Before you begin

To get the most out of this exercise, we recommend that you have the standard sample data available in Finance and Operations that is installed using Lifecycle services (LCS).

Exercise - Create and use a voucher template

In this exercise you will create and use a voucher template.

1. Go to **General ledger > Journal entries > General journals**.
2. Click **New**.
3. In the **Name** field, click the drop-down button to open the lookup.
4. In the list, find and select a journal name.
5. Click **Lines**.
6. Enter an account for the **Account type**.
7. In the **Description** field, type a value.
8. Enter an amount in the **Debit** field.
9. Click **New** to create a new line
10. Enter a different account for the **Account type**.
11. In the **Description** field, type a value.
12. Enter an amount in the **Debit** field.
13. Click **New** to create a new line.
14. In the **Account** field, specify a value.
15. In the **Description** field, type a value.
16. Enter an amount in the **Credit** field to balance the voucher.
17. Click **Post**.
18. Click **Functions** from the lines section.
19. Click **Save voucher template**.
20. This procedure assumes that you are using the **Percent** template type.
21. Click **OK**.
22. Close the page.
23. Go to **General ledger > Journal entries > General journals**.
24. Click **New**.
25. In the **Name** field, click the drop-down button to open the lookup.
26. In the list, find and select a journal name.
27. Click **Lines**.
28. Click **Functions**.
29. Click **Select voucher template**.
30. Find the template that you created earlier.
31. Click **OK**.

32. In the **Amount** field, enter the amount to be applied to the voucher.
33. Click **OK**.