

### OVERVIEW

Create a template voucher to save and reuse voucher information for unencumbered vouchers. Retrieve the template voucher, and copy the voucher information into your new voucher. Reuse a template voucher as many times as you need. These are grouped in the system by Vendor ID. You may create and save template vouchers for different vendors. This instruction guide will show you how to create and save a template, retrieve it at a later time and copy its information into a new unencumbered voucher.

### STEPS

A. To create a template:

1. **Click the Main Menu in myUFL, then click on Accounts Payable. Click on Vouchers, then click on Add/Update. Click on Regular Voucher.**
2. Click the **Voucher Style** list.
3. Click the **Template Voucher** list item.
4. Click the **Add** button.

5. In the **Template ID field** in the Template box, enter a keyword for later reference. For example, enter "Labs".
6. Enter a **Description** for this template that will help reference it later. For example, enter "Template for LABS Inc."

7. Click the **Look up Vendor ID** (Alt+5) button to search for the vendor
  - a. Enter a keyword into the **Short Vendor Name** field. For example, enter "labs".
  - b. Click the **Look Up** button.
  - c. For this example, click the **LABSINC-001** result link to select the vendor, LABS Inc.
8. Write down the **Vendor ID number** for this template. To retrieve the template later, you will need to enter the Vendor ID number to find the template.
9. Click the **Choose a date** (Alt+5) button.
  - a. Click today's date. For this example, click May 24th.
10. Click the **scrollbar on the right** to scroll down.
11. Enter information that you would like to save to reuse this template, for example:
  - a. Enter the amount of this invoice line in the **Line Amount** field.
  - b. Enter the **Merchandise Amount**.
  - c. Enter the **Dept ID** in the Dept field. For this example, enter "29080100".
  - d. Enter the fund code needed in the **Fund Code** field. For this example, enter "209".
  - e. Enter the Program Code in the **Program Code** field. For this example, enter "2200".
  - f. Enter the **Account Code** needed in the Account field. For this example, enter "717000".
  - g. Enter the needed **Source** code. For this example, enter "G000780".
  - h. Enter the desired information into the **Bud Ref** field. Enter "CRRNT".
  - i. Click the **scrollbar at the bottom** to view the ChartFields on the rest of the row.
  - j. For a project, enter "GRANT" into the **PC Bus Unit** field.
    - i. Click the **Look up Project** (Alt+5) button.
    - ii. Search for projects by entering part of a word in the title in the **Description** field. For this example, enter "anti".
    - iii. Click the **Look Up** button.
  - k. Click the **ANTIBODIES TO RECOMBINANT AUTO** result link.
  - l. Enter a "1" in the **Activity** field for the grants project.
  - m. Click the **scrollbar on the bottom** to scroll back to the left.
  - n. Click the **scrollbar to the right** to scroll up.
  - o. Enter the needed amount in the **Total** field.
  - p. Click the **Calculate** button.
  - q. Click the **scrollbar to the right** to scroll down.

B. To save the template:

1. Click the **Save** button.
2. Click the **Yes** button at the message dialog box.
3. Make a note of the **Voucher ID** number on the top left. This is your template ID number.

C. To retrieve this template, edit and reuse as a voucher:

1. Navigation: **Main Menu > Accounts Payable > Vouchers\_ > Add/Update > Regular Entry**
2. Click the **Add** button
3. Enter information needed for this particular voucher such as:
  - a. Enter the **Invoice** number. For this example, enter "457896" into the Invoice No. field.
  - b. Click the **Choose a date** (Alt+5) button for the Invoice Date field.

- i. Click today's date. For this example, click "31".
  - c. Enter the **Vendor ID** number **that matches the one on the template you need** for this voucher. For this example, enter Vendor ID number "0000151985" for Labs Inc.
4. To search for the template, click the **Copy From** list.
- a. Click the **Template** list item.
  - b. Click the **Go** link.

- c. Click the **Look up Template ID** (Alt+5) button.
  - i. Click the **Look Up** button for a list of templates for this vendor.
  - ii. Click the **LABSINC-001** link to retrieve the template for this vendor.

Template ID	Description	Short Vendor Name	Charged Business Unit	Voucher ID
<a href="#">LABG</a>	nPOD Antibody Testing	LABSINC-001	UFLOR	03125614
<a href="#">Labs</a>	Template for LABS Inc.	LABSINC-001	UFLOR	03385685
<a href="#">LabsInc</a>	Labs, Inc. nPOD Invoices	LABSINC-001	UFLOR	03090373

- d. Click the **Copy from** template button.
  - e. **All the information from the template will now be copied into this voucher.**
5. Click the **side scrollbar** to scroll down.
6. Complete the information for the rest of this voucher.
7. After saving, write down the new **Voucher ID** on your invoice and continue the process for completing an unencumbered voucher.

For further assistance, please contact University Disbursements at 392-1241 or e-mail [Disbursements@ufl.edu](mailto:Disbursements@ufl.edu)