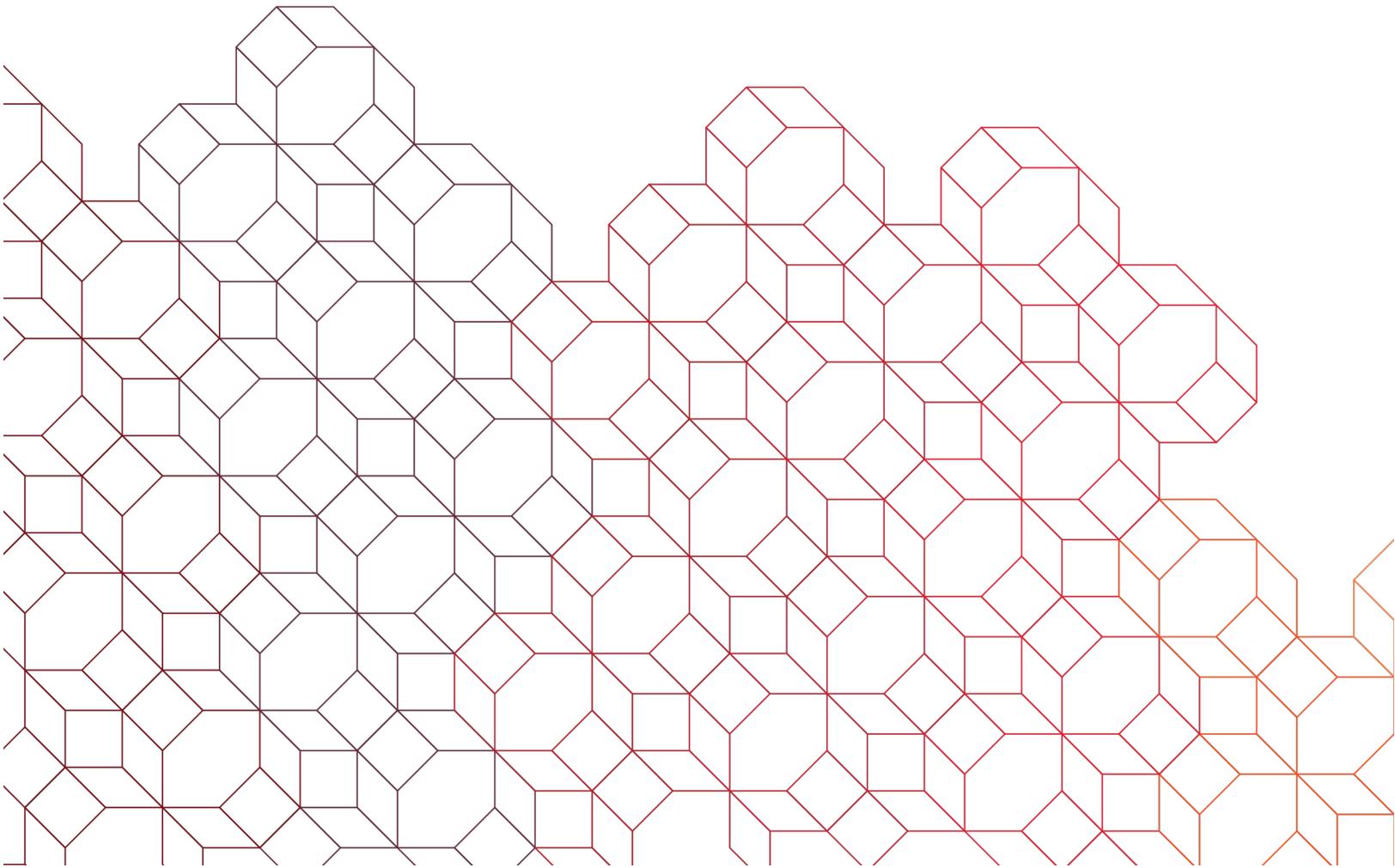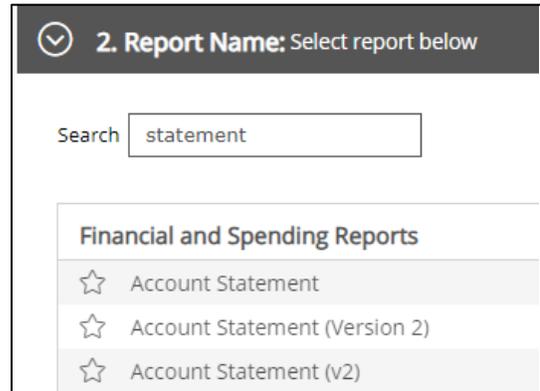# Spend Control

Pulling a Statement in PDF or Excel

Pulling a Statement to download as an Excel or PDF file

- Go to Reports and select "Run".
- Under Report Name, type "statement" in the search box.
- There are a few versions of Account Statement, each formatted a little differently. For this guide, we're using "Account Statement (V2)".
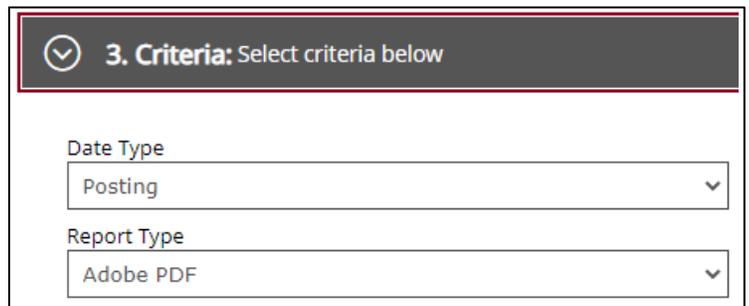

- Click on "3. Criteria".
- Select "PDF" or "Excel".
- Under Frequency, select the option you would like (Once or Monthly etc.).
- Click "SUBMIT7".
- You will get an email notification when your report is ready to download. To retrieve, go to Reports > Dashboard.