Report Options

UW PROCUREMENT SERVICES – WEBCAST TRAINING SERIES  11/4/2020

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Ariba Reports Overview

- What are Ariba Reports?
  - Ariba Reports are a suite of web-based reports within the Ariba system.

- Why use Ariba Reports?
  - Reports are available for various categories of data and are useful to departments for reviewing:
    - eProcurement orders
    - Tracking invoices
    - Payments to Individuals
    - Reimbursements

- The Reports available depends upon the users authorizations.
Accessing Ariba Reports

Click Manage
Select Reports
Click Ariba Login icon
Procurement Services Homepage
Select a Report Category

Categories of available reports

Select a Report category

Click Next
Select a Report Category

Select the Report you want to run

A list of reports within the chosen category appears

Click Next
Specify Report Criteria and Run

Available report formats are HTML, Excel or CSV.

Specify Date

Other selection criteria

Click run
<table>
<thead>
<tr>
<th>Organization Code</th>
<th>Budget Number</th>
<th>Task</th>
<th>Option</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>2052020240</td>
<td>143751</td>
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</table>

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Supplier Name</th>
<th>Order Line Number</th>
<th>Description</th>
<th>Supplier Part Number</th>
<th>Ordered Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPO9191</td>
<td>University of Washington Test Supplier</td>
<td>2</td>
<td>Enter a description for this item.</td>
<td>u565u5u5</td>
<td>$241.71 USD</td>
</tr>
</tbody>
</table>

Preparer Name: Alexander Li  Email: ali5@u.washington.edu  Phone: Requester Name: Alexander Li  Email: ali5@u.washington.edu

Invoice Reconciliation Number: IR56575J6e-854566  Date: 12 Oct 2018 10:35 AM  Invoice ID: IR56575J6e-854566  Received Date: 28 Sep 2018 12:00 PM  Total Invoiced: $241.71 USD

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Supplier Name</th>
<th>Order Line Number</th>
<th>Description</th>
<th>Supplier Part Number</th>
<th>Ordered Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td>University of Washington Test Supplier</td>
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<td>Enter a description for this item.</td>
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</tr>
</tbody>
</table>

Preparer Name: Alexander Li  Email: ali5@u.washington.edu  Phone: Requester Name: Alexander Li  Email: ali5@u.washington.edu

Invoice Reconciliation Number: IRn65J6v6-854580  Date: 12 Oct 2018 04:30 PM  Invoice ID: IRn65J6v6-854580  Received Date: 12 Oct 2018 04:30 PM  Total Invoiced: $241.71 USD

<table>
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<th>Document Number</th>
<th>Supplier Name</th>
<th>Order Line Number</th>
<th>Description</th>
<th>Supplier Part Number</th>
<th>Ordered Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPO9250</td>
<td>REDDYGOSOLUTIONS</td>
<td>1</td>
<td>Enter a description for this item.</td>
<td>RED001</td>
<td>$500.00 USD</td>
</tr>
</tbody>
</table>

Preparer Name: Karen Erickson  Email: arbiadev@u.washington.edu  Phone: Requester Name: Karen Erickson  Email: arbiadev@u.washington.edu

Invoice Reconciliation Number: IR654J6v6-854580  Date: 12 Oct 2018 04:30 PM  Invoice ID: IR654J6v6-854580  Received Date: 12 Oct 2018 04:30 PM  Total Invoiced: $241.71 USD
Demo

- Receiving Exception Report
  - Lists all Invoices that are waiting to be paid because the order has not been received yet.
  - Note: For people who do BPO Receiving on a regular basis, the best practice is to run this report weekly and take a proactive approach, as opposed to relying on the email reminders.

- Open Balances
  - Provides a detailed summary of all orders and contracts with remaining balances not yet invoiced for, grouped by organization code(s) or budget number(s).
The Procurement Desktop Reports (PDR) are a suite of web-based reports developed by Procurement Services. The reports draw data from the PAS Data Warehouse nightly and JP Morgan Chase PaymentNet once a month.

**Accessing data in PDR**

- PDR is an open access system but is only available to those with a staff NetID. Shared and student NetIDs are not allowed.
- PDR are accessible only through the NetID domain.
- If you are logging in from another domain (such as UWB\ appearing before your NetID), you will need to type netid\ before your NetID to change the domain.
- Internet Explorer will show which domain you are logging in from, Chrome and Firefox do not.
- PDR is on a secure server, which means that accessing the reports from a site other than the three main campus locations, you may need to download and utilize the Husky OnNet VPN. This is especially true when working from home.
- For many reports, you may also need to know your 10-digit Organization code.
Accessing PDR

1. Choose PDR from dropdown menu
2. Click to access the PDR report Directory
Demo

- PDR Report Directory

- Use Tax Correction
  - Report displays purchasing transactions potentially needing use tax corrections submitted.
Business Intelligence (BI) Portal Overview

- Robust one-stop catalog that connects you to the UW’s Enterprise Data Warehouse (EDW) central reports and visualizations.
  - To access the BI Portal, visit: biportal.uw.edu

- Contains over 100 self-service, customizable reports from EDW. Examples:
  - Supplier Search Report
  - Budget Summary by OrgCode

- You need permission to access reports and visualizations on the BI Portal.
  - Requires ASTRA role authorization
  - To learn more about access to the BI Portal, visit: http://itconnect.uw.edu/work/data/use-data/get-access/request-access/

- UW Procurement Services does not support BI Portal.
  - Supported by UW Data & Analytics
Demo

- BI Portal Navigation
- Supplier Search Report
UW Contracts Search

- If you can’t find what you’re looking for in the Ariba Catalog, try using the UW Contracts Search. The UW Contracts Search is a tool located on the Procurement Services website that provides visibility into Contracts that UW staff are able to leverage within their departments.
Payment Loop in Ariba

- Looking for status of a payment?
  - **NOTE:** Payment status is only available to individuals with a UW NetID and password.
  - Departments can check the payment status in ARIBA payment loop back. Payment loop back is a process which imports invoice payment information from PAS back into ARIBA for viewing.

- Payment information you can see in Payment Loop. Payments processed via:
  - BPO (except wire payments)
  - PO – Catalog and Non-Catalog (except wire payments)
  - Non-PO Invoices (except wire payments)
  - Payment to Individual (XP)
  - eReimbursement (XR)
  - eTravel Expense Report (ER)

- For more information about Payment Loop, and instructions for how to access payment information, visit:
  - [https://finance.uw.edu/ps/how-to-pay/payment-status-terms-timelines-delays#InvoiceStatus](https://finance.uw.edu/ps/how-to-pay/payment-status-terms-timelines-delays#InvoiceStatus)
Any Questions?