

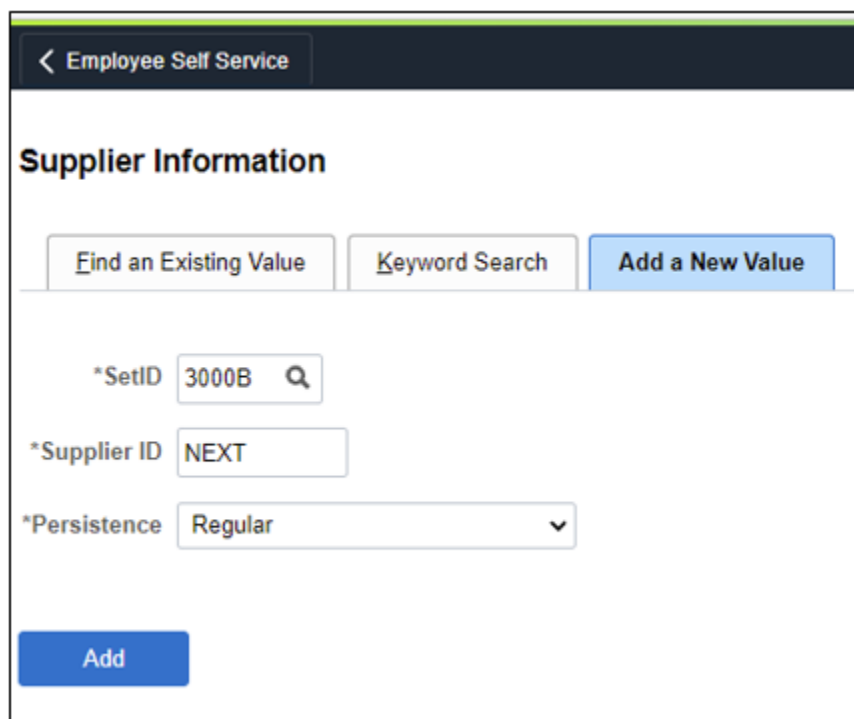
## Institutional “B” SetID

Each institution has a “B” SetID which is maintained by the institution. The “B” SetID is used for student payments which fall outside of the Banner Interface as well as employee reimbursements for institutions who do not use the Travel & Expenses module.

**Security:** In order for institutions to create or approve transactions or issue paycycles, the institutional Security Administrator must update the Primary Permissions List to include the “B” SetID.

The role that needs to be added is: **BOR\_BU\_xx00B (where xx is the first 2 digits of the business unit)**. This role should be limited to the individual(s) that will be inputting suppliers and the individual(s) that will be creating vouchers in this SetID.

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



The screenshot shows the 'Employee Self Service' interface for 'Supplier Information'. It features three buttons at the top: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. Below these are three input fields: '\*SetID' with the value '3000B' and a magnifying glass icon, '\*Supplier ID' with the value 'NEXT', and '\*Persistence' with a dropdown menu set to 'Regular'. A blue 'Add' button is located at the bottom left of the form.

**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

**Look Up Business Unit**

Business Unit begins with 300

Description begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 1-2 of 2

Business Unit	Description
30000	Columbus State University
3000B	Columbus State University

**Monitoring:** The "B" SetID will be monitored every \_\_\_\_ months by \_\_\_\_ to ensure payments made in the "B" SetID are appropriate.

**File Upload:** The voucher spreadsheet upload is available for institutions who have many student payments. The business process for voucher upload can be found [here](#) and the voucher upload spreadsheet can be found [here](#).