

Global Analytical Reports FAQ

The first page of this FAQ lists reports found in the Global Shared Report Folders. The second page shows other report folders and their usage. **Note:** Summary Reports are on a rolling 12-month basis. Transactional Reports are on a 2-year basis.

Shared Reports

Summary and Transactional Reports		Other Shared Reports	
Report Type	Report Name	Report Folder	Use
Classification Reports	Spend by Category Category Trend (Time series) Categorization by Supplier Categorization by Campus PO Compliance by Category	Benefit Bank Reports	Reports related to Benefit Bank (TBD)
BU Reports	Spend by Campus Campus Trend (Time Series) PO Compliance by Campus Spend by Org Level Spend by Department	Team Reports	Saves your campus level reports here
Supplier Reports	Spend by Supplier Linkage Spend by Supplier Country	PO Commitment Reports	Not currently being used
Other Reports	Spend by GL Account Spend by Fund (UCOP) – Transactional Reports only Spend by Fund Owner Spend by Object Spend by Payment Method Spend by Payment Term		
Non-Procurement Spend Report	Spend by Non-Procurement		

Other Report Folders

Report Folder	Use
My Reports	Lists reports you have created and saved.
History List	Displays a list of the reports you have viewed or created, the status and time of creation. You can view the report, create a PDF or export it.
My Subscriptions	Lists reports you have subscribed to (or on behalf of others).