

If your service organization has multiple recurring monthly charges, creating and using a WIC Template can reduce the amount of data entry from month-to-month.

A WIC Template is best used for recurring charges with multiple lines where the Credit information and the charged PTAs remain mostly the same month-to-month. Once a WIC Template has been created and saved it can be used to create new WICs. As PTAs and other details change, the data in the template can be updated and saved or the template itself can be deleted.

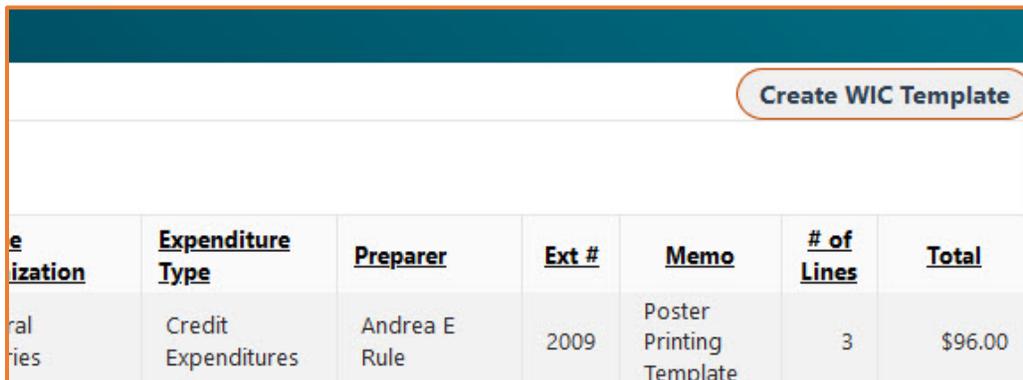
A *WIC Template* cannot be submitted. However, a new WIC can be created from the WIC Template, updated as needed, and then submitted, just like a WIC created from scratch.

NOTE: At the time that the new WIC is created from a template, *no* validation is done on the data copied into that new WIC. For example, if a PTA in the template is no longer chargeable, you will not know that until you first click on the *Save Changes* button, which will validate the data copied from the template into the WIC.

CAUTION: A WIC created from a WIC template contains all charge information from the template. Please be aware that saving and submitting a WIC created from a template without making any changes could potentially cause duplicate charges.

Creating a WIC Template

1. From the left-hand menu, click on *WIC Templates* and then click on the *Create WIC template* button.



The screenshot shows a button labeled "Create WIC Template" in the top right corner. Below it is a table with the following data:

<u>Organization</u>	<u>Expenditure Type</u>	<u>Preparer</u>	<u>Ext #</u>	<u>Memo</u>	<u># of Lines</u>	<u>Total</u>
Central Services	Credit Expenditures	Andrea E Rule	2009	Poster Printing Template	3	\$96.00

2. **Credit Service Organization:** The top section of the form contains information about the PTA receiving credit for goods or services provided. It includes the revenue account information necessary to process and post the credit side of the transaction to Oracle Grants Management and Oracle General Ledger.



The screenshot shows the "WIC Template" form with the following fields:

- PTA: AAA.MITR21 ~ 1 ~ GIFT.MITR2021 (with a list icon)
- Preparer: Andrea E Rule
- Extension: 2009
- Organization: Athenaeum (with a dropdown arrow)
- Type: TEMPLATE
- Expenditure Type: Credit Expenditures (with a dropdown arrow)

- a. *PTA:* Select the list icon to the right of the field to search and select a PTA to receive credit for the goods or services provided.
- b. *Organization:* Select the name of the organization providing the good/service for the internal charge.

c. *Expenditure Type*: The default for this field is *Credit Expenditures*.

NOTE: There are two additional expenditure types available for use for Auxiliary Organizations only:

- *Intracompany Sales*: Used to record sales to divisions /departments on campus by CABS and the Athenaeum by means of a web internal charge. *Ex.* Use this expenditure type to charge departments for their portion of Undergraduate Faculty Housing costs for students.
- *Auxiliary Revenue*: Monies received by auxiliaries for items not previously billed and invoiced by the Institute.

d. *Preparer*: The person submitting the charges. This field is populated by the system.

e. *Type*: The Type is *Template* to indicate it can be used to create a WIC.

f. *Extension*: Phone extension of the Preparer. A field default can be set under the *WIC/PIC User Preferences* tab.

3. **Charges**: The lower section is used to document the Debit PTA and any other data entry that can be associated with the goods/services received.

Charges										
Line ↑	Charge Date (mm/dd/yyyy)	PTA	Expenditure Type	Description	Quantity	Unit Cost	Total Cost	Customer Name	AiM Work Order	
1	02/07/2024	HBG.45128 ~ 1 ~ ENDOW.451280	Copying/Fax Usage	Poster printing \$8 per foot	4	8.00	\$32.00	Rule, Andrea E		
2	03/20/2024	HBG.45128 ~ 1 ~ ENDOW.451280	Copying/Fax Usage	Poster printing \$8 per foot	3.6	8.00	\$28.80	Rule, Andrea E		
3										

a. *Line*: The line number is automatically generated by the system.

b. *Charge Date*: Manually enter the date in a *mm/dd/yyyy* format or double-click to select from a calendar pop-up.

NOTE: The charge date should represent the actual date that the goods or services were provided. If entering summarized data, it should reflect the last date of the period covered.

c. *PTA*: Click on the list icon to the right of the field to search and select a debit PTA to which costs will be charged.

d. *Expenditure Type*: *Expenditure Type*: A general financial categorization of the goods/services provided. Only Expenditure Types authorized for the selected PTA will be in the Expenditure Type list of values.

e. *Description*: A detailed description of the goods or services.

f. *Quantity*: The quantity of goods or services, e.g., number of copies or hours.

g. *Unit Cost*: the base price of goods services for a quantity of one, e.g., .10 per copy or 25 dollars an hour.

NOTE: Do not enter dollar signs (\$) or commas (,) as the field is already formatted for currency.

h. *Total Cost*: Automatically calculated by the system as $Quantity \times Unit Cost = Total Cost$

i. *Customer Name*: The individual requesting the goods or services. Please select the name from the pop-up list of values. This list contains only Caltech employees.

j. *AiM Work Order*: The AiM WO# if this charge is associated with an AiM work order.

4. Save the Template

- Select the *Save* button to save your template. After saving you will receive any error validation messages and need to correct them before saving again.
- The *Memo* field is an optional reference that appears only in the WIC template form and in the transaction detail of the *WIC Templates* tab in the application. It does not interface with Oracle.

Memo:

- Editing the WIC Template:** The form automatically populates ten blank rows when creating a new WIC template. To add rows, select the rows icon in the left of the Charges section to add, duplicate, or delete a row.

Charges			
	Line ↑	Charge Date (mm/dd/yyyy)	PTA
	1	02/07/2024	HBG.45128 ~ 1 ~ ENDOW.451280
	2	03/20/2024	HBG.45128 ~ 1 ~ ENDOW.451280
+ Add Row			
📄 Duplicate Row			
🗑 Delete Row			

- Create a WIC from the Template:** After successfully saving the template form, select *Create a WIC from this template* to create a new WIC form.

Memo: