

Exception Item Reports in eProcurement (Ariba)

There are three (3) reports in eProcurement for Exception Items:

- **Exceptions BPO Detail Report for BPO's only.**
 - The report output columns are:
 - Order Number (BPO)
 - Supplier Name
 - Date Approved
 - Exception Type
 - Exception Subtype
 - Budget Number
 - Account Code
 - Organization Code
 - It accepts search filters of:
 - Exception Type (multiple allowed)
 - Supplier (multiple allowed)
 - Contract Number (BPO Number)
 - Approved Date
 - Budget Number(multiple allowed)
 - Account Code (multiple allowed)
 - Organization Code (multiple allowed)
- **Exceptions Header Level Report that Searches across both PO's and BPO's.**
 - The report output columns are:
 - Order Number (EI or BPO)
 - Supplier Name
 - Date Approved
 - Exception Type
 - Exception Subtype
 - It accepts search filters of:
 - Exception Type (multiple allowed)
 - Supplier (multiple allowed)
 - Order ID (EI or BPO Number)
 - Approved Date
- **Exceptions PO Detail Report for POs only.**
 - The report output columns are:
 - Order Number (EI)
 - Supplier Name
 - Date Approved
 - Exception Type
 - Exception Subtype
 - Budget Number
 - Account Code
 - Organization Code
 - It accepts search filters of:
 - Exception Type (multiple allowed)
 - Supplier (multiple allowed)
 - Order ID (EI Number)
 - Approved Date
 - Budget Number(multiple allowed)
 - Account Code (multiple allowed)
 - Organization Code (multiple allowed)

Continued on to the next page for an examples of running the Exceptions Header Level Report

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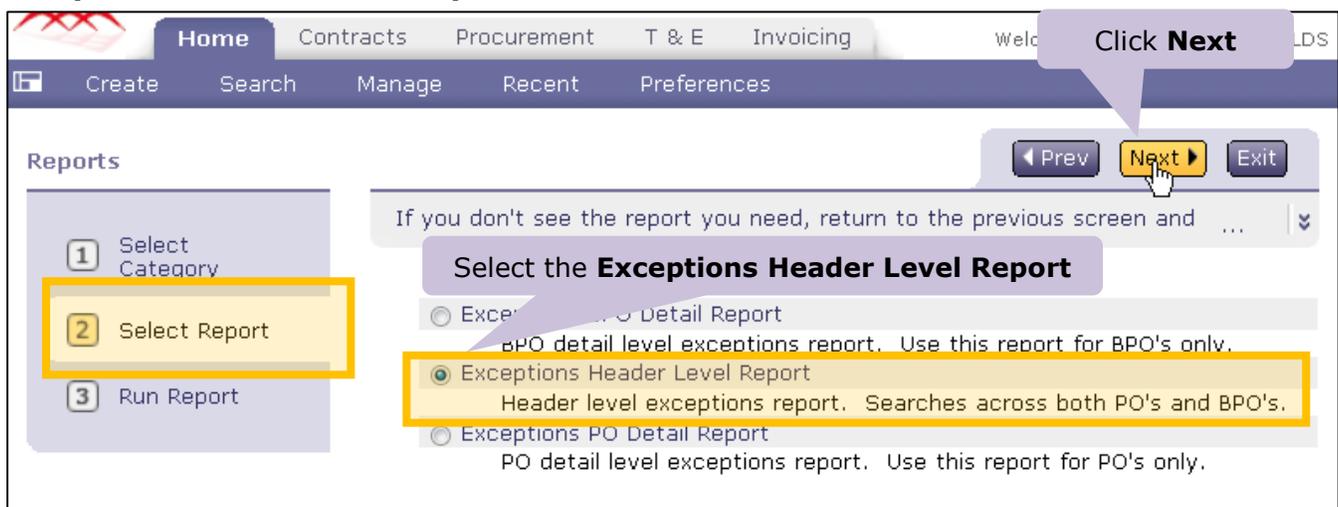
1. From any eProcurement Dashboard, click on **Manage** in the blue command bar and select **Reports** from the drop-down menu:



2. A new page will open with a list of report categories. Select **Exceptions** from the list and click the **Next** button:



3. A new page will open with a list of the reports related to Exception Items. Select the **Exceptions Header Level Report** and click the **Next** button:



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- A new page will open where the search criteria will be established for the report. Using the drop-down menu in the field titled **Report Format**, select the desired report format from the following choices: HTML, Excel (recommended), or CSV:

Reports

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

Report Title: Exceptions Header Level Report
Report Category: Exceptions

Report Format: **Excel** (selected)
Options: HTML, HTML, Excel, CSV

Basic | Advanced

Filter Name	Value
Exception Type:	(select a value) [select]
Supplier:	(select a value) [select]
Order Number:	<input type="text"/>
Approved:	No Choice ▾

- After selecting the report format, enter the search criteria. In this example, we will search for all POs and BPOs for the **Blood, Blood Serum and Platelets** Exception Item. Click the [select](#) link for the **Exception Type** field:

Basic | Advanced

Filter Name	Value
Exception Type:	(select a value) [select]
Supplier:	(select a value) [select]
Order Number:	<input type="text"/>
Approved:	No Choice ▾

Continued on the next page.

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6. A list of Exception Type choices appears. You can select one or more by clicking on the checkbox next to the item. In this example, click the checkbox for Blood, Blood Serum and Platelets and then click the **Done** button:

Choose Values for Exception Type

Add to Currently Selected

Field: Name [] Search

<input type="checkbox"/>	Name ↑	Description
<input type="checkbox"/>	Automated External	Automated External
<input type="checkbox"/>	Cabinets	Biological Safety Cabinets
<input checked="" type="checkbox"/>	Blood, Blood Serum and Platelets	Blood, Blood Serum and Platelets
<input type="checkbox"/>	Cadavers, Organs, and Other Human Tissue	Cadavers, Organs, and Other Human Tissue
<input type="checkbox"/>	Charters	Charters
<input type="checkbox"/>	Construction and Building	Includes construction and installation, asbestos

Currently Selected

Name ↑ Description

No items

Click the checkbox to select the Exception Type

Click **Done**

Done

7. Click the **Run** button to run the report:

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: Exceptions Header Level Report

Report Category: Exceptions

Report Format: HTML

Basic Advanced

Filter Name	Value
Exception Type:	Blood, Blood Serum and Platelets [select]
Supplier:	(select a value) [select]

Click **Run**

Prev Run Save Exit

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8. Below is an example of HTML output for this report:

Exceptions Header Level Report					
Report Filter: Exception Type = Blood, Blood Serum and Platelets				Run: 16 Mar 2015	
Description: Header level exceptions report. Searches across both PO's and BPO's.					
Order Number	Supplier Name	Date Approved	Exception Type	ExceptionSubType	
BPO1378	REDDYGOSOLUTIONS	25 Feb 2015	Blood, Blood Serum and Platelets		
EI2418	REDDYGOSOLUTIONS	25 Feb 2015	Blood, Blood Serum and Platelets		
BPO1372	REDDYGOSOLUTIONS	25 Feb 2015	Blood, Blood Serum and Platelets		

If you would like a general overview about running reports in Ariba, you can review the **Ariba Reports Tutorial** on the Procurement Services Independent Study Page at: <https://f2.washington.edu/fm/ps/training-events/independent-study/ariba-reports>