The following are four scenarios for accessing data from the Benefit Bank tab:
1. For a systemwide project, identify sourcing benefit recorded by campus.
2. For a given campus, look at benefit recorded by department for a specific time period.
3. For a given supplier, look at benefit recorded for multiple projects.
4. For a specific benefit submitter, identify total benefit recorded.

**STEP 1:** Select Benefit Bank tab.  
**STEP 2:** Select Fiscal Year Benefit Tab (keep FY2015 default)  
**STEP 3:** "Sourcing Benefit Identified" in the Activity Type area.

**STEP 4:** Select the project name (CA Inc. Amendment) in the Project Name area.

The by-campus sourcing benefit recorded for that project is displayed in the Campus area.

For scenario #2, benefit recorded by department at a specific campus for a specific time period, begin at the Fiscal Year Benefit Breakouts tab.

**STEP 1:** Select Campus (UCSB).

Questions? For help with Spend Analytics, please contact your Campus Primary Representative.
Scenario: Benefit Bank Information

**STEP 2:** Select the Benefit Custom Reports tab to begin selecting filters.

**STEP 3:** Select the desired Dimensions (Org Level 4) and Metric (Total Benefit Amount) Spend). Once you select a metric, the report will begin populating.

For scenario #3, benefit recorded by supplier for multiple projects, begin at the Fiscal Year Benefit Breakouts tab.

**STEP 1:** Select supplier (Thermo Fisher Scientific) in the Supplier area. The project detail and Campus detailed are displayed.

Questions? For help with Spend Analytics, please contact your Campus Primary Representative.
For Scenario 4, identify benefit recorded by submitter, begin on Benefit Custom Reports tab.

**STEP 1:** Select the desired Dimensions (BB Submitter) and Metric (Total Benefit Amount) Spend.

Once you select a metric, the report will begin populating.

**STEP 2:** Select specific name (Eric Stevens).

Note: Total benefit recorded may span multiple years.