Amazon Business Analytics

New & Improved Reporting Tool

Note: This document contains active hyperlinks.
Click links to view additional information about Amazon Business features, functionality & customer support.

Overview

*This guide is designed for **customers interested in spend reports & analytics**. Get the most from Amazon Business and learn about **Amazon Business Analytics**, a new & improved reporting tool. Enhanced account functionality takes the information already available in Order History Reports and lets you to view spending online via dynamic graphs and data tables – making it quicker and easier to track and monitor spend on Amazon Business.*

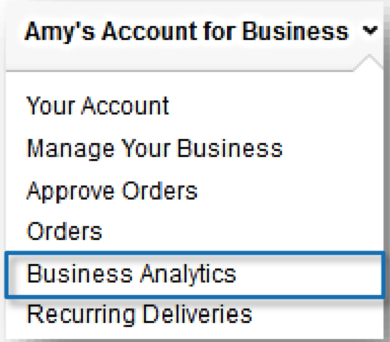
Amazon Business Analytics

Introduction

» What's new?

Amazon Business Analytics is a new and improved reporting tool available for business customers.

- ✓ Aggregate your purchases to compare and track spend over time
- ✓ Organize data by applying additional filters
- ✓ Utilize the table view to get details behind graphical summaries
- ✓ Customize table view to reflect only desired attributes
- ✓ Create & save report templates for fast and easy future reference

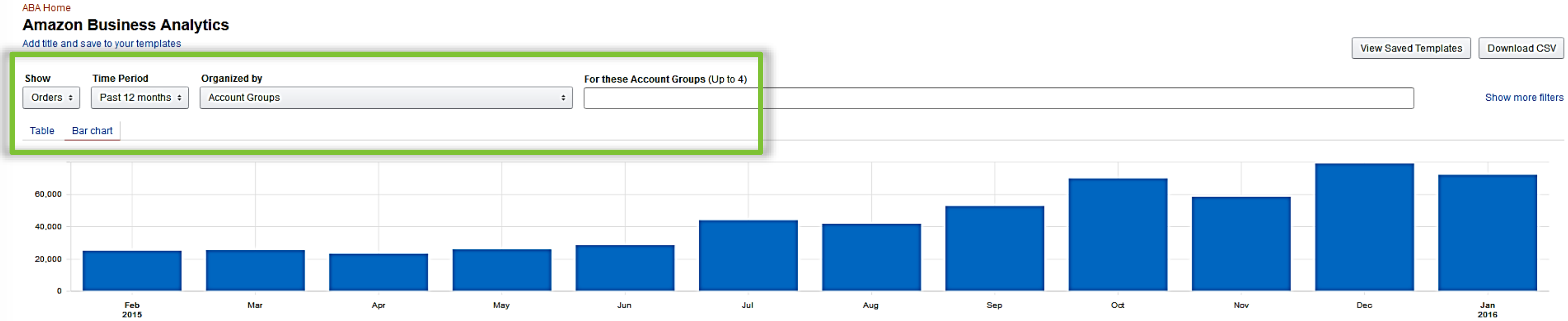


- Administrators and Requisitioners can still see orders placed in **Orders** & **Order History Reports.** Business users can still access order details & reporting from **Business Analytics**, located in their '*Account for Business*' drop-down menu.

- Business users will still see an expanded drop-down menu on the "View All Orders" page, which displays order details, payment method, and reference number for all purchases.
Note: A group Administrator will see orders placed by Requisitioners for groups they manage.

Get Started with Amazon Business Analytics

- High-level filters apply to both table and graph view. The **Show** option allows you to select the data view you're interested in: **Orders, Returns, Refunds and Reconciliation**.



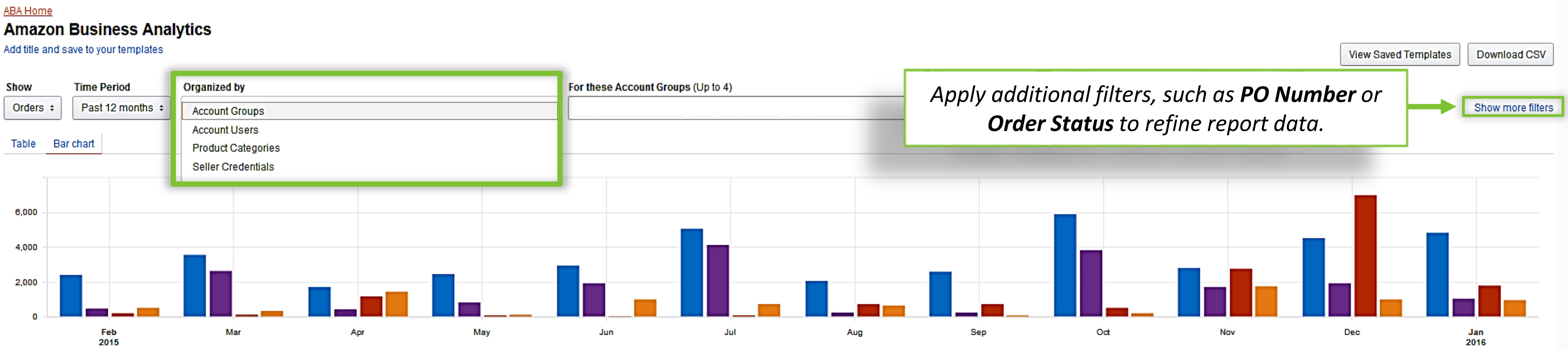
- **Time Period** supports a range of default settings (month to date, quarter to date, year to date, etc…) as well as a custom range option.

- **Organized by** allows you to drill down into spend from specific **Account Groups** or **Account Users** or spend towards specific **Product Categories** or **Seller Credentials**. The text box allows you to select from a menu of options or enter text with smart search support.

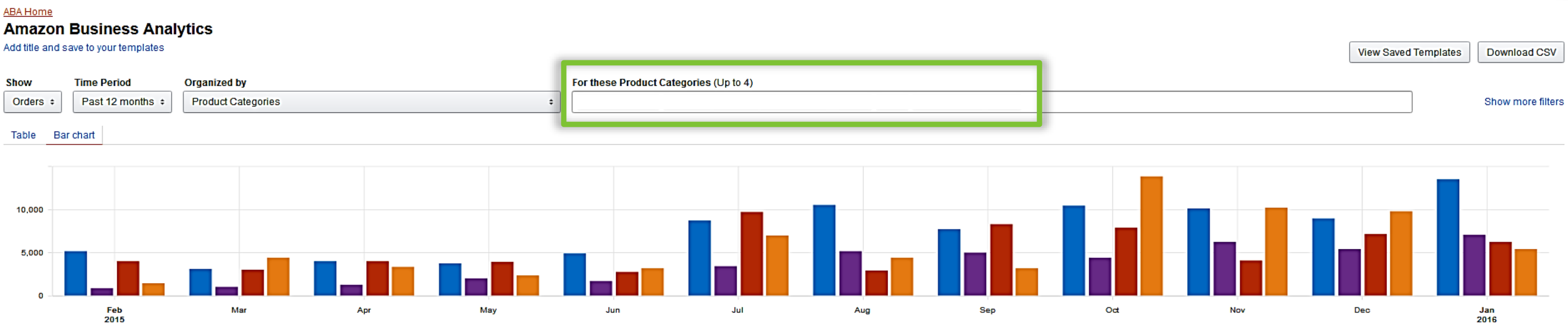
Graph View

Track Spend Over Time

- In the graph view, the **Organized by** option determines how the data is aggregated so you can compare and track spending over time.



- Or you can compare how you are spending towards certain product categories on Amazon Business:



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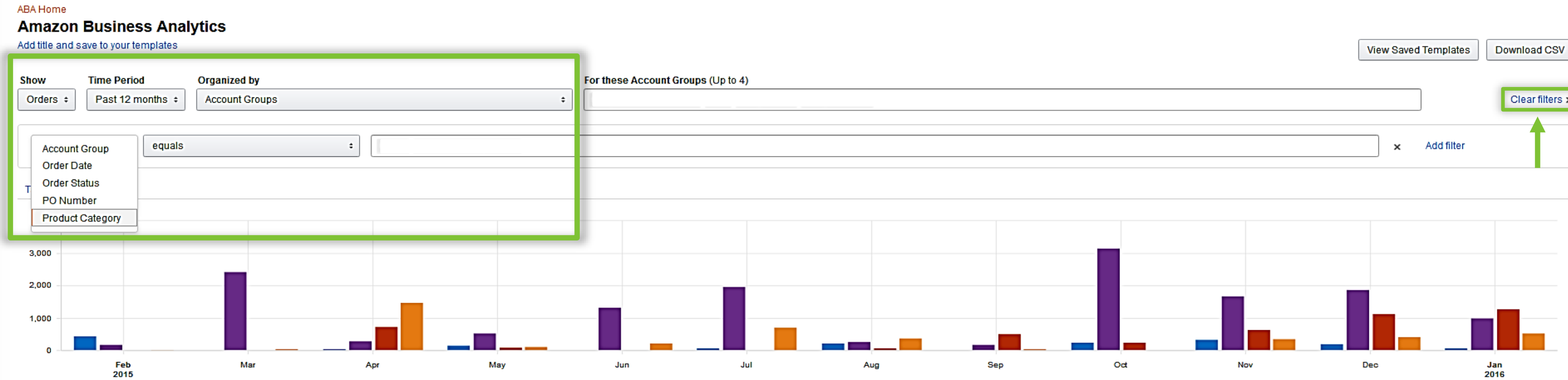
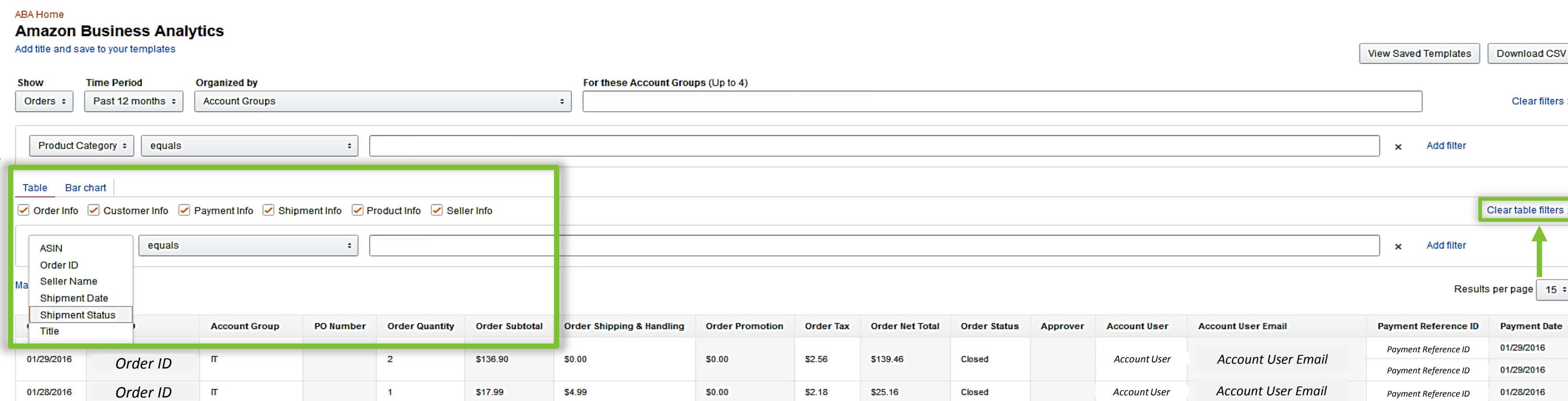
Customize Data with Filters

» You can also apply more filters to drill down further. Again, these filters apply to both graph & table view.



» In the table view, **additional filters** can be applied to drill down even further. *Please note that table filters will only be reflected in the table view:*



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Additional Report Filters

» Overview of all filters supported in each **Show** option:

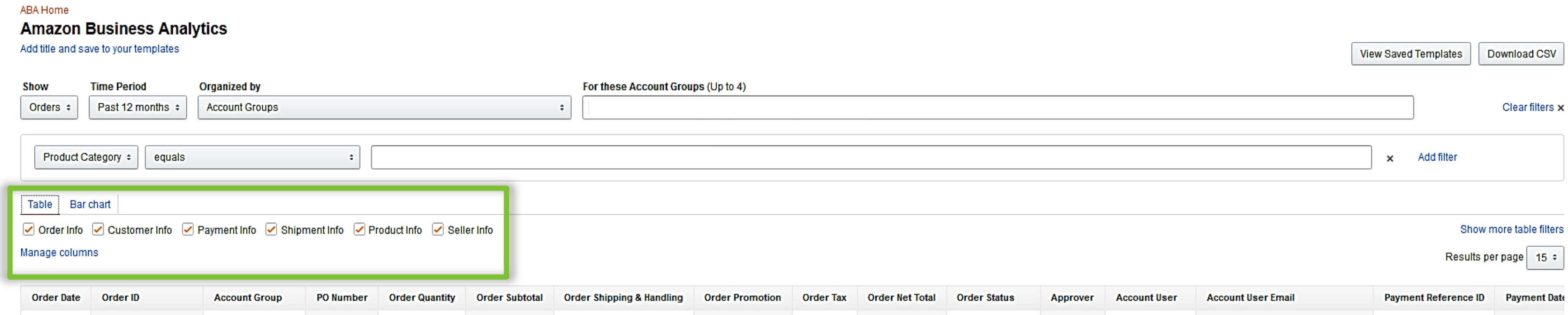
	Additional **graph and table filters** supported in this view:	Additional **table only filters** supported in this view:
Orders	• Account Group • Order Date • Order Status • PO Number • Product Category	• ASIN • Order ID • Seller Name • Shipment Date • Shipment Status • Title
Returns	• Account Group • PO Number • Product Category • Return Date • Seller Credentials	• ASIN • Account User • Order ID • Return Reason • Seller Name • Title
Refunds	• Account Group • PO Number • Product Category • Refund Date • Seller Credential	• ASIN • Account User • Order ID • Refund Reason • Refund Status • Refund Type • Seller Name • Title
Reconciliation	• Account Group • Order Date • Order Status • PO Number	• Order ID • Payment Date • Payment Reference ID

Table View

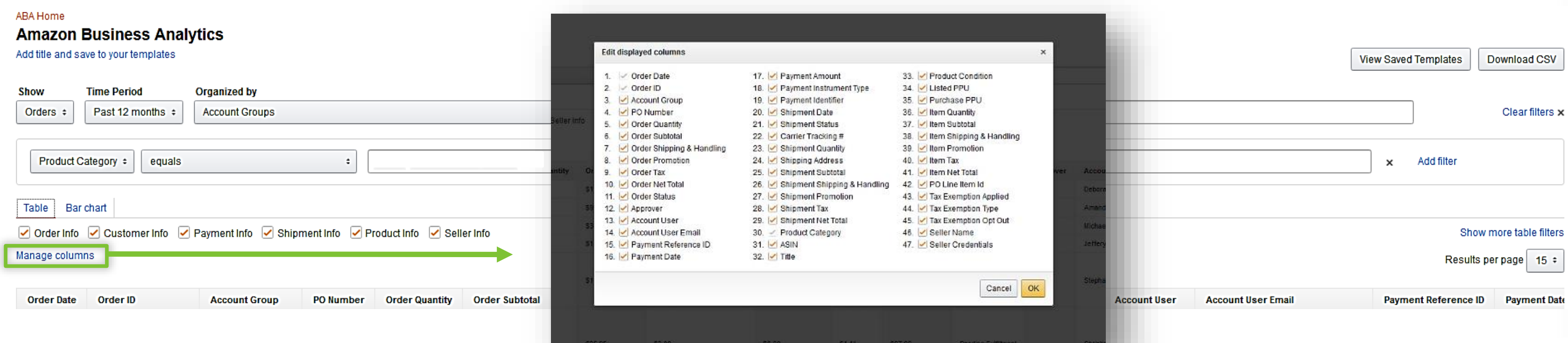
Details Behind Graphical Summaries

- In the table view, you can also customize to include only the attributes that are relevant to you. You can use the quick refinements to unselect subject matter areas that aren't of interest to you.

- For example, if you're only interested in **Payment** and **Shipment info**, you can unselect the other subject matter areas:

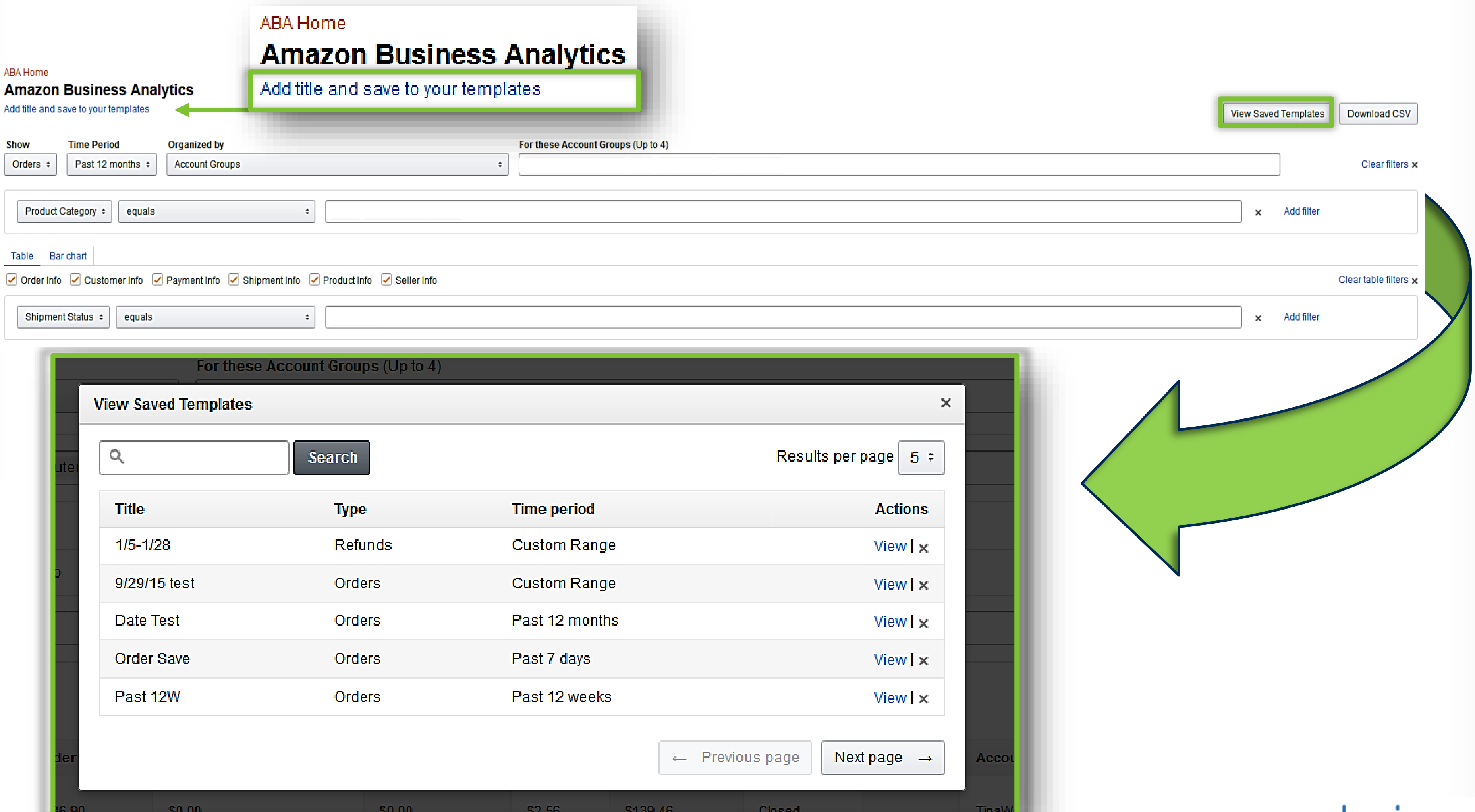


- You can also select **Manage Columns** to unselect/select specific attributes:



Saved Report Templates

» If you'll need to revisit this customized view in the future, you can **save this as a template**:



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Reporting & Reconciliation

» Simplify the reconciliation process by matching corporate credit card or P-card charges on your credit card to each item in a shipment.

- Match the “**Payment Reference ID**" in the Amazon Business Analytics report against a column on your credit card statement. Your credit card company may use similar terminology for the column name.
- Note: Customers using the Amazon.com Corporate Credit Line can match the invoice number against the “Payment Reference ID" in Amazon Business Analytics reports.

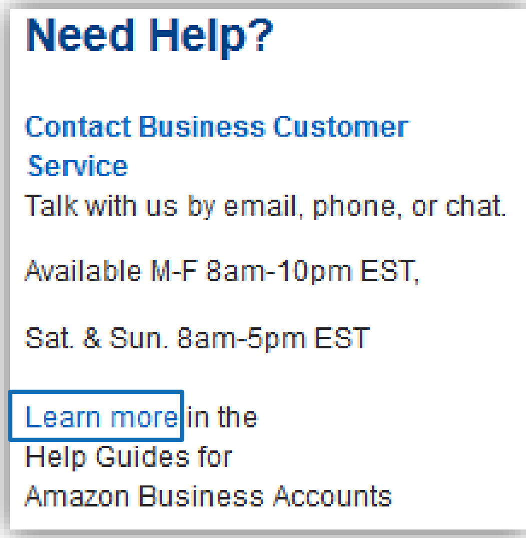
» Roll-up support and enhanced formatting in the web user-interface (UI) enables easier reconciliation for multi-shipment/multi-charge orders:

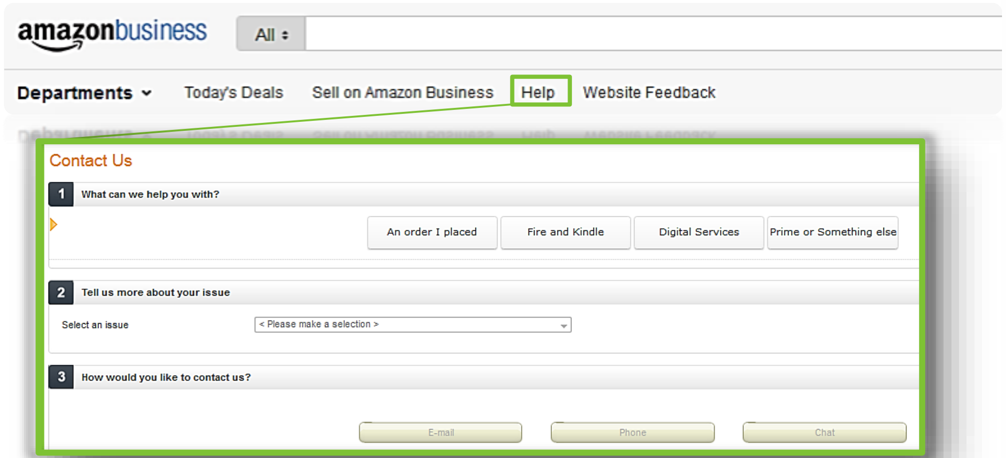
Order Date	Order ID	Payment Reference ID	Payment Date	Payment Amount	Payment Instrument Type	Payment Identifier	Product Category	ASIN	Title
02/08/2016	108-XXXXXXX-XXXXXXX	12345678901112	02/08/2016	$199.98	Line of Credit	1234	Personal Computer	B00D78QCYK	ViewSonic VA2
02/08/2016	108-XXXXXXX-XXXXXXX	12345678901112	02/08/2016	$199.98	Line of Credit	1234	Personal Computer	B00D78QCYK	ViewSonic VA2
02/08/2016	108-XXXXXXX-XXXXXXX	12345678901112	02/08/2016	$17.99	Line of Credit	1234	CE	B001F42MKG	Logitech Track
02/07/2016	108-XXXXXXX-XXXXXXX	N/A	N/A	N/A	N/A	1234	Health and Beauty	B000VEDK66	Renew Life Die
02/04/2016	106-XXXXXXX-XXXXXXX	12345678901112	02/07/2016	$221.87	Line of Credit	1234	CE	B0007WDIW8	Tripp Lite HDM
							CE	B0000AZK6H	StarTech.com
							CE	B001D5RPEK	StarTech.com
		12345678901112	02/08/2016	$17.95	Line of Credit	1234	CE	B001D5RPEK	StarTech.com
		12345678901112	02/04/2016	$34.02	Line of Credit	1234	CE	B0007WDIW8	Tripp Lite HDM
							CE	B0000AZK6H	StarTech.com
		12345678901112	02/06/2016	$83.07	Line of Credit	1234	CE	B0007WDIW8	Tripp Lite HDM
							CE	B0000AZK6H	StarTech.com
02/04/2016	108-XXXXXXX-XXXXXXX	12345678901112	02/04/2016	$13.75	Line of Credit	1234	CE	B002VY53ZK	StarTech.com
02/03/2016	107-XXXXXXX-XXXXXXX	12345678901112	02/03/2016	$330.00	Line of Credit	1234	Software	B00ZSHDJ4O	Microsoft Wind

Get Help!

Business Customer Support & Resources

» Dedicated Business Customer Service





» Not Sure? Learn More.

Click Learn More for insight on business benefits, available deals, product details, account features, new functionality, etc.

» Business Account Support

Looking for help with spend reports & analytics? Check out the Amazon Business Analytics FAQ page. For more information on business set up, account settings and order management, visit the Amazon Business FAQ page.

» Amazon Business Webinars

Get the most from Amazon Business and attend a training webinar. Session topics are tailored for new users, administrators, customers interested in tax-free purchases and enhanced reporting. We hope you can join us!