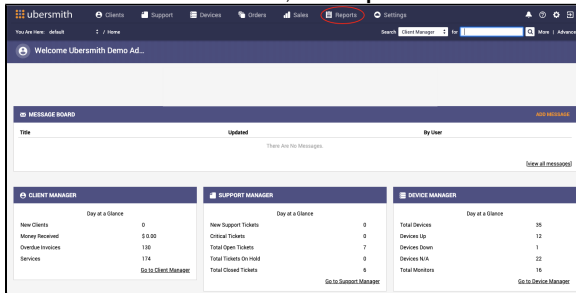


# Using the Charge Log Report

This report lists all charge attempts made during a specified time period. You can view either successful or declined charges, and filter by card type.

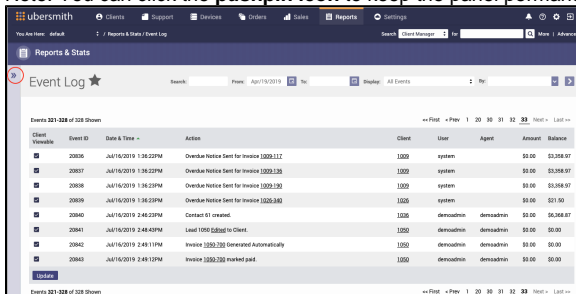
## Accessing the Charge Log Report

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

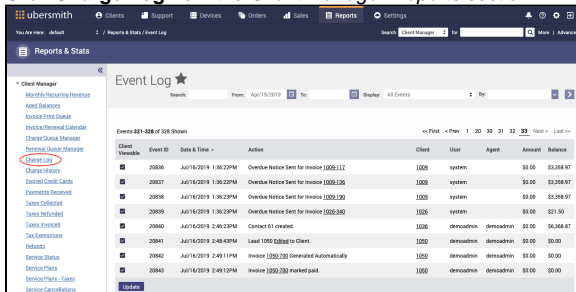


The *Reports & Stats* page appears.

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.



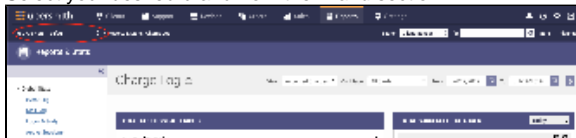
3. Click **Charge Log** from the *Client Manager Reports* section.



The *Charge Log* report appears.

## Viewing Brand-Specific Charges

1. Access the *Charge Log* report.
2. Select your desired brand from the *Brand* section.



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

## Viewing Accepted or Denied Charges

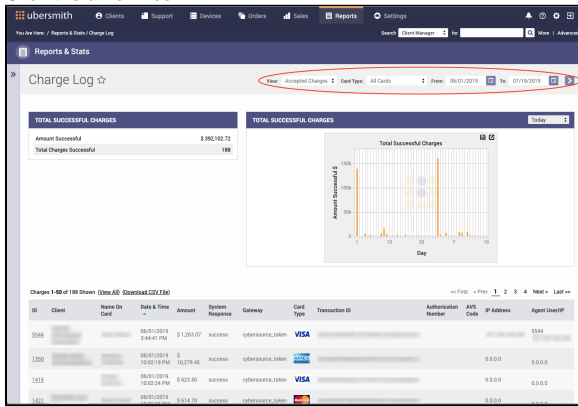
1. Access the *Charge Log* report
2. .
3. In the **View** field, select **Accepted Charges** or **Denied Charges**.
4. In the **Card Type** field, select **All Cards** or the specific card you want to view.
5. In the **From** field, enter the beginning date of the date range you need.
6. In the **To** field, enter the ending date of the date range you need.

### On this page:

### On this page:

- [Accessing the Charge Log Report](#)
- [Viewing Brand-Specific Charges](#)
- [Viewing Accepted or Denied Charges](#)
- [Viewing Details about Charges](#)
- [Related Topics](#)

7. Click the **arrow** icon.

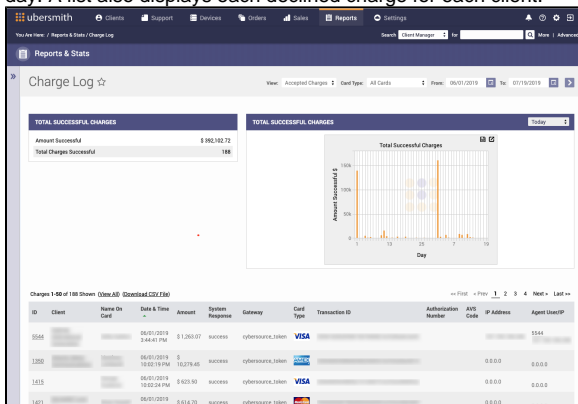


The report with either accepted or denied charges within your specified date range appears.

## Viewing Details about Charges

Once you [access the Charge Log report](#), you will see several ways to see charges, depend on the type of charge being viewed.

- If you are viewing accepted charges, you will see the total amount of money successfully charged and the total number of successful charges. A graph displays these amounts broken down by total amount per day. A list also display each successful charge for each client.
- If you are viewing declined charges, you will see the total amount of money lost and the total number of declined charges. A graph displays these amounts broken down by total amount per day. A list also displays each declined charge for each client.



## Related Topics

[Using the Charge History Report](#)