New Document Search Features

The Document Search feature/ tab has been further enhanced and replaces the Order History feature/ tab, which is no longer available. There is a Simple Search and an Advanced Search screen.

1. Document Search will now “remember” where your last search was initiated so that when you click the Document Search tab you will immediately be taken to the same page from which you last ran a search.

2. You can now search for “Receipts” documents, which are the “quantity received” entries on a PO line item.

3. You can now enter a user’s first and/or last name into the Simple Search field and any and all documents the user has touched in any way will appear on the results list. In the example below, a name has been entered for an “All Documents” and “All Dates” search. Clicking the yellow Go button brings up all the documents connected to the specified user.
4. A “Participant(s)” search field has been added to each advanced search page. A participant is anyone who touched a document and is in the audit trail for that document. The Participant field can be searched by username, first name, last name or email address.

5. You can now enter multiple Document Numbers even if they are different documents, i.e., Requisition Number, PO Number or Invoice Number. **Be sure to put a comma between each number!**

6. Multiple names can also now be entered into the Participant(s), Owner, Supplier, and Department fields.

7. A yellow “Go” button has been added to the top (while also remaining at the bottom) of each advanced search page so you no longer have to scroll to the bottom of the screen to activate your search.
Clicking on the magnifying glass will bring up a pop-up search box with more options.
8. As you begin entering a user or supplier name a drop-down list will appear if any names in AggieBuy’s database match or partially match what you have entered. **TIP: When entering a department in the Department field you must use the Department Code abbreviation. In many cases the first few letters of a department’s name are used for the abbreviation, but not for all departments. For example, the Department Code for Procurement Services is purs.**
What's New on the Requisition Search?

If you Prepared a Requisition For another user you can enter their name to find the related requisitions.

Date drop-down:
- Submit Date
- Create Date
- Complete Date
- Purchase Order Create Date

Total Amount drop-down:
- Is Greater Than
- Is Less Than
- Is Between

The total amount option can be used to find documents with a grand total greater than, less than or between the value(s) provided on the advanced search page. It looks for the document total amount. It does not perform a line amount evaluation.

The commodity code field on the advanced search pages allows the user to search for documents that contain a line or lines that have the commodity code. You must use the 8 digit UNSPSC commodity code number in this field.
What's new on the Purchase Order Search?

The search fields that have been added to the Requisition are also available and work the same way on the Purchase Order.

**Date drop-down:**
- Creation Date (System)
- Original Revision Date
- Last Revision Date
- Last Distribution Date
- Workflow Completion Date
- PO Closed Date
What’s new on the Invoice Search?

Likewise, the fields are on the Invoice.

Date drop-down:
- Invoice Creation Date (System)
- Invoice Discount Date
- Invoice Due Date
- Supplier Invoice Date
- Last Export Date
- Workflow Complete Date
New Receipt Search

NOTE: AggieBuy transactions are not received “by cost”.
New Navigation

After you have performed your search and you click on the document number you will notice a new navigation bar at the top of the screen. With this navigation bar you can Return to Search Results, go to the next/previous document that appeared on your search result list, or manually select the specific document you wish to see.