

Purchasing

Catalogs & Items

In the setup of any catalog item, you can specify if that item should be added to the PO Wizard automatically or not.

- Any *vendor catalogs* that you import will have this option enabled by default

FastManager
File Edit Process Scheduling View Reports Window Help

Catalog Item Maintenance

General Information

Code: 00006 Editing an existing item

Catalog: Atlantic Coast Cotton Page: NA

Description: SILKSCREEN 20 X 24 83 MESH

Type: Apparel

Salesgroup: Apparel

Vendor: Atlantic Coast Cotton ☒ Include in PO Wizard ?

Taxable? Tax 1 Tax Tax 2 Non ☐ Excl from Sales Commissions

☒ Physical Item ? (will allow other services to be amortized into this item)

Add or edit colors and sizes

☐ Colors and Sizes ☐ No colors or sizes

[Click here to mark colors and sizes not available](#)

Calculate Cost and Retail

How do you want FastManager to calculate the prices:

☒ Calculate retail based on cost and markup

☐ Calculate cost based on retail and discount code

☐ Enter own retail and cost.

Default Markup: Level 1 - \$0+ Advanced Markup

Cost Wizard Retail Wizard

Edit Cost Edit Retail

☒ Use Last Cost

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
MESH	110	26.14 0	20.58 12	20.58 12	20.58 12	20.58 12	20.58 12	20.58 12	20.58 12	56.60 0	51.45 24	46.31 48	41.16
MESH	156	28.82 0	22.69 12	22.69 12	22.69 12	22.69 12	22.69 12	22.69 12	22.69 12	62.40 0	56.73 24	51.05 48	45.38
MESH	195	30.16 0	23.75 12	23.75 12	23.75 12	23.75 12	23.75 12	23.75 12	23.75 12	65.31 0	59.38 24	53.44 48	47.50
MESH	230	32.12 0	25.29 12	25.29 12	25.29 12	25.29 12	25.29 12	25.29 12	25.29 12	69.55 0	63.23 24	56.90 48	50.58
MESH	305	36.02 0	28.36 12	28.36 12	28.36 12	28.36 12	28.36 12	28.36 12	28.36 12	77.99 0	70.90 24	63.81 48	56.72
MESH	83	26.06 0	20.52 12	20.52 12	20.52 12	20.52 12	20.52 12	20.52 12	20.52 12	56.43 0	51.30 24	46.17 48	41.04

You can then also enable or disable the option for any item on your order, on the fly, on the Sales Screen (for example: if the item is customer supplied or you have a few in stock). Simply uncheck the box for that row in the PO column:

FastManager - [Sales Screen]

File Edit Process Scheduling View Reports Window Help

Convert Payments Duplicate Fast Options Urgent ? Max Grid

Sales

- Sales Screen
- Customers
- Customer Account
- Customer Payments
- Scan

Purchases

Production

Catalogs

Maintenance

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
 Work Order Number: ES10019
 Test Alpha Integration

Billing Address
 Ship Address

General Work Order Thumbnail

Order Date: 6/11/2019
 Due On: 6/25/2019
 Ship Date: 6/20/2019
 Bin #
 Goods Ord: No
 Goods In: No

01 New Job

Style	Description	Location	Color	Size	Qty	Unit Price	Line Total	Tax 1	Tax 2	PO	PO	PO	PO	PO	PO
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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 Add Detail	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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 Edit Detail	Custom Screen Printing: w/				1	4.82	4.82	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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"/>	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Separator Line				1	0.00	0.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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	16.44	328.80	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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	16.44	328.80	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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	16.44	328.80	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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	16.44	328.80	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Invoice Notes (150 Characters Max)

Credits Applied

Sub Total: 0.00

Disc: 0.00

← **Purchasing: Overview**

The PO Wizard →

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Permanent link:
<https://docs.fastmanager.com/purchasing/catalogs>

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