

Please share this information with your coworkers or have them subscribe to this list at lists.oregonstate.edu; the list name is BennyBuy_Updates. Please do NOT send messages to the list. We would also like you to give us feedback on what you would like, issues to be addressed, tips to share. Please send questions/ comments to eprocurement@oregonstate.edu

Grainger System Maintenance Notification

On Saturday, October 6th, 2018, starting at 8:00 am CDT until 12:00 pm CDT, Grainger's Punchout Production Environment is scheduled to have an update and will be unavailable. We apologize for any inconvenience this may cause.

Receipts: When creating a Receipt, and you haven't received all the items on the Purchase order, do not enter 0 for the Quantity Received. Instead, remove the line from the Receipt and receive the items you have actually received.

Quantity	Line Status	Actions
50	Received	Remove Line

Split Accounting Lines: We have made a change today to highlight more readily when accounting lines have been split. Now, in the header, it will say "Accounting Lines are split at the line level. Navigate to 'Accounting Codes' section to view". We hope this makes it clearer to approvers that line level splits have occurred.

Payment Request Form updates: The Payment Request form will now all use of revenue account codes and will export. These will export as a non Purchase Order.

Tip Sheets: Reminder that the tip sheets are updated regularly as changes are made. We are in the process of revising the Tip Sheet about Bookstore purchases and will have it posted soon. Check the web site for updated Tip Sheets.

Web site: The web page has recently been revised to improve navigation and provide additional information. Check out the site and please provide feedback.

New CORE Reports: Three new CORE reports are in testing. These new reports will allow you to pull Budget Authority Queues by Index, Requestors by Index, and all Indexes for which a person is a Requestor.

Invoice Entry Training: We have added a new Invoice Entry training class. It is currently scheduled for Oct 17 from 1:30 – 3 PM. This is for Business Center and department staff who do invoice entry. Registration is required. You can register at the Professional Development site at http://oregonstate.edu/training/course_list.php?cat_id=31

User Training Opportunities: We continue to hold Shopper/Requestor and Approver training classes. We currently have them scheduled out to the end of the year (see list below). These are general sessions, for all units and departments. They focus on the shopper / requestor and approver experience. (We reserve the right to cancel a class with less than 5 participants registered. Registrants will be notified and offered priority registration for another class.) Registration is at the Professional Development site at http://oregonstate.edu/training/course_list.php?cat_id=31; category is Business Affairs Training; classes are title BennyBuy Shopper/Requestor and BennyBuy Approver.

Class dates / times are:

Shopper / requestor	Approver
	Oct 11 – 10:30 – 11:30 AM
Oct 17 – 2:30 – 4 PM	Oct 25 – 10:30 – 11:30 AM
Nov 1 – 2:30 – 4 PM	Nov 8 – 2:30 – 3:30 PM
Nov 15 – 2:30 – 4 PM	Nov 29 – 10:30 – 11:30 AM
Dec 6 – 2:30 – 4 PM	Dec 12 – 10:30 – 11:30 AM
Dec 20 – 2:30 – 4 PM	Dec 27 – 10:30 – 11:30 AM

Office Hours Help: The eProcurement Help Desk will provide drop in support in their office on Thursdays from 10am to 12pm, in Kerr A0012. If you need some one-on-one help, have a question on how to do something in BennyBuy, or just need a question answered, please feel free to stop by their office during these hours. No appointment needed.