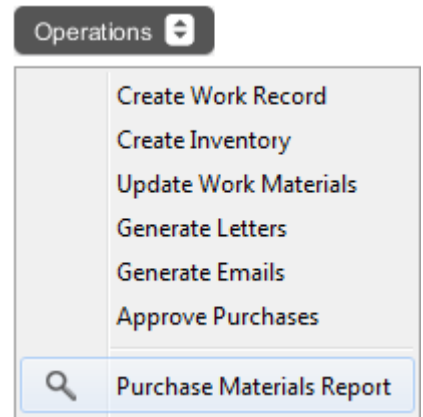


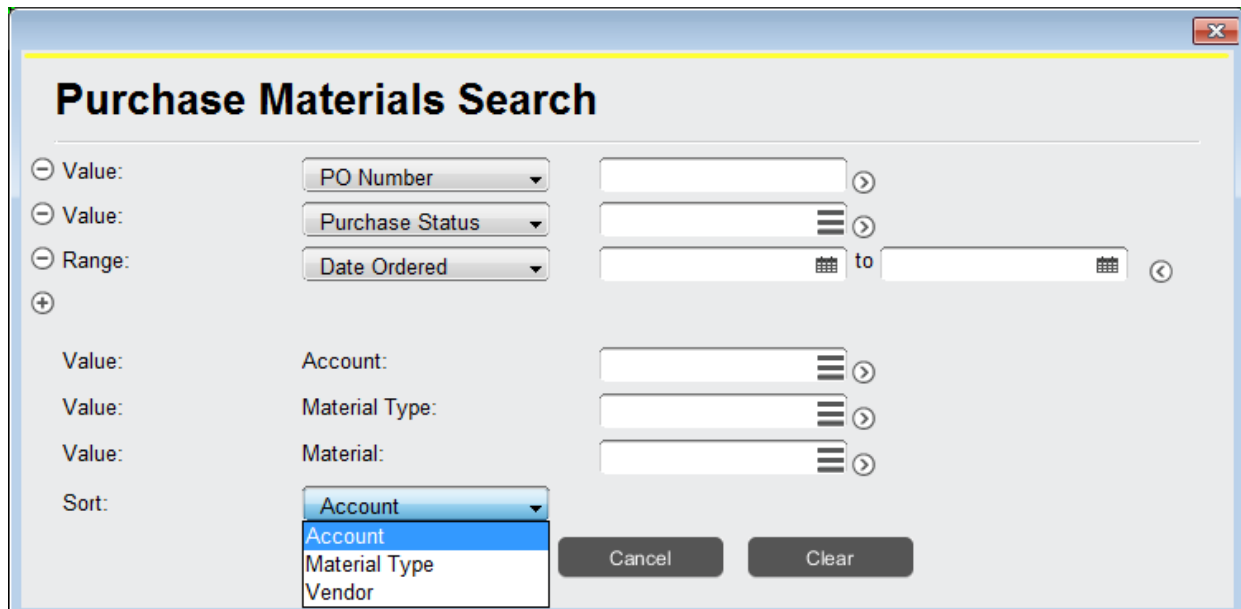
Purchase Materials Report

Access this report from either the Operations menu on the Purchase List and select Purchase Materials Report, or go to the Reports capsule (located on the Administration tab) and navigate to the list of purchase reports to find the Purchase Materials Report.


The Purchase Materials Report in the Aware Manager jxt is designed to be as flexible as possible. This report shows all materials associated with purchases that meet the search criteria. The purchase materials can be sorted by Account, Material Type, or Vendor.



Search window:



Example of the Purchase Materials Report sorted by Material Type:

 Purchase Materials by Material Type Report DIG Property Group 50 Congress Street Boston, Massachusetts 02109								
Search Ranges:		Date Entered: February 1, 2010 To October 1, 2010						
Material Type	Material	Approved	Material Type Description PO Material Description	PO Number	Quantity	Measure	Unit Cost	Extension
ELEC-SOCKET #490		Aug 19 10	Electrical Socket #490	0077	15	ea	9.40	141.00
Total for ELEC-SOCKET #490:								141.00
ELEC-SOCKET #510		Aug 19 10	Electrical Socket #510	0077	20	ea	11.12	222.40
Total for ELEC-SOCKET #510:								222.40
ELEC-SWITCH-D-C		Aug 19 10	Wall Switch - double cream	0077	25	ea	2.45	61.25
			Wall Switch - double cream					
Total for ELEC-SWITCH-D-C:								61.25
ELEC-SWITCH-D-W		Aug 19 10	Wall Switch - double white	0077	30	ea	2.45	73.50
			Wall Switch - double white					
Total for ELEC-SWITCH-D-W:								73.50
ELEC-SWITCH-T-C		Aug 19 10	Wall Switch - triple cream	0077	5	ea	2.75	13.75
			Wall Switch - triple cream					
Total for ELEC-SWITCH-T-C:								13.75
ELEC-SWITCH-T-W		Aug 19 10	Wall Switch - triple white	0077	3	ea	2.75	8.25
			Wall Switch - triple white					
Total for ELEC-SWITCH-T-W:								8.25
Total for Electrical Supplies (ELEC):								612.65