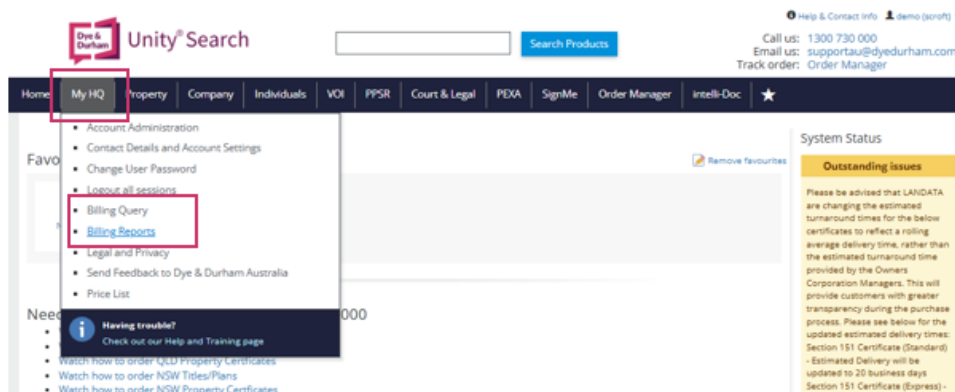


## Billing Reports QUICK REFERENCE GUIDE

The easily accessible billing report tools give you a clear snapshot of all search transactions across your firm. Whether you're reviewing a specific matter or running firm-wide checks, these reports make it easy to verify billing accuracy, monitor usage, and export data for reconciliation.

### HOW TO RUN A BILLING REPORT

1. LOG INTO UNITY SEARCH.
2. HOVER OVER **MY HQ** IN THE TOP RIBBON BAR AND THEN SELECT EITHER **BILLING QUERY** OR **BILLING REPORTS**.



3. ENTER IN EITHER A MATTER REFERENCE OR DATE RANGE.
4. IF YOU ARE THE MASTER USER SELECT THE **INCLUDE CHILDREN** TICK BOX. THIS WILL THEN INCLUDE TRANSACTIONS ACROSS ALL USERS SET UP WITHIN YOUR FIRM.
5. PRESS **SUBMIT**.
6. TRANSACTIONS FOR THE PERIOD SELECTED WILL APPEAR ON SCREEN. YOU CAN THEN EXPORT THE DATA USING THE **GENERATE CSV REPORT** OR **PRINT/SAVE AS PDF** BUTTONS.

**Billing Report**  
Generate and download a CSV file or PDF with billing information for selected period

Matter Reference: [ ] Billing period: Custom period Start Date: 01-01-2020 End Date: 19-10-2020

Group by product  Group by user Filter by Client

Include Children

Transaction ID	Transaction Date/Time	Matter	Search Reference	Retail Price	Retail GST	Total	Order ID	Item Number	User ID	Consumer Reference	Product Code	Product Description	Product Subgroup
54519025	15/02/20 12:07 PM	demo	1/SP1	\$50.20	\$5.03	\$55.23	OR-1034G224PH05	1	demo		87	NSW Title	residential
54507105	15/02/20 9:08 AM	demo	1/SP1	\$50.20	\$5.03	\$55.23	OR-1034U000PT08	1	demo		87	NSW Title	residential
54540395	15/02/20 1:08 PM	demo	1/SP1	\$50.20	\$5.03	\$55.23	OR-1032R030K207	1	demo		87	NSW Title	residential
<b>Total</b>				<b>\$150.60</b>	<b>\$15.09</b>	<b>\$165.69</b>							