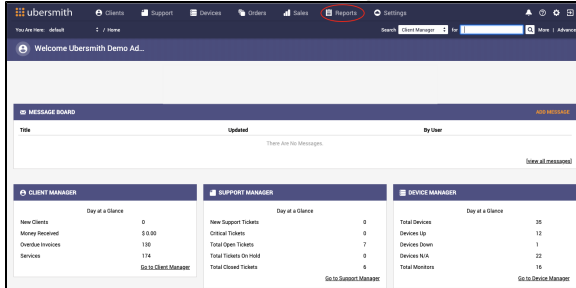


Using the Charge History Report

The Charge History report is a calendar-view breakdown of the number of accepted and declined charges for the selected month and selected brand. Clicking on a given total displays the Charge Log report for the date and type of charge result.

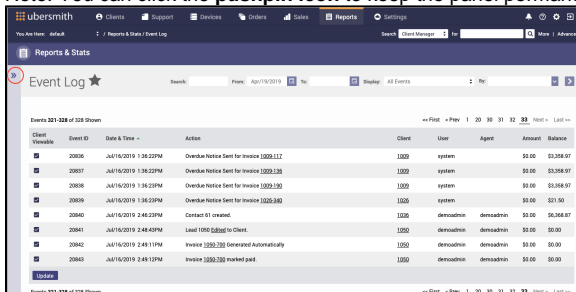
Accessing the Charge History Report

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

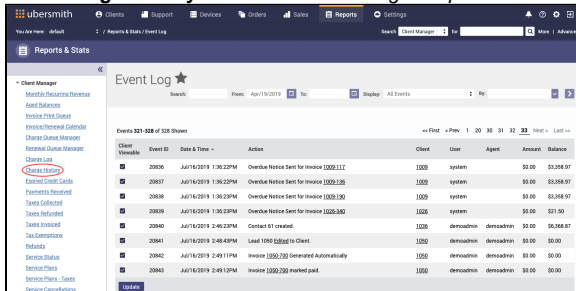


The *Reports & Stats* page appears.

2. On the *Reports & Stats* page, click the **Reports & Stats Panel arrows** to toggle the panel on. Note: You can click the **pushpin icon** to keep the panel permanently displayed.



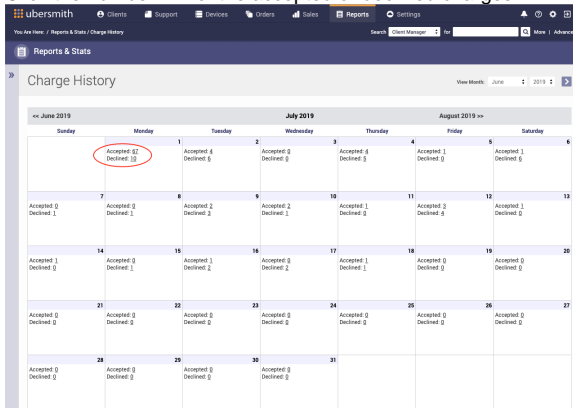
3. Click **Charge History** from the *Client Manager Reports* section.



The *Charge History Report* appears.

Reading the Charge History Report

1. [Access the Charge History Report.](#)
2. Click the number link of the accepted or declined charges.



The *Charge Log* report appears. See [Using the Charge Log report](#) for more information.

On this page:

On this page:

- [Accessing the Charge History Report](#)
- [Reading the Charge History Report](#)
- [Viewing Brand-Specific Charges](#)
- [Viewing Charges for Specific Dates](#)
- [Related Topics](#)

Viewing Brand-Specific Charges

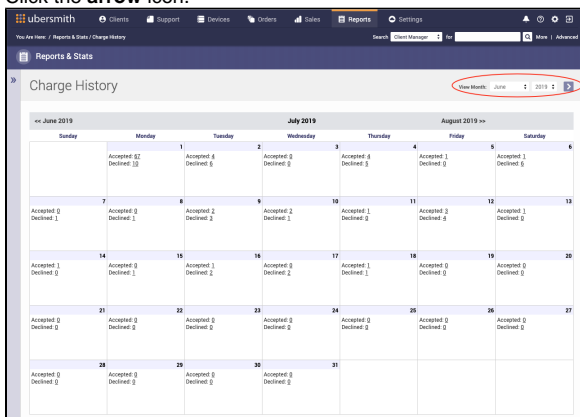
1. [Access the Charge History report.](#)
2. Select your desired brand from the **Brand** section.



The *Charge History* report for the selected brand appears.

Viewing Charges for Specific Dates

1. [Access the Charge History report.](#)
2. In the **View Month** field, select the month you need.
3. In the **Year** field, select the year you need.
4. Click the **arrow** icon.



The report with charges within your specified date range appears.

Related Topics

[Using the Charge Log Report](#)