

**AP.020.080 – ENTERING TEMPLATE VOUCHERS**

<p><b>Purpose</b></p>	<ul style="list-style-type: none"> <li>• To use a Template Voucher style.</li> <li>• To create a Template Voucher</li> <li>• To use the Copy From Source Document Option to create a new voucher from Template Vouchers.</li> </ul>
<p><b>Description</b></p>	<p>Template Vouchers can be used to create a model for particular vendors for future use, therefore, improving data entry efficiency. A template voucher is never paid or posted.</p> <p>This tool is beneficial to users who receive multiple similar non-PO related invoices. After creating and saving, the template voucher can be used to create other vouchers for the same vendor.</p>
<p><b>Security Role</b></p>	<p><b>BOR_AP_VOUCHER_ENTRY</b></p> <p><b>Security Note:</b> AP Users must have Commitment Control Security Rule BUDG_DT_AP to allow updating of the Voucher Budget Date and Security Rule OVRD_AP to allow Budget Override for AP budget check errors. For more information, see KK.010.013 - Defining Budget Security – Associating Rules to User.</p>
<p><b>Dependencies/ Constraints</b></p>	<p>GeorgiaFIRST Financials is only using the following PeopleSoft delivered Voucher Styles:</p> <ul style="list-style-type: none"> <li>• Regular Voucher</li> <li>• Adjustment Voucher</li> <li>• Single Payment Voucher</li> <li>• Template Voucher</li> </ul> <p>All PeopleSoft delivered voucher styles will appear in the list but only these four voucher styles should be selected.</p> <p>User preferences are required to define the user’s authority for entry of each of the voucher styles.</p>

<b>Additional Information</b>	None
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### Procedure

Below are step by step instructions on how to enter a template voucher.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Accounts Payable</b> link.
4.	Click the <b>Vouchers</b> link.
5.	Click the <b>Add/Update</b> link.
6.	Click on the <b>Add a New Value</b> tab.
7.	Click the <b>Regular Entry</b> link.
8.	Click the <b>Voucher Style</b> list.
9.	Click the <b>Template Voucher</b> list item.
10.	Click in the <b>Supplier ID</b> field and enter the Supplier ID.
11.	Click in the <b>Supplier Location</b> field and enter the Supplier Location.
12.	Click in the <b>Address Sequence Number</b> field and enter the Supplier Address Sequence Number.
13.	Entering the <b>Invoice Number</b> is not required for a template voucher.
14.	Click in the <b>Invoice Date</b> field and enter the Invoice Date.
15.	Click in the <b>Gross Invoice Amount</b> field and enter the Gross Invoice Amount.
16.	Click the <b>Add</b> button.
17.	The <b>Payment Terms</b> field displays the default payment terms from the Vendor. Edit the terms if necessary.
18.	Click in the <b>Template</b> link beside the Invoice Total box to enter the template voucher details.
19.	Click in the <b>Template ID</b> field to enter a descriptive title for the template to easily search and reference this template in the future.
20.	Enter the Description for the template.
21.	Click <b>OK</b> to save the template voucher details.
22.	On voucher Invoice Lines, use the <b>Distributed by</b> field to determine the distribution method: Amount or Quantity.
23.	Click in the <b>Description</b> field to enter a description of the item being vouchered.

Step	Action
24.	Enter <b>Quantity, UOM, Unit Price, Line Amount</b> if needed.
25.	If needed, enter the <b>Merchandise Amount or Quantity</b> in the Distribution Lines.
26.	Enter remaining <b>Chartfields</b> .
27.	Review Budget Ref and Budget Date and modify as necessary.
28.	Click the plus button <b>(+)</b> to add multiple new rows.
29.	Confirm Voucher totals.
30.	Verify the amount in the <b>InvoiceTotal</b> field is correct.  <i>Note: If voucher line changes were made, click the <b>Calculate</b> button to reflect the changes and update the total.</i>
31.	Click the <b>Save</b> button.
32.	Confirm the Voucher successfully saved, and a Voucher ID has been assigned.  The Template voucher has been successfully created.

### Procedure

Below are step by step instructions on how to create a new voucher using a template voucher.

1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>Accounts Payable</b> link.
4.	Click the <b>Vouchers</b> link.
5.	Click the <b>Add/Update</b> link.
6.	Click the <b>Add a New Value</b> tab.
7.	Click the <b>Regular Entry</b> link.
8.	Click the <b>Voucher Style</b> list.
9.	Click the <b>Regular Voucher</b> list item.
10.	Click the <b>Add</b> button.
11.	Click in the <b>Supplier ID</b> field and enter the Supplier ID.
12.	Click in the <b>Supplier Location</b> field and enter the Supplier Location.

13.	Click in the <b>Address Sequence Number</b> field and enter the Supplier Address Sequence Number.
14.	In the Copy From Source Document section, click on the <b>Copy From</b> drop down menu.
15.	Click the <b>Template</b> list item.
16.	Use the <b>Template ID</b> field to enter or search for the ID assigned to the voucher template.
17.	Click <b>Copy from</b> template button.
18.	Verify the distribution lines from the template voucher are copied to your current voucher.
19.	Click in the <b>Invoice Number</b> field and enter the Invoice Number.
20.	Click in the <b>Invoice Date</b> field and enter the Invoice Date.
21.	Click in the <b>Gross Invoice Amount</b> field and enter the Gross Invoice Amount.
22.	Make any other necessary adjustments (Chartfields, Accounting Dates, adding or subtracting Invoice Lines, etc.).
23.	Click the <b>Save</b> button.
24.	Confirm that the Voucher successfully saved, and a Voucher ID was assigned.