

# Ariba Reports

Procurement Services

Winter 2014

# Accessing Ariba Reports

The screenshot displays the Ariba Spend Management interface. At the top, the logo and navigation tabs are visible. The 'Procurement' tab is active, and the 'Manage' sub-tab is selected. A callout box labeled 'Click Manage' points to the 'Manage' sub-tab. Another callout box labeled 'Select Reports' points to the 'Receive Reports' option in the 'Manage' dropdown menu. The 'Manage' dropdown menu is open, showing options like 'Receive Reports', 'Purchase Order', 'Purchase Card Order', 'Direct Order', 'Receipt', and 'More...'. The 'Purchase Order' option is highlighted. Below the dropdown menu, there is a search bar with fields for 'Title' and 'Order ID', and a 'Search' button. At the bottom, there is a 'To Do' table with columns for ID, Date, From, Status, Title, and Required Action. The table contains four rows of data.

ARIBA® SPEND MANAGEMENT

Home | Procurement | T & E | Invoicing

Home | Help | Logout

Welcome ERIC S. RYAN

Create Search Manage Recent Preferences

Click Manage

Select Reports

Receive Reports

Configure Tabs Refresh Content

Search

Catalog

Requisition

**Purchase Order**

Purchase Card Order

Direct Order

Receipt

More...

Title:

Order ID:

Search

**To Do**

ID	Date ↓	From	Status	Title	Required Action
<a href="#">S536792</a>	9/5/2013	VIRGINIA LYNN MORRIS	Submitted	Test Central Receiving	<a href="#">Approve</a>
<a href="#">S536791</a>	9/5/2013	THUY-TIEN NGUYEN	Submitted	central - named user receipt 8	<a href="#">Approve</a>
<a href="#">S520257</a>	8/25/2008	ERIC S. RYAN	Ordered	neb2145 - Tobin Wood for Leesa Schandel	<a href="#">Watch</a>
<a href="#">S519885</a>	8/22/2008	SHAWN M. WILLIAMS	Ordered	ADRIA SHIMADA/OD082208	<a href="#">Watch</a>

# Select Report Category

- Reports
- 1 Select Category
  - 2 Select Report
  - 3 Run Report

- Contractor
- Expense Reports
- Invoicing
- Operations
- Orders
- Payments to Individuals
- Receiving
- Reimbursement
- Requisition
- Time Sheet

Categories of available reports

Next ▶ Exit

Select a report category

Next ▶ Exit

Click Next

# Choose Report



## Reports

- 1 Select Category
- 2 Select Report
- 3 Run Report

If you don't see the report you need, return to the category.

A list of reports within the chosen category appears

- Receiving Exception Report  
Lists all Invoices that are waiting to be paid because the order has not been received yet
- Receiving Report  
Lists receipts and the orders, receivers, budgets, and orgs associated with those receipts

Select the report you want to run

◀ Prev Next ▶ Exit

◀ Prev Next ▶ Exit

Go to the next step

Click Next

# Specify Report Criteria and Run

**A R I B A** SPEND MANAGEMENT Home | Help | Logout  
Welcome ERIC S. RYAN

Home Procurement T & E Invoicing

Create Search Manage Recent Preferences

**Reports**

1 Select Category  
2 Select Report  
3 Run Report

If you don't specify filter values, the report will include all values.

Report Title: Receiving Report  
Report Category: Receiving  
Report Format: HTML

Basic Advanced

Filter Name	Ordered Date	From:	To:
Ordered Date:	Last Week	Sun, 22 Sep, 2013	Sat, 28 Sep, 2013
Who Received:	(select a value) [ <a href="#">select</a> ]		
Who Needs To Receive:	(select a value) [ <a href="#">select</a> ]		
Budget Number:	(select a value) [ <a href="#">select</a> ]		
Organization Code:	(select a value) [ <a href="#">select</a> ]		
Supplier:	(select a value) [ <a href="#">select</a> ]		

Click Run

Specify Date

Other selection criteria

Available report formats are HTML, Excel, or CSV

Prev Run Save Exit

# View Report Output

## Receiving Report

HTML output example

Report Filter: **Ordered Date = Last Week ( between Sun, 22 Sep, 2013 and Sat, 28 Sep, 2013 )**

Run: 30 Sep 2013

Description: Lists receipts and the orders, receivers, budgets, and orgs associated with those receipts

Change Report Detail Level:  Org Code  Order Number  Receipt Number  Receiver

Org Code	Budget Number
2100103000	143096

Order Number	Supplier Name	Ordered Date
EI1795	JR MICROSYSTEMS LLC	23 Sep 2013 02:43 PM

Receipt Number
RC304154

Receiver	Who Received
JOSHUA W LEVINE	Not Received

Order Number	Supplier Name	Ordered Date
EI1796	JR MICROSYSTEMS LLC	24 Sep 2013 05:36 PM

Receipt Number
RC304157

Receiver	Who Received
ALEXANDER LI	Not Received
CentralReceiver-2100000000	Not Received
JOSHUA W LEVINE	Not Received

# Saving a Report

## Reports

- 1 Select Category
- 2 Select Report
- 3 Run Report

If you don't specify filter values, the report will include all values.

Select Report and Criteria

Click Save

Report Format:

Basic Advanced

Filter Name	Ordered Date		
Ordered Date:	<input type="text" value="Last Week"/>	From:	Sun, 22 Sep, 2013
		To:	Sat, 28 Sep, 2013
Who Received:	(select a value) [ <a href="#">select</a> ]		
Who Needs To Receive:	(select a value) [ <a href="#">select</a> ]		
Budget Number:	(select a value) [ <a href="#">select</a> ]		
Organization Code:	(select a value) [ <a href="#">select</a> ]		
Supplier:	(select a value) [ <a href="#">select</a> ]		

# Saving a Report

The screenshot shows the ARIBA Spend Management web application. The top navigation bar includes 'Home', 'Procurement', 'Travel', 'Invoicing', 'Reimbursement', and 'P2I'. The 'Invoicing' tab is active. A secondary navigation bar contains 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. On the right, there are links for 'Home', 'Help', and 'Logout', and a user greeting 'Welcome MICHELLE SCHRADER'.

The main content area is titled 'Reports' and contains a sidebar with three steps: 1. Select Category, 2. Select Report, and 3. Run Report. A message states: 'If you don't specify filter values, the report will include all values.' Below this, the report configuration is shown: Report Title: Receiving Exception Report, Report Category: Receiving, and Report Format: HTML.

A 'Save Report Query' dialog box is open, showing the following fields: Filter Name, Invoice Reconciliation ID, Invoice ID, Invoice Date, Budget Number (with a dropdown menu showing '(select a value) [select]'), and Organization Code. The dialog box contains the text: 'Save Report Query as: Receiving Exception Report - 24 Feb 2014' and a description field. There are 'OK' and 'Cancel' buttons at the bottom right of the dialog box.

Two callout boxes are present: one pointing to the 'Save Report Query' dialog box with the text 'Name Report', and another pointing to the 'OK' button with the text 'Click OK'. At the bottom right of the page, there are navigation buttons: 'Prev', 'Run', 'Save', and 'Exit'.

# Running a Saved Report

The screenshot displays the ARIBA Spend Management web application. The top navigation bar includes 'Home', 'Procurement', 'T & E', and 'Invoicing'. The 'Procurement' menu is expanded, showing options like 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. A callout box labeled 'Click Manage' points to the 'Manage' option. Another callout box labeled 'Select Reports' points to the 'Receive Reports' option. The 'Manage' sub-menu is open, listing 'Create' (Requisition, Card Limit Increase, Card Application, Expense Report, More...) and 'Manage' (Receive, Reports). The 'Purchase Order' search window is active, showing search criteria for 'Title' and 'Order ID'. Below this, a 'To Do' table lists pending actions.

**ARIBA® SPEND MANAGEMENT**

Home | Help | Logout

Welcome ERIC S. RYAN

Configure Tabs Refresh Content

**Click Manage**

**Select Reports**

**Create**

- Requisition
- Card Limit Increase
- Card Application
- Expense Report
- More...

**Manage**

- Receive
- Reports

**Search**

Catalog Title:

Requisition Order ID:  Search

**Purchase Order**

- Purchase Card Order
- Direct Order
- Receipt
- More...

**To Do**

ID	Date ↓	From	Status	Title	Required Action
<a href="#">S536792</a>	9/5/2013	VIRGINIA LYNN MORRIS	Submitted	Test Central Receiving	<a href="#">Approve</a>
<a href="#">S536791</a>	9/5/2013	THUY-TIEN NGUYEN	Submitted	central - named user receipt 8	<a href="#">Approve</a>
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<a href="#">S519885</a>	8/22/2008	SHAWN M. WILLIAMS	Ordered	ADRIA SHIMADA/OD082208	<a href="#">Watch</a>

**Recently Viewed**

- EI1805 TRAIN...functionality
- S536792 Test...ral Receiving
- S536887 Rece...xception test

# Retrieve Saved Report



ARIBA\* SPEND MANAGEMENT

Home | Help | Logout

Welcome MICHELLE SCHRADER

Home Procurement Travel **Invoicing** Reimbursement P2I

Create Search Manage Recent Preferences

Once a report is saved, you will see this screen under Manage > Reports.

## Saved Reports

Edit, run, copy, or delete a saved report query, or create a new report query.

Saved Report Query ↑	Category	
<input type="checkbox"/> <a href="#">Receiving Exception Report</a>	Receiving	<input type="button" value="Edit"/> <input type="button" value="Run"/>

|

Find saved report name

Click Run

Click New Report to access the Report Category page