
HOW TO GUIDE: REVIEW VOUCHER PROCESSOR ORIGIN

Last Updated May 17, 2019

Voucher Processors are assigned an Origin which defaults onto the vouchers they create. Fin Security Liaisons have access to verify the Voucher Origin through User Preferences.

Navigation: **Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences**

- Enter the User ID
- Click Search

User Preferences

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

User ID

Description

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

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➤ Click on the [Procurement](#) link.

User Preferences

General Preference	Product Preference
Overall Preference	Asset Management
OLE Information	IT Asset Management
Process Group	Billing
	Contracts
	General Ledger
	Inventory
	Lease Administration
	Maintenance Management
	Manufacturing
	Mobile Inventory
	Mobile Inventory - Fluid
	Orders - Quotations
	Orders - Other
	Orders - Sales
	Paycycle
	Planning
	Procurement
	Project Costing
	Promotions Management
	Receivables Data Entry 1
	Receivables Data Entry 2
	Staffing - General Preferences
	Staffing - Job Data
	Strategic Sourcing
	Supplier Contract Management

Save Return to Search Notify Refresh

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➤ The Voucher Origin is displayed under the [Default Values](#) heading.

Note - If an origin needs to be updated a CO-1092 security request with the Financials Appendix should be submitted.

Payables Online Vouchering



Help

User COREReedBri Core-CT-Reed Brianne

Default Values	
Origin	ZZZ Core-CT

Operator Voucher Authorities	
<input type="checkbox"/> Pay Unmatched Vouchers	Pay Unmatch Amt
<input type="checkbox"/> Copy Matched and Closed PO	Security for Voucher Styles
<input type="checkbox"/> Override Accounting Date Edit	

Online Voucher Processing	
<input checked="" type="radio"/> Do Not Check Voucher Amount	<input type="checkbox"/> Enter Vouchers Only in Groups
<input type="radio"/> Check Voucher Amount	<input checked="" type="checkbox"/> Post Vouchers
Entry Limit 0.000	<input checked="" type="checkbox"/> Manually Schedule Payments
Prepay Limit 0.000	<input type="checkbox"/> Authority to Override Match
Currency Rate Type	<input checked="" type="checkbox"/> Record Payment
	<input type="checkbox"/> Override Withhold Calculation

Quick Invoice Configuration	
<input type="checkbox"/> Req. Valid Chart Field Combo's	
<input type="checkbox"/> Require Balanced Invoice	

OK Cancel Refresh