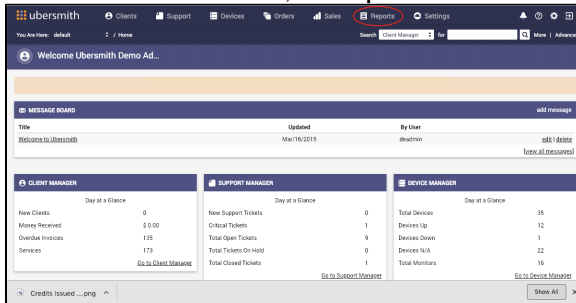


# Using the Credits Issued Report

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

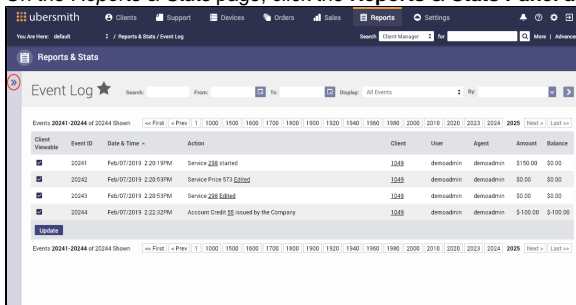
## Accessing the Credits Issued Report

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

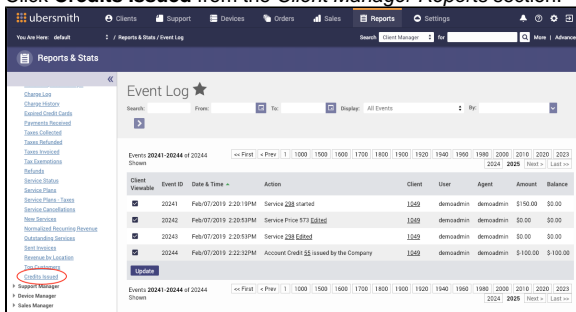


The *Reports & Stats* page appears.

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.

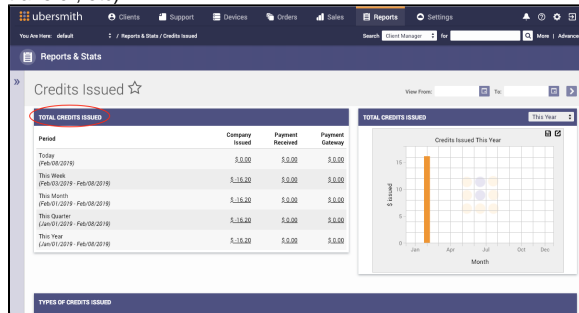
- The *Total Credits Issued* section lists credits broken down by the current daily, weekly, monthly, quarterly and yearly periods for company issued, payment received, and payment gateways credit categories. The *Company Issued* column represents account credits not representing actual money received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

### On this page:

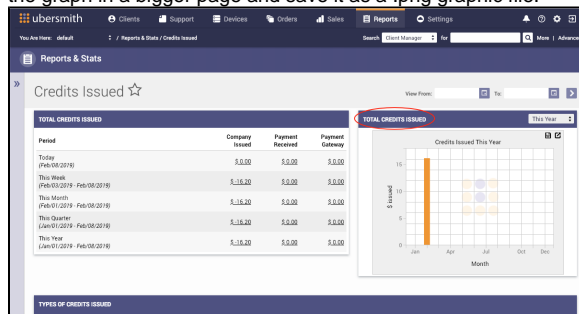
### On this page:

- [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](#)

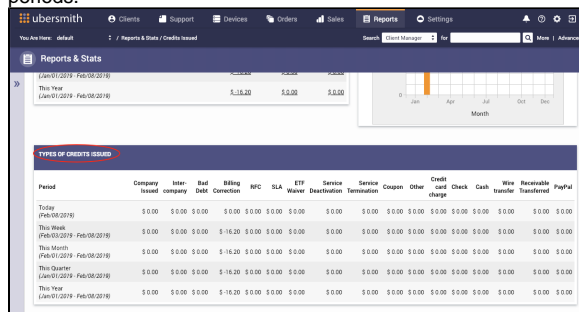
Gateway columns represent account credits for actual payments received (check, cash, wire transfer, etc).



- 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.

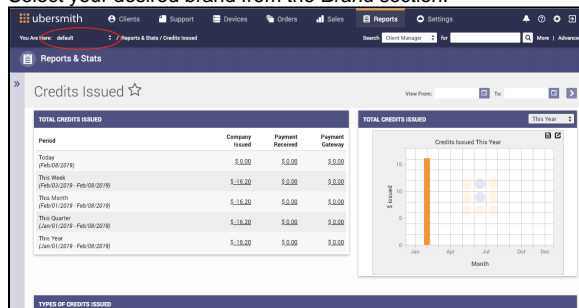


- The *Types of Credit Issue* section displays a chart that lists the dollar amounts granted for each type of credit issued, broken down by the current daily, weekly, monthly, quarterly, and yearly periods.



## Viewing Brand-Specific Credits

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

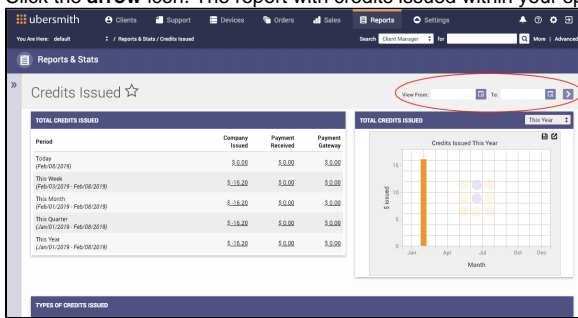


The *Credits Issued Report* for the selected brand appears.

## Viewing Credits for Specific Dates

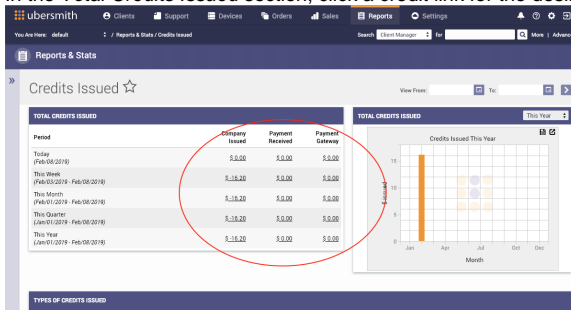
- Access the [Credits Issued Report](#).
- In the **View From** field, enter the beginning date of the date range you need.
- In the **To** field, enter the ending date of the date range you need.

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



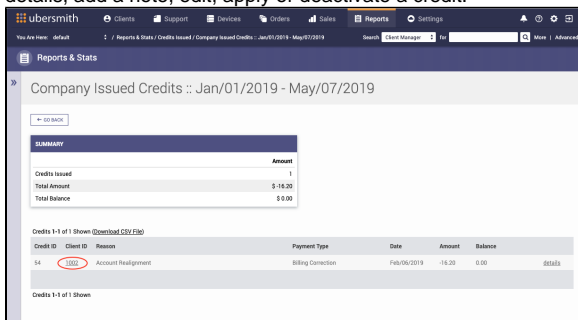
## Viewing Details About Credits

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

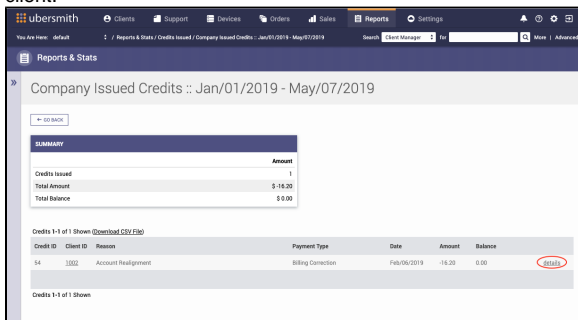


The **Company Issued Credits** page for that period displays.

- 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](#)