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.

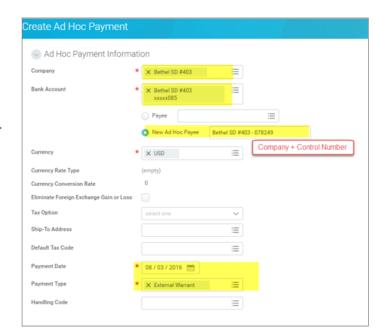In the search box, type **Create Ad Hoc Payment**

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
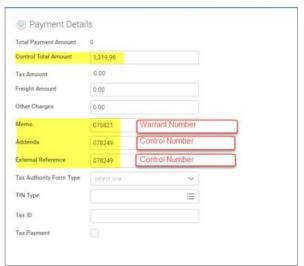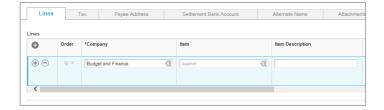
In **Payment Details**:

- 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
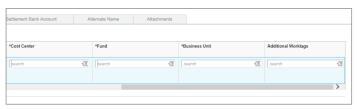
In the **Lines** tab:

- **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**