Accessing Ariba Reports

Click Manage
Select Reports
Select Report Category

Categories of available reports:
- Contractor
- Expense Reports
- Invoicing
- Operations
- Orders
- Payments to Individuals
- Receiving
- Reimbursement
- Requisition
- Time Sheet

Select a report category

Click Next
Choose Report

1. Select Category
2. Select Report
3. Run Report

A list of reports within the chosen category appears.

Select the report you want to run.

Click Next.
Specify Report Criteria and Run

Available report formats are HTML, Excel, or CSV

Specify Date

Other selection criteria

Click Run
## View Report Output

### Receiving Report

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

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

**Run:** 30 Sep 2013

<table>
<thead>
<tr>
<th>Org Code</th>
<th>Budget Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100103000</td>
<td>143096</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Supplier Name</th>
<th>Ordered Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>EI1795</td>
<td>JR MICROSYSTEMS LLC</td>
<td>23 Sep 2013 02:43 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Receipt Number</th>
<th>Who Received</th>
<th>Receiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC304154</td>
<td></td>
<td>JOSHUA W LEVINE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Received</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Supplier Name</th>
<th>Ordered Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>EI1796</td>
<td>JR MICROSYSTEMS LLC</td>
<td>24 Sep 2013 05:36 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Receipt Number</th>
<th>Who Received</th>
<th>Receiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC304157</td>
<td></td>
<td>ALEXANDER LI</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CentralReceiver-2100000000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>JOSHUA W LEVINE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Received</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Received</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Received</td>
</tr>
</tbody>
</table>
Saving a Report

1. Select Receiving Report
2. Click Next
3. Select Report and Criteria

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

Select Report and Criteria

Click Save

<table>
<thead>
<tr>
<th>Filter Name</th>
<th>Filter Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordered Date:</td>
<td>Last Week</td>
</tr>
<tr>
<td>Who Received:</td>
<td>(select a value) [select ]</td>
</tr>
<tr>
<td>Who Needs To Receive:</td>
<td>(select a value) [select ]</td>
</tr>
<tr>
<td>Budget Number:</td>
<td>(select a value) [select ]</td>
</tr>
<tr>
<td>Organization Code:</td>
<td>(select a value) [select ]</td>
</tr>
<tr>
<td>Supplier:</td>
<td>(select a value) [select ]</td>
</tr>
</tbody>
</table>
Saving a Report

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

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

Save Report Query
Save Report Query as: Receiving Exception Report - 24 Feb 2014
Description: [select a value] [select]

Name Report
Click OK
Running a Saved Report

Click Manage
Select Reports

Recently Viewed
- E11805
- TRAIN...functionality
- S536792 Test...rial Receiving
- S536887 Rece...ction test

To Do
- **S536792** 9/5/2013 VIRGINIA LYNN MORRIS Submitted Test Central Receiving
- **S536791** 9/5/2013 THUY-TIEN NGUYEN Submitted central - named user receipt 8
- **S520257** 8/25/2008 ERIC S. RYAN Ordered neb2145 - Tobin Wood for Leesa Schandel
- **S519885** 8/22/2008 SHAWN M. WILLIAMS Ordered ADRIA SHIMADA/OD062206
Once a report is saved, you will see this screen under Manage > Reports.

Find saved report name

Click Run

Click New Report to access the Report Category page