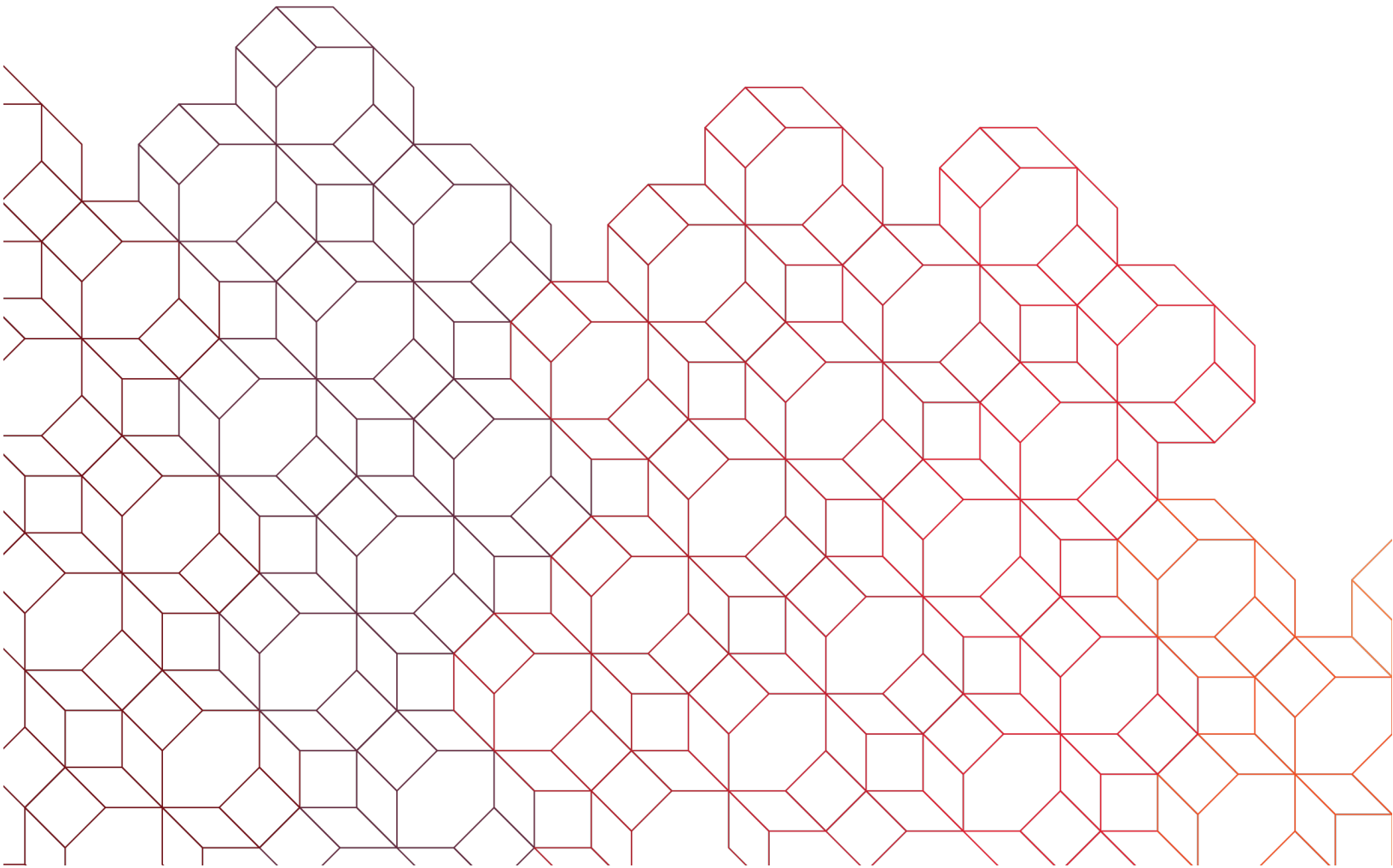




Spend Control

Pulling a Monthly Spend Report



Pulling a Monthly Spend Report

The Monthly Spend Report identifies the account holders current credit limit and aggregates spend for the account holder by calendar month, with a total sum column for the period selected.

To run this report:

- Reports > Run > Expand the Financial and Spending Reports section > Click “Monthly Spend Report”.

2. Report Name: Monthly Spend Report

Search Request report on behalf of

My Exports	>
Account Activity	>
Accounting and Reconciliation Reports	>
Alert and Exception Reports	>
Audit Reports	>
Expense Reports	>
Financial and Spending Reports	>
Merchant and Supplier Reports	>
Program Management Reports	>
Purchasing Reports	>
Tax Reports	>
Transaction Reports	>
Travel Reports	>

- The date range will automatically default. You can adjust this to match your billing cycle by expanding section “4 Frequency” and changing the From and To fields.

4. Frequency: Once

Once Daily Weekly Monthly Quarterly

From (MM/DD/YYYY) To (MM/DD/YYYY)

Schedule Offset (in days)

- Click “Submit Request”. You will receive an email when the report is ready.

