



Feature at a Glance

Transaction document reports

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Feature at a Glance

Introducing: Transaction document reports

Ease of implementation

Geographic relevance



Low touch / simple



Global

Customer challenge

Customers may experience issues with their documents, particularly technical issues. While they can get visibility on individual document level, a consolidated view of all documents is needed to allow customers to address those issues in an efficient way.

Meet that challenge with SAP Ariba

Buyer Administrators in Ariba Network need visibility to all the documents that they can download and report on particularly for any technical Issues. This feature provides an option for buyers to download a list of documents based on user defined search criteria that will provide document status and additional details related to the document.

Experience key benefits

The feature provides visibility to all documents a buyer administrator needs to be concerned about in an easily accessible, consolidated report.

Solution area

SAP Ariba Supply Chain Collaboration

Implementation information

This feature is “on” by default for customers of SAP Ariba Supply Chain Collaboration for Buyers but requires configuration.
This feature is applicable to All SAP Ariba Supply Chain Collaboration buyer administrator users.

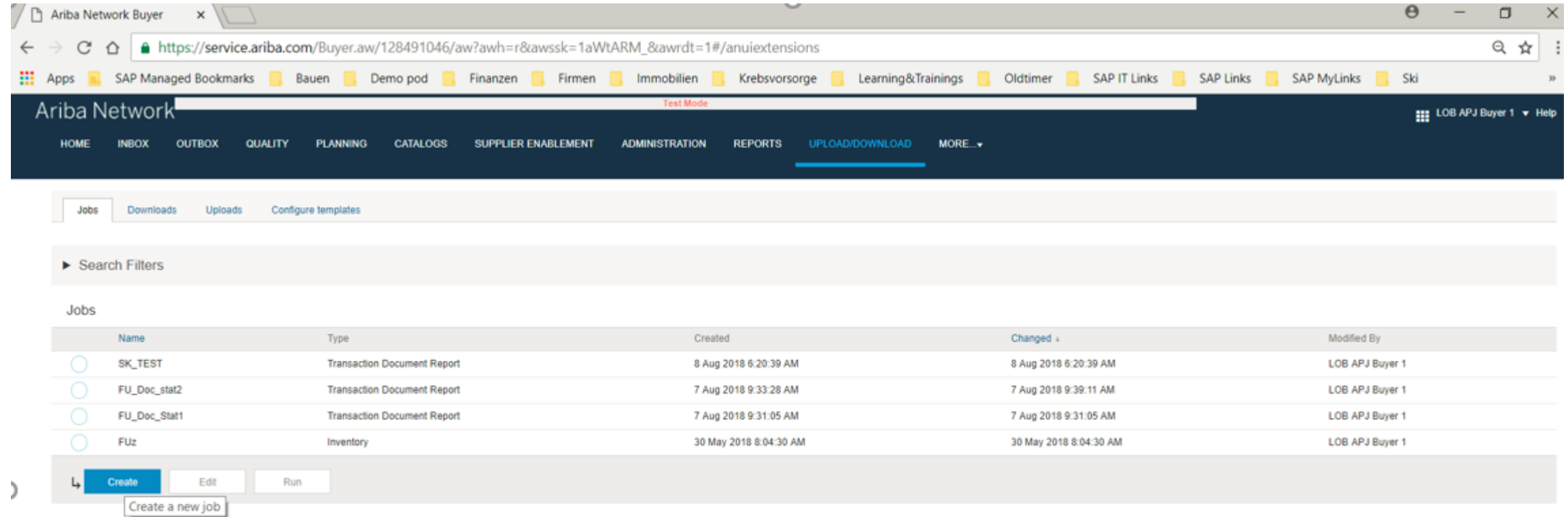
Prerequisites and Limitations

This feature requires that the buyer system has been entitled for SAP Ariba Supply Chain Collaboration, and that a buyer administrator has enabled the supplier for SAP Ariba Supply Chain Collaboration.
Alternate cXML document routing is enabled and configured for the Buyer.
Suppliers you want to include in the report need to have alternate cXML document routing enabled for the buyer-supplier relationship (needs to be enabled by SAP Ariba Customer Support).

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In the menu under **Upload/Download > Jobs** click **Create** button.



The screenshot shows the Ariba Network Buyer interface. The top navigation bar includes links for HOME, INBOX, OUTBOX, QUALITY, PLANNING, CATALOGS, SUPPLIER ENABLEMENT, ADMINISTRATION, REPORTS, **UPLOAD/DOWNLOAD**, and MORE... The 'UPLOAD/DOWNLOAD' menu is expanded, showing 'Jobs', 'Downloads', 'Uploads', and 'Configure templates'. The 'Jobs' tab is selected, displaying a table of jobs. The table has columns for Name, Type, Created, Changed, and Modified By. Below the table, there are buttons for 'Create', 'Edit', and 'Run'. A tooltip 'Create a new job' is visible over the 'Create' button.

Name	Type	Created	Changed	Modified By
SK_TEST	Transaction Document Report	8 Aug 2018 6:20:39 AM	8 Aug 2018 6:20:39 AM	LOB APJ Buyer 1
FU_Doc_stat2	Transaction Document Report	7 Aug 2018 9:33:28 AM	7 Aug 2018 9:39:11 AM	LOB APJ Buyer 1
FU_Doc_Stat1	Transaction Document Report	7 Aug 2018 9:31:05 AM	7 Aug 2018 9:31:05 AM	LOB APJ Buyer 1
FUz	Inventory	30 May 2018 8:04:30 AM	30 May 2018 8:04:30 AM	LOB APJ Buyer 1

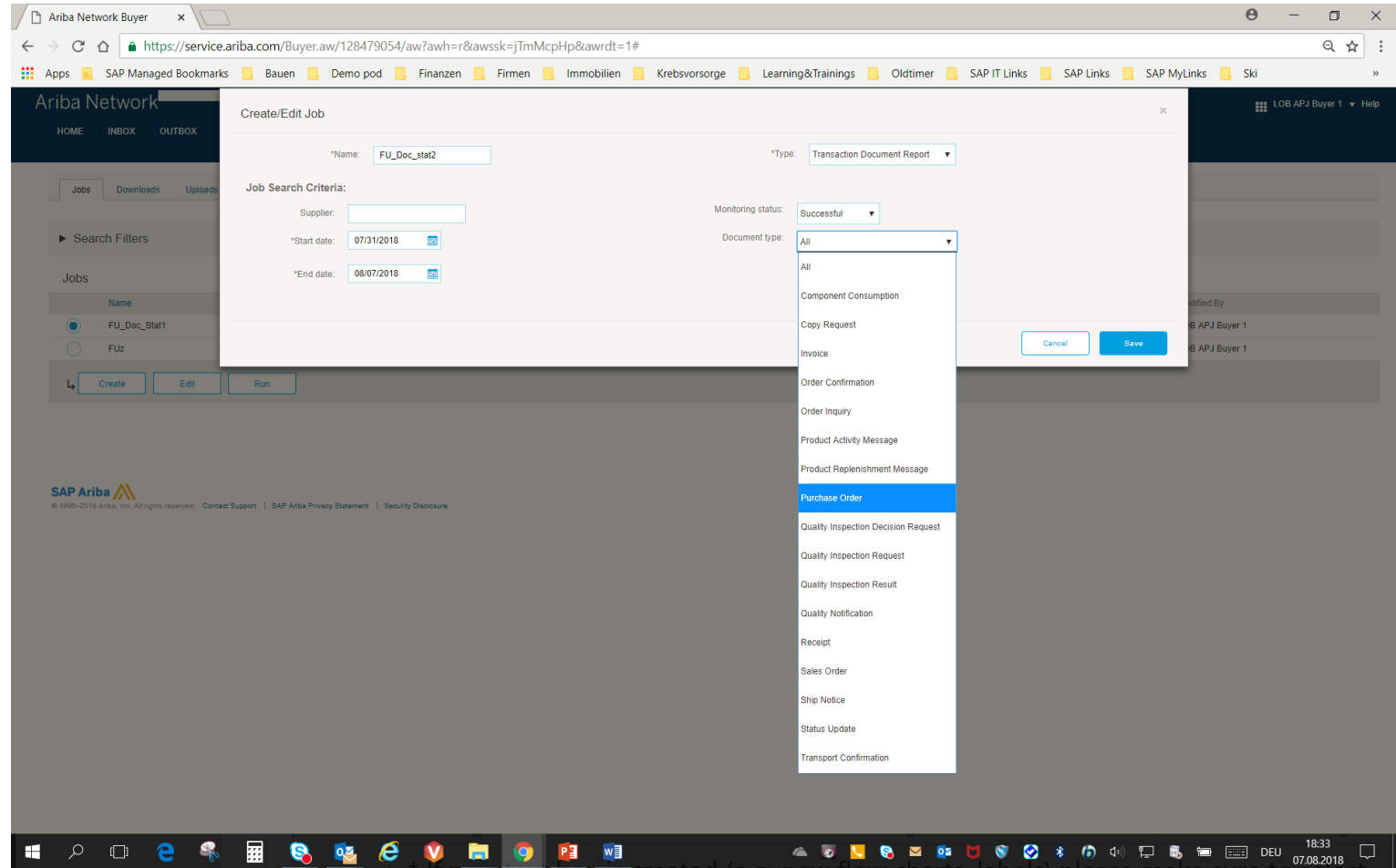
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In the pop-up you have to specify a Job **Name** and select a **Type**. **Transaction Document Report** choice is added to the Type search filter.

When the Transaction Document Report type is chosen, the following search criteria are displayed:

- Supplier
- Document Type
- Start Date
- End Date
- Document Status



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Click **Run**. The Downloads page opens and adds a row for the job. When processing completes, a download icon appears at the end of the row.

The screenshot shows the Ariba Network Buyer interface. The browser address bar displays the URL: <https://service.ariba.com/Buyer.aw/128479054/aw?awh=r&awssk=jTmMcpHp&awrdt=1#/anuiextensions>. The navigation bar includes links for HOME, INBOX, OUTBOX, QUALITY, PLANNING, CATALOGS, SUPPLIER ENABLEMENT, ADMINISTRATION, REPORTS, **UPLOAD/DOWNLOAD**, and MORE... The 'UPLOAD/DOWNLOAD' section is active, showing tabs for Jobs, Downloads, Uploads, and Configure templates. The 'Jobs' tab is selected, displaying a table of jobs. The table has columns for Name, Type, Created, Changed, and Modified By. Two jobs are listed: 'FU_Doc_Stat1' (Transaction Document Report) and 'FUz' (Inventory). Below the table, there are buttons for Create, Edit, and Run. A tooltip 'Run the selected job' is visible over the Run button. The footer shows the SAP Ariba logo and copyright information: © 1996–2018 Ariba, Inc. All rights reserved. Contact Support | SAP Ariba Privacy Statement | Security Disclosure.




Name	Type	Created	Changed	Modified By
<input checked="" type="radio"/> FU_Doc_Stat1	Transaction Document Report	7 Aug 2018 9:31:05 AM	7 Aug 2018 9:31:05 AM	LOB APJ Buyer 1
<input type="radio"/> FUz	Inventory	30 May 2018 8:04:30 AM	30 May 2018 8:04:30 AM	LOB APJ Buyer 1

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Click the download icon to download the Excel file.
Open the downloaded Excel file to view the results.

The screenshot shows the Ariba Network Buyer interface. The top navigation bar includes links for HOME, INBOX, OUTBOX, QUALITY, PLANNING, CATALOGS, SUPPLIER ENABLEMENT, ADMINISTRATION, REPORTS, and UPLOAD/DOWNLOAD. The main content area is titled 'Downloads' and contains a table with the following data:

Job Name	Type	Last Run	Last Run By	Status	File
FU_Doc_stat2	Transaction Document Report	7 Aug 2018 9:33:48 AM	LOB APJ Buyer 1	Completed	
FU_Doc_Stat1	Transaction Document Report	7 Aug 2018 9:31:41 AM	LOB APJ Buyer 1	Completed	
FUZ	Inventory	30 May 2018 8:04:35 AM	LOB APJ Buyer 1	Completed	

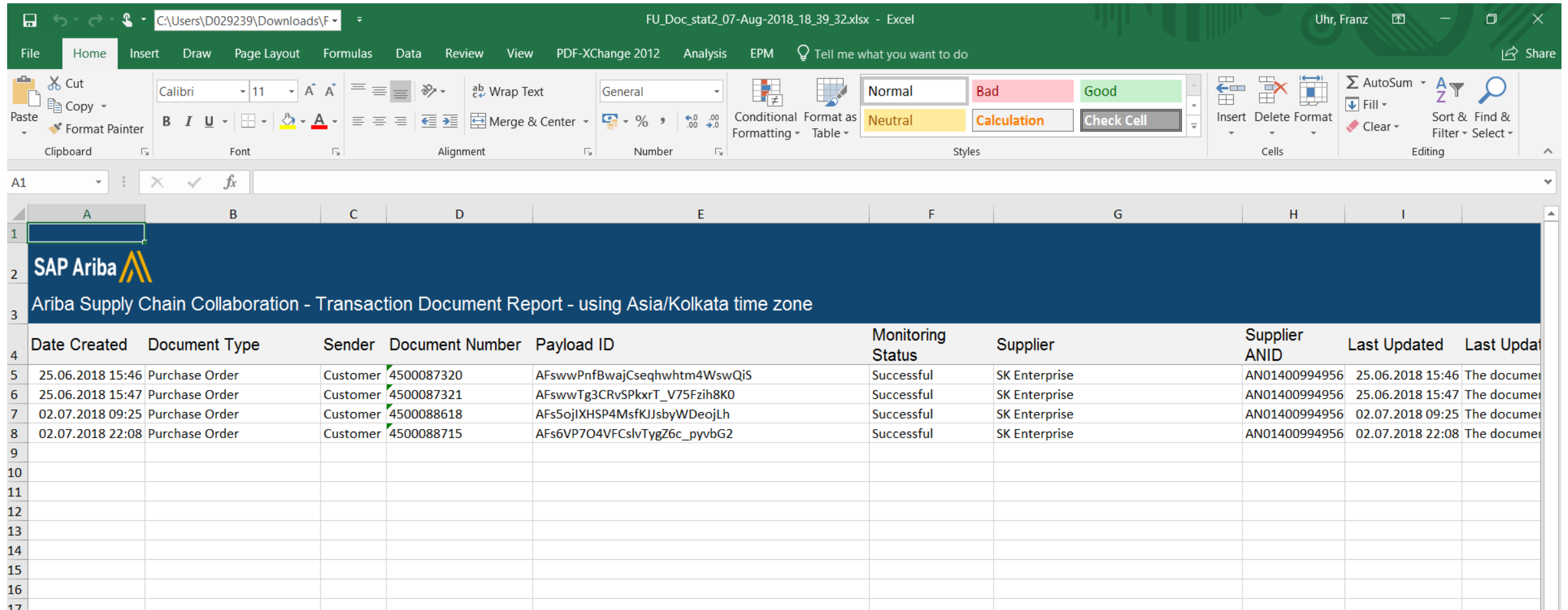
A red box highlights the 'File' column header and the download icon for the first row. Below the table is a 'Refresh Status' button.

The screenshot shows a Windows file explorer window. The file 'FU_Doc_stat2_07-....xlsx' is selected, and a context menu is open with the following options: Open, Always open files of this type, Show in folder, and Cancel. A red box highlights the context menu and the file name.

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See following example with Purchase Orders in the specified range.



The screenshot displays an Excel spreadsheet with the following data:

Date Created	Document Type	Sender	Document Number	Payload ID	Monitoring Status	Supplier	Supplier ANID	Last Updated	Last Updated by
25.06.2018 15:46	Purchase Order	Customer	4500087320	AFswwPnfBwajCseqhwhm4WswQiS	Successful	SK Enterprise	AN01400994956	25.06.2018 15:46	The document
25.06.2018 15:47	Purchase Order	Customer	4500087321	AFswwTg3CRvSPkxrT_V75Fzih8K0	Successful	SK Enterprise	AN01400994956	25.06.2018 15:47	The document
02.07.2018 09:25	Purchase Order	Customer	4500088618	AFs5ojlXHSP4MsfKJJsbyWDeojLh	Successful	SK Enterprise	AN01400994956	02.07.2018 09:25	The document
02.07.2018 22:08	Purchase Order	Customer	4500088715	AFs6VP7O4VFCslvTygZ6c_pyvbG2	Successful	SK Enterprise	AN01400994956	02.07.2018 22:08	The document