# How to Use Transactions Reports

These reports show all transactions in the system for a given period of time.

Users can choose from predefined report periods – today, yesterday, last week, etc. - or select an exact date range from the calendar. It is possible also to view the information only for specific customers.

The report has 2 parts – chart and data table. In the data table section you can view detailed information according to the chosen criteria. All columns can be sorted as needed and the generated reports can be downloaded in .csv format or emailed. The chart section supports up to two graphs which allows easy comparison of data. Available slice periods are day, week, and month.

Reports > Revenue Assurance > Transactions

A transaction is an operation in the system that changes the current balance of the account.
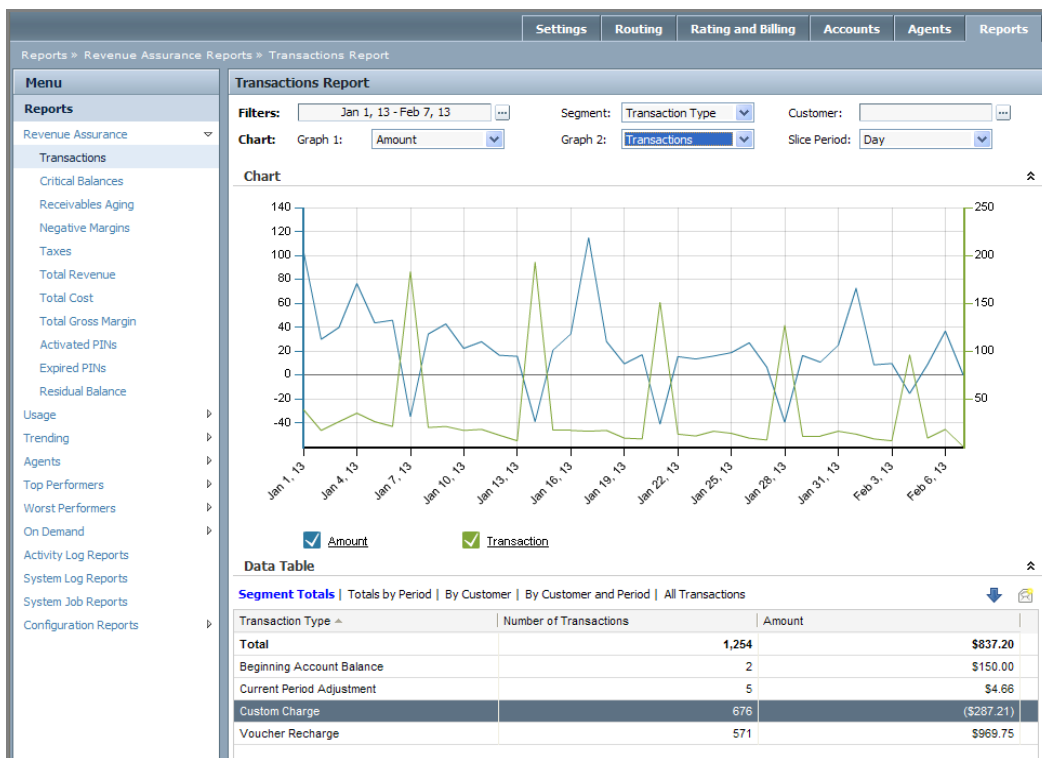
Available segments are:

- Transaction Type (Default Segment) – type of the transaction: beginning account balance, current period adjustment, custom charge, invoice payment, or refund
- Country – the country of registration of each account
- State - the state of registration of each account
- Account Category – category assigned to each account

Chart

The following filters are available:

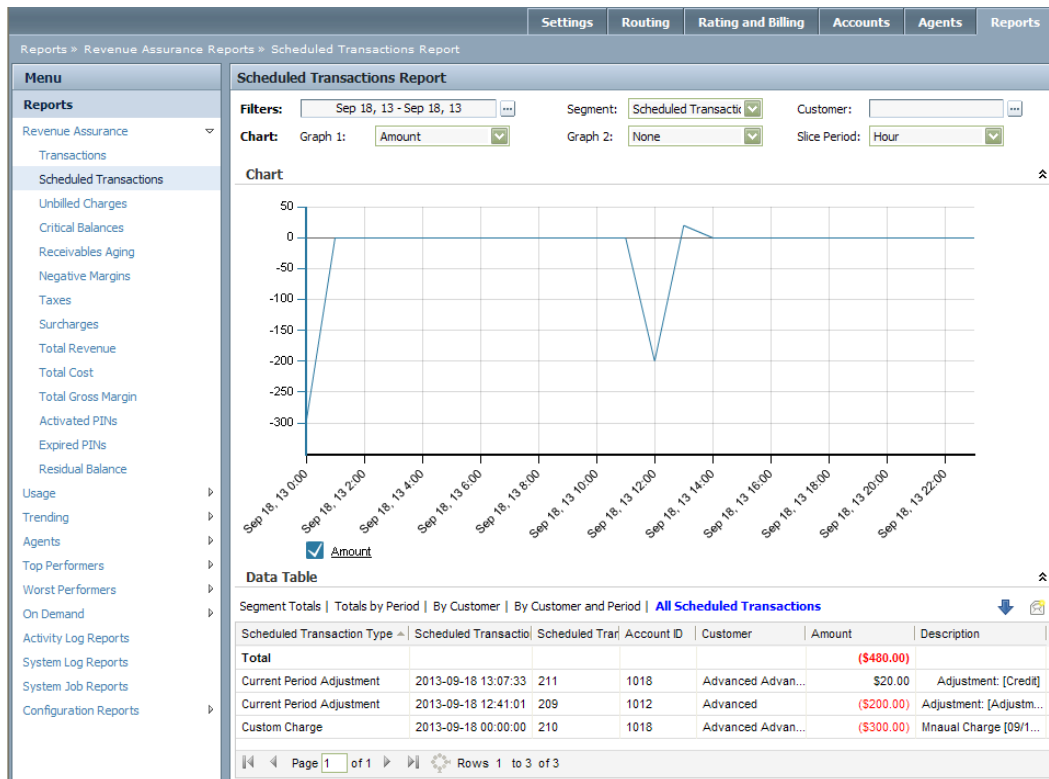- Amount
- Transactions

Data Table

The data table can be viewed by several parameters:

- Segment Totals – total for the selected segment
- Totals by Period – total by slide period
- By Customer – total by customer
- By Customer and Period – total by period and customer
- All transactions – shows all transactions in the system

Reports > Revenue Assurance > Scheduled Transactions

This is applicable only for accounts with "Advanced" subscription plans (with invoices generated at the start of the billing cycle).

The system lists here all custom charges and adjustments which were booked during the current period for which an invoice has already been generated - these transactions are scheduled to be invoiced at the next invoice date and will be included in the following invoices.

Available segments are:

- Scheduled Transaction Type (Default Segment) – type of the scheduled transaction:
- Country – the country of registration of each account
- State - the state of registration of each account
- Account Category – category assigned to each account

Chart

The following filters are available:

- Amount
- Scheduled Transactions

Data Table

The data table can be viewed by several parameters:

- Segment Totals – total for the selected segment
- Totals by Period – total by slide period
- By Customer – total by customer
- By Customer and Period – total by period and customer
- All scheduled transactions – shows all scheduled transactions in the system

Please note that all results in this report are displayed in base currency.