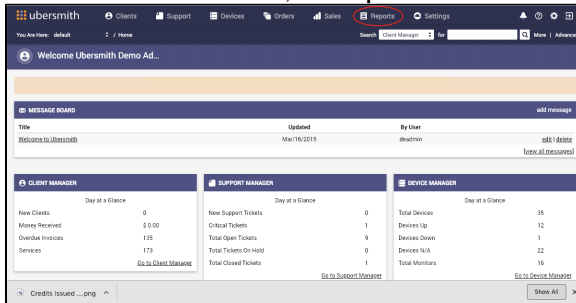


Using the Credits Issued Report

This report lists and totals account credits issued to your clients, filterable by date ranges for the current year and brand.

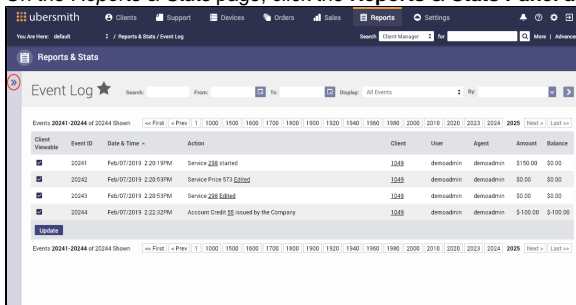
Accessing the Credits Issued Report

1. From the *Ubersmith Dashboard*, click **Reports**.

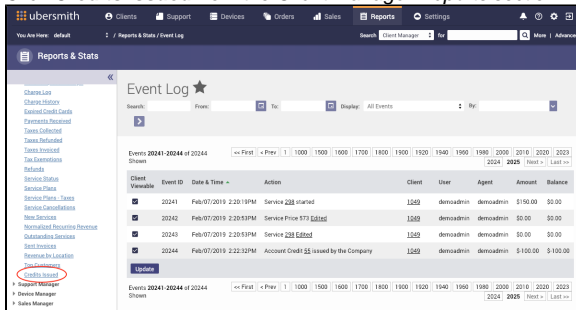


The *Reports & Stats* page appears.

2. On the *Reports & Stats* page, click the **Reports & Stats Panel** arrows to toggle the panel on.



3. Click **Credits Issued** from the *Client Manager Reports* section.



The *Credits Issued Report* appears.

Reading the Credits Issued Report

Once you access the Credits Issued Report, you will see several ways to view credits issued to your clients.

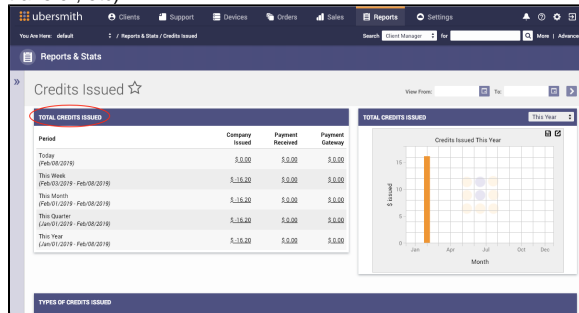
- The *Total Credits Issued* section lists credits broken down by the current daily, weekly, monthly, quarterly and yearly periods for company issued, payment received, and payment gateways credit categories. The *Company Issued* column represents account credits not representing actual money received from the client, such as refunds. The *Payment Received* and *Payment*

On this page:

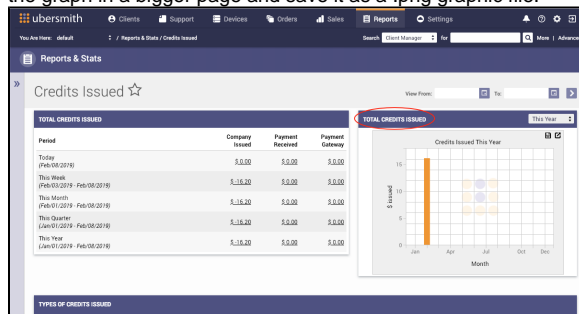
On this page:

- [Accessing the Credits Issued Report](#)
- [Reading the Credits Issued Report](#)
- [Viewing Brand-Specific Credits](#)
- [Viewing Credits for Specific Dates](#)
- [Viewing Details About Credits](#)
- [Related Topics](#)

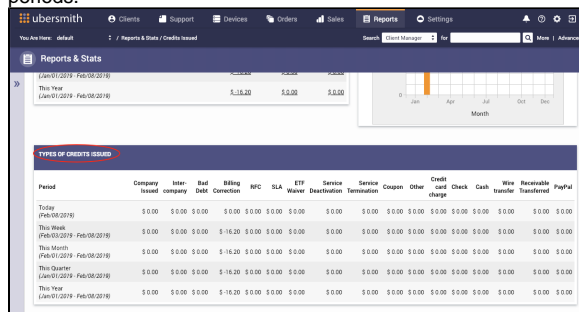
Gateway columns represent account credits for actual payments received (check, cash, wire transfer, etc).



- The *Total Credits Issued* section displays a graph that shows you how many current credits you have by a specified time period. You can select the time period that displays, either daily, weekly, monthly, quarterly, or yearly. Once you select a certain period of time, you can display the graph in a bigger page and save it as a .png graphic file.

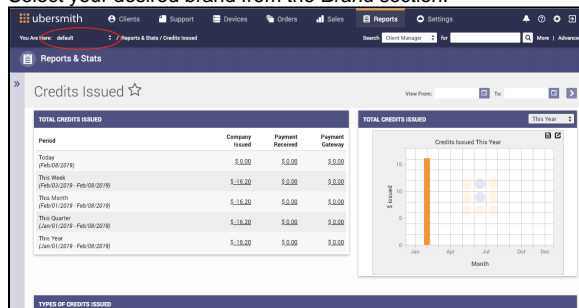


- The *Types of Credit Issue* section displays a chart that lists the dollar amounts granted for each type of credit issued, broken down by the current daily, weekly, monthly, quarterly, and yearly periods.



Viewing Brand-Specific Credits

- Access the [Credits Issued Report](#).
- Select your desired brand from the *Brand* section.

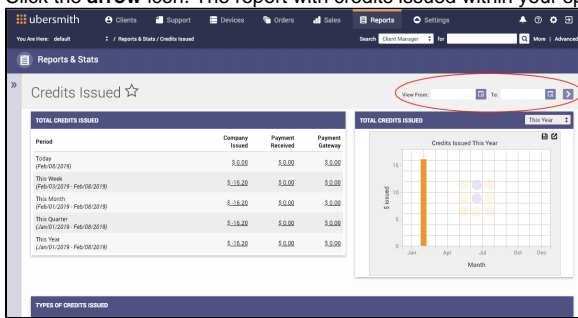


The *Credits Issued Report* for the selected brand appears.

Viewing Credits for Specific Dates

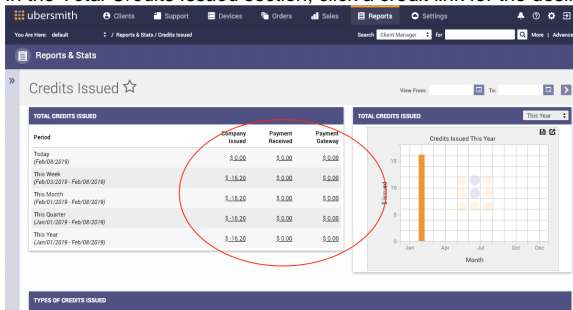
- Access the [Credits Issued Report](#).
- In the **View From** field, enter the beginning date of the date range you need.
- In the **To** field, enter the ending date of the date range you need.

- Click the **arrow** icon. The report with credits issued within your specified date range appears.



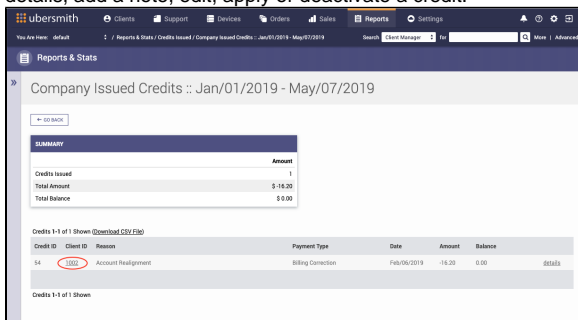
Viewing Details About Credits

- Access the [Credits Issued Report](#).
- In the **Total Credits Issued** section, click a credit link for the desired period.

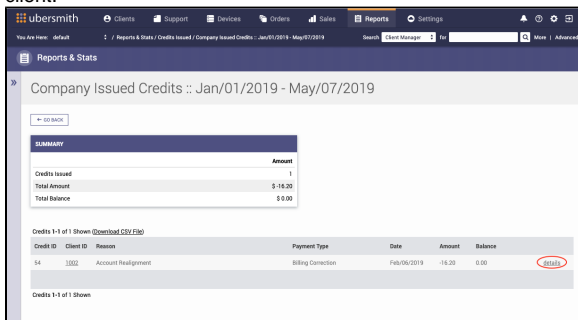


The **Company Issued Credits** page for that period displays.

- Click on the **Client ID** link to display the **Account Credits** page, where you can view credit details, add a note, edit, apply or deactivate a credit.



- Click on the **details** link to display the specific read-only **Account Credit Details** page for your client.



Related Topics

[Reports & Stats](#)