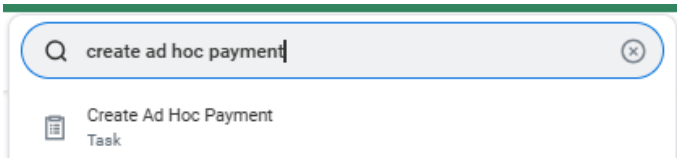
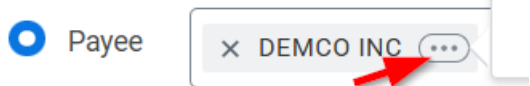


Banking and Settlement: Create Ad Hoc Payment

Audience / Role	Accountant - Auditor's Office Ad Hoc Payment Data Entry Specialist Cash Operations Lead
Description	This job aid provides instructions to create ad hoc payments.
Before You Start	- Run View Ad Hoc Payee to view existing payee status. To do this, you will need to enter name of payee then select OK. - For new Ad Hoc Payees, gather Payee Name and address if applicable.

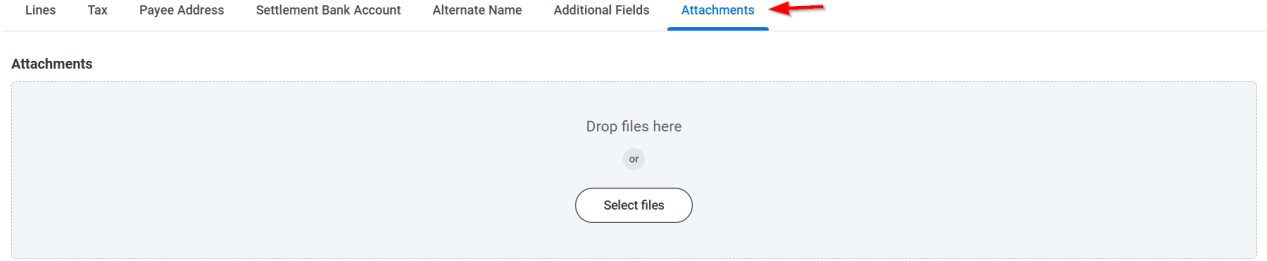
Create Ad Hoc Payment

1	In the Search bar, enter Create Ad Hoc Payment. In the search results, select the Create Ad Hoc Payment task. 
2	Under Create Ad Hoc Payment, complete the fields for this task. All required fields are indicated with a red asterisk. Under Ad Hoc Payment Information, enter the following into the fields: • Company – defaults to Kern County. • Bank Account – select the Bank Account depending on the purpose of the ad hoc payment. This list is limited to which bank accounts should be allowed to do an ad hoc payment. • Kern has decided there should be minimal usage of when an Ad Hoc Payee should be used. Please make sure to follow Kern policies before creating an ad hoc payee. Suppliers/Workers/Tax Authorities should be used for the majority of the transactions. ○ Payee – Either select an existing Ad Hoc Payee or enter a New Ad Hoc Payee. If entering a new payee, enter the payee's name. You may choose to enter an address using the Address subtab at the bottom. ○ To view an address for any payee, when listing the payees, do the related action to see the details.  ○ ▪ To add an address: • Click Payee Address. • Click the Add button. • Enter the Address Lines as needed noting the required fields marked with an asterisk. • In the Use For box remove "Billing" and "Shipping" by clicking on the x. Remit To will be the only selection remaining in the box. • Scroll up to complete the AD Hoc Payment Information. • If the payee is Single Use, check the Single Use Payee box which indicates this will only be used once.

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	• Payment Date – The issue date of the check or warrant. Defaults as the current date. • Payment Type – Select a payment type that is compatible with Bank account of the warrant/check. Note: Bank Accounts have lists of what types of payments may be used for each bank account. The employee doing an Ad Hoc Payment should know Kern’s policies well enough to make the right selection, otherwise, they should be requesting a payment a different way.
3	Under Payment Details, enter the following into the fields: • Total Payment Amount – auto-sums the journal lines. • Control Total Amount –Not required. • Freight Amount – Not required. • Other Charges – Not required. • Memo – Memo for the payment • Addenda – Optional text field • External Reference – enter the external depending on the purpose of the ad hoc payment. This is used if the source of data was from an outside system, allows you to tie the information together. • Tax Authority Form Type – Optional, leave blank. • TIN Type – Optional, leave blank. • Tax ID – Optional, leave blank. • Tax Payment – Optional, leave unchecked.
4	Under the Lines tab, consider the following to complete the fields: • Company – defaults to Kern County. • Item- N/A • Item Description- Enter Description as appropriate. • Spend Category – enter the spend category depending on the purpose of the ad hoc payment. ○  • Tax Applicability • Tax Code • Quantity • Unit Cost • Extended Amount – Quantity x Unit Cost (Will automatically calculate if you populate those two fields) • Memo – memo for the payment line ○ The line memo will show in any reports that Kern includes this data with. Line memo is not included in the remittance. • Project Task • Grant • Program • Cost Center • Additional Worktags –Fund and Activity

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	If an additional line is needed, click the lower + sign. Review all information on the journal line and ensure that the Total Payment Amount matches the Control Total Amount.
5	Click on the Attachments tab and provide back-up for the transaction.  Select Submit.

What Happens Next?

- The ad hoc payment routes for review and approval – the approval depends on the transaction type.
 - Cost Center Manager
 - Finance Executive

Related Reports

- Kern Find Payments