

# Adding Customer Goods

First of all it is important to note that “Customer Supplied Goods” are added to the order on the sales screen in the exact same way as you would any other type of physical goods, ie:

- As items from a catalog, or
- As “items on the fly” (temporary item)

To mark the items as *customer supplied*, all you have to do is check box in the CG column for each affected row (on the Sales Screen):

Manager - [Sales Screen]

Edit Process Scheduling View Reports Window Help

Customer: Cash Customer  
Contact Person: Test  
Tel: 321-564-9870  
Cell: . .  
E-Mail Address: test@cash.solutions  
Fax: . .  
Customer Group: General Customer  
Origination: Walk In  
Sales Rep: House Account

**Work Order - WIP**  
New Document - Not Saved. # prefix (ES)  
Youth SP preprints  
Billing Address:  
Ship Address:

General Work Order Thumbnail  
Order Date: 6/19/2019  
Due On: 7/3/2019  
Ship Date: 6/28/2019  
Bin #:  
Goods Ord: Part  
Goods In: Part  
WO Status

| Style    | Description                | Location | Color     | Size | Qty | Unit Price | Line Total | Tax 1 | Tax 2 | PO                                  | FA                                  | Hide                                | CG                                  |
|----------|----------------------------|----------|-----------|------|-----|------------|------------|-------|-------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1 258    | Youth 5.6 oz. DRI-POWEF    |          | AQUATIC B | XS   | 1   | 6.27       | 6.27       | Tax   | Non   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2        | Embroidered Name & #: 11   |          | 10000     |      | 1   | 10.00      | 10.00      | Non   | Non   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3        | Custom Screen Printing- w/ |          |           | 1    | 1   | 4.82       | 4.82       | Non   | Non   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4        | Artwork Preparation per ho |          |           |      | 1   | 25.00      | 25.00      | Non   | Non   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5        | Screen Usage Charge        |          |           |      | 1   | 20.00      | 20.00      | Non   | Non   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6        | Separator Line             |          |           |      | 1   | 0.00       | 0.00       | Non   | Non   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7 10002  | EDL RAGLN T FIREMEN        |          | ASH-RED   | S    | 20  | 0.00       | 0.00       | Tax   | Non   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8 10002  | EDL RAGLN T FIREMEN        |          | ASH-RED   | M    | 20  | 0.00       | 0.00       | Tax   | Non   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9 10002  | EDL RAGLN T FIREMEN        |          | ASH-RED   | L    | 20  | 0.00       | 0.00       | Tax   | Non   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10 10002 | EDL RAGLN T FIREMEN        |          | ASH-RED   | XL   | 20  | 0.00       | 0.00       | Tax   | Non   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| >        |                            |          |           |      | 1   | 0.00       | 0.00       |       |       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Invoice Notes (150 Characters Max)

Sub Total: 66.09  
Disc: 0.00

# Receiving Customer Goods

Then you can “receive” (check in) those goods from the option on the job Board:

Job Board

Open Print Export Refresh **Customer Goods** Issue Stock Ship UPS Box Labels Filter Preferences Help

Filter Options

Customer: Cash Customer Contact Person: View Lost Quotations View Canceled Work Orders  
Sales Rep: All Reps View Pending Quotations View Invoices View Voided Invoices  
WO Status: All Statuses View Work In Progress  
Which Date? All Dates From To View Orders Invoiced Today (Strike Through)

| Type | Number | Customer      | Order Description      | Due Date | Urgent                              | Goods Ord | Goods In | Back Order | Person Responsible | Bin   | Current WO Status       | Latest Comment | Re-Order |
|------|--------|---------------|------------------------|----------|-------------------------------------|-----------|----------|------------|--------------------|-------|-------------------------|----------------|----------|
| ES   | 10025  | Cash Customer | Youth SP preprints     | 07/03    | <input checked="" type="checkbox"/> | No        | No       |            |                    |       | 01 New Job              |                | New      |
| ES   | 10024  | Cash Customer | Test AS 001            | 07/01    | <input type="checkbox"/>            | No        | No       |            |                    | Bin\$ | 04 Waiting for Approval | Add a comment  | New      |
| ES   | 10023  | Cash Customer | Test Alpha Integration | 07/01    | <input checked="" type="checkbox"/> | No        | No       |            |                    |       | 0                       |                | New      |
| ES   | 10022  | Cash Customer | Test Alpha Integration | 07/01    | <input checked="" type="checkbox"/> | No        | No       |            |                    |       | 02 Scheduled            |                | New      |
| ES   | 10021  | Cash Customer | Youth SP preprints     | 07/01    | <input checked="" type="checkbox"/> | Part      | Part     |            | House Account      |       | 04 Waiting for Approval |                | New      |
| ES   | 10020  | Cash Customer | Embr 2                 | 07/01    | <input checked="" type="checkbox"/> | No        | No       |            | House Account      |       | 02 Scheduled            |                | New      |
| ES   | 10019  | Cash Customer | Test Embr & S          | 06/25    | <input checked="" type="checkbox"/> | No        | No       |            | House Account      |       | 02 Scheduled            | Machines Ready | New      |

General Sales Order Detail Purchase Orders Attached Files Tasks Shipping

Viewing All Production Orders Previous Next Max View

| Code   | Description                            | Color        | Size  | Location | Qty | From Stock | Purchased  | Received |
|--------|--|--------------|-------|----------|-----|------------|------------|----------|
| 298    | Youth 5.6 oz. DRI-POWER ACTIVE T-Shirt | AQUATIC BLUE | XS    |          | 1   | 0          | 0          | 0        |
| Edt... | Embroidered Name & #: 1 Loc.           |              | 10000 |          | 1   | 0          | NA         | NA       |
| Edt... | Custom Screen Printing- w/ Flash       |              | 1     |          | 1   | 0          | NA         | NA       |
|        | Artwork Preparation per hour           |              |       |          | 1   | 0          | NA         | NA       |
|        | Screen Usage Charge                    |              |       |          | 1   | 0          | NA         | NA       |
| 10002  | EDL RAGLN T FIREMEN ASH-RED            | ASH-RED      | S     |          | 20  | 0          | Cust Goods | 0        |
| 10002  | EDL RAGLN T FIREMEN ASH-RED            | ASH-RED      | M     |          | 20  | 0          | Cust Goods | 0        |
| 10002  | EDL RAGLN T FIREMEN ASH-RED            | ASH-RED      | L     |          | 20  | 0          | Cust Goods | 0        |
| 10002  | EDL RAGLN T FIREMEN ASH-RED            | ASH-RED      | XL    |          | 20  | 0          | Cust Goods | 0        |

Enter the quantity received and click on the Save button.

- FastManager will then update the Goods In field based on the items you received.

Receive Customer Goods

Receive Customer Goods WO# 10025  
Customer: Cash Customer  
Order Description: Youth SP preprints

Receive All

| Style | Description                 | Color   | Size | Required | Received |
|-------|-----------------------------|---------|------|----------|----------|
| 10002 | EDL RAGLN T FIREMEN ASH-RED | ASH-RED | S    | 20       | 0        |
| 10002 | EDL RAGLN T FIREMEN ASH-RED | ASH-RED | M    | 20       | 0        |
| 10002 | EDL RAGLN T FIREMEN ASH-RED | ASH-RED | L    | 20       | 0        |
| 10002 | EDL RAGLN T FIREMEN ASH-RED | ASH-RED | XL   | 20       | 0        |

Save Cancel



FastManager is very powerful in that way.

You can have a single order where your customer supplies part of the goods and you purchase the rest of the items.

FastManager will mark the Goods In field as Yes if **all** items (Customer supplied *and* purchased items) are in.

For more information about Purchasing and Receiving, see [Purchasing](#)

⇐ **Production: Overview**

**Scheduling** ⇒

From:

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

Permanent link:

<https://docs.fastmanager.com/production/csg>

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