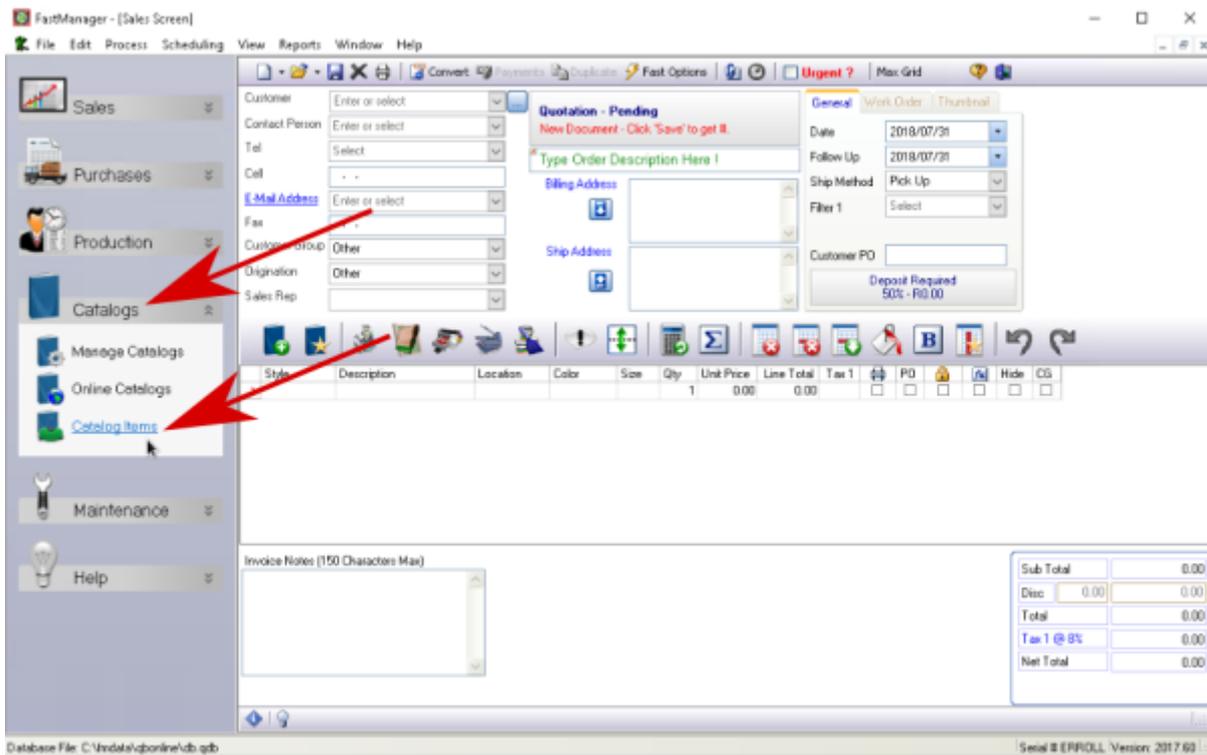


Catalogs

View Existing Catalog items

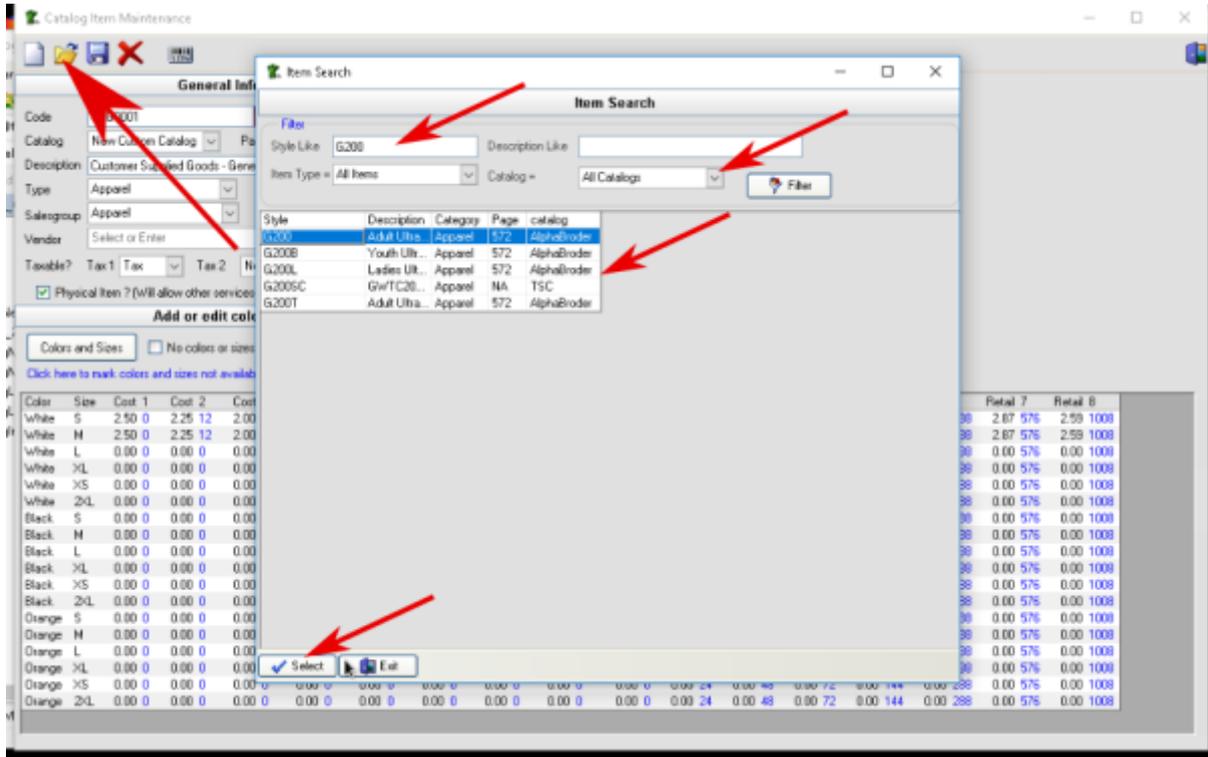
Go to Edit -> Catalog Items

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



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.

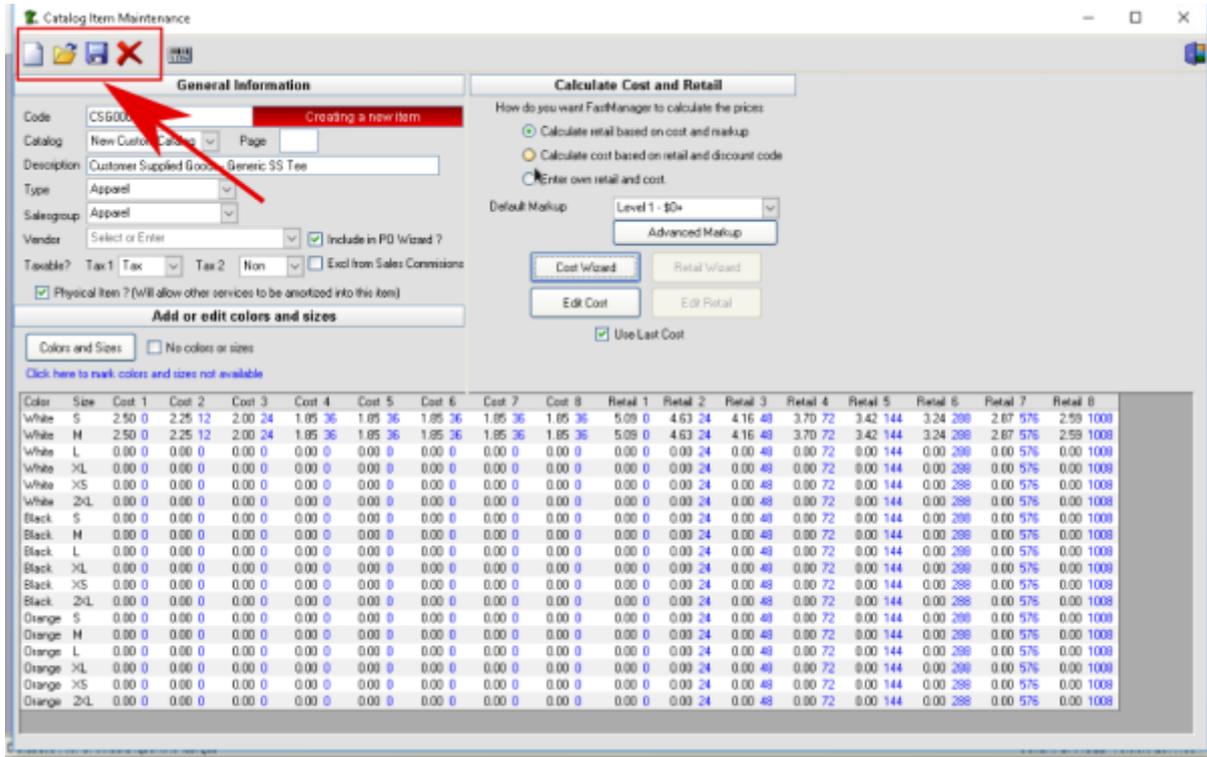


Catalog Item Maintenance

Main Buttons

The main buttons at the top will allow you to:

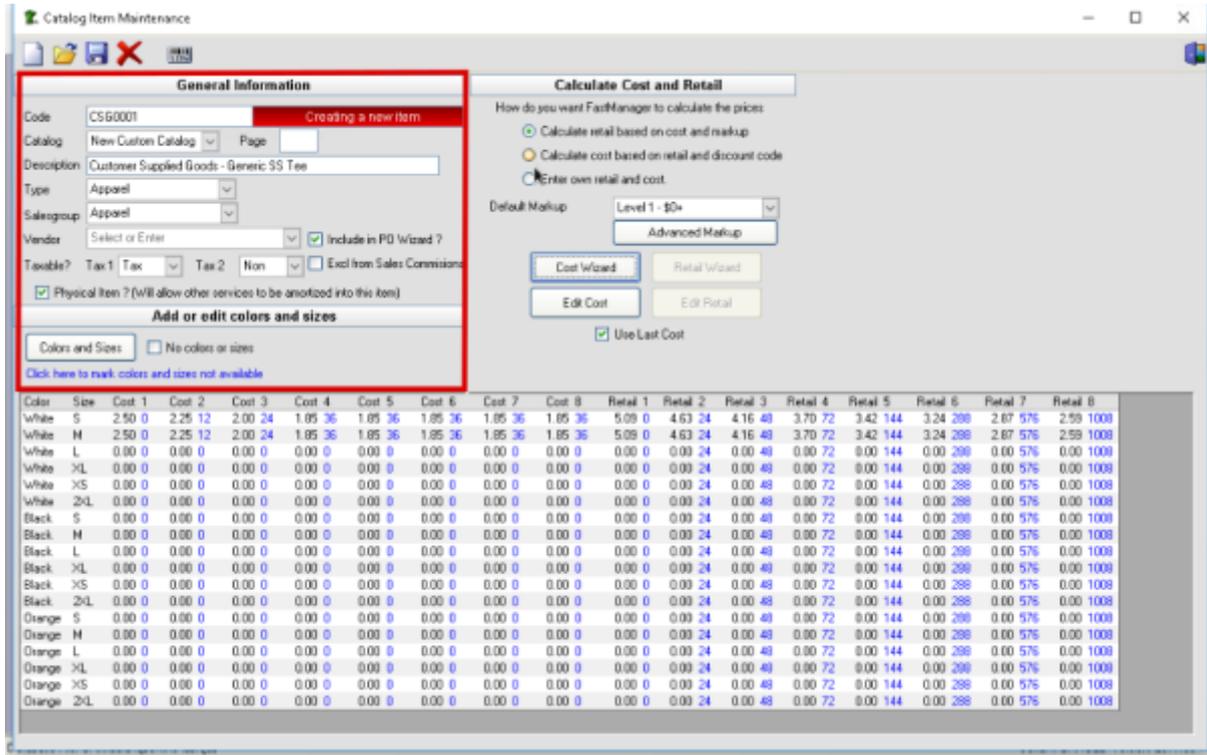
- Start creating a new item
- Search for and open an existing item
- Save changes to the current item
- Delete the current item



 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:



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:

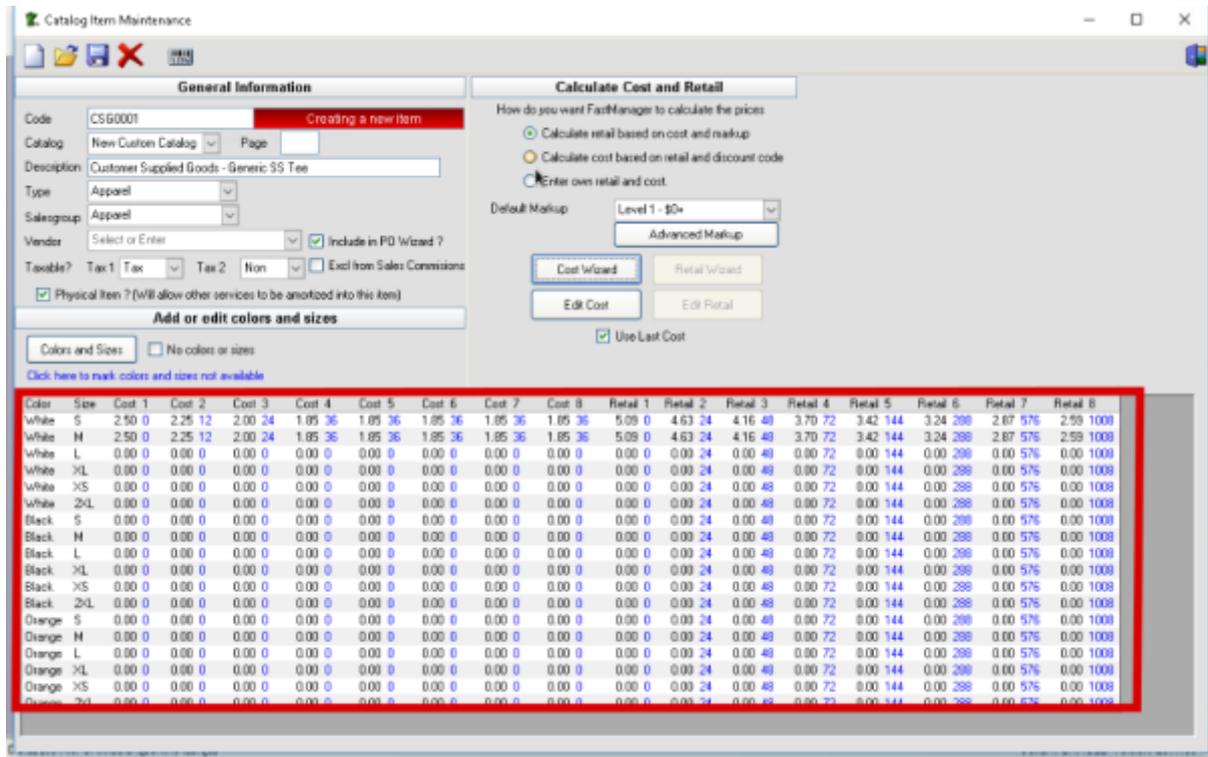
- Calculate Retail based on cost plus markup: FastManager uses the selected markup table to calculate the retail prices
- Calculate Cost based on retail and discount code: This is mainly for ASI goods. You provide the retail price and FastManager calculates the cost based on the selected a discount code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

 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:

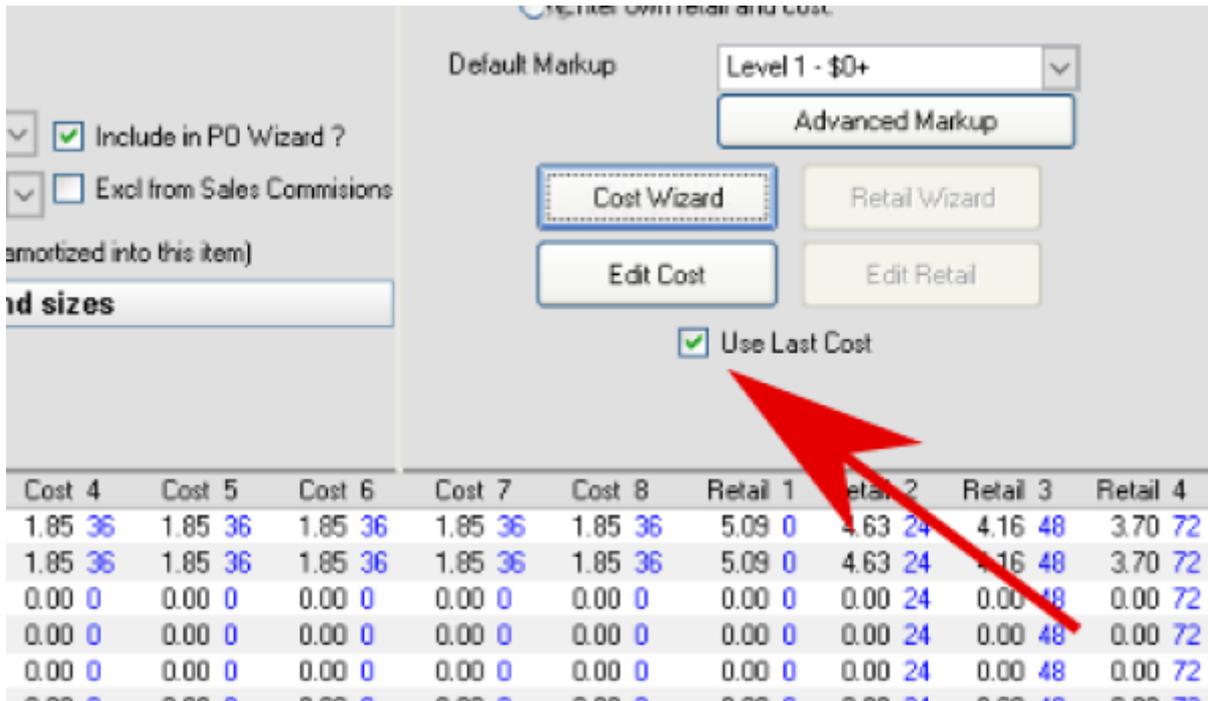
 The blue numbers next to the cost or retail price indicate the *Quantity Break*



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.

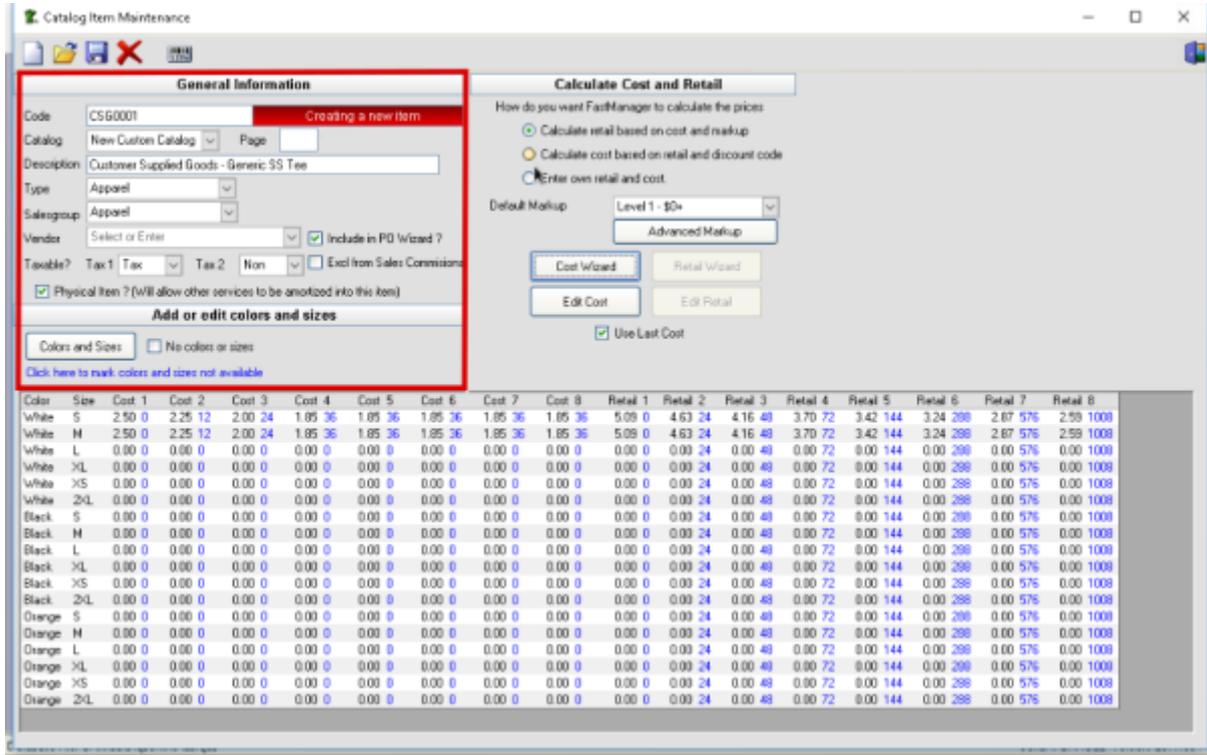
- If it is UNCHECKED, FastManager will use the *First Cost Column* to determine retail prices when using a markup.

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



General Information

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



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:

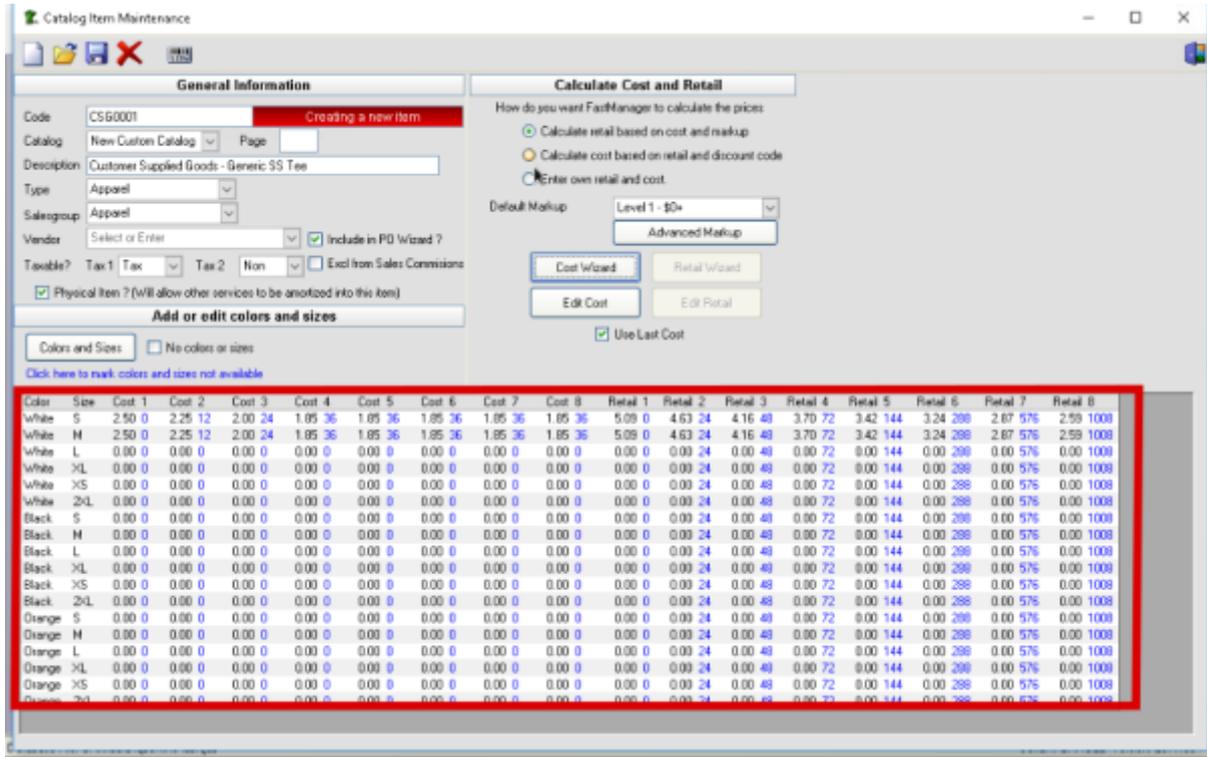
- Calculate Retail based on cost plus markup: FastManager uses the selected markup table to calculate the retail prices
- Calculate Cost based on retail and discount code: This is mainly for ASI goods. You provide the retail price and FastManager calculates the cost based on the selected a discount code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

 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:

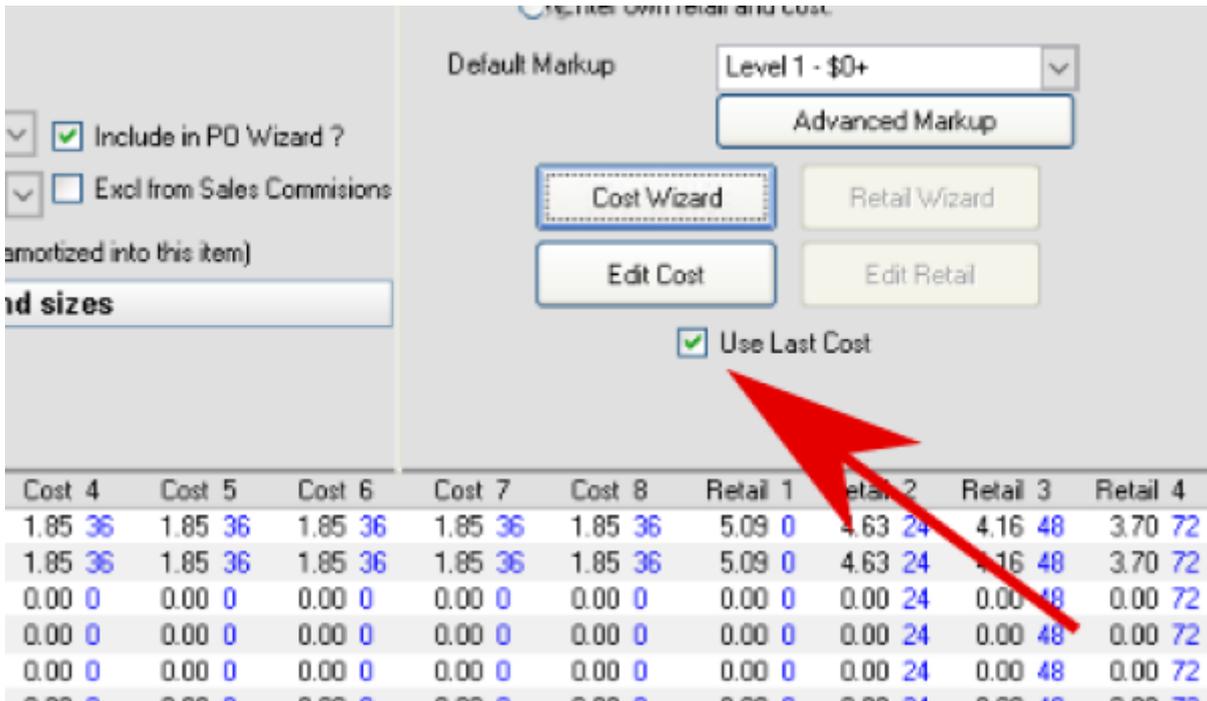
 The blue numbers next to the cost or retail price indicate the *Quantity Break*



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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