

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: WAO10

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

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

Employee Self Service Voucher Search

Voucher Search

Voucher Information

*Business Unit: WAO10

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 Results

1-1 of 1

Voucher Details | Supplier Information

| 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) |
|---------------|------------|-------------------------------------|----------------|--------------|---------------|----------------|--------------|--------------------------|----------------------|----------------------|-----------------|
| WAO10 | 00007555 | <input type="button" value="Copy"/> | 23070257 | 07/31/2023 | Regular | Online | Postable | <input type="checkbox"/> | 292.00 | USD | Attachments (1) |



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.

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

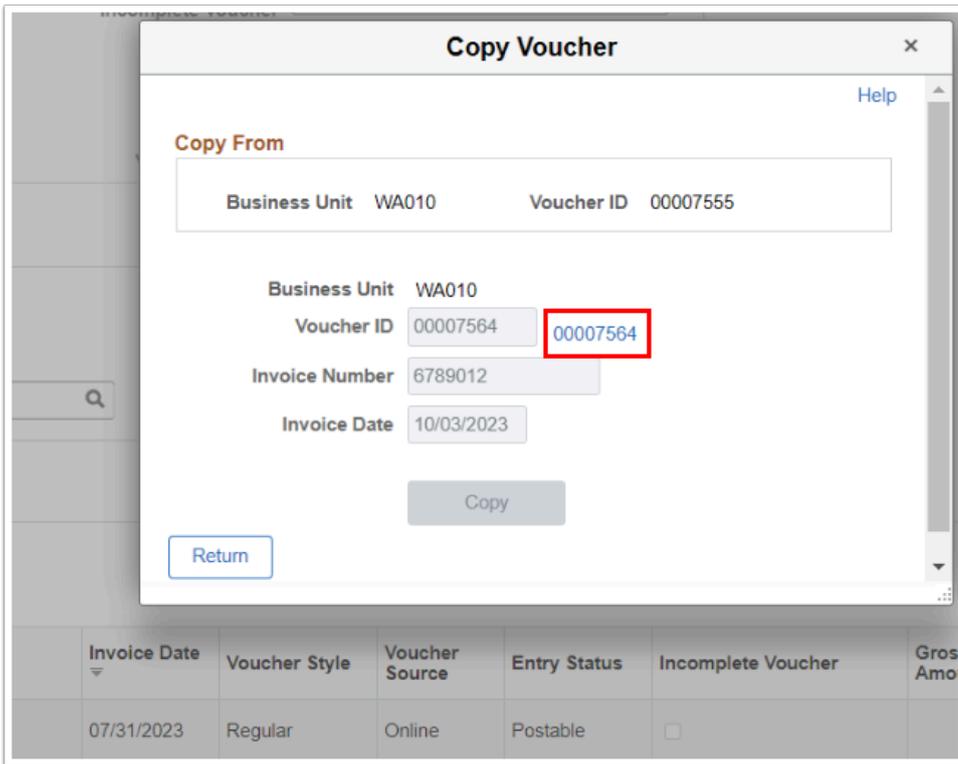
The screenshot shows the 'Copy Voucher' dialog box with the following details:

- Copy From:** Business Unit: WA010, Voucher ID: 00007555
- Business Unit:** WA010
- Voucher ID:** NEXT
- Invoice Number:** 6789012
- Invoice Date:** 10/03/2023
- Buttons:** Copy, Return

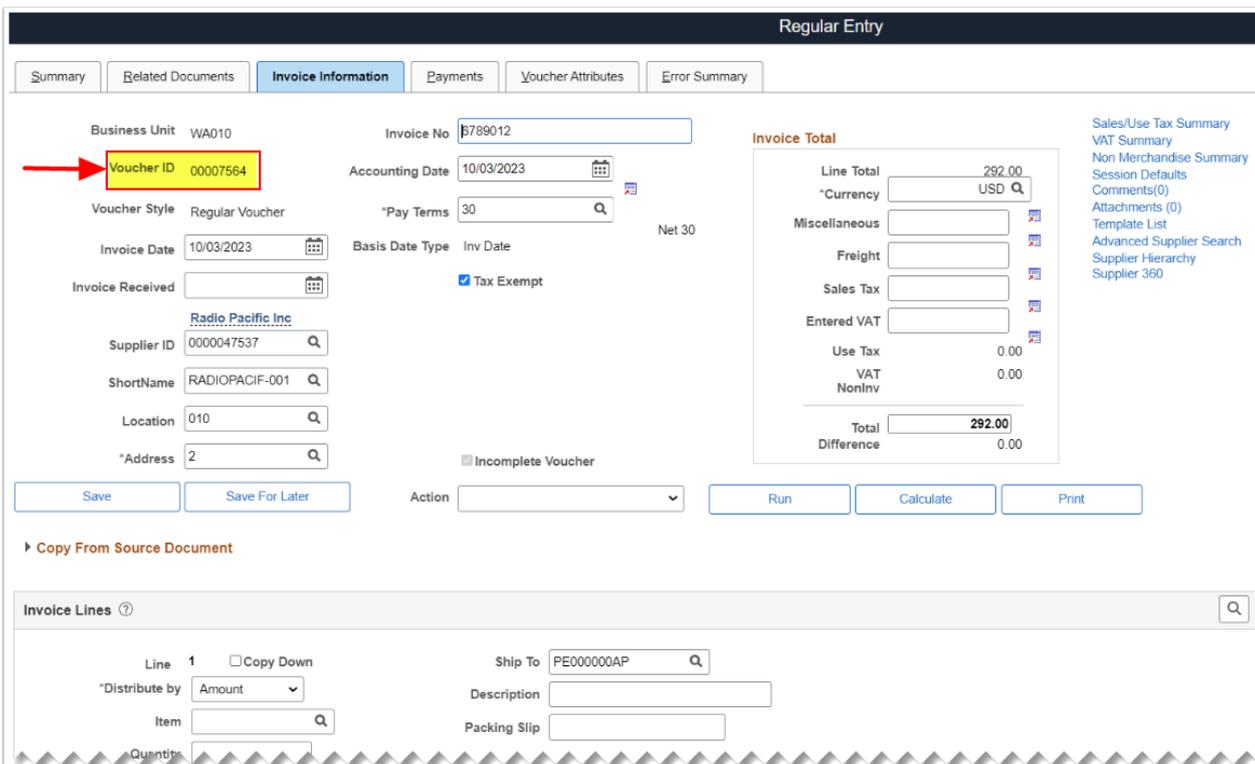
The background 'Voucher Search' page includes a table with the following data:

| 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 |

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



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



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.