

# Reports: Expenses: Expense Summary Report



This report sums up the costs for each expense type over the period of time selected.

The only selection required for the Expense Summary Report is the date range.

To run the report, make your selection and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.

| 07/01/2018 to 08/20/2018 |                    |                 |                |
|--------------------------|--------------------|-----------------|----------------|
| Category                 | Number of Expenses | Category Amount | Applied Amount |
| Food (Actual Receipts)   | 16                 | 2166.87         | 2166.87        |