

# ***FF&E<sup>Z</sup>***

# **Sample Reports**



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## Design System Reports

The following table lists all the base reports available in FF&EZ-Design. The reports are grouped according to the screens on which they are available. Most reports are meant for internal use, while the reports on the FF&E Worksheet are the reports meant for presentation. Only the Worksheet contains the list of objects that have been placed in rooms and their quantities, so that screen's reports are considered to be the "official" source of reports for distribution. There are a few exceptions on other screens, especially when working on a purchasing management project.

Report names that are in **boldface** have an annotated example in the samples section.

SCREEN OR FUNCTION	REPORT NAME	NOTES
PROJECT	Project Activity Summary	Used to highlight projects for list maintenance.
	Project Detail Report	"Detail" reports show as much detail possible.
	Project List	"List" reports are brief, usually one line per item.
	Project List by Client	The "by XXXXXX" phrase in a report name indicates alternate sort orders. The format may be the same or may vary depending on the contents.
	Project List by Project Manager	
	Specification Catalog (All projects)	This can be a very large report.
CLIENT	Client Detail Report	
	Client List	
VENDOR	Specification Catalog (All vendors)	This can be a very large report.
	<b>Vendor Detail Report</b>	
	Vendor List	
	Vendor Usage List	
LIBRARY	Library Detail Report by Type Group	Uses first word of the "Type" field.
	Library Detail Report by Vendor	
	Library List by Vendor	
AREA	Area List	
ROOM	Room List by Area	
OBJECT	Object Component Status List	This is the same as the "Specification Status List by Usage (Tag)" found on the Specification screen.
	Object Detail Report by Tag	This is similar to the version on the FF&E Worksheet, but includes objects that have not been placed in a room.
	Object List by Tag	

SCREEN OR FUNCTION	REPORT NAME	NOTES
	Object Profit by Tag	
	Object Usage List	
SPECIFICATION	Specification Detail by Spec ID	These reports show the full detail of the specs in a report instead of single sheets.
	Specification Detail by Vendor	
	Specification List by Spec ID	"List" reports always show a brief amount of information. Use them to print checklists and other shorter reports.
	Specification List by Supplier	
	Specification List by Usage (Tag)	
	Specification List by Vendor	
	Specification Pricing Request by Spec ID	Used to request unit pricing when the quantities are either unknown or not needed. For pricing requests with quantities, see the "Order Pricing Worksheet" below.
	<b>Specification Pricing Request by Vendor</b>	
	Specification Sheet by Spec ID	A full detail sheet for internal review. Not to be used for presentation (use "sheet" reports from the FF&E Worksheet).
	Specification Sheet by Vendor	
	<b>Specification Status List by Spec ID</b>	This is the "go to" report for monitoring the status of approvals, revision status, pricing and "order by" dates.
	Specification Status List by Supplier	
	<b>Specification Status List by Usage (Tag)</b>	
	Specification Status List by Vendor	
	Specification Status Notes	
	Specification Usage List	Highlights specs that have not been used at all.
FF&E WORKSHEET	Budget / Price Comparison by Area, Room	If you load budgets at the project, area, room and/or object level, these reports help identify any issues with either the budgets or the costs for the products.
	<b>Budget Detail by Area, Room</b>	
	Budget Summary by Area, Room	
	<b>Equipment Schedule by Area, Room</b>	Objects with the object "Class" set to "EQP" will automatically appear on these.
	Equipment Schedule by Type (Tag Group)	
	FF&E Schedule by Area, Room	These are general purpose "schedule" formats that can be simple or can include very detailed descriptions. They exclude finishes unless that option is enabled (see below). All schedules can display thumbnail images. A "tag group" is the first segment of your tagging system (e.g., ART-045, CASE 023).
	FF&E Schedule by Class, Type (Tag Group)	
	FF&E Schedule by Type (Tag Group)	
	FF&E Schedule by Vendor, Type (Tag Group)	
	FF&E Specification Reference by Area	
	<b>Finish Schedule by Area, Room</b>	Objects with the "Class" set to "FIN" will automatically appear on these reports. Some are traditional schedules, while others are possible because of the way
	<b>Finish Schedule by Finish Location</b>	
	Finish Schedule by Type (Tag Group)	

SCREEN OR FUNCTION	REPORT NAME	NOTES
		FF&EZ organizes data.
	Illustration Sheet by Area	These are the mainstay of project presentation books, showing as little or as much detail as needed along with any associated images. The "Class" sort order refers to the high-level group created by the object "Class."
	Illustration Sheet by Area, Room	
	Illustration Sheet by Class, Tag	
	<b>Illustration Sheet by Tag</b>	
	Lead Time / Spend Analysis by Object (used in worksheet)	These require that you enter an "Install" date on the project screen and lead times for each spec. It only reports on objects "used" in the Worksheet.
	Lead Time / Spend Analysis by Spec (used in worksheet)	
	<b>Materials/Finish Reference by Location</b>	Any specification marked as a "Mat'l/Finish" spec appears on this report, along with its image.
	Object Detail Report by Area, Room	The "report" format is similar to the "Illustration Sheet" format, but with smaller images and a more compact layout.
	Object Detail Report By Tag	
	Object Detail Sheet by Class, Tag	
	Object Detail Sheet by Tag	
	Object Index by Tag (Objects used in worksheet)	This is a very simple list report that can be used as an index to longer reports sorted by the Tag or Vendor. Note that "Illustration Sheet" reports do not normally include a page number so as to make physical additions easier.
	Object Index by Vendor (Objects used in worksheet)	
	Object List by Tag (Objects used in worksheet)	
	<b>Object Location List</b>	This can be used on-site for cross-referencing the room type into which objects need to be placed.
	Object Quantity List by Tag	A simple quantity breakdown.
	Object Revision Status by Tag (Objects used in worksheet)	Displays each object and the equivalent revision date of the most recently revised component of that object.
	<b>Order Pricing Worksheet</b>	This report generates a vendor-sorted list of all products needed for the current contents of the FF&E Worksheet, with blanks for entering product prices based on the calculated quantities.
	<b>Ordering Worksheet</b>	This report mimics a purchase order format and can be used to transmit purchasing information to a third party.
	Pricing Detail by Area, Room	These are various types of review reports that can be used to check financials prior to finalizing a project. They only include the contents of the FF&EZ Worksheet (that is, no "alternate" specs will appear unless
	Pricing Detail by Code, Product Spec	
	Pricing Detail by Vendor, Spec	
	Pricing Summary by Area, Room	



SCREEN OR FUNCTION	REPORT NAME	NOTES
	Pricing Summary by Code	used in a room).
	Projected Profit by Object	
	Projected Profit by Tag Group	
	Projected Profit Detail by Area, Room	
	Projected Profit Detail by Vendor	
	Projected Profit Summary by Area, Room	
	<b>Quote / Contract Form by Area, Room</b>	The "Quote / Contract" formats are the primary means of creating quotes for presentation to a client (this includes purchasing management clients). There are various levels of control over what is included, including the ability to specify a required deposit as either a lump sum or as a percentage of the total FF&E. The versions "...w/Terms & Conditions" include a final page of permanent "fine print" that you can enter.
	Quote / Contract Form by Area, Room w/Terms & Conditions	
	Quote / Contract Form by Area, Room, Object Code	
	<b>Quote / Contract Form by Tag</b>	
	Quote / Contract Form by Tag w/Terms & Conditions	
	<b>Room Contents List by Area</b>	This is a simple report that can be used on-site for installation.
	Specification List (Specs used in worksheet objects)	A simple list showing the revision status of separate specifications (see the reports under "Specifications" for more detailed versions).
	Specification Revision Status by Spec ID (Specs used in objects)	
	Vendor Detail Report (Vendors used in worksheet)	
	Vendor List (Vendors used in worksheet)	
	Spec Usage & Shipping (specs used in worksheet objects)	

# **Design Report Samples**

# Vendor Detail Report

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<b>Vendor ID: ASHLEY</b>	
<b>General Data:</b> ASHLEY LIGHTING INC 405 Industrial Drive Trumann, AR 72472	
Contact: Doe Jane Phone: (870) 483-6184 Phone 2: Fax: E-mail: Web site:	
Last catalog: / / Net is: 100.0% of catalog price Comment:	
<b>Order Address:</b> Solomon Kane Lighting Design, Inc. 5432 One Sales Avenue Nashville, TN 37200	<b>Shipping Address:</b> Main address (above)

<b>Vendor ID: BALLARD</b>	Alternate ID: 995
<b>General Data:</b> Ballard Designs	
Contact: 800-367-2775 Phone: 800-367-2775 Phone 2: Fax: 800-989-4510 E-mail: Web site:	
Last catalog: / / Net is: 100.0% of catalog price Comment:	

<b>Vendor ID: BAR MAID</b>	
<b>General Data:</b> Bar Maid	
Contact: 800-367-2775 Phone: 800-367-2775 Phone 2: Fax: 800-989-4510 E-mail: Web site:	
Last catalog: / / Net is: 0.0% of catalog price Comment:	

# Specification Status List by Spec ID

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Spec ID	Type	Source	Approvals Des Clnt		Lead Time, Order By, Ship Note	Subm Stat	Cost (USD)	Quote #	Exp Date	Price	Revisions Date	Group
SEAT-02 	Sleeper Chaise (L)	KELLEX/N SP3938-46 (L)	OK	OK	8, 03/12/19	N/A	475.00	E52342	04/22/19	593.75	02/01/19	B
SEAT-03 	Ergo Task Chair	SOUTHFIELD 928				N/A	250.00			312.50	/ /	
SEAT-04 	Side Chair (@ Desk)	SOUTHFIELD 612-1S				N/A	250.00			312.50	/ /	
SEAT-05 	Ottoman / Coffee Table	SOUTHFIELD 825-X			10, 02/26/19	N/A	165.00			206.25	/ /	
SEAT-05A 	Ottoman / Coffee Table	SOUTHFIELD 825-X			10, 02/26/19	N/A	165.00			206.25	/ /	
SEAT-06 	Lounge Chair	SOUTHFIELD 317-1				N/A	250.00			312.50	/ /	
SEAT-07 	Ottoman	SOUTHFIELD 317-8				N/A	165.00			206.25	/ /	

"Spec Status" reports can be used to manage the progress of project spec milestones. You can suppress the thumbnail images, in which case a column indicating whether an image is attached will appear.

# Specification Status List by Usage (Tag)

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Spec ID	Type	Source	Approvals		Lead Time, Order By, Ship Note	Subm Stat	Cost (USD)	Quote #	Exp Date	Price	Revisions Date	Group
Des	Clnt											
<b>Object: PT-08 Paint</b>												
PT-08	Paint	TOABO-X				N/A	0.00			0.00	/ /	
<b>Object: SEAT-02 Sleeper Chaise (L)</b>												
SEAT-02	Sleeper Chaise (L)	KELLEX/N SP3938-46 (L)	OK	OK	8, 03/12/19	N/A	475.00	E52342	04/22/19	593.75	02/01/19	B
UPH-01	Uph (Seat-01 & 02)	KRAVET 27222 - 3				N/A	20.00			25.00	/ /	
<b>Object: SEAT-03 Ergo Task Chair</b>												
SEAT-03	Ergo Task Chair	SOUTHFIELD 928				N/A	250.00			312.50	/ /	
UPH-03	Upholstery (Seat-03)	DURALEE 90798 - 666 GUACAMOLE				N/A	23.00			28.75	/ /	
<b>Object: SEAT-04 Side Chair (@ Desk)</b>												
SEAT-04	Side Chair (@ Desk)	SOUTHFIELD 612-1S				N/A	250.00			312.50	/ /	
UPH-06	Upholstery (Seat-06/07/04/09)	HUNTER DOU FREQUENCY #5 TANDORI				N/A	23.00			28.75	/ /	

This version of the "Spec Status" report groups all the specs under the objects to which they are attached This means that some specs appear more than once (for example, if the same fabric is used in different seating objects). This arrangement makes it easy to see the status of complete objects.

# Budget Detail by Area, Room

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Tag	Description	Qty	Budget (USD)	Extended	Room Budget	Area Budget
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## Area: Administration

Room: OFFICE 110 Office 110 Qty: 1

CASE-43	Single Pedestal Desk	1 ea	460.00	460.00		
CASE-44	File Pedestal Executive Return	1 ea	320.00	320.00		
CASE-45	Two Drawer Lateral File	1 ea	96.00	96.00		
CASE-46	Occasional Table	1 ea	870.00	870.00		
CPT-02	Carpet (Admin/Regist)	1 ea	77.00	77.00		
CPTB-03	Carpet Base (Guest Corridors/Admin)	1 Lin Yd	45.00	45.00		
LAMP-12	End Table Lamp (Offices)	1 EA	45.00	45.00		
PAD-02	Carpet Pad (Comm Areas)	1 S/Y	16.00	16.00		
SEAT-30	Executive Chair (Offices)	1 EA	350.00	350.00		
SEAT-32	Guest Chair (Offices)	2 EA	350.00	700.00		
VWC-05	Wallcovering (Admin-G Corr /Elev Lobbys)	1 Lin Yd	36.00	36.00		
WIN-04	Window Blinds	2 ea	76.00	152.00		
WIN-07	Window Treatment (Admin)	1 Ea	260.00	260.00		
WIN-07A	Drapery	1 PAIR	110.00	110.00		
Total:				3,537.00	3,500.00	

Room: OFFICE 114 Office 114 Qty: 1

CASE-43	Single Pedestal Desk	1 ea	460.00	460.00		
CASE-44	File Pedestal Executive Return	1 ea	320.00	320.00		
CASE-45	Two Drawer Lateral File	1 ea	96.00	96.00		
CASE-46	Occasional Table	1 ea	870.00	870.00		
CPT-02	Carpet (Admin/Regist)	1 ea	77.00	77.00		
CPTB-03	Carpet Base (Guest Corridors/Admin)	1 Lin Yd	45.00	45.00		
LAMP-12	End Table Lamp (Offices)	1 EA	45.00	45.00		
PAD-02	Carpet Pad (Comm Areas)	1 S/Y	16.00	16.00		
SEAT-30	Executive Chair (Offices)	1 EA	350.00	350.00		
SEAT-32	Guest Chair (Offices)	2 EA	350.00	700.00		
VWC-05	Wallcovering (Admin-G Corr /Elev Lobbys)	1 Lin Yd	36.00	36.00		
WIN-04	Window Blinds	2 ea	76.00	152.00		
WIN-07	Window Treatment (Admin)	2 Ea	260.00	520.00		
WIN-07A	Drapery	2 PAIR	110.00	220.00		
Total:				3,907.00	4,000.00	

Room: STOR 112 Storage 112 Qty: 1

CPT-02	Carpet (Admin/Regist)	1 ea	77.00	77.00		
CPTB-03	Carpet Base (Guest Corridors/Admin)	1 Lin Yd	45.00	45.00		
PAD-02	Carpet Pad (Comm Areas)	1 S/Y	16.00	16.00		
Total:				138.00	200.00	

Room: WORK AREA Work Area113 Qty: 1

CPT-02	Carpet (Admin/Regist)	1 ea	77.00	77.00		
CPTB-03	Carpet Base (Guest Corridors/Adm			00		
PAD-02	Carpet Pad (Comm Areas)			00		
SEAT-31	Chair - Work Area			00		
VWC-05	Wallcovering (Admin-G Corr /Elev L			00		

In this report, budgets have been entered for each object using a utility that adjusts the existing prices from a previous project. Budget totals can then be compared to budgets at the room, area and project level. Another version of this report compares the total prices you've entered against the higher level budgets.



Hastings Suites - Downtown (DEMO-PROF)

Los Angeles, California

Smith, Wang & Garcia, Architects

1234 North Main, Ste. 900 | Nashville, TN 37201 | Phone: 615 123-4567

FF&EZ form BDAR 180806

Issued: 02/15/07

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# Equipment Schedule by Area, Room

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Tag	Item	Description	Qty/Rm (Total)
<b>Area: Commercial</b>			
<b>Room: REST KITCH LA Restaurant Qty: 1</b>			
EQP-004	Booster Heater - 02	Spec: EQP-004 Booster Heater - 02 Source: Hatco, Cat #: C-36	1
EQP-005	Booster Heater -01	Spec: EQP-005 Booster Heater -01 Source: Hatco, Cat #: C-36	1
EQP-006	Bread Drawer Warmer	Spec: EQP-006 Bread Drawer Warmer Source: Hatco, Cat #: HDW	1
EQP-008	Brush Type Glass Washer	Spec: EQP-008 Brush Type Glass Washer Source: Bar Maid, Cat #: SS-100	1
EQP-010	Charbroiler	Spec: EQP-010 Charbroiler Source: Jade Manufacturing, Cat #: JMRH-72B	1
EQP-011	Cheesemelter	Spec: EQP-011 Cheesemelter Source: Jade Manufacturing, Cat #:	1
EQP-023	Convection Oven, Bottom	Spec: EQP-023 Convection Oven, Bottom Source: Blodgett Oven, Cat #: DFG200XL	1
EQP-026	Convection Oven, Top	Spec: EQP-026 Convection Oven, Top Source: Blodgett Oven, Cat #: DFG200XL	1
EQP-029	Deck Oven	Spec: EQP-029 Deck Oven Source: Woodstone, Cat #: FD-9660-RFGLR-IR	1
EQP-030	Dish Machine	Spec: EQP-030 Dish Machine Source: Ecolab, Cat #:	1
EQP-031	Dishwasher Exhaust Fan 600 CFM	Spec: EQP-031 Dishwasher Exhaust Fan 600 CFM Source: Cook, Cat #: 12 CVB	1
EQP-032	Display Case-01 ( Beverage)	Spec: EQP-032 Display Case-01 ( Beverage) Source: Hussman, Cat #: RGD-30-83-10-REM	1
EQP-033	Display Case-02 ( Pastry)	Spec: EQP-033 Display Case-02 ( Pastry) Source: Hussman, Cat #: Q3-DS-5-REM	1
EQP-034	Display Case-03	Spec: EQP-034 Display Case-03 Source: Hussman, Cat #: RCD-25-4-REM	1
EQP-035	Display Case-04	Spec: EQP-035 Display Case-04 Source: Hussman, Cat #: RCD-25-6-REM	1
EQP-037	Draft beer tower	Spec: EQP-037 Draft beer tower Source: Micro Matic, Cat #: MetroT-6PVDKR	1
EQP-038	Drop-In Electric Food Warmer-01	Spec: EQP-038 Drop-In Electric Food Warmer-01 Source: Wells Manufacturing, Cat #: MOD100TD/AF	1
EQP-039	Drop-In Electric Food Warmer-02	Spec: EQP-039 Drop-In Electric Food Warmer-02 Source: Wells Manufacturing, Cat #: MOD100TD	1
EQP-040	Drop-In Pot Washer	Spec: EQP-040 Drop-In Pot Washer Source: Wells Manufacturing, Cat #: PW-106	1
EQP-041	Electric Waffle Baker	Spec: EQP-041 Electric Waffle Baker Source: Sodir, Cat #: GES 20 Leige; 120v	1
EQP-042	Fire Suppression System	Spec: EQP-042 Fire Suppression System Source: Ansul, Cat #: R-102	1
EQP-043	Food Mixer-01	Spec: EQP-043 Food Mixer-01 Source: Hobart, Cat #: HL300-1STD	1

Objects placed in rooms automatically appear on Equipment Schedule formats if they have been marked with the "EQP" class.




# Finish Schedule by Area, Room

Page: 1



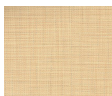
Location	Tag	Item	Description	Qty/Rm
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## Area: Administration



### Room: OFFICE 110 Office 110

Floor	CPT-02 	Carpet (Admin/Regist)	Spec: CPT-02 Carpet (Admin/Regist) Color: Comfort Detail	22.22 Sq Yd
Floor	CPTB-03 	Carpet Base (Guest Corridors/Admin)	Spec: CPTB-03 Carpet Base (Guest Corridors/Admin) Size: 4" Ht; Color: comfort detail	1.67 Lin Yd
Floor	PAD-02	Carpet Pad (Comm Areas)	Spec: PAD-02 Carpet Pad (Comm Areas) Size: 4'6"W x 60' ROLL; Material: 100% VIRGIN ENRICHED SBR SYNTHETIC RUBB;	22.22 Sq Yd
Wall	VWC-05 	Wallcovering (Admin-G Corr /Elev Lobbys)	Spec: VWC-05 Wallcovering (Admin-G Corr /Elev Lobbys) Size: 52"/54"w; Color: #CD2-CSS-04 Parchment	40 Lin Yd

### Room: OFFICE 114 Office 114

Floor	CPT-02 	Carpet (Admin/Regist)	Spec: CPT-02 Carpet (Admin/Regist) Color: Comfort Detail	20 Sq Yd
Floor	CPTB-03 	Carpet Base (Guest Corridors/Admin)	Spec: CPTB-03 Carpet Base (Guest Corridors/Admin) Size: 4" Ht; Color: comfort detail	1.5 Lin Yd
Floor	PAD-02	Carpet Pad (Comm Areas)	Spec: PAD-02 Carpet Pad (Comm Areas) Size: 4'6"W x 60' ROLL; Material: 100% VIRGIN ENRICHED SBR SYNTHETIC RUBB;	20 Sq Yd
Wall	VWC-05 	Wallcovering (Admin-G Corr /Elev Lobbys)	Spec: VWC-05 Wallcovering (Admin-G Corr /Elev Lobbys) Size: 52"/54"w; Color: #CD2-CSS-04 Parchment	77.78 Lin Yd

### Room: STOR 112 Storage 112









Floor	CPT-02 	Carpet (Admin/Regist)	Spec: CPT-02 Carpet (Admin/Regist) Color: Comfort Detail	5.56 Sq Yd
Floor	CPTB-03 	Carpet Base (Guest Corridors/Admin)	Spec: CPTB-03 Carpet Base (Guest Corridors/Admin) Size: 4" Ht; Color: comfort detail	0.83 Lin Yd
Floor	PAD-02	Carpet Pad (Comm Areas)	Spec: PAD-02 Carpet Pad (Comm Areas) Size: 4'6"W x 60' ROLL; Material: 100% VIRGIN ENRICHED SBR SYNTHETIC RUBB;	5.56 Sq Yd

Objects placed in rooms automatically appear on Finish Schedule formats if they have been marked with the "FIN" class.



# Finish Schedule by Finish Location

Page: 1

Tag	Finish	Location
<b>Finish Location: Floor</b>		
<b>CPT-01</b> 	Carpet (Guest Rooms) Spec: CPT-01 Carpet (Guest Rooms) Size: 12' wide	K STE-King Suite K STE ADAS-King Suite ADA w/Shower K STE/DD-King Ste w/ /Divider Desk KING-King Room - Alternate KING ADA-King ADA KING SOFA-King Sofa Q/Q-Queen/Queen Q/Q ADA-Queen/Queen ADA Q/Q EXT-Queen/Queen Extended Q/Q LARGE-Queen/Queen Large Q/Q SUITE-Queen/Queen Suite
<b>CPT-02</b> 	Carpet (Admin/Regist) Spec: CPT-02 Carpet (Admin/Regist) Color: Comfort Detail	OFFICE 110-Office 110 OFFICE 114-Office 114 REGISTRA-Registration STOR 112-Storage 112 WORK AREA-Work Area113
<b>CPT-03</b> 	Custom Carpet Spec: CPT-03 Custom Carpet Size: 12'w; Color: Strike #N451M; Material: Eco solution Q - Solution Dyed	BUSINESS-Business Center DINING RM-Dining Room - 2nd Fl LOBBY-Lobby Areas SEATING-Seating Area - 2nd Fl
<b>CPT-04</b> 	Custom Carpet Spec: CPT-04 Custom Carpet Size: 12'w; Color: Strike #N081V; Material: Eco solution Q - Solution Dyed	BD ROOM-Board Room CONF RMS-Conference Rooms #1 #2 #3
<b>CPT-04A</b> 	Custom Carpet Spec: CPT-04A Custom Carpet Size: see description; Color: Strike #N081V; Material: Eco solution Q - Solution Dyed	BD ROOM-Board Room CONF RMS-Conference Rooms #1 #2 #3
<b>CPT-04B</b> 	Custom Carpet Spec: CPT-04B Custom Carpet Size: see description; Color: Strike #N081V; Material: Eco solution Q - Solution Dyed	BD ROOM-Board Room CONF RMS-Conference Rooms #1 #2 #3 STOR 240-Storage Room #240
<b>CPT-05</b> 	Custom Carpet (Guest Corridors) Spec: CPT-05 Custom Carpet (Guest Corridors) Size: 12'w; Color: Strike #N083N; Material: Eco solution Q - Solution Dyed	E LOBBY 3-Elev Lobby - 3rd Fl E LOBBY 4-Elev Lobby - 4th Fl E LOBBY 5-Elev Lobby - 5th Fl E LOBBY 6-Elev Lobby - 6th Fl G CORR 2-Guest Corridors 2nd Fl G CORR 3-Guest Corridors 3rd Fl G CORR 4-Guest Corridors 4th Fl G CORR 5-Guest Corridors 5th Fl G CORR 6-Guest Corridors 6th Fl STOR 216-Storage Room #216
<b>CPT-06</b> 	Custom Carpet (Guest Corridors) Spec: CPT-06 Custom Carpet (Guest Corridors) Size: 12'w; Color: Strike #M993K; Material: Eco solution Q - Solution Dyed	E LOBBY 3-Elev Lobby - 3rd Fl E LOBBY 4-Elev Lobby - 4th Fl E LOBBY 5-Elev Lobby - 5th Fl E LOBBY 6-Elev Lobby - 6th Fl G CORR 2-Guest Corridors 2nd Fl G CORR 3-Guest Corridors 3rd Fl G CORR 4-Guest Corridors 4th Fl G CORR 5-Guest Corridors 5th Fl G CORR 6-Guest Corridors 6th Fl

This version of the Finish Schedule sorts the finishes in floor-to-ceiling order and prints the locations in groups.

# Illustration Sheet by Tag

Lounge Chair

Tag: SEAT-06



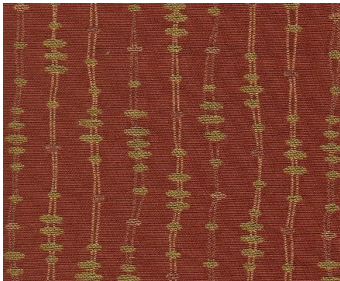
***This item includes the following components:***

**Specification: SEAT-06 - Lounge Chair**

Description:	Code: OSOI Size: 30 1/2"W x 32"D x 35"H Lounge Chair: Style #317-1 Seat Ht. 18", Arm Ht. 24"; COM Uph: Quantity of yardage req'd to be determined by	purchasing agent; Fabric to meet or exceed Class I (NFPA or UFAC); Foam to meet or exceed Calif 117; Wood Finish: Stained to match Pionite Laminate #WX 421 Witchcraft;
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**Specification: UPH-06 - Upholstery (Seat-06/07/04/09)**

Description: Size: 54"W; Color: #5 Tandori; Material: 60% Polyester 40% Rayon



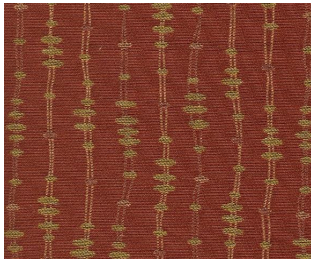
The "Illustration Sheet" formats are the base of your project books. They have a large number of options for how much information to include. In this sample, only the minimum detail is included and no reference to the manufacturer. This version uses a layout in which the images of secondary specifications are aligned with the text for each specification.

All the variations that follow are generated from the same data by changing the options available for this report format.

# Illustration Sheet by Tag

## Lounge Chair

Tag: SEAT-06



UPH-06 - Upholstery  
(Seat-06/07/04/09)  
Size: 54"W; Color: #5 Tandori;  
Material: 60% Polyester 40% Rayon



### ***This item includes the following components:***

#### **Specification: SEAT-06 - Lounge Chair**

Description: Code: OSOI  
Size: 30 1/2"W x 32"D x 35"H  
Lounge Chair: Style #317-1  
Seat Ht. 18", Arm Ht. 24";  
COM Uph: Quantity of yardage req'd to be determined by

purchasing agent;  
Fabric to meet or exceed Class I (NFPA or UFAC); Foam  
to meet or exceed Calif 117;  
Wood Finish: Stained to match Pionite Laminate #WX 421  
Witchcraft;

Source: SOUTHFIELD FURNITURE (SOUTHFIELD)  
Catalog #: 317-1

**Total Quantity:** 33 EA

**Locations:** K STE ADAS-King Suite ADA w/Shower (1 EA)  
Q/Q ADA-Queen/Queen ADA (1 EA/Rm x 5 Rms)  
Q/Q LARGE-Queen/Queen Large (1 EA/Rm x 9 Rms)

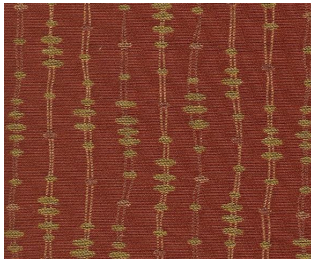
KING ADA-King ADA (1 EA)  
Q/Q EXT-Queen/Queen Extended (1 EA/Rm x 9 Rms)  
Q/Q SUITE-Queen/Queen Suite (1 EA/Rm x 8 Rms)

This sample of the Illustration Sheet uses the more compact layout in which up to seven images are displayed at the top. The full spec description is included only for the primary spec, while each supporting image includes a "medium" description. Quantities and project locations are generated. Only a brief reference to the source of the item is printed, but no pricing..

# Illustration Sheet by Tag

## Lounge Chair

Tag: SEAT-06



UPH-06 - Upholstery  
(Seat-06/07/04/09)



### ***This item includes the following components:***

#### **Specification: SEAT-06 - Lounge Chair**

Description:	Code: OSOI Size: 30 1/2"W x 32"D x 35"H Lounge Chair: Style #317-1 Seat Ht. 18", Arm Ht. 24"; COM Uph: Quantity of yardage req'd to be determined by	purchasing agent; Fabric to meet or exceed Class I (NFPA or UFAC); Foam to meet or exceed Calif 117; Wood Finish: Stained to match Pionite Laminate #WX 421 Witchcraft;
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Source: SOUTHFIELD FURNITURE  
1519 BAKER RD.  
HIGH POINT, NC 27263

Contact: DALE JONES  
Phone: 901-757-4040  
Fax: 901-757-0606

Catalog #: 317-1

#### **Specification: UPH-06 - Upholstery (Seat-06/07/04/09)**

Description:	Code: OSOI Size: 54"W Color: #5 Tandori Material: 60% Polyester 40% Rayon Hunter Douglas Hospitality - Pattern "Frequency" - Color #5 Tandori;	Repeat: 7.5" Vertical; 13.5" Horizontal; Not Railroaded Latex Backing & Teflon Finish; 30,000 Double Rubs; FR Rating: Meets UFAC CLASS I & NFPA 260 - Cal 117;
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Source: Hunter Douglass Hospitality  
123 Main Street South  
Suite 54321  
Memphis, TN 38101

Contact: Alex Jackson  
Phone: 404-262-3832  
Fax: 404-262-3836  
Email: alexj@jackson-group.net

Catalog #: FREQUENCY #5 TANDORI

<b>Total Quantity:</b>	33 EA	<b>Price (\$):</b>	341.25	<b>Total:</b>	11,261.25
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<b>Locations:</b>	K STE ADAS-King Suite ADA w/Shower (1 EA) Q/Q ADA-Queen/Queen ADA (1 EA/Rm x 5 Rms) Q/Q LARGE-Queen/Queen Large (1 EA/Rm x 9 Rms)	KING ADA-King ADA (1 EA) Q/Q EXT-Queen/Queen Extended (1 EA/Rm x 9 Rms) Q/Q SUITE-Queen/Queen Suite (1 EA/Rm x 8 Rms)
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Finally, this version shows almost everything possible, including full ordering information, and might be used in a turn-key design.



Area: Administration



**CPT-02**

CPT-02 Carpet (admin/regist)



**CPTB-03**

CPTB-03 Carpet Base (guest Corridors/a...)



**FABRIC-05**

WIN-05 Window Treatment (boardroom)  
WIN-06A Stationary Side Panels  
WIN-07A Drapery



**UPH-30**

SEAT-30 Executive Chair (offices)



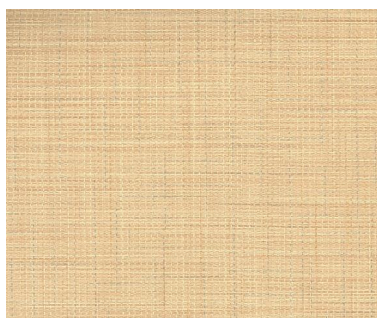
**UPH-31**

SEAT-31 Chair - Work Area



**UPH-32**

SEAT-32 Guest Chair (offices)




**VWC-05**

VWC-05 Wallcovering (admin-g Corr /el...)


Specifications (including those used as support components) will appear on this report if they have been marked as a "Material/Finish" specification.

# Object Location List

Page: 28


Area	Room (room count)	Qty/Rm	Total Qty
<b>LAMP-02 - Floor Lamp</b> Source: ASHLEY LIGHTING INC, #31750			
Guest Rooms	K STE - King Suite ( x 9)	1 Each	9
Guest Rooms	K STE ADAS - King Suite ADA w/Shower	1 Each	1
Guest Rooms	K STE/DD - King Ste w/ /Divider Desk ( x 9)	1 Each	9
Guest Rooms	KING - King Room - Alternate ( x 18)	1 Each	18
Guest Rooms	KING ADA - King ADA	1 Each	1
Guest Rooms	KING SOFA - King Sofa ( x 8)	1 Each	8
Guest Rooms	Q/Q ADA - Queen/Queen ADA ( x 5)	1 Each	5
Guest Rooms	Q/Q EXT - Queen/Queen Extended ( x 9)	1 Each	9
Guest Rooms	Q/Q LARGE - Queen/Queen Large ( x 9)	1 Each	9
Guest Rooms	Q/Q SUITE - Queen/Queen Suite ( x 8)	1 Each	8

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<b>LAMP-04 - Desk Lamp (Double Light)</b> Source: ASHLEY LIGHTING INC, #51173			
Guest Rooms	K STE - King Suite ( x 9)	1 Each	9
Guest Rooms	K STE ADAS - King Suite ADA w/Shower	1 Each	1
Guest Rooms	K STE/DD - King Ste w/ /Divider Desk ( x 9)	1 Each	9
Guest Rooms	KING - King Room - Alternate ( x 18)	1 Each	18
Guest Rooms	KING ADA - King ADA	1 Each	1
Guest Rooms	KING SOFA - King Sofa ( x 8)	1 Each	8
Guest Rooms	Q/Q - Queen/Queen ( x 47)	1 Each	47
Guest Rooms	Q/Q ADA - Queen/Queen ADA ( x 5)	1 Each	5
Guest Rooms	Q/Q EXT - Queen/Queen Extended ( x 9)	1 Each	9
Guest Rooms	Q/Q LARGE - Queen/Queen Large ( x 9)	1 Each	9
Guest Rooms	Q/Q SUITE - Queen/Queen Suite ( x 8)	1 Each	8

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<b>LAMP-05 - Desk Lamp</b> Source: PACIFIC COAST, #87-RC290-26F			
Commercial	LOBBY - Lobby Areas	1 Each	1

<b>LAMP-06 - End Table Lamp</b> Source: ASHLEY LIGHTING INC, #61625-A68X			
Commercial	LOBBY - Lobby Areas	2 Each	2
Commercial	SEATING - Seating Area - 2nd Fl	2 Each	2

4




The report lists each object in the project (unless you use a query to print a subset) and the room (or room types) in which they are to be placed.

# Order Pricing Worksheet

Page: 1

Date of quote: \_\_\_\_\_

Currency: \_\_\_\_\_

Item	Description	Quantity	Unit	Cost	Total
<b>ASHLEY / ASHLEY LIGHTING INC</b> Solomon Kane Lighting Design, Inc. 5432 One Sales Avenue Nashville, TN 37200		Contact: Doe Jane Phone: (870) 483-6184 Fax: Email:			
1	 <b>End Table Lamp</b> Catalog #: 61018-X (Spec ID: LAMP-01) Code: OSOI; Size: 29.5" h Nightstand Lamp: #61018-X; Note: "X" in model number denotes addition of Elec Outlet located in Base; Shade: Parchment Linen @ 6" x 9" x 12" x 18" x 12" Rectangular Bell Shade; Finish: Green Crackle Brushed Nickel Finish; Cast Resin Body; Cast metal cap; Steel Base; Cord: 9' Clear Silver Push Button On/Off Base Switch (ADA Compliant) All Hardware & Metal Finishes To Be Powder Coated; Bulbs: 1500 Lumen (minimum) Fluorescent Required [not included]; USED IN OBJECTS WITH THESE TAGS: LAMP-01, 1 EA (35 total)	35 EA			
		Lead time, freight:			
2	 <b>Floor Lamp</b> Catalog #: 31750 (Spec ID: LAMP-02) Code: OSOI; Size: 59.5"h 16"w 16"d. Floor Lamp: #31750; Wood & Steel; Shade: Parchment Linen @ 6" x 20" x 12"; Wood Finish to match Pionite Laminate #WX-421-H Witchcraft Hi-Brite; Metal Finish: Brushed Nickel #010; Polarized Two Prong Plug; Cord: 12' Clear Silver; On/Off Push Through Socket (ADA Compliant) All Hardware & Metal Finishes To Be Powder Coated; Bulbs: 100 Watts Maximum USED IN OBJECTS WITH THESE TAGS: LAMP-02, 1 EA (77 total)	77 EA			
		Lead time, freight:			
3	 <b>Desk Lamp (Double Light)</b> Catalog #: 51173 (Spec ID: LAMP-04) Code: OSOI; Size: 24 1/8"h 18"w 10"d Desk Lamp: #51173 (Double Light) w/ Workstation Task Base; Task Base To Include (2) Electrical Outlets; NOTE: Insure Outlets Have Sufficient Spacing From Push Button Switch; Shade: Oval Parchment Linen @ 10:18 x 10:18 x 7"; Finish: Brushed Nickel-010	124 EA			
		Lead time, freight:			

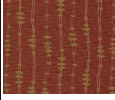
This report can be used to request quotes from vendors, based on the actual quantities of items in the project. Options have been set to require the vendor to specify the currency they are using (useful for international work). This report has an option to display boilerplate text at the top with instructions to the person preparing the quote.

\*If freight is not totaled at bottom of quote

# Ordering Worksheet

Page: 1

Bill to: Smith, Wang & García, Architects 1234 North Main, Ste. 900 Nashville, TN 37201	Unless noted otherwise, ship to: The John Smith Companies 1234 Overland Trail Paris, TN 38100  <i>(Alternate shipping addresses will create separate orders)</i>
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Item	Description	Quantity	Unit	Cost (USD)	Total
<b>HUNTER DOU / Hunter Douglass Hospitality (Alt ID: Hunter</b> Hunter Douglass Hospitality 123 Main Street South Suite 54321 Memphis, TN 38101		Contact: Alex Jackson Phone: 404-262-3832 Fax: 404-262-3836 Email: alexj@jackson-group.net			
1	<b>Upholstery (Seat-06/07/04/09)</b>  Catalog #: FREQUENCY #5 TANDORI (Spec ID: UPH-06) Code: OSOI; Size: 54"W; Color: #5 Tandori; Material: 60% Polyester 40% Rayon Hunter Douglas Hospitality - Pattern "Frequency" - Color #5 Tandori; Repeat: 7.5" Vertical; 13.5" Horizontal; Not Railroaded Latex Backing & Teflon Finish; 30,000 Double Rubs; FR Rating: Meets UFAC CLASS I & NFPA 260 - Cal 117; USED IN OBJECTS WITH THESE TAGS: SEAT-06, 1 Yd (33 total)	33	Yd	23.00	759.00


For support components, a cross-reference to the "parent" item(s) appears automatically.

Vendor total cost: 759.00

Estimated freight: 0.00

Estimated tax: 0.00

**Total Cost: 759.00**

<b>SOUTHFIELD / SOUTHFIELD FURNITURE</b> SOUTHFIELD FURNITURE 1519 BAKER RD. HIGH POINT, NC 27263		Contact: DALE JONES Phone: 901-757-4040 Fax: 901-757-0606 Email:			
1	<b>Lounge Chair</b>  Catalog #: 317-1 (Spec ID: SEAT-06) Code: OSOI; Size: 30 1/2"W x 32"D x 35"H Lounge Chair: Style #317-1 Seat Ht. 18", Arm Ht. 24"; COM Uph: Quantity of yardage req'd to be determined by purchasing agent; Fabric to meet or exceed Class I (NFPA or UFAC); Foam to meet or exceed Calif 117; Wood Finish: Stained to match Pionite Laminate #WX 421 Witchcraft; USED IN OBJECTS WITH THESE TAGS: SEAT-06, 1 EA (33 total)  COMPONENTS ORDERED SEPARATELY: Upholstery (Seat-06/07/04/09) (UPH-06)	33	EA	250.00	8,250.00

This report is essentially an ordering document that can be passed to the entity planning to order the project FF&E (in FF&E Design/Purchasing, it acts as a check report that can be used prior to creating numbered purchase orders in that version). The report can be broken into separate sections for each vendor or supplier.

This cross-reference to the fabric component is created automatically.



Ordering Worksheet

Item	Description	Quantity	Unit	Cost (USD)	Total
	Source: Hunter Douglass Hospitality (HUNTER DOU) Cat/Model #: FREQUENCY #5 TANDORI 1 Yd per item				

Vendor total cost: 8,250.00

Estimated freight: 1,126.12

Estimated tax: 0.00

**Total Cost: 9,376.12**

# FF&E Price Quote by Room

Page: 1 of 73


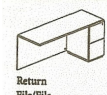








Date: 03/06/19

Quoted to: John Smith The John Smith Companies 1234 Overland Trail Paris, TN 38100	Project address: Attn: Jessica Fillmore Hastings Suites 1235 700 S Grand Ave Los Angeles, CA 90017
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Tag	Description	Qty/Rm	Price (USD)	Extended
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Area: Administration

Room: OFFICE 110 Office 110 Qty: 1

<b>CASE-43</b> 	Single Pedestal Desk	1 Each	444.49	444.49
<b>CASE-44</b> 	File Pedestal Executive Return	1 Each	314.49	314.49
<b>CASE-45</b> 	Two Drawer Lateral File	1 Each	93.99	93.99
<b>CASE-46</b> 	Occasional Table	1 Each	159.49	159.49
<b>CPT-02</b> 	Carpet (Admin/Regist) (Floor)	22.22 Sq Yd	75.00	1,666.50
<b>CPTB-03</b> 	Carpet Base (Guest Corridors/Admin) (Floor)	1.67 Lin Yd	43.75	73.06
<b>LAMP-12</b> 	End Table Lamp (Offices)	1 Each	43.75	43.75
<b>PAD-02</b> 	Carpet Pad (Comm Areas) (Floor)	22.22 Sq Yd	15.00	333.30
<b>SEAT-30</b> 	Executive Chair (Offices)	1 Each	341.25	341.25
<b>SEAT-32</b> 	Guest Chair (Offices)	2 Each	341.25	682.50








In this project, the "Pricing Tool" utility was used to adjust all CASE items to use a "psychological pricing" approach—in this case, rounding to the nearest "9" above the price calculated from the original markup, but proportional to the amount.

Like the Illustration Sheet formats, the Quote formats have multiple options to control how much information is printed on the quote. This includes suppressing the thumbnail images if desired, or adding vendor information for purchasing management projects. This example shows minimal detail.

# FF&E Price Quote by Item Tag

Page: 3 of 65

Date: 03/06/19

Tag	Spec ID, Description	Quantity	Price (USD)	Extended
	7. Crop Right Side to Specified Image Size 8. Matte to image			
Total ART-04.2:		17 Each	132.50	2,252.50
<b>ART-05</b>	<b>Art (Guest Bath)</b>			
	ART-05 Art (Guest Bath) Code: OSOI; Size: 18"W x 22"H Framed Print: (Editions Limited) #6989 "Orchid" By Artist "JM Designs; Paper Size: 8"w x 10"h; Image Size: 8" w x 10"h; ; Frame: Decor #8724 @ 2 1/4"wide [see Spec Frame-05]; Inner Mat: 1/4" Crescent #996 "Russet"; Outer Mat: 3" @ top & sides and 5" @ bottom - Crescent #1088 Mist; Clear Glass; Security Mounts			
	FRAME-05 Frame Code: OSOI; Size: 2 1/4" W Decor Frame #8724 @ 2 1/4" wide;			
Total ART-05:		8 Each	187.50	1,500.00
<b>ART-10</b>	<b>Art (Framed Photo) @ Boardroom</b>			
	ART-10 Art (Framed Photo) @ Boardroom Code: OSOI; Size: 32"h x 36"w FRAMED PHOTO: ROBINSON EDITION "UNIVERSITY OF FLORIDA 187"; BLACK & WHITE IMAGE DONE WITH 50/50 WARM / COOL SEPIA TONES; IMAGE SIZE: 18" X 24"; INNER MAT: 1/2" CRESCENT #989 RAVEN BLACK; OUTER MAT: 3" @ TOP & SIDES AND 5" @ BOTTOM - CRESCENT #2960 WHITE LINEN; TITLE BLOCK CUT IN BOTTOM MAT - TITLE INFORMATION: "UNIVERSITY OF FLORIDA"; FRAME: DECOR #8692 @ 2 5/8" WIDE [SEE SPEC FRAME-10]; CLEAR GLASS; SECURITY MOUNTS;			
	FRAME-10 Frame Code: OSOI Decor Moulding: #8692 Frame @ 2 5/8" wide;			
Total ART-10:		1 Each	187.50	187.50
<b>ART-11</b>	<b>Art (Framed Photo) @ Boardroom</b>			
	ART-11 Art (Framed Photo) @ Boardroom Code: OSOI; Size: 32"h x 36"w Framed Photo: Robinson Edition "Laurel Oak Inn #121"; Black & White Image done with 50/50 warm / cool sepia tones; Image: 18" x 24"; Inner Mat: 1/2" Crescent #989 Raven Black; Outer Mat: 3" @ Top * Sides and %" @ Bottom - Crescent #2960 White Linen; Frame: Decor #8692 @ 2 5/8" wide [see spec Frame-10]; Title Block to be cut into bottom mat - title information "Laurel Oak Inn"; Clear Glass; Security Mounts;			
	FRAME-10 Frame Code: OSOI Decor Moulding: #8692 Frame @ 2 5/8" wide;			
Total ART-11:		1 Each	187.50	187.50
<b>ART-12</b>	<b>Art (Framed Photo) @ Lobby</b>			
	ART-12 Art (Framed Photo) @ Lobby Code: OSOI; Size: 36"W X 34"H Framed Photo: Robinson Edition "Thomas Center #117"; Black & White Image done with 50/50 warm / cool sepia tones; Image Size: 24" w X 20"h; Inner Mat: 1/2" - Crescent #989 Raven Black;	In this quote, all components are displayed along with the full specification detail. How much you use depends on your preferences and your client. You can save specific option choices along with a custom report name and the saved setup will appear as a new entry in the report list.		

# Room Contents List by Area

Page: 50

Tag	Description	Primary Vendor	Qty
<b>Area: Guest Rooms</b>			
<b>Room: K STE King Suite Qty: 9</b>			
ART-02	Art (Framed Photo) @ Sofa	IMC	1 Each
BED-01	Bed Base (King)	LEGGETT	2 Each
BED-05	King Mattress / Boxsprings	SERTA	1 SET
CASE-01	Headboard (King)	JTB	1 Each
CASE-03	Nightstand (24"w X 28"h)	JTB	2 Each
CASE-10	Executive Desk	JTB	1 Each
CASE-12	TV / VCR Chest	JTB	1 Each
CASE-15	End Table	JTB	1 Each
CASE-17	Bath Vanity Base (Base Only)	JTB	1 Each
CASE-49	Towel Box Shelf (Queen/Queen)	JTB	1 Each
COVER-01	White Bed Covers (King)	TBD	1 Each
CPT-01	Carpet (Guest Rooms) (Floor)	SIGNATURE	1 Sq Yd
CPTB-01	Carpet Base (Guest Rooms) (Floor)	SIGNATURE	1 LIN FT
DUST-01	Dust Skirt (King)	CDS	1 Each
LAMP-01	End Table Lamp	ASHLEY	1 Each
LAMP-02	Floor Lamp	ASHLEY	1 Each
LAMP-04	Desk Lamp (Double Light)	ASHLEY	1 Each
LIGHT-002	Vanity Bar Light (Guest Baths)	TROY	1 Each
LIGHT-004	Ceiling Light (Guest Entry)	BROWNLEE	1 Each
LIGHT-005	Ceiling Light (Guest Bath)	BROWNLEE	1 Each
LIGHT-006	S/A Wall Lights (Night Stands/Lug Bench)	ASHLEY	2 Each
MIR-05	Vanity Mirror (Guest Rooms)	IMC	1 Each
MIR-06	Mirror @ Standard Desk	IMC	1 Each
MIR-08	Wet Bar Mirror (Guest Rooms)	IMC	1 Each
PAD-01	Carpet Pad (Guest Rooms) (Floor)	LEGGET & P	1 Sq Yd
PILLOW-01	Throw Pillows (Sleeper Chaise)	KELLEX/N	1 Each
PILLOW-02	Lumbar Pillows (Guest Rooms)	TBD	1 Each
PLANT-01	Plant / Planter (Guest Rooms)	LABS	1 Each
PLANT-02	Silk Floral (Guest Rooms)	LABS	1 Each
SEAT-03	Ergo Task Chair	SOUTHFIELD	1 Each
SEAT-04	Side Chair (@ Desk)	SOUTHFIELD	1 Each
SEAT-05	Ottoman / Coffee Table	SOUTHFIELD	1 Each
VWC-01	VWC (Guest Room Baths) (Wall)	EYKON	1 Lin Yd
WIN-01	Window Treatment (Guest Rooms)	CDS,INC	2 Each
WIN-01A	Stationary Side Panels	CDS,INC	2 PAIR
WIN-01B	Window Valance	CDS,INC	2 Each
WIN-01C	Blackout Drapery	CDS,INC	2 PAIR
WIN-02	Window Blinds	GRABER IND	2 Each

The "Room Contents List" is a simple report that shows what is to be installed in each room. For room types, there is a "Quantity" at the top which notes how many of this room type are in the project.



## Purchasing System Reports

The reports that follow are available in the purchasing module of FF&EZ-Design/Purchasing. As before, the reports are grouped according to the screens on which they are available.

SCREEN OR FUNCTION	REPORT NAME	NOTES
ORDERS	Balance Request Status by Project, Vendor	Reports the payment status for final balance requests from vendors.
	Client Order Item List by Code (Sell Price)	These reports are "safe" versions of other reports in the list, designed to be useful to clients or the representatives without including any cost information.
	Client Order Item Summary by Code (Sell Price)	
	Client P. O. Recap by Project (Sell Price)	
	Client Purchase Order List (Sell Price)	
	Client Purchase Order List by Client (Sell Price)	
	Client Purchase Order List by Vendor (Sell Price)	
	Client Vendor Order Summary (Sell Price)	
	Deposit Status Report by Project	Tracks the status of deposits paid to each vendor, based on the entry of deposit requirements. You can optionally issue deposit request documents to your client (purchasing management) or to your accounts payable (for-profit projects).
	<b>Deposit Status Report by Vendor</b>	
	Green Order Content by Project	The Specifications screen contains two fields that can be used to record certain "green" construction data, which is transferred to order items for reporting.
	Green Order Content by Vendor	
	Order Item Detail Sheet	
	Order Item List by Code	The "code" is the code from the Specification screen, unless a plug-in has been used to create custom coding when the order is created.
	Order Item Summary by Code	
	P. O. Recap / Uninvoiced by Vendor	The recap reports are general purpose reports showing the contents of orders and their general status. They are meant to be used "in-house."
	<b>P. O. Recap by Client, Project, Order</b>	
	P. O. Recap by Client, Project, Ref ID	
	P. O. Recap by Client, Ref ID, Code	The "Ref ID" and "Code" versions come into play when totals for different coding schemes are needed, most often in conjunction with custom plug-ins.
	P. O. Recap by Vendor, Proj, Ref ID, Code	
	P. O. Recap by Vendor, Project, Order	
	Project Order History Summary	
	Project Order Summary	
	Project Order Summary by Project Manager	
	Project Purchase Order List	
	Purchase Order Cost/Sell List by Client, Project	

	Purchase Order Cost/Sell List by Vendor, Project	
	Purchase Order List	
	Purchase Order List (No Financials)	These are special versions that do not include any cost or sell information.
	Purchase Order List (No Financials) by Vendor	
	Purchase Order List by Client	
	Purchase Order List by Vendor	
	Purchase Order Summary by Project	
	Purchase Order Summary by Vendor	
	Vendor Detail Report (vendors used in orders)	
	Vendor Invoice Detail by Invoice #	If you consistently enter vendor final invoices, you can get reports based on the vendor's invoice number.
	Vendor List (vendors used in orders)	
	Vendor Order Summary	
	Vendor Order Summary by Volume	
	Vendor Payment List by Project	These reports track vendor final payments.
	<b>Vendor Payment Recap by Project</b>	
	Vendor Payment Summary by Project	
<b>ORDER PROCESSING</b>	Balance Check Request	
	Deposit Request	
	<b>Invoice (or "Invoicing Detail Document")</b>	You can generate numbered invoices for direct use or the same content can be labeled as a "detail" document for simpler invoices from your accounting system.
	<b>Purchase Order</b>	The difference between the two formats is the second includes a "fine print" page at the end for longer conditions.
	Purchase Order - Terms & Conditions	
<b>EXPEDITING</b>	<b>Expediting Status Report by "Will Ship" Date</b>	These reports show detailed shipping and delivery status as entered by you. Since FF&EZ can track split shipments, the reports are item-oriented. The "container" refers to a standard ISO shipping container number with checksum digit.
	Expediting Status Report by Project, Container, Vendor	
	Expediting Status Report by Project, Spec ID	
	<b>Expediting Status Report by Project, Vendor, Order</b>	
	Expediting Status Report by Vendor, Project, Order	
	Order Item Receiving Report	
	Order Item Shipping Report	
	Order Item Shipping Report by Vendor	
	Projected Shipping / Funding Report by Month	These reports key off of the "Will ship" date associated with each order item. It can also be used to estimate funding requirements.
	Projected Shipping / Funding Report by Project	
	Projected Shipping / Funding Report by Vendor	

	<b>Projected Shipping / Funding Report by Week</b>	
	Receiving Report by Project	
	Receiving Report by Vendor	
	Shipping List by Project	
	Shipping List by Vendor	
	Shipping Report by Project	
	Shipping Report by Vendor	
	Shipping Variances List	These reports track the quantity and associated cost of variances, if actual shipped quantities are entered.
	Shipping Variances List by Project	
<b>CHECK REQUESTS</b>	Additional Deposit Request	Used to print a "revised" deposit request, including any payments to date, by reprinting the original with a revised amount.
	Balance Check Request (Reprint)	
	Check Request List	
	Check Request List by Client	
	Check Request List by Project	
	Deposit Request (Reprint)	
<b>INVOICING</b>	Invoice (Reprint)	
	Invoice List	
	Invoice List by Client	
	Invoice List by Project	

# **Purchasing Report Samples**





# PURCHASE ORDER

Smith, Wang & Garcia, Architects  
1234 North Main, Ste. 900 | Nashville, TN 37201  
Contact: Bert Smith-Mugley (bsm@swg-arch.com)  
Phone: 615 123-4564

P.O. No. 00000859

Date 03/06/19

Page 1 of 3

Sold by: Bert Smith-Mugley		Designer Sarah Manley		Project Manager Bert Smith-Mugley		Project: DEMO-PROF	
<b>Vendor</b>				<b>SHIP TO</b>			
Phone 615-390-4855		Fax 615-794-2254		Attn: Jessica Fillmore Hastings Suites 1235 700 S Grand Ave Los Angeles, CA 90017			
Email							
Fulmarque 1815 Blythe Ave. Cleveland, Tn 37311				Ship Via		Ship Date (unless noted otherwise) SEE ITEM NOTES	
				FOB		Terms	
<b>Bill To</b>				<b>Additional Instructions</b>			
Smith, Wang & Garcia, Architects 1234 North Main, Ste. 900 Nashville, TN 37201							
<b>Comments</b>							

Item	Stock Number & Description of Items	Quantity, UOM	Unit Cost	Total Cost
1	Catalog/Stock #: 8210 Descr: Executive Chair (Offices) Code: OSOI Project Spec ID: SEAT-30 Size: 27w 26"d 42"h; Color: See Description Executive Ergonomic Chair #8210; Black Base and Arms ; Casters; Swivel, Tilt, Adjustable Height; Foam to meet or exceed Calif 117; 2 yds COM required;  USAGE: Office 110 (OFFICE 110), 1/room Office 114 (OFFICE 114), 1/room  COMPONENTS ORDERED SEPARATELY: Upholstery (Exec Office Chair) (UPH-30) Source: Fulmarque (FULMARQUE) Cat/Model #: BURCH 1004286 - PECAN 1 Yds per item Side Mark: SEAT-30 Executive Chair (Offices)	2 EA	250.00	500.00
2	Catalog/Stock #: 962 Descr: Chair - Work Area Code: OSOI Project Spec ID: SEAT-31 Size: 20.5"w 20"d 33.5"h; Color: See Description Executive Ergonomic Chair #962; Black Base and Arms on Casters; Swivel, Tilt, Adjustable Height; Foam to meet or exceed Calif 117; 1.25 yds COM required  USAGE: Work Area113 (WORK AREA), 2/room	2 EA	250.00	500.00

The locations where a primary object is used are added automatically.

If a primary item has secondary components, they are cross-referenced automatically. This includes items on the same order or items from another source.

The standard purchase order format gives the vendor as much information as possible, although some of these are options that can be chosen at the time the order is created. For a fee, custom formats can be created for specialized needs.



# PURCHASE ORDER

Smith, Wang & Garcia, Architects  
1234 North Main, Ste. 900 | Nashville, TN 37201  
Contact: Bert Smith-Mugley (bsm@swg-arch.com)  
Phone: 615 123-4564

P.O. No. 00000859

Date 03/06/19

Page 2 of 3

Item	Stock Number & Description of Items	Quantity, UOM	Unit Cost	Total Cost
	COMPONENTS ORDERED SEPARATELY: Upholstery (Work Area Chair) (UPH-31) Source: Fulmarque (FULMARQUE) Cat/Model #: BURCH 1004268 - SAGE 1 Yd per item Side Mark: SEAT-31 Chair - Work Area			
3	Catalog/Stock #: 2040 Descr: Guest Chair (Offices) Code: OSOI Project Spec ID: SEAT-32 Size: 25"W 24"D 35"H Guest Chair: Model #2040; Finish: Stained to match Pionite Laminate #WX421-H Hi-Brite Witchcraft; Foam to meet CA117;  USAGE: Office 110 (OFFICE 110), 2/room Office 114 (OFFICE 114), 2/room  COMPONENTS ORDERED SEPARATELY: Upholstery (Work Area Chair) (UPH-32) Source: Fulmarque (FULMARQUE) Cat/Model #: BURCH 1002675 - CACTUS 1 Yds per item Side Mark: SEAT-32 Guest Chair (Offices)	4 ea	250.00	1,000.00
4	Catalog/Stock #: BURCH 1004286 - PECAN Descr: Upholstery (Exec Office Chair) Code: OSOI Project Spec ID: UPH-30 Fulmarque Uph - Burch - Pattern #1004286 Magnificent - Color Pecan; 100% Polyurethane; 75% Polyester; 25% Cotton; 100,000 Double Rubs;  USAGE: Used in item SEAT-30, 1Yds per item Side Mark: SEAT-30 Upholstery (Exec Office Chair)	2 Yds	23.00	46.00
5	Catalog/Stock #: BURCH 1004268 - SAGE Descr: Upholstery (Work Area Chair) Code: OSOI Project Spec ID: UPH-31 Fulmarque Uph - Burch - Pattern #1004268 Magnificent - Color Sage; 100% Polyurethane; 75% Polyester; 25% Cotton; 100,000 Double Rubs;  USAGE: Used in item SEAT-31, 1Yd per item	2 Yd	23.00	46.00

If the item being ordered is a supporting component to other items, a cross-reference to the "parent" or parents is automatically added.



# PURCHASE ORDER

Smith, Wang & Garcia, Architects  
1234 North Main, Ste. 900 | Nashville, TN 37201  
Contact: Bert Smith-Mugley (bsm@swg-arch.com)  
Phone: 615 123-4564

P.O. No. 00000859

Date 03/06/19

Page 3 of 3

Item	Stock Number & Description of Items	Quantity, UOM	Unit Cost	Total Cost
	Side Mark: SEAT-31 Upholstery (Work Area Chair)			
6	Catalog/Stock #: BURCH 1002675 - CACTUS Descr: Upholstery (Work Area Chair) Code: OSOI Project Spec ID: UPH-32 Fulmarque Uph - Burch - Pattern #1002675 Zan - Color Cactus; 54% Recycled Polyester; 46% Olefin; 50,000 Double Rubs; Meets UFAC I, NFPA260; Calif 117E; Stain Repellent  USAGE: Used in item SEAT-32, 1Yds per item Side Mark: SEAT-32 Upholstery (Work Area Chair)	4 Yds	23.00	92.00

PO Item Total 2,184.00

Freight Quote: TBD

**Order Total: 2,184.00**

Authorized Signature: \_\_\_\_\_



# CHECK REQUEST

Smith, Wang & Garcia, Architects  
1234 North Main, Ste. 900 | Nashville, TN 37201 | Phone: 615 123-4567

Req. No. **197**

Date 03/06/19

Page 1 of 1

Project: DEMO-PROF Hastings Suites - Downtown			Request Amount (USD): 1,342.00	Amount Enclosed:
<b>Sold To</b>			<b>Payee</b>	
Customer #: SMITHCO	Reference:	Terms:	<b>Make check payable to:</b> Fulmarque	
Smith, Wang & Garcia, Architects 1234 North Main, Ste. 900 Nashville, TN 37201			<b>Mail to address shown:</b> Fulmarque 1815 Blythe Ave. Cleveland, Tn 37311	

Please Note				Comments		
Vndr Inv #, Date	P.O. #	Item(s)	Mdse Dep.	Frft Dep	Tax Dep	Total Deposit
	859	1. Executive Chair (Offices), 2 EA @ USD 250.00				
		2. Chair - Work Area, 2 EA @ USD 250.00				
		3. Guest Chair (Offices), 4 ea @ USD 250.00				
		4. Upholstery (Exec Office Chair), 2 Yds @ USD 23.00				
		5. Upholstery (Work Area Chair), 2 Yd @ USD 23.00				
		6. Upholstery (Work Area Chair), 4 Yds @ USD 23.00				
Deposits required for this order:			1,092.00	250.00	0.00	1,342.00
Total Required Deposit (USD):			1,092.00	250.00	0.00	1,342.00

# Deposit Status Report by Vendor

Page: 1

Project	PO #	Client	Status	Cost	Freight <sup>1</sup>	Tax <sup>1</sup>	Required Deposit	Req #, Date	Deposit Received	Deposit Remaining	Total Remaining
<b>Vendor: ASHLEY / ASHLEY LIGHTING INC</b>											
DEMO-PROF	853	SMITHCO		70.00	0.00	0.00				0.00	70.00
				70.00	0.00	0.00	0.00		0.00	0.00	70.00
<b>Vendor: CDS,INC / CDS, INC</b>											
DEMO-PROF	854	SMITHCO	ISSUED 03/06/19	1,350.00	300.00	82.50	825.00	198, 03/06/19		825.00	1,732.50
				1,350.00	300.00	82.50	825.00		0.00	825.00	1,732.50
<b>Vendor: FULMARQUE / Fulmarque</b>											
DEMO-PROF	859	SMITHCO	ISSUED 03/06/19	2,184.00	500.00	134.20	1,342.00	197, 03/06/19		1,342.00	2,818.20
				2,184.00	500.00	134.20	1,342.00		0.00	1,342.00	2,818.20
<b>Vendor: GRABER IND / GRABER INDUSTRIES, INC.</b>											
DEMO-PROF	856	SMITHCO		413.00	0.00	0.00				0.00	413.00
				413.00	0.00	0.00	0.00		0.00	0.00	413.00
<b>Vendor: KIMBALL OF / KIMBALL OFFICE FURNITURE</b>											
DEMO-PROF	858	SMITHCO		1,610.00	0.00	0.00				0.00	1,610.00
				1,610.00	0.00	0.00	0.00		0.00	0.00	1,610.00
<b>Vendor: NATIONAL V / National Wallcoverings</b>											
DEMO-PROF	851	SMITHCO		3,788.95	0.00	0.00				0.00	3,788.95
				3,788.95	0.00	0.00	0.00		0.00	0.00	3,788.95
<b>Vendor: SIGNATURE / SIGNATURE HOSPITALITY CARPETS</b>											
DEMO-PROF	852	SMITHCO		3,436.05	0.00	0.00				0.00	3,436.05
				3,436.05	0.00	0.00	0.00		0.00	0.00	3,436.05
<b>Vendor: SPONGE CUS / SPONGE CUSHION, INC.</b>											
DEMO-PROF	857	SMITHCO		653.40	0.00	0.00				0.00	653.40
				653.40	0.00	0.00	0.00		0.00	0.00	653.40
<b>Vendor: VALLEY FGE / VALLEY FORGE</b>											
DEMO-PROF	855	SMITHCO	ISSUED 03/06/19	75.00	15.00	4.50	90.00	199, 03/06/19		90.00	94.50
				75.00	15.00	4.50	90.00		0.00	90.00	94.50
				13,580.40	815.00	221.20	2,257.00		0.00	2,257.00	14,616.60

This report helps track the deposits required by vendors and the payments that have been made. As long as they are recorded, the payments can be made by your accounts payable or by your client (in purchasing management projects). Check requests can be issued to document deposit requirements.

Amounts are in default currency unless noted otherwise. <sup>1</sup>Tax estimate/quote and/or freight quote must be entered.



Smith, Wang & Garcia, Architects

1234 North Main, Ste. 900 | Nashville, TN 37201 | Phone: 615 123-4567

FF&EZ form DSR 180806

Printed: 03/06/19

# Expediting Status Report by "Will Ship" Date

Page: 1

Project	Client Ref #	P.O. #	Item Qty	Description	Split Ordered	Req'd Ship Date	Will Ship, Vndr Ack	Shipped, Shipper, Pro Num	Qty (Variance) Shipped	Shipped To, Container #	Date Recvd, Qty
<b>Month: 2019 - 03</b>											
DEMO-PROF		859	1	8210; Executive Chair (Offices); Spec ID: SEAT-30	2	SEE ITEM NOTES	03/10/19, 2342342	03/09/19	2	Project Site	
			2	962; Chair - Work Area; Spec ID: SEAT-31	2	SEE ITEM NOTES	03/10/19, 2342342	03/09/19	2		
			3	2040; Guest Chair (Offices); Spec ID: SEAT-32	4	SEE ITEM NOTES	03/10/19, 2342342	03/09/19	4		
			4	BURCH 1004286 - PECAN; Upholstery (Exec Office Chair); Spec ID: UPH-30	2 Yds	SEE ITEM NOTES	03/10/19, 2342342	03/09/19	2 Yds		
			5	BURCH 1004268 - SAGE; Upholstery (Work Area Chair); Spec ID: UPH-31	2 Yd	SEE ITEM NOTES	03/10/19, 2342342	03/09/19	2 Yd		
			6	BURCH 1002675 - CACTUS; Upholstery (Work Area Chair); Spec ID: UPH-32	4 Yds	SEE ITEM NOTES	03/10/19, 2342342	03/09/19	4 Yds		
		855	1	INTEGRITY - RAIN FOREST; Fabric (Window Treatment); Spec ID: FABRIC-05	5 Yd	Ship by 03/26/19	03/24/19, 36345363			CDS 800.654.4847	

## Month: 2019 - 04

DEMO-PROF		854	1	A WT; Window Treatment (Admin); Spec ID: WIN-07	5	SEE ITEM NOTES	04/02/19, 75635356			Project Site	
			2	A WT; Drapery; Spec ID: WIN-07A	5 PAIR	SEE ITEM NOTES	04/02/19, 75635356				

The various Expediting Status reports allow you to manage the shipping and delivery of individual order items. Here, the vendor's "Will Ship" date is used to project expected shipping activity.

P.O. items may be separated by different "Will Ship" date entries.



**Smith, Wang & Garcia, Architects**  
1234 North Main, Ste. 900 | Nashville, TN 37201 | Phone: 615 123-4567

FF&EZ form ESRV 180806

Printed: 03/06/19

# Expediting Status Report by Project, Vendor, Order

Page: 1

Vendor	Client Ref #	P.O. #	Item	Description	Item/Split Qty Ordered	Req'd Ship Date	Will Ship, Vndr Ack	Shipped, Shipper, Pro Num	Qty (Variance) Shipped	Shipped To, Container #	Date Recvd, Qty
<b>Project: DEMO-PROF / Hastings Suites - Downtown</b>											
CDS,INC		854	1	A WT; Window Treatment (Admin); Spec ID: WIN-07	5	SEE ITEM NOTES	04/02/19, 75635356			Project Site	
			2	A WT; Drapery; Spec ID: WIN-07A	5 PAIR	SEE ITEM NOTES	04/02/19, 75635356				
FULMARQUE		859	1	8210; Executive Chair (Offices); Spec ID: SEAT-30	2	SEE ITEM NOTES	03/10/19, 2342342	03/09/19	2	Project Site	
			2	962; Chair - Work Area; Spec ID: SEAT-31	2	SEE ITEM NOTES	03/10/19, 2342342	03/09/19	2		
			3	2040; Guest Chair (Offices); Spec ID: SEAT-32	4	SEE ITEM NOTES	03/10/19, 2342342	03/09/19	4		
			4	BURCH 1004286 - PECAN; Upholstery (Exec Office Chair); Spec ID: UPH-30	2 Yds	SEE ITEM NOTES	03/10/19, 2342342	03/09/19	2 Yds		
			5	BURCH 1004268 - SAGE; Upholstery (Work Area Chair); Spec ID: UPH-31	2 Yd	SEE ITEM NOTES	03/10/19, 2342342	03/09/19	2 Yd		
			6	BURCH 1002675 - CACTUS; Upholstery (Work Area Chair); Spec ID: UPH-32	4 Yds	SEE ITEM NOTES	03/10/19, 2342342	03/09/19	4 Yds		
VALLEY FGE		855	1	INTEGRITY - RAIN FOREST; Fabric (Window Treatment); Spec ID: FABRIC-05	5 Yd	Ship by 03/26/19	03/24/19, 36345363			CDS 800.654.4847	

# P. O. Recap by Client, Project (All)

Page: 1

Issued: 01/01/04 to 03/06/19

P.O. #	Itm #	Description	Cost Code	Vendor	Status	Qty (Variance)	Unit Cost	P.O. Amounts	Mgmt Fee*	Freight, Quote	Sales Tax,** Quote	Totals
<b>Client:</b>		<b>SMITHCO</b>										
<b>Project:</b>		<b>DEMO-PROF / Hastings Suites - Downtown Los Angeles, California</b>										
851	1	Wallcovering (Admin-G Corr /Elev Lobbys)	OSOI	NATIONAL V	NOT ISSUED	137.78 Lin Yd	27.50	4,736.87	0.00	0.00	0.00	4,736.87
Total for PO 851								4,736.87	0.00	0.00	0.00	4,736.87
852	1	Carpet (Admin/Regist)		SIGNATURE	NOT ISSUED	54.45 Sq Yd	60.00	4,083.75	0.00	0.00	0.00	4,083.75
	2	Carpet Base (Guest Corridors/Admin)			NOT ISSUED	4.83 Lin F	35.00	211.31	0.00	0.00	0.00	211.31
Total for PO 852								4,295.06	0.00	0.00	0.00	4,295.06
853	1	End Table Lamp (Offices)		ASHLEY	NOT ISSUED	2	35.00	87.50	0.00	0.00	0.00	87.50
Total for PO 853								87.50	0.00	0.00	0.00	87.50
854	1	Window Treatment (Admin)		CDS,INC	ISSUED 03/06/19	5	200.00	1,250.00	0.00	0.00	62.50	1,312.50
	2	Drapery			ISSUED 03/06/19	5 PAIR	70.00	531.25	0.00	0.00	26.56	557.81
Total for PO 854								1,781.25	0.00 <sup>Q</sup>	300.00 <sup>E</sup>	89.06	2,170.31
855	1	Fabric (Window Treatment)		VALLEY FGE	ISSUED 03/06/19	5 Yd	15.00	0.00	0.00	0.00	0.00	0.00
Total for PO 855								0.00	0.00 <sup>Q</sup>	15.00 <sup>E</sup>	4.50	19.50
856	1	Window Blinds		GRABER IND	NOT ISSUED	7	59.00	516.25	0.00	0.00	0.00	516.25
Total for PO 856								516.25	0.00	0.00	0.00	516.25
857	1	Carpet Pad (Comm Areas)		SPONGE CUS	NOT ISSUED	54.45 S/Y	12.00	816.75	0.00	0.00	0.00	816.75
Total for PO 857								816.75	0.00	0.00	0.00	816.75
858	1	Single Pedestal Desk		KIMBALL OF	NOT ISSUED	2	355.00	888.98	0.00	0.00	0.00	888.98
	2	File Pedestal Executive Return			NOT ISSUED	2	250.00	628.98	0.00	0.00	0.00	628.98
	3	Two Drawer Lateral File			NOT ISSUED	2	75.00	187.98	0.00	0.00	0.00	187.98
	4	Occasional Table			NOT ISSUED	2	125.00	318.98	0.00	0.00	0.00	318.98
Total for PO 858								2,024.92	0.00	0.00	0.00	2,024.92
859	1	Executive Chair (Offices)		FULMARQUE	ISSUED 03/06/19	2	250.00	682.50	0.00	0.00	34.12	716.62
	2	Chair - Work Area			ISSUED 03/06/19	2	250.00	682.50	0.00	0.00	34.12	716.62

†Order closed. \*Shown for reference but not included in line item total (fees and associated taxes shown in section totals). Q = Quote \*\*E = Estimated amount shown if no invoiced amount entered.

Amounts are in default currency unless noted otherwise.



**Smith, Wang & García, Architects**

1234 North Main, Ste. 900 | Nashville, TN 37201 | Phone: 615 123-4567

FF&EZ form POL-CP 180831

Printed: 03/06/19



# Projected Shipping / Funding Report by Week

Items / splits promised to ship within range shown

Page: 1

"Will Ship" range: 03/01/19 - 05/31/19

Project	P.O. #	Item	Description	Item/Split Quantity Ordered	Will Ship	FF&E To Ship (Sell Price)	Estimated (Pro Rata) Freight <sup>1</sup>	Tax Amount	Qty (Variance) Shipped	FF&E Shipped (Sell Price)
<b>Week ending: 03/15/19</b>										
DEMO-PROF	859	1	8210; Executive Chair (Offices); Spec ID: SEAT-30	2	03/10/19	0.00	0.00	0.00	03/09/19 2	682.50
		2	962; Chair - Work Area; Spec ID: SEAT-31	2	03/10/19	0.00	0.00	0.00	03/09/19 2	682.50
		3	2040; Guest Chair (Offices); Spec ID: SEAT-32	4	03/10/19	0.00	0.00	0.00	03/09/19 4	1,365.00
		4	BURCH 1004286 - PECAN; Upholstery (Exec Office Chair); Spec ID: UPH-30	2 Yds	03/10/19	0.00	0.00	0.00	03/09/19 2 Yds	0.00
		5	BURCH 1004268 - SAGE; Upholstery (Work Area Chair); Spec ID: UPH-31	2 Yd	03/10/19	0.00	0.00	0.00	03/09/19 2 Yd	0.00
		6	BURCH 1002675 - CACTUS; Upholstery (Work Area Chair); Spec ID: UPH-32	4 Yds	03/10/19	0.00	0.00	0.00	03/09/19 4 Yds	0.00

Weekly Totals: 0.00 0.00 0.00 FF&E Shipped: 2,730.00

"To Ship" Total: 0.00 FF&E Total: 2,730.00

## Week ending: 03/29/19

DEMO-PROF	855	1	INTEGRITY - RAIN FOREST; Fabric (Window Treatment); Spec ID: FABRIC-05	5 Yd	03/24/19	0.00	N/A	0.00		0.00
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Weekly Totals: 0.00 0.00 0.00 FF&E Shipped: 0.00

"To Ship" Total: 0.00 FF&E Total: 0.00

## Week ending: 04/05/19

DEMO-PROF	854	1	A WT; Window Treatment (Admin); Spec ID: WIN-07	5	04/02/19	1,250.00	210.54	62.50		0.00
		2	A WT; Drapery; Spec ID: WIN-07A	5 PAIR	04/02/19	531.25	89.46	26.56		0.00

Weekly Totals: 1,781.25 300.00 89.06 FF&E Shipped: 0.00

"To Ship" Total: 2,170.31 FF&E Total: 1,781.25

Report Totals: 1,781.25 300.00 89.06 FF&E Shipped: 2,730.00

"To Ship" Total: 2,170.31 FF&E Total: 4,511.25

The "Projected Shipping" reports key off of the vendor's "Will Ship" date to predict not just shipping activity, but financial activity. Options control the range and whether the report shows cost vs. price amounts.

<sup>1</sup>Estimated freight amounts are based on Freight Quote entries and FF&E amounts for each item.



# Vendor Payment Recap by Project

Page: 1

Issued: 01/01/04 to 03/06/19

P.O. #	Item #	Description	Status, Shipping Inst	Qty* (Variance), Unit Cost, Tot Item Amt	Vndr Dep Inv, Inv Date, Amount	Dep Req, Req Date	Dep Chk, Chk Date, Amount	Vndr Inv(s), Inv Date, Item Amt	Bal Req, Req Date, Item Amt	Bal Chk(s), Chk Date, Amt Applied <sup>1</sup>	Next Step, Net Due to Vendor
--------	--------	-------------	-----------------------	--	--------------------------------	-------------------	---------------------------	---------------------------------	-----------------------------	--	------------------------------

Project: DEMO-PROF

Vendor: ASHLEY / ASHLEY LIGHTING INC

853	1	End Table Lamp (Offices)	NOT ISSUED	2 35.00 70.00							Vndr Dep Inv? 0.00
-----	---	--------------------------	------------	---------------------	--	--	--	--	--	--	-----------------------

Vendor: CDS,INC / CDS, INC

854	1	Window Treatment (Admin)	ISSUED 03/06/19 SEE ITEM NOTES	5 200.00 1,000.00	825.00	#198 03/06/19	#23424 03/07/19 825.00				Vndr: Bal Inv 0.00
	2	Drapery		5 PAIR 70.00 350.00							Vndr: Bal Inv 0.00
Total for order 854				1,350.00	825.00		825.00	0.00	0.00	0.00	0.00
Total for CDS,INC / CDS, INC				1,350.00	825.00		825.00	0.00	0.00	0.00	0.00

Vendor: FULMARQUE / Fulmarque

859	1	Executive Chair (Offices)	ISSUED 03/06/19 SEE ITEM NOTES	2 250.00 500.00	1,342.00	#197 03/06/19					Clt: Dep Chk Vndr: Bal Inv 1,342.00
	2	Chair - Work Area		2 250.00 500.00							Vndr: Bal Inv 0.00
	3	Guest Chair (Offices)		4 250.00 1,000.00							Vndr: Bal Inv 0.00

This report tracks the amounts owed to vendors: either as required deposits or as final balance requests. Order #854 has had a deposit request issued (to either your A/P or to your client) and that has been paid.


†Order closed. \*Actual quantity shipped if status indicates the same. <sup>1</sup> Includes deposits applied when balance request was issued.



**Smith, Wang & García, Architects**  
1234 North Main, Ste. 900 | Nashville, TN 37201 | Phone: 615 123-4567

FF&EZ form VPR-PV 181005

Printed: 03/06/19

		<h1 style="color: red;">INVOICE</h1> <p><b>Smith, Wang &amp; García, Architects</b>          1234 North Main, Ste. 900   Nashville, TN 37201   Phone: 615 123-4567</p>		Inv. No. <b>426</b> Date <b>03/06/19</b> Page <b>1 of 1</b>
Sold by: <b>Bert Smith-Mugley</b>		Project: <b>DEMO-PROF</b>		Invoice Amount: <b>4,736.81</b>
<b>Sold To</b>		<b>Return this stub with remittance to:</b>		
Customer #: <b>SMITHCO</b>		Reference: 		
John Smith The John Smith Companies 1234 Overland Trail Paris, TN 38100		Terms: Net 30 <hr/> Tax ID or Number: 987654		Smith, Wang & García, Architects 1234 North Main, Ste. 900 Nashville, TN 37201

Please Note			Comments	
Qty/Unit	Item	Description	Unit Price	Ext. Price
5 Ea	A WT	Window Treatment (Admin) (Item ID: WIN-07)	250.00	1,250.00
5 PAIR	A WT	Drapery (Item ID: WIN-07A)	106.25	531.25
5 Yd	INTEGRITY - RAIN FOREST	Fabric (Window Treatment) (Item ID: FABRIC-05)	No Charge	
2	8210	Executive Chair (Offices) (Item ID: SEAT-30)	341.25	682.50
2	962	Chair - Work Area (Item ID: SEAT-31)	341.25	682.50
4 ea	2040	Guest Chair (Offices) (Item ID: SEAT-32)	341.25	1,365.00
2 Yds	BURCH 1004286 - PECAN	Upholstery (Exec Office Chair) (Item ID: UPH-30)	No Charge	
2 Yd	BURCH 1004268 - SAGE	Upholstery (Work Area Chair) (Item ID: UPH-31)	No Charge	
4 Yds	BURCH 1002675 - CACTUS	Upholstery (Work Area Chair) (Item ID: UPH-32)	No Charge	

4,511.25

Tax: 225.56

Total: 4,736.81

The standard invoice format prints charges based on either the sell price or, for purchasing management projects, the management fee applied to the cost. You can invoice any order items for orders that have been issued, but you can also limit the invoicing to those items that have been marked as "shipped" or as "delivered."

When orders are created, you have the option of keeping the price associated with each component or rolling the total price into the primary component. If the latter is chosen, items that have no "price" can either be listed (as shown here) or they can be left out of the invoice list. This last choice can be changed each time you print an invoice.