

Exporting Procurement Orders and Invoices from Jaggaer



1 www.bullybuy.msstate.edu

2 For All order details in BullyBuy

3 Click "Add Filter"

The screenshot shows the BullyBuy interface with a table of procurement orders. The 'Add Filter' dropdown menu is open, showing categories like Identifiers, Dates, and General Information. The table has columns for Order Status, Order Owners, Created Date/Time, Completed Date, and Vendor. The first row is 'Pending' for Katherine Lee, created on 11/5/2024 at 2:50:12 PM. The second row is 'Complete' for Gail Wilson, created on 11/5/2024 at 2:49:12 PM and completed on 11/5/2024 at 2:49:48 PM. The third row is 'Pending' for Jeanette Long, created on 11/5/2024 at 2:40:08 PM.

Order Status	Order Owners	Created Date/Time	Completed Date	Vendor
Pending	Katherine Lee	11/5/2024 2:50:12 PM		A-G Adr
Complete	Gail Wilson	11/5/2024 2:49:12 PM	11/5/2024 2:49:48 PM	Amazon
Pending	Jeanette Long	11/5/2024 2:40:08 PM		Virtual s

4 Click "Department"

The screenshot shows a web application interface with a table of orders. At the top, there are navigation options: "Save As", "Pin Filters", and "Export All". Below this is a search bar with "Last 90 days" and "Quick search" options, and an "Add Filter" button. The table displays columns for "Order Status", "Order Owners", "Created Date/Time", "Completed Date", and "Vendor". A dropdown menu is open over the table, listing various filter options under "General Information". The "Department" option is highlighted with an orange circle.

Order Status	Order Owners	Created Date/Time	Completed Date	Vendor
Pending	Katherine Lee	11/5/2024 2:50:12 PM		A-G Adr
Complete	Gail Wilson	11/5/2024 2:49:12 PM	11/5/2024 2:49:48 PM	Amazon
Pending	Jeanette Long	11/5/2024 2:40:08 PM		Virtual
	Gail Wilson	11/5/2024 2:36:51 PM	11/5/2024 2:36:55 PM	Amazon.com, Inc.

- General Information
 - Approved By
 - Bill To
 - Business Unit
 - Contract Type
 - Department
 - Internal Notes
 - Order Owners
 - Participant
 - Pending Approver
 - Ship To
 - Total Amount
 - Vendor

5 Click the "Search..." field.

The screenshot shows the "Search All Orders" page for Mississippi State University. The page includes a header with the university logo and name, and a navigation menu. The main content area features a search bar and filter options. A dropdown menu is open over the search bar, showing "Top Filter Options" with a list of departments and their respective order counts. The "Search..." field is highlighted with an orange circle.

MISSISSIPPI STATE UNIVERSITY

Orders > Search > All Orders

Search All Orders

Quick Filters My Searches

Vendor

- Amazon.com, Inc. 10355
- Fisher Scientific Company, LLC 1663
- Atmos Energy 1282
- Fleetcor Technologies 1254
- Cintas Corporation #2 696

See More Show More

Business Unit

- MSStateUniversity (MSStateUniversity) 39054

Type of Order: All Created Date: Last 90 days Quick search

Clear All Filters

Department: All X

Search...

Top Filter Options

- Campus Services (3) (6287)
- College of Veterinary Medicine (8) (5977)
- Athletic Department (105) (1905)
- Delta Research & Extension Center (46) (1640)
- Humphrey Coliseum Manager's Office (195) (1219)
- School of Human Sciences (26) (1025)
- Chemistry (98) (757)
- Wildlife, Fisheries & Aquaculture (32) (615)
- HPC 2 (275H) (582)

	Created Date/Time
	11/5/2024 2:50:12 PM
	11/5/2024 2:49:12 PM

6 Click "Procurement & Contracts (1)"

The screenshot shows a web application interface for searching orders. On the left, there are filter sections for 'Vendor' and 'Business Unit'. The 'Vendor' section lists Amazon.com, Inc. (10355), Fisher Scientific Company, LLC (1663), Atmos Energy (1282), Fleetcor Technologies (1254), and Cintas Corporation #2 (696). The 'Business Unit' section lists MSStateUniversity (MSStateUniversity) (39054). The main search area has filters for 'Type of Order: All', 'Created Date: Last 90 days', and a 'Quick search' box. A 'Department: All' filter is active. A dropdown menu is open for the 'Department' filter, showing 'Proc' with 1430 Results. The dropdown menu has two options: 'Custer Dairy Processing Plant (22)' and 'Procurement & Contracts (1)'. The 'Procurement & Contracts (1)' option is selected and highlighted with an orange circle. Below the dropdown are 'Apply' and 'Cancel' buttons. The main table shows a list of orders with columns for 'Order Owners', 'Created Date/Time', and 'Status'. The first row shows Katherine Lee as the order owner, created on 11/5/2024 at 2:50:12 PM, with a 'Complete' status. The second row shows Gail Wilson as the order owner, created on 11/5/2024 at 2:49:12 PM, with a 'Complete' status. The third row shows Jeanette Long as the order owner, created on 11/5/2024 at 2:40:08 PM, with a 'Pending' status.

7 Click this button.

The screenshot shows a search results table with a dark theme. The table has columns for 'Order Status', 'Order Owners', 'Created Date/Time', 'Completed Date', 'Vendor', and 'Total Amount'. The first row shows a 'Pending' order for Jennifer Mayfield, Sasha Cole, created on 11/5/2024 at 12:35:09 PM, with a total amount of 16,705.00 USD. The second row shows a 'Complete' order for Jennifer Mayfield, Sasha Cole, created on 11/5/2024 at 8:44:41 AM, with a total amount of 26.99 USD. The third row shows a 'Complete' order for Jennifer Mayfield, Sasha Cole, created on 11/5/2024 at 8:44:41 AM, with a total amount of 26.99 USD. A settings gear icon is highlighted with an orange circle in the top right corner of the table area. The table also shows a 'Loading...' indicator and a '200 of 219 Results' message.

8 Click "Account *"

Home Shop Orders Contracts Accounts Payable Vendors Sourcing Reporting Administer

Orders > Search > All Orders

Search All Orders

Quick Filters My Searches

Vendor

- Amazon.com, Inc. 73
- Oktibbeha County 28
- W. W. Grainger, Inc. 19
- Next Step Innovation, Inc. 13
- Gannett Mississippi 11
- See More Show More

Business Unit

- MSStateUniversity (MSStateUniversity) 150

Configure Column Display

Reflects the columns defined for the current search. Customizations will apply to the list unless the search is saved. Columns marked with an * are custom defined data elements

Type to Filter Available Columns...

<input checked="" type="checkbox"/> Account *	Order Identifier
<input type="checkbox"/> Activity *	Type
<input type="checkbox"/> Approval Actions	Order Status
<input type="checkbox"/> Approval Steps	Order Owners
<input type="checkbox"/> Bank Code *	Created Date/Time
<input type="checkbox"/> BannerID *	Completed Date
<input type="checkbox"/> Bill To	Vendor

9 Click "Account *"

Home Shop Orders Contracts Accounts Payable Vendors Sourcing Reporting Administer

Orders > Search > All Orders

Search All Orders

Quick Filters My Searches

Vendor

- Amazon.com, Inc. 73
- Oktibbeha County 28
- W. W. Grainger, Inc. 19
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- See More Show More

Business Unit

- MSStateUniversity (MSStateUniversity) 150

Configure Column Display

Reflects the columns defined for the current search. Customizations will apply to the list unless the search is saved. Columns marked with an * are custom defined data elements

Type to Filter Available Columns...

<input checked="" type="checkbox"/> Account *	Order Identifier
<input type="checkbox"/> Activity *	Type
<input type="checkbox"/> Approval Actions	Order Status
<input type="checkbox"/> Approval Steps	Order Owners
<input type="checkbox"/> Bank Code *	Created Date/Time
<input type="checkbox"/> BannerID *	Completed Date
<input type="checkbox"/> Bill To	Vendor

10 Click "Activity *"

Orders ▸ Search ▸ All Orders

Search All Orders

Quick Filters My Searches

Vendor

- Amazon.com, Inc. 73
- Oktibbeha County 28
- W. W. Grainger, Inc. 19
- Next Step Innovation, Inc. 13
- Gannett Mississippi 11

See More Show More

Business Unit

- MSStateUniversity (MSStateUniversity) 150

Order Owners

Shop

Orders

Contracts

Accounts Payable

Vendors

Sourcing

Reporting

Administer

Setup

Configure Column Display

Reflects the columns defined for the current search. Customizations will apply to the search unless the search is saved. Columns marked with an * are custom defined data elements.

Type to Filter Available Columns...

- Account *
- Activity *
- Approval Actions
- Approval Steps
- Bank Code *
- BannerID *
- Bill To
- Blanket Order *

- Order Identifier
- Type
- Order Status
- Order Owners
- Created Date/Time
- Completed Date
- Vendor
- Total Amount

11 Click "Fund *"

Orders ▸ Search ▸ All Orders

Search All Orders

Quick Filters My Searches

Vendor

- Amazon.com, Inc. 73
- Oktibbeha County 28
- W. W. Grainger, Inc. 19
- Next Step Innovation, Inc. 13
- Gannett Mississippi 11

See More Show More

Business Unit

- MSStateUniversity (MSStateUniversity) 150

Order Owners

- Gore, Mallorie 143
- Alford, Caleb 45
- Cole, Sasha 36

Shop

Orders

Contracts

Accounts Payable

Vendors

Sourcing

Reporting

Administer

Setup

Configure Column Display

Reflects the columns defined for the current search. Customizations will apply to the search unless the search is saved. Columns marked with an * are custom defined data elements.

Type to Filter Available Columns...

- Completed Date
- Contract Type
- Created Date/Time
- Current Workflow Step
- Department
- Exclude from 1099 Reporting *
- Fund *
- Fund Type *
- Invoice Usage *
- Last Modified
- Location *
- Meter Number *
- My Action

12 Click "Organization *"

The screenshot shows a software interface with a dark sidebar on the left containing navigation icons and labels: Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The main content area is divided into three sections: Vendor, Business Unit, and Order Owners. The Vendor section lists: Amazon.com, Inc. (73), Oktibbeha County (28), W. W. Grainger, Inc. (19), Next Step Innovation, Inc. (13), and Gannett Mississippi (11). The Business Unit section lists: MSStateUniversity (MSStateUniversity) (150). The Order Owners section lists: Gore, Mallorie (143), Alford, Caleb (45), Cole, Sasha (36), and Raines, Debra (9). On the right, a filter menu is open, listing various options with checkboxes: My Action, My Approval Date/Time, My Workflow Steps, Order Identifier (checked), Order Owners (checked), Order Status (checked), Organization * (highlighted with an orange circle), Pending Approver, Phase *, POGUID *, Process as Contract *, Program *, and Separate Check *.

13 Click "Program *"

This screenshot is identical to the one in step 12, showing the same sidebar, vendor list, and filter menu. However, in the filter menu on the right, the 'Program *' option is now highlighted with an orange circle, while 'Organization *' is no longer highlighted.

14 Click "Apply"

The screenshot shows a modal dialog box with an 'Apply' button highlighted in red. The background shows a table with columns for Invoice, Complete, Vendor, Date, and Amount. The 'Apply' button is located at the bottom right of the dialog box.

Invoice	Complete	Vendor	Date	Amount
	Complete	Mallorie Gore	11/4/2024	11/4/2024
			0:51:10 AM	0:55:11 AM
		C Spire Wireless *****		

15 Click "Export All"

The screenshot shows a table with columns for Date, Vendor, Total Amount, Account, Activity, Fund, Organization, and Program. The 'Export All' button is highlighted in red. The table contains two rows of data.

Completed Date	Vendor	Total Amount	Account	Activity	Fund	Organization	Program
	Next Step Innovation, Inc.	16,705.00 USD	406750		100000	470100	064000
11/5/2024 3:45:00 AM	Amazon.com, Inc.	26.99 USD	406490		100000	470100	064000

16 Click "Submit"

Export request for All Orders

71 characters remaining

Screen Layout

Excel

Submit

Order Date	Vendor	Amount	Activity	Fund	Organization	Program
11/5/2024	Amazon.com, Inc.	26.99 USD	406490	100000	470100	064000
11/4/2024	Staples, Inc.					

17 Click "Manage Search Exports"

Success
Successfully created the export request. You can view the status and retrieve the file at [Manage Search Exports](#)

All Search (Alt+Q)

Search All Orders

My Searches

Type of Order: All Created Date: Last 90 days Quick search

Clear All Filters

Department: Procurement & ...

19 Results 200 Per

Order Owners	Created Date/Time	Completed Date	Vendor	Total Amount	Account
Jennifer Mayfield, Sasha Cole	11/5/2024 12:35:09 PM		Next Step Innovation, Inc.	16,705.00 USD	406750
Jennifer Mayfield, Sasha Cole	11/5/2024 8:44:41 AM	11/5/2024 8:45:00 AM	Amazon.com, Inc.	26.99 USD	406490

18 Click "Export request for All Orders"

The screenshot shows the 'Manage Exports' section of a software interface. On the left is a dark red sidebar with icons and labels for 'Orders', 'Contracts', 'Accounts Payable', 'Vendors', 'Sourcing', 'Reporting', 'Administer', and 'Setup'. The main content area has a white background with the title 'Manage Exports' and three tabs: 'Export Requests' (selected), 'Export Schedules', and 'Export Templates'. Below the tabs is a link '> Click to Filter'. A summary bar indicates '1-12 of 12 Results'. A table with five columns is displayed: 'Title', 'Status', 'Search Type', 'Export Output', and 'Created'. The first row is highlighted with an orange circle around the 'Export request for All Orders' link. The second row has a tooltip showing the filename 'screen_all_docs_SGC64-630665583.xlsx' over the 'Title' cell.

Title	Status	Search Type	Export Output	Created
Export request for All Orders	Completed	All Orders	Screen Layout (Excel)	11/5/2024
screen_all_docs_SGC64-630665583.xlsx	Completed	Invoice	Screen Layout (Excel)	11/5/2024
Export request for Purchase Order	Completed	Purchase Order	Screen Layout (Excel)	11/5/2024
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/4/2024
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/1/2024
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/1/2024
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/1/2024

19 For invoice details in BullyBuy

20 Click orders

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Manage Search Exports

Manage Exports

Export Requests | Export Schedules | Export Templates

> Click to Filter

1-12 of 12 Results

Title	Status	Search Type	Export Output	Created
Export request for All Orders	Completed	All Orders	Screen Layout (Excel)	11/5/2024
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/5/2024
Export request for Purchase Order	Completed	Purchase Order	Screen Layout (Excel)	11/5/2024
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/4/2024
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/1/2024

21 Click "Invoices"

Manage Exports

Orders

Quick search

- All Orders
- Requisitions
- Purchase Orders
- Change Requests
- Procurement Requests
- Invoices**
- Receipts

Title	Status	Search Type	Export Output	Created
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/1/2024 3:3

22 Click "Add Filter"

The screenshot shows a web interface for viewing vendor invoices. At the top, there is a navigation bar with a search bar, a currency indicator (0.00 USD), and a notification bell with a red '262' badge. Below the navigation bar, there are buttons for 'Save As', 'Pin Filters', and 'Export All'. A filter bar contains a search icon, a help icon, an 'Add Filter' button (highlighted with an orange circle), and a 'Clear All Filters' button. Below the filter bar, it shows '1-200 of 5298 Results' and a '200 Per Page' dropdown menu. The main content is a table of vendor invoices.

Vendor Invoice Number(s)	Vendor	Due Date	Total Amount	PO Number	Fund
112-0628291-6409811	Amazon.com, Inc. ⓘ	12/15/2024	630.00 USD	JC0004044	254103
113-0868792-6870629	Amazon.com, Inc. ⓘ	12/15/2024	420.48 USD	JC0004059	160000

23 Click "Department"

The screenshot shows the same vendor invoice list as in the previous step. A dropdown menu is open over the table, listing various filter options. The 'Department' option is highlighted with an orange circle. The dropdown menu is titled 'General Information' and includes the following options:

- Paid Date
- Pay Status Change Date
- Submitted Date
- Vendor Invoice Date
- General Information**
- Approved By
- Bill To
- Business Unit
- Contract Type
- Current Workflow Step
- Department
- Discount Amount
- External Network Name

Vendor Invoice Number(s)	Vendor	Due Date	Total Amount	PO Number	Fund
112-0628291-6409811	Amazon.com, Inc. ⓘ	12/15/2024	630.00 USD	JC0004044	254103
113-0868792-6870629	Amazon.com, Inc. ⓘ	12/15/2024	420.48 USD	JC0004059	160000
111-6707090-4742623	Amazon.com, Inc. ⓘ	12/14/2024	409.00 USD	JC0003999	250191
112-1709199-7233055	Amazon.com, Inc. ⓘ	12/15/2024	376.18 USD	JC0003999	259327
114-9027874-1644250	Amazon.com, Inc. ⓘ	12/14/2024	361.62 USD	JC0003979	250191

24 Click "Procurement & Contracts (1)"

Invoices

Drafts Search

Quick Filters My Searches

Created Date: All Quick search

PO Number: JC Department: All

Page 1

procure

✓ Procurement & Contracts (1)

Apply Cancel

Submitted Date	Invoice Number	Vendor Invoice Number(s)	Vendor	Due Date
11/5/2024 1:48:47 PM	IN016077	112-0628291-6409811	Amazon.com, Inc.	12/15/2024
11/5/2024 1:44:20 PM	IN016076	113-0868792-6870629	Amazon.com, Inc.	12/15/2024
11/5/2024 1:43:09 PM	IN016075	111-6707090-4742623	Amazon.com, Inc.	12/14/2024

25 Click "Apply"

Search

My Searches

Created Date: All Quick search

PO Number: JC Department: All

Page 1 of 27 1-200 of 5298 Results

Submitted Date	Invoice Number	Vendor Invoice Number(s)	Vendor	Due Date	Total Am
11/5/2024 1:48:47 PM	IN016077	112-0628291-6409811	Amazon.com, Inc.	12/15/2024	630.4
11/5/2024 1:44:20 PM	IN016076	113-0868792-6870629	Amazon.com, Inc.	12/15/2024	420.4
11/5/2024 1:43:09 PM	IN016075	111-6707090-4742623	Amazon.com, Inc.	12/14/2024	409.4

26 Click this button to select data you want added to your excel

The screenshot shows a web application interface with a top navigation bar containing 'All', 'Search (Alt+Q)', '0.00 USD', and a 'Logout' button. Below the navigation bar are 'Save As', 'Pin Filters', and 'Export All' buttons. A search bar with 'Quick search' and 'Add Filter' is visible. The main content area displays '200 of 219 Results' and a table with columns: Order Status, Order Owners, Created Date/Time, Completed Date, Vendor, and Total Amount. The table contains three rows of data. A gear icon for settings is highlighted with an orange circle.

Order Status	Order Owners	Created Date/Time	Completed Date	Vendor	Total Amount
Pending	Jennifer Mayfield, Sasha Cole	11/5/2024 12:35:09 PM		Next Step Innovation, Inc.	16,705.00 USD
Complete	Jennifer Mayfield, Sasha Cole	11/5/2024 8:44:41 AM	11/5/2024 8:45:00 AM	Amazon.com, Inc.	26.99 USD
Complete	Jennifer Mayfield, Sasha Cole	11/5/2024 8:44:41 AM	11/5/2024 8:44:41 AM	Amazon.com, Inc.	26.99 USD

27 Click "Export All"

The screenshot shows a web application interface with a top navigation bar containing 'All', 'Search (Alt+Q)', '0.00 USD', and a 'Logout' button. Below the navigation bar are 'Save As', 'Pin Filters', and 'Export All' buttons. A search bar with 'Add Filter' and 'Clear All Filters' is visible. The main content area displays 'Procurement & ...' and a table with columns: Vendor Invoice Number(s), Vendor, Due Date, Total Amount, PO Number, Fund, Organization, Account, Program, and Act. The table contains two rows of data. The 'Export All' button is highlighted with an orange circle.

Vendor Invoice Number(s)	Vendor	Due Date	Total Amount	PO Number	Fund	Organization	Account	Program	Act
113-2614099-9241833	Amazon.com, Inc.	12/12/202 4	19.18 USD	JC0003856	100000	470100	406130	064000	
113-8936016-1964207	Amazon.com, Inc.	11/28/202 4	15.99 USD	JC0000350	100000	470100	406130	064000	

28 Click "Submit"

74 characters remaining

Screen Layout ▾

Excel

Submit

PO Number	Fund	Organization	Account	Program	Act
JC0003856	100000	470100	406130	064000	
JC0000350	100000	470100	406130	064000	
JC0002882	100000	470100	406130	064000	
JC0002827	100000	470100	406130	064000	
JC0000929	205201	520192	406480	111000	

29 Click "Manage Search Exports"

MISSISSIPPI STATE UNIVERSITY

Search ▾ Invoices

Invoices

Search

Filters My Searches

Created Date: All ▾ Quick search

PO Number: JC ▾ Department: Procurement & ... ▾

1-38 of 38 Results

Submitted Date	Invoice Number	Vendor Invoice Number(s)	Vendor	Due Date	Total Amount
10/30/2024 12:33:13 PM	IN015336	113-2614099-9241833	Amazon.com, Inc. ⓘ	12/12/2024	19.18 US
10/14/2024 9:30:28 AM	IN012343	113-8936016-1964207	Amazon.com, Inc. ⓘ	11/28/2024	15.99 US

30 Click "Refresh this Page"

The screenshot shows a web application interface with a top navigation bar containing a search bar, a currency indicator (0.00 USD), and a notification bell with a red badge showing '262'. Below the navigation bar is a 'Logout' button. The main content area features a table with the following columns: Arch Type, Export Output, Created, Completed, Available Until, Details, and Actions. A 'Refresh this Page' button is highlighted with an orange circle. The table contains three rows of data:

Arch Type	Export Output	Created	Completed	Available Until	Details	Actions
oice	Screen Layout (Excel)	11/5/2024 3:03:55 PM		-	-	Delete
Orders	Screen Layout (Excel)	11/5/2024 3:02:39 PM	11/5/2024 3:02:42 PM	11/12/2024	Total Records: 219	Delete
oice	Screen Layout (Excel)	11/5/2024 9:46:26 AM	11/5/2024 9:46:34 AM	11/12/2024	Total Records: 5275	Delete

31 Click "Export request for Invoice"

The screenshot shows a 'Manage Exports' page with a sidebar menu on the left containing items like Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The main content area has tabs for 'Export Requests', 'Export Schedules', and 'Export Templates'. Below the tabs is a 'Click to Filter' link. The table displays 1-13 of 13 results with the following columns: Title, Status, Search Type, Export Output, and Created. A link 'Export request for Invoice' is highlighted with an orange circle. The table contains seven rows of data:

Title	Status	Search Type	Export Output	Created
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/5/2024
screen_buyer_invoice_search_SGC64-489779270.xlsx	Completed	All Orders	Screen Layout (Excel)	11/5/2024
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/5/2024
Export request for Purchase Order	Completed	Purchase Order	Screen Layout (Excel)	11/5/2024
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/4/2024
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/1/2024
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	11/1/2024