

Creating, Using, and Updating a Template Voucher Overview

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.

Navigation Note: Please note that you may see 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.

Table of Contents

Creating a Template Voucher	2
Using a Template Voucher	8
Updating a Template Voucher	13

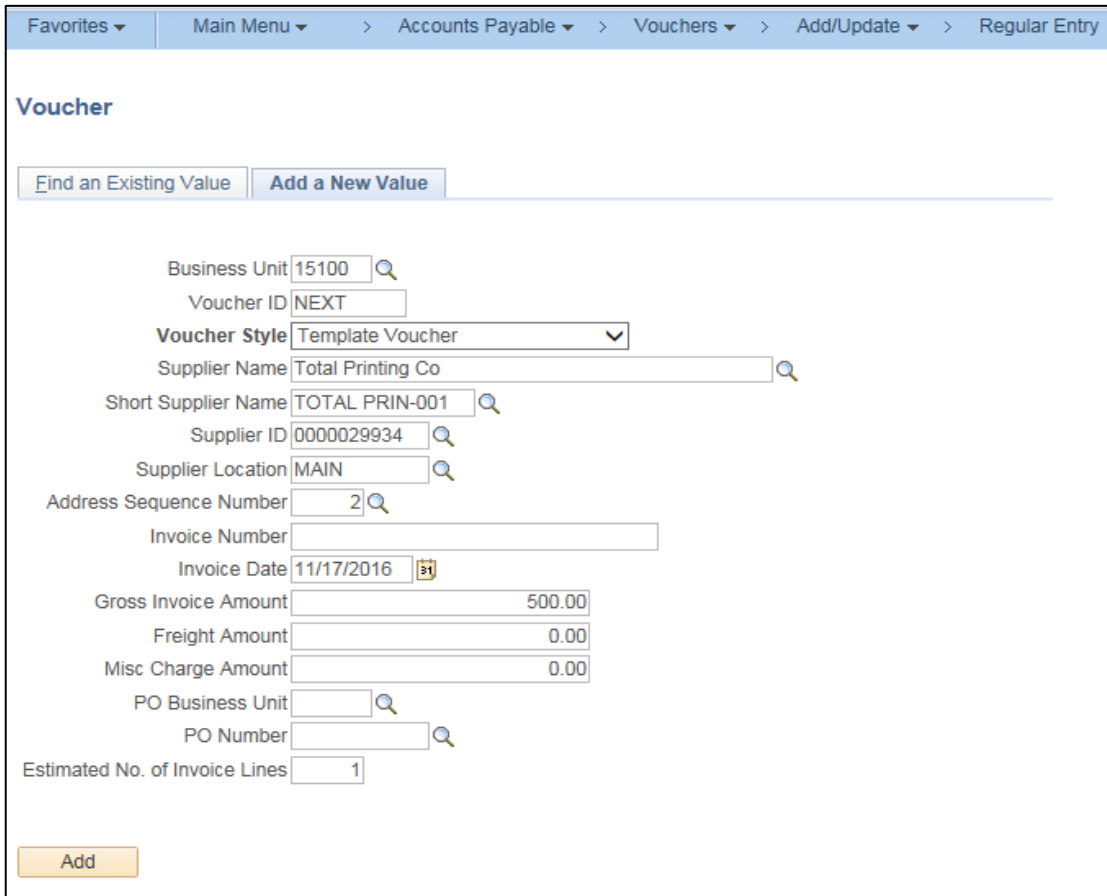
Creating a Template Voucher





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 Voucher page using the following path: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

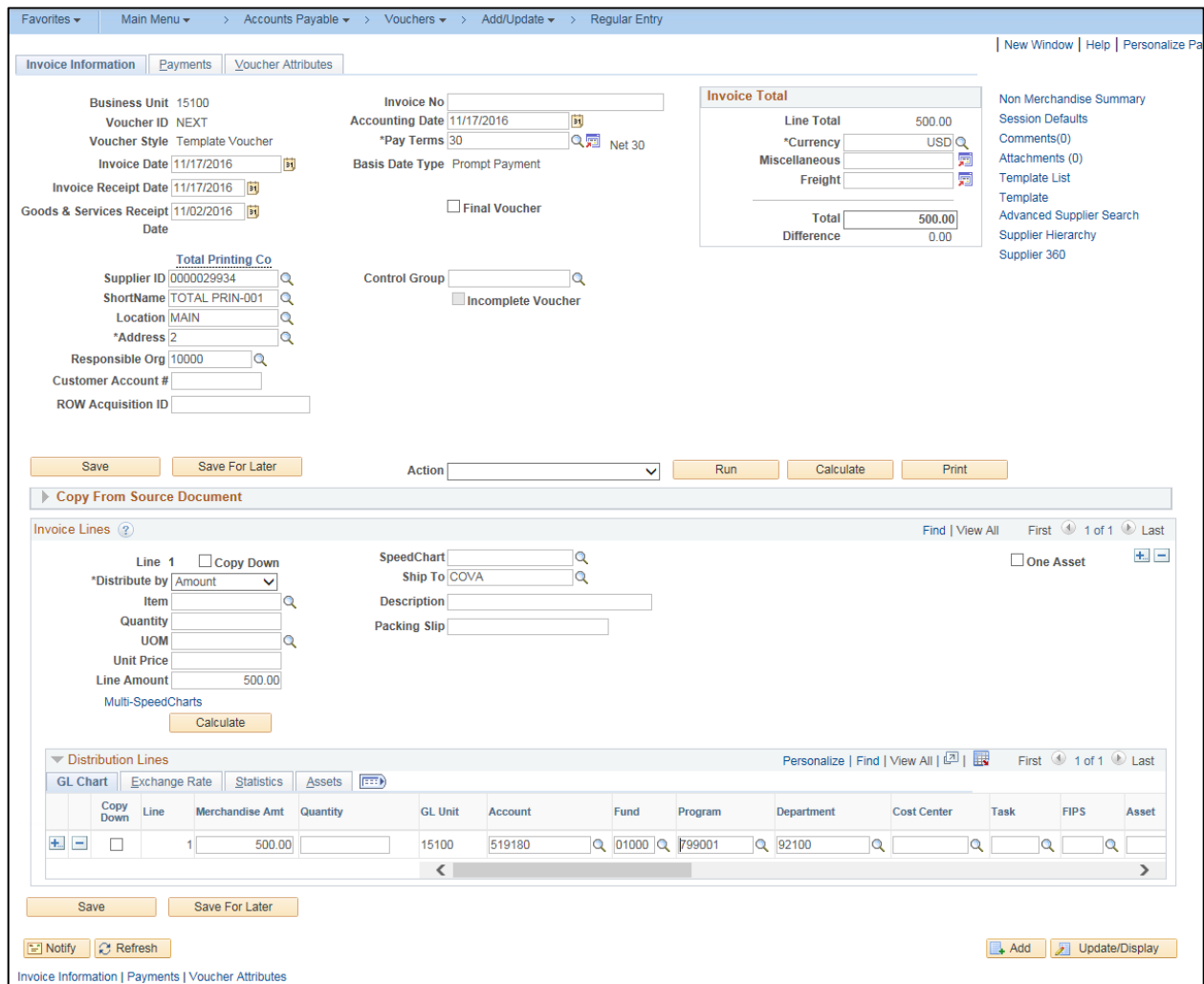
The **Voucher** page displays with the **Add a New Value** displayed by default.



	The Business Unit defaults to your agency but can be changed as needed. The Voucher ID field defaults to "NEXT". Do not change it.
2.	Click the Voucher Style dropdown button and select "Template Voucher". 
3.	Select or 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
4.	Enter a date in the Invoice Date field. This is a required field. 
	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.
5.	Click the Add button. 

The **Invoice Information** tab displays.



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
 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
 Incomplete Voucher

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

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 500.00
 Multi-SpeedCharts
 Calculate



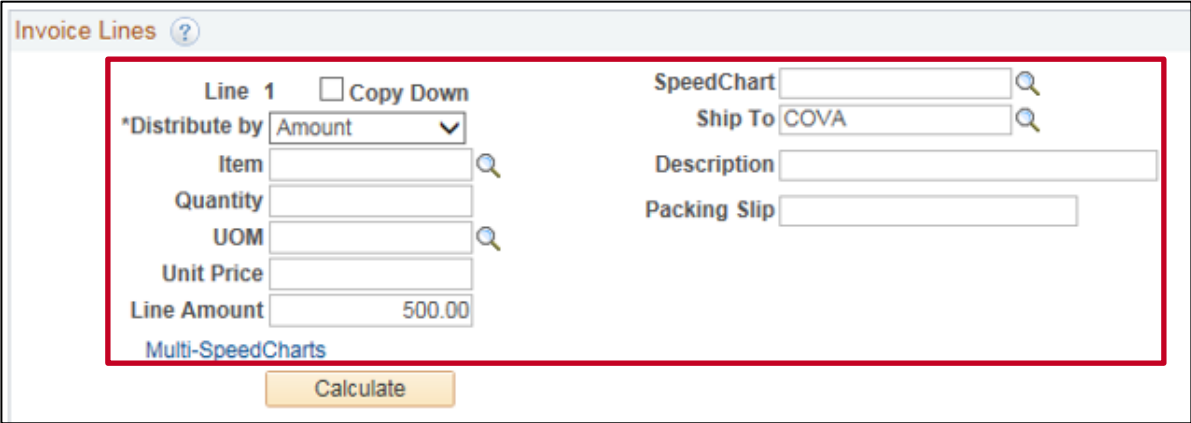
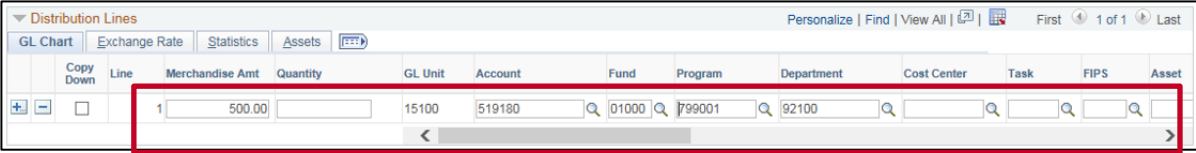

SpeedChart
 Ship To COVA
 Description
 Packing Slip

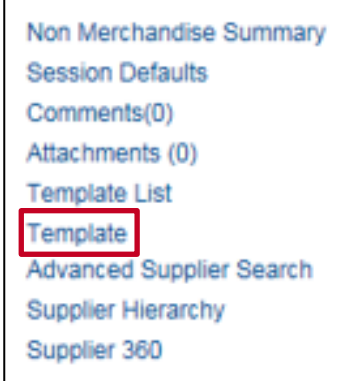
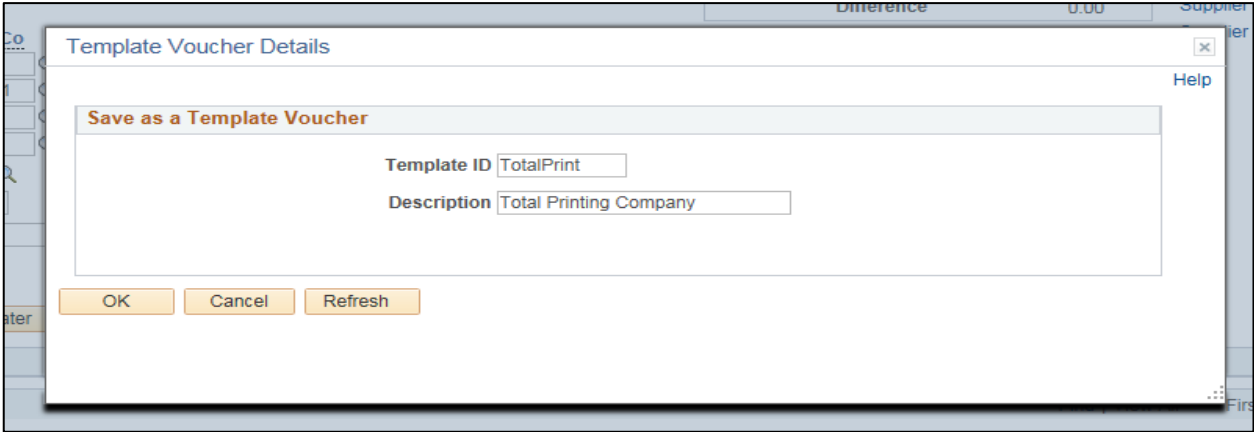


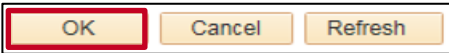
One Asset

Distribution Lines
 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				

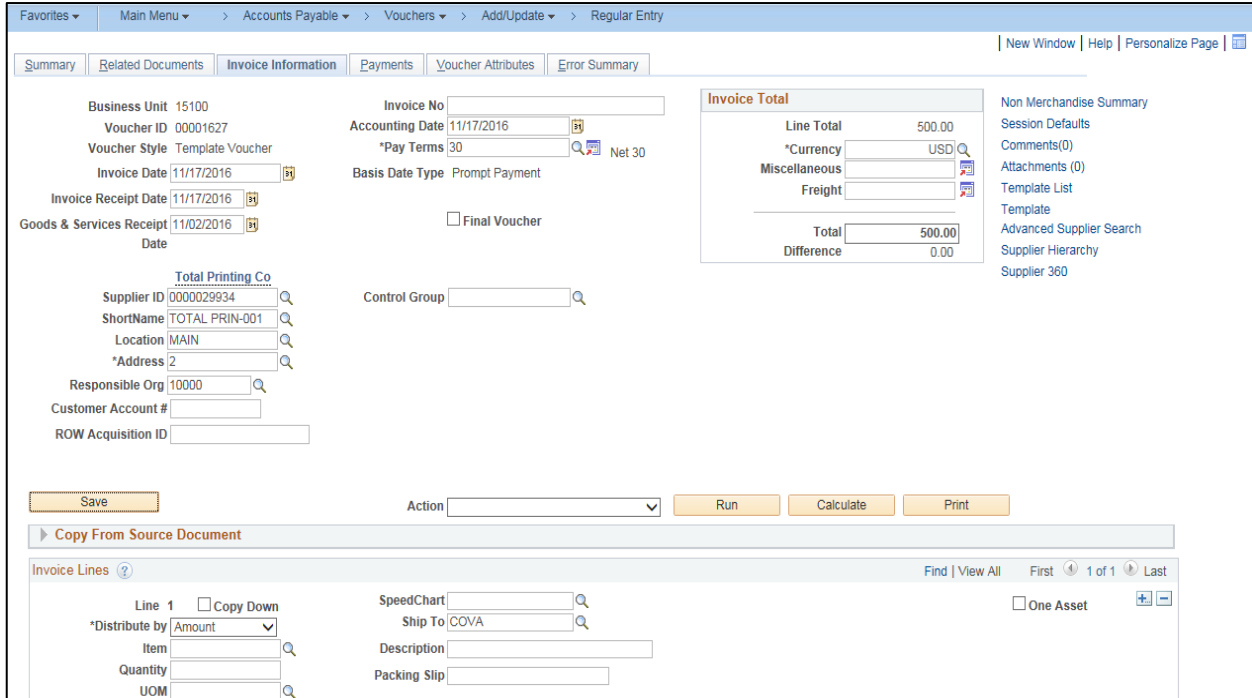
Save Save For Later Notify Refresh Add Update/Display

Step	Action
6.	Enter or select a date in the Invoice Receipt Date field which is required for prompt payment Pay Terms. 
7.	Enter or select a date in the Goods & Services Receipt Date field which is required for prompt payment Pay Terms. 
8.	Enter any information that will always be used on this Voucher in the Invoice Lines section. 
9.	Enter the charge distribution that will always be used for this Voucher in the Distribution Lines 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 Invoice Information or Payments tabs as needed to automatically populate the Vouchers for this Supplier.


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

Step	Action
------	--------

The **Invoice Information** tab displays.



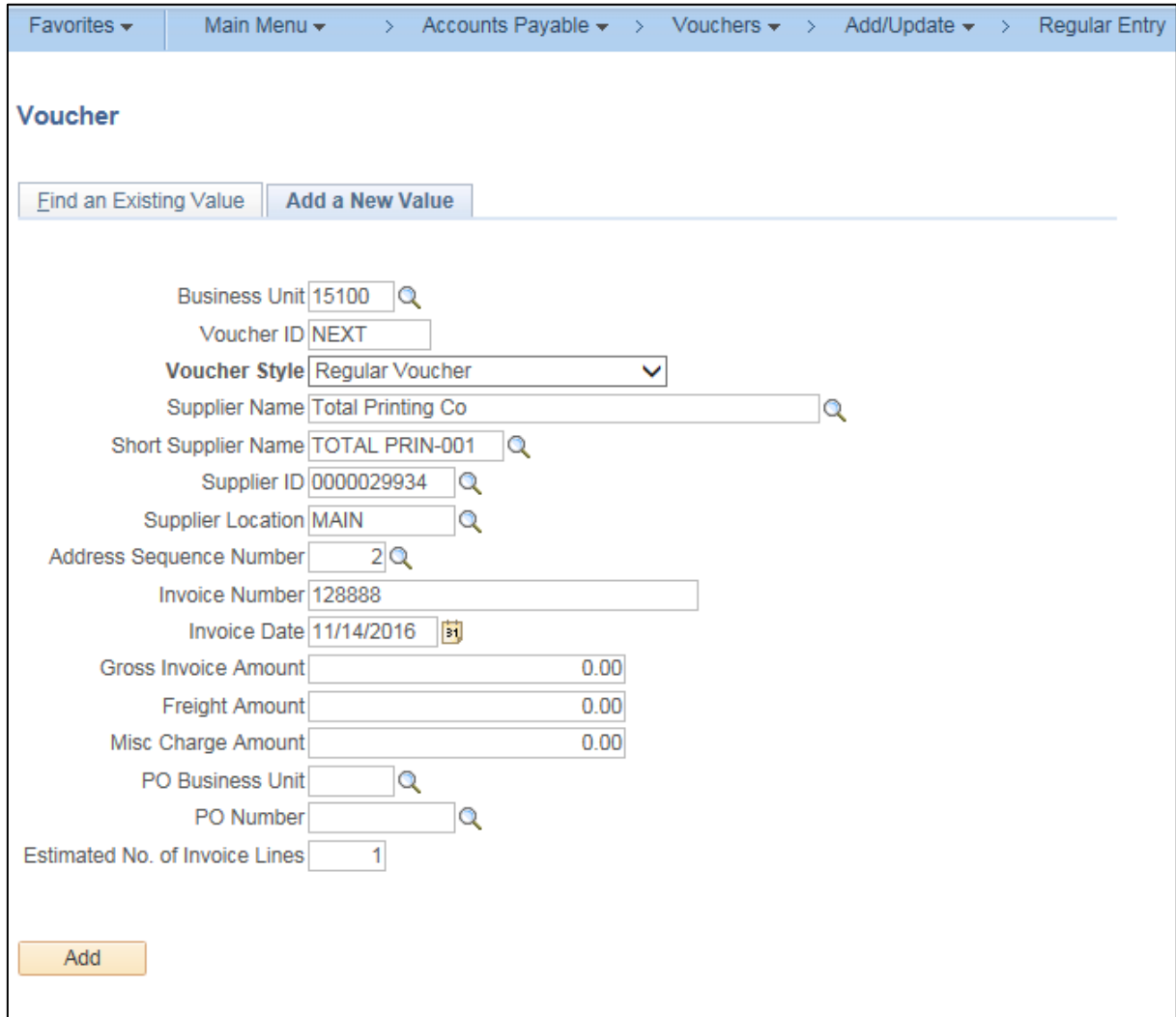
14.	<p>Click the Save button.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;">  </div>
-----	---

	<p>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.</p>
---	---

Using a Template Voucher

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




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






The screenshot shows the 'Voucher' page with the 'Add a New Value' tab selected. The breadcrumb navigation is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The 'Voucher' title is displayed. Below the title are two tabs: 'Find an Existing Value' and 'Add a New Value'. The form contains the following fields:

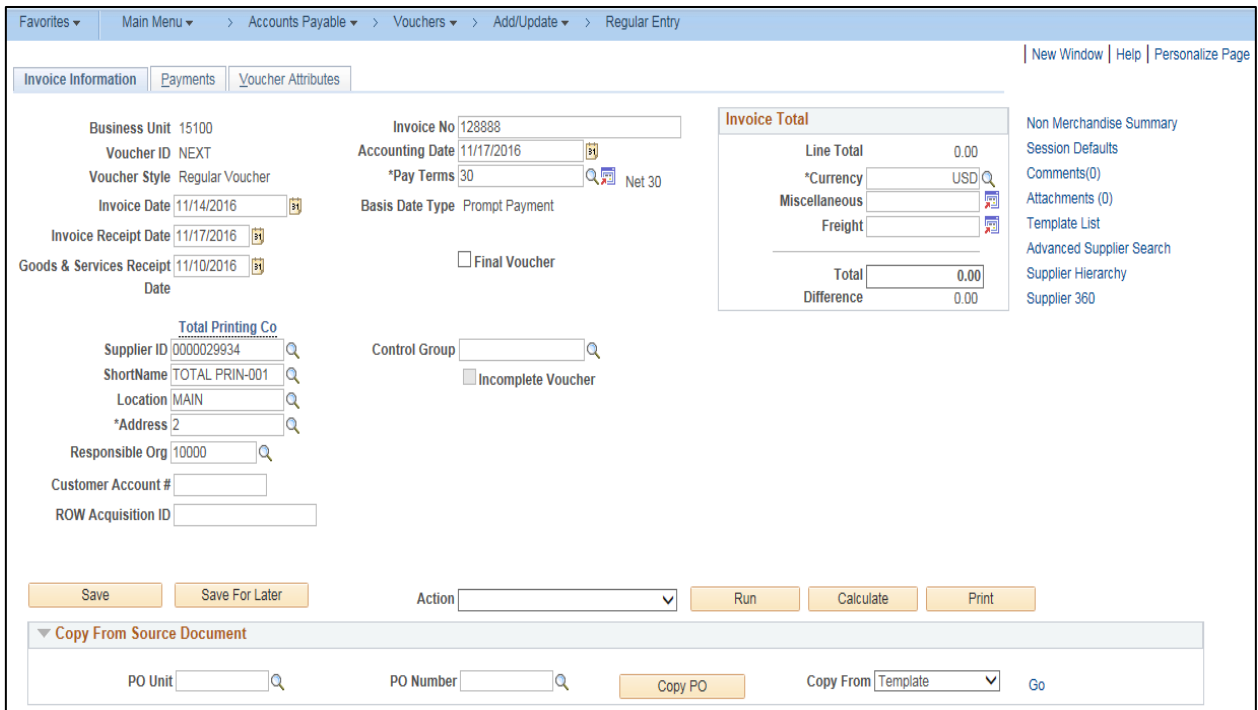
- Business Unit: 15100
- Voucher ID: NEXT
- Voucher Style: Regular Voucher (dropdown menu)
- Supplier Name: Total Printing Co
- Short Supplier Name: TOTAL PRIN-001
- Supplier ID: 0000029934
- Supplier Location: MAIN
- Address Sequence Number: 2
- Invoice Number: 128888
- Invoice Date: 11/14/2016
- Gross Invoice Amount: 0.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- PO Business Unit: (empty)
- PO Number: (empty)
- Estimated No. of Invoice Lines: 1

An 'Add' button is located at the bottom left of the form.

	<p>The Voucher Style field defaults to “Regular Voucher”. Do not change it.</p> 
2.	<p>Enter or select the applicable Supplier ID in the Supplier ID field. This must be for the same Supplier on the template you desire to use.</p> 

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



The **Invoice Information** tab displays.


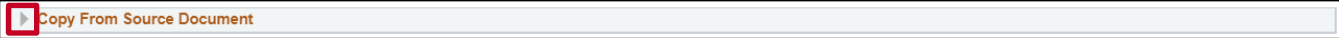
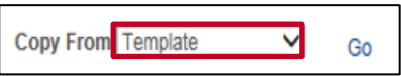

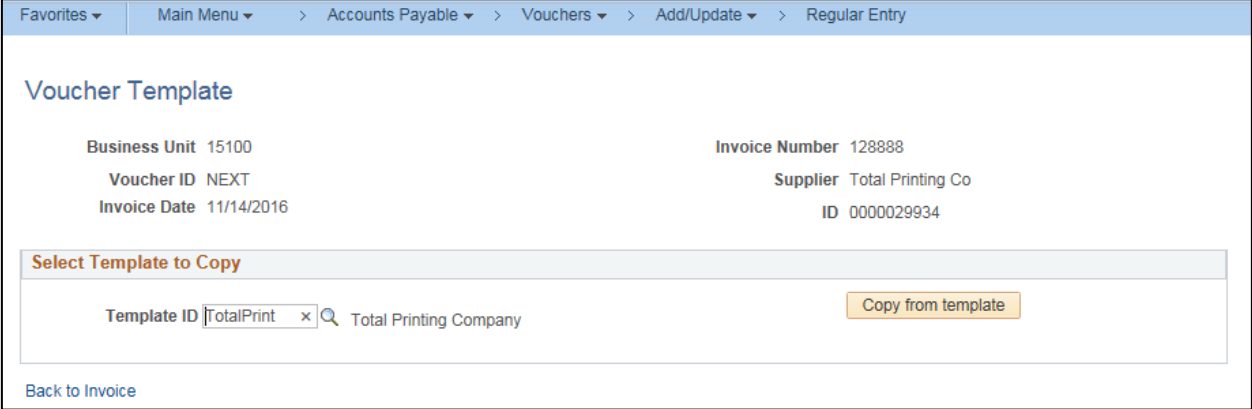




The screenshot shows the 'Invoice Information' tab in a software application. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The form contains the following fields and values:

- Business Unit: 15100
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Invoice Date: 11/14/2016
- Invoice Receipt Date: 11/17/2016
- Goods & Services Receipt Date: 11/10/2016
- Supplier ID: 000029934
- ShortName: TOTAL PRIN-001
- Location: MAIN
- *Address: 2
- Responsible Org: 10000
- Customer Account #: [Empty]
- ROW Acquisition ID: [Empty]
- Invoice No: 128888
- Accounting Date: 11/17/2016
- *Pay Terms: 30 Net 30
- Basis Date Type: Prompt Payment
- Control Group: [Empty]
- *Currency: USD
- Miscellaneous: [Empty]
- Freight: [Empty]
- Total: 0.00
- Difference: 0.00

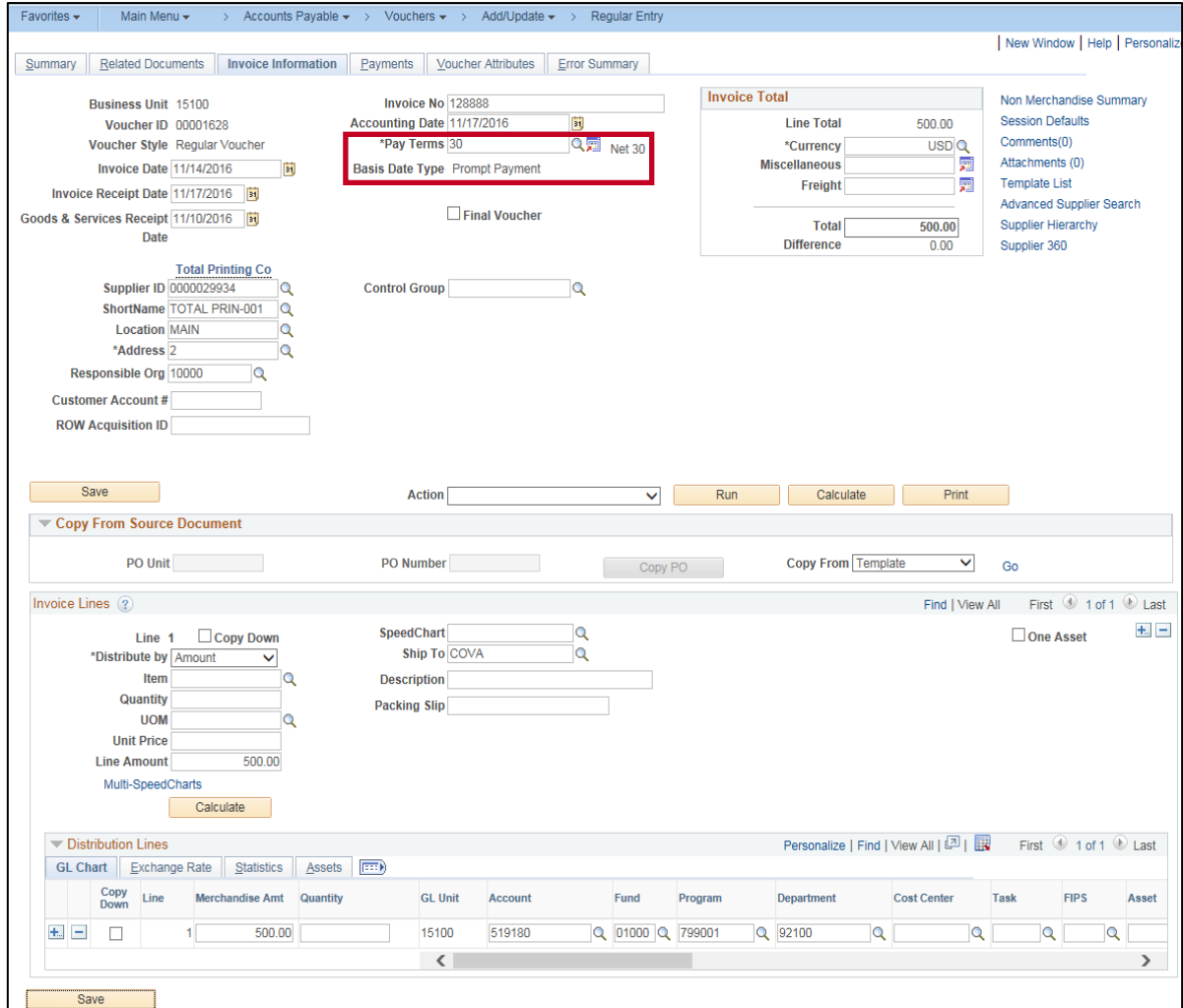
Buttons at the bottom include: Save, Save For Later, Action (dropdown), Run, Calculate, Print. A 'Copy From Source Document' section includes PO Unit, PO Number, Copy PO, Copy From (Template), and Go buttons.

6.	Enter or select the applicable date in the Invoice Receipt Date field which is required for prompt payment Pay Terms. 
7.	Enter or select the applicable date in the Goods & Services Receipt Date field which is required for prompt payment pay terms. 

Step	Action
	Even though the Invoice Receipt Date and Goods & Services Receipt Date fields are required on the Template, they do not automatically populate on the Voucher.
8.	Click the Copy From Source Document Expand icon. 
9.	In the Copy From Source Document section, click the Copy From dropdown button and select "Template". 
10.	Click the Go hyperlink. 
The Voucher Template page displays.	
	
11.	In the Template ID field, enter the Template ID or use the Lookup icon to view all available templates for the Supplier. In this example, "TotalPrint" is selected. 
12.	Click the Copy from Template button. 

Step	Action
------	--------

The Invoice Information tab redisplay.



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
 Total Printing Co
 Supplier ID 0000029934
 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

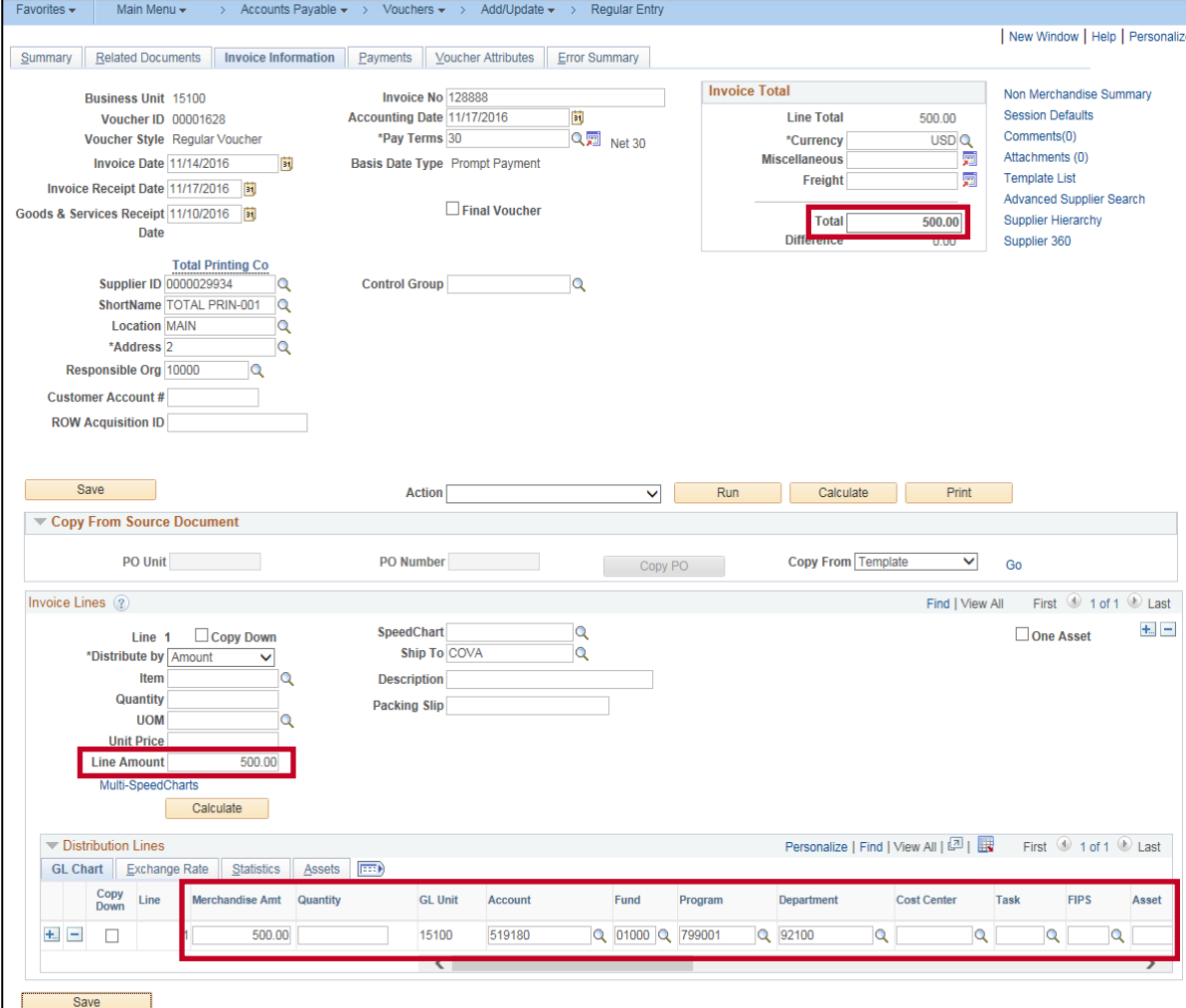


Invoice Lines
 Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 500.00
 Multi-SpeedCharts
 Calculate

Distribution Lines
 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				



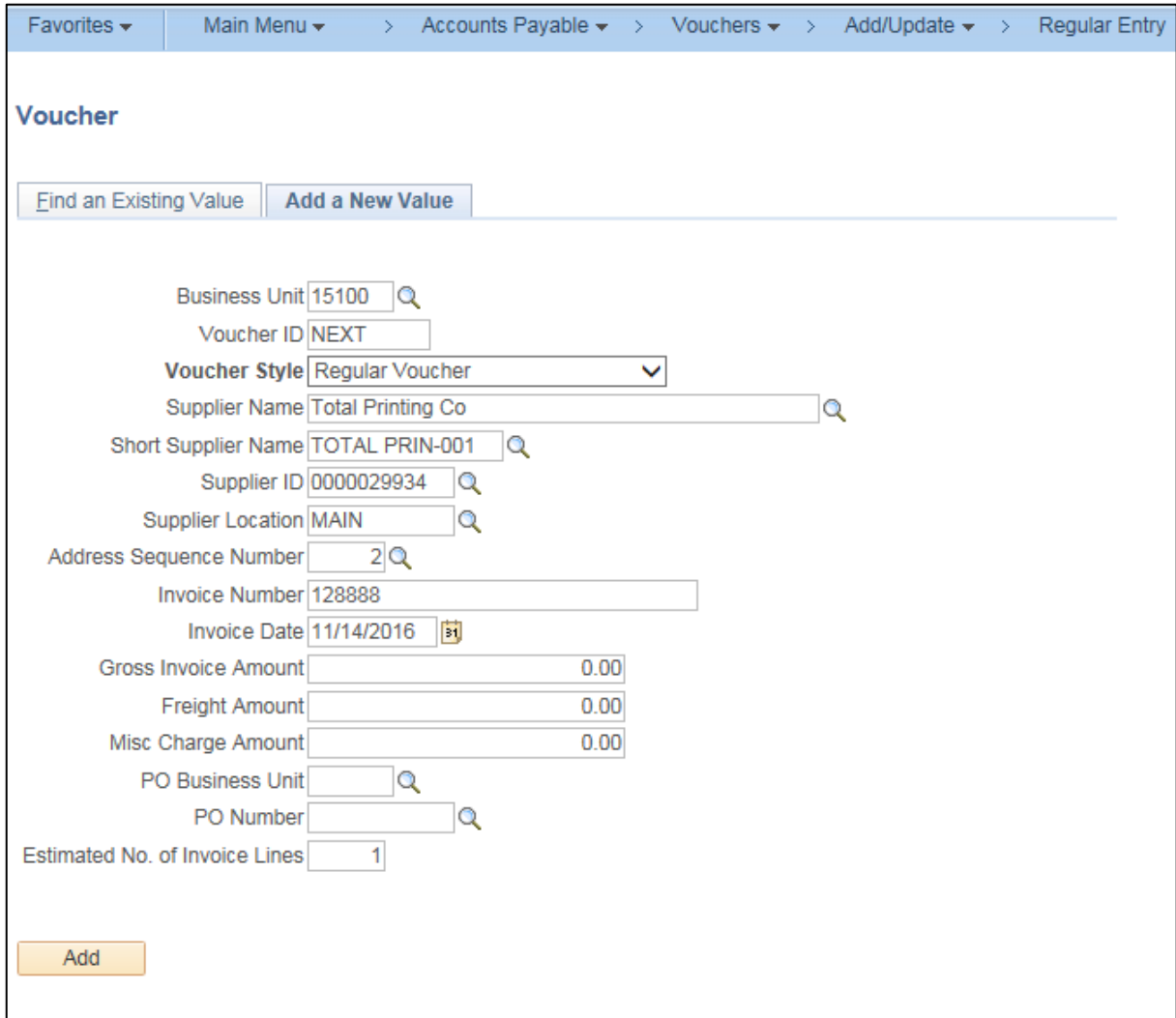
If the Pay Terms needs to be changed to something other than “Net 30”, see the Job Aid titled AP312_Using Pay Terms Overview. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

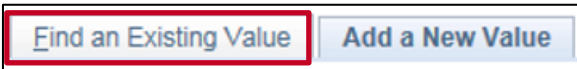
Step	Action
16.	<p>The Voucher fields, including Total, Line Amount, and Distribution Line(s), auto-populate with values from the Template. Update the required fields as needed based on the Supplier's Invoice.</p> 
16.	<p>Once all updates are completed, click the Save button.</p> 
	<p>Cardinal generates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

Updating a Template Voucher

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

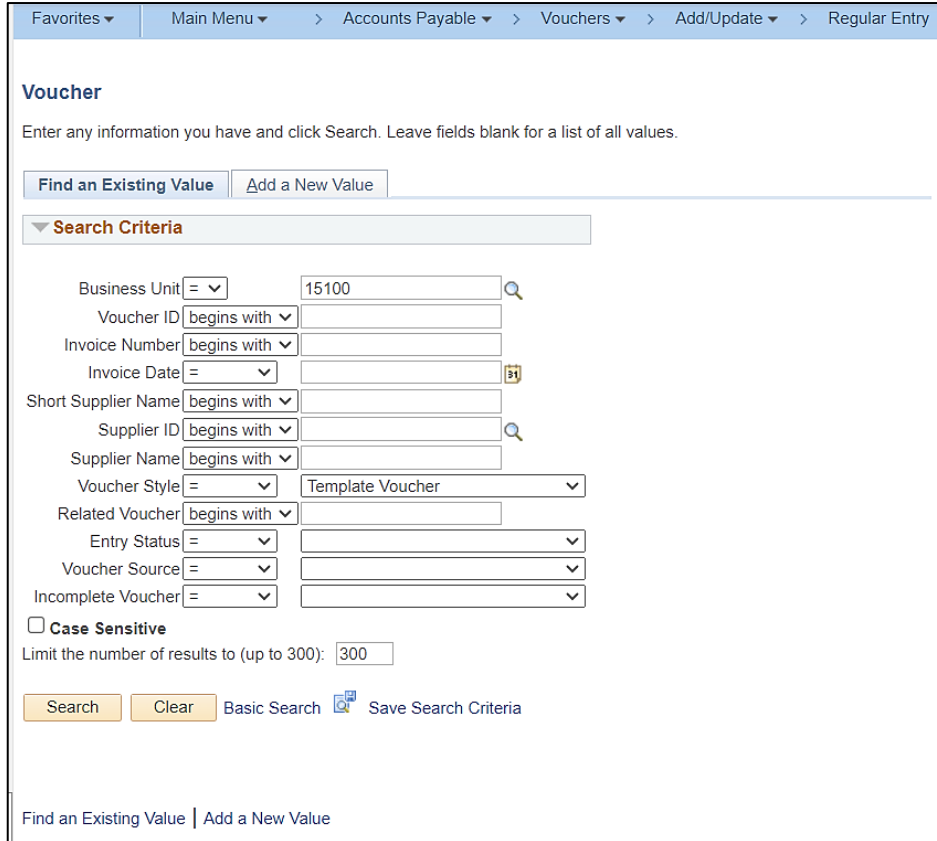
The **Voucher** page displays with the **Add a New Value** tab displayed by default.






2.	Click the Find an Existing Value tab. 
----	---

Step	Action
------	--------

The **Voucher Search** page displays.



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

Step	Action
------	--------

The **Voucher Search** page refreshes and Template Vouchers that have been set up by your Agency display.

Voucher Source =

Incomplete Voucher =

Case Sensitive

Limit the number of results to (up to 300):

Basic Search

Search Results

View All First 1-2 of 2 Last

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	00005687	(blank)	500	500	07/24/2024	TOTAL PRIN-001	0000029934	Total Printing Co	Template	(blank)	Template	Online	Complete
15100	00005686	123	800	800	07/18/2024	XEROX CORP	0000003662	XEROX Corporation	Template	(blank)	Template	Online	Complete

6.

Select the Template you want to update by clicking the corresponding **Voucher ID** link. For this scenario, "Total Printing Co." is selected.

Voucher Source =

Incomplete Voucher =

Case Sensitive

Limit the number of results to (up to 300):

Basic Search

Search Results

View All First 1-2 of 2 Last

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	00005687	(blank)	500	500	07/24/2024	TOTAL PRIN-001	0000029934	Total Printing Co	Template	(blank)	Template	Online	Complete
15100	00005686	123	800	800	07/18/2024	XEROX CORP	0000003662	XEROX Corporation	Template	(blank)	Template	Online	Complete

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

*View Related Go

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

AP312_ Creating, Using, and Updating a Template Voucher

Step	Action
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.



The **Invoice Information** tab displays.

Business Unit 15100
Voucher ID 00005687
Invoice No [Field]
Accounting Date 07/24/2024
Voucher Style Template Voucher
Invoice Date 07/24/2024
***Pay Terms** 30 Net 30
Invoice Receipt Date 07/24/2024
Basis Date Type Prompt Payment
Goods & Services 07/17/2024
Receipt Date [Field]
Supplier ID 0000029934
ShortName TOTAL PRIN-001
Location MAIN
***Address** 2
Responsible Org 10000
Customer Account # [Field]
ROW Acquisition ID [Field]



Invoice Total
 Line Total 500.00
 *Currency USD
 Miscellaneous [Field]
 Freight [Field]
 Total 500.00
 Difference 0.00

GL Chart	Exchange Rate	Statistics	Assets
1		500.00	

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 data-bbox="289 327 1458 361">For this scenario, an additional Distribution Line is added with an even split of the charges.</p> <div data-bbox="293 380 1485 968" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="305 386 418 405">Invoice Lines ? Find View All First 1 of 1 Last</p> <p data-bbox="381 415 527 434">Line 1 <input type="checkbox"/> Copy Down SpeedChart <input type="text"/> <input type="checkbox"/> One Asset <input type="button" value="Calculate"/></p> <p data-bbox="337 447 527 466">*Distribute by <input type="text" value="Amount"/></p> <p data-bbox="365 478 544 497">Item <input type="text"/></p> <p data-bbox="365 499 544 518">Quantity <input type="text"/></p> <p data-bbox="365 520 544 539">UOM <input type="text"/></p> <p data-bbox="365 541 544 560">Unit Price <input type="text"/></p> <p data-bbox="337 562 544 581">Line Amount <input type="text" value="500.00"/></p> <p data-bbox="365 583 462 602">Multi-SpeedCharts</p> <p data-bbox="646 457 836 476">Ship To <input type="text" value="COVA"/></p> <p data-bbox="625 489 901 508">Description <input type="text"/></p> <p data-bbox="625 510 852 529">Packing Slip <input type="text"/></p> <hr/> <p data-bbox="321 653 462 672">▼ Distribution Lines Personalize Find View All First 1-2 of 2 Last</p> <table border="1" data-bbox="321 674 1469 856"> <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 data-bbox="354 871 430 890"><input type="button" value="Save"/></p> <p data-bbox="305 919 1469 938"> <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 data-bbox="293 947 836 966">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 data-bbox="289 1010 1055 1043">Click the Save button to save the changes to the Template.</p> <div data-bbox="293 1058 470 1100" style="border: 2px solid red; padding: 2px; display: inline-block;"> <input type="button" value="Save"/> </div>																																																				
	<p data-bbox="289 1142 876 1176">The template has been successfully updated.</p>																																																				