

## Tutorial for the MFD Print Charge Review Report

Site: <https://reports.utoledo.edu/>

| Link: Power BI

| Folder: Finance -> Departments

| Report: MFD Print Charge Review

Note: Use the Excel export option, then save as PDF. The PDF option in the tool, may create blank pages or table columns overflow into next page.

The screenshot shows a web-based report generation interface. At the top, there are fields for 'Begin Date' (1/1/2022) and 'End Date' (1/31/2022). Below these are 'Index(es) \*', 'Organization(s) \*' (100000,100130,100190,100260,10), and 'Level 3 Org(s) \*' (100,101,110,115,120,121,130,131,1). Further down are 'Rocket Number', 'Utad' (with a checked 'NULL' checkbox), 'Account Type' (All types), 'Report Type' (Formatted Report), and 'Cost Or Pages' (Cost). A 'View Report' button is on the right. Several callout boxes provide instructions: one for the 'Index(es)' dropdown, one for the date fields, one for the organization and level 3 org fields, one for the 'View Report' button, one for the 'Account Type' dropdown (showing options like Fax, Affiliate, Student, Employee, Shared, Service Account, Internal Account), one for the 'Report Type' (explaining 'Formatted' and 'Data' options), and one for the 'Cost Or Pages' dropdown. A final callout explains the 'View Report' button.

Using the dropdown arrow, select the index(es) you want in the report.

Select the begin and end dates for your report. These cells are defaulted to the prior month.

Organization(s) and Level 3 Org(s) are defaulted to all. There is no need to adjust, although you can if desired.

Use to run the report

Begin Date 1/1/2022 End Date 1/31/2022

Index(es) \* Organization(s) \* 100000,100130,100190,100260,10 Level 3 Org(s) \* 100,101,110,115,120,121,130,131,1

Rocket Number Utad  NULL

Account Type All types Report Type Formatted Report Cost Or Pages Cost

View Report

All types  
Fax  
Affiliate  
Student  
Employee  
Shared  
Service Account  
Internal Account

We have defaulted to all types. You have the ability to select just one type if desired.

If looking for a specific person's usage, select all for the Index(es), then enter either the individual's Rocket Number or UTAD.

The report type allows you to select either:  
**Formatted** = Clean looking report showing the summary of charges for the index |by person| by type of machine  
**Data** = Excel spreadsheet listing each transaction for the index in date/time order  
*See examples below.*

Allows you to customize how the data is presented.  
*See examples below.*

## Formatted report example by "Cost"

Begin Date: 2/1/2022

End Date: 2/28/2022

Index: [REDACTED]

Organization: Multiple values

Level 3 Org: Multiple values

**NOTE:** Use the Excel export option (the pdf option may create blank pages or table column overflow into next page).

ACCOUNT	TOTAL COST	PAGES	MFD Color	MFD Grayscale
X [REDACTED]	\$31.93	913	\$23.81	\$8.11
[REDACTED] 4 - EMP	\$6.27	158	\$5.34	\$0.93
[REDACTED] 4 - EMP	\$17.94	398	\$16.95	\$0.99
[REDACTED] 3 - EMP	\$7.71	357	\$1.52	\$6.19
<b>Total</b>	<b>\$31.93</b>	<b>913</b>	<b>\$23.81</b>	<b>\$8.11</b>

## Formatted report example by "Pages"

Begin Date: 2/1/2022

End Date: 2/28/2022

Index: [REDACTED]

Organization: Multiple values

Level 3 Org: Multiple values

**NOTE:** Use the Excel export option (the pdf option may create blank pages or table column overflow into next page).

ACCOUNT	TOTAL COST	PAGES	MFD Color	MFD Grayscale
X [REDACTED]	\$31.93	913	486	427
[REDACTED] 4 - EMP	\$6.27	158	109	49
[REDACTED] 4 - EMP	\$17.94	398	346	52
[REDACTED] 3 - EMP	\$7.71	357	31	326
<b>Total</b>	<b>\$31.93</b>	<b>913</b>	<b>486</b>	<b>427</b>

## Data report example by "Cost" and "Pages" – they look exactly the same

Begin Date: 2/1/2022

End Date: 2/28/2022

Index: [REDACTED]

Organization: Multiple values

Level 3 Org: Multiple values

**NOTE:** Use the Excel export option (the pdf option may create blank pages or table column overflow into next page).

FIRST NAME	LAST NAME	ROCKET ID	INDEX	ORG (LEVEL 6)	ORG (LEVEL 3)	UTAD	CHARGE INDEX CODE	CHARGE INDEX	ACCT TYPE	USAGE DATE	PAGES	PRINT TYPE	TOTAL COST	JOURNAL DESC
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	EMP	2/23/2022 11:09:32 AM	1	MFDC	\$0.05	Printing Impressions MFD Color
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	EMP	2/23/2022 11:33:51 AM	2	MFDC	\$0.10	Printing Impressions MFD Color
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	EMP	2/23/2022 11:34:01 AM	4	MFDC	\$0.20	Printing Impressions MFD Color