

From: HELVEY Adam L * DAS <Adam.L.HELVEY@das.oregon.gov>
Sent: Wednesday, May 18, 2022 10:50 AM
To:
Subject: Go Live Readiness Information for OA's

Dear Organization Administrators,

The June 1 Go-live of OregonBuys procure-to-pay functionality is just around the corner. And as the organization administrator, you play a critical role in getting your agency ready for the change.

Below is a list of items that need to be reviewed and completed in PROD before the Go-live date. Please also remember that instructions and self-guided courses are still available [on our website](#) to help you as you make your way down this list:

- Review user list, roles, privileges, purchasing limits, departments/locations, etc.
 - Be sure to adjust agency user purchasing rules/limits (see screenshot)



Purchasing Rules Maintenance for: Aaron Ward (BP)

Open Market Req Limit:	0.00	Direct Release/All RPA Types Limit:	0.00	Direct Open Market Limit:	0.00
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Save & Exit Save & Continue Reset Cancel & Exit

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- Configure/confirm/modify approval paths (if applicable)
- Configure credit memo reason(s)
- Confirm custom columns
- Update your agency's News Feed (if applicable)
- We also recommend that you develop a process for how your agency can request changes that the OA is responsible for, including how the changes are approved and how/when the OA makes the changes.

Lastly, drop-in office hours are held every Thursday from 2 - 3 p.m. from now through Go-live (see the attached). Please feel free to stop in if you have questions about any of the above tasks, or reach out if you need other assistance.

Thank you for your continued commitment to this work,

Adam Helvey
Agency Liaison



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