

Creating a Single Payment Voucher

Establishing a permanent supplier record on the supplier file ensures accurate information for tax, reporting, and management purposes.

1. Validate **Invoice Number** based on the [Determining Invoice Number](#) process.
2. Validate **Invoice Date** based on the [Determining Invoice Date and Last Receipt Date](#) process.
3. Update **Origin Code** field with the **Origin** Code of the agency location or division for which voucher is being created to route the voucher to the correct OSS participating agency approver. [EXPAND](#)
 - Use the following priority of resources, in the order below, to determine correct origin code:
 - Agency-submitted PPF.
 - Origin listed on an invoice.
 - Purchase order comments from voucher view only.
 - PO Reference line, if available.
 - If an agency has multiple origin codes, refer to the "ship to" or "bill to/for" address from the invoice to select the correct code.
 - Click [here](#) to view DAS Guidelines.
 - Click [here](#) to view DMH Guidelines.
 - Click [here](#) to view DRC Guidelines.

[Back to top.](#)