Ariba Reports

Procurement Services

Winter 2014

Accessing Ariba Reports

Select Report Category

Choose Report

Specify Report Criteria and Run

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

Saving a Report

Running a Saved Report

Retrieve Saved Report

ARIBA® SPEND MANAGEMENT

Home | Help ▾ | Logout

Welcome MICHELLE SCHRADER

Home   Procurement   Travel   **Invoicing**   Reimbursement   P2I

Create   Search   Manage   Recent   Preferences

Saved Reports

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

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

Saved Report Query ↑	Category		
Receiving Exception Report	Receiving	Edit	Run

Copy | Delete | New Report

Find saved report name

Click Run

Click New Report to access the Report Category page