Monday’s the big day!

On November 15, BUY.IU’s look and feel will be upgraded to the new system standard.

You will no longer be able to toggle between the classic and new views.

An announcement will be sent to the BUY.IU news list about the new interface and highlight available resources.
User Interface Resources

- Review updated documentation in the VPCFO Training & Communication Team’s Documentation Library.
  - Additional documentation will be published this week and into the future.
  - All updated documentation will be hosted on the Training Team website.
- Review the Meet the New BUY.IU Interface webinar recording.
  - Highlights big system changes.
  - Demonstrates how to place a non-catalog item order.
The Compliance Section will also be implemented on November 15.

This new section is required on every requisition, regardless of order type.

- Highlights additional documentation or approvals needed prior to order submission.
- Provides links to help documentation related to certain commodity purchases.

Review the Meet the Compliance Section webinar recording to learn more and see it in action.
Cool feature alert!

ADDITIONAL FEATURES OF THE 21.3 JAGGAER UPDATE
Change Requests

- Starting November 15, new invoices will not void a Pending change request documents.
  - Change requests will continue to route for approval after new invoice is created.

- This is super awesome but remember...
  - Change requests should still be approved quickly so that new invoices are created with the correct funding/object code information.
  - This helps avoid General Accounting Adjustments (GECs).
Change requests highlight changes in aqua.

Makes it easier to see what changes were made and require review.
The approval search page lists document types across the top. Easily move from one document type to another.
Document Actions menu has moved to the bottom of the approvals page.
Actions appear after opening the drop-down arrow.
Resource Remix

- BUY.IU Office Hours sign up
- BUY.IU Fall Training recordings
- Meet the New BUY.IU Interface webinar recording
- Meet the Compliance Section webinar recording
- Purchasing Documentation Library
- Accounts Payable Documentation Library

- Contact Purchasing or Accounts Payable for help via their Support Form.
- Contact the Training Team by emailing estc@iu.edu.
Thank you! QUESTIONS?