

Pick Ticket

There are several variations to the **Pick Ticket**. And if you know how to use the various pick tickets, you will be able to use the best suited one for the occasion.

Regular Pick Ticket

Regular Pick Ticket is a sheet that can be used before invoicing to help facilitate the shipment of finished goods inventory. The **regular pick ticket** is generated directly from the **sales order** information. It is **not allocated** in any way.

NOTE: This type of pick ticket does not tell you whether or not you have inventory allocated to this pick ticket.

- Generate a sales order by clicking on the Sales Order button on the toolbar
- Enter all of the necessary information then click on the **Save** button
- Click on the **Pick Ticket** button
- Notice the **sales order** and the **pick ticket** have the same styles and quantities. You can manually write in the "picked" amounts
- Once you physically pick the style and color's quantity from the warehouse, you can create an invoice.
- When you **create the invoice**, enter the quantity from the pick ticket. If the picked amount differs from the ordered amount, the remaining quantity can be adjusted (adjusted meaning not included in the invoice) to become a part of the backorder or unshipped amounts. .

If I had invoiced an order partially, can I create another pick ticket?

Multiple Pick Tickets from One Sales Order

You can create **multiple pick tickets** from one sales order if you plan to create more than one invoice for an order.

First you will need to use an existing sales order in Winfashion

Second the order has to have been shipped partially to create another pick ticket with the remaining/unshipped quantity.

Go to **Sales Order** on the tool bar

Click on the **List** button

Click on the **Get** Data button

Highlight the desired sales order

Click on the **Select** button

The **Sales Order** should appear on the screen

Click on the **Pick Ticket** (Pick Tkt) button

The **Pick Ticket** will appear on screen with the unshipped quantity

If necessary, you can print this pick ticket by clicking on the **Print** button

Allocated Pick Ticket

You can create a **pick ticket** based on amounts allocated by sales order. This pick ticket allows you to **control the inventory** and **avoids over shipment**.

NOTE: Once you have **allocated** and **shipped** styles and quantity in the sales order, then those styles and quantity will not reappear as a pick ticket.

- Follow the steps to create a **sales order**
- Follow the steps to **allocate a sales order**
- Click on the **Pick Ticket button** within Sales Order
- Click on the **AllocPickTkt** button to see the allocated style, color, and quantity

- If you would like to print this pick ticket, click on the **Print** button

- The next step is to **physically** pick the styles from the warehouse. Once you have done so, you can create an invoice based on the "picked" quantity.
- Go to the **Invoice button** on the tool bar
- Click on the **New** button
- Select the **Sales Order** number that you want to invoice
- Enter the "**picked**" quantity or the quantity from the pick ticket. If the amount differs from the **sales order** amount (for example, the quantity shipped is less than the sales order amount) then the remaining amounts will become a part of the **backorder/unshipped** quantity.

Pick Ticket on the Toolbar

The **pick ticket** button on the tool bar allows you to create "**real pick tickets**" that are generated outside of the sales order (pick tickets can also be created in the **Sales Order**). You can create a **pick ticket** and use the pick ticket number to transfer that information to an invoice for shipping.

NOTE: Pick Tickets generated in the Sales Order cannot be processed in this manner. Pick Tickets from the Sales Order need to be invoiced by selecting a Sales Order then adjusting the quantity according to the Pick Ticket.



- Go to **Pick Ticket** on the **tool bar**
- Click on the **New** button
- Enter the Order number or click on the button next to "**Order No.**" to select an order number from a list.
- The information from the sales order should appear in the window. Now you can adjust the style's quantity for shipment. Any amount that is not included in the pick ticket will become a part of the **backorder/unshipped** amounts.

- Click on the **Save** button
- Click on the **Print** button if you want to print this pick ticket
- The next step for the pick ticket is to physically "**pick**" the quantity from the warehouse then you can create the invoice.

To create the Invoice

Go to **Invoice** on the tool bar

Click on the **New** button

Enter the Pick Ticket number in the "**Pick#**" box under the "**In-House Memo**" then press the enter button. Or click on the button to the right of "**Pick #**" to retrieve a list of Pick Tickets. Next press the "**Get Data**" button and highlight the Pick Ticket that you want to retrieve. Click on the **Select** button to begin the invoice process.

The **pick ticket information** should appear in the invoice. Again if there needs to be any adjustment to the quantities or styles you can make them here. Any style or quantity that is not included in this invoice will remain on backorder/unshipped amounts and can be shipped at a later time.

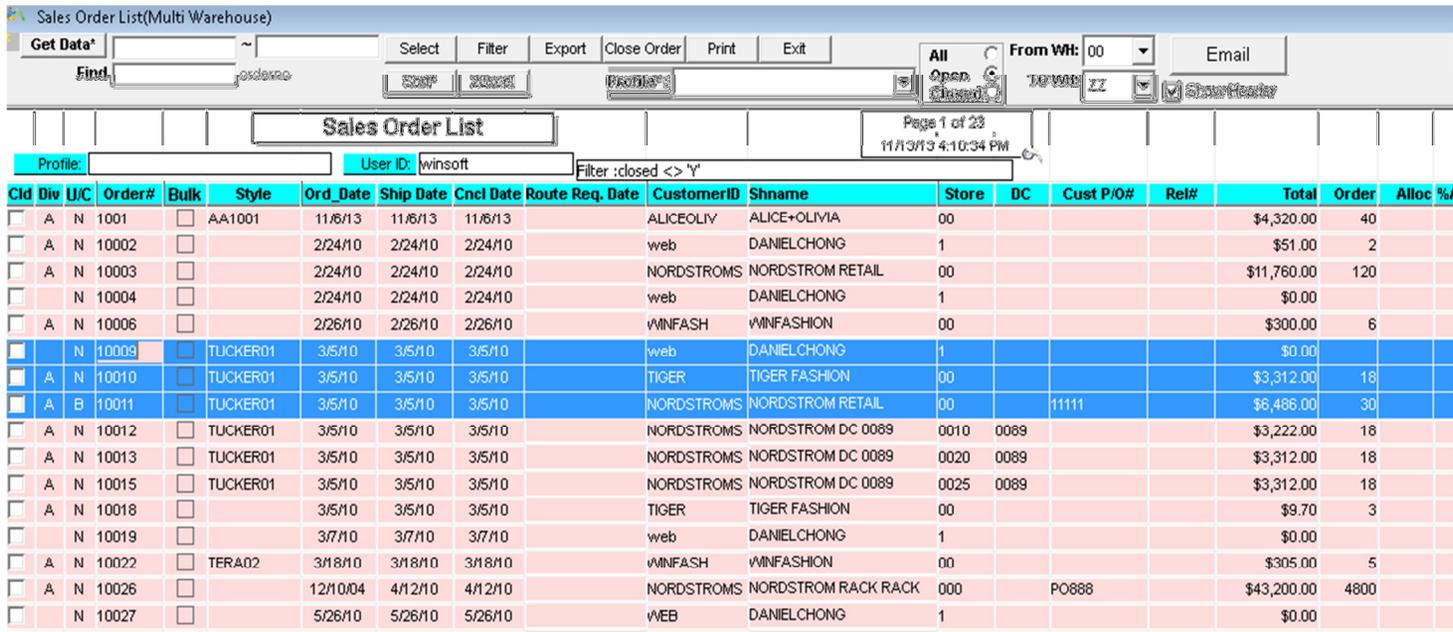
Enter any other necessary information then click on the **Save** button

If you need to print this invoice, click on the **Print** button

MultiPick 

To create more than one **pick ticket** at a time, click on the "**MultiPick**" button in the **Pick Ticket** window. A sales order listing will appear and highlight all of the sales order that you want to create pick tickets for. Once you have done so, there will be new pick tickets in the pick ticket listing.

- Go to **Pick Ticket** on the tool bar
- Click on the **MultiPick** button
- Click on the **Get Data** button
- Highlight all of the sales order by holding the **<Ctrl>** key and **left-clicking** with the mouse



Clid	Div	U/C	Order#	Bulk	Style	Ord_Date	Ship Date	Cncl Date	Route	Req. Date	CustomerID	Sname	Store	DC	Cust P/O#	Rel#	Total	Order	Alloc %
<input type="checkbox"/>	A	N	1001	<input type="checkbox"/>	AA1001	11/6/13	11/6/13	11/6/13			ALICEOLIV	ALICE+OLIVIA	00				\$4,320.00	40	
<input type="checkbox"/>	A	N	10002	<input type="checkbox"/>		2/24/10	2/24/10	2/24/10			web	DANIELCHONG	1				\$51.00	2	
<input type="checkbox"/>	A	N	10003	<input type="checkbox"/>		2/24/10	2/24/10	2/24/10			NORDSTROMS	NORDSTROM RETAIL	00				\$11,760.00	120	
<input type="checkbox"/>		N	10004	<input type="checkbox"/>		2/24/10	2/24/10	2/24/10			web	DANIELCHONG	1				\$0.00		
<input type="checkbox"/>	A	N	10006	<input type="checkbox"/>		2/26/10	2/26/10	2/26/10			WINFASH	WINFASHION	00				\$300.00	6	
<input checked="" type="checkbox"/>		N	10009	<input checked="" type="checkbox"/>	TUCKER01	3/5/10	3/5/10	3/5/10			web	DANIELCHONG	1				\$0.00		
<input checked="" type="checkbox"/>	A	N	10010	<input checked="" type="checkbox"/>	TUCKER01	3/5/10	3/5/10	3/5/10			TIGER	TIGER FASHION	00				\$3,312.00	18	
<input checked="" type="checkbox"/>	A	B	10011	<input checked="" type="checkbox"/>	TUCKER01	3/5/10	3/5/10	3/5/10			NORDSTROMS	NORDSTROM RETAIL	00		11111		\$6,486.00	30	
<input type="checkbox"/>	A	N	10012	<input type="checkbox"/>	TUCKER01	3/5/10	3/5/10	3/5/10			NORDSTROMS	NORDSTROM DC 0089	0010	0089			\$3,222.00	18	
<input type="checkbox"/>	A	N	10013	<input type="checkbox"/>	TUCKER01	3/5/10	3/5/10	3/5/10			NORDSTROMS	NORDSTROM DC 0089	0020	0089			\$3,312.00	18	
<input type="checkbox"/>	A	N	10015	<input type="checkbox"/>	TUCKER01	3/5/10	3/5/10	3/5/10			NORDSTROMS	NORDSTROM DC 0089	0025	0089			\$3,312.00	18	
<input type="checkbox"/>	A	N	10018	<input type="checkbox"/>		3/5/10	3/5/10	3/5/10			TIGER	TIGER FASHION	00				\$9.70	3	
<input type="checkbox"/>		N	10019	<input type="checkbox"/>		3/7/10	3/7/10	3/7/10			web	DANIELCHONG	1				\$0.00		
<input type="checkbox"/>	A	N	10022	<input type="checkbox"/>	TERA02	3/18/10	3/18/10	3/18/10			WINFASH	WINFASHION	00				\$305.00	5	
<input type="checkbox"/>	A	N	10026	<input type="checkbox"/>		12/10/04	4/12/10	4/12/10			NORDSTROMS	NORDSTROM RACK RACK	000		P0888		\$43,200.00	4800	
<input type="checkbox"/>		N	10027	<input type="checkbox"/>		5/26/10	5/26/10	5/26/10			WEB	DANIELCHONG	1				\$0.00		

- Click on the **Select** button to generate the pick tickets
- A window will ask you "**You are about to pick (#) sales order. Continue?**" Click on the **Yes button**.
- Another window will say, "**(#) picks created.**" Click on the **OK** button
- To see the pick tickets, click on the list button and look for the most recent pick tickets on the list. Click on the Get Data button to see the listing. To see or make changes to the pick tickets, highlight the pick ticket and click on the **Select button**.

Boxes and Shipping Information

The **shipping boxes** and corresponding information such as the **box weight** can be added after creating the **invoice**. The packing boxes shipping format is based on **UPS** so you will be able to retrieve the **UPS** box amount once you have entered the necessary information. You can also create **packing lists, shipping labels, barcode labels** (if you have the necessary equipment), and content labels among other information.

- **To create a box and enter its weight:**
- Enter the necessary **Invoice** information first. If you need more information about invoices, [click here](#).
- Click on the **box button** to enter the box information
- Another window will pop up then click on the **New button**
- ***There are two ways to enter the box information:**
- **Create multiple boxes with the same weight**
- Once you have clicked on the **new button** a line will appear with the invoice information
- Enter the weight amount under the column labeled "**Weight**"
- Enter any other necessary information
- Enter the duplicate amount in the box next to the Duplicate button

- Click on the **Duplicate** button
- Click on the **Save** button
- **Create multiple boxes with different weight**
- Once you have clicked on the **new button** a line will appear with the invoice information
- Enter the weight amount under the column labeled "**Weight**"
- Enter any other necessary information
- Enter the duplicate amount in the box next to the **Duplicate** button
- Click on the **Duplicate** button
- Click on the **Save** button

Packing Boxes

Find: [] Sort: [] Filter: [] Reload: [] Export: [] COD Tags: [] Print*: [] Save: [] Exit: [] 2Excel: [] ShipLabel*: [] 1

Sort Order: [] New*: [] Duplicate: [] 1 Import: [] Delete: [] Distrib COD: [] Distrib Declare: [] PackRpt: [] Content Label: [] 2

No Box/AMT: [] Non-ASN: [] UCC-128 Format: [] Invoice# 26 Pick# 16276 Id 00 Store 1 Seq# 1 Beg 1 End 1 #Box 1 Weight 15 Wt.Total 15 TotChg \$0.00 COD\$ Total Cash Value\$ Total \$0.00 \$1,885.00 Trackno Res A/H O/S D/W C/T BoxCOD\$ BoxValue\$ BoxCode Leng

Boscov's / Dillard's / Go UCC-128 Barcode Label* Barcode Content Label* Disable Total Qty: [] Horz.Offset: []

New Delete Duplicate List Bartender Link* UCC Label Preview bySize Link (SamsClub)* Copy Paste* PrePack Calc

#	Seq	Str	Style	Color	Team	PackCode	40	42	44	46	48	50	52	54	Total	PrePack	PO IN	SKU CB	Sodetail_id	SKU IN	LINE MOI	
1	1	00	GPGR03001	1010 BLUE-L								1			1	0			985026			
2	1	00	GPTMS05001	1004 BLK-R			1	1	1	1	1				5	0			985027			
3	1	00	GPTMS05001	1004 BLK-S			1	1							2	0			985028			
4	1	00	GPTMS05001	1004 BLK-L							1	1	1	1	4	0			985029			
5	1	00	GPSS01001	1006 GREY-L							1				1	0			985030			
6	1	00	GPBD04001	1012 GREY-L							1				1	0			985031			
7	1	00	GPMS06001	1001 BLK-L							1				1	0			985032			
							1	2	1	1	1	6	1	1	1							
															15							

Status of Sales Order

The Status report shows you **order, shipped and balance** information. A variation of the status report also shows you the **allocated amounts**. This report can be seen in the sales order or invoice as a status button.

- Go to **Sales Order** or Invoice
- Go to the **List button** to retrieve an existing **Sales Order** or Invoice
- Highlight the **order/invoice** number
- Click on the **Select** button
- Click on the **Status** Button to see the status report
- To see the allocated amounts in the status report:

Go to Sales Order

- Retrieve the desired sales order
- Rt-click with the mouse on the **Status** button
- The **allocated amounts** will appear along with the order, shipped and balance
- If you want to print this report, click on the **Print** button
- **If you want to print several sales order status reports at one time, click on the Multiprint button**
- Click on the **Get Data** button
- Highlight all of the **Sales Orders** that you want to create a report for by hold the **<Ctrl> key** and left-clicking on the mouse
- Click on the **Select button** to begin printing

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User Id : winsoft

CONSOLIDATED PICK

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B CUSTOMER
I CASANOVA COLLECIONI
L 122 S HARPSTOWN CENTER
L
T
O HOUSTON TX 77036

S STORE
H CASANOVA COLLECIONI
I 122 S HARPSTOWN CENTER
P
T
O HOUSTON TX 77036

Phone 713-779-8666 Fax 713-774-4488

Pick No.	<input type="text" value="26"/>	Customer P/O#	<input type="text" value="41793"/>	Factor	<input type="text" value="HSE-USD"/>	Sales Reps.	
Pick Date	<input type="text" value="11/06/2013"/>	Terms	<input type="text" value="CC"/> <input type="text" value="CC"/>	Acct#	<input type="text"/>	1	<input type="text" value="GARY"/> <input type="text" value="GARY"/>
Order No.	<input type="text" value="1070"/>	Shipvia	<input type="text" value="DUPS"/> <input type="text" value="DUPS"/>	Auth#	<input type="text"/>	2	<input type="text" value="ZE"/> <input type="text" value="ZE"/>
Order Date	<input type="text" value="11/05/2013"/>	Memo	<input type="text"/>				

Style	Color	Team			40	42	44	46	48	50	52	54			Total QTY	UnitPrice	Amount
GPGR03001	1010 BLUE-L									1					1	\$130.00	\$130.00
Glove/Pzec Grisaille Suit Super 110's																	
GPTMS05001	1004 BLK-R				1	1	1	1	1						5	\$125.00	\$625.00
Glove/Pzec Tonal Mini Stripe Suit Super 100's																	
GPTMS05001	1004 BLK-S				1	1									2	\$125.00	\$250.00
Glove/Pzec Tonal Mini Stripe Suit Super 100's																	
GPTMS05001	1004 BLK-L								1	1	1	1			4	\$125.00	\$500.00
Glove/Pzec Tonal Mini Stripe Suit Super 100's																	
GPSS01001	1006 GREY-L									1					1	\$125.00	\$125.00
Glove/Pzec Solid Serge Suit Super 100's																	
GPBD04001	1012 GREY-L									1					1	\$130.00	\$130.00

Inventory Staus



- Select a Pick from the **list** or enter a create Inventory Status report
- Click on **InvStat** button to proceed to the inventory status (Cut & Sold Detail with WIP)

Report - Inventory Status (Detailed with WIP)

Style: ZZARUN1001 Team Warehouse OK Filter Status Print Exit
 Color: BEIGE 00 Multiprint List Export Preview

Inventory Status (Cut & Sold Detail with WIP) Page 1 of 2
 1/15/13 5:34:26 PM
 User Id : winsoft

Style	Color	Team	Description	Season	Category	Group	Div
ZZARUN1001	BEIGE	BEIGE	SKINNY JEANS	14FA	PANT	AG	F

Ship	Cancel	Compl	Due	Order#	Ctrl	Log/	CI	Arrive	Entered	Cut#	Import#	sd	Customer	Store	S	M	L	Total	W/H	PrePack	Factor	Alloc	Picked	CustomerName	Sold\$	PriceA	PriceB	F		
1/1/80				0									**ONHAND**		-13	-12	-11	-36	00							.00				
10/27/13			10/30/13	10794	N			A		00					2	1	2	5	00											
10/30/13										balance					-15	-13	-13	-41												
10/27/13			10/30/13	10793	N			A		00					2	1	1	4	00											
10/30/13										balance					-17	-14	-14	-45												
10/29/13			10/29/13	10800	N			ZZSANK01		00					8			8	00											
10/29/13										balance					-25	-14	-14	-53												
10/30/13			10/31/13	10796	N			A		00					1	1	3	5	00											
10/31/13										balance					-26	-15	-17	-58												
11/6/13			11/06/13	10809	N			ZZTEST1234		00					1	1	1	3	00											

Common Buttons

Go to 1st Button 

This button (Go to 1st record) is used to find the initial record of the list (click |<|). The initial record may change if the [Sort](#) button is used.

Go to Previous Button 

This button (Go to previous record) is used to find the **previous record** in the list (click <|).

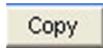
Go to Next Button 

New Button to Create a Row



- Click on the **New** button to add a **new entry** to the list, table, or line. An additional blank row will be at the bottom of the list.
- Click on the **cell** of the blank row that needs to be changed
- Type the **data** on the cell
- For more changes, go back to **Step 2**
- To save, click **Save**

Copy Button



This function allows you to reproduce items to eliminate time-consuming data entry.

- Click **New** to add a new record
- Click on the **Copy button** so that the computer can remember the entire record to be copied.
- To assign the remembered information to a **new record** click **Paste**.

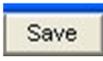
Paste Button



This function is directly related to the **Copy Button**. Once you have copied an item, you need to **Paste** the information to the new record. This function is especially useful in the Bill of Materials/Actual Cost Sheet. Some of the Bill of Materials are similar so one **bill of materials** can be created and copied to the others. Once the Bill of Materials is copied any adjustments can be made to the others.

- Click on the **Copy Button** (for the computer to remember the desired record's information)

- Click on Paste Button to transfer the copied information to a new record.
- Click on **the New Button** to create a new entry and continue with the entry process
- Don't forget to click on the **Save button** once you have entered all of the information

Save Button 

The **Save** button is used to save the **record** to the table/list (click Save).

Delete Button 

- The **Delete** button is used to delete a **row/record** from the list, table, or line (click **Delete**).
- If you click **Delete**, the program will confirm **deletion** (click **Yes** to do so and **No**, otherwise).

Print Button 

- The **Print button** is used to print information on the current **window** (click **Print**). There may be several options such as printing multiple pages, portrait/landscape mode, and print preview. If it does not begin printing, make sure you have a printer attached or networked to your computer (if it is networked, check the power of the computer that has the printer attached to it. Make sure the computer and printer's power is **ON**. If you have more than one printer networked, make sure you are printing to the correct printer), the printer driver is installed correctly in your computer, check the printer to see if the power is on, check the printer to see if it is offline or if there are any errors. For more information, refer to the owner's manual that came with the printer.
- If you want to print the window on the current screen including the buttons and headings listed at the top of the window, there is a "**Print Screen**" option.
- To print a **few** selections at a time:

If you are in the **list view** of the **Style Master, Raw Material or Customer portion** of Winfashion click on the **filter button**.

Select an item from the **columns section** and enter the function. For example, type in **code='BUTTON'** and click on **OK**.

*The **Print button** is found in most areas of Winfashion. Usually you will be able to see a print preview before printing.

To print one item:

Go to the desired topic

Enter the necessary information or retrieve a previously entered item

Click on the **Print button** (Either it will begin printing or take you to a preview mode. If you are in the preview mode, you will need to press **print** again.)

Exit Button



The **Exit** button is used to exit from the current window (click **Exit**).

Duplicate Button



The Duplicate button is used to copy the current record or line to a new record or line (click Duplicate).

Important Tip: For some tables (ex. code table), Winfashion will give an error message if you do not change the main code (primary key) for this duplicated record/row after clicking the Save button. For example, if you duplicate the color BLUE in the colors code table and click Save, an error message will appear (BLUE should not be in the list twice - click **OK**, type another code or Delete the duplicated record).