How to report on transactions for third party accounts

There are a few different reports that show transactions for third party accounts. If you need to see debits and credits (like in a student-charging cash-accepting environment) you will use the Account Statement report or perhaps a Transactions report. Otherwise the regular Usage Report will suffice.

Summary usage report for prints/copies/scans/faxes

This report will show you the total amounts billed to each account for a particular period. Note that it excludes telephone calls.

- Open PDReports.
- Navigate to **Reports** > **Usage Reports** > **All Usage Reports** > **Grouped by Account Group.**
- In the **Report Type** frame, you can choose whether you want detailed or summary information. A summary report will show totals per Account. A detailed report will show every transaction with the description that includes the document name for print jobs. A detailed report could potentially be very long. You may want to filter the report to only show transactions for a specific account.
- In the **Time Period** frame, choose the period from which data must be retrieved in the **Period** drop-down. If you want to pick your own dates, choose **Custom**.
- This report will include printing, copying, faxing and scanning if the **Print**, **Copy**, **Fax** and **Scan** boxes are ticked in the **Include data** frame.
- Tick the **Include 2nd level group** checkbox and from the **Group by** drop-down, choose **Account Code** or **Account Name**, depending on which heading would be more informative for you. For example, if you are simply entering amounts into an accounting system you would choose **Account Code**. Then each amount would be displayed next to the account code. However, if you would prefer account names, then choose **Account Name.**
- Click the **Filter Account Groups** tab.
- Tick the **Filter account groups** checkbox.
- Tick any third party account groups for which you would like data (e.g. **Default Account Group**). This will exclude any transactions billed to User or Department accounts. You can search for an account group by entering some of the characters in the **Search for** text box.
- Click **Open Report.**

Detailed usage report for a specific account (print/copy/scan/fax)

- Open **PDReports**.
- Navigate to **Reports** > **Usage Reports** > **All Usage Reports** > **Grouped by Account Group.**
- In the **Report Type** frame, choose **Detailed**.
- Choose time period over which data will be displayed in the **Time Period** frame.
- This report will include printing, copying, faxing and scanning if the **Print**, **Copy**, **Fax** and **Scan** boxes are ticked in the **Include data** frame.
- Tick the **Include 2nd level group** checkbox and from the **Group by** drop-down, choose **Account Code** or **Account Name**, depending on which heading would be more informative for you.
- Click the **Filter Account Groups** tab.
- Tick the **Filter account groups** checkbox.

- Tick any third party account groups for which you would like data (e.g. **Default Account Group**). This will exclude any transactions billed to User or Department accounts.
- Click **Open Report**.

Usage report for telephone calls

- Open **PDReports**.
- Navigate to **Reports** > **Usage Reports** > **Pbx Calls** > **Grouped by Account Group.**
- In the **Report Type** frame, choose whether you want **Summary** (totals per account) or **Detailed** (show every phone call).
- In the **Time Period** frame, choose the period for which you would like data. To choose your own dates, change the **Period** drop-down to **Custom**.
- This report will include **Outgoing, Incoming** and **Internal** calls if the boxes are ticked in the **Include call types** frame.
- Tick the **Include 2nd level group** checkbox and rom the **Group by** drop-down, choose **Account Code** or **Account Name**, depending on which heading would be more informative for you.
- Click the **Filter Account Groups** tab.
- Tick the **Filter account groups** checkbox.
- Tick any third party account groups for which you would like data (e.g. **Default Account Group**). This will exclude any transactions billed to User or Department accounts.
- Click **Open Report**.

Account Statement Report

This report is only used where accounts have credit transactions as well as debit transactions. For example, a printing shop may have accounts for customers who need to deposit cash into their accounts to ensure they have sufficient balance for printing.

- Open PDReports.
- Navigate to **Reports** > **Account Statements.**
- Choose the time period in the **Statement Period** frame.
- Click **Open Report**.

Transactions Report

This report is also only used where credit transactions occur as well. It is used mainly to reconcile the amount of cash accepted and recorded by administrative users. However, it can be useful to summarise credits and debits per account over a period.

- Open PDReports.
- Navigate to **Reports** > **Financial Reports** >**Transactions.**
- Choose **Summary** in the **Report Type** frame.
- In the **Time Period** frame, choose the period for which you would like data. To choose your own dates, change the **Period** drop-down to **Custom**.
- Choose **Account Code** in the **Top level group** frame.
- Click **Open Report**.

How to export a report

- Once the report is open, click the button in the top left.
- Change the Save as type drop down to the format you would like (e.g. Microsoft Excel *.xlsx).
- Browse to where you would like to save the file.
- Enter a name for the file in the **File name** text box.
- Click **Save**.

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