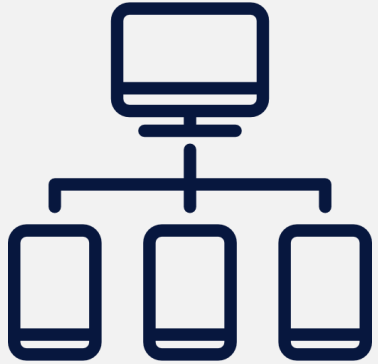


Invoice Status and Payment Status in Ariba

PROCUREMENT SERVICES
WEBCAST TRAINING SERIES - 8/18/2021

HEATHER NICHOLSON, JOHN WHITNEY, DEBRA ADLER

Invoices in Ariba



Invoice Status



Exception Review



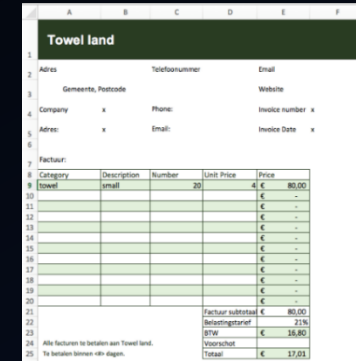
Payment Status



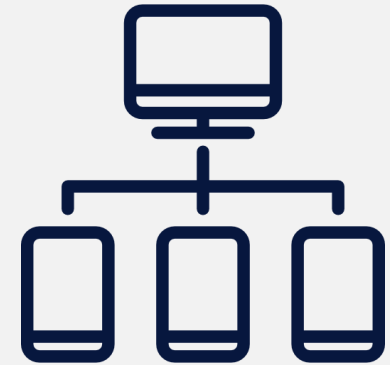
Invoices

Invoices are submitted by the supplier.

- eInvoices, electronic invoices created in Ariba
- Some paper invoices are still accepted, mainly for Non-Catalog orders. Accounts Payable enters them into Ariba to become eInvoices
- Non-PO Invoices are eInvoices
- There is no system requirement for a supplier to attach a PDF to an eInvoice. If needed, email the supplier for a copy



Towel land				
Adres		Telefoonnummer	Email	
Gemeente, Postcode		Wijkcode		
Company	x	Phone:	Invoice number x	
Adres:	x	Email:	Invoice Date x	
Factuur:				
Category	Description	Number	Unit Price	Price
20	Handl		4 €	80,00
21			€	--
22			€	--
23			€	--
24			€	--
25			€	--
26			€	--
27			€	--
28			€	--
29			€	--
30			€	--
31			€	--
32			€	--
33			€	--
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88			€	--
89			€	--
90			€	--
91			€	--
92			€	--
93			€	--
94			€	--
95			€	--
96			€	--
97			€	--
98			€	--
99			€	--
100			€	--
			Factuur substaal	€ 80,00
			Belastingtarief	21%
			Betalingsbedrag	€ 96,80
			Voorstaat	€ 25,00
			Totaal	€ 17,80
Alle facturen te betalen aan Towel land.				
De facturen worden niet afgevoerd.				



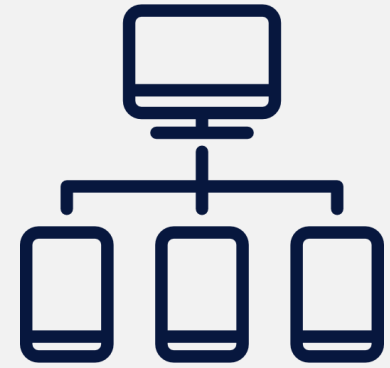
Finding Invoices

For orders beginning with EI:

There is always in Invoices tab. Click on the tab to see if there are invoices.

For orders beginning with BPO:

The Invoices tab doesn't show until the invoices have been submitted by the supplier.



Summary

Pricing Terms

Milestones

Approval Flow

Receipts

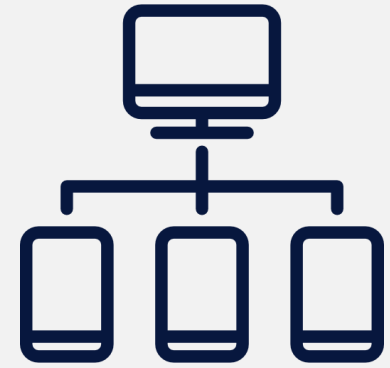
Invoices

History

Invoices

Three different statuses associated with invoices:

- Invoice Status
- Exception Status
- Payment Status



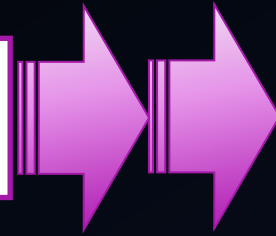
Invoice Status



Basic Invoice Process Flow



Invoice from supplier



Analyzed by
Ariba



If no invoicing issues, the invoice status changes to “Reconciled” and pays.

If there are actions or issues, for either Accounts Payable and/or campus, the invoice will remain in “Reconciling” status until resolved/cleared/rejected.

How to Reject

If an invoice is submitted on an order (EI or BPO) that is incorrect and the status is still “Reconciling,” you can have that invoice rejected.

Use the web form found here:

<https://finance.uw.edu/ps/bpo-rejects>



Reconciling Status

Why is the invoice in “Reconciling” status?

Reasons can be:

- If for a BPO, you might need to Receive
- Invoice date is before or after BPO period
- Budget closed
- Line item amount is bigger than expected
- Tax amount does not match the expected rate
- Shipping is larger than expected



Invoices Needing Review: Exceptions



Invoice Issues Needing Review

To see if there are any issues on an invoice in “Reconciling” status, click the Reconciliation tab on the invoice in Ariba.



INV678411051-2030589

These are the details of the request you selected. Depending on its status, you can edit, change

Back Copy Print

Summary Approval Flow Contracts **Reconciliation** History

Invoice ID: INV678411051-2030589
Supplier Invoice #: 678411051
Invoice Date: Tue, 07 Jun, 2020
Telephone:

Only users with Invoice Manager role are allowed to submit PO Based Invoices

Reference to AP

The screenshot shows a web interface for an invoice. The 'Reconciliation' tab is highlighted with a red box. A red box highlights a red text message: 'Only users with Invoice Manager role are allowed to submit PO Based Invoices'. Another red box highlights the text 'Reference to AP'.


Exceptions

“**Exceptions**” are flags on an invoice that require action taken before payment will be released.

Who can resolve exceptions? This depends on the exception.

- Accounts Payable
- Campus Departments
- Ariba



Header Level Exceptions 		
Name ↑	Description	Status
UW Unmatched Remit To Address Variance	The invoice received from the supplier does not have a matching Remit To Address. NO ACTION REQUIRED BY THE SUPPLIER.	
L		

Exceptions

Invoices needing review have exceptions.



Header Level Exceptions							
Name	Description	Status					
UW Unmatched Remit To Address Variance	The invoice received from the supplier does not have a matching Remit To Address. NO ACTION REQUIRED BY THE SUPPLIER.						
L							
Line Items							
No.	Qty	Description	Price	Amount	Exception	Status	
1		Pipette Service - Quote # 321293552		\$184.07 USD	Contract Received Line Amount Variance		Detail
Matched To: Item 1 Part #: N/A							
2		Tax		\$18.59 USD			Detail
Matched To: Sales tax Part #: Tax Percentage Rate: 10.1%							

Exceptions

- Invoices can have more than one exception.
- Exceptions can be at the line item or at the header.



Header Level Exceptions						
Name ↑	Description	Status				
UW Conditional Tax Status	This supplier has conditional tax status.	Accepted				

Line Items						
No. ↑	Qty	Description	Price	Amount	Exception	Status
1		Subcontract to the University of Auckland per...		\$14,826.49 USD	Contract Item Date Variance, Contract Received Line Amount Variance, Invalid Budget	Detail
Matched To: Item 1 Part #: NA						
2		Tax		\$0.00 USD	Invalid Budget	Accepted Detail
Matched To: Sales tax Part #: Tax Percentage Rate: 0%						

Exceptions Status

Blank: No resolution

Accepted: Resolution by AP

Cleared: Resolution by Ariba system

Disputed: Resolution by AP or Ariba system

Exception	Status
<u>Contract Item Date Variance, Contract Received Line Amount Variance, Invalid Budget</u>	
<u>Invalid Budget</u>	Accepted



Exceptions Accounts Payable Resolves

(examples)

UW Unmatched Remit To Address Variance: Remit To address needs to be reviewed

UW Conditional Tax Status: A supplier that is set up to have their tax charges reviewed for every invoice

Shipping Variance: Shipping is over \$100

Over Tax Variance: Sales tax is higher than expected

Under Tax Variance: Sales tax is lower than expected





Exception Campus Can Resolve

One exception happens on every BPO invoice and needs campus action to resolve:

- Contract Received Line Amount Variance
- Contract Received Quantity Variance

Exception
Contract Received Line Amount Variance

Exception
<u>Contract Received Quantity Variance</u>

When you see these exceptions, the system is telling you that receiving needs to be performed for the invoice.

Other Exceptions Campus Can Resolve

(examples: all for BPO eInvoices, receiving would still need to be done)

Contract Amount Variance: Invoice amount exceeds the contract amount. Add money to header and line item.

Contract Item Date Variance: Invoice date is outside the contract dates. Update contract dates.

Contract Line Amount Variance: Invoice amount exceeds line item amount. Add money to line item and header.

Contract Quantity Variance: Quantity exceeds the line item quantity. Add quantity to the line item and funds to header.

Contract Not Invoicing: Order is closed with no money. Add money to the order and line items to reopen.



Payment Status



Payment Status



- eInvoices for orders
- Non-PO Invoices

TRANSACTION DETAILS	
Approved Amount:	\$58.56 USD
Final Payment Amount:	\$58.56 USD
Doc Seq Inv No:	99764984491
Check Number: i	R190206
Scheduled Pay Date:	Wed, 11 Dec, 2019
Check Date:	Thu, 12 Dec, 2019
Check Clear Date:	Mon, 16 Dec, 2019
Check Status:	4330: CLEARED BY BANK
Invoice Status:	3098: PAID BY BANK CARD

- eReimbursement
- Expense Report
- Payment to Individuals

Payment Details:	
Approved Amount:	\$1,234.01 USD
Doc Seq Inv No:	99772851158
Check Number: i	E556446
Scheduled Pay Date:	
Check Date:	Thu, 27 Feb, 2020
Check Clear Date:	Sat, 29 Feb, 2020
Check Status:	4354: DIRECT DEPOSIT
Invoice Status:	3100: PAID BY DIRECT DEPOSIT

Payment Status

Departments can check the payment status in ARIBA payment loop back.

Steps for how to do this found here:

<https://finance.uw.edu/ps/how-to-pay/payment-status-terms-timelines-delays>

Payment Information Not Available:

- Wire Payments
- Invoices more than 15 characters long



Demonstration of Payment Loop



Payment Information


Meaning of check number prefix letters:

A – Check

T – ACH

R - Bank Card

E – Direct Deposit

TRANSACTION DETAILS	
Approved Amount:	\$58.56 USD
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Doc Seq Inv No:	99764984491
Check Number: 	R190206
Scheduled Pay Date:	Wed, 11 Dec, 2019
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Check Status:	4330: CLEARED BY BANK
Invoice Status:	3098: PAID BY BANK CARD



Best Practices

- Run the Receiving Exception Report regularly
- Attach any quote being used for the order to the order
- Be as accurate as possible when entering prices and ship-to addresses for orders, as they impact how Ariba evaluates the correctness of incoming invoices
- Contact Procurement Customer Service for any questions at pcshelp@uw.edu.



Questions?

Remember to send to “Everyone”
when using the chat.