EMFACT
Energy & Materials Flow and Cost Tracker

EMFACT Reports

There are 25 reports to help track your air, water, and waste activities. This section outlines the steps for creating the following reports:

Material
1. **Materials Defined List** - Displays a distinct list of CAS numbers and Materials that have been set up in EMFACT. There is no date range and it does not factor in materials purchased or used. It can be sorted by CAS Number or Material.
2. **Materials Purchased by Department** - Displays a distinct list of materials purchased per department for a defined date range; no weights or costs are displayed.
3. **Materials Purchased: Weight per Material** - Displays a report of the materials purchased for the facility for a defined date range. The report shows purchases summing up LBS and cost. This report bumps up against the material purchased list. This report is available with detail or summarized.
4. **Materials Purchased: Weight per CAS Number** - Displays a report of chemicals related to materials that were purchased for the facility for a defined date range. The report shows purchases summing up LBS and cost. The report is grouped by CAS number and then sorted on material and is available with detail or summarized. This report bumps up against the material purchased list.
5. **Materials Used by Department** - Similar to the **Materials Purchased by Department** report (#2 above), but for material usage data.
6. **Materials Used: Weight per Material** - Similar to the **Materials Purchased: Weight per Material** (#3 above), but for material usage data.
7. **Materials Used: Weight per CAS Number** - Similar to the **Materials Purchased: Weight per CAS Number** (#4 above), but for material usage data.
8. **Material Summary Report** – Displays the details for a specific material, as it is maintained in EMFACT.

Equipment/Production Unit
9. **Equipment Link Report / Production Unit Report** – Displays a summary of all related EMFACT data (i.e., materials, products, air source, emission, air factor, discharge, water pollutant, waste) for a specific piece of equipment or production unit.

Product
10. **Product Recipe: Weight per CAS Number** - Displays a report of the available chemicals related to materials that are on a product/intermediate product. The report sums up LBS from the product recipe based on the percentage of material relative to the product or intermediate product weight. It is grouped by CAS number and then sorted on material; and is available with detail or summarized. The same report is available filtered on a chemical list of concern such that only chemicals on the list will be displayed in the report. The lists can be regulatory or created by the user.
11. **Product Output: Weight per CAS Number** – Similar to the Product Recipe report but displays actual usage data converted to LBS. This report takes the product/intermediate product/material/CAS and multiplies by the amount of product used to get the amount of CAS used.
12. **Product Output: Weight per Material** - Displays the sum of LBS of the available materials on a product/intermediate product based on % of material relative to the product/intermediate product weight, for a defined date range. This report bumps up against product output volume multiplied by the % that the material is called out by the recipe. This report is available with detail or summarized.

Updated: 6/21/10

EMFACT Reports, cont.

Air

13. **Usage (Air): Weight per Material** - Displays the sum of LBS and cost of paint and fuelburn usage data for a selected Equipment ID/Production Unit and date range. This report can be displayed as either daily or monthly, and is grouped by month. This report is often used to check that data was entered correctly.
14. **Usage (Air): Weight per Material with 12 Month Rolling Report** - Displays the sum of LBS and cost of the paint and fuelburn usage data for a selected Equipment ID/Production Unit and date range. This report is grouped and summed by month with 12 month running totals displayed and is often used to verify any 12 month permit totals. This report can be daily or monthly.
15. **Air Emissions: Weight per Pollutant with 12 Month Rolling Report** - Similar to **Usage (Air): Weight per Material with 12 Month Rolling Report** (#13 above), but for air emissions, including the number of hours and computed emissions by pollutant. This is available as a monthly report only.
16. **Air Emissions: by MSDS VOC% Report** - Displays the sum of LBS and cost of available chemicals related to materials used for a defined date range. This report is grouped by CAS number and then sorted on material, and is available where the %VOC percent is greater than zero. The report multiplies the usage in LBS by the % VOC. This report bumps up against the material usage list.

Water

17. **Usage (Water): Weight per Material** - Displays the sum of LBS and cost of water usage data for a selected Equipment ID/Production Unit and date range. This report can be displayed as either daily or monthly, and is grouped by month. This report is often used to check that data was entered correctly.
18. **Wastewater Discharge: Weight per Material Report** - Displays the sum of LBS and cost of usage data *(materials and water output discharge)* for a selected Equipment ID/Production Unit and date range. This report is grouped and summed by month with 12 month running totals displayed and is often used to verify any 12 month permit totals. This report can be daily or monthly.
19. **Wastewater Discharge: Weight per Pollutant with 12 Month Rolling Report** - Similar to **Wastewater Discharge: Weight per Material Report** (#17 above) but for wastewater emissions, including the number of hours and computed emissions by pollutant. This is available as a monthly report only.

Waste

20. **Waste Management Report - Chargeback Costs** - Calculates waste activity cost data using waste type chargeback rates for a defined date range. This report is grouped by waste type.
21. **Waste Management Report - Activity Costs** - Similar to the **Chargeback Costs** report (above), but displays cost data associated with the shipment.
22. **Waste Management Report - Activity Costs by Waste Type / Material** - Similar to the **Activity Costs** report (above), but displays cost data grouped/summed by waste type and then specific material.

Comprehensive

23. **Mass Balance Purchased** *(or Usage)* **Report** - Displays the sum of LBS and cost of inputs and outputs data for a selected Equipment ID/Production Unit and date range. The Mass Balance Purchased Report shows the inputs derived from materials purchased. The Mass Balance Usage Report shows the inputs derived from material input usage (water, materials, etc.). The outputs are the same for both reporting options and come from air emissions, wastewater discharge, waste activity, and product volume.
24. **Resource Usage Graph** – Based on the total Input (in LBS), this report displays a pie chart that represents the Outputs (i.e., Product, Air, Wastewater, Waste) relative to the total Inputs.
25. **Object Cost Report** – Displays the types of costs and actual costs per object (air source, discharge point, equipment, facility, material, product model) at your facility.
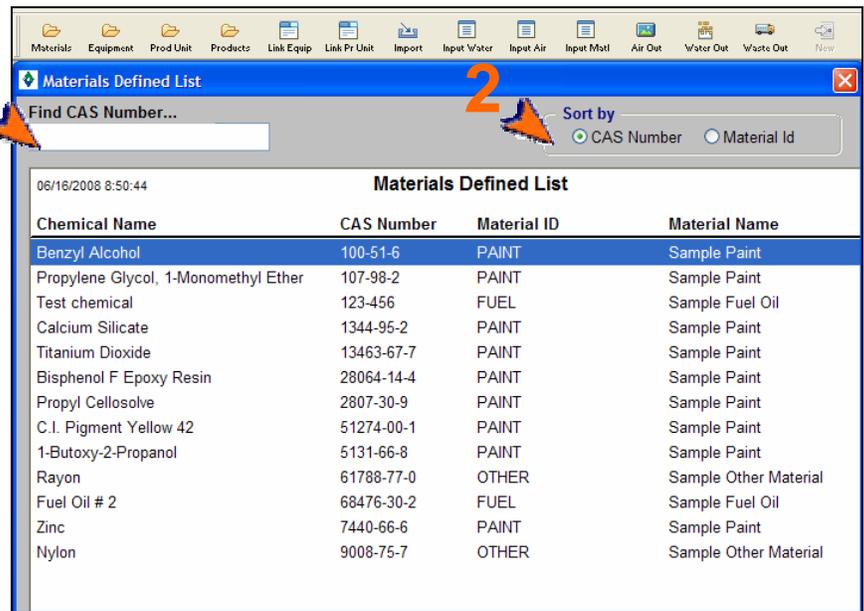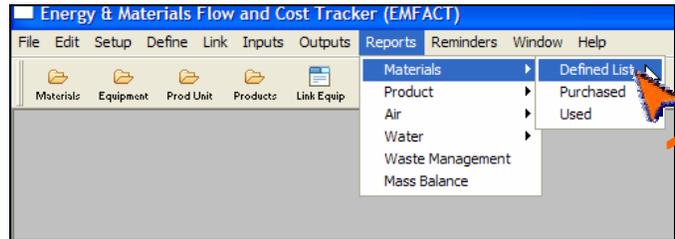
Custom Reports

EMFACT provides a Microsoft Access 2003 database that contains links to the tables used in the software. The database is located at c:\program files\Sullivan\emfact\emfact.mdb and is available for advanced users with knowledge of how to create reports against tables in Microsoft Access and knowledge of how database tables are organized. Refer to EMFACT's data dictionary for general guidance on the available data fields for reporting.

1. Materials Defined List

Follow these steps to create the Materials Defined List:

1 >   Select **Reports > Materials > Defined List** from the main menu. The **Materials Defined List** window will open and it will display all chemicals and related materials that are set up in EMFACT.

2 >   The **Sort by** section defaults to **CAS Number** and can be changed to **Material Id** if desired.

3 >   To locate a specific CAS Number in the list, complete the **Find CAS Number…** field and click *Enter* on your keyboard.

*Note: If sorting by Material Id, the field name is **Find Material Id….***

Chemical Name	CAS Number	Material ID	Material Name
Benzyl Alcohol	100-51-6	PAINT	Sample Paint
Propylene Glycol, 1-Monomethyl Ether	107-98-2	PAINT	Sample Paint
Test chemical	123-456	FUEL	Sample Fuel Oil
Calcium Silicate	1344-95-2	PAINT	Sample Paint
Titanium Dioxide	13463-67-7	PAINT	Sample Paint
Bisphenol F Epoxy Resin	28064-14-4	PAINT	Sample Paint
Propyl Cellosolve	2807-30-9	PAINT	Sample Paint
C.I. Pigment Yellow 42	51274-00-1	PAINT	Sample Paint
1-Butoxy-2-Propanol	5131-66-8	PAINT	Sample Paint
Rayon	61788-77-0	OTHER	Sample Other Material
Fuel Oil # 2	68476-30-2	FUEL	Sample Fuel Oil
Zinc	7440-66-6	PAINT	Sample Paint
Nylon	9008-75-7	OTHER	Sample Other Material

06/16/2008 8:50:44   Materials Defined List
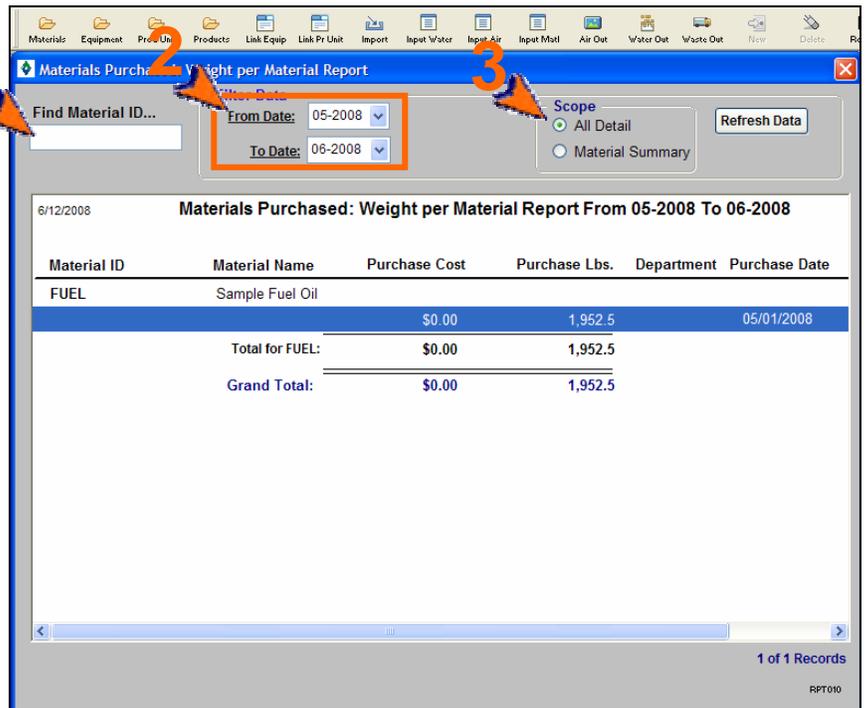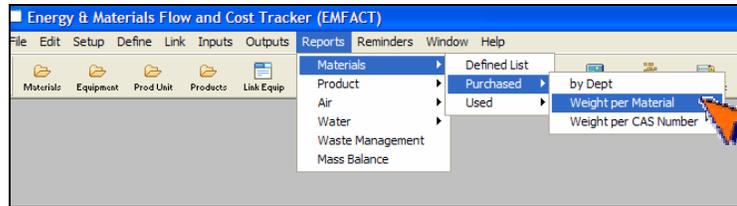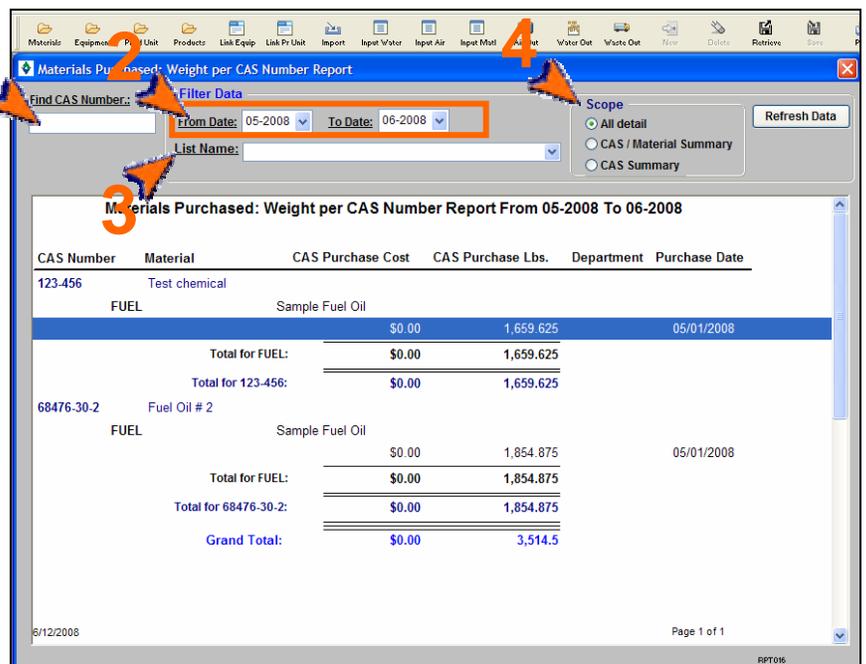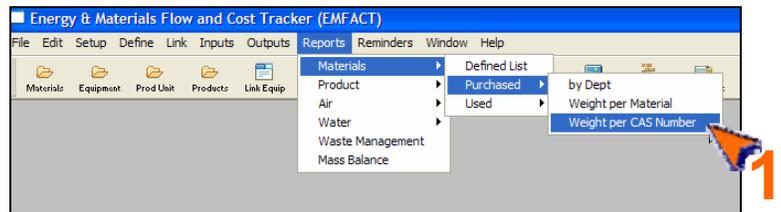
Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

2. Materials Purchased by Department Report

Follow these steps to create the Materials Purchased by Department Report:

1 > Select **Reports > Materials > Purchased > by Dept** from the main menu. The **Materials Purchased by Department Report** window will open and it will display data for the last month.

2 > The **From Date** and **To Date** default to the last month and current month, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

3 > The **Sort by** section defaults to **Dept** and can be changed to **Material Id** if desired.

4 > To locate a specific department in the list, complete the **Find Dept…** field and click *Enter* on your keyboard.

*Note: If sorting by Material Id, the field name is **Find Material….***

5 > To go to the **Material Detail** window for a specific material in the list, click on it, then click **Select This Material…**

Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.
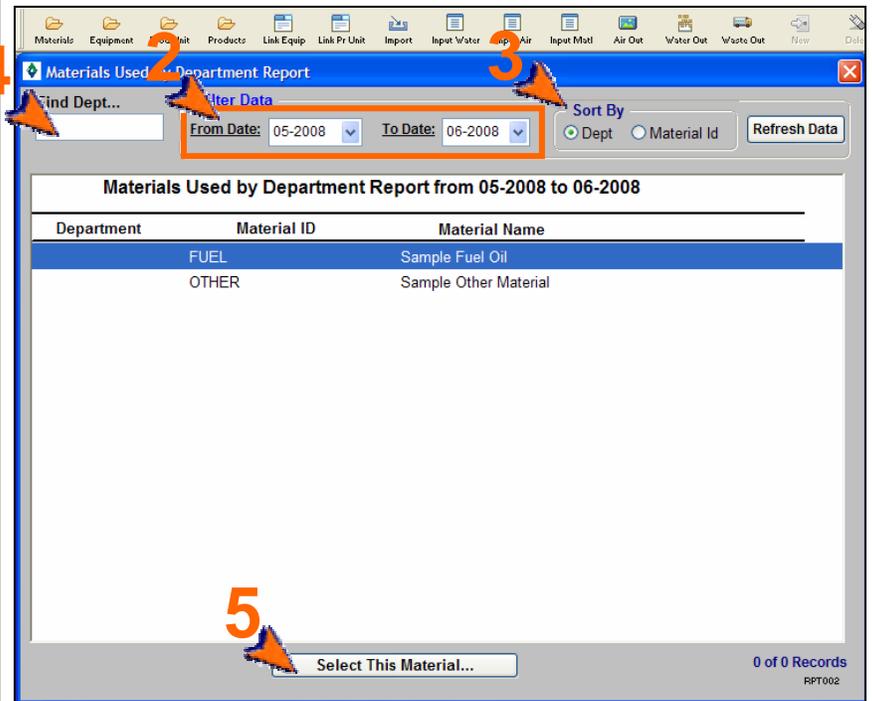
3. Materials Purchased: Weight per Material Report

Follow these steps to create the Materials Purchased: Weight per Material Report:

1 > Select **Reports > Materials > Purchased > Weight per Material** from the main menu. The **Materials Purchased: Weight per Material Report** window will open and it will display all data for the previous month.

2 > The **From Date** and **To Date** default to the last month and current month, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

3 > The **Scope** section defaults to **All Detail** and can be changed to **Material Summary** if desired.

4 > To locate a specific material in the list, complete the **Find Material ID…** field and click *Enter* on your keyboard.

Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.
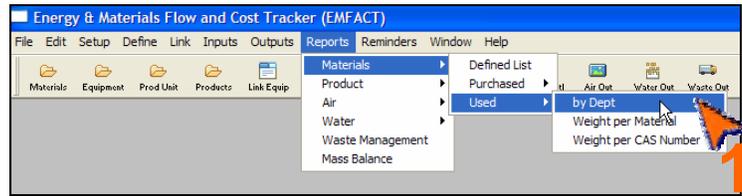
4. Materials Purchased: Weight per CAS No. Report

Follow these steps to create the Materials Purchased: Weight per CAS No. Report:

1 > Select **Reports > Materials > Purchased > Weight per CAS Number** from the main menu. The **Materials Purchased: Weight per CAS Number Report** window will open and it will display all data for the previous month.

2 > The **From Date** and **To Date** default to the last month and current month, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

3 > To filter on a particular chemical list of concern, make a selection from the **List Name** dropdown. (Click the **Refresh Data** button after identifying a list.)

4 > The **Scope** section defaults to **All detail** and can be changed to **CAS/Material Summary or CAS Summary** if desired.

5 > To locate a specific chemical in the list, complete the **Find CAS Number…** field and click *Enter* on your keyboard.
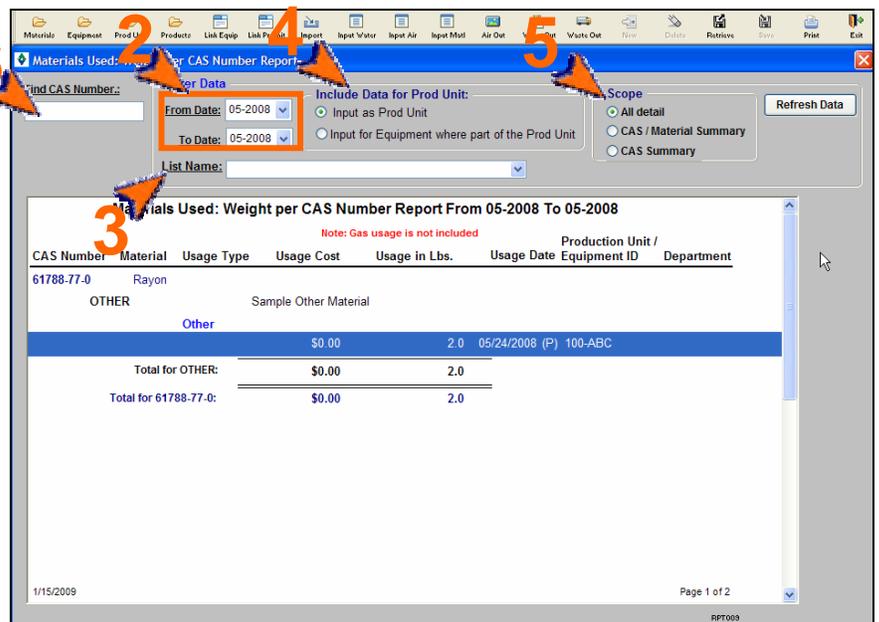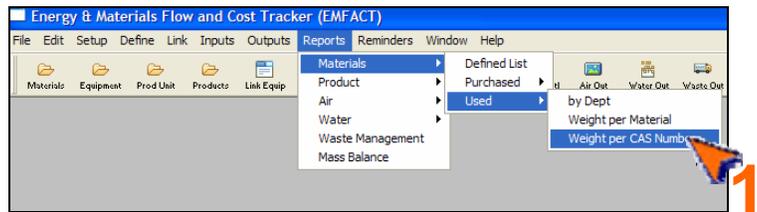
Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

5. Materials Used by Department Report

Follow these steps to create the Materials Used by Department Report:

1 > Select **Reports > Materials > Used > by Dept** from the main menu. The **Materials Used by Department Report** window will open and it will display all data for the previous month

2 > The **From Date** and **To Date** default to last month and this month and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

3 > The **Sort by** section defaults to **Dept** and can be changed to **Material Id** if desired.

4 > To locate a specific department in the list, complete the **Find Dept…** field and click *Enter* on your keyboard.

*Note: If sorting by Material Id, the field name is **Find Material….***

5 > To go to the **Material Detail** window for a specific material in the list, click on it, then click **Select This Material…**
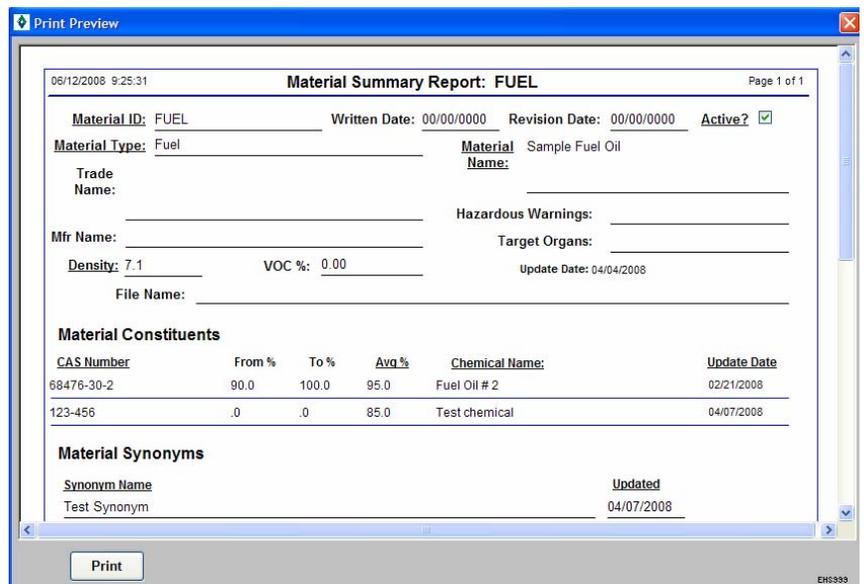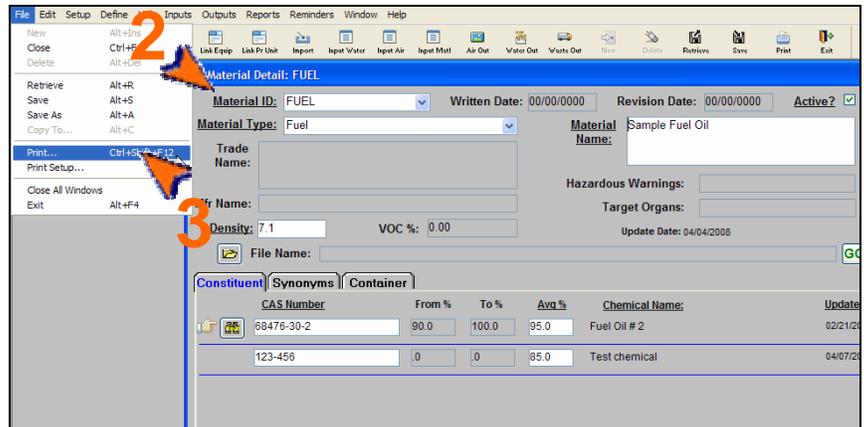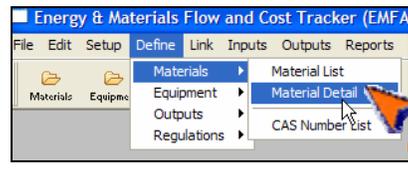
Printing and Saving

To print the report to your default printer, **File > Print**.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

6. Materials Used: Weight per Material Report

Follow these steps to create the Materials Used: Weight per Material Report:

1 > Select **Reports > Materials > Used > Weight per Material** from the main menu. The **Materials Used: Weight per Material Report** window will open and it will display data for the previous month.

2 > The **From Date** and **To Date** default to the last month and current month and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

3 > The **Include Data for Prod Unit** section defaults to **Input as Prod Unit** and can be changed to **Input for Equipment where part of the Prod Unit** if desired. *See note below.***

4 > The **Scope** section defaults to **All Detail** and can be changed to **Material Summary** if desired.

5 > To locate a specific material in the list, complete the **Find Material ID…** field and click *Enter* on your keyboard.
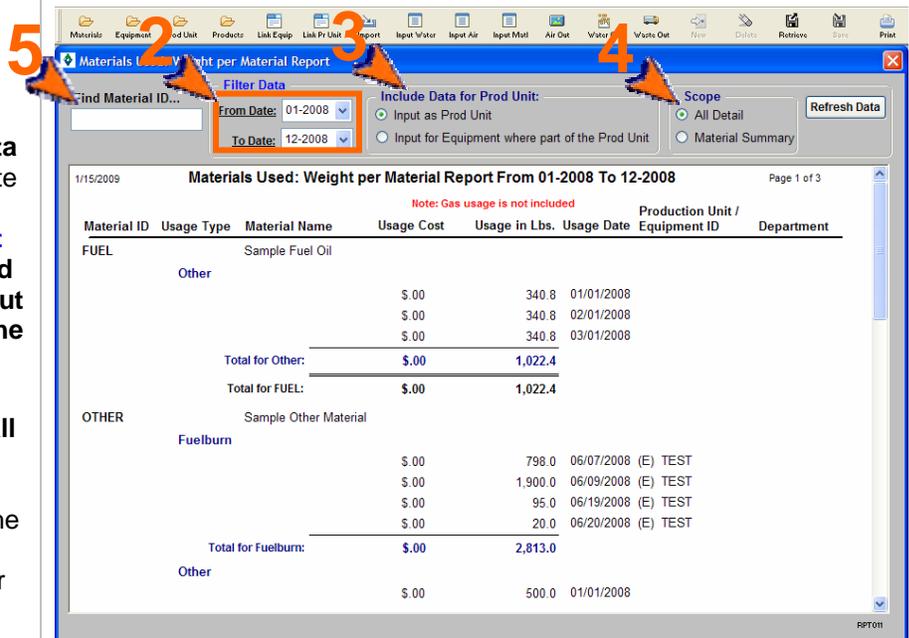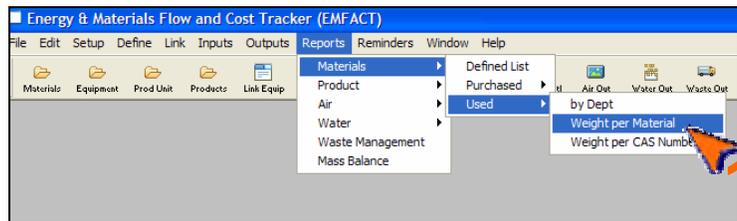
** Note: Data can be entered for a piece of equipment or for a production unit. If you have a production unit with related equipment, then it is important that the data is counted EITHER where it is entered for the production unit OR where it is entered for the equipment within the production unit, BUT NOT BOTH.

For example: If you had a Production Unit ID 123456 containing Equipment IDs 00011 and 00022. If you use the inputs and outputs window to type all data in for the Production Unit 123456 and report on it that way, that is fine. If you also put the same data in for Equipment IDs 00011 and 00022 and report on it, you would be double counting.

This **Filter Data** option allows the user to enter inputs and outputs data in both ways (as a production unit and equipment) and not double count when reporting.

Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

7. Materials Used: Weight per CAS Number Report

Follow these steps to create the Materials Used: Weight per CAS Number Report:

1 > Select **Reports > Materials > Used > Weight per CAS Number** from the main menu. The **Materials Used: Weight per CAS Number Report** window will open and it will display all data for the previous month.

2 > The **From Date** and **To Date** default to the last month and current month of the current year, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

3 > To filter on a particular chemical list of concern, make a selection from the **List Name** dropdown. (Click the **Refresh Data** button after identifying a list.)

4 > The **Include Data for Prod Unit** section defaults to **Input as Prod Unit** and can be changed to **Input for Equipment where part of the Prod Unit** if desired. *See Note for Report #6 for explanation.*

5 > The **Scope** section defaults to **All Detail** and can be changed to **CAS/Material Summary** or **CAS Summary** if desired.

6 > To locate a specific chemical in the list, complete the **Find CAS Number…** field and click *Enter* on your keyboard.

Printing and Saving
To print the report to your default printer, **File > Print**.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

8. Material Summary Report

Follow these steps to create the Material Summary Report:

1 > Select **Define > Materials > Material Detail** from the main menu. The **Material Detail** window will open.

2 > Make a selection from the **Material ID** field.

3 > Select **File > Print** from the main menu. The **Print Preview** window will display.
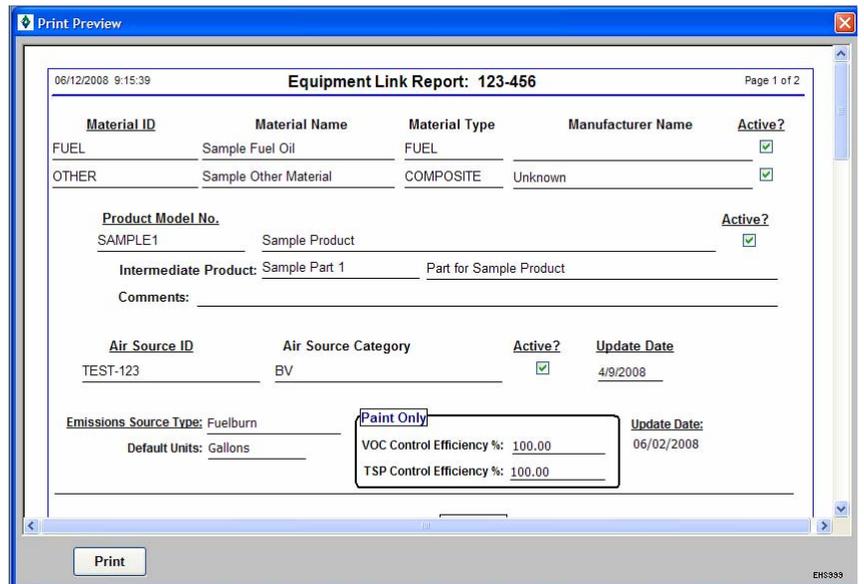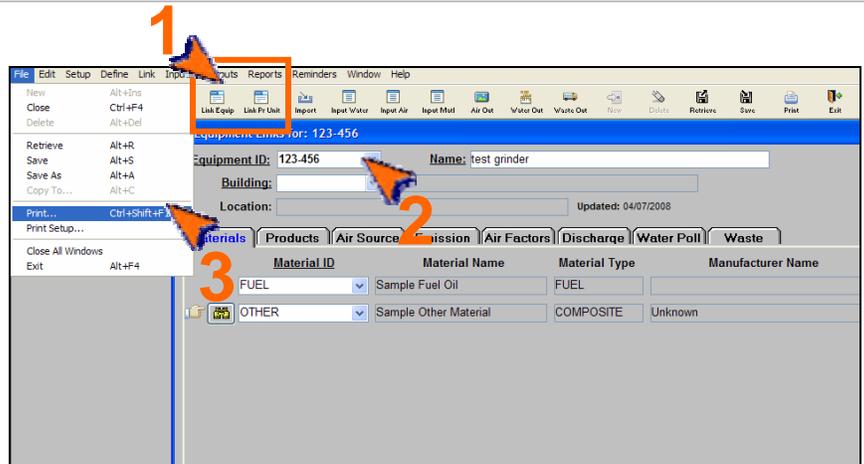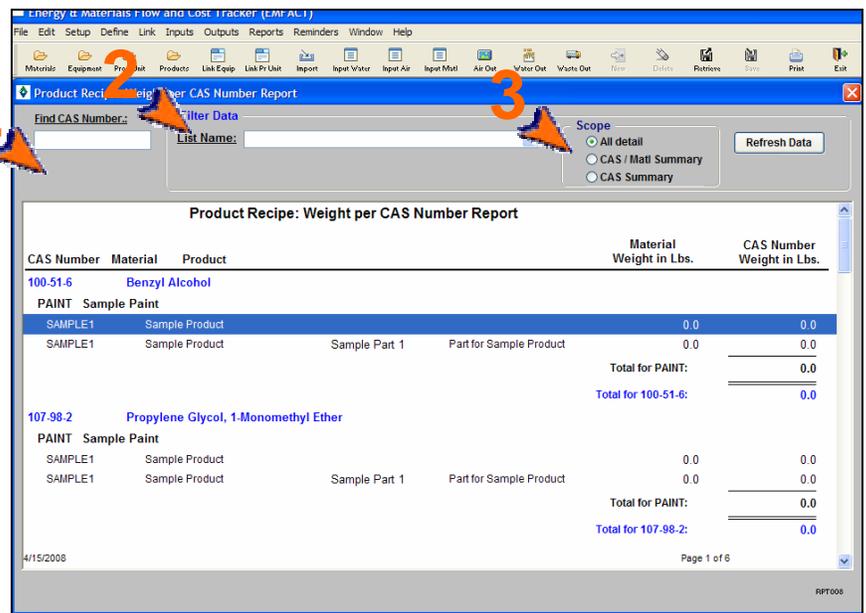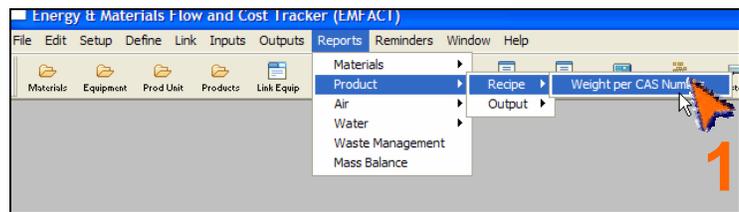
Printing and Saving
To print the report to your default printer, click the **Print** button on the **Print Preview** window.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

9. Equipment/Production Unit Link Report

Follow these steps to create the Equipment Link Report or the Production Unit Link Report:

1 > Select the **Link Equip** or **Link Pr Unit** button ( ) in the toolbar. The **Equipment Links** or **Production Unit Links** window will open.
2 > Make a selection from the **Equipment ID** or **Production Unit ID** field.
3 > Select **File > Print** from the main menu. The **Print Preview** window will display.

Printing and Saving
To print the report to your default printer, click the **Print** button on the **Print Preview** window.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

10. Product Recipe: Weight per CAS Number Report

Follow these steps to create the Product Recipe: Weight per CAS Number Report:

1 > Select **Reports > Product > Recipe > Weight per CAS Number** from the main menu. The **Product Recipe: Weight per CAS Number Report** window will open and it will display current data.

2 > To filter on a particular chemical list of concern; make a selection from the **List Name** dropdown. (Click the **Refresh Data** button after identifying a list.)

3 > The **Scope** section defaults to **All Detail** and can be changed to **CAS/Matl Summary** or **CAS Summary** if desired.

4 > To locate a specific chemical in the list, complete the **Find CAS Number…** field and click *Enter* on your keyboard.
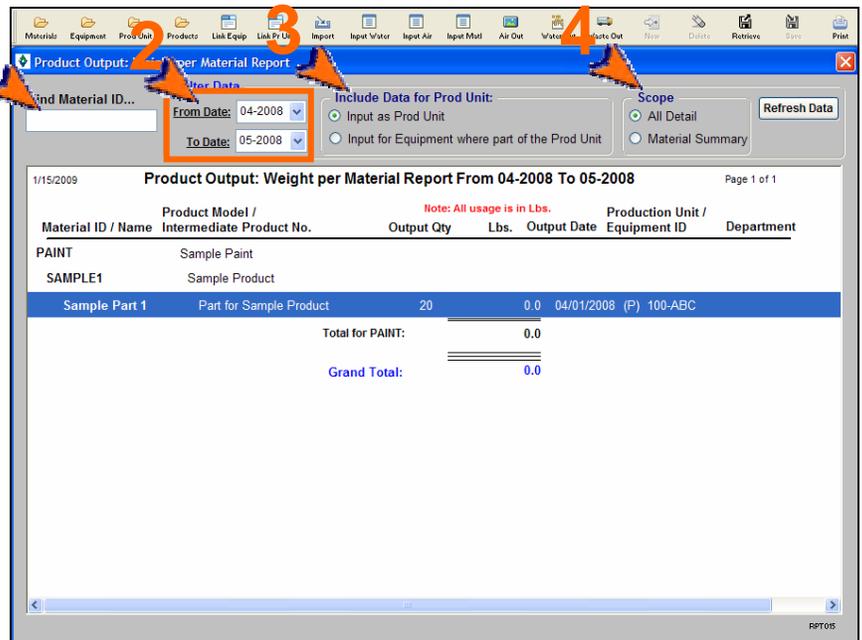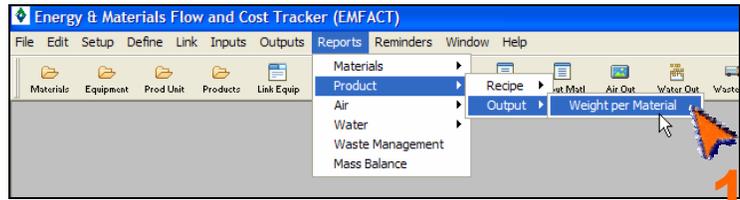
Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.

To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

11. Product Output: Weight per CAS Number

Follow these steps to create the Product Output: Weight per CAS Number Report:

1 > Select **Reports > Product > Output > Weight per CAS Number** from the main menu. The **Product Output: Weight per CAS Number Report** window will open and it will display current data.

2 > The **From Date** and **To Date** default and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

3 > The **Include Data for Prod Unit** section defaults to **Input as Prod Unit** and can be changed to **Input for Equipment where part of the Prod Unit** if desired. *See Note for Report #6 for explanation.*

4 > The **Scope** section defaults to **All Detail** and can be changed to **Material Summary** if desired.

5 > To locate a specific CAS Number in the list, complete the **Find CAS Number…** field and click *Enter* on your keyboard.
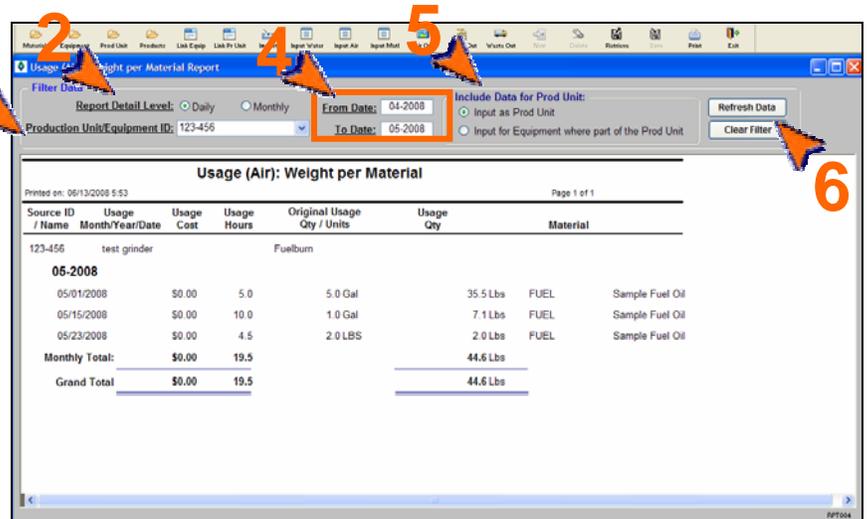

Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

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12. Product Output: Weight per Material

Follow these steps to create the Product Output: Weight per Material Report:

1 >   Select **Reports > Product > Output > Weight per Material** from the main menu. The **Product Output: Weight per Material Report** window will open and it will display current data.

2 >   The **From Date** and **To Date** default to the last month and the current month, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

3 >   The **Include Data for Prod Unit** section defaults to **Input as Prod Unit** and can be changed to **Input for Equipment where part of the Prod Unit** if desired. *See Note for Report #6 for explanation.*

4 >   The **Scope** section defaults to **All Detail** and can be changed to **Material Summary** if desired.

5 >   To locate a specific material in the list, complete the **Find Material ID…** field and click *Enter* on your keyboard.
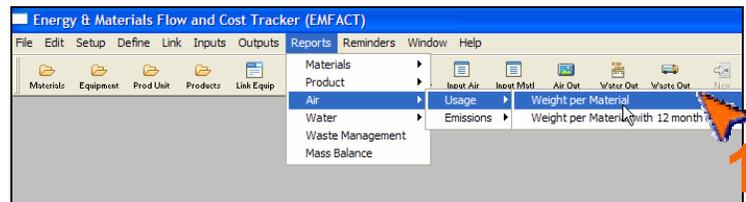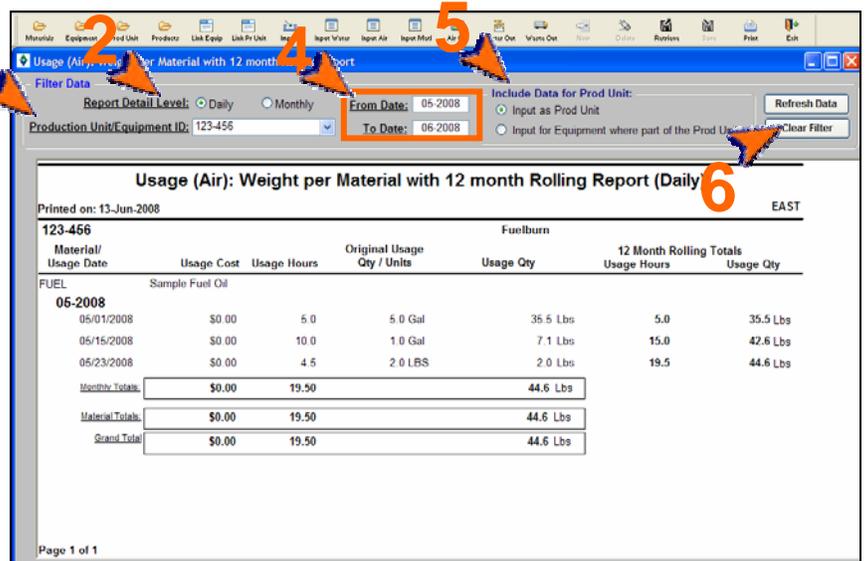
Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.

To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

13. Usage (Air): Weight per Material Report

Follow these steps to create the Usage (Air): Weight per Material Report:

1 > Select **Reports > Air > Usage > Weight per Material** from the main menu. The **Usage (Air): Weight per Material Report** window will open.

2 > The **Report Detail Level** defaults to **Daily** and can be changed to **Monthly**.

3 > Make a selection from the **Production Unit/Equipment ID** dropdown. The window will refresh to include any current data.

4 > The **From Date** and **To Date** default to the last month and the current month, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

5 > The **Include Data for Prod Unit** section defaults to **Input as Prod Unit** and can be changed to **Input for Equipment where part of the Prod Unit** if desired. *See Note for Report #6 for explanation.*

6 > To reset the report parameters, click **Clear Filter**.
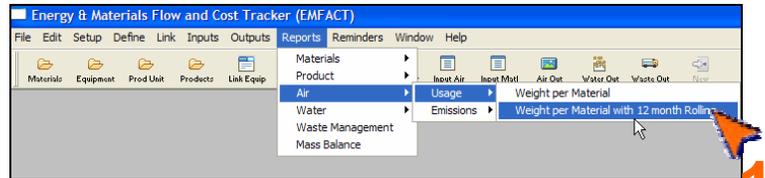
Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.

To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

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14. Usage (Air): Weight per Material with 12 Month Rolling Report

Follow these steps to create the Usage (Air): Weight per Material with 12 Month Rolling Report:

1 > Select **Reports > Air > Usage > Weight per Material with 12 month Rolling** from the main menu. The **Usage (Air): Weight per Material with 12 month Rolling Report** window will open and it will display current data.

2 > The **Report Detail Level** defaults to **Daily** and can be changed to **Monthly**.

3 > The **Production Unit/Equipment ID** field defaults to **All**, or you can select a specific ID from the dropdown. The window will refresh to include any current data.

4 > The **From Date** and **To Date** default to the last month and current month, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

5 > The **Include Data for Prod Unit** section defaults to **Input as Prod Unit** and can be changed to **Input for Equipment where part of the Prod Unit** if desired. *See Note for Report #6 for explanation.*

6 > To reset the report parameters, click **Clear Filter**.
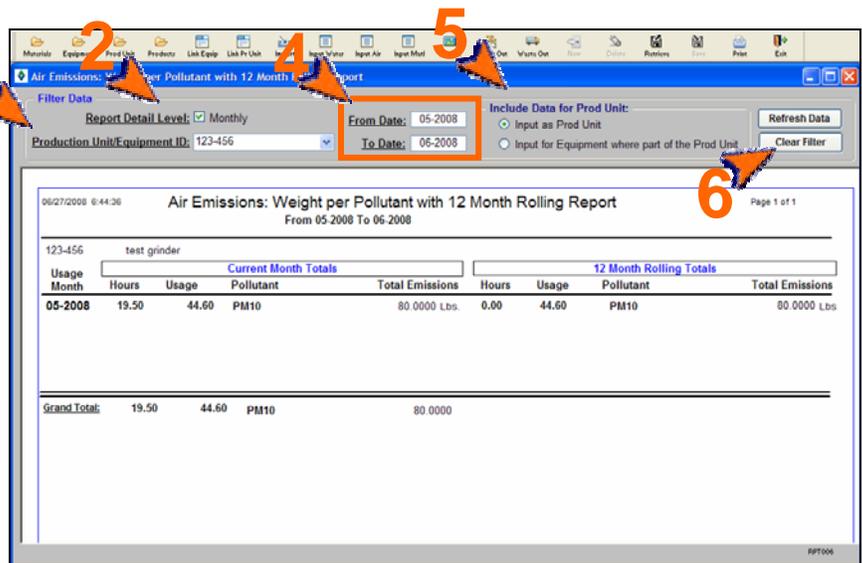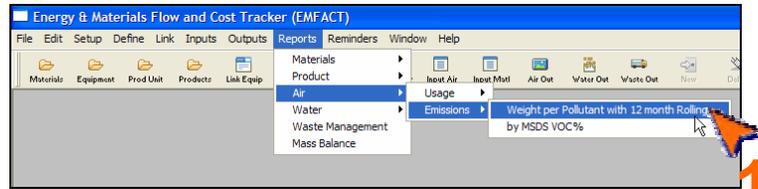

Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.

To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

15. Air Emissions: Weight per Pollutant with 12 Month Rolling Report

Follow these steps to create the Air Emissions: Weight per Pollutant with 12 Month Rolling Report:

1 > Select **Reports > Air > Emissions > Weight per Pollutant with 12 month Rolling** from the main menu. The **Air Emissions: Weight per Pollutant with 12 Month Rolling Report** window will open and it will display any current data.

2 > The **Report Detail Level** defaults to **Monthly** and cannot be changed.

3 > The **Production Unit/Equipment ID** field defaults to **All**, or you can select a specific ID from the dropdown. If selecting a new ID, the window will refresh to include any current data.

4 > The **From Date** and **To Date** default to the last month and the current month, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

5 > The **Include Data for Prod Unit** section defaults to **Input as Prod Unit** and can be changed to **Input for Equipment where part of the Prod Unit** if desired. *See Note for Report #6 for explanation.*

6 > To reset the report parameters, click **Clear Filter**.
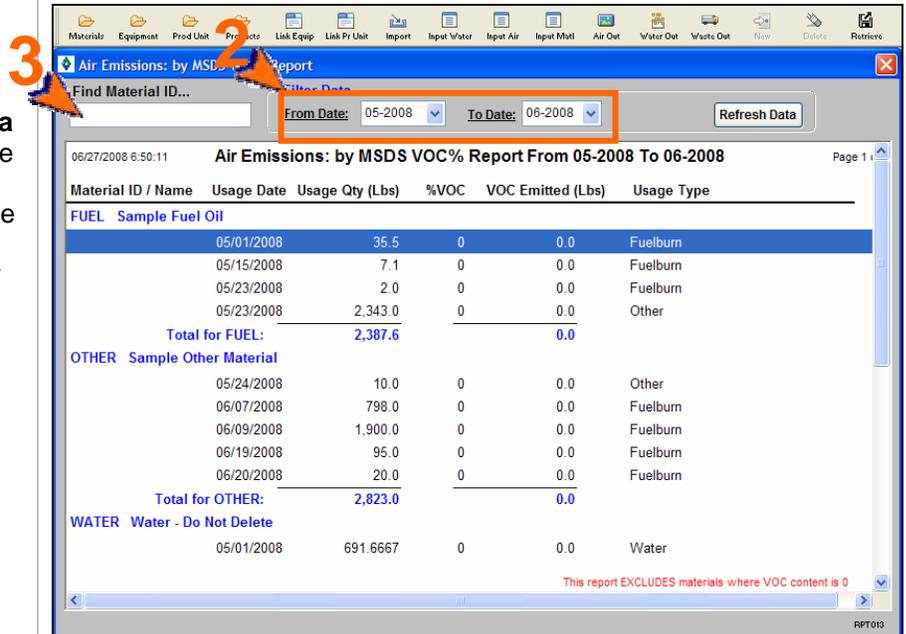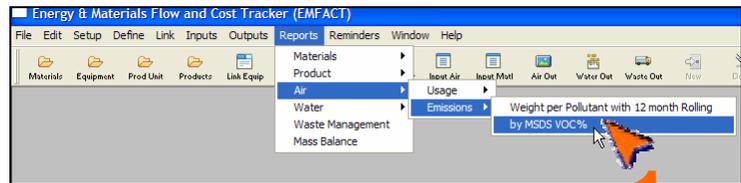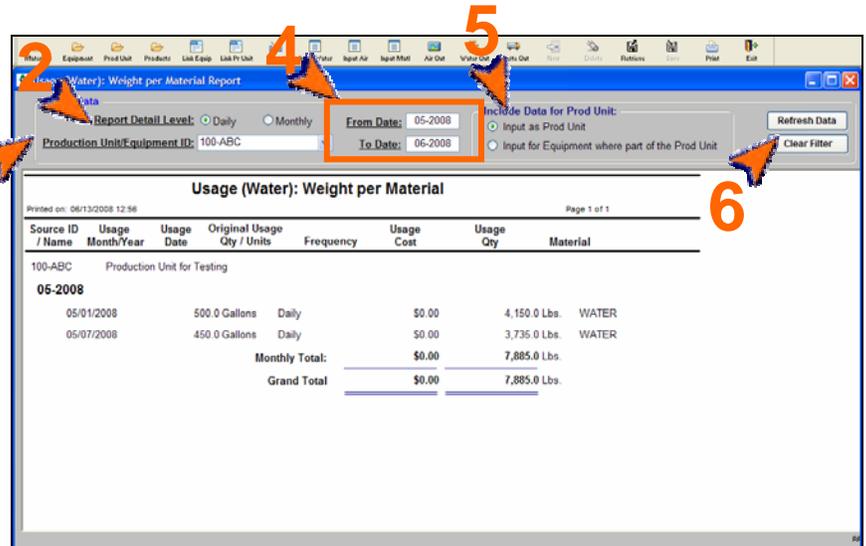
Printing and Saving
To print the report to your default printer, select **File > Print** from the main menu.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

16. Air Emissions: by MSDS VOC% Report

Follow these steps to create the Air Emissions: by MSDS VOC % Report:

1 > Select **Reports > Air > Emissions > by MSDS VOC%** from the main menu. The **Air Emissions: by MSDS VOC% Report** window will open and it will display any current data.

2 > The **From Date** and **To Date** default to the last month and current month, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

3 > To locate a specific material in the list, complete the **Find Material ID…** field and click *Enter* on your keyboard.
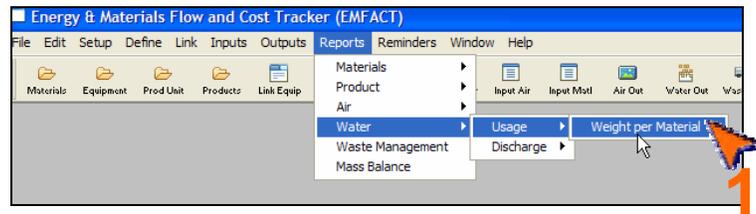
Printing and Saving
To print the report to your default printer, select **File > Print** from the main menu.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

17. Usage (Water): Weight per Material Report

Follow these steps to create the Usage (Water): Weight per Material Report:

1 > Select **Reports > Water > Usage > Weight per Material** from the main menu. The **Usage (Water): Weight per Material Report** window will open.

2 > The **Report Detail Level** defaults to **Daily** and can be changed to **Monthly** if desired.

3 > Make a selection from the **Production Unit/Equipment ID** dropdown. The window will refresh to include any current data.

4 > The **From Date** and **To Date** default to the previous month and the current month, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

5 > The **Include Data for Prod Unit** section defaults to **Input as Prod Unit** and can be changed to **Input for Equipment where part of the Prod Unit** if desired. *See Note for Report #6 for explanation.*

6 > To reset the report parameters, click **Clear Filter**.
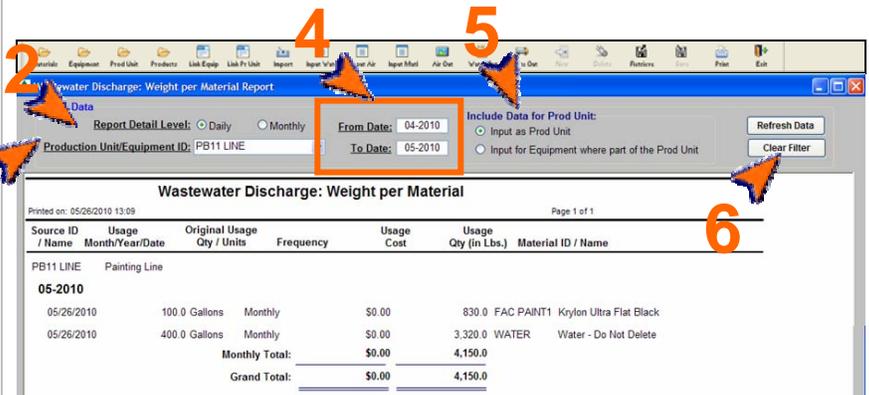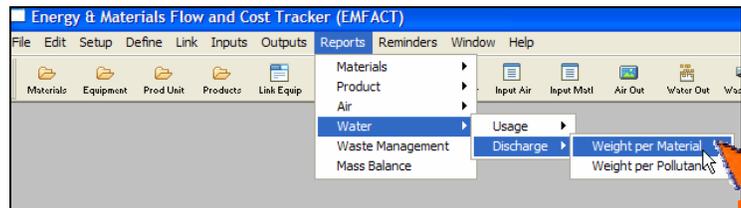
Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

18. Wastewater Discharge: Weight per Material Report

Follow these steps to create the
Wastewater Discharge: Weight per
Material Report:

1 > Select **Reports > Water >
Discharge > Weight per Material**
from the main menu. The
**Wastewater Discharge: Weight
per Material Report** window will
open.

2 > The **Report Detail Level** defaults
to **Daily** and can be changed to
Monthly if desired.

3 > Make a selection from the
Production Unit/Equipment ID
dropdown. The window will refresh
to include any current data.

4 > The **From Date** and **To Date**
default to last month and the
current month, and can be
changed. (Click the **Refresh Data**
button after identifying a new date
range.)

5 > The **Include Data for Prod Unit**
section defaults to **Input as Prod
Unit** and can be changed to **Input
for Equipment where part of the
Prod Unit** if desired. *See Note for
Report #6 for explanation.*

6 > To reset the report parameters,
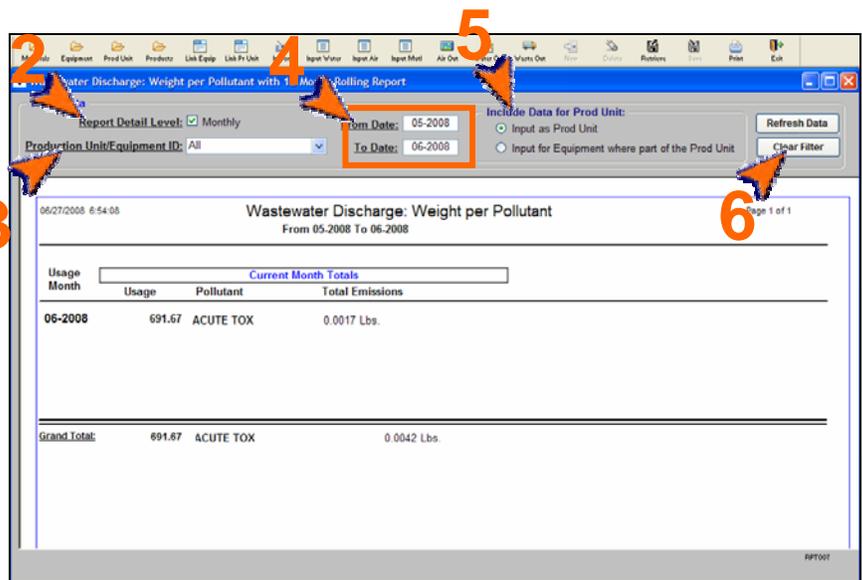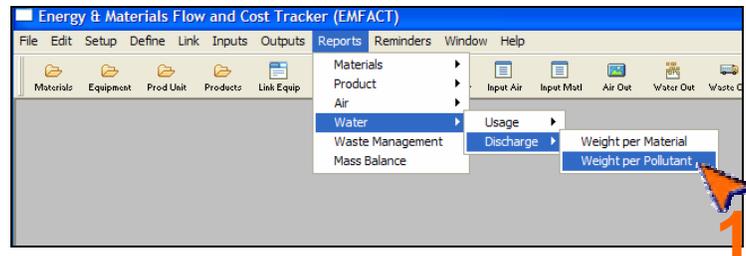click **Clear Filter**.

Printing and Saving
To print the report to your default printer, select **File > Print** from the main menu.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main
menu.

19. Wastewater Discharge: Weight per Pollutant with 12 Month Rolling Report

Follow these steps to create the Wastewater Emissions: Weight per Pollutant with 12 Month Rolling Report:

1 > Select **Reports > Water > Discharge > Weight per Pollutant** from the main menu. The **Wastewater Discharge: Weight per Pollutant with 12 Month Rolling Report** window will open and it will display any current data.

2 > The **Report Detail Level** defaults to **Monthly** and cannot be changed.

3 > The **Production Unit/Equipment ID** field defaults to **All**, or you can select a specific ID from the dropdown.

4 > The **From Date** and **To Date** default to the last month and the current month, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

5 > The **Include Data for Prod Unit** section defaults to **Input as Prod Unit** and can be changed to **Input for Equipment where part of the Prod Unit** if desired. *See Note for Report #6 for explanation.*

6 > To reset the report parameters, click **Clear Filter**.
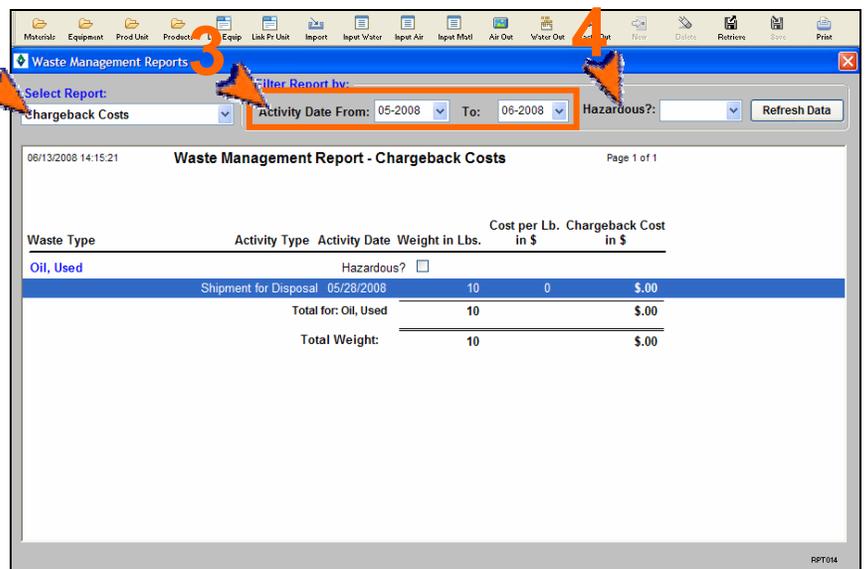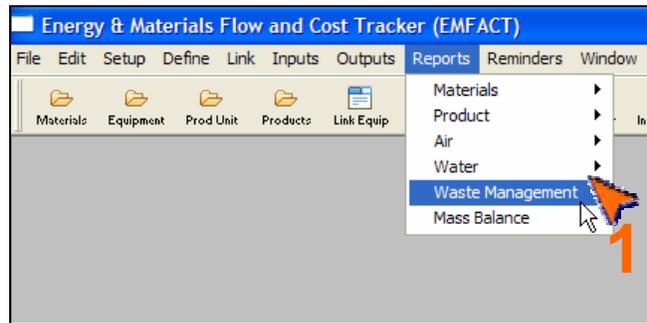
Printing and Saving
To print the report to your default printer, select **File > Print** from the main menu.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

20. Waste Management Report – Chargeback Costs

Follow these steps to create the Waste Management Report – Chargeback Costs Report:

1 > Select **Reports > Waste Management** from the main menu. The **Waste Management Reports** window will open and display the **Waste Management Report - Activity Costs** report.

2 > Select **Chargeback Costs** from the **Select Report** dropdown. The report name changes to **Waste Management Report – Chargeback Costs** and it will display any current data.

3 > **Activity Date From** and **To** default to the previous month and the current month, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

4 > Optionally, make a selection from the **Hazardous** dropdown. (Click the **Refresh Data** button.)
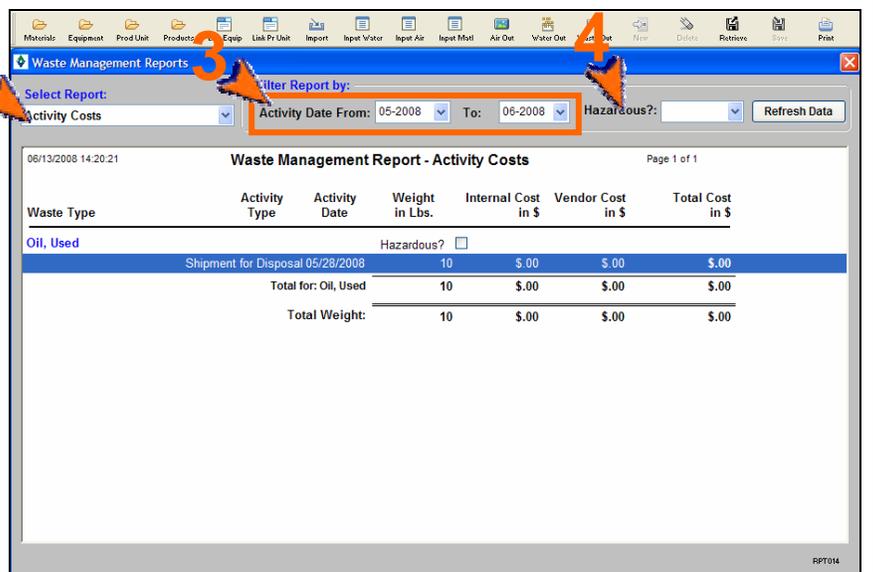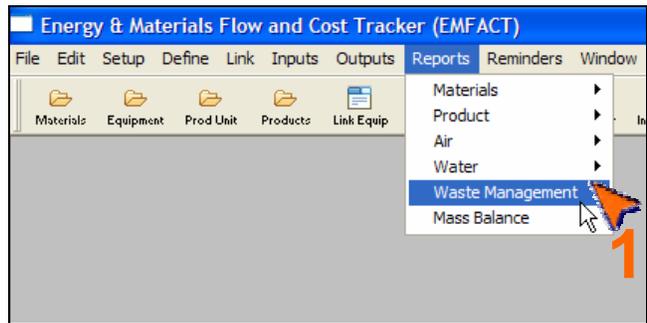
Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

21. Waste Management Report – Activity Costs

Follow these steps to create the Waste Management Report – Activity Costs Report:

1 > Select **Reports > Waste Management** from the main menu. The **Waste Management Reports** window will open and display the **Waste Management Report - Activity Costs** report.

2 > Ensure that **Activity Costs** is selected from the **Select Report** dropdown.

3 > **Activity Date From** and **To** default to the previous month and the current month, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

4 > Optionally, make a selection from the **Hazardous** dropdown.
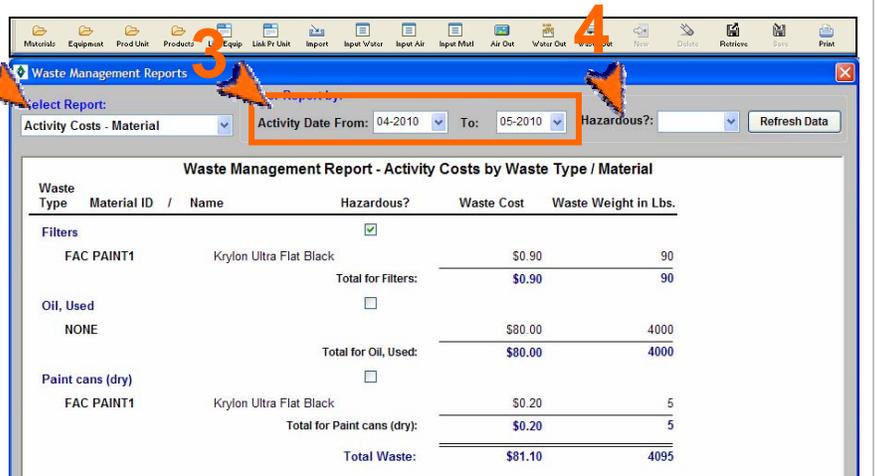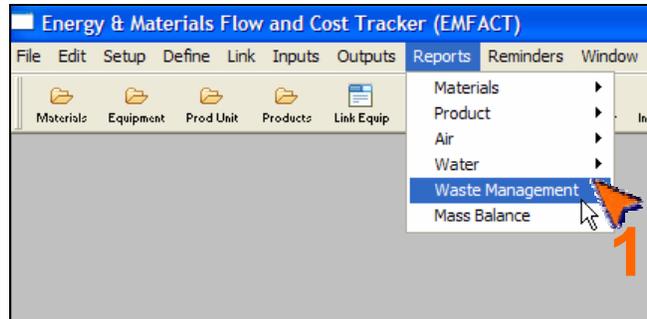

Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.

To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

22. Waste Management Report – Activity Costs by Waste Type/Material

Follow these steps to create the Waste Management Report – Activity Costs by Waste Type / Material Report:

1 > Select **Reports > Waste Management** from the main menu. The **Waste Management Reports** window will open and display the **Waste Management Report - Activity Costs** report.

2 > Select **Activity Costs - Material** from the **Select Report** dropdown.

3 > **Activity Date From** and **To** default to the previous month and the current month, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

4 > Optionally, make a selection from the **Hazardous** dropdown.
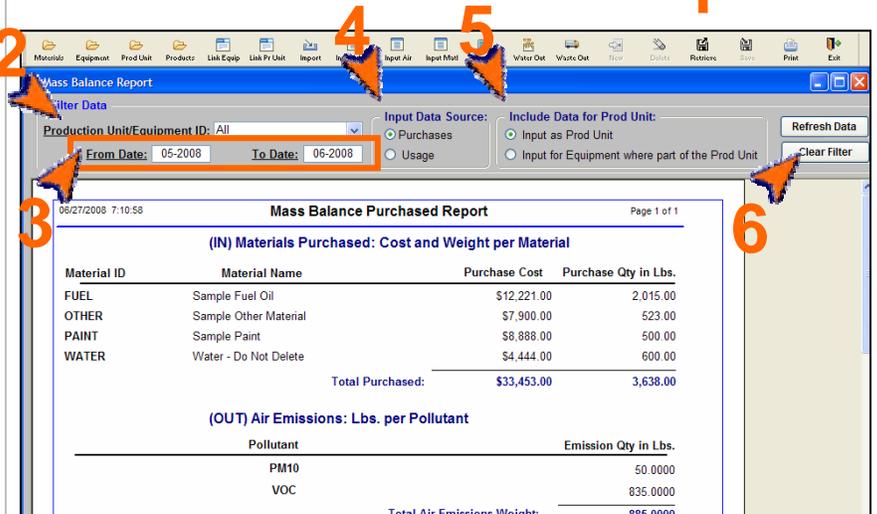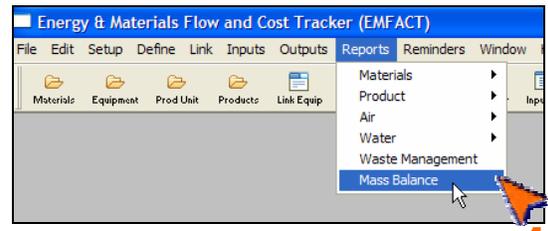

Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.

To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu..

23. Mass Balance Purchased Report

Follow these steps to create the Mass Balance Purchased Report or Mass Balance Usage Report:

1 > Select **Reports > Mass Balance** from the main menu. The **Mass Balance Report** window will open and it will display current data for purchases.

2 > The **Production Unit/Equipment ID** field defaults to **All**, or you can select a specific ID from the dropdown.

3 > The **From Date** and **To Date** default to the last month and the current month, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

4 > The **Input Data Source** defaults to **Purchases** and can be changed to **Usage** to view the **Mass Balance Usage Report**.

5 > The **Include Data for Prod Unit** section defaults to **Input as Prod Unit** and can be changed to **Input for Equipment where part of the Prod Unit** if desired. *See Note for Report #6 for explanation.*

6 > To reset the report parameters, click **Clear Filter**.

Above: Mass Balance Purchased Report
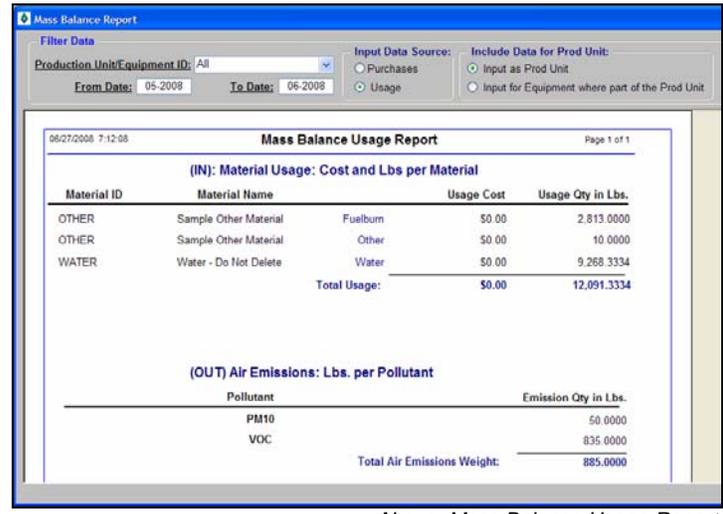
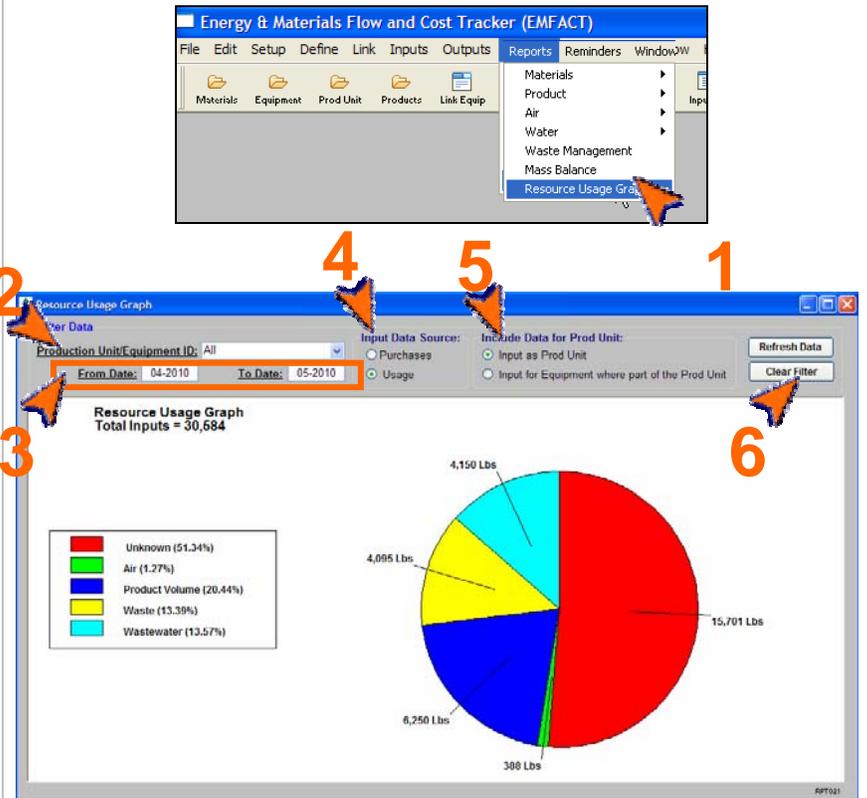*Above: Mass Balance Usage Report*

Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.

To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

24. Resource Usage Graph

Follow these steps to create the Resource Usage Graph:

1 > Select **Reports > Resource Usage Graph** from the main menu. The **Resource Usage Graph** window will open and it will display current data.

2 > The **Production Unit/Equipment ID** field defaults to **All**, or you can select a specific ID from the dropdown.

3 > The **From Date** and **To Date** default to the last month and the current month, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)

4 > The **Input Data Source** defaults to **Purchases** and can be changed to **Usage**.

5 > The **Include Data for Prod Unit** section defaults to **Input as Prod Unit** and can be changed to **Input for Equipment where part of the Prod Unit** if desired. *See Note for Report #6 for an explanation.*

6 > To reset the report parameters, click **Clear Filter**.

The graph shows the percentage allocated to outputs (e.g. Air, Water, Waste) relative to the total inputs (either purchases or usage).
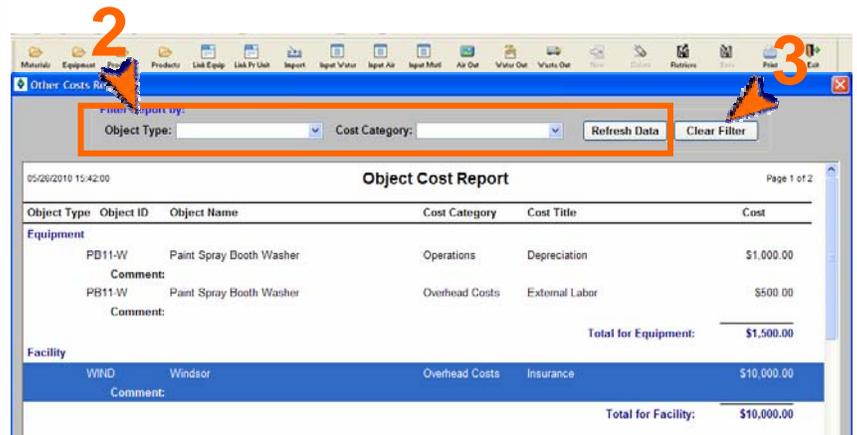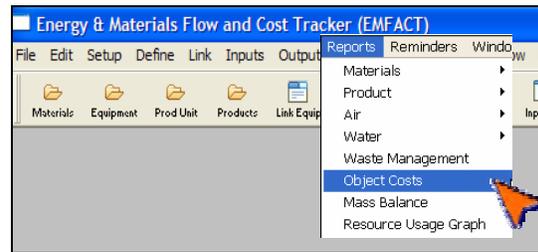
Printing and Saving
To print the report to your default printer, select **File > Print** from the main menu.
To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

25. Object Cost Report

Follow these steps to create the Object Cost Report: **1 >** Select **Reports > Object Costs** from the main menu. The **Other Costs Report** window will open and it will display current data. **2 >** To narrow your search results, make a selection from the **Object Type** and/or **Cost Category** dropdowns; then click the **Refresh Data** button**.** **3 >** To reset the report parameters, click **Clear Filter**.	

	Printing and Saving To print the report to your default printer, select **File > Print** from the main menu. To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

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