Name

PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed to clear invoice exceptions in SAP Ariba.

HELPFUL HINTS

- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:

Google Chrome (64-bit)Apple Safari (64-bit)Microsoft Edge (32-bit)Microsoft Edge Chromium (32-bit and 64-bit)Mozilla Firefox (64-bit)

PROCEDURE

1. Access SAP Ariba by clicking the "SAP Ariba – Procure to Pay" tile in Firefly.

= 🕸	firefly					
8			Self Service B	usiness Applications Syst	tem Admin & Forms Rese	ources
ଜ	Home		Firefly News		SAPPHIRE Documentation	Submit a Help Request
A-z	All apps	115	Annual Salary Notification	s Available by July 1, 2023		4
≣	All menus				ΫSAPPHIRE	v
Ō	Split view	_	Self Service			
Mostu	used Favorites Business Intelligen Reporting	Notifications	Workflow Inbox	Employee Self Service (ESS)	Manager Self Service My Staff (MSS)	Alternative Worksite Arrangement
<u>8</u>	Budget Workbench Reports	n (BCS) and	Business Application:	5		
?	Firefly Help Staff Lists Selection Reports Project Verification Statement Sponsored Programs	153	ePAF Actions	SAP Logon	Business Intelligence Reporting	SAP Ariba Procure to Pay

2. From the Classic U/I, click the "Invoice" tab and select the invoice to be reconciled (status of "Reconciling").

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HOME PROCUREMENT INVOICING	CATALOG				Recent \lor Manage \lor	Create `
ancel Invoice Request 🗡 Title	ID	 ✓ Q 				٩
Common Actions V			To Do			
Create			Date 4	Status	Title	
nvoice			9/4/2023	G Annowing	(BECKMAN COLUTER INC)	
tequisition				E. obbioung	(becimier observer into)	
iourcing Project			9/1/2023	Reconciling	1 (BECKMAN COULTER INC	.)
iourcing Request			8/31/2023	B 🔂 Approving	(ALL MAKES OFC EQUIP CO)	
fore 🗸			8/31/2023		(ALL MAKES OFC EQUIP CO)	
fanage						
teconcile Invoice			8/31/2023	Approving	(ALL MAKES OFC EQUIP CO)	
ayments			8/30/2023	8 🚯 Reconciling	(BECKMAN COULTER INC)	
urchase Orders				· · · · · · · · · ·		
						View All

PROCEDURE (CONTINUED)

3. The invoice screen displays. Click "Open."

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I-1-655	Status: Reco	oncilin
hese are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the req	just for approval. You may also print the details of the request. Review your request and take the desired action(s).	
Open Print		
Exceptions Line View Approval Row Reference History		
1-1-655	⊘9 ॡ di testforrelish_1.pdf ≥ t	g,
Noice ID: INVTESTFORRELISH-1-655	Total Amount: \$682.56 US	D Det
woice Prom. Beckman Coberer inc. on Pri, of Sep, 2023		
Purchase Order(s): 4800000348		
leader Information 🗧		
Assigned To Me (2) All Exceptions (2)		
PO Charge Amount Variance	1	1 Open
The charge amount on the invoice, \$114.36 USD, exceeds the available charge amount for invoicing on the purchase order, \$	0.00 USD. Charges : \$114.36 USD ①	

- 4. The invoice displays. Exceptions can be reconciled at the
 - LINE LEVEL by clicking the "Action" drop-down and selecting the appropriate action (e.g., "Accept...", "Defer...", "Manual Match", etc.), or at the
 - INVOICE LEVEL by clicking the options at the top of the page (e.g., "Reject", "Manual Match", etc.).

Click "Submit" when all exceptions have been reconciled.

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You can continue to edit the invoice before submitting it for approval. Submit Exit	Reject Update Exceptions Refer Manual Match Print
Exceptions Line View Approval Flow Reference History	
IRTESTFORRELISH-1-655	් ල ක් testforrelish_1.pdf ♥ ව
Invoice Dr. INVTESTFORELISH-1455 Invoice Force BECKMAR COLUTER NC on Fil. 01 Sep. 2023 Invoice Type: Parchase Order Purchase Order(s): 480000348 Header Information V Assigned To Mc (2) All Exceptions (2) PO Charter Amount Variance	Total Amount: \$682.56 USD Details
The charge amount on the invoice, \$114.36 USD, exceeds the available charge amount for invoicing on the purchase order, \$0.00 USD.	Charges : \$114.36 USD Expected Charges : \$0.00 USD Defer to someone else
Invoice with Discount	100
Invoice with Discount View Details Reference Referenc	Accept Invoice Amount in Manual Match Defer to someone else

PROCEDURE (CONTINUED)

5. Click "Save."

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IRTESTFORRELISH-1-655	Prev Save Exit
This request has generated warnings; review the warnings.	7
The changes you made to this document may require the approval of different people. Ariba will regenerate the approval flow automatically.	
	Prev Save Exit

6. The confirmation screen displays.

	System			
HOME	PROCUREMENT	INVOICING	CATALOG	
Invoice F	Reconciliation - S	Submitted		
You can view	the status or the approv	al flow to see where	the reconciliation is in the p	rocess.
You can view	the status or the approvention of the status	al flow to see where successfully reconci	the reconciliation is in the p led and submitted.	rocess.
You can view IRTESTFORF Print a copy o	the status or the approvent of the status or the approvent of the status of this request	al flow to see where successfully reconci	the reconciliation is in the p led and submitted.	rocess.
You can view IRTESTFORF Print a copy o	the status or the approver RELISH-1-655 has been so of this request us of your request	al flow to see where successfully reconci	the reconciliation is in the p led and submitted.	rocess.
You can view IRTESTFORF Print a copy of View the state Continue wor	the status or the approvements of this request for your request will be approved by the state of	al flow to see where successfully reconci conciliations	the reconciliation is in the p led and submitted.	rocess.