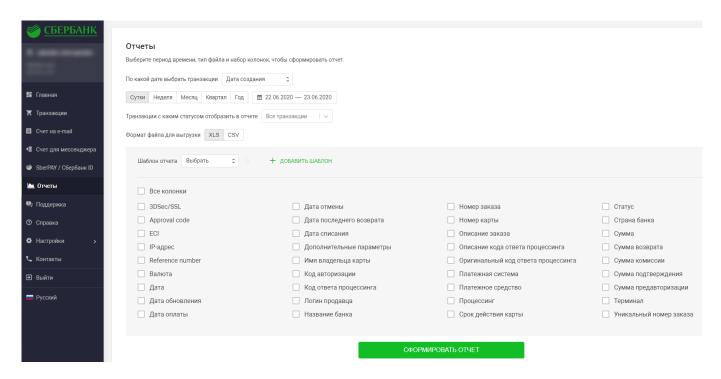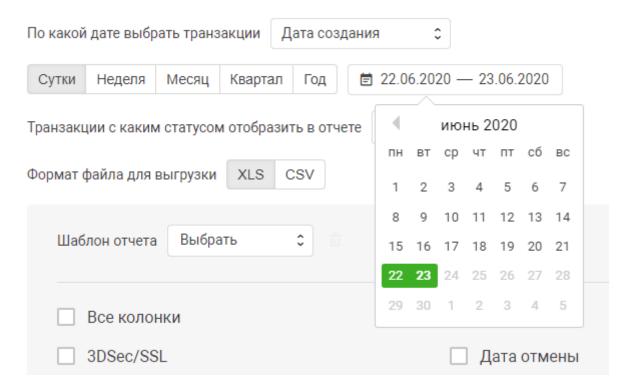# Reports

The **Reports** section allows you to generate reports on transactions based on a variety of parameters to choose from.
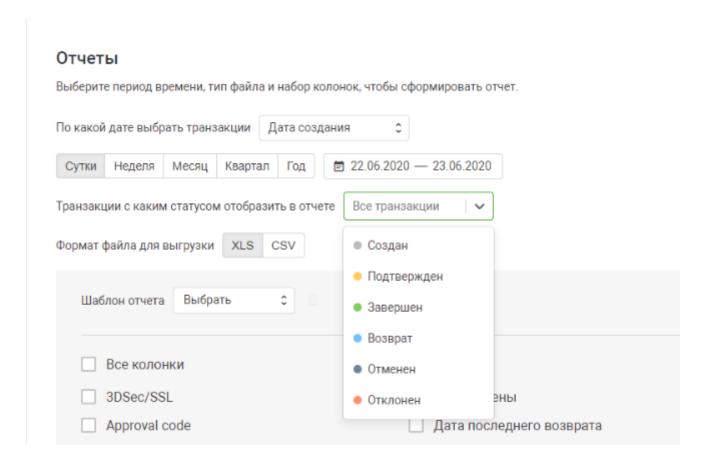
The page contains several filters to generate. You can select transactions by date:

- **Creation date**;
- **Refund date**;
- **Completion date**;
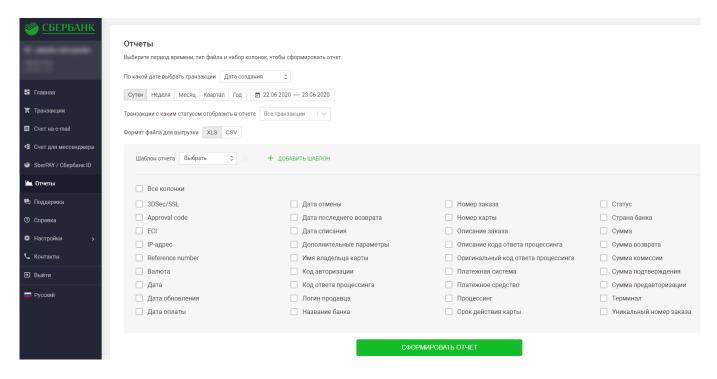- **Payment date**;
- **Reversal date**;

Below you can set the required period for consideration: Day, Week, Month, Quarter, Year, or set a specific period with dates using the calendar.
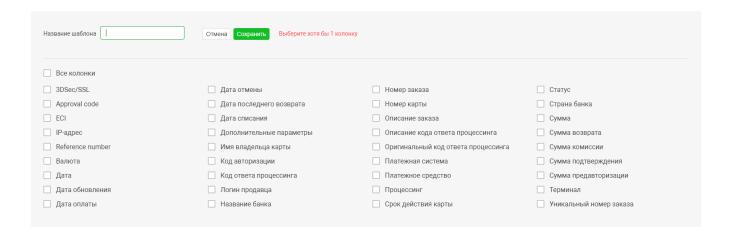
You can also filter transactions by their status.

The report can be downloaded to a .xls or .csv file. by clicking on the corresponding buttons.

Using the button **+ Add template**, you can create a template for the report right away. After clicking, enter the name of the future template in the field and select the column (s) below from the list that should be displayed in the report. Then click **Save**.

The saved template will be presented in the respectively named filter-box in the future.

If all columns presented in the list at the bottom of the page are selected to be displayed in the report, click the button **Create report**.

Was this page helpful?
(1) (1)