Supplier Spend Report
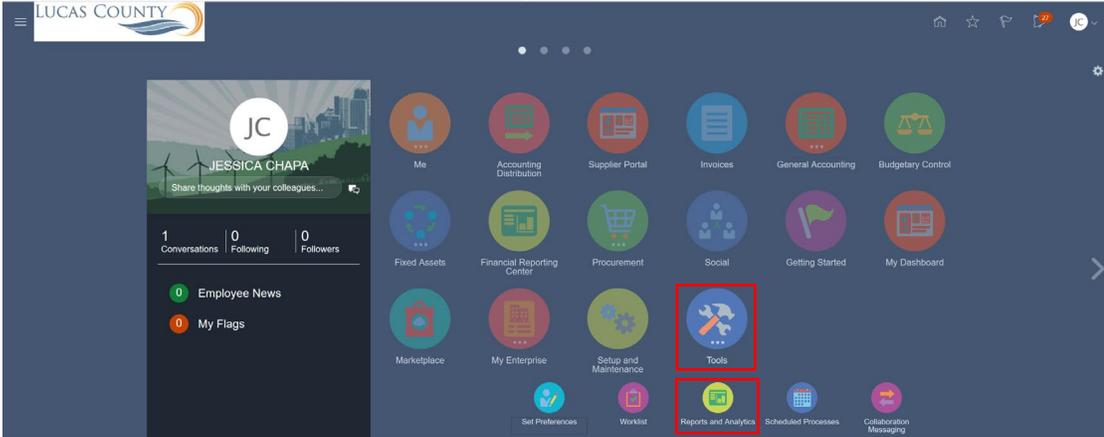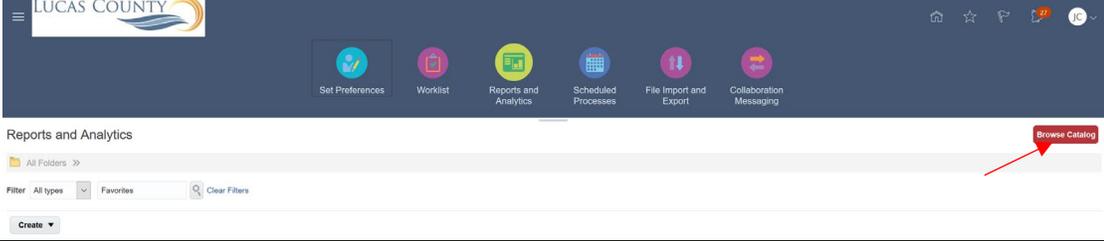
Audience: Accounts Payable Manager, Accounts Payable Specialist, Accounts Payable Supervisor, Buyer, Procurement Manager

Purpose: This subject area provides real-time information on spending patterns for procurement organizations with both direct and indirect spend by supplier. It provides calculated metrics to track payables performance, spend-related metrics, invoice price, invoice price variance, and invoice distribution. This job aid assists you with running the Top 10 Spend by Supplier report.

Step	Action
	Top 10 Spend by Supplier. *(Adobe Flash Player Must Be Installed To View Report)*
1	Log in. **Home -> Tools > Reports and Analytics**
2	Click **Browse Catalog** button.
3	**Shared Folder > Procurement > Spend > Transactional Analysis Samples > Top 10 Spend by Supplier** *(Adobe Flash Player Must Be Installed To View Report)*

▲ **Folders**		Type All ▼ Sort Name A-Z ▼ ☐ Show More Details

Folders panel:
- Common Content
- Custom
- Customer Data Management
- Enterprise Contracts
- Extension
- Financials
- Functional Setup
- Higher Education
- Human Capital Management
- Incentive Compensation
- Loyalty
- Manufacturing
- Marketing
- Partner
- ▲ Procurement
  - Subject Area Contents
  - Dashboards
  - Embedded Content
  - Procure To Pay
  - Purchasing
  - Self Service Procurement
  - Sourcing
  - ▲ Spend
    - **Transactional Analysis Samples**

Spend by Item Last Modified 6/26/19 8:50 AM Owner
Displays Spend and by Item satisfying the report filter criteria
Open Edit More ▼

Spend distribution by Buyer Last Modified 6/26/19 8:50 AM Owner
Displays the Spend by Buyer satisfying the report filter criteria
Open Edit More ▼

Top 10 Spend by Category Last Modified 6/26/19 8:50 AM Owner
Displays the Top 10 Spend by Category satisfying filter criteria
Open Edit More ▼

Top 10 Spend by Supplier Last Modified 6/26/19 8:50 AM Owner
Displays the Top 10 Spend by Supplier satisfying filter criteria
Open Edit More ▼

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4 | Open the report.

ORACLE Business Intelligence

Top 10 Spend by Supplier

Top 10 Spend by Supplier

Payable Business Unit Name	Manager	Supplier	Site	Supplier Type	Addressable Spend	Non-Addressable Spend	Spend	Invoice Currency
Lucas County		ABC Appliance, Inc.	REMIT01	Supplier	0	0	0	USD
		DIRECTV	MAIN	Supplier	21	0	21	USD

Edit - Refresh - Print - Export - Add to Briefing Book -