

Calculation View and Budgeting in CET Designer

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OfficeScapes



Introduction

From your first client meeting to final sign-off, CET helps to clarify and communicate the budget and options for a project. Emily and Lisa will share their processes in using Calculation View and other tools in the program to simplify the project and stick to the budget.

01 WHAT IS A CET BUDGET?

Leveraging CET to your customer's benefit

03 BUDGETING USING CET

In the Calculation View – Internal and External Formats

In Excel

05 Questions?

What do you want to know?

02 GETTING “MOSTLY COMPLETE” SPECS QUICKLY

Schemes

Standard Options

04 PRINTING BUDGETS FROM CET

Logos and Disclaimers

Printing and Report Templates

The background is a dark purple color with a white diagonal line running from the top-left corner towards the center. Two white brackets are positioned on either side of the text, one on the left and one on the right, framing the central text.

WHAT IS A CET BUDGET?

Client Budget

OFFICESCAPES

This pricing is for budgetary purposes only. Final pricing will be provided when all project details have been finalized. Pricing shown below does not include Freight, Installation, Design Fees, or Tax.

#	Qty	Part Number	Description	Sell	Est. Sell
Seating Area					
1	2	TS3BC	Campfire; Seating, Big Lounge	\$2,739.00	\$5,478.00
2	1	TS4TBL	Campfire; Big Lamp	\$1,762.00	\$1,762.00
3	1	TS4TPT	Campfire; Paper Table	\$1,030.00	\$1,030.00
4	1	TS4TWP	Campfire; Table-Personal	\$450.00	\$450.00
5	1	TSBUOYWHITE	Buoy; Seat, White, Cap	\$383.00	\$383.00
				Total Seating Area	\$9,103.00
Workstations					
6	4	442A40	Gesture; Chair, Wrapped back, Adjustable seat depth	\$1,766.00	\$7,064.00
7	1	891700204MP	Filler-Power Receptacle Opening, Quantity/20	\$21.02	\$21.02
8	4	CQMS177207W	Storage-Mid, Slim, Wall mount application, 17D x 72W x 7 1/2H	\$1,214.00	\$4,856.00
9	4	DSLEDF	SOTO; Light-Task, LED, Freestanding	\$321.00	\$1,284.00
10	4	FPAC1CC	Eyesite; Monitor arm-Single, Standard crank column, C clamp bracket	\$363.00	\$1,452.00
11	4	MIGRELRQ	Migration; Desk-Rectangle, Electric	\$1,443.00	\$5,772.00
12	4	RATCL1872P	Top-Common, Square edge profile, Laminate, Proud front, 18 7/8D x 72W	\$178.18	\$712.73
13	4	RLF18361AF	Universal; Lateral file, Flush steel front, 1 1/2 high open / open, 18D x 36W	\$382.73	\$1,530.91
14	7	RLF18361BP	Universal; Lateral file, Proud steel front, 1 1/2 high drawer / drawer, 18D x 36W	\$567.27	\$3,970.91
15	1	RLF18361BP	Universal; Lateral file, Proud steel front, 1 1/2 high drawer / drawer, 18D x 36W	\$416.59	\$416.59
16	4	TS71224LS	Skin, Laminate, 12H x 24W	\$291.00	\$1,164.00
17	4	TS71230LS	Skin, Laminate, 12H x 30W	\$302.00	\$1,208.00
18	4	TS71230SPW	Window-Single pane, 12H x 30W	\$448.00	\$1,792.00
19	28	TS71236LS	Skin, Laminate, 12H x 36W	\$311.00	\$8,708.00
20	2	TS71236LTSSW	Skin-Technology, Slatwall, Left hand cut out, 12H x 36W	\$380.00	\$760.00
21	2	TS71236RTSSW	Skin-Technology, Slatwall, Right hand cut out, 12H x 36W	\$380.00	\$760.00
22	8	TS71236SW	Slatwall, 12H x 36W	\$321.00	\$2,568.00
23	4	TS71248LS	Skin, Laminate, 12H x 48W	\$339.00	\$1,356.00
24	4	TS71272SPW	Window-Single pane, 12H x 72W	\$701.00	\$2,804.00
25	8	TS72424LS	Skin, Laminate, 24H x 24W	\$335.00	\$2,680.00
26	4	TS72424LSF	Panel skin, Laminate, Floor, 24H x 24W	\$353.00	\$1,412.00
27	8	TS72430LS	Skin, Laminate, 24H x 30W	\$353.00	\$2,824.00
28	4	TS72430LSF	Panel skin, Laminate, Floor, 24H x 30W	\$370.00	\$1,480.00
29	20	TS72436LS	Skin, Laminate, 24H x 36W	\$369.00	\$7,380.00
30	6	TS72442LS	Skin, Laminate, 24H x 42W	\$386.00	\$2,316.00
31	2	TS72442LSF	Panel skin, Laminate, Floor, 24H x 42W	\$405.00	\$810.00
32	8	TS72448LS	Skin, Laminate, 24H x 48W	\$403.00	\$3,224.00
33	4	TS72448LSF	Panel skin, Laminate, Floor, 24H x 48W	\$419.00	\$1,676.00
34	4	TS724THF	Frame, Horizontal package, Thin, 24W	\$78.00	\$312.00
35	4	TS730THF	Frame-Horizontal package, Thin, 30W	\$84.00	\$336.00
36	4	TS73624LS	Skin, Laminate, 36H x 24W	\$376.00	\$1,504.00

WHAT IS A CET BUDGET?



A CET Budget is created using the Calculation View in CET

They ARE:

- High and Mid level budgets
- Pulse Points on a project
- A fast way to show cost implications

They ARE NOT:

- Final Specifications
- Final Pricing
- Something the client can take to the bank

WHAT IS A CET BUDGET?

WHEN TO USE A CET BUDGET

FIRST MEETING(S) WITH CLIENT

Basic facts are gathered about the project. Schematic layouts and furniture designs are discussed.



CLIENT REVIEWS

The client reviews the layouts and furniture designs. Gives feedback to the team.



HIGH LEVEL CET BUDGET

Designer creates an initial layout and /or furniture design typicals. Designer provides client a high level CET budget based off of the floorplan or furniture designs.

WHAT IS A CET BUDGET?

WHEN TO USE A CET BUDGET

REVISIONS ARE MADE

Designer makes the requested changes, and, again, is able to provide a high level CET Budget



ETC.

This cycle can continue for as many iterations as needed!

FINAL QUOTE IS PRODUCED – FROM ORDERING PROGRAM

Final quote is given to the client. This is created in your ordering program. NOT from CET.



GETTING “MOSTLY
COMPLETE” SPECS
QUICKLY

WHY DO I WANT “MOSTLY COMPLETE” SPECS?

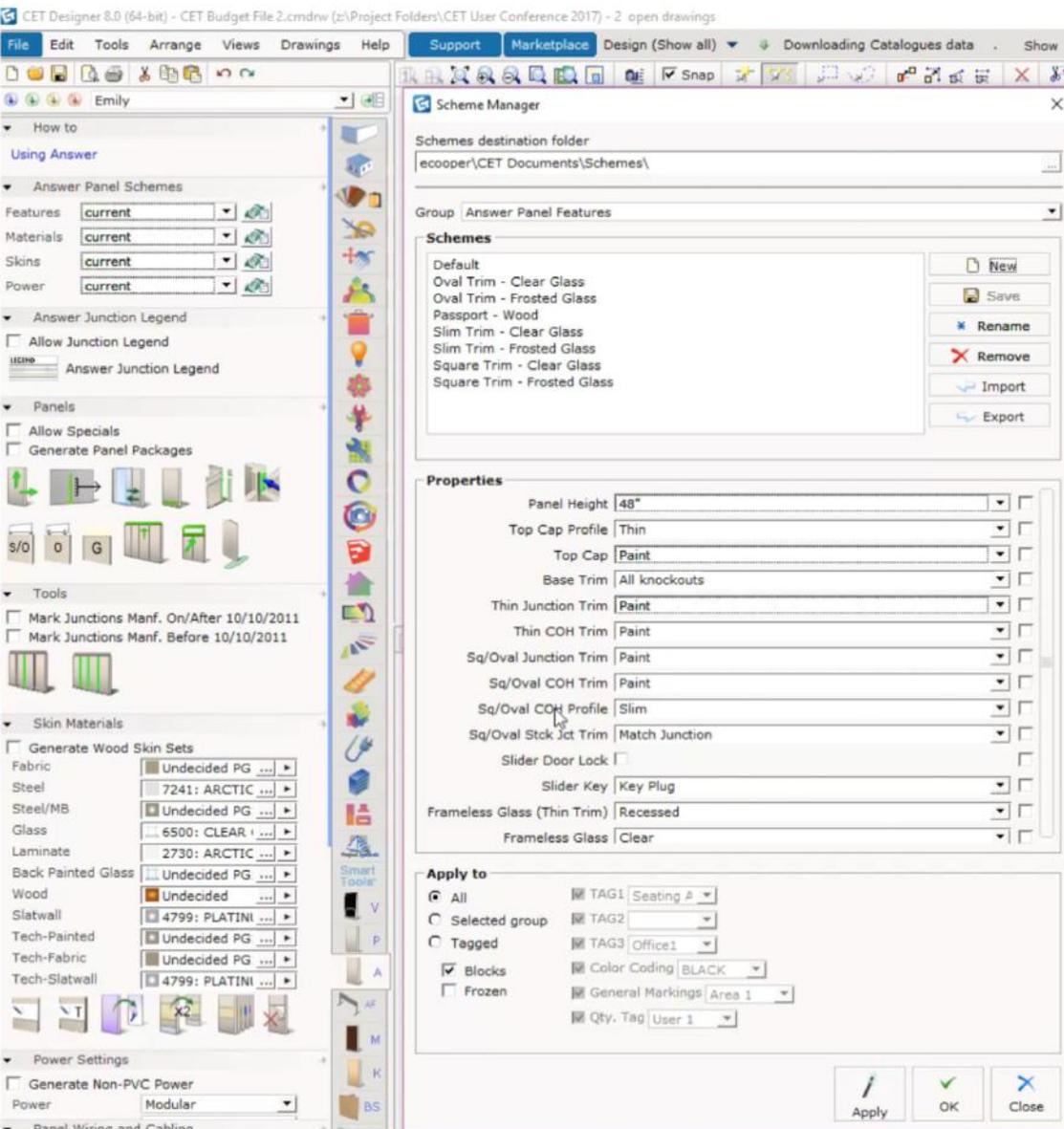
In order to use CET to provide budget pricing on a Project, there needs to be a basic level of detail in the drawings and specifications. The closer to complete the specs are – the more accurate the budget will be. But, as CET budgets are used at the beginning of the design process, there shouldn't be too much time spent in the details just yet. So, here are some tips to make getting “mostly complete” specs easier and faster.



USE SCHEMES

Many “Smart” objects in CET have Schemes that can be created, saved, and re-used. Schemes allow for inserted drawing objects to be optioned out at first click.





CREATING AND EXPORTING A NEW SCHEME

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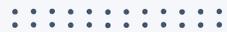
CREATING A NEW SCHEME

- 1) Click on a Scheme box under a “Smart” product tab
- 2) Click “New”
- 3) Name your Scheme
- 4) Choose the product options you want
- 5) Click “Save”

EXPORTING A SCHEME FOR OTHERS TO USE

- 1) Click “Export”
- 2) Choose the Scheme(s) you wish to export
- 3) Navigate to a project folder or shared drive
- 4) Name and save your file

IMPORTING A SAVED SCHEME

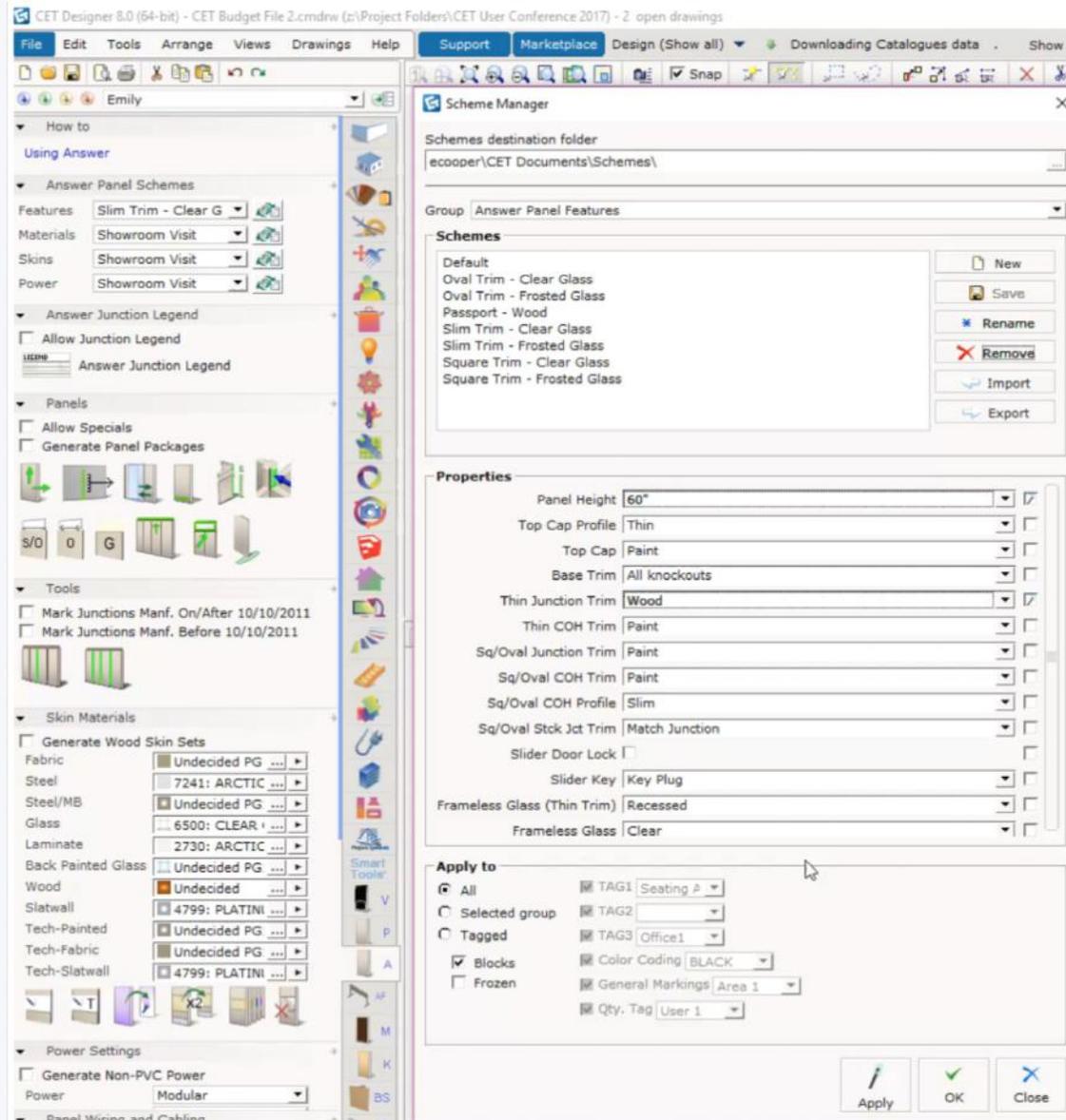


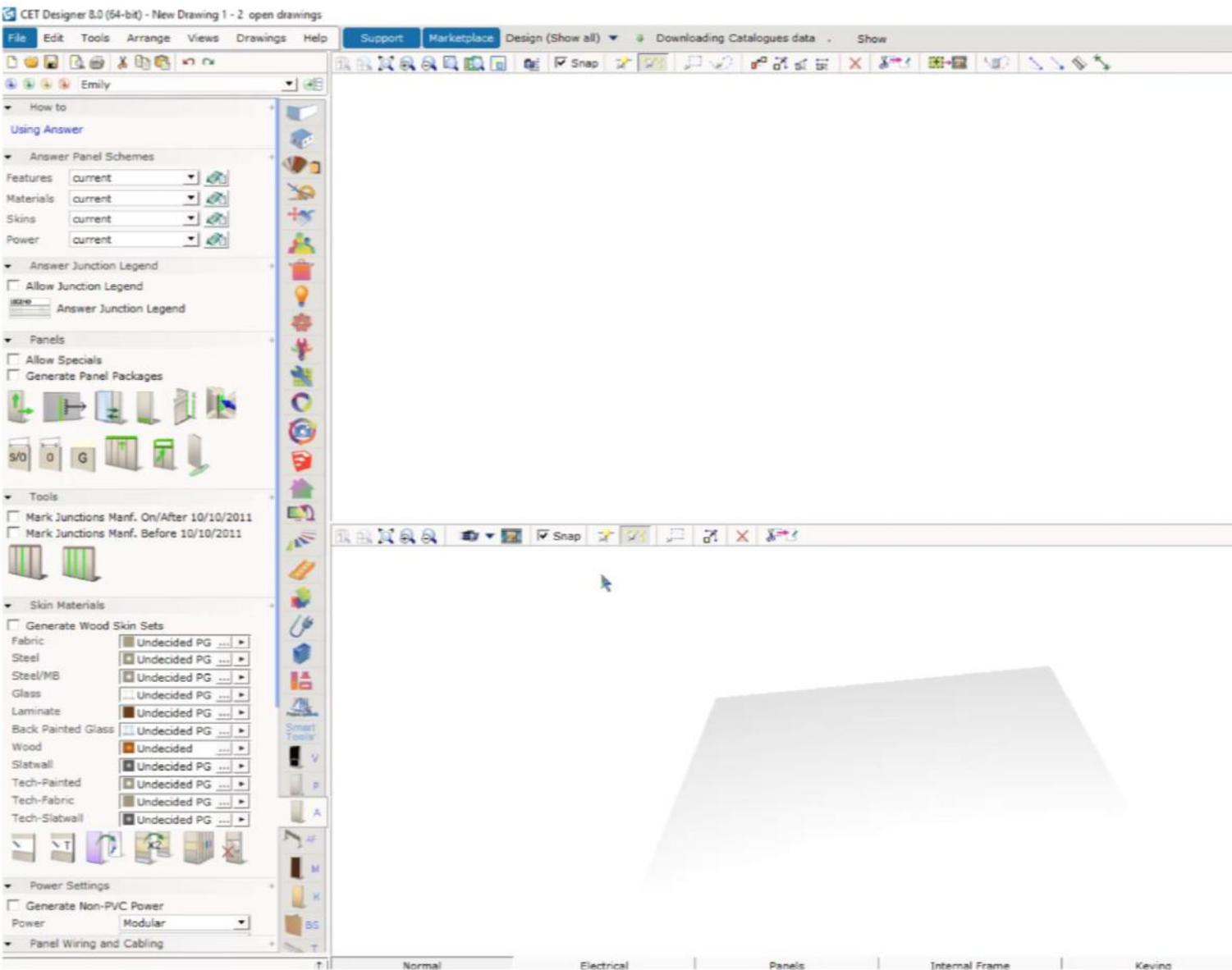
- 1) Click "Import"
- 2) Navigate to the saved Scheme
- 3) Click Open
- 4) Your Scheme will load into CET!

HINT: Create and save basic schemes your company at large can use.

For Example:

- Warm Colors
- Cool Colors
- Base Bid Options





APPLYING A SCHEME

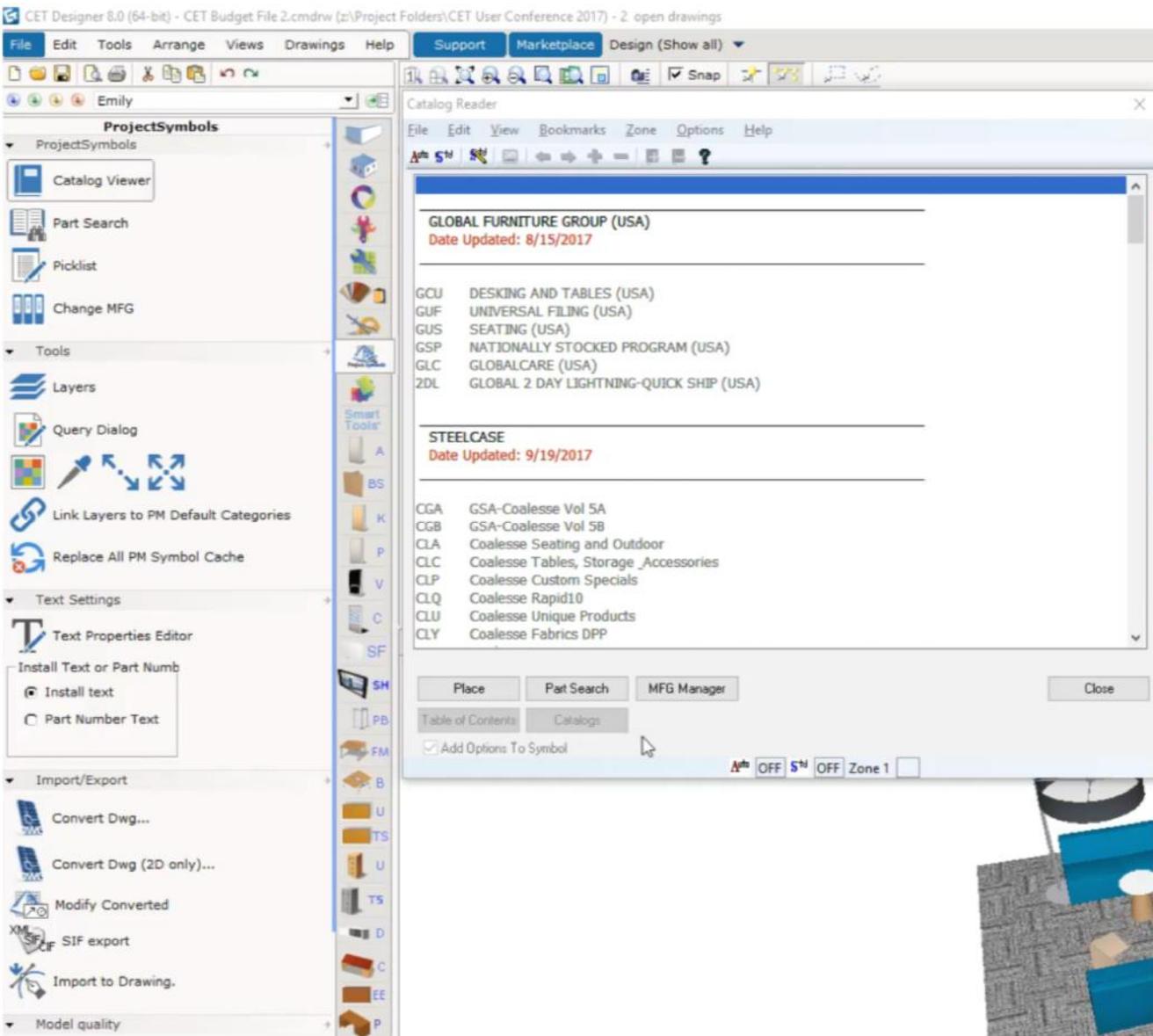
.....

- 1) Before you apply a scheme, objects will come in with no options or materials applied.
- 2) Choose the scheme(s) to apply from the drop down menu
- 3) Place an object in the drawing – it will now have the materials and options from that Scheme applied!



USE STANDARD OPTIONS

When creating a floorplan using “related” Project Symbols (aka – more than one part number from a single product type), Standard Options enable applying repeated options with fewer clicks.

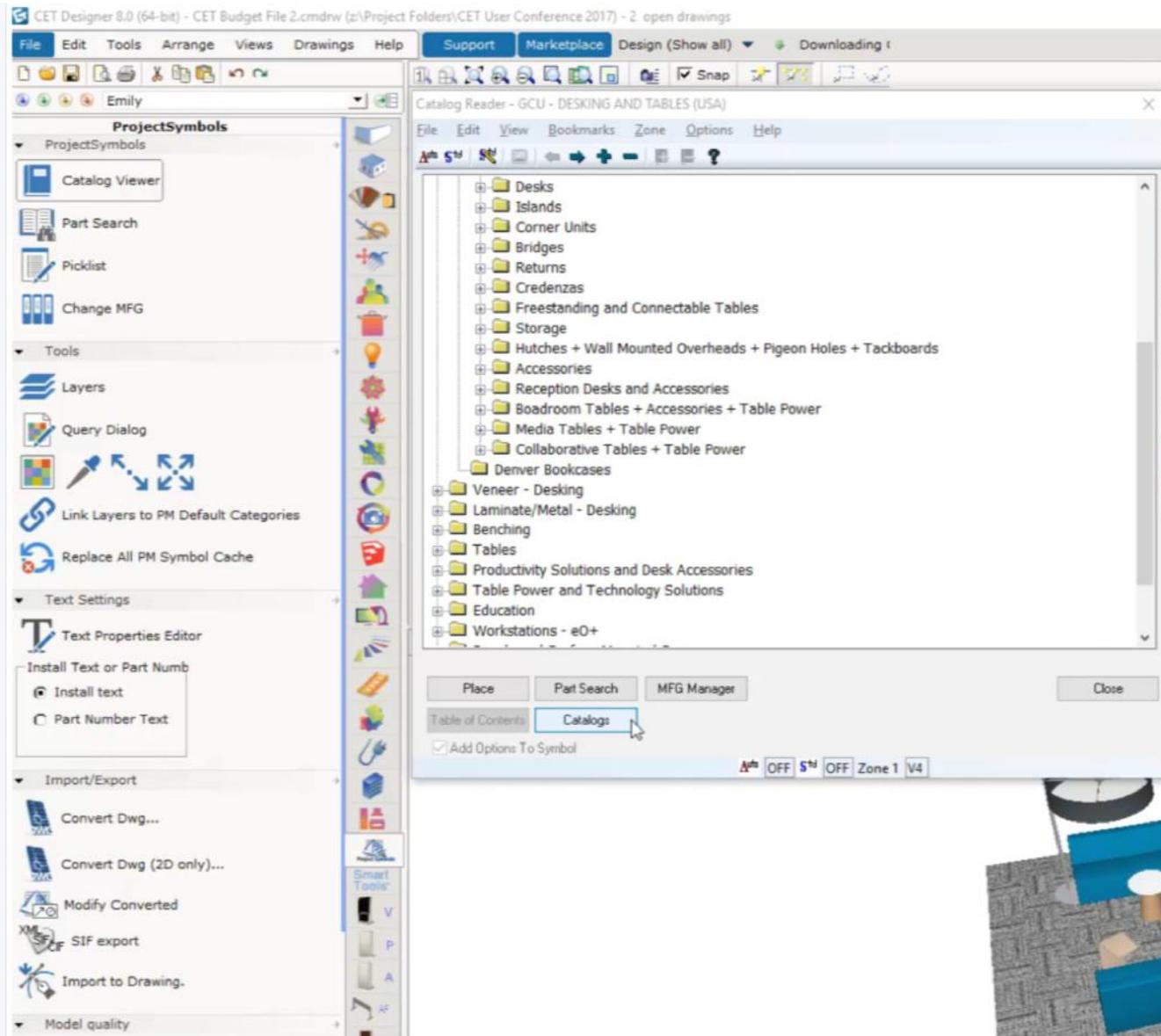


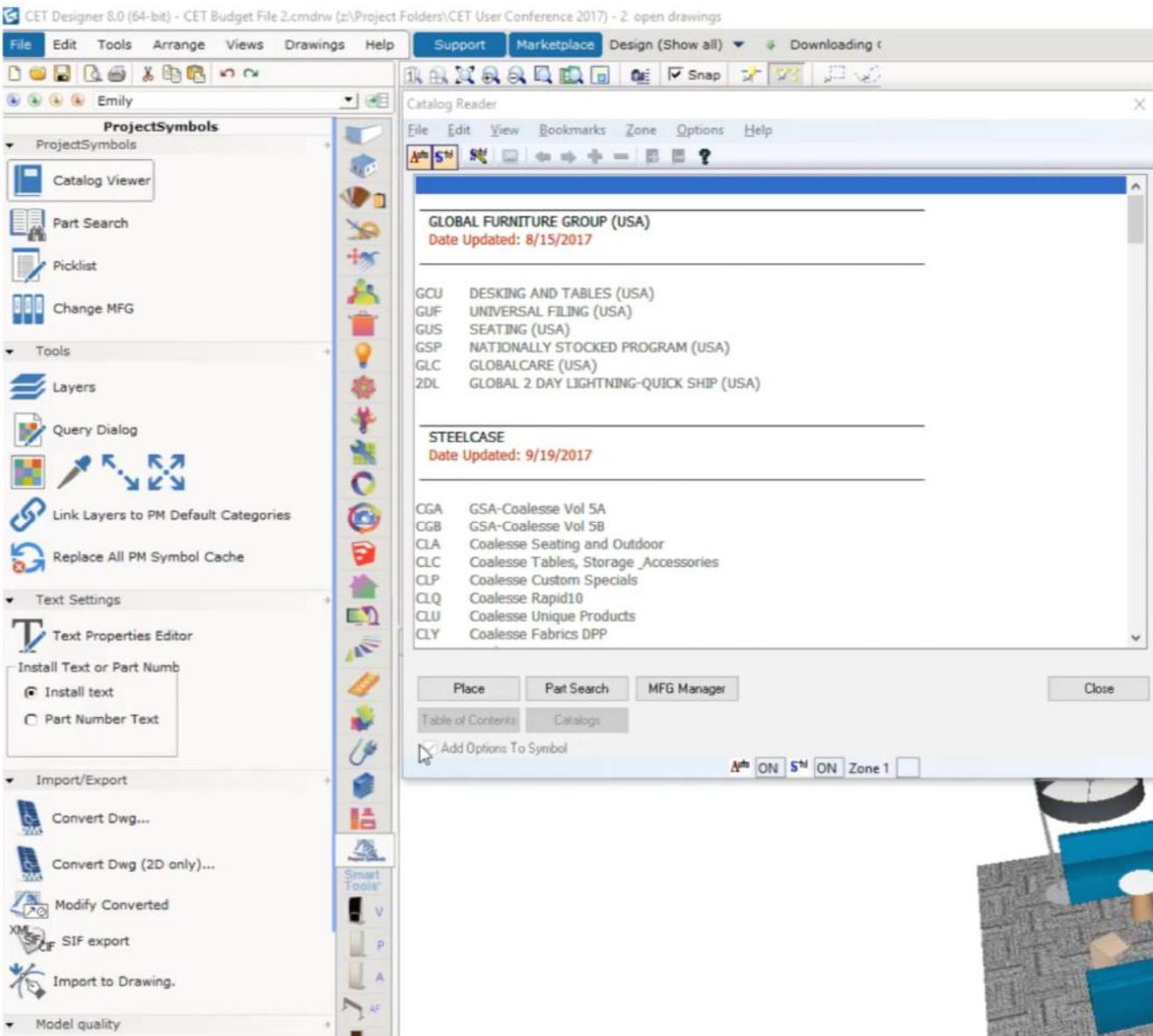
CREATING STANDARD OPTIONS

- 1) Open to Project Symbols
- 2) Navigate to the part number and apply options.
- 3) Once optioned – right click in the upper box that shows the selected options
- 4) A dialogue box will appear – click “Add all to Standard Options”
- 5) The Standard options dialogue box will appear. Click on the entry just created to see all the options selected.

APPLYING STANDARD OPTIONS

- 1) Turn ON the “Auto” and “Std” toggles – these can be found at bottom center and top left.
- 2) Navigate to a product related to the one created with the Standard Options (Ex: A desk, and a pedestal from the same line.)
- 3) Click on the part number, all shared options should auto populate – leaving only the options unique to that part number.





EXPORTING IMPORTING & CLEARING

EXPORTING STANDARD OPTIONS

- 1) Navigate to the Standard Options dialogue box by clicking “Edit” – “Standard Options Edit”
- 2) Click “Save” to save the Standard Options to a project folder or shared drive

IMPORTING STANDARD OPTIONS

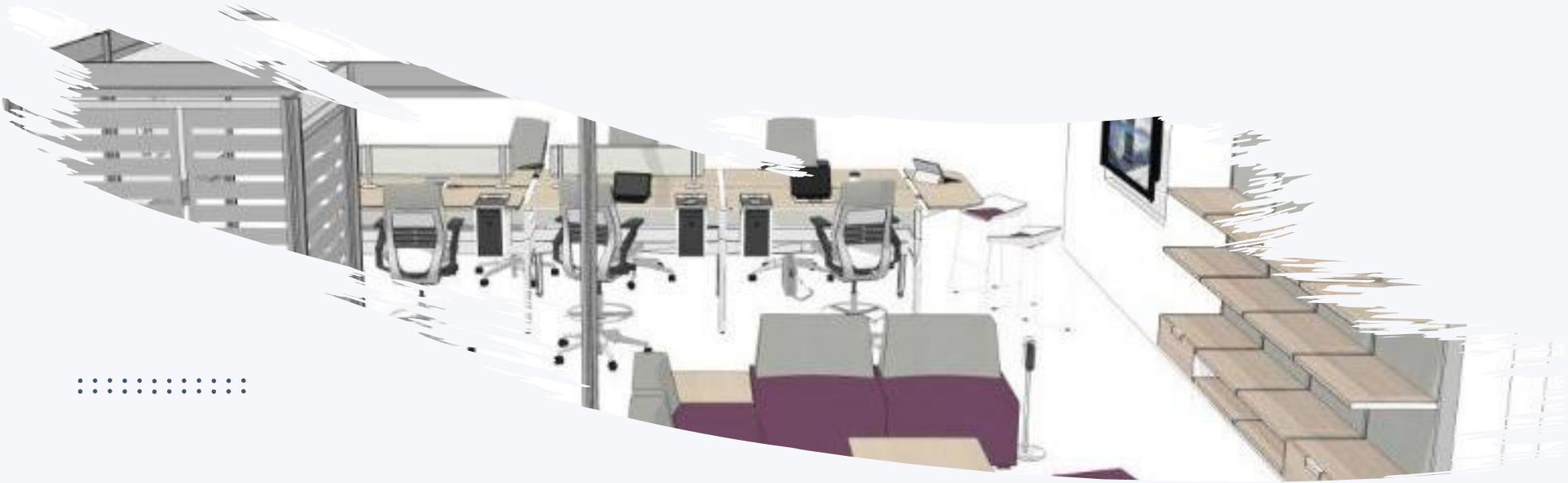
- 1) Click “Open” to load in a previously created Standard Options set

CLEARING STANDARD OPTIONS

- 1) Click “Clear” to remove the Standard Options

NOTE: The Catalogue Viewer must be closed and re-opened for “Clear” to have applied

BUDGETING USING CET



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BUDGETING IN THE CET CALCULATION TOOL

Use the Article Views in the Calculation tool to apply Discounting and Markup. We will be creating two Views today:

- Internal Pricing
- Client Budget

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PRICING BASICS

List, Buy, Margin, Sell –what does it all mean?

Our main focus as designers is NOT pricing, but if we are working with customers early in the sales cycle we need a basic understanding of pricing.

LIST – Manufacturer’s published price

BUY –Dealer’s cost

SELL –Customer’s price

MARGIN –Difference between dealer’s cost and customer’s price

The manufacturer provides the discounting typically in a percentage off List.

The dealer decides on margin and that percentage is added to the Buy.

Quantity	Part Number	Description	List	Ext. List	Buy %	Ext. Buy	Margin %	Ext. Sell
1	Z204216RL	Space Saver Return (Left) w/no pedestal + 16" Throat - 20D x 42W x 29H, ZIRA	\$381.00	\$381.00	50 %	\$190.50	25 %	\$254.00
1	Z204216RR	Space Saver Return (Right) w/no pedestal + 16" Throat - 20D x 42W x 29H, ZIRA	\$381.00	\$381.00	50 %	\$190.50	25 %	\$254.00
1	Z3672E2R	36"d x 72"w x 29"h, Extended Corner, Single Pedestal, Rectangular Top Desk, File	\$1,928.00	\$1,928.00	50 %	\$964.00	25 %	\$1,285.33
1	Z3672E3L	36"d x 72"w x 29"h, Extended Corner, Single Pedestal, Rectangular Top Desk, Bo	\$2,324.00	\$2,324.00	50 %	\$1,162.00	25 %	\$1,549.33
2	Z42S36H	Closed Hutches-W/Doors and One Fixed Shelf - 15D x 42W x 36H, ZIRA	\$1,203.00	\$2,406.00	50 %	\$1,203.00	25 %	\$1,604.00
Total GCU			\$7,420.00	\$7,420.00	50 %	\$3,710.00	25 %	\$4,946.67
					60 %		20 %	
8	RLF18301P	Universal; Lateral file, Proud steel front, 1 high, 18D x 30W	\$955.00	\$7,640.00	60 %	\$3,056.00	20 %	\$3,820.00
Total SCF			\$7,640.00	\$7,640.00	60 %	\$3,056.00	20 %	\$3,820.00
					57.5 %		20 %	
4	442A40	Gesture; Chair, Wrapped back, Adjustable seat depth	\$1,630.00	\$6,520.00	57.5 %	\$2,771.00	20 %	\$3,463.75
Total SCS			\$6,520.00	\$6,520.00	57.5 %	\$2,771.00	20 %	\$3,463.75
					55 %		20 %	
2	CQMT176015S	Storage-Tall, Mid, Shared application, 17D x 60W x 15H	\$1,013.00	\$2,026.00	55 %	\$911.70	20 %	\$1,139.62
Total SCX			\$2,026.00	\$2,026.00	55 %	\$911.70	20 %	\$1,139.62
					56.5 %		20 %	
4	OLELRQ	Ology; Desk-Rectangle, Extended height	\$3,723.00	\$14,892.00	56.5 %	\$6,478.02	20 %	\$8,097.53
Total SHD			\$14,892.00	\$14,892.00	56.5 %	\$6,478.02	20 %	\$8,097.53
					55 %		20 %	
4	DSSA246	SOTO; Shelf-Standard, 24W x 6D	\$153.00	\$612.00	55 %	\$275.40	20 %	\$344.25
4	DSTB	SOTO; Tool box	\$34.00	\$136.00	55 %	\$61.20	20 %	\$76.50
4	DSUB	SOTO; Utility box	\$34.00	\$136.00	55 %	\$61.20	20 %	\$76.50
Total SWT			\$884.00	\$884.00	55 %	\$397.80	20 %	\$497.25

Calculation

File Edit Choose manufacturer

Main

Enter search here... Search

#	Part Number	Options	Description	Area	Depth	Height	Length	Volume	Weight	Width	SKU	Preview	Package Count	Pricelist
STEELCASE														
SWT														
1	DSLEDF		SOTO; Light-Task, L											
2	FPAC1CC		Eyesite; Monitor arr											
													Total SW	
													Total STEELCAS	
Steelcase														
CS3														
3	891700204MP		Filler-Power Recept:											
													Total CS	
SCF														
4	RATCL1872P		Top-Common, Squ											
5	RLF18361AF		Universal; Lateral fi											
6	RLF18361BP		Universal; Lateral fi											
7	RLF18361BP		Universal; Lateral fi											
8	UFSMEDRHANS		Bracket, Medium, R											
													Total SC	
SCS														
9	442A40		Gesture; Chair, Wri											
10	442A40		Gesture; Chair, Wri											
													Total SC	
SCX														
11	CQMS177207W		Storage-Mid, Slim, i											
													Total SC	
SHD														
12	M1GRELRQ		Migration; Desk-Re:											
													Total SH	
SWT														
13	WLTS		Letter tray-Portrait,								WLTS			184 (USD)
Summary														
													Components	\$102,777.00
													Discount	0 %
													Freight	\$0.00
													Packing	\$0.00
													Assembly	\$0.00
													Environmental fees	\$0.00
													Round up/down	(\$7.00)
													Total	\$102,770.00

Settings

Refresh Close

INTERNAL BUDGET SETTING UP THE VIEW

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- 1) Create a new Article View
- 2) Click on the Setting button (the yellow folder)
- 3) Name the view "Internal Pricing"
- 4) Under the Columns tab, make sure the following options are selected:
Catalogue | Quantity | Part Number | Description | List | Ext. List | Buy % | Ext. Buy | Margin % | Ext. Sell
- 5) Under the Grouping tab, select Catalogue. This will group your products by Catalogue – which is often how discounting is applied

INTERNAL BUDGET APPLYING PRICING

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- Buy % is the Discounting column. Apply discounting by clicking in the column and typing a number. Discounting can be applied to a whole group of product, or to individual lines
- Margin % is the Markup column – apply markup in the same way
- Deleting Discounting or Markup. To delete it from a group, double click on the group title line and click the red “X” in the dialogue box. To delete it from a line, click on the line – then the red “X”

Calculation

File Edit Choose manufacturer

Main INTERNAL PRICING

Enter search here... Search

#		Catalog	Quantity	Part Number	Description	List	Ext. List	Buy %	Ext. Buy	Margin %
CS3										
1		CS3	1	891700204MP	Filler-Power Receptacle Opening, Quantity/20	\$37.00	\$37.00	100 %	\$0.00	100 %
						Total CS3	\$37.00	100 %	\$0.00	0 %
SCF										
2		SCF	4	RATCL1872P	Top-Common, Square edge profile, Laminate, Proud front, 18 7/8D x 72W	\$392.00	\$1,568.00	100 %	\$0.00	100 %
3		SCF	4	RLF18361AF	Universal; Lateral file, Flush steel front, 1 1/2 high open / open, 18D x 36W	\$842.00	\$3,368.00	100 %	\$0.00	100 %
4		SCF	7	RLF18361BP	Universal; Lateral file, Proud steel front, 1 1/2 high drawer / drawer, 18D x 36W	\$1,248.00	\$8,736.00	100 %	\$0.00	100 %
5		SCF	1	RLF18361BP	Universal; Lateral file, Proud steel front, 1 1/2 high drawer / drawer, 18D x 36W	\$1,222.00	\$1,222.00	100 %	\$0.00	100 %
6		SCF	3	UFSMEDRHANS	Bracket, Medium, Right hand, Storage to panel application, Answer application	\$86.00	\$258.00	100 %	\$0.00	100 %
						Total SCF	\$15,152.00	100 %	\$0.00	0 %
SCS										
7		SCS	3	442A40	Gesture; Chair, Wrapped back, Adjustable seat depth	\$1,766.00	\$5,298.00	0 %	\$5,298.00	0 %
8		SCS	1	442A40	Gesture; Chair, Wrapped back, Adjustable seat depth	\$1,791.00	\$1,791.00	0 %	\$1,791.00	0 %
						Total SCS	\$7,089.00	0 %	\$7,089.00	0 %
SCX										
9		SCX	4	CQMS177207W	Storage-Mid, Slim, Wall mount application, 17D x 72W x 7 1/2H	\$1,214.00	\$4,856.00	100 %	\$0.00	100 %
						Total SCX	\$4,856.00	100 %	\$0.00	0 %
SHD										
10		SHD	4	MIGRELQ	Migration; Desk-Rectangle, Electric	\$1,443.00	\$5,772.00	0 %	\$5,772.00	0 %
						Total SHD	\$5,772.00	0 %	\$5,772.00	0 %
SWT										
11		SWT	4	DSLEDF	SOTO; Light-Task, LED, Freestanding	\$321.00	\$1,284.00	0 %	\$1,284.00	0 %
12		SWT	4	FRAC1CC	Eyesite; Monitor arm-Single, Standard crank column, C clamp bracket	\$363.00	\$1,452.00	0 %	\$1,452.00	0 %
13		SWT	4	WLTS	Letter tray-Portrait, 10W	\$38.00	\$152.00	100 %	\$0.00	100 %
14		SWT	6	WPCS	Pen / pencil cup	\$38.00	\$228.00	100 %	\$0.00	100 %
						Total SWT	\$3,116.00	~12.2 %	\$2,736.00	~12.2 %
TRN										
15		TRN	2	TS3BC	Campfire; Seating, Big Lounge	\$2,739.00	\$5,478.00	100 %	\$0.00	100 %
16		TRN	1	TS4TBL	Campfire; Big Lamp	\$1,762.00	\$1,762.00	100 %	\$0.00	100 %
17		TRN	1	TS4TPT	Campfire; Paper Table	\$1,030.00	\$1,030.00	100 %	\$0.00	100 %
18		TRN	1	TS4TWP	Campfire; Table-Personal	\$450.00	\$450.00	100 %	\$0.00	100 %
19		TRN	1	TSBUOYWHITE	Buoy; Seat, White, Cap	\$383.00	\$383.00	100 %	\$0.00	100 %
						Total TRN	\$9,103.00	100 %	\$0.00	0 %
TSA										
20		TSA	4	TS71224LS	Skin, Laminate, 12H x 24W	\$291.00	\$1,164.00	100 %	\$0.00	100 %
21		TSA	4	TS71230LS	Skin, Laminate, 12H x 30W	\$302.00	\$1,208.00	100 %	\$0.00	100 %
22		TSA	4	TS71230SPW	Window-Single pane, 12H x 30W	\$448.00	\$1,792.00	100 %	\$0.00	100 %
						Total TSA	\$1,541.00	100 %	\$0.00	0 %
Summary						Total				\$102,777.00

Settings Refresh Close

Calculation

File Edit Choose manufacturer

Main INTERNAL PRICING

Enter search here... Search

Catalog	Quantity	Part Number	Description	List	Ext. List	Buy %	Ext. Buy	Margin %	Ext. Sell
CS3	1	891700204MP	Filler-Power Receptacle Opening, Quantity/20	\$37.00	\$37.00	50 %	\$18.50	12 %	\$21.02
Total CS3				\$37.00		50 %	\$18.50	12 %	\$21.02
SCF	4	RATCL1872P	Top-Common, Square edge profile, Laminate, Proud front, 18 7/8D x 72W	\$392.00	\$1,568.00	60 %	\$627.20	12 %	\$712.73
SCF	4	RLF18361AF	Universal; Lateral file, Flush steel front, 1 1/2 high open / open, 18D x 36W	\$842.00	\$3,368.00	60 %	\$1,347.20	12 %	\$1,530.91
SCF	7	RLF18361BP	Universal; Lateral file, Proud steel front, 1 1/2 high drawer / drawer, 18D x 36W	\$1,248.00	\$8,736.00	60 %	\$3,494.40	12 %	\$3,970.91
SCF	1	RLF18361BP	Universal; Lateral file, Proud steel front, 1 1/2 high drawer / drawer, 18D x 36W	\$1,222.00	\$1,222.00	70 %	\$366.60	12 %	\$416.59
SCF	3	UFSMEDRHANS	Bracket, Medium, Right hand, Storage to panel application, Answer application	\$86.00	\$258.00	60 %	\$103.20	12 %	\$117.27
Total SCF				\$15,152.00		~60.81 %	\$5,938.60	12 %	\$6,748.41
SCS	3	442A40	Gesture; Chair, Wrapped back, Adjustable seat depth	\$1,766.00	\$5,298.00	55 %	\$2,384.10	0 %	\$5,298.00
SCS	1	442A40	Gesture; Chair, Wrapped back, Adjustable seat depth	\$1,791.00	\$1,791.00	55 %	\$805.95	55 %	\$1,791.00
Total SCS				\$7,089.00		55 %	\$3,190.05	55 %	\$7,089.00
SCX	4	CQMS177207W	Storage-Mid, Slim, Wall mount application, 17D x 72W x 7 1/2H	\$1,214.00	\$4,856.00	100 %	\$0.00	100 %	\$4,856.00
Total SCX				\$4,856.00		100 %	\$0.00	0 %	\$4,856.00
SHD	4	MIGRELKQ	Migration; Desk-Rectangle, Electric	\$1,443.00	\$5,772.00	0 %	\$5,772.00	0 %	\$5,772.00
Total SHD				\$5,772.00		0 %	\$5,772.00	0 %	\$5,772.00
SWT	4	DSLEDF	SOTO; Light-Task, LED, Freestanding	\$321.00	\$1,284.00	0 %	\$1,284.00	0 %	\$1,284.00
SWT	4	FPAC1CC	Eyesite; Monitor arm-Single, Standard crank column, C clamp bracket	\$363.00	\$1,452.00	0 %	\$1,452.00	0 %	\$1,452.00
SWT	4	WLTS	Letter tray-Portrait, 10W	\$38.00	\$152.00	100 %	\$0.00	100 %	\$152.00
SWT	6	WPCS	Pen / pencil cup	\$38.00	\$228.00	100 %	\$0.00	100 %	\$228.00
Total SWT				\$3,116.00		~12.2 %	\$2,736.00	~12.2 %	\$3,116.00
TRN	2	TS3BC	Campfire; Seating, Big Lounge	\$2,739.00	\$5,478.00	100 %	\$0.00	100 %	\$5,478.00
TRN	1	TS4TBL	Campfire; Big Lamp	\$1,762.00	\$1,762.00	100 %	\$0.00	100 %	\$1,762.00
TRN	1	TS4TPT	Campfire; Paper Table	\$1,030.00	\$1,030.00	100 %	\$0.00	100 %	\$1,030.00
TRN	1	TS4TWP	Campfire; Table-Personal	\$450.00	\$450.00	100 %	\$0.00	100 %	\$450.00
TRN	1	TSBUOYWHITE	Buoy; Seat, White, Cap	\$383.00	\$383.00	100 %	\$0.00	100 %	\$383.00
Total TRN				\$9,103.00		100 %	\$0.00	0 %	\$9,103.00
TSA	4	TS71224LS	Skin, Laminate, 12H x 24W	\$291.00	\$1,164.00	100 %	\$0.00	100 %	\$1,164.00
TSA	4	TS71230LS	Skin, Laminate, 12H x 30W	\$302.00	\$1,208.00	100 %	\$0.00	100 %	\$1,208.00
TSA	4	TS71230SPW	Window-Single pane, 12H x 30W	\$448.00	\$1,792.00	100 %	\$0.00	100 %	\$1,792.00
Total TSA				\$1,041.00		100 %	\$0.00	100 %	\$1,041.00
Summary Total									\$94,357.43

Settings

Refresh Close

SAVING & LOADING ARTICLE VIEW

.....

SAVING AN ARTICLE VIEW TEMPLATE

- 1) Click on the Settings button (the yellow folder). Hit "Save As" and save to a project folder or shared drive

LOADING AN ARTICLE VIEW TEMPLATE

- 1) Create new Article View, then click on the Settings button (the yellow folder). Click "Load" and choose the saved view required.

CLIENT BUDGET SETTING UP THE VIEW

.....

- 1) Create a new Article View
- 2) Click on the Setting button (the yellow folder)
- 3) Name the view "Client Budget"
- 4) Under the Columns tab, make sure the following options are selected:

Quantity | Part Number | Description | Sell | Ext. Sell

- 5) There is the option of moving to the Grouping tab to group products by Tag, etc. In our example, we are grouping by Tag 1

Quantity	Part Number	Description	Sell	Ext. Sell
3	442A40	Gesture; Chair, Wrapped back, Adjustable seat depth	\$1,756.00	\$5,298.00
1	442A40	Gesture; Chair, Wrapped back, Adjustable seat depth	\$1,791.00	\$1,791.00
1	891700204MP	Filler-Power Receptacle Opening, Quantity/20	\$21.02	\$21.02
4	CQMS177207W	Storage-Mid, Slim, Wall mount application, 17D x 72W x 7 1/2H	\$1,214.00	\$4,856.00
4	DSLEDF	SOTO; Light-Task, LED, Freestanding	\$321.00	\$1,284.00
4	FPAC1CC	Eyeseite; Monitor arm-Single, Standard crank column, C clamp bracket	\$363.00	\$1,452.00
4	MIGRELKQ	Migration; Desk-Rectangle, Electric	\$1,443.00	\$5,772.00
4	RATCL1872P	Top-Common, Square edge profile, Laminate, Proud front, 18 7/8D x 72W	\$178.18	\$712.73
4	RLF18361AF	Universal; Lateral file, Flush steel front, 1 1/2 high open / open, 18D x 36W	\$382.73	\$1,530.91
7	RLF18361BP	Universal; Lateral file, Proud steel front, 1 1/2 high drawer / drawer, 18D x 36W	\$567.27	\$3,970.91
1	RLF18361BP	Universal; Lateral file, Proud steel front, 1 1/2 high drawer / drawer, 18D x 36W	\$416.59	\$416.59
4	TS71224LS	Skin, Laminate, 12H x 24W	\$291.00	\$1,164.00
4	TS71230LS	Skin, Laminate, 12H x 30W	\$302.00	\$1,208.00
4	TS71230SPW	Window-Single pane, 12H x 30W	\$448.00	\$1,792.00
28	TS71236LS	Skin, Laminate, 12H x 36W	\$311.00	\$8,708.00
2	TS71236LTSSW	Skin-Technology, Slatwall, Left hand cut out, 12H x 36W	\$380.00	\$760.00
2	TS71236RTSSW	Skin-Technology, Slatwall, Right hand cut out, 12H x 36W	\$380.00	\$760.00
8	TS71236SW	Slatwall, 12H x 36W	\$321.00	\$2,568.00
4	TS71248LS	Skin, Laminate, 12H x 48W	\$339.00	\$1,356.00
4	TS71272SPW	Window-Single pane, 12H x 72W	\$701.00	\$2,804.00
8	TS72424LS	Skin, Laminate, 24H x 24W	\$335.00	\$2,680.00
4	TS72424LSF	Panel skin, Laminate, Floor, 24H x 24W	\$353.00	\$1,412.00
8	TS72430LS	Skin, Laminate, 24H x 30W	\$353.00	\$2,824.00
4	TS72430LSF	Panel skin, Laminate, Floor, 24H x 30W	\$370.00	\$1,480.00
20	TS72436LS	Skin, Laminate, 24H x 36W	\$369.00	\$7,380.00
6	TS72442LS	Skin, Laminate, 24H x 42W	\$386.00	\$2,316.00
2	TS72442LSF	Panel skin, Laminate, Floor, 24H x 42W	\$405.00	\$810.00
8	TS72448LS	Skin, Laminate, 24H x 48W	\$403.00	\$3,224.00
4	TS72448LSF	Panel skin, Laminate, Floor, 24H x 48W	\$419.00	\$1,676.00
4	TS724THF	Frame, Horizontal package, Thin, 24W	\$78.00	\$312.00
4	TS730THF	Frame-Horizontal package, Thin, 30W	\$84.00	\$336.00
4	TS73624LS	Skin, Laminate, 36H x 24W	\$376.00	\$1,504.00
4	TS73630LS	Skin, Laminate, 36H x 30W	\$417.00	\$1,668.00
4	TS73648LS	Skin, Laminate, 36H x 48W	\$487.00	\$1,948.00
4	TS736THF	Frame, Horizontal package, Thin, 36W	\$92.00	\$368.00
6	TS736THF	Frame, Horizontal package, Thin, 36W	\$92.00	\$552.00
2	TS742BKT	Bracket-Off module, 42W	\$262.00	\$524.00
2	TS742THF	Frame, Horizontal package, Thin, 42W	\$101.00	\$202.00
4	TS748THF	Frame, Horizontal package, Thin, 48W	\$107.00	\$428.00
4	TS754TEPJ	Junction-End of run, Thin, 54H	\$104.00	\$416.00
6	TS754TIPJ	Junction-In line, Thin, 54H	\$74.00	\$444.00
1	TS754TXPJ	Junction-X, Thin, 54H	\$162.00	\$162.00
2	TS754WPJ	Junction-Wall start, 54H	\$206.00	\$412.00
4	TS766TIPJ	Junction-In line, Thin, 66H	\$74.00	\$296.00
6	TS772TTC	Top cap, Thin, 72W	\$39.00	\$234.00
2	TS775TCTJ	Junction-T, Change of height, Thin, 78 to 54 to 78	\$383.00	\$766.00

Summary Total \$94,357.43



TAKING DATA TO EXCEL

If the BOM/Calculation View from CET is not desirable for a customer facing document we can use Microsoft Excel.

#	+	-	Catalog	Quantity	Part Number	Description	List	Ext. List	Buy %	Ext. Buy	Margin %
CS3											
1	+		CS3	1	891700204MP	Filler-Power Receptacle Opening, Quantity/20	\$37.00	\$37.00	50 %	\$18.50	12 %
Total CS3							\$37.00	\$37.00	50 %	\$18.50	12 %
SCF											
2	+		SCF	4	RATCL1872P	Top-Common, Square edge profile, Laminate, Proud front, 18 7/8D x 72W	\$392.00	\$1,568.00	60 %	\$627.20	12 %
3	+		SCF	4	RLF18361AF	Universal; Lateral file, Flush steel front, 1 1/2 high open / open, 18D x 36W	\$842.00	\$3,368.00	60 %	\$1,347.20	12 %
4	+		SCF	7	RLF18361BP	Universal; Lateral file, Proud steel front, 1 1/2 high drawer / drawer, 18D x 36W	\$1,248.00	\$8,736.00	60 %	\$3,494.40	12 %
5	+		SCF	1	RLF18361BP	Universal; Lateral file, Proud steel front, 1 1/2 high drawer / drawer, 18D x 36W	\$1,222.00	\$1,222.00	70 %	\$366.60	12 %
6			SCF	3	UFSMEDRHANS	Bracket, Medium, Right hand, Storage to panel application, Answer application	\$86.00	\$258.00	60 %	\$103.20	12 %
Total SCF							\$15,152.00	\$15,152.00	~60.81 %	\$5,938.60	12 %
SCS											
7	+		SCS	3	442A40	Gesture; Chair, Wrapped back, Adjustable seat depth	\$1,766.00	\$5,298.00	55 %	\$2,384.10	55 %
8	+		SCS	1	442A40	Gesture; Chair, Wrapped back, Adjustable seat depth	\$1,791.00	\$1,791.00	55 %	\$805.95	55 %
Total SCS							\$7,089.00	\$7,089.00	55 %	\$3,190.05	55 %
SCX											
9	+		SCX	4	CQMS177207W	Storage-Mid, Slim, Wall mount application, 17D x 72W x 7 1/2H	\$1,214.00	\$4,856.00	100 %	\$0.00	100 %
Total SCX							\$4,856.00	\$4,856.00	100 %	\$0.00	0 %
SHD											
10	+		SHD	4	M3GRELRQ	Migration; Desk-Rectangle, Electric	\$1,443.00	\$5,772.00	0 %	\$5,772.00	0 %
Total SHD							\$5,772.00	\$5,772.00	0 %	\$5,772.00	0 %
SWT											
11	+		SWT	4	DSLEDF	SOTO; Light-Task, LED, Freestanding	\$321.00	\$1,284.00	0 %	\$1,284.00	0 %
12	+		SWT	4	FPAC1CC	Eyesite; Monitor arm-Single, Standard crank column, C clamp bracket	\$363.00	\$1,452.00	0 %	\$1,452.00	0 %
13	+		SWT	4	WLTS	Letter tray-Portrait, 10W	\$38.00	\$152.00	100 %	\$0.00	100 %
14	+		SWT	6	WPCS	Pen / pencil cup	\$38.00	\$228.00	100 %	\$0.00	100 %
Total SWT							\$3,116.00	\$3,116.00	~12.2 %	\$2,736.00	~12.2 %
TRN											
15	+		TRN	2	TS3BC	Campfire; Seating, Big Lounge	\$2,739.00	\$5,478.00	100 %	\$0.00	100 %
16	+		TRN	1	TS4TBL	Campfire; Big Lamp	\$1,762.00	\$1,762.00	100 %	\$0.00	100 %
17	+		TRN	1	TS4TPT	Campfire; Paper Table	\$1,030.00	\$1,030.00	100 %	\$0.00	100 %
18	+		TRN	1	TS4TWP	Campfire; Table-Personal	\$450.00	\$450.00	100 %	\$0.00	100 %
19	+		TRN	1	TSBUOYWHITE	Buoy; Seat, White, Cap	\$383.00	\$383.00	100 %	\$0.00	100 %
Total TRN							\$9,103.00	\$9,103.00	100 %	\$0.00	0 %
TSA											
20	+		TSA	4	TS71224LS	Skin, Laminate, 12H x 24W	\$291.00	\$1,164.00	100 %	\$0.00	100 %
21	+		TSA	4	TS71230LS	Skin, Laminate, 12H x 30W	\$302.00	\$1,208.00	100 %	\$0.00	100 %
22	+		TSA	4	TS71230SPW	Window-Single pane, 12H x 30W	\$448.00	\$1,792.00	100 %	\$0.00	100 %
Total TSA							\$1,041.00	\$1,041.00	100 %	\$0.00	0 %
Summary											Settings
Total											\$94,357.43

COPY AND PASTE TO EXCEL

- 1) Click on "Edit"
- 2) Click "Select All Cells"
- 3) Click "Edit" – "Copy All Cells"
- 4) Open up a blank Excel document
- 5) Click "Paste"
- 6) All the raw pricing data from CET will be copied into Excel

NOTE: No formulas are copied over – it is raw data only that the user will need to format as they wish

The text is framed by two large, thin white brackets on either side, one on the left and one on the right, both opening towards the center.

PRINTING BUDGETS FROM CET

Client Budget

OFFICESCAPES

This pricing is for budgetary purposes only. Firm pricing will be provided when all project details have been finalized. Pricing shown below does not include Freight, Installation, Design Services, or Tax.

#	Qty	Part Number	Description	Sell	Est. Sell
Seating Area					
1	2	TS3BC	Campfire; Seating, Big Lounge	\$2,739.00	\$5,478.00
2	1	TS4TBL	Campfire; Big Lamp	\$1,762.00	\$1,762.00
3	1	TS4TPT	Campfire; Paper Table	\$1,030.00	\$1,030.00
4	1	TS4TWP	Campfire; Table-Personal	\$450.00	\$450.00
5	1	TSBUOYWHITE	Buoy; Seat, White, Cap	\$383.00	\$383.00
Total Seating Area				\$9,103.00	
Workstations					
6	4	442A40	Gesture; Chair, Wrapped back, Adjustable seat depth	\$1,766.00	\$7,064.00
7	1	891700204MP	Filler-Power Receptacle Opening, Quantity/20	\$21.02	\$21.02
8	4	CGMS177207W	Storage-Mid, Slim, Wall mount application, 17D x 72W x 7 1/2H	\$1,214.00	\$4,856.00
9	4	DSLEDF	SOTO; Light; Task, LED, Freestanding	\$321.00	\$1,284.00
10	4	FPAC1CC	Eyesite; Monitor arm-Single, Standard crank column, C clamp bracket	\$363.00	\$1,452.00
11	4	MIGRELRO	Migration; Desk-Rectangle, Electric	\$1,443.00	\$5,772.00
12	4	RATCL1872P	Top-Common, Square edge profile, Laminate, Proud front, 18 7/8D x 72W	\$178.18	\$712.73
13	4	RLF18361AF	Universal; Lateral file, Flush steel front, 1 1/2 high open / open, 18D x 36W	\$382.73	\$1,530.91
14	7	RLF18361BP	Universal; Lateral file, Proud steel front, 1 1/2 high drawer / drawer, 18D x 36W	\$567.27	\$3,970.91
15	1	RLF18361BP	Universal; Lateral file, Proud steel front, 1 1/2 high drawer / drawer, 18D x 36W	\$416.59	\$416.59
16	4	TS71224LS	Skin, Laminate, 12H x 24W	\$291.00	\$1,164.00
17	4	TS71230LS	Skin, Laminate, 12H x 30W	\$302.00	\$1,208.00
18	4	TS71230SPW	Window-Single pane, 12H x 30W	\$448.00	\$1,792.00
19	28	TS71236LS	Skin, Laminate, 12H x 36W	\$311.00	\$8,708.00
20	2	TS71236LTSSW	Skin-Technology, Slatwall, Left hand cut out, 12H x 36W	\$380.00	\$760.00
21	2	TS71236RTSSW	Skin-Technology, Slatwall, Right hand cut out, 12H x 36W	\$380.00	\$760.00
22	8	TS71236SW	Slatwall, 12H x 36W	\$321.00	\$2,568.00
23	4	TS71248LS	Skin, Laminate, 12H x 48W	\$339.00	\$1,356.00
24	4	TS71272SPW	Window-Single pane, 12H x 72W	\$701.00	\$2,804.00
25	8	TS72424LS	Skin, Laminate, 24H x 24W	\$335.00	\$2,680.00
26	4	TS72424LSF	Panel skin, Laminate, Floor, 24H x 24W	\$353.00	\$1,412.00
27	8	TS72430LS	Skin, Laminate, 24H x 30W	\$353.00	\$2,824.00
28	4	TS72430LSF	Panel skin, Laminate, Floor, 24H x 30W	\$370.00	\$1,480.00
29	20	TS72436LS	Skin, Laminate, 24H x 36W	\$369.00	\$7,380.00
30	6	TS72442LS	Skin, Laminate, 24H x 42W	\$386.00	\$2,316.00
31	2	TS72442LSF	Panel skin, Laminate, Floor, 24H x 42W	\$405.00	\$810.00
32	8	TS72448LS	Skin, Laminate, 24H x 48W	\$403.00	\$3,224.00
33	4	TS72448LSF	Panel skin, Laminate, Floor, 24H x 48W	\$419.00	\$1,676.00
34	4	TS724THF	Frame, Horizontal package, Thin, 24W	\$78.00	\$312.00
35	4	TS730THF	Frame-Horizontal package, Thin, 30W	\$84.00	\$336.00
36	4	TS73624LS	Skin, Laminate, 36H x 24W	\$376.00	\$1,504.00
37	4	TS73630LS	Skin, Laminate, 36H x 30W	\$417.00	\$1,668.00
38	4	TS73648LS	Skin, Laminate, 36H x 48W	\$487.00	\$1,948.00
39	4	TS736THF	Frame, Horizontal package, Thin, 36W	\$92.00	\$368.00
40	6	TS736THF	Frame, Horizontal package, Thin, 36W	\$92.00	\$552.00
41	2	TS742BKT	Bracket-Off module, 42W	\$262.00	\$524.00
42	2	TS742THF	Frame, Horizontal package, Thin, 42W	\$101.00	\$202.00
43	4	TS748THF	Frame, Horizontal package, Thin, 48W	\$107.00	\$428.00
44	4	TS754TEPJ	Junction-End of run, Thin, 54H	\$104.00	\$416.00
45	6	TS754TIPJ	Junction-In line, Thin, 54H	\$74.00	\$444.00
46	1	TS754TXPJ	Junction-X, Thin, 54H	\$162.00	\$162.00
47	2	TS754WPJ	Junction-Wall start, 54H	\$206.00	\$412.00
48	4	TS766TIPJ	Junction-In line, Thin, 66H	\$74.00	\$296.00

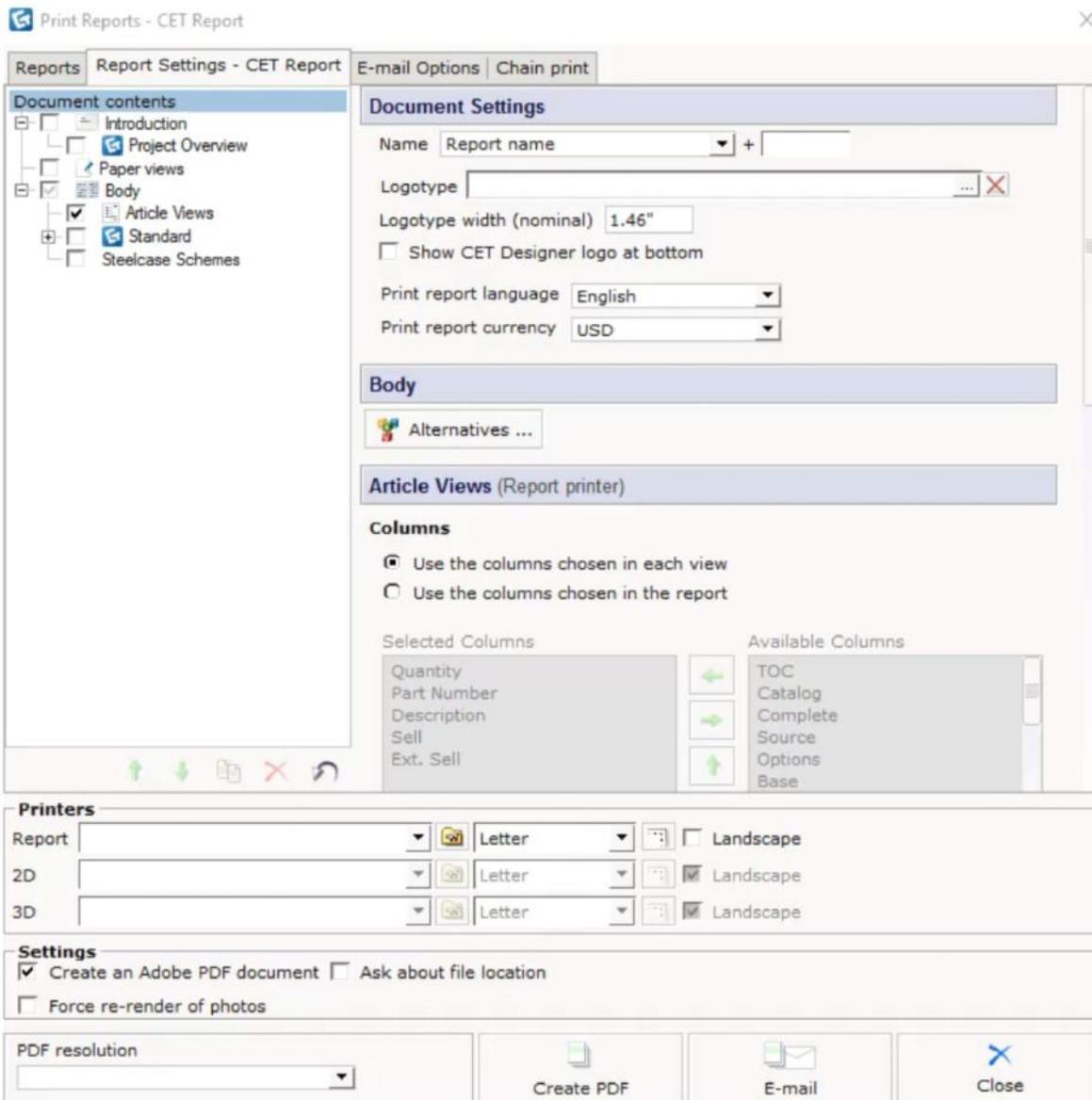
DISCLAIMERS AND LOGOS

OFFICESCAPES

This pricing is for budgetary purposes only. Firm pricing will be provided when all project details have been finalized. Pricing shown below does not include Freight, Installation, Design Services, or Tax.

In the upper right-hand corner of any article view printed from CET a logo or a disclaimer can be inserted.

OfficeScapes chooses to include a disclaimer that states that the pricing from CET is not final, and that firm pricing will be provided when all options are finalized.



INSERTING A DISCLAIMER OR LOGO

The disclaimer or logo needs to be a JPEG file or similar to insert into
CET.

HINT: If you are writing a disclaimer – type it up in Word, and take a
screenshot of the writing.

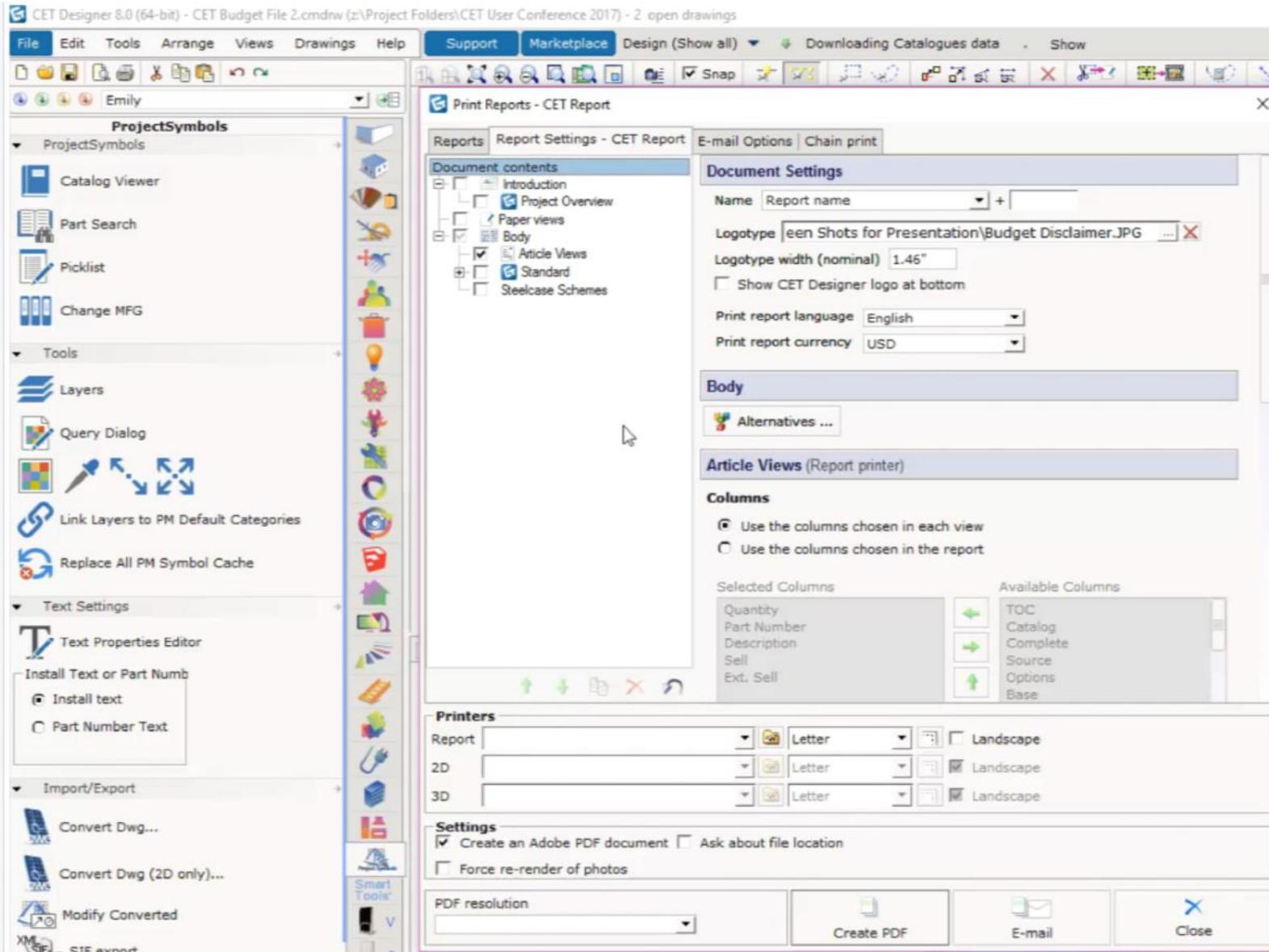
- 1) Go to the Print Reports dialogue box
- 2) Make sure you are on the “Report Settings” Tab
- 3) Click on “Document Contents”
- 4) Click on the “...” next to Logotype, and choose your JPEG

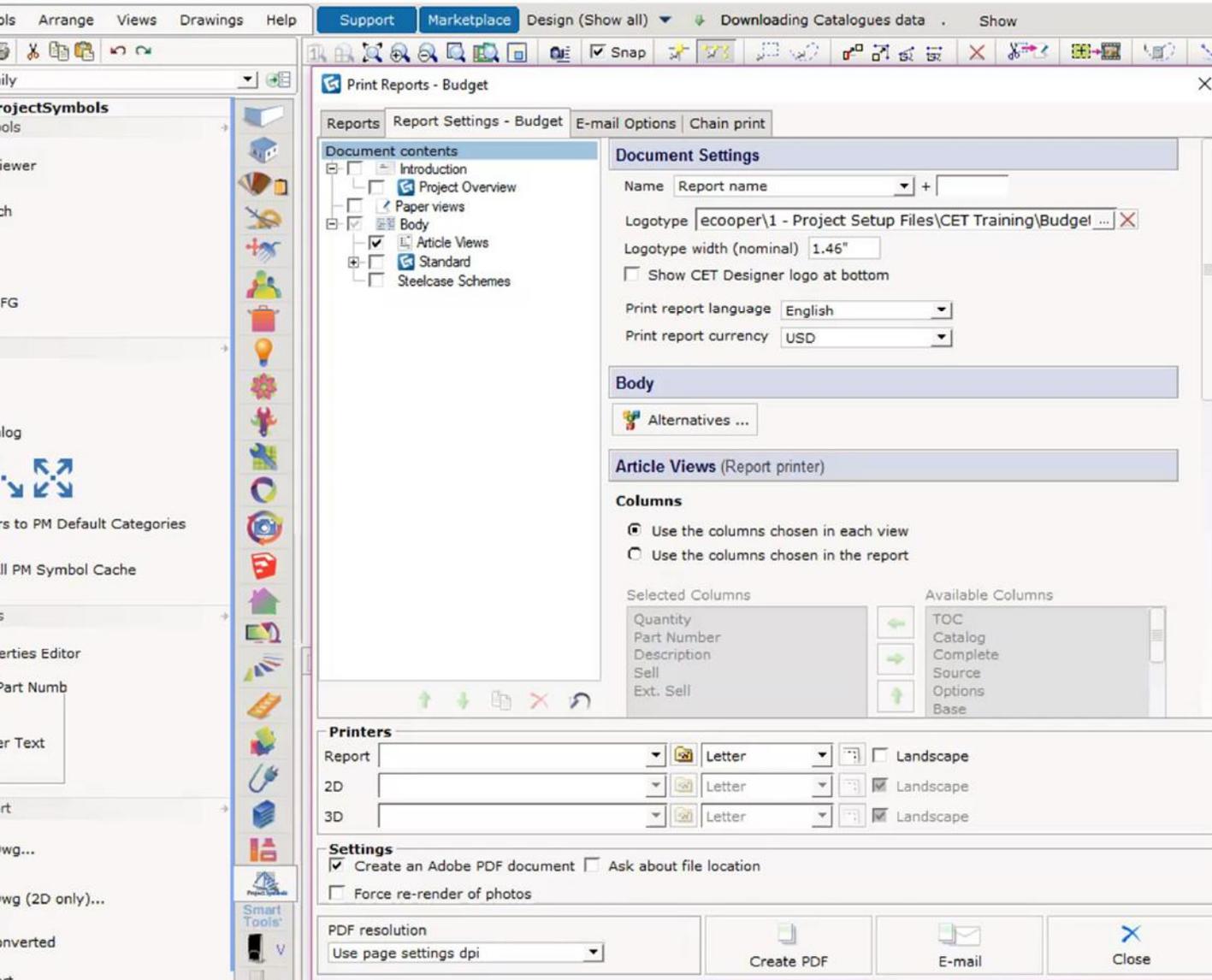
PRINT REPORTS INTERNAL BUDGET

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Print the Internal Budget article view
and save it for your records.

- 1) Click on Article Views
- 2) Choose “Use the columns chosen in each view
- 3) Turn off Show Product in Header | Show “Sold To” in header | Show “Distributor” in header | Show file Location in Footer
- 4) Make sure the Internal Pricing article view selected, and hit print





PRINT REPORTS SAVING AND LOADING

.....

SAVING A PRINT REPORT

- 1) Go to the Reports tab
- 2) Click "Save As"
- 3) Navigate to a project folder or shared drive and save

LOADING A PRINT REPORT

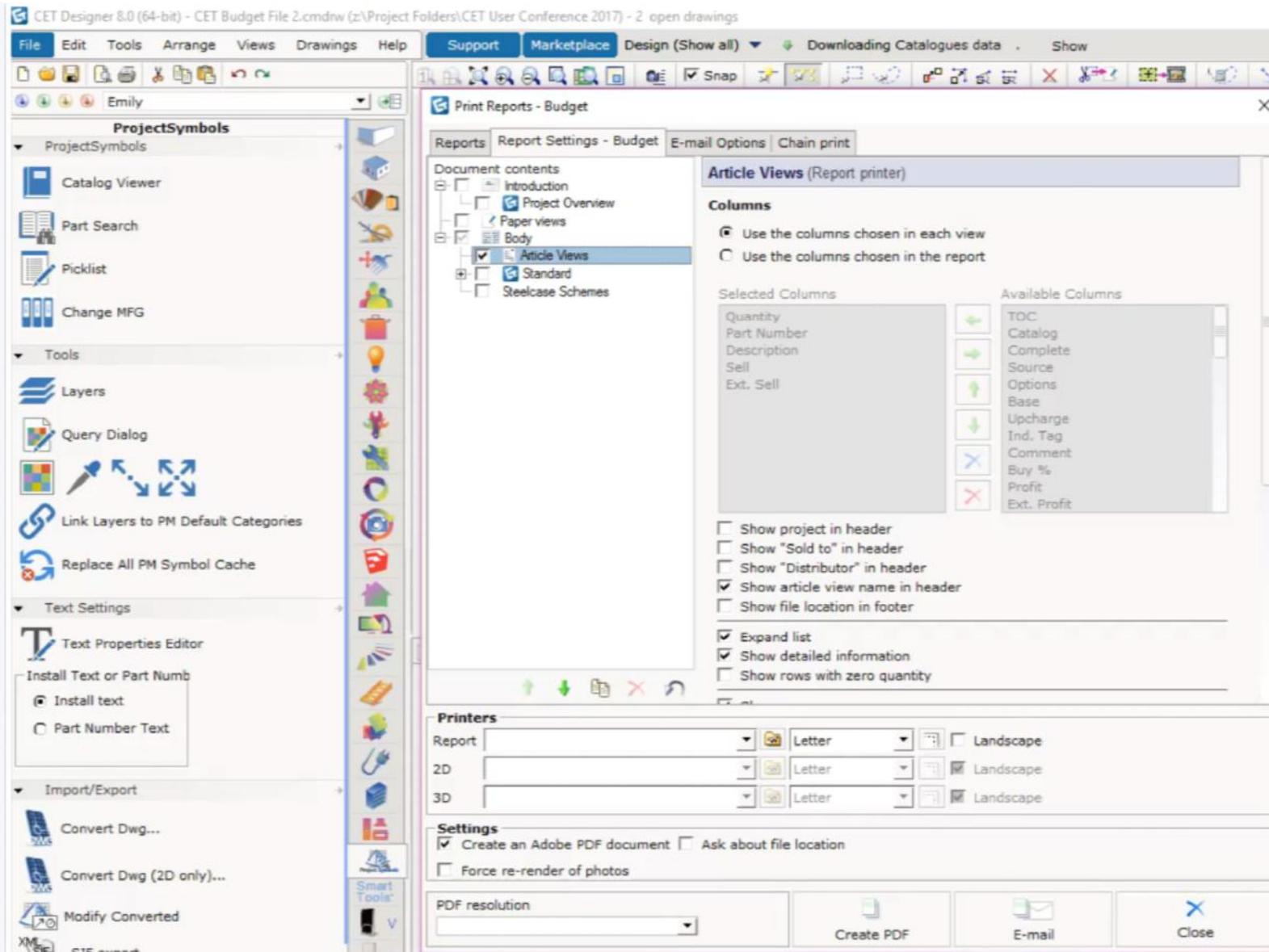
- 1) Click "Choose Directory"
- 2) Navigate to your saved Reports and click "Open"

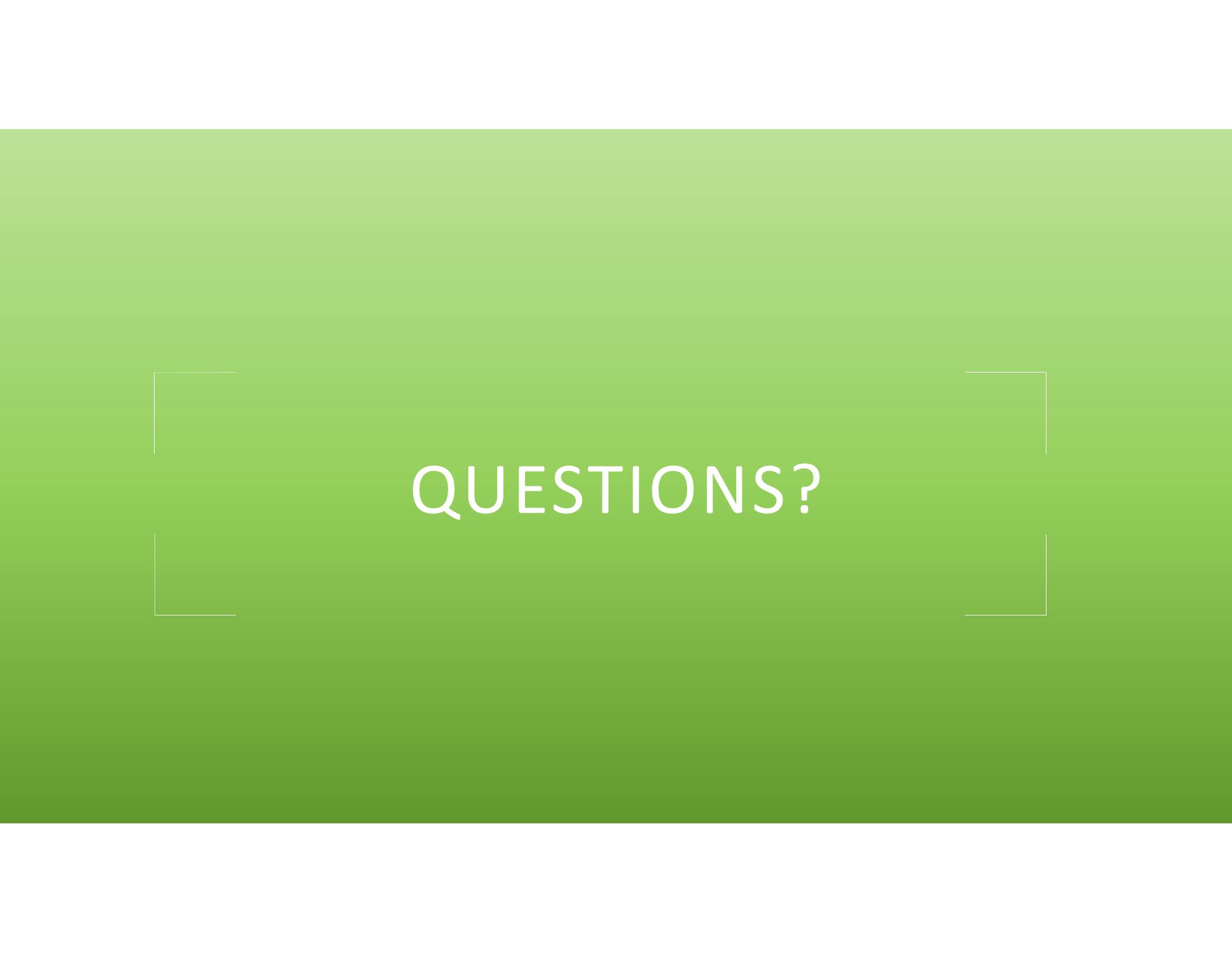
NOTE: When switching between reports, CET always asks you if you want to save. Only hit yes if you want to write over something!

PRINT REPORTS CLIENT BUDGET

.....

- 1) Navigate back to the Report Settings tab
- 2) Click on Article Views
- 3) Choose "Use the columns chosen in each view"
- 4) Turn off Show Product in Header | Show "Sold To" in header | Show "Distributor" in header | Show file Location in Footer | Expand List | Show Detailed Information
- 5) Make sure you have the Client Budget article view selected, and hit print





QUESTIONS?

THANK
YOU