The Next Generation of E-Procurement at UC Davis!

AggieBuy Reporting
Overview of How AggieBuy Transactions Post

• After AggieBuy Requisition is fully approved, **Purchase Order** is created in AggieBuy and exported to supplier(s) and to KFS

• AggieBuy PO #s start with prefix “UCDAB.” Corresponding KFS POs will have *their own PO number*, but will reference the “UCDAB #” and AggieBuy *Requester* in the *Description* field on the KFS PO document

• Item(s) are shipped and supplier invoices for order; **Payment Request** is automatically created in KFS to pay the supplier
AggieBuy Document Searches

On the AggieBuy home page, in the **Document Search** section is an **Advanced Search** link. Clicking on this link allows you to search for AggieBuy documents using a lot of different search criteria:
Data will appear differently than it did for UCD Buy…

• In UCD Buy, an electronic feed from UCD Buy posted to the General Ledger (GL)

• In AggieBuy, the transaction activity in AggieBuy is created in KFS and posts to the General Ledger as a "KFS transaction."

• The **Feeder System Transaction Detail (212)** in FIS DS will **NOT** display your AggieBuy transactions since they are not "fed" into the General Ledger.
Data will appear differently than it did for UCD Buy…

• You can use the FIS DS transaction queries such as the Transaction Listing (2) or the Transaction Log (54) to see the AggieBuy transactions.

• On the 2 or 54, the AggieBuy transactions will appear as "KFS transactions," with the Doc Type of PO or PREQ listed, along with the name of the supplier to which the order was placed.
Data will appear differently than it did for UCD Buy…

<table>
<thead>
<tr>
<th>SUB3 - SUPPLIES AND EXPENSE</th>
<th>Balance Forward</th>
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<tbody>
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<td>FISHER SCIENTIFIC COMPANY LLC</td>
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<td>FISHER SCIENTIFIC COMPANY LLC</td>
<td>10-Aug-16</td>
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<td>8082</td>
<td>WAXIE SANITARY SUPPLY</td>
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50.00
416.13
15,859.23
6,761.31
50.00
50.00CR
50.00CR
25.00CR
50.00
50.00
Data will appear differently than it did for UCD Buy…

• If you click on the **Doc Type** or **Document Number** of the transaction for which you want to see details, the relevant AggieBuy information, including the AggieBuy PO number, will display in the **Description** field in the header section of the 19 report
Data will appear differently than it did for UCD Buy…

## Transactions by Document (FIS19)

**FIS Decision Support >> Transaction Listing Reports >> Transactions by Document >> Report Output**

<table>
<thead>
<tr>
<th>Document:</th>
<th>01-39967122</th>
<th>View Document in KFS</th>
<th>Document Type:</th>
<th>Purchase Order</th>
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<tbody>
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<td>Initiator:</td>
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<td>Status:</td>
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<td>Description:</td>
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<tr>
<td>Explanation:</td>
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<td>Approvers:</td>
<td>kfs</td>
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<td></td>
<td>kfs</td>
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<th>Account</th>
<th>Object</th>
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Searching for AggieBuy Transactions in KFS for your Department/Organization

You can use the **Document Search** screen in KFS. Click the **Detailed Search** button and enter PO in the **Document Type** field, the range of dates for which you want to see transactions, *ucdab* in the **Document Description** field (AggieBuy transactions will always contain the "ucdab" AggieBuy PO #), and your organization code
Searching for AggieBuy Transactions in KFS

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<tr>
<td>Date Approved From:</td>
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<tr>
<td>Date Last Modified From:</td>
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<td>Date Last Modified To:</td>
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Searching for AggieBuy Transactions in KFS

The document search results will include the **Requisitions**, **Purchase Orders**, and **Payment Requests** created in KFS as the result of fully-approved (COMPLETED) AggieBuy transactions:

<table>
<thead>
<tr>
<th>Document Id</th>
<th>Document Type</th>
<th>Title</th>
<th>Status</th>
<th>Initiator</th>
<th>Date Created</th>
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<tbody>
<tr>
<td>39968804</td>
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