Material Usage Report
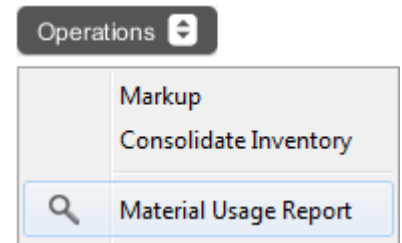
To access this report from your Materials list, choose **Operations→Material Usage Report**. You can also access this report by going to **Administration→Reports** from the main Console, and navigating to the list of Material reports.

Operations

Markup
Consolidate Inventory
🔍 Material Usage Report

For Work orders, the report compares the Date Completed on any Work records linked to the Material to the Date Changed on the Material record. The Work Date Completed must be greater than the Material Date Changed for the Work record to be included on the report. Purchase Orders must have a Date Received greater than the Material Date Changed to be included in the report.

Search window:

Material Usage Search

| Range: | Code | | to | | |
| Range: | Material Type | | to | | |

End Date: _____

☐ Include only items below reorder level

Type: ⦿ Detail
       ○ Summary

[Search] [Cancel] [Clear]

Example of the Material Usage Report:

Material Usage Detail Report
DIG Property Group
50 Congress Street
Boston, Massachusetts 02109

Search Ranges: End Date: December 31, 2013

Date	Description	Work / Purchase Number	Client / Vendor	Quantity	Quantity on Hand
COPPER PIPE - Copper Pipe					
	Starting Quantity On Hand			0.00	
Jan 4 08	Work: Plumbing; The hot water faucett in our kitchen sink is not putting out hot water	0007	ONEWAY	1.00	-1.00
Jan 5 08	Work: Cleaning; We need to have the cleaning service vacuum up some packing peanuts that are all over the floor.	0014	BIGALS	1.00	-2.00
DETECTORS - Sensors and Detectors					
Oct 21 10	Starting Quantity On Hand			29.00	
	No Work/Purchase records were located				