

Additions to Manual, version 2.21 of Machine Quilters Business Manager April 2008

Main Menu:

Blank Worksheet:

This report can be used as an intake sheet when your computer is not available. It will list out your charges for Quilting Service, Battings, Backings, Bindings and has blank spaces for Thread Choices, Set Up, Trimming, Turning, etc.

Back Up Instructions:

This is a tab which gives the instructions on how to back up your system. Please do this regularly!!!Up

Sales Log replaces Quilt Log:

This is actually just a name change. With this new version you can now designate a type of sale for each invoice.

Changes to Invoice Screen:

The screenshot shows the Invoice Screen with the following fields and values:

- New Quilt** (button)
- Delete this Quilt** (button)
- Type of Sale:** Quilt (dropdown)
- Name of Quilt:** Pansy Park
- MQBM Inv#:** 20082
- Quick Search by Name:** (dropdown)
- Your Inv #:** 600
- Last #** (button)
- Type of Quilt:** BOM Quilters Haven 2004 (dropdown)
- Date Accepted:** 9/26/2004
- Promised:** 11/26/2004
- Completed:** 11/23/2004
- Returned:** 11/26/2004

Type of Sale:

Enter the type of sale which best represents the items being sold on the invoice. The type will default to Quilt but if you want to sell something else, books, notions, rolls of batting, etc, the invoice can be labeled as such and will then group together on the Sales Log and in the Financial Reports.

Your Invoice #.

You now have a choice to use either the MQBM invoicing numbering system or to build your own list. Clicking on Last # used will allow you to see the last number that was entered, so you can easily keep track of your numbers. This is a number only field, no letters or – allowed! If 0 appears in the field, highlight and delete or backspace to remove.

If you have 0 in all of your invoices and would like to remove them, use the Payment screen below. From the first screen, enter a valid invoice number in MQBM Invoice # field. Click on Payment by MQBM Invoice #, Click on See All Invoices in the upper right hand corner. Now Click in Your Invoice #. From the Edit Menu, choose Find. Now from the Replace tab, enter 0 in the Find field and leave the Replace field blank. Then choose replace all and Yes to the prompt that you cannot change once this is run.

Changes to Payment Screen:

The screenshot shows the Payment screen with the following fields and buttons:

- Payment** (title)
- MQBM Invoice #:** (text input)
- Payment by MQBM Invoice #** (button)
- OR**
- Your Invoice #:** (text input)
- Payment by Your Invoice #:** (button)

The screenshot shows the main Invoice screen with the following sections:

- Customer#:** (text input)
- See All Invoices** (button)
- Quick Search for this Quilt number:** (dropdown)
- MQBM Invoice #:** 20082
- Your Invoice #:** (text input)
- Name of Quilt:** (text input)
- Type of Quilting:** (text input)
- Date Accepted:** (text input)
- Date Promised:** (text input)
- Date Returned:** (text input)
- Subtotal:** (text input)
- Tax:** (text input)
- Deposit:** (text input)
- Final Cost:** (text input)
- Amount Paid:** (text input)
- Date paid:** (text input)
- Paid by:** (dropdown)
- Check# or Credit Card:** (text input)
- Charges:**
 - Quilting Charge: (text input)
 - Thread Change Charge: (text input)
 - Specialty Thread Charge: (text input)
 - Overall Thread Charge: (text input)
 - Batting Charge: (text input)
 - Backing Charge: (text input)
 - Additional Service NoTax: (text input)
 - Additional Service Tax: (text input)
 - Set Up Charge: (text input)
 - Seaming Charge: (text input)
 - Trimming Charge: (text input)
 - Pressing Charge: (text input)
 - Turning Charge: (text input)
 - Extra Charge: (text input)
 - Extra Charge 2: (text input)
 - Sleeves: (text input)
 - Embroidery Charge: (text input)
 - Quilt Label Charge: (text input)
 - Shipping/Handling: (text input)

You can now see all of this information about your payments without going to individual customers. See All Invoices button will show all invoices.

Quick Search by MQBM Invoice Number will allow you to move between invoices. You can enter information about the invoice on this screen.

Thread Sales

There are two methods for entering thread sales. Step 1 allows entry of thread color choices but is limited to three threads and no amount can be entered. Step 1a allows for as many threads as you care to enter and it allows for quantity used to be entered. You can use either system to track thread or both if you choose. Charges are entered separately.

Step 1: Select Thread Types

Thread 1:

Thread 2:

Thread 3:

Bobbin:

Star Black
Star White
To match
Rayon
Variegated Thread

Step 1a: OR Enter thread colors and amount used for tracking

Thread Color:	Amount Used:	Unit:
Amazon Rainforest	1	cone
Amico Rust	0.25	cone
*		

Record: 2 of 2

Step 1

- Click on the drop down arrow and select thread.
- There is space to place 3 separate top thread choices and 1 for the bobbin.
- It is recommended to use the most used colors in the list.
- You can enter any thread choice in the box even if it is not on the list.
- The list is maintained in the Drop Down List Section.

Step 1a

- Click on Thread Color choice drop down and select the thread
- Once the quilt is complete, enter the amount of thread used, this can be by bobbin, by cone, spool, etc. The list will build as you enter items.
- Later in Financials, you can print out the list of threads and how much of each was used.

Supplies and Expenses

A new field was added to both Supplies and Expenses Screens. It is Type of Supply, this self build list (meaning that as you add items to the list they will become available choices once saved) will allow you to group your supplies and expenses and then name them more specifically. The financial reports will group by Type of Supply, then Name of supply for listing out your expenditures.

Sales Log

There are two Sales logs, one shows only those sales that have been marked returned to customers, the other includes your entire sales history. You can sort for types of sales prior to opening the screen, or reveal the entire list.

From Main Menu Financial Section, Click on:

Choose the Type of Sale

quilt

See the History for this Type of Sale, Returned to Customer

See the Full History for this Type of Sale

Sales Log by Type

Sales, Full History

Financial Reports:

Financial Reports

Start Date: 1/1/2006
End Date: 12/31/2008
Key: use this format for dates 01/01/01

Supplies by Date
Expenses by Date
Supplies by Type
Expenses by Type

Must Choose Type of Sale:

Sales by Date

Sales by Customer by Date

Combined Financials for Type of Sale

Combined Financials for Quilt Sales

Quilts by Design Choice

Quilts by Quilting Service

All Sales Combined:

Taxes Collected

Taxes Collected all Info

Sales not Marked Paid

All Sales by Date

All Sales by Customer by Date

Combined Financials by Date

Chart of Average Charges

Additional Services Non Taxed

Additional Services Taxed

Batting Sold

Backing Sold

Thread Charges

Thread Color Report

Thread Color Use Report

Batting/Backing/Thread Sold

Due to the change in Type of Sale you now have two columns of Reports. The first allows you to choose the Type of Sale and then the report will pull out the sales marked paid that are in the Type of Sale chosen.

All sales combined will reveal all sales grouped by the Type of Sale.

Quilts by Design and Quilting Service

Check out these two reports to see your quilts listed by the Design Choice/Pantograph and by your Price List categories.

Thread Reports

Also notice the Thread Color Report and Thread Color Use Report. Thread Color Report will group all of the threads listed in your Drop Down list with quilts that you used them on. The Thread Color Use Report will reveal the Step 1a thread list which can report total amounts of thread used for inventory.

Thread Color Report

1/1/2007 to 12/31/2008

Invoice #:	Date paid:	Type of Quilting:	Size of Quilt:
Amazon Rainforest			
38	9/12/2007	Custom Complex \$.025 per square inch	5976.00
366	12/22/2007	Overall Simple \$.0125 per square inch	4.00
Bobbin			
366	12/22/2007	Overall Simple \$.0125 per square inch	4.00
Amco Rust			
366	12/22/2007	Overall Simple \$.0125 per square inch	4.00
Black			
366	12/22/2007	Overall Simple \$.0125 per square inch	4.00

The third will list out the Threads listed in Step1A from the Quilt Order page. This will give you amounts of thread sold.

Thread Use Report

1/1/2007 to 12/31/2008

Date paid:	Invoice #:	Amount Used:	How Sold:	Type of Quilting:
Amazon Rainforest				
12/22/2007	366 / 1006	1	cone	Overall Simple \$.0125 per square inch
Total Amount Used:		1		
Amco Rust				
9/12/2007	38 / 0			Custom Complex \$.025 per square inch
12/22/2007	366 / 1006	0.25	cone	Overall Simple \$.0125 per square inch
Total Amount Used:		0.25		

Batting Sold

Batting Sold		1/1/2007 to 12/31/2008															
Batting Type	Quilt#	Date	Batting Amt	Batting Charge	Batting Purchased												
<i>Hobbs 6 ounce polyester 48" wide</i>																	
	368	12/19/2007	77	\$3.08													
	366	12/22/2007	72	\$2.88													
Amount Sold::			149	\$5.96													
<table border="1" style="border-style: dashed; width: 100%;"> <thead> <tr> <th>Date Purchased</th> <th>Qty:</th> <th>Total Cost</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>12/31/2007</td> <td>900</td> <td>\$77.00</td> <td>open 12/31/07</td> </tr> <tr> <td>Total:</td> <td>900</td> <td>\$77.00</td> <td></td> </tr> </tbody> </table>						Date Purchased	Qty:	Total Cost	Notes	12/31/2007	900	\$77.00	open 12/31/07	Total:	900	\$77.00	
Date Purchased	Qty:	Total Cost	Notes														
12/31/2007	900	\$77.00	open 12/31/07														
Total:	900	\$77.00															
<i>Hobbs 6 ounce polyester 96" wide</i>																	
	38	9/12/2007	82	\$6.56													
Amount Sold::			82	\$6.56													
Totals:			231	\$12.52													

IF you have been consistent with naming battings in both Supply Entry and on Invoices, this report will pull together battings you have sold per invoice with what you have purchased. So after you have developed your Batting Sales drop down list, double check your Drop Down list for Supplies to make sure the names of the battings are consistent and unique. It is also helpful to be consistent in the amount columns between the

two areas. For ex, if you sell batting by the linear inch, then when you record how much you purchase, calculate the linear inches you have purchased. On the above example, you can see that 900 linear inches of Hobbs 6 ounce polyester was purchased, not 1 roll. If you enter the date you begin to use the roll, and when you finish a roll, you will have a quick idea of your batting inventory.