Name

PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed to create and manipulate reports in SAP Ariba.

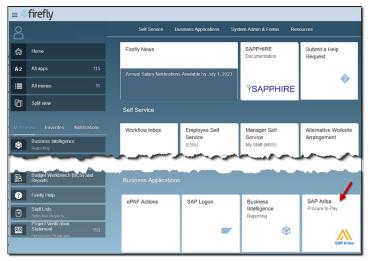
IMPORTANT: You can only delegate to a user that is at the same level or higher in the organization. HELPFUL HINTS

- 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.

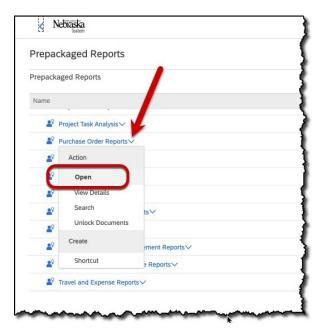


2. Click "Manage" and select "Prepackaged Reports" from the drop-down menu.

Nebraska Test Site					Q. 🖶 🕢 😒 The University of Nebraska System-C1					
HOME CONTRACTS	PROCUP	EMENT CATALOG	MORE V			Recent \vee	Manage V			
						Administration	Purchase Orders			
Common Actions	~	My ECRs	~	To Do 🗸	Q My Requisitions	Approval Processes Chooser Lookup Contracts	Queues Receive Reconcile Invoice			
Create Contract Request (Procuremen Customer	t)			²² 6 1 ²	0 Denied	Core Administration Forms and Extensions	Report Search Filters SM Admin			
Supplier Request UNMC College of Dentistry More 🗸		O Submitted ECRs		Escalated Escalation Warning Ap New	O Total Submitted	My Tasks My To Do Payments	SM Administration SM Modular Questionnaire Sourcing Library			
Manage Administration News						Supplier data snapshots Templates				
My Tasks Access Guided Buying Supplier data snapshots			ing			Print Templates Public Reports	More			
More V My Documents						~				

PROCEDURE (CONTINUED)

3. The list of available report categories displays. Click the drop-down next to the desired report category and select "Open" from the drop-down menu.



4. The list of available reports within the category displays. Click the drop-down next to the desired report and select "Open" from the drop-down menu.

urche	ase Order Reports	
Purchase	e Order Reports	
Name		
1	Order Summary by Contract	and Computity \checkmark
<u>1</u>	Order Summary by Contract	and CrucCenter V
<u>1</u>	Order Summary by Cost Cer	nter
E .	Order Summary by Supplier	~
E _	Action	t Center 🗸
=	Open	
E	Run In Background	
<u> </u> =	View Stored Results	
E .	View Details	arges and Taxes V
1	Export	arges and Taxes Detail 🗸
<u>=</u>	Create Shortcut	mmodiby V

PROCEDURE (CONTINUED)

5. The "Refine Data" screen displays. Adjust the data filters, as needed. Click "View Report" to proceed and view the data onscreen. NOTE: Fields available will vary by report type.

Nebraska		0 0
Refine Data	View Report Cancel Export E	Background
Filter the data in your report by s	y selecting values for the fields below. All reports include a date field filter. To select a different date field to use a filter, select Advanced Options. For multi-fact reports, you can on	ly filter on More
Ordered Date (Calendar): *	* • Relative date range	
	Time period: Year(s) 🗸	
	Most recent 2 v time periods	
	Future 0 v time periods	
	☑Include current partial year	
	O Fixed date range from: 1/1/2022 E to: 12/31/2023	
	Advanced Options	
Purchase Organization Id:	: (All)	
Common Supplier:	: (All) ~	
Cost Center:	: (III)	
Commodity (L1):	: (III) V	
	View Report Cancel Export E	Background

6. The report detail displays. Manipulate the onscreen data as noted below.

< Nebras	ska Istem								० 🖶 🖻	0 8 0
Reporting		Order Summary by Supplier				Edit	Edit Save Export Actions •			
Field Browser Page	Others	Pivot table	Chart Dashbo	ard					C D	
		 Applied Filters 								
Purchase Org	ganization Id	Ordered Date	e Spanning: most	recent 2 Year(s)						Display Options Edit Min/Max rows: 3/8
										Detail View $ \sim $
		Common Supplier	B Cost Center	Commodity (L1)	Ordered Date	PO Status	Description		Order Id	PO Spend (USD)
		Total								14,999,498.08~
		NEOGEN CORP	subtotal							9,630,475.80 V
			UN Bus Srv Master V	subtotal						4,007,700.00~
			Musici v	Laboratory and Measuring and Observing and Testing Equipment V	subtotal					4,002,700.00~
					7/7/2023	Received	Allergen Test Ki	its	4500284965	5 1,600,000.00
Α.	Click on a	tab to change	e the repo	rt display forn	nat				4500284980	800,000.00
B.	Click colum Sort the report	nn header to: he report data is).	a onscree	n (NOTE: No	t avail	able ir	n all	~~~~	4500284987	7 800,000.00
	 Move 	column left c	or right to r	earrange dis	play.					
C.	Click to sav	ve the report	to persona	al workspace	or as	a "PU	BLIC"			
D.	•	port the report	rt data (e.ç	g., Excel, CS	√).					