

# Ad Hoc Payments – Districts (AP)

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 be PC Claims Clearing xxxxx607
- Select **New Ad Hoc Payee**
- **Currency** is USD
- **Payment Date** will be the issue date of the Warrant
- **Payment Type** will always be Warrant

**Create Ad Hoc Payment**

Ad Hoc Payment Information

- Company: X Drainage District #13
- Bank Account: X PC Claims Clearing xxxxx607
- Payee:  Payee  New Ad Hoc Payee Cannon Companies
- Currency: X USD
- Currency Rate Type: (empty)
- Currency Conversion Rate: 0
- Eliminate Foreign Exchange Gain or Loss:
- Tax Option: select one
- Ship-To Address:
- Default Tax Code:
- Payment Date: X 12 / 09 / 2016
- Payment Type: X Warrant
- Handling Code:

In **Payment Details**:

- In **Control Total Amount**, enter the amount of the payment

Payment Details

- Total Payment Amount: 50.00
- Control Total Amount: 50.00
- Tax Amount: 0.00
- Freight Amount: 0.00
- Other Charges: 0.00
- Memo:
- Addenda:
- External Reference:
- Tax Authority Form Type: select one
- TIN Type:
- Tax ID:
- Tax Payment:

In the **Lines** tab:

- **Company** defaults

Lines | Tax | Payee Address | Settlement Bank Account | Alternate Name | Attachments

Lines 1 items

Order	*Company	Item	Item Description
+	X Drainage District 10		

- Enter a **Spend Category**. The following is a list of frequently used Spend Categories at the right
- Enter payment amount in the **Extended Amount** field

Spend Category	Corresponding Ledger Account
District General Expenditures [99.000000]	500000:Expenditures - Other
Other School Cash Decreases [49.007800]	500000:Expenditures - Other
Extra Hire (District Payroll) [11.000200]	501100:Salaries & Wages
Judges Pro-Tem (District Payroll) [11.000300]	501100:Salaries & Wages
Overtime, Special Pay (District Payroll) [12.000000]	501100:Salaries & Wages
Regular Salaries (District Payroll) [11.000100]	501100:Salaries & Wages
Salaries & Wages (District Payroll) [11.000000]	501100:Salaries & Wages
Salaries & Wages Districts [10.000000]	501100:Salaries & Wages
Deferred Comp Plan (District Payroll) [20.001200]	502000:Personnel Benefits-Districts
Federal Withholding (District Payroll) [20.001100]	502000:Personnel Benefits-Districts
Personnel Benefits (District Payroll) [20.000000]	502000:Personnel Benefits-Districts
Retirement (District Payroll) [20.000400]	502000:Personnel Benefits-Districts
Severance Reserve (District Payroll) [20.000800]	502000:Personnel Benefits-Districts
Workers Compensation (District Payroll) [20.000100]	502010:Benefits - Workers Compensation
Medical Insurance (District Payroll) [20.000200]	502020:Benefits - Medical Insurance
FICA (District Payroll) [20.000300]	502030:Benefits - Fica
Life Insurance (District Payroll) [20.000600]	502060:Benefits - Life Insurance
Dental Insurance (District Payroll) [20.000700]	502070:Benefits - Dental Insurance
LEFF Med Serv (District Payroll) [20.000900]	502080:Benefits - Leoff Medical Service
Supplies (District Use) [31.000000]	503100:Supplies - Other
Supplies (Districts) [30.000000]	503100:Supplies - Other
Uniforms-District Use [32.000100]	503200:Fuel Consumed
Other District Services & Charges [40.000000]	504000:Other Services & Charges
Outside District Communication [42.000000]	504200:Communication

Lines | Tax | Payee Address | Settlement Bank Account | Alternate Name | Attachments

Lines 1 item

Spend Category	Tax	Quantity	Unit Cost	* Extended Amount
X District General Expenditures [99.000000]	Tax Applicability X Nontaxable	0	0.00	0.00
Tax Code				

- Click on **Payee Address** tab and add remit to information

Lines | Tax | **Payee Address** | Settlement Bank Account | Alternate Name | Attachments

Add

Click on Add button to enter Remit to Information

Submit Save for Later Cancel

- Enter a **Cost Center**, **Fund** and **Business Unit** should default.
- When finished, select **Submit**

Attachments

*Cost Center	*Fund	*Business Unit	Additional Worktags
X Drainage District	X 680-00 WW - Drain - Dike & Ditch Dist Fund	X 53400PD Water Utilities	