

## Report Scheduler

The report scheduler can be used to automatically generate reports at set intervals. The report is generated as a CSV file and downloadable through the portal. A link to the report is sent in an email. In addition to the email notification it is possible to configure webhook notifications.

## Scheduler filters

It is possible to filter schedulers based on the following parameters:

- **Account** - Show all scheduled reports for this account
- **Source** - Show all scheduled reports for this type of source. A source can be `Transactions`, `Refunds`, `Chargebacks` or `Fraud`.
- **Status** - Show all scheduled reports that are enabled or disabled.

## Range of transactions included in a report

The reports can be configured to run on a daily, weekly or monthly basis. The `Start date` controls when the report will be generated for the first time.

The range of transactions included in the report depend on the frequency of the report. As an example a weekly report will include the transactions for the last seven days from the `Start date`.

For a **daily** report scheduled to start on 10th of January:

- The first report will be sent on 10th of January and include transactions from:
  - 9th of January UTC+0 00:00:00.000 to
  - 9th of January UTC+0 23:59:59.999
- The second report will be sent on 11th of January and include transactions from:
  - 10th of January UTC+0 00:00:00.000 to
  - 10th of January UTC+0 23:59:59.999

For a **weekly** report scheduled to start on 10th of January:

- The first report will be sent on 10th of January and include transactions from:
  - 3rd of January UTC+0 00:00:00.000 to
  - 9th of January UTC+0 23:59:59.999
- The second report will be sent on 17th of January and include transactions from:
  - 10th of January UTC+0 00:00:00.000 to
  - 16th of January UTC+0 23:59:59.999

- Weekly is 7 days
  - 3rd - first day
  - 4th - second day
  - 5th - third day
  - 6th - fourth day
  - 7th - fifth day
  - 8th - sixth day
  - 9th - seventh day

For a **monthly** report scheduled to start on 1st of January:

- The first report will be sent on 1st of January and include transactions from:
  - 1st of December UTC+0 00:00:00.000 to
  - 31st of December UTC+0 23:59:59.999
- The second report will be sent on 1st of February and include transactions from:
  - 1st of January UTC+0 00:00:00.000 to
  - 31st of January UTC+0 23:59:59.999

## Creating a new scheduler

- Name - Name of the scheduler, does not have to be unique.
- Start date - must be in the future
- Account - Can only select one at a time
- Frequency - Can only select one
  - Daily - Once per day
  - Weekly - Once per week, the first occurrence will be the Start date, the second occurrence will be 7 days after that date.
  - Monthly - Once per month, the first occurrence will be the Start date, the second occurrence will be 30 days after that date.
- Source - Can only select one
  - Transaction - Pulls all transactions from the Account
  - Refunds - Pulls all refunds from the Account
  - Fraud - Pulls all fraud from the Account
  - Chargeback - Pulls all fraud from the Account
- Report Type
  - Summarised - Will return a CSV file with the total number of occurrences set in the Source on a single line.
  - Raw - Will return a CSV file with all the relevant fields with all the Transactions/Refunds/Fraud/Chargeback

## Transaction filter

- Filter - Data filter for the reports. This is an optional field which controls what data is included in the report. Multiple filters can be combined to work in a cumulative fashion. This means that the data included in the report will satisfy both the condition of Filter1 AND Filter2.

## Notifications

The user creating the scheduler will always receive the notification in their email upon creation of the report. It is possible to add up to 4 more email addresses for a total of 5. It is not possible to remove your own email address.

## Webhooks

If a URL is set in the webhook field, it will get called every time a report is created. The webhook is a JSON object with the following format:

```
{
  "_id": "id of the report scheduler",
  "type": "report_scheduler"
}
```

## CSV headers

The headers of the CSV reports generated through the scheduled reporter are described in the table below.

### Raw

CSV Header	Description	API field name
merchant_reference	Transaction merchant reference	transaction.merchant_reference
account_id	Transaction account ID	transaction.account
organisation_id	Account organisation ID	transaction.account.organisation
payment_product	Transaction payment product	transaction.payment_product
payment_product_type	Transaction payment product type	transaction.payment_product_type
processor	Transaction processor	transaction.processor
amount	Transaction amount	transaction.amount
status	Transaction status	transaction.status
card_bin	Transaction card bin	transaction.card.bin
card_issuer_country	Transaction card issuer country	transaction.card.issuer_country
shopper_interaction	Transaction shopper interaction	transaction.shopper_interaction
geo_location	Transaction geo location	transaction.geo_location
installments	Transaction installments	transaction.installments
reason_code	Transaction reason code	transaction.reason_code
fraud_type	Transaction fraud type	transaction.fraud.type
fraud_subtype	Transaction fraud subtype	transaction.fraud.subtype
blocked	Transaction blocked	transaction.blocked
tags	Transaction tags	transaction.tags
customer_country_code	Transaction customer country code	transaction.customer.country_code
customer_ip	Transaction customer ip	transaction.customer_ip
customer_city	Transaction customer city	transaction.customer.city

**Summarized**

CSV Header	Description
account_id	Account ID
account_name	Account name
account_currency_code	Account currency code
transactions_captured	Number of transactions captured
transactions_captured_amount	Accumulated amount of all captured transactions
transactions_authorised	Number of transactions authorised
transactions_authorised amount	Accumulated amount of all authorised transactions