List of ActiveNet Reports

Category	Name of Report	Description
Campaign Reports	1) Donations	The Donations report allows you to view donations made by customers across a given date range. The Donations report displays the customer name, date, donation campaign, and amount for each donation listed. This report also displays a sub-total of all donations made by each customer along with the total amount of all donations.
Drop-in Reservations Reports	2) Attendance Sheet	N/A – not using
	3) Attendance Sheet - Daily	N/A – not using
	4) Enrollee List	N/A – not using
	5) Programs	N/A – not using
	6) Program Revenue	N/A – not using
	7) Roll Over Results	N/A – not using
	8) Roster	N/A – not using
	9) Sessions	N/A – not using
Equipment Loan Reports	10) Lendable Equipment Inventory	The Lendable Equipment Inventory report allows you to track the current available inventory of your lendable equipment.
	11) Lendable Equipment Signed Out	The Lendable Equipment Signed Out report allows you to generate a list of all unreturned equipment along with the customers who have signed it out.
Financial Reports	12) A/R Aging	The A/R Aging report displays aging information about the customer balances that make up the accounts receivable account, listing balances that are currently due, past due for 1 to 30 days, 31 to 60 days, 61 to 90 days, and over 90 days (after subtracting linked credit).
	13) A/R Statements	The A/R Statements report produces customer statements (or invoices) for customer account balances. The statements include details such as the total balance due, the amount paid, and the credits on the account. You can print and mail the statements or email them to customers.
	14) A/R Summary	The A/R Summary report lists account receivable summaries for each customer in each revenue site. It displays each customer's total balance (or credit on account, if

Financial Reports			applicable).
	15)	A/R Transactions	The A/R Transactions report lists the accounts receivable transactions for each customer in each revenue site. This report includes the customer name, receipt number, permit number (if applicable), transaction description, charge amount, payment amount, linked credit and balance (linked credit is subtracted from the total balance due).
	16)	Account Distribution (Summary)	The Account Distribution (Summary) report shows debit and credit transactions for each GL account over a particular date range. For each account, all charges are listed with the receipt number, transaction description, and debit or credit amount. It shows the payment amount transferred.
	17)	The Account Distribution (Detail)	The Account Distribution report shows details of every transaction.
	18)	Actual Profit/Loss	The Actual Profit/Loss report is used to show the actual profits and losses for your agency.
	19)	Actual vs. Budgeted Profit/Loss	The Actual vs. Budgeted Profit/Loss report displays the budgeted amounts and the actual amounts for your agency.
	20)	Agency Distribution	The Agency Distribution report displays agency payment distribution information for all transactions, grouped by GL account. The agency payment amount represents the amount due to your agency from all transactions made in ActiveNet that were paid for using credit cards. The agency payment amount is calculated by subtracting the credit card fees and transaction fees (if applicable) from the total credit card payment amounts.
	21)	Agency Fee Export	The Agency Fee Export report displays the fees that are charged by ActiveNet in a format that you can export and then import into your main financial system.
	22)	Agency Payment	The Agency Payment report displays agency payment information for all transactions in a given date range. This report shows the amount due to your agency from transactions made in ActiveNet. This amount is calculated using the totals for credit card payment amounts minus the credit card fees and transaction fees (if applicable). It shows the credit and debit card total for calculation of the fees owing on that amount.
	23)	Budgeted Profit/Loss	The Budged Profit/Loss report displays your budget amounts along with the expected budgeted revenue. Included is the budgeted revenue, budgeted other expenses, budgeted wages, budgeted profit/loss and budgeted profit/loss percentage.

Financial Reports	24)	Cash Distribution by Account	The Cash Distribution by Account report displays cash distribution amounts by payment type for each GL account for a particular date or date range. For each account, amounts for each payment type are listed (cash, check, credit card, debit memo, manual deduct, electronic funds transfer (EFT), and journal entry payments).
	25)	Cash Out	The Cash Out report displays information about the cash out process. This is the ability to close out workstations and workstation groups for all activities completed since the last close out without regards to date and time. The cash out process creates a batch entry for the records included in the cash out process and then stamps all processed receipt detail records with the batch identifier. This allows close out periods to be any time frame including within the same day.
	26)	Cash Receipts	The Cash Receipts report displays a list of cash receipts for a particular date or date range. This report shows the receipt number, date and time, staff user ID, payer name, payment type, payment detail, and payment amount for each receipt. This report also displays a summary showing the total payment amounts per payment type and the grand total amount.
	27)	Cash Receipts Export	The Cash Receipts Export allows you to match payments on account not paid by credit card to GL accounts.
	28)	Cash Summary Over/Short	The Cash Summary Over/Short report displays an overview of all your cash summary sheets over a specific date range, including the over/short amount for each cash summary sheet. This report lists cash summary sheets grouped by workstation.
	29)	Coupon Usage	The Coupon Usage report displays information about your customers' coupon usage. This report includes the coupon code, the activity for which the coupon was used, the name of the customer who used the coupon, the name of the staff member who accepted the coupon, the merchandise redeemed by the coupon (if applicable), and the discount amount.
	30)	Credit Card/Debit Card	The Credit Card/Debit Card report displays a log of customer credit card, debit card, and electronic check payment (ECP) transactions. For each transaction it includes the receipt number, date and time, masked credit card number and expiration date, customer name, transaction amount, and transaction result.
	31)	Credit on Account	The Credit on Account report displays the details and amounts of credit on account transactions. For each transaction it includes basic customer information, a description of the transaction, the transaction date, the receipt number, and the amount of available and linked credit.

Financial Reports	32)	Deferred Revenue	The Deferred Revenue report shows deferred revenue transactions along with the deferred amounts and the date each amount has been deferred to.
	33)	Departmental Revenue	The Departmental Revenue report displays the amount of revenue generated by specific departments over a given time period.
	34)	Discounts	The Discounts report displays discounts that have been applied to transactions for a given date range. This report includes the name and amount of the discount, the customer account which received the discount, and the transaction to which it was applied.
	35)	Expenses	The Expenses report displays expense transactions incurred for activities. For each transaction it includes the activity name and number, instructor name, vendor name, transaction date, GL account, and expense amount.
	36)	Expense Export	The Expense Export provides payroll data that you may want to use in a spreadsheet or other program.
	37)	Expiring Credit Card	The Expiring Credit Card report helps you identify customers with future post-dated and scheduled automatic payments whose credit cards will expire before their future payment dates. You can use the information in this report to contact your customers before their payment dates and update their credit card expiration dates in ActiveNet. This ensures that their automatic payments will process successfully.
	38)	Financial Export	The Financial Export page allows you to run the export process for financial records.
	39)	Financial Statistics	The Financial Statistics report displays financial statistics for a given date range. This report includes the total amount and number of transactions made online (on the public access site) and overall (both staff and public sites). It also displays statistics for activity and childcare enrollment, facility reservations and locker rentals, membership sales and renewals, and product sales.
	40)	General Ledger Log	The General Ledger Log report displays GL postings over a specific date range. All postings in the report are listed chronologically.
	41)	Gift Cards	The Gift Cards report allows you to print gift cards that have already been sold. You can print gift cards at the time of sale or at a later date.
	42)	Instructor Hours Export	The Instructor Hours Export allows you to create a template for instructor hours data to export to an external payroll program.
	43)	Internet Income by Site	The Internet Income by Site report displays the internet income amounts earned by your agency from specific sites. This report groups the transactions by GL account and shows the GL account number and name, receipt number, date and time,

		description, and amount for each transaction.
	44) Net Revenue	The Net Revenue report displays the net revenue earned by the agency from different transaction modules. Reports show an agency's regular sales revenue after deducting expenses.
	45) Override Audit	The Override Audit report displays which system users have authorized overrides for different types of transactions over a given date range.
	46) Payment Plan	The Payment Plan report displays information about customer payment plans. This report lists each customer's payment plans, including the payment plan number, date created, receipt number, billing cycle, first payment date, amount charged and paid, and balances due.
	47) Penalty Charges	The Penalty Charges report lists all NSF (Non-Sufficient Funds) charges, late fees, and interest charges that have been charged to your customers. The report also totals all charges on the last page.
Financial Reports	48) Receipt Audit	The Receipt Audit report is used to audit receipts and refund vouchers for ActiveNet transactions. For each receipt, this report shows the receipt number, date, time, payer name, payment type, payment amount, and transaction details.
	49) Refund Export	The Refund Export page is used to export refund data for auditing.
	50) Refund Request	The Refund Request report lists refunds that have been requested within a specific date range. It includes the main contact of the account whose refund was requested, the date the refund request was made, and the amount of the refund.
	51) Refunds	The Refunds report displays a list of refund transactions. It shows the receipt number, date/time, payer of the original transaction, payment type of the refund, refund details/notes, and amount paid for each refund listed.
	52) Reprint Cash Summary Sheet	The Reprint Cash Summary Sheet report allows you to view and reprint cash summary sheets.
	53) Reprint Receipt	The Reprint Receipt report is used to print receipts and refund vouchers that have already been generated.
	54) Scholarship	The Scholarship report displays a list of scholarships granted to customers and shows information about the usage of each scholarship on the list. For each scholarship, the report displays the customers who have been granted the scholarship, the start and expiration dates of the grant, the amount of the scholarship grant, the amount redeemed, and the current scholarship balance. The Scholarship report lists transaction details, transaction amounts, and transaction dates for each customer

Financial Reports			transaction involving a scholarship.
	55)	System Usage Log	The System Usage Log report displays usage statistics for system users over a specific date range. Use the System Usage Log to track user log in and log out times, total numbers of unique users and log ins, transaction counts, and workstations in use.
	56)	Tax Receipt	The Tax Receipt report generates a receipt for each customer who made a payment within a given tax year towards an activity, membership, or childcare program that is eligible for tax receipts.
	57)	Team Statement	The Team Statement report displays Accounts Receivable transactions and statements for one or more teams. You can filter the report by individual teams.
	58)	Transaction Comparison	The Transaction Comparison report compares transaction data across three date ranges that you specify. For each date range, the Transaction Comparison report shows both the total number of transactions and the total revenue taken in through the front desk (staff site) and online (public access site).
	59)	Transaction Export	The Transaction Export is used to run the export process for activity transaction records. It includes all transaction-level data and provides the GL and revenue category for CCA Bookkeeping systems.
	60)	Unredeemed Gift Cards	The Unredeemed Gift Cards report displays the number of gift cards sold along with the gift card amounts that have not yet been redeemed.
General Reports	61)	Audit Trail	The Audit Trail report displays changes to system records in various ActiveNet modules. This is used for data entry audit.
	62)	Custom Question Answers	The Custom Question Answers page displays list of custom questions answered by a customer, along with the customer's most recent answer for each question. This is a registration report.
	63)	File Export	The File Export is used to export specific tables from your database as a .csv (comma separated values) file. This is used for auditing data.
Inventory Reports	64)	Inventory	The Inventory report displays information about product inventory.
	65)	Physical Inventory Sheet	N/A – not using
	66)	POS Product Labels	The POS Product Labels report lists the POS product names and prices.
	67)	POS Sales	The POS Sales report lists information about running POS sales totals.
	68)	Reorder	N/A – not using
	69)	Replacement Costs	N/A – not using

League Reports	70)	League Schedule	N/A – not using
	71)	League Standings	N/A – not using
	72)	Official Fees Summary	N/A – not using
	73)	Officials Schedule	N/A – not using
	74)	Team Roster	N/A – not using
	75)	Team Schedule	N/A – not using
	76)	Tournament Bracket	N/A – not using
Pass (Membership) Reports **Note: for some CCAs, membership is built as a "Pass" or "Package" in ActiveNet, and for some CCAs, membership is built as an "Activity"*	77)	Package Basics	The Package Basics report lists information about membership packages including the membership duration, expiry date, maximum number of passes, maximum number of uses, maximum number of uses per day, and total fee amount.
	78)	Package Text	The Package Text report displays text descriptions of membership packages, including the catalog description, receipt notes, and user notes.
	79)	Pass Autorenewal	The Pass Autorenewal report lists customer memberships and their membership packages that have been automatically renewed. This report includes member name, package name, renewal type, renewal amount, and the date the membership expires.
	80)	Pass by Customer	The Pass by Customer report lists customers and their membership packages. For each customer, the report includes the customer name, member number, membership packages owned, pass number, membership expiration date, and any amount due on the account.
	81)	Pass by Package	The Pass by Package report displays membership information grouped by membership packages. This report includes the customer name, member number, pass number, membership expiration date, and any amount due on the account.
	82)	Pass Cancellation	The Pass Cancellation report lists information about passes that have been cancelled.
	83)	Pass Labels	The Pass Labels report lists information about customers that have purchased passes.
	84)	Pass Production - Batch	The Pass Production – Batch report allows you to print a batch of membership passes for specific members or specific membership packages.
	85)	Pass Renewal Expirations	The Pass Renewal Expirations report displays the number of current membership renewals along with future expirations of selected membership packages. This report includes the number of late and early renewals, the number of memberships that will expire within 1, 2, 3, or more years, and current renewal percentages.
	86)	Pass Retention	The Pass Retention report displays membership retention information for selected

Pass (Membership) Reports			packages over a particular period. This report shows the total number of members in each package, the number of retained members during the period, and the retention rate.
	87)	Pass Statistics	The Pass Statistics report displays membership statistics about specific membership packages. This report includes the number of new, renewed, and expired memberships; the number of withdrawn, transferred, and suspended memberships; the total number of members; and the percentage of change in memberships from the previous year.
	88)	Pass Totals	The Pass Totals report displays sales information about specific membership packages. For each membership package, the report includes the number of active passes; the number of memberships sold, renewed, refunded, and transferred; and their corresponding amounts.
	89)	Pass Transfer	The Pass Transfer report displays information about membership transfers. This report includes the name and phone number of customers who transferred from one package to another, the package they transferred from, and the package they transferred into.
	90)	Pass Usage	The Pass Usage report displays usage information for specific membership packages. This report lists each individual usage of a package, including the member's name, pass number, and date and time of usage.
Population Reports	91)	Customer Awards	The Customer Awards report displays the awards that have been received by customers for a particular season or date range.
	92)	Customer Listing	The Customer Listing report displays a list of customers and their details such as name, address, age, gender, phone numbers, and geographic area.
	93)	Customer Revenue	The Customer Revenue report displays the total revenue earned by the agency from specific customers. This report lists the total number of transactions made and amounts paid by customers in the activity registration, facility reservation, childcare registration, membership sales, and POS modules.
	94)	Customer Skills	The Customer Skills report displays customer names, skills, the evaluation date and qualification date for each skill, the name of the evaluator, the expiry date, and the evaluator's comments.
	95)	Customer Statement	The Customer Statement report displays information about a customer's (or family's) payment status for activities during a particular period.

Population Reports	96) Customer Waivers	The Customer Waivers report displays a list of customers and their waivers, with details such as the waiver due date, waiver status, receipt number, and description of the activity or membership package where the waiver is attached.
	97) Email Open/Click Through	The Email Open/Click Through report shows the results of email batches sent to customers. This report indicates how many emails were acknowledged (meaning opened and clicked through), unacknowledged (opened but not clicked through), and how many were not sent successfully.
	98) Email Opt-out	The Email Opt-out report shows a list of customers who opted to be removed from your organization's email list after they were sent email from an email batch.
	99) Email Results	For each email batch that you send to your customers, the Email Results report indicates how many emails were sent successfully and how many failed. The customer names and email addresses of both successful and unsuccessful emails are listed.
	100) Email/Form Letter	The Email/Form Letter page is used define automated mass email messages to customers. You can save the custom list of email recipients and email content definitions and reuse them in the future.
	101) Gender Statistics	The Gender Statistics report displays gender statistics for members and non-members organized by age group.
	102) Instructor Schedule	The Instructor Schedule report is used to compile information and create a schedule for specific instructors.
	103) Instructor Weekly Schedule	The Instructor Weekly Schedule report displays availability and bookings for a one-week period for one or more instructors.
	104) Labels	The Labels report is used to create mailing list labels for customers.
	105) Member vs. Non-Member Statistics	The Member vs. Non-Member Statistics report displays statistics about members vs. non-members organized by age group.
	106) Organization Listing	The Organization Listing report lists organizations/companies in the system.
	107) Potential Duplicate Customers	The Potential Duplicate Customers report is used to identify duplicate customers in the system by last name.
	108) System Users	The System Users report displays a list of all users at one or more ActiveNet sites along with their statuses and attributes.
	109) View Email Batches	The View Email Batches page allows you to search for and display mass email and text message batch definitions.

Registration Reports	110)	Activity Attendance Sheet	The Activity Attendance Sheet report is used to monitor activity attendance using printed activity sheets. The sheet has a grid of all enrollees and activity dates so that you can mark the attendance of each enrollee on each date.
	111)	Activity Attendance Sheet - Daily	This report is the same as the above Activity Attendance Sheet, but it reports one day per page.
	112)	Activity Change Log	The Activity Change Log report is used to track staff changes to activity records. You can track changes to instructors/payroll, fees and discounts, expense GL accounts, dates and times, and departments, categories and other categories.
	113)	Activity - Create Catalog	The Activity – Create Catalog can be printed or used as a template for printing a catalog outside of ActiveNet. You can specify which activities to include or exclude in the catalog. You can produce the catalog in either ASCII (CSV) or RTF formats. This will be used for creating brochures.
	114)	Activity Make-up Classes	N/A – not using
	115)	Activity Overview	The Activity Overview report displays an overview of activity details, including activity fees, dates, instructors, and locations.
	116)	Activity Results	N/A – not using
	117)	Activity Revenue	The Activity Revenue report provides revenue information for activities.
	118)	Activity Text	The Activity Text report displays catalog descriptions of your activities. This report includes activity receipt notes and online notes plus the season, category, and location.
	119)	Activity Totals	The Activity Totals report displays activity registration numbers. This report includes the minimum and maximum number of registrants permitted for each activity, the actual number of registrants, the number of resident and non-resident registrants, and the number of holds, waitlists, and open slots.
	120)	Activity Withdraw/Transfer	The Activity Withdraw/Transfer report summarizes information about activity, instructor, or department withdrawals and/or transfers for specific activities or within specific date ranges. For each withdrawal or transfer, the report displays the customer, the system user who completed the transaction, the number of sessions completed and remaining, the activity and instructor to transfer to and the price difference.
	121)	Average Fee Per Customer Type	The Average Fee Per Customer report displays the average fee charged to specific customers within specific activities or activity types.

Registration Reports	122) Batch Copy Activities Results	The Batch Copy Activities Results report displays the results of activity settings copied from multiple activities in one season to new activities in another season. The report includes the new activities' names, numbers, seasons, start dates, and fees; the source activities' names, numbers, and seasons; and the name of the user who copied the activities along with the date and time when they were copied.
	123) Customer Attendance	The Customer Attendance report allows you to print attendance sheets for specific customers that include each customer's activities. You can use the sheet to mark attendance for each customer's activity meeting dates.
	124) Customer Make-up Classes	The Customer Make-up Classes report allows you to track your customers' authorized and scheduled make-up classes across activities. Run the Customer Make-up Classes report to check for unscheduled authorized make-up classes, analyze make-up class trends, and ensure that specific customers aren't abusing the make-up class system.
	125) Deposit Due	The Deposit Due report displays deposit amounts made by customers for an activity along with the customer's remaining balance.
	126) Enrollment Distribution	The Enrollment Distribution report displays the customer types and percentage distribution among selected activities over a specific date range
	127) Facility Usage	The Facility Usage report displays details of facility usage by activities, including the list of facilities booked by each activity, the dates and times of the bookings, the start time required to begin set up, and the time at which the facility needs to be ready.
	128) Instructors	The Instructors report displays a list of all instructors at one or more sites. The report includes instructors' names, addresses, contact information (phone numbers, email addresses), and qualifications (instructor skills).
	129) Instructor Attendance	The Instructor Attendance report helps you keep track of instructors and the classes they teach. This report includes the names of the instructors, the names and dates of the classes they are scheduled to teach, whether they actually taught the class, and the name of the substitute instructors (if the main instructor didn't teach the class).
	130) Instructor Change Log	The Instructor Change Log report is used to track changes made to availability and payroll configuration to instructor records.
	131) Instructor Contracts	The Instructor Contracts report is used to create letters of agreement (contracts) between your agency and instructors. This report includes the activities to be handled by the instructor, the activity dates and times, and the instructor's fees.

Registration Reports	132) Instructor Labels	The Instructor Labels report is used to create mailing list labels for activity instructors.
	133) Instructor Payment Due	The Instructor Payment Due report displays the payment summary for an activity instructor. This report includes the hours of instruction, the number of enrollees, instructor payment types, up-front and ongoing preparation hours, and a history of payments owed and paid along with the balance due.
	134) Instructor Payment History	The Instructor Payment History report displays the payment summary for an activity instructor. This report includes the hours of instruction, the number of enrollees, instructor payment types, up-front and ongoing preparation hours, and a history of payments owed and paid along with the balance due.
	135) Instructor Payroll	The Instructor Payroll report is useful if you need a payroll report that you can issue directly to your instructors. The Instructor Payroll report is grouped by season, pay period, and instructor. It can display the activities being paid for, the total hours worked, and the amounts to pay for each pay period.
	136) Instructor Sign-in	The Instructor Sign-in report is used to print sign-in sheets for instructors to record the dates and times when they reported for work to teach or handle an activity. This report includes a list of activities handled by each instructor, along with the dates and times of each meeting and space for the instructor's initials.
	137) Organization Roster	The Organization Roster report lists information about organizations registered in an activity in the system.
	138) Personal Training Bookings	The Personal Training Bookings report displays the booking status for private lessons for specific customers (instructors or students).
	139) Registration Activity	The Registration Activity report displays registration details for a particular activity or set of activities.
	140) Registration Roll-Over Results	The Registration Roll-Over Results report is used to view the results for activity enrollments you roll-over from one season to a different season.
	141) Roster - Brief	The Roster - Brief report displays a standard activity roster with activity information and basic enrollee information that does not include payment details.
	142) Roster - Expanded	The Roster – Expanded report displays an expanded version of the activity roster, with more enrollee information including payment details.

Registration Reports	143)	Roster - with Payments	The Roster – with Payments report displays a standard activity roster similar to the Roster (Brief) report, but including payment details.
	144)	Substitute Instructors	The Substitute Instructors report displays information about substitute instructors and the activities in which they substituted. This report includes the total days and hours they substituted and the number of registrants for each activity. This report also includes instructors' contact information.
	145)	Transcript	N/A – not using
Reservation Reports	146)	Bookable Equipment Inventory	The Bookable Equipment Inventory report displays information about equipment inventory. This report includes the option to run reports on available, damaged, lost, booked, or retired equipment.
	147)	Calendar - Daily	The Calendar - Daily report displays a one-day calendar for specific equipment, facilities, and instructors. Each equipment item, facility, or instructor will have its own one-day calendar, where bookings for that date are displayed.
	148)	Calendar - Daily Multi-Resource	The Calendar - Daily Multi-Resource report displays a one-day calendar with multiple columns for specific equipment, facilities, and instructors.
	149)	Calendar - Monthly	The Calendar - Monthly report displays a one-month calendar for specific facilities. Each facility will have its own one-month calendar, where bookings for that month are displayed.
	150)	Calendar - Weekly	The Calendar – Weekly report displays a one-week calendar for specific equipment, facilities, and instructors. Each equipment item or facility will have its own one-week calendar where bookings for that week are displayed.
	151)	Charge Matrix	The Charge Matrix report shows a list of instructor, facility, and equipment reservation charges that are applicable depending on transaction factors such as customer type, event type, or site. For example, different rates may be charged to commercial or non-profit customers for renting the same facility, and different rates may be charged for banquet events or meetings.
	152)	Claim Charge	The Claim Charge report displays charges that have been claimed against customer permit deposits.
	153)	Deposits	The Deposits report displays information about damage/security deposits collected for facility and equipment rentals.

Reservation Reports	154) Lockers	The Lockers report shows specific lockers and their details, such as locker room, name, size, locker combination, and current customer. You can optionally display locker reservation details such as reservation dates and times and reserving customers.
	155) Rental Agreement (Permit) Change Log	The Rental Agreement (Permit) Change Log report displays a log of changes made to permits. The Permit Change Log is a report version of the Change Permit Status page.
	156) Rental Agreement (Permit) Extra Booking Fees	The Rental Agreement (Permit) Extra Booking Fees report displays a list of reservation permits for the schedule of extra booking fees.
	157) Rental Agreement (Permit) Master	The Rental Agreement (Permit) Master report displays a master list of reservation permits.
	158) Reservation DOT	The Reservation DOT report displays a grid of specific dates, equipment, facilities, and instructors as well as displaying whether a facility has a reservation on a particular date. Dates when a facility is reserved have an 'R' printed on the grid. Dates with no reservations have a dot "." printed on the grid. This report offers a broad view of facility reservations on a particular date or in a date range.
	159) Reservation Master	The Reservation Master report displays a master list of facility, equipment, and instructor reservations for a specific date range or for other criteria.
	160) Resource Utilization	The Resource Utilization report displays the usage of available resources (facilities, equipment, and instructors) as a percentage over a specific date range. Use this report to view the hours and days available and actually reserved, as well as sub-totals for facilities, equipment, or instructors.