Scenario: Total Spend by Fund

In this scenario, we will answer the question: What was our total spend for a particular fund?

STEP 1 On the Dashboard tab, select the desired campus, and date range.

STEP 2 Click the Selections tab.

STEP 3 Click on UCOP Fund. Then click on search and type the keyword (“Cancer”). Finally, select the fund (Breast Cancer Research).

Questions? For help with Spend Analytics, please contact your Campus Primary Representative.
Scenario: Total Spend by Fund

The Total Spend will display for the selected fund, as well as the Fund Number.

**STEP 4** Click the Dashboard tab.

Details about the spend will displayed, including spend by classification and Supplier names.