

# Copying Existing Vouchers

**Purpose:** Use this document as a reference for how to copy an existing voucher in ctLink

**Audience:** AP staff

! You must have at least one of these local college managed security roles:

- ZZ Voucher Entry

You must also set these User Preference Definitions:

- [User Preferences: Voucher Entry](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

! Copied Vouchers are created with an **Incomplete** or **Recycled** status, and needs to be saved for further processing. Recycled Vouchers are vouchers that were created through an automated process that have missing information and put in 'recycled' status.

## Copying an Existing Voucher

**Navigation:** Accounts Payable > Vouchers > Add/Update > Voucher Search

1. The **Voucher Search** page displays.
2. Enter the **Business Unit**.
3. Enter or use the look up icon to select the specific **Voucher ID** you would like to copy.
4. Select **Search**.

💡 Optional to use the other search criteria within the 'Voucher Information' or 'Supplier Detail' search fields to find your voucher you'd like to copy.

Employee Self Service
Voucher Search

### Voucher Search

#### Voucher Information

Business Unit
WA010
Voucher ID
00007555
Invoice Number
Related Voucher

Incomplete Voucher
Entry Status
Voucher Style
Voucher Source

#### Supplier Detail

Supplier ID
Short Supplier Name
Supplier Name
New window
Search

- The Search Results displays below.
- Select the **Copy Voucher icon**.

Employee Self Service
Voucher Search

### Voucher Search

#### Voucher Information

Business Unit
WA010
Voucher ID
00007555
Invoice Number
Related Voucher


Incomplete Voucher
Entry Status
Voucher Style
Voucher Source

#### Supplier Detail

Supplier ID
Short Supplier Name
Supplier Name
New window
Search

#### Search Results

Voucher Details
Supplier Information
1-1 of 1

Business Unit	Voucher ID	Copy Voucher	Invoice Number	Invoice Date	Voucher Style	Voucher Source	Entry Status	Incomplete Voucher	Gross Invoice Amount	Transaction Currency	Attachments (1)
WA010	00007555		23070257	07/31/2023	Regular	Online	Postable	<input type="checkbox"/>	292.00	USD	<a href="#">Attachments (1)</a>



**Note:** When you create a Voucher Copy, the following information is *copied* from the original voucher:

- Invoice lines, distributions, taxes, and miscellaneous charges.
- Payment terms, source documents, withholding, and bank details
- For a voucher with multiple schedules, only the first schedule is copied to the new voucher.

Similarly, the following information is not copied from the original voucher:

- Attachments.
- Payment notes.
- Prepaid reference.
- Match, approval and budget statuses.

- The **Copy Voucher** window opens.
- Enter the **Invoice Number**.
- Enter the **Invoice Date**. If left blank, the system defaults to current date.
- Select **Copy**.

Business Unit	Voucher ID	Copy Voucher	Invoice Number	Invoice Date	Voucher Style	Voucher Source	Entry Status	Incomplete Voucher	Gross Invoice Amount
WA010	00007555		23070257	07/31/2023	Regular	Online	Postable	<input type="checkbox"/>	292.00

- The next automated **Voucher ID** number displays with the Copy Voucher window.
- Select the new **Voucher ID** hyperlink to navigate to Regular Entry page.

Copy Voucher

Help

Copy From

Business Unit

WA010

Voucher ID

00007555

Business Unit

WA010

Voucher ID

00007564

00007564

Invoice Number

6789012

Invoice Date

10/03/2023

Copy

Return

Invoice Date	Voucher Style	Voucher Source	Entry Status	Incomplete Voucher	Gros Amo
07/31/2023	Regular	Online	Postable	<input type="checkbox"/>	

13. The **Regular Entry** page displays the newly Copied Voucher.
14. Continue to edit/refine the new voucher as needed.

Regular Entry

Summary

Related Documents

Invoice Information

Payments

Voucher Attributes

Error Summary

Business Unit

WA010

Invoice No

6789012

Voucher ID

00007564

Accounting Date

10/03/2023

Voucher Style

Regular Voucher

\*Pay Terms

30

Invoice Date

10/03/2023

Basis Date Type

Inv Date

Net 30

Invoice Received

Supplier ID

000047537

ShortName

RADIOPACIF-001

Location

010

\*Address

2

Radio Pacific Inc

☑ Tax Exempt

☐ Incomplete Voucher

Invoice Total

Line Total

292.00

\*Currency

USD

Miscellaneous

Freight

Sales Tax

Entered VAT

Use Tax

0.00

VAT

NonInv

0.00

Total

292.00

Difference

0.00

Sales/Use Tax Summary

VAT Summary

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

Ship To

PE000000AP

Description

Packing Slip

Quantity

15. Process complete.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial Via Panopto

View the external link to [Copying Existing Vouchers](#). This link will open in a new tab/window.