In this scenario, we will develop three **Custom Reports** to analyze **Spend**, including 1) spend by diversity type for a specific campus and reporting cycle; 2) spend by diversity type at the department level, and 3) spend by diversity type for a specific supplier.

**STEP 1**: Select Diversity tab.  **STEP 2**: Select Campus (UCSD).  **STEP 3**: Select Fiscal Year and Quarter (2014, Q1).

**STEP 4**: To create a custom report showing spend by diversity category, first right click on “Diverse Campus Spend” area, then select “send to excel” and then “press here.” A new window will open, with the excel application open with a worksheet showing your spend data by diversity type.

Your selection criteria (campus, year and quarter(s)) will also be displayed.

**STEP 5**: Next, we will add a department number on the Selection tab, Organization page.

**Questions?** For help with Spend Analytics, please contact your **Campus Primary Representative.**
Scenario: Summary Supplier Diversity Information

Step 6: To create our report, we return to the Diversity tab, and then right click on “Diverse Campus Spend” area, then select “send to excel” and then “press here.” A new window will open, with excel showing your spend data by diversity type for the selected department only.

Step 7: Finally, we’ll create a custom report showing diversity spend by type for a specific supplier. First, we’ll clear out our department selection by using the “eraser” button. Then, on the “Diverse Data Breakouts” tab, select a supplier (SHI INTERNATIONAL CORP).

Returning to the Diversity tab, right click on the “Diverse Campus Spend” area and then select “send to excel” and then “press here.” A new window will open, with excel showing your campus spend data for a specific vendor by diversity type.

Questions? For help with Spend Analytics, please contact your Campus Primary Representative.