



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.



Accounts Payable Job Aid

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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.

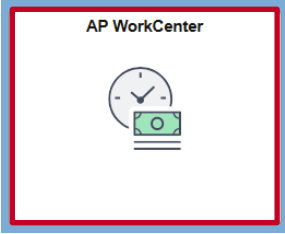
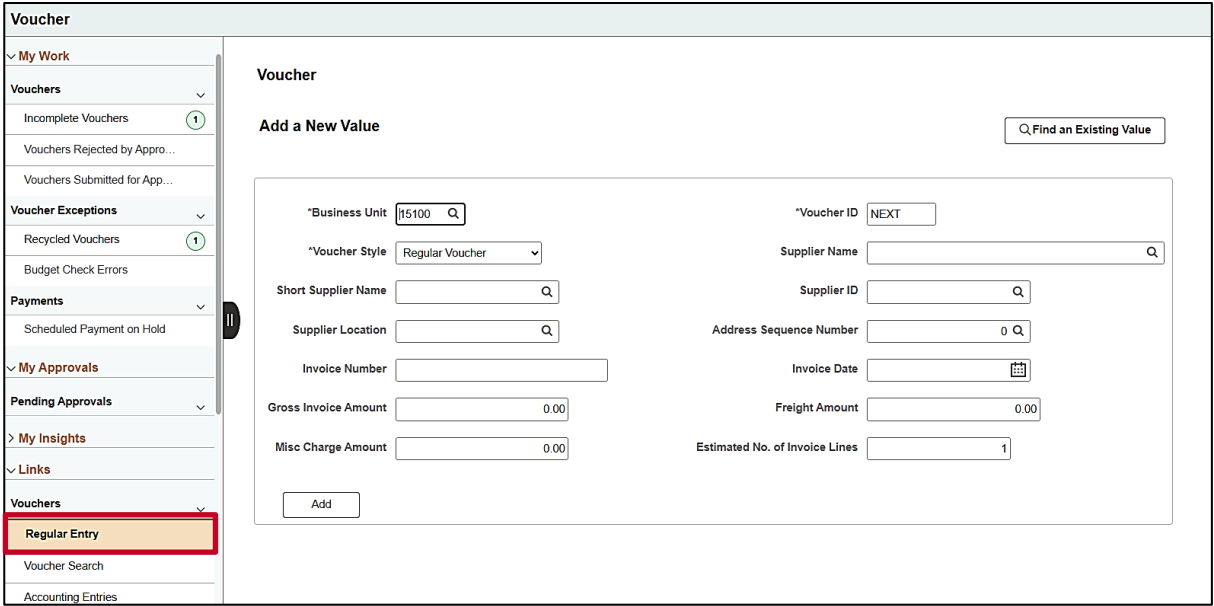


Creating a Template Voucher Fields

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

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



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Step	Action
	The Voucher page displays with the Add a New Value page displayed by default. Add a New Value Find an Existing Value *Business Unit15100 *Voucher IDNEXT *Voucher StyleRegular Voucher Supplier Name Short Supplier Name Supplier Location Invoice Number Gross Invoice Amount0.00 Misc Charge Amount0.00 Supplier ID Address Sequence Number0 Invoice Date Freight Amount0.00 Estimated No. of Invoice Lines1 Add
3.	The Business Unit field defaults to the user's Agency and can be changed as needed. *Business Unit15100
4.	The Voucher ID field defaults to "NEXT". Do not change it. *Voucher IDNEXT
5.	Click the Voucher Style dropdown button and select "Template Voucher". *Voucher StyleTemplate Voucher
6.	Enter the applicable Supplier ID in the Supplier ID field. Supplier ID
	The Short Supplier Name, Supplier Location, and Address Sequence Number fields default based on the Supplier ID entered but can be updated as needed.



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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. Invoice Date
8.	Enter the amount in the Gross Invoice Amount field, if there is a set amount generally paid 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. Gross Invoice Amount 0.00
	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. Add



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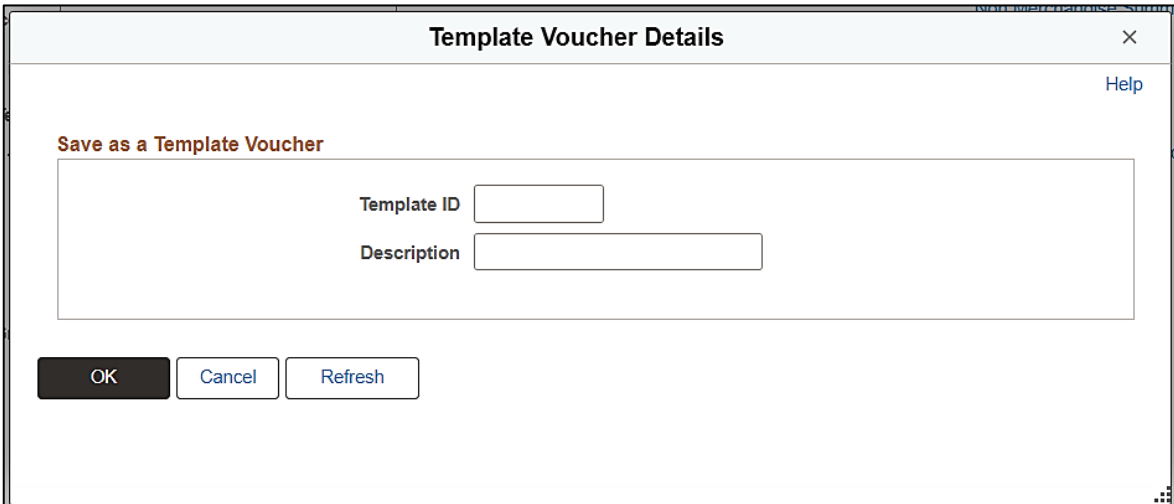
Step	Action																								
	The Invoice Information page displays. Invoice Information Payments Voucher Attributes Business Unit 15100 Invoice No Voucher ID NEXT Accounting Date 03/23/2026 Voucher Style Template Voucher *Pay Terms 30 Net 30 Invoice Date 03/23/2026 Basis Date Type Prompt Payment Invoice Receipt Date Goods & Services Receipt Date Supplier ID 000003662 Control Group ShortName XEROX CORP Location EPAY *Address 2 Responsible Org 10001 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 Template Advanced Supplier Search Supplier Hierarchy Supplier 360 Save Save For Later Action Run Calculate Print > Copy From Source Document Invoice Lines Line 1 Copy Down *Distribute by Amount Item Quantity UOM Unit Price Line Amount 0.00 SpeedChart Ship To COVA Description Packing Slip One Asset Calculate Distribution Lines GL Chart Exchange Rate Statistics Assets ID <table><thead><tr><th></th><th>Copy Down</th><th>Line</th><th>Merchandise Amt</th><th>Quantity</th><th>*GL Unit</th><th>Account</th><th>Department</th><th>Fund</th><th>Program</th><th>Cost Center</th><th>FIPS</th></tr></thead><tbody><tr><td></td><td></td><td>1</td><td>0.00</td><td></td><td>15100</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> Save Save For Later Notify Refresh Add Update/Display		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Department	Fund	Program	Cost Center	FIPS			1	0.00		15100						
	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Department	Fund	Program	Cost Center	FIPS														
		1	0.00		15100																				
10.	Enter or select a date in the Invoice Receipt Date field. Invoice Receipt Date																								



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Step	Action																								
11.	Enter or select a date in the Goods & Services Receipt Date field. Goods & Services Receipt Date																								
12.	Enter any information that will consistently be used for this Template Voucher in the Invoice Lines section. Invoice Lines ? Line 1 ☐ Copy Down *Distribute by Amount Item Quantity UOM Unit Price Line Amount 0.00 SpeedChart Ship To COVA Description Packing Slip Multi-SpeedCharts																								
13.	Enter the charge distribution that will consistently be used for this Voucher in the Distribution Lines section. Line 1 ☐ Copy Down *Distribute by Amount Item Quantity UOM Unit Price Line Amount 0.00 SpeedChart Ship To COVA Description Packing Slip ☐ One Asset Calculate Multi-SpeedCharts ▼ Distribution Lines GL Chart Exchange Rate Statistics Assets IP> <table><tr><th></th><th>Copy Down</th><th>Line</th><th>Merchandise Amt</th><th>Quantity</th><th>*GL Unit</th><th>Account</th><th>Department</th><th>Fund</th><th>Program</th><th>Cost Center</th><th>FIPS</th></tr><tr><td></td><td>☐</td><td>1</td><td>0.00</td><td></td><td>15100</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Department	Fund	Program	Cost Center	FIPS		☐	1	0.00		15100						
	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Department	Fund	Program	Cost Center	FIPS														
	☐	1	0.00		15100																				

Step	Action
	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.
14.	Click the Template link in the top right section on the Invoice Information page. Non Merchandise Summary Session Defaults Comments(0) Attachments (0) Template List Template Advanced Supplier Search Supplier Hierarchy Supplier 360
The Template Voucher Details page displays in a pop-up window. 	
15.	Enter a name for the template in the Template ID field. Template ID



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

The **Invoice Information** page redisplay.

Invoice Information

Payments

Voucher Attributes

Business Unit 15100

Voucher ID NEXT

Voucher Style Template Voucher

Invoice Date 03/23/2026

Invoice Receipt Date

Goods & Services Receipt Date

Supplier ID 0000003662

ShortName XEROX CORP

Location EPAY

*Address 2

Responsible Org 10001

Customer Account #

ROW Acquisition ID

Invoice No

Accounting Date 03/23/2026

*Pay Terms 30

Basis Date Type Prompt Payment

Control Group

Net 30

☐ Final Voucher

☐ Incomplete Voucher

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

Template

Advanced Supplier Search

Supplier Hierarchy

Supplier 360

Save

Save For Later

Action

Run

Calculate

Print

> Copy From Source Document

18.	Click the Save button. Save Save For Later
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Step	Action
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The **Invoice Information** page refreshes and the Voucher Template is saved.

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

Business Unit: 15100 Invoice No:

Voucher ID: 00006573 Accounting Date: 03/23/2026

Voucher Style: Template Voucher *Pay Terms: 30 Net 30

Invoice Date: 03/23/2026 Basis Date Type: Prompt Payment

Invoice Receipt Date: 03/23/2026

Goods & Services Receipt Date: 03/23/2026

Supplier ID: 000003962 Supplier: Xerox Corporation

ShortName: XEROX CORP

Location: EPAY

*Address: 2

Responsible Org: 10001

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, Template, Advanced Supplier Search, Supplier Hierarchy, Supplier 360

Save Action:

> Copy From Source Document

Invoice Lines

Line 1 ☐ Copy Down

*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 0.00

SpeedChart: 92100

Ship To: COVA

Description:

Packing Slip:

One Asset: ☐ Calculate

Multi-SpeedCharts

Distribution Lines

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Department	Fund	Program	Cost Center	FIPS
☐	1	0.00		15100	5012750	92100	01000	799001		

Save

Notify Refresh

Add Update/Display

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



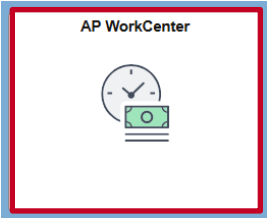
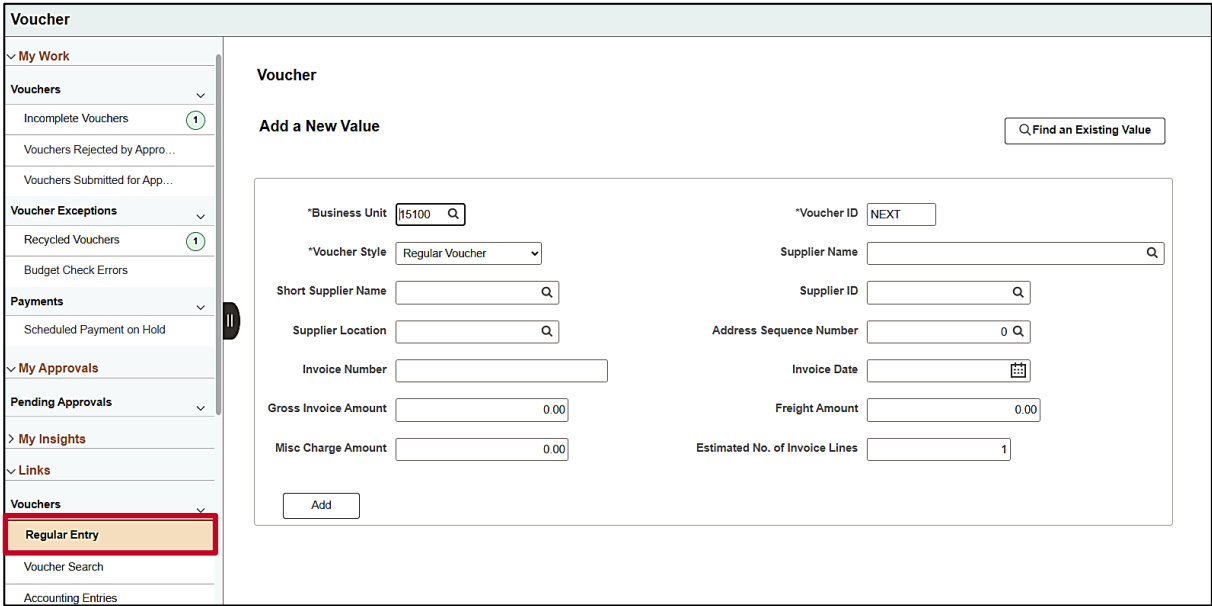
Cardinal generates a Voucher ID number.

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



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Step	Action
	The Voucher page displays with the Add a New Value page displayed by default. Add a New Value Find an Existing Value *Business Unit15100 *Voucher IDNEXT *Voucher StyleRegular Voucher Supplier Name Short Supplier Name Supplier ID Supplier Location Address Sequence Number0 Invoice Number Invoice Date Gross Invoice Amount0.00 Freight Amount0.00 Misc Charge Amount0.00 Estimated No. of Invoice Lines1 Add
3.	Enter the Supplier ID number in the Supplier ID field. Supplier ID
4.	Enter the Voucher Invoice number in the Invoice Number field. Invoice Number
5.	Enter the Voucher Invoice date in the Invoice Date field. Invoice Date
	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. Add



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

Invoice Information Payments Voucher Attributes

Business Unit 15100 Invoice No 123456789

Voucher ID NEXT Accounting Date 03/23/2026

Voucher Style Regular Voucher *Pay Terms 30 Net 30

Invoice Date 03/23/2026 Basis Date Type Prompt Payment

Invoice Receipt Date

Goods & Services Receipt Date

Supplier ID Xerox Corporation 0000003662 Control Group

ShortName XEROX CORP

Location EPAY

*Address 2

Responsible Org 10001

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

Invoice Lines

Line 1 Copy Down

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 0.00

SpeedChart

Ship To COVA

Description

Packing Slip

One Asset

Calculate

Multi-SpeedCharts

Distribution Lines

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Department	Fund	Program	Cost Center	FIPS
	1	0.00		15100						

Save Save For Later

Notify Refresh

Add Update/Display

Invoice Information | Payments | Voucher Attributes

7. Enter or select the date the Invoice that was received in the **Invoice Receipt Date** field.

Invoice Receipt Date

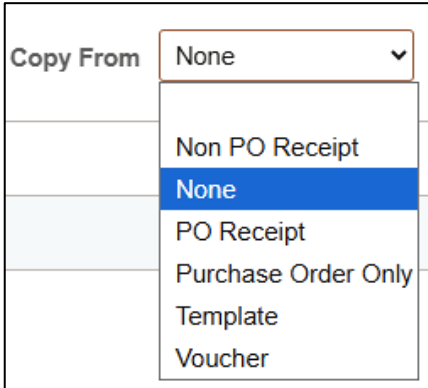
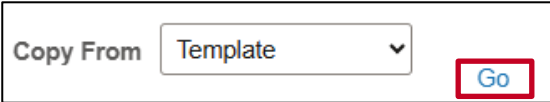
8. Enter or select the date the goods or services were received from the Supplier in the **Goods & Services Receipt Date** field.

Goods & Services Receipt Date



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Step	Action
9.	Click the Copy From Source Document Expand icon. 
The Copy From Source Document section expands and displays additional fields. 	
10.	Click the Copy From dropdown button. 
The Copy From menu list items display. 	
11.	Select Template list item. 
12.	Click the Go link. 



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Step	Action
	The Voucher Template page displays with the applicable Template displayed. Business Unit15100 Voucher IDNEXT Invoice Date03/23/2026 Invoice Number123456789 SupplierXerox Corporation ID0000003662 Select Template to Copy Template IDXEROX Xerox Invoice Template Copy from template Back to Invoice
13.	Click the Copy from template button. Copy from template



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Step	Action
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The **Invoice Information** page redisplay 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**.



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Step	Action
15.	Update or enter any other required fields. For this scenario, the Total was entered. Invoice Information Payments Voucher Attributes Business Unit 15100 Voucher ID NEXT Voucher Style Regular Voucher Invoice Date 03/23/2026 Invoice Receipt Date 03/23/2026 Goods & Services Receipt Date 03/20/2026 Supplier ID Xerox Corporation 0000003662 ShortName XEROX CORP Location EPAY *Address 2 Responsible Org 10001 Customer Account # ROW Acquisition ID Invoice No 123456789 Accounting Date 03/23/2026 *Pay Terms 30 Basis Date Type Prompt Payment Control Group Final Voucher Control Group Incomplete Voucher Invoice Total Line Total 0.00 *Currency USD Miscellaneous Freight Total 750.00 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

Invoice Lines

Line 1

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 750.00

SpeedChart

Ship To COVA

Description

Packing Slip

One Asset

Calculate

Distribution Lines

GL Chart

Exchange Rate

Statistics

Assets

IP

Copy Down

Line 1

Merchandise Amt 750.00

Quantity

*GL Unit 15100

Account 5012750

Department 92100

Fund 01000

Program 799001

Cost Center

FIPS



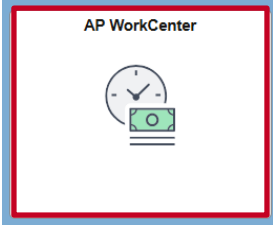
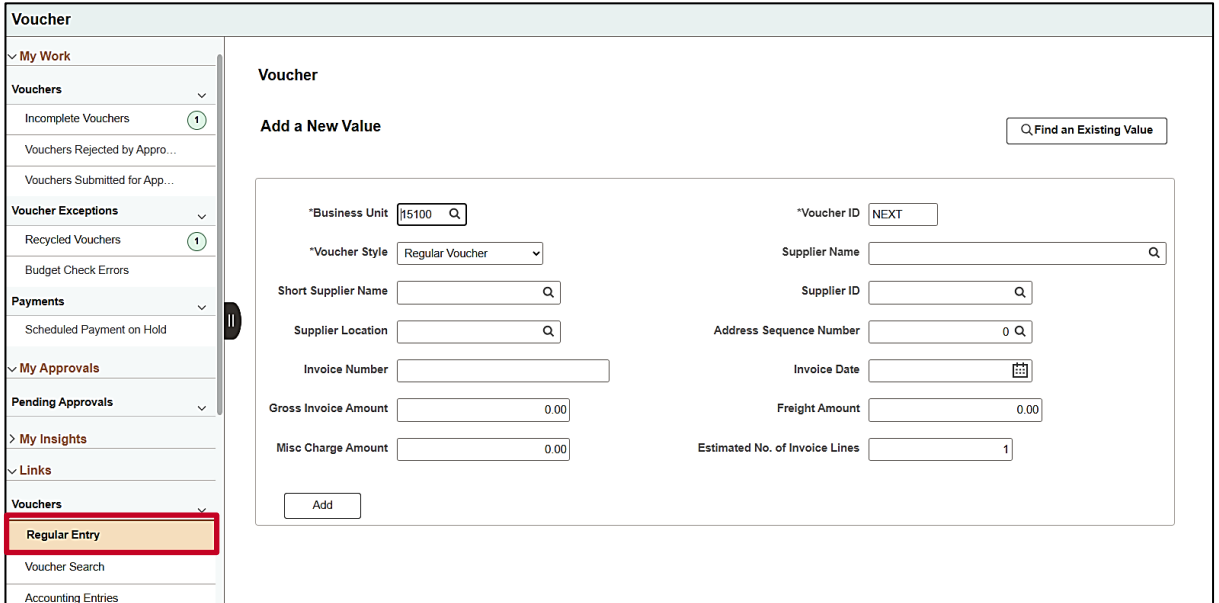
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Step	Action
17.	Cardinal generates the Voucher ID. Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Business Unit 15100 Voucher ID 0006574 Voucher Style Regular Voucher Invoice Date 03/23/2026 Invoice Receipt Date 03/23/2026 Goods & Services Receipt Date 03/20/2026 Supplier ID 0000003662 ShortName XEROX CORP Location EPAY *Address 2 Responsible Org 10001 Customer Account # ROW Acquisition ID Invoice No 123456789 Accounting Date 03/23/2026 *Pay Terms 30 Basis Date Type Prompt Payment ☐ Final Voucher Control Group Invoice Total Line Total 750.00 *Currency USD Miscellaneous Freight Total 750.00 Difference 0.00 Non Merchandise Summary Session Defaults Comments(0) Attachments(0) Template List Advanced Supplier Search Supplier Hierarchy Supplier 360
	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



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Step	Action
	The Voucher page displays with the Add a New Value page displayed by default. Add a New Value Find an Existing Value *Business Unit15100 *Voucher IDNEXT *Voucher StyleRegular Voucher Supplier Name Short Supplier Name Supplier ID Supplier Location Address Sequence Number0 Invoice Number Invoice Date Gross Invoice Amount0.00 Freight Amount0.00 Misc Charge Amount0.00 Estimated No. of Invoice Lines1 Add
3.	Click the Find an Existing Value button. Find an Existing Value



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Step	Action
	The Find an Existing Value Search page displays. Find an Existing Value⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. 🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎ Business Unit = ▼ 15100 Q Voucher ID begins with ▼ Invoice Number begins with ▼ Invoice Date = ▼ 📅 Short Supplier Name begins with ▼ Supplier ID begins with ▼ Q Supplier Name begins with ▼ Voucher Style = ▼ ▼ Related Voucher begins with ▼ Entry Status = ▼ ▼ Voucher Source = ▼ ▼ Incomplete Voucher = ▼ ▼ ^ Show fewer options ☐ Case Sensitive Search Clear
	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. Business Unit = ▼ 15100 Q
5.	Click the Voucher Style dropdown button and select “Template Voucher”. Voucher Style = ▼ ▼
6.	Click the Search button. Search Clear



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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"

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	>

7.

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

>



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Step	Action
	The Summary page displays for the selected Template Voucher. Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Business Unit Voucher ID Voucher Style Supplier Name Entry Status Match Status Approval Status Post Status 15100 00006573 Template Xerox Corporation 200 Westgate Parkway Ste 104 VA10000108 EVAAD11190 Richmond, VA 23233 Template Voucher No Match Denied Payment Not Applied Invoice Date Invoice No Invoice Total 03/23/2026 0.00 USD Pay Terms Voucher Source Origin Created On Created By Last Update Modified By ERS Type Close Status Net 30 Online ONL 03/23/2026 9:16AM 03/23/2026 9:34AM Not Applicable Open *View Related Payment Inquiry 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



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

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

Business Unit: 15100 | Invoice No: [] | Invoice Total: Line Total 0.00, *Currency USD Q, Miscellaneous [], Freight [], Total 0.00, Difference 0.00

Voucher ID: 00006573 | Accounting Date: 03/23/2026 | *Pay Terms: 30 | Net 30

Voucher Style: Template Voucher | Invoice Date: 03/23/2026 | Basis Date Type: Prompt Payment

Invoice Receipt Date: 03/23/2026 | Goods & Services Receipt Date: 03/23/2026 | Supplier ID: 000003662 | ShortName: XEROX CORP | Location: EPAY | *Address: 2 | Responsible Org: 10001 | Customer Account #: [] | ROW Acquisition ID: []

Save | Action: [] | Run | Calculate | Print

> Copy From Source Document

Invoice Lines: [] | 1 of 1 | View All

Line 1 | Copy Down | *Distribute by: Amount | Item: [] | Quantity: [] | UOM: [] | Unit Price: [] | Line Amount: 0.00

SpeedChart: [] | Ship To: COWA | Description: [] | Packing Slip: []

One Asset: [] | Calculate

Multi-SpeedCharts

▼ Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	ID								
+	-	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Department	Fund	Program	Cost Center	FIPS
				1	0.00		15100	5012750	82100	01000	799001	

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

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

9. Make the required updates to the Template Voucher.

10. Click the **Save** button to save the change(s) to the Template.

Save



If any errors display, make the corrections and click the **Save** button.