

**Stewardship Contracting Information Database
Version 2
Using Reports**

Now that you've got the basic information in the SCID database, you've got the Project Information, you've got Contract Information, Bid Item Information, Activity and Financial Records, we can use SCID, we can show you some things about how you can use SCID to give you information out of the database. Basically what we'll be using is the Create Reports. Click in there. You've got a variety of different kinds of reports that can be pulled out of SCID. I'm just going to go through these one by one and describe them.

The General Information All Projects Report is a report that comes out like this. It just shows -- this one actually shows by fiscal year and the project name, the acres, the general project information that you had recorded on that page. It also gives you the status. So that's one of the reports you can get.

Projects by Fiscal Year Report -- allows you to select a particular fiscal year. The same information just displayed for a particular fiscal year.

One of the things about these reports is that if you go into -- Select All, you can select it and copy it and then you've got this information copied and you can paste it into an Excel spreadsheet if you want to further manipulate the data from here. That's one of the things you can do.

The next set of reports is you're looking at the Activity Records. And for doing this I'm going to go back to our friend in Colorado. Dutch Gulch is the one we were looking up before in Colorado. You can see in this report, it's an activity record and it just shows you on this particular date these activity records had been entered showing what had been entered for that particular day. So if you want to see if particular activity records have been done or not, you can do that.

Another report is you can look at the Activity Records by Contract and Bid Item. It's another way to look at the activity records for a particular contract.

We go into Colorado again and Dutch Gulch and the Dutch Gulch project and contract, and you can see that for Bid Item 1A, 1B, 1C, 1 1D, these are the activity records that have been filed for that particular contract.

Financial Records by Contract -- I don't think I'll go into that. Basically it does the same thing that the Activity Director does but it just documents your financial records. But I encourage you, once you get into the database, to look at all of these particular reports.

Another report is the Balance Sheet Report. Again we'll go into Colorado and into Dutch Gulch. Then we'll bring this down here, drop this down a little bit. You can

see that this particular report shows that the value of the activity records that were done and the activity records for product and service work and then any financial records that had been entered. And then a summation at the bottom. This is for all the products removed, this is for the service work completed, this is for payments made, credits earned and credits used. This report shows you the general financial information and a summation of all that.

Let me go back to the top. Go back to here. I won't go into the Consolidated Balance Sheet Report, basically because it takes a long time to run. It'll take about five minutes to run and then you have to load it and some other things. But this shows all of the projects and contracts in the database. The consolidated finances of -- the value of the products removed and the value of the service work completed for all of the projects.

One of the new reports we've got is this Project Summary Report. We'll go into Colorado again, into Dutch Gulch. Where did it go -- it disappeared on me. I'm not sure why it disappeared on me. Those things happen sometimes. So we'll go back to the Main Menu, Project Summary, Independent Contracts, okay. For some reason this thing is not working the way it's supposed to, imagine that. I get the same things you guys get. Somehow I brought it back up again, we'll try this one -- Dutch Gulch again. Okay, let's see if I can do it without losing it this time.

This is the Project Summary Independent Contracts and the way this -- what this report shows is pretty much a summary of your Bid Item List, your Product Bid Items, your Service Bid Items and the aggregation of what's been accepted to date and you get a dollar amount here. This is the service work and aggregated to date is there. You move further on down in the report, it shows you the value of the service work accepted to date is this, the value of the payments to the contractor. So these are payments you've already made to the contractor. You enter those with the financial records, and that's shown here. This actually gives you the stewardship credits earned. It's your work completed and you're subtracted from or the payments to the contractor subtracted from the work completed. So you have a \$12,000 there. If the contractor had paid us money to remove the products that would go here. A payment bond would go here. So this is the value of the product removal credit right now. This is the total value of the products removed to date, is this. So in this particular contract you can see that the contractor has actually removed a few more products than the credits that he's got.

I think this is -- if you get used to looking at this report I think it will help you. Again, you can always use your right click of your mouse button and Select All. You can always select everything and copy it and move it into an Excel spreadsheet and manipulate the data.

We'll go back to the main menu and we'll look at some more of the reports.

The Product Volumes from SCID is a report that takes a little bit of time to run.

Again, some of these reports do take a while to run and so you just have to be patient and wait for them to open.

This particular report, what it does is it shows on each of the projects and contracts and then the Bid Items within those contracts. For this particular Bid Item, the Bid Item is fuel wood. And it shows the volume conversion factor and this is the reportable units that are reported out of the database. So if you want to take a look at your particular contract and see how acres are converted into NBF and those kinds of things, you can see that with this particular report.

The final report is a report of the products that are offered that comes out of the database. You have to go through a lot of clicks to get there in some places. And then you have to adjust the width of some of the rows, but this is for fiscal year 2008. This shows the total products and the contracts that are in there for 2008.

Again, this is the demo database so it's not up to date and so the totals are not shown there. But anyway, what's in the database here it shows the total awarded service costs, the total product value and then the volume in cords, MBF in cords and tons and other that's been reported in the database.

So I would encourage you, as you're going through SCID and you've entered information, to go through the various different reports and that will help you see what's in the database and you'll be able to manage your contract from there.

Let's now sum up what we've talked about.