

Activity Cost By Contractor/Vendor Report Catalog

Software For Public Works

Table of Contents

Introduction	4
Terminology	5
Reports	
Summary Report	6
Location Summary Report Form	8
Task Summary Report Form.....	10
Fund Summary Report Form.....	12
Material Summary Report Form	14
1099 Summary Report Form.....	16
Location Detail Report Form.....	18
Task Detail Report Form	20
Fund Detail Report Form.....	22
Material Detail Report Form.....	24
Index	
Index.....	26

Activity Cost by Contractor/Vendor Reports

Introduction

PubWorks provides several predefined reports used to track *Activity Costs Contractor/Vendor*. The PubWorks reports were designed to allow end users to customize each report type through the use of additional filtering options.

Report types include; *Summary, Location Summary, Task Detail, Fund Summary, Material Summary, 1099 Summary, Location Detail, Fund Detail and Material Detail*.

Report location

The Activity Cost By Contractor/Vendor reports can be found by selecting the Reports Menu, selecting Activity Cost Reports and then selecting Contractor/Vendor Cost Reports.

Activity Date Filtering Options

The Activity Cost by Contractor/Vendor report can be modified using the Activity Date Filtering options located in the lower left hand side of the form. The report can be generated using *Any Dates* or by specifying a range of dates using the *Start/End Date* entry boxes or using the *Calendar Buttons* provided. The filter can also be set by *Month, Quarter* or *Year* using the supplied radio buttons and corresponding dropdown boxes. List boxes provide easy access to the year of interest.

Additional Filtering

Additional Filtering Options are provided through dropdown boxes located on the right hand side of the form. Additional Filtering Options include; Contractor/Vendor, Location, Task, Project or Fund.

Each filter contains a dropdown list that provides additional tools to help generate reports; an **"M"** button for selecting multiple selections and an *Excludes* check box that allows the user to exclude single or multiple selections.

Added filtering checkboxes include; include all segments of selected master location, Minimize Page Breaks, Exclude Project Activities, Group by District, Use FEMA Equipment Rates, Segment Analysis and Include Fleet Work Orders selections.

Checkboxes

Check Boxes located in the lower left-hand-side of the form provide additional filtering capabilities. Check Boxes include; Include all Segments of Selected Master Location and Exclude Project Activities.

Legend Page Option

PubWorks offers several predefined reports to provide access to needed information, but there are times when information about the data in the report is needed. Each Report provides the option to print a legend page that includes metadata about the report content including; Report Name, Report Dates, Contractors, Locations, Tasks, Projects and Funds.

The Print Legend Page option for PubWorks reports can be initiated by checking the Print Legend Page Check Box located in the bottom portion of the Activity Cost by Contractor/Vendor Report form.

Terminology

Filtering

Data sources typically contain large amounts of data. Most reports need only a specific subset of data that meet certain conditions. PubWorks users can select specific records through the use of filters. For example, rather than get information about all roads, filters can be used to select roads in a certain location or containing a specific asset. PubWorks users can customize report filters to specify what information is presented in a report.

Filters can be used to narrow down the data and hide parts of it from view. While it may sound a little like grouping, filtering is different in the way that it allows one to qualify and display only the data that is relevant. For example, one could filter a list of roads to view only those roads that are made of asphalt or gravel.

Grouping

Grouped data is data that has been organized into groups known as classes. Grouped data has been 'classified' and has had some analysis conducted, meaning that the data is no longer in raw form.

A data class is a group of data which is related by properties defined by the user. For example, if one were collecting information on streets, one could group them by surface type such as asphalt or gravel. Each of those groups is referred to as a class.

Each class is of a certain size that is referred to as the Class Interval or Class Size. This class size is important when it comes to drawing Histograms or Frequency diagrams during analysis.

When one creates a report and previews the data, the report displays the data in the order in which the data source returns it. The order varies, based on how data was entered in the data source and how one may have joined tables in the query.

In many cases, one may want to change the order in which data appears in the report. PubWorks offers Grouping options on some reports, while exporting to a CVS file accommodates customer customization of the information.

Segment

PubWorks uses Segments to describe part(s) of a road that is bounded by two end points. For Example; the first Segment of road A may have a paved surface while Segment 2 of the same road has a gravel surface. Segments allow PubWorks users to define and record changing asset characteristics such as surface type.

Sorting

Sorting is the process of arranging data into a meaningful order so that one can analyze the information effectively. For example, one might want to order Vehicle Maintenance data by calendar month so that one can produce information pertaining to performance or cost.

PubWorks provides multiple options to export report data. One option is to export the report data to an Excel spreadsheet so the information can be manipulated or sorted to the desired result. This allows PubWorks users to manipulate the content of the report information so the information can be sorted in any way the user feels is best for the circumstance.

Sorting the worksheet data can also make it easier to analyze the information. For example, one might want to sort sales data by name or asset class to make the presentation of information more effective.

Summary Report Form

Report Type

Summary 1099 Summary
 Location Summary Location Detail
 Task Summary Task Detail
 Fund Summary Fund Detail
 Material Summary Material Detail

Activity Date Filtering

Any Dates Start Date: Calendar
End Date: Calendar

By Month 2013
 By Quarter 2013
 By Year 2013

Include all Segments of Selected Master Location
 Exclude Project Activities Print Legend Page

Additional Filtering

Contractor/Vendor M Exclude
Location M Exclude
Task M Exclude
Project M Exclude
Fund M Exclude

OK Close

Activity Date Filtering

Radio Buttons provide date filtering options.

Any Dates radio button provides access to the calendar Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Additional Filtering

The report can be filtered using the options provided in the drop down boxes. Filtering options include; Contractor/Vendor, Location, Task, Project and Fund.

Each filter contains a dropdown list that provides additional tools to help generate reports; an **"M"** button for selecting multiple selections and an **Excludes** check box that allows the user to exclude single or multiple selections.

Additional Check Boxes are located in the lower left-hand-side of the form provide additional filtering capabilities. Check Box options include; *Include all Segments of Selected Master Location* and *Exclude Project Activities*. The *Include all Segments of Selected Master Location* option does not apply for this report and is unavailable.

Summary Report

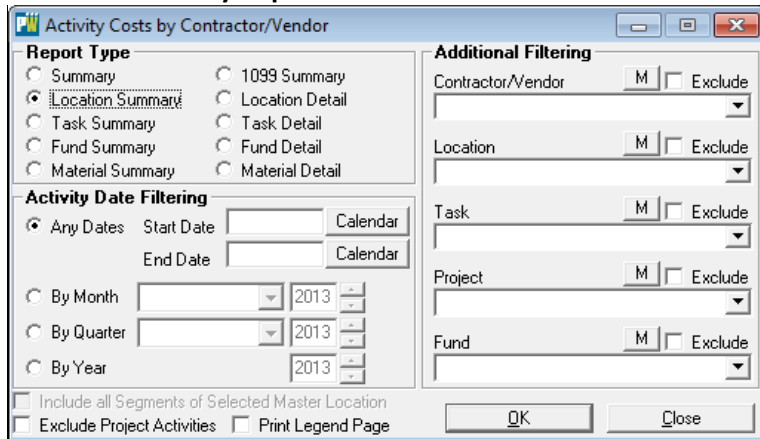
The Activity Cost by Contractor/Vendor Summary provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Address, Material Cost, Contractor Cost, Overhead and Total Cost. The report header provides Reporting Date information.

An example of the Activity Cost by Contractor/Vendor Summary Report output is provided below.

Your Town Public Works		<i>Reporting Date: All Dates</i>			
Contractor/Vendor Summary					
Contractor / Vendor	Address	Mat Cost	Con Cost	Overhead	Total Cost
ALSCO-American Industrial Division	1200 Routt Street Steamboat Springs Tl	\$0.00	\$171,857.00	\$0.00	\$171,857.00
Davis Engineering	2001 River Street Steamboat Springs Tl	\$0.00	\$600.00	\$0.00	\$600.00
Four Corners Materials	7500 DeKalb Avenue Phippsburg TN 81	\$0.00	\$200.00	\$0.00	\$200.00
Jackson Services	33 Main Street Craig TN 80477	\$0.00	\$55,125.00	\$0.00	\$55,125.00
Weber Sand & Gravel	415 Colfax Ave Oak Creek TN 80477	\$0.00	\$65,258.00	\$0.00	\$65,258.00
Contractors:	5	\$0.00	\$293,040.00	\$0.00	\$293,040.00

January 8, 2013 1

Location Summary Report Form



Additional Filtering

The report can be filtered using the options provided in the drop down boxes. Filtering options include; *Contractor/Vendor*, *Location*, *Task*, *Project* and *Fund*.

Each filter contains a dropdown list that provides additional tools to help generate reports; an “**M**” button for selecting multiple selections and an **Excludes** check box that allows the user to exclude single or multiple selections.

Additional Check Boxes are located in the lower left-hand-side of the form provide additional filtering capabilities. Check Box options include; *Include all Segments of Selected Master Location* and *Exclude Project Activities*. The Include all Segments of Selected Master Location option does not apply for this report and is unavailable.

Activity Date Filtering

Radio Buttons provide date filtering options.

Any Dates radio button provides access to the calendar Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Location Summary Report

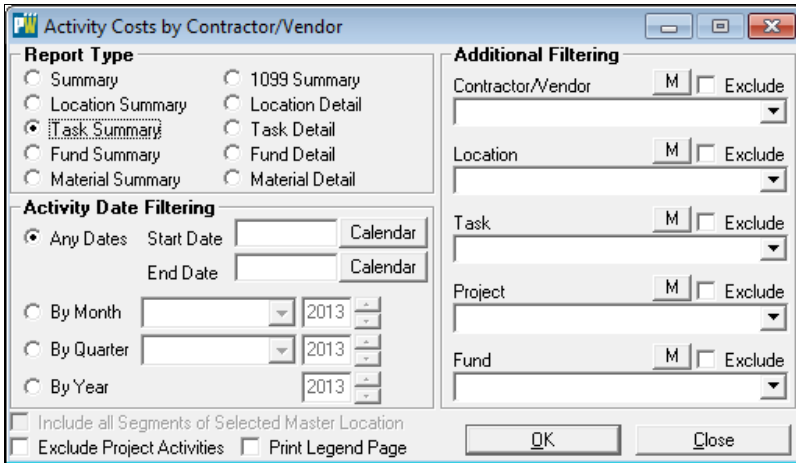
The Activity Cost by Contractor/Vendor Location Summary provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Location, Material Cost, Contractor Cost, Overhead and Total Cost. The report header provides Reporting Date information.

An example of the Activity Cost by Contractor/Vendor Location Summary Report output is provided below.

Your Town Public Works		<i>Reporting Dates: All Dates</i>		
Contractor/Vendor Location Summary				
ALSCO-American Industrial Division	Material Cost	Contractor Cost	Overhead	Total Cost
Amherst Dr	\$0.00	\$171,357.00	\$0.00	\$171,357.00
Babbit Lane	\$0.00	\$500.00	\$0.00	\$500.00
ALSCO-American Industrial Division	\$0.00	\$171,857.00	\$0.00	\$171,857.00

January 8, 2013 1

Task Summary Report Form



Activity Date Filtering

Radio Buttons provide date filtering options.

Any Dates radio button provides access to the calendar Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Additional Filtering

The report can be filtered using the options provided in the drop down boxes. Filtering options include; *Contractor/Vendor, Location, Task, Project and Fund.*

Each filter contains a dropdown list that provides additional tools to help generate reports; an **"M"** button for selecting multiple selections and an **Excludes** check box that allows the user to exclude single or multiple selections.

Additional Check Boxes are located in the lower left-hand-side of the form provide additional filtering capabilities. Check Box options include; *Include all Segments of Selected Master Location* and *Exclude Project Activities*. The Include all Segments of Selected Master Location option does not apply for this report and is unavailable.

Task Summary Report

The Activity Cost by Contractor/Vendor Task Summary provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Task, Material Cost, Contractor Cost, Overhead and Total Cost. The report header provides Reporting Date information.

An example of the Activity Cost by Contractor/Vendor Task Summary Report output is provided below.

Your Town Public Works		<i>Reporting Dates: All Dates</i>		
Contractor/Vendor Task Summary				
ALSCO-American Industrial Division	Material Cost	Contractor Cost	Overhead	Total Cost
Engineering	\$0.00	\$171,857.00	\$0.00	\$171,857.00
ALSCO-American Industrial Division	\$0.00	\$171,857.00	\$0.00	\$171,857.00

January 8, 2013 1

Fund Summary Report Form

Activity Date Filtering

Radio Buttons provide date filtering options.

Any Dates radio button provides access to the calendar Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Additional Filtering

The report can be filtered using the options provided in the drop down boxes. Filtering options include; *Contractor/Vendor, Location, Task, Project and Fund.*

Each filter contains a dropdown list that provides additional tools to help generate reports; an **"M"** button for selecting multiple selections and an **Excludes** check box that allows the user to exclude single or multiple selections.

Additional Check Boxes are located in the lower left-hand-side of the form provide additional filtering capabilities. Check Box options include; *Include all Segments of Selected Master Location* and *Exclude Project Activities*. The Include all Segments of Selected Master Location option does not apply for this report and is unavailable.

Fund Summary Report

The Activity Cost by Contractor/Vendor Fund Summary provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Material Cost, Contractor Cost, Overhead and Total Cost. The report header provides Reporting Date information.

An example of the Activity Cost by Contractor/Vendor Fund Summary Report output is provided below.

Your Town Public Works		<i>Reporting Dates: All Dates</i>		
Contractor/Vendor Fund Summary				
ALSCO-American Industrial Division	Material Cost	Contractor Cost	Overhead	Total Cost
	\$0.00	\$171,857.00	\$0.00	\$171,857.00
ALSCO-American Industrial Division	\$0.00	\$171,857.00	\$0.00	\$171,857.00

January 8, 2013 1

Material Summary Report Form

The screenshot shows a software window titled "Activity Costs by Contractor/Vendor". It contains several sections for configuring a report. The "Report Type" section has radio buttons for "Summary", "Location Summary", "Task Summary", "Fund Summary", "Material Summary" (which is selected), "1099 Summary", "Location Detail", "Task Detail", "Fund Detail", and "Material Detail". The "Activity Date Filtering" section has radio buttons for "Any Dates" (selected), "By Month", "By Quarter", and "By Year", along with "Start Date" and "End Date" fields and "Calendar" buttons. The "Additional Filtering" section has dropdown menus for "Contractor/Vendor", "Location", "Task", "Project", and "Fund", each with a multi-select "M" button and an "Exclude" checkbox. At the bottom, there are checkboxes for "Include all Segments of Selected Master Location", "Exclude Project Activities", and "Print Legend Page", along with "OK" and "Close" buttons.

Activity Date Filtering

Radio Buttons provide date filtering options.

Any Dates radio button provides access to the calendar Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Additional Filtering

The report can be filtered using the options provided in the drop down boxes. Filtering options include; *Contractor/Vendor, Location, Task, Project and Fund.*

Each filter contains a dropdown list that provides additional tools to help generate reports; an **"M"** button for selecting multiple selections and an **Excludes** check box that allows the user to exclude single or multiple selections.

Additional Check Boxes are located in the lower left-hand-side of the form provide additional filtering capabilities. Check Box options include; *Include all Segments of Selected Master Location* and *Exclude Project Activities*. The Include all Segments of Selected Master Location option does not apply for this report and is unavailable.

Material Summary Report

The Activity Cost by Contractor/Vendor Material Summary provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Account ID, Date, Project, Location, Task, Material Cost and Activity Notes. The report header provides Reporting Date information.

An example of the Activity Cost by Contractor/Vendor Material Summary Report output is provided below.

Your Town Public Works						
<i>Reporting Dates: All Dates</i>						
Contractor/Vendor Material Summary						
Davis Engineering / DE						
Act ID	Date	Project	Location	Task	Material Cost	Activity Note
175,502	12/27/12	A	2 / Babcock Ln	854 / Snow Plowing	\$90.00	
Davis Engineering					\$90.00	

December 27, 2012 1

1099 Summary Report Form

The screenshot shows the 'Activity Costs by Contractor/Vendor' report form. It features a 'Report Type' section with radio buttons for Summary, Location Summary, Task Summary, Fund Summary, Material Summary, and their respective Detail versions. The '1099 Summary' radio button is selected. The 'Activity Date Filtering' section has radio buttons for Any Dates, By Month, By Quarter, and By Year. The 'Any Dates' radio button is selected, and there are input fields for Start Date and End Date with 'Calendar' buttons. The 'By Month', 'By Quarter', and 'By Year' options have dropdown menus and year selection boxes (all set to 2013). The 'Additional Filtering' section has dropdown menus for Contractor/Vendor, Location, Task, Project, and Fund, each with a multi-select 'M' button and an 'Exclude' checkbox. At the bottom, there are checkboxes for 'Include all Segments of Selected Master Location', 'Exclude Project Activities', and 'Print Legend Page'. 'OK' and 'Close' buttons are at the bottom right.

Activity Date Filtering

Radio Buttons provide date filtering options.

Any Dates radio button provides access to the calendar Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Additional Filtering

The report can be filtered using the options provided in the drop down boxes. Filtering options include; *Contractor/Vendor, Location, Task, Project and Fund.*

Each filter contains a dropdown list that provides additional tools to help generate reports; an **"M"** button for selecting multiple selections and an **Excludes** check box that allows the user to exclude single or multiple selections.

Additional Check Boxes are located in the lower left-hand-side of the form provide additional filtering capabilities. Check Box options include; *Include all Segments of Selected Master Location* and *Exclude Project Activities*. The Include all Segments of Selected Master Location option does not apply for this report and is unavailable.

1099 Summary Report

The Activity Cost by Contractor/Vendor 1099 Summary provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Contact Information, Contractor/Vendor Address and Non-employee Compensation.

An example of the 1099 Summary Report output is provided below.

Your Town Public Works		<i>Reporting Dates: All Dates</i>	
Contractor/Vendor 1099 Summary			
Contractor / Vendor	Contact	Contractor / Vendor Address	Non Employee Compensation
ALSCO-American Industrial Division 369-85-2147	Bobby Humphrey 970-958-8500	1200 Routh Street Steamboat Springs TN 80477 Steamboat Springs, TN 80477	\$171,857.00
Davis Engineering 878-89-0001	Floyd Little 970-458-9801	2001 River Street Steamboat Springs TN 80477 Steamboat Springs, TN 80477	\$600.00
Four Corners Materials 555-88-9999	Otis Armstrong 970-548-9000	7500 DeKalb Avenue Phippsburg TN 80477 Phippsburg, TN 80477	\$200.00
Jackson Services	Dave Preston 970-999-8888	33 Main Street Craig TN 80477 Craig, TN 80477	\$55,125.00
Weber Sand & Gravel 076-89-9999	Terrell Davis 970-458-1212	415 Colfax Ave Oak Creek TN 80477 Oak Creek, TN 80477	\$65,258.00
Grand Total			\$293,040.00

January 8, 2013 1

Location Detail Report Form

Activity Date Filtering

Radio Buttons provide date filtering options.

Any Dates radio button provides access to the calendar Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Additional Filtering

The report can be filtered using the options provided in the drop down boxes. Filtering options include; *Contractor/Vendor, Location, Task, Project and Fund.*

Each filter contains a dropdown list that provides additional tools to help generate reports; an **"M"** button for selecting multiple selections and an **Excludes** check box that allows the user to exclude single or multiple selections.

Additional Check Boxes are located in the lower left-hand-side of the form provide additional filtering capabilities. Check Box options include; *Include all Segments of Selected Master Location* and *Exclude Project Activities*. The Include all Segments of Selected Master Location option does not apply for this report and is unavailable.

Location Detail Report

The Activity Cost by Contractor/Vendor Location Detail report provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Account Date/ID, Location, Task, Material Cost, Contractor Cost, Overhead and Total Cost.

An example of the Location Detail report output is provided below.

Your Town Public Works			<i>Reporting Dates All Dates</i>			
Contractor/Vendor Location Detail						
ALSCO-American Industrial Division						
Act Date / ID	Location	Task	Material Cost	Contractor Cost	Overhead	Total Cost
05/06/08 173,313	Amherst Dr	Engineering	\$0.00	\$45,891.00	\$0.00	\$45,891.00
05/04/09 173,312	Amherst Dr	Engineering	\$0.00	\$125,466.00	\$0.00	\$125,466.00
	Amherst Dr		\$0.00	\$171,357.00	\$0.00	\$171,357.00
Act Date / ID	Location	Task	Material Cost	Contractor Cost	Overhead	Total Cost
05/24/10 173,319	Babbit Lane	Engineering	\$0.00	\$500.00	\$0.00	\$500.00
	Babbit Lane		\$0.00	\$500.00	\$0.00	\$500.00
ALSCO-American Industrial Division			\$0.00	\$171,857.00	\$0.00	\$171,857.00
January 8, 2013						
						1

Task Detail Report Form

Activity Costs by Contractor/Vendor

Report Type

Summary 1099 Summary
 Location Summary Location Detail
 Task Summary Task Detail
 Fund Summary Fund Detail
 Material Summary Material Detail

Activity Date Filtering

Any Dates Start Date: [] [Calendar] End Date: [] [Calendar]
 By Month [] [2013] [] []
 By Quarter [] [2013] [] []
 By Year [] [2013] [] []

Additional Filtering

Contractor/Vendor [] [M] [] Exclude
Location [] [M] [] Exclude
Task [] [M] [] Exclude
Project [] [M] [] Exclude
Fund [] [M] [] Exclude

Include all Segments of Selected Master Location
 Exclude Project Activities Print Legend Page

[OK] [Close]

Activity Date Filtering

Radio Buttons provide date filtering options.

Any Dates radio button provides access to the calendar Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Additional Filtering

The report can be filtered using the options provided in the drop down boxes. Filtering options include; *Contractor/Vendor, Location, Task, Project and Fund.*

Each filter contains a dropdown list that provides additional tools to help generate reports; an **"M"** button for selecting multiple selections and an **Excludes** check box that allows the user to exclude single or multiple selections.

Additional Check Boxes are located in the lower left-hand-side of the form provide additional filtering capabilities. Check Box options include; *Include all Segments of Selected Master Location* and *Exclude Project Activities*. The Include all Segments of Selected Master Location option does not apply for this report and is unavailable.

Task Detail Report

The Activity Cost by Contractor/Vendor Task Detail Report provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Account Date/ID, Task, Material Cost, Contractor Cost, Overhead and Total Cost.

An example of the Task Detail Report output is provided below.

Your Town Public Works			<i>Reporting Dates All Dates</i>			
Contractor/Vendor Task Detail						
ALSCO-American Industrial Division						
Act Date / ID	Location	Task	Material Cost	Contractor Cost	Overhead	Total Cost
05/06/08 173,313	Amherst Dr	Engineering	\$0.00	\$45,891.00	\$0.00	\$45,891.00
05/04/09 173,312	Amherst Dr	Engineering	\$0.00	\$125,466.00	\$0.00	\$125,466.00
05/24/10 173,319	Babbit Lane	Engineering	\$0.00	\$500.00	\$0.00	\$500.00
Engineering			\$0.00	\$171,857.00	\$0.00	\$171,857.00
ALSCO-American Industrial Division			\$0.00	\$171,857.00	\$0.00	\$171,857.00

January 8, 2013 1

Fund Detail Report Form

Activity Date Filtering

Radio Buttons provide date filtering options.

Any Dates radio button provides access to the calendar Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Additional Filtering

The report can be filtered using the options provided in the drop down boxes. Filtering options include; *Contractor/Vendor, Location, Task, Project and Fund.*

Each filter contains a dropdown list that provides additional tools to help generate reports; an **"M"** button for selecting multiple selections and an **Excludes** check box that allows the user to exclude single or multiple selections.

Additional Check Boxes are located in the lower left-hand-side of the form provide additional filtering capabilities. Check Box options include; *Include all Segments of Selected Master Location* and *Exclude Project Activities*. The Include all Segments of Selected Master Location option does not apply for this report and is unavailable.

Fund Detail Report

The Activity Cost by Contractor/Vendor Fund Detail Report provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Account Date/ID, Location, Task, Material Cost, Contractor Cost, Overhead and Total Cost.

An example of the Fund Detail Report output is provided below.

Your Town Public Works			<i>Reporting Dates All Dates</i>			
Contractor/Vendor Fund Detail						
ALSCO-American Industrial Division						
Act Date / ID	Location	Task	Material Cost	Contractor Cost	Overhead	Total Cost
05/06/08 173,313	Amherst Dr	Engineering	\$0.00	\$45,891.00	\$0.00	\$45,891.00
05/04/09 173,312	Amherst Dr	Engineering	\$0.00	\$125,466.00	\$0.00	\$125,466.00
05/24/10 173,319	Babbit Lane	Engineering	\$0.00	\$500.00	\$0.00	\$500.00
			\$0.00	\$171,857.00	\$0.00	\$171,857.00
ALSCO-American Industrial Division			\$0.00	\$171,857.00	\$0.00	\$171,857.00

January 8, 2013 1

Material Detail Report Form

The screenshot shows a software window titled "Activity Costs by Contractor/Vendor". It contains several sections for configuring a report. The "Report Type" section has radio buttons for "Summary", "Location Summary", "Task Summary", "Fund Summary", "Material Summary", "1099 Summary", "Location Detail", "Task Detail", "Fund Detail", and "Material Detail" (which is selected). The "Activity Date Filtering" section has radio buttons for "Any Dates", "By Month", "By Quarter", and "By Year", along with "Start Date" and "End Date" fields and "Calendar" buttons. The "Additional Filtering" section has dropdown menus for "Contractor/Vendor", "Location", "Task", "Project", and "Fund", each with an "M" button and an "Exclude" checkbox. At the bottom, there are checkboxes for "Include all Segments of Selected Master Location", "Exclude Project Activities", and "Print Legend Page", along with "OK" and "Close" buttons.

Activity Date Filtering

Radio Buttons provide date filtering options.

Any Dates radio button provides access to the calendar Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Additional Filtering

The report can be filtered using the options provided in the drop down boxes. Filtering options include; *Contractor/Vendor, Location, Task, Project and Fund.*

Each filter contains a dropdown list that provides additional tools to help generate reports; an **"M"** button for selecting multiple selections and an **Excludes** check box that allows the user to exclude single or multiple selections.

Additional Check Boxes are located in the lower left-hand-side of the form provide additional filtering capabilities. Check Box options include; *Include all Segments of Selected Master Location* and *Exclude Project Activities*. The Include all Segments of Selected Master Location option does not apply for this report and is unavailable.

Material Detail Report

The Activity Cost by Contractor/Vendor Material Detail Report provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Account Date/ID, Location, Task, Material Cost, Contractor Cost, Overhead and Total Cost.

An example of the Material Detail Report output is provided below.

Your Town Public Works							<i>Reporting Dates All Dates</i>	
Contractor/Vendor Material Detail								
Davis Engineering / DE								
<u>Act ID</u>	<u>Date</u>	<u>Project</u>	<u>Location</u>	<u>Task</u>	<u>Total Cost</u>	<u>Activity Note</u>		
175,502	12/27/12	A	2 / Babcock Ln	854 / Snow Plowing	\$90.00			
<u>Material Code / Name</u>	<u>Material Note</u>			<u>Quantity</u>	<u>Unit Cost</u>	<u>Material Cost</u>	<u>Invoice</u>	<u>PO</u>
RM3 / Asphalt	test			30.00	\$3.00	\$90.00		
Davis Engineering					\$90.00			
December 27, 2012								
1								

Index

1099 Summary Report, 16

The Activity Cost by Contractor/Vendor 1099 Summary provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Contact Information, Contractor/Vendor Address and Non-employee Compensation.

Fund Detail Report Form, 22

The Activity Cost by Contractor/Vendor Fund Detail Report provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Account Date/ID, Location, Task, Material Cost, Contractor Cost, Overhead and Total Cost.

Fund Summary Report, 12

The Activity Cost by Contractor/Vendor Fund Summary provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Material Cost, Contractor Cost, Overhead and Total Cost. The report header provides Reporting Date information.

Location Detail Report, 18

The Activity Cost by Contractor/Vendor Location Detail report provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Account Date/ID, Location, Task, Material Cost, Contractor Cost, Overhead and Total Cost

Location Summary Report, 8

The Activity Cost by Contractor/Vendor Location Summary provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Location, Material Cost, Contractor Cost, Overhead and Total Cost. The report header provides Reporting Date information.

Material Detail Report , 24

The Activity Cost by Contractor/Vendor Material Detail Report provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Account Date/ID, Location, Task, Material Cost, Contractor Cost, Overhead and Total Cost

Material Summary Report , 14

The Activity Cost by Contractor/Vendor Material Summary provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Account ID, Date, Project, Location, Task, Material Cost and Activity Notes. The report header provides Reporting Date information

Summary Report, 6

The Activity Cost by Contractor/Vendor Summary provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Address, Material Cost, Contractor Cost, Overhead and Total Cost. The report header provides Reporting Date information.

Task Detail Report Form, 20

The Activity Cost by Contractor/Vendor Task Detail Report provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Account Date/ID, Task, Material Cost, Contractor Cost, Overhead and Total Cost.

Task Summary Report Form, 10

The Activity Cost by Contractor/Vendor Task Summary provides cost information by Contractor/Vendor and includes; Contractor/Vendor, Task, Material Cost, Contractor Cost, Overhead and Total Cost. The report header provides Reporting Date information.