How to see which user billed to a particular account

When users choose an account (for example a client, matter or project) as they print, this report shows who billed what to one account. For more about the settings, see *How to open a printing report*.

1. Open **PD Reports**.
2. In the tree, click **Reports** > **Usage Reports** > **All Usage Reports** > **Grouped by Account Code**.
3. On the **Data Options** tab:
   - Under **Report type**, choose **Detailed (Show every transaction)** to see every job, or **Summary (Show group totals)** for each user's total only.
   - Under **Time Period**, choose the **Period**, or choose **Custom** and set **From** and **To**.
   - Under **Include data**, tick **Print** and **Copy** (and **Fax** and **Scan** if you want them).
   - Tick **Include 2nd level group** and choose **User** in **Group by**.
4. Click the **Filter Accounts** tab, tick **Filter accounts**, and tick the account. To find it quickly, type part of its name or code in **Search for**.
5. Click **Open Report**.

To save the report as a PDF or Excel file, see Save the report as a file in *How to open a printing report*.

Related articles

- *How to open a printing report*
- *How to report on transactions for third party accounts*

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