

GlassShop Retail Version 10 Manual



www.datatranz.com

support@datatranz.com

1-800-241-1493

Filling in your Shop's Information

Go to Admin > General Setup > This Shop's Particulars. You will need to fill the information in *exactly* as it appears on your Access Code sheet.

Access Codes

Once you purchase the software you will receive Access Codes. Go to Help > Access Codes to input them.

Retail Setup

Go to Admin, General Setup, Retail Setup. This is a very powerful screen that controls several major options in GlassShop.

- First is Default Account this is the account that your Order Entry window will open up with.
- Next is Printing/Document Options. This will control what order you make your orders in and also the header that will print on the documents. When you do a job if you first make a WorOrder, then an Estimate, and then an Invoice fill the window in to match.
- Review all Measurement Calculations options.
- Fill in the When measuring window
- Click Save.

Default Account
your main quoting
and cash walk-in account.

	Number	Account Name
	100	Cash Walk-In

(will print customer on left side for this account)

Printing Options

	Alternate Title	Copies
Quote	Work Order	1
Work Order	Estimate	1
Invoice	Invoice	2

Include Email and Website
 Include Company Slogan from Site Setup Window

Measurement Calculating Options

Round up to nearest EVEN (2,4,6,8...) measurement
 Don't round measurements as entered instead of the product
 Show calculated decimal equivalent on main order screen.
 Automatically Discount Misc. Items and Misc. Labor.

When measuring, we call

1st Side	Length
2nd Side	Width

Cancel Save Operations Options

Starting Numbers

You can adjust the numbers that you documents start on by going to Admin > General Setup > This Shop's Particulars > Document Numbers.

Indicate the starting number for the sequence portion of the following tasks:

Invoice Numbers	300
Work Order Numbers	225
Quote Numbers	100

If you do not indicate anything, the sequence will start at 1.

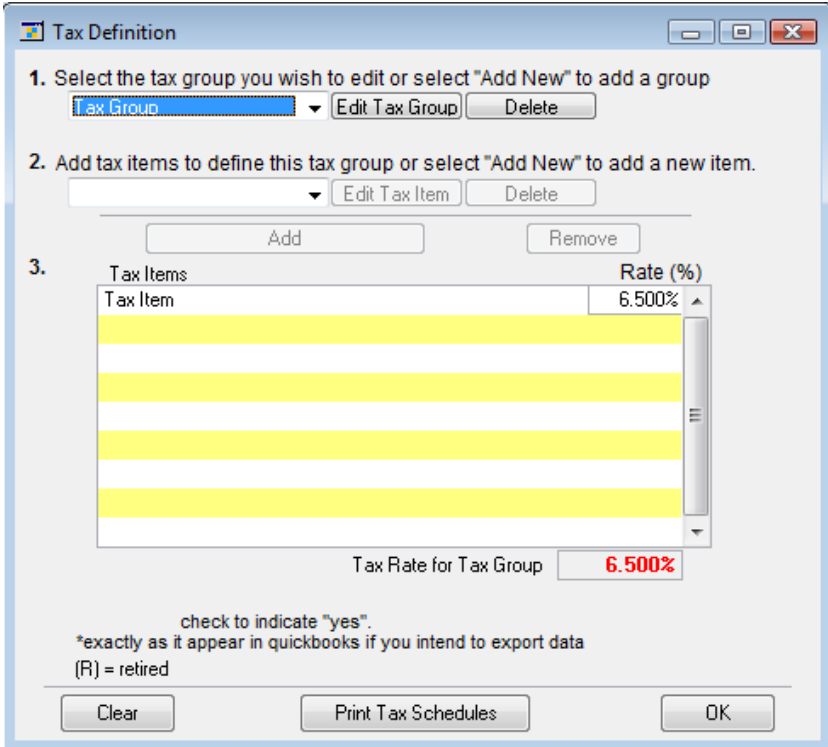
You will use the counter portion of the record, as begun above, as an easy way to access records. We recommend beginning invoices and work order numbers over 1000, making it easier to key-in and communicate.

Save Cancel

Setting up Taxes

To set up a new tax group go to Admin > General Setup > Tax Rates and Groups

1. Select 'Add New' from the first drop down window (number 1)
2. Name the group and save

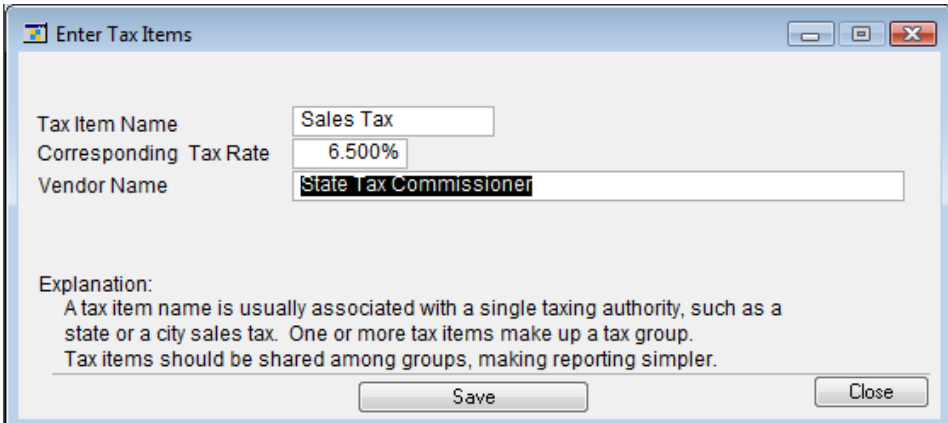


The screenshot shows the 'Tax Definition' dialog box. It has three numbered steps:

1. Select the tax group you wish to edit or select "Add New" to add a group. A dropdown menu shows 'Tax Group' selected. Buttons for 'Edit Tax Group' and 'Delete' are visible.
2. Add tax items to define this tax group or select "Add New" to add a new item. A dropdown menu is empty. Buttons for 'Add' and 'Remove' are visible.
3. A table with two columns: 'Tax Items' and 'Rate (%)'. The first row contains 'Tax Item' and '6.500%'. Below the table are buttons for 'Add' and 'Remove'. Below the table, the text 'Tax Rate for Tax Group' is followed by a red box containing '6.500%'. Below the table, there is a checkbox labeled 'check to indicate "yes".' and a note '*exactly as it appear in quickbooks if you intend to export data'. Below that, '(R) = retired' is shown. At the bottom are buttons for 'Clear', 'Print Tax Schedules', and 'OK'.

Set up a new tax item for your group

1. Select 'Add New' from the second drop down window (number 2)
2. Name the item with the corresponding tax rate
3. Enter in the corresponding tax rate and Vendor Name
4. Save



The screenshot shows the 'Enter Tax Items' dialog box. It has three input fields:

- Tax Item Name: Sales Tax
- Corresponding Tax Rate: 6.500%
- Vendor Name: State Tax Commissioner

Below the input fields is an 'Explanation:' section with the following text:

A tax item name is usually associated with a single taxing authority, such as a state or a city sales tax. One or more tax items make up a tax group. Tax items should be shared among groups, making reporting simpler.

At the bottom are buttons for 'Save' and 'Close'.

Setting up an Account

Go to Names > Accounts > Account Setup to enter in your accounts. In the account type drop down choose the type of account you are creating. Then fill in the company's information. Make sure to choose a tax group. If the company is tax exempt choose your exempt tax group.

If the customer gets a discount off of your standard prices you can enter in the percent they get off in the bottom right corner.

The screenshot shows the 'Account Setup' window with the following details:

- Name:** General Contractor (dropdown), Number: 102
- Name:** Holm Construction
- Address:** 123 2nd St Sw
- City/State/Zip:** Valley City, ND, 58072
- Primary Phone:** (701)845-5252
- Secondary Phone:** (000)000-0000
- Phone Fax:** (701)845-5259
- Contact Person:** Jay
- Pop-Up Comments:** (empty)
- Display when account activated on order:**
- LOCK ACCOUNT:** (prevents saving invoices and work orders)
- Billing:** Print Periodic Statement, Agent is 'Bill To:'
- Invoice Requirements:** Purchase Order
- Tax Information:** Resale number, Tax ID number: 00-0000000, Tax Group: Exempt Group
- Ship to (from Cust. List):** 0
- Salesperson:** (empty)
- Discounts:** On Items: 10.0%, Labor / Treatment: 10.0%

Buttons at the bottom: Delete, Account History, Save, Save and New, Close.

Account Types

Go to Names > Accounts > Account Types. This window is where you can create rules to apply to groups of accounts. You can add new types by typing in a description at the top and clicking the add button.

The screenshot shows the 'Account Types' window with the following details:

- Description:** (empty)
- Options:**
 - 1 Insurance
 - 2 Show List as Extended
 - 3 Require Insured / Cash Name, Addr. Phone
 - 4 Print Customer as 'Bill To'
 - 5 Don't Show ANY prices on a work order
 - 6 Don't Show Any Prices AND Totals on Work Order
- Add:** (button)
- Table:**

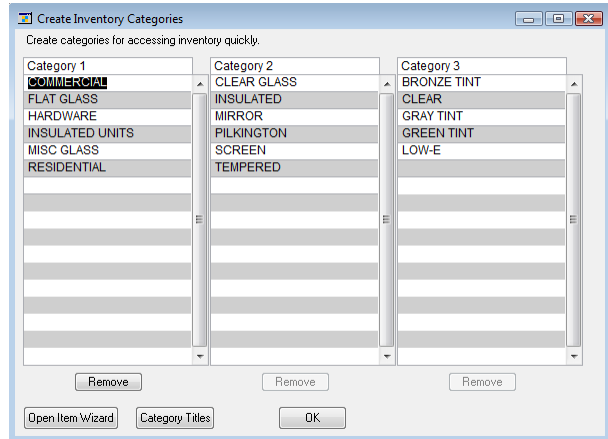
	1	2	3	4	5	6
Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cash	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons at the bottom: Delete, Close.

Setting up Categories.

Go to Inventory > Items > Setup Categories. Set up your categories now for your inventory items. These 3 categories allow you to access your inventory quickly, by narrowing down your inventory through the categories by selecting in any sequence, or you can simply choose a single category. It is a very powerful feature of the GlassShop System. Note: you will also be able to search by item number in the main ordering screen. We've provided some examples for you.

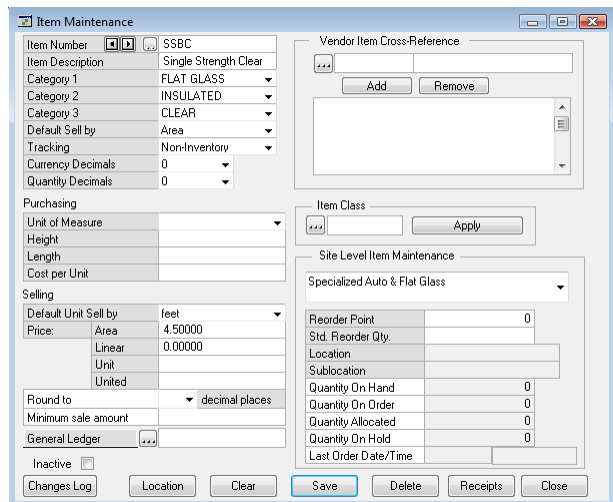
You can modify the category title by clicking the button at the bottom of the window



Creating Items

To add items go to Inventory > Items > Item Setup. You are required to fill in the following fields.

- Item Number
- Description
- Categories
- Default Sell by
- Tracking
- Default Sell by (feet, inch, or cm)
- Selling Price



Creating Orders

Go to Orders > Create Order.

- You can start by choosing the account you are going to do the work for.
- Next go through the categories to help find your item. You can also search for items by typing the first few letters of the item number in the search window.
- Then click on the item description, then enter in the length, width, and quantity and click add.
- Misc Items and Labors can be looked up by clicking on the words along the top of the screen.
- If the job is for a cash customer you can fill in the information in the bottom right corner of the screen.
- Then click on the type of document and click save.

Item	Tax	Qty	List	Disc.	Net
0121C 1/2 inch Insulated Clear (48 x 72)	✓	1	360.00	00.000%	360.00
0121B 1/2 inch Insulated Bronze (48 x 72)	✓	1	384.00	00.000%	384.00
Drill Hole		4	1.50	00.000%	6.00
Polishing Edges		1	15.00	00.000%	15.00
Total			813.36		
Balance			813.36		

Looking up Saved Documents

Close the Order Entry Screen then go to Orders > Lookup Document, click on the type of document you are looking for, find the document, and then click select.

Document Number	Account	Qty	Salesperson	Net
ISG-1228-00001	100 Cash Walk-In	0	Salesperson Holm	287.55
ISG-1228-00002	100 Cash Walk-In	0	Salesperson Smith	136.32
ISG-0118-00003	100 Cash Walk-In	0	Salesperson Holm	813.36

Paying an Invoice

Glass Shop will allow you to pay an invoice using cash, check, or credit card. All orders must be saved as an invoice before you can make a payment. You can keep track of unpaid invoices by using the Unpaid Invoices feature under the Admin > Accounts Receivable. The pay button is located on the order entry screen directly under the save button. After you click on the pay button you will need to choose your Pay Method.

Payment

Document#	Customer	Invoiced By	
UG-0110-00001	CASH WALK-IN	admin	1/12/2011

Customer Zip: 58072
Pay Method: Cash

invoice amt.	351.77
invoice balance	0.00
TENDERED	\$0.00
CHANGE	\$0.00

Full Payment

CHARGE

Add

Cash	admin	1/12/2011	Cash	351.77

to apply 351.77

Cancel Details Save

Charge credit cards directly from your Data Tranz Software!
X-Charge is always current with technology
Eliminates chance of fraud or miskeyed entries
One to one audit trail with integration
X-Charge uses NO counter-space
Faster than standard terminals
EASY to use
One receipt for your customers
CALL NOW FOR MORE INFORMATION!
(800) 637-8268

Paying Multiple Invoices from One Payment

If you receive a check, credit card, or electronic payment from an account for multiple invoices you can pay them all quickly by going to Admin > Accounts Receivables > Apply Payments.

Choose the Account you received the payment from then fill in the check or transaction number, and then enter in the payment amount. Left click in the apply field on the invoices you would like to mark as paid. Once you have finished marking the invoices paid click Post.

Apply Payments from Customer to Invoices

Choose Account: ALLIED INSURANCE
Check Number: 10000154
check amount: 622.43
admin

Record on: 4/13/2010
Sort by:

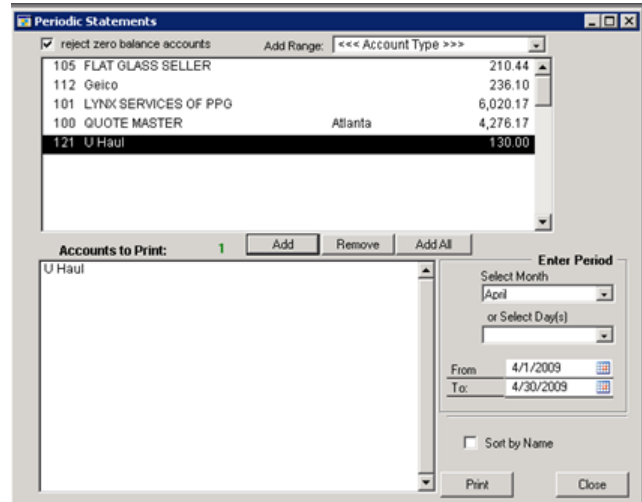
IV #	Date	By	Check #	Total	Balance	Apply
UG-0413-00006	4/13/2010	admin	10000154	75.00	0.00	
UG-0413-00005	4/13/2010	admin	10000154	75.00	0.00	75.00
UG-0413-00007	4/13/2010	admin	10000154	472.43	0.00	CHECK

Previous Balance: 0.00
show deductible invoices
left on this check: 0.00
total outstanding: 0.00

Credit Balance on Check Post Close

Making Statements

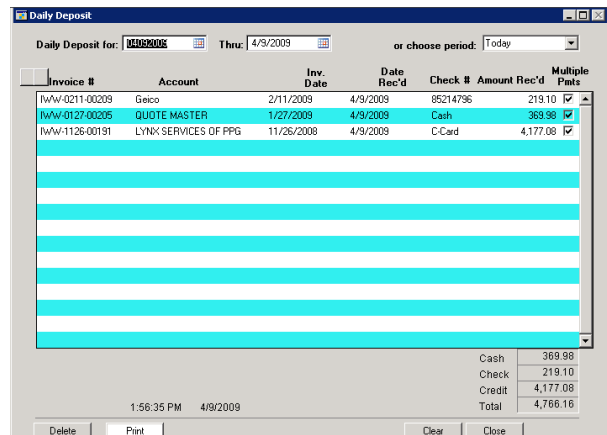
You can create monthly statements for any account in GlassShop that is set to print periodic statements. This option is located in the account setup screen in the upper right corner of the Account Setup window. After you have set your account to Print Periodic Statements you can create your Statements by going to Admin > Accounts Receivable > Make Statements.



Once in the Periodic Statement window choose which accounts you would like to print statements for and add them to the Accounts to Print list. Then select your date range you would like to print statements for and then click Print.

Daily Deposit Report

Now that you can pay invoice you will want to generate a report at the end of the day to help keep track of the amount of money you took in a day. You can now print that a report that will show the total amount you received in a day and it will break it down for you by payment type. The Daily Deposit Report is can be found under Admin > Accounts Receivable > Daily Deposits.



Unpaid Invoice Report

GlassShop stores a list of all unpaid invoices under Admin > Accounts Receivables. You can open invoice from this screen and mark them as paid. You can also resend Lynx invoices from this window.

Open Invoice Lookup for Online Auto & Flat Glass

Invoice Number	Date	Account Name	EDI	PO Number	Stmt / EDI Date	By	Invoice Amt.	Balance
DOA-1205-00006	12/6/2010	ALLSTATE	118	<input type="checkbox"/>	0/0/0000	admin	100.00	100.00
IOA-1118-00001	11/18/2010	CASH WALK-IN	103	<input type="checkbox"/>	0/0/0000	admin	373.72	373.72
IOA-1118-00002	11/18/2010	CASH WALK-IN	103	<input type="checkbox"/>	0/0/0000	admin	65.00	65.00
IOA-1118-00003	11/18/2010	ALLSTATE	118	<input checked="" type="checkbox"/>	0/0/0000	admin	258.18	258.18
DOA-1118-00003	11/18/2010	ALLSTATE	118	<input type="checkbox"/>	0/0/0000	admin	100.00	100.00
IOA-1118-00005	11/18/2010	CASH WALK-IN	103	<input type="checkbox"/>	0/0/0000	admin	152.85	152.85
- .	0/0/0000	CASH WALK-IN	103	<input type="checkbox"/>	0/0/0000		0.00	0.00
IOA-1206-00006	12/6/2010	ALLSTATE	118	<input checked="" type="checkbox"/>	0/0/0000	admin	160.12	160.12
IOA-1228-00007	12/28/2010	ALLSTATE	118	<input checked="" type="checkbox"/>	0/0/0000	admin	70.00	70.00
IOA-0112-00008	1/12/2011	ALLIED INSURANCE	195	<input checked="" type="checkbox"/>	0/0/0000	admin	65.00	65.00
IOA-0112-00009	1/12/2011	AMICA	208	<input checked="" type="checkbox"/>	0/0/0000	admin	1,048.41	1,048.41

Sort by: Invoice Number Total Receivable 2,393.28

Collections Management

GlassShop has a report you can run to check and see what accounts are behind. Go to Admin > Accounts Receivables > Collections Management.

Collections Management

All Accounts Omit zero balance

Number	Account	1-30	30-60	60-90	90-120	120+	Total
118	ALLSTATE	70.00	418.30	0.00	0.00	0.00	488.30
103	CASH WALK-IN	0.00	591.57	0.00	0.00	0.00	591.57

Searching Payments

You can look up payments under Admin > Accounts Receivables > Search Payments.

The screenshot shows a window titled "Payment Details". At the top, there are fields for "Start Date" and "Stop Date", with a note "or choose month" and a dropdown menu. Below this is a table with the following columns: "Invoice Number", "Account", "Rec'd Date", "Check", "Invoice", and "Received". The first row contains the following data: "10A-1118-00004", "CASH WALK-IN", "12/27/2010", "C-Card", "65.00", and "65.00". Below the table, there are several empty rows. At the bottom of the window, there are search filters: "Payment Method" (with a dropdown), "Credit Card", "Card Number", "Expires", "Authorization", and "received by". To the right of these filters is a "Search by" section with "Check Number" (containing "0004") and "Account Name". At the very bottom, there are buttons for "Print Payment Report", "Delete", and "Cancel".

Invoice Number	Account	Rec'd Date	Check	Invoice	Received
10A-1118-00004	CASH WALK-IN	12/27/2010	C-Card	65.00	65.00
	0000 0000 0000 0000	0/0/0000		multiple pmts	

Sales Report Generator

GlassShop will generate many different sales reports under Admin > Accounts Receivable > Sales Report Generator.

First choose the date range and then choose what to generate the report on.

The screenshot shows a window titled "Sales Report Generator". At the top, it says "Enter Dates or Select Period:". Below this are four fields: "Start Date" (1/1/2011), "Stop Date" (1/31/2011), "Or Choose Day(s)" (a dropdown menu), and "Or Month" (January). Below these fields is a section "Generate Report Based Upon:" with a dropdown menu set to "Invoices". Below that is another section "Or Generate Item Sales Report On:" with an empty dropdown menu. At the bottom, there is a "Print to: (optional)" section with fields for "ID" and "Printer Name". At the very bottom, there are buttons for "Print" and "Close".

Tax Reports

Go to Admin > Accounts Receivables > Tax Reporting

Choose the type of invoices you want to generate the report based on, then the date range, and then report type.

Calculate and Report Tax Liabilities

Choose Type
Report: by all invoices within the period Include Zero Tax Invoices

Choose Date Range
from: 1/1/2011 to: 1/31/2011 or select month: January

Invoice Number	Tax Group	Tax Item (agency)	Original Tax \$	Amt. Rec'd / Invoice Total
ISG-0118-00003	Tax Group	Tax Item	48.36	0.00

Print Results
Detail Report With More Details
List Report
Summarize

Invoice Number

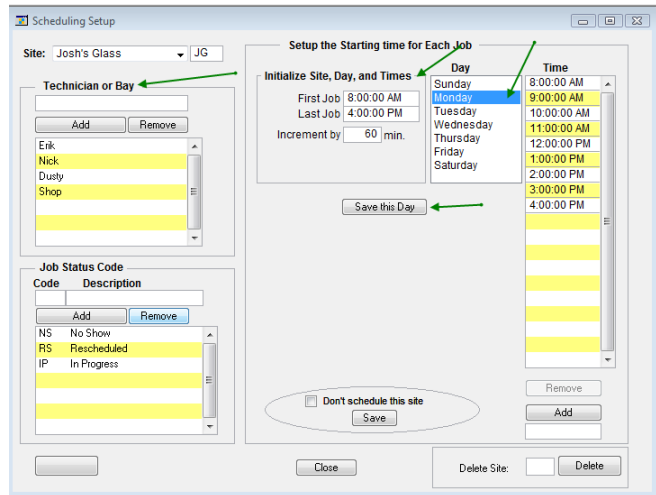
Clear Cancel

Setting up the Scheduler

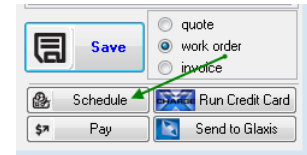
To setup the scheduler go to Admin > Scheduling > Setup Scheduler.

To set you standard scheduling times first select the day and then fill in the earliest time and latest time you would schedule a job for that day, then enter in the amount of time in between each job. After the information is filled in for the day click "Save This Day" and then schedule the next day.

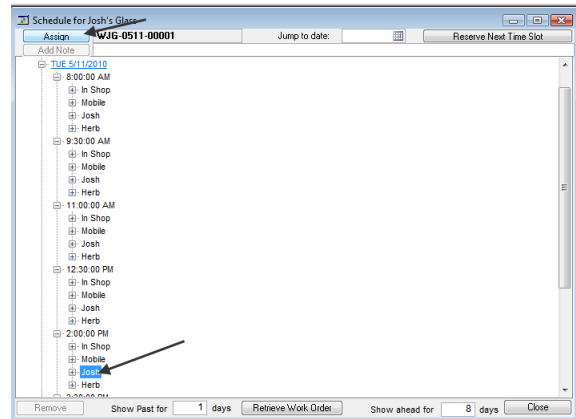
You will also need to enter in your techs or locations you will install the glass.



Once you have save a work order you can schedule the job. The schedule button is located just below the save button on the order entry screen.



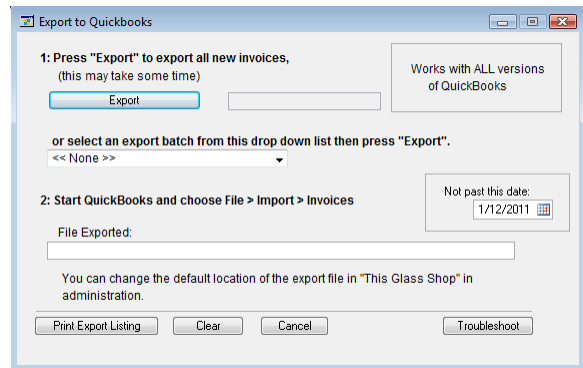
Then choose the date, time, and installer then click the assign button.



Exporting To Quick Books

The first step to exporting invoices is to go into your Quick Books and setup your tax groups and items to match GlassShop exactly. You can print your tax schedule by going to Admin > General Setup > Tax Rates and Groups.

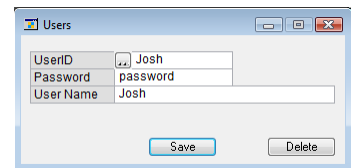
Then go to Admin > Export to Quickbooks and click Export. If you get an error about a tax group it is because all of your invoices do not have a tax group, if you aren't charging tax you still have to use the exempt group.



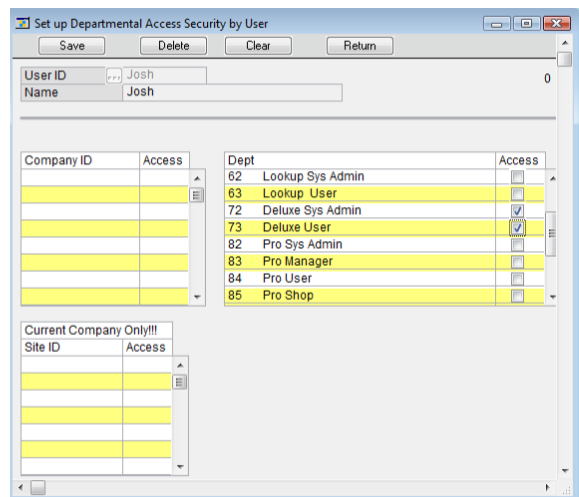
Then go into your Quick Books and go to File > Import > IIF file and then import the files generated in GlassShop.

User Setup

The first step to setting up user security is to setup your new users. To setup a new user go to Admin > Security > User Setup enter in the required information and then save the user.



You will need to assign a department to your new user so that they can access the system. To set their access level go to Admin > Security > User Departments. Click the 3 dot box in the upper left hand corner to pull up a list of the users you have setup in your system. Then select the user you want to assign a department to. The user departments for Pro are 82, 83, 84, and 85. The higher the number the less access they will have.

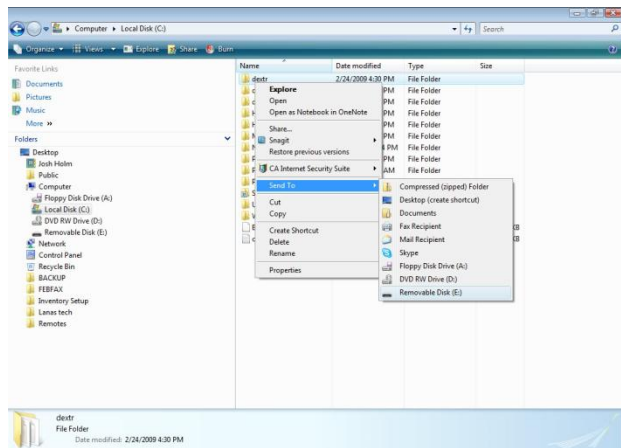


Backing up GlassShop is Easy

You should backup your GlassShop System weekly.

The best way to do this with a USB Flash Drive that is 1 GB or larger. Having a flash drives allows you to overwrite the old backups. We believe that using a flash drive will be more dependable than using a CD or DVD.

The first step to backing up the program will be exiting the GlassShop system. Then double click on My Computer or Computer depending on what operating system you are using. Once you have opened my computer double click on your C: drive. You will now see the dextr folder that contains your program and all of the data. Then right click on the dextr folder with your mouse, click on send to. This will bring up a list of options on where to send a copy of the dextr folder. You will need to find your USB drive in the list and then left click on it.



The copying window will closed once it has finished.

Anti Virus and Firewall

We use Microsoft Security Essentials, CA, and Trend Micro for our Anti Virus and Anti Spyware programs

Some firewalls can cause issues with the DTCOMM Service.

If you have issues sending invoices and receiving Work Assignments please check your firewall settings to make sure that DTCOMM is not being blocked by your fire wall.

The following website will help you add DTCOMM to the allowed list of programs going through your firewall.

<http://kb.mozillazine.org/Firewalls>

