FastManager Help Manual - https://docs.fastmanager.com/

# Catalogs

# **View Existing Catalog items**

#### Go to Edit -> Catalog Items

• Or, select Catalog Items from the Catalogs section in the navigation pane on the left hand side of the main FastManager program window

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Then click on the yellow folder icon to open an existing item

- Type in any Style#
  - You can also filter & search using the various options available.

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#### **Catalog Item Maintenance**

#### **Main Buttons**

The main buttons at the top will allow you to:

- Start creating a new item
- Search for and open an existing item
- Save changes to the current item
- Delete the current item

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Color White White White White White White Black Black Black Black Black Black	Siz# S N L XL S 24L S N L XL XS 24L S 24L	Cost 1 2.50 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Cost 2 2 25 12 2 25 12 0.00 0 0.00 0	Cost 3 2.00 24 2.00 24 0.00 0 0.00 0	Cost 4 1.85 36 1.85 36 0.00 0 0.00 0	Cost 5 1.05 36 1.05 36 0.00 0 0.00 0	Cast 6 1.85 36 1.85 36 0.00 0 0.00 0	Cast 7 1.85 36 1.85 36 0.00 0	Cost 8 1.85 36 1.85 36 0.00 0	Retail 1 5.05 0 5.05 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0	Retal 2 4.63 24 4.63 24 0.00 24	Ristal 3 4.16 43 0.00 49 0.00 49	Retail 4 3.70 72 3.70 72 0.00 72 0.00 72 0.00 72 0.00 72 0.00 72 0.00 72 0.00 72 0.00 72 0.00 72	Petal 5 3.42 144 0.00 144	Retail 6 3.24 299 3.24 298 0.00 299 0.00 298 0.00 298 0.00 298 0.00 298 0.00 298 0.00 298 0.00 298 0.00 298 0.00 298	Fietal 7 2.67 576 2.87 576 0.00 576	Retail 8 2.59 1009 2.59 1009 0.00 1009 0.00 1009 0.00 1009 0.00 1009 0.00 1009 0.00 1009 0.00 1009 0.00 1009 0.00 1009	
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Color White White White White White Ukite Black Black Black Black Black Black Diange Diange	Siz# S N L XL S 2 S N L XL S S N L XL S S N L XL S S N N L XL S S N N L	Cost 1 2 50 0 2 50 0 0 00 0 0 00 0 0 00 0 0 00 0 0 00 0 0 00 0	Cost 2 2.25 12 2.25 12 2.25 12 0.00 0 0.00 0	Cort 3 2 00 24 2 00 24 0 00 0 0 00 0 0 00 0 0 00 0 0 00 0 0 00 0	Cort 4 1.85 36 1.85 36 0.00 0 0.00	Cost 5 1.85 36 1.85 36 0.00 0 0.00 0	Cost 6 1.85 36 1.85 36 0.00 0 0.00 0	Cest 7 1.85 36 1.85 36 0.00 0	Cost 8 1.85 36 1.85 36 1.85 36 0.00 0	Retai 1 5.09 0 5.09 0 0.00 0	Retal 2 4 63 24 4 63 24 0 00 24	Retail 3 4 16 43 4 16 43 0 00 49 0 00 49	Retal 4 3.70 72 0.00 72	Retail 5 3.42 144 3.42 144 0.00 144	Pieteal         6           3.24         280           3.24         280           0.00         280	Petal 7 2.67 575 2.87 575 0.00 576 0.00 576 0.00 576 0.00 576 0.00 576 0.00 575 0.00 575 0.00 575 0.00 575 0.00 575 0.00 576	Retail 8 2.55 1008 2.55 1008 0.00 1009 0.00 1008 0.00 1008	
Color White White White White White White Black Black Black Black Black Black Black Diange Diange	Siz# S N L XL XS 20L S N L XL XS 20L S N L XI	Cost 1 2 50 0 2 50 0 0 00 0 0 00 0 0 00 0 0 00 0 0 00 0 0 00 0	Cost 2 2,25 12 2,25 12 2,25 12 0,00 0 0,00 0	Cort 3 2 00 24 2 00 24 2 00 0 0 00 0 0 00 0 0 00 0 0 00 0 0 00 0	Cost 4 1.05 36 1.05 36 0.00 0 0.00	Cost 5 1.85 36 1.85 36 0.00 0 0.00 0	Cost 6 1.85 36 1.85 36 1.85 36 0.00 0 0.00 0 0.0	Cest 7 1.85 36 1.85 36 1.85 36 0.00 0	Cost 8 1.85 35 1.85 36 0.00 0 0.00	Retail 1 5.09 0 5.09 0 0.00 0	Retal 2 4 63 24 4 63 24 6 000 24 0 000 24	Bestuit 3         4         16         40           4         16         40         0.00         40           0.00         40         0.00         40           0.00         40         0.00         40           0.00         40         0.00         40           0.00         40         0.00         40           0.00         40         0.00         40           0.00         40         0.00         40           0.00         40         0.00         40           0.00         40         0.00         40           0.00         40         0.00         40           0.00         40         0.00         40	Retail 4 3.70 72 0.00 72	Retai 5 3.42 144 3.42 144 0.00 144	Result         6           3.24         280           3.24         380           0.00         280 <td>Fielded 7 2.67 576 2.87 576 0.00 575 0.00 575</td> <td>Retail 0 2.59 1000 2.59 1000 0.00 10</td> <td></td>	Fielded 7 2.67 576 2.87 576 0.00 575 0.00 575	Retail 0 2.59 1000 2.59 1000 0.00 10	
Color White White White White White Black Black Black Black Black Black Black Black Black Diange Diange Diange Diange	5iz# 5 N L XL S 2 2 L XL S 2 L XL S M L XL S 2 M L XL S 2 M L XL S 2 S M L XL S S 2 M L S S S M S S S S S S S S S S S S S S	Cost 1 2 50 0 2 50 0 0 00 0 0 00 0 0 00 0 0 00 0 0 00 0 0 00 0	Cost 2 2.25 12 2.25 12 2.25 12 0.00 0 0.00 0	Cort 3 2 00 24 2 00 24 2 00 24 0 00 0 0 00 0 0 00 0 0 00 0 0 00 0 0 00 0	Cost 4 1.05 36 1.85 36 0.00 0 0.00	Cost 5 1.85 36 1.85 36 0.00 0 0.00 0 000 00000000	Cost 6 1.85 36 1.85 36 0.00 0 0.00 0	Cest 7 1.85 36 1.85 36 0.00 0	Cost 8 1.85 36 1.85 36 1.85 36 0.00 0	Retail 1 5.09 0 5.09 0 0.00 0 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00	Pietal         2           4 63         24           4 63         24           0 00         24	Bestuit 3         4         16         41           4         16         43         0.00         40           0.00         43         0.00         43         0.00         43           0.00         43         0.00         43         0.00         43           0.00         43         0.00         43         0.00         43           0.00         43         0.00         43         0.00         43           0.00         43         0.00         43         0.00         43           0.00         43         0.00         43         0.00         43           0.00         43         0.00         43         0.00         44	Retail 4 3,70 72 3,70 72 0,00	Result 5           3.42         144           3.42         144           0.00         144	Person         6           3.24         290           3.24         290           0.00         280	Peteel 7 2 87 575 2 87 575 0 00 575 0 00 576 0 00 576	Retail 0 2.55 1008 2.55 1008 0.00 1009 0.00 1008 0.00 108	

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For more information about the barcode button and what that does, see: Entering Inventory

### **General Information**

The General Information section will show you some basic information about the current item:

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Color	Size	Cost 1	Cost 2	Cost 3	Cost 4	Cost 5	Cost 6	Cost 7	Cost 8	Retail 1	Retail 2	Retail 3	Retail 4	Retail 5	Retail 6	Retail 7	Retail 8	
White	ŝ	2.50 0	2.25 12	2.00 24	1.05 36	1.05 36	1.85 36	1.85 36	1.85 36	5.09 0	4.63 24	4.16 43	3.70 72	3.42 144	3.24 298	2.87 575	2.59 1008	
White	м	2.50 0	2.25 12	2.00 24	1.85 36	1.85 36	1.85 36	1.85 36	1.85 36	5.09 0	4.63 24	4.16 43	3.70 72	3.42 144	3.24 288	2.87 576	2.59 1008	
White	L	0.00 0	0.00 0	0.00 0	0.00 0	0.00	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 200	0.00 576	0.00 1000	
White	XL	0.00 0	0.00 0	0.00 0	0.00 0	0.00	0.00 0	0.00 0	0.00 0	0.000	0.00 24	0.00 49	0.00 72	0.00 144	0.00 258	0.00 575	0.00 1009	
White	25	0.00 0	0.00 0	0.00 0	0.00	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 48	0.00 72	0.00 144	0.00 288	0.00 575	0.00 1008	
White I	24	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 48	0.00 72	0.00 144	0.00 288	0.00 575	0.00 1008	
Diack.	5	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 200	0.00 575	0.00 1000	
Diace.	1	0.00 0	0.00 0	0.00 0	0.00	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 200	0.00 576	0.00 1008	
Diack.	141	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 40	0.00 72	0.00 144	0.00 200	0.00 576	0.00 1000	
Diank	VC.	0.00 0	0.00 0	0.00 0	0.00	0.00	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 49	0.00 72	0.00 144	0.00 200	0.00 575	0.00 1009	
Black	20	0.00 0	0.00 0	0.00 0	0.00.0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 288	0.00 578	0.00 1008	
Ouecce.	S.	0.00 0	0.00 0	0.00 0	0.00	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 41	0.00 72	0.00 144	0.00 200	0.00 576	0.00 1008	
Overce	N	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 288	0.00 575	0.00 1008	
Otanon	L	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 288	0.00 576	0.00 1008	
Otange	241	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 41	0.00 72	0.00 144	0.00 298	0.00 576	0.00 1000	
Orange	XS	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 288	0.00 575	0.00 1008	
Orange	24	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 288	0.00 578	0.00 1008	

#### Calculate cost and retail

The Calculate cost and retail block at the upper right will allow you to choose how you want FastManager to determine or locate *cost and retail* pricing for the item:

- Calculate Retail based on cost plus markup: FastManager uses the selected markup table to calculate the retail prices
- Calculate Cost based on retail and discount code: This is mainly for ASI goods. You provide the retail price and FastManager calculates the cost based on the selected a discount code
- Enter own retail and cost: FastManager does not calculations, you enter all your own cost & retail pricing with the Cost Wizard or Edit Costand Retail Wizard or Edit Retail buttons

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Click he	re to ra	ark colors a	nd sizes not	evailable														
Color	Size	Cost 1	Cost 2	Cost 3	Cost 4	Cost 5	Cost 6	Cost 7	Cost 8	Retail 1	Retail 2	Retail 3	Retail 4	Retail 5	Retail 6	Retail 7	Retail 8	
White	N	2.50 0	2.25 12	2.00 24	1.85 36	1.85 36	1.85 36	1.85 36	1.85 36	5.09 0	4.63 24	4.16 43	3.70 72	3.42 144	3.24 288	2.87 576	2.59 1008	
White	L	0.00 0	0.00 0	0.00 0	0.00 0	0.00	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 48	0.00 72	0.00 144	0.00 298	0.00 576	0.00 1008	
White	XL	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 49	0.00 72	0.00 144	0.00 288	0.00 575	0.00 1009	
White	24	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 48	0.00 72	0.00 144	0.00 288	0.00 578	0.00 1008	
Eleck.	s	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 40	0.00 72	0.00 144	0.00 200	0.00 575	0.00 1000	
Black.	м	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 288	0.00 575	0.00 1008	
Elack.	24	0.00 0	0.00 0	0.00 0	0.00	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 288	0.00 576	0.00 1008	
Black.	XS	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 288	0.00 575	0.00 1008	
Black.	24	0.00 0	0.00 0	0.00 0	0.00	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 48	0.00 72	0.00 144	0.00 288	0.00 578	0.00 1008	
Orange	5	0.00 0	0.00 0	0.00 0	0.00	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 200	0.00 576	0.00 1008	
Orange	H	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 288	0.00 576	0.00 1008	
Otange	31.	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 4	0.00 72	0.00 144	0.00 288	0.00 576	0.00 1008	
Orange	×s	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 49	0.00 72	0.00 144	0.00 288	0.00 575	0.00 1008	
Orange	24	0.00 0	0.00 0	0.00 0	0.00	0.00 0	0.00	0.00	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 288	0.00 576	0.00 1008	

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For more information about using the markup tables, see: Catalog Item Pricing

#### **Price Grid**

The grid at the bottom displays all the current cost & retail pricing for the item at each of several quantity breaks:



The blue numbers next to the cost or retail price indicate the Quantity Break

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Code Catalog Descriptio Type Salengrou Vendor Tasable? Phy Colors	C N A P A P A S T a d d d d	SG0001 Sev Custom Apparel Select or Enh ast 1 Tax Item ? (Will Sizes	Catalog v gried Goods r v Tasi allow other or <b>Mel or odi</b> No colors o	Page - Generic SS	Croadr Tee V V Ind V Exe amoteed in nel sizes	ng a new Ko kude in PO W cl from Sales to this item)	m Yeard 7 Commissione	How di	o you want Fa ) Calculate in ) Calculate c AEnter own i Walkup Cost Wo Edit Co	atManager nailbased o ont based o etail and co Level 1 A and of Use Las	to calculate the en cost and me in retail and di at. - \$0+ Advanced Mark Retail We Edit Ret.	te prices arkup scount code foup sard	•					
Click here	e to n Size	Cost 1	Cost 2	Cost 3	Cost 4	Cost 5	Cost 6	Cest 7	Cost 8	Retail 1	Betal 2	Retail 3	Retail 4	Betal 5	Retail 6	Retail 7	Retail 8	_
White	ŝ	2.50 0	2.25 12	2.00 24	1.05 36	1.85 36	1.85 36	1.85 36	1.85 36	5.09 0	4.63 24	4.16 48	3.70 72	3.42 144	3.24 298	2.87 575	2.59 1008	
White	м	2.50 0	2.25 12	2.00 24	1.85 36	1.85 36	1.85 36	1.85 36	1.85 36	5.09 0	4.63 24	4.16 48	3.70 72	3.42 144	3.24 288	2.87 576	2.59 1008	
White	L	0.00 0	0.00 0	0.00 0	0.00	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 200	0.00 576	0.00 1008	
Wine /	XL	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 49	0.00 72	0.00 144	0.00 288	0.00 575	0.00 1009	
White	20	0.00 0	0.00 0	0.00 0	0.00.0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 48	0.00 72	0.00 144	0.00 288	0.00 576	0.00 1008	
filack	C.	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 41	0.00 72	0.00 144	0.00 200	0.00 575	0.00 1000	
Black.	N	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 41	0.00 72	0.00 144	0.00 288	0.00 575	0.00 1008	
Black.	L	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 200	0.00 576	0.00 1008	
Black,	XL.	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 49	0.00 72	0.00 144	0.00 298	0.00 575	0.00 1009	
Black.	×s	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 288	0.00 575	0.00 1008	
Black.	24	0.00 0	0.00 0	0.00 0	0.00	0.00	0.00 0	0.00	0.00	0.00 0	0.00 24	0.00 48	0.00 72	0.00 144	0.00 288	0.00 578	0.00 1008	
Orange	5	0.00 0	0.00 0	0.00 0	0.00	0.00 0	0.00 0	0.00 0	0.00	0.00 0	0.00 24	0.00 48	0.00 72	0.00 144	0.00 200	0.00 576	0.00 1008	
B	м	0.00 0	0.00 0	0.00 0	0.00 0	0.00	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 288	0.00 575	0.00 1008	
Utange		0.00 0	0.00 0	0.00 0	0.00	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 288	0.00 576	0.00 1008	
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Otange Otange Otange	XL XS	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 288	0.00 576	0.00 1008	

The use last cost checkbox, if checked, will instruct FastManager to use the "End Column" (the column called: Cost 8) to calculate retail pricing when using a markup.

• If it is UNCHECKED, FastManager will use the *First Cost Column* to determine retail prices when using a markup.

If `Enter own cost and retail` is selected, the `use last cost` checkbox is irrelevant.

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#### **General Information**

The General Information section will show you some basic information about the current item:

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#### Calculate cost and retail

The Calculate cost and retail block at the upper right will allow you to choose how you want FastManager to determine or locate *cost and retail* pricing for the item:

- Calculate Retail based on cost plus markup: FastManager uses the selected markup table to calculate the retail prices
- Calculate Cost based on retail and discount code: This is mainly for ASI goods. You provide the retail price and FastManager calculates the cost based on the selected a discount code
- Enter own retail and cost: FastManager does not calculations, you enter all your own cost & retail pricing with the Cost Wizard or Edit Costand Retail Wizard or Edit Retail buttons

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White N	2.5	00	2.25 12	2.00 24	1.85 36	1.85 36	1.85 36	1.85 36	1.85 35	5.09 0	4.63 24	4.16 48	3.70 72	3.42 144	3.24 288	2.87 576	2.59 1008	
White VI	0.0	0.0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 40	0.00 72	0.00 144	0.00 200	0.00 575	0.00 1009	
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Black S	0.0	0 0	0.00.0	0.00.0	0.00 0	0.00 0	0.00.0	0.00 0	0.00.0	0.00.0	0.00 24	0.00 41	0.00 72	0.00 144	0.00 200	0.00 575	0.00 1008	
Black, M	0.0	0 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 288	0.00 575	0.00 1008	
Black L	0.0	0 0	0.00 0	0.00 0	0.00	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 24	0.00 43	0.00 72	0.00 144	0.00 298	0.00 576	0.00 1008	
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For more information about using the markup tables, see: Catalog Item Pricing

#### **Price Grid**

The grid at the bottom displays all the current cost & retail pricing for the item at each of several quantity breaks:



The blue numbers next to the cost or retail price indicate the *Quantity Break* 

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White	S	2.50 0	2.25 12	2.00 24	1.05 36	1.05 36	1.85 36	1.85 36	1.85 35	5.09 0	4.63 24	4.16 48	3.70 72	3.42 144	3.24 299	2.87 576	2.59 1000		
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Catalogs

The use last cost checkbox, if checked, will instruct FastManager to use the "End Column" (the column called: Cost 8) to calculate retail pricing when using a markup.

• If it is UNCHECKED, FastManager will use the *First Cost Column* to determine retail prices when using a markup.

If `Enter own cost and retail` is selected, the `use last cost` checkbox is irrelevant.



# ← Markups & Pricelists

# Vendor Catalogs ⇒

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