**Q&A from OregonBuys Accounts Payable Forum**

**Employment Department Auditorium**

**When changes are made to an invoice in OregonBuys, is the change saved and recorded in a history log?**

Yes, account coding changes are saved in the history.

**If a vendor gets the Purchase Order amount wrong, who is responsible to make the change?**

This will be determined at the agency level.

**Currently we keep back up documents for R\*STARS entries. How will this be addressed when we transition to OregonBuys?**

We’ll be working with accounts payable staff to determine document standards and how to preserve them moving forward.

**Will OregonBuys be the new place where we enter everything instead of R\*STARS?**

We don’t yet know the answer to this question as there are decisions that still need to be made about expenditures. R\*STARS remains the financial book of record for over 900 transaction types.

**Can we enter multiple PCAs in OregonBuys?**

Yes, OregonBuys supports multiple codes and also allows splitting by dollars or percentages.

**Does OregonBuys allow for dealing with receiving of damaged goods and returns?**

Yes.

**Can vendors adjust their own invoices in OregonBuys?**

Yes, vendors can make the adjustments and resubmit.

**It sounds like finance and accounts payable staff may be taking on more of contract administration role in OregonBuys for reviewing invoices, receipts, reconciling. Will DAS require contract administration training or certification for these new duties?**

We are still working through what is involved and what will be required. We’ll provide more guidance in the future.