INTCOMEX CLOUD

User guide

ICP reporting

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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.

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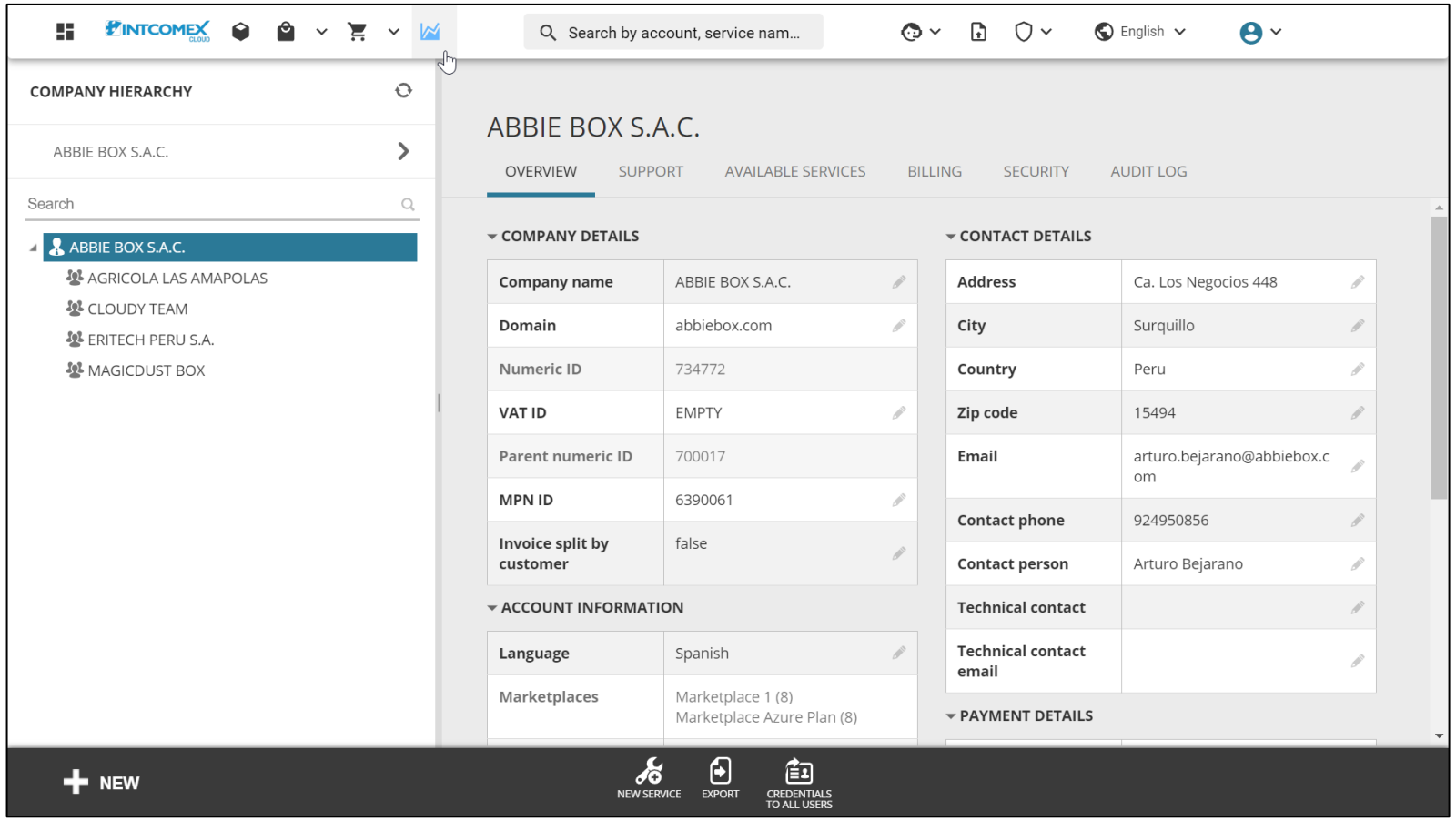
ICP reporting

Management module

Intcomex Cloud Operations

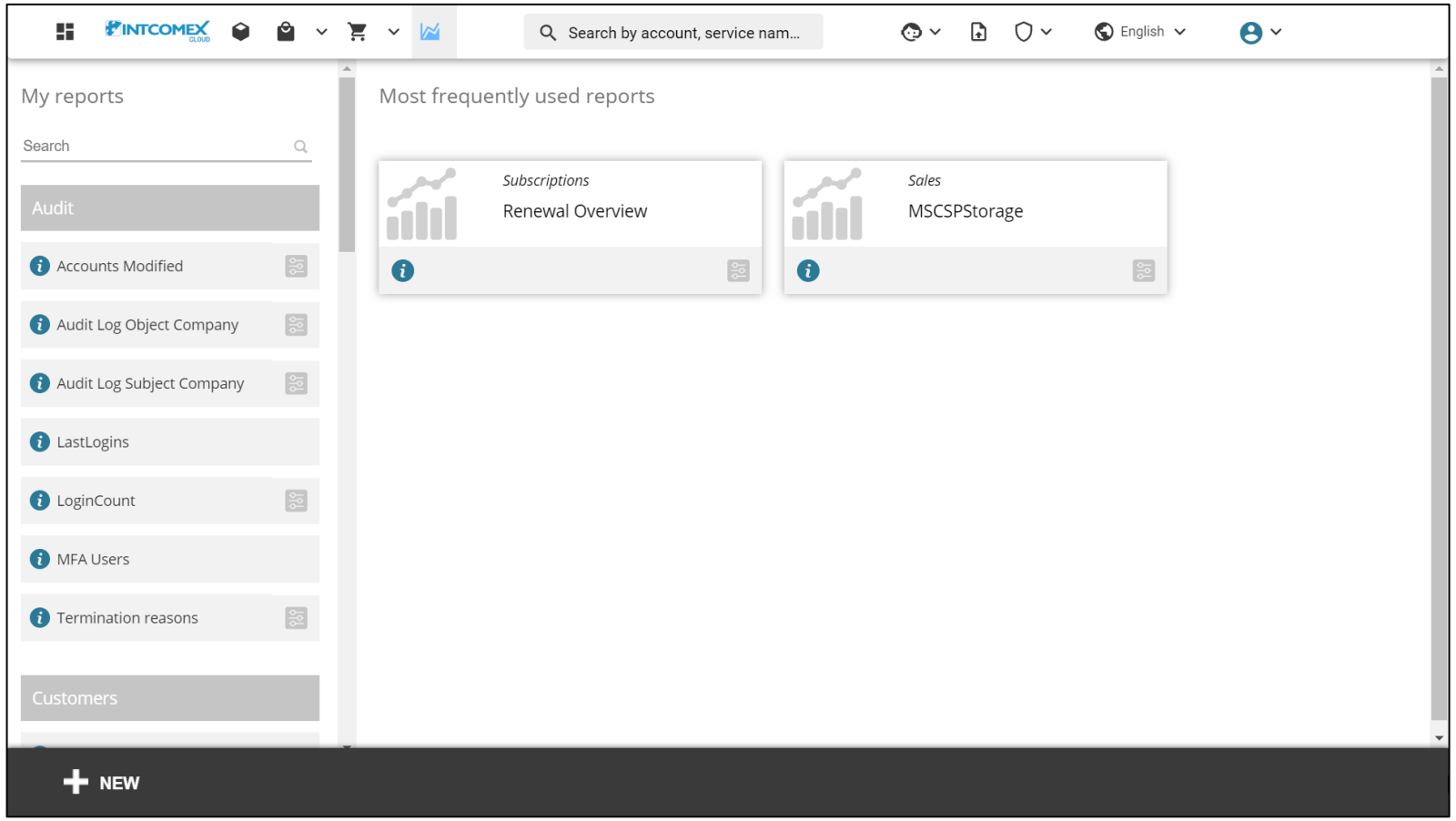
ICP reporting: Management module

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



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.



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

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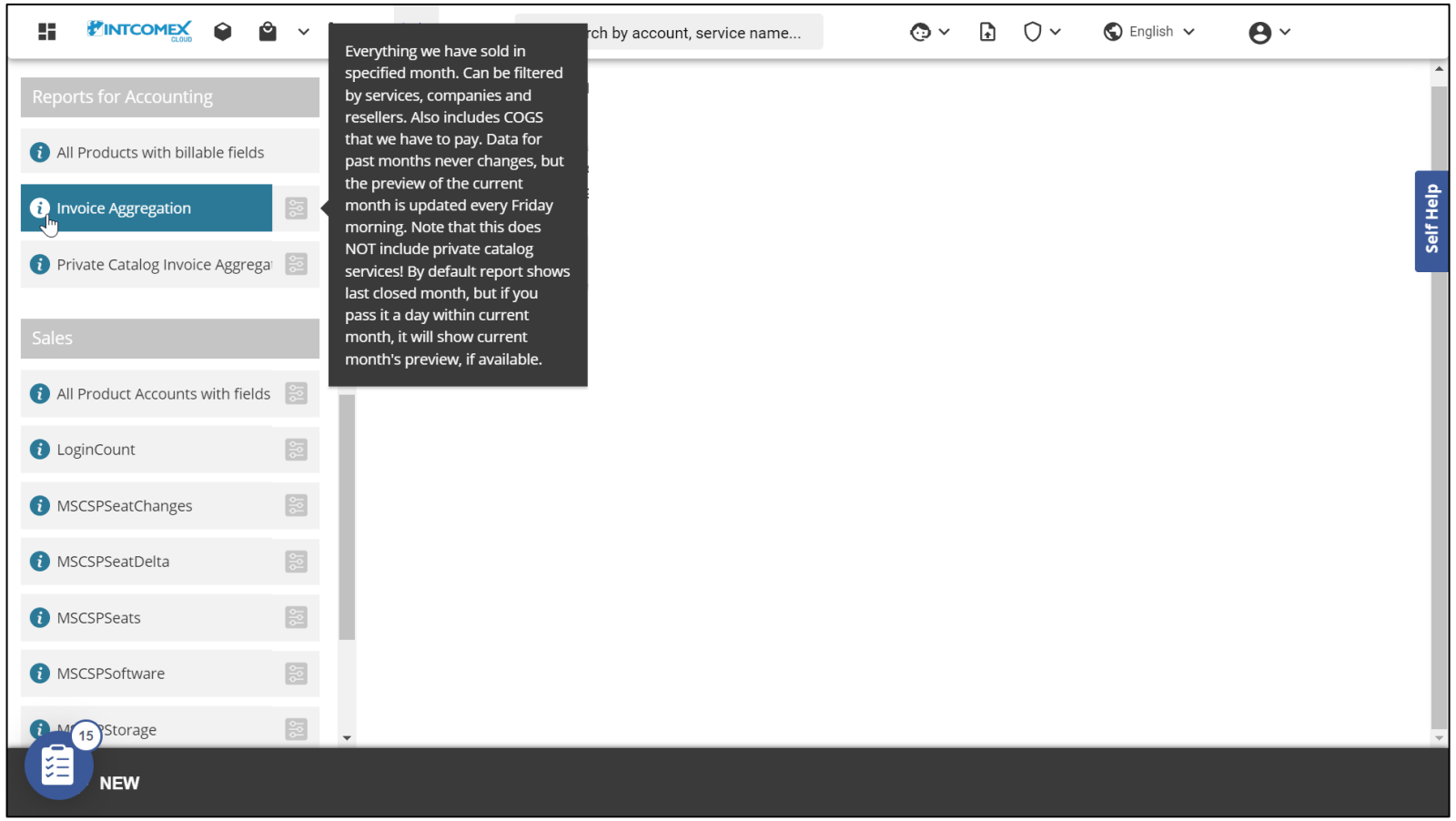
Key reports (Invoice aggregation)

Intcomex Cloud Operations

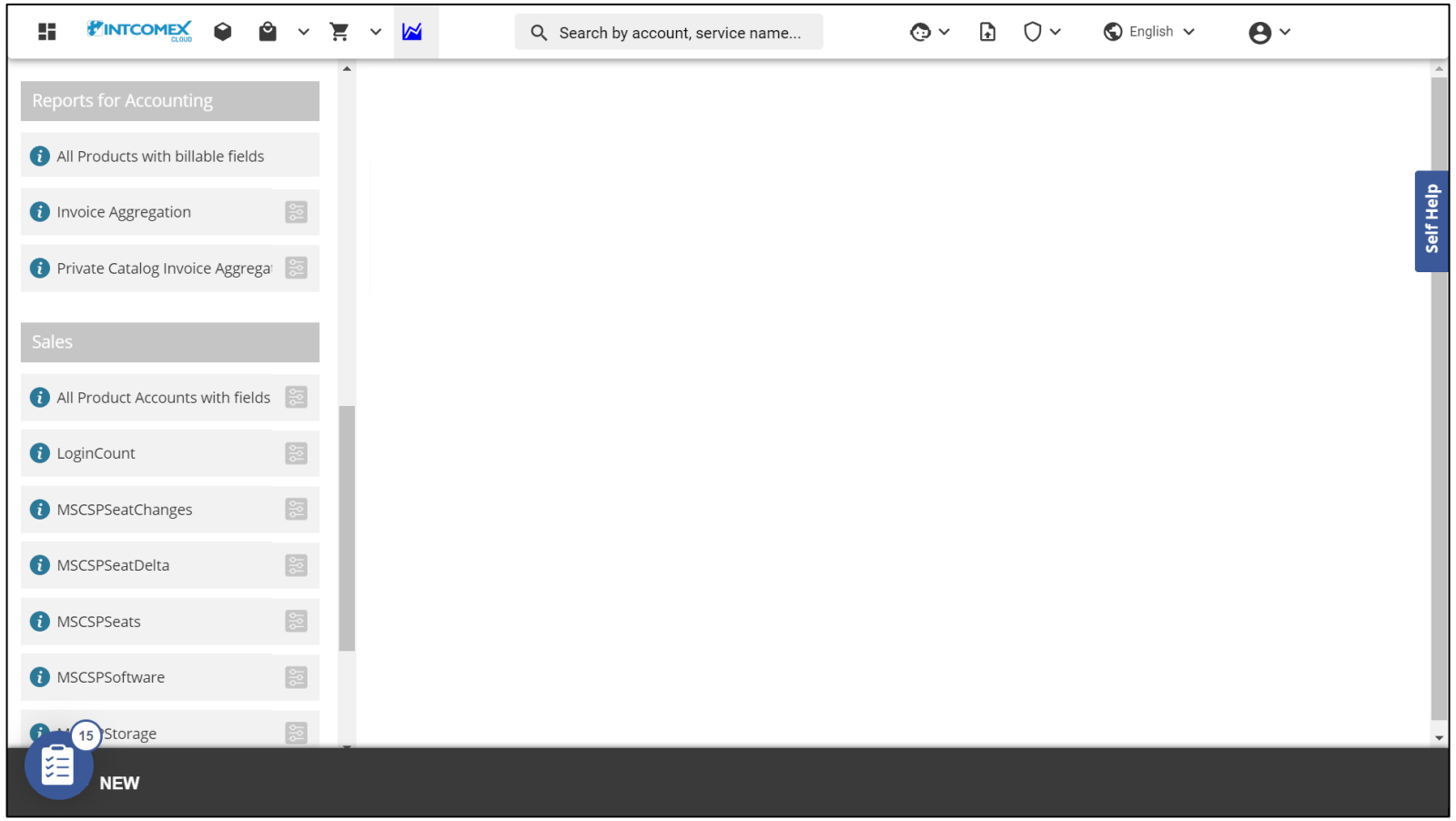
ICP reporting: Key reports (Invoice aggregation)

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



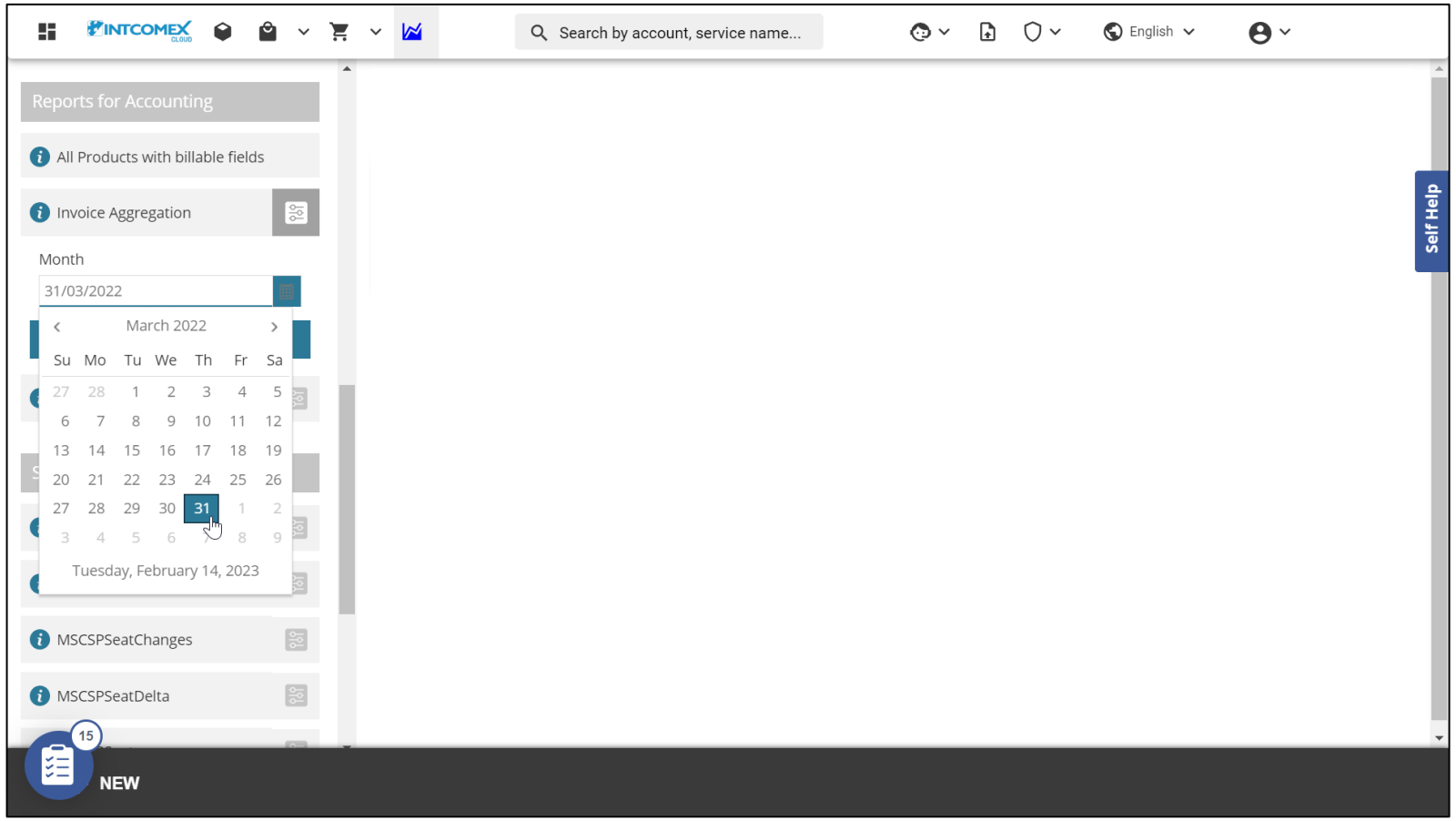
ICP reporting: Key reports (Invoice aggregation)

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



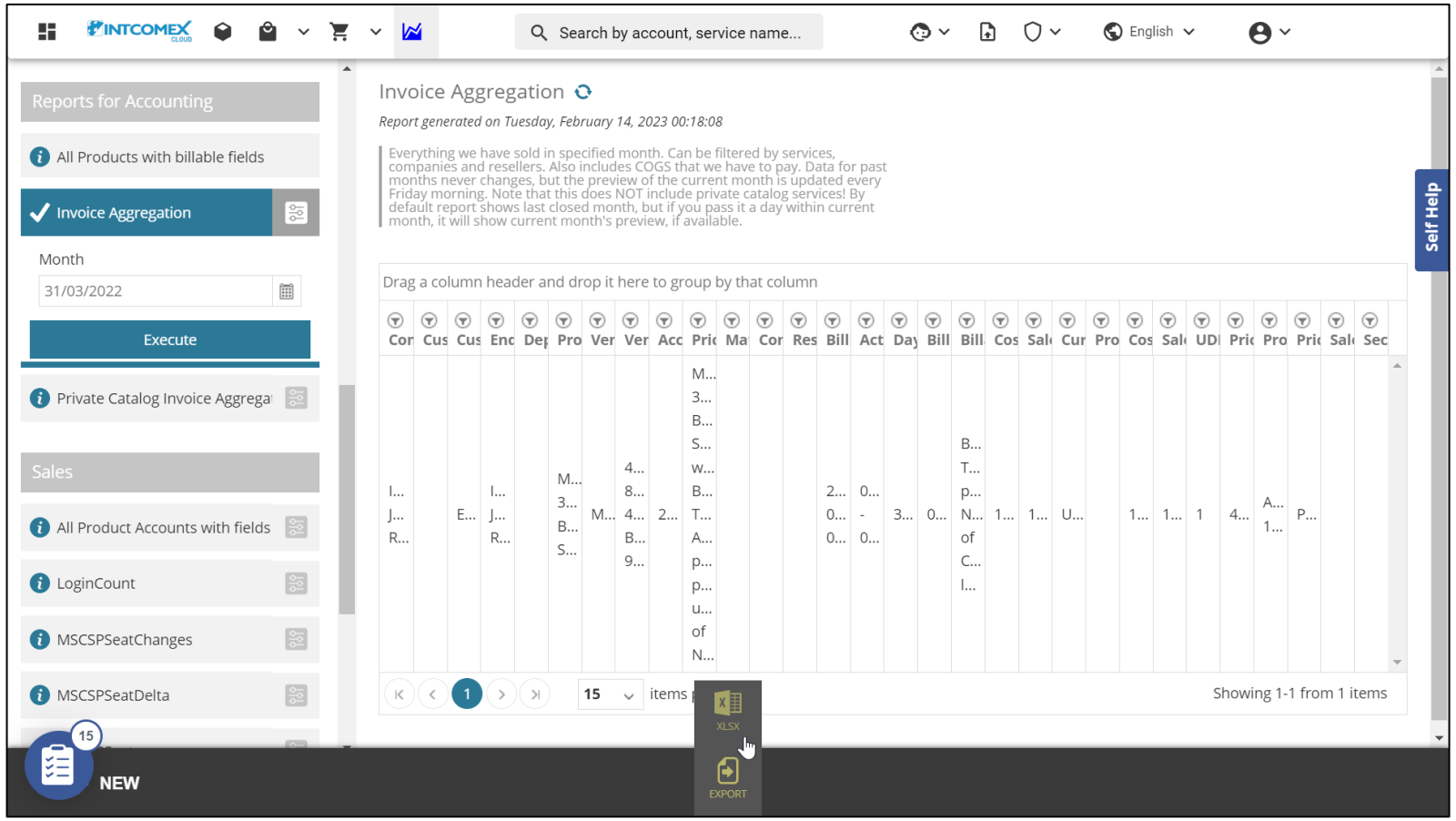
ICP reporting: Key reports (Invoice aggregation)

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.



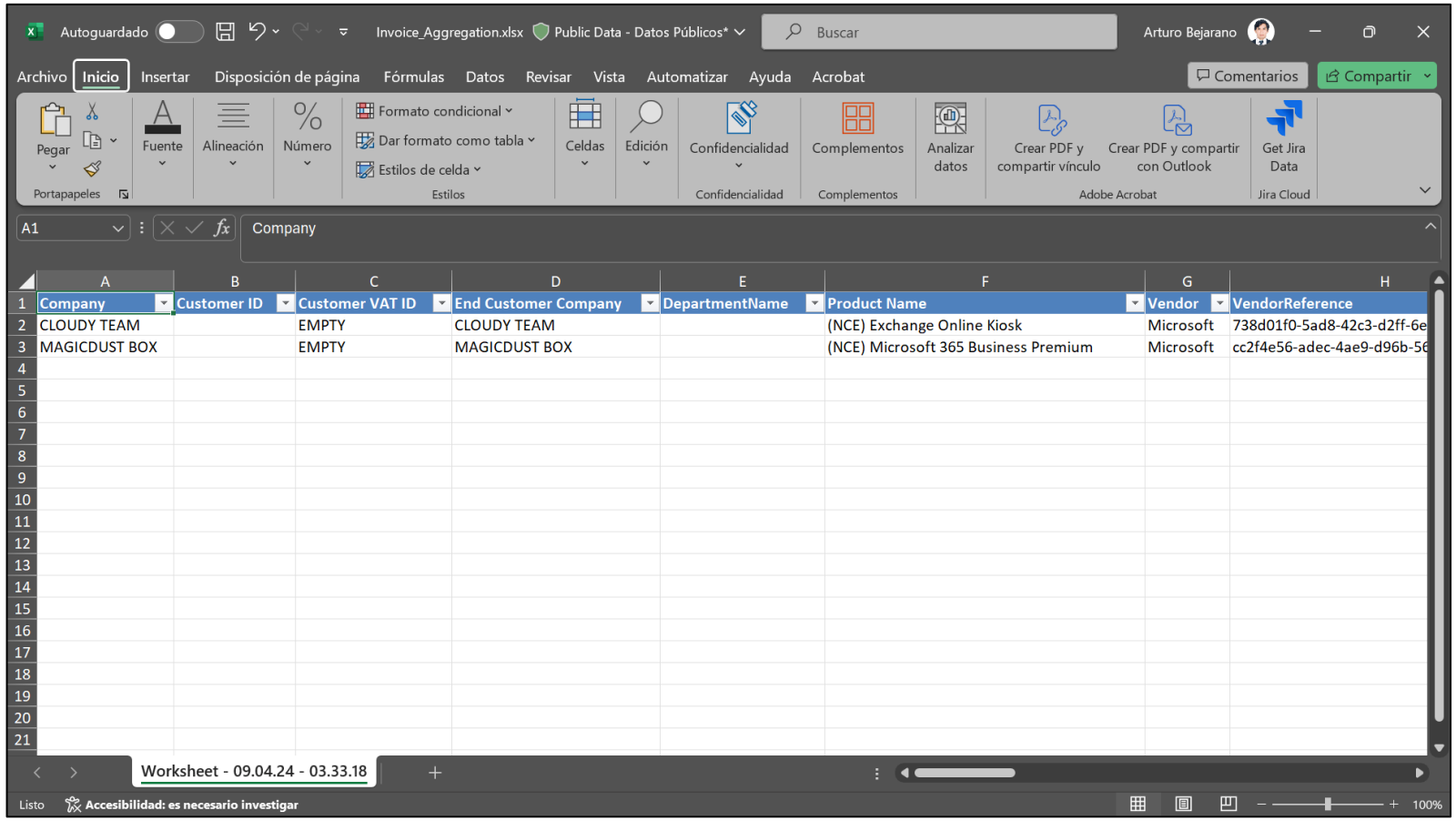
ICP reporting: Key reports (Invoice aggregation)

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.



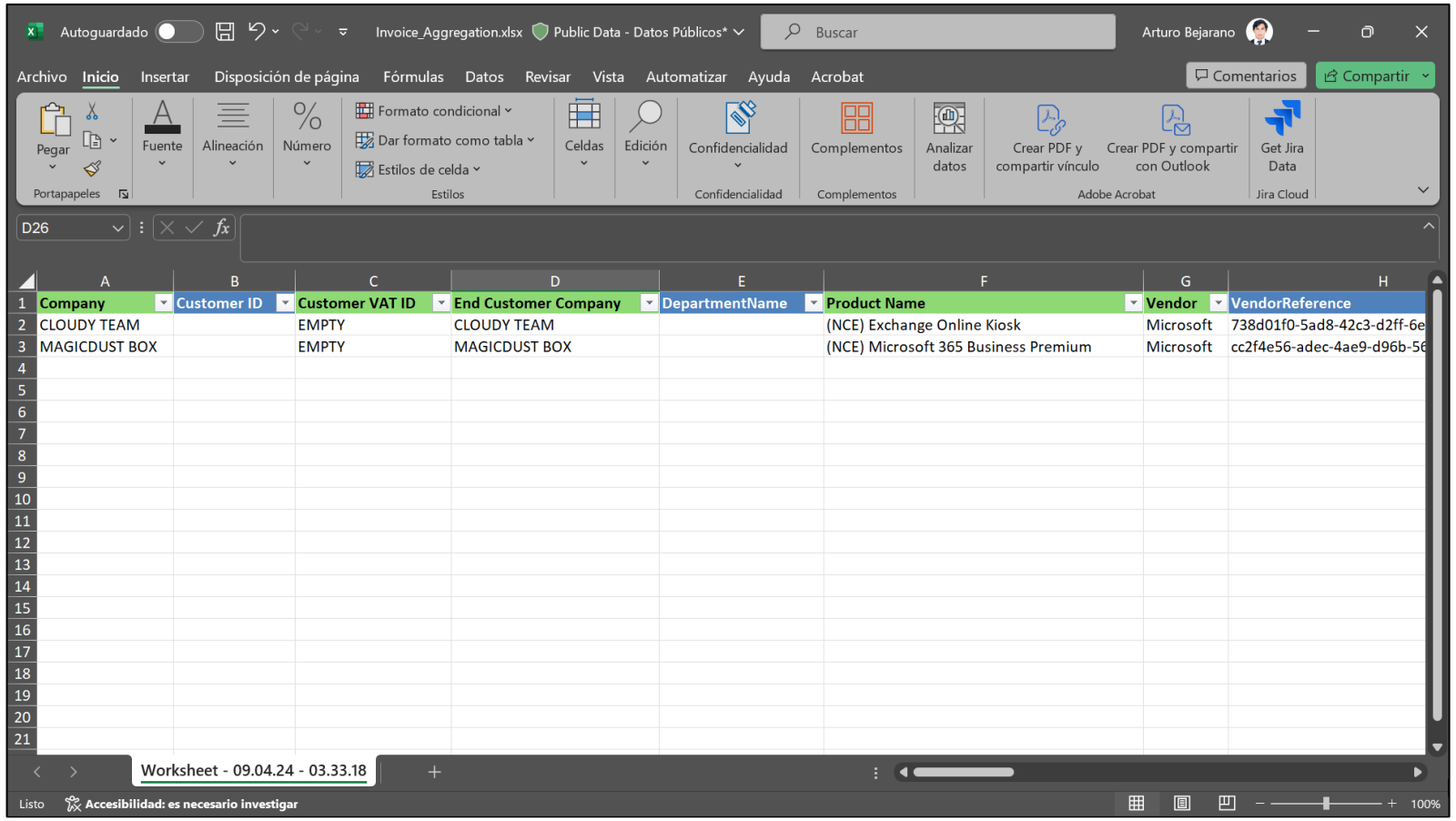
ICP reporting: Key reports (Invoice aggregation)

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.



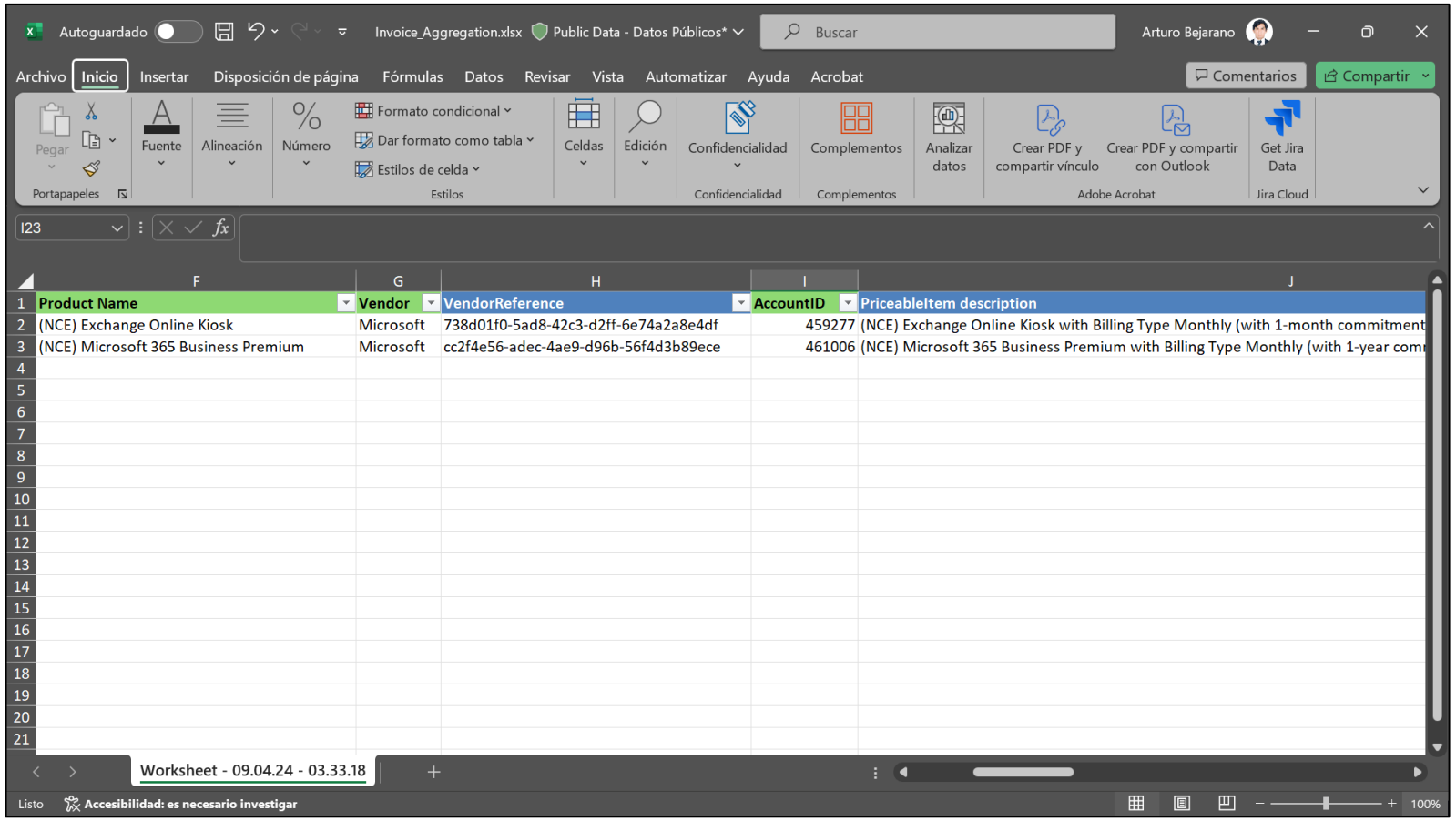
ICP reporting: Key reports (Invoice aggregation)

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.



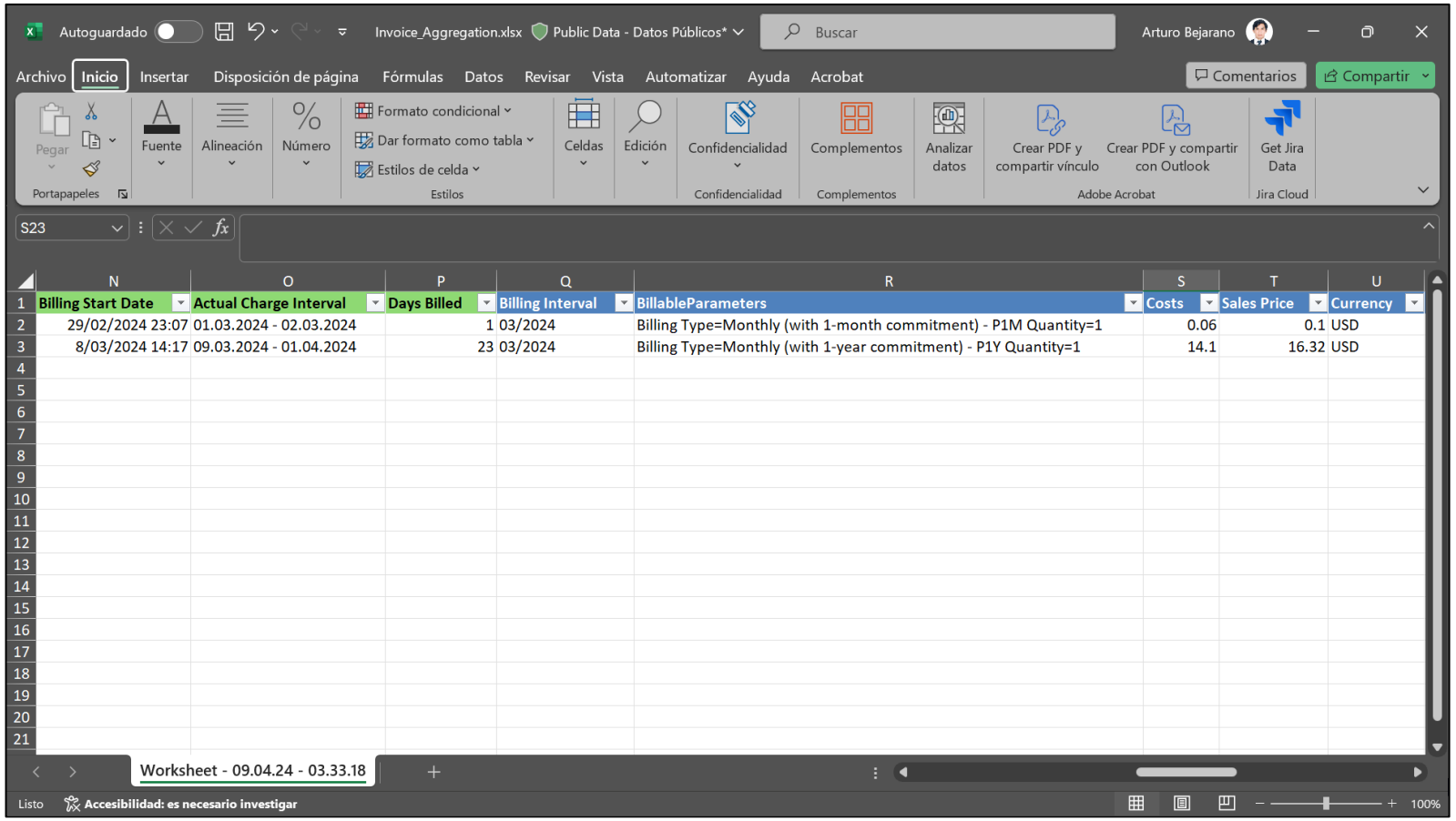
ICP reporting: Key reports (Invoice aggregation)

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.



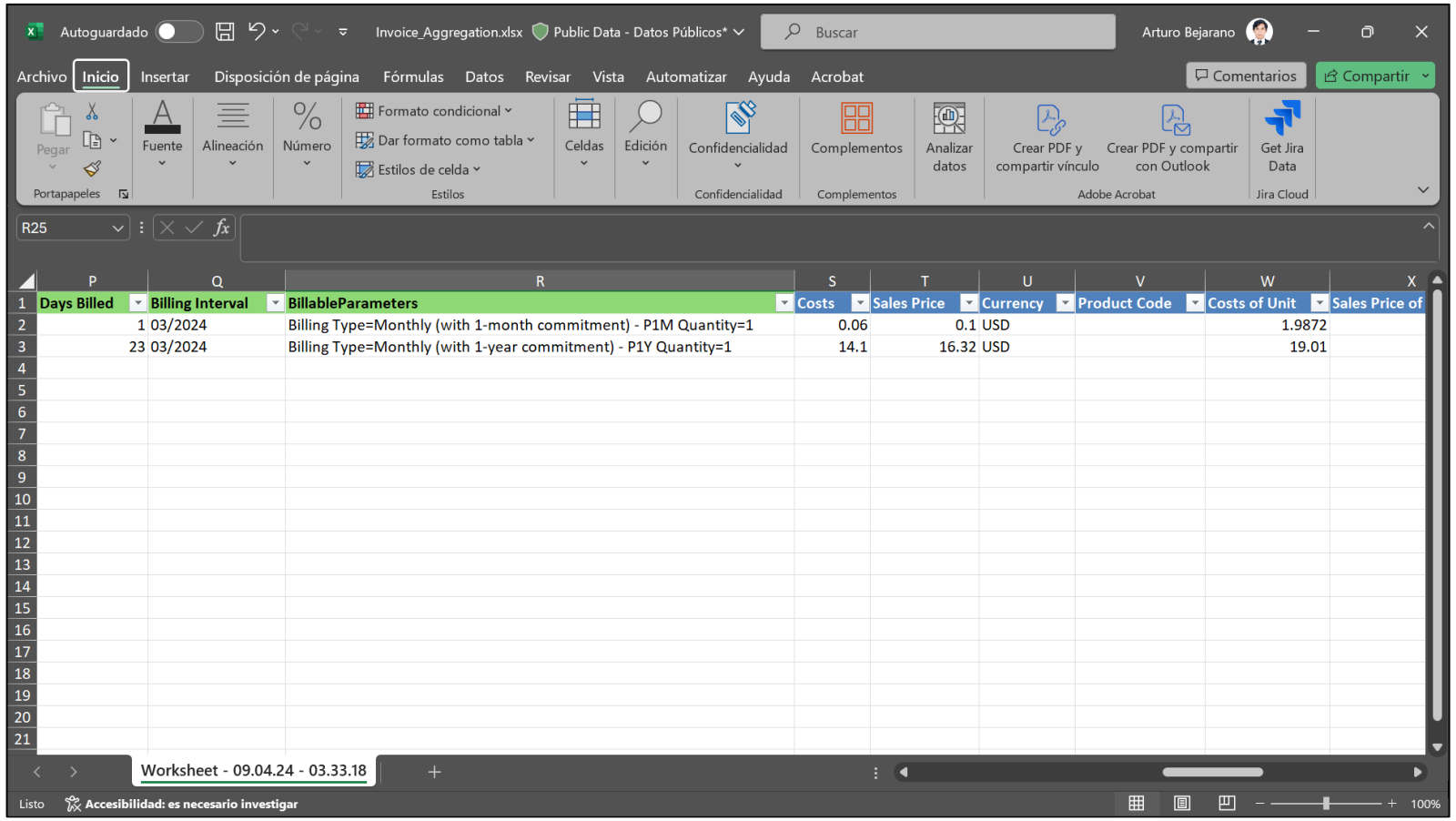
ICP reporting: Key reports (Invoice aggregation)

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.



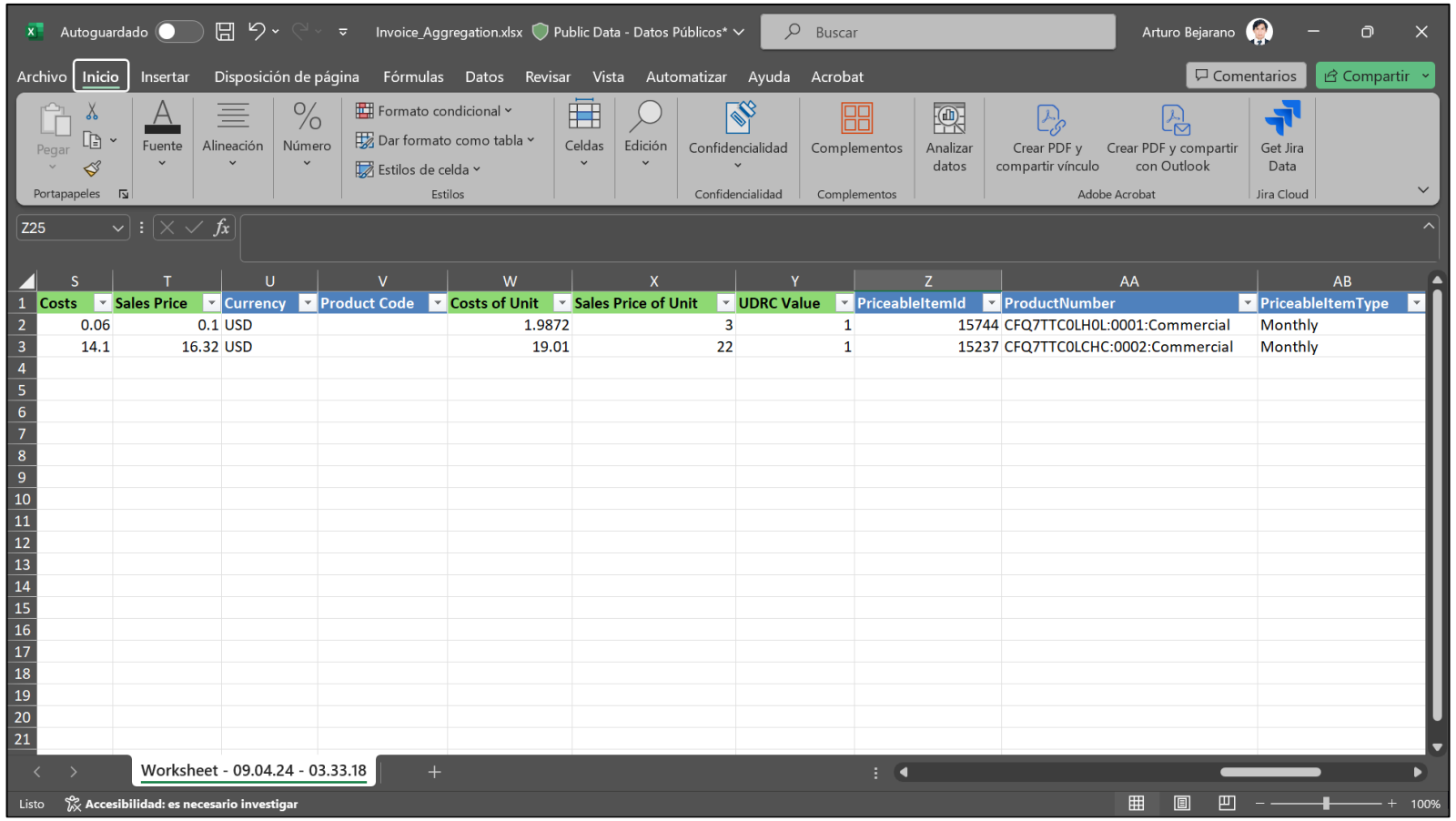
ICP reporting: Key reports (Invoice aggregation)

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.



ICP reporting: Key reports (Invoice aggregation)

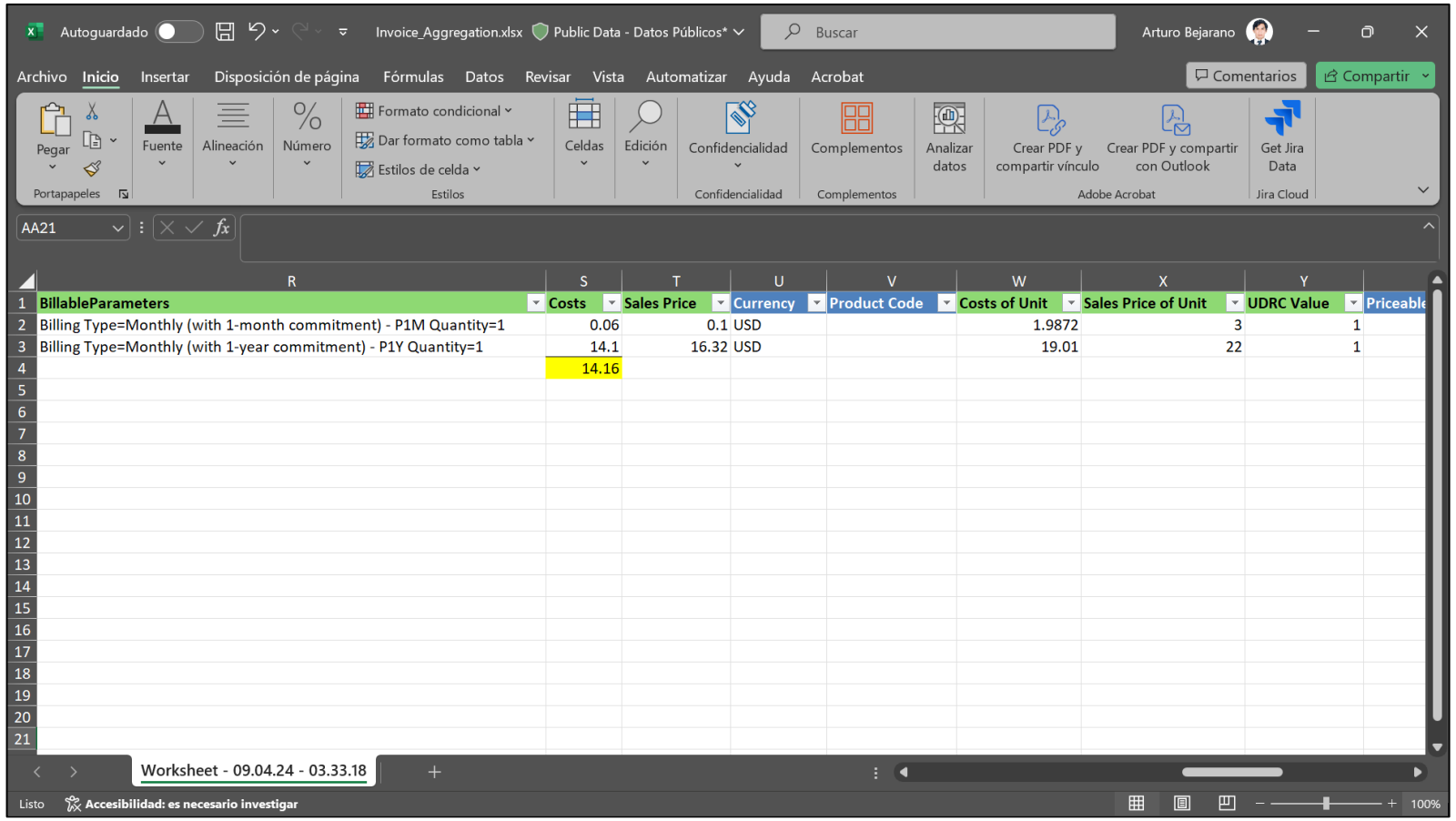
The **UDRC Value** field shows the number of licenses purchased for each provisioning line. The **Unit Cost** and **Unit Sales Price** fields display the individual cost and sales price for each provisioning, while the **Total Cost** and **Total Sales Price** fields show the overall cost and sales price.



	S	T	U	V	W	X	Y	Z	AA	AB
1	Costs	Sales Price	Currency	Product Code	Costs of Unit	Sales Price of Unit	UDRC Value	PriceableItemId	ProductNumber	PriceableItemType
2	0.06	0.1	USD		1.9872	3	1	15744	CFQ7TTC0LH0L:0001:Commercial	Monthly
3	14.1	16.32	USD		19.01	22	1	15237	CFQ7TTC0LCHC:0002:Commercial	Monthly

ICP reporting: Key reports (Invoice aggregation)

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



	R	S	T	U	V	W	X	Y	
1	BillableParameters	Costs	Sales Price	Currency	Product Code	Costs of Unit	Sales Price of Unit	UDRC Value	Priceable
2	Billing Type=Monthly (with 1-month commitment) - P1M Quantity=1	0.06	0.1	USD		1.9872	3	1	
3	Billing Type=Monthly (with 1-year commitment) - P1Y Quantity=1	14.1	16.32	USD		19.01	22	1	
4		14.16							

User guide—

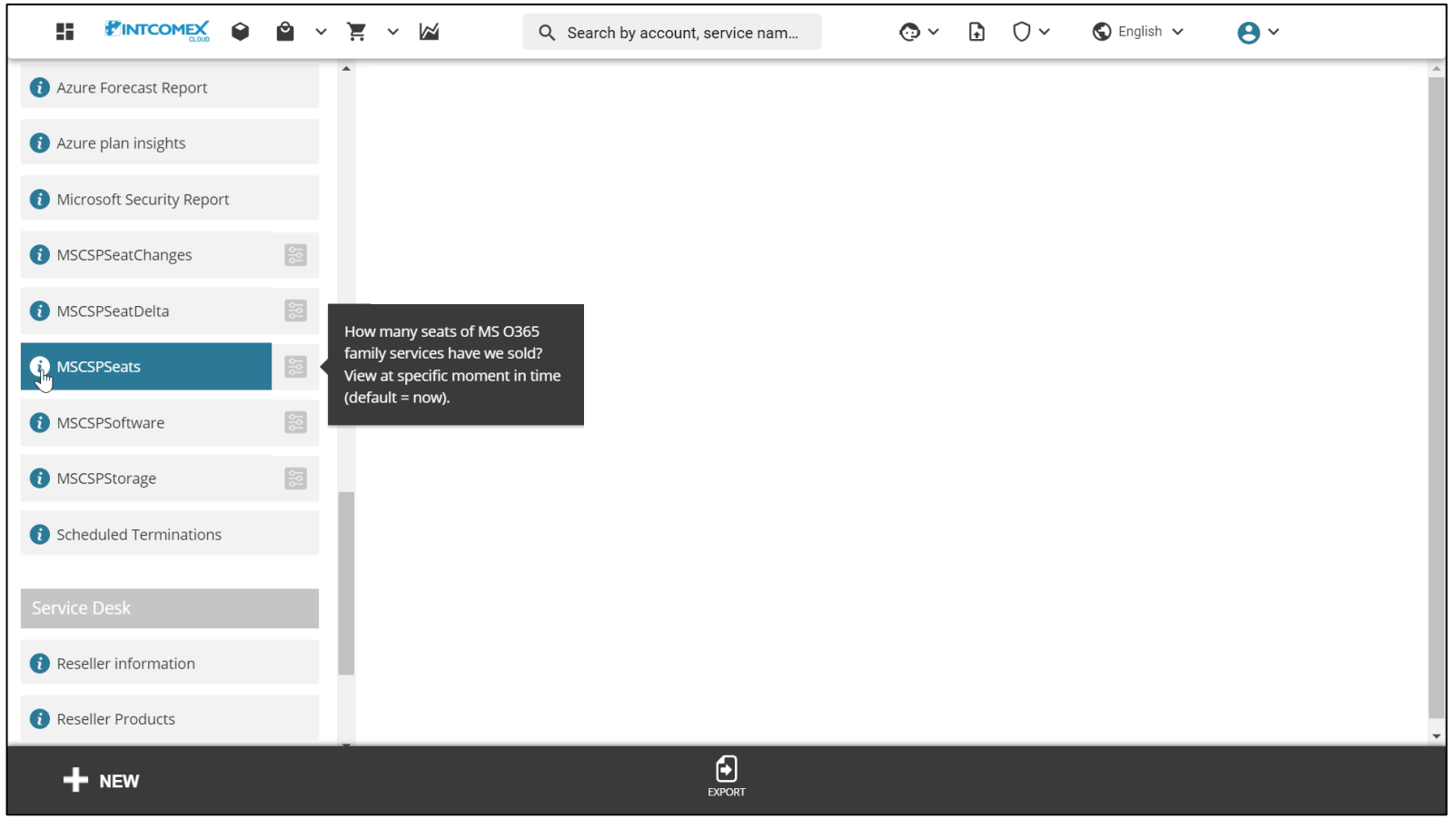
ICP reporting

Key reports (MSCSPSeats)

Intcomex Cloud Operations

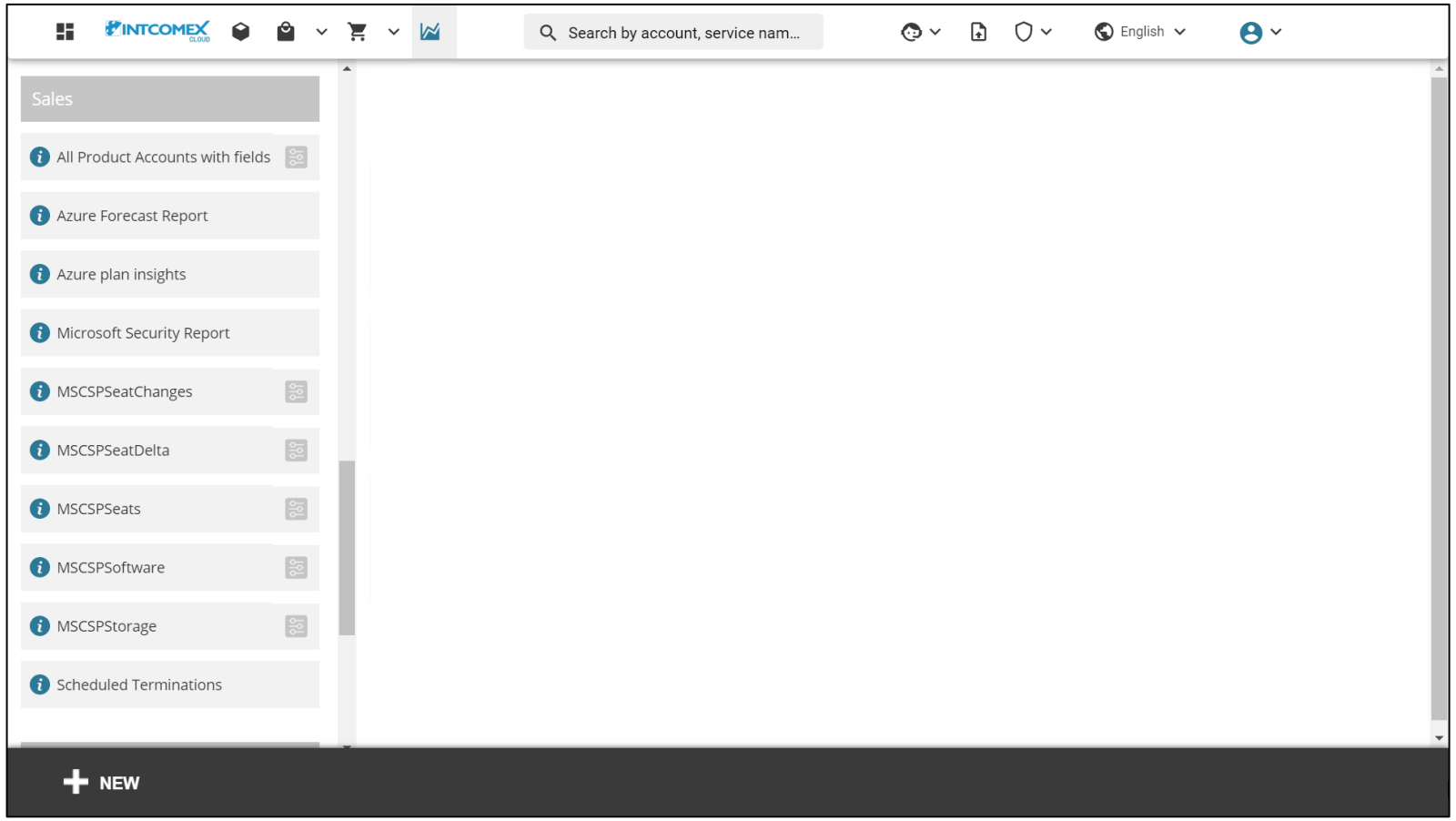
ICP reporting: Key reports (MSCSPSeats)

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



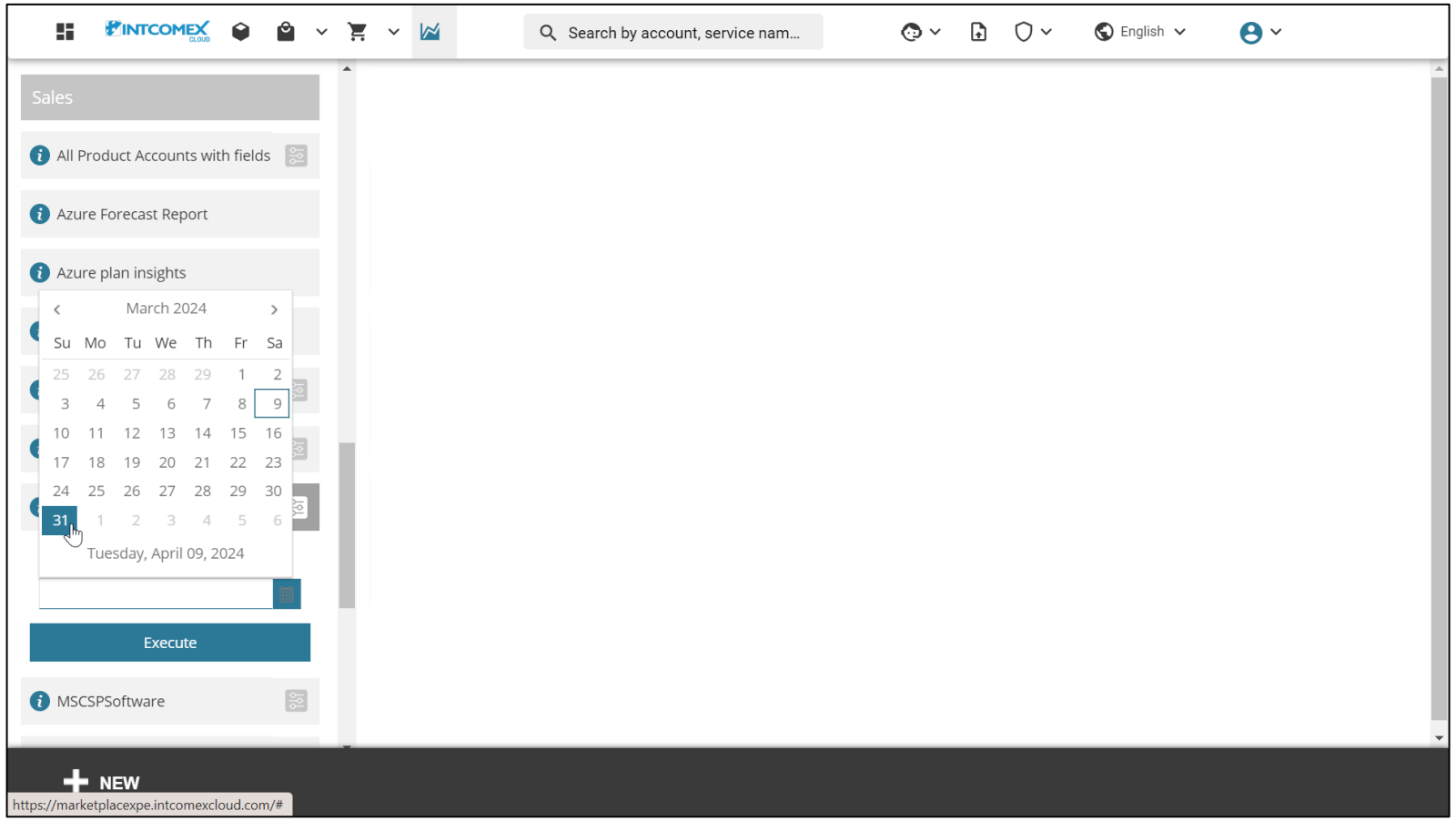
ICP reporting: Key reports (MSCSPSeats)

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



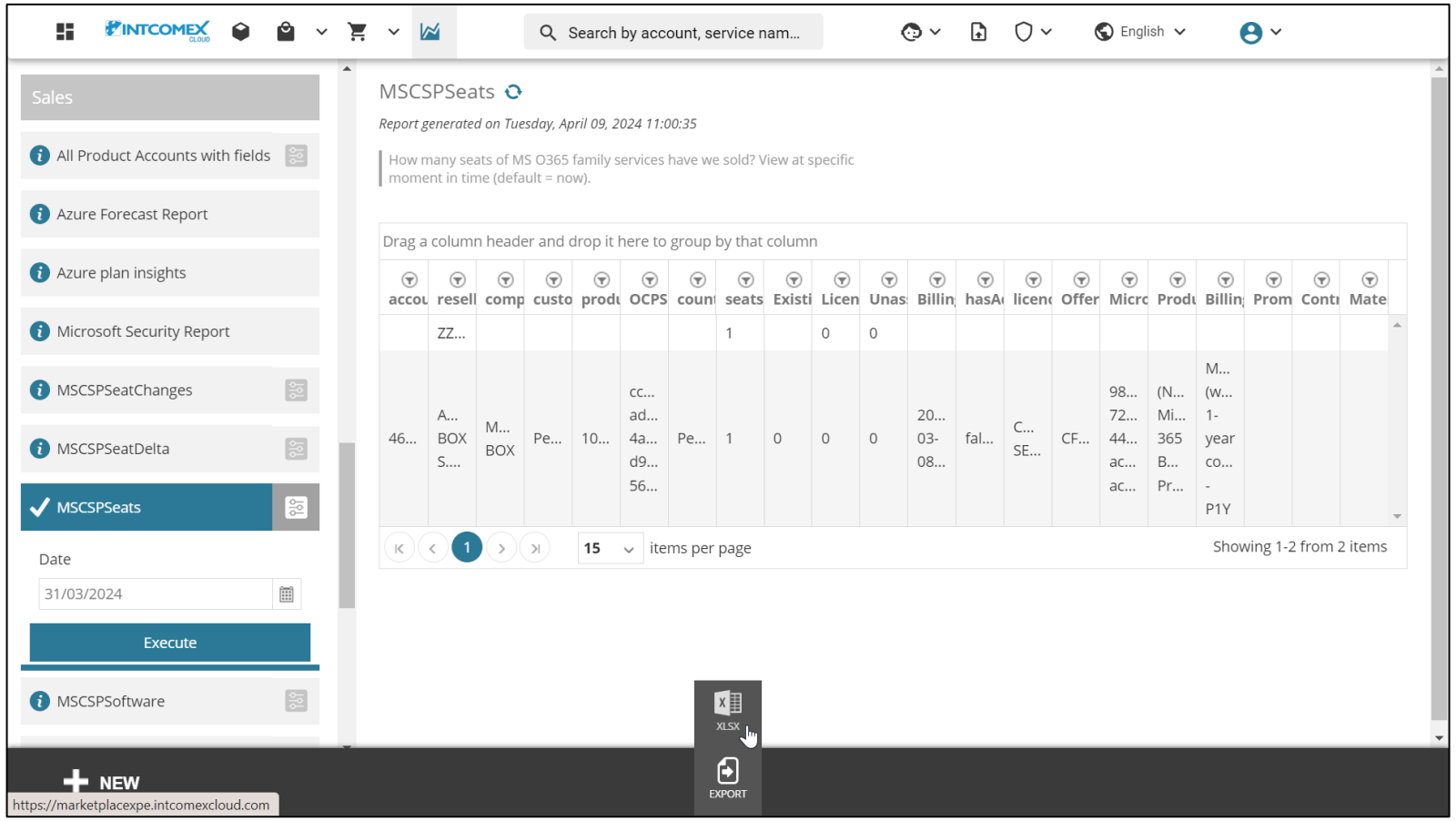
ICP reporting: Key reports (MSCSPSeats)

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.



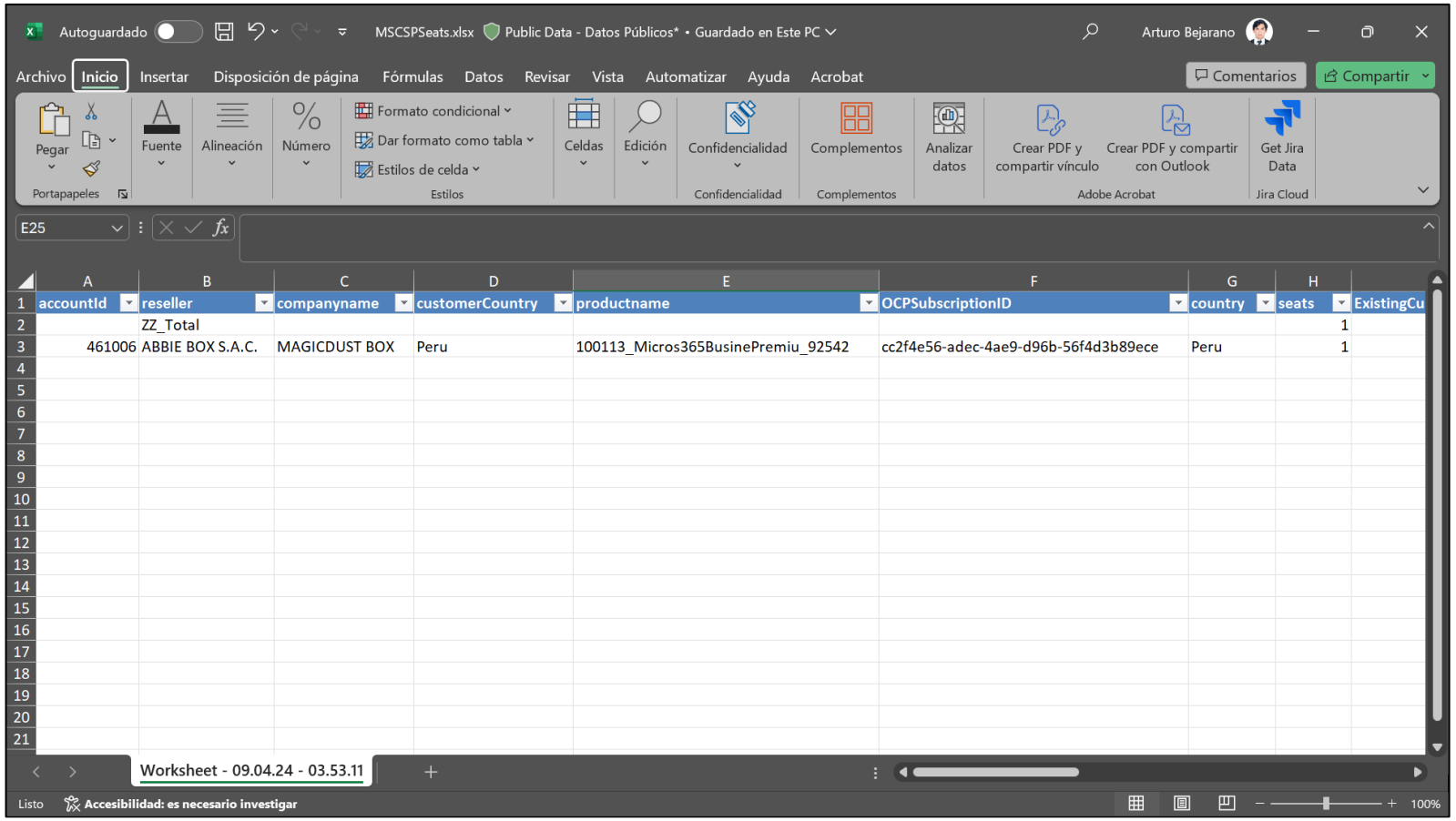
ICP reporting: Key reports (MSCSPSeats)

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.



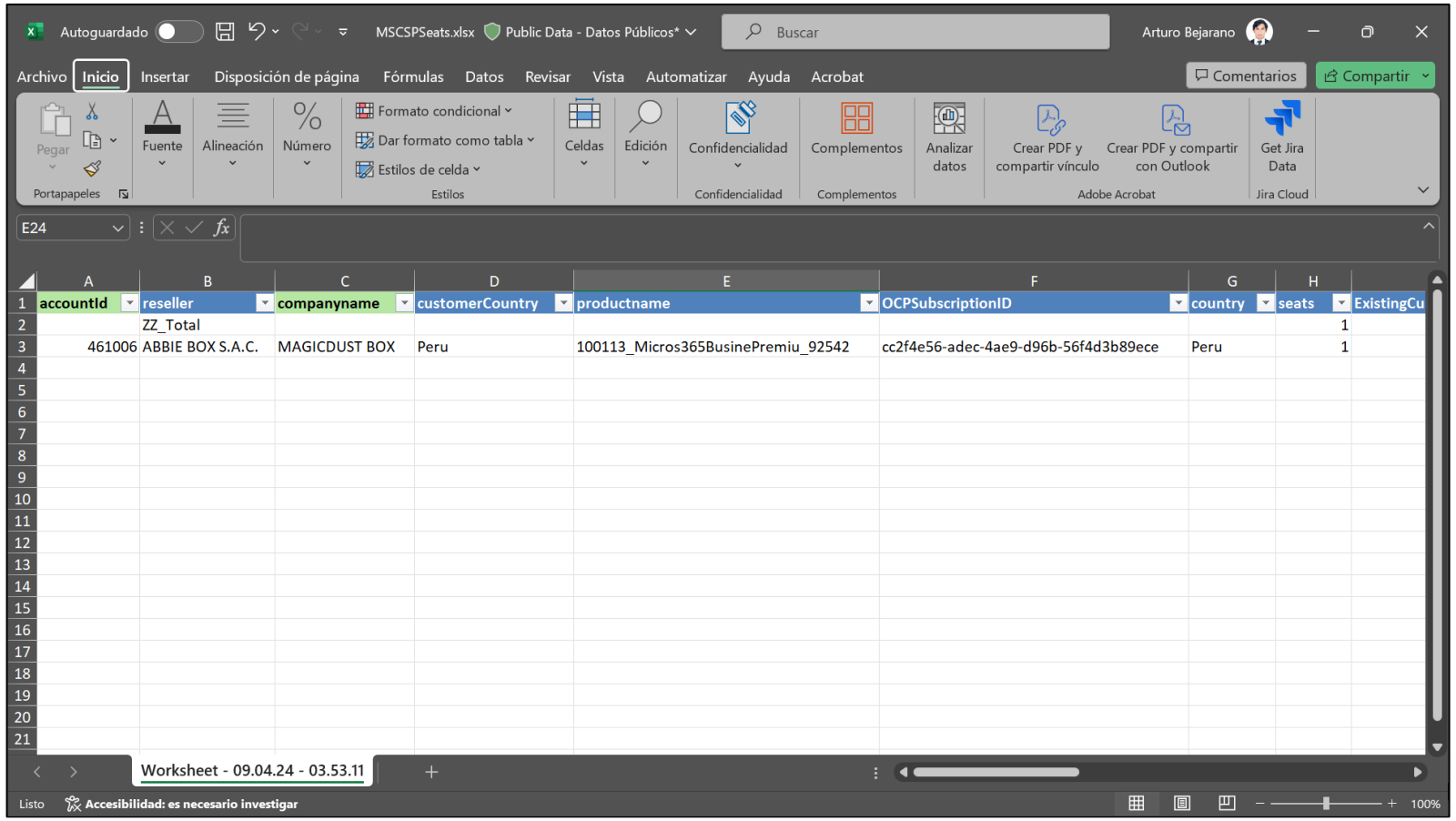
ICP reporting: Key reports (MSCSPSeats)

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.



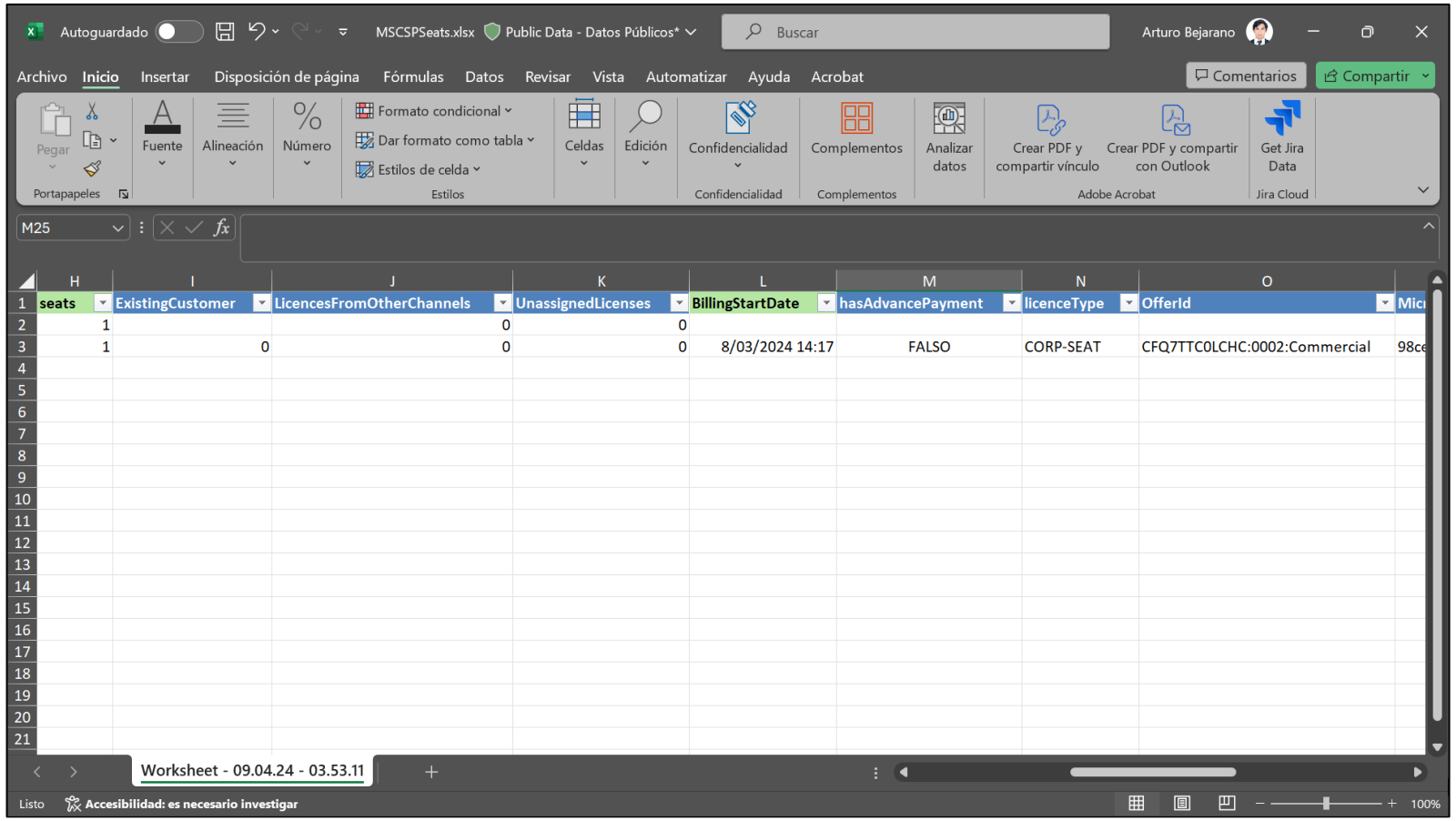
ICP reporting: Key reports (MSCSPSeats)

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



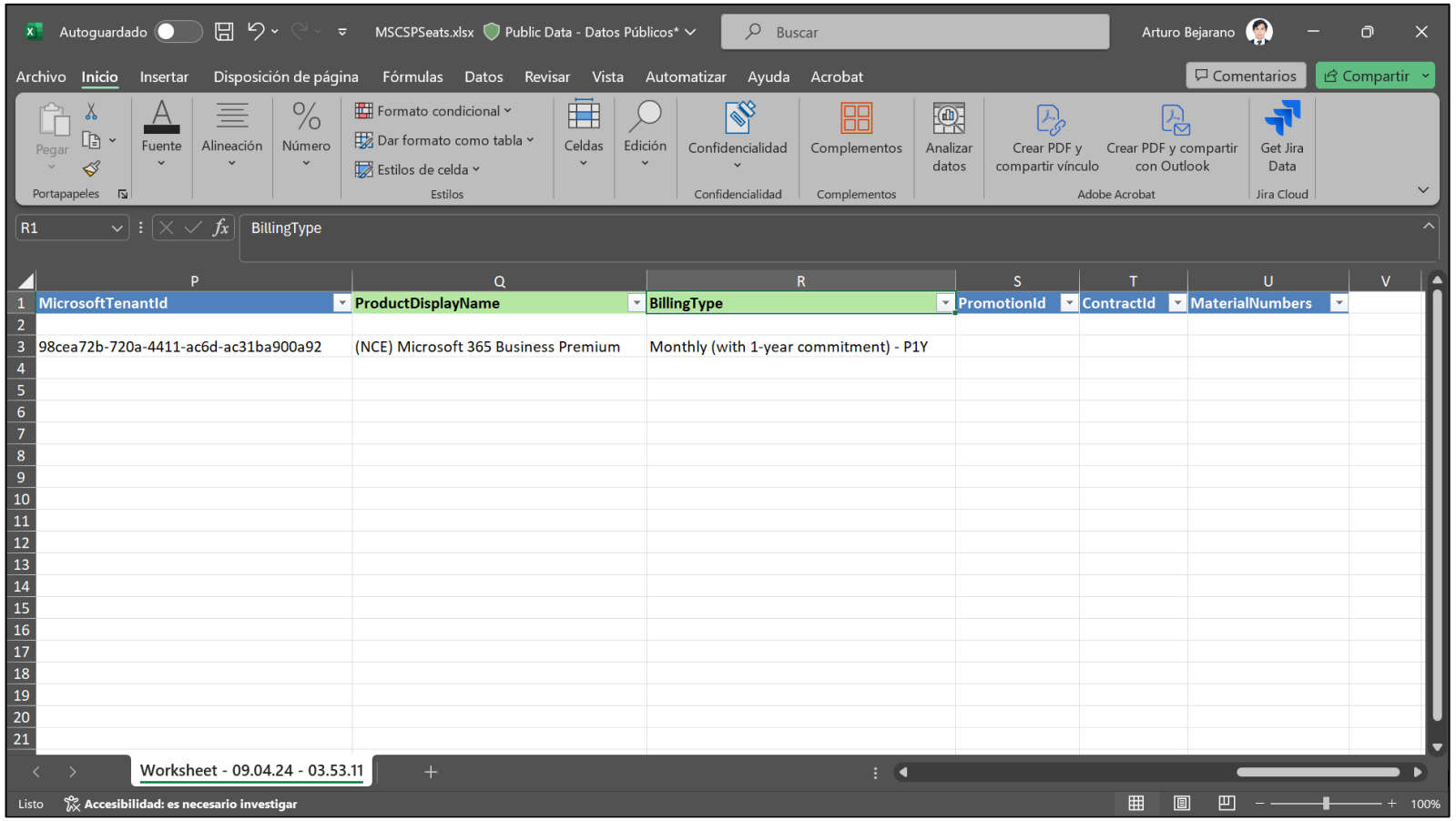
ICP reporting: Key reports (MSCSPSeats)

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.



ICP reporting: Key reports (MSCSPSeats)

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



User guide—

ICP reporting

Key reports (Renewal overview)

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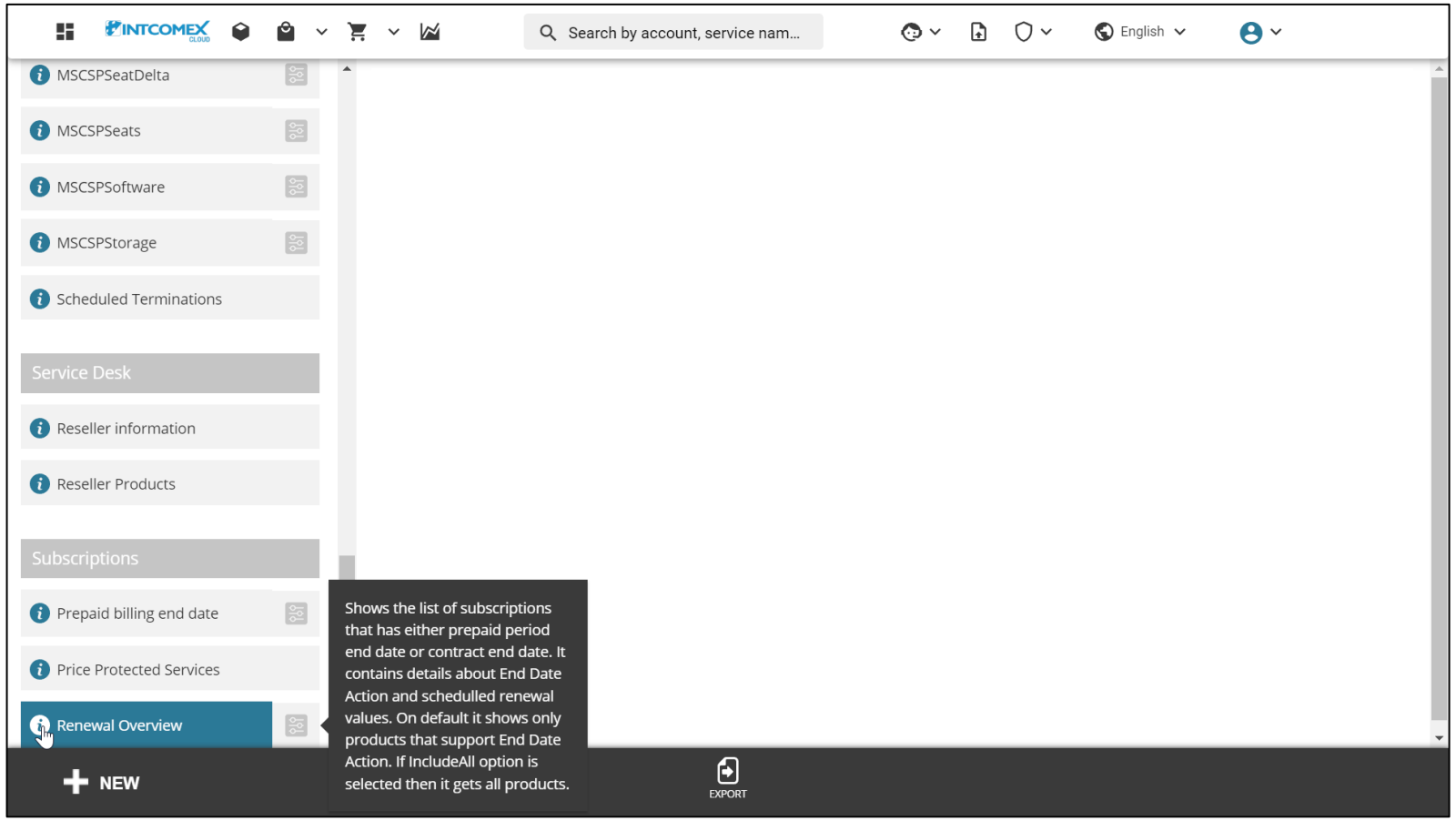
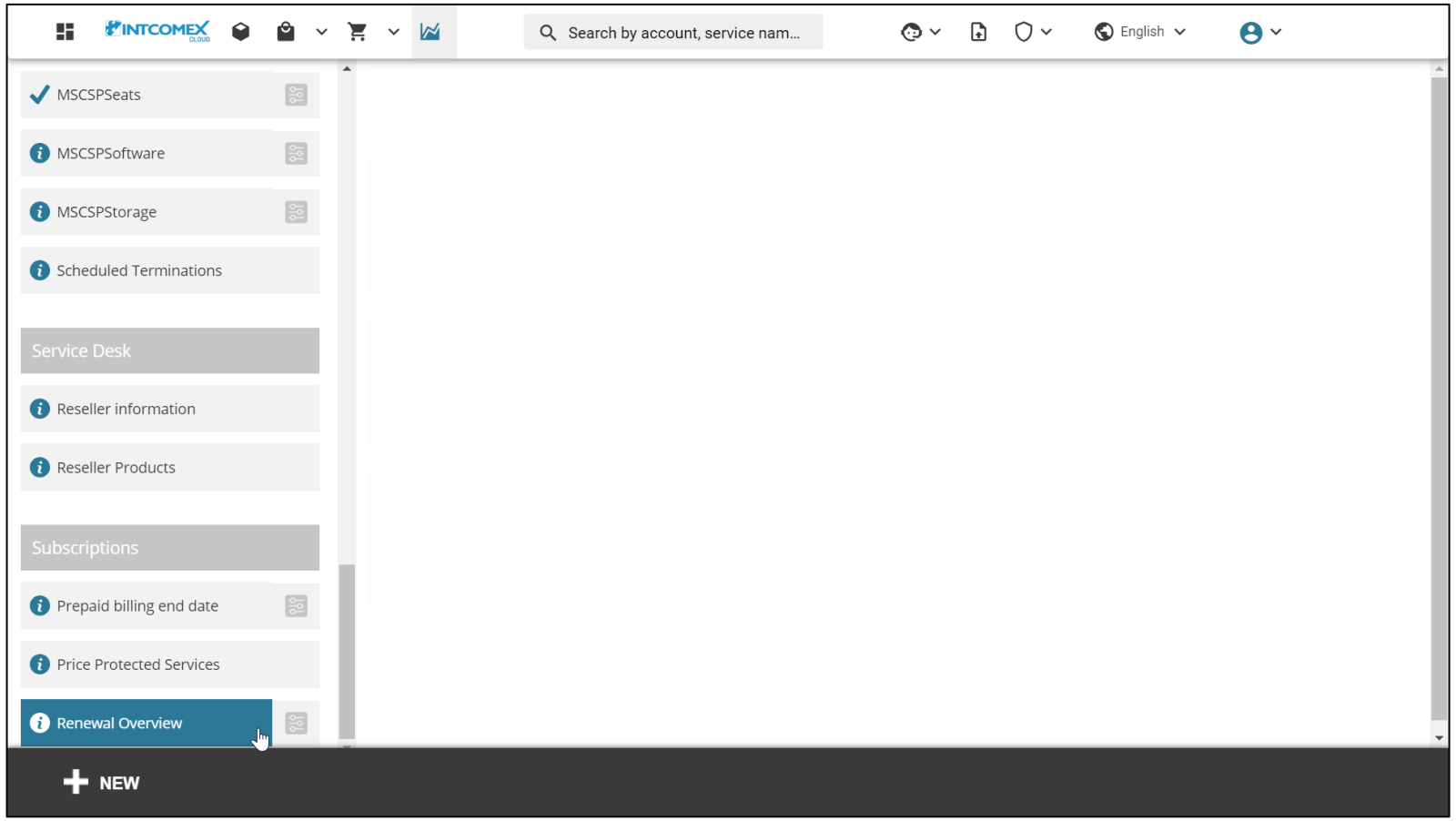
ICP reporting: Key reports (Renewal overview)

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.



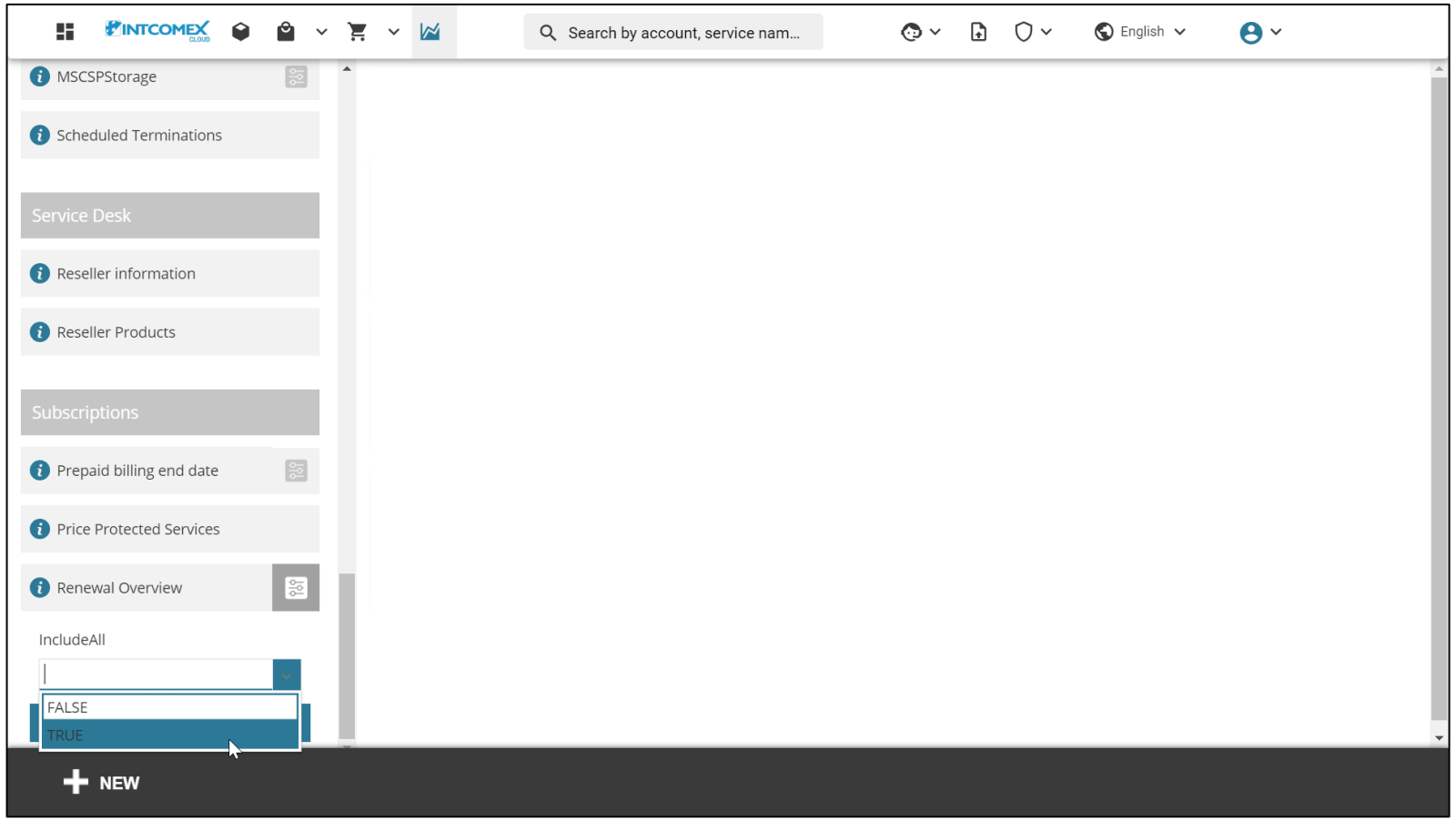
ICP reporting: Key reports (Renewal overview)

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



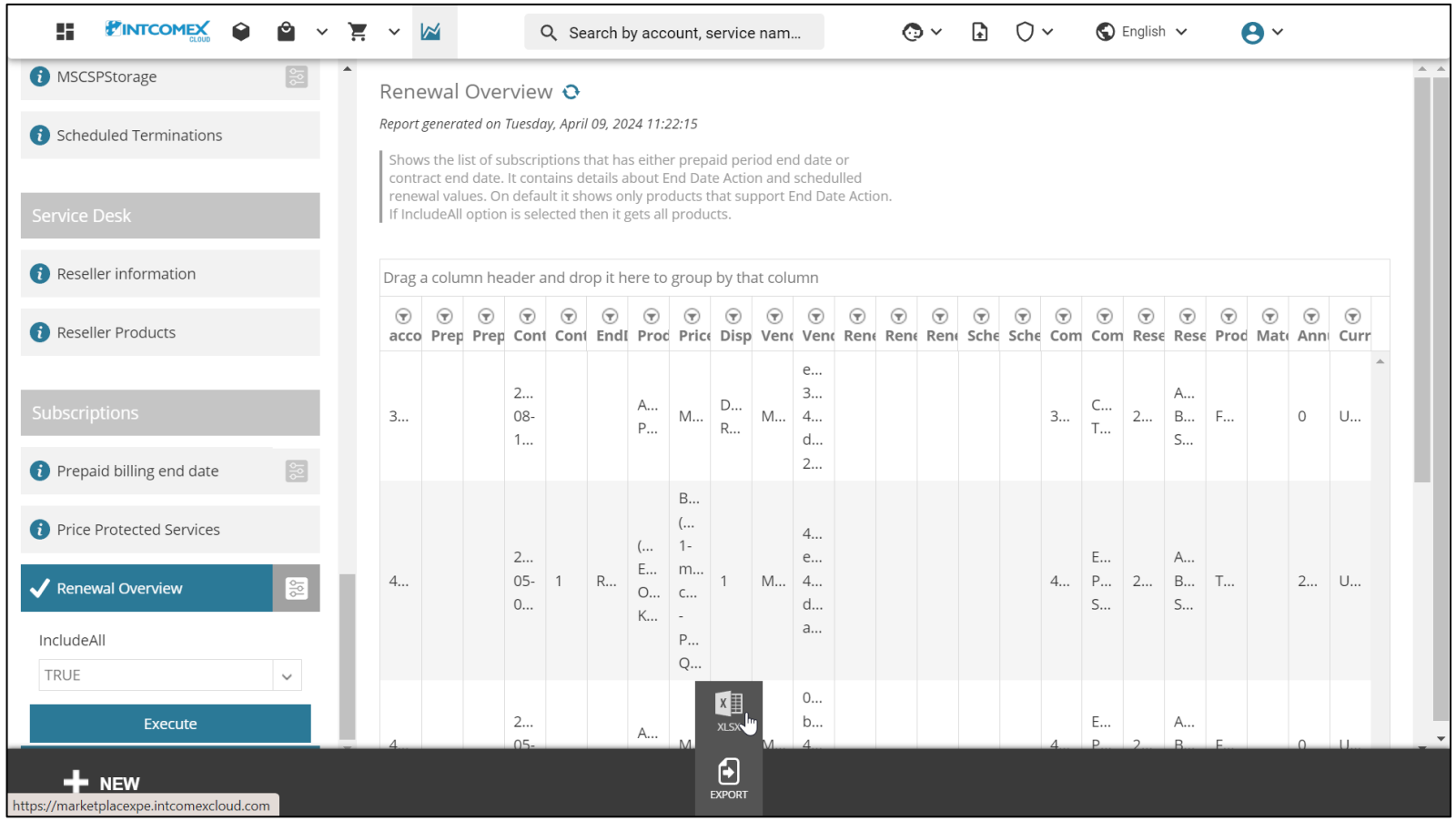
ICP reporting: Key reports (Renewal overview)

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



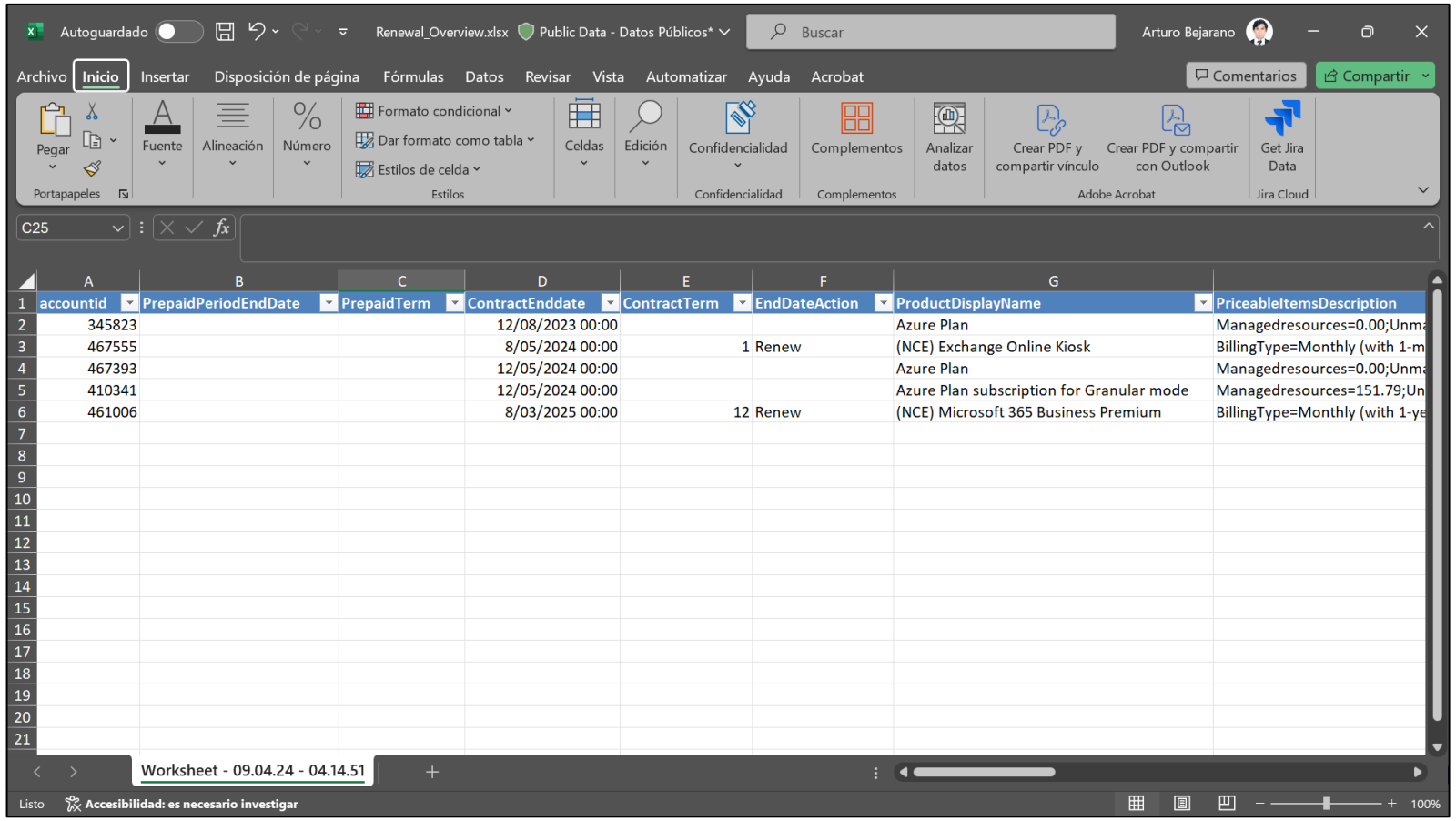
ICP reporting: Key reports (Renewal overview)

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.



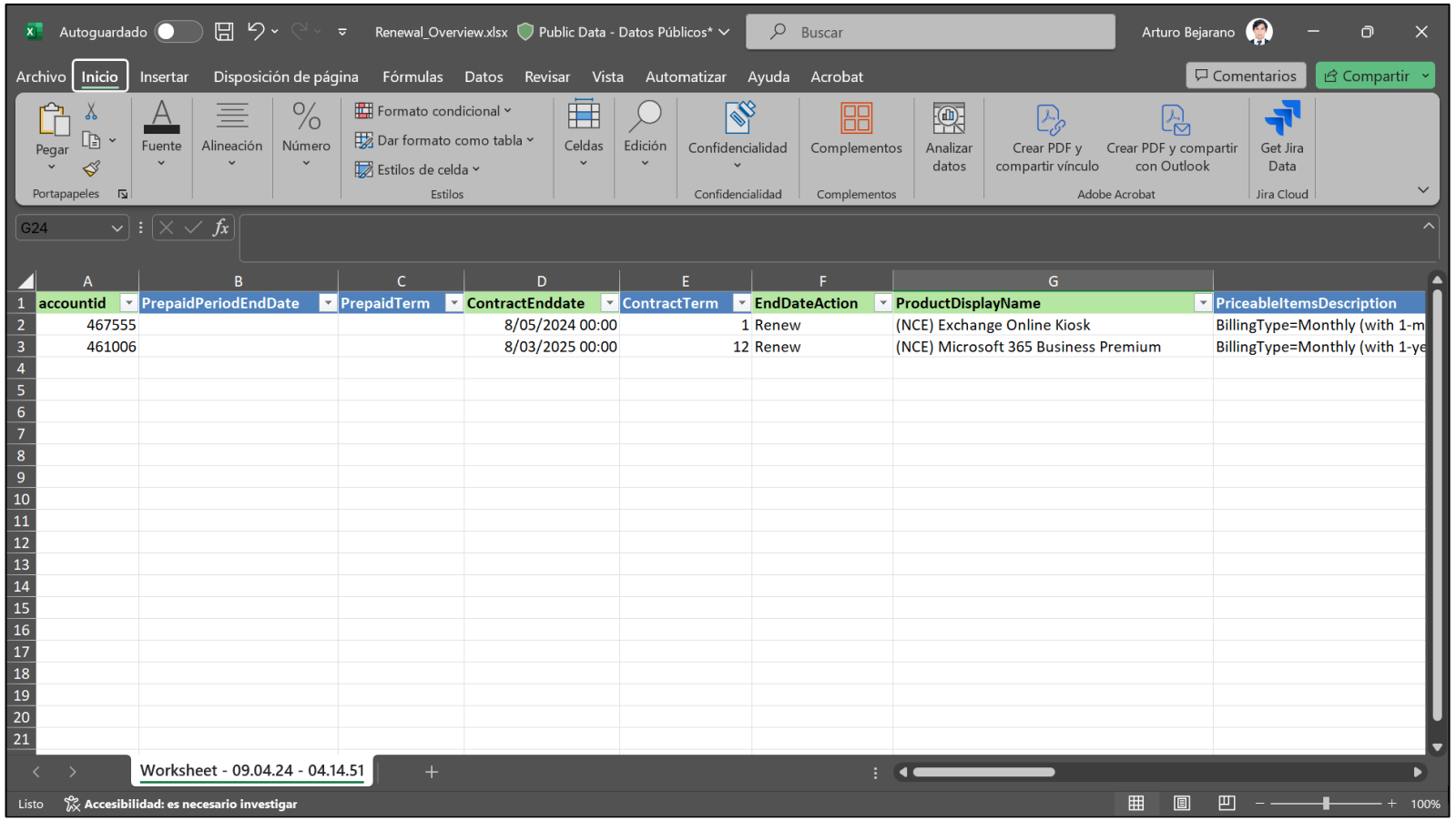
ICP reporting: Key reports (Renewal overview)

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



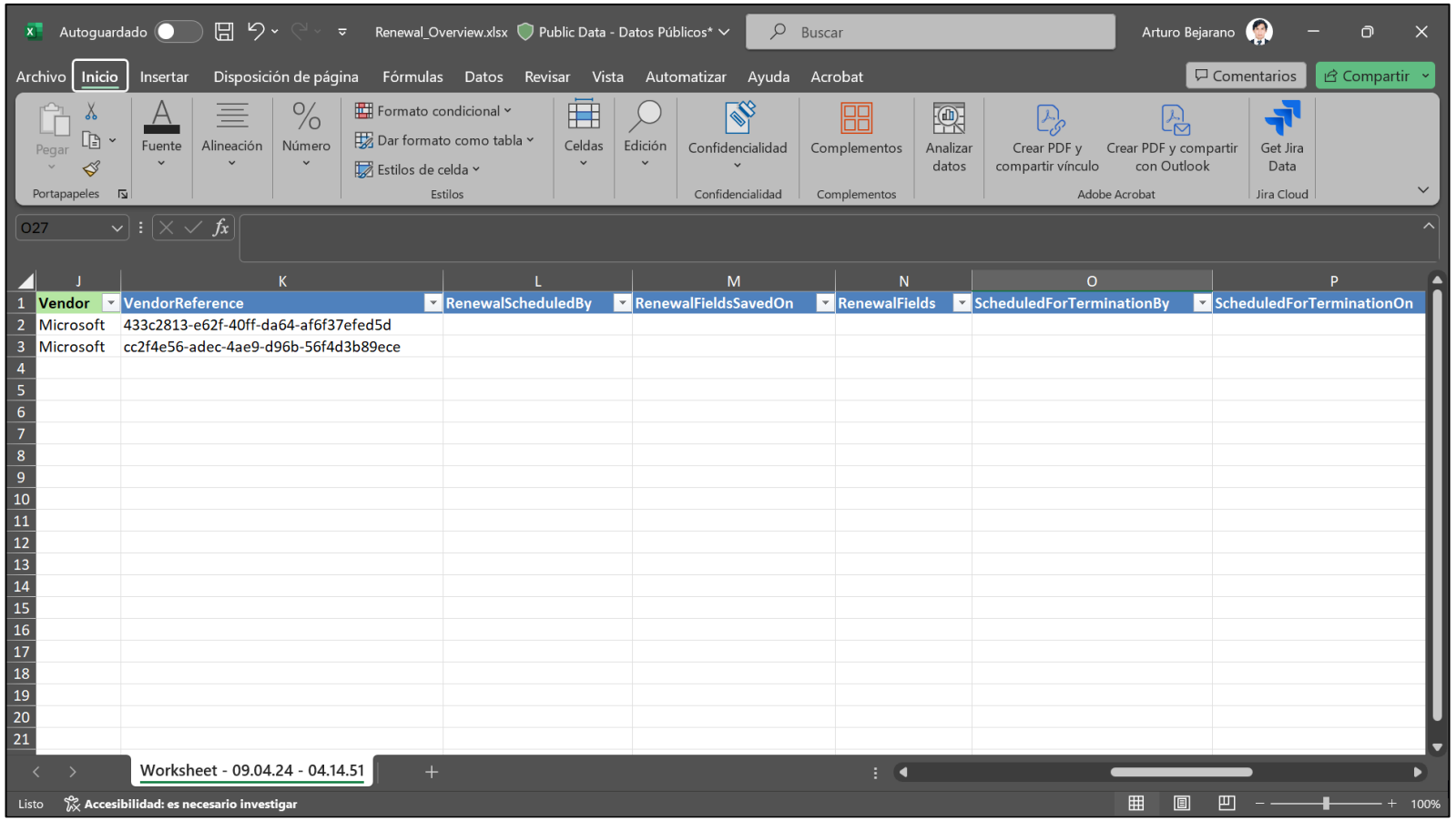
ICP reporting: Key reports (Renewal overview)

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.



ICP reporting: Key reports (Renewal overview)

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



User guide—

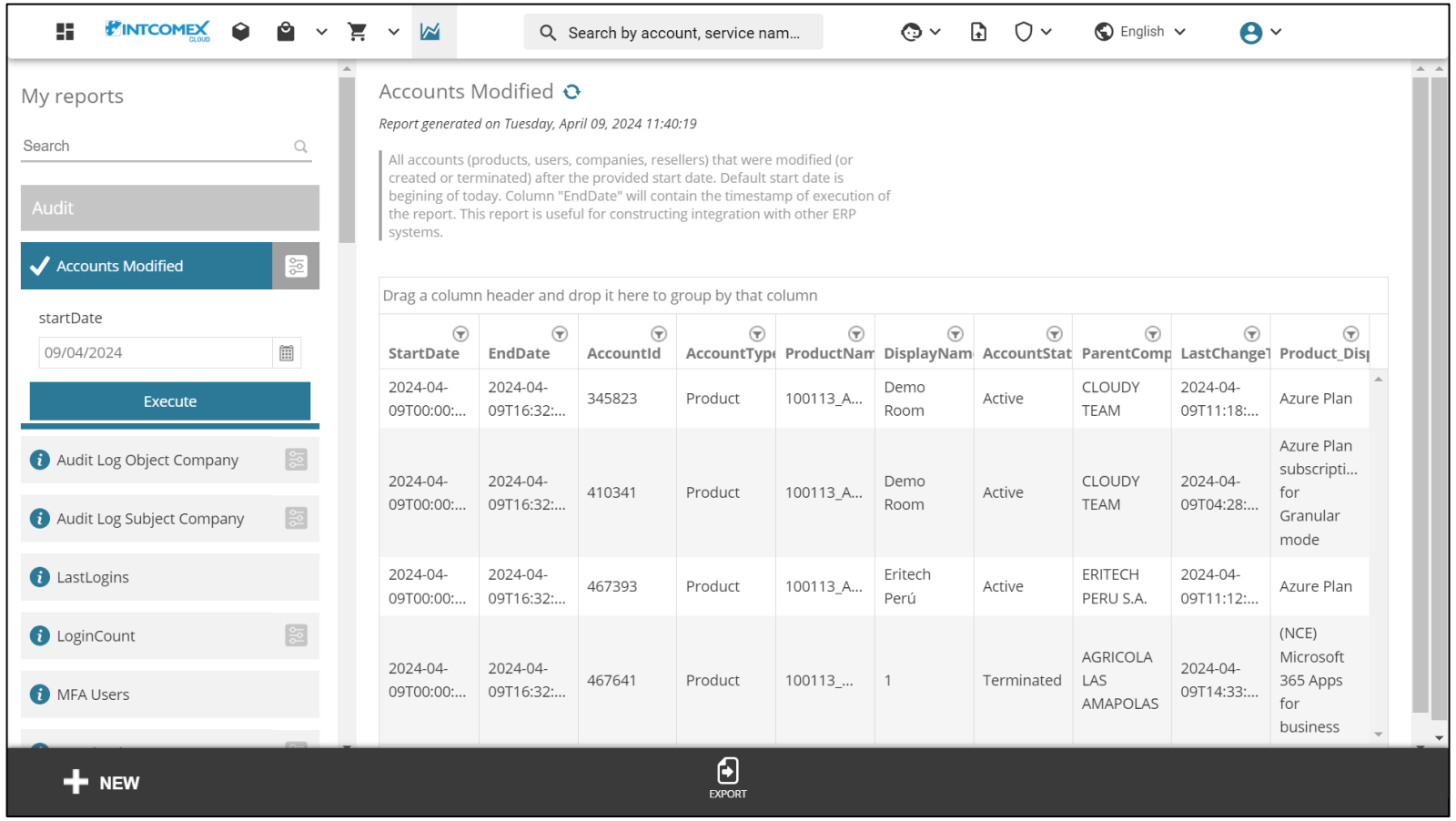
ICP reporting

Other reports

Intcomex Cloud Operations

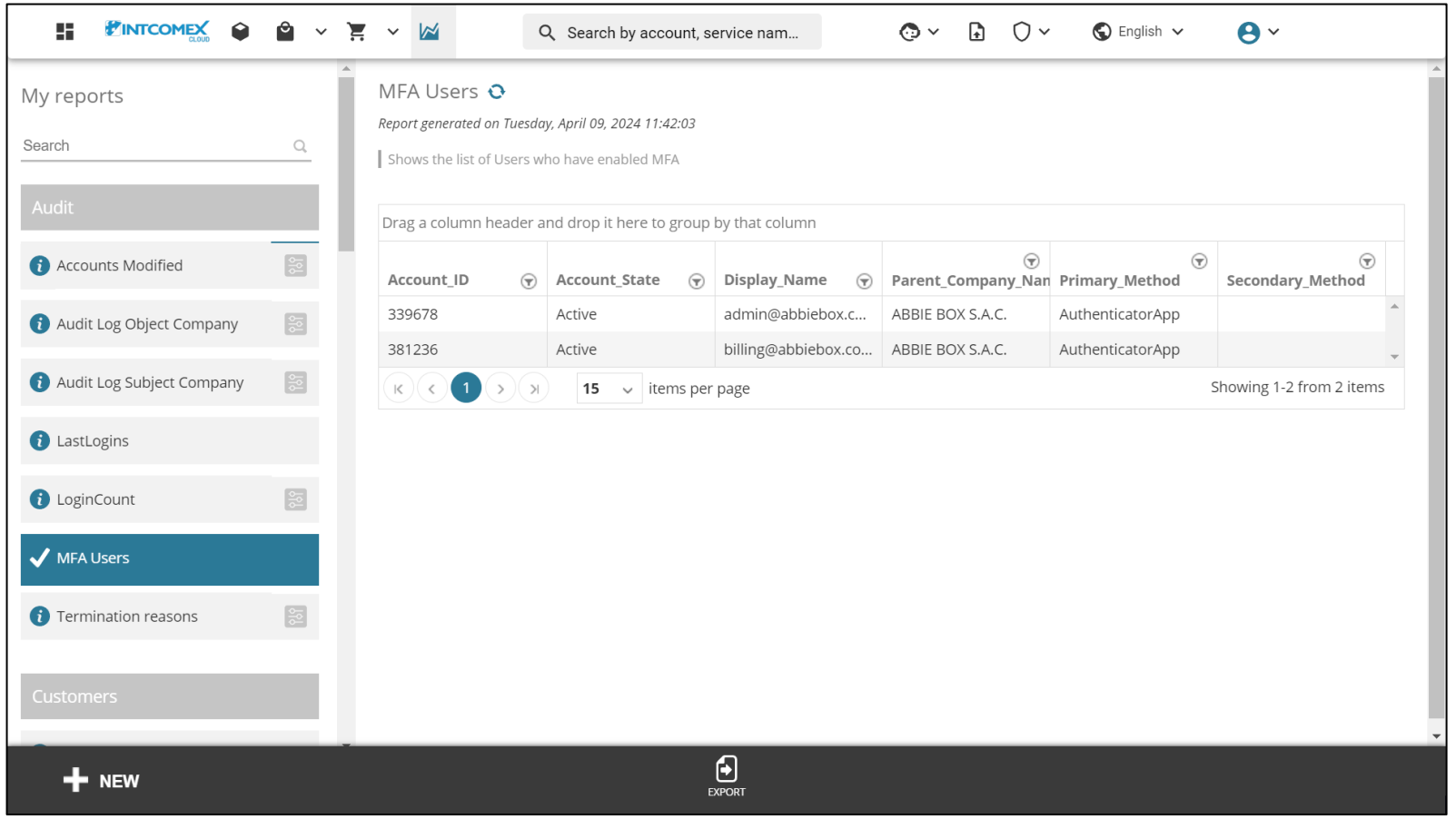
ICP reporting: Other reports (Accounts modified)

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



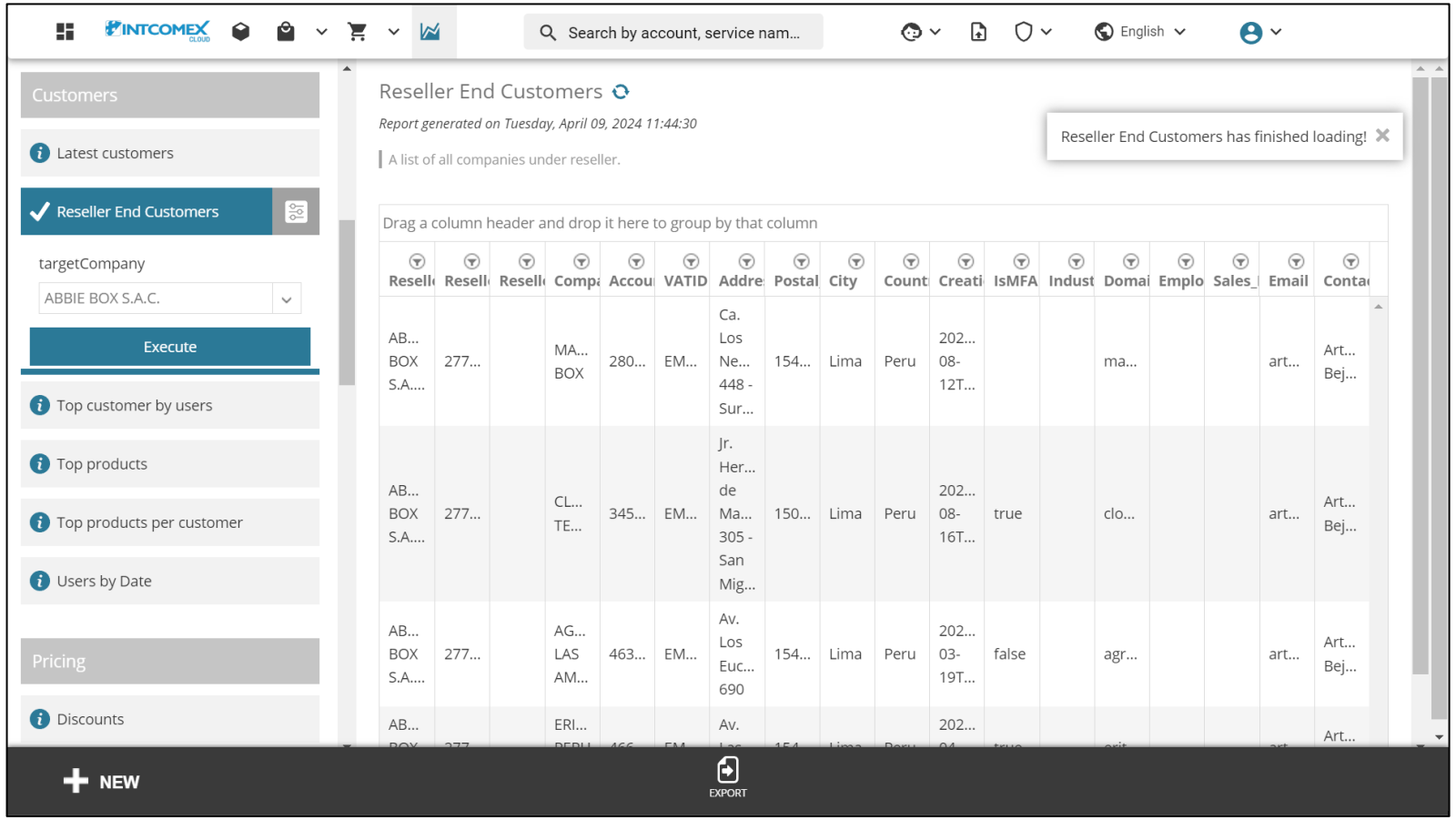
ICP reporting: Other reports (MFA users)

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



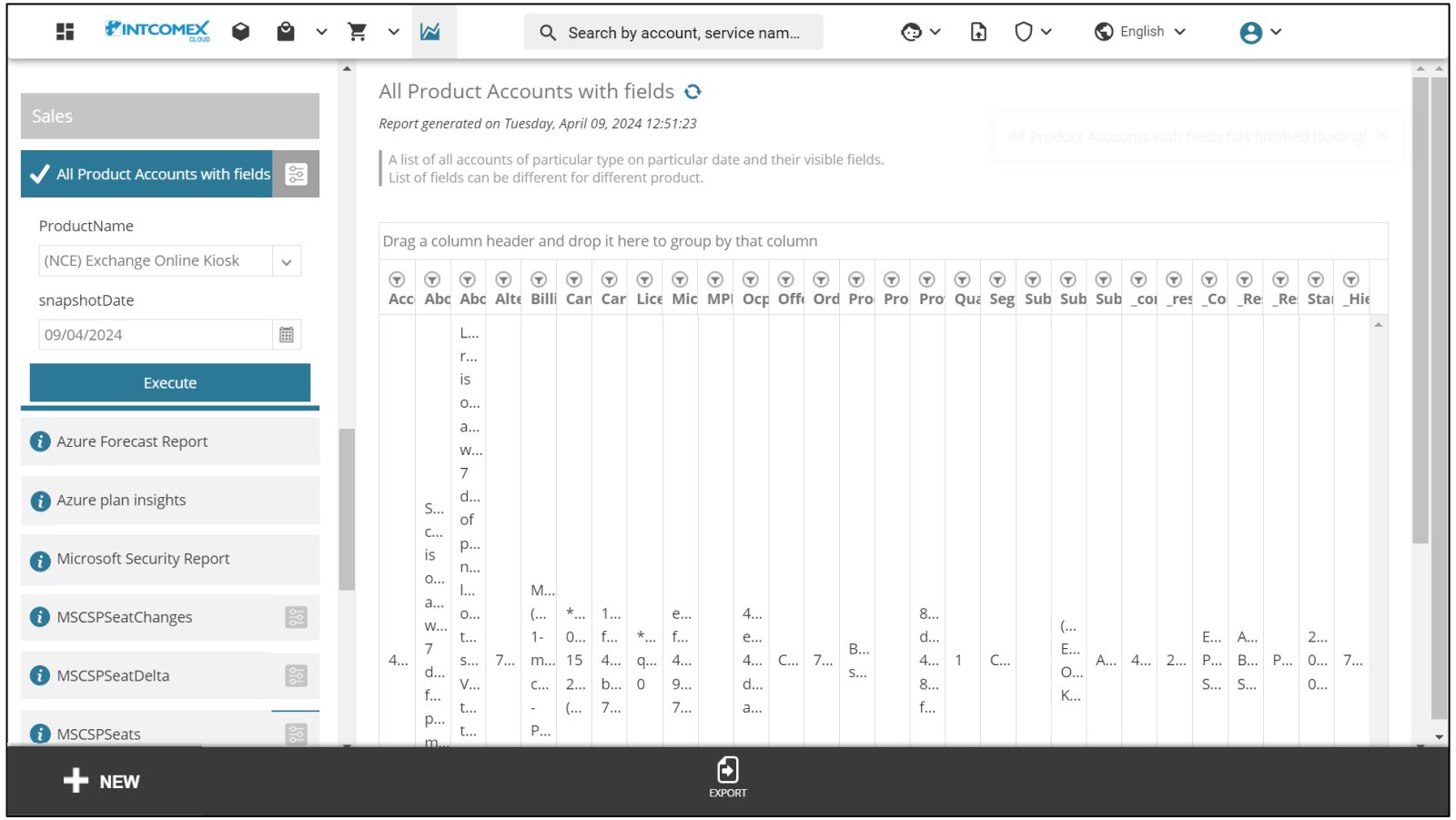
ICP reporting: Other reports (Reseller end customers)

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



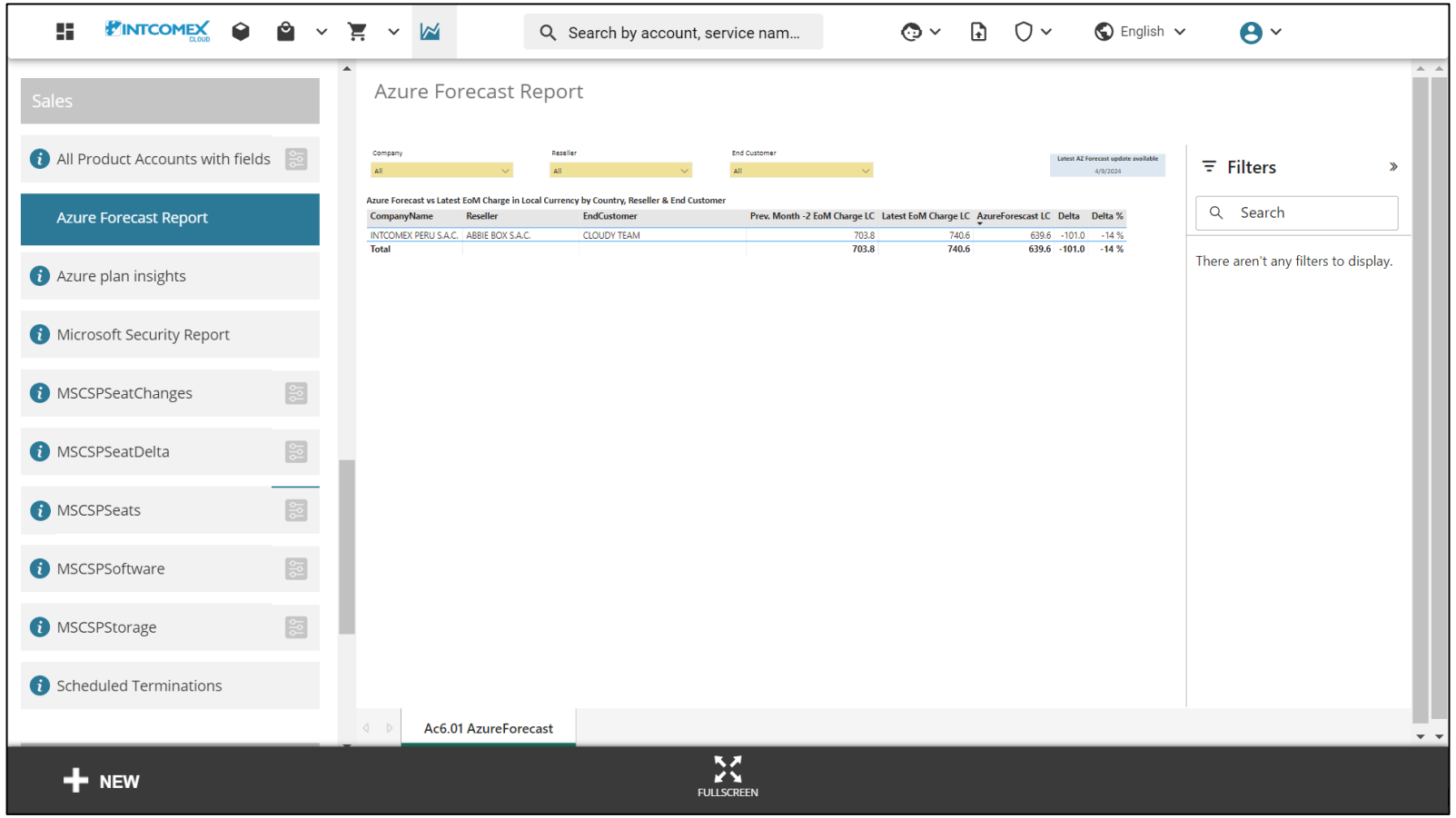
ICP reporting: Other reports (All product accounts w. fields)

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



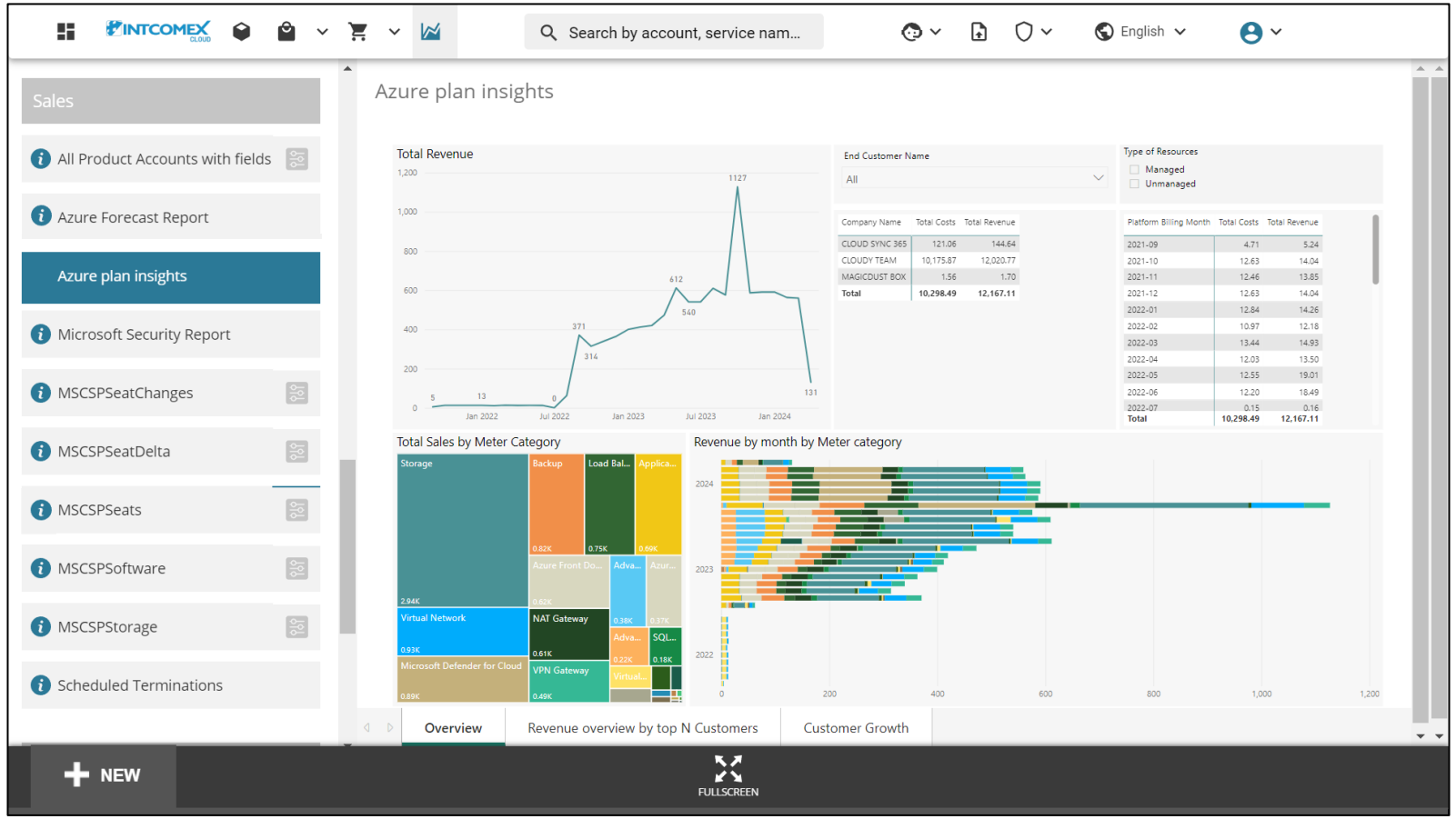
ICP reporting: Other reports (Azure forecast report)

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



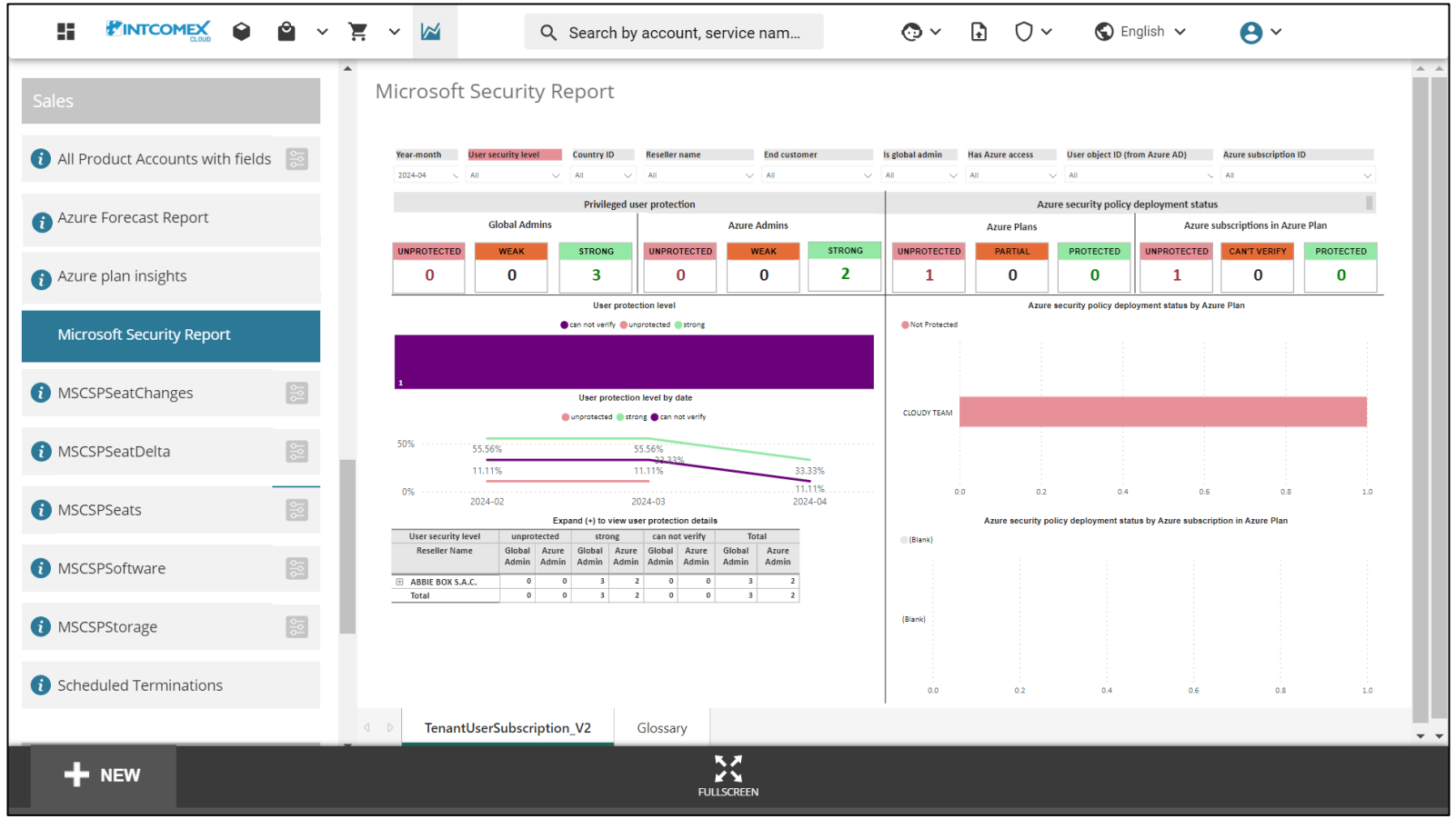
ICP reporting: Other reports (Azure plan insights)

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.



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