Monthly Combined Billing Report Email

The Combined Billing Report Email is sent to Enterprise Admins each month, offering a comprehensive overview of payment history across all accounts during the previous month.

Introduction

The Combined Billing Report, delivered to Enterprise Admins at the start of each month, provides a comprehensive and reliable overview of payment history across all accounts.

This report consolidates all billing information from the previous month into a single spreadsheet, detailing each account's charges, payment dates, billing periods, and monthly plans.

With the Combined Billing Report, Enterprises can effortlessly track billing activities across accounts, ensuring Enterprise Admins are consistently informed about each account's monthly payment.

Download a Combined Billing Report

Download a Combined Billing Report to stay informed on last month's payment charges across accounts in your Enterprise.

Who Can Do This: Enterprise Admins.

To download the monthly Combined Billing Report:

Open Email:

- Open the email you receive from Paperless Pipeline at the start of each month.

Download:

- Download the attached Combined Billing Report.

View a Combined Billing Report

View a Combined Billing Report to see each account's detailed payment history, including charges, payment dates, and billing periods.

Who Can Do This: Enterprise Admins.

To view the monthly Combined Billing Report:

Open Report:

- Open the saved report in your preferred app for spreadsheets.

Review:

- Review last month's billing history for each account.