

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

Sunsetting Requisitions and Purchase Orders: As part of the advancement effort, we will be sunsetting manual or redundant processes. As of **September 14**, paper Requisitions will no longer be accepted. All OSU Purchase Orders, regardless of dollar amount, should be issued through BennyBuy. If training is required, please see below.

Training Opportunities: We have additional training opportunities this summer and into the fall. We have scheduled general sessions starting now through end of September. (See list below) To register for any of the sessions, please see the Professional Development site at http://oregonstate.edu/training/course_list.php?cat_id=31 The trainings are listed under the category of Business Affairs Training. Classes are titled BennyBuy Shopper/Requestor and BennyBuy Approver. Registration is required. These sessions are for all units and departments and not department specific. They will focus on the shopper / requestor experience and the 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.)

Class dates / times are:

Shopper / requestor	Approver
	Aug 15 – 1:30 PM – 2:30 PM
Aug 23 – 10:30 AM – 12:00 PM	Aug 30 – 10:30 AM – 11:30 PM
Sept 6 – 2:30 PM – 4:00 PM	Sept 13 – 10:30 AM – 11:30 PM
Sept 20 – 2:30 PM – 4:00 PM	Sept 27 – 10:30 AM – 11:30 PM

Please note, the length of the Approver training sessions have been shortened to 1 hour. Shopper / Requestor remain 1 ½ hours

If you would like us to give a presentation and training for your unit other than the general trainings, please feel free to contact [Diana Lindsley](#) to discuss your needs.

System Updates:

We have resolved the following items this week:

- Fixed an issue where it appeared that attachments were not being sent to the vendor; the attachments are being sent, though they do not appear in the Notes and Attachments section – this is a defect and the vendor is aware of this issue
- Estimated Shipping and handling is now being passed to Banner. It will not show on the Invoice when it is created from the Purchase Order, as it is an estimated amount.
- Labels for ‘Create Qty Receipt’ and ‘Create Amt Receipt’ have been changes to ‘Receive by Quantity’ and ‘Receive by Amount’
- Index codes for non purchase order invoices are now being correctly validated
- In the Invoice Document, relabeled ‘Codes’ to ‘Accounting Codes’ so it is consistent with other documents
- Changed the Credit Memo layout so it matches the Invoice Layout

There are 119 items on the system maintenance list. Of these:

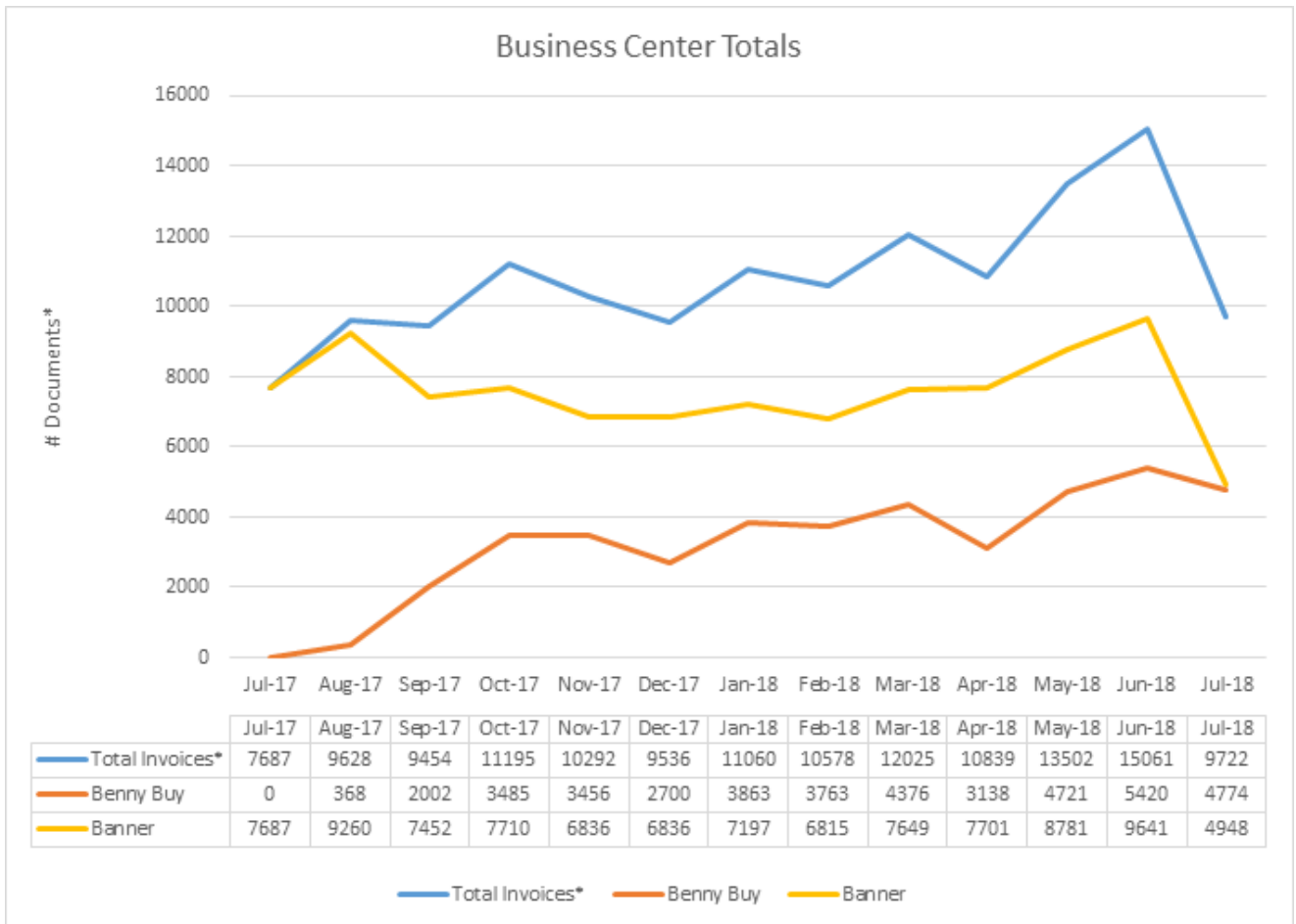
- 66 are marked complete

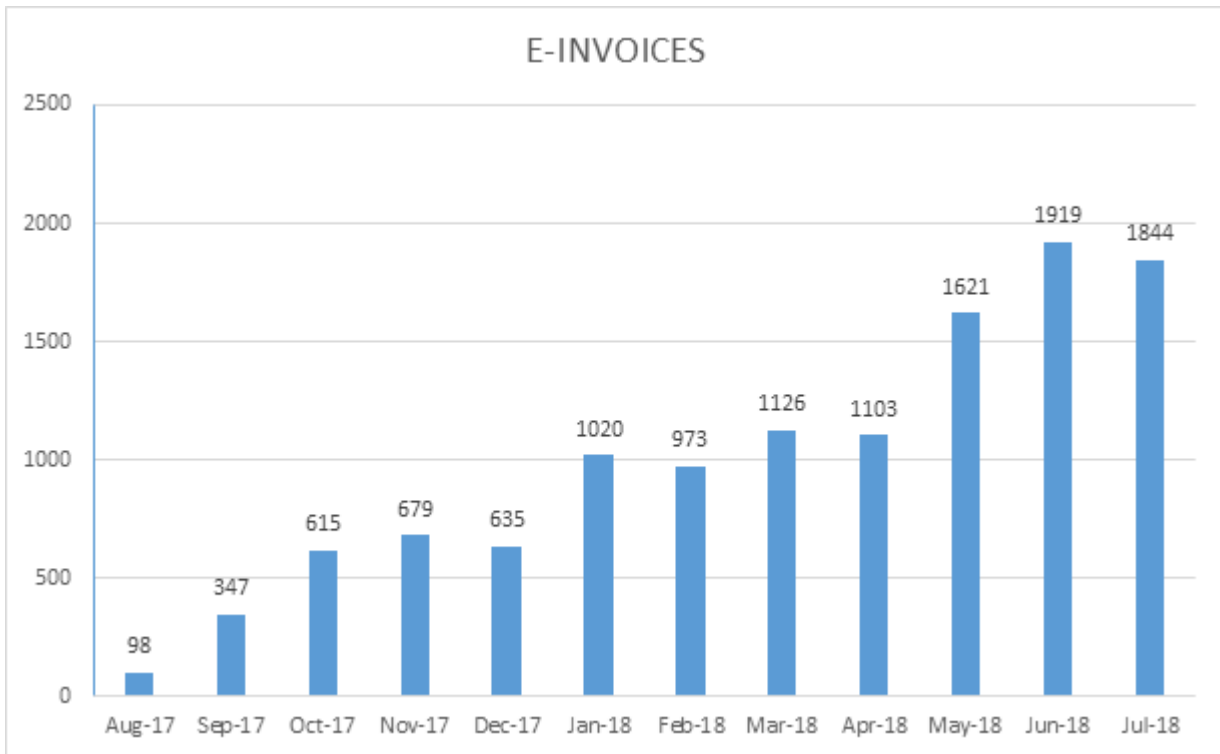
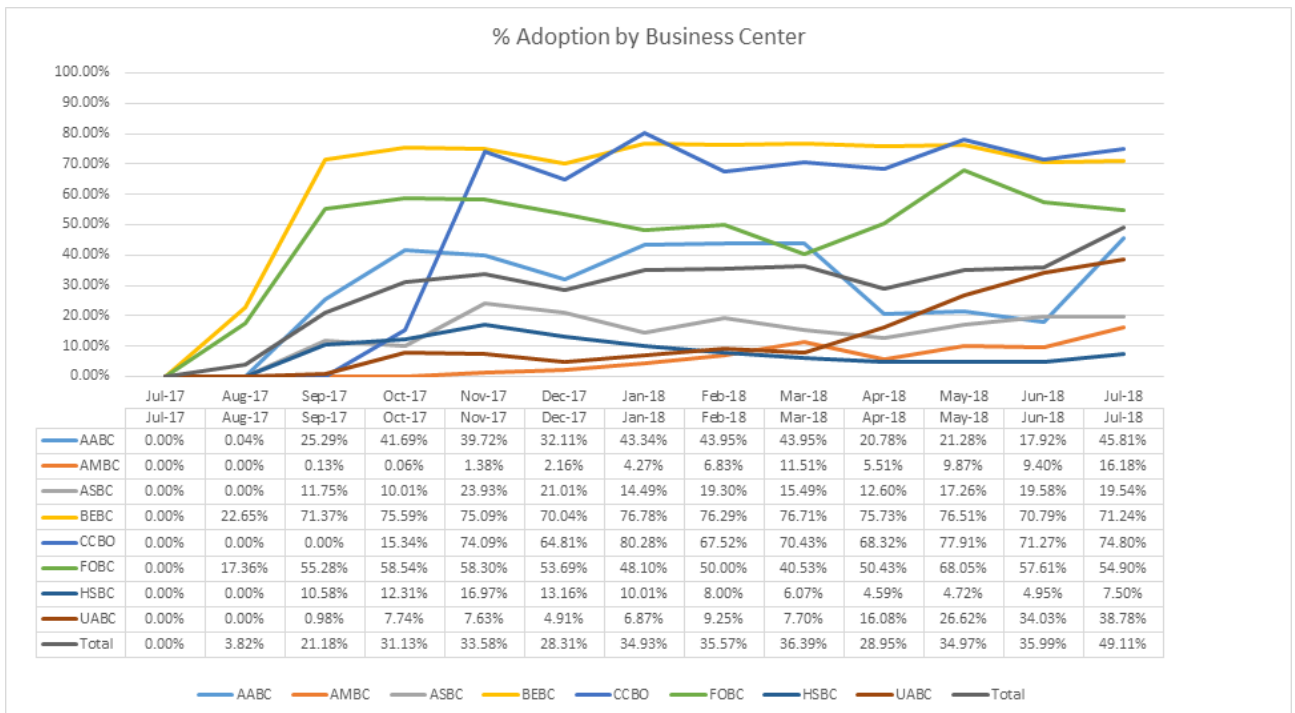
- 21 are work orders for others
- 8 are future enhancements
- 24 are being worked by the project team

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

Usage Stats:

- For July, we had 1,456 distinct users, which is an increase of over 80 users since last month.
- While the number of invoices decreased from June, the total number is comparable to last July. Of the Banner and BennyBuy invoices (not including Autopay or Pcard), over 49% were processed through BennyBuy. This is an increase of about 14% since last month.
- **AABC** had the highest increase of usage – they went from about 18% invoice entry last month to almost 46% in July!
- **Cascades** and **BEBC** continue to be the highest adopters; Cascades has almost 75% followed closely by BEBC at just over 71%. **FOBC** continues in 3rd with almost 55% of invoices sent through BennyBuy.
- The number of invoices processed electronically continues to increase as well.





If you have any questions or comments, please feel free to contact us.

The eProcurement team