QUICK REFERENCE GUIDE

Updated November 01, 2019

Create Template Vouchers

Template Vouchers can be used for making recurring payments to the same supplier (e.g., installation payments, rent and utilities). Template vouchers are never paid or posted but can be used to copy from during voucher entry for the same supplier. Template vouchers cannot be deleted. This Quick Reference Guide provides information on how to create Template Vouchers.

Steps to complete

- Step 1: Create a Template Voucher.
- Step 2: Enter information on the *Invoice Information* tab.
- Step 3: Enter information on the *Payments* tab and Save the Template Voucher.

Step 1: Create a Template voucher.

1. Navigate to the *Regular Entry* (*Voucher*) page.

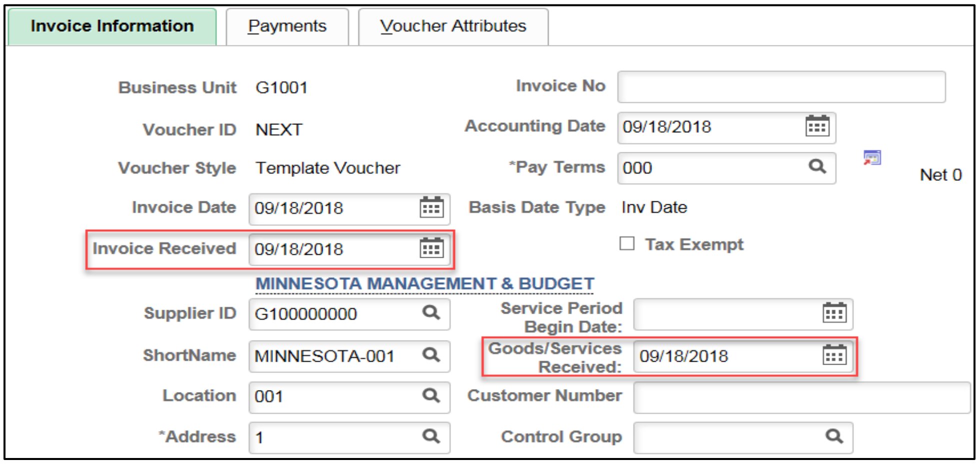
Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The *Regular Entry* (*Voucher*) page will display by default.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter, left-menu, Links section, Vouchers, Regular Entry

2. On the *Add a New Value* tab, enter the Business Unit number in the *Business Unit* field.
3. In the *Voucher ID* field, leave "NEXT" as the default value.
4. In the *Voucher Style* field, select the "Template Voucher" option from the drop-down list.
5. In the *Supplier ID* field, enter the supplier identification number.

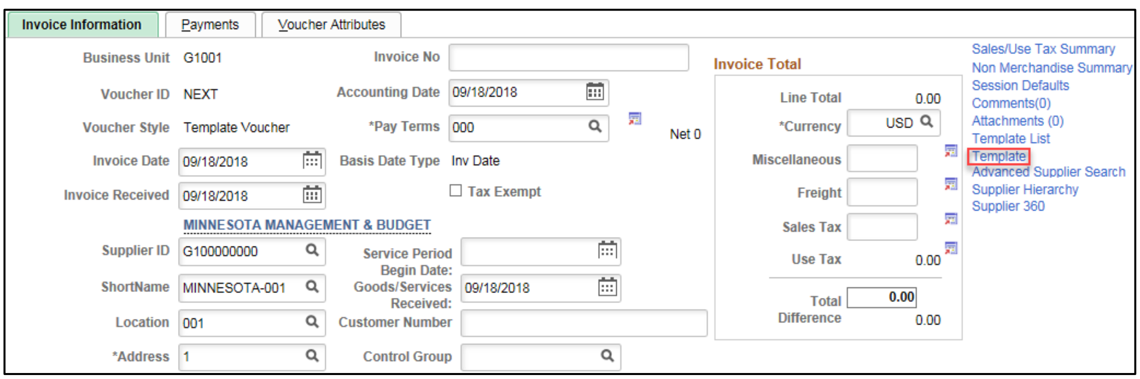
   Note: After entering the Supplier ID, SWIFT will populate information in the *Short Supplier Name*, *Supplier Location*, and *Address Sequence Number* fields.
6. Enter the date of the invoice in the *Invoice Date* field.
7. Check mark the **Tax Exempt Flag** box if the payment is tax exempt.
8. Press the **Add** button.

Step 2: Enter information on the *Invoice Information* tab.

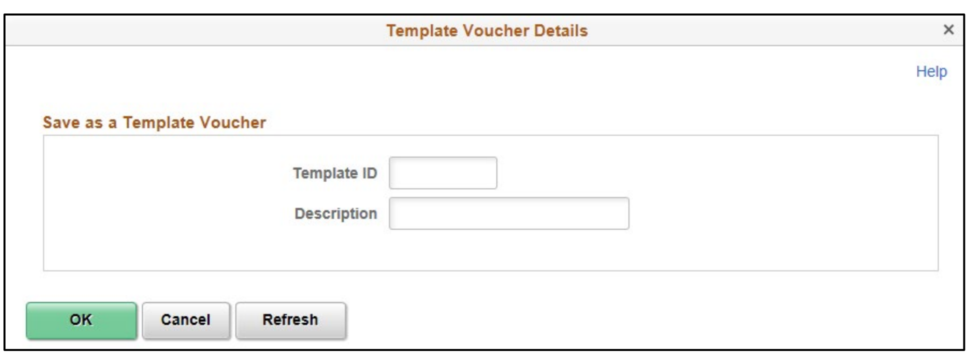
1. The *Invoice Information* tab will display. In the *Header* section, enter dates in the following fields:
   - *Invoice Received*: The date the invoice was physically received by the State agency.
   - *Good/Services Received*: The date goods/services were received by the State agency.



2. Select the *Template* link.

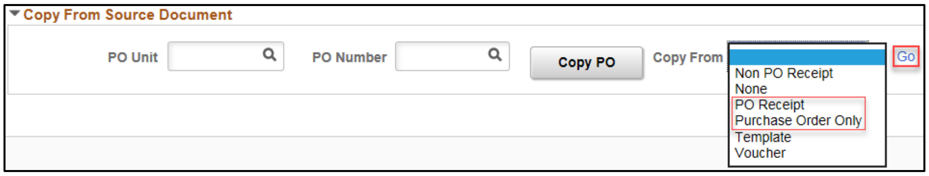


3. The *Template Voucher Details* window will display. Enter a unique *Template ID* and *Description*, and press **OK**.



4. If your template will reference a PO or a PO Receipt, find the *Copy From Source Document* section and select either “PO Receipt” or “Purchase Order Only” from the *Copy From* field.

5. Select the *Go* link.



6. The *Copy Worksheet* screen will display. Enter the appropriate values in the *Lookup Criteria* section.

   - If copying a PO, enter the appropriate values in the *PO Business Unit* and the *PO Number From* fields.
   - If copying a PO Receipt, enter the appropriate values in the *Receipt Unit* and the *Receipt Number From* fields.

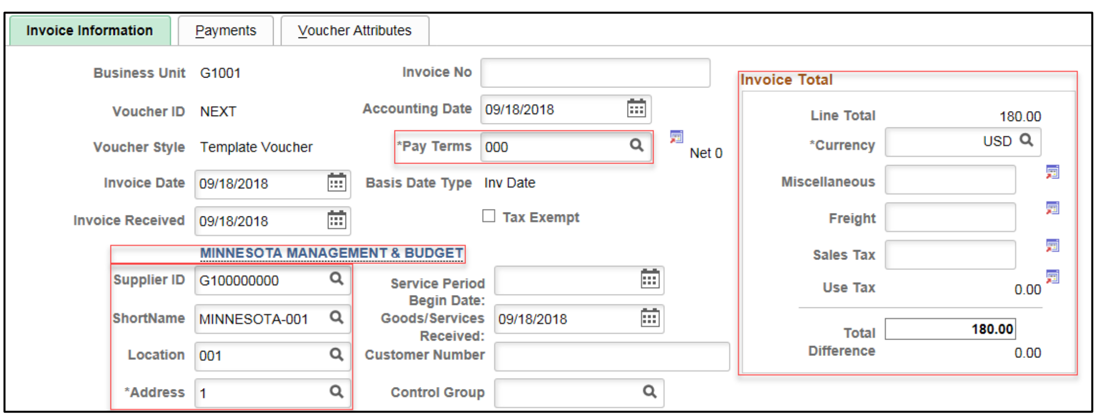
7. Press the **Search** button.

8. The Copy Worksheet screen will expand to include *Select PO Lines* (if Purchase Order Only) or *Select Receiver Lines* (if PO Receipt). Check mark the **Select** box.

9. Press the **Copy Selected Lines** button.

   Note: For additional information about copying PO information, see the Voucher Entry – Copy a Purchase Order or PO Receipt Quick Reference Guide.

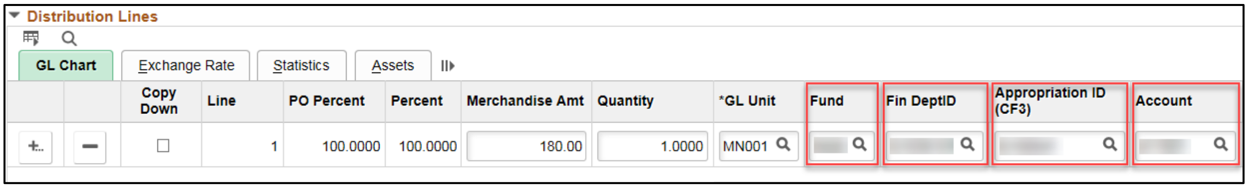
10. SWIFT will copy PO information onto the *Invoice Information* tab. Review the following fields to ensure SWIFT copied the correct information: *Pay Terms*, *Supplier ID*, *ShortName*, *Location*, *Address*, and *Invoice Total* data.



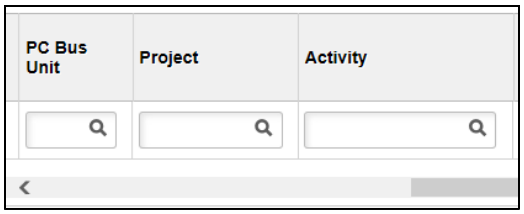
11. Make sure the following Chart of Account data has been added to the *Distribution Lines* section.

   - *Fund*: Accounting entity groups accounts, including assets and liabilities
   - *Fin DeptID*: The organizational function applied to expenditures and other activities

- *Approp ID*: The appropriation account that controls the expenditures
- *Account*: The nature of the transaction

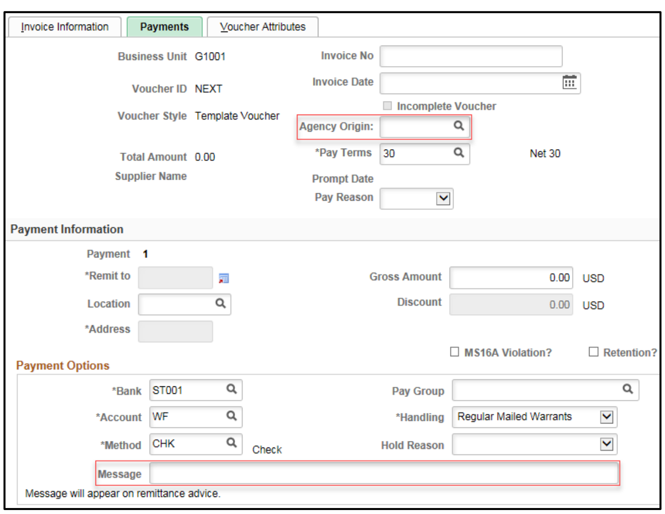


Note: If the agency requires projects, scroll to the right and ensure the *PC Bus Unit*, *Project* and *Activity* fields are populated.



Step 3: Enter information on the *Payments* tab and save the Template Voucher.

1. Select the *Payments* tab.
2. In the *Agency Origin* field, enter the agency number.
3. **Optional**: In the *Messages* field, add a message describing the Template Voucher.



4. Press the **Save** button. The identification number for the template will appear in the *Template ID* field. Use this ID to find the template.

   The new template is now ready for use on SWIFT.