Printing and Financial Reports

Printing Reports

GoPrint offers four printing reports from which you can select from:

1. Print Summary
2. Print Usage
3. Printing Totals
4. Print Job Listing

Print Summary Report:

Provides general overall totals for all printing transactions.

1. Queries made by date range
2. Individual (only if user name matches name of logged in user or name in spool file)
3. Export by HTML, CSV, PDF, XML, XLS
4. Individual workstation

1. Print jobs: total number of print jobs attempted
2. Average pages: total number of pages per job
3. Printed Pages: Actual physical total of printed pages
4. Paid pages: total number of pages paid.
5. Free Pages: total number of page printed at no cost to the user. Such as, free pages by print rule for URL, group or user, time scheduler, printer Log only, or manually released by staff member.
6. Discarded pages: jobs manually deleted by user or staff member
7. Expired pages: pages deleted by auto-delete rule by time, size, or pages.
8. Duplex Pages: total number of duplex pages.

Printing Summary Report

Date	Print Jobs	Average Pages	Printed Pages	Paid Pages	Free Pages	Discarded Pages	Expired Pages	Duplex Pages	Printers Used
05/03/2013	1	1.00	0	0	0	1	0	0	1
05/04/2013	4	1.00	2	2	0	2	0	0	2
05/05/2013	1	3.00	0	0	0	0	3	0	1
Totals	6	N/A	2	2	0	3	3	0	N/A
Averages	2.00	1.67	0.67	0.67	0.00	1.00	1.00	0.00	1.33

GoPrint®

Printing Usage Report:

1. Queries made by date range
2. Individual
3. Export by HTML, CSV, PDF, XML, XLS

Printing Usage Report

Home				
Home				
Accounts		Printing Usage Report offers a query by individual Purse type and returns totals for individual users, deposits, paid and overall percentage.		
Dashboard	**Printing Usage Report**			
Printing	The Printing Usage Report shows user printin			
Payments				
System	**Start Date** 01/07/2013 12:00 AM		**End Date** 05/06/2013 11:59 PM	
Help	**Purses**	(All)		
About	Choose one or more.	Default User Class - Allowance		
Log Out		Default User Class - Blackboard		
		Default User Class - Blackboard Secondary		
Admin Reports		Default User Class - CBORD CS Gold		
Printing Reports		Default User Class - CBORD CS Gold Secondary		
Financial Reports		Default User Class - CBORD CSXML		
		Default User Class - CBORD CSXML Secondary		
	Export HTML ▾		Q Run Report	

1. Query by individual Purse type
2. Returns totals for individual users
3. Total deposits to account (Does not apply to onecard systems)
4. Total paid
5. Percentage comparison

Printing Usage Report
For dates 2013-01-07 thru 2013-05-06 for all purses

Account ID	Name	Ref# Purse	Deposits	Paid	% Used	Paid Jobs	Free Jobs
brenda	B, brenda					0	0
		Student Funds	480.05	470.05	97.92 %		
cathy	boer, cathy					1	0
		Student Funds	520.00	510.00	98.08 %		
fred	Thompson, Fred					0	0
		Student Funds	520.00	510.00	98.08 %		
herb	Wilson, Herb	UNO College				0	0
		Student Funds	10.00	0.00	0.00 %		
mike	M, Mike					0	0
		Student Funds	520.00	510.00	98.08 %		
rachael	C, Rachael					0	0
		Student Funds	520.00	510.00	98.08 %		
rick	Tadra, Rick					3	0
		Student Funds	520.35	510.35	98.08 %		
steve	Haber, Steve					1	0
		Student Funds	520.00	510.00	98.08 %		
tom	tadra, tom					0	0
		Student Funds	10.00	0.00	0.00 %		
			3620.40	**3530.40**	**97.51 %**	**5**	**0**

![GoPrint logo]

Printing Totals Report:

Returns a total number of pages printed and paid by individual.

1. Queries made by date range
2. Export by HTML, CSV, PDF, XML, XLS

1. Print server: select desired print server if your environment has multiple servers.
2. Account ID: GoPrint Quota user account.
3. Total amount user paid for print given within selected date range.
4. Total number of page user printed.
5. Account Reference: Optional customizable field which allows you to run queries per Reference number.

Print Server	Account ID	Total Paid	Total Pages	Account Reference #
breezysrv	rick	0.15	3	English Department
breezysrv	cathy	0.05	1	Under Grad
breezysrv	steve	0.05	1	Faculty - English

Print Job Listing Report:

Is the most detailed printing report, providing filtering options to assist you in fine-tuning your search results.

1. Queries made by date range
2. Export by HTML, CSV, PDF, XML, XLS
3. Printed By User: query individual totals
4. Point of Sale: obtain totals by individual Paystation or Web Client (hint: helpful to obtain totals per lab, departments, or campus are desired)
5. Filter by: Deleted, Expired, Free, Paid
6. PayPoint: Fine-tune query by specific PayPoint (hint: helpful to obtain totals per lab, department, or campus)
7. Workstation: see which lab computer is being used the most or by which users.
8. Print Server: helps to fine-tune results if multiple print servers exist.

Print Job Listing Report

The Print Job Listing Report shows all Print Job

Starting with update version 4.0.64 (circa late J... e number (also known as Department N the User Name. Since the data is stored at pay... versions, the value will always be blank f Also, beneath the Paid and Status columns the... the name in the User Name column.

Print Job Listing Report is the most detailed printing report, providing filtering options to assist you in fine-tuning your search results.

Start Date	04/29/2013 12:00 AM	**End Date**	05/06/2013 11:59 PM
Printed By User		**Workstation**	
Point of Sale	(All)	**Pay Point**	(All)
Print Queue	(All)	**Print Server**	(All)
Group By	Print Queue	**Order By**	Deque Date
Filter By	(All)	**Limit**	1000
Export	HTML HTML export is not recommended for large reports.		Run Report

1. Provides results listing by individual
2. Totals for each user
3. Grand Total for all user
4. Status: What was the end result of the job – printed, deleted, free, or expired by system purge setting.

Print Job Listing Report

Submitted By Workstation & User Name	Paid By Account Ref #	Submitted Date Dequeued Date	Queue Document Title	Job #	Pages	Price	Paid	Status
rtadra		5/4/13 9:04 PM	Law Library	7	1	0.05	0.05	PRINT
	rtadra	5/4/13 9:05 PM	Test Page					
rtadra		5/4/13 9:05 PM	Law Library	8	1	0.05	0.00	User Discard
	rtadra	5/4/13 9:06 PM	Test Page					
rtadra		5/4/13 9:07 PM	Law Library	9	1	0.05	0.05	PRINT
	rtadra	5/4/13 9:07 PM	Test Page					

Print Queue Totals	Printed	Discarded	Expired	Free
Jobs	2	1	0	0
Pages	2	1	0	0

Submitted By Workstation & User Name		Submitted Date Dequeued Date	Queue Document Title	Job #	Pages	Price	Paid	Status
SYSTEM		5/3/13 6:08 AM	Law Library Resource	5	1	0.05	0.00	User Discard
	steve	5/3/13 6:10 AM	layout_sealNYCC.jpg					
SYSTEM		5/4/13 9:12 PM	Law Library Resource	11	1	0.05	0.00	User Discard
	SYSTEM	5/4/13 9:14 PM	accounting_101.docx					
SYSTEM		5/4/13 9:16 PM	Law Library Resource	12	3	0.15	0.00	EXPIRED
	SYSTEM	5/5/13 5:16 PM	Arizona+Actors+Studio.docx					

Print Queue Totals	Printed	Discarded	Expired	Free
Jobs	0	2	1	0
Pages	0	2	3	0

===

Report Totals	Printed	Discarded	Expired	Free
Jobs	2	3	1	0
Pages	2	3	3	0

Results listing by individual

Totals for each user

Finally, a Grand Total for all users

Optional Printing Reports

Print Queue Listing: lists all Print queues displayed in Control Center.

Load Balance Queues: list the member printers of a Load Balancing set.

Rule Listing: Returns a detailed list of Free Print rules by user, URL, and document title and Auto-delete rules by file size and pages.

Admin Reports
Printing Reports
Financial Reports

Printing Summary
Printing Usage
Printing Totals
Print Job Listing
Print Queue Listing
Load Balancer Queues
Rule Listing
PayStation Listing

GoPrint Financial Reports

Admin Reports
Printing Reports
Financial Reports

Transaction Inquiry
Export Transactions
Account Roster
Account Activity Report
Account Usage Report
Ledger Report
Cashier Journal Report
Cashier Closing Report
Credit Card Usage Report
Credit Card Transactions

The GoPrint Financial Reports are aimed at universities using the GoPrint built-in Quota system for user account creation and management with the GoPrint Print fund allowance, cash to account and credit card payment systems.

User Account Roster Report

The User Account Roster Report shows user accounts and their purse balances, with options to filter by purse and to show only purses with a balance that falls in a given range.

Account Activity Report

The Account Activity Report shows detailed user account deposits and payments with a running balance for a given timeframe, grouped by class and purse with totals down to user level.

Account Usage Report

The Account Usage Report shows user accounts and their beginning balance, total payments, total deposits and ending balance for a given timeframe, grouped by class and purse, with options to filter by purse. By default only users with active balances are reported, defined as users with activity in the timeframe or that had a non-zero balance at the start of the timeframe

Ledger Report

The Ledger Report shows all Transactions matching the given criteria.

Cashier Closing Report and Journal Reports

 Are specifically used when the Cashier Admin Role is implemented to allow staff members to accept user payment. The staff member logs into Control Center with their account and may create user accounts, add funds, and offer refunds. At the end of the day, the Cashier or an administrator runs the Cashier Closing Report to obtain a total of their draw for GoPrint transactions.

For detailed information refer to the Cashier Role Admin guide at http://www.goprintsupport.com/

Credit Card Usage and Transaction Reports

The Credit Card Usage Report shows all transactions matching the given criteria.

For detailed information refer to the Credit Card Gateway guide for your specific chooen payment gateway at http://www.goprintsupport.com/

OneCard Payment System Reports

Financial reports in respect to onecard systems are typically generated within the onecard transaction system itself. GoPrint does provide the ability to generate a transaction report for comparison with print job reports for specific users and this information may be obtained by generating a Payment Journal report >

Payments – Payment Journal