



UCDAVIS

Supply Chain Management

Reports Can Save You Money, Time, and the Environment!

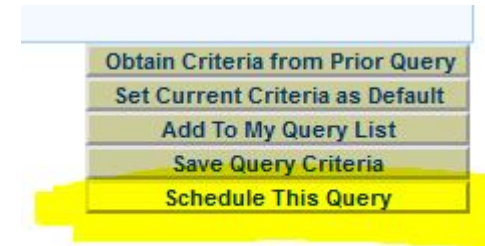
UC Davis Supplier Showcase

November 12, 2019, Presenter Jim Hewlett

Scheduled Reports Bring Info to YOU!

FIS DS reports can be scheduled to run daily (Monday through Friday), weekly, monthly, or after monthly ledgers close. On each query, there is a **Schedule This Query** button:

1. Click on the **Schedule This Query** button to access the **Edit Scheduled Query** screen.
2. On the **Edit Scheduled Query** screen, you can "customize" the name of each scheduled query you set up, to make it easy to differentiate them later. You can enter multiple email addresses in the **Email Address** field. Good option, especially if you want to send information to non-DS colleagues.



Base Query	Agreement Usage Report (KFS) (PDQ412)
Name	<input type="text" value="Agreement Usage Report (KFS) for Dr Smith"/>
E-Mail Address	<input type="text" value="jghewlett@ucdavis.edu"/>
Schedule	<input type="radio"/> Daily (M-F) <input type="radio"/> Weekly <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> F <input checked="" type="radio"/> Monthly <input type="radio"/> Day of Month: <input type="text" value="15"/> <input checked="" type="radio"/> After Ledger Close
<input type="button" value="Create Scheduled Query"/>	

Purchasing Reports

Agreement Usage Report (412)

- A great way to stay updated on the purchasing your organization is doing against established purchasing agreements:
 - Departmental (blanket)
 - Local (Davis and Sacramento area vendor agreements)
 - UC System wide agreements (Fisher Scientific, Dell, Grainger, etc.)
- You can also run the query against a specific agreement number to see all the activity across multiple organizations/departments.

Purchasing Reports

Animal Protocol (352)

- Used primarily by departments that purchase animals.
 - Displays animal purchases that are associated with an animal protocol number.
 - Animal protocol numbers help ensure that animals are being humanely treated and in accordance with federal guidelines.
 - Animal protocol numbers are managed by the UC Davis Safety Services Institutional Animal Care and Use Committee (IACUC).

Purchasing Reports

Commodities Purchased Log (365)

- A great report tool for tracking purchased commodities in both KFS and AggieBuy, includes many search options. This report can also identify where better options might be utilized for purchasing in the future (e.g., AggieBuy, Purchase Agreement, etc.)
 - **Vendor Code:** Search for commodities purchased from a specific vendor.
 - **Commodity Codes:** Specify a list of codes to see on your report.
 - **Chart/Org/Account:** See purchases for specific accounts or orgs.
 - **Show Org Level 4:** When this option is checked, results include the higher-level organization code to which the organization cited on the purchasing document reports (e.g., Dean's Office).
 - **Report Sort Order:** This field allows sorting of the results by Commodity Code, Organization Code, or Vendor Name; the default sort is numerically by Commodity Code.

Purchasing Reports

Open Purchasing Orders (364)

- Report is used to track open purchase orders in KFS.
 - Includes both KFS and AggieBuy orders, but user has option to select ONLY open AggieBuy orders! *NOTE: AggieBuy creates an accompanying KFS PO*
- Report shows if PO is open with liens (encumbrances) or not.
- Purchase order can be closed or voided in KFS after confirming status of order. *Will it be fulfilled or not?*
- **Strongly recommend** scheduling this query so that you stay on top of open orders. Less work required at fiscal close!

Purchasing Reports

Purchasing Card Review (363)

- Report used primarily by fiscal officers and staff who oversee procurement cardholders and transactions.
- Includes the default account assigned to card, name of KFS procurement card document (PCDO) reviewer, card issue date, and last procurement card training date.

Payment Reports

Check Lookup (387)

- This query allows you to look up non-credit card payments issued to a vendor. If you don't have the check or payment number, you can enter a date range and vendor.
- Report includes following payment types:
 - **ACH (Automated Clearinghouse)**
 - **PMT + (Payment Plus)**
 - **CHCK (Check)**
- Click on the check number in search results to get detailed information, including the date it was cashed.

Payment Reports

Credit Card Payment Lookup (391)

- Use this query to see university Procurement Card payments issued to a vendor
- Procurement Card holders should schedule this query to run at least monthly to verify expenses are correct.
- The **Credit Card Payment Detail (392)** is automatically accessed when user clicks on links in report

Payment Reports

KFS Payment/Credit Lookup (401)

- The best query for meeting your AP reporting needs includes Payments *and* Credits.
- Search by:
 - date range
 - purchase order #
 - Organization
- Report Includes:
 - KFS document number
 - remit-to vendor
 - check number, date of issue, and date cashed.

Payment Reports

Order Payments (383)

- This report lists payments made against a specific KFS Purchase Order number
- In the search results, you can click on the payment document or check number for additional details

Travel Reports

Department Approvers (318)

- View the current approver for a given department or employee
- Use this report when making department approver changes
 - Run the report for the department you wish to change
 - Save the report as a PDF
 - Note the changes on the PDF
 - Submit PDF to travelhelp@ucdavis.edu

Travel Reports

Report Detail (416)

- Search for AggieTravel reports by Report Key
 - The Report Key is found in the upper left corner of the report header
- Report will display complete details of the expense report

Travel Reports

Outstanding Cash Advances (417)

- Displays outstanding cash advances made via the AggieTravel Request module:
 - Schedule this query to run monthly for your department
 - Review this query monthly
 - Reconcile any outstanding cash advances just as soon as the trip concludes

Travel Reports

Unreconciled Card Expenses (418)

- Displays outstanding Travel card transactions
 - Schedule this query to monthly for your department
 - Review this query monthly
 - Reconcile any outstanding Travel card transactions as soon as possible
- *Remember – Travel card transactions can be reconciled before the trip starts.*

Travel Reports

Report Lookup (419)

- Look up Travel and Entertainment reports by a variety of parameters, including:
 - Division
 - Department
 - Traveler Name or ID
 - Report Name
 - Report Type

Travel Reports

Unreconciled CTS Expenses (421)

- Displays outstanding CTS transactions
 - Schedule this query to monthly for your department
 - Review this query monthly
 - Reconcile any outstanding CTS transactions as soon as possible
- *Remember – CTS transactions can be reconciled before the trip or event even starts.*
- If you find a transaction on the 421 that is not showing in AggieTravel, contact travelhelp@ucdavis.edu.

Procurement & Contracting Services Resources

- Purchasing Reports:

<https://supplychain.ucdavis.edu/procure-contract/decision-support>

- Payment Reports:

<https://supplychain.ucdavis.edu/pay-purchase/decision-support>

- Travel Reports:

<https://supplychain.ucdavis.edu/travel-entertainment/decision-support>

Q&A



Thanks for your Participation!

