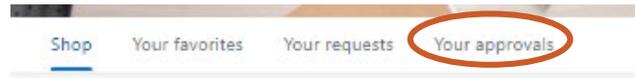




Search for Invoices in SAP Ariba - Fiscal Officer

Overview: This job aid provides instruction on how to look up invoices and related documents in SAP Ariba as the fiscal officer of an account associated with a purchase.

1. Log in to ebs.msu.edu and click the **Procure-to-Pay System** tile.
2. Click the **Your approvals** tab.



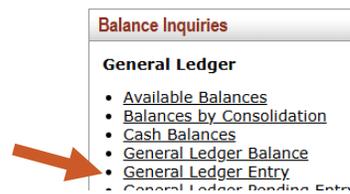
3. If searching for a previously approved invoice, click the **Recent approvals** tab. Invoices awaiting your approval will appear in the **To approve** tab.



4. Use the filters to narrow down your results. Enter the invoice number, if known, in the **Find a request** search field to return the specific invoice reconciliation (IR) document.



- a. If you are unsure of the invoice number, use the KFS General Ledger Entry lookup.
 - i. From EBS, click the **Financial System** tile.
 - ii. Under Balance Inquiries, select **General Ledger Entry**.



- b. Enter the appropriate search criteria for the transaction:
 - i. **Account number:** optional, will narrow results to your account number
 - ii. **Origin Code:** set to SA
 - iii. **Organization Document Number:** set to PAY*
 - iv. **Reference Document Number:** optional, can narrow results to a specific PO #
 - v. **Balance Type Code:** set to blank
- c. Click **search**.
 - i. **Note:** SAP Ariba transactions are batched to the General Ledger nightly.
- d. In the Organization Document Number column of the search results, the digits/characters that follow "PAY" represent the invoice number. Copy the invoice number and paste it into the SAP Ariba **Find a request** search field in the upper right corner and hit enter.



5. Select **See details** to open the invoice reconciliation (IR) document.





6. To view related invoice or payment request, click the **Reference** tab. Click on the document number to open.

Exceptions Line View Approval Flow **Reference** History

Orders

Order ID ↑	Date	Title
PO1205	Wed, 11 Sep, 2024	Pink and yellow highlighters

Invoice

ID ↑	Invoice Date
INVDemo2448-1433	Wed, 11 Sep, 2024

Payment Requests (1)

ID ↑	Net Due Date	Sc
PAYDemo2448-1433	Fri, 11 Oct, 2024	Fri

7. On the invoice document, attachments included by the supplier will appear on the upper right-hand side of the screen.
- Download the attachment by clicking the **double arrow icon**.
 - Open the attachment in a new window by clicking the **layered box icon**.

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