GlassShop Manager Manual



Setting up this shop

You will need your Data Tranz codes sheet. If you do not have one, contact Data Tranz immediately or you will just rename the existing demo company, Specialized Glass LLC, instead of adjusting the system to send your EDI.

Changing Shop Information

Go to Admin/ General Setup/ This Shop's Particulars

Change all left-hand column entries to match your shop

- Shop information: name, address, phone, etc. must <u>exactly</u> match the information on your Data Tranz codes sheet. Check: spacing, capitalization, punctuation and wording
- Site: change SG to two letters of your choice Usually the first letters of shop name
- Tax Labor? / Tax WS Repair?: a checkmark in the box means tax is applied to these items
- Safelite ID: your Safelite Parent ID Number.

Save the information and close the window

🚺 This Glass Sh	ор					
Site			Ор	en Data Entry Wind	low When St	arting 🔽
Site Name	Specialized Vehicle	Serv	rices			3 755
Owner						2,749
Address1	345 2nd Avenue N	E				3,743
Address2						
City,St.Zip	Valley City		ND	58072-0000		
Phone	(888)488-8726					
Phone2	(800)241-1493					
Fax	(800)316-5829					
Tax ID	98-7654321					
Tax Labor?	V					
Tax WS Repr?						
EDI Contact	HERBIE					
Safelite Parent o	r Vendor ID	?] SA	FELITEID		
Master EDI Acc	ount (from Data Tranz)	LT	EST99		
Default Quoting	Customer)	100 QUOTE MASTE	R	
Email Address	INF0@SPECIALIZE	DVE	HICL	E.COM		
Website	WWW.SPECIALIZE	DVE	HICL	E.COM		
Shop Slogan	ALL THE SERVICES	s yo	U NE	ED		
QuickBooks Ou	tput Path					
EDI Output Path	1		.] :C:	dextr/send/		
Accounts				Save		Close



Sequence Numbers

Go to Admin/ General Setup/ Sequence numbers Change the starting numbers to numbers of your choice Save changes and the window will close

Indicate the starting nun following tasks:	nber for the sequence portion of the
Invoice Numbers	Ľ
Work Order Numbe	ers 1
Quote Numbers	1
lf you do not indicate anythi	ng, the sequence will start at 1.
If you do not indicate anythi You will use the counter po as an easy way to access r invoices and work order nu	ng, the sequence will start at 1. rtion of the record, as begun above, ecords. We recommend beginning mbers over 1000, making it easier to
If you do not indicate anythi You will use the counter po as an easy way to access r invoices and work order nu key-in and communicate.	ng, the sequence will start at 1. rtion of the record, as begun above, ecords. We recommend beginning mbers over 1000, making it easier to

Tax Setup

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

. Se	lect the tax group ax Group	you wist	to edit or select "/ Edit Tax Group	dd New" Delete	to add a gr	oup
. Ad	d tax items to def	ine this t	ax group or select	Add New	" to add a n	iew item.
		•		Delete		
		Add		Re	move	
•	Tax Items				Rate (%)
	Tax Item				6.500%	<u>^</u>
	_					
	_					E
						T
			Tax Rate for Tax	Group	6.500%	
,	check exactly as it annea	to indicate	"yes". looks if you intend to	export dat	a	
	exactly us a upped	i in quione	iooko in you interio to	expert dat		

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



Account Setup

One a blank screen without an invoice open go to Names > Accounts and Pricing Profiles > Account Setup. Click on the lookup button in the upper left corner of the window and select the account you want to modify or choose the account type and enter in the new account name in.

You will want to make sure that you have the following correct in this screen

- 1. Tax Group
- 2. Invoice Requirements
- 3. Chip Repair Rates
- 4. If it is Lynx or Safelite make sure it is correctly marked.
- 5. If it is a Safelite Account make sure to have the correct Insurance ID

Account Setup					
			Dilling		
Name 🔳 🕨 🚃	ALLSTATE		— Billing —		
Number		118	Print Perio	dic Statement	Agent is 'Bill To:'
Account Type	Insurance Safelite	-		V Make A	otive
			C Lynx	Safelite	Program ID
Address			Safelite)9015
City/State/Zip		00000-0000	Not EDI		TECTOO
Primary Phone	(000)000-0000				1123133
Secondary Phone	(000)000-0000		Invoice R	equirements	
Phone Fax	(000)000-0000	ĺ	Purchase	Order 🔽 V	'IN No.
Contact Person			Stock	E L	icense No.
Tax Informatio	n		Date of L	me 📃 M ossor 🔽 C	lleage ause of Loss
Resale number	00-0000000		Referral Claim (Di		
Tax ID number	00-0000000		Number	spatch 📝 P	olicy Number
Tax Group	< < None > > 👻	L L			
			Windshield	One	54.00
Pop-Up		<u>^</u>	nepairs	Two	54.00
Comments		=		Three	54.00
- D: 1		•		Four	0.00
Display w	inen account activated on or	der.		Long Crack	0.00
Invoice					
Comment:					
Shin to (fro	m Cust List) 0		1		
C - I			(prevente se	LULK ALLUU	N I work orders)
5 alesperso	n	•	(prevents se	and a second s	ron orderey
Delete	Account History	Save		Clear	Close
Delete	Account History	3476		Cicdi	0000

Making an invoice

When entering an insurance invoice, it is important to enter the information exactly as it appears on the authorization sheet Lynx or Safelite faxed to you.

- 1. Click on Orders / Rapid Invoice Entry
- 2. Choose Account
 - click the 🔜 button
 - choose one of the accounts
- 3. Use the drop down menus to select the vehicle information
- 4. Type in the VIN number
- 1. For a Repair Invoice
 - Choose the number of repairs from the drop down list
- 6. Complete the following information on the right side:
 - AUTH: Lynx dispatch number or Safelite authorizaiton number
 - DOL: month, day, year
 - Customer first and last name
 - <u>Customer phone</u>
- 7. Choose invoice and save

Sending Invoices to Lynx (feature not enabled in demo mode)

The first step to invoicing to Lynx through Glaxis to setup your Glaxis User Specifications, go to Admin > Online Partners > Glaxis Setup. Enter in your Username, Password, Origination PID, and Network Address; this information will be emailed to you from Data Tranz.

After you have saved your information you can create an invoice for any of your Lynx Accounts. Once you have saved the invoice click the Send to Glaxis button in the lower right corner of your Order Entry Window.



You can check the status of your invoices by going to Orders > Glaxis Invoice Acknowledgements. When the window opens a black dos screen should open slowly scroll through and then close (the system is currently download your responses from Glaxis). After the dos screen closes click the Refresh button and let the black dos screen roll through and close to fill the response messages into your Glaxis Acknowledgement window. You should now see that your invoice was sent to Glaxis. If you go back into your software the next day after sending your invoice you will see an Accepted or Rejected notice on your invoice. If the invoice is rejected you will be able to click on the blue rejection notice to see the reason the invoice was rejected, then click the open invoice button and correct the invoice, save it, then click Send to Glaxis.

Search by Dis	patch	So	rt Bu Date	▼ Re	efresh
	paton	-			
Dispatch	Invoice	Date	lime	lotal	Hesult
333238117	29654	3/13/2009	9:24:00 AM	70.78	Invoice Accepted
000040150	1007700	0.000		001.07	
333246152	1207730	3/13/2009	9:24:00 AM	621.37	Invoice Accepted
333257413	1340	3/13/2009	9:24:00 AM	153.02	Invoice Accepted
	1010	0.10.2000	0.0.0001.00	100.04	
333298934	1355	3/13/2009	9:24:00 AM	222.82	Invoice Accepted
333309928	1352	3/13/2009	9:24:00 AM	178.77	Invoice Accepted
00001 4050	1.050	0.0000	0.04.00.444	50.00	li i a co
333314956	4956	3/13/2009	9:24:00 AM	50.00	Invoice Accepted
333316681	73758	3/13/2009	9:24:00 AM	252.27	Invoice Rejected
					click here for rejected part details
333322134	520931	3/13/2009	9:24:00 AM	50.00	Invoice Accepted
333328647	8647	3/13/2009	9:24:00 AM	369.11	Invoice Accepted
222202250	14770	0.000	0.24.00.444	242.00	Investory Defected
333382358	14778	3/13/2009 Retailer VIN	3:24:00 AM	243.08 N op Policy I	Invoice nejected Record: click here for rejected part details
333388003	20965	3/13/2009	9:24:00 AM	200.67	Invoice Accented
	20000	0072000	0.24.00 AM	200.01	in over recepted
333405137	27687	3/13/2009	9:24:00 AM	59.00	Invoice Accepted

Sending Safelite EDI

From the main screen go to EDI/ Send invoices via EDI All your unsent invoices will appear in the window

Click Process for Safelite

Transmission

If you have an email account and it is open and connected to the internet, you can click 'Internet Email' to send your invoices

Otherwise, you can use FTP to send invoices.



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 Orders Menu. 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 > Click Full Payment > Click Add > Click Save.

Document#	Custome	er		Invoiced	Bv	
IJG-0110-00001	CASH W	ALK-IN		admin	1/12/2011	
Customer Zip	58072					
Pay Method	Cash	-				
			invoice	amt.	351.7	7
			invoice	balance	0.0	0
			TENDE	RED	\$0.0	0
			CHANG	E	\$0.0	0
					Full Payment	
Cash	admin	1/12/201	I Ca	ash	351.77	^
						E
			to apply		351.77	*
Cancel	Details	Save				
Charge is always cur minates chance of fr	rent with technol aud or miskeyed	ogy entries	omyo	ur Dafa	Tranz Softw	arel

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.

•••	ALLIED INSUR	ANCE	Check Number 10000154	check amoun 622.43	t admin		Click below to apply the check amour	D nt
ecord	on: 4/13/2010		Sort by:		•		to one or morinvoices.	e
LIC	IV # 0412.000000	Date	By	Check #	Total 75.00	Balance	Apply: 75.00	
LIG	0412.00005	4/13/2010	admin	10000154	75.00	0.00	75.00	<u>.</u>
LIC	0413-00003	4/13/2010	admin	10000154	473.40	0.00	70.00	
								Ш
							0.00	•
Previ	ous Balance	0.0	0 📄 show d	eductible invoices	left on th	nis check	0.00	
					total out	standing	0.00	



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.

Peri	iodic	Statements					
	rola	ot mere halance accounts		Local Basevint	Tracero		
×	reje	ct zero balance accounts	Add Range:	««« Account	Type >>:	· ·	
	105	FLAT GLASS SELLER				210.44	
	112	Geico				236.10	
	101	LYNX SERVICES OF PPG				6,020.17	
	100	QUOTE MASTER		Atlanta		4,276.17	
	121	U Haul				130.00	
						*	
	Acc	ounts to Print: 1	Add	Remove	Add All		
U	Hau					Enter	Period
						Select Month	
						Jebu	-
						or Select Day(s)	
							-
						4/1/2009	
					- <u>-</u>	om 4/172000	
						4/ 50/ 2005	
						C Sot bu Name	
						Jon by Hame	
					-	nu 1	a. 1
					<u> </u>	Park	Close

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.

Unpaid Invoice Report

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

🖬 Open Invoice Lo	okup for Onlir	ne Auto & Flat Glass							_ 🗆 🗴
Invoice Number	Date	Account Name		EDI	PO Number	Stmt / EDI Date	By	Invoice Amt.	Balance
D0A-1206-00006	12/6/2010	ALLSTATE	118	Г		0/0/0000	admin	100.00	100.00 🔼
IOA-1118-00001	11/18/2010	CASH WALK-IN	103	Г		0/0/0000	admin	373.72	373.72
IOA-1118-00002	11/18/2010	CASH WALK-IN	103	Π		0/0/0000	admin	65.00	65.00
IOA-1118-00003	11/18/2010	ALLSTATE	118			0/0/0000	admin	258.18	258.18
D0A-1118-00003	11/18/2010	ALLSTATE	118			0/0/0000	admin	100.00	100.00
I0A-1118-00005	11/18/2010	CASH WALK-IN	103	Г		0/0/0000	admin	152.85	152.85
· ·	0/0/0000	CASH WALK-IN	103			0/0/0000		0.00	0.00
I0A-1206-00006	12/6/2010	ALLSTATE	118			0/0/0000	admin	160.12	160.12
IOA-1228-00007	12/28/2010	ALLSTATE	118	◄		0/0/0000	admin	70.00	70.00
I0A-0112-00008	1/12/2011	ALLIED INSURANCE	195			0/0/0000	admin	65.00	65.00
IOA-0112-00009	1/12/2011	AMICA	208	₹		0/0/0000	admin	1,048.41	1,048.41
Sort by: Invoice Nu	mber	•				Tot	al Recei	vable	2,393.28
Print Ly	nx Invoices	Audit Invoice	Sele	ect		Send to G	ilaxis		Close



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.

🔟 Sales Report Generator			
	Enter Date	es or Select Period:	
Start Date	Stop Date	Or Choose Day(s)	Or Month
1/1/2011	1/31/2011		→ January →
	Generate Re	port Based Upon:	
	Invoices		•
	Or Generate	Itom Sales Report On:	
	Of Generate	nem sales report on.	-
Print to: (optional)	ID Pri	inter Name	
	•		
	ſ	Print	
	Į		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.

- Choos	е Туре —							
	Report	by all invoice	es wit	nin the period	 Include2 	Zero Tax Invoices		
- Choos	e Date Rar	nge						
from:	1/1/2011		to:	1/31/2011 🔠	or select month:	January	•	
Invoice N	lumber	Tax Gro	ир	Tax Item (ag	ency)	Original / Tax \$I	Amt. Rec'd / nvoice Total	I
ISG-0118	-00003	Tax Group		Tax Item		48.36	0.00	
								4
	Results —	Detail Benort		With More Details		Invoice Nu	mber 🔻	
Print		List Report			-			



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.

T Export to Quickbooks	_ = .
1: Press "Export" to export all new invoices, (this may take some time) Export	Works with ALL versions of QuickBooks
or select an export batch from this drop down list then press << None >>	s "Export".
2: Start QuickBooks and choose File > Import > Invoices	Not past this date: 1/12/2011 III
File Exported:	
You can change the default location of the export file in "This administration. Print Export Listing Clear Cancel	Glass Shop" in Troubleshoot

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

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.

orita Lioka	Name	*	Date modifie	4	Type	Size		
Inte Loss Declaments Pactures Maxie Maxie De Declarep De De De Declarep De Declarep De De Declarep De De Declarep De Declarep De Declarep De Declarep De Declarep De Declarep De Declarep De Declarep De Declarep		Tr Explore Open s Notebool Share Ssaget Restre previous w Caster Copy Create Shortcut Delde Resame Properties	Date modifie 2/24/2009 4:3 in OneNote sistons	PM PM PM PM PM PM PM PM PM PM PM PM PM P	Type File Folder File Folder File Folder File Folder File Folder File Folder File Folder File Folder File Folder Eine Folder Deathop (create she Deathop (create she Deathop (create she Deathop) Removable Disk (E)	5128 (f) Folder rtcut)	6	

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.



Data Systems for Business Quick Start Manual

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

Getting Further Help

Our web site has a wealth of information to help you. On the Suport Home page you will be able to access a searchable database of support questions, manuals, downloadable support documents, program and data updates, and info on hot conflicts/issues such as choosing an internet provider.

Visit us at <u>http://managersupport.datatranz.us/</u>

The GlassShop Systems User Manual includes in depth information about the various program components. It is a valuable resource when using the system.

We have a knowlegable staff ready to help you. Call toll free Monday through Friday 8-5 CST. Otherwise email us and we will be happy to get back to you.

Call us at 1-800-241-1493 Email support@datatranz.com