Billing Matters - Revenue per Timekeeper Report

Billing Matters can produce a report listing the revenue your firm has received during any date range.

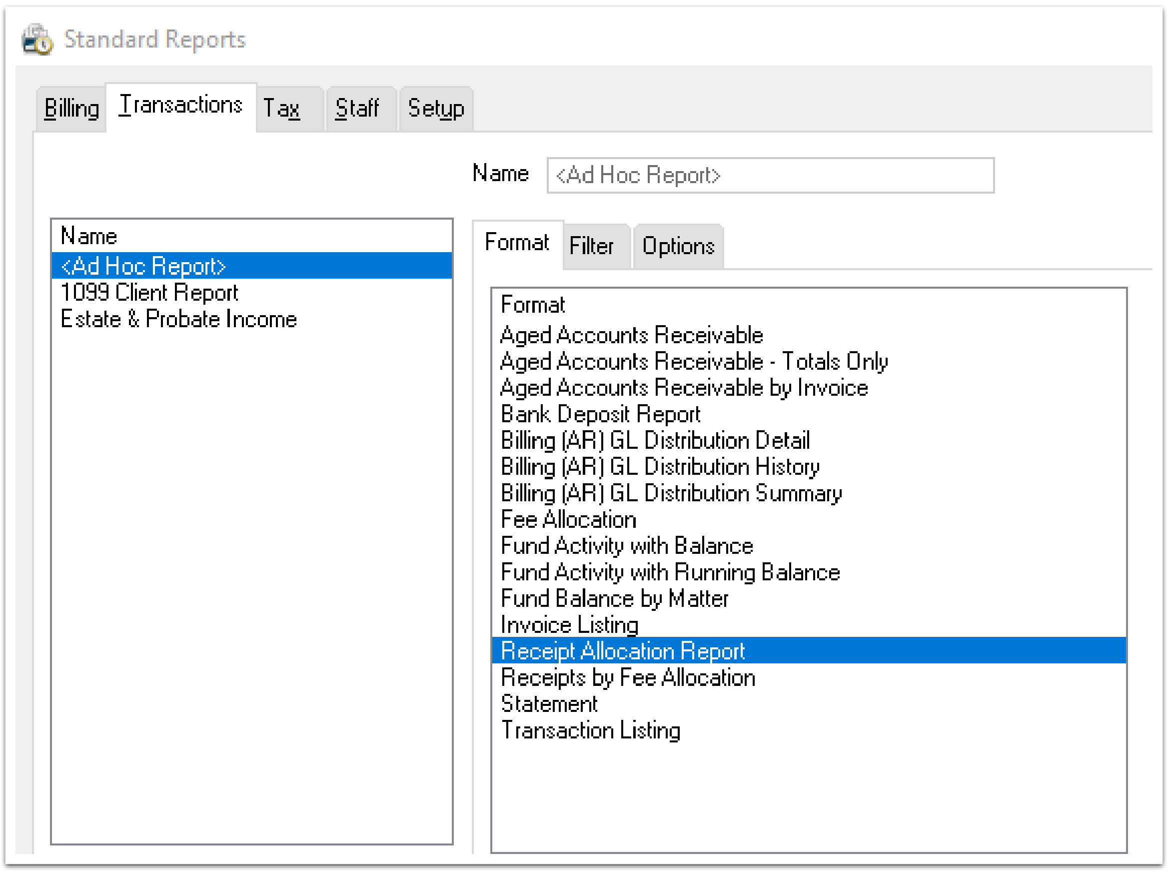
The report can list a subtotal for each timekeeper.

You can save the settings for a Revenue per Timekeeper Report as a Report Specification.

Select Receipt Allocation Report

To create a Report Specification for a Revenue per Timekeeper report:

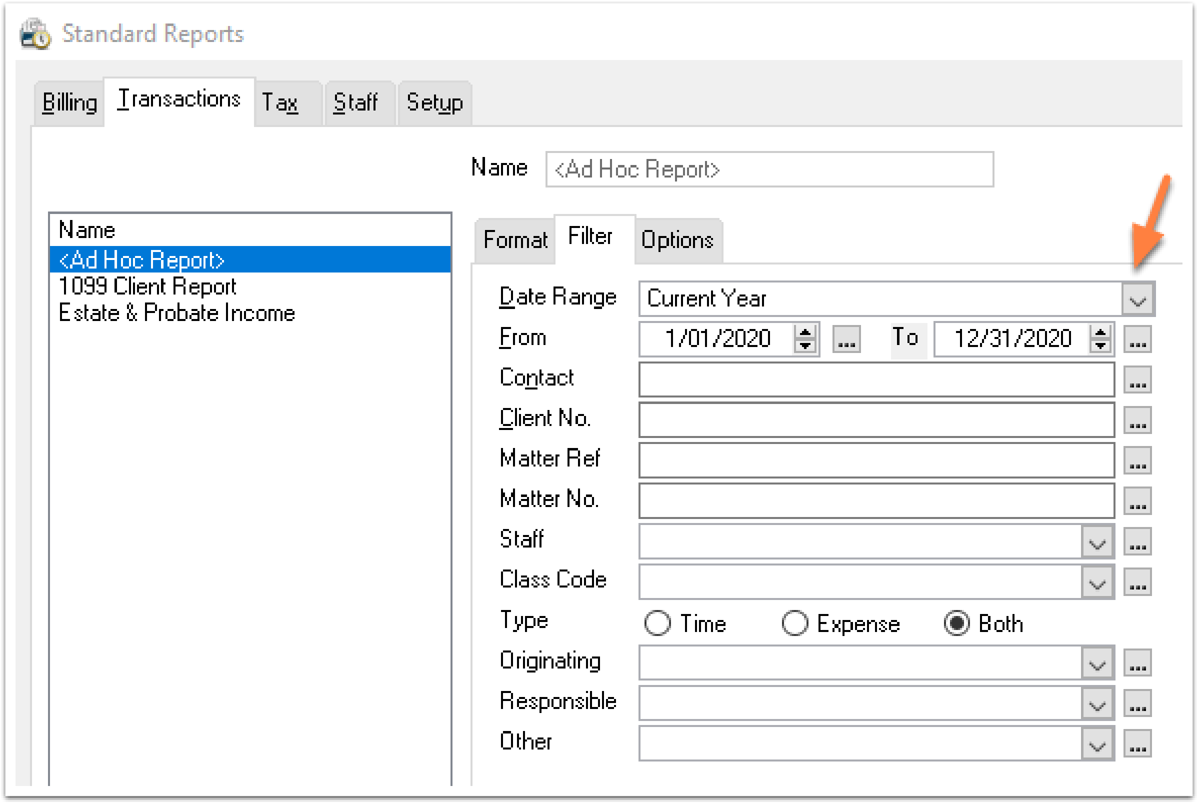
1. Go to Time Matters Main Menu / Reports / Standard Reports.
2. Click the **Transactions** tab.
3. Click **<Ad Hoc Report>**
4. On the **Format** tab, click **Receipt Allocation Report**.



Choose the Date Range

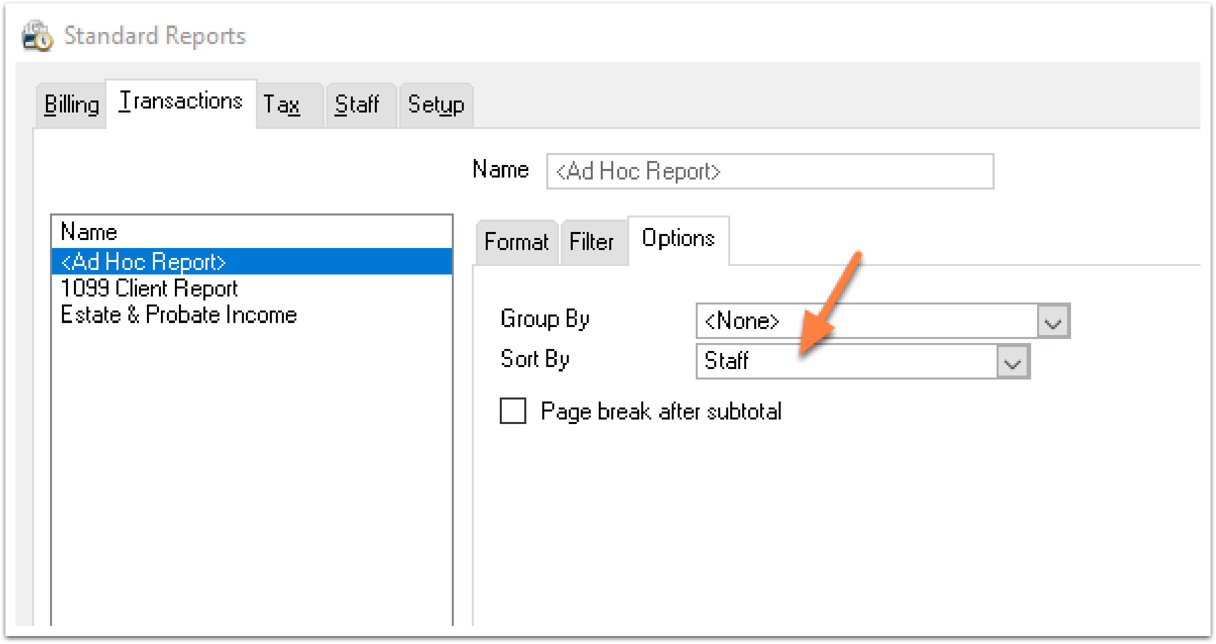
On the **Filter** tab, choose the **Date Range** from the drop-down list.

Here the **Current Year** is selected.



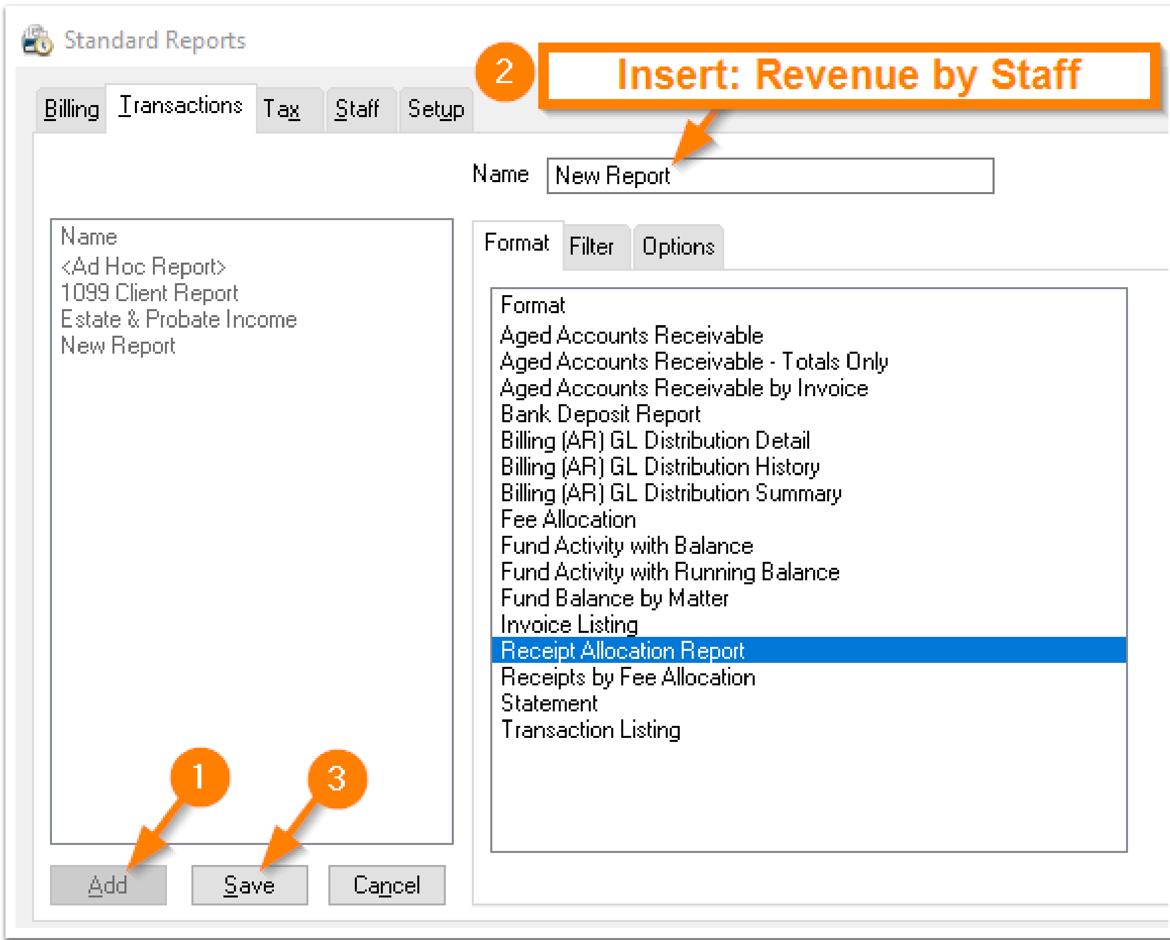
Choose Sort By Staff

On the **Options** tab, choose **Staff** from the **Sort By** drop-down.



Add a Report Specification

1. Click the **Add** button.
2. Insert: **Revenue by Staff** in the **Name** field.
3. Save the Report Specificaton.

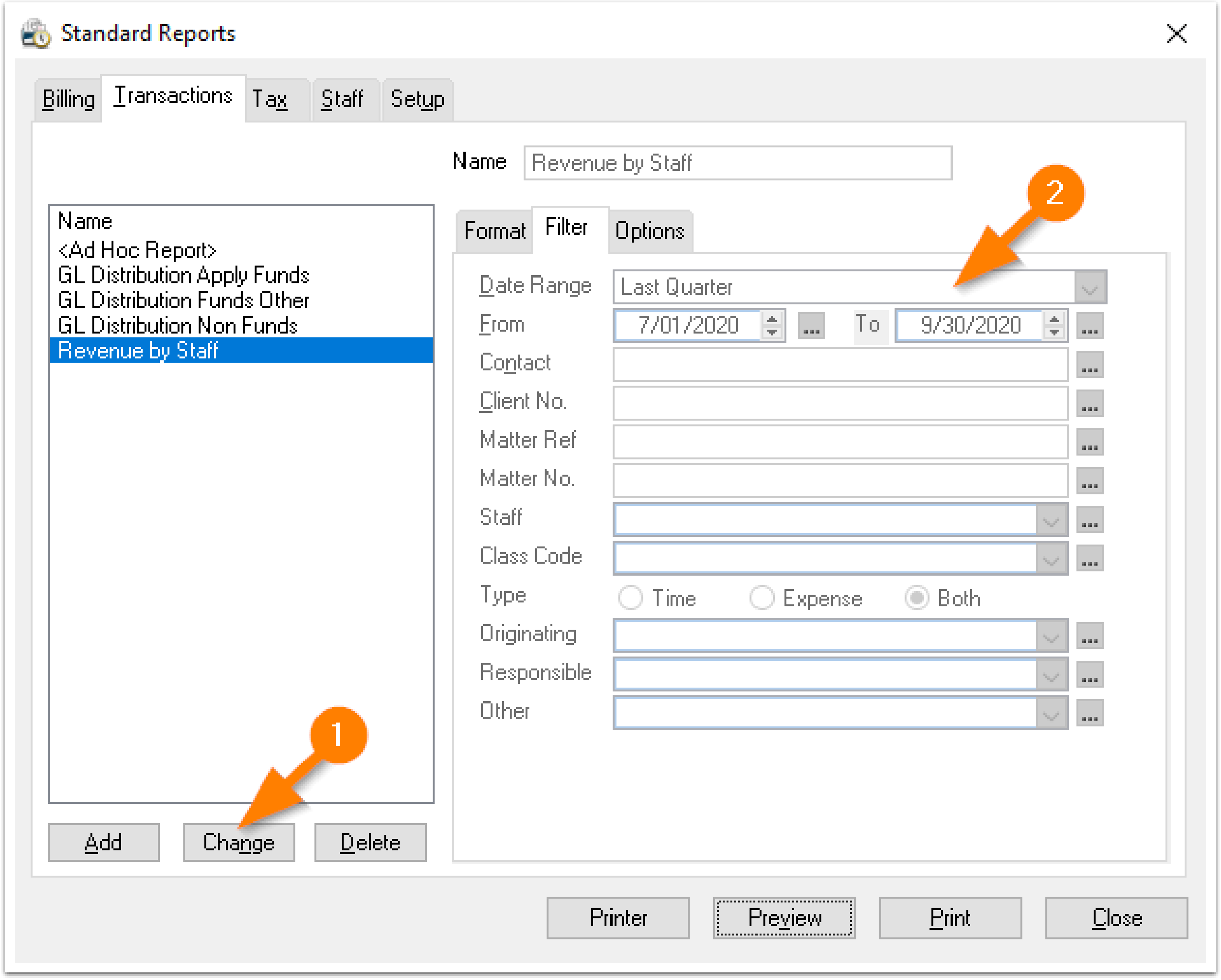


To Change the Date Range

If you want to run the report for a **Date Range** different from the one saved in your Report Specification, highlight the name of the Report Specification. In this example, it is **Revenue by Staff**.

1. Click **Change.**
2. Choose a different **Date Range.**

Now you can Preview or Print the report.



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