GlassShop Retail Version 10 Manual

Data Tranz
Data Systems for Business

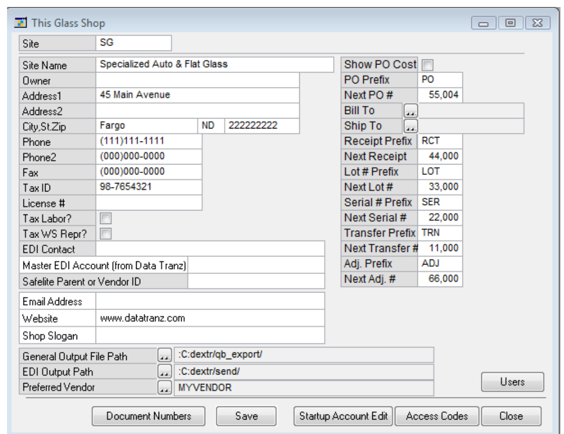
www.datatranz.com

support@datatranz.com

1-800-241-1493

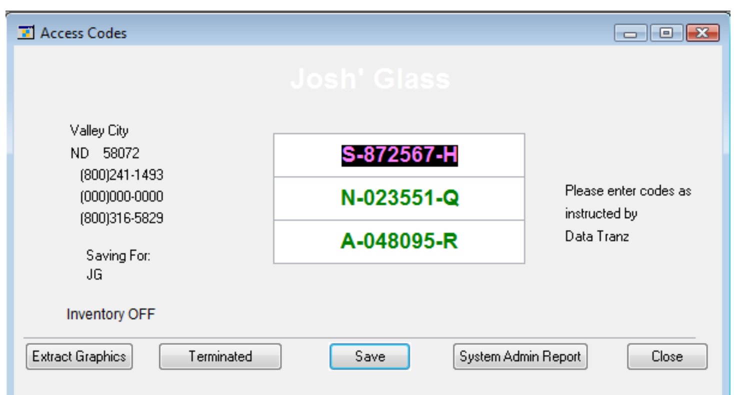
Filling in your Shop's Information

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

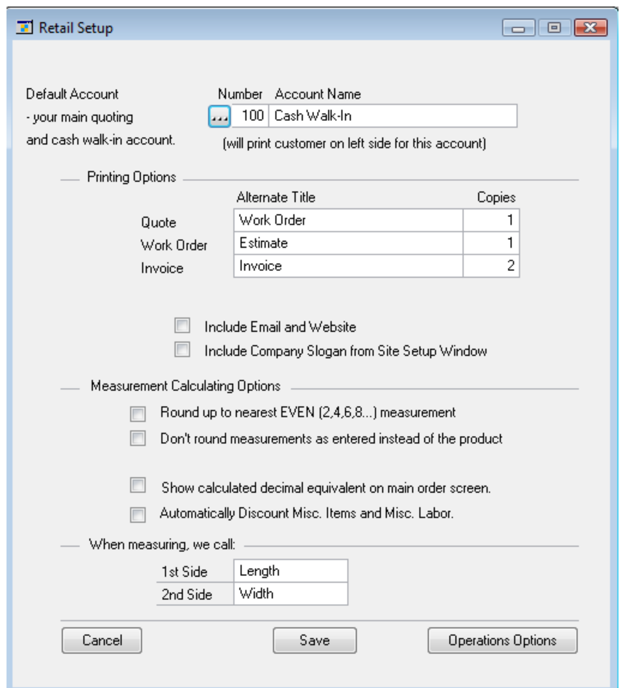
Once you purchase the software you will receive Access Codes. Go to Help > Access Codes to input them.



Retail Setup

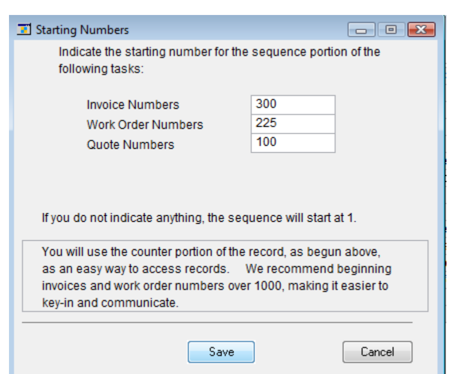
Go to Admin, General Setup, Retail Setup. This is a very powerful screen that controls several major options in GlassShop.

- 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.



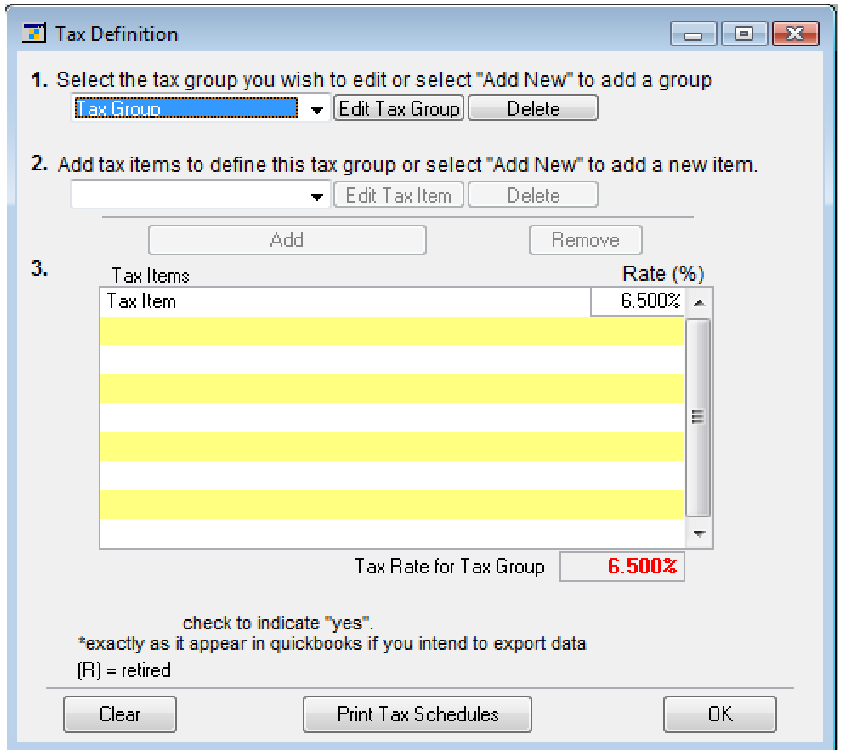
Starting Numbers

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

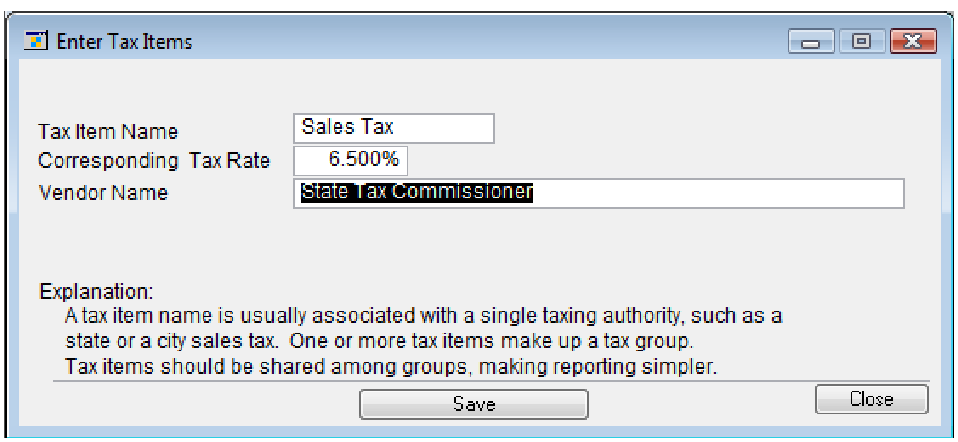


Setting up Taxes

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



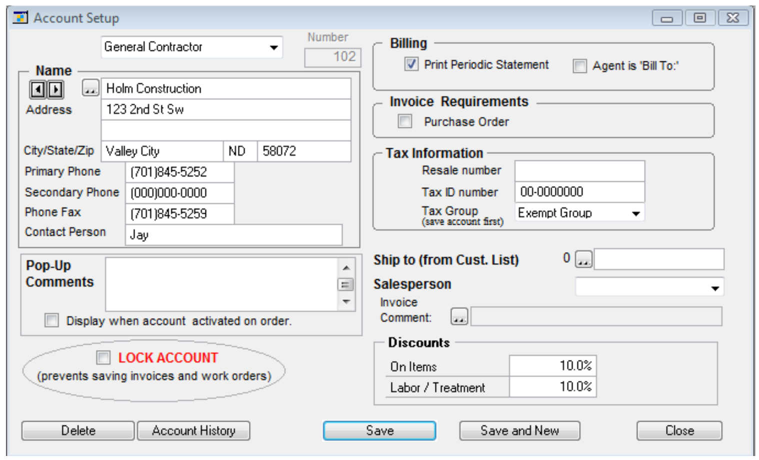
Set up a new tax item for your group
1. Select ‘Add New’ from the second drop down window (number 2)
2. Name the item with the corresponding tax rate
3. Enter in the corresponding tax rate and Vendor Name
4. Save



Setting up an Account

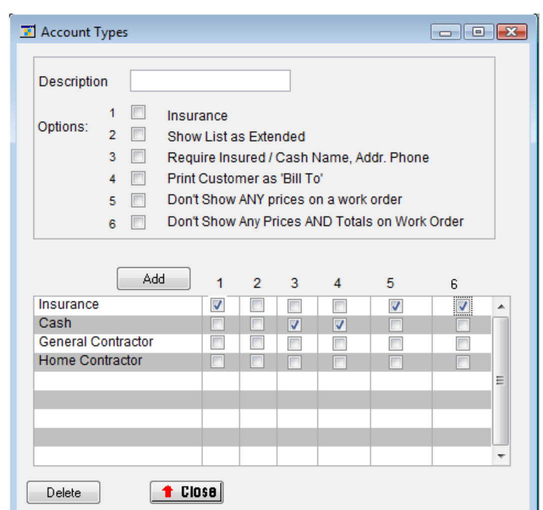
Go to Names > Accounts > Account Setup to enter in your accounts. In the account type drop down choose the type of account you are creating. Then fill in the company's information. Make sure to choose a tax group. If the company is tax exempt choose your exempt tax group.

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.



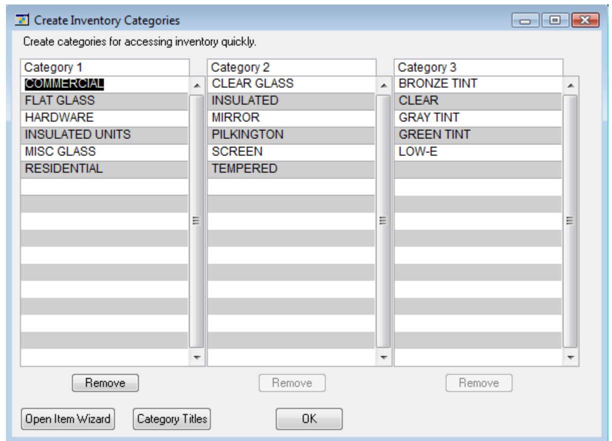
Account Types

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.



Setting up Categories.

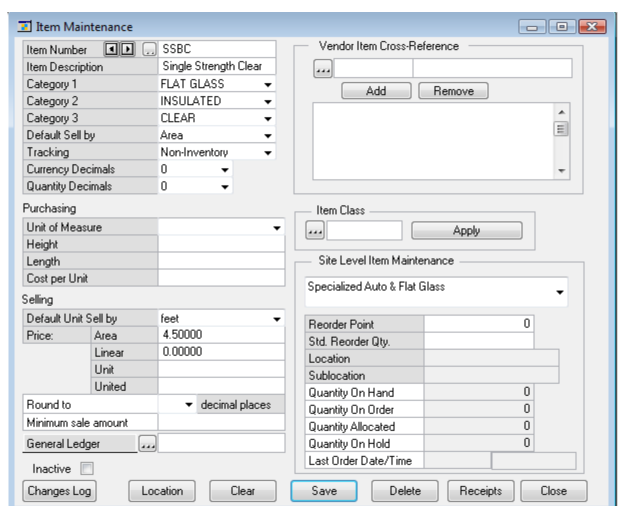
Go to Inventory > Items > Setup Categories. Set up your categories now for your inventory items. These 3 categories allow you to access your inventory quickly, by narrowing down your inventory through the categories by selecting in any sequence, or you can simply choose a single category. It is a very 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.

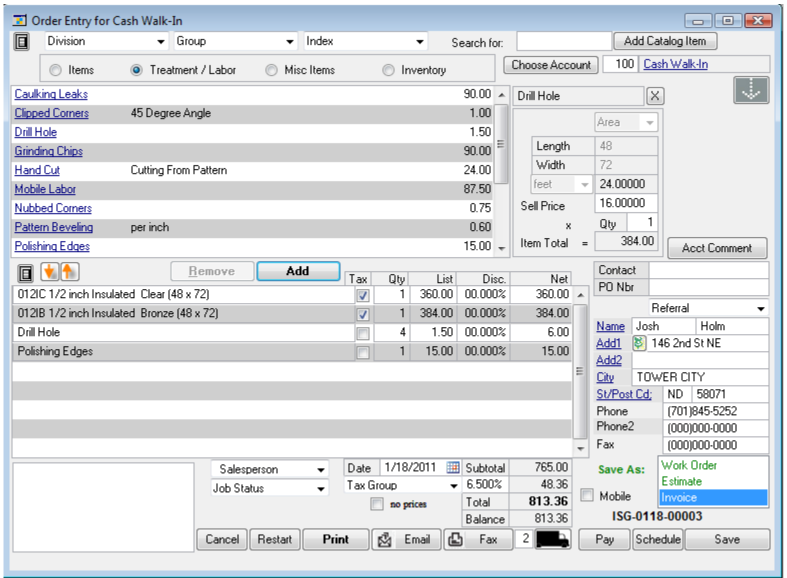
- Item Number
- Description
- Categories
- Default Sell by
- Tracking
- Default Sell by (feet, inch, or cm)
- Selling Price



Creating Orders

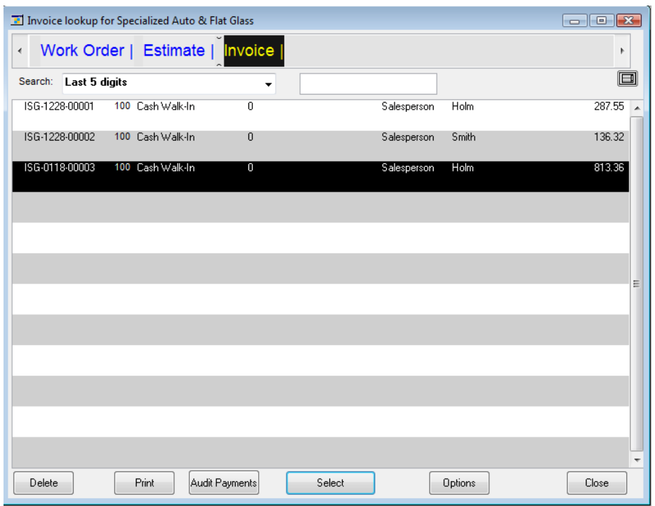
Go to Orders > Create Order.

- 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.



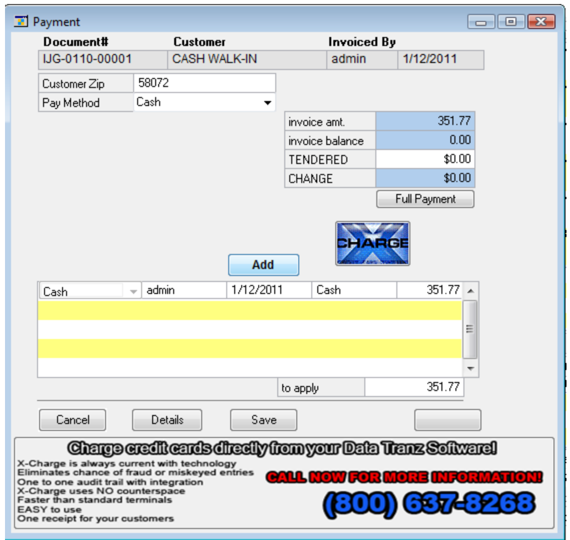
Looking up Saved Documents

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.



Paying an Invoice

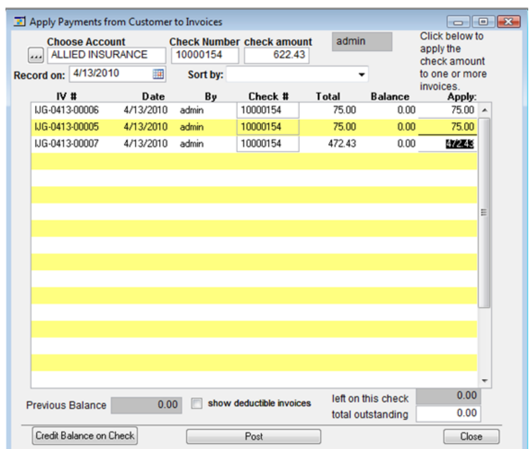
Glass Shop will allow you to pay an invoice using cash, check, or credit card. All orders must be saved as an invoice before you can make a payment. You can keep track of unpaid invoices by using the Unpaid Invoices feature under the Admin > Accounts Receivable. The pay button is located on the order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



Paying Multiple Invoices from One Payment

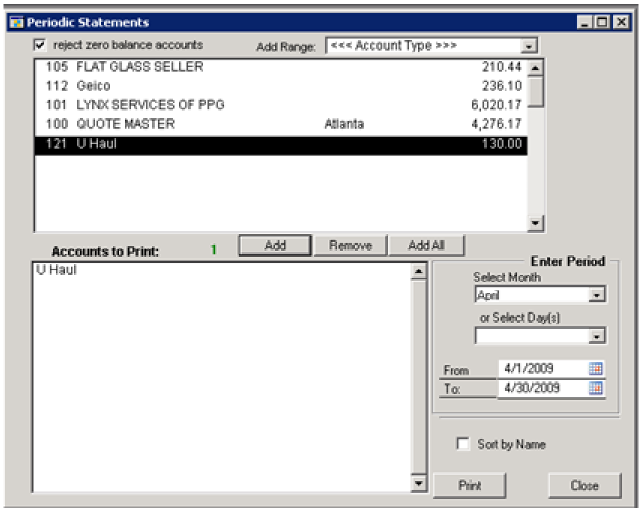
If you receive a check, credit card, or electronic payment from an account for multiple invoices you can pay them all quickly by going to Admin > Accounts Receivables > Apply Payments.

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.



Making Statements

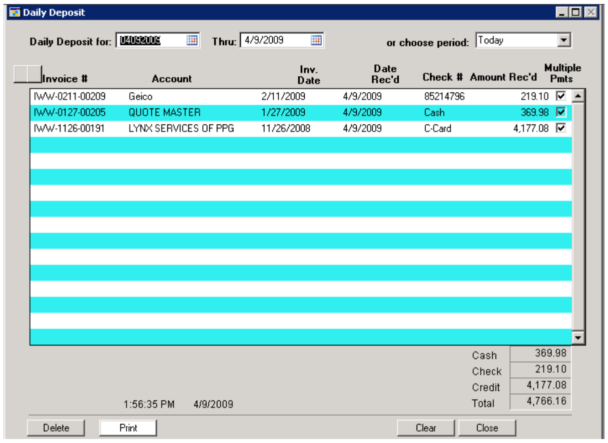
You can create monthly statements for any account in GlassShop that is set to print periodic statements. This option is located in the account setup screen in the upper right corner of the Account Setup window. After you have set your account to Print Periodic Statements you can create your Statements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

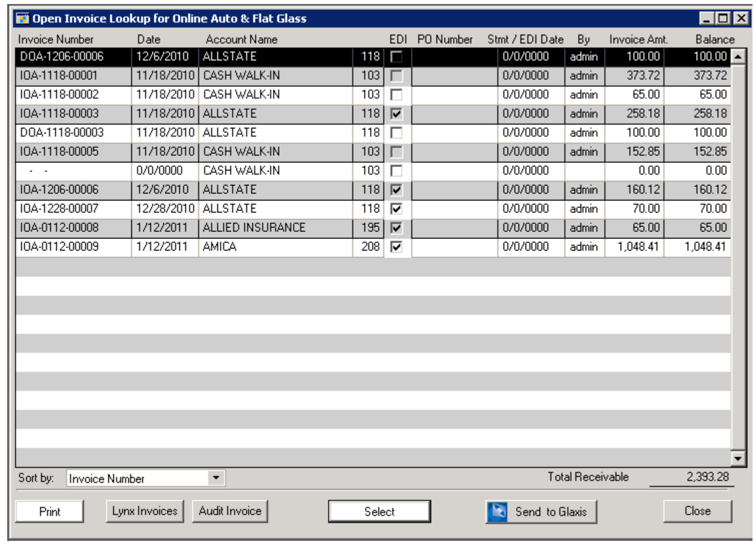
Daily Deposit Report

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.



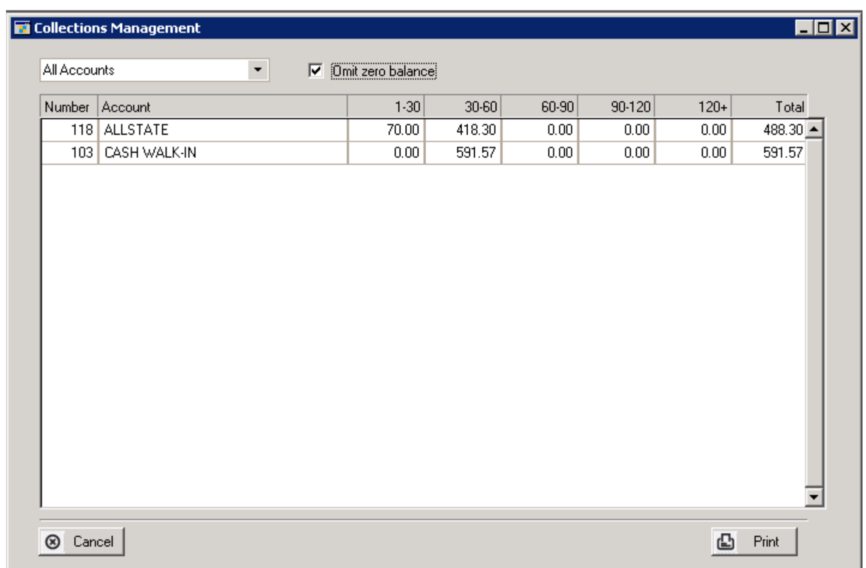
Unpaid Invoice Report

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.



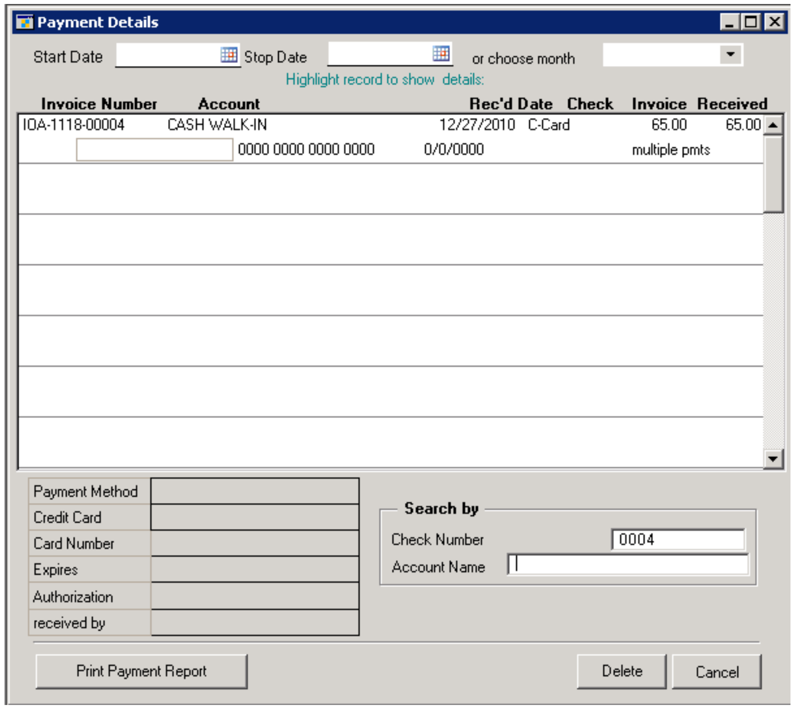
Collections Management

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



Searching Payments

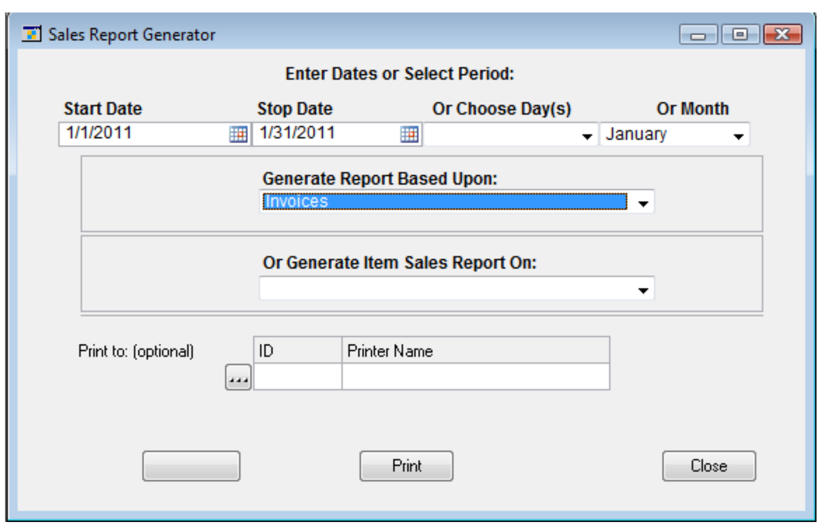
You can look up payments under Admin > Accounts Receivables > Search Payments.



Sales Report Genorator

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

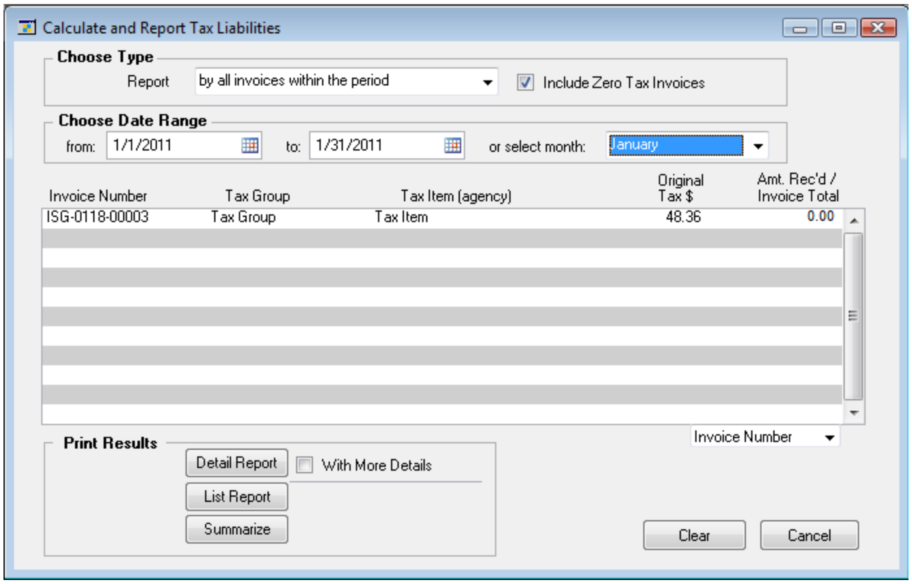
First choose the date range and then choose what to generate the report on.



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.

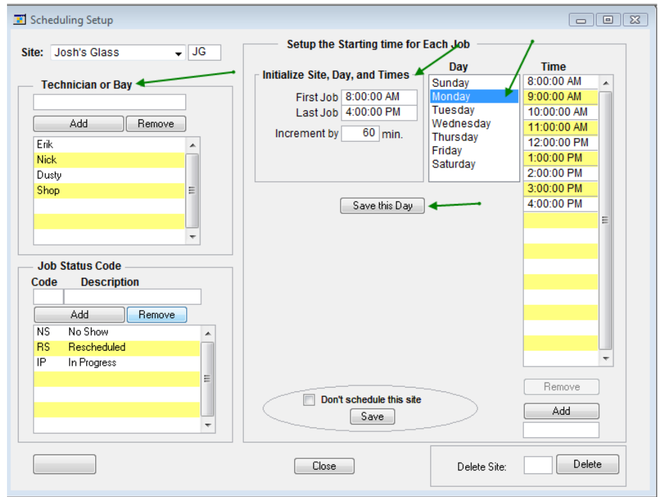


Setting up the Scheduler

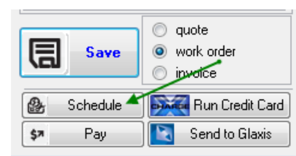
To setup the scheduler go to Admin > Scheduling > Setup Scheduler.

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.

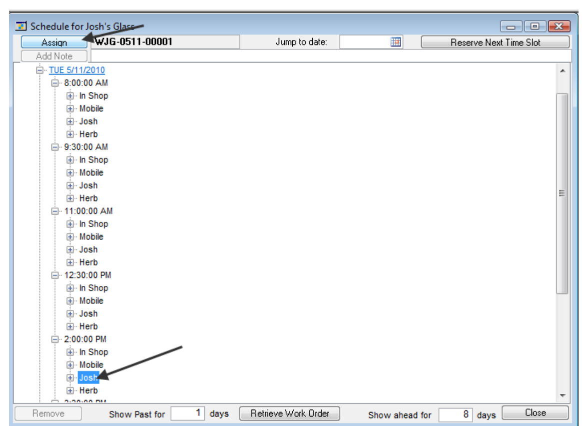
You will also need to enter in your techs or locations you will install the glass.



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.



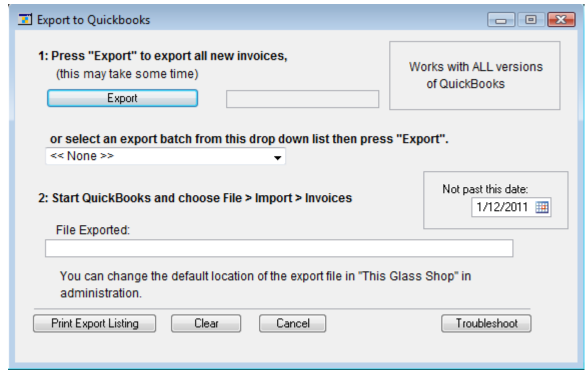
Then choose the date, time, and installer then click the assign button.



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.

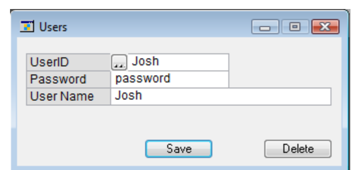
Then go to Admin > Export to Quickbooks and click Export. If you get an error about a tax group it is because all of your invoices do not have a tax group, if you aren't charging tax you still have to use the exempt group.



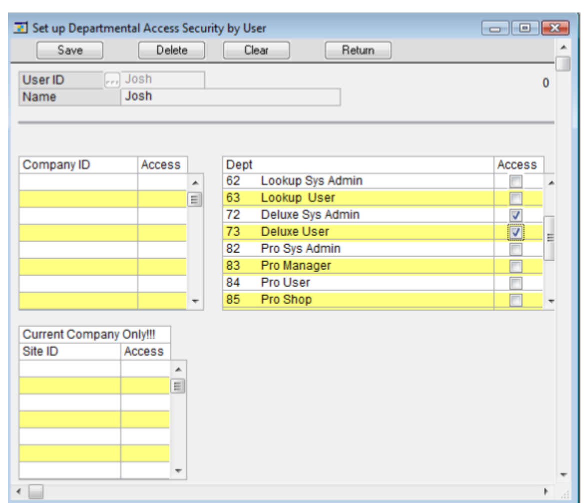
Then go into your Quick Books and go to File > Import > IIF file and then import the files generated in GlassShop.

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.

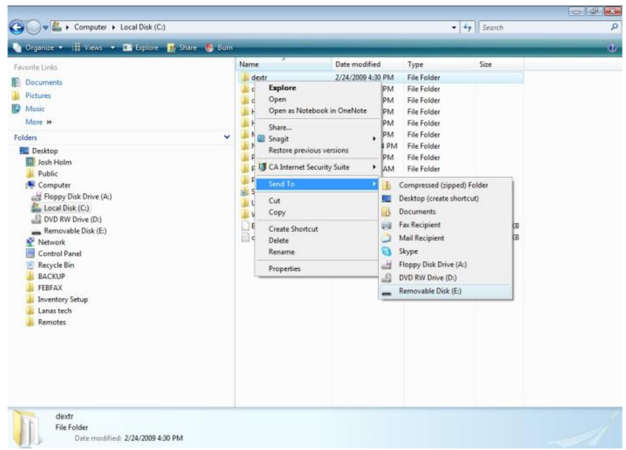


Backing up GlassShop is Easy

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 of 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