How to see which user billed to a particular account

- Open PDReports.
- Navigate to **Usage Reports** > **All Usage Reports** > **Grouped by Account Code**.
- In the **Report Type** frame, change the option to **Detailed**. This will show you every transaction.
- In the **Time Period** frame, choose the period over which you want data. Change the drop-down to **Custom** in order to pick your own dates.
- This report will include printing and copying if the **Print** and **Copy** boxes are ticked in the **Include data** frame.
- Tick the **Include 2nd level group** checkbox and choose **User** from the **Group by** drop-down.
- Click the **Filter Accounts** tab.
- Tick the **Filter accounts** checkbox.
- Tick the Account that you are interested in.
- 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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