

SAP Ariba Network Supplier

April 2022
Reporting and Reporting Templates
Guide



Agenda

- Introduction to reporting
- How to create a report template
- How to schedule a report
- Generating and downloading reports
- Types of reports available



Introduction to reporting



- The Ariba Network provides reporting templates which will define what information is included in reports
- Manual reports enable you to choose your data and generate the report
- A manual report can be generated any time you want to see the results
- Note that users must have the appropriate permissions to carry out all reporting tasks, only users with a reporting permission will be able to view the Reports tab
- It is also possible to download and save reports to your local drive to save a record of your account activity
- Note that templates cannot be customised, and you can only use templates already defined

Reports Page



The report page provides the following options:

Run – generates a report from the selected template. Each time you select report template and click 'Run', Ariba Network overwrites the previously generated report

Download – lets you save a generated report CSV format to your local drive

Edit – lets you modify a report template's name, description, and/or reporting criteria

Copy – lets you copy a template, edit report criteria and save it as a new report template. When you save a new template, Ariba Network automatically puts a new report into the queue. When your organization reaches the maximum limit of twenty templates, Ariba Network disables the 'Copy' and 'Create' buttons

Delete – removes a report template and its corresponding report from your account. You might delete a template if your organization has reached the maximum 20 templates and you want to create a new template rather than use Edit to modify an existing template

Create – lets you create a report template

Refresh status – refreshes the on screen display report status. You might want to see the latest status when a report has been in Queued or Processing status for some time

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not

Report Templates

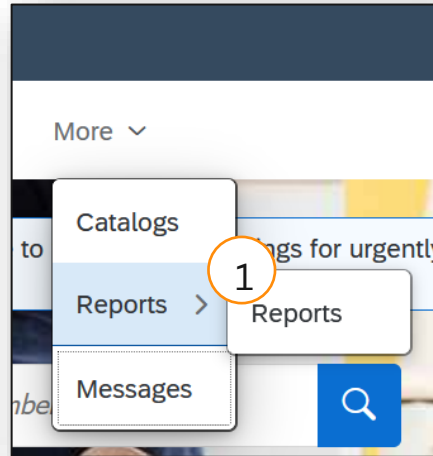
	Title ↑	Schedule Type	Report Type	Status	Last Run
<input type="radio"/>	test	Manual	Failed Order	Processed	23 Mar 2022
<input type="radio"/>	test2	Manual	Invoice	Processed	8 Apr 2022

↳

How to create a reports template



1. Go the More tab, then go to **Reports** and click on **Reports** again
2. Click **Create** on the reports page
3. On the **Report Description** page and enter the following details:
 - Enter a report title
 - Enter a report description (optional)
 - Choosing a time zone value from the list and a language from the list are optional



A screenshot of a 'Report Templates' table. The table has columns: Title, Schedule Type, Report Type, Status, Last Run, Next Run, and Created. There are two rows of data. Below the table is a row of action buttons: Run, Download, Edit, Copy, Delete, Create, and Refresh Status. The 'Create' button is highlighted with a blue border and a red circle with the number '2' is placed over it.

	Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created
<input type="radio"/>	test	Manual	Failed Order	Processed	23 Mar 2022		23 Mar 2022
<input type="radio"/>	test2	Manual	Invoice	Processed	8 Apr 2022		23 Mar 2022

A screenshot of a 'Report' form. The form has two sections: 'Report Description' and 'Criteria'. The 'Report Description' section is highlighted with a blue border and a red circle with the number '3' is placed over it. The form contains fields for Title, Description, Time zone, Language, and Report type. The 'Report type' dropdown menu is open, showing options: Select, Component Shipment, Early Payment Detail, Failed Dynamic Discounting Credit Memo Creat..., and Failed Invoice.

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.

1 Report Description

2 Criteria

Title:* test

Description: test

Time zone: America/Los_Angeles

Language: English

Report type:* Select

Select

Component Shipment

Early Payment Detail

Failed Dynamic Discounting Credit Memo Creat...

Failed Invoice

How to create a reports template



4. Choose a report type and click **Next**
5. Based on the report you choose you may need to fill in or choose some additional fields
6. Then click on **Submit**

*Please note that based on your Ariba subscription you may have the possibility to schedule regular reports

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.

1 Report Description

2 Criteria

Title:* test

Description: test

Time zone: America/Los_Angeles

Language: English

Report type:* Select

Select

Component Shipment

Early Payment Detail

Failed Dynamic Discounting Credit Memo Creat...

Failed Invoice

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

5 Customer: All Customers Select

Component Ship Notice No.: |

Tracking Number: |

Order Number: |

Shipping Organization: |

Receipt Status: All

Show Ship Notice By: Ship Notice Date Estimated Delivery Date Actual Shipping Date

Date:* 8 Mar 2022 To 8 Apr 2022

Maximum Results Returned: 100

6

Previous Submit Exit

Generating and downloading reports



- The Ariba Network will generate reports in the order in which they enter the queue
- When you create, or edit and save an existing report, the report will be added to the queue and have the status processing on the reports page
- This status will then change to processed once it's done
- Please note that regardless of the actual time the report will collect information based on the time zone and date range you have stipulated in the template
- You have an allowance of generating up to 100 reports

Status
Queued
Processed

↳ [Run](#) [Download](#) [Edit](#) [Copy](#) [Delete](#) [Create](#) [Refresh Status](#)

Types of reports



- Early Payment (Details) reports
- Failed Dynamic Discounting Credit Memo Creation reports
- Failed Invoice reports
- Failed Purchase Order reports
- Goods Receipts reports
- Invoice reports
- Order Summary reports
- Open Orders report
- Organisation Profile reports
- Payments Transactions reports
- Proof of Service reports
- Purchase Order reports
- Remittance Advice Details reports
- Service Sheet reports
- Service Sheet Activity reports
- Ship Notice reports
- Time Sheet reports

For more information go to the SAP Help Portal in the help center in your account to view how to generate the individual reports and more information