

Ad Hoc Payments – Districts (Warrants)

Ad Hoc Payments are used to pay for . The following instructions include how to Manually Create an Ad Hoc Payment.

In the search box, type **Create Ad Hoc Payment**

In **Ad Hoc Payment information**:

- **Company** will default
- **Bank Account** will default
- Select **New Ad Hoc Payee** and enter Company + Control Number
- **Currency** is USD
- **Payment Date** will be the issue date of the Warrant
- **Payment Type** will always be External Warrant

In **Payment Details**:

- In **Control Total Amount**, enter the amount of the payment
- In **Memo**, enter the Warrant Number
- In **Addenda**, enter the Control Number
- In **External Reference**, enter the Control Number

In the **Lines** tab:

- **Company** defaults

- Enter a **Spend Category**, must be District General Expenditures 99.000000
- Enter payment amount in the **Extended Amount** field
- Enter a **Cost Center, Fund** and **Business Unit** should default. Always use Business Unit 5100000 General Government - Other
- When finished, select **Submit**

Lines		Tax	Payee Address	Settlement Bank Account	Alternate Name	Attachments
Spend Category	Tax	Quantity	Unit Cost	*Extended Amount		
search	Tax Applicability Tax Code	0	0.00	0.00		

Settlement Bank Account		Alternate Name	Attachments
*Cost Center	*Fund	*Business Unit	Additional Worktags
search	search	search	search