

# Transactions

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## Section overview

This section allows a user to perform and trace all the financial operations regarding the client's/reseller's balances. The section offers an overview of every single transaction performed in the system regardless of whether it's payment or charge and provides a wide variety of functionality for transactions management. Since the transactions section is a key tool for managing client's/reseller's balances, it's inseparable from the following sections of the system: [Clients](#), [Invoices](#), [Resellers](#), etc.

Transaction charges will be created according to the **configurations of Tax Profiles, Rate Tables** (including tax or not) and the **next parameters**:

- invoice time (transaction date);
- client ID;
- currency ID;
- positive or negative amount.

### Tips

- In case you change one of the parameters listed above and the rerating is done, you might have additional transactions (with zero or non-zero taxes).
- When a customer has calls with and without taxes for the same hour, two charges will be listed in the transactions section: one charge with taxes and the second one without taxes.
- If you see a transaction with a tax represented as a dash ( ), it means that all taxes were included in rate tables.

The section is presented in the form of a table of all conducted transactions with the following columns:

*Screenshot: Transactions section main window*

Transactions										
+ New Transaction		Import Transactions		Export to CSV		Rows 1 – 5 of 5				
ID	Payment Account	Client / Reseller	Client ID	Amount	Taxes	Description	Transaction Date	Author		
74	Payment: General	Rose orig	11	20.00 USD	—		02/20/2018 16:37:06 +0000	admin	✓	✗
10	Charge: Services	Rose orig	11	-7.55 USD	0.00 USD		02/19/2018 14:00:00 +0000		✓	✗
2	Payment: General	Rose orig	11	50.00 USD	—	PAYMENT FOR Rose Orig	02/19/2018 00:00:00 +0000		✓	✗
6	Charge: Products Fees	Rose orig	11	-15.00 EUR	-1.50 EUR	Package activation payment: Package EUR Calls money	12/31/2016 23:59:59 +0000		✓	✗
7	Charge: Products Fees	Rose orig	11	-10.00 USD	-1.00 USD	Package activation payment: Package USD Calls money	12/31/2016 23:59:59 +0000		✓	✗

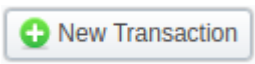
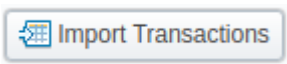
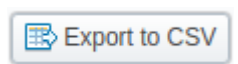






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Column Name	Description
ID	Payment through an ID number
Payment Account	Shows a respective payment account, related to a performed payment or a respective charge type, such as <i>calls</i> , <i>products</i> , <i>extra charges</i> (each type has a visual representation in a form of a respective icon)
Client /Reseller	Displays the name of a client or reseller that was engaged in payment operation
Client ID	Customer's identity
Amount	The respective payment operation sum
Taxes	An amount of taxes

<b>Description</b>	Comments about a respective payment
<b>Transaction Date</b>	Displays a respective payment date, related to a performed payment
<b>Author</b>	Name of the user who performed the latest transaction (regardless whether it's a payment or a charge)

The list of **functional buttons/icons** is as follows:

Button/Icon	Description
	Allows to create a new transaction
	Allows to import user's transactions into the system
	Allows to download a list of transactions in a .csv file
	Indicates the type of transaction - payment
	Indicates the type of transaction - extra charges
	Indicates the type of transaction - services charges
	Indicates the type of transaction - packages fees
	Indicates that a transaction is approved
	Allows deleting a transaction from the system. Requires confirmation


## Advanced Search

In the top right corner of the section above the table, an **Advanced Search** drop-down menu is located. By clicking on a blue downward arrow  icon, a drop-down menu with the following structure is displayed:

*Screenshot: Advanced Search drop-down menu*

### Attention

Author column is going to be filled only if a transaction has been added **manually** by a user through the **Transactions** section in **JeraSoft Billing** or the **Refill Balance** page on **JeraSoft Client Portal**. In case a transaction is automatically generated by the system, the **Author** column will be empty.



Client:

Payment Account:

▼

Type:

▼

Status:

▼

State:

▼

Date:

—

Reset

Search

Field	Description
<b>Client</b>	Indicate a client you wish the section to be filtered by


<b>Payment Account</b>	Select from the list of all payment accounts in the system
<b>Type</b>	Select a type of transaction: <ul style="list-style-type: none"> <li>• <b>Payment</b></li> <li>• <b>Charge</b></li> </ul>
<b>Status</b>	Select from the list of transaction statuses: <ul style="list-style-type: none"> <li>• <b>Pending</b></li> <li>• <b>Approved</b></li> </ul>
<b>State</b>	Indicate whether you wish payments covered by the invoices to be displayed by selecting from the list: <ul style="list-style-type: none"> <li>• <b>Covered</b></li> <li>• <b>Uncovered</b></li> </ul>
<b>Date</b>	Specify the date in the date picker

After filling in the fields, click **Search** to filter section data or **Reset** to clear search results.

## Adding New Payment/Charge

To add a payment, click the **New Transaction** button. A new pop-up window will appear after that. Specify the following parameters and click the **Apply** button.

Screenshot: New transaction settings


**Transactions**

Client:

Type:




Payment Account:

Amount:

Transaction Date:

Description:

Field name	Description
<b>Client</b>	Indicate a target client
<b>Type</b>	Specify a type of transaction. For incoming transactions, select <b>Payment</b> operation type, for outgoing – select <b>Charge</b> .

<b>Payment Account</b>	<p>Choose a respective account from the drop-down list of all available payment accounts. For <b>charge type</b>, you can select:</p> <ul style="list-style-type: none"> <li>• <b>extra charges outgoing;</b></li> <li>• <b>extra charges incoming.</b></li> </ul> <div>  <b>Attention</b> </div> <p>Please note that you will have the same type of payment account in invoices. So, you can choose where the following charge will be shown in an outgoing/incoming invoice.</p> <p>For example, if you want to give a refund to the client, please select <b>extra charges outgoing</b>. It will guarantee that this charge will be visible in the invoice.</p>
<b>Amount</b>	<p>Insert an amount of the transaction, which can be positive or negative:</p> <ul style="list-style-type: none"> <li>• <b>positive</b> amount is credited to a client;</li> <li>• <b>negative</b> amount is debited from a client.</li> </ul> <div>  <b>Tip</b> </div> <p>Transaction amounts could be specified with a comma as a decimal delimiter: for example, <b>2,45</b>.</p> <p>If your transaction type is <b>Charge</b>, you can choose whether a specified amount <b>includes a tax or not</b> by choosing a respective value in the drop-down list:</p> <ul style="list-style-type: none"> <li>• <b>no taxes;</b></li> <li>• <b>including taxes;</b></li> <li>• <b>excluding taxes.</b></li> </ul> <p>The tax rate is based on the tax profile of the client's reseller.</p>
<b>Transaction Date</b>	Indicate the actual date of the transaction in a date picker
<b>Description</b>	Notes for a new transaction
<b>Status</b>	<p>Define the state of the transaction:</p> <ul style="list-style-type: none"> <li>• <b>pending</b></li> <li>• <b>approved</b></li> </ul> <div>  <b>Tip</b> </div> <p>If you change the transaction status in the respective field from <b>Approved</b> to <b>Pending</b> when adding a payment, this payment will have to pass additional approval check by a billing operator</p>

#### Attention

When a customer has 2 calls (with and without taxes) for the same hour, **two charges** will be listed in the transactions: *one charge with taxes* and a second one - **without taxes**. In case you change one of the parameters listed above and the re-rating is done, you might have additional transactions.

If you see a transaction with a **tax represented as a dash ()**, it means that all taxes were included in rate tables.

When the **Reseller owns a payment account**, transactions for this account can be created for Clients and Sub-Resellers belonging to this Reseller. However, transactions of this Reseller (owner of the account) cannot be assigned to this payment account.

## Exporting and Importing Transactions

By clicking the **Export to CSV** button, you will be able to export all currently stored payments in a **.csv** file.

You can easily perform an import of payments by clicking the **Import Transactions** button and following on-screen instructions:

### **Step 1: Selecting a File and Specifying Additional Parameters**

Upload a file from your computer, indicate such default parameters as **Transaction Date**, **Currency**, **Payment Account**, **Date and Time Format**, and click **Process**.

Screenshot: Transactions importing process. Step 1

**Transactions**

### SELECT FILE (STEP 1 OF 3)

Select file to import: Choose File No file chosen

### DEFAULT VALUES

Transaction Date: 2018-02-21 00:00:00+0000

Currency: USD

Payment Account: General

Date Format: Auto

Time Format: Auto

Close Process

### Step 2: Recognizing The File

The system will recognize the file and you need to select 3 mandatory columns: **Client Info**, **Amount**, and **Transaction Date**. Following this, click **Process** >> again.

Screenshot: Transactions importing process. Step 2

### SELECT COLUMNS (STEP 2 OF 3)

ID	Transaction Date	Client / Reseller	Client ID	Client Info	Amount	Taxes	Currency	Description	Status	Author	Skip
129	02/21/2018 16:00:11 +0000	Rose term	12	Client Info	-6,00	0,00	EUR	Package periodical payment: Package DID	approved		<input type="checkbox"/>
128	02/21/2018 15:50:07 +0000	Rose term	12	Charge: Products Fees	-6,00	0,00	EUR	Package periodical payment: Package DID	approved		<input type="checkbox"/>
124	02/21/2018 15:10:07 +0000	Rose term	12	Charge: Products Fees	-6,00	0,00	EUR	Package periodical payment: Package DID	approved		<input type="checkbox"/>
123	02/21/2018 15:00:06 +0000	Rose term	12	Charge: Products Fees	-6,00	0,00	EUR	Package periodical payment: Package DID	approved		<input type="checkbox"/>
121	02/21/2018 14:56:19 +0000	Rose orig	11	Charge: Extra Charges Outgoing	20,00	2,00	USD		approved	admin	<input type="checkbox"/>
119	02/21/2018 14:53:38 +0000	Rose orig	11	Charge: Extra Charges Incoming	12,00	1,20	USD		approved	admin	<input type="checkbox"/>
122	02/21/2018 14:50:06 +0000	Rose term	12	Charge: Products Fees	-6,00	0,00	EUR	Package periodical payment: Package DID	approved		<input type="checkbox"/>
117	02/21/2018 14:41:09 +0000	Rose orig	11	Charge: Extra Charges Outgoing	18,18	1,82	USD		approved	admin	<input type="checkbox"/>
118	02/21/2018 14:40:07 +0000	Rose term	12	Charge: Products Fees	-6,00	0,00	EUR	Package periodical payment: Package DID	approved		<input type="checkbox"/>
115	02/21/2018 14:38:50 +0000	Rose orig	11	Payment: General	-10,00	0,00	USD		approved	admin	<input type="checkbox"/>
116	02/21/2018 14:30:07 +0000	Rose term	12	Charge: Products Fees	-6,00	0,00	EUR	Package periodical payment: Package DID	approved		<input type="checkbox"/>
113	02/21/2018 14:26:03 +0000	Rose orig	11	Charge: Extra Charges Outgoing	-13,00	0,00	USD		approved	admin	<input type="checkbox"/>

« Return Process »













### Step 3: Checking The Rows

Having specified the required columns, you need to check the rows to make sure that no mistake has been made. On doing it, click **Process**>> to finish the importing process.

Screenshot: Transactions importing process. Step 3

## Transactions

CHECK ROWS (STEP 3 OF 3)

	Identified by	Transaction Date		Client Info		Amount			Skip
		Original	Parsed	Original	Parsed	Original	Parsed	Currency	
✓	Client Name	2018-02-21 16:00:11+0000	2018-02-21 16:00:11	Rose term	 Rose term	-6	-6	USD	<input type="checkbox"/>
✓	Client Name	2018-02-21 15:50:07+0000	2018-02-21 15:50:07	Rose term	 Rose term	-6	-6	USD	<input type="checkbox"/>
✓	Client Name	2018-02-21 15:10:07+0000	2018-02-21 15:10:07	Rose term	 Rose term	-6	-6	USD	<input type="checkbox"/>
✓	Client Name	2018-02-21 15:00:06+0000	2018-02-21 15:00:06	Rose term	 Rose term	-6	-6	USD	<input type="checkbox"/>
✓	Client Name	2018-02-21 14:56:19+0000	2018-02-21 14:56:19	Rose orig	 Rose orig	20	20	USD	<input type="checkbox"/>
✓	Client Name	2018-02-21 14:53:38+0000	2018-02-21 14:53:38	Rose orig	 Rose orig	12	12	USD	<input type="checkbox"/>
✓	Client Name	2018-02-21 14:50:06+0000	2018-02-21 14:50:06	Rose term	 Rose term	-6	-6	USD	<input type="checkbox"/>
✓	Client Name	2018-02-21 14:41:09+0000	2018-02-21 14:41:09	Rose orig	 Rose orig	18.18	18.18	USD	<input type="checkbox"/>
✓	Client Name	2018-02-21 14:40:07+0000	2018-02-21 14:40:07	Rose term	 Rose term	-6	-6	USD	<input type="checkbox"/>
✓	Client Name	2018-02-21 14:38:50+0000	2018-02-21 14:38:50	Rose orig	 Rose orig	-10	-10	USD	<input type="checkbox"/>
✓	Client Name	2018-02-21 14:30:07+0000	2018-02-21 14:30:07	Rose term	 Rose term	-6	-6	USD	<input type="checkbox"/>
✓	Client Name	2018-02-21 14:26:03+0000	2018-02-21 14:26:03	Rose orig	 Rose orig	-13	-13	USD	<input type="checkbox"/>

« Return

Process »