

**Creating, Using, and Updating a Template Voucher Overview**

If regular Invoices are received from a Supplier, users can set up a Template Voucher to improve data entry efficiency for these Invoices. Once created and saved, the Template Voucher 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 role.

**Navigation Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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### Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages ( <a href="#">Section 1</a> , after Step 1; <a href="#">Section 2</a> , after Step 1; <a href="#">Section 3</a> , after Step 1 and Step 2). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

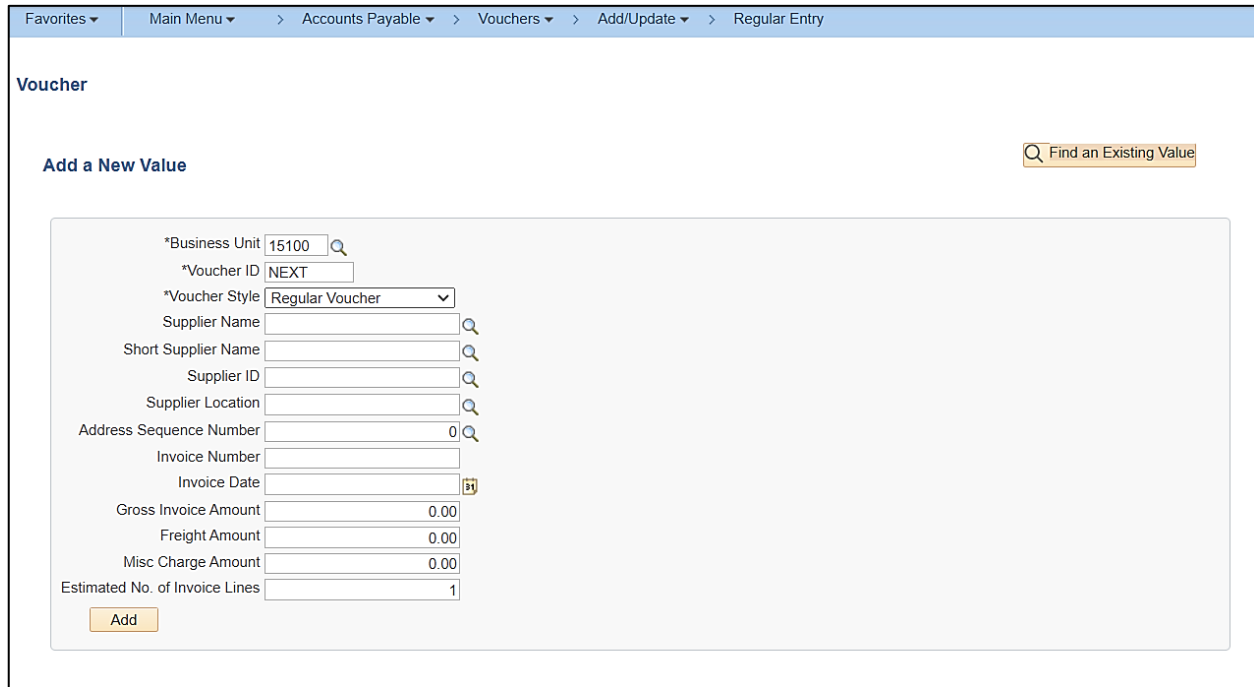
**Creating a Template Voucher**






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

Step	Action
1.	Navigate to the <b>Voucher</b> page using the following path: <b>Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry</b>

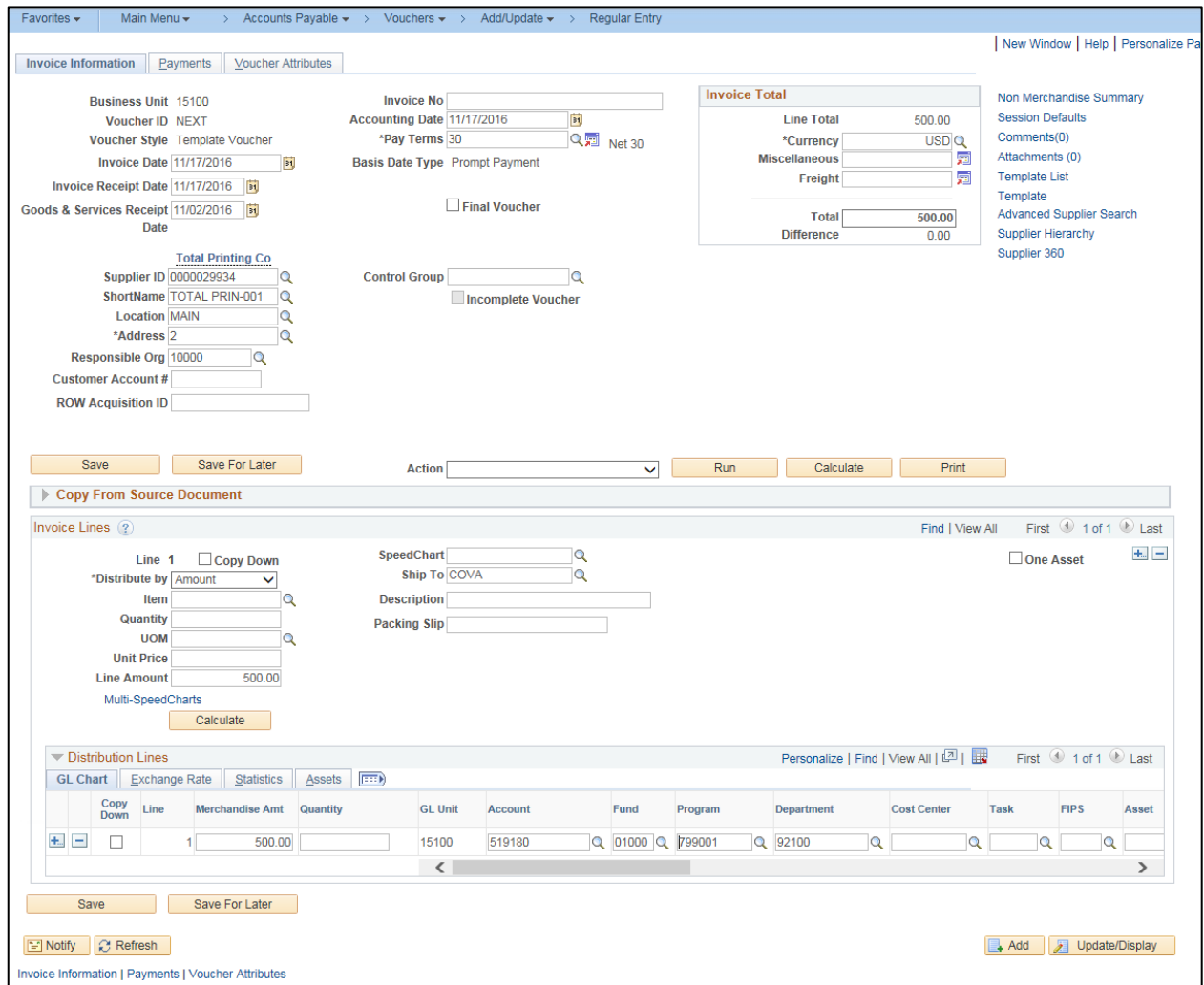
The **Voucher** page displays with the **Add a New Value** page displayed by default.



	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
	The <b>Business Unit</b> field defaults to the user’s Agency but can be changed as needed. The <b>Voucher ID</b> field defaults to “NEXT”. Do not change it.
2.	Click the <b>Voucher Style</b> dropdown button and select “Template Voucher”. 
3.	Select or enter the applicable Supplier ID in the <b>Supplier ID</b> field. 
	The <b>Short Supplier Name</b> , <b>Supplier Location</b> , and <b>Address Sequence Number</b> fields default based on the Supplier ID entered but can be updated as needed.



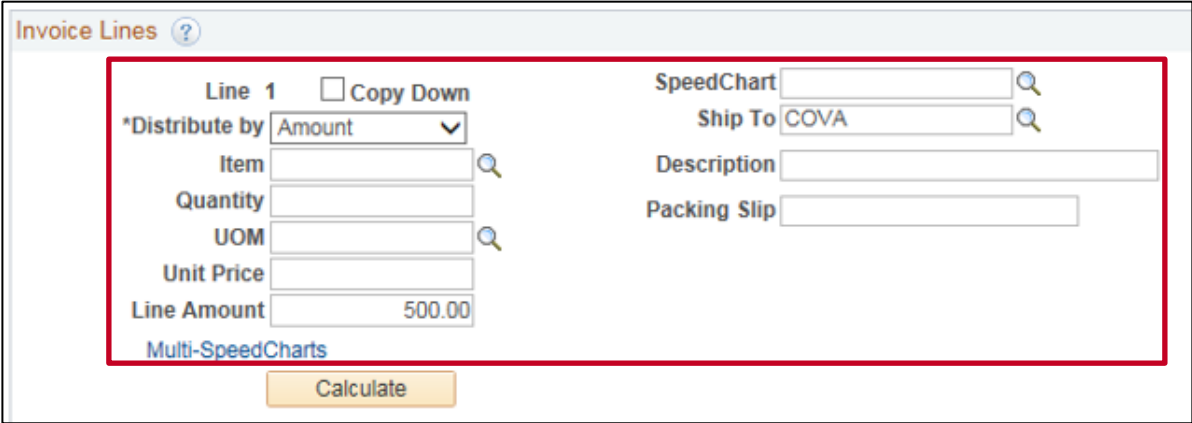
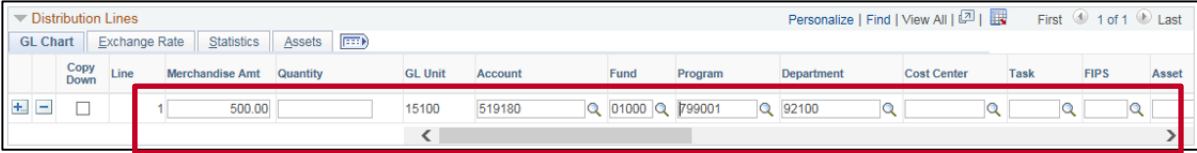

Step	Action
4.	Enter or select a date in the <b>Invoice Date</b> field. This is a required field. 
	If there is a set amount generally paid to the Supplier, enter that amount in the <b>Gross Invoice Amount</b> field. If an amount is entered, it populates the <b>Total, Line Amount</b> and distribution <b>Merchandise Amt</b> fields on the <b>Invoice Information</b> page. This field is not required if it is not logical to include in the template.
5.	Click the <b>Add</b> button. 

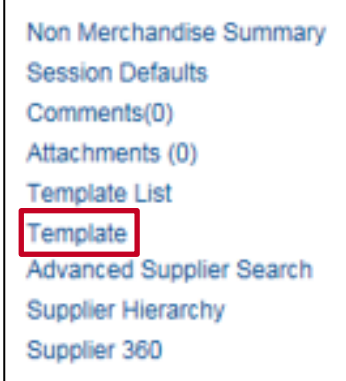
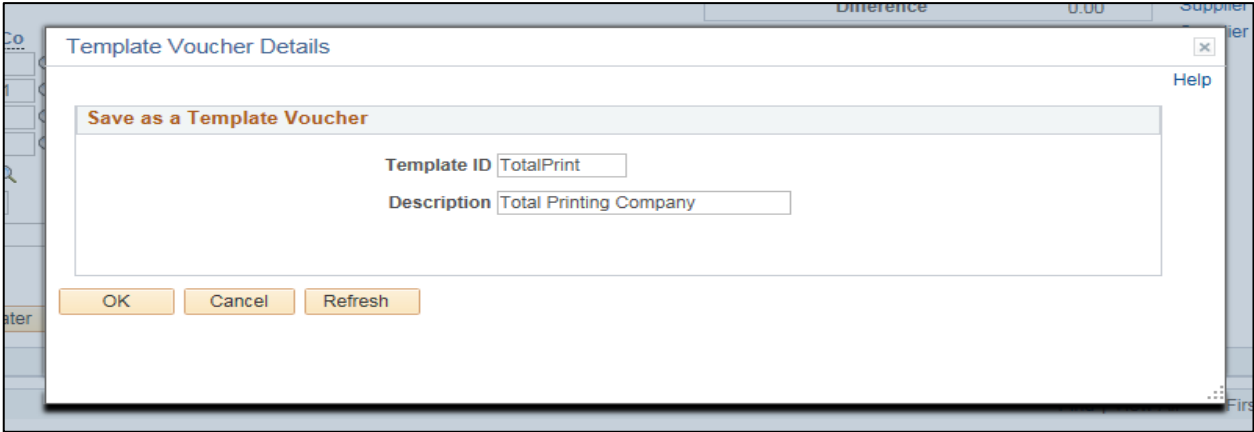


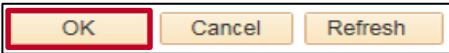
The **Invoice Information** tab displays.



The screenshot shows the 'Invoice Information' tab in a software application. The interface includes a navigation menu at the top with 'Accounts Payable' > 'Vouchers' > 'Add/Update' > 'Regular Entry'. The main area is divided into several sections:

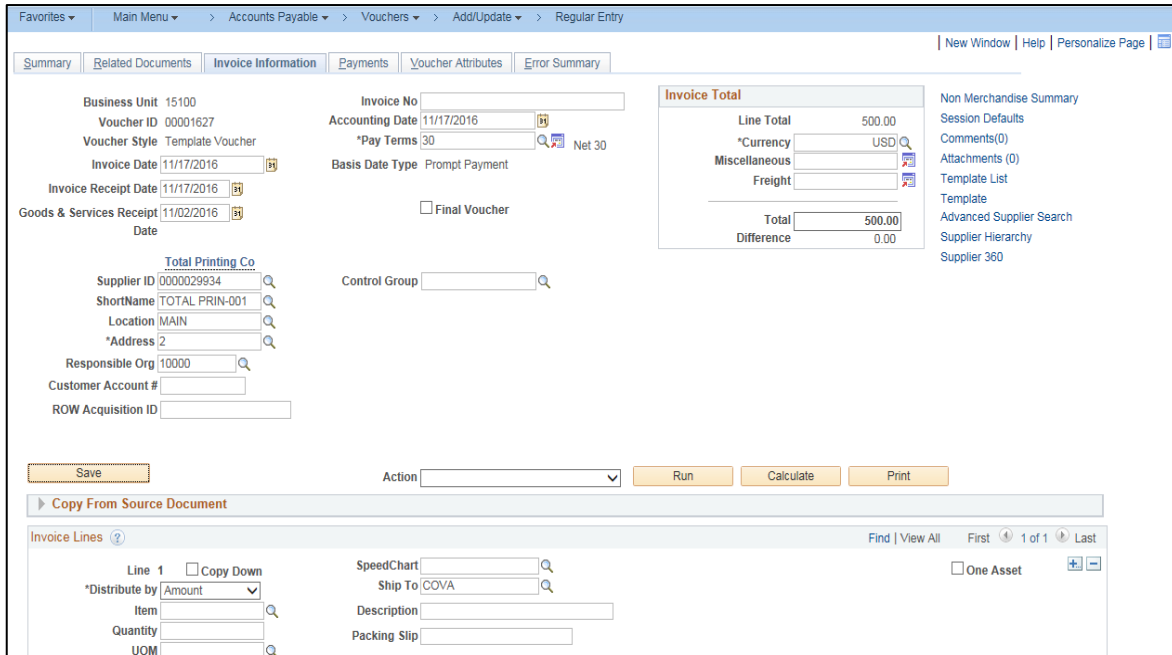
- Invoice Information:** Fields for Business Unit (15100), Voucher ID (NEXT), Voucher Style (Template Voucher), Invoice Date (11/17/2016), Invoice Receipt Date (11/17/2016), Goods & Services Receipt Date (11/02/2016), Invoice No., Accounting Date (11/17/2016), \*Pay Terms (30), Basis Date Type (Prompt Payment), Supplier ID (0000029934), ShortName (TOTAL PRIN-001), Location (MAIN), \*Address (2), Responsible Org (10000), Customer Account #, and ROW Acquisition ID.
- Invoice Total:** Summary fields for Line Total (500.00), \*Currency (USD), Miscellaneous, Freight, Total (500.00), and Difference (0.00).
- Buttons:** Save, Save For Later, Action dropdown, Run, Calculate, and Print.
- Copy From Source Document:** A section for copying data from a source document.
- Invoice Lines:** A table for entering line items. Line 1 is shown with a Line Amount of 500.00. Fields include Line, Copy Down, \*Distribute by (Amount), Item, Quantity, UOM, Unit Price, SpeedChart, Ship To (COVA), Description, and Packing Slip.
- Distribution Lines:** A table for distribution details. The first row shows Line 1 with Merchandise Amt 500.00, GL Unit 15100, Account 519180, Fund 01000, Program 799001, Department 92100, and Asset.
- Bottom Bar:** Includes 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.

Step	Action
6.	Enter or select a date in the <b>Invoice Receipt Date</b> field which is required for prompt payment Pay Terms. 
7.	Enter or select a date in the <b>Goods &amp; Services Receipt Date</b> field which is required for prompt payment Pay Terms. 
8.	Enter any information that will always be used on this Voucher in the <b>Invoice Lines</b> section. 
9.	Enter the charge distribution that will always be used for this Voucher in the <b>Distribution Lines</b> section. 
	If this template will need multiple Voucher and/or Distribution Lines, use the (+) button to add more Lines. Enter any additional fields on the <b>Invoice Information</b> or <b>Payments</b> tabs as needed to automatically populate the Vouchers for this Supplier.

Step	Action
10.	<p>Click the <b>Template</b> hyperlink in the section at the top-right of the page.</p> 
<p>The <b>Template Voucher Details</b> page displays in a pop-up window.</p> 	
11.	<p>a. Enter a name for the template in the <b>Template ID</b> field. This field allows a maximum of 10 characters.</p> 
12.	<p>b. Enter a description for the template in the <b>Description</b> field. This field allows a maximum of 30 characters.</p> 
13.	<p>Click the <b>OK</b> button to return to the <b>Invoice Information</b> tab.</p> 

Step	Action
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The **Invoice Information** tab displays.



The screenshot shows the 'Invoice Information' tab in the Cardinal HCM system. The interface includes a navigation bar at the top with 'Favorites', 'Main Menu', and 'Accounts Payable > Vouchers > Add/Update > Regular Entry'. Below the navigation bar are tabs for 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Error Summary'. The main area contains several sections: 'Business Unit' (15100), 'Invoice No.', 'Accounting Date' (11/17/2016), 'Invoice Date' (11/17/2016), 'Invoice Receipt Date' (11/17/2016), 'Goods & Services Receipt Date' (11/02/2016), 'Supplier ID' (000029934), 'ShortName' (TOTAL PRIN-001), 'Location' (MAIN), '\*Address' (2), 'Responsible Org' (10000), 'Customer Account #', 'ROW Acquisition ID', 'Invoice Total' (500.00), and 'Invoice Lines'. A 'Save' button is highlighted with a red box.

14.	Click the <b>Save</b> button.
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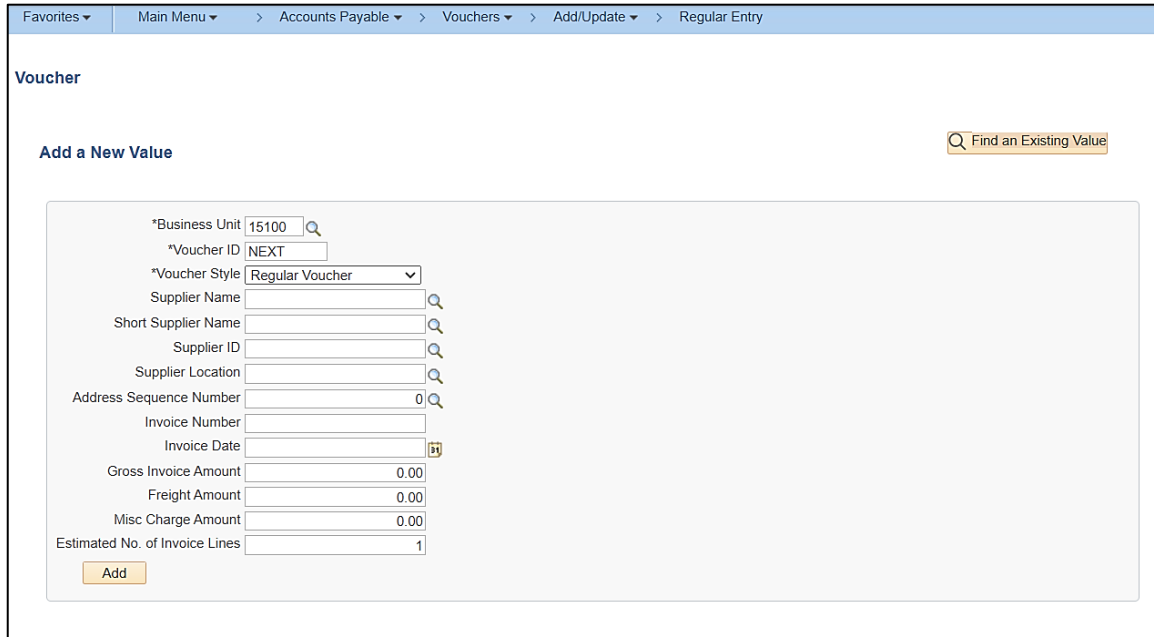
 The template is now saved. Cardinal generates a **Voucher ID**. The template can now be used to enter future regular Vouchers for this Supplier. No further Voucher downstream processing will occur (budget check, approval, voucher post payment, or payment post) on the Template Voucher.










**Using a Template Voucher**

Step	Action
1.	To use a Template Voucher, navigate to the <b>Voucher</b> page using the following path: <b>Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry</b>

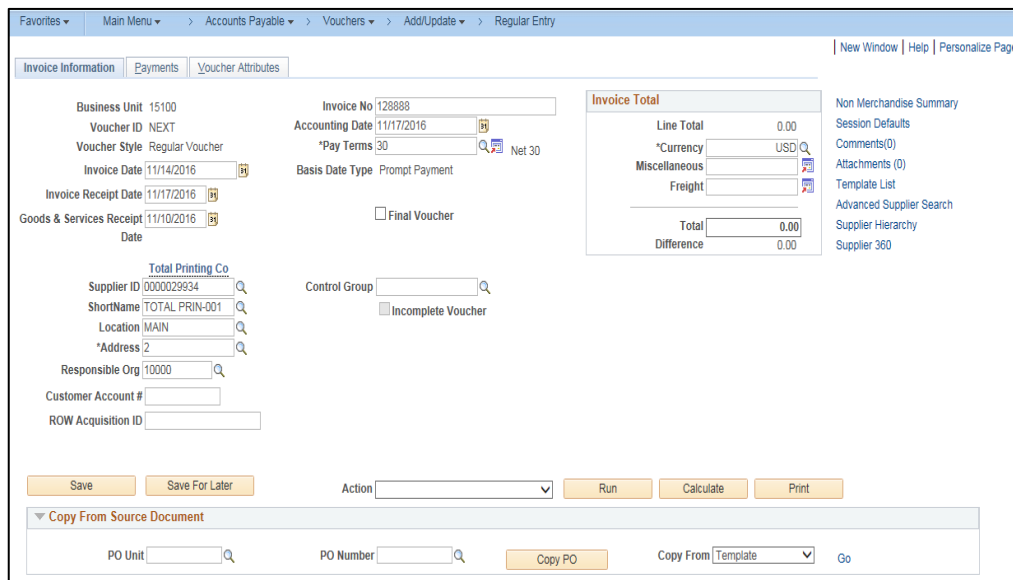
The **Voucher** page displays with the **Add a New Value** page displayed by default.









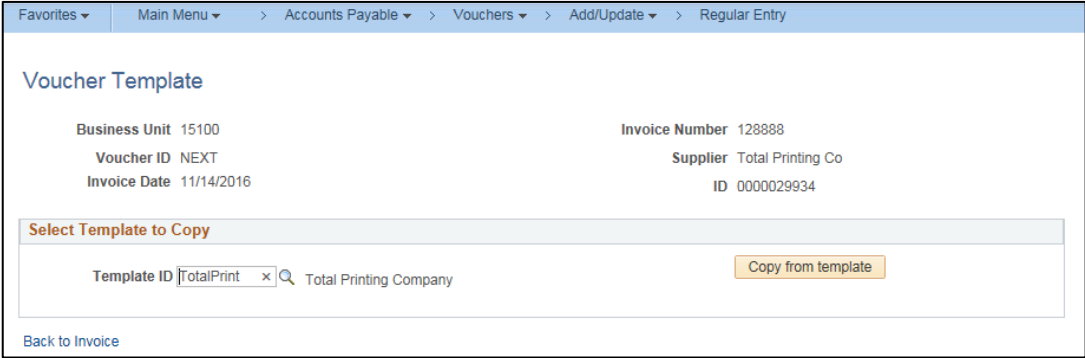

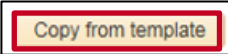
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
	The <b>Voucher Style</b> field defaults to “Regular Voucher”. Do not change it. 
2.	Enter or select the applicable Supplier ID in the <b>Supplier ID</b> field. This must be for the same Supplier on the template that will be used. 
3.	Enter the applicable Invoice Number in the <b>Invoice Number</b> field. 

Step	Action
4.	Enter or select the applicable Invoice date in the <b>Invoice Date</b> field. Even though this field is required on the Template, it does not populate the new Voucher created from the Template. 
5.	Click the <b>Add</b> button. 

The **Invoice Information** tab displays.

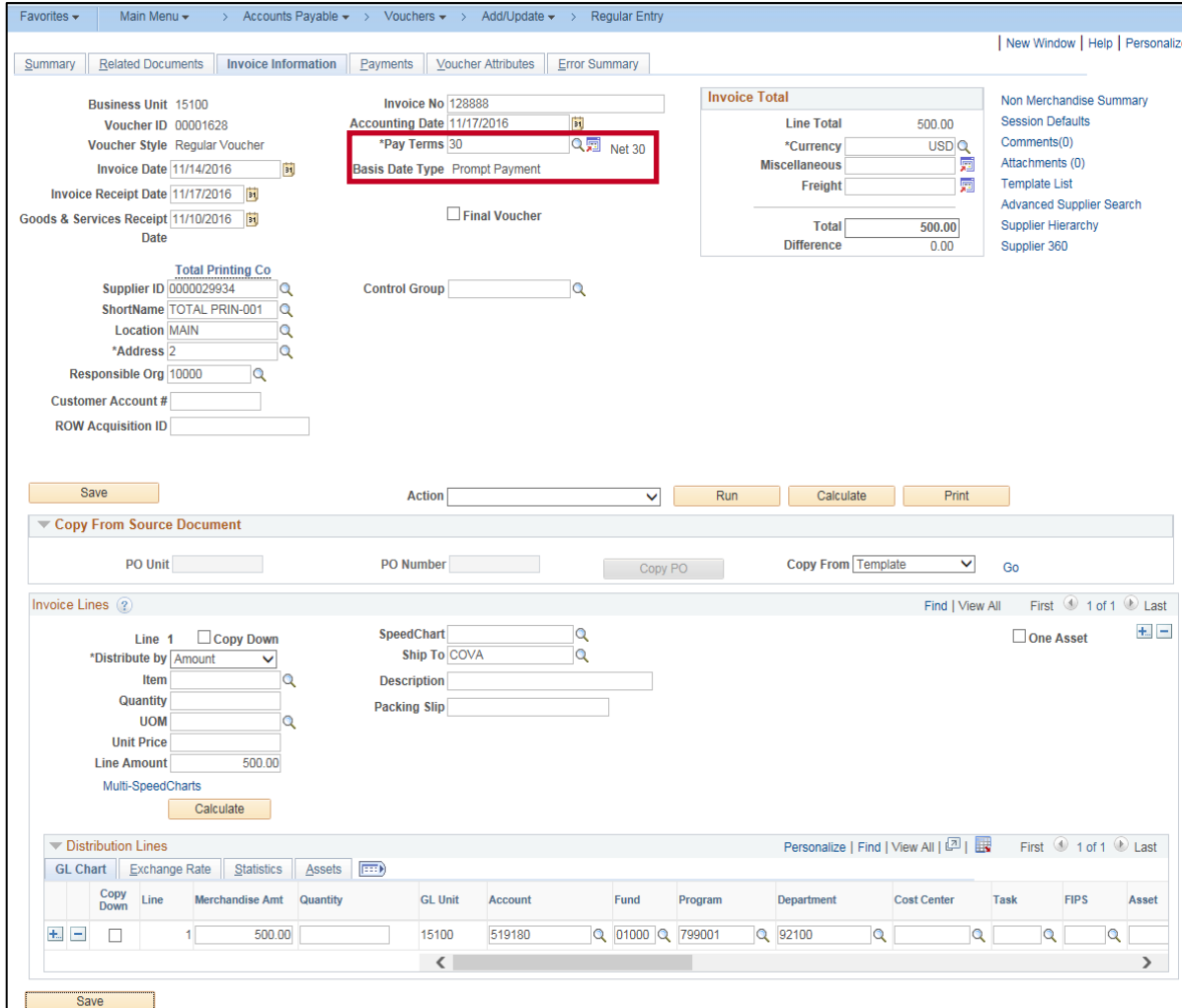


6.	Enter or select the applicable date in the <b>Invoice Receipt Date</b> field which is required for prompt payment Pay Terms. 
7.	Enter or select the applicable date in the <b>Goods &amp; Services Receipt Date</b> field which is required for prompt payment pay terms. 
	Even though the <b>Invoice Receipt Date</b> and <b>Goods &amp; Services Receipt Date</b> fields are required on the Template, they do not automatically populate on the Voucher.
8.	Click the <b>Copy From Source Document</b> Expand icon. 

Step	Action
9.	In the <b>Copy From Source Document</b> section, click the <b>Copy From</b> dropdown button and select "Template". 
10.	Click the <b>Go</b> hyperlink. 
The <b>Voucher Template</b> page displays. 	
11.	In the <b>Template ID</b> field, enter the Template ID or use the <b>Lookup</b> icon to view all available templates for the Supplier. In this example, "TotalPrint" is selected. 
12.	Click the <b>Copy from Template</b> button. 

Step	Action
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The **Invoice Information** tab redispays.



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 000022934 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

Save Action Run Calculate Print

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

SpeedChart  
 Ship To COVA  
 Description  
 Packing Slip

One Asset

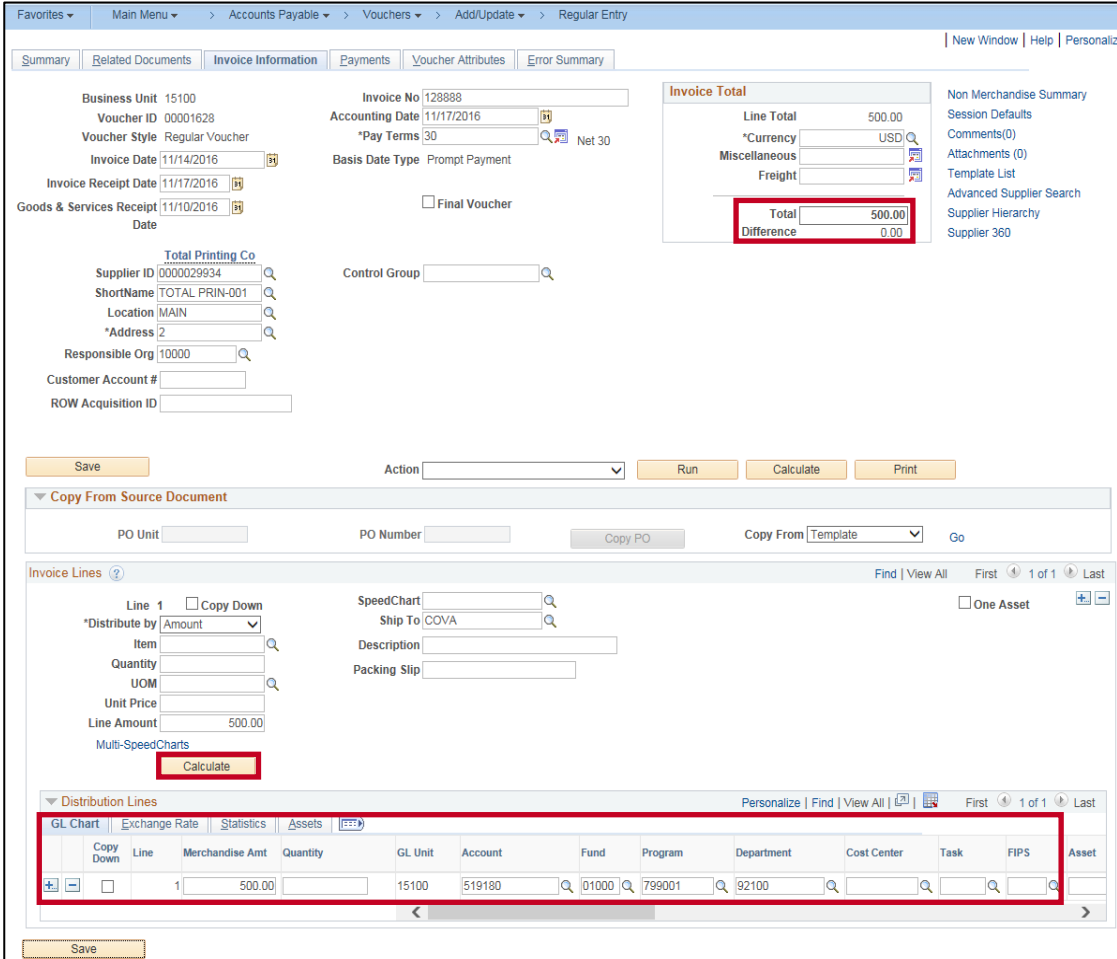


Distribution Lines  
 Personalize Find View All First 1 of 1 Last

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

Save



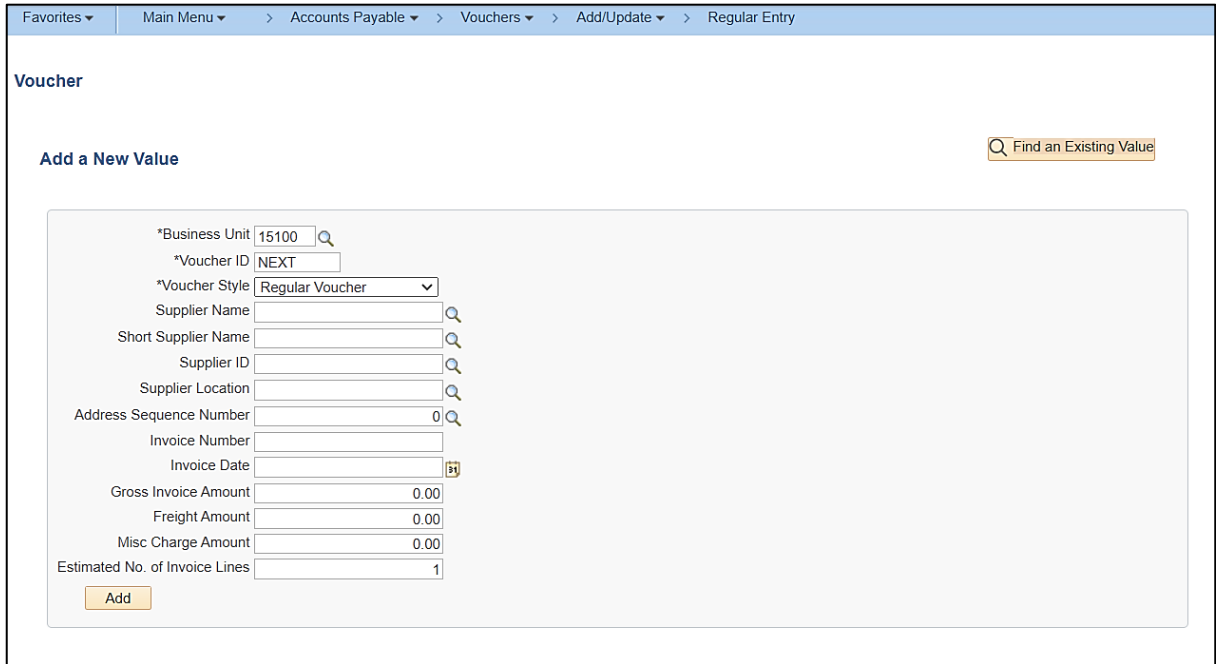
If the Pay Terms needs to be changed to something other than “Net 30”, see the Job Aid titled AP312\_Using Pay Terms Overview. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.


Step	Action
16.	<p>The Voucher fields, including <b>Total, Line Amount, and Distribution Line(s)</b>, auto-populate with values from the Template. Update the required fields as needed based on the Supplier's Invoice.</p> 
16.	<p>Once all updates are completed, click the <b>Save</b> button.</p> 
	<p>Cardinal generates the Voucher ID.</p>

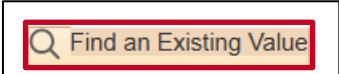
**Updating a Template Voucher**

Step	Action
1.	To update a Template Voucher, navigate to the <b>Voucher</b> page using the following path: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

The **Voucher** page displays with the **Add a New Value** page displayed by default.

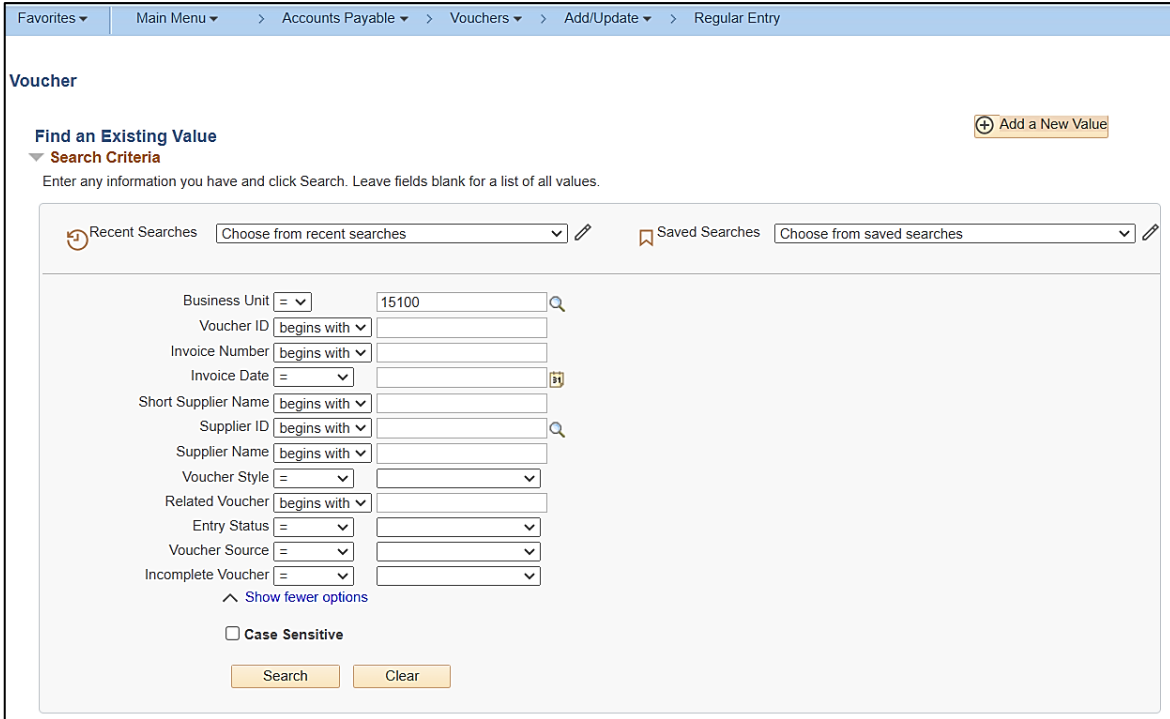




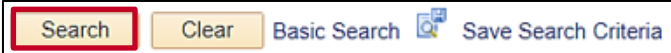
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
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2.	Click the <b>Find an Existing Value</b> button. 
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Step	Action
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The **Find an Existing Value** page displays.



3.	<p>The <b>Business Unit</b> field defaults. If the user has access to multiple Business Units, click the <b>Lookup</b> icon and select the appropriate Business Unit.</p> 
4.	<p>Click the <b>Voucher Style</b> dropdown button and select "Template Voucher".</p> 
5.	<p>Click the <b>Search</b> button to view any Templates that have been setup.</p> 

Step	Action
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The **Voucher** search page refreshes and the Template Vouchers that have been set up by the Agency display in the search results.

7 results - Business Unit "15100" Voucher Style "Template Voucher"

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher	
15100	01387319	(blank)	5109.32	5109.32	05/06/2022	DEPARTMENT-008	0000031103	Department of General Services	Template	01374252	Template	Online	Complete	>
15100	01048089	(blank)	0	0	07/07/2024	VULCAN CON-001	0000029934	Total Printing Co	Template	(blank)	Template	Online	Complete	>
15100	01039959	(blank)	0	0	08/08/2019	NORTHERN V-022	0000052588	NORTHERN VIRGINIA ELECTRIC COOP	Template	(blank)	Template	Online	Complete	>

6. If more than one Template displays in the results, click the of the "Drill in" icon (>) on the line to open a specific Template.

15100	01048089	(blank)	0	0	07/07/2024	VULCAN CON-001	0000029934	Total Printing Co	Template	(blank)	Template	Online	Complete	>
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The **Summary** tab displays for the selected Template Voucher.

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

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

<b>Business Unit</b> 15100	<b>Invoice Date</b> 07/24/2024
<b>Voucher ID</b> 00005687	<b>Invoice No</b>
<b>Voucher Style</b> Template	<b>Invoice Total</b> 500.00 USD
<b>Supplier Name</b> Total Printing Co 4401 Sarellen Road VA10047550 EVAAD125031 Richmond, VA 23231	
<b>Entry Status</b> Template Voucher	<b>Pay Terms</b> Net 30
<b>Match Status</b> No Match	<b>Voucher Source</b> Online
<b>Approval Status</b> Denied	<b>Origin</b> ONL
<b>Post Status</b> Payment Not Applied	<b>Created On</b> 07/24/2024 10:50AM
	<b>Created By</b> V_TRN_FINUSER001
	<b>Last Update</b> 07/24/2024 10:52AM
	<b>Modified By</b> V_TRN_FINUSER001
	<b>ERS Type</b> Not Applicable
	<b>Close Status</b> Open

\*View Related  Go

Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

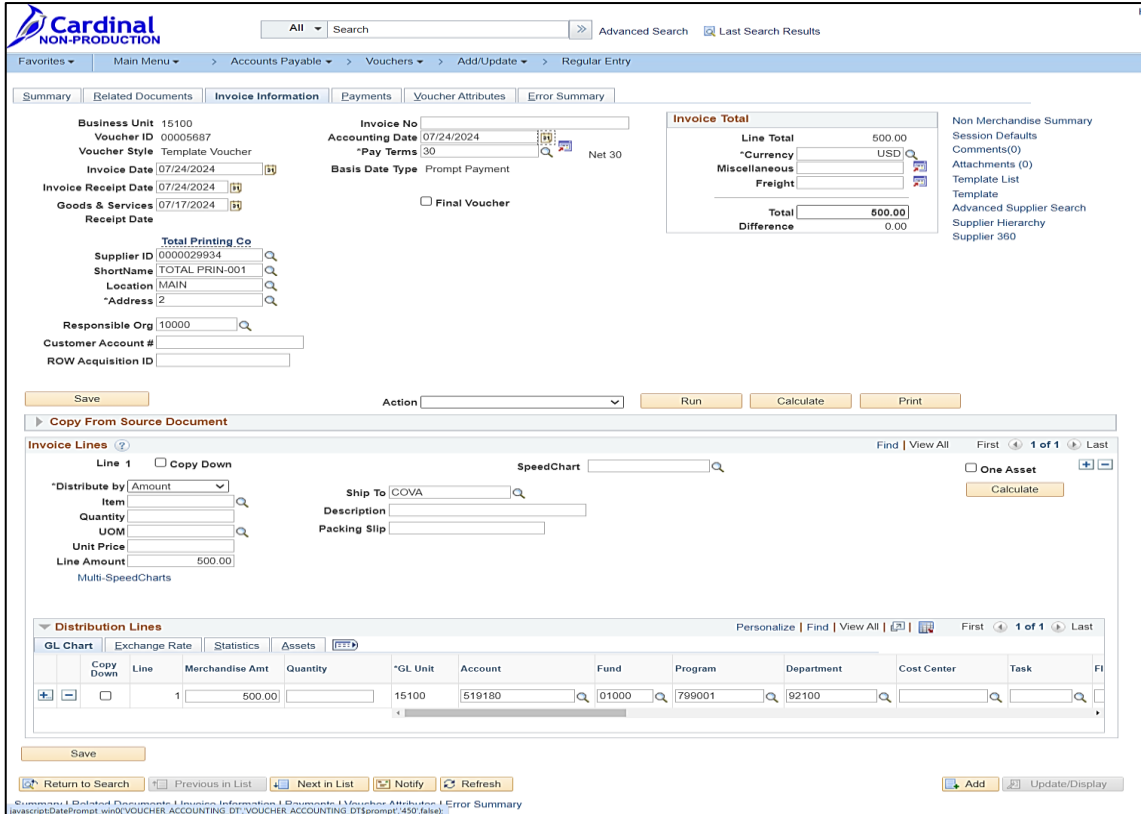
7. Go to the tab where updates need to be made. For this scenario, the charge distribution information requires updates. Click the **Invoice Information** tab.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
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Step	Action
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The **Invoice Information** tab displays.



**Cardinal NON-PRODUCTION**

Accounting Date: 07/24/2024  
 Invoice No: [Field]  
 Invoice Total: Line Total 500.00, Difference 0.00

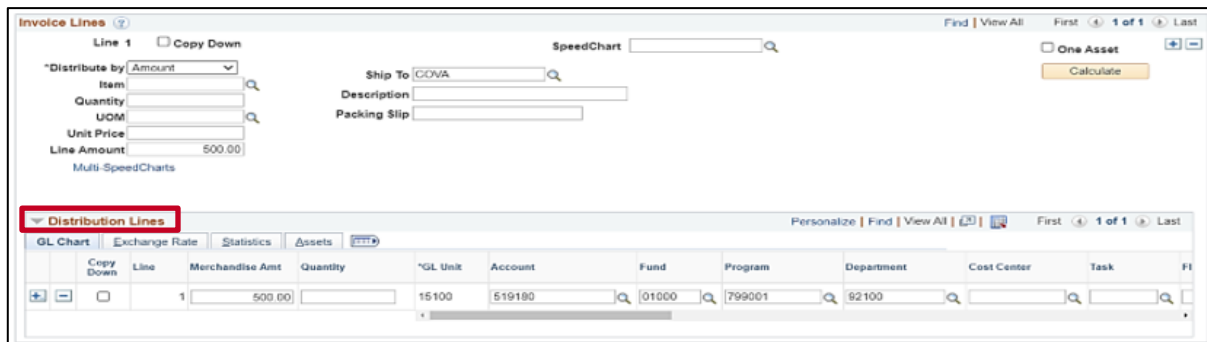
**Invoice Lines**

Line 1: Copy Down, Ship To: COVA, Line Amount: 500.00

**Distribution Lines**



Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FI
<input type="checkbox"/>	1	500.00		15100	519180	01000	799001	92100			

8. Scroll down the page to the **Distribution Lines** section and update as appropriate.



**Distribution Lines**

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FI
<input type="checkbox"/>	1	500.00		15100	519180	01000	799001	92100			

Step	Action																																																				
	<p>For this scenario, an additional Distribution Line is added with an even split of the charges.</p> <div data-bbox="292 378 1485 966" style="border: 1px solid black; padding: 5px;"> <p><b>Invoice Lines</b> <span style="float: right;">Find   View All   First   1 of 1   Last</span></p> <p>Line 1 <input type="checkbox"/> Copy Down <span style="float: right;">SpeedChart <input type="text"/></span> <span style="float: right;"><input type="checkbox"/> One Asset <input type="button" value="Calculate"/></span></p> <p>*Distribute by <input type="text" value="Amount"/> <span style="float: right;">Ship To <input type="text" value="COVA"/></span></p> <p>Item <input type="text"/> <span style="float: right;">Description <input type="text"/></span></p> <p>Quantity <input type="text"/> <span style="float: right;">Packing Slip <input type="text"/></span></p> <p>UOM <input type="text"/></p> <p>Unit Price <input type="text"/></p> <p>Line Amount <input type="text" value="500.00"/></p> <p>Multi-SpeedCharts</p> <hr/> <p><b>Distribution Lines</b> <span style="float: right;">Personalize   Find   View All   First   1-2 of 2   Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>GL Chart</th> <th>Exchange Rate</th> <th>Statistics</th> <th>Assets</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>Copy Down</th> <th>Line</th> <th>Merchandise Amt</th> <th>Quantity</th> <th>*GL Unit</th> <th>Account</th> <th>Fund</th> <th>Program</th> <th>Department</th> <th>Cost Center</th> <th>Task</th> <th>FI</th> <th></th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td><input type="checkbox"/></td> <td>1</td> <td>250.00</td> <td></td> <td>15100</td> <td>519180</td> <td>01000</td> <td>799001</td> <td>92100</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td><input type="checkbox"/></td> <td>2</td> <td>250.00</td> <td></td> <td>15100</td> <td>519180</td> <td>01000</td> <td>799001</td> <td>95700</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Save"/></p> <p style="text-align: right;"> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </p> <p style="font-size: small;">Summary   Related Documents   Invoice Information   Payments   Voucher Attributes   Error Summary</p> </div>	GL Chart	Exchange Rate	Statistics	Assets										Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task	FI		<input type="checkbox"/>	1	250.00		15100	519180	01000	799001	92100					<input type="checkbox"/>	2	250.00		15100	519180	01000	799001	95700				
GL Chart	Exchange Rate	Statistics	Assets																																																		
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task	FI																																										
<input type="checkbox"/>	1	250.00		15100	519180	01000	799001	92100																																													
<input type="checkbox"/>	2	250.00		15100	519180	01000	799001	95700																																													
9.	<p>Click the <b>Save</b> button to save the changes to the Template.</p> <div data-bbox="292 1060 470 1102" style="border: 2px solid red; padding: 2px; display: inline-block;"> <input type="button" value="Save"/> </div>																																																				
	<p>The template has been successfully updated.</p>																																																				