How to automatically email a detailed call report for unbilled phone calls

This Report Export regularly emails a list of the calls that have not been billed to an account, so they can be followed up, for example every Monday. It uses the steps in *How to set up automatic emailing of reports*, with these report settings:

1. Create a Report Export as described in *How to set up automatic emailing of reports*: give it a name, choose the Email Send Account and recipients, and choose the schedule (for example **Monthly**, day 1).
2. On page 3 of the **Report Export** window, choose **Usage Reports** > **Pbx Calls** > **Grouped by Account Code**, then click **Next >**.
3. On page 4, choose these settings:
   - Under **Report type**, choose **Detailed (Show every call)**.
   - Under **Time Period**, set **Show data from** to the length of the period, for example 1 **weeks** for a weekly report.
   - Click the **Filter Accounts** tab, tick its **Filter** tick box, and tick **<unbilled>** in the list of accounts.
4. Click **Finish**.
5. To check it straight away, right-click the Report Export and click **Execute now** (see *How to set up automatic emailing of reports*).

Related articles

- *How to set up automatic emailing of reports*
- *How to open a telephone call report*
- *How to open a detailed call report for unbilled phone calls*

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