

Contract Detail

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Go to **Reports** and select *Contract Detail*.

The **Contract Detail** report analyzes your Schedule A expense by merchant and expense element. The default view is the most recent [billing month](#), and click on the filter to change the period view.

Search the report by clicking the filter icon and view the information with the following options.

Field	Description
Merchant ID	The Merchant ID, or MID, is the account number assigned to the account.
DBA Name	The business name is also known as the DBA (Doing Business As). The DBA will be used when processing transactions and appear on the cardholder statement.
<u>Billing Month</u>	The processing month for the statement.
Category (search option only)	Search the expense recovery items by the following categories: <ol style="list-style-type: none">1. Discount2. Interchange3. Association4. Authorization5. Capture6. Plan7. Debit8. Exception9. Misc10. Partnership
Description	A description of the expense item.
Subclass	Provides the card brands the expense item relates to: AM - American Express VS - Visa MC - MasterCard DS - Discover DB - Debit EB - Electronic Benefits (EBT)
Rate	The percentage rate applied to the expense item.
Per Item	The cost per item.
Count	The count of the expense item.
Amount	The amount of the expense item.
Expense	The total expense for the item.