# Invoicing Report

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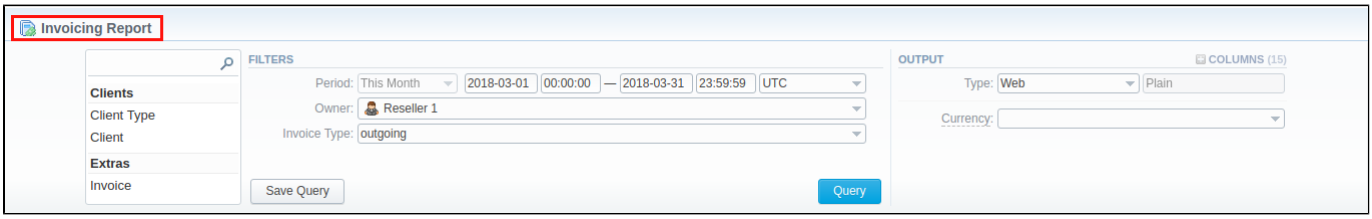
## Section overview

This section allows a user to build a report, based on information from the issued invoices with a possibility to export data (***.xls, .xlsx***, and ***.csv***). Since the **Invoicing Report** generates statistics according to invoices, if you delete an invoice, the data will be no longer present in the report. The report shows data according to the variables determined in the **Invoices Template** section.

*Screenshot: Invoicing Report section*




## Creating a New Invoicing Report

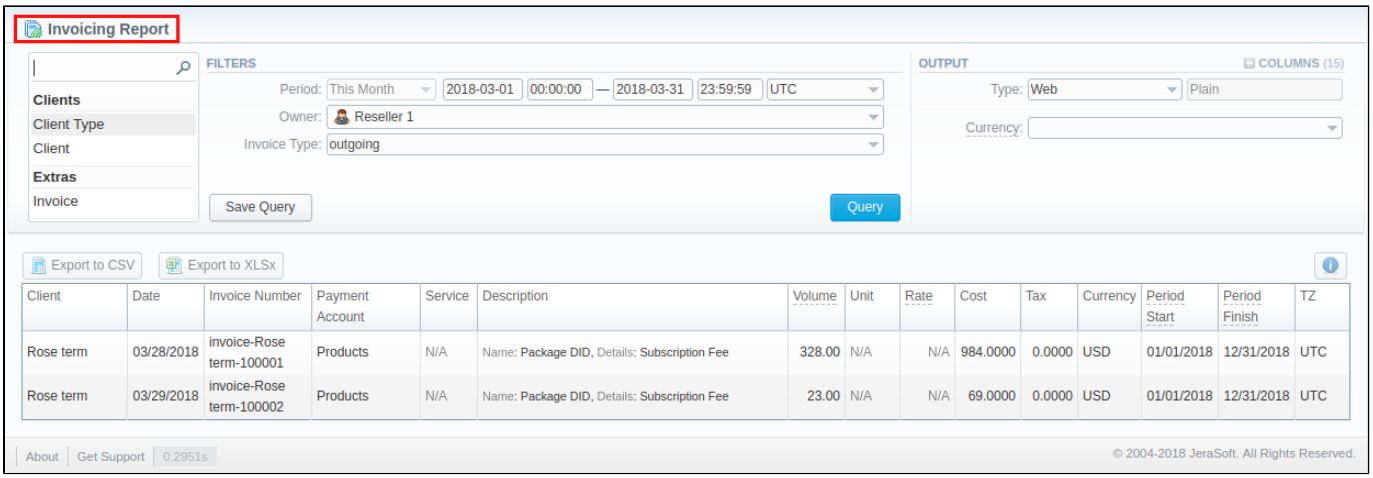
To create a new invoicing report, fill in the following query form:

| Information Block | Field and 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.<br><br>You can start a **quick search** by typing filters' names in the field 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. |
| | ***Owner*** | Define a reseller for the report |
| | ***Invoice Type*** | Select the type of invoice from the drop-down list:<br><br>• ***outgoing***<br>• ***incoming*** |
| | **Additional Filters** | |
| | The accessible additional filters are:<br><br>• ***Clients***: *Client, Client Type.*<br>• ***Extras***: *Invoice, Payment Account* | |
| | ***Client Type*** | Choose a respective parameter for statistics data:<br><br>• ***Client***<br>• ***Reseller***<br>• ***Calling Card***<br>• ***Call Shop*** |
| | ***Client*** | Define a client for the report |
| | ***Invoice*** | Specify the name/number of a target invoice |

| | | |
|---|---|---|
| | ***Payment Account*** | Select from the drop-down list of predefined system payment accounts:<br>• ***Services***<br>• ***Products Fees***<br>• ***Extra Charges Outgoing***<br>• ***Extra Charges Incoming***<br>• ***SureTax***<br>• ***Calling Cards Fees***<br>• ***Accounts Receivable***<br>• ***Accounts Payable***<br>• ***General***<br><br>and all manually created accounts from the **Payment Accounts** section |
| **Output** | This form contains settings of the report output data<br><br>Click a 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** | |
| | ***Client*** | Name of a client |
| | ***Date*** | The date when an invoice was generated |
| | ***Payment Account*** | Type of a payment account:<br>• ***services***<br>• ***packages*** |
| | ***Invoice Number*** | Number of an invoice, used in the report |
| | ***Service*** | Type of services |
| | ***Description*** | Details specified in invoice templates, for example, the number of services, country code, code name, package name, etc. |
| | ***Volume*** | Volume of the service, for example, the duration of the event |
| | ***Unit*** | Unit that was used for rates and packages limits |
| | ***Rate*** | Price per 1 rating unit that was used |
| | ***Cost*** | Total price of used services/products |
| | ***Tax*** | Financial charge for services/products used in an invoice |
| | ***Currency*** | Currency used in invoices |
| | ***Period Start*** | Start period of an invoice |
| | ***Period Finish*** | End period of an invoice |
| | ***TZ*** | Timezone of invoices |
| | **Other output settings** | |
| | ***Type*** | Choose a format of the report from a drop-down list: **Web/CSV/Excel XLS/Excel XLSx** |
| | ***Send to*** | You can send generated reports via email. Also, it is possible to specify several emails.<br><br>⚠️ **Attention**<br><br>This feature is available only for **CSV/Excel XLS/Excel XLSx** formats of the report, it doesn't work with **Web**. |
| | ***Currency*** | Specify an output currency for the report. All values will be automatically converted to the specified currency in the report |

After selecting all needed parameters, click the **Query** button and the system will generate a report:

*Screenshot: Invoicing Report*




Moreover, you can create a template for reports and save specified parameters by clicking the **Save Query** button. Then, fill in the required fields in a pop-up window with settings, and confirm template creation.

**Tip**

To find more details about templates, please refer to the *Reports Templates* article in our **User Guide.**

## Invoicing Report buttons: export, chart.

You can export data to a **CSV** or **XLSx** file, which contains only currently displayed data, with no automatic request to update data while exporting.

1. To download a report in **.csv**, click the **Export to CSV** button above the report.
2. To download a **.xlsx** file, click the **Export to XLSx** button above the report.
3. You can check an actual date interval by clicking the **Info** icon. The displayed data could be different from the Interval specified above if there is no data for the period.

## Sharing a Report

Each time you get a report output, the system generates a unique link in the format of "/view?id=<uniq-string>". It allows sharing data between the users, even if they belong to different resellers (the feature works similarly to Share by Link in Google Drive).

The link refers to the report data valid for a specific moment.

**Example:** When you send a link to a report, you ensure the recipient would see the same data as you do. If you change data in the system (for example, perform rerating), the previously copied link to the report will display data valid for the moment of generation (even though the actual data is now different).

You can also view the additional information about the generated report by hovering over the **Info** icon, which is located under the **Output** section:

| Title | Description |
|---|---|
| Data Period | States the period set for a report |
| Generated by | Indicates the **Role** of the user who generated a report and specifies a generation time |