

### AggieBuy Post-Ordering

Process Overview, Managing Orders, Change Orders, Receiving,

And Unfilled Orders

**August 2018** 

**UCDAVIS SUPPLY CHAIN MANAGEMENT** 

#### Who's Here Today?

- ▶ Jim Hewlett, Communications Lead, Supply Chain Management
- ► Matt Czarnowski, AggieBuy Product Manager
- ► Kaitlyn McLane, AggieBuy Help Desk Analyst



#### Today's Agenda

- Overview of What Happens When AggieBuy PO is Created
- Managing Orders
- ▶ Change Orders
- ▶ Receiving Functionality in AggieBuy
- Unfilled or Partially Fulfilled Orders
- ► Q&A



#### Review of What Happens Before PO Created

- ▶ \*Window Shopper Assigns cart to Requester
- Requester Submits Requisition into routing
- \*Department Approver Approves Requisition
- ► Fiscal Approver (Fiscal Officer/Account Delegate) Approves Requisition
- ▶ \*Organization Review Approves Requisition
- \*Special Conditions Review\* (EH&S, Fleet Services, etc.) Approves Requisition
- ▶ PO Create!

\*Optional

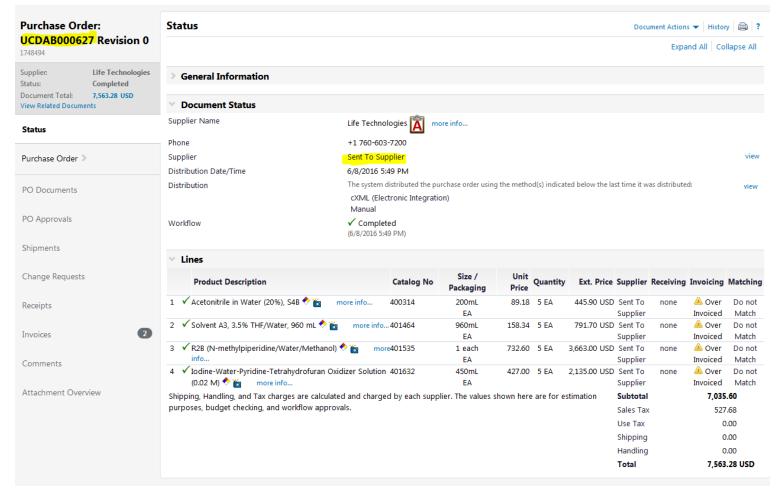




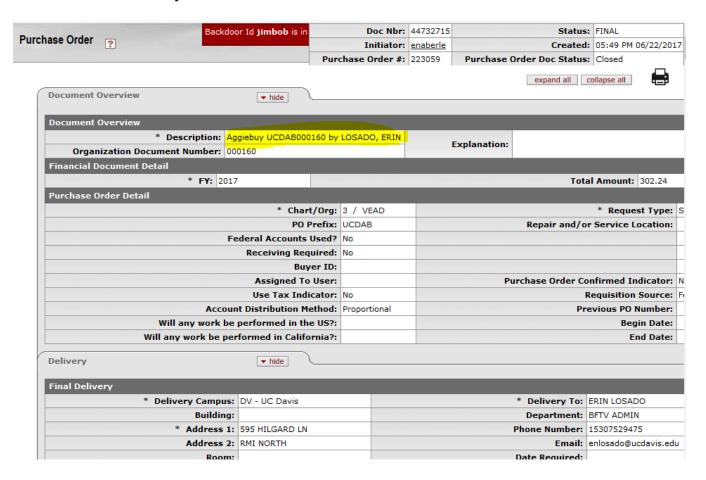


- Created AFTER all approvals have been secured on Requisition
- ► PO routes to Equipment Management (Capital Asset purchases only) for Custodial Code/Building review and assignment of UCOP tags
- ► All POs begin with prefix **UCDAB**
- ► Automatically exports to each Supplier indicated on Requisition
  - ▶ If more than one supplier on Requisition, **multiple** POs are issued, one to each supplier
- Automatically exports to the Kuali Financial System (KFS) as well
  - ► A PO is automatically created in KFS, and this **encumbers the cited account(s)**

#### AggieBuy Purchase Order (in AggieBuy)



# AggieBuy Purchase Order (in KFS, creates encumbrance)



#### AggieBuy Invoicing

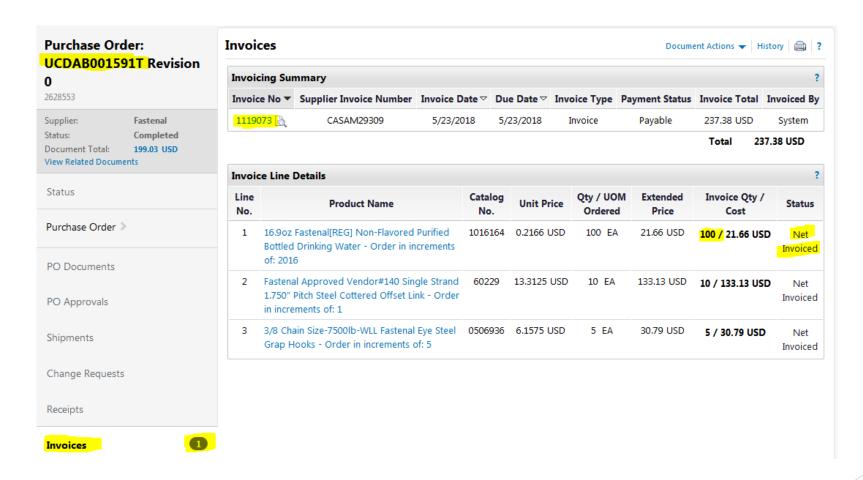
▶ As AggieBuy Supplier ships item(s), they electronically invoice against the Purchase Order in AggieBuy



- ► Charges the departmental account(s)
- ▶ Releases the encumbrances



#### AggieBuy Invoice (in AggieBuy)

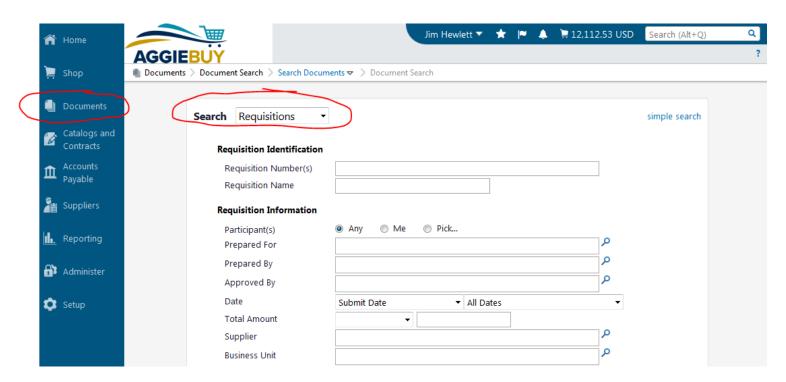


### KFS Payment Request for AggieBuy Invoice

| Rackdo                        | oor Id iimhob is in use              | Doc Nbr:                 | 41849071        | Status:                   | FINΔI                       |
|-------------------------------|--------------------------------------|--------------------------|-----------------|---------------------------|-----------------------------|
| ent Request                   |                                      | Initiator:               |                 |                           | 03:06 AM 10/21/2            |
|                               |                                      | Payment Request #:       |                 | yment Request Doc Status: |                             |
|                               |                                      |                          |                 |                           | '                           |
|                               |                                      |                          |                 | expand all                | collapse all * required fie |
| Document Overview             | ▼ hide                               |                          |                 |                           | * required fie              |
|                               | ▼ filde                              |                          |                 |                           |                             |
| Document Overview             |                                      |                          |                 |                           |                             |
| * Description <mark>:</mark>  | Aggiebuy 42935651 for PO UCDAB000160 | - 1                      |                 |                           |                             |
| Organization Document Number: | 223059                               | Explanation:             |                 |                           |                             |
| Financial Document Detail     |                                      |                          |                 |                           |                             |
| * FY:                         | 2017                                 |                          |                 | Total Amount: 14.56       |                             |
| Payment Request Detail        |                                      |                          |                 |                           |                             |
|                               |                                      |                          |                 |                           |                             |
|                               |                                      | Recei                    | iving Required: | No                        |                             |
|                               |                                      |                          | Use Tax:        | No                        |                             |
|                               |                                      | Account Distri           | bution Method:  | Proportional              |                             |
|                               |                                      | Will any work be perforn | ned in the US?: |                           |                             |
|                               | Will                                 | l any work be performed  | in California?: |                           |                             |
|                               |                                      |                          |                 |                           |                             |
| Vendor Information            | ▼ hide                               |                          |                 |                           |                             |
| Vendor Address                |                                      |                          |                 |                           |                             |
| Vendor #:                     | 187131-0                             | Re                       | mit to Vendor   | #: <u>187131-0</u>        |                             |
| * Vendor Name:                | OFFICEMAX - A BOISE COMPANY          | Remit                    | to Vendor Nam   | e: OFFICEMAX INC          |                             |
| * Address 1:                  | 75 REMITTANCE DR STE 2698            |                          | * Cit           | y: CHICAGO                |                             |
| Address 2:                    |                                      |                          | Stat            | e: IL                     |                             |
| Address 3:                    |                                      |                          | Postal Cod      | e: 60675-2698             |                             |
| Province:                     |                                      |                          | * Countr        | y: United States          |                             |

#### Managing Requisitions in AggieBuy

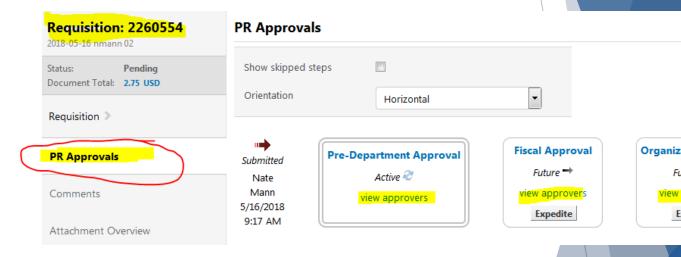
► Click on **Documents** on left blue bar link to access **Document Search** section, and then select **Requisitions** from drop-down menu:



#### Managing Requisitions

▶ In search results, a chasing arrows symbol on the Requisition indicates a Requisition is still awaiting approval(s), click on document number to open Requisition, and then click on PR Approvals link on left side to see whose approval(s) still required





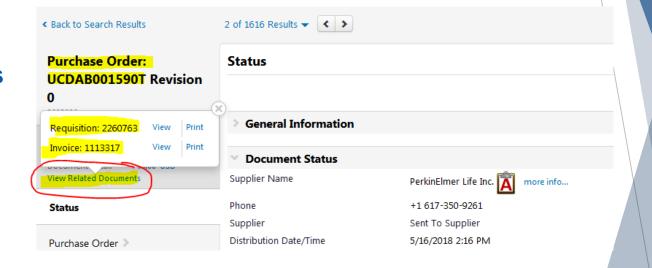


Sunbelt Controls 2018-05-16 nmann 02 Nate Mann 5/16/2018 9:17 AM



#### Managing Requisitions

▶ Green check mark indicates fully approved Requisition; click on document number to open Requisition and Click on View Related Documents link on left menu to see the corresponding Purchase Order(s) and any Invoices issued against the Purchase Order(s)





PerkinElmer Life Inc. 2018-05-16 davisrequester 04 Requester UC Davis 5/16/2018 2:12 PM



#### Managing Requisitions

► Left red arrow mark indicates that a Requisition has been withdrawn or otherwise returned to the AggieBuy requester for follow-up action

| Requisition No.      | Supplier(s)              | Requisition Name                   | Requisitioner   | Requisition Date/Time | Requi |
|----------------------|--------------------------|------------------------------------|-----------------|-----------------------|-------|
| ← 105631430 🔍        | CDWG                     | 2018-07-11 dmontero@ucdavis.edu 02 | DEBORAH MONTERO | 7/11/2018 11:16 AM    |       |
| <b>← 105629768</b> 🖎 | Office Depot             | 2018-07-11 jgsempel@ucdavis.edu 01 | JASMINE SEMPEL  | 7/11/2018 10:59 AM    |       |
| ← 105487153 🔍 🗓      | Grainger<br>Office Depot | 2018-07-09 spgomez@ucdavis.edu 01  | STEPHANIE GOMEZ | 7/10/2018 4:33 PM     |       |

#### Changes in AggieBuy

► Changes CAN be made to an AggieBuy Requisition while it is in routing (fiscal officer/delegate, other approvers can make edits, or send back to Requester to make changes)



- Once an AggieBuy Purchase Order has been created and exported to the AggieBuy supplier(s), changes generally CANNOT be made
  - ► The ONLY exception is if you contact the Supplier BEFORE they have shipped the items and only want to cancel the order
  - ► If you wish to add NEW or ADDITIONAL quantities to the order, you should create a NEW AggieBuy Requisition for those items

 Optional, but is a great way to ensure that you have a complete record, from purchasing to payment to receipt

 Some funding sources require receipt documentation to be kept on file for a specified # of years; uploading packing slips in AggieBuy is an easy way to ensure that receipt documentation can be easily accessed

 Any AggieBuy user can create a receiving document/upload a packing slip in AggieBuy; it does NOT have to be the person who created the original Requisition

# Receiving Functionality in AggieBuy (Cap Assets)

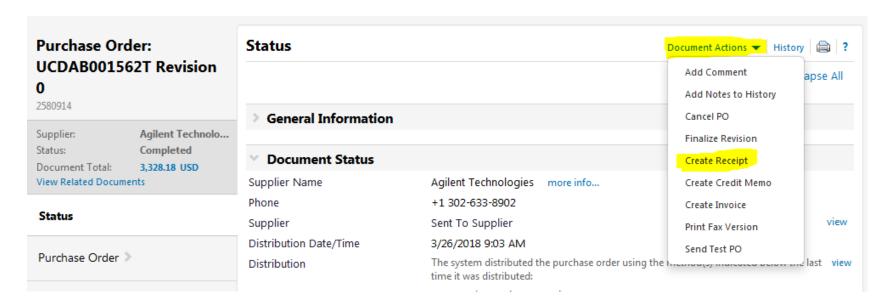
 At this time, receipt of any Capital Asset Purchases in AggieBuy must be done in the Kuali Financial System (KFS) on the Line Item Receiving document (Required)



- You can also complete a Receiving document in AggieBuy for Capital Asset Purchases if you wish, but it won't satisfy the KFS Line Item Receiving requirement
- We're working to improve the Receiving process for Capital Assets in AggieBuy in the future; thanks for your patience.

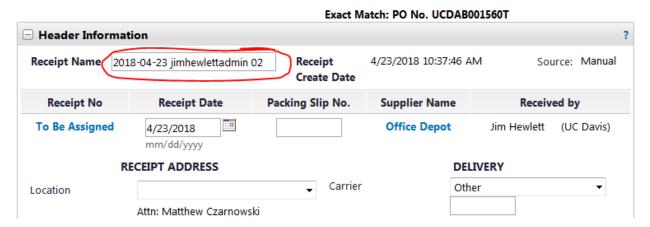


On a Purchase Order, under the **Document Actions** menu, select Create Receipt



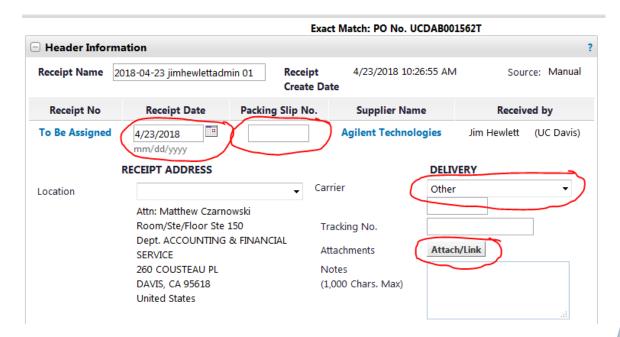


 Receipt Name can be used to give the receipt a special "name" that can be used to search for it later; for example, "Matt Office Depot Order 4-23-18"





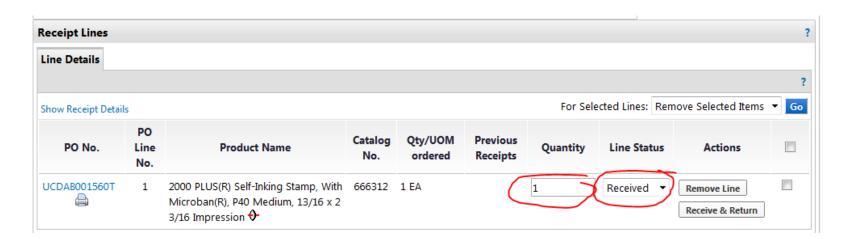
- Receipt Date, Packing Slip No.,
   Carrier are all important pieces of information to include
- To upload a packing slip, click on the Attach/Link button



Enter number indicating Quantity Received



 Under Line Status, you can also select Returned or Cancelled, as appropriate to your specific situation



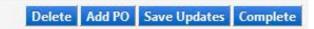


- Remove Line button can be used to remove a line that is not included on that particular packing slip/receipt
- Clicking on Receive & Return button creates a new line for returned item;
   in other words, it documents receipt and then return of an item





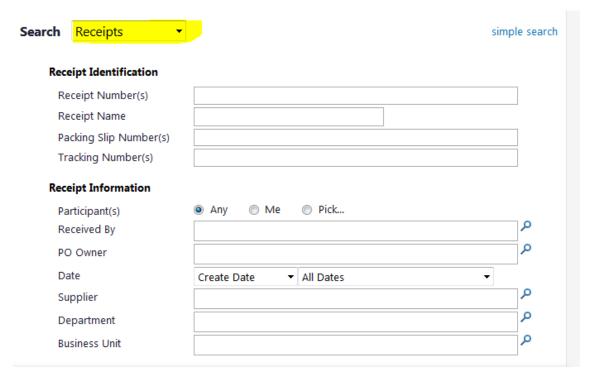
- Delete button is used to delete a receiving document created in error (but once it's "completed," it cannot be undone)
- Add PO is used to create a receipt for a different PO
- Save Updates allows you to save changes for a document in progress
- Complete should be clicked once you have completed the Receiving document





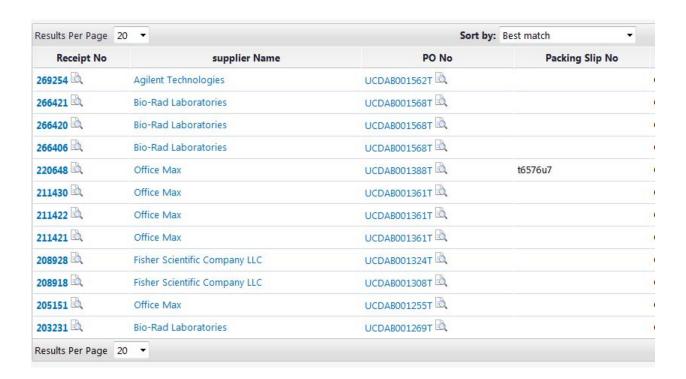
#### Receiving Functionality in AggieBuy AGGIEBUY

 Advanced Document Search screen allows searches by Receipts (drop-down menu)



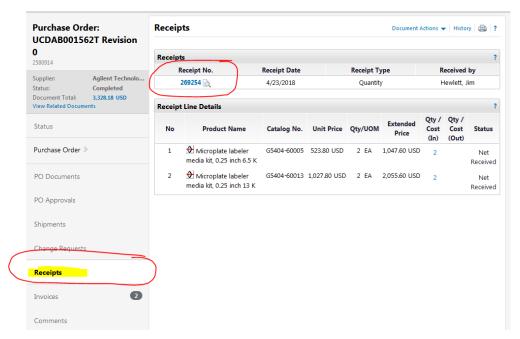


Search results include Receipt Number (system-assigned),
 Supplier Name, PO #, and Packing Slip Number





 When viewing a Purchase Order, click on the Receipts link on the left menu to see any accompanying Receiving documents completed against that Purchase Order



#### Managing Open Orders in AggieBuy



- Review list of Open Orders on FIS Decision Support 364 Report (Open Purchasing Orders) or Schedule it to regularly email it to you!
  - ► The 364 report shows ALL open orders created in KFS and in AggieBuy
- Or, you can Review list of Partially or Non-Invoiced Orders directly in AggieBuy!

#### 364 Report in FIS Decision Support



The 364 report includes ALL open orders, both created in KFS and in AggieBuy



Open Purchasing Orders (KFS) (FIS364)

FIS Decision Support >> Purchasing KFS >> Open Purchasing Orders (KFS) >> Report Output

| Chart:<br>Organiza | ation:        | 3<br>ACCT (Subordinate Orgs)         |                 |                        |                      |
|--------------------|---------------|--------------------------------------|-----------------|------------------------|----------------------|
| PO<br>Number       | Order<br>Date | Vendor                               | Order<br>Amount | Paid-To-Date<br>Amount | Remaining<br>Balance |
| 326373             | 08/17/17      | AMAZON WEB SERVICES INC (415410-0)   | 2,203.28        | 351.71                 | 1,851.57             |
| 330953             | 08/29/17      | CYBERSOURCE CORPORATION (1004349-0)  | 4,170.00        | 3,194.02               | 975.98               |
| 367304             | 12/07/17      | AVID TECHNICAL RESOURCES (1024049-0) | 89,600.00       | 42,000.00              | 47,600.00            |
| 408302             | 03/28/18      | AMERIT CONSULTING INC (248106-0)     | 70,886.40       | 28,133.04              | 42,753.36            |
| 424352             | 05/07/18      | AVID TECHNICAL RESOURCES (1024049-0) | 74,419.20       | 18,240.00              | 56,179.20            |
| 440424             | 06/13/18      | TRICOR AMERICA INC (2319-0)          | 8,393.40        | 2,098.35               | 6,295.05             |
| 449474             | 07/06/18      | KUALI FOUNDATION INC (243585-0)      | 50,000.00       | 25,000.00              | 25,000.00            |
| 449931             | 07/09/18      | ORACLE AMERICA INC (12991-0)         | 9,487.36        | 0.00                   | 9,487.36             |
| 450386             | 07/09/18      | IRON MOUNTAIN INC (3103-0)           | 2,500.00        | 0.00                   | 2,500.00             |
| 453434             | 07/16/18      | W W GRAINGER INC (15709-0)           | 87.88           | 0.00                   | 87.88                |
| 453704             | 07/17/18      | COALFIRE SYSTEMS INC (463019-0)      | 19,705.00       | 0.00                   | 19,705.00            |
| 455036             | 07/19/18      | TABLEAU SOFTWARE (240787-0)          | 1,304.00        | 0.00                   | 1,304.00             |
| 455365             | 07/19/18      | OFFICE DEPOT INC (6738-0)            | 12.40           | 0.00                   | 12.40                |
| 455366             | 07/19/18      | OFFICE DEPOT INC (6738-0)            | 23.79           | 0.00                   | 23.79                |



Seeing Non or Partially Invoiced Orders

in AggieBuy

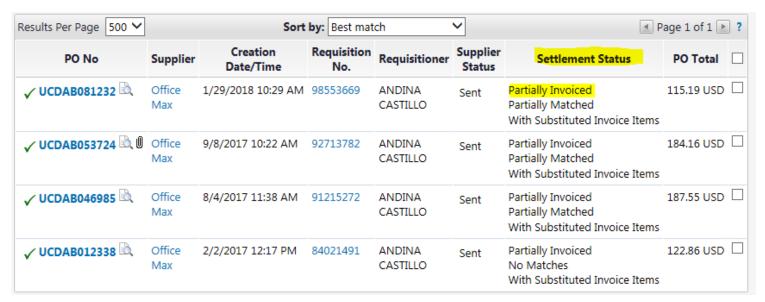
 Perform a document search in AggieBuy, select Purchase
 Orders from the drop-down menu and in the Invoice
 Status section, check the boxes for No Invoices and Partially Invoiced

| Supplier Status   |   |
|---|---|
| ☐ Sent To Supplier ☐ Cancelled ☐ Partially Shipped ☐ Over Shipped | ☐ Sent/Confirmed ☐ No Shipments ☐ Fully Shipped |
| Receipt Status  |   |
| ☐ No Receipts ☐ Partially Received                                | ☐ Fully Received<br>☐ Over Received             |
| Invoice Status  |   |
| ✓ No Invoices   | ☐ Fully Invoiced                                |
| ✓ Partially Invoiced  | Over Invoiced                                   |
| Matching Status   |   |
| ☐ Partially Matched☐ No Matches                                   | ☐ Fully Matched                                 |
| AP Status   |   |
| ☐ Open ☐ Soft (☐ Closed   | Closed  |
| Status Flags  |   |
| ☐ With User Revision  | s With System Revisions                         |

# Seeing Non or Partially Invoiced Orders in AggieBuy



▶ When reviewing search results, the **Settlement Status** column will display whether the order has been **partially** or **non-invoiced**.



#### Managing Open Orders in AggieBuy



► Check with end users to see whether or not they have received items on any order(s) indicated as open

▶ Using the Receiving functionality as previously described is a good way to confirm if item has been received or not



#### Managing Open Orders in AggieBuy

- Contact AggieBuy Suppliers on orders where invoices have not been generated for received items, or for outstanding orders where no items or invoices have been generated
  - ▶ Add a **Comment** to the AggieBuy Purchase Order with any pertinent information; e.g., "Contacted XYZ Supplier on 8/20/18, spoke with Joe Smith, indicated that order will ship on 8/25/18 and invoice will be issued at that time." You can also add one or more users to receive comment via email
- ▶ If supplier advises that item will soon ship or invoice generated, there is nothing additional you need to do





▶ If (and only if) AggieBuy Supplier indicates that order will not be fulfilled, then you should process the associated Close Purchase Order document in KFS

- ► The above should be done only after ensuring that all other items on order have already been received/invoiced
- ▶ Once an order has been closed in KFS, the associated liens/encumbrances will be automatically removed

# Reasons NOT to Close Corresponding AggieBuy PO in KFS

- ▶ Because it's "old" (some orders take time to fulfill)
- ➤ Simply because the account is closing (you can close order after contacting the supplier to ensure it won't be fulfilled)

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 Because you are tired of seeing it appear on your open orders report in FIS Decision Support (DS)

## What Our Team Does to Assist with Open Orders



- We regularly remind suppliers to ship and invoice in timely fashion
- We also regularly advise suppliers to notify AggieBuy customers if orders will be delayed/backordered/unfulfilled, so that customers can close Purchase Orders as appropriate
- We review reports that may indicate an ongoing invoicing issue and work with the applicable supplier(s) to resolve it as soon as possible

# A Few Other Things Our Team Does to Assist with Managing Orders



- ▶ AP Reconciliation Team reviews Over Tolerance Invoices
  - ► Invoices where additional quantities, service charges, unit of measure changes, or amounts higher than the original PO have been added are reviewed by our AP Team
  - ► AP Team reaches out to applicable supplier(s) to address discrepancies and to get corrected invoice issued or a Credit Memo issued to the account as needed

## Junk and Clutter Folders "Trap" Some Notifications!

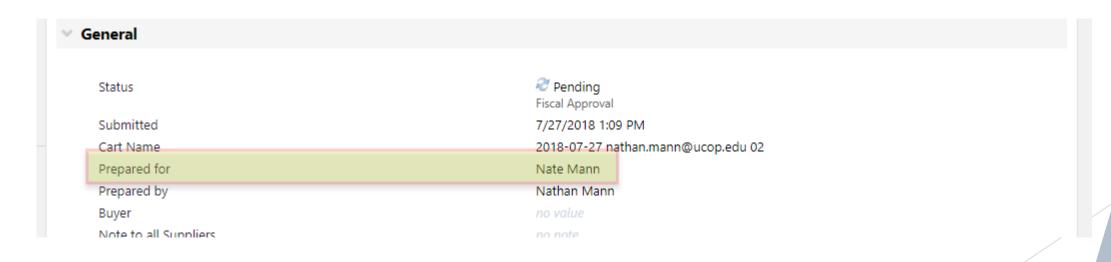
Check your email Spam/Junk/Clutter folders for Supplier notifications; unfortunately some Supplier notices can end up there!

► You may want to consider <u>turning off the Clutter folder</u>

You also may need to "train" your Outlook client to <u>stop identifying</u> messages from suppliers as "junk" mail

#### A Note About Email Notifications

- Preparing an AggieBuy Requisition for someone else who wants to receive the email order status updates?
  - ▶ In General section of cart checkout, change the name in the Prepared For field
  - ► This can be helpful when orders are being created by a shared service/cluster organization
  - ▶ This individual in the **Prepared For** field will receive any communications from the AggieBuy supplier



#### **Q&A Time**



#### Need Additional Help?

- ► AggieBuy Help Desk: <u>ab-help@ucdavis.edu</u>
- ► UC Davis Procurement Website: <a href="http://procurement.ucdavis.edu">http://procurement.ucdavis.edu</a>





#### Thank You For Your Time Today!

