

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	6
Updating a Template Voucher	10

Creating a Template Voucher

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

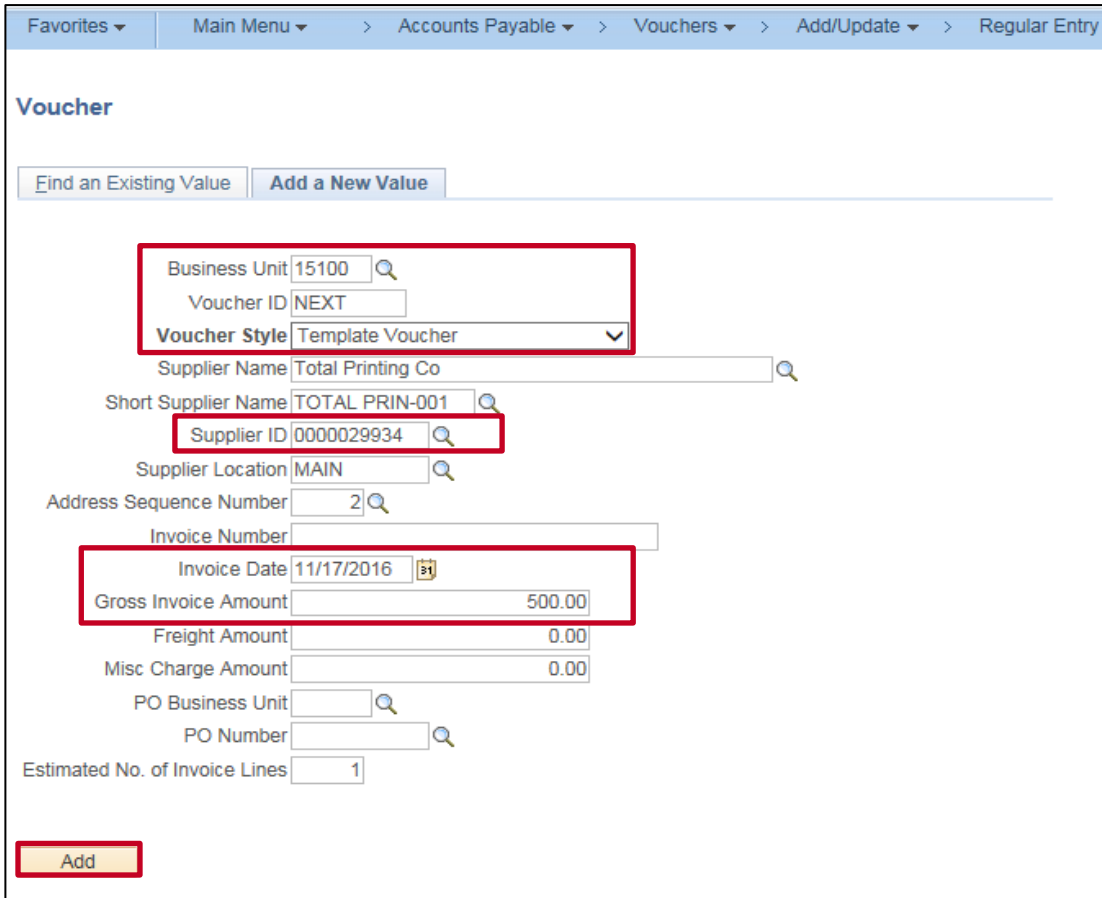
- Business Unit
- Supplier ID
- Supplier Address Information
- Invoice Date
- Template ID
- Template Description
- Invoice Receipt Date
- Goods & Services Receipt Date
- Distribution line ChartFields that will pass combo edits
- Pay Terms: this value will default from Supplier unless updated and saved 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.

AP312_Creating Using and Updating a Template Voucher

1. Navigate to the **Voucher** entry page using the following path:

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

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



The screenshot shows the 'Voucher' entry page with the 'Add a New Value' tab selected. The breadcrumb path is 'Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry'. The form contains the following fields:

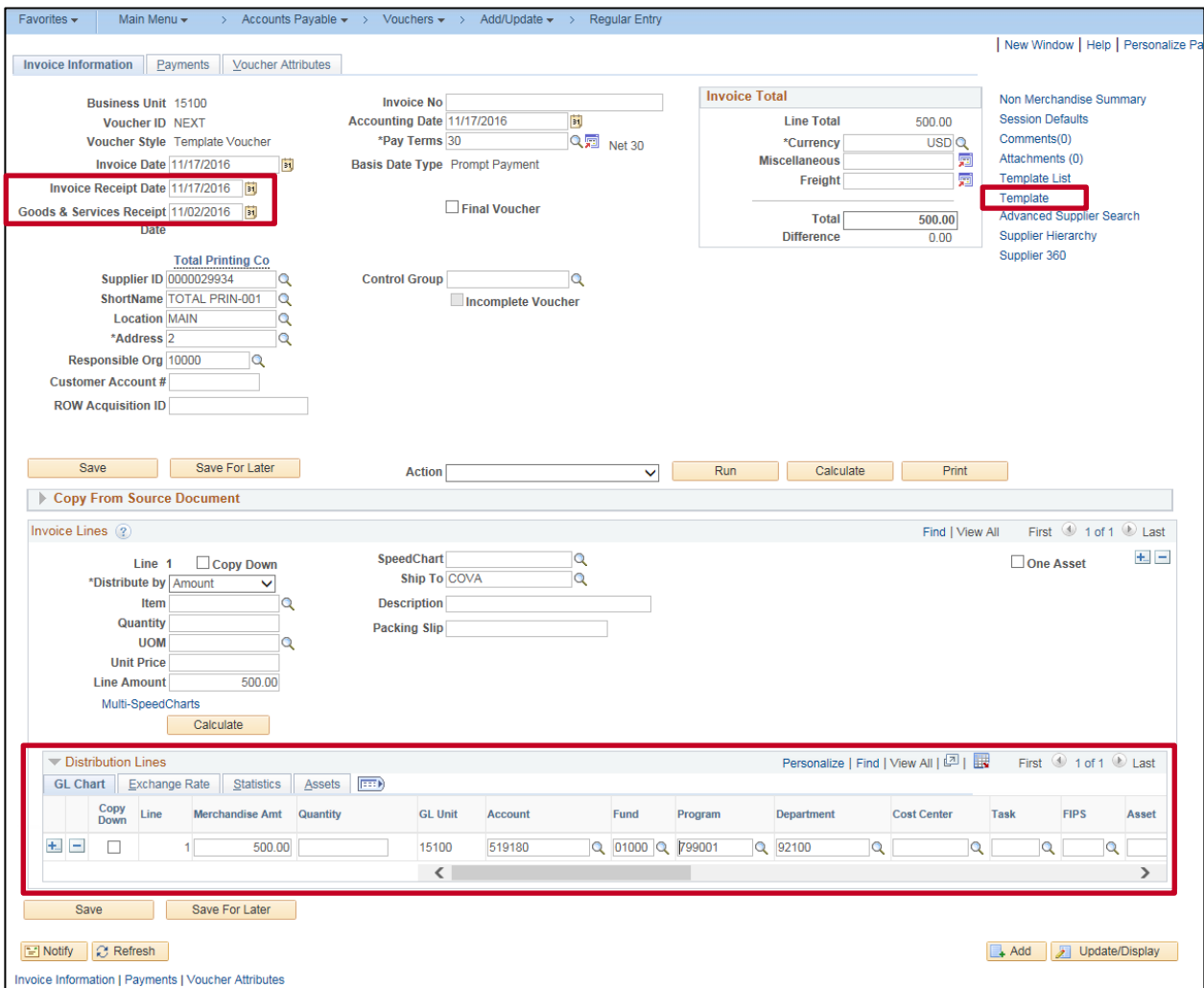
- Business Unit: 15100
- Voucher ID: NEXT
- Voucher Style: Template Voucher
- Supplier Name: Total Printing Co
- Short Supplier Name: TOTAL PRIN-001
- Supplier ID: 0000029934
- Supplier Location: MAIN
- Address Sequence Number: 2
- Invoice Date: 11/17/2016
- Gross Invoice Amount: 500.00
- Freight Amount: 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.

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

AP312_Creating Using and Updating a Template Voucher

The **Invoice Information** tab displays.



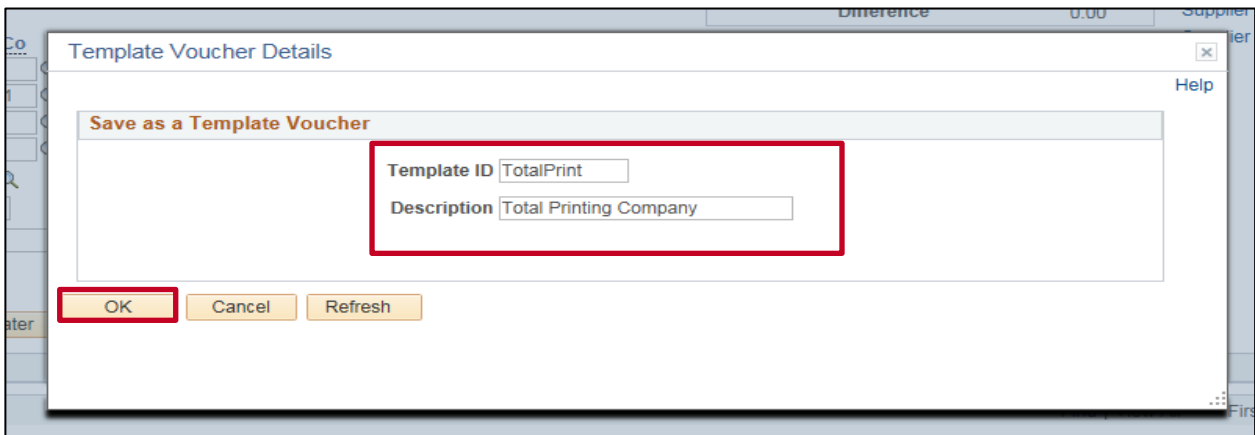
The screenshot shows the 'Invoice Information' tab in the Accounts Payable software. The interface includes the following sections:

- Invoice Information:** Fields for Business Unit (15100), Invoice No, Accounting Date (11/17/2016), Invoice Receipt Date (11/17/2016), Goods & Services Receipt Date (11/02/2016), Voucher ID (NEXT), Voucher Style (Template Voucher), Invoice Date (11/17/2016), Basis Date Type (Prompt Payment), and Supplier ID (0000029934).
- Invoice Total:** Summary of Line Total (500.00), Total (500.00), and Difference (0.00).
- Invoice Lines:** Section for entering line items with fields for Line 1, Copy Down, Distribute by (Amount), Item, Quantity, UOM, Unit Price, Line Amount (500.00), SpeedChart, Ship To (COVA), Description, and Packing Slip.
- Distribution Lines:** A table with columns for GL Chart, Exchange Rate, Statistics, Assets, Copy Down, Line, Merchandise Amt (500.00), Quantity, GL Unit (15100), Account (519180), Fund (01000), Program (799001), Department (92100), Cost Center, Task, FIPS, and Asset.

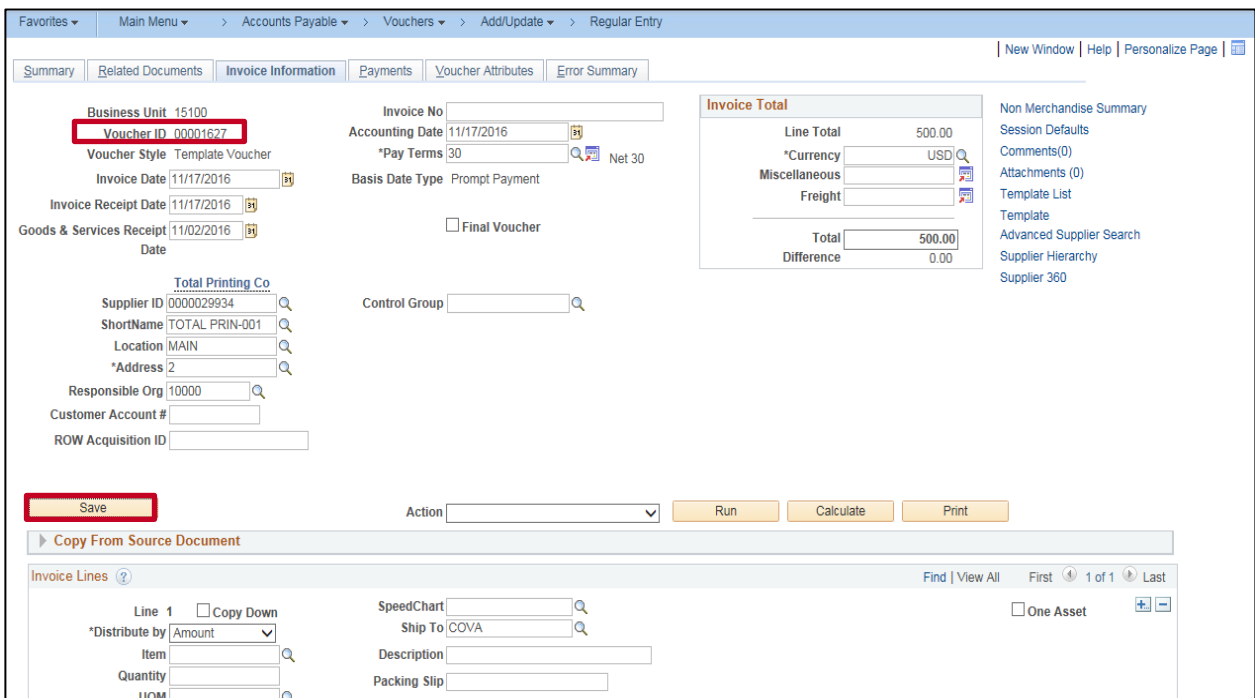
10. The **Invoice Information** page displays. Enter values in the **Invoice Receipt Date** and **Goods & Services Receipt Date** fields which are required for prompt payment pay terms.
11. Enter any information that will always be used on this voucher in the **Invoice Lines** section.
12. Enter the charge distribution that will always be used for this voucher in the **Distribution Lines** section.
13. If this template will need multiple voucher and/or distribution lines, use the (+) button to add more lines.
14. Enter any additional fields on the **Invoice Information** or **Payments** page as needed to automatically populate the vouchers for this supplier.
15. Click the **Template** hyperlink.

AP312_Creating Using and Updating a Template Voucher

The **Template Voucher Details** pop-up box displays.



16. Enter the following:
 - a. **Template ID:** Enter a name for the template. This field allows a maximum of 10 characters.
 - b. **Description:** Enter a description for the template. This field allows a maximum of 30 characters.
17. Click the **OK** button to return to the **Invoice Information** page.

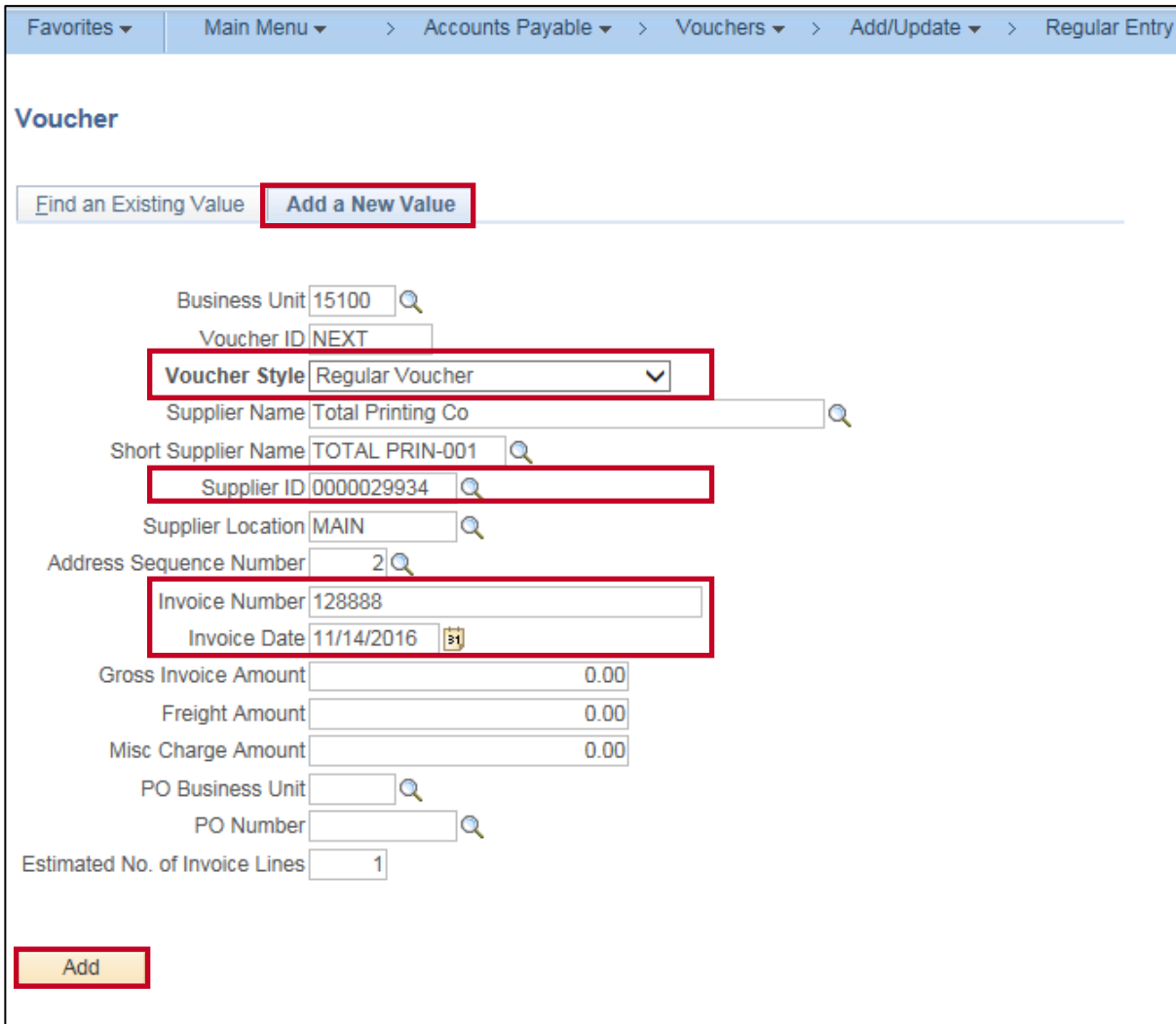


18. Click the **Save** button.
19. The template is now saved. Cardinal generates a **Voucher ID**. The template can now be used to enter future regular vouchers. No further voucher downstream processing will occur (budget check, approval, voucher post payment, or payment post) on the template voucher.

Using a Template Voucher

1. To use a template voucher, navigate to the **Voucher** page using the following path:

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



Voucher

Find an Existing Value **Add a New Value**

Business Unit 15100

Voucher ID NEXT

Voucher Style Regular Voucher

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

PO Number

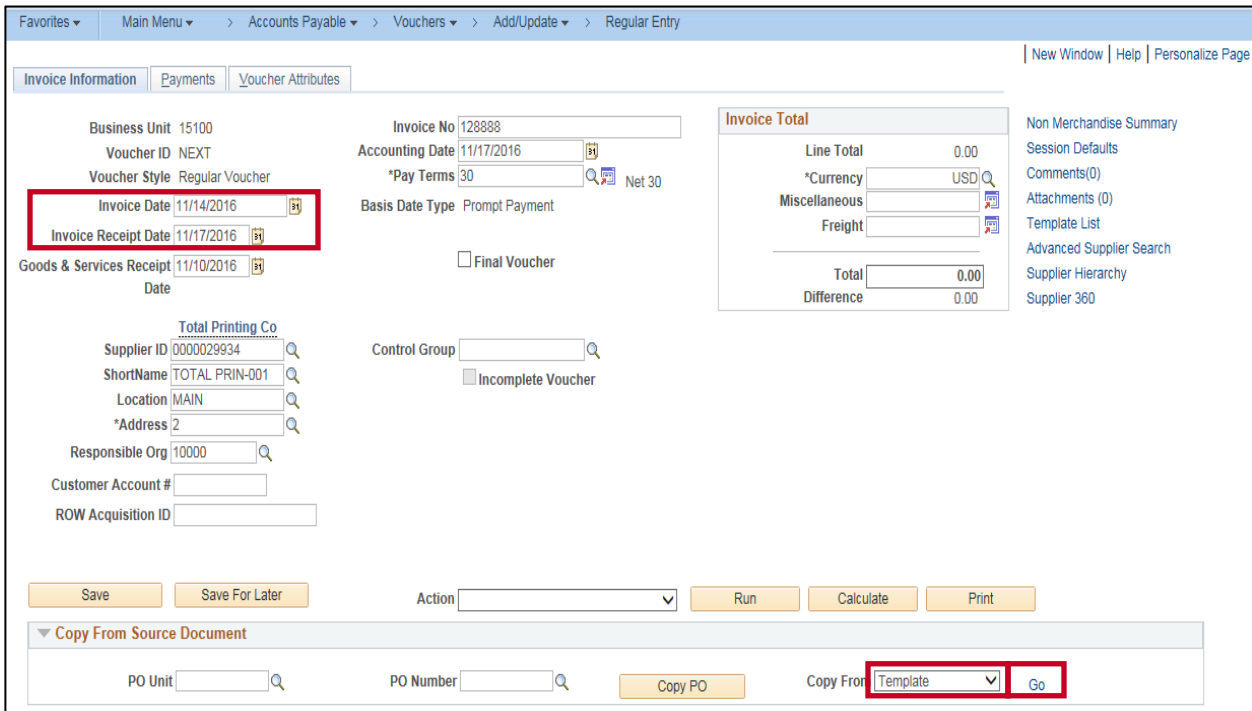
Estimated No. of Invoice Lines 1

Add

2. Click the **Add a New Value** tab.
3. The **Voucher Style** field defaults to **Regular Voucher**. Do not change it.
4. Enter the **Supplier ID**. This must be for the same supplier on the template you desire to use.
5. Enter information in the following fields based on the supplier's invoice:
 - a. **Invoice Number**
 - b. **Invoice Date**: even though this field is required on the Template, it does not populate the new voucher created from the Template.
6. Click the **Add** button.

AP312_Creating Using and Updating a Template Voucher

The **Invoice Information** tab displays.



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

Invoice Information | Payments | Voucher Attributes

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

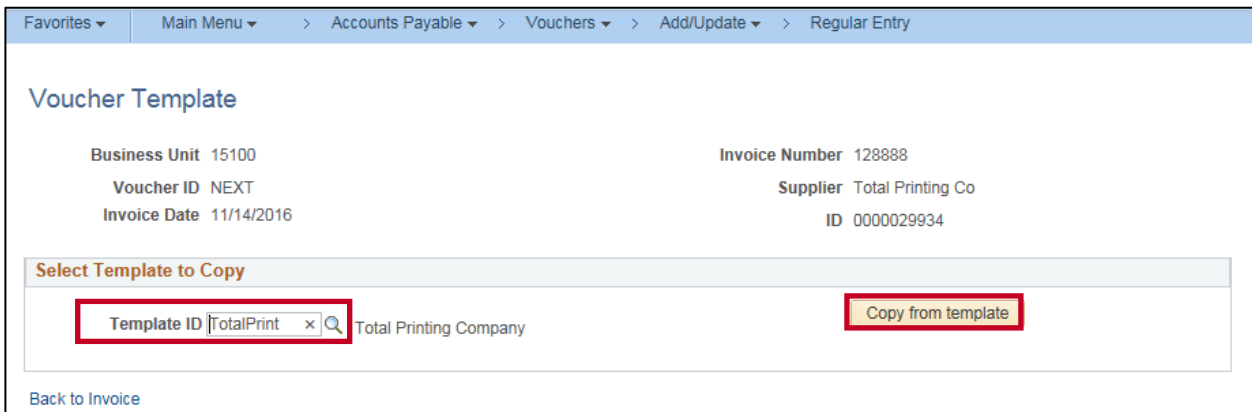
Invoice Total
 Line Total 0.00
 *Currency USD
 Miscellaneous
 Freight
 Total 0.00
 Difference 0.00

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

Save Save For Later Action Run Calculate Print

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

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



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

Voucher Template

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

Select Template to Copy

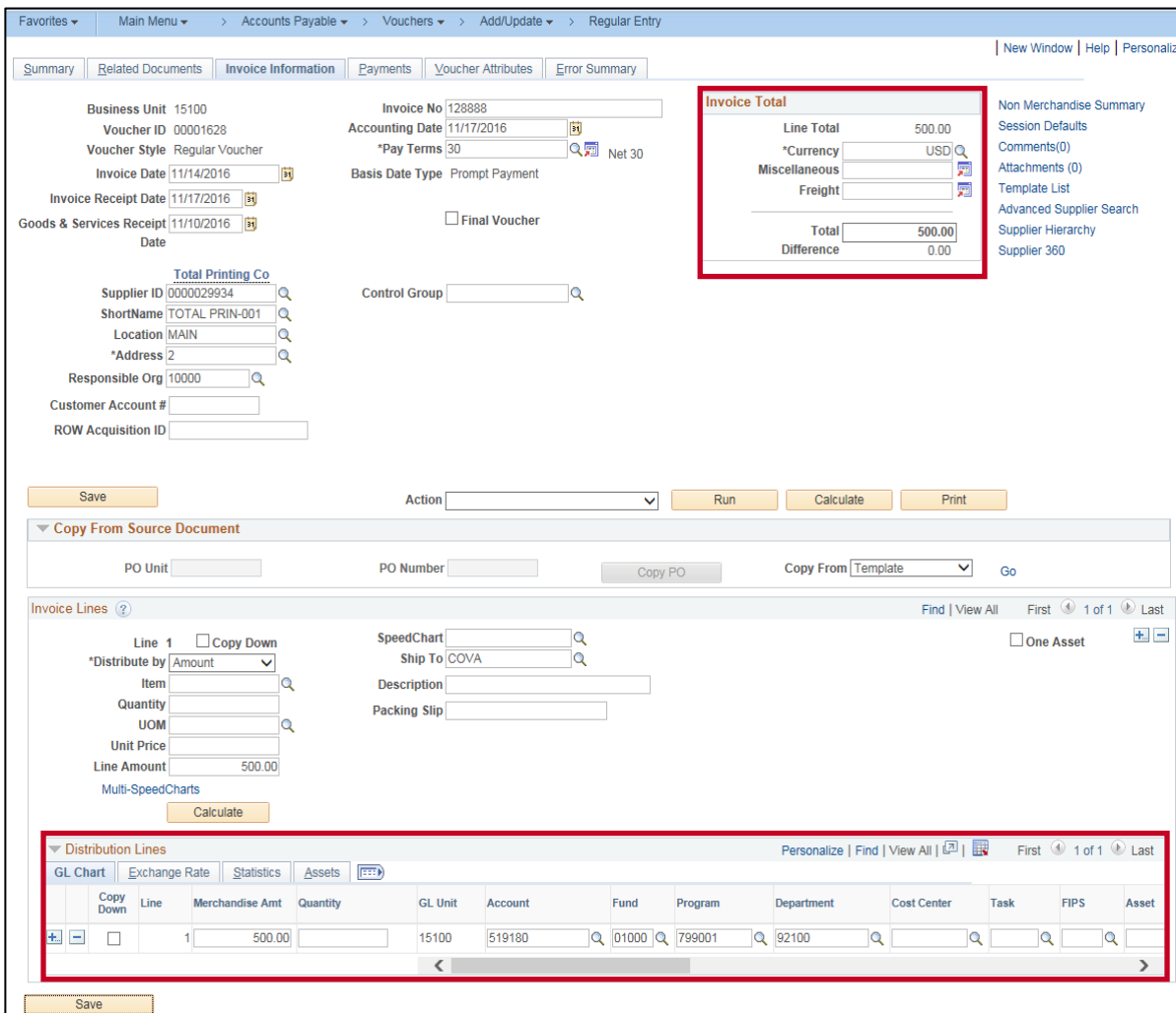
Template ID TotalPrint Total Printing Company Copy from template

[Back to Invoice](#)

10. The **Voucher Template** page displays. In the **Template ID** field, enter the **Template ID** or use the lookup button to view all available templates for the supplier.
11. Click the **Copy from Template** button.

AP312_Creating Using and Updating a Template Voucher

The Invoice Information page returns.



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 11/10/2016
 Date
 Supplier ID 0000029934 Control Group
 ShortName TOTAL PRIN-001
 Location MAIN
 *Address 2
 Responsible Org 10000
 Customer Account #
 ROW Acquisition ID

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

Save Action Run Calculate Print

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

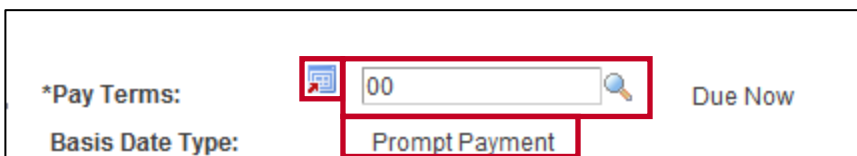
Invoice Lines
 Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 500.00
 Multi-SpeedCharts
 Calculate

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

12. The Invoice Information page displays. Voucher fields, including Total, Line Amount, and Distribution Line(s) in this example, auto-populate with values from the Template.



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

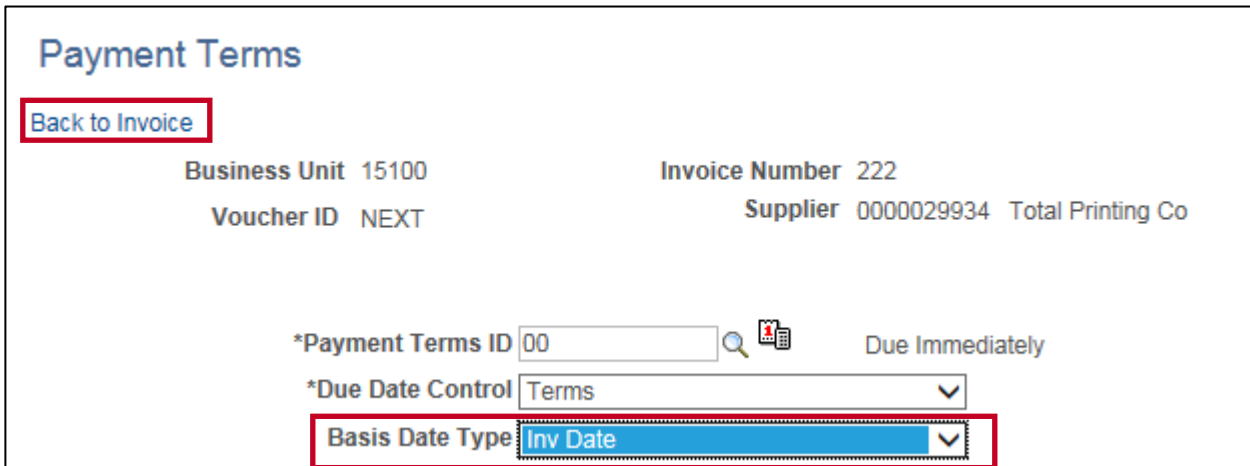
13. If the Pay Terms option on the Template voucher was changed to something other than Net 30 the Pay Terms field will copy over, but the Basis Date Type does not copy over and will need to be updated on the voucher.

In this example, the Pay Terms on the template was changed to 00. Note that the Basis Date Type is Prompt Pay and will need to be changed.

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

AP312_Creating Using and Updating a Template Voucher

The **Payment Terms** page displays.



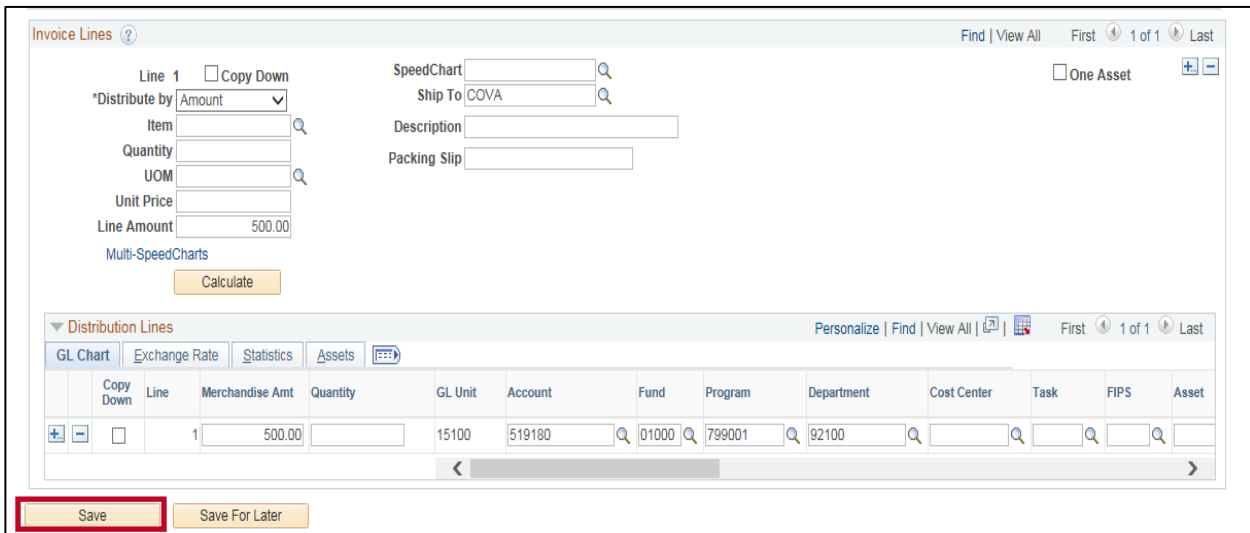
Payment Terms

[Back to Invoice](#)

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

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

15. Change the **Basis Date Type** as appropriate.
 For this scenario, since the **Pay Term** is **00**, the **Basis Date Type** is changed to **Inv Date**.
16. Click the **Back to Invoice** link to return to the **Invoice Information** page.



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

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

SpeedChart
 Ship To COVA
 Description
 Packing Slip

One Asset

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

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

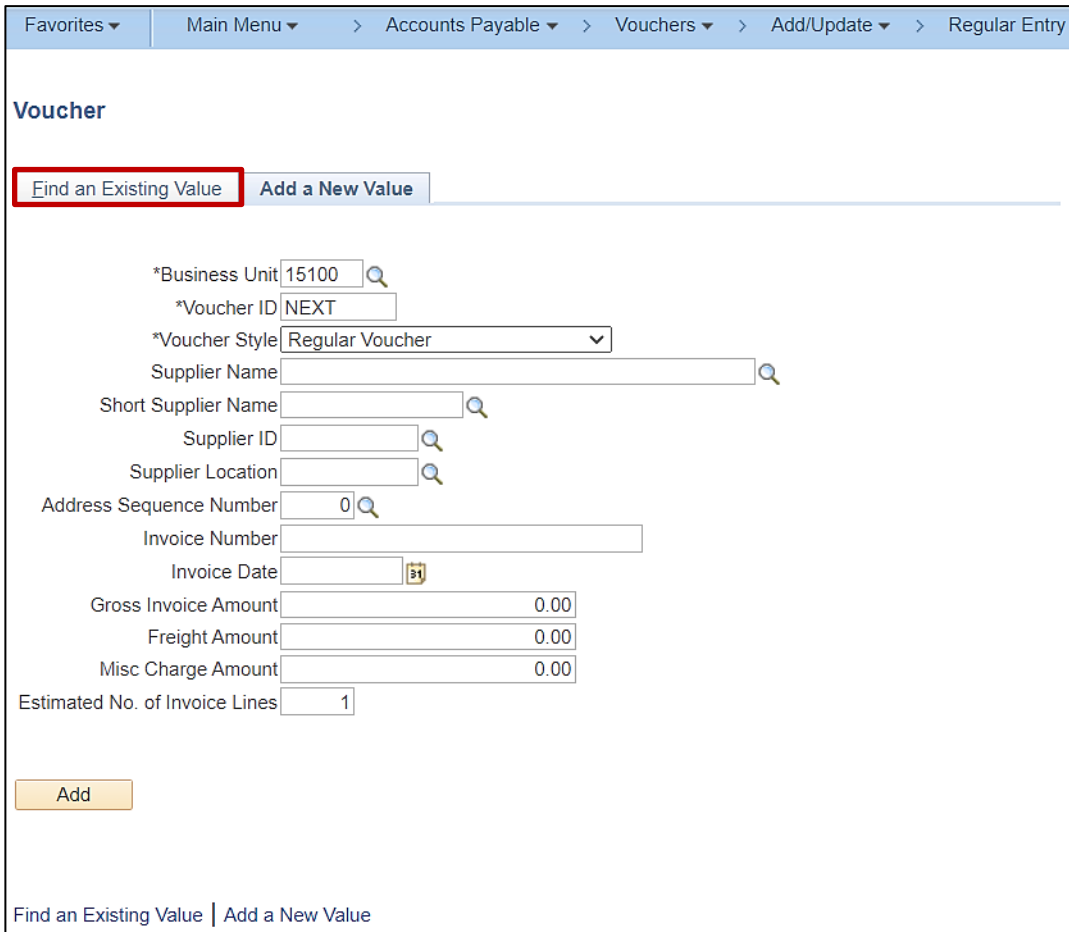
Save Save For Later

17. Changes can be made to any other fields as needed on the **Invoice Information** and **Payments** pages. Enter or update all required fields based on the supplier's invoice.
18. Once all updates are completed, click the **Save** button.
19. Cardinal generates the **Voucher ID**.

Updating a Template Voucher


1. To update an Template Voucher, navigate to the Regular Entry page using the following path:

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




Voucher


Find an Existing Value | **Add a New Value**


*Business Unit 


*Voucher ID


*Voucher Style

Supplier Name 


Short Supplier Name 

Supplier ID 

Supplier Location 

Address Sequence Number 

Invoice Number

Invoice Date 

Gross Invoice Amount

Freight Amount

Misc Charge Amount

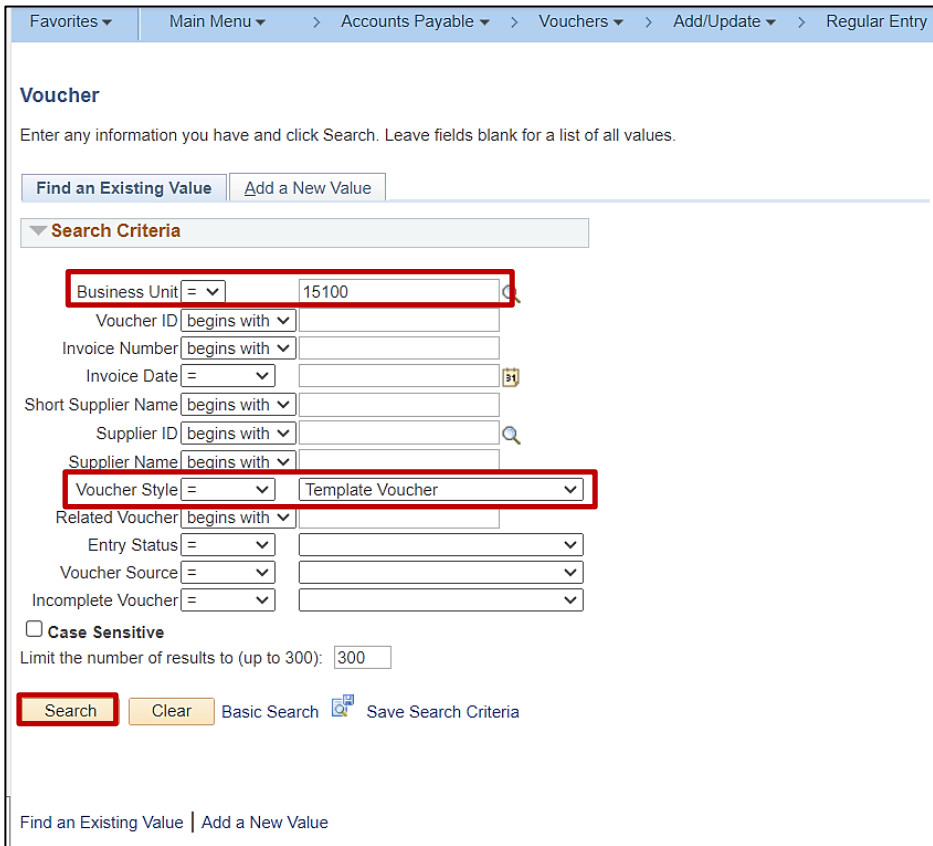
Estimated No. of Invoice Lines

Add

[Find an Existing Value](#) | [Add a New Value](#)

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

The **Find an Existing Value** tab displays.



Voucher
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit = 15100

Voucher ID begins with

Invoice Number begins with

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style = Template Voucher

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

Case Sensitive

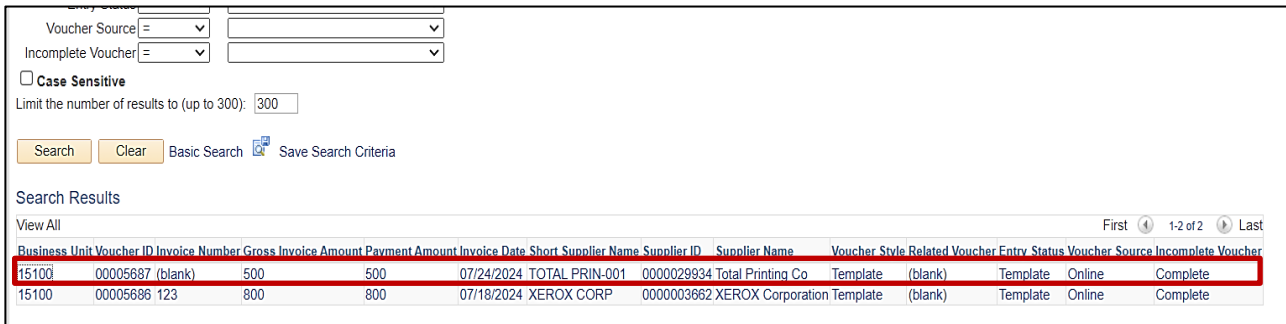
Limit the number of results to (up to 300): 300

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

3. The **Business Unit** field defaults. If you have access to multiple Business Units, click the look up icon and select the appropriate Business Unit.
4. In the **Voucher Style** field, select **Template Voucher** in the drop down menu.
5. Click the **Search** button to view any templates that have been setup.

The 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): 300

Search | Clear | Basic Search | Save Search Criteria

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	00005887	(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. For this scenario, Total Printing Co.

AP312_Creating Using and Updating a Template Voucher

The **Summary** tab displays for selected Template Voucher.

Business Unit 15100
 Voucher ID 00005687
 Voucher Style Template
 Supplier Name Total Printing Co
 4401 Sarellen Road
 VA10047550
 EVAAD125031
 Richmond, VA 23231

Invoice Date 07/24/2024
 Invoice No
 Invoice Total 500.00 USD

Entry Status Template Voucher
 Match Status No Match
 Approval Status Denied
 Post Status Payment Not Applied

Pay Terms Net 30
 Voucher Source Online
 Origin ONL
 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

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

- 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
 Voucher Style Template Voucher
 Invoice Date 07/24/2024
 Invoice Receipt Date 07/24/2024
 Goods & Services 07/17/2024
 Receipt Date

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

Invoice No
 Accounting Date 07/24/2024
 *Pay Terms 30 Net 30
 Basis Date Type Prompt Payment
 Final Voucher

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

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

Save Action Run Calculate Print

Copy From Source Document

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

Ship To COVA
 Description
 Packing Slip

SpeedChart
 One Asset
 Calculate

Distribution Lines
 Personalize Find View All
 First 1 of 1 Last

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			

Save

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

- Scroll down the page to the **Invoice Lines** section and update as needed.

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

Line 1 Copy Down

*Distribute by

Item

Quantity

UOM

Unit Price

Line Amount

Multi-SpeedCharts

SpeedChart

Ship To

Description

Packing Slip

One Asset

▼ Distribution Lines Personalize | Find | View All | First 1-2 of 2 Last

GL Chart	Exchange Rate	Statistics	Assets												
				Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task	FI
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>			1	250.00		15100	519180	01000	799001	92100			
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>			2	250.00		15100	519180	01000	799001	95700			

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

9. For this scenario, an additional distribution line is added with an even split of the charges.
 10. Click the **Save** button to save the changes to the template.
- The template has been successfully updated.