



# Apparelmaster Windows Program

## TABLE OF CONTENTS

! " # \$ %	&
" \$ \$ \$ \$	&
( \$ \$ \$ \$ \$	&
0 * . ( " ' (	&
" * + \$ \$ \$ (	&
. / 0 /	&
1 2 \$ " + " (	&
1 2 \$ " + " ( " +	3
" " " + " (	3
4 (" " + " (	3
(" " + " (	3
5 ) / 0 / . . /	6
( \$ + "	6
\$ "	6
/ 0 /	6
1 " + "	6
" \$ " + "	7
(" " + " / + " (	7
/ . / 0 / " + " ( " (	7
. # 8 %	7
8	9
/ " " \$ ( 2 "	9
" " ( ( "	9
" : \$ +	9
" / : \$ + 8 / 5	;
" + " ( ( "	;
. " + \$ (	;
. " + 2 " \$ (	;
. " + ( ( \$	;
( . \$ \$	<
\$ (	<
\$ (	<
=	<
. // - - . /	<

## To Enter Program

```
" /  
"
```

## CUSTOMERS

### To add an account

```
((> $? @or $ 2>_ @  
'$' ,"$ ( ( 1 > $ @,"$ = ,"( , 1 ( ,  
& $ 2> + A *"@  
  
(B  
" (C8 " " ( + " " $ " $ ( , C , 1  
" ( " " ( , "$ 2 ( = * , C , 1  
( " " ( " ( " $ " 1" ( $ + " ( ( 2  
( / 1" ( ( " $ ) " = 21 " ' ( 2  
$ + ( / $+ ( ( ) ( ( $ ) " = > 5: @ /  
1" " " ( $+ ( " , $ ( ( $ ) " " + "
```

### To add a Man

```
" " $  
((> 7@or $ 2> $D7@  
& ((> $? @or $ 2> ( " @  
3 '$' ,"$ ( ( ! " IMPORTANT - ' ( > * @  
6 ((> $?F@or $ 2> + A *"@
```

### To add an Other Product

```
" " $  
((> 7@or $ 2> $D7@  
& $ 2> @  
3 or , " , ( 1" 1  
6 / , ($) $ 2> (@ > @ $(  
7 '$' " " ,"$ ( ( ! " IMPORTANT - ' ( > * @  
@  
9 ((> $?F@or $ 2> + A *"@  
  
(B  
/ 1 ( " " , ( " ) " " > 5: @,"$
```

### To copy a Man

```
" " $  
((> 7@or $ 2> $D7@  
& $ 1" (   
3 $ 2> ( $ @   
6 ' , " ( 1" (   
7 $ 2> @
```

### To quit (delete) a Man or Other Product

```

" " $
((> 7@or $ 2> $D7E
& $ 1" $
3 ((> $?. @or $ 2> $ @
6 5 1$ ( 2 " , ( G $ 2>5 @ > @

```

### To Print collar labels

```

" " $
((> 7@or $ 2> $D7E
& $ 1" " '$ $
3 ((@ $?0@or $ 2>0" 1@
6 /> " ' $ " @ $ )($ ' , '$ $ 1" " , "
' $ " , ' $ " @ $ )($ ' , '$ $ 1" " , "
7 ( " "(
9 $ 2> " ' $@

```

### To change stop numbers, next charge dates and driver numbers

```

" " $
$ 2> $ $ , ($ $ @
& ! " . ) . "+ next , $ # ) 3 ;
%
3 $ 2> $ ' + ( $ @

```

### To find next available stop number

```

" ( ) $ 2> "$" ( @
$ 2> " * ( @
& ( , ( ! " $ 2> " * ( @

```

## GENERATED INVOICES

### To create weekly invoices

```

. ' 2 " ( ) $ 2> 2 "(2@
H ' 2 ) $ 2> *"@
& " ( ) $ 2> $' +@
3 2 ( $ ( " ( > " @"( ( " (
* ( 1$ " + " ( $ ( ( , " @"( ( " (
6 $ 2> " + " @
7 $ 2> C@
9 / ( $ ( " ' ' , " + " ( " > @
$ 2> ' 2' , > " + " (@@

(B
2 ( + " , " " + " ( $ 2 ( $ 2 ( (
(

```

### To create weekly invoices by driver

```

" ( ) $2> "$" ( @
$2> " + " ( " + @
& 2 ( $ ( " ( > " @ ( " (
3 ( 61 "$ " + " ( $ ( ( , "
6 $2> " + " @
7 $2> C@

```

### Printing generated invoices

```

" ( ) $2> 4(A (@ "(1$( 1 $( , " + " ' (
$ ' 1"( "
& $2> " " + " @
3 / 1"( " (" + " , " $ ( 0 $2> " " + " @
6 H " $ + " 0($ > " $ + " @ $2> " " + " @
7 2 ( " "( 1" $2>5 @
9 5 " " ( " , " $ ' ' $2' > " ($ " + " @
" \ " + " @ > " + " @

```

### Adjusting generated invoices

```

" ( ) $2> 4(A (@ "(1$( 1 $( , " + " ' (
$ ' 1"( 4(
& $2> 4(@
3 > @'( ( ' " + " ' $(( > @ $ "( " $ )
( 1$ ' '
6 H $ 4( ( , " $ ' + ' ) " 4( )
$2> 4( @ " "

```

### Posting generated invoices

```

' 2 " ( ) $2> 2 "(2@
" ( ) $2> 4(A (@ "(1$( 1 $( , " + " ' (
& $ ' 1"( (
3 $ ; " $ + " ( + ' 4( ) $2> ( ( @
6 5 1$ (2 ; ( 1"( $( ( ( " (#5 @ > @%
' "( > $( @ ' $ 4( ( " + " ( " " + " (
( ) > ( " 8'( @ " # Transaction History
' $1%

```

## MANUAL PAYMENTS, INVOICES AND CREDITS

### To enter a customer payment

```

" ( ) $2> @
$21 " < @1$ ( " " > ' ' @ > ' @
& " " $
3 ((> $? @or $2> @
6 ) ; ! " " + " '
7 /, " " ; " $ ( , " $ # " ( ( (
1" " > @ $ % " " ' * ( "
$ + $) " " ' " " $ ( @ ' *
1$ " " , $ ( ( 1" # ( " & @ >
@ %
9 $2> + A *'@

```

### To enter a manual invoice

```

" ( ) $2> / + " : 4 (: " @
$21 " < @1$ ( " " > ' ' @ > ' @
& " " $
3 ((> $? @or $2> / + " @
6 ) ; + " '
7 " > $ ( @ ' *
9 $2> + A *'@

```

### To enter a manual credit

```

" ( ) $2> / + " : 4 (: " @
$21 " < @1$ ( " " > ' ' @ > ' @
& " " $
3 ((> $? @or $2> " @
6 ) ; + " '
7 " > $ ( @ ' *
9 $2> + A *'@

```

## OPEN INVOICES

```

/ + " ( 1, " $1 + 01 " (
, + " ( , ( $ ' ( / ( , + " ( " + " ,
: $ ) ( , > $ 2 @ / + " ) 1 "
(: $ ( 1 + 1" ( 1$ $ " + " ) ' ( + 1 $ (
1 , > $ 2 @ " "(1$ $ ' + $ $ " : + 1 $ +
/ + " 8' (

```

### To create a new open invoice

```

" ( ) $2> " " + " : " @
$2> " + " @
& $2> 1 " + " @
3 ( ' # ( + '$ $ %) " + " ' " + " "$
6 $2> + A *'@

```



## END OF MONTH

### Initial end of month housekeeping

```
      . ' 2      " ( ) $2> 2      "(2@
      " ( ) $2>      @
& $2> ( ( ( @#( ( " Posting generated invoices ' +%
3 2      "
6 $2> $ @ $2> "# 2 ( > $ @ > $ @
! $ $2      " "
7 $2> "$ $ @      ,      ($ (" " " ")
  $2> "@ $2      " "
9 $2> ( " @      (" ( " " ") $2> "@ $2
; (6-9 " $; ( ( ! "

      B
/, $ , > $ @ > $ @ ! $ ' 2 ,(      $"(
  $2> + ' @ "( " 1$ 2 $ ( " (
$ (/ ( " ( ! $$ ' $ ) 1$
1$ 4( ! $ ( " (5 = ( " ; ! "
```

### Printing customer statements

```
      " ( ) $2> , @
      $2> (@
& $ > " ( ( @ $2> "@
3 /      G $2> ($ $@ , " " $
6 (
7 $2> $ , ' $ JKL@
9 $2> "@
; / " " " * " )' ( " "( " 1" " ) $2> " "*"
# C% @) ($ ( " " , " " " ) $2> "
< / " " $( " " ) ($ 1 ( ( ' ( ) $2> " $(
# 3% @) $2 " "

5 ($ " ' , ( (/ ( , ( 7) $2 1 1 ( (
( # @ 1" $ ) , " + ? ? % $2> $ ,
( @      (" , "$) $2> C@ + ( 9
```

### End of month/year roll over

```
/"(      ' ( ( (      ' , "      $ /      "( +
      (      0      ' , *      = " " "      " ( '      $ +      (      = $ $
      $ )      "$ $ 0 $(
      . ' 2      " ( ) $2> 2      "(2@
      " ( ) $2>      @
& $2>      ,      @
3      ,      $(      ((      (G      (
6 $2>      "      $@
7 / , )      ( (=3 $2>      ,      $@
```

## TRANSACTION/STATEMENT HISTORY

```
"( "($ " + " 0 " + " 0 " " + " ( " " " ( $ +
' " ( ( ( ( ( ( ( ( " ( " ( ( ! " " $ +
" + " (# ( $ )" + " ' 1 ( ( % ' "
/ 1( " ( " / ( " "( G
- > ( " 8'( @ " "
> @1'$ " " + " (, " $ # ' " ' *% > '
/+ @1'$ ( " " + " ' " " *% > '
& H ! " " + " "( " $ )>$2> = " / + " @
( " "( $( $ ' " , 1 " 1'$( 1 " $ (
$ " + " : "( G
- > ( " 8'( @ " "
8" $ ! " " " " > @' *
& $2> " $(, ( $
3 $2 " " "
```

### To reprint previous months Statements

```
" ( )$2> '$"( @
$2> "( @
& " " $ ( "
3 " " $ ( "
6 $2>O"1: " @
7 $2 " " "
```

## REPORTS

### Driver route list

```
" ( )$2> "+" @
"+ ' ! "
& $2> " @
```

### Driver Stacking Report

```
1( "+ ! " (, " $ 1 2
" " ( )$2> 2' @
$ " + " ' ( 2' "( ! " ,
& $ . "+ ' '
3 $ " " (" " . > @ > " @ > , ( $@
> $
6 $2> " @
```

### Drivers schedule report

```
1( $ "+ ! " (, " $ 1 2
" " ( )$2> "+" (( $ @
"+ '
& $2> " @
```

## Customer Details Report

```
( ) ( + '$' $ ( ( 1( $' , " ( ( ( >" 1@
( ) $ '$' $ ( 1( $' + " = ( ( ) ( ( ( 1(
( " " ( ) $2> ( @
" " " $' 1"( + " 1 (
& $2> @
3 $ ( 1"( + " 1: " " "
6 ( 1'$ $1 + " 1" ' , " "
7 $2> " @
9 (1'$ ( " ( $(: "
```

## Royalties Report

```
" ( ) $2> '$" ( @
& $2> $' ( @
& $2 " "
```

## Rental Changes Report

```
"( 1( ( ( $# 0! "0 "% "
" ( ) $2> $ ( @
! "
& $2> " @
```

## SET-UP

```
( = ( ( 1(your" , " "( , " "( ( , ( ( (
" ( ) $2> '$" ( @
& $2> = @
& " , " ( ( (
```

ⓑ

Setup passwords and priorities

```
"( , '$' ( ((1 ( , $+$ ( ((1 0
'$" ( ) $2 ( , $2 > ((1 @ ((1 0
> $( ( $ " / @ ((1 "+ ( ((1 , $( (
> 4( $ " / @ "+ ( ((1 1 " 1" ( 0 4(
( " + " ( > " $' $$$ " / @ "+ ( ((1 + ( $ 1"
( ( '$ " $' $ $ ( , 1 ( / 11 ((1 0 $ +
$ $ " ((1 M
```

## EDITING AGED TRIAL BALANCES

```
"( ( " ( ( $" (" " > @> @ $ ( "
( $ ( * $ ( ( $' (" " > @> @ $ ( "
( $ ( 0, * $1 " " ( " " ( $' (1 $
$1 4( ( 1" " > @> @ * (? @ $ (
" ( ) $2> " - $ @
& " ((1 $2> C@
& " ( " "
```

3 ( 2 1 1 \$ ( \$ " before 2' ( (

6 \$ 2> \*!@1 " > \$ @ \$





