State of Kansas
Create a Single Payment Voucher
Statewide Management, Accounting and Reporting Tool

Date Created:	09/25/2013
Version:	V.1.0.
Reason for Job aid:	Outlines the steps you need to take to create a **Single Payment Voucher** in SMART. **Please note:** Creating a Single Payment Voucher is an **EXCEPTION process**. The majority of vouchers created by your Agency should be Regular Vouchers. If the vendor is an **existing vendor** in SMART, do **NOT** use this process. Please use the Regular Voucher process. If the payment is to be **1099 Reportable**, do **NOT** use this process. Please use the Regular Voucher process. For more information pertaining to **1099 Reporting and Withholding** in SMART, please refer to the following Job Aids which are located on the **SMART *Web*** website: Training Section – Accounts Payable – Vouchers – Job Aids page: **Create a 1099 Voucher** (Pages 6 and 7 provide a matrix for 1099 Reportable items) **Witholding Codes**

1.	**Navigation**: From the **Home** page in SMART, on the left navigation menu, click on '**Accounts Payable**', then click on '**Vouchers**', then click on '**Add/Update**', and then click on '**Regular Entry**'. This will open the **Voucher** page, as shown in the screenshot to the right. Use the '**Add a New Value**' tab:	**Voucher** Find an Existing Value **Add a New Value** Business Unit: 17300 Voucher ID: NEXT Voucher Style: Single Payment Voucher Short Vendor Name: Vendor ID: Vendor Location: Address Sequence Number: 0 Invoice Number: Invoice Date: Gross Invoice Amount: 0.00 Freight Amount: 0.00 Misc Charge Amount: 0.00 Estimated No. of Invoice Lines: 1 Add Find an Existing Value | Add a New Value
2.	**Business Unit:** Your Business Unit number will auto populate for you. **Note:** If you use multiple Business Units, change the Business Unit value if necessary. **Voucher ID**: Either accept the default value of 'NEXT' or follow your Agency's business process for assigning Voucher ID numbers. **Voucher Style drop-down list**: Select the '**Single Payment Voucher**' option as shown in the screenshot to the right. **Vendor ID**: Enter '**SINGLE_PAY**'. Alternatively you can click on the **Look up button** (magnifying glass icon) to search for the 'Single Pay' option. (Note: There is only one 'Single Pay' vendor option available).	**Voucher** Find an Existing Value **Add a New Value** Business Unit: 17300 Voucher ID: NEXT Voucher Style: Single Payment Voucher Short Vendor Name: Vendor ID: Vendor Location: Address Sequence Number: 0 Invoice Number: Invoice Date: Gross Invoice Amount: 0.00 Freight Amount: 0.00 Misc Charge Amount: 0.00 Estimated No. of Invoice Lines: 1 Add Find an Existing Value | Add a New Value

3.	Complete the remaining information on the Voucher page: **Invoice Number**, **Invoice Date**, and **Gross Invoice Amount**. After you have completed all the information on the Voucher page, click the **'Add' button**. Clicking the 'Add' button opens the Vendor Information page.	**Voucher** Find an Existing Value | **Add a New Value** Business Unit: 17300 Voucher ID: NEXT Voucher Style: Single Payment Voucher Short Vendor Name: Vendor ID: Vendor Location: Address Sequence Number: 0 Invoice Number: Invoice Date: Gross Invoice Amount: 0.00 Freight Amount: 0.00 Misc Charge Amount: 0.00 Estimated No. of Invoice Lines: 1 Add Find an Existing Value | Add a New Value
4.	On the Vendor Information page – **Single Payment Vendor** Tab: Use the *Single Payment Vendor* page to specify *who* you are paying and *how* you are paying them. Enter the vendor's **Name** and **Address** information. Note that the **Payment Method** defaults to '**CHK**', indicating a system check, or paper check payment to the vendor. If you wish to pay the vendor directly using an **ACH** (direct bank payment), click the **'Vendor Bank' link** located at the top left of the page. Clicking the Vendor Bank link, opens the **Vendor Bank page**. Complete the Vendor's ACH bank account information, and then click the 'OK'	Invoice Information | Payments | Voucher Attributes | **Single Payment Vendor** **Vendor Information** Vendor Bank Vendor Bank Address Transfer to EFT options Business Unit: 17300 Voucher ID: NEXT Payment Method: CHK Name: Country: USA United States Address 1: Address 2: Address 3: City: County: Postal: State: Email ID: Save Notify Refresh Add Update/Display Invoice Information | Payments | Voucher Attributes | Single Payment Vendor **Vendor Bank** **Vendor Bank** Country: USA United States Bank Name: Branch Name: Bank ID Qualifier: Account Type: Bank Identifier Code: Bank ID: Branch ID: Bank Account Number: Check Digit: DFI Qualifier: DFI ID: IBAN: OK Cancel Refresh

	button. For more information about entering vendor ACH bank account information, please refer to the **Vendor Training Materials** located on the **SMART *Web*** website: **Vendor Participant Guide - 03-08-12** (Pages 67 – 70 of this document show the Vendor Bank Account Information, and how to complete it.)	
5.	Next, click on the **Invoice Information tab**. Complete the remaining information on the Invoice Information tab as you would for a Regular Voucher. (Add your invoice line information and funding information), then 'Save' the voucher.	