Ad Hoc Payments – Districts (Warrants)

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 default
- Select **New Ad Hoc Payee** and enter Company + Control Number
- **Currency** is USD
- **Payment Date** will be the issue date of the Warrant
- **Payment Type** will always be External Warrant

**In Payment Details:**

- In **Control Total Amount**, enter the amount of the payment
- In **Memo**, enter the Warrant Number
- In **Addenda**, enter the Control Number
- In **External Reference**, enter the Control Number

In the **Lines** tab:

- **Company** defaults
• Enter a **Spend Category**, must be District General Expenditures 99.000000

• Enter payment amount in the **Extended Amount** field

• Enter a **Cost Center, Fund** and **Business Unit** should default. Always use Business Unit 5100000 General Government - Other

• When finished, select **Submit**