

Please share this information with your coworkers or have them subscribe to this list at lists.oregonstate.edu<<https://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<<mailto:eprocurement@oregonstate.edu>>

Tip Sheets: Reminder that the tip sheets are updated regularly as changes are made. We have recently updated Tip Sheets for:

- Non PO Invoice Entry
- PO Invoice Entry
- Bookstore Purchases
- Splitting Indexes and FOAPAL elements
- Setup Substitute Approvers

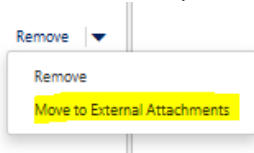
Invoice Entry changes: Alex recently sent out a note of some changes to the Invoice Entry process. We have made a system change to prevent users from adding PO and non-PO line items during invoice entry. The new Tip Sheets (see above) explain this process. The main change is when entering commodity lines, there is no longer a giant description box to enter commodity text into. There is also a button labeled 'Add Non-PO Item'. You click this button to add commodity lines to the invoice. This also allows you to rapidly enter multiple lines as needed.

We also fixed an issue when creating non-PO invoices. When clicking the Add Non-PO Item button, a Catalog Number was required in the pop-up menu. We have fixed this, so this is no longer required.

Attachments: A question came up recently about how to switch attachments from Internal to External (or External to Internal), especially in a Purchase Order. If you need to change the attachment, you can do this easily. Once the attachment is added, there is a Remove button on the right, with a down arrow next to it.



Select the Arrow and you have an option to Move to External Attachments. When you select this, the attachment is moved.



The move from External to Internal is the same process.

User Training Opportunities: We have continued Shopper/Requestor and Approver classes and have recently added an Advanced Shopper / Requestor training, as well as Invoice Entry training. The class schedule can be found at the Professional Development site at http://oregonstate.edu/training/course_list.php?cat_id=31; category is Business Affairs Training. Registration is required for these classes. The current class schedule is:

Shopper / requestor	Approver	Advanced Shopper / Requestor
Nov 1 – 2:30 – 4 PM	Nov 8 – 2:30 – 3:30 PM	Nov 14 – 2:00 – 3:30 PM
Dec 6 – 2:30 – 4 PM	Dec 12 – 10:30 – 11:30 AM	Dec 19 – 10:00 – 11:30 AM

In addition, we have an **Invoice Entry** training scheduled for Monday, Oct 29 from 10:30 AM – 12 PM. If you are interested in attending this class, please contact us right away.

If you would like additional training classes, please let us know.

Training Days – We will be presenting two session at Training Days – an abbreviated the Shopper/ Requestor training and the Approval training. If you have new employees or other staff that have not yet taken our classes above or want a refresher, please sign up for those.

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

The eProcurement Team