

# Analytics

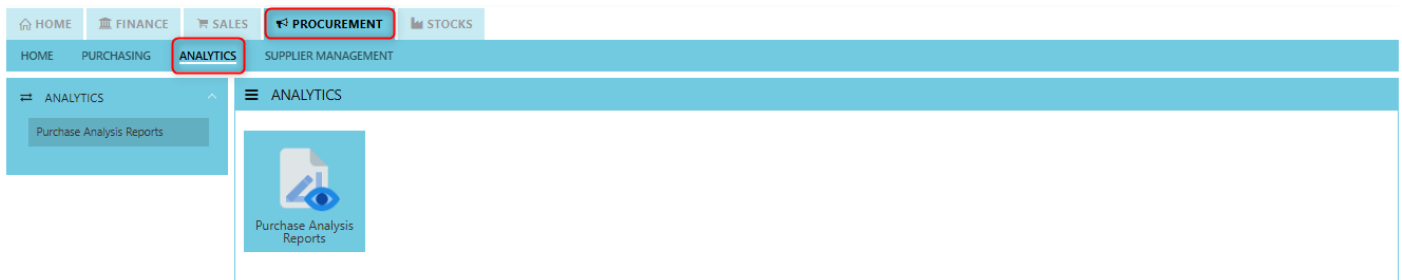
In Uniq365, **Analytics** refers to the use of data analysis and reporting tools to evaluate and optimize the procurement process. It involves gathering, processing, and presenting data related to procurement activities, such as purchasing, supplier performance, inventory management, and cost control.

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## How to locate Analytics?

- Click on PROCUREMENT - ANALYTICS for the screen below.



## Purchase Analysis Report

The available reports in this section also have the capability to export to Microsoft Word, Excel and PDF. Users can filter the reports according to date, supplier, product, buyer. Detailed reports are available, and the reports can also be sorted by Supplier and Buyer.

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## How to view Purchase Analysis Report?

- Click on PROCUREMENT - ANALYTICS - ANALYTICS - PURCHASE ANALYSIS REPORTS for the screen below.

The screenshot displays a web application interface for procurement analytics. At the top, there is a navigation bar with tabs for HOME, FINANCE, SALES, **PROCUREMENT**, and STOCKS. Below this, a secondary navigation bar includes HOME, PURCHASING, **ANALYTICS**, and SUPPLIER MANAGEMENT. A sidebar on the left contains an 'ANALYTICS' menu with a sub-item 'Purchase Analysis Reports'. The main content area is titled 'Purchase Analysis Report & Queries' and features a 'Detail Report' section. This section includes a 'Purchase Analysis' dropdown menu with options like 'Supplier Wise', 'Product Wise', 'Buyer Wise', 'Supplier Group Wise', 'Product Group Wise', and 'Product Brand Wise'. Below the dropdown is a list of report types. The 'Detail Report' section also has a 'Detail Report' checkbox and a set of radio buttons for time periods: Today (selected), This Month, This Quarter, This Year, Custom, and Last Month. There are input fields for 'Date' (14-01-2025), 'Supplier' (Select Supplier), and 'Product' (Select Product), each with a 'To' field. A 'Use Selected Product/s' checkbox and a 'Select Product' button are also present. At the bottom, there is a 'Sort By' section with radio buttons for 'Transaction' (selected) and 'Buyer'. Utility buttons for 'Export Excel', 'Query', and 'Preview' are located in the top right corner.

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