![GeorgiaFIRST Financial, Information & Reporting Systems for Tomorrow - University System of Georgia - Information Technology Services]

![PeopleSoft 9.2]

# AP.020.070 – ENTERING SINGLE PAYMENT VOUCHERS

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| **Purpose** | <ul><li>To understand the purpose of a Single Payment Voucher</li><li>To describe how to complete a Single Payment Voucher</li><li>To be able to locate the State Accounting Office (SAO) Single Pay Policy</li></ul> |
| **Description** | GeorgiaFIRST Financials uses the following PeopleSoft delivered Voucher Styles:<br><br><ul><li>Regular Voucher</li><li>Adjustment Voucher</li><li>Single Payment Voucher</li><li>Template Voucher</li></ul><br>All PeopleSoft delivered voucher styles appear in the list but only one of the four voucher styles listed above should be selected.<br><br>Establishing a permanent vendor record in the PeopleSoft supplier master file ensures accurate information for payments, tax compliance, reporting, and management purposes. However, there are occasions where it may not be practical to set up a permanent vendor record, e.g., one-time payments, or transactions having no tax implications. For these rare occasions, you can use a Single Payment Voucher.<br><br>The Single Payment voucher style is used to create a voucher for a payment to a one-time supplier, such as a rebate or refund recipient, without having to create and store the supplier in the system. |
| **Security Role** | **BOR_AP_VOUCHER_ENTRY** |

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| **Dependencies/ Constraints** | Single payment supplier vouchers have some restrictions as listed below:<br><br>• No prepayment.<br>• No receivables/payables netting.<br>• No copying from a source.<br>• Not to be used for withholding payments.<br>• No matching.<br>• No document tolerance checking.<br>• Only one payment schedule per voucher.<br>• Amount must be positive.<br>• No late charge calculation, but discount evaluation is supported.<br>• Users cannot apply single payment supplier vouchers to manual payments using the Manual Payment Worksheet, but users can use the Voucher component to record a manual payment to single payment supplier. |
| **Additional Information** | Users may wish to restrict the use of the Single Payment Voucher style to limited Accounts Payable staff for internal control purposes.<br><br>Using Single Pay Vouchers should be extremely limited, as they are part of the DOAS auditing process. Please refer to the SAO policy for guidance using single pay suppliers. Users can find the Single Pay Policy located at the State Accounting Office Website.<br><br>Users must set up a single payment supplier to serve as a dummy when creating single payment vouchers. The dummy supplier does not contain any address information. All the identifying information is filled out on the single payment voucher.<br><br>For more information about Suppliers and Single Payment Suppliers, see SP.020.010 – Adding a New Supplier and SP.020.020 - Adding a Single Payment Supplier |

## Procedure

Below are step by step instructions on how to create Single Payment voucher.

| Step | Action |
|------|--------|
| 1. | Click the **NavBar** icon. |
| 2. | Click the **Menu** icon. |
| 3. | Click the **Accounts Payable** link. |
| 4. | Click the **Vouchers** link. |
| 5. | Click the **Add/Update** link. |
| 6. | Click the **Regular Entry** link. |
| 7. | Navigate to the Add a New Value tab. |
| 8. | Click the **Voucher Style** drop down menu. |
| 9. | Select **Single Payment Voucher.** |
| 10. | Enter the Single Payment Supplier ID in the **Supplier ID** field. |
| 11. | Click the **Add** button. The system navigates to the Supplier Information page. |
| 12. | Navigate to the Single Payment Supplier tab. |
| 13. | Click in the **Supplier Name** field and enter the name of the supplier. Enter Additional Name, if needed. |
| 14. | Enter the Supplier's address information in the **Address 1, 2, 3** fields. |
| 15. | Click in the **City** field and enter the Supplier's city. |
| 16. | Click in the **State** field and enter the Supplier's state. |
| 17. | Click in the **Postal** field and enter the Supplier's Zip Code. |
| 18. | Navigate to the **Invoice Information** tab. |
| 19. | Enter the Supplier's Invoice Number, Invoice Date, Total, Description, Line Amount, Account Number, and ChartFields. |
| 20. | Click the **Save** button. |
| 21. | Confirm the voucher was successfully saved and a Voucher ID was assigned. |
| 22. | Now that the voucher is saved, it can be budget checked, posted, and paid. |