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**.

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 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**.

24. Return to the **Voucher** search page.
25. Enter the desired information into the **Supplier ID** field.
26. Select the **Add** button.

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.

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.

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**.

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

39. Process complete.