

## Create a Template Voucher

Agencies can use a Template voucher for making recurring payments to the same supplier. Examples include installation payments, rent and utilities. You set up the standard payment information in the template. You include details such as the supplier name and purchase information. Template vouchers are never paid or posted. They cannot be deleted.

This quick reference guide provides the steps to create a Template voucher.

### Step 1: Create a Template voucher page

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

| Navigation Options           | Navigation Path  |
|------------------------------|--|
| <b>Navigation Collection</b> | Accounting, Accounts Payable, Vouchers. The Regular Entry Voucher page defaults.               |
| <b>WorkCenter</b>            | Accounting, Accounts Payable, AP WorkCenter. Left menu, Links section, Vouchers, Regular Entry |

2. On the Add a New Value tab, enter values in the following fields.
  - a. Enter or confirm the Business Unit number in the Business Unit field.
  - b. In the Voucher ID field, do not change "NEXT" as the default value.
  - c. In the Voucher Style field, select the "Template Voucher" option from the drop-down list.
  - d. In the Supplier ID field, enter the supplier identification number.  
After entering the Supplier ID, SWIFT will populate information in the Short Supplier Name, Supplier Location, and Address Sequence Number fields.

**NOTE:** If you are creating a template voucher referencing a purchase order or receipt, do not enter Supplier ID information on the Add a New Value tab.

- e. If you are certain of the tax exempt status, check the Tax Exempt Flag box.
- f. At the bottom of the page, press the **Add** button.

**Add a New Value**

\*Business Unit G1001

\*Voucher ID NEXT

\*Voucher Style Template Voucher

Supplier Name HUMAN SYSTEMS DYNAM Q

Short Supplier Name HUMAN SYST-001 Q

Supplier ID 0000255674 Q

Supplier Location 001 Q

## Step 2: Enter information on the Invoice Information tab

1. SWIFT displays the Invoice Information tab. In the Header section, enter values in the following fields
  - a. **Invoice Date:** The date of the invoice.
  - b. **Invoice Received Date:** The date the invoice was physically received by the agency.
  - c. **Good/Services Received Date:** The date goods/services were received by the agency.
  - d. On the right side of the page, select the **Template** hyperlink.

Invoice Information    Payments    Voucher Attributes

Business Unit G1001    Invoice No [ ]

Voucher ID NEXT    Accounting Date 01/05/2024

Voucher Style Template Voucher    \*Pay Terms 30    Net 30

Invoice Date 01/05/2024    Basis Date Type Inv Date

Invoice Received 01/05/2024     Tax Exempt

HUMAN SYSTEMS DYNAMICS INST

Supplier ID 0000255674    Service Period Begin Date [ ]

ShortName HUMAN SYST-001    Goods/Services Received 01/05/2024

**Invoice Total**

Line Total 0.00

\*Currency USD

Miscellaneous [ ]

Freight [ ]

Sales Tax [ ]

Use Tax 0.00

Sales/Use Tax Summary  
Non Merchandise Summary  
Session Defaults  
Comments(0)  
Attachments(0)  
Withholding  
Template List  
**Template**  
Advanced Supplier Search

2. SWIFT opens the Template Voucher Details window. Enter a unique Template ID and Description and press **OK**.

Template Voucher Details

Save as a Template Voucher

Template ID Training 1

Description Human Dynamics training

OK Cancel Refresh

3. Add information in the Invoice Lines and Distribution Lines section.

### Direct Entry Voucher

If your template voucher will be used as a direct entry voucher, enter the information in the Invoice Lines and Distribution Lines.

- a. In the Invoice Lines section, enter information in the following values.
  - i. **Quantity:** The number of good or service.
  - ii. **UOM:** The Unit of Measure for the good or service.
  - iii. **Line Amount:** The amount for this line.
  - iv. **Ship To:** Confirm or update this field.
  - v. **Description:** Description of the good or service.
  - vi. To add more Invoice Lines, select the “+” icon.
- b. In the Distribution Lines section, add values in the following Chart of Account fields.
  - i. **Fund:** Accounting entity groups accounts, including assets and liabilities
  - ii. **in DeptID:** The organizational function applied to expenditures and other activities
  - iii. **Approp ID:** The appropriation account that controls the expenditures
  - iv. **Account:** The nature of the transaction
  - v. Add another Chart of Account data as required by your agency.
  - vi. To add another Invoice Line or Distribution Line item, press the Add button (+) in the Invoice.

### Referencing a purchase order or receipt

If your template will reference a purchase order or a receipt follow these steps to enter information in the Invoice and Distribution Lines.

- a. Go to the Copy From Source Document section and select either “PO Receipt” or “Purchase Order Only” from the Copy From field. Select the **Go** link.

- b. SWIFT opens the Copy Worksheet screen. Enter the appropriate values in the Lookup Criteria section.
  - If copying a purchase order, enter the appropriate values in the PO Business Unit and the PO Number From fields.
  - If copying a receipt, enter the appropriate values in the Receipt Unit and the Receipt Number From fields.
- c. Press the **Search** button.
- d. SWIFT expands the Copy Worksheet screen to include Select PO Lines (if Purchase Order Only) or Select Receiver Lines (if PO Receipt). Check mark the Select box.
- e. Press the Copy Selected Lines button.
- f. SWIFT will copy purchase order information onto the Invoice Information tab.

Review the following sections to make sure SWIFT copied the correct information.

- **In the header**, review the following fields: Pay Terms, Supplier ID, ShortName, Location, Address, and Invoice Total data.
- **In the Lines section**, review the following fields. Quantity, UOM, Line Amount, Ship To, and Description.
- **In the Distributions Line section**, review the following fields: Fund, Fin DeptID, Approp ID, Account and any other Chart of Accounts as required by your agency.

**NOTE:** You can edit fields that you copied from the purchase order as needed such as Quantity or Line Amount.

For more information about these steps, review the [Voucher Entry – Copy a Purchase Order or PO Receipt](#) quick reference guide.

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

1. Select the Payments tab.
  - a. In the Agency Origin field, enter the agency number.
  - b. Optional: In the Messages field, add a message describing the Template Voucher.
  - c. Press the **Save** button.
2. You can find the saved template in the **Template** hyperlink field on the right of the header. Use this ID to use for creating a template voucher.