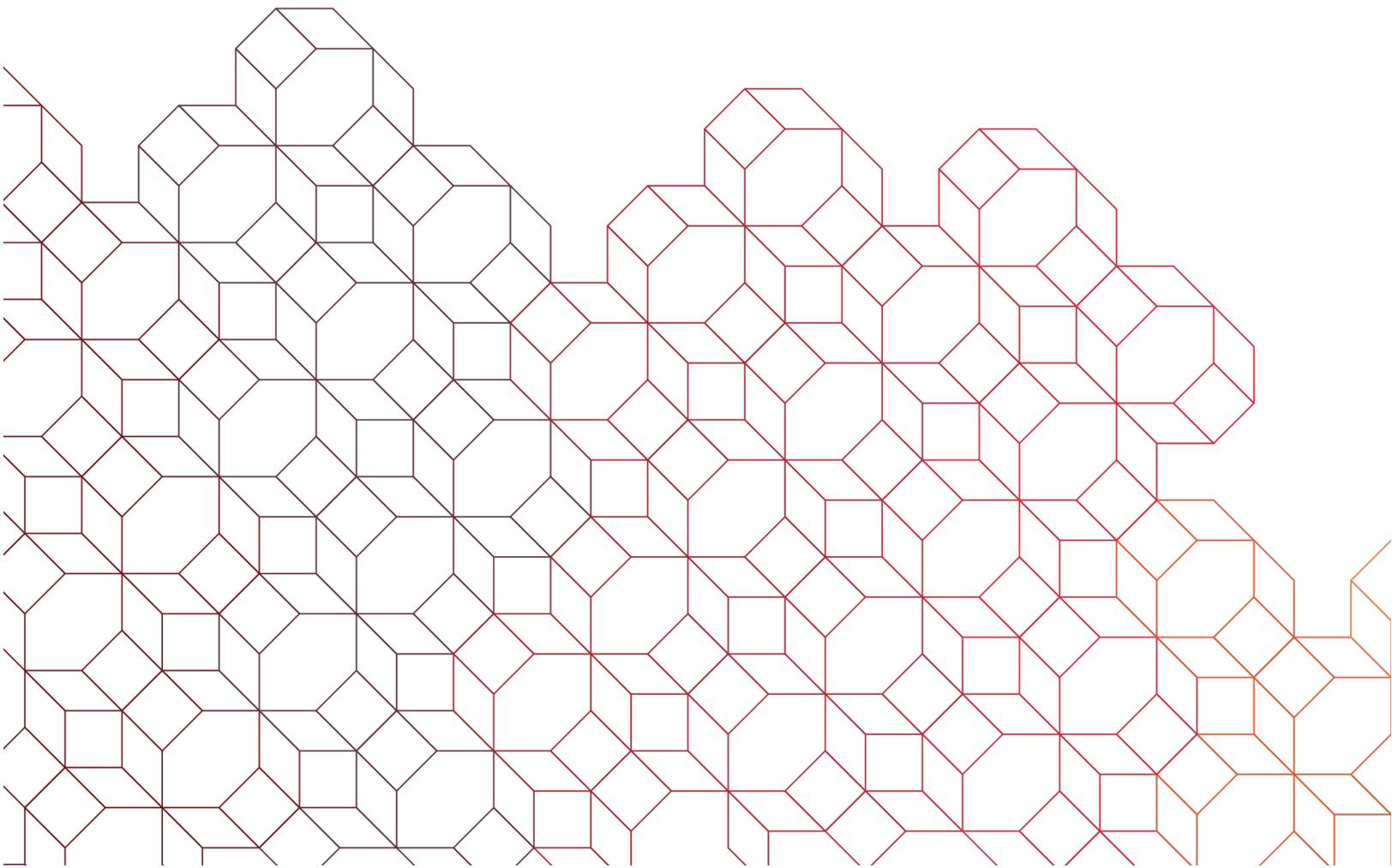




# Spend Control

## How to Schedule a Report



## Scheduling a Spend Control Report

- In Spend Control, go to Reports > Run.
- Expand Section 2. Report Name and select the desired report.

2. Report Name: Authorization Detail

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	>

- Expand Section 4. Frequency and select dates and choose Once, Daily, Weekly, Monthly, or Quarterly.

4. Frequency: Once

Once

Daily

Weekly

Monthly

Quarterly

From (MM/DD/YYYY)

To (MM/DD/YYYY)

Schedule Offset (in days)

- Submit Request.

