Creating, Using, and Updating a Template Voucher Overview

This Job Aid provides the steps for creating, using, and updating a Template Voucher. Template Vouchers can be set up for specific Suppliers from whom the Agency receives Invoices on a regular basis. Creating a template improves 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 process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History

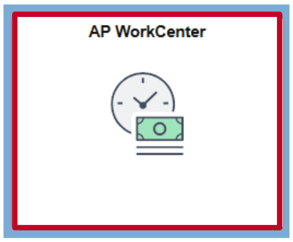
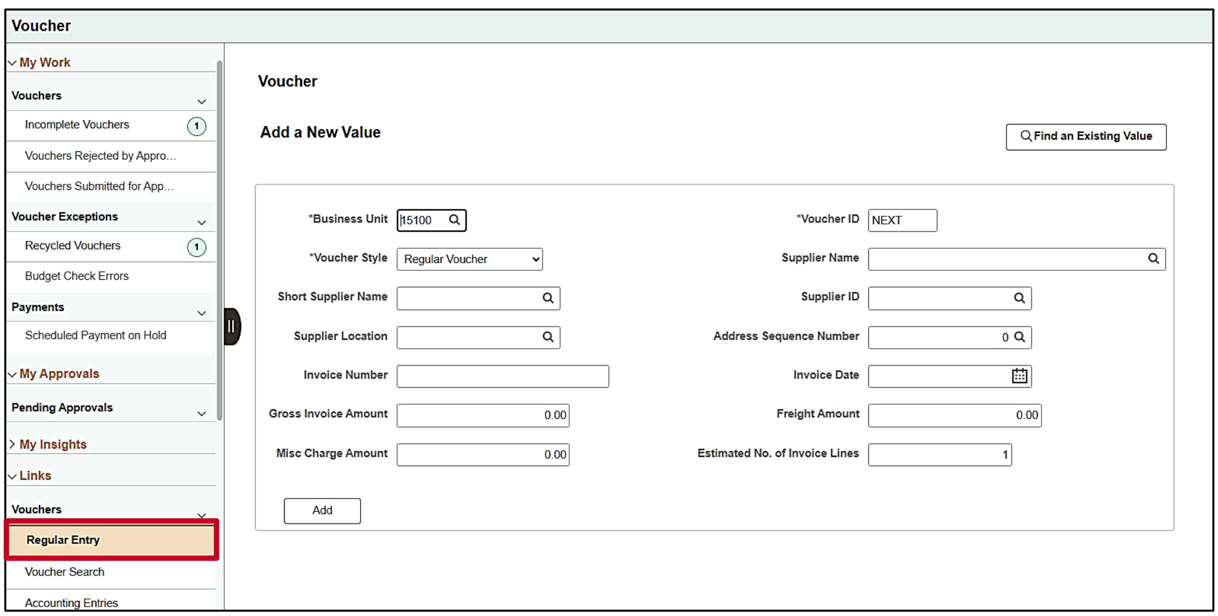
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal System upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1; Section 2, after Step 1; Section 3, after Step 1 and Step 2). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

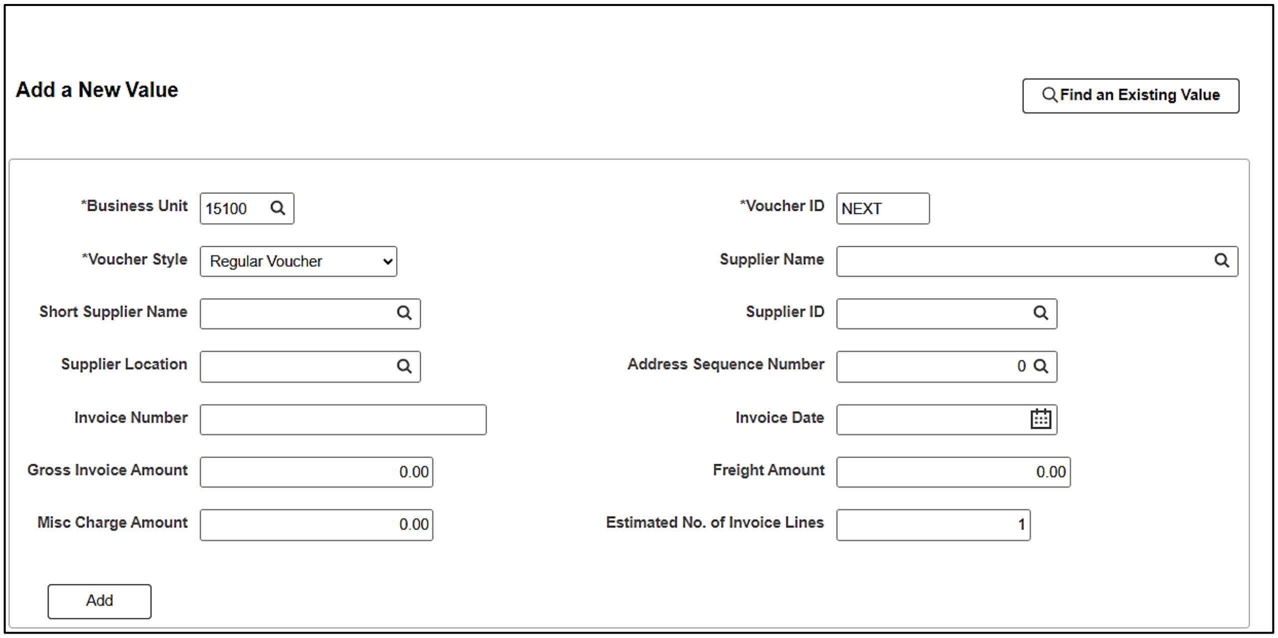
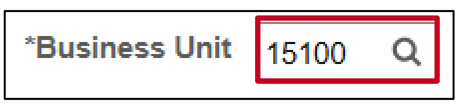
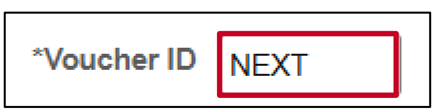
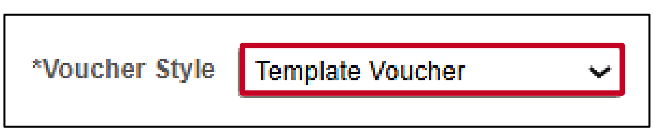
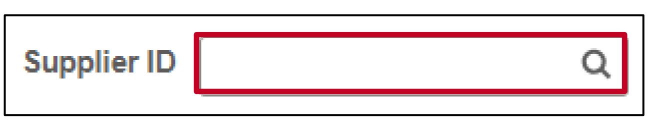
Creating a Template Voucher Fields

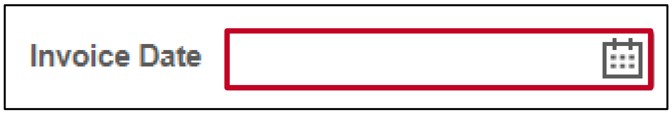
Template Vouchers require input in the following fields:

- **Business Unit**
- **Supplier ID**
- **Supplier Address Information**
- **Invoice Date**
- **Template ID**
- **Template Description**
- **Invoice Receipt Date**
- **Goods & Services Receipt Date**
- **Distribution Line**
- **Pay Terms**: this value will default from the Template Voucher.
- **Basis Date Type**: this value will not populate from the Template Voucher
- **Responsible Org**: this value will default from the Template Voucher

Creating a Template Voucher

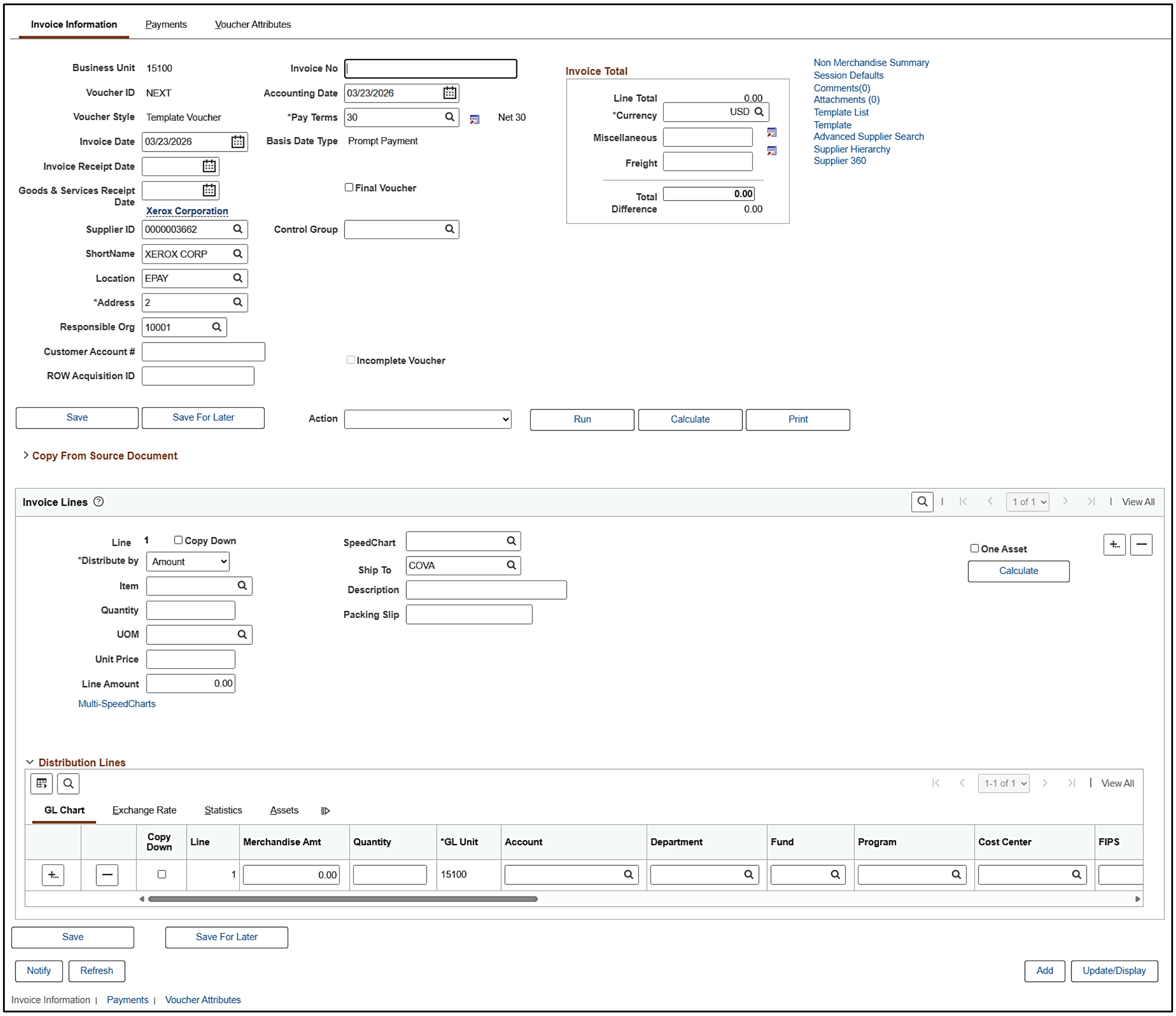
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Regular Entry page by clicking the AP WorkCenter tile on the Financials Homepage.

</td></tr>
<tr><td></td><td>For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>2.</td><td>Use the following navigation path in the WorkCenter: Links > Vouchers > Regular Entry
Note: WorkCenter sections, folders, and pages may vary based on the user’s Security roles.

</td></tr>
<tr><td></td><td>Users can also access the Regular Entry page using the following navigation path:
NavBar > Menu > Accounts Payable > Vouchers > Regular Entry</td></tr>
</table>

Step	Action
	The **Voucher** page displays with the **Add a New Value** page displayed by default. 
3.	The **Business Unit** field defaults to the user's Agency and can be changed as needed. 
4.	The **Voucher ID** field defaults to "NEXT". Do not change it. 
5.	Click the **Voucher Style** dropdown button and select "Template Voucher". 
6.	Enter the applicable Supplier ID in the **Supplier ID** field. 
	The **Short Supplier Name**, **Supplier Location**, and **Address Sequence Number** fields default based on the Supplier ID entered but can be updated as needed.

Step	Action
7.	Enter or select a date in the **Invoice Date** field. **Note**: This is a required field when setting up a Template Voucher. 
8.	Enter the amount in the **Gross Invoice Amount** field, if there is a set amount generally paid the to the Supplier. If the amount varies, leave this field blank and go to the next Step. For this scenario, the **Gross Invoice Amount** field is left blank. 
	When an amount is entered, it populates the **Invoice Total** section, the **Line Amount** field in the **Invoice Line** section, and the **Merchandise Amt** field in the **Distribution Lines** section of the **Invoice Information** page.
9.	Click the **Add** button. 

Step	Action

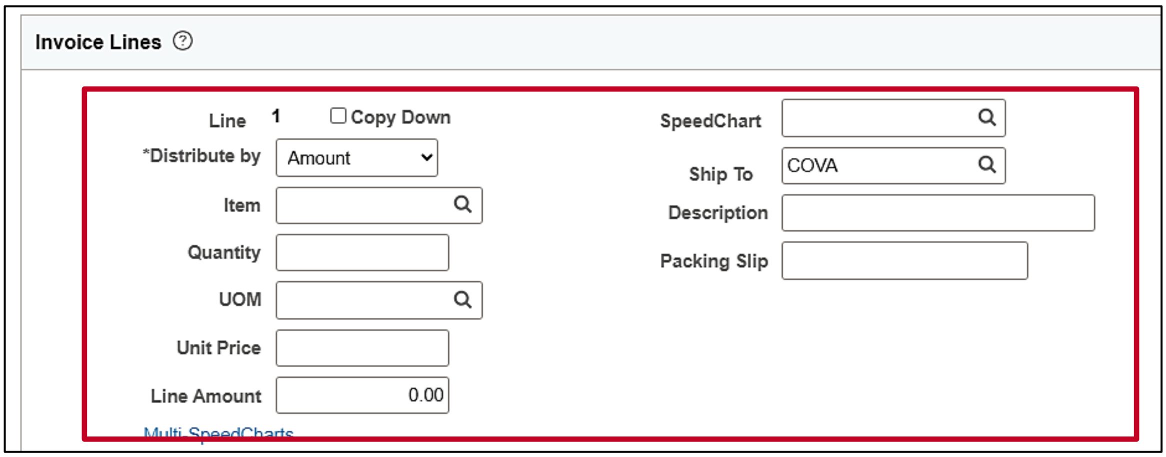
The **Invoice Information** page displays.



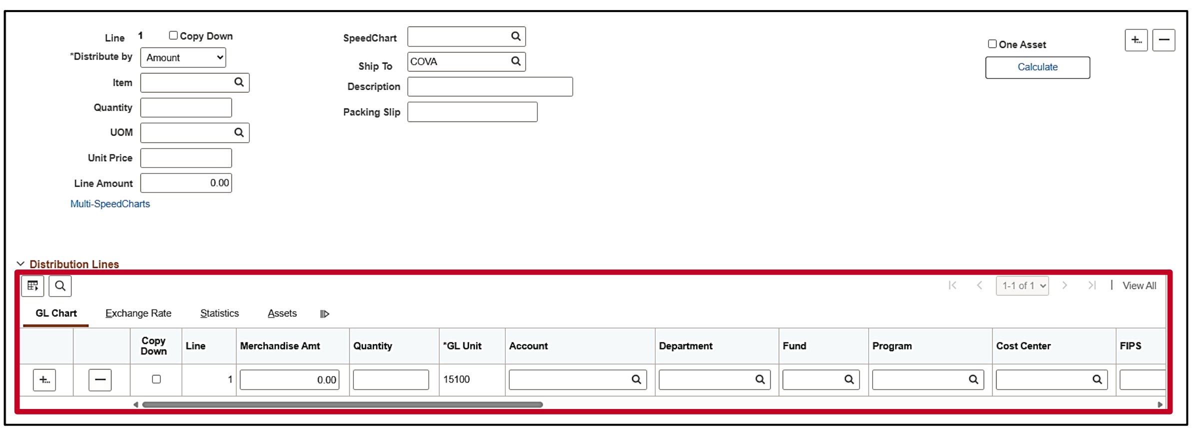
Step	Action
10.	Enter or select a date in the **Invoice Receipt Date** field.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>11.</td><td>Enter or select a date in the Goods & Services Receipt Date field.

</td></tr>
<tr><td>12.</td><td>Enter any information that will consistently be used for this Template Voucher in the Invoice Lines section.



</td></tr>
<tr><td>13.</td><td>Enter the charge distribution that will consistently be used for this Voucher in the Distribution Lines section.



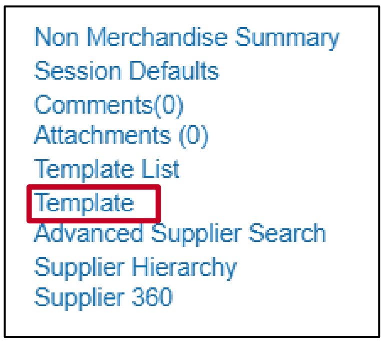
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>
Users can enter one or more Distribution Lines as needed.

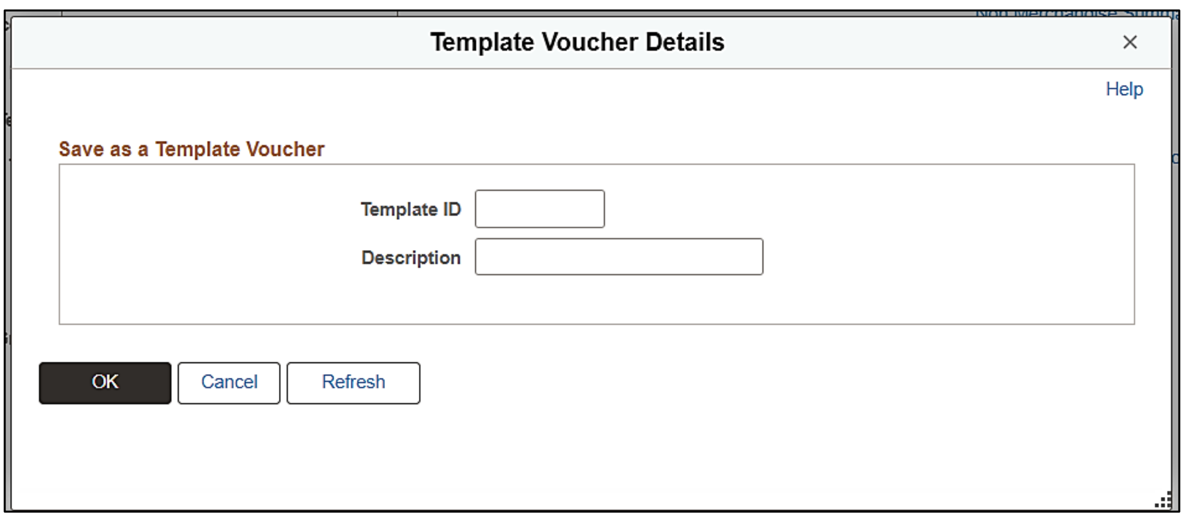
The **SpeedChart** field or **Multi-SpeedCharts** link, can be used as needed to capture the charge distribution information as applicable. For information on SpeedCharts see the Job Aids titled:

- **AP312 Reviewing Supplier Information and Entering a Voucher**
- **AP312 Using Multiple SpeedCharts on an Invoice Line**

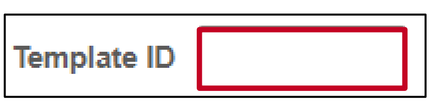
These Job Aids are located on the Cardinal website in **Job Aids** under **Learning**.
</td></tr>
<tr><td>14.</td><td>
Click the **Template** link in the top right section on the **Invoice Information** page.



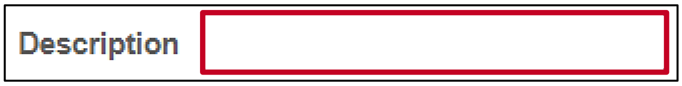
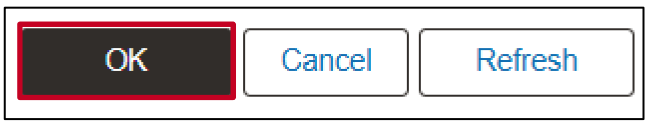
</td></tr>
<tr><td colspan="2">
The **Template Voucher Details** page displays in a pop-up window.



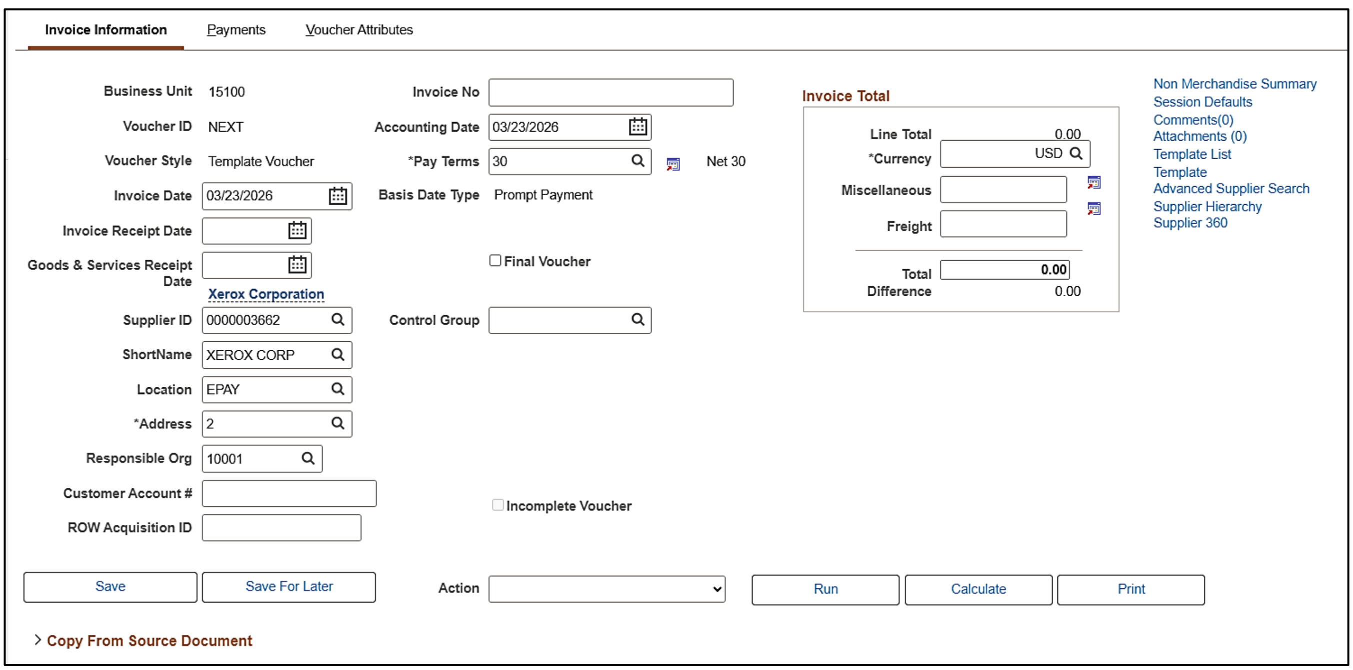
</td></tr>
<tr><td>15.</td><td>
Enter a name for the template in the **Template ID** field.

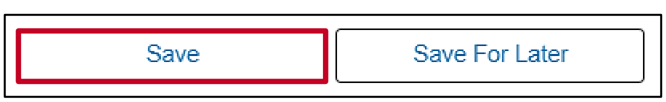


</td></tr>
</table>

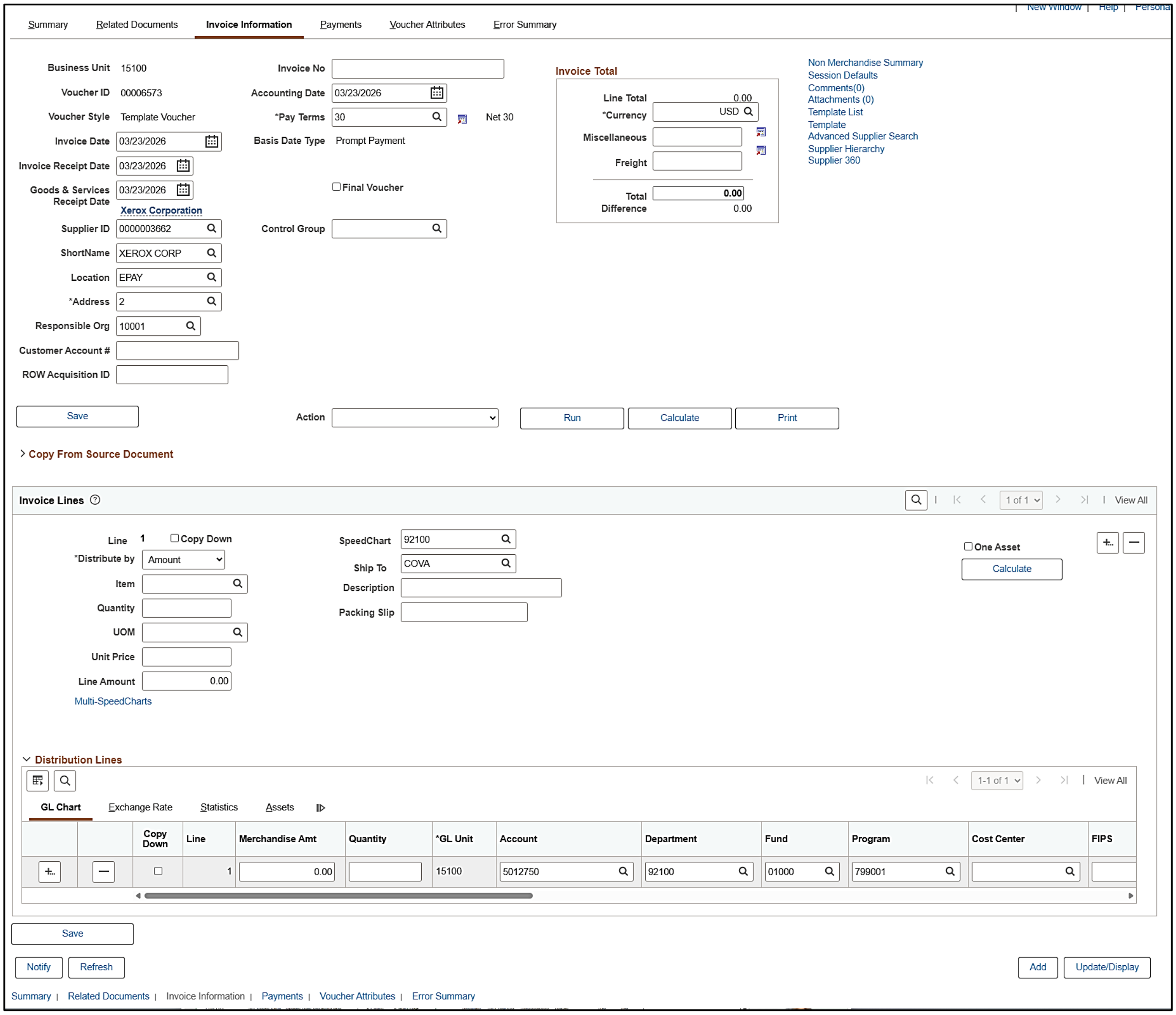
Step	Action
ℹ	This field allows a maximum of 10 characters.
16.	Enter a description for the template in the **Description** field. 
ℹ	This field allows a maximum of 30 characters.
17.	Click the **OK** button. 

The **Invoice Information** page redisplays.



Step	Action
18.	Click the **Save** button. 

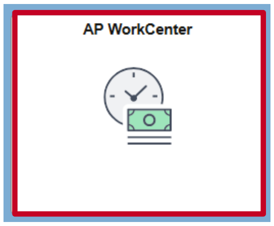
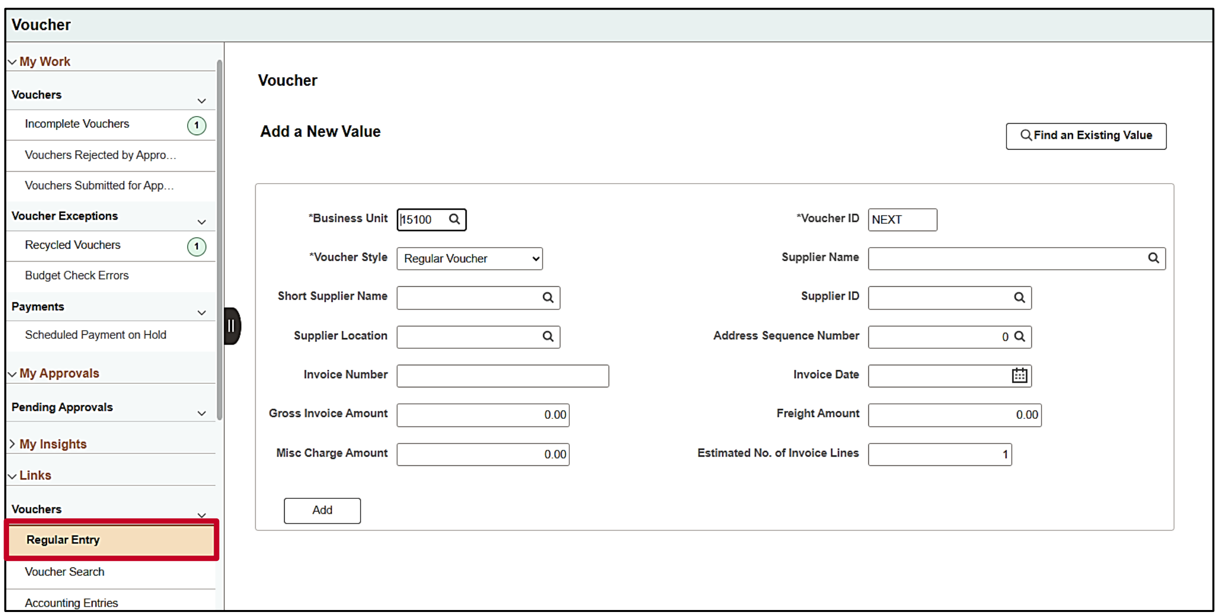
Step	Action
The **Invoice Information** page refreshes and the Voucher Template is saved.	

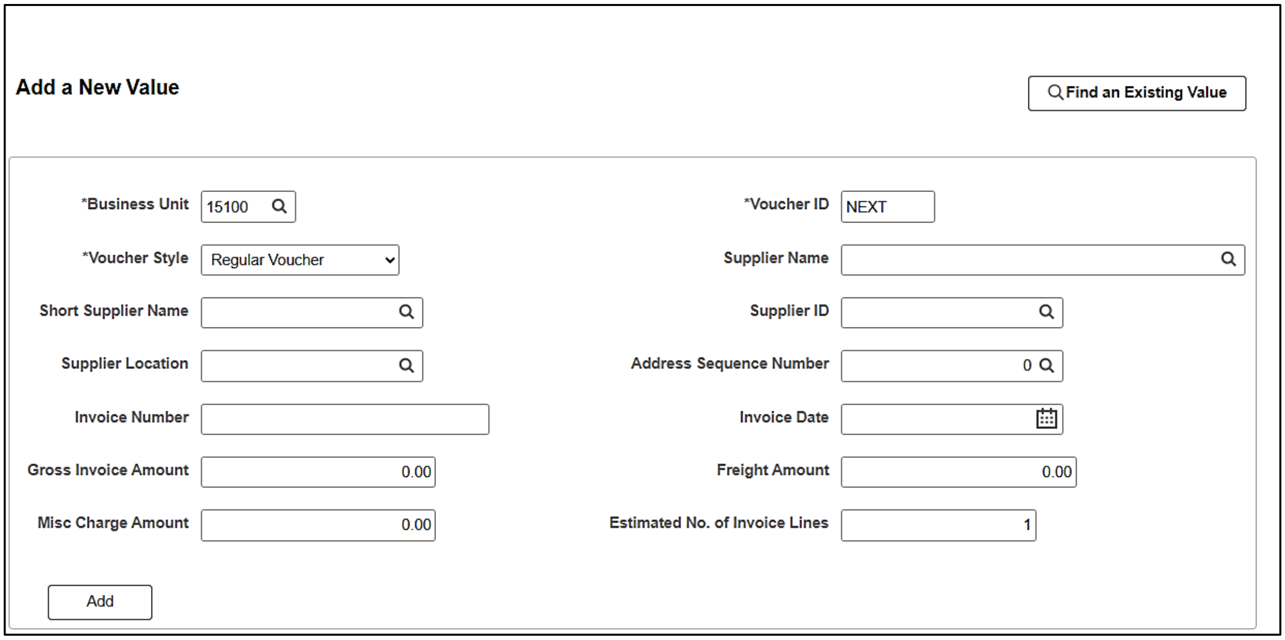
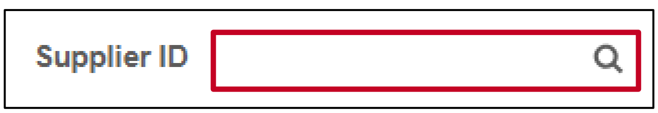
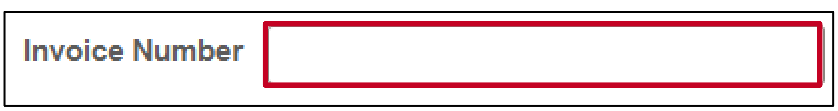
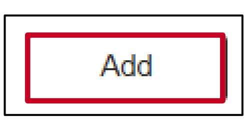


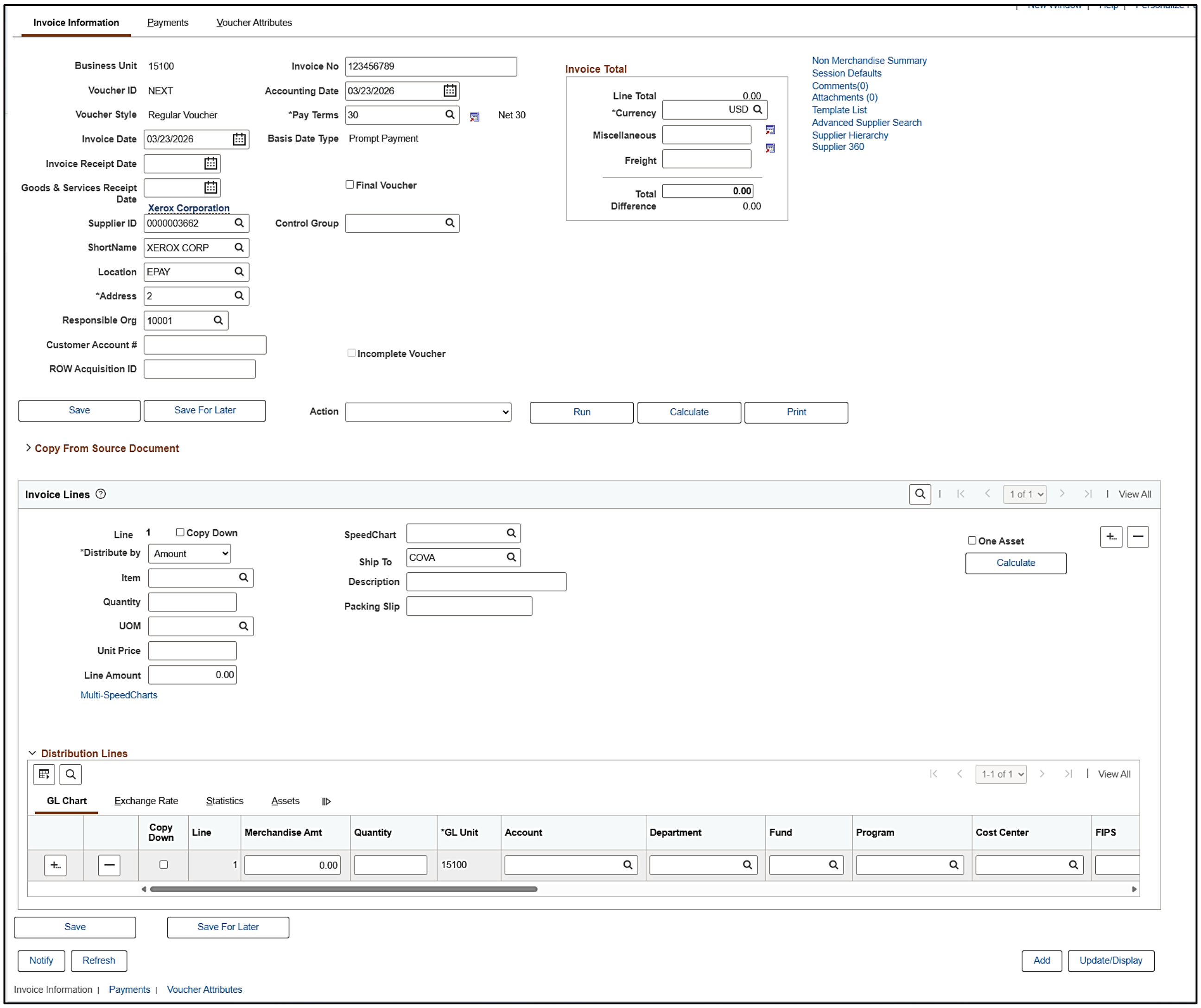
ℹ	Cardinal generates a Voucher ID number. No further Voucher downstream processes occur on a Template Voucher. The Template Voucher can now be used to enter future Vouchers for this Supplier.

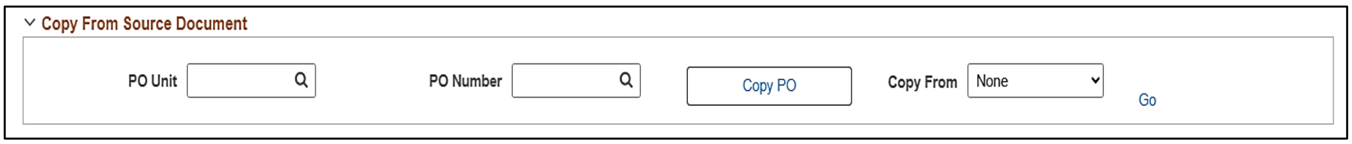
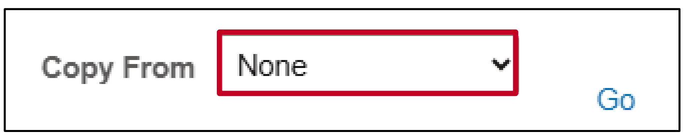
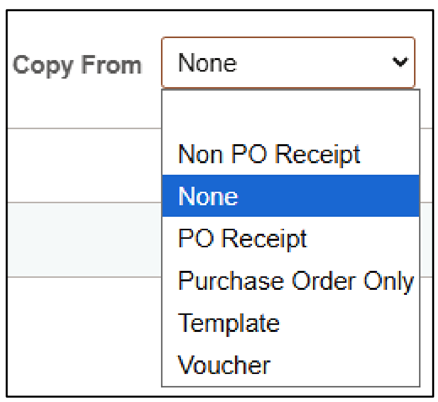
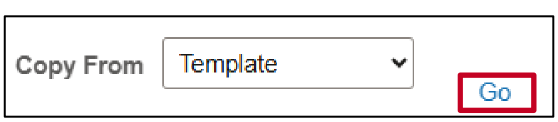
Using a Template Voucher

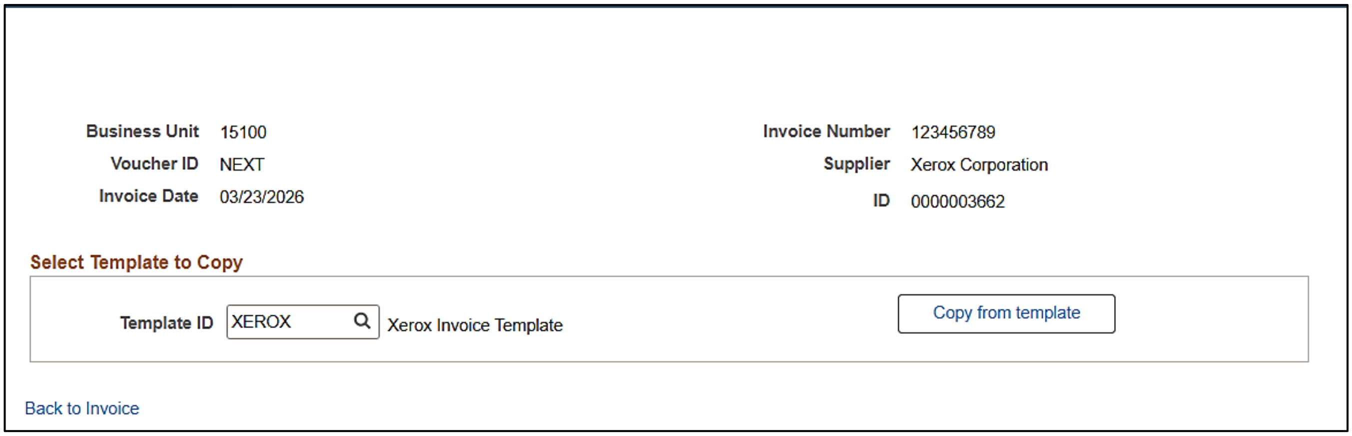
This section of the Job Aid provides the steps for using a Template Voucher after creation.

Step	Action
1.	Navigate to the **Regular Entry** page by clicking the **AP WorkCenter** tile on the Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Links > Vouchers > Regular Entry** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the **Regular Entry** page using the following navigation path: **NavBar > Menu > Accounts Payable > Vouchers > Regular Entry**

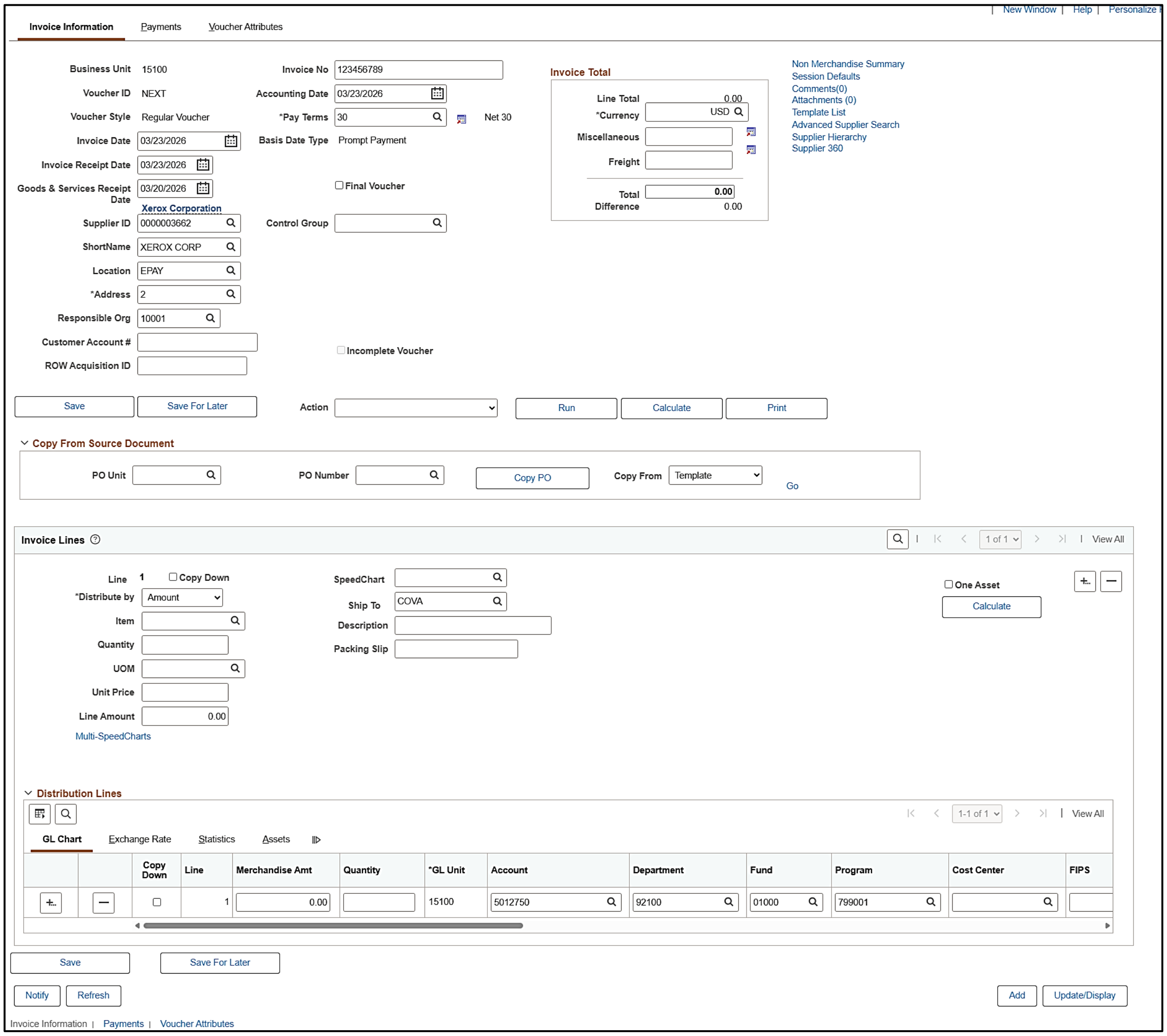
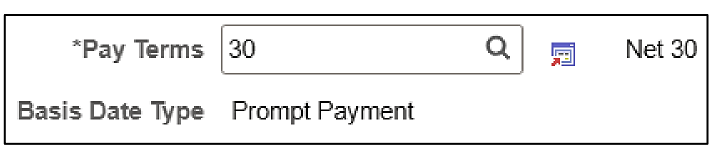
Step	Action
	The **Voucher** page displays with the **Add a New Value** page displayed by default. 
3.	Enter the Supplier ID number in the **Supplier ID** field. 
4.	Enter the Voucher Invoice number in the **Invoice Number** field. 
5.	Enter the Voucher Invoice date in the **Invoice Date** field. 
	Even though this field is required when creating a Template Voucher, it does not populate on Vouchers created from the Template.
6.	Click the **Add** button. 

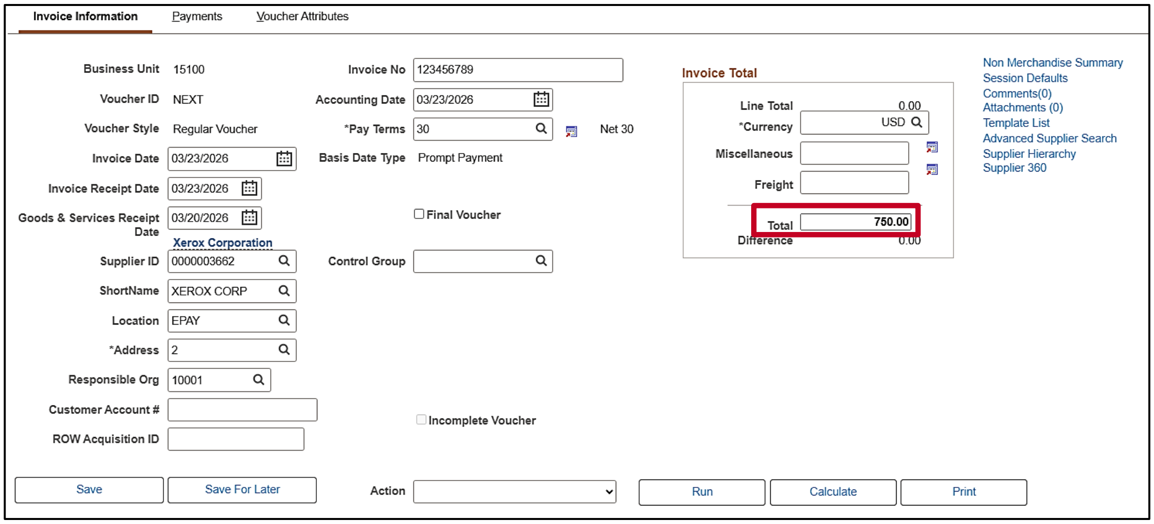
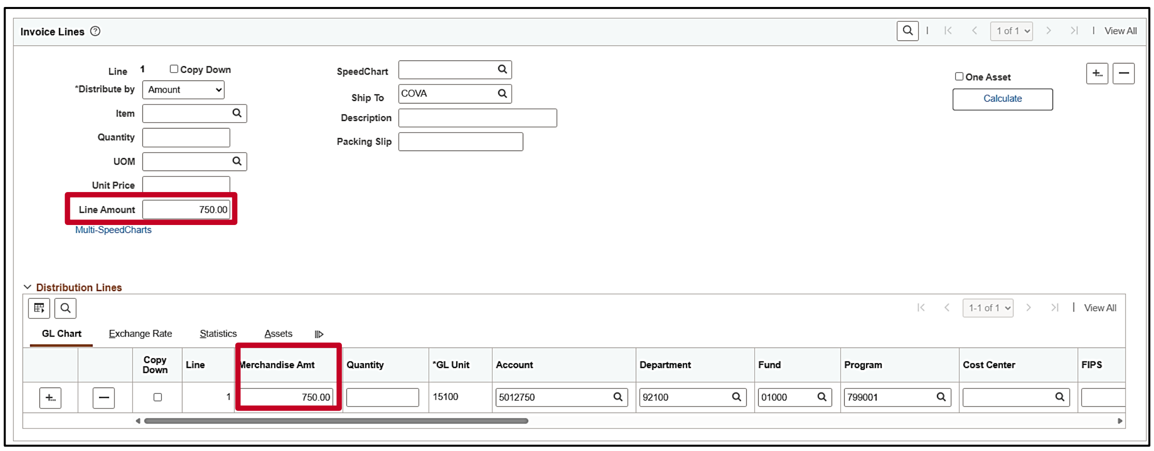
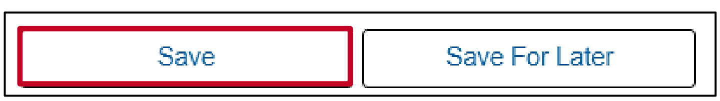
Step	Action
	The **Invoice Information** page displays. 
7.	Enter or select the date the Invoice that was received in the **Invoice Receipt Date** field. 
8.	Enter or select the date the goods or services were received from the Supplier in the **Goods & Services Receipt Date** field. 

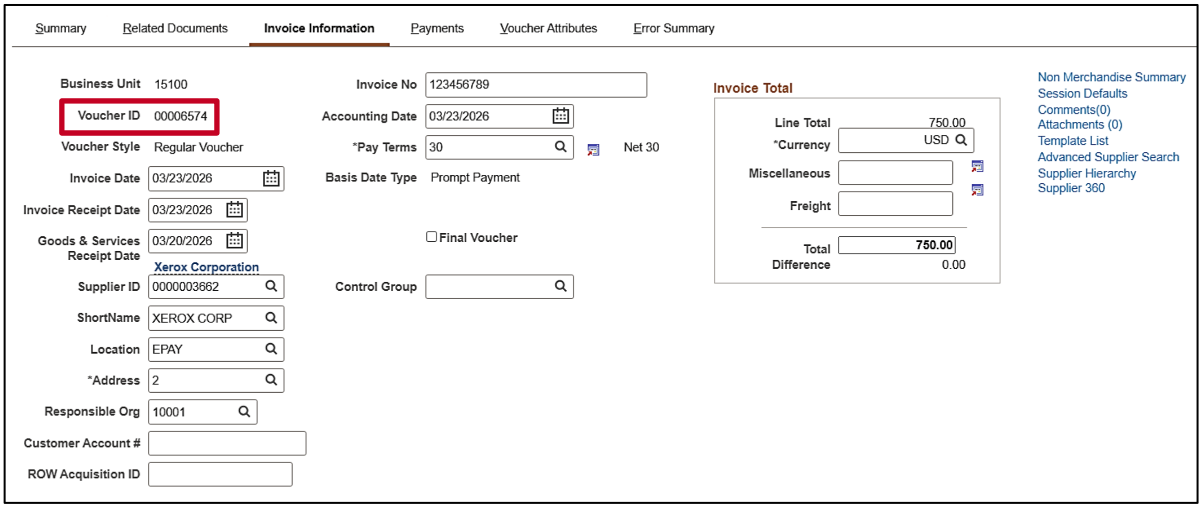
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>Click the Copy From Source Document Expand icon.
</td></tr>
<tr><td colspan="2">The Copy From Source Document section expands and displays additional fields.
</td></tr>
<tr><td>10.</td><td>Click the Copy From dropdown button.
</td></tr>
<tr><td colspan="2">The Copy From menu list items display.
</td></tr>
<tr><td>11.</td><td>Select Template list item.
</td></tr>
<tr><td>12.</td><td>Click the Go link.
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Voucher Template page displays with the applicable Template displayed.

</td></tr>
<tr><td>13.</td><td>Click the Copy from template button.

</td></tr>
</table>

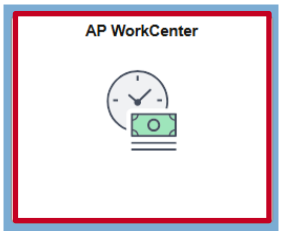
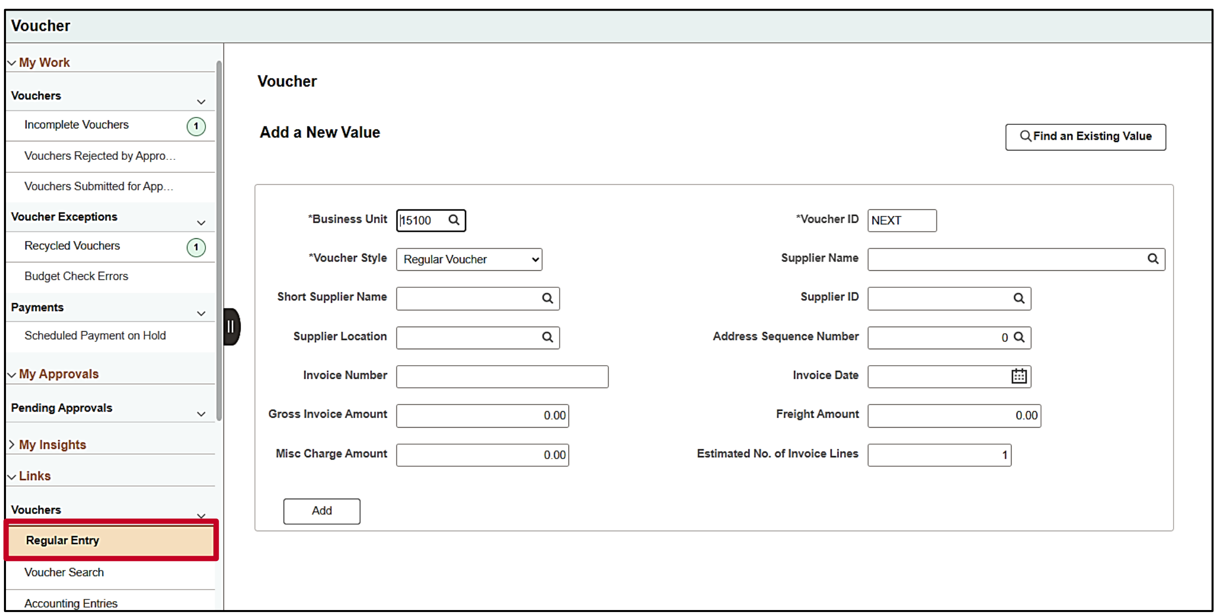
Step	Action
	The **Invoice Information** page redisplays with the applicable fields populated from the selected Template. 
14.	Review the **Pay Terms** field to ensure accuracy based on the Invoice and make adjustments if needed. 
	For information on updating Pay Terms, see the Job Aid titled **AP312 Using Pay Terms Overview** located on the Cardinal website in **Job Aids** under **Learning**.

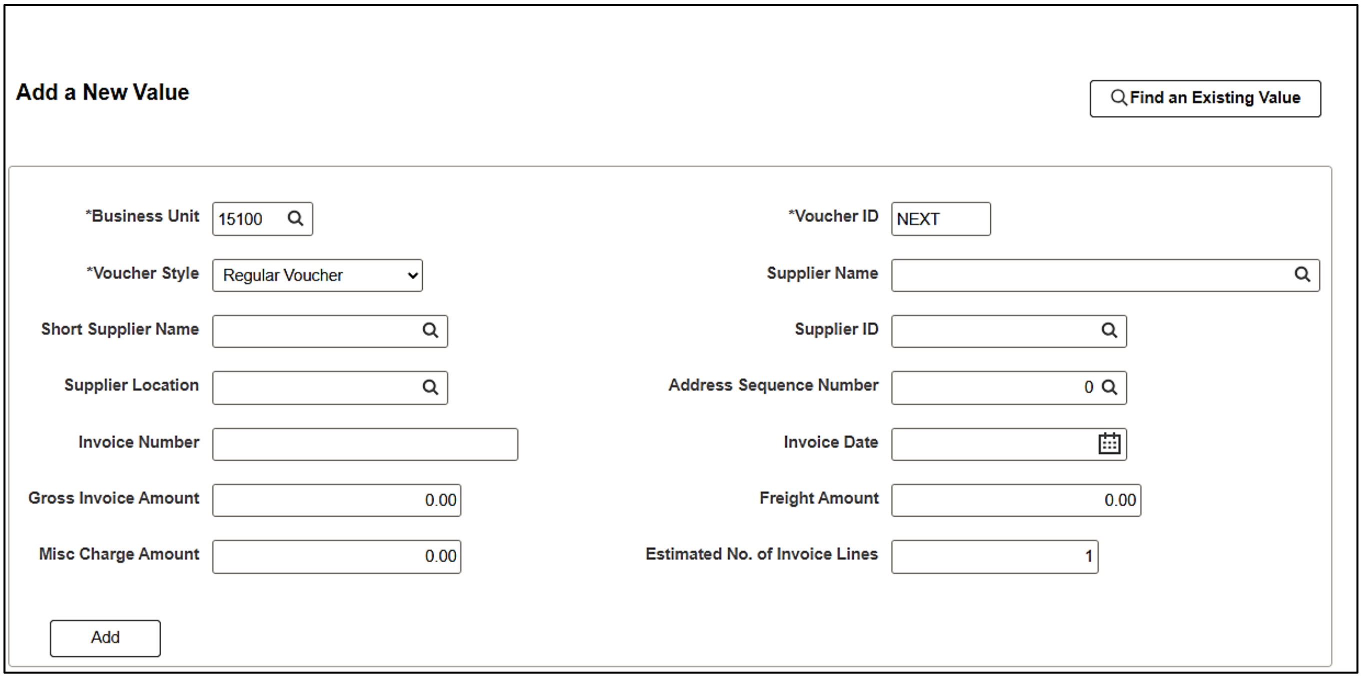
Step	Action
15.	Update or enter any other required fields. For this scenario, the Total was entered.  
16.	Once all updates are completed, click the **Save** button. 

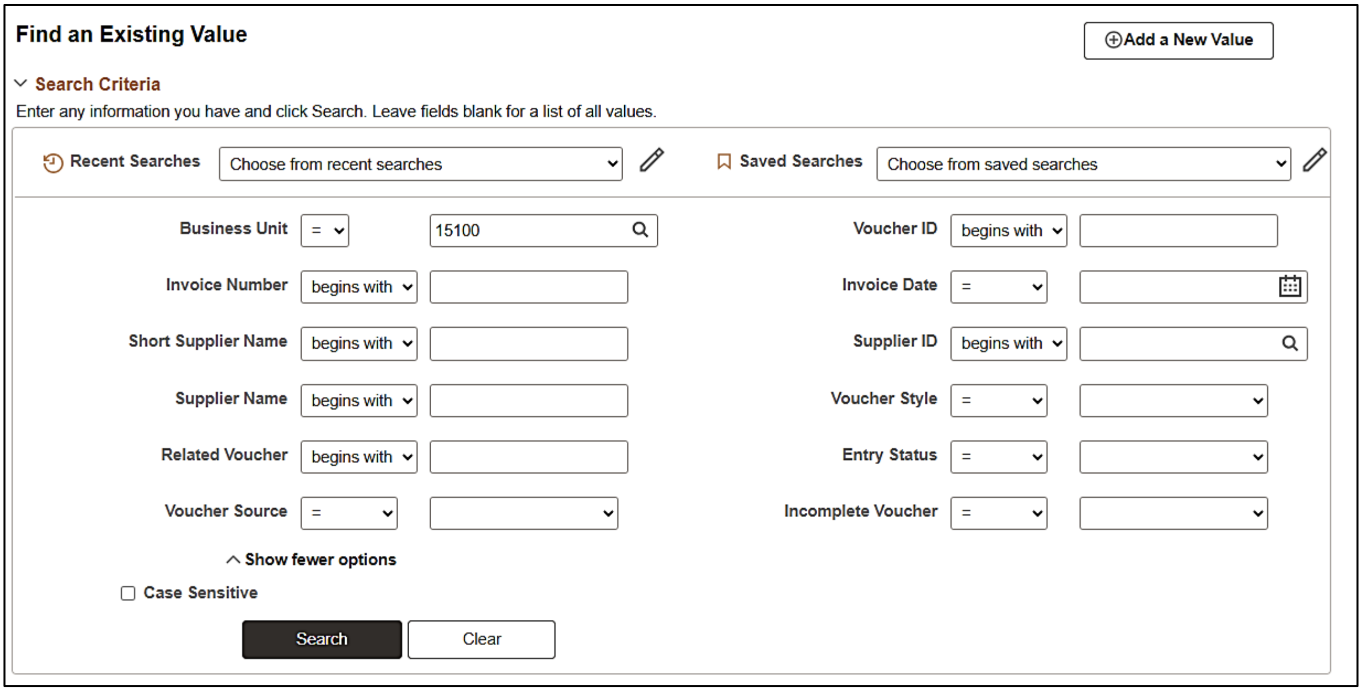
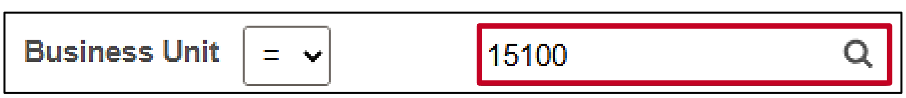
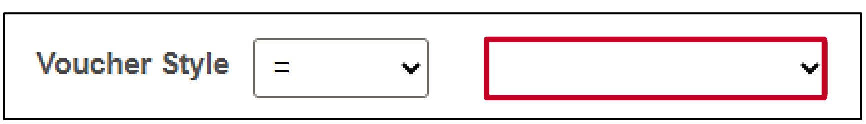
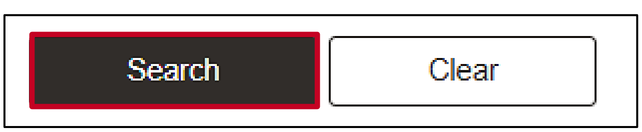
Step	Action
17.	Cardinal generates the **Voucher ID**. 
	If the Voucher displays an error message upon Save, make the necessary correction(s). When the Voucher is successfully submitted it will go through the normal downstream processes.

Updating a Template Voucher

Follow the steps in this section when a Template Voucher has been created and requires updates.

Step	Action
1.	Navigate to the **Regular Entry** page by clicking the **AP WorkCenter** tile on the Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Links > Vouchers > Regular Entry** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the **Regular Entry** page using the following navigation path: **NavBar > Menu > Accounts Payable > Vouchers > Regular Entry**

Step	Action
	The **Voucher** page displays with the **Add a New Value** page displayed by default. 
3.	Click the **Find an Existing Value** button. 

Step	Action
	The **Find an Existing Value Search** page displays. 
	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 **Job Aids** under **Learning**.
4.	The **Business Unit** field defaults. If the user has access to multiple Business Units, click the Lookup icon and select the applicable Business Unit. 
5.	Click the **Voucher Style** dropdown button and select “Template Voucher”. 
6.	Click the **Search** button. 

Step	Action

The **Voucher Search** page refreshes and available Templates display under the **Search Results** section.

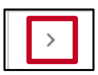
Search Results

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

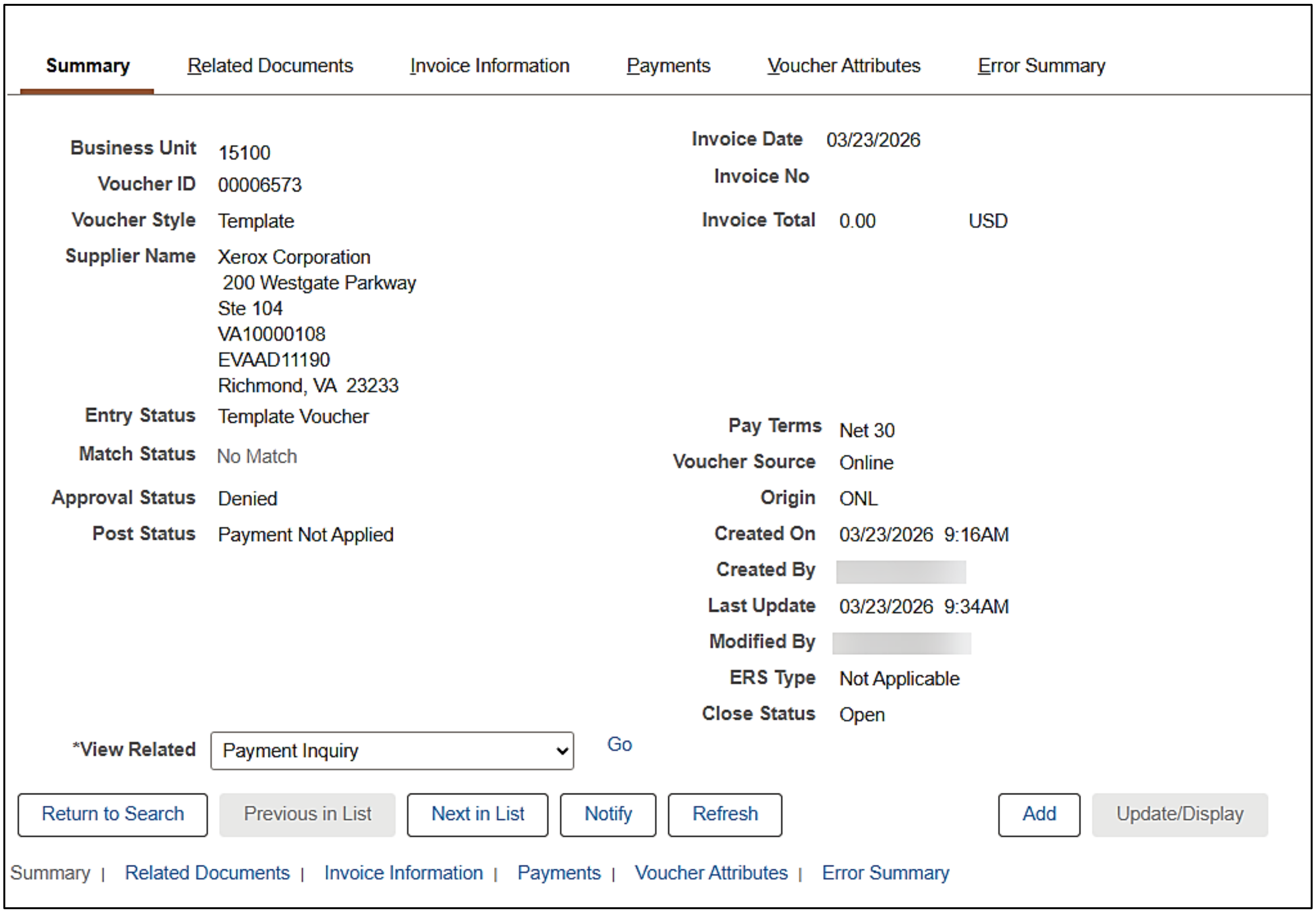
1-3 of 3 | View All

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	00006575	123	0	0	03/16/2026	PYRAMID PA-001	0000043987	Pyramid Paper Company	Template	(blank)	Template	Online	Complete	>
15100	00006573	(blank)	0	0	03/23/2026	XEROX CORP	0000003662	Xerox Corporation	Template	(blank)	Template	Online	Complete	>
15100	00006191	(blank)	0	0	07/17/2025	FRINGE BEN-004	0001736554	FRINGE BENEFITS MGMT CO	Template	(blank)	Template	Online	Complete	>

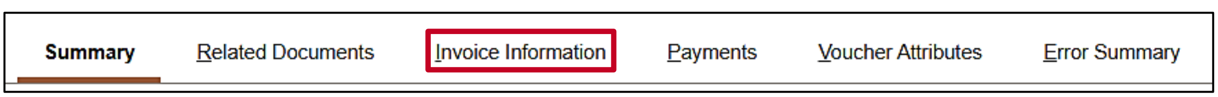
Step	Action
7.	If more than one Template Voucher displays, click the **Drill in** icon (**>**) on the line to open that specific template.

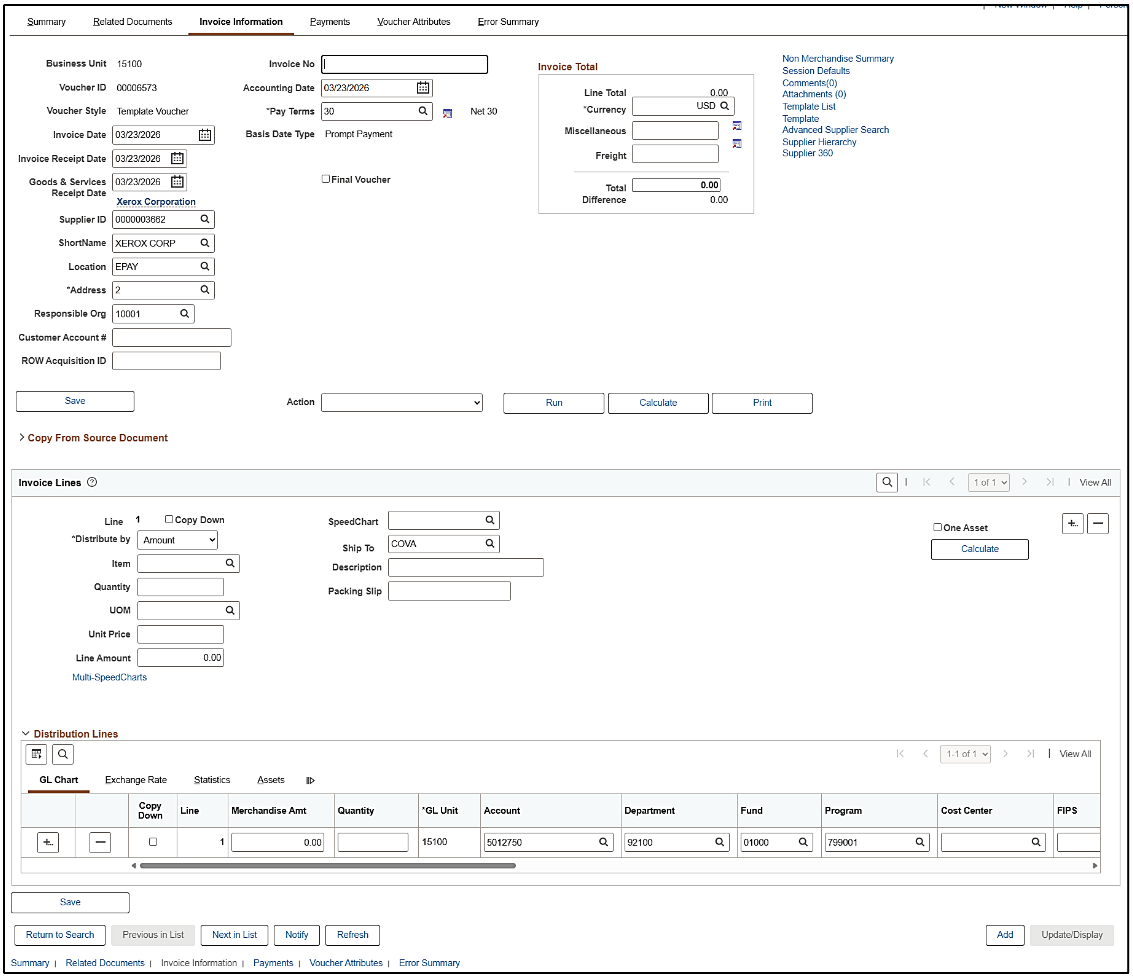


<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Summary page displays for the selected Template Voucher.


</td></tr>
<tr><td>8.</td><td>Click the applicable tab to go to the page where updates need to be made.

For this scenario, the Invoice Information tab has been selected.


</td></tr>
</table>

Step	Action
	The **Invoice Information** page displays. 
9.	Make the required updates to the Template Voucher.
10.	Click the **Save** button to save the change(s) to the Template. 
(i)	If any errors display, make the corrections and click the **Save** button.