

§ User guide
ICP reporting

Last updated: April 18, 2024 Intcomex Cloud Operations







User guide— ICP reporting Overview

Intcomex Cloud Operations





ICP reporting: Overview

The Intcomex Cloud Platform (ICP) portal provides a variety of reports to help you better manage your acquired services. These reports are updated daily after the end-of-day processing (12:00 AM UTC) and can be downloaded as often as needed.

In this guide, we'll walk through the most important reports, along with others that can help you enhance your platform management.





User guide— ICP reporting Management module

Intcomex Cloud Operations



ICP reporting: Management module

To access the reporting dashboard, just click the option in the top-left corner of the screen (see image).

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ICP reporting: Management module

Once you're logged in, you'll see the different reports listed in the **My Reports** menu on the left. On the right, the frequently used reports will be displayed.

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ICP reporting: Management module

Below are the key reports you should know about:

- AUDIT LOG: Accounts Modified, MFA Users
- CUSTOMERS: Reseller End Customers
- **REPORTS FOR ACCOUNTING**: Invoice Aggregation
- SALES: All Product Account with fields, Azure Forecast Report, Azure Plan Insights, Microsoft Security Report, MSCSPSeats
- SUBSCRIPTIONS: Renewal Overview





User guide— ICP reporting

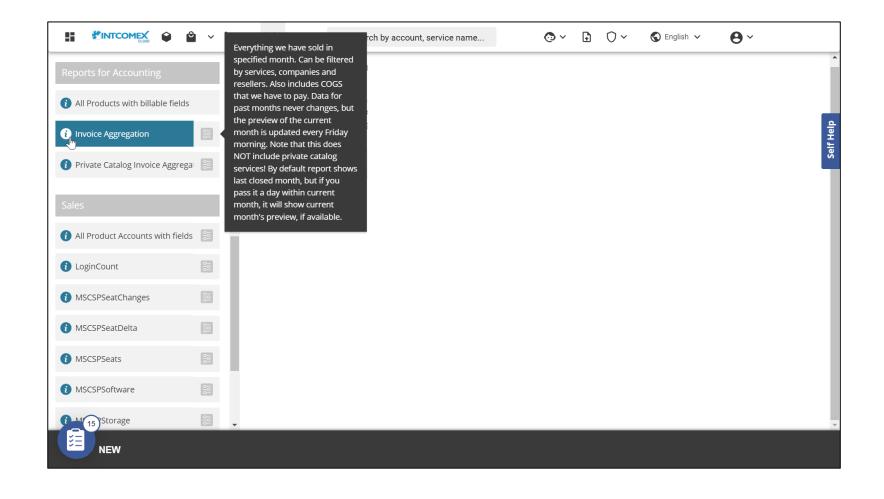
ICP reporting Key reports (Invoice aggregation)



Intcomex Cloud Operations

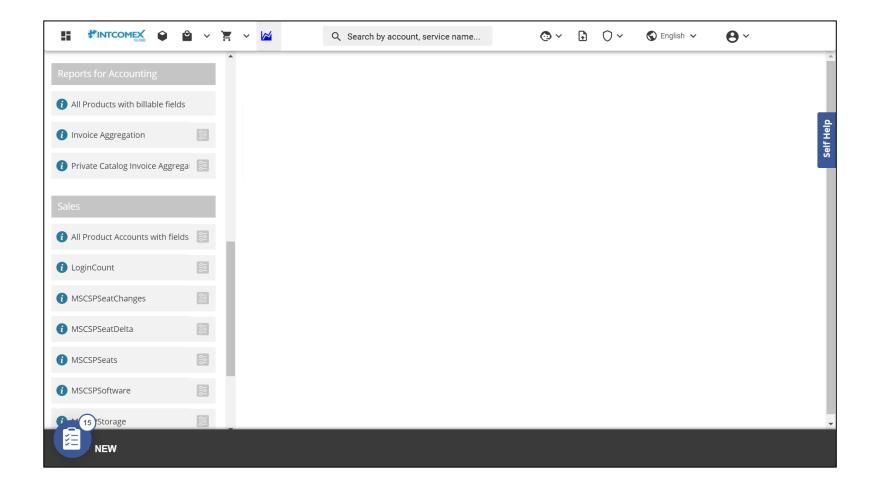


The **Invoice aggregation** report shows the sales made in a specific month and helps us reconcile the invoices issued by Intcomex for CSP services.



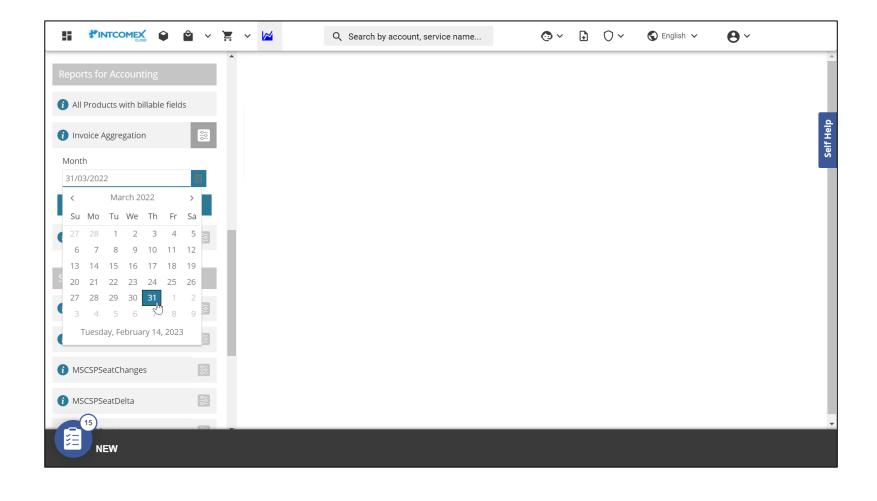


To get this report, go to the left side of the reporting module and scroll down until you find the **Reports for Accounting** submenu.





Next, click the filter button for the **Invoice aggregation** option. Then, choose the last day of the month for which you want to generate the report. Finally, click the **Execute** button.





The information is loaded into the portal, but for better visibility, we recommend downloading it as an Excel file. To do so, just click the **EXPORT** button in the bottom toolbar, then choose the **XLSX** option.

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Once you download and open the Excel file, you'll find different fields that provide a detailed breakdown of the costs and prices for the CSP services you've acquired.

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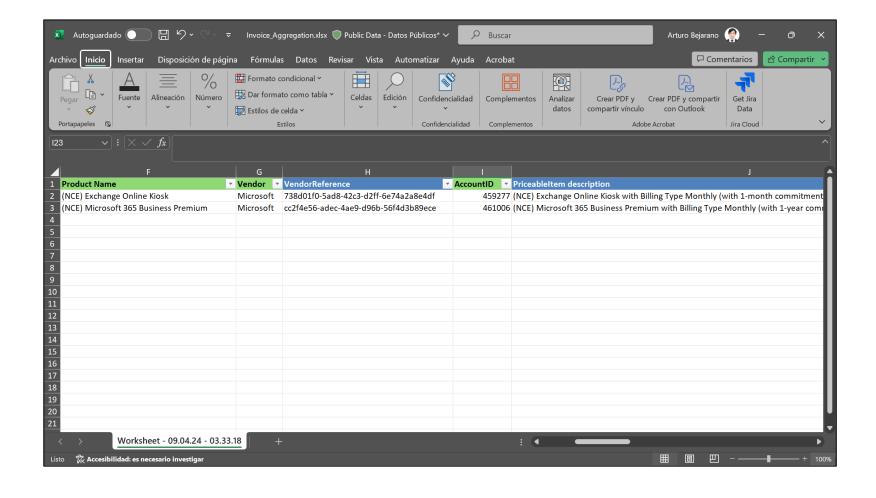
The **Company** field displays your company's name, while the **End Customer Company** field shows your client's company name. The **Customer VAT ID** field contains identifying information for your client (like RUC, RUT, etc.), which you should have filled out earlier.

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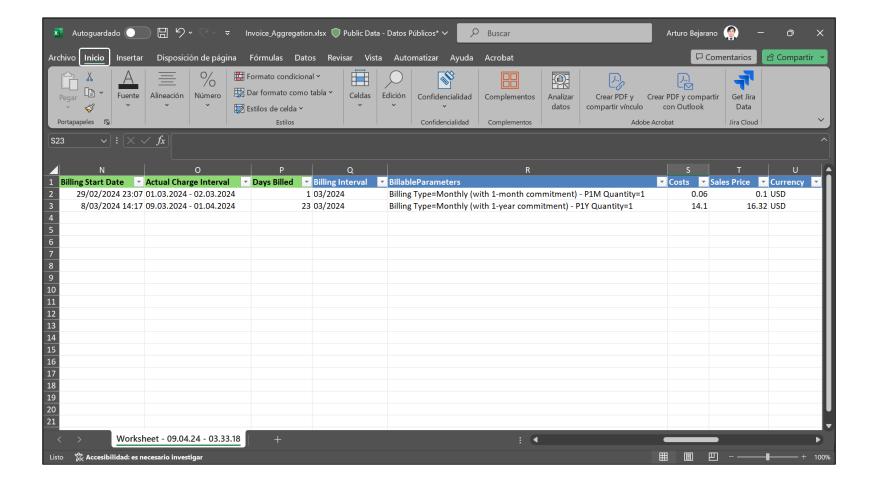


The **Product Name** field shows the name of the service you purchased, while the **Vendor** field indicates the provider of that service. The **Account ID** field displays a number that acts as a unique identifier for each provisioning line created in the ICP portal.





The **Billing Start Date** field shows the time and date when the provisioning took place. The **Actual Charge Interval** field displays the billing period, while the **Days Billed** field indicates the number of days being billed.







The **Billing Interval** field shows the month you're being billed for, while the **Billable Parameters** field details the provisioning frequency and the number of licenses purchased.

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The **UDRC Value** field shows the number of licenses purchased for each provisioning line. The **Unit Cost** and **Unit Sales Price** fields display the individual cost and sales price for each provisioning, while the **Total Cost** and **Total Sales Price** fields show the overall cost and sales price.

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The amount shown on the invoice (before taxes) for CSP services should match the total cost of all the provisioned items combined.

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User guide— ICP reporting

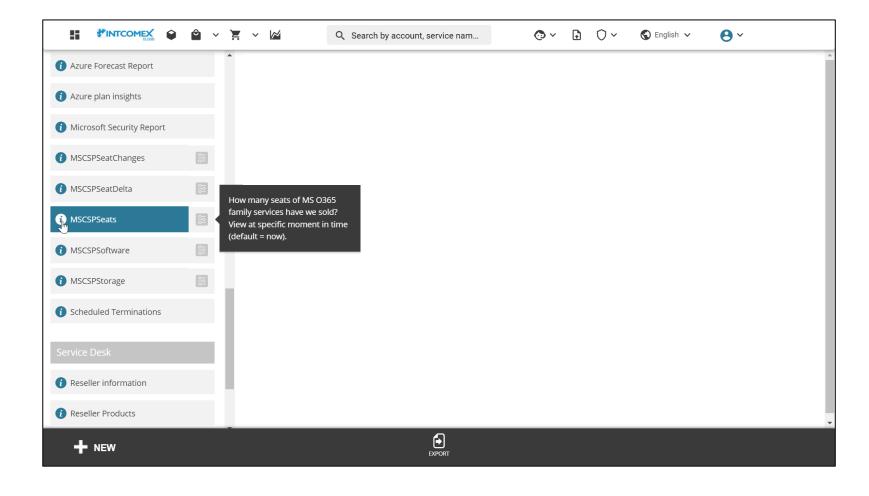
ICP reporting Key reports (MSCSPSeats)



Intcomex Cloud Operations

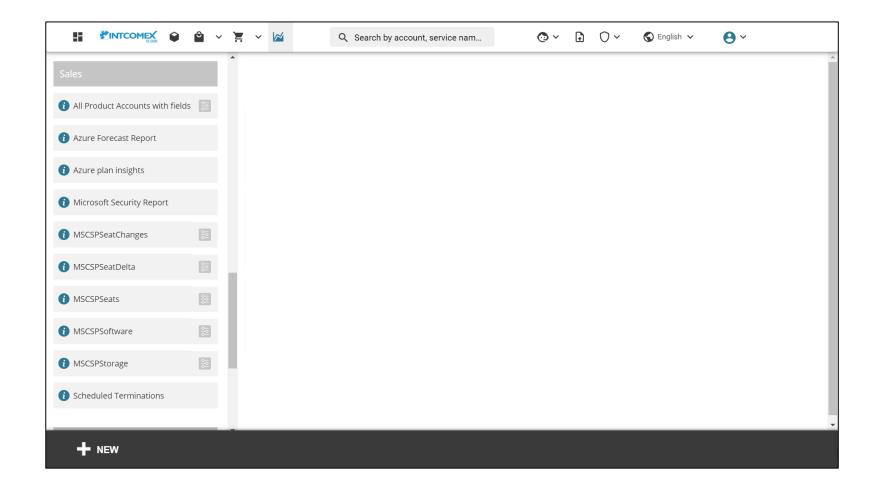


The **MSCSPSeats** report shows the number of seats sold on a given date.



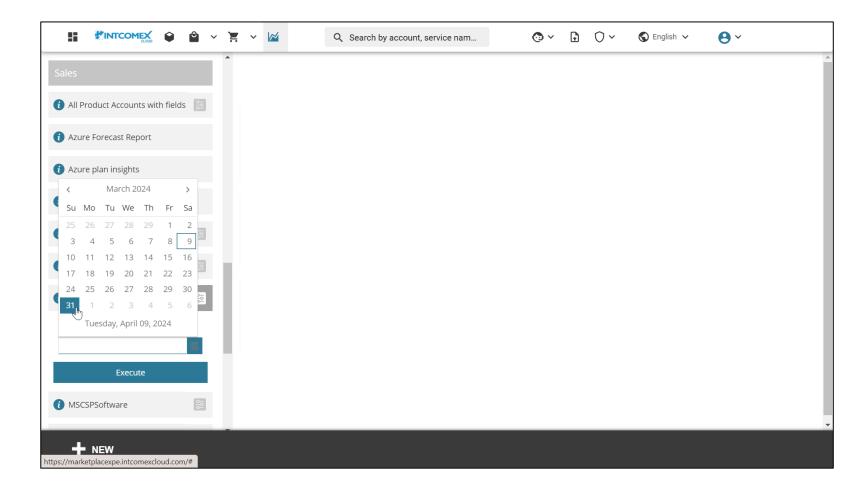


To get this report, go to the left side of the reporting module and scroll down until you find the **Sales** submenu.





Then, click the filter button for the **MSCSPSeats** option. After that, choose the last day of the month for which you want to generate the report. Finally, click the **Execute** button.







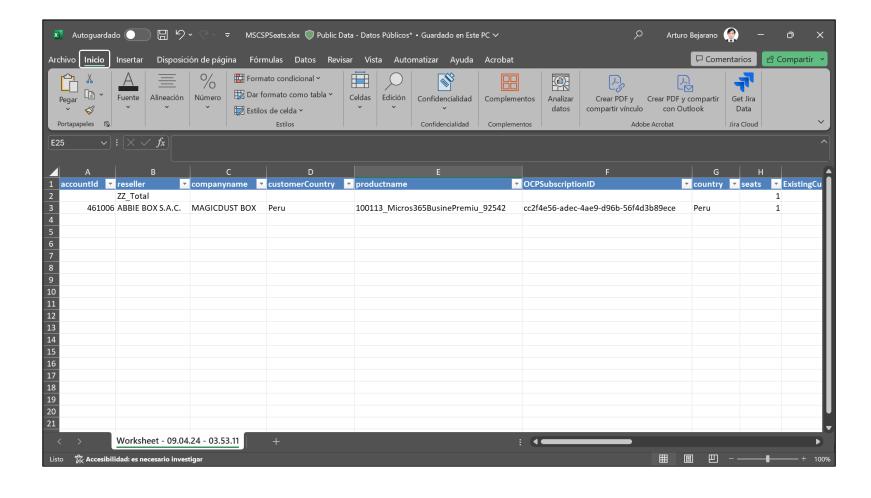
The information is loaded in the portal, but to see it more clearly, we suggest downloading it as an Excel file. To do so, just click the **EXPORT** button at the bottom and then select the **XLSX** option.

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Once you download and open the Excel file, you'll find different fields that give you details about the number of active Microsoft subscription seats on the date you selected earlier.







The **accountId** field displays the identifier for each subscription, while the **companyName** field shows the account where the provisioning took place.

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The **seats** field indicates how many seats were purchased for each subscription, while the **BillingStartDate** field shows the date when the provisioning for each subscription was completed.

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The **ProductDisplayName** field shows the name of the subscription you purchased, while the **BillingType** field explains the billing type chosen for each one.

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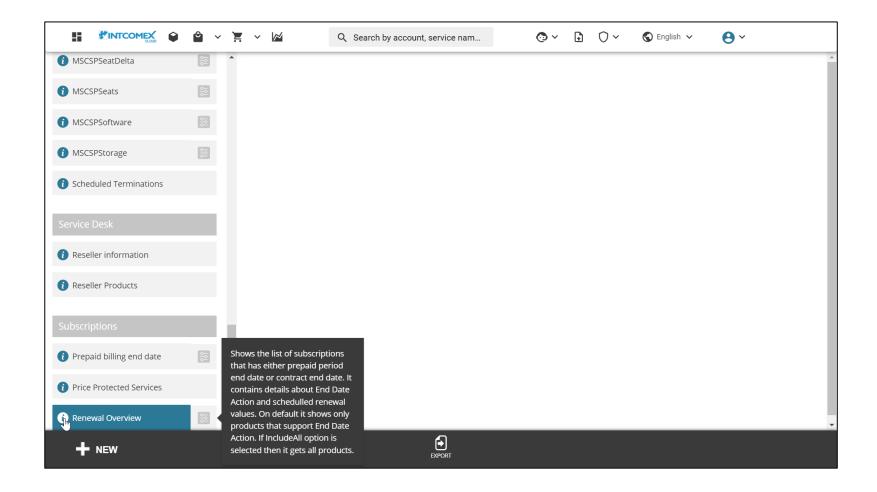


User guide— ICP reporting Key reports (Renewal overview)

Intcomex Cloud Operations

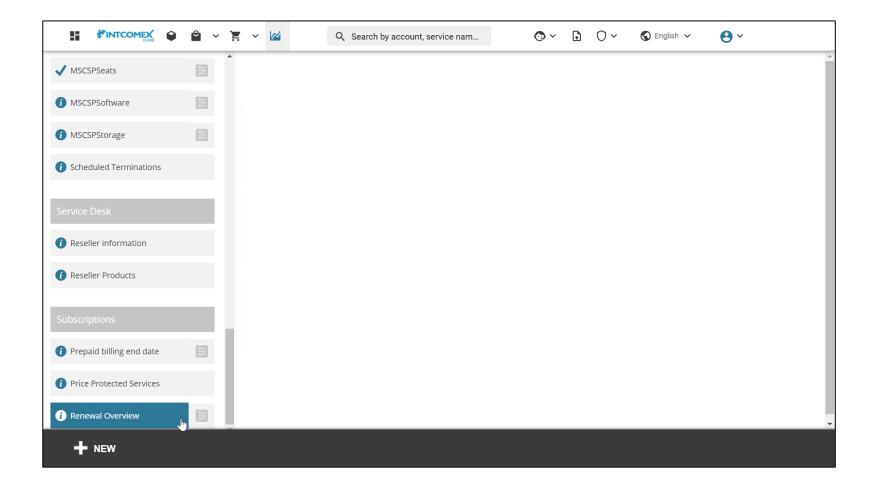


The **Renewal Overview** report is a new tool that gives you consolidated information on active subscriptions and provides more detailed insights into the current setup of each one.



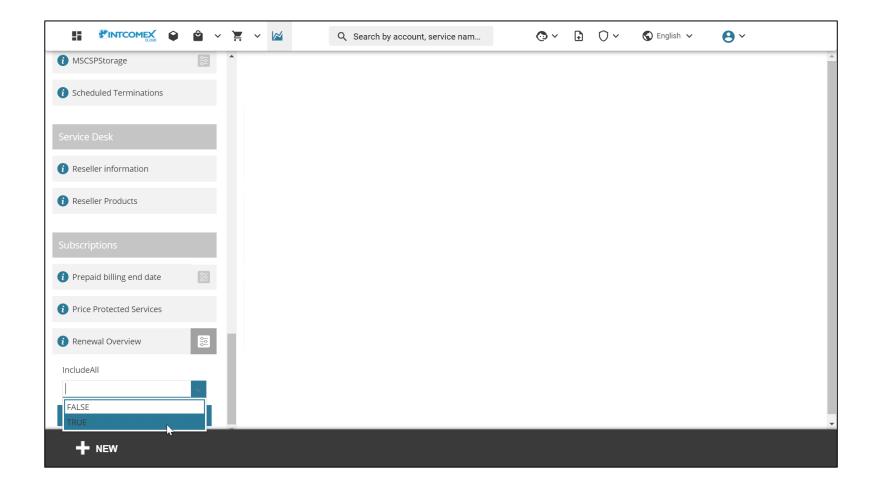


To get this report, just go to the left side of the reporting module and scroll down until you see the **Subscriptions** submenu.





Click the filter button, then select one of the two options in the **IncludeAll** dropdown. If you choose **FALSE**, you'll get a renewal report for just NCE subscriptions. If you select **TRUE**, it will generate a renewal report for all services. Finally, click the **EXECUTE** button





The information is loaded in the portal, but to see it more clearly, we suggest downloading it as an Excel file. Just click the **EXPORT** button at the bottom and then select the **XLSX** option.

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Once you download and open the Excel file, you'll find different fields that show the renewal date and configuration for each active service.

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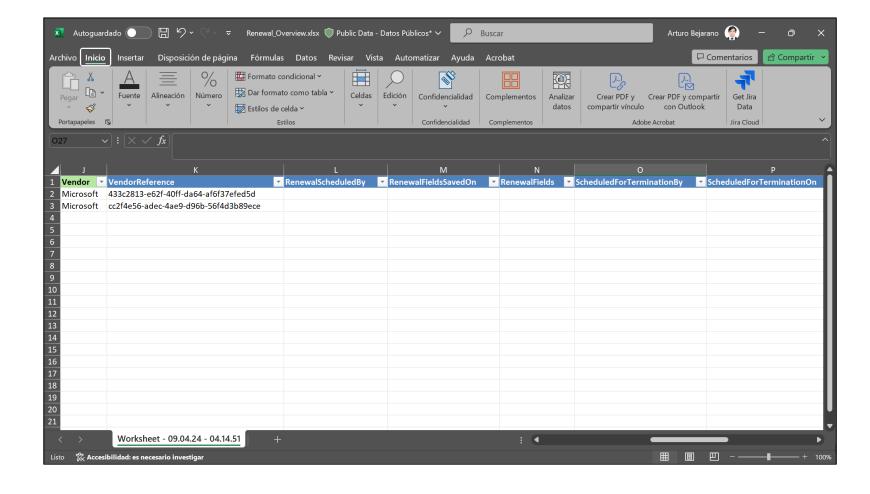


The **accountId** field shows the identifier for each service provisioned in ICP. Meanwhile, the **ContractEndDate** and **EndDateAction** fields indicate the renewal date of the subscription and the configuration applied for that event, respectively.

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Finally, the Vendor field shows the brand that the provisioned service belongs to.







User guide— ICP reporting Other reports

Intcomex Cloud Operations





ICP reporting: Other reports (Accounts modified)

The **Accounts Modified** report allows you to view the changes or modifications made to various services since a certain date.

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ICP reporting: Other reports (MFA users)

The **MFA** Users report lets us identify internal users who have multi-factor authentication configured to access ICP.

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ICP reporting: Other reports (Reseller end customers)

The **Reseller End Customers** report gives you details about all the active companies under your organization as a reseller.

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ICP reporting: Other reports (All product accounts w. fields)

The **All Product Accounts with Fields** report provides a list of active provisions for a specific service on a particular date.

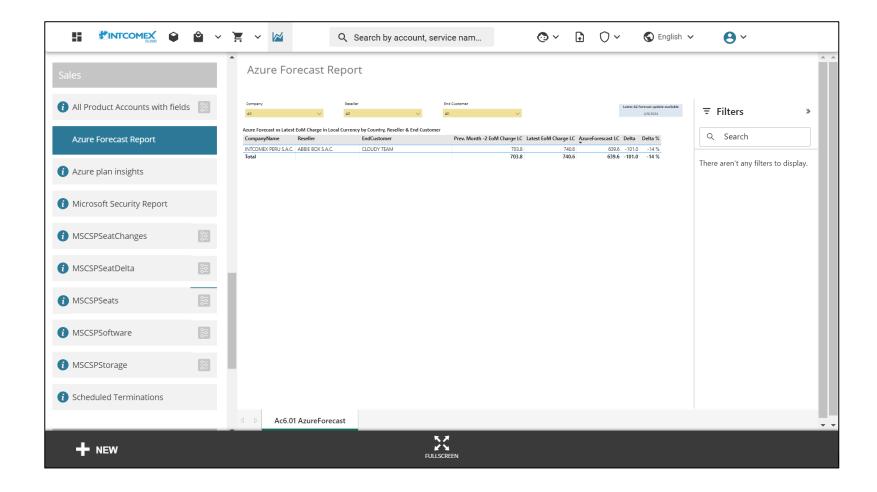
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ICP reporting: Other reports (Azure forecast report)

The **Azure Forecast Report** provides a forecast of consumption for active Azure Plan subscriptions based on the last two months of billing.

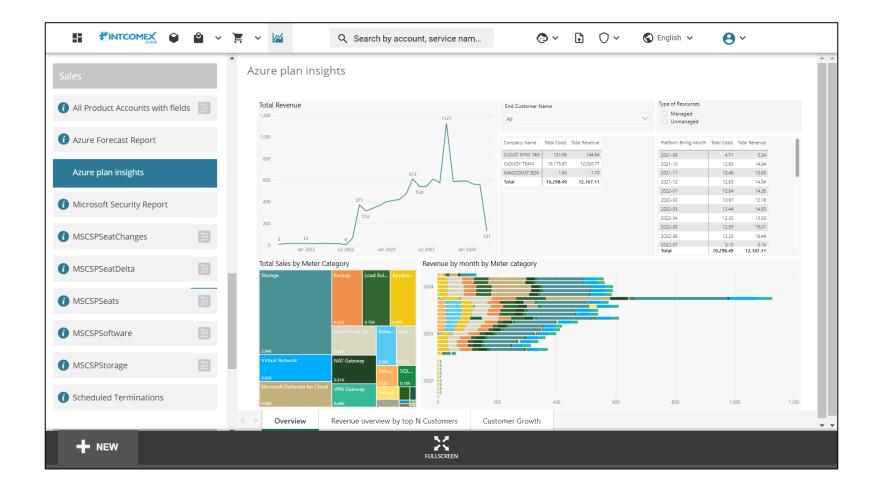






ICP reporting: Other reports (Azure plan insights)

The **Azure Plan Insights** report offers everything from a chart of historical revenue to detailed billing information for each Azure Plan subscription or end customer.





ICP reporting: Other reports (Microsoft security report)

The **Microsoft Security Report** gives detailed information about the security measures in place for each tenant. Both Global Admins and Azure Admins need to be well-protected against threats from external users. That's why it's important to share the current security status with each end customer to help minimize risks.

