Document Information, Statuses & Exceptions in Ariba

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This document will provide information that explains each screen view in Ariba based upon the document type accessed. Within each document type there are different tabs that can be accessed that give you additional information about that document or allow you to drill into related documents.

In order to know where you have navigated it is important to remember that for each screen view the document number indicating the document type you have accessed is displayed in the upper left-hand and the status is displayed in the upper right hand corner. To illustrate, below is an example of a Purchase order screen view.
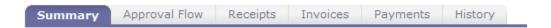

Purchase Order (45XXXXXXX):

PO Statuses

- Ordering – PO has not yet been sent to the vendor for the following reasons:
    - Manual supplier – Procurement sends manually daily
    - Error with Network vendor – Procurement tracks and will resolve
- Ordered – PO has been sent to the vendor
- Receiving – A partial receipt has been processed
- Received – Receiving has been done and receipt is closed.

PO Tabs

Summary Tab – Information about what was ordered on the PO, you can drill into the original purchase requisition (PRXXXXX) to see additional order details or click "Detail" button for accounting information.

Approval Flow Tab - For PO's this will always show "There are no approvals required" because approvals are provided for the Purchase Requisition.

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Receipts Tab – Lists all receipts for this PO and allows for drill in for additional information. See "Receipts" section below for additional information on statues and tabs.

Invoices Tab – Lists all invoices for this PO by supplier invoice number and allows for drill in for additional information. See "Invoices" section below for additional information on statuses and tabs.

Payments Tab – Lists payment status for each vendor invoice. You can further drill into payments however detailed information for payments should be obtained by accessing through ME23N t-code in SAP. See "Payments" section below for additional information on statuses and tabs.
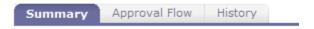
History Tab – Shows all system and user actions for this document.

Receipts (RCXXXXX):

Receipt Statuses

- Composing – Ariba creates a composing receipt when the PO is in ordered status and prior to a receipt being completed.
- Submitted – Receipt has been completed but is in the approval process (nothing has been transferred to SAP).
- Approved – Receipt has been approved and transferred to SAP.

Receipt Tabs

Summary Tab – Shows a line for each item purchased and indicates how many were ordered, previously accepted or rejected, how many accepted or rejected for the receipt selected.

Approval Flow Tab – Indicates the person that received and approved the line item(s).

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History Tab – Shows all user actions for this document if receipt was required. For orders with only auto receipt there is no history tab unless a manual receipt is completed.

Invoice (No Standard format = Vendor Invoice):

Invoice Statuses

- Reconciling – Invoice has not been fully reconciled, the invoice has not been transferred to SAP.
- Reconciled – Invoice has been approved and should have transferred to SAP.

Invoice Tabs

Summary	Approval Flow	Order	Reconciliation	Payments	History

Summary Tab – Provides detail of the invoice from the supplier.

Approval Flow Tab - For Invoices this will always show "There are no approvals required".

Order Tab – Information about what was ordered on the PO. To see additional order details "Detail" button for accounting information.

Reconciliation Tab – Lists all the Invoice Reconciliation document for each invoice and allows for drill in for additional information. See "Reconciliation" section below for additional information on statues and tabs.

Payments Tab – This will show the payment for the invoice selected only. You can further drill into payments however detailed information for payments should be obtained by accessing through ME23N t-code in SAP. See "Payments" section below for additional information on statuses and tabs.

History Tab – Shows all system and user actions for this document.

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Payments (PAY/"Invoice#"-XXXXX):

Payment Statuses

- Scheduled – Indicates that invoice has been automatically transmitted to SAP for payment. Status will not be changed to "Paid" on these orders because currently remittance information is not transferred from SAP back to Ariba.
- Paid – Status is used for invoices and credit memos that fail to transfer to SAP automatically and Accounts Payable manually enters the document in SAP and manually changes the status to Paid in Ariba.
- Processing – Indicates that the invoice has an exception and needs reconciliation before it can be approved to be sent for payment.

Payment Tabs

Summary History

    Summary Tab – shows detail about the payment amount, vendor, and payment method. ***For detailed information about actual payment date and payment document numbers access PO via ME23N in SAP***.

    History Tab – Shows all system actions for the document.

Reconciliation (IR/"Invoice#"-XXXXX)

The most common ways to access the "Reconciliation" tab are 1) by selecting IR# in the users "To Do" list, 2) searching by IR#, 3) or by searching order# then selecting specific invoice in "Reconciling" status on Invoice tab and then selecting IR# on Reconciliation tab.
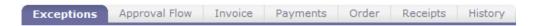
Reconciliation Statuses

- Reconciling – All the exceptions have not been cleared or accepted
- Approving – All exceptions have been cleared the IR document needs to be approved
- Approved – The IR document has been processed and approved
- Paying – The IR document transferred to SAP

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- Paying Failed – The IR document failed to transfer to SAP. Accounts Payable is monitoring any IR documents in this status; if the issue is fixed and the IR can pass to SAP automatically, then the reconciliation document will change to "Paying". If Accounts Payable has to manually post the invoice in SAP than the reconciliation document status will be "Paid".

Reconciliation Tabs

Exceptions Tab – Displays line item exceptions and statuses in the body of the document. Line item status will move to "Cleared" or "Accepted" once exception has been resolved. Once all line item statuses are cleared or accepted, IR status will change to Approving. QRCs for Invoice Reconciliation can be found here (Training – "Invoice Reconciliation Exceptions and Approvals for Fiscal Approvers" and "P2P250"). Below is a list of all exceptions to be cleared by fiscal approval and action to be taken:

- PO Quantity Variance – Quantity invoiced is greater than quantity ordered and quantity variance needs to be accepted or vendor should be contacted for credit memo to remove quantity if necessary.
- PO Received Quantity Variance – Quantity invoiced is greater than quantity received and receipt needs to be processed in order to clear exception.
- PO Price Variance – Invoice price is greater than PO price (and is out of tolerance limits) and the price variance needs to be accepted or vendor should be contacted for credit memo to revise price if necessary
- Shipping Variance – Shipping amount on invoice exceeds $100 and needs to be accepted or vendor should be contacted for credit memo to adjust shipping if necessary.
- Special Handling Variance – Special Handling amount on invoice exceeds $100 and needs to be accepted or vendor should be contacted for credit memo to adjust handling if necessary.
- PO Received Line Amount Variance – The amount on the invoice line item is greater than the amount left to invoice on the purchase order line item, and the difference is more than the tolerance limit and the price variance needs to be accepted or vendor should be contacted for credit memo to revise price if necessary

Sales Tax Variance, Purdue Over Tax Variance, Withholding Tax Variance, PO Payment Terms Mismatched, Line Item Unmatched, and Invoice Unmatched exceptions will all be cleared by Central A/P or Tax.

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Approval Flow Tab – This will show who is in the approval flow for the exception.

Invoice Tab – Lists invoices related to the reconciliation selected. See "Invoices" section above for additional information on statuses and tabs.

Payments Tab – This will show the payment for the reconciliation selected only. You can further drill into payments however detailed information for payments should be obtained by accessing through ME23N t-code in SAP. See "Payments" section above for additional information on statuses and tabs.

Order Tab – Information about what was ordered on the PO showing what was received, invoiced, and reconciled at the time of this invoice reconciliation. To see additional order details "Detail" button for accounting information.

Receipts Tab – Lists receipts for the line items related to reconciliation and allows for drill in for additional information. See "Receipts" section above for additional information on statues and tabs.

History Tab – Shows all system and user actions for this document.