

AP.020.080 – ENTERING TEMPLATE VOUCHERS

Purpose	<ul style="list-style-type: none"> • To use a Template Voucher style. • To create a Template Voucher • To use the Copy From Source Document Option to create a new voucher from Template Vouchers.
Description	<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>
Security Role	<p>BOR_AP_VOUCHER_ENTRY</p> <p>Security Note: 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>
Dependencies/ Constraints	<p>GeorgiaFIRST Financials is only using the following PeopleSoft delivered Voucher Styles:</p> <ul style="list-style-type: none"> • Regular Voucher • Adjustment Voucher • Single Payment Voucher • Template Voucher <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>
Additional Information	None

Procedure

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

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

Step	Action
26.	Enter remaining Chartfields .
27.	Review Budget Ref and Budget Date and modify as necessary.
28.	Click the plus button (+) to add multiple new rows.
29.	Confirm Voucher totals.
30.	Verify the amount in the InvoiceTotal field is correct. <i>Note: If voucher line changes were made, click the Calculate button to reflect the changes and update the total.</i>
31.	Click the Save 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 NavBar icon.
2.	Click the Navigator icon.
3.	Click the Accounts Payable link.
4.	Click the Vouchers link.
5.	Click the Add/Update link.
6.	Click the Add a New Value tab.
7.	Click the Regular Entry link.
8.	Click the Voucher Style list.
9.	Click the Regular Voucher list item.
10.	Click the Add button.
11.	Click in the Supplier ID field and enter the Supplier ID.
12.	Click in the Supplier Location field and enter the Supplier Location.
13.	Click in the Address Sequence Number field and enter the Supplier Address Sequence Number.
14.	In the Copy From Source Document section, click on the Copy From drop down menu.
15.	Click the Template list item.

16.	Use the Template ID field to enter or search for the ID assigned to the voucher template.
17.	Click Copy from template button.
18.	Verify the distribution lines from the template voucher are copied to your current voucher.
19.	Click in the Invoice Number field and enter the Invoice Number.
20.	Click in the Invoice Date field and enter the Invoice Date.
21.	Click in the Gross Invoice Amount 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 Save button.
24.	Confirm that the Voucher successfully saved, and a Voucher ID was assigned.