

# Generating Reports

- [Available Reports and Formats](#)

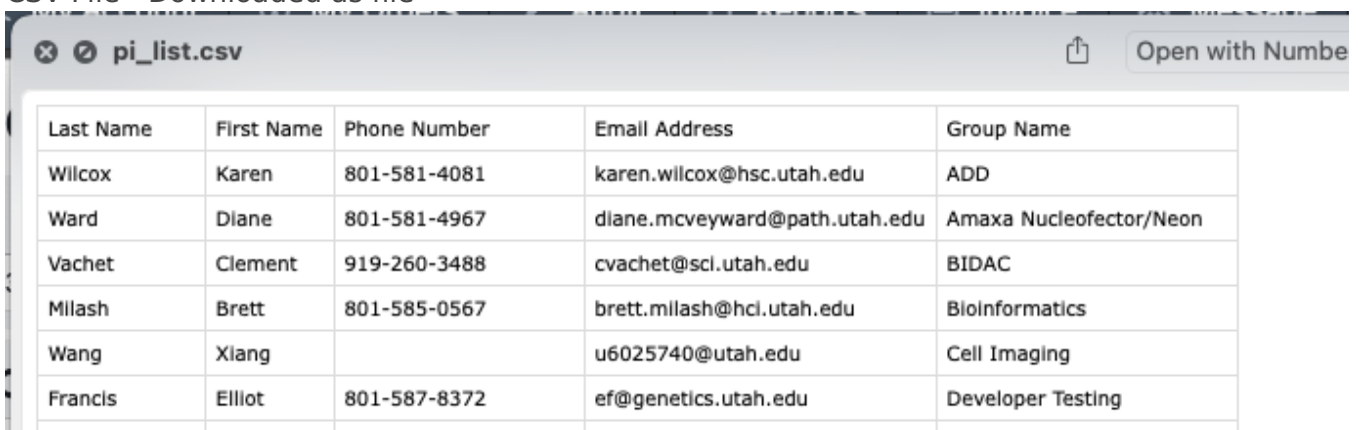
# Available Reports and Formats

## Formats

- Fixed Width Text File - Displayed as page

User Count : 36 Last Name (50 Cols)	First Name (30 Cols)	Phone Number (30 Cols)	Email Address (50 Cols)	Group Name (30 Cols)
Wilcox	Karen	801-581-4081	karen.wilcox@hsc.utah.edu	ADD
Ward	Diane	801-581-4967	diane.mcveyward@path.utah.edu	Amaxa Nucleofector/Neon
Vachet	Clement	919-260-3488	cvachet@sci.utah.edu	BIDAC
Milash	Brett	801-585-0567	brett.milash@hci.utah.edu	Bioinformatics
Wang	Xiang	null	u6025740@utah.edu	Cell Imaging
Francis	Elliot	801-587-8372	ef@genetics.utah.edu	Developer Testing
Hanson	Mike	1-4051		DNA Peptide
Warner	Derek	1-4736	dwarner@cores.utah.edu	DNA Sequencing
Luo	Bai	7-1527	Bai.luo@hsc.utah.edu	Drug Discovery
Beinap	David	5-1242	David.Beinap@utah.edu	Electron Microscopy
Marvin	James	5-7382	jmarvin@cores.utah.edu	Flow Cytometry
Smith	Brenda	3-2927	brenda.smith@cores.utah.edu	Freezer Farm 421
Warner	Derek	1-4736	dwarner@cores.utah.edu	Genomics
Stark	Louisa	5-0019	louisa.stark@utah.edu	GSIC
Jackson	Laurie	581-6870	kaye.jackson@utah.edu	Iron and Heme
Colby	Shawn	801-581-3218	shawn.colby@utah.edu	Machine Shop
Cox	James	7-7779	james.cox@cores.utah.edu	Mass Spectrometry
Watts	Kim	1-5303; 801-989-2082	kimberly.watts@utah.edu	MC Browning
Watts	Kim	1-5303; 801-989-2082	kimberly.watts@utah.edu	MC Meldrum

- CSV File - Downloaded as file



Last Name	First Name	Phone Number	Email Address	Group Name
Wilcox	Karen	801-581-4081	karen.wilcox@hsc.utah.edu	ADD
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Vachet	Clement	919-260-3488	cvachet@sci.utah.edu	BIDAC
Milash	Brett	801-585-0567	brett.milash@hci.utah.edu	Bioinformatics
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Francis	Elliot	801-587-8372	ef@genetics.utah.edu	Developer Testing

## Reports List

By default the resource management system provides the following reports to managers and administrators:

- Master User List** - All users accounts in the system by first and last name in alphabetical order
- PI List** - The list of all Principle Investigators responsible for each active group
- Active Account List** - The list of all charge accounts currently available (active and un-expired) to be charged in the system
- Group User List** - A time range bounded list of all users who have ordered from a given group
- Group PI List** - A time range bounded list of all pis who have ordered from a given group and which services they ordered.

6. **User Service Revenue** - A time range bounded list of all users who have ordered from a given group and grouped by service used, account charged, and total revenue charged.
7. **Group Revenue (Service)** - A time range bounded summary of all usage and billing for a given group categorized by Service.
8. **Group Revenue (PI)** - A time range bounded summary of all revenue for a given group categorized by the Principle Investigator/Owner of the account charged. Ordered by most to least charged
9. **Group Active Accounts** - A time range bounded summary of all revenue for a given group categorized by the title of the account charged and sub-categorized by the users who created those charges
10. **Excluded Revenue** - Excluded Revenue Report show all events that have been excluded during the given period
11. **Pending Revenue** - Download a list of all pending events or line items.
12. **Group Rates/Presets Sheet** - Download a list of all current rates / line presets for the selected group.
13. **Group Sales Tax Summary** - Download a summary of all sales tax for billed items in the range given.
14. **Fiscal Year Summary** - The sum of all charges to a facility grouped by fiscal year.
15. **All Events** - Download all Events that occurred in the given time frame. Used if custom analysis is to be performed.
16. **All Line Items** - Download all line items that occurred in the given time frame. Used if custom analysis is to be performed.
17. **Event Attached Items Report** - Download all line items that are attached to events (e.g., service charges, etc.),. May be modified to include selected non-event line item results as well. Used for generating tracking reports (Staff Time, etc.)