## Exercise 6: Create and use Voucher templates

The goal of the lab exercise is to apply the knowledge we’ve learned regarding creation of Voucher templates.

1. Navigate to **General ledger > Journal entries > General journals**.
2. Select **New**
3. In the **Name** field, select the drop-down button to open the lookup.
4. In the list, find and select a journal name.
5. Select **Lines** in the Action pane.
6. Create line 1:
   1. Select an account.
   2. In the **Description** field, type a value.
   3. Enter an amount in the **Debit** field.
7. Create line 2:
8. Select **New** to create a new line
   1. Enter a different account.
   2. In the **Description** field, type a value.
   3. Enter an amount in the **Debit** field.
9. Create line 3:
   1. Select **New** to create a new line.
   2. In the **Account** field, select the desired values.
   3. In the **Description** field, type a value.
   4. Enter an amount in the **Credit** field to balance the voucher (the sum of the previous two lines).
10. Select **Post**.
11. Save the template:
    1. Select **Functions** from the lines section.
    2. Select **Save voucher template**.
    3. This procedure assumes a **Percent** Template type.
    4. Select **OK**
    5. Close the form
12. Use the template:
    1. Navigate to **General ledger > Journal entries > General journals**.
    2. Select **New**
    3. In the **Name** field, Select the drop-down button to open the lookup.
    4. In the list, find and select a journal name.
    5. Select **Lines**
    6. Select **Functions**
    7. Select **Select voucher template**.
    8. Find the template that you created earlier.
    9. Select **OK**
    10. In the **Amount** field, enter the amount to be applied to the voucher.
    11. Select **OK**