

amazon business

Amazon Business Analytics

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Improve Visibility



- See what individuals and groups are purchasing.
- Identify spending trends and manage budgets.
- Report on spend by group, user, product category, and seller credentials.
- Identify opportunities for supplier consolidation, bulk purchasing and more.

Reduce Rogue Spend



- Build reports to review your department's spend in restricted/preferred products and categories.
- Review for compliance and drive change management.
- Report on spend with diversity credentialed or local suppliers.

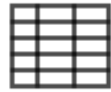
Easily Reconcile



- Build custom reconciliation reports to make matching Amazon transactions easy.
- Leverage Business Order Info fields and Business Analytics to track GL codes and cost center codes for easier reporting and month end cost allocation.

Available Reports

Start with one of our curated report templates and customize to meet your business needs



Reports

Use our reports to get line-item details about your organization's orders and access important documents like invoices. Start with one of our curated reports, then customize it to your needs.

Reconciliation

Compare order and payment history to your records.

Returns

Monitor what items are being returned and the reasons why.

Related offers

See what other offers were available at the time of an order.

Orders

Get detailed shipping, product, and seller info on an order.

Refunds

Track the payment, product, and status of a refund.

Reporting Functionality: Filters

Use filters to search your order history or customize reports

Available Filters


- Account Groups
- Account Users
- ASIN
- Company Compliance
- Order Date
- Order ID
- Order Type
- Payment Reference ID
- PO Number
- Product Categories
- Refund Date
- Refund Reason
- Refund Type
- Seller Credentials
- Seller Name
- Title
- Transaction Date
- Transaction Type


The screenshot displays the 'Orders' reporting page. At the top, there is a 'Time period' dropdown set to 'Month to date'. A sidebar on the left contains icons for 'Filter', 'Adjust columns', and 'Get order documents'. The main table lists orders with columns for Order Date, Order ID, PO Number, Payment Date, Payment Amount, and Payment Instrument Type. A filter modal is open, showing a filter for 'PO Number' with the value '52002362' and the operator 'equals'. The modal includes a 'Submit' button and a 'Remove all filters x' link. A dashed blue box highlights the filtered rows in the table.


Order Date	Order ID	PO Number	Payment Date	Payment Amount	Payment Instrument Type
11/19/2019	113-4845605-4629845	52002362	11/19/2019	\$43.96	Pay by Invoice
		52002362	11/19/2019	\$55.45	Pay by Invoice
		52002362	11/19/2019	\$218.85	Pay by Invoice
		52002362	11/19/2019	\$37.03	Pay by Invoice
		52002362	11/20/2019	\$17.98	Pay by Invoice

Reporting Functionality: Adjust Columns

Adjust columns to build custom reports for your organization

 Filter

 Adjust columns

 Get order documents

Available Columns

Transaction Info

Transaction Date
Payment Reference ID
Transaction Type
Payment Amount
Account Group
Payment Instrument Type
Payment Identifier

Refund Payment Info

Refund Payment Reference ID
Refund Payment Amount
Refund Payment Instrument Type
Refund Payment Identifier
Refund Item Info
Refund Reason
Refund Item Net Total

Order Info

Order Date
Order ID
Account Group
PO Number
Order Quantity
Order Subtotal
Order Shipping & Handling
Order Promotion
Order Tax
Order Net Total
Order Status
Approver

Refund Info

Refund Date
Refund Status
Refund Type
Refund Total
Disbursement Total
Refund Net Total

Invoice Info

Invoice Status
Total Amount
Invoice Due Amount
Invoice Issue Date
Invoice Due Date

Payment Info

Payment Reference ID
Payment Date
Payment Amount
Payment Instrument Type
Payment Identifier

Custom Fields

GL Code
Department
Cost Center
Project Code
Location
Custom Field 1

Shipment Info

Shipment Date
Shipment Status
Carrier Tracking #
Shipment Quantity
Shipping Address
Shipment Subtotal
Shipment Shipping & Handling
Shipment Promotion
Shipment Tax
Shipment Net Total
Carrier Name

Customer Info

Account User
Account User Email

Seller Info

Seller Name
Seller Credentials
Seller Address

Product Info

Product Category
ASIN
Title
UNSPSC
Brand Code
Brand
Manufacturer
National Stock Number
Item model number
Part number
Product Condition
Company Compliance
Listed PPU
Item Quantity
Item Subtotal
Item Shipping & Handling
Item Promotion
Item Tax
Item Net Total
PO Line Item Id
Tax Exemption Applied
Tax Exemption Type
Tax Exemption Opt Out
Discount Program
Pricing Discount applied (\$ off)
Pricing Discount applied (% off)

P-Card Reconciliation

More easily reconcile your purchasing card using the customizable Reconciliation report

Add **Filters** and **Adjust Columns** to more easily match Amazon orders to the transactions on your monthly PCard statement

The Filter panel includes a 'Filter' icon with a notification badge, an 'Adjust columns' icon, and a 'Get order documents' icon. The filter settings are: Transaction type: Charge; equals; Transaction Date: 10/01/2019 to 10/31/2019.

The Submit panel features a 'Submit' button and a list of items to include in the report, each with a checkbox:

- Transaction Info
- Transaction Date
- Payment Reference ID
- Transaction Type
- Payment Amount
- Account Group
- Payment Instrument Type
- Payment Identifier
- Customer Info
- Order Info
- Order Date
- Order ID
- PO Number
- Order Status
- Approver

The Reconciliation report shows a table of transactions with columns for Transaction Date, Payment Reference ID, Transaction Type, Payment Amount, Account Group, and Payment Instrument Type. A 'Time period' dropdown is set to 'Past 12 months'. A 'Get order documents' button is located on the left side of the table.

<input checked="" type="checkbox"/>	Transaction Date	Payment Reference ID	Transaction Type	Payment Amount	Account Group	Payment Instrument Type
<input checked="" type="checkbox"/>	10/23/2019	SBA39VW3ERUS	Charge	\$18.99	Bridle Ridge Elementary	Visa
<input checked="" type="checkbox"/>	10/23/2019	4MUKYNDPZW72	Charge	\$46.22	Creekmoor Elementary	Visa
<input checked="" type="checkbox"/>	10/23/2019	3N59OhGvjLHsxs5VMRAU	Charge	\$163.05	Eagle Glen Elementary	Visa
<input checked="" type="checkbox"/>	10/23/2019	EAKVN3wKYDAfs3nJriY4	Charge	\$8.99	Child Nutrition	Visa
<input checked="" type="checkbox"/>	10/23/2019	7A8Q1KACLCG5	Charge	\$197.98	Creekmoor Elementary	Visa
<input checked="" type="checkbox"/>	10/23/2019	6WPML1CA1AMU	Charge	\$113.46	Bridle Ridge Elementary	Visa
<input checked="" type="checkbox"/>	10/23/2019	4LNOPT411J	Charge	\$11.07	Shull Early Learning Center	Visa
<input checked="" type="checkbox"/>	10/23/2019	4UDB7O5D1HP	Charge	\$13.97	Bridle Ridge Elementary	Visa
<input checked="" type="checkbox"/>	10/23/2019	24FDV17H1AX	Charge	\$35.98	Bridle Ridge Elementary	Visa
<input checked="" type="checkbox"/>	10/22/2019	498I4HVTNGU	Charge	\$44.89	Child Nutrition	Visa
<input checked="" type="checkbox"/>	10/22/2019	1FGC0K4SEF9	Charge	\$152.94	Peculiar Elementary	Visa
<input checked="" type="checkbox"/>	10/22/2019	54SUW2OCMTC	Charge	\$42.70	East Middle School	Visa
<input checked="" type="checkbox"/>	10/22/2019	6RV6S22X05S	Charge	\$12.49	Raymore-Peculiar High School	Visa

If you require Printable Order Summaries for matching purposes, click **Get Order Documents**. Check the box beside the orders you need documentation for OR select all at the top. This will cause a zip folder with these documents to download to your computer.