

During implementation we made a temporary modification to our Invoice approval process that allows a person in an Invoice Entry role to approve documents as the Invoice Owner. This was allowed to assist in the transition from invoice processing in Banner to processing invoices in BennyBuy.

The main reason this was needed, was because departments were still signing documents manually and Business Centers did not want to ping them again with a second BennyBuy approval as the Invoice Owner. So, the invoice entry person would verify the manual signature was present in the attachments and then approve as the Invoice Owner as a workaround.

Starting October 1st, we will be reverting the invoice approval process back to the way it was designed, where a person will not be able to approve as an invoice owner if they are the ones who created the invoice. This is a critical change to ensure our approval structure has proper controls put in place.

Please let us know if you have any concerns about this change, so we can talk through them over the next week.

Thank you
eProcurement Team