

## Institutional “B” SetID

Each institution has a “B” SetID which is maintained by the institution.

the institutional Security Administrator must include the “B” SetID.

The role that needs to be added is: **BOR\_ the business unit**). This role should be linked to suppliers and the individual(s) that will be

**Entering Suppliers:** Users can change the magnifying glass search tool as displayed entered as it is in the institution’s regular S



**Entering Vouchers:** Users can change the SetID manually or search using the magnifying glass search tool as displayed below. All other voucher information is entered as it is in the institution's regular SetID

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**Monitoring:** The "Bma" gas