

# Create A New Custom Item

On the Catalog Item Maintenance screen you can:

- Create new items, both physical (goods) and non-physical (services) or [Miscellaneous Charges](#)
- Edit existing items
- Make a copy of an existing item

FastManager - [Sales Screen]

File Edit Process Scheduling View Reports Window Help

Customer: Enter or select  
 Contact Person: Enter or select  
 Tel: Select  
 Cell: - -  
 E-Mail Address: Enter or select  
 Fax: - -  
 Customer Group: Contract Customer  
 Origination: Other  
 Sales Rep:

**Quotation - Pending**  
 New Document - Click 'Save' to get #.

Type Order Description Here !

Billing Address  
 Ship Address

General Work Order Thumbnail  
 Date: 2/25/2021  
 Follow Up: 2/25/2021  
 Ship Method: UPS  
 Filter 1: Select  
 Customer PO:   
 Deposit Required 0% - \$0.00

Style	Description	Location	Color(s) / Stitches	Size	Qty	Unit Price	Line Total	Tax 1	PO
>					1	0.00	0.00		



You can also add a new catalog (or delete an existing one) from: Edit -> Catalogs

## New Custom Item

Open the **Catalog Item Maintenance** screen:

- Enter a code for your custom item.
- Enter a catalog name.



If you enter the name of a catalog which does NOT already exist, FastManager will create that catalog for you - on the fly.

[copy\\_item.mp4](#)

If you open any *existing* item, then change either the Code , Description or Catalog - FastManager will make a **copy** of that item

Now enter or select:

- Description
- Type
  - The only types available are: 'Apparel', 'ASI' and 'Other'
- Sales Group
- The default Vendor (for purchasing)
- Should this item be included on the PO Wizard by default?
- Is it taxable?
  - NOTE: Tax 2 will be NON in almost every case
- Should the item be excluded when calculating Sales Commissions?
  - Useful for sundry charges such as Shipping costs
- Is this a Physical Item?
  - if left unchecked, the item will be a 'Service' or 'Miscellaneous' charge, and not "Physical Goods"
  - For example: Shipping or Transport costs



"Miscellaneous Charges" should not be confused with the [Additional Charges](#) that you might add to your embellishment (design)

To specify colors and sizes for this item, UNCHECK the box: No colors or sizes then click on: Colors and Sizes

- You can enter anything you like under both the Colors section on the left and the Sizes section on the right.

## Copy Existing Item

On the Catalog Items screen, open any existing item

- You will see the red ribbon reads: Editing an existing item
- Now simply edit any of the Code, Description or Catalog fields
- the red ribbon changes to: Creating a new item
- Proceed to make any other changes you wish

[new\\_custom\\_item.mp4](#)



Custom Catalogs are a great way to add ASI items

## How to add a missing vendor catalog

If you can supply us with the vendor's catalog data in a spreadsheet that is laid out closely to the sample provided below, then we can provide that data for you to import through the program.

The spreadsheet must contain at least the following information:

- Style No
- Description
- Colors (one color per row )
- Sizes (one size per row)
- Case size and/or Pack size

The following is optional, but recommended:

- Price per unit
- Price per pack
- Price per case

Download the sample layout here:

catalog\_data\_sample\_template.zip

⇐ **Catalogs: Overview**

**Vendor Integration** ⇒

From:

<https://docs.fastmanager.com/> - **FastManager Help Manual**

Permanent link:

<https://docs.fastmanager.com/catalogs/custom>

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