APSmart NextGen

GL Template Guide

2026 (V 1.0)

cloudxdpo.com

WELCOME TO APSMART NEXTGEN!

APSmart by CloudX is an end-to-end Accounts Payable (AP) automation solution that digitizes, automates, and monetizes invoice processing and vendor payments. AP automation is a type of digital transformation initiative that expedites invoice processing by reducing manual touch points during the invoice approval process. Some of the key benefits are enhanced efficiency, control, and visibility. CloudX offers complete, end-to-end AP automation and document processing solutions to make operations smoother and financial insights more accessible to decision-makers.

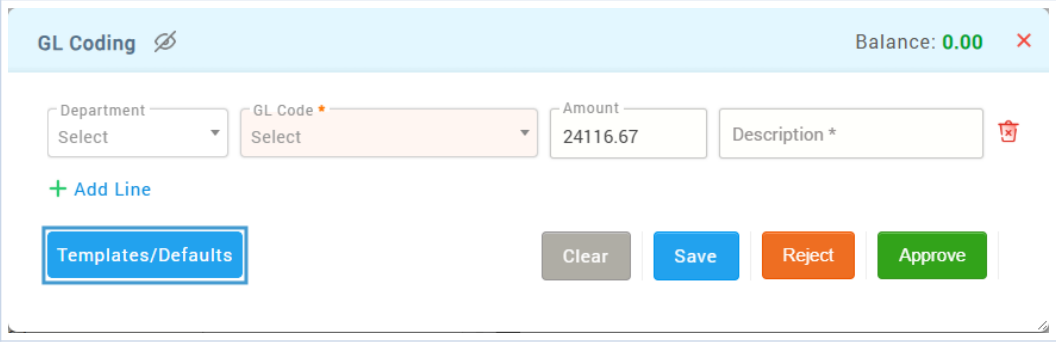
GL TEMPLATE GUIDELINE

GL Templates let you save a GL coding split once and reuse it on future invoices. A template stores the GL lines as a percentage distribution, so it fits any invoice amount. You can keep several named templates for the same vendor, division, company or for the whole client, mark one as the default, and let APSmart pre-code new invoices for you.

Templates/Defaults replaces the old Template, Apply as Default and Remove Default buttons with one window. Clients who prefer the old buttons can switch them back on with a client parameter (see Configuration).

Opening Templates/Defaults

Open an invoice from your queue and click GL on the invoice header toolbar to open the GL Coding panel. The Templates/Defaults button sits in the bottom-left corner of the panel.



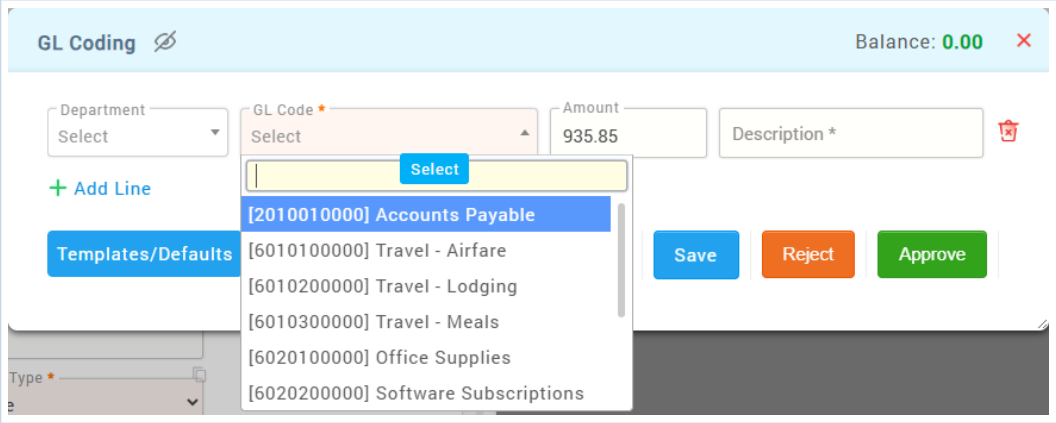
Department: Optional cost center for the GL line, shown when the client codes by department.

GL Code: Search and select the GL account. Type part of the number or name, or press Space to list all accounts.

Amount: Starts at the invoice total. Enter a smaller amount and press TAB; a new line opens with the remaining balance so you can code it to another GL account.

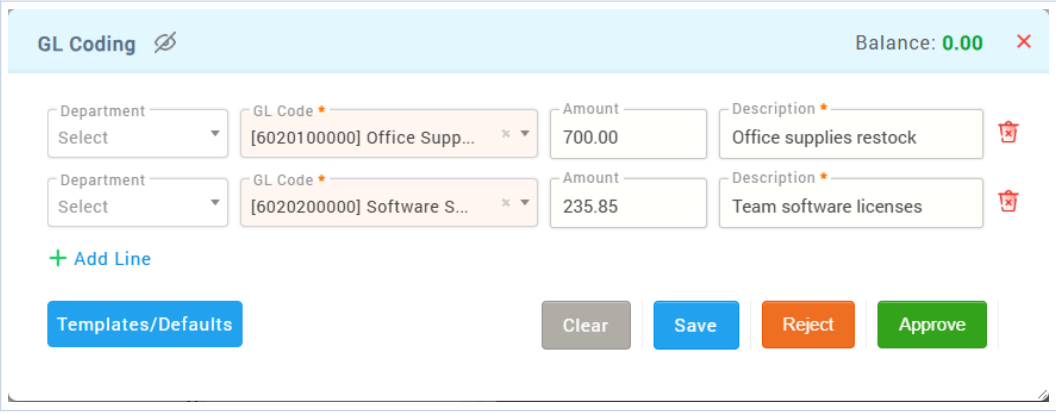
Description: Line description that flows to the description field in your ERP.

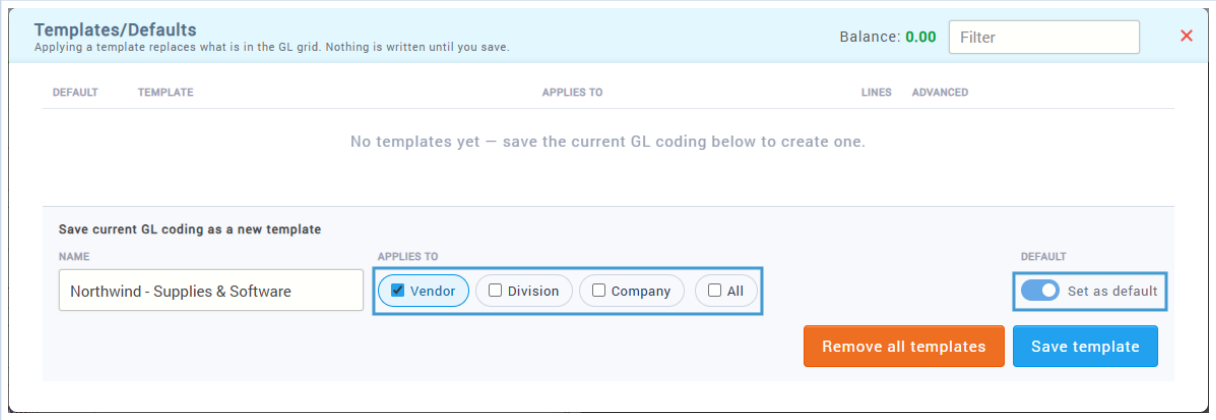
Balance: The amount still left to code. It must read 0.00 before the invoice can be approved.



Creating a Template

1. Code the invoice in the GL Coding panel exactly the way you want the template to look, with as many lines as you need.
2. Click Templates/Defaults.
3. Under "Save current GL coding as a new template", enter a Name. APSmart suggests one built from the vendor, division and company codes; replace it with something meaningful.
4. Choose what the template Applies To (explained below).
5. Optionally switch on Set as default.
6. Click Save template. A "Template saved." message confirms it and the template appears in the list.





Name: The label shown in the templates list. Use names your team will recognize, for example "Northwind - Supplies & Software".

Applies To: The pills show the attributes of the invoice you are on. Tick Vendor, Division and/or Company to limit the template to invoices that match every ticked value, or tick All to make it available to every invoice for the client.

Set as default: Makes this the template that loads automatically for matching invoices. It only appears when the "Auto load default GL templates" parameter is on and your role has "Allow setting default".

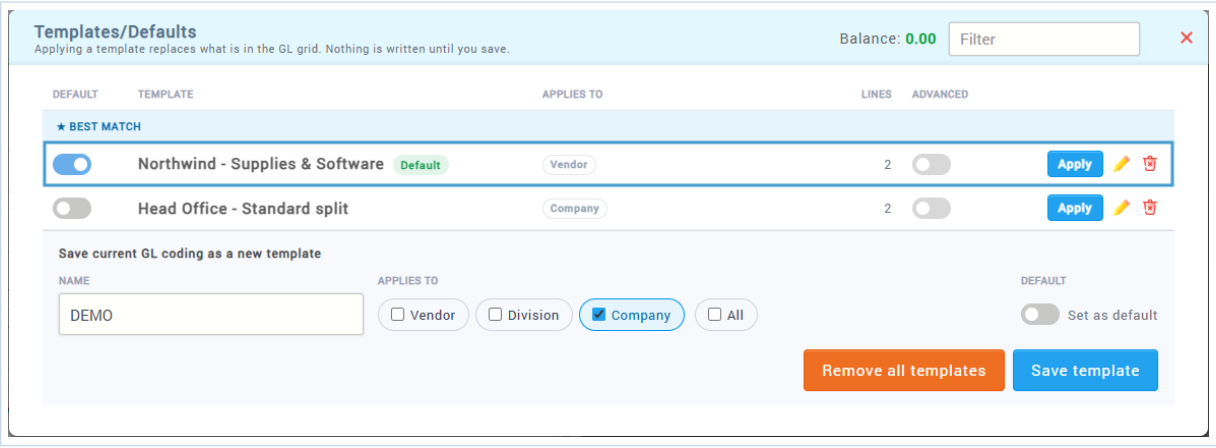
Save template: Saves the current GL lines, as percentages, as a new template.

Remove all templates: Deletes every template for this invoice's vendor. A confirmation appears first.

> **Note:** Saving a template does not save the invoice. Click Save or Approve in the GL Coding panel to keep the coding on the invoice itself.

The Templates List

Every template that matches the current invoice is listed, ranked so the best match is on top.



Best Match: The top group is the best match for this invoice. When more templates match, an "n other" link expands the rest.

Default: Switch on to make the template the default for its scope. The green Default badge marks it.

Applies to: The scope the template was saved with: Vendor, Division, Company, All, or a combination.

Lines: The number of GL lines in the template.

Advanced: Reserved for formula-based templates, which are coming soon. The switch is disabled for now.

Apply: Loads the template into the GL grid, replacing what is there. Amounts are worked out from the template percentages and the invoice total.

Edit (pencil): Opens the template inline so you can change it.

Delete (bin): Deletes that one template.

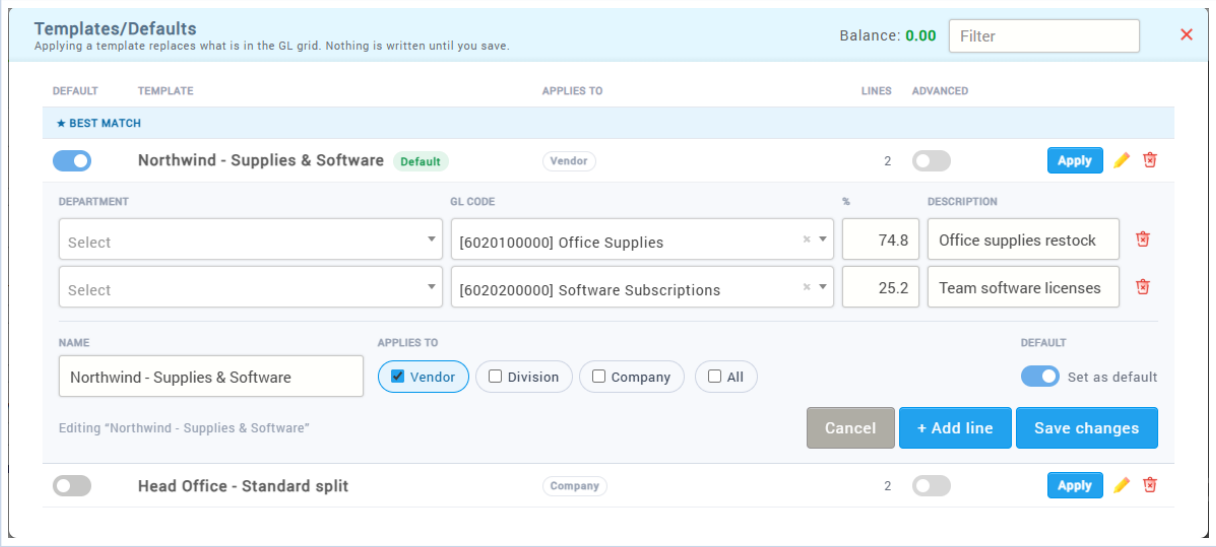
Filter: Searches the list by template name.

How the best match is chosen

A template can only be used on an invoice when every attribute it names matches that invoice. For example, a Vendor + Company template needs the same vendor and the same company. Among the templates that qualify, the more specific one ranks higher, so a Vendor template beats a Company-only template, and an All (client-wide) template is the fallback when nothing more specific matches.

Editing a Template

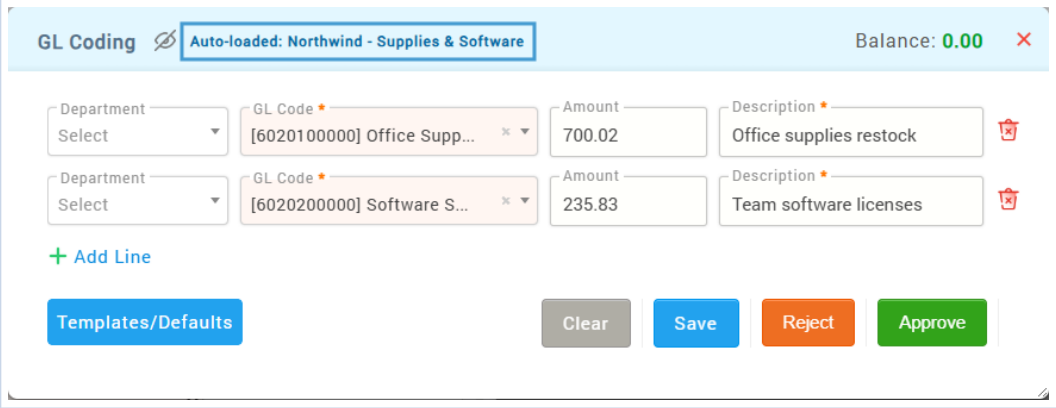
Click the pencil to open the template inline. You can change each line's Department, GL Code, % and Description, add lines with + Add line, rename the template, and change Applies To or the default switch. Click Save changes to keep your edits, or Cancel to discard them.



> **Tip:** Templates store percentages, not amounts. Keep the % column adding up to 100 so the template always codes the full invoice.

Default Templates and Auto-load

When the "Auto load default GL templates" parameter is on, opening the GL Coding panel on an invoice that has no GL coding yet loads the best-matching default template automatically. The panel header shows which template was used, for example "Auto-loaded: Northwind - Supplies & Software".

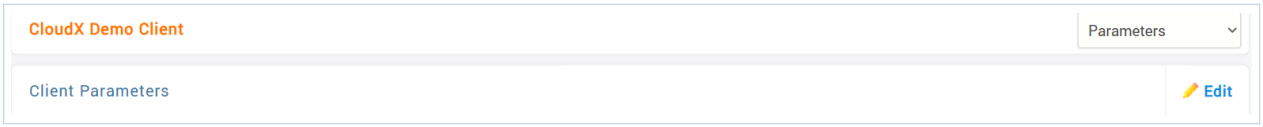


> **Note:** Auto-loaded lines are only a suggestion until the approver clicks Save or Approve. Because amounts are recalculated from percentages, a line can differ from the original split by a cent due to rounding.

CONFIGURATION (ADMIN)

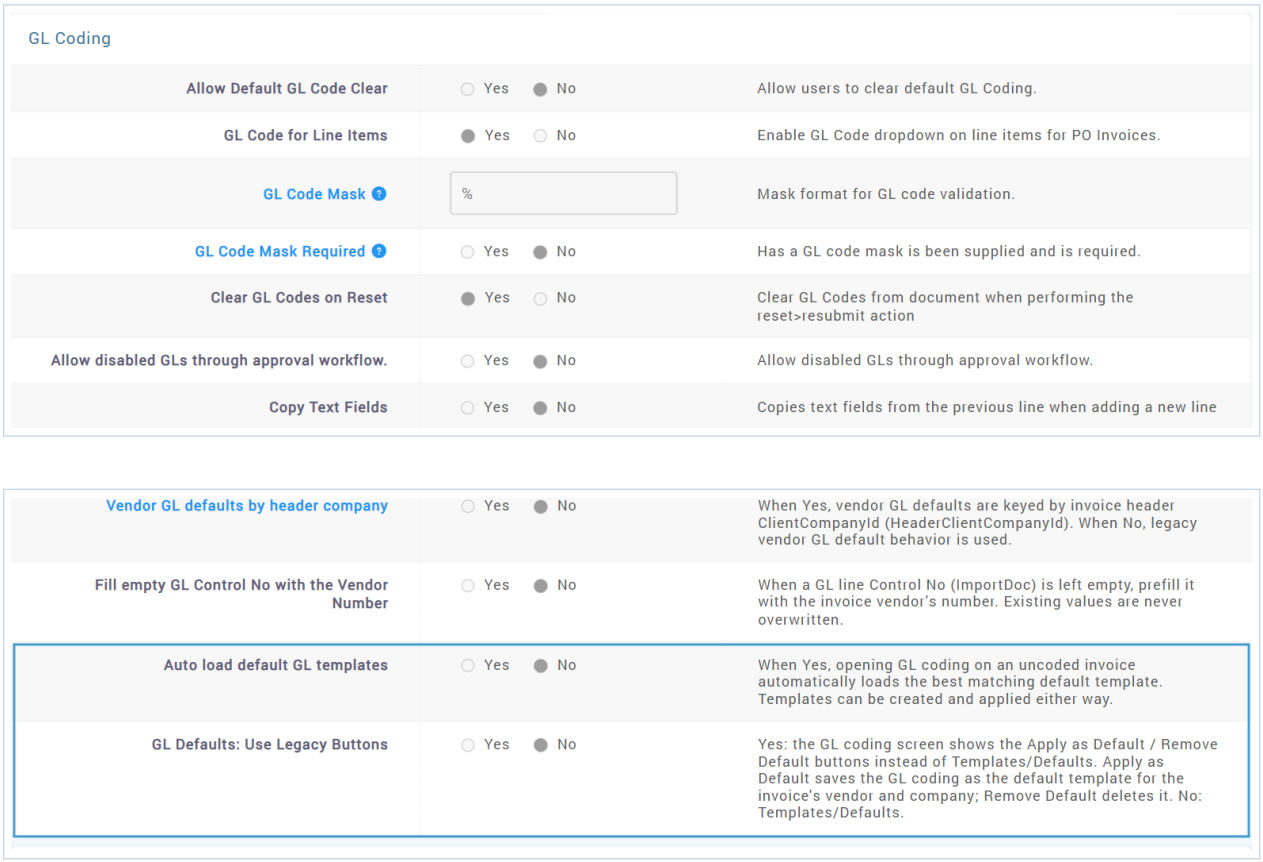
GL Template Client Parameters

GL Template behaviour is set per client in Settings > Parameters, in the GL Coding group. Click Edit at the top right, change the value, then click Save. A "Parameters updated successfully." message confirms the change.



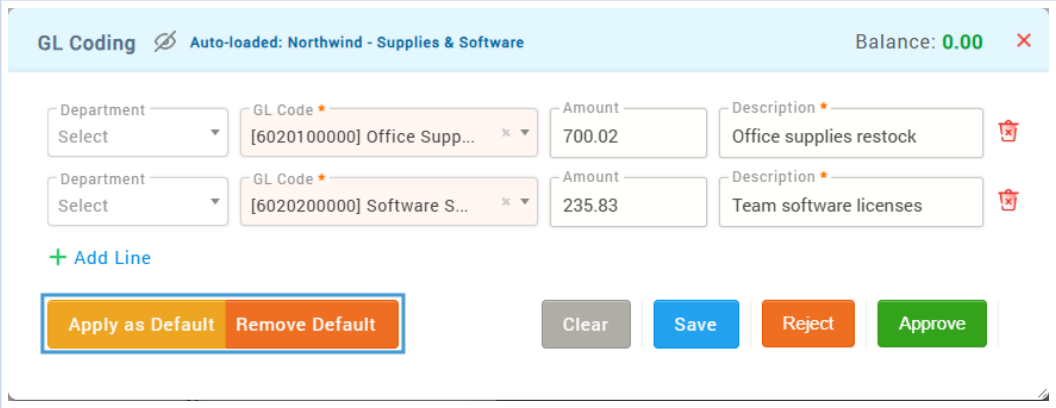
Parameter	Values	What it does
Auto load default GL templates	Yes / No	Yes: opening GL coding on an uncoded invoice loads the best-matching default template. No: nothing is pre-loaded; approvers code by hand or click Apply. Templates can still be created and applied, but none can be set as default.

Parameter	Values	What it does
GL Defaults: Use Legacy Buttons	Yes / No (default No)	Yes: the GL Coding panel shows the legacy Apply as Default / Remove Default buttons instead of Templates/Defaults. No: Templates/Defaults is shown.
Allow Default GL Code Clear	Yes / No	Lets users clear default GL coding that was loaded onto an invoice.



Legacy Mode: Apply as Default / Remove Default

With "GL Defaults: Use Legacy Buttons" set to Yes, the GL Coding panel shows the two familiar buttons in place of Templates/Defaults. They work on the same templates behind the scenes.

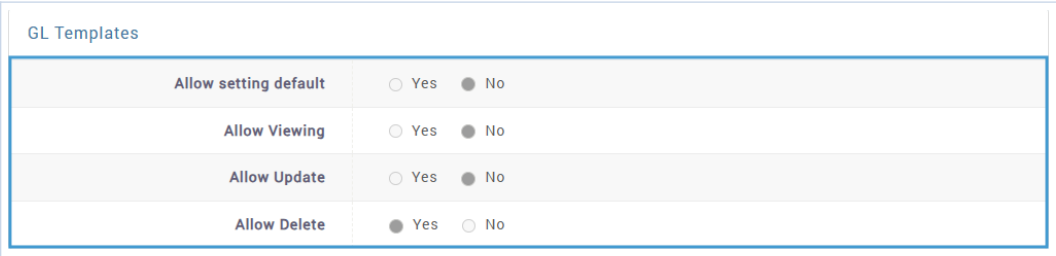


Apply as Default: Saves the current GL coding as the default template for the invoice's vendor and company. The next time that vendor sends an invoice, the system pre-codes it.

Remove Default: Deletes that vendor and company default so you can save a new distribution.

Role Permissions

Access to templates is granted per role in Admin > Access > Roles. Open a role, click Edit, and set the options in the GL Templates group.



Allow Viewing: See the Templates/Defaults button, browse templates and apply them.

Allow Update: Create, edit and save templates.

Allow setting default: Turn a template's Default switch on or off. Auto-load must also be on, unless the client uses legacy buttons.

Allow Delete: Delete a template and use Remove all templates.

Templates/Defaults is also available in Data Load when maintaining vendor GL defaults, so an administrator can manage a vendor's templates without opening an invoice.

Quick Reference

I want to...	Do this
Save a split I use often	Code the invoice, click Templates/Defaults, enter a name and click Save template.

I want to...	Do this
Have a vendor's invoices arrive pre-coded	Save a Vendor template with Set as default on. "Auto load default GL templates" must be Yes.
Use a different split just this once	Templates/Defaults > Apply on another template, then Save or Approve.
Change a template	Click the pencil, edit the lines or scope, then Save changes.
Start over for a vendor	Click Remove all templates, then save new ones.
Bring back the old buttons	Set "GL Defaults: Use Legacy Buttons" to Yes in Settings > Parameters.