How to report on transactions for third party accounts

Third party accounts are accounts other than the users' and departments' own, for example client, matter or project accounts. Which report to use depends on what you need:

- **What was billed to each account:** a usage report grouped by account group (below).
- **Every job billed to one account:** the same report, detailed, filtered to that account.
- **Telephone calls billed to accounts:** the Pbx Calls version of the same report.
- **Deposits as well as charges** (for example a print shop where customers pay in advance): an account statement or the transactions report.

For more about the settings and saving reports, see *How to open a printing report*.

Totals per account (print, copy, scan and fax)

1. Open **PD Reports**.
2. In the tree, click **Reports** > **Usage Reports** > **All Usage Reports** > **Grouped by Account Group**.
3. On the **Data Options** tab:
   - Under **Report type**, choose **Summary (Show group totals)** for each account's total, or **Detailed (Show every transaction)** to list every job, with the document name of each print job.
   - Under **Time Period**, choose the **Period**, or choose **Custom** and set **From** and **To**.
   - Under **Include data**, tick **Print**, **Copy**, **Fax** and **Scan** as needed. (Telephone calls are not included; see below.)
   - Tick **Include 2nd level group** and choose **Account Code** or **Account Name** in **Group by**. Account codes suit copying the totals into an accounting system; account names are easier to read.
4. Click the **Filter Account Groups** tab, tick **Filter account groups**, and tick the third party account groups (for example **Default Account Group**). This leaves out user and department accounts.
5. To show only one account, also click the **Filter Accounts** tab, tick **Filter accounts**, and tick the account.
6. Click **Open Report**.

Telephone calls per account

1. In the tree, click **Reports** > **Usage Reports** > **Pbx Calls** > **Grouped by Account Group**.
2. Choose the settings as above. Under **Include call types**, tick **Outgoing**, **Incoming** and **Internal** as needed.
3. Click **Open Report**.

Account statements

Use these only where accounts have deposits (credits) as well as charges, for example a print shop where customers pay money into their account before printing.

1. In the tree, click **Reports** > **Account Statements**.
2. On the **Report Options** tab, choose the **Period** under **Statement Period**, for example **Last Month**.
3. Under **Layout**, **Each statement on a separate page** and **Restart page numbering** are ticked, so each account's statement can be printed or sent on its own.
4. To include only some accounts, click the **Filter Account Groups** or **Filter Accounts** tab, tick its **Filter** tick box, and tick the ones you want.
5. Click **Open Report**.

Transactions report

This report also shows deposits as well as charges. It is mostly used to check the cash taken and recorded by staff, but it can also total the credits and debits per account.

1. In the tree, click **Reports** > **Financial Reports** > **Transactions**.
2. On the **Report Options** tab, under **Report Type**, choose **Summary (Show group totals)**, or **Detailed (Show every transaction)** to list every deposit and charge.
3. Under **Time Period**, choose the **Period**, or choose **Custom** and set **From** and **To**.
4. Under **Top level group**, choose **Account Code** (or **Account Name**) in **Group by**.
5. To include only some accounts, click the **Filter Accounts** tab, tick its **Filter** tick box, and tick the ones you want.
6. Click **Open Report**.

Related articles

- *How to open a printing report*
- *How to see which user billed to a particular account*
- *How to create third-party accounts*

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