



About Template Vouchers

If you receive regular 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 supplier 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.

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Creating a Template Voucher

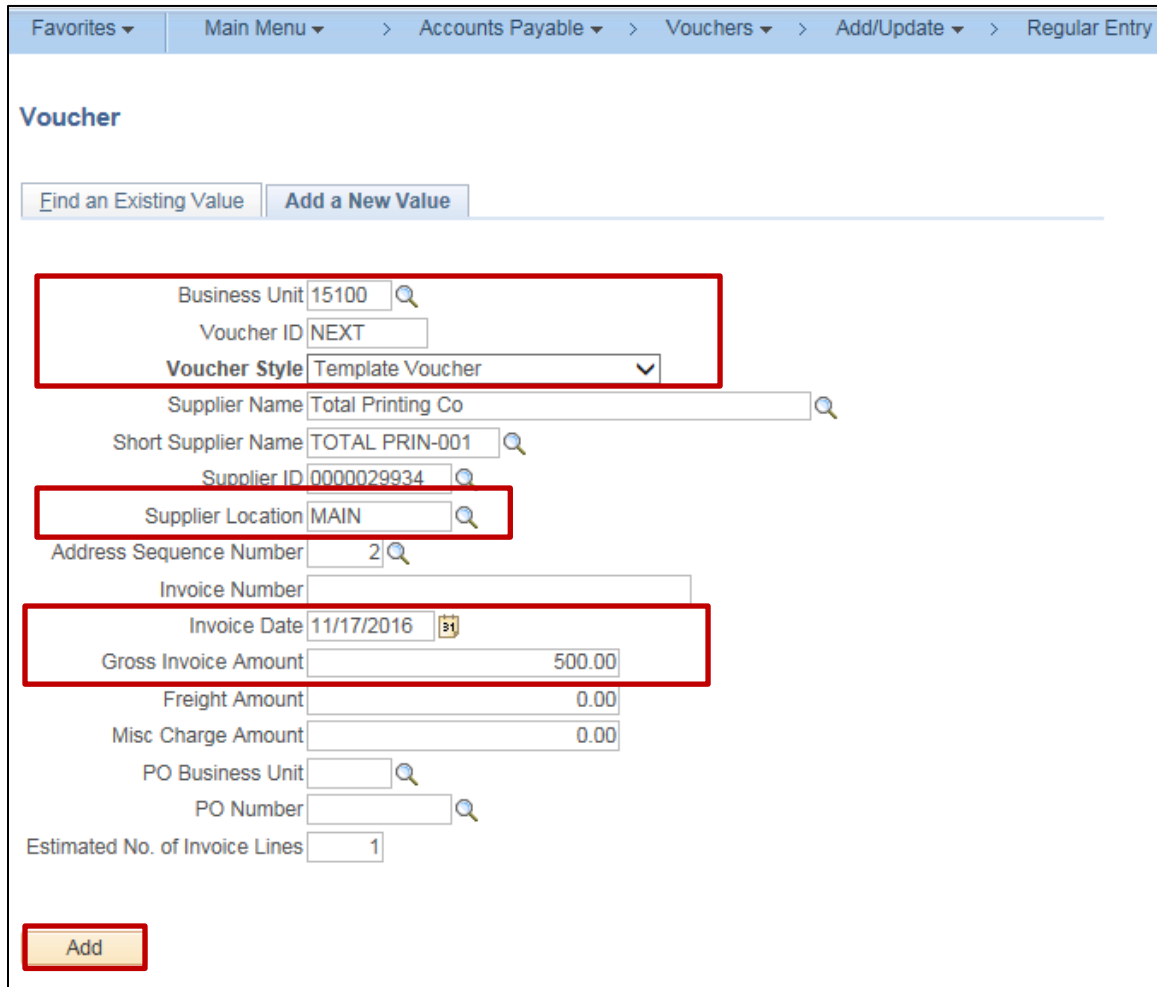
Template vouchers require the following inputs in order to be saved:

- Business Unit
- Supplier ID
- Supplier 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 Supplier 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



- 2 The **Add a New Value** tab displays.
- 3 The **Business Unit** defaults to your agency and can be changed.
- 4 The **Voucher ID** defaults to **NEXT**. Do not change it.
- 5 Select **Template Voucher** from the **Voucher Style** drop-down menu.
- 6 Select or enter the **Supplier ID**. The **Short Supplier Name**, **Supplier Location**, and **Address Sequence Number** fields populate and can be updated if necessary.
- 7 Enter a date in the **Invoice Date** field. This is a required field.
- 8 If there is a set amount you generally pay to the supplier, enter that amount in the **Gross Invoice Amount** field. If you enter an amount it populates 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.
- 9 Click the **Add** button.



Accounts Payable Job Aid

SW AP312 Creating and Using a Template Voucher

Business Unit 15100
Voucher ID NEXT
Voucher Style Template Voucher
Invoice Date 11/17/2016
Invoice Receipt Date 11/17/2016
Goods & Services Receipt 11/02/2016

Invoice No
Accounting Date 11/17/2016
*Pay Terms 30 Net 30
Basis Date Type Prompt Payment
Final Voucher
Control Group
Incomplete Voucher

Supplier ID 000029934
ShortName TOTAL PRIN-001
Location MAIN
*Address 2
Responsible Org 10000
Customer Account #
ROW Acquisition ID

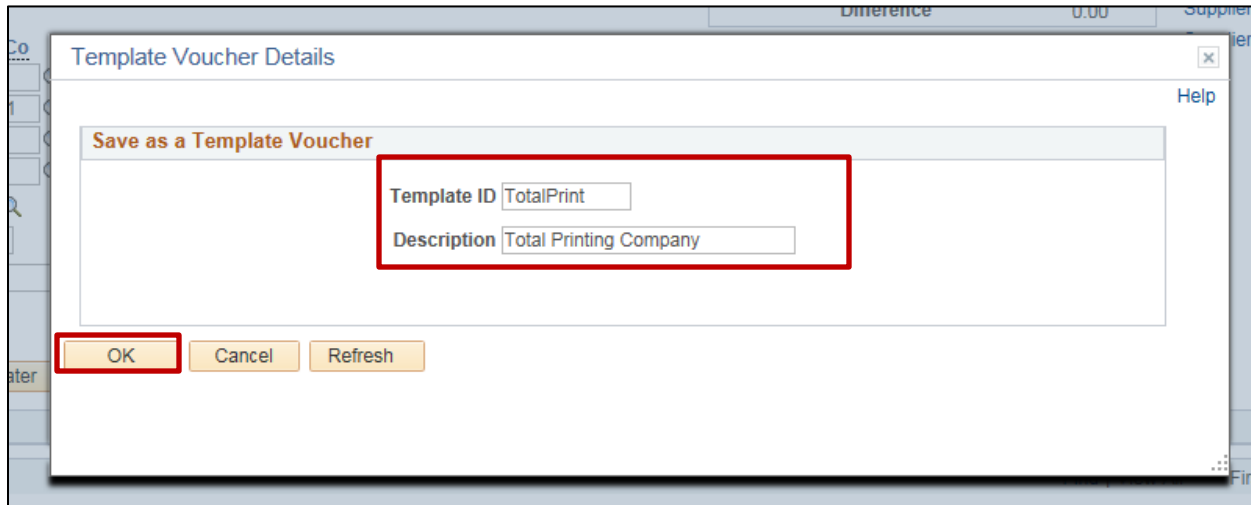
Line Total 500.00
*Currency USD
Miscellaneous
Freight
Total 500.00
Difference 0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Template List
Template
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Line	Copy Down	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
1		500.00		15100	519180	01000	799001	92100				

- 10 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.
- 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.
- 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 automatically populate the vouchers for this supplier.
- 15 Click the **Template** hyperlink.

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Template Voucher Details

Save as a Template Voucher

Template ID TotalPrint

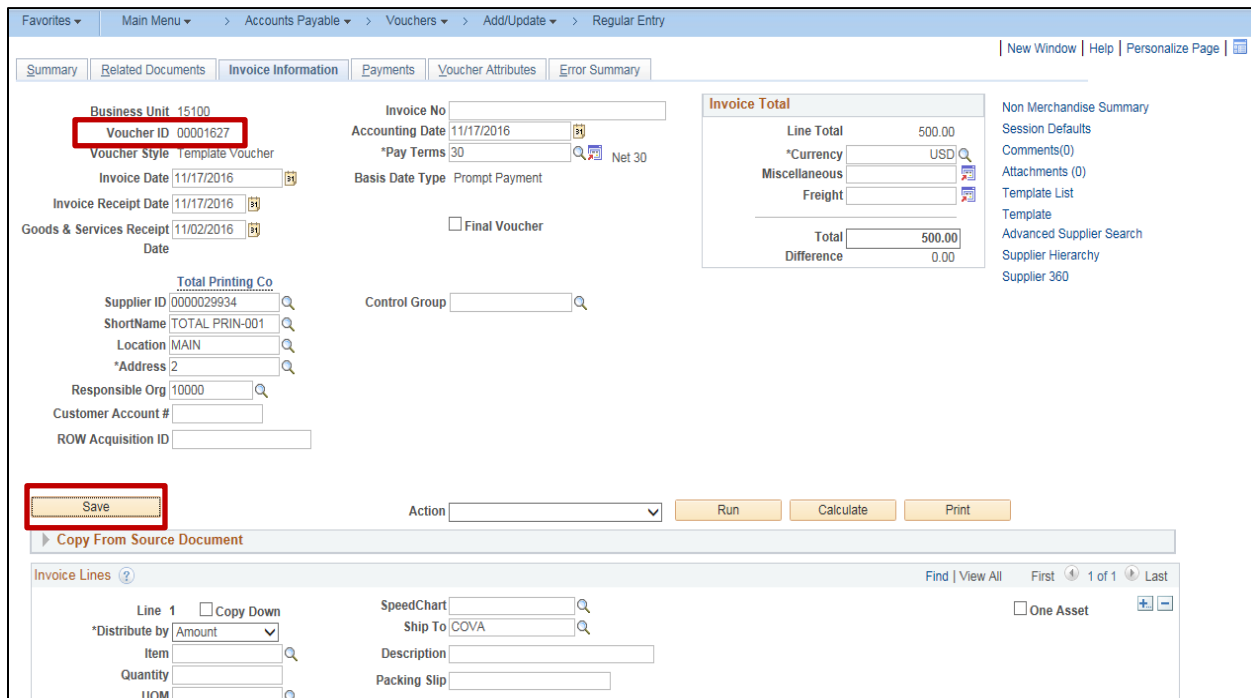
Description Total Printing Company

OK Cancel Refresh

16 The **Template Voucher Details** popup box displays. Enter the following:

- Template ID:** Enter a name for the template. This field allows a maximum of 10 characters.
- Description:** Enter a description for the template. This field allows a maximum of 30 characters.

17 Click the **OK** button to return to the Invoice Information page.



Business Unit 15100

Voucher ID 00001627

Voucher Style Template Voucher

Invoice Date 11/17/2016

Invoice Receipt Date 11/17/2016

Goods & Services Receipt Date 11/02/2016

Supplier ID 0000029934

ShortName TOTAL PRIN-001

Location MAIN

*Address 2

Responsible Org 10000

Customer Account #

ROW Acquisition ID

Invoice No

Accounting Date 11/17/2016

*Pay Terms 30 Net 30

Basis Date Type Prompt Payment

Final Voucher

Control Group

Invoice Total

Line Total	500.00
*Currency	USD
Miscellaneous	
Freight	
Total	500.00
Difference	0.00

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments(0)

Template List

Template

Advanced Supplier Search

Supplier Hierarchy

Supplier 360

Save

Action

Run Calculate Print

Copy From Source Document

Invoice Lines

Line 1 Copy Down

*Distribute by Amount

Item

Quantity

UOM

SpeedChart

Ship To COVA

Description

Packing Slip

One Asset

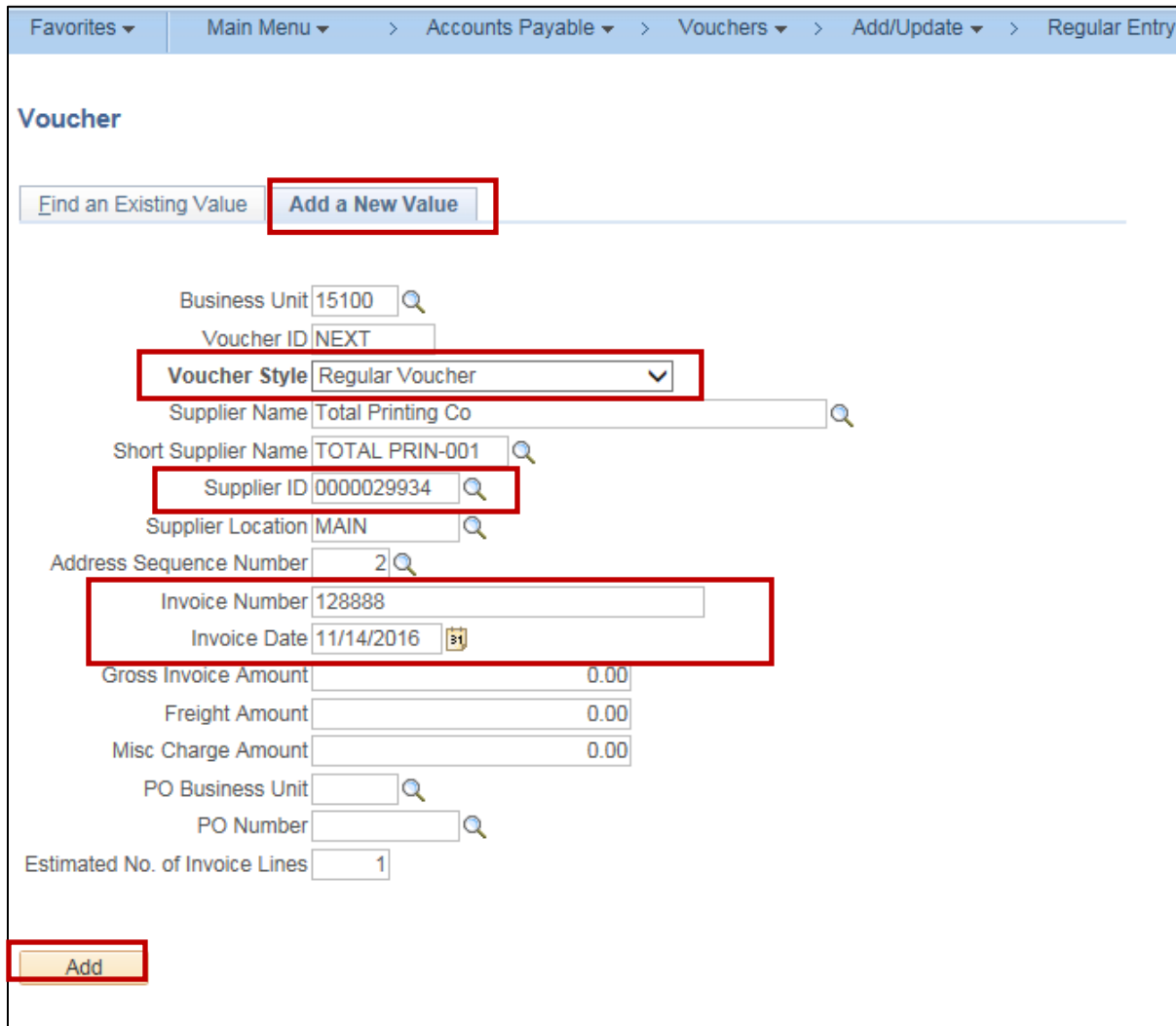
18 Click the **Save** button.

19 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 **Supplier ID**. This must be for the same supplier on the template you desire to use.

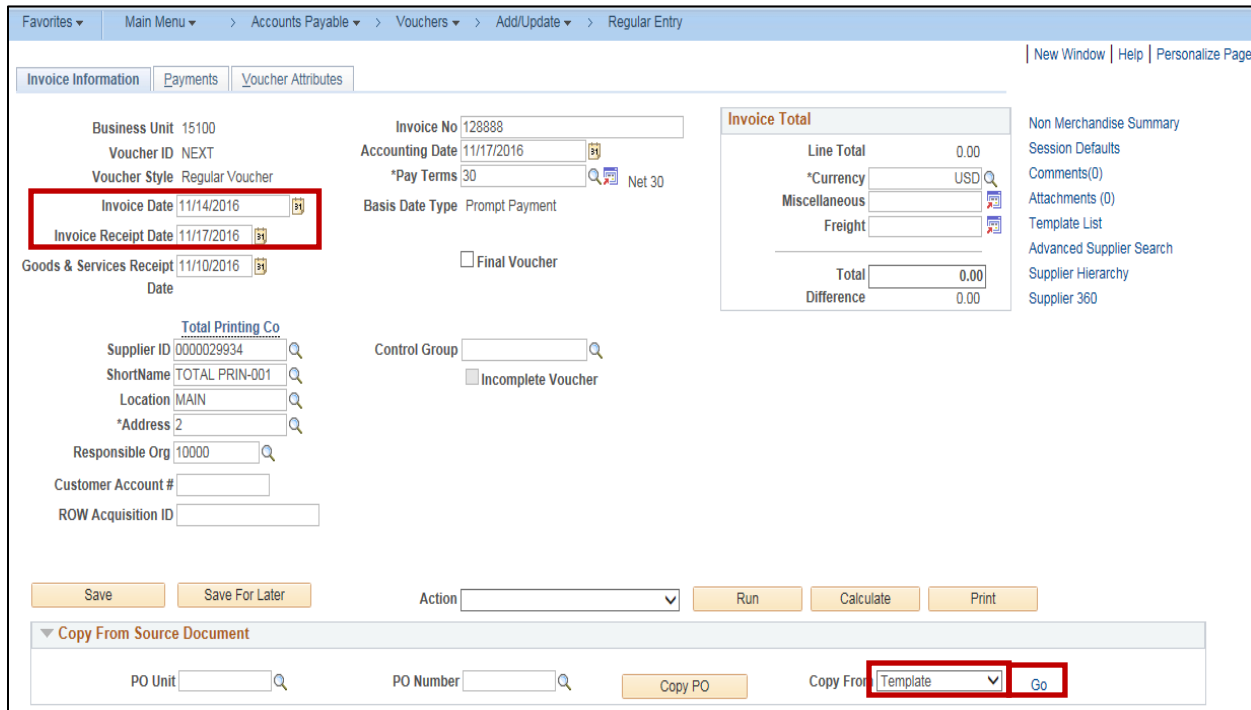
5 Enter information in the following fields based on the supplier's invoice:

a. **Invoice Number**

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

6 Click the **Add** button.

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

Invoice Information | Payments | Voucher Attributes

Business Unit 15100 Invoice No 128888
 Voucher ID NEXT Accounting Date 11/17/2016
 Voucher Style Regular Voucher *Pay Terms 30 Net 30
 Invoice Date 11/14/2016
 Invoice Receipt Date 11/17/2016
 Goods & Services Receipt Date 11/10/2016
 Supplier ID 0000029934
 ShortName TOTAL PRIN-001
 Location MAIN
 *Address 2
 Responsible Org 10000
 Customer Account #
 ROW Acquisition ID

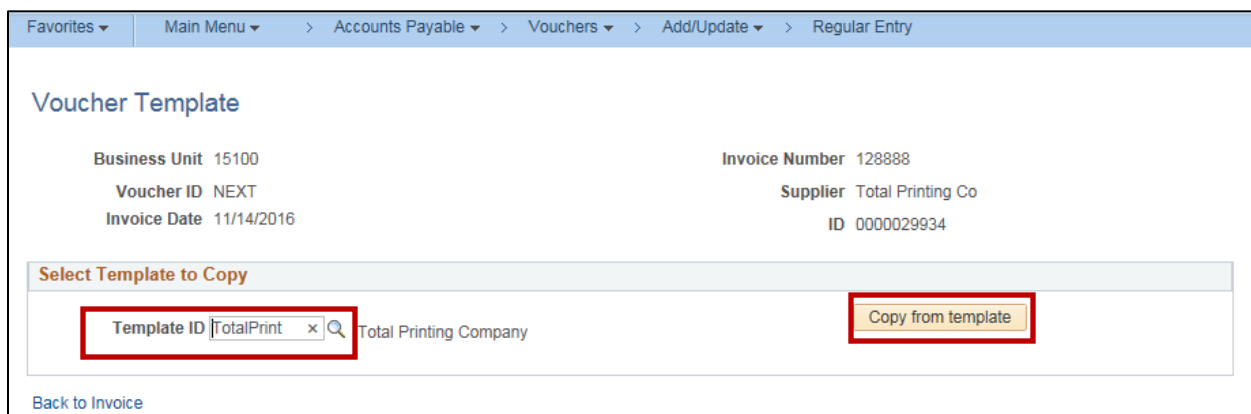
Invoice Total
 Line Total 0.00
 *Currency USD
 Miscellaneous
 Freight
 Total 0.00
 Difference 0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments(0)
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

Save Save For Later Action Run Calculate Print

Copy From Source Document
 PO Unit PO Number Copy PO Copy From Template Go

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



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

Voucher Template

Business Unit 15100 Invoice Number 128888
 Voucher ID NEXT Supplier Total Printing Co
 Invoice Date 11/14/2016 ID 0000029934

Select Template to Copy

Template ID TotalPrint Total Printing Company Copy from template

[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 supplier.
- 11 Click the **Copy from Template** button.

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Business Unit 15100 Invoice No 128888
 Voucher ID 00001628 Accounting Date 11/17/2016
 Voucher Style Regular Voucher *Pay Terms 30 Net 30
 Invoice Date 11/14/2016 Basis Date Type Prompt Payment
 Invoice Receipt Date 11/17/2016
 Goods & Services Receipt Date 11/10/2016
 Supplier ID 0000029934 Control Group
 ShortName TOTAL PRIN-001
 Location MAIN
 *Address 2
 Responsible Org 10000
 Customer Account #
 ROW Acquisition ID

Invoice Total
 Line Total 500.00
 *Currency USD
 Miscellaneous
 Freight
 Total 500.00
 Difference 0.00

Copy From Source Document
 PO Unit PO Number Copy PO Copy From Template Go

Invoice Lines
 Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 500.00
 Multi-SpeedCharts
 Calculate

GL Chart	Exchange Rate	Statistics	Assets	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
				15100	519180	01000	799001	92100				

12 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.

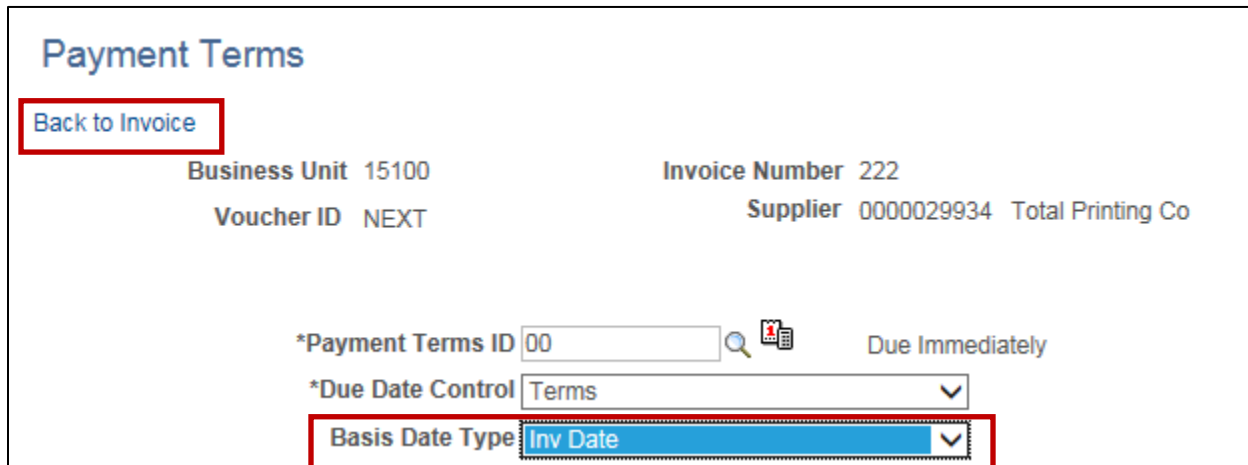
*Pay Terms: 00 Due Now
 Basis Date Type: Prompt Payment

13 If the **Pay Terms** option 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.

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- 14 To change the **Basis Date Type**, access the **Payment Terms** page by clicking the **Transfer to Pay Terms Details** icon.



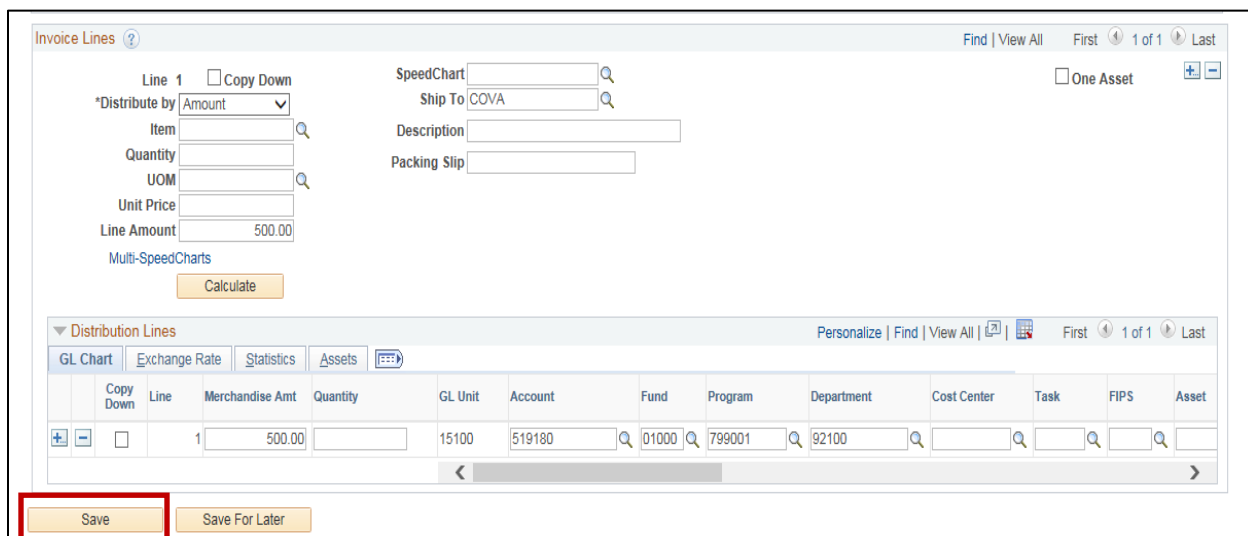
Payment Terms

[Back to Invoice](#)

Business Unit 15100 Invoice Number 222
 Voucher ID NEXT Supplier 0000029934 Total Printing Co

*Payment Terms ID 00 Due Immediately
 *Due Date Control Terms
Basis Date Type: Inv Date

- 15 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**.
- 16 Click the **Back to Invoice** link to return to the **Invoice Information** page.



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

Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 500.00
 Multi-SpeedCharts
 Calculate

SpeedChart
 Ship To COVA
 Description
 Packing Slip

One Asset

▼ Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets									
Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
<input type="checkbox"/>	1	500.00		15100	519180	01000	799001	92100				

Save Save For Later

- 17 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 supplier's invoice.
- 18 Once all updates are completed, click the **Save** button.
- 19 Cardinal generates the **Voucher ID**.