



About Template Vouchers

If you receive multiple similar invoices from a supplier, you can set up a template voucher to improve data entry efficiency for these invoices. Once you have created and saved the template voucher, it is available for use during the entry of vouchers for the specific vendor to populate pre-determined fields. Any fields populated by a template voucher can be changed if needed when creating the voucher.

A template voucher is never paid or posted. It is only used as a model for other vouchers.

Template vouchers can be accessed by anyone within the business unit of the person that created it if they have the Voucher Processor, Special Voucher Processor or Voucher Maintenance roles.

Creating a Template Voucher:

Template vouchers require the following inputs in order to be saved:

- Business Unit
- Vendor ID
- Vendor Address Information
- Invoice Date
- Template ID
- Template Description
- Invoice Receipt Date
- Goods & Services Receipt Date
- Distribution line ChartFields that will pass combo edits
- Pay Terms – this value will default from Vendor unless updated and saved on the template voucher. The Basis Date Type field will not populate from the template.
- Responsible Org – this value will default from template voucher processor

SW AP312 Creating and Using a Template Voucher

- 1 Navigate to the **Voucher** entry page using the following path:

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher

Find an Existing Value | **Add a New Value**

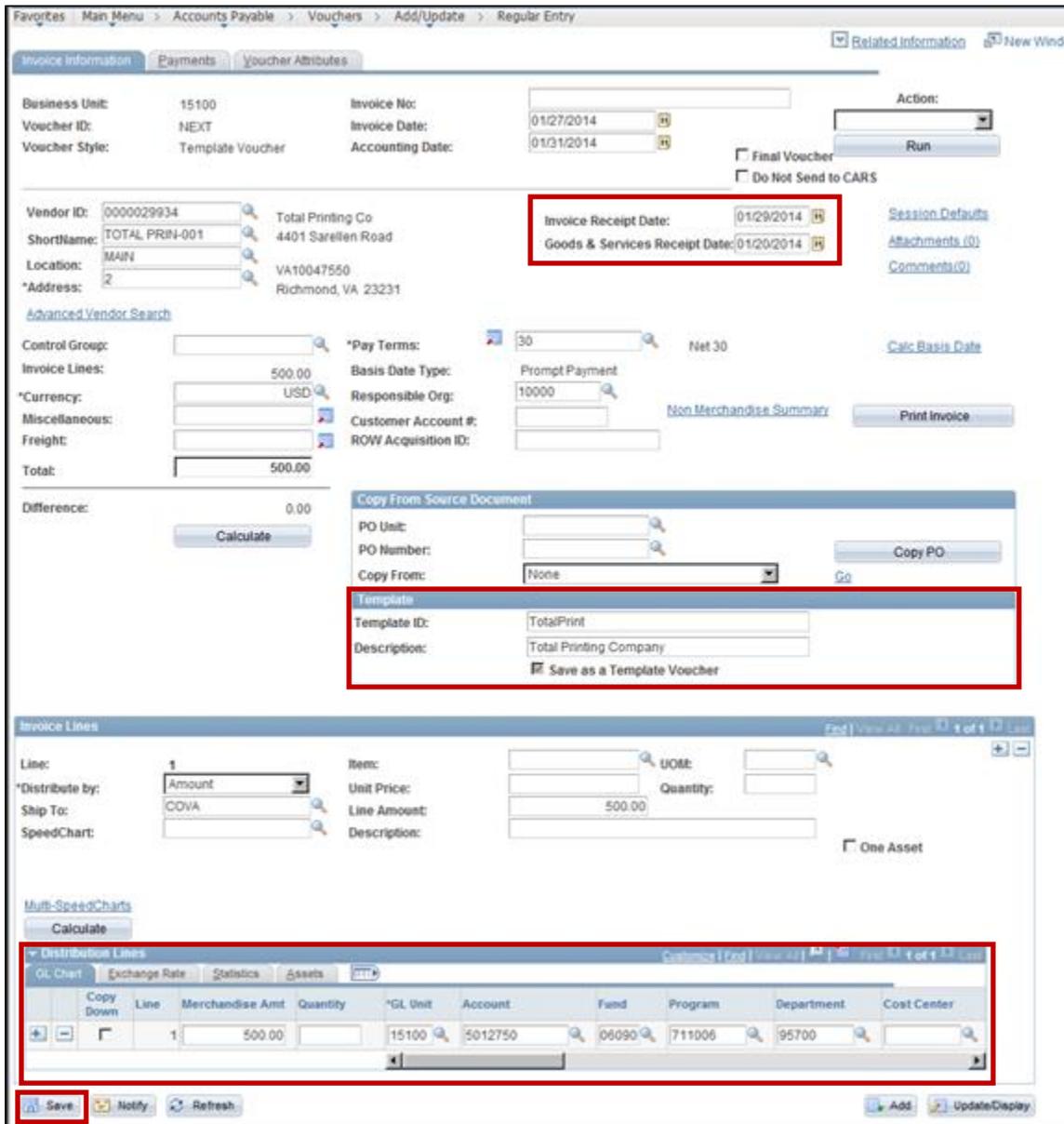
Business Unit:	15100
Voucher ID:	NEXT
Voucher Style:	Template Voucher
Short Vendor Name:	TOTAL PRIN-001
Vendor ID:	0000029934
Vendor Location:	MAIN
Address Sequence Number:	2
Invoice Number:	
Invoice Date:	01/27/2014
Gross Invoice Amount:	500.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Add

[Find an Existing Value](#) | [Add a New Value](#)

- 2 The **Add a New Value** tab displays. The **Business Unit** defines the agency.
- 3 The **Voucher ID** defaults to **NEXT**. Do not change it.
- 4 Select **Template Voucher** from the **Voucher Style** drop-down menu.
- 5 Select or enter the **Vendor ID**. The **Short Vendor Name**, **Vendor Location** and **Address Sequence Number** fields populate and can be updated if necessary.
- 6 Enter a date in the **Invoice Date** field. This is a required field.
- 7 If there is a set amount you generally pay to the vendor, enter that amount in the **Gross Invoice Amount** field. The amount will populate the Total, Line Amount, and distribution Merchandise Amt fields on the invoice Information page. This field is not required if it is not logical to include in the template.
- 8 Click the **Add** button.

SW AP312 Creating and Using a Template Voucher



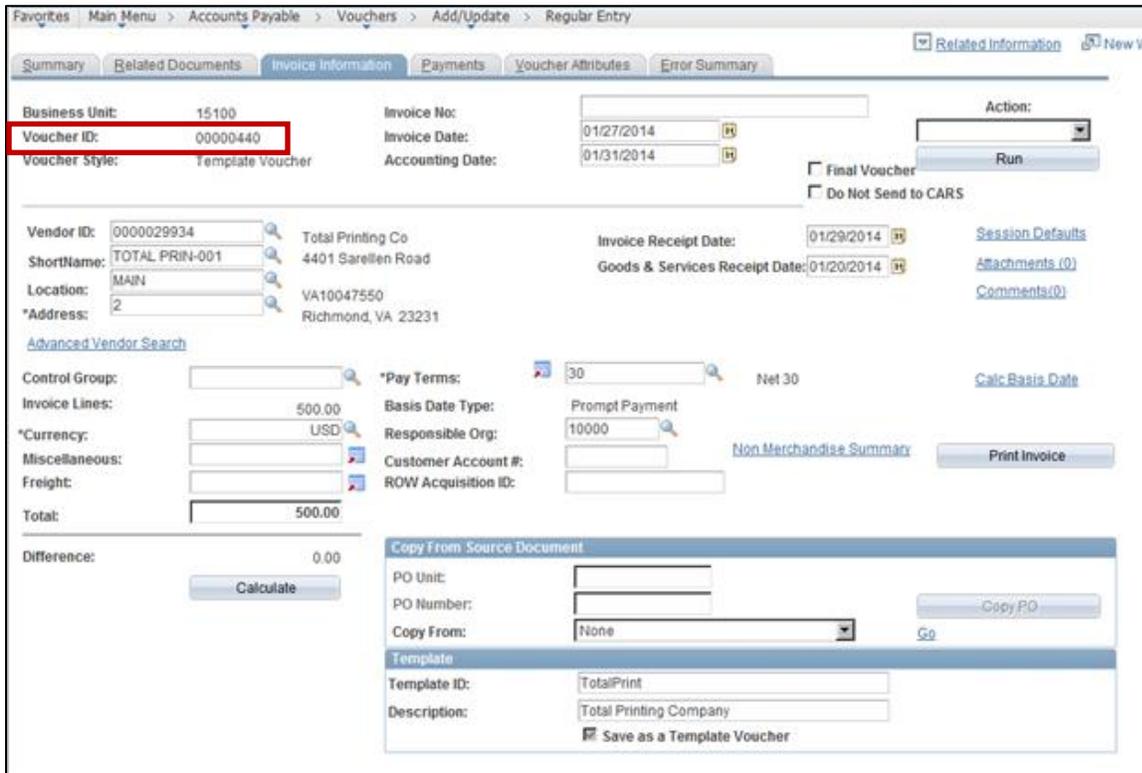
The screenshot displays the 'Accounts Payable' software interface. The 'Invoice Information' section includes fields for Business Unit (15100), Invoice No., Invoice Date (01/27/2014), Accounting Date (01/21/2014), Vendor ID (0000029934), and Vendor Name (Total Printing Co). The 'Template' section is highlighted with a red box and contains fields for Template ID (TotalPrint) and Description (Total Printing Company), with a checked 'Save as a Template Voucher' option. The 'Distribution Lines' table at the bottom is also highlighted with a red box and contains the following data:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	500.00		15100	5012750	06090	711006	95700	

- 9 The **Invoice Information** page displays. Enter values in the **Invoice Receipt Date** and **Goods & Services Receipt Date** fields which are required for prompt payment pay terms.
- 10 In the **Template** section of the page, enter the following
 - a. **Template ID**: Enter a name for the template. This field allows a maximum of 10 characters.
 - b. **Description**: Enter a description for the template. This field allows a maximum of 30 characters.
- 11 Enter any information that will always be used on this voucher in the **Invoice Lines** section.
- 12 Enter the charge distribution that will always be used for this voucher in the **Distribution Lines** section.

SW AP312 Creating and Using a Template Voucher

- 13 If this template will need multiple voucher and/or distribution lines, use the + button to add more lines.
- 14 Enter any additional fields on the **Invoice Information** or **Payments** page as needed to autopopulate the vouchers for this vendor.
- 15 Click the **Save** button.



Business Unit: 15100
Voucher ID: 00000440
 Voucher Style: Template Voucher

Invoice No.:
 Invoice Date: 01/27/2014
 Accounting Date: 01/31/2014

Vendor ID: 0000029934
 ShortName: TOTAL PRIN-001
 Location: MAIN
 *Address: 2
 Total Printing Co
 4401 Sarellen Road
 VA10047550
 Richmond, VA 23231

Invoice Receipt Date: 01/29/2014
 Goods & Services Receipt Date: 01/20/2014

Control Group:
 Invoice Lines: 500.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 500.00

*Pay Terms: 30 Net 30
 Basis Date Type: Prompt Payment
 Responsible Org: 10000
 Customer Account #:
 ROW Acquisition ID:

Difference: 0.00
 Calculate

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None
 Copy PO
 Go

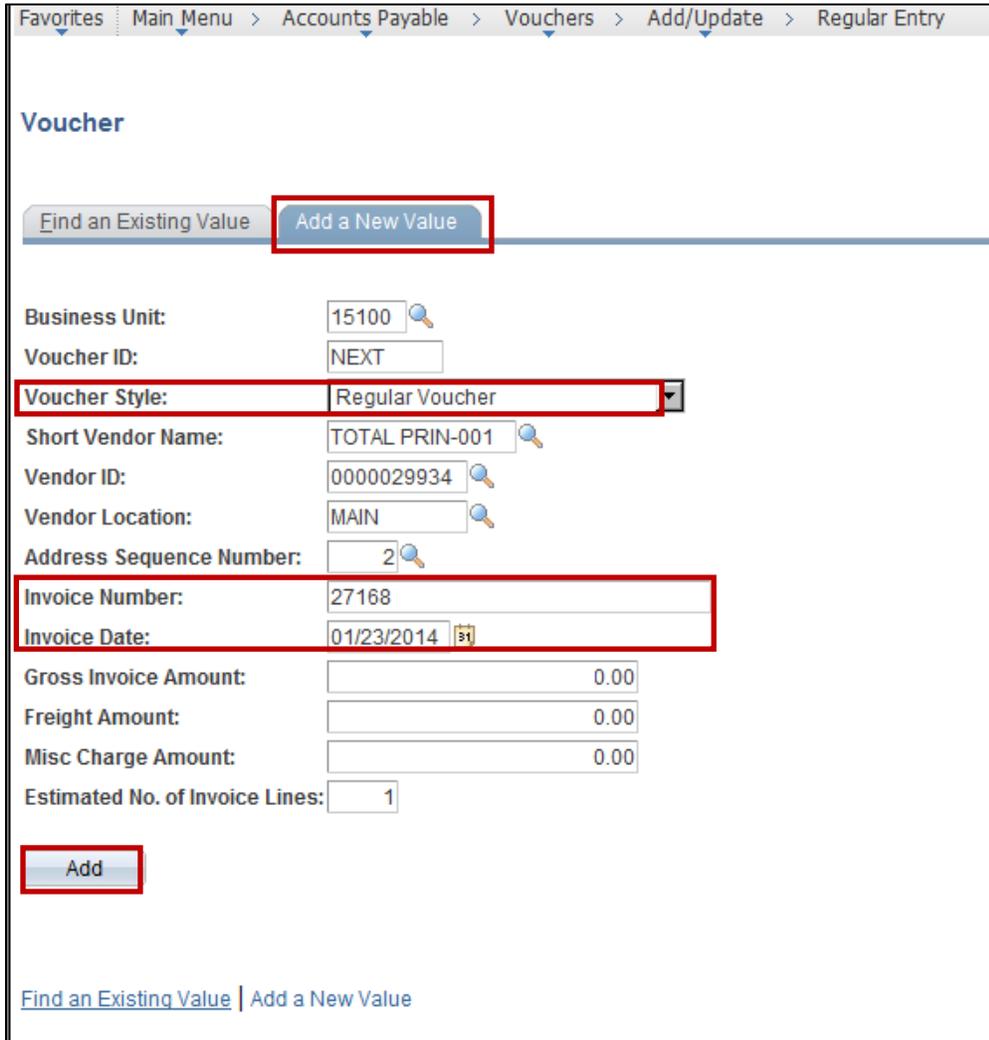
Template
 Template ID: TotalPrint
 Description: Total Printing Company
 Save as a Template Voucher

- 16 The template is now saved. Cardinal generates a **Voucher ID**. The template can now be used to enter future regular vouchers. No further voucher downstream processing will occur (budget check, approval, voucher post payment or payment post) on the template voucher.

Using a Template Voucher:

1 To use a template voucher, navigate to the **Voucher** page using the following path:

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Voucher



2 Click the **Add a New Value** tab.

3 The **Voucher Style** field defaults to **Regular Voucher**. Do not change it.

4 Enter the **Vendor ID**. This must be for the same vendor on the template you desire to use.

5 Enter information in the following fields based on the vendor's invoice:

a. **Invoice Number**

b. **Invoice Date** – even though this field is entered on the Template, it does not populate the new voucher created from the Template.

6 Click the **Add** button.

SW AP312 Creating and Using a Template Voucher

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Information | New W

Invoice Information | Payments | Voucher Attributes

Business Unit: 15100 Invoice No: 27168 Action:

Voucher ID: NEXT Invoice Date: 01/24/2014

Voucher Style: Regular Voucher Accounting Date: 02/06/2014

Final Voucher
 Do Not Send to CARS

Vendor ID: 0000029934 Total Printing Co
ShortName: TOTAL PRIN-001 4401 Sarellen Road
Location: MAIN VA10047550
*Address: 2 Richmond, VA 23231

Invoice Receipt Date: 01/28/2014
Goods & Services Receipt Date: 01/15/2014

[Session Defaults](#)
[Attachments \(0\)](#)
[Comments\(0\)](#)

[Advanced Vendor Search](#)

Control Group: *Pay Terms: 30 Net 30 [Calc Basis Date](#)

Invoice Lines: 0.00 Basis Date Type: Prompt Payment

*Currency: USD Responsible Org: 10000 [Non Merchandise Summary](#)

Miscellaneous:
Freight:
Total: 0.00

Difference: 0.00

Copy From Source Document

PO Unit:
PO Number:
Copy From: Template

Invoice Lines

Line: 1 Item: UOM:
*Distribute by: Amount Unit Price:
Ship To: COVA Line Amount: 0.00 Quantity:
SpeedChart: Description:

One Asset

- 7 The **Invoice Information** page displays. Enter the **Invoice Receipt Date** and the **Goods & Services Receipt Date**. Even though these fields were entered on the Template, they do not autopopulate when creating the voucher from the Template.
- 8 In the **Copy From Source Document** section, select **Template** from the **Copy From** drop-down.
- 9 Click the **Go** hyperlink.



Accounts Payable Job Aid

SW AP312 Creating and Using a Template Voucher

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry [Related Information](#)

Voucher Template

Business Unit:	15100	Invoice Number:	27168
Voucher ID:	NEXT	Vendor:	Total Printing Co
Invoice Date:	01/24/2014	ID:	0000029934

Select Template to Copy

Template ID:	TOTPRIN	Total Printing Co.	Copy from template
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[Back to Invoice](#)

- 10 The **Voucher Template** page displays. In the **Template ID** field, enter the **Template ID** or use the lookup button to view all available templates for the vendor
- 11 Click the **Copy from Template** button.
- 12 Click the **Back to Invoice** link.



Accounts Payable Job Aid

SW AP312 Creating and Using a Template Voucher

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit: 15100 Invoice No: 27168 Action:
 Voucher ID: 00000477 Invoice Date: 01/24/2014
 Voucher Style: Regular Voucher Accounting Date: 02/06/2014
 Final Voucher
 Do Not Send to CARS

Vendor ID: 0000029934 Total Printing Co Invoice Receipt Date: 01/28/2014
 ShortName: TOTAL PRIN-001 4401 Sarellen Road Goods & Services Receipt Date: 01/15/2014
 Location: MAIN VA10047550
 *Address: 2 Richmond, VA 23231
[Session Defaults](#)
[Attachments \(0\)](#)
[Comments \(0\)](#)
[Preview Approval](#)

Advanced Vendor Search
 Control Group: *Pay Terms: 30 Net 30 [Calc Basis Date](#)
 Invoice Lines: 500.00 Basis Date Type: Prompt Payment
 *Currency: USD Responsible Org: 10000 [Non Merchandise Summary](#)
 Miscellaneous: Customer Account #:
 Freight: ROW Acquisition ID:
Total: 500.00

Difference: 0.00
 Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: Template

Invoice Lines
 Line: 1 Item: UOM:
 *Distribute by: Amount Unit Price:
 Ship To: COVA **Line Amount: 500.00** Quantity:
 SpeedChart: Description: One Asset

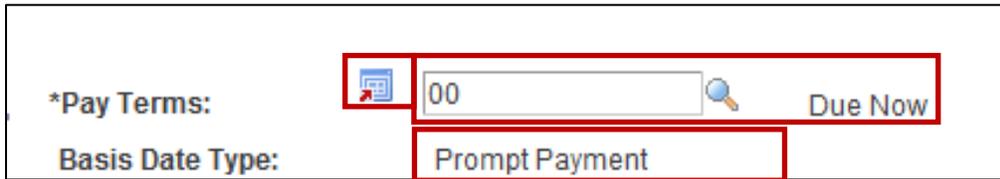
Multi-SpeedCharts

Distribution Lines
 GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	500.00		15100	5012750	06090	711006	95700	

- 13 The Invoice Information page displays. Voucher fields, including Total, Line Amount, and Distribution Line(s) in this example, auto-populate with values from the template.

SW AP312 Creating and Using a Template Voucher



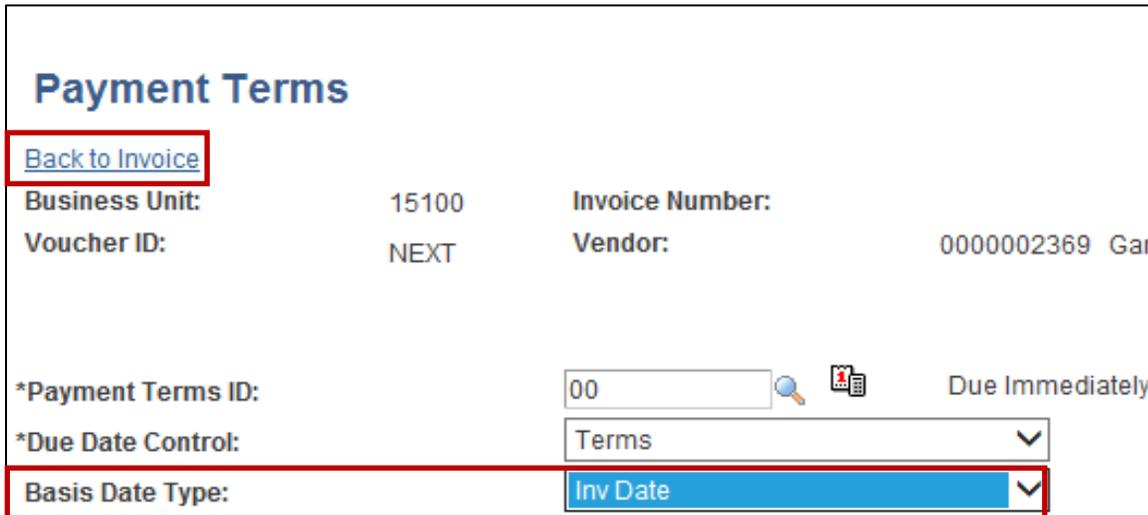
*Pay Terms: Due Now

Basis Date Type:

- 14 If the **Pay Terms** on the Template voucher was changed to something other than **Net 30** the **Pay Terms** field will copy over, but the **Basis Date Type** does not copy over and will need to be updated on the voucher.

In this example, the **Pay Terms** on the template was changed to **00**. Note that the **Basis Date Type** is **Prompt Pay** and will need to be changed.

- 15 To change the **Basis Date Type**, access the **Payment Terms** page by clicking the **Pay Term** icon.



Payment Terms

[Back to Invoice](#)

Business Unit: 15100 Invoice Number:

Voucher ID: NEXT Vendor: 0000002369 Gan

*Payment Terms ID: Due Immediately

*Due Date Control:

Basis Date Type:

- 16 The **Payment Terms** page displays. Change the Basis Date Type as appropriate.

For this scenario, since the Pay Term is **00**, the **Basis Date Type** is changed to **Inv Date**.

- 17 Click the **Back to Invoice** link to return to the **Invoice Information** page.

SW AP312 Creating and Using a Template Voucher

Invoice Lines Find | View All | First 1 of 1 Last

Line: Item: UOM:

*Distribute by: Unit Price: Quantity:

Ship To: Line Amount:

SpeedChart: Description: One Asset

[Multi-SpeedCharts](#)

Distribution Lines Customize | Find | View All | First 4 of 1 Last

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center
+	1	500.00		15100	5012750	06090	711006	95700	

- 18 Changes can be made to any other fields as needed on the **Invoice Information** and **Payments** pages. Enter or update all required fields based on the vendor's invoice.
- 19 Once all updates are completed, click the **Save** button.
- 20 Cardinal generates the **Voucher ID**.