



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:

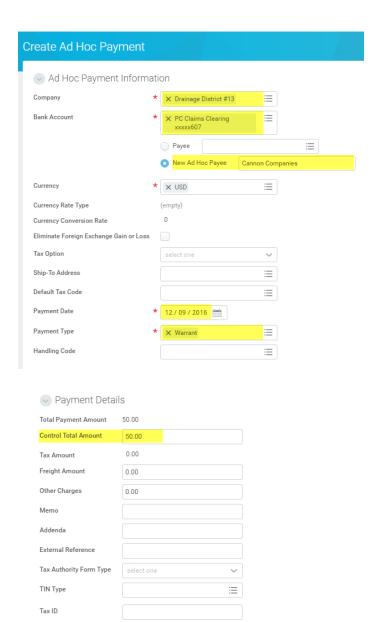
- Company will default
- Bank Account will be PC Claims Clearing xxxxx607
- Select New Ad Hoc Payee
- Currency is USD
- Payment Date will be the issue date of the Warrant
- Payment Type will always be Warrant

In Payment Details:

 In Control Total Amount, enter the amount of the payment

In the Lines tab:

Company defaults



Item Description

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Workday Version 27

Tax Payment

Lines 1 items

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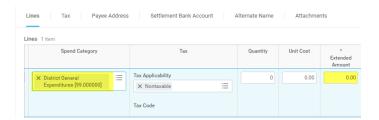
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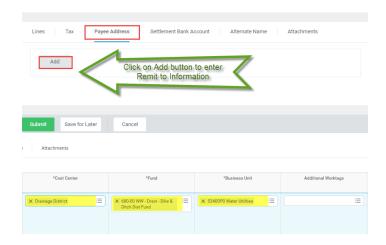


- Enter a Spend Category. The following is a list of frequently used Spend Categories at the right
- Enter payment amount in the Extended Amount field

| 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 |



- Click on Payee Address tab and add remit to information
- Enter a **Cost Center, Fund** and **Business Unit** should default.
- When finished, select **Submit**



Workday Version 27