

## **Creating and Using a Template Voucher**

### **OVERVIEW**

Create a template voucher to save and reuse voucher information for unencumbered vouchers. Retrieve the template voucher, and copy the voucher information into your new voucher. Reuse a template voucher as many times as you need. These are grouped in the system by Vendor ID. You may create and save template vouchers for different vendors. This instruction guide will show you how to create and save a template, retrieve it at a later time and copy its information into a new unencumbered voucher.

### **STEPS**

- A. To create a template:
1. Click **Nav Bar > Main Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Voucher**.
  2. Click the **Voucher Style** list.
  3. Click the **Template Voucher** list item.
  4. Click the **Add** button.

The screenshot shows a web form titled 'Find an Existing Value' and 'Add a New Value'. The form contains the following fields and options:

- Business Unit:** UFLOR (with a search icon)
- Voucher ID:** NEXT
- Voucher Style:** Regular Voucher (dropdown menu)
- Short Vendor Name:** Adjustments
- Vendor ID:** Journal Voucher
- Vendor Location:** Prepaid Voucher
- Address Sequence Number:** Register Voucher
- Invoice Number:** Reversal Voucher
- Invoice Date:** Single Payment Voucher
- Gross Invoice Amount:** 0.00
- Freight Amount:** 0.00
- Misc Charge Amount:** 0.00
- Estimated No. of Invoice Lines:** 1

At the bottom of the form is an **Add** button.

5. In the **Template ID field** in the Template box, enter a keyword for later reference. For example, enter "Labs".
6. Enter a **Description** for this template that will help reference it later. For example, enter
  - i. "Template for LABS Inc."

## Instruction Guide

### Creating and Using a Template Voucher

7. Click the **Look up Vendor ID** (Alt+5) button to search for the vendor
  - a. Enter a keyword into the **Short Vendor Name** field. For example, enter "labs".
  - b. Click the **Look Up** button.
  - c. For this example, click the **LABSINC-001** result link to select the vendor, LABS Inc.
8. Write down the **Vendor ID number** for this template. To retrieve the template later, you will need to enter the Vendor ID number to find the template.
9. Click the **Choose a date** (Alt+5) button.
  - a. Click today's date. For this example, click May 24th.
10. Click the **scrollbar on the right** to scroll down.
11. Enter information that you would like to save to reuse this template, for example:
  - a. Enter the amount of this invoice line in the **Line Amount** field.
  - b. Enter the **Merchandise Amount**.
  - c. Enter the **Dept ID** in the Dept field. For this example, enter "29080100".
  - d. Enter the fund code needed in the **Fund Code** field. For this example, enter "209".
  - e. Enter the Program Code in the **Program Code** field. For this example, enter "2200".
  - f. Enter the **Account Code** needed in the Account field. For this example, enter "717000."
  - g. Enter the needed **Source** code. For this example, enter "G000780".
  - h. Enter the desired information into the **Bud Ref** field. Enter "CRRNT".
  - i. Click the **scrollbar at the bottom** to view the ChartFields on the rest of the row.
  - j. For a project, enter "GRANT" into the **PC Bus Unit** field.
    - i. Click the **Look up Project** (Alt+5) button.
    - ii. Search for projects by entering part of a word in the title in the **Description** field. For this example, enter "anti."
    - iii. Click the **Look Up** button.
  - k. Click the **ANTIBODIES TO RECOMBINANT AUTO** result link.
  - l. Enter a "1" in the **Activity** field for the grants project.
  - m. Click the **scrollbar on the bottom** to scroll back to the left.
  - n. Click the **scrollbar to the right** to scroll up.
  - o. Enter the needed amount in the **Total** field.
  - p. Click the **Calculate** button.
  - q. Click the **scrollbar to the right** to scroll down.

#### B. To save the template:

1. Click the **Save** button.
2. Click the **Yes** button at the message dialog box.

## Instruction Guide

### Creating and Using a Template Voucher

3. Make a note of the **Voucher ID** number on the top left. This is your template ID number.

C. To retrieve this template, edit and reuse as a voucher:

1. Navigation: **Nav Bar > Main Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry**
2. Click the **Add** button
3. Enter information needed for this particular voucher such as:
  - i. Enter the **Invoice** number. For this example, enter "457896" into the Invoice No. field.
  - ii. Click the **Choose a date** (Alt+5) button for the Invoice Date field.
    - i. Click today's date. For this example, click "31".
  - iii. Enter the **Vendor ID** number **that matches the one on the template you need** for this voucher. For this example, enter Vendor ID number "0000151985" for Labs Inc.
4. To search for the template, click the **Copy From** list.
  - i. Click the Template list item.
  - ii. Click the **Go** link.

- iii. Click the **Look up Template ID** (Alt+5) button.
  - i. Click the **Look Up** button for a list of templates for this vendor.
  - ii. Click the **LABSINC-001** link to retrieve the template for this vendor.

Template ID	Description	Short Vendor Name	Charged Business Unit	Voucher ID
LABS	nPOD Antibody Testing	LABSINC-001	UFLOR	03125614
Labs	Template for LABS Inc.	LABSINC-001	UFLOR	03385685
Labsinc	Labs, Inc. nPOD Invoices	LABSINC-001	UFLOR	03090373

- iv. Click the **Copy from** template button.
- v. **All the information from the template will now be copied into this voucher.**

## Instruction Guide Creating and Using a Template Voucher

5. Click the **side scrollbar** to scroll down.
6. Complete the information for the rest of this voucher.
7. After saving, write down the new **Voucher ID** on your invoice and continue the process for completing an unencumbered voucher.

For further assistance, please contact University Disbursements at 392-1241 or our [contact form](#).