



State of Kansas Template Vouchers

Statewide Management, Accounting, and Reporting Tool

<p>WHAT is a 'Template Voucher'?</p>	<p>A 'Template Voucher' is a voucher option that may be used when creating <u>Non-PO Vouchers</u> in SMART.</p> <p>Template Vouchers are <u>vendor specific</u>, which means that when you choose the 'Template Voucher' option, you are creating a voucher template (to be used again in the future) for that specific vendor in SMART.</p> <p>A 'Template Voucher' is an <u>efficiency tool</u> provided in SMART. The 'Template Voucher' option enables your agency to minimize the amount of time and data entry it takes to <i>create Non-PO vouchers for a specific vendor on a regular or recurring basis.</i></p> <p>When you create a 'Template Voucher', SMART gives you the ability to name, store, locate, and use that 'Template Voucher' information again in the future (to create Non-PO Vouchers for that specific vendor).</p> <p>A 'Template Voucher' is <u>NOT</u> a voucher. It is a <u>template</u> which stores Non-PO voucher information so that you can use it again when creating future Non-PO vouchers for that specific vendor.</p> <p>A 'Template Voucher' is <u>NEVER</u> 'Paid' or 'Posted'; because it used ONLY as a template for future Non-PO vouchers for the vendor.</p> <p>A 'Template Voucher' can <u>NOT</u> be used to create an Interfund voucher. Interfund vouchers will only process successfully when the "Regular" voucher style is used.</p>
<p>WHEN should I use a 'Template Voucher'?</p>	<p>Template Vouchers are to be used for the creation of <u>NON-PO Vouchers ONLY</u>.</p> <p>The 'Template Voucher' option should be used ONLY when an agency <i>repeatedly creates Non-PO vouchers for the <u>SAME</u> vendor, with the <u>SAME</u> funding (distribution) information <u>EVERY</u> time.</i> (The funding information may be edited on the new voucher if necessary).</p> <p><u>For example:</u> The details of a Template Voucher remain the same every time you create a voucher using the 'Template Voucher' option. The only fields that should need to be changed in a Template Voucher are the date and dollar amount fields. Thus the Template Voucher option provides efficiency by saving data entry key strokes.</p>

<p>How do I <u>VIEW</u> a list of existing 'Template Vouchers'?</p>	<p><u>Navigation:</u> <i>Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value tab.</i> (Note: Business Unit value auto populates).</p> <ol style="list-style-type: none"> 1. Vendor ID: <Enter the vendor's 10 digit ID number> 2. Voucher Style: Select the 'Template Voucher' option from the drop down list OR select the 'Template' option to view all templates for your business unit (agency). 3. Click the Search button and scroll down the page. <p>The Search Results section displays a list of 'Template Vouchers' that are available for that 'Business Unit' and 'Vendor ID' combination.</p>
<p>How do I <u>EDIT</u> an existing 'Template Voucher'?</p>	<p>Editing a 'Template Voucher' saves over the top of the previous information / history in SMART (and there is NO way to get that previous information / history back once it has been saved over).</p> <p>It is an agency decision to decide whether they wish to retain the history (previous information) in SMART by creating a new Template Voucher, versus saving over the top of the history by editing the existing Template Voucher. <i>Please ask your agency which option they wish you to use.</i></p>
<p>How do I <u>DELETE</u> an existing 'Template Voucher'?</p>	<p><i>Agencies should <u>NOT</u> attempt to delete a 'Template Voucher'.</i></p> <p>If you need to delete a 'Template Voucher' please contact your agency's Security Liaison to have them submit a <u>Service Desk request</u> assigned to the SMART Systems Support Team – AP Analysts.</p> <p>The SMART Systems Support Team – AP Analysts will delete the 'Template Voucher' for you, and will let your agency know when this has been completed.</p>
<p>How do I <u>CREATE</u> a <u>NEW</u> 'Template Voucher'?</p>	<p><u>Navigation:</u> <i>Accounts Payable > Vouchers > Add/Update > Regular Entry > Add a New Value tab</i></p> <p><i>Go to next page...</i></p>

How do I CREATE a NEW 'Template Voucher'?

Step 1:
Navigation:
 Accounts Payable >
 Vouchers >
 Add/Update >
 Regular Entry > Add
 a New Value tab

Voucher

Find an Existing Value Add a New Value

Business Unit: 17300

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

How do I CREATE a NEW 'Template Voucher'?

Step 2: Add A New Value Tab

In the **Voucher Style** field: Click the drop down arrow and select the '**Template Voucher**' option.

Voucher

Find an Existing Value Add a New Value

Business Unit: 17300

Voucher ID: NEXT

Voucher Style:

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

How do I **CREATE** a **NEW** 'Template Voucher'?

Step 3: Enter Vendor and Invoice Information

In the **Vendor ID** field: Enter the **10 digit Vendor ID number** that will be used for this Template Voucher.

In the **Invoice Date** field: Enter **<today's date>**. This date can be modified on any voucher created from the Template Voucher.

The **Invoice Number** field and the **Gross Invoice Amount** field can either be completed or left blank.

Click the **Add button** at the bottom left of the page (not shown in this screenshot. Refer to the previous Step 2 screenshot).

Voucher

Find an Existing Value

Add a New Value

Business Unit:	<input type="text" value="17300"/>
Voucher ID:	<input type="text" value="NEXT"/>
Voucher Style:	<input type="text" value="Template Voucher"/>
Short Vendor Name:	<input type="text" value="FAIRPOINT-003"/>
Vendor ID:	<input type="text" value="0000046694"/>
Vendor Location:	<input type="text" value="001"/>
Address Sequence Number:	<input type="text" value="1"/>
Invoice Number:	<input type="text"/>
Invoice Date:	<input type="text" value="05/29/2012"/>
Gross Invoice Amount:	<input type="text" value="0.00"/>
Freight Amount:	<input type="text" value="0.00"/>
Misc Charge Amount:	<input type="text" value="0.00"/>
Estimated No. of Invoice Lines:	<input type="text" value="1"/>

How do I CREATE a NEW 'Template Voucher'?

Step 4: Invoice Information Tab

1. The **Invoice Date** populates from the 'Add a New Value' page.
2. The **Accounting Date** automatically populates with <today's> date.
3. Enter a **Template ID** and a **Description**.

Note: In the **Template ID** field use a descriptive name, because you will see **ONLY** the Template ID field, and **NOT** the Description field when copying from this Template Voucher in the future.

4. Enter the applicable **Invoice Lines** and **Distribution Lines** for the Template Voucher.

All five (5) **mandatory ChartFields** **MUST** be completed for each Distribution line: **Dept, Fund, Bud Unit, Program, and Account.**

Summary | **Related Documents** | **Invoice Information** | **Payments** | **Voucher Attributes** | **Error Summary**

Business Unit: 17300
 Voucher ID: 00035685
 Voucher Style: Template

Invoice Number: []
 Invoice Date: 05/29/2012
 Action: [Run] [Print Invoice]

Setoff Status: Not Processed by Setoff
 Interfund Status: N/A

Copy from a Source Document

PO Unit: [] Purchase Order: [] Copy PO Worksheet Copy Option: None

Vendor: 0000046694
 Name: FAIRPOINT-003
 Location: 001
 Address: 1 Advanced Vendor Search
 SUNFLOWER TELEPHONE
 COMPANY INC
 30 E MAIN ST
 WESTFIELD, NY 14787-1320

*Pay Terms: 00 Due Now
 Control Group: []
 Accounting Date: 05/29/2012
 *Currency: USD
 Total: 0.00
 Difference: 0.00

Basis Dt Type: Inv Date
 Comments(0)
 Non Merchandise Summary
 Session Defaults

Lease Number: []
 Packing Slip: []

Template ID: PHONE-MAIN Description: MONTHLY PHONE SERVICE - MAIN

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	[]	Building 1 monthly service	1.0000	EA	[]	0.00
2	Amount	[]	Building 2 monthly service	1.0000	EA	[]	0.00
3	Amount	[]	Building 3 monthly service	1.0000	EA	[]	0.00

Distribution Lines

Line	Amount	Quantity	*GL Unit	Dept	Fund	Bud Unit	Program	Account	PC Bus Unit	Project	Activity
1	0.00	[]	17300	1731000200	1000	0210	01031	520200	[]	[]	[]
2	0.00	[]	17300	1731000200	6105	4010	97741	520200	[]	[]	[]

Balancing

Business Unit: 17300
 Voucher ID: 00035685
 Print Invoice

Invoice Lines: 0.00
 Misc Charge Amount: []
 Freight Amount: []

Note: The Distribution Line and ChartField information that you enter into this Invoice Information tab establishes the Distribution and ChartField information for **ALL future vouchers** created from this 'Template Voucher'.

How do I CREATE a NEW 'Template Voucher'?

Step 5: Payments Tab

1. Select the desired vendor's **Location** (Payment method)
2. Select the Vendor's **Address**.
3. The **Scheduled Due** date does NOT copy into vouchers created from this Template Voucher in the future.
4. Select the **Handling** code.
5. **Optional.** Enter a **Message**. The Message also appears on the Vendor website and check stubs.
6. Select or deselect the **Hold Payment** checkbox.
7. Select or deselect the **Separate Payment** checkbox.
8. Enter a **Payment Note** message.
9. Click the **Save** button at the lower left page (not shown in screenshot)

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit: 17300	Invoice Number: []	Voucher ID: NEXT	Invoice Date: 05/29/2012 [BY]	Action: [Run] [Print Invoice]	
Voucher Style: Template	Total: 0.00	*Pay Terms: 00 [] Due Now [Schedule Payments]			
Setoff Status: Not Processed by Setoff	Vendor: SUNFLOWER TELEPHONE COMPANY INC 30 E MAIN ST WESTFIELD, NY 14787-1320				
Payment Information Find View All First 1 of 1 Last					
Scheduled Payment: 1					
*Remit to: 0000046694 []	Gross Amount: 0.00 USD	Location: 001 []			
*Address: []	Discount: 0.00 USD	Scheduled Due: 05/29/2012 [BY]			
SUNFLOWER TELEPHONE COMPANY INC PO BOX 580028 CHARLOTTE, NC 28258-0028		Net Due: 05/29/2012			
Discount Due: []					
Accounting Date: []					
Payment Method					
*Bank: KSBK []	Pay Group: []	*Handling: D5 []			
*Account: MAIN []	*Netting: N []	Message: This message will appear on new vouchers. []			
*Method: CHK [] Check	Message will appear on remittance advice.				
Schedule Payment					
*Action: Schedule []	Payment Date: []	Payment Options			
Pay: []	Reference: []	Hold Payment <input checked="" type="checkbox"/> []			
		Separate Payment <input checked="" type="checkbox"/> []			
		Hold Reason: OTH []			
		Letter of Credit: []			
Payment Inquiry Holiday/Currency Options Express Payment Vendor Bank Account					
Payment Note					
This message will appear on new vouchers created by copying from this template. []					
Note: Payment Note is for internal use only and will not appear on remittance advice.					

Note: Location, Address, Handling Code, Message, Hold Payment option, Separate Payment option, and Payment Note will populate on ALL vouchers created from this Template Voucher in the future.

How do I CREATE a NEW 'Template Voucher'?

Step 6: Template Voucher is now created.

1. SMART assigns a **Voucher ID** to the Template Voucher.
2. The **Voucher Style** is 'Template'.
3. The **Entry Status** should always be 'Template Voucher'.
4. The **Match Status** should always be 'No Match'.
5. The **Approval Status** should automatically default to 'Denied'.
6. The **Post Status** should default to 'Payment Not Applied'.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	17300	Invoice Date:	05/29/2012		
Voucher ID:	00035685	Invoice No:			
Voucher Style:	Template	Invoice Total:	0.00	USD	
Contract ID:					
Vendor Name:	SUNFLOWER TELEPHONE COMPANY INC 30 E MAIN ST WESTFIELD, NY 14787-1320	Pay Terms:	Due Now		
		Voucher Source:	Online		
Entry Status:	Template Voucher	Origin:	ONL		
Match Status:	No Match	Created:	05/29/2012		
Approval Status:	Denied	Created By:	DA00KXH		
Post Status:	Payment Not Applied	Modified:	05/29/2012		
		Modified By:	DA00KXH		
Setoff Status	Not Processed by Setoff		ERS Type:	Not Applicable	
			Close Status:	Open	
*View Related		Payment Inquiry	Go		

End of creating a NEW 'Template Voucher'

How do I CREATE a new VOUCHER using a 'Template Voucher'?

Step 1: Navigation:

Accounts Payable > Vouchers > Add/Update > Regular Entry > Add a New Value tab

Voucher

Find an Existing Value | Add a New Value

Business Unit: 17300

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

How do I **CREATE** a new **VOUCHER** using a 'Template Voucher'?

Step 2: Add a New Value Tab

1. **Voucher Style:** Select 'Regular Voucher'
2. **Vendor ID:** Enter the 10 digit Vendor ID number.
3. **Invoice Number:** Enter the Invoice number.
4. **Invoice Date:** Enter the invoice date.
5. **Gross Invoice Amount:** Do **NOT** enter anything in this field.
6. Click the **Add** button.

Voucher

Find an Existing Value Add a New Value

Business Unit: 17300

Voucher ID: NEXT

Voucher Style: Regular Voucher 1

Short Vendor Name: FAIRPOINT-003

Vendor ID: 0000046694 2

Vendor Location: 001

Address Sequence Number: 1

Invoice Number: July 2012 Invoice 3

Invoice Date: 07/17/2012 4

Gross Invoice Amount: 0.00 5

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add



Note:

Remember: A 'Template Voucher' is **vendor specific**, so make sure you are entering the correct **Vendor ID number!**

How do I **CREATE** a new **VOUCHER** using a 'Template Voucher'?

Step 3: Invoice Information Tab

Copy from a Source Document section: **Worksheet Copy Option** drop down list: Select 'Template' option.

Invoice Information Payments Voucher Attributes

Business Unit: 17300 Invoice Number: July 2012 Invoice

Voucher ID: NEXT Invoice Date: 07/17/2012

Voucher Style: Regular Action: Run Print Invoice

Setoff Status: Not Processed by Setoff Interfund Status: N/A

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000046694 *Pay Terms: 00 Due Now

Name: FAIRPOINT-003 Control Group:

Location: 001 Accounting Date: 07/17/2012

*Address: 1 [Advanced Vendor Search](#) *Currency: USD Calculate

SUNFLOWER TELEPHONE COMPANY INC
30 E MAIN ST
WESTFIELD, NY 14787-1320

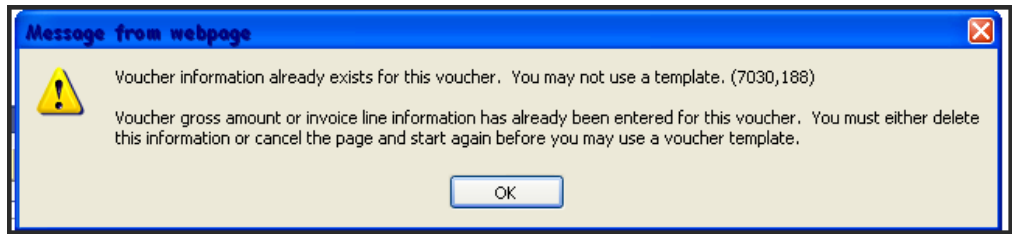
Total: 0.00 Session Defaults

*Worksheet Copy Option dropdown menu items: Non PO Receipt, None, PO Receipt, Purchase Order Only, **Template**, Voucher*

Important:

If an Error Message is received here:

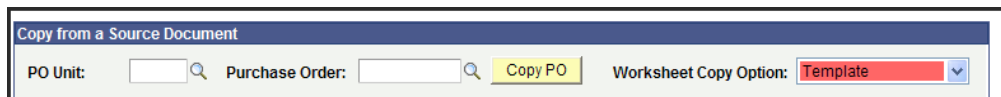
If you entered a **voucher total amount or invoice line information**, and then tried to pull in a 'Template', you will receive this error message in SMART:



If you receive this (previously shown) error message, you need to correct the issue.

Here are the steps to correct this issue:

1. Delete the existing information.
2. Select the **'blank'** (top) option from the **Worksheet Copy Option** drop-down list.
3. Then, select the **'Template'** option from the **Worksheet Copy Option** drop-down list.



How do I **CREATE** a new **VOUCHER** using a 'Template Voucher'?

Step 4: Voucher Template page


The **Voucher Template** page is displayed.

1. Click the **Look Up icon** (magnifying glass) for the **Template ID** field.
2. **Select** the template you want to use.
3. Click the **'Copy from template'** button.

Voucher Template

Unit: 17300 Invoice: July 2012 Invoice Vendor: SUNFLOWER TELEPHONE COMPANY INC
Voucher: NEXT Date: 07/17/2012 ID: 0000046694

Select Template to Copy

Template ID:	PHONE-MAIN		MONTHLY PHONE SERVICE - MAIN	<input type="button" value="Copy from template"/>
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[Back to Invoice](#)

This space left intentionally blank. Please go to next page.

How do I CREATE a new VOUCHER using a 'Template Voucher'?

Step 5: Invoice Information Tab

The Invoice Information tab is displayed.

1. The **Invoice Number** populates from the information entered on the Add New Value tab.
2. The **Invoice Date** populates from the information entered on the Add New Value tab.
3. The **Accounting Date** (and budget date) populates with <today's> date.
4. Enter the **Total** dollar amount for the voucher *.
5. The **Invoice Lines** and **Distribution Lines** are populated with the information from the Template Voucher. Edit this information if necessary.
6. Enter the appropriate dollar amounts in the **Extended Amount** and **Amount** fields.

Invoice Information | Payments | Voucher Attributes

Business Unit: 17300 Invoice Number: July 2012 Invoice
 Voucher ID: NEXT Invoice Date: 07/17/2012
 Voucher Style: Regular Action: Run Print Invoice
 Setoff Status: Not Processed by Setoff Interfund Status: N/A

Copy from a Source Document
 PO Unit: Purchase Order: Copy PO Worksheet Copy Option: Template

Vendor: 0000046694 *Pay Terms: 00 Due Now Basis Dt Type Inv Date
 Name: FAIRPOINT-003 Control Group: Accounting Date: 07/17/2012
 Location: 001 *Currency: USD Total: 100.00 Calculate
 *Address: 1 Advanced Vendor Search Difference: 0.00
 SUNFLOWER TELEPHONE
 COMPANY INC
 30 E MAIN ST
 WESTFIELD, NY 14787-1320
 Lease Number: Packing Slip:

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		Building 1 monthly service	1.0000	EA	25.00000	25.00
Ship To: BA17300 SpeedChart <input type="checkbox"/> Use One Asset ID Calculate							
Distribution Lines							
GL Chart	Exchange Rate	Statistics	Assets				
1	25.00		17300	1731000200	1000	0210	01031 520200

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
2	Amount		Building 2 monthly service	1.0000	EA	25.00000	25.00
Ship To: BA17300 SpeedChart <input type="checkbox"/> Use One Asset ID Calculate							
Distribution Lines							
GL Chart	Exchange Rate	Statistics	Assets				
1	25.00		17300	173102000	1000	0210	01031 520200

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
3	Amount		Building 3 monthly service	1.0000	EA	50.00000	50.00
Ship To: BA17300 SpeedChart <input type="checkbox"/> Use One Asset ID Calculate							
Distribution Lines							
GL Chart	Exchange Rate	Statistics	Assets				
1	50.00		17300	1731000100	1000	0210	01031 520200

Business Unit: 17300 Voucher ID: NEXT Print Invoice

Balancing

Invoice Lines	100.00
Misc Charge Amount	
Freight Amount	
(minus) Total	100.00 Calculate
(equals) Difference Amount	0.00

Note: If you populated the **Total** dollar amount in to the Template Voucher, the **Total** dollar amount will auto populate from the Template Voucher into this voucher you are creating.

How do I CREATE a new VOUCHER using a 'Template Voucher'?

Step 5: Payments Tab

1. The **Gross Amount** is populated when the voucher is saved, and is based upon the information that was added on the Invoice Information tab.
2. The vendor **Location** displays the payment method for the vendor.
3. The vendor **Address** displays the Address for the vendor.
4. The **Scheduled Due** date populates when the voucher is saved.
5. The **Handling** code defaults.
6. The **Message** field defaults.
7. The **Hold Payment** checkbox defaults.
8. The **Separate Payment** checkbox defaults.
9. The **Payment Note** defaults.



Note: The values and information appearing in the following fields default in to the new voucher from the 'Template Voucher': **Location, Address, Handling Code, Message, Hold Payment** checkbox, **Separate Payment** checkbox, and the **Payment Note**.

These fields can be edited if necessary.








10. After reviewing and/or editing the Payments Tab, **click the Save button** in the lower left corner of the page (not shown in screenshot).

How do I CREATE a new VOUCHER using a 'Template Voucher'?

Step 6: Summary Tab

Once the new voucher has been saved, the **Summary Tab** is available for review.

1. The **Voucher ID** is assigned by SMART if your agency uses the 'NEXT' option.
2. The **Voucher Style** is 'Regular'.
3. The **Entry Status** is 'Postable'.
4. The **Approval Status** is 'Pending'.
5. The **Post Status** is 'Unposted'.
6. The **Budget Status** is 'Not Chk'd'.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	17300	Invoice Date:	07/17/2012		
Voucher ID:	00035692 	Invoice No:	July 2012 Invoice		
Voucher Style:	Regular 	Invoice Total:	100.00	USD	
Contract ID:		Pay Terms:	Due Now		
Vendor Name:	SUNFLOWER TELEPHONE COMPANY INC 30 E MAIN ST WESTFIELD, NY 14787-1320	Voucher Source:	Online		
Entry Status:	Postable 	Origin:	ONL		
Match Status:	No Match	Created:	07/17/2012		
Approval Status:	Pending 	Created By:	DA00KXH		
Post Status:	Unposted 	Modified:	07/17/2012		
		Modified By:	DA00KXH		
Setoff Status:	Not Processed by Setoff				
Budget Status:	Not Chk'd 	ERS Type:	Not Applicable		
Budget Misc Status:	Valid	Close Status:	Open		
*View Related	Payment Inquiry 	Go			