Taking Actions on Invoice Reconciliations (IRs)

Overview: This tutorial provides detailed guidance on how fiscal officers (FOs) and ad hoc approvers can approve or deny an invoice reconciliation (IR) for payment processing by Accounts Payable.

No edits can be made to the IR. If the accounting string information is incorrect, it must be corrected by a General Error Correction (GEC) eDoc in KFS. If the invoice is incorrect for any other reason, it must be rejected back to the supplier for correction.
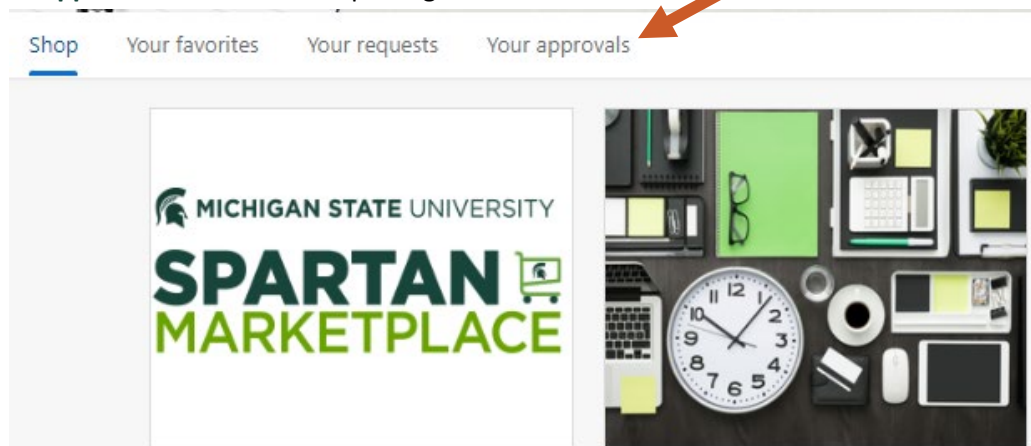
Method 1: Accessing a IR via email notification

1. Fiscal officers and ad hoc approvers will receive an email requesting action on an invoice reconciliation (IR). Select the **View** button to open the document in SAP Ariba.
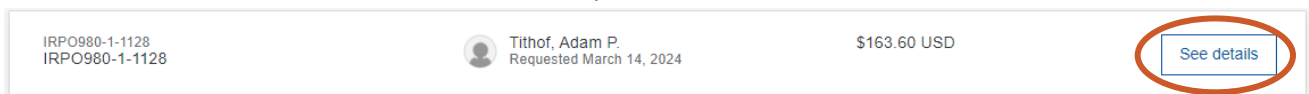

Method 2: Accessing an IR via Guided Buying

1. Log into SAP Ariba Guided Buying.
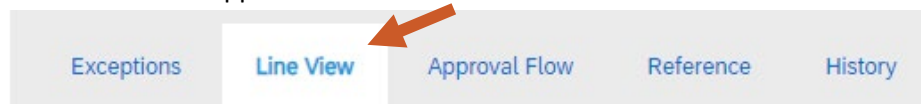2. Select the **Your approvals** tab from the top navigation.

3. Select the See details button on the desired IR and proceed to the next section of tutorial instructions.
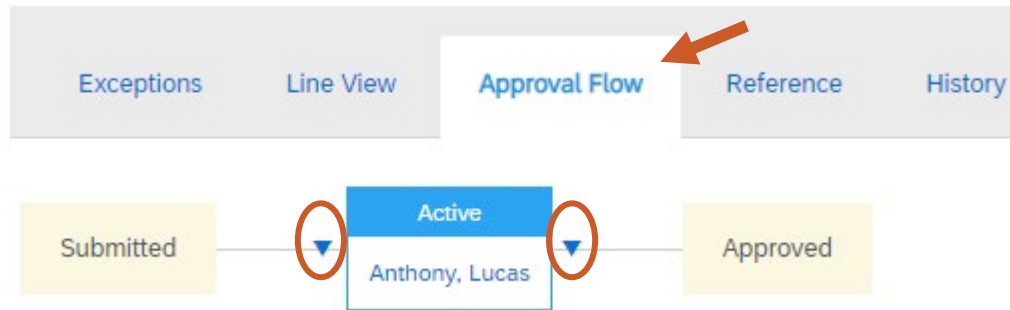

Review the IR

1. Select the Line View tab in the upper left corner to review line item details

2. Add additional approvers by navigating to the Approval flow tab. Select either arrow next to your approval node to add another approver.

3. **Approve** or **Reject** the IR using the buttons along the top of the screen.

   a. Approval
      i. Optionally add any comments and click **Submit**.

      ii. The IR will continue to route via the Approval Flow if there are any additional approvers. Otherwise, it will be approved and route to Accounts Payable for payment processing.
   b. Rejection
      i. Select the most applicable **Rejection Reason** and add any **Comments**.
         1. **Note:** accounting string adjustments are not a valid rejection reason. If the account string is incorrect, you must approve the IR and submit a General Error Correction eDoc in KFS.
      ii. Click **Submit**. The IR will return to the supplier with the Rejection Reason.