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SAP Spend Analysis and Insights Administration Guide

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SAP Spend Analysis and Insights Administration Guide

This guide is for administrators who are responsible for configuring and maintaining SAP Spend Analysis and Insights configurations using the Administration Center workspace.

Accessing System Configuration Settings

The SAP Spend Analysis and Insights configurations can be accessed from the **Administration Center** workspace, where the settings for the subscribed SAP Ariba solutions can be managed. SAP Spend Analysis and Insights uses the settings configured under **App Settings** rather than those under **Global Settings**.

Prerequisites

You must be a member of the Administrator user group.

Note

When the provisioning of the SAP Spend Analysis and Insights application is completed, an administrator user is automatically created.

Procedures

1. Access the **Administration Center** workspace. For more information about the Administration Center, see [Accessing the Administration Center Workspace](#).
2. In the **Administration Center** workspace, go to ► **App Settings** ► **Spend Insights** ►.

Configuration Settings

An administrator can configure the system settings in the Administration Center.

Default Settings

The default settings establish the financial framework for all spend analysis activities and apply globally to all spend analysis dashboards and reports.

Setting	Description
Reporting Currency	ISO currency code used as the global financial reporting currency. All transaction amounts are converted to this currency. After it is set, a change is possible but can lead to a recalculation of all transaction amounts in the system.
Source System for Fiscal Calendar and Calendar Type	The fiscal calendar variant from the connected SAP S/4HANA Cloud Private Edition system. When you select a source system, the next menu automatically lists the fiscal variants defined for that system. Note It is recommended that you select the fiscal variant that your organization uses for global reporting.
Source System for Currency Conversion Rates	The currency conversion rates from the connected SAP S/4HANA Cloud Private Edition system.

Click **Edit** to set or change these values.

Global Regions

Global regions are hierarchies that mirror your organizational structure that you define using standard or custom regions.

Standard regions are ISO 3166 standard region names, such as Germany (DE), India (IN), or United States of America (US).

Custom regions are unique region names that your organization uses, such as Asia-Pacific, Southern Europe, or Latin America. If you create custom regions, you must map each country in your plant site data to the appropriate custom region. For more information, see [Configuring Global Regions \[page 7\]](#).

Click **Edit** to set or change these values.

Opt-In Settings

Setting	Description
Global Spend Categorization Model	Enables your organization to contribute to and benefit from a unified, cross-client mapping of suppliers, categories, and entities. By opting in, you help improve data quality and consistency across the network, and gain access to enhanced insights based on global data.

Configuring Global Regions

Map all countries in your plant site data to custom global regions for spend analysis dashboards and reports.

Context

Global regions define the geographic hierarchies used across all spend dashboards and reports. You can use the **Default** mode, which uses ISO 3166 standard regions, or **Custom** mode, which enables you to define regions that mirror your organization's unique structure.

If you opt for custom global regions, you define them and map each country in your plant site data to them. Countries that are not mapped are excluded from regional spend analysis.

Procedure

1. In the Administration Center, choose **App Settings > Spend Insights > Configure System Settings**.
2. Under **Global Regions**, the current region type is displayed. If you need to change it:
 - To switch to custom regions, choose **Revert to Custom Global Regions**.
 - To switch to ISO 3166 standard regions, choose **Reset to Global Regions ISO 3166**. No further steps are required.
3. If you choose **Custom**, configure and map the custom regions:
 - a. To define custom region names, choose **Edit** in the **Global Regions** tab.
 - b. Enter a name for each region.
 - c. **Optional:** To add more regions, choose **Add Region**.
 - d. Choose **Save**.
 - e. To map countries to custom regions, select the **Countries** tab, then choose **Edit**.
 - f. For each country in the list, select the corresponding custom global region from the menu.
 - g. Choose **Save**.

ⓘ Note

Map all countries to custom global regions; otherwise some dashboards will have missing spend.

Data Management Settings

Select entities that define your organization's spend. SAP Spend Analysis and Insights downloads those entities from source systems, filters them, and make them available for use in dashboards.

To configure data management, in the Administration Center, choose ► **Data Management** ► **Spend Insights** ►.

Source Systems

The top of the page lists important status messages, such as "Enrichment is in progress."

The **Source Systems** table lists integrated backend systems and system-specific properties, such as name, type, and version.

This table lists:

Column Name	Description	Example Value
Name	Name of the source system.	AXY550
Type	Type of system.	SAP S4 HANA Private Cloud Edition
System Status	Indicates whether the system provides data for analytics. Available statuses: • Active: System is connected and providing data. This is the end state for successful connections. • Error: Data has stopped loading due to a problem. • In Progress: Data is currently loading. • Inactive: System was disconnected and no more data is flowing. • Paused: System is temporarily disconnected.	Active
Owner	The user who manages the source system (the administrator or data manager). This user is responsible for validating data received from the source system.	adavis

Column Name	Description	Example Value
Data Validation	Validation state of the analytical data provided by the system. This status indicates whether data (spend or invoice counts) has been validated against the source system. Available statuses: • Validated: Data has loaded and spend and invoice counts have been verified against the source system. This is the end state for successful connections. • Needs Review: Data has loaded, but it must be validated before it can be used in dashboards. • Not Ready: Data has not loaded.	Validated
Version	Version of the source system, obtained from Business Data Cloud.	2025
Changed On	(Add by clicking Settings  on the table toolbar.) Date when the source system was last changed, obtained from Business Data Cloud.	Jul 7, 2026
Created On	(Add by clicking Settings  on the table toolbar.) Date when the source system was created, obtained from Business Data Cloud.	Jul 1, 2026
Load Status	(Add by clicking Settings  on the table toolbar.) Current state of the data load process. Available statuses: • In Progress: Data is currently loading. • Completed: Data has loaded successfully. This is the end state for SAP-managed systems such as SAP S/4HANA Public Cloud. • Failed: Data failed to load due to a problem.	Completed

Click **Edit** to change values; you can manually change only **Owner** and **Version**.

After data ingestion, the table lists the data products loaded into SAP Spend Analysis and Insights and data ingestion status.

Source System Details

Display the details page for a source system by choosing **Navigation** (➤) for that system.

The details page lists the data products and entities loaded from that system. Add the entities that define your organization's spend. The primary example is to add the invoice document **type** attribute, which allows you to select the exact invoice types to include.

By default, SAP Spend Analysis and Insights is able to load 23 data products from S/4HANA Private Cloud Edition. You can drill down to expand each data product to explore the list of entities they contain.

Use the **Filter Conditions for Spend Data** tab to set the filter conditions that define your spend. Set filter conditions for each source system.

The list of entities that you use for filter conditions defines what constitutes your organization's spend. For example, you can select the documents related to supplier invoices by adding the data product named **GL account**, the entity named **Invoice**, and the attribute named **Accounting Document Type**. You might enable several different entities, but the main ones for analyzing spending are invoices and supplier account groups.

Business users define filter conditions during initial deployment. The goal is to keep analysis data stable over time, because changing any filter condition changes the entire spend displayed in SAP Spend Analysis and Insights dashboards.

To add a filter condition:

1. Choose the **Filter Conditions for Spend Data** tab.
2. Choose **Add**.
3. Select a data product (for example, **General Ledger Account**).
4. Select an entity (for example, **Invoice**).
5. Select one or more attributes (for example, **Accounting Document**).

When SAP Spend Analysis and Insights loads the data for a filter condition, the Data Load Status changes to "Completed."

You can choose **Edit** to change filter values.

Note

Setting values for the filters affects the total spend and KPIs across all dashboards. Change values carefully, because dashboard users don't expect frequent changes.

Data Validation

After you define the spend, SAP Spend Analysis and Insights automatically loads data from each source system and sets it to "Needs Review" status. You or the source-system data manager must validate the data from each system.

Set the status to "Validated" by checking document counts and spend in SAP Spend Analysis and Insights against those in the source system.

To validate the data, choose **Review Data Quality**. This action opens the **Data Validation Dashboard**, which displays invoice and purchase order counts and master data.

→ Remember

Validate the data before releasing it for enrichment, because the predictions depend on the quality of the data. The enrichment process requires the data validation to be completed and the custom taxonomy to be uploaded and submitted for review.

To validate, run a query against your source system using the same filter conditions you used in SAP Spend Analysis and Insights. Verify that invoice line-item count and spend are the same in both systems. It can help to have an S/4HANA data manager available when performing this validation.

After validating the data, go back to the **Source Systems** page, set the data to **Validated** state, and choose **Start Enrichment**.

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