

# Balance Report

## In this article

- [Section overview](#)
- [Creating a New Balance Report](#)
- [Simple scheme: how to generate a balance report](#)
- [Creating a Query Template](#)
- [Export Generated Report](#)

## 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

Balance Report

Document

Client

Payment Account

FILTERS

Period: This Month 2018-02-01 00:00:00 — 2018-02-28 23:59:59 UTC

Mode: Accountant

Client Type: Client

Group By:

Save Query

OUTPUT

Type: Web

Grouped


Currency: USD

COLUMNS (9)

Query

## 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 <b>Filters</b> 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 <b>quick search</b> by typing filters' names in the bar at the top of a drop-down menu with filters.
	<div><div>Period</div><div>Specify the time interval for the report and a timezone. Please note that the <b>Period</b> field is mandatory.</div></div>
	<div><div>Mode</div><div>Select a balance mode to show a respective set of data<ul style="list-style-type: none"><li>• <b>Accountant</b> - this mode is compiled by invoices and payments, it shows fixed balance</li><li>• <b>Live balance</b> - this mode is compiled by payments and charges, it shows live balance</li></ul></div></div>
	<div><div>Client Type</div><div>Choose the system entity for the report from the following:<ul style="list-style-type: none"><li>• <b>Client</b></li><li>• <b>Reseller</b></li><li>• <b>Calling Card</b></li><li>• <b>Call Shop</b></li></ul></div></div>
	<div><div>Group by</div><div>Select from the list of the following accessible options to group data in reports:<ul style="list-style-type: none"><li>• <b>Time:</b> Month, Date.</li><li>• <b>Document:</b> Client ID, Payment Account ID.</li></ul></div></div>
	Additional Filters
	<div><div>Client</div><div>Define an origination client for the report</div></div>
	<div><div>Payment Account</div><div>Enter a target payment account for the report</div></div>

### 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

<b>Client</b>	Name of the <b>client/reseller/calling card/call shop</b> , to which that current operation is assigned
<b>Client ID</b>	A client identification number that is also present in the full list of <b>Transactions</b> and <b>Invoices</b> .
<b>Payment Account</b>	Respective payment account, used for the indicated transactions
<b>Document Icon</b>	File icons that generally display a type of document in the report: <ul style="list-style-type: none"><li>• This icon  shows different payments in the system.</li><li>• This icon  defines extra incoming/outgoing charges.</li><li>• This icon  means different charges or payments of the calls.</li><li>• This icon  represents payments of the packages.</li><li>• This icon  displays service charges.</li><li>• This icon  represents the invoices in the system.</li></ul>
<b>Document Info</b>	The document that an operation corresponds to ( <b>charge, payment, invoice, etc.</b> )
<b>Type</b>	Indicated type of document
<b>NO</b>	Number of transactions
<b>Notes</b>	Notes indicated in the comments of transactions or in invoices
<b>Date</b>	An operation date
<b>Amount</b>	
<b>Start Balance (report)</b>	Start client's balance prior to a respective operation, displayed in the <b>report currency</b>
<b>End Balance (report)</b>	Final client's balance after a respective operation, displayed in the <b>report currency</b>
<b>Debit (report)</b>	Operation sum that has positive income ( <b>incoming payment/invoice</b> ), displayed in the <b>report currency</b>
<b>Credit (report)</b>	Operation sum that has negative income ( <b>outgoing payment/invoice</b> ), displayed in the <b>report currency</b>
<b>Start Balance (client)</b>	Start client's balance prior to a respective operation, displayed in the <b>client currency</b>
<b>End Balance (client)</b>	Final client's balance after a respective operation, displayed in the <b>client currency</b>
<b>Debit (client)</b>	Operation sum that has positive income ( <b>incoming payment/invoice</b> ), displayed in the <b>client currency</b>
<b>Credit (client)</b>	Operation sum that has negative income ( <b>outgoing payment/invoice</b> ), displayed in the <b>client currency</b>
<b>Client Currency</b>	Currency indicated in a client's profile
<b>Other output settings</b>	

<b>Type</b>	<p>Choose a format of the report from a drop-down list: <b>Web/CSV/Excel XLS/Excel XLSx</b>.</p> <p>Also, a type of table view:</p> <ul style="list-style-type: none"> <li>• <b>Plain</b> - a simple table view</li> <li>• <b>Grouped</b> - a table view with grouped data and a possibility to collapse it</li> </ul> <div style="background-color: #ffffcc; padding: 10px; margin-top: 10px;"> <p><b>⚠ Attention</b></p> <p>Please note that the <b>Grouped</b> type of table view is available only for <b>Excel XLSx</b> and <b>Web</b> formats, it doesn't work with <b>CSV</b> and <b>Excel XLS</b>.</p> </div>
<b>Send to</b>	<p>You can send generated reports via email. Also, it is possible to specify several emails.</p> <div style="background-color: #ffffcc; padding: 10px; margin-top: 10px;"> <p><b>⚠ Attention</b></p> <p>This feature is available only for <b>CSV/Excel XLS/Excel XLSx</b> formats of the report. It doesn't work with <b>Web</b>.</p> </div>
<b>Currency</b>	<p>Specify a currency for the report. And all values will be automatically converted in the report to the specified currency.</p>

Screenshot: Balance Report section

Balance Report

Document

Client

Payment Account

FILTERS

Period: This Month [2018-04-01 00:00:00 — 2018-04-30 23:59:59] UTC

Mode: Accountant

Client Type: Client

Group By:

Save Query

Query

OUTPUT

COLUMNS (14)

Type: Web Plain

Currency: USD

Export to CSV

Export to XLSx

Client	Client ID	Payment Account	Document info	Start Balance (report)	Debit (report)	Credit (report)	End Balance (report)	Start Balance (client)	Client Currency	Debit (client)	Credit (client)	End Balance (client)
N/A	N/A	N/A		0.0000 USD		125.0000 USD	-125.0000 USD	0.0000	N/A			0.0000
Rose orig	11	General	Payment 2 PAYMENT FOR Rose Orig	0.0000 USD		50.0000 USD	-50.0000 USD	0.0000 USD	USD		50.0000 USD	-50.0000 USD
Rose term	12	General	Payment 1 PAYMENT FOR Rose Term	-50.0000 USD		75.0000 USD	-125.0000 USD	-50.0000 EUR	EUR		150.0000 EUR	-200.0000 EUR

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## 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.

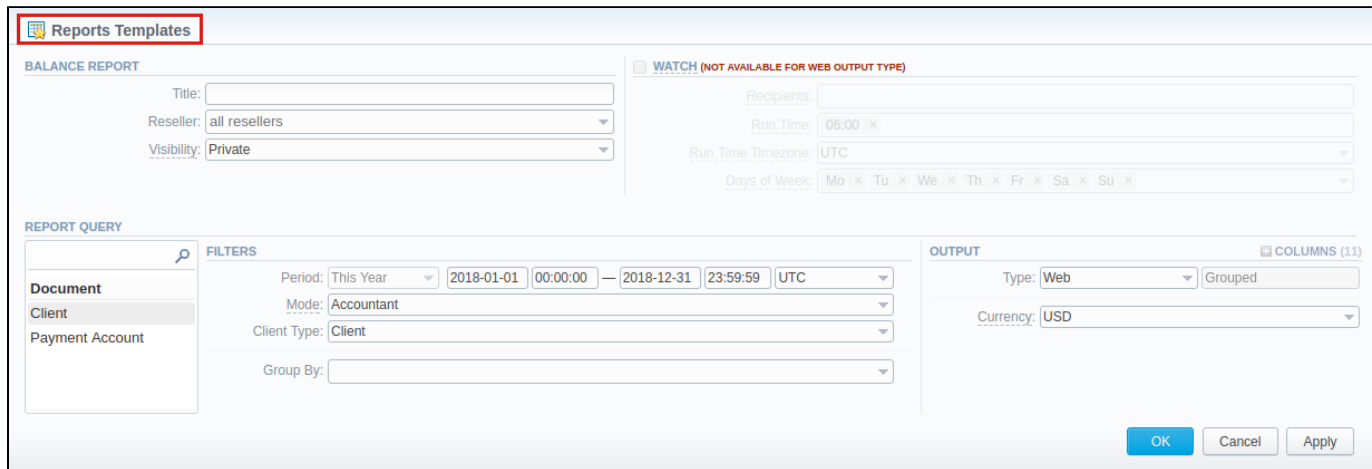
### Tip

- 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.
	<b>Title</b> Specify a name of the template
	<b>Reseller</b> Indicate a Reseller for the report template
	<b>Visibility</b> Define who can review this template: <ul style="list-style-type: none"><li>• <b>Public</b> - anyone can view this template</li><li>• <b>Private</b> - only template owner can view it</li></ul>
Watch	This tool allows to generate reports automatically at the appropriate time and send the results to the list of emails.
	<b>Attention</b> Please note that this tool is not available for the <b>Web</b> output type, only for <b>CSV/Excel XLS/Excel XLSx</b> .
	<b>Recipients</b> Specify recipients: it can be your own email, other users of the system or even 3rd parties.
	<b>Run Time</b> Define an appropriate time to generate a report automatically. It could be several times, for example, <b>10:00, 12:00, 18:00</b> .
	<b>Days of Week</b> 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

Balance Report

Document

Client

Payment Account

FILTERS

Period: This Month 2018-04-01 00:00:00 — 2018-04-30 23:59:59 UTC

Mode: Accountant

Client Type: Client

Group By:

Save Query

Query

OUTPUT

COLUMNS (14)

Type: Web Plain

Currency: USD

Export to CSV

Export to XLSx

Client	Client ID	Payment Account	Document Info	Start Balance (report)	Debit (report)	Credit (report)	End Balance (report)	Start Balance (client)	Client Currency	Debit (client)	Credit (client)	End Balance (client)
N/A	N/A	N/A		0.0000 USD		125.0000 USD	-125.0000 USD	0.0000	N/A			0.0000
Rose orig	11	General	Payment 2 PAYMENT FOR Rose Orig	0.0000 USD		50.0000 USD	-50.0000 USD	0.0000 USD	USD		50.0000 USD	-50.0000 USD
Rose term	12	General	Payment 1 PAYMENT FOR Rose Term	-50.0000 USD		75.0000 USD	-125.0000 USD	-50.0000 EUR	EUR		150.0000 EUR	-200.0000 EUR


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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