



Previous Steps - "[Processing Manual Vouchers](#)"

Creating a Single Payment Voucher

Related Topics:

- [Single Pay Voucher - Single Payment Supplier Tab](#)
- [Single Pay Voucher - Invoice Information Tab](#)
- [Single Pay Voucher - Payments Tab](#)

If the invoice cannot be processed, refer to the [AP Exception Codes Quick Reference Table](#), select the appropriate exceptions based on the identified issue and follow the outlines process.

Establishing a permanent supplier record on the supplier file ensures accurate information for tax, reporting, and management purposes. However, a Single Payment Voucher SPV is used in special circumstances for **one-time payments** only to suppliers not in the OAKS FIN Supplier database.

[Limitations of Single Payment Vouchers](#)

Updating the Add a New Value tab

1. Before entering a Single Payment Voucher SPV , verify:
 - The supplier is not established and is not active in the OAKS FIN supplier database,;
 - The account code being used is not reportable to the IRS, and;
 - The amount of the payment does not require a purchase order to be completed.
2. Do NOT change the **Voucher ID**.
 - The **Voucher ID** defaults to "NEXT." OAKS FIN will automatically assign the next available voucher ID code.
3. Update the **Voucher Style** field to "Single Payment Voucher."
4. Update the **Supplier ID** to "SGLPAYCHK2."
 - The **Supplier Name**, **Short Supplier Name**, **Supplier Location**, and **Address Sequence Number** will automatically populate from the "SGLPAYCHK2" **Supplier ID**.
5. Enter **Invoice Number** based on the "[Determining Invoice Number](#)" process.
6. Enter the **Invoice Date** based on the "[Determining Invoice Date](#)" process.
 - Unless the invoice is for goods or services described in the "Pre-payment of Expenses" section of the "[Vouchers and Expenditures SAFE Policy](#)," if an invoice date is greater than **3 business days as of the current day**, see **Working an Exception Code 10: Future Dated Invoice**.
7. Click **Add** button.
 - The **Single Payment Supplier** page displays.



Next Steps - "[Single Pay Voucher - Single Payment Supplier Tab](#)"