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## Creating a Single Payment Voucher

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.

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## Updating the Payments tab

The **Payments** tab displays with the invoice details previously entered on the **Invoice Information** tab. Continue entering

\*Action    
Payment Date   
Reference

Continue to the **Payment Options** section if the OSS [Standard Invoice Pre-Processing Form](#) provides payment handling and/or payment message instructions.

**Payment Options**  
\*Bank    
\*Account   
\*Method    
Pay Group   
\*Handling    
Hold Reason    
Message   
Message will appear on remittance advice.

- Update the **Handling** field if instructed by the OSS [Standard Invoice Pre-Processing Form](#) (PPF).
  - **Return to Agency** - Warrants are returned to the agency for mailing.
    - RA requests for payments will not be followed when it pertains to new "remit to" addresses not available in OAKS FIN. Once the supplier information has been updated, the invoice will be processed for payment.
  - **Regular Payments** - Warrants are mailed centrally.
- Update the **Message** field with the standard Ohio Shared Services payment message to appear on EFT and warrant remittances.
  - Click the [Messages](#)  link to display the [Payment Message](#)  window.
  - Enter "OSS" in [Message](#)  field.
  - Click [OK](#) .

Enter an additional Payment Message (up to 255 characters) if this is provided on the OSS [Standard Invoice Pre-Processing Form](#).

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