

Generating Reports

- [Available Reports and Formats](#)

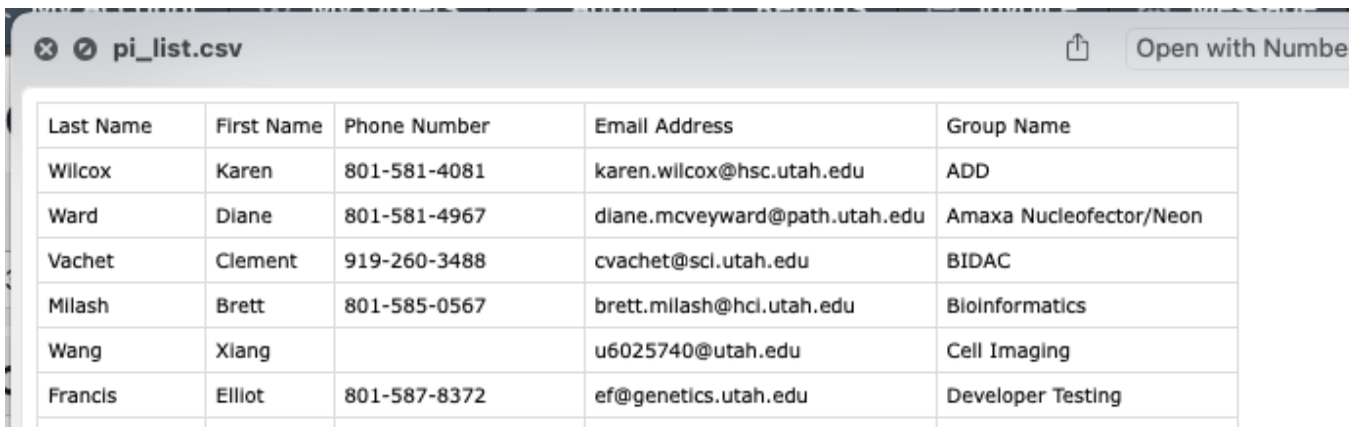
Available Reports and Formats

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 |
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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.)