Session Defaults

Overview
The purpose of this document is to provide detailed instructions on how use session defaults.

Key Points
Session defaults are useful when processing many AP invoices to the same vendor using the same charge codes as it will minimise the data entry by defaulting particular values such as vendor and charge code.

Navigation
Accounts Payable – Vouchers – Add/Update – Regular Entry

Detailed Directions

Scenario 1 You have many invoices from XYZ ltd and they go to the same charge code.

Step 1. Navigate to:
Accounts Payable – Vouchers – Add/Update – Regular Entry

Then add a voucher.

Expected Results
Voucher Regular Entry page
Step 2. Click on the **Session Defaults** hyperlink

**Expected Results**

The Session Defaults displays.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Estimated No. of Invoice Lines</th>
<th>For Quick Invoice Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit: F&amp;BS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Detail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payee Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GL Unit</td>
<td>Account</td>
<td>Panel Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department</td>
</tr>
</tbody>
</table>

**Expected Results**

Step 3. Enter details you would like defaulted

- Unit: F&BS
- Vendor: 0000000006
- Location: 000001
- Address: 1
- Account: 5201
- Fund code: R
- Department: 24510
Step 4.
Click on **Ad Hoc**

**Expected Results**

Session details are saved

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Step 5.

Click on **Return to Main Page**

Any additional vouchers will automatically default the details entered

**Note:** This only applies to the active window session.

**Expected Results**

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Step 6.

To clear the defaults for the active window repeat steps 1 to 3 and on step 4 select **Clear**

**Expected Results**

No defaults will be applied on voucher entry page