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

Training Opportunities: We will be rolling out additional training opportunities this summer and into the fall. We plan to offer general sessions starting in mid July and going through mid October. We have scheduled trainings each week (generally Thursday, with one exception) from mid July through end of September. 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. Classes will generally be on Thursdays in the Willamette East/West rooms in the Library. Times may vary. 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.)

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.

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.

Tip: As summer and vacations are coming, a reminder to set up substitute requestors and approvers in BennyBuy. This way, items won't be sitting in the queue for a long time, waiting for you to return. You can set up substitutes for specific date ranges or permanently (until turned off). You can only substitute your approval authority to someone who already has requestor or approver access. The links below are some tip sheets on how to set up substitute approvers or requestors. If you need additional help or have questions, please contact the Help Desk at eprocurement@oregonstate.edu
   - SetUp Substitute Approvers
   - SetUp Substitute Requestor

System Updates:
There are 92 items on the system maintenance list. Of these:
   - 42 are marked complete
   - 24 are work orders for others
   - 7 are future enhancements
   - 19 are being worked by the project team

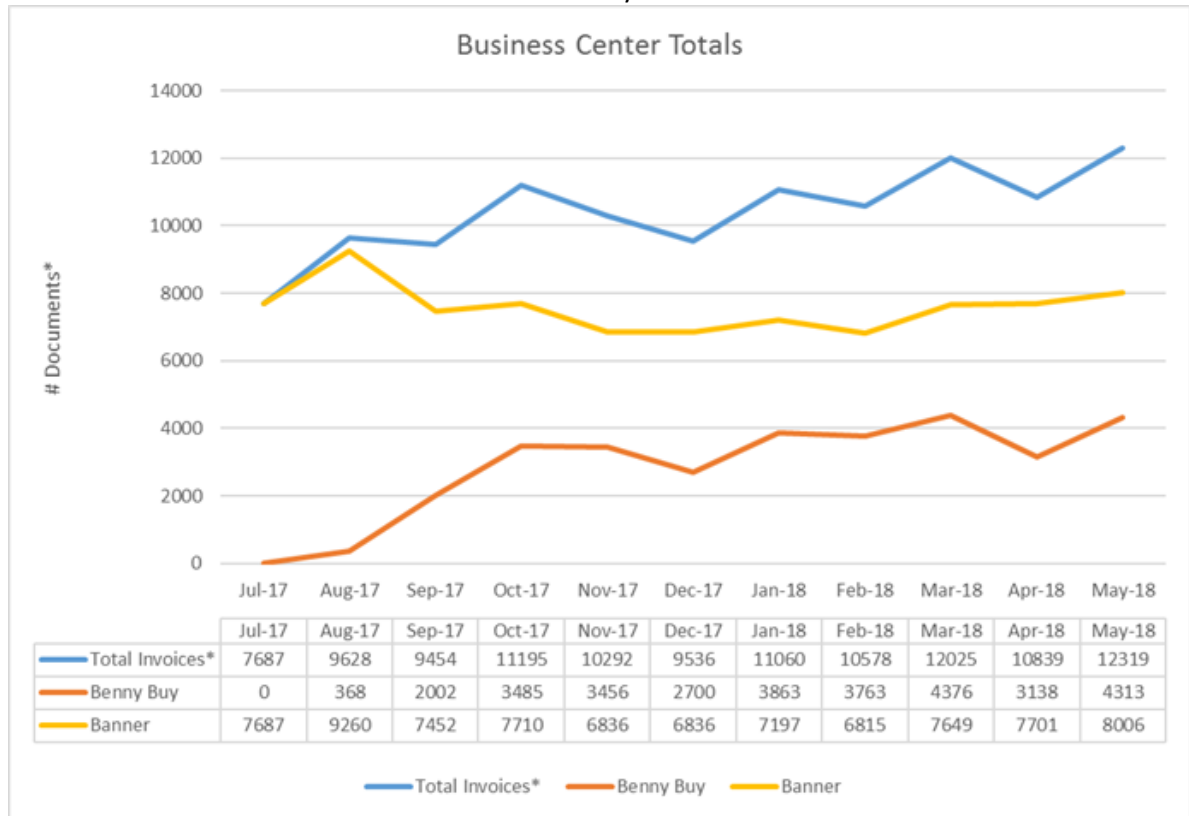We have resolved the following items in the past 2 weeks:
   - Hid accounting codes in checkout and invoice entry processes that are not data enterable
   - Fixed the validation process so that FOPAL codes are validated at the entry stage, rather than during the Banner export

- Fixed the approval process so that Purchase Orders over $5,000 do not go through duplicate approvals when there are multiple invoices
- Added Requested Delivery Date, Expedite and Ship Via fields to PO distributed to vendors
- Modified rules so that Construction Contract approval is not invoked for certain vendors, identified as not subject to BOLI
- Updated TIN for those vendors missing it
- Fixed issue where users got a string of error messages when trying to approve Non PO invoices with bad FOAPAL elements

Usage Stats:
- For May, we had 1,377 users, an increase of over 275 users from last month!
- Of Banner and BennyBuy invoices (not including Autopay or Pcard), about 35% were processed through BennyBuy for May. Cascades had the highest percentage with just over 77% of their invoices going through BennyBuy. BEBC was a close second with 76% followed by FOBC with almost 68%.
- AABC had the most number of BennyBuy submissions at 774 of their 3,061 invoices.

This chart is the Business Center totals of invoices by month.

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Total Invoices*	7687	9628	9454	11195	10292	9536	11060	10578	12025	10839	12319
Benny Buy	0	368	2002	3485	3456	2700	3863	3763	4376	3138	4313
Banner	7687	9260	7452	7710	6836	6836	7197	6815	7649	7701	8006

*Total invoices are Benny Buy, Banner (Direct Pay and PO Invoice); does not include Autopay or Pcard

Question or comments, please let us know.

Thanks!
The eProcurement project team