

FastManager 2009 Manual

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1 Introduction

FastManager is a complete shop management tool that will help you improve your productivity, increase efficiency, track orders, schedule jobs, enter orders, purchase goods and more importantly, increase profits! It is designed to be used by shops of all sizes. If you are a small shop you may choose to use just parts of the program. If you are a larger company you can use FastManager across a Windows network and have each department use and update their appropriate sections of the program.

FastManager is easy to use and does not clutter the screen with lots of useless data. It is a very intuitive easy to use program that will have you up and running in no time.

Whether you just need to create fast quotations, enter an order, track receivables, find previous job information fast, consolidate work order sand generate purchase orders, print an invoice or schedule a shop full of automatic presses running on three shifts, FastManager can handle the load.

It has been a passion to be part of the development team. Working with so many companies with incredible ideas.

I hope you enjoy using FastManager as much as we enjoy developing it.

Thank you for using FastManager.

Chris Waldick

**<http://www.fastmanager.com> (<http://www.fastmanager.com/>)
chris@fastmanager.com**

2 Getting Started

2.1 Downloading FastManager

You can download FastManager as many times as you like directly from our web site.

Once you have completed the online form, you will receive an E-Mail with the download link.



REMEMBER TO ENTER A VALID E-MAIL ADDRESS OR ELSE YOU WILL NOT RECEIVE THE DOWNLOAD LINK. Please note that we will not sell or give your E-Mail address to any other person. **Click here (<http://www.fastmanager.com/privacy.asp>)** for more information.

If you do not receive the E-Mail within 10 minutes, please contact us so we can assist you.

Please ensure that your spam filter has our domain (fastmanager.com) in your list of approved senders.

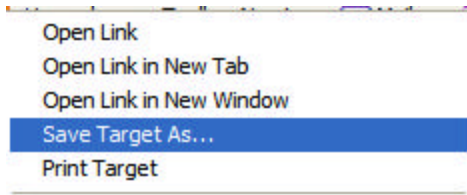
Follow the link you received in your E-Mail



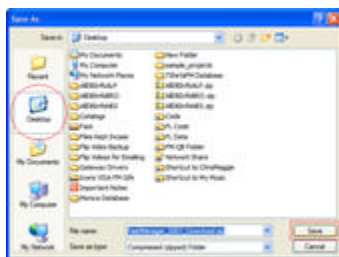
- **Right Click** on the 'Download' button.



- Then select 'Save Target As...' from the pop-up menu.



- Browse to your desktop (Recommended) and click 'Save'



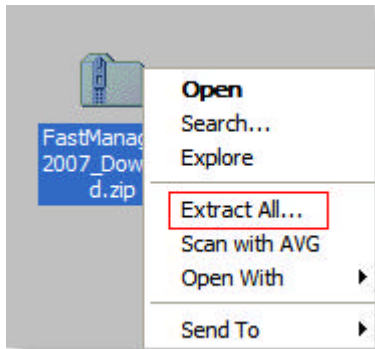
Click here (<http://www.fastmanager.com/download.asp>) to go to the download page now

Click here (Section 2.2) to see how to install FastManager

2.2 Installing FastManager

Once you have downloaded the compressed (ZIP) file you first need to unzip it using a program such as **winzip** (<http://www.winzip.com/index.htm>) or **stuffit**. (<http://www.stuffit.com/win/index.html>)

If you are running Windows XP or Vista you can unzip the file by simply right clicking on it and select 'Extract All...' from the pop-up menu.



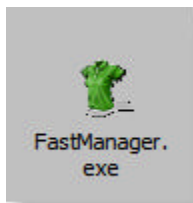
Once you have unzipped the file, double click on the 'Setup' file to start the installation.



Please follow the on screen instructions to complete the installation.



Once you have completed the installation, you will see the FastManager icon on your desktop. Double click on it to open FastManager.



2.3 Get the latest update

As always we continue to improve on FastManager. Upgrades are free for the calendar year so please ensure that you are running on the latest revision.

FastManager will automatically check if you are on the latest revision from the FastManager 'Login' screen, **if you are connected to the internet.**

FastManager will pop-up a new window if there is a later update available. This window will also contain some literature about the the new enhancements as well as instructions on how to update FastManager.

You can see the version number in the bottom right hand corner of the FastManager main window.

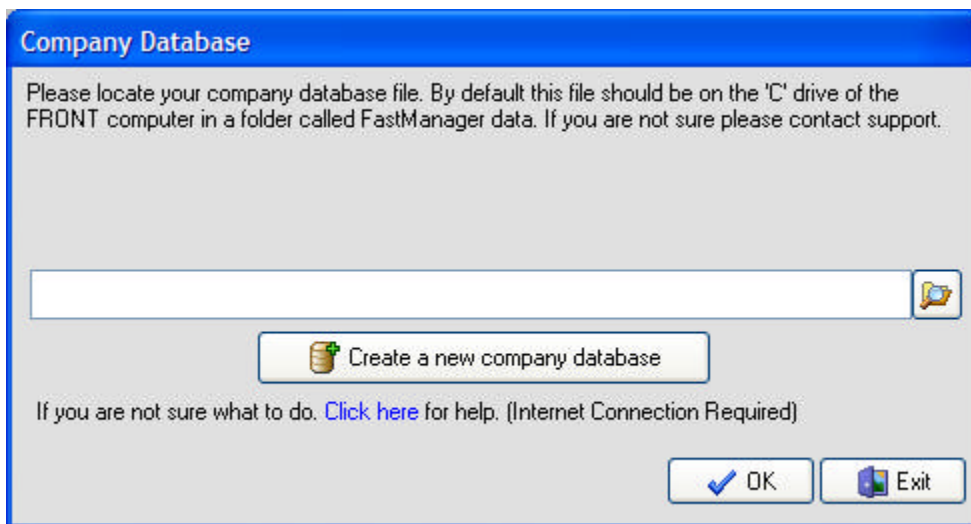


IMPORTANT: If you are running FastManager in a network environment, it is **very important** that all computers are running the same version.

2.4 Creating your new company database

FastManager sends and retrieves data from a database file. You can have multiple company database files.

When you open FastManager for the first time you will see this screen.



If you do not already have a company database file to point to you need to create a new one.



Click here (Section 2.5) if you already have an existing company database and want to network your computers.

- Click on the 'Create a new company database' button.

You will see the new company wizard screen.



- First you need to tell FastManager where to create the data folder.
- Click on the browse button to select the appropriate location.



- Now we need to tell FastManager what to call the folder e.g. myFastManagerData

Where do you want to create this folder ?

C:\

What will the folder name be.

myFastManagerData

- Then [click on the Next button](#) at the bottom of this screen.



You can store you data on any computer on your network. You don't need to have FastManager installed on the same computer where you data resides.



We **do not** recommend that you store your data on an external drive. This will make FastManager very slow and unstable.

On the next screen you need to enter your company data. **Only the company name is mandatory**. You can also enter the rest of the information later via the **company setup screen (Section 3.2)**.

New Company Wizard

Company Information

Company Name: My New Company

Phone:

Fax:

Billing Address: - Will appear on customer invoices (Separate with comma e.g. Street City State Zip)

Shipping Address: - Will appear on purchase orders (Separate with comma e.g. Street City State Zip)

E-Mail:

Website:

Tax Number:

Previous Next

- [Click on the next button](#) to continue.

New Company Wizard

Sales Tax

Taxes

Tax Type 1: Description: Sales Tax

Tax Type 2: Description: Sales Tax

Tax Type 3: Description: Sales Tax

Tax on Tax: ☐ Tax on Tax (Only applicable if you have 2 taxes)

Users

FastManager creates 2 users by default called 'owner' and 'owner' account with no password. Please add any additional users you want to create.

Add & Edit Users

Name:

Account Group:

Password:


Is this user admin or sales rep? ☐ Admin ☐ Sales Rep

Done

- In this screen you can change your tax percentage. If you state or county has 2 tax types, then enter both tax percentages here.



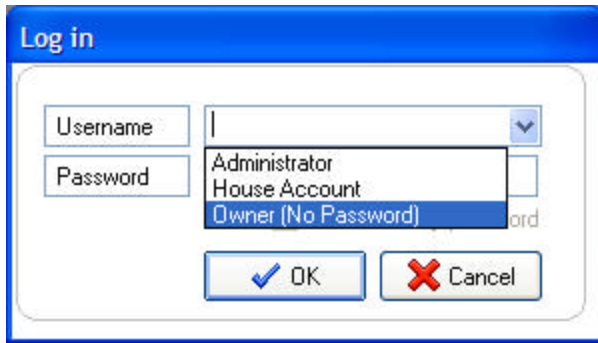
Some countries such as Canada has tax on tax. This means you first tax is also taxed by the second tax. If this is true where you live, please also check the Tax on Tax check box.

 It is recommended that you enter the correct tax percentages now, however you can change them later through the **tax maintenance screen. (Section 3.4)**


FastManager will add a user called Owner which has no password. You can also add additional users from this screen. For example House Account

Click on the done button.

FastManager will open the new company database file and provide you with a log in screen.




You can select the 'Owner' option and click OK. **You don't need to enter a password.**

 **Click here (Section 3.19)** for more information on users and user access

You are now ready to use FastManager

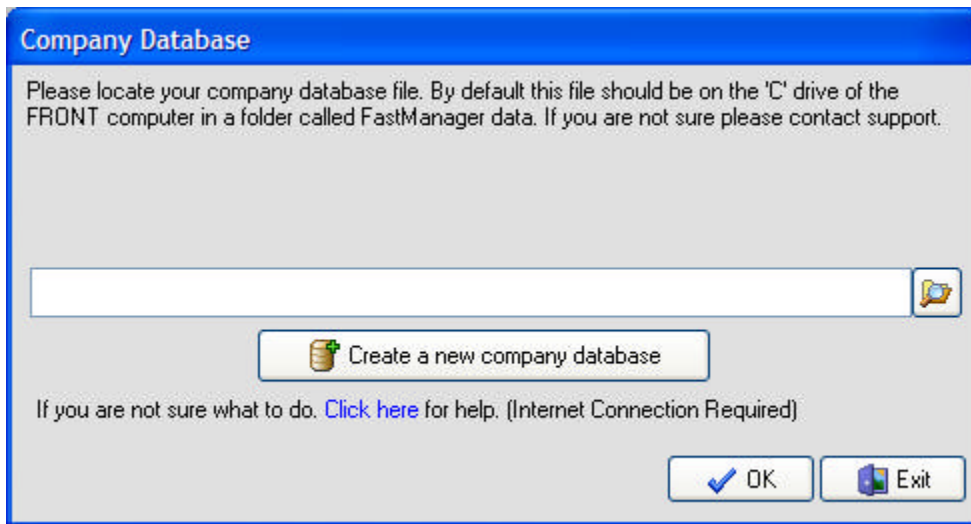
2.5 Networking FastManager

Before you can network FastManager you need to first **create your company database file (Section 2.4)**.

 It is IMPORTANT that the folders where your current database file resides is shared with full **read and write** permissions as FastManager will also write to the database file.

Then all you need to do is point every other computer where you have FastManager installed on to that database.

When you start FastManager for the first time you will see this screen





In stead of **creating a new company database file (Section 2.4)**, all you need to do is **click on the**



browse button

and point to your existing database file.

 **Click here (Section 2.4)** if you don't have an existing database file.


 Every time you open FastManager it will try and open the previous company database file you had open the last time when you used FastManager on this computer. If it cannot find the file, it will present you with the same screen as a before. **If this file is on a network drive your network might be down. Click here (Section 2.7)** for more information on running multiple company database files.

 **It is very important to have a stable network environment. Click here (Section 2.6) for more information.**

2.6 About your Network

It is very important that you have a very stable network when running a database based application such as FastManager


FastManager will read and write to your database files all the time.

 You database will be locked and will need to be repaired, if at any time you loose your connection, while you are writing to the database file.

You will get an error that says 'Unrecognizable Database Format'

If you get this error message please **contact us (http://www.fastmanager.com/contact_us.asp)** so we can try and repair your database file.

You can also try and open your the locked file in MS Access which will automatically repair it for you.

 If this happens on a regular basis, please contact you IT specialist to examine your network for inconsistent connections. We found most of the times that it is a faulty port on a network switch or related cable problems.

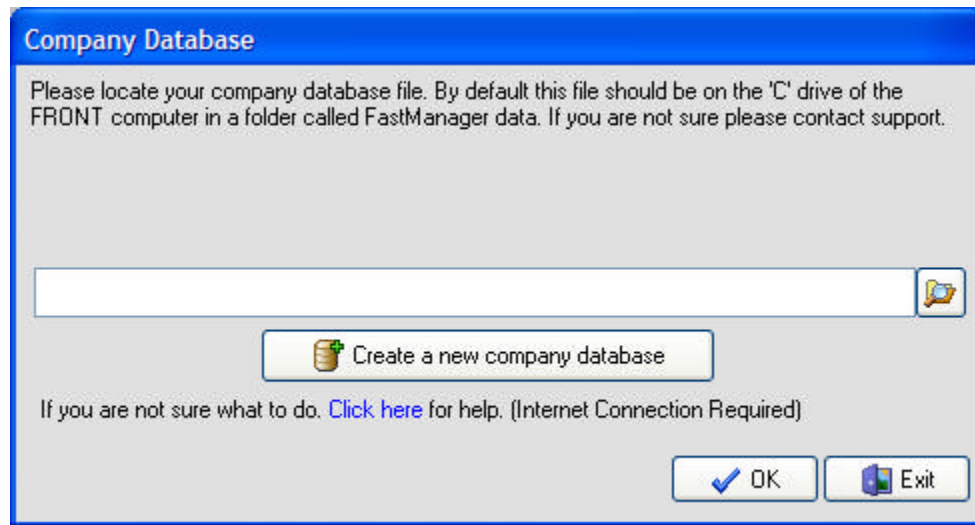
Click [here](#) to download a PDF file on database corruption issues.

2.7 Running multiple company database files

You can have multiple company database files in FastManager,

When you start FastManager it will try and open the previous company you had open before.

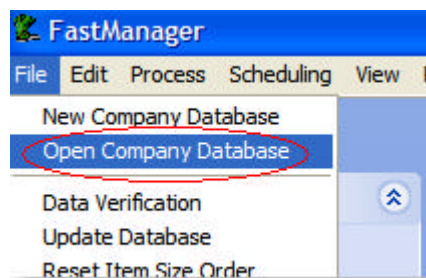
If it cannot find the company or it is the first time you are opening FastManager on this machine, you will see this screen.



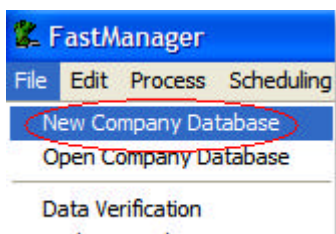
From here you can click on the 'Browse' button to point to an appropriate database file.

You can also switch company database files without this screen.

- Select 'Open Company Database' from the 'File' drop down menu.



- If you want to create a new company database file select 'New Company Database' from the 'File' drop down menu.



Click here (Section 2.4) for more information on creating a new company database.

Click here (Section 2.5) for more information on pointing to an existing company database

2.8 Basic Work Flow

Here we will give you a basic idea of how the work flow in FastManager is designed. This is not set in stone and once you become more proficient with FastManager you might find better ways to optimize the use of FastManager in your company.

However in a general day to day screen printing and embroidery company you should have the following type of work flow with maybe some basic deviations.

1. Quotation

Typically you would always want to confirm the price with a customers before you take on any work. When creating a quotation in FastManager you can print it out and have the customer sign off at the bottom, which means he accepts the prices as well as you terms and conditions. There is a also a subtle way of telling your customer that they need to pay a deposit. (These settings can be changed at any time)

2. Work Order

Once your customer has accepted your quotation you can convert it to a Work in Progress (WIP). This action will change a few things.

You can now take a deposit payment, assign and schedule tasks to various departments, and order goods. FastManager will automatically assign and schedule tasks if you have the Auto Scheduling module setup correctly. You can now print out a copy of the sales order for your customer, which will show the deposit amount he paid and the balance due when he comes to collect. Your customer will also see he is final due date. You can also open a job file and print out the Work Order - Production copy. This printout will not contain any order detail as you are only now going to start with the art and iron out all the embellishment details.

3. Purchases or Receive Customer Goods

FastManager will scan every line item in all your WIP. If that line item is flagged to be ordered and the goods has not been ordered, then FastManager will add it to your PO wizard. FastManager will also automatically update your Job Board 'Goods Ordered' and 'Goods Received' status based on the PO wizard.

If you are processing customer goods, then you can receive the customer goods directly from the Job Board. The 'Goods Ordered' status will automatically be set to 'Yes' as there are not outstanding PO's that you need to generate.

4. Add Detail

As soon as you have converted your quotation to a WIP you art department can start working on the detail for each embellishment. Once those areas have been updates you can print a design detail report for that order which will send detailed instructions to your production including a thumbnail picture of the embellishment.

5. Invoice

Once you are done producing the order, you will now convert it to an invoice and take the final payment. This action will remove the the WIP entry from your Job Board or any other WIP reports. If you took the final payment, it is a good idea to print another copy of the invoice, for you customer, which will show that it is paid.



Please note that the steps above is merely a basic guideline, You can adapt FastManager to you

company needs.

2.9 FTP Services

FastManager makes use of FTP (file transfer protocol) to download files from our web site when you do online updates or downloading catalog files.

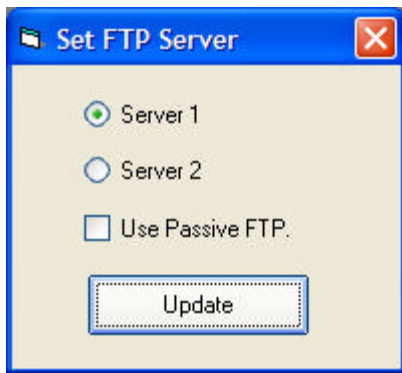
If you are running a 3rd party firewall you may need to add FastManager to the list of approved applications that can use FTP.

FastManager has 2 web sites that you can download from.

You can change your FTP settings by selecting '**Set FTP Server**' from the '**File**' drop down menu.



From here you can select which server (web site) you want to connect to.



We recommend that you first try to use server 1.

Please consult with your IT specialist if you need to use passive FTP or not.

Click on the update button to commit your changes.

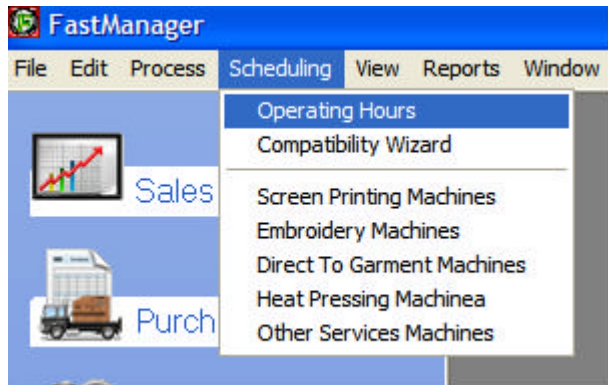
3 Setting up FastManager

3.1 Operating Hours

The first thing you must do when you first open Fast Manager is set the company up properly.

Let's start by setting up your Operating Hours.

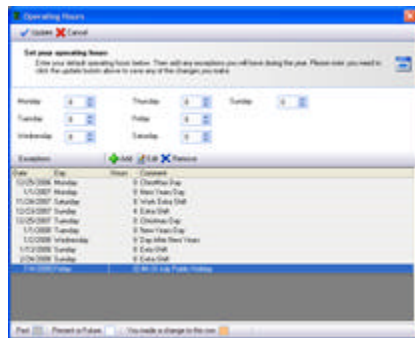
Go to the SCHEDULING menu bar, select OPERATING HOURS.




You will enter your "production work hours" for each day of the week.

If you work 8 hours Monday through Friday than you will put 8 in each data field Monday through Friday.

Within this window you will also set-up the exceptions.

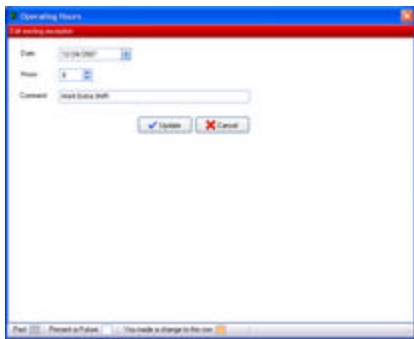


 Fast Manager uses the term "**exceptions**" because it does not only apply to holidays but also to days that you work longer than your typical shift.

For instance, if you click the "add" button, you can select a date, let's use Christmas as an example, navigate to December 25 on the calendar drop down, click the 25th of December, enter in "0 hours" because you will be working 0 hours on Christmas and under the comment field, you can type Christmas Day. Click "update" and you have now added Christmas as an exception with 0 hours.

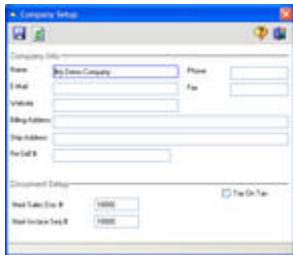


If you know that every day before Christmas you are going to work a double shift, you can click the word "add" again, select the date from the calendar drop down to December 24, put in 16 for the hours, and put under the comment field, day before Christmas. Click "update." You have now added an extended work shift.

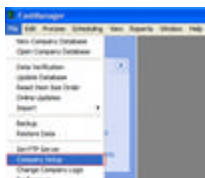


3.2 Company Setup

Next you will need to change your company's contact information from the company setup screen. You can also set your initial quotation and invoice sequence numbers.





To access this screen click on 'File' then select 'Company Setup'



Make the changes required and click on the 'Save' button.




 The contact information on this screen is what will print on your quotations, work orders, invoices and purchase orders.

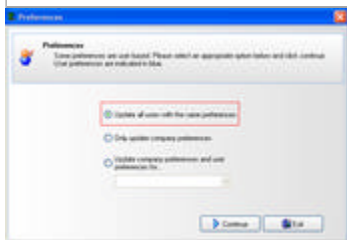
 You will **not** be able to change your quotation, invoice sequence numbers and tax on tax settings once you have created your first quotation.

3.3 Preferences

The next thing you must do when you start your new company is go to the file menu and go down to "preferences."

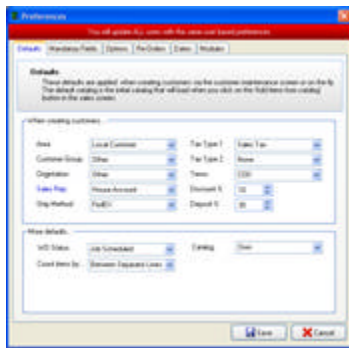


 Fast Manager recommends that you leave the default update "all users with same preferences" selected and click the "continue" button.

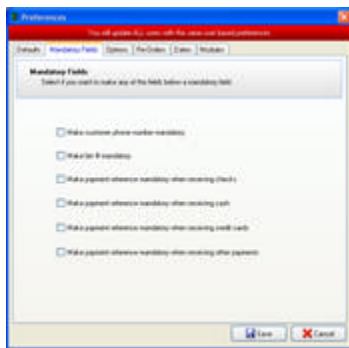


In the next window that comes up, you will notice that you have six tabs that need to be filled out.

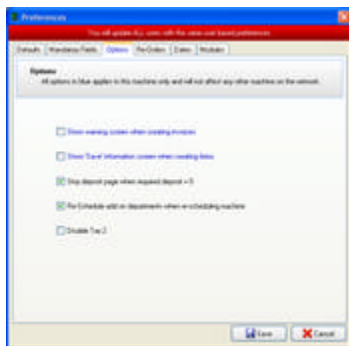
The first tab is called "defaults." The "default" tab has basic sales oriented information on the top. For instance, when creating customers, what type of area are your typical customers from. Fill out each field that is applicable to your company. Underneath that section is another section called "more defaults." Again, fill out each field making it specialized to your company.



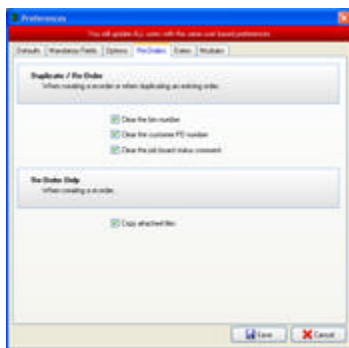
The next tab is called "mandatory fields." Check off whatever boxes make sense for your company inside this field.



The third tab is called "options." Repeat the same processes by selecting those things that make sense within your company.



The fourth tab is called "re-orders." Check off those things that are applicable.



The fifth tab is called "dates." Within this tab you will be choosing by default the amount of days it takes to produce orders, the minimum number of days it takes to produce orders and you are going to change your

default ship dates, follow-up dates and the default number of days that you expect to receive goods on a PO.



The sixth and final tab is where you would turn on certain modules. At the time of writing this manual Fast Manager's only module is the "auto scheduling." If you leave it checked off, the program will **NOT** automatically schedule jobs for you. If you do not want to use this feature, make sure that the box is checked.

Click "save" when you are done.



Once you click "save", you can then go back in and change preferences for specific users that you have assigned to Fast Manager by checking off the third option called "update company preferences and user's preferences." Then if you click the drop-down menu, you can select what user you want to change preferences specifically for. This is a very nice feature when you have sales reps, as you can create defaults and preferences specifically set for each individual sales rep.

3.4 Taxes

You need to tell FastManager how you want to apply sales tax. FastManager also makes provision for and additional tax such as state tax.

If you have 2 taxes such as sales tax and state tax you can also choose to include tax 1 when applying tax 2. In other words Tax On Tax.

In the scenario, we will assume that you only charge 1 tax.

From the 'Edit' menu select Tax Maintenance.

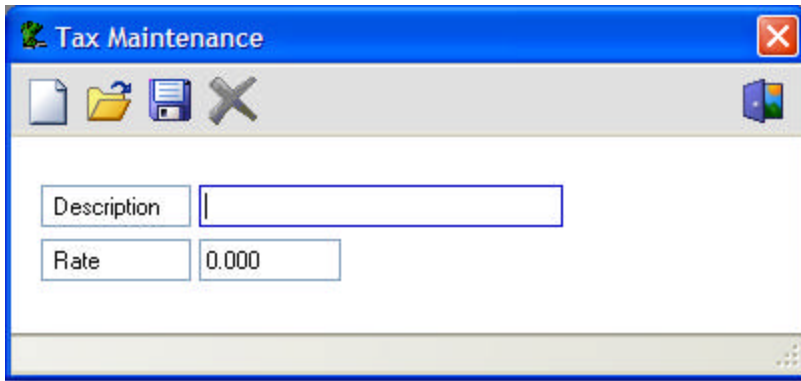


You can add as many tax types as you wish. This is very helpful if you need to charge different tax percentages to different customers.


To **edit** an existing tax percentage, click on the open button and select the tax item to you want to edit.

To **add** a new tax item, click on the 'New' button and enter a user friendly description and tax percentage.


Click '**Save**' to commit your changes.



Now we need to tell FastManager what our default tax percentages must be. Even though you may charge different tax percentages to different customers, you should select a **default** percentage.

 You can always change the tax percentage on the fly on every quotations, work order or invoice.

To change the selected default tax item, you will need to go back to the **preferences (Section 3.3)** screen.

 If you only have **one** Tax, it is very important that you **set the default tax percentage for tax 2, to a tax item that has a zero percentage**. FastManager ships with a default tax item called State Tax which has a zero % by default.

To activate **tax on tax**, you need to **go to the company setup screen (Section 3.2)**.

3.5 Importing Customers

There are 2 ways you can import customers in FastManager.

You can import customers from QuickBooks. Click here for more information.

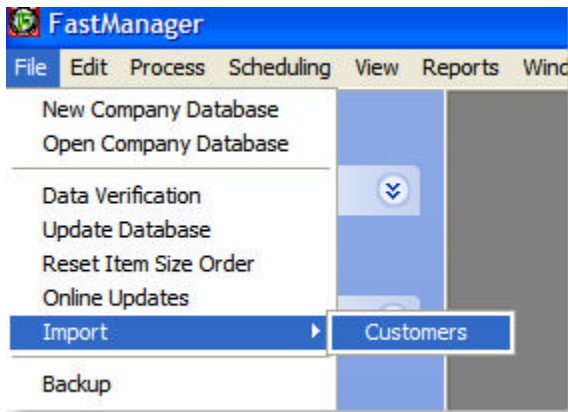
You can also import customers using a CSV file.

The CSV file must be organized EXACTLY in a specific manner in order to accurately transfer the data across.

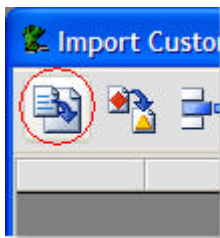
 It is very important that the CSV file is setup in exactly the right manner. **To view this format click here (<http://www.fastmanager.com/importcustomers.zip>) and download the sample file.**

Make sure your CSV file has the same headings and in the same order.

Once you create this CSV file you can then import it into FastManager by going to FILE-IMPORT-CUSTOMERS.

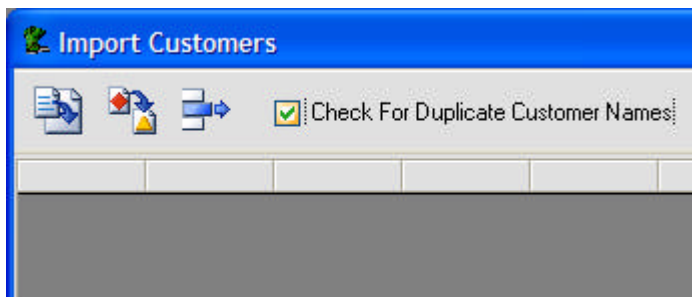


When inside this window first click the open "get CSV file" icon on the top left corner of the screen.

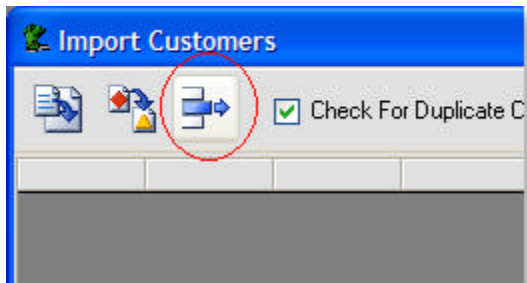


Navigate to where the CSV file is on your hard drive and double click the file which to open it in FastManager.

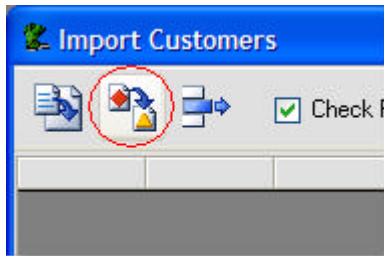
Select the "check for duplicate customer names" box which will find duplicate customers, if required.



You can then delete out certain rows, should you wish not to import certain customers, by selecting the rows that you want to delete and clicking the "delete this row" icon on the top left corner of this screen.

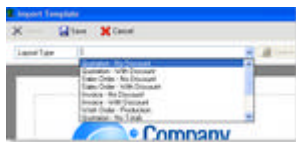


After you have your customer list accurate you can then select the "import customers" icon on the top left corner of this window which will create the customers in FastManager quickly and accurately.



You can still go back into the customer screen and add more information about these customers. To learn more about the customers screen please click [here](#).

3.6 Form Layouts



The following forms in FastManager can be customized by FastManager for a nominal fee (Limitations Apply)

- Quotations
- Work Orders
- Invoices
- Packing Slip
- Customer Proof

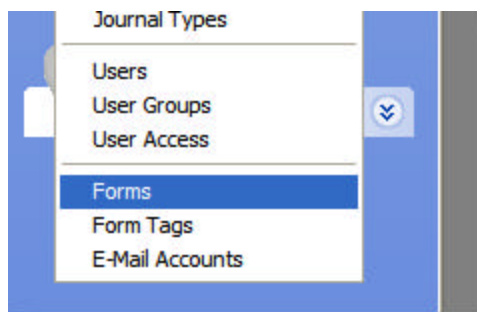
For more information on form customization, please contact sales@fastmanager.com



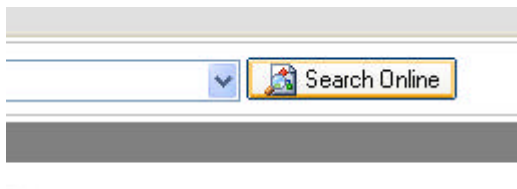
If we created a custom set of form for your company, **click here** (http://www.fastmanager.com/training/import_cutomforms/video.html) to see a video on how to import those forms.

You can also import forms from our existing online templates.

To import from our online forms. Select '**Forms**' from the '**Edit**' menu.

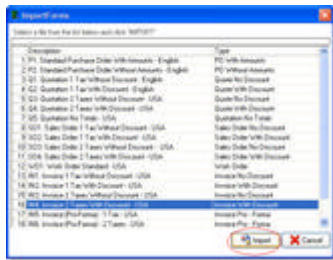


Click on the '**Search Online**' button.

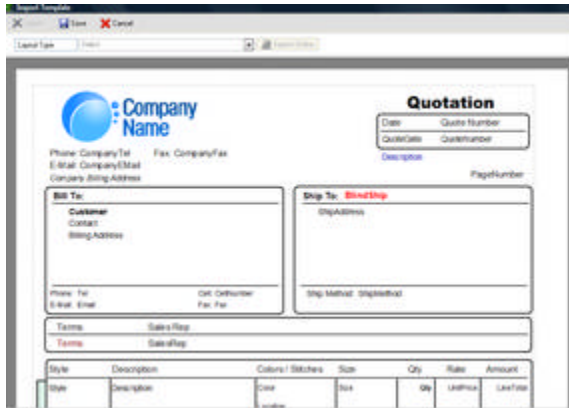


FastManager will download a list of available online forms, from our web site.

Select the form you want to import and click on the **'Import'** button.

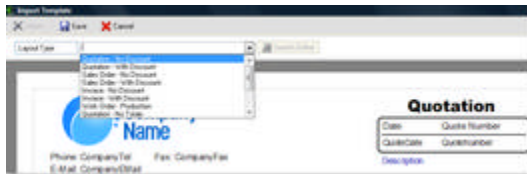


You will now see a preview of the form.

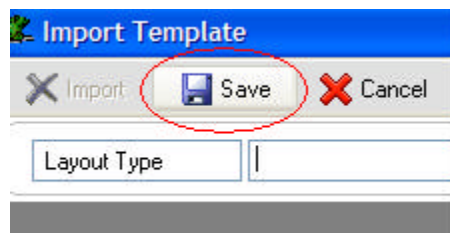


You now need to tell FastManager which form you downloaded.

To do that, ensure that the correct layout is associated with the selected item in the drop down list next to the **'Search Online'** button e.g. If you downloaded the **'Quotation with no discount'** then, **select 'Quotation No Discount'** from the drop down list.




Click on the **'Save'** button to complete the import process.



When importing a new form you will need to re-import your company logo.

Logo's shaped rectangular, in other words similar to the default logo when importing the form (See logo when previewing the form), will work better than square logos.

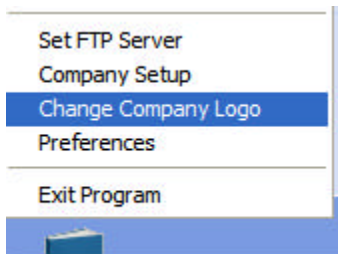
 Our default templates does not print your company name on the form and it is advised that your company logo incorporates your company name.

Click here, for more information on how to import your company logo. (Section 3.7)

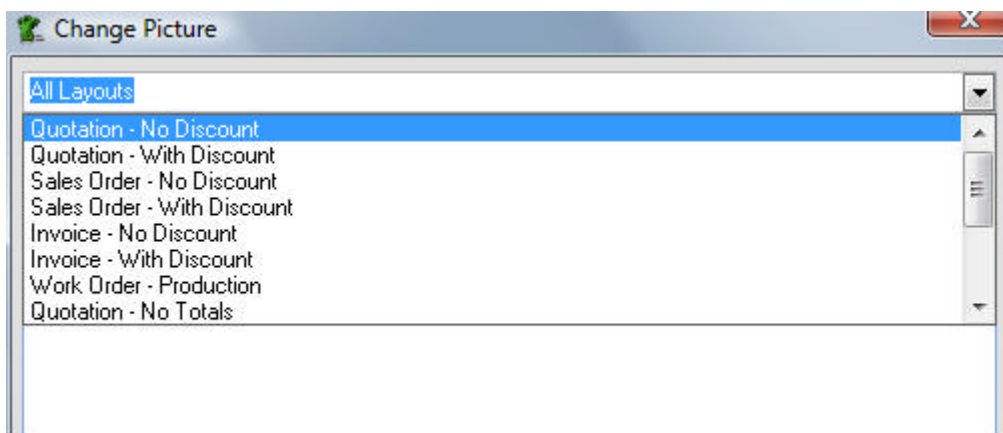
3.7 Importing your company logo

FastManager ships with a default company logo.


To substitute your company logo, select '**Change Company Logo**' from the '**File**' drop down menu option.



Select which form you want to change the logo on. You can also select to change the logo on all forms.



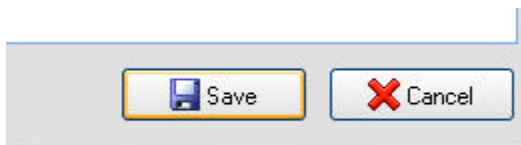
Click on the '**Change**' button and browse to your company logo.

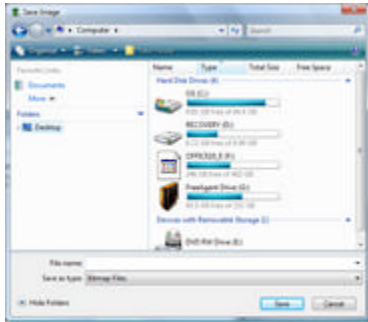
 Your logo can be in any popular format such as jpeg, gif or tiff. FastManager will re-size your logo to fit our forms and will then save a copy in a folder that you specify.



You will see a preview of your logo.

Click on the '**Save**' button and tell FastManager where you want to save the, modified logo.





IMPORTANT ! If you are running FastManager in a network environment, it is important that the company logo file resides in a **shared folder**, as FastManager will simply try to load the picture file from that destination.

So try and browse through your network places and ensure that the path starts with '\\'. For example, '\\Server\MyFastManagerData\myLogo. (server\MyFastManagerData\myLogo.bmp)bmp'

FastManager has now replaced the current logo in all your forms to the one you have just selected.

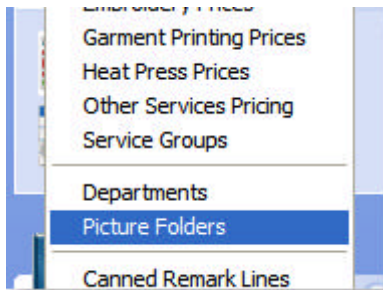
3.8 Picture Folders

FastManager can create thumbnail images of each embellishment which will then print on the design detail reports as well as show up on certain screens.

FastManager does not link to these files. In fact FastManager will re-size and save a copy of the picture file as a .bmp file when you load a picture file into your design detail area.

You need to tell FastManager where to create the thumbnail images.

From the '**Edit**' menu select 'Picture Folders'



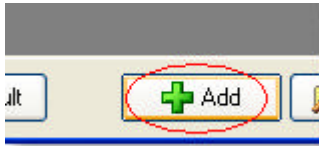
FastManager will allow you to create multiple picture folders. This is to prevent too many picture files in a single folder.

FastManager will always create all new thumbnail pictures in the **default** pictures folder and use the other picture folders to retrieve thumbnail pictures from previous orders.

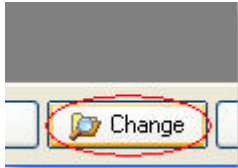
This will also speedup the process when you backup your data if you have multiple folders.

Once again, the pictures folder must be a shared folder so everyone on the network can have access to that folder.

To add a new folder. Click on the 'Add' button and select the location of the new folder.



If you moved your data to another location you will have to tell FastManager the new location of your existing folders. To do that, click on the 'Change' button. You now now browse to the new location where you moved the thumbnail pictures to.



To simplify your backup process we recommend that you create the picture folders in the same folder where your data resides. For example: `""\\server\\myFastManagerData\\Pictures_1(server\\myFastManagerData\\Pictures_1)""` and `""\\server\\myFastManagerData\\Pictures_2(server\\myFastManagerData\\Pictures_2)""`

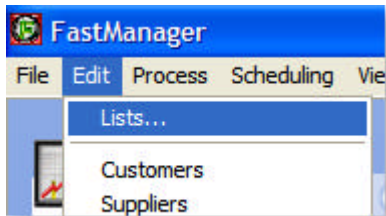
3.9 Lists

In many areas of FastManager you need to select from a list of options. You can customize many of these lists ?

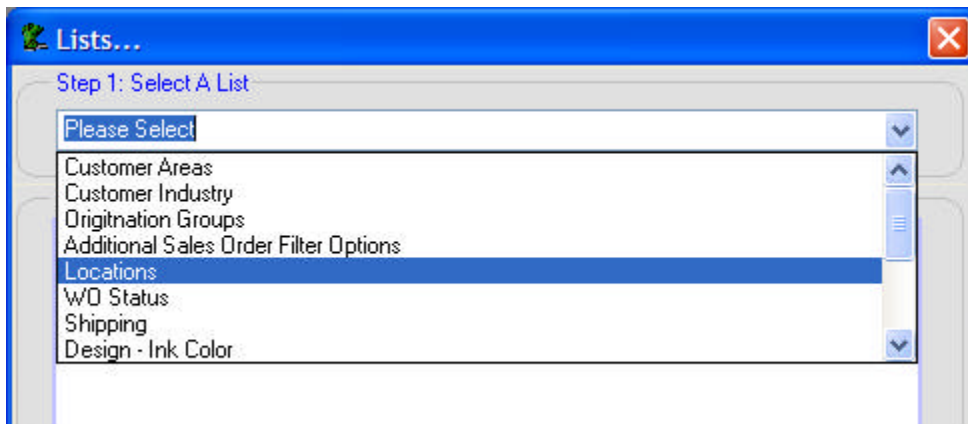
Lists include:

- Customer Areas
- Customer Groups
- Customer Origination
- Optional Sales Order Filter
- Embellishment Locations
- Work Order Status
- Shipping Methods
- Ink Colors
- Ink Types
- Mesh Counts
- Screen Numbers
- Screen Tensions
- Thread Colors
- Thread Types
- Custom Sales Order Line Colors.

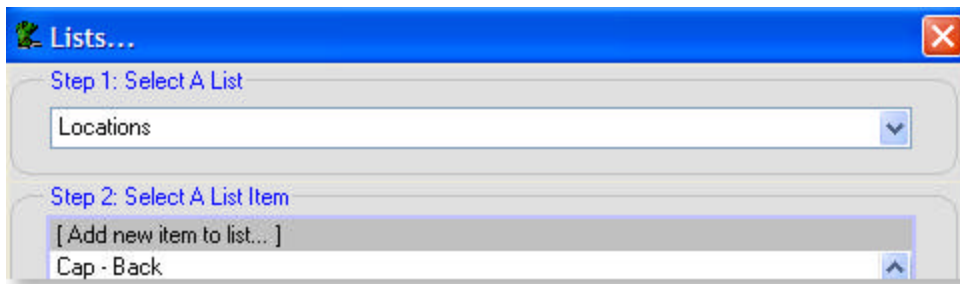
To create or edit these lists, select Lists from the **'Edit'** menu option.



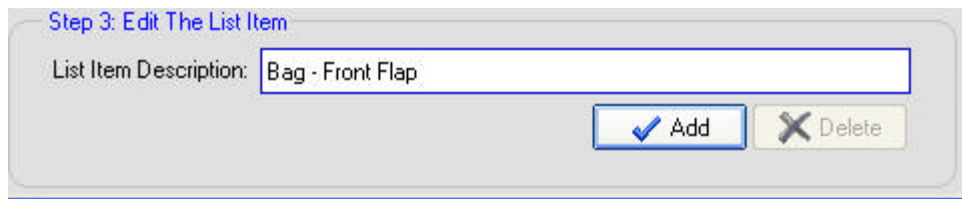
Select the list that you want to edit from the drop down list.



To add a new item to the list **click on the 'Add New Item To List' button**.



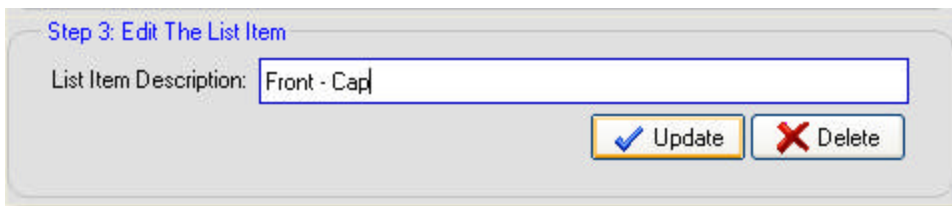
Enter the new item description at the **bottom** of the screen and click on the 'Add' button.





To edit an existing item, click on the item that you want to edit in the list above.

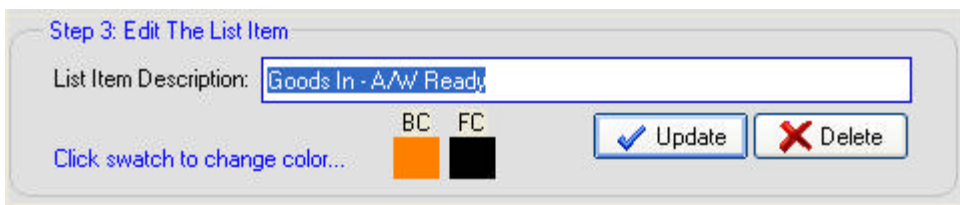


Change the description field below and click on the 'Update' button.



 You can also delete the list item by clicking on the delete button.

 Some of the list options you may select will also allow you to change the font color and background color of the text. Simply click on the color swatch and select an alternative color before you click on the update button.



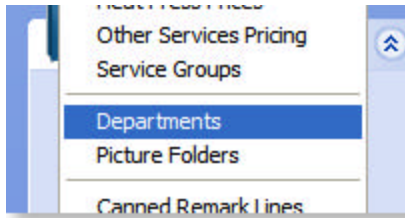
3.10 Departments

In FastManager you can assign and schedule tasks to various departments.

You can have FastManager automatically assign these task by turning on and setting up the Auto Scheduling module.

FastManager already ships with a default set up departments, however these departments can be completely customized.

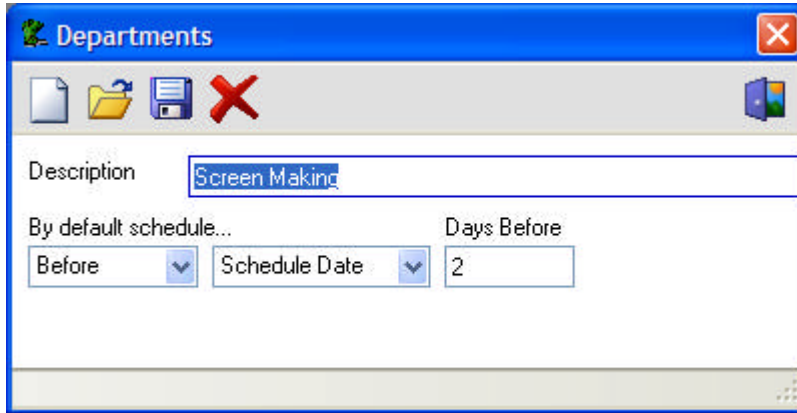
From the '**Edit**' menu select '**Departments**'




To edit an existing department, click on the **'Open'** button and select the department that you want to edit.

To create a new department click on the **'New'** button.

Remember to click on the **'Save'** button to commit any changes you have made.



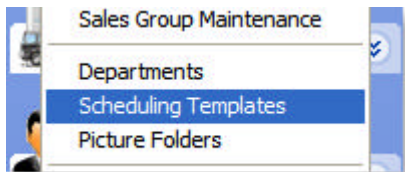
If you are manually assigning tasks to these departments, you can tell FastManager what you want the default date to be at the time of assigning the tasks. For example, you would like to make the screens 2 days before you are planning to ship the order.

 These settings become obsolete when using the Auto Scheduling module as FastManager will use more sophisticated formulas to determine these dates.

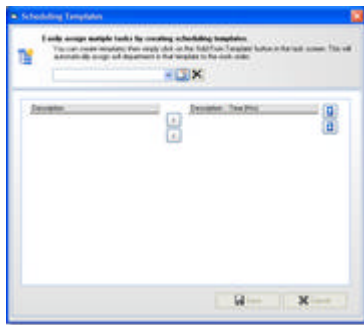
3.11 Scheduling Templates

Scheduling templates can save you time by adding assigning multiple tasks in a single click when **manually assigning scheduling tasks (Section 7.6)**.

From the 'Edit' menu select 'Scheduling Templates'




You will see this screen.

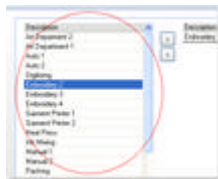


To create a new template click on the 'New button' , enter a short Template description e.g. 'Names and Numbers' and click OK.



To remove an existing template, select the template from the drop down list, then click on the 'Delete'  button.

On you left you will see a list of all available **departments. (Section 3.10)**



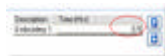
On your right you will see all the departments that you want to include in this group.



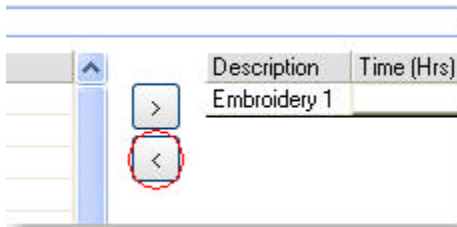
To add a new department to the group, simply click on the department that you want to add in the left list. Then click on the 'Add to group' button.



You can also enter the default time, in hours, you want FastManager to assign.



To remove a department from the group, simply select the department you want to remove in the list on your right and click on the 'Remove from group' button.



You can also change the order in which you want FastManager to assign these tasks by using the 'Move Up' or

'Move Down' buttons.



When you are done click on the save button to commit your changes.



FastManager will use the date settings when you created the departments to select the appropriate date when assigning these tasks.

3.12 Markup Maintenance

FastManager allows you to create an unlimited number of markup tables.

You can then apply this markup tables..

- when creating catalog items
- adding a temporary item in the sales screen
- importing catalogs

You can also apply a markup table to multiple catalog items at the same time using the 'Global Item Changes' screen.

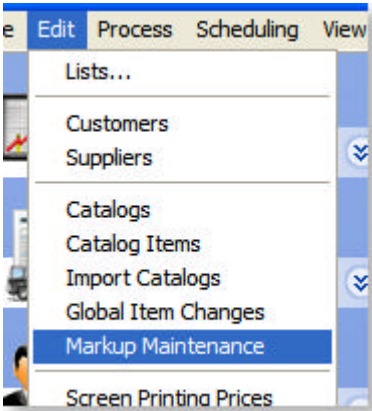


You can create different markup tables which will be based on the cost of an item. For example, you would most likely have a different markup table for items costing \$3, such as a Tee, than you would for an item costing you \$30 such as a jacket. So you can create different levels of markup tables such as Level 3 up to level 30, where the number would represent the cost of the item. You can go to town on this one, and create as many different tables as you want. Then **using the wizard in the global item changes** you can then automatically assign each markup table to an item based on it's average cost.



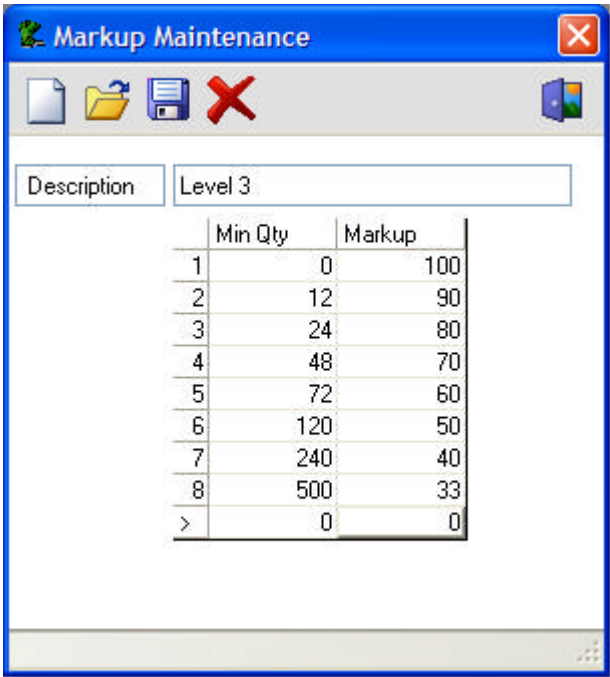
For more information on how the markup tables can be used please view our entire section called 'Pricing'

To access the markup maintenance screen, select '**Markup Maintenance**' from **the 'Edit' menu**



To create a new markup simply start by typing in the first markup percentage.

Please Note: The **first min quantity has to be zero** and the next quantity cannot be less than the previous quantity.



For example. If you want to double up on the cost of an item if a customer orders 0 - 11 items enter 100 under the markup column. This will add a 100% markup to the cost of the item e.g. if the items cost \$3.00 and you add a markup 100% you will add \$3.00 to the existing cost of \$3.00 thus selling the item for \$6.00

If you enter a quantity or markup in the last row of the grid, then FastManager will automatically add another row for you to enter the next price break. **FastManager currently allows up to 8 price breaks in a single table.**

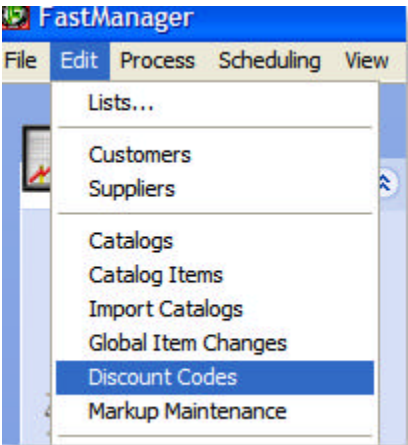
3.13 Discount Code Maintenance

When **entering (Section 9.3)** and **pricing (Section 9.5)** catalog items you can select that FastManager will calculate the cost based on a discount code.

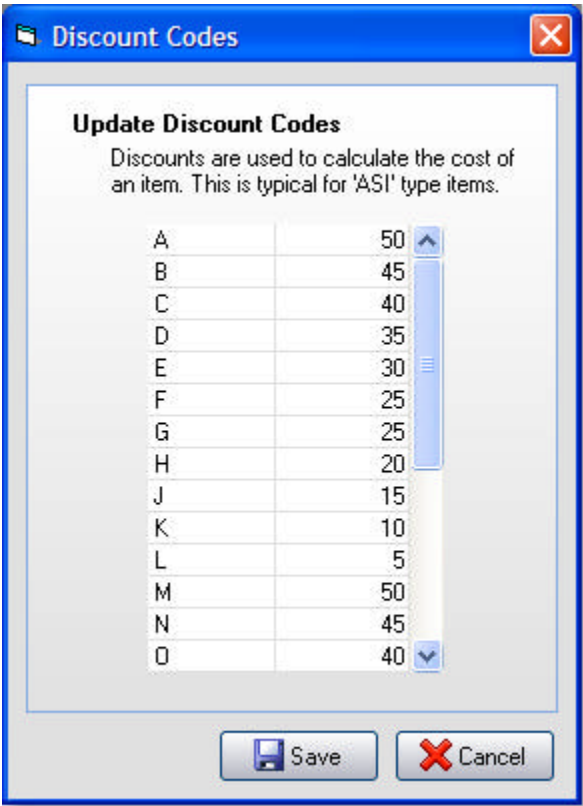
This is very typical for the ASI industry in the US.

You can edit the discount percentages from here.

To open the **discount code maintenance screen**, select '**Discount codes**' from the '**edit**' menu.



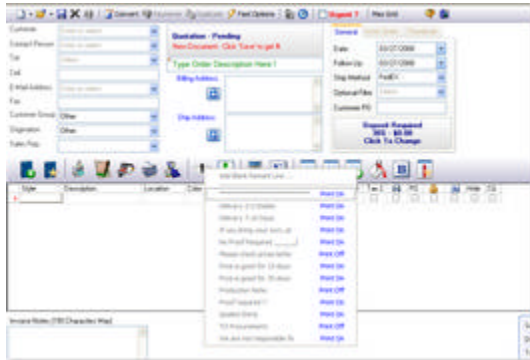
You will see this screen.



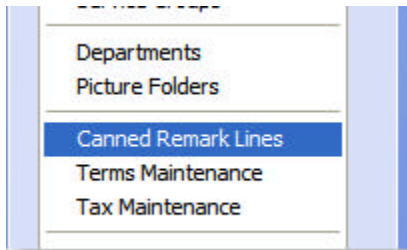
Update the different discount **percentages** as per the industry and click '**Save**'

3.14 Canned Remark Lines

You can create canned remark lines, to avoid repetitive typing, that you can use in the sales screen.



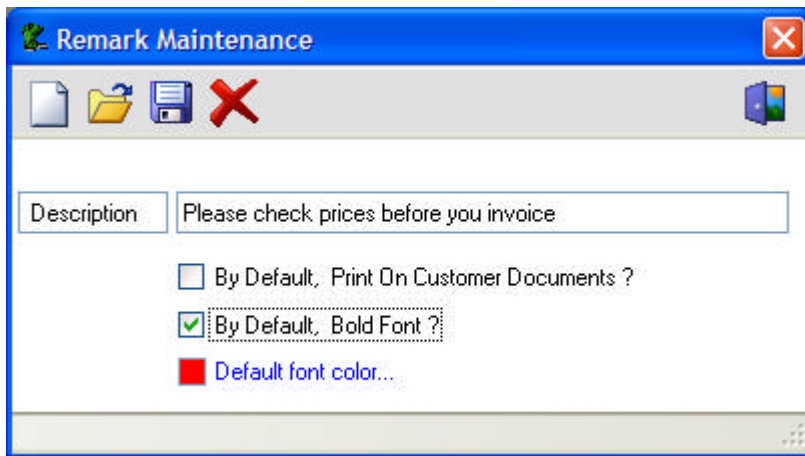
From the **'Edit'** menu, select **'Canned Remark Lines'**




To edit or delete an existing item, first open the item by clicking on the 'Open' button.

You can click on the 'Save' button to commit your changes, or click on the 'Delete' button to delete the canned remark line.

To create a new canned remark line, click on the 'New' button.



 In the sales screen you can select if you want to print a line item on customer documents or not. You can also color code, and bold line items. When creating canned remark lines you can set the default print status, color and bold settings. You can however change these on the fly when adding them in the sales screen.

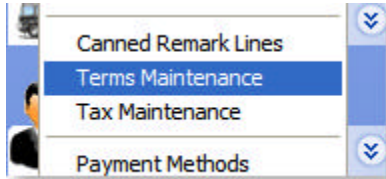
3.15 Terms

You can assign payment terms to a customer. These terms will print on customer documents such as quotations, sales orders and invoices.

The terms that you apply will also determine if a customer's account is current or past due.

The applied terms of a customer will also export to QuickBooks along with the invoice if you are integrating with QuickBooks.

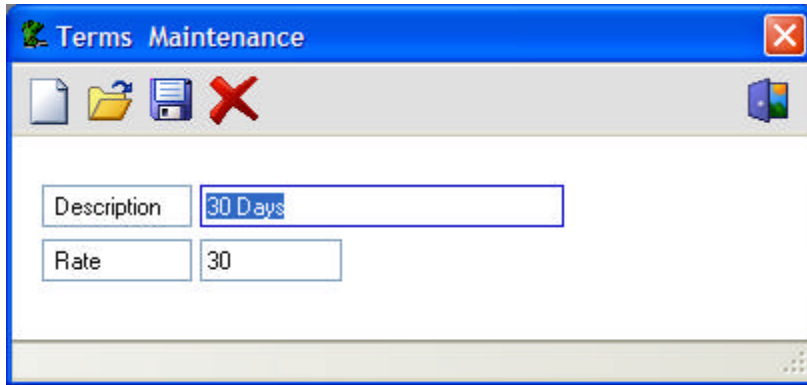
To customize your terms list, select **'Terms'** from the **'Edit'** menu.




To edit or delete an existing record, you would need to first open the record, by clicking on the 'Open' button.


Then click on the 'Save' button to commit your changes or click on the 'Delete' button to delete the record.

To create a new record, click on the 'New' button.



You can enter a user friendly description such as 'Due on Receipt' as well as the number of days.

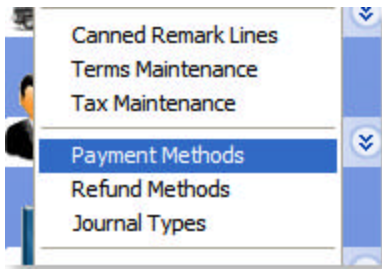
 FastManager will use the number of days to determine if an invoice is past due.

 If you are going to export your invoices to QuickBooks it would be very wise to match your terms list exactly to that of your QuickBooks data.


3.16 Payment Methods

You can customize the different payment methods in FastManager.

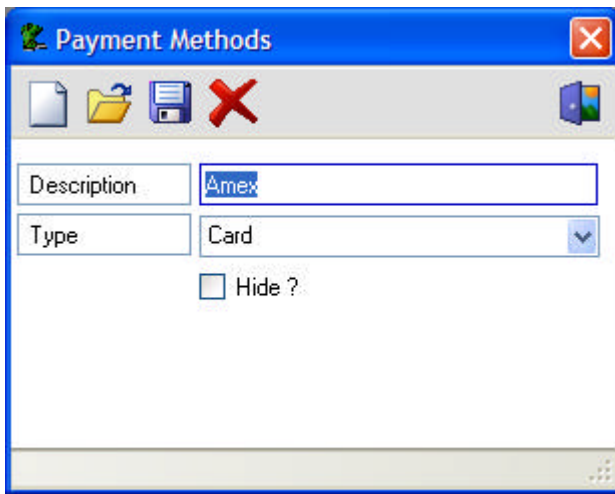
From the **'Edit'** menu select **'Payment Methods'**



To edit or delete an existing record, you would need to open that record first by clicking on the **'Open'** button. Then click **'Save'** to commit your changes or, click **'Delete'** to permanently delete the record from your database.

 FastManager will not allow you to delete a payment method, if you have actual payments in your receivables register linked to this record. You can 'hide' the record instead.

To add a new record click on the **'New'** button.



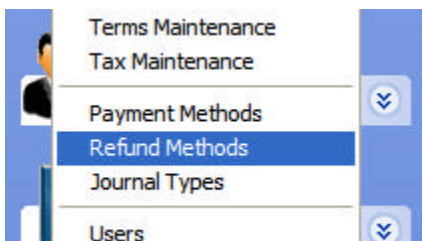
3.17 Refund Methods

Every now and then you may have to issue a refund to a customer. You need to tell FastManager how you processed the refund.

You can then periodically print a report on all the refunds you made.

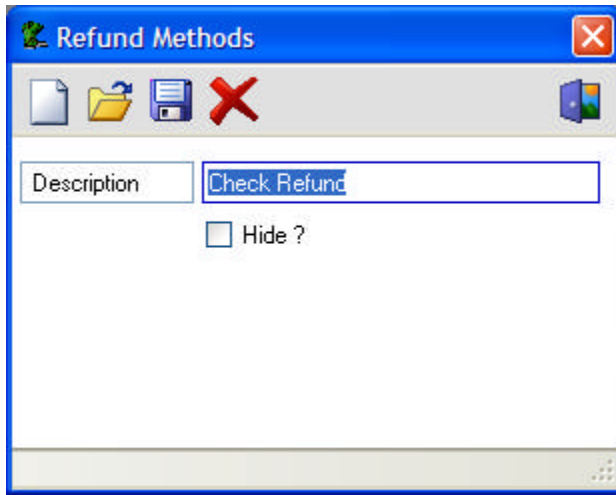
Click [here](#) information on how to issue a refund.


To edit the various refund methods, select 'Refund Methods' from the 'Edit' menu.



To edit or delete an existing record you would need to open the record first, by clicking on the 'Open' button, and then selecting the record you want to edit or delete.

Then click 'Save' to commit your changes or 'Delete' to delete the record.



 You cannot delete a record once you have a transaction in the customer register linked to the refund method. You would need to hide the record instead.

3.18 Journal Types

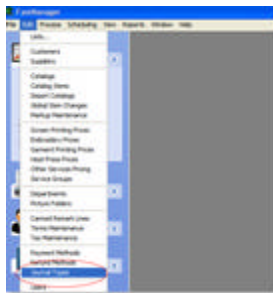
Every now and then you might need to adjust your customer's balance without processing a payment or an invoice.

For example interest charges, payment discounts etc.

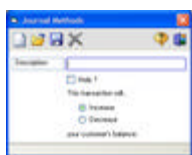
You can do that by **processing a customer journal (Section 10.3)** entry which will either increase or decrease your customer's balance.

First we need to create various Journal types. FastManager ships with some journal types that you can use, however you can create your own.

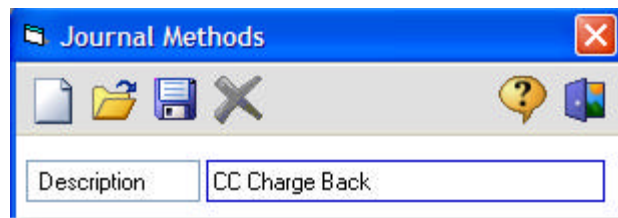
From the '**Edit**' menu select '**Journal Types**'



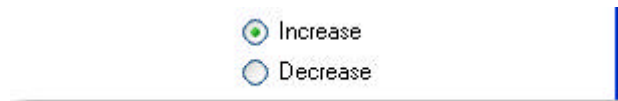
You will see the following screen.



Enter a user friendly description e.g. Interest Charges or Bad Debt. For this example we will create a new record called 'CC Charge Back'



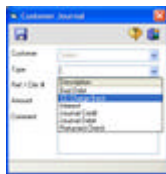
Then select if this transaction will increase or decrease your customer's balance.



Click Save



You will now see the new journal type added to the drop down list when processing **customer journals (Section 10.3)**



You cannot delete a journal type if it is already linked to a transaction in the customers register. You would need to hide it instead.

☐ Hide ?

3.19 Users

You can create an unlimited number of users in FastManager. There are 2 basic purposes to create user accounts.

- User Access and User Preferences
- Sales Commissions

User Access and User Preferences

When you first log into FastManager you need to log in with your user name and password. By doing so, FastManager will based on that user's security settings, prevent him/her from accessing certain parts of the program. FastManager will also know certain preferences of the logged in user, such as the default E-mail account when sending out E-mails etc.

Click Here (Section 3.20) for more information on User Security

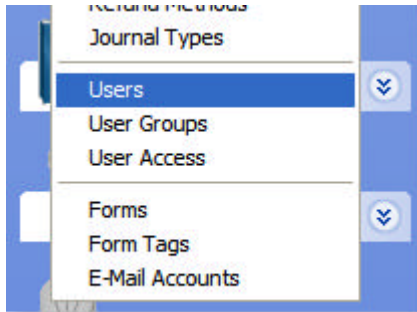
Click here (Section 3.3) for more information on User Preferences.

Sales Commissions.

Even though at this point in time there is no formal sales commission report, a user can be flagged to also be a sales rep. If the 'Is Sales Rep' option is turned on, that user can be linked to sales orders and you can filter

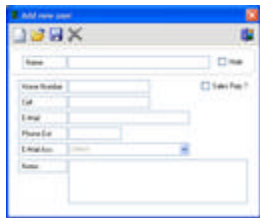
any of our sales reports by that user.

To create new or edit existing users, select '**Users**' from the '**Edit**' menu





To edit or delete an existing user, click on the '**Open**' button to open that user's record first.


To create a new record click on the '**New**' button.



Remember to click on the '**Save**' button to commit your changes.

 If you have any quotations, or other transactions linked to a user, you will not be able to delete that user. You can hide the user instead.

 It is important to check the 'Sales Rep' check box if you want this users, name to appear in the drop down list, in the sales screen.

 You can assign a default **E-mail account (Section 3.22)** to a user. This way if a user is logged in and trying to send an E-Mail the selected E-mail account will default to the one you specify here.

A screenshot of a dropdown menu labeled 'E-Mail Acc'. The menu is open, showing a list of email accounts. The first item is 'I', followed by a blue arrow pointing down.

3.20 User Access

You can restrict users from editing or viewing certain information.

Instead of create a new set of user access parameters for ever user you can simply create one for a group of users such as sales reps. You can then assign the relevant user to that access group. These are called **User Groups**.

From the '**Edit**' menu select '**User Groups**'



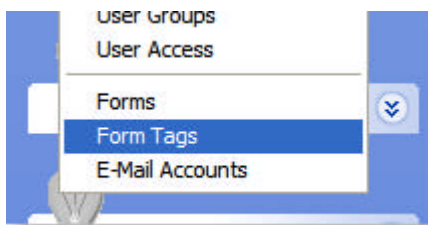
This user is now assigned to the 'Sales Rep' group which means he/she will have the same access rights as any other user who is assigned to this group. This user will now also need a password to log into FastManager.

3.21 Form Tags

In FastManager you can quickly change some basic text that will appear on some customer documents such as Quotations, Sales Orders, Invoices and Customer Proofs.

These are called form tags.

To edit these tags select, '**Form Tags**' from the '**Edit**' menu



The Tags for each different form is marked at the top of the text box.

Once you have made your changes, click on the '**Save**' button. Enlarge the picture below to get a better view.



Please note: The max number of characters that you can enter in every tag is 255

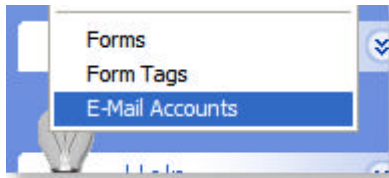
3.22 E-Mail Setup

You can E-Mail quotations, sales orders, invoices, customer proofs and many other customer documents to customers directly from FastManager.

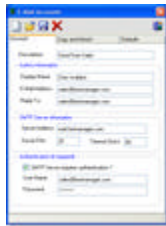
Before you can do that, you need to create your outgoing E-Mail accounts. You can create an unlimited number of outgoing E-Mail accounts, this way you can send documents from various people. For example you can create an account to send invoices from your accounting department and you can create an account to send quotations from sales.

Creating these accounts are very similar to any other E-Mail program.

From the **'Edit'** menu select **'E-Mail Accounts'**



To edit or delete an existing account, you would open the account first by clicking on the **'Open'** button.
To create a new account click on the **'New'** button.



4 Pricing

4.1 Pricing Overview

Unlike our competitors, we feel that **you** should have **full control** over your selling prices.

Selling prices **are market driven**, and your customer could care less if you are able to cover your overhead, or make a ton of money. As long as your prices are market related and they get **good value for money**, you will have a customer for life.

The reality is that by now, you already have a set price list and don't want to deviate from that and you **don't** need our software to tell **you** what you have to charge. For that reason we calculate selling prices as follows.

The **cost of the garment + a markup + the embellishment price**

- This cost of the garment, is retrieved from the catalogs database. **You** can change the cost on the fly if you wish. In fact you can just simply enter a selling price if you like and override the use of the markup table.
- The markup, is retrieved from a lookup table based on quantity, which **you** setup.
- The embellishment price, is retrieved from the appropriate lookup table that **you** enter.

As you can see, every price comes from **you**, and once setup you will produce constant quotations in under a minute. FastManager does the lookup and basic calculation work for you.



FastManager ships with some basic pricing already setup for you. This is to give you a quick start while trying FastManager. This is **not** the suggested retail and you should spend some time entering **your** own market related prices before you go live with the system.

Below is where you will find help on how to enter your pricing information.

Embellishment Pricing:

- **Screen Printing Prices (Section 4.2)**
- **Embroidery Prices (Section 4.3)**
- **Direct To Garment Prices (Section 4.4)**
- **Heat Pressing Prices (Section 4.5)**
- **Generic Prices (Other Services) (Section 4.6)**

Garment Pricing.

- **Creating Markup Tables (Section 3.12)**
- **Pricing Catalog Items (Section 9.5)**
- **Temporary Items (Section 4.8)**

See Also:

- **How to handle miscellaneous items (Section 4.7)**
- **Global items changes (Section 9.6)**
- **Amortize the Embellishment into the garment price (Section 5.25)**
- **Locking Prices (Section 5.26)**
- **Rounding Prices (Section 5.24)**
- **How to count garments (Section 5.23)**
- **The separator line (Section 5.22)**

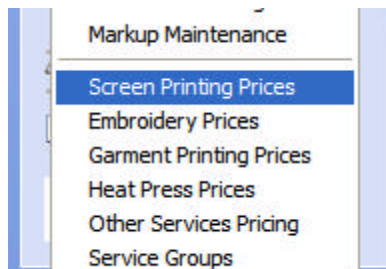
4.2 Screen printing price lists

You can create as many different screen printing price lists as you may need.

A screen printing price list does not only determine the ultimate price but also how it will impact on your assign tasks if you have the 'Auto Scheduling' module turned on. For example, FastManager will schedule tasks and calculate times differently if you selected a price list called 'Screen printing with Flash' in your quotation instead of selecting 'Screen printing without flash'.

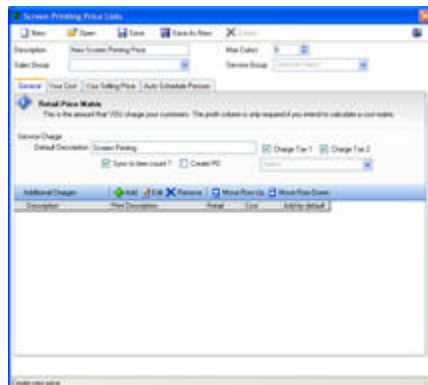
So it is wise to create price lists for different scenarios in your business as they have an impact on both price and time.

To create or edit an existing price list, select '**Screen Printing Prices**' from the '**Edit**' menu.

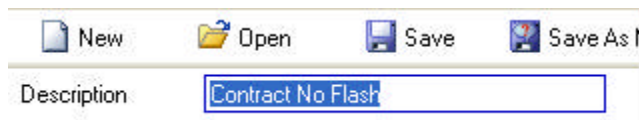


To edit or delete an existing price list you need to open the price list first by clicking on the '**Open**' button.

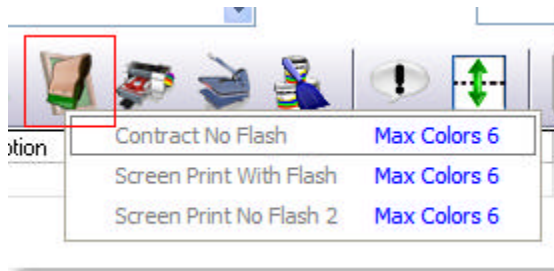
To create a new price list, click on the '**New**' button.



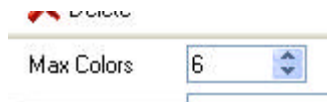
First enter a user friendly description of the price list so you can easily identify it. For example: 'Contract No Flash'



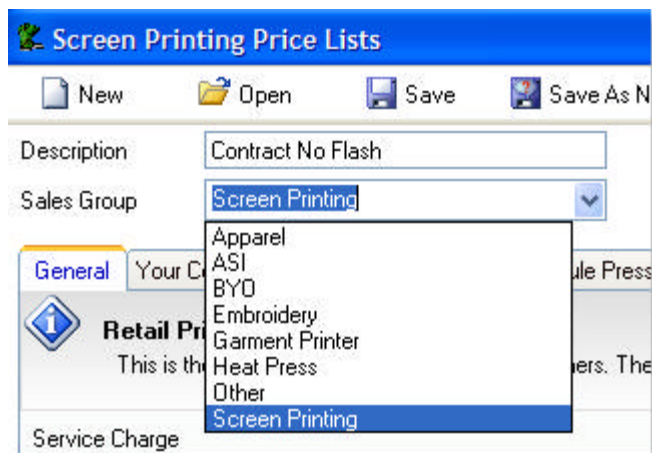
This description will display as the caption in the pop-up menu when you add screen printing in the **sales screen**



Next enter the max number of colors that you can print when you select this price list.



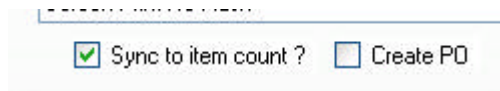
Next assign the price list to a **sales group (Section 5.42)**.



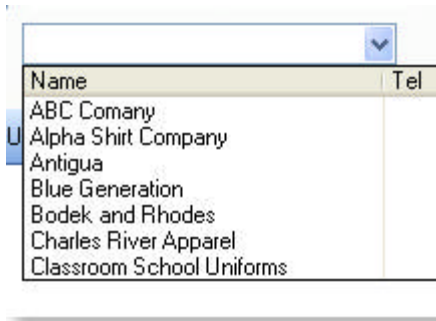
Next we need to enter the default print description. This is the default description that will print on your quotations, work orders and invoices. You can always overtype it on the fly.



Next, select if you want this price list, by default, to **synchronize to the number of items in (Synchronizing service counts.html)** your sales screen. If you are going to **out source** this work to another screen printer, check the '**Create PO**' check box.



If you checked the '**Create PO**' check box, select the default vendor to whom you out source the job to from the drop down list. This will be the default vendor that the PO Wizard will suggest.

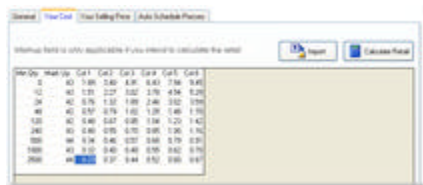


Select if this line item is taxed or not.

☒ Charge Tax 1 ☒ Charge Tax 2


Entering your cost.

The cost tab has two purposes.



- If you are out sourcing this job to another screen printer then FastManager will use the cost table to lookup a unit cost when generating a PO
- FastManager will also use this cost to calculate the final profit on your work order.

You can select, if you want FastManager to calculate a retail table for you, instead of inputting your own. To do this you would need to enter a markup and click on the 'Calculate Retail' button.

 Please note that FastManager will not update the price list if you see any pink cells. This means the content of that cell is invalid.

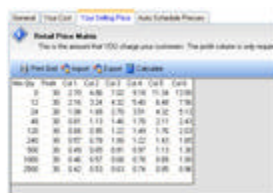
17	0.79	1.02	1.2
18	-1.00	0.00	1.0
10	0.55	0.70	0.8
14	0.46	0.57	0.6

Entering your selling price.

FastManager will use this table to lookup your selling price in the sales screen.

You can also select to have FastManager calculate your cost table for you based on an **estimated** profit margin that you can enter.

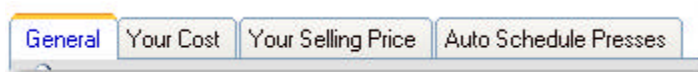
You can also use the '**Calculate**' button up increase or decrease amounts on the fly.



Additional Charges:

You can add an unlimited number of additional charges such as screens, artwork, bagging and PMS color match etc.

First you need to go back to the **'General'** Tab

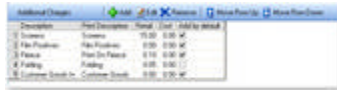


To create a new additional charge, click on the 'Add' button

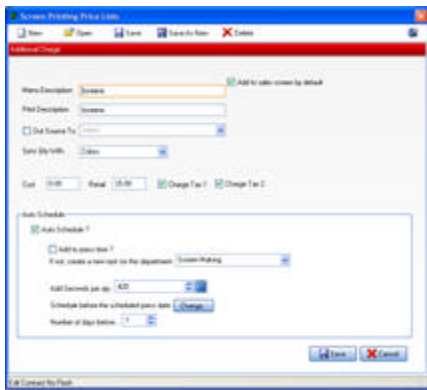
To edit an existing charge, select the charge from the list below, and click on the 'Edit' button.

To delete an existing charge, select the charge from the list below, and click on the 'Delete' button.

You can also change the order in which the additional charges will appear in your sales screen by selecting the charge in the list below and then use the 'Move Row Up' and 'Move Row Down' buttons.



Once you click on the **'Edit'** or **'Add'** button you will see the following screen.

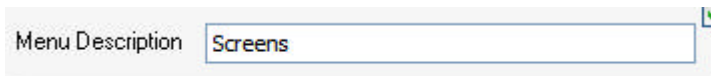


First you need to select if you want FastManager to add this additional charge to the sales screen by default. You can always remove or add it on the fly from the sales screen, by deleting the row, or **right clicking** on the actual **screen printing line item** and select **'Additional Charges'**

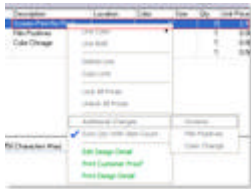


TIP: If you or your sales reps forget to charge your customer for additional services it is best to add the line item by default and then to delete it from the sales screen later on. If the additional charge is something that you won't charge on a regular basis then it might be better to add these items on the fly later as it could become time consuming to delete these rows every time.

Next enter a user friendly menu description.



This is the description that will display when you add this charge on the fly, by **right clicking** on the **screen printing charge line** in your sales screen and select **'Additional Charges'** (View picture below).



Next enter the default print description. This is the description that will print on your quotations, work orders and invoices. You can overtype this description in the sales screen.

Print Description

If you are out sourcing this additional charge check the 'Out source to' check box and select a default vendor from the drop down list. FastManager will add this item to your PO wizard if this option is selected. This is a default setting and can be changed on the fly.

☐ Out Source To.

You can have FastManager sync the number of items, by default, with the number of colors or items if you like.

Sync Qty With..

For example: You would typically want to synchronize the number of screens with the number of colors. If the additional charge was bagging you may want to synchronize it with the number of items.

Enter your cost and selling price and select if the line item should be taxed or not.

Cost Retail ☒ Charge Tax 1 ☒ Charge Tax 2

Again the cost has a 2 folded purpose

- If you are out sourcing this service to another vendor then FastManager will use this cost table when generating a PO
- FastManager will also use this cost to calculate the final profit on your work order.

If you are using the auto scheduling module, you can select if you want FastManager to automatically create a task or simply add additional time to your machine time if this charge is present as a line item in your work order.




For example: If you this additional charge is 'Screen Charge' you may want to create a task for you screen department. If this additional charge is 'Printing on fleece' you may simply want to add an additional 3 seconds per garment to your press time.

If you are **creating an additional task** you can also specify when you want FastManager to schedule it.

Schedule before the scheduled press date

Number of days before...

When complete, click on the **'Save'** button to commit your changes.

 You would still need to save the entire price list at the end for these changes to take effect.

Auto Scheduling Presses

If you want to make use of FastManager's auto scheduling module you need to tell FastManager how to select and schedule a machine when using this price list.

First click on the 'Auto Schedule Presses' tab.

From here you will tell FastManager which of your machines are capable of printing items quoted from this price list. For example: if you one of your screen printing presses does not have flashing capabilities and this price list is called 'Printing with flash' then you **don't** want to include that machine here.

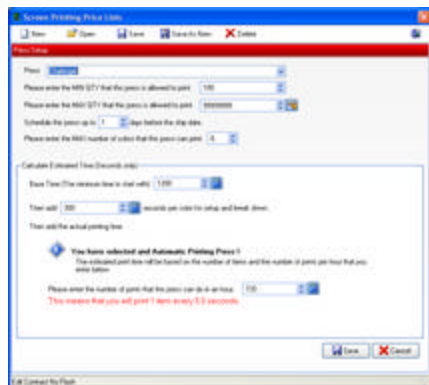
You can also set rules, so FastManager will not select the machine if certain parameters are not met. For example: you would not want to run more than 250 pieces on a manual press if you have an automatic press in your shop.

To edit an existing machine, select the machine from the list below, and click on the 'Edit' button.

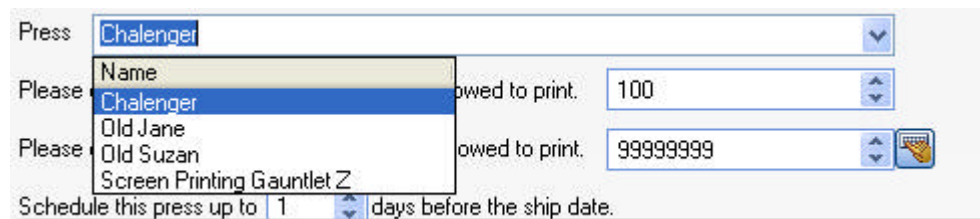
To delete an existing machine, select the machine from the list below, and click on the 'Delete' button.

To add a new machine, click on the 'Add' button.

Once you have clicked 'Edit' or 'Add' then you should see this screen.



From the drop down list select the machine that you want to include in the list of machines that can accommodate this price list.



Enter the min qty that this press is allowed to run. FastManager will automatically eliminate this machine when trying to schedule this job if the min qty is not met.

Enter the max qty that this press is allowed to run. FastManager will automatically eliminate this machine when trying to schedule this job if the max number of pieces are exceeded.

Please enter the MIN QTY that this press is allowed to print.

Please enter the MAX QTY that this press is allowed to print.

Select up to how many days you want FastManager to search for an open spot from the actual ship date.

Schedule this press up to days before the ship date.



FastManager will try and find an open spot in your schedule 1 day prior to your ship date. If it cannot find an open spot then FastManager will automatically try the day before and so on. The number of days it will try is based on the number of days you enter in here. The higher the number the higher the probability is that FastManager will see the job as do-able. However you will have less time to complete the art and get the goods in. 3 is normally a goods number.

Select the max number of colors that you can print on this machine.

Please enter the MAX number of colors that this press can print.



This seems fairly obvious and you would think that FastManager should use the max number of colors that the press can print in general. However FastManager links this capability directly to **this** price list. For Example: you can print less colors on the same machine if the price list is 'Print **with** Flash' than if the price list is 'Print **without** flash'

Calculating Production Time.

We now need to tell FastManager how it is going to calculate production time for his machine.

Remember that these production times are based on producing if this price list is selected in your sales screen. For example: if this price list is 'Printing with flash' then you will have different times than if this price list was 'Printing without flash'.



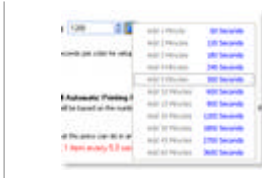
TIP: Be conservative. You can always decrease your times later if you see that you are under estimating your production capabilities.

First we need to enter a base time. This would be the minimum time that you want to schedule a job for and FastManager will start with the base time. This would basically include how long it takes to get the shirts, screens and ink to the machine. This does **NOT** include setup and break down time.

Next we need to enter the setup and break down time. This time is calculated per color. Thus FastManager will multiply the time with the number of colors, and then add it to the base time.



These times are specified in seconds. If you click on the calculator button it will automatically **ADD** additional seconds to the existing number of seconds. For example. If you want to enter 7 minutes for the base time then you would click on the calculator button and select 5 min and then click on the calculator button again and select 2 min.



Next you need to select your print time. If the machine you selected is an automatic press then you need to select your index speed e.g. 600 pieces per hour. If you selected a manual press then you need to tell FastManager how many single color prints you can produce in a hour.

Click on the **'Save'** button when you are done. You still need to save the entire price list for these changes to take effect.

4.3 Embroidery price lists

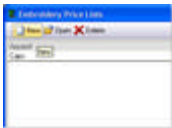
FastManager has 4 different pricing modules for Embroidery.

You can create an unlimited number of Embroidery price lists and have any of these price lists use one of these 4 pricing modules.

To create or edit an Embroidery price list, select Embroidery prices from the edit menu.

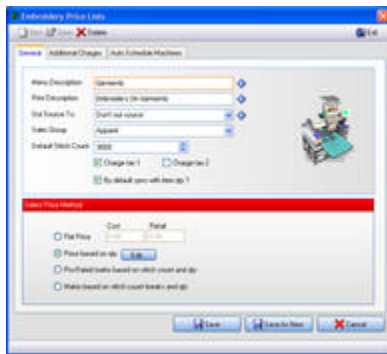


Double click on an existing price list that you want to edit, or click on the **'New'** button to create a new price list.



You will see that FastManager has 3 different tabs. General, Additional Charges and Machine Setup.

General Tab:



Menu Description: This represents the actual caption of the pop-up menu which appears when you click on the 'Add Embroidery' button, in the sales screen.

Print Description: This is the **default** description will print on your quotations, work orders and invoices. You can at any time override this description within the sales screen.

Out Source To: If you are planning to out source the embroidery to another contract embroiderer then select the supplier to whom you want to out source it to from the drop down list. FastManager will then automatically add it to the purchase order wizard.

Sales Group: This will determine under which sales group FastManager will group all sales of this price list. It also determines which item code FastManager will select in QuickBooks when exporting the invoice.

Default Stitch Count: This is the default stitch count that FastManager will use to calculate the selling price. You can change it on the fly when entering a sales order.



TIP: It is recommended that you choose a relatively high number as in many cases you don't know the final stitch count until after you got the order and digitized the logo.

Selecting the correct pricing module.

FastManager has 4 embroidery pricing modules.

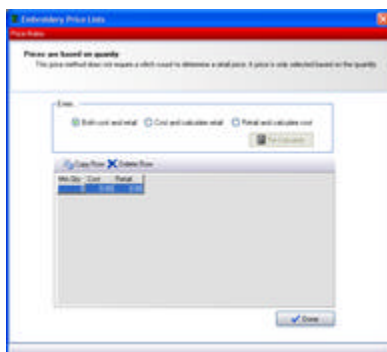
- Flat Price
- Flat Price based on quantity
- Base price which includes a certain number of stitches + an additional charge per 1000 stitches.
- Flat price based on quantity and within a certain stitch count range.

You need to select which method you want to use to price out embroidery on this price list. You will then see an 'Edit' button that you click which will open another window where you can enter your price matrix es.

If you select the *Flat Price* option you simply need to enter the cost and retail price of your embroidery. This is a very basic flat rate system and the price does not fluctuate

Flat price based on quantity.

This method will simply do a lookup based on the number of embroideries that you do. Stitch count does not play a role when determining the selling price.




You can select to enter both the cost and retail **or** calculate either by selecting the appropriate option from the top.

Enter...

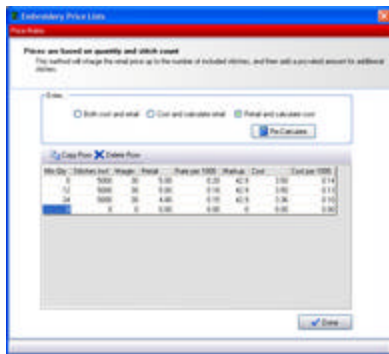
☒ Both cost and retail
 ☐ Cost and calculate retail
 ☐ Retail and calculate cost

Re-Calculate

 Your prices should be less the higher the quantity. If you are calculating the cost or retail you may need to click on the 'Re-Calculate' button to refresh your prices if you alternate between calculating methods.

Pro-rated matrix based on stitch count and quantity.

This option will start look up and then calculate a selling price based on the quantity and number of stitched of the embellishment.



FastManager will start with a base price that will include a specified number of stitches and then add a pro-rated amount per thousand stitches if the stitch count is higher than the number of stitches included. As with the flat rate based on qty, you can enter both the cost and retail prices or calculate either of them.

Matrix based on stitch count breaks and quantity.

There is very little calculation involved in this method and is basically a lookup table.

This matrix works well if you charge a flat rate if the stitch count falls in a specified **range**. For example: On a quantity of 12, if the stitch count is between 3000 and 5000 stitches then the selling price will be \$7.00. You don't care if the stitch count is 3300 or 3500 you will still charge \$7.00.



Once again you can select to enter both your retail and cost or calculate either of them. In this case the retail and cost prices are based in separate tabs.

First you need to tell FastManager how many stitch count breaks you have.

Enter the number of stitch count breaks you have Embroidery prices are based on the stitch count break and number items that stitch count breaks you have, then click on the column header to edit the stil

Then click on each header to edit the number of stitches. The first number of stitches will always be zero. The next stitch count will be the min number of stitched the embroidery requires to qualify for the next price level.

12000 Click to edit

Additional Charges:

You can add an unlimited number of additional charges such as digitizing, artwork, bagging and special thread colors etc.

First you need to go to the '**Additional Charges**' Tab



To create a new additional charge, click on the '**Add**' button

To edit an existing charge, select the charge from the list below, and click on the '**Edit**' button.

To delete an existing charge, select the charge from the list below, and click on the '**Delete**' button.

You can also change the order in which the additional charges will appear in your sales screen by selecting the charge in the list below and then use the 'Move Row Up' and 'Move Row Down' buttons.

Description	Price	Add to sales screen by default
Digitizing	12.00	<input type="checkbox"/>
Additional Charge	0.00	<input type="checkbox"/>
Additional Charge to Linkage Fee	0.25	<input type="checkbox"/>
Additional Charge to Hooping Fee	0.25	<input type="checkbox"/>
Additional Charge to Stitch Fee	0.00	<input type="checkbox"/>
Additional Charge to Sewing Fee	0.00	<input type="checkbox"/>
Thread Fee (per spool)	0.00	<input type="checkbox"/>
Thread Fee (per spool)	0.00	<input type="checkbox"/>
Thread Fee (per spool)	0.00	<input type="checkbox"/>
Thread Fee (per spool)	0.00	<input type="checkbox"/>

Once you click on the '**Edit**' or '**Add**' button you will see the following screen.

First you need to select if you want FastManager to add this additional charge to the sales screen by default. You can always remove or add it on the fly from the sales screen, by deleting the row, or **right clicking** on the actual **embroidery line item** and select '**Additional Charges**'

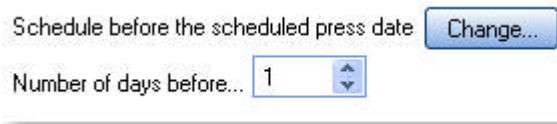


TIP: If you or your sales reps forget to charge your customer for additional services it is best to add the line item by default and then to delete it from the sales screen later on. If the additional charge is something that you won't charge on a regular basis then it might be better to add these items on the



For example: If you this additional charge is 'Digitizing' you may want to create a task for your art department. If this additional charge is 'Metallic Thread' you may simply want to add an additional 30 seconds per garment to your machine time.

If you are **creating an additional task** you can also specify when you want FastManager to schedule it.



When complete, click on the **'Save'** button to commit your changes.



You would still need to save the entire price list at the end for these changes to take effect.

Auto Scheduling Machines

If you want to make use of FastManager's auto scheduling module you need to tell FastManager how to select and schedule a machine when using this price list.

First click on the **'Auto Schedule Presses'** tab.

From here you will tel FastManager which of your machines are capable of embroidering items quoted from this price list.



For example: you would not want to include your 12 head machine if this price list is called 'Names'.

You can also set rules, so FastManager will not select the machine if certain parameters are not met.



For example: you would not want to run any job under 2000 stitches on the 12 head machine as the machine will complete the job before you are done hooping for the next round.

To edit an existing machine, select the machine from the list below, and click on the **'Edit'** button.

To delete an existing machine from this price list, select the machine from the list below, and click on the **'Delete'** button

To add a new machine, click on the **'Add'** button.

Once you have clicked **'Edit'** or **'Add'** then you should see this screen.



From the drop down list select the machine that you want to include in the list of machines that can accommodate this price list.

Machine Setup

Machine: **SWF 6 Head #1**

Description	Heads	
Barudan 6 Head	6	allowed to
SWF 6 Head #1	6	
SWF 6 Head #2	6	allowed to
SWF Single Head	1	

Schedule this machine at least **1** days before the

Enter the min qty that this machine is allowed to run. FastManager will automatically eliminate this machine when trying to schedule this job if the min qty is not met.

Enter the max qty that this press is allowed to run. fastManager will automatically eliminate this machine when trying to schedule this job if the max number of pieces are exceeded.

Please enter the MIN stitch count that this machine can embroider. **0**

Please enter the Max stitch count that this can should embroider. **500000**

Select up to how many days you want FastManager to search for an open spot from the actual ship date.

Schedule this machine at least **1** days before the ship date.



FastManager will try and find an open spot in your schedule 1 day prior to your ship date. If it cannot find an open spot then FastManager will automatically try the day before and so on. The number of days it will try is based on the number of days you enter in here. The higher the number the higher the probability is that FastManager will see the job as do-able. However you will have less time to complete the art and get the goods in. 3 is normally a goods number.

Select the min and max number stitches that this machine can run.

Please enter the MIN stitch count that this machine can embroider. **0**

Please enter the Max stitch count that this can should embroider. **500000**



If you are running a low number of stitches on a machine with many heads, then the machine will run faster than you can hoop. So you may want to prevent your 12 head machine from running less than 2000 stitches.

Calculating Production Time.

We now need to tell FastManager how it is going to calculate production time for his machine.

Calculate Estimated Time (seconds) and:

Speed Time (The estimated time to run each) **100**

Then add **100** seconds per head to thread and setup

Then add the group embroidery time

You have selected a 6 head machine:

The estimated time of the calculated is below: (Stitch Count/Machine Speed) * (Heads/Embroider) / Head Count

Please enter the machine speed: Number of stitches the machine can run per minute. **100**

For example: If you run 10 pieces with 5000 stitches. At 100 stitches per minute it will take 2.4 hours to run it on this machine.

Remember that these production times are based on producing if this price list is selected in your sales screen. For example: if this price list is 'Embroidering Caps' then you will have different times than if this price list was 'Embroidering Polos'.



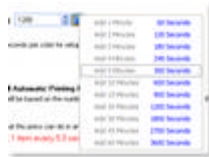
TIP: Be conservative. You can always increase your times later if you see that you are under estimating your production capabilities.

First we need to enter a base time. This would be the minimum time that you want to schedule a job for and FastManager will start with the base time. This would basically include how long it takes to get the shirts, thread and backing to the machine. This does NOT include setup and break down time.

Next we need to enter the setup and break down time. This time is calculates per head. Thus FastManager will multiply the time with the number of heads, and then add it to the base time.



These times are specified in seconds. If you click on the calculator button it will automatically **ADD** additional seconds to the existing number of seconds. For example. If you want to enter 7 minutes for the base time then you would click on the calculator button and select 5 min and then click on the calculator button again and select 2 min.



Next you need to select your machine speed.

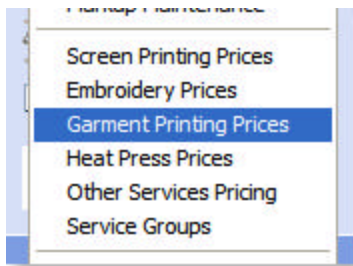
Click on the **'Save'** button when you are done. You still need to save the entire price list for these changes to take effect.

4.4 Direct to garment printing price lists

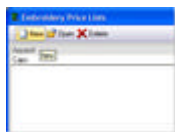
FastManager has 2 different pricing modules for Direct To Garment Printing (DTG).

You can create an unlimited number of (DTG) price lists and have any of these price lists use one of these 2 pricing modules.

To create or edit an (DTG) price list, select **'Garment Printing Prices'** from the **edit** menu.

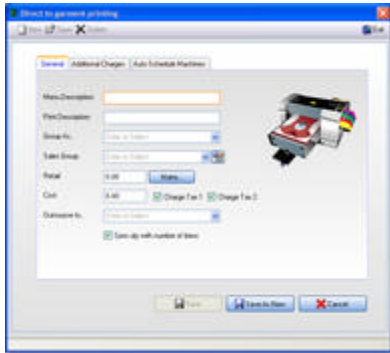


Double click on an existing price list that you want to edit, or click on the **'New'** button to create a new price list.



You will see that FastManager has 3 different tabs. General, Additional Charges and Machine Setup.

General Tab:



Menu Description: This represents the actual caption of the pop-up menu which appears when you click on the **'Add Garment Printing'** button, in the sales screen.

Print Description: This is the **default** description will print on your quotations, work orders and invoices. You can at any time override this description within the sales screen.

Group As: You can select the service group you want to group this price list under. For more information on service groups **click here (Section 4.9)**

Sales Group: This will determine under which sales group FastManager will group all sales of this price list. It also determines which item code FastManager will select in QuickBooks when exporting the invoice.

Out Source To: If you are planning to out source the embroidery to another contract embroiderer then select the supplier to whom you want to out source it to from the drop down list. FastManager will then automatically add it to the purchase order wizard.

Selecting the correct pricing module.

FastManager has 2 DTG pricing modules.

- Flat Price
- Flat Price based on on quantity

If you select the *Flat Price* option you simply need to enter the cost and retail price of your print. This is a very basic flat rate system and the price does not fluctuate.

Flat Price based on on quantity.

This method will simply do a lookup a selling price based on the number of items that you print. price.


Click on the **'Matrix'** button

You can select to enter both the cost and retail **or** calculate either by selecting the appropriate option from the top.

Enter...

☒ Both cost and retail
 ☐ Cost and calculate retail
 ☐ Retail and calculate cost

Re-Calculate

 Your prices should be less the higher the quantity. If you are calculating the cost or retail you may need to click on the 'Re-Calculate' button to refresh your prices if you alternate between calculating methods.

Additional Charges:

You can add an unlimited number of additional charges such as artwork, bagging and pre-treating shirts etc.

First you need to go to the **'Additional Charges'** Tab

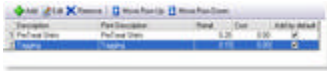


To create a new additional charge, click on the **'Add'** button

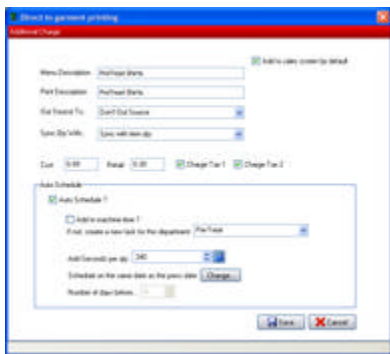
To edit an existing charge, select the charge from the list below, and click on the **'Edit'** button.

To delete an existing charge, select the charge from the list below, and click on the **'Delete'** button.

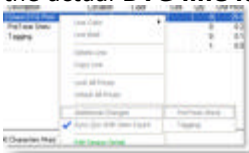
You can also change the order in which the additional charges will appear in your sales screen by selecting the charge in the list below and then use the 'Move Row Up' and 'Move Row Down' buttons.



Once you click on the **'Edit'** or **'Add'** button you will see the following screen.



First you need to select if you want FastManager to add this additional charge to the sales screen by default. You can always remove or add it on the fly, from the sales screen, by deleting the row or **right clicking** on the actual **DTG line item** and select **'Additional Charges'**



TIP: If you or your sales reps forget to charge your customer for additional services it is best to add the line item by default and then to delete it from the sales screen later on. If the additional charge is something that you won't charge on a regular basis then it might be better to add these items on the fly later as it could become time consuming to delete these rows every time.

Next enter a user friendly menu description.



This is the description that will display when you add this charge on the fly, by **right clicking** on the **embroidery charge line** in your sales screen and select **'Additional Charges'** (View picture below).

Next enter the default print description. This is the description that will print on your quotations, work orders and invoices. You can overtype this description in the sales screen.


Print Description

If you are out sourcing this additional charge check the 'Out source to' check box and select a default vendor from the drop down list. FastManager will add this item to your PO wizard if this option is selected. This is a default setting and can be changed on the fly.

☐ Out Source To:


You can have FastManager sync the number of items, by default, with the number of colors or items if you like.

Sync Qty With..

 For example: If the additional charge was bagging you may want to synchronize it with the number of items.

Enter your cost and selling price and select if the line item should be taxed or not.


Cost Retail ☒ Charge Tax 1 ☒ Charge Tax 2

 Again the cost has a 2 folded purpose

- If you are out sourcing this service to another vendor then FastManager will use this cost table when generating a PO
- FastManager will also use this cost to calculate the estimated profit on your work order.

If you are using the auto scheduling module, you can select if you want FastManager to automatically create a task or simply add additional time to your machine time if this charge is present as a line item in your work order.




 For example: If you this additional charge is 'Digitizing' you may want to create a task for your art department. If this additional charge is 'Metallic Thread' you may simply want to add an additional 30 seconds per garment to your machine time.

If you are **creating an additional task** you can also specify when you want FastManager to schedule it.

Schedule on the same date as the press date

Number of days before...

When complete, click on the '**Save**' button to commit your changes.


 You would still need to save the entire price list at the end for these changes to take effect.

Auto Scheduling Machines

If you want to make use of FastManager's auto scheduling module you need to tell FastManager how to select and schedule a machine when using this price list.

First click on the **'Auto Schedule Presses'** tab.

From here you will tel FastManager which of your machines are capable of printing items quoted from this price list.

 For example: you would not want to include your Brother Garment Printer if this price list is called 'Printing with under base'.

You can also set minimum and maximum quantity rules, so FastManager will not select the machine if those parameters are not met.

To edit an existing machine, select the machine from the list below, and click on the **'Edit'** button.

To delete an existing machine from this price list, select the machine from the list below, and click on the **'Delete'** button

To add a new machine, click on the **'Add'** button.

Once you have clicked **'Edit'** or **'Add'** then you should see this screen.



From the drop down list select the machine that you want to include in the list of machines that can accommodate this price list.

Machine	Blazer
Please enter the MIN QTY that this machine is allowed to embellish.	
Please enter the MAX QTY that this machine is allowed to embellish.	

Description	Stations
Blazer	1
Standard	1

Enter the min qty that this machine is allowed to run. FastManager will automatically eliminate this machine when trying to schedule this job if the min qty is not met.

Enter the max qty that this press is allowed to run. fastManager will automatically eliminate this machine when trying to schedule this job if the max number of pieces are exceeded.

Please enter the MIN QTY that this machine is allowed to embellish.

Please enter the MAX QTY that this machine is allowed to embellish.

Select up to how many days you want FastManager to search for an open spot from the actual ship date.

Schedule this machine at least days before the ship date.



FastManager will try and find and open spot in your schedule 1 day prior to your ship date. If it cannot find an open spot then FastManager will automatically try the day before and so on. The number of days it will try is based on the number of days you enter in here. The higher the number the higher the probability is that FastManager will see the job as do-able. However you will have less time to complete the art and get the goods in. 3 is normally a goods number.

Calculating Production Time.

We now need to tell FastManager how it is going to calculate production time for his machine.



Remember that these production times are based on producing if this price list is selected in your sales screen. For example: if this price list is 'Printing On Color Shirts' then you will have different times than if this price list was 'Printing On White Shirts'



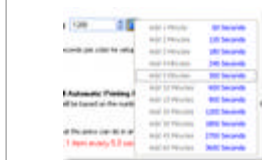
TIP: Be conservative. You can always increase your times later if you see that you are under estimating your production capabilities.

First we need to enter a base time. This would be the minimum time that you want to schedule a job for and FastManager will start with the base time. This would basically include how long it takes to get the shirts, hooping frames etc to the machine. This does NOT include setup and break down time.

Next we need to enter the setup and break down time. This time is calculated per station. Thus FastManager will multiply the time with the number of stations, and then add it to the base time.



These times are specified in seconds. If you click on the calculator button it will automatically **ADD** additional seconds to the existing number of seconds. For example. If you want to enter 7 minutes for the base time then you would click on the calculator button and select 5 min and then click on the calculator button again and select 2 min.



Next you need to select your machine speed.

Click on the **'Save'** button when you are done. You still need to save the entire price list for these changes to take effect.

4.5 Heat pressing price lists

FastManager has 2 pricing modules for Heat Pressing.

Heat Pressing

New Open Delete

General Additional Charges Auto Schedule Machines

Menu Description: Numbers 6-8 Inches

Print Description: Numbers 6-8 Inches

Group As.: Numbers

Sales Group: Heat Press

Retail: 2.25 Matrix...

Cost: 0.00 Charge Tax 1 Charge Tax 2

Outsource to.: Don't Out Source

☒ Sync qty with number of items

Save Save As New Cancel

FastManager can accommodate **multiple station** heat presses in its auto scheduling module.

NOTE: For more information on how to create or edit heat pressing price lists, please read our topic on creating **Garment Printing Prices (Section 4.4)**, as heat pressing prices operate in exactly the same manner.

4.6 Other services

FastManager has a generic pricing module called '**Other Services**', in the event that you may have some embellishment methods that don't fall under any of our other 4 embellishment modules.

You can also group these into multiple **service groups (Section 4.9)**, such as signs and trophies.

Other Services

New Open Delete

General Additional Charges Auto Schedule Machines

Menu Description: Stickers 6 x 6

Print Description: Stickers 6 x 6

Group As..: Signs

Sales Group: Other

Retail: 0.00 Matrix...

Cost: 0.00 ☒ Charge Tax 1 ☒ Charge Tax 2

Outsource to..: Don't Out Source

☒ Sync qty with number of items

Save Save As New Cancel

Please note that 'other services' are **not** intended for miscellaneous charges.

NOTE: For more information on how to create or edit generic price lists, please read our topic on creating **Garment Printing Prices (Section 4.4)**, as these prices operate in exactly the same manner.

4.7 How to handle miscellaneous charges

Miscellaneous charges should not be confused with additional charges.

Additional charges is directly linked to the embellishment and could possibly have an impact on your schedule.

Additional charges are based on the different embellishment charges and are created from within the price maintenance screen.


For more information on additional charges, see:

- **Screen Printing Prices (Section 4.2)**
- **Embroidery Prices (Section 4.3)**

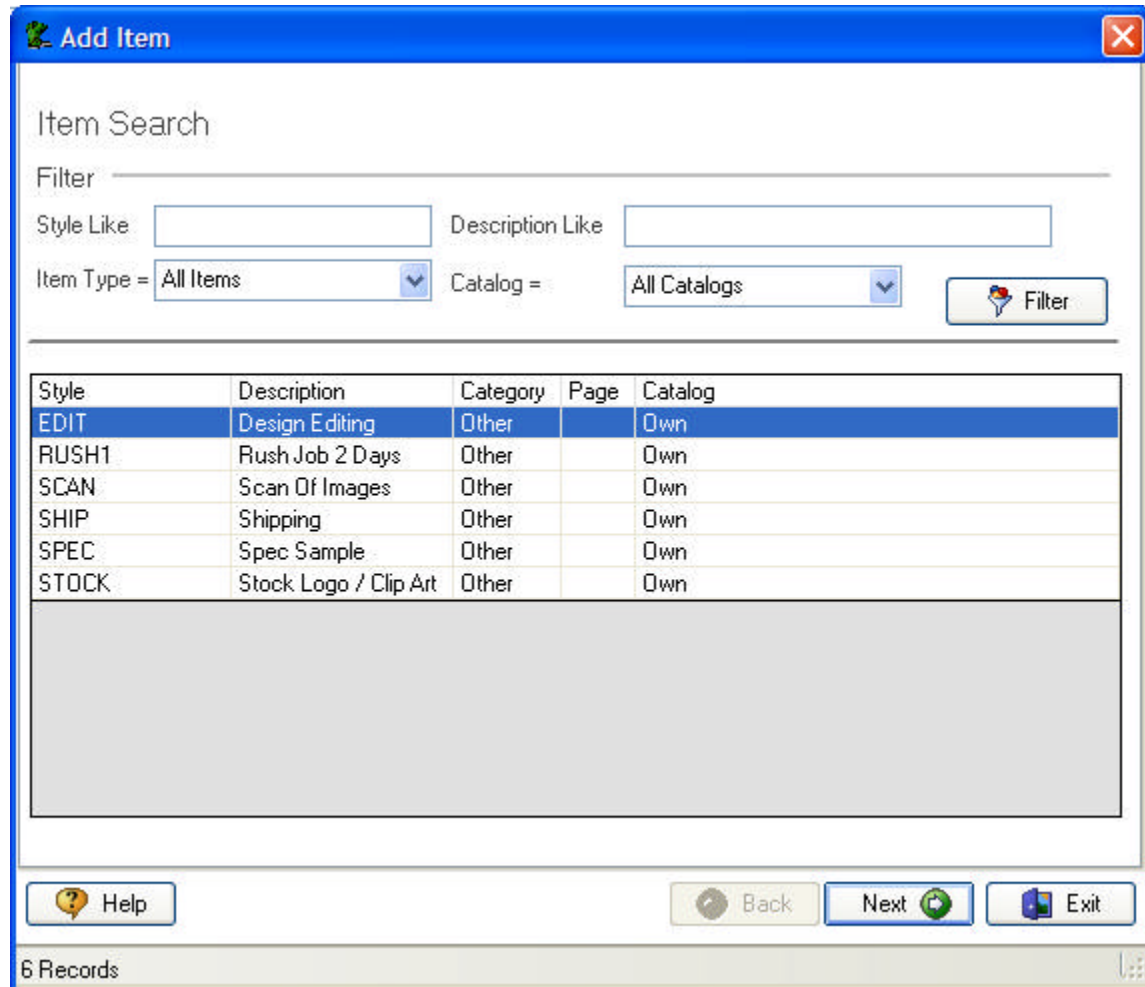
- **Direct To Garment Printing Prices (Section 4.4)**

Miscellaneous charges are charges that are not linked to the embellishment. Such as **'Shipping'**

Miscellaneous charges are handled in exactly the same manner as you would handle catalog items (It's just another catalog item). In fact FastManager ships with some basic Miscellaneous charges already built in a catalog called 'Own'.


 The item code 'SHIP' can be used to charge for shipping. 'SHIP' resides in the 'Own' catalog

Based on your **preferences (Section 3.3)**, the catalog 'Own', will be the default catalog when you click on the 'Add items from catalog' button.



Style	Description	Category	Page	Catalog
EDIT	Design Editing	Other		Own
RUSH1	Rush Job 2 Days	Other		Own
SCAN	Scan Of Images	Other		Own
SHIP	Shipping	Other		Own
SPEC	Spec Sample	Other		Own
STOCK	Stock Logo / Clip Art	Other		Own

This way it is easy to find Miscellaneous charges.

 For more information on how to create catalog items **click here. (Section 9.3)**

4.8 Pricing temporary items

If an item you need to quote on is not in one of your catalogs, then you can use the temporary item to quickly add the item to your sales screen.

If this is an item that you were going to sell on a frequent basis you may want to add it as a catalog item.

ASI type items work particularly well as there are millions of items and you don't sell a single item on a regular basis. You also don't want to bog down your system with millions and millions of items you almost never sell.

In the sales screen, click on the 'Add Temporary Item' button.



You will see this screen.



Code/Style: Enter the item code or style number

Description: Enter the item description

Size & Color: Enter the size and color of the item (Optional)

Select the item type from the drop down list. If you select 'ASI' then FastManager will add an "A" to the prefix of your work order number

Enter your item cost

Enter your item selling price

You can also select to only enter the cost and let FastManager calculate the retail price based on a markup that you select

Cost	<input type="text" value="4.00"/>	<input type="checkbox"/> Use Discount Code
Markup	<input type="text" value="Standard"/>	<input checked="" type="checkbox"/> Use Markup

Typically if this is an '**ASI**' item you could also enter your selling price and have FastManager calculate the cost based on the industry discount code.

DC	<input type="text" value="D"/>	<input checked="" type="checkbox"/> Use Discount Code
Retail	<input type="text" value="3.00"/>	<input type="checkbox"/> Use Markup

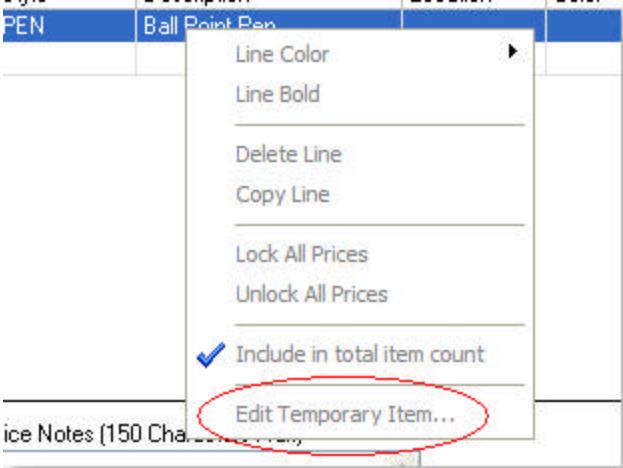
Select a Sales Group (This has a direct impact on how this line item will **export to QuickBooks (Section 11.4)**)

Select a Vendor if you need FastManager to add this line item to the **PO Wizard. (Section 8.1)**

FastManager will change the background color, under the style column, in the sales screen to 'Green' indicating that this line item is not in your database.




To edit a temporary item, right click on the item from the sales screen and select 'Edit Temporary Item'



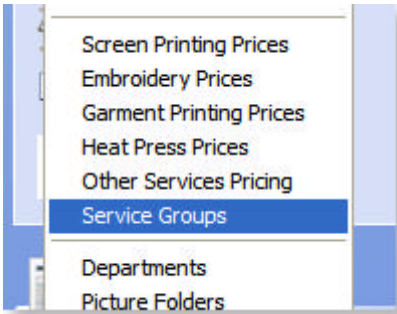
 **Please Note:** You can **not** track inventory on temporary items.

4.9 Service Groups

You can group and customize the way you want the service menus to display in your sales screen.

 Grouping price lists will make them easier to find in the sales screen. For example, you can create a group called, contract and one called custom.

From the **'Edit'** menu, select **'Service Groups'**

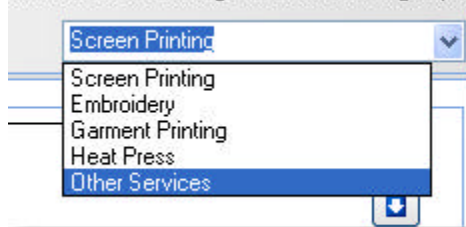


You will see this screen..

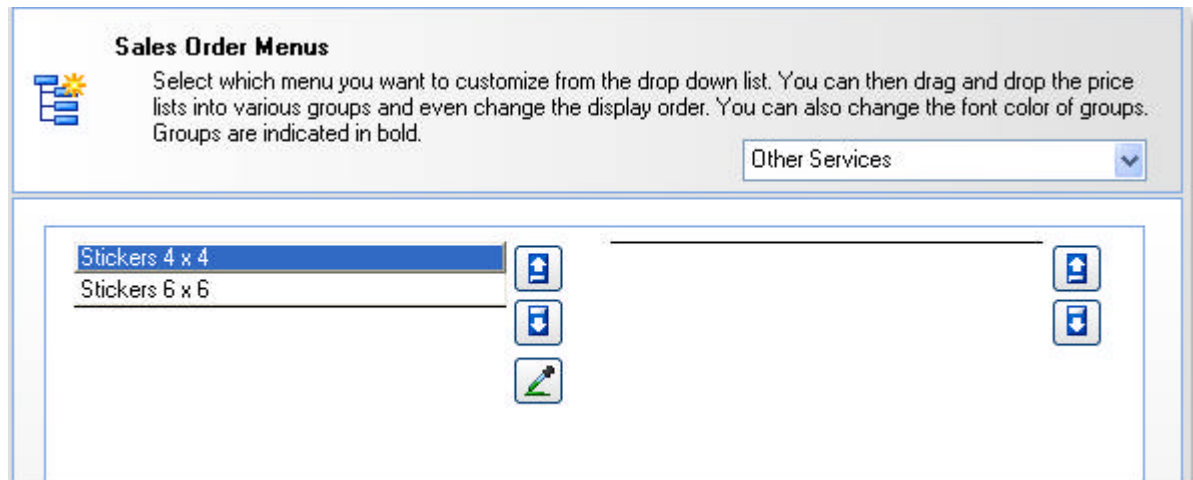


From the drop down list select the service menu you want to customise.

er. You can also change the font color of groups.



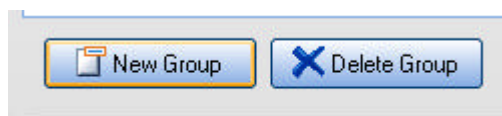
You will see a list of your existing price lists appearing on your left.



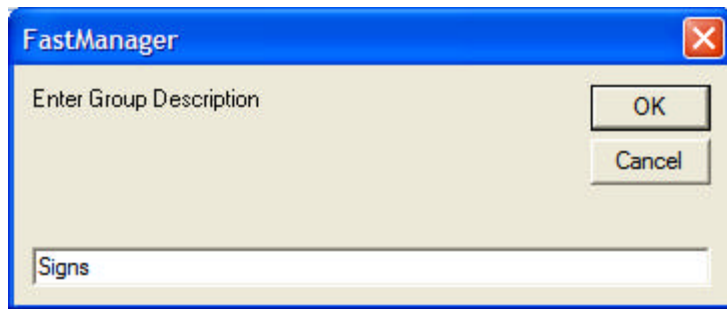
The left hand side consists of the initial pop-up menu. The right hand side will show you the sub menu of a group on your left hand side.

You can now add groups, which act similar to folders.

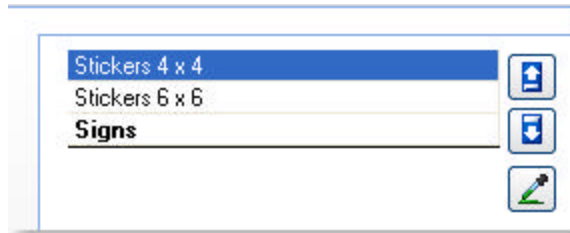
To add a new group, click on the 'new group' button at the bottom.



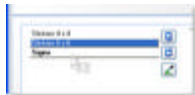
Enter the group description. For example, Signs or Engraving.



You will now see the new group added to the left hand pane. Groups are indicated in a bold font.



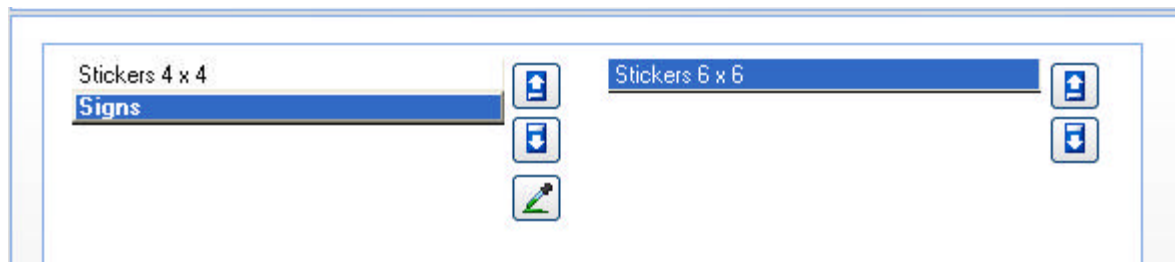
You can now simply drag and drop a price list into the group.



If you now click on the select the group you will see the price list appearing in the right hand side.



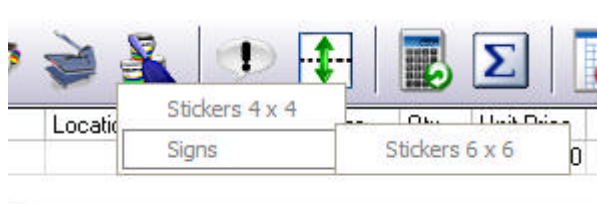
You can also drag price lists from the right into groups on the left.



- You can also use the up and down buttons to change the display order.
- You can also color code groups, by clicking on the color picker.

When done, click on the **'Save'** button at the bottom of the screen.

If you now look at the pop-up menu in your **'Sales Screen'** then you will see the exact simulation of what you just created.



5 Sales

5.1 Sales screen overview

FastManager's sales screen is an all in one screen.

From here you can generate quotations, convert them to work orders subsequently invoices.

If you are a smaller shop you can do almost anything from this screen, including taking payments, refunds, assigning and scheduling tasks and even create customers on the fly. You would typically spend about 80% of your time in this screen.

Quotations, work orders and invoices are in actual fact the same document and share the same number, just with a different status.

If the status = 'Invoice', then it will have a linked entry in your customer's register which increases his balance.

To access the 'Sales Screen' **select 'Sales 'Screen' from the main explorer bar** on your left **or select 'Sales Screen'** from the **'Process'** menu.

When you open the sales screen you will be immediately ready to create a quotations. You can jump straight to a work order or even an invoice by clicking on the drop down arrow next to the **'New'** button and select the relevant option

To convert from one status to the other, use the **'Convert' (Section 5.11)** button.

We have many topics covering the sales screen. Please click on any of the **'See Also'** links to explore the most powerfull module of FastManager in more detail.

5.2 Quotations

You can create quotations consistently and accurately in under 2 minutes.

When you open the sales screen for the first time, you can immediately start entering a quotation.

There are 2 types of quotations

- Pending and,
- Lost

To convert a quotation from one status to the other, click on the **'Convert (Section 5.11)'** Button



If you convert a quotation to a work order or even jump straight to an invoice you **cannot** go back. You would need to cancel the order or void the invoice.

Once you have saved your quotation, you can select to print it out.

The default layout has room at the bottom where you customer sign off on the amount and any other terms you may have included in the form of remark lines.

Once the order is signed you can proceed to convert it to a work order.



TIP: Use the follow-up date on the right hand corner when generating a quotation. You can then print a report on a daily basis to see which quotations you need to follow up on.

5.3 Work Orders

You can convert an existing quotation into a work order or simply enter a new work order at inception.

There are 2 types of work orders

- Work In Progress (WIP) and,
- Canceled.

Once you have created a work order you cannot change the status back to a quotation. You only have 2 choices. To invoice or to cancel.

WIP orders will display on the job board and will be removed as soon as you cancel or invoice the order.

FastManager's PO wizard will also generate the required goods based on the WIP orders. If you cancel or invoice the order then FastManager will no longer see the goods as required.

To convert a work order from one status to the other, click on the '**Convert (Section 5.11)**' Button



Once you have created a work order you cannot change the status back to a quotation. You only have 2 choices. To invoice or to cancel.

Once you have saved the WIP, you can select to print it out.

There are various layouts that you can print out.

- Work Order (Customer Copy)
When you print this layout you will see it is labeled as a 'Sales Order' the reason for this is that this is your customer's copy and as he is not going to be doing the work, to him it is a sales order. This layout will indicate the due date as well as any payments he made and the balance due when collects.
- Work Order (Production Copy)
*This is a basic layout of the order detail plus some room where they can write comments. It also has all the different dates, such as due date and ship date listed on the document. Any remark or other lines items that are marked **not** for printing **WILL** print on this document as it is intended for production.*
- Work Order Detail.
There are 3 different work order detail reports.
 - Print WO Detail - Portrait
 - Print WO Detail - Landscape
 - and Print WO Design Detail

They are all the same. Some just display more info than the other. You only need to use one of these layouts.

Which layout you choose will depend on how much information your shop needs to know vs. how much paper and ink you want to save.

All three of these reports will print a thumbnail picture with more detail about each design.

The intent of this report is to print it a day or two after you received the order and all artwork has been finalized. Most of the time when you first receive an order, you don't have the final artwork or design detail. Your production already has a copy of the Work Order (Production Copy) so they know that they have a broad idea of what is coming. Once you finalize the artwork and print out any of these 3 reports you can send it to the job file and they will now have a better idea of what the job entail.



You can also print a packing slip that you can include in the box when you ship.

Once the order is complete you can invoice it to remove it from the Job Board which also keeps your AR up to date. No more late billing which costs you money.

5.4 Invoices

Once you are ready you can use the **convert button (Section 5.11)** to convert your WIP to an 'Invoice'

Once you have invoiced the order you cannot go back. You can only 'VOID' the invoice from here.

To 'VOID' and invoice, simply use the '**Convert (Section 5.11)**' button again.

You can jump straight to an invoice from the quotation. This simply means that you will bypass the Work Order stage which will include production and purchasing. This is very handy if a customer simply buys

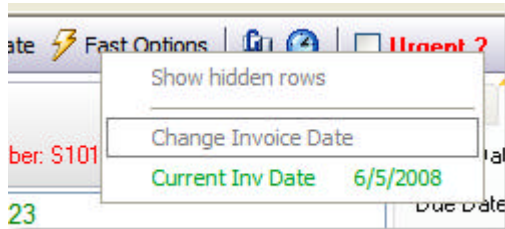
existing stock and will pay there and then and you do not need to put it through your production.

Invoices do not appear on the Job Board, not will any of its line items be in the PO Wizard.

An invoice will create a new record in your customer's register which will increase his balance.

FastManager creates a separate invoice date, at the time of invoicing.

You can change the invoice date by clicking on the **'Fast Options'** button and select **'Change the invoice date'**.



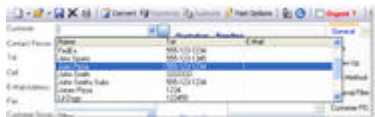
Because quotations, work orders and invoices all share the same number (They are the same document, just with a different status) you may have some financial integrity questions regarding sequential invoice numbers as every quotation does not turn into an invoice. To overcome that FastManager also creates a unique sequential number. You can use this number to file your invoices in numeric order to ensure that there are no missing invoices. It is called the 'Invoice Sequence Number' This number will print out at the bottom of your invoice. In terms of old school accounting you can see this as the actual invoice number.

5.5 Entering and Order

This topic will give you a quick overview on how to enter an order in under 2 minutes. This applies to any status of the order, Quotation, Work Order or Invoice.

Open the sales screen.

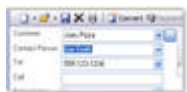
Select a customer from the drop down list. (You can also **'Add a new customer on the fly' (Section 5.7)**)



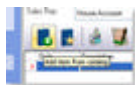
Enter a friendly order description for example:



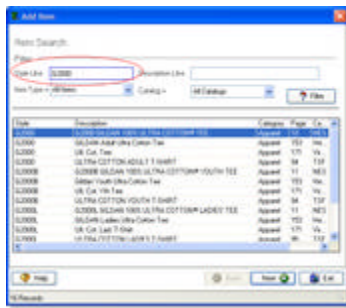
Select a contact person from the drop down list. (You can also enter a new contact person's name)



Click on the 'Add Items From Catalog' button.

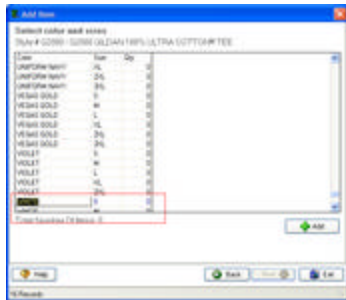


Enter the entire or part of the style number for example: 'G2000'

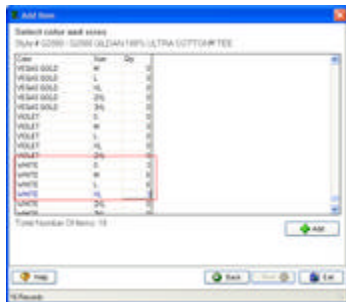


Double click on the item you want to sell.

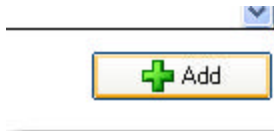
Start typing the color.



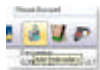
Hit the **'Tab'** key and start enter the number of items per size.



Click on the 'Add' button.



Now click on the 'Add Embroidery' button.



Select the appropriate price list from the popup menu.



Select the appropriate location for example: 'Chest - Left'



Change the correct stitch count.



You can select to only apply part of the paid amount to this order and then leave the balance as an open credit.

Click **'Save'** to commit or **'Cancel'** to exit without taking the payment



If the current status of this order is 'Work In Progress' then FastManager will automatically reserve the applied amount against this order. FastManager will then automatically apply the payment to the invoice, once you convert this order to an invoice.

If the current status of this order is 'Invoice' then FastManager will automatically apply the selected amount to this invoice.

Applying and open credit.

If a customer has an open credit with your company, you can use all or part of that credit as payment for an invoice or as a deposit on a work order.

If you selected **'Apply Open Credit'** when you clicked on the **'Payment'** button, then you should see this screen.

Date	Trans	Ref	Description	Available Amt	Apply	Apply Amt
4/8/2008	PMT	10068	Check - Local	3099.60	<input type="checkbox"/>	3099.60

Total Amount You Will Apply: \$0.00. Max Amount You Can Apply: \$3,099.60

You will see a list of available credits for that customer.

Use the check box under the 'Apply' column to select which credits you want to use for this order.

Available Amt	Apply	Apply Amt
3099.60	<input checked="" type="checkbox"/>	3099.60

FastManager will use the full amount by default.

To apply only part of the open credit, simply **overtyp**e the amount under the '**Apply Amt**' column

Available Amt	Apply	Apply Amt
3099.60	<input checked="" type="checkbox"/>	1500.00

Also See:

Payment options in the sales screen. (Section 5.37)

5.7 Adding customers on the fly

When entering a new quotation, work order or invoice you do **not** need to select the customer from the drop down list. In stead you can simply enter your customer's information, and FastManager will create the customer on the fly for you in the back ground when you save the quote.


FastManager will use as much of the information that it can obtain from the sales screen to create the customer. See Below:


Contact Ship And Deposit Information:

Customer	Joes Pizza	Quotation - Pending New Document - Click 'Save' to get #. <hr/> Type Order Description Here ! <hr/> Billing Address Joes Billing Address <hr/> Ship Address Joes Ship Address	General	Work
Contact Person	Joe Smith		Date	
Tel	555-123-1234		Follow Up	
Cell			Ship Method	
E-Mail Address	Enter or select		Optional Filter	
Fax			Customer PO	
Customer Group	General Customer		Deposits: 50% Click	
Origination	Walk In			
Sales Rep	House Account			

Tax Information:

Sub Total		0.00
Disc	0.00	0.00
Total		0.00
Tax 1 @ 5%		0.00
None	0%	0.00
<input checked="" type="checkbox"/> Sales Tax	5%	0.00
State Tax	0%	0.00

 FastManager will use **default** values selected in the **preferences (Section 3.3)** screen if it **cannot** obtain the information from the sales screen.

 FastManager will warn you that the customer you entered is not in the database and request permission to create the customer on the fly.

5.8 Managing customers

It is always easier to simply **create customers on the 'fly' (Section 5.7)** via the Sales Screen.

However you may want to record more detail on your customer, or even have to update address changes etc for existing customer.

To maintain and update customer master information, select 'Customers' from the 'Edit' menu.

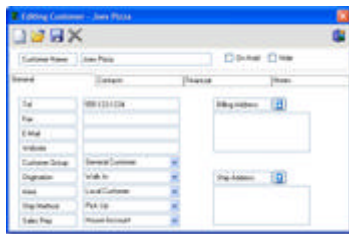
To edit or delete an existing customer, you need to open the customer record first by clicking on the 'Open' button.

If the customer you are trying to open is a hidden customer, then you need to check the 'Show Hidden Customers' option from the search screen.

The customer maintenance screen has 4 tabs.

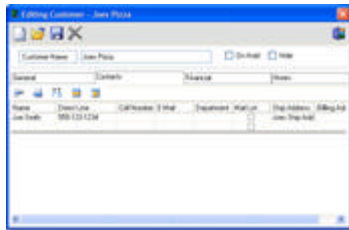
General Tab

On this tab you will update general contact and grouping information.



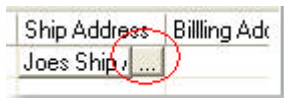
Contact Tab

FastManager allows you to have an unlimited number of contact persons linked to a customer. Each contact person can also have it's own shipping and billing address.



To add a new contact person simply enter the person's first name in the last open row of the list.


To edit the shipping and billing address you need to click on the 'Edit' button which will appear as soon as your cursor enters the relevant cell.




Financial Tab

Here you would assign **default** financial information for your customer.

You can also tell FastManager what this customer's account number in QuickBooks is.

 If you leave this field blank, then FastManager will try and create the customer in QuickBooks when sending and invoice or payment to QuickBooks.

 **TIP:** The contact name and phone number on this tab is what will appear in collection reports.

Notes Tab

Here you can enter important notes about a customer.

The pop-up notes will appear every time you select the customer in the sales screen.



About Hiding Customers:

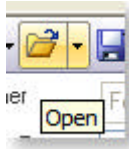
You cannot delete a customer, if you have any transactions, such as quotations, work orders, invoices and payments linked to that customer. If the customer no longer exist you need to hide the customer. You will no longer see this customer in other screens. In order to see this customer again, you will need to open the customer from the customer maintenance screen by clicking on the open button, then check the 'Show hidden customers' check box and un-hide the customer.

5.9 Finding previous orders

The most comprehensive way to find an existing order is through the sales screen.

If you click on the **'drop down'** arrow next to the open button, you will see a list of **recently** edited orders.

If you need to find another order **don't** click on the drop down button, but simply click on the open button.



You will have many different filter options that you can use to find an existing order.

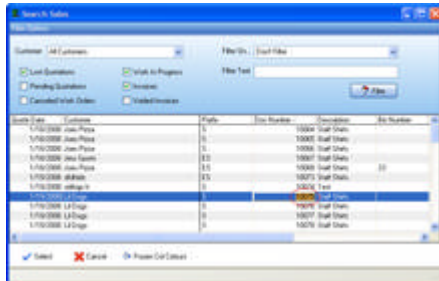
Filter Options

Customer: All Customers Filter On...: Don't Filter

☒ Lost Quotations
 ☒ Work In Progress
 ☐ Pending Quotations
 ☒ Invoices
 ☐ Filter

☐ Canceled Work Orders
 ☐ Voiced Invoices

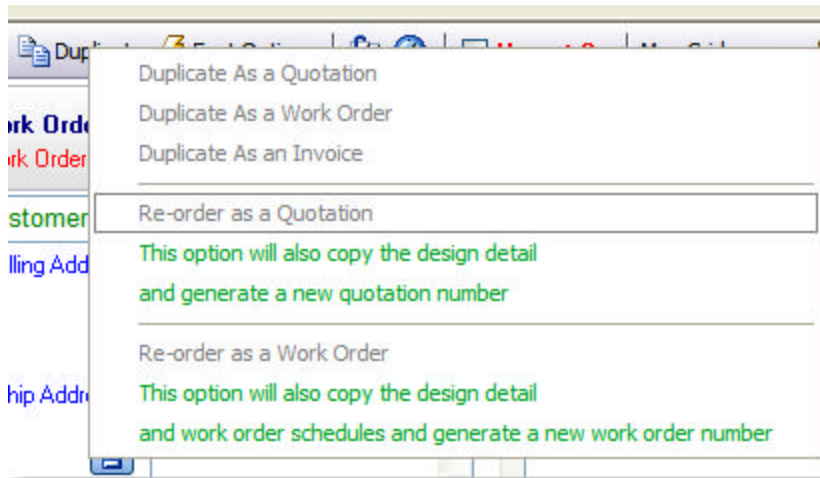
You can also click on any column header to sort by that column



If you click on the first row under a column that you want to search, FastManager will try to auto search for the content as soon as you start typing. For example: if you know the order number, simply select the first row under the 'Doc Number' column. Then start typing the order number. FastManager will jump to that order in the grid.

5.10 Re -ordering

To re-order is a snap. Simply **open your previous order (Section 5.9)** and click on the duplicate button.



If you select **duplicate** then FastManager will simply use your previous order as a template. This option will not bring across all the order history such as mesh counts, ink colors and thumbnail pictures. FastManager will also not automatically save the order and thus create an order number. You can therefore exit before saving the order.

If you select the **Re-Order** option then FastManager will bring across all the order detail including thumbnail pictures. You can select what detail FastManager will bring across from the **company preferences (Section 3.3)** screen.



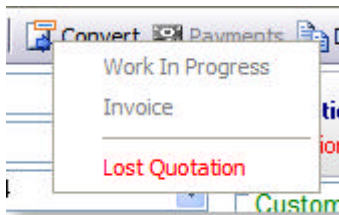
You can select to create a re-order as a quotation in the event that customer first wants to first approve the new order value. You can then later convert it to a work in progress.

5.11 The convert button

The convert button will display a pop-up menu which will allow you to change the status of the document. The menu is dynamic and therefore based on the **current** status of the document.

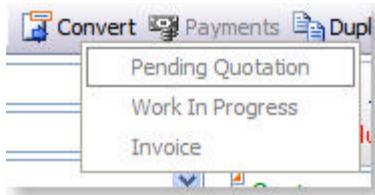
You will have the following option if the status is;

Pending Quotation



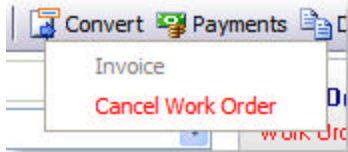
You can convert a pending quotation to a work order or go straight to invoice. You can also mark the quotation as lost.

Lost Quotation



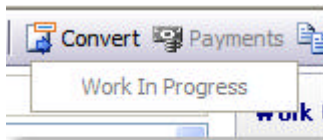
Many times in real life, lost quotations becomes orders. You can re-instate a lost quotation back to a pending quotation or jump straight to an invoice or a work order.

Work Order - WIP



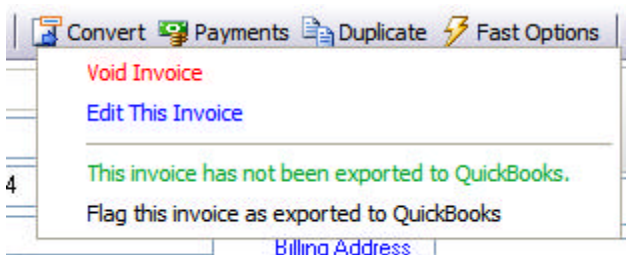
Once you have create a work order you cannot go back to a quotation. The only 2 options are two cancel the work order or invoice it. The reason for this is integrity. There are many other associated records that needs to be considered which is not possible if when it is a quotation. If you need to generate a new quotation, click on he '**Duplicate**' (Section 5.10) button.

Work Order Canceled



Canceled work orders can be re-in stated. You will how ever need to re-schedule the entire order.


Invoice



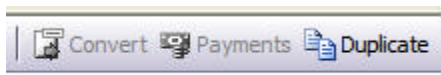
Once you have created and invoice you can only change the status to a voided invoice.

You can also select to '**Edit**' the invoice, which will **temporary** unlock the invoice and you can make any changes to it.

You can also **toggle** the '**sent to QuickBooks**' status of the invoice.


 **IMPORTANT:** Once you have voided and invoice you cannot go back.

Voided Invoice



Voiding an invoice will not only remove the customer register entry, which will subsequently reduce your

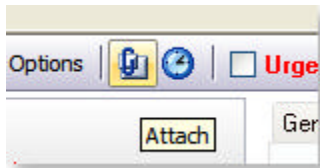
customer's, balance, but will also **disable the convert button**. Once you have voided an invoice you cannot go back. If you need to re-create the invoice, use the '**Duplicate**' (**Section 5.10**) button.

 **TIP:** You need to un-apply all attached payments in order to void the invoice.

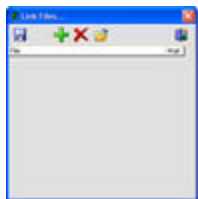
5.12 Attaching files

You can attach any number of files to the work order.


The work order needs to be saved in order to enable the 'Attach' button



When you click the 'Attach' button you will see this screen.

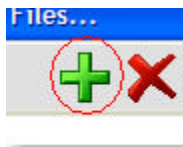


You can attach any type of file.

 FastManager will simply save the linked path to the file to your database.

 **IMPORTANT:** FastManager will not know if you move the file.

Click on the '**Add**' button to attach a new file.



Browse to the file you want to attach and click '**Open**'

Click on the '**Save**' button to commit your changes.



To remove a link from the list click on the 'Delete' button



You can also simulate and make use of Windows default file association capability which enables you to open the associated application by double clicking on the file in windows.

Simply select on the file you want to open from the list below

Click on the '**Open**' button.



Windows will open the file in it's associated application is possible.

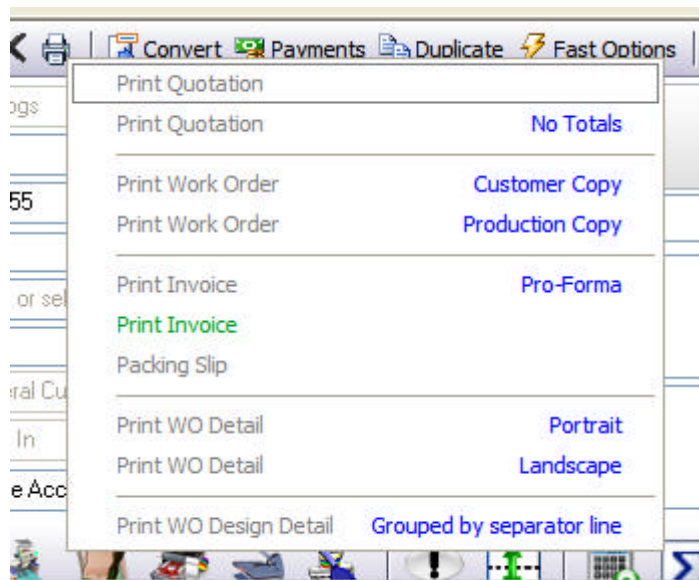


Examples of files you may want to attach:

- List of names for personalization
- Correspondence relates to the work order.
- Drawing and scanned sketches that the customer made about his art requirements.
- Copy of signed art approvals

5.13 Print Options

From the '**Sales Screen**', when you click on the '**Print**' button, you are presented with several options.



Print Quotation

This will print the quotation layout. If you have a discount amount at then FastManager will select the layout called 'Quotations - With Discount', if the discount amount = zero then FastManager will select the layout 'Quotations - No Discount'

Print Quotation - No Totals

This option will print a quotation without any totals at the bottom. This option is handy if your customer needs to choose between several options.

Print Work Order - Customer Copy

This option will print the 'Sales Order' copy. Which you can give to your customer once you have converted the quotation to a work order. Important fields on this document includes, the order 'Due Date' and any deposits they paid showing the balance due when the will collect.

Print Work Order - Production Copy

This option will is intended for your production. Any remark lines that was marked not print, will print on this document as it is intended for production.

This layout will not show any pricing information. It is intended for a job packet at the beginning stage of the

order giving your production a basic overview of what is coming, before you have the exact artwork information.

Print Invoice - Pro-Forma

Some bigger corporations request that you send them a pro-forma invoice in order cut a check while you are still producing the order. This document is really nothing other than the quotation with a header change.

Print Invoice

This will be the actual invoice that you can send to your customer. It will also show any payment applied to the invoice as well as the balance due.

You can print another copy of the invoice and send it to your customer once the invoice is paid. The invoice will be water marked as paid and can act as a payment receipt to your customer.

Print Packing Slip:

This is a basic list of of all the items you are sending

Print WO Detail:

You can print this out for production which will show all the design detail including thumbnail and colors. This can be added to the Job Bag at a later stage once you have all the art requirements and other instructions confirmed for production to continue.

Print WO Detail - Landscape

This option is exactly the same as above, but is in landscape format and includes more detailed information such as mesh counts etc.

Print WO Design Detail.

This option will print a list of the garments with the linked embellishment and it's detail below the list of garments. It will also print a new page for every separator group. This way it keeps the garments associated with its embellishment. For example: FastManager will print 2 pages if you have an order with polo shirts with embroidery on the front and printing on the back and then you also have some caps with embroidery on it. The first page will show the polos and below you will the see the detail for the front embroidery as well as the back print. On the second page you will only see the caps listed with the design detail of the embroidery. The design detail will include everything from location, size of embellishment, mesh counts, thread colors, additional notes etc etc . This is a very comprehensive report and should be added to the job pack once you have all the art detail confirmed.



Most of the print options will be disabled if you have made any changes to your sales screen. You need to '**Save**' first before you can continue.

Some options may be disabled based on the current status of your order.

For example: If the current status is 'WIP' you will not be able to print an invoice.

FastManager will first open the document in a print preview screen.

From there you can select if you want to print to a printer or E-Mail the document to your customer or any other E-Mail address.

In order E-Mail the document you need to **set-up your E-Mail accounts (Section 3.22)** first.

Most of these forms can be changed or customized. Please **contact us**

(mailto:support@fastmanager.com) for more information on customizing the layout of your quotations, work order and invoices.

5.14 Adding items from catalog

FastManager is a catalog based system. Because FastManager only uses the catalog data to retrieve prices, you can easily delete and re-create catalogs without effecting other modules. When FastManager tried to find a price in your catalogs database file and cannot find the item it will simply bail out and continue to the next step. So previous quotations, work orders, invoices and even purchase orders are not impacted. They will simply retain their existing prices.

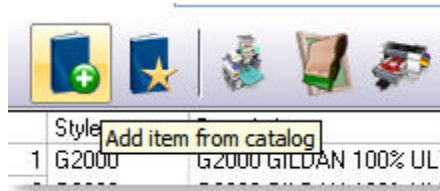
So why a catalog based system ?

The reality is that there are many vendors out there selling the same style number. *In fact 2 items may have the same style number but could be an entirely different item.* Also even though 2 vendors might stock the same item they may not stock all the colors.

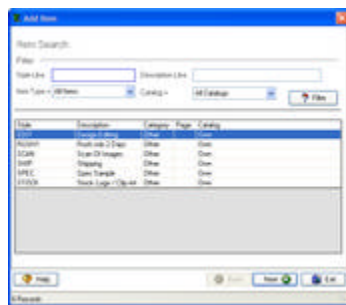
So in principle you can have duplicate style numbers as long as they are **not** part of the same catalog.

To add catalog items to the sale screen is very easy.

Click on the **'Add items from catalog'** button

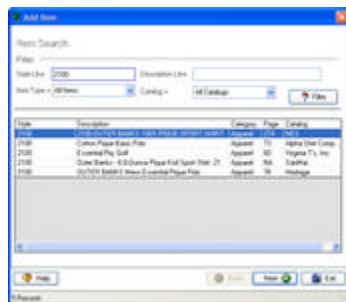


You will see this screen.



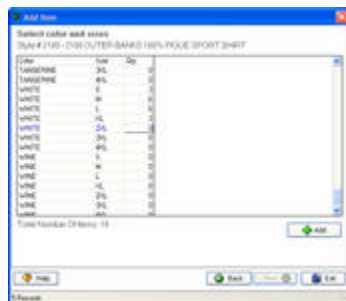
The cursor will automatically be inserted in the **'Style'** filter field, as most of the time you already know the style number that you want to sell.


Simply start typing the style number and FastManager will narrow down the list of items below.




TIP: You can use any of the other filter fields and then click on the **'Filter'** button to narrow it down if you don't know the style number of by heart. The list below will only refresh automatically when you change the **'Style'** field.

Simply double click on the line item and FastManager will bring you to the next screen from where you can enter the quantities for each color and size that your customer wants to order.



 **NOTE:** FastManager will simply add a single item to your sales order detail, if the item you are adding does not have multiple colors and sizes

 **TIP:** At first when FastManager brings you to the next screen from where you select the colors and sizes, it will set focus under the color column. FastManager will automatically jump to the color if you immediatly start typing the color name. Then hit 'TAB' to move across to the qty column from where you can enter the different quantities per size.

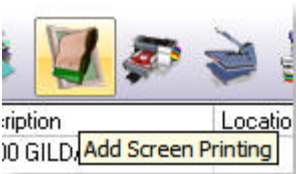
Then click on the **'Add'** button.
FastManager will add a line item in your sales screen for every color and size that you have a quantity entered bigger than zero.

5.15 Adding temporary items

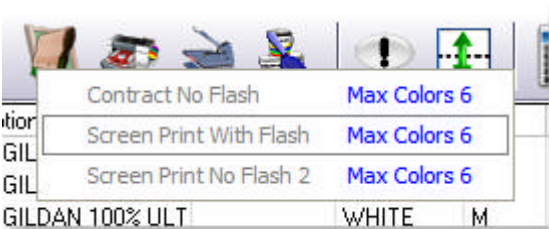
See **pricing temporary items (Section 4.8)** for more information.

5.16 Adding screen printing charges

To add screen printing charges, click on the 'Add Screen Printing' button.



You will see a pop-up menu showing you all your different screen printing price lists.



Select the appropriate price list and FastManager will automatically add the embellishment costs as well as any additional charges you have setup as default to the sales screen.

FastManager will set focus to the 'Location' field so you can immediatly select the embellishment location.

	Location	Color
N 100% ULT		WHITE
N 100% ULT		WHITE
N 100% ULT		WHITE
o Flash	Chest - Fit	

You can then change the number of colors you want to print which will effect your print price as well as your estimated production time if you are using the 'Auto Scheduling' module.

	BIMINI	2XL
	BIMINI	3XL
Chest - Right		3

If some of the additional charges do not apply, simply select that row and click on the 'Delete Row' button to remove the charge.

If you need to add any other additional charges, right click on the **'Screen Printing Line'** and select **'Additional Charges'** from the pop-up menu.

SILDAN 100% ULT	WHITE	M	300	0.00
Print No Flash	Chest - Right	1	3318	0.89
itives	Line Color	1	15.00	
nage	Line Bold	1	0.00	
ITER BANKS	Delete Line	3	15.13	
ITER BANKS	Copy Line	6	15.13	
ITER BANKS		6	15.13	
ITER BANKS	Lock All Prices	3	15.13	
	Unlock All Prices	1	0.00	

Additional Charges

☒ Sync Qty With Item Count

Edit Design Detail

Print Customer Proof

Print Design Detail

Screens

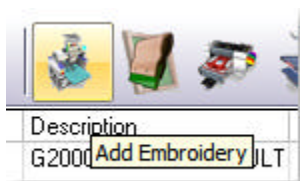
Film Positives

Color Change

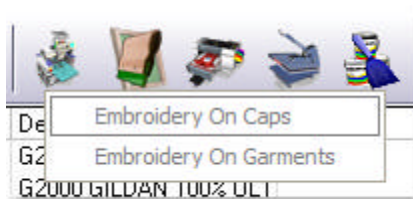
You can now **amortize (Section 5.25)** the embellishment cost into the garment.

5.17 Adding embroidery charges

To add embroidery charges, click on the 'Add Embroidery' button.



You will see a pop-up menu showing you all your different embroidery price lists.



Select the appropriate price list and FastManager will automatically add the embellishment costs as well as any additional charges you have setup as default, to the sales screen.

FastManager will set focus to the 'Location' field so you can immediately select the embellishment location.

	Location	Color
00% ULT		WHITE
00% ULT		WHITE
00% ULT		WHITE
Garments	Chest - Left	80

You can also change the number of stitches, under the 'Color' column. If your price list is stitch count dependant then this will effect the embroidery price as well as the estimated production time if you use the auto scheduling module.

Location	Color	Size
	WHITE	5XL
	WHITE	S
	WHITE	M
Chest - Left	8000	

If some of the additional charges do not apply, simply select that row and click on the 'Delete Row' button to remove the charge.

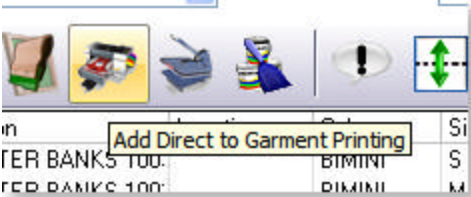
If you need to add any other additional charges, right click on the 'Embroidery' Line and select 'Additional Charges' from the pop-up menu.

ILDAN 100% ULT		WHITE	M	300	0.00	0.00	\$
Embroidery On Garments	Chest - Left	8000		3300	5.25	17325.00	\$
		Line Color			00	0.00	\$
		Line Bold			00	0.00	\$
		Delete Line					
		Copy Line					
		Lock All Prices					
		Unlock All Prices					
		Additional Charges					
		Digitizing					
		✓ Sync Qty With Item Count					

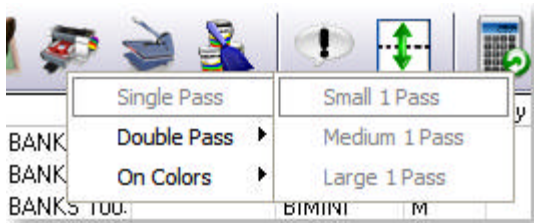
You can now **amortize (Section 5.25)** the embellishment cost into the garment.

5.18 Adding direct to garment charges

To add direct to garment printing (DTG) charges, click on the 'Add Direct To Garment Printing' button.

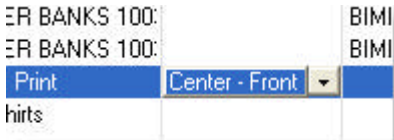


You will see a pop-up menu showing you all your different DTG price lists.



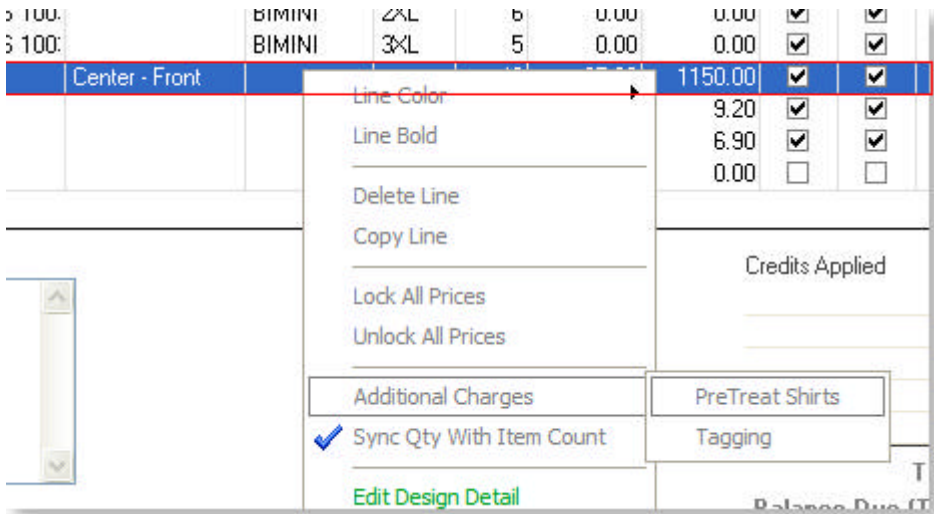
Select the appropriate price list and FastManager will automatically add the embellishment costs as well as any additional charges you have setup as default, to the sales screen.

FastManager will set focus to the 'Location' field so you can immediately select the embellishment location.



If some of the additional charges do not apply, simply select that row and click on the 'Delete Row' button to remove the charge.

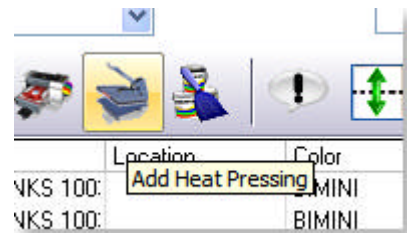
If you need to add any other additional charges, right click on the 'DTG' Line and select 'Additional Charges' from the pop-up menu.



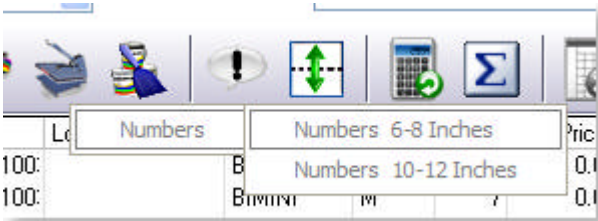
You can now **amortize (Section 5.25)** the embellishment cost into the garment.

5.19 Adding heat pressing charges

To add heat pressing charges, click on the 'Add Heat Pressing' button.



You will see a pop-up menu showing you all your different heat pressing price lists.



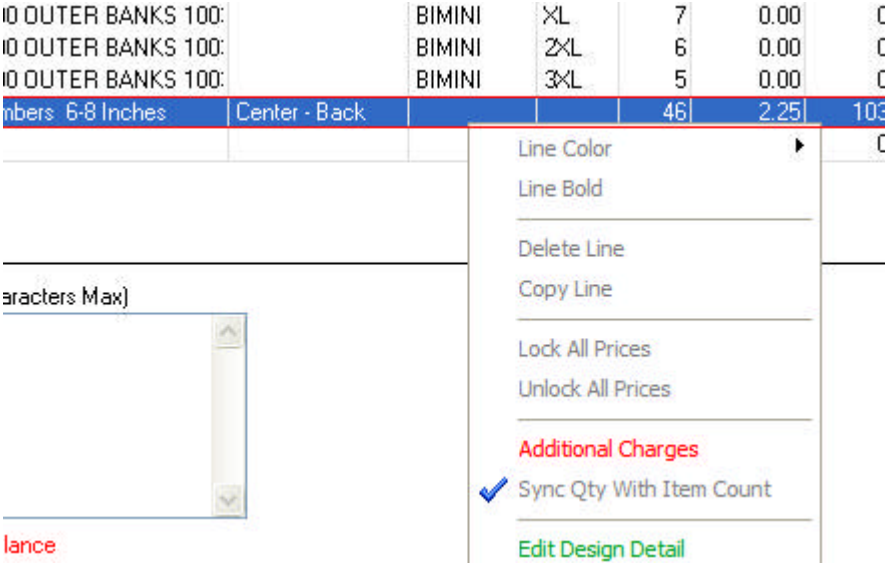
Select the appropriate price list and FastManager will automatically add the embellishment costs as well as any additional charges you have setup as default, to the sales screen.

FastManager will set focus to the 'Location' field so you can immediately select the embellishment location.



If some of the additional charges do not apply, simply select that row and click on the **'Delete Row'** button to remove the charge.

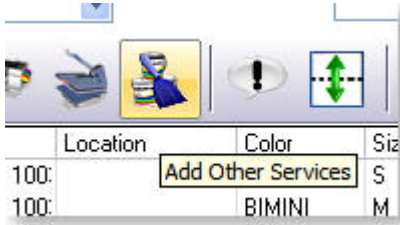
If you need to add any other additional charges, right click on the **'Heat Pressing'** Line and select **'Additional Charges'** from the pop-up menu.



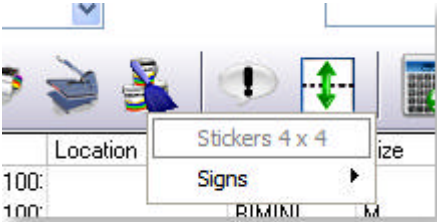
You can now **amortize (Section 5.25)** the embellishment cost into the garment.

5.20 Adding other services charges

To add a generic service charge, click on the **'Add Other Services'** button.



You will see a pop-up menu showing you all your different heat pressing price lists.



Select the appropriate price list and FastManager will automatically add the embellishment costs as well as any additional charges you have setup as default, to the sales screen.

FastManager will set focus to the 'Location' field so you can immediately select the embellishment location, if applicable.

Description	Location	Co
Stickers 6 x 6	NA	

If some of the additional charges do not apply, simply select that row and click on the '**Delete Row**' button to remove the charge.

If you need to add any other additional charges, right click on the '**Generic service**' Line and select '**Additional Charges**' from the pop-up menu.

ion	Location	Color	Size	Qty	Unit Pr
6 x 6	NA			0	

Line Color

Line Bold

Delete Line

Copy Line

Lock All Prices

Unlock All Prices

Additional Charges

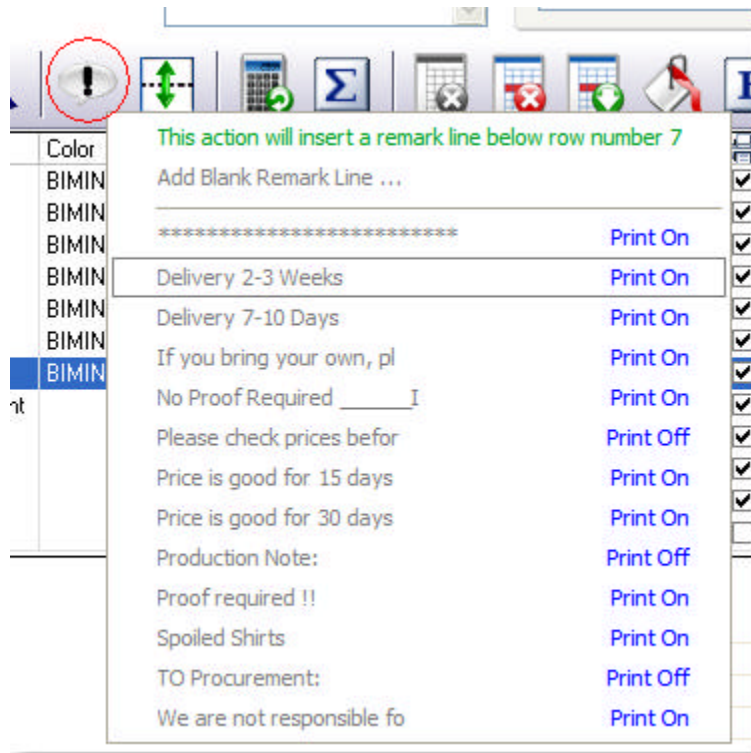
☒ Sync Qty With Item Count

You can now **amortize (Section 5.25)** the embellishment cost into the garment.

5.21 Adding remark lines

Similar to the old quote pad system you can easily add remark lines.

Simply click on the 'Remark' line button and select one of your pre-defined remark lines or you can choose to insert a blank remark line.



Many smaller companies will **only** use the remark line system instead of capturing all the design detail. This saves them time and also keeps the program very simple and easy to use.



If you want to insert the remark line in a specified row, Select the row above where you want to insert the remark line, then hold down your 'SHIFT' key while clicking on the remark line button.

5.22 The separator line

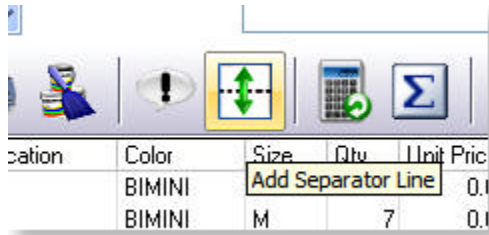
The separator line will divide a work order into sub sections.

This action has multiple implications.

- If you select to **synchronize** your embellishment quantity with that of the number of items, then FastManager will only count the number of items in the same separator group. *For example. If you have an order for 50 Tees and 50 Caps you would want the 'Screen Printing' to only count 50 items as you are not printing on the caps and likewise you would like the 'Embroidery' to only count to 50 as you will only be embroidering onto 50 caps.*
- If you select to **amortize** the embellishment charges into the garment, then FastManager will only amortize the charges into the items that belongs to the same separator group.
- FastManager will also break down the '**Design Detail**' report based on the separator group, so that each set of garments are shown with its embellishment. This way you cannot accidentally print the wrong art on the wrong garments.

The separator line basically divides a work order into sub orders.

To **add** a separator line, click on the '**Add Separator Line**' in the sales screen. FastManager will automatically add the line to the bottom of your sales screen. You can then drag the row to another position.



TIP: You can also add a separator line **below** the **currently selected row** by holding down you **'SHIFT'** key while you click on the button.

5.23 How to count garments to get the appropriate markup

FastManager will use the cost of an item and then apply a **markup based on the quantity** of the items.

Click here (Section 3.12) to see how markup tables work.

The question is, how will FastManager count the number of items.

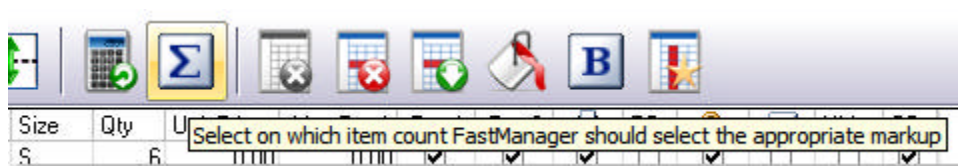
For Example: If you have a work order for 24 - 2100's and 24 Caps - D800's will FastManager apply a markup based on 24 items or based on 48

The answer is, you can choose.

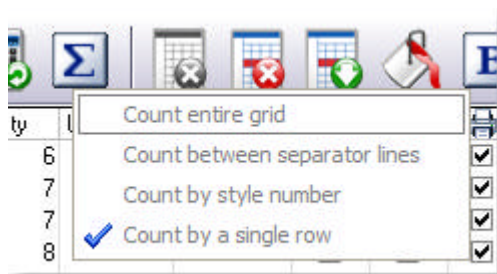
You can tell FastManager how you want it to count the items on which it is basing the markup.

You can set a default **preference (Section 3.3)** from the preferences screen, however you change in on the fly for every quotation.

In the sales screen click on the 'Count' button



You have several options.



Count entire grid.

This option will add up the entire work order's the items which is flagged as **'Included in item count'** (Section 5.32). This option will return the **lowest** price.

Count between separator lines.

This option will see each separator group as it's own entity and will add up all items in a group which is flagged as **'Include in item count'** (Section 5.32)

Count by style number.

This option will add up all items that has the same style number if the items is flagged as **'Included in item count'** (Section 5.32). This is a close reflection on how you will order from your vendor.

Count by single row.

This option will simply use the quantity of that row to lookup the appropriate markup. This option will most likely return the **highest** possible price.



Please note: The method of counting, that you select above, will not effect how FastManager counts when amortizing the service amounts into the garment price.

5.24 Rounding Prices

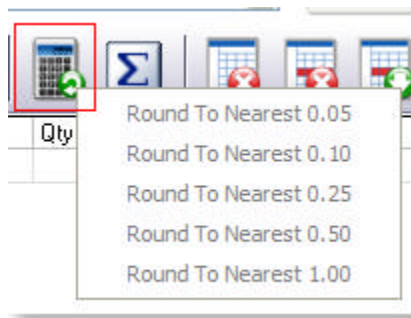
The reality is that the cost of your garments do fluctuate over a period of time. Also these fluctuations are no big and normally would only be a few pennies.

So even as we strive have accurate pricing to the penny, the reality is that there are too many variables out there to make it possible.

So our philosophy is to keep it simple, we have therefore added a rounding button, which will enable you to round off your prices to the nearest nickel, dime, quarter, half dollar, or dollar.

FastManager will simply loop through the entire grid and round off all the prices based on the selection you made.

Click on the 'Round Prices' button on the tool bar right above the detail grid. You will see a pop-up menu with the various options.



This option simply would override the price as if you are manually overriding the price. There is no undo for this action.

5.25 Amortization

One of the major benefits in FastManager compared to any other product, including generic account software, is that **you can choose** if you want to amortize your services prices into the garment price.

FastManager is smart enough to remember what the embellishment costs are, so FastManager will still show the correct break down of sales when printing a sales analysis report, even though the prices are consolidated into your garments.

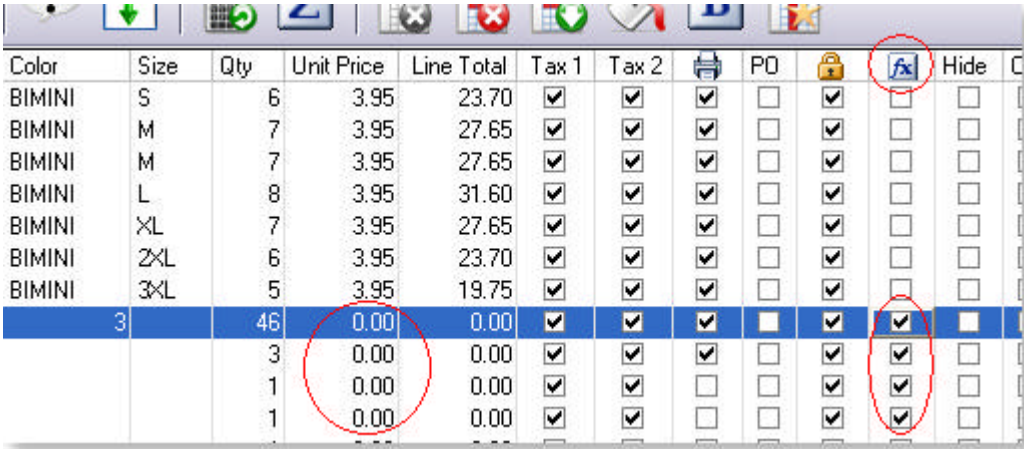
Once amortized you can still override the selling price, and FastManager will then adjust the garment price to accommodate a rounded total.

FastManager will prevent you from discounting the total price if the garment price is going to be less than zero. In other words you want to charge less than your embellishment prices added together.


FastManager will only amortize into items that are flagged as **'Included in item count'** (Section 5.32) within that **separator group**. (Section 5.22)

An item flagged as **'Included in item count'** (Section 5.32) cannot be amortized into **other** items.

To amortize a line item into other items, **check the 'Amortization' box** in that row. FastManager will automatically change the unit price to zero as well as divide the total price by the number of items in that **separator group** (Section 5.22), and add it to each item.



Color	Size	Qty	Unit Price	Line Total	Tax 1	Tax 2	PO	Lock	Amortization	Hide	C
BIMINI	S	6	3.95	23.70	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BIMINI	M	7	3.95	27.65	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BIMINI	M	7	3.95	27.65	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BIMINI	L	8	3.95	31.60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BIMINI	XL	7	3.95	27.65	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BIMINI	2XL	6	3.95	23.70	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BIMINI	3XL	5	3.95	19.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		46	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		3	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		1	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		1	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

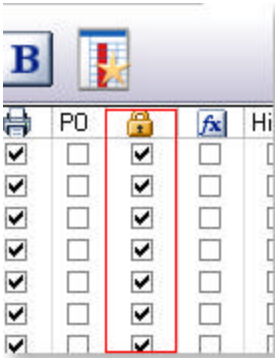
 Simply uncheck the amortization box if you no to show or edit your embellishment prices.

5.26 Locking prices

As we said before FastManager is basically a sophisticated lookup system saving you all the time and hassle to calculate and lookup costs and prices.


If you don't want FastManager to calculate or lookup a price on a specific line item then you can lock the line item.

You will see a padlock icon above that column. See below.




PO	Lock	Hi
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>


As soon as you **unlock** the line item then FastManager will update the line price with that from the database again.

 FastManager will automatically lock a price if you override it by typing in your own price. FastManager will assume that you want to dictate the price instead of getting it from the FastManager database.

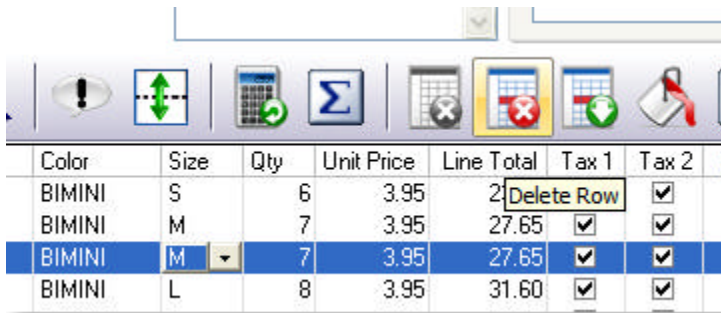
5.27 Deleting and copying rows

How to **delete** a row in your sales screen

 **Please note** that you cannot delete a row if you have an design detail linked to that row. You would need to delete the design detail first.

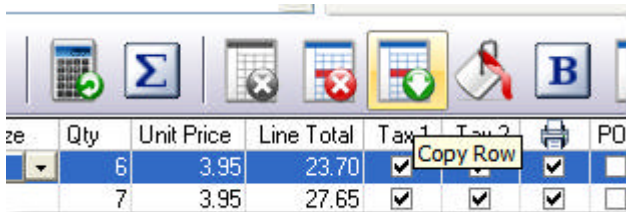
 FastManager will automatically delete all 'additional charge' rows, if you try and delete a master embellishment row, such as an embroidery row. These lines are directly linked to the embellishment charge.


To delete a row. Click on the row you want to delete. Click on the 'Delete Row' button.



How to **copy** a row in your sales screen.

Click on the row you want to copy. Click on the '**Copy**' button. FastManager will add a duplicate row to the bottom of your sales screen. You can then drag the row to the appropriate location.

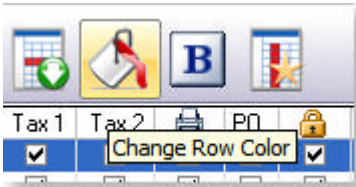


 You **cannot** copy embellishment rows at this point in time.

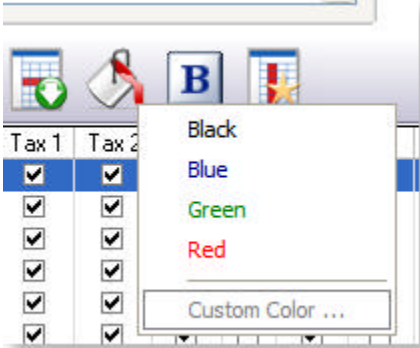
5.28 Coloring and bold face rows

You can change the color and bold face the font on any row in the sales screen if you need to draw attention to it.

To change the color of a row, select that row and click on the 'Change Row Color' button.

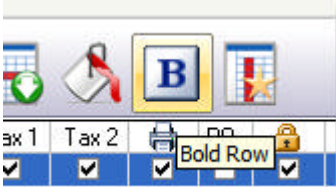


Select the color you want to change it to from the pop-up menu.



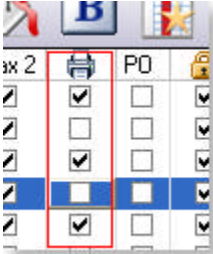
TIP: You can customize this color list from the '**Lists Maintenance**' (**Section 3.9**) screen. You can also use user friendly names. For example, instead of calling it red, you can call it 'URGENT NOTICE'. In fact you can color code employees. For example you can link the color orange to your artist. When you print out the work order he or she will automatically zoom in on all line items that are orange. This methods speeds up each persons productivity as many employees spend hours reading through irrelevant information when analyzing a work order.


To bold fact the font, select row you want to edit, and click on the 'Bold Face Row' button. Click again again to toggle between settings.



5.29 Printing rows on customer documents

You can select if you want line items to print on customer documents or not. For example, if you add a remark line that is intended for o ne of your production staff but do not want your customer to see that on his/her quotations, sales order confirmation or invoices then you need to uncheck the print box for the line item




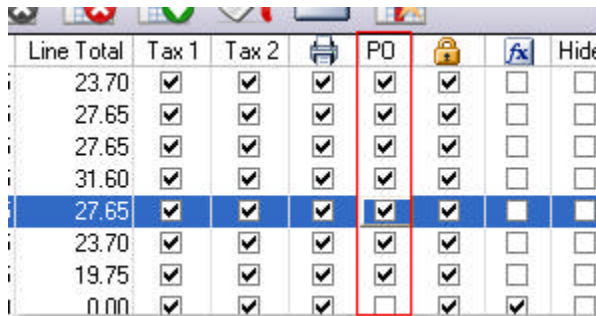
 **NOTE:** You can only uncheck the print option if the line total is zero. If you not then you may want to **Amortize (Section 5.25)** the amount into another item that you want to print. The reason for this is, if you print an invoice that the invoice totals should match up if you add up all the line items.

5.30 Add rows to the PO wizard

You can select if you want FastManager to create a purchase order for s specific line item. FastManager will add the line item to the purchase oder wizard, if selected.

Click here (Section 8.1) for more information on how the purchase order wizard works.

 **TIP:** This also applies to embellishment line items if you are planning to out source the work.



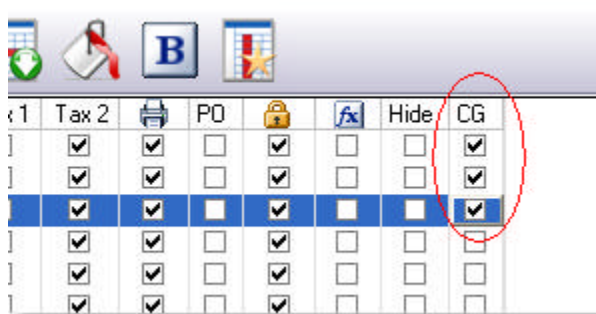
Line Total	Tax 1	Tax 2	Print	PO	Lock	Hide	
23.70	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.65	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.65	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.65	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.70	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5.31 Customer Goods


If a customer is supplying your their goods you can tell FastManager that the items are customer goods.

FastManager will then set the retail price as well as the costs to zero and you can then **check in their goods from the Job Board (Section 7.3)**.

To mark items as customer goods ensure that the check box, under the **CG (Which Stands for Customer Goods)** column, in the sales screen is checked.



Tax 2	Print	PO	Lock	Hide	CG
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 **TIP:** You can create a catalog called customer goods and then create generic items such as Tees, Caps and Polos.

5.32 Including items in the item count


FastManager counts the number of items you have in 3 instances.

- When trying to determine the correct markup, as it is based on the number of items that your customer

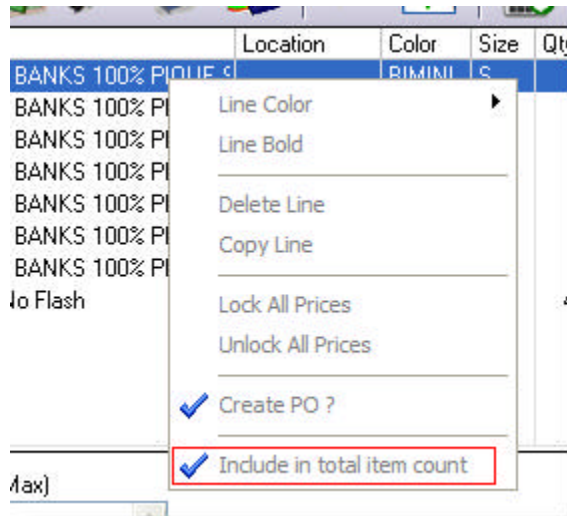
orders.

- When amortizing embellishment costs into garment costs, FastManager needs to know how many items there are per separator group.
- When synchronizing service charges, FastManager needs to count the number of items per separator group.

You may not want FastManager to count a line item as part of the number of items.

 For example, you would not want FastManager to amortize your embellishment costs into a line item called 'Shipping'

To tell FastManager if you want a line item to be part of the item count, **right click** on the line item.




From there you can toggle whether to include or exclude the line item in the item count.

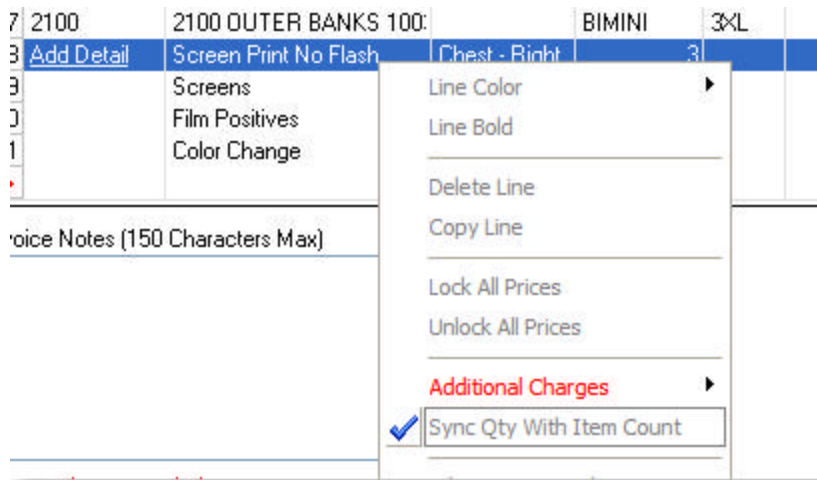
5.33 Synchronizing service counts

You can select to synchronize the number of embellishments with the number of items within a separator group.

For Example: You can have FastManager automatically update the number of prints as you change the number of garments.

 **TIP:** You can set each price list up to synchronize by default when creating the various price lists.

You can toggle this setting by **right clicking** on the **service line** and select 'Synchronize with item count'



FastManager will also automatically turn the synchronization off when you overtype the service quantity assuming that you want to enter the quantity manually.

5.34 Changing item markup on the fly

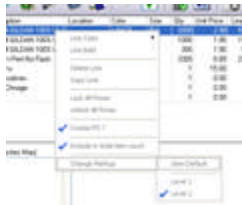
Available in Version 2008 Rev 15 or higher.

You can change the markup assigned to a catalog item for a single line item at a time for a particular order.

This will not change the default markup assigned in the master file.

In the sales screen right click on the catalog item.

Select '**Change Markup**' and select the markup you want to change it to.



To select the default markup assigned in the master file, select 'Item Default'

Please note that this option will not work if the line item is specified as customer goods or if the **price is locked (Section 5.26)**.

5.35 Changing the deposit required on the fly

FastManager will automatically change the deposit required percentage to that of the select customer.

However if you are entering a new customer (**Creating a customer on the fly (Section 5.7)**), then FastManager will default to what you have selected in the company **preferences (Section 3.3)**.

When creating a customer on the fly, FastManager will set it's default deposit percentage to that of what you selected in the sales screen, at the time of creating the customer.

To change deposit percentage for a particular order, simply click on the deposit percentage label and enter a

new percentage.

General Work Order I numonall

Date 03/18/2008


Follow Up 03/18/2008

Ship Method Pick Up

Optional Filter Select

Customer PO

Deposit Required
50% - \$95.40
Click To Change

 **TIP:** You have a different percentage for any particular order than the customer's default. For example, by default ACME Company Inc will pay a 0% deposit as they are a good customer. However they placed a very large order with your company and to help fund the purchases you require them to pay a 30% deposit on this one order only. You can simply click on the deposit label and change it for just this order.

5.36 The customer balance vs the order balance

FastManager will display the balance for a particular order or invoice at the bottom of the sales screen. This balance is only for the currently open order. This does not mean that the customer has an outstanding balance with your company. You may have an open credit for that customer that you can simply apply to this order.

0.00

Credits Applied	
Cash	100.00

Total Payments: 100.00


Balance Due (This order only) 90.79

FastManager will display if the customer as a whole, has an outstanding balance in the **left hand bottom corner, of the Sales Screen**. You can click on that ink and see a list the current as well as the past due balance. You can the further drill down to see which transactions make up that balance.

Customer Has Balance

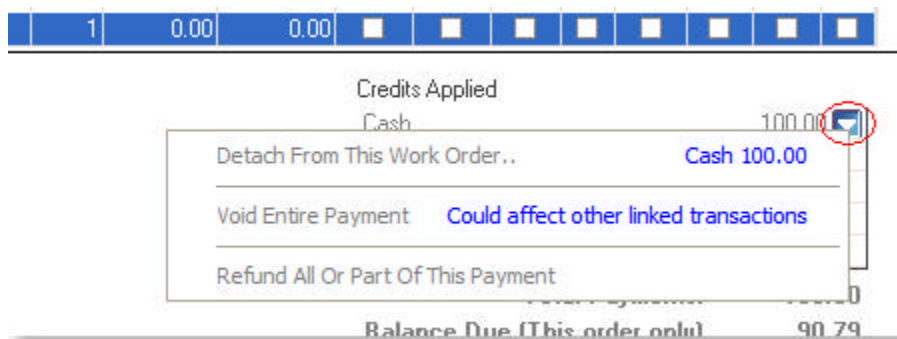
Past Due	\$0.00
Current	(\$100.00)
Balance Due	(\$100.00)


PMT (\$100.00)


 **TIP:** You click on the transaction and open it on the fly, if that transaction is an invoice.

5.37 Payment Options From The Sales Screen

You can easily un-apply, void or refund an existing payment or other credit directly from the sales screen. Simply click on the button next to the actual payment and select one the options you are presented with



 If the status is 'WIP' then you will be presented to 'Detach' the payment as the payment is only reversed against this order. If the status of the order is 'Invoice' you will be asked to un-apply the payment as an invoice is an actual transaction in the customer's register.

 When voiding a payment you will need to void the entire payment which could effect the balance of other orders or invoices if part of that payment was applied to any other invoice or order.


To re-apply click on the **'Payments'** button at the top and select **'Apply open credit'**

Also See:

Taking Payments From the sales screen (Section 5.6)

5.38 Changing the tax percentage

FastManager will automatically change to the appropriate tax percentages to that of the select customer. However if you are entering a new customer (**Creating a customer on the fly (Section 5.7)**), then FastManager will **default** to what you have selected in the company **preferences (Section 3.3)**.

 When creating a customer on the fly, FastManager will set it's default tax percentages to that of what you selected in the sales screen, at the time of creating the customer.

To change tax type for a particular order, simply click on any of the tax percentages below and select a new tax type.

Sub Total		181.70
Disc	0.00	0.00
Total		181.70
Tax 1 @ 5%		9.09
Tax 2		0.00
Net		190.79

You will only see one tax type if you selected to disable tax 2 from the **preferences (Section 3.3)** screen.

5.39 The prefix

FastManager will automatically add a prefix to your WO number. The purposes behind this is that you can identify the range of embellishments that is contained in that by just looking at the WO number.

FastManager will a single instance of the following letters if the work order contains the associated embellishment.

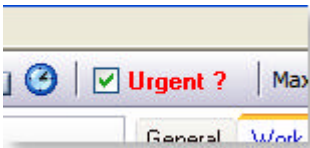
- S: Screen Printing
- E: Embroidery
- G: Garment Printing
- H: Heat Pressing
- O: Other - Generic Embellishment

Quotation - Pending
Quotation Number: ES10144
Event Shirts

For example: if you see a work order number **ES10144** then you know off by hand that this order will have to go through the Embroidery as well as the **screen printing** departments without even opening the order.

5.40 Urgent Orders

You can select to mark an order as urgent. This basically means that it is an event date and that you cannot negotiate that date. Also the urgent status would appear on the work order print outs as well as when using the PO wizard, you will see which orders are urgent and you need to order the goods.



Check the urgent check box at the top of the sales screen if the order is urgent.

Order **S 10143**
Customer Goods 2

Due Date 4/1/2008 (Tue)
Scheduled Date 3/20/2008 (Thu)
WO Date 3/18/2008 (Tue)
Box Number
Customer PO
Urgent **YES !**

See the work order status on the WO print out

Req	Ord	ORD	Cost	L	WO #	Urgent	Comment
46	0	<input type="checkbox"/>	6.44	<input type="checkbox"/>			
23	23	<input type="checkbox"/>	6.44		10130	No	John Smith
23	23	<input type="checkbox"/>	6.44		10131	No	John Smith
60	0	<input type="checkbox"/>	6.44	<input type="checkbox"/>			
60	0	<input type="checkbox"/>	6.44	<input type="checkbox"/>			

See urgent status in the PO Wizard, when ordering goods.



TIP: If employees see the order marked as urgent it should be immediatly shipped as soon as the order is complete.

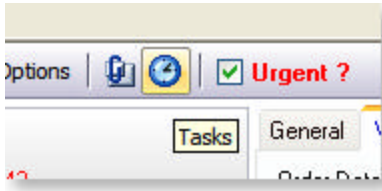
5.41 Editing tasks from the sales screen

You can assign tasks to various departments directly from the sales screen.

If you have the auto scheduling module enabled then FastManger will automatically assign tasks for this order. You can edit or add tasks from the sales screen.

For more information see our section called 'Production and Scheduling'

To access tasks for an existing order, click on the **'Tasks'** button at the top of the sales screen.



You can also access this screen from the **Job Board. (Section 7.1)**

5.42 The Sales Group

Each line item in the sales screen is linked to a *sales group*.

The sales group from it's maintenance screen such as:

- Catalog Item Maintenance
- Screen Printing Price Lists
- Embroidery Price Lists
- Direct to garment printing price lists
- Heat pressing Price Lists
- Temporary items.



The sales group will is important if you want a sales report that will break down your sales based on it's sales group.

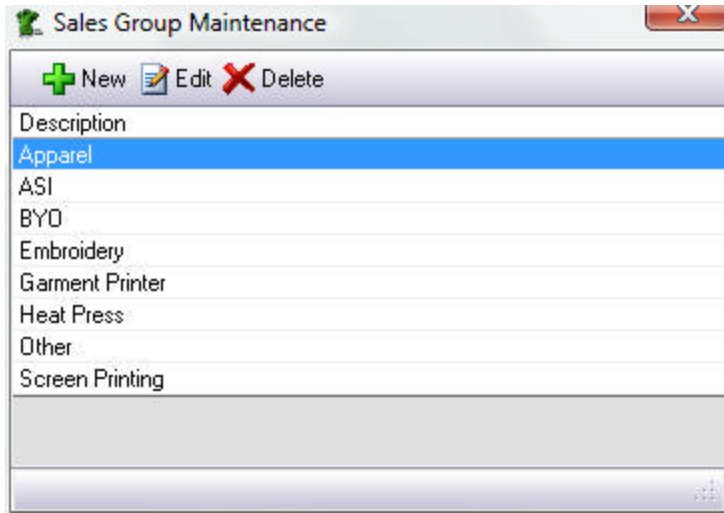
The sales group will also determine which item code is selected when exporting the line item to QuickBooks.

You can customize the list of sales groups in FastManager.

From the '**Edit**' menu, select '**Sales Groups**'



You will see this screen.

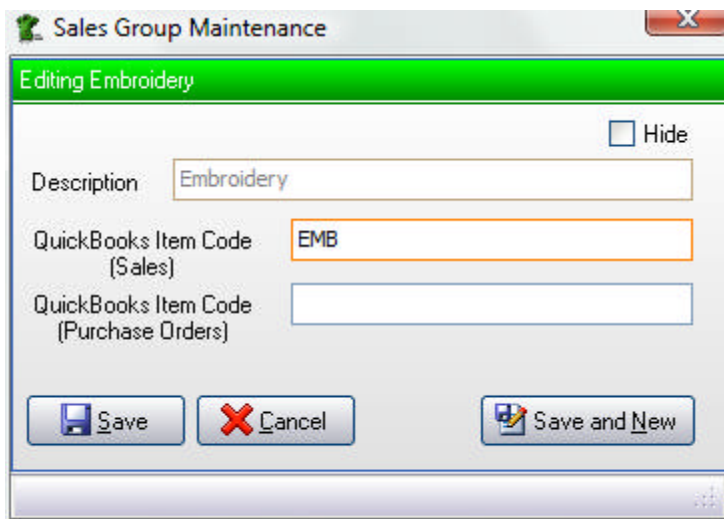


To create a new sales group click on the **'New'** button

To edit an existing group, select the group that you want to edit and click on the **'Edit'** button

To delete an existing group, select the group that you want to delete and click on the **'Delete'** button.

 **FastManager will not allow certain changes or allow you to delete items that are master items. These items must exist as they are automatically associated with items in the catalogs that you can import (Section 9.1).**



When creating a new item or editing an existing item you need to enter the following information.

The sales group description is a friendly description of what you want to call it.

You can also enter the QuickBooks item codes. These are the codes that QuickBooks will use to substitute when sending invoices or purchase orders to QuickBooks.

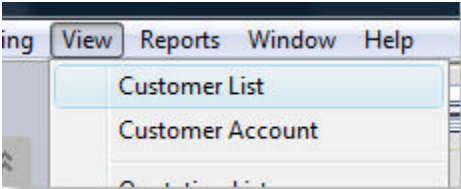
Click **'Save'** to commit your changes.

You can also click **'Save and New'** to create the next item.

5.43 Exporting Email Addresses

You can now export your E-Mail addressess and then simply cut and paste them into your favorite mailing service application such as **Constant Contact**. (<http://www.constantcontact.com/index.jsp>)

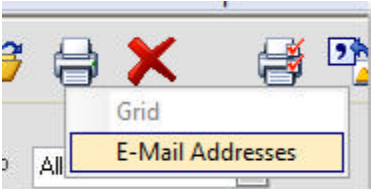
From the 'View' menu, select 'Customer List'



Use the filter options to narrow down the list of customers you want to extract addressess for.
Click on the 'Export' button



Select E-Mail addresses from the pop-up menu



Please note: If the "Mail List" option of a contact person in your customer master file is unchecked the E-Mail address for that person will NOT be exported.

Editing Customer - Dahlberg, Curtis

Customer Name: Dahlberg, Curtis ☐ On Hold ☐ Hide

General | Contacts | Financial | Notes

Name	Direct Line	Cell Number	E-Mail	Department	Mail List	Ship Address	Billing Address
Curtis	417-770-554				<input checked="" type="checkbox"/>		

5.44 Printing Mailing Labels

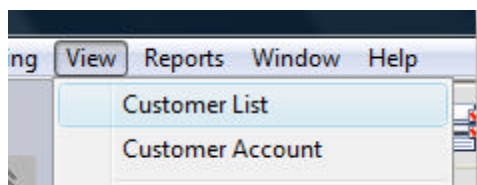
As of Version 2009.20, you can print mailing labels from FastManager.

You will need a label printer in order to print address labels.

We have tested the label printing using a **Dymo Labelwriter 400** (http://global.dymo.com/enUS/Products/LabelWriter_400_Turbo.html) which you can buy at any **Staples** (<http://www.staples.com/>) or **Office Depot** (<http://www.officedepot.com/a/products/284496/DYMO-LabelWriter-400-Turbo-Labeler/>).

Before you can print labels you need to set up your label layout.

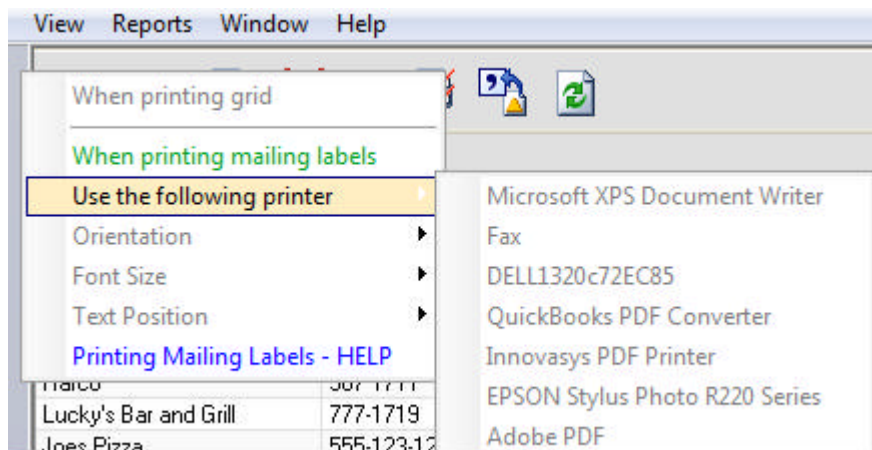
From the "View" menu, select "Customer List"



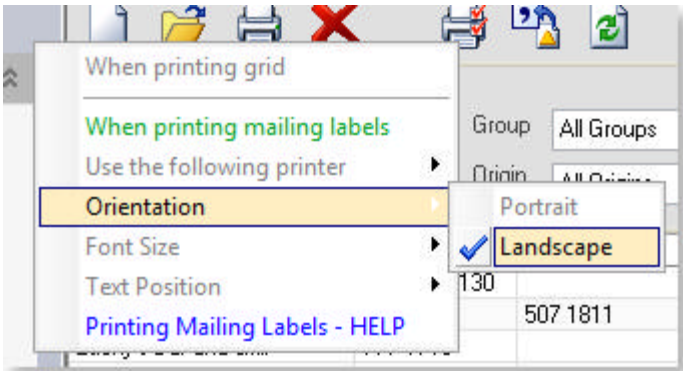
Click on the 'Print Options' button.



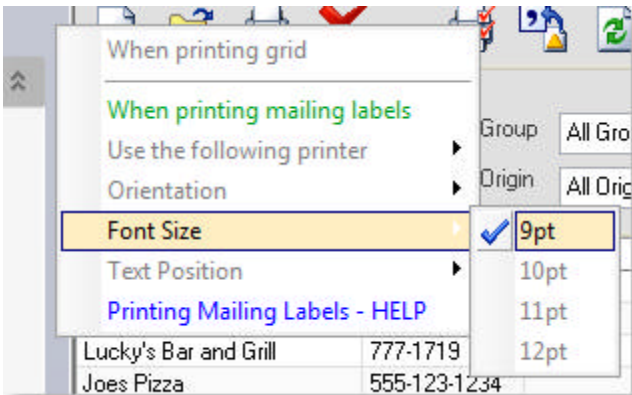
From the Pop-Up menu, first select your label printer.



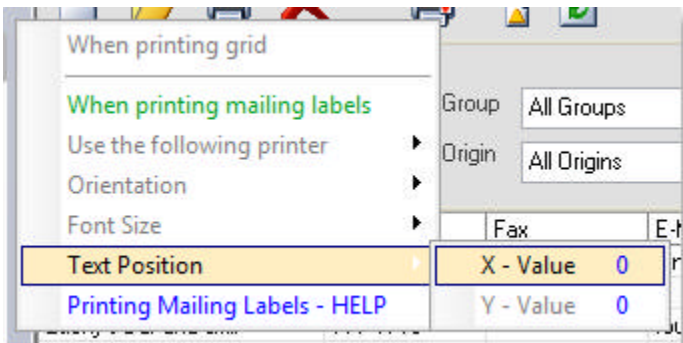
Next select your label orientation. In most cases it should be Landscape. It all depends on your label size.



Next choose a font size



Next select the print position of your label. The X-Value represents the horizontal starting point. The Y-Value represents the vertical starting point. We recommend that you start with a low value such as 2.



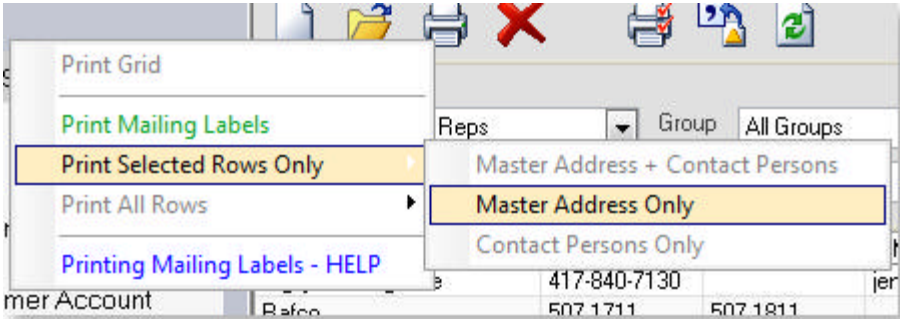
Next we recommend that you print a single label, to see what it looks like. You can then go back and change the X and Y position as well as the font size, until you are satisfied with the way your label looks.

Printing Labels:

To print a single label. Click on any **one row** in your list of customer below.
Click on the Print button



From the Pop-Up menu, select "**Print Selected Rows Only**" then "**Master Address Only**"



This will print the Master Billing Address for the selected customer.

💡 To print mutiple lables you can select to print all rows or you can select mutiple rows by holding down your SHIFT or CTRL key.

6 Order design detail

6.1 Adding or editing design detail

Depending on the size of your shop you may want to capture more detail on the embellishment. Each location has its own detail section.

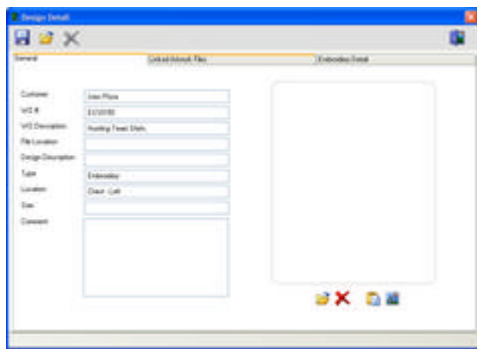
You can capture detail at any stage (Quotation, Work Order or Invoice), of the sales cycle.


Once you save an order you will see a hyperlink next to the line item that says 'Add Detail'

You can also open a previous design which will copy all the previous design detail to this screen.



FastManager will pop-up another screen where you can record the order detail for that line item.



 You need to first tell FastManager where you want it to **create the thumbnail pictures (Section 3.8)**, for this screen to display.

Once you have recorded all the detail, click on the '**Save**' button commit your changes.

You can also open a previous design which will copy all the previous design detail to this screen.

You can also access this screen from the Job Board or Task Schedule Screen.

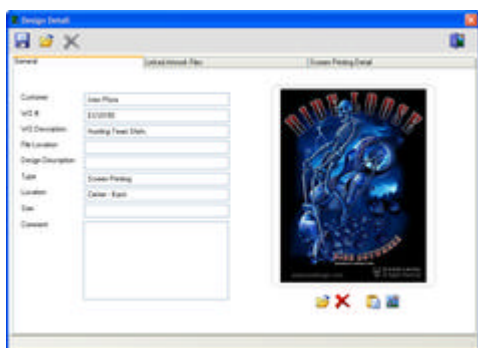
This detail will print out on any of the **design detail reports (Section 5.3)**.



TIP: Depending on your management style you can either use this as an instruction tool, in other word enter the production detail and instructions before you commence production, or you can use it to record history, in other words have you production manager record what they did during production which will come in very handy when you generate re-orders.

6.2 Thumbnail

You can add a thumbnail picture to the design.

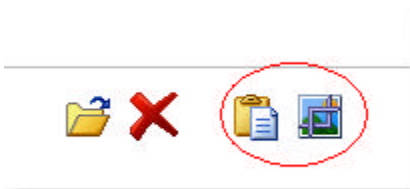


You can open any standard picture file. FastManager will automatically resize the file and save it as a copy to your pictures folder.

At this point in time you cannot open vector or digitized art in FastManager.



You can also paste art from the clip board and then use the crop button to zoom in on the design part. This works well as you cannot open a digitizing file you can simply make a screen shot of your work in your digitizing program and paste it into FastManager.



The purposes of the thumbnail picture is to avoid confusion. Which design goes on the back vs the front. All thumb nails will print on the **design detail reports (Section 6.7)**.

FastManager can also use the thumbnail to print a very basic **customer proof (Section 6.6)** which your customer can sign off on.

To add a thumbnail picture click on the 'Open' button below the picture box.

To remove the thumbnail click on the 'Delete Button' below the picture box.



Browse to the file that you want to add and click open.

Remember to click on the **'Save'** button at the top of this screen before you close it.



6.3 Setup details

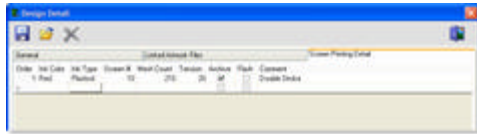
The setup tab is where you can enter more detailed information of the design.

FastManager is smart to know if the design is a screen printing, embroider or other type of embellishment.

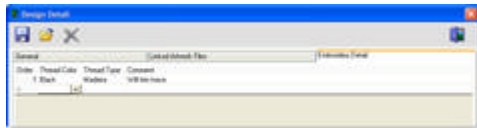
It will only ask for information appropriate to the design type.

For example: You cannot enter mesh count and ink colors in an embroidery type design

Below is a screen shot when entering screen printing information

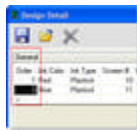


Below is a screen shot when entering embroidery information.



To add add a new line item simply select or enter the information in the bottom row which will automatically add a new row below.

You can also change the order or sequence of each row by dragging the rows. To drag a row hold your mouse button down on the 'Actual Row Number' and drag it to another position.



You can edit the content of the drop down lists such as ink and thread colors from the '**List Maintenance**' (Section 3.9) screen.

6.4 Linked artwork files

Linking artwork files is just an easy way to find the final artwork file for this job.



It is important to understand that you as simply linking the art file. If you move your artwork to another computer then FastManager will now know where that file resides.

The purposes of this tab is **not** to display the thumbnail but to simply open up the final art in a faster manner.

Once you have linked the art file you can click on the open button which will launch the default application that is associated with that file in windows.

For example if you have a .CDR file then windows will automatically open Corel Draw. *It is exactly the same as double clicking on the file from explorer.*

To add a new file to the list click on the 'Add' button.



To remove an entry from the list click on the 'Remove' button.



To open the file in its default application click on the open button



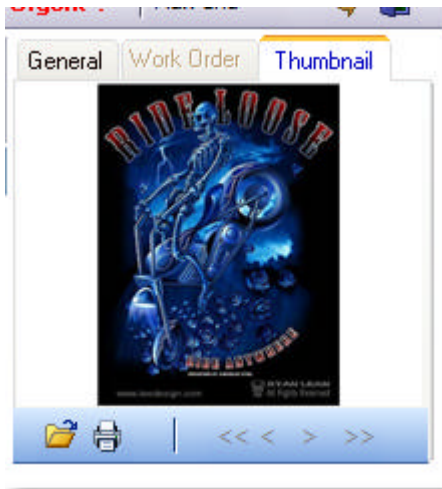
Most of the times you have many different revisions of an art file. This tab will help you keep track

which revision was finally used in production.

6.5 Viewing thumbnails in the sales screen

You can view the thumb nails you have added directly from the sales screen. You can also see these thumb nails for quick reference from the **job board (Section 7.1)** as well as when **scheduling tasks. (Section 7.4)**

In the sales screen, click on the thumbnail tab.



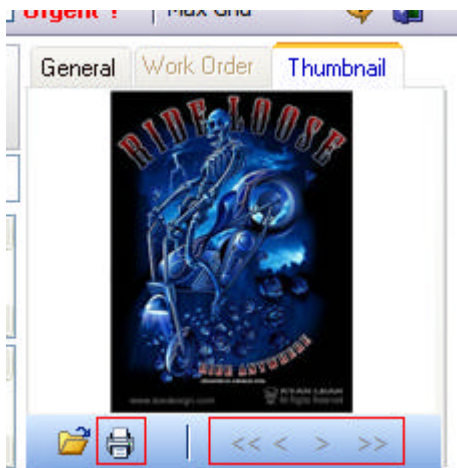
You can click on the next and back buttons to navigate between your various designs.

You can also click on the open button to open the design screen from here. This is the same as opening the design when you click on the **hyperlink (Section 6.1)** in the order detail section.

6.6 Printing customer proofs

You can print a very basic customer proof from the **thumbnail preview tab in the sales screen (Section 6.5)**.

Simply browse to the design you want by click on the next or back buttons.



Click on the 'Print' icon to print a customer proof

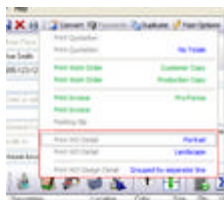


You can also E-Mail the customer proof directly from here.

6.7 Print work order detail

There are 3 different reports that you can print that will show the design detail.

You can print these reports directly from the sales screen or from the Job Board or Tasks screen.



They only differ in the amount of information they display and how it is displayed.



You should only use one of these reports and is completely based on your personal preference. Some report show more information but uses less paper.

You need to print out these reports once you have entered the art detail. Then decide which report will suite your company best.

Below is an example of the WO Design Detail report. Which not only shows you the thumbnail picture and production detail but also which garments they are printed on.

WO Detail - ES18158 Separator Group: 1
Customer: Jura Pizzu
Order Description: Hunting Team Shirts


Date Stamp: 6/16/2008 09:30
Due Date: 6/30/2008
Schedule Date: 6/30/2008

Qty	Description	Classification	Size	Location	Qty	PO Qty	On Hand
Q2000	Q2000 GOLDAN 100% ULTRA CO.	WHITE	S		3	0	0
Q2000	Q2000 GOLDAN 100% ULTRA CO.	WHITE	M		6	0	0
Q2000	Q2000 GOLDAN 100% ULTRA CO.	WHITE	L		6	0	0
Q2000	Q2000 GOLDAN 100% ULTRA CO.	WHITE	XL		3	0	0
	Embroidery On Diamonds	0000		Chest - Left	10	NA	NA
	Digitizing				1	NA	NA
	Screens Print No Flash	3		Center - Back	10	NA	NA
	Screens				3	NA	NA
	File Pathways				1	NA	NA
	Color Change				0	NA	NA

Chest - Left

Embroidery On Diamonds

Design 1 of 2



Design Description: There is no description available


[Thruout Color](#) [Thruout Color](#) [Colorize](#)

[Back](#) [to items](#) [not from back](#)

Center - Back

Screens Print No Flash

Design 2 of 2



Design Description: There is no description available

[Color](#) [on Line](#) [Screens 2](#) [Wipe](#) [Screens Archive](#) [View](#)

7 Production and Scheduling

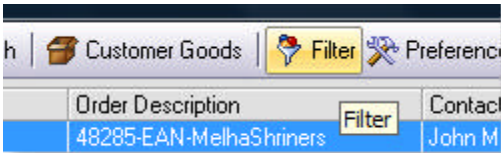
7.1 The job board

FastManager's job board is intended for you to see all WIP.

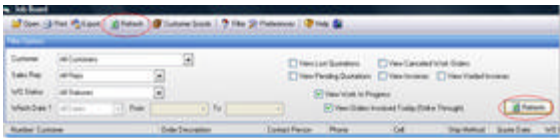
You **can customize** the Job Board to suite your needs.


Even though the job board is only intended to see WIP, you can use the Job Board filter options to view any order type such as Quotations and Invoices.

You can show and hide the filter options by clicking on the Filter button.



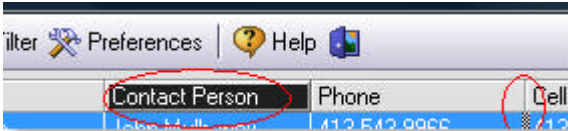
In order for your filter changes to take effect you need to click on the '**Refresh**' button.



 FastManager will remember your last filter changes.

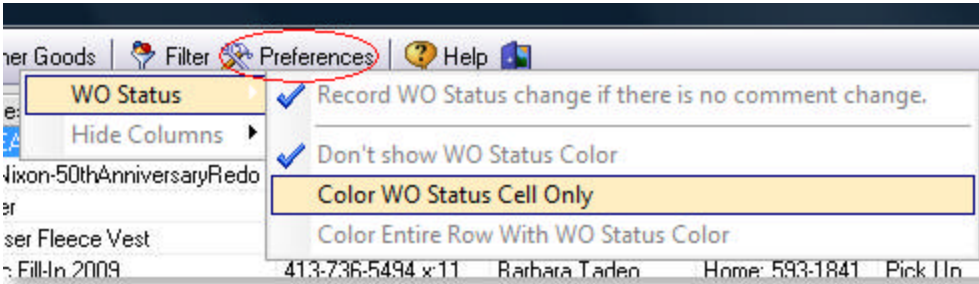
You can also move columns to positions that suites your needs.

To move a column, simply click on the Column header and hold down your mouse button. Then drag the column to your preferred position.

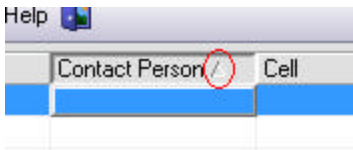


You can also hide certain columns that may not apply to you.

Click on the '**Preferences**' button, for more custom options.



You can sort the Job board by clicking on the column header you want to sort on.



The following fields can be edited from the Job Board.

- WO Status.
- Latest Comment.
- Responsible Person.

Any custom changes you make to the Job Board will only apply to this computer. This way everyone on the network can have their own preferred look.

FastManager tracks the history of all changes to the WO Status or Latest Comment.



This is phenomenal communication tool.

You can also change the WO status and comment by clicking on the **add new hyperlink** on the general tab

When you select a WO in the list above, you will see all of the WO detail below.
On the General tab you will see a summary of all the embellishments as well as a comment from FastManager regarding the stock status of the embellishment or if there are any other alerts.
All embellishments are grouped by separator line and called Production Order 1 and so on.
You can click on any of the **'Location Hyperlinks'** to open the **design screen (Section 6.1)**.

General

Sales Order Detail

Purchase Orders

Attached Files

Tasks - PRO Version Only

Embellishments

	Location	Type	Qty	Design Description	Status	FastManager's Comment
[-]	Production Order 1	Substrate unknown	0			
	Full Front	SCR 4 Cols	400			
	Full Back	SCR 6 Cols	400			

On your **right** you will see the **WO Status and Comment history**. This will include a date stamp and the user who made the change.

WO Status / Comment		Add New..
[-]	08:13	Changed status to: 4- Awaiting Approval
	Status:	4- Awaiting Approval
	Date Stamp:	Tue 3/24/2009 08:13
	User:	
[+]	08:12	02-24 FOLLOWED UP WITH CALL
	Status:	3- At Artwork
	Date Stamp:	Tue 3/24/2009 08:12
	User:	
[+]	08:12	Changed status to: 3- At Artwork

You can also view more detailed information on;

- The sales order,
- Purchase Orders,
- Attached Files and
- Tasks (Pro version only)

General	Sales Order Detail	Purchase Orders	Attached Files	Tasks - PRO Version Only
---------	--------------------	-----------------	----------------	--------------------------

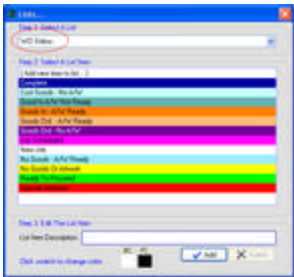
7.2 WIP Status

Each order can have a difference **work order order** status.

 This is not the same as the order status (Quotation, Work Order or Invoice).

The purpose of the Work Order Status is to communicate to other staff members what the current status of that job is i.e. 'On the machine', 'On Hold', 'Waiting for customer' etc.

FastManager ships with a default list of Work in progress statuses however we recommend you **edit the list (Section 3.9)** to suite your companies needs.




Each status can be color coded.

You can also add a brief comment about the work order status, in the **Job Board (Section 7.1)**. For example: if you change the status to 'Waiting for customer' then you can add a short comment about the status such as, 'Customer out of town will be back next week'.

The work order status **does not** update it self automatically. You need to manually select the current status of the order. This also keep you and your staff on their toes to see that you dont simply forget about a job.

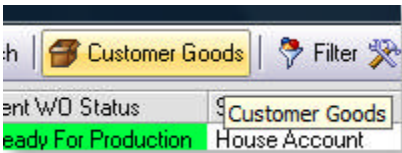
You can select a default WO status, from the **preferences screen (Section 3.3)**, when you first convert to a WIP.



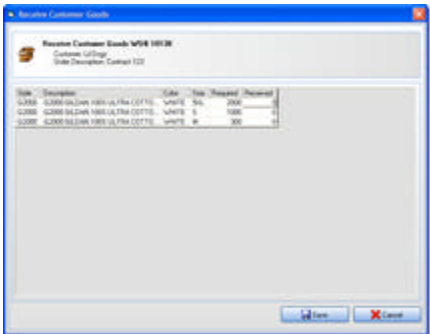
If you keep the WO Status updated it is very easy for anybody in the company to tell a customer what the current status of the job is without having to run around speaking to everybody else on staff. This is much more productive and professional.

7.3 Receiving Customer Goods

If you **marked items as customer goods (Section 5.31)** in the sales screen you can check them in by clicking on the **'Box'** icon on the top toolbar of the **job board**.



You will see this screen.



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



FastManager is very powerfull 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 purchase items) are in.

7.4 Tasks

This topic is a work in progress. Please come back soon for an updated version. If you need immediate assistance on the Task screen please E-Mail support@fastmanager.com



This task screen is available as from Version 2008 Revision 21.

What makes FastManager unique is that you can assign and schedule tasks to various departments.



Let's face it, our industry is not an easy one. You need to co-ordinate many different people and have everything come together at once to produce the final result. And unlike other production lines you have a very short time to do that in.

FastManagr can assign tasks to your screen making, ink mixing etc, to ensure that all those tasks are complete before you try to setup your machine.

This can save you thousands of dollars.

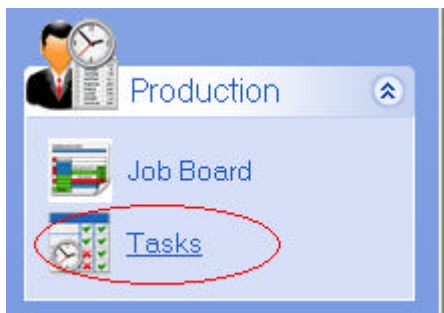
Each department can then easily view what their assigned tasks are for the day so no-one needs to sit and wait for instructions.

You can **manually assign and schedule tasks (Section 7.6)** or you can use FastManager's **auto scheduling module to select and schedule task (Section 7.7)**s at the time of converting to a work order.

FastManager will also try to calculate the estimated times for each task when auto scheduling.

You can of course edit and change the tasks at will.

FastManager's '**Task screen**' will allow you to move and update task info by using '**Drag and Drop**'



You can easily drag a task from one day to the other, or from one department to the other. For example: If you have 2 artists you can easily move task between them.



The task screen was optimized for wide screen monitors. This enables you to see as much information as possible, all at once.

Your artist can also use the same screen to see what his or her tasks are for the day and also make comments about the task and tell FastManager if the task is done or not.

When they select a task, they can also see all the detail of that job e.g. if the goods are in, what the embellishments are, what the status of other departments are etc. They can also open the design screen from here and make necessary changes if required.

If your department does not have access to a computer you can simply **print out a list of the day's tasks (Section 7.13)** for each department. They can then manually mark what is done and submit the papers at the end of the day. You can then have one employee marking each task as complete from the task screen.

Viewing your weeks work

Date Range.

Using the current / next week buttons

Showing Times

Creating Custom Views

The Task List

Viewing Overdue Tasks

View all tasks for entire period

Moving Machines and trailing linked departments

Showing more WO Detail

Dragging and dropping tasks

Row height to ease dragging and dropping actions

Prevent moving tasks to non compatible departments

Moving the tasks order

Double Clicking on a task

Creating a new unrelated task

Detail Tabs

This Task

Viewing related tasks vs all tasks

Viewing related locations or all locations

The info pane

Which machine

Identifying warning signs

Urgent Orders

Date Colors

Job Board notes and Status

Opening related location's design detail

Sales Order Detail

View all groups

View by group

View next group

Editing Detail


Maximize your view

Print options
 Printing Weeks Work
 Printing Task List
 Printing Task Lists for all listed departments

Color preferences
 The refresh button.

7.5 Task screen prior to revision 21

What makes FastManager unique is that you can assign and schedule tasks to various departments.

 Let's face it, our industry is not an easy one. You need to co-ordinate many different people and have everything come together at once to produce the final result. And unlike other production lines you have a very short time to do that in.

FastManager can assign tasks to your screen making, ink mixing etc, to ensure that all those tasks are complete before you try to setup your machine.

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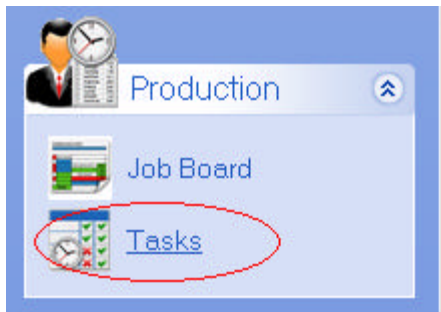
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You can **manually assign and schedule tasks (Section 7.6)** or you can use FastManager's **auto scheduling module to select and schedule task (Section 7.7)**s at the time of converting to a work order.

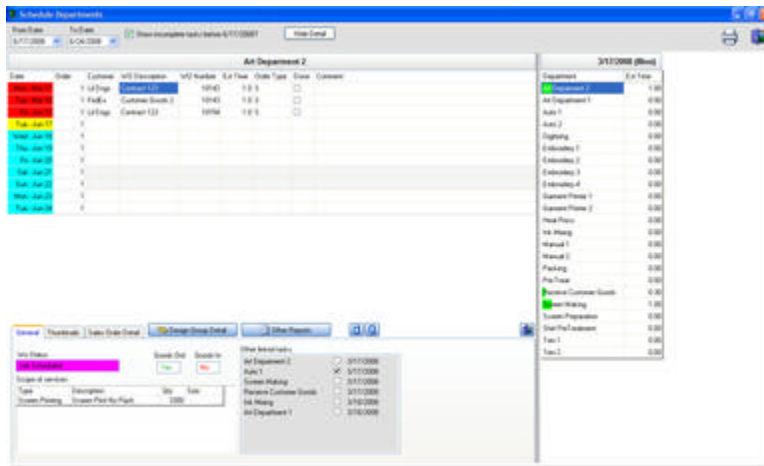
FastManager will also try to calculate the estimated times for each task when auto scheduling.

You can of course edit and change the tasks at will.

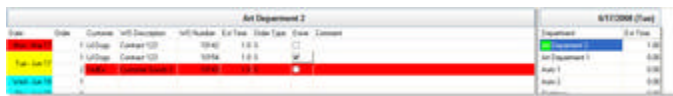
FastManager's 'Task' screen will allow you to move and update task info by using 'Drag and Drop'



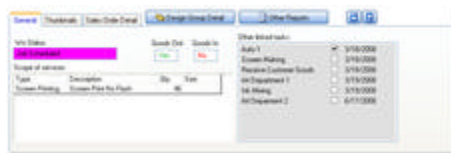
You can easily drag a task from one day to the other, or from one department to the other. For example: If you have 2 artists you can easily move task between them.




Your artist can also use the same screen to see what his or her tasks are for the day and also make comments about the task and tell FastManager if the task is done or not.




When they select a task in the tasks screen they can also see all the detail of that job e.g. if the goods are in, what the embellishments are, what the status of other departments are etc. They can also open the design screen from here and make necessary changes if required.



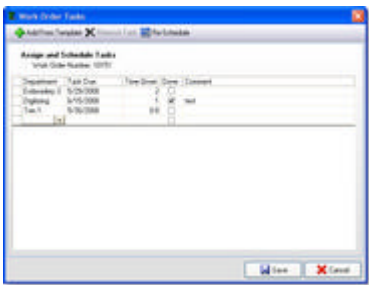
 The tab section at the bottom of the screen works exactly the same as from the **Job Board (Section 7.1)**.

If you department does not have access to a computer you can simply **print out a list of the day's tasks (Section 7.13)** for each department. They can then manually mark what is done and submit the papers at the end of the day. You can then have one employee marking each task as complete from the task screen.

 We recommend that you **view our video called 'Getting Started Part 2' (<http://www.fastmanager.com/videos.asp>)** which will show you how to use the task screen to drag and drop tasks from one day to another **or** from one department to another.

7.6 Manually Scheduling Tasks

You can manually assign and schedule tasks. Even if you are using FastManager's auto scheduling module you can use this screen to make changes or add additional tasks.

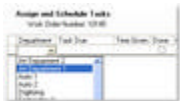


You can access the 'Task Maintenance' screen from the 'Job Board' or directly from the 'Sales



Screen'

To add a new task simply select the department from the drop down list on the bottom row of the grid.



You can the manually edit the date by clicking on the date cell and then click on the popup button.




You can also add a short comment to the department which they will be able to read from the tasks screen or from the tasks list that you printed out for them.

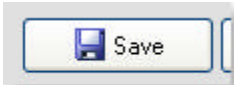
You can also use this screen to update which tasks are done and which are not.

Department	Task Due	Time Given	Done	Com
Art Department 1	4/22/2008	0	<input checked="" type="checkbox"/>	

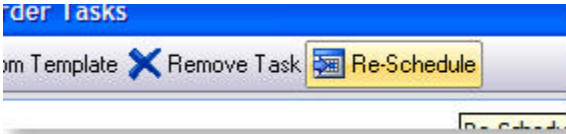
You can also allocated time to do the job. This is great to see how many hours of work a department have at any given day.

 The time allocated must be in hours.

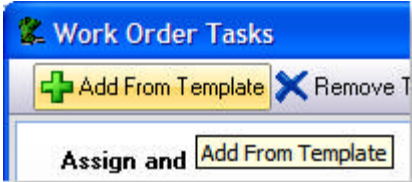
Remember to click on the 'Save' button to update your changes.



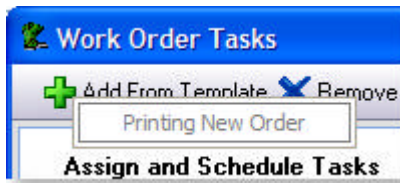
The re-scheduling button will automatically update all the dates of the tasks based on how you set it up from in the department maintenance screen.



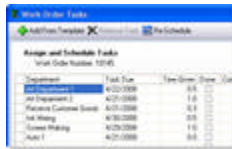
You add multiple departments by making use of FastManager's **scheduling templates (Section 3.11)**.



Simply click on the 'Add from template' button and FastManager will display a popup menu with all your available templates.



Select the template you want to add and FastManager will add multiple departments in only one click.




7.7 Auto Scheduling

FastManager's auto scheduling module will

- Scan you work order detail
- Select the correct machines
- Calculate the production time
- Scan your current production to available time
- and then assign and schedule all the required tasks

the first time you create a WIP.

 When FastManager scans your order it looks at the embellishment price list you selected and makes choices based on those price lists. If you think about it. You would not run at the same speed when printing fleece than printing T-Shirts or if you more familiar with embroidery, you would not run your machine at the same speed if you have metallic thread in the design.

In order for FastManager to make the accurate choices, you need to tell it how your business operates by doing the following:

- Activate the 'Auto Scheduling Module' from the **preferences screen (Section 3.3)**.
- Tell FastManager which days are available for scheduling by **setting up your operating hours (Section 3.1)**.
- Tell FastManager what equipment you have by **setting up your machines (Section 7.8)** and link them to their relative **departments. (Section 3.10)**
- Tell FastManager which machines to select as well as what speed you will run them at for each **embellishment price list (Section 4.2)**.
- Lastly you need to tell FastManager what tasks to assign based on the additional charges that are linked to the embellishment. *For example if you charge a customer for screens do you want FastManager to create a task for the screen making department ? If yes you also need to specify when and how much time you want to assign to the task.* The parameters are all set up when creating your **embellishment prices. (Section 4.3)**

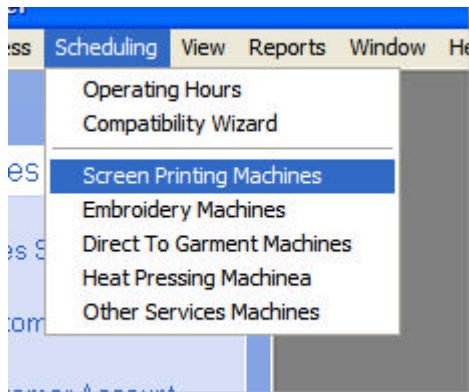


TIP: Be conservative ! Rather underestimate your production times that over estimate them. You can always come back later and bump up the speed of certain departments.

7.8 Machine Setup

In order to use FastManager's auto scheduling module you would need to tell FastManager what production equipment you have.

From the 'Scheduling' menu select one of the following options:



- Screen Printing Machines
- Embroidery Machines
- Direct To Garment Machines
- Heat Pressing Machines
- Other Services Machines

You will see a list of your current machines.

To add a new machine click on the 'Add' button

To edit an existing machine, select the machine you want to edit and, click on the 'Edit' button

To delete an existing machine, select the machine you want to delete and, click on the 'Delete' button

 **NOTE:** You cannot delete a machine if it is **linked to one of your price lists. (Section 7.9)**



Remember to click the save button to commit your changes. You can also click on the 'Save and New' button to add another machine.

There will be different questions depending on the machine type.

The following parameter are applicable to all machine types:

- Machine Description: "For example: Manual Press - Old Jane"
- Linked Department: Select the department that will be scheduled if this machine is selected.

Other options that will differ depending on the machine type:

Screen Printing: Is the a manual or automatic machine.

The screenshot shows a Windows-style dialog box titled "Screen Printing Machines" with a close button (X) in the top right corner. Below the title bar is a green header area labeled "Editing Challenger". The main area contains three fields: "Description" with the text "Challenger", "Department" with a dropdown menu showing "Auto 2", and two radio buttons labeled "Automatic Press" (which is selected) and "Manual Press". At the bottom, there are three buttons: "Save" (with a floppy disk icon), "Cancel" (with a red X icon), and "Save and New" (with a floppy disk and plus icon).

Embroidery: Number of heads

The screenshot shows a Windows-style dialog box titled "Embroidery Machines" with a close button (X) in the top right corner. Below the title bar is a green header area labeled "Editing 4 Head". The main area contains three fields: "Description" with the text "4 Head", "Department" with a dropdown menu showing "Embroidery 2", and "Heads" with a spinner box showing the value "4". At the bottom, there are three buttons: "Save" (with a floppy disk icon), "Cancel" (with a red X icon), and "Save and New" (with a floppy disk and plus icon).

Other Machine Types: This includes direct to garment printing, heat pressing and other services. These machine can have multiple stations.

The screenshot shows a Windows-style dialog box titled "Direct to garment machines" with a close button (X) in the top right corner. Below the title bar is a green header area labeled "Editing Blazer". The main area contains three fields: "Description" with the text "Blazer", "Department" with a dropdown menu showing "Garment Printer 2", and "Stations" with a spinner box showing the value "1". At the bottom, there are three buttons: "Save" (with a floppy disk icon), "Cancel" (with a red X icon), and "Save and New" (with a floppy disk and plus icon).

7.9 Price List Parameters

FastManager makes scheduling choices based on the price list you select. This includes:

- **Screen printing price lists (Section 4.2)**
- **Embroidery price lists (Section 4.3)**
- **Direct to garment printing price lists (Section 4.4)**
- **Heat pressing price lists (Section 4.5)**
- **and Other services price lists (Section 4.6).**


There are two aspects when create any of these price lists.

- Machine selection and time. (The actual embellishment)
- and Additional services which may or may not be charged for.

Machine selection.

FastManager will first compile a list of machines that can run your job, based on the price list you selected and other parameters such as order quantities, stitch counts and print colors.

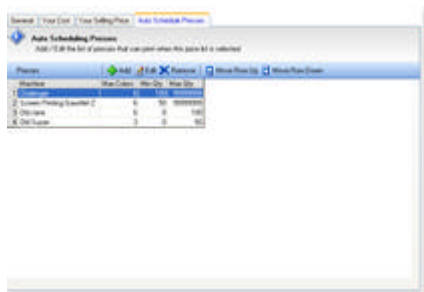
Once it has compiled a list of eligible machines it will calculate the time each one of these machines will take and try to find an open spot in your schedule as close as it can get to your ship date starting with the fastest machine.

 For example: If you are embroidering a quantity of 8 very detailed tank tops, you would not want FastManager to select your 15 year old 12 head machine. For screen printing companies you would not want to select your old manual press to do 500 black tees with a 6 color simulated process job.

Because each embellishment type is different you need to specify different parameters for screen printing vs embroidery. We will look at each option below.

▶ Screen Printing Machines

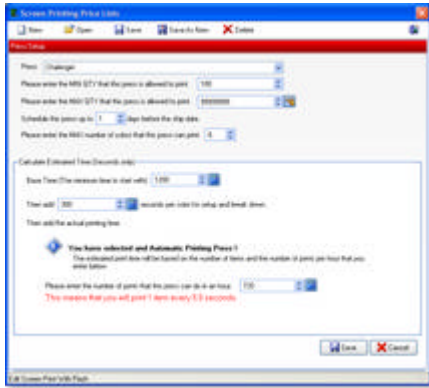
When creating or editing a screen printing price list your would need to click on the 'Auto Schedule Presses' tab.



In this tab you can add a list of machines that are eligible to run jobs linked to this price list. For example, if this price list is 'Printing on Darks' then you would only add machines to the list tha has flash capabilities.

Even though you may have many machines that can print on darks, they may differ in production speed or the number of colors they can print. You can set different parameters for each machine.

To add a machine to the list your would click on the 'Add' button.



Select the machine that you want to add from the drop down list. FastManager will know if this is an automatic or manual press.

Enter the Min and Max quantities that you want this machine to run when this price list is selected.



For example: You may want not want to run less than 100 pieces when setting up and automatic press. Also remember that these quantities might be different for other price lists but as this price list is 'Print with flash' you may want to select different quantities ... Just a thought

Select up to how many days prior to your ship date you would allow this machine to run.



When FastManager tries to find an open spot in your schedule it will start with 1 working day before your ship date. If it cannot find an open spot it will try 2 days before up to the number of days you specify here. So the higher your number the more likely it will be that FastManager will find an open spot however it will bring your press time closer to your job date which means you have less time to approve the art and get the goods in. 3 would be a good number to start with.

Select the max number of colors that you can print on this machine.



Again it is only linked to this price list so even though your machine can run 8 colors you may only want to run 6 colors on this price list to allow for flashing and cool down.

Now we need to tell FastManager how to calculate the time.

First select a base time. This is not a setup time. Every job has a base time. That is basically the min time that a job will take to run. How long it takes to get the garments and all staff to the press etc.

FastManager will use this as a starting point.

Next select the number of seconds it takes to setup each color. FastManager will multiple this time with the number of colors and add it to the base time.

Now you need to tell FastManager how fast you can run the machine when printing this price list. If this is an automatic press you need to tell FastManager will simply take the number of items and calculate the time it will take to run them based on the time you specify here. If this is a manual machine FastManager will multiply the time it will take with the number of colors and then look at the number of pieces.

Click on the 'Save' button to commit your changes.

Now you can add the next machine and so on...

► Embroidery Machines

When creating or editing an embroidery price list your would need to click on the 'Auto Schedule Machines' tab.



In this tab you can add a list of machines that are eligible to run jobs linked to this price list. For example, if this price list is 'Embroider on caps' then you would only add machines to the list that have hat attachments.

Even though you may have many machines that can run this job, they may differ in production speed. You can set different parameters for each machine.

To add a machine to the list you would click on the 'Add' button.



Select the machine that you want to add from the drop down list. FastManager will know how many head this machine has.

Enter the Min and Max quantities that you want this machine to run when this price list is selected.



For example: You may want not want to run less than 6 pieces on a 6 head machine. In fact you may not even want to thread 6 heads for 6 pieces. Also remember that these quantities might be different for other price lists but as this price lists.

Select up to how many days prior to your ship date you would allow this machine to run.



When FastManager tries to find an open spot in your schedule it will start with 1 working day before your ship date. If it cannot find an open spot it will try 2 days before up to the number of days you specify here. So the higher your number the more likely it will be that FastManager will find an open spot however it will bring your machine time closer to your job date which means you have less time to approve the art and get the goods in. 3 would be a good number to start with.

Select the min and max stitch count that you want this machine to run.



Again it is only linked to this price list so even though your machine.

Now we need to tell FastManager how to calculate the time.

First select a base time. This is not a setup time. Every job has a base time. That is basically the min time that a job will take to run. How long it takes to get the garments and all staff to the machine etc. FastManager will use this as a starting point.

Next select the number of seconds it takes to thread each head. FastManager will multiple this time with the number of heads of the machine and add it to the base time.

Now you need to tell FastManager how fast you can run the machine.

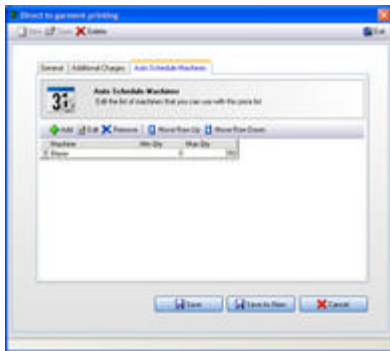
Click on the 'Save' button to commit your changes.

Now you can add the next machine and so on...

► Other price lists

Heat pressing, Direct to garment printing and Other Services type machines all work in exactly the same way.

When creating or editing an embellishment price list you would need to click on the 'Auto Schedule Machines' tab.



In this tab you can add a list of machines that are eligible to run jobs linked to this price list. Even though you may have many machines that can run this job, they may differ in production capabilities. You can set different parameters for each machine.

To add a machine to the list you would click on the 'Add' button.



Select the machine that you want to add from the drop down list. FastManager will know how many stations this machine have.

Enter the Min and Max quantities that you want this machine to run when this price list is selected.



For example: You may want not want to run less than 6 pieces on a 6 head machine. In fact you may not even want to thread 6 heads for 6 pieces. Also remember that these quantities might be different for other price lists but as this price lists.

Select up to how many days prior to your ship date you would allow this machine to run.



When FastManager tries to find an open spot in your schedule it will start with 1 working day before your ship date. If it cannot find an open spot it will try 2 days before up to the number of days you specify here. So the higher your number the more likely it will be that FastManager will find an open spot however it will bring your machine time closer to your job date which means you have less time to approve the art and get the goods in. 3 would be a good number to start with.

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that a job will take to run. How long it takes to get the garments and all staff to the machine etc. FastManager will use this as a starting point.

Next select the number of seconds it takes to setup each station. FastManager will multiple this time with the number of stations of the machine and add it to the base time.

Now you need to tell FastManager how fast you can run the machine.

Click on the 'Save' button to commit your changes.

Now you can add the next machine and so on...

Additional charges.

Additional charges have a 2 sided impact.

First it adds to the cost and you can also select if you want to charge the customer for the service.

It also has an impact on your production schedule.

You may need to schedule an additional department to execute the task with different time parameters. The additional charge may also simply increase your machine production time. For example: If the additional charge is screen making you would want to assign and schedule a task for your screen making department a day or so before you are planning to print the job. If the additional charge is 'Printing on Fleece' you may want to simply add an additional 5 seconds per garment to your print time to compensate for slower squeegee speeds.

All price lists behave in the same manner with regards to additional charges.




First you need to tell FastManager if the additional charge should be included when Auto Scheduling.

Then select if you want to simply add additional time to the machine run time or if you want to schedule an additional task.

Now tell FastManager how much time to add to the machine time or assign to the new task.

The number of seconds will be multiplied with the line quantity.

 For example: if the additional charge is 'Printing on Fleece' you would have the same quantity in that line item as the number of prints. If you select to add 5 seconds then FastManager will multiply the 5 seconds with the number line quantity. On the other side if the additional charge is 'Screens Making' then FastManager will create a new task for the screen department and assign the time based on the number of seconds you specify times the line quantity which should be the number of screens you are making.

Now you can select which date to base the schedule on. If you selected to simply add time to the machine run time this option is not applicable. If FastManager is scheduling and additional task you need to tell it when to schedule the task. Click on the change button to select another date. Then enter the number of days before or after you want to schedule the task for.

Click 'Save' to commit your changes

7.10 Converting to a Work Order

FastManager will start the new order wizard when **converting (Section 5.11)** a quotation to a WIP or even when creating a new WIP in the sales screen.

This wizard will work differently depending on your user rights.

If you have scheduling privileges you will be able to preview the schedule and make some changes.

If you don't have scheduling privileges, then FastManager will only tell you if the job is do-able or not and if it is you will be able to create the order.

The first screen will be the same for either user.



You need to select when your customer needs the order. This date is only for information purposes. This way if you run into trouble you know when your customers event is and you can make another plan with expedited shipping etc.

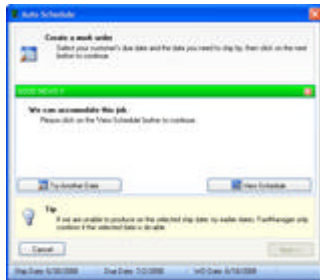
The next date is the important date. When do you need to ship by. FastManager will schedule the entire production around this ship date. FastManager will also determine if you can meet the ship date or not.



If it is customer pickup then the ship date can be equal to the due date, however the ship date can never be before the due date.

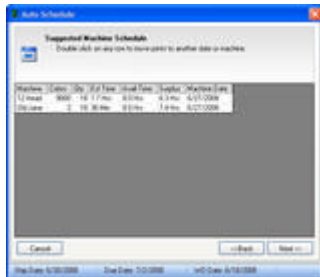
If FastManager tells you that it cannot meet your ship date, try to select an earlier ship date. FastManager only confirms if the selected ship date is do-able or not.

Click on the 'Next' button and wait for FastManager to do its magic.



If you have scheduling privileges you can click to view the schedule and even continue to schedule the job even if it is not do-able.

In the next screen you will see the selected machines. If you are going to overbook the machine is will be colored in red and you will see the time it is over booked by.



If it is a small amount of time you can simply go ahead and try to run a little overtime. If the time is significantly more then you can select to split the job over multiple machines and or days.



You can select to split a job over multiple machines or days or even simply change it to another machine or date.

Simply double click on the machine that you want change.

You will see this screen



Enter the number of prints you want to move.

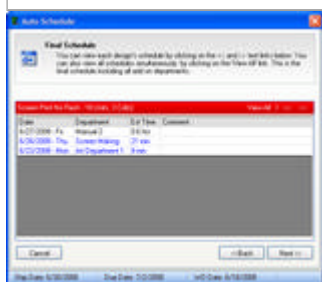
Select the machine and date you want to move it to.

Click the update button.

Click the 'Next' button. FastManager will now show you the final schedule which will include any other tasks it would need to assign based on your additional charges.

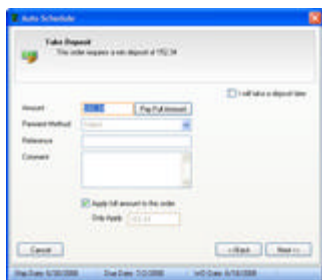
These tasks are directly linked to the machine and may even be dependant on the machine date.

 FastManager will schedule tasks for every embellishment location.



The tasks are viewed in group mode by default. You can click on the next and back arrows to view the different groups, or you can click on the 'View All' link to view all groups.

The next screen is where you can enter if the customer is paying a deposit. If you don't have scheduling privileges then this would be the next screen you see right after you selected the due and ship dates.



This screen is also dependant on your user rights. You may or may not be allowed to confirm this order without taking a deposit.

Click on the next button.



Here you can review enter the final order information such as your customer PO.

Click on the 'Confirm' button to confirm the order.

7.11 Auto Schedule Compatibility Wizard

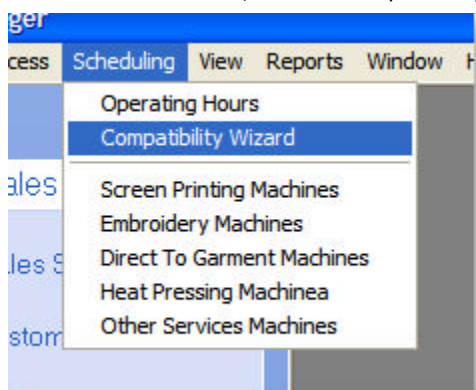
If you delete an embellishment price list then FastManager will have nothing to refer to, when trying to schedule, if by any chance you convert quotations, still quoted with those prices, to work orders.

The same applies if you are doing a re-order and those orders are linked to price lists that no longer exists.

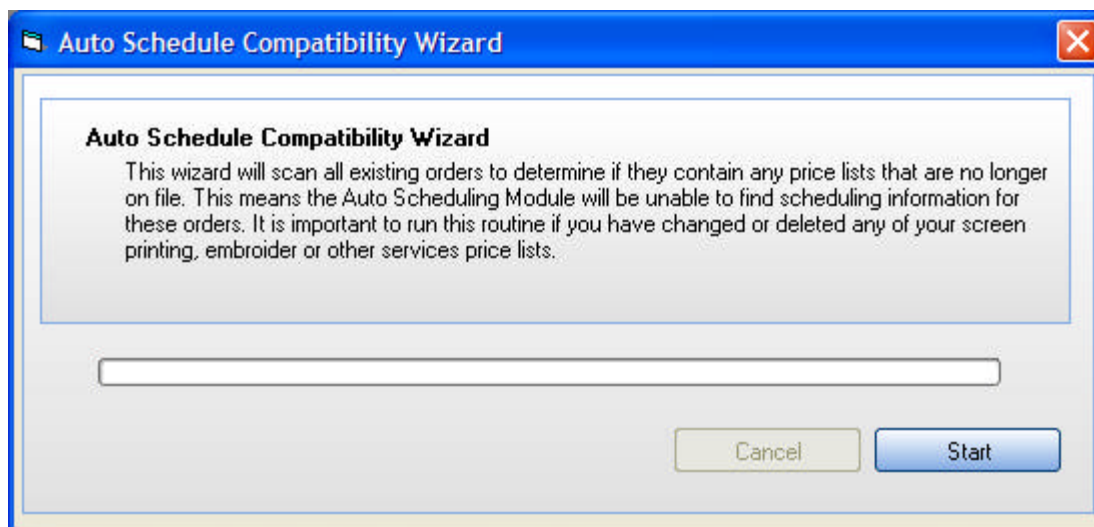
If you delete existing embellishment prices lists it is recommended to run the compatibility wizard.

This wizard will go through all previous order as well as existing quotations and see if there are any embellishment price lists used that no longer exists. FastManager will then ask you to specify the new or substitute price list.

To launch the wizard, select 'Compatibility Wizard' from the 'Schedule' menu.



Simply click the start button and follow the on screen instructions.



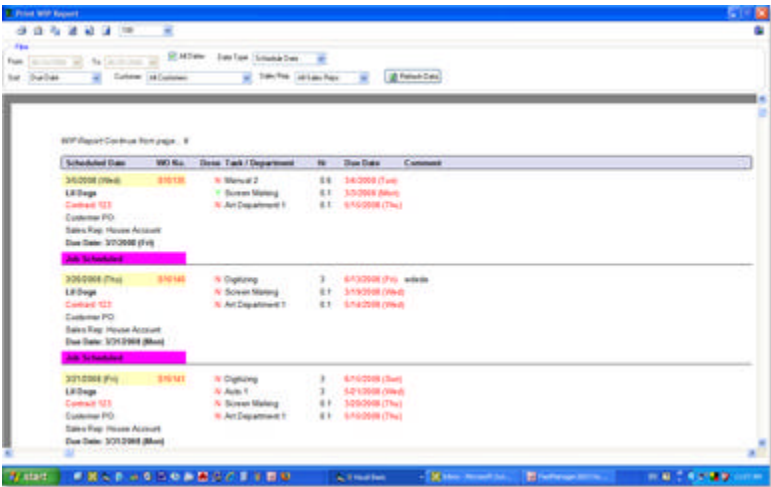
7.12 The department meeting

There are several reports available to help you in production.

The department meeting report however contains all the information you need to manage your production schedule.

This report is intended as its name suggests. When having morning production or department meetings you can

go through the entire report and see which tasks are complete and which are not and also see any comments on the job.



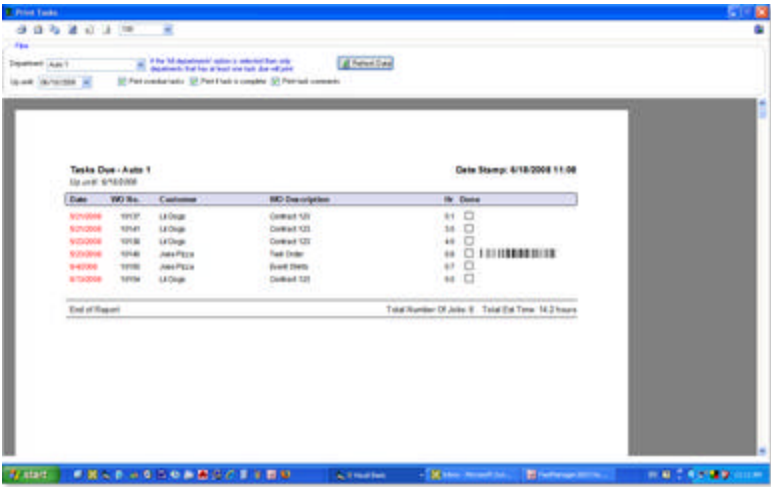
7.13 Printing each departments task lists

The tasks report will print a list of to-do tasks for each department.

You can print this list every morning and hand it to the respective departments. This way you prevent everybody staring you asking what they have to do for the day. The tasks print in the order that you want them to be executed.

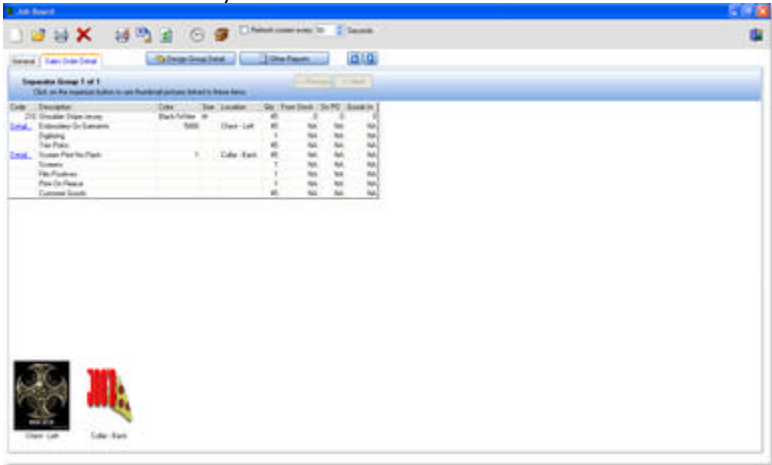
You can select to print tasks for 'All Departments' or for a single department.

If you selected all departments, then only if a department has any task due will it be included in the report. FastManager will not print blank pages.



7.14 The job board prior to revision 2008.26

embellishments only.



Again you can click on any thumbnail to open the **design detail screen (Section 6.1)**.

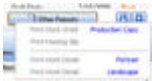
Click on the 'Minimize' button to see the job board again.

You can also print most of the reports you can print from the sales screen directly from the Job Board.

To print the '**WO Design Detail**' (Section 6.7) report, click on the 'Design Group Detail'



button. To print other reports click on the 'Other Reports' button.



You can export the WIP board as a '.csv' file which you can open in MS Excel.



You can also open the work order in the sales screen by selecting the order in the list and then click on the open button.



You can also print the Job Board grid by clicking on the 'Print' button.

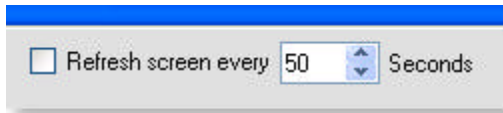
You can select which columns you want to print by clicking on the 'Print Setup' button.



The Job Board does **not** auto refresh. You need to click on the refresh button to get the latest list of work orders.



You can however select to auto refresh the screen few seconds. We recommend that the auto refresh is only used if you are displaying the job board on a big screen in your shop for everyone to see. You cannot edit the WIP status or comment if the auto refresh check box is checked.



Set the the number of seconds in the auto refresh to at least 50 seconds. This will prevent your system from slowing down.

You can also **manually edit the list of scheduled task (Section 7.6)** buy clicking on the 'Edit Scheduled Tasks' button.



You can also check in '**Customer Goods**' (**Section 5.31**) directly from the screen by clicking on the 'Customer Goods' Screen



The 'Goods In' and 'Goods Ordered' columns are updated by FastManager.

FastManager will display the 'Goods Ordered' as 'YES' if there are no outstanding purchase orders to be generated. This means if a job is all customer supplied and you don't need to order any items the 'Goods Ordered' will also display 'YES' as there is not outstanding orders.

FastManager will show the 'Goods In' as 'Yes' if all **purchased goods (Section 8.7)** as well as all **customer goods (Section 7.3)** have been received.

8 Purchases

8.1 Purchase order wizard

Applies to Version 2008.26 and higher.

One of the biggest differences in the industry compared to others is the way we procure goods.

Every day you get in new orders from customers of which some of the garments are required at the same.

Previously printing shops would spend hours paging through work orders and building lists of which garments they need to purchase. This took **hours** of their time not to mention the probability of making errors.

Some shops simply took the work orders and submitted them as purchase orders to the distributors. The problem with that was that not all the goods on the same work order would necessary come from the same distributor. Also the distributor handled each order as a separate order which means every order had a new shipping charge.

You can use the PO wizard in 2 ways. To consolidate all your work order items into a single PO or to create a PO

for a single work order. You can switch between each method at any time. No matter which method you prefer, by using FastManager's PO wizard you can create accurate purchase orders in just seconds. **This feature alone will save you thousands of dollars a year.**



A quick note on how FastManager builds the list of required items.

First FastManager gets a list of all orders which has a status of WIP. This is very important to understand. If you go straight to invoice or convert to an invoice too early then FastManager will think that those items are already done and will not add it to the procurement list. **Only WIP orders are included.**

Next, FastManager will scan each line item and check if it was flagged in the sales screen to be purchased (Section 5.30). Only flagged items will be in the procurement list.

Next FastManager will scan all existing purchase orders to see how many of that line item you've already purchased and deduct it from the quantity required. If the quantity required minus the items already on PO is greater than zero then it will remain in the procurement list. If not it will be removed.

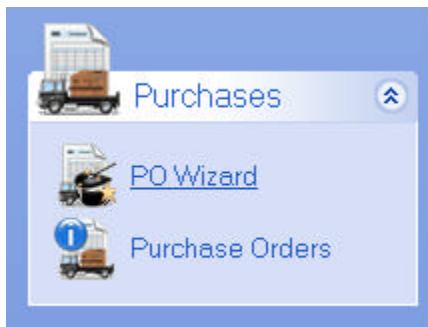
FastManager will then consolidate and total all the items for you.

If you have the stock module enabled, then FastManager will also look at all items that has a min stock level required and add any shortages to the PO Wizard. This feature is only available if you use the consolidated method.



Even if you use FastManager just to create work orders and subsequently create purchase orders, then you have made a valuable investment. The money you save by using the PO wizard is far in excess of the money you paid to purchase FastManager.

To open the PO wizard, click on 'PO Wizard' under the 'Purchases' group from the main explorer bar on your left.



FastManager may take a few seconds to scan all your orders and consolidate your items.

FastManager will now show you an entire list of items grouped by vendor and style number and the total quantity you need to buy.


You may now decide how you want to order:

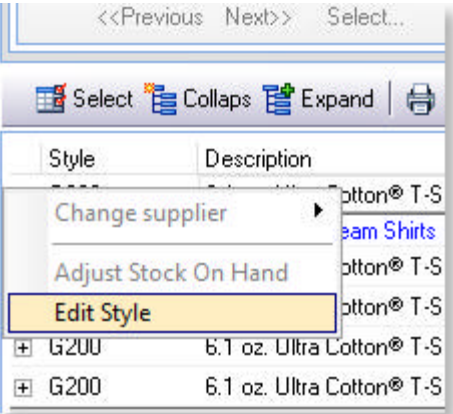
Which option you choose, will depend on how your company operates.

- If most of your orders are typically smaller quantities and you want to group all your items into one PO in order to save on shipping, you will most likely prefer to create consolidated orders.
- If you do less but larger orders you may prefer to create one PO for every job you have. This will save you from having to split the items again as they come in.
- If you drop ship many of your orders directly to your customer you would also prefer to create a single PO for the WO that you are drop shipping.
- If you sub contract embellishment to other printers or embroidery companies then you will also create a single PO's for those orders.

So depending on your company operations, you will most likely choose one of these options. You may even do a little of both.

- **How to create consolidated purchase orders (Section 8.2)**
- **How to create purchase orders linked to a single work order. (Section 8.3)**

 Right click on any style to adjust to edit that style or adjust the quantity in stock. Only applies if you have the stock module enabled



Style	Description	Quantity
G200	6.1 oz. Ultra Cotton® T-S	1
G200	6.1 oz. Ultra Cotton® T-S	1

8.2 Consolidated Purchase Orders

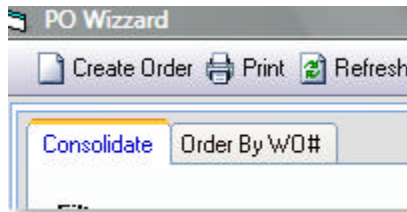
To have FastManager gang up all the items you need to order from all your current WIP, you would create consolidated orders.

When creating consolidated PO's FastManager will also add items that had reached the min quantity in stock required.

This way if you have the stock module activated and keep a min quantity of certain T's in stock, those items will

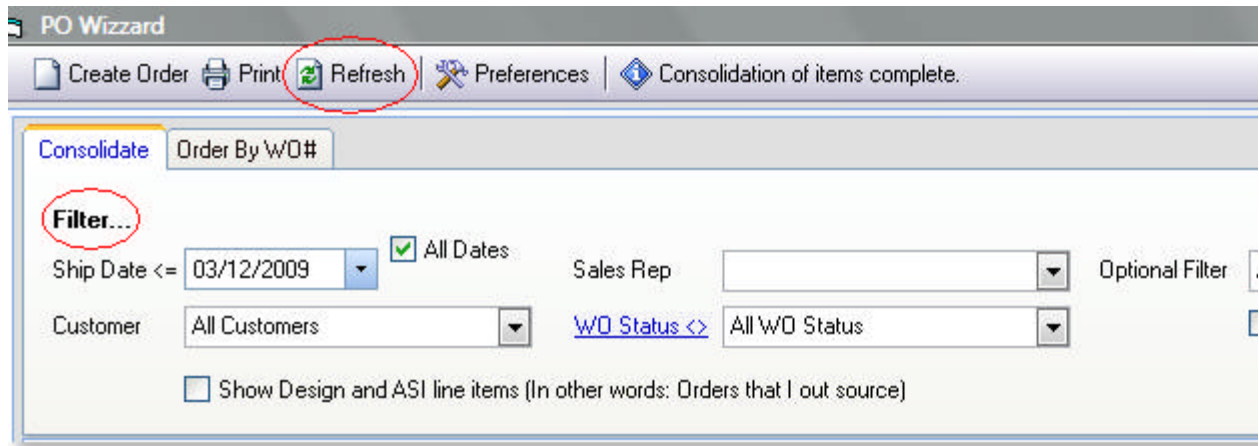
automatically be added to the wizard.

To create consolidated PO's ensure that the **'Consolidate'** tab is selected.



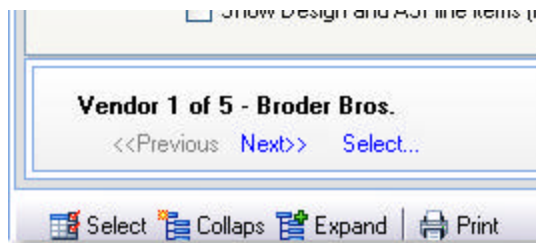
Filtering:

From the consolidated tab, you are able to filter out certain WIP that you do not want to purchase for at this point in time by changing any of the filter settings and then clicking on the refresh button.



For example: You may not want to order items that you are only going to print in 6 weeks time. By ordering items that will keep you busy for the next 2-3 weeks you could have more cash in the bank. In this case you would change the ship date up to 3 weeks from today and **click on the refresh button**. FastManager will then only select WO's due in 3 weeks or less and add those items to the wizard.

The items you need to order are grouped by Vendor.



FastManager will show you how many vendors you need to order from as well as the current vendor selected with all

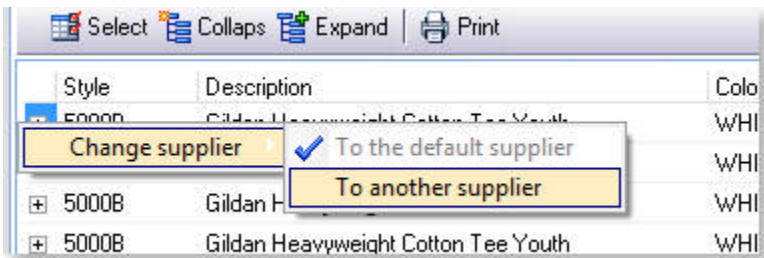
of the items that you want to order from that vendor in the grid below.

You can easily navigate between vendors by clicking on the next and previous links to see which items you need to order from a specified vendor.

 You can also jump directly to specific vendor by clicking on the **'Select'** link.

What happens if I want to purchase the items from another supplier ?

If there are items that you would rather order from another supplier, you can right click on the item and select switch supplier.



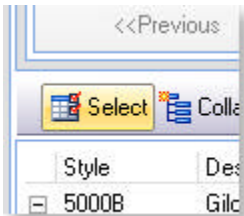
For example you can select to order the 5000B from Alpha instead of Bodek or the other way around. This will add the item to the rest of the Alpha items. Then navigate to Alpha and create a large order from there.

What happens if I want to exclude certain line items from been ordered ?

By **default** all items are selected, to be ordered. If you don't want to order a specific item you can uncheck the line item and it will not be added to the purchase order, once you create the order.

	Color	Size	Req	Ord	ORD	Cost
	WHITE	XS	50	50	<input checked="" type="checkbox"/>	1.21
09 3/4/2009			50	50	<input checked="" type="checkbox"/>	
	WHITE	S	250	0	<input type="checkbox"/>	1.21
09 3/4/2009			250	0	<input type="checkbox"/>	
	WHITE	M	250	250	<input checked="" type="checkbox"/>	1.21
	WHITE	L	200	200	<input checked="" type="checkbox"/>	1.21

You can check or uncheck all items by clicking on the 'Select' button.




What happens if I only want to order some of total quantity required for a line item?

This is very typical if you are unable to find a vendor who has the total number of items in stock and you may want to split the PO between multiple vendors.

FastManager will show you the number of items required under the 'Req' column. You can change the number you want to ultimately order by changing the quantity in under the 'Ord' column. FastManager will update the new quantity required once you have placed the order. You can then order the remaining quantity from another supplier.

Size	Req	Ord	ORD	Cost	L
XS	50	25	<input checked="" type="checkbox"/>	1.21	<input type="checkbox"/>
	50	25	<input checked="" type="checkbox"/>		
S	250	250	<input checked="" type="checkbox"/>	1.21	<input type="checkbox"/>
	250	250	<input checked="" type="checkbox"/>		
M	250	250	<input checked="" type="checkbox"/>	1.21	<input type="checkbox"/>

 In order to see the updated quantity required you may need to click on the **'Refresh'** button to get an updated list of items required.

Why do I need to order so many items ?

All items are list in a parent child relationship. The parent will give you the total number of items you need to order. If you click on the plus icon then the tree will expand and you can see for which order the items are for.

Parent rows are colored in black, and child rows are colored in blue.



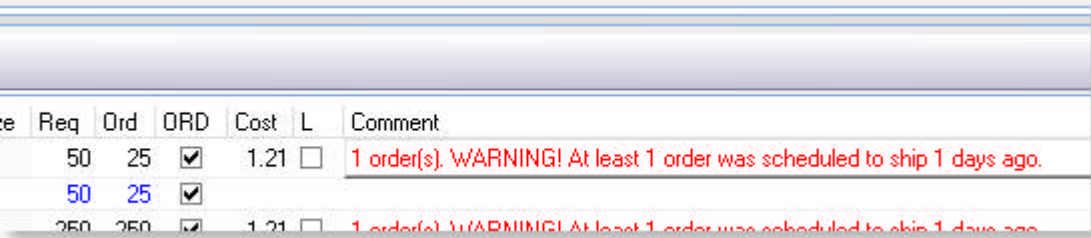
Style	Description	Color	Size	Req	Ord	ORD	Cost	L	Commr
5000B	Gildan Heavyweight Cotton Tee Youth	WHITE	XS	50	25	✓	1.21	□	1 order
WD# 15665	Chicopee Public Library - Summer Reading Tees 09	3/4/2009		50	25	✓			
5000B	Gildan Heavyweight Cotton Tee Youth	WHITE	S	250	250	✓	1.21	□	1 order
WD# 15665	Chicopee Public Library - Summer Reading Tees 09	3/4/2009		250	250	✓			
5000B	Gildan Heavyweight Cotton Tee Youth	WHITE	M	250	250	✓	1.21	□	1 order
WD# 15665	Chicopee Public Library - Summer Reading Tees 09	3/4/2009		250	250	✓			

 You can expand or collapse the all line items by clicking on the Expand or Collapse buttons respectively.


I cannot edit the comment column.

FastManager will display important information,such as the number of orders and possible late orders in the comment column.

This is for information purposes only and you cannot edit the comment column.

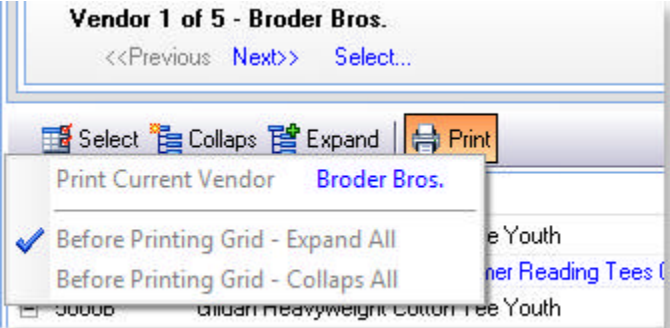


Req	Ord	ORD	Cost	L	Comment
50	25	✓	1.21	□	1 order(s). WARNING! At least 1 order was scheduled to ship 1 days ago.
50	25	✓			
250	250	✓	1.21	□	1 order(s). WARNING! At least 1 order was scheduled to ship 1 days ago.

 You can add comments in the form of a remark line in the purchase screen.

I want to print out the required purchase order list for review.

You can print the current list by clicking on any of the print buttons.



Vendor 1 of 5 - Broder Bros.

<<Previous Next>> Select...

Select Collaps Expand Print

Print Current Vendor Broder Bros.

Before Printing Grid - Expand All

Before Printing Grid - Collaps All

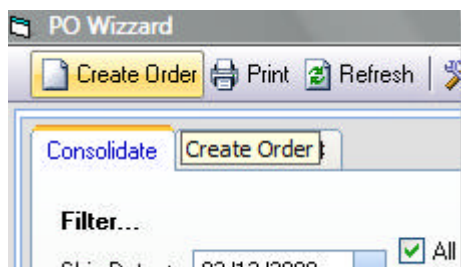
What if I make a mistake ?

Don't worry about getting everything perfect. You can adjust the Purchase Order at any time once it is created.

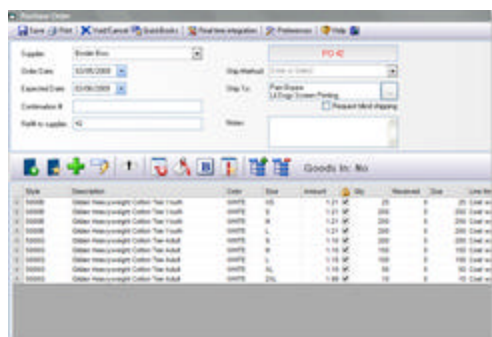
This will update the number of items required and therefore also your purchase order wizard.

So can we create the PO already ?

To create a Purchase order, simply click on the Create Order button.



If you have many line items it may take a few seconds and you will see your newly created PO in the purchase order screen.




From here you can now add or remove items and much more. For more information on this screen, see editing purchase orders.

You now send the purchase order to your vendor by click on the print button. You can choose to fax the order, call it in, use your vendor's web site or in the case of some vendors, send the order real time.

Back to the purchase order wizard.

The PO Wizard will now adjust to reflect the items you now require.

To get an updated list of required items you can **click on the refresh button**.

 Please note the because of the complexity of this wizard it may take several seconds to run all the routines in order to get a list of required items. This is still much faster than the hours it took to do it manually.

If I have the stock module activated, how does it effect this screen ?

The stock module will effect 2 areas of the PO Wizard.

1. FastManager will add items that you need to order if you are running low on stock. This only applies to items where the minimum quantity required is greater than zero. This feature is only available in consolidated mode.
2. FastManager will display an icon next to the quantity required if you have items in stock. You can double click on the item to use the items in stock. The PO Wizard will then update and only require you to order the remaining items.

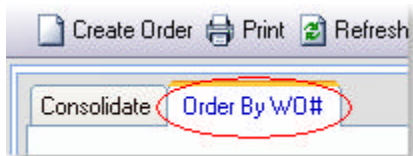
For more information please read our topic on stock control.

8.3 Purchase Orders Grouped By WO

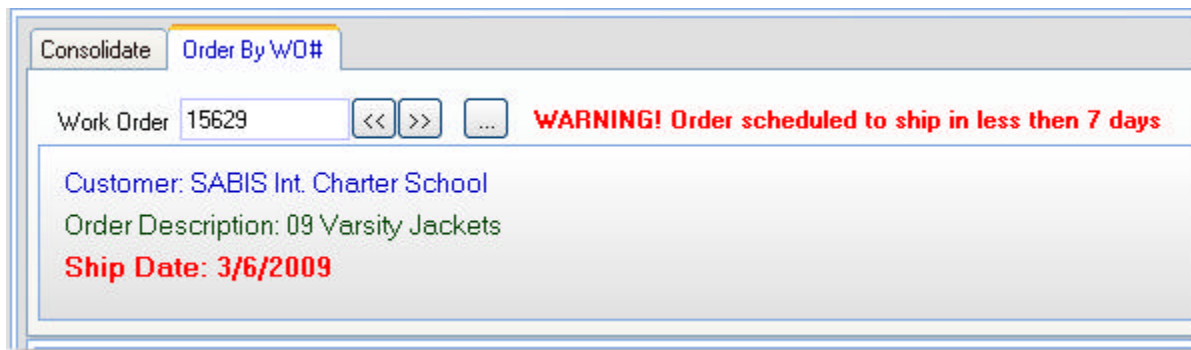
This option is very similar to ordering consolidated accept that you will only be ordering for a work order.

 If you have not read the topic on creating **consolidated purchase orders (Section 8.2)** please do so first.

To create purchase orders by WO, please ensure that the Order by WO# tab is selected



In stead of the normal filter options you saw when order consolidated, you will see the current WO information.



As when **ordering consolidated (Section 8.2)** you will also see a list of the items below that you need to order grouped by vendor.

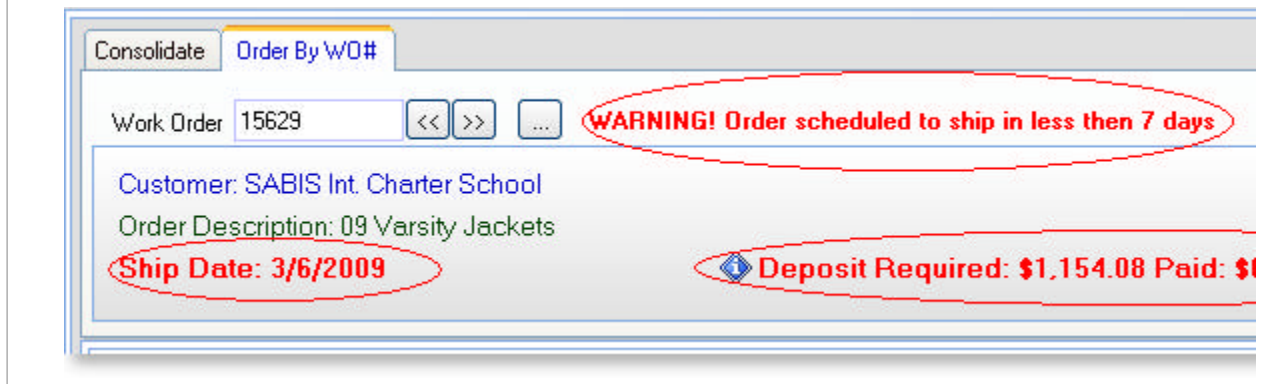
If you need to order from multiple vendors then you will also see how many vendors you can order from and you can navigate between these vendors in the same way when **ordering consolidated (Section 8.2)**.



Protect yourself!

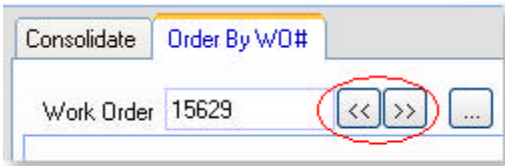
FastManager will show you the current deposit status of an order which may prevent you from laying out have not yet received a deposit from a customer.

FastManager will also show you the ship date in order to make an informed decision on how long you can



Finding Orders ?

To navigate between orders simply use the next and previous buttons.



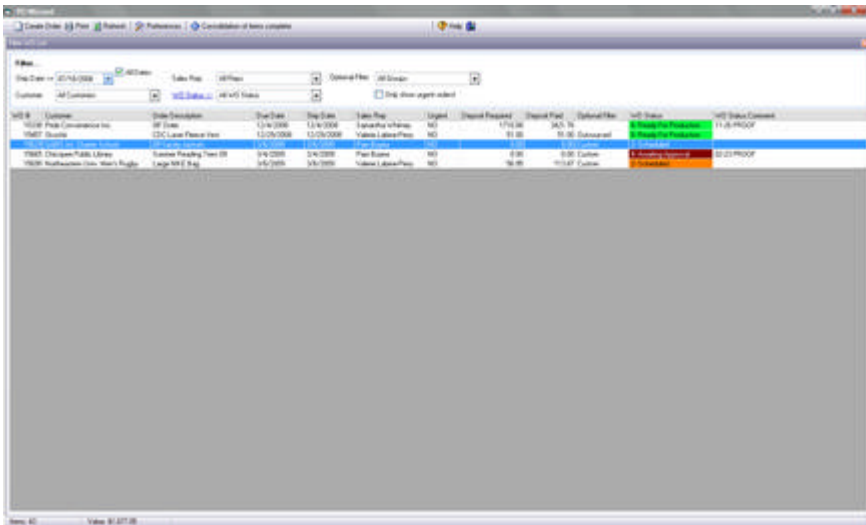
Customize your navigation or simply jump to a specific work order.

You can also use filter options to only show a list of specific work orders.

Click on the 'Edit WO List' button.



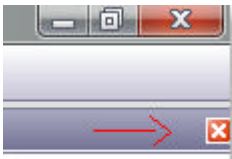
From here you have the same filter options as on the **consolidated tab (Section 8.2)**.



You can also change the sort order of the work orders.

Simply click on any of the column headers FastManager will display the work orders in the order you specified when using the next and previous navigation buttons

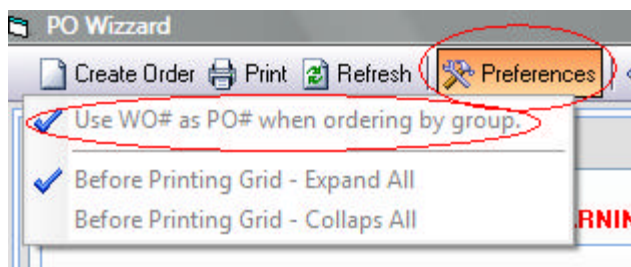
To view the items required for a specific work order, select the work order in the grid below and **close the WO filter screen** by clicking on the small X icon in the **right hand top corner of the screen**.




Make PO's fool proof?

When ordering by WO you can also select to use the WO# as the PO# number when creating the order.

- Click on the preferences button.
- Select the Use WO# as PO# when ordering by WO.



 FastManager will use the WO# & dash # as the vendor ref. Where the # will be a sequential number. So if you have multiple PO's for a WO the PO numbers will be 1234-1 and 1234-2, and so on.

The Vendor reference is ultimately the number that your vendor will see as the PO Number.

FastManager will always maintain a sequential PO number **internally** but your vendor will **only see** the vendor reference.

This is very convenient as most vendors will print your PO number on the box labels and boxes are then easily identified if the WO number is displayed on it.

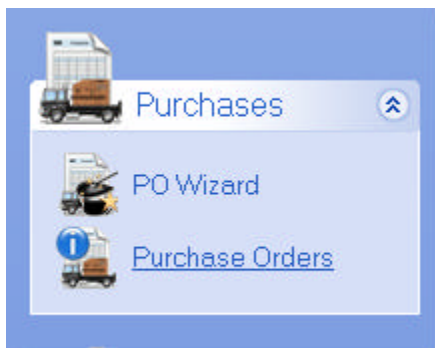
When **ordering consolidated (Section 8.2)** the PO number will simply become the vendor reference number.

All other features work exactly the same as when you are **ordering by consolidated work orders (Section 8.2)**.

8.4 Purchase order list

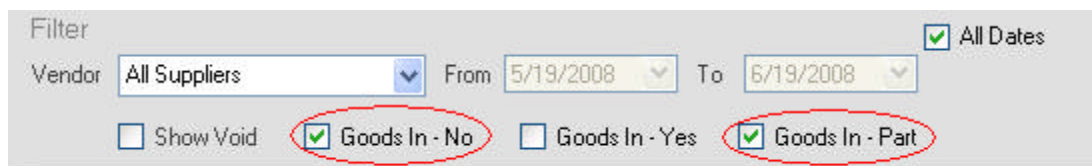
The purchase order list will show you a list of all your purchase orders. From here you can open, void and print orders.

To open the PO list, click on 'Purchase Orders' from the left hand explorer bar.



You can also create a new blank PO, by clicking the 'New' button on the PO list screen, that will not be linked to any work orders. This is handy if you want to order inks or thread.

The list of purchase that displays will be based on the filter options that you select.



FastManager will show all orders that has outstanding items to come in, by default. (Orders where goods are not in or partially in)



TIP: You can sort the list by clicking on any of the column headers. This is an excellent list to use if you need to follow up on goods that should have been in but have not arrived yet.

To **edit a purchase order (Section 8.5)**, simply double click on the order.



To void a PO, select the PO that you want to void in the list and click on the 'Delete' button.



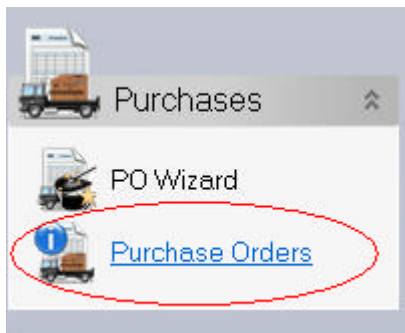
To print a PO, select the PO that you want to print in the list and click on the 'Print' button.

8.5 Editing purchase orders

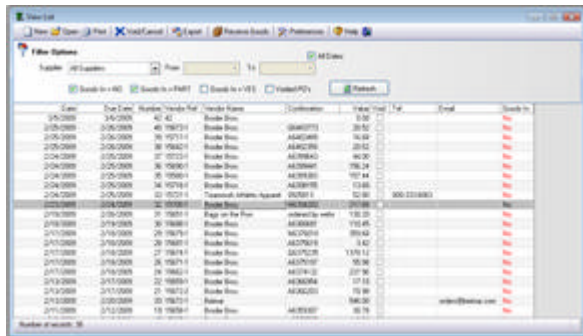
You can edit a PO by opening it from the PO List

Opening an existing PO:

From the explorer bar menu on your left, click on '**Purchase Orders**'



You will see this screen, with a list of outstanding purchase orders.



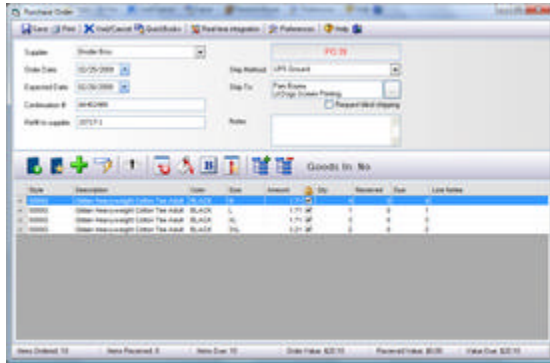
You can use the filter options to find other orders, such as compelted orders, that do not appear in the list

To edit an existing order;

- Click on the order in the list below.
- Click on the 'Open' button on the tool bar at the top of this screen.

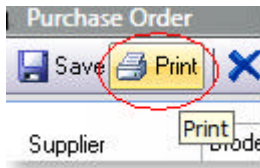
You can also double click on the PO

You will now see the purchase order opened in this screen.



- Select a supplier
- Add the items that you require and
- Click '**Save**'

You can then print a copy of the purchase order directly from this screen.



Editing the PO:

Once you have opened the order you can change the:

- Quantities,
- Amounts
- and delete or add additional items or remark lines.

You can also:

- Move rows to a particular order.
- Substitute items with other items.
- Add temporary items
- Link items to Work Orders
- Buy extra items
- Color rows
- and our the biggest time saver, order the goods directly from your vendor if that vendor is part of our real time integration option.



Any change you make could effect the results of your purchase order wizard e.g. If you have a purchase order for a 100 Tees linked to a **WIP** and you change the quantity to 50 then the PO Wizard will automatically assume that you need to order another 50 shirts again, and will put the remainder back into the PO Wizard.

If the PO Wizard screen is already open you may need to click on the refresh button to see the updated results.

About the line items.

Line items appear in a parent-child relationship. There is very little that you can edit on the parent row. For example, you cannot change the quantity on the parent row as it is merely a summary showing the total quantity of all the child rows. FastManager will automatically update the parent row quantity as you change the child row quantities.

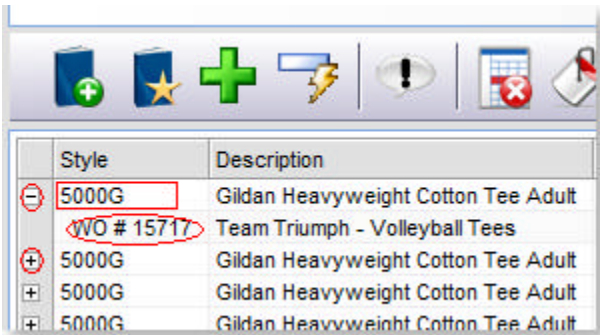
You can only change the amount field on the parent row, as the amount will be the same for all child rows.



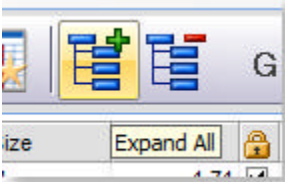
The parent rows gives you a summary of what you are ordering but does not show why you are ordering the items. This is typically the way your vendor would see the order, as they don't care why you are ordering the goods.

You, on the other hand would like to see why you are ordering the items and maybe even pick the items as they arrive using this list.

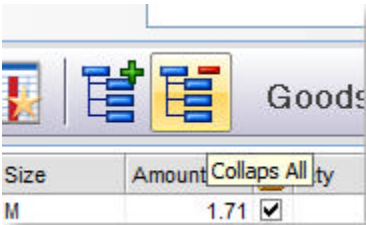
You can expand or collapse the parent rows by clicking on the + icon on the left of the parent row.



To expand all rows, click on the 'Expand' button.



To collapse all rows click on the 'Collapse' button.



Changing Quantities

Changing Quantities.

To the change the quantity ordered of a particular line item, simply overwrite the quantity on the child row. **FastManager will automatically update the quantity on the parent row.**

If the child row is linked to a WO and you are ordering more than the total number of items required for that

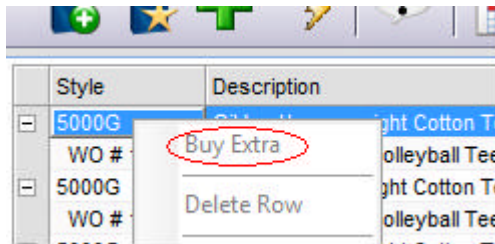
order, then FastManager will assume that you are ordering additional items in the event of rejects or an overrun.

This will post the total quantity ordered against that order, which will increase **the actual cost** of that order e.g. The work order requires that you print 50 White M shirts. You order 52. FastManager will only bill the customer for 50 as per your sales order but will show you that you used 52 shirts on that order.

	Color	Size	Amount		Qty	Re
ult	BLACK	M	1.71	<input checked="" type="checkbox"/>		4
	3/5/2009					4
ult	BLACK	L	1.71	<input checked="" type="checkbox"/>		1
	3/5/2009					1



To purchase extra items **not associated** with a particular child row, simply **right click** on the **parent row** and select '**Buy Extra**'



You can now type in the reason why you want to purchase additional shirts e.g. Sample item for show room. You can also **right click on the child row** to associate it with a WO.

► Changing Amounts

Changing amounts.

Even though we try to have the latest prices from vendors in our software, it is virtually impossible to have them updated all the time. We depend of the vendors to give us up to date pricing and some are better than others.

To change the price, simple overtype the amount on the parent row.



FastManager will automatically check the padlock check box. This means that you entered the amount. If you uncheck the padlock box then FastManager will change the amount back to the one from your database.

Size	Amount		Qty	Re
M	2.00	<input checked="" type="checkbox"/>	1	1
L F M	1.71	<input checked="" type="checkbox"/>		1
A I M	1.71	<input checked="" type="checkbox"/>		1
L	1.71	<input checked="" type="checkbox"/>		1

► Deleting Rows

Deleting items.

If you want to delete a row, simply **right click** on the row that you want to delete and select '**Delete Row**'.

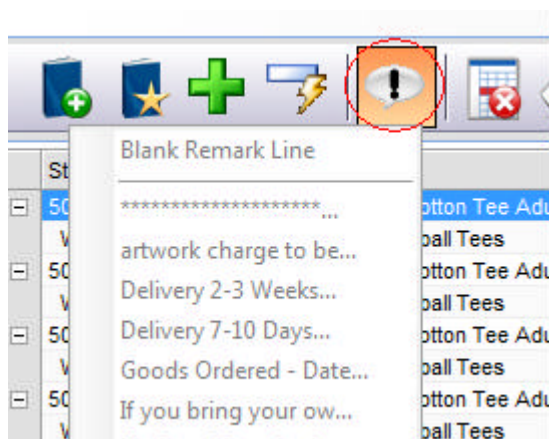


If you **delete** a **parent** row then **all child rows will be deleted**.

▶ Remark Lines

Adding Remark Lines.

You can add remark lines by clicking on the remark button and FastManager will add one of your **canned remark lines (Section 3.14)**.



Remark lines are always added as a 'Parent' row and cannot have any child rows. Remark lines will always be added **below** the currently selected row.

To **delete a remark line**, simply **right click** on the remark line and select '**Delete Row**'

▶ Moving Rows

Moving Rows.

You can move child rows within the boundaries of the parent row. You can also move parent rows to a different position.

To move child rows.

Click and hold down your mouse button on the fixed column on your left.

Then drag the row to the desired position. **This will require a steady hand and some practice.**

To move parent rows.

Click and hold down your mouse button on the fixed column on your left. Then drag the row to the desired position. This will require a steady hand and some practice.



It is recommended that you expand all rows before you attempt to move a parent row. Your attempt will fail if you try and move a parent row within the boundaries of another parent row. You need to move a parent row directly above an existing parent row or directly below the last child row of another parent row.

Click here to see short video file. (<http://www.fastmanager.com/movingrows.html>)

▶ Substituting Items

Substituting Items.

You can build a list of substitutes for a particular item. Then if you need to change the vendor and items, you can simply;

- Select another vendor from the drop down list and
- Substitute the items with items from **their** catalog.



You cannot change the vendor if you already received goods against an order.



Why not just change the vendor? Why do I need to substitute?

Because, not all vendors will recognize a product code from another vendor. In some instances where the description and style is very much alike you may get away with it if you fax the order or calling it in, however if you want to send the order using real time integration you need to supply the vendor with the exact code of their item.



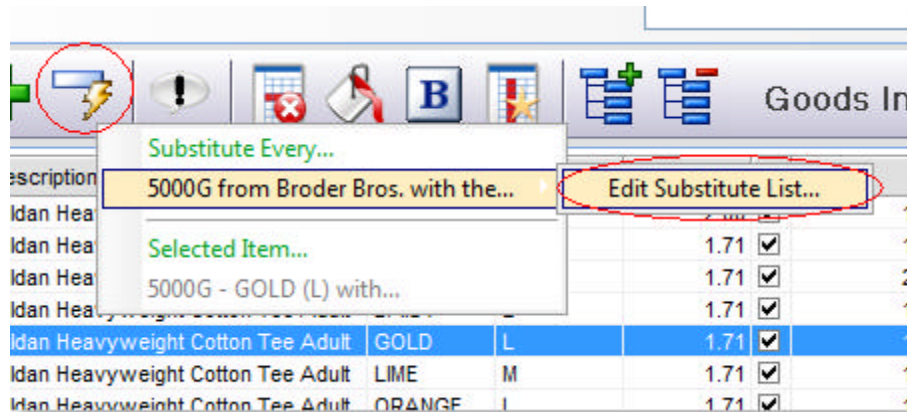
In order to substitute you first need to have substitutes created for this item.

You can create substitutes directly from the PO Screen.

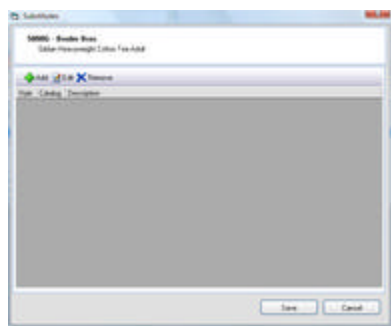
Substituting an item will only substitute in the purchase order and will not update the work order. There is no need to update the work order. FastManager will still tell you if the goods are ordered or not. For example: If you WO calls for a G200, then you can purchase a G2000 without having to change the WO to a G2000. This is essential because in some cases you may have to purchase some G200's and some G2000's to make up the entire quantity. In conclusion, the item in the WO does not have to match the item in the PO. They simply need to be linked to each other in order for FastManager to determine if the items are ordered or received.

To create a list of substitute items:

Click on the 'Substitute' button in the PO. From the popup menu move your cursor over the item that you want to create a substitute for. Then click on 'Edit Substitute List'



You will see this screen

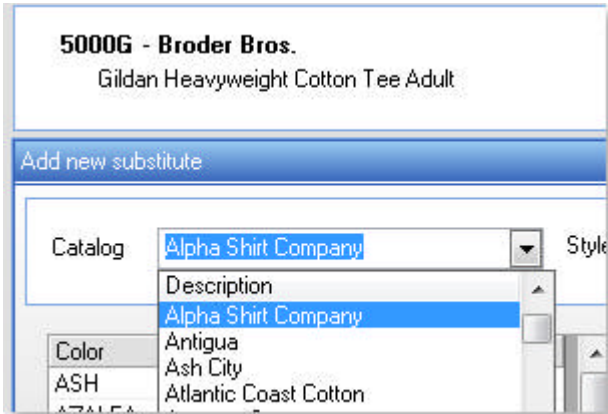


Here you will see a **list of existing** substitutes. You can now **delete** substitutes **or add** new ones.

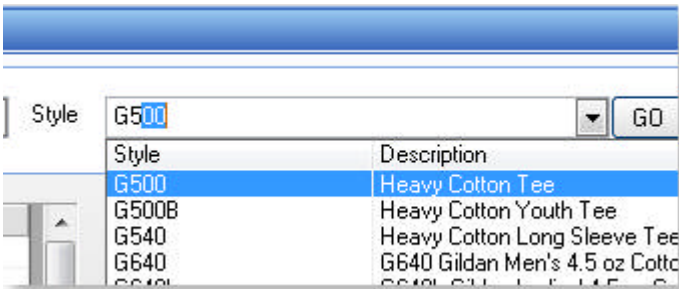
To add a new substitute, click on the 'Add' button.



Select the alternative catalog from the drop down list.

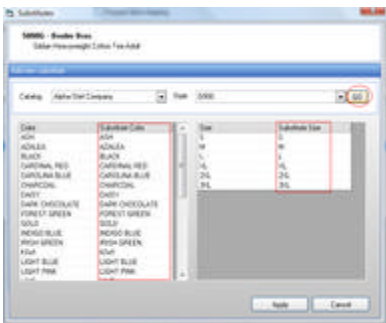


Select the style substitute style from the next drop down list



Click on the 'GO' button.

FastManager will try and match colors and sizes.

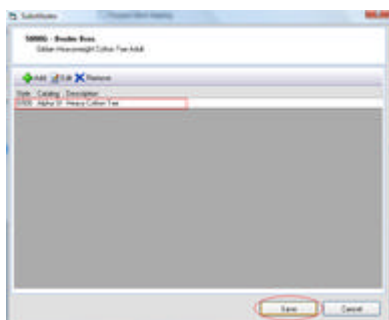


You may need to manually fix the colors and sizes that FastManager could not match. For example, some companies will refer to a color as Cardinal and some as Cardinal red. You may need to match those manually. If a vendor does not stock a particular color or size then simply leave it blank. In such cases you will not be able to buy from that vendor.

When you are done, click on the **'Apply'** button.

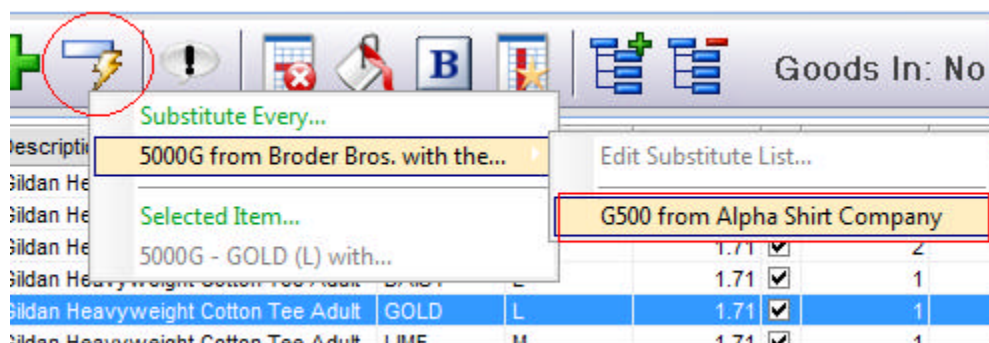


Now click on the **'Save'** button to save the list of substitutes.



Now that you have substitutes for that item, we can substitute the item in your PO with another one.

- Simply click on the substitute button.
- Then move your cursor over the item that you want to substitute.
- Select the appropriate substitute and FastManager will automatically replace all the line items for you with the one new item.



▶ Adding Temporary Items

Adding Temporary Items.

If you want to purchase an item that is not in your database then simply use the temporary item. This will **NOT** create the item in your database but is intended for items that you may order once or twice in your life.

To add a temporary item, click on the 'Add Temporary Item' button on the tool bar.



Complete the relevant fields and click OK.




You can also add more child rows to a temporary item by right clicking on the item, and selecting 'Buy Extra'

▶ Linking items to a WO

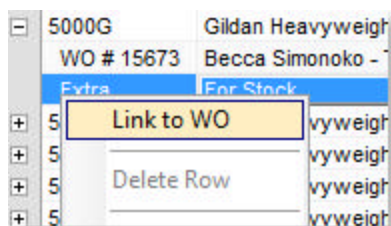
Linking items to a WO.

Child rows can be either linked to a WO, or purchased for some other reason.

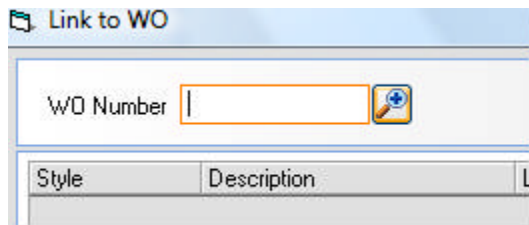
-  If an item is linked to a work order and you are using the stock module, then when receiving the goods, FastManager will **receive the item into stock and immediately issue the stock against that WO line item**.
If the child row is not linked to WO then FastManager will simply increase your stock when receiving the item.

To link a line item to a WO;

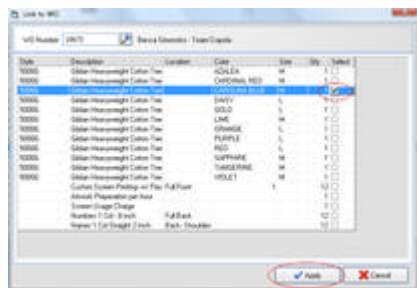
- **Right click** on the **child row** and select '**Link to WO**'



- Click on the search button to find the WO.



- Then, select the row that you want to associate with that order and **click Apply**.



If a line item is **already linked to a WO** then you can also **right click** on the row and detach it from that order.

You will use these options typically if you ordered goods for a WO, which may only be due in a few weeks time. In the mean time you received **another WO that will use the same item and is due shortly**. You may want to use the stock that you purchased for the previous order, and then **create a new PO** to fulfill the old order.

In such a case, you will;

- Right click on the child row, and select 'Detach from WO'
- Right click again and select 'Link to WO' and associate the line item with the new WO.
- Once you save the PO, you will see the PO wizard is now updated and will tell you that you need to order the remainder of the items for the previous order.



If you accidentally detached a line item from a WO, you can simply click on the 'Re-link to WO ###' item on the pop-up menu.

► Buying Extra Items

Buying Extra items.

There are many different reasons why you would want to buy additional items. Depending on your situation you may have to use different methods to buy additional items.

Below are some typical scenarios.

I need to purchase additional shirts for a large job to provide for rejects.

In this case you would simply increase the quantity on the relevant line item. FastManager will not bill your customer for more shirts but will assume that you are using all the shirts ordered to produce the job. That will subsequently **increase your cost of the job**.

I need to purchase additional shirts for stock or as a sample item.

- Right click on the parent row and select 'Buy Extra'.
- Enter the reason for the purchase in the description field e.g. 'For Stock'

I need to purchase an additional item for another order.

- Right click on the parent row and select 'Buy Extra'
- Right click on the '**New Child Row**' and select '**Link To WO**'.
- Use the search button to find the order.
- Select which line item you are purchasing for..
- Click Apply

I need to purchase a different item from this vendor.

Click on the add items from catalog icon to add other items not already in the PO.

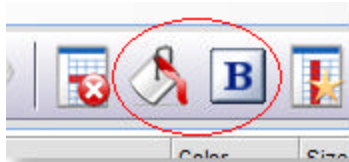


► Coloring Rows

Coloring and Bolding rows.

Changing the line color or bolding the font allows you to put emphasis on certain lines that are important for you. You most likely will only bold or color remark lines, however you can apply these changes to any row.

- Simply select the row that you want to change.
- Then click on the Bold, or Row Color icon on the tool bar.



💡 You can also right click on a line item to format the text.

► Changing Suppliers.

Changing Suppliers.

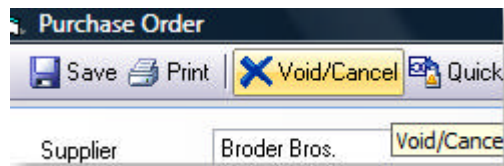
You can simply change the supplier on a PO by selecting another supplier from the drop down list.

📌 FastManager will not allow you to select a supplier if you already received goods on that PO.

▶ Voiding the PO.

Voiding the PO.

If you want to cancel the entire PO, Click on the **Void/Cancel** button.



The changes will only take effect once you click on the 'Save' button.

Voiding vs. Canceling.

You cannot void a PO if you received goods against the PO. You can however, cancel the PO.

Canceling the PO will simply adjust the quantities ordered to that of the quantities already received. That will in turn change the **order status** to '**Received**'.

▶ Printing the PO.

Printing the PO.

If you upgraded from an earlier revision to this revision, it is highly recommended that you import the latest PO forms.

There are 2 different layouts that you can print.

- PO With Amounts - This layout is typically what you would send to your vendor
- PO Without Amounts - This layout is typically what you would send to your receiving department.

When printing the layout **without** amounts a detailed breakdown of the order will show **by default**. You can select to only show the consolidated quantities by **un-checking the 'Print Detail' check box at the top of the screen**.

By default this checkbox is unchecked when printing the PO with amounts.

▶ Order date vs. Expected Date.

Order date vs. Expected Date.

The order date represents the date you placed the order with your vendor. The expected date is the date you expect to receive the **final shipment** from your vendor. If the **expected date exceeds the ship date** on a linked WO then **that WO** will show that some items are on **backorder**.

▶ Confirmation Number.

Confirmation Number.

This represents the confirmation number that you receive from your vendor.


FastManager will automatically complete that field if you use real time integration.

▶ Vendor reference.

Vendor reference.

The vendor reference is what will print on your PO, **as the PO number**.

Even though FastManager keeps an internal PO number, some customers prefer to use a different PO numbering system e.g. the WO Number.


 By default if there is no vendor reference then FastManager will use the PO number as the vendor reference.

When **ordering by WO number (Section 8.3)**, in other words there is only a single work order linked to this PO then you can select that FastManager use the WO number as the vendor reference when creating the purchase order via the PO Wizard. You can change this setting from the **preferences button on the PO Wizard**.

► Ship method.

Ship method.

The ship method will print on the PO. You can select an item from the list or enter any text you want.

 This ship method is obsolete when using real time integration. You will be asked to select a **supported** ship method while using the real time integration wizard.

► Ship to Address.

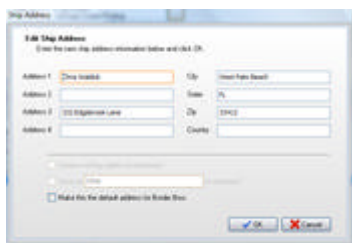
Ship to Address.


FastManager now support multiple ship addresses.


You can select, edit and add ship addresses from the PO screen.

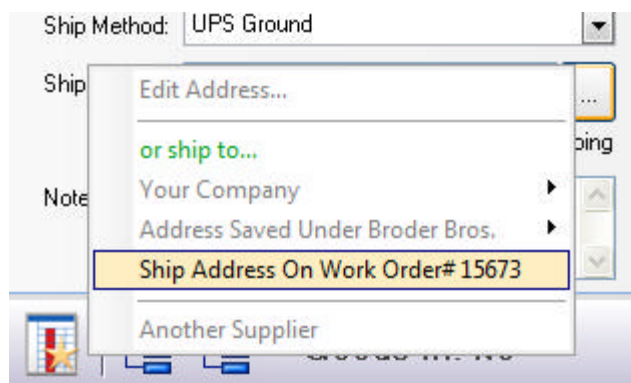
You can also change the default ship address of a vendor from this screen.

Simply click the Ship button and follow the on screen instructions.



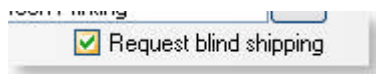
 In order for this ship address to print on your PO you may need to **import the latest set of forms (Section 3.6)**.

 If there is only 1 WO associated with this PO, then FastManager will give you the option to use the WO ship address, in other words you can drop ship the order directly to your customer.



► Request Blind Shipping

Requesting Blind Shipping.



If this check box is checked then FastManager will request in red next to the ship address that you want to

blind ship the order to your customer.



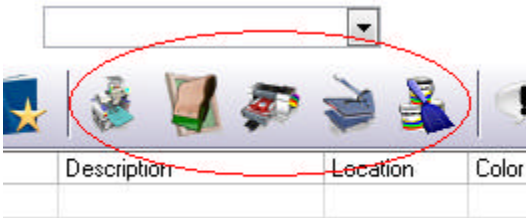
Blind shipping means that your vendor will not display his information on the packing slip or insert any other documentation in the shipment that could reveal who they are. They will then ship the parcel directly to your customer.

Purchasing Embellishment items.

Purchasing Embellishment items, **in other words when you sub contracting screen printing, embroidery or any other service to another vendor.**

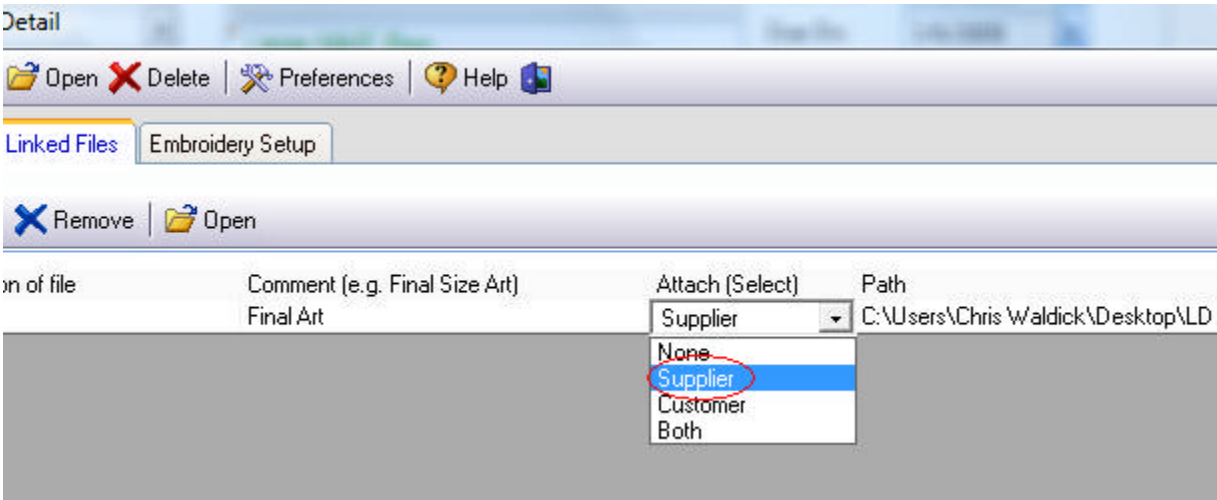
FastManager will **generate unique item codes** when ordering embellishment items.

Embellishment items are line items that originated from one of the **embellishment icons in the sales screen.**



FastManager will also **print a separate page** for every embellishment line, showing the design detail information and instructions of that order.

FastManager will also attached any linked files that were flagged to be attached the supplier PO, from the **design screen (Section 6.4)**, when E-Mailing the PO.



Real time integration


FastManager’s biggest time saver is our purchase order wizard. It saves you from going through all your work orders to determine what you need to purchase. Then it creates the purchase order for you.


You then need to send the order to your vendor. Normally you would do this by;

- Calling in the order,
- Faxing or emailing the order,
- or placing the order on your vendor’s web site.

If you are purchasing from one of the vendors supporting real time integration then you can send the order to them electronically.

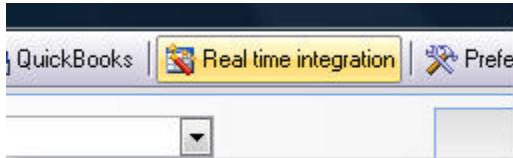
As of this writing, real time integration is available for Alpha, Broder and NES.

 **If the last time you imported the catalogs from alpha, Broder or NES was prior to revision 26, then you will need to re-import the Alpha, Broder and NES catalogs for the integration to work.**


 It is important that all items in your PO are from same catalog as the vendor you are sending the PO to. If not, please use the **substitute button** to substitute all items with items of this vendor.

Below are step by step instructions however it is recommended that you **watch the online video** (http://www.fastmanager.com/video_stream.asp?vname=abn&vheight=500&vwidth=600&vdesc=Real%20Time%20Integration) to see how the integration is done.

Click on the real time integration button.




Ensure that your account number, web account user name and password are correct. You can click on the **'Save for next time'** button so you don't have to enter it again.

 Saving your username and password will only apply to this computer and will not be available to other computers on your network.

Click on the **'Start Wizard'** button.

FastManager will connect to your vendor's network and check for stock availability.

FastManager will show you the returned results.

 Please note that this result merely shows the stock on hand by warehouse and does not indicate from which warehouse the items will be sent. Alpha, Broder and NES will always try and ship from the same a single warehouse. If you see any errors or if they do not have any items in stock you would need to cancel out of this screen, and remove the items from you PO. This will update your purchase order wizard and you can then order those items later or from another vendor.

If all items are in stock, then click on the next button.


Here you can complete the rest of your information.

At this point in time you should also select your required ship option that the vendor supports.

Click next

If everything is the way you want it, click on the **'Send Order'** button.

FastManager will send the order to your vendor.

 Your vendor may take a few seconds to process the order. It may seem like your computer is freezing but it is not. Depending on the size of your order, it may take up to 2 minutes to process the order.

FastManager will show you a confirmation screen.

FastManager will automatically update your PO with the new amounts and confirmation number.


8.6 Creating New Purchase Orders

You can create a new purchase order by using **FastManager's purchase order wizard (Section 8.1)**, which will give you a summary of which items you need to order, or you can simply create a purchase order manually, like you would in other accounting type applications such as QuickBooks.

If you need order goods for a specific work order it is recommended that you use the PO Wizard, as it would

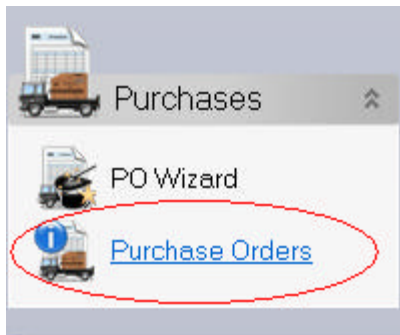
automatically link the items, you order to that work order. If you manually created the order you would need to right click on each line item in order to link it to a work order.

It is recommended that you only create new PO's without the wizard if you need to order arbitrary items e.g. 100 blank white tees for stock.

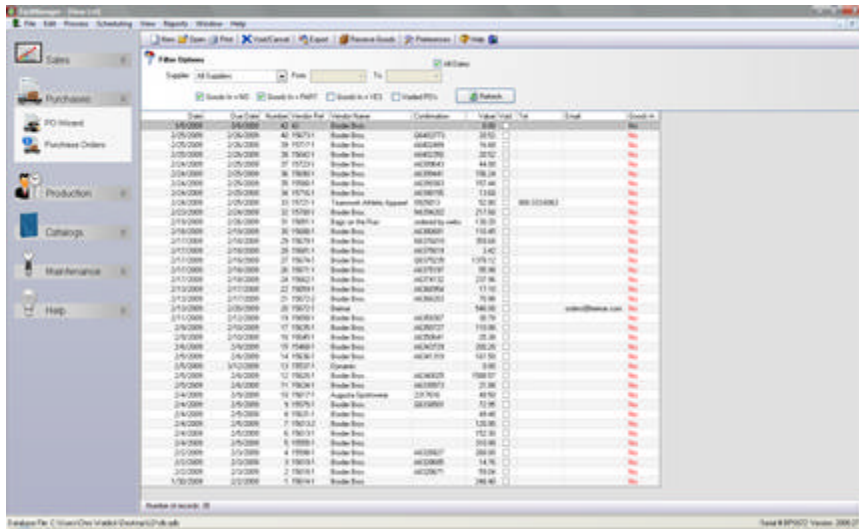
 To learn more about creating new PO's using the wizard, please **read our topic on the Purchase order wizard (Section 8.1)**. The remainder of this topic will deal with creating purchase orders manually.

To create a manual purchase order you first need to open the purchase order screen.

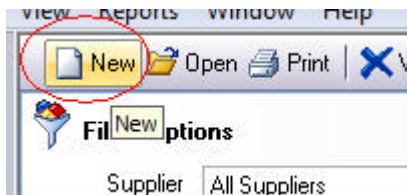
From the explorer bar menu on your left, click on 'Purchase Orders'



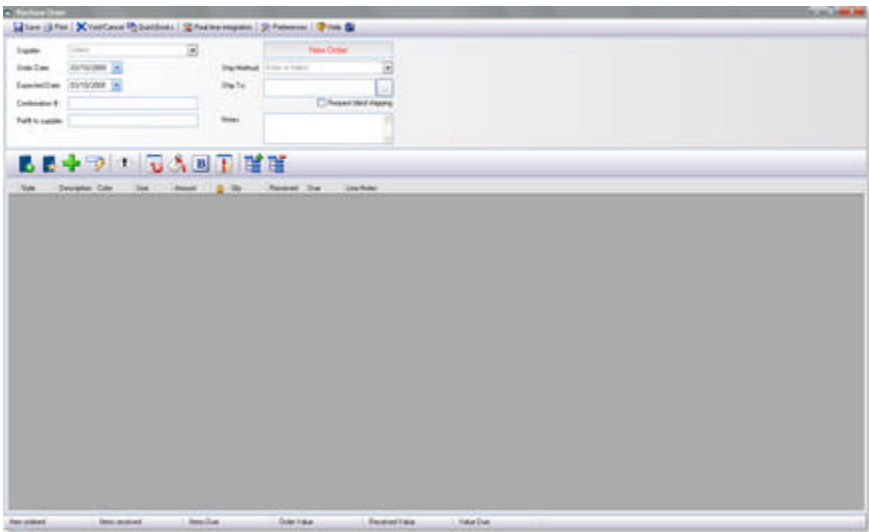
You will see this screen, with a list of outstanding purchase orders.



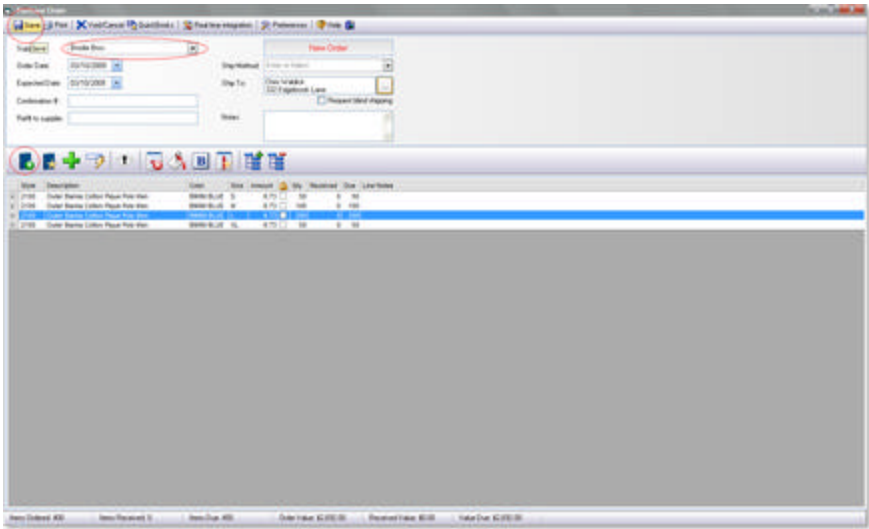
To create a new purchase order click on the **'New'** button on the tool bar at the top of this screen.



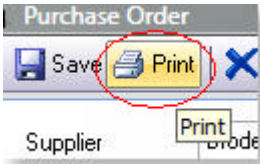
You will now see a blank purchase order screen.



Select a supplier, add the items that you require and click '**Save**'



You can then print a copy of the purchase order directly from this screen.



For more information on how to add, edit and remove items, please read our topic called '**Editing Purchase Orders**' (**Section 8.5**) since all the functions are exactly the same.

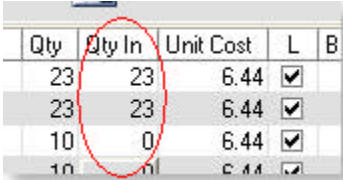
8.7 Receiving goods

Receiving goods is different for PO's created prior to revision 26.

► **Receiving goods on purchase orders created prior to revision 26**

To receive goods that you ordered from a distributor you need to **open the purchase order from the PO list. (Section 8.4)**

You can now simply update the 'Qty In' column.



Qty	Qty In	Unit Cost	L	B
23	23	6.44	✓	
23	23	6.44	✓	
10	0	6.44	✓	
10	0	6.44	✓	

You can also decide which order you want to allocate the received quantities to if you only received part of the order.

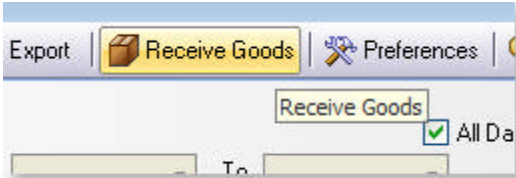
Click on the 'Save' button

FastManager will update the received status of the PO which will also affect the 'Goods In' column in your **job board (Section 7.1)**.

To receive customer supplied goods you need to click on the **'Receive customer goods' icon from the Job Board (Section 7.3)**.

Any PO's created since revision 26 must be checked in via our new receiving module.

From the PO list screen, click on the **'Receive Goods'** button.



Select **'Receive Goods'**, from the pop-up menu.



Enter the packing slip number that you received with the shipment.

Receive Goods

Save | Print | Void | Receive All | Tree | Preferences | Help

Supplier: Broder Bros.

Packing Slip #:

Date Received: 03/24/2009

Notes:

NEW RECEIPT

PO # 42

Vendor Ref: 42

Conf #

Enter the quantities that you received under the **'Check In'** column.

Ordered	Received	Still Due	Check In	Lin
25	0	25	25	Cc
250	0	250	250	Cc
250	0	250	250	Cc
200	0	200	200	Cc
200	0	200	200	Cc
150	0	150	150	Cc
100	0	100	100	Cc
50	0	50	50	Cc
10	0	10	10	Cc

You can also click on the **'Receive All'** button to check in all items.

Click on the **'Save'** button.

Receive Goods

Save | Print | Void

Save

Supplier: Broder Bros.

Packing Slip #: PACK 1234

FastManager will issue a new receipt number.

Receipt# 1

PO # 42

Vendor Ref: 42

Conf #

It is recommended that you write this number on the packing slip.

If you made a mistake you can simply change the quantities now under the **'Adjust Column'**.

Adjusted	Still Due	This Receipt	Adjust	Line M
25	0	25	20	Cost v
250	0	250	250	Cost v

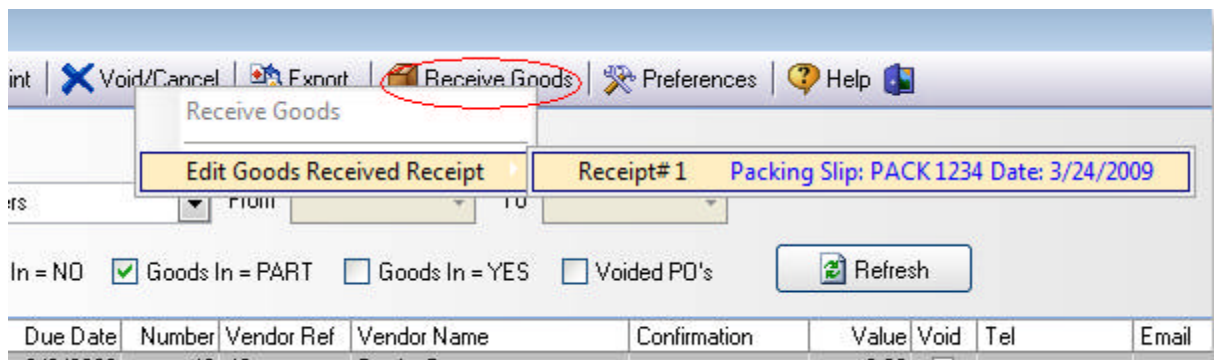
 **All other columns are for information purposes only.**

If you now click on the **refresh button in the PO list screen** you will see that updated received status of the PO.

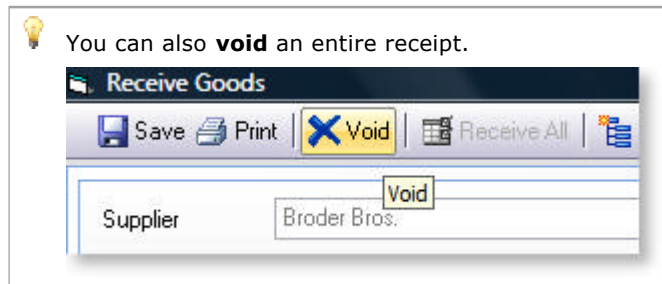
You can at any time **edit a goods received receipt**.

To do that;

- Find the PO in the PO list screen.
- Click on the **'Receive Goods'** button.




- If you have previous receipts you will see an additional option in the pop-up menu.
- Select the receipt that you want to edit. FastManager will open that receipt.
- You can adjust the quantities from in the 'Adjust Column' and
- Click **save**.



 Receiving goods will also update the **'goods in' status** of any linked work orders.

If you have the stock module activated then FastManager will check in the goods and immediately issue the goods if a row is linked to a WO. If the row is not linked to a WO then FastManager will simply check the items into stock.

 FastManager does not track stock on temporary items.

8.8 Purchase order wizard - Previous



You can check the master line and order all the items for that style or you can simply mark some of the Work Order in the event that you don't want to order goods for some work orders.



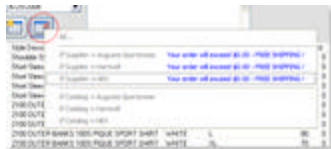
Order All Six



Only order four items

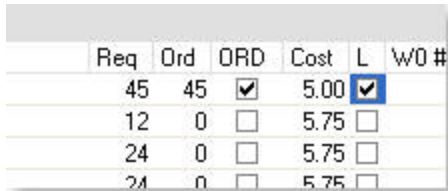
If you are in a hurry then you can simply click on the 'Select' button and tell FastManager to select all the items from a particular vendor.

If you setup the min order amount to get free shipping in the supplier maintenance screen, then you will see if your order qualifies for free shipping. If not you may want to hold off for a day or two until you get in more orders.

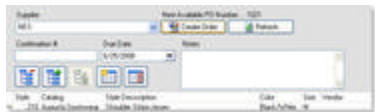


You can also override the cost prices in the event that the distributor might have a special or have announced a price increase that we are not aware of.

FastManager obtains the latest cost that you have in your database. If you decide to override the cost then you will see the 'L' column checked which means the price is locked and will not be obtained from your database.



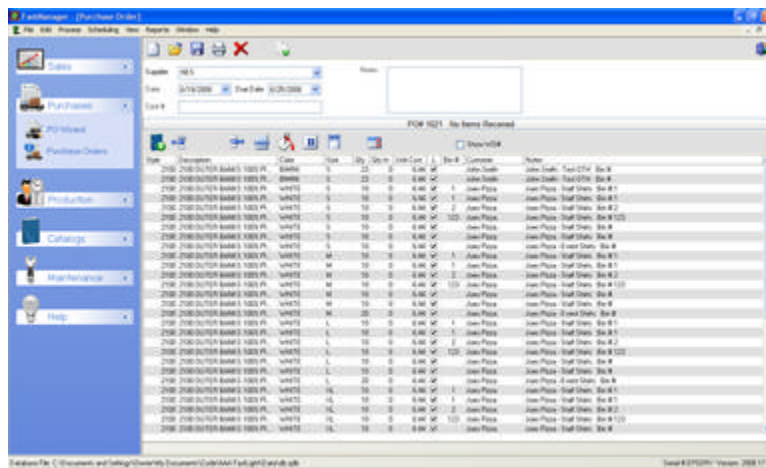
Select the appropriate vendor from the drop down list and click on the 'Create Order' button.



If you call in to your vendor prior to creating the order to confirm stock availability you can also enter their confirmation number and notes.

You can also select the due date of the PO. This will be the date that you expect the last shipment to arrive at your door.

A new screen that contains the actual purchase order will load.



You can add additional items for sample stock or add remark lines if you wish.

To add a sample item click on the 'Add Items' button.

Select the item you want to add and click on the 'Add' button



You can also enter a comment such as 'Sample shirts for Sales Rep: Jenny', under the notes column

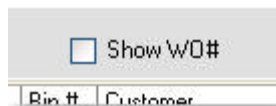
To add a remark line simply click on the 'Add Row' button and type your remark or comment under the description column.



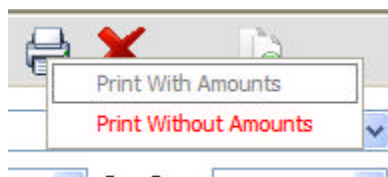
To delete an item click on the 'Delete Row' button. This may add the item back to your PO wizard. FastManager will see that the item still needs to be purchased.



If you don't make use of bin number you can select to view the WO numbers.



You can now print a copy of your PO to send to your vendor. You can select to print your PO with or without amounts as well as show which work orders they are for or simply show the consolidated quantities.



It is recommended the your print the PO with amounts and only show the consolidated quantities for your vendor. Then print the PO without amounts and show all work order detail for your receiving department. This way your vendor will only see a summary and your receiving clerk can check in the goods and split them into different bin numbers as they come in. The bin number will also print on the PO.

Sample of Purchase order to Vendor.

Style	Description	Color	Size	Qty	Unit Cost	Line Total
2100	2100 OUTER BANKS 100% PIQUE SPORT SHIRT	BLACK	S	40	6.44	257.60
2100	2100 OUTER BANKS 100% PIQUE SPORT SHIRT	WHITE	S	75	6.44	483.00
2100	2100 OUTER BANKS 100% PIQUE SPORT SHIRT	WHITE	M	80	6.44	515.20
2100	2100 OUTER BANKS 100% PIQUE SPORT SHIRT	WHITE	L	80	6.44	515.20
2100	2100 OUTER BANKS 100% PIQUE SPORT SHIRT	WHITE	XL	75	6.44	483.00
02000	02000 GILDAN 100% ULTRA COTTON TEE	ASH	S	9	2.00	18.00
02000	02000 GILDAN 100% ULTRA COTTON TEE	ASH	M	50	1.97	98.50
02000	02000 GILDAN 100% ULTRA COTTON TEE	ASH	XL	30	2.00	60.00

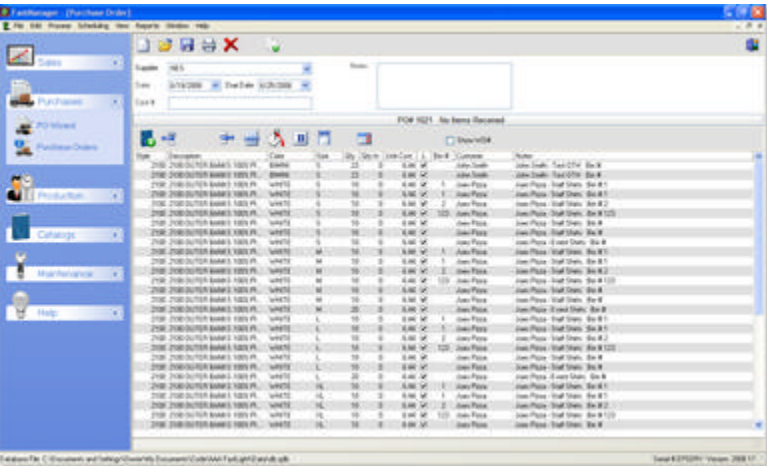
Sample of purchase order for receiving.

Style	Description	Color	Size	Qty	CHK
2100	2100 OUTER BANKS 100% PIQUE SPORT SHIRT BIO # 10100 - John Smith - Top Off BIO # 10101 - John Smith - Top Off	BLACK	S	40	20
2100	2100 OUTER BANKS 100% PIQUE SPORT SHIRT Bio #1 100 # 10110 - John Price - Staff Shirts Bio #1 100 # 10120 - John Price - Staff Shirts Bio #2 100 # 10121 - John Price - Staff Shirts Bio #123 100 # 10123 - John Price - Staff Shirts BIO # 10120 - John Price - Staff Shirts BIO # 10120 - John Price - Staff Shirts BIO # 10120 - John Price - Staff Shirts BIO # 10120 - John Price - Staff Shirts	WHITE	S	75	10
2100	2100 OUTER BANKS 100% PIQUE SPORT SHIRT Bio #1 100 # 10110 - John Price - Staff Shirts Bio #1 100 # 10120 - John Price - Staff Shirts Bio #2 100 # 10121 - John Price - Staff Shirts Bio #123 100 # 10123 - John Price - Staff Shirts BIO # 10120 - John Price - Staff Shirts BIO # 10120 - John Price - Staff Shirts BIO # 10120 - John Price - Staff Shirts BIO # 10120 - John Price - Staff Shirts	WHITE	M	80	10

8.9 Editing purchase orders - prior to revision 26

You can edit a PO by **opening it from the PO list (Section 8.4)**.

Once you have opened the order you can change quantities, amounts and delete or add additional items or remark lines.



You can also update your confirmation number as well as any notes or due dates.

You can even switch vendors if you like.

You can add additional items for sample stock or add remark lines if you wish.

To add a sample item click on the **'Add Items'** button.

Select the item you want to add and click on the **'Add'** button



You can also enter a comment such as **'Sample shirts for Sales Rep: Jenny'**, under the notes column



To add a remark line simply click on the 'Add Row' button and type your remark or comment under the description column.

To delete an item click on the 'Delete Row' button. This may add the item back to your PO wizard. FastManager will see that the item still needs to be purchased.



Once you have made the required changes simply click on the **'Save'** button.



NOTE: If you reduce the quantity of an item linked to a work order then FastManager will reconcile the number of items required and most likely add it back into the PO Wizard. This is very handy if the vendor could only supply you part of the quantity and you need to order the remainder from another distributor. The same applied if you delete a row of an line item linked to a work order.

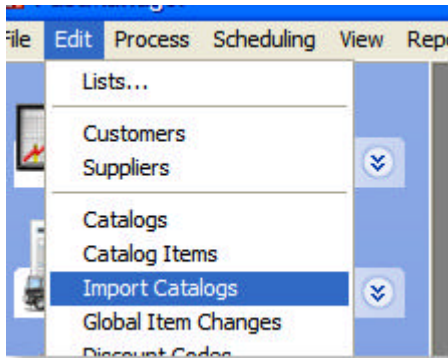
9 Catalogs

9.1 Importing catalogs

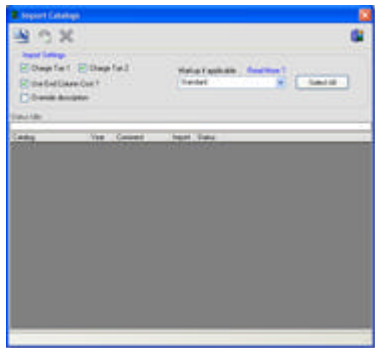
FastManager boasts the largest collection of vendor catalogs in the industry.

FastManager does not ship with these catalogs by default. Instead you need to import them.

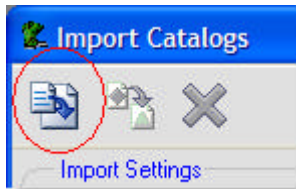
From the 'Edit' menu select 'Import Catalogs'



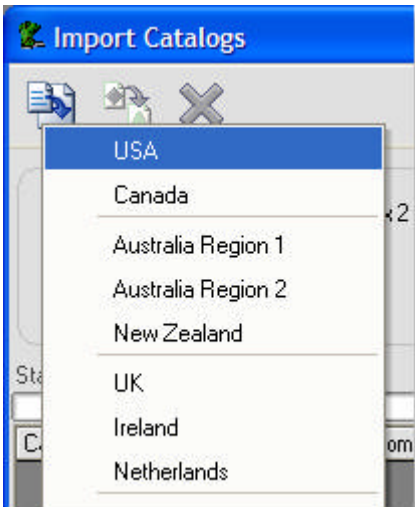
You will see this screen.



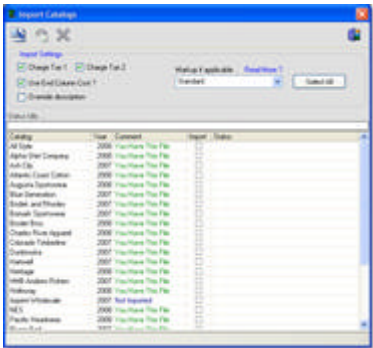
Click on the 'Get List' button.



Select your country from the pop-up menu.



FastManager will download a list of available catalogs.

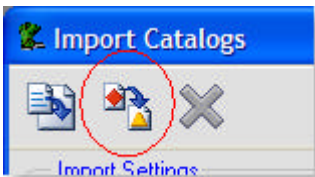


FastManager will also indicate if you already imported the catalog or if there is a newer version of the catalog online.

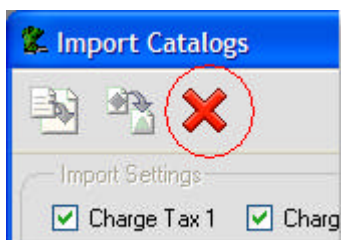
Check which catalogs you want to import.

Catalog	Year	Comment	Import	Status
All Style	2008	You Have This File	<input checked="" type="checkbox"/>	
Alpha Shirt Company	2008	You Have This File	<input checked="" type="checkbox"/>	
Ash City	2007	You Have This File	<input checked="" type="checkbox"/>	
Atlantic Coast Cotton	2008	You Have This File	<input type="checkbox"/>	
Augusta Sportsman	2000	You Have This File	<input type="checkbox"/>	

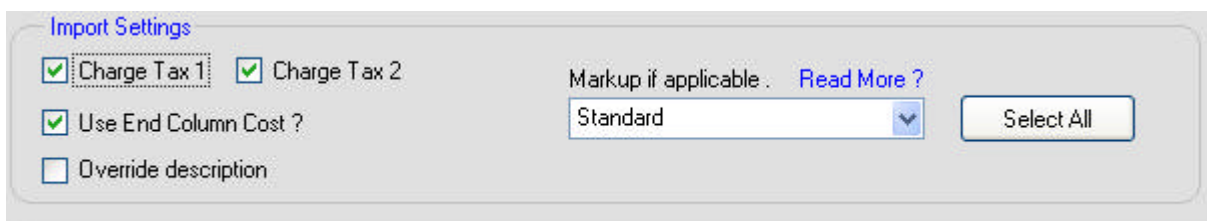
Click on the 'Import' button to continue.



You can cancel at any time by clicking on the 'Cancel' button.



FastManager will use the import settings to update the master file when importing a catalog.



If you are updating an existing catalog, then FastManager will only use the import settings on new style numbers that are not in your database.



TIP: Only import those catalogs from vendors that you buy from. The more items codes you import the longer it will take for FastManager to find a price. This might only be milliseconds however they all add up and on a network you want to keep your data as lean as possible.

9.2 Managing catalogs

FastManager is a catalog based system.

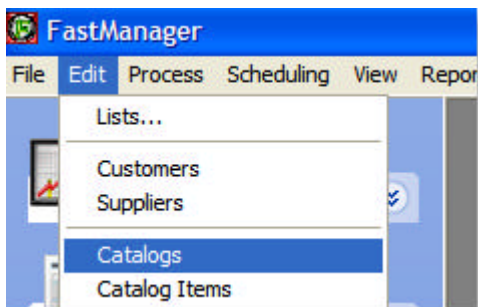
This is what makes FastManager very industry specific. You can have duplicate style numbers as long as they are linked to different catalogs.

You can create your own catalogs or **import catalogs from our web site (Section 9.1)**.

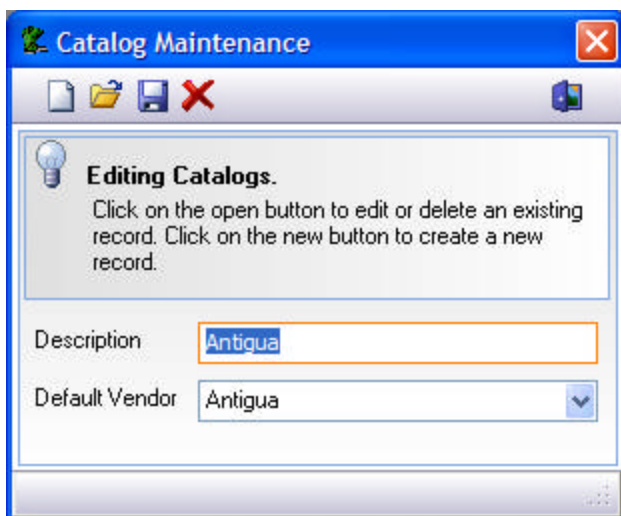
You can also delete catalogs that you no longer want to use.

To add your own or delete existing catalog you need to open the 'Catalogs maintenance' screen.

From the 'Edit' menu, select 'Catalogs'.



You will see this screen.



To **create** a new catalog click on the '**New**' button.


- Enter the catalog description
- Enter or select the default vendor associated with the catalog.
- [Selecting a vendor is optional.](#)
- Click on the '**save**' button.


To **edit** an existing catalog first **open** the catalog by clicking on the '**Open**' button

- Select the catalog that you want to edit from the drop down list.
- Make your required changes and click '**Save**'

To **delete** an existing catalog, first **open** the catalog that you want to delete, by clicking on the '**Open**' button

- Select the catalog from the list
- Click on the delete button.

 The entire catalog including all its items will be deleted. This may take a minute or two.

 FastManager will not generate any errors if you open existing order which contains deleted items. It will just be unable to get the latest price from the database and tell color the line items in green indicating that the item is no longer in your catalogs database.

9.3 Creating your own catalog items

FastManager allows you to create your own catalog items.

You are not limited to entering a 'garment' type item with colors and sizes. You can also enter generic items such as shipping etc.

- To enter a new item click on the '**New**' button.
- To **edit** an existing item, open the item first by clicking on the '**Open**' button
- To **delete** an existing item, open the item first by clicking on the '**Open**' button and then click '**Delete**' to remove.
- Click the '**Save**' button to commit your changes.

The catalog item maintenance screen is divided in into several sections.

► General information

Enter the item style number or item code.

Code	<input type="text"/>	Creating a new item
------	----------------------	---------------------

Then select a catalog from the drop down list.

Catalog	<input type="text"/>	Page	<input type="text"/>
Description	Description		
Type	All Style		
Salesgroup	Alpha Shirt Company		
Vendor	Antigua		
	Ash City		
	Atlantic Coast Cotton		
	Augusta Sportswear		
	Badger		



If the style in that catalog exists, then FastManager will fill in the the rest of the item and you will be ready to edit that item.
If the style does not exist in that catalog then FastManager will assume tha you are entering a new style.



TIP: You can also enter a new catalog name instead of selecting one from the drop down list.
FastManager will create the catalog on the fly when saving the new item.

Enter the catalog page number (Optional). It makes it easier to search on if your customer has a copy of the catalog.

Page	<input type="text"/>
------	----------------------

Enter the style description for example: "1234 - 50z special Tee"

Description	<input type="text"/>
-------------	----------------------

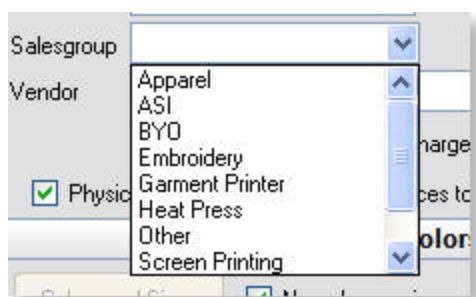
Select the item type from the drop down list.


Type	<input type="text"/>
Salesgroup	Apparel
Vendor	ASI
	Other



This item type determines how FastManager handles the item in the sales screen. You cannot edit the list.

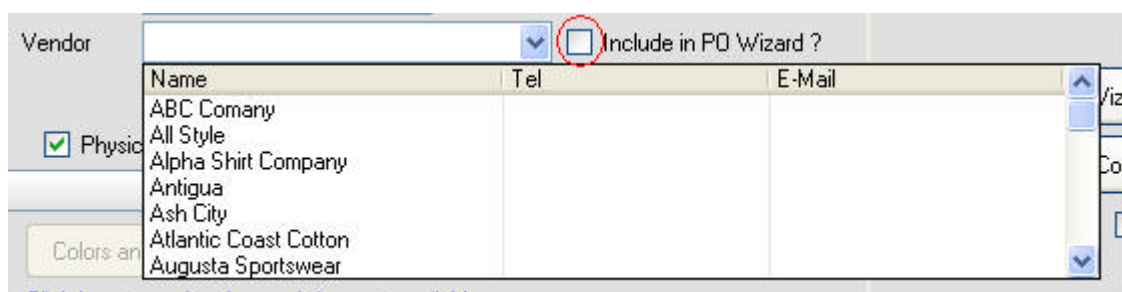
Select the sales group you want to associate with this item.



 FastManager uses the sales group as the default sales group when entering orders. You can always change the sales group on the fly for that particular order you are entering.

The sales group will determine how FastManager will export the item to QuickBooks and also effect your mix of business report.

If you need to purchase the item, select the appropriate vendor from the drop down list and check the 'Include in PO Wizard' check box.



Select if this item is taxable or not.

☐ Charge Tax 1 ☐ Charge Tax 2

Tell FastManager if this is a physical or service item. Service items can amortize into physical items.

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

► Colors and Sizes

You can add an unlimited number of color and size combinations in FastManager. You can also choose not to have any colors and sizes.

Add or edit colors and sizes

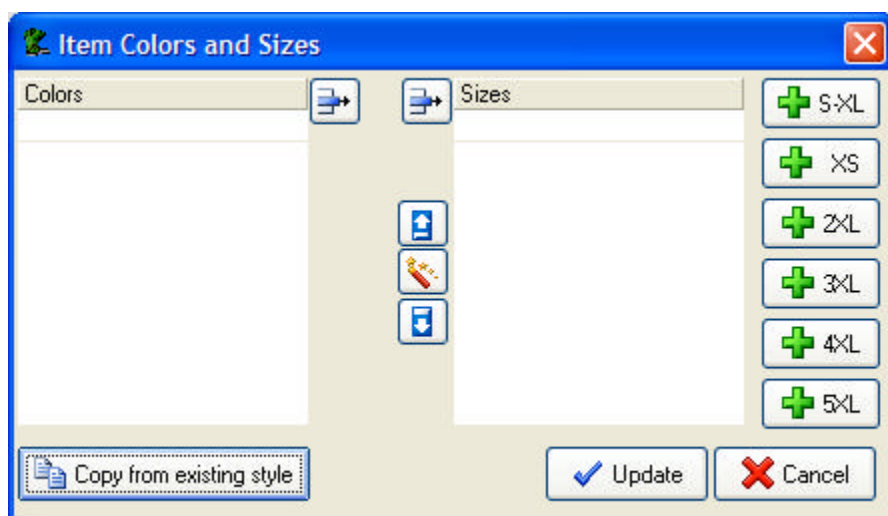
Colors and Sizes
☒ No colors or sizes

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

To add multiple colors and sizes, Uncheck the '**No Colors and sizes**' check box.

Click on the '**Colors and Size**' button.

You will see this screen.



From here you can add and remove colors and sizes.

To **add colors** simply start typing the new color description in the bottom row under the colors column.

FastManager will add another blank line from where you can enter the next color.

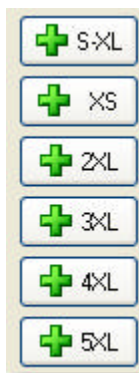
To **delete a color**, click on the color that you want to delete and click on the '**Delete Row**' button.

To **add sizes** simply start typing the new size description in the bottom row under the sizes column.

FastManager will add another blank line from where you can enter the next size.

To **delete a size**, click on the size that you want to delete and click on the '**Delete Row**' button.

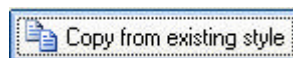
You can also use some of the '**Quick Add**' buttons to add popular sizes in a few clicks.



HOT TIP !

Some styles just have so many colors, it could take a while to enter them. Some of these styles all belong to a manufacturer who has other styles that has exactly the same colors and sizes as the one you are capturing.

For this reason we have added a '**Copy from existing style**' button.



You can then **select an existing style** that has the same colors and sizes.

FastManager will automatically load those colors and sizes to the screen in order to avoid repetitive typing.

The preview grid has no other purpose.

Remember to click the **'Save'** button to commit your changes.



Because you are entering so much information to capture a single style, it may take a few second for FastManager to update the items in your database.

9.4 Copying items from other catalogs

Sometimes you need to create a style in a new catalog which is exactly the same as a style you already have in another catalog.



For Example: You have a club that you sell a range a specific items to with a different price or markup structure. You can the create a catalog called **'The Soccer Club'** and then grab items from other catalogs make of **duplicate copy** of it in your special club catalog.

You can then assign that item its own markup table which will make the prices different.

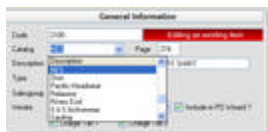
To do that:

You would need to open up the **'Catalog Item Maintenance' (Section 9.3)** screen.

Then open the style that you want to copy, by clicking on the **'Open'** button.

FastManager will load the entire item as if you are going to edit it.

Then simply change the select the new catalog, you want to copy it to, from the catalog drop down list.



TIP: If the catalog does not exist you can simply enter the new catalog name and FastManager will create it on the fly when saving the item.

As soon as you change the catalog you will see the red marker changing from **'Editing Existing Item'**

Editing an existing item

to **'Creating a new item'**



You can now make any other changes you want such as **selecting another markup table (Section 3.12)**.



You can even change the style number if you like.

Click **'Save'** to create the new item

You have now made a copy of that style into a new catalog.

9.5 Pricing catalog items

When entering your own catalog items, you need to tell FastManager what your cost and selling (retail) prices are for each one of the line items.

As of this writing, FastManager has a limit of 8 different cost and retail prices.

FastManager has three different methods of pricing catalog items.

- The **most basic** way is to simply enter you own cost and selling prices.
- Our recommended way is that you only enter your cost prices and have FastManager calculate the selling price based on a **markup table (Section 3.12)** that you link to that style.

If you choose to use this method then FastManager will calculate the selling price as follows..

First FastManager will try and find the cost based on the **qty in your markup table (Section 3.12)**. If you have the **'Use Last Cost'** check box checked then FastManager will simply use the **'Cost 8'**.

FastManager will then **lookup the markup percentage (Section 3.12)** based on the qty.

Once FastManager has determined the Item Cost and Markup Percentage it will use the following formula:

$$\text{ItemCost} + ((\text{ItemCost} \times \text{Markup}) / \text{ItemCost}) - \text{Rounded to 2 Decimal places}$$

The above method is recommended, because if you ever need to increase your selling prices you can simply **adjust the markup table (Section 3.12)** which will then effect the selling price. FastManager will calculate the retail price **at the time of entering the order** or even update existing order prices if the line items, in the sales screen, **are not locked. (Section 5.26)**

- You can also select to enter only the selling prices and have FastManager calculate the costs based on an **industry discount code (Section 3.13)**. This is very typical for ASI products in the USA.

As of Version 2009.10, you can apply a different markup table to an item based on the customer type. Simply click on the 'Advanced Markup' button and select a different markup for each customer type. E.g. you may want to charge schools less than large companies.



TIP: You can use different methods for different styles, however, no matter which method you prefer FastManager has some great tools to make it much faster when entering prices.

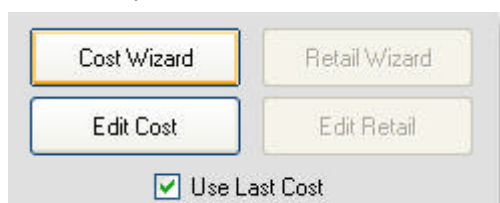
How to use the cost or retail wizards to update multiple items with the same amounts.

Using the cost or retail wizards.

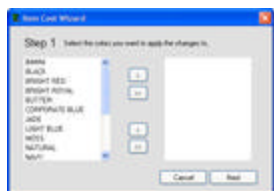


Both wizards operate in exactly the same manner one will simply update the costs and the other one will update the retail prices.


Click on any of the Wizard buttons




You will see this screen.



You now need to select all the colors that will share the same cost or selling price.

Click on the colors in the left hand column and click on the 'Send to right'  button.

You can also click on the 'send all'  button to send all the colors instead of sending them one by one.

If you made a mistake you can use the 'Send Back'  or 'Send All Back'  buttons to send the colors back to the list on your left.

Click **next**.

Now in the same manner send the sizes, that will share the same cost or selling price to the list on your right.

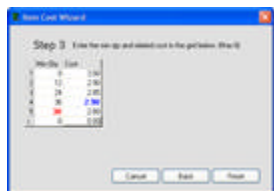
Click next.

Now enter the first cost or selling price. The first qty must always be zero.

FastManager will automatically add another row from where you can enter the next price break.

Enter the next price break qty

Then enter the price and so on.



FastManager will color each column is the qty or price breaks don't make sense.

Click **finish** to commit.

9.6 Making changes to multiple catalog items

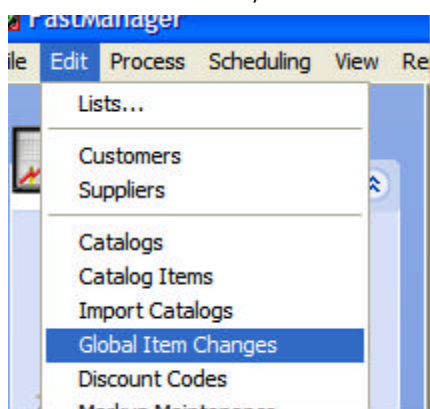
You can make changes to any catalog item from the '**Catalog item maintenance**' (**Section 9.3**) screen.

Sometime you may want to update multiple items with the same settings. This could take hours of time if you had to open every individual item to make the changes.

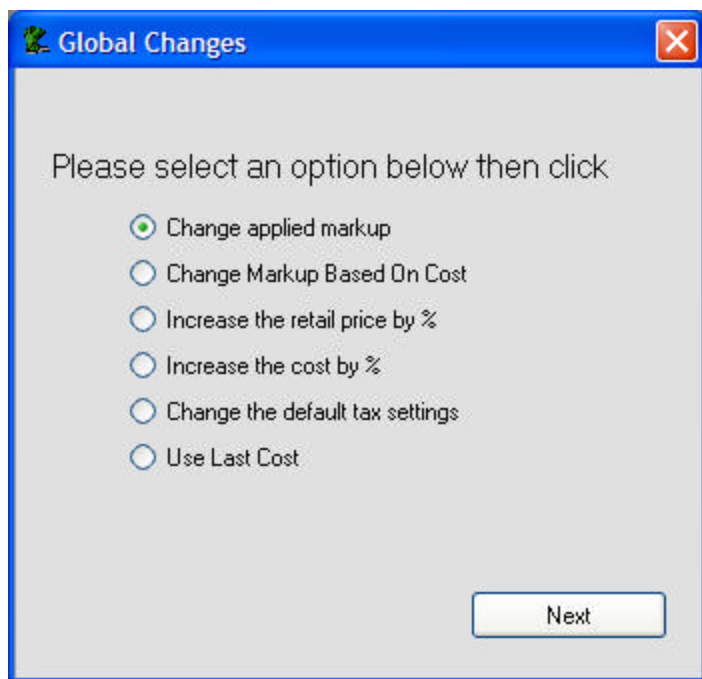
FastManager as a '**Global Item Changes**' wizard.

You can use the wizard to apply changes to multiple items at a time.

From the '**Edit**' menu, select '**Global Item Changes**'



You will see this screen.



First select one of these options.

Change applied markup

This option will allow you to apply a selected markup table to multiple items

Change markup based on cost

The option will allow you to apply different markup tables to multiple items based on the average cost of that item.

Increase retail price by %

This option will allow you to increase your retail prices by a percentage. This option will **not** work on items where the retail price is calculated based on the cost and a markup table.

Increase cost price by %

This option will allow you to increase your cost prices by a percentage. This option will **not** work on items where the cost price is calculated based on the a retail price and an industry discount code.

Change the default tax settings

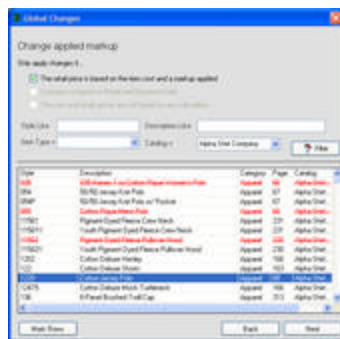
This option will allow you to change the default tax settings of catalog items.

User Last Cost

This option will allow you to turn the 'Use Last Cost' flag on or off for multiple items

Click **'Next'**

You will now need to select a list of items that you want to apply the changes to by using some filter options.



For example: You can select to only update items from a certain catalog.

Once you have generated the list you may want to exclude some items.

You can do that by selecting the item and click on the **'Mark Row'** button to exclude the item from being updated.

Mark Rows



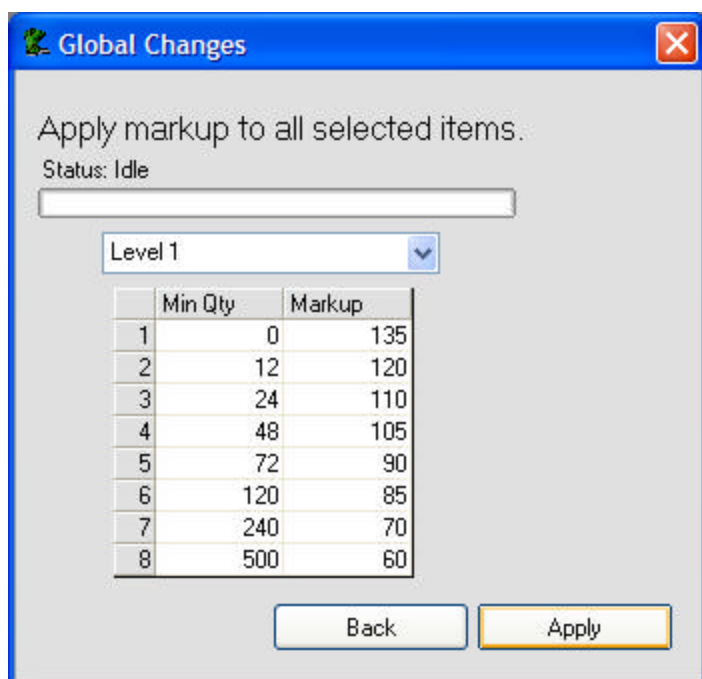
You can also select multiple items at once by holding down your **CTRL** key.

Once you have the list as accurate as you want it you can click **'Next'**

Every screen here will look and behave differently **depending on the initial option that you selected.**

► **Changing the applied markup**

Simply select the new **markup (Section 3.12)** that you want to apply and click the **'Apply'** button



► **Changing the applied markup based on the items average cost.**

This one is a little more complex.

FastManager will try and calculate the average cost of each catalog item and then based on the average cost select an appropriate markup table to link to it.

In this table we need to enter the min cost that the item has to be in order to be linked to a specified markup table.

As of version 2009.10 you can change the default applied markup on an item as well as the markups based on a customer type.

You can also save the table as a text file for the next time you want to use this wizard.

Global Changes

Apply new markup
Apply a new markup to items based on the lowest cost of the item.

Min Cost	Markup
0	

Applies To: Default Markup

☐ Use item default

Save Table

Load Table

Back Apply

The first cost must always be zero. Under the markup column select the markup table you would want to apply to items that cost zero dollars.

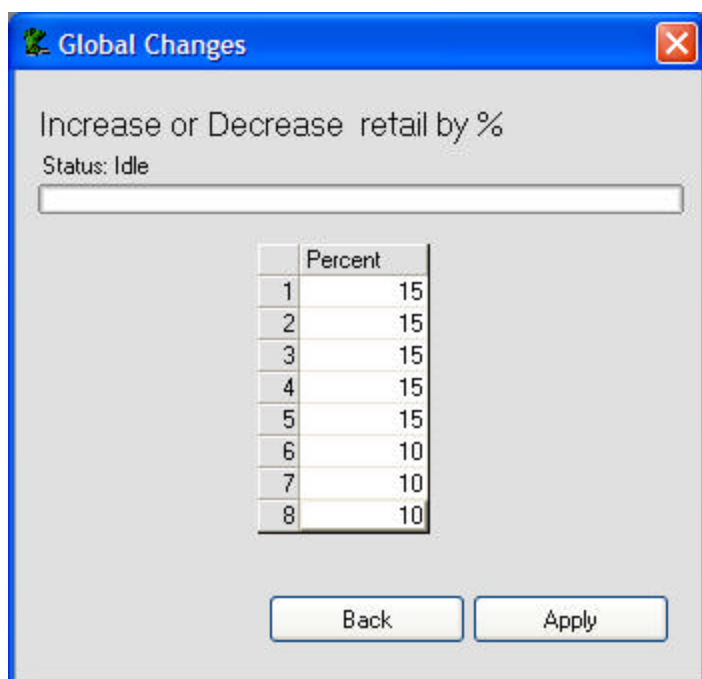
FastManager will automatically add a new row where you can enter the next price break. Enter a high amount, for example: 5.00. Now select the markup table that you want to apply to items that cost \$5 or higher.

Now select the next price break and so on.

Click '**Apply**' when you are done.

► **Increase the retail price by %**

This option will only allow you to select items where the retail prices are not calculated based on a markup.



Simply enter the percentage, that you want to increase the retail price by.

You can increase each price group with a different percentage. FastManager has a max of 8 price groups.



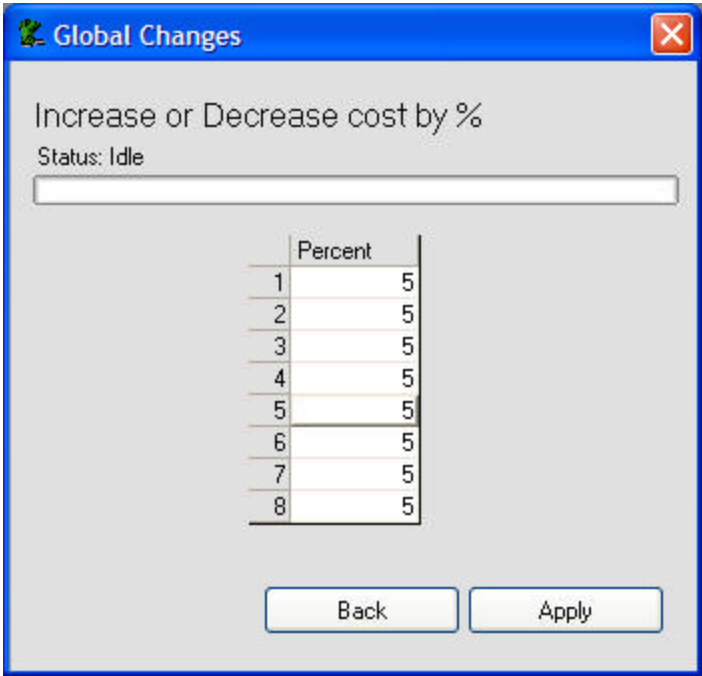
TIP: To decrease your selling price enter a negative percentage

Then click '**Apply**'

► **Increase the cost by %**

This option will only allow you to select items where the cost prices are not calculated based on a discount code.

Simply enter the percentage, that you want to increase the cost by.



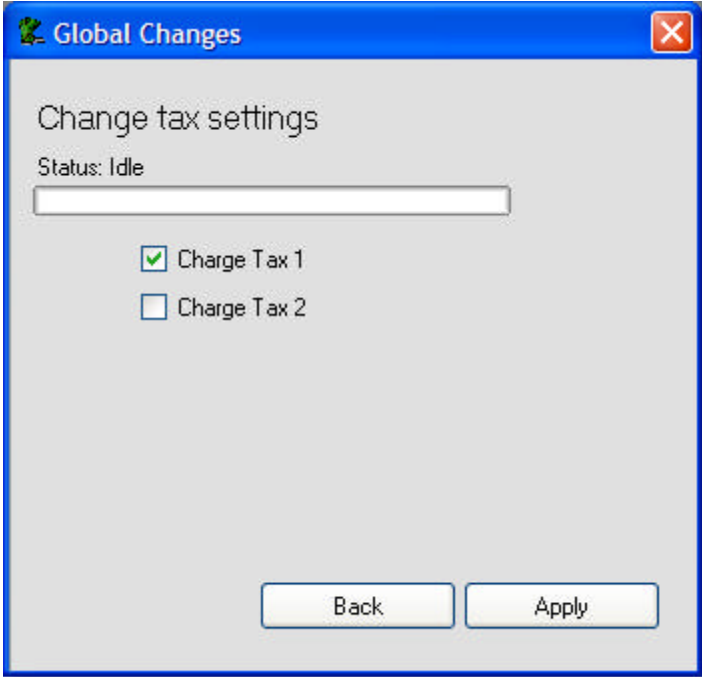
You can increase each cost price group with a different percentage. FastManager has a max of 8 price groups.

TIP: To decrease your cost enter a negative percentage

Then click '**Apply**'

► **Changing the item's default tax settings**

Select if the items you want to apply the new settings to are taxable or not.

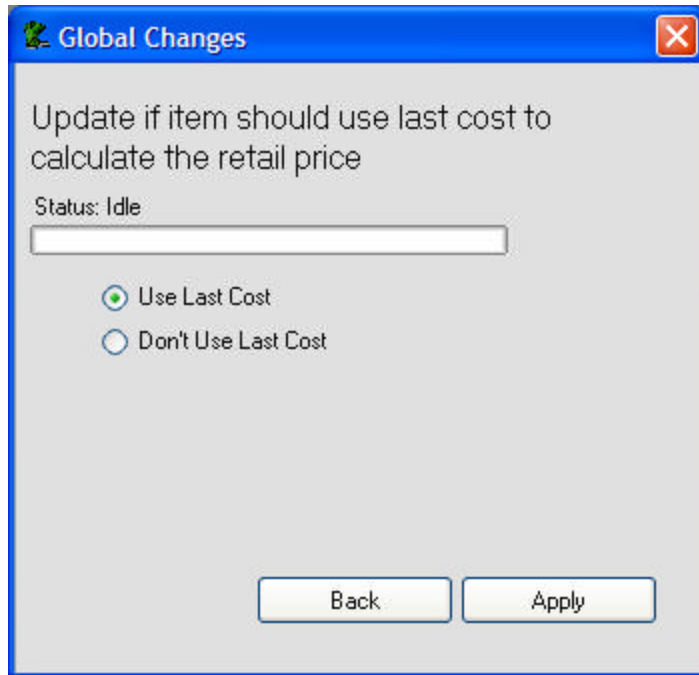


You can set both Tax 1 and Tax 2 if your state or county has 2 taxes.

Click '**Apply**' when done

► **Flag items to 'use last cost'**

Simply select if you want to turn the 'Use Last Cost' flag on or off for the list of selected items.



Click '**Apply**'

10 Accounts Receivable

10.1 Customer payment screen

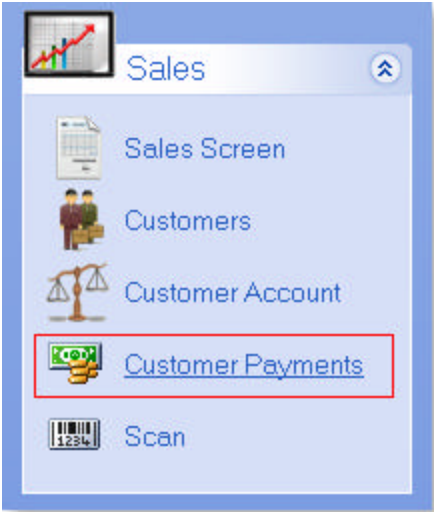
As you continue through the sales order process you can process customer payments directly from the **sales screen (Section 5.37)**.

In some cases you may want to receive one large payment that you can split over mutule work orders or invoices.

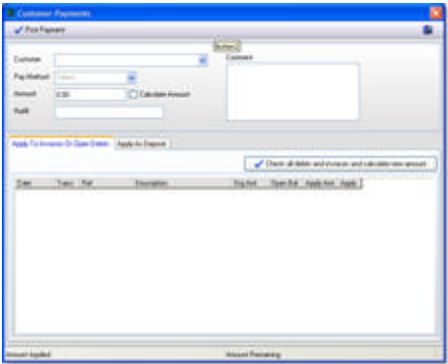
You can do that through the sales screen (Section 5.37) however it could take a while as you need to open each and every invoice or WIP and select '**Apply open credit**' from the payments button.

FastManager's customer payment screen makes this task a breeze.

From the explorer bar on your left select '**Customer Payments**' under the sales group.

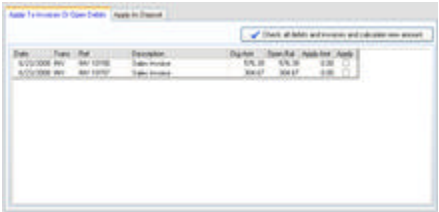


You will see this screen.



First select the customer from the drop down list.

Once you '**Tab**' out of the '**select customer**' field you will see a list of his open invoices in the grid below.



You can also see an entire list of his '**WIP**' by clicking on the '**Apply as deposit**' tab.

[illegible]

You can select to only WIP that has a **'Deposit Still Due'** amount.

Apply To Invoices Or Open Debits [Apply As Deposit](#)

☒ Show WIP with no deposit due

Date	WO #	Description	WO Amt
1/20/2008	10104	Delivery Shirts	284.



If you uncheck this box then FastManager **will show all WIP if the total value of the order is higher than the amount already reserved against it. In other words, all WIP that is not paid in Full.**

This way you can take deposits in excess of the **required** deposit amount which may only be a percentage of the total order value.

You have 2 options on this screen. You can enter the payment amount and then select which invoices you want to apply it to

Amount ☐ Calculate Amount



TIP: If you enter the payment amount yourself and simply want to apply it to certain invoices or WIP then, keep your eye on the **bottom status bar of the screen**, while you are checking off the invoices you want to pay.

[illegible]

The status bar will indicate how much of the amount **you have entered** has been applied, and how much you have left to apply.

or, you can check the orders you want to pay and have FastManager calculate the payment amount for you.


Amount ☒ Calculate Amount



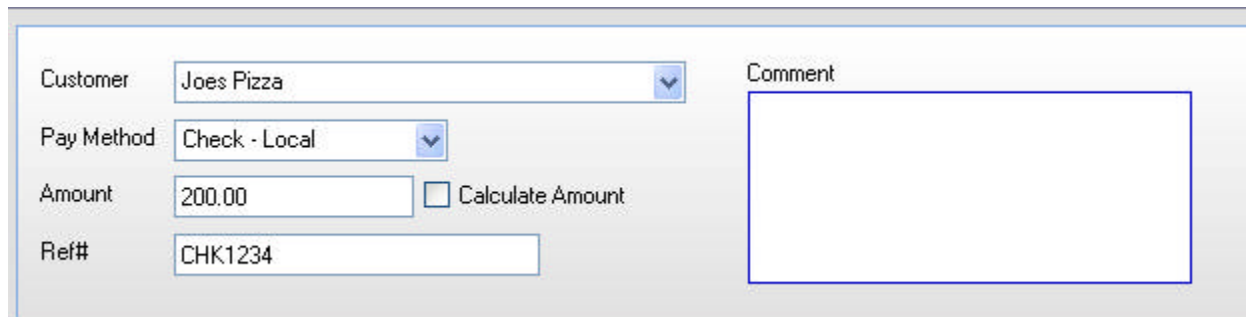
The later option is very convenient if your customer has not made out the check yet and is waiting for a final amount from you.

You don't have to select invoices only.

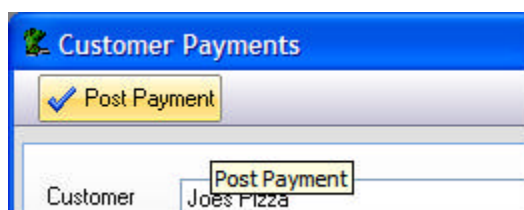
You can also include WIP amounts and FastManager will **reserve part of that payment** amount **against the work order**.

 **Another great feature that makes FastManager very powerfull as you can have a single payment that you can use to pay multiple invoices and use some of that money as a deposit against existing WIP.**

You can also enter a reference and some comments about the payment.



Click on the **'Process Payment'** button to process your payment




TIP: FastManager will assume that you want to pay the total outstanding amount on an invoice or debit, when you check any of the check boxes to indicate which invoices you are paying.

☒ Check all debits and invoices and calc

Org Amt	Open Bal	Apply Amt	Apply
576.39	576.39	576.39	<input checked="" type="checkbox"/>
304.67	304.67	0.00	<input type="checkbox"/>

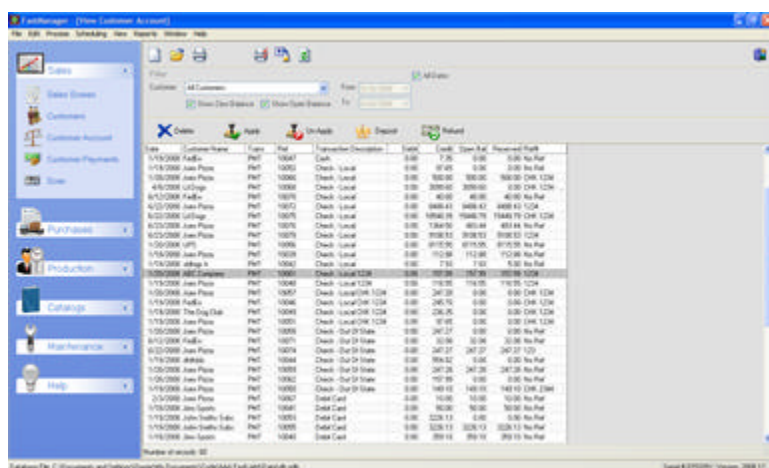
You can select to only pay **part** of the **due amount** by entering another amount under the **'Apply Amt'** column. **The same applies to the WIP under the 'Apply as deposit' tab.**

☒ Check all debits and invoices and calc

mt	Open Bal	Apply Amt	Apply
576.39	576.39	250.00	<input checked="" type="checkbox"/>
304.67	304.67	0.00	<input type="checkbox"/>

10.2 Customer account screen

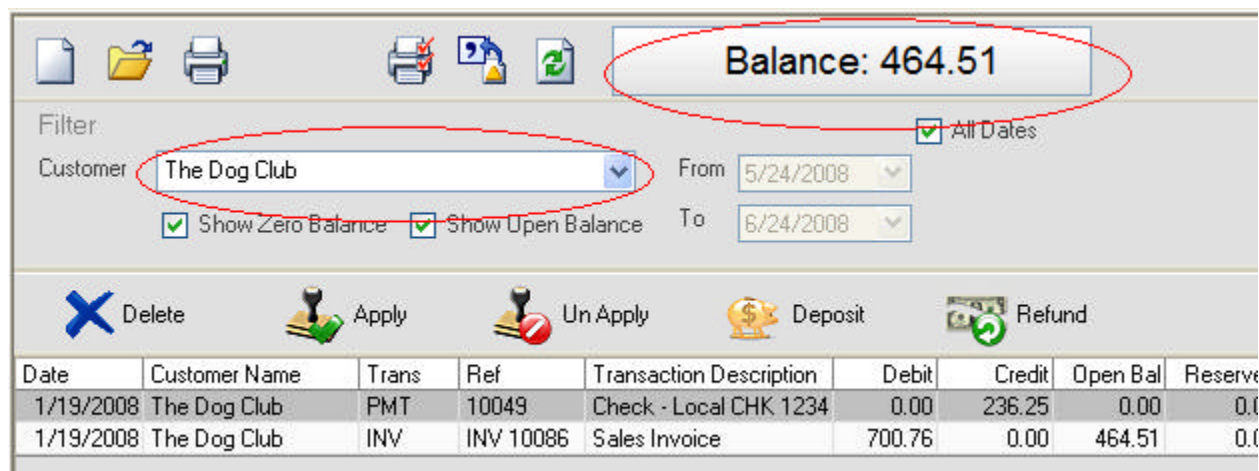
FastManager's customer account screen will show you an entire list of every entry into the customer's register.



You can select to view only entries for a particular customer.

The customer register is what ultimately determines your customer's balance.

You will see a customer's final balance if you select a customer from the drop down list.



So if you don't agree with your customer's balance then all you have to do is look at the register to see how FastManager got to the balance amount.

The customer register has debit and credit transactions.

An amount in the debit column will increase your customer's balance

An amount in the credit column will decrease your customer's balance

So it is fairly simply. We add up all the debits and add up all the credits. Subtract the total debit amount from the total credit amount which will then equal your customer's balance.

The account screen will show all **open (Section 10.4)** transactions by **default**.

If you want to view all transactions ensure that the '**Show Open Balance**' and the '**Show Zero Balance**' check boxes are checked.

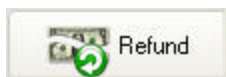
To see only **zero balance (Section 10.4)** transactions uncheck the '**Show Open Balance**' check box and only keep the '**Show Zero Balance**' check box checked.

You can also select to filter on a date range.

From this screen you can initiate several actions.

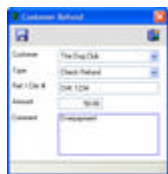
- First you can **Apply** and **Un apply** transactions from this screen (Section 10.4)

- You can also **remove the hold on funds which are reserved for WIP (Deposits) (Section 10.4)**
- You can also process a customer refund from here




Simply click on the 'Refund' button

You will see this screen



1. Select the customer from the drop down list
2. Select the refund type
3. Enter a reference number
4. Enter the refund amount
5. Enter a comment about the refund if required.
6. Click **'Save'** to process the refund.

 NOTE: FastManager does not send refunds to QuickBooks at this point in time. If you process a refund in FastManager, you would need to enter it into QuickBooks manually in order to keep your AR in sync

- You can also **'Delete'** or **'Void'** certain transactions here.
- You can also edit some basic payment info from here.

Simply **double** click on the payment and you will see this screen

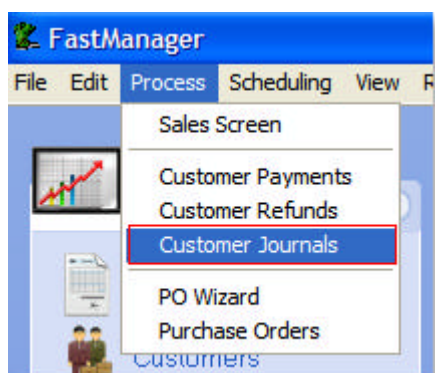


From here you can change the reference, comment and flag if the payment was sent to QuickBooks or not
Click **update** to commit any of your changes

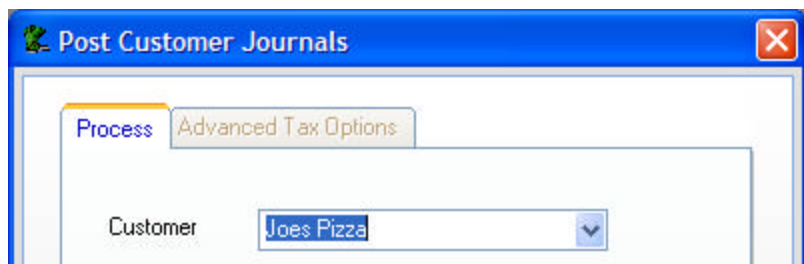
10.3 Processing Customer Journals

Every now and then you may want to change your customer's balance without processing an invoice or customer payment. You can do that by processing a customer journal.

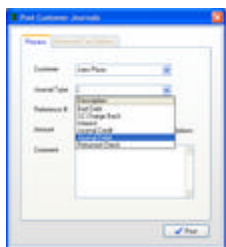
- From the **'Process'** menu select **'Customer Journals'**



- Select the customer who's balance you want to change from the drop down list.



- Then select the journal type the you want to process.



 Your customer's balance will increase or decrease depending on the journal type that you select. You can customize the list of journal types. **Click here (Section 3.18)** for more information.

- Enter a reference number e.g. if it is a returned check you can enter the check number that has been returned.

Journal Type: Returned Check


Reference #: CHK 1234

- Enter the amount that you want your customer's balance to increase or decrease by.

Reference #: CHK 1234

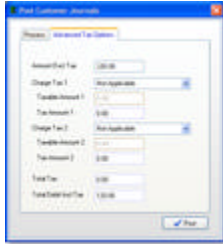
Amount: 120.00 ☐ Advanced Tax Options

Comment:

 The amount you enter will simply increase or decrease your customer's balance with that amount. If you need to reverse or pay tax on the amount you need to click on the 'Advanced Tax Options' check box which will give you more options on the amount. See below for more information.

More information on 'Advanced Tax Options'

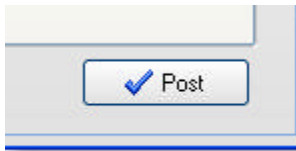
If you check the 'AdVanced Tax Options' then FastManager will automatically disable the 'Amount' text box and set focus to the next 'Tab' from where you can enter a more advanced way of processing the customer journal which will also have an impact on your tax reporting.




- You can enter a short comment for future reference

Comment

- Click on the '**Post**' button to commit the transaction to your customer's register.



You should now see that you customer's balance has increased or decreased with the amount that you entered.

 You most likely have to apply the journal entry to another transaction. **Click here (Section 10.4)** for more information on how to apply debits to credits

10.4 Matching payments to invoices and work orders

You may also want to manage which credit was used to pay which debit.

For example: if you have an invoice (Debit) for \$200 you may want to keep record of the fact the 2 \$100 payments (Credits) where used to pay for the \$200 invoice (Debit). We call that applying debits to credits.

Applying a debit to a credit does not effect your customer's end balance but simply matches up the debit to the credit so you can see how much is owed on the specific debit.

If you apply a credit to a debit the amount of two different values then there will be a remainder amount. That is called the open balance or available amount.

For example: If you have an invoice for \$200 and you apply a payment to if of \$100 then the payment has not open or available amount as you use the entire \$100 to pay off part of the invoice. The invoice however will have an open balance of \$100 which still needs to be paid.



TIP: If the total value of a debit or credit has not been applied to another transaction then that debit or credit will have an open balance. You can filter the **customer account screen (Section 10.2)** to see only transactions that have an open balance. You will quickly see which transactions you can cross match to another.

You can also un apply transactions from another. You will do that if you made a mistake. You can do it at any time as applying and un applying transactions do not effect the customer's end balance but simply the balance of that transaction. You are merely marrying up the debits to the credits.

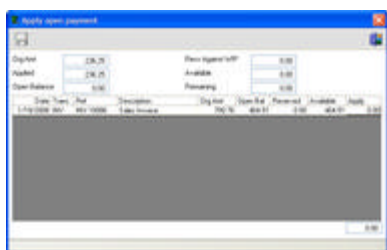
You can apply and un apply payments from the **customer account screen (Section 10.2)**.

If you want to apply a debit to a credit. Select either one of the transactions

Click on the '**Apply**' button



You will see a list of all open transactions that you can apply it to.



Enter the amount that you want to apply next to each transaction and click '**Save**'



TIP: FastManager displays the available and remaining amount at the top right corner. The remaining amount will change as change the amounts that you apply.

To **un apply** a transaction, click on the '**Un Apply**' button.



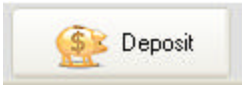
You will see a list of all the transactions the selected transaction was applied to. You will also see how much of the transaction was applied to it. **Simply check which transactions you want to un apply and click 'Save'**

Reserving Payments as Deposits

Sometimes you may have an open payment (Debit). You **can't** use the available funds to pay an invoice because FastManager put a **hold** on those fund to **use it as a deposit for a WIP** which will become an invoice. Once you invoice the WIP then FastManager will automatically apply that payment to the new invoice as it was reserved for that order. You can release the hold on the funds and apply it to another credit or even place a hold on it for another work order.

You can see if a part or all of a payment (debit) has been reserved against WIP from the **Customer Account Screen (Section 10.2)** To release the reserved amount select the payment in the list below.

Click on the '**Deposit**' button



You will see new screen that will show you an entire list of WIP for which the payment was reserved and how much of that payment is reserved against each order.



To release the hold on that payment for a particular WIP simply **check the un apply check box next to the amount** and click on the **'Save'** button

To reserve funds against WIP as a deposit, you need to open the WO from the **sales screen (Section 5.1)**. Click on the **payment button and select 'Apply open credit' (Section 5.37)**

11 QuickBooks integrator

11.1 Downloading the integrator

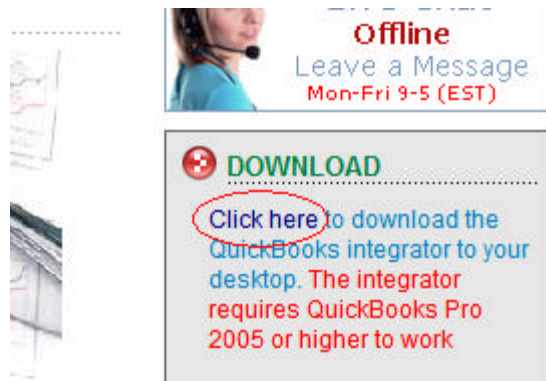
The FastManager QuickBooks integrator is a **separate** program. There is no additional charge to use the integrator.

You can download the install set for the QB integrator from our **web site** (<http://www.fastmanager.com/>).



From the 'Download Menu' select '**QuickBooks Integrator**'

Click the download link and select where you want to save the zip file.



Double click on the FMQBInstall.exe file once you have un-zipped the downloaded file.

Follow the on screen instructions.

The install wizard will install and register all the controls needed to communicate with QuickBooks. It will also install the executable file called FMQB.exe in the same folder as your FastManager installation which by default will be 'c:\program files\JCW Software LLC\FastManager'

 **NOTE:** It is important that the FMQB.exe file is installed in the same folder as FastManager

Once installed you will see the QB Integrator icon on your desktop.



11.2 Minimum requirements

In order to use the integrator you need to have FastManager and QuickBooks installed on the computer where you are going to use the integrator.


You also need to have QuickBooks open when using the integrator.

You need at **FastManager PRO 2008 revision 17 or higher** installed to use the integrator.

You need **QuickBooks PRO 2005** or better installed.

 **The integrator will not work with QuickBooks basic.**

As of this writing, the integrator can only integrate with the **US** version of QuickBooks.

 We are in the process of developing an integrator for the UK as well as AUS and NZ.

11.3 Connecting to QuickBooks

Please ensure that QuickBooks is open on the computer where you want to use the integrator.

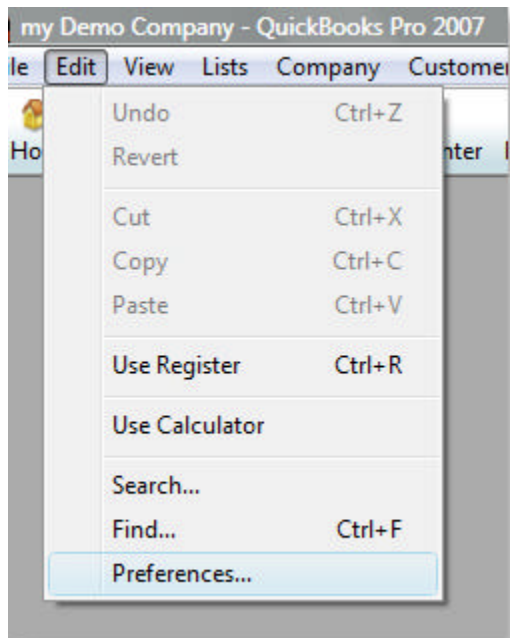
If this is the **first time** you are trying to connect to QB you would need to give QB permission to integrate with FastManager.

This is a one time process

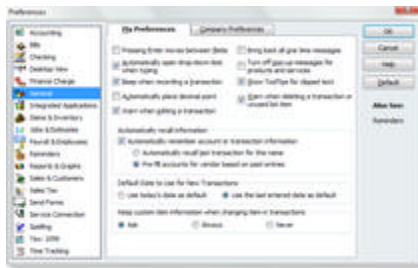
 In order to give QB permission you need to log in as the administrator in QB.

► **Please ensure that the QB is set up to accept 3rd party integration**

In QuickBooks, from the '**Edit**' menu select '**Preferences**'



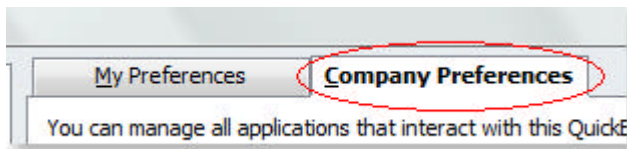
You will see this screen.



From the explorer bar on your left, select **'Integrated Applications'**



Select the **'Company Preferences'** tab.

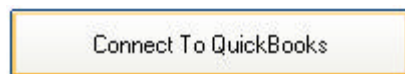


Ensure that the **'Don't allow any applications to access this company file'** is **unchecked**.



Click **OK** to commit your changes

Once you start the integrator click on the **'Connect To QuickBooks'** button

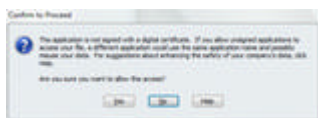


If this is the **first time** you are connecting then QuickBooks will prompt you for permission **if you are logged in as the administrator**.

From the QuickBooks permission screen, select **'Yes, whenever this QuickBooks company file is open'**

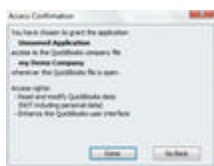


QuickBooks will prompt a second time to confirm if you are sure that you want this application to integrate.



Click on **'YES'**

QuickBooks will show this confirmation screen telling you how to remove the company in future. Click on **'Done'**



The integrator will now display the following message showing which QB company file you are connected to. Click **'Continue'**



Ensure that this is the company file you want to integrate with.

The integrator will connect to the same company file as the one currently open in QuickBooks. That is why it is important that you have QuickBooks open when trying to integrate.



The integrator will in future connect to QuickBooks when this company file is open without your permission.

11.4 Setting up the QuickBooks integrator

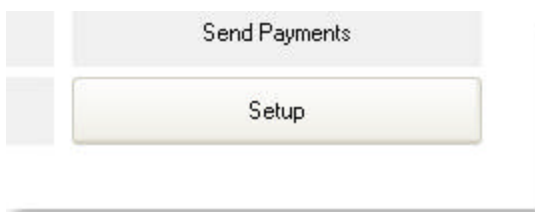
In order to exchange data with QuickBooks you need to cross match certain data fields in QuickBooks with that of FastManager.

For example: If the sales rep in FastManager = John Smith then the Sales Rep in QuickBooks = J Smith.

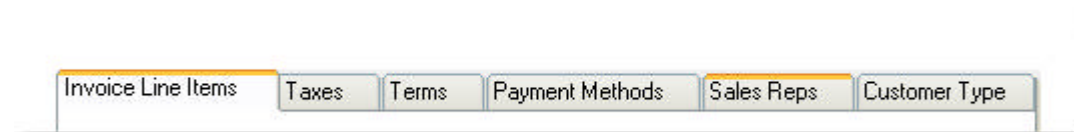
This way when sending data, FastManager will substitute the values with those found in QuickBooks.

You only need to do the setup once. You only need to come back to the setup screen if you make changes to any of its values in FastManager or QuickBooks.

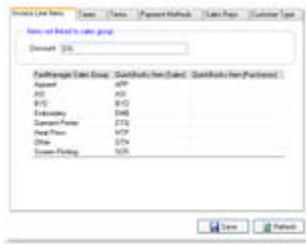
Click on the **'Setup'** button



You will see different tabs from where you can setup different values.



▶ Invoice Line Items



FastManager **will not** send or create product codes in QuickBooks.

FastManager currently has more than 3 million line items if you import all the catalogs.

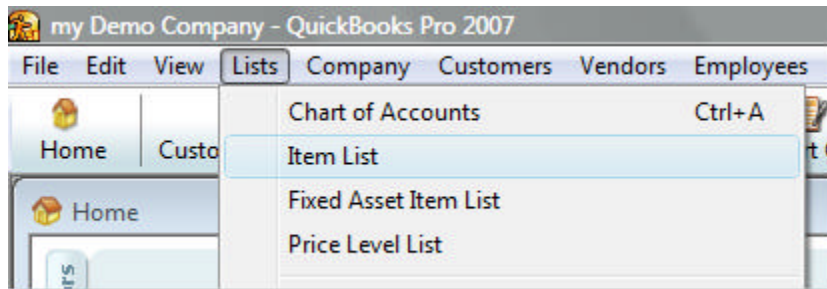
Can you imagine if we had to send out all those product codes how slow QuickBooks will be. Not to mention messy.

Also, you are already keeping track of these items in FastManager. There is no point in duplicating data.

The other challenge is that you can have 2 different items with exactly the same code just in different catalogs and QuickBooks cannot create duplicate item codes.

For example: you can have an item code 1234 which is a garment in your one catalog and a 1234 which is a pen in one of you ASI catalogs that you create.

Simply create a few basic item codes. This way you will streamline QuickBooks.



💡 For Example: You may want a code for 'Apparel' Sales, 'Screen Printing' sales, and 'Screen Printing Setup' sales.


You can create these sales groups in FastManager.

Each line item in a FastManager invoice is associated with a sales group.

When sending an invoice the integrator will lookup the corresponding item code and send the invoice using that item code.

 You can also select a different item code which the integrator will substitute when exporting purchase order to QuickBooks.

Exporting purchase orders to QuickBooks will be available in August of 2008

 FastManager will override the item description in the invoice with the actual description + color + size in FastManager

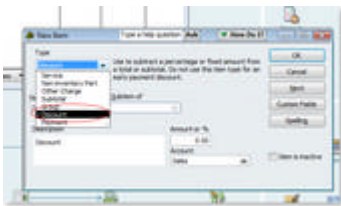
For example, if you send an invoice to QuickBooks containing a line item with **'2100'** as the style number, the integrator will substitute the style number (2100) with the associated item code (in this case 'APP') and in the description field you will see '2100 - Polo Shirt - White XL', when opening the invoice in QuickBooks

💡 You don't have to create new item codes in QuickBooks. You can use existing item codes.

In addition to the list of item codes, we also need to create a **discount item** in QuickBooks.

Items not linked to sales group.

Discount



Unlike FastManager, QuickBooks treats the invoice discount as a separate line item. The integrator will then export your invoice discount as an additional line item using the assigned discount code.

Taxes

In QuickBooks you select if a line item is taxed or not by selecting the appropriate tax code, from a drop down list.

P.O. No.		Terms	
Rate	Amount	Tax	
< Add New >			
Tax	Taxable Sales	Taxable	
Non	Non-Taxable Sales	Non-Taxable	

In FastManager you select if a line item is taxed or not by checking a check box.

Rate	Tax 1	Tax 2	Print
.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When exporting an invoice, we need to tell the integrator, which tax codes to select when a line item is taxed or not.


Invoice Line Items Taxes Terms Payment Methods Sales Reps Customer Type

Taxable line item codes

Taxable Line Item Non Taxable Line Item

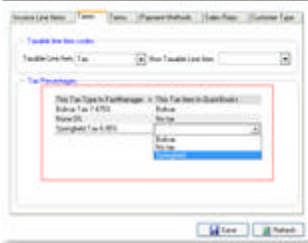
The integrator will display a list of available tax codes in QuickBooks. Simply select the appropriate tax code, from the drop down list

Next we need to cross match the **tax types** in FastManager to the **tax items** in QuickBooks

 These tax items will determine what tax percentage your customer pays on the taxable line items.



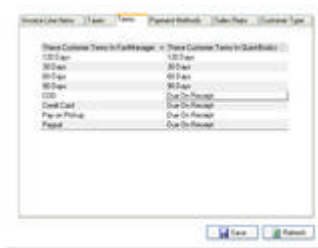
TIP: Tax items are created in **QuickBooks** from the '**Items List**' (From the 'Lists' menu select '**Item Lists**')



Please ensure that the tax percentages in both programs are the same. The invoice totals, in both programs, will not correspond if they are different.

► Terms

The next tab we need to look at is the '**Terms**' tab.



We need to cross match the terms in FastManager to the terms in QuickBooks.

FastManager will lookup the associated terms when sending customers to QuickBooks.



The QuickBooks API will not allow us to extract a list of available terms.

Therefore we are unable to generate a drop down list with available terms, and have to manually enter it instead.

► Payment Methods

The next tab we need to look at is the '**Payment Methods**' tab.

We need to cross match the payment methods in FastManager to those in QuickBooks, **when sending payments to QuickBooks**

Once again you can simply select one of the available payment methods, in QuickBooks, from the drop down list.

► Sales Reps

The next tab we need to look at is the '**Sales Reps**' tab.

We need to cross match the sales reps in FastManager to those in QuickBooks.

The integrator will select the associated sales rep when sending invoices and customers to QuickBooks

► Customer Type

Lastly we need to look at is the '**Customer Type**' tab.

We need to cross match customer types in FastManager to those in QuickBooks.

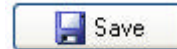
The integrator will select the associated customer type when sending customers to QuickBooks



That is all there is to setting up the integrator. You only need to re0visit this section if you make any changes in QuickBooks or FastManager that will effect the associated values.

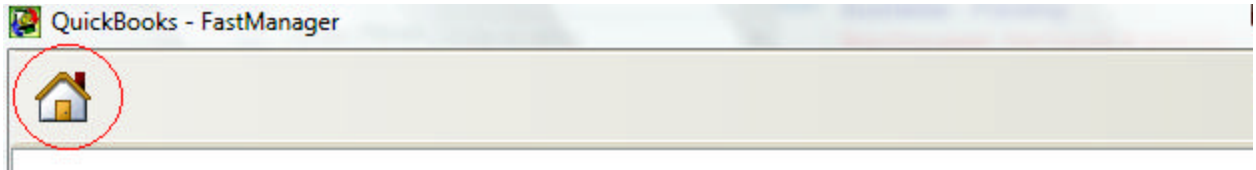


Remember to click on the **'Save'** button to commit your changes.



11.5 Importing and Cross Matching customers

If you are not on the **'Home'** page of the integrator, click on the **'Home'** button to return to the main menu.



If you already have customers in QuickBooks and FastManager, you would need to first cross match the customers before you import or export any of them

Click on the **'Cross Match'** button



If you have many customers in QuickBooks it might take a few minutes to retrieve a list of all the QuickBooks customers.

It may look if the integrator is freezing, but it is not.

Unfortunately QuickBooks does not return a progress signal to us and we can therefore not indicate how long it would take to retrieve the entire list.

On the **left** you will see a list of available customers in **QuickBooks, not found** in FastManager.

On the right you will see a list of customers in FastManager **not** associated with any existing QuickBooks customers.

If you **have** a customer on both sides that is the same customer you need to tell FastManager that the customer already exists in QuickBooks and associate the QuickBooks customer account with that in FastManager.

Simply drag and drop the matching customer on top of one another.

Once you have cross-matched all your customers, click on the **'Home'** button.

You can also enter the associated QuickBooks customer account into FastManager from the **'Customer Maintenance Screen'** (Section 5.8).

Let's look at how to import the remainder of our customers in to FastManager.

From the **'Home'** page, click on the **'Import Customers'** button.

You should now see a list of all the remaining customer in QuickBooks that are not associated with any customer in FastManager.

You can select if you want to import the customer's current balance.



FastManager will create a journal entry in Fast Manager's customer register, if the customer's balance in QuickBooks is not zero.

Select the customers you want to import, and then click **'Import'**

11.6 Sending customers

FastManager will automatically export customers to FastManager when exporting invoices and payments to QuickBooks, if there is no associated QuickBooks account associated with the customer in QuickBooks.



If you have no QuickBooks account associated with a customer and the customer name already exists in QuickBooks
Then you will get a 'List Element Error - Could not export customer' error when trying to export a customer, payment or invoice.
Simply enter the QuickBooks customer account in the customer maintenance screen to resolve the error.

You can also select to export customers to QuickBooks without having to send invoices across.



TIP: This is recommended the first time that you use the integrator in order to get a synchronized list of customer in both FastManager and QuickBooks. From thereon it is recommended that you create all new customers in FastManager which will automatically send it to QuickBooks once you export the payment or invoice.

From the **'Home'** page, select **'Send Customers'**

You will see a list of all FastManager customer that has no QuickBooks account associated with it.

Select the customers you want to send and click on the **'Export'** button.

11.7 Sending invoices

FastManager will also try to export a customer if there is no associated QuickBooks customer account linked to this customer in FastManager.

From the **'Home'** page, select **'Send Invoices'**

Select the invoices that you want to send.

Click on the **'Export'** button.



FastManager will never export only part of an invoice. If there are any errors when trying to export the entire invoice will be rejected and not export. This is for your protection.

11.8 Sending payments

FastManager will also try to export the customer if there is no associated QuickBooks customer account linked to this customer in FastManager.

From the **'Home'** page, select 'Send Payments'

Select the payments that you want to send.



QuickBooks will try to apply the payment to existing transactions it may have. If you want to control the application of payments to invoices yourself uncheck the 'Apply payments to existing invoices in QuickBooks' option at the bottom of the screen.

Click on the **'Export'** button.



FastManager will never export only part of an invoice. If there are any errors when trying to export the entire invoice will be rejected and not export. This is for your protection.