

# Machine Quilters Business Manager

## On Line Class Block 2

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### Invoicing, Sales Invoice Screen

#### Navigation zone

- Can access the screen via:
  - Customer screen, this is a faster way to sort the quilts for the customer
  - Sales/Invoice tab, then choose the customer via first or last name.
    - If you do not choose a customer, the quilt will be unassigned, will cover in troubleshooting
- Return to this Customers Information
- Blank worksheet for this customer
- Search All Invoice (discuss later)
- Decimal Chart

#### Identify the quilt/invoice

The screenshot shows a software window titled 'New Quilt'. On the left, there are navigation buttons: 'New Quilt', left and right arrows, and a delete button. The main area contains several input fields and buttons:

- MQBM Inv#:** A text box containing '547'.
- Your Inv#:** An empty text box.
- Last Inv # used:** A button.
- Type of Sale:** A dropdown menu with 'Quilt' selected and an 'Add to List' button.
- Quilt Name:** A text box containing 'Frozen Panel'.
- Quilt Type:** An empty dropdown menu with an 'Add to List' button.
- Invoice Title:** An empty dropdown menu with an 'Add to List' button.
- Search Quilts By:** A section with three dropdown menus: 'Quilt Name', 'MQBM Inv#', and 'Your Inv#'.

- New Quilt –
- Buttons right and left
- Delete the quilt
- MQBM Inv#- automatically inserts a number, cannot change it, if you delete it is gone forever!
- Your Inv# - 16001,
- Last Inv# used: will always look for the largest number, so 150001 is larger than 16001.

#### Type of Sale:

- This is a grouping of Sale Types
  - Will default to Quilt
  - Use Add to List button to make your own groups.
  - Will use in Financials and on the Quilt Sales Spreadsheet

#### Quilt Name

- Name with customer, want to be able to find this quilt when the customer asks for history
- Use the Design name, quick reference to see what designs customer has used.
- Piecing pattern name, gift to someone,

#### Quilt Type

- Another way to group your quilts across customers
  - Use Add to List to make your own group
  - Will use on the Quilt Sales Spreadsheet to see across customers
- Block of the Month, Mystery Quilts, Pricing Category, Design Category, Start to Finish, T- shirt quilts, Art Quilt, Shop Sample (pull across Shops), RUSH.
  - With Filter by Selection, you can use more than one descriptor and you can find a word. Will discuss more in Financial Reports.

#### Invoice Title

- Here is where we use the disclaimers that we built earlier in Set Up.
- Can quickly add to the list here, using Add to List

#### Search Quilts by:

- Quilt Name
  - If you have blank names they will show as blanks
  - The list will be just for this customer
  - If you have just added a quilt, it will appear on list if you click Click to Save
- MQBM Invoice #
- Your Invoice #

## Dates

Add 14 30 45 60 90 Days						
Date Accepted:	2/13/2016	Target Date:	<>5 days of target	Completed:	Returned:	4/11/2016

### Date Accepted

- This is the date the quilt arrives in your studio,
  - it is used to calculate your turn around time on the Quilt Sales spreadsheet
- use Ctrl +; to drop in todays date, choose from calendar, type in 1/1/ and it will fill in year.

### Target Date

- When you would like to return the quilt to the customer
- Use after they have left the studio if you don't want the date to show on their receipt
- Buttons to drop in future dates
- <> 5 days of target

### Completed

- When you finish the quilt.
- Helpful on the Quilt Work Log to show that quilt is done, waiting to pick up
- Is used to calculate turn around time on the Quilt Sales spreadsheet

### Returned to Customer

- When the quilt is returned to the customer
- Takes the quilt off of the Work Log

## Quilting Service

Quilting	Thread	Batting	Backing	Binding	Image	Notes	Additional Charge No Tax	Additional Charge Taxed
<p>Step 1 → Step 2 → Step 3: Click on appropriate "Use" button below:</p> <p>Enter width and length</p> <p>Width: <input type="text" value="55.000"/> in/cm</p> <p>Length: <input type="text" value="70.000"/> in/cm</p> <p>Click here to Calculate size</p> <p>Sq In/cm: <input type="text" value="3850"/>    Sq Yds: <input type="text" value="2.97"/>    Sq Feet: <input type="text" value="26.736"/>    Sq Meters: <input type="text" value="0.385"/></p> <p>Use sq In    Use sq Yd    Use sq Ft    Use sq Meter</p>								
Step 4: Pricing Category:		Price per Unit	Placement area:	Design:	Sort and Add to List	Size of Area/Qty: Price:		
<input type="button" value="Add to List"/>			<input type="button" value="Add to List"/>	Sort 1:				
<input type="checkbox"/>	Edge to Edge - Dense/Comple	\$0.0250	Blocks	Almost Paisley e2e			3850.00	\$96.25
<input type="checkbox"/>			Outside Border	Almost Paisley Floral Bc				0.00

### Step 1

- Enter the Width and Length

### Step 2

- Click here to Calculate Size, notice the calculations

### Step 3

- Clicking on the Use button will drop the calculation into the Size of Area/Qty field of the selected record below.

### Step 4

- Pricing Category
  - Choose from list, the Price per Unit will drop in
  - Samples:
    - Edge to Edge using sq inch
    - Minimum Charge using 1 in Qty
    - Hourly charge using the number of hours in Qty
- Placement Area
  - Where on the quilt the design will be placed on the quilt
- Design
  - Choosing design
  - Sort 1
  - Add to List button

### Step 5 and 6

- Click to Sum
- Click here to Accept and move over
- Red indicates there is a difference between the two values.

## Thread

Quilting	Thread	Batting	Backing	Binding	Image	Notes	Additional Charge No Tax	Additional Charge Taxed
Sq In/cm	Sq Yds:	Sq Feet:	Sq Meters/cm:	Sq Meters/in:				
3850	2.97	26.7361	0.385	2.483871				
Enter thread color choices, charges as desired:								
Charge Category:	Thread Color:	Add to List	Used Where?:	Amount Used:	Unit:	Price per Unit:	Extended Price:	
Add to List	Sort:		Add to List					
Group B	405 SF Cashew		Blocks	15.00	bobbin	\$0.75	\$11.25	
Group B	402 SF Pearl		Outside Border	1.00	per quilt	\$10.00	\$10.00	
*				0.00				

### Charge Category

- Chose pricing category
  - Samples
    - Simple Group by bobbin
    - Simple overall charge by Brand
    - Accounting for quality of thread, density of design, size of quilt
  - Price per unit drops in

### Thread Color

- Choose from list
- Sort by Group or Brand
- Add to List using the button
  - Don't forget the Shopping List

### Used Where

- Amount Used
  - Sample
    - Bobbin, counted and entered once quilt is completed
    - Overall Charge, use of 1 in Amount Used
    - Sq Yards used
- Unit
- Click here to Sum and Accept to move to right

## Batting

Quilting	Thread	Batting	Backing	Binding	Image	Notes	Additional Charge No Tax	Additional Charge Taxed	
Width:	55	Add to Width	Linear (per inch)		Square				
Length:	70	Add to Length	Yd	Meter	In/cm	Yds:	Feet:	Meters:	
			Width:	1.53	1.40	3850	2.97	26.74	0.39
			Length:	1.94	1.78				
Enter the amt of extra batting to add to the quilt. To add 5" to the sides of the quilt enter 10 here.			These fields includes addition, enter value below						
	6		Width:	1.69	1.55	4270	3.295	29.653	0.427
			Length:	2.11	1.93	4180	3.225	29.028	0.418
Batting Type:	Add to List	Used Where?:	Qty/Amt Sold:	Price per Unit:	Unit Sold	Extended Price:			
Hobbs 80% cotton/20% poly 96" wide			61	\$0.32	linear inch	\$19.52			

- Enter width and length
- Note Extra Amount
- Calculations:
  - Top values are the straight measurements
  - Boxed values include the extra amount indicated
- Batting Type
- Always choose from drop down, Price per unit will drop in
- Add to List, and Shopping List
- Samples:
  - Price per Linear Inch
  - Price per Package
  - Customer Supplied, typing in what they brought

## Backing

Quilting	Thread	Batting	Backing	Binding	Image	Notes	Additional Charge No Tax	Additional Charge Taxed
Width: <input type="text" value="55"/> Inches		Linear <input type="text" value="1.53"/> Yd <input type="text" value="1.40"/> Meter		Sq In/cm <input type="text" value="3850"/> Sq Yds: <input type="text" value="2.97"/> Sq Feet: <input type="text" value="26.7361"/> Sq Meters/cm: <input type="text" value="0.385"/> Sq Meters/in: <input type="text" value="2.483871"/>				
Length: <input type="text" value="70"/> Inches		Length: <input type="text" value="1.94"/> <input type="text" value="1.78"/>						
Backing: <input type="button" value="Add to List"/>		QTY/Amt Sold:		Price per Unit:		Unit Sold:		Extended Price:
<input type="checkbox"/> Off white bamboo/cotton 90" wide		1.75		\$9.00		per yd		\$15.75
<input type="checkbox"/>		0						

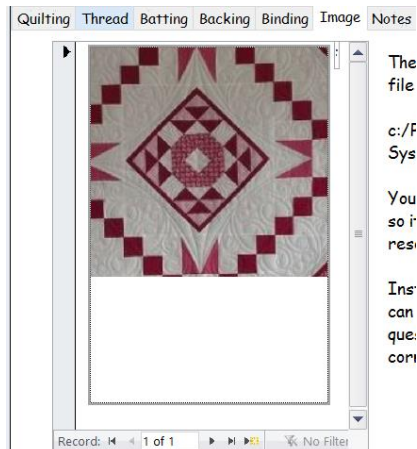
- Width and Length brought forward
- Calculations of linear yard of the width and length
  - Don't forget the calculator on your computer, often just a click on the keyboard
- Choose from drop down list, Price per unit will drop in.
- Add to List button and Shopping List

## Binding

Quilting	Thread	Batting	Backing	Binding	Image	Notes	Additional Charge No Tax	Additional Charge Taxed
Width: <input type="text" value="55"/>		Linear In/cm <input type="text" value="250"/>		Linear Feet <input type="text" value="20.833"/>		Linear Meters (if measured in cm) <input type="text" value="2.50"/>		
Length: <input type="text" value="70"/>		Use Linear Inch <input type="button" value="Use Linear Inch"/>		Use Linear Foot <input type="button" value="Use Linear Foot"/>		Linear Meters (if measured in inches) <input type="text" value="6.35"/>		
Binding: <input type="button" value="Add to List"/>		QTY/Amt Sold:		Price per Unit:		Unit Sold:		Extended Price:
<input type="checkbox"/> sew on front and hand stitch back		250		\$0.25		per inch		\$62.50
<input type="checkbox"/>		0						
						Sub Contract: Jan Malmquist		

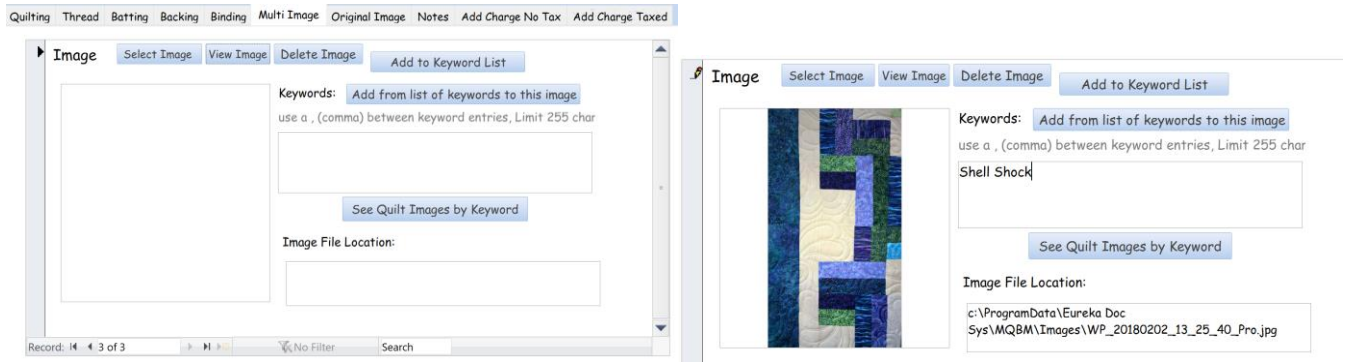
- Choose the service
- Add to List button
- Use Linear Inch or Foot
- Sub Contractor

## Image

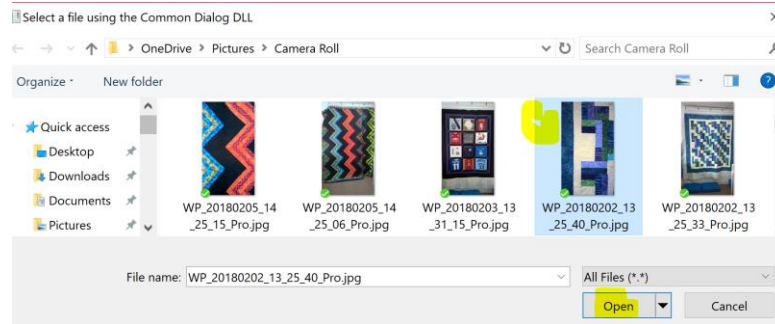


- Limited to 2 gigabites of images
- Held in QuiltPics.accdb
- Open a screen/window of the Quilt image in any application
  - Once it is on the screen,
  - Click to open the Snipping Tool, as the tool opens the screen will become grey
  - Left click and hold the mouse click and drag a box around your quilt
  - Choose the copy icon
  - Return to MQBM, make sure the box is outlined and click on the Paste icon.

## Multi Images



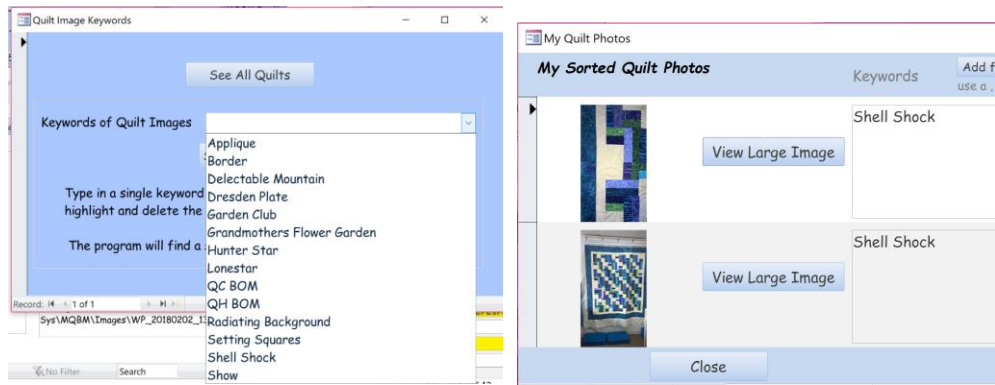
- Select Image button
  - Opens a browser window to locate the image
  - Once you click on an image and Open it will be copied to c:/ProgramData/EurekaDocSys/MQBM/Images folder



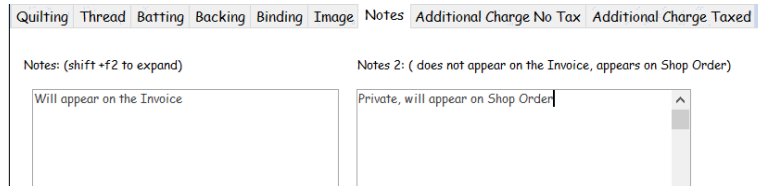
- 
- View Image
  - Opens the image in a viewer, you will see the full image and be able to scroll in and out, etc
- Delete the Image
  - Will unattached the quilt image from the quilt invoice.
- Add to Keyword List
  - This is the list that you will build to keep track of the keywords that you have used.



- 
- Add from List of keywords to this image
  - Here you can choose as many keywords as you like to describe the image.
  - You will be able to choose one item from the list as you view images
- See Quilt Images by Keyword
  - This is where you sort the Quilt Images by Keyword to find them.

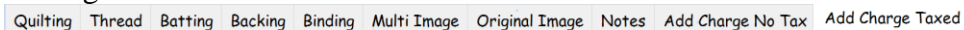


## Notes



- Notes on the left appear on the Invoice
- Notes on the right do not appear on the Invoice
  - Add other information about the quilt, any issues that you might want to share with customer
  - Notes about the design set up to retain for later
- Notes on the right do appear on the Shop Order screen.

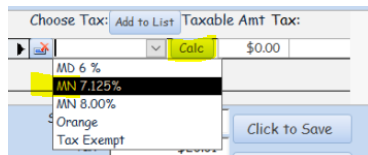
## Additional Charges



Charge	Add to List	Component	Amount	Unit	Price/Unit	Final Price
Discounts		30% off batting	23.36		(\$0.30)	(\$7.01)
Fabric		3304 Hoffman Batik		1.5 per yd	\$12.00	\$18.00
Embroidery		0-1,000 stitches		5 Monogram	\$1.00	\$5.00
*				0		

- Choose Charge from Drop Down
- Choose a Component from the drop down list
- Enter Amount ( the most important column!)
- Samples
  - Discount
    - Amount is the key
    - Percentages
      - If discounting Subtotal, enter the full subtotal
      - If discounting Batting, enter just the batting charge
    - Amount off
      - Enter 1 in amount if set up is \$10.00 off, to give \$10.discount
  - Selling Fabric
    - Enter the amount of fabric being sold

## Tax Rates



- Add to List
- Choose from drop down.
- Click on Calc to see Tax Rate pop up dialog box, choose Ok
  - Trouble shooting

- If tax rate is not listed, then it has been archived, return to Add to List and uncheck the archive box
- If no tax is calculated, there is a blank field either on this screen or the Tax Rate Set Up screen.

## Hours

Hours	5.500	Stitch Count:	200,000
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- Enter the hours it took to complete the quilt.
- Be consistent with the hours that you enter, may include intake, loading, design time, trimming, etc.

## Stitch Count

- Enter the stitch count. Just for reference

## Click to Save

Taxable Amt Tax:								
Calc	\$268.33	\$19.12						
Calc	\$0.00							
<table border="0"> <tr> <td>\$268.33</td> <td>Click to Save</td> </tr> <tr> <td>\$0.00</td> <td>Invoices</td> </tr> <tr> <td>\$268.33</td> <td></td> </tr> </table>			\$268.33	Click to Save	\$0.00	Invoices	\$268.33	
\$268.33	Click to Save							
\$0.00	Invoices							
\$268.33								

- Save after any changes and after Payment is entered.
- Payment Box
- Enter Date, Amount of Payment (use Copy Final Cost button)
- Leave Final or choose Deposit or Payment
- Form is a field to add Cash, CC, Check #, etc.

## Invoice Choices

- Fonts

**Invoice Font Set-Up:**  
(some fields will appear in Italics and Bold)

Logo Company Name Font: **Harrington**

Logo Company Name Font Size: **16**

Logo Font: **Comic Sans MS**

Logo Font Size: **10**

Invoice Font: **Arial**

Invoice Titles Font Size: **10**

Invoice Font Size: **10**

- Review the Labels
- Invoices

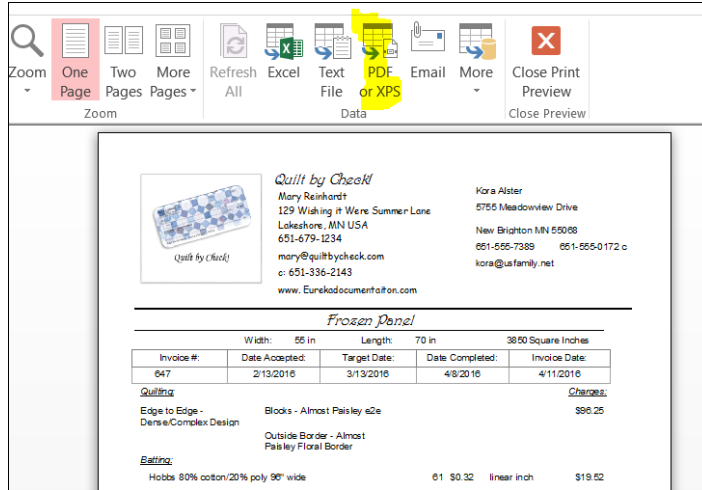
**Invoice Choices:**

<p><u>Invoices with No Logo</u></p> <p>Invoice with No Logo</p> <p>Invoice with No Logo Quilt Image (Original)</p> <p>Invoice with No Logo Quilt Images (Multiple)</p> <p>Invoice with No Logo and Design Image</p>	<p><u>Shop Order (only customer info)</u></p> <p>Shop Order</p> <p>Shop Order with Design Image</p>
<p><u>Invoices with Logo in Upper Left Corner</u></p> <p>Invoice with Logo</p> <p>Invoice with Logo and Quilt Image (Original)</p> <p>Invoice with Logo and Quilt Images (Multi Image)</p> <p>Invoice with Logo and Design Image</p>	<p><u>Combine more than one quilt on invoice</u></p> <p>Combined Invoices</p>
<p><u>Invoice with Quilt Image in Upper Left Corner</u></p> <p>Invoice with Quilt Image (Original)</p> <p>Invoice with Quilt Image (Multi Image)</p> <p>Invoice with Quilt(Original) and Design Image</p> <p>Invoice with Quilt(Multiple) and Design Image</p>	<p><u>Include only Additional Charges</u></p> <p>Additional Charges Only with No Logo</p> <p>Additional Charges Only with Logo</p> <p>Close Screen</p>

Lost Quilt?? Info didn't show on Invoice? Assign Customer

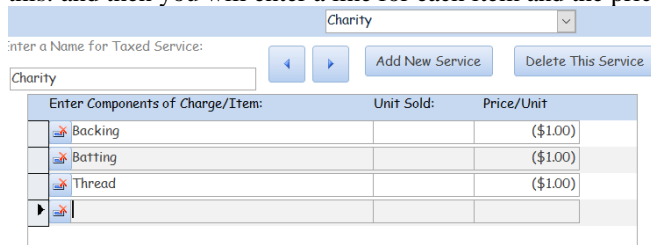


- Emailing an invoice to a customer.
  - Select the pdf icon from the Print banner, save the pdf in a folder on your computer and then attach it to an email.

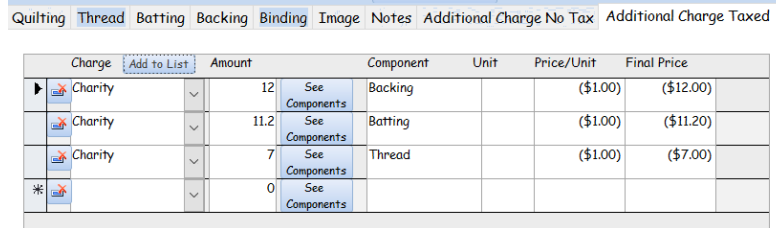


Sample Invoices

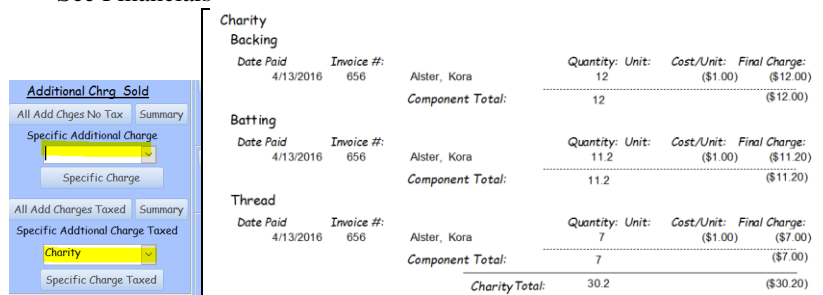
- Regular Quilt Sale
- Charity quilt
  - Use wholesale pricing for Batting, Backing and thread
    - Choose the name of batting and change the price to the wholesale amount
  - Discount the entire price under Additional Charge No Tax.
  - Pay at \$0.
  - See how much you have discounted in Financials under Additional Charges No Tax.
    - If you want a break out of Batting, Backing and Thread, your set up should look like this: and then you will enter a line for each item and the price of the item in amount.



Additional Charge No Tax Screen



- See Financials



Teaching



Charge	Add to List	Amount	Component	Unit	Price/Unit	Final Price
Border to Border	▼	1	See Components	Class Fees	@\$250/session	\$250.00
Border to Border	▼	30	See Components	Registration Fee	@\$25/student	\$750.00
Border to Border	▼	250	See Components	Expenses Paid	a session	\$1.00
Border to Border	▼	30	See Components	Kit Fee	@\$35/student	\$1,050.00
	▼	0	See Components			

**Additional Charges Non Taxed 1/1/2016 to 12/31/2016**

**Border to Border**

**Class Fees**

Date Paid	Invoice #	Quantity	Unit	Cost/Unit	Final Charge
4/11/2016	653	1	Quilters Haven,	@\$250	\$250.00
<b>Component Total:</b>					<b>\$250.00</b>

**Expenses Paid**

Date Paid	Invoice #	Quantity	Unit	Cost/Unit	Final Charge
4/11/2016	653	250	Quilters Haven,	a sessio	\$1.00
<b>Component Total:</b>					<b>\$250.00</b>

**Kit Fee**

Date Paid	Invoice #	Quantity	Unit	Cost/Unit	Final Charge
4/11/2016	653	30	Quilters Haven,	@\$35/st	\$1,050.00
<b>Component Total:</b>					<b>\$1,050.00</b>

**Registration Fee**

Date Paid	Invoice #	Quantity	Unit	Cost/Unit	Final Charge
4/11/2016	653	30	Quilters Haven,	@\$25/st	\$750.00
<b>Component Total:</b>					<b>\$750.00</b>
<b>Border to Border Total:</b>					<b>\$2,300.00</b>

**Additional Chrg Sold**

All Add Chges No Tax Summary

Specific Additional Charge

Border to Border ▼

Specific Charge

**Fabric Sale**

Charge	Add to List	Amount	Component	Unit	Price/Unit	Final Price
Fabric	▼	1	See Components	123 Coffee Hoffman Batik	@ \$12/yd	\$12.00
Fabric	▼	1	See Components	Hoffman Batik- fq	@\$3.50 /fat qtr	\$3.50
Fabric	▼	0.5	See Components	Hoffman Batik -per yd	@\$12.00/yd	\$6.00
	▼	0	See Components			

**Additional Charges Taxed 1/1/2016 to 12/31/2016**

**Fabric**

**123 Coffee Hoffman Batik**

Date Paid	Invoice #	Quantity	Unit	Cost/Unit	Final Charge
4/9/2016	652 16001	1	Alster, Kora	yd	\$12.00
4/11/2016	647	1	Alster, Kora	@ \$12/yc	\$12.00
<b>Component Total:</b>					<b>\$24.00</b>

**Hoffman Batik- fq**

Date Paid	Invoice #	Quantity	Unit	Cost/Unit	Final Charge
4/11/2016	647	1	Alster, Kora	\$3.50/fat	\$3.50
<b>Component Total:</b>					<b>\$3.50</b>

**Hoffman Batik -per yd**

Date Paid	Invoice #	Quantity	Unit	Cost/Unit	Final Charge
4/11/2016	647	0.5	Alster, Kora	(\$12.00)	\$6.00
<b>Component Total:</b>					<b>\$6.00</b>
<b>Fabric Total:</b>					<b>\$33.50</b>

**Specific Additional Charge Taxed**

Fabric ▼

Specific Charge Taxed

**Trouble shooting**

- If you don't choose a customer first.
- When you go to print you will see

*Quilt by Check!*

Mary Reinhardt #Type!

129 Wishing it Were Summer Lane #Type!

Lakeshore, MN USA

651-679-1234

mary@quiltbycheck.com

- Another symptom: when you go back into the system later and you find the customer and the quilt is not listed on her Search.
- To resolve use, Support, Sales Management, the quilt will be at the top of the list and you can choose the customer from the list and the quilt will associate with the customer.

Back Up Your Data | Memory Device | Installing on a new computer | Contact Us | Sales Mgmt | Print Users Guide

This is a log of all of your sales. Be careful to not delete entries as they cannot be re-created. This log should only be used to change customers associated with a sale. Search the quilt by Inv # or scrolling, then add/change the correct customer # in Cust # column.

Inv#:	Your Inv #	Customer Name	Name of Quilt	Accepted	Returned	Completed	Subtotal	Tax	Final Cost	Date Paid
655			Quilt with no Customer	4/13/2016			\$101.25	\$7.21	\$108.46	
336	335	Alins	Ann's First Quilt	11/26/2010	12/19/2010	12/11/2010	\$188.26	\$13.41	\$201.67	12/19/2010
466	440	Alins	Pillow Shams	7/12/2011	8/2/2011	7/22/2011	\$26.62	\$1.90	\$28.52	1/25/2012
595		Alins	Lancaster Puzzle	2/4/2012	3/4/2012		\$77.17	\$0.00	\$77.17	2/4/2012

- No totals are calculating
  - There is a blank field in the right hand column.

Quilting Charge: \$159.13

Thread Charge: \$17.32

Batting Charge: \$23.36

Backing Charge: \$0.00

Binding Charge: \$81.00

Add Charge No Tax: \$0.00

Add Charge Tax: \$0.00

Shipping: \$0.00

Choose Tax: Add to List Taxable Amt Tax:

MD 6 %	Calc	\$280.81	\$20.01
*	Calc	\$0.00	

Subtotal: Tax: \$20.01

Final Price: Invoices

- There is a blank field in Tax Rate Set Up

Name of Tax:	Quilting Charge	Thread Charge	Batting Charge	Backing Charge	Binding Charge	Additional Charges	Shipping Charge
ex: MN 7.125%	Tax Rate	Tax Rate	Tax Rate	Tax Rate	Tax Rate	Tax Rate	Tax Rate
do not remove tax from list	ex: 0.07125						
MN 7.125%	0.07125	0.07125	0.07125	0.07125	0.07125		0
Tax Exempt	0	0	0	0	0	0	0

- No Tax has been chosen. Choose Tax Exempt or add 0 here

Choose Tax: Add to List Taxable Amt Tax:

	Calc	\$0.00	
--	------	--------	--

- Font choice is left blank, will see this error

Invoice Font: Arial

Invoice Titles Font Size: [blank]

Invoice Font Size: [blank]

Font Set-Up Guide: Set Up for Labels on Invoice

Invoice with No Logo and Design Image

Invoice with Logo and Design Image

Invoice with Microsoft Access

Shop Order

The OpenReport action was canceled.

- Solution is to re-enter the Invoice Font and or the Font Size.

## Work Log/ Waiting List

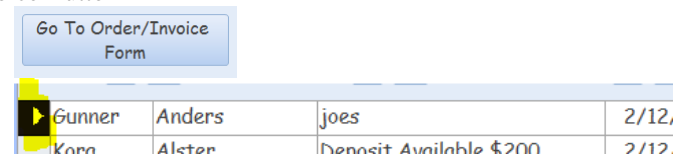
### Work Log

Customer Name	Name of Quilt	Dates	Accepted:	Target:	Completed	Sq Yds	Width:	Length:	Telephone:	Subtotal:	Total:
Korner Anders joes			2/12/2016			3.37	56	78	651-766-0721	\$0.00	\$0.00
Kora Alster Pam			4/14/2016	4/14/2016	4/14/2016	5.42	78	90	651-955-7389	\$175.50	\$175.50
Kora Alster Test			4/14/2016	4/14/2016	4/14/2016	0.00	0	0	651-955-7389	\$0.00	\$0.00
Kora Alster Deposit Available \$200			2/12/2016			0.00	0	0	651-955-7389		
Bobbie Koret Dresden Plate			10/19/2011	1/16/2011		1.67	46.5	46.5	651-481-3276	\$81.49	\$87.30
Bobbie Koret Fall Squares			10/19/2011	1/16/2011		3.97	66	78	651-481-3276	\$160.44	\$171.87
Susan Thomas Thimbleberries Circles			12/21/2011	1/31/2011		4.29	67	83	651-774-0909	\$198.27	\$212.40
Jane Mallory Jungle Animals - Grant			11/1/2011	11/15/2011	11/19/2011	0.98	31	41	651-497-4850	\$52.89	\$56.52
Jane Mallory Elso - The whole World Quilt			11/6/2011	11/28/2011	11/19/2011	0.81	27	39	651-497-4850	\$36.62	\$39.23
Jane Mallory Sofia Quilt			11/10/2011	11/29/2011	11/19/2011	1.12	31	47	651-497-4850	\$48.12	\$51.95
Kora Gantner NM6 Basket Blocks			10/11/2011	11/30/2011	12/18/2011	4.94	80	80	651-429-2006	\$224.00	\$239.96
Jane Mallory Grace			11/8/2011	11/30/2011	11/10/2011	0.82	28	38	651-497-4850	\$50.34	\$53.93
Michelle Conner Spring Floral			12/13/2011	2/6/2012	2/1/2012	7.08	102	90	651774406	\$216.24	\$231.65
Kora Alster Baby Quilts			7/18/2012	10/3/2012		0.69	30	30	651-955-7389	\$55.00	\$58.92
Kora Alster Trial			8/14/2012	12/10/2012		0.95	144.34	100.625	651-955-7389	\$34.74	\$37.21
Sum Totals:										\$2,764.79	\$2,949.95

- Contains all quilts that have not been marked with a date in Returned to Customer.
  - Very useful for scheduling,
  - for organization of the day,
  - if you can't see quilts at a glance very helpful to see what quilts are in your studio.
  - Consider a print out and send to the cloud every week or so for liability. Back up works too, but this might be helpful.
- You can alphabetize the list on any field.
  - Customer Name – will bring all of the customers quilts together
  - Name of Quilt – allows you to see similarly named quilts together
  - Date Accepted – a-z will show you the quilts you have had the longest
  - Target – a-z will show the quilts you need to work on as they are due the soonest
  - Completed – a-z will show you those quilts that done, just needing to be picked up.
  - You can sort a-z, z-a on any field, just highlight the field and use the a-z, z-a icons in the toolbar.
- Filtering tools found along the bottom of the screen.

- Customer Name: helpful when a customer contacts you or drops off quilts, to quickly see you have other quilts in the queue.
- Other fields will show similarly to above.
- Filter for quilts that are complete, will show all quilts that are completed and waiting pick up. This is helpful for contacting customers.
- Remove Sort and See all Quilts button will remove any filters so that you can see all of the quilts

- Go To Order/Invoice Button



- Click on the right facing arrow to the left of the customer name.
- Click on Go To Order/Invoice Form, you will be taken to the Sales Invoice screen for the Customer and to this specific quilt. You will not see the other quilts for the customer as you have filtered for this specific quilt. To see the other quilts, you must release the filter. Just click the Filtered button at the bottom and the rest of the quilts will come back.



- Links in the Navigation zone
  - Sort by Quilting Service and Design will open a new screen seeing all quilts. You can sort by like design and service to see similar quilts.
  - Print Quilt Work log by date Accepted
  - Print Work Log by Target Date
  - Print Work Log by Target Date with Details
  - Print Calendar by Target Date
- Can copy and paste the information to Excel.

## Waiting List

Machine Quilters Business Manager								
Target	Last Name/Task	First Name	Telephone	Appt Date	Appt Time	Result of Call:	Notes	
7/31/2016	Ariona		651-233-0173 (c)		3:00 PM	Drop Off	Queen BOM QH 2012	
2/1/2012	Anders	Karen	651-730-4003				King Wedding Star	
2/2/2012	Anders							
2/2/2012	Anders	Gunner	651-555-0721		1:00 PM	Drop Off	King Sized Quilt	
2/2/2012								
2/2/2012	Local Quilt Store				10:00 AM	Drop Off	Take quilts 362, 364	
2/2/2012								
2/2/2012								
2/3/2012	Attend Class	Lancaster					Birds of a Feather	
2/4/2012	Attend Class	Lancaster					Birds of a Feather	
2/5/2012	Alster	Kara	651-555-1234		10:00 AM	Deliver		

- Attributes:
  - All of to do list, etc in one location
    - Helps with scheduling
  - Build a list of potential quilts, those quilts that you are planning to do, but not yet in your studio.
    - Allows customer to bring you quilts when you are ready
    - Allows customer to work on quilts but hold a spot in your list, thus maximizing time and reducing your turn around time for the quilter.
      - Prints upcoming future "appointments" on the bottom of the invoice
    - Can see calendar of when quilts are due from the Invoicing side of program.
  - Target Date, setting up,
    - Use of buttons
    - Entering more than one instance of day
      - add new entry of the day by using Ctrl+' to copy line above, or highlighting and copy/paste
  - Last Name or Task
    - Entering openings designation
    - Drops in First name and Telephone number if available
  - Appointment Date, could be the date that the customer called to get on the waiting list.

Search for Customer:  Add An Entry

Search for Openings  See All Entries

small o in the Last Name field indicates an opening on the list.

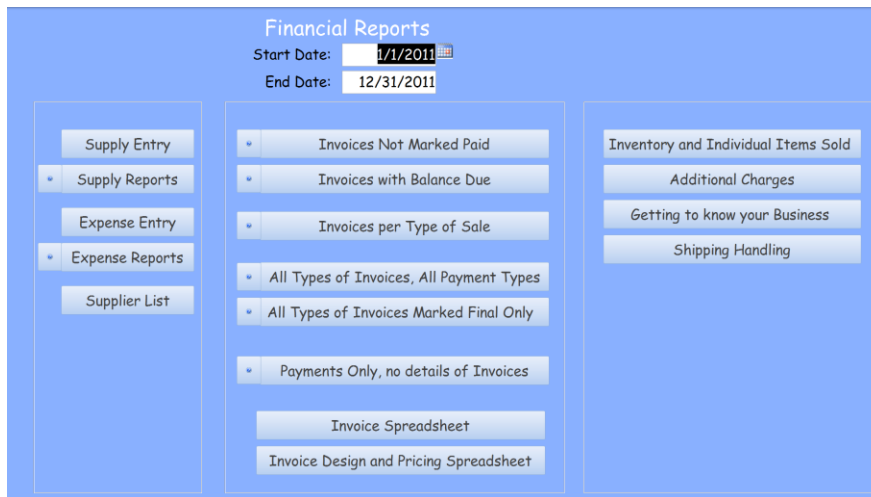
- Limitations
  - Built in 2003 before smartphones!
  - Unable to link with phone, other calendars work much better at this.

## Financials

Financial Reports

Start Date: 1/1/2016  
End Date: 12/31/2016

<p><b>Supplies</b></p> <p>Supplies by Date</p> <p>Supplies by Type</p> <p>Specific Supply by Name:</p> <p>Supply by Name:</p> <p>Specific Supply by Type:</p> <p>Supply by Type:</p> <p>Summary Chart Compare</p> <p><b>Expenses</b></p> <p>Expenses by Date</p> <p>Expenses by Type</p> <p>Specific Expense by Name:</p> <p>Expense by Name:</p> <p>Specific Expense by Type:</p> <p>Expense by Type:</p> <p>Summary Chart Compare</p>	<p><b>Reports by Type of Sale</b></p> <p>Must choose Type of Sale to show only Invoices of that Type.</p> <p>Quilt</p> <p>Includes any type of payment, ie, deposit, down payment, etc.</p> <p>Sales by Date Summary</p> <p>Sales by Customers Summary</p> <p>This report includes Type of Sale above, but only invoices marked "Final". Quilts not marked Final Payment will be unreported until Final Payment is designated. Use if Payments extend across end of the year.</p> <p>Sales Marked Final Payments</p> <p>Choose an Individual Customer</p> <p>Sales for this Customer</p> <p>Sales to Customer (no Hrs)</p>	<p><b>All Types of Sale Reports</b></p> <p>Sales Not Marked Paid</p> <p>Invoices with Balance Due</p> <p>All Inv. Types of Payment are Displayed</p> <p>All Invoices by Date Pd-Details Summary</p> <p>Combined Financials - All Invoices Summary - Combined - All Invoices</p> <p>Summary - Type of Sale - All Invoices</p> <p>All Invoices by Tax Rate Summary</p> <p>Sales per Service Details Summary</p> <p>Include Invoices marked "Final" only</p> <p>Final Paymts by Date Pd-Details Summary</p> <p>Combined Financials - Final Payment Summary - Combined - Final Payments</p> <p>Summary - Type of Sale - Final Payments</p> <p>Final Payments by Tax Rate Summary</p> <p>Only Payment Info is Displayed</p> <p>All Payments by Date</p> <p>Combined Financials - All Payments</p>	<p>Quilting Designs</p> <p>Pricing Categories Summary Chart</p> <p>Customer Trends - Quilts</p> <p>Quilt Trends Chart</p> <p><b>Additional Chrg Sold</b></p> <p>All Add Chges No Tax Summary</p> <p>Specific Additional Charge</p> <p>All Add Charges Taxed Summary</p> <p>Specific Additional Charge Taxed</p> <p>Shipping Charges</p> <p>Shipping Handling</p> <p>Shipping List</p>	<p><b>Individual Items Sold</b></p> <p>All Batting Sold Summary</p> <p>Specific Batting</p> <p>All Backing Sold Summary</p> <p>Specific Backing</p> <p>All Thread Sold Summary</p> <p>Specific Thread</p> <p>Compare Sales to Purchase: Matching Supply Type</p> <p>Batting Backing Thread</p> <p>All Binding Sold Summary</p> <p>Specific Sub</p>
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## Supplies and Expense Entry, Supplier List Supply Entry

- Items that are resold to the customer.
- Ex: Batting, Thread, Fabric, notions
- Spreadsheet format

**Supplies:** items that are re-sold to the customer

Date	Type of Supply:	Name of Supply:	Supplier	Total Cost	Qty	Mileage	Notes	Receipt	Scans of Receipts
1/1/2017	Batting	Hobbs 80% cotton/20% f				773		<input type="checkbox"/>	Select View
4/4/2016	Fabric	SewBatik Spray Baltic 11	SewBatik	\$30.00	1			<input type="checkbox"/>	Select View
4/4/2016	Batting	Hobbs 80% cotton/20% f	R&Z	\$135.00	1080	43		<input type="checkbox"/>	Select View

- Date: Should be the date of the invoice
- Type of Supply: This is the first major grouping for the supply. All items will be gathered and reported under this group. You will be able to see what you purchased over the entire group as well as by each name.
- Name of Supply,
  - Should be the exact same name as used under drop down for Sales especially in Batting and Backing.
- Supplier
  - Suppliers that you use over and over
  - Note Add to List
  - Includes Mileage and this will drop in for you.
- Total Cost
  - Cost of the item
    - Shipping can be broken out separately into a line item
    - Should be considered when determining the price to charge for an item.

- Qty
  - This can be the actual qty of an item purchased
  - Can be a different number, such as batting (see below)
- Mileage
  - Driving to and from purchasing supplies
- Batting,

You will want to see how much batting you have sold over a year or the course of your business. Using Batting as a Type will allow you to do this

- Purchase batting the same way you sell it, ie if you sell by linear inch, enter the Qty purchased by the linear inch.

10/20/2012	Batting	Hobbs 80% cotton/20% f	R&Z	\$115.04	1080	43	30 yds
10/20/2011	Batting	Legacy 100% cotton - 96"	R&Z	\$50.61	324		9 yds
8/29/2011	Batting	Legacy Poly 96" wide	R&Z	\$24.55	324		43 9 yds
8/29/2011	Batting	Legacy king size batts	R&Z	\$85.72	4		

- Fabric:
  - if you only buy fabric to use as Backing, perhaps Backing would be a better group.
  - If you sell fabric for other purposes, then other fabrics might be grouped as Fabric

	4/4/2016	Backing	SewBatiK - 108" wide	SewBatiK	\$150.00	15	15 yards
	4/4/2016	Backing	SewBatiK Spray Baltic 11	SewBatiK	\$30.00	1	1 bundle
	4/4/2016	Backing	muslin bleached - 108 " wi	Kings Men Quilting	\$75.00	15	15 yards

- Thread:

- It may be helpful to list Thread as a type of supply and then the Brand in the Name. Enter the actual colors purchased in Notes

	10/20/2012	Thread	King Tut Thread	Superior Threads	\$75.00	3	inv# 55661	<input checked="" type="checkbox"/>	Select	View
	10/20/2012	Thread	Omni Thread	Superior Threads	\$51.00	4	501.406.400	<input checked="" type="checkbox"/>	Select	View
	10/18/2012	Thread	Sol Fine	Superior Threads	\$35.00	3		<input type="checkbox"/>	Select	View
	10/18/2012	Thread	Bottom line	Superior Threads	\$22.00	3		<input type="checkbox"/>	Select	View

- Scanning

- Scan the receipt into your computer, or if you have an image from your phone that works too.
  - Save the scan directly into the Receipts folder
  - If your phone image is in Pictures, either move it to Receipts folder, or if you use the Select button, a copy of the image will be placed in the Receipts folder
  - If you have an email, use the Snipping tool to grab an image and Save the image to the Receipts folder.
- Click on Select and find the location of the file and choose Open
- Then view will allow you to see the file.

- Sorting features at the bottom

Search Tools: choose from Drop Downs:

- Add New Supply: as your list grows it is hard to see where to add a customer, this button will take you to the new line
- Delete Supply will delete the highlighted design
- Save Supply will save the supply and refresh the drop down lists.
- Type of Supply: choose from the list and all of the other supplies will filter out, not the Sum of Costs is now related to just the type of supply
- Name of Supply: this filter the list to include just the entries of the Supply name.
- Supplier: This will list out the supplier and purchases made from the Supplier
- Remove Sort and View all, will remove all the filters for the screen.
- Sort by Dates:
  - This allows you to sort your purchases by Date and then you can use the filters to see virtually, your purchases between the dates.

- Expenses Entry

- Items that are expenses but are not re sold to the customer.

Expenses: items that are not sold to the customer										
Date	Type of Expense	Name of Expense	Supplier	Qty	Total Cost	Mileage	Notes	Receipts and Scans		
Ctrl + : = today	Add to List	Add to List	Add to List					Enter File Location		
	1/1/2015	Utilities*	Digital Designs		0			<input type="checkbox"/>	Select	View
	1/1/2015	Office Expenses*	Ink		0	\$25.00	43	<input type="checkbox"/>	Select	View

	3/30/2014	Travel*	Turnpike fee		0	\$4.25			
	3/18/2014	Legal and Professional*	Tax Prep		0	\$200.00			
	3/1/2012	Utilities*	Telephone, Internet		0	\$142.81			
	2/4/2012	Mileage	Pick Up/Drop Off Quil		0		17		
	2/1/2012	Utilities*	Telephone, Internet		0	\$130.00			
	12/19/2011	Supplies*	Digital Designs		0	\$14.00			Feather corner border
	12/18/2011	Supplies*	Digital Designs		0	\$5.00			Fills
	12/16/2011	Tools and Parts	Studio Equipment		0	\$20.00			Air compressor
	12/15/2011	Tools and Parts	Studio Equipment		0	\$8.98			10 Switches

- These items generally will be itemized on Schedule C for the IRS.

Type of Expense	Name of Expense
-----------------	-----------------

<ul style="list-style-type: none"> <li>*Advertising and Marketing</li> <li>Bank Charges</li> <li>Continuing Education</li> <li>Quilt Delivery</li> <li>Dues</li> <li>Equipment</li> <li>Furniture</li> <li>*Insurance</li> <li>*Legal and Professional Services</li> <li>*Office Supplies</li> <li>*Office Expenses</li> <li>Postage/Delivery</li> <li>Printing</li> <li>Publications</li> <li>Refunds</li> <li>*Rent</li> <li>*Repairs/Maintenance</li> <li>Shop Samples</li> <li>Shipping</li> <li>*Taxes and Licenses</li> <li>Telephone</li> <li>*Travel and Entertainment</li> <li>*Utilities</li> <li>*Mileage</li> <li>Computer Software</li> <li>Tools and Parts</li> <li>*Capital Payment</li> <li>*Car and Truck</li> <li>*Commissions and Fees</li> <li>*Contract Labor</li> <li>*Other Expenses</li> </ul>	<ul style="list-style-type: none"> <li>Bobbins</li> <li>Books</li> <li>Brochure</li> <li>Business Cards</li> <li>Computer Equipment</li> <li>Computer Software</li> <li>Digital Designs</li> <li>Ink</li> <li>Machine Parts</li> <li>Membership Fees</li> <li>Needles</li> <li>Photography Supplies</li> <li>Pick Up/Drop Off Quilts</li> <li>Pressing Supplies</li> <li>Shipping Fees</li> <li>Shop Samples</li> <li>Name of Shows</li> <li>Subscriptions</li> <li>Website</li> </ul>

- Try to use as many of these Types of Expenses with \* as these match the schedule C fields.
- Sometimes the Type of Expense and the Name of Expense is very similar
- Sometimes Qty is left blank.
- Notes
- Scanning, same as above in Supply Entry
- Filters and Sort by Dates, same as Supply

- **Supplier**

Suppliers List

Suppliers Quick Search for Supplier: R&Z

Supplier: R&Z  
DO NOT use #, '-', '\*' in the name of Supplier

Address: 1055 American Blvd. East

City: Bloomington

State/Prov: MN

Postal Code: 55420

Telephone:

Fax: 952 854-7254

Email: ssmolarek@r-and-z.com

Website: www.QuiltworksOnline.com

Website Link:

Acct Number:

Mileage to/From: 43

Notes:

Add a Supplier Delete a Supplier < > Close

- List of your suppliers,



- Quick Search will show the suppliers that have been entered into the system
- Make sure to not use special characters in the name: such as ' @ \* .
- Mileage to and from the location, this is what will drop in everytime you use the supplier on the entry list.
- **Quilt/Sales Spreadsheet**

- Names of columns.
- Hours and Quilting Charge and Subtotal. Quilting/Hrs divides the Quilting Charge by the hours entered. Subtotal/Hrs divides the Quilting Charge by the hours entered.
- Totals at the bottom of the screen
- Search Tools
  - Type of Sale: can break out Quilts from Teaching/Classes, Charity, whatever you have entered in the Type of Sale on the Sales/Invoice screen
  - Customer: allows you to take a close look at a customer and the quilts she brought over time.
  - Name of Quilt: if you have quilts of similar names, ie Lonestar, Irish Chain, you can quickly filter for these quilts over all customers
  - Type of Quilt: here is where you will find those quilts that have been marked as BOM, Mystery, Shop Samples, etc.
- Buttons
  - Remove Sort: unfilters the list, returning all entries to the list
  - Sort by Date Returned: here you can get a virtual look at the list and then Search/Filter the list to what you need to see between two specified dates
  - Go to Invoice: you can quickly go to a highlighted invoice. To highlight an invoice, click in the small grey box to the left of the MQBM Inv # field. It will turn black and display a right facing arrow.
- Totals
- Averages
- Average Turnarounds
- More Info to Right

Quilting Charge:	Subtotal:	Quilting /Hrs:	Subtotal /Hrs:	Stitch Count:	PictureLink	Thread:	Batting:	Backing:	Binding:	Add Service No Tax:	Add Serv Tax:	Shipping:	# of days bet Return Accepted	# of days bet Completed Accepted
\$453.60	\$526.48	\$11.34	\$13.16			\$10.00	\$30.72	\$0.00	\$32.16	\$0.00	\$0.00	\$0.00		
\$403.20	\$443.20	\$18.33	\$20.15			\$10.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	20	19
\$368.48	\$416.48	\$18.42	\$20.82			\$10.00	\$38.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	36	31
\$329.00	\$373.20	\$16.45	\$18.66			\$10.00	\$34.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
\$285.60	\$341.18	\$14.28	\$17.06			\$10.00	\$42.56	\$0.00	\$31.52	\$0.00	(\$28.50)	\$0.00	79	72
\$216.00	\$310.20	\$10.80	\$15.51			\$12.00	\$34.20	\$0.00	\$48.00	\$0.00	\$0.00	\$0.00	37	33
\$240.10	\$535.30	\$12.01	\$26.77			\$8.00	\$40.00	\$18.00	\$39.20	\$0.00	\$190.00	\$0.00		

## Quilt Sales/Spreadsheet by Design and Pricing

If you use more than one pricing category or design choice, a Quilt will appear more than one time on this list!														
MQBM#	Your#	Cust#	Cust Name:	Name of Quilt:	Pricing Category:	Design Choice:	Sq Yds:	Stitch Count:	Hrs:	Quilting Charge:	Subtotal:	Quilting /Hrs:	Subtotal /Hrs:	P
643		95	Anders	Gunner	joes	Edge to Edge- Basic Design Plu		3.37		0	\$0.00	\$0.00	#Dw/0!	#Dw/0!
249	195	95	Anders	Gunner	Paper roses	Hourly Rate		2.592		4	\$67.20	\$85.60	\$16.80	\$21.40
254	207	95	Anders	Gunner	Labyrinth Design Quilt	Custom		1.056		7	\$41.07	\$59.07	\$5.87	\$8.44
290	227	95	Anders	Gunner	Blowin' in the wind	Edge to Edge		3.703		4	\$96.00	\$116.00	\$24.00	\$29.00
366	354	95	Anders	Gunner	Beyond the Border	Edge to Edge - Basic Plus		4.867		4	\$110.39	\$129.39	\$27.60	\$32.35
483	459	95	Anders	Gunner	Ice Cream Quilt	Edge to Edge		4.75		4	\$123.12	\$139.12	\$30.78	\$34.78
289	227	95	Anders	Gunner	Baby	Edge to Edge	Butterflies and Flowers	1.881		3	\$48.76	\$42.76	\$16.25	\$14.25
292	229	95	Anders	Gunner	Hand Dyed Quilt	Custom	Feather- Wedding Ring B	2.777		8	\$108.00	\$143.00	\$13.50	\$17.88
250	194	95	Anders	Gunner	Spring Leaves	Edge to Edge	Fern B2B	2.259		4	\$58.56	\$56.56	\$14.64	\$14.14
366	354	95	Anders	Gunner	Beyond the Border	Edge to Edge - Basic Plus	ocean froth	4.867		4	\$110.39	\$129.39	\$27.60	\$32.35
249	195	95	Anders	Gunner	Paper roses	Edge to Edge	Rose Bouquet B2B	2.592		4	\$67.20	\$85.60	\$16.80	\$21.40
484	458	95	Anders	Gunner	Sugar and Spice	Edge to Edge	Split Paint Border	4.166		7	\$192.00	\$199.00	\$27.43	\$28.43
291	228	95	Anders	Gunner	Asian Quilt	Edge to Edge	Split Paint B2b	3.827		5	\$99.20	\$130.40	\$19.84	\$26.08
484	458	95	Anders	Gunner	Sugar and Spice	Special Order	Sticky Buns	4.166		7	\$192.00	\$199.00	\$27.43	\$28.43
483	459	95	Anders	Gunner	Ice Cream Quilt	Edge to Edge	swirling b2b	4.75		4	\$123.12	\$139.12	\$30.78	\$34.78
292	229	95	Anders	Gunner	Hand Dyed Quilt	Custom	Variety Up and Down	2.777		8	\$108.00	\$143.00	\$13.50	\$17.88

- Allows you to quickly pull up a customer and see what designs you have used, and what pricing categories you have used
- Since the quilt will appear more than one time on the list, totals is not accurate so is not displayed, use other Spreadsheet for totals.

## Financial Reports

- Found under the Financial Tab in the navigation zone.

Start and Stop Dates:

Financial Reports

Start Date:

End Date:

- Allows you to sort for any group of dates
- Invoices: most reports only gather quilts that have been marked paid.
- Supplies and Expenses are pulled by Date.
  - Mileage rate is tied closely to Supplies and Expenses

Supplies/Expenses:

Supply Reports

List of Supplies Purchased by Date

List of Supplies Purchased by Type

Choose a Specific Supply by Name:

Choose a Specific Type of Supply:

Summary of Supplies by Type between above Dates

Summary of Supplies Purchased between above Dates

Chart of Percentages of Supplies Purchased

Compare Supplies Purchased over years in Business

- Reminder of how we entered the info when purchased

	4/4/2016	Backing	▼	SewBatik - 108" wide	▼	SewBatik	▼	\$150.00	15	15 yards
	4/4/2016	Backing	▼	SewBatik Spray Baltic 11:	▼	SewBatik	▼	\$30.00	1	1 bundle
	4/4/2016	Backing	▼	muslin bleached - 108 " wi	▼	Kings Men Quilting	▼	\$75.00	15	15 yards

Supplies by Date:

- Shows all supplies or expenses that are purchased between two dates. Will break the items into the month purchased, with a total for each month and a total at the end of the report.

- If you balance your books monthly, print a copy of Supplies and Expenses each month, place with receipts and bank statement and you are done!

Financial Report									
Supplies Purchased from: 1/1/2016 to 12/31/2016									
Date	Type	Name of Supply	Supplier	Qty	Total Cost	Mileage/Rate	Notes:	Receipt	Scan
<b>February 2016</b>									
2/2/2016	Kits	Paint		0	\$140.00			<input type="checkbox"/>	
					<b>February 2016 Expenditures</b>	<b>\$140.00</b>			
<b>April 2016</b>									
4/4/2016	Backing	SewBatik - 108" wide	SewBatik	15	\$150.00		15 yards	<input type="checkbox"/>	
4/4/2016	Backing	SewBatik Spray Baltic 112"x 3yds	SewBatik	1	\$30.00		1 bundle	<input type="checkbox"/>	
4/4/2016	Backing	muslin bleached - 108" wide	Kings Men Quilting	15	\$75.00		15 yards	<input type="checkbox"/>	
4/4/2016	Batting	Hobbs 80% cotton/20% poly 96" wide	R&Z	1080	\$135.00	43	\$0.00	<input type="checkbox"/>	
					<b>April 2016 Expenditures</b>	<b>\$390.00</b>	<b>43</b>	<b>\$0.00</b>	
<b>1/1/2016 to 12/31/2016 Expenditures:</b>					<b>\$530.00</b>	<b>43</b>	<b>\$0.00</b>		

Supplies by Type:

- First looks at Supplies by Type as a group and pulls all types together with a total amount at the end of the Type. You will see all of the Names of the items and if you have purchased more than one, you will see all instances of that Name and a total for that item.

Financial Report									
Supplies Purchased from: 1/1/2016 to 12/31/2016									
Date Purchased	Name of Supply	Supplier	Qty	Total Cost	Notes:	Receipt			
<b>Backing</b>									
muslin bleached - 108" wide									
4/4/2016	Kings Men Quilting	15	\$75.00		15 yards	<input type="checkbox"/>			
			<b>Expenditures</b>	<b>\$75.00</b>					
SewBatik - 108" wide									
4/4/2016	SewBatik	15	\$150.00		15 yards	<input type="checkbox"/>			
			<b>Expenditures</b>	<b>\$150.00</b>					
SewBatik Spray Baltic 112"x 3yds									
4/4/2016	SewBatik	1	\$30.00		1 bundle	<input type="checkbox"/>			
			<b>Expenditures</b>	<b>\$30.00</b>					
			<b>Total Backing Expenditures</b>	<b>\$255.00</b>					
<b>Batting</b>									
Hobbs 80% cotton/20% poly 96" wide									
4/4/2016	R&Z	1080	\$135.00	43	\$0.00	<input type="checkbox"/>			
			<b>Expenditures</b>	<b>\$135.00</b>					
			<b>Total Batting Expenditures</b>	<b>\$135.00</b>					
<b>Kits</b>									
Paint									
2/2/2016		0	\$140.00			<input type="checkbox"/>			
			<b>Expenditures</b>	<b>\$140.00</b>					
			<b>Total Kits Expenditures</b>	<b>\$140.00</b>					
				<b>1/1/2016 to 12/31/2016 Expenditures:</b>	<b>\$530.00</b>				

Specific Supply by Name:

- Quick way to pull up a specific item by the Item Name.
- Choose item from the drop down list and then click on Supply by Name

Financial Report						
Supplies Purchased from: 1/1/2016 to 12/31/2016						
Date Purchased	Name of Supply	Supplier	Qty	Total Cost	Notes:	Receipt
<b>Batting</b>						
4/4/2016	Hobbs 80% cotton/20% poly 96" wide	R&Z	1080	\$135.00		<input type="checkbox"/>
				<i>Hobbs 80% cotton/20% poly 96" wide Expenditures</i>	\$135.00	
				<i>Batting Expenditures</i>	\$135.00	
				<b>1/1/2016 to 12/31/2016 Expenditures:</b>	<b>\$135.00</b>	

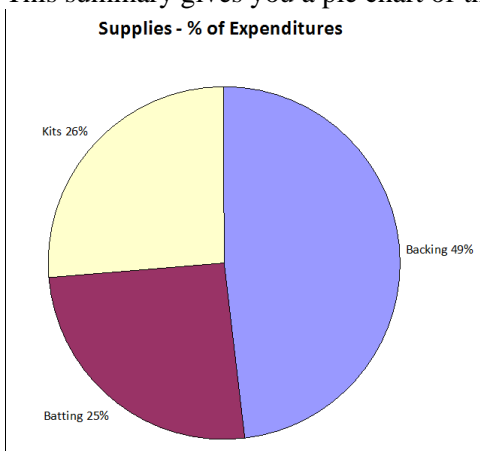
- Specific Supply Type:
  - Quick way to pull up a specific item by the Item Type.
  - Choose Type from the drop down list and then click on Supply by Type
  - Will show that Type of Item and all items that were purchased.

Financial Report						
Supplies Purchased from: 1/1/2016 to 12/31/2016						
Date Purchased	Name of Supply	Supplier	Qty	Total Cost	Receipt	Notes:
<b>Backing</b>						
4/4/2016	muslin bleached - 108 " wide	Kings Men Quilting	15	\$75.00	15 yards	<input type="checkbox"/>
				<i>muslin bleached - 108 " wide Expenditures</i>	\$75.00	
4/4/2016	SewBatik - 108" wide	SewBatik	15	\$150.00	15 yards	<input type="checkbox"/>
				<i>SewBatik - 108" wide Expenditures</i>	\$150.00	
4/4/2016	SewBatik Spray Baltic 112"x 3yds	SewBatik	1	\$30.00	1 bundle	<input type="checkbox"/>
				<i>SewBatik Spray Baltic 112"x 3yds Expenditures</i>	\$30.00	
				<i>Backing Expenditures</i>	\$255.00	
				<b>1/1/2016 to 12/31/2016 Expenditures:</b>	<b>\$255.00</b>	

- Summary
  - This summary will gather all items purchased, total them by the Type of Supply. A great way to see what your purchasing pattern has been over the dates specified.

Supplies 1/1/2016 to 12/31/2016			
Type of Supply	Total Expenditure for Type	Mileage	Mileage Reimbursement
Backing	\$255.00		
Batting	\$135.00	43	\$0.00
Kits	\$140.00		
<b>1/1/2016 to 12/31/2016 Expenditures:</b>	<b>\$530.00</b>	<b>43</b>	<b>\$0.00</b>

- Chart
  - This summary gives you a pie chart of the information in the Summary



- Compare
  - Shows how much you have purchased over the course of your business
  - An excellent way to spot trends, changes in purchasing practices, does the spending match your revenue?

Type of Supply	2008	2009	2010	2011	2012	2014	2015	2016	2017
Backing								\$255.00	
Batik Fabric									
Batting	\$233.92	\$370.12	\$1,061.77	\$1,918.36	\$115.04			\$135.00	
Fabric	\$314.87	\$313.67	\$398.02	\$252.73	\$12.00				
Kits								\$140.00	
Notions		\$100.22	\$518.36	\$78.34					
Thread	\$359.23	\$414.56	\$902.92	\$545.16	\$195.95				

## Reports by Type of Sale

- Before we look at the individual reports and before you begin to work with these reports, run these two reports first! This will clean up your system and all quilts will be reported

### Sales Not Marked Paid

- These should be the quilts that are in your studio. They may be complete and just waiting to be picked up, but are not marked with any payment.
- If there are other quilts on this list, return to the Sales/Invoice screen and complete the paper work.
- If you don't want to count the quilt as income, discount the price of the quilt and enter \$0.00 in the payment section.

#### Financial Report

Sales Not Marked Paid 1/1/2016 to 12/31/2016

##### October 2011

Accepted:	Inv #:	Your#:	Cust #:	Customer Name	Name of Sale:	Completed	Subtotal	Tax	Final Cost
10/19/2011	553	521	106	Koret Bobbie 651-481-3276	Fall Squares		\$160.44	\$11.43	\$171.87

##### December 2011

Accepted:	Inv #:	Your#:	Cust #:	Customer Name	Name of Sale:	Completed	Subtotal	Tax	Final Cost
12/13/2011	592	557	65	Conner Michelle 6517774406	Spring Floral	2/1/2012	\$216.24	\$15.41	\$231.65
12/21/2011	594	558	136	Thomas Susan 651-774-0909	Thimbleberries Circles		\$198.27	\$14.13	\$212.40

##### October 2012

Accepted:	Inv #:	Your#:	Cust #:	Customer Name	Name of Sale:	Completed	Subtotal	Tax	Final Cost
10/19/2012	615		162	Quilts of Valor Valor	10/19/2012				

##### April 2014

Accepted:	Inv #:	Your#:	Cust #:	Customer Name	Name of Sale:	Completed	Subtotal	Tax	Final Cost
4/2/2014	630		112	Alster Kora 651-555-7389	Ruffled Roses		\$468.44	\$32.09	\$500.53

##### February 2016

Accepted:	Inv #:	Your#:	Cust #:	Customer Name	Name of Sale:	Completed	Subtotal	Tax	Final Cost
2/12/2016	643		95	Anders Gunner 651-766-0721	joes		\$0.00	\$0.00	\$0.00
2/12/2016	642		112	Alster Kora 651-555-7389	Deposit Available \$200				

##### April 2016

Accepted:	Inv #:	Your#:	Cust #:	Customer Name	Name of Sale:	Completed	Subtotal	Tax	Final Cost
4/14/2016	654		112	Alster Kora 651-555-7389	Test	4/14/2016	\$0.00	\$0.00	\$0.00
4/14/2016	651		112	Alster Kora 651-555-7389	Pam	4/14/2016	\$175.50	\$0.00	\$175.50

**Total:** \$1,218.89 \$73.06 \$1,291.95

### Invoices with Balance Due

- These quilts have some difference between the Balance due and the Payment. It will catch those Deposits or Tips for you.
- If you have made an error in the Amt of Payment, it will show here
- Return to the Sales/Invoice screen and fix the errors.

Financial Report										
Invoices Marked with A Payment but does not equal Final Cost: 1/1/2016 to 12/31/2016										
April 2016										
Inv#s:	Paid On:	SqYds:	Hrs:	Subtotal	Taxable Amt:	Tax:	Final Cost:	Payment:	Difference:	
852 or 16001 Class, Alster, Kora	4/6/2016	4.91	5.5	\$268.33	\$0.00	\$0.00	\$268.33	\$300.82	\$32.49	
Totals between 1/1/2016 to 12/31/2016										
# of Sales:	Sq Yds:	Hours:	Subtotal:	Taxable Amt:	Tax:	Final Cost:	Payments:	Difference:		
1	4.91	5.5	\$268.33	\$0.00	\$0.00	\$268.33	\$300.82	\$32.49		

## Reports by Type of Sale

**Reports Broken out by Type of Sale**  
Includes any type of payment, ie, deposit, down payment, Final,netc.

Choose Type of Sale from Drop Down to show only Invoices of that Type.

Quilt

Detailed Invoices by Date      Summary (no Details)

Detailed Inv by Customers      Summary (no Details)

Invoices per Service Details      Summary (no Details)

Compare Service over years (Between Start and Stop Dates)

This report includes Type of Sale above, but only invoices marked "Final". Quilts not marked Final Payment will be unreported until Final Payment is designated. Use if Payments extend across end of the year.

Invoices Marked Final Payments

Choose an Individual Customer

Detailed Invoices for this Customer between Start and Stop

- The reports in this box are sorted by the Dates designated in Start and Stop Dates, then the Type of Sale chosen in the drop down list. The box defaults to Quilt.

### Sales by Date:

- Gives the details of each invoice that has Type of Sale as Quilt and was marked with any payment between the two designated dates. It will include Deposits, Payments and Final Payments. The invoice information is listed and a total is given for each month and for the whole report.
- This is a good place to really look at the different Types of Sales and print them out separately.
- Note sq yards completed and hours
- Subtotal Amt, Taxable Amt, Taxes Collected and Final Charge.

### Quilts

**Financial Report**  
Quilt Invoices Marked Paid Between: 1/1/2016 to 12/31/2016

Inv#s: Accepted: SqYds: Hours: Subtotal Taxable Amt: Tax: Final Charge: Payment: Difference:

**February 2016**

Inv#	Customer	Date	Sq Yds	Hours	Subtotal	Taxable Amt	Tax	Final Charge	Payment	Difference
644	Lonestar Alster, Kora	2/12/2016	5.23	5	\$218.90	\$202.40	\$14.42	\$233.32	\$233.32	\$0.00
									<b>Total Payment:</b>	\$233.32
645	Garden Club Alster, Kora	2/12/2016	3.47	0	\$166.12	\$166.12	\$11.84	\$177.96	\$177.96	\$0.00
									<b>Total Payment:</b>	\$177.96
650	Evening Star Alster, Kora	2/13/2016	6.11	7	\$288.36	\$228.08	\$16.25	\$304.61	\$304.61	\$0.00
									<b>Total Payment:</b>	\$304.61
<b>Totals for Month :</b>										
-----										
# of Sales :	Sq Yds:	Hours:	Subtotal:	Taxable Amt:	Tax:	Final Charge:				
3	14.81	12	\$673.38	\$596.60	\$42.51	\$715.89				
-----										
Averages :	4.94	4	\$224.46							

### Teaching

**Financial Report**  
Teaching Invoices Marked Paid Between: 1/1/2016 to 12/31/2016

Inv#s: Accepted: SqYds: Hours: Subtotal Taxable Amt: Tax: Final Charge: Payment: Difference:

**April 2016**

Inv#	Customer	Date	Sq Yds	Hours	Subtotal	Taxable Amt	Tax	Final Charge	Payment	Difference
653	Border to Border Quilters Haven,	4/11/2016	0.00	0	\$2,300.00	\$0.00	\$0.00	\$2,300.00	\$2,300.00	\$0.00
									<b>Total Payment:</b>	\$2,300.00
<b>Totals for Month :</b>										
-----										
# of Sales :	Sq Yds:	Hours:	Subtotal:	Taxable Amt:	Tax:	Final Charge:				
1	0.00	0	\$2,300.00	\$0.00	\$0.00	\$2,300.00				
-----										
Averages :	0.00	0	\$2,300.00							
<b>Totals between 1/1/2016 to 12/31/2016</b>										
-----										
# of Sales :	Sq Yds:	Hours:	Subtotal:	Taxable Amt:	Tax:	Final Charge:	Total Payments:			
1	0.00	0	\$2,300.00	\$0.00	\$0.00	\$2,300.00	\$2,300.00			

### Summary

- Same information as above, minus the details of each invoice.

Financial Report							
Quilt Invoices Marked Paid Between: 1/1/2016 to 12/31/2016							
SqYds: Hours: Subtotal Taxable Amt: Tax: Final Charge: Payment:							
<b>February 2016</b>							
Totals for Month:							
# of Sales:	Sq Yds:	Hours:	Subtotal:	Taxable Amt:	Tax:	Final Charge:	
3	14.81	12	\$673.38	\$596.60	\$42.51	\$715.89	
Averages:	4.94	4	\$224.46				
<b>March 2016</b>							
Totals for Month:							
# of Sales:	Sq Yds:	Hours:	Subtotal:	Taxable Amt:	Tax:	Final Charge:	
4	14.17	17.5	\$717.39	\$594.05	\$41.18	\$758.57	
Averages:	3.54	4.375	\$179.35				
<b>April 2016</b>							
Totals for Month:							
# of Sales:	Sq Yds:	Hours:	Subtotal:	Taxable Amt:	Tax:	Final Charge:	
4	10.20	9.5	\$2,725.35	\$123.27	\$8.78	\$2,734.13	
Averages:	2.55	2.375	\$681.34				
<b>Totals between 1/1/2016 to 12/31/2016</b>							
# of Sales:	Sq Yds:	Hours:	Subtotal:	Taxable Amt:	Tax:	Final Charge:	Total Payments:
11	39.18	39	\$4,116.12	\$1,313.92	\$92.47	\$4,208.59	\$4,241.08

### Sales Marked Final Payments

- This report is helpful if you take deposits or payments.
- It will only pull those quilts that have been marked Final Payments.
  - Deposits and Payments will not be reported.

This report includes Type of Sale above, but only invoices marked "Final". Quilts not marked Final Payment will be unreported until Final Payment is designated. Use if Payments extend across end of the year.

Sales Marked Final Payments

### Individual Customer

Choose an Individual Customer

Sales for this Customer

Sales to Customer (no Hrs)

- If a customer would like a printed report of all the quilts you have done for her, this report would give that info
- The first report might be just for you to see your customer patterns as it includes the hours it takes to complete a quilt
- The second does not include hours.

### All Invoices, Types of Payments

All Inv. Types of Payment are Displayed

All Invoices by Date Pd-Details Summary

Combined Financials - All Invoices

Summary - Combined - All Invoices

Summary -Type of Sale -All Invoices

All Invoices by Tax Rate Summary

Sales per Service Details Summary

### All Invoices by Date Pd – Details

- Includes All Types of Payments between the two designated dates and is grouped by the month, with totals for each month, and then for the year.
- Your Quilts and Teaching will be included, doesn't break out by the Type of Sale
- No averages are given



**Financial Report**

Invoices Marked with Any Payment: 1/1/2016 to 12/31/2016

**February 2016**

Inv#s:	Paid On:	SqYds:	Hours:	Subtotal	Taxable Amt:	Tax:	Final Charge:	Payment:	Difference	
645 or Garden Club, Alster, Kora	2/12/2016	3.47	0	\$166.12	\$166.12	\$11.84	\$177.96	\$177.96	\$0.00	
644 or Lonestar, Alster, Kora	2/12/2016	5.23	5	\$218.90	\$202.40	\$14.42	\$233.32	\$233.32	\$0.00	
650 or Evening Star, Alster, Kora	2/13/2016	6.11	7	\$288.36	\$228.08	\$16.25	\$304.61	\$304.61	\$0.00	
<b>Totals for the Month:</b>		<b>3</b>	<b>14.81</b>	<b>12</b>	<b>\$673.38</b>	<b>\$596.60</b>	<b>\$42.51</b>	<b>\$715.89</b>	<b>\$715.89</b>	<b>\$0.00</b>

**March 2016**

Inv#s:	Paid On:	SqYds:	Hours:	Subtotal	Taxable Amt:	Tax:	Final Charge:	Payment:	Difference
640 or Auction Quilt, Alster, Kora	3/6/2016	1.56	10.5	\$155.85	\$155.85	\$11.10	\$166.95	\$166.95	\$0.00

- Summary
- Same info just summarized by month.

Financial Report										
Invoices Marked with Any Payment: 1/1/2016 to 12/31/2016										
Inv#s:	# of Sales:	SqYds:	Hours:	Subtotal	Taxable Amt:	Tax:	Final Charge:	Payment:	Difference	
<b>February 2016</b>										
<b>Totals for the Month:</b>		<b>3</b>	<b>14.81</b>	<b>12</b>	<b>\$673.38</b>	<b>\$596.60</b>	<b>\$42.51</b>	<b>\$715.89</b>	<b>\$715.89</b>	<b>\$0.00</b>
<b>March 2016</b>										
<b>Totals for the Month:</b>		<b>4</b>	<b>14.17</b>	<b>17.5</b>	<b>\$717.39</b>	<b>\$594.05</b>	<b>\$41.18</b>	<b>\$758.57</b>	<b>\$758.57</b>	<b>\$0.00</b>
<b>April 2016</b>										
<b>Totals for the Month:</b>		<b>5</b>	<b>10.20</b>	<b>9.5</b>	<b>\$3,250.35</b>	<b>\$123.27</b>	<b>\$8.78</b>	<b>\$3,259.13</b>	<b>\$3,291.62</b>	<b>\$32.49</b>
<b>Totals between 1/1/2016 to 12/31/2016</b>										
<b># of Sales:</b>	<b>Sq Yds:</b>	<b>Hours:</b>	<b>Subtotal:</b>	<b>Taxable Amt:</b>	<b>Tax:</b>	<b>Final Charge:</b>	<b>Payments:</b>	<b>Difference:</b>		
<b>12</b>	<b>39.18</b>	<b>39</b>	<b>4641.117</b>	<b>\$1,313.92</b>	<b>\$92.47</b>	<b>\$4,733.59</b>	<b>\$4,766.08</b>	<b>\$32.49</b>		

The report of Taxable Amt is accurate if only one tax is applied, If more than one tax is applied, please refer to Final Payment by Tax Rate Report for correct Taxable Amount.

**Combined Financials – All Invoices**

- Includes Expenses and Supplies along with Sales
- Excellent report to give to Accountant
- Summary is same information, but no details.

**Combined Financial Report:**

All Sales, Expenses and Supplies

1/1/2017 to 12/31/2017

Expenses:			
<b>Advertising</b>			
Brochure			
Business Cards			
<b>Advertising Totals:</b>			
<hr/>			
<b>Machine Tools</b>			
Needle Bar		\$110.00	
<b>Machine Tools Totals:</b>		\$110.00	
<hr/>			
<b>Office Supply</b>			
Ink		\$110.00	13 \$0.00
<b>Office Supply Totals:</b>		\$110.00	13 \$0.00
<hr/>			
<b>Photography Supplies</b>			
Clamp Light		\$13.92	
<b>Photography Supplies Totals:</b>		\$13.92	
<hr/>			
<b>1/1/2017 to 12/31/2017 Expenditures:</b>		\$233.92	13 \$0.00

Supplies	Total Cost	Mileage	Mileage Reimbursement
<b>Backing</b>			
Bali 44" wide black	\$255.00		
Inventory Brought Forward	\$292.50		
<b>BackingTotal:</b>		\$547.50	
<hr/>			
<b>Batting</b>			
Hobbs 80% cotton/20% poly 96" wide	\$115.04		\$0.00
Hobbs Wool	\$761.98		\$0.00
<b>BattingTotal:</b>		\$877.02	43 \$0.00
<hr/>			
<b>Thread</b>			
Inventory brought forward	\$439.45		
KingTut Thread	\$110.00		
<b>ThreadTotal:</b>		\$549.45	
<hr/>			
<b>1/1/2017 to 12/31/2017 Expenditures:</b>		\$1,973.97	43 \$0.00

**Invoices Marked with Any Type Payment by Type of Sale:**

Quilt							
# of Sales :	Subtotal:	Taxable Amt:	Tax:	Final Charge:	Payments:	Difference:	
2	\$357.30	\$299.93	\$21.37	\$378.67	\$378.67	\$0.00	
<b>Totals between 1/1/2017 to 12/31/2017</b>							
# of Sales :	Subtotal:	Taxable Amt:	Tax:	Final Charge:	Payments:	Difference:	
2	\$357.30	\$299.93	\$21.37	\$378.67	\$378.67	\$0.00	

**Total Payments: \$378.67**  
**Total Expenditures: \$2,207.89**  
**Payments-Expenditures: (\$1,829.22)**

The report of Taxable Amt is accurate if only one tax is applied. If more than one tax is applied, please refer to Final Payment by Tax Rate Report for correct Taxable Amount.

**Combined Financial Report:**

All Sales, Expenses and Supplies

1/1/2017 to 12/31/2017

Expenses Summary: 1/1/2017 to 12/31/2017			
Type of Expense	Total Expenditure for Type	Mileage	Mileage Reimbursement
Advertising			
Machine Tools	\$110.00		
Office Supply	\$110.00	13	\$0.00
Photography Supplies	\$13.92		
<b>1/1/2017 to 12/31/2017 Expenses:</b>		\$233.92	13 \$0.00

Supplies 1/1/2017 to 12/31/2017			
Type of Supply	Total Expenditure for Type	Mileage	Mileage Reimbursement
Backing	\$547.50		
Batting	\$877.02	43	\$0.00
Thread	\$549.45		
<b>1/1/2017 to 12/31/2017 Expenditures:</b>		\$1,973.97	43 \$0.00

Invoices Marked with Final Payment :							
Quilt							
# of Sales :	Subtotal:	Taxable Amt:	Tax:	Final Charge:	Payments:	Difference:	
2	\$357.30	\$299.93	\$21.37	\$378.67	\$378.67	\$0.00	
<b>Totals between 1/1/2017 to 12/31/2017</b>							
# of Sales :	Subtotal:	Taxable Amt:	Tax:	Final Charge:	Payments:	Difference:	
2	\$357.30	\$299.93	\$21.37	\$378.67	\$378.67	\$0.00	

**Total Payments: \$378.67**  
**Total Expenditures: \$2,207.89**  
**Payments minus Expenditures: (\$1,829.22)**

All Invoices by Type of Sale

- Has same information as above, but breaks the Sales into Types of Payments

Invoices Marked with Any Type Payment :							
Product Sales							
# of Sales :	Subtotal:	Taxable Amt:	Tax:	Final Charge:	Payments:	Difference:	
1	\$525.00	\$0.00	\$0.00	\$525.00	\$525.00	\$0.00	
Quilt							
# of Sales :	Subtotal:	Taxable Amt:	Tax:	Final Charge:	Payments:	Difference:	
11	\$4,116.12	\$1,313.92	\$92.47	\$4,208.59	\$4,241.08	\$32.49	
<b>Totals between 1/1/2016 to 12/31/2016</b>							
# of Sales :	Subtotal:	Taxable Amt:	Tax:	Final Charge:	Payments:	Difference:	
12	\$4,641.12	\$1,313.92	\$92.47	\$4,733.59	\$4,766.08	\$32.49	

All Invoices by Tax Rate

- Gathers All invoices with any type of payment entered
- Groups by Tax Rate
- If one quilt has two different tax rates applied, it will appear on this report two times, once in each tax rate
  - Thus there is no total at the bottom of the report, just for each tax rate.

Financial Report										
Invoices Marked with Any Payment per Tax Rate : 1/1/2016 to 12/31/2016										
<b>Tax Rate: MD 6 %</b>										
<b>March 2016</b>										
Inv#s:	Paid On:	SqYds:	Hours:	Subtotal	Taxable Amt:	Tax:	Final Charge:	Payment:	Difference	
541 or 16001 Hexle, Alster, Kora	3/28/2016	5.11	7	\$225.48	\$102.14	\$6.13	\$231.61	\$231.61	\$0.00	
# of Sales :										
Totals for the Month:		1	5.11	7	\$225.48	\$102.14	\$6.13	\$231.61	\$231.61	\$0.00
<b>April 2016</b>										
Inv#s:	Paid On:	SqYds:	Hours:	Subtotal	Taxable Amt:	Tax:	Final Charge:	Payment:	Difference	
547 or Frozen Panel, Alster, Kora	4/11/2016	2.97	4	\$157.02	\$123.27	\$8.78	\$165.80	\$165.80	\$0.00	
# of Sales :										
Totals for the Month:		1	2.97	4	\$157.02	\$123.27	\$8.78	\$165.80	\$165.80	\$0.00
<b>Totals for MD 6 %</b>										
# of Sales :	Sq Yds:	Hours:	Subtotal:	Taxable Amt:	Tax:	Final Charge:	Payments:	Difference:		
2	8.08	11	\$382.50	\$225.41	\$14.91	\$397.41	\$397.41	\$0.00		
<b>Tax Rate: MN 7.125%</b>										
<b>February 2016</b>										
Inv#s:	Paid On:	SqYds:	Hours:	Subtotal	Taxable Amt:	Tax:	Final Charge:	Payment:	Difference	
545 or Garden Club, Alster, Kora	2/12/2016	3.47	0	\$166.12	\$166.12	\$11.84	\$177.96	\$177.96	\$0.00	
544 or Lonestar, Alster, Kora	2/12/2016	5.23	5	\$218.90	\$202.40	\$14.42	\$233.32	\$233.32	\$0.00	
550 or Evening Star, Alster, Kora	2/13/2016	6.11	7	\$288.36	\$228.08	\$16.25	\$304.61	\$304.61	\$0.00	
# of Sales :										
Totals for the Month:		3	14.81	12	\$673.38	\$596.60	\$42.51	\$715.89	\$715.89	\$0.00

Summary

Financial Report										
Invoices Marked with Any Payment per Tax Rate : 1/1/2016 to 12/31/2016										
Tax Rate: MD 6 %										
March 2016										
Inv#:	Paid On:	SqYds:	Hours:	Subtotal	Taxable Amt:	Tax:	Final Charge:	Payment:	Difference	
# of Sales:										
Totals for the Month:	1	5.11	7	\$225.48	\$102.14	\$6.13	\$231.01	\$231.01	\$0.00	
April 2016										
Inv#:	Paid On:	SqYds:	Hours:	Subtotal	Taxable Amt:	Tax:	Final Charge:	Payment:	Difference	
# of Sales:										
Totals for the Month:	1	2.97	4	\$157.02	\$123.27	\$8.78	\$165.80	\$165.80	\$0.00	
Totals for MD 6 %										
# of Sales:	Sq Yds:	Hours:	Subtotal:	Taxable Amt:	Tax:	Final Charge:	Payments:	Difference:		
2	8.08	11	\$382.50	\$225.41	\$14.91	\$397.41	\$397.41	\$0.00		
Tax Rate: MN 7.125%										
February 2016										
Inv#:	Paid On:	SqYds:	Hours:	Subtotal	Taxable Amt:	Tax:	Final Charge:	Payment:	Difference	
# of Sales:										
Totals for the Month:	3	14.81	12	\$673.38	\$505.00	\$42.51	\$715.89	\$715.89	\$0.00	
March 2016										
Inv#:	Paid On:	SqYds:	Hours:	Subtotal	Taxable Amt:	Tax:	Final Charge:	Payment:	Difference	
# of Sales:										
Totals for the Month:	3	9.06	10.5	\$491.91	\$491.91	\$35.05	\$526.96	\$526.96	\$0.00	
April 2016										
Inv#:	Paid On:	SqYds:	Hours:	Subtotal	Taxable Amt:	Tax:	Final Charge:	Payment:	Difference	
# of Sales:										
Totals for the Month:	1	4.01	5.5	\$208.33	\$208.33	\$19.12	\$208.33	\$208.33	\$0.00	
Totals for MN 7.125%										
# of Sales:	Sq Yds:	Hours:	Subtotal:	Taxable Amt:	Tax:	Final Charge:	Payments:	Difference:		
7	28.79	28	\$1,433.62	\$1,356.84	\$96.68	\$1,511.18	\$1,511.18	\$0.00		

Sales per Service/Category

- This will show you Sales broken down into Quilting Charges, Batting Sold, Backing Solder, etc.

Sales by Category sorted by Date Paid: 1/1/2016 to 12/31/2016																	
Your Quilt#:	Quilt	Cust #:	Name of Quilt	Date Accepted:	Date Paid:	Quilting:	Thread:	Batting:	Backing:	Binding:	Add Chrg NoTax	Add Chrg Tax	Ship	Subtotal	Tax	Final Charge	Amt Paid
645		112	Garden Club	2/12/2016	2/12/2016	\$135.00	\$10.00	\$21.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$166.12	\$11.84	\$177.96	\$177.96
644		112	Lonestar	2/12/2016	2/12/2016	\$169.40	\$7.50	\$25.50	\$16.50	\$0.00	\$0.00	\$0.00	\$0.00	\$218.90	\$14.42	\$233.32	\$233.32
650		112	Evening Star	2/13/2016	2/13/2016	\$198.00	\$15.28	\$30.08	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$288.36	\$16.25	\$304.61	\$304.61
640		112	Auction Quilt	2/5/2016	3/6/2016	\$121.50	\$3.75	\$30.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$155.85	\$11.10	\$166.95	\$166.95
646	2016001	112	John quilt	2/12/2016	3/12/2016	\$120.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	\$8.91	\$133.91	\$133.91
649		112	Sharon	2/13/2016	3/13/2016	\$173.25	\$36.72	\$26.56	\$45.95	\$65.00	\$0.00	\$0.00	\$0.00	\$211.06	\$15.04	\$226.10	\$226.10
641	16001	112	Hexie	2/12/2016	3/28/2016	\$50.00	\$15.00	\$27.20	\$59.94	\$81.50	(\$8.16)	\$0.00	\$0.00	\$225.48	\$6.13	\$231.61	\$231.61
652	16001	112	Class	4/9/2016	4/9/2016	\$159.13	\$17.32	\$23.36	\$0.00	\$81.00	\$0.00	(\$12.48)	\$0.00	\$268.33	\$0.00	\$268.33	\$268.33
653		169	Border to Border	4/11/2016	4/11/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,300.00	\$0.00	\$0.00	\$2,300.00	\$0.00	\$2,300.00	\$2,300.00
647		112	Frozen Panel	2/13/2016	4/11/2016	\$96.25	\$21.25	\$19.52	\$15.75	\$0.00	\$0.00	\$21.50	\$0.00	\$157.02	\$8.78	\$165.80	\$165.80
656		112	Quilt of Valor	4/13/2016	4/13/2016	\$0.00	\$7.00	\$11.20	\$12.00	\$0.00	\$0.00	(\$30.20)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
648		167	2016	4/16/2016	4/16/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$525.00	\$0.00	\$0.00	\$525.00	\$0.00	\$525.00	\$525.00
Sum Totals:						Quilting:	Thread:	Batting:	Backing:	Binding:	Add Chrg NoTax	Add Chrg Tax	Ship	Subtotal	Tax	Final Charge	Amt Paid
						\$1,222.53	\$138.82	\$215.14	\$195.14	\$227.50	\$2,816.84	(\$21.18)	\$0.00	\$4,641.12	\$92.47	\$4,733.59	\$4,733.59

Summary

- Just shows the Sum total for each category across the dates or the last line of the above report.

Sales per Category 1/1/2016 to 12/31/2016

Sum Totals:	Quilting:	Thread:	Batting:	Backing:	Binding:	Add Chrg NoTax	Add Chrg Tax	Ship	Subtotal	Tax	Final Charge	Amt Paid
	\$1,222.53	\$138.82	\$215.14	\$195.14	\$227.50	\$2,816.84	(\$21.18)	\$0.00	\$4,641.12	\$92.47	\$4,733.59	\$4,733.59

For those who want to only report invoices marked with Final Payments. The next series of reports are helpful

The reports are exactly the same as above, so we are not going to look at each one individually. Just note that only invoices that are marked Final will appear in these reports. Sales that are marked with Deposit or Payment, but Final is not indicated, will not appear on these reports.

These reports includes All Types of Sales, but only invoices marked "Final". Quilts not marked Final Payment will be unreported until Final Payment is designated. Use if Payments extend across end of the year.

Include Invoices marked "Final" only

Final Paymts by Date Pd-Details    Summary

These Reports combine Supplies, Expenses and Invoices Marked Final into one report, good reports for Accountant

Combined Financials - Final Payment

Summary - Combined - Final Payments

Summary - Type of Sale - Final Payments

Use this report if you choose more than one Tax Rate on the Sales/Invoice screen

Final Payments by Tax Rate    Summary

### Only Payment Information

Only Payment Info is Displayed

All Payments by Date

All by Type: Cash, CC, Check

All by Payment Type: Final, Deposit, etc

These Reports combine Supplies, Expenses and All Types of Invoices

Combined Financials -All Payments

Close Screen

- These reports do not report Sales, they only report Payment information.
- A good report to use if you take Deposits

Financial Report						
Payments: 1/1/2016 to 12/31/2016						
<b>February 2016</b>						
Invoice #: Your #: Payment Date:			Cust #:			
Final						
645		2/12/2016	Final	Garden Club	112/Alstier, Kora	\$177.96
644		2/12/2016	Final	Lonestar	112/Alstier, Kora	\$233.32
650		2/13/2016	Final	Evening Star	112/Alstier, Kora	\$304.61
Total Final payments for month						\$715.89
Total Sales for Month: 3			Total Payments for Month: \$715.89			
<b>March 2016</b>						
Invoice #: Your #: Payment Date:			Cust #:			
Final						
640		3/6/2016	Final	Auction Quilt	112/Alstier, Kora	check \$166.95
646	2016001	3/12/2016	Final	John quilt	112/Alstier, Kora	\$133.91
649		3/13/2016	Final	Sharon	112/Alstier, Kora	\$226.10
641	16001	3/28/2016	Final	Hexie	112/Alstier, Kora	\$231.61
Total Final payments for month						\$758.57
Total Sales for Month: 4			Total Payments for Month: \$758.57			
<b>April 2016</b>						
Invoice #: Your #: Payment Date:			Cust #:			
Deposit						
652	16001	4/1/2016	Deposit	Class	112/Alstier, Kora	\$100.00
Total Deposit payments for month						\$100.00
Final						
652	16001	4/9/2016	Final	Class	112/Alstier, Kora	\$168.33
653		4/11/2016	Final	Border to Border	169/Quilters Haven,	check \$2,300.00
647		4/11/2016	Final	Frozen Panel	112/Alstier, Kora	\$165.80
656		4/13/2016	Final	Quilt of Valor	112/Alstier, Kora	\$0.00
648		4/16/2016	Final	2016	167/MQX, MQX	\$525.00
Total Final payments for month						\$3,159.13
Total Sales for Month: 6			Total Payments for Month: \$3,259.13			
Total Payments						\$4,733.59

### Combined Financials

- Will gather Expenses and Supplies and report these along with Payments
  - Make sure that your Payments are consistent with Sales
  - Will report the Deposits, Payments and Final designation separately.
- You will get a bottom line for your business

#### Combined Financial Report:

All Payments, Expenses and Supplies 1/1/2012 to 12/31/2012

Expenses:			
Mileage			
Pick Up/Drop Off Quilts		17	\$9.35
Mileage Totals:		17	\$9.35
Telephone			
Telephone, Internet		\$260.00	
Telephone Totals:		\$260.00	
1/1/2012 to 12/31/2012 Expenditures: \$260.00 17 \$9.35			

Supplies			
	Total Cost	Mileage	Mileage Reimbursement
Backing			
Cotton Backing	\$12.00		
Backing Total:		\$12.00	
Thread			
Bottom line	\$22.00		
KingTut Thread	\$7,512.95		
Omni Thread	\$51.00		
Sew Fine	\$35.00		
Thread Total:		\$7,620.95	
1/1/2012 to 12/31/2012 Expenditures: \$7,632.95			

Payment by Type:		Total Payments
Deposit		\$100.00
Final		\$2,081.56
Total Payments:		\$2,181.56

Total Payments: \$2,181.56  
 Total Expenditures: \$7,892.95  
 Payments-Expenditures: (\$5,711.39)

# Quilting Designs

See how many times each design has been used.

Quilting Designs

---

See how many times each Pricing category has been used.

All Pricing Categories Summary Chart of % of use

Compare Totals per Category Compare Average per

---

List of Services and Totals between Start and Stop Dates

Compare Invoices Totals over Years

---

List of Services from each Invoice per Category

Sales per Service Pricing Category

Sales per Service Summary

---

See how many quilts each Customer has brought in

Customer Trends-Quilts Data

---

See how many quilts were accepted per month

Quilt Trends Chart

Close Screen

- Reports all the Quilting designs listed on the Quilting Service tab of the Sales Invoice Screen.
  - Reminder of where the info comes from on the Sales/Invoice screen

Quilting Thread Batting Backing Binding Image Notes Additional Charge No Tax Additional Charge Taxed

Step 1 → Step 2 → Step 3: Click on appropriate "Use" button below:

Enter width and length

Width: 88.000 in/cm Length: 90.000 in/cm

Sq In/cm: 7920 Sq Yds: 6.111 Sq Feet: 55.000 Sq Meters: 0.792

Use sq In Use sq Yd Use sq Ft Use sq Meter

Click here to Calculate size

Step 4: Pricing Category: Add to List Price per Unit: \$0.0250 Placement area: Add to List Design: Sort 1: Almost Paisley e2e Size of Area/Qty: Price: 7920.00 \$198.00

Design	Placement area	Price per Unit	Design	Sort 1	Size of Area/Qty	Price
Edge to Edge with Border	Blocks	\$0.0250	Almost Paisley e2e		7920.00	\$198.00
Outside Border	Outside Border		Almost Paisley Floral Bl			
*						0.00

- It is first grouped by the Design Name
  - Then the Placement Area
  - Then by the Quilt, showing the Area Size and the Quilt Size, etc

Quilting Designs Used 1/1/2016 to 12/31/2016

ABC with Loops

Quilt #:	Your #	Name of Quilt	Area Size	Quilt Size	Price Category	Charge:
Outside Border						
644		Lonestar		0 6776		
Used In:	Outside Bord 1	Total :		0		
Design Used: 1			Total :			0
Almost Paisley e2e						
Block area						
652	16001	Class		6365 6365	Edge to Edge with Border	\$159.13
Used In:	Block area 1	Total :		6365		\$159.13
Blocks						
641	16001	Hexie		6622 6622	Edge to Edge with Border	
647		Frozen Panel		3850 3850	Edge to Edge - Dense/Complex D	\$96.25
650		Evening Star		7920 7920	Edge to Edge with Border	\$198.00
Used In:	Blocks 3	Total :		18392		\$294.25
Design Used: 4			Total :			\$453.38

## Pricing Categories





• Where the info comes from on Sales Invoice screen

Quilting Thread Batting Backing Binding Image Notes Additional Charge No Tax Additional Charge Taxed

Step 1 → Step 2 → Step 3: Click on appropriate "Use" button below:

Enter width and length

Width: 88.000 in/cm    Click here to Calculate size

Length: 90.000 in/cm

Sq In/cm: 7920    Sq Yds: 6.111    Sq Feet: 55.000    Sq Meters: 0.792

Use sq In    Use sq Yd    Use sq Ft    Use sq Meter

Step 4: Pricing Category: Add to List    Price per Unit    Placement area: Add to List    Design: Sort and Add to List    Size of Area/Qty: Price:

Edge to Edge with Border	\$0.0250	Blocks	Almost Paisley e2e	7920.00	\$198.00
Outside Border			Almost Paisley Floral Br		

Pricing Categories Used

Pricing Categories Used 1/1/2016 to 12/31/2016

Custom

Date Paid:	Quilt #	Your #:	Name of Quilt	Size of Quilt	Hours	Design	Charge:
2/12/2016	645		Garden Club	4500	0	custom	\$135.00
Custom used : 1				Totals:	4500	0	Total : \$135.00
				AVG :	\$135.00	4500	0 Avg/hr #Div/0!

Edge 2 Edge Basic

Date Paid:	Quilt #	Your #:	Name of Quilt	Size of Quilt	Hours	Design	Charge:
3/13/2016	649		Sharon	28.64	0		\$103.10
Edge 2 Edge Basic used : 1				Totals:	28.64	0	Total : \$103.10
				AVG :	\$103.10	28.64	0 Avg/hr #Div/0!

Edge to Edge - Dense/Complex Design

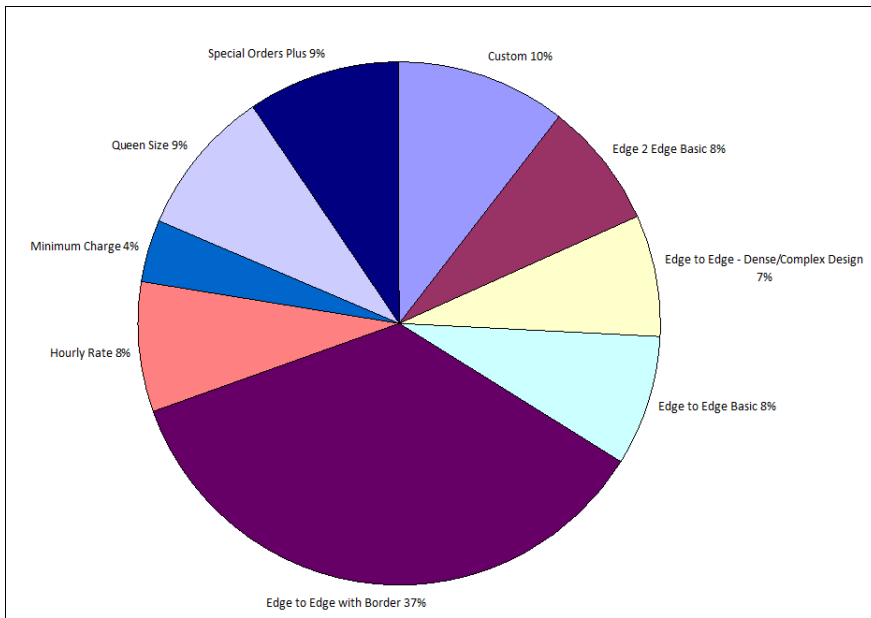
Date Paid:	Quilt #	Your #:	Name of Quilt	Size of Quilt	Hours	Design	Charge:
4/11/2016	647		Frozen Panel	3850	4	Almost Paisley e	\$96.25
to Edge - Dense/Complex Design used : 1				Totals:	3850	4	Total : \$96.25
				AVG :	\$96.25	3850	4 Avg/hr \$24.06

Summary

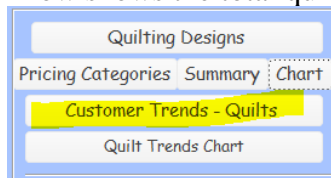
Pricing Categories Used 1/1/2016 to 12/31/2016

Category	Used on :	quilts :	Totals:	Charge:	Size of Quilt	Hours	Avg/hr
Custom	1		\$135.00	4500	0	#Div/0!	
Edge 2 Edge Basic	1		\$103.10	28.64	0	#Div/0!	
Edge to Edge - Dense/Complex Design	1		\$96.25	3850	4	\$24.06	
Edge to Edge Basic	1		\$104.94	3.18	0	#Div/0!	
Edge to Edge with Border	3		\$460.25	18410	12.5	\$36.82	

• Chart



- Customer Trends – Quilts
  - This will build a chart of all of your customers over the time period specified.
  - It will show the spread of when they bring quilts across the time period
  - The bottom row shows the total quilts accepted in a month.

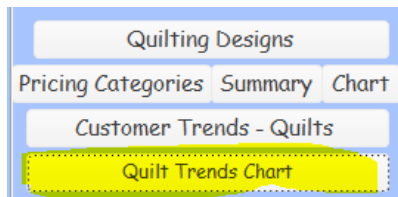


### Trends by Date Accepted

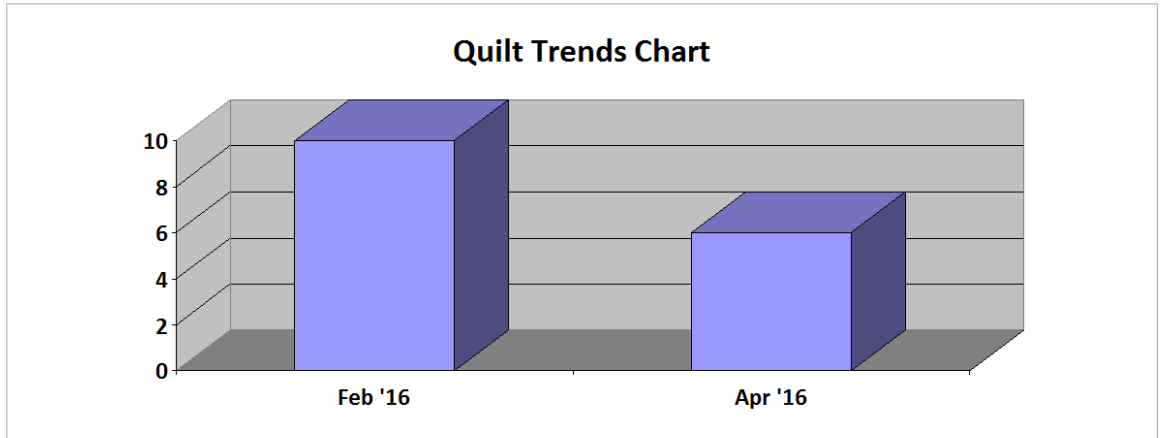
Wednesday, April 20, 2016  
1/1/2016 to 12/31/2016

Quilter	Total Quilts	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Alster	Kora	13	9		4								
Anders	Gunner	1	1										
Quilters Haven		1			1								
<b>Sums:</b>		15	10		5								

### Quilt Trends Chart



- This shows the number of quilts accepted by date and shows the per month total.
- Excellent to see the ups and downs of the time period
- If fewer intakes, might plan a sale during that time.



Additional Charges Sold

- Information comes from the Sales/Invoice Screen
  - Additional Charge Taxed or No Tax
  - Will group to Charge Name first
  - Then to Component.
  - Will show a total for each Component, each Charge Name Group
  - Same for Tax and No Tax

Charge:	Add to List	Amount	Component	Unit	Price/Unit	Final Price
▶  Border to Border	▼	1	See Components Class Fees	@\$250/session	\$250.00	\$250.00
Border to Border	▼	30	See Components Registration Fee	@\$25/student	\$25.00	\$750.00
Border to Border	▼	250	See Components Expenses Paid	a session	\$1.00	\$250.00
Border to Border	▼	30	See Components Kit Fee	@\$35/student	\$35.00	\$1,050.00
*	▼	0	See Components			

**Additional Chrg Sold**

All Add Chges No Tax Summary

Specific Additional Charge

Specific Charge

All Add Charges Taxed Summary

Specific Additional Charge Taxed

Specific Charge Taxed

Border to Border							
Class Fees							
Date Paid	Invoice #:		Quantity:	Unit:	Cost/Unit:	Final Charge:	
4/11/2016	663	Quilters Haven,	1	@\$250/	\$250.00	\$250.00	
<b>Component Total:</b>			1			\$250.00	
Expenses Paid							
Date Paid	Invoice #:		Quantity:	Unit:	Cost/Unit:	Final Charge:	
4/11/2016	663	Quilters Haven,	250	a sessio	\$1.00	\$250.00	
<b>Component Total:</b>			250			\$250.00	
Kit Fee							
Date Paid	Invoice #:		Quantity:	Unit:	Cost/Unit:	Final Charge:	
4/11/2016	663	Quilters Haven,	30	@\$35/st	\$36.00	\$1,050.00	
<b>Component Total:</b>			30			\$1,050.00	
Registration Fee							
Date Paid	Invoice #:		Quantity:	Unit:	Cost/Unit:	Final Charge:	
4/11/2016	663	Quilters Haven,	30	@\$25/st	\$25.00	\$750.00	
<b>Component Total:</b>			30			\$750.00	
<b>Border to Border Total:</b>			311			\$2,300.00	
Discounts							
30 % off batting							
Date Paid	Invoice #:		Quantity:	Unit:	Cost/Unit:	Final Charge:	
3/28/2016	641	16001 Alster, Kora	27.2		(\$0.30)	(\$8.16)	
<b>Component Total:</b>			27.2			(\$8.16)	
<b>Discounts Total:</b>			27.2			(\$8.16)	

**Summary**

- The same information but Summarized (no details)

Additional Charge No Tax:	1/1/2016 to 12/31/2016	Quantity:	Final Charge:
		0	
<b>Total:</b>		0	
Border to Border		Quantity:	Final Charge:
Class Fees		1	\$250.00
Expenses Paid		250	\$250.00
Kit Fee		30	\$1,050.00
Registration Fee		30	\$750.00
<b>Border to Border Total:</b>		311	\$2,300.00
Discounts		Quantity:	Final Charge:
30 % off batting		27.2	(\$8.16)
<b>Discounts Total:</b>		27.2	(\$8.16)
Product		Quantity:	Final Charge:
class kits		15	\$525.00
<b>Product Total:</b>		15	\$525.00

**Specific Charge**

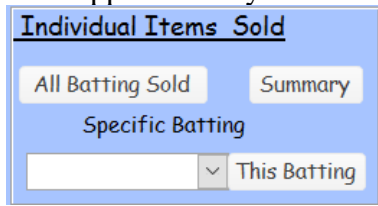
- Allows you to choose a Charge Name and the details about just that Charge Name appear on the report.

Additional Charges Non Taxed 1/1/2016 to 12/31/2016							
Discounts							
30 % off batting							
Date Paid	Invoice #:		Quantity:	Unit:	Cost/Unit:	Final Charge:	
3/28/2016	641	16001 Alster, Kora	27.2		(\$0.30)	(\$8.16)	
<b>Component Total:</b>			27.2			(\$8.16)	
<b>Discounts Total:</b>			27.2			(\$8.16)	

# Individual Items Sold

## All Batting Sold

- Info comes from Sales/Invoice screen Batting Screen
- Also from Supplies and by the name of the batting



- Note the small box off to right, if you have named the batting the exact same thing when purchase and buy it, then you will see the math done for inventory.
- Here is where we see what you have bought and what you have sold.

Batting Sold		1/1/2017 to 12/31/2017													
Cost of Batting Sold :(amount sold * cost per unit)															
Profit on Batting Sold:(Total batting charge - cost of batting sold)															
Batting left in Inventory: (Total purchased - Amt sold)															
Inventory Value: (Batting in Inventory *cost per unit)															
Hobbs 80% cotton/20% poly 96" wide															
Quilt#:	Date Paid:	Qty	Batting Charge: Price per unit:												
603	11/17/2017	72	\$23.04 \$0.32												
630	12/21/2017	73	\$23.36 \$0.32												
Amount Sold: 145		\$46.40													
			<table border="1"> <thead> <tr> <th>Date Purchased</th> <th>Qty</th> <th>Total Cost</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>10/20/2017</td> <td>1080</td> <td>\$115.04</td> <td>30 yds</td> </tr> <tr> <td><b>Total:</b></td> <td>1080</td> <td>\$115.04</td> <td>0.1065 cost per unit:</td> </tr> </tbody> </table>	Date Purchased	Qty	Total Cost	Note	10/20/2017	1080	\$115.04	30 yds	<b>Total:</b>	1080	\$115.04	0.1065 cost per unit:
Date Purchased	Qty	Total Cost	Note												
10/20/2017	1080	\$115.04	30 yds												
<b>Total:</b>	1080	\$115.04	0.1065 cost per unit:												
		Cost of Batting Sold :	\$15.45												
		Profit on Batting Sold:	\$30.95												
		Batting left in Inventory:	935												
		Inventory Value:	\$99.59												
<b>Total Amount Sold:</b>		145	\$46.40												

## Summary

- Shows no details, the individual invoices

Batting Sold		1/1/2017 to 12/31/2017													
Cost of Batting Sold :(amount sold * cost per unit)															
Profit on Batting Sold:(Total batting charge - cost of batting sold)															
Batting left in Inventory: (Total purchased - Amt sold)															
Inventory Value: (Batting in Inventory *cost per unit)															
Hobbs 80% cotton/20% poly 96" wide															
Quilt#:	Date Paid:	Qty	Batting Charge:												
		Amount Sold: 145	\$46.40												
			<table border="1"> <thead> <tr> <th>Date Purchased</th> <th>Qty</th> <th>Total Cost</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>10/20/2017</td> <td>1080</td> <td>\$115.04</td> <td>30 yds</td> </tr> <tr> <td><b>Total:</b></td> <td>1080</td> <td>\$115.04</td> <td>0.1065 cost per unit:</td> </tr> </tbody> </table>	Date Purchased	Qty	Total Cost	Note	10/20/2017	1080	\$115.04	30 yds	<b>Total:</b>	1080	\$115.04	0.1065 cost per unit:
Date Purchased	Qty	Total Cost	Note												
10/20/2017	1080	\$115.04	30 yds												
<b>Total:</b>	1080	\$115.04	0.1065 cost per unit:												
		Cost of Batting Sold :	\$15.45												
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		Batting left in Inventory:	935												
		Inventory Value:	\$99.59												
<b>Total Amount Sold:</b>		145	\$46.40												

## Specific Batting

- Allows you to see just the one batting information.

Batting Sold 1/1/2016 to 12/31/2016															
Hobbs 80% cotton/20% poly 96" wide															
Quilt#:	Date Paid:	Qty	Batting Charge:												
641	16001 3/28/2016	85	\$27.20												
645	2/12/2016	66	\$21.12												
647	4/11/2016	61	\$19.52												
649	3/13/2016	83	\$26.56												
652	16001 4/9/2016	73	\$23.36												
Amount Sold:		368	\$117.76												
		<table border="1"> <thead> <tr> <th>Date Purchased</th> <th>Qty</th> <th>Total Cost</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>4/4/2016</td> <td>1080</td> <td>\$135.00</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td>1080</td> <td>\$135.00</td> <td></td> </tr> </tbody> </table>		Date Purchased	Qty	Total Cost	Note	4/4/2016	1080	\$135.00		<b>Total:</b>	1080	\$135.00	
Date Purchased	Qty	Total Cost	Note												
4/4/2016	1080	\$135.00													
<b>Total:</b>	1080	\$135.00													
Qty Batting Purchased - Batting Sold: 712															
<b>Total Amount Sold:</b>		<b>368</b>	<b>\$117.76</b>												

### All Backing Sold

- Info comes from Sales/Invoice screen Backing Screen
- Also from Supplies and by the name of the backing

### All Backing Sold

- Note the small box off to right, if you have named the backing the exact same thing when purchase and buy it, then you will see the math done for inventory.
- Here is where we see what you have bought and what you have sold.

All Backing Sold    Summary

Specific Backing

▼
This Backing

Backing Sold 1/1/2017 to 12/31/2017															
Bali 44" wide black															
Quilt#:	Date Paid:	Qty	Backing Charge:												
630	12/21/2017	5	\$30.00												
Amount Sold:		5	\$30.00												
		<table border="1"> <thead> <tr> <th>Date Purchased</th> <th>Qty</th> <th>Total Cost</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>12/27/2017</td> <td>15</td> <td>\$255.00</td> <td>15 yds</td> </tr> <tr> <td><b>Total:</b></td> <td>15</td> <td>\$255.00</td> <td>17 cost per unit:</td> </tr> </tbody> </table>		Date Purchased	Qty	Total Cost	Note	12/27/2017	15	\$255.00	15 yds	<b>Total:</b>	15	\$255.00	17 cost per unit:
Date Purchased	Qty	Total Cost	Note												
12/27/2017	15	\$255.00	15 yds												
<b>Total:</b>	15	\$255.00	17 cost per unit:												
Cost of Backing Sold : (amount sold * cost per unit)			\$85.00												
Profit on Backing Sold: (Total backing charge - cost of backing sold)			(\$55.00)												
Backing left in Inventory: (Total purchased - Amt sold)			10												
Inventory Value: (Backing in Inventory * cost per unit)			\$170.00												
<b>Total Amount Sold:</b>		<b>5</b>	<b>\$30.00</b>												

### Summary

- Shows no details, the individual invoices

### Specific Backing

- Allows you to see just the one backing information.

Backing Sold 1/1/2016 to 12/31/2016															
Muslin bleached - 108 " wide															
Quilt#:	Date Paid:	Qty	Backing Charge:												
644	2/12/2016	2.75	\$16.50												
652	16001 4/9/2016	0	\$0.00												
Amount Sold:		2.75	\$16.50												
		<table border="1"> <thead> <tr> <th>Date Purchased:</th> <th>Qty:</th> <th>Total:</th> <th>Notes:</th> </tr> </thead> <tbody> <tr> <td>4/4/2016</td> <td>15</td> <td>\$75.00</td> <td>15 yards</td> </tr> <tr> <td><b>Total:</b></td> <td>15</td> <td>\$75.00</td> <td></td> </tr> </tbody> </table>		Date Purchased:	Qty:	Total:	Notes:	4/4/2016	15	\$75.00	15 yards	<b>Total:</b>	15	\$75.00	
Date Purchased:	Qty:	Total:	Notes:												
4/4/2016	15	\$75.00	15 yards												
<b>Total:</b>	15	\$75.00													
Qty Backing Purchased - Backing Sold: 12.25															
<b>Total Amount Sold:</b>		<b>2.75</b>	<b>\$16.50</b>												

### Comparing Sales to Purchases

Compare Sales to Purchase:  
Matching Supply Type

Fabric

Batting Backing Thread

All Binding Sold

1/1/2016 to 12/31/2016		
Backing Sold	Backing Purchased	Sales - Purchased Price
\$195.14	\$255.00	(\$59.86)

This report provides you with total sales of backing and the total amount of backing purchased between the designated dates. This is not necessarily your profit, as some backing sold might have been purchased outside of the designated dates.

All Binding Sold Summary

Specific Sub

Specific Sub

Summary

Binding Sold 1/1/2016 to 12/31/2016

Date Paid	Quilt #:	Charge/Unit	Size	Unit	Extended Charge:
sew on front and hand stitch back					
3/13/2016	649	\$0.25	260	per inch	\$65.00
3/28/2016	641 16001	\$0.25	326	per inch	\$81.50
4/9/2016	652 16001	\$0.25	324	per inch	\$81.00
			Total:	910	\$227.50
Jan Malmquist					
sew on front and hand stitch back					
4/11/2016	647	\$0.25	250	per inch	\$62.50
			Total:	250	\$62.50
			Total Binding Sold	1160	\$290.00

Binding Sold 1/1/2016 to 12/31/2016

	Size	Extended Charge:
sew on front and hand stitch back	910	\$227.50
Jan Malmquist		
sew on front and hand stitch back	250	\$62.50
Total Binding Sold	1160	\$290.00

Specific Sub

Binding Sold 1/1/2016 to 12/31/2016

Date Paid	Quilt #:	Binding	Price/Unit	Size	Unit	Extended
Jan Malmquist						
4/11/2016	647	sew on front and hand stitch back	\$0.25	250	per inc	\$62.50
			Total:	250		\$62.50
			Total:	250		\$62.50

Thread

- From the Sales/Invoice Screen
- Sorts on the Price Group first, then the Color of thread

Thread All Thread Sold by color Summary

Specific Thread

This Thread

Thread by Price Category Summary

○



Quilting	Thread	Batting	Backing	Binding	Image	Notes	Additional Charge No Tax	Additional Charge Taxed
Sq In/cm	Sq Yds:	Sq Feet:	Sq Meters/cm:	Sq Meters/in:				
4125	3.182	28.6458	0.4125	2.6612903				
Enter thread color choices, changes as desired:								
Charge Category:	Thread Color:	Add to List	Used Where?:	Amount Used:	Unit:	Price per Unit:	Extended Price:	
Permacore	PC Egg Shell 326			3.18	per sq yard	\$4.00	\$12.72	
So Fine	1113 SF Bryte Pink		Inner Border	0.50	per cone	\$0.00	\$0.00	
Metalic	Met 1744 Lime Green		Blocks	1.00	per quilt	\$9.00	\$9.00	
So Fine	402 SF Pearl		Outside Border	10.00	per bobbin	\$1.50	\$15.00	
				0.00				
Total Thread Cost:							\$36.72	

### All Thread Sold by Color

Thread Sold 1/1/2017 to 12/31/2017				
Quilt #:	Date Paid:	Qty:	Charge per Unit:	Extended Charge:
PC Dill 44005				
603	11/17/2017	1 per quilt	\$5.00	\$5.00
<b>Totals per Color:</b>		<b>1</b>		<b>\$5.00</b>
<b>Total Amount Sold</b>		<b>1</b>		<b>\$5.00</b>

### All Thread Sold by Price Category

<u>Price Group:</u> <u>Metalic</u>					
641	16001	3/28/2016	0 per quilt	\$9.00	\$0.00
<b>Totals per Color:</b>			<b>0</b>		<b>\$0.00</b>
<u>Met 1744 Lime Green</u>					
649		3/13/2016	1 per quilt	\$9.00	\$9.00
<b>Totals per Color:</b>			<b>1</b>		<b>\$9.00</b>
<b>Totals per Group:</b>			<b>1</b>		<b>\$9.00</b>
<u>Price Group:</u> <u>Permacore</u>					
<u>PC Egg Shell 32674</u>					
649		3/13/2016	3.18 per sq yard	\$4.00	\$12.72
<b>Totals per Color:</b>			<b>3.18</b>		<b>\$12.72</b>
<b>Totals per Group:</b>			<b>3.18</b>		<b>\$12.72</b>
<u>Price Group:</u> <u>So Fine</u>					
<u>1113 SF Bryte Pink</u>					
649		3/13/2016	0.5 per cone	\$0.00	\$0.00
<b>Totals per Color:</b>			<b>0.5</b>		<b>\$0.00</b>
<u>402 SF Pearl</u>					
649		3/13/2016	10 per bobbin	\$1.50	\$15.00
<b>Totals per Color:</b>			<b>10</b>		<b>\$15.00</b>
<u>409 SF Smoke</u>					
641	16001	3/28/2016	10 per bobbin	\$1.50	\$15.00
<b>Totals per Color:</b>			<b>10</b>		<b>\$15.00</b>

### Summary

Quilt #:	Date Paid:	Qty:	Charge per Unit:	Extended Charge:
<u>Price Group:</u> <u>Permacore</u>				
PC Egg Shell 32674		3.18		\$12.72
<b>Totals per Group:</b>		<b>3.18</b>		<b>\$12.72</b>
<u>Price Group:</u> <u>So Fine</u>				
1113 SF Bryte Pink		0.5		\$0.00
402 SF Pearl		10		\$15.00
409 SF Smoke		10		\$15.00
<b>Totals per Group:</b>		<b>20.5</b>		<b>\$30.00</b>
<b>Total Amount Sold</b>		<b>94.2</b>		<b>\$138.82</b>