# Combined Billing Report

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At the start of each month, a single spreadsheet lands in your inbox with last month's charges for every account in your Enterprise.

## Introduction

Closing the books on twelve offices means twelve sets of charges, and none of them sit anywhere you'd naturally look. Each account holds its own billing history, one account at a time.

The Combined Billing Report is that arithmetic done for you and sent to you. It arrives at the start of each month covering the month just ended, as a spreadsheet carrying every account's charges, payment dates, billing periods, and plans. There's nothing to schedule and nothing to switch on. It's a file rather than a page, which means it goes straight to whoever does your books without them needing access to anything in Pipeline.

One file covers the whole organization's month, in a form a spreadsheet can sort. Keep the email or save the attachment somewhere you can find it again, because the report is delivered rather than stored and there's no archive of past months to go back to on your own. If one doesn't turn up, say so rather than rebuilding it by hand. Getting a copy re-sent is straightforward.

## How It Works

One email, one attachment, one month of billing across the whole Enterprise.

### When It Arrives

Pipeline sends the report to the Enterprise Admin at the start of each month. There's nothing to schedule or switch on — it comes on its own.

### What's In It

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

### Which Accounts Appear

The report covers the accounts in your Enterprise, so you're seeing the whole organization's payment history in one view rather than account by account.

### It Comes as an Email Attachment

The combined view arrives as a file on the monthly email, so keep the email or save the attachment somewhere you can get back to. Each member account also keeps its own charges on its Billing History page.

## Download the Combined Billing Report

Save last month's charges across your Enterprise from the email Pipeline sends you.

**Who Can Do This**: Enterprise Admins, from the monthly email they receive.

To download the monthly Combined Billing Report:

1. Open the email you receive from Paperless Pipeline at the start of each month.
2. Download the attached Combined Billing Report.

The report is saved to your computer as a spreadsheet.

## View the Combined Billing Report

Open the saved report to see each account's charges, payment dates, and billing periods side by side.

**Who Can Do This**: Enterprise Admins, from the monthly email they receive.

To view the monthly Combined Billing Report:

1. Open the saved report in your preferred app for spreadsheets.
2. Review last month's billing history for each account.

You have last month's payment history for every account in your Enterprise in one place.

## Each Account's Own Record

The combined report is the monthly roll-up. When you need the full history for one account, that lives in the account itself.

### Billing History

Your Billing History page is the record of every Pipeline charge — what you paid, when, and the date your account is paid through.

See Billing History

### Current Usage

The Current Usage panel is your at-a-glance meter — transactions used, transactions left, and when the quota resets.

See Current Usage

## Combined Billing Report FAQ

The Combined Billing Report is emailed to Enterprise Admins at the start of each month, covering the month just ended. Answers to the common questions about who gets it, what's in it, and what to do when it doesn't arrive. See Combined Billing Report FAQ.