

# Running the Receiving Exception Report

From the eProcurement Home Page, click **Manage** → **Reports**

The screenshot displays the ARIBA Spend Management interface. The top navigation bar includes 'Home', 'Procurement', 'T & E', and 'Invoicing'. The 'Procurement' tab is active, and a sub-menu is open under 'Manage', with 'Receive Reports' highlighted. A purple callout box labeled 'Select Reports' points to this option. The left sidebar contains 'Common Actions' with 'Create' and 'Manage' sections. The 'Manage' section includes 'Receive Reports'. The main content area shows a search bar with 'Title:' and 'Order ID:' fields, and a 'Search' button. Below the search bar is a 'Purchase Order' section with a magnifying glass icon. At the bottom, a 'To Do' table lists tasks with columns for ID, Date, From, Status, Title, and Required Action.

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 Receiving Reports Category

The screenshot displays the ARIBA Spend Management web application. The top navigation bar includes the ARIBA logo, the text 'SPEND MANAGEMENT', and links for 'Home', 'Help', and 'Logout'. Below this, a secondary navigation bar shows 'Home', 'Procurement', 'T & E', and 'Invoicing'. A dark blue bar contains 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area is titled 'Reports' and features a left-hand sidebar with a numbered list: '1 Select Category', '2 Select Report', and '3 Run Report'. The 'Select Category' step is active, showing a list of report categories with radio buttons: Contractor, Expense Reports, Invoicing, Operations, Orders, Payments to Individuals, Receiving (selected), Reimbursement, Acquisition, and Timesheet. A mouse cursor points to the 'Receiving' option. At the bottom right of the main content area, there are 'Next' and 'Exit' buttons. A callout box with the text '1. Select Receiving' points to the 'Receiving' radio button. Another callout box with the text '2. Click Next' points to the 'Next' button.

ARIBA® 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

- Contractor
- Expense Reports
- Invoicing
- Operations
- Orders
- Payments to Individuals
- Receiving
- Reimbursement
- Acquisition
- Timesheet

Next Exit

Next Exit

1. Select Receiving

2. Click Next

# Select Receiving Exception Report

The screenshot displays the ARIBA Spend Management web application. The top navigation bar includes the ARIBA logo, the text 'ARIBA SPEND MANAGEMENT', and links for 'Home', 'Help', and 'Logout'. Below this, a secondary navigation bar shows 'Home', 'Contracts', 'Procurement' (highlighted), 'Travel', 'Invoicing', and 'Reimbursement'. A third navigation bar contains 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area is titled 'Reports' and features a left-hand sidebar with three numbered steps: '1 Select Category', '2 Select Report', and '3 Run Report'. The main area contains a message: 'If you don't see the report you need, return to the previous screen and select a different category.' Below this message is a list of report options with radio buttons: 'Received Not Invoiced Report' (description: 'Shows details for those orders which have been received, but not invoiced'), 'Receiving Exception Report' (description: 'Lists all Invoices that are waiting to be paid because the order has not been received yet'), and 'Receiving Report' (description: 'Lists receipts and the orders, receivers, budgets, and orgs associated with those receipts'). The 'Receiving Exception Report' option is selected. At the top right and bottom right of the report list are navigation buttons: 'Prev', 'Next', and 'Exit'. A mouse cursor is pointing at the 'Receiving Exception Report' radio button.

1. Select  
**Receiving Exception Report**

2. Click **Next**

# Specify Report Output Format and Criteria

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 Exception Report

Report Category: Receiving

Report Format:

HTML, Excel, or CSV

2. Click **Run**

1. Specify selection criteria such as **Date**, **Budget Number**, **Organization Code**, etc.

This will report all Budgets for Organization Codes beginning with 2080

Basic Advanced

Filter Name	Value
Invoice Reconciliation ID:	<input type="text"/>
Invoice ID:	<input type="text"/>
Invoice Date:	<input type="text" value="Custom"/>
	From: <input type="text" value="Wed, 1 Apr, 2015"/> <input type="button" value="Calendar"/>
	To: <input type="text" value="Tue, 30 Jun, 2015"/> <input type="button" value="Calendar"/>
Budget Number:	<input type="text"/>
Organization Code:	<input type="text" value="2080"/>
Task:	<input type="text"/>
Option:	<input type="text"/>
Project:	<input type="text"/>

# Receiving Exception Report HTML Output

## Receiving Exception Report

Report Filter: Invoice Date between Wed, 1 Apr, 2015 and Tue, 30 Jun, 2015, Organization Code = 2080

Run: 6 Apr 2015

Description: Lists all Invoices that are waiting to be paid because the order has not been received yet

Change Report Detail Level:  Organization Code  DocumentNumber  Preparer Name  Invoice Reconciliation Number

Organization Code	Budget Number	Task	Option	Project
2080302026	143750			

DocumentNumber	Supplier Name	Order Line Number	Description	Supplier Part Number	Ordered Amount
BPO1468	BIO RAD LAB	1	Enter a description for this item.	5235342	\$1,000.00 USD

Preparer Name	Preparer Email	Preparer Phone	Requester	Requester Email	Requester Phone
LAURIE A HUNT	lahunt@u.washington.edu		LAURIE A HUNT	lahunt@u.washington.edu	

Invoice Reconciliation Number	Exception Date	Invoice ID	Invoice Received Date	Total Invoiced
IR662662-3598	2 Apr 2015 02:26 PM	INV662662-3598	2 Apr 2015 02:25 PM	\$12.00 USD

DocumentNumber	Supplier Name	Order Line Number	Description	Supplier Part Number	Ordered Amount
BPO1463	REDDYGOSOLUTIONS	1	Testing Receiving	NA	\$10,000.00 USD

Preparer Name	Preparer Email	Preparer Phone	Requester	Requester Email	Requester Phone
ROBIN WEIGEL	aribadev@u.washington.edu		JEFF MELLEMA	aribadev@u.washington.edu	

Invoice Reconciliation Number	Exception Date	Invoice ID	Invoice Received Date	Total Invoiced
IR1-1463-3607	3 Apr 2015 04:00 PM	INV1-1463-3607	3 Apr 2015 03:50 PM	\$1,000.00 USD