SAP Ariba and KFS Document Comparisons
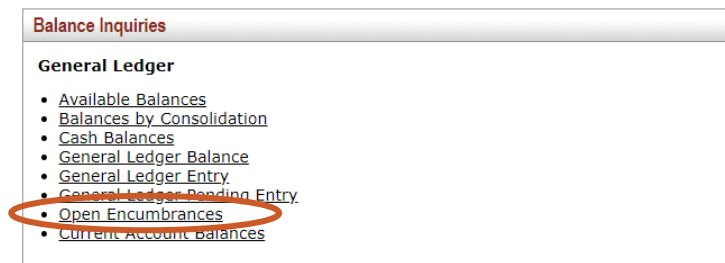
Overview: This tutorial outlines the nomenclature for SAP Ariba documents as compared to their KFS counterparts to aid in searching for General Ledger (GL) transactions. All documents originating in SAP Ariba will have an Origin Code of SA.

General Ledger document types

Document name	SAP Ariba	KFS comparison	GL encumbrance impact
Purchase requisition (PR)	N/A	N/A	N/A
Purchase order (PO)	PURO	PO	New encumbrance created
Purchase order amendment	PURO	POA	Encumbrance adjusted
Purchase order closure	PURO	POC	Encumbrance closed
Purchase order reopen	PURO	POR	Encumbrance re-opened
Invoice reconciliation (IR)	N/A	N/A	N/A
Invoice check or ACH payment	INVP	PREQ	Encumbrance adjusted
Invoice wire payment	INWP	PREQ	Encumbrance adjusted

Finding SAP Ariba encumbrances

1. Log in to ebs.msu.edu and click the **Financial System** tab.
2. In the right-hand column, under Balance Inquiries, click the **Open Encumbrances** link.

Balance Inquiries

General Ledger

- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances
- Current Account Balances

3. Complete the appropriate search fields.
   a. **Document Type:** See table above for document type code
   b. **Origin Code:** SA
   c. **Document Number:** enter the SAP Ariba PO#

Open Encumbrance Lookup

Fiscal Year:	2025
Chart Code:	MS
Account Number:	
Sub-Account Number:	
Object Code:	
Sub-Object Code:	
Balance Type:	EX
Document Type:	
Origin Code:	
Document Number:	

4. Click **Search** to populate relevant results.

search | clear | cancel

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type	Document Type	Origin Code	Document Number
2024	MS	XT022956	-----	6428	------	EX	PURO	SA	PO1028

Finding SAP Ariba General Ledger entries

1. Log in to ebs.msu.edu and click the **Financial System** tab.
2. In the right-hand column, under Balance Inquiries, click the **General Ledger Entry** link.

Balance Inquiries

General Ledger

- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances
- Current Account Balances

3. Complete the appropriate search fields.
    a. **Document Type:** See table above for document type code
    b. **Origin Code:** SA
    c. **Reference Document Number:** Enter the SAP Ariba PO#
    d. **Note:** To see encumbrances and actual entries, delete **AC** from the **Balance Type Code** field.

General Ledger Entry Lookup ?

Field	Value		Field	Value
Fiscal Year:	2025		Document Type:	
Chart Code:	MS		Origin Code:	
Account Number:			Document Number:	
Sub-Account Number:			Organization Document Number:	
Object Code:			Project Code:	
Sub-Object Code:			Organization Reference Id:	
Balance Type Code:	AC		Reference Document Type Code:	
Object Type Code:			Reference Origin Code:	
Fiscal Period:			Reference Document Number:	

4. Click **Search** to populate relevant results.

search | clear | cancel

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date	Organization Document Number	Project Code	Organization Reference Id	Reference Document Type Code	Reference Origin Code	Reference Document Number
2024	MS	XT022956	-----	3042	------	EX	FB	11	PURO	SA	1000060934	GENERATED OFFSET	200.00	C	05/22/2024			----------			
2024	MS	XT022956	-----	6428	------	EX	EX	11	PURO	SA	1000060934	Testing2 Company	200.00	D	05/22/2024	59043596	UPLARIBA	testref	PURO	SA	PO1025