

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:

- [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.

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**.

< Manager Self Service **Voucher**

Voucher

Find an Existing Value | Keyword Search | **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

Sales Tax Amount

Entered VAT Amount

Misc Charge Amount

PO Business Unit

PO Number

Tax Exempt Flag ☐

Estimated No. of Invoice Lines

Add

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.

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**.

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 line.
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**.

Manager Self Service **Regular Entry**

Invoice Information **Payments** **Voucher Attributes**

Business Unit: WA170
 Voucher ID: NEXT
 Voucher Style: Template Voucher
 Invoice Date: 06/01/2017
 Invoice Received:
 Supplier ID: 0000044868
 ShortName: EXAMSQFT W-00
 Location: 170
 Address: 1

Invoice No:
 Accounting Date: 03/07/2019
 *Pay Terms: 00
 Basis Date Type: Inv Date
 Control Group:
 Tax Exempt: ☐
 Incomplete Voucher: ☐

Invoice Total

Line Total	225.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	25.00
Entered VAT	
Use Tax	0.00
VAT	0.00
NonInv	
Total	250.00
Difference	0.00

Invoice Lines

Line 1 ☐ Copy Down
 *Distribute by: Amount
 Ship To: 170-CENTRL
 Description: Widgets
 Quantity:
 UOM:
 Unit Price:
 Line Amount: 225.00

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Oper Unit	Fund	Dept	Program	Class	Bud Ref
<input type="checkbox"/>	1	225.00		WA170	1000070		7170	001	10501			

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 **Voucher**

Voucher

Find an Existing Value | Keyword Search | Add a New Value

Business Unit WA170

Voucher ID NEXT

Voucher Style Regular Voucher

Supplier Name ExamSoft Worldwide Inc

Short Supplier Name EXAMSOFT W-00

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

Estimated No. of Invoice Lines 1

Add

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 Service **Regular Entry**

Invoice Information | Payments | Voucher Attributes

Business Unit WA170

Voucher ID NEXT

Voucher Style Regular Voucher

Invoice Date

Invoice Received

Supplier ID 0000044868

ShortName EXAMSOFT W-00

Location 170

*Address 1

Accounting Date 03/07/2019

*Pay Terms 00

Basis Date Type Inv Date

Control Group

Due Immedi

Tax Exempt

Incomplete Voucher

Invoice Total

Line Total 0.00

*Currency USD

Miscellaneous

Freight

Sales Tax

Entered VAT

Use Tax 0.00

VAT 0.00

NonInv

Total 0.00

Difference 0.00

Save Save For Later

Action

Run Calculate Print

Copy From Source Document

PO Unit PO Number

Copy PO

Copy From Template

Go

Invoice Lines

Line 1

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 0.00

Ship To 170-CENTRL

Description

Packing Slip

One Ass

Sales/Use T

Invoice Line

Calculate

Distribution Lines

GL Chart Exchange Rate Statistics Assets

Copy Down

Line 1

Merchandise Amt 0.00

Quantity

*GL Unit WA170

Account

OpenItem

Oper Unit

Fund

Dept

Program

Class

Save Save For Later

- 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

Voucher Template

Voucher Template

Business Unit WA170

Voucher ID NEXT

Invoice Date

Invoice Number

Supplier ExamSoft Worldwide Inc

ID 0000044868

Select Template to Copy

Template ID

Template01

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 **Regular Entry**

Invoice Information | Payments | Voucher Attributes

Business Unit: WA170
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Invoice Date:
 Invoice Received:
 Supplier ID: 000044868
 ShortName: EXAMSOFT W-00
 Location: 170
 *Address: 1

Invoice No:
 Accounting Date: 03/07/2019
 *Pay Terms: 00
 Basis Date Type: Inv Date
 Control Group:
☐ Tax Exempt
☐ Incomplete Voucher

Invoice Total

Line Total	225.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	25.00
Entered VAT	
Use Tax	0.00
VAT	0.00
NonInv	
Total	250.00
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

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: 225.00

Ship To: 170-CENTRL
 Description: Widgets
 Packing Slip:

☐ One Asset
 Sales/Use Tax
 Invoice Line VAT
 Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	TTTT								
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Oper Unit	Fund	Dept	Program	Class	Bud Ref
<input type="checkbox"/>	1	225.00		WA170	1000070		7170	001	10501			

Save Save For Later

38. Notice that the **Voucher ID** field changes from NEXT to a number generated by the system when you save your information.

Manager Self Service **Regular Entry**

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

Business Unit: WA170
 Voucher ID: 00020069
 Voucher Style: Regular Voucher
 Invoice Date: 03/07/2019
 Invoice Received:
 Supplier ID: 000044868
 ShortName: EXAMSOFT W-00
 Location: 170
 *Address: 1

Invoice No: 8675309
 Accounting Date: 03/07/2019
 *Pay Terms: 00
 Basis Date Type: Inv Date
 Control Group:
☐ Tax Exempt

Invoice Total

Line Total	225.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	25.00
Entered VAT	
Use Tax	0.00
VAT	0.00
NonInv	
Total	250.00
Difference	0.00

Sales/Use Tax Summary
 VAT Summary
 Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments(0)
 Template List
 Advanced Supplier Search
 Preview Approval
 Supplier Hierarchy
 Supplier 360

Save Action Run Calculate Print Submit Approval

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: 225.00

Ship To: 170-CENTRL
 Description: Widgets
 Packing Slip:

☐ One Asset
 Sales/Use Tax
 Invoice Line VAT
 Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	TTTT								
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Oper Unit	Fund	Dept	Program	Class	Bud Ref
<input type="checkbox"/>	1	225.00		WA170	1000070		7170	001	10501			

Save

39. Process complete.