## 9.2 Entering Template Vouchers

**Purpose:** Use this document to improve data entry efficiency by creating template vouchers in ctcLink.

Audience: Accounts Payable staff.

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

- ZD Accounts Payable Inquiry
- ZZ Voucher Approval
- ZZ Voucher Entry
- ZZ\_AP\_MANAGER
- ZZ\_AP\_SPECIALIST

You must also set these User Preference Definitions:

<u>User Preferences: Voucher Entry</u>

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.

If you receive multiple similar vouchers from a supplier, you can set up a **Template Voucher** to improve data entry efficiency. You can use a voucher for a particular supplier as a model for other vouchers that you will enter in the future for that supplier by creating a template voucher. Creating a template voucher saves you lots of keystrokes. A template voucher is never paid or posted. It is a model for other vouchers. After you create and save the template voucher, it is available for use during the entry of other vouchers for the specific supplier.

## **Entering Template Voucher**

## Navigation: NavBar > Navigator > Accounts Payable > Vouchers > Add/Update > Regular Entry

- 1. The **Voucher** search page displays.
- 2. Select the **Add a New Value** tab.

- 3. Enter **Business Unit**.
- 4. Notice **Voucher ID** defaults to "NEXT"; after you create and save your voucher, the system will assign a unique and permanent Voucher ID.
- 5. Select **Voucher Style** = "Template Voucher".
- 6. Enter Supplier ID. Confirm Supplier Location.
- 7. Enter Invoice Date.
- 8. Enter Gross Invoice Amount.
- 9. Enter the tax details; otherwise, you have to make the voucher tax exempt.
- 10. Select Add.

oucher	
Eind an Existing Value Keyword Search Add a New Value	
Business Unit WA170	
Voucher ID NEXT	
Voucher Style Template Voucher 🗸	
Supplier Name ExamSoft Worldwide Inc	
Short Supplier Name EXAMSOFT W-001 Q	
Supplier ID 0000044868	
Supplier Location 170	
Address Sequence Number 1 Q	
Invoice Number	
Invoice Date 06/01/2017	
Gross Invoice Amount 250.00	
Freight Amount 0.00	
Sales Tax Amount 25.00	
Entered VAT Amount 0.00	
Misc Charge Amount 0.00	
PO Business Unit	
PO Number	
Tax Exempt Flag	
Estimated No. of Invoice Lines 1	

- 11. The **Invoice Information** tab displays. Use it to enter or view invoice information, including invoice header information, non-merchandise charges, and voucher line and distribution information.
- 12. The **Pay Terms** field displays the default payment terms. These terms are populated from the Payables default hierarchy.
- 13. Select the **Template** link.

Manager Self Service					Regu	lar Entry			
oice Information Payments Voucher Att	ributes								
Business Unit WA170	Invoice No			Invoice To	otal			Sales/Use Tax Su	mmary
Voucher ID NEXT	Accounting Date 03/07/	2019			Line Total			VAT Summary	
Voucher Style Template Voucher	*Pay Terms 00	0, 71	Due Immedi		*Currency cellaneous	US		Non Merchandise Session Defaults	Summ
Invoice Date 06/01/2017	Basis Date Type Inv Da	ate		MISC	Freight	[	×	Comments(0)	
Invoice Received	Tax	Exempt			Sales Tax		00 🗖	Attachments (0)	
ExamSoft Worldwide In	<u>e</u>			E	intered VAT		P 40	Template List Template	
Supplier ID 0000044868	Control Group	Q			Use Tax		.00 🗛	Advanced Suppli	er Sea
ShortName EXAMSOFT W-00 Q					VAT NonInv	0		Supplier Hierarch	у
Location 170					Total	250.		Supplier 360	
*Address 1		complete Voucher			Difference		.00		
								-	
Save Save For Later	Action		~	Run	Calo	culate	Print		
voice Lines 👔						Find	View All	First 🛞 1 of	1 🛞
Line 1 Copy Down	Ship To 170-0	CENTRL Q						One Asset	B
*Distribute by Amount	Description							Sales/Use Tax	
Item Q Quantity	Packing Slip							Invoice Line VA	г
UOM								Calculate	
Unit Price									
Line Amount 225.00							(D)		
Distribution Lines     GL Chart Exchange Rate Statistics	Assets			Pe	rsonalize	Find   View All	<u>س</u> الم	First 🕚 1 of 1	⊕ Li
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1 225.00	WA170 Q	Q	Q	Q	Q	Q		۹ 🔤 ۹	
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- 14. The **Template Voucher Details** window displays.
- 15. Enter **Template ID** so that you can easily search and reference this template in the future.
- 16. Enter **Description**.
- 17. Select **OK**.

	Q	VAT	0.00	Advanced Supplier Search	
	Template Voucher Details				×
Incor					Help
incoi	Save as a Template Vouche	er			
		Template ID Template01			
		Description Template 01 descri	iption		
0-CE					- 1
	OK Cancel Refr	esh			- 1
					- 1
					_

- 18. The **Template Voucher Details** window disappears.
- 19. Use the **Distribute By** list to select the distribution method: **Amount** or **Quantity**. If **Distributed By** is **Quantity** then enter the desired information into the **UOM** and **Quantity** field.

- 20. Select the **Description** field. Use the **Description** field in the **Invoice Lines** grid to enter a description of the charges related to vouchers created using this template. Enter the desired information into the **Description** field.
- 21. Enter **ChartField** details in distribution line details. If you have multiple lines then enter distribution details for each lines.
- 22. Select the **Add a New Row [+]** icon if needed. Enter the desired information into the field.
- 23. Next, save the voucher template and proceed to creating a new voucher by using the voucher template. Select **Save**.

	oucher Attributes				Invalue	Total					
Business Unit WA170	Invoice	e No			Invoice				Sales/Use VAT Sumr		nmary
Voucher ID NEXT	Accounting					Line Total Currency	-	5.00 SD Q	Non Merd		Sumn
Voucher Style Template Vou	cher *Pay Te	rms 00	Q 🕅	Due Immed	Mi	scellaneous			Session D		
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Invoice Received	Ħ	Tax	Exempt			Sales Tax	25.		Attachmer		
Exam Soft Wo	rldwide Inc					Entered VAT		2	Template Template	List	
Supplier ID 0000044868	Q Control G	roup	Q			Use Tax		.00 冠	Advanced	Supplie	r Sea
ShortName EXAMSOFT W	-00 Q					VAT NonInv			Supplier H		
Location 170	Q				-			_	Supplier 3	080	
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voice Lines 👔							Find	View All	Einst (	1 of 1	• •
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Quantity	Q Packing	3 Slip							Invoice L	ine VAT	
UOM									Calc	ulate	
Unit Price	~										
Line Amount 225	00										
Distribution Lines					P	ersonalize	Find View All	Ø   🔣	First 🛞	1 of 1	۰ La
GL Chart Exchange Rate St	atistics Assets IIII)										
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🛨 🖃 🔲 1 📑	225.00	WA170 Q	1000070		Q 7170 C	001 Q	10501 Q		Q	Q	_
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- 24. Return to the **Voucher** search page.
- 25. Enter the desired information into the **Supplier ID** field.
- 26. Select the **Add** button.

< Manager Self Service	Vouche
loucher	
Eind an Existing Value Keyword Search Add a New Value	
Business Unit WA170 Q Voucher ID NEXT	
Voucher Style Regular Voucher  Supplier Name ExamSoft Worldwide Inc	
Short Supplier Name EXAMSOFT W-001Q	
Supplier ID 0000044868	
Supplier Location 170	
Address Sequence Number 1	
Invoice Number	
Invoice Date	
Gross Invoice Amount 0.00	
Freight Amount 0.00	
Sales Tax Amount 0.00	
Entered VAT Amount 0.00	
Misc Charge Amount 0.00	
PO Business Unit	
PO Number	
Tax Exempt Flag	
stimated No. of Invoice Lines 1	
Add	
Aud	

- 27. The **Invoice Information** tab displays.
- 28. Select the **Expand section** button.
- 29. Select the **Copy From** list. Use the Copy From list to select the **template voucher**.
- 30. Select the **Go** link.

Manager Self Serv	ice					Regu	lar Entry		
voice Information	ayments Voucher Att	ributes							
Business Unit	WA170	Invoice No			Invoice To	otal			Sales/L
Voucher ID	NEXT	Accounting Date				Line Total		.00	VAT Su
Voucher Style	Regular Voucher	*Pay Terms		Due Immedi		*Currency	US		Non Me Session
Invoice Date	1	Basis Date Type	Inv Date		MIS	ellaneous Freight		- 🚆	Comm
Invoice Received	1	I	Tax Exempt			Sales Tax		- m	Attach
	ExamSoft Worldwide In	e.			E	ntered VAT		A 43	Temple
Supplier ID	0000044868 Q	Control Group	Q			Use Tax		.00 🛤	Advan Suppli
ShortName	EXAMSOFT W-00 Q					VAT NonInv	0.	.00	Suppli
Location	170 Q							_	
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Copy From Sourc	e Document								
voice Lines 👔							Find	View All	Firs
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		Description							
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ltem Quantity				]					Sales
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Item Quantity UOM Unit Price Line Amount Distribution Line GL Chart Exchan Copy Line	Q 0.00 s pe Rate Statistics	Assets main and the set of the se			Oper Unit				Sales Invoid C
Item Quantity Unit Price Line Amount V Distribution Line GL Chart Exchang Copy Down Line	0.00 S Merchandise Amt Q	Assets mu uantity *GL t	Unit Account		Oper Unit		Dept		Sales Invoid C

- 31. Use the **Voucher Template** page to select a template to copy. Use the **Template ID** field to enter or search for the ID you assigned to the voucher template.
- 32. Enter the desired information into the **Template ID** field.
- 33. Select the **Copy from template** button.

Manager Self Service	Vo	oucher Template
Voucher Template		
Business Unit WA170	Invoice Number	
Voucher ID NEXT	Supplier	ExamSoft Worldwide Inc
Invoice Date	ID	0000044868
Select Template to Copy		
Template ID Template01 C Template 01 description		Copy from template
Back to Invoice		

- 34. The **Invoice Information** tab displays.
- 35. Select the **Invoice No** field. Enter the desired information into the **Invoice No** field.
- 36. Select the **Invoice Date** field. Enter the desired information into the **Invoice Date** field. Enter the rest of your details in this Voucher, if you have any. OR you can change your any details here because this data is coming from template Voucher which have created earlier.
- 37. Select Save.

Manager Self Service							Regu	lar Entry			
voice Information Paymen	ts <u>V</u> oucher Attrib	outes									
Business Unit WA170	)	Invoice !	No			Invoice Te	otal			Sales/Use Tax S	Summary
Voucher ID NEXT		Accounting Da	te 03/07/	2019			Line Total			VAT Summary Non Merchandis	
Voucher Style Regula	ar Voucher	*Pay Tern	ns 00	Q 🕅	Due Immedi		*Currency	US		Non Merchandis Session Default	
Invoice Date	1	Basis Date Ty	pe Inv Da	ate		MIS	cellaneous Freight	[	×	Comments(0)	-
Invoice Received	Ħ		Tax	Exempt			Sales Tax		00 🗖	Attachments (0)	
Exam	Soft Worldwide Inc					E	Intered VAT		A10	Template List	
Supplier ID 000004	4868 0	Control Grou	up	Q			Use Tax		.00 🛤 🛔	Advanced Supp Supplier Hierard	
ShortName EXAMS	OFT W-00 Q		-				VAT Noniny	c	00	Supplier 360	,
Location 170	Q								_		
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nvoice Lines ②	Q			Q	Copy PO			m Template Find	View All	Go First 🛞 1 (	of 1 🛞 L
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38. Notice that the **Voucher ID** field changes from NEXT to a number generated by the system when you save your information.

			Regula	ar Entry			
mmary Related Documents Invoice Information Payments Voucher Attributes	Error Summary						
Business Unit WA170 Invoice No 8675309		Invoice To	tal			Sales/Use Ta	k Summary
Voucher ID 00020069 Accounting Date 03/07/2019			Line Total	225		VAT Summar	-
Voucher Style Regular Voucher *Pay Terms 00 Q	Due Immedi		*Currency	US	٥٩_	Non Merchan Session Defa	
Invoice Date 03/07/2019 Basis Date Type Inv Date		Misc	ellaneous Freight			Comments(0)	
Invoice Received			Sales Tax	25.0	0 📰	Attachments	
Exam Soft Worldwide Inc		Er	ntered VAT		<b>x</b>	Template Lis	
Supplier ID 0000044868 Q Control Group Q			Use Tax		.00 💌	Advanced Su Preview Appr	
ShortName EXAMSOFT W-00 Q			VAT Noniny	0.	.00	Supplier Hier	
Location 170 Q					_	Supplier 360	
*Address 1			Total Difference	250.	.00		
			Difference	0.	.00		
Save Action	~	Run	Calcu	late	Print	Submit /	Approva
Line 1 Copy Down *Distribute by Amount  Item Q Packing Slip					View All	One Ass Sales/Use T	
Quantity Q UOM Q Unit Price Line Amount 225:00						Invoice Line Calcula	
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Copy Down Line Merchandise Amt Quantity *GL Unit Account		Unit		Dept	_	Class	Bud R

## 39. Process complete.