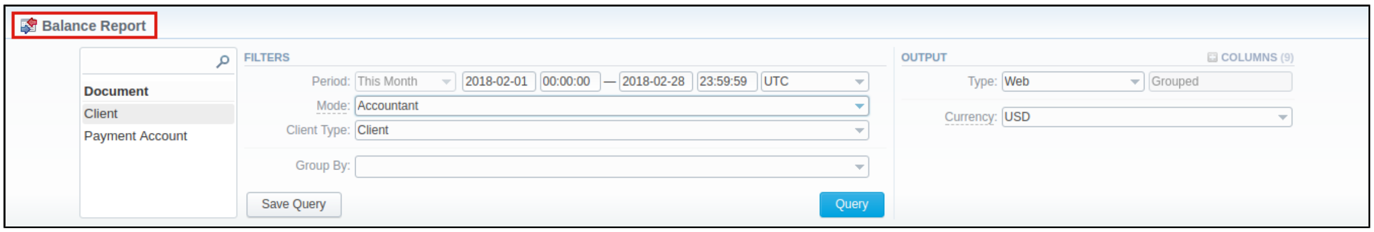
Balance Report

In this article

Section overview

Balance report section is a helpful balance analysis tool aimed at taking control over your funds as painlessly as it can possibly be. It shows a full client's charges and payments history for the selected period and provides a possibility to export the report data to **.csv, .xls** or **.xls** files depending on your preferences.

Screenshot: Balance Report query form



Creating a New Balance Report

To create a new summary report, you need to fill in the following parameters in the form and press **Query** button:

Information block	Field Description	
Filters	On the **Filters** menu, select the required parameters for the report. To cancel any filter, click on the delete icon next to the filter. You can start a **quick search** by typing filters' names in the bar at the top of a drop-down menu with filters.	
	Period	Specify the time interval for the report and a timezone. Please note that the ***Period*** field is mandatory.
	Mode	Select a balance mode to show a respective set of data • ***Accountant*** *- this mode is compiled by invoices and payments, it shows fixed balance* • ***Live balance*** *- this mode is compiled by payments and charges, it shows live balance*
	Client Type	Choose the system entity for the report from the following: • ***Client*** • ***Reseller*** • ***Calling Card*** • ***Call Shop***
	Group by	Select from the list of the following accessible options to group data in reports: • ***Time:*** *Month, Date.* • ***Document:*** *Client ID, Payment Account ID.*
	Additional Filters	
	Client	Define an origination client for the report
	Payment Account	Enter a target payment account for the report

Output

This form contains settings of the output data of the report.

Click the plus icon next to ***Columns*** and select the required columns to add them to the Output information block. Also, you can cancel any chosen item.

Accessible columns in the report

The following columns are to add in the report:

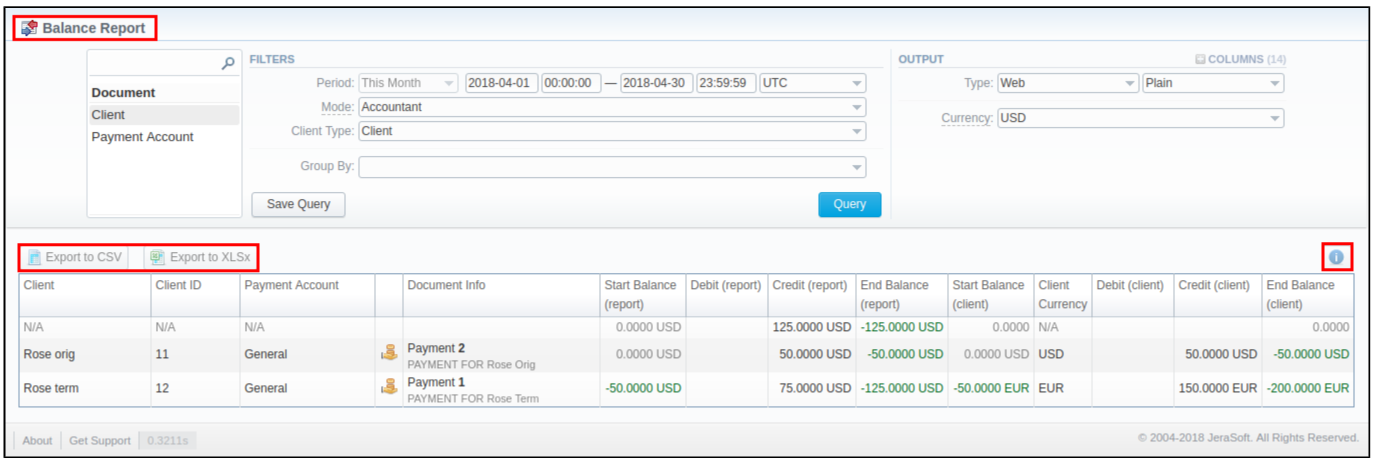
Client, Client ID, Payment Account, Document Icon, Document Info, Start Balance, Debit, Credit, End Balance, Type, NO, Notes, Date.

Document	
Client	Name of the ***client/reseller/calling card/call shop***, to which that current operation is assigned
Client ID	A client identification number that is also present in the full list of **Transactions** and **Invoices**.
Payment Account	Respective payment account, used for the indicated transactions
Document Icon	File icons that generally display a type of document in the report: • This icon shows different payments in the system. • This icon defines extra incoming/outgoing charges. • This icon means different charges or payments of the calls. • This icon represents payments of the packages. • This icon displays service charges. • This icon represents the invoices in the system.
Document Info	The document that an operation corresponds to (***charge, payment, invoice, etc.***)
Type	Indicated type of document
NO	Number of transactions
Notes	Notes indicated in the comments of transactions or in invoices
Date	An operation date
Amount	
Start Balance (report)	Start client's balance prior to a respective operation, displayed in the **report currency**
End Balance (report)	Final client's balance after a respective operation, displayed in the **report currency**
Debit (report)	Operation sum that has positive income ***(incoming payment/invoice)***, displayed in the **report currency**
Credit (report)	Operation sum that has negative income ***(outgoing payment/invoice)***, displayed in the **report currency**
Start Balance (client)	Start client's balance prior to a respective operation, displayed in the **client currency**
End Balance (client)	Final client's balance after a respective operation, displayed in the **client currency**
Debit (client)	Operation sum that has positive income ***(incoming payment/invoice)***, displayed in the **client currency**
Credit (client)	Operation sum that has negative income ***(outgoing payment/invoice)***, displayed in the **client currency**
Client Currency	Currency indicated in a client's profile

Other output settings

	Type	Choose a format of the report from a drop-down list: **Web/CSV/Excel XLS/Excel XLSx.** Also, a type of table view: • ***Plain*** - a simple table view • ***Grouped*** - a table view with grouped data and a possibility to collapse it ⚠ **Attention** Please note that the **Grouped** type of table view is available only for **Excel XLSx** and **Web** formats, it doesn't work with **CSV** and **Excel XLS**.
	Send to	You can send generated reports via email. Also, it is possible to specify several emails. ⚠ **Attention** This feature is available only for **CSV/Excel XLS/Excel XLSx** formats of the report. It doesn't work with **Web**.
	Currency	Specify a currency for the report. And all values will be automatically converted in the report to the specified currency.

Screenshot: Balance Report section



❗ **Warning**

Please note, the system shows rounded values in the reports. However, while calculating, the system takes an exact value. Hence, the procedure of the rounding is as follows:

- the system rounds currency values according to the settings of a respective currency;
- other parameters are rounded to the nearest ten thousandths. For example, 3.879256 to 3.8793.

Simple scheme: how to generate a balance report

To create a simple report you need to:

- select target parameters for the report in the **Filters** menu;
- enter the interval and specify a timezone;
- select the ***Mode*** and ***Client Type***;
- specify parameters in the ***Group by*** field; for example, **Client ID**;
- choose columns in the **Output** form; for example, ***Client, Payment Account, Document Icon, Document Info, Start Balance, Debit, Credit, End Balance, Date****;*
- specify the ***Type*** field or leave its default settings (Web/Grouped);
- click the **Query** button.

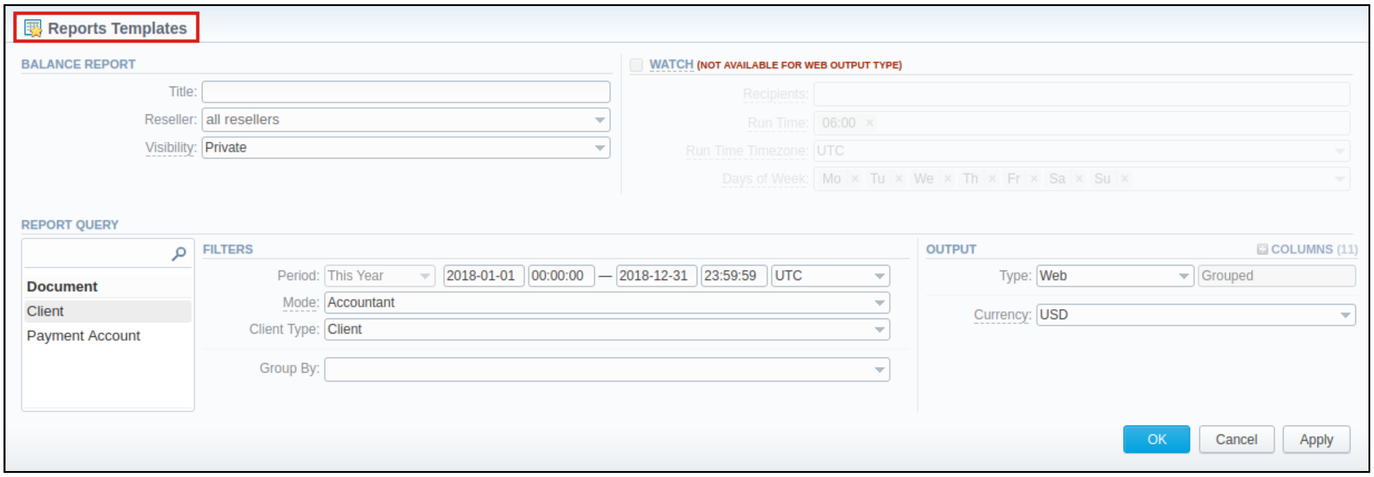
Tip

- If the data is grouped in the report, it will be shown initially collapsed. To expand or collapse data in your report, click the plus or minus icons.
- Please note, the ***Order by*** option is active when the ***Type*** of the Output form is **Plain**. When it is **Grouped**, the data is only sorted by values specified in the ***Group by*** field.

Creating a Query Template

To create a template for reports and save specified parameters, click on the **Save Query** button. A pop-up window with settings will appear, and you will need to fill in the following form:

Screenshot: New Query Template form



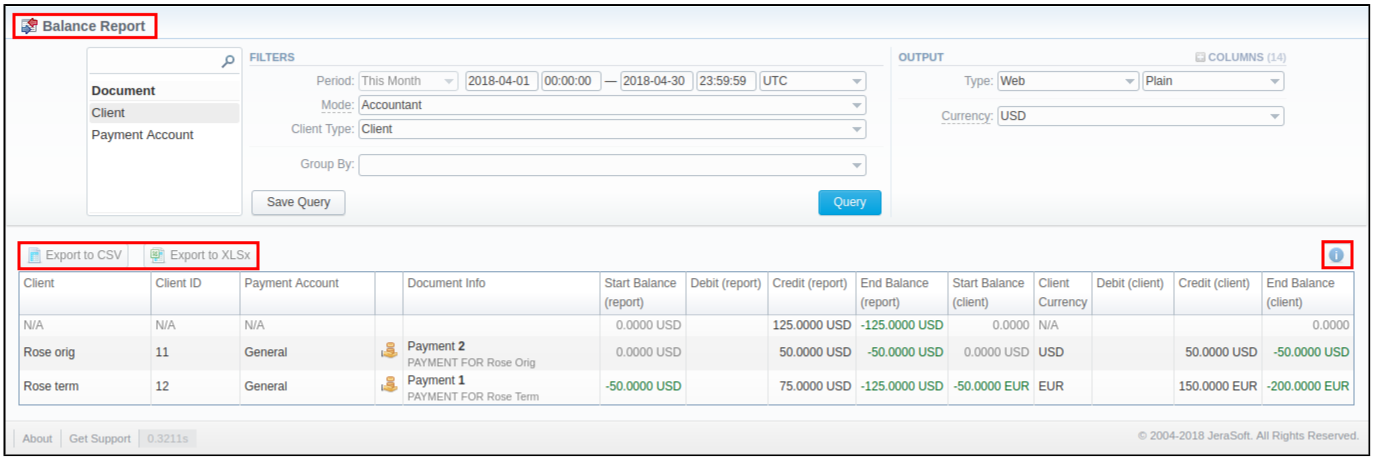
Information block	Description	
Balance Report	Here you can specify parameters for the template that will be used while running reports.	
	Title	Specify a name of the template
	Reseller	Indicate a Reseller for the report template
	Visibility	Define who can review this template: • ***Public*** - anyone can view this template • ***Private*** - only template owner can view it
Watch	This tool allows to generate reports automatically at the appropriate time and send the results to the list of emails. **Attention** Please note that this tool is not available for the **Web** output type, only for **CSV/Excel XLS/Excel XLSx.**	
	Recipients	Specify recipients: it can be your own email, other users of the system or even 3rd parties.
	Run Time	Define an appropriate time to generate a report automatically. It could be several times, for example, ***10:00, 12:00, 18:00***.
	Days of Week	Indicate days of the week to generate a report automatically. For example, you can run a report only on Mondays or each day of the week.
Report Query	Here you need to specify the filters that will be used for generating a correct report and choose the output type to view the report.	

To load the already existing templates while generating statistic reports, click the **Load Query** button.

Export Generated Report

You can export data to **XLSx** or **CSV** file, which contains currently presented data, by clicking **Export to XLSx** or **Export to CSV**, respectively. Please note that **Export to CSV** is available only when the ***Type*** of the output is **Plain**.

Screenshot: Balance Report section



Attention

- You can check an ***actual date interval*** of the report by clicking the **Info** icon, and it could be different from ***the Interval*** specified above if there is no date for the period.
- When you export the file from the Balance Report in **Excel XLS/CSV** formats, values will be displayed in the report currency. The client and transaction currencies will not be shown in the exported file.

Error rendering macro 'contentbylabel'

parameters should not be empty