

Currently in BennyBuy we have deployed an approval step in Invoice Workflow that is called, “Non-PO Invoice Owner Approval”. This approval step was intended to represent or mimic the budget authority signature that is currently being collected on Non-PO invoices. Specifically this step is used for budget authority approval under \$5,000. If the invoice is over 5k we have approval queue data we can rely upon to get that approval.

Currently the Invoice Entry person in BennyBuy is required to populate who this person is manually when they are creating the invoice document.

During the initial pilot of BennyBuy a permission setting was turned on, that allows a person who creates an invoice the ability to approve the invoice in the Non-PO Invoice Owner step. This functionality was turned on, so that Business Centers could process invoices that were already manually signed by a department through BennyBuy. In essence, the invoice entry person could attach the image of the approved invoice as documentation and if they put themselves in as a Non-PO Invoice owner, the real budget authority would not have to be bothered to approve twice.

This permission will be turned off from this point forward. It is an important control point in the system to not allow a person who creates an invoice to approve it in any fashion. This will unlock your ability to have more flexibility in who you put in the various key roles moving forward.

Please inform invoice entry staff as necessary.