

AP312_ Creating, Using, and Updating a Template Voucher

Creating, Using, and Updating a Template Voucher Overview

If regular Invoices are received from a Supplier, users can set up a Template Voucher to improve data entry efficiency for these Invoices. Once created and saved, the Template Voucher is available for use during the entry of Vouchers for the specific Supplier to populate pre-determined fields. Any fields populated by a Template Voucher can be changed if needed when creating the Voucher.

A Template Voucher is never paid or posted. It is only used as a model for other Vouchers.

Template Vouchers can be accessed by anyone within the Business Unit of the person that created it if they have the Voucher Processor, Special Voucher Processor, or Voucher Maintenance role.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (<u>Section 1</u> , after Step 1; <u>Section</u> 2, after Step 1; <u>Section 3</u> , after Step 1 and Step 2). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.



Cardinal HCM Job Aid

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Creating a Template Voucher

Template Vouchers require the following inputs in order to be saved:

- Business Unit
- Supplier ID
- Supplier Address Information
- Invoice Date
- Template ID
- Template Description
- Invoice Receipt Date
- Goods & Services Receipt Date
- Distribution line ChartFields that will pass combo edits
- Pay Terms: this value will default from Supplier unless updated and saved on the Template Voucher. The Basis Date Type field will not populate from the template
- Responsible Org: this value will default from template voucher processor



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Step	Action
1.	Navigate to the Voucher page using the following path:
	Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

The Voucher page displays with the Add a New Value page displayed by default.

Favo	orites ▼ Main Menu ▼ → Accounts Payable ▼ → Vouchers ▼ → Add/Update ▼ → Regular Entry
Vou	cher
A	dd a New Value
	*Business Unit 15100 *Voucher ID NEXT *Voucher Style Regular Voucher Supplier Name Short Supplier Name Short Supplier ID Supplier Location Address Sequence Number Invoice Number Invoice Number Invoice Amount O.00 Freight Amount O.00 Kisc Charge Amount O.00 Kisc
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
	The Business Unit field defaults to the user's Agency but can be changed as needed. The Voucher ID field defaults to "NEXT". Do not change it.
2.	Click the Voucher Style dropdown button and select "Template Voucher".
3.	Select or enter the applicable Supplier ID in the Supplier ID field.
)	The Short Supplier Name , Supplier Location , and Address Sequence Number fields default based on the Supplier ID entered but can be updated as needed.



Step	Action
4.	Enter or select a date in the Invoice Date field. This is a required field.
	Invoice Date
i	If there is a set amount generally paid to the Supplier, enter that amount in the Gross Invoice Amount field. If an amount is entered, it populates the Total , Line Amount and distribution Merchandise Amt fields on the Invoice Information page. This field is not required if it is not logical to include in the template.
5.	Click the Add button.
	Add

The Invoice Information tab displays.

nvoice Information Payments Voucher Attribute	š			Inveloe Te	tal		-		
Business Unit 15100 Voucher ID NEXT Voucher Style Template Voucher	Invoice No Accounting Date 11/17/ *Pay Terms 30	2016 関	Net 30	Invoice I o	Line Total *Currency	500.00 USD Q	Non Mer Session Commer	chandise Sum Defaults nts(0)	imary
Invoice Date 11/17/2016	Basis Date Type Promp	pt Payment		Mi	iscellaneous Freight		Attachmo Template	ents (0) e List	
Soods & Services Receipt 11/02/2016	🗆 Fina	al Voucher			Total	500.00 0.00	Template Advance Supplier	e d Supplier Se Hierarchy	arch
Total Printing Co. Supplier ID 0000029934 Q. ShortName TOTAL PRIN-001 Q. Location MAIN Q. *Address 2 Q. Responsible Orr 10000 Q.	Control Group	Q complete Voucher					Supplier	360	
Customer Account #									
Save Save For Later	Action		~	Run	Calculate	Print			
Invoice Lines (2)						Find Vi	ew All Firs	st 🕚 1 of 1	● Last
Line 1 Copy Down *Distribute by Amount Quantity UOM Unit Price Line Amount 500.00 Multi-SpeedCharts Calculate	SpeedChart Ship To COVA Description Packing Slip	<u>्</u> द					□ On•	e Asset	* -
					Personalize Find	View All 🔄	First	④ 1 of 1	Last
 Distribution Lines 	ets 💷	Account	Fund I	Program	Department	Cost Center	Task	FIPS	Asset
Copy Line Merchandise Amt Quan	tity GL Unit								
Copy Line Merchandise Amt Quan Copy Line Merchandise Amt Quan E 1 500.00	tity GL Unit 15100	519180	01000 🔍	799001 🔍	92100				
♥ Distribution Lines GL Chart Exchange Rate Statistics Ass Copy Down Line Merchandise Amt Quan € 1 500.00	GL Unit	519180 Q	01000 🔍	799001 🔍	92100				>



Step	Action
6.	Enter or select a date in the Invoice Receipt Date field which is required for prompt payment Pay Terms.
7.	Enter or select a date in the Goods & Services Receipt Date field which is required for prompt payment Pay Terms. Goods & Services Receipt
8.	Enter any information that will always be used on this Voucher in the Invoice Lines section.
9.	Enter the charge distribution that will always be used for this Voucher in the Distribution Lines section.
i	If this template will need multiple Voucher and/or Distribution Lines, use the (+) button to add more Lines. Enter any additional fields on the Invoice Information or Payments tabs as needed to automatically populate the Vouchers for this Supplier.



Step	Action
10.	Click the Template hyperlink in the section at the top-right of the page.
	Non Merchandise Summary Session Defaults Comments(0) Attachments (0) Template List Template Advanced Supplier Search Supplier Hierarchy Supplier 360

The **Template Voucher Details** page displays in a pop-up window.

Help
Help
Firs
field allows a maxim
This field allows a



Step	Action
The Inv	voice Information tab displays.
	Favorites • Main Menu • > Accounts Payable • > Vouchers • > Add/Update • > Regular Entry
	Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary
	Business Unit 15100 Invoice No Voucher ID 00001627 Accounting Date 11/17/2016 Basis Date 11/17/2016 Session Defaults Comments(0) Invoice Receipt Date 11/17/2016 Basis Date Type Prompt Payment Sincellaneous Total 500.00 Template List Template List Goods & Services Receipt 11/102016 Total 500.00 Total Supplier ID Outcourses Total 500.00 Template List Template List Supplier ID 0000029934 Control Group Control Group Supplier 10000029934 Control Group Supplier 100000029934 Control Group Supplier 360 Responsible Org 10000 Responsible Org Responsible Org Non Acquisition ID Hadding and the second and
	Save Action V Run Calculate Print
	Invoice lines (2) Find LView All First (2) 1 of 1 (2) Last
	Line 1 Copy Down SpeedChart Q Control CovA Q Control CovA Q Control CovA Q Control CovA Q CovA CovA CovA CovA CovA CovA CovA CovA
14.	Click the Save button.
1	The template is now saved. Cardinal generates a Voucher ID . The template can now be used to enter future regular Vouchers for this Supplier. No further Voucher downstream processing will occur (budget check, approval, voucher post payment, or payment post) on the Template Voucher.



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Using a Template Voucher

Step	Action
1.	To use a Template Voucher, navigate to the Voucher page using the following path:
	Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

The **Voucher** page displays with the **Add a New Value** page displayed by default.

Γ	avorites Main Menu Accounts Payable Vouchers Add/Update Regular Entry	
	pucher	
	Add a New Value	
	*Business Unit 15100 *Voucher ID NEXT *Voucher Style Regular Voucher Supplier Name Q Short Supplier Name Q Supplier ID Q Supplier Location Q Invoice Number 0 Invoice Number 0 Stort Supplier Location Q Maddress Sequence Number 0 Invoice Date Image: Constant invoice Number Invoice Number 0.00 Ker Charge Amount 0.00 Misc Charge Amount 0.00 Estimated No. of Invoice Lines 1	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid title Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Web n Job Aids under Learning .	ed bsit
	The Voucher Style field defaults to "Regular Voucher". Do not change it. Voucher Style Regular Voucher	
	Enter or select the applicable Supplier ID in the Supplier ID field. This must be for the san Supplier on the template that will be used.	ne
	Invoice Number in the Invoice Number field.	



Step	Action
4.	Enter or select the applicable Invoice date in the Invoice Date field. Even though this field is required on the Template, it does not populate the new Voucher created from the Template.
5.	Click the Add button.

The Invoice Information tab displays.

	Favorites Main Menu	
	Invoice Information Payments Voucher Attrobutes	New Window Help Personalize Page
	Invoice Information Eayments Youcher Attributes Business Unit 15100 Invoice No 128888 Voucher ID NEXT Accounting Date 1/1/7/2016 Image: Council of Date Voucher Style Regular Voucher "Pay Terms 30 Rest Image: Council of Date 0.00 Invoice Date 1/1/1/2016 Basis Date Type Prompt Payment Miscellaneous Image: Council of Date Invoice Receipt Date 1/1/1/2016 Basis Date Type Frial Voucher Total 0.00 Goods & Services Receipt 1/1/1/2016 End Control Group Total 0.00 Difference 0.00 Incomplete Voucher Net 30 Difference 0.00 ShortMame Control Group Control Group Control Freight Total 0.00 'Address 2 Control Group Incomplete Voucher Responsible Org Incomplete Voucher Not and the set of the se	New Window Help Personalize Page Non Merchandise Summary Session Defaults Comments(0) Attachments (0) Template List Advanced Supplier Search Supplier Hierarchy Supplier Hierarchy
	Save Save For Later Action Run Calculate Print ✓ Copy From Source Document ✓ Copy PO Copy PO Copy PO Copy From Template ✓	Go
6.	Enter or select the applicable date in the Invoice Receipt Date field prompt payment Pay Terms.	I which is required for
7.	Enter or select the applicable date in the Goods & Services Receip required for prompt payment pay terms. Goods & Services Receipt	ot Date field which is
i	Even though the Invoice Receipt Date and Goods & Services Re required on the Template, they do not automatically populate on the	ceipt Date fields are Voucher.
8.	Click the Copy From Source Document Expand icon.	



Step	Action	
9.	In the Copy From Source Document section, click the Copy From dropdown button and select "Template".	
	Copy From Template Go	
10.	Click the Go hyperlink.	
	Copy From Template Go	
The Vo	ucher Template page displays.	
	Favorites • Main Menu • > Accounts Payable • > Vouchers • > Add/Update • > Regular Entry	
	Voucher Template	
	Business Unit 15100 Invoice Number 128888	
	Voucher ID NEXT Supplier Total Printing Co	
	Invoice Date 11/14/2016 ID 0000029934	
	Select Template to Copy	
	Template ID TotalPrint × Q Total Printing Company Copy from template	
	Back to Invoice	
11.	In the Template ID field, enter the Template ID or use the Lookup icon to view all available templates for the Supplier. In this example, "TotalPrint" is selected. Template ID TotalPrint Total Printing Company	
12.	Click the Copy from Template button.	
	Copy from template	



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Step	Action
The In	voice Information tab redisplays.
[Favorites • Main Menu • > Accounts Payable • > Vouchers • > Add/Update • > Regular Entry
	Summary Related Documents Invoice Information Payments Youcher Attributes Error Summary
	Business Unit 15100 Invoice No 12888 Invoice Total Non Merchandise Summary Voucher ID 00001628 Accounting Date 11/17/2016 [#] Line Total 500.00 Session Defaults Voucher Style Regular Voucher "Pay Terms 30 Invoice Net 30 "Currency USD Comments(0) Invoice Receipt Date 11/17/2016 [#] Basis Date Type Prompt Payment Miscellaneous Image: Comments(0) Attachments (0) Invoice Receipt Date 11/17/2016 [#] Invoice Total Total 500.00 Supplier Hierarchy Goods & Services Receipt 11/10/2016 [#] Invoice Total Total 500.00 Supplier Hierarchy Date Difference 0.00 Supplier 380 Supplier 380 Supplier 380
	Total Printing Co Supplier ID 0000029934 ShortName TOTAL PRIN-001 Location MAIN *Address 2 Responsible Org 10000 Customer Account #
	Save Action Run Calculate Print Copy From Source Document PO Unit PO Number Copy PO Copy From Template Go
	Invoice Lines ② Find View All First ④ 1 of 1 ④ Last
	Line 1 Copy Down SpeedChart Q One Asset *Distribute by Amount V Ship To COVA Q Item Q Description Quantity Packing Slip UOM Q Unit Price Line Amount 500.00 Multi-SpeedCharts Calculate
	Distribution Lines Personalize Find View All 🖾 🔜 First 🚯 1 of 1 🕑 Last
	GL Chart Exchange Rate Statistics Assets Copy Down Line Merchandise Amt Quantity GL Unit Account Fund Program Department Cost Center Task FIPS Asset
	★ ■ 1 500.00 15100 519180 Q 01000 Q 799001 Q 92100 Q Q Q Q Q
l	Save
()	If the Pay Terms needs to be changed to something other than "Net 30", see the Job Aid titled AP312_Using Pay Terms Overview. This Job Aid is located on the Cardinal website in Job

Aids under Learning.



Step	Action
16.	The Voucher fields, including Total , Line Amount , and Distribution Line(s) , auto-populate with values from the Template. Update the required fields as needed based on the Supplier's Invoice.
	Favorites Main Menu Accounts Payable Vouchers Add/Update Regular Entry
	New Window Help Personaliz
	Business Unit 15100 Invoice No 128888 Invoice Total Non Merchandise Summary Voucher ID 00007628 Accounting Date 11/17/2016 10 Session Defaults Commercial
	Volumer Syle Regular Volucier Pay remis 30 Carriero Volucier Obs 0 Invoice Date 11/14/2016 Basis Date Type Prompt Payment Miscellaneous Miscellaneous Miscellaneous Invoice Receit Date 11/14/2016 Basis Date Type Prompt Payment Freight Miscellaneous Miscellaneous
	Goods & Services Receipt [11/1/02/016] Final Voucher Advanced Supplier Search Date Total 500.00 Supplier Hierarchy Difference 0.00 Supplier 360
	Total Printing Co Supplier ID [0000029934] Q Control Group Q ShortName TOTAL PRIN-001 Location MAIN Address Q
	Responsible Org 10000 Q
	Customer Account # ROW Acquisition 1D
	Save Action Run Calculate Print
	Copy From Source Document
	PO Unit PO Number Copy PO Copy From Template V Go
	Line 1 Copy Down SpeedChart O Covid
	Outstribute by Amount Simp to Contract on the second of
	UOM Q Unit Price Line Amount 500.00
	Multi-SpeedCharts Calculate
	Personalize Find View All [2] First (1) 1 of 1 (2) Last GL Chart Exchange Rate Statistics Assets [777)
	Copy Down Line Merchandise Amt Quantity GL Unit Account Fund Program Department Cost Center Task FIPS Asset
	Save
16.	Once all updates are completed, click the Save button.
	Save For Later
ĺ	Cardinal generates the Voucher ID.



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Updating a Template Voucher

Step	Action
1.	To update a Template Voucher, navigate to the Voucher page using the following path:
	Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

The Voucher page displays with the Add a New Value page displayed by default.

Favorites -	Main Menu Accounts Payable Vouchers Add/Update R	egular Entry
Voucher		
Add a Nev	w Value	Q Find an Existing Value
	*Business Unit 15100 Q	
	*Voucher ID NEXT	
	*Voucher Style Regular Voucher	
	Supplier Name	
-	Short Supplier Name	
	Supplier Location	
Addres	s Sequence Number 0 Q	
	Freight Amount 0.00	
	Misc Charge Amount 0.00	
Estimated	I No. of Invoice Lines	
	1	
A		
For "Ov We	r more information pertaining to the Cardinal Fl verview of the Cardinal FIN Search Pages". Th ebsite in Job Aids under Learning .	IN Search pages, refer to the Job Aid titlen his Job Aid is located on the Cardinal
. Clie	ck the Find an Existing Value button.	
	Q Find an Existing Value	



Step	Action
The Find	an Existing Value page displays.
Fav	orites Main Menu Accounts Payable Vouchers Add/Update Regular Entry
Vou	cher
F	Find an Existing Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	Precent Searches Choose from recent searches V Raved Searches Choose from saved searches V
	Business Unit = v 15100 Voucher ID begins with v Invoice Number begins with v Invoice Date = v Short Supplier Name begins with v Supplier ID begins with v Supplier Name begins with v Voucher Style = v <t< th=""></t<>
3.	The Business Unit field defaults. If the user has access to multiple Business Units, click the Lookup icon and select the appropriate Business Unit. Business Unit= 15100
4.	Click the Voucher Style dropdown button and select "Template Voucher".
5.	Click the Search button to view any Templates that have been setup.



Step	Action		
The Voucher search page refreshes and the Template Vouchers that have been set up by the Agency display in the search results.			
7 results - Bu	siness Unit "15100" Voucher Style "Template Voucher"		
	View All First 🚯 1-7 of 7 🚯 Last		
Business Vou Unit	Invoice Invoice Amount Invoice Date Short Supplier Name Supplier ID Supplier Name Voucher Style Related Vouche		
15100 013	287319 (blank) 5109.32 5109.32 05/06/2022 DEPARTMENT-008 0000031103 Department of General Template 01374252 Template Online Complete >		
15100 010	48089 (blank) 0 0 07/07/2024 VULCAN CON-001 0000029934 Total Printing Co Template (blank) Template Online Complete >		
15100 ₀₁₀	039959 (blank) 0 0 08/08/2019 NORTHERN V-022 0000052588 NORTHERN VIRGINIA Template (blank) Template Online Complete >		
6.	If more than one Template displays in the results, click the of the "Drill in" icon (>) on the line to open a specific Template. 15100 01048089 (blank) 0 007/07/2024 VULCAN CON-001 0000029934 Total Printing Co Template Online Complete >		
The Sum	mary tab displays for the selected Template Voucher.		
	Favorites Main Menu Accounts Payable Vouchers Add/Update Regular Entry		
	Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Business Unit 15100 Invoice Date 07/24/2024 Voucher ID 00005687 Invoice No		
	Voucher Style Template Invoice Total 500.00 USD Supplier Name Total Printing Co 4401 Sarellen Road VA10047550 EVAAD125031 Richmond, VA 23231		
	Entry Status Template Voucher Pay Terms Net 30		
	Approval Status Denied Origin ONL		
	Post Status Payment Not Applied Created On 07/24/2024 10:50AM Created By V_TRN_FINUSER001 Last Update 07/24/2024 10:52AM Modified By V_TRN_FINUSER001 ERS Type Not Applicable		
	Close Status Open "View Related Payment Inquiry V Go		
s	Image: Constraint of Search		
7.	Go to the tab where updates need to be made. For this scenario, the charge distribution information requires updates. Click the Invoice Information tab.		
	Summary Related Documents Invoice Information Payments Youcher Attributes Error Summary		



Step	Action		
The Invoice Information tab displays.			
Fa	All • Search >> Advanced Search @ Last Search Results Vorites • Main Menu • >> Accounts Payable • >> Vouchers • > Add/Update • >> Regular Entry		
2	Immany Related Documents Invoice Information Payments Voucher Attributes Error Summary Business Unit 15100 Invoice Noto Accounting Date 07/24/2024 Session Defaults Session Defaults		
C P	Save Action Run Calculate Print Copy From Source Document First ① 101 ② Last Ine 1 Copy Down SpeedChart One Asset *Distribute by Amount Ship To COVA Calculate Ourantity Description Calculate Unit Price 50000 Him Calculate Multi-SpeedCharts Source First First		
	Olstribution Lines Personalize Find View All [2] [2] Finst 1 of 1 (2) Last OL Chart Exchange Rate Statistics Sovy Line Merchandlee Am Quantity 1 500.000 15100 519180 01000 799001 92100 C C Save Save Save Save Save Save Save Save Save		
8.	Scroll down the page to the Distribution Lines section and update as appropriate.		
	Line 1 Copy Down SpeedChart Q "Distribute by Amount V Ship To COVA Q User Calculate Calculate Uonit Price Description Packing Slip Unit Price Sound Packing Slip Multi-SpeedCharts Personalze Find Vew All [2] [2] First @ 1 of 1 @ Last GL Chart Excharge Rate Statistics		
	Copyright Line Merchandise Amt Quantity "GL Unit Account Fund Program Department Cost Center Task Fill Image: Copyright 1 500.00 15100 519180 Q 01000 [799001 Q 92100 Q Q Q Q		



Step	Action
Step	Action For this scenario, an additional Distribution Line is added with an even split of the charges. Invoice Lines The Copy Down The Calculate The Calcul
	Personalize Find View All 🖉 📰 First 🚯 1-2 of 2 🚯 Last
	OL Chart Exchange Rate Statistics Assets Final Copy Down Line Merchandise Amt Quantity 'GL Unit Account Fund Program Department Cost Center Task Final
	1 250.00 15100 519180 Q 01000 Q 799001 Q 92100 Q Q Q
	Save Return to Search 1 Previous in List Notify Refresh Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary
9.	Click the Save button to save the changes to the Template.
	Save
i	The template has been successfully updated.