



Customer Help Guide

How to download Bill Reports
My 02

Please download the last 3 monthly Bill Reports
for the type detailed below:

- Report 1: 'Itemised Call Report'

...and download the last 1 monthly Bill Report
for the type detailed below:

- Report 2: 'Cost Breakdown by Subscription Type'

To get started, click the following link:

<https://accounts.o2.co.uk/signin>

Step 1: Log in to My O2 with your Username and Password

Personal | Business



Shop

Solutions

Why O2

Help

My O2 Business

Search

My O2 Business

All your account and bill details in one place

Sign in to My O2 Business

Username (usually your email address)

Password

Remember my username

Sign in

[▶ Forgotten your username or password?](#)

or

Use your Virgin Media O2 ID

If you've linked your Virgin Media and O2 details to create a new Virgin Media O2 ID, sign in with it here. [Find out more](#)

Sign in with a Virgin Media O2 ID

Sign in to My O2 Business

Get instant, online access to your account and your bills. With your Bill analyser, you can review and print your bills, and with My Account, you can request changes to your account, swap sims and much more. Whether you need to manage your own account, or everyone in your organisation, My O2 Business gives you the information you need, when you need it.

If you have a personal My O2 account as well as Business, then you can just use those same login details to sign in into your My O2 Business account from this page.

Not signed up to My O2 Business yet?

Get in touch with your usual O2 Business contact to use this free service, and start taking control of your account and your bills today.

New to O2?

If you have recently joined O2 with a business tariff then we've probably already signed you up to My O2 Business. Look out for an email that you'll need to complete your registration. Or speak to your usual O2 business contact for help.

If the link in your Welcome email has expired, you can [request another email](#). If you haven't received your email in 24 hours, check out our [Help & Support](#).

Step 2: Click on 'Manage my O2 Business products'

[Personal](#) | [Business](#)

| [Sign out](#)



[Shop](#)

[Why O2](#)

[Help](#)

My O2



My O2


Manage your account and get more from O2

My O2 products and services

 [Other Services](#)

My O2 Business

[Manage my My O2 Business products](#)

 [My details](#)

[Manage my details](#)

Do you have other O2 products and services?

Add products that are not registered to a My O2 account, such as a **Pay As You Go** device.

[Add products and services](#)

Exclusive benefits available at no extra cost

My O2 App

Manage your O2 accounts on the move.



O2 and NSPCC

Let's keep kids safe online.



O2 Academy

Find gigs, buy tickets and go behind the scenes.



Step 3: Click on 'Bill Analyser – View your bills, analyse your spend and run reports'

Personal | Business



Shop

Solutions

Why O2

Help

My O2 Business

Search

Welcome to My O2 Business

All your account and bill details in one place

My products and services

Bill Analyser - View your bills, analyse your spend and run reports

My Account - Make changes to your account, swap sims and more

[Get help](#)

[View Demo](#)

[Edit my details](#)

What's new in My O2 Business

We listened carefully to our customers' feedback on My O2 Business, and we're pleased to be bringing you a number of improvements. Learn more about what's new here:

[What's new in My O2 Business | Help & Support | O2 Business](#)



Find a store



Check our network

Popular in business

[Our business solutions](#)

[Mobile solutions](#)

[Business blog](#)

Help and support

[Help home](#)

[Contact us](#)

[My O2 Business](#)

Step 4: Click on 'REPORTING' – this will open a drop-down menu

O₂

My O2 Business Home

SELECTED ACCOUNT

ACCOUNT

ADMINISTRATION

INVOICING

REPORTING

O2 HELP & SUPPORT

£

Search Accounts Only active

Include unbilled

Current Balance
£0.00 (Inc. VAT)

Overdue Amount
£0.00 (Inc. VAT)

Account Status
Normal

Payment Type
Direct Debit Customers

Amount In Query
£0.00 (Inc. VAT)

Payment Terms
30 Days Airtime

LATEST INVOICE - 13/01/2024
£157.20 (ex VAT)
This invoice is payable on or before 12/02/2024

[Download](#)

[View Invoices](#)

ALLOWANCES
There are no allowances for the selected account.

Step 5: Click on the 'Run Reports' option

The screenshot displays the O2 Business Home interface. On the left, a dark blue sidebar contains navigation options: 'My O2 Business Home', 'SELECTED ACCOUNT', 'ACCOUNT', 'ADMINISTRATION', 'INVOICING', 'REPORTING', and 'O2 HELP & SUPPORT'. The 'REPORTING' section is expanded, and the 'Run Reports' option is highlighted with a red rectangle. The main content area features a search bar with 'Search Accounts' and 'Include unbilled' filters, a list of report icons, and a summary panel on the right. The summary panel includes: Current Balance (£0.00 Inc. VAT), Overdue Amount (£0.00 Inc. VAT), Account Status (Normal), Payment Type (Direct Debit Customers), Amount In Query (£0.00 Inc. VAT), and Payment Terms (30 Days Airtime). Below this, it shows the latest invoice of £157.20 (ex VAT) due by 12/02/2024, with a 'Download' button and a 'View Invoices' link. At the bottom, it states 'ALLOWANCES: There are no allowances for the selected account.'



My O2 Business Home

SELECTED ACCOUNT

ACCOUNT

ADMINISTRATION

INVOICING

REPORTING

Run Reports

Scheduled Reports

Watchpoints

Watchpoint Alerts

Reporting Structures

Filter Sets

Dialled Numbers

Working Hours

O2 HELP & SUPPORT



Search Accounts



Only active



Include unbilled



Current Balance
£0.00 (Inc. VAT)

Overdue Amount
£0.00 (Inc. VAT)

Account Status
Normal

Payment Type
Direct Debit Customers

Amount In Query
£0.00 (Inc. VAT)

Payment Terms
30 Days Airtime

LATEST INVOICE - 13/01/2024

£157.20 (ex VAT)

This invoice is payable on or before 12/02/2024



Download

[View Invoices](#)

ALLOWANCES

There are no allowances for the selected account.

Step 6: Click on the highlighted date range to open up the menu

The screenshot shows the O2 Reports interface. On the left is a dark blue sidebar with navigation options: My O2 Business Home, SELECTED ACCOUNT, ACCOUNT, ADMINISTRATION, INVOICING, REPORTING, Run Reports, Scheduled Reports, Watchpoints, Watchpoint Alerts, Reporting Structures, Filter Sets, Dialed Numbers, Working Hours, and O2 HELP & SUPPORT. The main content area has a blue header with '> Reports' and a 'Reports' title. Below the title is a filter bar with a search input and a 'Date Range' dropdown set to 'Jan 2024 - Jan 2024', which is highlighted with a red box. Below the filter bar is a table of available reports.

Report Name	Report Description	Report Format
<input type="checkbox"/> Billed Allowances	Summary of pre and post allowance costs, including a summary of costs per subscriber.	CSV
<input type="checkbox"/> Billing Summary	Summary of account usage and spend at subscriber, account and group level.	XLS
<input type="checkbox"/> Calls by Type	Summary of outbound calls made.	CSV
<input type="checkbox"/> Connections	All connections on your account - active, inactive and unbilled.	CSV
<input type="checkbox"/> Cost Breakdown by Subscription Type	Voice, data and line charges accrued by subscribers.	CSV
<input type="checkbox"/> Daily Spend	List of your daily call, SMS and data spend over a weekly period.	

Step 7: Change the dates to cover just one month and click 'Apply'

The screenshot shows the O2 Reports interface. On the left is a navigation sidebar with categories: My O2 Business Home, SELECTED ACCOUNT, ACCOUNT, ADMINISTRATION, INVOICING, REPORTING, and O2 HELP & SUPPORT. The 'REPORTING' section is expanded, showing 'Run Reports' as the active option. The main content area is titled 'Reports' and includes a 'Run Reports for' dropdown set to 'Analytics'. Below this is a 'Filters' section with a search bar and a 'Date Range' field currently set to 'Jan 2024 - Jan 2024'. A table of 'Available Reports' is visible, listing various report types like 'Billed Allowances', 'Billing Summary', 'Calls by Type', 'Connections', and 'Cost Breakdown by Subscription Type'. On the right side, a 'Date Range' modal is open, showing two calendar pickers. The 'Start Date' is set to 01/01/2024 and the 'End Date' is set to 01/31/2024. The 'Apply' button at the bottom of the modal is highlighted with a red rectangle.

Reports

Run Reports for

Analytics

Filters

Search: Date Range:

Available Reports

Report Name	Report Description
<input type="checkbox"/> Billed Allowances	Summary of pre and post allowance costs, including a summary of costs subscriber.
<input type="checkbox"/> Billing Summary	Summary of account usage and spend at subscriber, account and group level.
<input type="checkbox"/> Calls by Type	Summary of outbound calls made.
<input type="checkbox"/> Connections	All connections on your account - active, inactive and unbilled.
<input type="checkbox"/> Cost Breakdown by Subscription Type	Voice, data and line charges accrued by subscribers.
<input type="checkbox"/> Daily Spend	List of your daily call, SMS and data spend over a weekly period.

Date Range

Start Date (01/01/2024)

2024

Jan Feb Mar Apr

May Jun Jul Aug

Sept Oct Nov Dec

End Date (01/31/2024)

2024

Jan Feb Mar Apr

May Jun Jul Aug

Sept Oct Nov Dec

Apply

Cancel

Step 8: Click on 'Cost Breakdown by Subscription Type'

The screenshot shows the O2 Reports interface. On the left is a dark blue sidebar with navigation options: My O2 Business Home, SELECTED ACCOUNT, ACCOUNT, ADMINISTRATION, INVOICING, REPORTING (with a sub-menu containing Run Reports, Scheduled Reports, Watchpoints, Watchpoint Alerts, Reporting Structures, Filter Sets, Dialed Numbers, and Working Hours), and O2 HELP & SUPPORT. The main content area has a blue header with '> Reports'. Below this is the 'Reports' section with a 'Run Reports for' dropdown menu set to 'Analytics'. A 'Filters' section contains a search box and a 'Date Range' dropdown set to 'Jan 2024 - Jan 2024'. Under 'Available Reports', a table lists various reports. The report 'Cost Breakdown by Subscription Type' is highlighted with a red box. The table has columns for Report Name, Report Description, and Report Format.

Report Name	Report Description	Report Format
<input type="checkbox"/> Billed Allowances	Summary of pre and post allowance costs, including a summary of costs per subscriber.	CSV
<input type="checkbox"/> Billing Summary	Summary of account usage and spend at subscriber, account and group level.	XLS
<input type="checkbox"/> Calls by Type	Summary of outbound calls made.	CSV
<input type="checkbox"/> Connections	All connections on your account - active, inactive and unbilled.	CSV
<input type="checkbox"/> Cost Breakdown by Subscription Type	Voice, data and line charges accrued by subscribers.	CSV
<input type="checkbox"/> Daily Spend	List of your daily call, SMS and data spend over a weekly period.	

Step 9: Open the drop-down menu which shows 'Both Invoice and Usage Records'

The screenshot displays the O2 Business Home interface. The left sidebar contains navigation links: My O2 Business Home, SELECTED ACCOUNT, ACCOUNT (with a dropdown arrow), ADMINISTRATION (with a dropdown arrow), INVOICING (with a dropdown arrow), REPORTING (with an up arrow), Run Reports, Scheduled Reports, Watchpoints, Watchpoint Alerts, Reporting Structures, Filter Sets, Dialled Numbers, Working Hours, and O2 HELP & SUPPORT (with a dropdown arrow). The main content area is titled 'Cost Breakdown by Subscription Type' and includes a breadcrumb path '> Reports > Run Report'. Below the title, it says 'Run Cost Breakdown by Subscription Type Report for'. The 'Report Details' section shows 'Account' and 'Date Range' (From 01/01/2024 to 31/01/2024). The 'Customisation Options' section includes a 'Format' dropdown set to 'CSV' (with a document icon) and a checkbox for 'Notify me by email when download is complete'. The 'Select the additional filter options for this report.' section features two dropdown menus: 'Report Level' (highlighted with a red box and set to 'Both Invoice and Usage Records') and 'Network Type' (set to 'All'). At the bottom, there are three buttons: 'Show Report', 'Download Report', and 'Email Options'.

Step 10: Select the 'Invoice Records' option from the drop-down menu

The screenshot shows the O2 Business Home interface. The left sidebar contains navigation options: My O2 Business Home, SELECTED ACCOUNT, ACCOUNT, ADMINISTRATION, INVOICING, REPORTING (highlighted), Run Reports, Scheduled Reports, Watchpoints, Watchpoint Alerts, Reporting Structures, Filter Sets, Dialed Numbers, Working Hours, and O2 HELP & SUPPORT. The main content area is titled 'Cost Breakdown by Subscription Type' and includes a breadcrumb path '> Reports > Run Report'. Below the title, it says 'Run Cost Breakdown by Subscription Type Report for'. The 'Report Details' section shows 'Account' and 'Date Range' (From 01/01/2024 to 31/01/2024). The 'Customisation Options' section includes a 'Format' dropdown set to 'CSV' and a checkbox for 'Notify me by email when download is complete'. The 'Select the additional filter options for this report.' section has a 'Report Level' dropdown menu open, showing options: 'Both Invoice and Usage Records' (checked), 'Invoice Records' (highlighted), and 'Usage Records'. The 'Network Type' dropdown is also present but not expanded. At the bottom, there are three buttons: 'Show Report', 'Download Report', and 'Email Options'.

Step 11: Click on the 'Download Report' button

The screenshot shows the O2 Business Home interface. The left sidebar contains navigation options: My O2 Business Home, SELECTED ACCOUNT, ACCOUNT (with a dropdown arrow), ADMINISTRATION (with a dropdown arrow), INVOICING (with a dropdown arrow), REPORTING (with an up arrow), Run Reports, Scheduled Reports, Watchpoints, Watchpoint Alerts, Reporting Structures, Filter Sets, Dialled Numbers, Working Hours, and O2 HELP & SUPPORT (with a dropdown arrow). The main content area is titled 'Cost Breakdown by Subscription Type' and includes a subtitle 'Run Cost Breakdown by Subscription Type Report for'. Below this, there are sections for 'Report Details' (Account and Date Range: From 01/01/2024 to 31/01/2024) and 'Customisation Options' (Format: CSV, and a checkbox for 'Notify me by email when download is complete'). At the bottom, there are three buttons: 'Show Report', 'Download Report' (highlighted with a red box), and 'Email Options'. The 'Report Level' dropdown is set to 'Invoice Records' and the 'Network Type' dropdown is set to 'All'.

Step 12: Click the bell icon, when your report is ready to download it will appear here

The screenshot displays the O2 Business Home dashboard. On the left is a dark blue sidebar with navigation options: My O2 Business Home, SELECTED ACCOUNT, ACCOUNT, ADMINISTRATION, INVOICING, REPORTING (with sub-items: Run Reports, Scheduled Reports, Watchpoints, Watchpoint Alerts, Reporting Structures, Filter Sets, Dialed Numbers, Working Hours), and O2 HELP & SUPPORT. The main content area is titled "Cost Breakdown by Subscription Type" and includes sections for Report Details (Account, Date Range), Customisation Options (Format: CSV, and a checkbox for email notifications), and filter options (Report Level: Invoice Records, Network Type: All). At the bottom are buttons for "Show Report", "Download Report", and "Email Options". A notification dropdown menu is open in the top right corner, highlighted with a red box, showing a bell icon. The menu lists four notifications: "Cost Breakdown by Subscription Type Report" (a few seconds ago), "Invoice 27564436" (a month ago), "Invoice 27007437" (a month ago), and "Invoice 24992383". A "View all notifications" link is at the bottom of the menu.

Cost Breakdown by Subscription Type

Run Cost Breakdown by Subscription Type Report for

Report Details

Account	Date Range
	From 01/01/2024 to 31/0

Customisation Options

Format

Notify me by email when download is complete

Select the additional filter options for this report.

Report Level	Invoice Records
Network Type	All

[View all notifications](#)

[Show Report](#) [Download Report](#) [Email Options](#)

Step 13: Click on the prepared report and it should start downloading

The screenshot displays the O2 Business Home interface. On the left is a dark blue sidebar with navigation options: My O2 Business Home, SELECTED ACCOUNT, ACCOUNT (with a dropdown arrow), ADMINISTRATION (with a dropdown arrow), INVOICING (with a dropdown arrow), REPORTING (with an up arrow), Run Reports, Scheduled Reports, Watchpoints, Watchpoint Alerts, Reporting Structures, Filter Sets, Dialled Numbers, Working Hours, and O2 HELP & SUPPORT (with a dropdown arrow). The main content area is titled "Cost Breakdown by Subscription Type" and includes a sub-header "Run Cost Breakdown by Subscription Type Report for". Below this is a "Report Details" section with fields for "Account" and "Date Range" (From 01/01/2024 to 31/01/2024). A "Customisation Options" section is visible, featuring a "Format" dropdown set to "CSV" and a checkbox for "Notify me by email when download is complete". At the bottom, there are three buttons: "Show Report", "Download Report", and "Email Options". A notification pop-up is overlaid on the right side, containing a red-bordered box around the text "Cost Breakdown by Subscription Type Report". The notification also lists three invoices: "Invoice 27564436", "Invoice 27007437", and "Invoice 24992383", each with a "Ready For Download" status and a timestamp of "a month ago". A "View all notifications" link is at the bottom of the pop-up.

Cost Breakdown by Subscription Type Report

Your Report Covering Period 01/01/2024 – 31/01/2024 ... a few seconds ago

Invoice 27564436
Summary Invoice 27564436 Ready For Download. a month ago

Invoice 27007437
Summary Invoice 27007437 Ready For Download. a month ago

Invoice 24992383

[View all notifications](#)

Cost Breakdown by Subscription Type

Run Cost Breakdown by Subscription Type Report for

Report Details

Account **Date Range**
From 01/01/2024 to 31/01/2024

Customisation Options

Format

CSV

Notify me by email when download is complete

Select the additional filter options for this report.

Report Level Invoice Records

Network Type All

Show Report Download Report Email Options

Step 14: To download the next report, click on the "Run Reports" option again

The screenshot shows the O2 Business Home interface. On the left is a dark blue sidebar with navigation options: My O2 Business Home, SELECTED ACCOUNT, ACCOUNT (with a dropdown arrow), ADMINISTRATION (with a dropdown arrow), INVOICING (with a dropdown arrow), REPORTING (with an up arrow), Run Reports (highlighted with a red border), Scheduled Reports, Watchpoints, Watchpoint Alerts, Reporting Structures, Filter Sets, Dialled Numbers, Working Hours, and O2 HELP & SUPPORT (with a dropdown arrow). The main content area is titled "Cost Breakdown by Subscription Type" and includes a sub-header "Run Cost Breakdown by Subscription Type Report for". Below this is a "Report Details" section with fields for "Account" and "Date Range" (From 01/01/2024 to 31/01/2024). A "Customisation Options" section contains a "Format" dropdown set to "CSV" (represented by a document icon) and an unchecked checkbox for "Notify me by email when download is complete". A grey box prompts the user to "Select the additional filter options for this report." with two dropdown menus: "Report Level" set to "Invoice Records" and "Network Type" set to "All". At the bottom are three blue buttons: "Show Report", "Download Report", and "Email Options".

Step 15: Check that the Date Range is still correct, then scroll down to find 'Itemised Call'.
Click on the 'Itemised Call' option

The screenshot shows the O2 Reports interface. On the left is a navigation sidebar with categories: My O2 Business Home, SELECTED ACCOUNT, ACCOUNT, ADMINISTRATION, INVOICING, REPORTING, and O2 HELP & SUPPORT. The 'REPORTING' section is expanded, showing options like Run Reports, Scheduled Reports, Watchpoints, Watchpoint Alerts, Reporting Structures, Filter Sets, Dialed Numbers, and Working Hours. The main content area is titled 'Reports' and includes a breadcrumb '> Reports'. Below this is a filter bar with a search input, a date range selector set to 'Jan 2024 - Jan 2024' (highlighted with a red box), and an 'Available Reports' table. The table has columns for Report Name, Report Description, and Report Format. The 'Itemised Call' report is highlighted with a red box. Other reports include Hourly Spend, Itemised Line, Low Spenders, and Statement Of Account.

My O2 Business Home

SELECTED ACCOUNT

ACCOUNT

ADMINISTRATION

INVOICING

REPORTING

Run Reports

Scheduled Reports

Watchpoints

Watchpoint Alerts

Reporting Structures

Filter Sets

Dialed Numbers

Working Hours

O2 HELP & SUPPORT

> Reports

Reports

Analytics

Filters

Search:

Date Range:

Available Reports

Report Name	Report Description	Report Format
<input type="checkbox"/> Hourly Spend	List of your hourly spend per day. Data usage logged at midnight each day.	
<input type="checkbox"/> Itemised Call	List of your itemised call usage over a specified time period.	CSV
<input type="checkbox"/> Itemised Line	List of your invoiced line items over a specified time period.	CSV
<input type="checkbox"/> Low Spenders	Top 50 lowest spending subscribers.	CSV
<input type="checkbox"/> Statement Of Account	This report lists the invoices and the associated open amounts and due dates for the selected period.	CSV

Step 16: Click on the 'Download Report' button

The screenshot shows the O2 user interface for configuring an 'Itemised Call' report. The left sidebar contains navigation options: My O2 Business Home, SELECTED ACCOUNT, ACCOUNT (expanded), ADMINISTRATION (expanded), INVOICING (expanded), REPORTING (expanded), Run Reports, Scheduled Reports, Watchpoints, Watchpoint Alerts, Reporting Structures, Filter Sets, Dialed Numbers, Working Hours, and O2 HELP & SUPPORT (expanded). The main content area is titled 'Itemised Call' and includes a breadcrumb path '> Reports > Run Report'. Below the title, it says 'Run Itemised Call Report for'. The 'Report Details' section shows 'Account' and 'Date Range' (From 01/01/2024 to 31/01/2024). The 'Customisation Options' section includes a 'Format' dropdown set to 'CSV' (represented by a document icon) and a checkbox for 'Notify me by email when download is complete'. Below this, a section titled 'Select the additional filter options for this report.' contains a 'Report Filter' dropdown set to 'No Filter'. At the bottom, there are two buttons: 'Download Report' (highlighted with a red box) and 'Email Options'.

My O2 Business Home

SELECTED ACCOUNT

ACCOUNT

ADMINISTRATION

INVOICING

REPORTING

Run Reports

Scheduled Reports

Watchpoints

Watchpoint Alerts

Reporting Structures

Filter Sets

Dialed Numbers

Working Hours

O2 HELP & SUPPORT

> Reports > Run Report

Itemised Call

Run Itemised Call Report for

Report Details

Account **Date Range**
From 01/01/2024 to 31/01/2024

Customisation Options

Format

CSV

Notify me by email when download is complete

Select the additional filter options for this report.

Report Filter: No Filter

Download Report Email Options

Step 17: Click the bell icon, when your report is ready to download it will appear here

The screenshot displays the O2 Business Home interface. On the left is a dark blue sidebar with navigation options: My O2 Business Home, SELECTED ACCOUNT, ACCOUNT, ADMINISTRATION, INVOICING, REPORTING (with sub-items: Run Reports, Scheduled Reports, Watchpoints, Watchpoint Alerts, Reporting Structures, Filter Sets, Dialed Numbers, Working Hours), and O2 HELP & SUPPORT. The main content area is titled 'Itemised Call' and includes sections for Report Details (Account, Date Range), Customisation Options (Format: CSV, Notify me by email when download is complete), and a Report Filter dropdown set to 'No Filter'. At the bottom are 'Download Report' and 'Email Options' buttons. A notification dropdown menu is open in the top right, showing a list of reports: 'Itemised Call Report' (a few seconds ago), 'Cost Breakdown by Subscription Type Report' (3 minutes ago), 'Invoice 27564436' (a month ago), and 'Invoice 27007437'. A red box highlights the bell icon in the top right corner of the page header.

Step 18: Click on the prepared report and it should start downloading

The screenshot displays the O2 Business Home interface. On the left is a dark blue sidebar with navigation options: My O2 Business Home, SELECTED ACCOUNT, ACCOUNT (with a dropdown arrow), ADMINISTRATION (with a dropdown arrow), INVOICING (with a dropdown arrow), REPORTING (with an up arrow), Run Reports, Scheduled Reports, Watchpoints, Watchpoint Alerts, Reporting Structures, Filter Sets, Dialled Numbers, Working Hours, and O2 HELP & SUPPORT (with a dropdown arrow). The main content area has a blue header with a breadcrumb trail: > Reports > Run Report. The main heading is 'Itemised Call', followed by the sub-heading 'Run Itemised Call Report for'. Below this is the 'Report Details' section with two fields: 'Account' and 'Date Range' (set to 'From 01/01/2024 to 31/01/2024'). The 'Customisation Options' section includes a 'Format' dropdown set to 'CSV' (represented by a document icon) and a checkbox for 'Notify me by email when download is complete'. Below this is a section for 'Select the additional filter options for this report.' with a 'Report Filter' dropdown set to 'No Filter'. At the bottom are two buttons: 'Download Report' and 'Email Options'. A notification dropdown menu is open in the top right corner, showing a list of reports: 'Itemised Call Report' (highlighted with a red box), 'Cost Breakdown by Subscription Type Report', 'Invoice 27564436', and 'Invoice 27007437'. Each notification includes a document icon, a title, a description, and a timestamp. A 'View all notifications' link is at the bottom of the dropdown.

My O2 Business Home

SELECTED ACCOUNT

ACCOUNT

ADMINISTRATION

INVOICING

REPORTING

Run Reports

Scheduled Reports

Watchpoints

Watchpoint Alerts

Reporting Structures

Filter Sets

Dialled Numbers

Working Hours

O2 HELP & SUPPORT

> Reports > Run Report

Itemised Call

Run Itemised Call Report for

Report Details

Account

Date Range
From 01/01/2024 to 31/01/2024

Customisation Options

Format

CSV

Notify me by email when download is complete

Select the additional filter options for this report.

Report Filter: No Filter

Download Report

Email Options

Itemised Call Report
Your Report Covering Period 01/01/2024 - 31/01/2024 ... a few seconds ago

Cost Breakdown by Subscription Type Report
Your Report Covering Period 01/01/2024 - 31/01/2024 Is R... 3 minutes ago

Invoice 27564436
Summary Invoice 27564436 Ready For Download. a month ago

Invoice 27007437

[View all notifications](#)

- Note: Repeat these steps until you have downloaded 3 consecutive months' reports

The screenshot displays the O2 Reports interface. On the left is a dark blue sidebar with navigation options: My O2 Business Home, SELECTED ACCOUNT, ACCOUNT, ADMINISTRATION, INVOICING, REPORTING (with 'Run Reports' highlighted), Scheduled Reports, Watchpoints, Watchpoint Alerts, Reporting Structures, Filter Sets, Dialled Numbers, Working Hours, and O2 HELP & SUPPORT. The main content area has a blue header with '> Reports' and a 'Reports' title. Below the title is a 'Run Reports for' section with a dropdown menu set to 'Analytics'. A 'Filters' section contains a 'Search' input field and a 'Date Range' dropdown set to 'Jan 2024 - Jan 2024'. Underneath is an 'Available Reports' table with columns for Report Name, Report Description, and Report Format.

Report Name	Report Description	Report Format
<input type="checkbox"/> Billed Allowances	Summary of pre and post allowance costs, including a summary of costs per subscriber.	CSV
<input type="checkbox"/> Billing Summary	Summary of account usage and spend at subscriber, account and group level.	XLS
<input type="checkbox"/> Calls by Type	Summary of outbound calls made.	CSV
<input type="checkbox"/> Connections	All connections on your account - active, inactive and unbilled.	CSV
<input type="checkbox"/> Cost Breakdown by Subscription Type	Voice, data and line charges accrued by subscribers.	CSV
<input type="checkbox"/> Daily Spend	List of your daily call, SMS and data spend over a weekly period.	