark. The UNPARK button is only visible when slips are in the park file. This is your way of telling that slips are there.

These are the slips that are currently parked.   ☒

Click on the slip that you want to unpark.   [Cancel]

```
E 11-4-02 * M ROSS        C:\WJPark\park1
BB 12-4-02 LARRY STEVENS        C:\WJPark\park2
```

[Eliminate a parked slip]

4 INVENTORY

4.1 ENTERING NEW INVENTORY

4.1.1 Discussion:

The inventory screen provides all the information about a particular item in your inventory. Besides being the one place that inventory can be entered, it provides a large variety of ways to sort and view information about the inventory already entered. One of the key features on the inventory screen that helps you manage your inventory is the FIND BY button. FIND BY lets you find items by any criteria for example;

- all unsold items by a particular supplier.
- all items purchased by a particular customer.
- all items recorded during the last inventory (taking inventory).
- all items in a particular display case.

Additionally the lists that are generated during a FIND BY can be printed, displayed on the screen, saved to a file or used in conjunction with functions on the INVENTORY REPORTS screen (in REPORTS). You can also choose what information you want printed from these lists. A detailed discussion of the FIND BY function is located in section 4.4 FINDING AN INVENTORY ITEM.

- WinJewel assigns an item number (the second part of the stock number) to each item as it is entered. Never enter your own number into either SUPPLIER or STOCK NUMBER fields when you are entering inventory. If you have your own stock number system you should enter this into the MULTI USE field. If the stock number sequence must be changed (for example after changing departments) go to REPORTS: SUPPLIER REPORTS: SET HIGHEST NUMBER USED.
- There must always be at least one item in the inventory record. Do not delete the existing inventory item (100-01111 MANS 18K AMETHYST RING) until you have entered your own inventory.
- Departments should be set up before entering inventory for the first time. When you enter inventory, you will be required to select a department. If you enter inventory then enter your departments you will have to go back and change the department of each piece.
- Suppliers must also be entered into WinJewel before entering inventory.
- WinJewel Software recommends that retail stores do not enter items as MULTI UNIT ITEMS (with the exception of generic items such as batteries). WinJewel provides many customer, and inventory reports that only work with items that are entered as single unit items.
- QUICKLISTS in appendix C provides a condensed breakdown of common tasks.

The normal sequence for entering inventory is:
1. Enter invoice information from your supplier.
2. Enter item information.
3. Enter additional items.
4. End invoice.

Steps 1 and 2 are discussed in this section. Steps 3 and 4 are discussed in the next section 4.2 MULTIPLE ITEMS FROM ONE SUPPLIER.

♦ *4.1.3 Entering Inventory:*

ENTER INVOICE INFORMATION FROM YOUR SUPPLIER:
To start entering inventory go to the inventory screen (click on the INVEN. icon and the Inventory Screen will appear).
1. Click on the gray button in the lower left corner of the screen labeled NEW INV. A new window will appear.
2. Enter the INVOICE NUMBER (up to 15 digits).
3. Enter the INVOICE DATE. You can click in the DATE box and a calendar will appear with today's date selected. Click APPLY or change the date and click APPLY to paste a date into the DATE field.
4. Click on a SUPPLIER name.

> OPTIONS: The ADJUSTMENT FACTOR button allows you to add an additional percentage to the COST of each item. This added cost could be shipping, duty or other additional costs you accrued while acquiring the items.
>
> OPTIONS: The PER GRAM COST button will calculate your cost based on the items weight per gram and paste it into the COST field.

OPTIONS: The RESTART button will let you continue a previous invoice that you ended but still had items to be entered.

5. Click on the ENTER INVENTORY button. The supplier number will be entered into the SUPPLIER box and the next available number will be entered into the STOCK NUMBER box. You will notice that the DATE PURCHASED and INVOICE NUMBER boxes are automatically filled in.

4.1.4   Enter Item Information:

Remember that you can move from field to field by pressing the TAB or ENTER keys on the keyboard.

DISCRIPTION

Type in a physical description of the item in the DESCRIPTION box. The words you enter in this box will be used in a couple of places. The full description will print on the sales slip when the item is sold. In addition, the first few words (about 14 to 20 characters depending on the tag set-up) will print on the inventory tag. Remember to take these two factors into consideration when describing the item.

LAST INV: Last Inv number is not used when entering inventory and will be discussed in greater detail in section 4.15 TAKING INVENTORY.

MEMO: optional

Used to identify items that come in on consignment. Memo items will be discussed in greater detail in section 4.12 CONSIGNMENT/MEMO ITEMS.

MULTI-USE (STYLE if Wholesale version) : optional

The MULTI-USE/STYLE box is optional. Enter any information about the item you wish such as the serial number. This field can be used as you wish.

CENTER STONE: optional

Enter the size of the CENTER STONE in carats (Example: .22 would be a twenty-two pointer), by dimension, color or any designation you want.

CT TOTAL WT: optional

Enter the total weight of the side stones (Note: This should not be the total weight of all stones unless there is no center stone).

CLARITY, SHAPE, COLOR and CUT GRADE: optional

Use the drop down menus are provided (do not type in the code letter). Just click on the small arrow and click on one of the selections.

OPTIONS: To change the selection options in these drop down menus, go to REPORTS, SYSTEM SETTINGS, SET LIST FOR STONE DESCRIPTIONS (Color, Clarity, Cut or Shape). As with most items in WinJewel, each heading must start with a unique letter)

REORDER NUMBER: optional

This is the order number you use to reorder the item. Enter the number that the factory would need to reorder this style.

OPTIONS: The AUTO button located above the reorder number can be used to mark items that you want to re-order. After the items are marked go to REPORTS, INVENTORY REPORTS, PREPARE LIST OF AUTO-REORDER MARKED ITEMS THAT HAVE BEEN SOLD and get a list of all items that should be reordered.

GRAMS, KARAT and COLOR: optional
Enter the weight of the gold in grams and the karat of the gold in the KARAT box (Example: 14). Do not follow the number with a "K". Enter the COLOR by making a selection from the drop down menu (do not type in the color code).

DEPARTMENT: required
Select the department you want to assign this item to.

TAXABLE or NON-TAXABLE: required.
The default is taxable but if for some reason this item should be treated as non-taxable, you should make that selection by clicking on the circle.

MULTIPLE UNIT ITEM: optional
WinJewel software recommends that retailers do not use this field for individual items. Check this field for a quantity of identical items. When this box is checked a new drop down menu will appear. Select P for recording quantity or W for recording weight. The sale history boxes will also be change. The DATE SOLD, CUSTOMER, SLIP#, SOLD PRICE and WHO fields will be replaced with REORDER QUANTITY/WEIGHT and QUANTITY/WEIGHT IN STOCK..

DATE PURCHASED and INVOICE NUMBER: required
The information you entered when first starting this inventory are copied into these fields. Skip or change these fields as required.

COST: required
Do not use the "$" dollar sign. when entering cost. The cost will be converted to code by the computer when you tab or click into another field. If you want to view the actual cost click in the cost field (so that is outlined in red) and click on the gray DECODE bar.

OPTIONS: If you clicked on the PER GRAM COST button when you first started this inventory, the calculated COST based on the items weight per gram will be calculated and copied into this field.

OPTIONS: If you clicked on the ADJUSTMENT FACTOR button when you first started this inventory, the amount of the adjustment factor will be added to COST and will be pasted in this field.

RETAIL: required
Do not use the "$" sign when entering retail. Enter the retail price you will sell this item for.
OPTIONS: To calculate a fixed markup, enter "x" or "*" followed by the markup that you want to take. For example, if your cost had been entered as 100.00 then and you entered "x2.5" in the RETAIL box, the markup would be computed and the box would now have "250.00."

OPTIONS: To calculate the fixed markup you established in your department setup (COST FACTOR), just hit ENTER.

DATE SOLD, CUSTOMER, SLIP NUMBER and SOLD PRICE: automatic These fields will be automatically filled in when the item is sold.

REORDER QUANTITY/WEIGHT and QUANTITY/WEIGHT IN STOCK: automatic
Enter the quantity/weight level that you want to re-order at in the REORDER QUANTITY/WEIGHT field. The field QUANTITY/WEIGHT IN STOCK field will be automatically adjusted as inventory fluctuates.

MAP: optional
If selected the small field next to the MAP button displays the location of items in the store. The MAP button opens a map of the store in a new window. Use this map to keep track of the physical location of each item (display case , repair, safe etc,...). WinJewel allows you to map your entire store (See 4.11 BUILDING A MAP OF YOUR STORE LAYOUT)

LIST NEW:
Any time you have an open invoice and are entering items, you can click on the LIST NEW button and a list will be generated of every item entered on this invoice so far. This can be very helpful if you get interrupted entering inventory and you forget which item you were last working on.

♦ *4.1.5 Save Item: required*

Click on the SAVE ITEM button (Remember: if you don't click on this button your entries will not be saved). After you click the SAVE ITEM button you have two choices;

- enter the next item or stop entering inventory. If you have additional items to enter for this supplier, please refer to the next section.
- stop entering inventory at this time, click the END INVOICE button. You can restart entering inventory on this same invoice at a later time. Follow the instructions at the beginning of this section.

♦ 4.2 MULTIPLE ITEMS FROM ONE SUPPLIER

The previous section 4.1 ENTERING NEW INVENTORY discussed how to start entering inventory from a supplier. This section will discuss how to continue entering inventory and how to end entering inventory.

After you click the SAVE ITEM button from the previously entered item you have two choices, enter the next item or stop entering inventory. To enter the next item you must click on the NEXT button. To see what items have already been entered during this session click on the LIST NEW button. A list of items that have been entered on this invoice will appear.

♦ 4.2.1 See From Orders:

If the SEE FROM ORDERS button appears, items from an invoice have been transferred from received orders. Click on the SEE FROM ORDERS button to enter those items into inventory. *See section 6.3 RECEIVING ORDERS.*
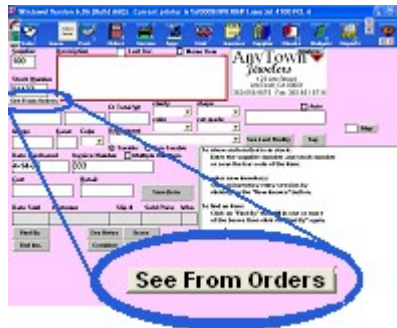
♦ 4.2.2   Next:

When you click on the NEXT button located beside the SUPPLIER box. The next available STOCK NUMBER will be filled in on the screen. Fill in the information for this item follow the guidelines in the previous section. Click on the SAVE ITEM button when finished.

♦ 4.2.3   Rep Last:

The REP. LAST (for Repeat Last) button is helpful for entering many similar items. When you choose this, every field from the last item entered will be filled in (except the STOCK NUMBER). You can change any box at this time by clicking that box and entering what you want. When you are satisfied with all boxes, remember to click the SAVE ITEM button.

> OPTIONS: If you have many items that are identical, go to REPORTS, INVENTORY REPORTS, SET REPEAT LAST BUTTON TO ACCEPT A QUANTITY and you can enter the number of items and WinJewel will record them all into inventory (the number entered in the REPEAT LAST box should equal the total number of items less one, which will be the original item entered).

♦ 4.2.4   Reorder Number:

If you have previously entered a REORDER NUMBER for an item, enter that number again in the reorder field then place a check mark in the AUTO check box. All of the previous information about this item will be filled in automatically.

♦ 4.2.5   Print Invoice:

When you click on END INV. a popup window will appear asking whether you want a printed copy of the items on the invoice you just finished. If you want to transfer the invoice payment information to the INVOICE screen you must print a copy.

♦ 4.2.6   Transfer to Invoice:

If you printed a copy of the inventory entered on this invoice a popup window will appear asking if you want to transfer this information to the INVOICE SCREEN. If you answer YES you will be asked for additional information (DISCOUNT, DATE DUE and SHIPPING), then will be transferred to the INVOICE screen. An invoice record will be generated and you will have the opportunity to make a check or other payment type to the supplier.

♦ 4.3   VIEWING INVENTORY ITEMS

Any time that you want to see or change an item that is already saved, just enter the SUPPLIER and STOCK NUMBER and hit ENTER. The complete inventory record will be displayed. You can change any box by clicking that box and entering what you want. When you are satisfied with your changes, click on SAVE ITEM.

♦ 4.4   FINDING AN INVENTORY ITEM

The INVENTORY screen (as well as many other screens), provides a simple method for retrieving information entered into WinJewel. This is the FIND BY function. "FIND BY' is WinJewel's phrase for searching. In WinJewel there are 3 basic steps to performing a FIND BY search.

1. Click on the FIND BY button (FIND BY BUTTON – FIRST CLICK).
2. Select/enter your search criteria(SELECT/ENTER YOUR SEARCH CRITERIA).
3. Click on the FIND BY button again(FIND BY BUTTON – SECOND CLICK).

♦   *4.4.1   Find By Button – First Click:*

If not already there, go to the INVEN screen. Click on the FIND BY button [Find By] . This button prepares WinJewel to start a search. When you click on the FIND BY button (first time you click during a search) the screen's colored background will turn gray.

♦   *4.4.2   Select/Enter your Search Criteria:*

This is your opportunity to limit the number if items found (shorten the list). Enter information in any one or more fields that you want to search for.

♦   *4.4.3   Find By Button – Second Click:*

The second time you click on the FIND BY button a search of WinJewel's databases will be started. When WinJewel is done searching a list that contains all of the records that matched the search criteria will be displayed.

That's it! A basic search only requires these 3 steps. WinJewel does provide additional functions for searching and additional things you can do with the search results. Additionally, there is no limit to limiting a search. For example to get a list of all items from one supplier that were sold on the previous Saturday with a retail price of more than $100.

1. Click on the FIND BY button.
2. Enter the supplier number in the supplier box.
3. Enter 100 in the RETAIL box.
4. Double click in the DATE SOLD box. Click on last Saturday from the calendar that pops up.
5. Click on the FIND BY button again.
6. A pop up window will ask you if the (RETAIL) amount is more than, less than, equal to or between the value you entered. (If you choose "between" a new set of boxes will ask you for a low limit and high limit. Another window will popup asking you to clarify you to

clarify the date. WinJewel will always ask you to clarify your date and amount values during a FIND BY search.

A list of all items in inventory that are exact matches to what you entered will appear in the large white box. If you want to see one of the items, just click on that item in the list.

Please note that doing a FIND BY will use an exact match of the word or number you entered so using the word "Ruby" as opposed to "Rubies" will give you a different list of items. A better choice would be "Rub".

OPTIONS: Putting a "~" in the CUSTOMER field will find all items that are on Layaway.

◆ *4.4.4 Print the List*

To print a complete listing of all of the items on the list, point and click on the first line of the list "Click this line to print the list". This will walk you through a series of pop up windows. You must choose to print a list or a series of pictures. Then you must choose to use a new format or the last format selected. The NEW format will open the following window.
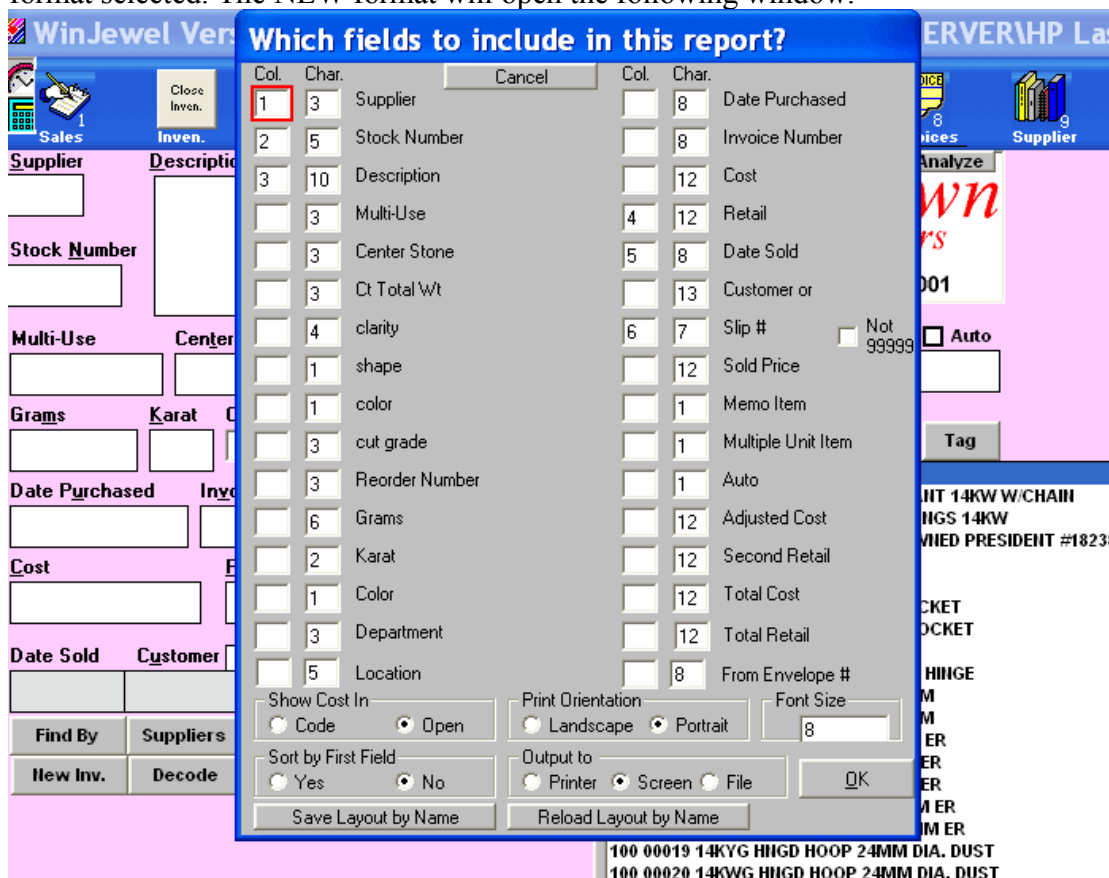
Starting in the lower right corner you can select to print the list, display it on screen or save it to file. You can also select paper orientation and font size. In the lower left corner you can sort it by the first field. You can also select to show the cost code or the cost dollar amount. Along the very bottom of the screen you can save your layout or reload a previously saved layout.

To select what inventory information to include in this printout enter, change or delete the number in the "Col" box. For example to omit the supplier number delete the number "1" in the upper left corner as shown in this image.

After deleting the number from this box press the TAB or ENTER key on the keyboard or use the mouse and click into another "Col" field. The numbers in the other "Col" fields will automatically adjust.

When you are done making your choices click on the OK button. Your list will either print, display on the screen or save to file.

SEE LAST FINDBY: Once you have completed a FIND BY, WinJewel will store the results and you can easily get back to them by selecting the SEE LAST FINDBY button located just below the Reorder Number box.

4.5 MAKING A NOTE ON AN INVENTORY ITEM

If you want to make notes about an individual inventory item, click on the gray bar that says MAKE NOTE when you have the inventory item on the screen. Any notes will be displayed whenever you click on the SEE NOTES gray bar if you have this item on the screen. Note that the normal FIND BY does not work with inventory notes and you must go to REPORTS, INVENTORY REPORTS, FIND INVENTORY BY NOTES to do a search on these notes.

4.6 DELETING INVENTORY

Inventory items can be deleted by hitting the ERASE gray bar on the INVENTORY screen. The system will ask for a special code (See the STAFF section of this manual). The item will be eliminated with the next sort. You can get a listing of all items that have been removed from the inventory list by selecting REPORTS, INVENTORY REPORTS, SHOW REMOVED INVENTORY ON SCREEN.

There must always be at least one item in the inventory record. Do not delete the existing inventory item (100-01111 MANS 18K AMETHYST RING) until you have entered your own inventory.

4.7 COMBINING INVENTORY ITEMS

Hint: Make a fresh TRAINING COPY to try these procedures, options, reports or settings.

If you are mounting a stone into a ring or putting any two inventory items together, go to the INVENTORY screen and click on the COMBINE gray bar and follow the instructions. You will first be asked to enter the item that will remain a valid inventory number (the item to survive), then click SAVE ITEM. Next, enter the item to be merged with the first item and click SAVE ITEM again. The merged item will now show on the screen with the cost, retail and center stone information merged. You can now make any further changes in the item if you want but you must click on SAVE ITEM whether you make any further changes or not.

The second item will show a sales slip number of 99999, a date sold of the date that the pieces were combined, and the number of the item it was merged with in the CUSTOMER box.

4.8 MULTI-UNIT ITEMS

If you have inventory items that are identical, like batteries and findings, or things that are handled by weight, like gold, loose diamonds or chains, you can give them all the same inventory number. When you are entering the inventory record, click on the MULTIPLE UNIT ITEM button located above the INVOICE NUMBER box. You then need to select whether you want this item to be stored per piece (P) or by weight (W).

If you select the P, two additional boxes will appear near the bottom of the screen. You should enter the quantity of items you are adding in the QUANTITY IN STOCK box and the level you want to reorder in the REORDER QUANTITY box. Each time one of these inventory items is sold, the QUANTITY field will be reduced by one. The COST and RETAIL fields must be entered as the dollar amount per item (not total quantity).

If you selected W for weight, enter the total weight in the WEIGHT IN STOCK box and the point at which you want to reorder in the REORDER WEIGHT field. The COST and RETAIL figures should now be entered as the price per weight measure. When you sell an item by weight, WinJewel will ask you to enter the weight you are selling and this will be included as the first part of the description field. The program will also do the math to compute the PRICE field.

When the amount in stock equals the reorder level, the program will set a special flag. When you select REPORTS, INVENTORY REPORTS, MULTI-UNIT REORDER LEVEL REPORT, a list of all items that have reached or are below the minimum reorder level will be listed.

4.9 INVENTORY PICTURES

4.9.1 Discussion:
A digital camera or scanner can capture a picture of any inventory item and it can be included in the inventory record, printed on sales slips and used in promotional catalogs or special mailings. There are two groups of steps when using pictures in WinJewel.
1. Save the pictures from your camera onto your computer.
2. Save the picture on your computer into WinJewel.

You can store up to 5 pictures for one inventory item. This is useful for different views of the item.

PLANNING: FILE MANAGEMENT (getting organized). When you save a picture to an inventory item in WinJewel a copy of your original picture (the one you saved from your camera) will be made, renamed and saved into the c:\WinJewel\Pictures\Supp# folder, where Supp# is the number of the supplier for that item. The picture will be renamed to the second part of the item's stock number, for example a picture saved to item 100-00001 will be saved as file 00001.bmp in folder 100. Folder 100 is in the pictures folder, which is in the WinJewel folder on the c:\ drive. If you save more than one picture the second picture will have the same number followed by a "B". Once you have saved the picture to WinJewel you don't need the picture you saved from your camera to be on your computer hard drive. Picture use a lot of storage space. If you are going to use many pictures it will help your computer performance if you save the original pictures to a separate location such as a CD. Additionally, picture format types matter. The most common format types are jpg, jpeg, gif, bmp. Using these format types will eliminate possible format conflicts with your current or future application software.
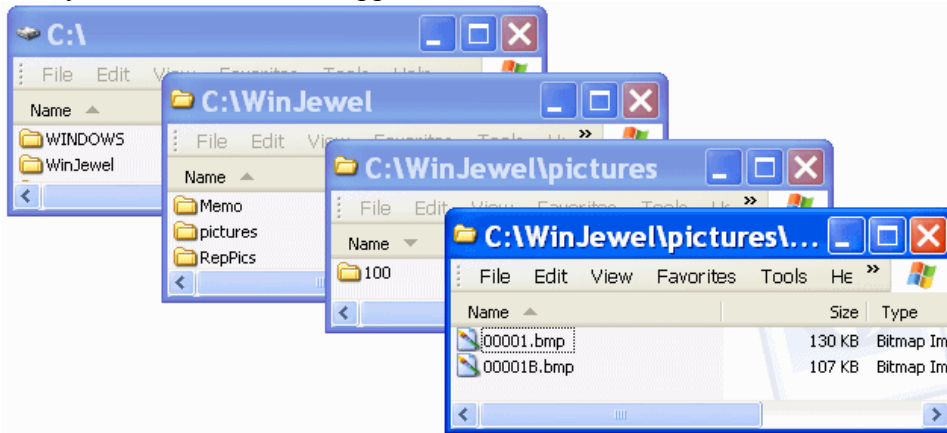
♥   *4.9.2 Save the Pictures from Your Camera onto Your Computer:*
Follow the instructions from your camera to save pictures. With newer operating systems, the process is very simple. In some cases you may only need to plug the camera or disc into your computer and COPY and PASTE the files into the folder (on your hard drive, network drive or CD) of your choice. In other cases a Windows wizard may launch that will help you transfer the pictures. Your process will vary with your camera, computer and software requirements. If you need assistance contact your camera manufacturer for assistance.

♥   *4.9.3 SAVE THE PICTURE ON YOUR COUPUTER INTO WINJEWEL:*
Once the pictures are saved you can attach them to inventory items. You can do this as you are entering inventory or after inventory has been entered. To copy the image into the inventory record for this item, bring up the item on the INVENTORY screen then;
1. Click on the gray IMAGE button located on the top portion of the screen (if you are attaching pictures while you are entering inventory this button will not be visible until after you fill in the cost and retail fields). A pop up window opens.
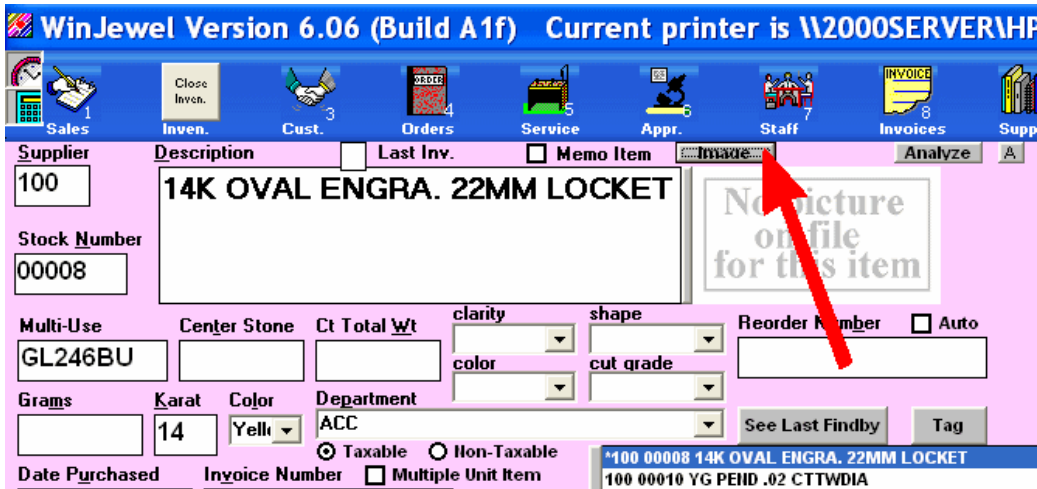
2. Click on the BROWSE button to find the picture on your PC. The area that accepts the name and location will be filled in with the last picture name and location that you used, so if you use the same name and location each time you save new pictures, then you won't have to enter it again. Click OPEN to select the picture.
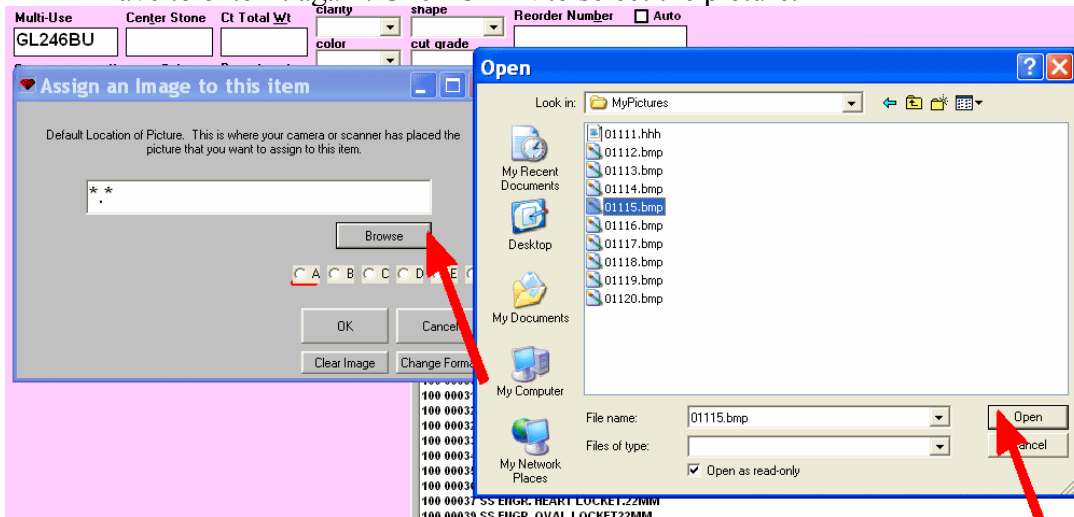
3. Click on the next available letter (if this is the first picture for this item click A.
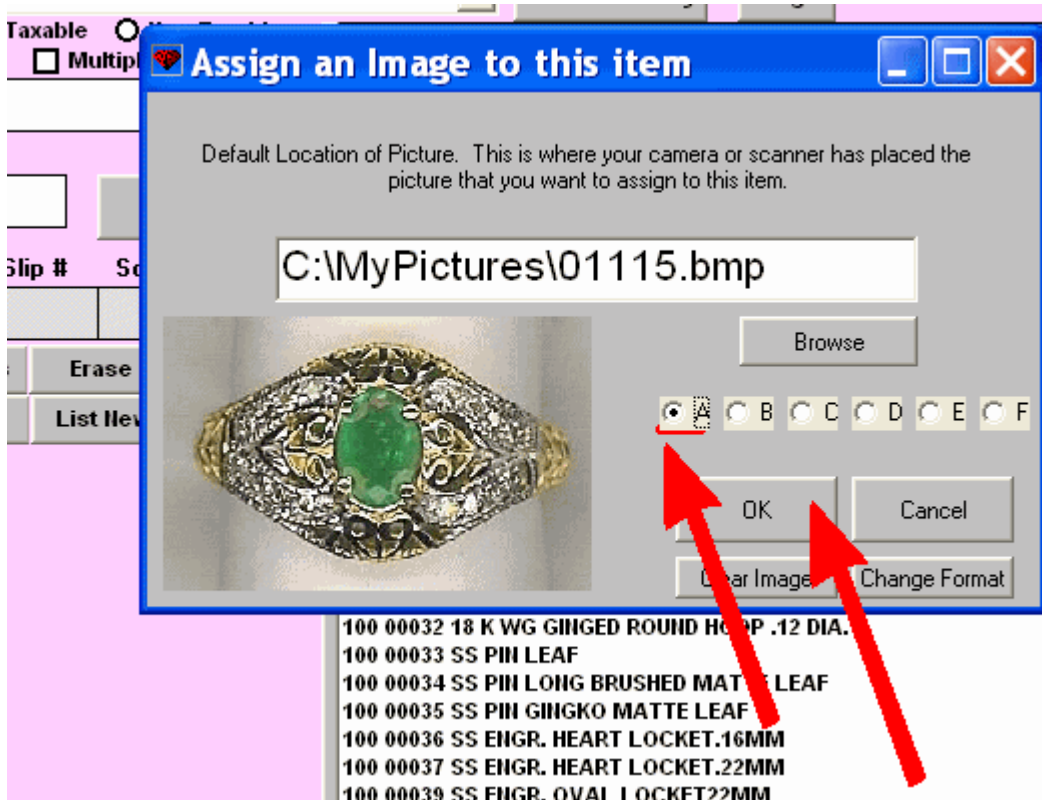
4. Click OK.

♥ 4.9.4 Multiple Views of Same Item:

Once you have copied the picture into the Inventory record, it will be displayed in the upper right hand portion of the screen. To add additional pictures to the same inventory item repeat the above steps except for choosing a different available letter.
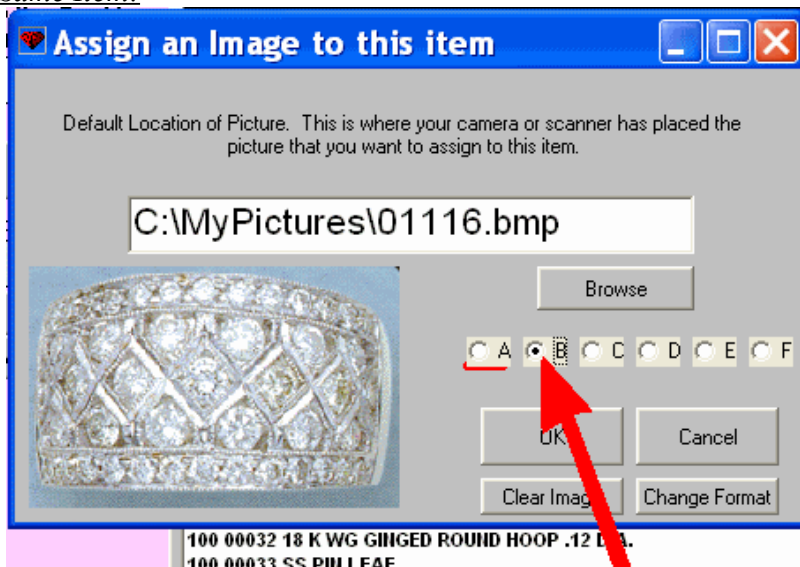
After adding the additional pictures you will see a lettered box next to the image representing each picture. The box representing the picture you are currently looking at will be outlined in black.
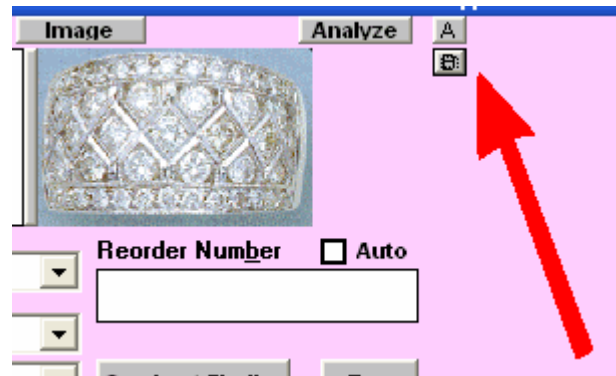
If you click on the long gray bar on the left of the picture, the image will be expanded to the full size of the image that is available. Clicking a second time on the same bar will shrink it back down to the smaller size.

In addition to displaying the picture on the INVENTORY screen, when this particular item is entered on the SALES screen, the picture will also be displayed so the salesperson can verify that the correct entry has been made. You may also want to print a picture of the item on the sales slip (Select REPORTS, SYSTEM SETTINGS, SET SALES SLIPS TO PRINT OR NOT PRINT PICTURES ON SALES SLIPS).

◆ 4.10 CATALOGS - PRINTING PICTURES OF SELECTED INVENTORY ITEMS

You may want to create a small catalog of pictures of all inventory items with a particular characteristic (such as a diamond center stone in excess of 3 carets or all items from a particular supplier). To do this, do a FIND BY for those items and then select the print option. You will be given the option to print the items with or without the associated picture. You will also be asked how many items you want to print on a page.

If you want to print a catalog with a series of unrelated items where the normal FIND BY will not group them all, you can create a separate NOTE for each item you want with a unique description such as "Catalog #1" or something like that. Use REPORTS, INVENTORY REPORTS, FIND INVENTORY BY NOTES with this special description to get a complete listing of these items. Then return to the Inventory Screen and select SEE LAST FIND BY. Click on the top line and you will be asked if you want to include pictures and how many you want to print on a single page. This will print out a catalogue of all the selected items along with their pictures.

◆ 4.11 BUILDING A MAP OF YOUR STORE LAYOUT

◆ 4.11.1 Discussion:
Keeping track of where your inventory items are located in the store can be very helpful. With WinJewel, you can build a map of the store showing each display case and assign a case number and name that can be attached to the inventory record by simply clicking on that case picture. This can help you find individual items in the store, track hot selling cases and do limited inventories by selected cases.

◆ 4.11.2 Things You Should Do or Know Before Getting Started

IMPORTANT: The size of the store image cannot be changed. The original size is 406 pixels wide by 351 high pixels high. If your store image does not open after editing it check the size under the Image menu, then attributes. Use the Help menu for detailed assistance using MS Paint. The following is a quick guide to editing the store layout.

Hint: Make a fresh TRAINING COPY to try these procedures, options, reports or settings. The TRAINING COPY will let you see how these functions work before effecting the actual data. See section 2.8 SETTING UP A TRAINING PROGRAM.

♦ 4.11.3 Use a Store Map:
To use this feature, go to the INVENTORY screen and click on the MAP button located near the bottom of the screen.
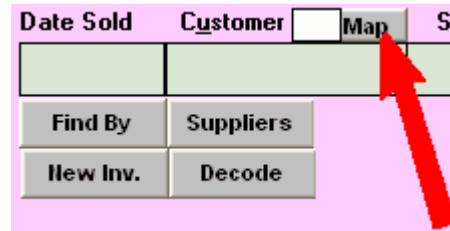
This will display a sample store layout.

♦ 4.11.4 Mark the Location of the Item:
Select the location the item is (or will be) located by clicking on the image of the case.

♦ 4.11.5 Modify the Map:
WinJewel uses the Paint function of Windows to build this layout and it is helpful if you understand how to use Paint to use this feature. If not, you can use the following simple approach to building you own store layout.

1) Click on EDIT MAP. This will open the Microsoft Paint application. The file of the map is called store1.bmp.
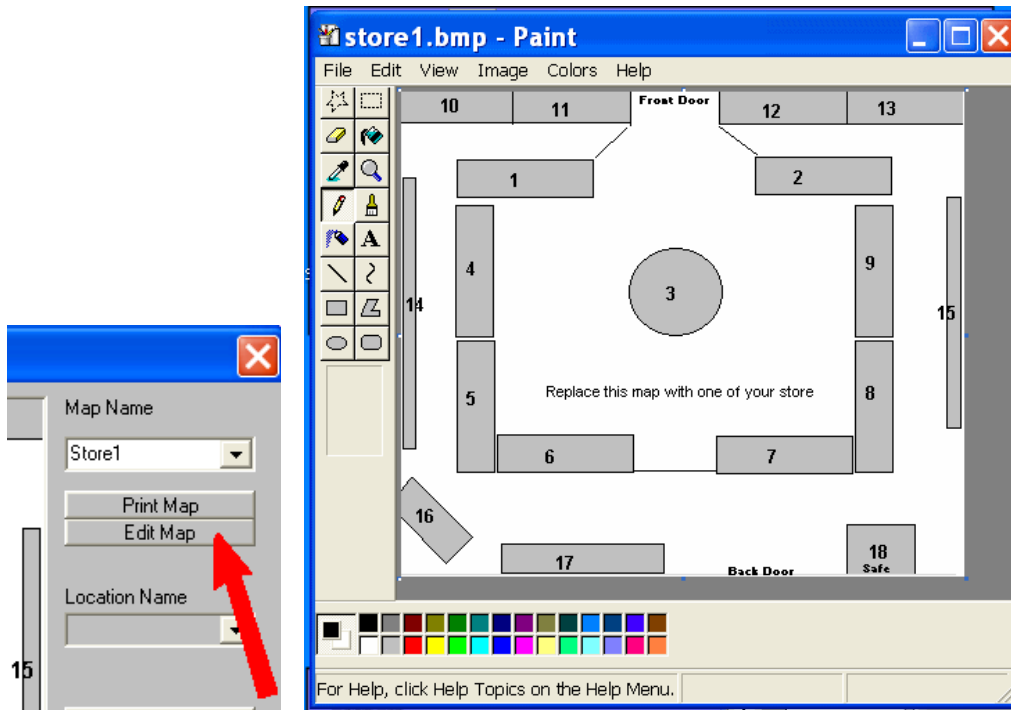
2) IMPORTANT: The size of the store image cannot be changed. The original size is 406 pixels wide by 351 high pixels high. If your store image does not open after editing it check the size under the Image menu, then attributes. Use the Help menu for detailed assistance using MS Paint. The following is a quick guide to editing the store layout.
   a) The following steps are done only in MS Paint.
   b) Select IMAGE, CLEAR IMAGE to erase the sample map.
   c) To build a case, click on the black color at the bottom of the screen and then hit the rectangle button (the picture of the rectangle located on the left hand side of the screen).
   d) Now more the cursor to the upper right hand portion of where the case should go, hold down the left mouse button and move the cursor to the lower right hand position. A rectangle will be displayed. Do this for all of your cases (you can use the other form examples if you want).
   e) Now, to fill these cases with a color, click on the "paint can" image (called Fill with Color), click on the color you want from the selections at the bottom of the screen and move the cursor (which should look like the paint can) inside to the rectangle and click. Do this to all the cases.
   f) To add a case number, select the "A"(Called Text), click on the color you want the text to be (probably black) and move the cursor inside the box and click. You can now enter the case number using the number keys on the keyboard.
   g) If you want special descriptions of areas of the store, like "front door," you can use this same function to describe doors or other special locations.
   h) When you have everything entered that you want, hit FILE, SAVE and then exit PAINT by clicking on the small "x" in the upper right hand corner.
3) Back to WinJewel.
4) You now need to enter the case numbers and names for each of your cases. If adding a new case click on NEW LOCATION. Enter the number of the location starting with case one and then the system will ask for a case name. Click OK. If modifying an existing case select the case from LOCATION NAME then click on EDIT LOCATION. The following example

illustrates how to change an existing location. The hot spot for case number 3 is too small. It will be enlarged.

Select the LOCATION.


Click on EDIT LOCATION

Click OK to keep the number or change the number and click OK.
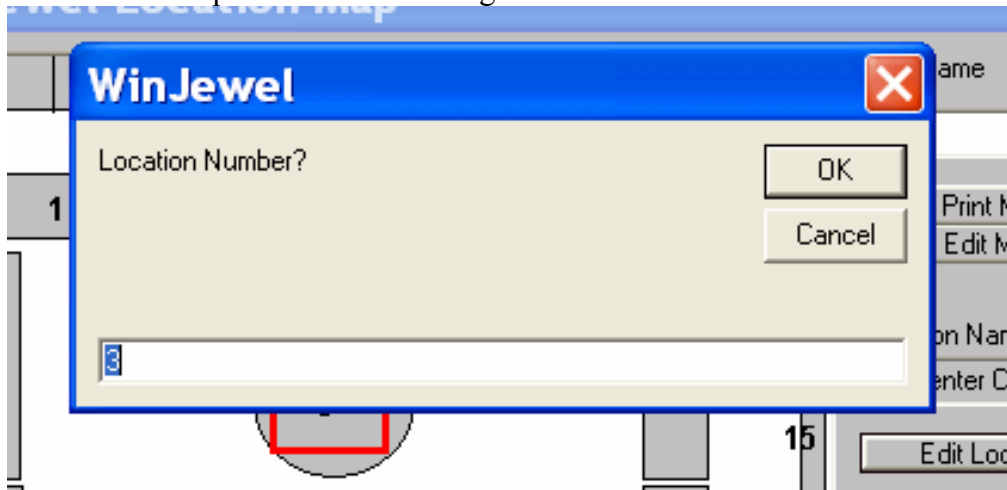
Click OK to keep the name or change the name and click OK.
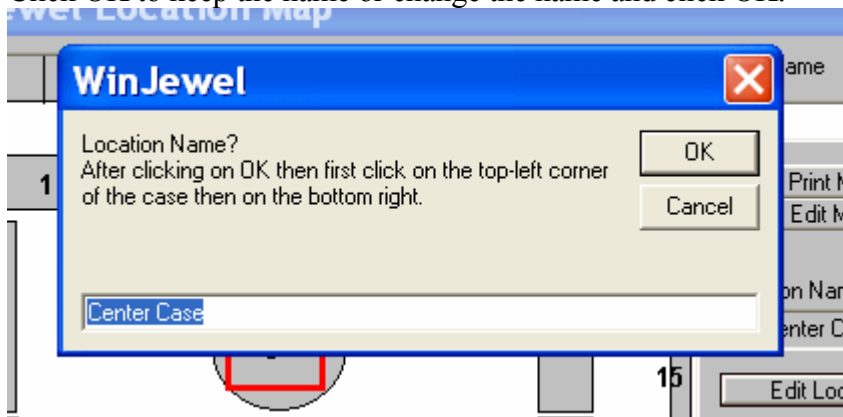
Click on the upper left corner of the new hot spot (where you want it to be). A red dot will indicate where you clicked. If this is not where you want the upper left corner to be, click again (to simulate the lower right corner) to finish the routine and start over.
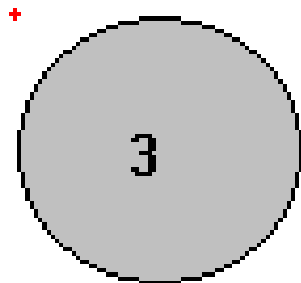
Click on the lower right corner of the new hot spot (where you want it to be). The hot spot will always be a rectangular shape.
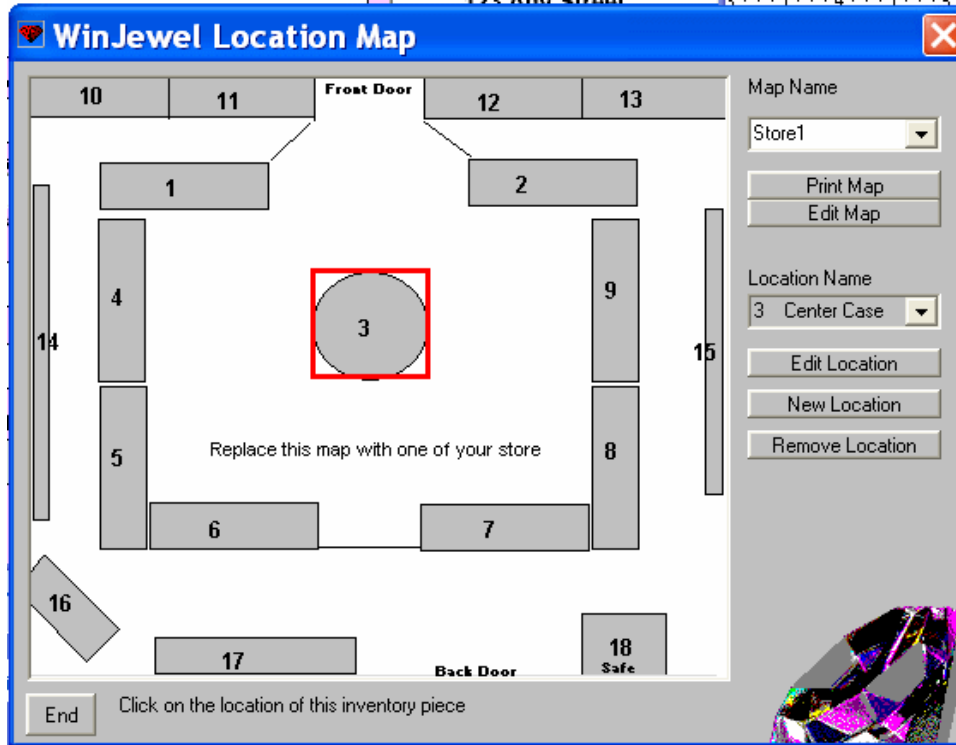
5) If you want a printed copy, click on PRINT MAP.
When you have done this for all of the cases, click on the END button.

◆ 4.12   CONSIGNMENT/MEMO ITEMS

◆ *4.12.1   Discussion:*
Consignment/memo items are items that you sell from your business that you do not own or will not pay for until the item is sold. There are two categories of consignments.
- Take in items from a Regular supplier. Regular suppliers can include established manufactures, wholesalers, retailers.
- Take in items from a Non Regular supplier. Non regular suppliers can include walk-ins and other non established supply sources.

One major difference between the two categories is Regular suppliers have paperwork and established business processes to facilitate consignment/memos, whereas Non Regular suppliers have none.

◆ *4.12.2   Take in Items from a Regular Supplier:*
1. Enter a department for consignments (REPORTS, DEPARTMENTS) if you wish to do so.
2. Enter the supplier on the SUPPLIER screen if not already entered.
3. On the INVENTORY screen, hit NEW INVOICE, a new window opens.
   a. Type the word "MEMO" in the Invoice box (and invoice number if you have one), enter the date and select the supplier. Click ENTER INVENTORY.
4. Click on the box MEMO ITEM (for each item entered) located on the top portion of the screen.

5. Enter the information about the items like normal.

### ♦ 4.12.3 Take in Items from a Non Regular Supplier:

PRELIMINARY STEPS:
1. Enter a department for consignments (REPORTS, DEPARTMENTS).
2. Enter a supplier on the SUPPLIER screen. All non regular suppliers must be grouped into one supplier name. WinJewel will record specific source information at the point of consignment.
3. Set WinJewel to record consignments (SYSTEM SETTINGS, TURN ON OR OFF THE CONSIGNMENT FEATURE).
   a. Enter the supplier number and department code.
   b. Enter the disclaimer that will appear at the bottom of the invoice. This disclaimer is your policy for handling the consignment.

DO A CONSIGNMENT TRANSACTION:
1. On the SALES screen enter the suppliers name and address information as required.
2. Select a SALESPERSON.
3. Click on the CONSIGN payment option. The next available stock number for the consignment supplier (identified in SYSTEM SETTINGS) is created.
4. Enter a description of the item.
5. Enter an amount in the PRICE field. This is the amount you will buy this item for if it sells. The description and amount will be copied to the INVENTORY screen.
6. Click on END LINE NO TAX.
7. An invoice of the consignment will printed at this time.
8. On the INVENTORY screen bring up the item number. Enter the amount you will sell this item for. A tag may be printed at this time. If a RETAIL price is not determined until the point of sale, enter the amount after the item is sold. If no amount is recorded in this field, various reports will provide incorrect totals (such as gross profit).

WinJewel does not add these items into the inventory totals, but they will be listed on all of the inventory reports. To find any sales of these items to report to the consignment supplier, do a FIND BY with the SUPPLIER NUMBER, and today's date in the DATE SOLD field. All sales up to and including today will be displayed. If you select the UNSOLD option
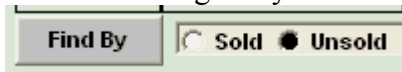
, all consignment items still on display but unsold will be listed on the FIND BY list. The SALES REPORTS, DAILY SALES REPORT BY DEPARTMENT provides additional sale information.

Once consignment items are entered into Inventory, they are sold normally.

♦ 4.13 PRINTING PRICE TAGS

There are two methods of printing price tags. The most common method today is the dedicated price tag printer. The second method is using a general purpose inkjet or laser printer with specialty paper.

♦ 4.13.1 Dedicated Tag Printer:

If you have a dedicated tag printer attached to the system (such as an Eltron, Allegro, Zebra, C.Itoh or Datamax brand of printers), you can print the item's price tag by clicking on the TAG button

located below the REORDER NUMBER box on the INVENTORY screen. Before you do this, be certain your printer is set up correctly by referring to chapter 18 PRINTER AND SCANNER SETUP of this user manual.

♦ *4.13.2   General Purpose Printer:*

If you are using a general-purpose ink-jet or laser printer for your tags, then it is best to store the tags and print a batch of them at once. This will allow you to get the most effective utilization of your tags by being able to print a whole page at one time. Whenever you enter a new item into stock (or change an existing item's information), the system stores the tag information for printing.

Before you print any tags, refer to Printing and Aligning Price Tags portion of the Printing Reports and Tags section of this manual. When your printer and tag options are finalized, you can print the tags by selecting REPORTS, INVENTORY REPORTS, TAGS - ADD, REMOVE OR PRINT PRICE TAG LIST. The list of tags waiting to print are listed in the long white box.

If you want to add tags to this list, enter the SUPPLIER and STOCK NUMBER and click on the ADD ONE button. ADD MULTIPLE lets you generate several tags with the same number. To remove a tag from the list, click on REMOVE ONE and then select the tag you want to remove.

TAG ALL will create a tag for every unsold inventory item in the store. It is used when you want to re-tag the entire store. If you select DEPARTMENT, SUPPLIER or LOCATION, WinJewel will generate tags for every item listed under that category. EMPTY will erase all of the tags in this file.

♦ 4.14 SPECIAL INFORMATION ON PRICE TAGS – TAG LAYOUT

To change which information is printed on price tags, select REPORTS, INVENTORY REPORTS, TAGS-SET LAYOUT OF TAGS (DEFAULT & EACH DEPARTMENT). This is also accessible from TAGS – SET ALIGNMENT ON PRICE TAGS and then click on CHANGE ORDER. The large white box lists all of the options you have to print on the tags and the number of positions available. Below that box is a picture of a dumbbell tag with the items positioned how they will print. To change this, delete the items on the picture of the tag and replace with what you want to print. This part of WinJewel is case sensitive so be certain you use capital letters.

If you have a specialized tag printer and you select to print barcodes on your tags, WinJewel will use the right hand portion of the tag for the barcode, so you cannot use that area. The barcode is also the Vendor # (111) and the Stock # (2222) so you do not need to repeat these on the left hand side of the tag. Generally, you will want the Description (3333333) to print across the middle of the tag so you get the most information printed that you can.

You can also establish a different tag layout for each department. This allows you to print different things for diamonds than for clocks, for example.

If selected for the tag, the Cost of the item will be printed in code. The default code in WinJewel is a very simple conversion (A is 1, B is 2, etc). If you want to change this code to something a little more complicated, go to REPORTS, SYSTEM SETTINGS, CHANGE THE STORES COST CODE FOR INVENTORY. Tags can also print the age of an item (month and year it was placed in inventory) by choosing the Age field. This also prints in code with the default being a=Jan, b=b

and the year represented by a capital letter starting with A=91, B=92 etc. You can change these year codes by going to INVENTORY REPORTS, TAGS –SET CODE FOR INVENTORY AGE.

If you have a tag layout that is not the standard dumbbell style, you can still use the CHANGE ORDER screen but you need to use your imagination to fill in spaces that are not displayed on the screen. For example, if you have a tag with a long tail on the top line, just enter more data than will display on the top line of the tag layout (into the "gray" space) and WinJewel will actually print that information on the tag. If you need any help with special tags, please call WinJewel customer support.

4.15 TAKING INVENTORY

There are a two methods to taking inventory with the WinJewel program.
- Check of items from a printed list to identify inventory in stock and exceptions.
- Enter each item into WinJewel and WinJewel will report inventory in stock and exceptions.

4.15.1   Check off Items from a Printed List to Identify Inventory Unaccounted For:

One of the simplest ways is to do a printout of all inventory by going to the REPORTS, INVENTORY REPORTS, FULL LIST OF ALL INVENTORY. Then you can check off each item as you find it in your store. Inventory will be listed in number order so it will be easy to find on the printout. Any unchecked items at the end of the process will be missing. Any items not on the printout will need to be added to the inventory file.

You can also print special inventories by specific supplier, department or location (display case) by selecting those options under INVENTORY REPORTS. You can check the items off the list as you find them.

4.15.2   Enter Each Item Into WinJewel and WinJewel will Report Inventory Unaccounted For:

A physical inventory can be done by entering items into WinJewel using a barcode scanner or entering stock numbers with the keyboard. The first step for recording your (taking) inventory is to set up an (taking) inventory identification code called LAST IN STOCK code.
1. Click on SYSTEM SETTINGS from the opening screen or the REPORTS screen.
2. Click on the FIND BY button.
   a. Type "taking" and click OK. (Hint: When using Findby, fewer letters will return more results.)
3. Click on SET "LAST IN STOCK" CODES. and establish a code letter or number to represent this inventory process along with the date.

The LAST IN STOCK code must be set each time you take inventory. This is how WinJewel differentiates the inventory taken at this time as opposed to inventory taken at some other time.

4.15.3   Start Taking Inventory:

1. Go to the REPORTS screen.
2. Click on the FINDBY button. Type "taking" and click OK.
3. Click on TAKE INVENTORY. This will start a routine that asks for the entry method (scanner or keyboard), the LAST IN STOCK code and price verification. An option to record a location is also asked.

4. WinJewel will now display the inventory screen with a white background so you will know you are doing a special task. WinJewel will place the code letter in the LAST INVENTORY box located at the top of the INVENTORY screen as items are entered (this is how WinJewel checks off items found in the store). To leave the inventory taking routine, click on STOP TAKING INVENTORY.

♦ 4.15.4 Reports After Taking Inventory:

When the inventory is complete, go to INVENTORY REPORTS, LIST OF INVENTORY BY "LAST IN STOCK". A complete list of all items from the inventory including the number of multi-unit items found will be identified. There are two types of exceptions for inventory reporting.

- AFTER TAKING INVENTORY SHORT LIST – items not found.
- AFTER TAKING INVENTORY LONG LIST – items found that WinJewel shows as not in stock.

Each of the items found on these exception reports should be researched and the WinJewel inventory record should be corrected.

♦ 4.16 DOING A QUICK INVENTORY BY CASE

Sometimes it is convenient to do a quick inventory of a particular display case. To do this, select REPORTS, INVENTORY REPORTS, QUICK INVENTORY OF ONE CASE (map location must be set up to do this. See section 4.11 BUILDING A MAP OF YOUR STORE LAYOUT). Enter the case number and then manually enter each stock number or scan all the tags with a tag reader. All matches will be displayed green and anything not found will remain in black. You will also be notified of any items that are not supposed to be in this case by displaying them in red in a separate box. You can print lists showing the LONG for extra items, SHORT for missing items and CASE for those items that match.

♦ 4.17 GETTING REPORTS ON INVENTORY

WinJewel provides a great number of reports on the inventory records. These are all available under REPORTS, INVENTORY REPORTS. A list of the selections available are as follows:

♦ 4.17.1 Inventory listings

FULL LIST OF ALL INVENTORY (both sold and unsold)
INVENTORY BY SUPPLIER
INVENTORY BY DEPARTMENT
INVENTORY BY LOCATION
TOTAL COST AND RETAIL OF INVENTORY BY DEPARTMENTS
AGING OF INVENTORY REPORT (by year)
INVENTORY ENTERED IN ANY TIME PERIOD
INVENTORY ENTERED IN ANY TIME PERIOD (by department)
INVENTORY TOTALS BY SUPPLIER
INVENTORY TOTALS BY DEPARTMENT
LIST BY PRE-SET LIST OF SUPPLIER'S
LIST BY PRE-SET LIST OF DEPARTMENTS
LIST OF INVENTORY BY "LAST IN STOCK" (listing by special inventory codes)

INVENTORY THAT WAS ON HAND AT ANY DATE (both owned and memo)
FULL INVENTORY BY INVOICE NUMBER
PREPARE LIST OF AUTO REORDER MARKED ITEMS THAT HAVE BEEN SOLD
INVENTORY REPORT WITH SERIAL NUMBERS
MULTI-UNIT ITEMS PERFORMANCE ANALYSIS REPORT
ONE SUPPLIERS INVENTORY BY REORDER NUMBER

◆ 4.17.2 Sold inventory reports
TRAVELING SALESPERSON'S REPORT (Sales by supplier for a given period)
HOT SELLERS REPORT (items with short shelf lives)

◆ 4.17.3 Special reports
GRAPH INVENTORY (inventory currently on hand)
LOOSE DIAMOND LIST
COUNT INVENTORY (total number of inventory items)
ANALYZE INVENTORY AGE BY SUPPLIER
ANALYZE INVENTORY AGE BY DEPARTMENT
ANALYZE DIAMONDS BY QUALITY AND SIZE RANGE

◆ 4.17.4 Custom printouts
You can create custom printouts of inventory using the FINDBY feature on the Inventory screen. See section 4.4 FINDING AN INVENTORY ITEM. The list can be printed, displayed on screen or saved to file.

◆ 4.18 USING OLD TAG NUMBERS

WinJewel can support your old tag numbering system. When you enter inventory in the system, put the old tag number as the first part of the DESCRIPTION field followed by a space before you enter the complete description. Next go to REPORTS, SYSTEM SETTINGS, SET THE SEARCH BY OLD NUMBER BUTTON ON SALES SCREEN.

There will now be an OLD # button located just under the SLIP NUMBER on the SALES screen. Click on this button and enter the old stock number in the Stock Number field. WinJewel will automatically convert this to the new Stock Number for the Sales Slip.

◆ 4.19 ADJUSTING THE PRICES OF INVENTORY ITEMS

WinJewel provides you several options to adjust prices of selected items without having to go into each inventory record and make the change. However, these are very powerful features which will change every inventory record selected. Please consult with WinJewel Customer Support if you have any questions before you use any of them.

Hint: Make a fresh TRAINING COPY to try these settings options, reports or settings. The TRAINING COPY will show how these functions work before effecting the actual data. See section 2.8 SETTING UP A TRAINING PROGRAM.

The selections can be found under REPORTS, INVENTORY REPORTS.

4.19.1   Change Retail Price of One Department:

This will change the retail price of every item in a given department by a percentage. For example, you could increase the price of every item in the Black Hills Gold department by 10% and the retail price for every item in that department will be adjusted.

4.19.2   Change Price by Gold Weight:

This will allow you to specify an amount to charge based on the price per gram of gold and WinJewel will adjust that number based on the entry in the GRAMS field of the inventory record.

4.19.3   Adjust Cost Factor:

This lets you change the cost that prints on the tag by a set markup amount. Once this feature is turned on, all tags will print this way until it is turned off.

4.19.4   Change Price of Inventory of One Supplier

This lets you change the markup of every inventory item for a given supplier. Remember to print up a new price tag.

4.20   SECOND COST AND RETAIL PRICE OPTION

WinJewel allows you to maintain two costs and two retail prices for each inventory item. To use this option, go to REPORTS, SYSTEM SETTINGS, ALLOW A SECOND RETAIL PRICE ON INVENTORY or ALLOW A SECOND COST PRICE ON INVENTORY.

The inventory record will now show two separate fields. When these items are sold, the salesperson will have the option to select which of the two prices to use. If the customer has the Wholesale flag set within their customer record, WinJewel will automatically use the second price field for sales.

5 CUSTOMERS

Building a good customer database is one of the best things a jewelry store can do. The ability to quickly see all that you have done with each customer will improve service and allow better individual customer decisions. Knowing their previous purchase history, their credit standing with you, letters you have sent them, appraisals you have done, and any special notes or warnings can really assist in making better sales.

5.1 BUILDING A CUSTOMER DATABASE

5.1.1 Discussion

The customer database keeps a record of all names entered into WinJewel and assigns a unique number to each record. This number is displayed just below the FIRST NAME field. There are some special features in WinJewel that use this number but generally you will only need the customer name or phone number to use customer records. Special information can be saved along with each customer record for example anniversary or birthday dates. Balances, payment standing and credit limits can also be saved with each customer record. In addition, notes can be attached for any purpose you want. All of this information can be used for creating mailings, tracking special requests and identifying special customers.

5.1.2 Things you should know/do before building a customer database:

Customers can be added from any screen that has customer input fields. Customer's are assigned a unique number. Customers must have a LAST NAME. All other information is optional. It is important to remember this when retrieving existing customers. Existing customer names should always be retrieved from the list, not re-entered. Re-entering an existing customer's information will create a second (separate) entry for this customer.

♦ 5.1.3 Enter a New Customer:

Click on the CUST. icon and the customer screen will be displayed. To enter a new customer all you have to do is fill in the phone number, name and address information and click SAVE CUST.

> OPTIONS: A second phone number field can be added to the customer record. This option is found under SYSTEM SETTINGS, TURN ON/OFF SECOND PHONE DROPDOWN BOX OR EDIT LIST.

Hint: Make a fresh TRAINING COPY to try these procedures, options, reports or settings. The TRAINING COPY will show how these functions work before effecting the actual data. See section 2.8 SETTING UP A TRAINING PROGRAM.

> OPTIONS: To see what other options are available go to SYSTEM SETTINGS, Click on the FIND BY button, type "CUST", or "PHONE" , or "NAME" then click OK. This will pull the options that are available from the SYSTEM SETTINGS list. Try the same procedure with PRINTER SETTINGS.

ADDITIONAL FIELDS:

Credit Limit	Agreed Payment
	500.00

CREDIT LIMIT and an AGREED PAYMENT:
These fields will be used to provide special notices to the salesperson when a sale is being made. Requires a special code that is found on the Staff screen.

Balance
3017.50

BALANCE:
Automatically updated by WinJewel every time there is a sale or payment. Requires a special code that is found on the Staff screen.

Months No Int
0

MONTHS NO INT:
Used for customers that have a charge account but have been granted a waiver of interest for a given number of months. You can put any number between 1 and 99 in this box. Each month when the interest is added to other accounts, no interest will be added to any account which has a number in this box and the number will be reduced by one. When the number reaches zero, the account will again be charged interest like any other account. If a charge is made close to the date that interest is to be charged, or if you just don't want to charge interest on the first month of a charge, place a 1 in this box. If you want interest the first month, place a 0.

Behind
0

BEHIND:
Displays the number of months a customer is behind on their payment schedule.

E-MAIL: When entered, the options to e-mail are enabled. This can be a very cost effective approach to mailings.

NOTES:

If you want to make a special note for this customer, click on the NEW NOTE gray button. An outlined box will appear on the screen. Type whatever you want and press ENTER. This note will become a permanent part of the customer record and it will be stored by the date you entered the note. To view previous notes that have been made on this customer click SEE NOTES. The notes are in reverse order with the newest note at the top of the list. Any letters or appraisals that have been done for this customer will also be listed with the notes.

SEE SLIPS: Will display the previous sales for this customer, whether Cash, Charge, Layaway, Bankcard, or Payments.

The customer's record can be viewed by entering the phone number, last name or just a few letters of the last name in the PHONE box and hit ENTER.

All of the matches will show up in the large list box at the bottom of the screen. Click on the one you want and the information for that customer will be displayed.
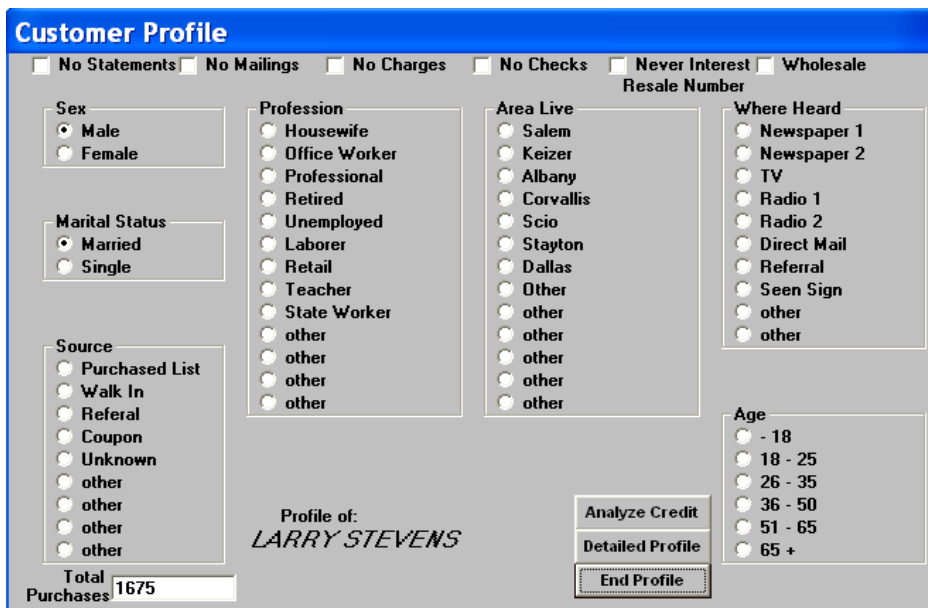
If you need to change any of the information, put the cursor into that box, type the corrected information and click on SAVE CUST.

IMPORTANT: When a new customer comes into the store to make a purchase, you do not need to go to the Customer screen. Any data entered for a new customer on the Sales screen will automatically create a new customer record. Remember to retrieve existing customer's from the list to avoid creating duplicate customer records.

♦ 5.2   THE CUSTOMER PROFILE OPTION

If you want to record additional information about your customers, click on the PROFILE gray bar and a profile screen will appear. Simply check one selection under each category.

You can customize the categories and components that appear on this screen to be specific to your needs. Go to REPORTS, SYSTEM SETTINGS, CHANGE LABELS FOR CUSTOMER PROFILE. Each line under the individual section headings will be listed one at a time and you can change the description to anything you want. It is sometimes easier if you do a screen print of the PROFILE screen before you make changes so you know where you are. You will probably want to change AREA LIVE section for your particular market area. Any changes to these labels does not change the information already in the file but simply re-labels it, so it is best for consistency to make all changes before you start entering customer data.

Across the top of the PROFILE screen are some important selections you can set for this customer. NO STATEMENTS will exclude them from any statement printing. NO MAILINGS will exclude them from all mailings. NO CHARGES will display a special message on the SALES screen when this customer is entered notifying the salesperson that we do not want to accept any more charges. NO CHECKS notifies the salesperson not to accept checks. NEVER INTEREST means
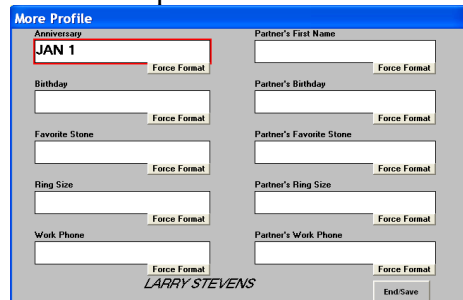
to not post interest to this account. WHOLESALE designates this as a wholesale customer which will result in No Sales Tax applied to any transactions.

Just under the customer name at the bottom of the screen is a box labeled TOTAL PURCHASES. This field will list the grand total of all purchases for this customer. If you want to adjust how this field is computed, go to REPORTS, CUSTOMERS, REFIGURE TOTAL PURCHASES FOR EACH CUSTOMER and you can set it to only display total purchases from a given date range (such as purchases for the current year only). Normally, you will want to use today's date for the ENDING DATE. You can also have this field displayed directly on the Sales and Customer screens by selecting REPORTS, SYSTEM SETTINGS, SHOW PURCHASES ON SALES AND CUSTOMER SCREENS.
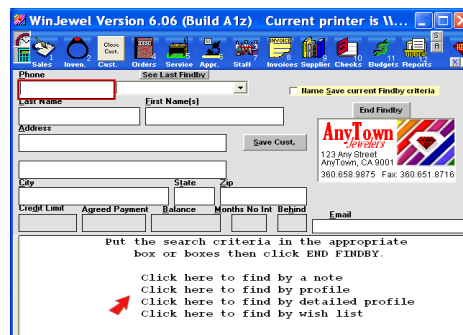
WinJewel also keeps track of this customer's payment history. Click on ANALYZE CREDIT to show the months this customer has been current (under number 1) or behind by number of months (2 – 9).

If you want to keep track of special preferences and dates for this customer, click on the DETAILED PROFILE gray bar from the PROFILE screen. You will then be able to record additional information such as anniversary date, birthday, favorite stone, ring size, work phone and similar information about the customer's partner.

Once you have completed entering this information, you can get a list of all customers by given characteristics such as age group, favorite stone or any other profile item. To do this, select FIND BY from the Customer Screen and select the PROFILE or DETAILED PROFILE option.


FIND BY is discussed in greater detail in the section: 5.3 USING FIND BY FOR CUSTOMERS.

5.3 FIND BY FOR CUSTOMERS

FIND BY on the customer screen can create lists of customers that can be used for several purposes including but not limited to mailings. You can find individual customers or groups of customers with similar characteristics by using the FIND

BY button. The following example will illustrate how to find all customers that live in zip code 98270 and that have purchased over $1000 worth of merchandise.
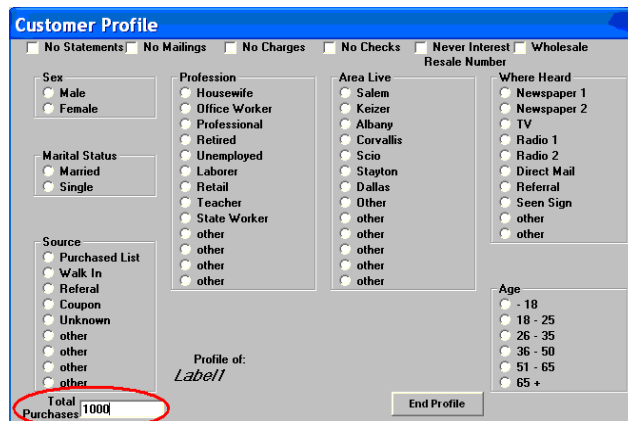
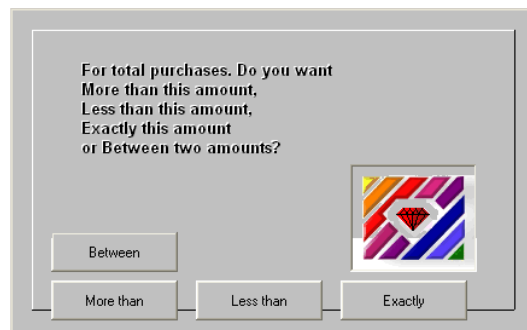1. Click on the FIND BY button.
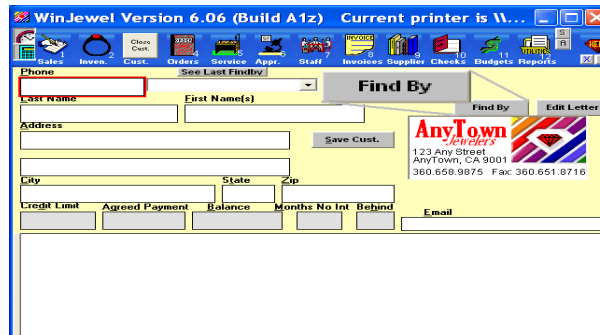
2. Type "98270" in the ZIP code field.
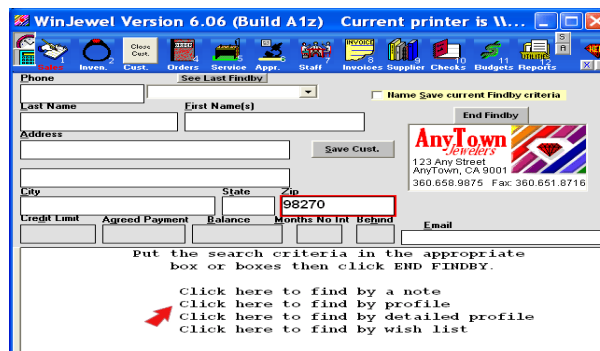
3. Click on "FIND BY PROFILE".

4. Type "1000" in the TOTAL PURCHASES field.

5. Click END PROFILE.
   a. Refine the TOTAL PURCHASES value.

6. Click END FIND BY.
    a. Refine the TOTAL PURCHASES value and the ZIP code range.

The results of the search will be displayed in the list. In this case there was one customer that matched the search results. Now that a find by list has been created, you can go to REPORTS: MAILING LABELS: LABELS BY LAST FIND BY to create labels based on this list.

NOTES can be a valuable way to separate customers. For example, you might want to enter a note on each of your special customers with the words "Premier Customer" and then you could access all of them by searching notes for that key word.

Once the system has identified a single or group of customers that match, you can send each person in this group a special letter. To do this, select REPORTS, CUSTOMERS, A LETTER TO ALL ON FINDBY LIST and pick the appropriate letter to send.

In addition to the FIND BY button, you can also find a customer by clicking on REPORTS, CUSTOMERS and selecting SEARCH CUSTOMERS BY ADDRESS or SEARCH CUSTOMERS BY NOTES.

◆ 5.4   SENDING CUSTOMER STATEMENTS

◆ *5.4.1   Discussion:*
Statements for monthly billing are created based on the information stored in the customer's BALANCE, MONTHS NO INTEREST and BEHIND fields. Customer balances are created whenever the payment types CHARGE or LAYAWAY are used. WinJewel gives the option to omit LAYAWAY balances from statements. The printed statement is designed to show the customer's name and address in a standard window envelope so mailing labels are not needed.

◆ *5.4.2   Things You Should Do or Know Before Starting:*
The notes that appear on the statements must be set for the first time. To set the notes that appear on the printed statements go to REPORTS:ACCTS RECEIVABLE:
SET UNIVERSAL MESSAGE AND SET TO APPEAR ON EACH STATEMENT will turn on a note at the bottom of the statement. SET UNIVERSAL MESSAGE NOT TO APPEAR ON STATEMENTS will turn this note off.

Hint: Make a fresh TRAINING COPY to try these procedures, options, reports or settings.
The TRAINING COPY will show how these functions work before effecting the actual
data. See section 2.8 SETTING UP A TRAINING PROGRAM.

CREDIT RATING notes will print according to a customers specific credit rating (based on MOS BEHIND). To set and turn these notes on go to REPORTS: ACCTS RECEIVABLE: POST INTEREST TO ACCOUNTS. Click on the SET NOTES button. Click on each NOTE NUMBER line to set the note for each credit rating. CLICK THIS LINE TO END CHANGING NOTES will return you to the POSTING INTEREST TO CHARGE ACCOUNTS screen. Click CANCEL / EXIT to return to WinJewel without posting interest.

Layaway amounts are included in the customer's balance. To exclude layaway amounts from posting interest go to REPORTS; ACCTS RECEIVABLE: POST INTEREST TO ACCOUNTS.

☑ Do not post interest to Layaways

Statements for customer's with Layaway accounts will print unless turned off. To turn off printing statements with layaways go to REPORTS; ACCTS RECEIVABLE: SET STATEMENTS TO NOT PRINT LAYAWAYS.
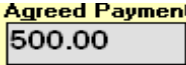
5.4.3 *Posting Interest*

Before statements are printed, interest should be posted to accounts with a balance due. To post interest click REPORTS, ACCOUNTS RECEIVABLE, POST INTEREST TO ACCOUNTS and you will be given the option to post monthly or daily. The normal method is to post interest MONTHLY. Posting interest DAILY requires running the POST INTEREST routine every day.

Once selected, the next screen will show the last settings used for posting. DATE FOR POSTING will default to today's date. The MINIMUM FINANCE CHARGE field can be used to establish a minimum payment that you will require on all accounts regardless of the amount computed as due (the customer will be billed the greater amount). The MONTHLY PERCENTAGE FOR POSTING is the annualized interest rate (take the annual rate and divide by 12 to get a monthly rate or by 365 to get a daily rate). SET NOTES lets you establish a special note that will appear on the customer's statement depending on the payment history shown under their credit rating. You can also choose DO NOT POST INTEREST TO LAYAWAYS by checking that box.

When you are comfortable with all of the fields, click POST INTEREST. The interest will be added to each account. A report will print showing all customers accounts that were adjusted. This routine may take some time depending on how many accounts you have and should only be run when nothing else is running in WinJewel. Also, do not interrupt this routine for any reason.

When interest is posted, any account that has an amount in the BALANCE field and a zero in the MONTHS NO INTEREST input box will receive an interest charge. After posting, the current number in MONTHS NO INTEREST will be decremented by one number (Example: if there is a 3 in the box it will become a 2).

You can establish a minimum payment amount by selecting REPORTS, ACCOUNTS RECEIVABLE, SET THE MINIMUM PAYMENT ON ALL CUSTOMERS. This routine will run through every customer record and the adjust the AGREED PAYMENT **Agreed Payment** `500.00` amount (on the customer screen). It is not the same as the MINIMUM FINANCE CHARGE. This routine will recalculate each customer's account and will raise AGREED PAYMENTS accordingly. This routine will not lower any AGREED PAYMENTS.

Once the interest is calculated, you should determine how you want your statements to look. The following selections are available under REPORTS, ACCOUNTS RECEIVABLE:

SET MINIMUM PAYMENT TO SHOW (or NOT show) ON STATEMENTS
SET STORE LOGO TO PRINT ON EACH STATEMENT
SET STORE NAME AND ADDRESS TO PRINT ON EACH
    STATEMENT (this will print the name and address instead of the logo.
    You must first turn off logo printing)
SET NUMBER OF DAYS TO SHOW ON STATEMENTS (this
    limits how much history will appear on the statement. The default is
    all activity since credit was extended)

CHANGE THE WORDING OF "AGREED PAYMENT" ON STATEMENTS
CHARGE ACCOUNT AGING REPORT

Now you can print statements by going to REPORTS, ACCOUNTS RECEIVABLE, PRINT ALL STATEMENTS. Be certain you have enough paper in your printer.

Sometimes you may need to create a single statement for just one customer. To do this, bring up the CUSTOMER screen and select the customer you want. Click on the STATEMENT gray bar and an individual statement will be printed.

5.5 REMOVING INTEREST CHARGES FROM AN ACCOUNT

If you want to remove the interest charged to any one account, click on REPORTS, ACCOUNTS RECEIVABLE, POST INTEREST TO ACCOUNTS and then click on the gray bar at the bottom which says REMOVE INTEREST FROM 1. You will be asked for the customer number of the account that you want to remove interest. The customer number can be found by looking just below the FIRST NAME field on the customer screen.

You will be shown each interest posting for this account one by one and asked YES or NO to remove it. At the end of the account you will be shown a total of the number of interest postings that were removed.

5.6 SPECIAL OPTIONS FOR PAST DUE CUSTOMERS

You can send special collection letters to past-due customers based on the number of months in the BEHIND field. Select REPORTS, ACCTS RECEIVABLE, SEND AUTOMATIC LATE LETTERS FOR ACCOUNTS and determine which letter you want to send.

WinJewel also allows you to post special late charges to accounts. Select REPORTS, ACCTS RECEIVABLE, POST LATE CHARGES TO ACCOUNTS and you can assess a special dollar charge to accounts based on the number of months in the BEHIND field (respond NO to the question to reset the parameters).

You can also send more frequent statements to past due customers by selecting REPORTS, ACCTS RECEIVABLE, STATEMENTS TO ACCOUNTS BASED ON BEHIND.

5.7 CUSTOMER REPORTS

WinJewel has many pre-established reports that can be selected to get detailed information about the customer base. These reports can be found be selecting REPORTS, CUSTOMERS and the following:

COUNT ZIP CODES (A total of customers by Zip code)
CUSTOMER LIST (Provides many selections including a list by
        name, by name and address, name and phone number and by
        balance due)

CUSTOMER COUNT (total number of customer records)
CHARGE ACCOUNT AGING REPORT (total number of customers
        and balance due by credit rating)
CUSTOMERS BY LAST TRANSACTION DATE (allows selection
        before or after a set date)
CUSTOMERS WHO HAVE PURCHASED OVER DESIGNATED
        AMOUNT IN A PERIOD
CUSTOMERS WITH A NEGATIVE BALANCE
CUSTOMERS WITH A ZERO BALANCE
CUSTOMER LIST IN COLUMN FORMAT
CUSTOMER LIST SHOWING PROJECTED PAID-OFF DATE
NEW CUSTOMERS IN A TIME PERIOD BY ZIP CODE
LIST CUSTOMERS WITH EMAIL ADDRESSES

5.8 SENDING CUSTOMER LETTERS

If you want to send a form letter or an Email to the customer, you must first bring that customer record up on the CUSTOMER screen. Now click on the SEND LETTER gray bar. A list of form letters that you have previously written and saved will appear in the large box at the bottom of the screen. Point to the one that you want to send and click. You will be asked if you want to PRINT or EMAIL the letter. A printed letter will go into a window envelope and an Emailed note will be sent to the Email address in the Customer record. In addition, a Note will be created for this customer identifying which letter was sent and the date.

For the Email option to work correctly, you must be on-line to your Internet provider or have your own server connection. In addition, the Email feature only works if you have a Windows compliant Email program and it is correctly configured.

If you do not want to use an existing letter as is, click on the EDIT LETTER gray bar. WinJewel's own Formletter Writer program will now appear. Select the QUICK button if you want to write a special one-time letter that you do not plan on saving for future use. The cursor will appear in the far-left top corner of the white writing area. You should start your letter with the body of the letter because the Form letter Writer will automatically fill in the heading, customer name and address and date, so you don't want to duplicate. The program does not fill in the salutation and writer's name at the bottom so you must enter these items. When you are finished, click on END QUICK LETTER.

If you want to modify an existing letter or create a new one for future use, select the FORM button and then select to create a NEW LETTER of OPEN LETTER and make the changes you want. Remember to hit SAVE LETTER if you want to save your letter for future use.

You can have the Formletter Writer place specific customer information within the body of the letter by using a special capitalized word between the < and > symbols in body of your letter. For example, having the words "You currently owe $<BALANCE> and have agreed to monthly payments of $<AGREED PAYMENT>.", will be converted into "You currently owe $1235 and have agreed to monthly payments $500 (or whatever amounts are in the customer record). These substitute words must be entered exactly as shown to be replaced. You should include a space (and

the $ for dollar amounts) just before each and just after each word to be replaced. The keywords you can use are:

<LAST NAME> will replace with the last name
<FIRST NAME> will replace with the first name
<ADDRESS> will replace with the street address
<CITY> will replace with the city name
<STATE> will replace with the state 2 initials
<ZIP> will replace with the zip code
<BALANCE> will replace with the current balance
<AGREED PAYMENT> will replace with agreed payment
<CREDIT LIMIT> will replace with the credit limit
<PHONE> will replace with the first phone number

5.9 CREATE, EDIT OR ERASE A FORM LETTER

These selections can be found by using the procedure above or selecting REPORTS, SYSTEM SETTING and either CREATE OR EDIT A FORM LETTER or ERASE A FORM LETTER.

WinJewel normally stores customer names and addresses with all capitalized letters. However, the default setting in WinJewel for Statements, Letters and Appraisals will be upper and lower case. You can change this setting by going to REPORTS, SYSTEM SETTINGS, SET PRINTED CORRESPONDENCE NAMES AND ADDRESSES TO UPPER/LOWERCASE.

5.10 USING THE CUSTOMER FOLLOWUP FEATURE

WinJewel provides a special notification system that allows you to record and be reminded of special things you need to do for a particular customer. To activate this, go to REPORTS, SYSTEM SETTINGS, TURN ON OR OFF THE TIMED FOLLOWUP FEATURE. Once activated, a new FOLLOWUP gray bar will be displayed on the SALES, CUSTOMER and SERVICE screens. Anytime you have a customer entered on these screens, you can click on FOLLOWUP and record an action, a specific message and the date and time you want to be reminded. You can change the action items listed by going to SYSTEM SETTINGS, SET THE LIST OF REASONS TO APPEAR ON FOLLOWUP.

When the date or time arrives, a special reminder box will be displayed on top of whatever you are doing in WinJewel reminding you of the customer message. You can either take action at that time or delay the notification and instruct the system to make it reappear at a later time. When that time occurs, the message will display again. When closing a Followup message, using CANCEL will delete it totally. If you select SEE/CANCEL, the Followup will be cancelled but WinJewel will bring up the customer record on the CUSTOMER screen so you can review balances, notes, information and create letters.

To review all messages, bring up a blank CUSTOMER screen and click on the SEE FOLLOWUPS gray bar located at the top. All followups will be displayed. If you click on any specific one, the CUSTOMER screen will be filled with the Customer record and the Followup will be deleted.

IMPORTANT NOTE TO NETWORK USERS: Followups are unique to each computer in your network. Followups that are made on a specific computer are not available on other computers. This is by design. For example: Followups that are done at the computer in the Accounts Payable section will be different than the follow-ups that are done at the take-in desk of the repair department.

5.11   DELETING CUSTOMERS FROM THE FILE

A customer can be deleted from the file by going to the CUSTOMER screen and bringing up the customer. Click on REMOVE CUSTOMER and the system will eliminate the customer from the file the next time that you run a sort.

IT IS NOT A GOOD IDEA TO DELETE CUSTOMERS. This will stop you from ever looking up the information about this customer (notes, sales and repairs) and may leave attached records orphaned in the system which may cause problems. If this was an active customer, be certain to move all slips and envelopes to another customer before you delete the customer.

Because deleting them can cause problems, it is usually better to make a note on the account as to why they shouldn't be used and change the address to something like: "Do not use customer" or "Duplicate, use other name", or some other notice that will prevent inadvertently using this customer record.

5.12   TO MARK A CUSTOMER AS A WHOLESALE CUSTOMER

If a customer always buys wholesale (with no sales tax), you can mark this customer by going to the CUSTOMER screen, clicking on PROFILE, and putting a check mark in the WHOLESALE box. This will cause that customer to always be treated as a "no sales tax" status.

5.13   DIALING AUTOMATICALLY

If you have a modem that is capable of dialing, you can double click on any phone number in WinJewel and that number will be dialed automatically. To hang up the phone, double click on the same phone box that you started the dialing process with.

To activate this feature, go to REPORTS, DIALER SETTINGS and turn the feature "ON." You must also set the modem connections from the same screen by clicking on SET MODEM PARAMETERS and SET MODEM PORT.

◆ 5.14 USING CITY NAME SHORTCUTS

Whenever you are entering the city of a customer you have the option of just entering a single character. You first have to define the shortcut you want to use by selecting REPORTS, SHORTCUTS and picking the SINGLE or DOUBLE CHARACTER option. Whenever you use this character in the city field the full city name, state and as much of the zip as you have defined will be automatically filled in the appropriate boxes. If the city has more than one zip code, you will have to fill in the balance of the zip code field.

You can also establish a shortcut for zip codes. Select SHORTCUTS, ZIP CODE TO CITY AND STATE NAME. Now, when you enter a zip code, the city and state fields will automatically be filled in.

◆ 5.15 SHOWING PICTURES OF CUSTOMERS

You can store and display digital pictures of your customers by going to REPORTS, SYSTEM SETTINGS, SET THE ABILITY TO SAVE AND SHOW CUSTOMER'S PICTURES and turning that feature on. You will now have an ADD PICTURE gray bar displayed on the CUSTOMER screen. With the customer's record displayed, simply click and add the picture by using the BROWSE feature to find the picture on your hard drive. Now, any time you display that customer record, their picture will be displayed.

This picture will also show whenever this customer is entered on a SALES screen. This is a good way to verify the identity of the purchaser.

◆ 5.16 A WISH LIST, GIFT OR BRIDAL REGISTRY

You can store a gift registry for any customer by clicking on the GIFT REGISTRY button on the CUSTOMER screen. If the GIFT REGISTRY button is white then the customer currently on the screen has entries in the registry.

Gift Registry									
LARRY STEVENS			Print	Save/Exit					
DATE	QUANTITY	DESCRIPTION	PRICE	FILLED	FILLED	FILLED	FILLED	FILLED	FILLED
11-2-02	1	100-01111 MAN'S AMETHYST RING	1450.00						

6 ORDERS

6.1 ENTERING ORDERS FOR SUPPLIERS

To place an order with one of your suppliers, click on the ORDERS icon. A list of suppliers will be displayed in the large white list box in the bottom right corner of the screen. Select the supplier you want to order from and click. If the supplier is not on the list, you must go to the SUPPLIER icon and enter them into the system. Once you click on the supplier you want, their name and normal terms will be automatically filled in the appropriate boxes on the screen.

The cursor will be blinking in the QTY (Quantity) box. Enter the number of pieces ordered (If "1" you can just skip over this field by hitting ENTER). Next enter the supplier's item number in the STYLE NUMBER box and fill in the DESCRIPTION OF ITEM(S) box. Next enter the COST EACH and the DEPARTMENT you want to assign it to. Once the department is selected, the Open to Buy amount will be displayed for your information. If you want to enter some extra information for the supplier, fill in the SPECIAL INSTRUCTIONS box. This information will print right below the description of the item on the Order Form. You can have separate instructions for each item.

If this order is not for a specific customer, skip the Customer information and hit END LINE. The system will ask if you want to use a special order number or you want WinJewel to assign the next available number. Now the cursor is back in the QTY box and you can enter more items for this supplier.

When you have everything entered, go to the DUE DATE box and enter the date you want shown on the printed order form. If you want to change the ORDER DATE to something other than today's date, you can do that also. When everything is as you want, hit END ORDER/PRINT and the complete Order Form will be printed for mailing or Fax.

If the order is for a particular customer, it is usually best to create a separate order (do not combine with other items). Enter the information about that customer. To automatically fill in existing customer information, enter the phone number, last name or partial name in the CUSTOMERS PHONE box and click on the customer you want. To fully track the item, you can also fill in the CUST. PRICE box (This does not print on the Order Form). With a particular customer order, it is important to fill out the DUE DATE field. When the item comes in, call up the Order record and fill in the IN DATE box and then you can notify the customer. The TO CUST DATE is the date that the merchandise is given to the retail customer.

6.2 TRACKING ORDERS

To see the list of orders outstanding for any given supplier, bring up the ORDER screen, select the supplier you want and hit SEE ALL ORDERS. This will list by order number and total amount every order that is outstanding at this time. To look at a particular order, click on it and the information will be displayed on the screen.

If you want to find an order that was made for a particular customer, select the BY CUSTOMER button and enter the customer's name. Any outstanding orders will be listed and if you click on one, all the information will be displayed.

At any time, you can click on SEE ALL ORDERS and a complete list will be displayed. To remove any old orders from the system that have been received, select ORDER REPORTS, REMOVE OLD ORDERS.

6.3 RECEIVING ORDERS

When the order comes in and it is correct, select MARK A WHOLE ORDER IN and enter the Order Number. It will be removed from the outstanding order list.

Items can be marked in individually on an order. Click on the item number from the detail view of the order then click on the MARK ITEM IN button.

The order so far:

Description	Qty	Cost Per	T.
RUBY RING - WOMEN'S	3 @	250.00	75
		TOTAL:	75

Mark Item In

WinJewel will ask you if you want to add these items to the inventory. If you select yes, the item information will be copied to the inventory screen the next time you enter inventory for the same supplier. *See section 4.2.1 SEE FROM ORDERS.*

Click on Yes or No

Do you want to mark any items on this order to be added to inventory later?

Be careful, if you have already marked these items to be added then they will be duplicated on the list.

Yes   No

6.4 ORDER REPORTS
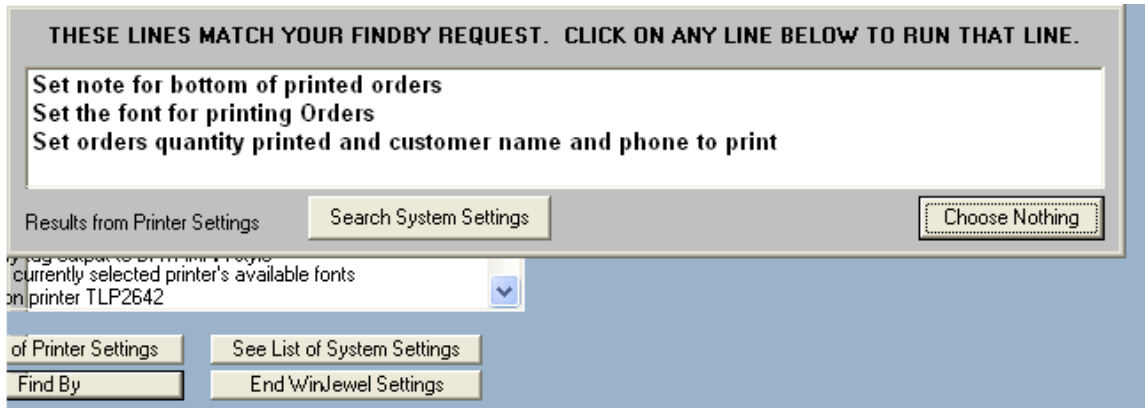
Selecting REPORTS, ORDER REPORTS lets you get the following:

ORDERS PAST DUE REPORT (Orders not marked in where the current date is later than the due date)

ALL ORDERS IN COMPUTER

6.5   ORDER REPORT SETTINGS

Go to SYSTEM SETTINGS, click on the Find By button and type "order", click OK.

💎 7 SERVICE ENVELOPES

💎 7.1 PREPARING A SERVICE ENVELOPE

To prepare a service envelope, click on the SERVICE icon. You can bring up the customer by entering the phone number, name or partial name in the PHONE box. If this is a new customer, fill out the fields and they will be added to the customer file. Then enter the DEPARTMENT and SALESPERSON for this transaction.

The cursor is now in the ENVELOPE NUMBER box. If you are using pre-numbered envelopes, enter the one you are going to use next in this field. If you want the system to assign the next consecutive number, put the cursor in the box and double click and the number will be entered. If this customer has other envelopes outstanding, those will be listed in the large white box. If you want to bring up any of those envelopes or include this job with a previous envelope, click on the envelope you want and the information will be displayed for you to make the necessary changes.

Next, enter a brief description of the item in the ITEM box and any special instructions in the INSTRUCTIONS box. ASSIGNED TO is who is going to handle this repair. If it is an employee already entered into the system, just click on the name from the pull-down menu. If the item will be given to someone outside the organization, you must add them to the employee list from the Staff screen. When you add service employees or outside groups (like trade shops), click on the SHOP LIST button and only those staff names with this checked will be displayed.

DATE IN is the date you are taking the item. Double click with the cursor on this box and today's date will be entered. DATE DUE is the date you are promising this to the customer. WinJewel will track progress against this date. DATE FINISHED will be entered when the service is complete

and waiting for the customer to pick it up. DATE OUT is the date they pick up the item. It will be filled in automatically when a Sales Slip is recorded for this envelope. COST is for internal use only and will be encoded. LOCATION is where the item will be placed (You know how easy it can be to lose envelopes!), ESTIMATE will be filled in if you are not certain of what the service will cost. PRICE is the quote you are giving to the customer. SALES SLIP will be filled in later by the system.

The cursor will now be in the DECLARED VALUE box. You can enter an amount here or leave it blank (If you enter an amount, it will be printed on the envelope). You can also make a special note for this envelope by clicking on NOTE ON ENVELOPE and entering the message. These notes can be viewed by clicking the SEE NOTE gray bar.

When you have completed all of the entries, click on PRT/SAVE and a copy of the information will be printed on standard blank paper. If you need additional copies, click on the NUMBER OF COPIES box and enter the number you want. If you want to regularly print additional copies, go to REPORTS, ENVELOPE REPORTS, SET DEFAULT NUMBER OF COPIES TO PRINT and this amount will become the default.

You can also print this information directly to an physical job envelope by using the setting PRINTER SETTINGS, SET REPAIR ENVELOPES TO PRINT ON BLANK ENVELOPES. If you want a special note to appear on the bottom of the Repair envelope, this can be done by selecting REPORTS, PRINTER SETTINGS, SET NOTE FOR BOTTOM OF ENVELOPES.

You can also set WinJewel to print the barcode on the repair envelope. Then, any time you are moving it, recording new information or closing it out with a sales slip, you will just have to scan the barcode and all of the envelope information will automatically be entered. To set this, go to REPORTS, PRINTER SETTINGS, TURN ON/OFF THE BARCODE TO BE PRINTED ON REPAIR ENVELOPES. You will then need to set up the special Interleaved 2 of 5 font for the barcode. Go to Control Panel on your Windows desktop and select Fonts and then File, Install New Font and select the WinJewel directory. Click on Interleaved 2 of 5 and select OK. You can now print barcodes.

At any time, you can recall an envelope by bringing up the SERVICE screen and typing the Envelope Number in the PHONE box. You can also enter the customer on the SERVICE screen and click on the envelope you want displayed in the white box.

Later when you are ready to write a sales slip, enter E in the first STOCK NUMBER box and the envelope number in the second box. The name and all other information will be automatically filled in on the sales slip and the system will close out this envelope as being picked up and paid.

7.2 RECORDING THE CONDITION OF THE ITEM

If you want to record specifics about the service item you are taking in, click on the COND. gray bar located just above the SAVE button and a CONDITION screen will appear. Click on the type of item at the top and a series of description categories appropriate for that type of item will be displayed. Simply check all of the boxes that apply (you can unselect a box by clicking on it a second time). Recording things now such as scratches or missing or broken components can make later confirmation of the condition when the item arrived much easier. Everything on the

CONDITION screen can be changed by clicking on the CHANGE LABEL gray bar and change the headings or descriptions.

When you are finished filling out the screen, click on the PRINT button and print a copy of the condition description that can be attached to the Envelope and/or given to the customer. This information will also remain with Envelope record in WinJewel.

If you find it necessary, you can also attach an image of the item to the record. Click on the IMAGE button and a digital picture can be attached.

7.3 TRACKING ACTIVITY ON SERVICE ENVELOPES

WinJewel provides several features that will assist you in keeping track of activity on service and job envelopes. There are two gray bars located just above your store logo that say ADD PART and ADD LABOR. When a part is required that you have in inventory, you can click on the ADD PART button and enter the stock number for that part. The cost of that item will be added to the COST field to assist in determining the final cost of the service.

ADD LABOR allows you to create a list of service activities (watch cleaning, adding links to chains, melle head, etc.) with a set cost, retail price, person assigned and number of days to complete. You can just click on any one of these services and the fields will be automatically filled in. You can access the ADD LABOR screen by also clicking on the small arrow located to the right of the INSTRUCTIONS box. You can print this list be going to REPORTS, ENVELOPE REPORTS, PRINT THE ENVELOPE PRE-DEFINED LIST.

You can also keep track of the actual service time logged for this envelope by clicking on the TIME button located just below the LOCATION box. A list will be displayed of all staff with the SHOP LIST box checked as part of their employee record. When service is being performed on this job/envelope, the employee can click on their name and click on the START button. WinJewel will keep track of the time elapsed until they click on the STOP button. For a lengthy process, several different time sequences can be tracked and the system will total the time by individual.

There are also several shortcuts that can make using the SERVICE screen easier. Selecting REPORTS, ENVELOPE REPORTS, SET DEFAULT DEPARTMENT FOR ENVELOPES will allow you to skip over that field when entering data and the system will fill in that department automatically. Selecting REPORTS, ENVELOPE REPORTS, SET DEFAULT NUMBER OF DAYS BETWEEN IN AND DUE will let you set the average number of days to complete service items. When established, double click on the DATE DUE field and the system will compute and fill in that date.

7.4 ENVELOPE REPORTS

The following reports are available by selecting REPORTS, ENVELOPE REPORTS:

ENVELOPE PAST DUE REPORT (All envelopes where today's date is past the Due Date and no
        Date Finished has been entered)
ENVELOPES FINISHED BUT NOT PAID (Finished but no Date Out entered)

ENVELOPES BY WORKER (All active envelopes by Assigned To)
LIST OF ENVELOPES THAT SHOW PAID BUT NO DATE OUT
ENVELOPES THAT ARE NOT PICKED UP (By envelope number)
ENVELOPES THAT HAVE BEEN PICKED UP (By envelope number)
FIND ENVELOPES WITH A NUMBER HIGHER THAN ???? (Searches for all envelopes above
     a set number)

7.5 ENVELOPE MAINTENANCE

Several selections under REPORTS, ENVELOPE REPORTS will help you maintain your envelope files.

REMOVE ALL ENVELOPES will allow you to move old envelopes that are finished and picked up from the active to the archive files. These can still be reviewed by clicking on the SEE OLD button.

RESET HIGHEST ENVELOPE NUMBER USED will let you establish the next number that will be automatically generated by the system. WinJewel finds the largest envelope number in the system and starts generating numbers after that. This option lets you ignore some of those old envelope numbers and start counting where you want.

CHANGE AN ENVELOPE FROM ONE CUSTOMER TO ANOTHER lets you transfer envelopes.

TURN ON OR OFF THE "TOO MANY DIGITS REMINDER will notify you if more than 5 digits are entered for the envelope number.

BUILD A LIST OF UNUSED ENVELOPE NUMBERS will display all of the blank numbers that were never used by the system. You can then use these numbers by manually entering them on Service screen.

◆ 8 APPRAISALS

In order to do an appraisal you must start by going to the APPR. icon. Enter the customer information using the PHONE field like with the other screens. Now click on the DO APPRAISAL button.

The appraisal worksheet will appear on the screen. WinJewel only uses this worksheet as a shortcut method for entering data to print an appraisal document for the customer. As you complete the appraisal process, you will be given the opportunity to edit the final document and only a copy of that document will be saved in the Customer record.

A list of any appraisals for this customer that are on file will be listed in the white box along with the date that the appraisal was last worked on. If you want to review, change or reprint one of these, just click on that record. If you want to do a new appraisal, start entering the characteristics of the item in the appropriate fields remembering that each of these selections will be converted into words on the appraisal document.

If the item has a stone or stones, click on the ADD A STONE button. First, describe the center stone by clicking on appropriate items or filling in boxes. The small "c" button is a calculator for

putting in dimensions of diamonds and letting the program do the math to figure the weight. If you use this feature, be careful to alter the weight that is the answer because the girdle thickness or other cutting abnormalities just as you would if you were figuring the weight yourself. You can enter CLARITY, COLOR and CUT, point to the slide bar for that item and while holding the left mouse button down, slide the bar to the appropriate setting. If you don't move a slide bar for any particular entry, then no grade will be shown in the text for that stone. Therefore if you want to show the highest grade for any stone, you must first move the slide to the right and then move it back to the far left.

When you are finished, click on the END STONE button. If you want to add other stones to the description, click on ADD A STONE again. If you are entering multiple stones at one time (such as with side stones that are all similar) enter the total weight, not the per-stone weight in the CARAT box.

When you have finished entering any and all stones for this item, click on END THIS ITEM and the program will create an appraisal letter. To see this letter, hit the SEE TEXT button. This is presented in typical word processor format so all you have to do to make changes is move the cursor to the section you want to change and add, change or delete anything on the page, including the spacing. You can also select a different format and size by clicking on FONT and making the changes. When you are finished, don't forget to SAVE the item so a copy of the appraisal letter will be attached to the customer record.

When you are ready to print the appraisal form, click PRINT and enter the number of copies you need. If you want to include a picture of the item, select YES when asked and search for location of the item on your system. (If this was an inventory item that you previously stored with a picture, you can find it by searching the WinJewel folder, Pictures folder, folder number for the supplier and then selecting the stock number.) The picture will print on a separate piece of paper.

The Appraisal letter includes some standard language that you may want to customize to your particular store. Clicking on the FORMAT button will let you change various lines as well as the spacing, border and whether you want your logo to print or not. When you SAVE these changes, they become the default setting for the next appraisal letter.

When you are finished, be sure to hit SAVE if you want to save the appraisal document in the customer record. To exit the appraisal part of WinJewel, select EXIT/NO SAVE.

8.1 DOING A QUICK APPRAISAL

If you want to have the ability to do a quick appraisal at the time of a sale, go to SYSTEMS SETTINGS, ALLOW "DO APPRAISAL" BUTTON ON SALES SCREEN.
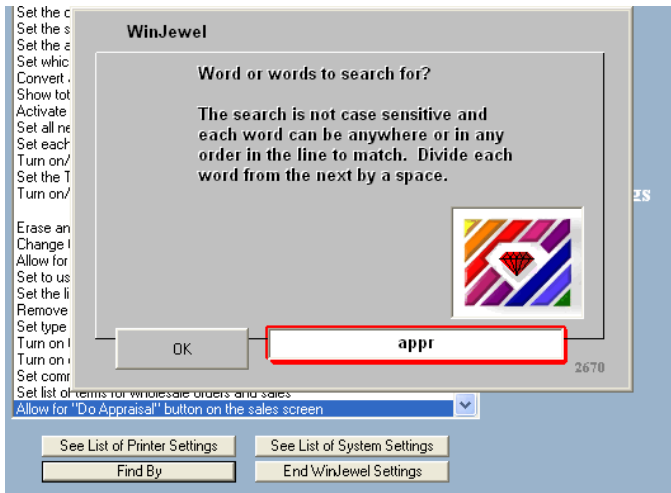
Click on Find By.

Type "appr.".

Click OK.

Click on "Allow for "Do Appraisal" button on the sales screen".

A special button will now display on the Sales Screen when a valid stock number is entered. When this is selected, WinJewel will take as much information as it can from the Inventory record for the item and prepare an appraisal document including using the Retail Price for the PRICE field. You still will have the ability to edit this document and change any of the fields before printing.

OPTIONS: At the top of the Invent screen is a small "A." button. Click on this to prepare the appraisal document in advance (to use when the item is sold).

8.1 DOING A DIAMOND GRADING REPORT

If you are in the ADD A STONE routine and you choose diamond as the type of stone then a button will appear titled "Diamond Grading Report". Clicking on this button will show the following screen:

The RELOAD OLD REPORT button will show a list of previous Diamond Grading Reports that were done for this customer. Clicking on one from this list will reload the old report including any diagram mapping the identifying characteristics.

After you have filled out this screen, you can click on CONTINUE TO DIAGRAM to map identifying characteristics of the stone on the following screen:
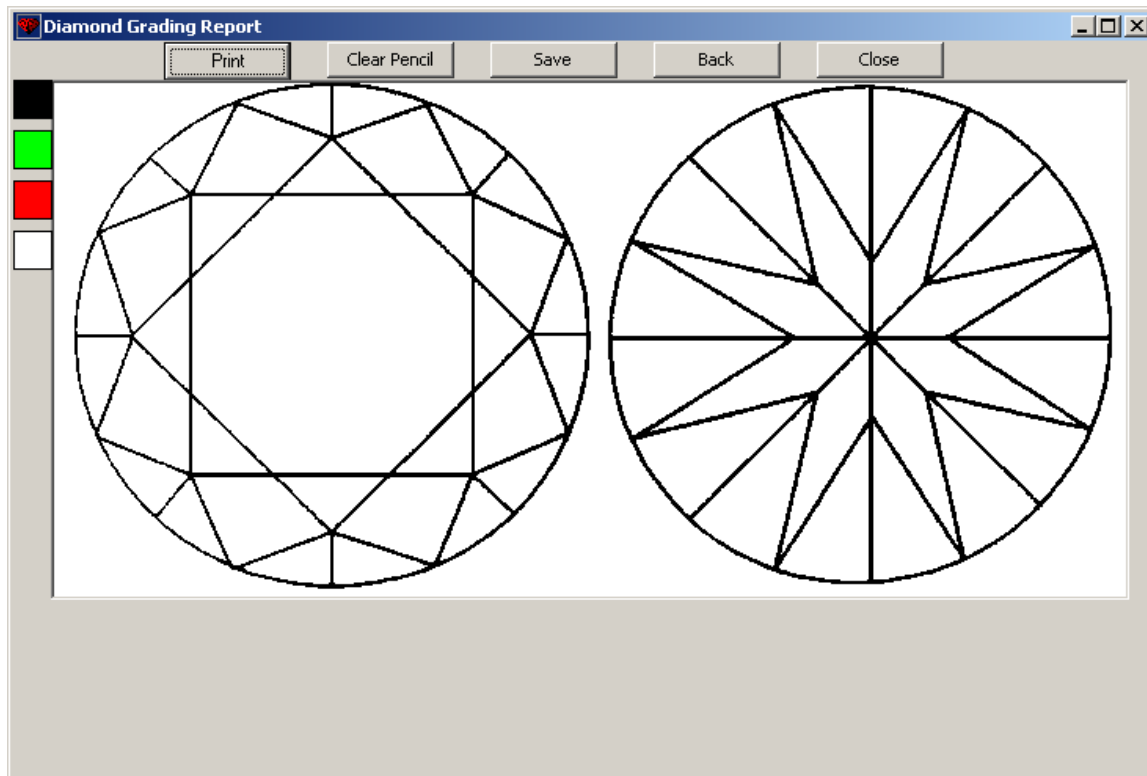
The shape of stone that you have indicated will be displayed on the screen.

You can now draw on the diagram by using the mouse. Hold the left mouse button down to draw. Move the mouse slowly to draw a solid line. Move the mouse more quickly to draw a dotted line.

You can choose the color to draw with by clicking on one of the 4 colors on the left. The white color is used only to erase previous marks from the diagram that were drawn during this session of the mapping process. You can also click on CLEAR PENCIL to remove all marks drawn during this session of the mapping process. If you do not have a color printer then the diagram will not print in color and we suggest that you use the black color for all drawing.

The PRINT button will print a Diamond Grading Report.

The SAVE button will save a copy of this report which can be reloaded at a later time by clicking on RELOAD OLD REPORT on the first screen of the Diamond Grading Report routine.

The BACK button will take you to the first screen of the Diamond Grading Report routine.

The CLOSE button will close the Diamond Grading Report routine.

9   STAFF & TIMECARDS
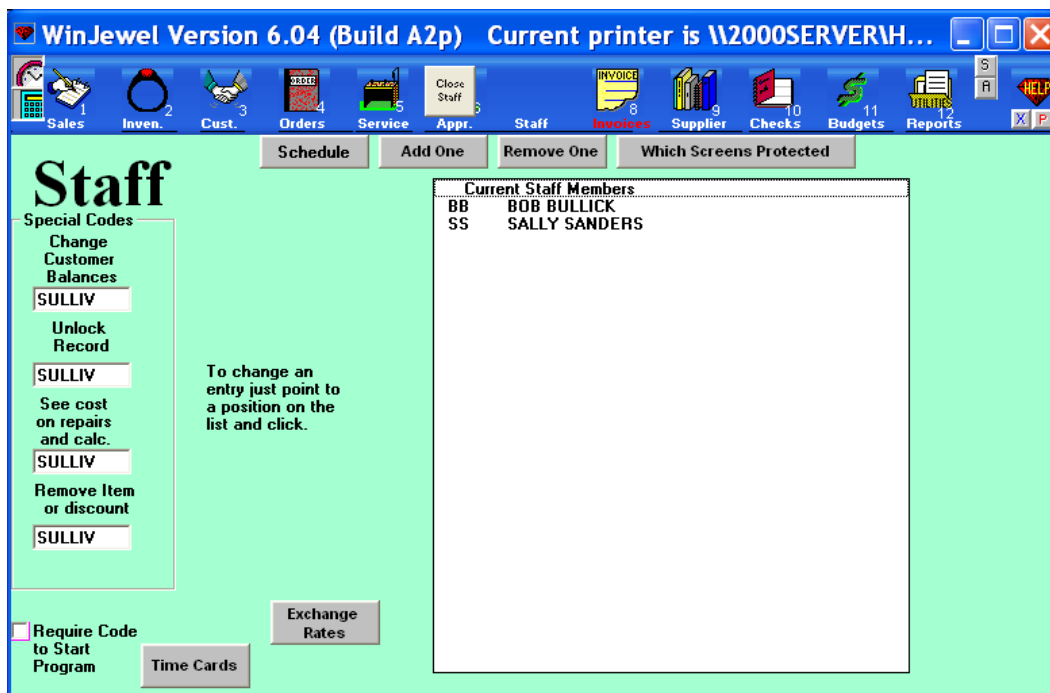
9.1   ENTERING STAFF

9.1.1   Description

The STAFF selection gives you access to WinJewel's employee and security system. From the STAFF screen you can edit passwords, set security settings, manage timecards and create work schedules.

Staff members are listed on the STAFF screen. Each staff member is represented by one or two key letters. These key letters are chosen by you while entering new staff. They are used to identify the staff member on the various screens and data records. The key letters must be unique for each staff member. One option is to use letters that reference the staff member's name, such as their initials.

Important: It is possible to lock yourself out of WinJewel. Please read this section completely before changing permission settings. Before you activate Permissions, Unlock Codes or Passwords, you must give yourself access to the STAFF screen and write down/remember your code.

There are two processes to enabling staff security:
1. Set permissions (who can do what).
   a. Give yourself permission to all.
   b. Give your staff permission to some/all.
2. Set protection (what requires a password).

Important: Give yourself Permission to access the system before telling the system to ask for a password.

◆ *9.1.2   Give Yourself Permission to All:*
1. Click on the Staff icon to open the Staff screen.
2. Click on the "Add One" button to add yourself to the Staff list.
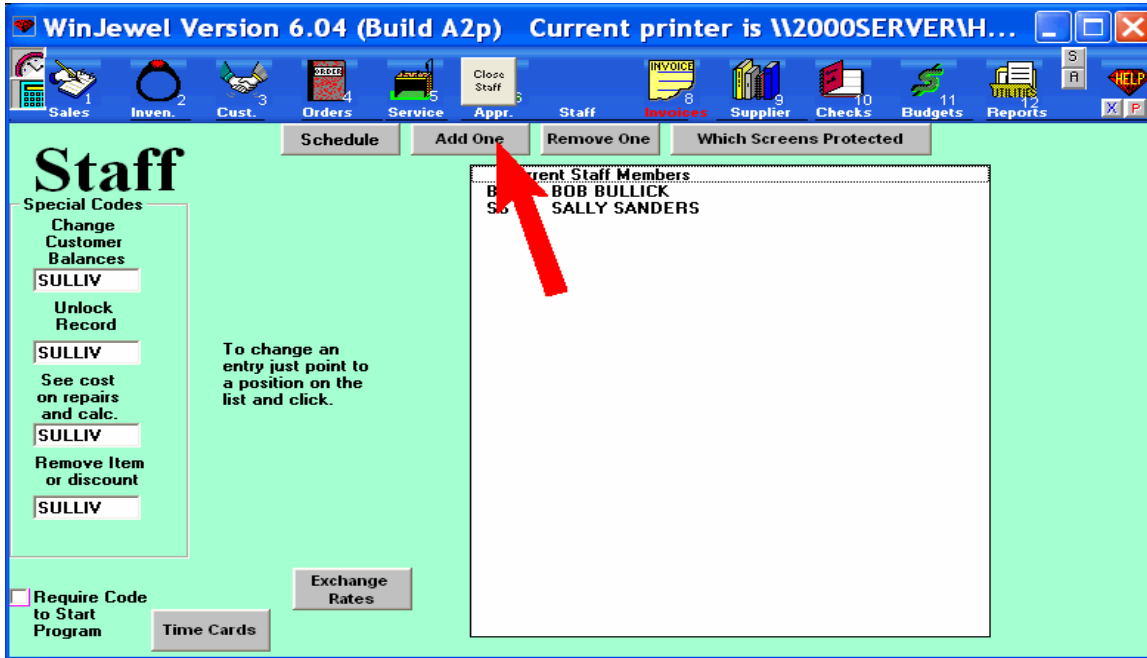
a. Enter two letters (for example your initials) as a user ID. This is NOT your password. Click OK
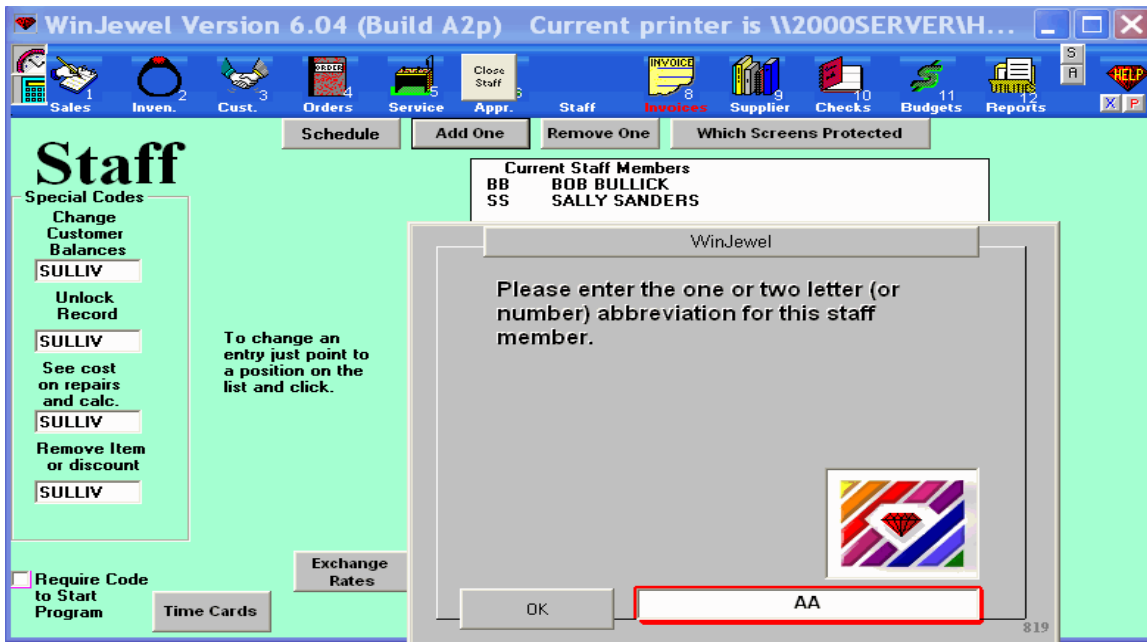
b. The Staff member profile page opens.

c. Give yourself permission to the "Special Permissions" by clicking in each checkbox next to "Change Customer Balances", "Unlock Record", "See Cost on Repairs and Calc.", "Remove Item or Discount", "Erase Sale".

d. Check each WinJewel screen checkbox:

   i. "Inventory See" and "Inv Change/See" are options. You may only check one of these. Because you are giving yourself full access, click on "Inv Change/See".
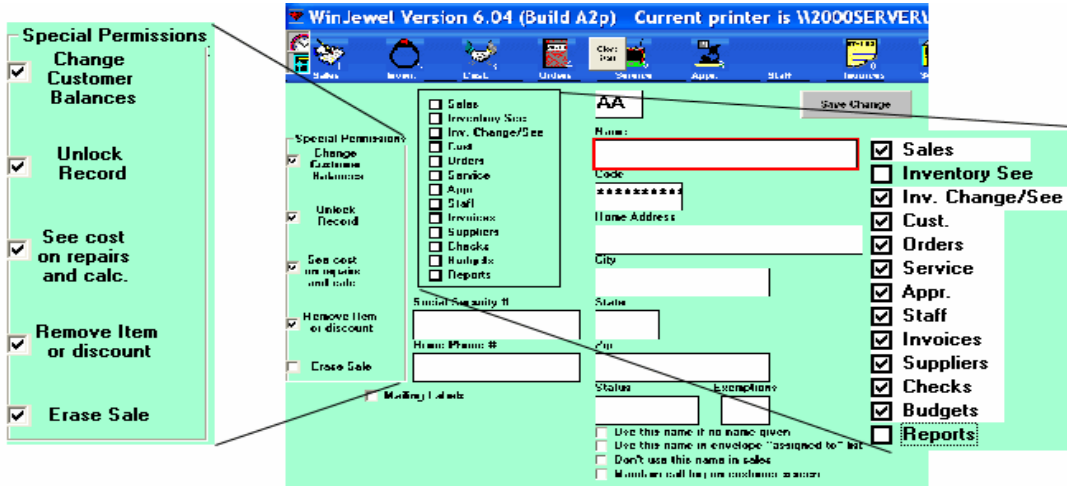
   ii. When you click on the "Reports" checkbox a list of reports will open. Click on "Click on this line to allow full category access" (2nd from the bottom). This will change each entry to "Yes" except "Daily Report Only". Leave this alone, you have access to all "Sales Reports".
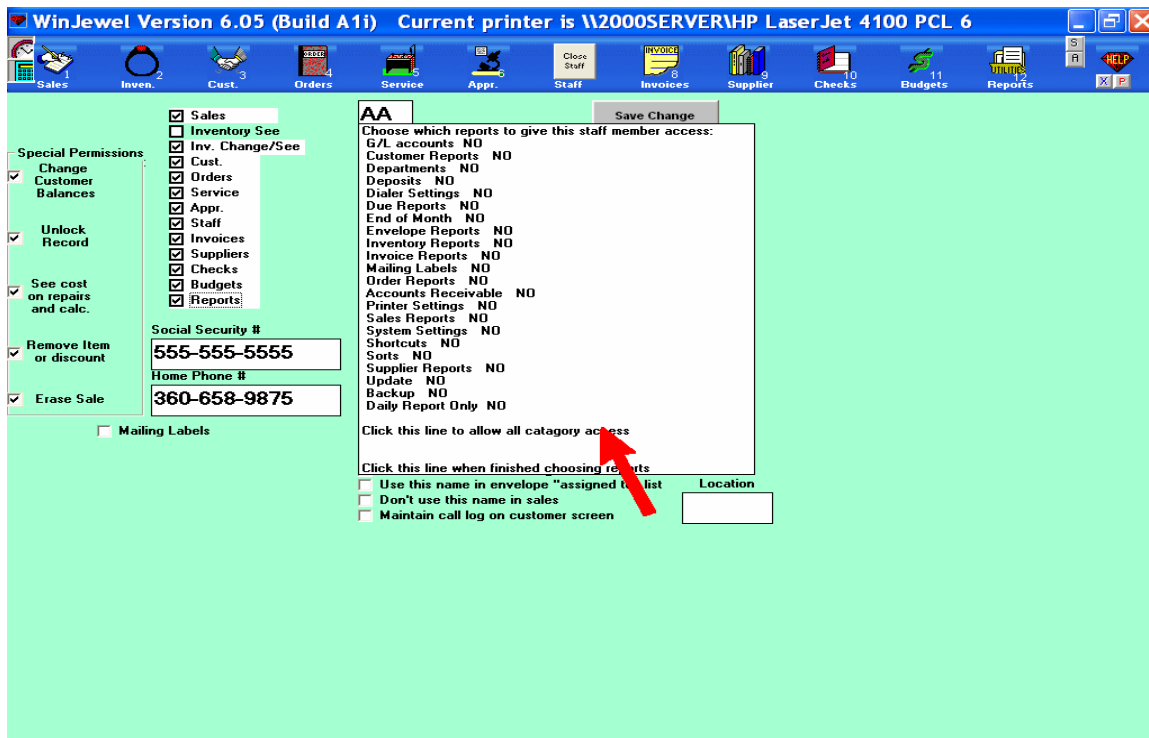
e. Enter your name in the "Name" field.

  f. Enter a personal password in the Codes field. WRITE IT DOWN. When you move to the next field your Codes will be replaced with "*"'s. You can view your Codes by clicking in the Codes field again. Codes can be no more than 15 characters and should be changed anytime you feel it is necessary. For staff members it is often best to let them choose their own code.

  g. Complete any personal information fields.

  h. The choices below the personal information are as follows:

    i. "Use this name if no name is given" (your name will be the default for all sales until another salesperson is selected).

    ii. "Use this name in Envelope "assigned to" list" (your name will appear as a choice on the Service Screen for repairs).

     1. Note: If no staff member has this option checked, all staff members will appear on the envelope assigned to list. If one staff member has this option checked only this staff member will appear on the envelope assigned to list.

    iii. "Don't use this name in Sales" (your name will NOT appear as a Salesperson on the Sales screen).

    iv. "Maintain call log on customer screen".

GIVE YOUR STAFF PERMISSION TO SOME/ALL: Typical permissions for staff members would be SALES SLIPS, INVENTORY SEE, CUSTOMERS and DAILY REPORT ONLY (the bottom selection under REPORTS).

1. Click on the Staff icon to open the Staff screen.

2. Click on the "Add One" button to add a staff member to the Staff list. Enter two letters as a user ID. Click OK

  a. Check/Uncheck the "Special Permissions" boxes for the processes you want this staff member to have.

  b. Check/Uncheck each WinJewel screen checkbox for the screens that you want this staff member to have access to.

    i. Be careful who you give permission to the staff screen. All permission settings for all staff members can be changed by anyone who has access/permission to the staff screen.

  c. Enter the staff members personal information in the appropriate fields.

  d. Enter a password in the password field. WRITE IT DOWN. Give this number to your staff member.

    i. The staff member can change their code at any time by going to the Timecard feature, selecting their name and hitting the CHANGE MY PASSWORD button.

9.2 LIMITING EMPLOYEE ACCESS TO FUNCTIONS

9.2.1 Discussion:

The previous steps have not enabled screen security, but have created the permission levels for each staff member if security was turned on. The following steps will actually establish the screen access restrictions.

Some stores allow every employee access to everything in WinJewel, while others are very selective. To limit employee access based on the settings you made under each of their employee records, bring up the STAFF screen and click on the "WHICH SCREENS PROTECTED" button.

It is important that before you activate this function you assure that you personally have access to the STAFF screen and you remember your code.

You can now check those functions where you want to limit access. If you do not select a box here, any employee will have access to that screen regardless of what you set in their employee record. Many stores limit access to Staff, Orders, Appraise, Invoices, Checks and Budgets as these are specialized or management functions. When you click and place a check mark next to a specific function, the employee code must be entered before WinJewel will bring up that screen. Unless you have specifically given them access in their employee record, even entering their code when asked will not work.

Any screen or processes check (or filled in) on during this process will be protected. The user will be asked to enter their personal code when clicking on a screen icon that is protected. Setting Protection means that you are going to lock out people from opening specific screens or doing certain processes. For example if you want to prevent any staff member from looking at the customer screen without entering a personal code first, you would set the "Cust." (Customer) screen to be protected (Check the "Cust" box on the "Which Screens Protected" screen). Each time the "Cust." screen icon is click, the user will be asked to enter their personal code. If you want to restrict who can change customer balances, you would put a password (code) in the "Change Customer Balances" box under Special Settings.

The following definitions explain each "SPECIAL SETTINGS".
- CHANGE CUSTOMER BALANCES code is needed if you want to change the Credit Limit, Agreed Payment, Balance, Months No interest or Behind fields on the CUSTOMER screen.
- UNLOCK RECORD code is used for multiple PC environments. Two people cannot access certain records in WinJewel at the same time and one will be locked out. When this occurs, you can override this control by entering this special code.
- The cost of a repair item is coded on the SERVICE screen and you will need the special code labeled SEE COST ON REPAIRS to see that cost.
- REMOVE ITEM code is just a double check to assure that an item should be removed from inventory. If you want to, you can change these codes by clicking on the box and typing in the code you want.
- ERASE code is used when erasing a sales slip (similar to reversing but deletes the sales record and makes a record of the erase in a separate file).

9.2.2   Set Protection:
Now that you have set permissions, you must set protection.
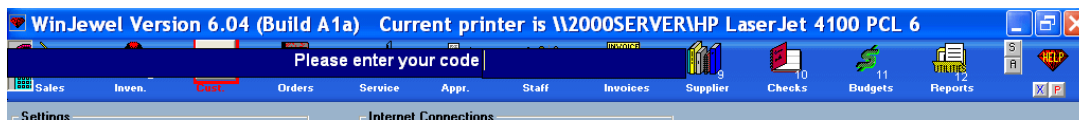
OR
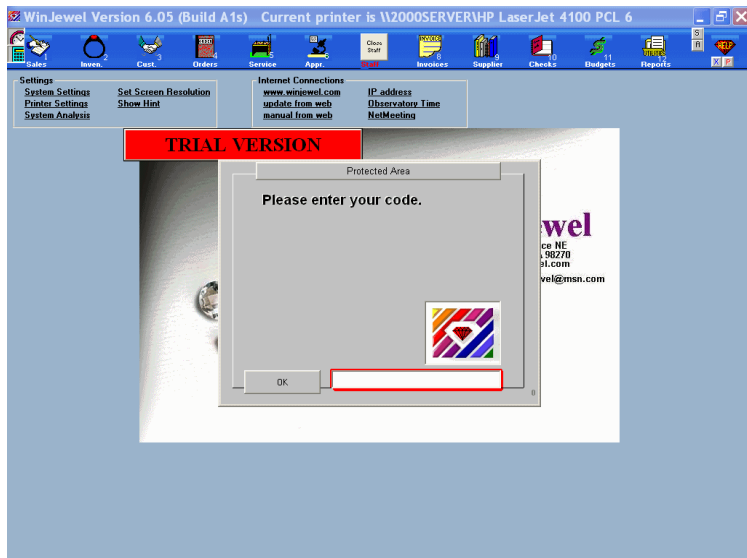
1. Click on the "Which Screens Protected" button.
   a. A message box opens reminding you to know your password before changing restrictions. Click OK only if you know your password and you have given yourself permission to access the staff screen.


2. You do not have to change the "Special Settings" code. If you choose to do so you can change the "Special Settings" password by typing in a different series of characters. To remove the restriction from one of the "Special Settings", leave the code field blank.
3. Check/Uncheck each screen that you want to protect (require a personal code).
4. Check/Uncheck "Require Password to Start Program" option. This will require your personal code to open WinJewel. When this is checked, WinJewel will require the employee to enter their code every time they start the program.
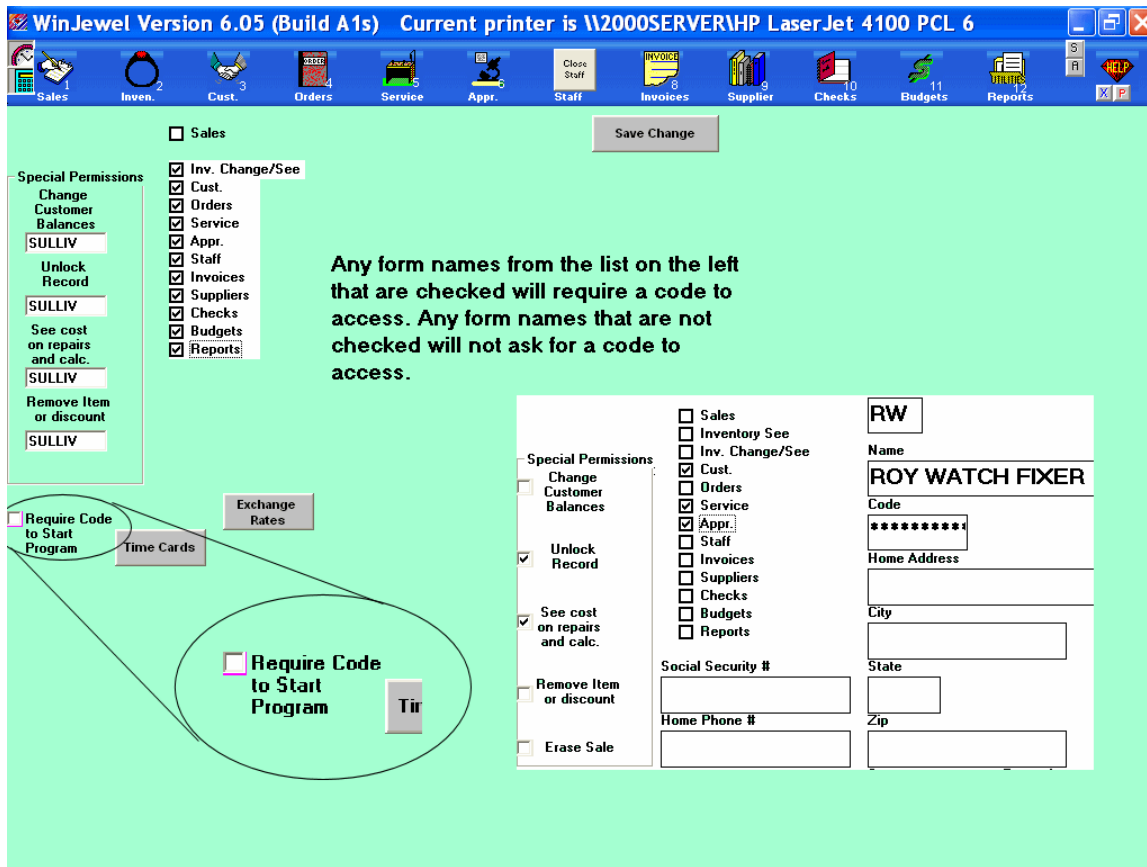
5. In the above example Roy Watch Fixer can access the "Cust", "Service" and "Appraisal" screens by entering his personal password. Roy will also have access the "Sales" screen because it is not protected (checked) on "WHICH SCREENS PROTECTED". Roy will be able to "Unlock Record" 's and "See cost on repairs and calc" by entering the Special Code. He will not be able to "Change Customer Balances" or "Remove Item or Discount" or "Erase Sale". A code will not be required to open the WinJewel program.

9.3 PUNCHING IN AND OUT USING THE TIMECARD FEATURE

Any staff member who is working on an hourly basis can use WinJewel to punch in and out. Simply click on the CLOCK Icon located in the upper left corner of the screen and a timecard screen will appear in the center of the viewing area no matter what else is being done by the WinJewel program at the time. No other files are affected.
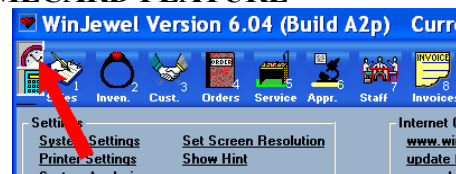
A list of the employees will appear in alphabetical order in the white box that is part of the timecard screen. Select the correct name and then click on the CHECK IN or the CHECK OUT gray bar. If the last check was an IN then only the OUT gray bar will show. If the last check was an OUT then only the IN gray bar will show. At any time, clicking on the PRINT CARD button will create a hardcopy of the time card.

The WHO'S IN/OUT button will provide a quick overview of check in and out status for today.

You can set this feature to require the special employee code each time a timecard entry is made. This would help minimize the potential for employees to sign in and out other employees. To set this, go to REPORTS, SYSTEM SETTINGS, SET YES/NO FOR ENTERING PASSWORD WHEN CHECKING IN/OUT ON TIMECARDS.

9.4 CLOSING PAY PERIODS AND CORRECTING TIME CARDS

Each employee's time card should be reviewed and corrected at the end of each pay period. When corrections are complete, time cards can be printed. Time cards can be printed one at a time or as a group.
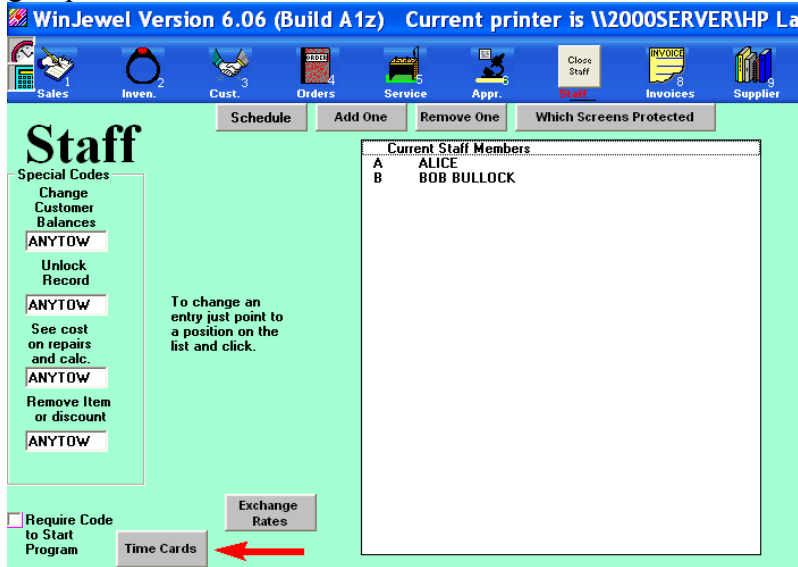
To close the pay period go to the STAFF screen and click on the TIME CARDS button.

1. Click on SEE ONE EMPLOYEE'S TIMECARD for each employee working that period and select PRINT CARD. If you see an obvious error, you can CHANGE AN ENTRY ON A CURRENT TIME CARD.
2. When finished reviewing and printing all of the active cards, click on START A NEW PAY PERIOD AND CLEAR ALL CURRENT TIME CARDS.
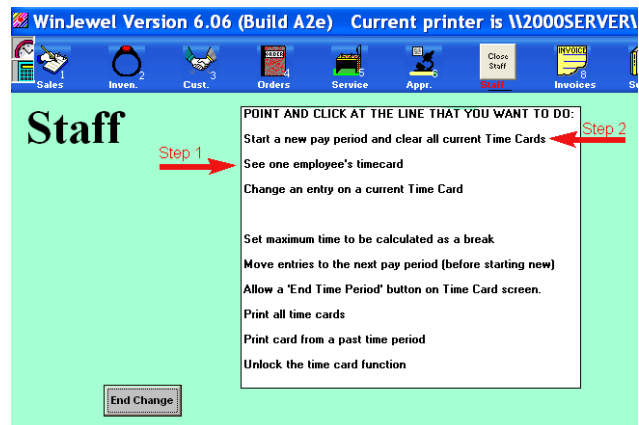
To get a previous time card click on PRINT A CARD FROM A PAST TIME PERIOD.

♦ 9.5 ADJUSTING TIMECARDS FOR BREAK TIMES

Some stores want to pay employees for the time they are on breaks. If you want your store to not deduct time when an employee is out on a break, go to STAFF, TIME CARDS and select the choice SET MAXIMUM TIME TO BE CALCULATED AS A BREAK.

If you enter "0," breaks will be deducted (This is the default). If you put any number larger than 0, then any check-in that is less than or equal to that number of minutes will not be deducted and a note will be printed on the timecard. If you change this setting, it will impact all current timecards even if the break was taken before the change.

♦ 9.6 LEAVING AN EMPLOYEE A MESSAGE

A message can be left for any employee by clicking on the CLOCK icon, then click on SEND MESSAGE and enter a message in the large center box. This creates the message. Click on who you want to send the message to (as many as you want or All Staff Members) and click on your name as a sender. Then click on SEND MESSAGE again.

The next time that the employee clicks on his or her name to check in or out, they will be notified that YOU HAVE MAIL and they can review all outstanding messages.

♦ 9.7 STICKY NOTES

General messages or notes can be pasted to the screen for anybody to view. Just to the left of the HELP icon is a small button with an "S" that designates stick notes. These are just like the stick notes you buy in the supply store except they are electronic. If you want to paste a sticky note on your PC screen, click on the "S" and a yellow note will appear. Put the cursor inside the note and you can type a note to yourself.

You can move the note anywhere on the screen by holding down the left mouse button and dragging the note where you want. Multiple sticky notes can be displayed at one time. To delete a note, check on the small "X" in the upper right hand corner of the note and it will disappear.

♦ 9.8 EMPLOYEE WORK SCHEDULE
WinJewel provides an employee scheduling system. The WinJewel scheduler provides daily schedule printing, a summary of staff coverage by the hour, sick leave recording and vacation recording. Once the schedule is written it can be viewed by the employees by selecting the SEE SCHEDULE button from the Timecards screen.

To use the WinJewel scheduler go to the Staff Screen, click on SCHEDULE and a scheduling worksheet will appear.
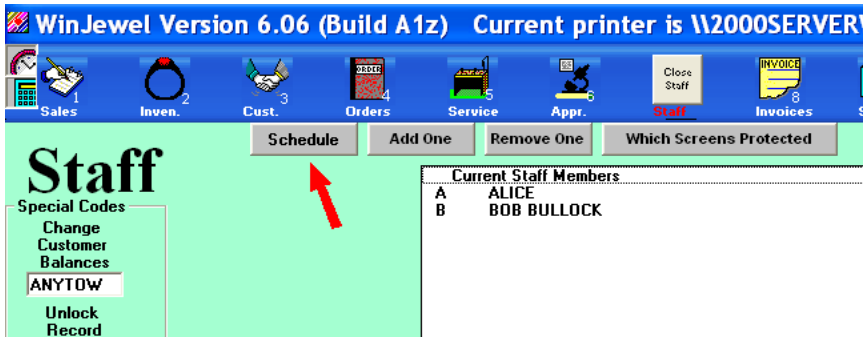
Writing a schedule is done in 3 basic steps:

1. Select the day of the week.
2. Click on the employee name.
3. Click on the hours to work.
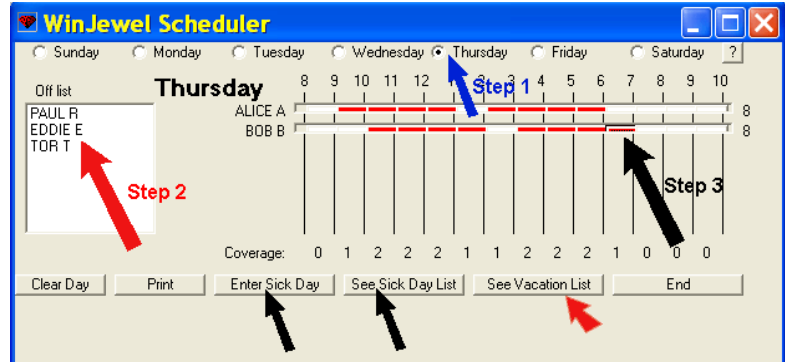
As you do this for each employee, WinJewel will keep track of the total number of people scheduled along the bottom under COVERAGE. You can also track vacation and sick time those items.

Sick leave can be recorded by clicking the ENTER SICK DAY button (previous image) and a summary of the entire years sick days are displayed by clicking SEE SICK DAY LIST.
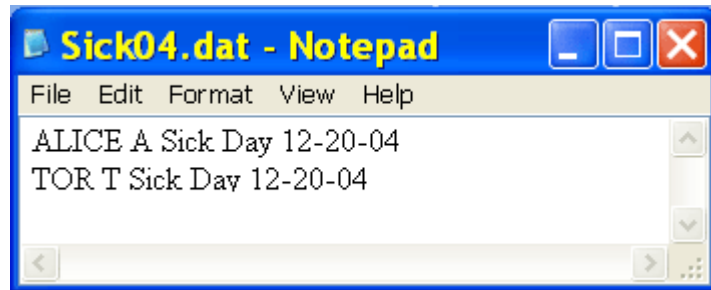
Vacation schedules can be recorded by clicking on the SEE VACATION LIST button.

9.9 FOREIGN CURRENCY RATES

WinJewel provides the capability of loading up to nine different currency exchange rates and provides an easy method to convert other currencies into the store's primary currency. To activate this feature, click on the EXCHANGE RATES selection from the STAFF screen.

You should first establish the store's primary currency. WinJewel will record all transactions in this currency. Place the cursor in the PRIMARY CURRENCY box and enter the symbol for your primary currency. Next, click on the ADD CURRENCY NAME box and enter the name, the conversion rate for that currency into the primary currency (IN) and the rate to convert the primary currency into that foreign currency (OUT). When you have entered all of the currencies you want to track, hit SAVE/CLOSE. You will note that the date and time you made this entry will be recorded at the top of the Exchange Rates box labeled "Last Updated." You can update these rates as frequently as you want.

WinJewel uses these exchange rates as part of the built in calculator. Click on the picture of the calculator located in the upper left hand corner of the screen. Enter the amount you want to convert, either the primary currency or the foreign currency, and click on the currency symbol located at the bottom right hand corner of the calculator. Now, select the currency you are converting and then click on whether you are converting into or out of that currency. WinJewel will do the math and present the answer using as many significant digits as necessary. The salesperson will need to round the answer to the appropriate cents. (Remember, every time you use the calculator, WinJewel stores the last total computed. If you double click on any dollar field, that amount will automatically be filled into that box. Caution must be used with this feature when you are dealing with foreign exchange because the calculator answer may not be the primary currency)

10 INVOICES

10.1 CREATING INVOICES

WinJewel is designed to require an invoice record for checks issued by the system. When you enter new inventory, you create an invoice and an accounts payable record for those items. The final step of that process is to display the INVOICE screen. You can also get to the INVOICE screen by clicking directly on the INVOICE icon.

If this invoice is part of the entering inventory, the INVOICE NUMBER, DATE, AMOUNT, DEPARTMENT and SUPPLIER information is already filled in on the INVOICE screen. If this is a new invoice, you will need to enter that data manually. First, select the Supplier from the list displayed in the large white box. Everyone you regularly pay checks to should be entered as a supplier. If the one you need is not listed, click on the NEW SUP. gray bar at the bottom and the system will take you to the SUPPLIER section so you can set them up. Generally, you should use the Temporary supplier number only for one-time invoices.

The cursor will now be positioned in the INVOICE NUMBER box and you need to enter an invoice number or some other unique identifier for this payment (like the account number for a credit card payment). Next, enter the DATE of the invoice or double click on that box and today's date will be automatically filled in. The DATE DUE field should correspond to the date that the invoice is expected to be paid taking into consideration discounts and when that date arrives, this item will appear on the Invoices Due Report.

The next box is the total AMOUNT for the invoice (Usually not including shipping, etc.). Enter in DISCOUNT the amount in dollars that can be taken off if this invoice is paid by the due date. If you find it easier, you can enter the percentage to discount followed by the "%" symbol and WinJewel will convert it to dollars. Next, enter either the DEPARTMENT for inventory items or the ACCOUNT for the specific G/L account this invoice should be charged against. Lastly, enter the SHIPPING charges, if any.

If this invoice was prepaid, you would enter the DATE PAID and the CHECK NUMBER in the next boxes, but usually these are left empty and will be completed by the checkbook program when the invoice is paid.

Don't forget to click on SAVE INVOICE to save what you have entered.

There are a couple of shortcut selections available on the INVOICE screen. Just below the DEPARTMENT OR ACCOUNT box is a box labeled MONTHLY. If this is a recurring invoice, such as rent, you can click on that field and an invoice will automatically be created to be paid on the same day of the following month and each month thereafter.

CLEAR PDOUTS allows you to clear out all petty cash paid outs with a single invoice and check. TRANSFER TO NOTE would be used if you had a note with your supplier and you wanted to transfer the balance on this invoice to that note. ERASE INVOICE will totally eliminate the invoice record. When a supplier is selected, you can click on SEE OPEN or SEE PAID to see all open or paid invoices for this supplier. Lastly, at the very bottom of the screen is the WRITE CHECK gray bar. Selecting this will take you into the Checks portion of WinJewel.

10.2 TURNING ON OR OFF THE AUTOMATIC BILL REMINDER

If you would like to have the system remind you that there are invoices due in the invoice file that are not paid yet, go to SYSTEM SETTINGS, TURN ON OR OFF AUTOMATIC BILL REMINDER. Each time you start the WinJewel program, you will be shown all of the invoices that are due. You can then decide if you want to pay them. If you do, go to the CHECKS screen and write checks for the due bills.

10.3 INVOICE REPORTS

The following reports are available by selecting REPORTS, INVOICE REPORTS:

INVOICES DUE REPORT (Unpaid invoices where today's date is equal to or later than the date due)
INVOICES BY SUPPLIER REPORT (Either current invoices due or all invoices entered for this supplier)
LIST OF OPEN INVOICES (All unpaid invoices)
INVOICES FOR A SUPPLIER IN A TIME PERIOD
INVOICES PAID IN A TIME PERIOD

♦ 10.4 EDITING INVOICES

There are a couple of editing features that are also available under REPORTS, INVOICE REPORTS that may be helpful. SET CHECKS TO PRINT OR NOT PRINT will automatically send the check information to the printer to print the check. If you turn this on, you will need to go to PRINTER SETTINGS, SET THE SPACING ON CHECKS to format the printing.

CHANGE INVOICES FROM ONE SUPPLIER TO ANOTHER lets you shift records between suppliers. ELIMINATE PAID INVOICES OLDER THAN A CERTAIN DATE lets you eliminate old invoices from showing on the supplier record.

♦ 10.5 KEEPING TRACK OF SPECIAL PROJECTS

WinJewel lets you establish project accounts and track all costs relating to special promotions or specific programs. Select REPORTS, INVOICE REPORTS, EDIT OR START PROJECT ACCOUNTS and establish a three letter code and a project name for the project. The INVOICE screen will now have a special selection entitled PROJECT where you can assign any invoice to that project category. This does not effect the G/L but will simply give you totals by project.

You can now see the activity for a given project by selecting REPORTS, INVOICE REPORTS, PROJECT ACCOUNT BALANCES and selecting the details or the totals for each project.

11   SUPPLIERS

11.1   ENTERING SUPPLIERS

All of the suppliers used by your store should be entered into WinJewel. Select the SUPPLIER icon and you will be asked to provide a supplier number for each supplier. This is just a unique reference number (It will correspond to the first three digits of the stock number for all inventory items). If you want WinJewel to assign a Supplier number, just double click on that field. You can select how you want suppliers to be listed by clicking on either the ALPHABETICAL or the NUMERIC.

Now you should enter all of the information about this supplier including their normal terms and salesperson information. If you have additional information you want to record, you can make a note using the MAKE NOTE selection. Remember to hit SAVE ENTRY when you are finished.

If you need to remove a supplier from the list, click on the REMOVE SUPPLIER button. However, you should be very cautious with this selection because if there are inventory items in the file or outstanding invoices, you may have difficulty finding the records. Be certain that all of these items are transferred before you delete the supplier.

You can also use the FIND BY feature to search for suppliers by any of the fields. If you remembered the salesperson's name but had forgot their affiliation or phone number, a simple FIND BY can connect them to the supplier record.

11.2   SUPPLIER LETTER OR LABELS

To send a letter to a supplier, go to the SUPPLIER screen and click on SEND LETTER. You can then type the body of a letter and a closing. The heading, date, name and address will all be printed automatically, so you do not have to enter them.

You can also PRINT LABELS FOR SELECTED SUPPLIERS or PRINT MULTIPLE LABELS FOR ONE SUPPLIER by making those selections under REPORTS, SUPPLIERS REPORTS.

11.3   SUPPLIER REPORTS

From REPORTS, SUPPLIERS REPORTS, you can get the following:

SUPPLIER LIST BY ALPHA
SUPPLIER LIST BY NUMBER
SALES BY SUPPLIER IN A TIME PERIOD
SUPPLIER LIST WITH ADDRESS, PHONE, CONTACT & ACCT #

11.4   BUYING GROUPS

If you belong to one or two buying groups that require you to pay your invoices to the buying group, you can still mark the suppliers that are to be paid.

First, define the name and address of each buying group by going to REPORTS, SUPPLIERS REPORTS, SET NAME AND ADDRESS TO PAY ASTERISK INVOICES (or DOUBLE ASTERISK INVOICES). Now, mark each supplier that belongs to a group by adding either a single "*" or a double "**" at the end of the name that you entered for that supplier.

When you pay invoices for any supplier with a single or double "*" at the end of their name, the computer will substitute the name and address of the buying group for the suppliers name and address when it prints a check.

11.5   ADJUSTING PRICES FOR A SUPPLIER

If you want to adjust the cost or the retail price for all inventory items for a particular supplier, go to REPORTS, SUPPLIERS REPORTS, CHANGE THE PRICE OF INVENTORY FOR ONE SUPPLIER. You can now change these fields for every item in the active inventory for that supplier by a set percentage. Entering "1.05" would increase all the retail prices by 5% and using ".

95" would decrease all of the prices by 5%. You can also get a printed report of reflecting all of the changes by inventory item.

When you are finished, you should go to the INVENTORY screen, do a FIND BY for that supplier and print up new tags for all of the inventory items.

11.6 ADJUSTING INVENTORY STOCK NUMBERS

If you do not let WinJewel automatically assign consecutive stock numbers for each supplier or you renumber inventory items, it is best to reset the WinJewel counters. SUPPLER REPORTS, LIST OF SUPPLIERS WITH HIGHEST NUMBER USED will display the highest stock number used. If you find that some very large numbers were used and you have skipped a lot of space, it is best to renumber these to a lower stock number. Then, run SUPPLIER REPORTS, SET THE HIGHEST NUMBER USED and WinJewel will reestablish a counter just above the last number used.

12 CHECKBOOK

12.1 ISSUING A CHECK

In order to issue a check, click on the CHECKS icon. This will open the check writing form. Along the right side of the screen will be a list of suppliers. Point to the supplier you want and click. All the information about that supplier will be automatically filled in and a list of the invoices that are currently not paid will appear in the large white box on the right of the screen. You can now click on any invoice that you want to pay. You will notice that it turns dark and the invoice appears over in the TO PAY LIST box. You can click on as many of the invoices you want to pay at this time for this supplier. Each will be added to the list to pay and the TOTAL TO PAY field will be updated.

If an invoice has not yet been entered but you wish to pay it, select the ENTER/CHANGE INVOICE button at the bottom of the screen and you will go to the INVOICE screen to enter the information. Then click on the CHECKS icon again and select that invoice to pay.

WinJewel allows you to maintain up to 5 different checkbooks. You should determine which checkbook this transaction applies to and make that selection under WHICH CHECKBOOK, located at the top of the screen. The next check number for that checkbook will be automatically filled into the CHECK NUMBER box. You can change this number if you want but WinJewel will keep adding one number for each new check. To change the names of checkbooks, go to REPORTS, SYSTEM SETTINGS, SET NAMES FOR DIFFERENT CHECKBOOKS.

When you are satisfied with what you want to pay, click on the POST or PRINT CHECK gray bar (one or the other will be displayed depending on the setting). You will be asked to verify the date and the entry will be posted into the checkbook you selected.

12.2   PRINTING A CHECK

WinJewel can print a check for you on your check stock. If you go to REPORTS, PRINTER SETTINGS, SET CHECKS TO PRINT OR NOT PRINT and select the print option, the POST CHECK gray bar on the CHECKS screen will change to read PRINT CHECKS. Now when you make this selection, WinJewel will post the item and print a check.

To set the printing format to be consistent with your check stock, go to REPORTS, PRINTER SETTINGS, SET THE SPACING ON CHECKS and follow the instructions. This may require a little "trial and error" testing and you will need to experiment with different settings until you are satisfied with the results.

When you are finished entering all of the check information, click on the PRINT CHECK gray bar. You will be asked to verify the date and to put a check form in the printer. Click on the "OK" gray bar and the check will be printed.

If you have already written the check or, for some other reason, you do not wish to print a check for this entry, click on the box labeled POST ONLY. The entry will be made in the checkbook but no check will be printed.

12.3   ENTERING DEPOSITS

To record a deposit from the CHECKS screen, click on ENTER DEPOSIT gray bar. Today's date will be entered in the date field but this can be changed if you want. Click on the type of deposit you are making and enter the amount (you can change the deposit types listed by using the NEW and REMOVE DEPOSIT TYPE buttons). The total will be displayed at the bottom. An entry for each deposit type entered will be made in the Checkbook. If you need to make a change, just click on that item again and make the change and that new entry will be recorded in the checkbook for the date and listed on the Daily Sales Report.

You can also enter a deposit by clicking on REPORTS, DEPOSITS/PAID OUTS, POST DEPOSIT TO CHECK BOOK AND DAILY SALES REPORT. This will bring up the same deposit screen but if you are using multiple checkbooks, you will need to select the correct one. The WinJewel program can handle any number of deposits for one day. Just put the same date in for that deposit and it will show on that day's Daily Sales Report.

12.4   USING THE CHECKBOOK

To view the checkbook, click on the SEE CHECKBOOK gray bar. You have several options. If you find an error in the checkbook, you can change it just like using an eraser or whiteout in your manual checkbook. Point to the cell you want to change, click and make the correction and then hit ENTER. If this was an amount field, click on RE-DO MATH and the totals will be recomputed.

To mark a check as having cleared the bank, click on the cell for that item under the "ST" (for status) column and a "#" symbol should appear. To remove it, click again. It is important to remember that the starting balance of the next month's checkbook is only brought forward when you look at the checkbook. If you enter a check in an older month, but don't look at the check book, the balance forward on the next month's check book will not reflect the change until you look at the checkbook for the month that the check was written.

You can also RECONCILE your checkbook by clicking that selection and entering information from the bank statement. WinJewel acts as a reconcilement system helping you track items, refigure balances, enter interest and service charges and balance your account. The SORT selection allows you to sort the checkbook by check number, date, supplier or account. You can review previous month's checkbook entries by selecting the PREV MONTH button. The checkbook can also be printed.

Sometimes you will want to issue a check even if there is not an invoice in the file. To do this, go to the CHECKS screen and select a supplier (or use the Temporary selection) and then click on the QUICK CHECK gray bar. A picture of a check will appear and you can fill in the Amount, Invoice or Reference number and the Reason. Then click on the PRINT or POST CHECK button. WinJewel will automatically create an invoice record for this transaction.

The QUICK CHECK option can only be used if there is a single invoice for a single department or G/L account. Also, project tracking is not provided.

12.5 SPLIT-PAY AN INVOICE

If you want to pay only a portion of an invoice, after you have selected the invoice and it is listed in the TO PAY box, click on the SPLIT PAY gray bar. Enter the amount that you want to pay on that particular invoice and that amount will be entered. In addition, a new invoice will be added to the invoice list for this supplier with the same invoice number but with the amount equating to the remaining balance after this payment.

You can now write the check as usual by clicking on the PRINT CHECK or POST CHECK button. If you didn't want to write the check at this time, you can leave the CHECKBOOK screen and the invoice will stay split for later payment.

12.6 PAID OUTS (PETTY CASH)

To make a paid-out, go to the REPORTS screen and click on DEPOSITS/PAID OUTS, PAID OUT. Enter the date of the paid-out, the G/L account where the item should be charged, a brief description, who it was paid to and the amount. This paid out will show on the Daily Sales Report.

To clear the paid-outs from the system, you need to convert them to an invoice and write a check to "Cash." To see the pending paid outs, select REPORTS, DEPOSITS/PAID OUTS, SEE WAITING PAID OUTS. When you are ready to clear these items, go to the INVOICE screen and click on CLEAR PDOUTS.. You will be asked if you want a printout of the list. Answer, "Yes" and file the list with the paid-out receipts for an audit trail. A separate invoice will automatically be made for each separate account that the paid outs were assigned. In other words, one invoice might

represent the total of many individual paid-outs, but if the paid-outs represent 3 different G/L accounts, 3 invoices will be created.

The invoices that are automatically generated are assigned to supplier 998. This is the supplier called "Temporary". To write a check for these invoices, go to the CHECKS screen and click on supplier 998 -TEMPORARY. Then click on each invoice that you want to pay from the list. Enter the word "Cash" when asked who to make the check out to.

12.7 BALANCE CASH DRAWER

WinJewel provides a simple tool to assist in counting your cash drawer. Select REPORTS, DEPOSITS/PAID OUTS, BALANCE CASH DRAWER AND PREPARE DEPOSIT SLIP and a worksheet will be displayed.

To count the cash to remain in the cash drawer, enter the number of bills and coins for each denomination in the appropriate white box and when the desired total is reached, enter that amount in the box at the top of the screen. Now hit CLEAR COUNT and enter the items to be made in the bank deposit. For checks, click on the SEE CHECKS and verify that all of the checks in the cash drawer have been entered in the system. For each denomination of currency, simply count the number of bills or coins and enter in the appropriate box. The program will do the math automatically and give you a grand total. When everything is entered, click PRINT and a report listing all the items will be created that you can attach to the deposit slip.

13 GENERAL LEDGER and BUDGETING

13.1 SETTING UP THE GENERAL LEDGER

You should set up the general ledger in WinJewel to be consistent with the one you have been using in your store. To edit the list of general ledger accounts provided, go to REPORTS, G/L ACCOUNTS, SHOW OR CHANGE EXISTING ACCOUNT NAMES AND NUMBERS. To make changes, click on an account and a screen will display all of the components of that account. You can change the account number to be any five digits (you can use a decimal point if you want) and give the account any ACCOUNT NAME you want.

CATEGORY defines the sub-totaling options of the system. The sample list of categories can be seen by clicking on the small arrow to the right of the CATEGORY box. If you want to create a new category such as a sub total of all of the cash accounts, you first create a new category called "Cash." Click on the bar EDIT CATEGORIES LIST and a new screen will appear. Type the category name remembering that the first three letters of all names must be unique. Now you must select under which of the fixed General Ledger Titles this category belongs. These General Ledger Titles define the subtotals that will always appear on every WinJewel balance sheet and income statement report.

Every General Ledger account must be assigned to a category (which in turn is assigned to a Fixed General Ledger Title) or directly to a Fixed General Ledger Title without a specific category.

13.2 RUNNING MONTH END REPORTS

At the end of each month, a series of reports should be run to give to your accountant and to keep on file for yourself. These reports are found on the REPORTS, END OF MONTH. If the report has not been run this month, there will be a designation "Not Run Yet" next to the name. Each of these reports will give a recap of all the activity for the month and year that you select.

SALES REPORT
CHECKBOOK REPORT
ACCOUNTS PAYABLE REPORT
INVENTORY REPORTS
MONTHLY PURCHASES REPORT
ACCOUNTS RECEIVABLE REPORT
GENERAL LEDGER REPORT
MONTHLY BALANCE SHEET

These reports contain the total of all activity recorded by WinJewel for this accounting period. If you are using a separate bookkeeping system, these reports will provide you all of the information you will need to post entries to that system.

WinJewel also provides it's own accounting system. The information from the above listed reports will automatically be posted to the internal accounting system. Sales, cost of goods sold, inventory totals, accounts payable etc. will be moved to the appropriate lines on the Income Statement and

Balance Sheet. Before the statements are complete for the month, you may need to also post additional entries, such as depreciation, bad debt expense, etc. To do this, select REPORTS, G/L ACCOUNTS, G/L JOURNAL ENTRIES and a separate posting screen will appear. You will be asked for the month to post and then an entry worksheet will be displayed. WinJewel becomes very basic here and relies on the fact that the person entering the data understands basis accounting. We do not force debit entries to equal credit entries and we use words like AMOUNT IN to signify an increase to this account. If you don't remember the exact general ledger account, click on the ACCT # heading and a drop down box will appear that you can scan to find the account. Just click on it and it will be entered in the appropriate field.

Once you have reviewed all your end of the month reports and are satisfied that all entries have been made, you can click on the lines MONTHLY BALANCE SHEET and get a trial balance sheet and MONTHLY INCOME STATEMENT for an income statement. You should look at the difference between the Assets and Liabilities plus Capital and compare this to the Net Income figure. If these amounts are the same, you are in balance and can click on the line CLICK THIS LINE TO BALANCE BALANCE SHEET for an entry to Retained Earnings. If they are not the same, you should go back through your journal entries and check that debits equaled credits.

◆ 13.3 CASH FLOW ANALYSIS

You can get a graph of your cash flow and an itemized list of future bills that are in the computer by clicking on the BUDGETING icon and then clicking on the CASH FLOW gray bar. You will first be asked to project your normal incoming daily cash flow and then the starting cash balance. These entries will remain there until you change them.

You should now click on REGULAR MONTHLY ITEMS and record any monthly payments (rent, payroll, utilities) that are not currently listed as unpaid invoices. Enter an identifying name and the normal day of the month you make the payment and the amount. You can also enter any holidays in the upcoming period by clicking where you will not have any cash flow by clicking on the HOLIDAYS selection. You should also click on the EXCLUDE box for those days of the week you are closed.

When all of the entries have been made and you are ready to see the projection, click on COMPUTE CASH FLOW. You will be asked it you want a printed list and the number of days into the future that you want to project. You will then be shown a graph of future cash flow. If you want a printed copy of the graph, click on PRINT COPY.

You should try different assumptions to see how it will affect your cash flow. You can also go back to the INVOICE screen and adjust the due date on individual invoices. Even if it means losing discounts. Sometimes you may even need to call suppliers and tell them that you need to be a little late. Calling ahead of time will often get an OK from your supplier and they will respect you if you meet your projection.

13.4 PREPARING BUDGETS

Selecting BUDGET YEAR lets you establish budgets for each department and each cost account. Budgets must be completely re-entered if you change a department or cost account so you should be careful to get these two lists entered correctly.

To set up a budget, click on the BUDGET YEAR button and enter the two digit year identifier ("02" for 2002). A Spread Sheet will be displayed with Departments and Cost Centers listed along the left hand side and a column for each month of the year across the top. Each column will total at the bottom and a grand total for the year will be in the bottom-right corner.

To enter any item in the spreadsheet, point to the square you want, click and enter the dollar amount. After you enter or change any amount, click on the REDO MATH selection to have the totals updated. When you are finished making entries, don't forget to hit the SAVE button.

Budgeting is vital to any well-run business. Use thought in arriving at your budget. It will give you goals and a direction to your business.

14 PRINTING REPORTS, TAGS, LETTERS AND LABELS

There are many options available for printing and many options on how to print with WinJewel. Because printing has a direct effect on the presentation of your business the following section should be reviewed regularly. WinJewel software also recommends using the TRAINING COPY to try out new printing layouts before changing your settings.

14.1 PRINTER SET UP

This section describes the set up of a general purpose printer and\or receipt printer. Dedicated price tag printers are discussed in section **14.6 USING SPECIALIZED TAG PRINTERS** and chapter **18 PRINTER AND SCANNER SETUP**.

The WinJewel Program can be set to work with two different types of printers, Windows compatible or non-graphic printers. Click on REPORTS, PRINTER SETTINGS and you can select from two general types of printers:

> WINDOWS COMPATIBLE PRINTER
> NON-GRAPHICS STYLE PRINTER

This selection in WinJewel does not replace the specific printer driver that has been entered in Windows ("driver" means software that runs the printer or other hardware). It simply establishes a style of output that the program will use. The printer driver for your printer should be supplied by the manufacturer. The driver you use must be the one that matches the version of Windows you are using. This is very important and if you upgrade Windows (like from 98 to 2000) you will also need to upgrade your printer driver. This can be done by going to the printer manufacturer's Web site and downloading the latest driver for your model of printer and version of Windows.

You also will need to select the printer WinJewel will print to. Click on the small red button with a "P" on the WinJewel screen located just below HELP.

Click on CHOOSE.

Use the scroll bar next to the printer name to see the name of the printer that you want to use and point and click on that printer.
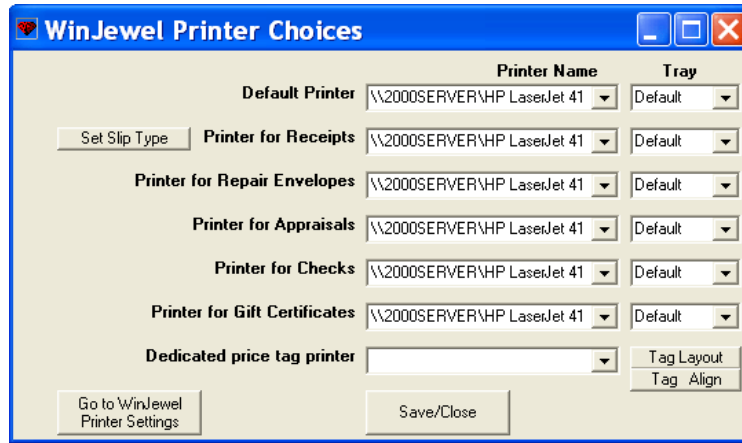
Do not select a DEDICATED TAG PRINTER from this screen yet. It is very important to follow the setup instructions for your specific tag printer. Sending a print job to a dedicated tag printer that was intended to print on a general purpose printer can result in a fault that can only be reset by the dedicated tag printer manufacturer. DO NOT EVER attempt to print anything to your dedicated tag printer except price tags.

(You can also click on REPORTS, PRINTER SETTINGS, SET WHICH "WINDOWS PRINTER DRIVER" TO PRINT and make the selection). Download the latest driver for your model of printer and version of Windows as stated in the above paragraph.

14.2   PRINTING YOUR STORE'S LOGO

Because different companies write the printer drivers, there may be a big difference in how large a graphic image is printed from printer to printer. If your logo does not print as you would like, you can adjust it's size by selecting REPORTS, PRINTER SETTINGS, SET THE SIZE OF PRINTED LOGO FOR ALL PRINTED OUTPUT. Now, you can change the relative size by changing a number. 1 is the default size. Any number smaller than 1 (but larger than 0) will make the image smaller. Any number larger than 1 will make the image larger (Example: .85 would be smaller and 1.25 would be larger). You will have to play with the numbers and print samples to find the correct size for your printer and driver. Once it is set it will remain the same until you change it again.

As you print material with WinJewel, you may decide that you do not want your logo to print. The default on all printed items is to print the logo, but you can easily change this by selecting the following under REPORTS, PRINTER SETTINGS:

SET THE LOGO NOT TO PRINT AT THE TOP OF LETTERS/APPRAISALS

SET LOGO NOT TO PRINT EVER (This will substitute words for the store name and address)

TURN OFF THE LOGO ON PRINTED SALES RECEIPTS

TURN OFF THE LOGO ON PRINTED APPRAISALS

SET STORE NAME TO PRINT OR NOT ON REPAIR ENVELOPES

14.3 SPECIAL PRINTING SETTINGS

Unfortunately, all printers are not identical and many printer drivers work slightly differently. WinJewel has been designed to work correctly with most printers but you may find it necessary to make spacing, font and alignment changes to make the printed output look the way you want. These settings are generally easy to make and with a little "trial and error" sampling of different options, you can quickly find the desired setting.

The following adjustments can be found under PRINTER SETTINGS:

SET FONT AND LAYOUT OF FORM LETTERS
SET THE FONTSIZE AND LEFT MARGIN FOR MOST PRINTED REPORTS
SET THE FONTSIZE FOR SALES SLIP AND ENVELOPES
SET THE FONT SIZE FOR FINDBY REPORTS
SET EXTRA SPACES BEFORE SUPPLIER NAME ON CHECKS
SET FONT AND LEFT MARGIN FOR STATEMENTS
SET WIDTH AND HEIGHT OF SALES SLIP AND APPRAISALPRINTING
SET STATEMENT NAMES TO PRINT FURTHER DOWN THE PAGE
SET THE POSITION OF NOTE ON THE BOTTOM OF ENVELOPES
SET SALES SLIP SIZE TO LARGER SIZE

You can also set the printing of some items to appear in a different mode with the following:

SET THE SIZE OF FULL PAGE INVOICE STYLE TO FIT PAPER (for printing on other than 8 ½ x 11 paper).
SET SALES SLIPS TWO TO A 8 ½ X 11 INCH PAPER (will print two copies on one piece of paper)
SET RECEIPT PRINTER TO 40 COLUMN PRINTER FORMAT
SET THE SALES SLIPS TO PRINT IN LANDSCAPE MODE
SET REPAIR SLIPS TO PRINT IN LANDSCAPE MODE
SET SALES SLIPS TO PRINT LONG OR SHORT FORM (long will fill the whole page, short is a half page and is the default)
SET ALIGNMENT OPTIONS WHEN PRINTING STATEMENTS
SET PRINTED CORRESPONDENCE NAMES AND ADDRESSES TO UPPER/LOWER CASE

14.4 PRINTING AND ALIGNING PRICE TAGS

If you are printing price tags on your general purpose system printer, you will need to align the settings each time that you change the type of printer or the style of tags. If you have a specialized tag printer, skip down to the next section titled 14.6 USING SPECIALIZED TAG PRINTERS
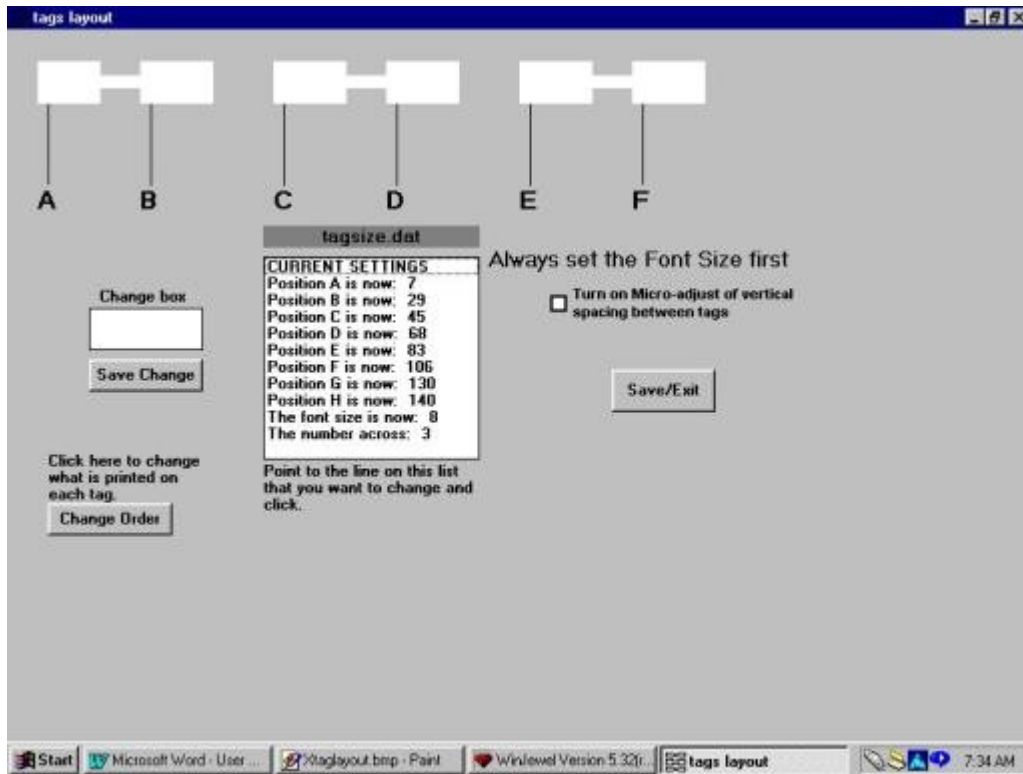
A lot of what follows is "trial and error" and it is best if you print your sample tags on blank sheets of paper first until you are comfortable that the alignment and spacing is very close to what you want. Then you can try printing on the actual tag sheets.

To align for your particular printer and tags you should click on the REPORTS, PRINTER SETTINGS, SET THE SPACING ON PRICE TAGS.

This screen will allow you to change the alignment. The first thing you should do is change the number of dumbbell tags across the top to be the same as the tag pages you are using. Click on the last entry in the white box in the middle which says "THE NUMBER ACROSS." The number is now loaded into the CHANGE BOX and you should change this to the correct number and hit SAVE CHANGE. The pictures of tags across the top of the screen will also change to show the same number listed.

Now, go to REPORTS, INVENTORY REPORTS, TAGS – ADD REMOVE or PRINT PRICE TAG LIST. If no tags are listed, enter enough tags for previously entered inventory items to at least fill several lines of the tag sheet (You can use the same number over and over for this test but remember that it must be a valid, unsold inventory item or WinJewel will not print a tag). Hit PRINT NOW, OK and then select LATER when asked and this will keep the items in the file to use over and over for testing.

Look at the printout and compare it to your blank tag sheet to see if you need to make any adjustments. It is possible that the default settings in WinJewel are just right, but if not, you should first change the vertical spacing. To make the printing larger or smaller, click on THE FONT SIZE NOW IS and change the number either larger or smaller. You can use decimals for the font size up to two places (Example: 6.25). Keep experimenting with this number until you get the vertical spacing to be exact. (Note: the horizontal spacing may be thrown off by changing font size, so only worry about the vertical spacing for now.

Next you will set each of the horizontal positions for your tag sheet. This is done by changing the settings for the various POSITIONS. The settings can only be whole numbers (no decimals allowed), so again you need to experiment. If you have the settings to close together, some printers will wrap the text to the next line. If this happens, increase the space between settings until the wrap stops happening.

If you are unable to get the vertical spacing exactly right for your printer you can turn on the MICRO-ADJUST feature by clicking on that button. The number that you enter after clicking on micro-adjust will insert a very small amount (one dot) between each tag vertically. The amount that is added is consistent for each printer but will vary from printer to printer. It depends on the dots-per-inch that your printer supports.

When you are finished, remember to click on SAVE/EXIT.   Next, proceed to the section below entitled Setting Tag Layouts.

♦ 14.6   USING SPECIALIZED TAG PRINTERS

If you have a dedicated printer that only handles price tags and will print bar codes, you need to set it up in WinJewel by going to PRINTER SETTINGS and setting the inventory tag output to that particular type of printer. The printers supported include:

ALLEGRO
C.ITOH
DATAMAX
ELTRON LPT 2022, 2642, 2722, 2742;2844
LABELWRITER
ZEBRA model 95 and flip-flop

Note: Recently Zebra purchased Eltron so some printers may have both names and you will need to look at the specific model number to determine which option to select.

Once this printer is established, WinJewel will automatically adjust the tag alignment to the default setting. You can still change this by altering the individual settings and this will move the printing around on the tag (See previous section). There are several special printing options under PRINTER SETTINGS for tag printers. If you need help or you have some special circumstance that is not covered in this manual, please contact WinJewel Customer Support instead of selecting and sampling all of the options.

Once this information is saved, WinJewel will ask which port the printer is connected to and give you the option to not print barcodes. Special instructions for physically setting up printers can be found in the Scanner and Printer Setup chapter of this manual.

♦ 14.7   SETTING TAG LAYOUTS

WinJewel also allows you to determine what information will be printed on each tag. To make changes, select PRINTER SETTINGS, SET THE SPACING ON PRICE TAGS and click on the CHANGE ORDER gray bar.
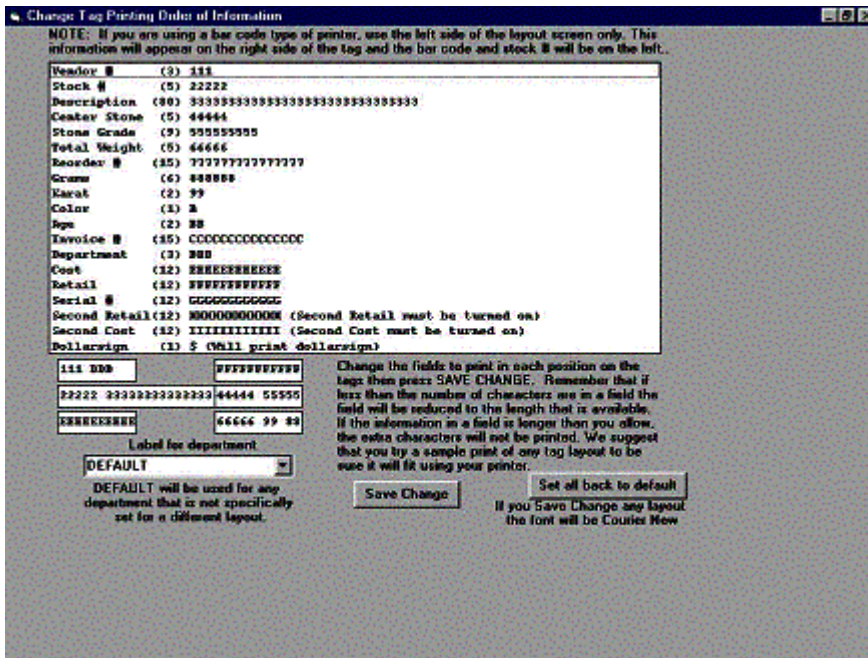
The DEFAULT format will be shown. You can establish a different tag format for each department. If you do not specify a layout for an individual department, the DEFAULT format will be printed for their tags.

The large white box shows all of the things that can be printed on the tag, the number of characters and a special code (a number or a letter) used to specify that particular item. Below that box is a picture of a tag and how the items selected are going to appear on that tag. To make any changes, simply put the cursor in the tag layout picture and change any of the numbers or letters.

If you are using a specialized tag printer that prints barcodes, only enter information on the left hand side of the tag. The right hand portion will be used to print the bar code number. Note: the barcode number will display in both code and in numbers so you do not need to include the Vendor number and Stock number on the left hand side.

You may want to experiment with different settings and see what they look like on the tags. If you have a tag layout that is not the standard dumbbell style like is displayed in the picture, you can still use the CHANGE ORDER screen but you need to use your imagination to fill in spaces that are not displayed on the screen. For example, if you have a tag with a long tail on the top line, just enter more data than will display on the top line of the tag layout (into the "gray" space) and WinJewel will actually print that information on the tag. If you need any help with special tags, please call WinJewel customer support.

14.7 PRINTING MAILING LABELS

The labels routine can be found by clicking on REPORTS, MAILING LABELS. You have several printing choices including labels for every customer in your database, selected labels for customers in a specific city or zip code and labels for those customers identified by using a FIND BY.

You can also use the label program to print postcards or envelopes. When you make that selection, you will need to set location settings so the name and address will print exactly where you want it to on the form.

To change the printing format for labels, you will need to select REPORTS, MAILING LABELS, SET SPACING FOR LABELS and a formatting screen will appear. If you are using Avery labels, you can select the predefined Avery tag layouts from the "Pre-defined layouts" drop down box. If your label is not listed you can define your own settings. Print a few labels to sample and then use the "trail and error" method to make changes until the labels print exactly the way you want. You should first adjust the size of the font so that the vertical spacing is correct and then the POSITION number for the horizontal spacing.

Once you have adjusted the first two labels to print correctly, enter the number of labels across and the number of rows on your label sheet and WinJewel will adjust the remaining part of the page. Hit SAVE/EXIT when you are finished. If you use several different types of labels, you should write down the settings for each as you will have to reset them before you print.

14.8   PRINTING SERVICE ENVELOPES

There are several alternatives for printing service envelopes. The normal default way is for WinJewel to print the envelope information on a single piece of paper. You can simply place this paper in a clear zip-lock type bag. This is the default way of printing in WinJewel.

You can also have WinJewel print the information directly onto an envelope. To use this, select PRINTER SETTINGS, SET REPAIR ENVELOPES TO PRINT ON BLANK ENVELOPES. You will be given a series of settings to choose (this is another trial and error process) including spacing on the envelope, whether you want the envelopes printed in landscape or portrait mode and which tray the envelopes are in (if your printer has multiple trays). If you are using a single tray, you can also select to pause between printing envelopes which allows time to assure the envelope is in the appropriate position for printing.

WinJewel also has programmed a special three across envelope that is made by Impact Specialties, Inc. This special paper stock has an actual envelope as one third of the page and two receipts. All three pieces are printed with the same information. When printed, the item can be placed directly in the envelope side and the receipts separated with one given to the customer and the other retained for the store records. Please contact WinJewel if you would like more information about this option.

14.9   APPOINTMENT SCHEDULER

The small gray button with the letter "A" that is near the HELP icon will launch the WinJewel Appointment Scheduler. The purpose of the Scheduler is to have a way to keep track of either store-wide appointments or appointments for a specific staff member.

When the "A" is clicked then you will be asked for a personal code or to enter "XX". If a code is entered that is a staff members code then that staff member's appointment list will be shown. If

the store wants to have one master list of appointments then "XX" should be entered to bring up the list.

Once the appointment schedule is on the screen you will see that appointments are entered to the closest half hour during the day. You can click on the "A" near any time slot and find a name quickly from the customer list in the same manner that you would bring up a customer on any other screen in WinJewel. You can also just click to any time slot and type a name or information.

To move one day in either direction, click on the > or < . To move one month in either direction, click on the >> or <<. To print the schedule, click on the PRINT button.

STORE appointments for 5-17-02		_ □ X

	:00		:30	
8:00	LARRY STEVENS	A		A
9:00		A		A
10:00		A		A
11:00		A	MARY MARTIN Appraisal	A
12:00		A		A
1:00		A		A
2:00		A		A
3:00	SUE SICKLER Set Diamond	A		A
4:00		A	SHIRLEY SUMMERS Ring Size	A
5:00		A		A
6:00		A		A
7:00		A		A
8:00		A		A
9:00		A		A

Print	<<	<	5-17-02	>	>>	Save/Exit

15 MAINTENANCE and BACKUP

15.1 BACKING UP YOUR DATA

15.1.1 Discussion:

An old insurance industry saying is that "you can never have too much insurance". This little adage probably sold a lot of insurance because it is true. Insurance is only important when you need it. The same can be said about data backup. Data backup is your responsibility. Having a recovery plan is your responsibility. Following your plan is your responsibility. No one will do these things for you and no computer professional, including the staff at WinJewel can help you recover your data if a system failure occurs and you don't have a current backup.

Computers are man made machines. Today's computers and software systems are very reliable but are not trouble free. Hard drives crash, networks go down, printers wear out, software gets outdated. In addition to the computer system itself, human error must be considered. Backups are your protection against all of the things that could go wrong with any computer system.

15.1.2 What is Backup:

A simple question with many approaches but only one goal. A backup is an insurance policy against the loss of information (your records) if a failure occurs.

The purpose of this discussion is an attempt to help you understand the importance of backup. It is very important to back up your data on a regular basis. You should decide how often to do this but remember that if you have a failure of your system, you will have to reenter everything since the last backup. We recommend backing up daily, at the least weekly. It is a good idea to keep multiple backups with each one clearly dated in a safe place.

PLANNING: FILE MANAGEMENT (getting organized):
It is recommended that you create a folder on the C:\ drive of your primary computer and name it "WJSupport". You can save copies of important files here, for example a back-up "copy" of your WinJewel folder (for convenience only). Back-up data should always be saved to a removable disk (or other removable media to protect against computer failure). Creating a separate folder (WJSupport) is not a requirement but it is suggested that you use some type of organization for your files. You should not save any files directly into the WinJewel folder unless told to do so by the WinJewel staff.

The reasons that may require you to restore from backup data are too numerous to list in this manual. But a few of the most common failures are discussed here.

Computer Crash: This can be anything that results in your computer not working anymore. A Computer Crash could be a hardware failure or operating system failure. This is the most devastating type of failure but can be the easiest to recover from if you have a current backup and a sound recovery plan.

Update Failure: WinJewel updates are done by downloading files over the Internet. Although rare, it is possible that the download process can malfunction due to reasons

beyond the control of The WinJewel Software Company or you. Updates are important and should be taken regularly (daily, weekly, monthly). Updates are part of your support package and are the most reliable way to resolve application software issues on your system. The entire computer industry is constantly changing. WinJewel Software also changes constantly in order to keep up with growing demand and industry standards. Take your updates regularly but always remember to make a backup copy of your WinJewel folder just before starting the update.

Corrupted Files: Every program on your computer relies on instructions written in computer code. This code is stored in files and these files are saved onto your computer hard drive. Files can become corrupted or unreadable by the computer processor. There is not much that can be done with a corrupted file except to replace it from your backup.

Operator Error: We all do it. We get click happy with the mouse, we try things that we don't fully understand, we accidentally delete files. Most of the time we survive but occasionally we pass a point of no return. It is much easier to restore your program from a backup then to try to undue whatever you did to get yourself in this mess.

♥ 15.1.3 How to backup your WinJewel data.

There are two basic methods for backing up your data; running the backup through WinJewel REPORTS and making a copy of the WinJewel folder. There are advantages and disadvantages to both methods. There is no reason to not do both although either one is sufficient. The backup process done through WinJewel REPORTS takes all of the data files, compresses them (makes them smaller), and saves them in a separate folder. Making a copy of the WinJewel folder copies all files within WinJewel and saves them in a separate folder. The backup through WinJewel REPORTS is smaller in size, the copy of the WinJewel folder is more complete.

WINJEWEL REPORTS: BACKUP:

Before doing a back up, you must decide where you will save the backup data. In this example we will create a folder for each day of the week, which are in a folder called Backup which is in a folder called WJSupport. The location or "path" will required when doing a backup. The path can be found in the blue border along the top of any screen.
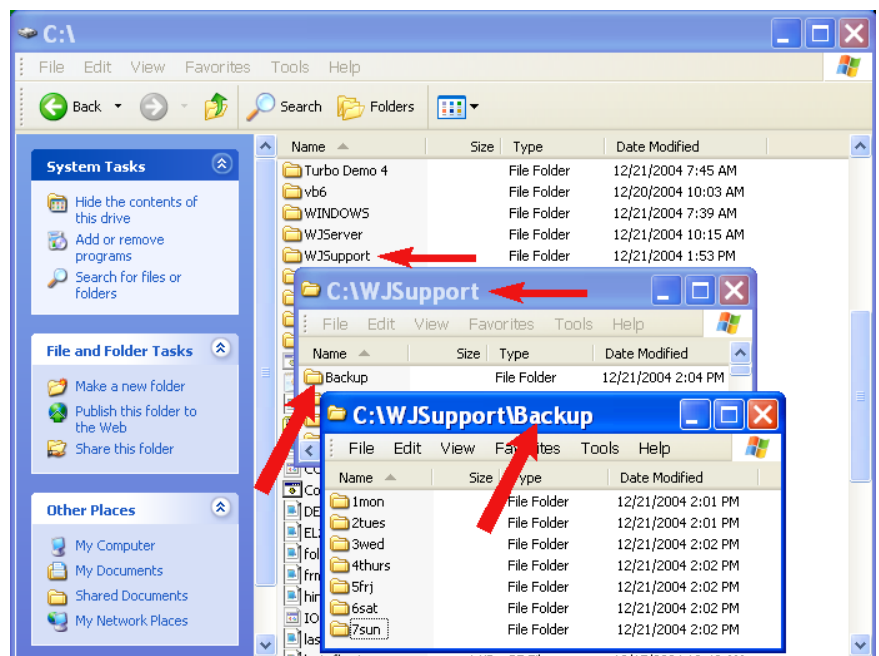
To backup your data using WinJewel, Click on REPORTS, BACKUP and you will be asked which drive you want to use for the backup. In this example we are backing up to other. The basic process is the same regardless of the location or drive.
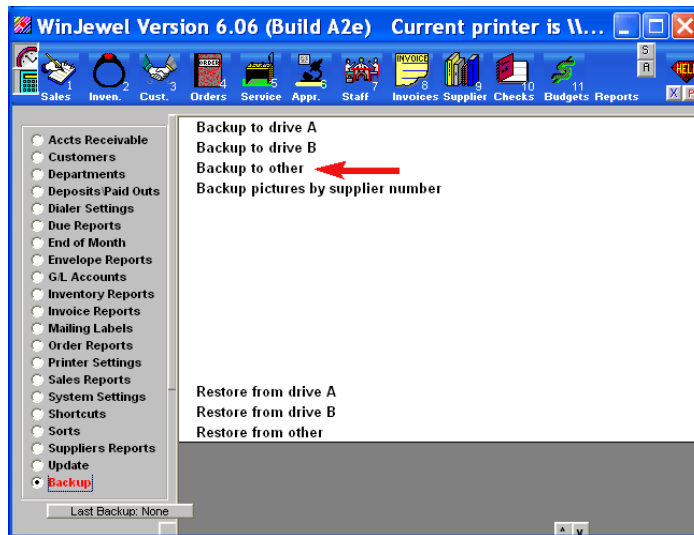
Enter the path where you want the backup to be saved. The slashes that separate each folder name are "back slashes" and are located on the number row of your keyboard above the "Enter" key.
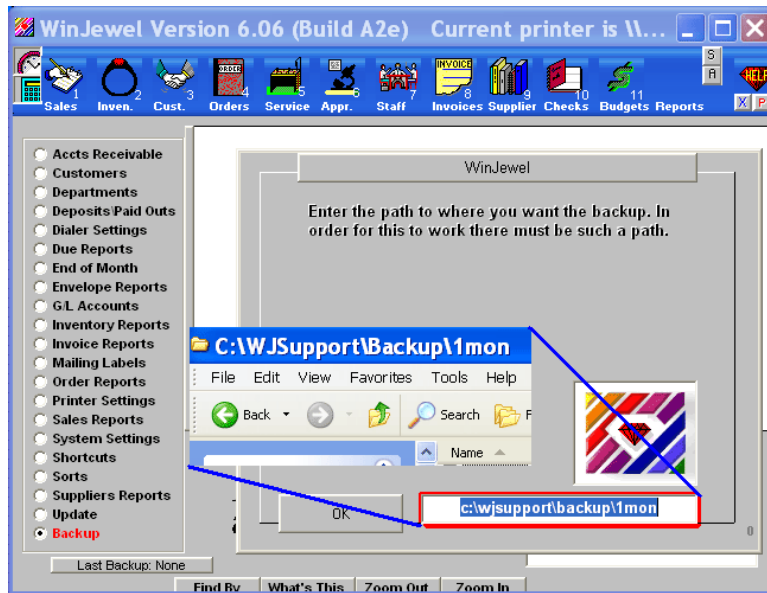
If there are any files already in your destination path they will be erased during the back up process. This results in copying only the latest WinJewel files.
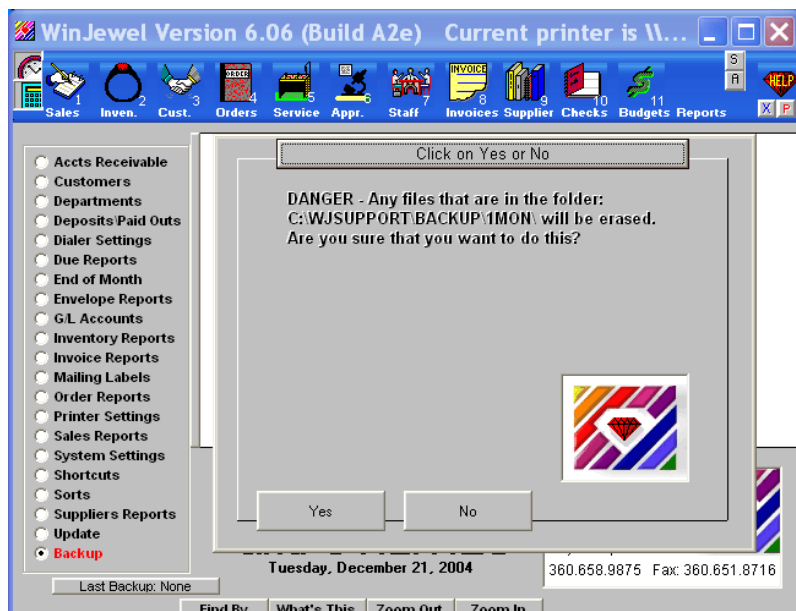
A black COMMAND PROMPT window will open and close showing you the progress of the backup.
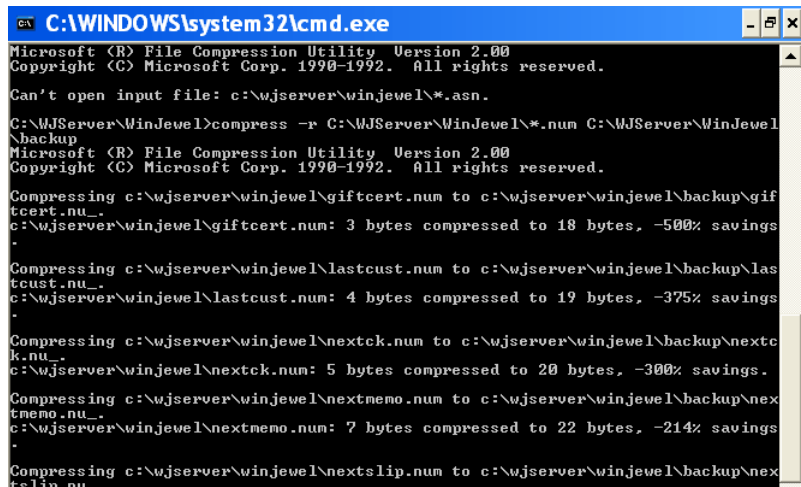
When the backup is complete a summary will be displayed. Click on the bottom line "Backup is complete", then close the window (click on the "X" in the upper right corner). You will be returned to the WinJewel REPORTS screen.
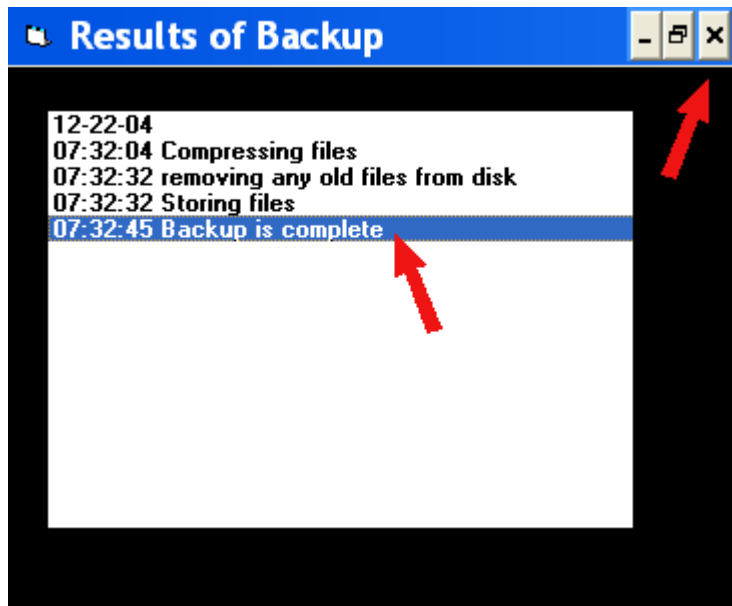
You will be returned to the WinJewel REPORTS screen. Today's date will be displayed in the NEW BACKUP field.
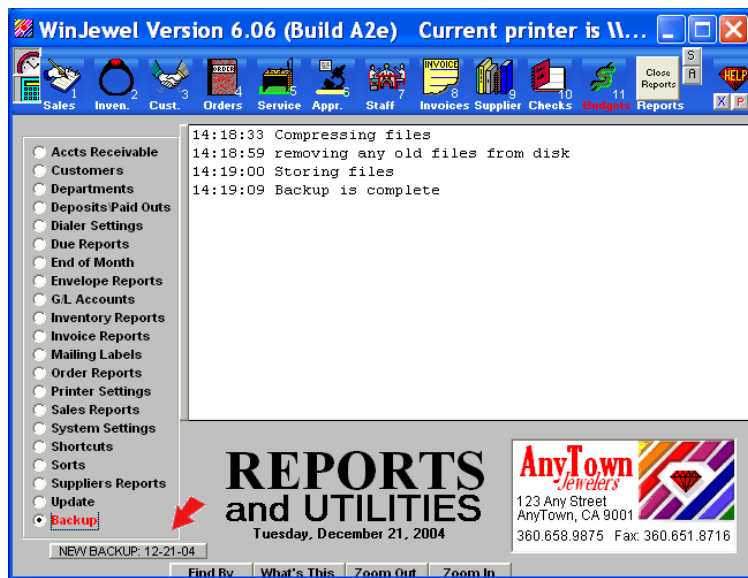
MAKING A COPY OF THE WINJEWEL FOLDER. An alternate method for backing up your data is to make a copy of the WinJewel folder using the utilities available in Windows. Unlike the WinJewel BACKUP above, this will copy both the WinJewel program as well as all of the data files.

This is the only way to make a backup to a write-able CD. Write-able CD drives require additional processes that prevent the WinJewel copy process from saving directly to the CD (through WinJewel REPORTS, BACKUP). There are more than one way to copy and paste folders in Microsoft Windows. The basic process is to highlight the folder to copy (WinJewel), copy the folder, select your destination then paste the folder. The following is a brief illustration of copy and paste.

If there is a previous backup copy of WinJewel, delete it before copying the new back up. Do not overwrite one copy WinJewel onto another.
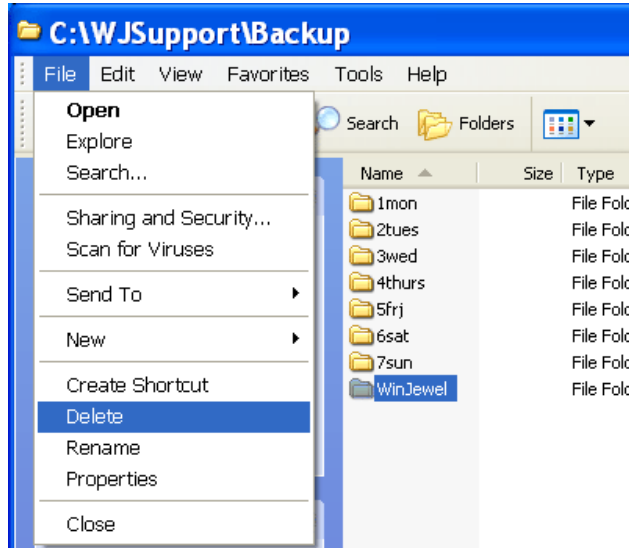
Copy the C:\WinJewel folder from the server machine only. Select the destination that the copy will be saved.
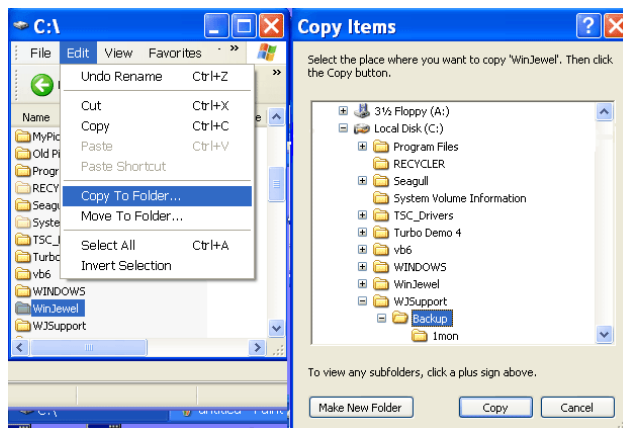
The WinJewel folder is copied to the destination.
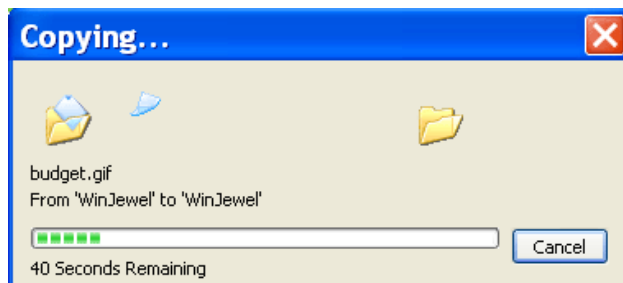
♦   *15.1.5   Restoring data from a backup.*

If you ever need to restore your data to the computer, the choices are also on the REPORTS, BACKUP screen. Be careful using the RESTORE option. You will lose all work that has been done since the last backup. You must also do a SORT EVERYTHING after restoring the files. Please call WinJewel Support for assistance restoring your data files.

♦ 15.2 SORTING THE FILES

All records in WinJewel are stored in order, either alphabetical or numerical. Storing files in order facilitates quicker search and retrieval response times. When new items (inventory, customers, etc) are added to an existing database in WinJewel, they are added to the bottom of the database. The SORT processes runs through the entire database and places these new items into their respective positions. If an item is marked for deletion the SORT removes them from their respective position. It is very important to the speed of the program that you periodically sort the files. Any item can be found in the computer whether it is sorted or not but it will speed up the system significantly if a sort has been done.

Click on REPORTS, SORTS to see the options available. While you can sort individual files, it is usually best to use the SORT EVERYTHING NOW selection. When you run this, the system will remind you that this could take a long time if you have a lot of information stored in the computer.

> WARNING: All other processes must be stopped while WinJewel is SORTING. Do not attempt to perform any transactions or access any screen while the SORT is in progress. WinJewel should be closed on all other network client machines to prevent accidental interruption of the SORT.

> Because SORTING rewrites the entire database, there is the potential for errors to occur. If a problem does occur, restoring from your backup is the best resolution. It is your responsibility to do a backup before SORTING.

An automatic SORT can be set to run after business hours. Doing this will help prevent accidental interruption of the SORT. Go to REPORTS, SORTS, SET AUTOMATIC SORT TIME   SET TO START AT (time). In order for the automatic sort to work the Microsoft Windows power saver modes (sleep, hibernate) must be set so that the computer does not turn off. Also, no other automatic processes (Windows update, anti-virus s/w, etc,...) should be set to start during the same time period.

♦ 15.3 DOING AN UPDATE OF WINJEWEL

Updates to the WinJewel program are available to all customers who are current on their annual maintenance payments. This is a simple process but a very important one. WinJewel is improved constantly in response to customer calls and requests. Updates provide you with the most current version of WinJewel. You must have Internet connection to receive the updates.

> WARNING: All other processes must be stopped while WinJewel is UPDATING. Do not attempt to perform any transactions or access any screen while the UPDATE is in progress. WinJewel should be closed on all other network client machines to prevent accidental interruption of the UPDATE.

Click on UPDATE FROM WEB from the main screen of WinJewel. This will automatically start the UPDATE process.

You have an option to copy the update file to your computer without automatically initiating the UPDATE process. This may be necessary if you have a dial-up Internet connection that prevents you from downloading large files or if your version of WinJewel is 6.00 (a1a) or older. This option is available from the UPDATE link on the WinJewel website (www.WinJewel.com). You will required to enter your User Name and Password. Your User Name is your store name and your password is your license number. Both of these items can be viewed from SYSTEM ANALYSIS. Spelling must be exact and is case sensitive. If you need to get your updates this way, call WinJewel support for assistance.

If you updated to the server, each PC on the network will also have to be updated. This is done automatically when WinJewel is started on each of these PC's. A message will appear that says an update has been done and do you want to update. Respond YES. On older versions, you will need to go to SYSTEM SETTINGS, UPDATE "WINJEWEL.EXE" FROM SERVER IF THIS IS A NETWORK and the update will be performed.

15.4 CHANGING THE HEADINGS AND LABELS THAT YOU SEE ON EACH SCREEN

WinJewel allows you to customize almost every screen in the program. You can change the descriptions of the icons across the top of the screen by selecting REPORTS, SYSTEM SETTINGS, SET THE CAPTIONS FOR EACH ICON. Just change the word to something that makes more sense to you remembering that space is limited and long words may have the ending characters cut off.

You can also customize the labels that appear on each screen. To do this you go to the screen that you want to change and type the words "CHANGE LABELS" into the first box that is large enough to take the words (On some screens this is not the first box.) and hit ENTER.

Each label will now be displayed one-by-one with the current name that appears for that item. Enter the new name and hit OK. If you want to make no change for that label, simply hit the OK button with no changes. You can see the labels changing as you enter each one. If you want to set the labels back to the default settings, go to the REPORTS, SYSTEM SETTINGS and select the RESET ALL SCREEN LABELS TO DEFAULT SETTINGS. You can also change only one screen back by selecting the RESET button for that particular screen.

15.5 UNLOCKING A FILE IN THE MULTI-USER MODE

If you are running WinJewel on a network, leaving the program in an unexpected way (such as by turning off the computer or experiencing a power failure or system error) may lock the file(s) you are working on. You will get a message saying the record is locked if you try to access a file.

This is the normal notice you will get if someone is accessing the same file or record on one of the other computers on your network. However, if you are sure that no one else is using the system or has left the computer with a file open on the screen, you can unlock a file in the following way: Click on the UNLOCK choice and enter the code to unlock. This code is set on the STAFF screen. Always be sure that no other computer is using the file. This could lead to lost data in the file.

15.6   SPECIAL WINJEWEL SETTINGS

There are several special things that can be done from WinJewel's Main Menu screen:

> Hint: Make a fresh TRAINING COPY to try these procedures, options, reports or settings. The TRAINING COPY will show how these functions work before effecting the actual program data. See section 2.8 SETTING UP A TRAINING PROGRAM.

SYSTEM SETTINGS and PRINTER SETTINGS provides lists with options that allow you to modify the way WinJewel works. There are many options available within these two settings screens and more options are added regularly as WinJewel is updated. The most recent additions will be located at the bottom of the list. The easiest way to find an option for your needs is to click on the "Findby" button at the bottom if the screen, type in a word or partial word of the option you want to find, then click OK. A list of search results will be displayed. Read through all of the returned results before clicking on one. There may be more that one result with similar but different descriptions. For example to change the note at the bottom of a sales receipt go to printer settings, click on the "Findby" button, type in the word "note", click "OK". The list of search results is displayed. The first item is "Set the not to be made on each statement". This is not the correct choice for changing the note on the sales slip. The second item is "Set the note to be made on each sales slip". This is the correct choice.

SYSTEM ANALYSIS will provide a recap of some of your current WinJewel settings. You can also review your business information and current license number. When you click OK you will get a Drive Analyzer that will show your free disk space (to close this window, click on the "x")

SHOW HINT displays random tips on operating WinJewel.

WWW.WINJEWELCOM is a link to the WinJewel website. It will open your Internet browser and take to WinJewel website if your Internet connection is on.

UPDATE FROM WEB will initiate the update process to your WinJewel program. You should have a current sort and backup before clicking on this link. It will take approximately 5 minutes with a high speed connection to 60 minutes with a dial-up connection.

MANUAL FROM WEB is a link to the WinJewel website "User Manual Page"

IP ADDRESS will display the ip address of your computer/router. This number is needed when setting up a NetMeeting.

OBSERVATORY TIME will dial in and automatically set your time and date to the correct readings.

NETMEETING is a special program to allow file transfer and control of your computer by the support people at WinJewel. This is helpful when WinJewel Customer Support needs to troubleshoot configuration problems with your computer.

In addition, there are some special settings in WinJewel that are found under SYSTEM SETTINGS:

SET SYSTEM TIME and SET SYSTEM DATE (These are shortcuts to the Windows screens for
        making these changes).
TURN ON OR OFF AUTOMATIC PHONE DIALER (Allows integration of WinJewel's
        telephone number database into a phone dialer)
ACTIVATE THE HINT SCREEN (Displays a brief tip for using WinJewel at each start up).
CHANGE PICTURE ON OPENING SCREEN (Allows you to display another picture on the
        WinJewel main menu screen).
SET DATE STYLE (Allows the date format to be changed from the default North American
        style).

15.6 TO MAKE THE PROGRAM GO FASTER

Any or all of these will make the WinJewel program run faster:

1 - Add more memory to your computer.
2 – Upgrade your processor. (486 to Pentium)
3 - Change to a faster megahertz CPU.
4 - Run sorts of the files more often. (WinJewel can find things very quickly even in large lists if they are sorted because it uses a very sophisticated binary search technique.)
5 - Run DEFRAG and SCANDISK more often. (These must be done after closing WinJewel)
6 - If the printer seems to be slowing down, add more memory to the printer or add a separate dedicated print buffer with memory.
7 - Install a faster hard disk drive.
8 - Install a large enough hard disk to not have to use a disk compression program.

16   MULTIPLE STORE OPERATION

16.1   SETTING UP MULTIPLE STORES

If you are using WinJewel in several different store locations, you will need to make some special settings. One location will need to be designated as the Main Store where all of the functions of the program will be available. The other locations will be referred to as Branch stores and they will only use the SALES, CUSTOMER, SERVICE, STAFF and REPORTS portions of WinJewel.

First, go to SYSTEM SETTINGS on the main store's Server PC and select the SET THIS STORE TO BE A MAIN STORE option. In each branch location, you will need to select SET THIS STORE TO BE A BRANCH STORE. You then need to assign each store a store number from 1 to 99 (The Main store will be store 0). These settings will enable WinJewel to keep track of items and manage the flow of data between your locations.

When defining deposit types for branch stores, use a "(1)" or "(2)" as part of the name of the deposit type to denote which store the deposits are to be credited. Example: Main(1), Main(2), Main(3), Credit Card(1), Credit Card(2) etc.

16.2   ASSIGNING SLIP, ENVELOPE AND CUSTOMER NUMBERS TO EACH STORE

You will need to establish a series of Sales Slip, Customer and Envelope numbers unique to each branch store. These numbers can only be set at the Main Store for each branch. First, you need to select SYSTEM SETTINGS, SET THE SALESSLIP NUMBER RANGE FOR EACH BRANCH. You will be asked for the branch number, how many slip numbers to assign and the starting slip number for that store. You will not specifically assign numbers to the Main Store, so you should leave enough numbers for them, usually at the beginning.

Next, go to SYSTEM SETTINGS, ASSIGN NUMBERS FOR BRANCH STORES and do the same thing for Customer numbers, Envelope numbers and Note numbers (customer notes). These numbers are only used internally by WinJewel but they still need to be set so the program can track entries.

16.3   BRANCH STORE FILE TRANSFERRING

WinJewel uses the Internet to update branch store operations from and to the main store. These transfers are handled automatically and will eliminate long distance charges if you have local Internet service. You will need the" Internet Transfer Module" from the WinJewel Company. This module takes advantage of the Internet to keep each store's records updated at any interval that you choose. The user can set the intervals from 1 to 1440 minutes. (1440 is the number of minutes in a 24-hour day)
If the other store is not available because the phone line or other Internet connection line is out, then the information is stored and re-sent when the other store is back on line.

The "Internet Transfer Module" is supplied when you buy the Multi-user version of WinJewel. This module must run in the background on one computer in each store on a computer that has access to the Internet. It can be minimized and still work correctly. The transfer process does not effect other operations on this computer and other computers on the local network, which is on a separate "Thread" of the operating system.

The phone line will only be used each time that the module connects to the Internet. We recommend a separate phone line be used. By this we mean NOT the regular voice line for the store. A line that is also used for the fax machine can be shared easily. The phone line that the store uses to clear credit card sales is not recommended.

You will need to supply the Internet Email address of each of the other stores. When a transaction is transferred to the receiving store then the inventory, customer and sales files will be updated automatically. Accounts payable, repair and checkbook transactions are not transferred.

16.4 MOVING INVENTORY FROM ONE STORE TO ANOTHER

When you set up inventory for multiple stores, it is easiest if you establish unique case numbers for each store (For example, use case numbers xx for the main store, 1xx for store number 1, 2xx for store number 2, and so forth). Then, when you enter the item's Stock Number, the LOCATION field will tell you both the store and case location for the item. If you move the item from one location to another, bring it up on the Inventory Screen, click on the LOCATION field and enter the new location of the item.

If you want to move several items from one location to another, select REPORTS, INVENTORY REPORTS, MOVE SELECTED INVENTORY TO ANOTHER LOCATION. A transfer screen will appear where you can enter the location you are moving items TO and then enter the STOCK NUMBER for each item to be moved. WinJewel will create a transmittal form listing each item number, its description and price and the location WinJewel is moving it from. If you do not have time to enter everything, select CLOSE and the form will be saved. If you make a mistake on a given item, just click on it and you can erase it from the transmittal. When you are finished, click on END/PRINT and the transmittal form will be printed so it can accompany the items and be signed when the items are checked in at the new location. Each transfer has a unique transfer number and the PRINT OLD button will allow you to reprint transmittal forms.

If you want to move the entire case of items from one location to another (such a taking it to a show), select REPORTS, INVENTORY REPORTS, MOVE ALL INVENTORY FROM ONE LOCATION TO ANOTHER. The system will ask you to enter the "from" and the "to" location and all items will be transferred automatically. However, this method does not print a transmittal form.

17   FILE FORMATS

17.1   CONVERTING FILES TO ACCESS FORMAT

There may be occasions when you want to take the WinJewel database files and use them in other programs. You can convert most of the files to a Microsoft Access format by going to SYSTEM SETTINGS, CONVERT FILES TO ACCESS FORMAT. Access files are so commonly used today that they can very easily be converted to almost all other databases.

17.2   FILE FORMATS

This information is provided for users who want technical information about how the WinJewel data is stored. It has no use for people who just want to use WinJewel to access the files but is provided for technicians who want to use other programs, spreadsheets or text editors to access the data.

Most files for WinJewel are stored in ASCII format for ease of export. The file itself usually ends in ".DAT" and the corresponding file with the pointer information is stored with a suffix of either ".PT", "PTN","PT2" or ".PT3." The first number in the pointer file is the total number of records in the primary file. The second number represents the number of records in the primary file the last time that the file was indexed (sorted).
Since these are relative files, position means everything. It is very important that you do not replace any information in a file with information of a different length. All records in the file could be affected. It is always best to make a copy of the file and work with the copy.

FILE: INVENT.DAT
POINTER: INVENT.PT5

Ven1	With	3
Num1	With	5
Desc1	With	252
MinQuantity1	With	3
Center1	With	5
StoneColor1	With	1
Clarity1	With	4
Cut1	With	3
Shape1	With	1
Tax1	With	1
TW1	With	5
Reord1	With	20
Grams1	With	6
Karat1	With	2
Color1	With	1
DatePur1	With	8
InvNum1	With	15
DateSold1	With	8
Cust1	With	20
Multiple1	With	1
LastNote1	With	6

CustNum1	With	5
SlipNum1	With	7
Memo1	With	1
Dept1	With	3
Cost1	With	18
Retail1	With	18
SoldFor1	With	18
SerialNum1	With	20
AutoReorder1	With	1
QuantityStore0	With	5
QuantityStore1	With	5
QuantityStore2	With	5
QuantityStore3	With	5
QuantityStore4	With	5
QuantityStore5	With	5
QuantityStore6	With	5
QuantityStore7	With	5
QuantityStore8	With	5
QuantityStore9	With	5
QuantityStore10	With	5
QuantityStore11	With	5
QuantityStore12	With	5
QuantityStore13	With	5
QuantityStore14	With	5
QuantityStore15	With	5
QuantityStore16	With	5
QuantityStore17	With	5
QuantityStore18	With	5
QuantityStore19	With	5
QuantityStore20	With	5
Retail2	With	18
Retail3	With	18
LastInv1	With	1
PerPieceOrWeight	With	1
Status1	With	1
Locked1	With	1
LastBuild1	With	10
Girdle1	With	10
Culet1	With	10
Polish1	With	10
Symetry1	With	10
Floresence1	With	10
Who1	With	2
MultiInvent1	With	4
OnOrder1	With	5
Location1	With	13
FromEnvelope1	With	8
QuanOutMemo1	With	6
DateOutLine1	With	8
Expansion1	With	100

FILE: MMYY.DAT
FILE: MMYY.PT

Clerk2	With	2
cust2	With	10
date2	With	8
Days2	With	3
Dept2	With	3
Desc2	With	250
Hotel2	With	3
LastMMYY2	With	4
LastSlip2	With	8
Price2	With	18
Quantity2	With	10
Reference2	With	20
Shipper1	With	2
ShipTo2	With	10
ShipTracking2	With	20
SlipNum2	With	8
Split2	With	10
Stocknum2	With	5
Taxable2	With	12
Taxable3	With	12
Taxable4	With	12
TaxCode2	With	1
Terms2	With	20
Type2	With	1
Ven2	With	3
ClickThruOrDirect2	With	1
PaidOnInvoice2	With	12
DiscountTaken2	With	12
Expansion2	With	75

FILE CUST.DAT
POINTER CUST.PT2

LastName3	With	30
FirstName3	With	35
Address3	With	30
Status3	With	1
City3	With	30
State3	With	2
Zip3	With	15
LastMmYy3	With	4
LastSlip3	With	10
Balance3	With	15
AgreedPmt3	With	15
Phone3	With	20

PhoneTwo3	With	20
LastNote3	With	8
CredLimit3	With	15
Number3	With	10
profile3	With	8
behind3	With	4
NoInterest3	With	2
InterestRate3	With	6
Address31	With	30
Email3	With	40
TypeOfBilling3	With	1
StatementDate3	With	2
DueDate3	With	2
DueDateTwo3	With	2
Wholesale3	With	20
Type3	With	1
Purchases3	With	15
Assigned3	With	2
LastContact3	With	8
LastDetailed3	With	5
Mailing3	With	1
CurrencyType3	With	1
CountryCode3	With	2
VatYN3	With	1
StandardTerms3	With	16
NormalDiscount3	With	8
Expansion3	With	72

FILE: SUPP.DAT
POINTER: SUPP.PT2

Name4	With	25
Address4	With	40
Address24	With	40
City4	With	20
State4	With	2
Zip4	With	10
Phone4	With	12
Fax4	With	12
LastNum4	With	6
Balance4	With	8
LastInv4	With	8
Terms4	With	14
LastNote4	With	6
Number4	With	3
AcctNum4	With	15
SalesPerson4	With	25
SalesPersonPhone4	With	12
MailingLabels4	With	1
AddressTwo4	With	40
Address2Two4	With	39

CreditCard2	With	1
CityTwo4	With	20
StateTwo4	With	2
ZipTwo4	With	10
Email4	With	40
www4	With	44
DefaultGL	With	6
Percentage4	With	5
locked4	With	1
CurrencyType4	With	1
Country4	With	3
Expansion4	With	35

FILE: NOTE.DAT
POINTER: NOTE.PT

custsupnum5	With	5
newnote5	With	78
clerk5	With	2
lastnotnum5	With	6
date5	With	8

FILE: REPAIR.DAT
POINTER: REPAIR.PTN

Cust6	With	17
Dept6	With	3
CNum6	With	5
Item6	With	250
Instr6	With	242
LastPart6	With	8
OldSalesperson6	With	1
Who6	With	2
InDate6	With	8
OutDate6	With	8
DueDate6	With	8
FinDate6	With	8
Where6	With	6
Est6	With	8
Price6	With	8
LastNote6	With	6
EnvNumber6	With	6
SalesSlip6	With	6
Cost6	With	10
SalesPerson6	With	2
Condition6	With	12
ConditionType6	With	1
RemoveCode6	With	1
DeclaredValue	With	10
LastAddItem6	With	4

MultiItemPrice6   With 30

FILE: STAFF.DAT
POINTER: STAFF.PT

code7	With	15
initial7	With	2
name7	With	25
access7	With	12
ssnum7	With	12
address7	With	25
city7	With	20
state7	With	2
zip7	With	10
Phone7	With	12
exemptions7	With	2
status7	With	2
reportaccess7	With	21
mailinglabels	With	1
ShopList7	With	1
BillingRate7	With	6
UseAdDefault7	With	1
DontUseInSales7	With	1
SpecialCode1	With	1
SpecialCode2	With	1
SpecialCode3	With	1
SpecialCode4	With	1
SpecialCode5	With	1
KeepCallLog7	With	1
Location7	With	3
expansion7	With	6

FILE: INVOICE.DAT
POINTER: INVOICE.PTN

number8	With	25
date8	With	8
datedue8	With	8
OldAmount8	With	8
discount8	With	8
dept8	With	3
shipping8	With	8
datepaid8	With	8
cknum8	With	6
name8	With	25
supNumber8	With	3
canada8	With	8
dept2part8	With	3
monthly8	With	1
project8	With	3
Amount8	With	15

Canada9	With	8

FILE: DEPT.DAT
POINTER: NUMDEPT.DAT

Commision9	With	3
Longdept9	With	40
GiftCert9	With	1
NoTax9	With	1
Category9	With	3
OldPercentage9	With	2
BalanceDept9	With	8
MinPercentDisc9	With	8
DiscountPercent9	With	3
ShowSerialNum	With	1
ShowCenter	With	1
ShowTW	With	1
ShowClairty	With	1
ShowStoneColor	With	1
ShowShape	With	1
ShowCut	With	1
ShowGrams	With	1
ShowKarat	With	1
ShowColor With	1	
ShowExpansion0	With	1
ShowExpansion1	With	1
ShowExpansion2	With	1
ShowExpansion3	With	1
ShowExpansion4	With	1
ShowExpansion5	With	1
UseLooseDia9	With	1
MultiUseLabel	With	20
Percentage9	With	5
SubTotal9	With	2
Expansion9	With	2
corrected9	With	1

FILE AP.DAT
POINTER AP.PTN

name10	With	50
number10	With	6
balance10	With	12
budget10	With	12
category10	With	3
assigned10	With	1
expan10	With	16

FILE CBMMYY.DAT
POINTER CBMMYY.PTN

supnumber11	With	3
name11	With	25
invnumber11	With	25

```
account11            With  6
cknumber11           With  6
datepaid11           With  8
amount11             With  12
discount11           With  12
shipping11           With  8
status11      With  1
expand11             With  20
```

FILE ORDER.DAT
POINTER ORDER.PTN
```
        supnumber12       With  3
        ordernumber12     With  5
        orderdate12       With  8
        promisedate12     With  8
        indate12          With  8
        deliverdate12     With  8
        instruct12        With  25
        item12      With  40
        StyleNumber12     With  15
        terms12           With  14
        cust12            With  5
        cost12            With  12
        dept12            With  3
        custPrice12       With  12
        quantity12        With  4
        quantityIn12      With  4
        expansion12       With  21
```

🔻 17.3 RECEIVING FILES VIA MODEM

To receive an update of the WinJewel program or any other file immediately, if you have a modem in your computer, you can click on the REPORTS, UPDATE from the list. One of the choices you will be given is to update via modem. This can be used to get any file from the folks at WinJewel.

To transfer files we need to have the same settings on your computer that we have at WinJewel:

Click on SETTINGS
Click on BINARY TRANSFERS
Click on XMODEM/CRC
Click on OK
Click on SETTINGS
Click on COMMUNICATIONS
Click on COM1 (or whichever your modem is attached to)
Click on 2400 BAUD RATE
Click on 8 DATA BITS

Click on 1 STOP BIT
Click on PARITY NONE
Click on FLOW CONTROL Xon Xoff
Choose PARITY CHECK
Choose CARRIER DETECT
Click on OK
Click on TRANSFERS
Click on RECEIVE BINARY FILES
When computer asks for file name enter : WJZ.EXE

18 PRINTER AND SCANNER SETUP

18.1 DISCUSSION:

Scanners and tag printers will greatly increase the efficiency of the WinJewel system. Please remember that these are specialty equipment. Although WinJewel is designed to work with scanners and tag printers, whenever external equipment is added to a computer system, the system becomes more complicated. Setup for scanners and tag printers is normally a simple process that takes little time but occasionally issues arise that greatly increase the time required to set up this external equipment. WinJewel support will help you install this equipment but issues may arise that are out of the WinJewel Software Company's control. Please keep in mind that you may be required to contact the manufacturer of your external equipment for additional support.

Most scanners use a wedge connector that plugs into your computer at the key board connector. The keyboard plugs into the scanner wedge. Your scanner may require additional setup steps to work with your keyboard. If your keyboard no longer works after connecting the scanner, refer to the scanner's user manual or contact your scanner manufacturer for support. The typical fix is to scan the appropriate barcode in your scanner's user manual.

PLEASE NOTE: The tag printer you order may not come with ribbon or labels. Contact your printer supplier or other suppliers such as **www.archcrown.com** (800 526-8353) for printer supplies. Ribbons and Tags are printer specific. You need to provide the supplier with your printer information when ordering tags/ribbons. If you need to contact WinJewel support for assistance with your tag printer please have model number and tag style number ready. We will need this information to provide support.

18.1.1   Things you should do or know before getting started.

WinJewel requires that a printer be installed on your computer system. There must be a default printer available to each computer to handle normal printing jobs. Installing a tag printer on a computer with no other printer available could cause damage to your tag printer. The tag printer should NEVER be selected as the default printer.

Your tag printer may come with a CD or other software. If your printer connects to your computer with a serial or parallel, you do not need to install this software onto your computer. WinJewel will support your printer directly. If your printer connects with a USB connector you will need to install external software. Read which software to use before installing any tag printer software.

18.1.2   Which Software to Use:

There are two methods for making your tag printer work with WinJewel.
- WinJewel driver (software)
- Other driver (software)

The WinJewel driver handles most printing requirements and is the easiest to set up. If the WinJewel driver is used, no external software should be installed onto your computer (printers and faxes) for this particular tag printer. The WinJewel driver should be tried first. If this does not satisfy your tag printing needs, then consider using the other drivers available for your tag printer.

Other drivers will be required for any tag printer that uses a USB connector. Datamax provides software that is designed by Seagull. You may install this software from your Datamax CD. If you have a Zebra/Eltron printer, do not install the software supplied with your printer. Use the Seagull driver available from the WinJewel website, (www.WinJewel.com, bottom of the Customize page). If you have (or are considering) another printer brand, please contact WinJewel support.

♦ *18.1.3 Barcodes:*

In order to print barcodes a special font must be installed on the computer. If you are using the WinJewel driver for your tag printer, you do not need to take any further action. If you are using another driver for your tag printer (Seagull), you must install a font into Microsoft Windows Fonts.

DOWNLOAD AND INSTALL BARCODE FONTS
1. Go to the WinJewel website.
2. Click on the "Customize" button.
3. Find the "WJInterleaved 2 of 5 font (New Version)" and "WinJewel Interleaved 2 of 5 font" link. (Scroll down approximately halfway).
4. Right click on these links. A submenu opens.
5. Click on "Save As". A Save As window opens.
6. Select the WinJewel folder in the "Save in" box near the top of the screen.
7. Click on Save.
8. You may get a message "This file already exists. Do you want to overwrite?" Click Yes.
9. When this file has completed downloading, open Control Panel.
10. Double click on Fonts
11. Click on the file menu.
12. Click on "Install New Font"
13. Highlight the WinJewel folder in the "Folders" box.
14. Interleaved 2of5 (True Type) and WJInterleaved 2 of 5(true type) will appear in the "List of fonts" box. Hold down the control key and click on each one time to highlight them.
15. Click on OK
16. WJInterleaved and Interleaved 2of5 are now installed.

18.2   DIRECTIONS FOR SETTING UP A SYMBOL LS 2106 BARCODE SCANNER

Connections: scanner reference guide, page 1-4, using the Keyboard Wedge:

Unpack all of the items in the scanner package.

With the computer OFF, plug in the telephone – type connector into the bottom of the scanner.

Unplug the Keyboard connector from the computer. Plug the appropriate end of the split connector into the computer where the keyboard was. Plug the other end onto the end of the keyboard cable. The plugs are different, and cannot be plugged into the wrong place.

The scanner must now be programmed by scanning in 5 scanner codes from the scanner reference guide, or from the codes shown below. **If you use the bar codes below, hold the scanner about 12 –18" from the paper, since the barcodes are so large.** During normal scanning of tags this won't be necessary.

These are the barcodes that need to be scanned from your Symbol users manual. The pages are approximate.

1. On page 4-7, scan the item labeled "SET ALL DEFAULTS". You should hear two sets of two tones.
2. On page 4-35, scan the item labeled "ENABLE INTERLEAVED 2 OF 5". You should hear two sets of two tones.
3. On page 4-36, scan the item labeled "I 2 OF 5 – ONE DISCRETE LENGTH". You should hear one set of two tones.
4. On page 4-57, scan the item labeled "0". You should hear one set of two tones.
5. On page 4-58, scan the item labeled "8". You should hear two sets of two tones.

Your scanner should now be fully operational!

SYMBOL 2200/2208

IBM PC/AT & IBM PC Compatibles

North American

Enable Interleaved 2 of 5

I 2 of 5 - One Discrete Length

0

8

**SET ALL
DEFAULTS**

**INTERLEAVED
2 OF 5**

I 2 of 5 - ONE DISCRETE LENGTH

0

8

18.3   ZEBRA/ELTRON 2642 PRINTER

ASSEMBLE AND CONNECT THE PRINTER:

Open the printer by depressing the two green tabs on the sides of the printer.
Assemble the label roll guide with the label roll in the middle of the roller. Place it in the label roller slots, with the labels feeding off of the top toward the front of the printer.

Pull the green lever on the right front of the label assembly all the way forward to release the assembly. Lift the assembly up until it locks in the upward position.

Feed the labels into the LOWEST possible slot behind the ribbon assembly. The labels should appear UNDER label sensor in the middle of the roller area.

Adjust the label guides by turning the green gear wheel located low on the LEFT side in the area between the rollers and the edge of the case. This will move the guides toward the labels, and eventually close enough to slide over the labels and hold them in place. Adjust so that the labels have only a tiny amount of slack on each side.

Firmly push down on the label assembly where indicated by the two arrows until the assembly is locked into place. Close the cover.

WITH THE POWER SWITCH OFF on the printer, plug in the power supply cord, and connect the printer cable to the computer. The computer cable usually connects to the COM1 Serial port, located below or next to the keyboard plug (depending on your particular computer).

PROGRAMMING:

WHILE HOLDING THE GREEN BUTTON on the left side of the printer down, turn on the power switch on the right side of the printer. After the diode by the left button blinks RED, release the button.

The printer will move the labels around for a minute, finally printing a long string of labels, then stopping.

AFTER IT STOPS, you must push the green button ONCE. This completes the automatic programming.

NOTE: Programming must be done WHENEVER power to the printer is restored.

WINJEWEL SETUP:
Start WinJewel.
Select PRINTER SETTINGS, SET SPECIAL ELTRON PRINTER TLP2642
Click YES to use Eltron.
Set the "left/right" to 490, set "up/down" to 0 (zero)
Set line 1 to 210 and 0.
Set line 2 to 210 and 25.
Set line 3 to 210 and 50.
Set printing darkness to 7 or less.

Click on "go to dumbbell style tags" in the upper left corner.
Repeat the above settings.
Click on "save changes".
Click on "com1 port (9 pin connector)" or as appropriate for your computer.
Click on "ok", click "yes" to show barcodes, and click "ok".
Click "end WinJewel settings". And click "ok" to restart.

The printer is now ready!

PLEASE NOTE: The Eltron printer as shipped from the factory DOES NOT come with labels. If you have ordered a printer from WinJewel, we will mail you tags to get you started.

Labels can be ordered from Arch Crown, 800 526-8353, part number TT-345. Be sure to ask for them on one-inch cores.

WARRANTY INFORMATION:
WinJewel does not do warranty repairs. To determine if the printer needs to be sent in you will need to contact Eltron at: 1-805-579-1800 ext. 7002.

If you are certain that the printer is bad then contact Eltron at: 1-805-579-1800 ext. 1201
or by e-mail at repair@eltron.com to get an RMA number and directions on how to ship the printer.

◆ 18.4 ZEBRA/ELTRON 2742 PRINTER

ASSEMBLE AND CONNECT THE PRINTER:

Open the printer by depressing the two green tabs on the sides of the printer.

Assemble the label roll guide with the label roll in the middle of the roller. Place it in the label roller slots, with the labels feeding off of the top toward the front of the printer.

Pull the green lever on the right front of the ribbon assembly all the way forward to release the assembly. Lift the assembly up until it locks in the upward position.

Feed the labels into the LOWEST possible slot behind the ribbon assembly. The labels should appear UNDER label sensor in the middle of the roller area.

Adjust the label guides by turning the green gear wheel located low on the LEFT side in the area between the rollers and the edge of the case. This will move the guides toward the labels, and eventually close enough to slide over the labels and hold them in place. Adjust so that the labels have only a tiny amount of slack on each side.

Take the empty ribbon roll and place it on the FRONT roll spindle, with the slotted end to the RIGHT. Push the spindle ends firmly into the roll. You may need to turn the roll to line up the slots properly.

Open and remove the tape from the ribbon without tearing off or ruining the tape. The tape will be used to secure the ribbon on the empty spool. Start the ribbon leader from the top of the role towards the back of the rollers, and feed it behind and under the ribbon assembly. It should appear ABOVE the label sensor. Bring it up and around the metal edge, and tape it evenly onto the empty roller. It should appear flat and smooth on the bottom of the roller assembly.

Wind the ribbon onto the empty spool by turning the empty spool roller from the right end of the shaft near the spring. Turn until the inked ribbon appears at the front of the assembly.

Firmly push down on the ribbon assembly where indicated by the two arrows until the assembly is locked into place. Close the cover.

WITH THE POWER SWITCH OFF on the printer, plug in the power supply cord, and connect the printer cable to the computer. The computer cable usually connects to the COM1 Serial port, located below or next to the keyboard plug (depending on your particular computer).

PROGRAMMING:

WHILE HOLDING THE GREEN BUTTON on the left side of the printer down, turn on the power switch on the right side of the printer. After the diode by the left button blinks RED, release the button.

The printer will move the labels around for a minute, finally printing a long string of labels, then stopping.

AFTER IT STOPS, you must push the green button ONCE. This completes the automatic programming.

NOTE: Programming must be done WHENEVER power to the printer is restored.

WINJEWEL SETUP:
Start WinJewel.
Select PRINTER SETTINGS, SET SPECIAL ELTRON PRINTER TO TLP 2722 OR TLP 2742.
Click YES to use Eltron.
Set the "left/right" to 490, set "up/down" to 0 (zero)
Set line 1 to 210 and 0.
Set line 2 to 210 and 25 (or try 20).
Set line 3 to 210 and 50 (or try 40).
Set printing darkness to 7 or less.
Click on "go to dumbbell style tags" in the upper left corner.
Repeat the above settings.
Click on "save changes".
Click on "com1 port (9 pin connector)" or as appropriate for your computer.
Click on "ok", click "yes" to show barcodes, and click "ok".
Click "end WinJewel settings". And click "ok" to restart.

The printer is now ready!

PLEASE NOTE: The Eltron printer as shipped from the factory DOES NOT come with a ribbon or labels.
If you have ordered a printer from WinJewel, we will mail you a ribbon and tags to get you started.

Labels can be ordered from Arch Crown, 800 526-8353, part number TT-345. Be sure to ask for them on one-inch cores.

Ribbons must be Thermal Transfer, Polyester Resin. 110mm x 91mm. The Eltron part number is 800007-004. If you order ribbons from Arch Crown, be certain to get Polyester Resin ribbons for the most resiliency and print quality.

Warranty Information:
WinJewel does not do warranty repairs. To determine if the printer needs to be sent in you will need to contact Eltron at: 1-805-579-1800 ext. 7002.

If you are certain that the printer is bad then contact Eltron at: 1-805-579-1800 ext. 1201
or by e-mail at repair@eltron.com
to get an RMA number and directions on how to ship the printer.

♦ 18.5 ZEBRA/ELTRON 2844 PRINTER

WARRANTY INFORMATION:

WinJewel does not do warranty repairs. To determine if the printer needs to be sent in you will need to contact Eltron at: 1-805-579-1800 ext. 7002.

If you are certain that the printer is bad then contact Eltron at: 1-805-579-1800 ext. 1201
or by e-mail at repair@eltron.com to get an RMA number and directions on how to ship the printer.

ASSEMBLE AND CONNECT THE PRINTER.
1. Open the printer by depressing the two green tabs on the sides of the printer.
2. Assemble the label roll guide with the label roll in the middle of the roller. Place it in the label roller slots, with the labels feeding off of the top toward the front of the printer
3. Pull the green lever on the right front of the ribbon assembly all the way forward to release the assembly. Lift the assembly up until it locks in the upward position
4. Feed the labels into the LOWEST possible slot behind the ribbon assembly. The labels should appear UNDER label sensor in the middle of the roller area
5. Adjust the label guides by turning the green gear wheel located low on the LEFT side in the area between the rollers and the edge of the case. This will move the guides toward the labels, and eventually close enough to slide over the labels and hold them in place. Adjust so that the labels have only a tiny amount of slack on each side
6. Take the empty ribbon roll and place it on the FRONT roll spindle, with the slotted end to the RIGHT. Push the spindle ends firmly into the roll. You may need to turn the roll to line up the slots properly
7. Open and remove the tape from the ribbon without tearing off or ruining the tape. The tape will be used to secure the ribbon on the empty spool. Start the ribbon leader from the top of the role towards the back of the rollers, and feed it behind and under the ribbon assembly. It should appear ABOVE the label sensor. Bring it up and around the metal edge, and tape it evenly onto the empty roller. It should appear flat and smooth on the bottom of the roller assembly.
8. Wind the ribbon onto the empty spool by turning the empty spool roller from the right end of the shaft near the spring. Turn until the inked ribbon appears at the front of the assembly.
9. Firmly push down on the ribbon assembly where indicated by the two arrows until the assembly is locked into place. Close the cover.
10. Plug in the power cord to an outlet and the USB (LPT or COM) connector to the computer per mfg instructions.
11. Calibrate the printer: Refer to your printer manual for specific instructions
    a. Turn the printer off.
    b. Hold down the green button. Turn on the printer. The green button will turn red and flash. Release the green button.
    c. Some labels will print out. (5 – 10).
12. After this is done press the green button one time. One label should feed out.

DOWNLOAD AND INSTALL THE SEAGULL DRIVER
1. Go to the WinJewel website.
2. Click on the "Customize" button.
3. Find the "Download of Seagull drivers" link. (Scroll down to the bottom).
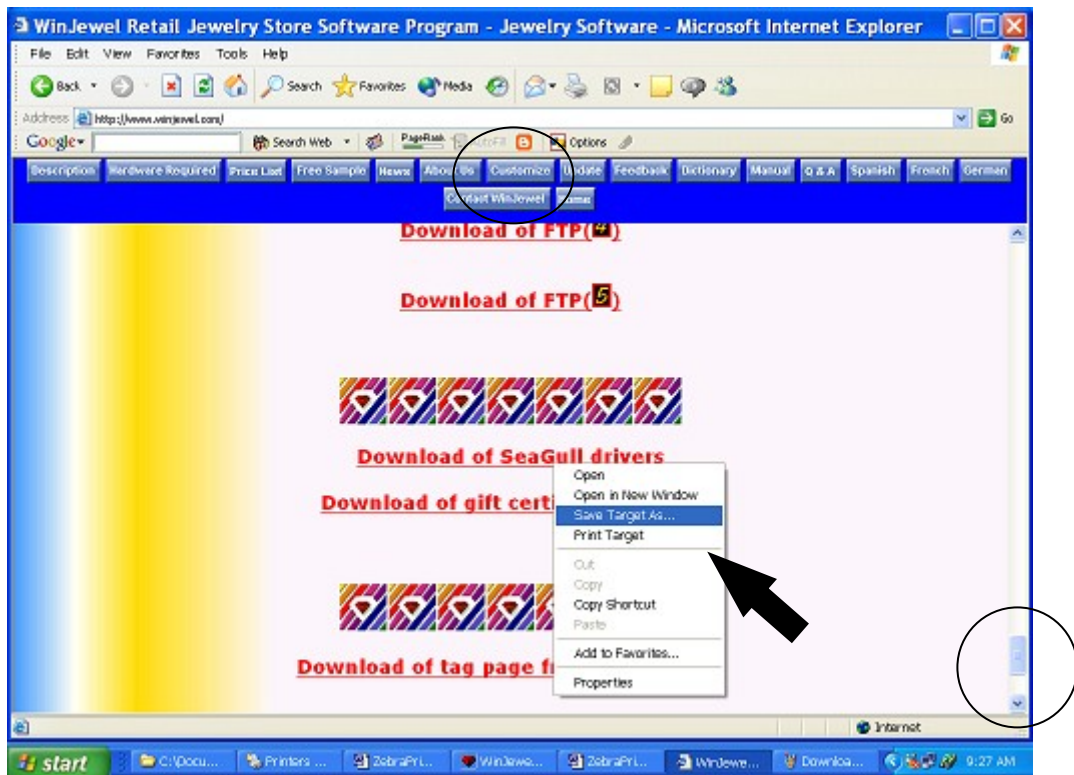
4. Right click on this link. A submenu opens.
5. Click on "Save As". A save as window opens.
6. Select the WinJewel folder in the "Save in" box near the top of the screen.
7. Click on Save.
8. You may get a message "This file already exists. Do you want to overwrite?" Click Yes.
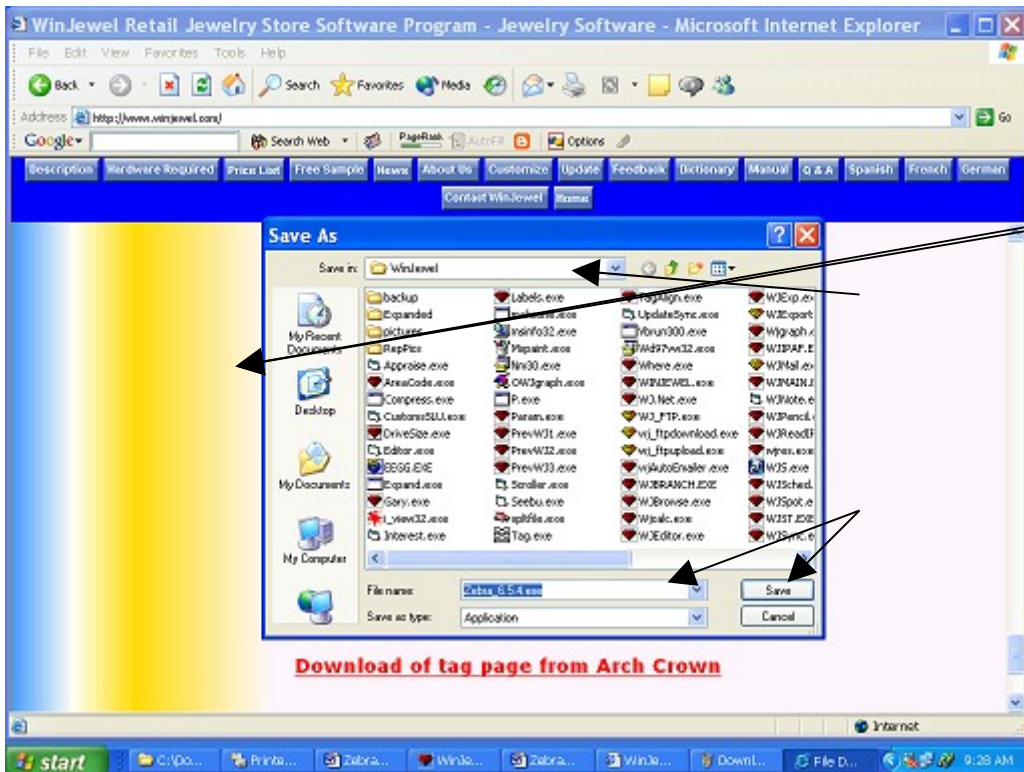
9. When this file has completed downloading, open My Computer, double click on local disk (C:), open the WinJewel folder.
10. Find the Zebra_6.5.4.exe file. Double click on it. This will launch the Install wizard to install the Seagull driver.
11. This will create a folder on the "c" drive called Seagull.
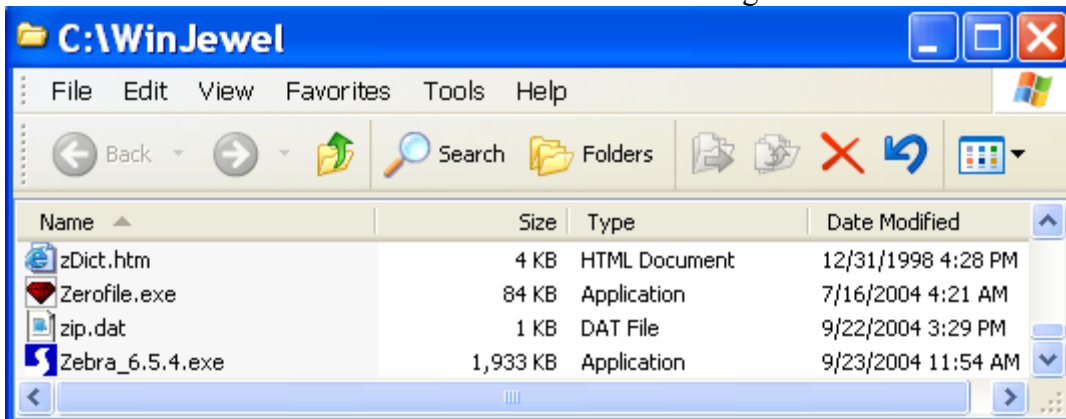
ADD THE SEAGULL PRINTER DRIVER FOR YOUR ZEBRA TLP2844 PRINTER.
1. Go to Windows "Printer and Faxes" to install the Seagull program.
2. Click on the "File" menu.
3. Click on "Add printer". This starts the Add a Printer Wizard.
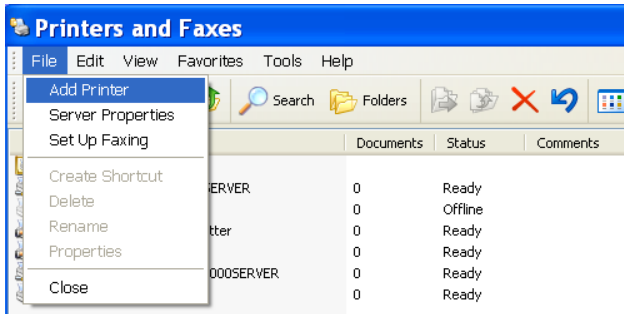
4. Do NOT select the "Auto Detect Plug and Play Printers".

5. Select your USB printer port.
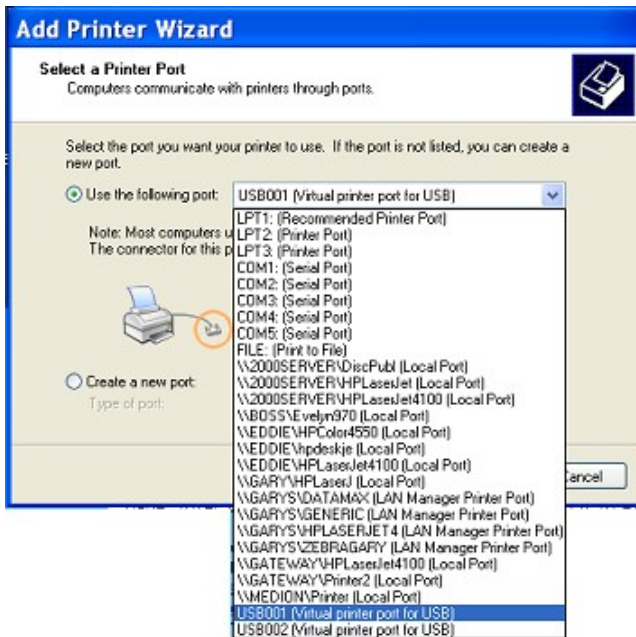
6. Highlight your printer (if it is present), then select the "Have Disk" button.
7. Browse to the new "Seagull" folder on the (C) drive
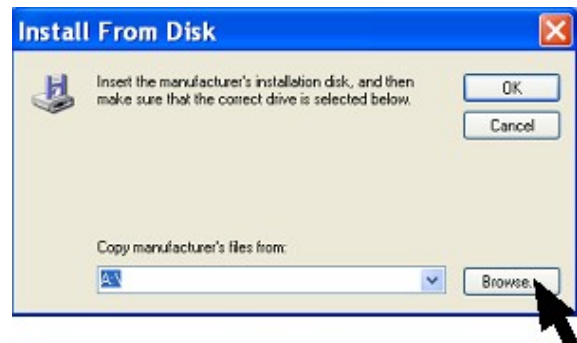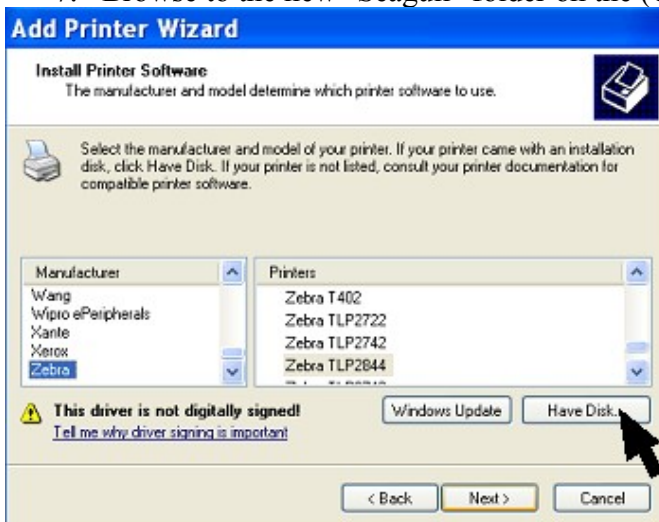
8. Select the file called " usbprint.inf".
9. Click OK to "Install From Disk"
10. Click Next
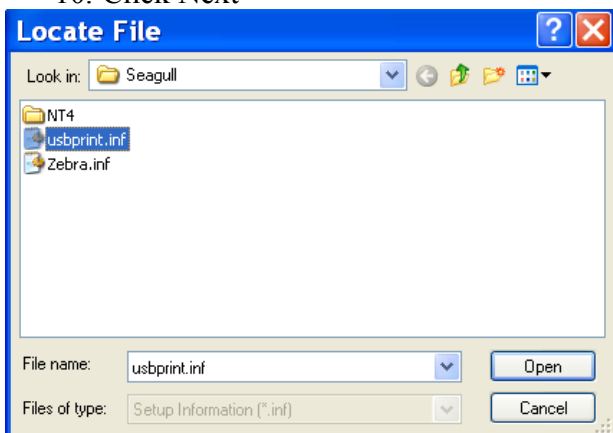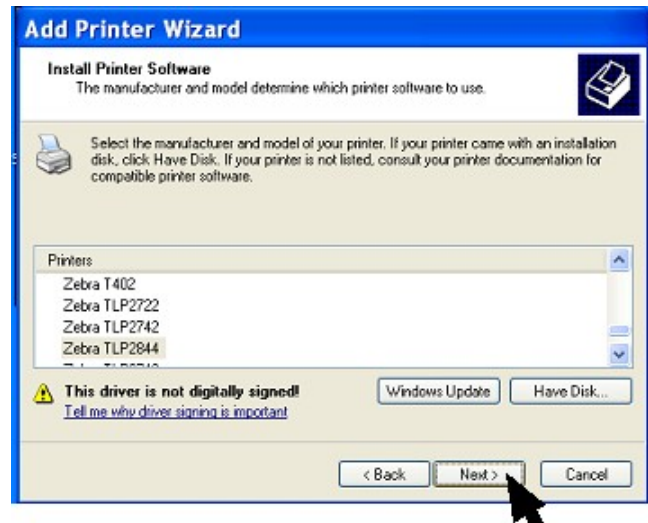
11. Select "Replace existing driver" , click Next
12. Select "No" to the question "Do you want to use this printer as the default printer?" Click Next
13. Select "Do not share this printer", Click next
14. Select "No" to the question "Do you want to print a test page?" Click Next
15. Click Finish

Add Printer Wizard

Printer Sharing
You can share this printer with other network users.

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

⦿ Do not share this printer
○ Share name: [   ]

[< Back] [Next >] [Cancel]

Add Printer Wizard

Print Test Page
To confirm that the printer is installed properly, you can print a test page.

Do you want to print a test page?

○ Yes
⦿ No

[< Back] [Next >] [Cancel]

Add Printer Wizard

Completing the Add Printer Wizard

You have successfully completed the Add Printer Wizard. You specified the following printer settings:

Name: Zebra TLP2844
Share name: <Not Shared>
Port: USB001
Model: Zebra TLP2844
Default: No
Test page: No

To close this wizard, click Finish.

[< Back] [Finish] [Cancel]

16. Click "Continue Anyway" to the Windows compatibility warning message.

Hardware Installation

⚠ The software you are installing for this hardware:

Printers

has not passed Windows Logo testing to verify its compatibility with Windows XP. (Tell me why this testing is important.)

Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the hardware vendor for software that has passed Windows Logo testing.

[Continue Anyway] [STOP Installation]

Copying Files...

eplSSchs.dll
To C:\WINDOWS\System32\spool\...\zebra_tlp2844_f29b

[========   ] [Cancel]

SET UP THE SEAGULL DRIVER PRINTER SETTINGS FOR YOUR ZEBRA PRINTER.
1. Right click on the Zebra TLP2844 printer icon in Printers and Faxes. A submenu opens up.
2. Click on "Properties"
3. The Seagull properties window opens.
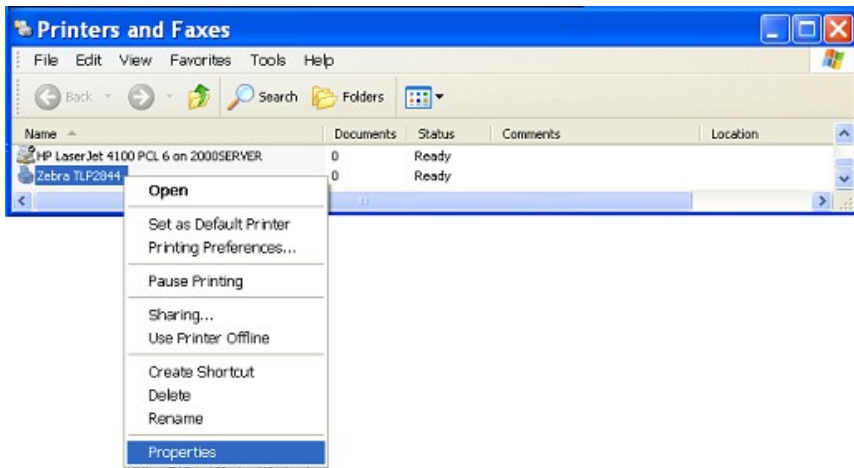
4. Click on the "General" tab near the upper left corner.
5. Click on the "Printing Preferences" button near the bottom.
6. Click on "Page Setup".
7. Click on "New".
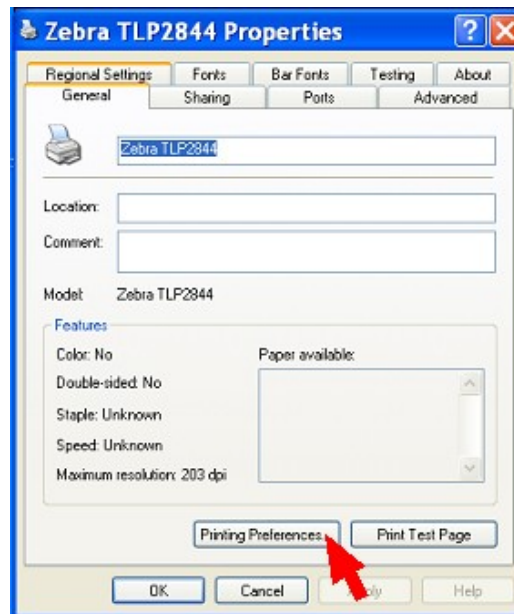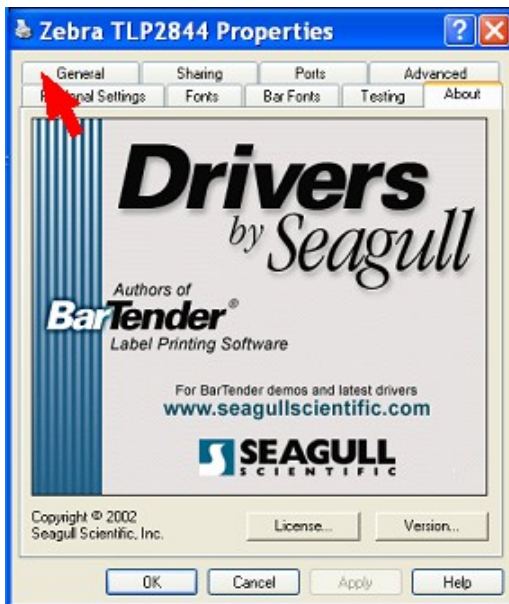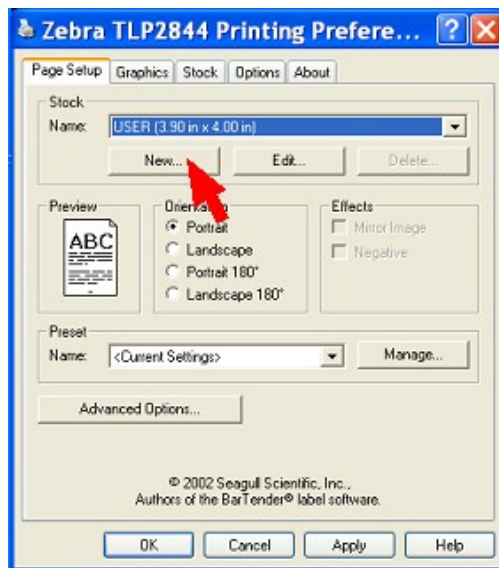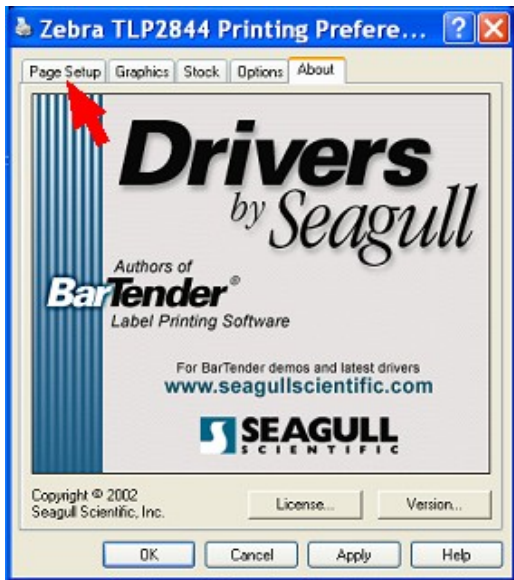
8. Type your tag style number into the Name box. For example; "TT306N" (or any name you wish to give these tag settings such as Tags for Rings)
9. For Tag style TT306 use dimensions 3.50 wide and 0.55 high.
10. Click OK
11. Click OK
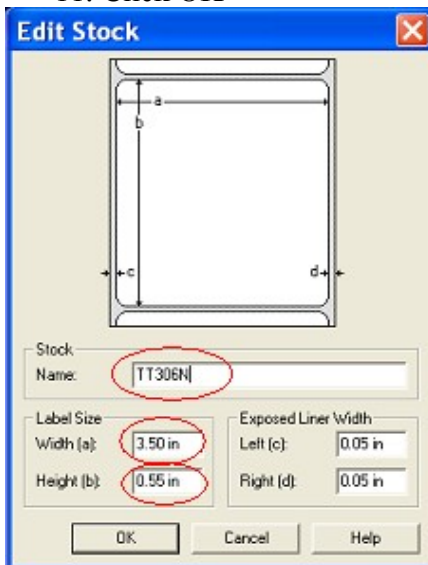
12. Click "Print a Test Tag" If a tag is ejected from the printer and the print is visible the printer is installed correctly. The test label that is printed may not be centered and the font size may be very large. This is okay. Alignment and font size will be set within WinJewel. If a tag is ejected but nothing is printed there is a problem with your ink film and or tag roll. If a tag is not ejected from the printer you must change settings such as "Ports" until you computer sees this printer.
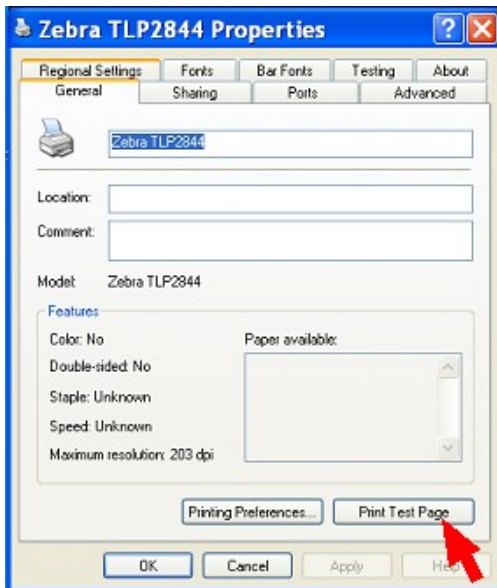
SET UP WINJEWEL TAG ALIGNMENT.

1. Click on the small "P" that is below the red "Help" diamond on any WinJewel screen
2. Click on "Choose"
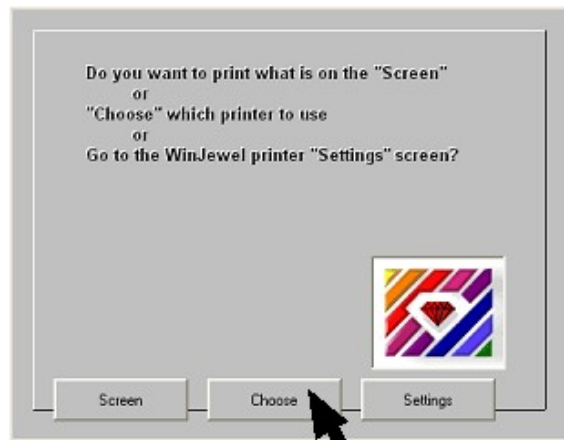
3. Use the drop down list to select your printer in the "Dedicated price tag printer" box if it is not already there.
4. Click on the "Tag Align" button in the lower left corner.
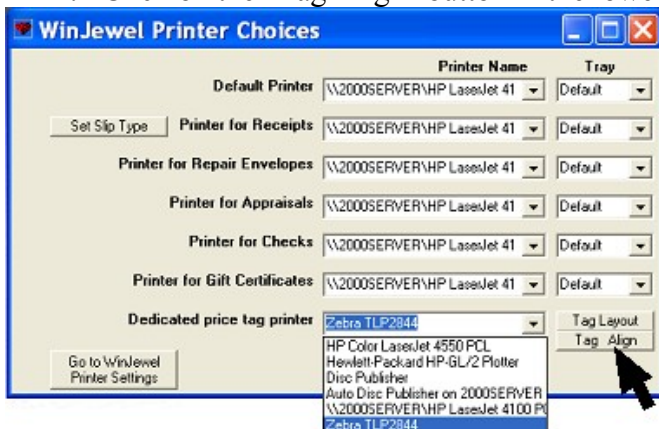
5. Click on the "Reload Layout by Name" button.
6. Click on the line of the tag type. For example the DTMX_TT306.
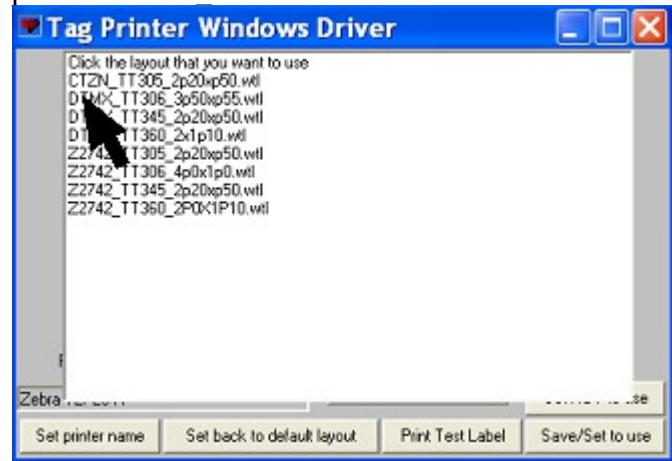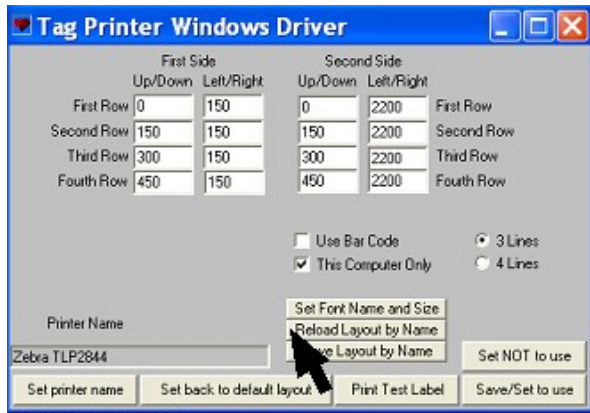
7. The numbers in the white boxes are the x-y coordinates of each line that will be printed on the tag.
8. "This Computer Only" must be checked. You should not use a tag printer across a network.
9. Check the appropriate boxes for your tags. (Use Bar Code, 3 lines or 4 lines)
10. The Note in red letters is a reminder that Interleaved 2 of 5 must be installed. This message will always appear when "Use Bar Code" is checked. If you have already installed the font ignore this note.

11. Click Save/Set to use
12. Click OK
13. Click OK

SET WINJEWEL TAG LAYOUT
1. Click on the little "P" below the red "Help" diamond again.
2. Click on "Choose"
3. Click on Tag Layout
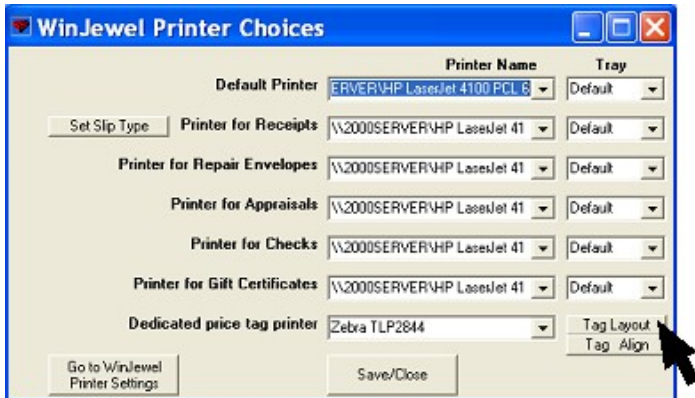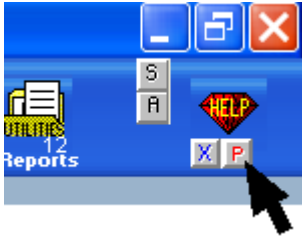
4. Make sure "This Computer Only" is checked and "Use 3 lines or Use 4 lines" is identical to what you selected in Tag Align.
5. You can use this page to select what you want on each line of the tag. There is no code for barcode because barcode is not selected on this screen.
6. The example on this screen shows that 99k on line 1 of the 1st side will print the value of Karat and the small case letter 'k' for the item being printed. If the item does not have a value in this field in inventory, this line will be blank.
7. Click on Save Change to close this window.

Change Tag Printing Order of Information

NOTE: If you are using a bar code type of printer, use the left side of the layout screen only. This information will appear on the right side of the tag and the bar code and stock # will be on the left..

Field		Value
Vendor #	(3)	111
Stock #	(5)	22222
Description	(80)	33333333333333333333333333333333
Center Stone	(5)	44444
Stone Grade	(9)	555555555
Total Weight	(5)	66666
Reorder #	(15)	777777777777777
Grams	(6)	888888
Karat	(2)	99k (Lower case k)
Metal Color	(8)	AAAAAAAA
Invoice Date	(2)	BB (as code)
Invoice #	(15)	CCCCCCCCCCCCCCC
Department	(3)	DDD
Cost	(12)	EEEEEEEEEEEE
Retail	(12)	FFFFFFFFFFFF
Multi-Use	(12)	GGGGGGGGGGGG
Second Retail	(12)	HHHHHHHHHHHH (Second Retail must be turned on)
Second Cost	(12)	IIIIIIIIIIII (Second Cost must be turned on)
Dollarsign	(1)	$ (Will print dollarsign)

Stone Clarity (4) JJJJ
Stone Color (1) K
Stone Cut (3) LLL
Stone Shape (1) M
Invoice Date (4) NNNN (as MYY)

99k   FFFFFFFFFFFF
3333333333   FFFFFFFFFFFF
666666   44444 55555

Label for department

DEFAULT

DEFAULT will be used for any department that is not specifically set for a different layout.

Change the fields to print in each position on the tags then press SAVE CHANGE. Remember that if less than the number of characters are in a field the field will be reduced to the length that is available. If the information in a field is longer than you allow, the extra characters will not be printed. We suggest that you try a sample print of any tag layout to be sure it will fit using your printer.

Save Change

Set all back to default

If you Save Change any layout the font will be Courier New

☑ This Computer Only
⦿ Use 3 lines   ○ Use 4 lines

Windows Driver Tag Align

1st Side/Line 1

Make sure "This Computer Only" is checked and "Use 3 lines or Use 4 lines" is identical to what you selected in Tag Align.

You can use this page to select what you want on each line of the tag. There is no code for barcode because barcode is not selected on this screen

The example on this screen shows that 99k line 1 on the 1st side will print the value of Karat for the item being printed. If the item does not have a value in this field in inventory, this line will be blank.

18.6   OTHER TAG PRINTERS

Install the software supplied by your tag printer. The setup may be slightly different but follows a similar process as the ZEBRA/ELTRON 2844. Refer to SET UP THE SEAGULL DRIVER PRINTER SETTINGS FOR YOUR ZEBRA PRINTER for generalized instructions. Contact WinJewel support for further assistance.

💎 Appendix A: Network Drives

How to connect and disconnect a network drive in Windows XP
   Article ID   : 308582 Microsoft Support
   Last Review : June 7, 2004
   Revision   : 2.0
   This article was previously published under Q308582

INTRODUCTION
To connect and disconnect a network drive in Microsoft Windows XP, you can use one of the three methods that are described in this article. You can map a drive letter to any shared resource on a network. For each mapped drive, an icon appears in My Computer and a listing appears in the left pane of Windows Explorer.

SET THE SERVER TO SHARE
The computer that will be used as the server (where the WinJewel data is stored) must be set to share so the clients (the other computers) can access it. On the server computer go to My Computer and right click on the C:\ drive. Click on "Sharing and Security". Put a check mark in "Share this folder on the network" and Allow network user to change my files". If not already there, make the share name "C". Click "OK".
Connect the clients to the Server: Connect a drive from My Computer or Windows Explorer

   The following steps need to be done on each client computer.
1. To connect a drive from My Computer, click **Start**, right-click **My Computer**, and then click **Explore**.
   To connect a drive from Windows Explorer, right-click **Start**, and then click **Explore**.
2. On the **Tools** menu, click **Map Network Drive**.
3. In the **Drive** box, click a drive letter.
4. In the **Folder** box, type the UNC path for the server and shared resource in the following format: *server name**share name*. You can also click **Browse** to find the computer and shared resource.
 You can map shared drives and shared folders. When you access a shared drive or folder you can also access subfolders if you have the appropriate permissions. However, you cannot map a drive for a subfolder that is not explicitly configured as a shared resource.

If network drives are not available from My Computer: Connect a drive from My Network Places
1. Click **Start**, click **My Network Places**, click **Entire Network**, and then double-click **Microsoft Windows Network**.
2. Double-click the domain that you want to open.
3. Double-click the computer that has the shared resource you want to map. All the shared resources for that computer automatically appear in the window.
4. Right-click the shared drive or folder that you want to map, and then click **Map Network Drive**.
   Click the drive letter that you want to use, and then specify whether you want to reconnect every time that you log on to your computer.
5.
   Note Network drives are mapped by using letters starting from the letter Z. This is the default drive letter for the first mapped drive you create. However, you can select another letter if you want to use a

letter other than Z.
Click **Finish**.
6.
A windows opens that displays the contents of the resource you mapped.

<u>Included for general information only: Disconnect from a mapped network drive</u>
1. Click **Start**, and then click **My Computer**.
2. Right-click the icon for the mapped drive.
3. Click **Disconnect**.
Note When you disconnect from a mapped drive, you remove the mapped drive letter that you assigned to the shared resource. You can still access the resource from My Network Places.

APPLIES TO
  • Microsoft Windows XP Professional Edition
  • Microsoft Windows XP Home Edition

Appendix B: Terminal Services

1. Set the WAN flag to true in WinJewel.
    a. SYSTEM SETTINGS
    b. SET YES OR NO TO RUNNING IN WAN MODE.
        i. Answer "YES".
2. Copy the license files from the server to the local WinJewel folders of all client workstations not using terminal services.
3. Create a unique folder on the server for each person that will log into the server remotely using Terminal Services.
    a. Copy WinJewel.exe from the server to the unique folder.
    b. Copy license files from the server to the unique folder.
4. Define sales slip ranges
    a. Main Store _____
    b. Branch _____
5. Set up sales slip numbers.
    a. Set sales slip number to load locally on the clients using Remote Desktop.
        i. SYSTEM SETTINGS
            1. SET SALES SLIP NUMBER TO BE LOADED FROM DRIVE C:
            2. Starting Slip _____
    b. Set the sales slip rangers for each branch store
        i. SYSTEM SETTINGS
            1. SET THE SALES SLIP NUMBER RANGE FOR EACH BRANCH.
            2. Starting Slip _____

Appendix C: QUICKLISTS

Photo copy and use these lists for reference aides at your computer terminal.

SALES: Regular SALE WITH STOCK NUMBER:
1. Enter the customer information.
2. Select a salesperson.
3. Enter the item stock number.
4. Select the payment type.
5. Click on End Line (Tax or No Tax).
6. Repeat step 3 - 5 for more items.
7. Click on End Slip.
8. Confirm payment options.
9. Slip prints.

SALES: Regular SALE WITH NO STOCK NUMBER:
1. Enter the customer information.
2. Select a salesperson.
3. Leave stock number boxes blank.
4. Enter the item description, price and department.
5. Select the payment type.
6. Click on End Line (Tax or No Tax).
7. Click on End Slip.
8. Confirm payment options.
9. Slip prints.

SALES: Regular SALE - AUTO ASSIGN a stock number:
1. Enter the customer information.
2. Select a salesperson.
3. Double click in the first stock number box.
4. Select a supplier from the list.
5. Select the payment type.
6. Click on End Line (Tax or No Tax).
7. Click on End Slip.
8. Confirm payment options.
9. Slip prints.
10. Go to the INVENTORY screen.
11. Bring up the item number.
12. Enter the amount you paid for this item. If no amount is recorded in this field, various reports will provide incorrect totals (such as gross profit).

SALES: Regular SALE WITH DISCOUNT
1. Enter customer information
2. Select salesperson
3. Enter stock number.
4. Select payment type.
5. Click on End Line (Tax or No Tax).
6. Click on DISCOUNT button.
7. Enter type and amount of discount.
8. Click POST.
9. Click on End Slip

SALES: Remove ONE ITEM from a sale in progress:
1. Click on the item to be removed from the sales slip. This pastes the item info in the fields above.
2. Delete the STOCK NUMBER, DESCRIPTION and PRICE fields.
3. Click on End Line (Tax or No Tax).
4. Answer YES to the message box; DO YOU REALLY WANT THIS ITEM TO BE FOR NO PRICE.
5. This item is now removed. Continue entering items or end slip.

SALES: VOID or PARK an unfinished slip:
1. If no items have been posted click on END SLIP or click the blue "X" below the red help diamond.
2. If items have been posted click the blue "X" below the red help diamond.
    a. To void the slip click the VOID button.
    b. To park the slip click the PARK button. This slip will be saved on this computer only.

SALES: REVERSE a SALES slip
1. Enter the customer information.
2. Select a Salesperson.
3. Click on the PREVIOUS button near the bottom of the screen.
4. Click on the slip to be reversed and click on REVERSE.
    a. Click on the ADJ DATE button to change the recorded date of the reversal.
    b. Click on the REVERSE button to reverse the slip on current date.

SALES: ERASE a SALES slip.
1. Enter the customer information.
2. Select a Salesperson.
3. Click on the PREVIOUS button near the bottom of the screen.
4. Adjust the date if required or desired.
5. With the right mouse button, click on the slip to be erased.
6. Enter your code (you must have permission in STAFF).
7. With the left mouse button, click on the slip to be erased.
8. It is now erased.

SALES: RETURN an item.
1. Enter customer information.
2. Select a salesperson.
3. Enter the item stock number.
4. Click on RETURN when the message box appears.
5. If refunding the total to the customer click on CASH, CHECK, BANKCARD payment types
6. If giving a store credit instead of a refund click on CHARGE.
7. Click on End Line (Tax or No Tax).
8. Click on End Slip

SALES: REVERSING a sales slip that included payment with a GIFT CERTIFICATE:
1. Gift Certificates can not be refunded (their value can not be increased).
2. After reversing the slip;
    a. Method 1; issue a new gift certificate for the amount refunded.
    b. Method 2; erase the entire gift certificate and issue a new gift certificate for the entire amount.
        i. To erase click on REPORTS: SALES REPORTS: GIFT CERTIFICATES.

SALES: SELL A GIFT CERTIFICATE (must have a Department marked for Gift Certificates)
1. Enter customer information.
2. Select a salesperson.
3. Enter description "GIFT CERTIFICATE"
4. Enter amount of gift certificate.
5. Select department GIFT CERTIFICATE"
6. Select payment type.
7. Click on End Line No Tax.
8. Enter TO/FROM/MESSAGE information.
9. Click on INCREMENT for next available number or enter a number.
10. Click on note to change / enter the general note at bottom of gift certificate.
11. Click on PRINT/POST.
12. Gift certificate prints at same time as receipt.

SALES: USE A GIFT CERTIFICATE
1. Enter customer information.
2. Select a salesperson
3. Enter stock number of item to be sold.
4. Select payment type.
5. Click on End Line (Tax or No Tax).
6. Enter description "USE GIFT CERTIFICATE".
7. Enter amount as a negative number (-50).
8. Select department GIFT CERTIFICATE.
9. Click on End Line No Tax.
10. Click OK if no changes.
11. Click on End slip.

SALES: START A LAYAWAY:
1. Enter the customer information.
2. Select a salesperson.
3. Enter the item information.
4. Select the layaway payment type.
5. Select START LAYAWAY.
6. Click on End Line (Tax or No Tax).
7. Select the PAYMENT payment type.
8. Select LAYAWAY PAYMENT.
9. Select PAY ON.
10. Enter the amount of the initial payment.
11. Click on End Slip.
12. Confirm payment options.
13. Slip prints.

SALES: PAYING ON A LAYAWAY:
1. Enter the customer information.
2. Select a salesperson.
3. Select the PAYMENT payment type.
4. Select LAYAWAY PAYMENT.
5. Select PAY ON.
6. Enter the amount of the payment.

7. Click on End Slip.
8. Confirm payment options.
9. Slip prints.

SALES: PAYING OFF A LAYAWAY:
1. Enter the customer information.
2. Select a salesperson.
3. Select the PAYMENT payment type.
4. Select LAYAWAY PAYMENT.
5. Select PAY OFF.
6. End the Slip.
7. Confirm payment options.
8. Slip prints.

SALES: REFUND a STORE CREDIT.
1. Enter customer information.
2. Select a salesperson.
3. Select PAYMENT payment option.
4. Click on REGULAR PAYMENT.
5. Enter amount as a negative number (-100).
6. Change the description field to REFUND STORE CREDIT.
7. Click on End Line (No Tax).
8. Click on End Slip.

SALES: CHARGE a SALE (store charge NOT a credit card)
1. Enter customer information.
2. Select a salesperson.
3. Enter stock number.
4. Select CHARGE payment type.
5. Click on End Line (Tax or No Tax).
6. Click on PAYMENT payment type.
7. Click on DOWN PAYMENT.
8. Enter amount of down payment.
9. Click on End Line No Tax.
10. Click on End Slip.

SALES: PAYMENT to a store CHARGE
1. Enter customer information.
2. Select a salesperson
3. Click on PAYMENT.
4. Click on REGULAR PAYMENT.
5. Enter amount of payment.
6. Click on End Line No Tax.
7. Click on End Slip.

SALES: ENVELOPE sale BY ENVELOPE NUMBER:
1. Type the letter 'E' in the first phone box, press "Enter" on the keyboard.
2. Type in the rest of the Envelope number in the second stock number field.
   (Alternatively you can scan the barcode on the envelope)
3. Select the payment type.

4. Click on End Line (Tax or No Tax).
5. Click on End Slip.
6. Confirm payment options.
7. Slip prints

SALES: ENVELOPE sale BY CUSTOMER NAME:
1. Enter the customer information.
2. Select a salesperson.
3. Click on the REPAIR button at the bottom of the screen.
4. Select the repair envelope.
5. Select the payment type.
6. Click on End Line (Tax or No Tax).
7. Click on End Slip.
8. Confirm payment options.
9. Slip prints.

SALES: ENVELOPE from SERVICE Screen:
1. When the envelope is on the SERVICE screen then click to the ENVELOPE NUMBER box.
2. You will be taken to the sales screen and the envelope will be filled in on that screen.
3. Select the payment type.
4. Click on End Line (Tax or No Tax).
5. Click on End Slip.
6. Confirm payment options.
7. Slip prints.
   1.

SALES: SEND OUT a MEMO item (Memo option must be turned on in SYSTEM SETTINGS):
1. Enter customer information.
2. Select a sales person.
3. Click on MEMO payment type.
4. Double click in memo number box.
5. Enter date due and item information.
6. Click on PRINT.
7. Click on Save/Exit.

SALES: RETURN AN ITEM OUT ON MEMO:
1. Enter customer information.
2. Select a sales person.
3. Click on MEMO payment type.
4. Select the memo number from list (upper right corner).
5. Click on ERASE ENTIRE MEMO or REMOVE ONE ITEM.
6. Click Save/Exit.

SALES: TAKE IN a CONSIGNMENT (If this option has been turned on in SYSTEM SETTINGS)
1. Enter the suppliers name and address information in the customer fields.
2. Select a SALESPERSON.
3. Click on the CONSIGN payment option. The next available stock number for the consignment supplier (identified in SYSTEM SETTINGS) is created.
4. Enter a description of the item.
5. Enter an amount in the PRICE field. This is the amount you will buy this item for if it sells. The description and amount will be copied to the cost field on the INVENTORY screen.

6. Click on END LINE NO TAX.
7. An invoice of the consignment will printed at this time.
8. Go to the INVENTORY screen.
9. Bring up the item number.
10. Enter the amount you will sell this item for. If a RETAIL price is not determined until the point of sale, enter the amount after the item is sold. If no amount is recorded in this field, various reports will provide incorrect totals (such as gross profit).
11. Print a tag.

INVENTORY: ENTER Inventory:
1. Go to the INVENTORY screen.
2. Click on ENT INV.
3. Enter Invoice Number.
4. Enter Invoice Date.
5. Choose a Supplier or click on NEW SUPPLIER button to add a new supplier at this time.
6. Optionally, enter the MERCHANDISE TOTAL for this invoice.
7. Click ENTER INVENTORY.
8. Enter DESCRIPTION, DEPARTMENT, COST, RETAIL. Other fields are optional.
9. When finished entering information for one item then click SAVE ITEM.
10. To enter the next item click NEXT.
   a. If you want to repeat a similar item then click REPEAT.
   b. If you want to add more of exactly the same item then click QUANTITY.
   c. If you are finished with entering for this invoice then click END. You will be prompted to print the invoice. You will then be prompted to add the invoice to Accounts Payable.

INVENTORY: TAKE Full Inventory:
1. Go to the INVENTORY screen.
2. Click on TAKE INVENTORY.
3. Choose FULL INV.
4. Set a code to represent this taking of inventory.
5. Enter stock numbers by keyboard or scanner.
6. Click STOP TAKING INVENTORY.
7. Click on REPORTS
8. Click on AFTER TAKING INVENTORY LONG REPORT.
9. Click on AFTER TAKING INVENTORY SHORT REPORT.

INVENTORY: TAKE One Case, Department or Supplier:
1. Go to the INVENTORY screen.
2. Click on TAKE INVENTORY.
3. Choose desired type.
4. You will be taken to the QUICK INVENTORY screen.
5. The items that should be in this criteria will be displayed.
6. Enter the item numbers or scan the barcodes. Each item will turn green.
7. Any item that is scanned that it not marked in this criteria will be added in red.
8. When you are done scanning all items, All items should be green with no red and no black.

INVENTORY: FIND/PRINT Inventory:
1. Click on FIND BY button.
2. Enter search criteria.
3. Click on END FIND BY button.
4. Click on Click this line to print this list.
5. Click on LIST.
6. Click on NEW.

7. Select fields to print.
8. Click "Print" in lower right hand corner.
9. Click END.

INVENTORY: Add an IMAGE to an item:
1. Bring up Inventory Item.
2. Click on IMAGE button.
3. Click on BROWSE button.
4. Select the image saved from your camera/scanner.
5. Select the view letter for this image (A – F). (If no letter is clicked the A choice will be used)
6. Click OK.

DEPARTMENTS: Add a NEW DEPARTMENT:
1. Click on REPORTS.
2. Click on DEPARTMENTS.
3. Click on SEE/CHANGE.
4. Click on CLICK THIS LINE TO ADD NEW DEPARTMENT.
5. Enter the new department name.
6. Enter any other customization details for the new department.
7. Click on SAVE EXIT.

CUSTOMERS: Find a customer from customer screen.
1. Click on CUST screen.
2. Enter the first few letters of the customer's last name in the phone field.
3. Press the ENTER, or TAB key on the keyboard.
4. Select the customer's name from the list.
5. Click the SAVE CUST button.

CUSTOMERS: Find a customer's balance from SALES screen.
1. Click on SALES screen.
2. Enter the first few letters of the customer's last name in the phone field.
3. Press the ENTER, or TAB key on the keyboard.
4. Select the customer's name from the list.
5. If the customer has a balance the balance will show between the NAME and first STEET ADDRESS.

MAILING LABELS for customers that have purchased over a designated amount in a time period.
1. If first time with new labels click on REPORTS: MAILING LABELS.
2. Click on SET SPACING ON LABELS.
3. Use drop down menu to select pre-defined Avery label formats.
4. Click Save/Exit
5. Click on REPORTS: CUSTOMER REPORTS
6. Click on CUSTOMERS THAT HAVE PURCHASED OVER DESIGNATED AMOUNT IN A PERIOD. This creates a find by list.
7. Click on REPORTS: MAILING LABELS
8. Click on LABELS BY FIND BY LIST
9. Select Print or File.

MAILING LABELS : SEE a list of customers before printing MAILING LABELS.

1. Customer Screen
2. Click on the Find By button.
3. Enter search criteria. For designated amount click on "Click here to find by profile".
4. Click on the End Find By button.
5. The top of the list shows the quantity of results.
6. Click on REPORTS: MAILING LABELS
7. Click on LABELS BY FIND BY LIST
8. Select Print or File.

♦ Appendix D: Firewalls

How Do I Turn on the Firewall in Windows XP?

WinJewel strongly recommends that you have a firewall installed and working on your computer.

Windows XP comes with it's own firewall. You do not need to purchase an additional firewall, but if you do, you should turn the Windows firewall off. If you're using Windows XP SP2, the firewall is typically turned on by default. (Some computer manufacturers and network administrators might choose to turn it off.) You can confirm its status by opening Windows Security Center:

1. Click **Start**, click **Control Panel**, and then click **Security Center**.
2. If the firewall is turned off, click **Recommendations**.
3. Click **Enable Now** in the window that recommends you turn on the firewall. A second window will open confirming that the firewall is now active.

If you're still using the original or SP1 releases of Windows XP, WinJewel strongly suggests that you upgrade to Windows XP SP2, which includes a variety of important security enhancements in addition to firewall protection. In the meantime, you'll want to turn on the firewall even before you upgrade in order to protect your computer until SP2 has been successfully installed. The firewall can be accessed in Network connections. Right click on the Internet LAN connection, left click on Properties, then left click on the Advanced tab.

Note that earlier versions of Windows, such as Windows 2000 and Windows 98, did not include a built-in firewall. If you have a computer running one of these operating systems, you should add a third-party firewall. A third-party firewall can either be a software program you install or a device such as a broadband router or wireless access point with a built-in firewall.

◆ INDEX